

Code of Practice

Non-Cargo Oil Transfers in the Port of Eden

Issued by the Harbour Master, Eden

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Foreword

Port managers have a responsibility to the local community to ensure that operational activities within the port are conducted in a safe and environmentally sustainable manner.

Bunkering and waste oil transfer operations between vessels and shore should be planned and conducted in a safe and controlled manner. The Port of Eden (Port Authority of NSW) requires that vessels, berth operators and bunker suppliers have in place systems commensurate with the Code of Practice to prevent the escape of fuel and waste oil into the environment. The Port of Eden may audit and monitor compliance with this code.

The Port of Eden acknowledges the work conducted by Ports Australia in writing and developing *Non-Cargo Liquid Transfer Practices in Australian Ports*. This practice has been used as the basis of this document, adapted and modified for local circumstances.



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1. Preliminary

Purpose

- 1.1. The purpose of the Fuel Oil Transfers Code of Practice ('Code of Practice') is to provide practical guidance and advice on the safe and effective transfer of fuel oils between ships, commercial vessels, recreational vessels and road tanker suppliers at the Port of Eden, NSW.
- 1.2. The Code of Practice takes into account and will assist in complying with the requirements of NSW Acts and Regulations. It recommends safe workplace practices that can be used to reduce the risk of a workplace injury.

Executive Summary

- 1.3. In summary, vessels of 35 meters or more in length must apply for and be issued with an **Oil Transfer Permit** by the Port of Eden prior to any transfers being conducted. A port officer will attend the operation to verify that permit conditions are being complied with prior to any transfer commencing.
- 1.4. Vessels less than 35m in length do not require an Oil Transfer Permit, however the vessel owner and oil supplier / receiver have a joint responsibility to ensure that the precautions in [Part 3](#) and [Appendix C](#) of this document are fully complied with. All transfer operations may be subject to audit by a port officer. Vessel owners are ultimately responsible for any pollution of waters caused during refuelling of their vessel and penalties apply.
- 1.5. Oil transfers are only permitted to occur between the hours of sunrise and sunset. In exceptional circumstances the Harbour Master may grant approval for transfers to occur during the hours of darkness, however written approval must have been sought prior.
- 1.6. Any oil spill occurring during transfer operations, no matter how minor, must be immediately reported to the Harbour Master or their representative.

Scope and Application

- 1.7. This practice covers transfers where a flexible or portable hose is used to transfer:
 - a) Fuel oils such as marine diesel oil and heavy fuel oil
 - b) Lubricating oils
 - c) Hydraulic oils
 - d) Waste oils, oil/water mixtures and oiled bilge water
 - e) Tank or hold washings
 - f) Grey water and sewage
 - g) Ballast water not approved by AQIS or the local Environmental Protection Agency
- 1.8. the Code of Practice does not cover:
 - a) Internal transfers
 - b) Fresh water transfers
 - c) Ballast water exchanged in accordance with AQIS and local environmental requirements

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Definitions

1.9. For the purposes of this Plan, except where the context otherwise indicates, the following definitions apply.

Agent - A person or organisation responsible for the administrative details of a ship's visit to the port.

Commercial vessel <35m in Length - a State surveyed and / or registered vessel, normally engaged in either commercial fishing or tourist activities, less than 35 metres in length overall.

Hazard - Means any thing, activity, occurrence or circumstance of any kind that has the potential to cause injury to persons or damage to property or pollute the environment by:

- an explosion, fire, harmful reaction or the evolution of flammable, corrosive or toxic vapours involving dangerous goods; or
- the escape, spillage or leakage of any dangerous goods.

Intrinsically Safe - Means an electrical circuit or a part of a circuit is intrinsically safe, i.e. any spark or thermal effect produced normally (i.e. by breaking or closing the circuit) or accidentally (e.g. by short circuit or earth leak) is incapable, under prescribed test conditions, of igniting a prescribed gas mixture.

Reasonably Practicable - To determine what is practicable, the factors that should be considered are;

- The severity of the hazard or risk
- The likelihood of serious injury or damage
- The state of knowledge about the hazard or risk
- Information you know about the hazard or risk
- Information provided to you about the hazard or risk
- Ways to remove or mitigate the risk
- The availability of suitable risk controls
- The cost of removing or mitigating the risk
- The cost benefit ratio must be positive

Responsible Person - A person appointed by the employer or the Master of the vessel and empowered to take all decisions relating to a specific task, having the necessary knowledge and experience for that purpose.

Recreational Vessel – a vessel used solely for recreation and which is not used or authorised or allowed to be used in the course of any business or in connection with any commercial transaction.

Risk - Means the likelihood of injury to persons or damage to property or pollution of the environment being caused by the hazard.

Ship - a trading vessel greater than 30 metres in length overall to which the pilotage regulations pertaining to the port apply.

Supplier / Receiver – Means the organisation that supplies or receiver the non-cargo liquids via road tanker or shore pipeline.

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Abbreviations

Where used, the following abbreviations are to be taken to mean the following:

AMSA	Australian Maritime Safety Authority (Commonwealth)
AQIS	Australian Quarantine Inspection Service
ABF	Australian Border Force
MARPOL	the International Convention on the Prevention of Pollution from Ships
CISC	Critical Infrastructure Security Centre
SMS	Safety Management System

2. Requirements for Ships

- 2.1. For the purposes of this Code, “ship” means a trading vessel greater than 35 metres in length overall, to which the pilotage regulations pertaining to the port apply.

Notification

- 2.2. The ship’s owner or agent should ensure a copy of the Code of Practice is provided to the Master of a ship, prior to the ship’s arrival at the port, to assist the Master in becoming aware of local port regulations and allow time for preparatory work.

Oil Transfer Permit

- 2.3. The owner, agent or Master of a ship intending to transfer any oil substance at the Port of Eden must apply for an Oil Transfer Permit a minimum of 24 hours in advance of the operation.

Application is made online via [OnePort](#), Port Authority’s web-based booking system. Access to OnePort can be arranged by contacting the Harbour Master’s office. An example of this permit is contained at [Appendix A](#).

Consultation

- 2.4. Consultation and planning processes for bunkering and / or oil transfer operations should occur well in advance of the intended operation. This will allow the operations to be coordinated and conducted having regard to other activities that the vessel may be undertaking, for example cargo handling operations, delivery of stores, hot work.
- 2.5. It is recommended that prior to the supply operation, issues such as compliant fuel, documentation and provision of samples be agreed.
- 2.6. As a minimum notification and consultation would include:
- The ship’s agent / owner notifies the Harbour Master’s office of the intention and makes application for an Oil Transfer Permit
 - The fuel supplier notifies the ship’s agent and berth operator (usually the stevedore) of the ETA of road tankers at the berth. The bunkering operation is coordinated to avoid conflict with other activities.

Preparation

- 2.7. Preparatory work which is mandatory for oil transfer operations may, where appropriate, be commenced prior to the ship’s arrival at the berth. The ship’s Safety Management System (SMS) and company operating procedures provide guidance to work necessary

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to prepare the ship for ship/shore oil transfers. A 'Safety Checklist' should be developed and utilised. (A sample checklist is contained at [Appendix B](#)).

Preparatory Work (Recognised Processes)

1. Fire fighting equipment available and laid out
2. Blank flanges fitted to unused manifolds
3. Drip trays and save-alls cleaned
4. Scuppers plugged
5. Prepare bunker tanks. Internal transfers and measurement of ullage space
6. Communications plan between ship/road tanker
7. Utilisation of the ship's own permit to work system and/or SMS checklist

Oil Transfer Operation

- 2.8. Prior to commencement of the operation, the oil supplier / receiver and ship's officer that has management control of the operation should meet to discuss the whole operation. Each aspect should be discussed and jointly agreed utilising the Safety Checklist.
- 2.9. The transfer operation should not commence until the conditions of the Safety Checklist have been fully complied with and endorsed by both parties.
- 2.10. All personnel, both from the ship and supplier should not be distracted by other tasks and remain at their stations throughout the operation.

Communication

- 2.11. Constant communication should be maintained between supplier/receiver and ship during the operation to:
 - a) Confirm starting and stopping transfer operations and emergency stops
 - b) Confirm transfer rates, pressures and quantities
 - c) Verify line and tank integrity
 - d) Emergency management

Maintenance of Hoses

- 2.12. All hoses should meet international standards and be inspected to comply with pressure and suitability of task and product requirements. The Harbour Master and / or their representative is not responsible for the condition of hoses and pipes but may audit their condition and suitability at any time.

Stopping of Transfer Operations

- 2.13. The transfer operation should stop:
 - a) If directed by the Harbour Master or their representative
 - b) If communication between the ship and supplier / receiver fails or is unable to be maintained
 - c) If a leak or spill is detected in the transfer process
 - d) No appreciable change of level is detected in the receiving tank
 - e) If there is an emergency onboard the ship or ashore

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3. Requirements for Commercial Vessels <35m in length and Recreational Vessels

- 3.1. For the purposes of the Code of Practice “commercial vessels” means State surveyed and / or registered vessels less than 35 metres in length overall and “recreational vessels” means privately registered vessels, not used for the purpose of any business or commercial transaction, regardless of size.
- 3.2. The owner of a vessel is ultimately responsible for any discharges of oil into the marine environment due to an oil transfer operation. The owner has a duty to act responsibly and take precautions to ensure that the risk of accidental spillage from a fuel oil transfer operation is minimised.
- 3.3. Oil transfers are not permitted to occur between the hours of sunset and sunrise.

General Requirements — All Vessels (Recognised Processes)

- The vessel must be safely moored directly alongside a wharf using recognised mooring points. Oil transfers are not permitted between a road tanker and a vessel rafted outboard of another vessel.
- There is safe access between the shore and the vessel
- No ignition sources within 15 metres of any filling point or vent pipe associated with the operation
NOTE: Sources of ignition include matches, cigarettes, spark producing tools and non-intrinsically safe equipment such as mobiles phones, radios, cameras
- There is immediate access to an emergency spill kit with absorbent material and cleanup equipment to deal with accidental spillage
- There is immediate access to fire fighting equipment / extinguisher
- The area of operation has been barricaded/clearly demarcated by witches’ hats or similar
- “No Smoking” signs have been erected in the demarcated area
- Cancelling / prohibition of all hot work
- All hatches and openings have been closed to prevent ingress of fumes into enclosed spaces on the vessel
- A Safety Checklist is complete prior to commencing transfer
- Visual watch throughout the entire transfer operation
- Ensure all areas are clean and free of any spillage
- All incidents must be reported to the Harbour Master

4. Requirements for Road Tanker Suppliers / Receivers

- 4.1. This section is designed to assist the road tanker operator when undertaking oil transfer operations to identify the hazards and assess the risks, thereby putting in place control measures to eliminate or minimise the risk as far as is practicable.
- 4.2. The road tanker supplier has a duty of care towards their vehicle, the infrastructure of the port, the general public and the environment. The supplier’s risk assessment should cover the entire transport operation from the loading terminal, transportation of the product, as well as the loading operation onto to the vessel.

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Notification

- 4.3. In the case of supply to a ship, the road tanker operator should coordinate with the owner or agent as to the timing of arrival, coordination with other activities (i.e. cargo operations) and access to the berth.
- 4.4. In the case of a smaller commercial vessel or recreational vessel, coordination as to the time and location of supply should be jointly agreed at the time of booking.

Note: the vessel must be securely moored alongside a jetty in Snug Cove and not be rafted up outboard of another vessel.

Consultation

- 4.5. The consultation and planning process between the ship's owner/agent arranging supply and/or pick up should preferably occur well in advance of the intended operation. The consultation process should include:
- a) The estimated time of arrival
 - b) The quantity and grade of fuel or other product to be transferred
 - c) Other relevant information and activities
- 4.6. On arrival at the wharf, alongside the ship, the supplier's nominated representative should meet and discuss in depth the whole transfer operation with the nominated ship's officer. They will jointly agree to the transfer operation using a 'Safety Checklist' drawn up by the supplier, or the ship's Master, or both. A sample checklist is contained at [Appendix B](#).
- 4.7. In cases of supply to smaller commercial vessels (< 35m LOA) or recreational vessels, where no Oil Transfer Permit is issued by the Harbour Master, the supplier shall utilise a 'Safety Checklist' complying with the provisions of the Code of Practice. A sample is contained at [Appendix C](#).

Maintenance of Hoses

- 4.8. All hoses are to meet regulatory standards and be inspected to comply with pressure and suitability of task and product requirements. The Harbour Master is not responsible for the condition of hoses and pipes but may audit their condition and suitability at any time.

Oil Transfer Operation

- 4.9. The transfer operation should not commence until the conditions of the Safety Checklist have been fully complied with and endorsed by both parties.
- 4.10. All personnel, both from the vessel and supplier / receiver should not be distracted by other tasks and remain at their stations throughout the operation.

Communication

- 4.11. Constant communication should be maintained between supplier / receiver and vessel during the operation to:
- a) Confirm starting and stopping transfer operations and emergency stops
 - b) Confirm transfer rates, pressures and quantities
 - c) Verify line and tank integrity
 - d) Emergency management

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Stopping of Transfer Operations

- 4.12. The transfer operation should stop:
- a) If directed by the Harbour Master or their representative
 - b) If communication between the ship and supplier / receiver fails or is unable to be maintained
 - c) If a leak or spill is detected in the transfer process
 - d) No appreciable change of level is detected in the receiving tank
 - e) If there is an emergency onboard the ship or ashore

Summary of General Requirements

General Requirements — Road Tanker Suppliers / Receivers (Recognised Processes)

- The road tanker is to be legally parked in a designated or allocated area
- The road tanker shall not impede other cargo operations in progress
- The road tanker to switch off all non-essential electrical equipment. It may have its emergency indicators or a flashing light on
- The area of operation has been barricaded/clearly demarcated by witches' hats or similar
- "No Smoking" signs have been erected in the demarcated area
- No ignition sources within 15 metres of any filling point or vent pipe associated with the operation
NOTE: Sources of ignition include matches, cigarettes, spark producing tools and non-intrinsically safe equipment such as mobiles phones, radios, cameras
- There is immediate access to an emergency spill kit with absorbent material and cleanup equipment to deal with accidental spillage
- Drip trays are in place underneath all hose connection points and transfer pumps. No hose connections over the water.
- A Safety Checklist is completed prior to commencing transfer
- Visual watch throughout the entire transfer operation
- Ensure all areas are clean and free of any spillage
- All incidents must be reported to the Harbour Master

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5. Documentation

Notification and Permits

- 5.1. All non-cargo liquid transfer operations conducted within the Port of Eden are to be recorded and may be audited for compliance by the Harbour Master.
- 5.2. In the case of a ship (i.e. commercial vessels greater than 35 metres in length overall), the owner, agent or Master is to make application for an Oil Transfer Permit a minimum of 24hrs prior to any transfer operation commencing. Permits should be applied for online via the port's web-based booking system OnePort.

Record Keeping

- 5.3. A record of all non-cargo liquid transfer operations, checklists and risk assessments should be maintained by ship's owners / Masters and suppliers in either electronic format or hard copy. Records as a minimum should include:
 - Name of the ship
 - Persons in charge
 - Berth
 - Date and time
- 5.4. Records should also be maintained for:
 - Training
 - Emergency management
 - Test certificates

Bunker Suppliers

- 5.5. Ships and bunker suppliers are reminded that [MARPOL Annex VI](#) applies in Australia. A bunker delivery note must be supplied to the ship and is to be retained by the ship for three (3) years after fuel delivery. The bunker delivery note must contain the following:
 - Name and IMO number of the receiving ship
 - Port
 - Date and commencement of delivery
 - Name, address and telephone number of the marine fuels supplier
 - Product name(s)
 - Quantity (metric tonnes)
 - Density at 15°C, tested in accordance with ISO 3675
 - Sulphur content % m/m tested in accordance with ISO 8754
 - A declaration signed and certified by the fuel oil supplier's representative that the fuel oil supplied is in conformity with regulation 14(1) or (4)(a) and regulation 18(1) of MARPOL Annex VI

A representative sample of the fuel delivered must be provided to the ship along with the bunker delivery note.

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Register of Local Fuel and Oil Suppliers

- 5.6. Bunker suppliers in Australia must be registered with the Australian Maritime Safety Authority (AMSA) to comply with MAROL Annex I. Registrations can be made by completing the [Local Fuel Oil Suppliers Initial Declaration](#) available on the AMSA website.

Representative Fuel Samples

- 5.7. [IMO Resolution MEPC.96\(47\)](#) provides Guidelines for the sampling of fuel oil for determination of compliance with Annex VI of MARPOL.

6. Training & Inspection Programs

Training

- 6.1. Based on the risk assessment and complexity of the non-cargo oil transfer operation, the Master of the vessel and the person in charge of the tanker truck or pipeline operation, should ensure that all staff involved are provided with a formal training program.

Training Outcomes

- 6.2. Ship and shore staff undertaking non-cargo oil transfer operations should be:
- Proficient in handling the process
 - Have knowledge of the hazards that may arise from the transfer process
 - Conversant with the material safety data sheets for the products being handled
 - Be able to respond to any emergency and assist until emergency assistance arrives

Inspections

- 6.3. All responsible parties involved in the non-cargo oil transfer operation should develop and implement a comprehensive inspection program. These inspections should be undertaken regularly and recorded.

Regular inspections can identify faults and potential failures in the system before incidents occur.

- 6.4. All non-cargo oil transfer operations conducted at the Port of Eden may be subject to inspection or audit by the Harbour Master or their representative.

7. Spill Containment

- 7.1. Any spill during the non-cargo oil transfer operation, which is not contained within the drip trays or save-all, must be contained on the site. The immediate action is to stop all operations, take corrective action to contain or reduce the impact and immediately report the spill incident to the Harbour Master.

- 7.2. Clean-up operations thereafter will depend on:
- The nature of the product split
 - The quantity of product split
 - The potential impact to the immediate area and the surrounding environment

- 7.3. Clean up operations will be managed by the Harbour Master in accordance with the *Port of Eden Marine Oil & Chemical Spill Contingency Plan*.

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8. Oil Spill Dispersants

- 8.1. **Oil spill dispersants, detergents or degreasers are not to be applied to any spilt oil or sheens within the Port of Eden.**
- 8.2. Use of oil spill dispersants may only be authorised by the Harbour Master, following consultation with environmental authorities, and as part of a wider clean-up plan.

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Appendix A: Port of Eden Oil Transfer Permit (example)

Booking Details
✕

Please Select Intended Activity Request Type *

Bunkering / Transfer of harmful substances ▼

Expected Start Time: *

Expected End Time: *

Description of work: *

Location: *

Area Radius (Metres):

Contact Phone Number: *

Latitude (Decimal):

Company Name:

Contact Email Address: *

Longitude (Decimal):

Contact Name: *

Activity Requests

Non-Vessel Activity Request

Reference Number:

This permission does not imply that any other permission, approval, or consent required by the Harbour Master, Port Authority, any other organisation, or under any local, state or federal legislation has been granted, and works are not to commence until all such permissions, approvals, or consents have been obtained.

Notwithstanding any permission, approval or rejection of an intended activity request by Port Authority, the applicant must comply with:

- all laws of the Commonwealth of Australia and the State of New South Wales, and
- any permission, approval, or consent by an authority with relevant jurisdiction over the Port, the vessel or the activity.

To the maximum extent permitted by law, Port Authority makes no representation nor provides any warranties to the applicant and has no responsibility or liability to the applicant in relation to the activity.

Conditions

- Permission from the berth owner must be obtained prior to commencement

Save

Close

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This document is uncontrolled when printed. For current version refer to Online controlled document

Appendix B: Sample – Ship’s Bunkering Safety Checklist

BUNKERING CHECKLIST

Port: _____ Date: _____ Trim: _____

Type of Bunkers: _____ Quantity: _____

NOTE: The opening and closing of bunkering valves is to be done by the Engineer carrying out the Bunkering operation; they are not to delegate the opening or closing of valves to anyone else

- The ship is safety moored
- There is safe access between ship and shore (and barge if applicable)
- All relevant personnel are aware of the intention to Bunker
- All bunkering personnel are aware of emergency procedures
- Authorities have been notified and the necessary permits obtained
- Obtain knowledge of the Bunkering Plan and tank sequence
- Close and secure all associated valves which will not be used
- Check that the opposite side manifold is blanked and valves are shut
- Check that all deck scuppers are plugged
- Check that all save-alls are empty and plugged. Drain any accumulated water.
- Check that all bunker air pipes are open and unblocked
- Check that all sounding pipe cocks and caps are closed
- Check and record ullage space remaining in all bunker tanks to be filled
- Check that all Bunker Tank High Level alarms are operational
- Confirm that the Bunker Flag has been raised
- “No Smoking” signs are posted. Sources of ignition are removed from demarcated area
- Complete **Fire Precautions** requirements;
Ensure that the Fire Main is charged.
Place a foam extinguisher or branch and AFFF at the Bunker station
- Complete **Oil Spill Precautions** requirements;
Place a bag of kitty litter and an Oil Spill Kit at the Bunker station
Place a portable pump and bucket or drum at the Bunker station

Signed by the Duty Engineer to indicate that Initial Preparation has been completed

Signature: _____ **Duty Engineer**

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Prior to Bunkering

- Check that the Delivery Note quantity and specifications are correct
- Check the bunker hoses and gaskets are in good condition. Drip trays placed under all hose joins. Hose supported and protected against kinking or chaffing
- Discuss the Bunkering Plan with the supplier
- Discuss the Ships Emergency Response Procedures with the supplier
- Discuss the Supplier's own Emergency Response Procedures
- Establish communication links between the ship and the supplier. VHF/UHF Ch: _____
- Check with the supplier the quantity of oil to be received
- Check and agree Initial pumping rate: _____
Max pumping rate: _____
Max transfer pressure: _____
- Agree and record the shore/barge metre readings
- Ensure that the designated overflow tank is prepared
- Prepare the filling line and open all relevant valves

If an Oil Spill or a Fire occurs

- Stop all Bunkering and Transfers
- Raise the alarm
- Notify the Master, Chief Engineer, Duty Mate and Duty Engineer
- Control the spill or fire by all available means

DO NOT APPLY OIL DISPERSANT WITHIN HARBOUR LIMITS UNLESS OR UNTIL ADVISED TO DO SO BY PORT AUTHORITY / HARBOUR MASTER

Signed by the Duty Engineer to indicate that Prior to Bunkering has been completed

Signature: _____ **Duty Engineer**

Signed by the Chief Engineer to give permission for Bunkering to proceed

Signature: _____ **Chief Engineer**

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Information to be Considered and Monitored during Bunkering

- Commence bunkering at the minimum bunkering rate
- Monitor the supply line pressure and tank gauges
- Examine hose connection for leakage
- Slow the pumping rate and/or open the next tank before top up
- Close valves as the bunkering of each tank is completed
- Retain sealed bunker samples
- Check that there is sufficient ullage for line blowing/hose draining
- Give the supplier timely warning to reduce the pumping rate
- Give the supplier timely warning to stop pumping
- Drain the hoses upon completion and close all filling valves

Completion of Bunkering

- Close and blank off the manifold connection
- Reconfirm that all Bunker lines and tank filling valves are shut
- Reconfirm all Bunker tank soundings
- Agree and record shore/barge metre readings
- Verify that all Bunker Receipt details are correct
- Complete the entry into the Oil Record Book
- The Engineer will log start and finish times and confirm Checklist completion
- Put away all items on hand at the Receiving Station
- Remove plugs/open drain cocks on all save-alls

Signed by the Duty Engineer to indicate Completion of Bunkering has been finalised

Signature: _____ **Duty Engineer**

Signed by the Chief Engineer to indicate that all Bunkering has been completed satisfactorily and that an entry has been recorded in the Engine Room Log

Signature: _____ **Chief Engineer**

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Appendix C: Sample – Checklist for Re-fuelling Commercial Vessels <35m in Length or Recreational Vessels

Fuel & Oily Waste Transfer – Safety Checklist

(To be completed by the Vessel's Owner and Road Tanker operator before commencement of transfer)

Name of Vessel:

Moored at:

Type of Oil Product:

Quantity:

Safety Checklist	Vessel Y/N	Supplier Y/N
1. The vessel is safely moored directly alongside a wharf using recognised mooring points. Oil transfers are not permitted between a road tanker and a vessel rafted outboard of another vessel.		
2. There is safe access between the shore and the vessel		
3. No ignition sources within 15 metres of any filling point or vent pipe associated with the operation NOTE: Sources of ignition include matches, cigarettes, spark producing tools and non-intrinsically safe equipment such as mobiles phones, radios, cameras		
4. The area of operation has been barricaded/clearly demarcated by witches hats or similar		
5. "No Smoking" signs have been erected in the demarcated area		
6. Are all hatches and openings closed to prevent ingress of fumes into enclosed spaces on the vessel?		
7. Is there immediate access to an emergency spill kit with absorbent material and cleanup equipment to deal with accidental spillage?		
8. Appropriate fire fighting equipment (eg. extinguisher) is immediately at hand		
9. Are transfer hoses within test and in good condition?		
10. Are the transfer hoses securely connected, of adequate length with no connections over water? Are drip trays in place?		
11. Are scuppers (deck drains) effectively plugged? Has a bucket been placed under the air / overflow pipe? Are unused bunker connections properly blanked?		
12. Has a mutual understanding been established and agreed between the vessel and supplier including quantity, flow rates and bunker tank ullage monitoring?		
13. Is there an effective visual watch throughout the entire transfer operation?		
14. All incidents / spillage must be reported to the Harbour Master		

SIGNED & DATE:

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Approver:	Harbour Master	CM Id:	D21/255129	Review Date:	30/10/2027	