REFUELLING OPERATIONS MANUAL

Innisfail Commercial Wharf, Innisfail

CONTROL OF DOCUMENTS

Revision	Date	Details	Approval
Draft	6/1/15	For approval	Not approved
1	7/3/16	For public use	APPROVED

- Document to be reviewed annually from date of approval

1. Scope

This Manual sets out the minimum requirements for refueling Commercial Marine Vessels via mobile fuel tank at the Innisfail Commercial Wharf, Innisfail. It is intended that this Manual be read in conjunction with the Fuel Supplier's and Marine Vessel Operator's own Safety and Environmental Management Plans and the CCRC Permit Conditions.

2. Purpose

This Manual has been prepared to ensure that Cassowary Coast Regional Council and operators authorised to refuel at Innisfail Commercial Wharf to meet obligations under Council's Local Laws and other relevant legislation.

All Permit Holders authorised to refuel at Innisfail Commercial Wharf (both Fuel Suppliers and Marine Vessel Operators) are responsible for compliance with this Manual.

3. Legislation and Standards

The following legislation and standards have been considered in the preparation of this manual:

- Coastal Protection and Management Act 1995
- Cultural Heritage Act 2003
- Dangerous Goods Act 1985
- Environment Protection and Biodiversity Conservation Act 1999
- Environmental Protection Act 1994
- Environmental Protection Regulation 1998
- Fisheries Act 1994
- Marine Parks Act 2004
- Nature Conservation Act 1992
- Sustainable Planning Act 2009
- Transport Operations (Marine Safety) Act 1994
- Transport Operations (Marine Safety) Regulation 2004
- Transport Operations (Marine Pollution) Act 1995
- Transport Operations (Marine Pollution) Regulation 2008
- Work Health and Safety Act 2011
- Work Health and Safety Regulation 2011
- The Australian Dangerous Goods Code Edition 7.3
- MSQ Guide for the prevention of ship-sourced pollution and for the safe transfer of bunkers in Queensland waters (January 2015 version)

4. Definitions & Abbreviations

CCRC	Cassowary Coast Regional Council
Emergency	Any circumstance which causes, or gives rise to a risk of, serious injury or damage to a person, property or the environment.
Fuel Supplier	The person or company undertaking supply and delivery of fuel via mobile fuel tanker licensed under the Dangerous Goods Act 1985
Marine Vessel Operator	The person or organisation that owns the legal rights to the marine vessel being refueled
Mobile Fuel Tanker	The vehicle and associated apparatus used to for on-site fueling. This may be include a truck and fixed-mounted tank or vehicle-towed trailer and tank, deemed to comply with the Australian Dangerous Goods Code and other relevant legislation
MSQ	Maritime Safety Queensland

5. Detailed Procedures

Site-specific environmental procedures have been developed to ensure environmental objectives are addressed for refuelling at Innisfail Commercial Wharf.

Wharf Access

Purpose: To minimise the risk of property damage and conflict with pedestrians when fuel tanker is travelling on the Wharf

Objective	Action	Responsibility	Timing
To ensure that the Fuel Suppliers and Marine Vessel Operators are authorised by CCRC to undertake refueling and aware of their obligations	Access to Wharf restricted to permit holders only - notice by singage	CCRC	At all times
	Fuel Supplier and Marine Vessel Operator have been supplied with a copy of this Manual	CCRC	With permit approval
	Fuel Supplier and Marine Vessel Operator are required to apply for and hold a permit from CCRC for refueling from Innisfail Commercial Wharf	Fuel Supplier & Marine Vessel Operator	4 weeks prior to refuelling
	Fuel Supplier to be licensed under the Dangerous Goods Act 1985 for transport of relevant fuel	Fuel Supplier	At all times
	Fuel Supplier and Marine Vessel Operator are to hold a copy of this Manual on-site	Fuel Supplier & Marine Vessel Operator	During refueling
To avoid injury to pedestrians or other Wharf users	Mobile Fuel Tanker not to exceed speed of 10km/h while travelling on the Wharf	Fuel Supplier	At all times
	Fuel Supplier to familiarize themselves with access and maneuvering constraints on Wharf	Fuel Supplier	Prior to accessing Wharf
	Spotter to be used to guide fuel truck into position and monitor other Wharf users	Fuel Supplier	As required
	Other Wharf users to be advised of impending refueling activities	Fuel Supplier & Marine Vessel Operator	Prior to accessing Wharf
	Fuel deliveries and transfer to occur during daylight hours only		Prior to accessing Wharf
To prevent damage to the Wharf structure	Max vehicle GCM 44 tonne	Fuel Supplier	At all times
	Marine vessels to be berthed at designated locations only and tied up to bollards and anchor points provided. Anchors shall not be used when berthed at the Wharf	Marine Vessel Operator	During Refueling

Refueling Marine Vessels

Purpose: To prevent fuel spills entering the Johnstone River and minimise risk of injury or damage to property

Objective	Action	Responsibility	Timing
To prevent fuel spills during refueling	Unlock, remove and install drainage grate cover to seal bunded area.	Fuel Supplier	Prior to commencing refueling
	Position truck within the bunded area	Fuel Supplier	Prior to commencing refueling
	Visually inspect the pump unit. Check that seals and fittings appear in good condition and there is no evidence of poor maintenance practices or damage.	Fuel Supplier	Prior to commencing refueling
	Visually inspect all hoses before use to ensure they are fit for service and will not create product spills during transfer. Check the certification plate to ensure the hose has been continuity tested in the past 6 months. Do not use hoses that appear damaged or are out of test date – hose testing tags are to be checked for validation before use.	Fuel Supplier	Prior to commencing refueling
	Fuel to be supplied only to purpose built fixed tanks or approved portable containers onboard the marine vessel. Portable containers are to be located to prevent any fuel from draining to spaces below the deck in the event of a spillage	Marine Vessel Operator	Prior to commencing refueling
	Confirm ullage (height of space in the marine vessel's fuel tank above the fuel contained therein), correct receiving tank and fill point. Fuel delivery nozzle to be fitted with automatic cut-off to prevent overfilling of vessel's fuel tank	Fuel Supplier	Prior to commencing refueling
	Establish the hose connection to the vessel. All cam lock fittings are to be bolted or wired shut to ensure a tight connection. Provide enough hose length to allow for changes in the ships freeboard due to tidal movements to reduce the strain on the hose fittings which may promote a breakage and product leak. Additional hose support may be required where there is a high ships freeboard to reduce the strain on the hose fittings. Install drip trays under connections where it may be expected drips may occur. Avoid placing hoses where they may be damaged by third parties or exposed to excessive abrasion from sharp edges which can lead to premature wearing.	Fuel Supplier	Prior to commencing refueling
	Fuel Supplier to carry appropriate type and capacity spill kit. Position rags and spill equipment in a readily accessible location.	Fuel Supplier	Prior to commencing refueling

Objective	Action	Responsibility	Timing
	Check the pump outlet valve is closed before opening pumps inlet valve and the tanker's internal valve. With fuel gravity feeding to the pump, check all connections for leaks. Correct any leaks before commencing. Open the pump outlet valve and check for leaks particularly from hose fittings. Correct any leaks before continuing.	Fuel Supplier	Prior to commencing refueling
	Monitor the hoses and pressure for any signs of leakage. To confirm that product is being delivered as intended communicate with the vessel's representative that they are receiving product as planned. Pumping is to cease immediately if leaks or the transfer is not going as intended.	Fuel Supplier	During refueling
	Marine Vessel Operators are to remain in attendance for the duration of the transfer, as a spotter, constantly monitoring surroundings, pressures and equipment condition. If called away, all pumping must cease.	Marine Vessel Operator	During refueling
	Ensure vessel's tank is venting whilst being filled.	Fuel Supplier	During refueling
	When delivery is complete, disengage the pump flow control lever; Disconnect trigger nozzle, retrieve the hose and stow; Shut all valves; Refit dust caps onto all API outlets, and lower locking bar.	Fuel Supplier	At completion of refueling
	To avoid product spills - except for hose reel deliveries - the residual product in the hose is to be drained. The remaining product is to be drained back to a slops container such as a drum. Drain as much product from the hoses as possible. Residual product must be drained from hoses before storage.	Fuel Supplier	At completion of refueling
	Fuel Supply Operators shall hold current Australian Institute if Petroleum (AIP) driver accreditation and be appropriately trained in marine fueling operations, specifically the control measures and procedures for refueling at the Wharf, including reporting obligations in the event of a spill	Fuel Supplier	At completion of refueling
	Ensure any spills within the bunded area are cleaned up. Drive truck out of bunded area, remove drainage grate cover and lock cover in storage rack.	Fuel Supplier	At completion of refueling

Objective	Action	Responsibility	Timing
To avoid injury to pedestrians or other Wharf users	Bollards or witches hats and signs to be placed around mobile fuel tanker to warn pedestrians	Fuel Supplier	During Refueling
	Spotter to remain on Wharf to monitor surroundings and communicate with other Wharf users (this spotter is a person in addition to the Fuel Supplier and Marine Vessel Operator who are directly engaged on the fuel transfer activities)	Marine Vessel Operator	During Refueling

Fuel Delivery Checklist – Innisfail Commercial Wharf (to be completed by fuel supplier)

Vessel: _____ **Date:** _____

Location: _____ **Time:** _____

Vessel details: (must be verified by vessel representative)				
TANK No.	**1**	**2**	**3**	**4**
PRODUCT NAME				
TANK SAFE FILL (Litres)				
TANK DIP (Litres)				
TANK ULLAGE (Litres)				
AGREED VOLUME TO BE DELIVERED (Litres)				
AFTER DIP (Litres)				

Pre-Delivery Safety checklist: ALL answers to questions 1 to 9 must be **"Yes"** before proceeding with delivery.

1.	Is the vessel securely moored with safe access between vessel & shore?	Yes ☐	No ☐
2.	Is there sufficient ullage in the receiving tank/s?	Yes ☐	No ☐
3.	Is there visual & verbal communication between the vessel & shore?	Yes ☐	No ☐
4.	Is spill containment equipment available on standby at vessel & shore?	Yes ☐	No ☐
5.	Are starting, stopping and shutdown procedures agreed between vessel & shore?	Yes ☐	No ☐
6.	Are potential ignition sources within 8m of vessel fill point controlled?	Yes ☐	No ☐
7.	Does the driver have "line of sight" from the truck to vessel's fill point?	Yes ☐	No ☐
8.	Is the vessel's fill point attended by member of vessel's crew during delivery?	Yes ☐	No ☐
9.	Are hose connections secure & wired at vessel's bunker filling point?	Yes ☐	No ☐

Declaration: Vessel and Shore representatives agree and declare the following:

The above information is correct to the knowledge of both vessel and shore representatives. The vessel and shore representatives have the necessary skills and knowledge to complete this declaration and safely undertake the delivery. The vessel's representative will respond expediently to the directions of the shore representative and vice versa. The shore and vessel representatives agree to remain at their designated positions for the duration of the delivery. The vessel's representative may witness tanker meters and compartment indicators prior to the commencement and at the conclusion of the delivery, but is not permitted to access the top of the tanker. Control of bunkering operations remains the responsibility of the vessel's representative who is solely responsible for any spill from the vessel's fill point or the vessel's fuel tank/bunkering venting system. All precautions have been taken to prevent spillage of product.

Vessel's Representative:

Name: _____

Rank: _____

Signature: _____

Shore Representative: (tanker driver)

Name: _____

Tanker Number/s: _____

Signature: _____

Emergency Response

In the event of an oil & fuel spill, the procedures are as follows:

1. Take immediate action to stop / minimise flow.
2. Contain oil/fuel on jetty or boat decks; block scuppers to prevent oil/fuel escaping; and commence clean-up with absorbent pads.
3. Rig booms to contain any oil/fuel in water if possible.
4. Make POLREP to Australian Search and Rescue (AUSSAR), Canberra (through OTC Coast Station) and GBRMF Townsville (see contact numbers below). POLREP is to include the following:
   - a) Vessel: name and call Sign.
   - b) Date and time of event.
   - c) Position: latitude and longitude.
   - d) Radio communications: full names of stations.
   - e) Condition of jetty and/or vessel.
   - f)
     - i. Type of oil/fuel.
     - ii. Quantity spilt.
     - iii. Surface area of spill.
     - iv. Is loss continuing?
     - v. Movement of spill.
     - vi. Cause of spill.
   - i) Weather conditions.
   - j) Name, address and telephone number of vessel's owner.
   - k) Vessel and Jetty size and shape.
   - l) Actions being taken.

NOTE: Failure to report a spill is an offence under Federal Legislation.

5. Advise vessels in immediate area and request assistance as required.
6. Identify areas that may be threatened (eg. coral reef, mangroves, beach where seabirds may be nesting, etc.) and report to authorities (see contact list below).
7. Monitor the movement of the slick, report to AUSSAR and GBRMPA.
8. Take further action as directed.
9. Recover contaminated material.

When advised of an oil/fuel spill, the Permittee is to act as follows:

1. Maintain constant listening watch on company frequency.
2. Relay reports to appropriate authorities (see contact list below).
3. Receive reports from authorities and relay to staff on the jetty.

Contact Information

Australian Maritime Safety Authority (report marine pollution incidents)
1800 641 792 (24hr)

Cairns Regional Harbour Master - Maritime Safety Queensland (after hours incident reporting)
1300 551 899 (24 hr)

EHP Pollution Hotline
1300 130 372

Cassowary Coast Regional Council
Ph. 1300 763 903 (24 hr)
enquiries@cassowarycoast.qld.gov.au