



GOVERNMENT OF RAS AL KHAIMAH RAK PORTS

STS BUNKERING PROCEDURE

RAK PORTS INTEGRATED MANAGEMENT SYSTEM

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Document Owner: Harbour Master, RAK Ports

Revision History:

Version	Date	Reason for change	Author
Orig.	20-06-2021	Initial Release	HM
1*	29-08-2021	Amended Annex-2: Bunker Completion Form to include text 'Attach Bunker Delivery Receipt.' Refer MoCRF#21-MD-03 for details	HM

* This issue supersedes all previous versions.



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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Issue Date: 29-08-2021

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GENERAL INTRODUCTION

RAK Ports intends to promote ship-to-ship (STS) bunkering operations in the ports' designated anchorage areas, in addition to permitting bunker transfers to alongside vessels at berth during cargo operations. This Procedure has been introduced to make the STS bunkering process favourable for the supply of bunkers by barges/crafts. The Bunkering Operations must be conducted in a safe manner to reduce and minimise risks to personnel and the environment. The procedure applies to all parties involved with Bunkering Operations within RAK Ports.

This procedure 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. 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.

WEBSITE OF THE PORT

www.rakports.ae

WEBSITE OF THIS DOCUMENT

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



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DISTRIBUTION

The 'STS Bunkering Procedure' 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
RAK Ports Bunkering Guidelines & Regulations

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1. OVERVIEW

These procedures apply to any Ship to Ship (STS) bunkering operations taking place at ports, terminals, and anchorages within the limits of RAK Ports jurisdiction. STS bunkering operations must be carefully planned and executed by familiar and trained crews and bunker suppliers, following strict and detailed risk-based procedures.

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.

Master of mother-vessel has overall responsibility and accountability for the safe conduct of operations while a ship is receiving bunkers.

ANNEX 1 – to be completed and approved for both vessels individually.

ANNEX 2 - must be completed and submitted for receiving vessel only.

2. RULES & REGULATIONS

All Bunkering operations are to follow Oil Bunkering Best Practice Guidelines. Please refer to IMO's 'Manual on Oil Pollution, Section 1 Prevention' as amended, and the ICS and OCIMF 'Ship to Ship Transfer Guides'. In addition to these, please refer to RAK Ports 'Bunkering Guidelines & Regulations'.

3. DEFINITIONS AND TERMS

<i>Berth:</i>	Any berth, jetty or quay within RAK Ports area where a ship may be secured.
<i>Bunker Barge/Vessel:</i>	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.
<i>Bunker Oil:</i>	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.
<i>Bunkering:</i>	Transfer of non-cargo liquids in bulk via hose to or from vessel or berth in the port.
<i>Bunkering Operations:</i>	Transfer of Bunkers between vessels, road tankers or shore facilities.
<i>Bunker Supervisor:</i>	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).
<i>Bunker Supplier:</i>	The party supplying Bunkers to or receiving Bunkers from a Ship.
<i>Bunker Transfer:</i>	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.
<i>Harbour Master:</i>	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.



ICS:	International Chamber of Shipping.
OCIMF:	Oil Companies International Marine Forum.
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. The Master may also be the Bunker Supervisor.
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.
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.

4. REQUIREMENTS FOR SHIPS

Master/Shipping Agent and Bunker Supplier:

- Notification of the intention to bunker is to be submitted to the Port Control detailing the quantity and type of bunkers by completing the **Bunker Notification Form** (see Annex 1 to this procedure) by vessel delivering and vessel receiving bunkers, at least 12 hours prior to the intended bunkering operation. 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.
- A **Bunker Completion Form** (Annex 2 to this procedure) should be submitted by the vessel receiving bunkers.
- The forms, when received will be processed by the Port Control and approval given if all is in order.
- The Master and bunker supplier must comply the procedures stipulated in the RAK Ports **Bunkering Guidelines & Regulations**.
- Bunkering must not commence until approved by Port Control.

Ship's Master:

- The ship's Master must notify Port Control on the relevant VHF channel regarding bunkering operations:
 - Two hours prior to commencement;
 - Commencement;
 - Completion.
- The ship's Master must take all necessary safety precautionary measures throughout the operation and ensure;
 - a. A **Bunkering Checklist** has been completed in accordance with **Bunkering/Fuel Transfer Operations SOP**.
 - b. The **Bunkering Checklist**, as a minimum, should ensure the following points have been complied with:
 - The scuppers/wash port is firmly plugged/sealed.
 - Bunker connections not in use are well blanked.
 - The bunker connection has been provided with a good seal.

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- There is a well-tightened bolt in every bolt-hole at the bunker pipe connection flange.
- There is a sufficiently large save all under the bunker pipe connection.
- The hoses are well supported and are of sufficient length to allow for movement of the ship.
- There is effective communication established and maintained by the ship's engineering crew, to enable immediate shutdown if required.
- Any cargo handling in progress will not hinder bunker transfer operations.

Once bunkering has commenced:

- There must be no smoking, naked flames or hot work is permitted during bunker transfer.
- A visual watch must be maintained throughout the entire transfer operation.
- If cargo handling is underway ensure safety, environmental and dust conditions are not detrimental to bunkering operations. Be prepared to delay or stop bunkering until conditions improve.
- Ensure that sufficient absorbent material is available on site to deal with any accidental spillage.
- If a spillage does occur, all efforts must be made to stop or limit the spillage and the Port Control must be immediately notified on relevant Port Control VHF channel or via phone.
- If the Port Control/Port Authority Officer notices that any of the requirements laid down in this document and **Bunkering Guidelines & Regulations** cannot be fulfilled prior to or during bunker transfer, then operations will be ceased immediately.
- Bunker transfer can only start or restart when the Officer is satisfied that all requirements are being met.

5. REQUIREMENTS FOR BUNKER BARGES

The Master of a bunker barge shall not begin bunker transfer unless he has ensured that:

- **Bunker Notification Form** has been submitted and approved - Annex 1
- The bunker barge is securely moored.
- Environmental and dust conditions (due to cargo operations) are not detrimental to bunkering operations.
- The **Bunkering Checklist** has been completed and all relevant safety systems are correctly agreed and completed.
- There is effective communication established and maintained by the barge, to enable immediate shutdown if required.
- The bunker hoses are in good condition and in accordance with relevant international standards.
- The bunker hoses are well supported and are of sufficient length to allow for movement of the ship.
- There is a well-tightened bolt in every bolt-hole at the bunker pipe connection flange.
- The bunker connection has been provided with a good seal.
- Once bunker transfer has commenced:
 - a. This must be constantly watched and monitored throughout the entire transfer operation.
 - b. Sufficient absorbent material is available on site to deal with any accidental spillage.



- c. If a spillage does occur, all efforts must be made to stop or limit the spillage and the Port Control must be immediately notified on relevant Port Control VHF channel or via phone.
- d. If the Port Control/Port Authority Officer notices that any of the requirements laid down in this document and ***Bunkering Guidelines & Regulations*** cannot be fulfilled prior to or during bunker transfer, then operations will be ceased immediately.
- e. Bunker transfer can only start or restart when the Officer is satisfied that all requirements are being met.

6. REFERENCES

RP MD 021:	Bunkering Guidelines & Regulations.
RP SOP 001:	Bunkering/Fuel Transfer Operations.
RP SOP-001-C:	Bunkering Checklist.

7. ANNEXES

ANNEX 1:	Bunker Notification Form.
ANNEX 2:	Bunker Completion Form.
ANNEX 3:	Health, Safety & Environment – Precautionary Measures.



ANNEX 1

BUNKER NOTIFICATION FORM

(This form is to be submitted to Port Control, 24 hours prior to vessel arrival.
One copy from vessel delivering bunkers and one copy from vessel receiving bunkers.)

General Information		
Vessel receiving bunkers.		
IMO Number.		
Agent.		
Berth/Anchorage location of bunkering operation.		
Bunker Supplier.		
Name of vessel delivering bunkers.		
Intended date and time delivering bunkers.		
Type and quantity of bunkers.		
Name and rank of Responsible Officer.		
SAFETY INFORMATION		
Is there a mooring procedure agreed between both vessels.	Yes/No	
Is there a bunkering Risk Assessment in place.	Yes/No	
Bunker Checklist in place to minimum standard of ISGOTT/Intertanko.	Yes/No	
Is there an approved oil spill plan in place.	Yes/No	
Confirm any spillage of bunkers will be immediately reported to Port Control via VHF.	Yes/No	
DECLARATION		
Acknowledgement by Master that RAK Ports Bunkering/Fuel Transfer Operations SOP has been read, understood and will be fully complied with at all times. We have checked, the items of the Bunkering Checklist in accordance with the instructions and have satisfied ourselves that the entries we have made are correct to the best of our knowledge.		
Masters Name		
Signature		
Date		
RAK Ports	Details checked by:	
	Date and Time:	



ANNEX 2
BUNKER COMPLETION FORM

(This form to be submitted by Mother Vessel on completion of bunkering operations)

General Information					
Name of Vessel received bunkers.					
IMO Number.					
Agent.					
Bunker vessel alongside (first line on board) date and time.					
Actual start date and time.					
Actual completion date and time.					
Actual type and quantity of bunkers loaded. (Attach Bunker Delivery Receipt)					
Bunker vessel let-go mooring lines – date and time.					
Confirm no spillage occurred.					
DECLARATION					
Confirmation all the above details are correct.					
Masters Name					
Signature					
Date					
RAK Ports	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; padding: 5px;">Details checked by:</td> <td style="width: 70%;"></td> </tr> <tr> <td style="padding: 5px;">Date and Time:</td> <td></td> </tr> </table>	Details checked by:		Date and Time:	
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Date and Time:					

ANNEX 3

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.