

# **Notices of Change to Controlled Documents #15 through #16—21 Dec 2010**

## **Changes to Safety Management Manual**

Notice #	Date	Chapter and Section	Summary of Change
15	21 Dec 2010	SOP-GEN-007S	Revised Bunkering procedures (required by USCG inspection of RT—see CAR #0000075), retention time for fuel samples specified
16	21 Dec 2010	Chapter 1 Sec 2.0	ISM 2010 Code wording added, risk assessment referred to HSE Manual

## **NOC #15: SOP-GEN-007S- Bunkering Procedures**

**Topic:** Complete Revision of Bunkering Procedures—see also CAR #0000069

**Summary of Change:** Bunkering Procedures revised per USCG inspection of RT—see CAR #0000075 and 3 yr retention of fuel samples required

<b>All Chapters</b>	<b>All Topics</b>
<b>Changes: Revision #7</b>	<b>The new revision is on the next few pages with fuel retention requirements that were added highlighted in blue.</b>
<b>Reason for the change</b>	USCG required this revision to our procedures as a result of an audit.

**SOP GEN-007S  
Bunkering**

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**Revision/ Review Log**

Revision Date	Approved by	Reviewed by	Revision Details/ Proposal Notes
11 January 2010 Revision #5	Dr. Jim Brooks	HSE Manager: Sue McDonald	
15 October 2010 Revision #6	Dr. Jim Brooks Dr. Bernie Bernard	HSE Manager: Russell Putt  Port Captain: Capt. Pat Fallwell	Changed to electronic format
21 December 2010 Revision #7	Dr. Jim Brooks Dr. Bernie Bernard	HSE Manager Designee: Dr. Jim Brooks Dr. Roger Fay Dr. Bernie Bernard	New Bunkering Procedures, specified retention time for fuel samples

**1.0 Introduction**

The purpose of this procedure is to standardize the fueling procedures aboard TDI Brooks International Vessels.

**2.0 Responsibility**

The Oil Transfer Procedure is based on three fundamental elements, which together form the core of the TDI Brooks program for safe and efficient fueling operations and other oil transfers.

- Every fueling and other oil transfer is done under the direct and personal supervision of a designated “Person in Charge” (PIC), utilizing the Fuel Oil Transfer procedures. The PIC by regulation must be a licensed deck or engineering officer. For TDI Brooks vessels this is usually the Chief Engineer, or in his absence the Second Engineer or a Licensed Engineering Officer.
- Every person involved with the fueling operation has a clear understanding of his or

her roles and responsibilities, as well as that of every other person involved in the oil transfer. This will be confirmed and documented in a pre-transfer conference before fueling transfer begins.

- The applicable steps, procedures, instructions, checklists and declarations in the Oil Transfer Procedure Manual are followed every time an oil transfer is performed, without exception.

### **3.0 Procedures**

To ensure consistently safe oil transfer operations that meet or exceed all applicable federal (33 CFR 155.720 and 33 CFR 155.820) and International (MARPOL Annex I and VI) regulations, TDI Brooks has documented all oil transfer procedures in the company's vessel-specific Oil Transfer Procedure Document. The **Oil Transfer Procedure Manual (with vessel specific tank plans, valve and piping arrangements, as Declaration of Inspection forms, and the Bunkering Checklist, as well as training DVDs on the bunkering procedure and completion of the Oil Record book **MUST be consulted and used** for any bunkering procedure.**

Additional state or local regulations may also apply and will be in effect in the geographic areas where applicable.

Prior to Fueling the following procedures are verified by the Person in Charge:

1. The Master determines the quantity of fuel needed; plans the filling sequence and notes the final tank levels to be expected upon completion of fueling. The Master provides a copy of the above to the (PIC)
2. Reviews procedures with, and trains as necessary, all vessel crew involved in the fuel transfer operation.
3. The vessel's moorings shall be strong enough to hold during all conditions expected during the fuel transfer and be slack enough to allow for changes in draft or tide conditions.
4. Insure "Warning Signs" are properly positioned prior to transferring fuel. (refer to 46 CFR 154.1830)
5. Visually verify that the **Bravo Flag** is raised and displayed on the mast during daytime Fuel Transfers and during all nighttime Fuel Transfers a **Single Red Light** is energized and displayed at the top of the mast.
6. Secure all potential sources of ignition
7. Oil Sorbent booms must be placed around all deck scuppers, or the scuppers that could allow spilled fuel to enter the water must be blocked,
8. Verify that the Drain Plugs in the spill containment enclosures are installed and tight and that containments are empty (and emptied at conclusion of fueling) consistent with requirements of the Vessel General Permit
9. Ensure that all spill response equipment is available and in place
10. Verify that the transfer hose is of the proper type, has the required current pressure test, and is supported to prevent kinking or damage to the hose or strain on the coupling. Inspect the transfer hose and coupling for defects or

- abnormal wear and certification.
11. Insure that all persons involved in the transfer have radio communications and that they are aware of emergency shut down procedures.
  12. Fire Extinguishers and Audible Warning Devices are required and placed near the vessels fuel transfer station and hose connection.
  13. Verify that designated personnel are stationed at the appropriate sounding tubes, vents and valves and that valves are positioned correctly as directed.
  14. Identify the Point of Transfer Person (the person who will always be standing by or at the point of transfer, typically the PIC or designee) and Deck Rover (person making continuous rounds to check for anything out of the ordinary) and review their respective duties during the fuel transfer.
  15. Complete a “**Pre-Transfer Conference**” with the Fuel Supplier briefing him or her on the Fuel Transfer and Safety procedures currently that will be used.
  16. Initiate the required **Declaration of Inspection** and insure the PIC has a copy of this Declaration prior to the fuel transfer. Complete and file the Declaration of Inspection at the conclusion of the fueling.
  17. **Use and complete the bunkering checklist throughout the fueling process.**
  18. As per MARPOL Annex VI, Regulation 18, obtain and store a signed sealed representative sample of the fuel oil.
  19. The (PIC) must be present during the entire fuel transfer operation

***Note: Fueling can begin only after all of the steps above have been completed and the (PIC) and the Fuel Truck Operator agree to commence fueling.***

#### **4.0 Oil Spill Preparedness and Response:**

##### **Fuel Spills contained on the deck or dock:**

- The fuel transfer must be stopped and clean up must commence immediately to prevent the spill from entering the environment. Utilize all available resources to contain the spill to the immediate area. Fuel Transfers may not resume until the cleanup has been completed and the problem is corrected.
- Report the spill to the Master and/or Chief Engineer

##### **Fuel Spills entering the environment:**

- The fuel transfer must be stopped and clean up must commence immediately.
- Report the Spill to the Master and/or Chief Engineer

- Activate the TDI Brooks Non Tank Vessel Response Plan or SOPEP as appropriate to the local of operations (domestic US or foreign).
- Notify the appropriate authorities (found in the NTVRP and SOPEP). These include U.S. Coast Guard, Meredith Management Services (the Qualified Individual), and the appropriate National Operational Contact (MSC MEPC 6/circ 6 list)

***Note: Any person present has the authority and responsibility to stop the fuel transfer should the situation warrant.***

## **5.0 Reporting**

Upon completion of the oil transfer, the Person in Charge must:

- Document that the Pre-Transfer Conference was held
- Complete and sign the oil transfer section in the Oil Record Book
- File the delivery note (from the supplier) with the completed Bunkering Checklist and Declaration of Inspection) onboard in a file or with the oil record book in a manner so that it can be correlated to the Oil Record Book Entry.
- Store and retain the signed sealed sample of fuel oil. The transfer delivery note is to be retained for three years and this fuel sample is to be retained for a year or until the fuel is substantially consumed, whichever is greater.

## NOC #16: Chapter 1 Sec 2.0

**Topic:** During ISM intermediate audit by ABS, it was marked as a non-conformity that the SMM did not include most recent requirements of ISM 2010 Code. Current ISM wording added to Ch 1 sec 2.0. This also refers all risk assessment to the HSE Manual.

**Summary of Change:** Wording changed as a result of CAR #0000110

All Chapters	All Topics
<p><b>Changes: Revision #7</b></p>	<p><b>2.0 Safety Management System under ISM Code</b></p> <p>The International Management Code for Safe Operation of Ships' and Pollution Prevention (International Safety Management (ISM) Code) was originally adopted by the International Maritime Organization (IMO) by Resolution A.741 (18) and made mandatory on 1 July 1998 by entry into Safety of Life at Sea (SOLAS), Chapter IX. The ISM Code provides an international standard for the safe management and operations of ships and for pollution prevention.</p> <p><b>The ISM Code 2010 section 1.2.1</b> requires that companies establish safety objectives <del>as described in Section 1.2</del> to ensure safety at sea, prevention of human injury or loss of life, and avoidance of damage to the environment (in particular the marine environment) and to property.</p> <p><b>The ISM Code 2010 Section 1.2.2.2</b> states that the company will assess all identified risks to which ships, personnel and the environment and establish appropriate safeguards. This is done using the procedures established in the HSE Manual in Section 4.0.</p> <p>Additionally, companies need to develop, implement and maintain an SMS, which includes the functional requirements listed in Section 1.4 of the ISM Code and below.</p>
<p><b>Reason for the change</b></p>	<p>During ISM intermediate audit by ABS, it was marked as a non-conformity that the SMM did not include most recent requirements of ISM 2010 Code. Current ISM wording added to Ch 1 sec 2.0. This also refers all risk assessment to the HSE Manual.</p>