

Bunkering Safety Checklist - Esquimalt Royal Roads Anchorages

Reference: Natural and Man-made Harbour Navigation and Use Regulations Section 3

Permission

No ship shall load or discharge fuel until permission is obtained from the Port of Esquimalt King's Harbour Master, and the checklist below is completed, in its entirety, and returned to esqkhmehma@forces.gc.ca

Restrictions

The following restrictions apply to bunkering at the Esquimalt Royal Roads Anchorages:

- Bunkering is only permitted during daytime hours and not at night.
- Bunkering agents must advise, by email, their bunkering schedule at least 24 hours in advance to the Port of Esquimalt King's Harbour Master Operations at esqkhmehma@forces.gc.ca
- Prior to and upon completion of bunkering operations, the bunker supplier or barge operator is responsible for notification to the following:
 - Port of Esquimalt King's Harbour Master Operations at 250-363-2160 or VHF channel 10.
 - Marine Communications and Traffic Services Victoria on VHF channel 11.
- An attending tug must remain on site and ready to render assistance during the entire bunkering operation (does not apply to self-propelled delivery vessels).
- If a towing company is used, it is the responsibility of the bunkering agent to ensure the towing company is aware of the bunkering and berthing schedule.
- The master of every vessel engaged in bunkering operations shall appoint an officer to be in charge of bunkering operations who is fluent in English. English is the language to be used during all aspects of the bunkering operation.
- In the event of a spill, all operations must be immediately stopped and vessels involved must activate their Shipboard Oil Pollution Emergency Plan. The spill must be immediately reported to the following:
 - Port of Esquimalt King's Harbour Master Operations at 250-363-2160 or VHF channel 10.
 - Canadian Coast Guard, available 24/7, 1-800-889-8852 or VHF channel 16.

Weather

- The Esquimalt Royal Roads Anchorages are exposed to high wind speeds and wave activity, and the weather conditions in this area may change on short notice.
- Bunkering operations shall not proceed when winds are forecast to be above 20 knots.
- Bunkering operations must be completed or ceased six hours prior to inclement weather.
- The Port of Esquimalt uses the following official government websites for forecasts:
 - Weather: https://weather.gc.ca/city/pages/bc-40_metric_e.html
 - Tides: <https://waterlevels.gc.ca/en/stations/7110>

Name of Receiving Ship _____ Date _____

Anchorage _____ Time _____

All questions must be answered with a √ in the YES (Y) or NO (N) column.

		Ship		Supplier	
		Y	N	Y	N
1.	Is the ship receiver/supplier securely anchored?				
2.	2a. Are scuppers plugged and drip drays positioned?				
	2b. Are vents clear for tanks being bunkered?				
3.	Is there an agreed upon communications procedure?				
4.	4a. Is there a spill procedure plan?				
	4b. Is there clean-up and containment material readily available?				
5.	Is there a shut-off valve at the bunkering position?				
6.	6a. Have pumping rates been agreed to?				
	6b. Have capacities of tanks been checked against the quantities to be supplied?				
	6c. Have emergency shutdown signals been agreed to?				
7.	7a. Are the hoses properly rigged and tight?				
	7b. Are the hoses in good condition?				
	7c. Are unused connections securely blanked?				
8.	Are all safety/smoking requirements being met?				
9.	Is there an effective deck watch at all stations?				

Product	Quantity to be Loaded	Tank Capacity	Rate (Mt/Hr)

Declaration: The entries are correct and to the best of our knowledge:

Ship	Supplier
Name:	Name:
Rank:	Address:
Signature:	Signature: