



# Request to bunker

## Notice details

Date  Time   
Location

## Vessel details

Name  IMO   
Owner/Agent  Telephone   
Fax  Email

## Bunker operations

Est. time start  Est. time finish   
Quantity of fuel oil   
Quantity of diesel oil   
Quantity of lube oil   
Quantity of waste

## Fuel supplier

Bunker barge  Company   
Telephone  Fax   
Email

## Declaration

I confirm that the masters of vessels receiving bunkers, and the suppliers of bunkers will comply with:

- Harwich Haven Authority bunkering conditions
- Local and national legislation
- Any specific conditions which may be required by the Harbour Master

Signature  Date   
Name (PRINT)   
Position

Please return to Harwich Haven Authority – email: [DHM.Operations@hha.co.uk](mailto:DHM.Operations@hha.co.uk)

## For office use only

Authorised  Date   
Start  Communications  Finish  Communications   
Checks  Checks   
Time  Time

Masters of vessels receiving bunkers, and Masters of bunkering barges/tankers, are advised that all bunkering operations within the jurisdiction of Harwich Haven Authority must be carried out in accordance with the Authority's bunkering conditions. The conditions are also reproduced in full on the back of the notice of intention to bunker form.

- I. **Only an approved contractor and approved vessel may carry out bunker operations. All non-approved contractors must register with HHA at least 3 working days prior to carrying out any bunker operations.**
- II. Prior approval must be obtained from the port/berth operator.
- III. The HHA "Request to Bunker" form is to be completed on each occasion by the Master of the bunker barge/tanker, and sent or faxed to Harwich VTS not less than three hours before the transfer begins.
- IV. Before any transfer of bunkers takes place, the Master or responsible Officer on each vessel must ensure that:
  - (a) Scuppers are properly sealed, adequate drip trays are in position under bunker hose connections, and all precautions have been taken to avoid overside discharge.
  - (b) The bunker hose joints and connections to ship's manifold are soundly made; the bunker hose is of adequate length, properly supported, and without any visible defect.
  - (c) An agreed system of communications has been established between bunker/tanker and the ship, and provision has been made to continually monitor the operation.
- V. The bunker barge/tanker must have adequate fendering and both vessels must be securely moored.
- VI. The Master/Officer in charge of the receiving vessel must contact Harwich VTS before bunker transfer begins, confirming that all-appropriate checks and precautions have been made. (Both vessels must remain in radio contact with Harwich VTS throughout the transfer.)
- VII. If spillage or accident occurs during bunker transfer, the operation must be stopped and Harwich VTS informed immediately.
- VIII. The Master of the bunker barge/tanker must inform Harwich VTS when the operation has been safely completed and all hoses and other gear disconnected.
- IX. Bunkering operations in the hours of darkness will only be allowed under exceptional circumstances with the permission of the Harbour Master or his deputy.
- X. Transfer of bunkers will only be permitted if weather and other conditions are considered suitable. The Harbour Master of Harwich Haven Authority may, at his discretion, order the cessation of the operation and this order must be complied with immediately.
- XI. The Harwich Haven Authority cannot accept any responsibility or liability for any cancellation; curtailment or delay of the bunker operation for any reasons whatsoever.
- XII. The Harbour Master or a designated Officer of the Authority may board the vessels to inspect the bunker transfer arrangements at any time.
- XIII. Vessels must comply at all times with the provisions of the Dangerous Goods in Harbour Area Regulations, 2016 and must exhibit the warning signals required by Section 8, namely:

By day	-	A red flag (International Code Flag "B")
By night	-	An all-round red light, visible 2 miles
- XIV. Harwich Haven Authority reserves the right to amend or vary all or any of these Conditions from time to time.
- XV. A current bunkering approval certificate **MUST BE** supported by the following:
  1. Vessel safety plan
  2. Oil pollution emergency plan
  3. Vessel particulars – to include moorings, fendering, position of manifold
  4. Safety Management Certificate
  5. Document of Compliance
  6. Safety Management System – Bunkering Operations
  7. Bunkering operations check lists
  8. Safe Manning Certificates
  9. Certificate of insurance or other financial security in respect of civil liability for oil pollution damage

Note: Complete and submit HHA OPS10 form for compliance and authorisation.