



PROVISIONAL SAFETY INSTRUCTIONS

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**IPS-06**

**PROVISIONAL SAFETY INSTRUCTIONS FOR OIL  
DELIVERIES TO VESSELS**

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### 1. Purpose and Scope

The aim of the present instruction is to define and establish the regulations that shall be applied during oil delivery operations to vessels within the sphere of influence of Vigo Port Authority.

### 2. Risks

2.1 Fire.

2.2 Pollution.

### 3. Prerequisites

**3.1** The oil delivery company must be authorised and registered with the Port Authority under the heading "Service companies: oil delivery".

**3.2** Any company wishing to register must present the following documentation:

- A written request addressed to Vigo Port Authority.
- A document stating the haulage company which it has contracted to make the deliveries.
- A document stating that it assumes full responsibility for all harm and damage it may cause to persons or objects, whether these belong to the Port Authority or to a third party, as a result of the delivery itself or an accident involving the vehicle making the delivery, exempting the Port Authority from any kind of responsibility that may arise from the same.

**3.1** A request for the Haulage Company to be included in the register, addressed to the Port Authority and accompanied by attested photocopies of the following documents:



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- An adequate Civil Liability Insurance Policy covering the vehicle(s) providing this service.
- Company Civil Liability Insurance Policy.
- Certificate of Roadworthiness of the vehicle concerned.
- List of the registration numbers of the vehicles normally providing this service.

### **4. Operating Instructions.**

**4.1** The oil delivery company must previously have been registered with, and authorised by, the Port Authority.

**4.2** A request for delivery must be made in writing (Annex I) at least three hours before the operation is due to commence, to the Fishing and Environmental Operations Division, who will send a copy to the Port Police. This request must specify the amount of oil to be delivered (in kilos), the company selling the oil, the haulage company, the type of product and container, the number of containers, the vessel to which the oil is to be delivered, the vehicle registration numbers and the place and time of the delivery. Requests can be faxed to (+34) 986 222302 between 08.00 and 14.00 hours.

**4.3** The vessel must be in its assigned berth (tied up alongside the quay).

**4.4** A drip tray large enough to contain any leakage must be placed beneath the connection through which the oil will be delivered on board.

**4.5** There must be sufficient absorbent material (absorbent barriers, absorbent blankets) at the connection point to contain any accidental spillage.

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**4.6** The communication equipment in the possession of all those taking part in the operation must be in proper working order.

**4.7** The persons responsible for the delivery, i.e. the delivery company's operative on land and the chief engineer on board the vessel, will also verify:

- a) That all hoses used are equipped with blind flanges or other devices to blank off the ends effectively.
- b) That during the operation the hoses are not crimped or squashed by any object, and that they are long enough to run the whole length of the vessel's deck. Additionally, they will regularly check the condition of the hoses in order to detect any fault or splits in them.

**4.8** Oil deliveries can take place in all areas of the Port of Vigo, with the exception of the deep-sea fishing quays, the quay for large fish and the 2 line of berth 238 of quay 3 in the Fishing Port (salt water extraction pumps) (**see Delivery Areas, Annex II**).

**4.9** Oil must never be delivered to a listing vessel or a vessel whose stability, buoyancy or freeboard are compromised.

**4.10** Should a spill occur the deliverer, after informing the Port Authority, will place anti-pollution equipment at the disposal of the appropriate authorities (Port Authority and Maritime Authority).

**4.11** Under no circumstances must oil barrels be left at the quayside.

**4.12** If these instructions are not obeyed, Port Authority agents have the power to halt the delivery operation.



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**ANNEX II: REQUEST FOR OIL DELIVERY.**



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From: \_\_\_\_\_ Fax N.º:.....

To: DEPT. OF FISH OPERATIONS, COMMERCIAL MANAGEMENT AND THE ENVIRONMENT, VIGO PORT AUTHORITY.

Fax: +34 986 222302

**REQUEST FOR OIL DELIVERY TO VESSELS .**

The company \_\_\_\_\_, requests AUTHORISATION to deliver oil to the vessel mentioned below, respecting all current safety measures, accepting the requirements determined in the "General Instructions for Oil Deliveries" and exempting the Port Authority from all responsibility in the case of accident.

VESSEL: \_\_\_\_\_ QUAY: \_\_\_\_\_

SHIP AGENT OR OWNER: \_\_\_\_\_

DATE \_\_\_\_\_ TIME: \_\_\_\_\_ PRODUCT: \_\_\_\_\_

**CONSIGNMENT NOTE:**

<b>Issuer:</b>	<b>Haulage Contractor::</b>
<b>Driver:</b>	<b>Reg. N.º:</b>

Product	Container	Type of Oil	N.º Conts.	Kilos

En Vigo, on of 200

Signed: The supplier.

<input type="checkbox"/>	<b>AUTHORISED</b>	Vigo, on of 200
<input type="checkbox"/>	<b>NOT AUTHORISED</b>	Signed:

The user states that, the service having been authorised, all administrative authorisations have been obtained and that all the required Safety and Risk Prevention measures have been taken. The present authorisation is exclusively for the delivery of oil and is conditional upon the availability of a berth for the vessel.



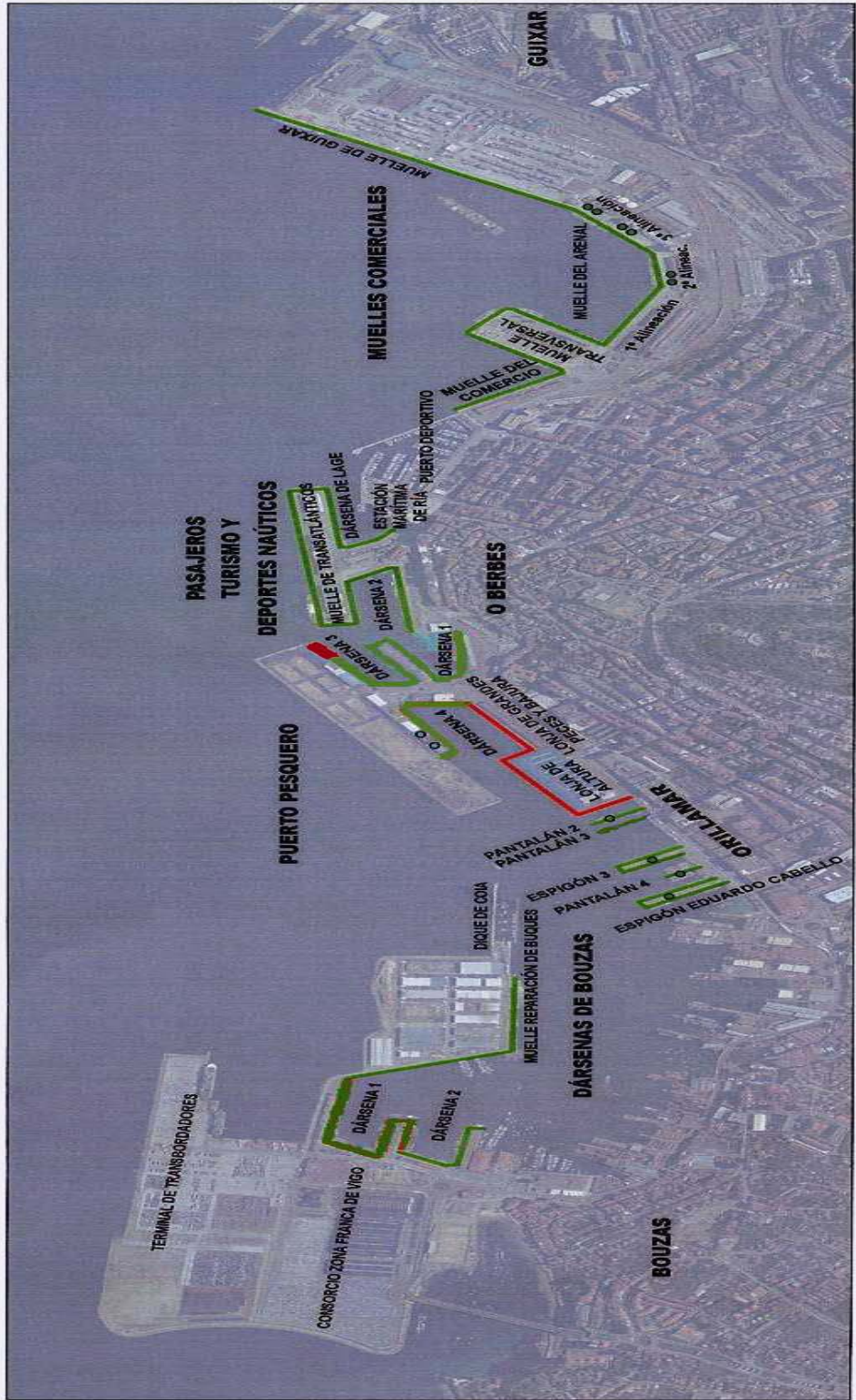
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**ANNEX II: DELIVERY AREAS**

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ZONAS DE SUMINISTRO



	Permitido
	No Permitido