

ISGOTT Bunker checklist: pre-arrival

Date and time: _____

Port and berth: _____

Receiving ship: _____

Bunker facility: _____

Part A. Checks at the planning stage for the receiving ship			
Item	Check	Status	Remarks
1	Necessary permissions are granted (12.9.1, 21.2.2)	<input type="checkbox"/> Yes	
2	Local requirements are observed (12.9, 21.2.3, 21.3.1)	<input type="checkbox"/> Yes	
3	All personnel are aware of operations (23.5.3, 24.1)	<input type="checkbox"/> Yes	
4	Bunker plan is exchanged (21.2.3, 21.5, 21.6)	<input type="checkbox"/> Yes	
5	Mooring and fendering arrangement is agreed (22.3.1)	<input type="checkbox"/> Yes	

Part B. Checks at the planning stage for the bunker facility			
Item	Check	Status	Remarks
6	Necessary permissions are granted (21.2.2)	<input type="checkbox"/> Yes	
7	Local requirements are observed (12.9, 21.2.2, 21.3.2)	<input type="checkbox"/> Yes	
8	All personnel are aware of operations (23.5.3)	<input type="checkbox"/> Yes	
9	Bunker plan is exchanged (21.5, 21.6, 24.1.1)	<input type="checkbox"/> Yes	
10	Mooring and fendering arrangement is agreed (22.3.2)	<input type="checkbox"/> Yes	

ISGOTT Bunker checklist: checks after mooring

Date and time: _____

Port and berth: _____

Receiving ship: _____

Bunker facility: _____

Part C. Checks after mooring for the receiving ship			
Item	Check	Status	Remarks
11	Fenders are effective (22.4.1)	<input type="checkbox"/> Yes	
12	Mooring is effective (22.2, 22.4.3)	<input type="checkbox"/> Yes	
13	Access between ship and facility is safe (16.4)	<input type="checkbox"/> Yes	

Part D. Checks after mooring for the bunker facility			
Item	Check	Status	Remarks
14	Fenders are effective (22.4.1)	<input type="checkbox"/> Yes	
15	Mooring is effective (22.2, 22.4.3)	<input type="checkbox"/> Yes	
16	Access between ship and facility is safe (16.4)	<input type="checkbox"/> Yes	

ISGOTT Bunker checklist: pre-transfer conference

Date and time: _____

Port and berth: _____

Receiving ship: _____

Bunker facility: _____

Part E. Pre-transfer conference				
Item	Check	Receiving ship status	Bunker facility status	Remarks
17	Effective communications are established (21.1.1, 21.4, 24.1.3)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
18	Bunker watch is established (12.1.6.4, 21.4, 23.11)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
19	Smoking restrictions and designated smoking areas are established (4.10, 23.10)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
20	Naked light restrictions are established (4.10.1, 24.2.1)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
21	Safety data sheets are available (1.4.4, 20.1, 21.4)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
22	Hazardous properties of the product to be transferred identified in the safety data sheet are discussed (1.2, 1.4, 24.1.2)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	

AS1. Agreement sheet part 1					
Bunkers to be transferred (21.4, 21.5, 21.6)					
Product and grade	Tonnes	Volume (in m ³) at loading temperature	Loading temperature	Maximum transfer rate	Maximum line pressure

AS2. Agreement sheet part 2						
Bunker tanks to be loaded (volume in m ³) (21.4, 21.5, 21.6)						
Tank number	Product and grade	Capacity of tank (volume in m ³)	Volume of oil in the tank before bunkering	Free capacity of tank (volume in m ³)	Volume (in m ³) to be loaded	Final volume (in m ³)

AS3. Agreement sheet part 3				
Operational management controls				
Item ref	Agreement	Details	Receiving ship initials	Bunker facility initials
17	Process for starting transfer	Initial flow rate: Increase of flow to full rate: Quantity transferred check intervals:		
18	Process for completing transfer	Slowdown of flow: Transfer stop:		

ISGOTT Bunker checklist: pre-bunkering

Date and time: _____

Port and berth: _____

Receiving ship: _____

Bunker facility: _____

Part F. Receiving ship: technical checks before bunkering			
Item	Check	Status	Remarks
23	Electrical insulation is effective (12.9.5, 17.4.2, 17.4.5, 18.2.14)	<input type="checkbox"/> Yes	
24	Bunker transfer equipment: (18) <ul style="list-style-type: none"> • is in good condition • is appropriate • line up is checked • is properly rigged • is secured to manifolds • is fully bolted 	<input type="checkbox"/> Yes	
25	Firefighting equipment is ready for use (5, 23.8)	<input type="checkbox"/> Yes	
26	Scuppers and savealls are plugged (23.7.4, 23.7.5, 24.2)	<input type="checkbox"/> Yes	
27	Portable drip trays are correctly positioned and empty (23.7.5)	<input type="checkbox"/> Yes	
28	Unused bunker connections are blanked and fully bolted (23.7.1, 23.7.6)	<input type="checkbox"/> Yes	
29	High level and overfill alarm units are operational (12.1.6.6.1, 24.1.3)	<input type="checkbox"/> Yes	
30	Bunker operation emergency stop is operational (18.5)	<input type="checkbox"/> Yes	
31	Bunker tank openings are closed (23.3)	<input type="checkbox"/> Yes	
32	Oil spill clean-up material is available (20.4, 24.2)	<input type="checkbox"/> Yes	
33	Medium frequency/high frequency radio antennae are isolated (4.11.4, 4.13.2.1)	<input type="checkbox"/> Yes	
34	Very high frequency and ultra high frequency transceivers are set to low power mode (4.11.6, 4.13.2.2)	<input type="checkbox"/> Yes	

ISGOTT Bunker checklist: pre-bunkering

Date and time: _____

Port and berth: _____

Receiving ship: _____

Bunker facility: _____

Part G. Bunker facility: technical checks before bunkering			
Item	Check	Status	Remarks
35	Electrical insulation is effective (12.9.5, 17.4.2, 17.4.5, 18.2.14)	<input type="checkbox"/> Yes	
36	Bunker transfer equipment: (18) <ul style="list-style-type: none"> • is in good condition • is appropriate • line up is checked • is properly rigged • is secured to manifolds • is fully bolted 	<input type="checkbox"/> Yes	
37	Firefighting equipment is ready for use (5, 19.4, 23.8)	<input type="checkbox"/> Yes	
38	Scuppers and savealls are plugged (23.7.4)	<input type="checkbox"/> Yes	
39	Portable drip trays are correctly positioned and empty (23.7.5)	<input type="checkbox"/> Yes	
40	Unused bunker connections are blanked and fully bolted (23.7.1, 23.7.6)	<input type="checkbox"/> Yes	
41	High level and overfill alarm units are operational (12.1.6.6.1, 24.1.3)	<input type="checkbox"/> Yes	
42	Bunker operation emergency stop is operational (18.5)	<input type="checkbox"/> Yes	
43	Bunker tank openings are closed (23.3)	<input type="checkbox"/> Yes	
44	Oil spill clean-up material is available (20.4, 24.2)	<input type="checkbox"/> Yes	
45	Medium frequency/high frequency radio antennae are isolated (4.11.4, 4.13.2.1)	<input type="checkbox"/> Yes	
46	Very high frequency and ultra high frequency transceivers are in low power mode (4.11.6, 4.13.2.2)	<input type="checkbox"/> Yes	

ISGOTT Bunker checklist: repetitive checks

Date and time: _____

Port and berth: _____

Receiving ship: _____

Bunker facility: _____

Part H. Receiving ship: repetitive checks during bunkering								
Item ref	Check	Time	Time	Time	Time	Time	Time	Remarks
Interval time:..... hrs								
11	Fendering is effective	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
12	Mooring arrangement is effective	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
13	Access between ship and bunker facility is safe	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
17	Communications are effective	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
19	Smoking restrictions and designated smoking areas are complied with	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
20	Naked light restrictions are complied with	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
26	Scuppers and savealls are plugged	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
AS3	Bunker tank contents are monitored	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
Initials								

ISGOTT Bunker checklist: repetitive checks

Date and time: _____

Port and berth: _____

Receiving ship: _____

Bunker facility: _____

Part I. Bunker facility: repetitive checks during bunkering								
Item ref	Check	Time	Time	Time	Time	Time	Time	Observation
Interval time:..... hrs								
14	Fendering is effective	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
15	Mooring arrangement is effective	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
16	Access between ship and bunker facility is safe	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
17	Communications are effective	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
19	Smoking restrictions and designated smoking areas are complied with	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
20	Naked light restrictions are complied with	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
38	Scuppers and savealls are plugged	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
AS3	Tank contents are monitored	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
Initials								

ISGOTT Bunker checklist: post-bunkering

Date and time: _____

Port and berth: _____

Receiving ship: _____

Bunker facility: _____

Part J. Receiving ship: checks before disconnecting			
Item	Check	Status	Remarks
47	Bunker hoses, fixed pipelines and manifolds are drained (12.1.14, 18.4, 24.2)	<input type="checkbox"/> Yes	
48	Remote and manually controlled valves are closed (12.1.6.17, 12.1.14.3, 23.7.6)	<input type="checkbox"/> Yes	

Part K. Bunkering facility: checks before disconnecting			
Item	Check	Status	Remarks
49	Bunker hoses, fixed pipelines and manifolds are drained (12.1.14, 18.4, 24.2)	<input type="checkbox"/> Yes	
50	Remote and manually controlled valves are closed (12.1.6.17, 12.1.14.3, 23.7.6)	<input type="checkbox"/> Yes	

Declaration

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

	Receiving ship	Bunker facility
Part A. Checks at the planning stage for the receiving ship	<input type="checkbox"/>	<input type="checkbox"/>
Part B. Checks at the planning stage for the bunker facility	<input type="checkbox"/>	<input type="checkbox"/>
Part C. Checks after mooring for the receiving ship	<input type="checkbox"/>	<input type="checkbox"/>
Part D. Checks after mooring for the bunker facility	<input type="checkbox"/>	<input type="checkbox"/>
Part E. Pre-transfer conference	<input type="checkbox"/>	<input type="checkbox"/>
Part F. Receiving ship: technical checks before bunkering	<input type="checkbox"/>	<input type="checkbox"/>
Part G. Bunker facility: technical checks before bunkering	<input type="checkbox"/>	<input type="checkbox"/>

In accordance with the guidance noted in chapter 24 of *ISGOTT*, we are satisfied that the entries we have made are correct to the best of our knowledge and that the receiving ship and bunker facility are in agreement to undertake the transfer operation.

We have also agreed to carry out the repetitive checks noted in parts H and I of the *ISGOTT* bunker checklist, which should occur at intervals of not more than ____ hours for the receiving ship and not more than ____ hours for the bunker facility.

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

Receiving ship	Bunker facility
Name	Name
Rank	Position
Signature	Signature
Date	Date
Time	Time

To be completed after any transfer operation:

	Receiving ship	Bunker facility
Part J. Receiving ship: checks before disconnecting	<input type="checkbox"/>	<input type="checkbox"/>
Part K. Bunkering facility: checks before disconnecting	<input type="checkbox"/>	<input type="checkbox"/>

Receiving ship	Bunker facility
Name	Name
Rank	Position
Signature	Signature
Date	Date
Time	Time