

Appendix 2: Seagoing*-Inland* Tanker/Inland Tanker Safety Checklist

Name of seagoing*/inland* tanker 1:

Date of arrival: Time of arrival:

Name of inland tanker 2:

Date of arrival: Time of arrival:

Location: Port:

* Delete where not applicable

Regional Legislation	Part A. Bulk Liquid General – Physical Checks						
	Bulk Liquid – General	Seagoing Tanker	Inland Tanker 1	Inland Tanker 2	Code	Remarks	
	1	There is safe access between the (seagoing) tanker and inland tanker.				R	
L	L1	The fendering arrangements are assessed as satisfactory. The fender pennants are in order.				R	
B 3	2	The tanker is securely moored, considering the local conditions.				R	
B 11	3	The agreed inter-ship communication system is operative.				A R	VHF channel: Communication system: Back up system:
L	4	Emergency towing-off pennants are correctly rigged and positioned, if required by terminal.				R	
B 14	5	The tanker's fire hoses and fire-fighting equipment are positioned and ready for immediate use.				R	
B 6.1	7	The tanker's cargo hoses, pipelines and manifolds are in good condition, properly rigged and appropriate for the service intended.				R	
B 6.1	7.1	All reducers are approved and compatible with cargo lines and the type of cargo.					
B 6.2	7.2	All connection flanges are fitted with the appropriate gaskets.					
B 6.3	7.3	All flange bolts are properly tightened.					
B 6.4	7.4	The hoses have enough room for easy movement.					
B 14	7.5	All valves are checked and in the right position.					
B 5	7.6	Adequate lighting is ensured at the cargo transfer area and emergency escape route.					
	8	This line has been intentionally left blank.					
L	9	The cargo transfer system is sufficiently isolated and drained to allow safe removal of blank flanges before connection.					
B 8	10	Scuppers and 'save alls' on board are effectively plugged and drip trays are in position and empty.				R	
L	11	Scupper plugs temporarily removed will be monitored constantly.				R	
	12	This line has been intentionally left blank.					
B 7	13	The tanker's unused cargo and bunker/ vapour-return connections are properly secured.					
	14	This line has been intentionally left blank.					

Regional Legislation	Part A. Bulk Liquid General – Physical Checks					
	Bulk Liquid – General	Seagoing Tanker	Inland Tanker 1	Inland Tanker 2	Code	Remarks
B 18	15	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 9	16	Sea and overboard discharge valves are closed and visibly secured when not in use. The removable parts between ballast and overboard discharge lines and cargo lines are removed.				
B 14	17.1	All external doors, ports and windows in the accommodation, stores and machinery spaces are closed. Engine room vents may be open.			R	
B 14	17.2	The LPG domestic installation is isolated at the main stop valve.				
L	18	The tanker's emergency fire control plans are available.				Locations:

If the tanker(s) is fitted with an inert gas system (IGS), or is required to be fitted with one, the following points should be physically checked:						
Inert Gas System						
L	19	IGS pressure and oxygen content-measuring equipment recorders are in good working order.				R
L	20	All cargo tank atmospheres are at positive pressure with oxygen content of 8% or less by volume.				P R
L	20L	All inerted tanks are marked or labelled with a warning sign.				

Regional Legislation	Part B. Bulk Liquid General – Verbal Verification						
	Bulk Liquid – General	Seagoing Tanker	Inland Tanker 1	Inland Tanker 2	Code	Remarks	
L	21	The tankers are ready to move under their own power. A dumb barge without its own propulsion should be able to move with the help of a designated tug at short notice.				P R	
B 10	22	There is an effective deck watch in attendance on board and adequate supervision of operations on both tankers.				R	
L	22L	On each tanker a competent person is appointed who is responsible for the planned cargo-handling.					
L	23	There are sufficient personnel on board both tankers to deal with an emergency.				R	
B 15.1	24.1	The procedures for cargo, bunker and ballast-handling have been agreed.				A R	
B 15.2	24.2	The outlet pressure of the cargo pump of the other tanker is regulated to take account of the admissible working pressure of the equipment on board the tanker.				A R	
B 13	25	The emergency signal and shutdown procedures to be used by both tankers have been explained and understood.				A	
B 2	26	Material Safety Data Sheets (MSDS), or equivalent, for the cargo transfer have been exchanged where requested.				P + R	
B1	26L	The tanker is approved to transport the product to be loaded.					
L	27	The hazards associated with toxic substances in the cargo being handled have been identified and understood.					H2S content: Benzene content:
	28	An international shore fire connection has been provided.					
L	29	The agreed tank-venting system will be used.				A R	Method:
	30.1	The requirements for closed operations have been agreed.				R	
B 12.1	30.2	The tanker's vapour-return connection, if required, is connected by a vapour-return line to the vapour-return connection of the other tanker.				R	
B 12.3	30.3	If protection against explosions is required, the vapour-return line is equipped with a flame arrestor and/or detonation protection.				R	
B 12.2	31	The operation of the P/V system has been verified. The delivering tanker guarantees that the pumping rate does not exceed the maximum working pressure agreed.				R	Agreed max pumping rate: (m ³ /h) Agreed max pressure: (kPa)
L	32	Where a vapour-return line is connected, operating parameters have been agreed.				A R	

Regional Legislation	Part B. Bulk Liquid General – Verbal Verification						
	Bulk Liquid – General	Seagoing Tanker	Inland Tanker 1	Inland Tanker 2	Code	Remarks	
B 16+17	33	Independent high-level alarms and/or emergency stops, if fitted, are operational and have been tested.				A R	
L	34	Adequate electrical insulation is in place in the tanker/tanker cargo and vapour-return (if applicable) line connections. The insulating means is installed only on board (name tanker).				A R	
	35	This line has been intentionally left blank.					
B 14	36	Smoking requirements have been agreed and are being observed.				A R	
B 14	37	Naked light regulations have been agreed and are being observed.				A R	
L	38	Portable electronic (e.g. communication) device requirements are observed.				A R	
L	39	Hand torches (flashlights) are an approved type.					
L	40	Fixed VHF/UHF transceivers and AIS equipment are on the correct power mode or switched off.					
L	41	Portable VHF/UHF transceivers are an approved type.					
B 14	42	The tankers' main radio transmitter aerials are earthed, and radars are disconnected/switched off.					
B 14	43	Electric cables to portable electrical equipment within the hazardous area are disconnected from power.					
L	44	Window-type air conditioning units are disconnected, if applicable.					
L	45	Positive pressure is maintained inside the accommodation and/or wheelhouse, if applicable.					
L	46	Measures have been taken to ensure sufficient mechanical ventilation in the pumproom, if applicable.				R	
B 4	47	Provision for emergency escape or emergency boarding is positioned ready for use.					
L	48	The weather, maximum wind and swell criteria for operations have been agreed. Stop cargo operations at: Disconnect at: Unmoor at:				A	
L	49	Security protocols have been agreed between the tankers' security responsible persons/officers, if appropriate.				A	

Regional Legislation	Part B. Bulk Liquid General – Verbal Verification					
	Bulk Liquid – General	Seagoing Tanker	Inland Tanker 1	Inland Tanker 2	Code	Remarks
L	49L	Security protocols have been agreed for the crew of one tanker to board the other tanker. The location of the security protocol for boarding tanker is:				
L	50	Where appropriate, procedures have been agreed for receiving nitrogen, either for inerting or purging tanker's tanks or for line clearing.				A P

If the tanker(s) is fitted with an IGS, or is required to be fitted with one, the following statements should be addressed:						
Inert Gas System						
L	51	The IGS is fully operational and in good working order, if applicable.				P
L	52	Deck seals, or equivalent, are in good working order, if applicable.				R
L	53	Liquid levels in pressure/vacuum breakers are correct, if applicable.				R
L	54	The fixed and portable oxygen analysers have been calibrated and are working properly.				R
L	55	All the individual tank IGS valves (if fitted) are correctly set and locked.				R
L	56	All personnel in charge of cargo operations are aware that should the inert gas plant fail, discharge operations should stop and the other tanker should be advised.				

If the tanker is fitted with a crude oil washing system, and intends to crude oil wash, the following statements should be addressed:						
Crude Oil Washing						
L	57	N/A				
L	58	N/A				

If the tanker is planning to tank clean alongside, the following statements should be addressed:						
Tank Cleaning						
L	59	Tank cleaning operations are planned during the tanker's stay alongside the other tanker.	Yes/No*	Yes/No*	Yes/No*	
L	60	If 'yes' the procedures and approvals for tank cleaning have been agreed.				
L	61	Permission has been granted for gas-freeing operations by the competent authority.	Yes/No*	Yes/No*	Yes/No*	

*Delete as appropriate.

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

Regional Legislation	Part D. Bulk Liquefied Gases – Verbal Verification					
	Bulk Liquefied Gases	Seagoing Tanker	Inland Tanker 1	Inland Tanker 2	Code	Remarks
L	1	MSDS, or equivalent, are available giving the necessary data for the safe handling of the cargo.				
L	2	A manufacturer's inhibition certificate, where applicable, has been provided.			P	
L	3	The cargo deck water spray system is ready for immediate use.				
L	4	Sufficient protective clothing and equipment (including self-contained breathing apparatus) are ready for immediate use and suitable for the products being handled, if applicable.				
L	5	Hold and inter-barrier spaces are properly inerted or filled with dry air, as required.				
L	6	All remote-control valves are in working order.				
L	7	The required cargo pumps and compressors are in order and the maximum working pressures have been agreed between the two tankers.			A	
L	8	Re-liquefaction or boil-off control equipment is in good order, if applicable.				
L	9	The gas-detection equipment has been properly set for the cargo, is calibrated, has been tested and inspected and is in good order.				
L	10	Cargo system gauges and alarms are correctly set and in good order.				
L	11	Emergency shutdown systems have been tested and are working properly.				
L	12	Both tankers have informed each other of the closing rate of emergency shutdown valves, automatic valves or similar devices.			A	Tanker 1: Tanker 2:
L	13	Information has been exchanged between the tankers on the maximum/minimum temperatures/pressures of the cargo to be handled.			A	
L	14	Cargo tanks are protected against inadvertent over-filling at all times while any cargo operations are in progress.				
L	15	The compressor room is properly ventilated, the electrical motor room is properly pressurised, and the alarm system is working, if applicable.				
L	16	Cargo tank relief valves are set correctly, and actual relief valve settings are clearly and visibly displayed (record settings below).				

Regional Legislation	Part D. Bulk Liquefied Gases – Verbal Verification						
	Bulk Liquefied Gases	Seagoing Tanker	Inland Tanker 1	Inland Tanker 2	Code	Remarks	
L	17	The operating parameters (opening pressure) of the pressure valves (MARVS) of both tankers have been considered and agreed.					
B 19	20a	When transporting refrigerated liquefied gases, the holding time has been determined, and is known and documented.				A	Only for the vessel to be loaded
L	18	The (port) authorities have been notified prior to cargo handling, if required.				P	
L	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.				P	Name of external co-ordinator: Company:

Remarks
Pressure relief valve settings:

Operational Arrangements

Seagoing*/inland* tanker 1: Inland tanker 2:

Date: Time: Location:

The following cargo or ballasting operations will be carried out at the above-mentioned location:

Product	Quantity (m3)	Actual temperature (°C)	Starting time	Completion time	Stop by:		Seagoing*/inland* tanker 1						Inland tanker 2							
					Seagoing* / inland* tanker 1	Inland tanker 2	Tank	Tank capacity	Manifold connection	Max load/unload rate	Max pressure	Loading*/unloading*	Tank	Tank capacity	Line	Max rate	Max pressure			

* Delete where not applicable

Responsible officer seagoing*/inland* tanker 1:

Responsible officer inland tanker 2:

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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 the seagoing*/inland* tanker 1	For the inland tanker 2
Name:	Name:
Rank:	Rank:
Signature:	Signature:
Date:	Date:
Time:	Time:

Record of repetitive checks:

Date:								
Time:								
Initials for the seagoing*/ inland* tanker 1:								
Initials for the inland tanker 2:								

* Delete where not applicable