

Belfast Harbour

Operational Notice

No.5 of 2022

Code of Practice Vessel Bunkering Operations by Road Tanker

A number of recent observations has highlighted a lack of understanding on the procedures and protocols associated with vessel bunkering operations by road tanker.

It is important that road tanker drivers and ship personnel fully understand their responsibilities during bunkering operations. A Code of Practice (Vessel Bunkering Operations by Road Tanker) forms part of this Operational Notice.

Ship Agents are requested to make a copy available to vessels requesting bunkers and also to the respective bunkering company contracted to undertake the delivery.

Bunkering delivery companies should ensure that all personnel undertaking deliveries have been made aware of this Code of Practice and have the necessary equipment available to achieve a safe operation.

A copy of this Operational Notice will be published on Belfast Harbours Website.



PORT OPERATIONS
BELFAST HARBOUR
31st January 2022

CAPTAIN K G Allen
HARBOUR MASTER

Code of Practice

Vessel Bunkering Operations

By

Road Tanker

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1. Introduction

This document is designed to provide guidance for the safe transfer of bunkers, bunker oils and the transfer of waste liquids via the use of a Road Tanker (RT) on quays and terminals within the limits of Belfast Harbour.

2. Definition

The definition of "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 vessels engine or other machinery including slops and bilge waters.

3. Precautions for Bunkering Operations

Requests for Bunker Operations must be made within 24 hours to Port Operations, for a permit to be issued, prior to such operation being undertaken. In unique circumstances, a period of less than 24 hours may be accepted at the Harbour Master or Deputy Harbour Master's discretion.

Should a bunkering operation commence without the appropriate permit, the operation will be suspended by an appointed officer of Belfast Harbour Commission, until such times as an appropriate permit can be obtained.

Prior to bunkering, a Bunkering Safety Checklist is to be completed prior to the commencement of Bunkering by a Competent Person from the Vessel and the Road Tanker. This Safety Checklist should meet the requirements as indicated by The International Safety Guide for Oil Tankers & Terminals (ISGOTT) Bunkering Safety Checklist.

Bunkering must not commence until a permit has been issued and a Checklist is completed and signed by both parties involved in the Bunkering operation. Please see Appendix 4 for an example of a Bunkering Safety Checklist.

The Checklist should include but is not limited to the following;

- a. *There is adequate NO SMOKING signs positioned on the receiving vessel and in the vicinity of the bunkering vehicle/vessel, and are being adhered to,*
- b. *There is adequate Fire Fighting and oil spill containment equipment available,*
- c. *Scuppers are firmly closed,*
- d. *Receiving Vessel is securely moored alongside and safe gangway rigged to shore,*
- e. *Bunkering Hoses are properly maintained and in good condition,*
- f. *Bunkering Pipes and manifolds which are not in use are effectively blanked,*
- g. *Bunkering Hoses have sufficient play and are adequately supported,*
- h. *Bunkering connection has been provided with a good seal,*
- i. *There is a well tightened bolt in every bolt hole of the bunker hose joining flanges and the vessels manifold,*
- j. *No flange to flange joints between hoses are permitted over water or on unprotected quay edge,*
- k. *The tank has sufficient Ullage to receive bunkers*
- l. *The pipeline and valves to the tanks / pumps are correctly set,*
- m. *There is a sufficient overflow container under the hose connections,*
- n. *Cargo Handling or other operations in progress will not cause a hazard to the bunker operations or vice-versa,*
- o. *There is an agreed communications system established between the receiving vessel and the bunkering vehicle/vessel.*

- p. *It is essential that a visual watch is maintained on both the vessel and shore throughout the operation.*

In addition prior to bunkering, the vessel must contact "Belfast VTS" on VHF Channel 12 and advised them of the following;

- a. The Bunkering Safety Checklists have been completed and signed,
- b. The type and quantity of oil to be transferred,
- c. The agreed transfer rate,
- d. The start time of the transfer.

Once the Bunkering Operation has completed the vessel must confirm with "Belfast VTS" on VHF Channel 12 of the following;

- a. The operation is completed, and
- b. The quantity transferred.

Please see Appendix 1 for Bunker operation communication requirements and for contact details for Port Operations.

4. Oil spills

In the event of an oil spillage, the vessel must contact "Belfast VTS" on VHF Channel 12 to inform such has occurred. Information to be provided shall include the following;

- a. Location of the spill,
- b. Type of oil spilt,
- c. An approx. quantity, and
- d. Action taken so far.

The Road Tanker Operator (RTO) in charge of the RT must identify all drains within a 10 metre radius of the RT and have oil sorbent mats or booms readily available to deploy around the drains in the event of a spill.

Should the RTO experience a spill they should cease the bunkering operation and apply spillage containment materials and subsequently contact Port Operations via the contact details highlighted on Appendix 1, even if no oil has entered the water. Information to be provided shall be the same as previous points a to d.

In the event of a spill a full written report must be created and submitted to Port Operations within 24 hours of the start on the incident, please see Appendix 1 for contact details.

5. PPE & Port Safety Induction requirements

All personnel involved in bunkering operations on quay must have completed the BHC Port Safety Induction, please see Appendix 1 for link, and wear the appropriate PPE throughout the operation, such as;

- a. High Visibility clothing,
- b. Life jacket, Worn maximum 2m from quay edge, within red line (*minimum of 150n BS EN399 compliant*),
- c. *Hard hat (EN397 compliant)*,
- d. *Safety gloves, and*
- e. *Safety boots.*

Failure to comply with the aforementioned may result in the suspension of the bunkering operation and the exclusion of the associated personnel from the quay, until such times as compliance is assured.

6. Positioning on quay

RTO's must exercise caution to not manoeuvre or park on top of the Panzer belt, which is situated close to the quay edge on numerous quays within Belfast Harbour. The Panzer belts primary function is to cover and protect a 6600v cable, used to power the shore cranes, which is installed directly beneath it. Please see Appendix. 2 for illustration.

Should an RT be observed parked on top of a Panzer belt, the operation will be suspended by an appointed officer of Belfast Harbour Commission, and the RTO subsequently be instructed to reposition their vehicle.

Once bunkering operations have completed the RTO must vacate the quay at his soonest convenience.

7. Vehicle markings

RT's must be fully compliant with the Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2009. They must also be clearly and appropriately mark with the Emergency Action Codes. Please see Appendix 3 for illustration.

RTO's must have a valid copy of the relevant Method Safety Data Sheet (MSDS), which must be available if requested by an appointed officer of the Belfast Harbour Commission.

Appendix 1.

Bunker operation communications

All Bunker Operations must be reported to “Belfast VTS” on VHF Channel 12. The information that is required is as follows;

- a. Name of Vessel,
- b. Berthed location,
- c. Type commodity being transferred,
- d. Quantity being transferred,
- e. Start time of operation, and
- f. Completion time of operation.
- g. Final quantity transfer.

Points a to e must be carried out at the beginning of the operation.

Points f and g at the end of the operation.

Contact details

Port Operations

Email operations@belfast-harbour.co.uk
Phone Number 02890 553 504
VHF Channel 12 - “Belfast VTS”
Address Port Operations
Milewater Basin
BT3 9AA
Belfast

Belfast Harbour Police

Phone Number 02890 553 000

Belfast Harbour Port Safety Induction

Link <https://www.belfast-harbour.co.uk/harbour-estate-access/harbour-access-pass>

Appendix 2.

Panzer belts

The Panzer belts primary function is to cover and protect a 6600v cable, used to power the shore cranes, which is installed directly beneath it. RTO's must ensure when positioning their RT, that they avoid manoeuvring over and/or parking on top of the Panzer belt.

Failure to adhere to the aforementioned will require the operation to be suspended by an appointed officer of Belfast Harbour Commission, and the RTO subsequently be instructed to reposition their vehicle.

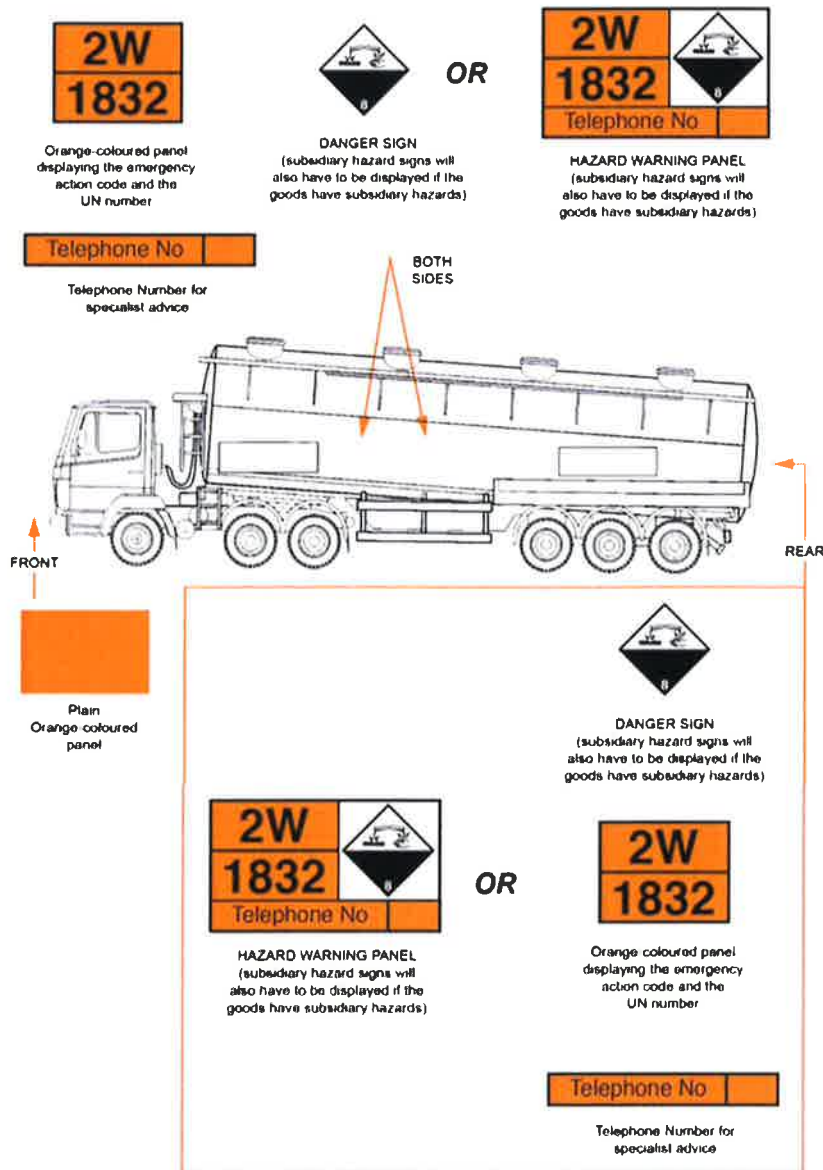


Appendix 3.

Vehicle markings

RT's should be clearly marked with the correct Emergency Action Codes applicable to the substance contained within the tanker. Such markings should include a telephone number for advice in the event of an emergency and a plain orange plate at the front of the vehicle.

Please see below for illustration.



Appendix 4.

Bunkering Safety Checklist example

To be completed by the officer in charge on the receiving vessel and the Road Tanker Operator before commencing bunkering.

Boxes which are greyed out do not require ticking by the associated party in the column.

Bunkering Safety Checklist			
Vessel Name:		Berth:	
Road Tanker Reg:		Trailer Number:	
Start time/date:		Finish time/date:	
Commodity:		Quantity:	
	Check Item	RTO	Receiving Vessel
	Is adequate NO SMOKING signs positioned on the receiving vessel and in the vicinity of the bunkering vehicle?		
	Is adequate Fire Fighting and oil spill containment equipment available?		
	Are scuppers firmly closed?		
	Is the receiving Vessel securely moored alongside and safe gangway rigged to shore?		
	Are bunkering Hoses properly maintained and in good condition?		
	Are the bunkering Pipes and manifolds which are not in use effectively blanked?		
	Do the bunkering hoses have sufficient play and are adequately supported?		
	Does the bunkering connection have a good seal?		
	Is there a well tightened bolt in every bolt hole of the bunker hose joining flanges and the vessels manifold?		
	There are no flange to flange joints suspended over water.		
	All drains within 10m on the quay have been identified.		
	The tank has sufficient Ullage to receive bunkers?		
	The pipeline and valves to the tanks / pumps are correctly set?		
	Appropriate PPE is available and worn by relevant persons?		
	RT is not parked on top or has manoeuvred over the Panzer belt? <i>(Tick if applicable)</i>		
	There is a sufficient overflow container under the hose connections?		
	Cargo Handling or other operations in progress will not cause a hazard to the bunker operations or vice-versa?		
	There is an agreed communications system established between the receiving vessel and the RT.		
	There is a visual watch maintained on both the vessel and shore throughout the operation.		
Signed for Road Tanker		Signed for Receiving Vessel	
Print Name:		Print Name:	
Sign Name:		Sign Name:	