



MWANI QATAR

The purpose of the procedure is to permit (Operational Permit) provision of Bunkering Services at Ports managed by and under the jurisdiction of Mwani Qatar (including the port area and areas defined within the port limits).

PROCESS

- 1) For organizational and administrative purposes Bunkering Services Provider activities are not permitted at ports managed by Mwani Qatar except after obtaining a permit (Operational Permit) from Mwani Qatar.
- 2) Bunkering Services Provider shall apply to obtain permit for providing Bunkering Services. The application should include:
 - A. Valid License issued by the Ministry of Transport and Communications and/or other National Authority (Qatari National, state, or government agency) to practice the activities of Bunkering Services Provider
 - B. Name of company, its type, share capital and trade mark, if any
 - C. The principal office and address of the company
 - D. The name of the person authorized to manage the company and the name of the Managing Director.
- 3) The competent body at the Mwani Qatar shall review the application to obtain permit, verify the information therein and attached documents then issue a resolution on approval or rejection of the permit to practice activities at Ports/Port Area managed by Mwani Qatar. Rejection should specify reasons.
- 4) Permit to practice activities shall be valid for one Gregorian year from the date of issuance renewable annually against fees for issuance of operation permit as per tariff of the Qatar Ports (Permits and License Charges).
- 5) Application for renewal shall be submitted to Mwani Qatar Forty-Five days prior to the expiry date of that permit together with the fees fixed for renewal and supporting documents.

Renewals for a practicing permit are subject to the same conditions provided within the permit. Company may not practice Bunkering Services Provider activities at Ports managed by Mwani Qatar once permit is expired and not renewed in the fixed time. In case of violations, fines and penalties set forth in case of offences at the Mwani Qatar shall be applied.

- 6) **General**
 - A. All bunkering operations should be carefully planned and executed in accordance with MARPOL, Port regulations, and/or ordinances enacted or issued by Harbour Master and HSSE Department.
 - B. Personnel involved in the bunkering operation on board should have no other tasks and should remain at their workstations during bunkering operation.
 - C. All Bunkering operations are to follow Oil Bunkering Best Practice Guidelines. Refer to IMO's Manual on Oil Pollution, Section 1 Prevention" as amended, and the ICS and OCIMF.

Before Bunkering

The Chief Engineer should calculate and check which bunker/fuel oil tanks are to be filled and the amount of fuel to be received.

Meeting should be held between the members that will take part in the bunkering process and they should be explained about the following:



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1. Which tanks are to be filled?
2. How much bunker is to be taken.
3. Emergency procedure in case oil spill occurs.
4. Sounding is taken before bunkering and record is made.
5. A checklist is to be filled so that nothing is missed on.
6. All deck scuppers and save all trays are plugged.
7. Overflow tank is checked to be empty.
8. Adequate lighting at bunker and sounding position is to be provided.
9. No smoking notice should be positioned.
10. On board communication between the people involved in bunkering is made.
11. Red flag/light is presented on masthead.
12. Opposite side bunker manifold valves are closed and blanked properly.
13. Vessel draught and trim is recorded before bunkering.
14. All equipment's in SOPEP (shipboard oil pollution emergency plan) locker are checked to be in place.
15. The pumping rate of bunker is agreed.
16. The hose is then connected to the manifold.
17. All the valves required are open and checked.
18. Proper communication between the barge/road tanker and the ship is to be established.
19. Sign and signals are to be followed as discussed in case of communication during emergency.
20. After this, the manifold valve is open for bunkering.

During Bunkering

1. During start of the bunker the pumping rate is kept low, this is done so as to check that the oil is coming to the tank to which the valve is opened.
2. After confirming the oil is coming to the proper tank the pumping rate is increased as agreed before.
3. Generally only one tank filling is preferred because gauging of more than one tank at a time increases the chances of overflow.
4. During bunkering, sounding is taken regularly and the frequency of sounding is more when the tank is near to full.

After Bunkering

1. Draught and trim of the ship is checked.
 2. Take sounding of all the tanks bunkered.
 3. Samples are taken during bunkering for port state or IMO.
- 7) Mwani Qatar has the right to suspend or cancel the permit of the Bunkering Services Provider in following cases:
1. In case of contravening any provision of the Qatari laws or the Regulations of Mwani Qatar.
 2. In case the Bunkering Services Provider does not carry out his duties and responsibilities that are required from him towards his authorizer or towards the Mwani Qatar and the operator of the port.
 3. Repeating commission of offences.

APPLICATION FORM

Fill-up application form MQ-F-0904-1



مواني قطر
MWANI QATAR

PERMIT (OPERATIONAL LICENSE) BUNKERING SERVICES PROVIDER APPLICATION FORM

Company: _____

Date: ____ / ____ / ____
 dd mm yyyy

Attn. of: Mwani Qatar

As per Mwani Qatar Condition and Procedures for Permitting the Operation of Bunkering Services Provider at Ports managed by Mwani Qatar. We submit this application and supporting documentation for registration.

Submitted documents:

1.	I. Valid License issued by the Ministry of Commerce & Industry.	<input type="checkbox"/>
	II. Other National Authority (Qatari National, state, or government agency) to practice the activities of Bunkering Services Provider.	<input type="checkbox"/>
2.	Name of company, its type, share capital and trademark, if any.	<input type="checkbox"/>
3.	The principal office and address of the company.	<input type="checkbox"/>
4.	The name of the authorize person and the name of the Managing Director.	<input type="checkbox"/>

We undertake to ensure the validity and availability of all mentioned documentation above. In the event of any expiry and/or cancellation of licenses and documentation, to duly inform

The permit is authorized relatively to the validity of Ministry of Commerce & Industry.

Company Stamp

Authorized Signature

Name: _____

Delegation: _____

Soft copy to sent via e-mail to operational.licenses@mwani.com.qa hardcopy to Mwani Qatar Head office.