**AUXILIARY CRAFT (TENDER / LIFEBOAT / RECUE BOAT)**

**BUNKERING OPERATIONS CHECK LIST**

**(WHEN CRAFT IS WATERBORNE)**

**M/V \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CRAFT IDENTIFICATION : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CRAFT ANCHORAGE / PORT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **BEFORE BUNKERING** | | YES | NO | N/A |
| 1 | Have communications been established between craft, Shell Bunker Station and Bridge and have loading of bunkers been fully agreed? |  |  |  |
| 2 | Is the craft securely moored and fendered? |  |  |  |
| 3 | Is ship safely anchored? |  |  |  |
| 4 | Are deck scupper in both the Shell Station and the craft effectively plugged? |  |  |  |
| 5 | Are oil degreasers or detergents, portable transfer pump or other means, absorbent material and oil absorbent pads to fight oil spills, ready available and location known by ship's staff engaged in the operations? |  |  |  |
| 6 | Are drip trays in position below the bunker manifold connection? |  |  |  |
| 7 | Are bunker manifold valves which are not being used properly closed and blank flanges fitted in position and oil tight? |  |  |  |
| 8 | Have been bunker line and valve system been properly checked and lined up? |  |  |  |
| 9 | Is the craft bunker hose properly connected to ship's bunker manifold and craft manifold? |  |  |  |
| 10 | Has the Bravo Flag been hoisted on both the mother vessel and craft? |  |  |  |
| 11 | Is the Bridge advised about commencement of bunker operation? |  |  |  |
| 12 | Has a General Announcement been made re smoking on outside decks as per mother vessel bunkering checklist? |  |  |  |
| 13 | Is oil absorbent material or other appropriate device ready on the craft to catch drips from the vent overflow and fuel intake |  |  |  |
| 14 | Has the fuel system been inspected for damage or leaks |  |  |  |
| 15 | Has the capacity of the fuel tanks been determined before beginning of fueling in order to prevent unintentionally overfilling the tank |  |  |  |

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| Remarks: **The use of dispersants or degreaser should not be used on oil spilled overboard, as this may be against the local law.** |

| **DURING BUNKERING OPERATIONS** | | YES | NO | N/A |
| --- | --- | --- | --- | --- |
| 1 | Are bunker hose, and connections checked and found oil tight? |  |  |  |
| 2 | Is a proper illumination of the bunker manifold area maintained? |  |  |  |
| 3 | Is an efficient watch in the Shell Station and craft during the operations maintained? |  |  |  |
| 4 | Have measures been taken to prevent hose breakage due to vibration, pulsation, chafing or rubbing with the deck edge / ship's rail / Shell Door? |  |  |  |
| 5 | Is a continuous watch on the bridge maintained during the bunkering operations at anchor? |  |  |  |
| 6 | Is the change of tide (if any) known in order to pay particular attention during the swinging of the ship and ultimately possible disturbance to craft alongside? |  |  |  |
| 7 | Is a close watch kept on passing craft and thus inherent wake that may affect craft alongside vessel? |  |  |  |
| 8 | Is the anchor position frequently checked by shore bearings? |  |  |  |
| 9 | Is pressure in the supply line being frequently checked ensuring that the maximum working pressure is not exceeded? |  |  |  |
| 10 | Is the ullage of the craft tank or tanks frequently being monitored to prevent overfilling or topping up of the fuel tanks |  |  |  |
| 11 | Is ample warning given to Shell Station staff when loading rate is to be reduced before “topping off" of the tank or tanks of the craft? |  |  |  |
| 12 | Has ample warning been given to slow down the loading rate before the flow of bunkers is finally stopped? |  |  |  |
| 13 | Is ample ullage space being left at the end of the bunkering operations to avoid possibility of oil spills in the craft deck? |  |  |  |
| 14 | Is the surrounding water being examined for the presence of a visible sheen? If observed, it must be cleaned up immediately |  |  |  |

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| **ON COMPLETION OF LOADING BUNKERS OPERATIONS** | | YES | NO | N/A |
| 1 | Has the Bridge been advised about completion of the operations? |  |  |  |
| 2 | Has Bunker hose been drained before disconnecting? |  |  |  |
| 3 | Is manifold valve closed? |  |  |  |
| 4 | Are hose blank flanged before being removed back to the vessel? |  |  |  |
| 5 | Are the valves of the bunker system and all tank openings secured? |  |  |  |
| 6 | Have caps or plugs to craft tanks been replaced? |  |  |  |

**ENGINEER ON DUTY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**BRIDGE OFFICER : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| Remarks: **Copy of the completed Check List is to be kept on Staff Captains File.** |