



Vessel Refuelling Compliance Form

Fuel Jetty and Fuel Facility

1.1 Availability

Members may use the fuelling jetty for the taking on of fuel and water, the loading or unloading of passengers, luggage or equipment or the temporary securing of boat.

1.2 Time Limits

Boats must not be secured to the jetty for more than one hour unless prior permission has been obtained from the office, a Duty Officer or a member of the General Committee.

1.3 Our Members obligations to the Environment

As a consumer of marine fuel and oil products you have an obligation under the following acts; AS1940 – The Storage and Handling of Flammable and Combustible Liquids, The Environmental Protection Act (EPA) 1986 and the Pollution of Waters by Oil and Noxious Substances Act 1987. Under these acts, pollution is a prosecutable offence that we take very seriously. We ask you to make yourself familiar with all relevant legislation that is applicable to your state and assist us to care for the environment.

There is a definite responsibility for all persons involved in marine refuelling to eliminate the escape of petroleum product into the rivers or sea. There are heavy penalties that apply to individuals and corporations who do not manage to prevent spillage. It is the sole responsibility of the vessel's skipper/engineer for all refuelling activities.

- Set a S.F.L (Safe fill limit) for each tank to allow for expansion or trim. This is not the capacity of the tank.
- Prior to refuelling, determine volume to be pumped into each tank. Without exceeding the S.F.L
- Buckets or safety bags are to be placed at each breather while refuelling wherever possible.
- The skipper or a responsible person as delegated by the Skipper must stand by the nozzle or inlet and maintain a visual check in the breather.
- While refuelling two people must be assigned to the vessel at all times, one at a handpiece and one at the cabinet to activate Emergency Stop Button should an emergency occur.
- All spillages are to be reported to the owner of the vessel and CYC immediately.

1.4 Access to Fuel Facility

Boats secured to the Fuel Jetty that are not taking on fuel or water shall not prevent other members from fuelling their boat.

1.5 Refuelling Procedures

1.5.1 Before Refuelling

- Moor vessel securely.
- Shut down main engine
- Make sure fire fighting equipment is available for immediate use
- Take effective measures to contain any spillage, e.g. block scuppers, place buckets/bags under fuel breathers.
- Make sure adequate lighting is available

- Agree on emergency shutdown procedures
- Prohibit smoking and ignition sources on or near vessel
- Adjust flow rate to suit tank to be filled.
- Check hose for any leaks or damage
- If hot works are being performed fuelling is prohibited.
- Refuelling of a vessel rafted up greater than two wide is prohibited.

1.5.2 During Refuelling

- Agree on the maximum amount of fuel to be dispensed into tank
- Maintain contact with the fuel nozzle and fill pipe to avoid static
- Constantly monitor fill rate to avoid overfilling
- Ensure all hot works on the vessel, adjacent vessels and within 20 metres of the refuelling point are ceased.
- Have cloths and/or absorbent pads at hand to catch any minor spills
- DO NOT JAM OPEN TRIGGER ON THE FUEL NOZZLE.

1.5.3 After Refuelling

- Lift the filler hose and nozzle to drain any residual fuel from the hose into the tank
- Thoroughly clean up any spillages
- Wind up hose and close cabinet
- Be aware that traces of fumes may remain in lower extremities of vessel i.e. Hull and bilges.

1.6 Preventing and managing spills

1.6.1 Managing spills

- Attempt to contain the spill unless it is petrol. Spills involving petrol must be left to professionals as petrol is extremely flammable
- Any spill regardless of size, which is on the water or may enter a waterway must be reported immediately to the CYC office and an incident report form completed, which are available at reception.
- If the spill is small, absorbent pads should immediately be placed on the spill and then removed and disposed of appropriately
- For larger spills, professional help should immediately be sought. In the interim try to contain the spill with absorbent pads. Use the spill kit available, the use of booms and mops in conjunction with pads should be used.
- For land based spills all efforts should be made to contain the spill and prevent it entering the water system
- For larger land based spills contact the Metropolitan Fire Services or Country Fire Service for help with the clean-up.
- Do not use detergents or chemicals on spills

1.6.2 Spill kits

- We recommend every vessel carries absorbent pads
- Spill kits are located at the fuel pump and the entrance to the undercroft
- Spill kits contain booms, pads, pillows, mops, gloves and plastic bags for the safe disposal of used materials.
- Our CYC Bosun and management have been trained in the correct use of spill kits. They should be contacted and their assistance sought in the first instance.

1.6.3 Reporting Spills

- When reporting a spill please provide the following information:
- When and where the incident occurred and whether it has ceased
- Type of substance and estimated quantity released
- Any activity initiated to contain the spill
- Source of the spill
- Name of vessel
- Your contact details

1.7 Operation of Members Fuel Account

Fuel may only be purchased by members who have purchased a fuel card from the Club and who have provided the club with a bank account details so that fuel purchases can be paid for without delay and separately to the member’s monthly account. The manual purchase of fuel is not available.

I have read and understood the refuelling procedures, instructions and information listed above regarding the refuelling of my vessel and agree to comply with club regulations.

Signed: _____

Date: _____

Office Use Only:

Signed: _____

Date: _____