**Bulk Liquids Transfer Request**

Port of Southampton

|  |  |  |  |
| --- | --- | --- | --- |
| **Contact:** | **Email:** | **Telephone:** | **Availability:** |
| Port Planning | [port.planning@abports.co.uk](mailto:port.planning@abports.co.uk) | 02380 608208 | Office Hours |
| VTS | [southamptonvts@abports.co.uk](mailto:Southamptonvts@abports.co.uk) | 02380 608208 | 24/7 |

**Part A: Request to carry out the transfer of bulk liquids, to or from ships on berths in the Port of Southampton**

|  |  |  |  |
| --- | --- | --- | --- |
| **Agency Name:** | *Agency Name* | **Agency Contact:** | *Agent Name* |
| **Agency Contact No.** | *Phone Number* | **Enquiry Date:** | *Click to select* |
| **Invoice E-mail:** | *E-mail* | **Contact Email:** | *E-mail* |
| **Date/Time of Delivery:** | *Select date/ Type time* | | |
| **Responsible Person:** | *Name and Position for person with overall responsibility for the transfer* | | |
| **Contact Number** | *Contact Number for the person with overall responsibility for the transfer* | | |
| **Company conducting transfer** | *Company Name* | **Company No:** | *Company Registration No.* |

**Vessel and Transfer Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Vessel Name:** | *Name* | **Location:** | *Location/Berth Name* |
| **Product UNNO:** | *UN Number* | **Quantity:** | *Quantity of transferred goods* |
| **Product Name/Type:** | *Proper Shipping Name, Product Type* | | |
| **Transfer Vehicle Type:** | *Road Tanker or Other* | | |
| **Delivery Vehicle Reg** | *Reg No. of delivery vehicle* | | |
| **Delivery Vehicle ETA:** | *Arrival time to docks estate – must be after vessel arrival* | | |

**Declaration**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Requester Name** | *Name* | | **Requester Contact Number** | *Contact Number* |
| ***Part B of this form is to be completed immediately before transfer****. 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.*  ***VTS are to be informed prior to commencing and upon completion of transfer (02380 608208 or VHF Ch12)***  *In the event of oil or any other pollutant spilling into the water, Southampton VTS must be contacted immediately. Failure to do so may result in prosecution under the Merchant Shipping Act 1995 Section 136(1)*  [*ABP Port Rules*](https://www.southamptonvts.co.uk/Port_Information/Port_Rules/) *will be complied with.* | | | | |
| Signed: |  | Date: | | *Select date/ Type time* |

**Transfer Checklist (ABP to complete)**

|  |  |
| --- | --- |
|  |  |
| **Permission Granted** | **Permission Refused** |
| **ABP Authorised Person:**    *ABP Authorised Person Name and Signature* | **Date and Time of Authorisation**  *Select date/ Type time* |
| **Reason for Refusal:**  *Notes* | |

**Part B – Safety Checklist to be completed immediately before transfer commences**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Checklist** | | | | | **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? | | | |  |  |
| Signed by Person In charge | |  | Date/Time |  | | |

*The contents of this checklist are not exhaustive. 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 national and international regulations. An example ISGOTT checklist is available* [*online*](https://www.southamptonvts.co.uk/Contact_Us_and_Links/Useful_Links_and_Numbers/)***. VTS are to be informed prior to commencing and upon completion of transfer (02380 608208 or VHF Ch12)****. In the event of oil or any other pollutant spilling into the water, Southampton VTS must be contacted immediately. Failure to do so may result in prosecution under the Merchant Shipping Act 1995 Section 136(1)*