|  |  |  |  |
| --- | --- | --- | --- |
| **Date / Time** |  | **Port / Berth** |  |
| **Receiving Ship** |  | **Bunker facility** |  |

|  |
| --- |
| **UPON COMPLETION POST IT IN THE ENGINE CONTROL ROOM AND THE BUNKER STATION** |

**Part A. Checks at the planning stage for the receiving ship**

| **Item** | **Check** | **Status** | **Remarks** |
| --- | --- | --- | --- |
|  | Necessary permissions are granted. | Yes |  |
|  | Local requirements are observed. | Yes |  |
|  | All personnel are aware of operations. | Yes |  |
|  | Bunker plan is exchanged. | Yes |  |
|  | Mooring and fendering arrangement is agreed. | Yes |  |

**Part A. Checks at the planning stage for the receiving ship (additional checks required by the Company)**

| **Item** | **Check** | **Status** | **Remarks** |
| --- | --- | --- | --- |
| A1. | Operational verification of the gas monitoring equipment (portable instruments and personal monitors provided to crew involved in the operation) | Yes |  |

**Part B. Checks at the planning stage for the bunker facility**

| **Item** | **Check** | **Status** | **Remarks** |
| --- | --- | --- | --- |
|  | Necessary permissions are granted. | Yes |  |
|  | Local requirements are observed. | Yes |  |
|  | All personnel are aware of operations. | Yes |  |
|  | Bunker plan is exchanged. | Yes |  |
|  | Mooring and fendering arrangement is agreed. | Yes |  |

**Part C. Checks after mooring for the receiving ship**

| **Item** | **Check** | **Status** | **Remarks** |
| --- | --- | --- | --- |
|  | Fenders are effective. | Yes |  |
|  | Mooring is effective. | Yes |  |
|  | Access between ship and facility is safe. | Yes |  |

**Part D. Checks after mooring for the bunker facility**

| **Item** | **Check** | **Status** | **Remarks** |
| --- | --- | --- | --- |
|  | Fenders are effective. | Yes |  |
|  | Mooring is effective. | Yes |  |
|  | Access between ship and facility is safe. | Yes |  |

**Part E. Pre-transfer conference**

| **Item** | **Check** | **Receiving ship status** | **Bunker facility status** | **Remarks** |
| --- | --- | --- | --- | --- |
|  | Effective communications are established. | Yes | Yes |  |
|  | Bunker watch is established. | Yes | Yes |  |
|  | Smoking restrictions and designated smoking areas are established. | Yes | Yes |  |
|  | Naked light restrictions are established. | Yes | Yes |  |
|  | Safety data sheets are available. | Yes | Yes |  |
|  | Hazardous properties of the product to be transferred identified in the safety data sheet are discussed. | Yes | Yes |  |

**Part E. Pre-transfer conference (additional checks required by the Company)**

| **Item** | **Check** | **Receiving ship status** | **Bunker facility status** | **Remarks** |
| --- | --- | --- | --- | --- |
| E1. | MSDS is provided to ship by the bunker facility | Yes | Yes |  |

**AS1. Agreement Sheet Part 1 – Bunkers to be transferred**

| **Product and grade** | **Tonnes** | **Volume (in m3) at loading temperature** | **Loading temperature** | **Maximum transfer rate** | **Maximum line pressure** |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**AS2. Agreement Sheet Part 2 – Bunker tanks to be loaded (volume in m3)**

| **Tank no.** | **Product and grade** | **Capacity of tank (volume in m3)** | **Vol. of oil in tank before bunkering** | **Free capacity of tank (volume in m3)** | **Volume (in m3) to be loaded** | **Final volume (in m3)** |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**AS3. Agreement Sheet Part 3 – Operational management controls**

| **Item**  **Ref.** | **Agreement** | **Details** | **Receiving ship initials** | **Bunker facility status** |
| --- | --- | --- | --- | --- |
| 17. | Process for starting transfer | Initial flow rate:  Increase of flow to full rate:  Quantity transferred check intervals: |  |  |
| 18. | Process for completing transfer | Slowdown of flow:  Transfer stop: |  |  |

**Part F. Receiving ship: Technical checks before bunkering**

| **Item** | **Check** | **Status** | **Remarks** |
| --- | --- | --- | --- |
|  | Electrical insulation is effective. | Yes |  |
|  | Bunker transfer equipment:   * is in good condition * is appropriate * is properly rigged * is secured to manifolds * is fully bolted | Yes |  |
|  | Firefighting equipment is ready for use. | Yes |  |
|  | Scuppers and savealls are plugged. | Yes |  |
|  | Portable drip trays are correctly positioned and empty. | Yes |  |
|  | Unused bunker connections are blanked and fully bolted. | Yes |  |
|  | High level and overfill alarm units are operational. | Yes |  |
|  | Bunker operation emergency stop is operational. | Yes |  |
|  | Bunker tank openings are closed. | Yes |  |
|  | Oil spill clean-up material is available. | Yes |  |
|  | Medium frequency/high frequency radio antennae are isolated. | Yes |  |
|  | Very high frequency and ultra high frequency transceivers are set to low power mode. | Yes |  |

**Part F. Receiving ship: Technical checks before bunkering (additional checks required by the Company)**

| **Item** | **Check** | **Status** | **Remarks** |
| --- | --- | --- | --- |
| F1. | All external doors and ports in the accommodation are closed and opening is only temporally allowed for personnel’s entry or exit | Yes |  |
| F2. | Visual examination of bunkering lines, arms and hoses and verification of availability of annual pressure test certificate  Same visual verification to be carried out at the bunkering facility’s side. | Yes | Dates of last annual pressure testing:   * Lines: * Hoses: |

**Part G. Bunkering facility: Technical checks before bunkering**

| **Item** | **Check** | **Status** | **Remarks** |
| --- | --- | --- | --- |
|  | Electrical insulation is effective. | Yes |  |
|  | Bunker transfer equipment:   * is in good condition & appropriate * is appropriate * line up is checked by 2 Officers independently * is properly rigged * is secured to manifolds * is fully bolted | Yes |  |
|  | Firefighting equipment is ready for use. | Yes |  |
|  | Scuppers and savealls are plugged. | Yes |  |
|  | Portable drip trays are correctly positioned and empty. | Yes |  |
|  | Unused bunker connections are blanked and fully bolted. | Yes |  |
|  | High level and overfill alarm units are operational. | Yes |  |
|  | Bunker operation emergency stop is operational. | Yes |  |
|  | Bunker tank openings are closed. | Yes |  |
|  | Oil spill clean-up material is available. | Yes |  |
|  | Medium frequency/high frequency radio antennae are isolated. | Yes |  |
|  | Very high frequency and ultra high frequency transceivers are in low power mode. | Yes |  |

**Part H. Receiving ship: Repetitive checks during bunkering**

| **Item**  **Ref.** | **Check** | **Time** | **Time** | **Time** | **Time** | **Time** | **Time** | **Remarks** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **INTERVAL TIME:       HRS** | | | | | | | | |
| **11.** | Fendering is effective. | Yes | Yes | Yes | Yes | Yes | Yes |  |
| **12.** | Mooring arrangement is effective. | Yes | Yes | Yes | Yes | Yes | Yes |  |
| **13.** | Access between ship and bunker facility is safe. | Yes | Yes | Yes | Yes | Yes | Yes |  |
| **17.** | Communications are effective. | Yes | Yes | Yes | Yes | Yes | Yes |  |
| **19.** | Smoking restrictions and designated smoking areas are complied with. | Yes | Yes | Yes | Yes | Yes | Yes |  |
| **20.** | Naked light restrictions are complied with. | Yes | Yes | Yes | Yes | Yes | Yes |  |
| **26.** | Scuppers and savealls are plugged. | Yes | Yes | Yes | Yes | Yes | Yes |  |
| **AS3.** | Bunker tank contents are monitored. | Yes | Yes | Yes | Yes | Yes | Yes |  |
| **Initials** | |  |  |  |  |  |  |  |

**Part I. Bunkering facility: Repetitive checks during bunkering**

| **Item**  **Ref.** | **Check** | **Time** | **Time** | **Time** | **Time** | **Time** | **Time** | **Observation** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **INTERVAL TIME:       HRS** | | | | | | | | |
| 14. | Fendering is effective. | Yes | Yes | Yes | Yes | Yes | Yes |  |
| 15. | Mooring arrangement is effective. | Yes | Yes | Yes | Yes | Yes | Yes |  |
| 16. | Access between ship and bunker facility is safe. | Yes | Yes | Yes | Yes | Yes | Yes |  |
| 17. | Communications are effective. | Yes | Yes | Yes | Yes | Yes | Yes |  |
| 19. | Smoking restrictions and designated smoking areas are complied with. | Yes | Yes | Yes | Yes | Yes | Yes |  |
| 20. | Naked light restrictions are complied with. | Yes | Yes | Yes | Yes | Yes | Yes |  |
| 38. | Scuppers and savealls are plugged. | Yes | Yes | Yes | Yes | Yes | Yes |  |
| AS3. | Tank contents are monitored. | Yes | Yes | Yes | Yes | Yes | Yes |  |
| **Initials** | |  |  |  |  |  |  |  |

**Part J. Receiving ship: Checks before disconnecting**

| **Item** | **Check** | **Status** | **Remarks** |
| --- | --- | --- | --- |
|  | Bunker hoses, fixed pipelines and manifolds are drained. | Yes |  |
|  | Remote and manually controlled valves are closed. | Yes |  |

**Part K. Bunkering facility: Checks before disconnecting**

| **Item** | **Check** | **Status** | **Remarks** |
| --- | --- | --- | --- |
|  | Bunker hoses, fixed pipelines and manifolds are drained | Yes |  |
|  | Remote and manually controlled valves are closed | Yes |  |

|  |  |
| --- | --- |
|  | ***Note*** |

* *The present checklist follows the formatting, nomenclature and numbering introduced by ISGOTT 6th Edition. Additional checks required by the Company’s* ***UMMS*** *are also added and individually numbered.*
* *Interval between repetitive checks shall be as agreed, but not exceeding 2 hours.*

**DECLARATION**

We the undersigned have checked the items in the applicable parts A to G, as marked and signed below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **Receiving ship** |  | **Bunker facility** |
| Part A. Checks at the planning stage for the receiving ship |  |  |  |  |
| Part B. Checks at the planning stage for the bunker facility |  |  |  |  |
| Part C. Checks after mooring for the receiving ship |  |  |  |  |
| Part D. Checks after mooring for the bunker facility |  |  |  |  |
| Part E. Pre-transfer conference |  |  |  |  |
| Part F. Receiving ship: technical checks before bunkering |  |  |  |  |
| Part G. Bunker facility: technical checks before bunkering |  |  |  |  |

In accordance with the guidance of Chapter 24 of ISGOTT, we declare the entries we have made are correct to the best of our knowledge and that the receiving ship and bunker facility are in agreement to undertake the transfer operation.

We have also agreed to carry out repetitive checks noted in parts H and I of the ISGOTT bunker checklist, which should occur at intervals of not more than       hours for the receiving ship and not more than       hours for the bunker facility.

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Receiving ship** | | **Bunker facility** | |
| **Name** |  | **Name** |  |
| **Rank** |  | **Position** |  |
| **Signature** |  | **Signature** |  |
| **Date** |  | **Date** |  |
| **Time** |  | **Time** |  |

**To be completed after any transfer operation:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **Receiving ship** |  | **Bunker facility** |
| Part J. Receiving ship: checks before disconnecting |  |  |  |  |
| Part K. Bunkering facility: checks before disconnecting |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Receiving ship** | | **Bunker facility** | |
| **Name** |  | **Name** |  |
| **Rank** |  | **Position** |  |
| **Signature** |  | **Signature** |  |
| **Date** |  | **Date** |  |
| **Time** |  | **Time** |  |