### Purpose

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

### Responsibilities

* Master – to ensure that this procedure is followed.
* Crew – Follow the procedure below at the direction of the vessel master.

### 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. | Check to see if vents are clear from build-up such as dirt, ice or snow. |
| 4. | Turn off pilot lights to gas refrigerators. |
| 5. | Cut off electric power at main switch. |
| 6. | Close all hatches and openings to prevent fumes from getting into the hull and bilge. |
| 7. | Do not smoke. |
| 8. | Place a discharge bucket under air/overflow pipe and close scuppers in case of overflow. |
| 9. | Ensure refueling equipment (pump) is grounded. |
| 10. | 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. |
| 11. | Ensure grounding cable is attached to the hose and a point on the boat. 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. |
| 12. | Keep the hose touching the filler neck at all times during refuelling to prevent static sparks. |
| 13. | 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. |
| 14. | Do not remove the filler hose until the fuel flow has stopped. |
| 15. | Be familiar with all emergency stops. |
| 16. | Lift the hose to drain all remaining fuel into the tank. |
| 17. | Thoroughly clean up all surface spills with an absorbent cloth. |
| 18. | If fuel has spilled into the bilges, pump the bilges manually into sealed containers or pump shore and leave boat wide open for at least 30 minutes to vent. |
| 19. | When completely satisfied that the boat is free of fumes, start the blower and let it run for at least four minutes – more if recommended by the manufacturer. |
| 20. | Start engine before allowing crew and/or passengers to board. |
| 21. | Dispose of absorbent cloths, sawdust or other fuel soaked items properly. |
| 22. | Log all fuelling operations: date, time, place, company supplying fuel. |