
Ship Bunker Loading

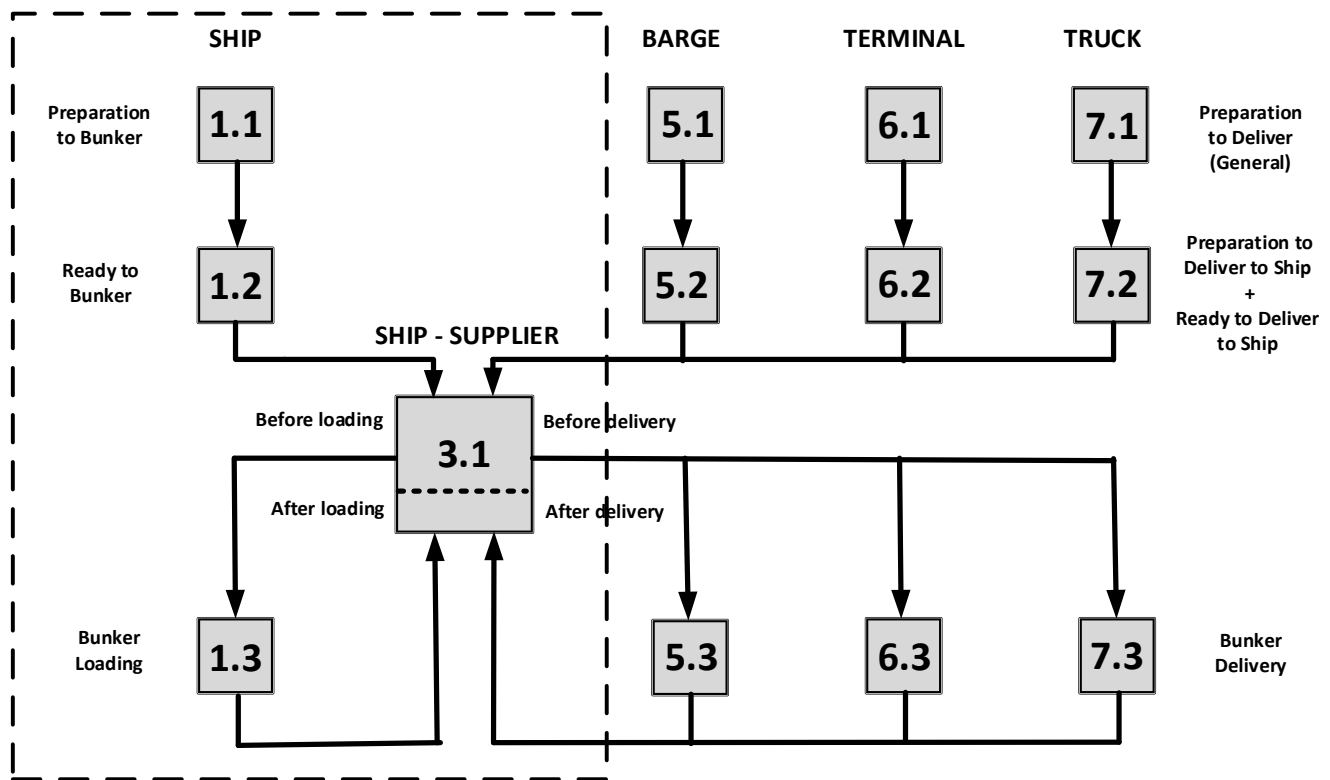
Checklist Pack

July 2020



Ship Bunker Loading – Checklist Pack

This Checklist Pack contains the Ship specific Checklists 1.1, 1.2 and 1.3 to be completed by the Ship PIC plus the Ship-Supplier Checklist 3.1 which would be completed jointly with the Supplier (Barge, Terminal or Truck as appropriate) PIC.



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Checklist 1.1

Ship - Preparation to Bunker

July 2020



Ship	
Name:	
Flag:	
IMO No.:	
Methanol Bunkers	
Bunker Port:	
Bunkering Location / Berth:	
Intended Bunker Date and Time:	
Supplier:	
Ordered Quality Grade:	
Ordered Quantity (m ³):	
Advised Delivery Mode:	Barge / Truck / Terminal

Ship – Preparation to Bunker Bulk Supply Checklist			Completion by Ship PIC or other authorised person	
			Response	Remarks
1	Personnel			
.1	Ship PIC - assigned		Y / N	
	Bunker Loading Team – roles assigned, training completed			
.2	Name:	Role:	Role Trained:	
		Ship PIC	Y / N	
			Y / N	
			Y / N	
			Y / N	
			Y / N	
			Y / N	

2	Emergency Preparedness			
.1	A Risk Assessment has been performed to the Administration's satisfaction - valid for the intended bunker loading operation including location, delivery mode and the conditions under which that loading is to be undertaken		Y / N	
.2	Emergency Response Procedure current, available to, and understood by, all Bunker Loading Team personnel		Y / N	
.3	ESD criteria established and documented for the intended bunkering		Y / N	
.4	Fire detection sensors covering bunker manifold and bunker piping areas, together with associated alarms, confirmed in working order and tested	Temperature triggered	Y / N	
		Vapour triggered	Y / N	
.5	Fixed firefighting equipment covering bunker manifold and bunker piping areas confirmed in working order	ARAFFE system	Y / N	
		Water spray	Y / N	
.6	Bunker manifold portable firefighting equipment available		Y / N	
.7	Safety equipment: clear signage, unobstructed access, adequately stocked and functionality tested	Shower stations	Y / N	
		Eye wash stations	Y / N	

.8	PPE available for Bunker Loading Team personnel in accordance with Bunker Loading Procedure and all in required order	Y / N	
.9	Fixed methanol vapour and liquid detection sensors, together with associated audible and visual alarms at all locations, in working order and tested	Y / N	
.10	Personal methanol vapour meter devices available for Bunker Loading Team personnel in accordance with Bunker Loading Procedure and in working order and tested	Y / N	
.11	Onboard zones - hazardous, safety, security - planned in accordance with Bunker Loading Procedure	Y / N	
.12	Emergency response training scenarios completed according to schedule	Y / N	
.13	Scenario training records up-to-date and documented	Y / N	

3	Bunker Loading System		
.1	Bunker Loading Procedure covers the intended bunkering operation – including location, delivery mode and the conditions under which that loading is to be performed	Y / N	
.2	Bunker Loading Procedure available to, and understood by, all Bunker Loading Team personnel	Y / N	
.3	Bunker capacity and piping / instrumentation plans (P&ID) posted at	Bunker Control Station	Y / N
		Bunker Manifolds	Y / N
.4	Bunker Control Station – access unobstructed, lighting and, if fitted, ventilation in working order	Y / N	
.5	Bunker Control Station – bunker piping valve remote controls and position indicators in working order and tested	Y / N	
.6	Bunker Control Station – instrumentation and alarms in working order and tested	Y / N	
.7	Communications system equipment fully charged, in working order and tested	Primary System	Y / N
		Backup System	Y / N
.8	Bunker tank fittings in working order and tested	Tanks inspected:	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
		Manual filling valves	Y / N
		Remote operated filling valves	Y / N / NA
		Level indicator 1	Y / N
		Level indicator 2	Y / N
		High level alarm - visual	Y / N
		High level alarm - audible	Y / N
		High-High level alarm - visual	Y / N
		High-High level alarm - audible	Y / N
		High-High level alarm – filling valve trip	Y / N
		Tank vapour pressure	Y / N
		Tank vapour high pressure alarm	Y / N
		Contents temperature	Y / N
.9	If installed: independent tanks - additional checks	Tanks inspected	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
		Securing arrangements in order	Y / N
		Earthing connection in order	Y / N
.10	Bunker manifold and bunker piping	All manifold pipe ends securely blanked	Y / N
		Bunker piping in order	Y / N
		Valves in working order	Y / N

	Valve remote operation mechanisms in working order and tested from all locations	Y / N	
.11	Bunker manifold and bunker piping: instrumentation and alarms in working order and tested	Y / N	
.12	If applicable: monitoring arrangements in respect of methanol leakage – gas or liquid - into the annular space of any double walled bunker piping, and associated alarms and shut-downs, in working order and tested	Y / N / NA	
.13	Bunker piping pressure relief valves in working order	Y / N	
.14	ESD system and components – Ship: in working order	Y / N	
.15	Ship vapour handling system in working order	Y / N	
.16	Ship vapour handling system instrumentation: in working order and tested	Y / N	
.17	Condition of vent heads and adjacent areas checked and in order	Y / N	
.18	If to be used: vapour handling system connection to Supplier - in working order	Y / N / NA	
.19	If installed and to be used: vapour processing device and associated instrumentation and alarms - in working order and tested as appropriate	Y / N / NA	
.20	All bunker tanks inerted – head space O ₂ content does not exceed 8%	Y / N	
.21	Bunker piping is inerted - O ₂ content does not exceed 8%	Y / N	
.22	Bunker tanks and bunker piping O ₂ monitoring device(s) in working order and tested	Y / N	
.23	Inert gas generator, associated O ₂ monitoring device and alarm / venting arrangements in working order and tested to produce inert gas at not more than 5% O ₂ content or Available onboard quantity of stored inert gas is sufficient in accordance with the Bunker Loading Procedure	Y / N / NA	
		Y / N / NA	
		_____ kg	
.24	Spill control arrangements around bunker manifold, bunker piping / valves / fittings, and bunker tank vent heads in order	Y / N	
.25	Drip trays in order and empty	Y / N	
.26	Drip tray run-down lines to holding tank(s) unobstructed	Y / N	
.27	Holding tank level in accordance with Bunker Loading Procedure and inerted – head space not more than 8% O ₂ content	Y / N	
.28	Holding tank level indicator and alarm in working order and tested	Y / N	
.29	Spill control materials, clean-up equipment and bins available in accordance with Bunker Loading Procedure	Y / N	
.30	Scupper plugs available as required	Y / N	
.31	Access in way of bunker manifold and bunkering work areas in order	Y / N	
.32	Lighting in way of bunker manifold and bunkering work areas in working order	Y / N	
.33	If fitted: ventilation at bunker manifold and bunkering work area together with associated alarms, in working order and tested as appropriate	Y / N / NA	
.34	Electrical equipment and trunking in bunker manifold and bunker piping areas in order	Y / N	
.35	If ship's lifting equipment and slings to be used at intended bunkering: in working order and tested as required	Y / N / NA	

.36	If CCTV is to be used to monitor bunkering: in working order and tested	Y / N / NA	
.37	If to be used: ship's methanol bunker sampling device in working order with required fittings and sample containers	Y / N / NA	
.38	Maintenance manual: inspections, maintenance and servicing of bunkering system components completed to date and documented as required by Bunker Loading Procedure	Y / N	

4	Bunker Loading Plan		
.1	Intended bunker quantity (m³) and quality specification confirmed with Supplier	Y / N	
		Total _____ m³	
.2	Intended onboard distribution, filling sequence and required flow rates (start, main, topping off) documented	Y / N	
.3	Spare capacity - to 98% of total volume - of bunker tanks to be loaded confirmed	Tank:	Spare capacity m³
		1	
		2	
		3	
		4	
		5	
		6	
		Total:	
.4	Maximum allowable bunkering flow rates; initial, main, topping off as required together with flow rate change points for each tank to be loaded informed to and confirmed with Supplier	Y / N	
.5	Maximum allowable bunker piping pressures (bar) advised to and confirmed with Supplier	Confirmed	Y / N
		During delivery	_____ bar
		If ESD actuated	_____ bar
.6	Ship – Supplier ESD compatibility confirmed with Supplier	Y / N	
.7	Bunker manifold arrangement and fittings: compatibility with supplier's delivery arrangements - confirmed with Supplier	Y / N	
.8	Ship – Supplier bunker line isolation arrangement confirmed with Supplier	Y / N	
.9	If to be used: ship's lifting equipment – lift weight / radius limitations advised to and confirmed with Supplier	Y / N / NA	
.10	If to be used: vapour handling system – compatibility of connection with supply facility's system and isolation arrangements confirmed with Supplier	Y / N / NA	

5	Simultaneous Operations during Bunker Loading					
.1	Planned bunkering period	Start	Date	Time	DD:MM	HH:MM
		Finish	Date	Time	DD:MM	HH:MM
.2	Details of other Ship operations planned to be undertaken simultaneously to bunker loading:				Y / NA	
	1:	Start	Date	Time	DD:MM	HH:MM
		Finish	Date	Time	DD:MM	HH:MM
	2:	Start	Date	Time	DD:MM	HH:MM
		Finish	Date	Time	DD:MM	HH:MM
	3:	Start	Date	Time	DD:MM	HH:MM
		Finish	Date	Time	DD:MM	HH:MM
	4:	Start	Date	Time	DD:MM	HH:MM
		Finish	Date	Time	DD:MM	HH:MM
.3	Permission obtained from the relevant port authority for each of the above operations to be undertaken simultaneously to bunker loading				Y / N / NA	

.4	Restrictions / requirements in relation to each of the above simultaneous operations have been documented and procedures will be put in place to ensure that those restrictions / requirements are adhered to	Op 1	Y / N	
		Op 2	Y / N	
		Op 3	Y / N	
		Op 4	Y / N	
.5	Supplier informed of these simultaneous operations and resulting implications on bunker loading	Y / N / NA		
.6	Ship informed by Supplier of simultaneous operations on their side during bunker loading and procedures will be put in place to cover those	Y / N / NA		

6	Bunker Port Contacts			
.1	Contact information duly documented for	Agent:	Y / N	
		Bunker supplier:	Y / N	
		Port authority –bunkering	Y / N	
		Other 1:	Y / N / NA	
		Other 2:	Y / N / NA	
		Other 3:	Y / N / NA	

7	Local Restrictions / Requirements			
.1	Established whether there are any additional local restrictions / requirements as regards bunker loading and if there are then those have been documented and procedures will be put in place to ensure that those restrictions / requirements will be adhered to	Y / N		

8	Preparation Review			
.1	Any Preparation to Bunker Checklist negative findings together with subsequent resolving actions have been duly documented as required by Bunker Loading Procedure and are now resolved	Y / N		

	Preparation to Bunker Checklist to be satisfactorily completed and signed by Ship PIC	Name:		
		Rank:		
		Signature:		
		Date:		

Checklist 1.2

Ship – Ready to Bunker

July 2020



Ship	
Name:	
Flag:	
IMO No.:	
Methanol Bunkers	
Bunker Port:	
Bunkering Location / Berth:	
Bunker Date:	
Supplier:	
Ordered Quality Grade:	
Ordered Quantity (m ³):	
Delivery Mode:	Barge / Truck / Terminal

Ship – Ready to Bunker Bulk Supply Checklist			Completion by Ship PIC or other authorised person	
			Response	Remarks
.1	Confirmed that there have been no changes from previously established Preparation to Bunker Checklist status		Y / N	
.2	Ship – shore moorings secure		Y / N / NA	
.3	Ship – shore fenders deployed as required		Y / N / NA	
.4	Ship – shore access secured		Y / N / NA	
.5	Ship – barge moorings secure		Y / N / NA	
.6	Ship – barge fenders deployed as required		Y / N / NA	
.7	Ship – barge access secured		Y / N / NA	
.8	Onboard zoning in place	Hazardous	Y / N	
		Safety	Y / N	
		Security	Y / N	
.9	Hot work prohibition in force in accordance with Bunker Loading Procedure		Y / N	
.10	Smoking, naked light and electrical / electronic equipment prohibitions in force in accordance with Bunker Loading Procedure		Y / N	
.11	Accommodation doors and openings secured in accordance with Bunker Loading Procedure		Y / N	
.12	Lighting and ventilation in use as required		Y / N	
.13	Bunker tanks to be loaded: current fill status checked and compared to transfer plan confirming adequate capacity for the quantity of bunkers to be loaded		Y / N	
.14	Bunker manifold connections confirmed as blanked and with stop valves shut		Y / N	
.15	Bunker piping – all valves confirmed as shut		Y / N	
.16	If to be used: ship's lifting equipment ready to be used		Y / N / NA	
.17	If to be used: vapour processing device ready to be used as required		Y / N / NA	
.18	If to be used: vapour handling system connection to supply facility – ready to be deployed		Y / N / NA	
.19	If to be used: inert gas generator ready to be used as required		Y / N	
.20	Spill control arrangements	Scupper plugs in place	Y / N	
		Save-alls clean and empty	Y / N	
		Drip tray drain valves open	Y / N	
		Holding tank level acceptable	Y / N	

		Spill control materials deployed	Y / N	
.21	Fixed firefighting equipment ready and checked	ARAFF system	Y / N	
		Water spray	Y / N	
.22	Bunker manifold portable firefighting equipment in place		Y / N	
.23	Safety equipment checked as ready for use	Showers	Y / N	
		Eye-wash stations	Y / N	
.24	Bunker Loading Team: each person - personal PPE in accordance with Bunker Loading Procedure		Y / N	
.25	Bunker Loading Team: each person - personal methanol vapour meters carried in accordance with Bunker Loading Procedure and functioning		Y / N	
.26	Ship PIC communication arrangements with all Bunker Loading Team personnel checked		Y / N	
.27	If applicable: simultaneous operations procedures in place		Y / N / NA	
.28	If applicable: procedures in place covering local restrictions / requirements		Y / N / NA	
.29	Any Ready to Bunker Checklist negative responses now resolved		Y / N	

	Ready to Bunker Checklist to be satisfactorily completed and signed by Ship PIC	Name:		
		Rank:		
		Signature:		
		Date & Time:		

Checklist 1.3

Ship – Bunker Loading

July 2020



Ship	
Name:	
Flag:	
IMO No.:	
Methanol Bunkers	
Bunker Port:	
Bunkering Location / Berth:	
Bunker Date:	
Supplier:	
Ordered Quality Grade:	
Ordered Quantity (m ³):	
Delivery Mode:	Barge / Truck / Terminal
Barge Name / Truck Registration:	

Ship – Bunker Loading Bulk Supply Checklist		Completion by Ship PIC or other authorised person	
		Response	Remarks
1	Preliminary Checks		
.1	Ready to Bunker Checklist satisfactorily completed	Y / N	
.2	Ship-Supplier Bunker Safety Checklist satisfactorily completed	Y / N	

2	Bunker Loading - Process Monitoring		
.1	Initial bunker gauging completed	Y / N HH:MM	
.2	Ship bunker manifold stop valve confirmed to supply facility as open and that bunker loading can commence	Y / N HH:MM	
.3	Bunker loading rates - advised as required to supply facility over bunker loading operation	Y / N	
.4	Bunker loading rates – controlled by supply facility in accordance with Ship requirements	Y / N	
.5	Bunker piping pressure monitored as being within required limits	Y / N	
.6	Bunker tank head space pressures and vent line pressure monitored as being within required limits	Y / N	
.7	Bunker tank filling monitored	Y / N	
.8	Tank 1: _____	Initial contents (m ³)	
		Start loading time	HH:MM
		End loading time	HH:MM
		Final contents (m ³)	
.9	Tank 2: _____	Initial contents (m ³)	
		Start loading time	HH:MM
		End loading time	HH:MM
		Final contents (m ³)	
.10	Tank 3: _____	Initial contents (m ³)	
		Start loading time	HH:MM
		End loading time	HH:MM
		Final contents (m ³)	

.11	Tank 4: _____	Initial contents (m ³)		
		Start loading time	HH:MM	
		End loading time	HH:MM	
		Final contents (m ³)		
.12	Tank 5: _____	Initial contents (m ³)		
		Start loading time	HH:MM	
		End loading time	HH:MM	
		Final contents (m ³)		
.13	Tank 6: _____	Initial contents (m ³)		
		Start loading time	HH:MM	
		End loading time	HH:MM	
		Final contents (m ³)		
.14	Advised by supply facility that bunker loading pumping finished		Y / N HH:MM	
.15	Final bunker gauging completed		Y / N HH:MM	

3	MARPOL Sample			
.1	MARPOL Sample sampling device observed to be appropriately positioned and installed	Y / N		
.2	Sampling observed to commence on start of bunker loading	Y / N		
.3	Over whole of bunker loading operation sampling device observed to be operating as required and not tampered with	Y / N		
.4	Sampling observed to stop only at end of bunker loading	Y / N		
.5	MARPOL Sample observed as correctly prepared from Primary Sample, sealed and labelled	Y / N		

4	Ship Bunker Sampling			
.1	Ship also to draw sample of bunkers as loaded	Y / N		
.2	Sampling commenced – time	HH:MM		
.3	Operation and integrity of Ship's sampling device monitored as performing correctly at start of sampling	Y / N		
.4	Over bunker loading operation Ship's sampling device observed to be operating as required and not tampered with	Y / N		
.5	Sampling stopped – time	HH:MM		
.6	Sample safety removed from device, prepared, labelled and stored in accordance with Bunker Loading Procedure	Y / N		

5	Bunker Loading - Safety Monitoring					
.1	Bunker Loading Team all in place and generally monitoring Ship related aspects over the full duration of the bunker loading operation – either directly or by CCTV as appropriate	Y / N				
.2	Ship access arrangements and lighting levels are maintained sufficient to readily monitor the bunker loading operation	Y / N				
.3	Ship PIC and other Bunker Loading Team personnel are solely assigned to the bunker loading operation and during that period have no other duties	Y / N				
	The status / condition of the following are monitored on a routine basis and reported immediately to Ship PIC if found deficient / not acceptable:					
.4	Integrity of bunker manifold connection, sampling devices and bunker piping including fittings					
.5	If applicable: monitoring of annular space condition of any double walled bunker piping					
.6	Fixed methanol vapour detection sensor readings					

.7	Personal methanol vapour meter readings						
.8	External events which could affect ship or bunkering safety						
.9	Compliance with ship's hazardous, safety and security zoning and related prohibitions						
.10	Fire detection sensor readings						
.11	Moorings: ship – shore						
.12	If applicable: Moorings: ship - barge						
.13	Fenders: ship – shore						
.14	If applicable: Fenders: ship - barge						
.15	Relative movement: ship – shore						
.16	If applicable: Relative movement: ship - barge						
.17	Bunker delivery hose loadings						
.18	If used: ship's lifting gear – applied loadings within rating						
.19	Bunker connection isolation						
.20	Communications: Ship – Supplier						
.21	Ship – shore access arrangements						
.22	Bunker tank inert gas oxygen content						
.23	If used: vapour processing device operation						
.24	If used: vapour handling system connection to supply facility – integrity, loading and isolation						
.25	Condition of save-alls and drip trays						
.26	Holding tank level						
.27	If undertaken: simultaneous operations progressing in accordance with Ship's procedures						
.28	If applicable: Ship's procedures are being applied to ensure that local restrictions / requirements are complied with						
.29	No deficiencies / not acceptable findings reported during bunker loading operation	Y / N					
.30	ESD was not triggered during the bunkering	Y / N					
.31	SBC was not triggered during the bunkering	Y / N					

6	Bunker Loading Shutdown						
.1	Bunker hose purging and clearing back to supply facility completed as agreed	Y / N					
.2	Bunker tank head space and piping confirmed as fully inerted at not more than 8% O ₂	Y / N					
.3	Bunker piping valves and manifold stop valve shut	Y / N					
.4	Bunker hose and ESD link disconnected as agreed	Y / N					
.5	Manifold blank on	Y / N					
.6	If used: vapour return to supply facility disconnected, blanked and stowed	Y / N / NA					
.7	If used: vapour processing device shut-down	Y / N / NA					
.8	Clean up completed as necessary of manifold area, save-alls and drip trays. Drip tray drain valves shut	Y / N					
.9	Spill control materials cleared away, scupper plugs removed	Y / N					
.10	Bunker Loading Team stood down	HH:MM					

7	Personnel Changes during Bunker Loading						
.1	Ship PIC change	In-coming Ship PIC: Name / Rank					
		In-coming Ship PIC fully briefed	Out-going	Y / N			
			In-coming	Y / N			

		Time of take-over as Ship PIC	HH:MM	
.2	Bunker Loading Team changes: Incoming personnel (A):	Out-going: Name / Role		
		In-coming: Name / Role		
		Trained for role	Y / N	
		PPE worn / in use	Y / N	
		Personal methanol vapour meter in use	Y / N	
.3	Bunker Loading Team changes: Incoming personnel (B):	Out-going: Name / Role		
		In-coming: Name / Role		
		Trained for role	Y / N	
		PPE worn / in use	Y / N	
		Personal methanol vapour meter in use	Y / N	
.4	Bunker Loading Team changes: Incoming personnel (C):	Out-going: Name / Role		
		In-coming: Name / Role		
		Trained for role	Y / N	
		PPE worn / in use	Y / N	
		Personal methanol vapour meter in use	Y / N	
.5	Supplier PIC change advised	Time of change-over	HH:MM	
		Contact established with in-coming Supplier PIC	Y / N	

8	Bunker Loading Completion		
.1	Oil Record Book duly completed	Y / N	
.2	Bunker Delivery Note received and duly filed	Y / N	
.3	MARPOL Sample received, signed-for and duly stored	Y / N	
.4	Commercial sample(s) received, signed-for and duly stored	Y / N	
.5	If appropriate: Letter of Protest issued	Y / N	
.6	Ship – Supplier Bunker Completion Checklist completed	Y / N	
.7	Bunker Loading Procedure report completed and distributed as required	Y / N / NA	
.8	Post bunkering follow-up actions, as required by Bunker Loading Procedure, completed	Y / N / NA	

	Bunker Loading Checklist completed and signed by Ship PIC	Name:		
		Rank:		
		Signature:		
		Date & Time:		

Checklist 3.1

Supplier -Ship

Bunker Safety + Bunker Completion

July 2020



Ship		
Name:		
Flag:		
IMO No.:		
Methanol Bunkers		
Bunker Port:		
Bunkering Location / Berth:		
Bunker Date:		
Supplier:		
Supplier Address:		
Supplier Registration No.:		
Quality Grade:		
Ordered Quantity (m ³)		
Delivery mode details (as applicable):	Barge	Barge name(s) and identifying marks:
	Truck	Operating Company & Vehicle registration number(s):
	Terminal	

Supplier and Ship - Bunker Safety (Bulk Supply) Checklist		Response		Remarks
		Supplier PIC	Ship PIC	
To be satisfactorily completed by both parties before Supplier commences physical bunker delivery to Ship				Supplier PIC is the Barge / Truck / Terminal PIC as applicable
1	Pre-bunkering Meeting			
.1	Access arrangements Ship-Supplier satisfactory	Y / N	Y / N	
.2	Pre-bunkering meeting held between Ship PIC and Supplier PIC	Y / N	Y / N	
.3	Supplier PIC has confirmed that their Ready to Deliver to Ship Checklist has been satisfactorily completed and copy provided to Ship	Y / N	Y / N	
.4	Ship PIC has confirmed that their Ready to Bunker Checklist has been satisfactorily completed and copy provided to Supplier	Y / N	Y / N	
.5	Bunker quality grade and quantity (m ³)	Agreed	Y / N	Y / N
		Quality grade ref.		
		Quantity (m ³)		
.6	Pre-delivery documentation (including MSDS and bunker requisition) has been provided by the Supplier and received by the Ship and are in order	Y / N	Y / N	
.7	Written transfer plan, including hose connection / disconnection duties and maximum bunker pressures and transfer rates at all stages of the delivery, agreed	Y / N	Y / N	
.8	If to be used: vapour return arrangements to supply facility agreed	Y / N NA	Y / N NA	
.9	Working language, time and hand signals agreed	Y / N	Y / N	

.10	Communication arrangements agreed	Primary System	Y / N	Y / N	
		Backup System	Y / N	Y / N	
.11	Written emergency plan agreed		Y / N	Y / N	
.12	ESD and SBC criteria agreed		Y / N	Y / N	
.13	Port and emergency services contact arrangements agreed		Y / N	Y / N	
.14	External criteria causing bunker delivery to be shut-down, including weather conditions, sea / river conditions, other ship movements, agreed		Y / N	Y / N	
.15	If ship lifting equipment to be used to bring the delivery facility's bunker delivery hose onboard: relevant arrangements agreed		Y / N NA	Y / N NA	
.16	Bunker delivery hose draining and purging procedure at completion of bunkering agreed		Y / N	Y / N	
.17	Supply gauging arrangements agreed		Y / N	Y / N	
.18	If applicable: permitted simultaneous Ship operations and related controls advised to Supplier		Y / N NA	Y / N NA	
.19	If applicable: permitted simultaneous Supplier operations and related controls advised to Ship		Y / N NA	Y / N NA	
.20	If applicable: Ship compliance arrangements with local restrictions / requirements advised to Supplier		Y / N NA	Y / N NA	
.21	If applicable: Supplier compliance arrangements with local restrictions / requirements advised to Ship		Y / N NA	Y / N NA	

2	Preparation to Bunker: Supplier and Ship Joint Actions				
.1	Communication arrangements tested and confirmed as satisfactory	Primary System	Y / N	Y / N	
		Backup System	Y / N	Y / N	
.2	If supply facility lifting equipment has been used to handle the bunker delivery hose: lifting, holding and supporting arrangements confirmed as satisfactory		Y / N	NA	
.3	If ship lifting equipment has been used to handle the supply facility's bunker delivery hose: lifting, holding and supporting arrangements confirmed as satisfactory		Y / N	Y / N	
.4	Bunker delivery hose test marked as required and in satisfactory condition (external and internal)		Y / N	Y / N	
.5	Bunker delivery hose connection to ship's bunker manifold confirmed as satisfactory		Y / N	Y / N	
.6	Bunker delivery hose insulation at connection confirmed as satisfactory		Y / N	Y / N	
.7	ESD and SBC installation confirmed as satisfactory		Y / N	Y / N	
.8	ESD links established, tested and confirmed as satisfactory		Y / N	Y / N	
.9	If to be used: vapour return line to supply facility confirmed as satisfactorily connected and isolated		Y / N NA	Y / N NA	
.10	Ship's bunker piping system set-up ready to commence loading from Barge		NA	Y / N	
.11	Barge's bunker delivery system set-up ready to commence delivery to Ship		Y / N	NA	

Bunker Safety Checklist to be satisfactorily completed and signed by both Ship PIC and Supplier PIC before the Ship's manifold stop valve is opened and the Supplier commences bunker delivery		Name:			
		Rank / Position:			
		Signature:			
		Date & Time:			
Supplier and Ship - Bunker Completion Checklist		Response		Remarks	
		Supplier PIC	Ship PIC		
.1	Supplier pumping completed	Y / N	Y / N		
.2	Bunker delivery hose drained and purged as agreed	Y / N	Y / N		
.3	Supplier has advised that bunkering is completed	Y / N	Y / N		
.4	Bunker manifold valves shut	NA	Y / N		
.5	Bunker delivery hose and ESD link disconnected as agreed	Y / N	Y / N		
.6	If used: vapour handling system connection disconnected	Y / N	Y / N		
.7	Bunker Delivery Note provided by the Supplier	Y / N	Y / N		
.8	MARPOL Sample provided by the Supplier	Y / N	Y / N		
.9	Any incidents or near misses reported to relevant authorities as required	Y / N NA	Y / N NA		
Bunker Completion Checklist to be completed and signed by both Supplier PIC and Ship PIC		Name:			
		Rank / Position:			
		Signature:			
		Date & Time:			