

**PORT OF ASHBURTON
TANKER TRANSFER
PROCEDURE**

A857663



TABLE OF CONTENTS

- 1. OBJECTIVE 2
- 2. SCOPE 2
- 3. OCCUPATIONAL HEALTH AND SAFETY 2
 - 3.1 Personal Protective Equipment2
 - 3.2 Fire Fighting Equipment2
- 4. ENVIRONMENTAL PROTECTION 3
- 5. AUTHORISATION..... 3
- 6. OPERATIONS..... 3
 - 6.1 Standard Operations3
 - 6.1.1 Set Up of Berth for Transfer Operation.....3
 - 6.1.2 Roles and responsibilities4
 - 6.1.3 Equipment.....4
 - 6.1.4 Communications5
 - 6.1.5 Pre-start meeting and documentation5
- 7. TRANSFERS USING VESSEL PUMPS 6
 - 7.1 Responsibilities7
 - 7.2 Transfer assembly7
 - 7.3 Monitoring and logging.....7
- 8. SPILL RESPONSE AND NOTIFICATION 7
 - 8.1 Spill response steps.....8
 - 8.1.1 Control8
 - 8.1.2 Contain8
 - 8.1.3 Communicate.....8
 - 8.1.4 Clean up8
- 9. AUDITS..... 8
- 10. DOCUMENT OWNER..... 8

1. OBJECTIVE

To define the responsibilities and requirements for tanker transfer operations between ship and shore at the Ashburton Cargo Wharf (ACW). This procedure is a minimum standard and should be utilised to develop operational procedures. Additional controls implemented by operators that enhance safety to personnel and the environment is encouraged.

2. SCOPE

This procedure covers operations including but not limited to:

- Loading or unloading bulk products or liquids via suction or pressure between tankers and ships
- Removal of sludge/washings/slurry/grey water/drill mud etc. from ships and small craft.
- Vessel tank cleaning (via tanker).

Bunkering of fuel via tanker to vessels is excluded from this procedure. All bunkering operations are only permitted by Pilbara Ports licensed bunker providers.

3. OCCUPATIONAL HEALTH AND SAFETY

3.1 Personal Protective Equipment

Mandatory PPE standards apply to all persons on the Pilbara Ports site. These requirements are in place to enhance the safety of personnel. The following minimum PPE standards must be adhered to when conducting transfer operations.

- Long Sleeve Hi-Visibility cotton shirt (sleeves to remain rolled down).
- Full Leg Cotton pants, alternatively Hi-Visibility Cotton Overalls.
- Hard Hat.
- Safety Glasses.
- Steel Cap Boots
- Safety gloves appropriate for the operation
- PFD when working within 2m of the wharf face.

Extra or specialised PPE requirements for the product being handled shall be mandated in accordance with the general spill response procedure or MSDS relevant to that material. This PPE must meet or exceed Pilbara Ports minimum standards listed above.

3.2 Fire Fighting Equipment

Task and product specific safety and firefighting equipment required for the bulk transfer operation is to be supplied by the operator.

Reliance on Pilbara Ports equipment should not be considered until the equipment is checked and approved by the operator. Positioning of task specific safety and firefighting equipment on the ACW will be by agreement with Landside Operations. This equipment is to be removed immediately after completion of the transfer.

4. ENVIRONMENTAL PROTECTION

Companies carrying out transfer operations on the Ashburton Cargo Wharf should have their own spill kits and any specialised equipment required for the product being transferred. It is the responsibility of the company carrying out the transfer to clean up the ACW and dispose of all waste correctly. Waste is not to be placed in the Pilbara Ports bins located on the wharf nor left in the Pilbara Ports spill kits.

Pilbara Ports oil spill bins with clean up equipment are located on the ACW in yellow bins. These spill kits are not intended to be used as a control for contractors conducting transfer operations. These are for all ACW users in case of an emergency or unexpected minor spill or to supplement any clean-up effort. Any Pilbara Ports owned spill equipment or stock is to be replaced by the user. Waste is to be managed by the operator at their own expense.

5. AUTHORISATION

Any operation that falls within the scope of this procedure requires an 'Authority to Work' to be approved by Landside Operations prior to commencement.

Submission of a wharf work permit application should occur at least 24 hours prior to need. Refer to the *Authority to Work Procedure* on the Pilbara Ports website.

6. OPERATIONS

Prior to conducting the operation, the Company carrying out the transfer shall meet with Landside Operations to discuss Pilbara Ports requirements.

The appropriate regulatory requirements shall be maintained at all times.

6.1 Standard Operations

The following steps apply to all transfer operations. Additional requirements for transfers utilising vessel pumps is listed in section 7 (Transfers using vessel pumps).

6.1.1 Set Up of Berth for Transfer Operation

Ships berthed at the Ashburton Cargo Wharf may have one tanker alongside carrying out operations at any one time. This includes trucks carrying cargo, stores or ships spares. Any increase in this number will require approval by Landside Operations.

Positioning of trucks and trailers conducting transfer operations shall be as directed by the Landside Operations team. Parallel and as close as practicable to the vessel connection point is the preferred method.

On completion of the task, the area surrounding the tanker is to be cleaned and all equipment removed from the wharf. No ancillary equipment or trailers are to remain on the wharf unattended.

6.1.2 Roles and responsibilities

Roles, responsibilities and operational control over the task, needs to be identified prior to work commencing.

(a) Vessel Master (or delegate)

- The Master of the vessel is responsible for all operations on the vessel. The Master may delegate and appoint a Vessel Person in Charge (VPIC).
- The VPIC has overall responsibility for the safety of the entire operation unless otherwise agreed and documented.

(b) Tanker Transfer Person in Charge

- A suitably qualified and experienced person from the company carrying out the tanker operation, known as the Tanker Transfer Person in Charge (TTPIC) is to be appointed to oversee the full operation from start to finish, until all recommendations are in place and it is agreed that the risk has been removed and the individual is no longer required.
- The TTPIC must not have any responsibility for completion of any tasks within the operation. Their responsibility is to provide oversight of the task and ensure compliance with the proposed transfer process.
- The TTPIC and the Tanker Operator shall meet with the ships Master or appointed VPIC for a Pre-Start meeting.

(c) Tanker Operator

- The Tanker Operator is responsible for carrying out the operation and to carry out the task in accordance with the company Task Specific Operating Procedure.
- Continuously monitoring pump pressure and enforcing “line of fire” exclusion zones.
- Continuously monitoring total product being transferred versus available tank capacity. This applies to both the ships tank capacity and the road tanker tank capacity. The total product level in the road tanker is to be continuously monitored.

6.1.3 Equipment

The company supplying equipment to be used for the transfer of the product is responsible for ensuring the equipment and use of that equipment meets the standards detailed as a minimum.

- All components of the transfer assembly shall be specified, be uniquely identified and meet the required standards. The safe work limit (SWL) of all components and of the overall transfer assembly is documented and available on request.

- The SWL of the transfer assembly shall not exceed 75% of the lowest rated component.
- The components of the transfer assembly shall have a company preventative inspection and maintenance program. Records and/or tagging requirements to demonstrate pressure rating and last formal inspection date shall be available and or displayed.
- Whip stops or checks, or stored energy arresters are to be used on all transfer hoses.
- Spill mats, drip trays or similar, capable of containing minor spills from hoses or components when disconnected or laid out shall be placed in such a position as to catch, contain and ensure no product leaks on to the wharf.
- Companies carrying out transfer operations on the ACW should have on, or accompanying the tanker, their own spill kits suitable for the product being transferred. Any additional specialised equipment required to carry out spill containment and clean up should be available to site within 30mins.

6.1.4 Communications

There shall be a dedicated radio communication channel established for the task with no concurrent operations on the same channel.

All persons involved in the task are to be provided with their own handheld radios to ensure communication is possible throughout the transfer operation.

All persons involved in transfer operations are to be provided with their own handheld radios. Coordination and communication between road tanker operator and vessel personnel shall be maintained at all times.

6.1.5 Pre-start meeting and documentation

The task is to be carried out in accordance with the vessels and operator's task specific *Operating Procedures* and *Safe Work Instruction* (or equivalent).

Prior to commencing each transfer, a task-based risk assessment is required. Risk assessments must consider ACW activity, vessel activity and environmental conditions on the day.

An emergency response plan covering spills, how they will be cleaned up, including disposal details of the recovered spilled product is required. A copy of this plan is to be available at the tanker.

Control features such as toolbox meetings and demarcation of work areas must be identified and carried out prior to the start of the task.

An emergency stop procedure is to be identified.

The VPIC, TTPIC and any other personnel involved shall conduct a pre-start meeting prior to commencing a transfer operation. This meeting is to review and record:

- The nature of the product and any associated SDS
- Minimum PPE requirements in accordance with the product being handled and with the general spill response procedure relevant to the liquid.
- The Safe Working Load (SWL) of each individual equipment component in the line-up. The SWL limit of the line-up is determined by the lowest rated component.
- The maximum allowable pumping pressure will be 75% of the SWL .
- The total volume of product to be transferred.
- The maximum fill level of the road tanker or vessel tank and the means of monitoring this.
- The Line of Fire exclusion zone, around any pressurised line or connection.
- Coordination and communication between the vessel and the road tanker during the transfer operation.
- The Emergency Stop Procedure.
- Spill procedures and notifications.
- Roles and responsibilities of people involved in the liquid transfer.
- The transfer procedure which must account for differences in vessel and road tanker design, and include pumping pressures, valve configurations, open / close positions, quantities to be transferred.
- JHA/JSA/SWI/Take 5 forms, checklists etc. are to be completed prior to commencement of the transfer operation.
- Where there is more than one road tanker load, each road tanker is a separate transfer operation, and all steps are to be reviewed.

7. TRANSFERS USING VESSEL PUMPS

The below requirements are mandated by the Harbour Master for vessels transferring liquids utilising vessel pumps. These steps are in addition to requirements in Section 5 and should be considered and/or actioned by the vessel Master.

Masters are reminded of their responsibilities under the International Safety Management (ISM) Code, to identify risks in their operations and to have adequate processes and procedures in place to manage those risks.

7.1 Responsibilities

- The vessel's Master is responsible for the liquid transfer operation.
- The vessel's Master shall appoint a VPIC of the liquid transfer operation.
- The VPIC shall be competent to operate and evaluate vessel pumping pressures and piping configuration.
- The VPIC shall not perform any other duties during the time they are the designated PIC of the liquid transfer operation.

7.2 Transfer assembly

- The line-up of the pipeline and valves from the vessel to the road tanker must be checked and confirmed by the VPIC.
- This action must be recorded in the operations logbook, before the commencement of the liquid transfer operations.
- The line-up shall only include dry-break to dry-break couplings.
- Whip checks or stored energy arresters are to be used on all transfer hoses.

7.3 Monitoring and logging

- The VPIC must oversee the liquid transfer operation and ensure compliance with the agreed transfer procedure.
- The VPIC must ensure pump pressures are monitored at all times.
- The VPIC and tanker operator should monitor tank levels
- A log of pressures is to be maintained.
- Sudden changes in pressure must be dealt with immediately by reducing pump speed or stopping the transfer operations. The Line-up is to be checked again prior to resuming operations.
- The line of fire exclusion area set up around the line-up must be maintained.
- Under no circumstances should a person approach the line-up while it is under pressure. If this occurs the emergency stop must be activated.

8. SPILL RESPONSE AND NOTIFICATION

An emergency response plan covering spills, how they will be cleaned up, including disposal details of the recovered spilled product is required. A copy of this plan is to be available at the truck / tanker and at the vessel.

Pilbara Ports requires the vessel and the operator to have in place a plan to prevent spillage into the sea. To assist with the prevention of spills directly entering the Ports waters from the ACW, it is a requirement that a spill kit is readily accessible and where practicable, the area immediately surrounding the area of risk is sealed or banded.

The nature of the bulk product, SDS(s) and the general spill response procedure relevant to the product is to be identified.

8.1 Spill response steps

8.1.1 Control

Control the source of the spill. Activate spill response plan.

8.1.2 Contain

Contain and limit the area impacted by the spill.

8.1.3 Communicate

Marine Spill – Contact Ashburton VTS

- VHF channel 14
- 9159 6556
- 0428 888 800

Landside Spill – Contact Landside Operations

- Direct – On site Landside Operations Coordinator
- 9181 3602
- Via Ashburton VTS

Mandatory reporting of incidents to external agencies may be required. Any spills to the marine environment must be followed up with a POLREP (minimum) and an investigation report as directed by Pilbara Ports.

8.1.4 Clean up

Commence clean up of affected areas. Clean up method may be directed by Pilbara Ports or another regulatory agency dependent on product, quantity or risk.

9. AUDITS

Pilbara Ports will conduct routine audits and inspections to ensure transfers are carried out in accordance with this procedure.

10. DOCUMENT OWNER

The Port Manager (Ashburton) is responsible for this procedure.

Date approved: 10/02/2025

Review date: 10/02/2027

Version: 8

Approved by: Port Manager (Ashburton)