



**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-WHARF MARINE BUNKERING  
LICENCE (EWMBL)**

**CONDITIONAL APPROVAL**

Ex-Wharf Marine Bunkering Operations is the supply of Marine Fuels from a fixed land installation via pipeline or from a Road Tank Wagon to a Ship for its private consumption as fuel. An application for an EWMBL shall include, but not be limited to, the following particulars, as specified in Regulation 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 legal title to the property or legal arrangement to occupy the property;
- 6) Description of the premises to which the application relates; situation, boundaries and area of the parcel of land, illustrated by a plan or map;
- 7) Proposed site layout and detailed design drawing of the proposed facility;
- 8) Evidence of Water and Sewerage Authority (WASA) clearance for property;
- 9) Outline approval from the Town and Country Planning Division (TCPD) of the Ministry of Planning and Development and any other planning authority;
- 10) A Certificate of Environmental Clearance (CEC) must be obtained from the Environmental Management Authority (EMA);
- 11) 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.

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- 12) Statement of Capital investment involved;
- 13) Evidence of the Applicant's financial and technical resources and capability for undertaking the operation of bunkering services;
- 14) Evidence of Applicant's ability to obtain requisite personnel and equipment;
- 15) 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.
- 16) Comprehensive description and specifications of the associated equipment to be installed, which must be in accordance with industry best practice and standards as required by the Minister;
- 17) A Decommissioning Plan for the Bunded Storage Facility.
- 18) A description of the training and qualification programme for personnel;
- 19) Evidence of the Applicant's capability of operating and maintaining the equipment in accordance with industry standards;
- 20) 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 at the Facility 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;
- 21) 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:

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- a) Civil Liability and Pollution Liability Insurance of no less than two million United States Dollars (USD \$2,000,000.00), 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 their 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 one hundred and fifty thousand (150,000) tonnes in one calendar year (if applicable);
  - c) Parent Company Guarantee Insurance to cover damages in excess of two million United States Dollars (USD \$2,000,000.00) up to the limit stipulated by the IOPC Convention; and
  - d) Public liability insurance shall be effected and maintained at all times. Applicant may not self-insure or insure through affiliates without specific prior approval from the Minister.
- 22) Copy of receipt for payment of application fee of five hundred Trinidad and Tobago Dollars (TTD \$500.00).

### **AFTER CONDITIONAL APPROVAL**

If conditional approval for the grant of an EWMBL is obtained, then further submissions must be made prior to construction. These include but are not limited to:

- 23) A physical description of the facility including a plan and/or plans, maps, drawings, aerial photographs or diagrams, showing the boundaries of the facility subject to Coast Guard jurisdiction, mooring areas, transfer locations, control stations, wharfs, the extent and scope of the piping and the locations of safety equipment.
- 24) Full Planning Approval from Town and Country Planning Division (TCPD) of the Ministry of Planning and Development.
- 25) Approval of the designs from Trinidad and Tobago Fire Services (TTFS);
- 26) Approval of the designs from Occupational Safety and Health Authority (OSHA);
- 27) Approval from the relevant Regional Corporation of the Ministry of Local Government and any other relevant authority;
- 28) Approval of the designs (Mechanical and Electrical site plans) by the Ministry of Energy and Energy Industries' Petroleum Operations Management Division (POMD); and
- 29) Approval to commence construction from the POMD.

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## **FINAL APPROVAL**

Upon completion of construction, before an EWMBL is actually granted, the following submissions must be made, but are not limited to:

- 30) Completion Certificate and As-Built Drawings;
- 31) Approval/Satisfactory inspection of the installation by Electrical Inspectorate;
- 32) Fire and Life certificate from TTFS;
- 33) Satisfactory inspection of the completed facility by OSHA;
- 34) Satisfactory inspection of the completed facility by the POMD;
- 35) Copy of receipt for payment of EWMBL fees.



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**GUIDE FOR OPERATIONS CONDUCTED UNDER AN EX-WHARF BUNKERING  
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**[EWMBL OPERATIONAL GUIDE]**

Operations conducted under the purview of an Ex-Wharf Marine Bunkering Licence (EWMBL) 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 subsequent amendments or revisions;
- 2) Compliance with all legal requirements, regulations, and standards, including international laws, norms and industry codes pertaining to the storage, handling and bunkering of marine bunker fuels;
- 3) Adherence 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 all the provisions of the International Safety Guide for Oil Tankers and Terminals (ISGOTT), including any updates, revisions or amendments. Personnel should be familiar with the ISGOTT provisions 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 and including the names of customers and vessels;
- 7) The marine bunker fuels must be stored in a bonded facility;
- 8) 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; and
- 9) Any vessel or facility affected by fire, explosion, collision, grounding, or any other similar emergency that jeopardizes the safety of vessels or facilities involved in bunkering operations, must report the incident to the nearest coast guard office;

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- 10) The Supplier of MARPOL ANNEX I type oil as bulk cargo, must provide a Material Safety Data Sheet (MSDS) for fuel oil and/or gas oil for marine use 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 the 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.
- 11) Ensure that adequate and approved equipment is installed and maintained in good condition at the Licensed Port Facilities to extinguish fires, prevent oil spills and comply with any additional requirements set by the relevant authorities to effectively prevent such incidents;
- 12) Evidence that each hose assembly used for transferring oil or hazardous materials meets industry best practices;
- 13) Evidence that each mechanical loading arm used for transferring oil or hazardous materials and placed into service meets the design, fabrication, material, inspection, and testing requirements in line with 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
  - 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) Maintain in good condition at the Licensed Port Facilities, sufficient oil spill response equipment to effect an initial containment (same as Tier 1) response to any pollution accident;
- 16) The bunkering operations must be conducted by certified, experienced maritime personnel;

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- 17) Tugs and pilots must be utilised for berthing and un-berthing, in accordance with pilotage requirements of the Trinidad and Tobago Pilots' Association;
- 18) Certified, appropriate fenders must be utilised in accordance with International Industry Standards;
- 19) Bunkering operations must not begin until the vessel is securely moored in accordance with a mooring plan that is pre-arranged between the Operator and the Receiving Vessel;
- 20) Bunkering operations shall occur within a safe distance from concurrent activities to avoid hindrance to those activities;
- 21) 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 proof that it possesses all required certificates and documents in accordance with local laws and regulations and international maritime treaties and conventions. These certificates and documents must be up-to-date 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 possesses proof of security or financial insurance for Civil and Pollution Liability. This insurance should cover the cost of compensation and environmental remediation in the event of accidental spills, contamination or any pollution resulting from the bunkering operations; and
  - e) The Operator must ensure that the Receiving Vessel provides proof of up-to-date standard operating procedures for bunkering operations, emergency response plans for bunkering operations and oil spill contingency plans that are in alignment with the National Oil Spill Contingency Plan of Trinidad and Tobago (NOSCPTT).