**BILGE/SLUDGE/SLOP DISCHARGE TO BARGE/SHORE SAFETY CHECKLIST**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Vessel:** |  |  | **Voyage No.:** |  |
| **Port:** |  |  | **Date:** |  |
| **Master:** |  |  | **Name of Barge:** |  |

**AA**) **Initial Preparation**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No | Description | Ship | Barge | Code | Remarks |
| 1 | Discharging plan has been prepared – tank and quantity to be discharged identified. |  |  |  |  |
| 2 | The barge is securely moored. to ship and moorings tended. The ship moorings to shore secured. |  |  | R |  |
| 3 | The agreed communication system is operative. |  |  | A R | System........……….  Back up system …………………..…. |
| 4 | Capacity of slop barge is ensured – enough for quantity planned to be discharged |  |  |  |  |
| 5 | The pumping rate and pressure has been agreed with the barge |  |  | A |  |
| 6 | The ship’s fire hoses and fire fighting equipment is positioned and ready for immediate use. |  |  |  |  |
| 7 | Pump emergency stop on deck has been tested before connections are made. |  |  |  |  |
| 8 | SOPEP equipment has been kept in readiness |  |  |  |  |
| 9 | The barge’s hose is in good condition, properly rigged and provided with drip trays at couplings. |  |  |  |  |
| 10 | ‘B’ flag has been raised / red light on the main mast switched on as applicable |  |  |  |  |
| 11 | Scuppers and ‘save alls’ on board have been effectively plugged |  |  | R |  |
| 12 | Temporarily removed scupper plugs are being constantly monitored. |  |  | R |  |
| 13 | Means of draining off any water accumulation on deck have been provided |  |  |  |  | |
| 14 | The ship’s unused connections are properly secured with blank flanges fully bolted. Check the opposite site manifold is blanked. |  |  |  |  | |
| 15 | Pre transfer conference has been held and requirements understood by all responsible engineers. |  |  |  |  | |
| 16 | Line blow procedure has been agreed with the barge |  |  | A |  | |
| 17 | Related pipeline has been checked for its clearance. Valves for discharge operation have been correctly lined up |  |  |  |  | |
| 18 | All valves, when not in use, have been closed and visibly secured |  |  |  |  | |
| 19 | Sounding of the tank to be discharged has been checked and recorded |  |  | R |  | |
| 20 | The oil spill tank (if provided) has been kept ready for use in case of an emergency |  |  |  |  | |

**BB. During Discharge of Bilges / Sludge / Slops**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No | Description | Ship | Barge | Code | Remarks |
| 21 | Commence discharging and keep a close watch on the pump and the pipeline |  |  | R |  |
| 22 | Monitor pressure, check hose, condition, kinks and connections for any leaks |  |  | R |  |
| 23 | Check if the bilges / sludge / slops discharge is reaching the barge. |  |  |  |  |
| 24 | Make sure nothing is getting transferred from other tanks. Check tank sounding periodically |  |  |  |  |
| 25 | Monitor the pump in E/R regularly, check for leaks, overheating of motor or suction loss |  |  | R |  |

**CC. Completion of Discharge of Bilges / sludge / slops**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No. | Description | Ship | Barge | Code | Remarks |
| 26 | Quantity discharged to the barge to be calculated from the vessel’s (and barge’s) initial and final gauging in cubic meters |  |  |  |  |
| 27 | Drain hose, close and blank off manifold connections. |  |  |  |  |
| 28 | Check Reception Certificate for correct quantity, identity of tanks and signature |  |  |  |  |
| 29 | Make entries in Oil Record Book |  |  |  |  |

**DD. Repetitive Checks**

Record of repetitive checks:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Date: |  |  |  |  |  |  |  |
| Time: |  |  |  |  |  |  |  |
| Initials for Ship: |  |  |  |  |  |  |  |
| Initials for Shore |  |  |  |  |  |  |  |

Record of repetitive checks:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Date: |  |  |  |  |  |  |  |
| Time: |  |  |  |  |  |  |  |
| Initials for Ship: |  |  |  |  |  |  |  |
| Initials for Shore |  |  |  |  |  |  |  |

INSTRUCTIONS FOR COMPLETION

The safety of operation requires that all questions be answered affirmatively by clearly ticking in the check boxes provided. If affirmative answers are not possible, the reasons should be given and agreement reached regarding the appropriate precautions to be taken between the ship and the barge. Where any question is not considered to be applicable, a note to that effect should be inserted in the remarks column.

|  |  |  |
| --- | --- | --- |
| A |  | The presence of the letters ‘A’ and ‘R’ in the column ‘Code’ indicates the following :  (‘Agreement’). This indicates that the referenced consideration should be addressed by an agreement or procedure that should be identified in the ‘Remarks’ column of the Check List, or communicated in some other mutually acceptable form. |
|  |  |  |
| R |  | (‘Re-check’). This indicates items to be re-checked at appropriate intervals, as agreed between both parties and stated in the declaration. |

The joint declaration should not be signed until both parties have checked and accepted their assigned responsibilities and accountabilities.

Declaration

We, the undersigned, have checked the above items in Part 1, and discussed the items in Parts 2 and 3, 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 arrangements to carry out repetitive checks as necessary and agreed that those items coded ‘R’ in the Check List should be re-checked at intervals not exceeding \_\_\_\_\_ hours.

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

|  |  |  |  |
| --- | --- | --- | --- |
| **For Ship** |  | **For Barge** |  |
| Name : |  | Name : |  |
| Rank : |  | Position or Title: |  |
| Signature : |  | Signature : |  |
| Date : |  | Date : |  |
| Time : |  | Time : |  |
|  |  |  |  |