## Commercial Fuel Bunkering at CFL Operated Harbours – Procedure

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| **Activity** | Commercial Bunkering at CFL Operated Harbours |
| **Purpose / Scope** | To provide consistent approach to commercial bunkering operations for CFL Operated Harbours. Applicable to commercial and fishing vessels less than 50gt; bunkering within ports/harbours within the limits of CFL operations transferring:* liquid hydrocarbons intended for main propulsion and/or operation of auxiliary equipment;
* lubrication for vessel’s engine or other machinery;
* waste oil.

Excludes:* CalMac Ferries Ltd operated vessels;
* Transfer of liquid hydrocarbons between two vessels where the product is deemed cargo (requires an oil transfer licence as per Merchant Shipping (Ship to Ship Transfer Regulations 2012/742;
* Unless authorised by Area Harbour Manager, bunkering by barge/tanker is only permitted during daylight hours.
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| **Responsibilities** | Master/Skipper is in charge of the bunkering operation.Port Manager (as Harbour Operator) is responsible for adherence to these procedures. |
| **Procedure** | 1. Port Manager receives notification from Master/Skipper to bunker, which must be submitted before commencement of bunkering with 24 hours’ notice. At this time, the Port Manager can refuse the bunkering request, if there are conflicting activities and safe transfer cannot be assured.
2. The supplier’s representative and Officer in Charge shall complete the applicable CFL Bunkering Checklist form provided below before bunkering commences:
* [Form 2.167 - Small Commercial and Fishing Vessels (<50gt)](https://assets.calmac.co.uk/media/5xrdgpeg/chfs-omm-fo071-ma001-form-2167-pre-delivery-bunkering-procedures-checklist-svs-fishing-vsls.docx%22%20%5Ct%20%22_blank)
* [Form 2.168 - Commercial Vessels (>50gt) For Barge Delivery](https://assets.calmac.co.uk/media/qn5dzesm/chfs-omm-fo070-ma001-form-2168-pre-delivery-bunkering-procedures-checklist-barge-delivery.docx)
* [Form 2.169 - Commercial Vessels (>50gt) For Road Tanker Delivery](https://assets.calmac.co.uk/media/vcclfpze/chfs-omm-fo069-ma001-form-2169-pre-delivery-bunkering-procedures-checklist-road-tanker-delivery.docx)
* [Form 2.170 - Commercial Vessels (>50gt) For Truck / Lorry Delivery](https://assets.calmac.co.uk/media/p11fsoru/chfs-omm-fo068-ma001-form-2170-pre-delivery-bunkering-procedures-checklist-truck-lorry-delivery.docx)
* [Form 2.171 - Commercial Vessels (>50gt) For Pipeline Delivery](https://assets.calmac.co.uk/media/tpemr5jx/chfs-omm-fo067-ma001-form-2171-pre-delivery-bunkering-procedures-checklist-pipeline-delivery.docx%22%20%5Ct%20%22_blank)
1. Either the supplier’s representative, Officer in Charge or Port Manager can stop delivery if they believe a safe transfer cannot be assured, or the pre checklist has not been completed.
2. Bunkering during cargo operations: Port Manager should obtain result of Master/Skipper risk assessment.
3. All oil spills should be reported to the Port Manager.
4. Port Manager shall invoke shore Oil Spill Contingency Plan (OSCP) as required.
5. Changes to bunkering requirements will require repeat/review of above checklists.
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## Transfer of small quantity oils and liquid pollutants ashore

The transfer of oils or liquid pollutants ashore in smaller quantities – for example, in suitable drums or Intermediate Bulk Containers (IBCs) – shall not require use of the Bunkering Checklist. However, the operation shall be subject to Risk Assessment. The following aspects of the operation shall be among those considered:

* How the receptacles will be moved (manually, forklifts or other machinery), including any limitations imposed on equipment used through vessel ramp angle and the presence of icy or otherwise slippery surfaces;
* The securing of drums or IBCs during transfer;
* The safe movement of personnel or passengers in the vicinity of working forklifts or other vehicles or devices in use;
* The provision of pollution control equipment should any leakage occur;
* Procedures for recording the transfer of oils or liquid pollutants to a receptacle or designated area ashore;
* Availability of designated area ashore;
* Onward removal of oils or liquid pollutants.

The vessel Master/Skipper shall provide the risk assessment. The Port Manager should expect to be involved in preparing the risk assessment and shall hold a copy of the risk assessment in the Port filing system.