

MUMBAI PORT TRUST

MECHANICAL AND ELECTRICAL ENGINEERING DEPARTMENT

No. MEED/M/4-G/(DBT-JD)/6776

15 MAR 2017

C I R C U L A R

BUNKERING OPERATION AT MUMBAI PORT TRUST

Sub: Initiative taken by Mumbai Port to promote Bunkering.

Mumbai Port Trust (MbPT) intends to promote Mumbai Port as a Bunkering Hub by developing Barge Handling Facility at Jawahar Dweep in addition to existing facilities available at Hay Bunder and Mallet Bunder. In order to make Bunkering process favourable Mumbai Port has taken initiative to implement the Standard Operating Procedure (SOP) for Bunkering Process. MbPT has also agreed that a rebate of 50 % shall be provided by MbPT for all vessel related charges payable by the agent / vessel owner for vessels/barges on exclusive bunker call. A target of bunker sales of 2.5 MMT PA has been taken to be achieved in the next 5 years ending 31-3-2023. All concerned stakeholders are requested to cooperate.

The Physical/Product Suppliers are responsible to follow the following notifications / notices for carrying out Bunkering Operation:

- a) Trade Facilitation Notice No.01/2017 dated 04.01.2017 issued by Mumbai Customs.
- b) Merchant Shipping Notice no. 3 of 2014 for registration as Bunker supplier.
- c) Government of Maharashtra existing notice on VAT on sale of Bunker fuels and lubricants to foreign run / coastal run vessels.

The existing facility of Truck / Pipeline Bunkering carried out Mallet Bunder / Hay Bunder shall continue till further order.

2. A Standard Operating Procedure (SOP) for Bunkering operations at Mumbai Port detailed has been prepared in consultation with the stakeholders which is as under:

❖ REGISTRATION:

The Physical/Product Suppliers, Custom House Agents, Vessel Agents, Barge Owner / operators need to register with the Mumbai Port after submitting Registration Form online alongwith Registration fees of Rs. 11,300/- for carrying out Bunker Business. This Registration will be valid for one financial year and to be renewed after payment of applicable renewal charges of Rs. 5,650/-. In addition to the Registration Form, Barge Owner / Barge Operator has to submit necessary following information / documents to Deputy Conservator:

- i) Barge Particulars with Owner's Details.
- ii) ISPS compliance declaration
- iii) Crew List (should have stream pass / Dock Entry Permit)

The Custom House Agents / Vessel Agents who are already registered with Traffic Department of Mumbai Port Trust (enlisted in the list available on MbPT website) need not again get registered.

The Barge Owners / Barge Operators who are already registered with Mumbai Port Trust (enlisted in the list available on MbPT website) need not again get registered.

Note: The registration and renewal charges indicated above are as per existing SOR approved by TAMP. The same may be revised as per any changes made in the SOR.

In addition, the barges deployed for bunkering should abide with the following conditions to Ply Barges in Mumbai Harbour:

- a) The barges should have valid MMB / MMD registration as applicable.
- b) The barges should have Harbour Craft License / pass pilot license.
- c) The barges should have license for the carriage of petroleum products in bulk issued by concerned statutory authorities viz. MMD (Mercantile Marine Department) etc. other aspects viz. P&I, HULL and Machinery Insurance and AIS fitment – yearly basis.

❖ **SINGLE WINDOW CLEARANCE for Documentation 24x7 on all days from Mumbai Port:**

To promote bunker sales, the Mumbai Port will set up a single window system of clearances which shall operate from the Port Operations Service Centre, opposite GPO, Mumbai on a 24 X 7 basis. A **Single window clearance** will be made available to all Physical/Product Suppliers for bunker application. This system will be implemented after getting inputs from various stake holders and during test trial of bunkering. In the meantime, the following procedure will be adopted for bunker commencement:

In the case of bunker to be loaded at Mallet Bunder / Hay Bunder, single application (Format – Annexure -1) alongwith the checklist addressed to Port's –Dy. Traffic Manager, Operations Service Centre to be made through E Mail id of the Bunker window which is bunkering@mbptmail.com.

In the case of bunker to be loaded at MOT-JD, single application (Annexure-2) alongwith the checklist to be forwarded through E Mail id of the Bunker window which is bunkering@mbptmail.com to the Docks Master, MOT-JD.

Initially all clearances will be given by DMJD / Dy. TM through email / scanned or hard copies after receipt of bunker application through email/manual. **Subsequently, it is proposed to be merged with the Bunker Portal Link of the Mumbai Port Trust.** Compliance of checklist will be submitted to MbPT by the authorized representative of Physical/Product Supplier and the following clearance will be given to Physical/Product Supplier by MbPT after complying of all the conditions of bunkering.

1. Dock Master Permission for Barge Berthing
2. Fire & safety-compliance from PSFO of MbPT.
3. Wharfage and Port Dues, etc. Clearance from Traffic and Marine Department respectively.

❖ **PAYMENTS TO BE MADE TO MbPT:**

MbPT's present system of IPOS (Integrated Port Operation System) and PCS (Port Community System) is in operation and the same shall be used for making payment for wharfage and Vessel Related Charges till creation of Bunker Portal by MbPT in due course. The present system of wharfage and vessel related charges payment for Mallet Bunder / Hay Bunder will continue till further intimation.

1. **Wharfage payments** for each stem needs to be made by the Physical/Product suppliers through NEFT / RTGS modes.

For Physical/Product i.e. vendors having deposit accounts for each bunker supplies on basis of the nominated quantity, an E- debit note will be processed by the Port and the amount shall be debited from the vendor's Deposit account and the E-debit note sent thru mail to the Physical/Product Supplier. In case of any short or excess supplies verified through the Bunker Delivery Note [BDN] (a copy of BDN will be submitted to Port) a credit / debit note will be processed on month end by the Port. The access to the deposit account statement will be provided to the Vendor and reconciliation will be done every quarter.

2. **Port dues/ Water conveyances /Pilotage charges/Berth Hire Charges** will be paid by the nominated barge operator/authorized representative of the Physical/Product Supplier. Each Barge operator/authorized representative needs to get registered with Mumbai Port for bunker Fuel supplies and have deposit account opened with the Port for all such dues. For each stem being supplied an E – Debit note will be raised by the Port and the amount automatically debited from their deposit account. Reconciliation will be done every quarter. The Deposit account to be topped up through E – Payments NEFT / RTGS.

**ALL PAYMENTS TO PORT SHOULD BE MADE THRU AUTHORIZED E-PAYMENT GATEWAYS
VIZ. NEFT/RTGS**

❖ **DETAILED PROCEDURE FOR BUNKERING:**

The following procedure shall be put in force with immediate effect for supply of bunkers by barges to ships at berth and ships at outer anchorage including Port Lightrage Anchorage (PLA). This shall be in supersession of all orders hitherto in the matter.

1. The Vessel Master / Chief Engineer of the vessel which requires bunker, sent requisition for Bunker call in advance / prompt supply to Physical/Product Supplier or Trader.
2. The Physical/Product Supplier or Trader appoints CHA for Custom clearance and generation of shipping bill.
3. The Physical/Product Supplier has to make an application for bunkering to MbPT alongwith the checklist complying the fire and safety requirement.
4. The Wharfage payment to be made in advance by the Physical/Product Supplier or their authorised CHA to MbPT as per shipping bill.
5. The Physical/Product Supplier or Physical/Product Supplier appointed by the trader engage barge operator based on the point of supply for delivering the bunker to the vessel and generate Bunker Delivery Note (BDN).
6. The Barge Operator load the Bunker at Mallet Bunder / Hay Bunder / JD2 in the designated Barge.
7. The Barge operator make payment of required port dues, etc. if applicable.
8. The Barge operator deliver the Bunker to the Vessel on bunker call at designated location.
9. Bunker Delivery Note (BDN) is finalized by the Vessel Master / Chief Engineer of the vessel and is handed over to Barge operator after delivery of Bunker.

10. The Barge operator hands over the finalized Bunker Delivery Note (BDN) to Physical/Product Supplier.

11. The Physical/Product Supplier make reconciliation the Wharfage amount paid to MbPT based on the final BDN.

Note:

a) The Vessel/Barge on bunker call shall make payment of the Vessel related charges to MbPT as per VCN generated. A rebate of 50 % shall be provided by MbPT for all vessel related charges payable by the agent / vessel owner for vessels/barges on exclusive bunker call.

b) Supply of bunkers at Outer anchorage will be permitted only to Barges registered with Director General of Shipping as per the classification of the barge depending on the location/time/weather of supply. For e.g. MS Class/RSV class

c) Physical/Product Supplier also intimates the following details of Vessel on bunker call to the Barge Owner / Operator:

- i) Expected Time of Arrival (ETA) / Supply (ETS)
- ii) Name of the Vessel
- iii) Product description
- iv) quantity of product
- v) Location of supply (Berth / Anchorage)
- vi) Vessel Agent

d) Physical/Product Supplier has to make an application online to MbPT for Bunker call at a single window system of clearances which shall operate from the Port Operations Service Centre, opposite GPO, Mumbai on a 24 X 7 basis alongwith the checklist complying the fire and safety requirement and the following details of the barge to be engaged for bunker call.

- i) Barge Details,
- ii) Expected Time of Loading (ETL) from Shore tank,
- iii) Expected Time of Delivery (ETD) to Vessel,
- iv) Expected Time of Completion (ETC),
- v) crew list having valid DEP and stream pass,
- vi) Safety Checklist.

e) After verifying the documents, MbPT will give clearance for loading of Bunker into the barge subject to payment of Wharfage and applicable Vessel Related Charges (VRC) and compliance of Bunker Safety checklist. DC, TM, CISF, MEED, Fire & safety, Indian Coast Guard and Indian Navy will be intimated about Bunkering through auto generated email.

f) Barge involved in bunkering process should be a registered barge with MbPT and fulfill the following requirements:

- I) Barge Profile approval
- II) VCN generation by MbPT
- III) Payment of advance charges by Barge operator (Port dues, Berth Hire Charges, water conveyance, etc.)

g) After complying the MbPT requirements the bunker can be loaded into the barge by carrying out necessary hose connections at berth by Physical/Product Supplier / Barge Operator.

Bunkering at Night: Bunkering at the Mumbai Port shall be permitted during night hours also as per the custom notification F NO S/43-712/2015-16 P Dated 04.01.2017.

Bunkering during cargo discharge – Bunkering during cargo loading / unloading will also be permitted.

Pumping rate: There should be sufficient facilities to ensure supply of bunkers to the barges at a pumping rate of **at least** 150 tonnes per hour.

Responsibility for Spillage:

At the barge loading point, the primary responsibility will be on the Physical/Product Supplier. During the bunkering operation the vessel/Bunker Barge will be directly responsible to ensure that all safety precautions are taken in order to avoid a spill. This however does not relieve the barge operator from ensuring that all safety measure as envisaged in checklist are complied with. The barge operator to ensure that all safety measures as envisaged in the check list are complied with and that all safety measures are taken prior to commencement of bunkering. Barge Operator will ensure appropriate insurance cover against the spill.

Note: The SOP will be reviewed periodically considering the feedback obtained from the stakeholder and accordingly, further changes will be incorporated time to time.



CHIEF MECHANICAL ENGINEER

Copy to:

- 1) Chief Commissioner of Custom, Zone-1
- 2) Pr. Commissioner of Custom (P)
- 3) Commissioner of Custom, Export/Import Zone-1
- 4) Commodore, Indian Navy
- 5) Chief Staff Officer, Indian Coast Guard
- 6) Sr. Commandant, CISF MbPT
- 7) M/s. BPCL, Mumbai
- 8) M/s. HPCL, Mumbai
- 9) M/s. IOCL, Mumbai
- 10) Steamer Agent Association, Mumbai
- 11) Mumbai Custom Broker Association, Mumbai
- 12) MANSA

BUNKERING PERMISSION REQUEST FORM

DATE:

TO:
The Dy. Traffic Manager/AO (Marine Bills)
Operations Service Centre,
Opp. GPO, MbPT
Mumbai-400001.

| |
|-------------------------|
| Name of the Vessel: |
| VCN No. |
| Location of the Vessel: |

Sir,
Permission for bunkering operations for
We, M/s., request permission to bunker the above vessel

Date :
Time :
Place :

We have appointed the bunker supplier, to carry out the service by

Barge Road Tanker Shore based bunkering installation

| |
|--------------------|
| Name of the Barge: |
| VCN No. |

OR

Details & No of Road Tankers :

OR

Name of Bunker Supplier :
Bunker quantity in metric Tons :
Type of Bunker Supplier :

Yours faithfully

FOR USE OF MUMBAI PORT TRUST

Traffic Department Permitted:
i)TM/authorized Officer to
certify that wharfage on the
tanker has been collected.

Subject to :
i) Complying with condition in Annexure - 3
(Safety checklist)
iii) Recovery of cleaning up charges/penalty
for pollution caused if any)

BUNKERING PERMISSION REQUEST FORM

DATE:

TO:
The Docks Master, MOT-JD
and
Asstt. Traffic Manager
Operations Service Centre,
Opp. GPO, MbPT
Mumbai-400001.

Name of the Vessel:
VCN No.
Location of the Vessel:

Sir,
Permission for bunkering operations for
We, M/s., request permission to bunker the above vessel

Date :
Time :
Place :

We have appointed the bunker supplier to carry out the service by

Barge Road Tanker Shore based bunkering installation

Name of the Barge:

VCN No.

Details & No of Road Tankers :

OR

Name of Bunker Supplier :
Bunker quantity in metric Tons :
Type of Bunker Supplier :

Yours faithfully

FOR USE OF MUMBAI PORT TRUST

Traffic Department Permitted:
i) TM/authorized Officer to
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Subject to :
i) Complying with condition in Annexure - 3
(Safety checklist)
iii) Recovery of cleaning up charges/penalty
for pollution caused if any)

BUNKERING SAFETY CHECK-LIST

1. The bunkering safety checklist (enclosed) is to be submitted duly filled up by the Physical Supplier before the commencement of any bunkering operations. One copy to be retained by the Physical supplier and one copy to be forwarded to MbPT alongwith the Bunkering application made by the Physical supplier. For operational convenience the Port Fire & Safety Department shall be informed through email by Asstt. Harbour Master/DMJD for information.
2. The safety of operations requires that all questions in the checklist shall be answered in affirmative. If an affirmative answer is not possible, the reasons are to be given and the Port Fire & Safety Department's permission for commencing the Bunkering operation is to be obtained. Where the question is not considered to be applicable, a note to that effect is to be inserted. If at any time, safety is endangered by any action on the part of ship and or barge/road vehicle/shore bunkering installation personnel or by any equipment under their control, immediate cessation of operation should occur. The prime responsibility for safe handling of bunker will be on the Physical supplier.
3. Adequate supervision of the bunkering operation is to be maintained at all times by a representative from the Physical supplier and the Bunker receiver. On completion of bunkering operations, hoses are to be drained and blanks fitted before transfer to the supplying vessel/vehicle/installation to avoid any Oil spillage.
4. The checklist is not exhaustive and all applicable additional precautions in accordance with relevant conventions/rules/regulations are to be taken at all times.
5. The checklist is to be complied and the declaration to be signed by both the Physical suppliers and the Barge Operator
6. The details of the Barge to be deployed for bunkering by the Physical supplier are as under,

| | | | | |
|---------------------------------------|----------|--------------------|--|-------|
| Name of ship & IMO No on Bunker call. | | Name of Barge | | |
| | | Registration No. | | |
| Date of Bunkering | | Time | | Berth |
| Type of Bunker | | Quantity of Bunker | | |
| Emergency Contact No | Agent | Supplier | | |
| | Name | Name | | |
| | Tel. No. | Tel. No. | | |

The Physical supplier shall forward the details as above alongwith the application.

**MUMBAI PORT TRUST
PORT FIRE SERVICE**

Bunkering Safety Check-List

| | |
|-----------------------------------|-------------------|
| Mumbai Port | Date |
| Ship/ Barge : | |
| Name of the Master : | |
| | |

Checks by Ship/Barge Prior to Berthing :

| | BUNKERING | SHIP | BARGE | CODE | REMARKS |
|-----------------------------------|---|------|-------|------|---|
| 1. | The barge has obtained the necessary permissions to go alongside receiving vessel. | | | | |
| 2. | The fenders have been checked, are in good order and there is no possibility of metal to metal contact. | | | R | |
| 3. | Adequate electrical insulating means are in place in the Barge -to-ship connection | | | | |
| 4. | All bunker hoses are in good condition and are appropriate for the service intended. | | | | |
| Checks Prior to Transfer - | | | | | |
| 5. | The barge is securely moored. | | | R | |
| 6. | There is a safe means of access between the ship /barge. | | | R | |
| 7. | Effective communications have been established between responsible officers. | | | A R | (VHF/UHF Ch). Primary System: Backup System: Emergency Stop Signal: |
| 8. | There is an effective watch on board the barge and ship receiving bunkers. | | | | |
| 9. | Fire hoses and fire-fighting equipment on board the barge and ship are ready for immediate use. | | | | |
| 10. | All scuppers are effectively plugged. Temporarily removed scupper plugs will be monitored at all times. Drip trays are in position on decks around connections and bunker tank vents. | | | R | |
| 11. | Initial line up has been checked and unused bunker connections are blanked and fully bolted. | | | | |
| 12. | The transfer hose is properly rigged and fully bolted and secured to manifolds on ship and barge. | | | | |
| 13. | Overboard valves connected to the cargo system, engine room bilges and bunker lines are closed and sealed. | | | | |
| 14. | All cargo and bunker tank hatch lids are closed. | | | | |
| 15. | Bunker tank contents will be monitored at regular intervals. | | | A R | |
| 16. | There is a supply of oil spill cleanup material readily available for immediate use. | | | | |

| | | | | | |
|----|--|--|--|-----|--|
| 17 | The main radio transmitter aerials are earthed and radars are switched off. | | | | |
| 18 | Fixed VHF/UHF transceivers and AIS equipment are on the correct power mode or switched off. | | | | |
| 19 | Smoking rooms have been identified and smoking restrictions are being observed. | | | A R | Nominated Smoking Rooms Tanker: Barge: |
| 20 | Naked light regulations are being observed. | | | R | |
| 21 | All external doors & ports in the accommodation are closed. | | | R | |
| 22 | Material Safety Data Sheets(MSDS) for the bunker transfer have been exchanged where requested. | | | R | |
| 23 | The hazards associated with toxic substances in the bunkers being handled have been identified and understood. H2S Content Benzene Content | | | R | |

The presence of the letters 'A' or 'R' in the Code column indicates the following:

A ('Agreement'). This indicates an agreement or procedure that should be identified in the Check-List or communicated in some other mutually acceptable form.

R ('Re-check'). This indicates items to be re-checked at appropriate intervals, as agreed between both parties and stated in the declaration. The joint declaration should not be signed until all parties have checked and accepted their assigned responsibilities and accountabilities.

DECLARATION –

We have checked, where appropriate jointly, the items of the Check-List in accordance with the instructions and have satisfied ourselves that the entries we have made are correct to the best of our knowledge.

We have also made arrangements to carry out repetitive checks as necessary and agreed that those items coded 'R' in the Check List should be re-checked at intervals not exceeding _____ hours.

If to our knowledge, the status of any item changes, we will immediately inform the other party.

| For Ship/Barge | For physical supplier |
|-----------------------|------------------------------|
| Name : | Name : |
| Rank : | Rank : |
| Signature : | Signature : |
| Date : | Date : |
| Time : | Time : |

Record of repetitive checks:

| | | | |
|--|--|--|--|
| Date: | | | |
| Time: | | | |
| Initials for Ship/barge: | | | |
| Initials for physical supplier: | | | |

SAFETY INSTRUCTIONS FOR BUNKERING OPERATIONS

1. The Master of vessels/Barge operator involved in bunkering shall ensure that bunkering will only take place provided,
 - a) The Physical supplier has duly filled up and submitted the Bunkering Safety Check List.
 - b) All questions in the bunker checklist have been answered truthfully.
 - c) The bunker checklist has been filled in completely and signed by the persons responsible for
the bunkering of the vessels involved.
 - d) The Port Fire Service will carry out random check for the compliance of the check list submitted
by the physical supplier during the course of bunkering.
2. The Master of vessels/Barge involved in bunkering shall ensure that the bunker checklist duly filled in and signed, will be made available for inspection on board their vessels/ Barges during bunkering.
3. The Master of vessels/Barge shall not commence bunkering before having ascertained that, all safety
precautions as per checklist are in place.
4. The master of the vessels/Barge shall ensure:
 - i) The presence of crew member on deck of the vessel, continuously supervising the bunkering
operation.
 - ii) During bunkering, the gauging of the tanks which are to be filled up, are taken at regular intervals to prevent any spillage.
5. In case of any spillage, the Master of the vessel/Barge operator involved in bunkering Operation must inform to the Harbour Master / DMJD/ PFSO immediately, with the following details:
 - i) Location of spill
 - ii) Type of oil spill
 - iii) Approximate quantity
 - d) Action taken so far