

TITLE :	OPN 4 - LOADING OPERATION CHECK LIST
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## LOADING OPERATION CHECK LIST

**VESSEL NAME :** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
**PORT :** \_\_\_\_\_

PART A - BEFORE LOADING CHECKLIST		
1	All tank openings secured.	5
2	MARVS free to vent. ( Considering Setpoint with Regard to Specific Design of Vessel )	
3	Vessel securely moored and fire wires out fore and aft.	
4	All scuppers & drain plugs in position.	
5	At the risers: a)Two fire hoses stretched out ( Pressurized ) b)Two DCP fire extinguisher Rigged c)Fire control plan at the gangway d)DCP Hoses Rigged / DCP Monitor towards Manifold Area / DCP Boxes Open	
6	Hydraulic system: a)Hydraulic system oil level checked b)Spare Oil to be available c)Emergency Hydraulic Hand Pumps to be ready & available ( Spare Oil Ready ) d)All Valves operation to be Tested and ensure Proper Functioning e)ESD System to be tested and ensure Proper Functioning / Closure Time 30 Seconds	
7	Cargo line up: a)Line up on deck, in the compressor Room , and the cargo control room checked by two mates b)Vents at the port and stbd risers closed c)Offshore manifold blanks on with bolts in every bolt hole	
8	Segregated ballast tanks checked for oil. Results logged in the deck log.	
9	In case of Loading Different Grades of Cargo , Ensure Proper Line up has been done and Nominated Cargo tanks are Marked in CCR / Nominated Manifolds are Marked ( C3/C4 /..)	
10	Ensure cargo tank Temperatures & ATM are Suitable for Nominated Cargo ( Considering Allowable Loading Limits / Minimum Tank Design Temp / Maximum Allowable Tank Pressure / Setpoint of MARVS	
11	Ensure Compressor Room & Motor Room / Air lock Room FANs are Running and All Alarms are Operational	
12	ESD Boxes are open and ready for Emergency Actions	
PART B - STARTING CARGO LOADING CHECKLIST		
1	Hoses or arms in good conditions: free of deep nicks, cuts or abrasions.	
2	Hoses or arms connected using new gaskets. If "O" rings are used check them for cuts or flat spots. All bolt holes have bolts snugged up or camlocks or hydraulic grippers are firmly secured.	
3	Any hose or arm vents or drains are closed.	
4	Pressure & Temperature gauges in place and operating properly.	
5	Cargo loading sequence, quantities, loading rates, tanks to be loaded, and topping off procedures all agreed upon with personnel.	
6	Emergency shutdown Procedures understood by vessel personnel and terminal personnel.	

7	At the commencement of cargo loading: a)One mate at the risers b)Two mens at the Shore Side Manifold ( inuse for Loading ) c) One Person on Sea side manifold ( Not in use ) to check for possible Leakge d)One man at the tank sounding machine for the first tank to be loaded e)Chief Mate in the cargo control room	
8	Upon starting cargo loading check for: a)Leaks at the risers b)Cargo going tot he correct tank	
9	After cargo is verified as coming aboard check: a)All cargo tanks for leading valves b)All deck lines for leaks	

**PART C - DURING LOADING CHECKLIST**

	Bravo flag up or loading light on.	
	Cargo tanks checked for: a)Leaking valves b)Sticking tank sounding machines	
	Deck checked for: a)Leaking pipelines and fittings b)Scupper plugs in	
	All Accommodation / Engine room doors closed. No smoking signs posted.	
	Mooring lines tight, vessel not creeping ahead or astern ( Copy of Tide Table in CCR )	
	Have the deck watch check the power packs in the focsle and in the steering gear flat.	
	Deck lighting on when needed.	
	If necessary to decant water from the deck, have a man standing by while decanting. Do not leave a scupper plug out and unattended.( In case of Raining / Condensation)	
	In case Lightning is in the vicinity shut down the loading until the weather improves.	
	Always have any change in the cargo line-up double checked before using the new line-up.	

**PART D - TOPPING OFF**

	Topping off procedures and rates agreed upon and understood by vessel and terminal personnel.	
	Before topping off a tank test that tanks cargo valve for proper operation.	
	Have a man with a ullage tape at the tank being topped off.	
	Double check all tank ullages in tanks that are not being topped of.	
	Reduce the flow to a comfortable rate when topping off the last few tanks. Do not over pressurize the cargo lines. The maximum flow per individual cargo lines is	
	When topping off the last tank have a man standing by the manifold valve hydraulic operator. If the shore cannot shut down then close the manifold valves.	
	If in doubt shut down. It is better to sail short of cargo than to have a spill.	

NAME OF OFFICER		CHIEF OFFICER / SIGNATURE	
NAME OF OFFICER		2ND OFFICER / SIGNATURE	
NAME OF OFFICER		3RD OFFICER / SIGNATURE	