



SOUTHWOLD HARBOUR FUELLING/BUNKERING STANDARD OPERATION PROCEDURES to be read in conjunction with Vessel Fuelling Guidance Southwold Harbour (attached)

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1.0 Document Control

This SOP is subject to a 3 yearly, review and periodic amendment as required.

Major changes will be issued as a new version with all minor amendments to that version annotated by

DATE Review(R)

Amendment (A)

2.0 Introduction

This SOP has been developed to ensure that Bunkering Operations are conducted in a safe manner to reduce and minimize risks to personnel and the environment and applies to all parties involved within the Harbour Estate. There are three accepted methods of bunkering within the Harbours Estate

1. Road Tanker/Bowser

2. Fuel berth

3. Containers

3.0 Legal Requirement

Under the Health and Safety at Work etc. Act 1974 (HSW Act), employers, people in control of premises, the self-employed and employees must ensure the health and safety of others and themselves so far as is reasonably practicable.

4.0 Definitions

Unless the context otherwise requires in this SOP:

4.1 "Fuel Supervisor" means the appropriately qualified person appointed by the Bunker Supplier to supervise the Bunkering Operations on behalf of the Bunker Supplier.

4.2 "Fuel Supplier" means the party supplying Bunkers to or receiving Bunkers from a vessel.

4.3 “Operator” means any person appointed by the vessels owner to supervise the Fuelling Operations.

4.4 “Fuel/Bunkers” means petroleum in any form including petrol, fuel oil, diesel, sludge, oil refuse, refined products, and any noxious liquid substance (as defined in MARPOL 73/78 Annex II Chapter 1 Regulation 1) and the residues thereof when carried on board vessels but not as freight-paying cargo.

4.5 “Fuelling Operations” means the transfer of Fuel between vessels, road tankers/bowser, by approved fuel containers or shore facilities.

4.6 “Harbour Master” means the Harbour Master appointed by the Harbour Authority being East Suffolk Council (and includes their authorised deputies and assistants)

4.7 “Officer in Charge” means the appropriately qualified officer appointed by the vessel’s Master to oversee the Fuelling Operations.

4.8 “Vessel” means any vessel as defined under the Merchant Shipping Act 1995 as updated.

5.0 Responsibilities

5.1 This SOP does not relieve any person of the requirement to comply with any statutory Act, Order or Regulation that may apply to their vessel or operation.

5.2 Fuelling Operations must be performed diligently, safely and without deliberate or undue delay.

5.3 The vessel’s Master or Operator is responsible for the Bunkering Operations for their appointed vessel.

5.4 Any incidents or accidents arising out of the bunkering operations that may impact in any way on the environment shall be reported immediately to the Harbour Office by the Vessel and or Tanker Driver.

The following information must, as a minimum, be provided:

- The location of the spill.
- The type of oil spill.
- The approximate quantity.
- The immediate action taken.
- Preventative measures put in place

5.5 Any incidents or accidents arising out of the bunkering operations that may impact in any way on the environment shall be reported immediately to the Harbour Office by the Vessel and or the Tanker driver.

6.0 Oil Spill Response

All vessels involved in bunker transfers, by any means, within the Harbour Jurisdiction should maintain on board sufficient oil spill response equipment to respond effectively to the potential size of spill that could occur during bunkering operations. An adequate number of personnel to assist in deployment of emergency equipment must also be available during the bunker transfer.

6.1 Vessel Oil Spill Response Equipment

All vessels and road tankers should maintain on board sufficient oil spill response equipment to respond effectively to the most likely types of spills that could occur during normal operations. An adequate number of personnel to assist in deployment of emergency equipment must also be available.

Oil spill dispersants cannot be used without prior approval from the MMO via the Harbour Master.

6.2 Reporting

The Master of a vessel /driver of a road tanker must report a discharge or probable discharge of any pollutant without delay to the Harbour Master on VHF 12, within working hours, or via phone 01502724712 or 07941329160

Notifications are to be followed by the completion of a POLREP (**Pollution Report**) form.

7.0 Delivery of fuel from vehicle tanker/bowser to vessel Procedures

Road tankers/bowsers are occasionally used for the bunkering of vessels. There may be occasions that a road tanker unfamiliar with the Harbour will request access. In all cases the following procedures shall apply.

7.1 Notice of Entry

Fuel oil deliveries by road tanker shall only be permitted entry to the Harbours jurisdiction if tanker operators have given the Harbour Office notice of entry of dangerous substances.

Notice of entry shall be emailed to the Harbour Master not less than 24 hours in advance of the vehicle's intended arrival at the Harbour.

- The notice shall contain:
- The delivery Company's Name and contact details.
- Name of vessel receiving fuel/oil delivery.
- Type and quantity of fuel/oil.
- Vehicle Registration number and number of crew.
- Approximate ETA of delivery vehicle.

ANY BOWSER CONTAINING FUEL STORED ON HARBOUR LAND SHOULD BE KEPT CLEAR OF THE QUAY EDGE AND RIVER.

7.2 Documentation

Drivers of road tankers shall carry all appropriate documentation:

- General Safety Instructions for Dangerous Goods.
- Class specific hazard characteristics.
- Minimum drivers' personal and safety equipment.

Drivers shall also carry a Transport Document which contains the following information:

- The UN number of the fuel/oil.
- The Proper Shipping Name.
- The class number of the fuel/oil.
- The Packing Group or Classification Code.
- The total quantity.
- The gross and net weights.
- The consignor and consignee details.

7.3 Safety Equipment

Road Tankers operating within the Harbours Estate shall carry appropriate fire extinguishers, safety equipment, PPE and first aid equipment and spill response equipment.

7.4 Training Certificates

Road Tanker drivers entering the Harbours jurisdiction shall carry their training certificates. These may be in a standard “credit card” format with security features and include a photo of the holder. They shall have received general training plus an ADR Training certificate.

7.5 Delivery Procedures

7.5.1. When on the Harbours Estate drivers shall comply with existing Road Traffic Legislation, observe the maximum speed limit of 5mph and obey all road signs.

7.5.2. Road Tankers/Bowsers should be regularly inspected and maintained to DVSA standards.

7.5.3. Only certified delivery hoses shall be used.

7.5.4. Appropriate PPE shall be always worn when engaged in fuel transfer operations.

7.5.5 At the delivery location the vehicle/bowser shall be positioned so as not to cause any obstruction and provide the best access for the delivery hose.

7.5.6. Transfers should take place during daylight hours. If undertaken during the hours of darkness the driver/ bowser owner is responsible for ensuring the transfer area is well lit, if this is not possible the transfer should be postponed.

7.5.7. The driver should always remain with his vehicle.

7.5.8. After completion of fuel transfer the hoses should be stowed away and secured. The vehicle/bowser should be moved clear of the delivery location to allow for the area to be inspected to ensure it is left in a clean and tidy condition.

7.5.9. Additionally in the event of a spillage the driver/ bowser operator shall: -

- Shut the pump off together with the gun/valve.
- Immobilise the vehicle.
- Phone/alert the Harbour Master and report the spillage.
- Keep all personnel and ignition sources clear of the spillage area.
- Use the onboard spill kit to contain the spill and commence clean-up operations.

7.6 Receiving Vessel

7.6.1. The Vessel's Master is responsible for the Fuelling Operations and must appoint an Officer in Charge

7.6.2. During Fuelling Operations, the Officer in Charge and Fuel Supervisor shall ensure that all necessary measures are taken to prevent the spillage of fuel into the waters of the Harbour or onto any quayside.

7.6.3 In the event that the Officer in Charge cannot identify or establish communications with the Bunker Supervisor, then Bunkering Operations should not commence or if they are under way they should cease immediately.

7.6.4. If the Bunkering Supervisor cannot identify or establish communications with the Officer in Charge, then Bunkering Operations should not commence or if they are under way they should cease immediately.

7.7 Responsibilities for Vessel and Road Tanker/Bowser operator

Once fuelling has commenced:

- No smoking, naked flame or hot work is permitted.
- A constant visual watch is maintained throughout the entire transfer operation.
- Weather and sea conditions must be constantly monitored, and moorings appropriately tended
- Sufficient absorbent spill material is available on site to deal with any accidental spillage.
- Action must be taken to stop or contain any spill and Port Control is immediately notified.
- Visual check of waters around vessels/on quay to identify any spills.

7.8 Communication Arrangements

During transfer operations there should be regular communication maintained between the vessel and supplier. Once the method of communication is initially established, the following information should be exchanged:

1. Confirm transfer starting and stopping procedures.
2. Confirm quantities.
3. Confirm emergency stop procedures.
4. Confirm method of raising the alarm in the event of an emergency.

7.9 Emergency Procedures

Procedures for handling all emergencies may vary but should include as a minimum:

1. Method of emergency shutdown of fuel delivery.
2. Method of raising the alarm.
3. Responsibilities of key personnel.
4. Action taken by employees to ensure their own safety and the safety of those around them.
5. Action taken by employees to minimise the damage to property and environment.
6. Method of cleaning up a spill.
7. Method of informing Harbour Master & Owners.

8.0 Harbour Fuel Tank Deliveries

The Harbour receives bunker deliveries from Council approved suppliers who are familiar with the workings of the Harbour fuel tank system and surrounding area.

The Harbour Master will ensure that the Harbour fuel tank is in good order and ready to receive the ordered quantity of fuel.

9.0 Fuel Berth Procedures

The Harbour provides the facility for fuelling vessels that operate using diesel and are of a suitable size to access the fuel berth situated at on the North side of the Harbour in the fisherman's compound.

Fuel is only issued from the Harbours facility by direct service. The fuel berth facility has an Emergency shut off button, key switch, and manual valve on feed.

9.1 Direct Service Procedure

Any vessel requiring fuelling from the Harbour facility should contact the Harbour office during working hours.

The Harbour Master or Deputy Harbour Master are the only people authorised to issue fuel from the harbour fuel tank.

9.2 Portable Diesel Containers for Private Use

The carriage of diesel by private individuals in a vehicle where the fuel is intended for their personal use, including their leisure or sporting activities, is exempt from the general restrictions on the carriage of dangerous goods by road. However, where fuel is carried in refillable containers filled by or for a private individual, the total quantity transported must not exceed 240 litres at a time and each individual container must not contain more than 60 litres. In addition, the individual must take measures to prevent the containers from leaking.

Red Diesel obtained from the Harbour is for the use in Vessels only and may not by Law be used in own road vehicles.

9.3 Fuelling via Approved Portable Containers

All vessels that require to be bunkered via portable containers shall adhere to all relevant sections of this SOP.

10. Commercial Fuelling Procedures

10.1. A risk assessment must be prepared prior to the initial fuelling operations commencing and kept under regular review.

10.2. The operator will designate 1 member of their staff to oversee fuelling operations and ensure they are fully trained in the procedures specific to their vessel.

10.3. The staff member in charge is responsible for ensuring the vessel is in a safe & secure position to receive fuel.

10.4. The staff member in charge is responsible for ensuring that the No Smoking requirements within the vicinity are met.

10.5. At no time are vessels to be rafted together to receive fuel and at no time are the containers/hoses when full /charged to be passed over other vessels.

10.6. At times when the containers are to be lowered to the receiving vessel a suitably sturdy line and connection must be used and at any time no more than 3 containers are to be lowered together.

11.Recreational Fuelling Procedures

11..1. All care should be taken when carrying / lifting and using any container within the Harbours jurisdiction.

11.2. At a minimum users must ensure they have adequate Oil Spill Response Equipment on board and are familiar with its use.

11.3. In the event of a spill users are to adhere to section 6.2 of this SOP.

12. Storage

It is best practice to only bring containers onto the Harbour when absolutely necessary. The delivery should be timed so that the minimum amount of time between arrival and bunkering is achieved. It is best practice to remove any empty containers from the Harbour at the earliest opportunity.

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IF VESSELS FUEL FROM ROAD TANKER THEY SHOULD INFORM THE HARBOUR MASTER PRIOR TO COMMENCEMENT AND ON COMPLETION.

Refuelling, including transferring fuel between containers, is potentially hazardous.

do not smoke at any stage.

do not allow yourself to be rushed by other people.

be alert to the smell of diesel/petrol.

Know the capacity of the vessels fuel tanks and be aware of how much spare capacity you have. You should be able to reconcile the quantity of fuel that goes in with the capacity of the tank.

Make sure the vessel is securely moored when refuelling.

Do not 'raft' – do not allow a vessel to moor alongside another vessel that is refuelling and do not allow another vessel to tie up alongside another while refuelling.

Before refuelling

Locate emergency stop switches.

Ensure that engine bays have adequate ventilation.

Ensure that there is correct fire-fighting equipment on board, that it is in good working order, that it is easily accessible and that you know how to use it.

Make yourself aware of other fire-fighting equipment that is close at hand.

Make sure you know where the nearest spill kit is located and consider carrying a small kit with you.

During Fuelling

Ensure the hose nozzle is in the tank before starting the dispenser.

Operate the fuel dispenser by hand only – do not lock or jam the dispenser in the open position.

Don't overfill the tank: fuel expands in high temperatures and may overflow.

Ensure the dispenser is off before removing the hose nozzle from the tank

Portable fuel tanks should be filled on the ground away from the boat.

After Fuelling

Make sure dispenser is securely replaced and secure.

Clean up any spillage however small.

