

# ILFRACOMBE HARBOUR

## BUNKERING

### STANDARD OPERATING PROCEDURE # 05

NORTH DEVON COUNCIL  
AUTHORED BY: HARBOUR MASTER

## Contents

1.0 DOCUMENT CONTROL .....	2
2.0 FOREWORD .....	3
3.0 INTRODUCTION .....	3
4.0 LEGAL REQUIREMENT .....	3
5.0 DEFINITIONS .....	3
6.0 RESPONSIBILITIES .....	4
7.0 OIL SPILL RESPONSE .....	5
8.0 ROAD TANKER DELIVERY & RECEIVING VESSEL PROCEDURES .....	6
8.1 NOTICE OF ENTRY .....	6
8.2 DOCUMENTATION .....	6
8.3 SAFETY EQUIPMENT .....	6
8.4 TRAINING CERTIFICATES .....	7
8.5 PPE .....	7
8.6 VEHICLE MARKINGS .....	7
8.7 DELIVERY PROCEDURES .....	8
8.8 BUNKER SUPPLIER .....	8
8.9 RECEIVING VESSEL .....	9
8.10 RESPONSIBILITIES FOR VESSEL AND ROAD TANKER .....	10
8.11 COMMUNICATION ARRANGEMENTS .....	10
8.12 EMERGENCY PROCEDURES .....	10
8.12 HARBOUR FUEL TANK DELIVERIES .....	11
9.0 FUEL BERTH PROCEDURES .....	11
9.1 SELF-SERVICE .....	11
9.2 SELF –SERVICE PROCEDURE .....	11
9.3 DIRECT SERVICE PROCEDURE .....	12
9.4 PORTABLE DIESEL CONTAINERS FOR PRIVATE USE .....	12
10.0 BUNKERING VIA APPROVED PORTABLE PETROL CONTAINERS (APPC) .....	12
10.1 LOCATIONS OF BUNKERING .....	12
10.2 COMMERCIAL BUNKERING PROCEDURES .....	13
10.3 RECREATIONAL BUNKERING PROCEDURES .....	13
11.0 HAND CARRIED APPC .....	13
11.2 HAZARD WARNING SIGNS .....	14
12.0 CARRIAGE AND STORAGE OF APPC .....	14
12.1 AS PART OF A WORK ACTIVITY .....	14
12.2 EXEMPTIONS .....	15
13.0 LEGISLATION AND GUIDANCE .....	16

14.0 APPENDICES.....	17
1. BUNKERING SAFETY CHECKLIST FOR TANKERS.....	17
2. BUNKERING SAFETY CHECKLIST FOR SELF SERVICE FUEL BERTH.....	17
3. BUNKERING SAFETY CHECKLIST FOR DIRECT SERVICE FUEL BERTH.....	17
4. SELF SERVICE FUEL PUMP OPERATIONS.....	17

**1.0 Document Control**

This SOP is subject to a Triennial, 3 yearly, review and periodic amendment as required.

Major changes will be issued as a new version with all minor amendments to that version annotated by a decimal point e.g. V2 will become V2.1, V2.2 etc.

DATE	Review(R) Amendment(A)	Description of changes

## 2.0 Foreword

Soon after its introduction into the industrialized world as a source of power, steam quickly became a dominant force in both land (locomotives) and sea transport (steamships). Steamships used the power of steam to travel and steam was generated by feeding coal into the furnaces on board the ship. The storage containers for coal was known as a bunker. Since coal was the original fuel for steamships, the term bunker became synonymous with fuel and therefore Bunker is simply nothing but fuel used in ships.

Bunkering is the supplying of fuel of any kind for use by Maritime Ships/ Vessels for propulsion.

## 3.0 Introduction

This SOP has been developed to ensure that Bunkering Operations are conducted in a safe manner to reduce and minimize risks to personnel and the environment and applies to all parties involved within the Harbours Estates. There are three accepted methods of bunkering within the Harbours Estates;

1. Road Tanker
2. Fuel berth
3. Approved Portable Petrol Containers (APPC)

## 4.0 Legal Requirement

Under the Health and Safety at Work etc. Act 1974 (HSW Act), employers, people in control of premises, the self-employed and employees must ensure the health and safety of others and themselves so far as is reasonably practicable.

## 5.0 Definitions

Unless the context otherwise requires in this SOP:

- 5.1 “Bunker Supervisor” means the appropriately qualified person appointed by the Bunker Supplier to supervise the Bunkering Operations on behalf of the Bunker Supplier.
- 5.2 “Bunker Supplier” means the party supplying Bunkers to or receiving Bunkers from a vessel.
- 5.3 “Operator” means any person appointed by the vessels owner to supervise the Bunkering Operations.
- 5.4 “Bunkers” means petroleum in any form including petrol, fuel oil, sludge, oil refuse, refined products and any noxious liquid substance (as defined in MARPOL 73/78 Annex II Chapter 1 Regulation 1) and the residues thereof when carried on board vessels but not as freight-paying cargo.
- 5.5 “Bunkering Operations” means the transfer of Bunkers between vessels, road tankers, by approved fuel containers or shore facilities.
- 5.6 “Harbour Master” means the Harbour Master appointed by the Harbour Authority being North Devon Council (and includes their authorised deputies and assistants and any person so authorised by North Devon Council to act in that capacity).

- 5.7 “Officer in Charge” means the appropriately qualified officer appointed by the Ship’s Master to oversee the Bunkering Operations.
- 5.8 “Vessel” means any vessel as defined under the Merchant Shipping Act 1995 as updated.
- 5.9 “SOPEP” means Ship Oil Pollution Emergency Plan or Shipboard Marine Pollution Emergency Plan as appropriate and applies to all vessels.
- 5.10 “Safety Checklist” means an appropriate Bunkering safety checklist relevant to the size of vessel being bunkered.
- 5.11 “ADR” stands for The European Agreement Concerning the International Carriage of Dangerous Goods by Road brought into force in the UK by the Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2009 as updated.
- 5.12 “PCR” stands for The Petroleum Consolidation Regulations 2014 as updated.
- 5.13 “APPC” stands for Approved Portable Petrol Containers, APPCs’ can be hand carried or of a trailered bunded tank variety, whichever type is used they must be certified to comply with all current legislation.
- 5.14 In this SOP, unless the context otherwise requires, the singular includes the plural and vice versa.
- 5.15 Section headings are included for convenience only and do not affect their interpretation.

## 6.0 Responsibilities

- 6.1 This SOP does not relieve any person of the requirement to comply with any statutory Act, Order or Regulation that may apply to their vessel or operation.
- 6.2 Bunkering Operations must be performed diligently, safely and without deliberate or undue delay.
- 6.3 The registered owner of any vessel receiving Bunkers shall be required to have in place insurance or other financial security, such as the guarantee of a bank or similar financial institution, to cover the liability of the registered owner for pollution damage. Details of such insurance or financial security shall be made available to the Harbour Master upon demand.
- 6.4 The Board shall not be liable should it at any stage be established that the insurance obtained is inadequate or insufficient for any reason whatsoever, or should the relevant insurer for any reason refuse or be unable to meet its liabilities in terms of the said policy.
- 6.5 The Ships Master or Operator is responsible for the Bunkering Operations for their appointed vessel.
- 6.6 Any incidents or accidents arising out of the bunkering operations that may impact in any way on the environment shall be reported immediately to the Harbour Office by the Vessel and or Tanker Driver. The following information must, as a minimum, be provided:
- The location of the spill;
  - The type of oil spill;
  - The approximate quantity;
  - The immediate action taken;
  - Preventative measures put in place.

## 7.0 Oil Spill Response

All vessels involved in bunker transfers, by any means, within the Harbour Jurisdiction should maintain on board sufficient oil spill response equipment to respond effectively to the potential size of spill that could occur during bunkering operations. An adequate number of personnel to assist in deployment of emergency equipment must also be available during the bunker transfer and should by good practice have a SOPEP plan available onboard.

Spill response procedures outlined in the SOPEP should include:

- Method of raising the alarm.
- Responsibilities of personnel on board.
- Action to minimise or control the spill.
- Method of cleaning up the spill.
- Equipment to be used in controlling and cleaning up the spill.
- Method of informing appropriate personnel and agencies of the spill and subsequent action taken.

### 7.1 Ship Oil Spill Response Equipment

All ships and road tankers should maintain on board sufficient oil spill response equipment to respond effectively to the most likely types of spills that could occur during normal operations. An adequate number of personnel to assist in deployment of emergency equipment must also be available.

***Oil spill dispersants cannot be used without prior approval from the MMO via the Harbour Master.***

### 7.2 Reporting

The Master of a vessel /driver of a road tanker must report a discharge or probable discharge of any pollutant without delay to the Harbour Master on VHF 12, within working hours, or via phone on 07775 532606.

Notifications are to be followed by the completion of a POLREP (Pollution Report) form.

## 8.0 Road Tanker Delivery & Receiving Vessel Procedures

Road tankers are generally used for the bunkering of vessels unable to access the fuel berth e.g. The MS Oldenburg and to deliver Red Diesel to the Harbours fuel tank. There may be occasion i.e. if the fuel berth is not in operation that a road tanker unfamiliar with the Harbour will request access.

In all cases the following procedures shall apply;

### 8.1 Notice of Entry

Fuel oil deliveries by road tanker shall only be permitted entry to the Harbours jurisdiction if tanker operators have given the Harbour Office notice of entry of dangerous substances. Notice of entry shall be emailed to the Harbour Master on [harbourmaster@northdevon.gov.uk](mailto:harbourmaster@northdevon.gov.uk) not less than 24 hours in advance of the vehicle's intended arrival at the Harbour.

- The notice shall contain:
- The delivery Company's Name and contact details.
- Name of vessel receiving fuel/oil delivery.
- Type and quantity of fuel/oil.
- Vehicle Registration number and number of crew.
- Approximate ETA of delivery vehicle.

### 8.2 Documentation

Drivers of road tankers shall carry "instructions in writing" which set out the following:

- General Safety Instructions for Dangerous Goods.
- Class specific hazard characteristics.
- Minimum drivers' personal and safety equipment.

Drivers shall also carry a Transport Document which contains the following information:

- The UN number of the fuel/oil.
- The Proper Shipping Name.
- The class number of the fuel/oil.
- The Packing Group or Classification Code.
- The total quantity.
- The gross and net weights.
- The consignor and consignee details.
- Declaration signature.

### 8.3 Safety Equipment

Road Tankers operating within the Harbours Estate shall carry the following fire extinguishers as a minimum:

<b>Vehicle (max permissible mass)</b>	<b>Minimum dry powder fire extinguisher provision</b>
<3.5 tonne	2 kg (cab) plus 2 kg
>3.5 tonne <7.5 tonne	2 kg (cab) 8 kg total (at least 1 x 6 kg extinguisher)
>7.5 tonne	2 kg (cab) 12 kg total (at least 1 x 6 kg extinguisher)

They shall additionally carry the following equipment as a minimum;

- Eye wash solution
- 2 x self-standing warning triangles
- Wheel chock, suited to the size of tyre and weight of vehicle
- Plastic shovel and bucket
- Drain Seal
- Tanker Spill Response Kit compliant with the directives of the Federation of Petroleum Suppliers

#### 8.4 Training Certificates

---

Road Tanker drivers entering the Harbours jurisdiction shall carry their training certificates. These may be in a standard “credit card” format with security features and include a photo of the holder. They shall have received general training plus an ADR Training certificate. The certificate should be endorsed for the relevant class of dangerous goods carried.

#### 8.5 PPE

---

Road Tanker drivers shall carry the following PPE as a minimum:

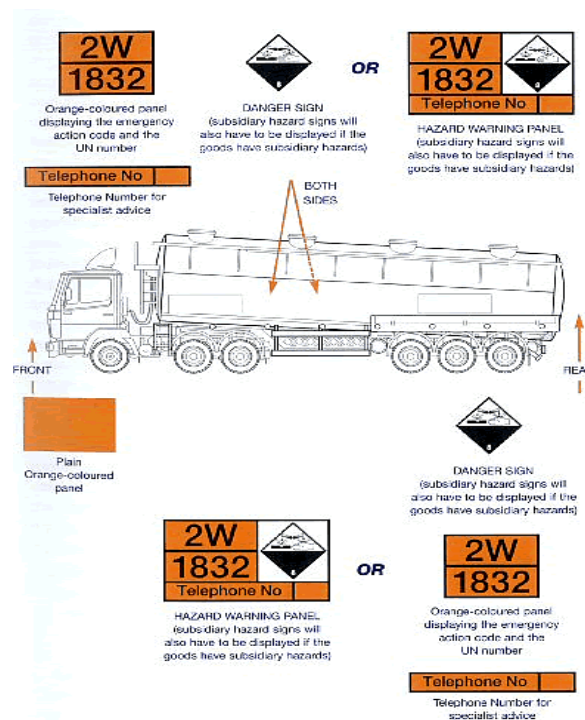
- Protective gloves.
- Hard hat (to be worn if mooring operations are taking place).
- Lifejacket (to be worn if proceeding within 1 metre from quay edge)
- High visibility vest
- Torch (intrinsically safe)

#### 8.6 Vehicle Markings

---



Road tankers shall be marked with the “Emergency Action Codes” (sometimes called Hazchem codes”), which include a telephone number for advice in the event of an emergency and a plain orange plate at the front of the vehicle.



## 8.7 Delivery Procedures

- 8.7.1. When on the Harbours Estate drivers shall comply with existing Road Traffic Legislation, observe the maximum speed limit of 10mph and obey all road signs.
- 8.7.2. Road Tankers should be regularly inspected and maintained to DVSA standards.
- 8.7.3. Only certified delivery hoses shall be used.
- 8.7.4. Appropriate PPE shall be worn at all times when engaged in fuel transfer operations.
- 8.7.5. At the delivery location the vehicle shall be positioned so as not to cause any obstruction and provide the best access for the delivery hose.
- 8.7.6. Transfers should take place during daylight hours. If undertaken during the hours of darkness the driver is responsible for ensuring the transfer area is well lit, if this is not possible the transfer should be postponed.
- 8.7.7. The driver should remain with his vehicle at all times.
- 8.7.8. After completion of fuel transfer the hoses should be stowed away and secured. The vehicle should be moved clear of the delivery location to allow for the area to be inspected to ensure it is left in a clean and tidy condition.
- 8.7.9. Additionally in the event of a spillage the driver shall:-
  - Shut the pump off together with the gun/valve.
  - Immobilise the vehicle.
  - Phone the Harbour Master on 07775 532606 and report the spillage.
  - Keep all personnel and ignition sources clear of the spillage area.
  - Use the onboard spill kit to contain the spill and commence clean-up operations.

## 8.8 Bunker Supplier

- 8.8.1. The Bunker Supplier shall have written safety, health, environment and quality programs (including a pollution emergency plan and/or SOPEP) in place at all times and shall make these available to the Harbour Master upon demand for inspection.
- 8.8.2. The Bunker Supplier shall undertake annual risk assessments of the bunkering services conducted within Ilfracombe Harbour and shall make these available to the Harbour Master upon demand for inspection.
- 8.8.3. The Bunker Supplier shall take out appropriate insurance with reputable market insurers in respect of third party liability risks (including but not limited to third-party liability, wreck removal, pollution and personal injuries) and for levels of cover as would be taken out normally by a prudent supplier of comparable services, and the Bunker Supplier shall provide the Harbour Master upon demand with documentary evidence of such insurance cover.
- 8.8.4. The Bunker Supplier shall have sufficient and appropriate drip containment and spill response equipment at the location of the Bunkering Operations which shall be readily available for deployment.
- 8.8.5. Bunker Suppliers shall be responsible for complying with and adhering to the appropriate practices and procedures laid down for their operations. The Bunker Supplier must appoint a Bunker Supervisor to liaise with the Officer in Charge on the Ship.

## 8.9 Receiving Vessel

---

- 8.9.1. The Ship's Master is responsible for the Bunkering Operations and must appoint an Officer in Charge
- 8.9.2. The Ships Master shall undertake annual risk assessments of the bunkering operations relevant to their vessel conducted within Ilfracombe Harbour and shall make these available to the Harbour Master upon demand for inspection.
- 8.9.3. Prior to Bunkering Operations commencing, the Officer in Charge and Bunker Supervisor must exchange a Bunkering Safety Check List [[Annex 1](#)]. Copies of the Bunkering Safety Check List must be retained by the Ship and Bunker Supplier for at least one month following completion of the Bunkering Operations and must be produced to the Harbour Master upon demand for inspection.
- 8.9.4. During Bunkering Operations, the Officer in Charge and Bunker Supervisor shall ensure that all necessary measures are taken to prevent the spillage of Bunkers into the waters of the Harbour or onto any quayside.
- 8.9.5. In the event that the Officer in Charge cannot identify or establish communications with the Bunker Supervisor, then Bunkering Operations should not commence or if they are under way they should cease immediately.
- 8.9.6. In the event that the Bunkering Supervisor cannot identify or establish communications with the Officer in Charge, then Bunkering Operations should not commence or if they are under way they should cease immediately.

## 8.10 Responsibilities for Vessel and Road Tanker

---

### 8.10.1. Prior to commencement of bunkering:

- A bunker checklist must be completed [[Annex 1](#)]
- Spill and emergency management procedures must be agreed upon.
- Ensure any cargo handling in progress will not hinder bunker operations.

### 8.10.2. Once bunkering has commenced:

- No smoking, naked flame or hot work is permitted.
- A constant visual watch is maintained throughout the entire transfer operation, especially during start up and topping off.
- Weather and sea conditions must be constantly monitored and moorings appropriately tended
- Sufficient absorbent spill material is available on site to deal with any accidental spillage.
- Action must be taken to stop or contain any spill and Port Control is immediately notified.
- Visual check of waters around ships/on quay to identify any spills.

## 8.11 Communication Arrangements

---

During transfer operations there should be regular communication maintained between the vessel and supplier. Once the method of communication is initially established, the following information should be exchanged:

1. Confirm transfer starting and stopping procedures.
2. Confirm transfer rates, pressures and quantities.
3. Confirm emergency stop procedures.
4. Confirm method of raising the alarm in the event of an emergency.

## 8.12 Emergency Procedures

---

Procedures for handling all emergencies may vary but should include as a minimum:

1. Method of emergency shutdown of fuel delivery.
2. Method of raising the alarm.
3. Responsibilities of key personnel.
4. Action taken by employees to ensure their own safety and the safety of those around them.
5. Action taken by employees to minimise the damage to property and environment.
6. Method of cleaning up a spill.
7. Method of informing Harbour Master, Government Agencies & Owners.

## 8.12 Harbour Fuel Tank Deliveries

The Harbour receives bunker deliveries from the Council approved bunker suppliers who are familiar with the workings of the Harbour fuel tank system and surrounds.

1. Harbour Master will ensure that the Harbour fuel tank is in good order and ready to receive the ordered quantity of fuel.
2. Bunkering Safety Checklist is to be completed.
3. That all the related and necessary steps outlined in this SOP are taken.
4. All bunker suppliers shall comply with sections 6.0 .7.0 and 8.0 of this SOP.

## 9.0 Fuel Berth Procedures

The Harbour provides the facility for fueling all vessels that operate on red diesel and are of a suitable size to access the fuel berth situated at on the South side of the Harbour at the entrance to the inner harbour on the Cove.

All vessels issued with a RFID fuel tag will adhere to sections 6.0 & 7.0 of this SOP as a minimum.

There are two ways to obtain fuel from the Harbours facility those being by self-service for commercial vessels or by direct service by the Harbour for all others.

### 9.1 Self-Service

To be able to make use of this service the commercial vessel owner is required to provide details as requested to the Harbour Master in order to be accepted onto the councils systems and once verified the owner will be issued with a unique RFID fuel tag linked to the Harbours fuel management system which will record all usage to that tag. Loss or damage of a fuel tag which results in a new tag being issued carries a £10 nonrefundable charge.

### 9.2 Self –Service Procedure

- 9.2.1. Every vessel must have a current, not more than 12months old, Risk Assessment available for inspection onboard at all times.
- 9.2.2. Ensure there is adequate Oil Spill Response equipment onboard and crew are trained in the use and it is readily available during bunkering operations.
- 9.2.3. Vessel to be securely moored alongside the fuel berth and enough time has been allowed on the tide to complete bunkering operations.
- 9.2.4. Commence Fuel Berth Bunkering Safety Checklist [[Annex 2](#)]. This can be laminated for easy reuse but must be retained in its completed format until the next bunkering operation.
- 9.2.5. Fuel tanks are made ready for receiving fuel and scuppers are blanked.
- 9.2.6. Activate the desired fuel pump either Pump 1 set to deliver 50 Litres per minute or Pump 2 set to deliver 70 Litres per minute [For step by step procedures see [Annex 4](#)].
- 9.2.7. During bunkering operations there must be a designated person in attendance at all times who is fully familiar with the emergency procedures detailed in 8.12.
- 9.2.8. On completion fully inspect surrounding area including over board to ensure no spillage has taken place.
- 9.2.9. Complete Fuel Berth Bunkering Safety Checklist.

## 9.3 Direct Service Procedure

Any vessel requiring bunkering, other than self –service, may request the direct service facility from the Harbour office during working hours, tide dependent, or by pre arranging this service with the Harbour Office for any out of hours bunkering.

### 9.3.1 Visiting Commercial Vessels

- 9.3.1.1. Any visiting commercial vessel will adhere to all relevant sections of this SOP and as a minimum to sections 6.0, 7.0, 9.2.1 to 9.2.4 & 9.2.7.
- 9.3.1.2. Harbour Team will provide the Bunkering Safety Checklist for completion [[Annex 3](#)]

### 9.3.2 Recreational Vessels

- 9.3.2.1. All recreational vessels will adhere to all appropriate sections of this SOP and as a minimum to sections 6.0, 7.0, 9.2.2 to 9.2.4 & 9.2.7.
- 9.3.2.2. Harbour Team will provide the Bunkering Safety Checklist for completion [[Annex 3](#)]

## 9.4 Portable Diesel Containers for Private Use

The carriage of diesel by private individuals in a vehicle where the fuel is intended for their personal use, including their leisure or sporting activities, is exempt from the general restrictions on the carriage of dangerous goods by road. However, where fuel is carried in refillable containers filled by or for a private individual, the total quantity transported must not exceed 240 litres at a time and each individual container must not contain more than 60 litres. In addition, the individual must take measures to prevent the containers from leaking.

**Red Diesel obtained from the Harbour is for the use in Vessels only and may not by Law be used in own road vehicles.**

## 10.0 Bunkering via Approved Portable Petrol Containers (APPC)

All vessels that require to be bunkered via APPCs' shall adhere to all relevant sections of this SOP and as a minimum to sections 6.0, 7.0 & 8.12.

### 10.1 Locations of Bunkering

Listed below are the allowable locations within the Harbours jurisdiction that vessels may be bunkered via APPCs' they are:

1. **Cove Wall** – However any berth and especially The Fuel Berth is not to be blocked for other users at any time.
2. **Alongside the central ladder on the South Pier.**
3. **On a mooring buoy.**
4. **Old Quay Head** – The Outer/ Inner steps are to be used for loading/unloading only and are not to be blocked for other users by bunkering whilst alongside the steps, vessels are to maneuver clear of the steps to a suitable space to facilitate the bunkering operation.

5. **Landings** – for operational purposes 1<sup>st</sup>/ 2<sup>nd</sup> and Stone Bench landings may be used for loading/unloading the containers only. The landings themselves are not to be blocked for other users by bunkering whilst alongside the landings, vessels are to manoeuvre clear of the landing to a vacant mooring buoy to facilitate the bunkering operation.
6. **Whilst Vessel is Dry** – Vessels may be bunkered whilst dried out on their moorings.

## 10.2 Commercial Bunkering Procedures

- 10.2.1. A risk assessment must be prepared prior to the initial bunkering operations commencing and kept under regular review, not more than annually, and should include all 4 allowable locations.
- 10.2.2. The operator will designate 1 member of their staff to be in charge of bunkering operations and ensure they are fully trained in the procedures specific to their vessel.
- 10.2.3. The staff member in charge is responsible for ensuring the vessel is in a safe & secure position to receive bunkers.
- 10.2.4. The staff member in charge is responsible for ensuring that the No Smoking requirements within the vicinity are met, for location #2 this is to include the area above on the Pier.
- 10.2.5. At no time are vessels to be rafted together to receive bunkers and at no time are the containers/hoses when full /charged to be passed over other vessels.
- 10.2.6. At times when the containers/hose are to be lowered to the receiving vessel a suitably sturdy line and connection must be used and at any time no more than 3 containers are to be lowered together.

## 10.3 Recreational Bunkering Procedures

- 10.3.1. All care should be taken when carrying / lifting and using any container within the Harbours jurisdiction and users must ensure that at all times an APPC is used.
- 10.3.2. At a minimum users must ensure they have adequate Oil Spill Response Equipment on board and are familiar with its use.
- 10.3.3. In the event of a spill users are to adhere to section 7.0, as best practicable, of this SOP.

## 11.0 Hand Carried APPC

The PCR 2014 define the standard for portable petrol storage containers under Schedule 3. Extract below;

*“1. A portable petrol storage container must—*

*(a) Have a nominal capacity —*

*(i) No greater than 10 litres if made of plastic; and*

*(ii) No greater than 20 litres if made of metal;*

*(b) Have a total capacity between 10% and 15% more than the nominal capacity;*

*(c) Be made of either metal or plastic that is suitable and safe for the purpose and will not significantly degrade due to exposure to petrol or naturally occurring ultra-violet radiation;*



(d) Be designed and constructed so that—

(i) It is reasonably robust and not liable to break under the normal conditions of use;

(ii) The escape of liquid or vapour is prevented;

(iii) Petrol can be poured safely from it; and

(iv) It is not unsteady when placed on a flat surface;

(e) Be marked or labelled in a legible and indelible form with—

(i) The words “PETROL” and “HIGHLY FLAMMABLE”;

(ii) An appropriate hazard warning sign;

(iii) The nominal capacity in litres; and

(iv) The manufacturer’s name and the date and month of manufacture.

## 11.2 Hazard Warning Signs



The above are examples of appropriate hazard warning signs.

## 12.0 Carriage and Storage of APPC

### 12.1 As Part of a Work Activity

A comprehensive Risk Assessment must be in place that covers all aspects of the carriage and storage of APPCs’ this should include the filling activity at the petrol filling station.

UN approved containers for petrol which have a larger capacity than laid out in PCR 2014 detailed in section 11.0 can be used provided the following requirements are met;

1. You have the prior agreement of the petrol filling station.
2. Comply with the Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2009 for transportation by road.
3. Comply with the requirements that still apply when availing of a small load exemption (ADR1.1.3.6.2)

The petrol filling station, your workplace, and work activities involving the filling, storage and use of the UN Approved containers for petrol, continue to be covered by the Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR), with the requirement to assess the risk from dangerous substances and minimise the risk.

### 12.1.2 Work Related Storage

---

It is best practice to only bring Petrol containers containing Petrol onto the Harbour when absolutely necessary. The delivery should be timed so that the minimum amount of time between arrival and bunkering is achieved. Full containers come under transport category 3, any empty, uncleaned containers having contained dangerous goods come under transport category 4 and as such the storage quantity is unlimited. However it is best practice to remove any empty containers from the Harbour at the earliest opportunity and it is best practice to remember, an empty container that previously held petrol may also be unsafe because of the fumes which can remain. Keep the cap of the container securely fastened, and follow the same advice as for storing petrol and ensure that the containers are well ventilated at all times.

### 12.1.2 Storage by Private Individuals

---

Separate provisions apply to the storage of petrol by private individuals in any motor vehicle, boat, aircraft or domestic garage. These are set out in the [Petroleum \(Consolidation\) Regulations 2014](#).

Care should always be taken when storing petrol and at the very least the following precautions should be taken:

- suitable containers must always be used
- never store petrol in the home itself
- ensure the storage area is well ventilated
- store away from sources of ignition or heat that could ignite the petrol or its vapours
- never decant petrol from one container to another

## 12.2 Exemptions

---

### 12.2.1 Carriage by Private Individuals

---

Under ADR 1.1.3.1(a) the provisions laid down in ADR do not apply to:

“The carriage of dangerous goods by private individuals where the goods in question are packaged for retail sale and are intended for their personal or domestic use or for their leisure or sporting activities provided that measures have been taken to prevent any leakage of contents in normal conditions of carriage. When these goods are flammable liquids carried in refillable receptacles filled by, or for, a private individual, the total quantity shall not exceed 60 litres per receptacle and 240 litres per transport unit. Dangerous goods in IBCs, large packaging or tanks are not considered to be packaged for retail sale.

Receptacle and transport unit are defined in ADR 1.2 as:

‘Receptacle’ means a containment vessel for receiving and holding substances or articles, including any means of closing. This definition does not apply to shells (see also ‘cryogenic receptacle’, ‘inner receptacle’, ‘pressure receptacle’, ‘rigid inner receptacle’ and ‘gas cartridge’);



'Transport unit' means a motor vehicle without an attached trailer, or a combination consisting of a motor vehicle and an attached trailer;

### 12.2.3 Work – Related Carriage

The ADR provisions for petrol (UN1203) for work –related carriage have a load threshold of 333 litres to qualify for exemptions from the CDG 2009 regulations and ADR (ADR 1.1.3.6). If more than 333 litres are being carried then the regulations apply in full.

## 13.0 Legislation and Guidance

### 13.1 [Dangerous Substances and Explosive Atmosphere Regulations 2002 \(DSEAR\)](#)

### 13.2 [DSEAR 2002 Approved Code of Practice](#)

This code of practice gives guidance and practical advice on how to comply with the Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR).

### 13.3 [HSE Portable Petrol Storage Containers](#)

### 13.4 [ADR Carriage of Dangerous Goods by Road - A Guide for Business](#)

### 13.5 [CDG the Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2009, 2011 and 2019](#)

### 13.6 [Carriage by Private Individuals of Diesel, Petrol and Kerosene by Road](#)

### 13.7 [ADR European Agreement concerning the International Carriage of Dangerous Goods by Road](#)

Note: The ADR is for reference as this no longer applies to the UK after January 1<sup>st</sup> 2021 however The ADR EU directive is currently implemented in UK in three sets of regulations – the Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations (CDG) 2009, 2011 and 2019 – these Acts of parliament are legally binding until repealed

## 14.0 Appendices

### 1. Bunkering Safety Checklist for Tankers



Bunker safety  
checklist Ver 1.0 Oct

### 2. Bunkering Safety Checklist for Self Service Fuel Berth



Self Service Bunker  
safety checklist Ver

### 3. Bunkering Safety Checklist for Direct Service Fuel Berth



Direct Service  
Bunker safety check

### 4. Self Service Fuel Pump Operations



Self Service Fuel  
Pump Operations.pd