

Tanker Safety Guide (Chemicals)

Ship/Shore Safety Checklist

Checks Pre-Arrival

Date and time:

Port and berth:

Tanker:

Terminal:

Product(s) to be transferred:

Part 1a. Tanker: checks pre-arrival			
Ref number	Check	Status	Remarks
1	Pre-arrival information is exchanged (6.4.2)	<input type="checkbox"/> Yes	
2	International shore connection is available (10.3.2)	<input type="checkbox"/> Yes	
3	Transfer hoses are of suitable construction (5.14)	<input type="checkbox"/> Yes	
4	Terminal information booklet reviewed (6.4.2)	<input type="checkbox"/> Yes	
5	Pre-berthing information is exchanged (6.4.2)	<input type="checkbox"/> Yes	
6	P/V valves are operational (6.4.5)	<input type="checkbox"/> Yes	
7	Fixed and portable oxygen analysers are operational (5.4.2)	<input type="checkbox"/> Yes	

Part 1b. Tanker: checks pre-arrival if using an inert gas system			
Ref number	Check	Status	Remarks
8	Inert gas system pressure and oxygen recorders are operational (5.13.1)	<input type="checkbox"/> Yes	
9	Inert gas system and associated equipment are operational (5.13.1)	<input type="checkbox"/> Yes	
10	Cargo tank atmospheres' oxygen content is less than 8% by volume (6.8.5)	<input type="checkbox"/> Yes	
11	Cargo tank atmospheres are at positive pressure (6.8.5)	<input type="checkbox"/> Yes	

Part 1c. Terminal: checks pre-arrival			
Ref number	Check	Status	Remarks
12	Pre-arrival information is exchanged (6.4.2)	<input type="checkbox"/> Yes	
13	International shore fire connection is available (10.3.3)	<input type="checkbox"/> Yes	
14	Transfer equipment is of suitable construction (6.9.7)	<input type="checkbox"/> Yes	
15	Terminal information booklet transmitted to tanker (6.4.2)	<input type="checkbox"/> Yes	
16	Pre-berthing information is exchanged (6.4.2)	<input type="checkbox"/> Yes	



Tanker Safety Guide (Chemicals)

Ship/Shore Safety Checklist

Checks After Mooring

Part 2a. Tanker: checks after mooring			
Ref number	Check	Status	Remarks
17	Fendering is effective (2.2)	<input type="checkbox"/> Yes	
18	Mooring arrangement is effective (2.2)	<input type="checkbox"/> Yes	
19	Access to and from the tanker is safe (2.4)	<input type="checkbox"/> Yes	
20	Scuppers and save-alls are plugged (6.5.4)	<input type="checkbox"/> Yes	
21	Cargo system sea connections and overboard discharges are secured (6.5.4)	<input type="checkbox"/> Yes	
22	VHF and UHF transceivers are set to low-power mode (2.13.1)	<input type="checkbox"/> Yes	
23	External openings in superstructures are controlled (6.5.4)	<input type="checkbox"/> Yes	
24	Pumproom ventilation is effective (6.4.5, 6.5.4)	<input type="checkbox"/> Yes	
25	MF/HF radio antennae are isolated (2.13.1)	<input type="checkbox"/> Yes	
26	Accommodation spaces are at positive pressure (2.7.5)	<input type="checkbox"/> Yes	
27	Fire control plans are readily available (10.3.2)	<input type="checkbox"/> Yes	

Part 2b. Terminal: checks after mooring			
Ref number	Check	Status	Remarks
28	Fendering is effective (2.2, 6.4.2)	<input type="checkbox"/> Yes	
29	Tanker is moored according to the terminal mooring plan (2.2, 6.4.2)	<input type="checkbox"/> Yes	
30	Access to and from the terminal is safe (2.4, 6.5.4)	<input type="checkbox"/> Yes	
31	Spill containment and sumps are drained and secure (5.7)	<input type="checkbox"/> Yes	

Tanker Safety Guide (Chemicals)

Ship/Shore Safety Checklist

Checks Pre-Transfer

Date and time:

Port and berth:

Tanker:

Terminal:

Product(s) to be transferred:

Part 3a. Tanker and terminal: pre-transfer conference				
Ref number	Check	Tanker status	Terminal status	Remarks
32	Tanker is ready to move at agreed notice period (2.11)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
33	Effective tanker and terminal communications are established (6.4, 6.5.1, 6.5.2 and Ch. 2)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
34	Transfer equipment is in safe condition (isolated, drained and de-pressurised) (6.7.2)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
35	Operation supervision and watchkeeping is adequate (6.6)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
36	There are sufficient personnel to deal with an emergency (10.2.3)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
37	Smoking restrictions and designated smoking areas are established (2.4.4, 2.5.1, 2.5.2)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
38	Naked light restrictions are established (2.5.1, 2.5.2)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
39	Control of electrical and electronic devices is agreed (6.5.1, 2.13.4)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
40	Means of emergency escape from both tanker and terminal are established (10.2.3)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
41	Firefighting equipment is ready for use (6.5.4, 8.3.4)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
42	Oil/chemical spill clean-up material is available (6.5.4)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	



Ref number	Check	Tanker status	Terminal status	Remarks
43	Manifolds are properly connected (5.9, 6.5.4, 6.7.2)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
44	Sampling and gauging protocols are agreed (6.5.1, 6.7.11)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
45	Procedures for cargo, bunkers and ballast handling operations are agreed (6.5.1)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
46	Cargo transfer practical management controls are agreed (6.3, 6.5.1)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
47	Cargo tank cleaning requirements, are agreed (6.5.1, Ch. 8)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
48	Cargo tank gas freeing arrangements agreed (6.5.1, Ch. 8)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
49	Cargo and bunker slop handling requirements agreed (6.5.1, 8.7)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
50	Routine for regular checks on cargo transferred are agreed (6.5.1)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
51	Emergency signals and shutdown procedures are agreed (6.5.1, 6.5.2)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
52	Safety data sheets are available (1.8.1)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
53	Hazardous properties of the products to be transferred are discussed (6.4.2, 6.5.1)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
54	Electrical insulation of the tanker/terminal interface is effective (6.5.1, 6.7.4)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
55	Tank venting system and closed operation procedures are agreed (5.8, 6.5.1)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
56	Vapour return line operational parameters are agreed (6.5.1, 5.9)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
57	Measures to avoid back-filling are agreed (6.7.17, 6.7.22)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	

Ref number	Check	Tanker status	Terminal status	Remarks
58	Status of unused cargo and bunker connections is satisfactory (6.4.5, 6.5.4)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
59	Portable VHF and UHF radios are intrinsically safe (2.13.3)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
60	Procedures for receiving nitrogen to cargo tank are agreed (6.5.1, 6.7.8)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	

Part 3b. Tanker and terminal: checks pre-transfer				
Ref number	Check	Tanker status	Terminal status	Remarks
61	Certificate of protection received (1.6.2)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
62	Appropriate PPE identified and available (3.11, 6.5.4)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
63	Precautions against personal contact with cargo are agreed (6.5.1, 6.5.4)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
64	Cargo handling rate and relationship with valve closure times and automatic shutdown systems is agreed (6.4.3, 6.5.1)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
65	Cargo system gauge operation and alarm set points are confirmed (5.3.5)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
66	Adequate portable vapour detection instruments are in use (5.4.1)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
67	Information on firefighting media and procedures is exchanged (10.3.1)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
68	Transfer hoses confirmed suitable for the product being handled (5.14.1)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
69	Confirm cargo handling is only by a permanent installed pipeline system (6.4.5)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
70	Procedures are in place to receive nitrogen from the terminal/other source for inerting or purging (6.3.5, 6.4.3, 6.5.1)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	



Part 3c. Tanker: checks pre-transfer			
TSG Ref (ISGOTT ref)	Check	Status	Remarks
71 (84)	Portable drip trays are correctly positioned and empty (5.7)	<input type="checkbox"/> Yes	
72 (85)	Individual cargo tank inert gas supply valves are set in accordance with the cargo plan (6.4.3, 6.5.4)	<input type="checkbox"/> Yes	
73 (86)	Inert gas system delivering inert gas with O ² content not more than 5% (4.5, 7.4)	<input type="checkbox"/> Yes	
74 (87)	Cargo tank high level and overflow alarms are operational (5.3.5)	<input type="checkbox"/> Yes	
75 (88)	All cargo, ballast and bunker tanks openings are secured (6.5.4, 6.7.15)	<input type="checkbox"/> Yes	

Part 3d. Tanker: checks prior to tank cleaning and/or gas freeing			
TSG Ref (ISGOTT ref)	Check	Status	Remarks
76 (91)	Permission for tank cleaning operations is confirmed (8.8)	<input type="checkbox"/> Yes	
77 (92)	Permission for gas freeing operations is confirmed (8.11)	<input type="checkbox"/> Yes	
78 (93)	Tank cleaning procedures are agreed (Ch. 8)	<input type="checkbox"/> Yes	
79 (94)	If cargo tank entry is required, procedures for entry have been agreed with the terminal (6.5.1)	<input type="checkbox"/> Yes	
80 (95)	Slop reception facilities and requirements are confirmed (8.7)	<input type="checkbox"/> Yes	

Part 4. Tanker and terminal: agreements pre-transfer				
Part 3a. Ref	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: Back-up system:		
35	Operational supervision and watchkeeping	Tanker: Terminal:		
37 38	Dedicated smoking areas and naked lights restrictions	Tanker: Terminal:		
35	Maximum wind, current and sea/swell criteria or other environmental factors	Stop cargo transfer: Disconnect: Unberth:		



Part 3a. Ref	Agreement	Details	Tanker initials	Terminal initials
45 46	Limits for cargo, bunkers and ballast handling	Maximum transfer rates: Topping off rates: Maximum manifold pressure: Cargo temperature: Other limitations:		
45 46	Pressure surge control	Minimum number of cargo tanks open: Tank switching protocols: Full load rate: Topping off rate: Closing time of automatic valves: Tanker: Terminal:		
46	Cargo transfer practical management procedures	Action notice periods: Transfer-stop protocols: Routine transferred quantity checks:		
50	Routine for regular checks on cargo transferred are agreed	Routine transferred quantity checks		
51	Emergency signals	Tanker: Terminal:		

Part 3a. Ref	Agreement	Details	Tanker initials	Terminal initials
55	Tank venting system	Procedure:		
55	Closed operations	Requirements:		
56	Vapour return line	Operational parameters: Maximum flow rate:		
60	Nitrogen supply to ship	Procedures to receive: Maximum pressure: Flow rate:		
N/A	Exceptions and additions	Special issues that both parties should be aware of:		



Part 5. Tanker and terminal: declaration

We the undersigned have checked the items in the applicable parts 1 to 4 as marked and signed below.

In accordance with the guidance in Appendix B of the *Tanker Safety Guide (Chemicals)*, we have satisfied ourselves that the entries we have made are correct to the best of our knowledge and that the tanker and terminal are in agreement to undertake the transfer operation.

We have also agreed that the repetitive checks noted in part 6 of the *Tanker Safety Guide (Chemicals)* ship/shore safety checklist should be conducted at intervals not more than ____ hours.

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

Part 6. Tanker: repetitive checks during transfer								
Ref	Check	Time	Time	Time	Time	Time	Time	Remarks
Interval time: hrs								
8	If to be used: inert gas system pressure and oxygen recording is operational	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
9	If to be used: inert gas system and all associated equipment is operational	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
10	If required: cargo tank atmospheres' oxygen content is less than 8%	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
11	Cargo tank atmospheres are at positive pressure	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
18	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	
19	Access to and from the tanker 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	
20	Scuppers and save-alls 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	
23	External openings in superstructures are controlled	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
24	Pumproom ventilation 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	
28	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	
32	Tanker ready to move at agreed notice period	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
33	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	



Ref	Check	Time	Time	Time	Time	Time	Time	Remarks
Interval time: hrs								
35	Supervision and watchkeeping is adequate	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
36	Sufficient personnel are available to deal with an emergency	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
37	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	
38	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	
39	Control of electrical devices and equipment in hazardous zones is 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	
40 41 51	Emergency response preparedness is satisfactory	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
54	Electrical insulation of the tanker/terminal interface 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	
55	Tank venting system and closed operation procedures are as agreed	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
72	Individual cargo tank inert gas valves settings are as agreed	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
74	Cargo tank high level and overflow alarms are operational	<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 for the ship								