



Government of the Republic of Trinidad and Tobago
MINISTRY OF ENERGY AND ENERGY INDUSTRIES

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**GUIDE FOR AN APPLICATION FOR AN EX-VESSEL MARINE BUNKERING
LICENCE (EVMBL)**

Marketing Licence for Ex-Vessel Marine Bunkering Operations the supply of Marine Fuels from a Bunkering Vessel to Ships for its private consumption as fuel. An application for an EVMBL shall include, but not limited to, the following particulars as specified in Regulations 6 of the Petroleum Regulations:

- 1) Name of business, place of business and nature of business of applicant;
- 2) Geographical Location of the Facility;
- 3) Evidence of Articles of Company Incorporation;
- 4) Board of Inland Revenue (BIR) number and Value Added Tax (VAT) registration number of applicant; and Income Tax and VAT Clearance Certificates from BIR (if applicable);
- 5) Evidence of the Lease or ownership of the necessary vessel(s);
- 6) A Certificate of Environmental Clearance (CEC) must be obtained from the Environmental Management Authority (EMA), if applicable, OR, if deemed not applicable by the EMA, then a confirmation from the EMA that a CEC is not required must be submitted;
- 7) A detailed Company Profile including but not limited to:
 - a) Contact details;
 - b) Organisational Structure of the company;
 - c) Services provided;
 - d) Company's Corporate Credit rating
 - e) Existing and potential clients;
 - f) Previous contracts held, including any government or major contracts;
 - g) Proven Track Record and performance in other ports, if any, in terms of bunker sales; and customer base, inclusive of annual bunker sales delivered for the past 3 years;
 - h) Testimonials relating to the company; and
 - i) Industry awards received.
- 8) Statement of Capital investment involved;
- 9) Evidence of the applicant's financial and technical resources and capability for undertaking the operation of bunkering services;
- 10) Evidence of applicant's ability to obtain requisite personnel and equipment;

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- 11) A proposed Business Plan, including but not limited to:
 - a) A three (3) year bunker sales projection, including committed bunker sales;
 - b) Benefits to Trinidad and Tobago;
- 12) Comprehensive descriptions and specifications of the vessel(s) and associated equipment to be used, which shall be in accordance with industry best practice and standards as required by the Minister;
- 13) A description of the training and qualification program for personnel;
- 14) Evidence of the applicant's capability of operating and maintaining the equipment in accordance with industry standards;
- 15) A proposed Operational Plan, including but not limited to:
 - a) Standard Operating Procedures, including the following but not limited to:
 - i. Operating each loading arm including the limitations of each loading arm;
 - ii. Transferring bunker oil;
 - iii. Completion of pumping;
 - iv. Maximum operating conditions.
 - b) The hours of operation of the facility;
 - c) The sizes, types and number of vessels that the facility can transfer oil to or from simultaneously;
 - d) A detailed account of the Company's Health, Safety and Environment (HSE) System;
 - e) An Emergency Response Plan (ERP);
 - f) A Tier 1 Response Oil Spill Contingency Plan developed in compliance with the National Oil Spill Contingency Plan (NOSCP) of Trinidad and Tobago;
 - g) There shall also be sufficient oil spill response equipment to effect an initial containment response to any pollution accident;
 - h) There shall be adequate and approved equipment installed on-board the vessel(s) to extinguish fires and to prevent oil spills and such other arrangements as may be prescribed by the relevant authorities for effectively dealing with such occurrences;
 - i) Evidence of appropriate fenders to be utilised in accordance with International Industry Standards;
 - j) Evidence of the vessel(s) utilised in the operation as being double hulled.
- 16) Evidence of ISM certification of compliance of the vessel(s) and associated equipment;
- 17) Evidence of an Engine International Air Pollution Prevention (EIAPP) Certificate in accordance with MARPOL 73/78 Annex VI Regulation 13.
- 18) Approval of the vessel(s) must be obtained from the Maritime Services Division (MSD) and all conditions stipulated by MSD shall be met prior to commencement, during and after the operation, including submission of written documentary evidence to the satisfaction of the MSD in relation to each condition specified;

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- 19) Evidence that the company possesses Insurance or other Financial Security to cover any liabilities which may arise from the conduct of bunkering operations, including but not limited to:
- a) Civil Liability and Pollution Liability Insurance of no less than two million United States Dollars (USD 2,000,000), as specified in the latest amendment to the 1992 International Convention on Civil Liability for Oil Pollution Damage, which is intended to cover the cost of compensation and environmental remediation in the event that there is an accidental spill or contamination or any pollution or decommissioning as a result of bunkering operations;
 - b) Contribution to the International Oil Pollution Compensation Fund (IOPC) in the case where the quantity of crude oil and/or heavy fuel oil (contributing oil) received exceeds 150,000 tons in one calendar year (if applicable);
 - c) Parent Company Guarantee or Vessel Owners Liability Insurance to cover damages in excess of two million United States Dollars (USD 2,000,000) up to the limit stipulated by the IOPC Convention;
 - d) Public liability insurance shall be effected and maintained at all times.
- 20) Applicant may not self-insure or insure through affiliates without specific prior approval from the Minister;
- 21) Copy of receipt for payment of application fee of five hundred Trinidad and Tobago (TTD500.00).

FINAL APPROVAL

After conditional approval, upon receipt of the vessel(s), before an EVMBL is actually granted, the following submissions must be made, but are not limited to:

- 22) Satisfactory inspection of the vessel(s) by Ministry of Energy and Energy Industries (MEEI) Petroleum Operations Management Division (POMD);
- 23) Copy of receipt for payment of EVMBL fees.

This application guide for an Ex-Vessel Bunkering Licence is periodically updated.
Ministry of Energy and Energy Industries|| 06 November 2024



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**GUIDE FOR OPERATIONS CONDUCTED UNDER AN EX-VESSEL BUNKERING
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[EVMBL OPERATIONAL GUIDE]

Operations conducted under the purview of an Ex-Vessel Marine Bunkering Licence (EVMBL) must adhere to the specific requirements outlined below, which include, but are not limited to:

- 1) Compliance with the laws of the Republic of Trinidad and Tobago and any amendments or revisions;
- 2) Compliance with all statutory requirements, regulations and standards, including international laws, norms and industry codes pertaining to the storage, handling and bunkering of the marine bunker fuels;
- 3) Adhere to all relevant treaties and conventions concerning petroleum pollution and the marine environment, ratified by the Government of the Republic of Trinidad and Tobago;
- 4) Consistent adherence to international laws and standards on bunkering including, but not limited to, the International Safety Guide for Oil Tankers and Terminals (ISGOTT) Manual, the International Safety Management (ISM) Code, and the International Convention for the Prevention of Pollution from Ships (MARPOL 73/78), including any updates, revisions or amendments. Personnel should be familiar with MARPOL, ISGOTT and the ISM Code and know how to implement them effectively;
- 5) The Operator must submit a copy of the Terms and Conditions agreed to by the Operator and the receiving customer to the Ministry of Energy and Energy Industries (MEEI).
- 6) The Operator must submit to the MEEI monthly records detailing the quantities of marine bunker fuels bought and sold, categorized by fuel type including the names of customers and vessels;
- 7) Take all reasonable precautions and implement risk mitigation measures to prevent fire or explosion accidents and exercise all due diligence in preventing spillage and environmental pollution;
- 8) Any vessel or facility affected by fire, explosion, collision, grounding, or any other similar emergency that jeopardizes the safety of vessels or facilities engaged in Bunkering Operations, must report the incident to the nearest coast guard office;

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- 9) The Supplier of MARPOL ANNEX I type oil as bulk cargo, must provide a Material Safety Data Sheet (MSDS) for marine use suitable to meet the particular needs of the marine industry. This MSDS should contain safety, handling, and environmental handling information to be provided to a vessel prior to loading, including but not limited to, the following details:
- a) Identification of the substance/mixture and the supplier;
 - b) Identification of hazards;
 - c) Identification of composition/information on ingredients;
 - d) First aid measures;
 - e) Firefighting measures;
 - f) Accidental release measures;
 - g) Handling and storage measures;
 - h) Exposure controls/personal protection;
 - i) Physical and chemical properties;
 - j) Stability and reactivity;
 - k) Toxicological information;
 - l) Ecological information;
 - m) Disposal considerations;
 - n) Transport information;
 - o) Regulatory information; and
 - p) Any other information pertaining to the preparation and revision of the MSDS.
- 10) Evidence that each ship with an aggregate oil fuel capacity of 600 cubic meters or more must meet the minimum standard of oil fuel tank protection required by Annex I, Regulation 12A;
- 11) Ensure that adequate and approved equipment is installed and maintained in good condition, on the Bunkering Vessel, to extinguish fires and to prevent oil spills and such other arrangements as may be prescribed by the relevant authorities for effectively preventing such occurrences;
- 12) Evidence that each hose assembly used for transferring oil or hazardous material meets industry best practices;
- 13) Evidence that each mechanical loading arm used for transferring oil or hazardous material and placed into service meets the design, fabrication, material, inspection, and testing requirements as according to industry best practices;
- 14) Evidence of adequate lighting for operations between sunset and sunrise. A facility must have fixed lighting that adequately illuminates:
- a) Each transfer connection point on the facility;
 - b) Each transfer connection point in use on any barge moored at the facility to or from which oil or hazardous material is being transferred;
 - c) Each transfer operations work area on the facility; and

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- d) Each transfer operation work area on any barge moored at the facility to or from which oil or hazardous material is being transferred;
- 15) Evidence that all bunkering vessels of 1,600 gross tons and over in ocean or coastwise service must be fitted with a marine radar system for surface navigation;
- 16) Maintain in good condition on the Bunkering Vessel, sufficient oil spill response equipment to effect an initial containment (same as Tier 1) response to any pollution accident;
- 17) The operation must be conducted by certified, experienced maritime personnel.
- 18) Certified, appropriate fenders must be utilised in accordance with International Industry Standards;
- 19) Bunkering must not begin until the vessel is securely moored in accordance with a mooring plan that is pre-arranged between the Bunkering Vessel and the Receiving Vessel.
- 20) Bunkering operations shall occur a safe distance from concurrent activities to avoid hindrance to those activities;
- 21) Approval shall be obtained from the Maritime Services Division (MSD) and all conditions stipulated by MSD shall be met prior to commencement, during and after the bunkering operation;
- 22) The manifold(s) of the Bunker Vessel must be fitted with a drip spill pan to contain any oil spill. A gutter plate shall also be provided on the main deck to contain any oil spill on deck;
- 23) The Bunker Vessel shall carry portable sirens marked "Emergency Signal" to attract attention in the event of an emergency;
- 24) Prior to supplying marine bunker fuels, the Operator must conduct its due diligence with respect to the Receiving Vessel, as follows:
 - a) The Operator must ensure that the Receiving Vessel provides evidence that it has satisfied all requirements in respect of customs and immigration;
 - b) The Operator must ensure that the Receiving Vessel provides evidence that it possesses all certificates and documents in compliance with local laws and international maritime conventions and that such certificates and documents are current and valid;
 - c) The Operator must ensure that the Receiving Vessel is International Safety Management (ISM) certified;
 - d) The Operator must ensure that the Receiving Vessel has evidence of some form of security or financial insurance for Civil Liability and Pollution Liability, which is intended to cover the cost of compensation and environmental remediation in the event that there is an accidental spill or contamination or any pollution as a result of their bunkering operations.
 - e) The Operator must ensure that the Receiving Vessel provides evidence that it has currently valid standard operating procedures for bunkering operations, emergency response plans for bunkering operations and oil spill contingency plans that are

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concurrent with the National Oil Spill Contingency Plan of Trinidad and Tobago
(NOSCPTT).

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