**BUNKERING CHECKLIST IN US PORTS**

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| **Vessel:** |  |  | **Voyage No.:** |  |
| **Port:** |  |  | **Date:** |  |

| **Checklist** | | **Tick (** √ **)** |
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| **AA)** | **Pre-Loading Plan to Indicates** |  |
| 1. | Order in which tanks will be filled. |  |
| 2. | Identification and capacity of tanks receiving oil. |  |
| 3. | Level and type of liquid in each tank before bunkering. |  |
| 4. | Planned final ullage or innage of tanks and the planned percentage of each tank to be filled. |  |
| 5. | Procedures for regular monitoring of all tank levels and valve alignments. |  |
| **BB)** | **Personnel Duties** |  |
| 1. | Assigned personnel must not have worked more than 14 hours in the last 24 hours nor 36 hours in the last 72 hours (including time it takes to bunker). |  |
| 2. | Assign person to Point-of-Transfer watch at bunker manifold. |  |
| 3. | Assign person to Deck-Rover watch. |  |
| 4. | Ensure that each watch will be equipped with two-way communication between the Person in Charge and the master or officer in charge. |  |
| 5. | Communicate soundings of tanks being filled to Person in Charge. |  |
| 6. | The Pre-loading Plan must be in a language common to all bunkering crew and posted where it can be seen by those involved in bunkering. (Note: After bunkering, the written Pre-loading Plan must be saved for 30 days). |  |
| **CC** | **Training** |  |
| 1. | Pre-loading Plan. |  |
| 2. | Oil Transfer Procedure, including each person‘s bunkering duties. |  |
| 3. | Instruct all bunkering personnel, except Deck-Rover watch, that only bunkering duties may be performed during bunkering. |  |
| 4. | Advise Deck-Rover of other duties that may be performed in addition to watching for overflow and leakage. |  |
| 5. | Instruct all personnel to remain at assigned locations during topping off. |  |
| 6. | Communication between receiving and delivering vessel, including English phrases and hand signals for “Stop” “Hold” “Wait” “Fast” “Slow” and “Finish”. |  |
| 7. | Emergency shutdown procedures |  |
| 8. | All crew, including relief personnel, must be trained on bunkering duties within 48 hours prior to bunkering. Training must be conducted in a language common to all. |  |
| 9. | Enter date and time of training in official log or deck log. List names and ratings of those in attendance. |  |
| **DD.** | **When bunker arrive** |  |
| 1. | Make sure ladder or other access meets SOLAS standards and is securely in place between vessel and delivering vessel or facility. |  |
| 2. | Make sure that deck scuppers are plugged and “B flag” or “Red Light Signal” is demonstrated during daytime/night time respectively. |  |
| 3. | Pre-Transfer Conference With Delivery Person |  |
| 4. | Establish two-way communication with delivering vessel or facility. |  |
| 5. | Complete Declaration of Inspection. Delivery person may require an interpreter if person on receiving vessel is not proficient in English. |  |
| 6. | Discuss topping off procedures. |  |
| 7. | Discuss emergency shutdown procedures with delivery person, including emergency shutdown signal. |  |
| 8. | Identity Point-of-Transfer and Deck-Rover watch to Person in Charge of Delivery. |  |
| 9. | Enter date of Pre-transfer Conference in official log or deck log. |  |
| **EE.** | **During Bunkering** |  |
| 1. | Maintain two-way communication with delivering vessel or facility. |  |
| **FF.** | **Communication Guide of standard hand signals** | |
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| **Chief Engineer:** |  |  | **Master:** |  |
| **Signature:** |  |  | **Signature:** |  |