

Fuel Transfer (Bunkering) Permit

This permit is required to be authorised by the Harbourmaster or Duty Pilot prior to pipeline or road tanker refuelling or supplying of waterborne vessels taking place.

This permission will be issued for Diesel or Oils only.

Permission should be sought by the supplying company carrying out the operation at least 24hrs prior to the activity commencing.

Submit to: permits@albanyport.com.au or fax to 08 98417566 during office hours

Section 1: Permit Dates											
Date of Transfer				Time of Transfer							
Section 2: Applicant Details											
Name of Applicant					Contact No.						
Company				,	,						
Vessel Name											
Pipeline or Road Tanker?											
Fuel quantity & type											
Berth Location											
Section 3: Please tick yes or no to the following											
NO answers may require further measures to be implemented at Southern Ports discretion							Yes	No			
1	Do you have written procedures for the activity you are performing?										
2	Do you have an emergency contact and evacuation procedure in place?										
3	Will you have a suitable spill kit on site?										
4	Will the company representative be on site for the duration of the activity?										
5	Is all equipment to be used in good condition and inspected regularly?										
6	Will the bunkering process be discussed with the vessel's crew to ensure the bunkering plan is understood?										
7	Will an exclusion zone be marked around the bunker point?										
8	Will drip trays be in place beneath all connections?										
9	Will there be an effective means of communication between the loader and the vessel?										
10	Will hoses running over water be continuous with no joining connectors?										
11	Will appropriate signage be in place (e.g. "NO SMOKING" "NO NAKED FLAMES")										
12	Will appropriate fire extinguishing equipment be available?										

Document Owner: Authorised by:

Superintendent Maintenance and Operations
Superintendent Maintenance and Operations
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Sec	ction 4: Applicant / Contra	ctor Sta	atement of Acknowledgment								
I acknowledge the requirements of the Southern Ports Authority – Port of Albany to identify and control risks and work in a safe manner at all times. I confirm the company has satisfactory documented safe systems of work in place and that all permits and licences required are in order and understood.											
Co	mpany Representative										
			Name		Signature						
	Time		Date		Position in Company						
Section 5: Southern Ports Authority – Port of Albany Representative Statement of Acknowledgement (Port of Albany Use Only)											
I am satisfied that the contractor information provided to me is sufficient to show that the contractor has a system in place to fulfil their legal obligations to conduct works in a safe manner. This Permit to Work is approved subject to any conditions listed below.											
Por	t of Albany Representative										
			Name		Signature						
	Time		Date		Position in Company						
Section 6: Specific Conditions / General Comments (if any)											
IN THE EVENT OF A SPILL, CALL THE DUTY PILOT 0488 929 095											
The Port of Albany may withdraw this permit at any time if unsafe work practices are seen Section 7: Notifications											
	Engineer		Safety		Security						
	Maintenance		Environment		Pilots						

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