

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	☐ Albany ☐ Bunbury ☐ 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

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

Comments

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