SMALL CRAFT ALONGSIDE CHECK LIST

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Vessel Name | : |  |  | Date/Time: |  |
| Name of Small craft | : |  |  | Port/Terminal: |  |
| Reason | : |  | | | |

**Section 1. Checks prior to small craft coming alongside**

| **NO.** | **CHECKS** | **YES** | **NO** | **NA** |
| --- | --- | --- | --- | --- |
| 1. | Is approaching craft alongside the ship is carrying flammable cargo/Is not gas free |  |  |  |
| 2. | Are all liquid cargo transfer Operation stopped |  |  |  |
| 3. | Is cargo system shut down |  |  |  |
| 4. | Are all unused manifolds blanked and fully bolted |  |  |  |
| 5. | Are all tank lids/Ullage ports closed and secure |  |  |  |
| 6. | Are vents which may allow flammable vapor to escape closed |  |  |  |
| 7. | Is the deck area free from flammable vapor |  |  |  |
| 8. | Are all scuppers plugged/Overboard discharge closed |  |  |  |
| 9. | Is lifebuoy with light and line available in near vicinity of berthing position |  |  |  |

I am satisfied that the above information is transferred/action has been completed and permission granted for the craft to berth alongside the ship.

|  |  |  |
| --- | --- | --- |
| Name | : |  |
| Rank | : |  |
| Signature | : |  |
| Date & Time | : |  |

**Section 2 – Checks when craft is alongside**

| **NO.** | **CHECKS** | **YES** | **NO** | **NA** |
| --- | --- | --- | --- | --- |
| 1. | Craft has been advised of ship’s emergency signal |  |  |  |
| 2. | Craft has been advised of ship’s emergency procedure |  |  |  |
| 3. | Safe access is provided to/from craft |  |  |  |
| 4. | Lifebuoy with light and line is standing By for use. |  |  |  |
| 5. | Security pass issued when the craft personnel required to board vessel |  |  |  |

|  |  |  |
| --- | --- | --- |
| Name | : |  |
| Rank | : |  |
| Signature | : |  |
| Date & Time | : |  |