

**MARITIME CIRCULAR****SHIPPING NOTICE NO: 017****PROCEDURES FOR THE TRANSFER OF OIL AND OTHER SUBSTANCES**

The Ghana Maritime Authority wishes to inform ship owners, operators, managers, bunkering companies, port operators, and the shipping community of the Procedures for the Transfer of Oil and Other Substances developed by the Authority to safeguard oil transfer activities within Ghana's maritime jurisdiction.

These Procedures have been developed in accordance with sections 229-230 of the Maritime Pollution Act, 2016 (Act 932), the International Maritime Organisation (IMO) Manual on Oil Pollution (Section I - Prevention) as amended, and the International Chamber of Shipping (ICS) and Oil Companies International Marine Forum (OCIMF) "Ship to Ship Transfer Guides". It is to ensure that bunkering or oil transfer activities are conducted safely in order to protect the people engaged in the activity as well as property and the marine environment.

This Notice is issued in accordance with section 479A of the Ghana Shipping (Amendment) Act, 2011 (Act 826), which mandates the Authority to issue maritime circulars for the purpose of disseminating information on maritime safety, security, marine pollution prevention and any other relevant maritime matters.

Copies of the Procedures for the Transfer of Oil and Other Substances may be obtained at the Head Office of the Ghana Maritime Authority in Accra, Tema Branch at the Harbour Roundabout or at the Takoradi Branch.

Attached as ANNEX 1 are excerpts of the Procedures.

**THOMAS K. ALONSI**

**DIRECTOR-GENERAL**

**OFFICE ADDRESS:**

19 Mayor Road

West Ridge

Accra

Digital Address: GA-051-046



**ANNEX 1****1. Title: PROCEDURES FOR TRANSFER OF OIL AND OTHER SUBSTANCES**

- a) Requirements for transfer of Oil, Petroleum or any other substances: A bunker supplier who undertakes to transfer oil must notify the Ghana Maritime Authority (GMA) detailing the quantity and type of oil to be transferred. All notifications must be accompanied with information contained in Schedule 1 and must be endorsed. The form must then be emailed or delivered by hand to GMA at least forty-eight (48) hours prior to the transfer activity.
- b) Responsibilities of the master of the supply vessel: It shall be the responsibility of the Master of the supply vessel to comply with GMA procedures for the transfer of oil. The Master must notify the authorised officer an hour prior to commencement of bunker transfer operations and shall have the Bunker Delivery Note ready for inspection. The Master must take all necessary precautionary measures to ensure the transfer is in compliance with the Schedules.
- c) Rules to be observed during transfer: All transfer operations shall be subject to the approval of GMA and shall follow the laid down rules during this transfer. Transfers shall be supervised by an Authorized Officer and shall comply with the Ghana Maritime Security Act, 2004 (Act 675).
- d) Requirements for supply vessels: A Master of a supply vessel shall not begin transfer unless the laid down requirements as stated in the Guideline are met.
- e) Transfer of oil along jetty or wharf: The procedures outlined in the Guideline shall be observed before and during the transfer of oil at a jetty or wharf.
- f) Personal Protective Equipment (PPE): Persons involved in transfer of oil, petroleum and other substances operations within Ghana's maritime jurisdiction must wear some protective clothing (covering arms and legs), life vests, safety shoes (with protective toe caps), work gloves, and goggles or protective spectacles.
- g) SCHEDULE 1 - Bunker notification form
- h) SCHEDULE 2 - Pre- fixture information
- i) SCHEDULE 3 - Information before transfer operations commence
- j) SCHEDULE 4 - Information before run-in and mooring

**SCHEDULE 1**  
**BUNKER NOTIFICATION FORM**

This form is to be submitted 48 hours prior to transfer of oil activity.

Please fill in the criteria below:

Name of Vessel: \_\_\_\_\_

IMO No: \_\_\_\_\_

Location of transfer of oil: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Loading/unloading: \_\_\_\_\_

Amount of substance to be transferred: \_\_\_\_\_

Type of substance to be transferred: \_\_\_\_\_

Ship Agent / ship Master (underline the correct category) certify that all requisite safety and pollution prevention and response measure for transfer operations are in place.

Ship Agent: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Approval by the GMA: \_\_\_\_\_



**SCHEDULE 2**  
**PRE-FIXTURE INFORMATION**

SHIP-TO-SHIP TRANSFER			
CHECKLIST 1	For each ship - Between ship operator / charterer and organiser		
Ship's Name			
Ship Operator			
Ship Charterer			
STS Organiser			
Preferred Contact No. (E.g. INMARSAT)			
NO.	ITEM	SHIP OPERATOR'S CONFIRMATION	REMARKS
1.	What is the LOA? What is the parallel body length at loaded and ballast draughts?		
2.	Will the transfer be conducted underway and, if so, can the ship maintain about five knots for a minimum of two hours?		
3.	Is the ship's manifold arrangement in accordance with OCIMF Recommendations for Oil Tanker Manifolds and Associated Equipment?		
4.	Is the ship's lifting equipment in accordance		

	with OCIMF recommendations for Oil Tanker Manifolds and Associated Equipment?		
5.	What is the maximum and minimum expected height of the cargo manifold from the waterline during the transfer?		
6.	Sufficient manpower will be provided for all stages of the operation?		
7.	Are enclosed fairleads and moorings bitts in accordance with OCIMF Mooring Equipment Guidelines and are they of a sufficient number?		
8.	Can the ship supplying the moorings provide all lines on winch drums?		
9.	If moorings are wires or high modulus synthetic fiber ropes, are they fitted with synthetic tails at least eleven meters in length?		
10.	Full-sized mooring bitts of sufficient strength are suitably located near all enclosed fairleads to receive mooring ropes eyes?		
11.	Both sides of the ship are clear of any overhanging projections including bridge wings?		
12.	The transfer area has been agreed?		



13.	Is the ship equipped with an Inert Gas System? Ship's tanks inerted? (Less than 8 % oxygen)		
14.	Is the ship fit for vapour return?		

FOR DISCHARGING SHIP / RECEIVING SHIP (Delete as appropriate)

Name:

Rank:

Signature:

Date:

## SCHEDULE 3

### INFORMATION BEFORE TRANSFER OPERATIONS COMMENCE

SHIP-TO-SHIP TRANSFER				
CHECKLIST 2		BEFORE TRANSFER OPERATIONS COMMENCE		
Discharging Ship's Name				
Receiving Ship's Name				
Date of Transfer				
NO.	ITEM	Discharging Ship Checked	Receiving Ship Checked	Remarks
1.	The two ships have been advised by shipowners that Checklist 1 has been completed satisfactorily?			
2.	Personnel comply with rest requirements of ILO 180, STCW or national regulations as appropriate?			
3.	Radio communications are established?			
4.	Language of operations has been agreed?			
5.	The rendezvous position off the transfer area is agreed?			
6.	Berthing and mooring procedures are agreed, including fender positions and number/ type of ropes to be provided by each ship?			
7.	The system and method of			



	electrical insulation between ships has been agreed?			
8.	The ships are upright and at a suitable trim without any overhanging projections?			
9.	Engines, steering gear and navigational equipment have been tested and found in good order?			
10.	Ship's boilers and tubes have been cleared of soot and it is understood that during STS operations, tubes must not be blown?			
11.	Engineers have been briefed on engine speed (and speed adjustment) requirements?			
12.	Weather forecasts have been obtained for the transfer area?			
13.	Hose lifting equipment is suitable and ready for use?			
14.	Cargo transfer hoses are properly tested and certified and in apparent good condition?			
15.	Fenders and associated equipment are visually in apparent good order?			
16.	The crew have been briefed on the mooring procedure?			
17.	The contingency plan is agreed?			
18.	Local authorities have been advised about the			



	operation?			
19.	A navigational warning has been broadcast?			
20.	The other ship has been advised that Check-List 2 is satisfactorily completed?			
FOR DISCHARGING SHIP / RECEIVING SHIP (Delete as appropriate)				
Name:				
Rank:				
Signature:				Date:

## SCHEDULE 4

### INFORMATION BEFORE RUN-IN AND MOORING

SHIP-TO-SHIP TRANSFER				
CHECKLIST 3		BEFORE RUN-IN AND MOORING		
Discharging Ship's Name				
Receiving Ship's Name				
Date of Transfer				
NO.	ITEM	Discharging Ship Checked	Receiving Ship Checked	Remarks
1.	Checklist 2 has been satisfactorily completed?			
2.	Primary fenders are floating in their proper place? Fender pennants are in order?			
3.	Secondary fenders are in place, if required?			
4.	Over side protrusions on side of berthing are retracted?			
5.	A proficient helmsman is at the wheel?			
6.	Cargo manifold connections are ready and marked?			
7.	Course and speed information has been exchanged and is understood?			



8.	Ship's speed adjustment is controlled by changes to revolutions and/ or propeller pitch?			
9.	Navigational signals are displayed?			
10.	Adequate lighting is available?			
11.	Power is on winches and windlass and they are in good order?			
12.	Rope messengers, rope stoppers and heaving lines are ready for use?			
13.	All mooring lines are ready?			
14.	All mooring personnel are in position			
15.	Communications are established with mooring personnel?			
16.	The anchor on opposite side to transfer is ready for dropping?			
17.	The other ship has been advised that Checklist 3 is satisfactorily completed?			

FOR DISCHARGING SHIP / RECEIVING SHIP (Delete as appropriate)

Name:

Rank:

Signature:

Date: