

NOTICE TO MARINERS

No 10 of 2023

Port of Southampton - 'Bulk Liquids Transfer Request' Form - Western & Eastern Docks, Dubai Ports World (Southampton) Container Terminal

- 1 **NOTICE IS HEREBY GIVEN** that all Masters, Contractors and Agents must ensure that a 'Bulk Liquids Transfer Request' Form is submitted and approved by the Harbour Master's Office prior to commencing any 'bulk transfer of liquids' from or to a road bowser at any vessel berthed in the Western Docks, Eastern Docks or at Dubai Ports World (Southampton) Container Terminal.
- 2 A 'Bulk Liquids Transfer Request' Form (attached), with Part A completed, must be sent to and approved by VTS Southampton at least 12 hours before transfer operations commence. Details on the Form should include how many road bowzers are expected to be involved in the delivery/collection, with vehicle registration number when possible. If approval is given, the form will be signed by an ABP authorised person (normally the VTS Watch Manager) and returned.
- 3 Confirmation that the Safety Check List, Part B, has been completed should be given to VTS, on 02380 608208, immediately before any transfer commences.
- 4 In the event that permission is **not** granted then the Master / Contractor / Agent will be advised and the Request Form will be returned and endorsed 'Permission Refused' detailing the reason(s) for refusal.
- 5 For the purpose of this Notice the term 'Bulk Liquids' includes any liquid in bulk, for example, bunkers, lub oil, black water, bilge slops. This list is not exclusive.
- 6 For the purpose of this Notice, the term 'dock estate' in Southampton Harbour Byelaws 2003 Byelaws Nos 36, 40, 42 and 47,' refers to the berths described in Paragraph 1.
- 7 Masters, Contractors and Agents of vessels at berths within the Southampton Harbour Authority's area should also advise VTS, for information only, when bulk transfers of liquids by road bowser are due to be undertaken. No formal approval will be required from VTS, other than for transfers at the berths described in Paragraph 1 above, and acknowledgement will be by return of the unsigned Form.

- 8 On exit from the port, road tankers are obliged to stop at the dock gate and provide a copy of the fuel transfer receipt to be scanned for billing purposes. Cargo dues apply as per the Southampton Port Tariff, page 13, Miscellaneous Charges section 2.

In Part A of the form please can you ensure the following fields are completed:

- Invoice email address
 - Contact email address
 - Company registration number
 - Contact phone number
- 9 From April 2023, ABP Southampton will be moving over to an automated system to eliminate the need for separate forms. More information will be released nearer the time.

**Vessel Traffic Services Centre
Ocean Gate
Atlantic Way
Southampton**

**Steven Masters
Harbour Master**

27th January 2023

**Owners, Agents, Charterers, Marinas, Yacht Clubs and Recreational Sailing
Organisations should ensure that the contents of this Notice are made known to the
masters or persons in charge of their vessels or craft.**

Bulk Liquids Transfer Request Form

PART A - REQUEST TO CARRY OUT THE TRANSFER OF BULK LIQUIDS FROM ROAD TANKERS TO OR FROM SHIPS ON BERTHS IN THE PORT OF SOUTHAMPTON

Berth Number: Vessel: Agent/Owner:

Master: Date & Time of Delivery:

Telephone Number (Master/Agent): Invoice Email Address:

Contact Email Address:

Name of Company carrying out transfer:

Company Registration Number: Company Contact Number:

Type and quantity of liquid:

Liquid Hazmat Code: Delivery Vehicle Registration:

Forward to:

Harbour Master, Associated British Ports, VTS Centre, Ocean Gate, Atlantic Way, Southampton, SO14 3QN
Telephone: 02380 608208 **Email:** Southamptonvts@abports.co.uk

Office Use Only

Permission: Granted/Refused (delete as appropriate) **ABP Authorised Person:**.....

Reason for Refusal: **Date & Time:**

PART B – SAFETY CHECKLIST TO BE COMPLETED IMMEDIATELY BEFORE TRANSFER COMMENCES

		YES	NO
1	Is the vessel securely moored?		
2	Will Flag 'B' be exhibited?		
3	Is there an agreed emergency signal and shutdown procedure in place		
4	Will there be suitable fire fighting appliances readily available?		
5	Are there sufficient crew onboard to deal with an emergency in accordance with IMO Resolution A1047(27) Principles of Minimum Safe Manning		
6	Have smoking restriction been put in place		
7	Has the transfer rate been agreed and established with the receiving vessel		
8	Will there be a ready supply of counter pollution equipment nearby?		
9	Will there be drip trays in position?		
10	Will all scuppers and drains be effectively blocked?		
11	Has VTS been informed before commencing transfer?		

The contents of this checklist are not exhaustive, and it is the responsibility of the Bunker Supplier to ensure the safety of the operation and compliance with the Port of Southampton Bunkering Procedure, as well as local, national, and international regulations. A sample ISGOTT bunkering checklist can be found on the Southampton VTS website under Contact Us – useful links and numbers.

Signed by Master/Person in charge:

VTS TO BE INFORMED PRIOR TO COMMENCING & UPON COMPLETION OF TRANSFER.

Important Note

IN THE EVENT OF OIL OR ANY OTHER POLLUTANT SPILLING INTO THE WATER, SOUTHAMPTON VTS IS TO BE CONTACTED IMMEDIATELY. FAILURE TO DO SO MAY RESULT IN PROSECUTION UNDER THE MERCHANT SHIPPING ACT 1995 SECTION 136(1).