**BUNKERING CHECKLIST – INTERNAL TRANSFER**

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| **Vessel:** |  |  | **Voyage No.:** |  |
| **Location:** |  |  | **Date/Time:** |  |

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| **AA)** | | **Bunker Transfer Plan** | |
| 1. | Date of Transfer | |  |
| 2. | Designated Person in charge | |  |
| 3. | Expected time of commencement | |  |
| 4. | Transfer from/to Tank No. | |  |
| 5. | Type of Bunkers / Bulk Oil to be transferred | |  |
| 6. | Expected quantity to be transferred (M3) | |  |

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| **BB)** | **Fuel / Lube Oil** | **Units of Measure (M3)** | | | | | |
| Tanks | |  |  |  |  |  |  |
| 1. | Tank Capacity |  |  |  |  |  |  |
| 2. | Prior Quantity |  |  |  |  |  |  |
| 3. | Receiving Quantity |  |  |  |  |  |  |
| 4. | Completed Quantity |  |  |  |  |  |  |
| 5. | Ullage/Sounding on Completion |  |  |  |  |  |  |

| **CC) Transfer Checks** | | | **Tick (** √ **)** |
| --- | --- | --- | --- |
| 1. | Designated Person in charge has been appointed | |  |
| 2. | Persons have been assigned to assist the Designated Person | |  |
| 3. | Transfer Plan has been prepared by the Chief Engineer and agreed with all involved persons | |  |
| 4. | The quantity to be transferred has been agreed after considering all conditions of trim/heel. | |  |
| 5. | The plan has considered that, if circumstances allow, transfer should be avoided during the hours of darkness | |  |
| 6. | The plan has considered that simultaneous transfers of differing grades should be avoided where possible. | |  |
| 7. | Deck Scuppers and savealls have been plugged | |  |
| 8. | Deck watch keeper has been notified of the bunker transfer | |  |
| 9. | Confirm that a watch will be maintained in the vicinity of the receiving bunker tank vent | |  |
| 10. | High Level Alarms Functional and verified (if fitted) | |  |
| 11. | Emergency stop procedure established | |  |
| 12. | Bunker tanks vents are open and unrestricted | |  |
| 13. | Valve line-up carried out and checked. Valves not in use are closed | |  |
| 14. | Lines of communications onboard established and checked | |  |
| 15. | Pipeline and valve diagram posted along with this document |  | |
| 16. | Ensure oil entering designated receiving tank(s) |  | |
| 17. | Confirm there are no changes to soundings of other tanks |  | |
| 18. | Reduced receiving rate when topping off tank(s) |  | |
| 19. | On completion, transfer pumps verified off and remote pumps isolated |  | |
| 20. | After the transfer all lines drained and valves shut after completion |  | |

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| **DD) Contingency Plan** | | | |
| **Emergency** | | | |
| 1. | Stop pumping immediately, then close all valves | | |
| 2. | Take immediate action to counter emergency and avoid further casualty | | |
| 3. | Avoid any oil discharge overboard | | |
| 4. | Adopt clean up procedure onboard | | |
| 5. | Release pressure in tanks and put oil from containment back into ship's tanks | | |
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| **Oil Spills** | | | |
| 1. | Raise General Alarm and Inform MASTER | | |
| 2. | Stop transfer operation and contain oil from going overboard by all means | | |
| 3. | Immediately inform AUTHORITIES (port state), Tel No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| 4. | Give full information and cooperation to authorities (port state) | | |
| 5. | Inform AGENTS, Tel No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| 6. | Prevent oil from spreading by using oil-spill prevention equipment stored in: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| 7. | It is prohibited to use chemicals to clean up oil spill in water unless authorized by authority | | |
| 8. | | Inform Office by on the emergency telephone No. manned by Office Duty Personnel |

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| **EE) General Remarks:** |

**Notes**: 1. Separate checklist will be prepared for each grade of product to be transferred.

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| **Chief Engineer:** |  |  | **Engineer In Charge:** |  |
| **Signature:** |  |  | **Signature:** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Master:** |  |  |  |  |
| **Signature:** |  |  |  |  |