



MARITIME AND PORT AUTHORITY OF SINGAPORE

PORT MARINE CIRCULAR
NO. 13 OF 2025

30 Oct 2025

Bunker Suppliers / Bunker Craft Owners and Operators
Harbour Craft Community
Shipping Community

GUIDELINES FOR PREVENTING POLLUTION DURING BUNKERING OPERATIONS

This circular supersedes Port Marine Circular No. 06 of 2023.

- 2 Bunkering related oil spills are generally due to operational lapses and could be prevented if all the necessary precautions are taken. All vessels that are supplying and receiving bunkers in the Port of Singapore are reminded to observe the preventive measures during bunkering operations as stipulated in **Annex A**. In addition, agree, check and complete the bunkering checklist and pre-bunkering/post-incident tank volumes in **Annexes B and C**, respectively.
- 3 MPA would also like to draw the attention of ship masters and bunker craft operators to Regulation 7 of the Prevention of Pollution of the Sea Act which states the following:

Prohibition of discharge of oil and oily mixtures from ships

7(1) If any discharge of oil or oily mixture occurs from a Singapore ship into any part of the sea or from any ship into Singapore waters, the master, the owner and the agent of the ship shall each be guilty of an offence and shall each be liable on conviction to a fine of not less than \$1,000 and not more than \$1 million or to imprisonment for a term not exceeding 2 years or to both.
- 4 Any incidents related to bunkering operations including bunker oil pollution shall be reported immediately to the Marine Safety Control Centre (Tel: 6325-2488/2489, VHF Ch 07).
- 5 Please note that preventive measures in this circular are not exhaustive. The master and crew are still fully responsible for preventing any oil spills that may occur during bunkering operations, including those resulting from causes not included in the checklist above.
- 6 Any queries relating to this circular should be directed to either Capt Mohamed Ansar (Tel: 6325 2456, email: ansar_mohamed@mpa.gov.sg) or MPA Marine Safety Control Centre (Tel: 6325 2488/2489, email: pms@mpa.gov.sg).

CAPT CHONG JIA CHYUAN
PORT MASTER
MARITIME AND PORT AUTHORITY OF SINGAPORE

ANNEX A

PREVENTIVE MEASURES TO BE OBSERVED FOR BUNKERING OPERATIONS

1. Both bunker tanker and receiving vessel are to be securely moored taking into consideration the prevailing and expected sea/weather conditions. Moorings are to be tended to promptly throughout the entire operation.
2. Vessel at anchor shall ensure that a safe anchor watch is maintained and ensure that sufficient crew members are always available to attend to any emergencies.
3. The entire bunkering operation is to be supervised by a responsible person (i.e. Marine Engineering Officers).
4. During the entire bunkering operation, the mooring lines are to be regularly inspected and adjusted as necessary, supervised by a responsible deck officer.
5. An effective and reliable communication line is to be used and agreed between both bunker tanker and receiving vessel. (Alternatively, if the main communication fails on either ship, the agreed emergency signal is to be sounded and all bunkering operations are to be suspended immediately).
6. Prior to the commencement of bunkering operation, the maximum pumping rate and maximum pressure including starting and topping-up rate must be agreed upon by both bunker tanker and receiving vessel.
7. The emergency shut-down procedure is to be agreed upon by both vessels prior to the commencement of bunkering operation.
8. The bunker hoses/arms are to be in good condition and properly rigged and securely connected.
9. Before commencement of bunkering operation, the receiving vessel shall ensure the following:
 - a. All overboard discharge scuppers are to be effectively plugged and drip trays of adequate size are to be placed in position.
 - b. The cargo and bunker connections when not in use are to be securely blanked off.
10. During the entire bunkering operation, there should be sufficient personnel onboard in a state of readiness to deal with any emergency, including the use of main engine for unmooring should the need arises.
11. No other operation involving internal transfer of bunker is to be carried out onboard either vessel.
12. Firefighting, oil spill response equipment and dispersant are to be ready for immediate use.
13. A person should be in constant attendance at both the delivery and receiving hose connection during the bunkering operation.
14. A safe access between the bunker tanker and receiving vessel is to be provided. Personnel accessing between the vessels must wear appropriate personal protective equipment.
15. Day/night signal is to be exhibited clearly.

16. The receiving vessel shall gauge all fuel tanks before bunkering, declare the ROB in Annex C (part 1) (signed by Master and Chief Engineer)
17. In any bunkering-related incident, including oil pollution, both vessels shall stop bunkering operation, initiate spill clean measures, and report immediately to the Marine Safety Control Centre (Tel: 6325-2488/2489, VHF Ch 07). The Master of the receiving vessel shall complete Annex C (part 2), retrieve the bunker metering ticket, and submit it to pms@mpa.gov.sg expeditiously, no later than 1 hour from the time of the incident.

BUNKERING CHECKLIST FOR BUNKER TANKER AND RECEIVING VESSEL

Vessel's name _____ Bunker tanker's name _____

Vessel IMO No. _____ Agent _____

Vessel's location _____ Port _____

Date _____

All questions should be jointly answered by the cargo officer and the chief engineer by clearly initialling in the appropriate box, unless both parties agree to a "N.A." entry. A copy of the completed checklist should be retained by both the bunker tanker and the vessel.

Code Legend:

A (Agreement) – Indicates an agreement or procedure to be identified in the Remarks column of the checklist or communicated in some other mutually acceptable form.

R (Re-check) – Indicates items to be re-checked at appropriate intervals, as agreed between both the parties, at periods stated in the declaration.

No	Items to be checked	Bunker tanker		Vessel		Code	Remarks
		Yes	No	Yes	No		
1	Is the vessel securely moored?					R	
2	Is the vessel ready to move under its own power?					R	
3	Has the maximum line pressure been agreed upon?					A	State max. pressure: _____ bar
4	Has the vessel pre-loading plan, transfer sequence, rates, and volumes to be delivered been agreed upon? State sequence and rates					A	a. Sequence of Grades to be supplied b. Initial pumping rate in Mt/hr c. Maximum pumping rate during bunkering Mt/hr d. Topping up pumping rate in Mt/hr e. Collect SDS sheet from the supplier
	Grade Initial rate Max rate Topping rate						
5	Has the notice period required for completion of transfer been agreed upon?					A	State notice period: _____ minutes

No	Items to be checked	Bunker tanker		Vessel		Code	Remarks
		Yes	No	Yes	No		
6	Has the procedure for draining delivery hoses on completion of transfer been agreed upon?					A	State procedure:
7	Is there a valid hose test certificate available?						Last test date:
8	Is a person in constant attendance at both the delivery and receiving hose connections?					R	
9	Are all bunker tank lids closed?						
10	Are unused delivery connections blanked?						
11	Are required delivery warning notices in position?						
12	Are all crew/staff involved in bunkering operations wearing appropriate PPE, including H ₂ S/O ₂ monitors, and using approved hand torches and portable electronic devices?					R	
13	Are restrictions on smoking and the use of naked lights being observed?					R	
14	Is firefighting equipment positioned and ready for immediate use?						
15	Is emergency oil spill response equipment positioned adjacent to both hose connections?						
16	All external doors and portholes are closed, and air conditioning intakes that may allow cargo vapours are shut?					R	
17	Is effective communication established between the bunker tanker and the vessel? See hand signal diagram below in figure below.					A R	State Method: _____
18	Has the emergency signals and shut down procedure been agreed upon?					A	State procedure:

No	Items to be checked	Bunker tanker		Vessel		Code	Remarks
		Yes	No	Yes	No		
19	Are there sufficient persons on board and at the delivery point to handle emergencies during bunkering and simultaneous operations, and are bunkering personnel free from other tasks that may cause distraction?						State no. of persons: _____
20	Is there safe access between the bunker tanker and vessel?					A	Circle the access method: Accommodation ladder / SOLAS-approved ladder
21	Are the scuppers and drains on board properly plugged?					R	
22	Is adequate lighting available to perform operations during hours of darkness?					A R	
23	The fenders have been checked, are in good order					A	
24	Ensure tanks are to be monitored during filling, the tank plan is agreed, unused connections blanked, pipelines and valves lined up, and the bunkering plan approved by the Master before commencement.					A	
25	Has the receiving vessel confirmed the fuel tank will not be filled more than the tank safety limit?					A	
26	a) Has the fuel oil tank high level alarm been tested by receiving vessel?						
	b) Are there any level alarm sensor installed in the receiving tanks?						If no, what mitigating measures have been put in place to prevent tank overfilling:

No	Items to be checked	Bunker tanker		Vessel		Code	Remarks
		Yes	No	Yes	No		
	c) If high level alarm is not fitted, what safety measures are implemented once the tank reaches 75% capacity during filling operations? If yes to 25 b), are there any defective level alarm sensors?						Measures:
27	Bunker pipelines, valves, and transfer hoses are to be correctly set up, properly rigged, visually inspected, and in good condition, with all flanges fully bolted.					A	
28	Adequate Bridge watch to be maintained and present weather conditions are within the agreed limits.					A R	Stop bunkering transfer operations at: _____. Disconnect at: _____. Unmoor at: _____. NOTE – In any case, all bunkering operations are to be suspended during thunderstorms with lightning strikes or gale warnings.
29	Has the correct valve(s) of the bunker tank(s) been confirmed to be opened in preparation for line clearing?					A	
30	Is the maximum line clearing pressure from the bunker tanker side for blow-through and the valve line-up plan for line clearing operations are both finalized and agreed upon by all relevant parties?					A	Max line clearing pressure: _____ bars
31	Crew member(s) standing by at the main deck to monitor for oil overflowing from the air vents?					A R	State number of persons:

No	Items to be checked	Bunker tanker		Vessel		Code	Remarks
		Yes	No	Yes	No		
32	Has PRE-BUNKERING TANK VOLUME (Part 1) of Annex C been filled in and signed?						

Examples of hand signals for bunkering communication



1. WAIT/HOLD



2. START



3. REDUCE PUMPING RATE



4. INCREASE PUMPING RATE



5. STOP



6. FINISH

Declaration

We, the undersigned have jointly covered all items on this checklist and have satisfied ourselves that the entries we have made are correct and to the best of our knowledge.

We have also made arrangements to carry out repetitive checks as necessary and agreed that those items coded 'R' in the checklist should be re-checked at intervals not exceeding _____ Minutes.

For bunker tanker	For vessel
Name:	Name:
Signature:	Signature:
Date: Time:	Date: Time:

PRE-BUNKERING TANK VOLUME (Part 1)
(Receiving vessel)

(Shall be filled up by the receiving vessel before the commencement of bunkering operation)

Fuel Tank (All Fuel Tanks)	Sounding (m)	Gross Observed Volume (GOV) (m³)	Tank Capacity (m³)	Remarks

*** PRE-BUNKERING TANK VOLUME (Part 1) to be filled before commencement of bunkering operations. Only in the event of an oil spill, the checklist shall be sent to PMS@mpa.gov.sg immediately.**

MASTER	CHIEF ENGINEER
Name:	Name:
Signature:	Signature:
Date:	Date:
Time:	Time:

POST-INCIDENT TANK VOLUME (Part 2)

(Receiving vessel)

(Shall be filled up by receiving vessel only in the event of an oil spill)

Fuel Tank (All Fuel Tanks)	Sounding (m)	Gross Observed Volume (GOV) (m³)	Tank Capacity (m³)	Remarks

***In the event of an oil spill, POST-INCIDENT TANK VOLUME (Part 2) to be filled and sent by the Receiving Vessel to PMS@mpa.gov.sg within one (1) hour of the incident. Bunker tanker to provide the bunker metering ticket expeditiously, no later than 1 hour from the time of the incident to PMS@mpa.gov.sg**

MASTER	CHIEF ENGINEER
Name:	Name:
Signature:	Signature:
Date:	Date:
Time:	Time: