

# CODE OF PRACTICE FOR BUNKER MASS FLOW METERINGS



Barge Representative



Chief Engineer of Receiving Tanker



Bunker Surveyor

## PRE-DELIVERY

1

Quantity  
Grade  
Pump rate

BUNKER REQUISITION FORM

2

SEAL  
123456

SEAL VERIFICATION REPORT  
123456

3

RESETTABLE TOTALISER

BUNKER OPERATIONS

Reset to Zero

4

NON-RESETTABLE TOTALISER

BUNKER OPERATIONS

METER READING RECORD FORM

Witness & Record

1. **Confirm** the quantity, grade of bunker and pumping rate (not lower than stated  $Q_{min}$  of the MFM system).
2. Seal numbers should **match** the latest seal verification report onboard. **Complete** the seal checklist.
3. Set resettable totaliser reading to **zero**.
4. **Witness** and **record** the opening meter readings.

If any seal is missing, broken or if there is discrepancy, report to Harbourmaster immediately.

## DURING DELIVERY

1

2

$Q_{min} < X < Q_{max}$

3

RECORD

ALL STOPPAGES AND THEIR REASONS

1. **Fill** the cargo line as fast as practicable at the beginning of the bunkering operation.
2. Ensure that **agreed** pumping rate is adhered to.
3. **Record** all stoppages. Details for the stoppages must be **recorded**.

Tank stripping and line clearing shall only be conducted at the end of the operation.

## POST-DELIVERY

1

BR CE BS

COMPLETE

2

TOTALISER

BUNKER OPERATIONS

METER READING RECORD FORM

Witness & Record

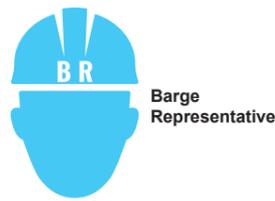
3

SEAL  
123456

SEAL VERIFICATION REPORT  
123456

1. All parties shall **agree** on when delivery is completed and after lines are drained.
2. **Witness** and **record** the closing meter readings.
3. **Verify** that MFM system seals remains intact.

No re-pumping of bunkers shall be allowed after the bunker metering ticket is printed.



## QUANTITY DISPUTES



**BARGE REPRESENTATIVE (BR)** shall do the following:

1. Invite CE and BS to **re-witness** meter totaliser readings.
2. Provide assistance for CE & BS to check documentation, seals and piping system.
3. Raise a Note of Protest if dispute remains unresolved.



**CHIEF ENGINEER (CE)** shall do the following:

1. **Re-witness** meter totaliser readings.
2. **Re-check and verify** all seals in seal verification report are **intact**.
3. Confirm that no modification from piping diagram was made.
4. Obtain and examine relevant pages of bunker tanker meter totaliser log.
5. Obtain and examine certificates and documents listed in clause 9..
6. Raise a Note of Protest if dispute remains unresolved.



**BUNKER SURVEYOR (BS)** shall do the following:

1. **Assist CE** in the dispute management procedure as listed above.
2. Witness all procedures.
3. Record all relevant details, findings and observations in a statement of fact.



**Quantity disputes** must be **reported** to Port Authority.  
Lodge a copy of the report/complaint with the Harbourmaster of Rotterdam or Antwerp via: [bunkering@portofrotterdam.com](mailto:bunkering@portofrotterdam.com) or [bunkering@portofantwerpbruges.com](mailto:bunkering@portofantwerpbruges.com) within **24 hours**.

## QUALITY DISPUTES



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