

Templates for Written Safety Procedures for Small fishing vessels

Procedure - Refueling

1. Check that the dispensing point is equipped with appropriate firefighting appliances.
2. Put all passengers ashore and clear any refueling equipment.
3. Turn off pilot lights to gas refrigerators.
4. Cut off electric power at main switch.
5. Close all hatches and openings to prevent fumes from getting into the hull and the bilge.
6. Turn off all mobile phones. Do not smoke.
7. Place a discharge bucket under air/overflow pipe and close scuppers in case of overflow.
8. Have a cloth at hand to catch any spills. Use one for the filler hose and one to monitor airflow from the fuel tank vent. Have sawdust/oil spill equipment ready.
9. When refueling, do not start the dispenser until the outlet nozzle is inserted in the tank. Hold the nozzle open by hand only – do not lock or jam the trigger of the dispenser in the open position.
10. Keep the hose touching the filler neck at all times during refueling to prevent static sparks.
11. Carefully monitor the filling rate to avoid overfilling.
12. Use your hand where possible to check for air escaping from the vent. When the tank is nearly full, you will feel a distinct increase in airflow which is the signal to stop filling.
13. Do not remove the filler hose until the fuel flow has stopped.
14. Lift the hose to drain all remaining fuel into the tank.
15. Thoroughly clean up all surface spills with an absorbent cloth.
16. If fuel has spilt into the bilges, pump the bilges manually into sealed containers or pump ashore and leave boat wide open for at least 30 minutes to vent.
17. When completely satisfied that the boat is free of fumes, start the blower and let it run for [four minutes – more if that's the manufacturer's recommendation].
18. Start the engine before allowing passengers to board.
19. Dispose of absorbent cloths, sawdust or other fuel-soaked items properly.

