



Unified Bunkering Form

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
	STEP 3	
	STEP 4	
	STEP 5	
	STEP 6	
	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 <u>this page only</u> 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)



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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.

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



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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

Participants

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

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



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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 Checklist below **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



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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:



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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.