

## PORT CIRCULAR 4 OF 2020

To: All Shipping Agents

From: Captain of the Port

Date: 4 March 2020

Re: Ship Agents Requirement to Notify Gibraltar Port Authority in case of Bunker Disputes & Guidelines

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Dear All

Bunkering in Gibraltar is regulated by the Gibraltar Port Authority (GPA), through its 'Bunkering Code of Practice'. This booklet aims to provide useful guidelines for those involved in the bunker delivery process. The Code of Practice is enforced by dedicated Bunkering Superintendents. Any unethical, fraudulent or other illegal activities should immediately be reported to the Gibraltar Port Authority.

All Bunker Barges operating in Gibraltar have a requirement to have onboard, at all times, the latest version of the Gibraltar Bunkering Code of Practice. If the receiving vessel wants to view the provisions of the Code of Practice in greater depth, they can request this from the supplying bunker barge.

The GPA expects to be notified of any potential dispute as it happens. Any bunker disputes, whether in the form of a quantity dispute or a quality dispute, is to be reported to GPA immediately.

Receiving vessels should do so either by VHF CH 12 to Gibraltar VTS, or through their local agent in Gibraltar. Local agents in turn must ensure that they inform GPA via the Duty Port Officer (+350 57334000 or +350 200 46254 Ext 2003). This should be followed up with an e-mail setting out the relevant details addressed to [gibunksupt@port.gov.gi](mailto:gibunksupt@port.gov.gi) with a copy to [spo@port.gov.gi](mailto:spo@port.gov.gi) at the earliest opportunity.

**BY ORDER OF THE CAPTAIN OF THE PORT**

## GUIDELINES TO BE ADDED TO THE PRE ARRIVAL INFORMATION AND SENT TO VESSELS BEFORE VESSEL ARRIVAL FOR BUNKERING

A complete bunkering operation shall include the following documentation:

- (1) Bunker Requisition Form;
- (2) Certificate of Quality (upon request by receiving vessel)
- (3) Tank Measurement/Flow meter Calculation Form;
- (4) Bunker Delivery Note (BDN) which shall meet Marpol Annex VI requirements
- (5) Non-cargo Tank Declaration/Inspection Form (upon request by receiving vessel or attending surveyor).

1. **REQUISITION FORM:** The Bunker Barge will provide the Receiving Vessel (RV) with a "requisition form". This form will be filled in completely prior to delivery jointly by both parties (receiving vessel and bunker barge) and will state the nominated bunker quantity, the grades of bunkers, and will also include the agreed initial, maximum and topping off rate of delivery of bunkers. In case of more than one grade of bunkers being taken, it will also state the preferred order in which the grades are to be delivered. A copy of this form is to be provided to the RV
2. **CERTIFICATE OF QUALITY:** The Bunker Barge will also provide (when requested by the receiving vessel) a Certificate of Quality (COQ) for all bunkers to be delivered. This COQ should be based on and supported by fuel analysis reports issued by an accredited testing laboratory
3. **TANK MEASUREMENT / FLOW METER CALCULATION FORM:** The Tank Measurement/Flow Meter Calculation Form is to record tank gaugings or meter readings and cargo temperature readings as witnessed by the receiving vessel. The bunker barge shall invite a representative of the RV to witness the opening gauge (or meter reading) and the taking of cargo temperature of all cargo tanks of the bunker barge/tanker both before and after the delivery. Safe and practicable personnel transfer should take place between the vessels. If the RV declines the invitation, the bunker barge shall record this on the form and this shall be endorsed by the RV. If the vessel's representatives do not transfer to the bunker barge they will have to accept the bunker barge's figures for the supplied quantity. Therefore, it is in the vessel's best interests to verify the delivered quantity.
4. Upon completion of delivery, the bunker barge shall prepare the Bunker Delivery Note (BDN) for the Master/Representative, chief engineer of the RV to sign. The BDN shall contain the information as set out in regulation 18 (7) (b) of Annex VI of Marpol 73/78. All relevant and applicable columns of the BDN shall be filled in and 'N/A' (meaning Not Applicable) shall be inserted in where applicable. Any cancellation or amendment on the BDN shall be endorsed and stamped by the cargo officer and the chief engineer. At least three copies of the completed BDN shall be signed by both parties (receiving vessel and bunker barge) with their names clearly printed and stamped with bunker barge/tanker's and vessel's stamps. If requested by a receiving vessel, a copy of the Tank Measurement/Flow Meter Calculation form shall be attached to the BDN.
5. Non-cargo Tank Declaration/Inspection Form is a declaration by the bunker barge of the measurements and contents of the non-cargo tanks and spaces before bunkering commences. The RV shall be allowed to verify the declaration. This form will also serve to record any inspection/gauging after the bunkering operation if required by the RV.

The RV shall verify the delivered quantity as stated in the Bunker Delivery Note. The calculations shall be based on the opening and closing gauges of the bunker barge/tanker's Flow meters or Tank readings and cargo temperatures, as witnessed by both the RV and the

bunker barge Cargo Officer. The bunker barge/tanker's certified tank calibration tables and ASTM-IP Petroleum Measurement Table 54B and Table 56 shall be made available by the bunker barge/tanker.

Please also note that all Bunker Barges operating in Gibraltar have a requirement to have onboard at all times the latest version of the Gibraltar Bunkering Code of Practice. If the receiving vessel wants to view the provisions of the code of practice at greater depth, they can request this from the supplying bunker barge.