



DUCHY *of* CORNWALL

HARBOUR OFFICE, ST. MARY'S, ISLES OF SCILLY

FUELLING CODE OF PRACTICE **ST. MARY'S HARBOUR**

Introduction

The St. Mary's Harbour Authority (SMHA) Fuelling Code of Practice (CoP) provides guidelines for the safe transfer of fuels within St. Mary's Harbour. All fuel suppliers and receivers should ensure their employees adhere to the procedures and requirements stipulated in this Code during every transfer operation. All fuelling operations taking place within the harbour must be approved by SMHA.

Background

SMHA provide the main facility for fuels to be delivered and distributed (in bulk) to the Islands. Currently, two operators namely; Sibley's Fuel and Marine Services (Sibley's) and the Isles of Scilly Steamship Group (ISSG) undertake fuelling operations within SMHA. SMHA's main quay houses the following fixed infrastructure to assist in the receiving, storage and delivery of fuels:

- Bunded compound holding two 40,000litre tanks one of which is split into two for storage of either gasoil or kerosene
- Compound for IBC's storing both petrol and kerosene
- Fuelling kiosk on berthing face of quay dispensing petrol and gasoil
- 2,500 litre underground diesel tank and a 4,500 litre underground petrol tank

This fixed infrastructure (owned and operated by Sibley's) provides for the movement and storage of gasoil, diesel, kerosene and petrol.

A fuelling kiosk services the requirements for the many small boats within the Islands (both leisure and commercial) with petrol and gasoil.

The infrastructure set up is deemed (by SMHA) to be sufficient to cope with the day-to-day demands for boat, vehicular, commercial and heating fuels.

The ISSG deliver all fuel to SMHA via their dedicated cargo vessel. Gasoil is pumped from ships tanks to the fixed storage tanks whilst 1,200ltr IBCs of diesel, kerosene and petrol are craned ashore and taken to dedicated compounds around the Islands. The cargo vessel also pumps gasoil directly to the inter-Island freight launch (Lyonesse Lady) for its own use. The Lyonesse Lady delivers fuel IBCs to the off-islands.

These fuelling operations can be categorized as follows:

Ship-Shore

- Pumping bulk fuels via fixed fuelling infrastructure at SMHA and lifting (crane) of 1,200ltr IBCs from cargo vessels to quayside

Ship-Road Tanker

- Transfer of fuel from cargo vessel to road tanker for transport off the quay

Ship-Ship

- Transfer of bunkers from cargo vessel to inter-island freight vessel

Shore-Vessel

- General sale of bulk fuels through fixed infrastructure (fuel kiosk)

Shore-Road Tanker

- Transfer of bulk fuels from fixed infrastructure at SMHA to road tanker for onward transport

Road Tanker-Shore

- Not a normal practice but possible for road tanker to pump direct into fixed storage tanks at SMHA

Road Tanker-Vessel

- Not a normal practice but possible (with prior approval from Harbour Master) to fuel emergency vessels if kiosk unavailable

Fuelling operations

For all fuelling operations undertaken within SMHA or on the off islands quays, the following requirements must be adhered to:

- SMHA fuelling checklist (and suppliers bunkering checklist) to be completed by all supplying vessels/vehicles and made available to SMHA upon request
- The supplier shall undertake risk assessments of the fuelling services that it offers within SMHA and off island quays ensuring that suitable measures are taken to reduce any risks associated with the fuelling operation to as low as reasonably practicable (ALARP) and shall make these available to the Harbour Master for inspection upon request
- Ships supplying fuels must hoist flag Bravo during daylight operations and exhibit an all-round red light during the hours of darkness
- During delivery of fuels (from ISSG or Sibley's), the supplier shall ensure that all necessary measures are taken to prevent fuel spillage into the waters of SMHA, or onto the quayside
- For ISSG vessels, a SOPEP detailing all spill and pollution control measures must be submitted to SMHA upon request

- The supplier shall have written safety, health, and environment policies in place at all times and shall make these available to SMHA for inspection upon request
- Fuelling operations during the hours of darkness may only be undertaken following the receipt of written approval from the Harbour Master
- Weather conditions are appropriate and limitations must be identified
- All fuelling equipment required for the fuelling operation shall be maintained in good order and condition
- Ship to ship transfers are prohibited within St. Mary's Harbour. Transfers of bunker fuel from the Gry Maritha to the inter-Island freight launch Lyonesse Lady will require written approval from the Harbour Master
- Only fixed underground pipework is to be used for the transfer of bulk fuels to shore tanks. IBCs of all fuel types are to be removed from the quay/stored in a dedicated compound at the earliest opportunity
- The manifold(s) of the fuel delivery vessel(s) shall be fitted with a save-all to contain any oil spill
- The supplier shall carry oil-pollution equipment, absorbents and approved dispersants at all times. Note: Oil spill dispersant may not be used without the prior approval of the MMO via the Harbour Master
- Mooring lines must be adequate for predicted tidal and weather conditions and are to be tended throughout the operation
- Action must be taken to stop or contain any spill and SMHA immediately notified
- Individual responsibilities of personnel involved in monitoring the transfer must be clearly understood
- All personnel shall wear the following protective clothing
 - Safety goggles (where applicable)
 - Safety footwear
 - Hard hat (if in the vicinity of lifting operations)
 - High visibility vest/clothing
 - Gloves; and
 - Any other relevant Personnel Protective Equipment
- Personnel involved in the transfer of fuels must not leave the fuelling point
- Briefings with the fuel supplier should include the method of communication, pump rates and emergency stop procedures
- No smoking, naked flames or hot work is permitted
- A constant visual watch must be maintained throughout the entire transfer operation, especially during start up and topping off
- A positive and tested means of communication between the supplier and receiver is to be established prior to commencing any fuelling operation
- Supplying vessels shall comply at all times with all the provisions of MARPOL Annex I, and the ISM Code
- Road tankers shall comply with the provisions laid down by the Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations and the European agreement concerning the carriage of dangerous goods (ADR), as amended from time to time. They should be familiar with the above provisions and ensure that their employees both understand and apply them

- The transfer of fuels to vessels by road tanker (or other mobile pumping rig/bowser) is prohibited and the dedicated re-fuelling kiosk must be used at all times save for one exception. If, due to low tidal conditions, access to the fuel kiosk cannot be obtained, emergency vessels (RNLi Lifeboat, Ambulance boat etc.) may, but only upon approval given by the Harbour Master, receive fuel by this method

Accidents and Emergencies

Procedures for handling emergencies must be in place and regularly reviewed. These may vary but should include as a minimum:

- Method of raising the alarm
- Responsibilities of key personnel
- Action taken by employees to ensure their own safety and the safety of those around them
- Action taken by employees to minimise the damage to property and the environment
- Method of cleaning up a spill
- Method of informing SMHA

Any injury shall be immediately reported to the Harbour Master and to any applicable statutory body within the required period.

Any incidents or accidents arising out of the fuelling operations that may impact in any way on the environment shall be reported immediately to the Harbour Master by the supplier. The following information must, as a minimum, be provided:

- The location of the spill
- The type of oil spill
- The approximate quantity
- The immediate action taken
- Preventative measures put in place

All incidents shall be fully investigated by the supplier and a written report shall be submitted to the Harbour Master within 7 days of the incident taking place. If an oil spill occurs during fuelling operations, immediate action to minimise pollution and impact must be undertaken using the appropriate oil spill kit.

Insurance

- SMHA shall not be liable should it, at any stage, be established that the insurance obtained by the supplier is inadequate or insufficient for any reason whatsoever, or should the relevant insurer for any reason refuse or be unable to meet its liabilities in terms of the said policy.

SMHA Fuelling Transfer Checklist		
Name of Supplier:		Name of Receiver:
Date:		Time:
Product:		Quantity:
Check Item	Supplier	Receiver
Supplying/receiving vessel securely moored		
Supplying/receiving vessel ready to move under its own power?		
Fuel hoses in test, properly rigged and in good condition		
Fuel hoses protected from other freight activity		
Bunker connection sealed correctly with no drips and suitably protected		
Hoses spanning the water continuous without connections		
Clean empty drip tray/save-all provided under the manifold connection		
Unused fuelling connections properly blanked		
Scuppers and other deck openings on both vessels effectively plugged or sealed		
Fire fighting equipment to hand		
Oil response equipment readily available		
Communication system between both parties have been agreed		
Emergency shut-down procedure agreed		
Tanks to be loaded have been sounded/gauged prior to transfer starting		
Sufficient capacity in the tanks to lift the nominated quantity without any tank being filled beyond 98% capacity		
All unused valves in the fuel lines have been checked closed and lashed		
At what intervals will the receiving tanks be gauged during the transfer operation		
Signed for supplier:		Signed for receiver:
Name:		Name:

Documentation

The following guidelines have been produced to assist operators in their joint use of the SMHA Fuel Transfer Check List above.

The Fuelling Safety Check List uses statements assigning responsibility and accountability. The acceptance of such is confirmed by ticking or initialling the appropriate box and finally signing the declaration. Once signed, this details the minimum basis for safe operations that has been agreed through a mutual exchange of critical information.

Some of the Check List statements are directed to considerations for which the supplier has sole responsibility and accountability, some, where the receiver has sole responsibility and accountability, and others which assign joint responsibility and accountability.

Shaded boxes are used to identify statements that generally may not be applicable to one party, although the supplier or receiver may tick or initial such sections if they so wish. The assignment of responsibility and accountability does not mean that the other party is excluded from carrying out checks in order to confirm compliance. The assignment of responsibility and accountability ensures clear identification of the party responsible for initial and continued compliance throughout the transfer activity.

The responsible person completing the checklist should be the person carrying out the fuelling operation. For ships, the vessel's representative should personally check all considerations lying within the responsibility of the vessel. Similarly, all considerations which are the receiver's responsibility should be personally checked by the receiver's representative. In fulfilling their responsibilities, representatives should assure themselves that the standards of safety on both sides of the operation are fully acceptable. This can be achieved by:

- Confirming that a competent person has satisfactorily completed the checklist.
- Sighting appropriate records.
- By joint inspection, where deemed appropriate.

Before the start of operations, and from time to time thereafter for mutual safety, a member of the receiver's and vessel's staff/crew and where appropriate a responsible Officer should conduct inspections of the fuelling point, storage tanks and the vessel to ensure that their obligations, as accepted in the check list, are being effectively managed.

I hereby agree to comply with the requirements of the SMHA Fuelling Code of Practice as set out above.

Name

Company

Signature

Date