BRONZEWING DIESEL FUEL TRANSFER TO OTHER SHF VESSELS

TABLE OF CONTENTS

- PROCEDURAL OVERVIEW 2
- FUEL TRANSFER LOG & CHECKLIST (MANDATORY SAFETY PROCEDURES) 3
- SPILL REPORTING PROCESS 4
- ENGINE ROOM DIESEL TRANSFER COMPONENTS 5
- SPILL KIT CONTENTS 7
- SAFETY PRECAUTIONS WHEN USING DIESEL 8
- EXTINGUISHING A DIESEL FIRE 8
- EMERGENCY RESPONSE 8
- INCIDENT REPORTING PROCESS 8
- DETAILS OF VESSELS TO BE REFUELLED 9
- COPY OF "FUEL TRANSFER LOG & CHECKLIST" (print for LOG book) 16 & 17

BRONZEWING DIESEL FUEL TRANSFER TO OTHER SHF VESSELS

PROCEDURAL OVERVIEW

1. Negotiate suitable time for the transfer. Tug maintenance is usually on a Tuesday and a Friday. Transfers other days may be possible if all of the conditions are met
2. The 'Fuel Transfer LOG & Checklist' is to be used for each transfer.
3. The SHF vessel to be located close enough to the Bronzewing to accept the fuel hose. Should the Bronzewing need to be moved this is to be advised prior to the day of the fuel transfer.
4. It is recommended that a minimum of two crew be on board Bronzewing as well as the vessel to be refuelled, one monitoring the fuel tank and one on deck to communicate with the extra crew standing by.
5. It is essential that a Bronzewing crew member is always stationed at the cutoff emergency switch during refuelling.
6. The person on the deck of the vessel being refuelled must be within hearing and visible to the Bronzewing crew member responsible for co-ordinating transfer
7. The fuel hose will be passed to the SHF vessel and the nozzle placed ready for transfer.
8. The person on the deck of the vessel to be refuelled will signal to the Bronzewing crew that they are ready to commence the fuel transfer.
9. Bronzewing will advise when it commences the fuel flow.
10. The fuel will flow when the lever on the fuel line is activated. Fuel will continue to flow until the back pressure from the fuel automatically switches off the flow of fuel. [Similar to an automobile filling station pump.] Note that fuel pressure remains in hose, so any squeezing the nozzle handle will still release fuel.
11. People involved in the fuel transfer MUST NOT use their mobile phones during the refuelling, they must be totally focused on the refuelling and ready to act should an incident occur
12. On receiving advice from the vessel to be refuelled that they have enough fuel, crew from Bronzewing will switch off the fuel pump and advise the crew of the vessel refuelled
13. The crew of the vessel being refuelled will carefully remove the fuel nozzle to prevent any diesel spill and pass it back to the Bronzewing
14. Bronzewing crew will then take the nozzle and implement the steps in the Checklist attached fuel line stow it correctly and repack the spill kit and store it correctly.
15. The crew of the vessel being refuelled will advise their estimate of the volume of fuel transferred which will be agreed with the Bronzewing crew and noted in the LOG & Checklist

BRONZEWING DIESEL FUEL TRANSFER TO OTHER SHF VESSELS

FUEL TRANSFER LOG & CHECKLIST (MANDATORY SAFETY PROCEDURES)

[See Diesel Fuel Transfer Document for more Information]

DATE__/__/____ WEATHER CONDITIONS_____

Time commenced_____ Time completed_____

	BRONZEWING	**SHF VESSEL** Name_____
Vessel location		
Responsible Person		
Other persons		
Litres transferred		

1	Spill kit on dock close to Bronzewing	☐
2	Foam Fire extinguisher on dock	☐
3	Communications people appointed and in place. Use radios if required	☐
4	A cofferdam of oil absorbent padding is to be place around the refuelling port when the refuelling port is on deck, as well as around its fuel vents or place containers under fuel vents where possible to catch any overflow.	☐
5	All the scuppers are to be fitted with absorbent padding to prevent any diesel going overboard in the event of a spill.	☐
6	Have Kitty Litter on hand	☐
7	Should the fuel line have a connection, the connection MUST NOT be over the water	☐
8	Place NO smoking signs	☐
9	Ensure there is no electrical tool use or HOT work in the immediate vicinity	☐
10	Raise the Bravo code flag	☐
11	Volume transferred agreed	☐
12	Mobile phones switched off by all involved in fuel transfer – NOT to be used	☐
13	Check that the lever valve connecting the tug fuel tank to the transfer pump is ON	☐
14	Hand the fuel hose to the other vessel and place the nozzle in the fuel port	☐
15	Turn ON the fuel transfer pump (circuit breaker, switch on Fuel pump)	☐
16	To commence fuel flow, turn off the emergency stop button on aft engine room hatch. Operate the lever on the nozzle to start fuel flow	☐
17	On completion of transfer, before removing the nozzle from the fuel port , switch OFF pump by pressing the emergency stop button then turn off the fuel pump and circuit breaker	☐
18	Take the fuel hose back on board and stored in engine room	☐
19	Safety equipment restowed	☐
20	Fire extinguishers returned on board and in place, take down Bravo flag	☐
21	Return Spill Kit to its storage place as it is shared by all at Rozelle	☐

BRONZEWING DIESEL FUEL TRANSFER TO OTHER SHF VESSELS

Emergency Response

All oil / fuel spills / discharges - incidents - must be reported no matter what the reason.

To report an oil spill in Sydney Harbour, contact the NSW Environment Protection Authority (EPA) at 13 15 55 or Transport for NSW at 13 12 36, providing as many details as possible about the incident.

Master must fill in a POLREP and send to AUS Coastal Surveillance Center, AMSA

…….

SPILL REPORTING PROCESS

1. **Immediate Reporting:**

- If you witness an oil spill, it is crucial to report it as soon as possible to minimize environmental damage. Prompt reporting increases the chances of effective response and enforcement against the responsible parties.

2. **Contact Authorities: (either of the 2)**

- NSW Environment Protection Authority (EPA): Call 13 15 55 to report oil spills or pollution incidents. This line is available 24/7 and is specifically for environmental issues.
- Transport for NSW: If the pollution appears to be coming from a vessel, you can also report it by calling 13 12 36.

3. **Provide Detailed Information: When reporting, include as much information as possible, such as:**

- The location of the spill
- The type and quantity of oil observed
- Any visible impacts on wildlife or the environment
- Photographs or video evidence, if available.

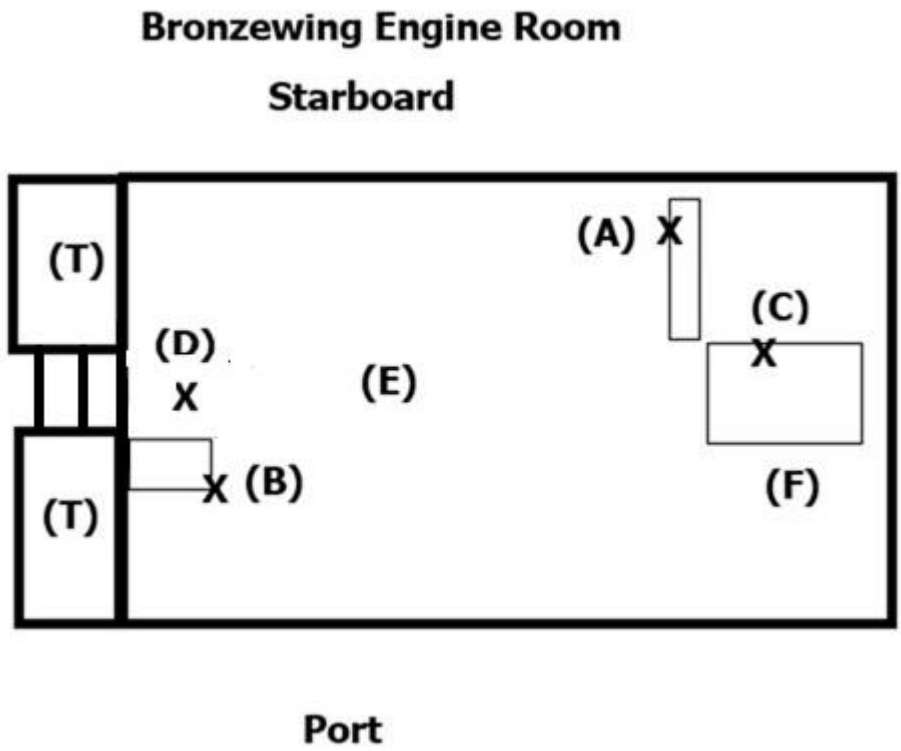
Follow Up:

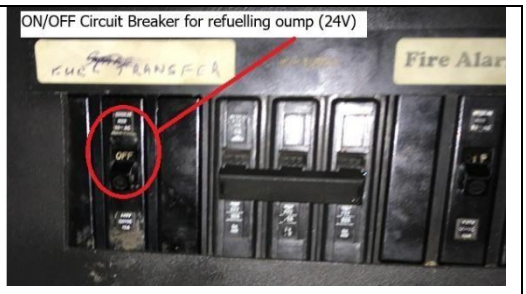
After reporting, you may want to follow up with the authorities to ensure that the incident is being addressed. The EPA and other agencies will investigate the report and take necessary actions based on the severity of the incident. By following these steps, you can help protect Sydney Harbour and its marine environment from the harmful effects of oil spills. Prompt action is essential in mitigating the impact of such incidents.

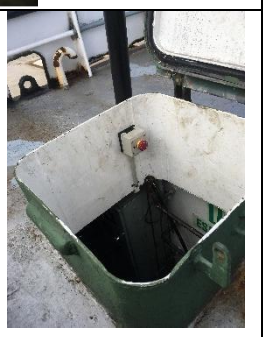
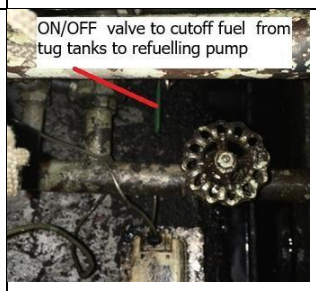
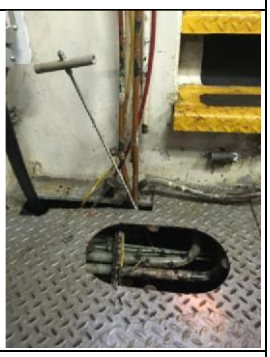
ENGINE ROOM DIESEL TRANSFER COMPONENTS

This describes the equipment that has been setup in the engine room to perform a fuel transfer and also the switch and valve settings

BRONZEWING DIESEL FUEL TRANSFER TO OTHER SHF VESSELS



A	Circuit Breaker on 24V switchboard panel labelled 'Fuel Transfer', in top left corner of panel This is switched to ON for a fuel transfer. When NOT refuelling this should be in the OFF position	
B	24V Refuelling pump on Bronzewing in the engine room, at the bottom of the ladder from the accommodation into the engine room, on the Port side	

B	ON/OFF switch on 24V Refuelling pump This is switched to ON for a fuel transfer. When NOT refuelling this should be in the OFF position	
C	Emergency ON/OFF switch mounted on inside of combing of the aft hatch in the engine room This is used to STOP the fuel flow when refuelling is complete or in an emergency To START the fuel flow set the emergency switch to switch to OFF	
D	ON/OFF Fuel valve regulating flow from Bronzewing fuel tanks to 24V fuel pump. This valve is under the engine room deck behind some piping. Remove the bilge inspection plate at the base of the ladder into the engine room, look for a lever operated valve which is usually left turned ON	
D	Emergency Shutoff This handle is attached to the ON/OFF Fuel valve regulating flow from Bronzewing fuel tanks to 24V fuel pump. In an emergency pull this handle UP to shutoff the valve	
E	Bronzewing engine room	
F	Location where fuel hose is stored in aft section of engine room	

BRONZEWING DIESEL FUEL TRANSFER TO OTHER SHF VESSELS

T	Bronzewing fuel tanks.	
	There are 2 tanks, Port & Starboard, and they are dipped from pipes (brown) on the wheel house deck aft of the wheelhouse	

SPILL KIT CONTENTS (To reviewed and verified)

After use please ensure that the Kit is re-stocked as per below

Kit has been modified to also include items for Oil & Fuel (Hydrocarbon) Spills

No	Item Description	Qty		Item source
1	Extra heavy duty Oil Absorbent pads – 48cm x 43cm x Heavy Weight – Dimpled & Perforated	40		
2	3m X 125mm oil floating boom	2		
3	53cm X 43cm Oil Pillows	2		
4	Contaminated waste bags– 450mm x 720mm	10		
5	Disposable overalls	1		
6	Nitril gloves PVC industrial (Pair)	2		
7	Laminated Inventory of Kit items	1		
8	Absorbent OIL + FUEL – Sweep Prenco (18Kg bag)	?		
9	Spill Kit reorder form			See main office
10	SDS for basic fluids used (Petrol &Diesel)			See main office
11	Polypropylene Booms – Single Skinned with clips 125mm x 3m	1		Bunnings
12	Shovel			Bunnings
13	Pan for picking up materials			Bunnings
	Floor Sweep 10kg	?		
	Polypropylene Absorbent Socks – Oil Only – 75mm x 1.2m			

BRONZEWING DIESEL FUEL TRANSFER TO OTHER SHF VESSELS

SAFETY PRECAUTIONS WHEN USING DIESEL

1. Here are some safety precautions that should be followed while handling diesel:
2. Store diesel in a safe location away from any ignition sources, such as heat sources or electrical equipment.
3. Use only approved containers to store or transport diesel.
4. Do not smoke or use open flames near diesel fuel.
5. Wear personal protective equipment (PPE) such as gloves and eye protection when handling diesel.
6. Handle diesel fuel with care and avoid spills.
7. In case of spills, clean up the area immediately to prevent slips, trips, and falls.
8. Properly dispose of used diesel fuel or any contaminated materials in accordance with local regulations.
9. Do not mix different types of diesel fuels

EXTINGUISHING A DIESEL FIRE

To extinguish a diesel fire, use a Class B fire extinguisher (foam, dry powder, or CO2) or a fire blanket. Avoid using water, as it can spread the fire. For small, contained fires, aim the extinguisher at the base of the flames and sweep the hose, according to fire safety resources. For larger fires, evacuate and call emergency services.

EMERGENCY RESPONSE:

To report an oil spill in Sydney Harbour, contact the NSW Environment Protection Authority (EPA) at 13 15 55 or Transport for NSW at 13 12 36, providing as many details as possible about the incident.

INCIDENT REPORTING PROCESS

Immediate Reporting: If you witness an oil spill, it is crucial to report it as soon as possible to minimize environmental damage. Prompt reporting increases the chances of effective response and enforcement against the responsible parties.

CONTACT AUTHORITIES:

NSW Environment Protection Authority (EPA): Call **13 15 55** to report oil spills or pollution incidents. This line is available 24/7 and is specifically for environmental issues.

Transport for NSW: If the pollution appears to be coming from a vessel, you can also report it by calling **13 12 36**.

Provide Detailed Information: When reporting, include as much information as possible, such as:

- The location of the spill
- The type and quantity of oil observed
- Any visible impacts on wildlife or the environment Photographs or video evidence, if available.

BRONZEWING DIESEL FUEL TRANSFER TO OTHER SHF VESSELS

Follow Up: After reporting, you may want to follow up with the authorities to ensure that the incident is being addressed. The EPA and other agencies will investigate the report and take necessary actions based on the severity of the incident.

By following these steps, you can help protect Sydney Harbour and its marine environment from the harmful effects of oil spills. Prompt action is essential in mitigating the impact of such incidents.

All ships flagged under countries that are signatories to MARPOL are subject to its requirements, regardless of where they sail and member nations are responsible for vessels registered on their national ship registry. Australian pollution prevention act applies to all vessels of 15m + in internal waters within AUS and any AUS ship on the high seas

POLREP

For all bilge, refuelling spills, pump-out activities. The Master must fill in a POLREP report and sent to AUS Coastal Surveillance Center, AMSA. The following information must be included:

1. name of vessel, size, type, call sign, registration
2. position of incident
3. course, speed
4. substance involved - amount, concentration, description of packaging consignee & consignor 5. action taken
6. track of substance - due to weather conditions

DETAILS OF VESSELS TO BE REFUELLED

[1] **Vessel name:** Harman **(length of vessel:** 12.5m**)**

Diesel fuel tank volumes: There are 2 connected tanks, under the seating in the main passenger cabin, each has a volume of 190L making a total of 380L for the vessel

How to sound the fuel tanks: lift the cushions seat on either side of the main passenger cabin to find a hatch labelled 'DIP', lift the hatch to access the dip (see image A)

Shut OFF valve location: lift the cushions seat on either side of the main passenger cabin to find a hatch labelled 'FUEL SHUT OFF', lift the hatch to access the shut off valve (See image B)

Diesel refuelling port location: There are two. One on the port side, on the deck just forward of the ladder into the passengers seating, the other on the starboard side on the deck forward of the ladder into the passenger's area (see image C). Removing the refuelling port cap required a 'key' which is stored in the wheelhouse, starboard side under the window aft of the wheelhouse door, where the dip stick is also stored. (See image E)

Where to place oil absorbent matting and absorbent sausage dam around the refuelling port: When a refuelling port is chosen, place oil absorbent matting on the deck around the refuelling port and place absorbent sausages in a circle around the port on top of the absorbent matting

BRONZEWING DIESEL FUEL TRANSFER TO OTHER SHF VESSELS

Fuel tank vents location and how to collect any fuel overflow: There are two fuel vents – port and starboard. On the port side it is almost above the refuelling port and on the starboard side it is in a similar position. As the vent is an open pipe about 1m above the deck we will have to insert a piece of tubing on to the open pipe and lead it into a bucket on the deck for both the port and starboard vents and place absorbent matting under the bucket (see image D1 & D2)

Name and mobile number of person to call if we have a query : Tony Druce 0466 971 250

A	Harman-strbFuelTankDip Harman-strbFuelTankDipStick. Tank dip access	
B	Harman-strbFuelShutOffValve Fuel shut off access	
C	Harman-portRefuellingPort Harman-strbRefuellingPort.JPG Port refuelling port	

BRONZEWING DIESEL FUEL TRANSFER TO OTHER SHF VESSELS

D1	Harman-portTankVent Port Fuel tank vent	

D2	Harman-strbTankVent Starboard Fuel tank vent	
E	Harman_refuelPortKey_dipStick.JPG Key to open refuelling port and Dip Stick	

[2] **Vessel name:** Berrima (**length of vessel:** 11.5m)

BRONZEWING DIESEL FUEL TRANSFER TO OTHER SHF VESSELS

Diesel fuel tank volumes: There are 2 connected tanks, under the seating in the aft passenger area, each has a volume of 130 L making a total of 260L for the vessel

How to sound the fuel tanks: There is only one fuel dip pipe, lift the cushions seat on the starboard side of the aft passenger area to find a dip cap, unscrew the cap to perform the dip (see image F1 & F2)

Shut OFF valve location: the Emergency Shut Off valve is under the seating in aft passengers' area

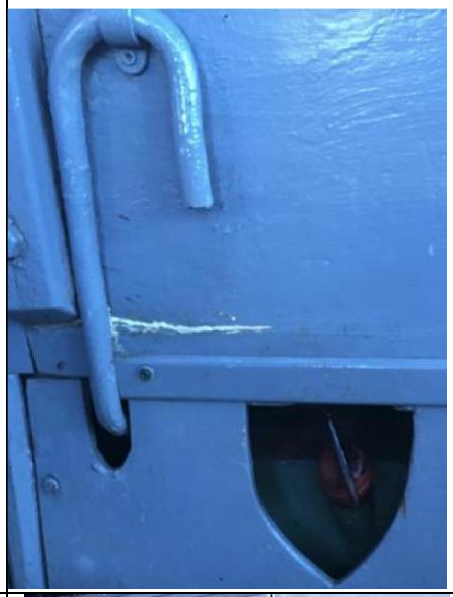
Diesel refuelling port, location There are two on the aft deck. There is one on the port side, flush with the deck just aft of the passenger area and in a similar position on the starboard side (see image G)

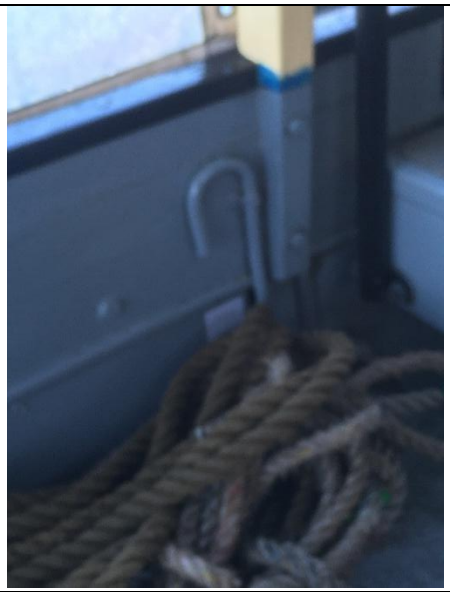
Where to place oil absorbent matting and absorbent sausage dam around the refuelling port: When a refuelling port is chosen, place oil absorbent matting on the deck around the refuelling port and place absorbent sausages in a circle around the port on top of the absorbent matting

Fuel tank vents location and how to collect any fuel overflow: There are two fuel vents – port and starboard on the bulkhead above the dip cap in the passenger aft area. On the port side it is almost above the refuelling port and on the starboard side it is in a similar position. As the vent is an open pipe about 300mm above the seat we will have to insert a piece of tubing on to the open pipe and lead it into a bucket on the deck, for both the port and starboard vents place absorbent matting under the bucket (see image F2 & H)

Name and mobile number of person to call if we have a query : Ray Jekinson 0414 832 834

F1	Berrima--strbTankDip-Vent-DipStick Starboard tank vent Tank dip access Dip stick	

F2	Berrima-strbTankVent-TankDip Starboard tank vent Tank dip access	
G	Berrima-port-strbRefuellingPorts Refuelling ports – port & starboard	

H	Berrima-portFuel Vent Port tank vent	

[3] **Vessel name:** Protex (**length of vessel:** 10.5m)

Diesel fuel tank volume :50L

How to sound the fuel tank: The dip stick is on the aft end of the wooden cover over the fuel tank. There is only one tank, on top of the passengers seating area. covered by a wooden box (see image I)

Shut OFF valve location: The Emergency Shut Off valve is in the wheelhouse above the helm

Where is the diesel refuelling port: The refuelling port is sticking out of the top of the wooden cover over the fuel tank (see image J)

Where to place oil absorbent matting and absorbent sausage dam around the refuelling port : Place absorbent matting and sausage on top of the absorbent matting around the fuel port

Location of fuel tank vents and how to collect any fuel overflow: Vessel does not have vents

Name and mobile number of person to call if we have a query : John Surman 0419 473 032

I	Protex_dipStick.JPG Protex dip Stick	

J	Protes_refuelPort.JPG Protex refuelling port	

BRONZEWING DIESEL FUEL TRANSFER TO OTHER SHF VESSELS

FUEL TRANSFER LOG & CHECKLIST [See Diesel Fuel Transfer Document for more Information]

DATE__/__/____ WEATHER CONDITIONS_____

Time commenced_____ Time completed_____

	BRONZEWING	**SHF VESSEL** Name_____
Vessel location		
Responsible Person		
Other persons		
Litres transferred		

1	Spill kit on dock close to Bronzewing	☐
2	Foam Fire extinguisher on dock	☐
3	Communications people appointed and in place. Use radios if required	☐
4	A cofferdam of oil absorbent padding is to be place around the refuelling port when the refuelling port is on deck, as well as around its fuel vents or place containers under fuel vents where possible to catch any overflow.	☐
5	All the scuppers are to be fitted with absorbent padding to prevent any diesel going overboard in the event of a spill.	☐
6	Have Kitty Litter on hand	☐
7	Should the fuel line have a connection, the connection MUST NOT be over the water	☐
8	Place NO smoking signs	☐
9	Ensure there is no electrical tool use or HOT work in the immediate vicinity	☐
10	Raise the Bravo code flag	☐
11	Volume transferred agreed	☐
12	Mobile phones switched off by all involved in fuel transfer – NOT to be used	☐
13	Check that the lever valve connecting the tug fuel tank to the transfer pump is ON	☐
14	Hand the fuel hose to the other vessel and place the nozzle in the fuel port	☐
15	Turn ON the fuel transfer pump (circuit breaker, switch on Fuel pump)	☐
16	To commence fuel flow, turn off the emergency stop button on aft engine room hatch. Operate the lever on the nozzle to start fuel flow	☐
17	On completion of transfer, before removing the nozzle from the fuel port , switch OFF pump by pressing the emergency stop button then turn off the fuel pump and circuit breaker	☐
18	Take the fuel hose back on board and stored in engine room	☐
19	Safety equipment restowed	☐
20	Fire extinguishers returned on board and in place, take down Bravo flag	☐
21	Return Spill Kit to its storage place as it is shared by all at Rozelle	☐

BRONZEWING DIESEL FUEL TRANSFER TO OTHER SHF VESSELS

Emergency Response

All oil / fuel spills / discharges - incidents - must be reported no matter what the reason.

To report an oil spill in Sydney Harbour, contact the NSW Environment Protection Authority (EPA) at 13 15 55 or Transport for NSW at 13 12 36, providing as many details as possible about the incident.

Reporting Process

3. **Immediate Reporting**: If you witness an oil spill, it is crucial to report it as soon as possible to minimize environmental damage. Prompt reporting increases the chances of effective response and enforcement against the responsible parties.

4. **Contact Authorities**:

   2 Sources

- **NSW Environment Protection Authority (EPA)**: Call **13 15 55** to report oil spills or pollution incidents. This line is available 24/7 and is specifically for environmental issues.
- **Transport for NSW**: If the pollution appears to be coming from a vessel, you can also report it by calling **13 12 36**.

4. **Provide Detailed Information**: When reporting, include as much information as possible, such as:

- The location of the spill
- The type and quantity of oil observed
- Any visible impacts on wildlife or the environment
- Photographs or video evidence, if available.

4. **Follow Up**: After reporting, you may want to follow up with the authorities to ensure that the incident is being addressed. The EPA and other agencies will investigate the report and take necessary actions based on the severity of the incident.

By following these steps, you can help protect Sydney Harbour and its marine environment from the harmful effects of oil spills. Prompt action is essential in mitigating the impact of such incidents.

Refer to attached incident report (AMSA) also NOTICE incidents under MARPOL attached.

Master must fill in a POLREP and sent to AUS Coastal Surveillance Center, AMSA This also targets bilge, refuelling spills, pump-out activities