**BUNKERING SAFETY CHECKLIST**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Vessel:** |  |  | **Voyage No.:** |  |
| **Port:** |  |  | **Date / Time:** |  |
| **Master:** |  |  | **Name of Barge / Bunker Facility:** |  |

**AA) Bunkering Pre – Loading Plan:**

1. Bunker to be transferred

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Grade | Tones | Volume at Loading Temp | Loading  Temp | Start Loading Rate | Max Transfer Rate | Topping off Rate | Max Line Pressure | Density | Sulphur Content |
| Fuel Oil |  |  |  |  |  |  |  |  |  |
| Gas Oil/Diesel |  |  |  |  |  |  |  |  |  |
| Lube Oil in Bulk |  |  |  |  |  |  |  |  |  |

2. Bunker Tanks to be loaded

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Tank No. | Grade | Volume of Tank @ 90% | Max Ullage | Volume of oil in Tank before Loading | Ullage Before pumping | Available Volume | Ullage after pumping | Volume to be Loaded | Total Volumes Grade |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

3.Charterer specific instructions to bunkering

|  |
| --- |
|  |

4. Responsible Person

|  |  |
| --- | --- |
| Overall In Charge (Chief Engineer) : |  |
| Name/Rank of Relief : |  |
| Engine Room Personnel (Names & Ranks) : |  |
| Name/Rank of Relief : |  |
| Bunker Station (Names & Ranks) : |  |
| Name/Rank of Relief : |  |
| Bridge/Deck (Names & Ranks) : |  |
| Name/Rank of Relief : |  |

**BB) Check at the planning stage for the receiving ship/ bunker facility:**

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Check | Status  YES/NO | Remarks |
|  | Necessary permissions are granted |  |  |
|  | Local requirements are observed |  |  |
|  | All personnel are aware of operations |  |  |
|  | Bunker plan is exchanged |  |  |
|  | Mooring and fendering arrangement is agreed |  |  |

**CC) Bunkering Checklist:**

1. Checks by Vessel prior to Mooring

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Item | Bunkering | Ship | Barge | Code | Remarks |
|  | The barge has obtained the necessary permissions to go alongside receiving ship. |  |  |  |  |
|  | The fenders have been checked, are in good order and there is no possibility of metal to metal contact. |  |  | R |  |
|  | Adequate electrical insulating means are in place in the barge-to-ship connection. |  |  |  |  |
|  | Has the Pre-bunkering meeting conducted onboard and recorded into the Engine Logbook. |  |  |  |  |
|  | If remote gauge used, the accuracy of gauge reading is to be compared with actual manual sounding. |  |  |  |  |
|  | Bunker tanks High level alarms tested and working (if fitted). |  |  |  |  |
|  | Has a JHA for Bunkering been prepared and sent to the Office for approval. |  |  |  |  |

2. Checks Prior to Transfer

| Item | Bunkering | Ship | Barge | Code | Remarks |
| --- | --- | --- | --- | --- | --- |
|  | The barge is securely moored. |  |  | R |  |
|  | Fenders are effective |  |  |  |  |
|  | There is safe means of access between the ship and barge. |  |  | R |  |
|  | All bunker hoses are in good condition and are appropriate for the service intended. Is the certificate of bunker hose pressure test provided to the ship. |  |  |  |  |
|  | Effective communications have been established between responsible officers. |  |  | A R | (VHF/UHF CH…………)  Primary System:  Backup System:  Emergency Stop Signal: |
|  | There is an effective watch on onboard the barge and on the ship receiving bunkers. |  |  |  |  |
|  | Fire hoses and fire-fighting equipment on board the barge and ship are ready for immediate use. |  |  |  |  |
|  | All scuppers are effectively plugged. Temporarily removed scupper plugs will be monitored at all times. Drip trays are in position on decks around connections and bunker tank vents. |  |  | R |  |
|  | Electrical insulation is effective |  |  |  |  |
|  | Unused bunker connections are blanked and fully bolted |  |  |  |  |
|  | High level and overfill alarm units are operational |  |  |  |  |
|  | Initial line up has been checked and unused bunker connections are blanked and fully bolted – same verified by CE/Responsible engineer. (Record second man check with time and name of persons checking line up). |  |  |  |  |
|  | The transfer hose is properly rigged and fully bolted and secured to manifolds on ship and barge. |  |  |  |  |
|  | Overboard valves connected to the cargo system, engine room bilges and bunker lines are closed and sealed |  |  |  |  |
|  | All cargo and bunker tank hatch lids are closed. |  |  |  |  |
|  | Bunker tank contents will be monitored at regular intervals. |  |  | A R | Intervals not exceeding \_\_\_\_\_\_\_\_\_ minutes |
|  | There is a supply of oil spill clean-up material readily available for immediate use. |  |  |  |  |
|  | The main radio transmitter aerials are earthed, and radars are switched off when bunkering alongside the terminal. At anchorage 10 cm radar should be switched off. |  |  |  |  |
|  | Fixed VHF/UHF transceiver and AIS equipment are on the correct power mode or switched off. |  |  |  |  |
|  | Smoking rooms have been identified and smoking restrictions are being observed. |  |  | A R | Nominated Smoking Rooms  Tanker:  Barge: |
|  | Naked light regulations are being observed. |  |  | R |  |
|  | All external doors and ports in the accommodation are closed. |  |  | R |  |
|  | Material Safety Data Sheets (MSDS) for the bunker transfer have been exchanged where requested. |  |  | R |  |
|  | The hazards associated with toxic substances in the bunkers being handled have been identified and understood. |  |  | R | H2S Content \_\_\_\_\_\_\_\_\_  Benzene Content \_\_\_\_\_ |
|  | Initial Transfer Rate/Topping up Rate/Max. Transfer rate agreed (refer to table AA-1 and AA-2 of this checklist). |  |  |  |  |
|  | Emergency Stop procedure discussed. |  |  | A |  |
|  | Deck watch established and maintain. Pay particular attention to the mooring and fender. |  |  | R |  |
|  | Has the JHA for Bunkering been approved by Office. |  |  |  |  |

3. Check during Bunkering Operation

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Item | Bunkering | Ship | Barge | Code | Remarks |
|  | Ullaging of tanks at regular interval |  |  | R | Checks at \_\_\_\_\_ mins |
|  | Checking Ullage of tanks not assigned to receive bunker |  |  |  |  |
|  | Check of all pipes for leak at initial, starting and Max rate |  |  |  |  |
|  | Fendering is effective |  |  |  |  |
|  | Mooring arrangement is effective |  |  | R | Checks at \_\_\_\_\_ mins |
|  | Communications are effective |  |  | R |  |
|  | Smoking restrictions and designated smoking areas are complied with |  |  |  |  |
|  | Naked light restrictions are complied with |  |  |  |  |
|  | Check for leak at the opposite bunker manifold |  |  |  |  |
|  | Check and monitor the pressure and temperature at manifold |  |  |  |  |
|  | Ensure S/B personnel stationed at the bunker manifold and at tank sounding. |  |  |  |  |
|  | Comparison of remote gauging with manual sounding |  |  | R |  |

The presence of the Letters ‘A’ and ‘R’ in the code column indicates the following

**A** (‘Agreement’) - This indicates an agreement or procedure that should be identified in the Check list or communicated in some other mutually acceptable form.

**R** (‘Re-checks’) – This indicates items to be re-checked at appropriate intervals, as agreed between both parties and stated in the declaration.

**DD) Record of Repetitive Checks:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Date: |  |  |  |  |  |  |  |
| Time: |  |  |  |  |  |  |  |
| Initial for Ship: |  |  |  |  |  |  |  |
| Initial for Barge: |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Date: |  |  |  |  |  |  |  |
| Time: |  |  |  |  |  |  |  |
| Initial for Ship: |  |  |  |  |  |  |  |
| Initial for Barge: |  |  |  |  |  |  |  |

**EE) Receiving ship/ bunker facility: check before disconnection:**

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Check | Status  YES/NO | Remarks |
|  | Bunker hoses, fixed pipelines and manifolds are drained |  |  |
|  | Remote and manually controlled valves are closed |  |  |

**FF) Declaration**

We have checked, where appropriate jointly, the items of the checklist in accordance with the instructions and have satisfied ourselves that the entries we have made are correct to the best of our knowledge.

We have also made arrangement to carry out repetitive checks as necessary and agreed that those items coded ‘R’ in the Checklist should be re-checked at intervals not exceeding \_\_\_\_\_ hours.

If, to our knowledge, the status of any items’ changes, we will immediately inform the other party.

|  |  |
| --- | --- |
| **For Ship** | **For Barge** |
| Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Rank: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Rank: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Notes:**

1. This checklist/plan is to be posted at the Bunker manifold and Bunker control station, along with the Bunker Piping Diagram.
2. When bunkering in US ports, in additional to the above, the Bunkering Checklist in US port form, MA013B is to be completed.
3. In US waters, in additional the ‘Oil Transfer Procedures’ to be made as per 33 CFR Part 155 and posted at the Bunker Manifold and Bunker control station.