### Purpose

To minimize the risks of explosion and pollution due to improper refuelling practices.

### Responsibilities

* Master – to ensure that this procedure is followed.

### Procedure

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| Step | Refuelling Procedure |
| 1. | Check that the dispensing point is equipped with appropriate firefighting appliances.  |
| 2. | Put all passengers ashore and clear any refuelling equipment.  |
| 3. | Turn off all mobile phones. Do not smoke.  |
| 4. | Have a cloth on 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.  |
| 5.  | When refuelling, 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.  |
| 6. | Keep the hose touching the filler neck at all times during refuelling to prevent static sparks.  |
| 7. | Ensure refueling equipment (pump) is grounded. |
| 8. | Carefully monitor the filling rate to avoid overfilling. 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 fuelling.  |
| 9. | Do not remove the filler hose until the fuel flow has stopped.  |
| 10. | Lift the hose to drain all remaining fuel into the tank.  |
| 11. | Thoroughly clean up all surface spills with an absorbent cloth. |
| 12. | Start engine before allowing crew and/or passengers to board. |
| 13. | Dispose of absorbent cloths, sawdust or other fuel soaked items properly.  |