



ADT-OTP-HSE-908

DEPARTMENTAL PROCEDURE

TITLE: ABU DHABI TERMINALS OIL TRANSFER PROCEDURE

REF. NO. : ADT-OTP-HSE-908

Approved By:
HSE Manager

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Section 1: Introduction

These regulations are intended to execute bunkering operations safely without spillages and leakages in line with ADT HSE regulations & requirements.

The scope covers all bunkering operations for ships within the ADT premises and anchorages regardless of the quantity being transferred and Tanker Berths where oil transfer is for the purpose of bunkering

Section-2: Abbreviations Used

ADT	Abu Dhabi Terminals
ADPC	Abu Dhabi Ports Company
HSSE	Health Safety Security Environment
MDP	Marine Department Procedure
OTR	Oil Transfer Request
MZ	Mina Zayed Port
FP	Free Port
MH	Municipality Harbour
MP	Musaffah Port
VHF	Very High Frequency
STS	Ship-to-ship
IMO	International Maritime Organization
MARPOL	Marine Pollution Convention
DOT	Department of Transport
OCIMF	Oil Companies International Marine Forum
P&I Club	Protection & Indemnity Club

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SECTION -3: OIL TRANSFER PROCEDURES

1. APPLICATION

These oil transfer procedures apply to all oil transfer operations in the port, including Ship to Shore, Shore to Ship, Ship to Ship, Road Tanker to ship, Ship to Road Tanker whether oil, bilge water or sludge.. Oils are as defined in MARPOL.

2. OPERATION STANDARD

Both the receiving and the Supplying parties in all oil transfer operations and at all times are responsible to ensure that transfer operation is not below the standard set by the relevant IMO and other internationally recognized conventions, codes, resolutions, or protocols.

3. APPROVALS

Prior to start of any oil transfer operation, a written approval from Marine Department and the HSSE department is required. The request for approval can be submitted using the "Oil Transfer Request Form "ADT MARINE O.T.R 001-2010" & the "Bunker Procedure Form M.D.P: 13-06/2010". Application for approvals has to be submitted well in advance before oil transfer commenced

4. BUNKER INSURANCE

Both the receiving and the Supplier parties shall have a valid bunker cover insurance certificate, to cover the cost of incidents and all costs related to the oil spillage.

5. OIL TRANSFER PLAN

Both the supplier and receiving parties to prepare oil transfer plan that covers all aspects of the transfer operation. This plan is to be briefed to all crew who are assigned duties in the planned operation. This plan is to be available onboard and to be presented on request to the Port Control Officer/Port Safety Officer when inspecting the transfer operation. As minimum it should address the following.

1. Identification, location, and capacity of the tanks receiving oil;
2. Level and type of liquid in each tank at the scheduled time of transfer.
3. Final ullage or sounding (target), and percentage of each tank to be filled;
4. Sequence in which tanks are to be filled; and
5. Procedure to regularly monitor all tank levels and valve alignments.
6. Emergency Shut Down (ESD) procedures.

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6. PRE TRANSFER MEETING.

Officers in charge of both the supplier and the receiving parties are to conduct a Pre transfer meeting not more than 24 hours before, when possible, the planned start time of the oil transfer operation and definitely before commencement of transfer to include all crew that are going to be involved in the operation. A copy of the minutes of the meeting should be posted on the notification board with a proper logbook entry. Both parties' officers in charge to ensure the following are covered during this meeting.

1. Crew are aware and fully understand their duties and responsibilities.
2. Review of the transfer plan, Procedure, Port Procedures.
3. Communication plan to include a brief on standard hand signals.
4. Brief and explain the emergency shutdown procedures.

7. BEFORE OIL TRANSFER OPERATION COMMENCES.

1. The receiving party or his agent is to notify Port Control well in advance prior to start of transfer operation using the "Oil Transfer Approval Request Form **ADT MARINE O.T.R 001-2010**".
2. Both supplier and receiving parties are to inform port control one hour in advance of planned transfer operation start time.
3. The receiving vessel should be securely berthed or moored before the transfer operation commences. Primary fenders of a recognized standard and strength should be positioned alongside the hull of the supplier vessel and secondary fenders should be ready for use during the berthing operation.
4. The Person in Charge of the receiving party is to ensure effective and reliable means of communication is established and maintained throughout the transfer operation between all internal stations.
5. Direct radio contact via VHF-radios shall be established between the responsible persons for both the supplier and the receiving parties and be kept throughout the operation. If portable radios are used, spare batteries should be readily available. All VHF radios must be intrinsically safe.
6. Both the supplier and the receiving parties are to establish and maintain clear VHF communication with port control throughout the operation and at all times while in the port area.

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7. Both the supplier and receiving parties are to contact port control by VHF radios immediately prior to start transfer operation reporting that both ships have taken preparations as per recognized international standards, safety check lists has been completed and signed by both parties and Port Oil Transfer Procedures has been read and understood.
8. The receiving vessel's master is to ensure availability of safe access between his vessel and the delivering vessel and the shore facility.
9. All scuppers and wash ports on the supplier vessel and the receiving vessel should be plugged and cement capped.
10. The hoses should be securely connected with clean drop trays under connections and the person in charge both on the supplier vessel and the receiving vessel should approve the work done. The hoses should be rigged in such a way that movements of the ships will not damage them and they are well supported and have sufficient play. If there is any connection in the transfer hose, it **must** be on either receiving or supplying vessel's deck. It **must not** be overhanging between the two vessels. Bunker pipes not in use are to be well blanked.
11. Checks should be carried out that all valves in use for the operation on board the receiving vessel are set to the right tanks and there is a sufficient large overflow basin under the transfer pipe connection and the tank air vents and a drip tray under each flange on board both vessels.
12. Both the supplier and the receiving parties should have equipment readily available to combat minor oil spills.
13. Both the supplier and the receiving parties to ensure that sufficient fire fighting arrangement/equipment are readily available.
14. The person in charge of the transfer operation of the receiving party should agree to a maximum supply rate and the topping up supply rate. The transfer operation may only commence upon a direct order from the receiving party to the supplier party to start the pumping.
15. The person in charge of the receiving vessel must designate a point-of-transfer watch and a deck-rover watch. Each watch must be equipped with two-way communications to communicate with the person in charge and vessel master or officer in charge. A point-of-transfer watch must remain at the point of connection with the delivering vessel during the oil transfer. The primary duty of the deck-rover is to monitor for oil spills on deck or over the side during the transfer. The deck-rover may perform other duties not in conflict with his or her primary duty. The deck-rover shall visually

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inspect the deck and water near or opposite all bunker tanks and each tank's sounding tube and vent, if accessible; and remain in a position during transfer over of tanks or topping off to view any spillage on deck or in the water

16. Before the oil transfer operation commences, the safety checklist should be satisfactorily completed and signed by the responsible persons of both the supplier and the receiving parties. The checklist should be kept for at least one year and be available at all times.
17. Both parties to ensure that all crew taking part in the oil transfer operation had sufficient rest time before and during taking up any duty.

a. PRE TRANSFER CONFERENCE

Before any oil is transferred, the receiving party person in charge and the delivering party or facility's person in charge shall hold a pre-transfer conference. The persons in charge shall meet in person onboard or at the facility unless it is determined unsafe then this can take place by Radio. The persons in charge shall:

1. Discuss procedures for informing the supplying party or facility's person in charge before the receiving party changes over tanks or begins topping off; and
2. Discuss emergency shutdown procedures.
3. The receiving party person in charge shall identify for the supplying party or facility's person in charge those personnel designated as point-of-transfer watch and deck-rover watch.
4. The receiving party may not receive oil unless a person can communicate in English and/or a language common to the vessel's officers and crew is present at the pre-transfer conference.
5. If the supplying party person-in-charge is not satisfied with the receiving party representative's English proficiency, he or she **must not** commence the operation and he or she **must** notify Port Control.

b. DURING THE TRANSFER OPERATION

1. Throughout the oil transfer operation a responsible person trained in the operation should be stationed at the manifold area to observe the hose and connections for leaks at both the supplier and the receiving parties. The responsible person of the supplier party should have means to immediately stop the operation if leakage is observed or on request from the receiving party.
2. The oil level in the tanks of the receiving party should be carefully checked by measuring the usage and/or taking soundings. The greatest caution should be exercised during "topping up".

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3. If the weather or sea conditions deteriorate to such an extent that there is any doubt regarding the safety of the operation it should be terminated.
4. The hoses should be drained and blanked before being brought back to the supplier party.
5. Port Control should be immediately informed by Both Vessels about the termination stating the reason of termination.
6. Both the supplier and receiving parties must inform the port control and get permission to restart the bunker operation.
7. No Cargo handling operation or any cargo shifting or similar activity is allowed during the bunker operation.

8. SPILL RESPONSE PLANNING

- Both the receiving and the supplier parties are responsible to ensure the availability of appropriate spill control system through the transfer operation and that a proper oil spill control plan is available. In the event of a spill during the transfer operations, the Receiver and Supplier must both immediately notify Port Control, who shall inform the Marine Department and ADPC Harbour Master.
- Both the oil supplier and oil receiver to immediately implement their oil pollution emergency plan and respond to the spill.
- Using a dispersant or any other chemical is strictly prohibited within ADT Ports limits

9. ACTION IN CASE OF INCIDENTAL POLLUTION

If any oil spills or other incidental pollution occur the contingency plan should be brought into operation, which should include immediate reporting of the incident to Port Control (VHF CH 67).

10. EMERGENCY SHUTDOWN PROCEDURES

It should be possible to stop the oil transfer pumps momentary at a place close to the manifold on the supplier vessel / Road Tanker.

If any of the receiving party personnel discovers an oil spill either on deck outside fixed containment, or on the water, or believes an oil spill is likely, he or she shall request immediate shutdown of the oil transfer operation.

The supplying party/ facility personnel shall immediately activate the emergency shutdown device at the request of any person from the receiving or supplying parties.

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11. CHANGE OF CONDITIONS

The conditions under which oil transfers take place may change during the process. The changes may be such that the integrity of the operation can no longer be guaranteed. The party noticing or causing the change of condition is under an obligation to take all necessary actions, which may include stopping the operation, to re-establish safe conditions. The change of conditions should be reported to the other party, Port Control and where necessary, co-operation with the other party should be sought.

12. MANNING REQUIREMENTS

Both the receiving and the supplier parties to ensure sufficient number of personnel are available and capable to deal with any emergency that may occur.

13. LIGHTING

During darkness, both the receiving and the supplier parties to ensure adequate lighting is available to cover the area of the ship to shore cargo connection and any hose handling equipment so that the need for any adjustment can be made in good time and any leakage or spillage of oil detected.

14. VESSEL READINESS

Vessel must at all times be adequately manned and ready to move under its own power.

15. HOSES FOR OIL TRANSFER OPERATIONS

1. The hoses used for bunker transfer should be specially designed and constructed for handling petroleum products and be of a strength and size which makes them suitable for the actual operation. The hoses should be of adequate length to allow different movement of the supplier vessel and the receiving vessel.
2. The hoses should be pressure tested and flanges and bolts to be certified in accordance with the specification to which they are manufactured before use, periodically every 6 month and after the hose has been repaired or exposed to excessive strains. The date of the latest pressure testing should be indicated on the hose. A record of inspection and pressure testing of the hoses and the specifications from the manufacturers should be kept on board the supplier vessel and be available at all times.

All lifting gear including support arrangement for the hoses should be made for the purpose and kept in a good condition.

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16. TRANSFER OF OIL OR SLUDGE BY ROAD TANKERS PRIOR TO TRANSFER:

The driver of the road tanker shall not start the transfer unless he has ensured that:

1. Port Control written approval has been obtained.
2. The transfer hoses are in a good condition as per these procedures.
3. Safety Check List has been completed and signed by both the driver and the master of the ship.
4. An appropriate drip tray is in place under hose connection points where required.
5. All camlock fittings are locked, closed, and secured with wire.
6. A responsible person or the driver remains adjacent to his vehicle at all times during the transfer operation.
7. Effective communication has been established and maintained between the ship and driver or responsible person to enable immediate shutdown if required.
8. Any length of hose spanning the water must be in a continuous length containing no joints or connections.
9. Availability of sufficient absorbent material to compact spills.
10. Proper warning signs are displayed at appropriate positions.
11. The road tanker engine must be totally switched off during the bunker, and the driver to be available all the time close to the road tanker.
12. Very clear No Smoking sign to be displayed close to the road tanker and the manifold on board.

17. DURING TRANSFER:

1. Constant visual watch is maintained throughout the entire transfer operation.
2. Sufficient absorbent material is available on site to deal with any accidental spillage.
3. If spillage does occur that all efforts are made to stop or limit the spillage and that Port Control is immediately notified.

18. ON COMPLETION OF TRANSFER

1. The hoses should be drained and blanked before being brought back to the bunker road tanker.
2. Completion of transfer operation is reported to port control by both the road tanker driver and the vessel.

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19. SHIP TO SHIP OIL TRANSFER (STS).

The following guidelines will be applicable on all STS Operations within ADT Ports & Limits.

1. Only Anchorage area will be used.
2. STS berthing must be day time only.
3. STS un-berthing at any time.
4. STS is suspended when any of the following conditions exist: wind speed is 25k or more, swell is 5f or more, and when visibility is 500 m or less.
5. Movement of STS vessels in double banking position is not allowed.
6. Both STS vessels must have onboard all statutory documents and relevant certificates in accordance with relevant IMO conventions. A copy of such documents/certificates may be required.
7. Both vessels must have valid P & I, Bunker insurance and Hull & Machinery insurance cover.
8. All tankers regardless of the purposes of the call must have in addition to the above requirement, the following:-
 - a. All Ship's certificates to be valid
 - b. Certificate of class issued by a member or associated member of the International Association of Class Societies IACS.
 - c. CLC Certificate issued by the flag state in compliance with the International Convention on Civil Liability for Oil Pollution Damage 1969 & 1992.
9. Certificate of compliance to OCIMF requirements issued by a port registered surveyor will be required in case of STS operation involving another tanker as a receiving vessel.
10. Harbor pilot and tugs will be mandatory to assist STS berthing/un berthing operation when the maneuvering vessel is 170m or above and without operational bow thrusters.

DOT "transport Regulations Ports" as amended and this document governs all activities within the port.

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Contact Details:

For Bunker at Mina Zayed the contact number is: Port Control	VHF Chanel 67 / 16 ,Tel 02-6975377 E-Mail:marine@adterminals.ae	Fax 02-6730090
HSSE CONTROL ROOM, Tel 02-6734487 Fax-02-6734487	E-Mail: adthsse.controlroom@adterminals.ae E Mail: selva.subi@adterminals.ae E Mail: kullu.singh@adterminals.ae	
For Bunker at Free Port and MH the contact number is: Port Control	VHF Chanel 11 / 16	Tel 02-6730742

ATTACHMENTS:

Template Name	Number
Inspection checklist for Bunkering to vessel	ADT – OTP- 908-QF01
Oil Transfer Form (Bunkering Permit)	ADT – OTP- 908-QF02

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