|  |  |  |  |
| --- | --- | --- | --- |
| **Port of Supply** |  | **Date** |  |
| **Product Description** |  | **Time** |  |
| **Supplier** |  | **Quantity** |  |

|  |  |  |
| --- | --- | --- |
| **Pre-Bunkering Procedure** | | **Initials** |
| State of adjacent waters noticed | |  |
| Vessel properly secured to dock | |  |
| Check suppliers product corresponds to ordered product | |  |
| Agree quantity to be supplied | |  |
| Check valves open | |  |
| Day tanks full and supply valves closed | |  |
| Warning signs in position e.g. No Smoking | |  |
| SOPEP plan available | |  |
| Clean up material in place | |  |
| Oil Boom in place | |  |
| Foam fire extinguisher placed at bunker station | |  |
| Alfa Laval and transfer pumps off | |  |
| Fuel tank supply valves open | |  |
| Agree stop/start signals between vessel and barge/truck | |  |
| Bravo flag flying/red light showing | |  |
| Agree pumping/transfer rate | |  |
| Agree emergency shutdown procedure | |  |
| Specification sheet received | |  |
| Check hose and couplings are secure and in good order | |  |
| Fuel nozzle and hose secured to vessel | |  |
| Check barge/truck meters | **Reading:** |  |
| Check on board meters | **Reading:** |  |
| Bunker Valve open | |  |
| Unused manifold connections blanked off | |  |
| Master informed | |  |
| Signal pumping to commence | |  |

|  |  |
| --- | --- |
| **During Bunkering Procedure** |  |
| Witness taking and sealing of 2 representative product samples |  |
| Monitor fuel connections for leaks fuel flow and control tank levels |  |

|  |  |  |
| --- | --- | --- |
| **Procedure on completion of bunkering** | |  |
| Bunker Valve closed | |  |
| Disconnect hose (drain before disconnecting) | |  |
| Check barge/truck meter | **Reading:** |  |
| Check ships meter | **Reading:** |  |
| Sign Bunker Delivery Receipt | **BDR No.:** |  |
| Retain BDR with product sample | |  |
| SOPEP plan returned to bridge | |  |
| Clean up gear stowed / Oil boom returned | |  |
| Bravo Flag/Red light stowed/switched off | |  |
| Remove and pack away warning/safety signs | |  |
| Foam fire extinguisher placed back in correct location | |  |
| Complete Oil Record Book | |  |
| Master informed of completion | |  |
| Confirm in Oil Record Book Bunkering checklist completed | |  |

Name & Signature : Date: Time: