



PORTLAND HARBOUR  
AUTHORITY

## PORTLAND HARBOUR AUTHORITY LIMITED

By virtue of section 16 of the Portland Harbour Revision Order 1997  
Portland Harbour Authority Limited as the Harbour Authority  
gives the following Direction:



PORTLAND HARBOUR  
AUTHORITY

### GENERAL DIRECTION

No 2 of 2020

#### PORTLAND HARBOUR TRANSFER OF LIQUID PETROLEUM GASES BETWEEN VESSELS.

1. This Direction is given for the purpose of promoting or securing conditions conducive to the ease, convenience and safety of navigation and the safety of persons and property in the Harbour.
2. This Direction shall apply to all vessels in all parts of Portland Harbour and shall apply at all times.
3. This Direction is not intended to replace or contradict any International or Industry best practice. Vessels are not relieved of their obligation to comply with international Conventions, their associated Codes and applicable national legislation. Service Providers, Owners and operators are advised to take account of the latest editions of the following: Ship to Ship Transfer Guide (for Petroleum, Chemicals and Liquefied Gases) produced jointly by the Chemical Distribution Institute (CDI), the International Chamber of Shipping (ICS), the Oil Companies' International Marine Forum (OCIMF) and the Society Of International Gas Tanker & Terminal Operators Ltd (SIGTTO), also the Manual on Oil Pollution, produced by the International Maritime Organization (IMO), and also the manual on Chemical Pollution, produced by the International Maritime Organization (IMO).
4. Definitions:

**Alongside Berth:**

A position at which a vessel should moor alongside described in paragraph 9 of this Direction.

**Anchorage:**

A position at which a vessel should anchor as described in paragraph 9 of this Direction.

**Approved Service provider:**

A company employed to organise, facilitate and provide the person in overall control (POAC) for the transfer operation of the liquid cargo described in this direction who has the approval of the Harbour Authority to do so.

**Dangerous Cargo:**

Means goods or cargo classified in the IMDG Code or in any other IMO publication referred to in these regulations as dangerous for carriage by sea, and any other substance or article that the shipper has reasonable cause to believe might meet the criteria for such classification.

**Liquid Gas or Liquified Gases:**

Liquified gases are products having a vapour pressure exceeding 0.28 MPa absolute at a temperature of 37.8 C and other products listed in chapter 19 of the IGC code (International Code for the Construction and Equipment of Ships Carrying Liquified Gasses in Bulk).

**Liquified Petroleum Gas (LPG):**

For the purpose of this guide is taken to include butane, propane, ammonia and propylene.

**Manoeuvring:**

When a ship is either making her final approach to another vessel for the purpose of mooring alongside the other to perform a transfer operation; or Separating from another vessel following an unmooring operation until both vessels are safely clear of each other.

**Person in Overall Advisory Control (POAC):**

A nominated person from an approved service provider agreed to be in overall advisory control of a transfer operation. With qualifications and experience as defined within the Ship to ship transfer guide.

**Transfer operation:**

Where liquid cargo in bulk is transferred between vessels moored side-by-side (also known as ship-to-ship transfer). Within this General Direction a transfer operation only applies to the transfer of Liquid Petroleum Gases.

**Sustained:**

As determined by the Harbour Master at the time having considered all available information including that information supplied on the 'Weather Condition Report Form' provided by both the vessels involved in the transfer operation.

**Vessel:**

Any ship, boat, raft or watercraft of any description, however propelled or moved including non-displacement craft, personal watercraft (PWC), a seaplane on the surface of the water, a flying inflatable boat, a hydrofoil vessel, a hovercraft or any amphibious vehicle and any other thing

**Wind speed:**

As measured and recorded by the nearest shoreside fixed anemometer.

**Weather Condition Report Form:**

The Form at **Annex II** of this General Direction must be completed by both vessels in cooperation with the POAC, only when requested by Portland Harbour Radio. Details should be passed on to Portland Harbour Radio VHF 74.

5. All transfer operations within Portland Harbour are prohibited except when carried out in accordance with the appropriate provisions contained in **paragraphs 6 – 26**.
6. A transfer operation must only take place under the supervision of an Approved Service provider. To become an approved service provider the steps taken in **Annex I** must be completed and written approval received from the Harbour Master to undertake the transfer operation described in this direction.
7. It is an offence for a transfer operation to take place within Portland Harbour without the approval of the Harbour Master. Initial Transfer Applications must be submitted to Portland Harbour Authority at least 72 hours before the transfer is scheduled to start with best endeavours used if a shorter notice period is given. Application must be made by email to [eta@portland-port.co.uk](mailto:eta@portland-port.co.uk) with the subject ‘TRANSFER APPLICATION – HIGH IMPORTANCE’.

The application to carry out a transfer operation must include the following documentation. Documents a-f should be submitted by the Approved Service Provider with document g being submitted by the Masters of visiting vessels.

- a. Initial Transfer Application (Portland Harbour Authority controlled document)
- b. Vessel Particulars Questionnaire (ICS,CDI,OCIMF SIGGTO Transfer Guide)
- c. Pre-Fixture Information Checklist (ICS,CDI,OCIMF SIGGTO Transfer Guide)
- d. Ship Specific Compatibility Risk Assessment (ICS,CDI,OCIMF SIGGTO Transfer Guide)
- e. Mooring Plan (ICS,CDI,OCIMF SIGGTO Transfer Guide)
- f. Declaration of Compliance from POAC (Portland Harbour Authority controlled document)
- g. Declaration of Compliance from Visiting Vessels (Along with latest OCIMF, CDI or SIGTTO inspection reports) (Portland Harbour Authority controlled document)

This list is not exhaustive. Portland Harbour Authority may request more information to ensure the suitability of the transfer can be assessed before the Harbour Master grants approval.

8. Before the transfer operation, the approved service provider must nominate a POAC with the appropriate qualifications as defined in the Ship to Ship transfer guide (ICS/OCIMF).

The POAC shall have direct communication with the Harbour Master throughout the entire transfer operation and immediately notify the Harbour Master if operations cannot continue in line with the approved Standard Operation Procedures. The POAC must be fluent in spoken English.

9. Prior to the commencement of any transfer operation a joint plan of operation JPO should be developed by the POAC to establish agreement and consensus between all parties. The format of this JPO should be created using guidance from the STS transfer guide and defined in the approved service providers standard operation procedures. A copy of the agreed JPO and a statement of consensus from both vessels' Masters shall be submitted to the Harbour Master before the start of operations.
10. Transfer operations between gas tankers shall only take place in the following designated locations: -
  - Anchorages: Outer/Inner Harbour: G6, M6
  - Alongside berths: Queens Pier (5,6,7,8)

All such anchorages and alongside berths being marked on Admiralty Chart 2268.

11. Vessels engaged in carrying or transferring dangerous cargo must by day display the International Code of Signals flag "Bravo" and by night an all-round red light.
12. It is prohibited for any vessel to approach closer than 500m from the centre of anchorage G6 while a transfer operation is taking place.
13. Any vessel engaged in a transfer operation that is required to discharge ballast water for safe operation must submit a ballast water request form to the Harbour Master. The decision to allow the discharge of ballast water within Harbour Limits will depend on the existence of evidence of adherence to the requirements of The International Convention for the Control and Management of Ships' Ballast Water and Sediments, in particular Regulation B-4 - that ballast water exchange has taken place to the appropriate standard.
14. Any transfer operation must have procedures that reduce noxious and odorous vapour emissions to the environment. This can be achieved by connecting the vapour manifolds of both ships in a process known as Vapour Balancing.
15. All vessels involved in a transfer operation must at all times abide by their procedures and arrangements manual and appropriate legislation.
16. The Master of every vessel engaged in a transfer operation shall appoint officers to be in charge of operations who are fluent in spoken English. English is the language to be used during all aspects of the operation.
17. Any vessel engaged in a transfer operations are to be securely moored or anchored. Vessels engaged in transfer operations at anchor must maintain a constant anchor watch, monitor VHF Ch 74 and have engines at immediate notice.

18. If Bunkering and transfer operations are running concurrently within Harbour Limits and a pollution incident occurs, then all transfers/Bunkering must cease immediately. The transfers operation can only resume with the approval of the Harbour Master.
19. Vessels engaged in transfer operations must have adequate lighting to illuminate the working deck of the vessel.
20. Before any transfer operations commence the POAC shall confirm that all pre-transfer checklists have been completed and request approval from Portland Harbour Radio on VHF Ch 74 to commence transfer operations.
21. Approval may be granted by the Harbour Master only when it has been determined:-
  - a. A suitably equipped response vessel is prepared for deployment;
  - b. A pre-transfer risk assessment has been carried out in conjunction with the relevant parties and the resulting findings are assessed to ensure any special measures identified are in place for safety and environmental reasons.
  - c. That both vessels engaged in the transfer operation, when at anchor, have engines at immediate notice.
  - d. That adequate towage is available should it be needed in the case of emergency and / or the onset of bad weather.
  - e. Both vessels when engaged in the transfer operation have returned the information required by the 'Weather Condition Report Form' when requested.
  - f. Transfer operations must not be commenced until the Harbour Master grants approval.
22. Transfer operations at an anchorage or berth shall only take place when:
  - a. A wave height of 1.5 metres at the anchorage berth is not exceeded;
  - b. For vessels using an Outer Harbour anchorage a sustained upper wind speed of 17 knots is not exceeded;
  - c. For vessels in excess of 200m LOA, and with a draft exceeding 10.0m, using an Outer Harbour anchorage a sustained upper wind speed of 25 knots is not exceeded;
  - d. For Vessels using any Berth or Inner Harbour Anchorage, a sustained upper wind speed of 27 knots is not exceeded;
  - e. Visibility is good and must in all cases provide a clear view of at least 500m from any vessel engaged in STS operations.

23. Whenever the Harbour Master considers that the upper wind speed limit for any transfer operation is likely to be or is being exceeded he shall request by VHF Ch.74 that both Vessels in conjunction with the POAC return the information required on the 'Weather Condition Report Form' (contained in **Annex II**). Having considered all the available information and the provisions of this General Direction, the Harbour Master may at any time and without notice withdraw his permission for transfer operations whereupon the Masters of the vessels must immediately cease transfer operations. The Harbour Master's decision is final and shall be given as a Special Direction pursuant to section 18 of the Portland Harbour Revision Order 1997.
24. Notwithstanding the upper sustained wind speed limits prescribed in this General Direction, which should not be exceeded, it is at all times and in all circumstances the responsibility of the Masters of both Vessels and the POAC to determine whether each STS operation should commence and / or continue. The Master's determination must be informed by risk assessment and be in accordance with the Operator's Safety Management System and Standard Operating Procedures and must take in to account the prevailing and forecasted weather, wind, tide, sea, swell and operational conditions.
25. It is prohibited to undertake any other operation during Transfer Operations (Bunkering/Stores Transfer/Underwater Inspection etc.)
26. Failure to comply with this Direction is an offence and offenders may be prosecuted.

Chief Executive  
Portland Harbour Authority Limited  
1<sup>st</sup> October 2020

*Owners, Operators, Agents, Masters, Yacht club and recreational sailing organisations are requested that this Direction is made known to all persons that use Portland Harbour*

## ANNEX I - APPROVED SERVICE PROVIDER

Transfer operations shall be carried out under the guidance and supervision of a Service Provider approved by the Portland Harbour Authority to carry out the transfer operation described in this General Direction.

1. Service Provider shall:
  - a. to the widest extent possible, use the recommendations of the “Ship to Ship - Service Provider Self-Assessment (SPSA)” programme; and
  - b. use a quality assurance system ensuring that their tasks are performed in accordance with this order; and
  - c. all transfer operations shall be carried out in accordance with the guidance contained in the “*Ship-to-Ship Transfer Guide – for Petroleum, Chemical and Liquefied Gases*” published by CDI, ICS, OCIMF and SIGTTO (latest edition).
2. Approved Service Providers approved shall only allow personnel meeting the requirements in **paragraph-3** to be responsible for guidance and supervision of transfer operations.
3. Persons performing guidance and supervision of transfer operations shall:
  - a. have internationally recognised skills and experience corresponding to that of a senior officer on a tanker of the same type as those between which the transfer operation is to be carried out,
  - b. be in possession of a valid health certificate,
  - c. depending on the planned operation, have completed a training programme in transfer operations based on the recommendations of the “Ship to Ship Transfer Guide”, and
  - d. have attended a suitable ship handling course focusing particularly on transfer operations.
  - e. be in possession of an appropriate anti-pollution training course certificate
4. When applying for approval as an Service Provider, documentation of compliance with the conditions stated in paragraph-1 shall be submitted to the Port Authority.
5. Approval shall be granted for a period of up to 3 years. The approval shall lapse if the conditions stated in paragraph-1 are no longer met. A certificate of approval from the Port Authority shall be issued to the Service Provider.
6. The Port Authority may request the latest SPSA audit from the Service Provider and evidence of external audit findings or may undertake a supplier audit based on the SPSA at the Service Provider’s base.
7. The Port Authority may undertake random operational audits of ongoing transfer operations to verify compliance with **paragraph-1** above.
8. The Port Authority may revoke an approval if an approved Service Provider participates in transfer operations in which the provisions of this order are grossly or repeatedly contravened.

ANNEX II - WEATHER CONDITION REPORT FORM FOR TRANSFER OPERATIONS



WEATHER CONDITION REPORT FORM FOR TRANSFER OPERATIONS



<b>DATE / TIME</b>	<b>MOTHER VESSEL</b>		<b>DAUGHTER VESSEL</b>	
<b>FORECAST WEATHER</b>  ----- INCREASING / DECREASING?	<b>FORT HEAD ANEMOMETER (KNTS)</b>	<b>DISTANT RANGE ANEMOMETER (KNTS)</b>	<b>WEY BAY WAVE BUOY READING (Metres)</b>	
	<b>MOTHER VESSEL REPORT</b>		<b>DAUGHTER VESSEL REPORT</b>	
<b>AVERAGE WIND SPEED (KNTS)</b>	<b>1</b>	<b>1</b>		
<b>OBSERVED SWELL HEIGHT ESTIMATE (Metres)</b>	<b>2</b>	<b>2</b>		
<b>TIMESCALE TO COMPLETE PUMPING? (Hours / Mins)</b>	<b>3</b>	<b>3</b>		
<b>MOVEMENT OF VESSEL? (Slight / Moderate / Heavily)</b>	<b>4</b>	<b>4</b>		
<b>DO YOU CONSIDER SAFE TO COMMENCE TRANSFER? (Yes / No)</b>	<b>5</b>	<b>5</b>		
<b>DO YOU CONSIDER SAFE TO CONTINUE TRANSFER? (Yes / No)</b>	<b>6</b>	<b>6</b>		
<b>DOES THE POAC CONSIDER IT SAFE FOR OPERATIONS TO COMMENCE/CONTINUE (Yes / No)</b>	<b>COMMENCE YES / NO CONTINUE YES / NO</b>			
<b>DUTY HM DECISION?</b>	<b>SUSPEND</b>		<b>CONTINUE</b>	
			<b>CANCEL</b>	
				<b>SEE NOTES OVER</b>

REF: General

This form to be completed whenever the Duty Marine Officer considers that the upper wind speed limits for STS transfers is likely to be or is being exceeded & inform the Duty HM



**ANNEX II - WEATHER CONDITION REPORT FORM FOR TRANSFER OPERATIONS**

**GUIDE TO SUBMISSION OF VHF REPORT**

<b>1</b>	<b>AVERAGE WIND SPEED</b> <i>(KNTS)</i>	Average wind speed as noted from Bridge equipment in KNOTS
<b>2</b>	<b>OBSERVED SWELL HEIGHT ESTIMATE</b> <i>(Metres)</i>	Observed swell height estimate in METRES
<b>3</b>	<b>TIMESCALE TO COMPLETE PUMPING?</b> <i>(Hours / Mins)</i>	Estimated time required to complete PUMPING but excluding paperwork in HOURS / MINS
<b>4</b>	<b>MOVEMENT OF VESSEL?</b> <i>(Slight / Moderate / Heavily)</i>	Do you consider your vessel to be moving SLIGHTLY, MODERATELY OR HEAVILY
<b>5</b>	<b>DO YOU CONSIDER SAFE TO COMMENCE TRANSFER?</b> <i>(Yes / No)</i>	ANSWER: YES / NO OR NOT APPLICABLE
<b>6</b>	<b>DO YOU CONSIDER SAFE TO CONTINUE TRANSFER?</b> <i>(Yes / No)</i>	ANSWER: YES / NO OR NOT APPLICABLE

<b><u>EXAMPLE OF VHF REPORT</u></b>	
<b>1</b>	<b>22 Knots</b>
<b>2</b>	<b>1.2 Metres</b>
<b>3</b>	<b>1 Hour 20 MINS</b>
<b>4</b>	<b>MODERATELY</b>
<b>5</b>	<b>NOT APPLICABLE</b>
<b>6</b>	<b>YES</b>