

## **Auckland Council – Harbourmaster’s 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 Harbourmaster’s 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 or she 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@aucklandcouncil.govt.nz](mailto:harbourmaster@aucklandcouncil.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 Council  
Private Bag 92 012  
Auckland

## Completion of Notification Form

The bunkering notification form allows an applicant to inform Auckland 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 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.

## Bunkering Operations Notification, on Receipt Procedure

On receipt of a bunkering operations notification at the Harbourmasters Office:

- 1) Check the form is correctly completed and the provisions stated are adequate for the operation being carried out. *If not then contact applicant and forbid bunkering operation until the form is completed correctly and provisions stated are adequate.*
- 2) Enter the details in the Bunkering Operations Notification Log, at the front of the Bunkering Notification file.
- 3) If the work requires an audit visit the site and complete an audit (Audit form in Bunkering Notification file).
- 4) Is there any other reason the bunkering operation should not go ahead? *If yes, then contact the applicant and forbid the Bunkering Operation, investigate.*
- 5) Use the Bunkering Procedures Risk Matrix to establish whether HM 03 Barge should be launched.
- 6) Launch Barge if required.

## Staff Authorised to Conduct Bunkering Operation Audits

Audits may be conducted by members of the Harbourmaster's Office who are experienced in oil transfer operations, or who have received appropriate training. All auditors must have received training in the procedures for notification and audit of bunkering operations.

## **Bunkering Operations Audit Procedure**

The Harbourmaster aims to make random spot audits in addition to auditing new operators, or operators who have had a spill incident or failed a previous audit. The purpose of the audit is to ensure an adequate level of safety and planning in the execution of Bunkering Operations within the Auckland region.

- 1) Does the nature of the operation, or audit requirements, mean a site visit (audit) is required.
- 2) Carry out site visit and complete audit form.
- 3) Is the vessel involved in Hot work Operations? *If yes then forbid Bunkering operation to continue.*
- 4) Is the discharge transfer form completed? *If no then forbid the bunkering operation to continue.*
- 5) Are the precautions detailed in the Tier 1 plan/ SOPEP being followed? *If no then forbid the bunkering operation to continue.*
- 6) Are the scupper plugs/bungs in place and fitted securely? *If no then forbid the bunkering operation to continue.*
- 7) *Is the flange fitting correctly secured? If no then forbid the bunkering operation to continue.*
- 8) Are all hoses wired and moused? *If no then forbid the bunkering operation to continue.*
- 9) Is the truck Dry Brake clamp secure? *If no then forbid the bunkering operation to continue.*
- 10) Is the emergency cut-off switch ready for immediate use? *If no then forbid the bunkering operation to continue.*
- 11) Is the operation being carried out in a reasonable manner? *If no then forbid the bunkering operation to continue.*
- 12) Is there any other reason the bunkering operation should not go ahead? *If yes then forbid the bunkering operation to continue.*

### **Harbourmaster Staff Qualified to Conduct Bunkering Operation Audits**

John Lee-Richards  
Jim Dilley  
Mick Courtnell

### **Vessels/Operators Issued an Exemption**

NIL

**Auckland Council – Harbourmaster Office**  
**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: .....

<b>Duty Officer</b> .....	<b>Audit (Y/N)</b> .....
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