

STANDARD OPERATING PROCEDURE

Fueling On Water Equipment from Shore or Water

Document Number: 961C-SOP-003

Original Approval Date: MAY 30, 2017

Revision Number: 3

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Latest Revision Date: MAR 4, 2024

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FUELING ON WATER EQUIPMENT FROM SHORE OR WATER



3	APP	Mar 4, 2024	Approved	J. Golka	G. Kuipers	T. Siver
2	APP	Feb 24, 2021	Approved	Raj Sharma	Gerald Kuipers	Barry Palmer
1	APP	May 30, 2017	Approved	Raj Sharma	Tammy Siver	Barry Palmer
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The following is a step by step procedure on how to complete a specific task or meet a facility specific requirement. Standard Operating Procedures (SOPs) are written for all identified critical tasks. By virtue of the hazard or complexity associated with critical tasks it is paramount that the SOP be followed as written. SOPs contain a listing of high-level hazards associated with the task, for detailed hazard analysis reference the applicable Task Hazard Assessments. SOPs do not replace the requirements contained in the company Standards, Codes, and Processes nor does it replace the need to comply with required legislation. Section 8.0 references documentation that the worker shall understand before work commences.

1.0 PURPOSE

- To establish a company standard to safely and effectively carry out work as it applies to fueling equipment on water and/or shore.

2.0 SCOPE AND APPLICATION

- This document applies to all company Heavy Construction Mining operations. Ensure all site-specific requirements are being met or exceeded before performing the task.

3.0 HAZARDS AND CONTROLS

- Lack of communication.
 - Ensure all employees involved in the task review and sign off on each other's FLRA card.
 - When fueling on the water's edge a spotter must be present. The spotter must be able to communicate with worker and be able to contact emergency services if needed.
- Weather conditions
 - Weather conditions will be checked/assessed to confirm it is safe to be on the water (i.e. storms, high winds or lightning).
- Personal injury, drowning, hypothermia, contact with pond water, entanglement, lifting, and strains.
 - Review the ERP, ensure rescue vessel, trained rescue workers, life ring, personal floatation device/life jackets, marine survival suits (water temp and weather will determine), guard rails, active control zone, are in place prior to the task.
 - Ensure adequate PPE is worn, slip free boots, boots with metatarsal protection, etc.,
 - Follow 962C-SOP-003-R3 Working Near Water & Soft Ground Conditions.
 - Workers on ground must wear PFD when within 5m of shoreline where the hazard of drowning exists.

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4.0 CHECKLIST

- Attend all preparatory meetings (IE: daily PSI; job scope; review of JSA's and SOP's for the job)
- Complete FLRA cards before starting the work.
- Ensure all personnel involved in the task are aware of the hazards and the controls to be used, as identified in the SOP's; JSA's; and FLRA's.
- Conduct a pre-job inspection of all equipment to be worked on and tools to be used.
- Standard of Training required for working on this job: On-the job training.**

5.0 DEFINITIONS

5.1 Company

- Means North American Construction Group Ltd. (NACG) and all directly or indirectly owned subsidiary companies, including joint ventures.

5.2 Company Personnel

- Includes the Company's employees, officers, directors, agents, associates, consultants/contractors, temporary employees and third-party processors.

5.3 HSE

- Refers to the Health, Safety & Environment department.

6.0 PROCEDURE

6.1 Shore to Ship

- 1) Supervisor and/or Lead hand will discuss the task and plan the safest way to approach the work. Workers will complete an FLRA card to identify hazards and controls.
- 2) Park fuel truck near shore as practical.
- 3) Maneuver ship into position to take on fuel, bow facing shore using a signaler.
- 4) Use mooring lines to adequately secure ship for fueling.
- 5) Ground fuel truck to vessel being fueled.
- 6) Extend fuel hose from fuel truck towards ship.
- 7) Unspool non-collapsible fuel hose (NCFH) to reach ship.
- 8) Connect NCFH to fuel truck hose.
- 9) Lift fueling nozzle onto ship and have deck hand or Captain position nozzle into tank. Fuel service man stays at fuel truck.
- 10) Open shore valve and begin to load fuel as per the Company's 960C-SOP-200 & 960C-SOP-201 procedures.
- 11) When fueling is complete close shore valve/remove fueling nozzle from ship.
- 12) Disconnect fuel truck hose from NCFH and wind back on truck.

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13) Re-spool NCFH hose while keeping ends away from water and sand.

14) Drain hose as required into drip tray.

6.2 Ship to Ship

- 1) Maneuver ships together with spotter.
- 2) Moring ships together.
- 3) Unspool fuel hose to empty ship.
- 4) Insert nozzle into fuel tank.
- 5) Begin fuel transfer at low rates.
- 6) When tank is 85% full stop fuel transfer.
- 7) Do not over fill.
- 8) Re-spool hose and clean up any spills.

7.0 NOTES

If this task is to be done by a method different than described in this SOP, the work must **STOP** and the alternate method must be **DOCUMENTED** with an adequate hazard assessment tool such as a JSA. The document must be **APPROVED** by a supervisor before such procedures are implemented.

8.0 REFERENCES

- Alberta Occupational Health and Safety Act, Regulation and Code – {Part 18, Section 240-241 Life Jackets and Personal Flotation Devices}
- 950C-C-033 - Inclement Weather Code
- 961C-SOP-001 - Marine Vessel Operations
- 962C-SOP-003 - Working Near Water & Soft Ground Conditions
- 962C-SOP-009 - Manual Lifting and Carrying Heavy Objects

9.0 APPENDICES

- No appendices.