**OIL TRANSFER PROCEDURE/FORM (CARGO/BUNKER)**

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| --- | --- | --- | --- | --- |
| **Vessel:** |  |  | **Voyage No.:** |  |
| **Port:** |  |  | **Date:** |  |

The procedures conform to applicable requirements of United States Code of Federal Regulations [CFR] 33, Part 155.750

**1. Cargo/Bunker Information**

The following is a list of the fuel and Oil products/Bunkers to be transferred to / from this vessel:

|  |  |
| --- | --- |
| **Generic Name** | **Other Information** |
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|  |  |
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Note - As per CFR 33 Part 154.310 the following information is required for each product transferred:

i. Name of the cargo as listed under appendix II of annex II of MARPOL 73/78

ii. Description of the appearance of the cargo

iii. Description of the odour of the cargo

iv. Hazards involved in handling the cargo

v. Instructions for safe handling of the cargo

vi. Procedures to be followed if the cargo spills or leaks, or if a person is exposed to the cargo

vii. List of the firefighting procedures and extinguishing agents effective with fires involving the cargo

**2. Cargo/Bunker transfer system and containment**

Accompanying these procedures is a description of each oil transfer system on board which shows a line diagram of the vessel's oil transfer piping, including the location of each valve, pump, control device, vent and overflow. Also shown is the shut-off valve or other isolation device that separates any bilge or ballast system from the oil transfer system.

As per CFR 33 Part 155.310 the vessel has a fixed containment system at each manifold in the form of a "drip tray". This containment system is emptied by (Describe method) ………………………………………………………

**3. Duty Personnel for transfer**

The total number of men required on duty for cargo operations is ………………………………………………………

The duties and title of each person on duty are as follows:

|  |  |
| --- | --- |
| **Name / Rank** | **Duty** |
|  | Overall Person in Charge |
|  | In Charge Deck / Cargo Control Room. |
|  | In Charge in Engine Room |
|  | In Charge of Soundings |
|  |  |

**4. Duty Personnel for mooring**

Crew on duty to tend moorings are as follows:

|  |  |
| --- | --- |
| **Name / Rank** | **Duty Procedures** |
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**5. Emergency shutdown and communication**

If Emergency Shut Down is necessary the vessel has an Emergency Stop for each cargo pump which allows the person in charge to shut off the flow of oil. This emergency shutdown control is located in the CARGO CONTROL ROOM. (33 CFR 155.780).

For bunker transfer the emergency stop for the pumps are located at …………………………………………………

The person in charge on the vessel can communicate with the shore by means of portable radio. (33 CFR 155.785)

Note: Portable Radios used during transfer of flammable / combustible liquids must be intrinsically safe as defined in 46 CFR 110.15-100(i) and meet Class I, Division I, Group D requirements defined in CFR 111.80.

**6. Topping off Procedures**

When each tank reaches percentage full as indicated either by the cargo tank monitoring system in the CCR or Ship office, the Officer in Charge will instruct the Sounding Man/Pump man/Engineer In-Charge to check the tank level by the Hand Operated MMC device/Sounding tape as a double check.

When the tank reaches percentage full the Officer/Engineer in Charge will reduce the flow to the tank or final topping off.

When the final tank reaches percentage full the Officer/Engineer in Charge will advise the shore/bunker barge to reduce the loading rate to percentage. At tank level percentage full the Officer in Charge will request to reduce to minimum loading rate.

Upon completion of loading/bunkering, the shore/bunker barge will be advised to stop.

**7. Completion of Transfer**

After completion of transfer operations the Officer/Engineer in Charge together with the Sounding Man/Pump man will check that all valves are closed.

**8. Reporting of Spill**

Any oil (Cargo or Bunker) discharges into the water must be immediately reported to the United States Coast Guard by calling the telephone number 1-800-424-8802 anywhere in the United States (elsewhere in the World the relevant authorities are to be informed).

**9. Change of Procedure**

Whenever the vessel is underway or at anchor all cargo tank openings must be properly closed. (33 CFR 155.815)

Upon review of the procedures the US Coast Guard may require changes or additions. Any required changes must be effected immediately and any required additions must be attached to these procedures. (33 CFR Part 155.760)

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| **No.** | **Revised procedures requested by USCG** |
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**10. Officer/Engineer In Charge and Backup**

Aboard the M.T. . . . . . . . . . . . . . . the Officer/Engineer in charge of all Oil Transfer Operations (Cargo/Bunker) is (Name/Rank) . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

If for any reason the Officer/Engineer in charge as indicated cannot perform his duties then his backup (Name/Rank) . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . will take over these responsibilities. This alternative person is licensed as (License) . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

**11. Requirements for Transfer**

No person may conduct any oil transfer operation unless the vessel's moorings are strong enough to hold during all expected conditions of surge, current and weather and are long enough to allow adjustment for changes in draft and tide during the transfer operation.

**12. Equipment Test and Inspection**

* If a facility or vessel collects vapor emitted from a vessel cargo tank with a vapor control system, the system must not be used unless the following tests and inspections are satisfactorily completed.
* Each vapor hose, vapor collection arm, pressure or vacuum relief valve and pressure sensor is tested and inspected for good operation.
* Each remote operating or indicating device is tested for proper operation.
* Each detonation arrester and each flame arrester shall be inspected if operational experience has shown that frequent clogging or rapid deterioration is problem of concern.
* The portable gas and oxygen meter shall be calibrated following the manufactures instructions and be available to test the vapor recovery system upon completion of cargo operation.

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| --- | --- | --- | --- | --- |
| **Chief Engineer/Chief Officer:** |  |  | **Master:** |  |
| **Signature:** |  |  | **Signature:** |  |