

## Generic Bunkering Confirmation Checklist

All approved Tier 1 oil spill response plan operators must complete this pre-bunkering checklist by the company representative in charge and hand to POAL staff member involved in bunkering (POAL vessel) or to Security Office at Tinley Street on leaving the port.

Vessel / Location		Person in Charge	
Bunkering Operator		Time / Date	
<b>Has POAL received notification from Auckland Harbourmaster approving this specific bunkering operation.</b>		<b>Yes/No</b>	
<b>All bunkering operators MUST have a current and valid POAL induction.</b>		<b>Yes/No</b>	
<b>If the top two steps have not been followed DO NOT proceed with the bunkering operation.</b>			
<b>Task</b>		<b>Confirmed / Checked</b>	
		Onshore	Vessel
Bunker Operator escorted to work area by POAL Security		<input type="checkbox"/>	
Weather conditions suitable for bunkering operations		<input type="checkbox"/>	<input type="checkbox"/>
Working area cordoned off and hazard warning signs displayed and appropriate PPE worn		<input type="checkbox"/>	<input type="checkbox"/>
Vessel secure to its moorings			<input type="checkbox"/>
Vessel has confirmed there is sufficient ullage in the tanks to be bunkered			<input type="checkbox"/>
All scuppers securely plugged and/or overflow bags fitted to vent pipes – rags NOT PERMITTED			<input type="checkbox"/>
Unused bunker connections are blanked and valves set correctly for tanks to be used			<input type="checkbox"/>
Spill contingency equipment available		<input type="checkbox"/>	<input type="checkbox"/>
Sufficient firefighting equipment available during bunkering		<input type="checkbox"/>	<input type="checkbox"/>
Vessel confirmed no dangerous good loading / unloading occurring during bunkering operations			<input type="checkbox"/>
All couplings checked, camlock connections in place and appropriately banded.		<input type="checkbox"/>	<input type="checkbox"/>
Maximum discharge rates, pressures and start time agreed with the vessel before bunkering begins		<input type="checkbox"/>	<input type="checkbox"/>
Competent personnel overseeing transfer for entire period of operation at:		<input type="checkbox"/>	<input type="checkbox"/>
i. Onshore at shore control point			
ii. On vessel at the ship's valve manifold(s)			
Working area clean and tidy after the operations		Y/N	Y/N
Did any spills occur during the Bunkering operations <sup>1</sup>		Y/N	Y/N

Signed:

Date:

1. A copy of any Spill Notification to Harbourmaster to be forwarded to [mcops@poal.co.nz](mailto:mcops@poal.co.nz) within 24 hr