Regulation PM- 15.0: Rules & Regulations for Bunkering Operations

15.1 Scope
15.2 Definitions
15.3 Approval Process for Bunker Suppliers
15.4 Bunker Notification
15.5 Distribution of Responsibility
15.6 Safety Checklist
15.7 Bunker Safety Precautions
   15.7.1 General
   15.7.2 Precautions to be taken by all Receiving Vessels
   15.7.3 Precautions to be taken by, bunker supplying vessel, road tanker or terminal
   15.7.4 Precautions before Bunkering Operation
   15.7.5 Precautions during Bunker Transfer
   15.7.6 Precautions after Completion of Bunkering Operations

15.8 Oil Spill Response Equipment Requirements
15.9 Actions during Oil Spills Emergencies
15.10 EHS Monitoring Of Bunker Operations
15.11 Restricted Bunkering Areas
15.12 Appendix 1: Bunker Notification Form
   Appendix 2: Ship To Ship Bunker Safety checklist
   Appendix 3: Ship-Shore Safety Checklist for Bunkering

Classification: Public
PM-15.0
Rev. 00 / Jan’ 2018
Page 1 of 14
Regulation PM- 15.0: Rules & Regulations for Bunkering Operations

15.1 Scope

15.1.1 These regulations are intended to execute bunkering operations safely without spillages and leakages in line with Port’s EHS regulations & requirements.

15.1.2 The scope covers all bunkering operations for ships within the PCFC Trakhees Port premises and regardless of the quantity being transferred and Tanker Berths where oil transfer is for the purpose of bunkering.

15.2 Definitions

Agent means any person / company mandated to supply information and act on behalf of the owner or operator of the ship and holding a valid license from Port management.

Applicable International Requirements means the conventions, protocols, guidelines, resolutions or codes of International Maritime Organization , International chamber of shipping or OCIMF or by other maritime industry organisations.

Approved Bunker Supplier means a bunker supply company approved by the Harbour Master and Environment, Health & Safety - to supply oil to vessels within the PCFC Trakhees Port premises and Anchorages;

Bunkering means the transfer of liquid hydrocarbons, intended for the main propulsion and/or operation of the auxiliary machinery of a vessel or a liquid intended for lubricating the vessel’s engine or her other machinery including slops and bilge waters.

Bunkering vessel means a ship that delivers bunkers to a receiving ship.

Bunkering vehicle means a tank-truck or other vehicle that delivers bunkers to a receiving ship.

Receiving ship means a ship that receives bunkers either from a shore pipeline, another vessel or a vehicle.

Responsible Person means a person who is authorized by the owner/operator to supervise bunkering operation.

DPW means DP World

DPA means Dubai Ports Authority

PCFC means Ports Customs & Free zone Corporations

SOPEP means Shipboard Oil Pollution Emergency Program
Regulation PM- 15.0: Rules & Regulations for Bunkering Operations

OCIMF means Oil Companies International Marine Forum

15.3 Approval Process for Bunker Suppliers

15.3.1 Only Trakhees Approved Bunker Suppliers are permitted to carry out bunkering operation inside Dubai Ports.

15.3.2 Bunker suppliers are advised to follow Trakhees’ procedure for registration purpose.

15.3.3 After registration, bunker suppliers are urged to renew their approval on an annual basis.

15.4 Bunker Notification

15.4.1 Bunker Notification Form shall be made by the Shipping Agent to Port control of relevant area, Trakhees and Safety department of relevant areas, minimum 24 hrs prior to bunkering operations via either E-mail or fax when bunkering is to be carried out within the PCFC- Trakhees port area.

15.4.2 Bunker Notification Form given in Appendix 1 shall be sent to:

EHS Department: EHSPorts@trakhees.ae Fax: 04-8817023

Port Control: 
Jebel Ali Port MarinePortControl@dpworld.com Fax: 04-8835430

Port Rashid PortControl.PortRashid@dpworld.com Fax: 04-3454952

Hamriya Port Hamriya Port department Fax: 04-2651094

15.5 Distribution of Responsibility

15.5.1 The person onboard the receiving ship who is responsible for the bunkering shall, prior to the bunkering operation, appoint a responsible officer who has the authority to order the pumping and to stop if necessary.

15.5.2 The person onboard the receiving ship who is responsible for the bunkering operation and the master of the bunkering vessel or the driver of the bunkering vehicle are
Regulation PM- 15.0: Rules & Regulations for Bunkering Operations

obliged, within their respective areas of responsibility, to take all necessary precautions to prevent the release of bunker oil into the water or onto the shore and to ensure that no hot work on deck and around the vessels.

15.5.3 Bunker supplier (Truck driver/shore operator/bunker vessel personnel) shall ensure that pumping rates & line pressures will be maintained as agreed and shall remain on duty close to the hose connection in order to oversee the safe bunker cooperation and to be able to respond to an emergency throughout the delivery.

15.5.4 Master/Chief Engineer of the receiving vessel shall ensure that the pumping rates and line pressures will be maintained as agreed and the ship’s engineers in charge of the receiving operation will not close any valve which will restrict the flow of the product without adequate notice to the bunker supply personnel and their vessel crew will remain on duty close to the hose connection in order to oversee the safe bunker operation and to be able to respond to an emergency throughout the bunkering operation.

15.5.5 Bunker supplier shall ensure a Bunker Delivery Note (BDN) is produced to the Master of the Receiving vessel and the same to be forwarded to Trakhees department in accordance with Annex VI of MARPOL 73/78.

15.5.6 The Bunker suppliers shall be responsible to provide exact quantity and quality of fuel as specified in the Bunker Delivery Note in accordance with Annex VI of MARPOL 73/78, and should not lead to any discrepancies after supply.

15.5.7 The Port Operators of respective areas (DP World, Dry docks) are responsible for ensuring the requirements stipulated in these regulations are followed while bunkering at their operational berths.

15.5.8 It is the obligation of the Port Operators to ensure that bunkering operation does not interfere and cause any hindrances to the routine port operations in the respective areas.

15.5.9 Only Trakhees approved bunker suppliers shall be permitted inside the port premises. In such a case, the Security Department shall be responsible to ensure that only Trakhees approved bunker suppliers are permitted inside the port premises.

15.6 Safety Checklist

15.6.1 The Master of the bunkering vessel or driver of the bunker vehicle and Master of the vessel receiving bunkers shall complete the appropriate “Bunker Safety checklists”.
15.6.2 These checklists shall provide adequate level of protection against spillages, leakages, any other unsafe act and unsafe conditions. Model checklists are given in the Appendix 2 & 3.

15.6.3 Port authority shall accept these checklists or other appropriate checklist which meets or exceeds the level of protection given in these regulations.

15.6.4 Bunker checklist shall be checked by safety representatives from the business units where the bunkering operations to be taken place.

15.7 Bunkering Safety Precautions

15.7.1 General

15.7.1.1 All bunkering operations shall be carefully planned and executed in accordance with Trakhees and Applicable International Requirements.

15.7.1.2 The Master of a vessel involved in receiving bunkers shall ensure that the conditions described in the above paragraphs remain fulfilled during the entire bunkering procedure.

15.7.1.3 The Master of the vessel involved in receiving bunkers, the driver of a road tanker or a terminal providing bunkers shall ensure that a constant visual watch is maintained throughout the whole transfer operation.

15.7.1.4 The Master of the bunker barge shall ensure that fenders are in good condition and of appropriate size prior making contact with the receiving vessel.

15.7.1.5 The Master of the bunker barge shall ensure that proper means of access is provided between Bunker barge and Receiving vessel.

15.7.1.6 The Master of the bunker barge shall ensure that a sufficient length of boom is deployed so as to form complete containment enclosure with vessel receiving the bunkers.

15.7.1.7 Both the Master of the vessel involved in receiving bunkers and the driver of a road tanker or a terminal providing bunkers shall ensure that all scuppers are closed and that sufficient absorbent materials are available in case of an accidental spillage.
Regulation PM- 15.0: Rules & Regulations for Bunkering Operations

15.7.1.8 If it cannot be ensured during the whole bunkering operation that the requirements laid down in this Notice are fulfilled, bunkering operations are to be immediately suspended.

15.7.1.9 Hose shall conform to the recognized standard specifications, or as recommended by OCIMF and confirmed by established hose manufacturers. Hose shall be of a grade and type suitable for the service and operating conditions in which it is to be used.

15.7.1.10 Hose shall be hydraulically pressure tested with an interval not exceeding twelve months. A record shall be kept of the service history of each hose.

15.7.1.11 Personnel involved in the bunkering operation but working in close proximity to edge of quay shall wear life vest.

15.7.1.12 Bunkering Operation shall be suspended if the weather condition does not permit to do so safely.

15.7.1.13 No bunkering operation shall be carried out for vessels at repair berths involved in hot work activities.

15.7.1.14 Proper and effective bonding shall be established between the Bunkering vessel / vehicle and the Receiving vessel to prevent any sort of static build up.

15.7.1.15 Utmost care shall be taken by all the parties involved in the bunkering operations to carry out cargo operations safely without any hindrance.

15.7.2 Precautions to be taken by all Receiving Vessels

In addition to vessel owner and / or company mandated bunkering procedures, Master of all vessels receiving bunkers shall ensure that:

15.7.2.1 Scuppers are firmly closed.

15.7.2.2 Vessel is securely moored or safely at anchor

15.7.2.3 Any special instructions issued by Trakhees / Harbourmaster / Operation departments have been complied with.

15.7.2.4 Bunker lines which are not in use are effectively blanked.

15.7.2.5 Bunker lines pressure tested and marked.
15.7.2.6 Bunker hoses have sufficient play and are adequately supported.

15.7.2.7 Bunker hose connections have been provided with a good seal.

15.7.2.8 There is a well-tightened bolt in every bolt hole in the bunker hose connection flanges; the bolts should be of standard size.

15.7.2.9 Bunker flanges should be of approved type as per international guidelines.

15.7.2.10 There is a sufficiently large overflow container (save all tray) under the bunker manifold.

15.7.2.11 Cargo-handling or other operations in progress will not hazard the bunker operations or vice-versa.

15.7.2.12 There is an agreed communication system established between the vessel receiving bunkers and bunkering barge.

15.7.2.13 Internationally mandated signals to be prominently displayed while engaged in the process of receiving, transferring and pumping of bunker fuels. Flag code B to be hoisted during daylight hours and a red flashing light, visible all round, prominently displayed at the masthead or highest point of vessel.

15.7.2.14 SOPEP spill kit placed near the bunkering point.

15.7.2.15 Pressure gauges calibrated and in working condition near the bunker point.

15.7.2.16 Bunkering point always manned during bunkering.

15.7.2.17 Bunkering Plan should be prepared before the start of bunkering and discussed among the bunkering team. Master should ensure that the bunkering tanks are having sufficient space.
Regulation PM- 15.0: Rules & Regulations for Bunkering Operations

15.7.2.18 Ship’s bunkering procedure posted nearby the bunkering point.

15.7.3 Precautions to be taken by, bunker supplying vessel, road tanker or terminal.

The Master of a bunker barge, the driver of a road tanker or a terminal providing bunkers, is not to begin bunkering unless it has been ensured that:

15.7.3.1 Scuppers are firmly closed; drain plugs of drip trays are closed.
15.7.3.2 Bunkering vessel is securely moored;
15.7.3.3 Special instructions issued by the Harbormaster/ operations department have been complied with;
15.7.3.4 Bunker hoses are properly maintained and in good condition;
15.7.3.5 Bunker hoses have sufficient play;
15.7.3.6 Bunker hoses shall be placed well clear of Gantry Crane rails, Ships gangway and any other means of hindrance.
15.7.3.7 Bunker flanges of internationally approved type.
15.7.3.8 Bunker connection has been provided with a good seal;
15.7.3.9 There is a well-tightened bolt in every bolt hole of the bunker hose joining flanges
15.7.3.10 Bunker lines pressure tested and stencilled.
15.7.3.11 Road tanker shall follow the speed limits requirement stipulated by the business units.
15.7.3.12 Road tankers shall be parked well clear from quay side, bollards and ships mooring lines.
15.7.3.13 Additional Road tankers, waiting for supplying bunkers shall be parked in a designated area allotted by the operation department.
15.7.3.14 The pipelines and valves to tanks and pump are correctly set; and
   a. There is an agreed communications system established with the vessel being bunkered.
   b. Safety cones are placed around the bunkering area. Road tanker shall be barricaded properly.
   c. Adequate numbers of fire fighting appliances such as fire extinguishers are placed close to the bunkering points.

15.7.4 Precautions before Bunkering Operation

15.7.4.1 Before commencement of bunkering, Pumping rate shall be agreed between bunker supplier & receiver.
Regulation PM- 15.0: Rules & Regulations for Bunkering Operations

15.7.4.2 Safe communications shall be established between the receiving ship and the bunkering vessel or the bunkering vehicle. Where hand held radios are used, they are to be intrinsically safe.

15.7.4.3 The site shall be cordoned off with traffic cones to avoid potential vehicular accident.

15.7.4.4 Communications shall be maintained until the bunkering operation is completed and the bunkering hose (bunkering arm) is disconnected.

15.7.4.5 Bunker checklist shall be filled up appropriately and conditions specified in the checklist shall be followed strictly.

15.7.5 Precautions during Bunker Transfer

15.7.5.1 Hose-connections shall continuously be checked for leakage.

15.7.5.2 A responsible officer/ crew of the bunker supplying & bunker receiving vessel and Driver of the Road tanker or his designate shall be in attendance during the entire bunkering operation. He shall stay in such a place that he can immediately order an interruption of the pumping, should this be called for due to overfilling or otherwise.

15.7.5.3 The oil level in the tanks shall be carefully checked. The greatest caution shall be exercised during the “topping up” of tanks.

15.7.6 Precautions after Completion of Bunkering Operations

15.7.6.1 Prior to blowing out hoses with air, the responsible officer shall ensure there is adequate space in the tank being filled to receive its contents.

15.7.6.2 The Master of bunker barge or the Driver of road tanker shall communicate and inform the receiving vessel prior to blowing the hoses with compressed air.

15.7.6.3 The hose of the bunkering vessel or the bunkering vehicle shall be disconnected in such a way that oil is not spilled. Drip trays, with their capacities clearly marked and adequately plugged, shall be used. The hose shall be blinded before being brought back to the bunkering vessel or ashore to the bunkering vehicle. New gaskets and a complete number of bolts shall be used when mounting blind flanges.

15.7.6.4 After completion of supply of one road tanker, hoses shall be effectively blanked with leak proof caps and secured to a point on the jetty until the other road tankers connects it for second supply.

15.7.6.5 Both parties shall ensure that no hose is left unattended, prior to, during or after every supply.
15.8 Oil Spill Response Equipment Requirements

15.8.1 Each bunkering and receiving vessels shall be provided with adequate oil spill response equipment as per Shipboard oil pollution emergency plans (SOPEP) which shall include sufficient quantity of oil dispersant, of a type as approved by the ROPME.

15.8.2 Oil Spill Dispersant shall not be used in port waters under any condition. Approval shall be obtained from Marine Port Control and Trakhees prior use of such chemicals.

15.8.3 Bunkering vessel shall be provided with sufficient length of boom so as to form containment enclosure with vessel receiving bunkers at both fwd and aft of the vessels.

15.8.4 Bunker vehicle shall have adequate spill containment equipment for the containment and removal of oil spills such as absorbents material, either saw dust or absorbent pads, non-sparking brooms, shovels and buckets, appropriate personal protective equipment, gloves, boots and eye protection etc.

15.9 Actions during Oil Spills Emergencies

In case where oil is spilled the following actions shall immediately be taken:

15.9.1 Pumping shall be stopped and immediately reported to EHS Emergency Control Centre in Jebel Ali 04-8833111.

15.9.2 The valves onboard the bunkering vessel or the bunkering vehicle and the receiving ship shall immediately be closed.

15.9.3 Person in charge of bunkering vessel or bunkering vehicle shall immediately report to Port Control/Business units (DMC, Dry-dock world etc.,) if any spillage or other emergencies while bunkering. The following information shall be specified while reporting:
   a. Spill location & time
   b. The name of the vessel receiving bunkers;
   c. The nature of the incident;
   d. The quantity and the type of oil spilled into the water or on the berth area.

15.9.4 Activate the spill contingency plan. Any oil spill on deck or berth shall be dealt with immediately and all available resources deployed in clean up operation.

15.9.5 All clean up waste shall be transported and disposed as per Trakhees & Dubai Municipality requirements.

15.10 Trakhees Monitoring of Bunker Operations
Regulation PM- 15.0: Rules & Regulations for Bunkering Operations

15.10.1 Trakhees' Officers or any designated person from the Port management shall monitor all bunker operations on a regular or random basis depending on their discretion.

15.10.2 Every bunker supplier shall provide all the necessary documentation relating to bunkering operations, approval permits including driver's certification, testing, inspection, maintenance and operation, at any time if it is requested by Trakhees Officers.

15.10.3 If Trakhees Officers were denied any of the documents as referred to in paragraph 1.2, all transfer operations shall be stopped immediately and may not proceed until Trakhees gives approval for bunkering to continue.

15.10.4 The presence of any representative of the authority shall not in any way relieve the responsibility of the personnel involved in the bunkering operations or the Port Operators of their obligation which is required under any of these rules.

15.10.5 Trakhees officers shall inspect the bunker barge and the vessel for their compliance on Annex VI of MARPOL 73/78.

15.10.6 The Authority reserves the right to impose penalties for any Violations of these Rules & Regulations.

15.10.7 Under severe cases and repeated violations from any Company, the Authority reserves the rights to cancel their approval and restrict them from entering any of Trakhees' jurisdiction areas.

15.11 Restricted Bunkering Areas

15.11.1 Bunkering operations are prohibited at Tanker Berth No 1, 3, 5, 7 & 9.

15.11.2 Bunkering by Road tankers at Tanker berth no 2 & 4 is prohibited. However, only approved barges can make supply at these berths.

15.11.3 Bunkering operations are prohibited at Tanker berth 6 & 8. In extreme cases bunkering by approved barges may be permitted subject to approval from Berth Operators and Trakhees.

15.11.4 All bunkering operations shall be suspended if the security of the port is threatened or when the port operates at Security Level 2 and 3, in accordance with the ISPS Code.

15.12 Appendix

Appendix 1: Bunker Notification Form
Appendix 2: Ship To Ship Bunker Safety Checklist
Appendix 3: Ship-Shore Bunker Safety Checklist
## Appendix 1

**BUNKER NOTIFICATION FORM**

(This form shall be made available to Port control and EHS, minimum 24 hrs prior to bunkering operations)

<table>
<thead>
<tr>
<th>Date of Bunkering:</th>
<th>Time:</th>
<th>Port &amp; Berth No:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of Vessel Taking Bunker:</th>
<th>Name of Bunkering Vessel/ or Vehicle Registration No:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contact Details of the Agent:</th>
<th>Contact Details of the Bunker Supplier:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Details of Oil to be bunkerred</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade</td>
</tr>
<tr>
<td>-------</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

**Jebel Ali Port**

[EHSPorts@trakhees.ae](mailto:EHSPorts@trakhees.ae) or Fax : 04-881 8857 / 04-881 7023  
[MarinePortControl@dpworld.com](mailto:MarinePortControl@dpworld.com) or Fax : 04-883 5430

**Port Rashid**

[EHSPorts@trakhees.ae](mailto:EHSPorts@trakhees.ae) or Fax : 04-881 8857 / 04-881 7023  
[PortControl.PortRashid@dpworld.com](mailto:PortControl.PortRashid@dpworld.com)

**Hamriyah Port**

[EHSPorts@trakhees.ae](mailto:EHSPorts@trakhees.ae) or Fax : 04-881 8857 / 04-881 7023  
[Hamriyah Port Department – Fax : 04-2651094](mailto:Hamriyah Port Department – Fax : 04-2651094)
# Regulation PM- 15.0: Rules & Regulations for Bunkering Operations

## Appendix 2 – Ship-To-Ship Bunkering Safety Checklist

*(This checklist has to be completed prior to commencement of bunkering operations)*

<table>
<thead>
<tr>
<th>Port / Anchorage</th>
<th>Berth No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agent</td>
<td>Date &amp; Time</td>
</tr>
<tr>
<td>Bunker Supply Company</td>
<td>Bunkering Vessel Name</td>
</tr>
<tr>
<td>Bunker Receiver Company/ Operator</td>
<td>Receiving Vessel Name</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>No</th>
<th>Safety Precautions</th>
<th>Bunker Supplier</th>
<th>Bunker Receiver</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Are moorings appropriate and secured?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Are personnel for tending of moorings</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Is boom positioned, effectively enclosing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Is an Oil Transfer Procedure displayed</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Has loading rate been agreed with</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Has topping-off rate been agreed with</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Are oil transfer hoses pressure tested,</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Are oil transfer hoses properly supported?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Are oil transfer hoses free of</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Are all flanges/drain cocks/valves checked</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Are all unused manifolds blanked and</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Is bilge and ballast piping effectively</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Are drip trays placed, plugged and free of</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Are deck scuppers effectively plugged?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Is communication system established and</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Is oil spill equipment ready for</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>Is emergency shut-down in place and</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>Are all personnel at their positions?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>Is deck lighting sufficient during the night</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>Is red flag displayed or red light switched</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

Master Name & Signature
Bunkering Vessel

Master/Chief Engineer Name & Signature
Receiving Vessel

---

PM 15.0
Rev. 00 / Jan’ 2018
Page 13 of 14
**Regulation PM- 15.0: Rules & Regulations for Bunkering Operations**

**Appendix 3 – Ship-Shore Bunker Safety Checklist**

<table>
<thead>
<tr>
<th>Port</th>
<th>Berth No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agent</td>
<td>Date &amp; Time</td>
</tr>
<tr>
<td>Bunker Supply Company</td>
<td>Bunkering Vehicle Reg No</td>
</tr>
<tr>
<td>Bunker Receiver Company</td>
<td>Receiving Vessel Name</td>
</tr>
</tbody>
</table>

(This checklist has to be completed prior to commencement of bunkering operations)

<table>
<thead>
<tr>
<th>No</th>
<th>Safety Precautions</th>
<th>Bunker Supplier</th>
<th>Bunker Receiver</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Is the ship securely moored?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Road tanker is securely parked, away from berth edge?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Is boom positioned, effectively enclosing transfer area?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Is an Oil Transfer Procedure displayed prominently?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Has loading rate been agreed with receiving vessel?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Has topping-off rate been agreed with receiving ship?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Are oil transfer hoses pressure tested, tagged?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Are oil transfer hoses properly supported?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Are oil transfer hoses free of damage/kinks/bulges?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Are all flanges/drain cocks/valves checked for leaks?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Are all unused manifolds blanked and valves closed?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Is bilge and ballast piping effectively segregated?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Are drip trays placed, plugged and free of liquid?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Are deck scuppers effectively plugged?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Is communication system established and tested?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Is oil spill equipment ready for emergencies?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>Is emergency shut-down in place and tested?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>Are all personnel at their positions?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>Is deck lighting sufficient during the night time?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>Is red flag displayed or red light switched on?</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Driver/Operator Name & Signature

Master/Chief Engineer Name & Signature

Bunkering Vehicle/ Road Tanker

PM-15.0 Rev. 00 / Jan’ 2018 Page 14 of 14