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

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| **IN PORT STS CARGO TRANSFER**  **CHECKLIST 6 - PRE-TRANSFER CHECKS** | |
| Discharging Ship’s Name : |  |
| Receiving Ship’s Name : |  |
| Name of STS Superintendent : |  |
| Date and Location of Transfer : |  |

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|  | Discharging Ship Checked | Receiving Ship Checked | Terminal Checked |
| 1. A standard pre-transfer checklist, such as the 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. Written permissions for cargo operations to take place are available to all Responsible Persons |  |  |  |
| 1. The formal risk assessment has been communicated by the transfer organizer and reviewed by involved parties |  |  |  |
| 1. The general contingency plan for the cargo transfer operation has been communicated by the transfer organizer and reviewed by involved parties |  |  |  |
| 1. Security information has been exchanged and, if required, a Declaration of Security has been completed |  |  |  |
| 1. Suitable fenders are rigged correctly to prevent contact of the vessels |  |  |  |
| 1. Fire axes, or suitable cutting equipment, are in place at the fore and aft mooring stations |  |  |  |
| 1. Present and forecast weather and sea conditions have been considered |  |  |  |
| 1. A means of access is in place to allow personnel to safely transit between the vessels |  |  |  |
| 1. Cargo specifications and any requirements for inerting, heating, reactivity and inhibitors have been exchanged |  |  |  |
| 1. The cargo transfer operation is to be completed under closed conditions |  |  |  |
| 1. Where applicable, procedures for vapour control/balancing have been agreed |  |  |  |
| 1. All cargo monitoring systems, including level gauges, high level alarms, pressure gauges and alarms, have been tested and are operational |  |  |  |
| 1. Where necessary, permissions for tank cleaning have been obtained and procedures are in place |  |  |  |
| 1. Access to the cargo deck is restricted and controlled during cargo transfer operations |  |  |  |
| 1. All personnel engaged in the cargo operation are provided with appropriate PPE including, where necessary, personal gas detectors/monitors |  |  |  |
| 1. Cargo hoses have been pressure tested within the prescribed period and documentation is available on board |  |  |  |
| 1. The construction and material of the cargo hoses is suitable for the temperature and nature of the product(s) |  |  |  |
| 1. Where electrically continuous hoses are used, the hoses are connected to the vessel with the insulated flange before being passed to the other vessel for connection |  |  |  |
| 1. The cargo hose string is of adequate length and properly supported |  |  |  |
| 1. The cargo lines are lined up in accordance with the cargo operation plan |  |  |  |
| 1. Spill response equipment is on station and ready for immediate deployment |  |  |  |
| 1. Where applicable, fire-fighting provision has been made for unmanned barges |  |  |  |
| 1. Spaces to be routinely monitored for any build-up of flammable and/or toxic vapour have been identified |  |  |  |

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|  | Name | Signature |
| Officer in Charge Discharging Ship |  |  |
| Officer in Charge Receiving Ship |  |  |
| Terminal |  |  |
| STS Superintendent |  |  |