



KENYA PORTS AUTHORITY (KPA) AND KENYA REVENUE AUTHORITY (KRA) BUNKERING AND SHIP TO SHIP STANDARD OPERATING PROCEDURES (SOP)

Preamble

Following the Presidential Stakeholders engagement session held with members of the Port Community at the Port of Mombasa on 29th July 2023, one of the action points for implementation as a presidential directive was the re-introduction of offshore bunkering and ship-to-ship processes.

Further reference is made to the letter dated 26th July 2022 under reference number **ZZ/TS/GP/30/2022** from the Cabinet Secretary, The National Treasury and Economic Planning.

Introduction

In cognizance to this, KRA engaged in dialogue with Partner Government Agencies (KPA & KMA), ship agents and bunker suppliers to jointly develop Standard Operating Procedures (SOPs) to actualize these processes, which will accelerate growth of revenue by ensuring compliance.

The multi-agency team held various engagements on 3rd, 4th and 10th August 2023 where the following organizations were represented;

- a. Kenya Revenue Authority
- b. Kenya Ports Authority
- c. Kenya Maritime Authority
- d. M/s Seaforth Shipping Kenya Ltd
- e. M/s Sturrock Shipping (Kenya) Ltd
- f. M/s Nisomar Group (NSM)
- g. M/s Alba Petroleum Ltd
- h. M/s Fossil Supplies Ltd

Proposed procedures

1. Bunkering within the Port Precinct

- **KRA Procedures on Bunkering**

- a. The operator will participate for product allocation (AGO and Fuel Oil) at Vessel Scheduling Meeting (VSM) for incorporation in the import plan.
- b. The product shall be manifested for home consumption with the consignee as the barge operator
- c. When the import vessel arrives, the barge operator to request in writing for authority to transfer the product into the barge with supporting documents to the (KRA) Officer.
- d. The supporting documents will include; Notice of Intention (NOI) with quantities intended to be transferred, Manifest, Bill of Lading, Customs Declaration among other relevant documents
- e. The Officer will consider the application, grant authority where applicable and endorse on the NOI.
- f. Joint initial and final product measurements, flow meter readings, sealing of valves and supervision of the product transfer shall be done both barge and importing vessel.

- **KPA Procedures on Bunkering**

- a. Bunkering Officer receives Notice of intention from the bunkering barge/ supplying ship, duly stamped by KRA and records
- b. Bunkering Officer receives notification from the VTS Station when the Bunkering barge/supplying Ship is ready for bunkering operations
- c. Bunkering Officer assigns the Unit Staff in the shift to attend to bunkering operations

- d. Once on-board the Ship, the bunkering staff together with the vessel masters go through the bunkering safety checklist and any other relevant documentation
- e. Both Ships' ullaging/sounding is jointly carried out by the bunkering staff, Ships' crew and independent surveyors to determine the fuel quantities before bunkering
- f. Bunkering operations commence
- g. Both Ships' ullaging/sounding is jointly carried out by the bunkering staff, Ships' crew and independent surveyors to determine the fuel quantities after bunkering
- h. Joint bunkering report is prepared and signed by all parties involved
- i. Bunkering staff informs the VTS Station upon completion of bunkering operations

2. Ship to Ship Transshipment of Cargo (Petroleum Oil, Chemicals , Ethanol, LPG and Vegetable Oil)

• KRA Procedures on of Ship to Ship

- a. Mother ship to clearly manifest the cargo for transshipment
- b. Upon arrival, all parties to confirm quantities on board and agree on discharge instructions
- c. KPA and KRA to supervise the process of confirming the quantities transhipped and the Remaining-On-Board (ROB) quantities
- d. Ship Agents to lodge transshipment documents for cargo destined to foreign
- e. Cargo meant for home use to be declared as per procedure

• KPA Procedure on Ship to Ship

- a. Bunkering Officer receives notification of intentions from agents
- b. Bunkering personnel record the notification
- c. Bunkering gets notified from control tower when the ships are available for the transfers
- d. Bunkering unit avails personnel in the shift to attend to the exercise

- e. Once on-board the ship the bunkering officer together with the vessel master go through the safety checklist and any other necessary documentation
- f. Bunkering commences once the hose connections is completed and capacities of amount on-board determined through ullage/sounding in mother ship and daughter ship
- g. Mother ship avails samples through continuous sampling.
- h. Upon successful completion, the team terminate the operation and informs control tower

3. Off - shore Bunkering

- **KRA Procedure for Off-shore Bunkering**

- a. When the barge operator needs to supply a vessel off - shore, he shall request in writing for authority to supply the product into the calling vessel with supporting documents to the KRA Officer.
- b. The supporting documents include the NOI with quantities intended to be supplied and Customs Declaration among other relevant documents
- c. The Officer will consider the application, grant authority where applicable and endorse on the NOI
- d. Before departing from the port, joint initial product measurements, flow meter readings and sealing of valves shall be done on the barge
- e. The barge to get clearance to sail offshore
- f. KPA and KRA to monitor the barge and vessel movements offshore through modern technology and physical supervision when necessary
- g. Upon arrival at the port after completion of supply, confirmation of seals, joint final product measurements, flow meter readings and re-sealing of valves shall be done
- h. Barge operator to avail certificate of quantity/Delivery note endorsed by receiving vessel-confirming quantities supplied
- i. Barge operator lodges export entry with quantity supplied and presents it for processing to the KRA officer.

- **KPA Procedure on Off-shore bunkering**
 - a. Bunkering Officer receives notification of intentions from agents
 - b. Bunkering personnel record the notification
 - c. Bunkering gets notified from control tower when the ships are available for the transfers
 - d. Bunkering unit avails personnel in the shift to attend to the exercise
 - e. Once on-board the ship the bunkering officer together with the vessel master go through the safety checklist and any other necessary documentation
 - f. Bunkering commences once the hose connections is completed and capacities of amount on-board determined through ullage/sounding in mother ship and daughter ship
 - g. Mother ship avails samples through continuous sampling.
 - h. Upon successful completion, the team terminate the operation and informs control tower

Key Control Measures

- i. All barges shall be inspected by Kenya Maritime Authority (KMA) for issuance of seaworthiness certificate
- ii. KPA to roll out Ship Inspection Report programme (SIRE) inspection for the tankers and barges
- iii. All barges shall install Automatic Identification System (AIS) and shall be switched on all the time
- iv. KRA, KPA and KMA to enhance capacity for monitoring AIS
- v. KPA surveyors' outturn reports will be used
- vi. Offshore bunkering physical supervision to be done by multi-agency (KPA, KRA & Kenya Coast Guard Services) when necessary
- vii. Shipping lines to join Vessel Scheduling Meeting (VSM)
- viii. KPA to liaise with KPC on ship-to-ship transfers at KOT II
- ix. Shipping lines to engage KPA on introduction of bigger vessels for transshipment at Lamu Ports

Captain William Ruto
Kenya Ports Authority
Managing Director

Signed

Date

Mr. Humphrey Wattanga
Kenya Revenue Authority
Commissioner General

Signed.....

Date

KPA Representative
Kenya Ports Authority

Designation *Ag. HOD CMMO*

Signed

Date

KRA Representative
Kenya Revenue Authority

Designation *Comm. for Customs
& Border Control*

Signed.....

Date