



GOVERNMENT OF RAS AL KHAIMAH
RAK PORTS

BUNKERING GUIDELINES
& REGULATIONS



RAK PORTS INTEGRATED MANAGEMENT SYSTEM

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RAK PORTS MEMBERS



SAQR PORT

One of the world's leading bulk ports operating to highest international standards, the port is adjacent to the largest limestone quarry in the world. The port has established a reputation for efficient service and fast turnaround of vessels – just one of the value-added services that sets Saqr Port apart from other ports in the region. Fast, efficient cargo handling and reliable distribution are the key elements to Saqr Port's reputation for quality. Saqr Port is handling bulk cargoes such as aggregates, coal, oil, gypsum, clay and other bulk materials for local factories. It has a good commercial and warehousing property portfolio which supports a thriving business community.

Deep-Water Bulk Terminal: Situated adjacent to the main lee breakwater of Saqr Port Inner Harbour, the new facility is the largest bulk terminal in the Gulf region and accommodates large cape-size vessels.



The 6 million square metres land and waterfront free zone development. RMCFZA is reinforcing RAK's global business footprint. RMCFZA's harbour has 5 km of quay wall, with private jetties and common users berths and a draft alongside of 6.5m.



RAS AL KHAIMAH PORT

A unique city centre port offering a range of modern cargo handling facilities and services. The port also has a passenger/cruise terminal catering for the increasing interest in the leisure activities available in this northern emirate.



ALJAZEERA PORT

The port offers a full range of cargo handling services on 960 metres of quay wall in addition to a dry docking and ship repairing facility. This 50,000 square metres Dry Dock and Ship Lifting System has 12 dry berths – 8 berths are 67.5m long x 30m wide and 4 berths are 77.5m long x 30m wide. The lifting dock has a synchronised lifting capacity of 1,100 tonnes and can accommodate vessels up to 65m in length x 18m wide.



AL JEER PORT

Located at the RAK border with the Musandam, Oman. The port area is mostly for private tenants to berth layby vessels with a small area for leisure vessels.

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GENERAL INTRODUCTION

These Guidelines & Regulations have been developed to ensure that Bunkering Operations are conducted in a safe manner to reduce and minimise risks to personnel and the environment and apply to all parties involved with Bunkering Operations within RAK Ports. These Guidelines & Regulations must be applied by all relevant parties as a minimum standard for all Bunkering Operations within RAK Ports.

These Guidelines and Regulations do not relieve any person of the requirement to comply with any statutory Act, Order or Regulation that may apply to their vessel or operation. Masters and Bunker suppliers shall comply at all times with all the provisions of MARPOL Regulations and the ISM Code.

CONTACT INFORMATION

Group Office:

Saqr Port

Telephone: +971 (0)7 205 6000

E-mail: info@rakports.ae

PO Box 5130, Ras Al Khaimah, U.A.E

Harbour Master's Office

The Harbour Master's Office is located in the Marine department at Saqr Port, and co-ordinates the statutory compliance for navigational safety across all RAK Ports. All operational marine matters are dealt with by respective ports.

For general enquiries, please call on: +971 (0)7 205 6164.

Port Control should be contacted for all urgent matters pertaining to marine operations:

- Saqr Port (Control Tower): VHF Ch.16/14 - Tel.: +971 (0)7 205 61 61 – Email: spatower@rakports.ae
- RMC/Stevin Rock (Control Tower): VHF Ch.16/69 - Tel.: +971 (0)7 205 61 62 – Email: rmctower@rakports.ae
- Ras Al Khaimah Port (Control Tower): VHF Ch.16/71 - Tel.: +971 (0)7 202 98 07 – Email: khrtower@rakports.ae
- Al Jazeera Port (Control Tower): VHF Ch.16/68 - Tel.: +971 (0)7 244 66 27– Email: ajzpt@rakports.ae
- Al Jeer Port – Contact Control Tower at Saqr Port & Al Jeer Port Office at: Tel.: +971 (0)7 268 23 33

APPROVALS & DOCUMENTATION

The Marine department approves STS bunkering operations. All requests and documents with regards to STS bunkering shall be sent to Marine department.

Located at Saqr Port, the H&S department will verify and manage all documentation with regards to bunkering via road tanker and accord necessary approvals to facilitate bunkering in the port.

Contact H&S department, call on: +971 (0)7 205 6188.

WEBSITE OF THE PORT

www.rakports.ae

WEBSITE OF THIS DOCUMENT

<https://rakports.ae/wp-content/uploads/2021/06/bunkering-guidelines.pdf>



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DISTRIBUTION

The 'Bunkering Guidelines & Regulations' for RAK Ports will be distributed as follows:

One copy will be posted on the company website and the following will be notified when there are any changes or amendments:

1. Chief Executive Officer
2. Harbour Master
3. All Ports' Managers
4. Security Manager
5. HSEQ Manager
6. Deputy Harbour Master
7. Port Control

One PDF copy shall be filed in the Integrated Management System as an internal Document.

AMENDMENTS

Proposed amendments are to be sent to the Document Owner, Harbour Master, who will maintain a record of changes in accordance with the Control of Documents and Records Procedure.

DOCUMENTS AND RECORDS

The definition of documents and records is defined below:

- **Documents**: Documents may be in any form or type of medium such as paper, magnetic, electronic, photos and templates. They are designed to capture information on activities or results.
- **Records**: Records provide evidence that activities have been performed or results have been achieved. They always record the past.

REFERENCE DOCUMENTS	
Document Title	
International Safety Management Code (ISM).	
MARPOL.	
SOLAS Conventions.	
Ship's Safety Management System (SMS).	
Shipboard Oil Pollution Emergency Plan (SOPEP).	
Shipboard Marine Pollution Emergency Plan (SMPEP).	
IBIA (International Bunker Industry Association) Publications.	
RAK Ports Marine Safety Management System (MSMS).	
RAK Ports Regulations.	
RAK Ports Marine Guidelines.	

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KEY DEFINITIONS/TERMS:

Unless the context otherwise requires in these Guidelines and Regulations:

Berth:	Any berth, jetty or quay within RAK Ports area where a ship may be secured.
Bunker Barge/Vessel:	Vessel (whether sea-going or not) provided by the Bunker Supplier for the purpose of supplying Bunkers to or receiving Bunkers from Ships. Bunkering by vessel at sea and in ports is known as ship to ship can take place between two sea-going ships at anchorage or in port.
Bunker Oil:	Any hydrocarbon mineral oil including lubricating oil which is carried by a ship and used or intended to be used for the operation or propulsion of that ship and any residues of such oil.
Bunkering:	Transfer of non-cargo liquids in bulk via hose to or from vessel or berth in the port.
Bunkering Operations:	Transfer of Bunkers between vessels, road tankers or shore facilities.
Bunkering Permission:	Authorisation by the Port authority to conduct bunkering operations within RAK Ports area of jurisdiction.
Bunkering Safety Check List:	Bunkering Safety Check List published in ISGOTT from time to time, or such other bunkering safety check list which either matches or exceeds the ISGOTT standard.
Bunkers:	Marine Fuel Oil (MFO), Marine Diesel Oil (MDO), and/or Marine Gas Oil (MGO).
Bunker Supervisor:	Appropriately qualified person appointed by the Bunker Supplier to supervise the Bunkering Operations on behalf of the Bunker Supplier (such Bunker Supervisor may also be the Master of the Bunker Barge).
Bunker Supplier:	The party supplying Bunkers to or receiving Bunkers from a Ship.
Bunker Supplier/Representative:	The registered bunker supplier or representative responsible for the delivery and documentation, hereafter referred to as the Supplier.
Bunker Transfer:	The transfer of bunker oil, a flammable/combustible liquid intended for the propulsion and or the auxiliary operation of a ship, or a liquid intended for lubrication the ships engine or machinery. For the purpose of this document, it also includes the transfer any slops from the vessel to a road tanker.
Cargo Transfer:	The transfer between two ships of a substance consisting wholly or mainly of oil which is transported by either or both of the ships for reward, but does not include a bunkering operation.
DPC:	Duty Port Controller.



Harbour Master:	Group Harbour Master of RAK Ports (and includes his deputy) and those officers of RAK Ports' Marine Department designated by the Harbour Master to discharge the Harbour Master's duties through the Port Control.
HFO:	Heavy Fuel Oil.
HSEQM:	RAK Port's Health, Safety, Environment & Quality Manager.
I.M.D.G:	International Maritime Dangerous Goods code.
Intertanko:	The International Association of Independent Tanker Owners.
ISGOTT:	International Safety Guide for Oil Tankers & Terminals.
Master:	A person, other than a pilot or watchperson, having charge of a vessel.
Officer in Charge:	Appropriately qualified officer appointed by the Ship's Master to oversee the Bunkering Operations.
Road Tanker:	Road tanker approved by HSEQM, for the transportation or delivery of oil products to vessels or facilities within RAK Ports.
Port Control:	Port Control Centres located at Saqr Port, Ras Al Khaimah Port and Al Jazeera Port, which are the coordinating centres for vessel movements and for all emergency response in RAK Ports.
Ship:	Vessel receiving Bunkers from or discharging Bunkers to a Bunker Barge, road tanker or shore facility.
Shipping Agent:	A person or an agency responsible for the administrative details of a ship, on behalf of the ship owner or charterer, during the ship's visit to the port.
Ship's Representative:	The Ship's Officer responsible for receiving bunkers and documentation.
Sludge:	Oily residue and or liquid waste taken from the engine room or another bilge area on a ship.
SOPEP:	Ship Oil Pollution Emergency Plan or Shipboard Marine Pollution Emergency Plan as appropriate.
Vessel:	Every description of vessel (howsoever propelled or moved) or any other structure or craft (including pontoons) navigating or lying within RAK Ports.

SECTION ONE

General Information

Introduction	<ul style="list-style-type: none"> • Spillages and leakages during bunkering operations are a primary source of oil pollution from ships. Experience has shown that many of the bunker spill incidents are attributed to human error. • All bunkering operations must be risk assessed by the bunker supplier and all reasonable safety precautions must be taken to safeguard persons and the environment. • Masters and all ship owners, bunker suppliers and bunker barge/craft operators whose vessels/road tankers are permitted to supply bunkers within RAK Ports should ensure their employees adhere to the procedures and requirements stipulated in these guidelines and regulations during every bunkering operation. • Please refer to STS Bunkering Procedure for pertinent information regarding ship-to-ship bunkering operations within RAK Ports, at: https://rakports.ae/wp-content/uploads/2021/06/sts-bunkering-procedure.pdf
Application	<ul style="list-style-type: none"> • These guidelines and regulations apply to any vessel bunkering operations taking place at ports, terminals, harbours and anchorages within the limits of RAK Ports jurisdiction. • This document has been developed for the benefit of ship Masters and the ship bunkering industry in RAK Ports comprising ship owners, operators, bunker suppliers and bunker tanker operators, to carry out their responsibilities for safe operation, environmental protection and regulatory compliance. • Bunkering is taken to mean the transfer of liquid hydrocarbons, intended for the main propulsion and/or operation of the auxiliary equipment of a vessel and/or for lubricating of the vessel's engine or other machinery or the discharge of bilge residues and other types of oily waste exceeding 1,000 litres. • These guidelines and regulations do not apply to vessels less than 50gt or vessels which normally navigate solely within the port; provided they have appropriate procedures in place to prevent spillage, to clean up any spillage which may occur and ensure any spillages are reported. • These guidelines and regulations are to control bunkering operations and transfer of slops between vessels or road tankers. They do not cover other cargo oil transfers.

Permissions	<ul style="list-style-type: none"> • It is normal practice for vessels to receive bunkers whilst alongside their berth. • Bunkering of any ship by road tanker in any harbour at RAK Ports may only be undertaken by approved Bunker supplier. • Supply of bunkers at anchorage by bunker barge will be permitted only in the fair-weather conditions. • Permission for STS bunkering alongside in port, will be granted, subject to availability of berth, and based on an assessment of navigational and environmental risk factors, as well as prevailing and expected meteorological conditions. • All bunkering operations taking place in the port anchorage area will be assessed for safety prior to the bunkering operation on the following criteria: <ol style="list-style-type: none"> a. The place. b. The size of vessel. c. The draft of vessel. d. The expected length of time that bunkering operation will take and what time is it expected to commence. e. The weather forecast. f. The type of bunker oil to be transferred (HFO will require Barge to be fitted with booming equipment if the transfer takes place at anchor). • Vessels may carry out bunkering operations in the port anchorage in the areas defined below subject to the agreement of the Group Harbour Master. • Vessels given permission to anchor and carry out bunkering operations will be directed by the Port Control to a suitable anchorage in one of the following areas: <ol style="list-style-type: none"> a. Saqr Port Anchorage Zone 1. b. Saqr Port SP1 and SP2. c. Ras Al Khaimah Port Anchorage. d. Al Jazeera Port Anchorage.
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<p>Notification</p>	<ul style="list-style-type: none"> • The Shipping Agent of a vessel intending to receive bunkers or discharge oily waste alongside the berth via road tanker, shall send notification and obtain approval from Safety department in accordance with “Safe Operating Procedure (SOP) – Bunkering/Fuel Transfer Operations”. • The Master/Shipping Agent of a vessel, intending to deliver and receive bunkers via bunker barge, whether alongside at port berths, or lying at designated anchor within RAK Ports, shall give notification to and seek approval from Harbour Master by completing and sending Bunker Notification Form to the Port Control. • For Bunker Notification Form, see Annex 1 of STS Bunkering Procedure. • The above notification to carry out STS Bunkering via bunker barge, should preferably be sent 12 hours or more, prior to arrival of the bunker barge. Where it is not practicable, the notification should be sent at least prior to the bunker barge leaving its last port/location. • In exceptional circumstances or in case of emergency bunkering requirements, a bunker barge may be allowed to proceed to the port limits, at a short notice, at the Harbour Master’s discretion, subject to prevailing weather conditions and vessel traffic movements.
<p>Hazard identification</p>	<ul style="list-style-type: none"> • Before a bunker or other liquid transfer commences, the entire process needs to be examined by all parties involved in handling bunker fuels to identify any hazards associated with the particular type of liquid being handled and the type of transfer operation being employed.

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SECTION TWO
Responsibilities

During bunkering operations all vessels must provide a minimum of 30m clearance when passing a bunkering operation. Consideration may be given to a reduced clearance with the Harbour Master’s approval.

General responsibility	<ul style="list-style-type: none"> Master, Owner, Bunker Supplier, Officer in Charge/Bunker Supervisor should ensure that these Guidelines & Regulations and applicable industry best practice for bunkering operations, including but not limited to ISGOTT, are taken into account in their safety management systems.
Master	<ul style="list-style-type: none"> Master of mother-vessel has overall responsibility and accountability for the safe conduct of operations while a ship is receiving bunkers. The Master must appoint an Officer in Charge and there shall also be a Duty Deck Officer available or in attendance during the bunkering operations. In addition to sending the Bunker Notification Form (Annex 1 of STS Bunkering Procedure) to the Port Control, the Master or Officer in Charge must complete Bunkering Checklist in accordance with Bunkering/Fuel Transfer Operations SOP and accordingly confirm to Port Control via VHF prior to the commencement of the bunkering operations. On completion of bunkering: <p><u>Road Tanker delivery:</u></p> <p>The Master shall submit the copy of Delivery Report/Bunkering Report duly signed by the surveyor/Master of the ship to port authority (Marine department) via Shipping Agent in accordance with Bunkering/Fuel Transfer Operations SOP.</p> <p><u>STS delivery:</u></p> <p>Submit Bunker Completion Form (Annex 2 of STS Bunkering Procedure).</p> <p>When bunkering from another vessel, the Bunker Completion Form must be completed for both vessels individually.</p> <p>Note: Bunkering/Fuel Transfer Operations SOP shall apply for bunkering via road tanker - Refer to section Eight.</p>

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<p>Owner</p>	<ul style="list-style-type: none"> • The registered owner of any vessel receiving or supplying bunkers shall be required to have in place insurance or other financial security, such as the guarantee of a bank or similar financial institution, to cover the liability of the registered owner for pollution damage in an amount equal to that calculated in accordance with the Convention on Limitation of Liability for Maritime Claims 1976, as amended. • Details of such insurance or financial security shall be made available to the port authority upon demand.
<p>Bunker supplier</p>	<ul style="list-style-type: none"> • The Bunker Supplier shall have written safety, health, environment and quality programs (including a pollution emergency plan and/or SOPEP) in place at all times and shall make these available to the Harbour Master upon demand for inspection. • The Bunker Supplier shall undertake risk assessments of the bunkering services that it offers within the Port. • The Bunker Supplier shall take out appropriate insurance with reputable insurers in respect of third party liability risks (including but not limited to third-party liability, wreck removal, pollution and personal injuries) and for levels of cover as would be taken out normally by a prudent supplier of comparable services, and the Bunker Supplier shall provide the port Authority upon demand with documentary evidence of such insurance cover. • The Bunker Supplier shall have sufficient and appropriate drip containment and spill response equipment on board the Bunker Barge and/or at the location of the bunkering operations which shall be readily available for deployment. • Bunker Suppliers shall be responsible for complying with and adhering to the appropriate practices and procedures laid down for their operations. • The Bunker Supplier must appoint a Bunker Supervisor to liaise with the Officer in Charge on the Ship.

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<p>Officer in Charge / Bunker Supervisor</p>	<ul style="list-style-type: none"> • Prior to the commencement of bunkering operations, the Officer in Charge and Bunker Supervisor must exchange a Bunkering Check List in accordance with Bunkering/Fuel Transfer Operations SOP. • Copies of the Bunkering Check List must be retained by the Ship and Bunker Supplier for at least one month following completion of the bunkering operations and must be produced to the port authority upon demand for inspection. • During bunkering operations, the Officer in Charge and Bunker Supervisor shall ensure that all necessary measures are taken to prevent the spillage of Bunkers into the waters of the Port or onto any quayside. • 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. • In the event that the Bunker 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.
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SECTION THREE
Communication

<p>General communication</p>	<ul style="list-style-type: none"> • Before commencing bunkers, an effective and reliable means of communication is to be established and agreed between both parties (receiving vessel and bunker barge). • The ship is to ensure that an agreed stop command and slow down command has been established with the bunker provider. • The most common means of communication during bunker operations is by VHF radio. VHF radios Communication between the bunker station and the engine room is to be tested to ensure that noise from the machinery space does not interfere or block the communication from the deck and lead to misunderstanding. • There should be an agreed emergency stop signal available should the main communication fail with either party. If the emergency stop signal is initiated then the bunkering operation should be halted immediately. • During the bunkering operation, the primary means of communication is to be regularly tested.
<p>Emergency communication</p>	<ul style="list-style-type: none"> • The illustration below is typical emergency communication for use when bunkering. Consideration must be given to language difficulties between the receiving vessel and the bunker barge. Mutually agreed signals and commands must be tested prior to commencing pumping. <div data-bbox="544 1249 1394 2018" style="text-align: center;"> </div>



SECTION FOUR
Reporting Procedure

<p>General reporting</p>	<ul style="list-style-type: none"> • As per RAK Ports <i>Bunkering/Fuel Transfer Operations</i> SOP prior to the commencement of bunkering operations the Port Control must be notified and provided with the following information: <ul style="list-style-type: none"> a. Name of Bunker Barge or (in the case of road tankers or shore facilities) details of Bunker Supplier. b. Name of Ship. c. Location of Bunkering Operations. d. Mode of transfer (Bunker Barge, road tanker or shore facility). e. Details of Bunkers to be transferred and estimated quantity. f. Proposed commencement time of Bunkering Operations. g. Estimated completion time of Bunkering Operations. • The Port Control must be notified when bunkering operations have been completed.
<p>Spillage reporting</p>	<ul style="list-style-type: none"> • At any time during operations the Master must report any spillage (<u>even if no oil has entered the water</u>) to the Harbour Master through the Port Control immediately and the report must include: <ul style="list-style-type: none"> a. The location of the spill b. Details of the vessels involved c. The type and quantity of Bunkers spilt d. Actions taken so far (and by whom) to contain and recover the spill • All reports shall be made to Port Control: <ul style="list-style-type: none"> a. By the Master of the Bunker Barge if the bunkering operations involve a Bunker Barge, and/or b. By the Master of the Ship if the bunkering operations involve either a road tanker or shore facility. • The Master of any vessel involved in bunkering operations must also provide a written report (see POLREP https://rakports.ae/marine/) to the Harbour Master at the earliest opportunity, as required by Statute. Failure to do so may result in the vessel's sailing being delayed.



SECTION FIVE
General Procedure

The Ship's Master must:	<ul style="list-style-type: none"> • Follow the reporting procedures as specified in Section Three hereof as appropriate. • Produce a risk assessment and method statement for the bunkering operations (which shall be made available to the Harbour Master upon demand for inspection). • Ensure the Officer in Charge on the Ship is in attendance at all times during the bunkering operations and has the appropriate assistance to aid in safe and effective operations. • Ensure that the Officer in Charge has established and then continues to maintain communication with the on-duty Deck Officer and Bunker Supervisor during the bunkering operations. • Confirm that the Ship is securely moored, with suitably tensioned moorings, ready for the bunkering operations and ensure that moorings are tended throughout the bunkering operations (consideration must be given to the effects of interaction from passing vessels and fluctuations in water levels). • Ensure that (except for vents designed to prevent excess pressure or vacuum within a cargo space) all openings from oil storage spaces are kept closed during the bunkering operations. • Agree in writing with the Bunker Supplier on the handling procedures, including the maximum loading or unloading rates taking into account the arrangement, capacity and maximum allowable pressure of the receiving tanks; cargo lines, hoses and shore pipelines, the arrangement and capacity of the vapour venting system (if fitted), the possible pressure increase due to an emergency shut-down, the possible accumulation of electrostatic charge and the presence of Officer in Charge during start-up operations on board the Ship, Bunker Barge and ashore. • Agree in writing with the Bunker Supplier the action to be taken and the signals to be used in the event of an emergency during bunkering operations. • If an incident occurs during the bunkering operations which necessitate a repair to the piping system or connections; ensure that the bunkering operations are stopped and not resumed until adequate safety measures have been taken.
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<p>The Officer in Charge must:</p>	<ul style="list-style-type: none"> • Ensure that the correct quantity of Bunkers has been ordered and agreed the quantity with the Bunker Supervisor. • Nominate the tanks to be loaded and ensure that there is sufficient capacity in these tanks to accommodate the Bunkers ordered. • Decide on the fill level for each tank both in terms of ullage and percentage capacity. • Agree the load rates for start-up, bulk filling and reduced rates whenever there is a possibility of the tank being unable to cope with the fill rate and always a reduced rate if the tank has reached 90% of normal capacity. • Check frequently that the agreed back-pressures and loading or unloading rates are not exceeded. • Take appropriate preventative measures to ensure that all relevant equipment (e.g. pipelines, loading arms, flexible pipes, etc.) are not damaged and check continually for signs of leakage. • Establish emergency stop procedures and signals with the Bunker Supervisor. • In conjunction with the Bunker Supervisor, complete and sign the Bunkering Check List in accordance with Bunkering/Fuel Transfer Operations SOP and keep the list available for inspection. • Ensure that no tank is overfilled and warn the Bunker Supervisor whenever any tank has reached 90% capacity and/or when any topping off operation has commenced. • After completion of the bunkering operations, ensure that the hoses and pipes have been drained of liquids, the pressure relieved, the piping vented and the Ship's manifold blanked off • Ensure that no ignition sources (e.g., smoking, naked flames or hot work, none intrinsically safe electrical items etc.) are within the area of the bunkering operations.
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<p>The Bunker Supervisor must:</p>	<ul style="list-style-type: none"> • Follow the reporting procedures as specified in Section 4 hereof as appropriate. • Ensure that suitable fenders are deployed by either the Bunker Barge or Ship. • Ensure that the Bunker Barge is securely moored to the Ship, with suitably tensioned moorings, ready for the bunkering operations and ensure that moorings are tended throughout the bunkering operations (consideration must be given to the effects of interaction from passing vessels). • Establish Emergency Stop procedures and signals with the Officer in Charge. • In conjunction with the Officer in Charge complete and sign the Bunkering Check List in accordance with Bunkering/Fuel Transfer Operations SOP and keep the list available for inspection. • Establish and maintain satisfactory communication with the Officer in Charge before and during bunkering operations. • Ensure that the Bunker Barge’s propulsion system is kept on immediate notice of readiness. • Establish with the Officer in Charge the safe limits for wind and swell conditions for undertaking bunkering operations and for the Bunker Barge to remain safely alongside the Ship. • Take appropriate preventative measures to ensure that all relevant equipment (e.g., pipelines, loading arms, flexible pipes, etc.) are not damaged and continually check for signs of leakage. • Ensure that no ignition sources (e.g., smoking, naked flames or hot work, none intrinsically safe electrical items etc.) are within the area of the bunkering operations.
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SECTION SIX
Precautionary Measures

<p>1. Precautions for ALL Bunkering operations</p>	<ul style="list-style-type: none"> • Bunkers should not begin until all parties are assured that the following precautions have been taken: <ul style="list-style-type: none"> a. Scuppers are firmly closed. b. Vessel is securely moored and moorings tended. c. Any special instructions issued by RAK Ports have been complied with. d. Bunker pipes which are not in use are effectively blanked. e. Bunker hoses have sufficient play and are adequately supported. f. Bunker hose connections have been provided with a good seal.* g. There is a well-tightened bolt in every hole in the bunker hose connection flange.** h. There is a sufficiently large overflow container under the bunker hose connection(s). i. Cargo handling or other operations in progress will not hazard the bunker operation, or vice versa. j. There is an agreed communication system established between the vessel receiving the bunkers and the bunkering barge/tanker/road tanker/terminal. k. There is an agreed communication system established between the visual watch personnel on deck and the engineering staff responsible for loading the bunkers. l. A nominated Officer(s) should be in charge throughout the bunkering operation. m. It is essential that a visual watch be maintained on the side of the vessel away from the point of supply. <p><i>* Where a pistol grip delivery system is used.</i></p> <p><i>** Will be considered to have been met if a properly maintained nozzle is used, which conforms to BS71 17 or equivalent.</i></p>
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Retention	@ Office	@ Archives
	0-2 years	3-5 years



<p>2. Additional precautions for Bunkering at Saqr Port berths 14 to 16</p>	<ul style="list-style-type: none"> • In addition to the precautions stipulated in item#1 the following conditions apply: <ul style="list-style-type: none"> a. Wind strength to be less than 12 knots sustained. b. Sea conditions minimal to prevent excessive movement between vessels (swell less than 0.5m). c. Visibility to be in excess of 0.5 nautical miles. d. In certain circumstances a tug may be required to stand-by during bunkering operations. e. Bunkering location requires prior approval from the Harbour Master.
<p>3. Additional precautions for Bunkering from Bunker barge (All locations)</p>	<ul style="list-style-type: none"> • In addition to the precautions stipulated in item# 1 & 2 if bunkers are being taken from another vessel the follow additional conditions apply: <ul style="list-style-type: none"> a. Appropriate fenders are required. b. A vessel mooring/unmooring procedure and appropriate risk assessment, including requirement for tugs to be agreed by the Harbour Master. c. Bunker barge/vessel chartered using Intertanko's Standard Tanker Chartering Questionnaire. d. In certain circumstances a tug may be required to stand-by during bunkering operations. e. In certain circumstances a Pilot may be required on board for mooring/unmooring of vessel, or to stand-by at anchor throughout the operation.
<p>4. Additional precautions for intermediate and HFO (All locations)</p>	<ul style="list-style-type: none"> • In addition to the precautions stipulated in item# 1, 2 & 3 the following conditions apply: • Appropriate oil containment booms effectively deployed to ensure no oil can escape from between the two vessels in case of spillage.
<p>5. Further precautions</p>	<ul style="list-style-type: none"> • In addition to all above precautions, the Ship's Master should be aware of the following: <ul style="list-style-type: none"> a. Fuels loaded at a high rate may foam or have air entrapped within the oil; this may result in oil or an oil mist being ejected through the vent pipes. b. The loading rate should be appropriate to: the size of the tank; the available capacity in the tank; the size of the fill pipe; and the size and position of the air vent pipes. c. Vessel officers must be aware that a vessel's list or trim can affect the ability of air vents to vent a tank adequately.



SECTION SEVEN
General Guidelines

Hose and pipes	<ul style="list-style-type: none"> • The Officer in Charge shall ensure that the following checks and procedures are carried out: <ul style="list-style-type: none"> a. The hoses in use are suitable for use in the bunkering operations, are certified and legibly marked showing the type of hose, specified maximum working pressure and the month/year of manufacture. Testing must be accomplished annually and the last pressure test date to be marked on the hoses. b. Before and during bunkering operations check hoses to ensure they are: <ul style="list-style-type: none"> ○ in good condition and adequate for the proposed transfer; ○ supported and suspended adequately, with no sharp angles, flats or kinks; ○ of adequate length and sufficient to allow for movement of the Ship and Bunker Barge. c. Hose joins should be avoided as per below: <ul style="list-style-type: none"> ○ within one metre of the Ship's or Bunker Barge's side; ○ in the gap between Ship and Bunker Barge/shore, or ○ within one metre of the quay edge. d. Any hose joins shall be made using the appropriate gaskets and every bolt hole in each flange connection shall be utilised with appropriately tightened bolts. e. Where quick release couplings or proprietary couplings are used they shall be appropriate for the operation, so as to avoid any possibility of leakage and they shall be fastened in accordance with the manufacturer's instructions. If a pistol-grip delivery system is used, then this must conform to British Standard BS 7117 (or any amendment to or replacement thereof) and be properly maintained in accordance with the manufacturer's instructions. f. At no time during the bunkering operations shall any part of the filling system be over pressurised and care must be exercised not to cause a pressure shock in the lines by closing or opening valves in an inappropriate manner. g. There are adequate procedures for the disconnection of the pipe in the event of an emergency.
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Retention	@ Office	@ Archives
	0-2 years	3-5 years



<p>Suspension of operations</p>	<ul style="list-style-type: none"> • If the requirements laid down in these procedures cannot be fulfilled during the operation, bunkering operations are to be suspended immediately and Port Control advised accordingly, together with the reasons for such action. • Bunkering operations can only resume once all criteria of this notice have been met, confirmation that criteria have been met is provided to Port Control and permission is given by Port Control to resume.
<p>Spill containment & prevention</p>	<ul style="list-style-type: none"> • In order to prevent and/or contain any spill: <ul style="list-style-type: none"> a. Any changes to the bunkering plan or bunkering sequence should be agreed in writing by all parties to the bunkering operations. b. The Bunker Supervisor (or their representative) in charge of supplying the Bunkers shall remain at the bunker station throughout the bunkering operations and he or another person shall always be in attendance at or near to the emergency stop location. c. An emergency overflow tank should (if possible) be nominated and the valve for that tank should be identified and marked. d. The bunker connections shall be contained within an oil tight bund. e. Any scuppers/drains that could be vulnerable in the event of a spill shall be sealed and/or plugged. f. Where there is any doubt as to the effectiveness of the bunker bund or the scupper seals to retain a spill on a vessel, then appropriate numbers and types of sorbent booms and mats shall be deployed on board the vessel to intercept any possible spill before the Bunkers reach the scuppers. g. The spill response equipment on board a vessel and that provided by the Bunker Supplier shall be readily available for deployment. h. A vessel shall have sufficient numbers of crew available in order to deploy spill equipment carried on board and the crew shall have been exercised in spill containment and understand the requirements of the Ship's own SOPEP. i. The Bunker Supplier shall have sufficient personnel available (whether that be the Bunker Barge's crew or otherwise) in order to deploy its spill equipment and such personnel shall have been exercised in spill containment and understand the requirements of Bunker Supplier's pollution emergency plan. j. On completion of bunkering operations, the hoses must be fully drained before disconnection takes place.

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	<p>k. When disconnection of hoses is taking place a drip pan of appropriate size shall be deployed below any disconnection point that is not protected by a bund.</p> <p>l. Disconnected hoses shall be blanked before lowering or removing the hose from the Ship.</p> <p>m. Vessel filling points shall be blanked immediately they are no longer required.</p> <p>n. Any spilt Bunkers or Bunkers contained in bunds or drip pans shall be mopped up and all bunker contaminated material shall be disposed of through the appropriate segregated waste management system.</p>
<p>Responsibility for spillage</p>	<ul style="list-style-type: none"> • During the bunkering operation the vessel will be directly responsible to ensure that all safety precautions are taken in order to avoid a spill. • This however does not relieve the barge operator from ensuring that all safety measures as envisaged in the check list are complied with and that all safety measures are taken prior to commencement of bunkering.
<p>Restriction on bunkering operations</p>	<ul style="list-style-type: none"> • Bunkering operations are not permitted to take place at any time when either the Ship or Bunker Barge is underway. • Bunkering operations conducted whilst cargo operations are taking place require close monitoring of safety, environmental and dust to ensure conditions remain suitable for bunker operations. Cargo operations must be stopped immediately if an oil spill occurs.
<p>Bunker barges</p>	<ul style="list-style-type: none"> • The Bunker Supplier shall warrant that all Bunker Barges seeking permission to supply bunker within RAK Ports are operated in compliance with international standards and regulatory requirements (including, by way of example only, ISM, flag state, classification society with regard to safety, stability, seaworthiness, fitness for purpose, crewing and security).
<p>Bunker disputes</p>	<ul style="list-style-type: none"> • RAK Ports neither supplies nor facilitates the supply of Bunkers or removal of waste oils or noxious liquids in the Port; all such operations being provided by third parties. RAK Ports shall have no involvement in any dispute between the Bunker Supplier and any Ship. • RAK Ports shall not be liable, vicariously or otherwise, for the acts or omissions of any party involved in bunkering operations whether they follow these Guidelines and Regulations or otherwise.



SECTION EIGHT

Procedure for Bunkering of Vessels from Road Tankers

<p>Overview</p>	<ul style="list-style-type: none"> • A safe operating procedure (RP SOP 001) for bunkering/fuel transfer operations via road tanker at RAK Ports has been prepared and made available to interested parties. The SOP covers the purpose, scope, responsibilities, definitions, procedure, and pertinent forms.
<p>Purpose and scope</p>	<ul style="list-style-type: none"> • The SOP was produced to detail the safe methodology to be adopted for conducting safe bunkering operations at RAK Ports. It applies to all vessels receiving bunker via road tanker, shipping agents, port employees, tenants active within the port estate, bunker suppliers and contractors who may have a day to day contact with bunkering operations and all visitors in the port.
<p>The Procedure</p>	<ul style="list-style-type: none"> • A concise description of the “Procedure” is here under. For details, refer to the SOP at: http://www.rakports.ae/ or contact Safety department. <ul style="list-style-type: none"> ○ HSE requirements: All activities that identifies an element of risk must be addressed by conducting hazard identification and risk assessment in accordance with the Hazard Identification and Risk Assessment Procedure (refer to section 5.1 of the SOP). ○ Hazards associated with bunkering operations: Section 5.2 of the SOP, details a list of hazards that are not exhaustive. ○ Approval process for bunker suppliers: The port will only accept a bunkering request form in accordance with Annex B (of the SOP) from companies held on its approved bunkering suppliers list, and administered by the Safety department (refer to section 5.3 of the SOP for more details). ○ Customs clearance of bunkering vehicles: Prior to bunkering operations, the Security department verifies RAK Customs department clearance at security gate from all bunkering vehicles and allows the vehicle to operate within the port. ○ Recording of bunkering information: Commencement and completion of bunkering operations and oil spillage must be reported to port control (refer to section 5.5 of the SOP). ○ Bunker notification: See the following pages (pages 21- 22) or refer to section 5.6 of the SOP.



<p>Bunker notification Road Tankers</p>	<p><u>Shipping Agent:</u></p> <ul style="list-style-type: none"> ○ Notification of the intention to bunker is to be provided to the Port, detailing the quantity and type of oil by filling in the Bunkering (dangerous goods) supply/Waste oil collection request form, detailing the types and quantity of substance required in accordance with Annex B of the SOP. ○ The form must be completed by the Master or Agent and on receipt of, with the completed form being faxed, e-mailed or hand delivered to the port at least 24 hours prior to the vessel's requested bunkering time. ○ If in the case of a vessel requesting to bunker whilst alongside, sufficient notice is to be given (24 hours where practical) prior to allowing bunkering to commence, for example, a vessel changing charter whilst alongside. ○ The form, when received will be processed by the port, after which consent will be given back to the agent by email, fax or by hand on the following: ○ As soon as consent is given, the agent shall inform the bunker supplier. ○ The agent will inform the Master of his duties and responsibilities as mentioned below. ○ The ship's agent will notify the ship's Master of his responsibility to contact DPC on the respective VHF channel one hour prior to their intention to bunker.
	<p><u>Ship's Master:</u></p> <ul style="list-style-type: none"> ○ It is the responsibility of the ship's Master to comply with the port's bunker transfer procedures and instructions given to him by Port Control. ○ The ship's Master must notify Port Control by VHF on the relevant channel, one hour prior to commencement of bunker transfer operations. ○ The ship's Master must take all necessary safety precautionary measures throughout the operation; the ship's Master involved in bunker transfer operations shall ensure that bunker transfer will only take place if the criteria of section 5.5 of the SOP has been satisfactorily met. ○ Prior to the commencement of bunkering: <ul style="list-style-type: none"> a. Where practicable, bunkering transfer operations shall be conducted within an exclusion area 50 metres from active operational zones. b. There must be no smoking, no naked flames and no hot work permitted during bunker transfer operations. c. Ensure that sufficient absorbent material is available on site to deal with any accidental spillage. d. Internationally mandated signals that are prominently displayed whilst engaged in the process of bunkering or de-bunkering are to be displayed

	<p>prior to commencement of operations, in the form of flag code B during daylight hours and a red light at the masthead of a night.</p> <ul style="list-style-type: none"> ○ Once bunkering has commenced: <ul style="list-style-type: none"> a. A visual watch must be maintained throughout the entire transfer operation by a responsible Officer/crew member and driver. All parties must remain in an area where an instant shut down can be achieved in the event of a spillage. b. If a spillage does occur, all efforts must be made to stop or limit the spillage and the port must be immediately notified on the relevant channel or by telephone (by both vehicle driver and Master of the vessel being bunkered). c. After completion of one supply of one road tanker, hoses shall be sufficiently blanked with leak proof caps and secured to a point on the jetty until the next road tanker is able to connect for subsequent supply. d. If the Port H&S Supervisor notices that any of the requirements laid down in this document cannot be fulfilled prior to or during bunker transfer then operations must cease immediately. e. If weather conditions deem it, all operations shall be suspended and not permitted until the port gives formal approval to recommence. f. Bunker transfer can only start or restart when the Port H&S Supervisor is satisfied that all requirements are being met. g. Oil levels in tanks are carefully monitored to ensure no over filling. Caution is to be exercised during topping up of the fuel tanks to ensure no overfilling of the tanks. ○ On completion of bunkering: <ul style="list-style-type: none"> a. Prior to blowing through hoses with air, a responsible Officer/crew member shall ensure there is adequate room in the fuel tanks. b. The driver of the bunkering vehicle shall communicate to the vessel of their intention to blow through the hose with air. c. The hoses are disconnected in a manner that does not promote spillage from any residue left in the hose, with an adequate spill tray provided in the event of spill. Hoses are to be blanked prior to being placed back on the vehicle or brought back on board. d. Hoses must be blanked on completion of each bunkering vehicle's supply prior to the next vehicle arrival and connection. e. The responsible officer/crew member under supervision of the bunker vehicle driver shall complete a Bunkering Report on completion of bunkering.
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ANNEX

Health, Safety & Environment - Precautionary Measures

OILS AND VAPOURS	<ul style="list-style-type: none"> • Never enter enclosed spaces not approved for entry • Stand to windward when opening tank lids or sampling points. • Use goggles. • Wear suitable gloves. • Wear suitable working protective clothing. • Change out of any oil-soaked clothing as soon as possible. • Keep all doors to the accommodation areas closed during bunkering and shut off or recirculate the air conditioning system.
FIRE	<ul style="list-style-type: none"> • Keep all bunker fuel away from naked flames, sparks or other sources of ignition. • Keep all bunker fuel away from heated surfaces. • Do not smoke on deck during bunkering operations. • Do not smoke near fuel tanks, or other locations where there may be fuel vapours
SAFETY AND ENVIRONMENTAL	<ul style="list-style-type: none"> • Know and use the appropriate SMS checklists and procedures for bunkering and if applicable for ship to ship operations. • Know the ship's SOPEP or SMPEP. • Ship's oil spill equipment is to be ready and available in accordance with the SOPEP/SMPEP. • Ensure proper lines and means of communication both internally and externally are established prior to bunkering. • Plug all drains on the bunker tanker and the ship. • Drain off any accumulation of oil-free water periodically. • Any spill related to a bunkering operation must be reported to port authority immediately in addition to notifying the ship's agent, owner and other relevant authorities.