



Minimum Standard for Fuelling Activities

Version No.:	1.0	Version Date:	22.09.2021
Objective ID:	A12578471	Page:	1 of 2

Purpose:	To inform people of the minimum safety standards that must be met before, during and after refuelling activities at Vessel Works.
Definitions:	<i>Refuelling:</i> Transfer of diesel to and from vessels on the hardstand, lifting bay and refit wharf.
Minimum Standards:	<ul style="list-style-type: none"> • Activity cannot be carried out without prior approval by Vessel Works • Risk assessment must be carried out before beginning work, which includes: <ul style="list-style-type: none"> ○ Consideration of surrounding area and work activities ○ Consideration of potential combustion/fire risks ○ Consideration of potential hazardous substance cross contamination ○ Consideration of spills to ground or harbour ○ Emergency procedures • Equipment being used must be fit for purpose and serviced/certified in accordance with industry standards. • Activity must only be carried out by competent person • All fuelling activities, with a transferred fuel volume over 50L, require the provider to be an approved Vessel Works fuelling contractor. • Approved contractors must provide detailed refuelling spill management plan (BOPRC Compliant) and Insurance to Vessel Works for approval BEFORE undertaking work. • On completion of refuelling, the fuelling company must notify Vessel Works of the amount of fuel transferred. • Mobile fuel tanks must be kept off Vessel Works property unless in active use. • Spill kits must be brought on-site by person undertaking the refuelling, additional kits are located around the precinct. • If any fuel is spilled on the hardstand the Wastewater Treatment Plant E-STOP button must be pressed, located on the Portacom near the pedestrian gate, and Vessel Works staff notified immediately. • If there is a spill in the ocean Vessel Works staff should be notified at the earliest opportunity to report to BOPRC.
Further Information:	https://www.worksafe.govt.nz/topic-and-industry/hazardous-substances/guidance/substances/diesel Oil spill response Bay of Plenty Regional Council Toi Moana (boprc.govt.nz)
Competency:	<i>Competent person:</i> is someone that has the appropriate knowledge and skills to carry out a particular task. This may be acquired through training, qualification, experience, or a combination of these. If the person carrying out the work is not deemed competent they must be closely supervised by a competent person.



Minimum Standard for Fuelling Activities

Version No.:	1.0	Version Date:	22.09.2021
Objective ID:	A12578471	Page:	2 of 2

Declaration

I declare that the above minimum standards will be complied with while this work activity is carried out.

Company:		Vessel:	
Name:		Contact No.:	
Signature:		Date:	
Type of Fuel:		Volume of Fuel:	

Vessel Works Approval

(to be completed by Vessel Works Staff)

Checklist	✓ / ✗
1. Are there any other known activities happening in the vicinity that could be incompatible (that increase safety risk)?	
2. Is more than 50L of fuel transfer being completed? If yes are they an approved contractor?	

Approved By:			
Signature:		Date:	