

Auckland Regional Council – Harbourmaster Office

BUNKERING OPERATIONS

NOTIFICATION AND PRECAUTIONS

Clause 4.8 of the Auckland Regional Council Navigation Safety Bylaw 2008

Fuel oil operations and bunkering notification procedure

Purpose

To ensure an adequate level of safety and planning in the execution of bunkering in the Auckland region.

To ensure the Harbourmaster is aware of bunkering operations within the Auckland region

Requirements

Bunkering notification is a requirement of the Auckland Regional Council Navigation Safety Bylaw 2008 section 4.8 Fuel Oil and Bunkering Operations:

4.8 Fuel oil operations and bunkering

1. The master of every vessel within the Auckland region must notify the Harbourmaster in writing at least two hours prior to commencing any bunkering from:

- (a) a road tanker; or
- (b) a barge or vessel.

The notification must be received at the Harbourmasters office during normal working hours Monday to Friday 08:00 to 17:00.

2. The master of every vessel within the Auckland region must, prior to commencement of bunkering operations from a road tanker, barge or vessel, ensure they have received acknowledgement of the written notification made to the Harbourmaster or their agent in accordance with clause 4.8.1, and ensure that the provisions of the written notice are complied with.
3. The master or driver of any barge, vessel or road tanker must not undertake bunkering operations unless they have notified the Harbourmaster at least 2 hours prior to commencement of the operation.
4. In any case where the Harbourmaster is not satisfied adequate precautions have been taken, the Harbourmaster may forbid the operations to commence, or continue until he is satisfied adequate precautions have been taken.

Notification of bunkering operations is to be made by facsimile or e-mail to:

- Fax (09) 362 0399
- E-mail harbourmaster@arc.govt.nz

You will receive notification of receipt, and possibly additional precautions to be taken, or that an inspection will be required before bunkering can commence. An audit inspection may be made during or after the work.

Urgent contact of the Harbourmaster's Duty Maritime Officer: 09 362 0397 (24Hrs)

Exemptions

Exemptions from the Notification process (4.8) may be issued to operators where bunkering is carried out as a ship to ship operation.

Enquiries with regard to exemptions should be made to:

Harbourmaster
Auckland Regional Council
Private Bag 92 012
Auckland

Completion of Notification Form

The bunkering notification form allows an applicant to inform Auckland Regional Council of intended work. All sections of the form must be completed.

- 1) **Notice From.** This should contain the name of the applicant and the company they work for. The date and time of submitting the notification and contact phone and Fax. Numbers.
- 2) **Statement of Work to be done.** This should contain full details of the vessel's name, location at the time the work will be carried out, date and time it is intended to carry out the work and a description of the intended work.
- 3) **Risk Assessment.** All of the questions in this section must be answered.
- 4) **Precautions to be in place.** A full description of precautions that will have in place should be noted.

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FUEL OIL AND BUNKERING OPERATIONS

NOTIFICATION AND PRECAUTIONS (version 1.1)

Clause 4.8 of the Auckland Regional Council Navigation Safety Bylaw 2008

1. NOTICE FROM:

Name.....

Company.....**Contact Phone**.....

Notification Date.....**Notification Time**.....**Fax for reply**.....

2. STATEMENT OF WORK TO BE DONE:

Vessel.....

Location.....

Date of Bunkering.....Time of Bunkering.....

Product (tick) AFO IFO HFO SLUDGE OTHER

Volume.....(litres)

3. RISK ASSESSMENT: (Provide answers to all of the following questions)

Bunker transfer form completed and signed?.....

All precautions taken as per T1 plan/SOPEP?.....

Will a person be observing during the transfer?.....

What other factors on the job present any risks?.....

4. PRECAUTIONS TO BE IN PLACE:

Based on the above risk assessment, what precautions will be put in place?

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Position:Signature:

Duty Officer **Audit (Y/N)**