

<b>RECORD KEEPING AND SAMPLING (ALL OIL SPILL INCIDENTS) OIL POLLUTION CHECKLIST</b>	<b>2.1</b>
--	------------

**Note:** This checklist is for use by the Command Team in the event of an oil pollution incident.  
It should be used in conjunction with the appropriate incident checklists (1.).  
This checklist must be retained as documentary evidence.

**Completed**

1. ☐ Ensure VDR is recording
2. ☐ Log the following\*<sup>1</sup>:
  3. ☐ - when, where, and what happened
  4. ☐ - estimated amount of oil spilled
  5. ☐ - notifications made (to whom)
  6. ☐ - actions taken by crew
  7. ☐ - assistance received
  8. ☐ - weather conditions, wind direction, set of current
9. ☐ Ensure proper safety procedure/protection gear
10. ☐ Document the spill (photo/video/audio)
11. ☐ Advise DPA, if not available – another shoreside person from the vessel's Back-Up Team / Office telephone directory
12. ☐ Obtain samples of spilled oil\*<sup>2</sup> (if possible):
  13. ☐ - take duplicate samples from multiple locations
  14. ☐ - take samples from locations where oil is observed on water (if possible)
  15. ☐ - seal samples and mark with date and location
  16. ☐ - have a non-crew member authenticate samples (e.g. Coast Guard, Harbour Master)
  17. ☐ - submit one sample to Coast Guard, if applicable, or owners representative
18. ☐ Save VDR recording
19. ☐ *Drug & Alcohol check*

**Notes:** \*<sup>1</sup> If incident occurred at sea, the following items shall be available

- a complete record of all communication during the voyage
- charts used during the voyage, with all route markings retained
- all information received regarding weather and sea conditions
- ensure that any Coast Guard contacted after an incident is asked to retain recordings of VHF traffic and radar plots.

\*<sup>2</sup> As pollution control authorities will probably require samples for their own use, the collection of samples should be undertaken as a joint exercise and the samples split between the parties and authenticated at the same time.

Master

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

## OIL TRANSFER SYSTEM LEAKAGE / SPILL OIL POLLUTION CHECKLIST

**2.2**

**Note:** This checklist is for use by the Command Team in the event of an oil pollution incident.  
It should be used in conjunction with the appropriate incident checklists (1.).  
This checklist must be retained as documentary evidence.

*Completed*

1. ☐ Stop transferring bunkers
2. ☐ Verify scuppers are secured/plugged
3. ☐ Isolate affected line
4. ☐ Notify bunkering facility
5. ☐ Alert vessel's crew
6. ☐ Ensure VDR is recording
7. ☐ Drain affected line
8. ☐ Initiate oil spill removal and verify containment
9. ☐ Implement emergency response plan procedures / SOPEP \*
10. ☐ Advise National Pollution Centre (ie in USA)
11. ☐ Advise DPA , if not available – another shoreside person from the vessel's Back-Up Team / Office contact directory
12. ☐ If in USA/Panama Canal waters advise QI
13. ☐
  - If in Panama Canal waters follow the PanCan SOPEP
14. ☐
  - If in USA follow the federal NTVRP
15. ☐
  - If in USA follow any State specific additional Oil Spill Contingency Plan (ie CA, AK)
16. ☐ Notify interested Parties including Coast/Port State if in territorial waters or nearest MRCC if on the high seas
17. ☐ Survey extent of incident
18. ☐ Communicate with shore side clean-up resources (ie OSRO in USA, China etc))
19. ☐ Ascertain cause of discharge
20. ☐ Determine corrective action
21. ☐ Save VDR recording
22. ☐ *Drug & Alcohol check*

**\*Note:** Use portable air driven pumps and absorbent materials. Do not use chemical dispersants unless authorized to do so.

Master

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Name*

\_\_\_\_\_  
*Date*

<b>TANK OVERFLOW OIL POLLUTION CHECKLIST</b>	<b>2.3</b>
--	------------

**Note:** This checklist is for use by the Command Team in the event of an oil pollution incident.  
It should be used in conjunction with the appropriate incident checklists (1.).  
This checklist must be retained as documentary evidence.

*Completed*

1. ☐ Stop bunker transfer
2. ☐ Verify scuppers are secured/plugged
3. ☐ Isolate affected line
4. ☐ Notify transfer facility
5. ☐ Alert vessel's crew
6. ☐ Implement emergency response plan procedures / SOPEP
7. ☐ Ensure VDR is recording
8. ☐ Advise National Pollution Centre (ie in USA)
9. ☐ Advise DPA, if not available – another shoreside person from the vessel's Back-Up Team / Office telephone directory
10. ☐ If in USA/Panama Canal waters, advise QI
11. ☐
  - If in Panama Canal waters follow the PanCan SOPEP
12. ☐
  - If in USA follow the federal NTVRP
13. ☐
  - If in USA follow any State specific additional Oil Spill Contingency Plan (ie CA, AK)
14. ☐ Notify interested Parties including Coast/Port State if in territorial waters or nearest MRCC if on the high seas
15. ☐ Initiate required agency and company notifications, if required
16. ☐ Notify vessels in the area
17. ☐ Reduce affected tank level by gravity transfer or pumping
18. ☐ Initiate oil spill removal and verify containment \*
19. ☐ Survey extent of incident
20. ☐ Determine if any oil spilled over the side
21. ☐ Communicate with shore side clean-up support resources, if required (ie OSRO)
22. ☐ Ascertain cause of casualty
23. ☐ Determine corrective action
24. ☐ Save VDR recording
25. ☐ *Drug & Alcohol check*

**Notes:** Bunker tanks that have been topped up should be checked frequently during the remaining loading operations to avoid an overflow.

\* Use portable air driven pumps and absorbent materials. Do not use chemical dispersants unless authorized to do so.

Master

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

## HULL LEAKAGE (SMALL OIL SPILL) OIL POLLUTION CHECKLIST

**2.4**

**Note:** This checklist is for use by the Command Team in the event of an oil pollution incident.  
It should be used in conjunction with the appropriate incident checklists (1.).  
This checklist must be retained as documentary evidence.

**Completed**

1. ☐ Stop pumping/product flow
2. ☐ Isolate affected tank
3. ☐ Notify transfer facility (if applicable)
4. ☐ Alert vessel's crew
5. ☐ Implement emergency response plan procedures / SOPEP
6. ☐ Ensure VDR is recording
7. ☐ Advise National Pollution Centre (ie in USA)
8. ☐ Advise DPA, if not available – another shoreside person from the vessel's Back-Up Team / Office telephone directory
9. ☐ If in USA/Panama Canal waters, advise QI
10. ☐
  - If in Panama Canal waters follow the PanCan SOPEP
11. ☐
  - If in USA follow the federal NTVRP
12. ☐
  - If in USA follow any State specific additional Oil Spill Contingency Plan (ie CA, AK)
13. ☐ Notify interested Parties including Coast/Port State if in territorial waters or nearest MRCC if on the high seas
14. ☐ Reduce head pressure in suspected tank(s)
15. ☐ Initiate oil spill removal and verify containment
16. ☐ Determine location and survey extent of casualty
17. ☐ Determine rate of flow/loss and impact on stability and stress
18. ☐ Implement stability and salvage plans, if required
19. ☐ Communicate with shore side clean-up resources (ie OSRO in USA, China etc)
20. ☐ Save VDR recording
21. ☐ *Drug & Alcohol check*

Master

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Name*

\_\_\_\_\_  
*Date*

<b>HULL FAILURE (LARGE OIL SPILL) OIL POLLUTION CHECKLIST</b>	<b>2.5</b>
---	------------

**Note:** This checklist is for use by the Command Team in the event of an oil pollution incident.  
It should be used in conjunction with the appropriate incident checklists (1.).  
This checklist must be retained as documentary evidence.

*Completed*

1. ☐ Alert vessel's crew and other vessels in vicinity
2. ☐ Implement emergency response plan procedures / SOPEP
3. ☐ Initiate damage control measures
4. ☐ Ensure VDR is recording
5. ☐ Advise DPA, if not available – another shoreside person from the vessel's Back-Up Team / Office telephone directory
6. ☐ Advise National Pollution Centre (ie in USA)
7. ☐ Determine extent of damage by \*:
  - 8. ☐ - Visual inspection and trim of ship
  - 9. ☐ - Ullage all cargo and bunker tanks and sound void spaces
  - 10. ☐ - Check watertight integrity of all compartments with contact to the sea
  - 11. ☐ - Vessel's structural integrity (damage stability and hull stress)
12. ☐ If in USA/Panama Canal waters, advise QI
  - 13. ☐ • If in Panama Canal waters follow the PanCan SOPEP
  - 14. ☐ • If in USA follow the federal NTVRP
  - 15. ☐ • If in USA follow any State specific additional Oil Spill Contingency Plan (ie CA, AK)
16. ☐ Notify interested Parties including Coast/Port State if in territorial waters or nearest MRCC if on the high seas
17. ☐ Communicate with shore side clean-up support (ie OSRO in USA, China etc)
18. ☐ Isolate affected areas
19. ☐ Transfer liquids from affected tank(s) and/or consider lightening assistance
20. ☐ Determine need for salvage and clean-up assistance
21. ☐ Initiate oil spill removal and verify containment
22. ☐ Ascertain cause of casualty
23. ☐ Determine corrective action
24. ☐ Monitor weather and sea conditions, and their efforts on vessel
25. ☐ Save VDR recording
26. ☐ *Drug & Alcohol check*

**\*Note:** Careless opening of ullage plugs, sighting ports, etc. may result in loss of buoyancy.

Master

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Name*

\_\_\_\_\_  
*Date*

Emergency Contingency Plan (Pax)	Version: 1 Issued: 12/95	Revision: 8 Issued: 04/15	Page 5.2.5
----------------------------------	--------------------------	---------------------------	------------

## FAILURE TO CONTAIN OIL SPILL OIL POLLUTION CHECKLIST

**2.6**

**Note:** This checklist is for use by the Command Team in the event of an oil pollution incident.  
It should be used in conjunction with the appropriate incident checklists (1.).  
This checklist must be retained as documentary evidence.

*Completed*

1. ☐ Ensure VDR is recording
2. ☐ Muster crew and passengers and brief them on situation and potential dangers.
3. ☐ Shut all accommodation access doors
4. ☐ Stop all ventilation fans and secure vent flaps (except closed circuit system).
5. ☐ Shut down all unused valves, hatches, etc. on deck.
6. ☐ Prohibit smoking and naked lights everywhere on the ship and use electrical switches as little as possible. Stop welding/ repair work immediately.
7. ☐ Rig fire hoses and water sprays ready for immediate action (to disperse liquid spill and vapour emissions)
8. ☐ Prepare BA teams and fire fighting equipment for immediate use
9. ☐ Advise DPA, if not available – another shoreside person from the vessel's Back-Up Team / Office telephone directory
10. ☐ Implement relevant emergency plan procedure (SOPEP, NTVRP, NTVCP, PanCan SOPEP etc, as relevant)
11. ☐ If in USA/Panama Canal waters, notify QI and National Pollution Response Centre, as relevant
12. ☐ Notify interested Parties including Coast/Port State if in territorial waters or nearest MRCC if on the high seas
13. ☐ Seek technical assistance for recovery of the oil containment system.
14. ☐ Save VDR recording
15. ☐ *Drug & Alcohol check*

Master

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Name*

\_\_\_\_\_  
*Date*

<b>HAZARDOUS VAPOUR RELEASE</b> <b>OIL POLLUTION CHECKLIST</b>	<b>2.7</b>
<b>Note:</b> This checklist is for use by the Command Team in the event of an oil pollution incident. It should be used in conjunction with the appropriate incident checklists (1.). This checklist must be retained as documentary evidence.	

*Completed*

1. ☐ Stop all bunkering operations (if any)
2. ☐ Muster crew and pax
3. ☐ Assemble medical team and remain on stand-by
4. ☐ Ensure VDR is recording
5. ☐ Close all valves in the bunker line
6. ☐ Shut all accommodation access doors
7. ☐ Stop all ventilation fans and secure vent flaps (except closed circuit system).
8. ☐ Shut down all unused valves, hatches, etc. on deck.
9. ☐ Prohibit smoking and naked lights everywhere on the ship and use electrical switches as little as possible. Stop welding/ repair work immediately.
10. ☐ Stop any welding/ repair work immediately
11. ☐ Prepare infirmary for treatment of inhalation and intoxication symptoms
12. ☐ Consult Material Safety Data Sheets for product vapour hazards
13. ☐ Prepare protection suits /PPE
14. ☐ Prepare towels and fresh water bottles for immediate use, in case of trapped persons beyond hazardous gas/liquids
15. ☐ Stop the leak, if possible
16. ☐ Rig fire hoses and water sprays ready for immediate action (to disperse liquid spill and vapour emissions)
17. ☐ Prepare BA teams and fire fighting equipment for immediate use
18. ☐ Check all watertight doors are closed
19. ☐ If possible, clear the gas cloud by heading the ship into the wind
20. ☐ Advise DPA, if not available – another shoreside person from the vessel's Back-Up team / Office telephone directory
21. ☐ Notify interested Parties including Coast/Port State if in territorial waters or nearest MRCC if on the high seas
22. ☐ Broadcast a GMDSS alert / radio warning to all ships in the area
23. ☐ Save VDR recording
24. ☐ *Drug & Alcohol check*

Master

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Name*

\_\_\_\_\_  
*Date*