**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 TDI-Brooks 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 | Pre-Transfer Conference |
|  | 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: 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.

|  |  |
| --- | --- |
|  | 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 hornsLanguage issues- If language barrier is a potential issue, how will it be addressed?hand signal for Emergency shut down |
|  | Emergency shut down procedures- who does 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)** |
|  |  |  |

**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.**