

## GUIDELINES FOR COMPLETING THE SAFETY CHECK-LISTS

### Coding of Items

The presence of the letters 'A', 'P' or 'R' in the column entitled 'Code' indicates the following:

- A ('Agreement'). This indicates an agreement or procedure that should be identified in the 'Remarks' column of the Check-List or communicated in some other mutually acceptable form.
- P ('Permission'). In the case of a negative answer to the statements coded 'P', operations should not be conducted without the written permission from the appropriate authority.
- R ('Re-check'). This indicates items to be re-checked at appropriate intervals, as agreed between both parties, at periods stated in the declaration.

The joint declaration should not be signed until both parties have checked and accepted their assigned responsibilities and accountabilities.

The numbers and the letters in the first column indicate the following:

- Number:** This number indicates that the provision in question is based on the recommendations from ISGOTT/ISGINTT. The number corresponds with the relevant item in the ISGOTT checklist
- B Number** This "B" number indicates that the provision in question is based on those in the ADN (agreement concerning carriage of dangerous goods by barge) relating to the transfer of cargo from ship to shore. The "B" number corresponds with the relevant item in the ADN checklist.
- L** ("legislation") This indicates that the provisions in question are related to regional legislation and/or requirements.



Checklists

- 1 Tanker - Shore Safety Check-List (Appendix 1)
- 2 Seagoing – Inland Tanker / Inland Tanker Safety Check-List (Appendix 2)
- 3 Hazardous Disposal Safety Check-List (Appendix 3)
- 4 Non-hazardous Disposal Safety Check-List (Appendix 4)

Guidelines for Completing the Safety Check-Lists		Appendix			
Part 'A' – Bulk Liquid General – Physical Checks		1	2	3	4
1	<p><b>There is safe access between the tanker(s) and/or shore.</b></p> <p>The access should be positioned as far away from the manifolds as practicable.</p> <p>The means of access to the tanker should be safe and may consist of an appropriate gangway or accommodation ladder with a properly secured safety net fitted to it if practically possible.</p> <p>Particular attention to safe access should be given where the difference in level between the point of access on the tanker, and the jetty and/or quay is large, or is likely to become large.</p> <p>When terminal access facilities are not available and a tanker's gangway is used, there should be an adequate landing area on the berth so as to provide the gangway with a sufficient clear run of space and so maintain safe and convenient access to the tanker at all states of tide and changes in the tanker's freeboard.</p> <p>Near the access ashore, appropriate life-saving equipment should be provided by the terminal. A lifebuoy should be available on board the tanker preferably near the gangway or accommodation ladder.</p> <p>The access should be safely and properly illuminated during darkness.</p> <p>Persons who have no legitimate business on board, or who do not have the Master's permission, should be refused access to the tanker.</p> <p>The terminal should control access to the jetty or berth in agreement with the tanker.</p>	x	x	x	x
1L	<p><b>The fendering arrangements are assessed as being satisfactory. The fender pennants are in order.</b></p>	x	x	x	x

Guidelines for Completing the Safety Check-Lists		Appendix			
	Part 'A' – Bulk Liquid General – Physical Checks	1	2	3	4
2	<p><b>The tanker is securely moored, considering the conditions locally.</b></p> <p>Tankers should remain adequately secured in their moorings. Alongside tankers, piers or quays, ranging of the tanker should be prevented by keeping all mooring lines taut. Attention should be given to the movement of the tanker caused by wind, currents, tides or passing tankers and the operation in progress.</p> <p>Wire ropes and fibre ropes should not be used together in the same direction (i.e. as breast lines, spring lines, head or stern lines) because of the difference in their elastic properties.</p> <p>Once moored, tankers fitted with automatic tension winches should not use such winches in the automatic mode.</p> <p>Means should be provided to enable quick and safe release of the tanker in case of an emergency. In ports where anchors are required to be used, special consideration should be given to this matter.</p> <p>Irrespective of the mooring method used, the emergency release operation should be agreed, taking into account the possible risks involved.</p> <p>Anchors not in use should be properly secured.</p>	x	x	x	x
3	<p><b>The agreed inter-ship or tanker/shore communication system is operative.</b></p> <p>Communication should be maintained in the most efficient way between the Responsible Person(s) on duty on the tanker(s) and/or the Terminal Representative.</p> <p>When telephones are used, the telephone both on board and/or ashore should be continuously manned by a person who can immediately contact his respective supervisor. Additionally, the supervisor should have a facility to override all calls. When radio systems are used, the units should preferably be portable and carried by the supervisor or a person who can get in touch with his respective supervisor immediately. Where fixed systems are used, the guidelines for telephones should apply.</p> <p>The selected primary and back-up systems of communication should be recorded on the check-list and necessary information on telephone numbers and/or channels to be used should be exchanged and recorded.</p> <p>The telephone and portable radio systems should comply with the appropriate safety requirements.</p>	x	x	x	x

<b>Guidelines for Completing the Safety Check-Lists</b>		<b>Appendix</b>			
<b>Part 'A' – Bulk Liquid General – Physical Checks</b>		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
4	<p><b>Emergency towing-off pennants are correctly rigged and positioned.</b></p> <p>Unless advised to the contrary, emergency towing-off pennants (fire wires) could be positioned on both the off-shore bow and quarter of the tanker.</p> <p>There are various methods for rigging emergency towing-off pennants currently in use. Some terminals may require a particular method to be used and the tanker should be advised accordingly.</p>	x	x	x	
5	<p><b>The tanker's fire hoses and fire-fighting equipment are positioned and ready for immediate use.</b></p> <p>See Question 6 below.</p>	x	x	x	
6	<p><b>The terminal's fire-fighting equipment is positioned and ready for immediate use.</b></p> <p>Fire-fighting equipment on board and on the jetty should be correctly positioned and ready for immediate use.</p> <p>Adequate units of fixed or portable equipment should be stationed to cover the tanker's cargo deck and the jetty area, having due regard to the presence of both the tanker and nearby shore tanks. The shore and tanker's fire-main systems should be pressurised or be capable of being pressurised at short notice.</p> <p>Both tanker and shore should ensure that their fire-main systems can be inter-connected in a quick and easy way utilising, if necessary, the International Shore Fire Connection (see Question 28).</p>	x		x	
7	<p><b>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.</b></p>	x	x	x	
7.1	<p><b>All reducers are approved and compatible with cargo lines and the type of cargo.</b></p>	x	x	x	
7.2	<p><b>All connection flanges are fitted with the appropriate gaskets.</b></p>	x	x	x	
7.3	<p><b>All flange bolts are properly tightened.</b></p>	x	x	x	
7.4	<p><b>The loading arms are free to move in all directions and/or the hoses have enough room for easy movement.</b></p>	x	x	x	

Guidelines for Completing the Safety Check-Lists		Appendix			
Part 'A' – Bulk Liquid General – Physical Checks		1	2	3	4
7.5	<b>All valves are checked and in the right position.</b>	x	x	x	
7.6	<b>Adequate lighting is ensured at the cargo transfer area and emergency escape route.</b> Hoses should be in a good condition and properly fitted and rigged so as to prevent strain and stress beyond design limitations. All flange connections and reducers should be fully bolted and have the proper gasket. And any other types of connections should be properly secured. Hoses and pipelines and metal arms should be constructed of a material suitable for the substance to be handled, taking into account its temperature and the maximum operating pressure. Cargo hoses should be indelibly marked so as to allow the identification of the products for which they are suitable, specified maximum working pressure, the test pressure and last date of testing at this pressure. If to be used at temperatures other than ambient, maximum and minimum service temperatures should be marked.	x	x	x	
8	<b>N/A – question is included in question 7.</b>				
9	<b>The cargo transfer system is sufficiently isolated and drained to allow safe removal of blank flanges prior to connection.</b> A positive means of confirming that both tanker and/or shore cargo systems are isolated and drained should be in place and used to confirm that it is safe to remove blank flanges prior to connection. The means should provide protection against pollution due to unexpected and uncontrolled release of product from the cargo system and injury to personnel due to pressure in the system suddenly being released in an uncontrolled manner.	x	x	x	x
10	<b>Scuppers and save-alls on board are effectively plugged and drip trays are in position and empty.</b> Where applicable, all scuppers on board should be properly plugged during the operations. Accumulation of water should be drained off periodically The tanker's manifolds should ideally be provided with fixed drip trays in accordance with OCIMF recommendations, where applicable. In the absence of fixed containment, portable drip trays should be used. All drip trays should be emptied in an appropriate manner whenever necessary but always after completion of the specific operation. When only corrosive liquids or refrigerated gases are being handled, the scuppers may be kept open, provided that an ample supply of water or, when prohibited, other adequate means according the related MSDS, is available at all times in the vicinity of the manifolds.	x	x	x	x

Guidelines for Completing the Safety Check-Lists			Appendix			
Part 'A' – Bulk Liquid General – Physical Checks			1	2	3	4
11	<p><b>Scupper plugs temporarily removed will be monitored constantly.</b></p> <p>Scuppers that are temporarily unplugged, in order to drain clean rainwater from the cargo deck for example, must be constantly and closely monitored. The scupper must be re-sealed immediately in the event of a deck oil spill or any other incident that has the potential to cause pollution.</p>	x	x	x	x	
12	<p><b>Shore spill containment and sumps are correctly managed.</b></p> <p>Shore containment facilities, such as bund walls, drip trays and sump tanks, should be properly maintained, having been sized for an appropriate containment volume following a realistic risk assessment.</p> <p>Jetty manifolds should ideally be provided with fixed drip trays; in their absence, portable drip trays should be used.</p> <p>Spill or slop transfer facilities should be well maintained and, if not an automatic system, should be readily available to deal with spilled product or rainwater.</p>	x				
13	<p><b>The tanker's unused cargo, bunker and vapour return connections are properly secured. All connected flanges are fitted with the appropriate gaskets.</b></p> <p><i>Unused cargo and bunker/vapour return connections should be closed and blanked. Blank flanges should be fully bolted and other types of fittings, if used, properly secured.</i></p>	x	x	x	x	
14	<p><b>The terminal's unused cargo, bunker and vapour return connections are properly secured. All connected flanges are fitted with the appropriate gaskets.</b></p> <p>Unused cargo and bunker connections should be closed and blanked. Blank flanges should be fully bolted and other types of fittings, if used, properly secured.</p>	x		x	x	
15	<p><b>If required, all sighting, ullaging and sampling ports of the cargo, ballast or bunker tanks have been closed or protected by flame arrestors in good condition.</b></p> <p>Apart from the openings in use for tank venting (see Question 29), all openings to cargo, ballast and bunker tanks should be closed and gas tight. Tankers not equipped for closed loading may use the open tank lid venting, ullaging and sampling method, subject to agreed control.</p> <p>Except on gas tankers, ullaging and sampling points may be opened for the short periods necessary for ullaging and sampling, which activities should be conducted taking account of the controls necessary to avoid electrostatic discharge.</p> <p>Closed ullaging and sampling systems should be used where required by international, national or local regulations and agreements.</p>	x	x	x		

Guidelines for Completing the Safety Check-Lists		Appendix			
Part 'A' – Bulk Liquid General – Physical Checks		1	2	3	4
16	<p><b>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.</b></p> <p>Experience shows the importance of this item in pollution avoidance on tankers where cargo lines and ballast systems are interconnected. Remote operating controls for such valves should be identified in order to avoid inadvertent opening.</p> <p>If appropriate, the security of the valves in question should be checked visually.</p>	x	x	x	x
17.1	<p><b>All external doors, ports and windows in the accommodation, stores and machinery spaces are closed. Engine room vents may be open.</b></p> <p>External doors, windows and portholes in the accommodation should be closed during cargo operations. These doors should be clearly marked as being required to be closed during such operations, but at no time should they be locked.</p> <p>This requirement does not prevent reasonable access to spaces during operations, but doors should not be left open when unattended.</p> <p>Engine room vents may be left open. However, consideration should be given to closing them where such action would not adversely affect the safe and efficient operation of the engine room spaces served.</p>	x	x	x	
17.2	<p><b>The LPG domestic installation is isolated at the main stop valve.</b></p>	x	x	x	
18	<p><b>The tanker's emergency fire control plans are available.</b></p> <p>A set of fire control plans should be available at a prominently marked location for the assistance of shoreside fire-fighting personnel. A crew list should also be included in this enclosure.</p>	x	x	x	
	<p><b>If the tanker is fitted, or is required to be fitted, with an inert gas system (IGS), the following points should be physically checked:</b></p>				
	<p><b>Inert Gas System</b></p>				
19	<p><b>IGS pressure and oxygen contents measuring equipment are in good working order.</b></p> <p>If required, fixed or portable IGS pressure and oxygen content recorders / instruments should be switched on, tested as per manufacturer's instructions and operating correctly.</p>	x	x	x	

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Part 'A' – Bulk Liquid General – Physical Checks		1	2	3	4
20	<p><b>All cargo tank atmospheres are at positive pressure with oxygen content of 8% or less by volume.</b></p> <p>Prior to commencement of cargo operations, each cargo tank atmosphere should be checked to verify an oxygen content of 8% or less by volume. Inerted cargo tanks should be kept at a positive pressure at all times.</p>	x	x	x	
20L	<p><b>All inerted tanks are marked or labelled with a warning sign.</b></p> <p>For example:</p> <div style="display: flex; justify-content: space-around; align-items: center;">    </div>	x	x	x	

Guidelines for Completing the Safety Check-List			Appendix			
	Part 'B' – Bulk Liquid General – Verbal Verification	1	2	3	4	
21	<p><b>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.</b></p> <p>The tanker should be able to move under its own power at short notice, unless permission to immobilise the tanker has been granted by the +port authority and the Terminal Representative.</p> <p>Certain conditions may have to be met for permission to be granted.</p>	x	x	x		
22	<p><b>There is an effective deck watch in attendance on board and adequate supervision of operations on the tankers and/or ashore.</b></p> <p>The operation should be under constant control and supervision on the tankers and/or in the terminal.</p> <p>Supervision should be aimed at preventing the development of hazardous situations. However, if such a situation arises, the controlling personnel should have adequate knowledge and the means available to take corrective action.</p> <p>The controlling personnel on the tankers and/or in the terminal should maintain effective communications with their respective supervisors.</p> <p>All personnel connected with the operations should be familiar with the dangers of the substances handled and should wear appropriate protective clothing and equipment.</p>	x	x	x	x	
22L	<p><b>On the tanker(s) and/or the shore, a competent person is appointed who is responsible for the planned cargo handling.</b></p>	x	x	x		
23	<p><b>There are sufficient personnel on board and ashore to deal with an emergency.</b></p> <p>At all times during the tanker's stay at the terminal or alongside the other tanker, a sufficient number of personnel should be present on board the tankers and/or in the shore installation to deal with an emergency.</p>	x	x	x	x	
24.1	<p><b>The procedures for cargo, bunker and ballast handling have been agreed.</b></p>	x	x	x		

Guidelines for Completing the Safety Check-List		Appendix			
Part 'B' – Bulk Liquid General – Verbal Verification		1	2	3	4
24.2	<p><b>The outlet pressure of the cargo pump of the tanker is regulated to take account of the admissible working pressure of the equipment ashore or on board the other tanker.</b></p> <p>The procedures for the intended operation should be pre-planned. They should be discussed and agreed upon by the Responsible Persons and/or Terminal Representative prior to the start of the operations. Agreed arrangements should be formally recorded and signed by both the Responsible Persons and/or Terminal Representative. Any change in the agreed procedure that could affect the operation should be discussed by both parties and agreed upon. After both parties have reached agreement, substantial changes should be laid down in writing as soon as possible and in sufficient time before the change in procedure takes place. In any case, the change should be laid down in writing within the working period of those supervisors on board and ashore in whose working period agreement on the change was reached.</p> <p>The operations should be suspended and all deck and vent openings closed on the approach of an electrical storm.</p> <p>The properties of the substances handled, the equipment of tanker and/or shore installation, and the ability of the tanker's crew and shore personnel to execute the necessary operations and to sufficiently control the operations are factors which should be taken into account when ascertaining the possibility of handling a number of substances concurrently.</p> <p>The manifold areas, both on board and ashore, should be safely and properly illuminated during darkness.</p> <p>The initial and maximum loading rates, topping-off rates and normal stopping times should be agreed, having regard to:</p> <ul style="list-style-type: none"> <li>- The nature of the cargo to be handled.</li> <li>- The arrangement and capacity of the tanker's cargo lines and gas venting systems.</li> <li>- The maximum allowable pressure and flow rate in the tanker/shore hoses and loading arms.</li> <li>- Precautions to avoid accumulation of static electricity.</li> <li>- Any other flow control limitations.</li> </ul> <p>A record to this effect should be formally made as above.</p>	x	x	x	
24.3	<p><b>The outlet pressure of the shore's cargo pump or the other tanker is regulated to take account of the admissible working pressure of the equipment on board the tanker.</b></p> <p>See 24.2</p>	x		x	

Guidelines for Completing the Safety Check-List		Appendix			
	Part 'B' – Bulk Liquid General – Verbal Verification	1	2	3	4
25	<p><b>The emergency signal and shutdown procedure to be used by the tanker and shore have been explained and understood.</b></p> <p>The agreed signal to be used in the event of an emergency arising ashore or on board should be clearly understood by shore and/or tanker personnel.</p> <p>An emergency shutdown procedure should be agreed between tankers and/or shore, formally recorded and signed by both the Responsible Officer and Terminal Representative.</p> <p>The agreement should state the circumstances in which operations have to be stopped immediately.</p> <p>Due regard should be given to the possible introduction of dangers associated with the emergency shutdown procedure.</p>	x	x	x	x
26	<p><b>Material Safety Data Sheets (MSDS), or equivalent, for the cargo transfer have been exchanged where requested.</b></p> <p>An MSDS should be available on request to the receiver from the terminal or tankers supplying the product.</p> <p>As a minimum, such information sheets should provide the constituents of the product by chemical name, name in common usage, UN number (if applicable) and the maximum concentration of any toxic components, expressed as a percentage by volume or as ppm.</p>	x	x	x	
26L	<p><b>The tanker is approved to transport the product to be loaded.</b></p> <p>A certified list of approved products to be carried, issued by a competent authority, must be checked, before loading.</p>	x	x	x	x
27	<p><b>The hazards associated with toxic substances in the cargo being handled have been identified and understood.</b></p> <p>Many tanker cargoes contain components that are known to be hazardous to human health. In order to minimise the impact on personnel, information on cargo constituents should be available during the cargo transfer to enable the adoption of proper precautions. In addition, some port states require such information to be readily available during cargo transfer and in the event of an accidental spill. This is particularly relevant to cargoes that could contain H<sub>2</sub>S, benzene, lead or other additives.</p>	x	x	x	
28	<p><b>An International Shore Fire Connection has been provided.</b></p> <p>If required, the connection must meet the standard requirements and, if not actually connected prior to commencement of operations, should be readily available for use in an emergency.</p>	x	x	x	

Guidelines for Completing the Safety Check-List		Appendix			
	Part 'B' – Bulk Liquid General – Verbal Verification	1	2	3	4
29	<p><b>The agreed tank venting system will be used.</b></p> <p>Agreement should be reached and recorded as to the venting system to be used for the operation, taking into account the nature of the cargo and international, national or local regulations and agreements.</p> <p>There are four basic systems for venting tanks:</p> <ol style="list-style-type: none"> <li>1. Open to atmosphere via open ullage ports, protected by suitable flame screens.</li> <li>2. Fixed venting systems which includes inert gas systems.</li> <li>3. To shore through a vapour collection system (see Question 32 below).</li> <li>4. Open to atmosphere (for products without a dangerous goods classification or separately listed in national or international legislation).</li> </ol>	x	x	x	
30.1	<p><b>The requirements for closed operations have been agreed.</b></p> <p>It is a requirement of many terminals that, when the tanker is ballasting into cargo tanks, loading or discharging, it operates without recourse to opening ullage and sighting ports. In these cases, tankers will require the means to enable closed monitoring of tank contents, either by a fixed gauging system or by using portable equipment passed through a vapour lock, and preferably backed up by an independent overfill alarm system.</p>	x	x	x	
30.2	<p><b>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 or the other tanker.</b></p>	x	x	x	
30.3	<p><b>If protection against explosions is required the vapour return line is equipped with a flame arrestor and/or detonation protection.</b></p>	x	x	x	
31	<p><b>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.</b></p> <p>The operation of the P/V valves and/or high velocity vents should be checked using the testing facility provided by the manufacturer. Furthermore, it is imperative that an adequate check is made, visually or otherwise, to ensure that the checklift is actually operating the valve. On occasion, a seized or stiff vent has caused the checklift drive pin to shear and the tanker's personnel to assume, with disastrous consequences, that the vent was operational.</p>	x	x	x	

Guidelines for Completing the Safety Check-List		Appendix			
Part 'B' – Bulk Liquid General – Verbal Verification		1	2	3	4
32	<p><b>Where a vapour return line is connected, operating parameters have been agreed.</b></p> <p>Where required, a vapour return line, will be used to return hazardous vapours from the cargo tanks to shore or cargo tank to tank.</p> <p>In case of flammable vapours, the vapour return line should be incorporated with a flame arrestor capable of withstanding a detonation / deflagration. The maximum and minimum operating pressures and any other constraints associated with the operation of the vapour return system should be discussed and agreed by tankers and/or shore personnel.</p>	x	x	x	
33	<p><b>Independent high level alarms and/or emergency stops, if fitted, are operational and have been tested.</b></p> <p>Owing to the increasing reliance placed on gauging systems for closed cargo operations, it is important that such systems are fully operational and that backup is provided in the form of an independent overfill alarm arrangement. The alarm should provide audible and visual indication and should be set at a level that will enable operations to be shutdown prior to the tank being overfilled. Under normal operations, the cargo tank should not be filled higher than the level at which the overfill alarm is set.</p> <p>Individual overfill alarms should be tested at the tank to ensure their proper operation prior to commencing loading unless the system is provided with an electronic self-testing capability which monitors the condition of the alarm circuitry and sensor and confirms the instrument set point.</p>	x	x	x	x
34	<p><b>Adequate electrical insulating mean is in place in the tanker/shore cargo and vapour return line connection (if applicable) or between the tankers.</b></p> <p>Unless measures are taken to break the continuous electrical path between tankers and/or shore pipework provided by the tanker/shore or tanker/tanker hoses or metallic arms, stray electric currents, mainly from corrosion prevention systems, can cause electric sparks at the flange faces when hoses are being connected and disconnected.</p> <p>The passage of these currents is usually prevented by an insulating flange inserted at each jetty manifold outlet or incorporated in the construction of metallic arms. Alternatively, the electrical discontinuity may be provided by the inclusion of one length of electrically discontinuous hose in each hose string.</p> <p>It should be ascertained that the means of electrical discontinuity is in place, that it is in good condition and is not being by-passed by contact with an electrically conductive material.</p>	x	x	x	

Guidelines for Completing the Safety Check-List		Appendix			
Part 'B' – Bulk Liquid General – Verbal Verification		1	2	3	4
35	<p><b>Shore lines are fitted with a non-return valve, or procedures to avoid back filling have been discussed.</b></p> <p>In order to avoid cargo running back when discharge from a tanker is stopped, either due to operational needs or excessive back pressure, the terminal should confirm that it has a positive system that will prevent unintended flow from the shore facility onto the tanker. Alternatively, a procedure should be agreed that will protect the tanker.</p>	x		x	
36	<p><b>Smoking requirements are being observed and have been agreed.</b></p> <p>No smoking is allowed on board the tankers.</p> <p>No smoking is allowed on the jetty and the adjacent area, except in buildings and places specified by the Terminal Representative in consultation with the Master.</p> <p>Buildings, places and rooms designated as areas where smoking is permitted should be clearly marked as such.</p>	x	x	x	x
37	<p><b>Naked light regulations are being observed and have been agreed.</b></p> <p>A naked light or open fire comprises the following: flame, spark formation, naked electric light or any surface with a temperature that is equal to or higher than the auto-ignition temperature of the products handled in the operation.</p> <p>The use of naked lights or open fires on board the tanker, and within a distance of 25 metres of the tanker, should be prohibited, unless all applicable regulations have been met and agreement reached by the port authority, Terminal Representative and the Master. This distance may have to be extended for tankers of a specialised nature such as gas tankers.</p>	x	x	x	
38	<p><b>Portable electronic (e.g. communication) device requirements are being observed.</b></p> <p>Tanker/shore telephones should comply with the requirements for explosion-proof construction, except when placed and used in a safe space in the accommodation.</p> <p>Mobile telephones and pagers should not be used in hazardous areas unless approved for such use by a competent authority.</p>	x	x	x	
39	<p><b>Hand torches (flashlights) are of an approved type.</b></p> <p>Battery operated hand torches (flashlights) should be of a safe type, approved by a competent authority. Damaged units, even though they may be capable of operation, should not be used.</p>	x	x	x	
40	<p><b>Fixed VHF/UHF transceivers and AIS equipment are on the correct power mode or switched off.</b></p> <p>Fixed VHF/UHF and AIS equipment should be switched off or on low power (1watt or less) unless the Master, in consultation with the Terminal Representative, has established the conditions under which the installation may be used safely.</p>	x	x	x	

Guidelines for Completing the Safety Check-List		Appendix			
Part 'B' – Bulk Liquid General – Verbal Verification		1	2	3	4
41	<p><b>Portable VHF/UHF transceivers are of an approved type.</b></p> <p>Portable VHF/UHF sets should be of a safe type, approved by a competent authority.</p>	x	x	x	
42	<p><b>The tanker's main radio transmitter aerials are earthed and radars are disconnected / switched off.</b></p> <p>The tanker's main radio station should not be used during the tanker's stay in port, except for receiving purposes. The main transmitting aerials should be disconnected and earthed.</p> <p>Satellite communications equipment may be used normally, unless advised otherwise.</p> <p>The tanker's radar installation should not be used.</p>	x	x	x	
43	<p><b>Electric cables to portable electrical equipment within the hazardous area are disconnected from power.</b></p> <p>The use of portable electrical equipment on wandering leads should be prohibited in hazardous zones during cargo operations, and the equipment preferably removed from the hazardous zone.</p> <p>Telephone cables in use in the tanker/shore communication system should preferably be routed outside the hazardous zone. Wherever this is not feasible, the cable should be so positioned and protected that no danger arises from its use.</p>	x	x	x	
44	<p><b>Window type air conditioning units are disconnected.</b></p> <p>Window type air conditioning units should be disconnected from their power supply.</p>	x	x	x	
45	<p><b>Positive pressure is maintained inside the accommodation and/or wheelhouse.</b></p> <p>A positive pressure should, when possible, be maintained inside the accommodation/wheelhouse, and procedures or systems should be in place to prevent flammable or toxic vapours from entering accommodation spaces. This can be achieved by air conditioning or similar systems, which draw clean air from non-hazardous locations protected by inlet gas and low pressure alarm systems.</p>	x	x	x	
46	<p><b>Measures have been taken to ensure sufficient mechanical ventilation in the pumproom.</b></p> <p>Pumprooms should be mechanically ventilated and the ventilation system, which should maintain a safe atmosphere throughout the pumproom, should be kept running throughout cargo handling operations. The gas detection system, if fitted, should be functioning correctly.</p>	x	x	x	

Guidelines for Completing the Safety Check-List		Appendix			
Part 'B' – Bulk Liquid General – Verbal Verification		1	2	3	4
47	<p><b>There is provision for an emergency escape or for emergency boarding positioned ready for use.</b></p> <p>In addition to the means of access referred to in Question 1, a safe and quick emergency escape route should be available both on board and ashore. On board the tanker, it may consist of a lifeboat ready for immediate use, preferably at the after end of the tanker, and clear of the moorings. Ideally, a jetty should provide secondary means of escape from the tanker in case the normal access is unusable in an emergency. If the jetty configuration renders such secondary escape by gangway impossible, other means should be considered such as:</p> <ul style="list-style-type: none"> <li>- Preparing the ship's (free-fall) lifeboat for immediate lowering, or</li> <li>- Rigging of the ship's accommodation ladder on the side away from the jetty.</li> </ul> <p>If the lifeboat can not be used, other means should be available as a substitution.</p> <p>National and / or international legislation may impose different or more stringent requirements.</p>	x	x	x	
48	<p><b>The weather conditions, maximum wind and swell criteria for operations have been agreed.</b></p> <p>There are numerous factors which will help determine whether cargo or ballast operations should be discontinued. Discussion between the terminal and/or the tanker should identify limiting factors, which could include:</p> <ul style="list-style-type: none"> <li>- Wind speed and direction and the effect on hard arms.</li> <li>- Wind speed and direction and the effect on mooring integrity.</li> <li>- Wind speed and direction and the effect on gangways.</li> <li>- At exposed terminals, swell effects on moorings or gangway safety.</li> </ul> <p>Such limitations should be clearly understood by both parties. The criteria for stopping cargo, disconnecting hoses or arms and vacating the berth should be written in the 'Remarks' column of the check-list.</p>	x	x	x	x
49	<p><b>Security protocols have been agreed between the Tanker(s) Security Responsible Person / Officer and/or the Port Facility Security Officer, if appropriate.</b></p> <p>In states that are signatories to SOLAS, the ISPS Code requires that the Tanker(s) Security Responsible Person / Officer and/or the Port Facility Security Officer co-ordinate the implementation of their respective security plans with each other.</p>	x	x	x	

Guidelines for Completing the Safety Check-List		Appendix			
Part 'B' – Bulk Liquid General – Verbal Verification		1	2	3	4
49L	<p><b>Security protocols have been agreed for the crew of one tanker to board the other tanker.</b> The location of the security protocol for boarding tanker is: .....</p>		x	x	
50	<p><b>Where appropriate, procedures have been agreed for receiving nitrogen supplied from shore, either for inerting or purging tanker's tanks, or for line clearing into the tanker.</b></p> <p>Tanker and shore should agree in writing on the inert gas supply, specifying the volume required, and the flow rate in cubic metres per minute. The sequence of opening valves before beginning the operation and after completion should be agreed, so that the tanker remains in control of the flow. Attention should be given to the adequacy of open vents on a tank in order to avoid the possibility of over-pressurisation.</p> <p>The tank pressure should be closely monitored throughout the operation.</p> <p>The tanker's agreement should be sought when the terminal wishes to use compressed nitrogen (or air) as a propellant, either for pigging to clear shore lines into the tanker or to press cargo out of shore containment. The tanker should be informed of the pressure to be used and the possibility of receiving gas into a cargo tank.</p>	x	x	x	
	<b>Inert Gas System</b>				
51	<p><b>The IGS is fully operational and in good working order.</b></p> <p>The inert gas system should be in safe working condition with particular reference to all interlocking trips and associated alarms, deck seal, non-return valve, pressure regulating control system, main deck IG line pressure indicator, individual tank IG valves (when fitted) and deck P/V breaker.</p> <p>Individual tank IG valves (if fitted) should have easily identified and fully functioning open/close position indicators.</p>	x	x	x	
52	<p><b>Deck seals, or equivalent, are in good working order.</b></p> <p>It is essential that the deck seal arrangements are in a safe condition. In particular, the water supply arrangements to the seal and the proper functioning of associated alarms should be checked.</p>	x	x	x	
53	<p><b>Liquid levels in pressure/vacuum breakers are correct, if applicable.</b></p> <p>Checks should be made to ensure that the liquid level in the P/V breaker complies with manufacturer's recommendations.</p>	x	x	x	

Guidelines for Completing the Safety Check-List		Appendix			
Part 'B' – Bulk Liquid General – Verbal Verification		1	2	3	4
54	<p><b>The fixed and portable oxygen analysers have been calibrated and are working properly.</b></p> <p>All fixed and portable oxygen analysers should be tested and checked as required by the Company and/or manufacturer's instructions and should be operating correctly.</p> <p>The in-line oxygen analyser/recorder and sufficient portable oxygen analysers should be working properly.</p> <p>The calibration certificate should show that its validity is as required by the tanker's SMS.</p>	x	x	x	
55	<p><b>All the individual tank IG valves (if fitted) are correctly set and locked.</b></p> <p>For both loading and discharge operations, it is normal and safe to keep all individual tank IG supply valves (if fitted) open in order to prevent inadvertent under or over-pressurisation. In this mode of operation, each tank pressure will be the same as the deck main IG pressure and thus the P/V breaker will act as a safety valve in case of excessive over or under-pressure. If individual tank IG supply valves are closed for reasons of potential vapour contamination or de-pressurisation for gauging etc, then the status of the valve should be clearly indicated to all those involved in cargo operations. Each individual tank IG valve should be fitted with a locking device under the control of a Responsible Officer.</p>	x	x	x	
56	<p><b>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 and/or the other tanker be advised.</b></p> <p>In the case of failure of the IG plant, the cargo discharge, de-ballasting and tank cleaning operations should cease and the terminal be advised.</p> <p>Under no circumstances should the tanker's personnel allow the atmosphere in any tank to fall below atmospheric pressure.</p>	x	x	x	
	<b>Crude Oil Washing</b>				
57	N/A				
58	N/A				

Guidelines for Completing the Safety Check-List		Appendix			
Part 'B' – Bulk Liquid General – Verbal Verification		1	2	3	4
	<b>Tank Cleaning</b>				
59	<p><b>Tank cleaning operations are planned during the tanker's stay alongside the other tanker / shore installation.</b></p> <p>During the pre-transfer discussion between the Responsible Person / Officer and/or Terminal Representative, it should be established whether any tank cleaning operations are planned while the tanker is alongside and the check-list should be annotated accordingly.</p>	x	x	x	x
60	<p><b>If 'yes', the procedures and approvals for tank cleaning have been agreed.</b></p> <p>It should be confirmed that all necessary approvals that may be required to enable tank cleaning to be undertaken alongside have been obtained in line with local legislation and regulations from relevant authorities. The method of tank cleaning to be used should be agreed, together with the scope of the operation.</p>	x	x	x	x
61	<p><b>Permission has been granted for gas freeing operations by the competent authority.</b></p> <p>It should be confirmed that all necessary approvals that may be required to enable gas freeing to be undertaken alongside, have been obtained in line with local legislation and regulations from the relevant authorities.</p>	x	x	x	

Guidelines for Completing the Safety Check-List		Appendix			
	Part 'C' – Bulk Liquid Chemicals – Verbal verification	1	2	3	4
1	<p><b>Material Safety Data Sheets, or equivalent, are available giving the necessary data for the safe handling of the cargo.</b></p> <p>Information on the product to be handled should be available on board the tanker and ashore and should include:</p> <ul style="list-style-type: none"> <li>- A full description of the physical and chemical properties, including reactivity, necessary for the safe containment and transfer of the cargo.</li> <li>- Action to be taken in the event of spills or leaks.</li> <li>- Countermeasures against accidental personal contact.</li> <li>- Fire-fighting procedures and fire-fighting media.</li> </ul>	x	x	x	
2	<p><b>A manufacturer's inhibition certificate, where applicable, has been provided.</b></p> <p>Where cargoes are required to be stabilised or inhibited in order to be handled, tankers should be provided with a certificate from the manufacturer stating:</p> <ul style="list-style-type: none"> <li>- Name and amount of inhibitor added.</li> <li>- Date inhibitor was added and the normal duration of its effectiveness.</li> <li>- Any temperature limitations affecting the inhibitor.</li> <li>- The action to be taken should the length of the voyage exceed the effective lifetime of the inhibitor.</li> </ul> <p>Document should be on board before departure.</p>	x	x	x	
3	<p><b>Sufficient protective clothing and equipment (including self-contained breathing apparatus) is ready for immediate use and is suitable for the product being handled.</b></p> <p>Suitable protective equipment (including self-contained breathing apparatus and protective clothing) appropriate to the specific dangers of the product handled, should be readily available in sufficient quantity for operational personnel both on board and ashore.</p>	x	x	x	

Guidelines for Completing the Safety Check-List		Appendix			
Part 'C' – Bulk Liquid Chemicals – Verbal verification		1	2	3	4
4	<p><b>Countermeasures in the event of accidental personal contact with the cargo have been agreed.</b></p> <p>Sufficient and suitable means should be available to neutralise the effects and remove small quantities of spilled products. Should unforeseen personal contact occur, in order to limit the consequences it is important that sufficient and suitable countermeasures are undertaken.</p> <p>The MSDS should contain information on how to handle such contact with reference to the special properties of the cargo, and personnel should be aware of the procedures to follow.</p> <p>A suitable safety shower and eye rinsing equipment should be fitted and ready for instant use in the immediate vicinity of places on board or ashore where operations regularly take place.</p>	x	x	x	
5	<p><b>The cargo handling rate is compatible with the automatic shutdown system, if in use.</b></p> <p>Automatic shutdown valves may be fitted on the tanker(s) and/or ashore. The action of these is automatically initiated by, for example, a certain level being reached in the tanker(s) or shore tank being filled. Where such systems are used, the cargo handling rate should be established to prevent pressure surges from the automatic closure of valves causing damage to tanker or shore line systems. Alternative means, such as a re-circulation system and buffer tanks, may be fitted to relieve the pressure surge created.</p> <p>A written agreement should be made between the Responsible Person / Officer and Terminal Representative indicating whether the cargo handling rate will be adjusted or alternative systems will be used.</p>	x	x	x	
6	<p><b>Cargo system gauges and alarms are correctly set and in good order.</b></p> <p>Tankers and shore cargo system gauges and alarms should be checked regularly to ensure they are in good working order.</p> <p>In cases where it is possible to set alarms to different levels, the alarm should be set to the required level.</p>	x	x	x	
7	<p><b>Portable vapour detection instruments are readily available for the products being handled.</b></p> <p>The equipment provided should be capable of measuring, where appropriate, flammable and/or toxic levels.</p> <p>Suitable equipment should be available for operational testing of those instruments capable of measuring flammability. Operational testing should be carried out before using the equipment. Calibration should be carried out in accordance with the Safety Management System.</p>	x	x	x	

Guidelines for Completing the Safety Check-List		Appendix			
Part 'C' – Bulk Liquid Chemicals – Verbal verification		1	2	3	4
8	<p><b>Information on fire-fighting equipment and procedures has been exchanged.</b></p> <p>Information should be exchanged on the availability of fire-fighting equipment and the procedures to be followed in the event of a fire on board or ashore.</p> <p>Special attention should be given to any products that are being handled which may be water reactive or which require specialised fire-fighting procedures.</p>	x	x	x	
9	<p><b>Transfer hoses and gaskets are of suitable material, resistant to the action of the products being handled.</b></p> <p>Each transfer hose should be indelibly marked so as to allow the identification of the products for which it is suitable, its specified maximum working pressure, the test pressure and last date of testing at this pressure, and, if used at temperatures other than ambient, its maximum and minimum service temperatures.</p>	x	x	x	x
10	<p><b>Cargo handling is performed with the permanent installed pipeline system.</b></p> <p>All cargo transfer should be through permanently installed pipeline systems on board and ashore.</p> <p>Should it be necessary, for specific operational reasons, to use portable cargo lines on board or ashore, care should be taken to ensure that these lines are correctly positioned and assembled in order to minimise any additional risks associated with their use. Where necessary, the electrical continuity of these lines should be checked and their length should be kept as short as possible.</p> <p>The use of non-permanent transfer equipment inside tanks is not generally permitted unless specific approvals have been obtained.</p> <p>Whenever cargo hoses are used to make connections within the tanker(s) and/or shore permanent pipeline system, these connections should be properly secured, kept as short as possible and be electrically continuous to the tanker(s) and/or shore pipeline respectively. Any hoses used must be suitable for the service and be properly tested, marked and certified.</p>	x	x	x	
11	<p><b>Where appropriate, procedures have been agreed for receiving nitrogen supplied from shore, either for inerting or purging tanker's tanks, or for line clearing into the tanker.</b></p> <p>Tanker(s) and/or shore should agree in writing on the nitrogen supply, specifying the volume required, and the flow rate in cubic metres per minute. The sequence of opening valves before beginning the operation and after completion should be agreed, so that the tanker(s) remains in control of the flow. Attention should be given to the adequacy of open vents on a tank in order to avoid the possibility of over-pressurisation.</p> <p>The tank pressure should be closely monitored throughout the operation.</p> <p>The tanker's agreement should be sought when the terminal / discharging tanker wishes to use compressed nitrogen (or air) for line clearing. The (receiving) tanker should be informed of the pressure to be used and the possibility of receiving gas into a cargo tank.</p>	x		x	

Guidelines for Completing the Safety Check-List			Appendix			
Part 'C' – Bulk Liquid Chemicals – Verbal verification			1	2	3	4
12	<p><b>If required, the cargo deck water spray system is ready for immediate use.</b></p> <p>A good working water spray can be used to avoid increasing of the cargo deck temperature by radiation.</p>		x	x	x	

Guidelines for Completing the Safety Check-List		Appendix			
Part 'D' – Bulk Liquefied Gases – Verbal Verification		1	2	3	4
1	<p><b>Material Safety Data Sheets, or equivalent, are available giving the necessary data for the safe handling of the cargo.</b></p> <p>Information on each product to be handled should be available on board the tanker(s) and/or ashore before and during the operation.</p> <p>Cargo information, in a written format, should include:</p> <ul style="list-style-type: none"> <li>- A full description of the physical and chemical properties necessary for the safe containment of the cargo.</li> <li>- Action to be taken in the even of spills or leaks.</li> <li>- Countermeasures against accidental personal contact.</li> <li>- Fire-fighting procedures and fire-fighting media.</li> <li>- Any special equipment needed for the safe handling of the particular cargo(es).</li> <li>- Minimum allowable inner hull steel temperatures.</li> <li>- Emergency procedures.</li> </ul>	x	x	x	
2	<p><b>A manufacturer's inhibition certificate, where applicable, has been provided.</b></p> <p>Where cargoes are required to be stabilised or inhibited in order to be handled, tankers should be provided with a certificate from the manufacturer stating:</p> <ul style="list-style-type: none"> <li>- Name and amount of inhibitor added.</li> <li>- Date inhibitor was added and the normal duration of its effectiveness.</li> <li>- Any temperature limitations affecting the inhibitor.</li> <li>- The action to be taken should the length of the voyage exceed the effective lifetime of the inhibitor.</li> </ul> <p>Document should be on board before departure.</p>	x	x	x	
3	<p><b>The cargo deck water spray system is ready for immediate use.</b></p> <p>In cases where flammable or toxic products are handled, water spray systems should be tested regularly. Details of the last tests should be exchanged.</p> <p>During operations, the systems should be kept ready for immediate use.</p>	x	x	x	

Guidelines for Completing the Safety Check-List		Appendix			
Part 'D' – Bulk Liquefied Gases – Verbal Verification		1	2	3	4
4	<p><b>Sufficient suitable protective clothing and equipment (including self-contained breathing apparatus) is ready for immediate use and is suitable for the products being handled.</b></p> <p>Suitable protective equipment, including self-contained breathing apparatus, eye protection and protective clothing appropriate to the specific dangers of the product handled should be available in sufficient quantity for operational personnel, both on board and ashore.</p> <p>Storage places for this equipment should be protected from the weather and be clearly marked.</p> <p>All personnel directly involved in the operation should utilise this equipment and clothing whenever the situation requires.</p> <p>Personnel required to use breathing apparatus during operations should be trained in its safe use. Untrained personnel and personnel with facial hair should not be selected for operations involving the use of breathing apparatus.</p>	x	x	x	
5	<p><b>Hold and inter-barrier spaces are properly inerted or filled with dry air, as required.</b></p> <p>The spaces that are required to be inerted by the IMO Gas Carrier Codes should be checked by tanker's personnel prior to arrival.</p>	x	x	x	
6	<p><b>All remote control valves are in working order.</b></p> <p>All tanker(s) and/or shore cargo system remote control valves and their position-indicating systems should be tested regularly. Details of the last tests should be exchanged.</p>	x	x	x	
7	<p><b>The required cargo pumps and compressors are in good order, and the maximum working pressures have been agreed between (the two) tanker(s) and/or shore.</b></p> <p>Agreement in writing should be reached on the maximum allowable working pressure in the cargo line system during operations.</p>	x	x	x	
8	<p><b>Re-liquefaction or boil-off control equipment is in good order.</b></p> <p>It should be verified that re-liquefaction and boil-off control systems, if required, are functioning correctly prior to commencement of operations.</p>	x	x	x	

Guidelines for Completing the Safety Check-List		Appendix			
Part 'D' – Bulk Liquefied Gases – Verbal Verification		1	2	3	4
9	<p><b>The gas detection equipment has been properly set for the cargo, is calibrated, has been tested and inspected and is in good order.</b></p> <p>Suitable gas should be available to enable operational testing of gas detection equipment. Fixed gas detection equipment should be tested for the product to be handled prior to commencement of operations. The alarm function should have been tested and the details of the last test should be exchanged.</p> <p>Portable gas detection instruments, suitable for the products handled, capable of measuring flammable and/or toxic levels, should be available.</p> <p>Portable instruments capable of measuring in the flammable range should be operationally tested for the product to be handled before operations commence.</p> <p>Calibration of instruments should be carried out in accordance with the Safety Management System.</p>	x	x	x	
10	<p><b>Cargo system gauges and alarms are correctly set and in good order.</b></p> <p>Tanker(s) and/or shore cargo system gauges should be checked regularly to ensure that they are in good working order.</p> <p>In cases where it is possible to set alarms to different levels, the alarm should be set to the required level.</p>	x	x	x	
11	<p><b>Emergency shutdown systems have been tested and are working properly.</b></p> <p>Where possible, tanker(s) and/or shore emergency shutdown systems should be tested before commencement of cargo transfer.</p>	x	x	x	
12	<p><b>(Both) Tanker(s) and/or shore have informed each other of the closing rate of ESD valves, automatic valves or similar devices.</b></p> <p>Automatic shutdown valves may be fitted in the tanker(s) and/or the shore systems. Among other parameters, the action of these valves can be automatically initiated by a certain level being reached in the tank being loaded, either on board or ashore.</p> <p>The closing rate of any automatic valves should be known and this information should be exchanged.</p> <p>Where automatic valves are fitted and used, the cargo handling rate should be so adjusted that a pressure surge evolving from the automatic closure of any such valve does not exceed the safe working pressure of either the tanker(s) and/or shore pipeline systems.</p> <p>Alternatively, means may be fitted to relieve the pressure surge created, such as re-circulation systems and buffer tanks.</p> <p>A written agreement should be made between the Responsible Person(s) / Officer(s) and/or Terminal Representative indicating whether the cargo handling rate will be adjusted or alternative systems will be used. The safe cargo handling rate should be noted in the agreement.</p>	x	x	x	

Guidelines for Completing the Safety Check-List		Appendix			
Part 'D' – Bulk Liquefied Gases – Verbal Verification		1	2	3	4
13	<p><b>Information has been exchanged between tanker(s) and/or shore on the maximum/ minimum temperatures/pressures of the cargo to be handled.</b></p> <p>Before operations commence, information should be exchanged between the Responsible Person(s) / Officer and Terminal Representatives on cargo temperature/pressure requirements.</p> <p>This information should be in writing.</p>	x	x	x	
14	<p><b>Cargo tanks are protected against inadvertent overfilling at all times while any cargo operations are in progress.</b></p> <p>Automatic shutdown systems are normally designed to close the liquid valves, and if discharging, to trip the cargo pumps, should the liquid level in any tank rise above the maximum permitted level. This level must be accurately set and the operation of the device should be tested at regular intervals.</p> <p>If tanker(s) and/or shore shutdown systems are to be inter-connected, then their operation must be checked before cargo transfer begins.</p>	x	x	x	
15	<p><b>The compressor room is properly ventilated, the electrical motor room is properly pressurised and the alarm system is working.</b></p> <p>Fans should be run for at least 10 minutes before cargo operations commence and then continuously during cargo operations.</p> <p>Audible and visual alarms, provided at airlocks associated with compressor/motor rooms, should be tested regularly.</p>	x	x	x	
16	<p><b>Cargo tank relief valves are set correctly and actual relief valve settings are clearly and visibly displayed.</b></p> <p>In cases where cargo tanks are permitted to have more than one relief valve setting, it should be verified that the relief valve is set as required by the cargo to be handled and that the actual setting of the relief valve is clearly and visibly displayed on board the tanker(s). Relief valve settings should be recorded in the check-list.</p>	x	x	x	
17	<p><b>The operating parameter (opening pressure) of the pressure valve (MARV) of the tanker have been considered and agreed.</b></p> <p>This is the abbreviation for the Maximum Allowable Relief Valve setting on a tanker's cargo tank - as stated on the tanker's Certificate of Fitness / Approval.</p>	x	x	x	

<b>Guidelines for Completing the Safety Check-List</b>			<b>Appendix</b>			
<b>Part 'D' – Bulk Liquefied Gases – Verbal Verification</b>			<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
18	The (port) authorities have been notified prior to cargo handling, if required.		x	x	x	
19	If required by the (port) authorities, an external co-ordinator has been appointed and is on board as co-ordinator responsible for the planned cargo handling between the two tankers.			x	x	