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| This permit is for the purpose of obtaining authorisation to conduct bunkering within the port limits and to ensure that hazards associated with this work activity are controlled. This form must be submitted to [safetyadvisors@napierport.co.nz](mailto:safetyadvisors@napierport.co.nz) 24 hours prior to the bunkering activity commencing. |

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| Section 1 – FUEL DELIVERY COMPANY (PCBU Undertaking On Site Refuelling) | | | | |
|  | | | | |
| Company : |  | Company N°: |  |  |
|  | | | | |
| Applicants Name: |  | Landline N°: |  |  |
|  | | | | |
| Applicants Email: |  | Cell Phone N°: |  |  |
|  | | | | |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Section 2 – VESSEL DETAILS | | | | | | | |
|  | | | | | | | |
| Name of Vessel: |  | | | | Vessel Number: |  |  |
|  | | | | | | | |
| Masters Name: or |  | Cell: |  | Email: |  | |  |
|  | | | | | | | |
| Engineers Name: |  | Cell: |  | Email: |  | |  |
|  | | | | | | | |

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| Section 3 – DESCRIPTION OF BUNKERING (FUEL DELIVERY) ACTIVITY | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| N° of Road Tankers: |  |  | | Date of Transfer: | |  | | | | Berth N°: | |  |  |
|  | | | | | | | | | | | | | |
| N° of Barges: |  | Proposed Transfer Start Time: | | | |  | | | Estimated End Time: | | |  |  |
|  | | | | | | | | | | | | | |
| Type of Fuel: |  | | | | | | Litres Being Transferred: | | | | |  |  |
|  | | | | | | | | | | | | | |
| Method of Bunkering: | Road Tanker | | Fuel Trailer | | Drums | | | Barge | | | Pipeline | |  |
|  | | | | | | | | | | | | | |

**If you answer NO to any of the following questions, you must seek advice from Napier Ports Duty Safety Advisor**

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| Section 4 – safe systems of work **Applicant to tick applicable Box** | Yes | No |
| Will all bunkering activities comply with the HSWA and WorkSafe/Maritime NZ Occupational guidelines? |  |  |
| Will the area where bunkering is occurring be assessed by all parties involved for potential hazards? |  |  |
| Will all sources of ignition and any Hot Works be clear of the 8 m isolation zone around the discharge point? |  |  |
| Will the 8 m exclusion zone around the road tanker be barricaded with safety cones/signage for the duration that transfer? |  |  |
| Will a suitable spill kit and absorbent material for the product being bunkered be on standby at all times? |  |  |
| Will appropriate firefighting equipment for the product being bunkered be on standby at all times? |  |  |
| Will Personal Protective Equipment for the product being bunkered be worn by all persons involved in the activity? |  |  |
| Will the Receiver/Operator ensure that a constant visual watch is maintained throughout the entire bunkering operation? |  |  |
| Will the Receiver/Operator notify Security by phone or Marine VHF CH12 before the start and at the end of bunkering activity? |  |  |
| Will the Receiver/Operator notify Security immediately in the event of any spill upon the wharf, vessel or into the water? |  |  |
| Will the Receiver/Operator report all injuries, accidents, or emergency immediately to Security (Harbour Control)? |  |  |

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| Section 5 – statement of ACKNOWLEDGMENT | | | | | | | |
| I acknowledge that the company I represent and the workers and contractors we use will have documented safe systems of work in place, use equipment that is certified (when required) and fit for purpose as per Worksafe/Maritime NZ guidelines, are competent in the type of work being undertaken, hold all required permits for regulatory compliance and will work in a safe manner at all times. I also acknowledge that if lodging this request electronically, that Napier Port will accept this communication as containing my signature for the purposes of Part 4 Electronic transactions of the Contract & Commercial Law Act 2017. | | | | | | | |
|  | | | | | | | |
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|  | Name of Applicant / Fuel Distributor |  | Agree | Disagree |  | Date |  |
|  | | | | | | | |

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| Section 6 – AUTHORISATION | | | | | | | | |
| I am satisfied that the information provided to me is sufficient to show that the applicant has a documented safe system of work in place to fulfil their legal obligations to conduct works in a safe manner. This permit is approved subject to any conditions listed in Part 7 below. | | | | | | | | |
|  | | | | | | | | |
| Duty Safety Advisor |  |  |  |  |  |  |  |  |
| Harbour Master | Name |  | Approved |  | No Approved |  | Date |  |
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| Section 7 – hot work Control Measures (permit RECEIVER / HOT WORK OPERATOR) |
| * Handle the equipment safely and perform work so as not to endanger lives, property, or environment. * Isolate the work site and the bunker exclusion zone out to eight (8) metres with traffic cones. * Adequate spill/absorbent material to be in place and is ready for immediate use to contain spills/leaks. * Adequate firefighting equipment to be in place and is ready for immediate use to suppress fires. * Adequate monitoring and checks to be in place to detect spills, leaks, and fires. * Security to be notified immediately 06 833 4440 or Ch 12 in the event of any spills, leaks, fires, injuries, or accidents. * Security to be notified to close out PTW and confirm that area is safe, and all operational activities can resume. |

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| Section 8 – INTERNAL NOTIFICATIONS by email PON Only |
| 🗹 Harbour Master 🗹 Duty Pilot 🗹 Marine Admin 🗹 Tug Team 🗹 Pania 🗹 General Cargo 🗹 Infrastructure 🗹 Security 🗹 Safety |