



# FORTH PORTS

## PORT OF TILBURY - BUNKERING PROCEDURES

Masters of vessels are reminded that bunkering operations within the Port of Tilbury or on berths operated by the Port of Tilbury, are subject to the following conditions:

### 1. NOTIFICATION AND REPORTING

The Master of a vessel of more than 50gt intending to receive bunkers, shall give notification in writing to 'TILBURY CONTROL using the Port of Tilbury bunker request form 24 hours in advance of the intention to bunker. Bunkering Requests can be completed with less than 24 hours' notice but there may be a delay in providing authorisation:

Additionally, Masters of all such vessels shall also report by VHF 04 to 'TILBURY CONTROL' prior to and on completion of any bunkering operation.

For bunkering that takes place on Port of Tilbury tidal berths, it is the Masters responsibility to notify the Port of London Authority and comply with any requirements.

### NO BUNKERING MUST TAKE PLACE WITHOUT WRITTEN AUTHORISATION FROM THE PORT OF TILBURY

### 2. GENERAL

- a. Suppliers shall comply at all times with all the provisions of MARPOL Regulations, the ISGOTT/IGF and the ISM Code. Road tankers shall comply with the provisions laid down by the Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations and the European agreement concerning the carriage of dangerous goods (ADR), as amended from time to time. They should be familiar with the above provisions and ensure that their employees and contractors both understand and apply them.
- b. The Supplier may not act or purport to act on behalf of the Port of Tilbury London Limited or to represent it in any way. The supplier is not an agent or employee of the Port of Tilbury London Limited. The Port of Tilbury London Limited shall not be liable, vicariously or otherwise, for the acts or omissions of the bunker supplier.
- c. The Supplier acknowledges and agrees that the Port of Tilbury London Limited may disclose any or all of the information provided by the bunker supplier to law enforcement, government and regulatory agencies and the supplier releases and indemnifies the Port of Tilbury London Limited from and against all losses, claims, damages, costs, liabilities, actions and causes of action arising out of or in any way

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connected with the disclosure or release of any information provided by the Supplier to such bodies.

- d. The Supplier shall comply with all relevant Port of Tilbury London Limited management systems, policies, procedures, orders and directions.

### 3. RECOMMENDATIONS

A senior Engineer should always be appointed to co-ordinate and take charge of the bunkering operation, and it is intended that the loading plan and checklist be used by this Officer. He should first ensure that all crew members involved in the exercise are fully conversant with the specification and quantity of substance to be bunkered, the alarm systems and the loading sequence. It is of primary importance that all personnel on board are made aware of the intention to bunker so that the vessel's emergency response plan can be activated without delay in the event of a spill.

Clear and detailed drawings of the vessel's bunkering system should be available for use by members of the ship's bunkering team during the operations and it is recommended that a piping diagram is posted in a suitable location for easy reference by the bunkering team. As well as aiding the routine checking of pipeline configurations, access to such diagrams may prove invaluable in an emergency.

When agreeing signalling procedures between the vessel and bunker barge or road tanker, Masters are advised to consider using an audible alarm to supplement an emergency stop, recognisable by all parties. This additional measure may secure a swifter response than relying on other methods of signalling.

To reduce the chance of misunderstandings still further, the key elements of the bunker plan may be summarised in writing and signed by both the responsible bunkering officer and the supplier as confirmation of mutual agreement.

The Duty Officer should keep in close contact with the bunker team throughout. Moorings should be tended to ensure that the movement of the vessel is restricted to a minimum.

Please be minded that over-filling of bunker tanks may result in claims, penalties and clean-up costs of extraordinary proportions. Moreover, the financial consequences of spills are continuing to escalate and in law, companies are liable for the full remediation costs under the polluter pays principle.

### 4. CHECKLISTS

The Masters of all vessels of more than 50gt intending to receive bunkers shall complete a bunker checklist in conjunction with the supplying party, with all questions answered accurately.

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## 5. PRECAUTIONS TO BE TAKEN BY ALL RECEIVING VESSELS

The Master of all vessels receiving bunkers shall ensure that:

1. Port of Tilbury Bunkering procedures have been read and understood
2. scuppers are firmly closed;
3. vessel is securely moored;
4. any special instructions issued by the Duty Harbour Master have been complied with
5. bunker pipes which are not in use are effectively blanked;
6. bunker hoses have sufficient play and are adequately supported;
7. bunker hose connections have been provided with a good seal
8. there is a well-tightened bolt in every bolt hole in the bunker hose connection flanges
9. there is a sufficiently large overflow container under the bunker hose connection(s);
10. cargo-handling or other operations in progress will not hazard the bunker operations or vice-versa; and
11. there is an agreed communication system established between the vessel receiving bunkers and bunkering barge/road tanker.

## 6. PRECAUTIONS TO BE TAKEN BY, SUPPLYING VESSEL OR ROAD TANKER

The Master of a bunker barge, the driver of a road tanker or a terminal providing bunkers, is not to begin bunkering unless it has been ensured that:

1. Port of Tilbury Bunkering procedures have been read and understood
2. scuppers are firmly closed;
3. the bunkering vessel is securely moored;
4. any special instructions issued by the Harbour Master have been complied with;
5. the bunker hoses are properly maintained and in good condition
6. the bunker hoses have sufficient play;
7. the bunker connection has been provided with a good seal
8. there is a well-tightened bolt in every bolt hole of the bunker hose joining flanges and the vessel's manifold
9. the pipelines and valves to tanks and pump are correctly set; and
10. there is an agreed communications system established with the vessel being bunkered.

## 7. GENERAL PRECAUTIONS AND GUIDELINES

The Master of a vessel involved in receiving bunkers shall ensure that the conditions described in paragraphs 5 and 6 remain fulfilled during the entire bunkering procedure.

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The Master of the vessel involved in receiving bunkers, the Master of a bunker barge, the driver of a road tanker shall ensure that a constant visual watch is maintained throughout the whole transfer operation.

Both the Master of the vessel involved in receiving bunkers and the Master of a bunker barge shall ensure that all scuppers are closed and that sufficient absorbent materials are available in case of an accidental spillage.

If it cannot be ensured during the whole bunkering operation that the requirements laid down in this Notice are fulfilled, bunkering operations are to be immediately suspended

## 8. DEFINITION OF BUNKERING

In this Notice “bunkering” is taken to mean the transfer of liquid hydrocarbons, intended for the main propulsion and/or operation of the auxiliary machinery of a vessel or a liquid intended for lubricating the vessel’s engine or her other machinery and; the discharge of caustic soda generated as a result of Exhaust Gas Cleaning Systems (EGCS), commonly known as Scrubbers.

## 9. REPORTING OIL SPILLS

If a spillage occurs, the Master of any vessel involved in bunkering operations must inform the relevant Harbour Authority immediately.

Stop the bunkering operation, take action to minimise the spillage, avoid the spread and make every effort to avoid the spill entering the water.

First Call:

Port of Tilbury	Port of London
All non-tidal in Dock berths	Grain terminal
Tilbury 2	London Container Terminal
	Tilbury RoRo
	Tilbury Landing Stage

Where the Port of London has jurisdiction and must receive the first notification, the Port of Tilbury must be notified immediately afterwards.

**The Vessel receiving Bunkers MUST have emergency response procedures in place prior to any bunkering operations taking place.**

Information to be provided should include:

1. the location of the spill;
2. the type of oil spill;

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3. the approximate quantity; and
4. action taken so far.

## 10. AUDIT

From time to time, as decided by the Port of Tilbury London Limited, bunkering operations will be audited. A member of the Port of Tilbury Marine Department will attend to confirm all bunking procedures are being followed. The following paperwork will be made available on request to review:

1. Completed checklists
2. Emergency procedures
3. Insurance
4. Company procedures

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