|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **M/V** | |  | | | **DATE** | |  | | | |
| **PORT** | |  | | | **CRUISE NO.** | |  | | | |
|  | | | | | | | | | | |
| **BEFORE TRANSFER** | | | | | | | | **YES** | **NO** | **N/A** |
| **Time** | **Deck Department:** | | | | | | | | | |
|  | Area on Quayside secure and guests kept clear. | | | | | | |  |  |  |
|  | Bunker supplier briefed on safe quayside working and importance of guest safety. | | | | | | |  |  |  |
|  | Either: Bridge confirms the ship is securely moored and fendered and that the ship’s moorings can take the weight of the barge alongside the ship  Or: Bridge confirms the ship is safely anchored and that the chain length is appropriate for the additional load of the barge alongside the ship | | | | | | |  |  |  |
|  | Neither own ship nor barge has protrusions that could cause damage (e.g. to boats, gangways, wings, etc.) | | | | | | |  |  |  |
|  | Bridge confirms the barge is securely moored alongside | | | | | | |  |  |  |
|  | In case of a barge: Deck watch is ready, efficient and will be maintained to tend moorings | | | | | | |  |  |  |
|  | If at anchor:  -maintain continuous bridge watch and check anchor position frequently by shore bearings  -propulsion is on standby during transfer operations at anchor  -tidal changes are known, ready to monitor the barge during any swing | | | | | | |  |  |  |
|  | Adequate fire risk precautions taken, incl. but not limited to:  -no smoking on open decks  -no hot works on open decks  -no other events in progress that represent a hazard (ie BBQ)  -verify if radars and mobile phones safe to use in vicinity of bunkering | | | | | | |  |  |  |
|  | Bridge is advised transfer operation about to commence | | | | | | |  |  |  |
|  | Announcements made to crew and passengers | | | | | | |  |  |  |
|  | Red flag “Bravo” hoisted | | | | | | |  |  |  |
| **BRIDGE OFFICER** | | | **Name** | | | **Signature** | | **Time** | | |
|  |  | | | | | | | | | |
| **BEFORE TRANSFER** | | | | | | | | **YES** | **NO** | **N/A** |
| **Time** | **Technical Department:** | | | | | | | | | |
|  | Crew making the transfer have been trained to minimise spills and use spill equipment, as per SOPEP Appendix.9 | | | | | | |  |  |  |
|  | If Shore side vehicles are involved in the operation, ensure vehicle is securely located in a safe and suitable area. CE/SCE to confirm operation is safe to commence. | | | | | | |  |  |  |
|  | OP34 “Bunker Transfer Procedures” Plan is completed and related documentation is readily available | | | | | | |  |  |  |
|  | Ample ullages are allowed for to avoid possibility of spills during transfer  **Caution:** The density of VLSFO can vary significantly according to method of production. The density of the product to be bunkered shall be determined prior to commencing bunkering and where required the bunkering plan / checklist revised regarding tank filling data. | | | | | | |  |  |  |
|  | Oil dispersants (if allowed to be used by local authorities), portable transfer pump (or other) and oil absorbent materials are ready and their location known to all involved in the transfer | | | | | | |  |  |  |
|  | Air vent spill containment (or other means) is in place to prevent a spill | | | | | | |  |  |  |
|  | Illumination of the manifold area is adequate | | | | | | |  |  |  |
|  | Transfer manifold valves ***not*** in use are properly closed and blank flanges are oil tight with all nuts and bolts fitted | | | | | | |  |  |  |
|  | Transfer lines and valve system are lined up and double checked | | | | | | |  |  |  |
|  | Transfer Pump's Emergency Stop tested and reset back | | | | | | |  |  |  |
|  | Transfer hose is properly connected to ship's manifold | | | | | | |  |  |  |
|  | Drip trays are in position below the transfer manifold connections and there are no connections outside the containment area | | | | | | |  |  |  |
|  | Pre-bunker/pre-transfer conference held with barge/truck/shore to discuss their responsibility and agreement to provide, as applicable and required, compliant:   * oily water / sludge receipts * bunker delivery notes (BDN) compliant with Marpol VI * obtained pre-delivery typical fuel parameters checked against the draft Bunker Delivery Note (BDN) * MARPOL Annex VI sample (for each BDN) collected at the ship’s manifold via a continuous drip method / representative of the fuel bunkered * bunker MSDS (OP64 Marine Sulphur Record Book (MSRB), Appx1, Item 7) * certified and pre-tested transfer hose (incl. its assemblies and connections) in good condition | | | | | | |  |  |  |
|  | Barge/truck/shore agree to provide and deploy oil spill booms (if required by local regulations) | | | | | | |  |  |  |
|  | Clear communications are agreed and established with barge/truck/shore.  (If bunker supplier personnel (ie truck driver) do not speak English - control measures in place to ensure translation and mutual understanding) | | | | | | |  |  |  |
|  | Maximum load / discharge rates, maximum working pressures, and transfer quantities are fully agreed with barge/truck/shore | | | | | | |  |  |  |
|  | Transfer hose and its assemblies/connections visually inspected by ship’s crew as best as practicable and found in good working condition (without significant wear, chafing, cracks, splits, bulges, deterioration, tears, corrosion etc that could compromise oil tightness) | | | | | | |  |  |  |
|  | Transfer hose constructed of durable and resistant material suitable and certified for oil transfer | | | | | | |  |  |  |
|  | Suitably sized connections (Marpol I standard connection) or interconnecting oil tight flanges available to match ship’s connections/manifold.  No clamps are to be used unless supported by a robust risk assessment. | | | | | | |  |  |  |
|  | If form/documentation/checklist not in English is presented by the shore side Bunker Company / Reception Facility for counter acknowledgement by the vessel– the ship’s local agent has been immediately contacted for translation and mutual understanding of what is being signed | | | | | | |  |  |  |
|  | Toolbox talk and Risk Assessment performed with involved personnel | | | | | | |  |  |  |
| **DUTY ENGINEER** | | | | **Name** | | **Signature** | | **Time** | | |
| **CHIEF ENGINEER** | | | | **Name** | | **Signature** | | **Time** | | |
| **Bunker Company / Reception Facility** | | | | **Representative’s name:** | | **Signature** | | **Time** | | |

| **AT COMMENCEMENT OF AND DURING TRANSFER** | | | | **YES** | **NO** | **N/A** |
| --- | --- | --- | --- | --- | --- | --- |
| **Times** | **Technical Department:** | | | | | |
|  | Transfer hose, loading arm and connections checked and found oil tight (each time in case of several connections/disconnections (ie trucks)) | | |  |  |  |
|  | Measures preventing hose vibration, pulsation, chafing or rubbing are adequate | | |  |  |  |
|  | Pressure in the transfer line is frequently checked to ensure maximum working pressure is not exceeded | | |  |  |  |
|  | Tank ullages frequently checked to ensure correct transfer of oils, including empty tanks (to ensure closed valves are oil tight) and especially tanks being filled (to avoid exceeding the minimum ullages and prevent oil spills) | | |  |  |  |
|  | Ample warning given to reduce transfer rate prior to “topping off" tanks | | |  |  |  |
|  | Ample warning given to reduce transfer rate before finally stopping | | |  |  |  |
| **DUTY**  **ENGINEER** | | **Name** | **Signature** | **Time** | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **ON COMPLETION OF TRANSFER OPERATION** | | | | **YES** | **NO** | **N/A** |
| **Time** | **Technical Department:** | | | | | |
|  | Hose related conditions (height and gap differential from bunker station to barge/pier) and related blinding, lifting and blowdown procedures (as applicable) considered and agreed | | |  |  |  |
|  | Hose / loading arm is drained or blown-down before disconnecting taking into consideration the height of the hose/arm | | |  |  |  |
|  | Manifold valve is closed | | |  |  |  |
|  | All manifold valves and all tank openings are secured closed | | |  |  |  |
|  | Blank flanges are fitted to hose / loading arm prior to being removed from manifold station | | |  |  |  |
|  | Blank flanges are fitted to all ship’s manifolds with all nuts and bolts | | |  |  |  |
|  | Appropriate entries are made in the ORB and MARPOL Annex VI records | | |  |  |  |
|  | Adequate and corresponding receipts received for bilge /sludge disposal | | |  |  |  |
|  | OP64 MSRB, Checklist App1, Item 7 (compliant BDN, MSDS and IMO MARPOL VI Sulphur Samples) are completed | | |  |  |  |
|  | OP64 MSRB, Log 1 (OP64a) and Log 2 (OP64b) are completed | | |  |  |  |
| **DUTY ENGINEER** | | **Name** | **Signature** | **Time** | | |
| **CHIEF ENGINEER** | | **Name** | **Signature** | **Time** | | |
| **Time** | **Deck Department:** | | | | | |
|  | Bridge advised operations completed | | |  |  |  |
|  | Red Flag Bravo down | | |  |  |  |
|  | Announcements made | | |  |  |  |
|  | In case of a barge: moorings cast off | | |  |  |  |
| **BRIDGE OFFICER** | | **Name** | **Signature** | **Time** | | |
|  | | | | | | |
| **N.B. Overboard use of dispersants may be against the local regulations and**  **should not be deployed without formal instruction from the port / coastal authority.** | | | | | | |
|  | | | | | | |
| **A copy of this completed check list is to be kept on file and an entry made in the Engine Log Book** | | | | | | |