

CHECKLIST 6				
AN EXAMPLE OF A PRE-TRANSFER CHECKLIST FOR IN PORT STS CARGO TRANSFER				
Discharging Ship's Name:				
Receiving Ship's Name:				
Name of STS Superintendent:				
Date and Location of Transfer:				
		Discharging Ship Checked	Receiving Ship Checked	Terminal Checked
1	A standard pre-transfer checklist, such as the <i>ISGOTT</i> ship/shore safety checklist or equivalent, has been satisfactorily completed and arrangements have been made for repetitive checks during the transfer			
2	Required regional checklists have been completed			
3	Written permissions for cargo operations to take place are available to all Responsible Persons			
4	The formal risk assessment has been communicated by the transfer organiser and reviewed by involved parties			
5	The general contingency plan for the cargo transfer operation has been communicated by the transfer organiser and reviewed by involved parties			
6	Security information has been exchanged and, if required, a Declaration of Security has been completed			
7	Suitable fenders are rigged correctly to prevent contact of the vessels			
8	Fire axes, or suitable cutting equipment, are in place at the fore and aft mooring stations			
9	Present and forecast weather and sea conditions have been considered			
10	A means of access is in place to allow personnel to safely transit between the vessels			
11	Cargo specifications and any requirements for inerting, heating, reactivity and inhibitors have been exchanged			
12	The cargo transfer operation is to be completed under closed conditions			

13	Where applicable, procedures for vapour control/balancing have been agreed			
14	All cargo monitoring systems, including level gauges, high level alarms, pressure gauges and alarms, have been tested and are operational			
15	Where necessary, permissions for tank cleaning have been obtained and procedures are in place			
16	Access to the cargo deck is restricted and controlled during cargo transfer operations			
17	All personnel engaged in the cargo operation are provided with appropriate PPE including, where necessary, personal gas detectors/monitors			
18	Cargo hoses have been pressure tested within the prescribed period and documentation is available on board			
19	The construction and material of the cargo hoses is suitable for the temperature and nature of the product(s)			
20	Where electrically continuous hoses are used, the hoses are connected to the vessel with the insulated flange before being passed to the other vessel for connection			
21	The cargo hose string is of adequate length and properly supported			
22	The cargo lines are lined up in accordance with the cargo operation plan			
23	Spill response equipment is on station and ready for immediate deployment			
24	Where applicable, fire-fighting provision has been made for unmanned barges			
25	Spaces to be routinely monitored for any build-up of flammable and/or toxic vapour have been identified			
		Signature	Name	
Officer in Charge Discharging Ship				
Officer in Charge Receiving Ship				
Terminal				
STS Superintendent				