**SHIP-TO-SHIP TRANSFER OPERATION LOG**

|  |  |
| --- | --- |
| **STS OPERATION REFERENCE NO.:** |  |
| **SHIP NAME:** |  |
| **DATE OF TRANSFER:** |  |
| **RECORD ISSUED DATE:** |  |

|  |  |  |
| --- | --- | --- |
|  | Discharging Vessel | Receiving Vessel |
| Ship Name |  |  |
| **IMO Number** |  |  |
| **Flag / Port of Registry** |  |  |
| **Call Sign** |  |  |
| **Operator** |  |  |
| **Dimensions: Loa x B x D X T** |  |  |
| **Deadweight** |  |  |
| **Class Society** |  |  |
| **Port of Origin** |  |  |
| **Port of Destination** |  |  |

|  |
| --- |
| A. PRODUCT TRANSFERRED **(Include cargo type and approximate amount received or delivered)** |
|  |

|  |
| --- |
| B. AREA OF STS OPERATION AND LIMITING WEATHER CRITERIA **(Identify lightering location or zone used, regulations imposed by local Authority, where applicable, and describe limiting weather criteria)** |
|  |

|  |
| --- |
| C. DURATION OF STS OPERATION **(Duration of transfer operation, time of arrival in the lightering area and departing time and date)** |
| Time/date of arrival:  Time/date of completion: |

|  |  |
| --- | --- |
| D. STS OPERATION MANAGEMENT **(Identify STS organizer, person in overall advisory control (POAC), STS service provider (or STS operator)- if employed, staff of each ship assigned for STS operation)** | |
| STS Organizer |  |
| Person in Overall Advisory Control |  |
| STS Service Provider |  |
| Staff on STS Duties |  |

|  |  |
| --- | --- |
| E. STS SERVICE PROVIDER CERTIFICATION **(Confirm qualification of STS service provider and its assigned STS superintendent, and verify vetting approval of STS equipment, if applicable)** | |
| Qualification of Service Provider |  |
| STS Superintendent Qualification |  |

|  |
| --- |
| F. STS MARINE EQUIPMENT |
|  |

|  |
| --- |
| G. STS OPERATION NOTIFICATION TO AUTHORITY (Include the contact numbers of local authority) |
|  |
| I. COMMUNICATION ARRANGEMENTS (Include the contact numbers of local authority) |
|  |

|  |
| --- |
| J. SAEFTY PRECAUTIONS |
|  |

|  |
| --- |
| K. CONTINGENCY PLANS |
|  |

|  |  |
| --- | --- |
| L. OPERATIONAL PREPARATIONS | |
|  | |
| Joint plan of operation |  |
| Comprehensive briefing |  |

|  |
| --- |
| M. MANEUVERING AND MOORING |
|  |

|  |
| --- |
| N. CARGO TRANSFER (PROCEDURES ALONGSIDE) (Record the transfer location) |
|  |

|  |
| --- |
| O. MANAGEMENT OF CARGO TRANSFER |
|  |

|  |
| --- |
| P. UNMOORING |
|  |

|  |
| --- |
| Q. REPORTING (Upon completion of transfer operation, notify authority & company, complete cargo transfer document, collects all completed checklists and relevant records.) |
|  |

|  |  |
| --- | --- |
| RECORD APPROVAL AND SIGNATURE(By person in charge of vessel) | |
| **Name:** | **Rank:** |
| **Signature:** | **Date:** |

**Append other relevant records, logs, reports related to the subject STS operation, as deemed appropriate.**