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

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| **AT SEA SHIP TO SHIP TRANSFER**  **CHECKLIST 1 - PRE-FIXTURE INFORMATION (FOR EACH SHIP) (BETWEEN SHIP OPERATION/CHARTERER AND ORGANIZER)** | | | |
| Ship Operator: | Charterer: | | STS Organiser: |
| Ship’s Name: | | Company: | |
| Call Sign/Inmarsat No.: | | Proposed Date of Transfer: | |
| IMO No: | | Proposed Location: | |

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| Discharging/Receiving Ship (Delete as appropriate) | Ship Operator’s Confirmation | Remarks |
| 1. Current vessel particulars questionnaire (VPQ) data has been exchanged |  |  |
| 1. State the anticipated maximum berthing displacement of the ship |  |  |
| 1. State the anticipated arrival draughts and freeboard |  |  |
| 1. If the berthing operation is to be conducted underway, confirm that the ship can maintain about five knots for a minimum of two hours |  |  |
| 1. The ship is able to conduct operations in accordance with the latest edition of the Ship to Ship transfer Guide |  |  |
| 1. Sufficient manpower will be provided to ensure the safe conduct of operations while minimizing the potential for fatigue |  |  |
| 1. Key vessel personnel can communicate in English. If not, state working language used |  |  |
| 1. The ship’s manifold arrangement and lifting gear is in accordance with OCIMF or SIGTTO recommendations for the ship type/size |  |  |
| 1. State the maximum and minimum expected height of the cargo manifold from the waterline during the transfer |  |  |
| 1. The SWL and outreach of the ship’s lifting equipment is sufficient for the intended operation |  |  |
| 1. Where applicable, a copy of the STS operations plan has been exchanged |  |  |
| 1. If not included within the STS operations plan, a general arrangement plan or other similar mooring diagram has been exchanged |  |  |
| 1. The location and number of enclosed fairleads and mooring bitts fitted on the ship is in accordance with Mooring Equipment Guidelines (Reference 6) |  |  |
| 1. The ship is able to deploy lines on winch drums |  |  |
| 1. Messenger lines of suitable strength will be available at each mooring location |  |  |
| 1. MSDS information has been exchanged for the cargo being transferred and, where applicable, the previous cargo of the receiving ship |  |  |
| 1. Both sides of the ship are clear of any overhanging projections, including bridge wings |  |  |
| 1. Sufficient accommodation is available on board for STS personnel |  |  |
| 1. Confirm the vessel is equipped to conduct vapour balancing |  |  |

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