



No. DC/IGTPL/bunk./2011

29th September, 2012

Circular

Sub: Steps to promote Bunkering at Cochin Port

Cochin Port Trust intends to make the most of this favourable tax regime and to promote Cochin Port as a Bunkering Port.

A target of bunker sales of 3 lakh tonnes is fixed for the financial year ending 31-3-2013.

All concerned are requested to cooperate.

VAT/Tax on bunkers: Government of Kerala have vide GO(P) No.269/2010/TD dated 19-11-2010 notified as SRO No.1064/2010 on 19-11-2010 reduced the VAT on sale of fuel and lubricants to foreign vessels to 0.5%. It has been further ordered by Government of Kerala vide GO(P)No.164/2012/TD dated 18-9-2012 notified as SRO No. 635/2012 on 18-9-2012 that the benefit of reduced VAT of 0.5% would be available for sales of bunkers either directly or through bunkering agents holding valid licence issued by the Director General of Shipping for supply of bunkers.

Government of Kerala have also reduced the KGST payable on sales of HFHSD/Marine Gas Oil to 0.5% vide GO(P) No.179/2011/TD dated 28-11-2011 notified as SRO No.759/2011 on 30-11-2011. It has also been clarified by the Commissioner Commercial Taxes, Government of Kerala vide Circular No.1/2012 dated 21-1-2012 that the declaration and undertaking required under the notification shall be filed by the seller, and not by the purchaser.

Thus, the above orders and notifications of Government of Kerala have made it possible for bunker suppliers to sell bunkers to foreign-going ships either directly or through bunkering agents at 0.5% VAT/KGST.

Single Window Clearance for Documentation from 7 AM to 9 PM on all days from Cochin Port: Clearances need to be obtained from the Traffic Wing, the Port's Fire Division, and the CISF. Payments need to be made to the Port through the Cashier attached to the Port Operations Centre from 10 AM to 5 PM and at other times, Traffic Wing personnel shall invoice the amount and collect the payment and hand it over to the Cashier on the next working day for remitting into the Port account.

In the case of bunkering at the ICTT, permission from the terminal operator will also have to be taken.

To promote bunker sales the Cochin Port will set up a single window system of clearances which shall operate from the Port Operations Office, at Q9 Gate near the Ernakulam Wharf on a 24 X 7 basis. A detailed procedure for the same is given below.

Bunkering at Night: Bunkering at the Cochin Port shall be permitted during night hours also.

Barge Availability: The trade will take steps to provide sufficient numbers of barges at Cochin Port. The Cochin Port shall earmark berths for berthing such barges.

During the monsoon period only barges under MS Act are permitted to supply bunkers at the outer anchorage or in the mid-seas. Engaging barges under MS Act of sufficient capacity will enable bunker suppliers to supply more than one vessel at very short notice at the outer anchorage.

Bunkering Berths: There should be sufficient facilities to ensure supply of bunkers to the barges at a pumping rate of at least 200 tonnes per hour.

BPCL have been permitted to put up a barge jetty north of the North Tanker Berth with a direct line from the Refinery for supply of bunkers.

The existing berth of the IOCL at the Mattancherry Wharf will be enabled to handle barges of up to 70 metres in length. It will be converted into a general facility; however, IOCL will continue to operate and manage the jetty. In view of the spare capacity available at the jetty other Oil Companies will also be permitted to lay pipelines to facilitate off-take of bunkers from the jetty. The dredging will be carried out by CoPT to enable barges up to 3 metres draft to take bunkers from there. IOCL will look into the possibility of putting up fire fighting facility for their existing bunker jetty at Willingdon Island.

The possibility of putting up a barge jetty south of the BOT bridge to provide an outlet with higher pumping rate to the tank farms on the South End Reclamation area of Willingdon Island will also be examined by the Civil Engineering Wing.

Responsibility for Spillage:

At the barge loading point the primary responsibility will be on the oil company. At the proposed barge jetty south of the BOT bridge the primary responsibility will be on the tank farm operator. During the bunkering operation the vessel/terminal 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 measures as envisaged in the check list are complied with and that all safety measures are taken prior to commencement of bunkering.

Detailed Procedure: The following procedure is put in force with immediate effect for supply of bunkers by barges to ships at berth and ships at outer anchorage. This shall be in supersession of all orders hitherto in the matter.

I) Loading bunker into the barge:-

- (a) The CHA shall produce application for barge loading along with Shipping Bill and application for wharf entry pass, if required, to the Billing Section at the Port Operations Centre at Ernakulam Wharf.
- (b) The Traffic personnel at the Port Operations Centre will prefer the wharfage invoice and Cashier/Traffic personnel at the Single Window will collect the amount.
- (c) Dy. Wharf Supdt, Port Operations Centre will verify the application, wharfage invoice and application for wharf entry pass, if any and will approve and forward the papers to CISF personnel in the Port Operations Centre.
- (d) CISF personnel at Port Operations Centre will issue necessary security clearance and wharf entry pass, if any and hand over the permission back to CHA.
- (e) CHA then will submit the entire set of application along the Fire and Safety Division under Marine Department, situated at I.G. Road.
- (f) Authorized officer from Fire Division will verify the documents pertaining to fire and safety only and grant approval for barge loading.
- (g) CHA will submit a copy each of final approval to the following operational locations for facilitating the barge loading.
 1. Wharf Control Room of concerned wharf where barge loading is planned
 2. CISF Official on duty of the concerned wharf.
 3. Fire Safety Official on duty of the concerned wharf.

Thereafter, barges will be berthed at the loading berth/jetty and bunker loading will be carried out.

II) Loading bunker to the ships at berth from the barge:-

- (a) CHA shall hand over the wharfage invoice and Flexible Hose Test Certificate of the barge to the concerned Steamer Agent(SA).
- (b) SA shall submit an application in prescribed format (Annexure-I) along with wharfage invoice, cash and application for wharf entry pass, if any, at the Single Window Facility at Ernakulam Wharf.
- (c) Dy. Wharf Supdt, Port Operations Centre will verify, approve and forward the papers to CISF personnel in Port Operations Centre.
- (d) CISF personnel at Port Operations Centre will issue necessary security clearance and wharf entry pass, if any and hand over the permission back to SA
- (e) SA shall submit the above approval along with Hose certificate of barge and duly filled in check list for bunkering (Annexure-II) to the Fire and Safety Division under Marine Department, situated at I.G. Road.
- (f) Authorized officer from Fire Division will verify the documents and accorded approval for loading into the ship.
- (g) SA shall handover a copy each of the approval to.
 - ATM/Wharf Supdt of the concerned wharf where the ship is berthed.
 - CISF in-charge of the concerned wharf.

If the bunker is for vessels at ICTT – SA shall obtain the approval of Operations Head of IGT/Security Officer of IGT. Thereafter barge can be brought alongside the ship and supply bunkers.

If the bunker is for vessels at Cochin Port berth – SA shall intimate the Fire & Safety Division of Cochin Port about the time of commencement of bunker supply to the ship. Fire officer will depute necessary fire personnel for supervising the bunker supply operation

After the bunker operation is over, the CHA shall submit the copy of Marine Delivery Report(MDR)/ Bunker Receipt Report duly signed by the surveyor/Master of the ship to the Single Window Facility for closing the file.

III) Loading bunker to the ships at Outer Anchorage through barge:-

Supply of bunkers at outer anchorage by special inland waterways barge will be permitted only in the fair weather season. During monsoon period permission will be given for MS Class Sea going barges alone on case to case basis.

CHA shall hand over the wharfage invoice and Certificates of the barge to the concerned Steamer Agent (SA).

SA shall submit an application in prescribed format (Annexure-I) along with wharfage invoice, cash and application for wharf entry pass, if any, at the Single Window Facility at Ernakulam Wharf.

Dy. Wharf Supdt, Single Window will verify, approve and forward the papers to CISF personnel in the Single window

CISF personnel at Single Window will issue necessary security clearance and wharf entry pass, if any and hand over the permission back to SA

SA shall submit the above approval along with the certificates of barge and duly filled in check list for bunkering (Annexure-II) to the Fire and Safety Division under Marine Department, situated at I.G.Road.

Authorized officer from Fire Division will verify the documents and accord approval for loading on to the ship after inspecting the barge.

SA shall handover a copy each of the approval to.

1. CISF Control room at E/Wharf.
 2. SA shall intimate the Fire & Safety Division of Cochin Port the time when the barges starts sailing from inner harbour to outer anchorage.
 3. Port Control permission to be obtained prior to barge proceeding to outer anchorage for bunker supply.
- After the bunker operation is over, the CHA shall submit the copy of Marine Delivery Report(MDR)/ Bunker Receipt Report duly signed by the surveyor/Master of the ship to the Single Window Facility for closing the file.

CHAIRMAN

To

Cochin Steamer Agents' Association
Cochin Custom House Agents' Association

Copy to: All Heads of Department

BUNKERING PERMISSION REQUEST FORM

DATE:

TO:

**The Dy Wharf Supdt
Port Operations Centre,
Cochin Port Trust
Cochin-9.**

VCN O:

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 barge :
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 Cochin Port

Traffic Department

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

Permitted: Subject to :

- i) Complying with condition in Annexure - II (Safety checklist)**
- ii) Completion of Bunkering safety check-list.**
- iii) Recovery of cleaning up charges/penalty for pollution caused if any)**

BUNKERING SAFETY CHECK-LIST

1. This safety checklist is to be completed by the receiver (ship) & supplier (barge/road tanker/shore bunker installation) and Terminal Operator before the commencement of any bunkering operations. One copy is to be retained on board the vessel, one copy to be retained by the supplier and one copy to forward to Chief Fire Officer (CFO), CoPT. For operational convenience, CFO/Fire Control is to be informed telephonically by Terminal representative that check-list has been signed off by all parties. **Tel. No.0484- 2666555.**
2. The safety of operations requires that all questions in the checklist be answered in affirmative. If an affirmative answer is not possible, the reasons are to be given and agreement reached with appropriate precautions to be taken between the barge/road vehicle/shore bunkering installation the ship and Terminal Operator. 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.
3. Adequate supervision of the bunkering operation is to be maintained at all times by a representative from the supplier and the receiver. On completion of bunkering operations, hoses are to be drained and blanks fitted before transfer to the supplying vessel/vehicle/installation.
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 completed and signed by both the suppliers of the bunkers and the receiver. Please note: the declaration at the end of the checklist needs to be signed.

PART – II

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

CHECKS BEFORE BUNKERING

CHECKS BEFORE BUNKERING	Supplying vessels/Road Tanker/Shore based bunkering installation	Receiving vessel	Terminal operator
1. Has bunker barge obtained the necessary permissions to go alongside receiving vessel?			
2. Are there adequate NO SMOKING/NO NAKED LIGHTS/BUNKERING IN PROGRESS signs positioned and being observed?			
3. Is there adequate fire fighting appliances available on board ship & barge/shore/Road Tanker?			
4. Is there an agreed ship/ship or ship/shore communication system?			
5. Are proper gaskets employed?			

6. Are drip trays in position?			
7. Are unused bunker connections properly blanked?			
8. Are scuppers/drains effectively plugged?			
9. Have maximum and minimum transfer rates been agreed?			
10. Have emergency shutdown procedures been agreed?			
11. Are vessels securely moored?			
12. Is there a supply of oil pollution clean up/control equipment nearby? (Absorbents, saw dust etc.)			
13. Are bunker hoses safely secured at the manifold?			
14. Have all unused valves in the bunker system been checked as closed and lashed?			
15. Are all bunker hoses properly rigged and free from twists?			
16. Have all fenders on the barge been checked for good order and is there any possibility of metal to metal contact?			
17. Are adequate electrical insulating means in place in the barge to ship connection?			
18. Is there a safe means of access between the ship and the barge?			
19. Is there an effective continuous visual watch on board the barge and ship receiving bunkers?			
20. Is the hose(s) in good condition (valid pressure test certificate)			
21. Have Material Safety Data Sheets (MSDS) for the bunker transfer been exchanged?			
22. Are additional precautionary measures being followed by the ship and bunker supplier?			

DECLARATION

We have checked the items on the checklist and are satisfied that the answers given are correct to the best of our knowledge.

For Bunker Receiver (ship)	For Bunker Supplier (bunker, Road Tanker, Shore bunkering Installation)	Terminal Operator
Name :	Name :	Name :
Designation :	Designation :	Designation :
Signature :	Signature :	Signature :
Date :	Date :	Date :
Time :	Time :	Time :
Emergency Cont. No.	Emergency Cont. No.	Emergency Cont. No.

INSTRUCTION FOR BUNKERING OPERATIONS

1. The master of vessels involved in bunkering shall ensure that bunkering will only take place provided.
 - a) Permission from CFO has been obtained
 - b) All questions on 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.
2. The master of vessels involved in bunkering & Road Tanker/Shore installation shall ensure that the bunker checklist duly filled in and signed, will be present for inspection on board their vessels during bunkering and also during 24 hours after termination of the bunkering.
3. The master of vessels shall not commence bunkering before having ascertained that all safety precautions as per checklist are in place.
4. The master of the vessels shall ensure:
 - i) The presence of crew member on deck of the vessel, continuously supervising the bunkering and
 - ii) During bunkering gauging from the tanks, which are to be filled, are taken at regular times and with sufficient frequency.
5. In case of any spillage, the Master of any vessel involved in bunkering operation must inform the Port Control on VHF Channel 15/16 immediately, with the following details:
 - i) Location of spill
 - ii) Type of oil spill
 - iii) Approximate quantity
 - d) Action taken so far

(On Agents Letter Head)

Annexure - III

To

The Deputy Conservator,
Cochin Port Trust
Cochin – 682 009.

BUNKERING COMPLETION REPORT

(to be submitted to Fire station/Port Control, Cochin Port Trust immediately after completion of bunkering & before departure of the ship)

1. NAME OF SHIP & IMO No.
2. NAME OF AGENT & CONTACT No.
3. NAME OF SUPPLYING BARGE/ ROAD TANKERS/SHORE INSTALLATION & THEIR CONTACT No.
4. DATE OF BUNKERING COMMENCEMENT : COMPLETION:
5. TIME OF BUNKERING COMMENCEMENT : COMPLETION:
6. TYPE & QTY OF BUNKERING :

We hereby confirm that the bunkering of above vessel has been completed and that there has been no spillage or pollution of seawaters /jetty area. (In case of any spillage, indicate the approximate quantity, action taken etc.)

FOR RECEIVING SHIP

FOR SUPPLIER (BARGE/ROAD TANKER

SIGNATURE OF MASTER/
CHIEF ENGINEER

SHORE INSTALLATION
AUTHORISED SIGNATORY.

TERMINAL OPERATOR