

PORT OF FLEETWOOD

NOTICE to MARINERS 004 of 2024

Bunkering Operations Fuel & Fresh Water

Mariners are hereby advised that to safeguard the Marine environment and also to conform to the legal requirements contained within the Merchant Shipping Act of 1995 (As Amended), the following procedure should be followed for the bunkering of vessels within the Port.

For the Fresh Water Bunkering of vessels;

- A request should be made to the Port Office if a vessel requires Fresh Water as soon as possible, it may take up to 24Hours for the request to be actioned.
- Upon receiving the request, ABP will install an approved standpipe that contains a double check valve and meter. Fresh water bunkers should only be drawn from the approved standpipe using a food grade hose.
- The meter will be read prior to bunkering and again on completion and recorded for charges to be made against the vessel in line with the Port Tarif.

For the Bunkering of vessels;

- To ensure a rapid response by ABP Personnel to an incident, bunkering should only take place when the Lockhead or Marina offices are manned.
- Prior to any bunkering operations other than the taking of fuel at the fuel pontoon, a Bunkering Check List is to be completed.

Part A should be completed prior to bunkering, this will be acknowledged by the Port, a copy of the acknowledgement should be available for inspection by any member of the ABP Staff during the bunkering operation.

Part B Should be completed prior to delivery commencing with the total quantity being filled in on completion. This should be signed by a representative of both the bunker Supplier and the Receiver and a copy forwarded to the Port Office.

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- Fleetwood Lockhead or the Marina Offices are to be advised prior to commencing operations that:
 1. the checklist is completed;
 2. bunkering is about to commence;
 3. when bunkering is complete;
 4. confirm quantity received.

Shore side filling of holding tanks

- Single skinned tanks that are not contained within a bund should not be used for the storage of fuel/oils ashore;
- Fleetwood Lockhead or the Marina Offices are to be advised prior to commencing operations that:
 1. the checklist is completed;
 2. bunkering is about to commence;
 3. when bunkering is complete;
 4. quantity received.

In the event of an oil spill or oil being sighted in the water an immediate report must be made to Fleetwood Lockhead or the Marina Offices by quickest means.

Blank Copies of the Bunker Checklist are available on Request

For any further information please contact Fleetwood dock on VHF Ch 12 or Tel 01253 872351.

Steve Hearn
Marine Manager
1st January 2024

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Example of Water Receipt.



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Request for Fresh Water

Request is to be completed 24 Hours prior to vessel requiring Fresh Water in Fleetwood

Completed forms can be returned to the Port office or emailed to FleetwoodBeacon@abports.co.uk

Vessel Name:						
Date Water is required:	DD/MM/YYYY					
Contact Telephone Number						
Agency (if Applicable) & Contact Number						
Meter Reading (Finish)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
	Time of Finish					
Meter Reading (Start)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
	Time of Start					
Quantity Supplied	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
	Gallons/Litres/Tonnes*					
	*Delete as applicable					

Completed forms can be returned to the Port office or emailed to FleetwoodBeacon@abports.co.uk

Signature of Ships Officer

Signature for ABP Fleetwood

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Example of Bunker Checklist Part A.



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Part A - Request to Bunker

Bunkering Notification-Pre Arrival

Part A is to be completed 24 Hours prior to vessel arriving at Fleetwood.

Completed forms can be returned to the Port office or emailed to FleetwoodBeacon@abports.co.uk

Vessel Name:	
<u>Callsign</u> :	
Contact Telephone Number	
ETA/ETD Fleetwood:	
Agency (if Applicable) & Contact Number	
Type of Bunkers:	
Berth :	

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Example of Bunker Checklist Part B.

Part B - Safety Checklist

Bunkering Notification. Pre Bunkering.

This safety checklist is to be completed before the commencement of any bunkering operation. One copy to be retained on board, one copy to be retained by the supplier and one copy forwarded to the Harbour Master, Fleetwood.

Adequate supervision of the bunkering operation is to be maintained at all times by supplier and receiver.

	Supplier	Receiving Vessel
1. Are there adequate NO SMOKING signs positioned and being observed?		
2. Are there adequate <u>fire fighting</u> appliances available?		
3. Is there an agreed ship/barge or ship/shore communication system?		
4. Are proper gaskets and manifolds employed?		
5. Are drip trays in position?		
6. Are unused bunker connections properly blanked?		
7. Are scuppers / drains effectively plugged?		
8. Have maximum and minimum transfer rates been agreed?		
9. Have emergency stop signals and shutdown procedures been agreed?		
10. Is there a supply of counter pollution equipment nearby?		
11. Are bunker hoses safely secured at the manifold?		
12. Have all unused valves in the bunker system been checked, closed and locked?		
13. Are all bunker hoses properly rigged and free from twists?		

Type of bunkers delivered..... Quantity of bunkers delivered.....

Declaration

We have checked the items on this checklist and are satisfied that answers given are correct to the best of our knowledge.

For Supplier

For Receiving V/L

Name

Name.....

Signature.....

Signature.....

Time and date.....

Time and Date.....

Owners, Agents, Charterers, Fishermen and Recreational Sailing Organisations should ensure that the contents of this notice are made known to the masters or persons in charge of their vessels or craft.