**SHIP-TO-SHIP CARGO OPERATION CHECKLIST**

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| **AT SEA SHIP TO SHIP TRANSFER**  **CHECKLIST 4 - BEFORE CARGO TRANSFER** | |
| Discharging Ship’s Name: |  |
| Receiving Ship’s Name: |  |
| Name of Designated POAC: |  |
| Name of STS Superintendent if different from POAC: |  |
| Date and Location of Transfer: |  |

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|  | Checked | Remarks |
| 1. Checklist 3 has been satisfactorily completed |  |  |
| 1. A standard pre-transfer checklist, such as ISGOTT ship/shore safety checklist or equivalent, has been satisfactorily completed and arrangements have been made for repetitive checks during the transfer |  |  |
| 1. Required regional checklists have been completed |  |  |
| 1. Procedures for the transfer of personnel have been agreed |  |  |
| 1. If used, the gangway is correctly positioned and well secured |  |  |
| 1. Inter-ship communication system, including back-up, are agreed and tested |  |  |
| 1. Emergency signals and shutdown procedures are agreed |  |  |
| 1. The engine room watch will be manned as required throughout the transfer and the main engine maintained on standby or on short notice of readiness |  |  |
| 1. A bridge watch and/or an anchor watch are established |  |  |
| 1. Officers in charge of the cargo transfer on both ships are identified and details have been exchanged and posted |  |  |
| 1. A deck watch has been established to pay particular attention to the moorings, fenders, hoses, manifold areas and overside |  |  |
| 1. The initial cargo transfer rate has been agreed with other ship |  |  |
| 1. The maximum cargo transfer rate is agreed and recorded, taking into account the maximum flow rates of the transfer system, including hoses |  |  |
| 1. Arrangements have been made for the regular exchange of information on quantities of cargo transferred |  |  |
| 1. The topping-off rate has been agreed and recorded |  |  |
| 1. The procedure for stopping transfer is agreed |  |  |
| 1. Ballasting and deballasting arrangements are agreed |  |  |
| 1. Cargo hoses are well supported and protected from chafing and the hose release area is clear of obstructions |  |  |
| 1. Tools required for rapid disconnection are located at the cargo manifold |  |  |
| 1. Messengers are prepared and positioned ready for unmooring in accordance with the unmooring plan |  |  |
| 1. Details of the previous cargo of the receiving ship, including any hazardous or toxic properties, have been given to the discharging ship |  |  |
| 1. Security information has been exchange and, if required, a Declaration of Security has been completed |  |  |
| 1. The other ship has been advised that checklist 4 is satisfactorily completed |  |  |

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| FOR DISCHARGING SHIP / RECEIVING SHIP (Delete as appropriate) | |
| Name: | |
| Rank : | |
| Signature: | Date: |

This form should not be substituted for other required checklists. If this form is used, it should be used in its entirety.