



PROVISIONAL SAFETY INSTRUCTIONS

IPS-04

**PROVISIONAL SAFETY INSTRUCTIONS FOR
REFUELLING OPERATIONS**

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PROVISIONAL SAFETY INSTRUCTIONS

1. Purpose and Scope

The purpose of the present regulation, which takes into account Royal Decree 253/2004 of 13 February "*establishing measures to prevent and combat pollution in the loading, unloading and handling of hydrocarbons at sea and in port*", is to define and establish the regulations that must be applied during fuel supply operations from a fixed supply point or from a fuel tanker within the scope of Vigo Port Authority.

2. Risks

2.1 Fire.

2.2 Explosion.

2.3 Pollution.

3. Prior Requisites

3.1 The fuel supply company must be authorised and registered with the Port Authority in the section "Service companies - Fuel suppliers".

3.2 Any company wishing to be registered must present the following documentation:

- A written application to Vigo Port Authority.
- A document stating the name of the transport company with which it has a contract to provide transport of the fuel to be supplied.

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- A document in which it assumes full responsibility for all the harm and damage it may cause to persons or things, whether these belong to the Port Authority of a third party or parties, as a result of supplying fuel or an accident to the fuel tanker, exempting the Port Authority from any responsibility whatsoever that may arise from the same.

3.1 A request from the Transport Company to be included in the register, addressed to the Port Authority and accompanied by a certified photocopy of the following documentation:

- Civil Liability Insurance Policy for a sufficient amount covering both the tractor units and the tanker trailers that are going to provide these services.
- Company Civil Liability Insurance Policy.
- Certificates of approval for the tankers.
- Certificate of roadworthiness for the tankers.
- Certificate of roadworthiness for the vehicles.
- Certificate of authorisation for vehicles transporting hazardous goods.
- List of the registration numbers of the tractor units and tanker trailers that habitually provide the service.

4. Operating Instructions.

4.1 The fuel supply company must have previously been registered with and authorised by the Port Authority.

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4.2 A written request for fuel (**Annex 1**) must be submitted at least three hours before the time of the operation, addressed to the Fishing Operations and Environmental Department, which in turn will forward a copy to the Port Operations Division. The request must include the amount of fuel to be supplied, the land installations from which the fuel will be transported, the vessel receiving the fuel, the registration numbers of the fuel tankers, and finally, the time and place of delivery. Requests can be faxed to **(+34) 986.22.23.02** between 08.00 and 14.00 hours.

4.3 Before the operation can commence written identification must be provided by means of the Document of Compliance (**Annex II**) of the persons responsible for the supply on land and on board the vessel, i.e. the person named as supplier and the Chief Engineer or Master of the vessel. Both must examine and approve the verification of the parameters stipulated in the document, amongst which are included the following ***specific regulations***:

I. The vessel is in its assigned place (moored to the quay) and not tied alongside another vessel.

II. A drip tray large enough to contain a leakage must be in place under the connection.

III. There must be sufficient absorbent material (sand, absorbent barriers, absorbent blankets) at the connection point to enable the appropriate action to be taken in case of accidental spillage of fuel.

IV. Specifically designed plastic bags must be placed over the tank breathers to avoid any possible overflow of fuel into the sea.

V. The vessel's fire-fighting systems (which must include an extinguisher located near the fuel supply connection) must be prepared for any eventuality.

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VI. All valves must be aligned; i.e. all the stopcocks that allow other fuel tanks to be filled must be closed, so that only the tank in question is filled.

VII. The scuppers must be plugged to avoid any spillage into the sea.

VIII. Both persons signing the document are familiar with the order in which the vessel's fuel tanks are filled.

IX. The communication devices used by all those taking part in the operation are in proper working order.

X. Both parties must reach agreement on the following points:

a) Maximum pump rate. In all cases pumping should start and finish at the minimum rate.

b) Supply pressure.

c) Emergency stop procedures are to be established before the supply of fuel commences.

XI. The persons responsible for the supply, both on land and on board the vessel, shall also verify:

a) That hoses not fitted with blind flanges or other devices allowing them to be properly plugged are not in use.

b) That during the operation the hoses are not trapped or squashed by any object and are long enough to run the length of the vessel. They shall also check their condition regularly so as to detect any damage or cracks.

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4.4 Fuel can be supplied to vessels by tanker in all areas of the port with the exception of the following (**Annex III**):

I. Bouzas Docks: supply is not permitted on the breakwater located between docks 1 and 2, nor in the area located between berths 469 and 470 in dock 1.

II. Orillamar: vehicles of more than 3.5 tons maximum authorised weight must not supply fuel on pier no. 3.

III. Fishing Port; fuel can only be supplied in docks 1 and 3 after 14.00 hours. It is strictly prohibited to supply fuel along the line of dock 1, corresponding to the former day-boat fish auction shed. Fuel must also not be supplied from tankers in the whole of dock 4 and in the areas surrounding the new Deep-sea and Day-boat and Large Fish auction sheds.

5. General regulations

5.1 The vessel must be flying International Signal Code flag "B" or showing the equivalent red light if refuelling is being done in darkness.

5.2 No more than three tankers at a time can remain within the supply zone, the supply zone being taken to include the whole of the dock or quay on which the operation is taking place, only one of which can be unloading at any one time; other two must wait at a safe distance of at least 50 metres from where the operation is taking place.

5.3 The perimeter of supply, in the case of both fixed installations and tankers, must be signed and delimited with barriers and/or cones (2x2 metres). Smoking is prohibited within this perimeter, as is the entry of unauthorised persons.

5.4 If fuel is being supplied from a fixed connection on land, it may not be simultaneously supplied from a tanker. All tankers must keep a safe distance of at least 50 metres from the zone whilst the operation is in progress.

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5.5 The maximum number of fuel tankers that can operate simultaneously within the confines of the port is 10 actively supplying fuel and 20 waiting to supply.

5.6 The tanker driver must be in possession of all the documentation certifying the technical suitability of both the tractor unit and the tanker trailer.

5.7 Within the operation zone and a safe distance of 10 metres from the same smoking, producing a point of ignition or any other operation that might produce heat or flame are all strictly prohibited.

5.8 It is prohibited to supply fuel whilst mechanical means are being used to load or unload goods or provision the vessel, since during these processes a load may fall or the vessel may list, which would affect the fuel supply operation.

5.9 If a fuel tanker is not fitted with its own pump, it may under no circumstances use the pumping system of another tanker to perform the operation.

5.10 Absorbent material must be available at the connection point to cover any spillage.

5.11 The communication systems used by the people involved in the fuel supply operation must be checked to ensure they are in proper working order.

5.12 An extinguisher must be available near the connection, and the vessel's fire-fighting system must be on stand-by in order to respond promptly to any eventuality.

5.13 Only in exceptional circumstances can gasolines or naphthas be supplied, and then only after express authorisation has been obtained from the Port Authority.

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5.14 Under no circumstances may fuel be supplied to a listing vessel or one whose stability, buoyancy or freeboard are compromised.

5.15 Tankers must leave the port service zone after discharged their fuel.

5.16 The fixed fuel supply points are clearly signed, indicating the minimum times during which this service is available.

5.17 The supplier, who is responsible for the supply on land, will inform the person responsible on board the vessel of his or her obligations with regard to the supply of fuel to the vessel. If any non-compliance is detected, the supplier must refuse to continue with the supply operation.

5.18 The supplier must keep a record of all the operations performed, including the volumes of fuel supplied, the name of the operative, the place of supply, the approximate time of the operation and the name of the vessel. This record should be sent to the Port Authority at the end of each month.

5.19 Fixed installation should supply in advance and on a daily basis all the required information regarding the supply operations they are going to perform.

5.20 In the event of spillage the supplier, after informing the Port Authority, shall make anti-pollution material available to the appropriate organisations (Port Authority and Maritime Authority).

5.21 Failure to comply with the present instructions will lead to authorisation being suspended and the relevant sanctions being proposed, without prejudice to the adoption by Vigo Port Authority of any other measures it considers appropriate.



PROVISIONAL SAFETY INSTRUCTIONS

ANNEX I: REQUEST FOR FUEL TO BE SUPPLIED.



PROVISIONAL SAFETY INSTRUCTIONS

From: _____ Fax:.....

To: DPTO. DE EXPLOTACIÓN PESQUERA, GESTIÓN COMERCIAL Y MEDIOAMBIENTE DE LA AUTORIDAD PORTUARIA DE VIGO. Fax: (+34) 986 22.23.02

REQUEST FOR FUEL TO BE SUPPLIED TO VESSELS BY TANKER.

The company _____, requests AUTHORISATION to supply fuel by tanker, using the transport company _____, to the vessel mentioned below, agreeing to this end to respect all the safety measures currently in force, accepting the requisites detailed in the "General Instructions for the Supply of Fuel" and exempting the Port Authority from all responsibility in the event of an accident.

VESSEL: _____ QUAY: _____

AGENT OR OWNER: _____

DAYS: _____ Time: _____ PRODUCT: _____ QTY: _____ Litres

Value of the product (optional)

Tons.

ORIGIN OF THE PRODUCT:

- Port Installations. (Tanks on Guixar Quay).
Port Installations. (Orillamar and Berbés)
Other Installations. (outside the Port)

N.B. By making this request the fuel distributor implicitly agrees to pay, when appropriate, the corresponding Port Duties and Tariffs.

VEHICLES INVOLVED IN THE FUEL DELIVERY OPERATION:

Table with 3 columns: Tractor Reg. N.º, Tanker Reg. N.º, Litres / Tons.

Table with 3 columns: Tractor Reg. N.º, Tanker Reg. N.º, Litres / Tons.

Empty checkbox

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DELIVERY IS NOT AUTHORISED

Signed.:

The user states, delivery having been authorised, that he or she is in possession of all the necessary administrative authorisations applies only to the delivery and supply of fuel and is conditional on the availability of berths.



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From: _____ Fax:.....

To: DPTO. DE EXPLOTACIÓN PESQUERA, GESTIÓN COMERCIAL Y MEDIOAMBIENTE DE LA AUTORIDAD PORTUARIA DE VIGO.
Fax: (+34) 986 22.23.02

REQUEST FOR FUEL TO BE SUPPLIED TO VESSELS FROM A FIXED POINT.

The company _____, requests AUTHORISATION to supply fuel from a fixed point to the vessel mentioned below, agreeing to this end to respect all the safety measures currently in force, accepting the requisites detailed in the “**General Instructions for the Supply of Fuel**” and exempting the Port Authority from all the responsibility in the event of an accident.

Vessel	Installations	Agent / Owner	Day	Time	Product	Litres/Tons

<input type="checkbox"/>	DELIVERY IS AUTHORISED	Vigo, the	of	200
<input type="checkbox"/>	DELIVERY IS NOT AUTHORISED	Signed:		

The user states, delivery having been authorised, that he or she is in possession of all the necessary administrative authorisations and regulation Safety and Risk Prevention means and materials. The present authorisation applies only to the delivery and supply of fuel and is conditional on the availability of berths.



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ANNEX II: ACCEPTANCE DOCUMENTS

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Acceptance documents issued by the persons responsible for refuelling operations, both on land and on board the vessel.

The person responsible for refuelling operations aboard the vessel

Mr/Ms....., whose job position is..... y

Mr/Ms..... responsible for fuel supply on land, state they have fulfilled and accept the following points, on the date indicated below.

1. The vessel with Re. No. located at quay..... is alongside and correctly moored, at berth n.º, and is not tied up alongside any other vessel.
2. Debajo de la conexión está situada una bandeja de goteo con suficiente capacidad para contener el derrame por goteo.
3. Sufficient amounts of absorbent material (sawdust, rags, etc.) are available at the connection point to cover any small spills that may occur.
4. The scuppers have been plugged in order to retain any spill that may occur on board the vessel and prevent it from reaching the surface of the water.
5. Throughout the entire refuelling operation adequate precautions must be taken to prevent spillage, but should an accidental spill occur, its consequences should be minimised by containing it on board and above all preventing the spilt fuel from reaching the surface of the water. In all cases there is an obligation to fully clean up any spillage, after informing the Port Authority and Maritime Authority of the incident.
6. The vessel's fire-fighting system is ready for immediate use, and there is a fire extinguisher close to the hose connection point.
7. Both parties are familiar with the vessel's tank-filling sequence.
8. When fuel tanks are being filled, their level should be periodically and sequentially checked by means of the level gauges or dip-stick, to determine that it is on board and to ensure that the tanks have sufficient capacity to receive the remaining fuel ordered. Additionally, the breathers should be checked regularly to ensure that the air and gases inside the fuel tanks are able to issue freely.
9. Before a tank is completely full, the valves of the next tank in the filling sequence should be opened and that of the former gradually closed to reduce the flow of fuel, control its level and avoid overflow.
10. When the tanks are being topped up at the end of the refuelling operation, the fuel flow rate should be reduced.
11. The tank filling valves must not be closed until the hoses have been drained of fuel.



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12. It is forbidden:

- To simultaneously perform any kind of loading/unloading operation that may produce a variation in the list and/or trim of the vessel.
- To do any hot work, cutting or welding, etc. on board the vessel.
- To smoke on deck. Smoking is only allowed in the interior spaces reserved for this purpose.

13. The person responsible for refuelling operations on board expressly declares that no repair work is being done nor will be done on board that requires the use of welding torches, blowtorches or any other tools producing flame or heat whilst the refuelling operation is in progress.

14. The communication devices used by all those taking part in the refuelling operation on land and on board the vessel have been properly checked.

15. Should a spill occur, the supplier, after informing the Port Authority of the incident, shall place all the anti-pollution material needed at the disposal of the appropriate authorities.

Finally, both parties agree:

- Before refuelling commences, the maximum pump rate is to be determined, expressed in conventional units. This notwithstanding, the operation must start and finish at the minimum pump rate to check that the system is correctly aligned and that pumping can be swiftly halted in the case of any mishap. The maximum pump rate shall be
- Maximum and minimum supply pressures shall be and respectively.
- The emergency shutdown procedure has been established.
- The vessel is flying flag "B" of the International Signal Code, or showing the equivalent red light if it is dark.
- Both persons responsible consider that the technical conditions established in the refuelling instructions for refuelling to commence have been fulfilled.

Vigo, on theof..... 200.....

Mr/Ms.....

Mr/Ms.....

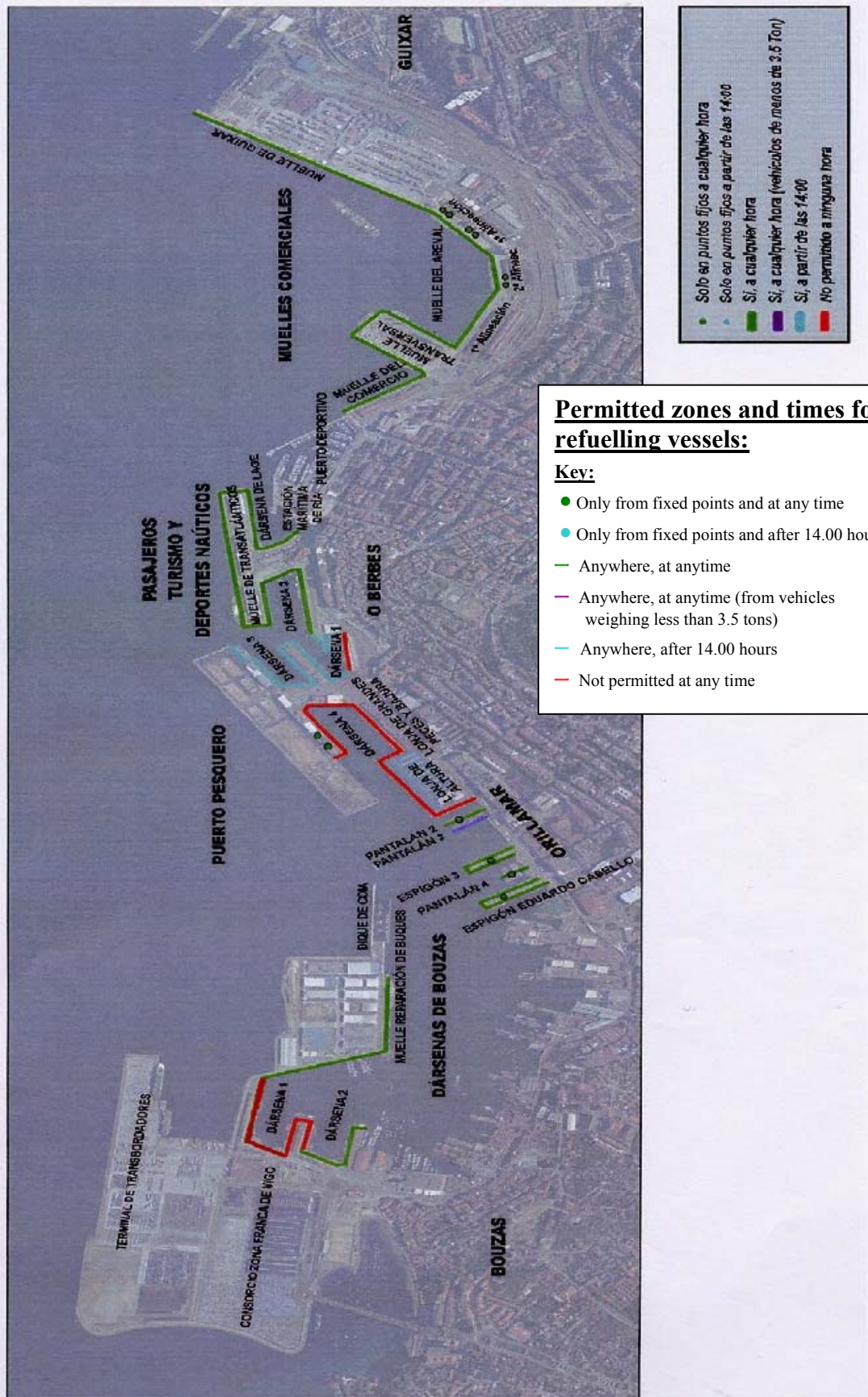


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ANNEX III: MAP SHOWING SUPPLY POINTS.

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Zonas y horarios permitidos para el suministro de combustible a buques





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ANNEX IV: INSTRUCTION SHEET.

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ENVIRONMENTAL DIV.

INSTRUCTION SHEET

PROCEDURE FOR REFUELLING VESSELS.

RISKS

- Fire.
- Explosion.
- Pollution.

All vessels wishing to refuel must first obtain permission from the Port Authority. Similarly, the company delivering the fuel must be in possession of the corresponding authorisation.

The fuel delivery company must have on site at least 2 dry powder extinguishers, sand and approved absorbent material for safety purposes

The area must be signed and delimited (2x2 metres) No smoking. During the fuel supply operation only one tanker may be alongside the vessel and delivering fuel. There can be only two tankers waiting, at least 50 m from the supply area. There must never be more than this number of tankers.

The tanker operator must switch the engine, apply the handbrake, switch on the beacon and check that the area fulfills all relevant safety requirements.

Specifically designed plastic bags must be placed over the fuel tank breathers to prevent any overflow from these tanks spilling fuel into the sea.

In case of spillage:

- The operation must be halted at once and the Environmental Division informed. Anti-pollution booms must be placed around the vessel.
- If the Port Authority observes any anomaly during refuelling operations, it reserves the right to cancel the said operations.