

TANKER - SHORE SAFETY CHECK-LIST

Part A - Bulk Liquid General - Physical Checks					
Bulk Liquid - General		Tanker	Terminal	Code	Remarks
1	There is safe access between the tanker and shore.			R	
L1	The fendering arrangements are assessed as being satisfactory. The fender pennants are in order.				
2	The tanker is securely moored, considering the conditions locally.			R	
3	The agreed ship/shore communication system is operative.			A R	
4	Emergency towing-off pennants are correctly rigged and positioned, if required by terminal.			R	
5	The tanker's fire hoses and fire-fighting equipment are positioned and ready for immediate use.			R	
6	The terminal's fire-fighting equipment is positioned and ready for immediate use.			R	
7	The tanker's cargo hoses and/or the terminal arms or hoses, pipelines and manifolds are in good condition, properly rigged and appropriate for the service intended.			R	
7.1	All reducers are approved and compatible with cargo lines and the type of cargo.				
7.2	All connection flanges are fitted with the appropriate gaskets.				
7.3	All flange bolts are properly tightened.				
7.4	The loading arms are free to move in all directions and/or the hoses have enough room for easy movement.				
7.5	All valves are checked and in the right position.				
7.6	Adequate lighting is ensured at the cargo transfer area and emergency escape route.				
8	This line has been intentionally left blank.				
9	The cargo transfer system is sufficiently isolated and drained to allow safe removal of blank flanges prior to connection.				
10	Scuppers and save-alls on board are effectively plugged and drip trays are in position and empty.			R	

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11	Scupper plugs temporarily removed will be monitored constantly.			R	
12	Shore spill containment and sumps are correctly managed.			R	
13	The tanker's unused cargo, bunker and vapour return connections are properly secured. All connected flanges are fitted with the appropriate gaskets.				
14	The terminal's unused cargo, bunker and vapour return connections are properly secured. All connected flanges are fitted with the appropriate gaskets.				
15	All sighting, ullaging and sampling ports of the cargo, ballast or bunker tanks have been closed or protected by flame arrestors in good condition, if required.				
16	Sea and overboard discharge valves, when not in use, are closed and visibly secured. The removable parts between ballast and overboard discharge lines and cargo lines are removed.				
17.1	All external doors, ports and windows in the accommodation, stores and machinery spaces are closed. Engine room vents may be open.			R	
17.2	The LPG domestic installation is isolated at the main stop valve.				
18	The tanker's emergency fire control plans are available.				Location:

If the tanker is fitted, or is required to be fitted, with an inert gas system (IGS), the following points should be physically checked:

Inert Gas System		Tanker	Terminal	Code	Remarks
19	IGS pressure and oxygen contents measuring equipment are in good working order.			R	
20	All cargo tank atmospheres are at positive pressure with oxygen content of 8% or less by volume.			P R	
20L	All inerted tanks are marked or labelled with a warning sign.				

Part BA - Bulk Liquid General - Verbal Verification					
Bulk Liquid – General		Tanker	Terminal	Code	Remarks
21	The tanker is ready to move under its own power. A dumb barge without own propulsion means should be able to move with the help of a designated tug at short notice.			P R	
22	There is an effective deck watch in attendance on board and adequate supervision of operations on the tanker and ashore.			R	
22L	On the tanker and the shore, a competent person is appointed who is responsible for the planned cargo handling.				
23	There are sufficient personnel on board and ashore to deal with an emergency.			R	
24.1	The procedures for cargo, bunker and ballast handling have been agreed.			A R	
24.2	The outlet pressure of the cargo pump of the tanker is regulated to take account of the admissible working pressure of the equipment of the terminal			A R	
24.3	The outlet pressure of the shore's cargo pump is regulated to take account of the admissible working pressure of the equipment on the tanker.			A R	
25	The emergency signal and shutdown procedure to be used by the tanker and shore have been explained and understood.			A	
26	Material Safety Data Sheets (MSDS), or equivalent, for the cargo transfer have been exchanged where requested.			P R	
26L	The tanker is approved to transport the product to be loaded.				
27	The hazards associated with toxic substances in the cargo being handled have been identified and understood.				H ₂ S content: Benzene content:
28	An International Shore Fire Connection has been provided, if required by legislation.				
29	The agreed tank venting system will be used.			A R	Method:
30.1	The requirements for closed operations have been agreed.			R	
30.2	The tanker's vapour return connection, if required, is connected, by means of a vapour return line, to the vapour return connection to the shore.			R	

Part BA - Bulk Liquid General - Verbal Verification					
Bulk Liquid – General		Tanker	Terminal	Code	Remarks
30.3	If protection against explosions is required, the vapour return line is equipped with a flame arrestor and/or detonation protection.			R	
31	The operation of the P/V system has been verified. The delivering tanker or shore guarantees that the pumping rate does not exceed the maximum working pressure agreed. Agreed max pumping rate: (m ³ /h) Agreed max pressure: (kPa)			R	
32	Where a vapour return line is connected, operating parameters have been agreed.			A R	
33	Independent high level alarms and/or emergency stops, if fitted, are operational and have been tested.			A R	
34	Adequate electrical insulating means are in place in the tanker/shore cargo and, if applicable vapour return line connections. The insulating means is installed either aboard or ashore: (state where).			A R	
35	Shore lines are fitted with a non-return valve, or procedures to avoid back filling have been discussed.			P R	
36	Smoking requirements are being observed and have been agreed.			A R	
37	Naked light regulations are being observed and have been agreed.			A R	
38	Portable electronic (e.g. communication) devices requirements are observed.			A R	
39	Hand torches (flashlights) are of an approved type.				
40	Fixed VHF/UHF transceivers and AIS equipment are on the correct power mode or switched off.				
41	Portable VHF/UHF transceivers are of an approved type.				
42	The tanker's main radio transmitter aerials are earthed and radars are disconnected / switched off.				

Part BA - Bulk Liquid General - Verbal Verification					
Bulk Liquid – General		Tanker	Terminal	Code	Remarks
43	Electric cables to portable electrical equipment within the hazardous area are disconnected from power.				
44	Window type air conditioning units are disconnected, if applicable.				
45	Positive pressure is maintained inside the accommodation and/or wheelhouse, if applicable.				
46	Measures have been taken to ensure sufficient mechanical ventilation in the pumproom, if applicable.			R	
47	There is provision for an emergency escape.				
48	The weather conditions, maximum wind and swell criteria for operations have been agreed. Stop cargo operations at: Disconnect at: Unmoor at:			A	
49	Security protocols have been agreed between the Ship Security Officer and the Port Facility Security Officer, if appropriate.			A	
50	Where appropriate, procedures have been agreed for receiving nitrogen supplied from shore, either for inerting or purging cargo tanks, or for line clearing into the tanker.			A P	

If the tanker is fitted, or is required to be fitted, with an inert gas system (IGS), the following statements should be addressed:

Inert Gas System		Tanker	Terminal	Code	Remarks
51	The IGS is fully operational and in good working order.			P	
52	Deck seals, or equivalent, are in good working order.			R	
53	Liquid levels in pressure/vacuum breakers are correct, if applicable.			R	
54	The fixed and portable oxygen analysers have been calibrated and are working properly.			R	
55	All the individual tank IG valves (if fitted) are correctly set and locked.			R	
56	All personnel in charge of cargo operations are aware that, in the event of failure of the inert gas plant, discharge operations should cease and the terminal be advised.				

If the tanker is fitted with a Crude Oil Washing (COW) system, and intends to crude oil wash, the following statements should be addressed:

Crude Oil Washing		Tanker	Terminal	Code	Remarks
57	N/A				
58	N/A				

If the tanker is planning to tank clean alongside, the following statements should be addressed:

Tank Cleaning		Tanker	Terminal	Code	Remarks
59	Tank cleaning operations are planned during the tanker's stay alongside the shore installation.	Yes/No*	Yes/No*		
60	If 'yes', the procedures and approvals for tank cleaning have been agreed.				
61	Permission has been granted for gas freeing operations by the competent authority.	Yes/No*	Yes/No*		

*Delete Yes or No as appropriate

Part 'C' Bulk Chemicals - Verbal Verification					
Bulk Liquid Chemicals		Tanker	Terminal	Code	Remarks
1	Material Safety Data Sheets, or equivalent, are available giving the necessary data for the safe handling of the cargo.				
2	A manufacturer's inhibition certificate, where applicable, has been provided.			P	
3	Sufficient protective clothing and equipment (including self-contained breathing apparatus) is ready for immediate use and is suitable for the product being handled.				
4	Countermeasures in the event of accidental personal contact with the cargo have been agreed.				
5	The cargo handling rate is compatible with the automatic shutdown system, if in use.			A	
6	Cargo system gauges and alarms are correctly set and in good order.				
7	Portable vapour detection instruments are readily available for the products being handled.				
8	Information on fire-fighting equipment and procedures has been exchanged.				
9	Transfer hoses and gaskets are of suitable material, resistant to the action of the products being handled.				
10	Cargo handling is being performed with the permanent installed pipeline system.			P	
11	Where appropriate, procedures have been agreed for receiving nitrogen supplied from shore, either for inerting or purging cargo tanks, or for line clearing into the tanker.			A P	
12	If required, the cargo deck water spray system is ready for immediate use.				

Part 'D' Bulk Liquefied Gases – Verbal Verification					
Bulk Liquefied Gases		Tanker	Terminal	Code	Remarks
1	Material Safety Data Sheets, or equivalent, are available giving the necessary data for the safe handling of the cargo.				
2	A manufacturer's inhibition certificate, where applicable, has been provided.			P	
3	The cargo deck water spray system is ready for immediate use.				
4	Sufficient protective clothing and equipment (including self-contained breathing apparatus) is ready for immediate use and is suitable for the products being handled.				
5	Hold and inter-barrier spaces are properly inerted or filled with dry air, as required.				
6	All remote control valves are in working order.				
7	The required cargo pumps and compressors are in good order, and the maximum working pressures have been agreed between tanker and shore.			A	
8	Re-liquefaction or boil-off control equipment is in good order.				
9	The gas detection equipment has been properly set for the cargo, is calibrated, has been tested and inspected and is in good order.				
10	Cargo system gauges and alarms are correctly set and in good order.				
11	Emergency shutdown systems have been tested and are working properly.				
12	Tanker and shore have informed each other of the closing rate of ESD valves, automatic valves or similar devices.			A	Ship: Shore:
13	Information has been exchanged between tanker and shore on the maximum/minimum temperatures/ pressures of the cargo to be handled.			A	
14	Cargo tanks are protected against inadvertent overfilling at all times while any cargo operations are in progress.				
15	The compressor room is properly ventilated, the electrical motor room is properly pressurised and the alarm system is working.				

Part 'D' Bulk Liquefied Gases – Verbal Verification					
Bulk Liquefied Gases		Tanker	Terminal	Code	Remarks
16	Cargo tank relief valves are set correctly and actual relief valve settings are clearly and visibly displayed. (Record settings below.)				
17	The operating parameters (opening pressure) of the pressure valves (MARVS) of the tanker have been considered and agreed.				
18	The (port) authorities have been notified prior to cargo handling, if required.			P	

Remarks
Cargo Tank Relief Valve Settings:

DECLARATION

We, the undersigned, have checked the above items in Parts A and B and, where appropriate, Part C or D, in accordance with the instructions and have satisfied ourselves that the entries we have made are correct.

We have also made arrangements 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 Inland tanker	For Shore
Name:	Name:
Rank:	Position or Title:
Signature:	Signature:
Date:	Date:
Time:	Time:

Record of repetitive checks:

Date:								
Time:								
Initials for tanker:								
Initials for shore:								

