
Truck Portable Tank Supply

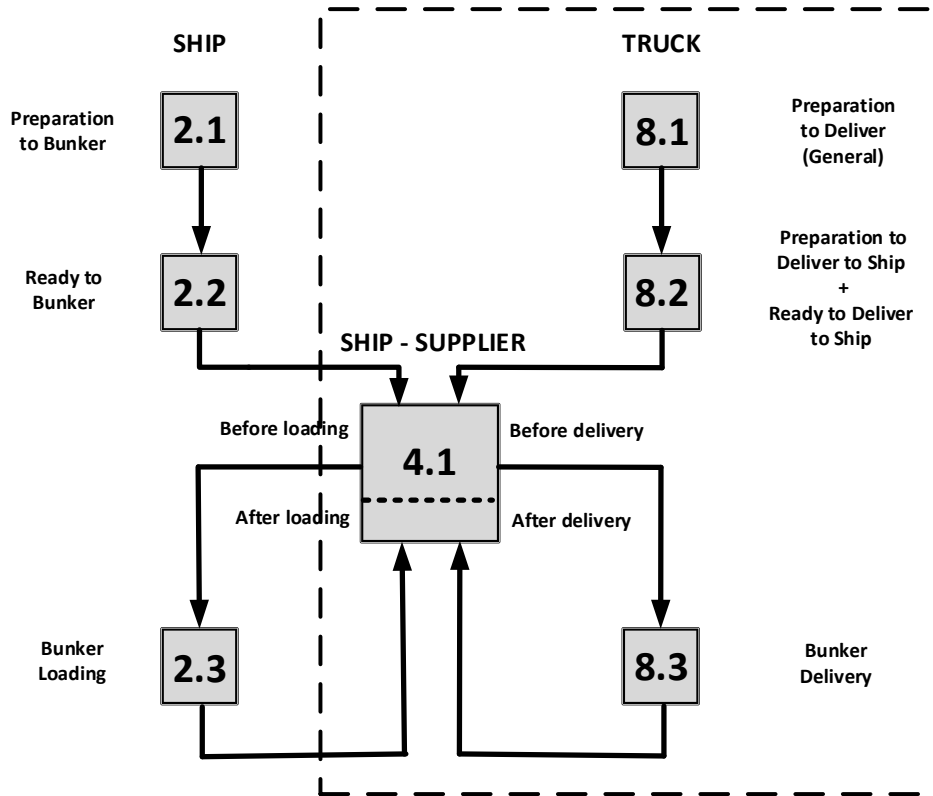
Checklist Pack

July 2020



Truck, Portable Tank Supply – Checklist Pack

This Checklist Pack contains the Truck specific Checklists 8.1, 8.2 and 8.3 to be completed by the Truck PIC plus the Ship-Supplier Checklist 4.1 which would be completed jointly with the Ship's PIC



Lloyd's Register is a trading name of Lloyd's Register Group Limited and its subsidiaries. For further details please see <http://www.lr.org/entities>

Lloyd's Register Group Limited, its subsidiaries and affiliates and their respective officers, employees or agents are, individually and collectively, referred to in this clause as 'Lloyd's Register'. Lloyd's Register assumes no responsibility and shall not be liable to any person for any loss, damage or expense caused by reliance on the information or advice in this document or howsoever provided, unless that person has signed a contract with the relevant Lloyd's Register entity for the provision of this information or advice and in that case any responsibility or liability is exclusively on the terms and conditions set out in that contract.

Checklist 8.1

Preparation to Deliver

July 2020



Truck	
Operating Company:	
Registration No.:	
Bunker Delivery Ports / Locations / Berths:	
Port Authority:	
Methanol Supplier	
Company Name:	
Bunker Supply Controlling Authority:	
Report Period	
Checklist Reference:	
Checklist Completion Date:	
Checklist Period of Validity:	

Truck – Preparation to Deliver Portable Tank (General) Checklist			Completion by Truck PIC or other authorised person		
			Response	Remarks	
1	Personnel				
.1	Truck PIC - assigned			Y / N	
	Bunker Delivery Team – roles assigned, training completed				
.2	Name:	Role:	Role Trained:		
		Truck PIC	Y / N		
			Y / N		
			Y / N		

2	Authorization				
.1	The Supplier is authorized by the relevant authority to supply methanol, as a bunker product, in portable tanks to ships at the ports / locations / berths where delivery is to be undertaken			Y / N	
.2	The Truck is authorized by the relevant authority to deliver methanol, as a bunker product, in portable tanks to ships at the ports / locations / berths where delivery is to be undertaken			Y / N	

3	Emergency Preparedness – Bunker Delivery Locations / Truck				
.1	A Risk Assessment has been performed to the satisfaction of the relevant authority – valid for the ports / locations / berths where portable tank deliveries are to occur and the conditions under which that delivery is to be undertaken			Y / N	
.2	Emergency Response Procedure manual current, available to, and understood by, all Bunker Delivery Team personnel			Y / N	
.3	Fire detection sensors at all bunker delivery locations to be used, as required by the relevant authority, cover the portable tank delivery areas, together with associated alarms, confirmed in working order and tested			Y / N / NA	
.4	Fixed firefighting equipment at all portable tank delivery locations to be used, as required by the relevant authority, covers the bunker delivery areas confirmed in working order			Y / N / NA	
.5	Portable firefighting equipment, as required by the relevant authority, is available at the portable tank delivery locations			Y / N	
.6	Portable firefighting equipment, as required by the relevant authority, is carried by the Truck			Y / N	

.7	Safety equipment at the portable tank delivery locations, to the extent required by the relevant authority: clear signage, unobstructed access, adequately stocked and functionality tested	Shower stations	Y / N	
		Eye wash stations	Y / N	
.8	PPE available for Bunker Delivery Team personnel in accordance with Bunker Delivery Procedure and all in required order		Y / N	
.9	Fixed methanol vapour detection sensors at the portable tank delivery locations, as required by the relevant authority, 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 Delivery Team personnel in accordance with Bunker Delivery Procedure and in working order and tested		Y / N	
.11	Portable tank delivery locations - hazardous, safety, security – zoning planned in accordance with Bunker Delivery Procedure		Y / N	
.12	Emergency response training scenarios, as required by the relevant authority, completed according to schedule		Y / N / NA	
.13	Scenario training records up-to-date and documented		Y / N / NA	

4	Portable Tank Delivery Arrangements			
.1	There is a Bunker Delivery Procedure, to the satisfaction of the relevant authority, which covers the ports / locations / berths where portable tank deliveries are to occur and the conditions under which those deliveries are to be undertaken		Y / N	
.2	Bunker Delivery Procedure available to, and understood by, all Bunker Delivery Team personnel		Y / N	
.3	Communications system equipment in working order and tested	Primary System	Y / N	
		Backup System	Y / N	
.4	Truck tank unit(s), fittings, instrumentation and alarms, as required by the relevant authority, in working order and tested		Y / N / NA	
.5	Spill control and containment arrangements and materials at portable tank delivery locations in accordance with Bunker Delivery Procedure		Y / N	
.6	Drip trays drainage / clean-up arrangements at portable tank delivery locations in order		Y / N	
.7	Spill absorption materials, clean-up equipment and bins available in accordance with Bunker Delivery Procedure		Y / N	
.8	Access at portable tank delivery locations in order		Y / N	
.9	Lighting at portable tank delivery locations in working order		Y / N	
.10	Electrical equipment and trunking of Truck and at portable tank delivery locations in order		Y / N	
.11	If CCTV is to be used to monitor portable tank loading: in working order and tested		Y / N / NA	
.12	Maintenance manual: inspections, maintenance and servicing of bunker delivery system components completed to date and documented as required by Bunker Delivery Procedure		Y / N	

5	Preparation (General) Review			
.1	Any 'Preparation to Deliver Portable Tank (General) Checklist' negative findings together with subsequent resolving actions have been duly documented as required by Bunker Delivery Procedure and are now resolved		Y / N	

Preparation to Deliver Portable Tank (General) Checklist to be satisfactorily completed and signed by Truck PIC	Name:		
	Position:		
	Signature:		
	Date:		

Checklist 8.2

Pre-Delivery to Ship

July 2020



Truck	
Operating Company:	
Registration No.:	
Methanol Supplier	
Company Name:	
Bunker Supply Controlling Authority:	
Methanol Bunker Delivery	
Ship Name & IMO No.:	
Bunker Port / Location / Berth:	
Port Authority:	
Delivery Date:	
Quality Grade:	
Quantity (m ³):	

Truck – Preparation to Deliver Portable Tank to Ship Checklist		Completion by Truck PIC or other authorised person	
		Response	Remarks
1	Portable Tank Delivery to Ship		
.1	Preparation to Deliver Portable Tank (General) Checklist covers this delivery	Y / N	
.2	Intended bunker quantity (m ³) and quality grade confirmed with Ship	Y / N	
		Total _____ m ³	
.3	Portable tank specification confirmed with Ship	Y / N	
.4	Number of portable tanks to be delivered confirmed with Ship	Y / N Number: _____	

2	Bunker Port Contacts			
.1	Contact information duly documented for:	Ship's agent:	Y / N	
		Port authority –bunkering	Y / N	
		Other 1:	Y / N / NA	
		Other 2:	Y / N / NA	
		Other 3:	Y / N / NA	
.2	Ship advised of relevant local contact details	Y / N		

3	Local Restrictions / Requirements		
.1	If there are any additional local restrictions / requirements as regards this portable tank delivery: procedures will be put in place to ensure that those restrictions / requirements are adhered to	Y / N	
.2	Ship has been advised of any relevant local restrictions / requirements as regards this portable tank delivery by Truck to Ship	Y / N	

4	Preparation to Deliver Portable Tank to Ship - Review		
.1	Any Preparation to Deliver Portable Tank to Ship Checklist negative findings together with subsequent resolving actions have been duly documented as required by Bunker Delivery Procedure and are now resolved	Y / N	

Preparation to Deliver Portable Tank to Ship Checklist to be satisfactorily completed and signed by Truck PIC	Name:		
	Position:		
	Signature:		
	Date:		

Truck – Ready to Deliver Portable Tank to Ship Checklist			Completion by Truck PIC or other authorised person	
			Response	Remarks
.1	The Risk Assessment covers all relevant aspects of this portable tank delivery		Y / N	
.2	The Bunker Delivery Procedure covers all relevant aspects of this portable tank delivery		Y / N	
.3	Confirmed that there have been no changes from current Preparation to Deliver Portable Tank (General) Checklist status		Y / N	
.4	Preparation to Deliver Portable Tank to Ship Checklist satisfactorily completed for this delivery		Y / N	
.5	Ship - shore access secure		Y / N	
.6	Portable tank delivery area zoning in place around truck	Hazardous	Y / N	
		Safety	Y / N	
		Security	Y / N	
.7	Truck readied for portable tank delivery in accordance with Bunker Delivery Procedure		Y / N	
.8	Spill control arrangements in accordance with Bunker Delivery Procedure	Any temporary save-alls / bunding required duly installed	Y / N / NA	
		Save-all areas clean and empty	Y / N	
		Drip tray drain valves open	Y / N	
		Drip tray drain tank level acceptable	Y / N	
		Spill recovery equipment deployed	Y / N	
.9	Communications system equipment fully charged and tested	Primary System	Y / N	
		Secondary System	Y / N	
.10	Fixed firefighting equipment ready and checked		Y / N	
.11	Portable firefighting equipment in place		Y / N	
.12	Safety equipment checked as ready for use	Shower stations	Y / N	
		Eye-wash stations	Y / N	
.13	Bunker Delivery Team: each person - personal PPE in accordance with Bunker Delivery Procedure		Y / N	
.14	Bunker Delivery Team: each person - personal methanol vapour meters carried in accordance with Bunker Delivery Procedure and functioning		Y / N	
.15	Truck PIC communication arrangements with all Bunker Delivery Team personnel checked		Y / N	
.16	If applicable: procedures in place covering local restrictions / requirements		Y / N / NA	
.17	Any Ready to Deliver Portable Tank to Ship Checklist negative responses now resolved		Y / N	

Ready to Deliver Portable Tank to Ship Checklist to be satisfactorily completed and signed by Truck PIC	Name:		
	Position:		
	Signature:		
	Date & Time:		

Checklist 8.3

Portable Tank Delivery to Ship

July 2020



Truck	
Operating Company:	
Registration No.:	
Methanol Supplier	
Company Name:	
Bunker Supply Controlling Authority:	
Methanol Bunker Delivery	
Ship Name & IMO No.:	
Bunker Port / Location / Berth:	
Port Authority:	
Delivery Date:	
Quality Grade:	
Quantity (m ³):	

Truck – Portable Tank Delivery Checklist		Completion by Truck PIC or other authorised person	
		Response	Remarks
1	Preliminary Checks		
.1	Ready to Deliver Portable Tank to Ship Checklist satisfactorily completed	Y / N	
.2	Ship-Supplier Bunker Safety (Portable Tank) Checklist satisfactorily completed	Y / N	

2	Portable Tank Delivery			
.1	Bunker Delivery Team all in place and generally monitoring Truck related aspects over the full duration of the portable tank delivery operation – either directly or by CCTV as appropriate		Y / N	
.2	Portable tank delivery area access arrangements and lighting levels around Truck are maintained sufficient to readily monitor the delivery operation		Y / N	
.3	Truck PIC and other Bunker Delivery Team personnel are solely assigned to the portable tank delivery operation and during that period have no other duties		Y / N	
.4	Delivery conditions in accordance with Bunker Delivery Procedures		Y / N	
.5	Portable tank delivery commenced		HH:MM	
.6	Truck hazardous, safety and security zoning and related prohibitions in force		Y / N	
.7	If applicable: Truck's procedures are being applied to ensure that local restrictions / requirements are complied with		Y / N / NA	
.8	Over duration of portable tank delivery operation regular monitoring undertaken of:	No visible leakage from portable tanks as delivered	Y / N	
		Fixed methanol vapour detection sensors	Y / N	
		Personal methanol vapour detection sensors	Y / N	
		Fire detection sensors	Y / N	

		Truck – Ship communications	Y / N	
.9	Portable tank delivery operation was not halted due to external events which could have affected safety		Y / N	
.10	Portable tank loading completed		HH:MM	
	Spill control and containment materials cleared away		Y / N	
.11	Bunker Delivery Team stood down		HH:MM	

3	Personnel Changes during Portable Tank Delivery			
.1	Truck PIC change	In-coming Truck PIC: Name / Position		
		In-coming Truck PIC fully briefed	Out-going	Y / N
			In-coming	Y / N
		Time of take-over as Truck PIC		HH:MM
.2	Bunker Delivery 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 Delivery 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	Ship PIC change advised	Time of change-over		HH:MM
		Contact established with in-coming Ship PIC		Y / N

4	Portable Tank Delivery Completion			
.1	Bunker Delivery Note completed and provided to Ship		Y / N	
.2	MARPOL Sample provided to and signed-for by Ship		Y / N	
.3	Commercial sample(s) provided to Ship		Y / N	
.4	If received: Letter of Protest issued by Ship		Y / NA	
.5	Ship – Supplier Bunker Completion (Portable Tank) Checklist completed		Y / N	
.6	Bunker Delivery Procedure report completed and distributed as required		Y / N / NA	
.7	Post bunkering follow-up actions, as required by Bunker Delivery Procedure, completed		Y / N / NA	

	Portable Tank Delivery Checklist completed and signed by Truck PIC	Name:		
		Position:		
		Signature:		
		Date & Time:		

Checklist 4.1

Supplier - Ship

Bunker Safety + Bunker Completion

July 2020



Ship	
Name:	
Flag:	
IMO No.:	
Methanol Portable Tank Supply	
Loading Port:	
Loading Location / Berth:	
Loading Date:	
Supplier:	
Supplier Address:	
Supplier Registration No.:	
Quality Grade:	
Ordered Quantity (m ³)	
Truck Operator and Vehicle Registration No.:	

Supplier and Ship - Bunker Safety (Portable Tank) Checklist		Response		Remarks	
		Supplier PIC	Ship PIC		
<i>To be satisfactorily completed by both parties before portable tank transfer is commenced</i>					
1	Pre-loading Meeting				
.1	Access arrangements ship-shore satisfactory	Y / N	Y / N		
.2	Pre-loading meeting held between Ship PIC and Supplier PIC	Y / N	Y / N		
.3	Supplier PIC has confirmed that their Ready to Deliver Portable Tank 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 Load Portable Tank 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)			
		Number of portable tanks to be loaded			
.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 portable tank lifting arrangements and provision of associated equipment / fittings, agreed	Y / N	Y / N		
.8	Working language, time and hand signals agreed	Y / N	Y / N		
.9	Communication arrangements agreed	Primary System	Y / N	Y / N	
		Backup System	Y / N	Y / N	
.10	Written emergency plan agreed	Y / N	Y / N		

.11	Port and emergency services contact arrangements agreed	Y / N	Y / N	
.12	External criteria causing portable tank transfer from Supplier to Ship to be halted, including weather conditions, sea / river conditions, other ship movements, agreed	Y / N	Y / N	
.13	Supply gauging arrangements agreed	Y / N	Y / N	
.14	MARPOL Sample arrangements agreed	Y / N	Y / N	
.15	If applicable: permitted simultaneous Ship operations and related controls advised to Supplier	Y / N NA	Y / N NA	
.16	If applicable: Ship compliance arrangements with local restrictions / requirements advised to Supplier	Y / N NA	Y / N NA	
.17	If applicable: Supplier compliance arrangements with local restrictions / requirements advised to Ship	Y / N NA	Y / N NA	

2	Preparation to Load Portable Tanks: 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	Portable tank specification as agreed	Y / N	Y / N		

	Portable Tank 1			
.3	Condition acceptable	Y / N	Y / N	
.4	Product quality grade and content (m ³) checked	Y / N	Y / N	

	Portable Tank 2			
.5	Condition acceptable	Y / N	Y / N	
.6	Product quality grade and content (m ³) checked	Y / N	Y / N	

	Portable Tank 3			
.7	Condition acceptable	Y / N	Y / N	
.8	Product quality grade and content (m ³) checked	Y / N	Y / N	

	Portable Tank 4			
.9	Condition acceptable	Y / N	Y / N	
.10	Product quality grade and content (m ³) checked	Y / N	Y / N	

Bunker Safety (Portable Tank) Checklist to be satisfactorily completed and signed by both Supplier PIC and Ship PIC before portable tank transfer is commenced		Name:			
		Rank / Position:			
		Signature:			
		Date & Time:			
Supplier and Ship - Bunker Completion (Portable Tank) Checklist		Response		Remarks	
		Supplier PIC	Ship PIC		
.1	Bunker Delivery Note provided by the Supplier	Y / N	Y / N		
.2	MARPOL Sample provided by the Supplier	Y / N	Y / N		
.3	Any incidents or near misses reported to relevant authorities as required	Y / N NA	Y / N NA		
Bunker Completion (Portable Tank) Checklist to be completed and signed by both Supplier PIC and Ship PIC		Name:			
		Rank / Position:			
		Signature:			
		Date & Time:			