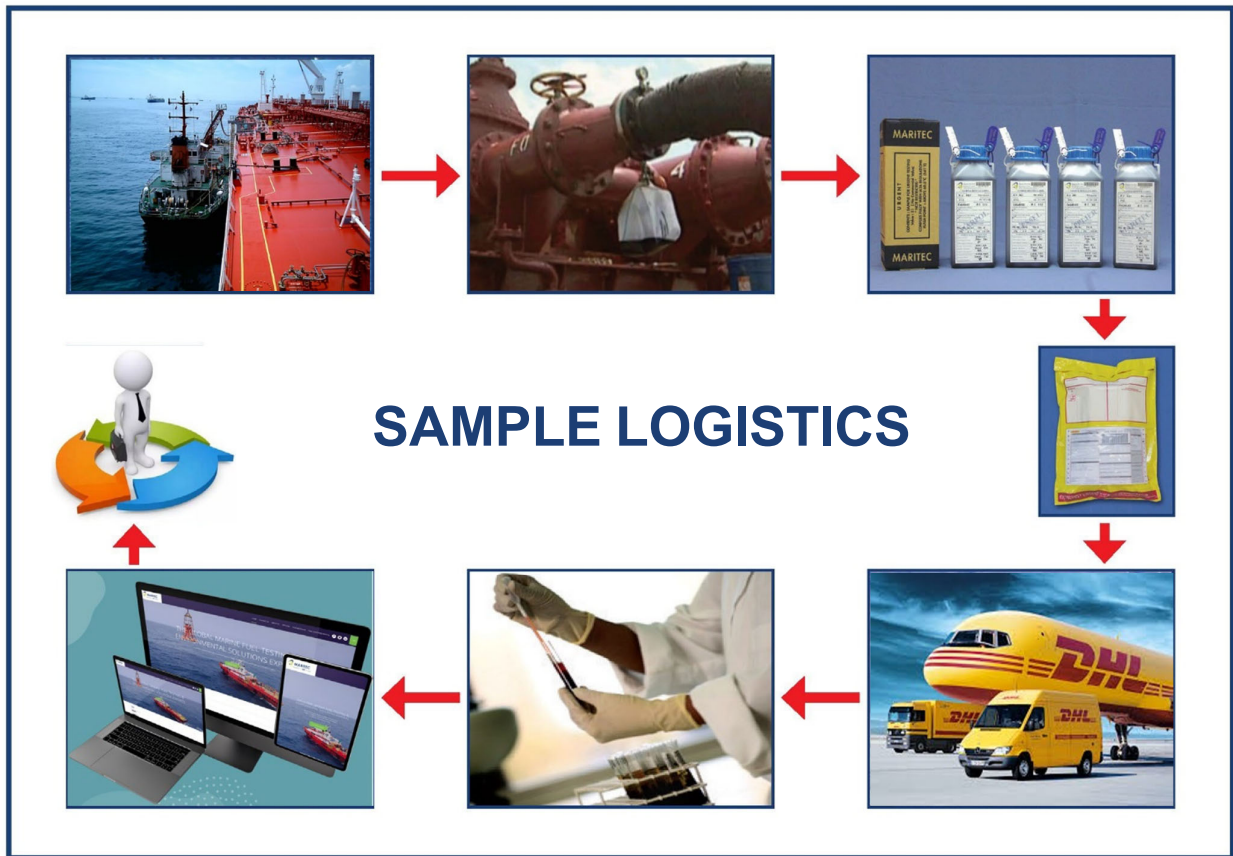


FUEL SAMPLING & LOGISTICS MANUAL



MARINE FUEL SOLUTION

TABLE OF CONTENTS

1. SAMPLING	3
Taking Representative Samples.....	3
Custody Transfer Sampling	3
One Sample For Each Bunker Barge	4
Good Bunkering Practices	4
2. SAMPLING DEVICE	5
Proper Sampling Device	5
Maritec Drip Sampler	5
Maritec Sampling Kit.....	5
Request to Witness Sampling Procedures	6
How To Take a Representative Sample	6
Use a Continuous Drip Sampling Method	6
Always Use 4 Bottles Per Bunkering	6
3. SAMPLING PROCEDURE	7
3.1. Request to Witness Sampling.....	7
3.2. Sample Collection	7
3.3. Fill Each Bottle Partially In Turn.....	8
3.4. Bottle Labels	8
3.5. Sealing of Samples	9
3.6. Samples Distribution	9
4. SUPPORTING DOCUMENTS	10
4.1. Chief Engineer's Report Form.....	10
4.2. Sample Witnessing Form	10
4.3. Bunker Delivery Receipt or Note.....	11
4.4. Note Of Protest	11
5. DESPATCHING OF SAMPLE.....	12
5.1. Despatch The Sample	12
5.2. Commerical Invoice & DHL Shipment Air Way Bill	12
5.3. Express Shipment By DHL Express	12
5.4. AIR COURIER DIRECTORY	13
5.4.1. How to use the Air Courier Directory (ACD)	13
5.4.2. How to send China bunker sample	14
5.4.3. How to send Indonesia bunker sample	14

1. SAMPLING

Taking Representative Samples

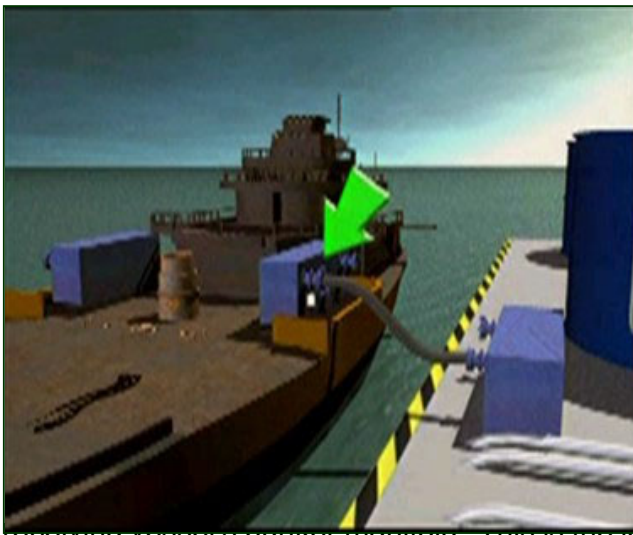


A representative sample taken throughout the whole bunkering period is of utmost importance. The laboratory test results are only as good as the sample you provide.

Technical advice on the handling of the fuel and the safe operation of your vessel is also dependent on your sample being representative of the bunker delivered onboard.

Very often the outcome of a legal case will depend to a large extent on whether the sample(s) taken is representative of the bunker delivered to your vessel.

Custody Transfer Sampling



Sampling should be carried out at the point of Custody Transfer. This is in accordance with ISO 8217 which states "This International Standard sets out the required properties of the fuel at the time and place of custody transfer". Custody transfer sampling is also specified by MEPC Annex 2 Clause 6/MARPOL 73/78 Annex VI Regulation 18(6) and is also compulsory for all bunkerings in Singapore under the Singapore Standards SS600 and SS648.

For the purpose of bunkering a vessel, the custody transfer location is at the receiving vessel's bunker manifold. This is the location where the risk and responsibility for safe keeping of the bunker passes from one party to the other. (This transfer of risk and responsibility is not necessarily a transfer of title or ownership.) Transfer of title occurs only when payment has been made to the actual owner of the bunker. This may not be the physical bunker supplier or the bunker trader.

One Sample For Each Bunker Barge

If different bunker barges are involved in a bunkering delivery, it is important to take samples separately for each barge. One 5 litre continuous drip sample is required for each bunker barge delivery. The reason for this is that different barges may carry bunkers with grossly different quality and it is important to know which barge may have delivered a problem bunker and in which tank it has been loaded into on your vessel. Keep the two samples separate, do not mix the contents and send 1 sample of each bunker barge delivery to Maritec for analysis.

Good Bunkering Practices

Always try to segregate incoming bunkers in an empty or almost empty tank. This will ensure that you can isolate any problem bunker. If you mix new bunker with a substantial quantity of R.O.B. and the supplier eventually decides to de-bunker because of fuel quality problems, then you will lose a substantial amount of good quality bunker which would be sold off as slop or you may be charged for waste disposal.

Sometimes two bunker lots when kept separate would remain as good quality bunkers. If the bunkers are incompatible when mixed, this may end up with the bunker tank being completely sludged up.

It would indeed be a nightmare to have to manually dig the mess out of the double-bottom tank.

2. SAMPLING DEVICE

Proper Sampling Device

To obtain a representative sample you should use a proper sampling device and the sample should be taken by allowing a continuous drip of the bunker to be collected throughout the whole bunkering period.

It is therefore important to ensure your vessel has a proper sampling device at the point of Custody Transfer which is at the ship's bunker manifold.

If there is no alternative and sample has to be taken at the barge; you must ensure that the sampling is supervised and constantly taken care of by a member of the vessel's crew. The vessel's crew responsible for this activity will have to be very attentive to ensure that a representative sample is taken over the entire bunkering process. In particular, he must ensure that the drip valve is not turned off during sampling, as sea water or other contaminated products may be delivered when sampling has been stopped.

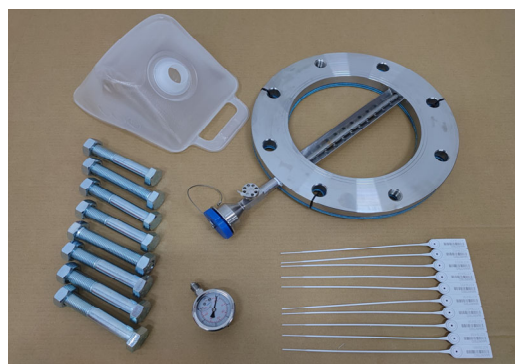


Maritec Drip Sampler

We strongly recommend that your vessel should be equipped with a proper sampling device for easy custody transfer sampling.

Maritec Drip Sampler is certified by ABS and custom made to fit your ship's bunker manifold.

Please provide the dimensions of the vessel's bunker manifold flange in the Order Form provided in this manual and place an order for a Maritec Drip Sampler through your Company.



Drip samplers are custom made based upon the dimensions that you provide. These dimensions must therefore be accurate otherwise it will not fit your vessel's bunker manifold.

Maritec Sampling Kit

The Maritec sampling kit provided to each vessel registered into the Marine Fuel Testing Programme contains the following items:

- 40 bottles (i.e. 10 sets of 4 bottles)
- 40 bottle caps
- 50 Security seals
- 48 Bottle Labels with Security Die Cut
- 10 IATA Carton Boxes for sending samples to lab
- 10 Sets of Sample Witnessing Form
- 10 Sets of Chief Engineer's Report Form
- 10 Commercial Invoices
- 10 Material Safety Data Sheets (MSDS)
- 5 Note of Protest Form



3. SAMPLING PROCEDURES

Request to Witness Sampling Procedures

Invite the supplier's representative to witness the sampling procedures.

If the supplier declines to attend the witnessing of sampling, it is important that you make an entry in the vessel's log book to record the refusal and events of the sampling and bunkering procedures. In a litigation case, records made on a contemporaneous basis ("on the spot at time of occurrence") are very important.

How To Take a Representative Sample

To obtain a representative sample you should use a proper sampling device and the sample should be taken by allowing a continuous drip of the bunker to be collected throughout the whole bunkering period. The sample should be taken in a clean and sealed container.

The sample must be collected in a clean disposable container such as a cubitainer. Use a new cubitainer each time when you bunker to avoid contamination of the sample from previous bunkers. Contamination from cargo dust such as bauxite dust or rain water can occur if you use an open container. Cubitainers may be purchased from Maritec.

Use a Continuous Drip Sampling Method

The sampling should be carried out using a continuous drip method throughout the whole duration of the bunkering process, from start of pumping until pumping stops.

The needle valve on the samplers can be sealed with the stainless steel cap provided to prevent tampering of drip flow rates. It is essential have a crew member watch over the sampling process, to prevent the sampling valve from being tampered or shut off.

DO NOT take a spot sample by just opening the sampling valve for a short period in order to fill each sample bottle one at a time. This will **NOT** be a valid sample and the test results will not reflect the quality of bunker that was supplied to your ship.

Always Use 4 Bottles Per Bunkering

Maritec advocates the collection of at least 4 samples per bunker delivery. Four samples of minimum 750 mls of bunker oil will ensure that there is sufficient sample volume for retesting; as well as an extra sample retained on board the vessel in case of a legal dispute.

3.1. Request to Witness Sampling

MARITEC Member of CTI Group MARINE FUEL TESTING AND SOLUTIONS SAMPLE WITNESSING FORM		
To Bunker Supplier:		
Bunker Tanker:		License No.:
Bunker Port:	Country:	Bunker Date:
Vessel's Name:		IMO Number:
Grade Ordered:		Quantity Ordered:
<small>This vessel is on the MARITEC FUEL TESTING PROGRAMME (MFTP). A representative sample of the bunker supplied will be tested and compared against the latest ISO 8217 International Standard for Petroleum Products - Fuel (Class F). Specification of Marine Fuels.</small>		
<small>Sampling Location (Custody Transfer Sampling) The sampling location will be at the point of custody transfer at the ship's bunker manifold. This is in accordance with 8217:2012, Clause 3 Application, which states "This International Standard specifies the required properties for fuels <u>at the time and place of custody transfer</u>". Custody Transfer sampling is also specified by MEPC Annex 7 Clause 6 on sampling location/MARPOL 73/78 Annex VI Regulation 18(6) and is compulsory for all bunkering in Singapore under the Singapore Standard SS600 - 2008 Clause 5.10.3.1.</small>		
<small>Primary Sample Collection, Distribution and Records A primary sample of at least 5 litres will be collected in a new "cubitaner" by continuous drip throughout the whole bunkering period. Once the drip on the Maritec Line Sampler has been set, the needle valve should be secured and sealed to the "cubitaner" with a security seal to prevent any tampering. The seal number will be recorded in the Chief Engineer's Report Form. The volume of the primary sample collected in the "cubitaner" should be checked midway through the bunkering. If necessary, the drip rate should then be adjusted. Any adjustment and replacement of seal should be done in the presence of both parties and recorded accordingly. The primary sample must be thoroughly shaken to ensure homogeneity and sub-divided into 4 or more Maritec bottles of 750 ml capacity each. If the supplier and/or the surveyor require additional samples using their own bottles, this is acceptable if the bottle design is secure and allows countersealing with a Maritec security seal. Some sample bottle designs are not secure as the bottle cap can be removed without breaking the single seal and the contents replaced. There are also seals in the trade with the same duplicate numbers. This allows the bottle contents to be replaced and an identical numbered seal used to reseal the bottle. For these reasons all samples that are subdivided from the primary sample must be sealed and countersealed. The supplier is also invited to counterseal the Maritec bottles and if he declines to do so, a record will be made in the vessel's log and Note of Protest. All samples seal and counterseal numbers must be recorded on the Bunker Delivery Note (BDN) as well as the Chief Engineer's Report form. There have been cases where valid samples taken and distributed correctly have been rejected because the seal numbers were not recorded in the BDN. A Note of Protest will be issued by the vessel if the supplier refuses to record the samples' "seal/counterseal" on the BDN.</small>		
<small>Summary Check List 1. The Supplier's representative must be invited to witness the taking of the primary sample, sub-division and distribution. 2. All samples that are distributed must be from the (SL or SLL) primary sample. 3. All sample bottles must be properly labeled, signed and AND sealed and countersealed by both parties. 4. All seals and counterseals MUST be recorded on the BDN as well as the C/E form. ANY SAMPLE WITH ONLY THE SUPPLIER'S SEAL AND WHICH HAS NOT BEEN COUNTERSEALED AS NOTED ABOVE, MAY NOT BE RECOGNIZED IN CASE OF A DISPUTE.</small>		
<small>We hereby request you to witness the complete sampling procedure and recording requirements as set out above. In case you decline, the Chief Engineer is required to record this fact in the Vessel's Log Book and which will serve as contemporaneous evidence in case of a dispute. Did Supplier's Representative agree to Witness Sampling & Recording Procedure: Yes No Chief Engineer: Supplier's Representative: Witnessed by Surveyor or other party present: (eg Crew member)</small>		
Name:	Name:	Name:
Date:	Date:	Date:
		Surveyor License Nbr(if applicable):
<small>MARITEC PTE LTD Member of CTI Group Company Registration No. 199906554N 192 Pandan Loop, #05-26/27/28 Pantech Business Hub, SINGAPORE 120381 Tel: (65) 6271 8622 Fax: (65) 6271 9236 Email: admin@maritec.com.sg Website: www.maritec.com.sg</small>		
MARITEC COPY		

Invite the supplier's representative to witness the sampling procedures. If the supplier's representative decline to witness the sampling, this should be recorded in Vessel's Log Book. The sampling can also be witnessed by the surveyor or other party present, eg. crew member.

Ensure all pertinent information on parties involved are duly recorded, signed and stamped on the Sampling Witnessing Form.

Put the MARITEC copy(white) into the IATA box together with the sample to be sent to Maritec Laboratory.

Retain the VESSEL copy(blue) for your file.

3.2. Sample Collection



Collect approximately 5 litres of sample in the cubitaner provided. Always use a new cubitaner to ensure the sample is not contaminated.

Check regularly on the amount of sample being collected to ensure you have about 5 litres by the end of the bunkering.

If you need to adjust the drip flow by breaking the seal on the needle valve, make sure you invite the supplier's representative to witness this and the change to a new seal. Maintain proper

records on events, security seal number and etc, in your vessel's log whenever there is such adjustment.

3.3. Fill Each Bottle Partially In Turn



Cap the cubitainer and shake the contents vigorously for about 10 minutes to mix the sample thoroughly.

Fill each bottle one quarter at a time and make 4 passes to fill it to 750 ml to ensure that the content of each bottle is as similar as possible.

3.4. Bottle Labels



Fill up all the labels and stick them on the bottles.

Maritec has provided high quality sample labels which are pre-lacerated (security die-cut). These means the labels have fine cuts across the label and once these labels are stuck onto the bottle, any attempt to remove the labels and replace them with other labels; will result in the label tearing off in bits. This feature makes the labels tamper evident and is an additional safeguard for the integrity of the sample contents.

CAUTION : BLANK LABELS

Do not sign any blank labels offered by the barge crew

These blank labels may be filled in by the barge crew after the bunkering and stuck on to sample bottles that have no relevance to the actual fuel delivered to your vessel. This invalid sample may then be used by the supplier in case of any machinery damages or legal claims.

3.5. Sealing of Samples



The supplier and surveyor (if engaged for the job) should witness the sealing of the bottles.

The sampling bottles have been designed to take multiple seals and the Chief Engineer must invite the Supplier's representative to counter seal all the samples. All seals numbers should be recorded in the Bunker Delivery Note and in the Chief Engineer's Report Form and endorsed by all parties present.

If the supplier refuses to counter seal the bottles or refuse to record the seal numbers or the BDN/BDR, you should issue a Note of Protest and record the incident in the Vessel's Log Book.

3.6. Sample Distribution



Distribute the 4 sample bottles as follows:

1. Retain on Vessel
2. Retain MARPOL Annex VI
3. Send to Maritec Laboratory
4. Offer to Supplier

If a surveyor is involved; the surveyor's sealed and signed sample should be the sample submitted to Maritec Laboratory for testing.

CAUTION : UNKNOWN SAMPLES

If you are given sample(s) by the barge crew but have not witnessed or supervised the sampling procedure, you may accept the sample(s) but ensure you indicate on the document and bottle label offered the barge crew before you endorse it.

"FOR RECEIPT ONLY, SOURCE UNKNOWN"

For Receipt Only
Source Unknown

4. SUPPORTING DOCUMENTS

4.1. Chief Engineer's Report Form

MARITEC Member of CTI Group
MARINE FUEL TESTING AND SOLUTIONS
Chief Engineer's Report Form

Vessel Name: _____ IMO Number: _____

BILLING INFORMATION
The Maritec Fuel Testing Programme (MFTP) is widely used by Shipowners, Charterers and responsible Suppliers. Each of the parties may have separate contracts and separate sampling kits. Each party may send separate samples to Maritec for the same bunkering. In order to ensure that the sample we receive is from the right party, we appreciate your co-operation to indicate below the correct party to be billed.

Bill to: Owner Charterer Supplier Unknown

BUNKERING INFORMATION
Bunker Port: _____ Country: _____ Bunker Date: _____
Grade Ordered: _____ Quantity Ordered: _____ Total ROB before bunkering: _____ MT
Mixed with previous Bunker: Yes No If Yes, please provide details below:
L. Tank Nbr _____ ROB (MT) _____ New Bunker (MT) _____ Tank Nbr _____ ROB (MT) _____ New Bunker (MT) _____
M. _____ N. _____
O. _____ P. _____
Q. _____ R. _____
S. _____ T. _____
U. _____ V. _____
W. _____ X. _____
Y. _____ Z. _____

BUNKER DELIVERY NOTE/BUNKER DELIVERY RECEIPT INFORMATION
You don't have to fill this section if you provide a photocopy of the Bunker Delivery Note/Bunker Delivery Receipt

Supplier: _____ BDN / BDN Nbr: _____
Information taken from Bunker Delivery Receipt: Grade Supplied: _____ Quantity Delivered: _____
Name of Bunker Tanker or Hdr: _____ or SC _____ or API _____ License Nbr: _____
Viscosity @ 40°C or 150°C: _____ mm²/s _____ Flash Point: _____ °C _____ Water: _____ N/m³ _____

SAMPLING INFORMATION
The taking of the Primary Sample is to be at the Point of Custody Transfer at the vessel's manifold. Always invite the Supplier's representative to witness the taking of the primary sample. If he declines record the fact in the ship's log.

Does your vessel have a sampler? Manual Dip Sampler Automatic Sampler No Sampler

Was Supplier's Representative invited to witness the Sampling Procedure at vessel's? Yes No
Did Supplier's Rep Witness Sampling? Yes No

Sampling Point: Vessel Manifold Bunker Tanker Manifold Bunker Tanker Sample Stock Source Unknown
Type of Sampler: Automatic Sampler No Sampler Used On This Vessel

Sampling Method: Manual Continuous Drip Composite of Spots Single Spot Sampling Sample Not Taken-Accepted Supplier's sample

Main/Primary Sample was collected in seal container? Yes No
Supplier's container: _____ CUBAINER _____ CUBAINER Seal Nbr 1: _____ Seal Nbr 2: _____
Did Supplier's Representative witness the Sampling Procedure? Yes No
Was sample offered to Supplier's representative? Yes No
Was sample accepted by Supplier's representative? Yes No
Did Supplier's take extra samples from the bunker tanker manifold? Yes No
Did Supplier provide one of these extra samples to the vessel? Yes No
If Yes, seal no.: _____
Did Supplier provide a sample for water analysis? Yes No
If Yes, seal no.: _____

RECORD OF SUB-DIVIDED SAMPLES, SEALS, COUNTER-SEALS AND DISTRIBUTION RECORD
The Primary Sample was divided into how many bottles? _____ Please ensure ALL samples are accounted for in the records below including record of seal numbers

VERY IMPORTANT: All sub-division and distribution records must be recorded on the BDN. All samples should be added into at least 2 seals. One seal from the Supplier and one seal from the vessel. All seals must be recorded onto the Bunker Delivery Note and/or other relevant documents. The vessel must show counter seal of all bottles and counterseals on the BDN as well as the BDN. The vessel must also show counter seal of all bottles and counterseals on the BDN as well as the BDN. The vessel must also show counter seal of all bottles and counterseals on the BDN as well as the BDN.

Sample Distribution	Maritec Seal Number	Supplier's Seal Number	Surveyor's Seal Number (if Appointed)
1. Retained Onboard Vessel			
2. MARPOL 72/8 Annex VI			
3. Supplier's Representative			
4. Supplier's Representative			
5. Sent to Maritec Lab			
6. _____			
7. _____			
8. _____			
9. _____			
10. _____			

Chief Engineer: _____ Name: _____ Date: _____
Supplier Representative: _____ Name: _____ Date: _____
Surveyor (if appointed): _____ Name: _____ Date: _____

TO THE CHIEF ENGINEER: Please Turn Over The Page To Provide Feedback On Any Problems From Previous Fuel Bunkering.

MARITEC PTE LTD
Member of CTI Group
Company Registration No. 19906554N
199 Pandan Loop, #05-26/27/28 Pantech Business Hub, SINGAPORE 128381
Tel: (65) 6271 8622 Fax: (65) 6271 9236 Email: admin@maritec.com.sg Website: www.maritec.com.sg

Complete the Chief Engineer's Report Form.

It should be indicated on the form for whom the sample is being tested, since both shipowner and/or charterer could claim credit for the sample if the situation is not clear.

Record the Maritec Seal number, Supplier seal number and Surveyor seal number (if any).

Put the MARITEC copy into the IATA box together with the sample to be sent to Maritec Laboratory.

Retain the VESSEL copy in your file. The Marpol sample has to be stored on board for a minimum of 12 months. The BDN has to be kept on board for 3 years.



4.2. Sample Witnessing Form

MARITEC Member of CTI Group
MARINE FUEL TESTING AND SOLUTIONS
SAMPLE WITNESSING FORM

To Bunker Supplier: _____

Bunker Tanker: _____ Country: _____ License No.: _____
Bunker Port: _____ Bunker Date: _____
Vessel's Name: _____ IMO Number: _____
Grade Ordered: _____ Quantity Ordered: _____

This vessel is on the MARITEC FUEL TESTING PROGRAMME (MFTP). A representative sample of the bunker supplied will be tested and compared against the latest ISO 8217 International Standard for Petroleum Products - Fuel (Class F). Specification of Marine Fuels.

Sampling Location (Custody Transfer Sampling)
The sampling location will be at the point of custody transfer at the ship's bunker manifold. This is in accordance with 2017/2012, Clause 3 Application, which states "The International Standard specifies the required procedures for fuel at the time and place of custody transfer. Custody transfer sampling is also specified by MEPC Annex 7 Clause 6 on sampling location/MARPOL 72/8 Annex VI Regulation 18(6) and is compulsory for all bunkering in Singapore under the Singapore Standard SS800 Clause 4.10.3.1.

Primary Sample Collection, Distribution and Records
A primary sample of at least 5 litres will be collected in a new "cubainer" by continuous drip throughout the whole bunkering period. Once the drip on the Maritec Line Sampler has been set, the needle valve should be secured and sealed to the "cubainer" with a security seal to prevent any tampering. The seal number will be recorded in the Chief Engineer's Report Form. The volume of the primary sample collected in the "cubainer" should be checked midway through the bunkering. If necessary the drip rate should then be adjusted. Any adjustment and replacement of seal should be done in the presence of both parties and recorded accordingly. The primary sample must be thoroughly shaken to ensure homogeneity and sub-divided into 4 or more Maritec bottles of 750 ml capacity each. If the supplier and/or the surveyor require additional samples using their own bottles, this is acceptable if the bottle design is secure and allows countersealing with a Maritec security seal. Some sample bottle designs are not secure as the bottle cap can be removed without breaking the single seal and the contents replaced. There are also seals in the trade with the same duplicate numbers. This allows the bottle contents to be replaced and an identical numbered seal used to reseal the bottle. For these reasons all samples that are sub-divided from the primary sample must be sealed and countersealed. The supplier is also invited to counterseal the Maritec bottles and if he declines to do so, a record will be made in the vessel's log and Note of Protest.

All samples seal and counterseal numbers must be recorded on the Bunker Delivery Note (BDN) as well as the Chief Engineer's Report Form. There have been cases where valid samples taken and distributed correctly have been rejected because the seal numbers were not recorded in the BDN. A Note of Protest will be issued by the vessel if the supplier refuses to record all the samples' seal/counterseal numbers on the BDN.

Summary Check List
1. The Supplier's representative must be invited to witness the taking of the primary sample, sub-division and distribution.
2. All samples that are distributed must be from the (5L or 10L) primary sample.
3. All sample bottles must be properly labeled, signed off AND sealed and countersealed by both parties.
4. All seals and counterseals MUST be recorded on the BDN as well as the BDN.

ANY SAMPLE WITH ONLY THE SUPPLIER'S SEAL AND WHICH HAS NOT BEEN COUNTERSEALED IN CASE OF A DISPUTE.

We hereby request you to witness the complete sampling procedure and recording requirements as set out above. In case you decline, the Chief Engineer is required to record this fact in the Vessel's Log Book and which will serve as contemporaneous evidence in case of a dispute.

Did Supplier's Representative agree to Witness Sampling & Recording Procedure: Yes No
Chief Engineer: _____ Supplier's Representative: _____ Witnessed by Surveyor or other party present: (eg Crew member) _____

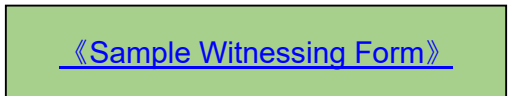
Name: _____ Name: _____ Name: _____
Date: _____ Date: _____ Date: _____
Surveyor License Nbr (if applicable): _____

MARITEC PTE LTD
Member of CTI Group
Company Registration No. 19906554N
199 Pandan Loop, #05-26/27/28 Pantech Business Hub, SINGAPORE 128381
Tel: (65) 6271 8622 Fax: (65) 6271 9236 Email: admin@maritec.com.sg Website: www.maritec.com.sg

Check the Sample Witnessing Form is signed and stamped by all parties involved.

Put the MARITEC copy into the IATA box together with the sample to be sent to Maritec Laboratory.

Retain the VESSEL copy in your file



4.3. Bunker Delivery Receipt or Note

BUNKER RECEIPT		SHIPS COPY	
B 45555	Period of Issue	Supply Barge and License Number	Delivery Port
Nominations Nbr		CUSTOMER	MT. NEWSHIP
VESSEL PARTICULARS		TIME	DATE
GT	ARRIVED AT VESSEL	1400	08.06.04
OWNER/OPERATOR	COMMENCE PUMPING	1440	08.06.04
NEXT	COMPLETE PUMPING	2030	08.06.04
PORT	LEFT VESSEL	2100	08.06.04
ETD			
PRODUCT SUPPLIED		GROSS OBSERVED VOLUME	1810.201
PRODUCT NAME	IFO 380	GROSS STANDARD VOLUME	1800.725
VISCOSITY @40 DEG/50 DEG MM2/S	380 C&T	QUANTITY (METRIC TONS)	1800.070
DENSITY @ 15 DEG C	0.9755	BARRELS AT 60 DEG F	405
WATER CONTENT	TRACE	VOLUME CORRECTION FACTOR	0.9881
FLASH POINT DEG C	95	WEIGHT CORRECTION FACTOR	0.9744
SULPHUR CONTENT % MM			
SUPPLIER'S CONFIRMATION		MASTER'S/CHIEF ENGINEERS ACKNOWLEDGMENT	
We declare that the fuel characteristics and quantity of the product supplied are correct.		We acknowledge receipt of the above product and confirm that samples were taken at the vessel's manifold, sealed and numbered as follows :-	
For CONPETRO		Vessel Seal	
		Bunker Barge Seals	
		Surveyor	
		Others	
Signature of Cargo Officer	Acknowledge by	For Volume at Observed Temperature Only	
Full name in Block Letters	Signature of Master		
	Full Name in Block Letters		
Bunker Tanker Stamp	Vessel Stamp		
Remarks			
Was Note of Protest Issued	Yes/No		

Enclose a copy of BDN/BDR in the IATA carton.

CAUTION:

It is a practice for the barge cargo officer to come on board your vessel while the hoses are being connected to your vessel's bunker manifold, to discuss bunkering procedures and sort out documentation. If you are asked to sign the Bunker Delivery Receipt before bunkering, **you must reject such a suggestion whatever the reason.** If you do so, you will expose yourself to the possibility of short delivery or other problems.

Since the actual density of the fuel supplied to you will not be known until the sample(s) have been tested in Maritec laboratory; we suggest you indicate:

"FOR VOLUME AT OBSERVED TEMPERATURE ONLY" when signing the Bunker Delivery Receipt.

4.4. Note of Protest

Date:

NOTE OF PROTEST

From: The Master and Chief Engineer	To: The Master and Cargo Officer
Vessel Name:	Bunker Tanker:
IMO Nbr:	IMO Nbr:
Port Name:	License Nbr:
Location within Port:	Supplier's Name:
Grade Ordered:	Quantity Received:

On behalf of the owner and/or charterer(s) we hereby issue this "Note Of Protest" for the item(s) ticked below :- (More than one item may be ticked off accordingly)

Sampling

- Supplier refused to witness sampling at point of Custody Transfer at the vessel's manifold.
- Supplier refused to counterseal vessel's samples which were sub-divided from the primary sample.
- Supplier refused to allow counter-seal of the supplier's samples sub-divided from the primary sample.
- Supplier refused to record seats/counterseal numbers on to the BDN/BDR.

Bunker Quantities

- The vessel's measured quantity was _____ MT but the BDR/BDN showed _____ MT was delivered. We are protesting that the vessel received only _____ MT of fuel of _____ Grade.
- The vessel received insufficient supply of ordered bunker quantity. The Quantity Delivered was _____ MT of _____ (Grade) compared with the Quantity Ordered which was _____ MT of _____ (Grade).

In Line Blending

The bunker supplied has been blended in-line during delivery in spite of our objections. This can cause severe machinery damage if fuel is non homogeneous. We reserve the right to hold the Supplier responsible for any damages.

Cappuccino Bunkers - Excessive Air Blowing

There is excessive and prolonged air pumping into the bunker delivery line in spite of our objections. This has resulted in "cappuccino bunkers" with artificially inflated closing soundings. Excessive air pumping as evidenced by the loud cavitation sounds from the cargo pump, fluctuating compound gauge readings and swinging bunker hose was recorded during _____/_____/20 at _____ hours and stopping at _____ hours.

Other Reasons (eg Undue Delay, Late Arrival, Slow Pumping etc)

.....

.....

PLEASE NOTE:

We reserve the right of recourse to your company at a future date and hold you fully responsible for any direct and consequential damages to the vessel, crew, cargo and environment that may result from the said defaults in bunkering protocol, processes and incidences noted in the tick box(es) above.

This Protest Note was presented to the Master/Cargo Officer of the Bunker Tanker.
It was Accepted and Acknowledged Below or Refused.

A crew member of the surveyor (if present) should sign as witness of this document having been presented and accepted or refused by the Supplier. Send a copy to your office for submission to the relevant Port State Control. Enclose a photocopy to Maritec Pte Ltd for records.

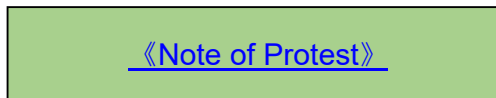
Signed by Master of vessel for and on behalf of Owner/Charterer	Signed Bunker Tanker Master/Cargo Officer's Name and Stamped	Witnessed by a member of the vessel's crew or a surveyor (if present)
Date: _____ Time: _____	Date: _____ Time: _____	Date: _____ Time: _____

This standard form is provided by courtesy of Maritec Pte Ltd and is intended as a convenient way of issuing a "Note Of Protest" related to the more common defaults in bunkering protocol, processes and incidences between receiving vessel/bunker tanker. Items not listed should be reported under "Other reasons" MLN0102-2006

NOP records all the possible bunkering disputes which vessel may encounter from fuel sampling, bunker measurements and others. It is important the vessel issue NOP timely as the contemporaneous evidence of potential claims and protect the vessel interest.

- Enclose a copy of NOP in the IATA carton
- Provide a copy of the NOP to supplier

[Download from the Link



5. DESPATCHING OF SAMPLE

5.1. Despatch The Sample



Place the sample inside the IATA carton box provided.

Write the vessel's name and IMO number on the IATA carton.

Slot the 3 supporting documents inside the IATA carton as shown in the diagram. Documents :

- 1) Sample Witnessing Form [\[Download\]](#)
- 2) Chief Engineer's Report Form [\[Download\]](#)
- 3) Bunker Delivery Receipt or Note
- 4) Note of Protest if any [[Download](#) "[Note of protest](#)"]

Close the IATA Carton securely.

5.2. Commercial Invoice & DHL Shipment Air Way Bill

Shipper:		Commercial Invoice																																					
Email: Phone: Fax (U.S.): 608/9676 / GST No:		Date: Vessel Name: Agency Bill Number:																																					
Receiver: P.O. Box 150 112 Pandan Loop #05-27 SINGAPORE 128381 Email: admin@maritec.com.sg Phone: 65-6271 8622 VAT/GST No: 19-990654-N		Description: Used Bunker oil samples, not restricted as per IATA. Sample Preparation: In separate bags not to be under the custody of air cargo agent. Shipment to sent to laboratory for testing purposes only.																																					
Bill To: P.O. Box 150 112 Pandan Loop #05-27 SINGAPORE 128381 Email: admin@maritec.com.sg DHL Account No.: #4222870		<table border="1"> <thead> <tr> <th>No.</th> <th>Full Description of Goods</th> <th>Quantity</th> <th>DOM</th> <th>Commodity Code</th> <th>Unit Value</th> <th>Subtotal Value</th> <th>Unit Net Weight</th> <th>Subtotal Weight</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Used Bunker oil samples for laboratory testing purposes. Not restricted as per IATA.</td> <td></td> <td></td> <td>2972.19.43</td> <td>1100</td> <td></td> <td>110g</td> <td></td> </tr> <tr> <td colspan="2">Total Pieces:</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="2">(Value for custom purpose only) No commercial value - for testing only</td> <td colspan="2">Total Declared Value:</td> <td colspan="2">Total Net Weight:</td> <td colspan="3"></td> </tr> </tbody> </table>		No.	Full Description of Goods	Quantity	DOM	Commodity Code	Unit Value	Subtotal Value	Unit Net Weight	Subtotal Weight	1	Used Bunker oil samples for laboratory testing purposes. Not restricted as per IATA.			2972.19.43	1100		110g		Total Pieces:									(Value for custom purpose only) No commercial value - for testing only		Total Declared Value:		Total Net Weight:				
No.	Full Description of Goods	Quantity	DOM	Commodity Code	Unit Value	Subtotal Value	Unit Net Weight	Subtotal Weight																															
1	Used Bunker oil samples for laboratory testing purposes. Not restricted as per IATA.			2972.19.43	1100		110g																																
Total Pieces:																																							
(Value for custom purpose only) No commercial value - for testing only		Total Declared Value:		Total Net Weight:																																			
Payee of the GST: Type of Export: Terms of Payment:		Receiver: Non - Commercial Currency Code: USD Incoterms: EXW - Ex Works																																					
I/we hereby certify that the information on this invoice is true and correct and that the contents of this shipment are as stated above.																																							
Sender Name & Designation		Company/Vessel Stamp																																					

Complete the Shipment Air Way Bill. These are pre-printed with the Maritec "Shipper's Account" so you do not have to pay for the shipment. Maritec will pay DHL when your parcel arrives in our laboratory.

Fill up the commercial Invoice and stamp it with the vessel's stamp.

[Download](#)
[《Template of invoice》](#)

5.3. Express Shipment By DHL Express

Place the sample which is in the IATA carton into the DHL Express Flyer provided.

Seal it with the self adhesive tape on the flap of the flyer



Place Supporting document the Air Way Bill, MSDS and Commercial Invoice inside the front pocket of the DHL Express Flyer for custom inspection purpose.

Visit e-AWB in DHL: <https://mydhlplus.dhl.com/>
Or

[Download](#)
[《DHL eMailShip pdf》](#)

5.4. AIR COURIER DIRECTORY



Chief Engineer to refer to the Maritec Air Courier Directory online.

Check the contact details of the nearest DHL service centre. Locations are listed in alphabetical order.

The Chief Engineer should instruct the ship's agent to bring the sample ashore and immediately contact the nearest service centre of DHL in that area to arrange for pick-up of the sample which has been marked as a parcel that is **EXTREMELY URGENT**.

[Download](#)
[«Air Courier Directory»](#)

5.4.1. How to use the Air Courier Directory (ACD)

<p>DHL International Boulevard du petite Quirquin C711 N2 50817 Lesquin Cedex Phone : +33 (320) 183000 Fax : +33 (320) 876076/875414</p> <p>LYS DHL International Lyon Gerland 6 Rue Lorier Lyon 69007 Phone : +33 47276 7276 +33 47276 7276 Fax : +33 47271 7190 +33 47276 7277</p> <p>MRS DHL International Centre Aviation GENEralie Aéroport Marseille Provence BP 38 13728 Marignane Cedex Phone : +33 (442) 143470 Fax : +33 (442) 143471 Telex : +42 400419 DHL MRS</p> <p>NTE DHL International 6 Rue Press Du Bois 71 Sud Est Rennes 35000 Phone : +33 (2) 9986 0569 Fax : +33 (2) 9986 0570</p> <p>GABON Port(s) Cap Lopez LBV Port Genil POG</p> <p>LBV DHL International Gabon SARL Rue Victor Schoelcher BP 6113 Libreville Phone : +241 746886 +241 7212701 Fax : +241 746885 Telex : +973 5433 DHL 5433 G</p> <p>POG DHL International Gabon SARL Immeuble PIZO-SHELL BP 1264 Centre Ville Port Genil Phone : +241 552181/562500 Fax : +241 552953</p> <p>GAMBIA All Ports B.J. DHL International TD 59 Hamadi Manjaryng Highway Karifing Industrial Estate Banjul Phone : +220 390658/390659 Fax : +220 390657</p>	<p>GEORGIA All Ports TBS DHL Worldwide Express 105 Tsereteli Av. Tbilisi 380019 Phone : +995 (32) 999568/344826 Fax : +995 (32) 340393</p> <p>GERMANY Port(s) Brake Bremen Bremerhaven Brunsbutte Bützfeld Cuxhaven Emden Hamburg Hollentau Kiel Lubeck Nordenham Rosdorf Stade Travemünde Wismar Wilhelmshaven</p> <p>BER DHL Worldwide Express GmbH Flughafen Berlin – Schoenefeld Gebäude G 005 12521 Berlin Phone : +49 2173 3906300/ (30) 6341201 Fax : +49 2173 3902500/ (30) 6341211</p> <p>BRE DHL Worldwide Express GmbH Gelsenkirchener Str 12-14 28109 Bremen Phone : +49 2173 3906666 Fax : +49 2173 3903700</p> <p>HAM DHL Worldwide Express GmbH Obenhauptstrasse 12 22334 Hamburg Phone : +49 2173 3906666 Fax : +49 2173 3903700</p> <p>GHANA All Ports ACC DHL Ghana Ltd House C813/3, North Ridge Crescent PO Box 207 North Ridge Accra Phone : +233 (21) 233440/400 Fax : +233 (21) 225237</p> <p>GIBRALTAR All Ports GIB DHL Worldwide Express c/o Air Couriers Ltd 11 Engineer Lane P.O. Box 532 Gibraltar Phone : 350-73775 Fax : 350-74389</p>	<p>GREECE Port(s) Agio Theodoroi Corfu Drapetsona Eleusis Ialiskis Kalimata Kalamata Karatsini Bay Kifissia Kynosoura Mladi Pireus Salonica (Thessaloniki) Skaramanga Syros Syros Volos</p> <p>ATH DHL International Hellas SA Alimou 44 and Roma 17 Alimos 1745G Athens Phone : +30 210 9890000 Fax : +30 210 9891044</p> <p>SKG DHL International Hellas SA Georgikis Scholias 128 Ivia Thessaloniki 570 01 Phone : +30-2310-470000 Fax : +30-2310-470001</p> <p>GRENADA All Ports GND DHL Worldwide Express Agent Office: Renwick Thompson Co. Renwick Thompson Bldg. PO Box 188 Carenage, St. Georges Phone : +599 542952 / 444052 Fax : +599 542950 Telex : +3848083 DHL SXM</p> <p>GUADELOUPE All Ports PTP DHL International Antilles SARL Immeuble "Le soleil" Rue Ferdinand Forest 21 Jarry, Baie-Mahault 97122 Guadeloupe Phone : +690 267739 Fax : +690 268270 Telex : +299 268270</p> <p>GUAM All Ports GUM DHL Worldwide Express Airright Bldg Guam International Airport P.O. Box 7296 Tamuning 96911 Phone : +1 671 646 1755</p>
--	--	---

Countries are listed in alphabetical order. The major ports in each country are listed together with a 3-letter code. The code indicates the correct service centre to be contacted and gives all contact details for each service centre. For some countries all ports are served by one service centre.

Example:

The ship may be bunkering in Hamburg, Germany. The code for Hamburg is HAM. Look under the code HAM to find the following information:

HAM
 DHL Worldwide Express GmbH
 Obenhauptstrasse 1222334 Hamburg
 Phone : +49 2173 3906666
 Fax : +49 2173 3903700

The Maritec DHL account number :

Maritec DHL account number
 *****(pls get from CSE)

This account number indicates to the DHL Courier Service Centre that the shipment is **not restricted and is acceptable for shipment by air courier and that the shipper should not be charged**. Maritec will pay DHL for the courier charges under this account number. This account is dedicated for dispatch of bunker sample to Maritec Laboratory only.

5.4.2. How to send China bunker sample

China mainland Samples Collection:		中国大陆油样收寄:	
MARITEC (SHANGHAI) CO., LTD.		脉睿 (上海) 检测技术有限公司	
Name : Ms. Alice Chen		联系人: 陈丽萍	
Email : samplepickup@maritec.com.sg		邮箱 : samplepickup@maritec.com.sg	
Office : +86 21 64020630		电话 : +86 21 64020630	
Mobile: +86 13671802679		手机: +86 13671802679	
Oversea (including Hong Kong/Taiwan area) Samples Collection:			
MARITEC PTE. LTD.			
Email : admin@maritec.com.sg			
Address: 192 Pandan Loop, #05-27 Pantech Business Hub, Singapore 128381			

5.4.3. How to send Indonesia bunker sample

Indonesia samples Collection:	
Main Contact Details	Alternative Contact Details
PT Arrow Asia Indonesia Jl. Raya Perjuangan, Ruko Plaza Kebon Jeruk Blok E no. 12A Jakarta Barat 11530 Indonesia	Maritec Pte Ltd (Singapore) Ann Tan : +65 83540481 Angie Tan : +65 92761618 Ratna Fauzi : +65 96581805 Office : +65 62718622
PIC : Ms. Juliana W. Tanudjaja Mob : +62 81 817 4377 Email: Juliana@arrowasiamarine.com	Email : admin@maritec.com.sg

Thank you for choosing our Marine Fuel Testing Program. If you have any queries, please contact us at admin@maritec.com.sg. Tel: +65 6271 8622 Fax: +65 6271 9236

Bon Voyage.