SURUHANJAYA PELABUHAN PULAU PINANG
PENANG PORT COMMISSION

Ref: A.403/5
Date: April 11th, 2008

To: **Owners, Masters, Agents, Terminal Operators and Bunker Suppliers**

PORT CIRCULAR NO. 1/2008

PENANG PORT BUNKERING PROCEDURE

Acknowledging that bunkering operations poses a risk to the environment in terms of pollution and fire, Penang Port Commission (PPC) is introducing regulations and guidelines through the Penang Port Bunkering Procedure as follows:

1. Application

This procedure should apply to all bunkering operations that take place within the Port of Penang.

2. Objectives

This procedure is designed to assist masters, agents, bunker suppliers and terminal operators to carry out their responsibilities for safe bunkering operations required in the Port of Penang.

3. Definitions

'Bunkers' means fuel oils and other petroleum products intended for the propulsion and/or the auxiliary operation of a ship or intended for lubricating the ship's engine or her other machinery;

'Bunker operation' means transfer of fuel oil and other petroleum products on tank to tank basis;

'Bunker Supplier' means a company, which holds a valid bunker supplier's license issued under Petroleum Development Act 1974 by the Ministry of Domestic Trade and Consumer Affairs and registered with the Commission to supply bunker in the Port of Penang;

'Commission' means Penang Port Commission;

'Daylight' means period from 0700 hours until 1900 hours;

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'Delivering Vessel' means a vessel, which is certified to delivers bunkers to a receiving vessel and registered with the Commission;

'Receiving Vessel' means a vessel, which receives bunkers or other oils;

'Road Tanker' means a tank vehicle fitted for the purposes of delivering bunker to vessels which is licensed for this purposes by the relevant authority;

4. Control

The overall control of the bunker operation should lie with the master of the receiving vessel.

5. Hoses

5.1 The hoses used for bunkering transfer should be specially designed and constructed for handling petroleum products and be of a strength and size which makes them suitable for the actual operation.

5.2 The hoses should be of adequate length to allow different movement of the bunker vessel and the receiving vessel.

5.3 The hoses should be pressure tested and flanges and bolts to be certified in accordance with the specification to which they are manufactured before use, and periodically every two years and after the hose has been repaired or exposed to excessive strains.

5.4 The date of the latest pressure testing should be indicated on the hose.

5.5 A record of inspection and pressure testing of the hoses and the specifications from the manufacturers should be kept on board the bunker vessel and be available at all times.

5.6 All lifting gear including support arrangement for the hoses should be made for the purpose and kept in a good condition.

6. Emergency shutdown procedures

6.1 It should be possible to stop the bunkering supply pumps momentary at a place close to the manifold on the bunker vessel.

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6.2 If any of the receiving vessel's personnel discovers an oil spill either on deck outside fixed containment, or on the water, or believes an oil spill is likely, he or she shall request immediate shutdown of the bunkering operation.

6.3 The delivering vessel's/facility personnel shall immediately activate the emergency shutdown device at the request of any person on the receiving.

7. Before the bunkering operation commence

7.1 The bunker suppliers shall ensure that bunkering will only take place after the 'Notification to Supply Bunker' as per **appendix 1** is submitted to the Commission in advance i.e. not less than 24 hours before the operation commence.

7.2 In the case of bunkering to a receiving vessel while at berth, the notification shall be endorsed by the respective terminal representative before submitting to the Commission.

7.3 Master of bunker vessel shall notify Port Control via VHF channel 12 or call 04-3102334 before commencing the operation.

7.4 The receiving vessel should be safe at anchorage, securely berthed or moored before the bunkering operation commences.

7.5 Primary fenders of a recognised standard and strength should be positioned along the hull of the bunker vessel and secondary fenders should be ready for use during the berthing operation.

7.6 All scuppers on the bunker vessel and the receiving vessel should be plugged.

7.7 The mooring equipment should be of a recognised standard and the mooring lines of good quality intended for use in the actual operation.

7.8 Direct radio contact via portable VHF radios shall be established between the responsible persons on the bunker vessel and the receiving vessel. Spare batteries for the radios should be easily available. Radio equipments used shall be certified intrinsically safe.

7.9 The hose should be securely connected and the work done should be approved by an officer both on the bunker vessel and the receiving vessel. The hoses should be rigged in such a way that movements of the vessels will not damage them and they are well supported and have sufficient play.

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7.10 The area in which the bunkering operation takes place should be designated by the Commission taking into consideration the weather and sea condition and the weather forecast.

7.11 The checklist shown in **appendix 2** should be satisfactorily completed and signed by the master of the bunker vessel, master of receiving vessel and representative of terminal operator. The checklists should be kept for at least two years and be available at all times for inspection.

7.11 Both the bunker vessel and receiving vessel should have adequate equipment ready to combat oil spills.

7.12 An overall contingency plan covering the known and predicted risk scenarios for the bunkering operations should be developed. The plan should be a part of the Shipboard Oil Pollution Emergency Plan (SOPEP).

7.13 The updated emergency contact details should be readily available and displayed on appropriate location on both vessels.

7.14 Bunkering only permitted during daylight and in good weather condition.

7.15 Both vessels shall display appropriate signal according to International Code of Signals (INTERCO).

7.16 A firemen, equipped with appropriate fire fighting appliances, shall be on standby in vicinity of the operation.

7.17 A restricted area with appropriate radius of safety zone shall be established in vicinity of the operation.

7.18 No unauthorised person, no naked light or anything that could compromise the safety of the operation shall be allowed within the restricted area.

7.19 Material Safety Data Sheet (MSDS) of the product shall be submitted to the Commission for record.

7.20 The receiving vessel's master is to ensure availability of safe access between his/her vessel and the delivering vessel and the shore facility.

7.21 Checks should be carried out that all valves in use for the operation on board the receiving vessel are set to the right tanks and there is a sufficient large overflow basin under the bunker pipe connection and the tank air vents and a drip tray under each flange on board both vessels.

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7.22 Both the delivery and the receiving vessels to ensure that sufficient fire fighting arrangement/equipment is readily available and that an emergency tug towing line is arranged forward and aft on the seaward side one metre above the water line.

7.23 The person in charge of the bunker operation of the receiving vessel should agree to a maximum pump rate and the topping up pump rate.

8. During the bunkering operation

Throughout the bunkering operation a responsible person holding experience of and trained in the operation should be stationed at the manifold area to observe the hose and connections for leaks on both the bunker vessel and the receiving vessel. The responsible person on the bunker vessel should have means to immediately stop the operation if leakage is observed or on request from the receiving vessel.

A safe radio communication should be maintained between the bunker vessel and the receiving vessel during the entire bunkering operation.

The oil level in the tanks of the receiving vessel should be carefully checked by measuring ullage and/or taking soundings. The greatest caution should be exercised during 'topping up'.

9. After completion of the bunker operation

9.1 The hose should be drained and blinded before being brought back to the bunker vessel.

9.2 During disconnection of the hose a drip tray should be used.

9.3 Master of bunker vessel shall notify Port Control via VHF channel 12 or call 04-3102334 upon completion of bunker operation.

10. Action in case of incidental pollution

If any oil spills or other incidental pollution occur the contingency plan should be brought into operation, which should include immediate reporting of incident to Port Control via VHF channel 12 or call 04-3102334.

11. Before transfer of bunker by road tankers

11.1 Transfer of bunker by road tankers is only permitted at Prai Wharf during daylight hours and in good weather condition.

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11.2 The bunker suppliers shall ensure that the transfer will only take place after the 'Notification to Supply Bunker' as per **appendix 1** is submitted to the Commission in advance i.e. not less than 24 hours before the operation commence.

11.3 'Notification to Supply Bunker' shall be endorsed by terminal representative before submitting to the Commission.

11.4 Bunker suppliers shall notify Port Control via VHF channel 12 or call 04-3102334 before commencing the operation.

11.5 The receiving vessel should be securely berthed or moored before the transferring operation commences.

11.6 The bunker suppliers or driver of the road tankers shall not start the transfer unless he has ensured that:

11.6.1 The transfer hoses are in a good condition as per these procedures;

11.6.2 Safety Check List has been completed and signed by both the driver and the master of the vessel;

11.6.3 An appropriate drip tray is in place under hose connection points where required;

11.6.4 All camlock fittings are locked, closed, and secured with wire;

11.6.5 A responsible person or the driver remains adjacent to his vehicle at all times during the transfer operation;

11.6.6 Effective communication has been established and maintained between the vessel and driver or responsible person to enable immediate shutdown if required;

11.6.7 Any length of hose spanning the water must be in a continuous length containing no joints or connections;

11.6.8 Availability of sufficient absorbent material is available to compact spills; and

11.6.9 Proper warning signs are displayed at appropriate positions.

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11.7 A firemen, equipped with appropriate fire fighting appliances, shall be on standby in vicinity of the operation.

11.8 A restricted area with appropriate radius of safety zone shall be established in vicinity of the operation.

11.9 No unauthorised person, no naked light or anything that could compromise the safety of the operation shall be allowed within the restricted area.

12. During transfer of bunker by road tankers

12.1 Constant visual watch is maintained throughout the entire transfer operation.

12.2 Sufficient absorbent material is available on site to deal with any accidental spillage.

12.3 If spillage does occur that all efforts are made to stop or limit the spillage and that Port Control is immediately notified via VHF channel 12 or call 04-3102334.

13. On completion of transfer

13.1 The hoses should be drained and blinded before being brought back to the road tanker.

13.2 Completion of transfer operation is reported to Port Control via VHF channel 12 or call 04-3102334.

This procedure is effective with immediate effect.

Please be guided accordingly, thank you.

(Norlaila binti Ibrahim)
General Manager
Penang Port Commission

Appendix 1

To: General Manager
Penang Port Commission

Fax: **04-3243416**

NOTIFICATION TO SUPPLY BUNKER

This is to hereby notify the Commission that we will be supplying bunker as follows:

This section shall be completed by bunker supplier.

Name of bunker supplier					
Contact person			Tel. no		
Name of bunker vessel					
Licence plate of road tankers					
Name of receiving vessel					
Location		Quantity		Type	
Date of commencement			Time of commencement		
Date of completion			Time of completion		

note: charges for fireman shall be calculated from time of commencement as declared above until actual time of completion.

I hereby certify that all entries on this form are true and correct to the best of my knowledge. I hereby agreed to be bound by the conditions and regulations laid in Penang Port Bunkering Procedure.

Name: _____ Date: _____ Time: _____

Signature: _____ Company's stamp:

Except for bunkering at the anchorage, this section shall be completed by terminal operator.

I hereby certify that the terminal operator have no objection for allowing the above operation to be conducted at our facility.

Name: _____ Date: _____ Time: _____

Signature: _____ Stamp:

This section shall be completed by the Commission.

I hereby approve the above bunkering operation to be carried out.

Name: _____ Date: _____ Time: _____

Signature: _____ Stamp:

☐ Fire and Rescue Unit, PPSB – Fax: 04-3331255 ☐ Fireman standby is needed.
☐ Port Facility Security Officer (PFSO), PPSB – Fax: 04-3313210
☐ Port Control, PPSB – Fax: 04-3314961
☐ Occupational Safety and Health Unit, PPSB – Fax: 04-3331432
☐ SBU Cargo Services, PPSB – Fax: 04-3970605

Appendix 2

Bunker Safety Checklist

	Bunker Vessel	Receiving Vessel	Terminal Operator
1. Are there adequate NO SMOKING signs displayed and being observed?			
2. Are there adequate fire fighting appliances available?			
3. Is there an agreed ship/ship or ship/shore communication system?			
4. Are proper gaskets employed?			
5. Are drip trays in position?			
6. Are unused bunker connections properly blanked?			
7. Are scuppers/drains effectively plugged?			
8. Have maximum and minimum transfer rates been agreed?			
9. Have emergency shutdown procedures been agreed?			
10. Are vessels securely moored?			
11. Is there a supply of counter oil pollution equipment nearby?			
12. Are bunker hoses safely secured at the manifold?			
13. Have all unused valves in the bunker system been checked closed and lashed?			

14. Are all bunker hoses properly rigged and free from twists?			
15. Is a fireman on standby together with appropriate fire fighting appliance on-site?			
16. Is the safety zone surrounding the operation site established?			

Name of bunker vessel: _____ Name of receiving vessel: _____

Date: ___/___/_____ Location: _____

Time commence: _____ Estimated time of completion: _____

Plate number of road tankers: _____

Type of bunkers to be delivered: _____ Quantity of bunkers to be delivered: _____

Declaration

We have checked the items on the checklist and are satisfied that the answers given are correct to the best of our knowledge.

for Bunker Supplier	for Bunker Receiver	for Terminal Operator
Name: _____	Name: _____	Name: _____
Designation: _____	Designation: _____	Designation: _____
Signature: _____	Signature: _____	Signature: _____
Time and date: _____	Time and date: _____	Time and date: _____