SHIP/SHORE SAFETY CHECK LIST

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Vessel Name | : |  |  | Voyage No.: |  |
| Port and berth | : |  |  | Date and Time of Arrival: |  |
| Terminal | : |  |  | Product to be transferred: |  |

|  |
| --- |
| **check PRE-ARRIVAL SHIP/ SHORE SAFETY CHECKLIST** |

| **Part 1A - TANKER: Checks pre-arrival**  **(Reference number given in bracket to the various items are from ISGOTT 6)** | | | |
| --- | --- | --- | --- |
| **Item** | **Check** | **Status** | **Remarks** |
|  | Pre-arrival information is exchanged (6.5, 21.2) |  |  |
|  | International shore fire connection is available (5.5, 19.4.3.1) |  |  |
|  | Transfer hoses are of suitable construction (18.2) |  |  |
|  | Terminal information booklet reviewed (15.2.2) |  |  |
|  | Pre-berthing information is exchanged (21.3, 22.3) |  |  |
|  | Pressure/vacuum valves and/or high velocity vents are operational (11.1.8) |  |  |
|  | Fixed and portable oxygen analyzers are operational (2.4) |  |  |

| **Part 1B - TANKER: checks pre-arrival if using an inert gas system**  **(Reference number given in bracket to the various items are from ISGOTT 6)** | | | |
| --- | --- | --- | --- |
| **Item** | **Check** | **Status** | **Remarks** |
|  | Inert gas system pressure and oxygen recorders are operational (11.1.5.2, 11.1.11) |  |  |
|  | Inert gas system and associated equipment are operational (11.1.5.2, 11.1.11) |  |  |
|  | Cargo tank atmospheres’ oxygen content is less than 8% or as required by the terminal (11.1.3) |  |  |
|  | Cargo tank atmospheres are at positive pressure (11.1.3) |  |  |

| **PART 2 - TERMINAL: CHECKS PRE-ARRIVAL**  **(Reference number given in bracket to the various items are from ISGOTT 6)** | | | |
| --- | --- | --- | --- |
| **Item** | **Check** | **Status** | **Remarks** |
|  | Pre-arrival information is exchanged (6.5, 21.2) |  |  |
|  | International shore fire connection is available (5.5, 19.4.3.1, 19.4.3.5) |  |  |
|  | Transfer equipment is of suitable construction (18.1, 18.2) |  |  |
|  | Terminal information booklet transmitted to tanker (15.2.2) |  |  |
|  | Pre-berthing information is exchanged (21.3, 22.3) |  |  |

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| **checks after mooring ship/ shore safety checklists** |

| **Part 3 - TANKER: checks after mooring**  **(Reference number given in bracket to the various items are from ISGOTT 6)** | | | |
| --- | --- | --- | --- |
| **Item** | **Check** | **Status** | **Remarks** |
|  | Fendering is effective (22.4.1) |  |  |
|  | Mooring arrangement is effective (22.2, 22.4.3) |  |  |
|  | Access to and from the tanker is safe (16.4) |  |  |
|  | Scuppers and save-alls are plugged (23.7.4, 23.7.5) |  |  |
|  | Cargo system sea connections and overboard discharges are secured (23.7.3) |  |  |
|  | Very high frequency and ultra high frequency transceivers are set to low power mode (4.11.6, 4.13.2.2) |  |  |
|  | External openings in superstructures are controlled (23.1) |  |  |
|  | Pumproom ventilation is effective (10.12.2) |  |  |
|  | Medium frequency/high frequency radio antennae are isolated (4.11.4, 4.13.2.1) |  |  |
|  | Accommodation spaces are at positive pressure (23.2) |  |  |
|  | Fire control plans are readily available (9.11.2.5) |  |  |

| **Part 4 - Terminal: checks after mooring**  **(Reference number given in bracket to the various items are from ISGOTT 6)** | | | |
| --- | --- | --- | --- |
| **No.** | **Check** | **Status** | **Remarks** |
|  | Fendering is effective (22.4.1) |  |  |
|  | Tanker is moored according to the terminal mooring plan (22.2, 22.4.3) |  |  |
|  | Access to and from the terminal is safe (16.4) |  |  |
|  | Spill containment and sumps are secure |  |  |

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| **CHECKS - PRE-TRANSFER SHIP/ SHORE SAFETY CHECKLIST** |

| **PART 5 - TANKER AND TERMINAL: PRE-TRANSFER CONFERENCE**  **(Reference number given in bracket to the various items are from ISGOTT 6)** | | | | |
| --- | --- | --- | --- | --- |
| **Item** | **Check** | **Tanker Status** | **Terminal Status** | **Remarks** |
|  | Tanker is ready to move at agreed notice period (9.11, 21.7.1.1, 22.5.4) |  |  |  |
|  | Effective tanker and terminal communications are established (21.1.1, 21.1.2) |  |  |  |
|  | Transfer equipment is in safe condition (isolated, drained and de-pressurised) (18.4.1) |  |  |  |
|  | Operation supervision and watchkeeping is adequate (7.9, 23.11) |  |  |  |
|  | There are sufficient personnel to deal with an emergency (9.11.2.2, 23.11) |  |  |  |
|  | Smoking restrictions and designated smoking areas are established (4.10, 23.10) |  |  |  |
|  | Naked light restrictions are established (4.10.1) |  |  |  |
|  | Control of electrical and electronic devices is agreed (4.11, 4.12) |  |  |  |
|  | Means of emergency escape from both tanker and terminal are established (20.5) |  |  |  |
|  | Firefighting equipment is ready for use (5, 19.4, 23.8) |  |  |  |
|  | Oil spill clean-up material is available (20.4) |  |  |  |
|  | Manifolds are properly connected (23.6.1) |  |  |  |
|  | Sampling and gauging protocols are agreed (23.5.3.2, 23.7.7.5) |  |  |  |
|  | Procedures for cargo, bunkers and ballast handling operations are agreed (21.4, 21.5, 21.6) |  |  |  |
|  | Cargo transfer management controls are agreed (12.1) |  |  |  |
|  | Cargo tank cleaning requirements, including crude oil washing, are agreed (12.3, 12.5, 21.4.1) |  |  |  |
|  | Cargo tank gas freeing arrangements agreed (12.4) |  |  |  |
|  | Cargo and bunker slop handling requirements agreed (12.1, 21.2, 21.4) |  |  |  |
|  | Routine for regular checks on cargo transferred are agreed (23.7.2) |  |  |  |
|  | Emergency signals and shutdown procedures are agreed (12.1.6.3, 18.5, 21.1.2) |  |  |  |
|  | Safety data sheets are available (1.4.4, 20.1, 21.4) |  |  |  |
|  | Hazardous properties of the products to be transferred are discussed (1.2, 1.4) |  |  |  |
|  | Electrical insulation of the tanker/terminal interface is effective (12.9.5, 17.4, 18.2.14) |  |  |  |
|  | Tank venting system and closed operation procedures are agreed (11.3.3.1, 21.4, 21.5, 23.3.3) |  |  |  |
|  | Vapour return line operational parameters are agreed (11.5, 18.3, 23.7.7) |  |  |  |
|  | Measures to avoid back-filling are agreed (12.1.13.7) |  |  |  |
|  | Status of unused cargo and bunker connections is satisfactory (23.7.1, 23.7.6) |  |  |  |
|  | Portable very high frequency and ultra high frequency radios are intrinsically safe (4.12.4, 21.1.1) |  |  |  |
|  | Procedures for receiving nitrogen from terminal to cargo tank are agreed (12.1.14.8) |  |  |  |

| **PART 6 - TANKER AND TERMINAL: agreements pre-transfer** | | | | | |
| --- | --- | --- | --- | --- | --- |
| **Item** | **Part 5 item Ref.** | **Agreement** | **Details** | **Tanker Status** | **Terminal Status** |
|  | 32 | Tanker manoeuvring readiness | Notice period (maximum) for full readiness to manoeuvre: |  |  |
| Period of disablement (if permitted): |  |  |
|  | 33 | Security protocols | Security level: |  |  |
| Local requirements: |  |  |
|  | 33 | Effective tanker/ terminal communications | Primary system: |  |  |
| Backup system: |  |  |
|  | 35 | Operational supervision and watchkeeping | Tanker: |  |  |
| Terminal: |  |  |
|  | 37-38 | Dedicated smoking areas and naked lights restrictions | Tanker: |  |  |
| Terminal: |  |  |
|  | 45 | Maximum wind, current and sea/swell criteria or other environmental factors | Stop cargo transfer: |  |  |
| Disconnect: |  |  |
| Unberth: |  |  |
|  | 45-46 | Limits for cargo, bunkers and ballast handling | Maximum transfer rates |  |  |
| Topping-off rates: |  |  |
| Maximum manifold pressure: |  |  |
| Cargo temperature: |  |  |
| Other limitations: |  |  |
|  | 45-46 | Pressure surge control | Minimum number of cargo tanks open: |  |  |
| Tank switching protocols: |  |  |
| Minimum number of cargo tanks open: |  |  |
| Tank switching protocols: |  |  |
|  | 46 | Cargo transfer management procedures | Action notice periods: |  |  |
| Transfer stop protocols: |  |  |
|  | 50 | Routine for regular checks on cargo transferred are agreed | Routine transferred quantity checks: |  |  |
|  | 51 | Emergency signals | Tanker: |  |  |
| Terminal: |  |  |
|  | 55 | Tank venting system | Procedure: |  |  |
|  | 55 | Closed operations | Requirements: |  |  |
|  | 56 | Vapour return line | Operational parameters: |  |  |
| Maximum flow rate: |  |  |
|  | 60 | Nitrogen supply from terminal | Procedures to receive: |  |  |
| Maximum pressure: |  |  |
| Flow rate: |  |  |
|  | - | Exceptions and additions | Special issues that both parties should be aware of: |  |  |

| **Part 7A - General tanker: checks pre-transfer**  **(Reference number given in bracket to the various items are from ISGOTT 6)** | | | |
| --- | --- | --- | --- |
| **No.** | **Check** | **Status** | **Remarks** |
|  | Portable drip trays are correctly positioned and empty (23.7.5) |  |  |
|  | Individual cargo tank inert gas supply valves are secured for cargo plan (12.1.13.4) |  |  |
|  | Inert gas system delivering inert gas with oxygen content not more than 5% (11.1.3) |  |  |
|  | Cargo tank high level alarms are operational (12.1.6.6.1) |  |  |
|  | All cargo, ballast and bunker tanks openings are secured (23.3) |  |  |

| **Part 7b - Tanker: checks pre-transfer if crude oil washing is planned**  **(Reference number given to the various items are from ISGOTT 6)** | | | |
| --- | --- | --- | --- |
| **No.** | **Check** | **Status** | **Remarks** |
|  | The completed pre-arrival crude oil washing checklist, as contained in the approved crude oil washing manual, is copied to terminal (12.5.2, 21.2.3) |  |  |
|  | Crude oil washing checklists for use before, during and after crude oil washing are in place ready to complete, as contained in the approved crude oil washing manual (12.5.2, 21.6) |  |  |

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| **checks after pre-transfer conference ship/ shore safety checklist**  For tankers that will perform tank cleaning alongside |

| **Part 7c - Tanker: checks pre-transfer if crude oil washing is planned**  **(Reference number given in bracket to the various items are from ISGOTT 6)** | | | |
| --- | --- | --- | --- |
| **No.** | **Check** | **Status** | **Remarks** |
|  | Permission for tank cleaning operations is confirmed (21.2.3, 21.4, 25.4.3) |  |  |
|  | Permission for gas freeing operations is confirmed (12.4.3) |  |  |
|  | Tank cleaning procedures are agreed (12.3.2, 21.4, 21.6) |  |  |
|  | If cargo tank entry is required, procedures for entry have been agreed with the terminal (10.5) |  |  |
|  | Slop reception facilities and requirements are confirmed (12.1, 21.2, 21.4) |  |  |

|  |
| --- |
| **declaration** |

| **We, the undersigned, have checked the in the applicable parts 1 to 7, and signed below:** | | | |
| --- | --- | --- | --- |
| **Part No.** | **Check** | **Tanker** | **Terminal** |
| 1A | Tanker: checks pre-arrival |  |  |
| 1B | Tanker: checks pre-arrival if using an inert gas system |  |  |
| 2 | Terminal: checks pre-arrival |  |  |
| 3 | Tanker: checks after mooring |  |  |
| 4 | Terminal: checks after mooring |  |  |
| 5 | Tanker and terminal: pre-transfer conference |  |  |
| 6 | Tanker and terminal: agreements pre-transfer |  |  |
| 7A | General Tanker: checks pre-transfer |  |  |
| 7B | Tanker: checks pre-transfer if crude oil washing is planned |  |  |
| 7C | Tanker: Checks prior to tank cleaning and/or gas freeing |  |  |

In accordance with the guidance in chapter 25 of ISGOTT, we have satisfied ourselves that the entries we have made are correct to the best of our knowledge and that the tanker and terminal are in agreement to undertake the transfer operation.

We have also agreed to carry out the repetitive checks noted in parts 9 and 10 of the ISGOTT SSSCL, which should occur at intervals of not more than hours for the tanker and not more than hours for the terminal.

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Tanker | | | **Terminal** | | |
| Name: | : |  | Name: | : |  |
| Rank: | : |  | Position: | : |  |
| Signature: | : |  | Signature: | : |  |
| Date: | : |  | Date: | : |  |
| Time: | : |  | Time: | : |  |

|  |
| --- |
| **CHECKS DURING TRANSFER SHIP/ SHORE CHECKLIST**  Repetitive Checks |

| **PART 8 - TANKER repetitive checks during and after transfer** | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Item Ref** | **Check** | **Time** | **Time** | **Time** | **Time** | **Time** | **Time** | **Remarks** |
| Interval time: hrs | |  |  |  |  |  |  |  |
| 8 | Inert gas system pressure and oxygen recording operational |  |  |  |  |  |  |  |
| 9 | Inert gas system and all associated equipment are operational |  |  |  |  |  |  |  |
| 11 | Cargo tank atmospheres are at positive pressure |  |  |  |  |  |  |  |
| 18 | Mooring arrangement is effective |  |  |  |  |  |  |  |
| 19 | Access to and from the tanker is safe |  |  |  |  |  |  |  |
| 20 | Scuppers and save-alls are plugged |  |  |  |  |  |  |  |
| 23 | External openings in superstructures are controlled |  |  |  |  |  |  |  |
| 24 | Pumproom ventilation is effective |  |  |  |  |  |  |  |
| 28 | Tanker is ready to move at agreed notice period |  |  |  |  |  |  |  |
| 29 | Fendering is effective |  |  |  |  |  |  |  |
| 33 | Communications are effective |  |  |  |  |  |  |  |
| 35 | Supervision and watchkeeping is adequate |  |  |  |  |  |  |  |
| 36 | Sufficient personnel are available to deal with an emergency |  |  |  |  |  |  |  |
| 37 | Smoking restrictions and designated smoking areas are complied with |  |  |  |  |  |  |  |
| 38 | Naked light restrictions are complied with |  |  |  |  |  |  |  |
| 39 | Control of electrical devices and equipment in hazardous zones is complied with |  |  |  |  |  |  |  |
| 40 41 42 51 | Emergency response preparedness is satisfactory |  |  |  |  |  |  |  |
| 54 | Electrical insulation of the tanker/terminal interface is effective |  |  |  |  |  |  |  |
| 55 | Tank venting system and closed operation procedures are as agreed |  |  |  |  |  |  |  |
| 79 | Individual cargo tank inert gas valves settings are as agreed |  |  |  |  |  |  |  |
| 80 | Inert gas delivery maintained at not more than 5% oxygen |  |  |  |  |  |  |  |
| 81 | Cargo tank high level alarms are operational |  |  |  |  |  |  |  |
| Initials | |  |  |  |  |  |  |  |

| **PART 9 - Terminal: repetitive checks during and after transfer** | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Item Ref** | **Check** | **Time** | **Time** | **Time** | **Time** | **Time** | **Time** | **Remarks** |
| Interval time: hrs | |  |  |  |  |  |  |  |
| 18 | Mooring arrangement is effective |  |  |  |  |  |  |  |
| 19 | Access to and from the terminal is safe |  |  |  |  |  |  |  |
| 29 | Fendering is effective |  |  |  |  |  |  |  |
| 32 | Spill containment and sumps are secure |  |  |  |  |  |  |  |
| 33 | Communications are effective |  |  |  |  |  |  |  |
| 35 | Supervision and watchkeeping is adequate |  |  |  |  |  |  |  |
| 36 | Sufficient personnel are available to deal with an emergency |  |  |  |  |  |  |  |
| 37 | Smoking restrictions and designated smoking areas are complied with |  |  |  |  |  |  |  |
| 38 | Naked light restrictions are complied with |  |  |  |  |  |  |  |
| 39 | Control of electrical devices and equipment in hazardous zones is complied with |  |  |  |  |  |  |  |
| 40-41, 47,51 | Emergency response preparedness is satisfactory |  |  |  |  |  |  |  |
| 54 | Electrical insulation of the tanker/ terminal interface is effective |  |  |  |  |  |  |  |
| 55 | Tank venting system and closed operation procedures are as agreed |  |  |  |  |  |  |  |
| Initials | |  |  |  |  |  |  |  |