



भारत सरकार / GOVERNMENT OF INDIA

पोत परिवहन मंत्रालय / MINISTRY OF SHIPPING

नौवहन महानिदेशालय / DIRECTORATE GENERAL OF SHIPPING

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Merchant Shipping Notice No.3 of 2014

F.NO: ENG/MARPOL-38(5)/04-Vol-II	Dated: 19th March 2014
Subject: REGISTRATION AS BUNKER SUPPLIER – reg.	
Reference: DGS-Engineering Circulars: 45/2005,48/2005,50/2005,52/2005,68/2005,68/2005,109/2009,110/2009 & 138/2011	
1. <u>General:</u> <p>1.1 Due to the ever-increasing marine environmental protection awareness, the bunkering of ships has evolved into a highly focused shipboard operation in terms of regulatory compliance, particularly with regard to quality assurance. Regulation 18(7) of MARPOL Annex VI states, <i>inter alia</i>, that the Parties to the 1997 Protocol should undertake to ensure that appropriate authorities designated by them maintain a register of local fuel oil suppliers; and to require these local fuel oil suppliers to provide ships with bunker delivery notes and representative fuel oil samples as required by MARPOL Annex VI. The Protocol to MARPOL 73/78 also mandates the Maritime administrations to put in place mechanisms to take action against fuel suppliers that have been found to deliver fuel oil that does not comply with the requirements of the Convention.</p> <p>1.2 Recognizing that establishment and sustenance of reliable ‘bunker supply chain’ are crucial to ensure the delivery of quality bunker to the vessels in Indian ports, the Directorate General of Shipping, with effect from 19th May 2005 had introduced a regime for the approval of Local Bunker Suppliers that meet certain set standards and had been maintaining and publishing a register of such approved bunker suppliers for the public awareness. It was brought to the notice of all concerned, supplying bunker fuel to ships, drilling rigs and platforms that bunker suppliers registered with the Directorate General of Shipping can only supply bunkers to ships in Indian coast and in case any such ship is</p>	

found to have received bunker from an unregistered bunker supplier, it may warrant suitable intervention from the Flag State or Port State, including the detention of the concerned ship.

- 1.3 Taking note of the global concerns on the climate change related issues and the series of measures being promulgated by the International Maritime Organization to limit and reduce GHG emissions from international shipping, the Directorate General of Shipping introduces the following comprehensive procedure for the regulation, registration and monitoring of Bunker Suppliers in the Indian coast.

2. Applicability:

This circular applies to any person or organization which supplies marine grade fuel oil to any ship, drilling rigs or platforms in the coast of India and supersedes the following (DGS) Engineering Circulars:-

Sl. No	Circular No	Reference
1	45 of 2005	ENG/OPP/MARPOL-38(5)/04 dated 28.02.2005
2	48 of 2005	ENG/OPP/MARPOL-38(5)/04 dated 03.05.2005.
3	50 of 2005	ENG/OPP/MARPOL-38(5)/04 dated 18.05.2005.
4	52 of 2005	ENG/OPP/MARPOL-38(5)/04 dated 08.06.2005.
5	58 of 2005	ENG/OPP/MARPOL-38(5)/04 dated 01.09.2005.
6	68 of 2005	ENG/OPP/MARPOL-38(5)/04 dated 24.12.2005.
7	109 of 2009	ENG/MARPOL-BUNKER-49(58)/05 dated 06.05.2009
8	110 of 2009	ENG/MARPOL-BUNKER-6(64)/07 dated 13.11.2009
9	138 of 2011	ENG/MARPOL-BUNKER-38(5)/04 dated 29.09.2011

3. Requirements of Bunker Supplier:

- 3.1 The '**Bunker Supplier (BS)**' is a company registered in India and undertakes the responsibility for delivering the bunkers to the ship or installation by barge, OSV, road tanker or direct from shore and is in possession of a valid '**Bunker Supplier Registration Certificate (BSRC)**' issued by the Directorate General of Shipping (DGS). The Bunker Supplier is responsible for providing the Bunker Delivery Note (BDN) and sample to the ship and to retain a copy of the BDN for at least three years from the date of delivery to the ship, for inspection and verification by any competent authorities.
- 3.2 The '**Product Supplier (PS)**' is the Company registered in India and supplies bunker / product to a Bunker Supplier. The Company is responsible for the final blend of the fuel delivered to the Bunker supplier and shall provide the 'Bunker Supplier' with a declaration conforming the quality of the fuel, which as minimum shall contain the specification required by the latest ISO 8217 quality standard in force. In some cases, the 'Product Supplier' may take on the additional responsibilities and obligations of the 'Bunker Supplier' for delivering the fuel oil to ships and in such cases, the Product Supplier shall meet all the requirements of this Circular and shall be in possession of a valid 'Bunker Supplier Registration Certificate (BSRC)' issued by the DGS.
- 3.3 In order to consider for the issuance of the Bunker Supplier Registration Certificate (BSRC) by the DGS, the Company as a minimum shall comply with the following:-
- 3.3.1 Shall establish, document, implement and maintain a Quality Management System (QMS) and continually improve its effectiveness in line with ISO 9001: 2008 as

amended. The QMS certification may be obtained from any of the certification bodies accredited by the National Accreditation Board for Certification Bodies (NABCB).

- 3.3.2 Shall establish and maintain documented systems, including but not limited to, the selection of product suppliers and periodic evaluation of products supplied, to ensure that the purchased products meet the relevant requirements of IMO Regulations- Annex VI of MARPOL 73/78 as amended and the standards set by the ISO 8217, whichever common quality parameter is more stringent.
- 3.3.3 Shall ensure effective systems for the 'custody control' of the bunker from reception, storage to deliver end, including for the transportation systems. In case of any outsourced processes, viz. terminal operations; barge/lorry operation that affects the product conformity, such outsourced processes shall be identified in the QMS and the Supplier should ensure complete control over such processes.
- 3.3.4 Should establish procedure for the identification, storage, retrieval, retention period and disposition of records and other evidence generated in relation to delivery of bunkers.

4. Bunker Delivery Note (BDN):

- 4.1 The Bunker Supplier shall be responsible for providing the Bunker Delivery Note (BDN) for each individual consignment of bunker to a ship. i.e. if two barges deliver same bunker under one order, two BDN's have to be provided, one BDN for each barge.
- 4.2 All registered Bunker suppliers are required to indicate the validity and certificate number of their bunker supplier registration certificate in the BDN and shall retain a copy of every BDN for 3 years and make it available for inspection and verification by any competent authority.
- 4.3 The BDN should certify that the bunker delivered meets the requirements of Regulations 14 & 18 of Annex VI, MARPOL 73/78 and should as a minimum include the details as mentioned in sample BDN format attached as [Appendix-2](#).
- 4.4 In special circumstances such as the Offshore Support Vessels (OSVs) supplying bunker to multiple installations or vessels exclusively in the Indian offshore fields from a single consignment, the Bunker supplying barge/vessel may issue a photocopy of the original BDN in lieu of the original Bunker Delivery Note for the supplied fuel, provided the authorised representative / Master of the supplying barge/vessel issues a delivery receipt under its letter head which should essentially confirm the following :
 - 4.4.1 BDN number and date of issue.
 - 4.4.2 Details of the bunker supplier as mentioned in BDN.
 - 4.4.3 Date of the bunkering & quantity of fuel delivered.
 - 4.4.4 Name and IMO No. of the supplying barge/vessel.
 - 4.4.5 Signature & stamp of authorised representative/Master of the barge/vessel.
- 4.5 In all such cases, the Masters of the OSVs or Bunker Barges shall maintain the original BDN along with the copy of the individual delivery receipt for a period of atleast two years and shall be made available to any competent authority for verification, on demand.
- 4.6 In addition to the BDN, the bunker supplier has to provide the vessel, appropriate Material Safety Data Sheet (MSDS) required as per SOLAS 74, detailing the physico-chemical

characteristics of the products and the other data in accordance with IMO Resolution MSC.286 (86).

5. Sampling:

- 5.1 Regulation 18(6) on fuel oil quality within Annex VI of MARPOL 73/78 requires that the bunker delivery note shall be accompanied by a representative sample of the fuel oil delivered taking into account guidelines to be developed by the Organization.
- 5.2 The Bunker Supplier shall be responsible for taking the sample in accordance with the IMO guidelines on sampling, Resolution MEPC.182(59), particularly with regard to sampling equipment, container, seal, label etc.
- 5.3 Bunker Supplier's representative [as defined in the Resolution MEPC.182(59)] is required to seal and sign the sample on completion of the bunkering and give it to the ship along with the bunker delivery note. In the case of a bunker barge or OSV this person will normally be the Master or Chief Officer of the barge or OSV and in the case of a road tanker it will normally be the driver but the '*Bunker Supplier*' is free to nominate any person they feel fit to carry out these tasks.
- 5.4 The sample referred above must be retained under the ship's control until the fuel oil is substantially consumed, but in any case for a period of not less than 12 months from the time of delivery.

6. Fuel Oil Quality:

- 6.1 The Bunker Supplier shall ensure that the delivered bunker meet the relevant requirements of IMO Regulations- Annex VI of MARPOL 73/78 as amended and the latest quality standards set by the ISO 8217, whichever common quality parameter is more stringent.
- 6.2 In order to confirm that the delivered products meet the prescribed standards, the Bunker Supplier shall ensure that the details furnished in the BDN is substantiated by appropriate Fuel oil analysis report from any test facility accredited to the National Accreditation Board for Testing and Calibration Laboratories (NABL). In the event of any deviation, in the fuel quality supplied, the Bunker supplier and not the product supplier, shall be responsible and liable for the violation.

7. Safety and Environment Protection:

- 7.1 Bunkering is a critical operation with high potential of safety and environment hazards and hence the movement, transfer, storage and handling of bunker need to be undertaken with utmost professional care and caution. The construction, operations, equipment, procedures, personnel and practices of all bunker barges, marine terminals and facilities relied by the Bunker Supplier, must be in full compliance and carried out in strict accordance with all the requirements laid down in the Relevant Instruments, inter-alia, the Merchant Shipping Act 1958, the Inland Vessel Act 1917, the Indian Port Act 1908 and the Petroleum Act 1934, as amended.
- 7.2 The Bunker Supplier shall ensure that all ship-to-ship equipment, operations, procedures and practices are in full compliance with all the requirements laid down in the Relevant Instruments with especial consideration being given to the requirements contained in the OCIMF "Ship to Ship Transfer Guide" and to such provisions as the Authority may prescribe from time to time.

- 7.3 Hoses and other cargo transfer appliances shall have their maximum permissible pressure rating and date of last pressure test clearly and indelibly indicated on them by a testing facility recognised by the competent authority. Tests shall be done according to their manufacturer's specifications at intervals which are in accordance with their manufacturer's recommendations, but in any case not exceeding one year.
- 7.4 The relevant checklists, as detailed in [Appendix-3](#), shall be fully and properly completed by the Masters of the bunker receiving ship and the bunker barge prior to the commencement and also at each integral stage of every bunkering operation and shall be available for verification by any competent authority.
- 7.5 The Bunker Supplier shall ensure that the bunker barges or other means engaged for transport of bunker shall be in possession of a valid insurance cover in respect of third party damage, marine environment pollution damage and clearance of pollution liabilities, for an amount acceptable to the concerned Port Authorities.
- 7.6 The Bunker Barges, if engaged by the Bunker Supplier, shall be duly certified for 'fitness for purpose' by the competent authority designated under the statute in which the vessel is registered and shall be in class with a Classification Society recognised by the GOI. In case of barges registered under any act other than Merchant Shipping Act 1958, as amended, the vessel shall be in possession of a valid 'Petroleum Licence' issued by the Competent authority under the Petroleum Act 1934 and the Rules framed there-under, in addition to other statutory certificates as applicable. In case of road transport, equivalent certification has to be in place issued by the competent authority in accordance with the relevant instruments, inter-alia, the Motor Vehicle Act 1988, as amended.
- 7.7 During every bunkering operation, the bunker barge shall have aboard adequate means for the mitigation of any potential pollution, including supplies of approved absorbent materials and oil dispersants; but oil dispersants shall only be deployed with the permission of the local authorities, taking into account the circumstances of each case.
- 7.8 Bunker Supplier shall ensure that a Bunker barge engaged by him has onboard adequate number of personnel fully trained in the effective handling, usage and application of all pollution prevention/ control equipment and media, and has onboard effective pollution prevention/control contingency plans covering the most environmentally hazardous incidents that can occur during bunker supply operations to other ships.
- 7.9 It shall be the responsibility of every Bunker Supplier to ensure that any oil-spill or accidental equipment failure which may increase the normal pollution hazards of any operation shall be immediately reported to the respective Port Authorities and the Directorate / Mercantile Marine Departments of the region.

8. Verification & Certification:

- 8.1 Every new applicant desirous of obtaining the Registration as Bunker Supplier in India is required to make an application in the prescribed form to the DGS, accompanied by all the documentation and certification prescribed therein [Appendix-1](#).
- 8.2 A 'Bunker Supplier Registration Certificate (BSRC)' shall be issued to an applicant complying with the requirements of this circular and any amendments incorporated thereof, following successful completion of a verification survey by the Indian Register of Shipping (IRS).
- 8.3 For every new applicant desirous of obtaining the Registration as Bunker Supplier, an Interim certificate may issued for a period of not more than six months, on completion of

a satisfactory interim audit by the IRS. During this term, the Supplier has to undertake Bunkering operations and demonstrate its capability during subsequent verification of the supply chain by IRS. The full term certificate valid for a term of maximum five years would be considered by the Directorate General of Shipping, only on receipt of a clear recommendation to this effect from IRS.

- 8.4 A certificate issued as above shall cease to be valid, if the Bunker Supplier fails to carry out an annual surveillance audit within three months, before or after each anniversary date. The verification report has to be forwarded to the Directorate, on completion of the audit for records.
- 8.5 A Bunker Supplier desirous of renewing the existing Bunker Supplier Registration shall apply in the attached format ([Appendix-1](#)), three months before the expiry of the certificate, so that the certificate can be renewed based on the recommendation by IRS after completion of the verification audit and continuity is maintained.
- 8.6 Every registered bunker supplier shall inform the Directorate of any change in name, or authorised representative of the Company, in not more than 30 days from the date of such changes for the issuance of a fresh Registration Certificate incorporating the changes.
- 8.7 A given address of a company or a storage location cannot be awarded more than one Registration, unless the applicant and/or existing supplier can provide clarification as sought by the Directorate, substantiated by documentary evidence. The decision of the directorate will be based on the degree of compliance demonstrated by the stake holders involved in preserving the product specification and adhering to other terms of reference sought by the Directorate, in relation to terminal handling and other related issues.
- 8.8 Every Bunker Supplier is required to provide an annual declaration of every calendar year as detailed in [Appendix-4](#) of this Circular by 31st January of the next year. If the local supplier of fuel oil does not provide the annual declaration it will be assumed that they no longer deliver marine fuel oil and will be removed from the register.
- 8.9 The scope of Initial/Annual Surveillance/Renewal audit by IRS shall include all the requirements of this Circular, as the case may be and any major non-compliance of the same shall cause the Registration of the supplier to be suspended with immediate effect.

9. Monitoring and Control:

- 9.1 The updated details of '*Bunker Suppliers*' registered with the DGS will be published on the official website of the Directorate www.dgshipping.gov.in. No person / company shall act as a bunker supplier unless in possession of a valid Bunker Supplier Registration Certificate (BSRC) issued by the DGS and in case any ship is found to have received bunker from an unregistered bunker supplier, it may warrant suitable intervention from the Flag State or Port State, including the detention of the concerned ship.
- 9.2 Bunker Suppliers shall ensure that all requirements of this Circular are effectively accomplished and relevant records and equipments maintained readily available for inspection by any officer / agency authorized by the Directorate General of Shipping.
- 9.3 The Principal Officer of the Mercantile Marine Departments (MMD), under whose jurisdiction such registered Bunker Supplier function shall be responsible for effectively monitoring the IRS for having enforced the applicable statutory provisions and quality standards and may undertake surprise inspection of such facilities and forward report to the Directorate, which shall be atleast once in five years.
- 9.4 On receipt of a report or a complaint against any registered suppliers for having delivered

fuel oil to any ship, non-compliant with the respective BDN, the Principal Officer under whose jurisdiction the Supplier operates may undertake suitable investigation into the matter and report to the Directorate with clear recommendation on the action required, including for the suspension / withdrawal of the Registration.

10. Settlement of Disputes:

In case of any disputes on the matters pertaining to the implementation of this Circular, the decision of **the Director General of Shipping** shall be final and binding on all the parties concerned. However, the provisions contained in this circular are in addition to and not in derogation of the provisions of any other law or regulations in force in India.

sd/-

(Ajithkumar Sukumaran)

**Dy.Chief Surveyor with the Gol-cum-
Sr. Dy. Director General (Tech)**

Appendices:

[Appendix-1](#)- Application format for Registration as Bunker Supplier.

[Appendix-2](#)- Sample Bunker Deliver Note (BDN).

[Appendix-3](#)- Sample Bunker Supplier Checklist.

[Appendix-4](#)- Format of Annual Declaration from Bunker Supplier.

To,

1. The Principal Officers/ Mercantile Marine Department, Mumbai/ Kolkata/ Chennai/ Kandla/ Cochin.
2. The Surveyor-in-charge, Mercantile Marine Department, Goa/ Jamnagar/ Port Blair/ Visakhapatnam/ Tuticorin/ Delhi/ Haldia/ Paradip/ Mangalore.
3. All Recognised Organizations.
4. Indian National Shipowners' Association (INSA), Mumbai
5. All Shipping Companies
6. CS/ NA/ CSS/ Jt.DG
7. Hindi Cell
8. Guard file
9. Computer Cell

APPLICATION FOR REGISTRATION AS BUNKER SUPPLIER

1.	Name and address of the Registered office of the Organisation with full contact details:	
2.	Type of Organisation: [Public/Pvt.Ltd/Partnership/Co-operative/ Proprietary, etc.]	
3	Name and address of the Operation office of the Organisation with full contact details:	
4	Name & designation of the Authorized Representative of the Bunker Supplier with contact details:	
5	Whether product supplier (Yes/No):	
6	Mode of supplying bunker fuel : [barge/road/direct from terminal]	
7	Details of Storage facilities: [Owned/hired].	
8	Grade of fuel intended to supply/supplied : [HFO/MDO/MGO/HSD etc]	
9	Brief history of experience as Bunker supplier:	
10	Operational aspects of the Bunkering, that are outsourced :	

11	<p align="center"><u>DECLARATION BY BUNKER SUPPLIER</u></p> <p>I,....., on behalf of M/s..... hereby undertake that:</p> <p>I. the Company shall strictly abide by all the procedures and guidelines mandated by the applicable DG Shipping circulars/notices and as amended;</p> <p>II. in case of wrong supply of bunker fuel to ships, i.e. bunker supplies not conforming to the specifications as mentioned in the Bunker Delivery Note (BDN), the Company shall bear all the losses incurred by the ship-owner/company, and shall abide by the final decision of the Directorate General of Shipping, in this regard with respect to cancellation/suspension of registration as Bunker Supplier;</p> <p>III. for supplies made under our registration, the Company shall be fully responsible for any query/clarification/dispute, arising out of the entire supply chain, with respect to quality, quantity and possible hazards like spillage;</p> <p>IV. the Company shall be responsible for drawing and retention of the MARPOL samples in accordance with the relevant guidelines;</p> <p>V. the Company undertakes to provide the Directorate General of Shipping or its Recognised Organizations (ROs) with all the documents, information and facilities to carry out the applicable audit activities from time to time.</p>				
12	Name, Designation & Signature of the Authorised Representative of the Bunker Supplier:				
13	Date: Place:				
14	Document Checklist:				
.1	Quality Management System (QMS) Certificate		.5	Licenses associated with the mode of Bunker delivery. [barge/road/direct from shore]	
.2	Copies of Surveillance audit reports.(Only for Renewal)		.6	Details of Fees [as per DGS Circular 13 of 2010, or as amended]	
.3	Approval from the State Govt. & other relevant authorities.		.7	Proof of office premises, such as registered lease/ownership documents.	
.4	Certificate of Incorporation of the Company or equivalent.		.8	Any other relevant documents:	

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Sample of a Bunker Delivery Note (BDN)

Appendix.2

BDN No. _____

BUNKER SUPPLIER'S NAME)

Bunker Supplier's Address : _____
 Telephone Number : _____
 Fax Number : _____
 E-mail Address : _____
 Directorate General of Shipping Registration No. : _____ Valid till : _____

BUNKER DELIVERY NOTE

Port : _____ Date : _____
 Delivery Location : _____ Vessels' Name : _____
 Bunker Tanker/Lorry No. : _____ IMO No. : _____
 Alongside Vessel : _____ Gross Tonnage : _____
 (Date/Time)
 Commenced Pumping : _____ Owner/Operator : _____
 (Date/Time) ETD : _____
 Completing Pumping : _____
 (Date/Time) Next Port : _____

PRODUCT SUPPLIED

Fuel Characteristics

Product Name
 Sulphur Content. % m/m

 (ISO 14596 or ISO 8754)
 Flash Point °C (ISO 2719)
 Water Content % V/V (ISO 3733)
 Density @ 15°C, kg/m³

 (ISO 3675 or ISO 12185)
 Viscosity @ 40°C or 50°C,
 mm²/s ISO 3104)

Quantity

Gross Observed Vol (Litres)
 Gross Standard Vol (Litres)

 Quantity (Metric Tons)
 Barrels at 60°F
 Volume Corrective Factor

 (ASTM Table 54B)
 Weight Conversion Factor

 (ASTM Table 56)

Master's/Chief Engineer's Acknowledgement

We acknowledge receipt of the above product and confirm that samples were taken as per MARPOL Annex VI procedure at the vessel's manifold, sealed and numbered as follows:

	Seal No.	Counter Seal No.
		(if any)
Vessel	:	
Bunker Tanker	:	
Surveyor	:	
Others	:	
	(To specify)	(To specify)

Acknowledged by : _____
 Signature of Master / Chief Engineer/Time

Full Name in Block Letter

Vessel's Stamp

Supplier's Confirmation

We declare that the fuel characteristics and quality of the product supplied are correct and meets the requirements of Regulations 14 and 18 of Annex VI, MARPOL 73/78.

For

Company's Name and Stamp

Authorized Signatory

Full Name in Block Letter

Bunker Tanker's Stamp

REMARKS

Was a Note of Protest issued? Yes/No

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A	<u>Pre- bunkering checklist:</u>
	<p>The representative of the bunker supplier and the receiving ship shall adhere to the pre-bunker checklist, which should include, but not limited to the following:</p> <ul style="list-style-type: none">• Product specification, Quantity and status of tanks;• Inspection and agreement on sampling method, procedure and equipment;• Inspection and agreement on cleanliness and dryness of the sampling container prior to sampling;• Inspection and noting of seal number;• Transfer rate;• Witnessing the tank soundings prior bunkering.• Agree to provide BDN as specified above on completion;• Bunker supplier to provide Material Safety Data Sheets (MSDS) for the type of fuel to be bunkered.
B	<u>Post - bunkering checklist :</u>
	<p>The representative of the bunker supplier and the receiving ship shall adhere to the post-bunkering checklist, which should include, but not limited to the following:</p> <ul style="list-style-type: none">• Quantity of bunker received and status of tanks;• Inspection of sample container and seal on the sampling bottle;• Receipt of sub-sample;• Sample signed and sealed by representative of bunker supplier and the receiving vessel's Chief Engineer. Seal number and BDN number to be noted.

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A. Name of the Bunker Supplier:									
B. Bunker Supplier Registration Certificate (BSRC) No:									
C. Date of Validity of BSRC									
D. STATEMENT OF BUNKER SUPPLIED FOR THE YEAR									
Sr. No.	Name of Ship	Date	Product Supplier	Quantity of each Grade of Fuel supplied [M T]					
				HFO	MDO	MGO	LSHFH SD	Others, specify.	Total
TOTAL									
E	Whether any customer complaint received in the year? If yes, details of the same with action taken report.								
F	Whether any Letter of Protest (LOP) received in the year? If yes, details of the same with action taken report.								
G	Whether Surveillance audit for the year has been timely completed? Details of the same with Non Conformity closure report.								
H	Whether there was any oil spill or any other hazardous occurrence during Bunkering operations? If yes, details of the same with Investigation report.								

.....
 Signature and stamp of authorized representative of the Bunker Supplier
 Dated: