**Overview and Instructions**

**Directions:** Bunkering is a high risk activity and is highly regulated. To comply with regulations and to prevent accidents or spills, **the following steps must be followed and forms completed in order**. To facilitate this process, **all required bunkering forms have been consolidated into this single document.** The Bunker Delivery Note is supplied by the fuel provider. Required signatures are highlighted in yellow.

 **Person In Charge- Initial each box as you complete each step.**

|  |  |  |
| --- | --- | --- |
| **PIC Initials** | **Step #** | **Document/ Procedure** |
|  | STEP 1.a | Pre-Transfer Conference |
|  | STEP 1.b | Job Safety Analysis (JSA) |
|  | STEP 2 | **Declaration of Inspection**  | **Bunkering Checklist**- Both PICs complete and sign. Give a copy to the Supplier/ Receiver PIC. |
|  | STEP 3 | Begin Bunkering \*\* If there is a **PIC handover** during the transfer, this must be noted on the Declaration of Inspection |
|  | STEP 4 | **Completion Checklist** |
|  | STEP 5 | **Notification of Completion**- TDI PIC and Chief Engineer to sign. Give a completed copy to the Supplier/ Receiver PIC. |
|  | STEP 6 | Bunker Delivery Note and signed, sealed Fuel Sample (get both from suppliers) |
|  | STEP 7 | FUEL OIL TRANSFERS ONLY: Give a copy of this entire completed Unified Bunkering form to the supplier |
|  | STEP 8 | Document Oil Record Book according to Flag State requirements |
|  | STEP 9 | Create NS5 Work Order in Maintenance section --and attach scan of this page only as a PDF. **NS5 WO # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

|  |  |  |
| --- | --- | --- |
| PIC Printed Name | PIC Signature | Date **(Format:12-DEC-2016)** |
|  |  |  |

**If Chief Engineer is not the TDI PIC, have CE sign below**

|  |  |  |
| --- | --- | --- |
| CE Printed Name | CE Signature | Date **(Format:12-DEC-2016)** |
|  |  |  |

**STEP 1.a: Pre-Transfer Conference**

**Directions:** The TDI-Brooks Person in Charge will meet with the Supplier/ Receiver PIC to discuss and agree upon the following items. All persons who will participate in the bunkering are required to participate in the conference.

**Participants:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Role/ Duties** | **Printed Name** | **Company** | **Signature** |
| 1 | Deck Rover |  |  |  |
| 2 | Point of Transfer Watch |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |

**Conference topics**

**TDI PIC**- Check the boxes as you agree on the items, then both PICs sign and date below.

|  |  |
| --- | --- |
|  | NO SMOKING AT ANY TIME DURING BUNKERING- even in designated areas!! |
|  | Review the Loading Plan- product, sequence, flow rate (vessel specific) |
|  | Key procedures |
|  | Key personnel |
|  | Watch and shift changes or crew rotation to prevent fatigue |
|  | Assignments: Determine and assign positions/ roles |
|  | Tank soundings- who will conduct and how often? slow rate at 70% capacity, stop flow at 80%  |
|  | Communications- radios, hand signals, air horns, relay person or runnerLanguage issues- If language barrier is a potential issue, how will it be addressed?hand signal for Emergency shut down |
|  | Emergency shut down procedures- who will do what |
|  | Oil spill response and reporting procedures |
|  | **STOP WORK** authority for all personnel- when in doubt, shut down |
|  | Procedures for topping off/ shutting down:TDI personnel to alert supplier before topping off or securing |
|  | Hoses drained and capped before removal, manifolds shut |

|  |  |  |
| --- | --- | --- |
| TDI PIC Printed Name | TDI PIC Signature | Date **(Format:12-DEC-2016)** |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| Supplier/ Receiver PIC Printed Name | Supplier/ Receiver TDI PIC Signature | Date **(Format:12-DEC-2016)** |
|  |  |  |

**STEP 1.b Job Safety Analysis (JSA)**

**Many of the obvious hazards have been addressed above. However, each bunkering situation presents its own challenges (locations, weather conditions, fueling source, facility, lighting, personnel, security, etc.). The PIC will address those and other hazards and mitigations with all the participants and document in the JSA below.**

|  |  |  |
| --- | --- | --- |
| **Procedures/ Steps** | **Hazards** | **Mitigations** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
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|  |  |  |

**Participants**

|  |  |  |
| --- | --- | --- |
| **Printed Name** | **Signature** | **Date (Format:12-DEC-2016)** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| TDI PIC Printed Name | TDI PIC Signature | Date **(Format:12-DEC-2016)** |
|  |  |  |

**Declaration of Inspection**

  **(Date Format: 12-DEC-2016)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Vessel:** |  | **Port:** |  | **Date:** |  |
| **Printed name of TDI Person In Charge (PIC):** |  |
| **Type of Bunker:** |  **\_\_\_\_\_Fuel Oil**  | **\_\_\_\_Sludge** | **\_\_\_\_Waste Oil** |
| **If other, describe:** |  |
| **Start Time:** |  |  **End Time:** |  |

**Bunker Supplier/ Receiver:**

|  |  |
| --- | --- |
| Name of Facility, Supplier or Vessel: |  |
| Address, Port or Position: |  |
| Supplier/ Receiver Representative (PIC): |  |
| Email address |  |
| Phone |  |

**STEP 2: Bunkering Checklist**

**BEFORE bunkering may begin**, the Bunkering Checklistbelow **MUST be completed and signed by both parties.** TDI PIC initial as each step is completed.

|  |  |
| --- | --- |
| **TDI PIC**  | **Bunkering Checklist** (33 CFR 156.120- Requirements for Transfer) |
| Planning |
|  | Bunker Loading Plan completed and given to PIC |
|  | Pre-Start Conference completed |
| Notifications |
|  | “FUELING- NO SMOKING” signs posted and highly visible |
|  | DAY- Fueling/ Bravo flag raised/ NIGHT- Red light illuminated |
| Fire Prevention |
|  | All potential sources of ignition secured |
|  | Fire extinguishers placed near fuel transfer station and hose connection |
|  | No smoking is allowed during transfer |
| Pollution Prevention |
|  | Deck drains and scuppers plugged or surrounded by oil sorbent booms to prevent entry into the water |
|  | Spill containment enclosures emptied and plugged |
|  | Spill response equipment readily available and in place |
|  | Transfer systems properly aligned and connections leak free |
|  | Unused parts of transfer system shut or blanked off |
|  | Sea Suction valves closed?? Overboard discharges closed |
|  | Designated personnel are stationed at sounding tubes, vents and valves |
|  | Valves are positioned correctly |

|  |
| --- |
| Spill Response/ Emergency Shut Down |
|  | Spill response equipment near connections - easily available and deployable |
|  | Emergency shut down systems in place and operable |
|  | SOPEP or NTVRP plan is readily available and \_\_\_\_\_PIC has verified its location \_\_\_\_\_PIC has reviewed applicable sections |
| Equipment Inspection and Lighting |
|  | Vessel moorings inspected to ensure they are:\_\_\_\_\_strong enough to hold during all expected conditions and\_\_\_\_\_long enough to adjust for draft, drift and tide\_\_\_\_\_short enough to prevent strain on hose or connections  |
|  | Transfer hose inspected to verify:\_\_\_\_correct hose type \_\_\_\_correct connection type \_\_\_\_good condition of hose and coupling \_\_\_\_ hose has current pressure test\_\_\_\_is supported to prevent kinking or damage to hose or strain on coupling |
|  | Lighting in Manifold and Bunker Hose areas lit for maximum visibility  |
| Communications |
|  | Ensure all persons involved in transfer have working radio communications\*\* in situations where radios cannot be heard easily or do not work reliably, provide team member with air horn or other means of alerting the team to **STOP WORK or SHUT DOWN.**  |

**PICs from each company must sign below:**

All inspections in the Bunkering Checklist have been completed and we agree that both parties are ready to begin transfer. (Required by 33 cfr 156.150(c)(5))

|  |  |
| --- | --- |
| **TDI Brooks PIC** | **Supplier/ Receiver PIC** |
| Print Name: | Print Name: |
| Title: | Title: |
| Signature: | Signature: |
|
| Date: **(12-DEC-2016)** | Time: | Date: **(12-DEC-2016)** | Time: |
|
|

**STEP 3: Person in Charge (PIC) Handover**

A qualified PIC is to remain on site to supervise and monitor the entire bunkering operation. Should it become necessary for a qualified secondary PIC to relieve the original PIC, the following section must be signed.

|  |  |  |
| --- | --- | --- |
| Printed name of Starting PIC: | Printed name of Relieving PIC: | Date: **(12-DEC-2016)** |
|  |  |  |
| Signature of Starting PIC: | Signature of Relieving PIC: | Time: |
|  |  |  |

**STEP 4: Completion Checklist**

|  |  |
| --- | --- |
| **TDI PIC**  | **Completion Checklist**  |
| Disconnecting |
|  | Hoses drained and capped before removal |
|  | Manifolds shut |
|  | Containments emptied and residue properly disposed of |
|  | Spill equipment/ SOPEP gear returned to normal storage |
| Spillage (Check N/A if no spillage) |
|  | Any spillage on deck or into environment recorded as incident in NS5. \_\_\_\_\_\_N/A**NS5 Incident record #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  | Environmental spill reported per SOPEP/ NTVRP plan \_\_\_\_\_ N/A |

**STEP 5: Notification of Completion by Chief Engineer**

|  |  |  |
| --- | --- | --- |
| Printed name of Chief Engineer: | Printed name of TDI PIC: | Date: **(Date: 12-DEC-2016)** |
|  |  |  |
| Signature of Chief Engineer: | Signature of TDI PIC: | Time: |
|  |  |  |

**STEPS 6 & 7: Bunker Transfer Note, Fuel Sample, Copy of this form**

**FUEL OIL TRANSFERS ONLY** (MARPOL Annex I and VI)

|  |  |
| --- | --- |
|  | Get Bunker Transfer Note from Supplier  |
|  | Get signed, sealed Fuel Sample from Supplier |
|  | Give Supplier a completed copy of this entire form |

**Go back to page 1 to complete and initial steps 8 and 9.**