**BUNKERING – SLUDGE TRANSFER SAFETY CHECKLIST**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Vessel:** |  |  | **Voyage No.:** |  |
| **Port:** |  |  | **Date:** |  |
| **Master:** |  |  | **Name of Barge/Terminal:** |  |

**AA) Bunkering Checklist**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Bunkering** | **Ship** | **Barge** | **Terminal** | **Code** | **Remarks/Signature as required by code A** |
| 1. The barge has obtained the necessary permissions to go alongside receiving ship. |  |  |  |  |  |
| 1. The fenders have been checked, are in good order and there is no possibility of metal to metal contact. |  |  |  | **R** |  |
| 1. Adequate electrical insulating means are in place in barge/terminal -to-ship connection. |  |  |  | **AR** | Initial Ship:  Initial Shore: |
| 1. All bunker / sludge transfer hoses are in good condition and are appropriate for the service intended. |  |  |  |  |  |
| 1. The Ship securely moored / safely anchored to take into account additional drag of barge(s). |  |  |  | **R** |  |
| 1. The barge or ship is securely moored. |  |  |  | **R** |  |
| 1. Sea and weather conditions are suitable for bunkering / sludge transfer and will be monitored for the complete duration of operations. Heavy weather precautions to be discussed with barge representative and understood. |  |  |  | **A** | Stop bunkering when;  - Sustained wind is 63  Km/h (34 Kn) or  greater OR Sea Swell 1.5 mtr (5 Ft) or greater  - Electrical storm in  vicinity of bunker  transfer  Initial Ship:  Initial Shore: |
| 1. Safe weather and safe boarding facility for access between the ship and the barge/terminal available. |  |  |  | **R** |  |
| 1. Effective communications have been established between Responsible team members. The emergency stop signal and shutdown procedure to be used by the ship and barge/terminal have been explained and understood. |  |  |  | **AR** | (VHF/UHF Ch. ……)  Primary System :  Back-up System :  Emerg Stop Signal :  Initial Ship :  Initial Shore: |
| 1. There is an effective watch on board the barge/terminal and on the ship receiving bunkers or carrying out sludge transfer. |  |  |  | **R** |  |
| 1. There are sufficient personnel on ship and barge/terminal to deal with an emergency. |  |  |  | **R** |  |
| 1. Fire hoses and fire-fighting equipment on board the barge/terminal and ship are ready for immediate use. |  |  |  | **R** |  |
| 1. All scuppers are effectively plugged, ensure tight fit. Temporarily removed scupper plugs will be monitored at all times. Drip trays are in position on decks around connections and bunker tank vents / sludge transfer manifold. |  |  |  | **R** |  |
| 1. Bunkering Operations: Initial flow rate, topping off flow rate, maximum flow rate and maximum line pressure discussed with Barge and agreed upon. Sludge Transfer - Initial flow rate, maximum flow rate and maximum line pressure discussed with Barge and agreed upon. |  |  |  | **A** | Initial flow rate:  Topping off rate:  Max flow rate:  Max line pressure:  Initial Ship:  Initial Shore: |
| 1. Initial line up has been checked and unused bunker connections are blanked and fully bolted. |  |  |  |  |  |
| 1. The transfer hose is properly rigged and fully bolted and secured to manifolds on ship and barge /terminal. |  |  |  |  |  |
| 1. Overboard valves connected to the cargo system, engine room bilges and bunker lines closed and sealed. |  |  |  |  |  |
| 1. Bunker tanks high level are operational and have been tested |  |  |  |  |  |
| 1. All cargo and bunker tank hatch lids are closed. |  |  |  |  |  |
| 1. Bunker tank / Sludge Tank contents will be monitored at regular intervals |  |  |  | **AR** | At intervals not exceeding … minutes  Initial Ship:  Initial Shore: |
| 1. There is a supply of oil spill clean-up material readily available for immediate use. |  |  |  |  |  |
| 1. The main radio transmitter aerials are earthed and radars are switched off. |  |  |  |  |  |
| 1. Fixed VHF/UHF transceivers and AIS equipment are on the correct power mode or switched off. |  |  |  |  |  |
| 1. Smoking rooms have been identified and smoking restrictions are being observed |  |  |  | **AR** | Nominated Smoking Rooms  Tanker : Barge/Terminal :  Initial Ship :  Initial Shore: |
| 1. Naked light regulations are being observed. |  |  |  | **R** |  |
| 1. All external doors and ports in the accommodation are closed. |  |  |  | **R** |  |
| 1. Material Safety Data Sheets (MSDS) for the bunker / sludge transfer have been exchanged where requested. |  |  |  | **R** |  |
| 1. The hazards associated with toxic substances in the bunkers / sludge being handled have been identified and understood. |  |  |  | **R** | H2S Content (ppm) ……………………. Benzene Content (ppm) |
| 1. Security protocols have been agreed between Security Officers of Ship and Barge/Terminal (DOS). |  |  |  | **A** | Initial Ship :  Initial Shore: |

The presence of the Letters ‘A’, ‘R’ and ‘P’ in the code column indicates the following:

**A** (‘Agreement’) - This indicates an agreement or procedure that should be identified in the Check list or communicated in some other mutually acceptable form.

**R** (‘Re-checks’) – This indicates items to be re-checked at appropriate intervals, as agreed between both parties and stated in the declaration.

**P** (Permission) - In the case of a negative answer, the operation should not be carried out without the permission of the Port Authority.

**BB) Record of Repetitive Checks**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date: |  |  |  |  |  |  |  |  |  |  |
| Time: |  |  |  |  |  |  |  |  |  |  |
| HC content (LEL %) |  |  |  |  |  |  |  |  |  |  |
| H2S content (ppm) |  |  |  |  |  |  |  |  |  |  |
| Benzene content (ppm) |  |  |  |  |  |  |  |  |  |  |
| Initial for Ship: |  |  |  |  |  |  |  |  |  |  |
| Initial for Barge /Terminal: |  |  |  |  |  |  |  |  |  |  |

**CC) Declaration**

We have checked, where appropriate jointly, the items of the checklist in accordance with the instructions and have satisfied ourselves that the entries we have made are correct to the best of our knowledge.

We have also made arrangement to carry out repetitive checks as necessary and agreed that those items coded ‘R’ in the Checklist should be re-checked at intervals not exceeding \_\_\_\_\_ hours.

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

|  |  |
| --- | --- |
| **For Ship** | **For Barge** |

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

**Notes:**

1. The safety of operations requires that all questions should be answered affirmatively by clearly checking the appropriate box. If an affirmative answer is not possible, the reason should be given and an agreement reached upon appropriate precautions to be taken between the ship and the barge/terminal. Where any question is considered not applicable, then a note to that effect should be inserted in the remarks column.
2. This Bunker / Sludge transfer shall not commence until both the vessel as well as the barge/terminal are satisfied with proper completion of this form and have signed this declaration. In the event that the barge/terminal refuses to sign, vessel shall note protest and make an entry in the logbook.