|  |  |  |
| --- | --- | --- |
| Vessel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Voy. No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Port: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Before Discharge** | | **Yes** | **No** | **N/A** |
| 1 | All lines / valves set correctly and verified by C/O |  |  |  |
| 2 | Valves not part of the line-up confirmed shut, secured against accidental opening and verified by C/O |  |  |  |
| 3 | Overboard scuppers effectively plugged |  |  |  |
| 4 | Discharge plan agreed with the shore |  |  |  |
| 5 | Discharge rate, ship / shore stop agreed |  |  |  |
| 6 | Inert gas / ventilation arrangements set as required. |  |  |  |
| 7 | Confirm IG supply readings and CCR / IG recorder readings are the same. |  |  |  |
| 8 | Inert gas isolating valves of all cargo tanks locked in the correct open / shut position |  |  |  |
| 9 | Cargo hoses in good condition, all manifold / hose connections secured-all nuts / bolts in place & of adequate length / drains closed / manifold pressure gauges fitted both sides |  |  |  |
| 10 | Alarms / trips tested and operational |  |  |  |
| 11 | Discharge plan understood by all, sequence plan available |  |  |  |
| 12 | Discharge and ballast sequence pre-calculated to confirm vessel retains adequate stability at all times, within acceptable stress and sheer force limits and acceptable trim and list conditions |  |  |  |
| 13 | Cargo samples taken and accepted |  |  |  |
| 14 | Cargo pumps properly prepared |  |  |  |
|  |  |  |  |  |
| **During Discharge** | | **Yes** | **No** | **N/A** |
| 1 | Upon commencement, check all pumps / lines / valves for leaks |  |  |  |
| 2 | Monitor tank levels, check cargo being received ashore |  |  |  |
| 3 | Stripping arrangements understood and carried out as planned |  |  |  |
| 4 | Rates / pressure and temperature as agreed with shore |  |  |  |
| 5 | Ballasting requirements carried out as planned |  |  |  |
| 6 | Insert gas tank pressure / O2 content monitored / recorded |  |  |  |
| 7 | Stresses / trim / stability / list properly controlled |  |  |  |
| 8 | Hourly rate calculated / recorded |  |  |  |
| 9 | Deck watch maintained |  |  |  |
| 10 | Any deviations in the discharge plan brought to the notice of the Chief Officer / Master and shore terminal and corrective action taken if necessary |  |  |  |

|  |  |  |  |  |
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| After Discharging | | **Yes** | **No** | **N/A** |
| 1 | All lines / pumps properly drained |  |  |  |
| 2 | All necessary valves / manifolds securely closed-all blanks and nuts / bolts fitted |  |  |  |
| 3 | Inert gas / ventilation arrangements set as necessary |  |  |  |
| 4 | All tank openings secured /pump room secure |  |  |  |
| 5 | All heating shut off |  |  |  |
| 6 | Empty tanks accepted by surveyor (Note - if acceptable to open tank lid, then ensure the lid is closed immediately after the surveyor has accepted. DO NOT LEAVE OPEN!!) |  |  |  |
| 7 | Toxic gases within cargo tanks as per permissible exposure levels |  |  |  |

**Note:** Record all cargo operations in the Cargo Log Book.

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| Remarks: |

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| Chief Officer | Date and time |
|  |  |