**CARGO AND DECK ARRIVAL DISCHARGE PORT – TANKER**

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

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| Before Arrival Discharge Port | | Tick () |
| It is the Chief Officer’s responsibility to ensure completion of items on this form. | |  |
|  | Prepare discharge 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 discharge 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 rates, time at berth, storing and/or bunkering plan. |  |
|  | Advise Engine room of requirements for IG, WBP, and COPs. |  |
|  | Confirm ballast tanks are free from oil. |  |
|  | Confirm completion of Crude Oil Washing Form Pre Arrival form. |  |
|  | Determine/confirm cargo and/or slop quantities – including ROB, OBQ, Free water. Use oil and/or water finding paste. |  |
|  | Ensure that the Oil Record Book has been updated. |  |
|  | Ensure cargo tanks are inerted with oxygen content less than 8% (check terminal requirements for oxygen content). Record the O2 level in the IG Logbook (refer to the Inert Gas Log Book). Prior arrival at berth, ensure 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). |  |
|  | 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 and pressure test cargo lines on deck and Pump room. As a guideline testing pressure should be at Max. allowable Working Pressure 10kg/cm2. |  |
|  | 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. |  |
|  | 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. |  |
|  | Ensure that IG system alarms and shutdowns/trips have been tested. |  |
|  | Verify that IG fixed Oxygen analyzer has been calibrated. |  |
|  | Check running of the inert gas plant and run it before arrival in discharge port. Ensure scrubber is clean. |  |
|  | Check IG pressure recorder paper and stylus. The recorder must be in use during all cargo tank related operations. |  |
|  | 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). |  |
|  | Confirm I.G. S lines visually inspected and drained at regular intervals. |  |
|  | 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. |  |
|  | If vessel has encountered bad weather when enroute, all moving parts e.g. dressor coupling should be checked for damage after each pressure testing of the cargo pipe lines. Vessel is to be caution before commencement of the cargo operation. |  |
|  | 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. |  |
|  | Check deck, mooring and working areas are clean and check deck and gangway lights. |  |
|  | Clean and tidy main deck and stores and mast houses. |  |
|  | 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 that fire-fighting equipment is properly deployed on deck. |  |
|  | Ensure approved flashlights are charged and sufficient are available on deck and with personnel making rounds. |  |
|  | Confirm that pilot embarking equipment, personal baskets, gangways, and accommodation ladders, including safety nets, are in good condition, clean and ready for use. |  |
|  | Ensure that cranes are prepared and ready for use. |  |
|  | Prepare nets and slings for handling stores and provisions. |  |
|  | Prepare gangway notice board and fire plan. |  |
|  | Prepare garbage containers with top covers. |  |

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| Before Arrival | | Tick () |
| Pump man job detail: To be carried out under Chief Officer’s instructions. | |  |
|  | 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. |  |
|  | Confirm that the pump room is clean and tidy, and that bilges are empty. |  |
|  | 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 are working and gauge cocks are open, including those fitted on the opposite side of the manifolds to be used. Confirm manifold thermometers are reading ambient temperatures. |  |

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| Pre-Cargo Operations Checks | | Tick () |
| **To be checked by OOW and Confirmed by Chief Officer prior commencement of Discharge 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 |  |
|  | IG system in proper working order. |  |
|  | Ship/shore safety checklist discussed with shore representative. Discharge 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 cargo and 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 if any 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 |  | |  |  |