

## 1 Procedure Description

- 1.1 This procedure applies to any bunkering operations taking place at ports, terminals, harbours and Piers within the limits of Shetland Islands Council.
- 1.2 This procedure shall apply to any vessel when transferring liquid hydrocarbons in excess of 1000 litres. This procedure shall also apply to the discharge of bilge residues and other types of oily waste exceeding 1000 litres.
- 1.3 These procedures do not apply for the transfer of liquid hydrocarbon between two vessels where the product being transferred is deemed as cargo. Such transfers require an oil transfer licence as per the Merchant Shipping (Ship to Ship Transfer) Regulations.

## 2 Notification for vessels intending to bunker by bunker barge

- 2.1 A Vessel intending to receive bunkers or discharge oily waste by barge, whether alongside at an SIC Pier, Harbour or Jetty, or lying at anchor within SIC harbour areas, shall give notification in writing to and seek permission from the relevant Harbour Master, not less than 24 hours in advance of the intention to bunker or discharge. In exceptional circumstances, less than 24 hours' notice will be accepted at the Harbour Masters discretion.
- 2.2 The Vessel should send the completed Vessel Bunkering Checklist G-OF-02 to Sullom Voe VTS or Scalloway Harbour, for approval and confirmation.
- 2.3 Permission to bunker will not be given until all the criteria in the checklist is approved by Sullom Voe VTS or Scalloway and confirmation sent in writing.
- 2.4 The vessel receiving bunkers must advise Sullom Voe VTS or Scalloway Harbour at the time of commencement of bunkering and on completion of the bunkering operation.

## 3 Notification for vessels intending to bunker by road tanker or fixed shore facilities

- 3.1 Fuel operators which regularly supply bunkers by road tanker or fixed shore facilities are not obliged to send notification for every operation. SIC shall receive a monthly statement from these fuel operators detailing all vessels and locations that road tanker bunkering has taken place.
- 3.2 In January each year, fuel operators will be sent this procedure and will by return send a confirmation that they comply with the precautions and requirements of this procedure.
- 3.3 In the event a fuel supplier fails to conform to these procedures SIC reserves the right to require notification for every operation

## 4 Precautions for All Bunkering Operations

- 4.1 Bunkers should not begin until, all parties are assured that, the following precautions have been taken;
- Scuppers are firmly closed
  - Vessel is securely moored and moorings tended
  - Any special instructions issued by Shetland Islands Council have been complied with
  - Bunker pipes, which are not in use, are effectively blanked.
  - Bunker hoses have sufficient play and are adequately supported
  - Bunker hose connections have been provided with a good seal
  - There is a, well-tightened, bolt in every hole in the bunker hose connection flange \*
  - There is a sufficiently large overflow container under the bunker hose connection(s)
  - Cargo handling or other operations in progress will not hazard the bunker operation, or vice versa.
  - There is an agreed communication system established between the vessel receiving the bunkers and the bunkering barge/ tanker/ road tanker/ terminal.
  - There is an agreed communication system established between the visual watch personnel on deck and the engineering staff responsible for loading the bunkers.
- 4.2 A nominated Officer(s) should be in charge throughout the bunkering operation.
- 4.3 It is essential that a visual watch, be maintained, on the side of the vessel away from the point of supply.
- 4.4 For Sullom Voe operations the Terminal Loading Master is to be advised in advance for permission to bunker.

## 5 Pollution

- 5.1 In the event of an oil spill, however minor, the Harbour Authority must be immediately informed.

## 6 Contact Details

Harbour Area	Who to contact	Telephone	Email address
Sullom Voe and Yell Sound	Sullom Voe VTS	01595 744280	sullomvoevts@shetland.gov.uk
Scalloway Harbour Other SIC Ports	Scalloway Harbour	01595 744 221	scalloway.harbour@shetland.gov.uk