

GIBRALTAR PORT AUTHORITY

WASTE CODE OF PRACTICE

25th JUNE 2018 (V.1)

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1. Forward

The Waste Code of Practice for the Gibraltar Port Authority (GPA) is intended for the benefit of the Waste Reception industry and their customers in Gibraltar. This Code aims to provide useful guidelines for those involved in the waste reception process, and in introducing this document, the GPA is not accepting any legal obligations or responsibility whatsoever in relation to the waste reception process, or in relation to any matters arising from compliance or non-compliance with the Code of Practice. This Code consists of recommendations by the GPA in the interests of maintaining good waste reception practice in Gibraltar.

The granting or renewal of waste licences by the GPA is conditional on strict compliance with this Code of Practice. In the event that the GPA considers that any waste operator is not complying with this Code of Practice, it will suspend or revoke that operator's licence immediately for a period to be determined by the GPA. Should any operator wish to appeal against a decision of the GPA it should be done in writing to the Minister responsible for the Port.


By carrying out the waste reception process systematically and carefully in accordance with the requirements contained in this Code, the possibility of causing pollution are minimised, waste disputes avoided and reuse and recycling increased.

Waste operators, Chief Officers, ship representatives and any other parties that have interest in the waste transaction shall not engage in any unethical, fraudulent or other illegal practices. In the event of any inducement to participate in such activities, it should immediately be reported to the GPA.

Waste operators, Chief Officers and vessel representatives shall comply with all safe working practices and at all times during the delivery by acting responsibly and professionally. It is important to note that this Code does not alter any obligations of the waste reception operator, who must at all times observe all relevant international safety and environmental standards and applicable laws and regulations.

The requirements set out in this Code are subject to periodic review to reflect technological changes and new technical developments. Changes to the Code of Practice will be made through the issue of amendments or revised editions.

Neither the GPA nor the Government of Gibraltar, their officers, servants or agents shall be responsible for any losses which might be caused by or attributable to the Waste trade. In the event that there is any

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provision contained within this Code of Practice which any person considers should be varied or not applied in any given situation, written notification should be given to the GPA as soon as practicable in advance.

2. Waste Operator General Requirements

Port operators handling waste must be registered and licenced by the Environment Agency and be in possession of a valid GPA waste operator license.

All waste contractors are responsible for the collection, transport and disposal of ship's waste in accordance with their relevant waste license as issued by the Gibraltar Environment agency and this code of practice. Waste contractors must also comply with the relevant requirements of the Port Waste Management Plan for Ship Generated Waste.

Waste contractors must maintain the physical segregation of waste as per the ships pre-arrival declaration of waste, the GPA requires you to complete a waste transfer note for every movement of waste when it is received and transferred to another licenced/registered carrier or licenced reception facility.

A waste transfer note can be downloaded from <http://www.gibraltarport.com/WasteManagement> these must be kept for a period of a three years available for inspection when required annex 1.

All waste contractors handling ship-generated waste must provide vessels with waste receipts in compliance with (MEPC 1./Circ.645/Rev 1), annex 2. These can be downloaded from <http://www.gibraltarport.com/WasteManagement>.

Waste contractors must complete on a monthly basis a waste carriers summary template, annex 3 which can be downloaded from the GPA website <http://www.gibraltarport.com/WasteManagement> and emailed to ehsa@port.gov.gi.

Waste contractors must ensure waste received is pursuant to the pre-arrival declaration of waste before taking custody of the waste. Waste contractors are under no obligation to receive wastes that have not previously been declared. Any deviation from the pre-arrival declaration of waste must be reported to the GPA for investigation, reports must be submitted to s.g.waste@port.gov.gi.

All service craft/barge operators carrying out the collection and transportation of waste must ensure that they only collect waste streams for which they have been licenced for and that all waste collected is in accordance with that that has been declared on the ships pre-arrival declaration of waste.

All licensed waste operators must comply with their duty of care and to take all reasonable steps to ensure that when waste is transferred to another waste holder that the waste is managed correctly throughout its complete journey to disposal or recovery.

3. Oily Waste classification and specification

This section provides guidance on the reception of waste oil from ships in Gibraltar. The code provides guidance regarding documentation, equipment and verification procedures during a waste oil delivery operation. It includes ship side pre-delivery, actual ship to ship delivery, post-delivery checks and documentation, ship to shore and shore to ship discharge.

Waste Oil Classification


Holders GPA Port Waste (Oil) Operators are licenced to operate within the Gibraltar Port and British Gibraltar Territorial waters.

Oily waste from ships must be classified by the producer as per Marpol Annex 1.

Ship-generated oily wastes include:

- Oily bilge water;
- Oily residues (sludge);
- Oily tank washings (slops);
- Dirty Ballast Water;
- Oily mixtures containing chemicals;
- Scale and sludge from tank cleaning;
- Oily cargo residues.

All other oily waste originating from other port related activity must be classified according to the European Waste Catalogue and Hazardous Waste List.

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Waste Oil Specification

Waste oil receiver shall have Pre – acceptance procedures in place in order to obtain information relating to the quantity and type of waste to be received.

Waste Oil shall be classed into one of two categories: High Flashpoint products (with a flashpoint of above 600C) and Low Flashpoint products (with a flashpoint of below 600C).

3.1.Documentation

A waste oil operation shall include the following documentation, which shall be provided to the discharging ship’s representative without being asked to do so:

Operational Safety Checklist

- Ship to shore/ shore to ship in accordance with relevant recommendations outlined in ISGOTT section 26.3 and 26.4.
- Ship to Ship transfer in accordance with relevant recommendations outlined in ISGOTT Section 25 Bunkering safety, checklist 25.4.3 tables 1-4.

Statement of facts/ delivery receipt

- Inclusive of all relevant facts surrounding the delivery such as time, dates, cargo type and amount, signatures and vessel/ship’s stamps.

All documents listed in section are to be completed and signed by the ship’s representative and the Chief Officer/bowser operator.

Waste oil operations shall also include the following documentation, which shall be maintained aboard the waste oil reception vessel and made available for inspection by the GPA if requested. Additionally, copies of all documentation must be provided to Gibraltar Port Authority within two weeks of any changes:

Safety Management System (SMS)

- For vessels > 500 GRT ISM code.
- For smaller vessels operational procedures similar to ISM Code or ISO 9001 standards.

Waste Oil operators are free to have their own formats for these documents.

3.2. Waste oil reception vessel & crew certification

1. Waste oil reception vessels are to be licensed by GPA and by the Environmental Agency.
2. Waste oil reception vessels are to be operated and manned in accordance with Flag State and international requirements.
3. Crew members should be qualified to the requirements of the Gibraltar Merchant Shipping (Safety etc.) Act 1993 and of the Gibraltar Merchant Shipping (Manning, Training and Certification of Seafarers) Regulations 2006, as amended, or equivalent acceptable to the Maritime Administration.
4. Minimum requirements – In addition to the four STCW basic courses, all crew should have completed a basic tanker familiarization course (STCW or acceptable equivalent).
5. All crew to have a valid ENG 1 medical certificate.
6. Operators of any waste oil reception vessels must ensure its reception vessel carry's on-board oil spill prevention equipment in sufficient quantity to manage any tier 1 spill as specified in appendix A section 6.1.

3.3. Bowser Certification and Training

Bowser trucks used for the removal of waste oil must be deemed road worthy and safe to operate by the department of transport.

All bowser trucks operating within the port estate and/or carrying out services for ships must be detailed in the company's health and safety documentation and the road worthiness certificate submitted on an annual basis.

Bowser trucks maintenance records must be available for inspection by GPA officers as and when required.

Training records of bowser truck operators should be detailed in health and safety management plan.

3.4. Shore to Ship waste oil transfer operations

Minimum shore side requirements for operations involving the transfer of waste oil from bowsers or Intermediate bulk containers (IBCs) to waste reception vessel:

1. Shore to ship and ship to shore operations must be risk assessed and approved by the GPA;
2. Use of Shore to Ship Safety Checklist;
3. Adequate safety zone as per risk assessment by cordoning of the area & adequate safety signage;
4. Oil spill response equipment available – Bunding of area with absorbent boom;
5. Adequate Fire extinguisher available;

6. Certified Hoses & adequate Hose protection;
7. Continuous supervision & adequate communication;
8. Appropriate PPE;
9. Meet all safety and operational requirements of the reception vessel.
10. All equipment to be adequate for the type of waste oil specification to be transferred (Low/high flash).

3.5. Waste oil bulk transfer operations

The delivery and transfer from the discharging vessel to the Waste Oil reception barge/tanker must be in accordance with the safety procedures in **appendix A** and relevant safety procedures from the International Safety Guide for Oil Tankers and Terminals (ISGOTT).

If more than one type of waste liquid is to be discharged, the discharging ship representative shall indicate on the documentation the order they are to be discharged.

The operator shall confirm with the discharging ship representative the final requirements of the ship including the quantity, type and pumping rate/pressure required.


The completed documentation shall be signed by the receiver and discharging ship's representative with their names, date and time of signing clearly printed. This form shall be clearly endorsed with the ship's stamp and the waste oil reception vessel's/ bowser's stamp. Any cancellation or amendment on this form shall be signed by the Chief Officer/bowser operator and the discharging ship's representative.

It shall be the discharging ship representative's responsibility to prepare the vessel for discharging waste oil, including removing the blank flange(s) from the waste oil line manifold(s) and connection of hoses.

Once the pre-delivery requirements have been completed and waste oil hoses have been properly connected, waste oil delivery shall commence after confirmation by the Chief Officer or bowser operator.

A ship's representative who signed the documentation shall oversee the entire waste oil transfer operation or delegate an officer to do so.

The ship's representative shall ensure that the agreed pumping rate/pressure is adhered to by the vessel within safe operating practices. The agreed pumping pressure/rate should not be exceeded unless

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requested by the receiving vessel Chief Officer and amended and signed by both parties on the Delivery Receipt and/or Checklist.

When an order to stop pumping is given by the waste oil reception vessel, the discharging vessel shall stop the pumping immediately. All stoppages and reasons for doing so shall be recorded in the waste oil reception vessel's log.

After delivery is completed, the contents in the hose(s) shall be drained or blown with air onto the waste oil reception vessel to ensure no waste oil spills.

During the entire waste transfer process, no other vessel shall be allowed to come alongside the waste oil reception vessel.

3.6. Pre and post delivery checks - Tank Gauging Procedure

Every sounding pipe of the waste oil reception vessel cargo tank shall be clearly marked with the reference height in accordance with the vessel tank calibration tables. It shall be permanently displayed in a prominent position on the sounding pipe.

Every waste oil reception vessel shall carry on board at least two certified and calibrated UTI sounding tapes.


The waste oil reception vessel shall carry its latest certified tank calibration tables if tank soundings are utilized. The Chief Officer shall allow the Ship Representative to take a photocopy (on the ship) of the relevant pages if so requested.

Before and after every operation trim and list of waste oil reception vessel are to be recorded and the correction shall be applied accordingly, as specified in the Trim/List correction tables, and recorded appropriately and duly signed.

When tank soundings are used, the delivered quantity shall be based on the waste oil reception vessel's tank measurements and calculations as witnessed by both the Ship's Representative and the Chief Officer.

3.7. Ship to Ship (STS) Transfers

Ship to ship transfer of waste cargos must comply with the GPA's STS code of practice.

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3.8.Packaged Hazardous liquid waste including waste oils

The reception of package hazardous liquid waste and waste oils must be collected in approved receptacle suitable for the type of waste received.

For the purpose of this Code, containers which are designed and constructed in accordance with any of the following specifications would be deemed to satisfy the UN Specifications and may be used for chemical waste packaging:

International Maritime Dangerous Goods Code (IMDG Code) * For carriage at sea.

European Code of Transport of Dangerous Goods by Road (ADR) For road transport.

Operators transporting hazardous liquid waste must demonstrate compliance with the Transport (Carriage of Dangerous Goods by Road) Regulations 2010 if applicable.

The carriage of packaged and polluting liquid waste by service craft must always be transported within secondary containment with a capacity of 110% of the volume of the total waste being carried.

3.9.Delays

No party shall cause any undue delay to either the waste oil reception vessel or the ship.

3.10. Non-conformity disputes

In the event of any non conformance dispute in respect of the quantity, classification or specification of waste oil received, the receiving vessel shall notify the GPA for investigation reports must be made to s.g.waste@port.gov.gi .

4. Garbage and Hazardous wastes

4.1. Garbage Classification

Holders GPA Port Waste (Garbage) Operators are licenced to operate within the Gibraltar Port and British Gibraltar Territorial waters.

Garbage waste from ships must be classified by the producer as per Marpol Annex V.

Ship-generated Garbage wastes include:

- Plastic
- Domestic Waste (glass; aluminium cans; paper, cardboard, corrugated board; wood; metal.)
- Food Waste
- Cooking Oil
- Incinerator Ashes
- Operational wastes
- Cargo residues
- Animal Carcasses
- Fishing gear


Port waste (Garbage) Operators must ensure that they also observe the classification of waste as per the European Waste Catalogue and Hazardous Waste List in order to ensure that hazardous waste are correctly handled and disposed.

All other garbage waste originating from other port related activity must be classified according to the European Waste Catalogue and Hazardous Waste List.

4.2. Vessel requirements

The harbour craft shall have a valid Ships Safety Certificate and harbour craft licence it must ensure compliance with the conditions therein at all times.

All waste transported on board the harbour craft shall comply with the loading requirements contained in the vessel's stability book and to observe the loading parameters contained therein and that the conditions of the Gibraltar Maritime Administration are fully complied with at all times.

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4.3. Health and Safety Management System and Documentation

The garbage waste operator must have a documented health and safety management plan approved by the GPA.

The plan must include the following elements:

1. The process of receiving waste at alongside must be recorded in standard operating procedures (SOP's), risk assessed and available for inspection for GPA officers as and when required.
2. The process of receiving waste on board their vessel/barge at anchorage must be recorded in the form of standard operating procedures and risk assessed.
3. All crew, staff and subcontractors involved in the waste collection process must be inducted with all SOP's and risk assessments related to the activity.
4. The handling of different types of waste must be risk assessed and the results of which recorded and kept aboard vessel.
5. An Emergency preparedness and response plan shall be devised and presented to the GPA for the different types of waste to be handled.

In addition to the above all Waste (Garbage) operators must comply with the relevant safety requirements list in appendix A.

4.3.1. Environmental Management


The garbage waste operator must have a documented an environmental management plan approved by the GPA.

1. Environmental Risk assessment;
 - a. Hazard identification of processes to be undertaken;
 - b. Process control measures;
 - c. Process diagrams (if applicable).
2. Roles and responsibilities;
3. Emergency preparedness and response procedures.

4.3.2. Environmental and Health and Safety Documentation

Copies of all Licences must be kept on board vessels for inspection by GPA officers.

Copies of all relevant risk assessments, standard operating procedures and emergency procedures must be kept on board vessels for inspection by GPA officers.

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Records made by the Company in the course of carrying on the process of samples, measurements, tests, surveys, analyses, maintenance, calibrations and examinations shall be available for inspection by the Gibraltar Port Authority.

4.3.3. Training requirements

Persons employed to manage the waste disposal process must have relevant waste management qualifications which include regulatory compliance and handling.

e.g. CIWM - Management of Hazardous Waste or equivalent.

Persons handling or transporting hazardous waste should have the training in Control of Substances Hazardous to Health and at least CIEH level 2 health and safety in the work place or equivalent.

Persons receiving waste at sea must have completed STCW 95 fit for working at sea ENG 1.

Manning of harbour craft must conform with GMA requirements.

Ensure that the operations and processes are managed and operated by sufficient persons who are suitably qualified, experienced, trained, instructed and supervised in respect of the duties to be undertaken in connection with the collection of ship generated waste.

4.4.Operational requirements for handling Annex V waste

Waste operator may only collect waste as per licence issued by the Environmental Agencies. Any breach of the Environmental Agencies waste licence conditions will result in the possible suspension of the Gibraltar Port Authorities Port Operator licence.

Person in charge of the waste transfer process must ensure that garbage wastes removed from ships comply with the segregation requirements of EU directive 2009/59 EC as amended and the IMO MARPOL convention.

Prior to receiving any waste the port operator must ensure that the waste to be transferred is in accordance with the pre arrival declaration of waste.

Port operators must ensure they have sufficient receptacles of the correct specification for the types of waste being received to ensure their safe transport and segregation.


Receptacles used must be sealed to avoid garbage from falling in the sea during transport.

The use of general purpose boat type skips for transferring garbage at anchor is prohibited.

Port operators must ensure all receptacle are correctly marked with their SWL.

The following waste streams must be kept segregated for subsequent transfer to another licensed operator or premises for recycling, recovery or disposal:

- Plastic;
- Domestic Waste (glass; aluminium cans; paper, cardboard, corrugated board; wood; metal.);
- Food Waste;
- Cooking Oil;
- Incinerator Ashes;
- Operational wastes;
- Cargo residues;
- Animal Carcasses;
- Fishing gear.

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4.4.1. Hazardous wastes

All hazardous waste streams that are collected, transported or stored with the intention of subsequent disposal shall be done so in suitable containers labelled to show which of the types of hazardous waste it contains.

Containers used for receiving hazardous waste must have the following characteristics:

1. Suitable design and construction so as to prevent leakage, spillage or escape of the contents under normal conditions of handling, storage and transport.
2. All parts of the container (including closures) in direct contact with chemical waste must be resistant to any chemical or other action of such waste.
3. Any container used should be in good condition and free from corrosion, contamination, damage or any other defects which may impair the performance of the container.
4. Every container of chemical waste should be securely closed or sealed, correctly placed and kept clean free of the waste.

In general, the design, material and construction of containers should follow the specifications set out in Chapter 9 of the United Nations Recommendations on the Transport of Dangerous Goods, UN Document ST/SG/AC.10/1/Rev.6 (the "UN Orange Book").

For the purpose of this Code, containers which are designed and constructed in accordance with any of the following specifications would be deemed to satisfy the UN Specifications and may be used for chemical waste packaging:

- International Maritime Dangerous Goods Code (IMDG Code) * For carriage at sea;
- European Code of Transport of Dangerous Goods by Road (ADR) For road transport.

There shall be no mixing of hazardous wastes with non-hazardous wastes. All the various hazardous and non-hazardous waste streams must be kept separate.

All hazardous waste streams collected must be contained handled and transport in compliance with the conditions as set out in the conditions of the waste licence as issued by the Gibraltar Environment Agency failure to do so will result in the possible suspension of the Gibraltar Port Authorities Port Operator licence.

Hazardous waste must be collected in appropriate sealed containers and properly labelled as containing hazardous substances. ALL hazardous waste streams must be collected and transported within Gibraltar by a licensed waste contractor (in the case of hazardous waste) or a registered private or public waste

collector (in the case of non-hazardous waste) and taken to an approved disposal or recovery contractor (approved lists of licensed contractors kept at Environmental Agency).


All containers used for the carrying of hazardous (and non hazardous) wastes must be properly and adequately secured to the deck of the vessel.

Persons in charge should request MSDS sheet of products that produced the waste before taking custody of them. If unavailable person in charge should verify with producers of waste origin and classify accordingly.

Hazardous waste must be correctly classified and labelled before receiving custody of them.

The classification:

- must be worked out before the waste is moved, disposed of or recovered;
- must be included on waste documents and records;
- determines the controls that apply to movement of the waste;
- required to identify a suitably authorised waste management option.

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Appendix A - Safety, Health and the Environment

1. Pre-delivery conference and safety checklists

1.1. Prior to commencement of the waste oil reception, a pre-delivery conference shall be conducted between the representatives of the shore side operation and waste oil reception vessel and once again between the waste oil reception vessel and the ship.

1.2. The safety checklist for waste oil transfers must be presented by the Chief Officer for each transfer. The safety checklist is an essential reminder of the principal safety factors and should be implemented by continuous vigilance throughout the whole of the waste oil transfer operations. See ISGOTT sections 26.3 and 26.4.

All precautions and recommendations outlined in the International Safety Guide for Oil Tankers and Terminals (ISGOTT) should be followed.

2. Emergency Preparedness

2.1. Fire fighting

Fire fighting equipment shall be ready for immediate use on the shore side facility, waste oil reception vessel at all times.

2.2. Emergency drills and exercises

Despite careful attention to safety procedures, emergencies can occur. Often such events can be contained and their effects minimised by preparing the shore side personnel and waste oil vessel's crew through a system of drills. Appropriate drills should be held in accordance with the company's SMS and waste oil vessel's approved contingency plans (if mandated). Such drills, when carried out should be documented.

3. Safe working practice

3.1. Smoking and naked lights

Regulations regarding smoking and naked lights shall be strictly enforced. Warning notices should be clearly and appropriately displayed.

3.2. Safe access

The ship, which normally has a higher freeboard, shall provide accommodation ladder or pilot ladders in compliance with SOLAS regulations. A personnel transfer basket may be utilized but it should be properly inspected and certified for the intended operation. If the ship's representatives are unable or unwilling to transfer to the waste oil reception vessel they will have to accept the waste oil reception vessel's figures for the supplied quantity. Therefore, it is in the ship's best interest to verify the delivered quantity.

The access should be safely rigged and properly illuminated during darkness.

Personnel should only use the designated means of access between the waste oil reception vessel and ship.

3.3. Conditions of crew

The Master of the waste oil reception vessel is to ensure that all crewmembers involved in vessel operations are properly rested and not under the influence of alcohol or any controlled drugs.

3.4. Outboard deck safety

Waste oil reception vessel personnel are reminded to walk on the outboard side of the main deck when alongside a ship due to the possibility of falling objects.

3.5. Closed tank loading condition

Waste oil reception vessels should be able to load in closed tank conditions. Remote tank level indicators, or High (95% capacity) and High-high (98% capacity) alarms should be fitted on all tanks to facilitate closed tank loading operations.

For waste oil reception vessels under 500GRT industry approved gauging equipment should be used, such as calibrated UTI equipment and certified sounding measuring tape.

Provision shall be made to guard against liquid rising in the venting system to a height which would exceed the design head of cargo tanks. This shall be accomplished by high level alarms or overflow control systems or other equivalent means, together with gauging devices and cargo tank filling procedures. Cargo tanks are not to be filled to over 95% capacity.

4. General communications

4.1. Good communication between the waste oil receiving vessel and the ship is an essential requirement for successful waste oil transfer operations. To avoid any misunderstanding, a common language for communication should be established before waste oil transfer operations begin.

4.2. An agreed emergency signal in the form of an air horn and/or hand signals shall be established as a backup. In the event of a breakdown in communications between the waste oil vessel and the ship, the emergency signal should be sounded and all operations suspended immediately. It is recommended that spare radios and batteries are available on the waste oil vessel.

4.3. Waste oil transfer operations should not be resumed until satisfactory communications have been re-established.

5. Emergency Shut Down

5.1. Any crewmember of the waste oil reception vessel or ship shall be empowered to initiate an emergency shutdown of the transfer operations in an emergency.

5.2. The waste oil transfer operation must remain suspended until it is agreed with the relevant persons/authorities that is safe to resume.

6. Protection of the marine environment

6.1. Oil spill equipment

Oil spill equipment shall be ready for immediate use at the shore side facility/bowser and on the waste oil reception vessel and the ship at all times.

On Waste oil reception vessel a minimum of two lengths of 25 metres of oil containment boom must be carried on-board ready for immediate deployment.

6.2. Scuppers

All scuppers and drains on board must be properly plugged during waste oil transfer operations. Any accumulation of water should be drained off periodically. Scuppers that are temporarily unplugged, in order to drain clean rainwater from the cargo deck for example, must be constantly and closely monitored. The scupper must be re-sealed immediately in the event of a deck oil spill or any other incident that has the potential to cause pollution.

6.3. Oil spill

In the event of any spillage causing or likely to cause pollution, the Masters of the waste oil reception vessel and ship shall immediately take such actions as are reasonably necessary to stop the spill and commence containment and clean-up operations. The actions shall be in accordance with Gibraltar laws and regulations.

All oil spill incidents, whether actual or probable should be reported immediately to the Port of Gibraltar VTS Centre, which is manned 24 hours per day, and maintains a listening watch on VHF radio channels 12 and 16. The immediate notification of an oil spill will be verbal and a log must be initiated from the outset. All Oil spill reports will be made to the GPA's dedicated VTS Centre landline hotline number : 00350 20061743; If no answer then the Duty Port Officer mobile number : 00350 56001425

7. Weather and Incidents

7.1. On occasions where due to weather conditions it is deemed unsafe by the Master of the waste oil reception vessel to come alongside a ship in the Bay will be reported to the Gibraltar Port Authority (GPA). A brief verbal report will be given to the GPA, followed by a written report giving wind speed, wind direction and sea state. Any contact with another vessel, no matter how slight, must also be reported immediately.

- 7.2. For the cargo transfer phase, and in conjunction with the GPA's weather procedures, vessels must report to the VTS and keep VTS fully informed whenever wind gusts reaching 25 knots or higher are encountered, and/or waves of 1.5 meters or higher.
- 7.3. VTS / DPO will then take a decision on whether to suspend the operation, cast off the vessels or take any other action, as required.
- 7.4. The Master is responsible for constantly monitoring the mooring situation making sure that the vessel has sufficient lines or wires and proper fendering to avert any damage occurring to the vessel(s).
- 7.5. Vessels to suspend cargo operations during the approach of lightning in accordance with recommendations outlined in ISGOTT.
- 7.6. During periods of restricted visibility (less than 100 metres), vessels shall remain in position. No vessels shall move in the bay without the verbal or written authorisation of the Captain of the Port.

8. Fendering

- 8.1. All Fenders must be maintained in accordance with International Standard ISO 17357 - 1:2014 that specifies the material, performance and dimensions of floating pneumatic fenders which are intended to be used for the berthing and mooring of a ship to another ship or berthing structure. It also specifies the test and inspection procedures for floating pneumatic fenders. It is strongly recommended that any pneumatic fenders used in waste oil operations comply with this standard or equivalent.


9. Cargo Hoses Certification & Retirement Criteria

- 9.1. All Cargo hoses used in waste oil transfers are required to be tested with certification on an annual basis for the first five years. Thereafter hoses are to be tested bi annually and removed from service after ten years. All certifications to be kept on board;
- 9.2. Cargo hose certification – hoses maintained and tested in accordance with ISGOTT section 18.2 and British Standards BS EN 1765 and BS 1435-2;

9.3. Suction hoses must be maintained and as per manufacturers recommendations and inspected prior to use a record of check must be available for GPA inspection as and when required.

10. Crane use, Maintenance and Certification

10.1. The waste oil vessel's deck crane must be tested and certified by an approved authority on an annual basis. Such certification must be maintained on board for inspection. Crane operating personnel must be trained in the use of the particular type of crane on board.

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(MEPC 1./Circ.645/Rev 1) Standard Format for the waste delivery waste delivery receipt following a ship's use of port reception facilities.

European Waste Catalogue and Hazardous Waste List.

ISGOTT – International Safety Guide for Oil Terminal and Tankers Latest Edition;

The International Safety Management (ISM) Code

Gibraltar Merchant Shipping (Safety etc.) Act 1993

Gibraltar Merchant Shipping (Manning, Training and Certification of Seafarers) Regulations 2006, as amended

Transport (Carriage of Dangerous Goods by Road Regulations 2010.

International Maritime Dangerous Goods Code (IMDG Code)

European Code of Transport of Dangerous Goods by Road (ADR)

Merchant Shipping and Fishing Vessels (Health and Safety at Work) Regulations 1997.

Merchant Shipping and Fishing Vessels (Lifting Operations and Lifting Equipment) Regulations 2006.

Merchant Shipping and Fishing Vessels (Lifting Operations and Lifting Equipment) Regulations 2006.

IMO Marpol convention,

Directive 2000/59/EC of the European Parliament and of the Council of 27 November 2000 on port reception facilities for ship-generated waste and cargo residues

International Maritime Dangerous Goods Code (IMDG Code) * For carriage at sea;

European Code of Transport of Dangerous Goods by Road (ADR) For road transport.

Annex 1 Waste Transfer Note

Keep this page and copy it for future use. Please write as clearly as possible.

Section A- Description of Waste- (to be completed by ship)

Classification (EU) 2015/2087	Quantity (m ³)	Classification (EU) 2015/2087	Quantity (m ³)
Garbage		Waste oils	
Plastic		Oily bilge water	
Food Waste		Oily residues (sludge)	
Domestic waste		Others (specify)	
Cooking Oil		Sewage	
Incinerator ashes		Sewage	
Operational wastes		A2 How is the waste contained circle as appropriate? Loose Sacks Skip Drum	
Animal carcass (es)			
Other garbage including hazardous waste. (Specify)			
Cargo residues (specify)			

Section B - Waste Producer - (to be completed by ship)

By signing in Section D below I confirm that I have fulfilled my duty to apply all Marpol requirements.

B1 Full name and position:	B3 Ship Name & IMO number:
B2 Name of your shipping agent:	B4 Signature/stamp /date:

Section C- Waste collection - (to be completed by Craft Operator - if applicable)

B1 Full name and position:	B3 Company Name:
B2 License Number:	B4 Signature/stamp /date:

Section D - Shore Collection - (to be completed by Waste Operator)

B1 Full name and position:	B3 Company Name:
B2 License Number:	B4 Signature/stamp /date:

Section E - Final Collection point licensed reception facility - (to be completed by final Waste receiver)

E1 Eco Park signature/ Stamp / date:	Waste streams received:
E2 GOG reception site signature/ Stamp / date:	Waste streams received:
E3 Other: Company name /signature/ Stamp / date:	Waste streams received:
E4 Other: Company name / signature/ Stamp / date:	Waste streams received:

Annex 2 Waste Receipt

ANNEX STANDARD FORMAT FOR THE WASTE DELIVERY RECEIPT (MEPC 1./Circ.645/Rev 1)

The designated representative of the reception facility provider should provide the following form to the master of a ship that has just delivered waste.

This form should be retained on board the vessel along with the appropriate Oil RB, Cargo RB or Garbage RB.

1. RECEPTION FACILITY AND PORT PARTICULARS

1.1 Location/Terminal name:	
1.2 Reception facility provider(s)	
1.3 Treatment facility provider(s) – if different from above:	
1.4 Waste Discharge Date and Time from:	to

2. SHIP PARTICULARS

2.1 Name of ship:	2.5 Owner or operator:
2.2 IMO number:	2.6 Distinctive number or letters:
2.3 Gross tonnage:	2.7 Flag State:
2.4 Type of ship: <input type="checkbox"/> Oil tanker <input type="checkbox"/> Chemical tanker <input type="checkbox"/> Bulk carrier <input type="checkbox"/> Container <input type="checkbox"/> Other cargo ship <input type="checkbox"/> Passenger ship <input type="checkbox"/> Ro-ro <input type="checkbox"/> Other (specify)	

3. TYPE AND AMOUNT OF WASTE RECEIVED

MARPOL Annex I – Oil	Quantity (m ³)	MARPOL Annex V – Garbage	Quantity (m ³)
Oily bilge water		A. Plastics	
Oily residues (sludge)		B. Food wastes	
Oily tank washings		C. Domestic wastes (e.g. paper products, rags, glass, metal, bottles, crockery, etc.)	
Dirty ballast water		D. Cooking oil	
Scale and sludge from tank cleaning		E. Incinerator ashes	
Other (please specify)		F. Operational wastes	
MARPOL Annex II – NLS	Quantity (m³)/Name¹	G. Cargo residues ²	
Category X substance		H. Animal carcass(es)	
Category Y substance		I. Fishing gear	
Category Z substance		MARPOL Annex VI – related	Quantity (m³)
OS – other substance		Ozone-depleting substances and equipment containing such substances	
MARPOL Annex IV – Sewage	Quantity (m³)	Exhaust gas-cleaning residues	

On behalf of the port facility I confirm that the above wastes were delivered.

Signature: Full Name and Company Stamp:

¹ Indicate the proper shipping name of the NLS involved.

² Indicate the proper shipping name of the dry cargo.

Annex 3 Waste Summary

GPA MONTHLY SHIP GENERATED WASTE SUMMARY	DATE: 06/12/2016
ID: FOR 000088	VERSION: 1.00
CAT: OPERATIONAL	

Month/year:

Person completing form:

Company Name:

Date	Vessel	Waste oils		Sewage (1) (m ³)	Garbage					Cargo residues (specify) (m ³)			
		Oily bilge water (m ³)	Oily residues (sludge) (m ³)		Others (specify) (m ³)	Plastic (m ³)	Food Waste (m ³)	Domestic waste (m ³)	Cooking Oil (m ³)		Incinerator ashes (m ³)	Operational wastes (m ³)	Animal carcass (es)