ISGOTT Checks pre-arrival Ship/Shore Safety Checklist

Date a	nd time:		
Port ar	nd berth:		
Tanker	:		
	al:		
Produc	ct to be transferred:		
	Part 1A. Ta	anker: checks	pre-arrival
Item	Check	Status	Remarks
1	Pre-arrival information is exchanged (6.5, 21.2)	☐ Yes	
2	International shore fire connection is available (5.5, 19.4.3.1)	☐ Yes	
3	Transfer hoses are of suitable construction (18.2)	☐ Yes	
4	Terminal information booklet reviewed (15.2.2)	☐ Yes	
5	Pre-berthing information is exchanged (21.3, 22.3)	☐ Yes	
6	Pressure/vacuum valves and/or high velocity vents are operational (11.1.8)	☐ Yes	
7	Fixed and portable oxygen analysers are operational (2.4)	☐ Yes	
	Part 1B. Tanker: checks	pre-arrival if	using an inert gas system
Item	Check	Status	Remarks
8	Inert gas system pressure and oxygen recorders are operational (11.1.5.2, 11.1.11)	☐ Yes	
9	Inert gas system and associated equipment are operational (11.1.5.2, 11.1.11)	☐ Yes	
10	Cargo tank atmospheres' oxygen content is less than 8% (11.1.3)	☐ Yes	
11	Cargo tank atmospheres are at positive pressure (11.1.3)	☐ Yes	

	Part 2. Terminal: checks pre-arrival				
Item	Check	Status	Remarks		
12	Pre-arrival information is exchanged (6.5, 21.2)	☐ Yes			
13	International shore fire connection is available (5.5, 19.4.3.1, 19.4.3.5)	☐ Yes			
14	Transfer equipment is of suitable construction (18.1, 18.2)	☐ Yes			
15	Terminal information booklet transmitted to tanker (15.2.2)	☐ Yes			
16	Pre-berthing information is exchanged (21.3, 22.3)	☐ Yes			

ISGOTT Checks after mooring Ship/Shore Safety Checklist

	Part 3. Tanker: checks after mooring				
Item	Check	Status	Remarks		
17	Fendering is effective (22.4.1)	☐ Yes			
18	Mooring arrangement is effective (22.2, 22.4.3)	☐ Yes			
19	Access to and from the tanker is safe (16.4)	☐ Yes			
20	Scuppers and savealls are plugged (23.7.4, 23.7.5)	☐ Yes			
21	Cargo system sea connections and overboard discharges are secured (23.7.3)	☐ Yes			
22	Very high frequency and ultra high frequency transceivers are set to low power mode (4.11.6, 4.13.2.2)	☐ Yes			
23	External openings in superstructures are controlled (23.1)	☐ Yes			
24	Pumproom ventilation is effective (10.12.2)	☐ Yes			
25	Medium frequency/high frequency radio antennae are isolated (4.11.4, 4.13.2.1)	☐ Yes			
26	Accommodation spaces are at positive pressure (23.2)	☐ Yes			
27	Fire control plans are readily available (9.11.2.5)	☐ Yes			

	Part 4. Terminal: checks after mooring				
Item	Check	Status	Remarks		
28	Fendering is effective (22.4.1)	☐ Yes			
29	Tanker is moored according to the terminal mooring plan (22.2, 22.4.3)	☐ Yes			
30	Access to and from the terminal is safe (16.4)	☐ Yes			
31	Spill containment and sumps are secure (18.4.2, 18.4.3, 23.7.4, 23.7.5)	☐ Yes			

ISGOTT Checks pre-transfer Ship/Shore Safety Checklist

Date an	nd time:			
Port an	d berth:			
Tanker:				
Termina	al:			
Produc	t to be transferred:			
	Part 5A. Tanker and	terminal: p	re-transfer o	conference
Item	Check	Tanker status	Terminal status	Remarks
32	Tanker is ready to move at agreed notice period (9.11, 21.7.1.1, 22.5.4)	☐ Yes	☐ Yes	
33	Effective tanker and terminal communications are established (21.1.1, 21.1.2)	☐ Yes	☐ Yes	
34	Transfer equipment is in safe condition (isolated, drained and de-pressurised) (18.4.1)	☐ Yes	☐ Yes	
35	Operation supervision and watchkeeping is adequate (7.9, 23.11)	☐ Yes	☐ Yes	
36	There are sufficient personnel to deal with an emergency (9.11.2.2, 23.11)	☐ Yes	☐ Yes	
37	Smoking restrictions and designated smoking areas are established (4.10, 23.10)	☐ Yes	☐ Yes	
38	Naked light restrictions are established (4.10.1)	☐ Yes	☐ Yes	
39	Control of electrical and electronic devices is agreed (4.11, 4.12)	☐ Yes	☐ Yes	
40	Means of emergency escape from both tanker and terminal are established (20.5)	☐ Yes	☐ Yes	
41	Firefighting equipment is ready for use (5, 19.4, 23.8)	☐ Yes	☐ Yes	
42	Oil spill clean-up material is available (20.4)	☐ Yes	☐ Yes	
43	Manifolds are properly connected (23.6.1)	☐ Yes	☐ Yes	
44	Sampling and gauging protocols are agreed (23.5.3.2, 23.7.7.5)	☐ Yes	☐ Yes	
45	Procedures for cargo, bunkers and ballast handling operations are agreed (21.4, 21.5, 21.6)	☐ Yes	☐ Yes	
46	Cargo transfer management controls are agreed (12.1)	☐ Yes	☐ Yes	
47	Cargo tank cleaning requirements, including crude oil washing, are agreed (12.3, 12.5, 21.4.1)	☐ Yes	☐ Yes	See also parts 7B/7C as applicable

	Part 5A. Tanker and terminal: pre-transfer conference (cont.)				
Item	Check	Tanker status	Terminal status	Remarks	
48	Cargo tank gas freeing arrangements agreed (12.4)	☐ Yes	☐ Yes	See also part 7C	
49	Cargo and bunker slop handling requirements agreed (12.1, 21.2, 21.4)	☐ Yes	☐ Yes	See also part 7C	
50	Routine for regular checks on cargo transferred are agreed (23.7.2)	☐ Yes	☐ Yes		
51	Emergency signals and shutdown procedures are agreed (12.1.6.3, 18.5, 21.1.2)	☐ Yes	☐ Yes		
52	Safety data sheets are available (1.4.4, 20.1, 21.4)	☐ Yes	☐ Yes		
53	Hazardous properties of the products to be transferred are discussed (1.2, 1.4)	☐ Yes	☐ Yes		
54	Electrical insulation of the tanker/terminal interface is effective (12.9.5, 17.4, 18.2.14)	☐ Yes	☐ Yes		
55	Tank venting system and closed operation procedures are agreed (11.3.3.1, 21.4, 21.5, 23.3.3)	☐ Yes	☐ Yes		
56	Vapour return line operational parameters are agreed (11.5, 18.3, 23.7.7)	☐ Yes	☐ Yes		
57	Measures to avoid back-filling are agreed (12.1.13.7)	☐ Yes	☐ Yes		
58	Status of unused cargo and bunker connections is satisfactory (23.7.1, 23.7.6)	☐ Yes	☐ Yes		
59	Portable very high frequency and ultra high frequency radios are intrinsically safe (4.12.4, 21.1.1)	☐ Yes	☐ Yes		
60	Procedures for receiving nitrogen from terminal to cargo tank are agreed (12.1.14.8)	☐ Yes	☐ Yes		

	Part 5B. Tanker and terminal: bulk liquid chemicals. Checks pre-transfer					
Item	Check	Tanker status	Terminal status	Remarks		
61	Inhibition certificate received (if required) from manufacturer	☐ Yes	☐ Yes			
62	Appropriate personal protective equipment identified and available (4.8.1)	☐ Yes	☐ Yes			
63	Countermeasures against personal contact with cargo are agreed (1.4)	☐ Yes	☐ Yes			
64	Cargo handling rate and relationship with valve closure times and automatic shutdown systems is agreed (16.8, 21.4, 21.5, 21.6)	☐ Yes	☐ Yes			
65	Cargo system gauge operation and alarm set points are confirmed (12.1.6.6.1)	☐ Yes	☐ Yes			

	Part 5B. Tanker and terminal: bulk liquid chemicals. Checks pre-transfer (cont.)					
Item	Check	Tanker status	Terminal status	Remarks		
66	Adequate portable vapour detection instruments are in use (2.4)	☐ Yes	☐ Yes			
67	Information on firefighting media and procedures is exchanged (5, 19)	☐ Yes	☐ Yes			
68	Transfer hoses confirmed suitable for the product being handled (18.2)	☐ Yes	☐ Yes			
69	Confirm cargo handling is only by a permanent installed pipeline system	☐ Yes	☐ Yes			
70	Procedures are in place to receive nitrogen from the terminal for inerting or purging (12.1.14.8)	☐ Yes	☐ Yes			

	Part 5C. Tanker and terminal: liquefied gas. Checks pre-transfer				
Item	Check	Tanker status	Terminal status	Remarks	
71	Inhibition certificate received (if required) from manufacturer	☐ Yes	☐ Yes		
72	Water spray system is operational (5.3.1, 19.4.3)	☐ Yes	☐ Yes		
73	Appropriate personal protective equipment is identified and available (4.8.1)	☐ Yes	☐ Yes		
74	Remote control valves are operational	☐ Yes	☐ Yes		
75	Cargo pumps and compressors are operational	☐ Yes	☐ Yes		
76	Maximum working pressures are agreed between tanker and terminal (21.4, 21.5, 21.6)	☐ Yes	☐ Yes		
77	Reliquefaction or boil-off control equipment is operational	☐ Yes	☐ Yes		
78	Gas detection equipment is appropriately set for the cargo (2.4)	☐ Yes	☐ Yes		
79	Cargo system gauge operation and alarm set points are confirmed (12.1.6.6.1)	☐ Yes	☐ Yes		
80	Emergency shutdown systems are tested and operational (18.5)	☐ Yes	☐ Yes		
81	Cargo handling rate and relationship with valve closure times and automatic shutdown systems is agreed (16.8, 21.4, 21.5, 21.6)	☐ Yes	☐ Yes		
82	Maximum/minimum temperatures/pressures of the cargo to be transferred are agreed (21.4, 21.5, 21.6)	☐ Yes	☐ Yes		
83	Cargo tank relief valve settings are confirmed (12.11, 21.2, 21.4)	☐ Yes	☐ Yes		

	Part 6. Tanker and terminal: agreements pre-transfer				
Part 5 item	Agreement	Details	Tanker initials	Terminal initials	
32	Tanker manoeuvring readiness	Notice period (maximum) for full readiness to manoeuvre:			
		Period of disablement (if permitted):			
33	Security protocols	Security level:			
		Local requirements:			
33	Effective tanker/terminal communications	Primary system:			
		Backup system:			
35	Operational supervision and watchkeeping	Tanker:			
	. 0	Terminal:			
37 38	Dedicated smoking areas and naked lights restrictions	Tanker:			
30		Terminal:			
45	Maximum wind, current and sea/swell criteria or other	Stop cargo transfer:			
	environmental factors	Disconnect:			
		Unberth:			
45 46	Limits for cargo, bunkers and ballast handling	Maximum transfer rates:			
40	, and the second	Topping-off rates:			
		Maximum manifold pressure:			
		Cargo temperature:			
		Other limitations:			

Tanker initials	Terminal initials
	initiats

	Part 6. Tanker and terminal: agreements pre-transfer (cont.)					
Part 5 item ref	Agreement	Details	Tanker initials	Terminal initials		
83	For gas tanker only:	Tank 1:				
	cargo tank relief valve settings	Tank 2:				
		Tank 3:				
		Tank 4:				
		Tank 5:				
		Tank 6:				
		Tank 7:				
		Tank 8:				
		Tank 9:				
		Tank 10:				
XX	Exceptions and additions	Special issues that both parties should be aware of:				

Date a	nd time:		
Port ar	nd berth:		
Tanker	:		
Termin	al:		
Produc	et to be transferred:		
	Part 7A. Gener	al tanker: che	cks pre-transfer
Item	Check	Status	Remarks
84	Portable drip trays are correctly positioned and empty (23.7.5)	☐ Yes	
85	Individual cargo tank inert gas supply valves are secured for cargo plan (12.1.13.4)	☐ Yes	
86	Inert gas system delivering inert gas with oxygen content not more than 5% (11.1.3)	☐ Yes	
87	Cargo tank high level alarms are operational (12.1.6.6.1)	☐ Yes	
88	All cargo, ballast and bunker tanks openings are secured (23.3)	☐ Yes	
	Part 7B. Tanker: checks pr	e-transfer if	crude oil washing is planned
Item	Check	Status	Remarks
89	The completed pre-arrival crude oil washing checklist, as contained in the approved crude oil washing manual, is copied to terminal (12.5.2, 21.2.3)	☐ Yes	
90	Crude oil washing checklists for use before, during and after crude oil washing are in place ready to complete, as contained in the approved crude oil washing manual (12.5.2, 21.6)	☐ Yes	

ISGOTT Checks after pre-transfer conference Ship/Shore Safety Checklist

For tankers that will perform tank cleaning alongside and/or gas freeing alongside

	Part 7C. Tanker: checks prior to tank cleaning and/or gas freeing							
Item	Check	Status	Remarks					
91	Permission for tank cleaning operations is confirmed (21.2.3, 21.4, 25.4.3)	☐ Yes						
92	Permission for gas freeing operations is confirmed (12.4.3)	☐ Yes						
93	Tank cleaning procedures are agreed (12.3.2, 21.4, 21.6)	☐ Yes						
94	If cargo tank entry is required, procedures for entry have been agreed with the terminal (10.5)	☐ Yes						
95	Slop reception facilities and requirements are confirmed (12.1, 21.2, 21.4)	☐ Yes						

Declaration

We the undersigned have checked the items in the applicable parts 1 to 7 as marked and signed below:

	Tanker	Terminal
Part 1A. Tanker: checks pre-arrival		
Part 1B. Tanker: checks pre-arrival if using an inert gas system		
Part 2. Terminal: checks pre-arrival		
Part 3. Tanker: checks after mooring		
Part 4. Terminal: checks after mooring		
Part 5A. Tanker and terminal: pre-transfer conference		
Part 5B. Tanker and terminal: bulk liquid chemicals. Checks pre-transfer		
Part 5C. Tanker and terminal: liquefied gas. Checks pre-transfer		
Part 6. Tanker and terminal: agreements pre-transfer		
Part 7A. General tanker: checks pre-transfer		
Part 7B. Tanker: checks pre-transfer if crude oil washing is planned		
Part 7C. Tanker: checks prior to tank cleaning and/or gas freeing		
In accordance with the guidance in chapter 25 of <i>ISGOTT</i> , we have satisfied made are correct to the best of our knowledge and that the tanker and terminal transfer operation.		

We have also agreed to carry out the repetitive checks noted in parts 9 and 10 of the *ISGOTT* SSSCL, which should occur at intervals of not more than ____ hours for the tanker and not more than ____ hours for the terminal.

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

Tanker	Terminal
Name	Name
Rank	Position
Signature	Signature
Date	Date
Time	Time

ISGOTT Checks during transfer Ship/Shore Safety Checklist

Repetitive checks

	Part 8. Tanker: repetitive checks during and after transfer								
Item ref	Check	Time	Time	Time	Time	Time	Time	Remarks	
Interv	Interval time: hrs								
8	Inert gas system pressure and oxygen recording operational	☐ Yes							
9	Inert gas system and all associated equipment are operational	☐ Yes							
11	Cargo tank atmospheres are at positive pressure	☐ Yes							
18	Mooring arrangement is effective	☐ Yes							
19	Access to and from the tanker is safe	☐ Yes							
20	Scuppers and savealls are plugged	☐ Yes							
23	External openings in superstructures are controlled	☐ Yes							
24	Pumproom ventilation is effective	☐ Yes							
28	Tanker is ready to move at agreed notice period	☐ Yes							
29	Fendering is effective	☐ Yes							
33	Communications are effective	☐ Yes							
35	Supervision and watchkeeping is adequate	☐ Yes							
36	Sufficient personnel are available to deal with an emergency	☐ Yes							
37	Smoking restrictions and designated smoking areas are complied with	☐ Yes							
38	Naked light restrictions are complied with	☐ Yes							

	Part 8. Tanker: repetitive checks during and after transfer (cont.)									
39	Control of electrical devices and equipment in hazardous zones is complied with	☐ Yes								
40 41 42 51	Emergency response preparedness is satisfactory	☐ Yes								
54	Electrical insulation of the tanker/terminal interface is effective	☐ Yes								
55	Tank venting system and closed operation procedures are as agreed	☐ Yes								
85	Individual cargo tank inert gas valves settings are as agreed	☐ Yes								
86	Inert gas delivery maintained at not more than 5% oxygen	☐ Yes								
87	Cargo tank high level alarms are operational	☐ Yes								
Initials										

	Part 9. Terminal: repetitive checks during and after transfer								
Item ref	Check	Time	Time	Time	Time	Time	Time	Remarks	
Interv	al time: hrs								
18	Mooring arrangement is effective	☐ Yes							
19	Access to and from the terminal is safe	☐ Yes							
29	Fendering is effective	☐ Yes							
32	Spill containment and sumps are secure	☐ Yes							
33	Communications are effective	☐ Yes							
35	Supervision and watchkeeping is adequate	☐ Yes							
36	Sufficient personnel are available to deal with an emergency	☐ Yes							
37	Smoking restrictions and designated smoking areas are complied with	☐ Yes							
38	Naked light restrictions are complied with	☐ Yes							
39	Control of electrical devices and equipment in hazardous zones is complied with	☐ Yes							
40 41 47 51	Emergency response preparedness is satisfactory	☐ Yes							
54	Electrical insulation of the tanker/terminal interface is effective	☐ Yes							
55	Tank venting system and closed operation procedures are as agreed	☐ Yes							
Initial	S								