



3.6 BUNKERING BY ROAD TANKER OR PIPE LINE

1.0 PURPOSE

The purpose of this document is to detail the steps required when bunkering vessels - by road tanker, truck mounted IBC or pipe line at the Port of Geraldton.

This procedure applies to all bunkering by road tanker, truck mounted IBC and pipe line operations undertaken at the Port of Geraldton.

2.0 DEFINITIONS

Term	Meaning
Bunkering	The refueling of water borne vessels

3.0 RESPONSIBILITIES

- 3.1 The Port HSE Manager is responsible for ensuring this procedure complies with HSE requirements;
- 3.2 The Wharf Supervisors are responsible for ensuring that all bunkering activities are carried out in accordance with this procedure.

4.0 ACTIONS

- 4.1 Request for Bunkering
Geraldton Port will only allow bunkering of diesel or heavy oils.
- 4.2 The fuel company carrying out the bunkering operations shall submit a fully completed **bunkering request form** to the MWPA at least 48 hours prior to any planned bunkering via fax or email, The bunkering request form shall be submitted to the MWPA Wharf Supervisor's Office via fax: (08)9964 0595 or email: wharfsupervisors@midwestports.com.au.
- 4.3 The Wharf Supervisors will check the Permit Board to make sure that other activities that may impinge on a safe bunker process (eg: Hot works) before approving the bunker.
- 4.4 The bunkering request shall be reviewed by MWPA and if deemed satisfactory approval will be granted (signed approval) and the fuel company informed by return email or fax.
- 4.5 MWPA reserves the right to cancel a planned bunkering activity should circumstances deem it unsafe or inappropriate (eg environmental conditions at the time, other dangerous goods activities being undertaken in the area, hot work in the area, etc).
- 4.6 MWPA shall keep a record of the bunkering request on file in the MWPA Wharf Supervisors' office and -ensure an electronic copy is kept on file in Objective.

5.0 SITE SELECTION AND PREPARATION

- 5.1 Bunkering shall only take place in areas approved for such activities. The selection of site shall take into account the current use of the berth, type of berth surface, slope of the berth, presence of drainage holes, and other hazards.
- 5.2 The supplying fuel company shall ensure they have a comprehensive spill kit available at all times and it shall be ready for instant use until completion of the transfer.
- 5.3 The site shall be cordoned off with traffic cones to avoid potential vehicular accidents.
- 5.4 Access to the site during bunkering shall be restricted to approved personnel – determined by the MWPA Wharf Supervisors. In general, a fifteen (15) metre exclusion zone shall be maintained around the bunker site.
- 5.5 Hazard warning signs shall be erected at the site warning people that bunkering activities are being undertaken and the area has restricted access. The signs shall be at least fifteen (15) metres from the bunkering vehicle. Hot work, naked flames and smoking is not permitted within the bunkering site.
- 5.6 All wharf drainage holes shall be plugged prior to the commencement of bunkering.
- 5.7 The receiving vessel's scuppers shall be blocked to prevent escape of any fuel should an overflow occur.
- 5.8 Spill trays and associated spill equipment (eg absorbent material) shall be setup.
- 5.9 All hose connections are to be wired together to prevent accidental disconnection.
- 5.10 Personal protective equipment, over and above the minimum required within the Port Security zone, shall be worn. This shall include but not be limited to gloves (driver), eye protection (driver), long sleeve shirt and long pants.
- 5.11 Effective communication between the discharge vehicle and the receipt point officer is to be established, tested and maintained throughout the discharge.
- 5.12 The Wharf Supervisors will complete MWPA form F3.6b Pre-Delivery Bunker Checklist prior to approval for commencement of all bunkering. The MWPA shall keep a copy of the bunkering checklist in the MWPA Wharf Supervisors' office.

6.0 FUEL TRANSFER

- 6.1 The volume of fuel to be transferred shall be verbally confirmed between the Supplier, Vessel crew and MWPA representative.
- 6.2 A MWPA Wharf Supervisor or his delegate shall be onsite at the commencement of the fuel transfer.

- 6.3 The fuel truck driver shall maintain/monitor the operation for the duration of the fuel transfer.
- 6.4 A crew member shall maintain/monitor the connection point for the duration of the fuel transfer.
- 6.5 Fuel transfer shall commence at a slow rate to confirm the integrity of the hoses and connections.
- 6.6 MWPA reserves the right to cease the fuel transfer should concerns with the operation be identified.

7.0 INCIDENT AND ACCIDENT RESPONSE

- 7.1 In the event of an incident fuel transfer must cease immediately.
- 7.2 All incidents and accidents associated with the bunkering operation shall be immediately reported to the Port Environmental Officer (Mobile 0447 640 534) or the Port OHS Officer (Mobile 0409 089 048).
- 7.3 If a MWPA representative is no longer onsite then MWPA must be immediately contacted through the MWPA Emergency Number 9964 0500.
- 7.4 An incident report shall be completed and entered into STEMS as soon as possible after the incident by the officer who received the initial incident report.

8.0 DOCUMENTATION

- F3.6a Fuel Transfer (Bunkering) Permit
- F3.6b Bunker Checklist

9.0 ADMINISTRATION

Custodian: Harbour Master

Approval: Martin North
Harbour Master
12 April 2016