1. **Purpose**  
The purpose of this procedure is to set forth general instructions for the transfer and treatment of the fuel oil on Atlantis.

2. **Responsibilities**  
The Chief Engineer is responsible for the safe transfer and proper treatment of the fuel oil used on board the Atlantis. Under his/her direction, the second engineer is responsible for the fuel oil system as set forth in the Responsibilities of Engineer’s procedures (ISM Procedure ATL 7.5.2).

3. **General**  
The transfer of fuel oil to and from the vessel is conducted in accordance with the vessel’s SOPEP.

   A representative sample shall be taken of the fuel that is delivered to the vessel. This sample is to be sealed, dated and signed by the supplier’s representative and the master or officer in charge of the bunker operation on completion of bunkering operations and retained under the ship’s control until the fuel is substantially consumed, for a period of not less than 12 months from time of delivery.

   Fuel oil taken on the vessel shall be treated with a fuel oil treatment such as Amerstat 25 or equivalent.

   Fuel oil is moved from the storage tanks at the direction of the Chief Engineer. Consideration should be made for both the length of time that the fuel has been on board and for stability implications involved in such a move.

   Appendix I is provided as a generic Declaration of Inspection to be used if the transfer facility does not provide one. The Declaration of Inspection shall be retained on board for one month.

4. **Reporting**  
Any time fuel oil is taken on board, the quantity shall be recorded in the Oil Record Book and in the Engineer’s Log.