MAWANI موانئ
الهيئة العامة للموانئ
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بسم الله الرحمن الرحيم

MAWANI موانئ
SAUDI PORTS AUTHORITY الهيئة العامة للموانئ

Circular No.(25) 2020 | **تعميم رقم (٢٥) لعام ٢٠٢٠م**

To: | **إلى:**

All Ports General Directors — جميع مديري عموم الموانئ
All Maritime Shipping Agents — جميع الوكلاء البحريين
All Ports Operators — جميع الشركات المشغلة في الموانئ

CC: | **نسخة إلى:**

Vice President of the Maritime Transport Sector- TGA — نائب الرئيس لقطاع النقل البحري بالهيئة العامة للنقل

Deputy Ministry of Energy for Oil and Gas — وكيل وزارة الطاقة لشئون البترول والغاز

Subject: Safety and Environmental Procedures for Ship fuel suppliers at ports (Bunkers)

الموضـــوع: إجراءات الســـلامـة والبيئـة لمزودي وقود السفينة في الموانئ (Bunkers)

Under Developing and Improving the regulatory and control procedures at Saudi Ports, please find attached the Safety and Environmental Regulations for ship fuel suppliers at ports (Bunkers) stating all the steps from applying for the license to the completion of bunkering operations.

في ظل تطوير وتحسين الإجراءات التنظيمية والرقابية في الموانئ السعودية أرفق لكم إجراءات السلامة والبيئة لمزودي وقود السفن في الموانئ منذ طلب تصريح العمل كمزود وقود للسفن في الموانئ وحتى الانتهاء من عمليات التزويد بالوقود.

You are kindly obliged to the attached regulations in your respective areas of competence. Note that these regulations do not relieve of any related rules or regulations by the concerned authorities.

عليه أمل العمل والالتزام بالإجراءات المرفقة كلاً فيما يخصه، علماً أن هذه الإجراءات لا تعفي من أي أنظمة أو لوائح أو اشتراطات من قبل الجهات المختصة.

نائب الرئيس للتشريعات والتراخيص
Vice President for Legislation and Licensing

عبدالرحمن بن عبدالله الغامدي
Abdulrhman Abdullah Alghamdi

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Saudi Ports Authority

Safety and Environmental Procedures for Bunker Fuel Suppliers in Ports

(Bunkers)

Description	Preparation	Revision	Approval
Job	Head of the Directorate General of Control and Inspection	Head of the Directorate General of Maritime Operations and Safety	His Excellency the President of the Authority
Name	Captain Youssef Al-Hussan	Eng. Faisal Al-Jarbu'	Eng. Saad bin Abdulaziz Al-Khlab
Signature			

VISION رؤية 2030
المملكة العربية السعودية
KINGDOM OF SAUDI ARABIA

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(Sequence of Procedures FLOW CHART)

Notification of request to work as a bunker fuel supplier in ports

Reviewing the fuel supplier file and the license issued thereto by the Ministry of Energy as well as the marine unit certificates and keeping the corresponding copies

The Directorate of Control and Inspection at the port undertakes the process of inspecting the marine unit and ensuring that it meets all safety requirements and preserves the marine environment

Issuing the work permit after inspecting the marine unit and approving the work by the maritime administration at the port.

Working in the management of the port and following all procedures related to fuel for safety and preservation of the marine environment and ensuring that the requirements of the International Convention for the Prevention of Marine Pollution (MARPOL) are applied and fulfilled.

Monitoring the performance of the fuel supplier and keeping a copy of the bunker fuel delivery note for the vessel after completing the operation.

1) Purpose:

Clarifying work procedures for bunker fuel suppliers and following safety and marine environment procedures in line with the requirements of international maritime conventions.

2) Scope of Application of the Procedures:

These Procedures apply to bunker fuel suppliers operating in ports.

3) References:

- The Port Guidelines that list the mechanism of supply, shipyard and safety and environmental procedures.
- The International Convention for the Prevention of Marine Pollution (MARPOL).

4) Responsibility:

- The General Directorate of Control and Inspection.
- Control and inspection departments in ports.
- Departments of operations and maritime safety in ports.
- The Directorate General of Maritime Operations and Safety of the main authority.
- Dock operators.
- Bunker fuel suppliers.

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Safety and marine environment procedures for bunker fuel suppliers in ports:

Bunker fuel suppliers must follow the instructions stated in the guidance document for each port where fuel is supplied. The document also includes safety and environmental procedures, in addition to the following procedures:

- All fuel supply operations must be carefully planned and executed in accordance with international requirements (ISGOT) in force and the facility owner must be informed for the procedures for reporting the fuel supply operation on the berth and the anchorage area to be taken through the marine control towers and documented in the tower operations record.
- The instructions contained in the Rules and Regulations for Seaports of the Cooperation Council for the Arab States of the Gulf must be adhered to.
- It must be ensured that the ship has a certificate proving the validity of a comprehensive and effective insurance policy covering civil liability for costs resulting from fuel oil pollution accidents.
- A list must be made with the responsible engineer officer and the personnel to implement the safety and environmental protection procedures on the fuel handling process next to the fuel oil receiving platform equipped with a wireless device for immediate reporting of any case of oil spillage.
- There must be more than one means of communication between the ship, fuel tankers and control tower, and the quality of communications must be checked before and during the fuel handling process.
- The fuel supply tanker mooring must be in compliance with the instructions and directives of the facility owner at the port.
- Assuring the efficiency of the fuel tanker mooring on the ship.

- Providing a plan for bringing the fuel tanker on board the ship, provided that there is a sufficient number of rubber fenders along the side of the fuel tanker. The captain and facility owner must ensure the proper placement of such fenders and the efficiency of the fuel tanker mooring on the ship.

- Filling out the safety procedures form during the fuel supply process.

- The ship must raise the signal flag, the letter B, in accordance with the international rules of signals by day, and a rotating red light at night to indicate that the ship is loading dangerous materials or fuel.

- The captain of the ship must ensure that appropriate means of access are provided between the fuel tanker and the receiving vessel.

- The line for bunkering the ship must have been identified and indicated in numbers with the maximum pressure tested and a date recorded.

- All drainage outlets on the deck of the ship must be closed before and during the bunkering process to prevent leakage into seawater in the event of fuel spillage on the ship's deck.

- Developing a plan for the bunkering process and a statement of the quantity that will be handled and the place of shipping (number of the tank or tanks), bunkering rates and the type of fuel in circulation.

- Usually, the shipping rate in fuel handling operations in international ports for bunkering does not exceed 300 tons/hour or 300 m/hour, and the pressure in the pumping process on the bunkering line does not exceed (3 bars).

- There must be a means to immediately stop the fuel pumping process that is clear and known to all individuals involved in the operation, the fuel tanker and the bunkered vessel, and that must be identified and tested before starting the bunkering process.

- Safety books for bunkering operations for the US Border Guards clarifying the need for the fuel tanker to place barriers to prevent pollution (oil booms) around the bunkered ship if the pumping rate exceeds 900 tons/hour before starting the fuel handling process. The fuel tanker is responsible for those barriers.

- The dock operator and captain must only allow the handling of fuel after obtaining the approvals of the port and control tower and after making sure the weather conditions are appropriate during the docking of the fuel tanker and the handling operations. In addition, all the operations of loading and unloading goods must be stopped during the bunkering process if there are risks.

- The fuel handling hoses must be in good condition, preventing static electricity and up to the required standard.

- Not to allow fuel handling hoses to be connected before securing the process of fuel tanker mooring alongside the ship, while ensuring the availability of appropriate rubber bumpers.

- Identifying the fuel delivery line from the site and the hoses, making sure that the installed hose is long enough to allow the two vessels to move during the fuel handling process.

- Determining the method of immediate stoppage of fuel handling and making sure such method is easy-to-use as quickly as possible when noticing any tanker leaks.

- Providing all ready-to-use equipment for the implementation of the pollution control and fire fighting plan for the ship and its warehouse near the site of the bunkering operation.

- The ship must inform the port immediately when there is a fuel spill from the ship to the sea, report the circumstances that led to this, and take the necessary immediate actions to stop the oil leakage and identify its causes.

Precautions to be taken by ship bunker suppliers:

The captain of a ship or the driver of a truck transporting oil shall not start bunkering the ships unless the following is ascertained:

- Barriers are tightly closed.
- Adherence to the special instructions issued by the port administration or the facility owner
- The bunkering hoses from the fuel distribution platform are properly kept and in good condition.
- Barriers to prevent pollution of bunkering ships of the type approved internationally.
- Ensuring that the fuel supply lines are in safe operating conditions according to the maximum pumping rate.
- The road tanker must be well stopped from the quay side, tie-downs and ships.
- Safety and emergency signs are placed around the bunkering area.
- A sufficient number of firefighting devices, such as fire extinguishers, are placed near the bunkering points.

Precautions before the bunkering process

- Before starting to supply ships with fuel, the pressure rate must be agreed upon between the fuel supplier and the receiving vessel.
- Ensuring that appropriate connections are used for the ends of the supply lines and the fuel distribution platform
- Communications must be made available between the receiving vessel the bunkering vessel or bunkering truck. When using handheld radio devices, it must be ensured that they are safe to use.
- Communications must be maintained until the bunkering process is completed

Procedures in oil spill emergencies:

In the event of an oil spill, the following actions must be taken immediately:

- Pumping must be stopped and the spill must be reported immediately to the Industrial Security Department, Maritime Administration and the facility owner, and the valves on board the bunkering vessel or bunkering truck and the receiving vessel must be closed.

- Activating the emergency plan to combat pollution in the port.

- The person in charge of the bunkering vessel or bunkering truck must immediately submit a report to the facility owner and the Maritime Administration in the event of any spill or other emergency situation during the bunkering process. The following information must be specified in such reports:

  1- Spill location and time.
  2- Name of the fuel receiving vessel.
  3- Nature of the accident/spill.
  4- Quantity and type of oil discharged into the water or on the dock area.

- Activating the spill contingency plan. Any oil spill on board the ship or dock will be dealt with immediately using all the resources available for the cleaning process.

- Each bunker fuel supplier must provide all necessary documents related to ship bunkering operations and approval permit, including driver's certificate, testing and inspection for maintenance and operation, at any time, if requested by the facility owner/port administration.

5) Observation and forms:

- The form for the safety and environmental protection list for bunkering operations between the ship and the supplier must be filled out.

- In the case of bunkering through trucks, the truck must be clean and suitable for the purpose for which it is used, and the driver must be aware of the potential dangers and the steps that must be followed in case of emergency, and follow the industrial safety instructions as well as the instructions above.
- Port inspectors shall examine the certificate of fuel sulfur content to ensure that the requirements of Annex VI of MARPOL 73/78 are fulfilled in addition to the issuance of a work permit for the marine units and the approval of work on them by the maritime administrations in the ports.
- The fuel supplier company is obligated to provide the ship with a bunker fuel delivery note including a sample representing that type of fuel (Annex VI reg .18.6 and 18.8 .1 Bunker delivery notes and Representative sample MARPOL). The port administration shall keep a record of bunker delivery notes for ships bunkered in the port.
- In the event of pollution resulting from bunkering operations beyond the control of the captain of the ship, the pollution in the polluted area will be dealt with and controlled using the port equipment and devices in coordination with the concerned authorities.
- The ports reserve the right to impose penalties for any violation of these procedures and regulations in force at the port.
- In severe cases and repeated violations by any fuel supplier company, the ports reserve the right to revoke their consent and restrict it from entering any of the bunkering areas.

Serial No.	Form Title	Code No.	Retention Time
1	Inspection form for bunker fuel suppliers	MAWANI/INS-P-04-F-01	Two years
2	Port work permit form	MAWANI/INS-P-04-F-02	Two years

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Checklist - Pre - Transfer of Bunkers

This checklist must be filled in before a vessel receives bunkers from a bunker vessel or shore installation

Bunker vessel / shore

Date of Bunkering:

Installation Name: reserving

Vessel:

Place of Bunkering

Expected time to start bunkering:

	Bunker vessel	Receiving vessel	remarks
1- Have both the receiving vessel and the bunker vessel installation accepted the bunker area under the given weather forecast?			
2- 2- Is the bunker area outside traffic areas?			
3- Have port authorities been notified?			
4- Is there an agreed moorings plan and are both vessels following this plan?			
5- Is the bunker vessel equipped with sufficient fenders?			
6- Are watch personnel appointed at the bunker station?			
7- Is the agreed ship to ship/shore communication system (vhf/uhf radio) operative and a backup Chunnel agreed on ا?			
8- Are all scuppers on decks used for bunkering effectively plugged on board the receiving vessel and the bunker vessel?			
9- Have the bunker hoses been inspected and are the hoses appropriate for the service intended?			
10- Have all the tanks in the receiving vessel been measured and has the amount of bunkers to be transferred been agreed?			
11- Are all the valves on the receiving vessel lined up in the right position?			
12- Are all connections not in use between the vessels or vessel/shore shut down and blanked off?			
13- Are bunker hoses on both ends properly rigged?			
14- Are drip ways in position beneath the bunker hose on both ends and are they of a suitable size?			
15- Is a blank flange ready for use when the bunker hose is disconnected?			
16- Have responsible officers on vessel / vessel or vessel / shore agreed a maximum pumping rate and topping up rate?			
17- Has the responsible person onboard the bunker vessel or shore installation close to the emergency stop been instructed?			
18- Is equipment for prevention of oil pollution ready for use and in sufficient amount available?			
19- Is there a comprehensive oil pollution emergency plan and has it been cheeked to which authorities contact should be made in case of oil pollution?			
20- Firefighting equipment for immediate ready use?			
21- Are both vessels showing navigation signals for bunkering?			
22- Has hydrogen sulphide measurement in the bunker vessel tanks been carried out and			

found to be below 200 ppm?			
23- Is there a safe access between the vessels or vessel / ashore?			
24- High level alarms are not inhibited?			
25- Sounding pipe caps on unless taking a reading?			

Date: signature date: signature: