

# Appendix 7A

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## Oil Pollution Contingency Procedure

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## 1 General Provisions

Yiu Lian Dockyards Oil Pollution Contingency Procedure provides an operational guidance to the Oil Pollution Response Team to control or reduce the oil spillage/leakage and lower its influence by taking effective measures when there is an oil spill incident during the Dockyards' operations.

The Oil Pollution Response Team should have essential training and be capable of using the equipments skillfully. When there is an oil spill incident, all members should know their responsibilities very well.

This Oil Pollution Contingency Procedure is applicable to the floating docks and the ship maintenance activities.

## 2 Organization and Responsibility

Taking corresponding action in our shipyards' oil spill incident, the Oil Pollution Response Team is also a permanent, trans-departmental and specialised team. Its members are mainly formed by the management and staff from the Engineering and the Tugs Departments. Their responsibilities are as follow:

General Commander: Chan Chun Yu

Deputy Commander: Ho Ma Seng, Lai Hoi Ping

Members:

- (1) In charge of the tugs: Lai Hoi Ping (concurrent)
- (2) In charge of the oil containment boom: Leung Chi Keung, Ho King Tong, Chan A Chu
- (3) In charge of the oil dispersant: Wong Ching Mei, Wong Kin Wah, Yeung Yan Mo, Chun Kim Hung
- (4) In charge of Tsing Yi Dockyards: Chan Chun Yu (concurrent)
- (5) In charge of Yam O district: Ho Ma Seng

## 3 Guidelines and Procedures

### A Preparation

- (1) It is necessary to find out whether there is any record or any suspicious damage or damage of underwater part of a ship when it is to receive the ship for repairs. It is also needed to take precautions against the ship which has explicit shown damage and has possibility to spill oil;
- (2) After receiving a ship into a dock or when a ship has berthed, it is not allowed to discharge oil or greasy material, refuse, garbage or faeces from the ship into the sea;
- (3) One should pay extra attention to the construction work which is possible to overflow or leak out oil. It is also necessary to prepare the oil pans in advance;

- (4) One should make a list of emergency anti-oil pollution equipments and storage checklist; set up the obligations of using, taking care of and preserving those equipments;
- (5) It is essential to provide the Oil Pollution Response Team members with a guideline and training of the anti-oil pollution equipments.

## B. General Precautions

In pursuance of the Shipping and Port Control Regulation, it is reminded that ship owners, masters and local agents shall submit Pre-Arrival Notifications to the Marine Department prior to the entering of her ship into Hong Kong waters for the intended purposes.

If a ship has shown damage and has possibility to spill oil, in order to eliminate the risk of pollution, before any docking operation could begin precautions to be taken on board the floating docks are as follows:

### (1) Exchange of information

Before the ship arrives at the floating dock there should be an exchange of information between the ship owners, master or local agents and the responsible dock master on the following:

- Name and call sign of the ship
- The defect of hull, machinery or equipment which may constitute a hazard to the marine environment
- Details of the defect and immediate precautions being taken, indicating that oil and fuel were transferred properly into suitable location, or damaged and affected areas have been completely cleaned up before entering port
- Distribution of oil and fuel on board the ship

### (2) Inspection

Immediately on arrival at the floating dock, on board inspection should be undertaken by Yiu Lian to confirm the situation and condition of the ship. On the basis of the inspection and information exchanged, an operational agreement should be made between the responsible officer, owner representative and the dock master covering the following:

- the sequence in which the floating dock is to be lifted up, taking into account of approximate time of commencement and duration of operation;
- accidental oil spillage and leakage handling procedure
- deballasting of ballast tanks on board the ship;
- electricity connection and fire connection;
- communication; and
- emergency stop procedure.

### (3) State of Readiness

Both ship and dock personnel should maintain a close watch for any potential escape of oil during docking operations. A dedicated officer will be assigned keep

a continuous watch during the docking operation. In particular, care should be taken to ensure that:

- effective communications between the officer and the dock master is maintained;
- before starting to lift the ship, the floating dock should be ready with two layers of oil barriers placed at the fore and aft entrances in forming a barrier ring for emergency purpose;
- spray gun should be incorporated with all water hoses. Chip soap solvent and oil dispersant should be ready at site in such a way that effective dispersant is ensured;
- suitable liquid absorbing materials such as absorbent booms, absorbent blankets and pillows are ready at site;
- the dock master should be satisfied that all the appropriate precautions set out are closely followed. All responsible personnel on board the ship and the floating dock should be notified that the lifting operation is about to begin.

## 4 Emergency Measures

- (1) When the oil spill has become a pollution incident, discoverer should report it to the construction management on the spot immediately. The management should then go to the incident spot, and proceed with the emergency procedures at once. They should make every effort to cut the source of pollution or reduce the pollution to the minimum;
- (2) If the on-the-spot management believes that the pollution is in a large scale or they are not able to take care of it, they should inform the Oil Pollution Response Team to send reinforcement promptly, striving for the deployment of oil containment booms within the shortest time;
- (3) Controlling the area of oil spill and spraying oil dispersant;
- (4) If the Oil Pollution Response Team thinks that the pollution incident is serious (e.g. leakage spills over to outside the oil boom) and it goes beyond the team's ability to save it, they could request for assistance from the Marine Department directly.

## 5 After the Incident

- (1) When the oil spill incident is over, the Oil Pollution Response Team should have a review immediately afterwards. And they should hand in a written report to the Safety Department in order to keep on file for reference.
- (2) If it is verified that the incident is not caused by our dockyard, the Oil Pollution Response Team is responsible for negotiating with the troublemaker, signing a memorandum and submitting it to the Safety Department and the Protection & Indemnity Department for further handling.