

Bunkering Fuel Transfer Notification Form

Section 1: Work Summary

Purpose

This Bunkering Fuel Transfer Notification Form must be submitted before fuel transfer activities are conducted at Southern Ports to ensure appropriate preparations are made.

Bunkering Details

The Fuel Transfer Company Representative is to complete this section.

Port	<input type="checkbox"/> Albany <input type="checkbox"/> Bunbury <input type="checkbox"/> Esperance	Location	
Vessel Name		Pipeline or Road Tanker	
Company Name		Number of Tankers	
Authorised Bunker		Fuel Type and Quantity	
Bunkering Start Date		Bunkering End Date	
Bunkering Start Time		Bunkering End Time	

On Site Representative

Provide details of the *Representative* that will be representing the Fuel Distributor on site.

On Site Representative		Communication Method	
Position in Company		Channel / Phone Number	

Requestor

Provide details of the person submitting this notice.

Company Representative		Position in Company	
Signature		Date	

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Section 2: Acknowledgement, Conditions and Comments

Acknowledgement

Notice of the Bunkering by the Fuel Transfer Company has been received by the *Southern Ports Representative* and fuel transfer can proceed subject to the conditions below.

<i>Southern Ports Representative</i>		Position in Company	
Signature		Date	

Conditions

<input type="checkbox"/>	A <i>Representative</i> for the Fuel Transfer Company will be on site for the duration of the bunkering.
<input type="checkbox"/>	Written procedures are in place for the activity and have been provided to the <i>Southern Ports Representative</i> : <input type="checkbox"/> Bunkering Plan <input type="checkbox"/> Job Hazard Analysis <input type="checkbox"/> Safe Work Method Statement.
<input type="checkbox"/>	An Exclusion Zone will be demarcated around the bunker point.
<input type="checkbox"/>	Appropriate signage, such as NO SMOKING / NO NAKED FLAMES, will be in place.
<input type="checkbox"/>	Appropriate fire extinguishing equipment will be available on site.
<input type="checkbox"/>	A Spill Kit will be available on site.
<input type="checkbox"/>	Drip trays will be in place beneath all connectors.
<input type="checkbox"/>	Hoses running over water will be continuous with no joining connectors.
<input type="checkbox"/>	The bunkering process will be discussed with the vessel's crew to ensure it is understood.
<input type="checkbox"/>	Stakeholder notifications have been made
<input type="checkbox"/>	

Comments

In the event of a spill, contact the Port emergency number.