

BUNKERING PROCEDURE & GUIDELINES

All Bunkering operations are to follow Oil Bunkering Best Practice Guidelines. Please refer to IMO's 'Manual on Oil Pollution, Section 1 Prevention' as amended, and the ICS and OCIMF 'Ship to Ship Transfer Guides'.

Definitions

Shipping Agent

A person or organization responsible for the administrative details of a ship, on behalf of the ship owner or charterer, during the ship's visit to the port.

Berth

Any dock, jetty, quay or place within the SOHAR Port Concession area where a ship may be secured.

Bunker transfer

Means the transfer of bunker oil, a flammable/combustible liquid intended for the propulsion and or the auxiliary operation of a ship, or a liquid intended for lubrication the ships engine or machinery.

I.M.D.G

International Maritime Dangerous Goods code

Sludge

Means oily residue and or liquid waste taken from the engine room or another bilge area on a ship.

PCC

Port Coordination Center

OOT

Oiltanking Odjell Terminals & Co. LLC

MSO

Port Authority Marine Safety Office

REQUIREMENTS FOR SHIPS

Shipping Agent:

- Notification of the intention to bunker is to be provided to the SOHAR PCC, detailing the quantity and type of oil by filling in the Dangerous Goods and Bunker Notification form.
- The form must be signed and stamped by the Master, the terminal and the agent.
- The completed form must be faxed, e-mailed or sent by hand to SOHAR PCC at least 24 hours prior to the vessel's arrival.



- The form, when received will be processed by the PCC after which consent will be given back to the agent by email, fax or by hand.
- As soon as consent is given by the PCC, the agents are to inform the bunker supplier.
- The agent will inform the master of his duties and responsibilities as mentioned below.
- The ship's agent will notify the ship's master of his responsibility to contact PCC by VHF channel 71 one hour prior to their intention to bunker.

Ship's Master

- It is the responsibility of the ship's master to comply with SOHAR bunker transfer procedures and instructions given to him by the PCC or the agent on behalf of the PCC.
- The ship's master must notify PCC by VHF channel 71, one hour prior to commencement of bunker transfer operations.
- The ship's master must take all necessary safety precautionary measures throughout the operation; the ship's master involved in bunker transfer operations shall ensure that bunker transfer will only take place if:
 - A bunkering checklist has been completed truthfully and fully.
 - The bunkering checklist, as a minimum, should ensure the following points have been complied with:
 - The scuppers/wash port is firmly plugged/sealed.
 - Bunker connections not in use are well blanked.
 - The bunker connection has been provided with a good seal.
 - There is a well-tightened bolt in every bolt-hole at the bunker pipe connection flange.
 - There is a sufficiently large save all under the bunker pipe connection.
 - The hoses are well supported and are of sufficient length to allow for movement of the ship.
 - There is effective communication established and maintained by the ship's engineering crew, to enable immediate shutdown if required.
 - Any cargo handling in progress will not hinder bunker transfer operations.

Once bunkering has commenced:

- There must be no smoking, naked flames or hot work is permitted during bunker transfer.
- A visual watch must be maintained throughout the entire transfer operation.
- Ensure that sufficient absorbent material is available on site to deal with any accidental spillage.
- If a spillage does occur, all efforts must be made to stop or limit the spillage and the SOHAR Port

Authority must be immediately notified on:

Emergency Phone Number: +968 26 852 777 or VHF channel 71 or 16

- If the SOHAR Port Authority Officer notices that any of the requirements laid down in this document cannot be fulfilled prior to or during bunker transfer then operations must cease immediately.
- Bunker transfer can only start or restart when the Officer is satisfied that all requirements are being met.



Requirements for bunker barges:

The Master of a bunker barge shall not begin bunker transfer unless he has ensured that:

- The bunker barge is securely moored.
- A bunker transfer checklist has been completed truthfully and fully.
- There is effective communication established and maintained by the barge, to enable immediate shutdown if required.
- The bunker hoses are in good condition and in accordance with relevant international standards.
- The bunker hoses are well supported and are of sufficient length to allow for movement of the ship.
- There is a well-tightened bolt in every bolt-hole at the bunker pipe connection flange.
- The bunker connection has been provided with a good seal.

Once bunker transfer has commenced:

- This must be constantly watched and monitored throughout the entire transfer operation.
- Sufficient absorbent material is available on site to deal with any accidental spillage.
- If a spillage does occur, all efforts must be made to stop or limit the spillage and the SOHAR Port Authority must be immediately notified on:
Emergency Phone Number: +968 26 852 777 or VHF channel 71 or 16
- If the SOHAR Port Authority Officer notices that any of the requirements laid down in this document cannot be fulfilled prior to or during bunker transfer then operations must cease immediately.

Bunker transfer can only start or restart when the Officer is satisfied that all requirements are being met.

Requirements for ship/bunker barge operations at OOT berths and jetties:

The following is an outline of the PoS requirements on the transfer of fuels between tankers and bunker barges at OOT berths and jetties in the SOHAR Port and Freezone. These requirements must be followed whenever possible and deviation should only be considered in consultation with OOT and SOHAR Authority.

- Tankers handling cargoes with a flash point above 60 degrees Celsius.
- Ship-shore transfer operations are unaffected by bunker transfer operations.
- Tankers handling cargoes with a flash point below 60 degrees Celsius and not under inert conditions.
- Ship-shore transfer operations must cease for the period that the barge is alongside. This includes the bunker barge coming alongside and departing.
- Under no circumstances may a tanker, load, tank wash or vent products with a flash point below 60 degrees Celsius during bunker transfer operations.
- These requirements have been formulated with regard to the flash point of the cargo being handled, and do not apply any transit cargo that may be present.

Note

SOHAR Port Authority reserves the right to inspect all aspects of the bunker transfer before commencement, and during the operations. Instructions given by the Port Authority should be followed immediately.

SOHAR Port Authority important contact details:

Port Coordination Center:

Tel: +968 26 852 777, VHF: channel 71 and 16, Fax: +968 26850 272, Email: ops@portofsohar.com

Marine Safety Office:

Tel: + 968 26 852 744/780, Fax: +968 26850 272, Email: ops@portofsohar.com



BUNKER NOTIFICATION FORM

This form is to be submitted 24 hours prior to vessel arrival

Please fill in the criteria below:-

Vessel: _____ Agent: _____

Telephone number: _____ Terminal/Berth: _____

Date: _____ Time: _____

Cargo onboard: _____ Loading/unloading: _____

Amount of bunkers to be transferred: _____

Type of bunkers to be transferred: _____

I certify to the best of my knowledge and belief there are no damaged, leaking or deteriorated containers, tanks or packages containing dangerous cargoes that may adversely affect the safety of workers, port area, vessel or the environment..

Agent Contact Details:

Address: _____

Phone: _____

Email: _____

Agent Stamp

Vessel stamp

Terminal Approval

SOHAR Port Authority Approval

Vessel Master is responsible for any damage or pollution that may arise from this operation.

Please note: Port Control Emergency Contact:
+968 26852777 / +968 99342699 / VHF 71 / 16

1. Area of Operation