

# BUNKERING BY ROAD TANKER PROCEDURE

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## 1 Purpose

The purpose of this Procedure is to outline the minimum mandatory requirements required when bunkering activities occur. This document applies to all bunkering by road tanker or truck mounted IBC operations undertaken at the Port of Geraldton.

## 2 Scope

The requirements of this Procedure are mandatory for all bunkering works on Mid West Ports Authority (MWPA) controlled land / area under operational control. This document outlines the process for appropriately licensed third parties to access the Port and conduct bunkering operations on behalf of other Port users.

It shall be noted that third parties who provide these bunkering services are not engaged by MWPA, however, their activities may impact the Port and as such they must demonstrate how they plan to manage their activities so as not to impact Port personnel, environment or operations.

## 3 Roles and Responsibilities

Role	Responsibility
Permit Owner	Person who is undertaking the bunkering activity and completes the initial permit request. Permit Owners are responsible to ensure the permit requirements are adhered to during the work activity.
Site Supervisor	Person who is in charge at the worksite and supervises the activity, ensuring the minimum requirements are met while the bunkering activity is undertaken. In most circumstances this will be the Permit Owner.
Permit Coordinator	MWPA person who coordinates the permit process once all the applicable supporting information has been submitted and ensures that the activities can be managed so as not to impact other Port users.
Wharf Superintendent Duty Wharf Supervisor	MWPA person with relevant qualification or experience to review the activities described in the permit prior to approval. Ensure the mandatory requirements to manage the works are in place and the work can proceed.
Competent Person	A person who has acquired through training, qualification or experience the knowledge and skills for the bunkering activities undertaken, complete inspections of equipment prior to every use and comply with the mandatory documented requirements.
Work Health and Safety Advisors	MWPA personnel who are responsible to conduct health and safety inspection and audit services of bunkering activities.

## 4 Definitions

Bunkering	In the Port of Geraldton, bunkering is the refuelling of water borne vessels or land-based bulk cargo transfer cranes. Bunkering fuel may be used for the propulsion of a waterborne vessel as well as for general and specific energy provision on board of the vessel, or the energy provision to operate a bulk cargo transfer crane.
Bunkering Services Licence	A non-exclusive service provider's licence issued by the Port Authority to fuel companies carrying out Bunkering at the Port of Geraldton.
MWPA	Mid West Ports Authority
Operator	A company that holds a current Bunkering Services Licence, issued by the MWPA.

## 5 General Requirements

### 5.1 WHAT IS BUNKERING?

In the Port of Geraldton, bunkering includes the following.

- The provision of liquid or gaseous fuel or hydrocarbon used for the propulsion of a waterborne vessel as well as for general and specific energy provision on board of the vessel. It does not include the transfer of fuel cargo (refer to Tanker Ship Berth Operations Procedure).
- The provision of liquid fuel / hydrocarbons used to power land-based cranes used specifically to load and unload bulk materials from cargo vessels.

### 5.2 GENERAL REQUIREMENTS FOR BUNKERING

General requirements for bunkering activities include the following.

- Only companies in possession of a Bunkering Services Licence, issued by the MWPA are allowed to bunker fuel within areas area under MWPA operational control.
- The Port of Geraldton will only allow the bunkering of diesel, lube oil and heavy fuel oil products.
- Consideration of other work activities. While all permit related activities are assessed, the hazards associated with bunkering and other concurrent activities may require bunkering to be suspended or postponed at short notice.
- The selection of the bunkering site shall take into account the current use of the berth, type of berth surface, slope of the berth, presence of drainage holes and other hazards.

## 5.3 DOCUMENTS USED TO MANAGE BUNKERING

Mandatory documents that are required to manage bunkering include the following.

Requirement	Document
Bunkering – General Work Areas	<p>The <u>mandatory</u> documents used to manage bunkering activities include:</p> <ul style="list-style-type: none"> <li>• Job Safety and Environmental Analysis (JSEA)</li> <li>• Permit to Work Procedure</li> <li>• Authority to Access</li> <li>• Application for Fuel Bunkering Permit</li> <li>• Pre-delivery Bunker Checklist</li> </ul>

## 5.4 RISK ASSESSMENT

A JSEA must be completed prior to conducting bunkering operations and reviewed on site prior to commencement of the activity.

Requirement	Topic
Minimum Written Requirements	<p><b>Note</b> – Hazards associated with bunkering are under the control of the vessel / specialist contractor and are provided by the contractor to MWPA for information only. It is the responsibility of the bunker provider to ensure they meet the regulatory requirements and notifications associated with this activity.</p> <p><b>The issuing of a MWPA permit is on the basis of compliance with the requirements that effect MWPA activities including the following.</b></p> <ul style="list-style-type: none"> <li>• <b>Location</b> – Bunkering shall only take place in areas approved for such activities by the MWPA.</li> <li>• <b>Environmental</b> – Environmental conditions such as ambient heat, wind and rain must be accounted for.</li> <li>• <b>Access and Signage</b> – List what barricading / exclusion / signage is required to inform and restrict access to the hazardous area surrounding the work. <ul style="list-style-type: none"> <li>• As a general rule, a minimum of a 15 metre exclusion zone shall be maintained around the bunker site but may be extended as required.</li> <li>• Hazard warning signs shall be erected at the site warning people that bunkering activities are being undertaken and the area has restricted access and hot work restrictions apply.</li> </ul> </li> <li>• <b>Communication</b> – <u>Shall</u> be established between the discharge point and the receival point personnel. It <u>must</u> be tested and maintained throughout the discharge process.</li> <li>• <b>Other Work</b> – If other work is being undertaken in the area (nearby / above / below), which could impact on the operation they <u>must</u> be identified, and controls implemented. Incompatible work (for example, hot work) <u>shall</u> not be conducted within 15m, in any direction, from the bunkering area.</li> </ul>

Requirement	Topic
	<ul style="list-style-type: none"> <li>• <b>Equipment</b> – What specific equipment is required for the task? As a minimum this will include:               <ul style="list-style-type: none"> <li>• rated hoses and fittings / connections that are suitably secured;</li> <li>• grounding / static discharge prevention;</li> <li>• fire suppression equipment;</li> <li>• spill equipment (including drip trays and scupper plugs / wharf drainage plugs); and</li> <li>• task specific PPE.</li> </ul> </li> <li>• <b>Emergency Procedures</b> – Emergency procedures must be identified in the JSEA or separate document and need to ensure they have adequately identified:               <ul style="list-style-type: none"> <li>• local / job site emergency response, ensuring personnel are aware of immediate response requirements;</li> <li>• emergency contacts for notification and escalation;</li> <li>• emergency equipment that is suitable for the nature and scale of the work, for example, fire-fighting equipment, spill containment and cleanup equipment; and</li> <li>• SDS (Safety data sheet) to be available on site at all times.</li> </ul> </li> <li>• <b>Personnel and Training</b> – The minimum number of Competent Person(s) required to safely complete the task and the training and competence requirements including emergency response duties <u>shall</u> be specified.</li> </ul>

## 5.5 PRE-DELIVERY BUNKER CHECKLIST

- The Wharf Supervisors will complete a Bunker Checklist prior to commencement of all bunkering.
- The Bunker Checklist identifies that the minimum requirements are in place and that all parties understand the communication protocols.
- The volume of fuel to be transferred shall be verbally confirmed between the fuel supplier, Operator, vessel crew and Wharf Supervisor / MWPA representative.

## 5.6 DURING BUNKERING

- The MWPA Duty Wharf Supervisor or delegate shall be on site at the commencement of the fuel transfer.
- The bunker operator is in control of the bunker operation and shall maintain / monitor the operation for the duration of the fuel transfer.
- A vessel crew member (vessel bunkering) or bunker assistant (crane bunkering) shall maintain / monitor the connection point for the duration of the fuel transfer.
- Fuel transfer shall commence at a slow rate to confirm the integrity of the hoses and connections.
- The MWPA or any party involved in the bunkering operation reserves the right to cease the fuel transfer at any time should any concerns with the operation be identified.

## 5.7 INCIDENT RESPONSE

- In the event of an incident, fuel transfer shall cease immediately.
- If a spillage occurs, the pump operator is responsible for stopping the source, containing the spillage and then recovering the hydrocarbon using appropriate spill response equipment.
- All incidents and accidents associated with the Bunkering operation shall be immediately reported to the Duty Wharf Supervisor 0437 413 734.
- If a MWPA representative is no longer on site, then MWPA must be immediately contacted through the MWPA Emergency Number 0437 413 734.

## 6 Associated Documents

Document Title
Application for Fuel Transfer (Bunkering) Permit
Bunker Checklist
Permit to Work Procedure
Tanker Ship Berth Operations Procedure

**Location** – Mid West Ports Intranet – [Document Centre](#)

## 7 Monitoring, Evaluation and Review

This document is required to be reviewed every two years from the last scheduled review date.

Minor updates made within this two year period, will not be taken as a *full review*.

The Document Custodian is responsible for conducting the review in accordance with **Controlled Documents Review and Approval Process Work Instruction**.

## 8 Administration

Document Custodian:	Operations Manager
Document Approver:	General Manager - Operations & Logistics
Approval Date:	14 January 2023
Document Review Period:	2 yrs

## Attachment A – Permit Process Diagram

