**CARGO AND DECK ARRIVAL LOAD PORT**

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| Vessel: |  |  | Voyage No: |  |
| Port: |  |  | Date/Time: |  |

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| Before Arrival Load Port | | Tick () |
| It is the Chief Officer’s responsibility to ensure completion of items on this form. | |  |
|  | Prepare loading plan. Plan must include sequential stress, stability, draft and trim calculations as well as details of ballasting / deballasting operations. To be signed by all deck officers, and signed and verified by the Master. |  |
|  | Discuss load plan with officers and crew. Advise them of terminal requirements, berth restrictions, cargo hazards, cargo characteristics, segregation requirements, heating requirements, vessel restrictions, expected lineup, starting / maximum / topping off rates, time at berth, storing and / or bunkering plan. |  |
|  | Tank Preparation – review tank preparation carried out for intended cargo. Take into consideration type of last cargo and cargo to be loaded. Also review specifications and requirements of cargo intended to be loaded. If in doubt check with the Voyage Manager on requirements. |  |
|  | Advise Engine room of requirements for WBP and COP (if discharging ballast to shore through cargo manifolds). |  |
|  | Confirm ballast tanks are free from oil. |  |
|  | Determine / confirm cargo and / or slop quantities – including ROB, OBQ, Free-water. Use oil and / or water finding paste. |  |
|  | Ensure cargo tanks are inerted with oxygen content less than 8% (check terminal requirements for oxygen content). Record the O2 level in the IGS Operational Logbook. Prior arrival at berth ensures that pressure in COTs is reduced to +ve 200 mm Aq to enable safe closed ullaging and inspection of tanks (taking into account any drop in ambient temperature that will reduce the pressure on arrival). |  |
|  | Obtain local weather forecasts from terminal and other sources for duration of vessel's stay in port and give due regard to the possibility of encountering electrical storms in the vicinity of the vessel. |  |
|  | Ensure that the Oil Record Book has been updated. |  |
|  | Obtain a letter from Master to request for cargo MSDS. |  |
|  | Check details of local SOPEP contacts (VRP contacts for US ports) and keep at hand for easy reference. |  |
|  | Obtain Terminal guidelines on H2S, Benzene and Mercaptan and ensure that vessel meets such criteria. |  |
|  | Visually inspect cargo lines on deck, Pump room. |  |
|  | Confirm I.G. S lines visually inspected and drained at regular intervals. |  |
|  | Prior arriving port after passage through heavy weather to carry out visual inspection and pay particular attention to seals and expansion joints of pipelines on deck. |  |
|  | If required for this port, check and prepare all components of the Vapour Recovery system. |  |
|  | Check proper working of remote valve operations equipment. Test runs the hydraulic system. |  |
|  | Check proper working of cargo tanks remote measuring system. |  |
|  | Test high level and overfill visual and audible alarms in CCR and on Deck for all COTs. |  |
|  | Check IG pressure recorder paper and stylus. The recorder must be in use at all times. |  |
|  | Check Cargo tank IG supply valves are properly set and locked. Ensure lock is functioning. Ensure that the inert gas line is not blocked (e.g. Previous high pour point cargoes) |  |
|  | Check Ballast pump alarms and trips |  |
|  | Check Pump room fixed gas detecting equipment. |  |
|  | Test Pump room bilge alarm and ensure bilge pumping system is in order. |  |
|  | Check ODME and recorder (for vessels equipped with ODME sensors to their ballast discharge line). |  |
|  | Check sea suctions and overboard discharges are shut and blanked / sealed if required. Test for tightness as necessary. |  |
|  | Check all portable gas measuring equipment and deploy personal monitors as required. |  |
|  | Charge all walkie-talkies and deploy as necessary. |  |
|  | Ensure that obsolete documents specific to previous voyages are removed from display. Only those documents relevant to the specific port should be referred to. |  |
|  | Check Ballast water Treatment system operational and Test run the system for operational readiness. |  |

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| Before Arrival | | Tick () |
| Bosun job detail: To be carried out under Chief Officer’s instructions. | |  |
|  | Check, inspect and prepare all mooring gear. Check the anchors and windlasses. |  |
|  | Check that winches and windlasses are operative. Check hydraulic system for leaks. Ensure that heating or cooling system is in operation. |  |
|  | Conduct a visual inspection of the emergency towing equipment. |  |
|  | Plug all scuppers. Check condition of expandable scupper plugs. Inspect and attend to deck scupper sealing surfaces. |  |
|  | Prepare emergency drain (slop / ballast tank) from main deck, if installed. |  |
|  | Empty, clean, and plug drip trays. Prepare draining arrangements from manifold drip tray to designated receiving tanks. |  |
|  | Deploy Oil pollution prevention and clean-up gear. Ensure storage area is clearly marked and inventory list is displayed. |  |
|  | Ensure approved flashlights are charged and sufficient are available on deck and with personnel making rounds. |  |
|  | Prepare gangway notice board and fire plan. |  |
|  | Clean and tidy main deck and stores and mast houses. |  |
|  | Check deck, mooring and working areas are clean and check deck and gangway lights. |  |
|  | Ensure that fire-fighting equipment is properly deployed on deck. |  |
|  | Prepare nets and slings for handling stores and provisions. |  |
|  | Ensure that cranes are prepared and ready for use. |  |
|  | Confirm that pilot embarking equipment, personal baskets, gangways, and accommodation ladders, including safety nets, are in good condition, clean and ready for use. |  |
|  | Prepare garbage containers with top covers. |  |

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| Before Arrival | | Tick () |
| Bosun / Pump man job detail (as applicable): To be carried out under Chief Officer’s instructions. | |  |
|  | Ensure that all cargo openings on the main deck are properly closed. |  |
|  | Check proper functioning of PV valves, IG Mast riser and breather valves. |  |
|  | Check the IG Mast riser flame screen for cleanliness. Replace if necessary. |  |
|  | Check flame screens of all PV valves and ballast tank air pipes. Replace as necessary. |  |
|  | Check correct level of liquid in PV Breaker. |  |
|  | Check IG Deck water seal. |  |
|  | Prepare oil pollution response equipment, including diaphragm pumps (one on each side at the aft end of the cargo deck area). Test diaphragm pumps. Check dump valves where fitted. |  |
|  | Ensure all ullaging and sampling devices are clean and in good working order. |  |
|  | Check operation of Pump room fans. |  |
|  | Confirm that there are no defects in the cargo pump mechanical seal and mech. seal flushing line. |  |
|  | Check the emergency manual pump for hydraulic manual cargo valve operation is prepared and ready for use. |  |
|  | Close all cargo line / manifold drain cocks. |  |
|  | Fit Cargo reducers if required. Check all manifold pressure gauges, including those fitted on the other side of the manifolds to be used. Check manifold thermometers. |  |

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| Pre-Cargo Operations Checks | |  |
| **To be checked by OOW and Confirmed by Chief Officer prior commencement of Loading Operation** | |  |
|  | Vessel securely alongside and moorings adequately tensioned. Wraps on Tension drum adequate.? *(Minimum of 4 wraps on the tension drum is recommended)* |  |
|  | Fire wires if required rigged in accordance with local regulation. |  |
|  | Gangway safety net properly rigged.?  *(Regardless of whether the gangway is supplied by ship or shore, it is the ship's responsibility to ensure that a safety net is rigged wherever there is a possibility of a person falling over or through the side rails of the gangway and should be rigged to prevent anyone falling between the ship and quay)* |  |
|  | Gangway notice properly posted. Is alifebuoy equipped with a self-igniting light and a buoyant lifeline available for immediate use in the vicinity of the embarkation and disembarkation arrangement between ship and shore? |  |
|  | Pumproom entry checks completed, Entry Log Prepared and Signed by Chief officer. |  |
|  | Wilden pumps rigged for oil containment and tested; grounding wires properly attached, pumps are firmly mounted. Pumps tried out.? |  |
|  | Scuppers plugged effectively, no standing water on deck. |  |
|  | Manifold drip trays clean and dry. |  |
|  | Loading arms / cargo hoses in good condition; connections tight; adequately supported. |  |
|  | All cargo tank lids and ullage ports securely closed. |  |
|  | Sea chest and overboard valves confirmed to be closed and sealed. Pressure Gauge on both checked for any leakages in the system? |  |
|  | P/V breaker water liquid level checked normal. |  |
|  | Deck seal water level checked normal. |  |
|  | Blind flanges fully bolted on unused cargo and bunker manifolds. |  |
|  | IG branch valves for all tanks to be correctly set and positively locked. Status replicated in CCR |  |
|  | Ship/shore safety checklist discussed with shore representative. Loading plan discussed. |  |
|  | Entrance doors and portholes around accommodation tightly closed. |  |
|  | Positive pressure is maintained inside the accommodation by adjusting air conditioning intakes (As per ISGOTT). |  |
|  | Power supply to radars and radio transmitter switched off. |  |
|  | Any portable electrical equipment in the hazardous area disconnected from its power source. |  |
|  | Electric welding equipment disconnected from its power source. |  |
|  | Oxy-acetylene gas hoses disconnected from gas bottles. |  |
|  | Notice given to E/R for ballast pumps. |  |
|  | Cargo valve hydraulic power unit reservoir tank oil level checked normal. |  |
|  | Portable Hydraulic hand pumps oil level checked and ready for use? |  |
|  | Cargo lines/valves including venting is independently checked by Chief Officer and OOW prior to the start of discharge operations. *(Record second man check with time and name of OOW)* |  |
|  | Local and/or remote level gauging for cargo and ballast tanks set up. |  |
|  | Ballast tanks to be discharged checked for any oil traces on the surface of the water. |  |
|  | Ballast Water Treatment system prepared and ready. |  |
|  | ‘B’ flag / red light displayed (any additional flag / light if required by local regulation). |  |
|  | AIS has been switched to low power mode (1W), if 1W mode not available AIS has been switched off and port Authorities informed. AIS status updated (to ‘Moored’ or similar). |  |
|  | VHF has been switched to low power mode (1W). |  |
| **Miscellaneous Ship-specific checks: (Chief Officer shall include as necessary)** | |  |
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| Chief Officer: |  | |  | Master: |  |
|  | (Signature) |  | |  | (Signature) |
|  |  |  | |  |  |
|  | Date / Time |  | |  |  |