

# BUNKERING & OILY SUBSTANCE TRANSFER GUIDELINES



## Vessels alongside Service Base and Saltburn Pier

Bunker vessel to be approved by Port of Cromarty Firth
Risk assessment from bunker and receiving vessel available to PoCF
Daylight hours only, unless written approval given by General Manager or designate (Does not apply to Ex Pipe)
PoCF Oily Substance Transfer Permit required to be signed by both parties if transfer from a bunker vessel to another vessel
Notification of transfer quantity, commencement and completion of operations to be given to Port Radio via VHF Ch. 11

## Vessels alongside Nigg Oil Terminal

Not concurrently during STS operations
Daylight hours only unless Loading Master appointed and written approval given by General Manager or designate
Permits completed by both parties and sent to Port Radio ( <a href="mailto:shipping@cfpa.co.uk">shipping@cfpa.co.uk</a> ) before operation commences
Risk assessment from operator in place
Notification of transfer quantity, commencement and completion of operations to be given to Port Radio

## Vessels alongside Highland Deephaven, Admiralty Pier, Nigg Energy Park

PoCF Bunkering checklist, or approved berth operator checklist/permit, to be completed by supplying and receiving vessel and sent to Port Radio ( <a href="mailto:shipping@cfpa.co.uk">shipping@cfpa.co.uk</a> ) Acknowledged and permission for operation by PoCF
Risk assessment from berth operator in place
Notification of transfer quantity, commencement and completion of operations to be given to Port Radio.
Tier 1 response, capable of dealing with a spill less than or equal to 6m3 in place

## Vessels/MODU's at anchor or operating in DP

Bunker vessel to be approved by Port of Cromarty Firth – at least 3 working days prior to arrival into Firth
AHTS/PSV Providing fuel to vessel/MODU to have CMID document checked by Duty Marine Manager
Daylight hours only
Vessels bunkering permit and PoCF Bunkering Checklist to be completed and sent to Port Radio ( <a href="mailto:shipping@cfpa.co.uk">shipping@cfpa.co.uk</a> ) before operation commences
Notification of quantity, commencement and completion of operations to be given to Port Radio via VHF Ch. 11
Response Vessel, mobilised with oil spill equipment, to be manned and in close proximity to bunker location (See below)

## In addition for vessels bunkering to the east of 4° W (Anchorage 12)

A staff member trained to MCA Level 4 on board bunker vessel (charge applies)
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## HFO Bunkering

In addition to the above risk control measures an oil containment boom shall be in place around both the receiving and bunker vessel
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## Response Vessel Locations

Below locations for vessel to maintain a 30 minute response time

Area	Response Vessel Standby Location
Anchorage 1 -8	West Harbour
Anchorage 9-13	Saltburn Pier or Nigg Energy Park
Anchorage 14	Nigg Energy Park

## Bunkering Conditions – Port of Cromarty Firth

Masters of Bunker vessels and vessels/MODU's receiving bunkers within the jurisdiction of the Port of Cromarty Firth (PoCF) are advised they must comply with the below bunkering conditions.

Only an approved bunker vessels can supply bunkers to a shore tank or vessel with the Firth. All vessels seeking approval should submit an application, with appropriate documents, no less than 3 days prior to arrival.

- I. Only an approved contractor and approved vessel may carry out bunker operations. All non-approved contractors must register with PoCF at least 3 working days prior to carrying out any bunker operations;
- II. Prior approval must be obtained from the port/berth operator;
- III. The PoCF "Bunker Vessel Approval" form is to be completed on each occasion by the Master of the bunker barge/tanker, and sent via email to [shipping@cfpa.co.uk](mailto:shipping@cfpa.co.uk)
- IV. Before any transfer of bunkers takes place, the Master or responsible Officer on each vessel must ensure that:
  - (a) Scuppers are properly sealed, adequate drip trays are in position under bunker hose connections, and all precautions have been taken to avoid over-side discharge;
  - (b) The bunker hose joints and connections to ship's manifold are soundly made; the bunker hose is of adequate length, properly supported, and without any visible defect;
  - (c) An agreed system of communications has been established between bunker/tanker and the ship, and provision has been made to continually monitor the operation;
  - (d) No other cargo operations conflict with, or detract attention from monitoring of, the bunkering operation;
  - (e) A nominated officer is in charge of bunkering on both the receiving and supplying vessel;
  - (g) Emergency stop procedures are agreed between supplying and receiving vessels;
  - (f) Visual checks are made on the fuel hose and connection throughout the operation, and;
- V. The bunker barge/tanker must have adequate fendering and both vessels must be securely moored;
- VI. The Master/Officer in charge of the receiving vessel must contact Cromarty Port Radio (VHF 11) before bunker transfer begins, confirming that all-appropriate checks and precautions have been made. (Both vessels must remain in radio contact with Cromarty Port Radio throughout the transfer);
- VII. If spillage or accident occurs during bunker transfer, the operation must be stopped and Cromarty Port Radio informed immediately;
- VIII. The Master of the bunker barge/tanker must inform Cromarty Port Radio when the operation has been safely completed and all hoses and other gear disconnected;
- IX. Bunkering operations in the hours of darkness will only be allowed under exceptional circumstances with the permission of the General Manager or designate (Ex-Pipe does not require night bunkering permission);
- X. Transfer of bunkers will only be permitted if weather and other conditions are considered suitable. The Duty Marine Manager may, at their discretion, order the cessation of the operation and this order must be complied with immediately;
- XI. The Port of Cromarty Firth cannot accept any responsibility or liability for any cancellation; curtailment or delay of the bunker operation for any reasons whatsoever;
- XII. The Duty Marine Manager or designated Officer of the Authority may board the vessels to inspect the bunker transfer arrangements at any time;
- XIII. Vessels must comply at all times with the provisions of the Dangerous Goods in Harbour Area Regulations, 2016 and must exhibit the warning signals required by Section 8, namely: By day - A red flag (International Code Flag "B") By night - An all-round red light, visible 2 miles;

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XIV. Port of Cromarty Firth does not accept liability, vicariously or otherwise, for the acts of omissions of the bunker supplier;

XV. Port of Cromarty Firth reserves the right to amend or vary all or any of these Conditions from time to time.