26.3.3 The Ship/Shore Safety Check-List

# Ship’s Name

Berth Port

Date of Arrival Time of Arrival

Part ‘A’ – Bulk Liquid General – Physical Checks

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| Bulk Liquid – General | Ship | Terminal | Code | Remarks |
| 1. There is safe access between the ship and shore. |  |  | R |  |
| 2. The ship is securely moored. |  |  | R |  |
| 3. The agreed ship/shore communication system is operative. |  |  | A | R | System:Backup System: |
| 4. Emergency towing-off pennants are correctly rigged and positioned. |  |  | R |  |
| 5. The ship’s fire hoses and fire-fighting equipment are positioned and ready for immediate use. |  |  | R |  |
| 6. The terminal’s fire-fighting equipment is positioned and ready for immediate use. |  |  | R |  |
| 7. The ship’s cargo and bunker hoses, pipelines and manifolds are in good condition, properly rigged and appropriate for the service intended. |  |  |  |  |
| 8. The terminal’s cargo and bunker hoses or arms are in good condition, properly rigged and appropriate for the service intended. |  |  |  |  |
| 9. The cargo transfer system is sufficiently isolated and drained to allow safe removal of blank flanges prior to connection. |  |  |  |  |
| 10. Scuppers and save-alls on board are effectively plugged and drip trays are in position and empty. |  |  | R |  |
| 11. Temporarily removed scupper plugs will be constantly monitored. |  |  | R |  |
| 12. Shore spill containment and sumps are correctly managed. |  |  | R |  |
| 13. The ship’s unused cargo and bunker connections are properly secured with blank flanges fully bolted. |  |  |  |  |
| 14. The terminal’s unused cargo and bunker connections are properly secured with blank flanges fully bolted. |  |  |  |  |

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| Bulk Liquid – General | Ship | Terminal | Code | Remarks |
| 15. All cargo, ballast and bunker tank lids are closed. |  |  |  |  |
| 16. Sea and overboard discharge valves, when not in use, are closed and visibly secured. |  |  |  |  |
| 17. All external doors, ports and windows in the accommodation, stores and machinery spaces are closed. Engine room vents may be open. |  |  | R |  |
| 18. The ship’s emergency fire control plans are located externally. |  |  |  | Location: |

*If the ship is fitted, or is required to be fitted, with an inert gas system (IGS), the following* points should be physically checked:

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| --- | --- | --- | --- | --- |
| Inert Gas System | Ship | Terminal | Code | Remarks |
| 19. Fixed IGS pressure and oxygen content recorders are working. |  |  | R |  |
| 20. All cargo tank atmospheres are at positive pressure with oxygen content of 8% or less by volume. |  |  | P R |  |

# Part ‘B’ – Bulk Liquid General – Verbal Verification

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| Bulk Liquid – General | Ship | Terminal | Code | Remarks |
| 21. The ship is ready to move under its own power. |  |  | P | R |  |
| 22. There is an effective deck watch in attendance on board and adequate supervision of operations on the ship and in the terminal. |  |  | R |  |
| 23. There are sufficient personnel on board and ashore to deal with an emergency. |  |  | R |  |
| 24. The procedures for cargo, bunker and ballast handling have been agreed. |  |  | A | R |  |
| 25. The emergency signal and shutdown procedure to be used by the ship and shore have been explained and understood. |  |  | A |  |
| 26. Material Safety Data Sheets (MSDS) for the cargo transfer have been exchanged where requested. |  |  | P | R |  |



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| Bulk Liquid – General | Ship | Terminal | Code | Remarks |
| 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. |  |  |  |  |
| 29. The agreed tank venting system will be used. |  |  | A | R | Method: |
| 30. The requirements for closed operations have been agreed. |  |  | R |  |
| 31. The operation of the P/V system has been verified. |  |  |  |  |
| 32. Where a vapour return line is connected, operating parameters have been agreed. |  |  | A | R |  |
| 33. Independent high level alarms, if fitted, are operational and have been tested. |  |  | A | R |  |
| 34. Adequate electrical insulating means are in place in the ship/shore connection. |  |  | A | R |  |
| 35. Shore lines are fitted with anon-return valve, or procedures to avoid back filling have been discussed. |  |  | P | R |  |
| 36. Smoking rooms have been identified and smoking requirements are being observed. |  |  | A | R | Nominated smoking rooms: |
| 37. Naked light regulations are being observed. |  |  | A | R |  |
| 38. Ship/shore telephones, mobile phones and pager requirements are being observed. |  |  | A | R |  |
| 39. Hand torches (flashlights) are of an approved type. |  |  |  |  |
| 40. Fixed VHF/UHF transceivers and AIS equipment are on the correct power mode or switched off. |  |  |  |  |
| 41. Portable VHF/UHF transceivers are of an approved type. |  |  |  |  |
| 42. The ship’s main radio transmitter aerials are earthed and radars are switched off. |  |  |  |  |
| 43. Electric cables to portable electrical equipment within the hazardous area are disconnected from power. |  |  |  |  |
| 44. Window type air conditioning units are disconnected. |  |  |  |  |

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| --- | --- | --- | --- | --- |
| Bulk Liquid – General | Ship | Terminal | Code | Remarks |
| 45. Positive pressure is being maintained inside the accommodation, and air conditioning intakes, which may permit the entry of cargo vapours, are closed. |  |  |  |  |
| 46. Measures have been taken to ensure sufficient mechanical ventilation in the pumproom. |  |  | R |  |
| 47. There is provision for an emergency escape. |  |  |  |  |
| 48. The maximum wind and swell criteria for operations have been agreed. |  |  | A | Stop cargo at: Disconnect at: Unberth at: |
| 49. Security protocols have been agreed between the Ship Security Officer and the Port Facility Security Officer, if appropriate. |  |  | A |  |
| 50. Where appropriate, procedures have been agreed for receiving nitrogen supplied from shore, either for inerting or purging ship’s tanks, or for line clearing into the ship. |  |  | A P |  |

*If the ship is fitted, or is required to be fitted, with an inert gas system (IGS) the following* statements should be addressed:

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| --- | --- | --- | --- | --- |
| Inert Gas System | Ship | Terminal | Code | Remarks |
| 51. The IGS is fully operational and in good working order. |  |  | P |  |
| 52. Deck seals, or equivalent, are in good working order. |  |  | R |  |
| 53. Liquid levels in pressure/vacuum breakers are correct. |  |  | R |  |
| 54. The fixed and portable oxygen analysers have been calibrated and are working properly. |  |  | R |  |
| 55. All the individual tank IG valves (if fitted) are correctly set and locked. |  |  | R |  |
| 56. All personnel in charge of cargo operations are aware that, in the case of failure of the inert gas plant, discharge operations should cease and the terminal be advised. |  |  |  |  |

*If the ship is fitted with a Crude Oil Washing (COW) system, and intends to crude oil wash,* the following statements should be addressed:

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| Crude Oil Washing | Ship Terminal | Code | Remarks |
| 57. The Pre-Arrival COW check-list, as contained in the approved COW manual, has been satisfactorily completed. |  |  |  |  |
| 58. The COW check-lists for use before, during and after COW, as contained in the approved COW manual, are available and being used. |  |  | R |  |

*If the ship is planning to tank clean alongside, the following statements should be addressed:*

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| --- | --- | --- | --- | --- |
| Tank Cleaning | Ship | Terminal | Code | Remarks |
| 59. Tank cleaning operations are planned during the ship’s stay alongside the shore installation. | Yes/No\* | Yes/No\* |  |  |
| 60. If ‘yes’, the procedures and approvals for tank cleaning have been agreed. |  |  |  |  |
| 61. Permission has been granted for gas freeing operations. | Yes/No\* | Yes/No\* |  |  |

*\* Delete Yes or No as appropriate*

# Part ‘C’ – Bulk Liquid Chemicals – Verbal Verification

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| Bulk Liquid Chemicals | Ship | Terminal | Code | Remarks |
| 1. Material Safety Data Sheets are available giving the necessary data for the safe handling of the cargo. |  |  |  |  |
| 2. A manufacturer’s inhibition certificate, where applicable, has been provided. |  |  | P |  |
| 3. Sufficient protective clothing and equipment (including self-contained breathing apparatus) is ready for immediate use and is suitable for the product being handled. |  |  |  |  |
| 4. Countermeasures against accidental personal contact with the cargo have been agreed. |  |  |  |  |
| 5. The cargo handling rate is compatible with the automatic shutdown system, if in use. |  |  | A |  |
| 6. Cargo system gauges and alarms are correctly set and in good order. |  |  |  |  |

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| Bulk Liquid Chemicals | Ship | Terminal | Code | Remarks |
| 7. Portable vapour detection instruments are readily available for the products being handled. |  |  |  |  |
| 8. Information on fire-fighting media and procedures has been exchanged. |  |  |  |  |
| 9. Transfer hoses are of suitable material, resistant to the action of the products being handled. |  |  |  |  |
| 10. Cargo handling is being performed with the permanent installed pipeline system. |  |  | P |  |
| 11. Where appropriate, procedures have been agreed for receiving nitrogen supplied from shore, either for inerting or purging ship’s tanks, or for line clearing into the ship. |  |  | A P |  |

Part ‘D’ – Bulk Liquefied Gases – Verbal Verification

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| --- | --- | --- | --- | --- |
| Bulk Liquefied Gases | Ship | Terminal | Code | Remarks |
| 1. Material Safety Data Sheets are available giving the necessary data for the safe handling of the cargo. |  |  |  |  |
| 2. A manufacturer’s inhibition certificate, where applicable, has been provided. |  |  | P |  |
| 3. The water spray system is ready for immediate use. |  |  |  |  |
| 4. There is sufficient suitable protective equipment (including self-contained breathing apparatus) and protective clothing ready for immediate use. |  |  |  |  |
| 5. Hold and inter-barrier spaces are properly inerted or filled with dry air, as required. |  |  |  |  |
| 6. All remote control valves are in working order. |  |  |  |  |
| 7. The required cargo pumps and compressors are in good order, and the maximum working pressures have been agreed between ship and shore. |  |  | A |  |
| 8. Re-liquefaction or boil-off control equipment is in good order. |  |  |  |  |

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| Bulk Liquefied Gases | Ship | Terminal | Code | Remarks |
| 9. The gas detection equipment has been properly set for the cargo, is calibrated, has been tested and inspected and is in good order. |  |  |  |  |
| 10. Cargo system gauges and alarms are correctly set and in good order. |  |  |  |  |
| 11. Emergency shutdown systems have been tested and are working properly. |  |  |  |  |
| 12. Ship and shore have informed each other of the closing rate of ESD valves, automatic valves or similar devices. |  |  | A | Ship:Shore: |
| 13. Information has been exchanged between ship and shore on the maximum/minimum temperatures/ pressures of the cargo to be handled. |  |  | A |  |
| 14. Cargo tanks are protected against inadvertent overfilling at all times while any cargo operations are in progress. |  |  |  |  |
| 15. The compressor room is properly ventilated, the electrical motor room is properly pressurised and the alarm system is working. |  |  |  |  |
| 16. Cargo tank relief valves are set correctly and actual relief valve settings are clearly and visibly displayed. *(Record settings below.)* |  |  |  |  |

Tank No 1

Tank No 5

Tank No 8

Tank No 2

Tank No 6

Tank No 9

Tank No 3

Tank No 7

Tank No 10

Tank No 4