



THE UNITED REPUBLIC OF TANZANIA
PETROLEUM BULK PROCUREMENT AGENCY
TANZANIA PORTS AUTHORITY, ONE STOP CENTER BUILDING, 11TH FLOOR, SOKOINE DRIVE, PLOT NO:1/2
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STANDARD OPERATING PROCEDURES (SOPs) FOR PETROLEUM PRODUCTS DISCHARGE, RECEIPTS AND TRANSFER

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PREFACE

Standard Operating Procedures (SOPs) aims to establish a standard method that will ensure the safe, incident free discharge and receipts of petroleum product from motor/marine tankers or transfer and receipts of petroleum products from Single receiving terminal (SRT).

These procedures are based on the experience acquired during the involvement in the discharge, receipts and transfer operation of petroleum products. References are also made from international and national procedures and codes of practice.

The objective is to set the recommended procedure for good technical practice to be applied during supervision of discharge, receipts and transfer of petroleum products and thereby to achieve maximum technical and economic benefit from the procedures. The information set forth in these procedures is provided to PBPA staff, Suppliers, OMCs, Terminal owners, and other stakeholders for implementation. The SOPs is expected to allow stakeholders to adapt the information set forth into their own operational environment and requirements.

When PBPA staff, Suppliers, OMCs, Terminal owners, and other stakeholders use SOPs they shall be solely responsible for the quality of work and the attainment of the required objective. In particular, for those requirements not specifically covered, they are expected to follow best practices which will achieve the same level of integrity as reflected in the SOPs. If in doubt, PBPA staff, Suppliers, OMCs, terminal owners, and other stakeholders shall, without detracting from his own responsibility, consult PBPA Management.

The right to use SOPs rests with four categories of users:

1. PBPA,
2. Other stakeholders who are authorized to use SOPs subject to appropriate legal and contractual arrangements,
3. Suppliers, OMCs, Terminal owners,
4. Independent Marine Surveyors.

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LIST OF ACRONYMS

ATG	: Automatic tank gauging
BPS	: Bulk Procurement System
ETA	: Expected Time of Arrival.
EWURA	: Energy and Water Utilities Regulatory Authority
FW	: Free Water
GASOIL	: Low Sulphur Diesel (50ppm).
GOV	: Gross Observed Volume
GSV	: Gross Standard Volume
HSE	: Health and Safety Environment
IK	: Illuminating Kerosene /Paraffin.
IMO	: International Maritime Organization
KOJ	: Kurasini Oil Jetty
LOP	: Letter of protest
LOPC	: Loss of Primary Containment
ME	: Ministry of Energy
MOGAS	: Unleaded Petrol.
MSDS	: Material Safety Data Sheet.
NOAD	: Notice of Apparent Discrepancy
NOR	: Notice of Readiness.
OMCs	: Oil Marketing Companies
PBPA	: Petroleum Bulk Procurement Agency
PPDBMS	: Petroleum Products Discharge and Back Loading Monitoring System
PPE	: Personal Protective Equipment.
PTAV	: Prior to arrival of vessel
PTBV	: Prior to berthing of vessel
SCADA	: Supervisory Control Data Acquisition
SI	: Standing Instruction.
SOD	: Sequence of Discharge.
SOP	: Standard Operating Procedures
SPM/SBM	: Single Point Mooring /Single Buoy Mooring
SRT	: Single Receiving Terminal
TASAC	: Tanzania Shipping Agency Corporation
TAZAMA	: Tanzania Zambia Mafuta Pipeline
TBS	: Tanzania Bureau of Standards
TCV	: Total Calculated Volume
TIPER	: Tanzania International Petroleum Reserve Ltd
TPA	: Tanzania Port Authority
VEF	: Vessel experience factor
WMA	: Weight and Measures Agency

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1. INTRODUCTION

Spills, leaks, and overfilling can occur during handling of fuels and petroleum-based materials, even in small volumes, representing a potential source of stormwater pollution. This Standard Operating Procedure addresses a variety of ways by which fuels and petroleum-based materials can be discharged/receipt and transferred from SRT to other Receiving Terminals.

This document provides guidelines on procedures for effective discharge, receipt and transfer operations of petroleum products. Petroleum (Marine Loading and Off-Loading Operations) Rules, 2016, section 259 (1) which requires PBPA, supplier, independent marine surveyor and an OMC conducting a regulated activity to ensure:

- there is safe discharge and receipts of petroleum or a petroleum product;
- the quality of petroleum or a petroleum product is maintained as per TBS specifications;
- there is proper accounting of quantities received or discharged from marine vessel and quantities received or discharged from the shore tank;
- there is proper accounting of quantities transferred from SRT and quantities received into terminal tank; and
- any other procedure as provided for by applicable law is compiled to.

These standard operating procedures provide guidelines to the vessel and shore operators during discharge/ receipt of petroleum products from motor/marine tanker (vessels) and transfer from SRT in a safe and incidence free environment. The purpose of this Standard Operating Procedures (SOPs) is to establish a standard method that will ensure the safe, incident free discharge, receipt and transfer of petroleum products from motor/marine tankers (vessels) into bulk storage tanks at the terminals or from SRT to terminal tanks by ensuring no product contamination, spillages, fires and personnel/employee injury or exposure to hydrocarbon vapors.

This SOPs, details the steps needed to be followed during discharging/ receipt from SRT and motor/marine tankers (vessels) to the receiving terminals/depots where the following criteria exist:

- Method: Vessel's or SRT's pumping system.
- Vehicle Type: Motor/marine Tanker (Vessel) or SRT
- Delivery type: Motor/marine tanker (Vessel) or SRT discharge/transfer petroleum product through pipelines to terminals/depots shore tanks
- Discharge points: from Dar es salaam Port (Single Buoy Mooring (SBM), Kurasini oil Jetty (KOJ)), Tanga Port (Conventional Buoy Mooring (CBM)) and Mtwara Port.
- Product: Petroleum products (Gasoil, Mogas, Jet A-1, Kerosene, Heavy Furnace Oil, and Liquefied Petroleum Gas)

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2. SAFETY, PROTECTION & EQUIPMENTS

All personnel involved in discharge, receipt and transfer operations should use appropriate safety equipment and be trained in its proper use for the required operation. The safety equipment includes;

2.1. PERSONAL PROTECTIVE EQUIPMENT

Table 2-1: Personal Protective Equipment

01.	Overalls (cotton) with reflectors (non-static materials).
02.	Safety boots — non static & non slip, oil resistant.
03.	Non static hand gloves.
04.	Hard hats.
05.	Safety glasses (clear-anti mist) / goggles.
06.	Intrinsically safe torch.
07.	Life jackets.
08.	Chemical respiratory mask.

2.2. COMMUNICATION EQUIPMENT

Table 2-2: Communication Equipment

01.	Two-way intrinsically/ certified VHF radio with base station.
02.	The uses of cell-phones are strictly prohibited within the tankship/deck discharge's harbor / Terminal manifold areas.

2.3. METROLOGICAL MATERIALS AND EQUIPMENT

Table 2-3: Metrological materials and Equipment as calibrated/verified by relevant Authorities/Agencies

01.	ThermoProbe
02.	Dipping tape
03.	Product finding paste & water finding paste
04.	Sampler/ sample thief
05.	Sampling can
06.	Hydrometer
07.	Density meter

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2.4. DISCHARGE EQUIPMENT

Table 2-4: Discharging Equipment

01.	Discharge hoses
02.	Discharge pipelines
03.	Hose trolleys
04.	Appropriate couplings/ accessories

2.5. METERING EQUIPMENT

Table 2-5: Metering Equipment

01.	TPA Meters
02.	SRT Meters
03.	Terminal Meters
04.	PPDBMS – SCADA system
05.	Automatic Tank Gauging (ATG)

2.6. FIRE FIGHTING EQUIPMENT

Table 2-6: Firefighting Equipment

01.	Foam extinguishing systems
02.	Powder extinguishers
03.	Fire hose reels
04.	Fire alarm systems

3. MEDICAL CERTIFICATION

All stakeholders involved in operational activities should ensure their personnel are to be medically examined as per section 24 of The Occupation Health and Safety Act, 2003 and provide valid medical/compliance certificate to Occupation Safety and Health Authority (OSHA) when required.

4. PRECAUTIONS AND LIMITATIONS

The following are the precautions and limitations to be observed during operations.

- i. All personnel involved should read and understand the SOPs prior to commencing operational task.

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- ii. The discharge of motor/marine tankers is one of the most important activities of the terminals. In view of the very large quantities of product landed in a relatively short time, this operation calls for thorough training and exercising of the utmost care by all involved parties.
- iii. The in charge of the terminal/Supervisor/Superintendent is the person solely in charge of all discharge operations ashore. She/he must personally supervise the offloading and co-ordinate all operations with the ship's captain/Chief officer, appointed discharge supervisor, boarding officer, loading master, other port officials, etc.
- iv. The in charge of the terminal may delegate some of his duties to his subordinates. The in charge of the terminal has to be fully confident that subordinates are capable of carrying out the job assigned without causing a safety/security risk to personnel and property and are fully trained and found to be competent.
- v. The in charge of the terminal/Supervisor is required to carry out certain duties personally and these duties will be denoted by the use of the word "personally" meaning that in such duties the in charge of the terminal /Supervisor cannot delegate his responsibilities.

5. PRE—REQUISITES

Prior to commencement of any operations the following must be observed as additional requirements and be provided by responsible Agent, Authority or Organization;

Table 5-1: Pre-requisites

S/N	Item	Responsibility
01.	Additional PPE: Life Jacket, Lifebuoy.	Shipping Agent
02.	Ensure that the berth is clean and ready for motor/marine tanker and vessel.	TPA -Oil Terminal Manager
03.	Ensure that the hoses are safe to use for ship discharge by checking the pressure testing records and expiry dates.	TPA -Oil Terminal Manager
04.	Ensure that there are clean and enough bottles available for sampling ships tanks.	TBS, Supplier Surveyors PBPA Marine Inspector and Marine surveyors
05.	Ensure that water dip and product ullage (Initial tank dip measurements) is done before commencement of receipt of bulk product from ship.	OMC's In charge of the terminal, Supplier Surveyors, PBPA Marine Inspector and Marine Surveyors and WMA
06.	Ensure that all other companies involved are notified upfront for their preparedness prior to receiving the products.	Supplier Surveyors and PBPA Marine Inspector

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6. PIPELINE CAPACITIES

Table 6-1: Pipeline capacities from Jetty head to TIPER manifold are as follows;

Terminal	Product/Grade	Size	Length (Meter)	Capacity in (m ³)
From KOJ 1 to TIPER manifold	HFO	10"	315.765	18.124
	PMS	12"	350.5	25.749
	JET A1	10"	351.35	18.221
	PMS	10" (219.162 m)	344.917	15.789
		12" (125.755 m)		
	AGO	10"	359.488	19.881
From KOJ2 to TIPER manifold	LPG	10" (186.39 m)	324.559	12.471
		6" (138.169 m)		
	AGO	8"	311.995	10.181
	JET A1	6"	330.443	7.868
	PMS	6"	322.813	6.078

Table 6-2: Pipeline capacities from TIPER manifold to each OMCs terminal

Terminal Manifold	Grade	Distance (Meter)	Capacity In m ³
ORYX/SSF	Gasoil	627	32.999
	Mogas	627	32.999
	Jet A-1/ Kerosene	627	32.999
OILCOM	Gasoil/ Mogas	373	19.63
	Jet A-1/ Kerosene	373	19.63
CAMEL	Gasoil	874	45.99
	Mogas	874	45.99
GAPCO/PUMA	Gasoil	2136	158.161
	Mogas	2136	110.158
	Jet A-1/ Kerosene	2136	158.161
MCCL	Gasoil	1755	130
	Mogas	1755	133
VIVO	Gasoil/ Kerosene	700	51.786
	Mogas	700	36.263
NATOIL	Gasoil, Mogas & Kerosene	3306	174

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Terminal Manifold	Grade	Distance (Meter)	Capacity In m ³
MGS	Gasoil, Mogas & Kerosene	2692	132.1
WORLD OIL 1& 2/ SAHARA/AFROIL	Gasoil	2584	160
	Mogas	2584	160
LAKE OIL/ MOIL	Gasoil	3243	216
	Mogas	3273	219
	Jet A-1/ Kerosene	3265	162
TIPER	Kerosene	2237.6	113.379
	Mogas	2285.3	226.959
	Gasoil	2237.6	113.379
GBP	Kerosene	1113	55.152
	Mogas	1113	55.152
	Gasoil	1113	78.673
HASS	Gasoil	3380	177.891
	Mogas	3380	177.891
STAR OIL	Gasoil	1434	104.618
	Mogas	1434	104.618

Table 6-3: Pipeline capacities from SBM to TIPER T-junction and TPA Kigamboni Manifold to respective terminals.

Terminal	Grade	Distance (Meter)	Capacity (OBS) in M ³
SBM to TAZAMA T-junction	Gasoil 24 inches line	Approx 8604	Approx 2,357.305
TAZAMA T-junction to KOJ TPA manifold	Gasoil 18 inches line	3980	600.000
TAZAMA T-junction to TPA Kigamboni manifold	Gasoil	197.22	54.036
From 24 inches to 16 inches' line within Kigamboni manifold	Gasoil	25.25	2.975
Kigamboni manifold to SAHARA	Gasoil	782	69.567
Kigamboni manifold to WORLD OIL T1	Gasoil	593.5	52.798
Kigamboni manifold to LAKE OIL	Gasoil	442.3	32.757
Kigamboni manifold to MOIL	Gasoil	1008	74.652
Kigamboni manifold to HASS	Gasoil	820	59.800
Kigamboni manifold to TIPER	Gasoil	386.5	38.401
Kigamboni manifold to WORLD OIL T2	Gasoil	473.05	34.530
Kigamboni manifold to AFROIL	Gasoil	354	25.536

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Table 6-4: Pipeline capacity from SBM to TAZAMA Terminal

Terminal	Product/Grade	Size	Length (Meter)	Capacity in (m ³)
From SPM to TAZAMA	Crude	28"	8000	3,200M ³
	AGO	28"	8000	3,200M ³

Table 6-5: Mtwara Pipeline capacities from Jetty head to Main manifold are as follows;

Terminal	Product/Grade	Size	Length (Meter)	Capacity in (m ³)
Ship manifold to main manifold (After Flow meters)	PMS	8" (101.427 m)	158.127	6.330
		10" (56.700 m)		
	AGO	8" (99.827 m)	139.927	5.410
		10" (40.100 m)		

Table 6-6: Tanga Pipeline capacities from Jetty head to manifold are as follows;

Terminal	Product/Grade	Size	Length (Meter)	Capacity in (m ³)
Jetty head to manifold	PMS	10" (32.81 m)	2197.25	154.571
		12" (2164.44 m)		
	AGO	10" (26.84 m)	2192.54	154.353
		12" (2165.70 m)		

7. INSTRUCTIONS

This procedure is divided into seven sections;

1. Pre-Arrival
2. On Arrival
3. During Discharge
4. After Discharge
5. Single Receiving Terminal Operations
6. Transfer
7. Outturn/Inspection Report

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7.1. PRE-ARRIVAL

Table 7-1: Pre-Arrival of the Vessel Activities and Action to be Taken/Consequences of Deviation

S/N	Time	Activity	Action To Be Taken/ Consequences of Deviation/Remarks
01.	10 days prior to 1st day of Delivery date range (DDR)	The Supplier shall submit all shipping documents including the Proforma Invoice to Buyers (OMCs) and Agency 10 calendar days prior to 1st day of delivery date range.	Penalty as per The Shipping and Supply Contract
02.	9 days prior to 1st day of Delivery date range (DDR)	OMCs shall submit to the Supplier and Agency split Discharge Instruction after receipt of shipping documents.	Penalty for distortion of BPS as stipulated in BPS Regulations
03.	8 days prior to 1st day of Delivery date range (DDR)	Supplier shall submit all cargo documents to OMCs and Agency including endorsed BLs.	Penalty as per The Shipping and Supply Contract
04.	2days before 1 st day of Delivery date range (DDR)	OMCs shall send proof of payment to the Agency for the parcels under the vessel. For the purpose of this document LC swift copy, open account arrangement and proof of cash payment shall be submitted to the Agency.	For computation of late lc opening penalties
05.	14 days PTAV	Shipping Agent shall update Vessels expected time of arrival (ETA), product grade and the quantity on board the vessel. At least 14days prior to arrival of the vessel.	PBPA update vessel line up.
06.	5days PTAV	OMCs to check the available ullage in their terminals or with 3rd party terminals to accommodate their parcels. This should be done at least 5days prior to arrival of the vessel.	Penalty as stipulated in the shipping and supply contract
07.	3days PTBV	OMCs to prepare and lodge the Notice of Intention to Tanzania Revenue Authority and inform the same to receiving terminal(s). This should be done at least 3days prior to berthing of the vessel for efficiency in discharge operation. OMC to ensure all Taxes, duties and other charges have been paid.	Any demurrage incurred to be paid by responsible party

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S/N	Time	Activity	Action To Be Taken/ Consequences of Deviation/Remarks
08.	5days PTAV	Supplier must ensure the cargo manifest is lodged to all relevant authorities but not limited to the Agency and Shipping Agent with endorsed copy of BL for custom purposes.	Penalty is per The Shipping and Supply Contract
09.	24hrs PTBV	Shipping Agency to lodge the cargo manifest with TRA prior to berth of the vessel.	Penalty on late submission of cargo manifest as per Customs laws
10.	24hrs before discharge	Within twenty-four hours before the commencement of discharge, the entire above ground pipeline from ship's berth to the receiving tanks is to be inspected by the OMCs terminal staff or their agent giving particular attention to any factors which may constitute a hazard, such as settlement causing undue strain to the pipeline, possible puncturing of the pipeline, etc.	Product Spillage due to line leaks
11.	As per agreed discharge sequence.	OMC-Receiving Terminals will nominate staff members as tank farm controllers. Note: Personnel who have to work on the discharge of the tanker should be competent on their duties.	To avoid product Contamination/ spillage, etc.

7.2. ON ARRIVAL

Table 7-2: On Arrival Activities, Remarks and Consequences of Deviation

S/N	Time	Activity	Remarks / Consequences of Deviation
01.	On arrival of the vessel	On arrival Health Officers should board the vessel and grant Free Pratique.	Delay to berth
02.	After grant of vessel free pratique	After grant of vessel free pratique, WMA, TRA, Immigration officers, Shipping Agent, Supplier Surveyor and PBPA Marine Inspector shall board the vessel for discharge operations. Other OMCs Marine surveyors can also go on board on written request/ notification to PBPA.	Delay to discharge

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S/N	Time	Activity	Remarks / Consequences of Deviation
		-For the vessels at outer Anchorage and SBM the boat arranged by Ship Agent shall be used.	
03.		<p>All necessary documents must be collected by PBPA Marine Inspector and copy to relevant authorities. Documents includes but not limited to the list below:</p> <ol style="list-style-type: none"> 1) Letter/ Notice of readiness (NOR) 2) Ullage reports 3) Bills of lading 4) Cargo Manifest 5) Certificate of Calibration 6) Certificate of quantity 7) Certificate of origin 8) Certificate of quality 9) In case of Jet A- 1 the refinery batch certificate of quality 10) Master receipt of sample (load port sample) 11) Ship particulars 12) Load port shore tanks reports or mother vessel ullage report 13) Vessel stowage plan 14) Three last cargo history 15) Record of Tank cleaning undertaken prior to loading cargo 16) VEF history 17) Bunker report 	
SAMPLING			
04.	On vessel arrival	The Shipping Agent will notify the stake holders on the arrival of the vessel and her NOR.	Delay of sampling
05.	On vessel arrival	shipping Agent to arrange for transport means, launch (boat) to access the Vessel at Outer Anchorage. The launch (boat) should be of sound condition and sea worthy and must have been inspected and licensed by TASAC	Delay of sampling
06.	On vessel arrival	The Shipping Agent will confirm the departure date and time of the (launch) boat to Outer Anchorage for the	Delay of sampling

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S/N	Time	Activity	Remarks / Consequences of Deviation
		sampling team (TBS, Supplier Surveyors and PBPA Marine Inspector)	
07.	On vessel arrival	All Vessels scheduled to berth at SPM will be sampled at Outer Anchorage	Delay on discharge operations
08.	On vessel arrival	The Vessels scheduled to berth at KOJ (KOJ 1 & KOJ2) will be sampled as follows: 1) If the vessel will berth on arrival or early morning the following day, sampling will be done at the berth (KOJ). 2) If the vessel will not berth on arrival or the following morning after arrival, sampling will be done at Outer Anchorage (OA)	Delay on discharge operations
09.	On vessel arrival	For vessels arriving in the morning, subject to favorable sea condition sampling should be done same day but the boat should depart the lounge not later than 1200hrs.	Delay on discharge operation
10.	On vessel arrival	PBPA Marine Inspector should collect all additives on board the vessel (i.e., STADIS, dye, etc.) and distribute to the receiving terminals.	Delay on discharge operation
11.	During sampling	Sampling container should be clean and free of any substance that may contaminate the product being sampled.	Avoid product contamination
12.	During sampling	Sampling container should be of 1litre capacity of suitable containers. Plastic bottle should not be used.	Avoid product contamination
13.	During sampling	Samples should be drawn as per international standard methods or as outlined by TBS.	Avoid inaccurate cargo test results
14.	During sampling	Samples should be sealed, labeled and number of seals recorded.	Avoid inaccurate cargo test results
15.	After Sampling	The Sealed Samples from each vessel shall be retained for a minimum period of three months by TBS, Supplier Surveyor and PBPA Marine Inspector unless advised otherwise. Retained sample should be kept in a cool place.	To be used in case of disputes
16.	During Receipts	Marine surveyors/PBPA Marine Inspector should use their own measuring equipment's that are calibrated and certified by WMA and TBS at shore.	As per WMA and TBS Act

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17.	During discharge	WMA/Marine surveyor/PBPA Marine Inspector should review the ships record to determine whether the calibration certificate is valid and current.	Inaccuracy of quantity on board the vessel
18.	Upon arrival at the TBS laboratory	TBS should advise on whether the product meets the required specification to discharge or not within 5 hours upon receipt of the samples. This shall be communicated by TBS through email or official letter. Final documented test results shall be issued within 24 hours.	Delay of discharge operation
19.	After analysis	When the preliminary analysis of the TBS and marine surveyor laboratory indicate that product do not conform to TBS specifications or contaminated, then PBPA, Supplier and Buyers should be informed immediately.	Endanger security of supply and distortion of BPS.
20.	During Discharge	Marine surveyor and PBPA Marine Inspector should take samples on board the vessel, ship manifold, jetty head and shore tanks before and after completion of discharge to receiving terminal. The sample should be only for testing and retention.	To be used in case of disputes
21.	During Discharge	Marine surveyor and PBPA Marine Inspector should take running samples after every 5hrs for one grade product and every 1hrs for Simultaneous discharge of comb grade product.	To be used in case of dispute
22.	During Discharge	Marine surveyor should communicate to PBPA on the analytical results of running sample within 3hrs from the time the sample were taken. Analysis should be for the following key parameters; - 1. Gasoil i) Appearance ii) Density @20oC and @15oC iii) Flash point iv) Distillation v) ASTM colour vi) Sulphur Content vii) Sediments viii) Final boiling point	To be used in case of dispute.

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		<p>2. Mogas</p> <ul style="list-style-type: none"> i) Appearance ii) Density @20oC iii) Visual colour iv) Odour v) Distillation vi) Sulphur <p>3. Jet A— 1</p> <ul style="list-style-type: none"> i) Appearance ii) Colour Saybolt iii) Odour iv) Density @20°C v) Flashpoint vi) Electric conductivity vii) Distillation <p>For Jet A-1 if the flash point results differ in more than 3°C or below 38°C discharge operations must be stopped and investigation conducted.</p>	
SHORE INSPECTION			
23.	During Discharge	OMCs receiving terminals, to make arrangements for transportation to be available for general or emergency use by the Terminal staff during discharge.	Delay discharge operation
24.	During Discharge	OMCs-Receiving terminals, Marine surveyors, PBPA Marine Inspector and all other involved stake holders to ensure telephone and VHF radio is in working order and of “intrinsically safe” type to be on a standby at all times for communication with marine surveyor on board to monitor vessel performances.	Delay Discharge operation
		All safety precautions should be taken care of.	
25.	During Discharge	TPA to share the nature of material in the shore pipelines up to the vessel's flange in case of multi product pipeline or any service of the pipeline.	To prevent product contamination
		All safety precautions should be taken care of.	

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26.	During Discharge	Terminal should verify the condition of the shore pipeline by walking along the pipeline.	To prevent product leakage
27.	During Discharge	<p>Immediately prior to the berthing of the Vessel the Receiving Terminals Supervisors will ensure that:</p> <ol style="list-style-type: none"> 1) Joint manifolds are isolated or spaded off from pipelines leading to other terminals. 2) all lines and valves are set in correct position for the operation 3) Receiving tanks at the terminal are dipped in accordance with customs / standard procedures by the operator, Marine surveyors and relevant Government officials. 4) Inlet valves of all tanks other than the receiving tank in the same circuit should be checked and sealed in a closed position. 5) Outlet valves for the tanks nominated to receive product shall be checked & sealed in the closed position 6) The ullage required for the product to be received is correctly calculated. <p>Note: Custom's officials, Marine surveyors and PBPA Marine Inspectors will seal with numbered seals, the outlets valves in closed position of the receiving tank(s) in accordance with local regulations.</p>	Product contamination and or wrong allocation
28.	During shore Receipt	<p>Immediately prior to the berthing of the Vessel the Receiving Terminals Supervisors shall ensure that:</p> <ol style="list-style-type: none"> 1) Joint manifolds are isolated or spaded off from pipelines leading to other terminals. 2) all lines and valves are set in correct position for the operation 3) Receiving tanks at the terminal are dipped in accordance with customs / standard procedures by the operator, Marine surveyors and relevant Government officials. 4) Inlet valves of all tanks other than the receiving tank in the same circuit should be checked / sealed in a closed position. 	Product contamination and or wrong allocation

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		5) Outlet valves for the tanks nominated to receive product shall be checked & sealed in the closed position 6) The ullage required for the product to be received is correctly calculated. Note: Custom's officials, PBPA Marine Inspectors and Marine Surveyors will seal with numbered seals the outlets valves in closed position of the receiving tank(s) in accordance with local regulations.	
29.	During shore receipt	Record reference height from the tank calibration tables and compare with the one printed on top of the tank, before gauges and water cuts are taken. Any difference between the observed reference height and the reference height shown on the tank calibration tables and as written on the tank roof, should be noted, LOP issued and investigation conducted.	Inaccuracy of quantification
30.	During shore receipt	Record tank reference height and maintain the reading throughout the receipt operation (initial, line displacement, provisional and final tank dipping)	Ensure accurate tank measurements
31.	Prior to receipt	WMA, PBPA Marine Inspector and Marine Surveyor should verify and confirm that calibration tables for tanks intended to receive comply to the one certified by WMA.	To maximize receipt efficiency
32.	During shore receipt	Take opening gauges, temperatures, density and water measurements of each tank earmarked for the receipt operation, and take sample for analysis/retention. All gauges to be recorded only after securing three consecutive readings within a range of 3 mm. If two of the three consecutive readings are identical, this reading shall be reported; to the nearest 1 mm of Standard metric tape measure.	To maximize receipt efficiency
33.	During shore receipt	Shore Tanks shall be drained before and after reception	To ensure diligent receipt

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34.	During shore receipt.	Once the Terminal Supervisor has calculated the quantity of product to be received into any one of the terminal tanks, He/she will accordingly determine the tank stop dip level. Note: In working out stop dips for fixed cone roof tanks, particular care should be taken to ensure that the stop dip is below the maximum safe dip height for that tank.	Tank Overflow & LOPC
35.	24hrs before the vessel berth	PBPA Marine Inspector to conduct pre- discharge meeting with nominated terminals representatives to receive the cargo from the vessel as per the lineup.	To enable smooth discharge operation.
36.	During discharge Operation	During discharge operation the following must be taken into account by Terminal operators: i) Shore tanks change over ii) Proper line-alignment to avoid product contamination iii) Stop all non-receiving operations for dedicated receiving tanks iv) Stop all loading operations during receipt of the same product grade, in the absence of hummer blind segregation v) Ensure efficiency during receipt operations.	Enable due diligence receipt
37.	During Discharge Operation	Once the order of discharge has been fixed there should be no changes during the whole of the discharge operation unless there is an emergency/ operational challenge and all concerned parties have been notified and are in agreement	To enable smooth discharge operation
38.	Commencement of discharge	Government flowmeter supervisor shall align appropriate flowmeter to commence discharge operation as per discharge sequence.	To start the batch
39.	During Discharge	flowmeter operators shall take note of any line displacement during discharge and consider the line displacement quantity on the same batch to respective terminal receiving the cargo.	To ascertain line condition before full discharge

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40.	During Discharge	Government flowmeter supervisor shall monitor the discharge operation as per flowmeter guideline on their operation	To ensure diligent discharge operation
VESSEL INSPECTION			
41.	Prior to vessel discharge operation	Once it is ascertained that product is in accordance with Tanzania Bureau of Standards (TBS) specifications and in reference to the Shipping and Supply contract the discharge can commence.	Ensure quality product is discharged
42.	On board the vessel	The PBPA Marine Inspector and Marine Surveyor in collaboration with receiving terminals to agree on a discharging order / pumping sequence at the nominated venue and to present it to Ship's Captain / Chief Officer for concurrence during the pre- discharge key meeting on board the vessel.	To enable smooth discharge operation
43.	On board the vessel	<p>The following Inspection must be carried out on the vessel:</p> <ul style="list-style-type: none"> i) Obtain data on previous voyages for use in calculating the VEF. The VEF is for reference only and NOT for quantity determination. Application of VEF will depend on the prevailing regulations on such operations ii) Record the draft, trim and list iii) Inspect the vessel's piping systems including manifold arrangement prior to discharge to ensure that any seals from the load port are in place iv) Take gauges/ullages, water cuts, and temperatures on all cargo compartments at the reference point indicated on the vessel's capacity tables v) Inspect for presence of cargo in non-designated cargo spaces, ballast tanks, cofferdams and void spaces 	To ensure diligent discharge operation

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S/N	Time	Activity	Remarks / Consequences of Deviation
		vi) Confirm in the presence of the vessel's personnel that sea valves and overboard discharge valves are sealed in the closed positions vii) Conduct bunker inspection. Report both the actual ullage as measured and the ullage corrected for trim and list, include the measurement and quantity of FW, GOV and temperature for each compartment on the vessel. Calculate the GSV for each tank, using the average temperature for each tank and the supplied density by TBS viii) Establish the in-transit difference by comparing the TCV, GSV and FW at the load port prior to sailing with the TCV, GSV and FW prior to discharge ix) Upon arrival, quality checks to be conducted to ascertain that all compartments have correct product grades. The vessel should be compliant to international safety requirements and marine surveyors should ensure that the inert gas system is in order.	
44.	Prior to commencing of discharge	Before commencing discharge, ensure that all vent system on the receiving tanks is functional.	To avoid tank overpressure
45.	Before commencing discharge	TRA, WMA, PBPA Marine Inspector and Marine Surveyor together with an officer of the ship should conduct product ullage and temperatures on the ship's tanks, and also check for water in each compartment	To establish arrival quantity
46.	Before commencing discharge	WMA, PBPA Marine Inspector and Marine Surveyor together with an officer of the ship compiles the 'ullage report' form Note: The ship's Captain / Chief Officer will sign the report on completion	To establish arrival quantity

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S/N	Time	Activity	Remarks / Consequences of Deviation
47.	Prior commencing discharge	Loading Master will notify Government flowmeter operator on the quantity to be discharged and the terminal to receive the product	Ensure smooth discharge operation and avoid product contamination
48.	Prior commencing discharge	Loading Master/ PBPA Marine Inspector will notify terminal operator as per discharge sequence to align the shore tanks ready for product receipt and instruct chief officer of the vessel to commence pumping	Ensure smooth discharge operation and avoid product contamination
49.	Before discharge	After agreement of discharge sequence between all parties, loading master to send the agreed discharge sequence to the Government flowmeter supervisor. Note: Any updated discharge sequence must be communicated to the Government flowmeter supervisor	For discharge batch preparation
50.	Before discharge	Loading Master shall communicate to the Government flowmeter supervisor to prepare for discharge operation as per discharge sequence	For discharge batch preparation
51.	Batch completion	Loading master shall inform the Government flowmeter supervisor on completion of cargo discharge to the respective terminal and Government flowmeter supervisor after being informed by Loading Master shall end batch as per flowmeter guideline on their operation.	To ensure diligent discharge operation
52.	During Discharge	There is a risk of dangerous charges of static electricity being built up when refined petroleum products are pumped at normal rates of flow through pipelines from which water has not been completely expelled. It is necessary therefore, to restrict the speed of flow to a rate that is known to be safe for a pipeline that is likely to contain water. The safe velocity limit is below 1 meter per second.	To prevent static electricity ignition

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CARGO ON BOARD MEASUREMENTS			
53.	After commencing ullage	Within a maximum of 3 hours after commencing cargo measurement, calculation of figures must be confirmed by WMA, Marine Surveyors and PBPA Marine Inspectors.	Ensure timely discharge operations.
54.	Before cargo calculation	WMA, PBPA Marine Inspector and Marine Surveyor should verify through submitted cargo documents that the vessel capacity table is specific to the vessel and carry the date together with notes and corrections for any structural changes, particularly modifications to stand pipes and vapor control valves.	To increase accuracy in quantification
55.	Prior to Ullage measurement	Marine surveyor should check and verify that trim and list corrections have been applied correctly.	To increase accuracy in quantification
56.	After cargo calculation	Vessel arrival quantities should be determined and compared to the load port quantity. Any in transit variance should be reported and letter of protest/notice of apparent discrepancy issued to the concerned parties.	Determine quantity discrepancy
57.	After cargo calculation	Discharge operation to commence within 1 hour after cargo calculation.	Smooth operation
LINE DISPLACEMENT			
58.	Prior to commence line	The vessel should be on an even keel with no list. Otherwise, a trim or list correction should be applied and noted on the Survey report. Refer API MPMS Chapter 17.14	To maximize discharge efficient

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S/N	Time	Activity	Remarks / Consequences of Deviation
	displacement		
59.	Upon completion of cargo calculation	Terminal should be given a maximum of 1hr from completion of cargo calculation to prepare the shore side before the vessel start discharging to the receiving terminal.	Smooth discharge operation
60.		<p>Line displacement must be done prior to full discharge: -</p> <ul style="list-style-type: none"> i) In order to ascertain the actual condition of the pipelines involved prior to discharge. ii) In order to ascertain/ determine line partiality or fullness by measuring the amount of liquid pumped from a vessel to a shore tank through the pipeline system designated for cargo transfer and comparing the measured volume delivered to the measured volume received. Discharge will be suspended after this, in order to gauge & reconcile ship/ shore figures. <p>Note: TOV is the normal method used; however, TCV may be considered if appropriate for the pipeline size, distance between vessel and shore, and/or temperature difference between vessel, pipelines and tanks</p> <ul style="list-style-type: none"> iii) If there is a large discrepancy at this time, a “notice of apparent discrepancy will be issued” to the terminal and the vessel. Investigation should be carried out immediately. Below are the tolerances for second line displacement to be carried out: <ul style="list-style-type: none"> a) For 100m³ line displacement tolerance above 5% between meters b) For 300m³ line displacement tolerance above 3% between meters c) For SBM First receiver (3500m³) line displacement tolerance above 1.4% between meters 	

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S/N	Time	Activity	Remarks / Consequences of Deviation
		iv) If the second line displacement is above the tolerance level further investigation should be carried out and the Government flowmeter readings and Terminal flowmeter readings will determine the line displacement figure.	
61.	During discharge	<p>Apportionment of Line displacement:</p> <p>SBM Line:</p> <ol style="list-style-type: none"> 1. The line loss experienced from SBM to first receiving terminal should be prorated to all receivers 2. If the second receiver from SBM is not from the side of the first receiver (Kigamboni /Kurasini), the line loss shall be prorated to all receivers in respective side 3. The line loss experienced by receiving terminal after either Kigamboni/Kurasini first receiver shall be treated as individual line loss. <p>KOJ 1 Lines:</p> <ol style="list-style-type: none"> 1. The line loss between Jetty Head to TIPER manifold (10-inch line) as established during line displacement for first receiving terminal should be prorated to all receivers through 10-inch line 2. The line loss between Jetty Head to TPA manifold (12-inch line) as established during line displacement for first receiving terminal should be prorated to all receivers through 12-inch line 3. If the line loss is more than theoretical line quantity determined by WMA (JET head to TPA/TIPER manifold) the additional loss will be borne by first receiving terminals 	Ensure pipeline integrity and checking line fullness.

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S/N	Time	Activity	Remarks / Consequences of Deviation
		<p>4. The line loss experienced by receiving terminal after 10 inch and 12 inch first receivers, the line loss shall be treated as individual line loss.</p> <p>WORLD OIL Manifold Lines:</p> <p>1. Any pipeline loss by first receiver of World Oil Manifold shall be prorated to all receiving terminals of the said manifold, this is only when first receiver of World Oil Manifold is not the first receiver from the vessel through 12" Line.</p> <p>Tanga lines:</p> <p>1. The line loss experienced by receiving terminal shall be treated as individual line loss and be prorated to receivers</p> <p>Mtwara Lines:</p> <p>1. The line loss between Jetty Head to TPA Mtwara manifold as established during line displacement for first receiving terminal should be prorated to all receivers</p> <p>2. If the line loss is more than theoretical line quantity determined by WMA (JET head to TPA Mtwara manifold) the additional loss will be borne by first receiving terminals.</p> <p>3. The line loss experienced by receiving terminal after first receiver shall be treated as individual line loss.</p> <p>Note: The line loss will be subject to line displacement and final measurements</p> <p>After full cargo is discharged to respective terminal with a gain in shore tank, the line loss/ gain will be adjusted accordingly.</p>	

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		Any loss after adjustment will be borne by the respective receiver(s) for that terminal. Any gain will also be prorated to all receivers.	
62.	During receipt operation	The time at which the stop dip is going to be reached is calculated from the pumping rate. Running dips must be taken every hour, reduced to 30 minutes before the product is due at the stop dip. For the last 15 minutes, the tank must be dipped continuously with personnel standing by at the valves to affect a quick changeover. Where ATG system is installed and functional, it will be used for such operation in place of manual dipping.	Tank Overflow & LOPC

7.3. DURING DISCHARGE

Table 7-3: During Discharge Activities, Remark and Consequences of Deviation

S/N	Time	Activity	Remarks / Consequence of Deviation
01.	Prior to discharge	PBPA Marine inspector, WMA and marine surveyor to ensure the arrival draft, trim and list are accurately recorded and that the trim /list corrections are applied to all ullage measurement.	To ensure accuracy of quantification process
02.	During receipt operation	It is advisable not to receive product into empty tanks as some tanks may have bulged bottom plate which will affect the dips before and after discharge. If it is a MUST, the tank must be controlled by the Marine surveyor at the expense of receiving terminal.	Control product loss
03.	During receipt operation	If pumping is into a dry tank, then the pumping rate must be kept to 1 meter per second until such time as the inlet line has been covered by product. After this stage, the pumping rate may be increased.	Control product loss and eliminates static current

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		Note: This applies particularly to kerosene. This would be taken care of by the current restriction of not receiving into an empty tank.	
04.	During receipt operation	Maximum permissible pumping pressure should be indicated on the jetty side pressure gauge and this should not exceed 10 bars for all grades.	Ensure pipeline safety and control product loss
05.	Before discharge	Marine surveyor to witness that the overboard valves are sealed and record the seal number in the log.	Control product contamination
06.	Before discharge	Marine surveyor to witness that the pump room valve is properly set and bypass valve are closed	Control product contamination
07.	During discharge	Once pumping commences into a terminal tank, carefully examination must be made to ensure that pressure valves/thermal relief valves are open all the time to allow free venting.	Ensure safety during operation
08.	During Discharge	For any event which occurred during discharge should be reflected in the statement of facts and letter of protest/ Notice of apparent discrepancy issued. This document should form part of any loss investigation.	To ensure diligence receipt of product
09.	During discharge	PBPA Marine Inspector and Marine surveyor to check over the ship's side of any sign of leakage	To ensure safe receipt and control loss
10.	During discharge	Marine surveyor to verify that the ullages are constant in idle tanks to confirm the cargo is not being misrouted or leaking within the ship	Ensure diligence receipt
11.	During discharge	The discharged tanks should be ullages regularly and comparing the results with hourly shore tanks received rates.	To avoid product spillage
12.	Prior to receipt operation	Receiving in charge of the terminal should advise their respective supervisors on duty in writing of receiving tanks	To avoid product spillage

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		and calculate stop dip if product is to be received into more than one tank and the sequence of the receiving tanks.	
13.	Prior to receipt operation	Receiving in charge of the terminals shall ensure the followings; i) Terminal Operator on duty aligns valves for receiving tanks ii) Terminal receiving environment is safe and secured. Patrols along the pipeline and at the Depot must be done regularly. iii) There is ship to shore communications and co-ordination of operations with the marine surveyor. iv) ATG readings and tank dipping at times specified are entered in the receipt logbook	Ensure safe receipt during operation
14.	During discharge	Receiving in charge of the terminal's should arrange all product changeovers and water flushing in conjunction with marine surveyor.	To avoid product contamination
15.	During discharge	Receiving in charge of the terminals should Inspect the valves involved every time to ensure that no unauthorized closing of valves has taken place.	To ensure safe receipt operation
16.	During discharge	In the event of leaks occurring along the pipe line, Incharge of the terminal should take prompt action with the equipment available and notify the person in charge of unloading operations of the vessel/marine surveyors/loading master as quick as possible if necessary to suspend pumping.	To ensure safe receipt and avoid product loss
17.	During discharge	In charge of the terminal should ensure operator on duty supervises the whole discharge operation, and be present for all product changeovers. PBPA Marine Inspector and Marine Surveyor should be present during the discharge operation.	To ensure diligence receipt of the product

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18.	During discharge	In charge of the terminal together with the operator will closely monitor the terminal flowmeter and receiving tanks to avoid leakage or overfill.	To avoid Tank, Overfill and LOPC
19.	During discharge	In charge of the terminal should ensure that all safety and fire precautions are strictly observed at the terminal.	To ensure safe receipt operation
20.	During discharge	Where there is sight glass ensure operator on duty monitors product during line displacement at sight glass. Records density on a gauge book.	To avoid product contamination
21.	During discharge	The Loading Master (TPA) will monitor the ship's pumping rate as translated by the figure indicated on the pressure gauge on the discharge line. Any large variation in the rate of pumping should be immediately queried with the ship's deck officer. PBPA Marine Inspector, Marine surveyor and Terminal Supervisor will be notified of appropriate action to take if any.	To ensure safe receipt operation
22.	During discharge	PBPA Marine Inspector, Marine surveyor on board must communicate on hourly basis the product that has been discharged to shore and the remaining balance on board, records to be kept on log book. Discharge and receipt figures should be compared hourly for concurrence.	To ensure diligence receipt, avoid loss and prevent spillage
23.	During discharge	PBPA Marine Inspector, Marine surveyor on shore and terminal Operators should ensure hourly records of quantity, temperature and pressure are maintained. In case of discrepancy +/-10% of the hourly record the vessel be alerted to stop the operation and investigation should be done.	To ensure diligence receipt, avoid loss and prevent spillage
24.	During discharge	Vessel pumping rate and expected time of completion must be communicated to Receiving Terminal personnel by PBPA Marine Inspector, Marine surveyor through radio and records kept on log book.	To ensure safe receipt operation

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S/N	Time	Activity	Remarks / Consequence of Deviation
25.	During discharge	Terminal should keep a hard cover logbook to record details of all tank ship discharge operations. Entries should be made in ink and serve as a permanent record which will be consulted in case of queries, accidents, product losses, etc.	To ensure diligence receipt operation.
26.	During discharge	The following information should be entered directly in the logbook by the Shift Supervisor/ operator as and when events Occur; i) Log of all operations (name of the vessel, product grades, birth date, mooring, hose connection, pumping, stoppages, time of acceptance of NOR). ii) Time when important instructions or information are received or given by PBPA Marine Inspector and Marine Surveyor. iii) Record of all messages passed between the ship and the terminal or vice versa.	To ensure diligent receipt operation
27.	During discharge	The Terminal Supervisor will be responsible for the safekeeping of this logbook between tanker discharges.	To ensure diligent receipt operation
28.	During discharge	Supervisor on duty and Terminal Operator to maintain close communication via radio with PBPA Marine Inspector and Marine surveyor on board/ Loading master at all time during discharge operation and keep the records on log book.	To ensure safe receipt operation
29.	During discharge	Patrol should be arranged under the supervision of the in charge of the terminal for the entire length of unburied pipeline during discharge in order to ascertain that no leakage occurs.	To ensure safe receipt operation
30.	During discharge	During night discharging, the patrol personnel should be issued with a flameproof type electric safety torch. The patrol man will carry a small book which he will present at hourly intervals to the Terminal Supervisor. Entries will be made on each occasion showing the time of the check.	To ensure safe receipt operation

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S/N	Time	Activity	Remarks / Consequence of Deviation
		Note: The patrol person may be from security or Terminal personnel.	
31.	During discharge	All communications during receipt operations must be retained as records and kept in a file.	To ensure diligent receipt operation
32.	During receipt	PBPA Marine Inspector and Marine surveyor on board will advise terminal discharge supervisor/operator on the time of completion of the discharge.	To ensure diligent receipt and avoid tank overfill
33.	After cargo completion	PBPA Marine Inspector and Marine Surveyor on board the vessel shall communicate to the Loading Master on cargo completion to respective terminal	To ensure diligent receipt operation
34.	After cargo completion	Loading Master will instruct operator to close all valves on shore tanks once vessel has stopped pumping.	To ensure diligent receipt operation
35.	After cargo completion	The terminal supervisor/ operator must close the valves and hammer blind and ensure the lines are sealed for the next receiver to start receiving. PBPA Marine Inspector and Marine surveyor to ensure that all closed valves are sealed. Seals must be numbered and recorded.	To ensure diligent receipt operation
36.	Before cargo receipt	Terminal supervisor/operator of the next receiving terminal upon instructed by Loading Master must open the valves and hammer blind ready for product receipt and ensure total isolation from other non-receiving terminal pipe lines	To ensure diligent receipt operation
CHANGE OF CARGO STOWAGE			
37.	On arrival	Stowage refers to arrangement of the cargo in the vessel at the load port. Changes to the stowage on arrival must be investigated.	To ascertain arrival quantity and avoid product contamination

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S/N	Time	Activity	Remarks / Consequence of Deviation
CARGO DIVERSION			
38.	During discharge	Any unauthorized cargo diversion on board the Vessel and at shore side must be investigated and reported.	To ensure diligent receipt operation
39.	During discharge	PBPA Marine Inspectors shall monitor cargo flow to terminals during discharge operation using PBPA SCADA System, which operates by mass balancing between Government and Terminal flowmeters. Any deviation observed shall be reported and investigated as per the SCADA guidelines.	To ensure diligent receipt operation
STRIPPING			
40.	After discharge completion	Stripping should be done as soon as vessel complete full cargo discharge and cargo pumping stop.	To ensure full cargo discharge
41.	After discharge completion	Discharge plan must take into account the location of the tank stripping suction and give directions for achieving the desired trims and lists.	To ensure full cargo discharge
SINGLE RECEIVING TERMINAL OPERATION			
42.	On vessel arrival	Notification shall be issued to SRT Operator on arrival of the vessel	To ensure safe receipt operation
43.	Before discharge	PBPA Marine Inspector, WMA and Marine Surveyor shall take initial tanks dipping and tank isolation ready to receive the cargo	Ensure diligent receipt
44.	During discharge	During Discharge operation line displacement, cargo discharge, completion of discharge operation will be treated as per the procedures stipulated in clause 7 of this document	Ensure diligent receipt

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7.4. AFTER DISCHARGE

Table 7-4: During Discharge Activities, Remark and Consequences of Deviation

S/N	Time	Activity	Remarks / Consequence of Deviation
VESSEL INSPECTION AFTER DISCHARGE			
01.	After full cargo discharge completion	Determine the amount and nature of any material remaining on board after discharge. This should include in-transit cargo that was not discharged and material in no-designated cargo spaces. Describe material found in the bottom of tanks as liquid material, non-liquid material, or free water. Letter of protest to be issued if applicable.	To ensure full cargo discharge
02.	After full cargo discharge completion	PBPA Marine Inspector and Marine Surveyor should conduct bunker survey after discharge when cargo onboard is Gasoil and/or Fuel Oil.	To ensure no cargo diversion from cargo tanks to bunker tanks and diligent discharge
SHORE INSPECTION AFTER DISCHARGE			
03.	After cargo receipt	PBPA Marine Inspector and Marine Surveyor should ensure Shore tank inlet valves are checked, closed and sealed prior to measurements being taken. All other seals should be verified if they are still intact. Any discrepancies should be noted and reported. NOTE: PBPA Marine Inspector must seal the manifold inlet valve of the terminal.	To ensure diligent receipt operation
04.	During cargo measurement	PBPA Marine Inspector, Marine Surveyor and Terminal Supervisor/Operator should take closing gauges, temperatures, samples and water measurements of each involved tank. All gauges to be recorded only after securing three consecutive readings within a range of 3 mm. If two of the three consecutive readings are identical, this reading shall be reported; to the nearest 1 mm of used metric gauge tape.	To ensure diligent receipt operation

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S/N	Time	Activity	Remarks / Consequence of Deviation
05.	During cargo measurement	Any difference between the observed reference height and the reference height shown on the tank calibration tables should be noted, investigated and letter of protest/ Notice of apparent discrepancy issued.	To ensure diligent receipt operation
06.	After cargo discharge	PBPA Marine Inspector, Marine Surveyor and Terminal Supervisor/Operator shall take samples from each received shore tank to be used/for retention and label them properly.	For quality check and for future use in case of dispute
07.	During report preparation	PBPA Marine Inspector, WMA and Marine Surveyor should establish shore outturn report and advice parties accordingly.	For records purpose and satisfaction of contractual obligations
08.	During cargo measurements	It is the responsibility of customs authorities and or other relevant Government Agencies/ Authorities to attend and verify volumes received at shore tanks.	To ensure accountability by all parties
09.	During report preparation	PBPA Marine Inspector, WMA, Marine Surveyor and Terminal representative should determine shore tanks received quantity and compare with ships discharged quantity as advised by Surveyor on board.	To ensure diligent receipt
10.	During report preparation	After determination of quantity received by the Terminal Supervisor, The Government Agency/ Authority and Marine Surveyors signing of declared received quantity is done.	To ensure diligent receipt
11.	During report preparation	PBPA Marine Inspector, WMA, Marine Surveyor and Terminal representative must compare the quantities received with the Bill of Lading, Arrival Quantities, Load Port Quantities or other dispatch documentation, and determine if transit loss per grade received is within the acceptable limit (differentiated for gasoline and other products). The maximum allowable discrepancy is + or — 0.1% for Gasoil and Jet A-1/IK and + or — 0.25% for gasoline.	To ensure diligent receipt

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S/N	Time	Activity	Remarks / Consequence of Deviation
		Note: In the event of any discrepancy in the quality or quantity of products discharged, advise the Supplier, Buyer & PBPA	
12.	During product receipt	All claims in respect of cargo shortage, contamination, damage to shore property/ infrastructure, oil spillages etc, should be reported appropriately, and necessary action should always be taken as a matter of urgency.	To ensure diligent receipt
13.	After cargo receipt	Receiving Terminal Operator will ensure all valves remain properly closed until final dips are taken. The instruction to operate the tank is to be given by Terminal supervisor after approval from PBPA Marine Inspector.	To ensure diligent receipt
14.	After cargo receipt	Terminal supervisor must ensure the inlet manifold valve remain closed and sealed at all time. Any receipt of product must be supervised /verified by PBPA Marine Inspector. Note: Seal number at the manifold valve to be recorded and verified before opening.	To ensure diligent receipt
15.	Comparison of figures	PBPA Marine Inspector, Government flowmeter supervisor, Marine surveyor and Terminal supervisor Shall compare flowmeter readings after batch completion. Any deviation between shore meter readings and Government flowmeters. The discrepancy beyond tolerance level must be investigated. The maximum allowable discrepancy is + or -0.3% for Gasoil and Jet A-1/IK and + or -0.5% for gasoline.	To ensure diligent receipt operation

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7.5. SINGLE RECEIVING TERMINAL OPERATION

Table 7-5: Single Receiving Terminal Operation Activities, Remark and Consequences of Deviation

S/N	Time	Activity	Remarks / Consequence of Deviation
01.	On vessel arrival	Notification shall be issued to SRT Operator on arrival of the vessel	To ensure safe receipt operation
02.	Before discharge	PBPA Marine Inspector, WMA and Marine Surveyor shall take initial tanks dipping and tank isolation ready to receive the cargo	Ensure diligent receipt
03.	During discharge	During Discharge operation line displacement, cargo discharge, completion of discharge operation will be treated as per the procedures stipulated in clause 7 of this document	Ensure diligent receipt

7.6. TRANSFER OPERATIONS

7.6.1. Pre-transfer Operations

Table 7-6: Pre-transfer Operation Activities, Remarks and consequence of deviation

S/N	Time	Activity	Remarks / Consequence of Deviation
01.	Prior to transfer operation	PBPA Marine Inspector shall conduct pre-transfer meeting with OMCs to agree on transfer sequence. The transfer sequence will consider among many factors, the NOI, financial status of the cargo at respective Terminals and the Quantity to be transferred. Note: Transfer sequence will be subject to change from time to time depending on the requirement;	To ensure safe transfer operation
02.	24Hrs prior to transfer operation	Within twenty-four hours before the commencement of transfer, the entire above ground pipeline from transferred Terminal to the receiving tanks is to be inspected personally by the OMCs terminal staff or their agent giving particular attention to any factors which may constitute a hazard, such	To ensure safe transfer operation

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S/N	Time	Activity	Remarks / Consequence of Deviation
		as settlement causing undue strain to the pipeline, possible puncturing of the pipeline, etc;	
03.	Prior to transfer operation	OMCs to Ensure all the government Tax, penalties etc are paid before any transfer activities	To ensure safe transfer operation
04.	Prior to transfer operation	Emergency Response team for respective terminal is notified on the transfer operations and prepared all the time of transfer in case of emergency (This is for both, transfer terminal and receiving terminal)	To ensure safe transfer operation
05.	Prior to transfer operation	Communication lines between the two terminals via VHF are checked and proved to be convenient for the transfer operations	To ensure safe transfer operation
06.	Prior to transfer operation	Receiving terminal to check and confirm the available ullage to receive respective cargo	To ensure safe transfer operation
07.	Prior to transfer operation	At least the dead stock attained before receiving cargo from respective tank	To ensure safe transfer operation
08.	Prior to transfer operation	Empty tank should not be allowed to receive cargo, in case it is inevitable, receiving terminal shall notify the Agency and the final outturn figures shall base on meter readings between the transfer terminal and receiving terminal. Note: Cubic meter at standard volume Whichever is higher between the transfer terminal and receiving terminal shall be used.	To ensure safe transfer operation
09.	Prior to transfer operation	In case the sample before transfer cannot be taken due to the level of the product at the tank, then it will be assumed the parameters are equal to that from the transfer tank	To ensure safe transfer operation

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S/N	Time	Activity	Remarks / Consequence of Deviation
10.	Prior to transfer operation	The OMC to prepare and lodge the Notice of Intention to Tanzania Revenue Authority and advice the receiving terminal(s) of the same. This should be done at least 2days prior to transfer	To ensure safe transfer operation
11.	Prior to transfer operation	PBPA Marine inspector and Marine surveyor to supervise the transfer operation	To ensure safe transfer operation
12.	Prior to transfer operation	PBPA marine inspector and marine surveyor to isolate joint manifolds or spaded off from other terminals and ensure sealing and Isolation report is signed by all the concerned parties and stamped	To ensure safe transfer operation
13.	Prior to transfer operation	Receiving terminal to ensure that all lines and valves are set in correct position for transfer operation. Outlet valves for the tanks nominated to receive product shall be checked & sealed in the closed position. Inlet valves for all other tanks in the same circuit should be checked / sealed in a closed position	To ensure safe transfer operation
14.	Prior to transfer operation	Record reference height from the tank calibration tables before gauges and water cuts are taken (This is for both, Transfer Terminal and Receiving Terminal)	To ensure safe transfer operation
15.	Prior to transfer operation	BPBA marine inspector and marine surveyor shall take opening gauges, temperatures, samples and water measurements of each tank to be used in transfer operation. All gauges to be recorded only after securing three consecutive readings within a range of 3 mm. If two of the three consecutive readings are identical, this reading shall be reported to the nearest 1 mm of used metric gauge tape (This is for both, Transfer Terminal and Receiving Terminal)	To ensure safe transfer operation
16.	Prior to transfer operation	Any difference between the observed reference height and the reference height shown on the tank calibration tables should	To ensure safe transfer operation

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S/N	Time	Activity	Remarks / Consequence of Deviation
		be noted, LOP issued and investigated by PBPA Marine Inspector and marine surveyor.	

7.6.2. During Transfer Operations

Table 7-7: During Transfer Activities, Remarks and Consequence of Deviation

S/N	Time	Activity	Remarks / Consequence of Deviation
01.	During Transfer Operations	Transfer operations of the respective cargo shall commence within 24hours after the final measurements of the first receiving tank at single receiving terminal from the respective vessel	To ensure safe transfer operation
02.	During Transfer Operations	PBPA Marine inspector shall collect, label and seal samples from transfer and receiving tanks before transfer operations and shall be retained for a minimum period of three months	To ensure quality of the product
03.	During Transfer Operations	Once the order of transfer has been fixed there should be no changes during the whole of the transfer operation unless there is an emergency/operational challenges and all concerned parties have been notified	To ensure diligence receipt
04.	During Transfer Operations	Maximum permissible transfer pressure should be indicated on the transfer terminal flowmeters and this should not exceed 8 bars for PMS and 10 bars for all other grades	To ensure safe transfer operation
05.	During Transfer Operations	In order to ascertain the actual condition of the pipelines involved prior to transfer, pipeline priming will be conducted. The priming will be done by gravity from transfer terminal tank to the manifold which is nearest to boundary of the transfer terminal	To ascertain line fullness
06.	During Transfer Operations	Transfer tank initial measurement shall be conducted after the first priming.	To ascertain line fullness

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S/N	Time	Activity	Remarks / Consequence of Deviation
07.	During Transfer Operations	Line displacement shall be conducted after first and Second priming to ascertain/ determine line partiality or fullness. This is by using pressure pump.	To ascertain line fullness
08.	During Transfer Operations	<p>If there is abnormal loss/gain, second line displacement should be done before proceeding with the transfer process.</p> <p>If there is a large discrepancy at this time, a “notice of apparent discrepancy will be issued” to the transfer and receiving terminal and investigation should be conducted as per PBPA investigation procedure.</p> <p>Note: The final outturn figures shall be based on the higher figure between transfer terminal flowmeter figure and receiving terminal flowmeter figure.</p>	To ensure safe transfer operation
09.	During Transfer Operations	Transfer and Receiving Terminal supervisors to advise their respective operators on duty to calculate stoppage dip if product is to be transferred from one tank and received into more than one tank;	To ensure safe transfer operation and avoid tank overfill
10.	During Transfer Operations	<p>The followings are the Transfer and Receiving Terminal Supervisor’s Duties: -</p> <ol style="list-style-type: none"> Ensure that the Operator on duty align valves for transfer and receiving tanks; Ensure supervisor on duty conduct patrol along the pipeline and at the Terminals; Transfer to receiving Terminals communications and co-ordination of operations with the PBPA Marine inspector and marine surveyor Read ATG and flowmeter of terminal tanks at times specified and entering the reading in the logbook The transfer and receiving terminals will monitor the transfer pumping rate as indicated by the 	To ensure safe transfer operation

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S/N	Time	Activity	Remarks / Consequence of Deviation
		<p>pressure gauge on the flowmeters. Any large variation in the rate of pumping should be immediately communicated. PBPA marine Inspector, Marine Surveyors must be notified of appropriate action to take if any</p> <p>f) Arranging all product changeovers and water flushing in conjunction with PBPA marine Inspector and Marine Surveyors</p> <p>g) Inspect the valves involved every time to ensure that no unauthorized closing of valves has taken place</p> <p>h) In the event of leaks occurring along the pipe line, take prompt action with the equipment available and notify the person in charge of transfer operations as quick as possible if necessary to suspend transfer;</p> <p>i) Supervising the whole transfer operation, and be present for all product and or tank changeovers;</p> <p>j) Ensuring that all safety and fire precautions are strictly observed during the transfer operations;</p> <p>k) Terminal will keep a hard cover logbook to record details of all tank transfer operations. Entries should be made in ink and serve as a permanent record which will be consulted in case of queries, accidents, product losses, etc;</p> <p>l) The following information should be entered directly in the logbook by the Shift Supervisor as and when events occur;</p> <ul style="list-style-type: none"> ✓ Log all operations; ✓ Time when important instructions or information are received or given by PBPA marine Inspector and Marine Surveyors 	

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S/N	Time	Activity	Remarks / Consequence of Deviation
		<ul style="list-style-type: none"> ✓ Record of all messages passed between the transfer and receiving terminal or vice versa; ✓ Visit of supervising personnel, Operations Manager, Surveyors, Customs officials, etc; ✓ Quantities discharged at hourly intervals etc, in liters and metric tons; <p>m) The Terminal Supervisor will be personally responsible for the safekeeping of this logbook between transfer operations;</p> <p>n) A foot patrol will be arranged under the supervision of the Terminal Supervisor to walk the entire length of unburied pipeline during discharge in order to ascertain that no leakage occurs;</p> <p>o) During night transfer, the patrolman should be issued with a flameproof type electric safety torch. The patrolman will carry a small book which he will present at hourly intervals to the Terminal Supervisor, entries will be made on each occasion showing the time of the check;</p> <p>Note: The patrol person may be from security or Terminal personnel.</p>	
11.	During Transfer Operations	<p>Once transfer commences into a receiving tank/terminal, a careful examination must be made to ensure that pressure valves are open to allow free venting</p> <p>Note: It is not permissible for any person to be on the tank roof during the stages of transfer, due to static electricity generation, especially in the case of kerosene</p>	To ensure safe transfer and receiving operation

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S/N	Time	Activity	Remarks / Consequence of Deviation
12.	During Transfer Operations	Supervisor on duty together with the operator will closely monitor the transfer and receiving tanks to avoid leakage or overfill	To ensure safe transfer operation
13.	During Transfer Operations	Transfer pumping rate and expected time of completion must be communicated to Receiving Terminal personnel by transfer terminal supervisor through VHF radio and records kept on log book Note: All communications during transfer/receipt operations must be retained as records and kept in a file.	To ensure safe transfer operation

7.6.3. After Transfer operations

Table 7-8: After Transfer Operation Activities, Action to be taken and Consequence of Deviation

S/N	Time	Activity	Action To Be Taken/ Consequences of Deviation
01.	After transfer operation	Transfer Terminal supervisor will inform receiving terminal supervisor on the completion of the transfer operation	Ensure diligent receipt operation
02.	After transfer operation	Receiving terminal supervisor will close all inlet valves of the receiving tank and inlet valve at terminal manifold to be sealed by PBPA Marine Inspector.	Ensure diligent receipt operation
03.	After transfer operation	Transfer tank outlet and receiving tank inlet valves are to be checked, closed and sealed prior to measurements being taken. All other seals should be verified if they are still intact. Any discrepancies should be noted and reported	Ensure diligent receipt operation
04.	After transfer operation	PBPA Marine Inspector, Marine Surveyor and terminal operators shall take final tank dip, temperatures, samples and water measurements of each involved tank. All gauges to be recorded only after securing three consecutive readings within a	Ensure diligent receipt operation

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		range of 3 mm. If two of the three consecutive readings are identical, this reading shall be reported to the nearest 1 mm of used metric gauge tape. If all three readings are used, they should be averaged	
05.	After transfer operation	Any difference between the observed reference height and the reference height shown on the tank calibration tables should be noted, LOP issued and investigated as per PBPA Investigation procedure	Ensure diligent receipt operation
06.	After transfer operation	PBPA Marine Inspector and marine Surveyor to take samples, label and seal from each transfer and receiving tanks for analysis/retention	Ensure diligent receipt operation and product quality
07.	After transfer operation	Transfer terminal will take highest figure in volume between receiving terminal flowmeter readings and transferring terminal flowmeter reading	Ensure diligent receipt operation
08.	After transfer operation	All claims in respect to cargo shortage, contamination, damage to property, oil spillages etc, should be reported to the Agency and action to be taken as a matter of urgency.	Ensure diligent receipt operation
09.	After transfer operation	<p>PBPA Marine Inspector and Marine Surveyor to prepare outturn based on transfer and receiving flowmeters and advice parties accordingly</p> <p>Note: In the event of any discrepancy in the quality or quantity of the products transferred, advise the Agency</p>	To keep records and meet contractual obligations

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7.7. FLOWMETERS AND SCADA SYSTEM

Table 7-9: Flowmeters and SCADA System

S/N	Time	Activity	Action To Be Taken/ Consequences of Deviation
01.	Discharge operation	BPS cargo shall pass through the government flowmeters and receiving terminal flowmeter. Incase terminal flowmeters are not functioning; the terminal shall not be allowed to receive.	Ensure diligent receipt
		The Agency shall use SCADA system to monitor discharge operation of product passing through Government and receiving terminal flowmeters. (See the SCADA guideline operations, Appendix II).	Ensure diligent receipt
		Tempering with the flowmeters is not accepted (See the Flowmeter guideline operations, Appendix I).	Distort of BPS, penalty as stipulated by BPS regulations

7.8. OUTTURN/INSPECTION REPORT

Table 7-10: Outturn/Inspection Report, Activities, Remarks or Consequence of Deviation

S/N	Time	Activity	Remarks / Consequence of Deviation
01.	Preparation of outturn report	PBPA Marine Inspector, WMA and Marine surveyor will prepare final outturn/inspection report incorporating ship discharge quantity, Government flowmeter readings, terminal flowmeter readings and terminal tanks dips, any deviation in the discharged quantity from the vessel, the Government flowmeter readings shall be applied as the terminal outturn quantity received. Note: Incase the transfer is not through the government meter, comparison between transfer terminal and receiving terminal	To ensure diligent receipt operation

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S/N	Time	Activity	Remarks / Consequence of Deviation
02.	Preparation of outturn report	PBPA Marine Inspector and Marine Surveyor will issue the proposed warehousing allocation	To ensure diligent receipt operation
03.	Preparation of outturn report	Outturn/Inspection Report issued by PBPA after getting all necessary documents from other government authorities/ agencies shall be final and bind, any claims after releasing the final outturn shall be channeled to the Agency as stipulated by BPS implementation manual.	To ensure diligent receipt operation
04.	Loading and uplifting of prorated cargo	Any warehoused product shall be accessed by the beneficiary as per the proration data given by the Agency's Marine Inspector. The beneficiary of the prorated quantity is entitled to get access immediately after the outturn and warehousing report has been issued. OMCs warehousing prorated quantity shall be required to give the said product to the beneficiary within 24 hours from the time the beneficiary has lodged notice of intention to evacuate the product. Failure to that the bank guarantee or cash cover will be utilized to compensate the beneficiary.	To smoothen business activities

**END OF STANDARD OPERATING PROCEDURES (SOPs) FOR
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