MARINE NOTICE

MN 01-22 (C+F+P)

THE INTERIM APPLICATION PROCESS AND REQUIREMENTS TO CONDUCT STS SHIP TO SHIP TRANSFERS AND BUNKERING OPERATIONS OUTSIDE OF A PORT.

ALL REGIONAL MANAGERS, PRINCIPAL OFFICERS, SHIP AGENTS, PORT AUTHORITIES, SHIP OWNERS, SHIP MANAGERS AND OTHER INTERESTED AND AFFECTED PARTIES

ISSUE DATE	01 February 2022	EXPIRY DATE	31 August 2022 or unless withdrawn	REFERENCE	SM6/5/2/1/MN

Marine Notice's affected

Cancelled or superseded:	None	*Read in conjunction with:*	MN 6 of 1999; MN 3 of 2009; MN 3 of 2016; MN 10 of 2016; MN 55 of 2020; MN 2 of 2011.

SUMMARY

To provide an interim transitional arrangement for the processing of new bunkering and STS operation applications for a period of 5-years while the STS and Bunker Codes are finalised. New and Existing operators will be required to comply with the final published STS- and Bunker Codes and the transitional arrangement within the code.

CONTENTS

1. INTRODUCTION

The purpose of this Marine Notice is to provide the framework for those persons who wish to apply for permission to conduct offshore STS or Bunkering operations.

Conducting STS and bunkering operations systematically and carefully in accordance with the requirements contained in this Marine Notice taking into account legislation as detailed in chapter 7 of this Marine Notice, requirements and the relevant parts of International publications, namely ISGOTT (International Safety Guide for Oil Tankers and Terminals) and the Ship to Ship Transfer Guide, should ensure that such operations are conducted in a safe manner.

The South African Maritime Safety Authority (SAMSA) does not accept any legal obligations or responsibility whatsoever in relation to the STS/bunkering process or in relation to any matters arising from compliance or non-compliance with this Marine Notice. **This** Marine Notice **consists of the requirements for obtaining approval and recommendations by the Authority in the interests of maintaining good operating practice in South African waters and reflects world best practice.**

Neither the Authority nor the Government of South Africa, their officers, servants or agents shall be responsible for any losses which might be caused by or attributable to STS/bunkering operations. In the event that there is any provision contained within this Marine Notice which any person considers should be varied or not applied in any given situation, written notification should be given to the Authority as soon as practicable. For the avoidance of doubt your attention is drawn to Section 46 (1) of the SAMSA Act 5 of 1998 which provides as follows;

Limitation of liability and indemnification of Authority
46. (1) "The Authority, its officers and any person or body acting on its authority are not liable for any loss or damage suffered by any person by reason of anything done or not done in good faith in the carrying out of the Authority's duties referred to in section 4."

2. OBJECTIVES

.1 Safe STS/Bunkering Operations

The principle objective of this Marine Notice is to ensure that STS/bunkering operations are conducted with zero harm to the marine environment and in a safe manner. This Marine Notice details the requirements when applying for a 5-year approval for STS/Bunkering and to accomplishing safe operations.

This Marine Notice is an interim transitional arrangement for the purpose of lifting the Moratorium on Bunkering Operation Applications on 1 April 2022, while the Bunker and STS Codes are being finalised. This Marine notice only shows SAMSA's internal application process, however the TNPA internal process and SAMSA processes are conditional on each other's processes being completed.

Applications may be submitted from the 1st of February 2022.

.2 Industry Cooperation

Any successful applicant must participate in local multi-stakeholder committees

a) STS and Bunkering Stakeholder Steering Meeting
b) Technical Working Group
c) STS and Bunkering Environmental Working Group, and
d) Maritime Industry Development Working Group.

and be held accountable through these forums to ensure compliance with the Local Development Plan.

3. PRINCIPLES

.1 Consistency, Fairness, Objectivity and Timeliness

This Marine Notice will be applied consistently. Each application received will be treated fairly with the sole objectivity of ensuring that approved operations will be conducted in a safe manner and protecting the marine environment from any harm. The application received will be dealt with as swiftly as practical, subject to all required information being submitted and any request for additional information is promptly provided. However, where the Authority has determined that certain areas/locations are deemed unsuitable for particular types of operations, the Authorities decision will be binding and no applications or supporting evidence will be accepted. The number of Operators may be limited in certain geographical areas, based on an area risk assessment including but not limited to, available anchorage areas, TNPA (Transnet National Ports) licencing conditions, weather, number of incidents, vessel size limitations, environmental risks, etc. If the limit, as established, by the Authority has been reached no further application will be considered by the Authority.

.2 Transparency and Disclosure

The CEO of the Authority will ensure that all applications are dealt with in a transparent manner. Within 3 months from the date of the full and complete submission the outcomes will be communicated to the applicant.

.3 Cooperation

This Marine Notice aims to foster cooperation between the various role players in ensuring that STS/bunkering operations are conducted in an environmentally safe and efficient manner. Entities involved in STS/bunkering operations are encouraged to advise the Authority regarding challenges and proposals to promote safe operations, considering new technologies available and the benefit of applying such.

.4 Continual improvement

This Marine Notice aims to seek continual improvement in terms of operational aspects and risks identified in ensuring bunkering operations are conducted in a safe and environment friendly manner.

In order to bring into effect continual improvement (as required by the Quality Management System (QMS) of SAMSA) participants of a STS/bunkering operation are required to conduct an AAR (After Action Review) or Lessons Learnt process as soon as practical after an operation where an incident has occurred or where there could have been a potential incident. A monthly review of all operations is to be conducted by management and filed. These will be reviewed during the Audit/re-approval phase and during any ad-hoc inspection. They should cover the following as a minimum:

1. All personnel involved in the operations must attend.
2. Topics to discuss: What was done well and what can be improved?
3. The 4 areas for possible improvement: Execution, Resources, Procedures, Risk assessment based on the Hazard Identification and Risk Assessment (HIRA) principles, considering the human element, management and system failures.

AAR's which highlight a lesson or room for improvement are to be submitted without delay to the office / Principal Officer where permission was obtained.

4. PURPOSE

This Marine Notice prepared by the South African Maritime Safety Authority and is intended to assist all operators engaged in managing STS/bunkering operations:

(i) at a designated anchorage; or
(ii) at off port limits; or
(iii) within the territorial waters.

Bunkering operations within the confines of a port is managed entirely by TNPA.
STS operations within the confines of a port will require approval from SAMSA and TNPA.

5. APPLICATION

This Marine Notice applies to all STS/bunkering operations within the internal waters and territorial waters of the Republic.

6. SCOPE

This Marine Notice caters for the following operations, subject to obtaining a Transnet National Port Authority Permit licence and approval, as applicable:

1) STS transfers and Oil fuel bunkering operations outside the confines of a port;
2) STS transfers and LNG bunkering operations outside the confines of a port;

Requirements to obtain approval for each of the above-mentioned operations is detailed in the following Chapters:

In order to conduct STS/Bunkering operations, an operator shall obtain the following:

1) A letter of approval from SAMSA; and
2) A licence from TNPA for operations, if within port limits.

If any one of the above approvals and/or licences are withdrawn, the operator will not be allowed to operate.

This Marine Notice is intended to supplement the ISGOTT, the Ship to Ship Transfer Guide and MARPOL, as applicable.

7. LEGISLATION (Non-Exhaustive list)

.1 IMO INSTRUMENTS

This section refers to all conventions and not necessarily a convention that South Africa has acceded to.

Conventions

i) MARPOL Convention
ii) Safety of Life at Sea Convention (SOLAS)
iii) International Convention on Civil Liability for Oil Pollution Damage (CLC), replaced by 1992 Protocol
iv) International Convention on Civil Liability for Bunker Oil Pollution Damage (BUNKER)

.2 SOUTH AFRICAN LEGISLATION

Acts

i) Merchant Shipping Act No 57 of 1951
ii) South African Maritime Safety Authority Act (Act 5 of 1998)
iii) Marine Pollution (Civil and Control Liability) Act 1981 (Act 6 of 1981)
iv) Merchant Shipping (Civil Liability Convention) (Act 25 of 2013)
v) Maritime Zones Act 1994 (Act 15 of 1994)

Regulations

i) Regulations under the Prevention and Combating of Pollution of the Sea by Oil Act 1984
ii) Merchant Shipping (Safety Management) Regulations 2003

Marine Notices – as applicable.
All operators are advised to monitor the SAMSA website for relevant and updated Marine Notices.

8. RESPONSIBILITIES AND ACCOUNTABILITIES

SAMSA is the primary Authority for the implementation of this Marine Notice and shall put such processes as it deems necessary for its execution.

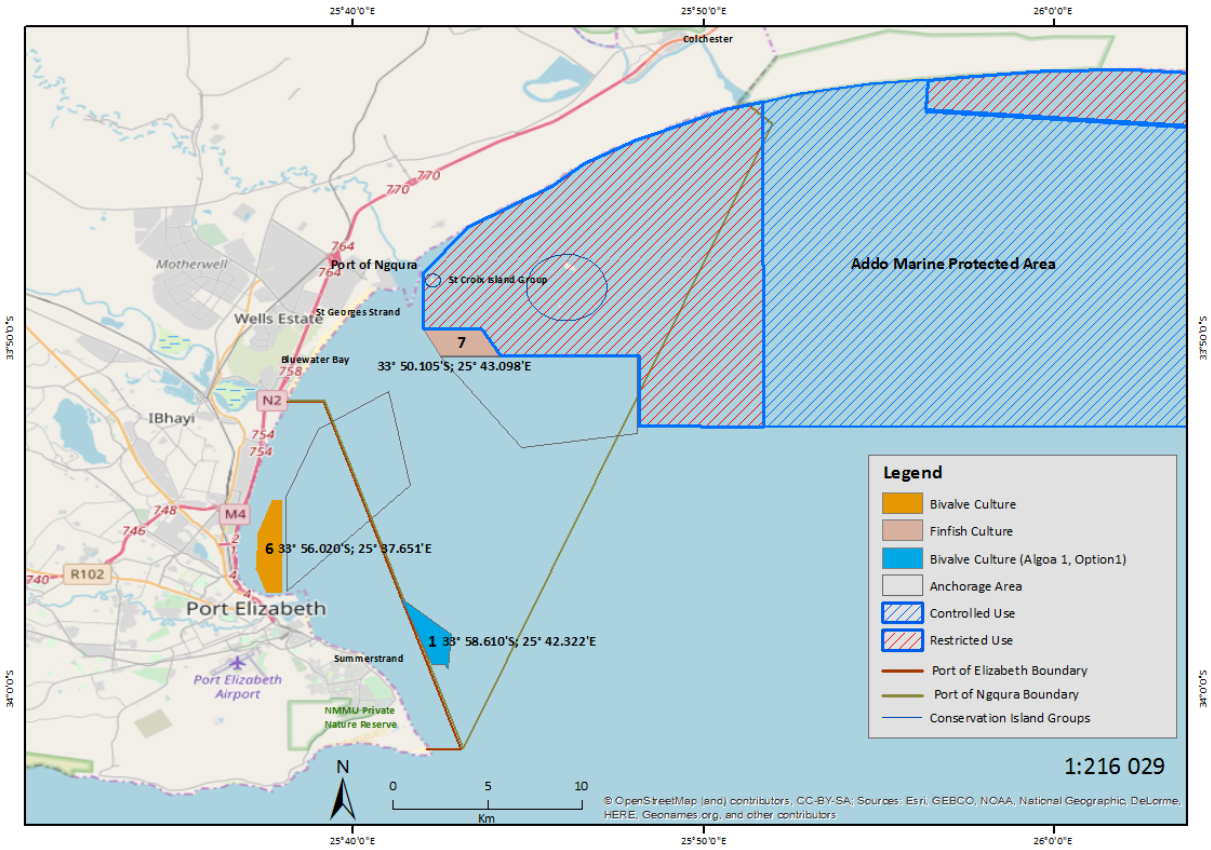
SAMSA has the following responsibilities & authority in relation to this Marine Notice;

1. Assessing all applications made for conducting bunkering Operations, once-off or otherwise, and granting or denying the permission thereof;
2. Prohibiting operations, even when previously permitted, on the grounds of Safety or the Protection of the Environment and where agreed upon procedures are not followed;
3. Inspecting vessels engaging in the first bunkering in the Republic;

9. LOCATIONS (DESIGNATED STS/BUNKER TRANSFER AREAS)

.1 Permanent Locations

Algoa Bay is approved as a suitable Transfer Area for term STS/Bunker operations along the South African coast by both SAMSA and TNPA.



Map of Algoa Bay Bunkering Area

Additional designated Transfer Areas may be considered in the future; all identified Transfer Areas will be approved and designated as such, subject to any prescribed marine sector plans.

For the avoidance of doubt, your attention is drawn to Section 3 (2) of the Marine Spatial Planning Act, 2018 which provides as follows;

(2) Any right, permit, permission, licence or any other authorisation issued in terms of any other law must be consistent with the approved marine area plans.

The number of operators in each Transfer Area may be restricted based on the vessel traffic system in use, vessel holding capacity of the area, proximity to Marine Protected Areas and any associated and emerging risks.

The Authority reserves the right to impose certain conditions for the efficient and safe conduct of the operations or refuse any STS/bunkering operations and will provide details for declining such approval. Upon obtaining an approval from the Authority, the operator will then need to obtain a licence from TNPA for operations within port limits.

Applicants are encouraged to engage and consult with local industry players and municipalities prior to submitting any application for a new Transfer Area to ensure public participation and buy-in.

Local restrictions such as towage capability, weather conditions, shall be taken into consideration during the approval stage.

.2 Marine Protected Areas

No STS/bunkering operations is permitted within a Marine Protected Area as declared under the National Environmental Management: Protected Areas Act, 2003 (Act 57 of 2003).

.3 Assessment of Locations

Assessment of locations to conduct STS/bunkering operations will be based on submission of documents, including but not limited to, suitability assessment, comprehensive risk assessment, oil spill modelling (if applicable), capability and readiness of response and recovery of spills and operators standard operating procedures.

The assessment criteria should include the towing capability of TNPA tugs, or the availability of a tug permanently stationed at that port or location, for cases of emergency.

10. APPROVAL PROCESS

.1 Application for approval

The Application form for the approval of STS/Bunkering Operations is contained in Annex 5.

.1 Technical approval

The technical approval procedure follows a three-phase process where at each stage the necessary criteria of the application process must be met, prior to proceeding to the next phase. The STS/bunker operator must have legal status in the Republic of South Africa and shall have an office based in the port where operations are intended to be carried out, who shall employ a locally based Technical Manager and appoint a local shipping agent.

Phase 1 of the application process

The company submits a completed application form provided in Annex 5, indicating an expression of interest to the Authority, together with a comprehensive profile of experience and expertise of the operator.

Where a South African company who is a new entrant to the sector expresses interest, they must ensure that they employ suitable experienced partners and/or employees with requisite experience and technical skills.

If applicants fail to meet the required criteria/standards during phase 1 of the application process, then the process is terminated.

Phase 2 of the application process

This phase of the application process is the paperwork (documentation) verification and is based on the documents submitted as detailed in the next section.

In order to move into Phase 3 of the process, potential operators should ensure that the following minimum submissions are of a high-quality standard, valid, detailed and covering all aspects of the operation:

1. Vessel Certificates, in particular:
   a. Certificate of insurance or other financial security in respect of civil liability for oil pollution damage.
   b. Certificate of insurance or other financial security in respect of civil liability for bunker oil pollution damage (if applicable to flag state).
   c. Certificate of insurance or other financial security in respect of liability for the removal of wrecks.

d. Protection and Indemnity Insurance.
e. International Oil Pollution Prevention (IOPP) Certificate, in particular Form B.
f. Safety Management Certificate + Document of Compliance.
g. Minimum safe manning document.
h. International Ballast Water Management Certificate (if applicable to flag state).

2. Onboard plans:
   a. Shipboard Oil Pollution Emergency Plan.
   b. Garbage Management Plan.
   c. Emergency Towing Procedure.
   d. STS Operation Plan and Records of STS Operations or
   e. Bunker Operation Plan and Records of Bunkering Operations.
3. TNPA Bunker License, including the terms & conditions within.
4. Other relevant Standard Operating Procedures, as required by the Authority.
5. Port State Control Inspection records.
6. Tanker Q88 Form.
7. SIRE Inspections.
8. Standard of approved bunker hoses and quick disconnect connections.
9. Operational experience of shore-based and sea-going personnel.
10. Full declaration of previous oil spills.
11. Letter of Guarantee related to oil spills.

Phase 3 of the application process

This phase of the application process is the physical assessment of the operation. The audit of Standard Operating Procedures (SOP's), vessel inspection, certification and qualification of personnel will be conducted during the initial STS/bunkering operation by a SAMSA surveyor.

All costs in attending the vessel to conduct such an assessment will be for the operator's account.

The Company will have to appoint a Spill Response service provider, who is vetted and approved by the Authority.

A Tier 2 Oil Spill drill/exercise must be planned and undertaken within 1 month from the commencement of the operation. Night operations may only commence once the Tier 2 exercise has been completed. The drill is monitored and vetted by the Authority and other relevant stakeholders, i.e. TNPA and DFFE.

The Authority reserves the right to refuse any STS/bunkering operation.

It must be noted that even though the operator obtains an approval to conduct STS/bunkering operations for a 5-year period or whether the STS/bunker operation is a once off basis, each individual operation must also be approved by SAMSA.

All expenses for pilotage services, tugs and berthing/anchoring will be for the account of the owner of the vessel requesting bunkers (receiving vessel).

.2 Submission of Application

All applications must be submitted to: bunkers@samsa.org.za

The Authority will appoint a responsible Principal Officer based on where the applicant will be operating. Only electronic applications to this email address will be accepted.

.3 Fees Payable

An approval charge will be raised, based on the latest Determination of Charges Regulations, as amended.

.4 Levies Payable

All vessels calling South African ports are required to pay levies to SAMSA. Generally, levies are collected by TNPA on behalf of SAMSA for vessels that call into ports. However, vessels that call for STS/bunkers outside the realms of TNPA, will be required to pay levies as detailed in the latest Gazetted notice of the "Determination of Levies" as promulgated by the Minister of the Department of Transport. The vessels agent is responsible for the payment of levies to SAMSA, prior to any approval being granted.

In addition to the levies, fees are payable for approving each operation as detailed above.

.5 Insurance

The STS/bunker operator shall have adequate insurance cover from a member of the International Group of P&I (Protection and Indemnity) Clubs in place for any eventualities including but not limited to those costs over and above any limitations of the cover by the vessels involved for clean-up costs, civil claims, rehabilitation of mammals/marine species or any other species effected and attendance costs for the various government departments involved. Notwithstanding the above, any vessel engaged in STS/bunkering operation shall maintain such insurance or other financial security as prescribed by the Merchant Shipping (Civil Liability Convention) Act 25 of 2013.

.6 Approval

The granting or renewal of permission to conduct STS/bunkering operations by the Competent Authority is conditional on strict compliance with this Marine Notice by an operator wishing to obtain or renew a 5-year STS/bunkering approval.

STS/Bunker operators, ship's crew and any other parties that have interests in the STS/bunker operation shall not engage in any unethical, fraudulent or other illegal practices. The STS/bunker operator's approval shall be revoked immediately pending the outcome of such investigation. In the event of any inducement to participate in such activities, it should immediately be reported to the Authority.

STS/Bunker Operators, Ship's Officers and POAC/PIC shall comply with all safe working practices, at all times during the STS/Bunkering operation by acting responsibly and professionally. It is important to note that this Marine Notice does not alter any obligations of Ship Owners, Ship's Officers and STS/Bunker Operators, who must at all times observe all relevant International and other safety standards and applicable laws and regulations.

.7 Duration

1) The approval to conduct any new STS/Bunkering operations under this Marine Notice shall be conditional and subject to the implementation of the STS Code or Bunker Code.
2) SAMSA approvals may be conditional but not longer than 5 years.
3) TNPA Bunkering Licenses may be conditional but not longer than 5 years.
4) Operators shall be audited annually to ensure compliance with the requirements of this Marine Notice;
5) Any approved STS/bunkering operation may be subject to ad hoc audits at any given time during the validity of the approval; and
6) Approved STS/bunker operators shall apply for renewal of their approval at least three months before the expiry of the approval to ensure continuity.

.8 Responsibility of the operator

Conducting STS/bunkering operations systematically and carefully in accordance with the requirements contained in this Marine Notice and recommendations contained in International publications/ regulations, namely ISGOTT and the Ship to Ship Transfer Guide, should ensure that such operations are conducted in a safe manner.

STS/Bunker operators and ship's crew shall comply with all safe working practices at all times during the bunker operation, by acting responsibly and professionally. It is important to note that this Marine Notice does not alter any obligations of ship owners, ship's crew and STS/bunker operators, who must at all times observe all relevant International and other safety standards and applicable laws and regulations.

The STS/bunker operator, POAC/PIC and Vessel Masters accept responsibility for compliance with this Marine Notice and the requirement to report any non-compliance, incidents of any nature, potential identified risks/hazards and any incident/matter that could potentially harm the marine environment, safety of personnel and ship. The operator shall take steps to deal with the risks/hazards in line with Hazard Identification and Risk Assessment (HIRA) process, taking into account the human element, management and system failures.

.9 Withdrawal of Approval

In the event that the Authority considers that any STS/bunker operator has failed to comply with the requirements of this Marine Notice, it will suspend that operator's approval immediately.

The Authority will immediately suspend any operation, if it poses harm to the marine environment or safety of the vessel, its crew or cargo.

The operator will have 30 days to rectify deficiencies that relates to the revocation and put control measures in place to prevent a reoccurrence in the future.

The operator's approval will be revoked if the operator fails to comply within 30 days.

An operator may appeal the revocation to the CEO of SAMSA within 3 months of the approval being suspended. The CEO may establish an Appeal Review Committee to review the appeal, chaired by the CEO or designated delegated person.

The CEO may consult with other government stakeholders prior to making the final decision.

11. OPERATIONAL REQUIREMENTS

.1 STS/Bunkering Operation Suitability Assessment

A comprehensive STS/bunkering operation suitability assessment covering the entire STS/bunkering operation shall be formulated and submitted as part of the approval process. The assessment shall include but not be limited to the following items:

Ship Acceptance Criteria

Supply vessel and storage vessels will be physically vetted prior to the commencement of the operation. Receiving vessels will be vetted upon submission of application prior to any STS/bunker operation and approval for STS/bunkering granted.

Officers and crew must have experience in offshore bunkering/STS operations and hold relevant tanker endorsements.

The company Safety Management System must include bunkering and/or STS operations and guidelines, roles, responsibilities and reporting mechanisms included.

Ship Compatibility

The safety of STS/bunkering operations depends significantly upon the dimensional compatibility and design features of the bunkering vessel.

Reference is made to the *Ship to Ship Transfer Guide* Chapters 8 and 9, for guidance and compliance, as applicable.

STS/Bunker operators must ensure that receiving ship is compatible in design and equipment, comply with various industry recommendations and that mooring operations, hose handling and communications can be conducted safely and efficiently.
The initial information required in Checklist 1 of Annex 4 to be supplied to the organisers by the ship owners.

It is strongly recommended that exchange of information of each vessel, relating to the overall dimensions, freeboard, position of manifolds, mooring points and fenders should be sent to the Masters of the ships at the earliest opportunity.

It is recommended that ships that have bridge wings extending beyond the maximum ship's breadth are not used for STS transfer operations. Consideration should be given to any precautions and mitigating measures necessary regarding bridge wings that do not extend to the ship's side.

Where the bunker tanker is longer than the receiving vessel (fishing vessels, etc.) will not be permitted to be bunker outside a port or at off port limits.

Cargo Handling Compatibility

Another important aspect of safe STS/bunkering operations is the cargo handling compatibility of the vessels involved, This includes, size, number and location of the manifolds to be used, the minimum/maximum expected heights of the manifold, the possible differences in freeboard during all stages of the transfer, the hose supports, pumping rate, the minimum pumping rate of the discharging vessel is well within the maximum loading rate of the receiving vessel and other cargo handling related equipment and conditions.

Mooring Arrangement Plan

A detailed plan showing the mooring arrangements of the supplying vessel, must be prepared and submitted. It is essential that the supplying vessel is provided with good quality mooring lines and in good condition, adequate number of mooring bitts and closed fairleads of sufficient strength, efficient winches and preferably all mooring lines are provided on winch drums.

The plan should include details of the mooring sequence and utilisation of closed fairleads. Closed leads shall be utilised for all moorings. Mooring bitts of sufficient strength should be located near all enclosed fairleads to receive mooring rope eyes. Wire ropes, if utilised, must be provided with suitable synthetic mooring tail. Mixed moorings, consisting of different materials of mooring lines in the same service is not permitted. Due consideration should be given to the importance of avoiding mixed moorings passing through the same lead to avoid chaffing.

The OCIMF, Mooring Equipment Guidelines, latest edition (at the time of publication of this Marine Notice the Fourth Edition 2018 (MEG4) was the latest version), should be consulted and applied as applicable.

Equipment

All equipment required for the safe operation of the STS/bunkering operation shall be in good working order, including but not limited to hoses and fenders. Usually, the supplying vessel is fitted with a hard arm and string/stings of flexible hose or a string of hoses supported by a crane and fenders pre rigged for the bunker operation.

Fenders are used to keep vessels apart during transfer operations and to prevent contact during mooring and unmooring. Fenders shall be of adequate in size and number and appropriately positioned. Primary fenders should be placed between the hulls to provide protection and separation while the vessels are moored together. Secondary fenders should be positioned at the shoulder and quarter to shield the areas that are most exposed to contact damage during manoeuvring operations. Fenders should not be more 10 years old. Fenders should be constructed in accordance with ISO 17357 standard and fitted with safety valves that have been inspected and certified within the last two years. Every fender used in STS/bunkering operations must have a manufacturers certificate for compliance with ISO standard and test certificates showing date of last inspection and test of the safety valves.

Fenders must be inspected regularly during the cargo transfer operation and fender moorings tended to as required.

Quick disconnect connections shall be utilised to disconnect the cargo hoses in the event of an incident for operations outside a port.

Hoses shall be of sound construction and conform to the requirements as laid down in the *Ship to Ship Transfer Guide for Petroleum, Chemicals and Liquefied Gases.*

Hoses shall be tested annually, by a certified testing firm. Operators with their own technical engineering department to test hoses internally must be certificated by the Hose Manufacturer to conduct certified pressure tested. To approve internal testing, the first test must be witnessed by SAMSA.

Hoses shall be inspected visually prior to each operation and withdrawn from service if, any damage is noted (e.g. blisters, delamination, kinking or end fittings for signs of damage, slippage or misalignment, etc.).

No extension of annual hose tests will be considered unless there are exceptional circumstances. Commercial considerations will not be accepted as a reason for an extension request. Operators are requested to plan hose tests well in advance to avoid disappointment.

Ships Particulars

Ships Particulars shall be provided for all vessels together with the application. In addition, tankers shall provide updated Q88 document and the last SIRE vetting inspection reports.

Tank Capacity Plan

Tank capacity plan for the supplying vessel is to be submitted with the application during the approval stage.

.2 Safety and Pollution Vessel

All STS/bunkering operations must have a designated vessel on standby for rapid on scene response during bunkering operations. The operator is to identify the role of the standby vessel and ensure suitability of the vessel. The authority will determine the suitability of such vessel for the intended operation. The vessel must be suitably equipped with initial pollution containment equipment.

.3 Accidents and Incidents

Operators shall immediately activate their emergency response plans, when any accident or incident occur whether on the supply or receiving vessel.

Should a loss of containment occur by any operator, all operators shall immediately stop any ship to ship transfers and immediately contact the local Principal Officer and TNPA by all available means. Any commencement of operations after a loss of containment occurs, may only be done once the Authorities have assessed the severity of the incident and permit operations to continue.

Based on the severity of an incident, the Authorities may suspend all ancillary activities, such as crew changes and other off port limit activities until the threat to these activities have been determined and whether it is safe to operate.

In cases where the Authority determines that following an incident there is no secondary safety and pollution vessel or insufficient pollution containment equipment to contain a second incident all operations in the area will be suspended.

Bunkering operations should not be attempted or are to be suspended when wind and sea conditions exceed the conditions what the standby vessel can effectively operate in and must be clearly defined in the operating procedures of the operator.

.4 Risk Assessment

A comprehensive risk assessment covering the entire operation is to be drawn up and submitted with the application. Operation specific risk assessments including environmental risk is to be prepared and submitted for each operation.

The risk assessment should clearly indicate each step of the operation with mitigations associated with those steps. As a minimum the steps to be covered for such an operation should be:

1. Run-in or approach of the vessels in close proximity. Traditionally there is additional risk when vessels approach each other at sea and this step should be clearly outlined with which vessel will be at anchor/DP/holding position and how the other vessel will approach. There should also be clear weather windows associated with this step including but not limited to wind, current strength, significant wave height and swell direction with a go/no-go maximum limit.
2. Hook-up or hose connection. Once the vessels are alongside or on station, the hose can be connected. Clear weather limits should also be set for this step, including clear statements around sufficient light and daylight hours.
3. Pressure test. Traditionally the hose test incurs risk for the release of the substance to be transferred. The test should ideally be performed using compressed air and suitably calibrated pressure gauges on the hoses. This step should only be conducted with sufficient light or during daylight hours as appropriate.

4. Start of transfer. The start of transfer should be governed by a procedure which clearly outlines the maximum pressure/transfer rate and commences with a lowered pressure/rate than the maximum agreed rate specified for the transfer. Once again, this procedure should also consider the maximum weather window in which a transfer may commence and also include consideration of sufficient light and/or daylight.

If at any time the weather limit for any step is exceeded, the POAC/PIC shall stop the operation and revise the risk assessment for any possible mitigations that may be put into place.

.5 Environmental Risk Management Plan (ERMP)

An ERMP must be submitted with the application. The ERMP must include an Environmental Risk Assessment and an Environmental Management Plan. The ERMP must have the necessary approvals.

.6 Oiled Wildlife Contingency Plan

STS/Bunker Operators must provide a response plan stating the measures that they will put in place to assist NGO's, Wildlife Associations and other similar entities in the rehabilitation of oiled Marine Life.

.7 Operating Criteria

i) Weather Conditions/Limitations

The STS/bunker operator must have standard procedure on the weather operating criteria for the operations. Clearly defined weather limitations at the various stages of the operations must be included and if deviation is allowed, the guiding principle clearly defined and must be adhered to. (See (b) Risk assessment above)

ii) Daylight / Night operations

The **STS operator** must identify when operations may commence. The Authority will not permit run in operations and commencement of cargo operations during the hours of night. Additional measures to ensure adequate lighting, monitoring of the surrounding waters during the hours of night must be included in the procedures and complied with.

The **bunker operator** must identify the criteria under which operations will be conducted during both day and night. Considering night operations carry a greater risk, the Authority will initially only permit day light bunkering operations.

Night-time **bunkering** operations may be considered after a minimum of 10 daylight operations conducted offshore. These operations must be spread over a period of not less than 14 days since the initial bunker operation, after which the operator may approach the Authority to inspect the vessel for night-time offshore bunkering operations, subject to the Authority being notified 3 working days in advance. Once the Authority is satisfied with operations, consideration to permit night operations may be granted.

Additional measures to ensure adequate lighting, monitoring of the surrounding waters must be included in procedures and complied with.

.8 STS/Bunker transfer plan

A detailed plan of the STS/bunkering operations shall be submitted. These are to include checklists to be used for the operations. Operators may draw up their own checklists for the intended operations or may use the checklists

in Annex 4. The operator's checklist must at the very least include all items applicable in the checklist detailed in Annex 4.

.9 Oversight

Person in Overall Advisory Control (POAC for STS Operations)

All **STS operations** irrespective whether they are held inside or outside a port are to be conducted by a qualified POAC. The POAC is responsible for the entire STS operation including berthing, if conducted outside a port and will liaise between the Master of the two vessels. The safety of the operation and prevention of any pollution is the responsibility of the POAC. The POAC is responsible for reporting to the Authority of any incidents occurring during the operation and shall do so immediately.

The POAC shall:

a) Ensure that the cargo transfer, mooring and unmooring operations are conducted in accordance with the required STS plan, the contents of this chapter of the Manual and take into account the recommendations contained in the industry OCIMF/ICS/IMO Guidelines and Publications.
b) Advise the Master(s) of the critical phases of the cargo transfer, mooring and unmooring operation;
c) Ensure the provisions of the contingency plan are carried out in the event of a spill;
d) Ensure that all required reports are made to the Authority;
e) Ensure that crewmembers involved in each aspect of the operation are properly briefed and understand their responsibilities;
f) Ensure that approach and mooring operations are not attempted until proper effective communication has been confirmed between the two oil tankers and appropriate checks have been completed;
g) Ensure that a pre-transfer STS safety check is undertaken in accordance with accepted industry guidance; and
h) Ensure that appropriate checks are undertaken prior to unmooring.

The POAC should have the authority to:

1) Suspend or terminate the transfer operation;
2) Amend the transfer plan for the particular operation.

Person in Charge (Bunker Operations)

The Person in Charge (PIC) is a person responsible for the safe conduct of **bunkering operations**, it is recommended that the bunker operator considers employing a Person in Charge, whose sole responsibility will be the safety of the transfer operation and prevention of any pollution. The Person in Charge will have adequate qualification and experience in the safe conduct of bunkering operations. The Master or Chief Officer may be appointed as the Person in Charge.

.10 Fuel Types

The following types of liquid substances may be considered **for STS** operations:

1) All oils listed in Appendix 1 of MARPOL Annex I.
2) All Noxious Liquid Substance as defined in Annex II of MARPOL.
3) All Liquefied Gases and other substances listed in chapter 19 of the IGC Code.

All grades of commercial oil fuel used in the propulsion and auxiliary engines of a ship shall be considered **for bunkering** a receiving vessel.

.11 Origin of cargo

The onus remains on the operator to ensure that any fuel/cargo transferred or sold within the EEZ carry the necessary approvals from SARS and/or other relevant government department in terms origin.

12. EMERGENCY MANAGEMENT

.1 Rapid on-scene Response

All STS/bunker operations irrespective whether the operations are held inside or outside a port must have rapid on-scene response capabilities. The response will include but not be limited to a designated vessel standby for the entire duration of the operation and be suitably equipped with pollution containment equipment for initial containment. The STS/bunker operator must have a contract with an approved service provider for deployment of additional resources to contain, recover and clean up any spills.

.2 Spill Response and Recovery Equipment

The STS/bunker operator is responsible for the scale of spill response and equipment to deal with any eventuality or incident of a spill, based on the operator's assessment of the type, kind and quantities involved in the operation; this must be specified in the submission.

The operator must appoint a Spill Response service provider to provide such response and equipment by means of a service level agreement. The spill response company should have sufficient stock of clean up equipment and mobile assets to deal with a spill. The onus of maintaining spill response equipment rests with the operator who must review such requirements at regular intervals and must be stipulated in the operator's SOP's.

The Authority will carry out annual audits on such Spill Response service providers to ensure readiness and compliance. The Authority requires confirmation of a contract or an agreement from the Owner of the vessels with a global service provider for handling potential large or Tier 3 oil spills. Such providers must have experience and capabilities to respond to the type of cargo involved, including expertise and methodology to minimise potential impact on the environment.

For Gas cargoes this must include expertise in handling and blow out of fires. Any inputs in spill response and equipment as specified by TNPA in consultation with DFFE must be complied with. The bunker operator is responsible and liable for ensuring clean-up operations are carried out to the satisfaction of the DFFE and the Authority.

.3 Spill Recovery Vessel Capability

The STS/bunker operator is to provide information on the capability and suitability of the oil recovery vessel. The vessel for such, may be provided by a third party by means of a service level agreement and contracted to be on site within an hour of activation. Retention capability will be dependent on the scale of operation and may restrict the size/quantity of the transfer operation. The onus to ensure that recovery capability is adequate for the intended operation rests with the bunker operator. The Authority will carry out annual audits on such thir d-party companies to ensure readiness and compliance. Any inputs by DFFE must be complied with.

.4 Booms

Booms are temporary floating barriers used to contain marine spills. The on-scene response vessel must have on board retention booms of adequate length, draft and freeboard approved by the Authority for immediate deployment and of adequate length for the intended operation.

The response vessel shall deploy the booms in any eventuality and shall ensure that both vessels are completely boomed-in, in their entirety. The booms must be able to operate efficiently in the weather conditions specified in the SOP. The booms should be effective and applicable to the type of cargo.

.5 Oil Spill Modelling

A condition for approval outside a port is that the STS/bunker operator provider shall carry out spill modelling utilising historical data for the intended operation. This modelling shall form part of the submission of the application.

The spill model shall provide sufficient data and enable a quick overview of the potential impact and damage to the surrounding environment, considering local conditions including but not limited to weather, topography, proximity of MPA's, shore-based industries that rely on sea water intake, commercial and recreational beach amenities, sea water desalination plants, etc.

.6 IMOrg

The responsibility rests with the STS/bunker provider to familiarise themselves with the National Oil Spill Contingency Plan (NOSCP) for the intended area of operation, the structure and requirements of the IMOrg, and the employ of dedicated experienced personnel to respond to and form part of the IMOrg structure in dealing with the management of any incident.

A policy commitment to Safety and Environment Protection and its compliance will form part of the application for approval. The STS/bunker operator will need to draw up an oil spill contingency plan in line with the NOSCP, which must be approved by SAMSA, TNPA and by DFFE in consultation through TNPA.

13. DOCUMENTATION

The following information/documents should be submitted with the application for a 5 year approval a STS/bunkering operation:

1) Company details:
   a) Full style company's profile;
   b) The company's footprint - national or international;
   c) Experience in the field of STS/bunkering operations;
   d) Areas of current operations, to allow the Authority to consult other Flag State Administrations;
   e) Duration and history of operation;
   f) Historical environmental incident record;
   g) Brief explanation of the proposed operation;
   h) Type(s) of cargo or bunker fuel for which approval is required;
   i) Approval in principle from TNPA and DFFE through TNPA; and
   j) Oil Spill Contingency Plan

   Other relevant Government Authority and agencies, such as TNPA, DFFE, SANPARKS, SARS, etc. to be informed about the proposed operation and their approval obtained.

   Potential operators can consult with their respective local shipping agent(s) on how to get in contact with these Authorities.

2) Policies and procedures:
   a) Standard Operating Procedures;

b) POAC/PIC experience and training;
c) Policy on ensuring the origin of cargo;

3) Suitability assessment and emergency management:
   a) STS/Bunkering operation suitability assessment;
   b) Comprehensive risk assessment;
   c) Environmental impact assessment;
   d) Operating criteria;
   e) Spill response and recovery equipment;
   f) Spill recovery vessel availability and capability;
   g) Availability of booms and their deployment;
   h) On-scene response capability;
   i) Spill Modelling;
   j) Insurance cover; and
   k) Service level agreements, if applicable.

14. TRANSITIONAL ARRANGEMENTS

TRANSITIONAL ARRANGEMENTS:

This marine notice acts as a transitional arrangement while the STS Codes and Bunker Codes are finalised.

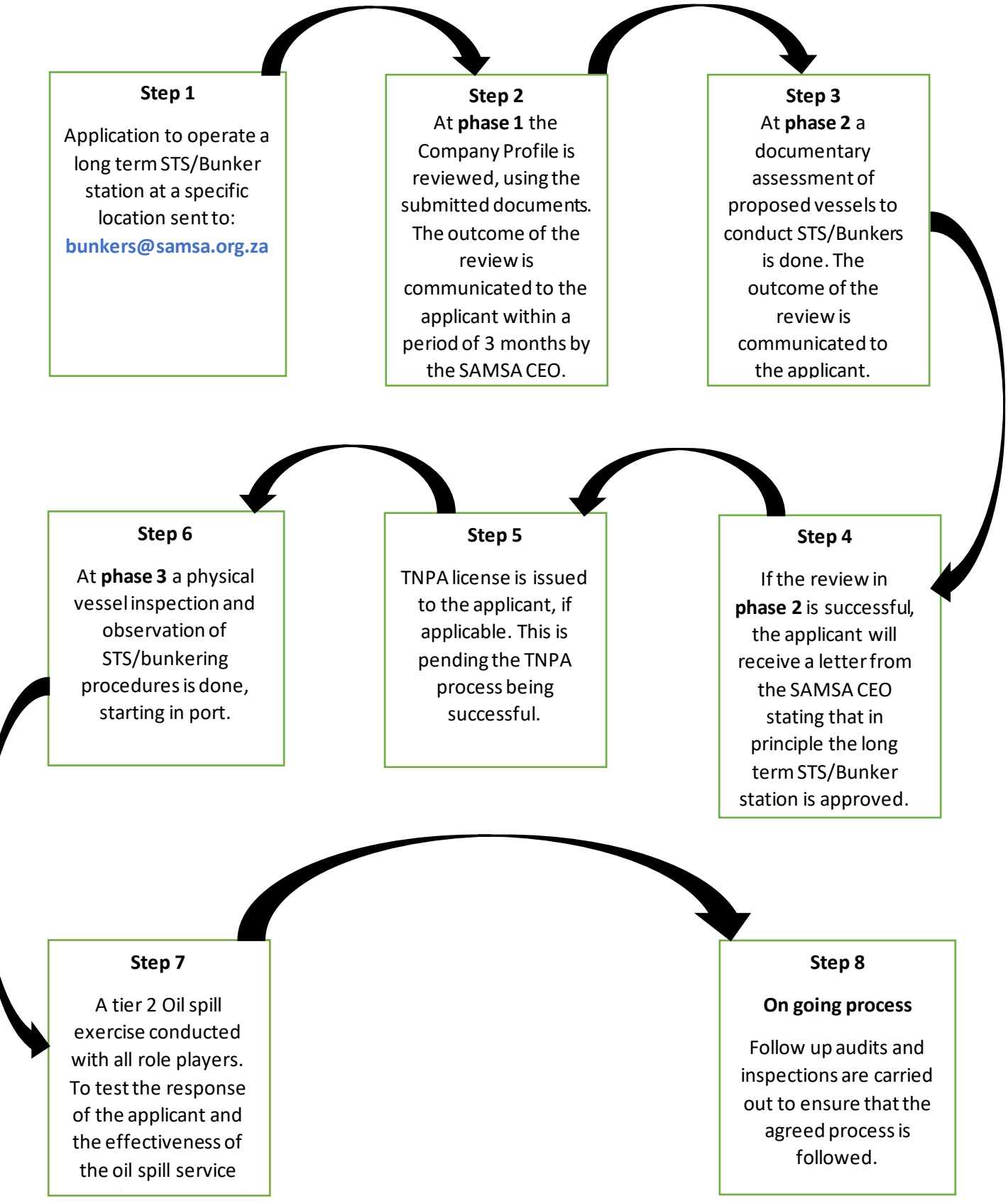
All operators who receive approval as per this Marine Notice will need to comply with any transitional periods as stipulated within the code.

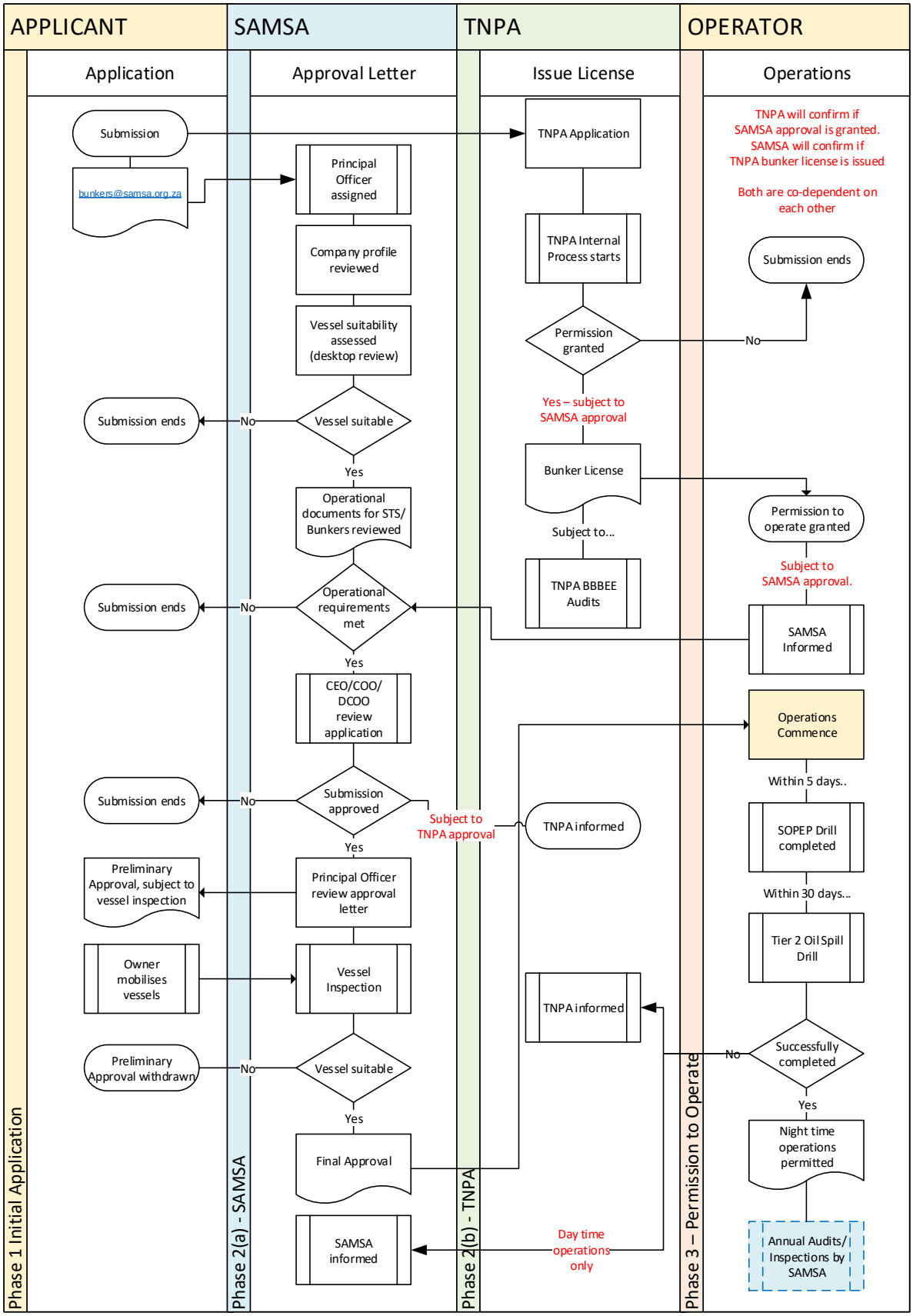
This Marine Notice focuses on the operational requirements. The STS Codes and Bunker Codes will incorporate specific requirements for:

a) Industry Development
b) South African Ship Register
c) South African Seafarers

Operators are encouraged to familiarise themselves with the draft codes in order to understand the potential for any future requirements and plan accordingly.

Flow diagram for a SAMSA approved long term STS and Bunker station




APPLICANT
SAMSA
TNPA
OPERATOR
Application
Approval Letter
Issue License
Operations
Phase 1 Initial Application
Phase 2(a) - SAMSA
Phase 2(b) - TNPA
Phase 3 – Permission to Operate
Submission
bunkers@samsa.org.za
Principal Officer assigned
Company profile reviewed
Vessel suitability assessed (desktop review)
Vessel suitable
No
Submission ends
Yes
Operational documents for STS/ Bunkers reviewed
Operational requirements met
No
Submission ends
Yes
CEO/COO/ DCOO review application
Submission approved
No
Submission ends
Yes
Subject to TNPA approval
Preliminary Approval, subject to vessel inspection
Principal Officer review approval letter
Owner mobilises vessels
Vessel Inspection
Preliminary Approval withdrawn
No
Vessel suitable
Yes
Final Approval
SAMSA informed
TNPA Application
TNPA Internal Process starts
Permission granted
No
Yes – subject to SAMSA approval
Bunker License
Subject to…
TNPA BBBEE Audits
TNPA informed
TNPA informed
Day time operations only
TNPA will confirm if SAMSA approval is granted. SAMSA will confirm if TNPA bunker license is issued
Both are co-dependent on each other
Submission ends
Permission to operate granted
Subject to SAMSA approval.
SAMSA Informed
Operations Commence
Within 5 days..
SOPEP Drill completed
Within 30 days…
Tier 2 Oil Spill Drill
Successfully completed
No
Yes
Night time operations permitted
Annual Audits/ Inspections by SAMSA

Annex 1
Requirements for obtaining approval prior to each STS/bunkering operation

1 STS/Bunkering operations outside a port

.1 Requirements for cargo transfer of oil outside a port

Permission to conduct STS operations outside a port must follow the process described in sections 10 to 13 of this Marine Notice. However, once off permission may be granted by the Principal Officer of the port subject to the relevant requirements of a 5-year approval being complied with.

In addition to obtaining an approval for the conduct of permanent STS operations outside a port, an approval must be obtained prior conducting any STS operation.

The following requirements/conditions apply for the approval of an STS operation:

1. Application and documents detailed in Annex 2 for each vessel involved in the STS operation, must be submitted 5 working days in advance to the Authority for approval;
2. Run in operations and commencement of cargo transfer will not be permitted during hours of night i.e. from the time of sunset until morning civil twilight the next morning;
3. Vessels must conduct an oil spill drill on board within 5 days of the intended operation;
4. During the first operation of an STS operation, a SAMSA Surveyor would be onboard to ensure that all SOP conditions are adhered to as provided during phase 2 of the audit;
5. All costs for the SAMSA Surveyor(s) are borne by the STS operator;
6. No OPL operations or transfer of crew/personnel to take place whilst a STS operation is in progress;
7. The vessels Recognised Organization must be a member of IACS;
8. The P&I Club of the vessels must be a member of the International Group of P&I Clubs. The vessels must have a local P&I company representing the P&I club. Non-IG group P&I clubs may not be accepted;
9. Vessels involved in a previous pollution incident will not be accepted;
10. Vessel that has been determined to be a security risk to the Republic will not be permitted to enter South African waters.

No STS operations involving noxious liquid substances will be permitted outside a port, such STS operations may only be permitted inside a port

.2 Requirements for oil fuel bunkering <u>outside</u> a port

.1 Bunkering operations outside a port:

Permission to conduct bunkering operations outside a port must follow the process described in the sections 10 to 13 of this Marine Notice and an approval obtained prior any operation being undertaken. In addition, a license to operate must be obtained from TNPA, for operations within TNPA limits and conditions stated therein complied with.

In addition to obtaining an approval from the Authority and license from TNPA, if applicable. The following requirements/conditions shall be complied with for each bunkering operation:

1. Application and documents detailed in checklist 1 of Annex 2 for the receiving vessel, must be submitted 5 working days in advance to the Authority for approval;
2. No OPL operations or transfer of crew/personnel to take place whilst a bunker operation is in progress.

3. All operations are subject to favourable weather conditions.

Vetting of vessels requesting permission to receive bunkers

Vessels requesting permission to receive bunkers shall be vetted prior to granting permission for bunkering.

These details are entered into the relevant PSCI MOU data base for verification purposes. If it is found that any of the submitted documents raise the suspicion of the Authority that the vessel may pose a greater risk than the average vessel calling for bunkers, permission is denied. The decision of the Authority is final and not negotiable. In addition, the PSCI reports are scrutinized to ensure that the vessel(s) are operated in accordance with the relevant international conventions.

Vessels may and have been denied permission to receive bunkers offshore for numerous reasons, some of which are listed below:

1. The vessel flies the flag of a country having an adverse reputation of compliance as noted by a PSCI region member;
2. The vessel has a history of major deficiencies/detentions during PSCI;
3. The P&I Club is not a member of the International Group or a fixed premium club with insufficient insurance cover or a poor claims record;
4. The Recognised Organization is not acceptable to SAMSA (must be part of the IACS group);
5. The vessel has been determined to be a security risk to the Republic;
6. The application is not submitted in the required notice time of 5 working days.

Vessel that has been determined to be a security risk to the Republic will not be permitted to enter South African waters;

Annex 2

Documents to be submitted prior to each STS/bunkering operation

This annex details the documents to be submitted for approval prior each STS/bunkering operation.

1) List of documents to be submitted for the approval of an oil **cargo** STS transfer
2) List of documents to be submitted for the approval of a **gas cargo** STS transfer
3) List of documents to be submitted for the approval of fuel oil **bunkering** operation, where bunker supply vessel is in possession of a 5-year approval to operate at the port.

1. List of documents to be submitted for the approval of an **oil** cargo STS transfer

Oil STS Application	**Port:**	**Date of Application:**
Agent:	Supplying Vessel:	
Service Provider:	Receiving Vessel:	

No.	Document	Agent	Supplying Vessel	Receiving Vessel	Service Provider
1	Service Request Form from Agent	☐			
2	Application for extra and special attendance, if required	☐			
3	Ship's Particulars		☐	☐	
4	Crew List		☐	☐	
5	Certificate of registry		☐	☐	
6	Class Certificate		☐	☐	
7	P&I Club Cover		☐	☐	
8	Name, address & contact details of local P&I Correspondent		☐	☐	
9	Proof that P&I Club covers ship to ship transfer operations		☐	☐	
10	Hull & Machinery Cover		☐	☐	
11	Cargo Ship Safety Construction Certificate		☐	☐	
12	Cargo Ship Safety Equipment Certificate		☐	☐	
13	Cargo Ship Safety Radio Certificate		☐	☐	
14	Loadline Certificate		☐	☐	
15	International Oil Pollution Prevention Certificate		☐	☐	
16	International Air Pollution Prevention Certificate		☐	☐	
17	International Ballast Water Management Certificate		☐	☐	
18	Document of Compliance (ISM)		☐	☐	
19	Safety Management Certificate		☐	☐	
20	International Ship Security Certificate		☐	☐	
21	Maritime Labour Certificate		☐	☐	
22	Minimum Safe Manning Document		☐	☐	
23	Civil Liability for Oil Pollution Damage Certificate		☐	☐	
24	Civil Liability for Bunker Oil Pollution Damage		☐	☐	
25	Wreck Removal Certificate		☐	☐	
26	SOPEP / SMPEP Manual Approval (if applicable)		☐	☐	
27	STS Transfer Operation Plan Approval		☐	☐	
28	Extracts from SOPEP of procedures in the case of an accidental spill during a transfer operation		☐	☐	
29	List of SOPEP Equipment		☐	☐	
30	Q88		☐	☐	
31	Last Port State reports		☐	☐	
32	Last Vetting Reports		☐	☐	
33	STS transfer plan and associated documentation		☐	☐	☐
34	Quantity on board, quantities to be transferred and the ROB's on completion.		☐	☐	
35	List of Emergency Contacts (Port, Agent, Company etc.)		☐	☐	
36	Checklist/Documentation used for the STS				☐
37	Mooring Arrangement Plan				☐
38	Details of STS POAC, experience, endorsements etc.				☐
39	Risk Assessment - Operation Specific				☐
40	Pressure Test Certificates for Hoses to be used				☐
41	Fender Test Certificate				☐

Comments:

Name and signature: Date:

* IACS member classification society issued Survey Statement, not older than 1 month, may be substituted instead of certificates 11 to 22

2. List of documents to be submitted for the approval of a **gas** cargo STS transfer

Gas STS Application	**Port:**	**Date of Application:**
Agent:		Supplying Vessel:
Service Provider:		Receiving Vessel:

No.	Document	Agent	Supplying Vessel	Receiving Vessel	Service Provider
1	Service Request Form from Agent	☐			
2	Application for extra and special attendance, if required	☐			
3	Ship's Particulars		☐	☐	
4	Crew List		☐	☐	
5	Certificate of registry		☐	☐	
6	Class Certificate		☐	☐	
7	P&I Club Cover		☐	☐	
8	Name, address & contact details of local P&I Correspondent		☐	☐	
9	Proof that P&I Club covers ship to ship transfer operations		☐	☐	
10	Hull & Machinery Cover		☐	☐	
11	Cargo Ship Safety Construction Certificate		☐	☐	
12	Cargo Ship Safety Equipment Certificate		☐	☐	
13	Cargo Ship Safety Radio Certificate		☐	☐	
14	Loadline Certificate		☐	☐	
15	International Certificate of Fitness for the Carriage of Liquefied Gases in Bulk		☐	☐	
16	International Oil Pollution Prevention Certificate		☐	☐	
17	International Air Pollution Prevention Certificate		☐	☐	
18	International Ballast Water Management Certificate		☐	☐	
19	Document of Compliance (ISM)		☐	☐	
20	Safety Management Certificate		☐	☐	
21	International Ship Security Certificate		☐	☐	
22	Maritime Labour Certificate		☐	☐	
23	Minimum Safe Manning Document		☐	☐	
24	Civil Liability for Bunker Oil Pollution Damage		☐	☐	
25	Wreck Removal Certificate		☐	☐	
26	SMPEP Manual Approval (if applicable)		☐	☐	
27	STS Transfer Operation Plan Approval		☐	☐	
28	Q88		☐	☐	
29	Last Port State reports		☐	☐	
30	Last Vetting Reports		☐	☐	
31	STS transfer plan and associated documentation		☐	☐	☐
32	Quantity on board, quantities to be transferred and the ROB's on completion.		☐	☐	
33	List of Emergency Contacts (Port, Agent, Company etc.)		☐	☐	
34	Checklist/Documentation used for the STS				☐
35	Mooring Arrangement Plan				☐
36	Details of STS POAC, experience, endorsements etc.				☐
37	Risk Assessment - Operation Specific				☐
38	Pressure Test Certificates for Hoses to be used				☐
39	Fender Test Certificate				☐

Comments:

Name and signature:

Date:

* IACS member classification society issued Survey Statement, not older than 1 month, may be substituted instead of certificates 11 to 22

3. List of documents to be submitted for the approval of fuel oil **bunkering** operation, where bunker supply vessel is in possession of a 5-year approval to operate at the port.

Checklist 1

Application for the conduct of a bunkering operation at: _____

General Information

Vessel Name		Flag		IMO Number	
Call Sign		Gross Tons		Arrival Draft	
ETA					

Has / is the vessel calling any SA port before/after bunkering? *(If so, please add the first and last ports below) _____

*(If the vessel is only taking bunkers offshore and not entering any South African Port, it is not viewed as calling at any port)

Ship Type		First Port of Call in South Africa	
Loaded / Ballast		Last Port of Call in South Africa	
Type of Cargo			
Owner		Address	
Agent		Address	
Bunker Supplier		Address	

Vessel Questionnaire

Certificate of insurance or other financial security in respect of Civil Liability for Bunker Oil Pollution Damage	
Certificate of insurance or other financial security in respect of Civil Liability for The Removal of Wrecks	
International Oil Pollution Prevention Certificate	
P&I Certificate of Entry	
Last Port State Control Inspection Report	
Ship Particulars	
Has an oil Pollution Emergency drill been conducted by ship's crew within 7days prior to bunkering	
Date of Last Oil Pollution Emergency Drill	

Note: Permission will only be granted once a SOPEP Drill has been done

Certificate Expiry Dates:

Civil Liability for Bunker Oil Pollution Damage		Civil Liability for The Removal of Wrecks	
International Oil Pollution Prevention Certificate		P&I Certificate of Entry	

I hereby state that the information above is a true reflection to the best of my knowledge:

Application Date	20/07/20	Agent Name		Agent Signature	
Agent Stamp					

For Office Use only

Application Approved		Approval Date	20/07/20
Outstanding Documents			
Remarks			
		SAMSA Official Signature	

NOTE:
The Ship Agency is responsible for payment and in the event of the Ship Agency becoming liquidated or under financial administration, then the Owners must settle the account.
The Agent to submit contact and full style details of Owners.

Annex 3

Qualifications and Experience of POAC (Person in Overall Advisory Control) and PIC (Person in Charge)

Qualifications and Experience of POAC

The person in overall advisory control of STS operations shall be qualified to perform all relevant duties, taking into account the qualifications contained in the best practice guidelines for STS operations.

The Administration, cargo owners or oil tanker's operators should agree and designate the POAC who should have at least the following qualifications:

1. An appropriate and valid management level deck Certificate of Competence, with all STCW and dangerous cargo endorsements (oil and/or gas) up to date and appropriate for the ships engaged in the STS operation;
2. Attendance at suitable ship-handling course;
3. Conduct of a suitable number of mooring/unmooring operations in similar circumstances and with similar vessels;
4. Experience in oil tanker cargo loading and unloading;
5. A thorough knowledge of the geographic transfer area and surrounding areas;
6. Knowledge of spill clean-up techniques, including familiarity with the equipment and resources available in the STS contingency plan;
7. Thorough knowledge of this Marine Notice.
8. Thorough knowledge of the IMO/OCIMF/ICS guidelines and publications

Additional Qualifications, as applicable:

1. Oil tanker Familiarisation - (STCW - Table A-V/1-1-1)
2. Gas tanker Familiarisation - (STCW- Table A-V/1-2-1)
3. Advance Oil Tanker Course - (STCW- Table A-V/1-1-2)
4. Advance Chemical Tanker Course - (STCW- Table A-V/1-1-3)
5. Advance Gas Tanker Course - (STCW Table A-V/1-2-2)
6. Basic Fire Fighting Course - (STCW Table A-VI/1-2)
7. Advanced Fire Fighting Course - (STCW Table A-VI/3)
8. Personal Survival Techniques - (STCW A-VI/1-1)
9. Personal Safety and Social Responsibilities - (STCW Table A-VI/1-4)
10. Proficiency in Survival Craft and Rescue Boats - (STCW Table A-VI/2-2)
11. ECDIS - (STCW Regulation II/2 and III/2)
12. Ship Security Officers (SSO) - (STCW Table A-VI/5)
13. Proficiency in Medical Care - (STCW Table A-VI/4-2)
14. GMDSS - GOC (STCW Table A-IV/2)
15. Bridge Team Management - (STCW Table A-II/1)
16. Bridge Resource Management - (STCW Table A-II/2)
17. Human Element & Leadership Management - (STCW- Regulation II/2 and III/2)

NOTE: A POAC that operates in the port only, where TNPA manages all ship handling activities does not require a suitable ship-handling course. Ship Handling is only required where the POAC conduct ship handling operations.

Qualifications and Experience of Person in Charge (PIC)

The Person in Charge shall be qualified to perform all relevant duties, taking into account the qualifications contained in the best practice guidelines for bunker operations.

The Authority and bunker operator should agree and designate the Person in Charge who should have at least the following qualifications:

1. An appropriate and valid management level deck Certificate of Competence, with all STCW and dangerous cargo endorsements (oil and/or gas) up to date and appropriate for the ships engaged in the bunker operation;
2. Experience in oil tanker cargo loading and unloading;
3. A thorough knowledge of the geographic transfer area and surrounding areas;
4. Knowledge of spill clean-up techniques, including familiarity with the equipment and resources available in the bunker contingency plan;
5. Thorough knowledge of this Marine Notice.
6. Thorough knowledge of the IMO/OCIMF/ICS guidelines and publications

Additional Qualifications, as applicable:

7. Oil tanker Familiarisation - (STCW - Table A-V/1-1-1)
8. Gas tanker Familiarisation - (STCW- Table A-V/1-2-1)
9. Advance Oil Tanker Course - (STCW- Table A-V/1-1-2)
10. Advance Chemical Tanker Course - (STCW- Table A-V/1-1-3)
11. Advance Gas Tanker Course - (STCW Table A-V/1-2-2)
12. Basic Fire Fighting Course - (STCW Table A-VI/1-2)
13. Advanced Fire Fighting Course - (STCW Table A-VI/3)
14. Personal Survival Techniques - (STCW A-VI/1-1)
15. Personal Safety and Social Responsibilities - (STCW Table A-VI/1-4)
16. Proficiency in Survival Craft and Rescue Boats - (STCW Table A-VI/2-2)
17. Ship Security Officers (SSO) - (STCW Table A-VI/5)
18. Proficiency in Medical Care - (STCW Table A-VI/4-2)
19. Human Element & Leadership Management - (STCW- Regulation II/2 and III/2)

Annex 4

Operational/Safety Check Lists

1. Checklists for Bunkering Operations

   The STS/Bunker Operator is required to draw up the following checklists based on the checklist provided in the *Ship to Ship Transfer Guide* for Petroleum, Chemicals and Liquefied Gases and must as a minimum contain all the items provided therein:

   - Checklist 1 - Pre-fixture information (for each ship)
   - Checklist 2 - Before Operations Commence
   - Checklist 3 - Before run-in and mooring
   - Checklist 4 - Before cargo transfer
   - Checklist 5 - Before unmooring

2. SAMSA specific checklist

   The SAMSA specific checklist, provided in the next page must be completed prior to the conducting an STS/Bunker Operation by both the vessels.

   The Bunker Operator may draw up additional checklists for operational use and such checklists must be submitted during the application process.

STS/BUNKER TRANSFER

SAMSA SPECIFIC CHECKLIST

Port: _____	Date: _____
Master:	Master:

Transfer details:					
Type Of Oil/ NLS/ Gas	Tonnes	Volume at Loading Temp	Loading Temp	Maximum Transfer Rate	Maximum Line Pressure

Item	Laden Vessel	Receiving Vessel	Remarks
Carry out regular checks to ensure that recommended pressure is not exceeded			
Is the cargo or bunker OVERFLOW system operational as per the original design specification?			
Are all SAMPLING valves closed and fitted with steel gooseneck pipe fittings			
Are the pressure gauges operational and correctly calibrated			
All repair work at either station stopped.			
All craft alongside are authorised and following hazard warnings, etc.			
Weather Reports and weather forecasting discussed and agreed			
Are Gas concentration accumulations in still air conditions monitored			
Are there adequate lighting requirements?			
Are International signals being displayed? (If Required)			
Pre and Post operation Public Address transmissions			
Cargo/Bunker system valves and connections not in use are closed and blank flanged.			
Cargo/bunker plan drawn up including tank capacities and filling limits etc for STS Operations			
Signals for stopping cargo, securing cargo systems and for crew to go to emergency stations are agreed upon?			
Agreed language for transfer operations: English			
Is firefighting equipment rigged, tested and ready for instant use and pressure on the water mains maintained during the transfer operation.			
Where an inert-gas system is fitted, full operating procedures shall be followed. In the event of a failure of such inert-gas system either prior to or during the transfer operation or prior to or during ballast operations, no such operation shall commence or continue until the inert-gas system has been restored or an alternative source of inert-gas has been provided.			
Not less than 24 hours prior the commencement of the transfer operation, switch off the hull-impressed current cathodic protection system fitted to such ship;			
Plug and render oil-tight scuppers			
Provide and keep on board such quantity and type of oil dispersing agent, such quantity and type of dispersant application equipment and such quantity and type of oil absorbing material as may be required			
Frequent visual checks to be made of the sea and of the ships or tankers, the hoses and the pipelines concerned so as to			

determine whether any oil is being discharged or is likely to be discharged;			

Item	Laden Vessel	Receiving Vessel	Remarks
Fit drip trays to all places on board where oil can be discharged;			
If any oil is being discharged or is likely to be discharged, report such fact forthwith to the representing officer.			
All flexible hoses to be used in the transfer operation are, prior to use, tested for leaks and for pressure not exceeding the operating pressure specified by the manufacturer thereof.			
All flexible hoses to be used in the transfer operation are sufficient in total length to provide for movement of the vessels while docked.			
All flexible hoses to be used in the transfer operation do not exceed the bending radii specified by the manufacturer thereof.			
The flow rate of the liquid pumped through a flexible hose shall never exceed the maximum specified by the manufacturer of such hose;			
No ballast water other than ballast water carried in segregated ballast tanks is discharged into the sea.			

For Supplying Vessel	For receiving vessel
Name:	Name:
Rank:	Rank:
Signature:	Signature:
Date:	Date:

Annex 5

Application form for 5-Year Operations

The following is the application form for obtaining a 5-year approval to conduct STS/bunkering Operations.

The duly completed form together with supporting documentation is to be submitted to the PO at the port where STS/Bunker operations are intended to be carried out.

5-Year Approval for Ship to Ship Operations	**Date of Application:**	**Port:**
Company name		

No.	Document	Submitted
1	Company details:	
	a) Full style company's profile	☐
	b) The company's footprint - national or international	☐
	c) Experience in the field of STS or bunkering operations	☐
	d) Areas of current operations, to allow the Authority to consult other Flag State Administrations	☐
	e) Duration and history of operation	☐
	f) Environmental record	☐
	g) Business plan	☐
	h) Maritime Industry Development Plan	
	i) Brief explanation of the proposed operation	☐
	j) Type(s) of cargo for which approval is required	☐
	k) Approval in principle from TNPA and DFFE through TNPA	☐
	l) Oil Spill Contingency Plan	☐
2	Policies and procedures:	
	a) Standard Operating Procedures	☐
	b) POAC experience and training	☐
	c) Policy on ensuring the origin of cargo	☐
3	Suitability assessment and emergency management:	
	a) STS operation suitability assessment	☐
	b) Comprehensive risk assessment	☐
	c) Environmental risk management plan	☐
	d) Operating criteria	☐
	e) Spill response and recovery equipment	☐
	f) Spill recovery vessel availability and capability	☐
	g) Availability of booms and their deployment	☐
	h) On-scene response capability	☐
	i) Spill Modelling	☐
	j) Insurance cover	☐
	k) Service level agreements, if applicable	☐
4	Vessels details;	
	a) Vessels particulars	☐
	b) Copy of ALL vessels statutory and trading certificates	☐
	c) Vessels Q88 form	☐
	d) Last 3 port state control inspection reports	☐
	e) Last SIRE inspections reports	☐

Comments:

Submitted by Name and signature: Date:

5-Year approval for Bunkering Operations	Date of Application:	Port:
Company name		

No.	Document	Submitted
1	Company details:	
	m) Full style company's profile	☐
	n) The company's footprint - national or international	☐
	o) Experience in the field of STS or bunkering operations	☐
	p) Areas of current operations, to allow the Authority to consult other Flag State Administrations	☐
	q) Duration and history of operation	☐
	r) Environmental record	☐
	s) Brief explanation of the proposed operation	☐
	t) Type(s) of cargo for which approval is required	☐
	u) Approval in principle from TNPA and DFFE through TNPA	☐
	v) Oil Spill Contingency Plan	☐
2	Policies and procedures:	
	d) Standard Operating Procedures	☐
	e) PIC experience and training	☐
	f) Policy on ensuring the origin of cargo	☐
3	Suitability assessment and emergency management:	
	l) STS operation suitability assessment	☐
	m) Comprehensive risk assessment	☐
	n) Environmental risk management plan	☐
	o) Operating criteria	☐
	p) Spill response and recovery equipment	☐
	q) Spill recovery vessel availability and capability	☐
	r) Availability of booms and their deployment	☐
	s) On-scene response capability	☐
	t) Spill Modelling	☐
	u) Insurance cover	☐
	v) Service level agreements, if applicable	☐
4	Vessels details:	
	f) Vessels particulars	☐
	g) Copy of ALL vessels statutory and trading certificates	☐
	h) Vessels Q88 form	☐
	i) Last 3 port state control inspection reports	☐
	j) Last SIRE inspections reports	☐

Comments:

Submitted by Name and signature: Date:

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