

CHAPTER 25

The Ship/Shore Safety Checklist

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Safe transfer operations depend on good communication between the terminal and tanker, from pre-arrival to post-departure, and on complying with agreed safe procedures at all stages. The SSSCL described in this chapter is a means to ensure that all the appropriate checks are formally agreed, carried out and recorded.

25.1 General

The responsibility for the safe conduct of operations while a tanker is at a terminal is shared between the tanker's Master and the Terminal Representative. Before cargo or ballast operations start, the Master (or their representative) and the Terminal Representative should communicate and:

- Agree in writing the transfer procedures and sequences of products, including the maximum loading or unloading rates and initial and topping-off rates (see part 6 of the SSSCL).
- Agree in writing the action to be taken in an emergency while the tanker is at the terminal.
- Complete and sign the SSSCL sections appropriate to the operations.

The communication process (see chapter 21) should start before the ship arrives at the terminal, so that any potential mismatches can be addressed before a problem can occur.

Once at the terminal, matters should be discussed face to face in what is known as the pre-transfer conference. This should be a clear flow of information on all aspects of the proposed operations and should lead to an agreement between both parties. It should not consist of just handing a set of rules over and assuming the other party fully understands. The SSSCL should be seen as the official conference record, helping to facilitate the three points above. The compatibility between the security plans of the tanker and terminal (see chapter 6) should also be discussed and confirmed, along with the joint approaches to firefighting or other emergency responses (see chapters 9 and 20) and the operational parameters (chapters 12 and 23).

The SSSCL may also be seen as an aide-memoire for addressing the critical risk management guidelines (chapter 4) and for ensuring other operational safety factors and concerns elsewhere in this publication are covered in the pre-transfer conference. Further guidance is in sections 21.4, 21.5 and 21.6.

Some specialised operations, e.g. STS transfer and transfers at offshore terminals, require procedures to be followed that use a safety checklist specific to the appropriate industry guidance and the operations involved. The SSSCL can be used or adapted to supplement these other checklists, where appropriate, to ensure consistency of best practice in common operational safety checks.

For more complex transfers, specific arrangements encompassing each tanker involved and the terminal may be needed, with clear agreement on how to use the sections of the SSSCL relevant to each party's operational safety checks.

Terminals should issue an explanatory letter to the Masters of visiting tankers about the shared responsibility for safe operations. An example of suitable text is in section 25.3.

The SSSCL is mainly for cargo handling, but it can also be used when a tanker arrives at a berth for tank cleaning or other cargo related operations. A separate checklist for bunker fuel transfers is in chapter 24.

Instructions for completing the SSSCL are in section 25.4.

The Master, tanker personnel, Terminal Representative and shore personnel should all follow *ISGOTT* guidelines and recommendations throughout the ship's stay at the terminal. Each should cooperate with the other in the mutual interest of safe operations. All parties should agree appropriate actions and record them on the SSSCL.

Responsibility for the statements in the checklist are noted within the document and associated guidance. Either party accepts responsibility by ticking or initialling the appropriate box and finally signing the declarations in the checklist. Once signed, the checklist is the agreed basis for safe operations.

Depending on the phase of the operation, some checklist statements are directly addressed to the tanker, and some are directly addressed to the terminal. Some other statements require the agreement of both parties.

The assignment of responsibility does not mean that the other party is excluded from carrying out checks to confirm compliance. It is intended to clearly identify the party primarily responsible for initial and ongoing compliance checks throughout the ship's stay at the terminal.

The Master is responsible for ensuring that the tanker meets all its responsibilities. Similarly, the Terminal Representative should personally check everything within the terminal's responsibility. In fulfilling these responsibilities they should assure themselves that the standards of safety on both sides of the operation are fully acceptable. They can do this by:

- Confirming that competent people have satisfactorily completed the checklist. If there are any concerns, senior personnel may need to complete the checklist.
- Accessing relevant records.
- Joint inspection, where appropriate.

For mutual safety, before the start of operations, and then from time to time, a Terminal Representative and a Responsible Officer should inspect the ship to ensure that it is effectively managing its obligations agreed in the checklist (see parts 8 and 9 of the SSSCL). Similar checks should be carried out at the terminal. If basic safety requirements are not being met, either party may stop cargo and ballast operations (see sections 4.3 and 7.7) until the situation is corrected.

25.2 Composition of the Ship/Shore Safety Checklist

The checklist has four main sections:

- Pre-arrival.
- Checks after mooring.
- Checks pre-transfer (including agreements).
- Summary of repetitive checks during and after transfer, until the tanker departs.

These are divided into multiple sub-sections, each one for different parts of the proposed operation, for either the tanker or terminal or both, and for differing tanker types; oil tanker (figure 25.1), chemical tanker (figure 25.2) and gas tanker (figure 25.3).

Each party should keep the original copy of their relevant sub-sections and any declarations, but should give the other party a copy.

All relevant statements should be reviewed and the associated responsibility for compliance accepted, either jointly or singly. Each statement provides a primary reference where additional guidance on the subject may be found in *ISGOTT Sixth Edition*. This may be shown either as:

1. A complete chapter or technical section with multiple cross references to the topical issue, e.g. gas measurement (2.4).
2. A specific sub-paragraph within a technical section, e.g. fendering (22.4.1).

Some statements in part 5B (bulk liquid chemical) and part 5C (liquefied gas) have no linked guidance to *ISGOTT Sixth Edition*. Guidance on these technical topics should be sought from the relevant Chemical or Liquefied Gas Safety Guides produced by ICS or SIGTTO.

Where either party is not prepared to accept an assigned responsibility, a comment should be left in the Remarks column. It will then need to be decided whether transfer operations can proceed. Any information added to the Remarks column should be clear – any decision about the safety of operations should be based on facts and not assumptions or interpretations.

Where a particular item is judged not to apply to the tanker, the terminal or to the planned operation, a note to this effect should be written in the Remarks column.

Statements should be answered with the Yes box checked for those in the part 6 (Agreements) table. If that is not possible, an appropriate comment should be written in the Remarks column. If a 'Yes' answer is not confirmed, it may be appropriate to delay or cancel the transfer operation.

The part 6 (Agreements) table allows free text to ensure that agreed values and limits are written down and that all parties confirm they understand those values and limits. This should be displayed in the control stations on the tanker and terminal so that all personnel can refer to it.

The joint declaration should be agreed before starting transfer operations, but neither party should sign until both have checked and accepted all their appropriate checklist parts.

The repetitive checks time period for both parties begins after signing the Declaration, regardless of when actual cargo transfer started.

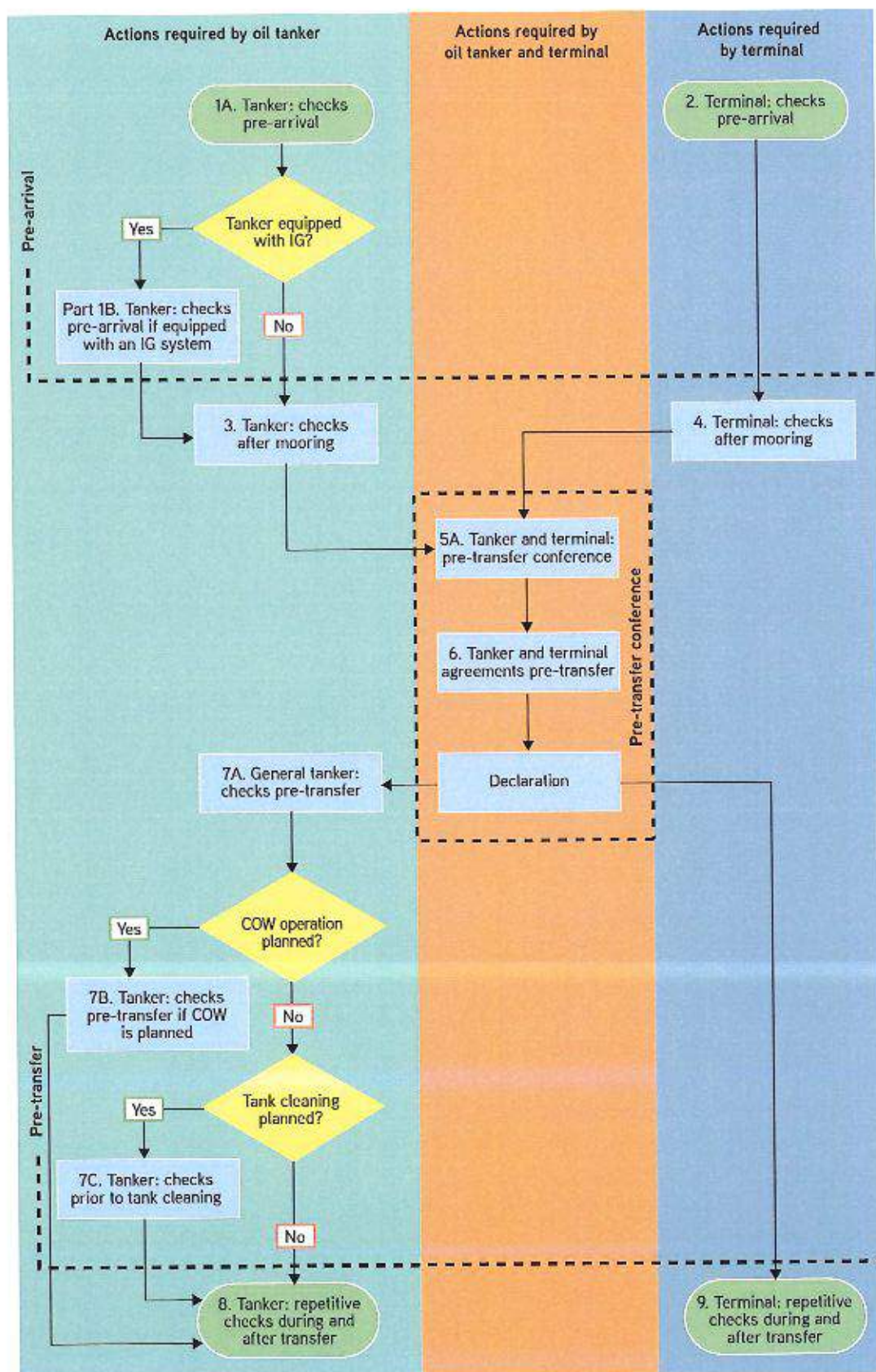


Figure 25.1: Oil tanker flowchart

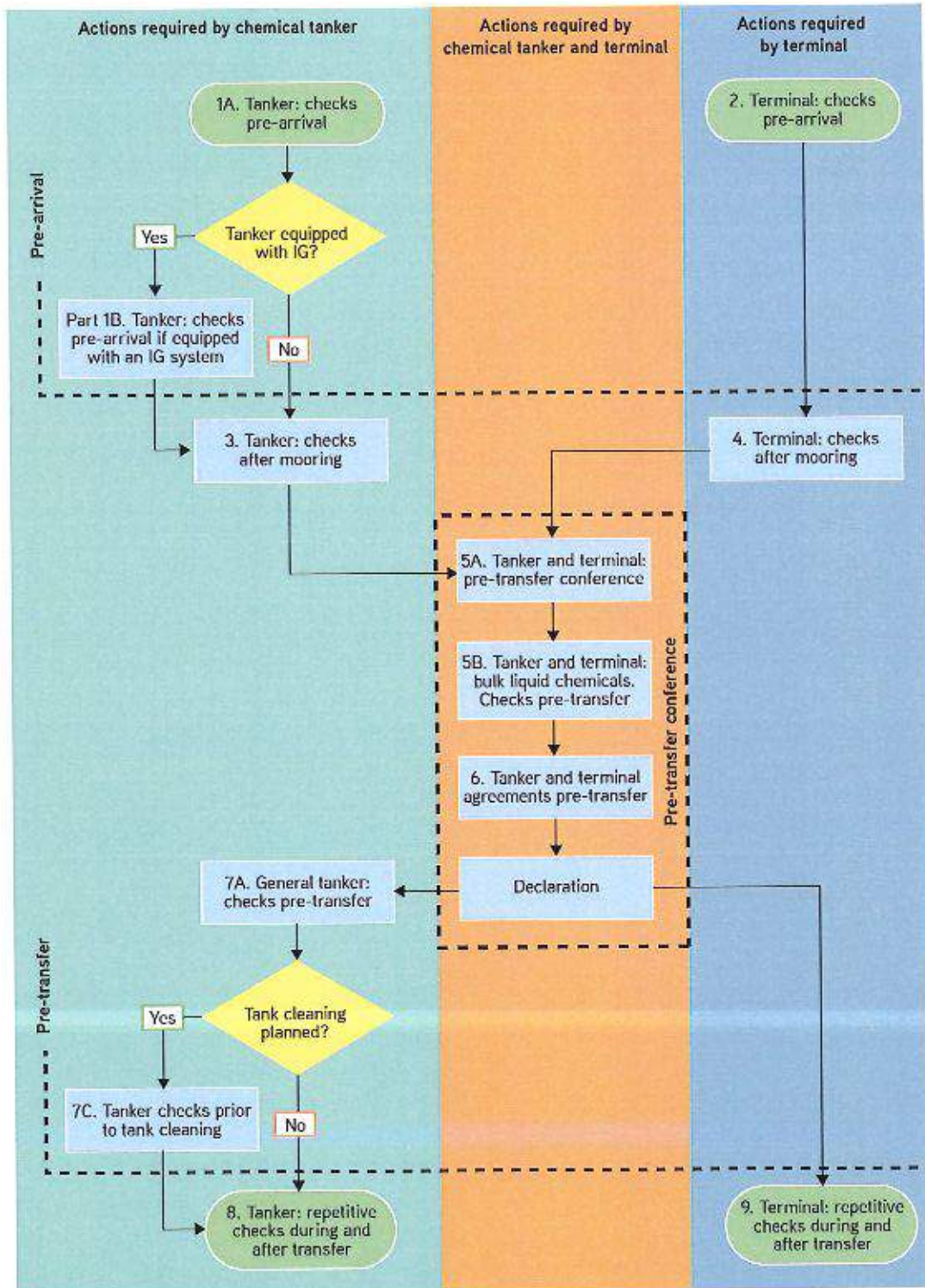


Figure 25.2: Chemical tanker flowchart

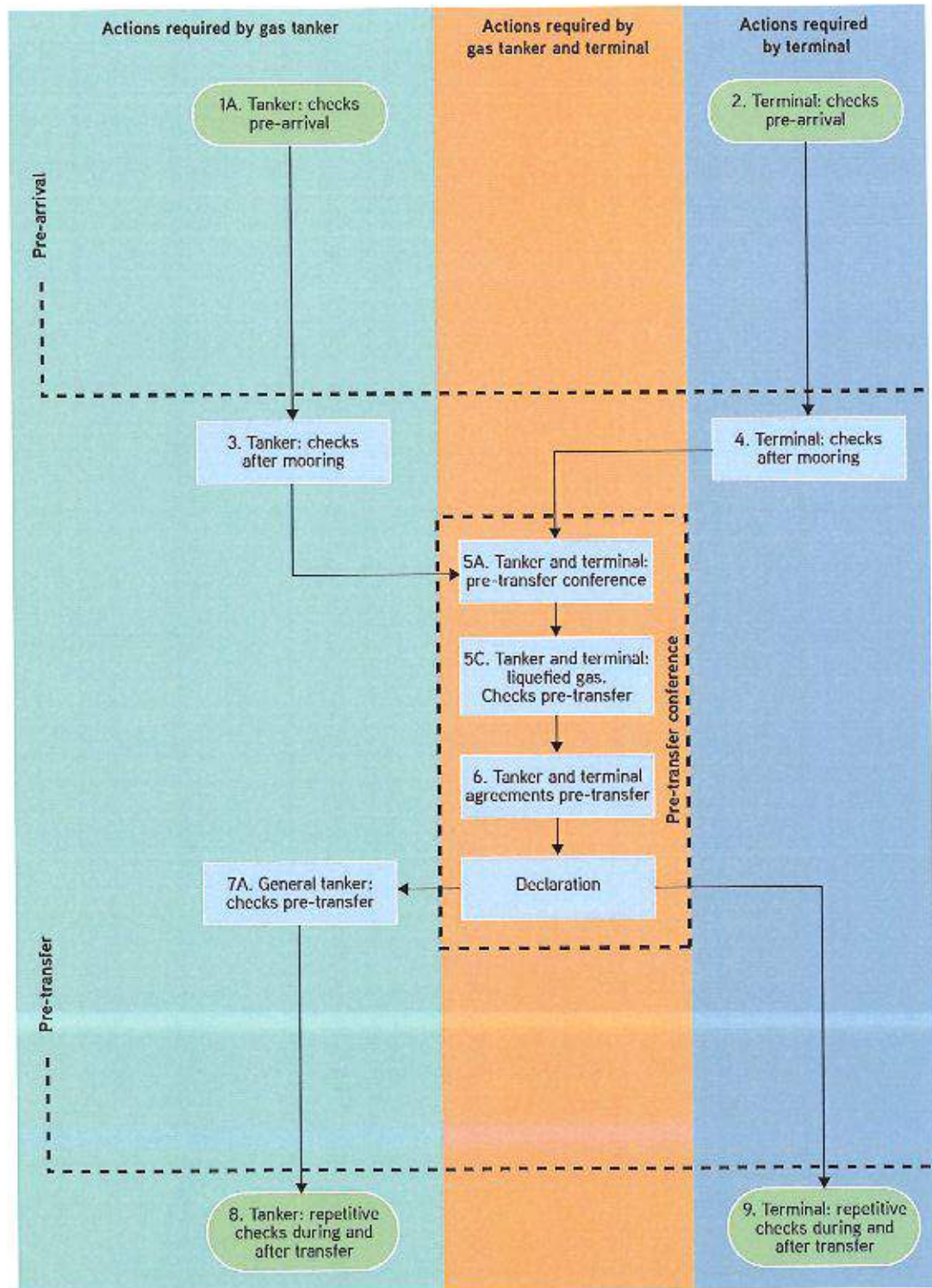


Figure 25.3: Gas tanker flowchart

25.3 Example safety letter

Company _____

Terminal _____

Date _____

The Master SS/MV _____

Port _____

Dear Captain,

Accountability for the safe conduct of operations while your tanker is at this terminal rests jointly with you, as Master of the tanker, and with the Terminal Representative. Before operations start, your full cooperation and understanding is required to ensure the safety requirements set out in the ship/shore safety checklist are followed. These requirements are based on safe practices that are widely accepted by the oil terminal and tanker industries.

We expect you, and all under your command, to adhere strictly to these requirements throughout your tanker's stay alongside this terminal. We will ensure that our personnel do likewise and will cooperate fully with you in the mutual interest of safe operations.

Before the start of operations, and then from time to time, for our mutual safety, a member of the terminal staff, together with a Responsible Officer where appropriate, will make a routine inspection of your tanker.

Where corrective action is needed we will not agree to operations starting. If they have started, we may require them to be stopped immediately. Similarly, if you consider that safety is being endangered by any action on the part of our terminal staff or by any equipment under our control, you should request operations to be stopped immediately.

There can be no compromise with safety.

Please acknowledge receipt of this letter by countersigning and returning the attached copy.

Signed _____
Terminal Representative

Terminal Representative on duty is: _____

Position or Title: _____

Contact Details: _____

Signed _____
Master

SS/MV _____

Date/Time _____

25.4 Instructions for completing the Ship/Shore Safety Checklist

Before completing the SSSCL, tanker and terminal representatives should read and understand the following instructions to ensure satisfactory completion.

An effective application of the SSSCL will provide a basis for safe operations while the tanker is at the terminal. It is important that each applicable part is completed as required to ensure this.

25.4.1 Pre-arrival

The tanker should complete part 1A (and 1B if using an IG system) and then forward a copy to the terminal for review before arrival. The terminal should complete part 2 and then similarly forward a copy to the tanker for review before arrival.

On completion of the pre-arrival parts, if it is not possible to send a copy of the completed part to the tanker and/or terminal, then a message should be sent confirming the time and date of completion to the relevant party before arrival. If there are any outstanding issues not marked 'Yes' in the status box, this should be explained in this communication.

25.4.2 Checks after mooring

The tanker should complete part 3 and give a copy to the Terminal Representative as soon as possible, but no later than at the pre-transfer conference.

The terminal should complete part 4 and give a copy to the tanker as soon as possible, but no later than at the pre-transfer conference.

25.4.3 Checks before transfer – the pre-transfer conference

Tanker and terminal personnel should both complete part 5A as part of the pre-transfer conference. Each party should retain a copy. This requires completion by ALL tankers.

If bulk chemicals are to be transferred, the tanker and terminal personnel should also complete the additional part 5B as part of the pre-transfer conference, and each should retain a copy (for further information, see ICS' *Tanker Safety Guide: Chemicals*).

If bulk gases are to be transferred, the tanker and terminal personnel should also complete the additional part 5C as part of the pre-transfer conference, and each party should retain a copy (for further information, see ICS' *Tanker Safety Guide: Liquefied Gas*).

The tanker and terminal personnel should discuss and agree the content of part 6 (Agreements), which summarises the detailed operational factors agreed at the pre-transfer conference. A reference copy for personnel on the tanker and in the terminal should be displayed at the relevant control stations.

Tanker personnel should also complete the additional pre-transfer checks for all tankers in part 7A immediately before beginning transfer operations.

If COW is planned, they should also complete part 7B.

All tankers planning on tank cleaning and/or gas freeing alongside should discuss the intention during the pre-transfer conference and, once agreement is reached, provide a copy of part 7C to the terminal before beginning operations.

25.4.4 The declaration

When completed, each separate checklist part should be checked off and initialled by tanker personnel, terminal personnel, or both, in the relevant boxes on the declaration form.

When all parts are addressed, tanker and terminal representatives should agree the intervals at which they will undertake repetitive checks of items applicable to their responsibility from the SSSCL, and that could impact on the safety of the operation if not monitored. This interval should be noted in the declaration, after which the two representatives may agree to start operations and add their details.

The tanker and terminal should retain a copy of all checklist parts and the declarations for their files in accordance with the operator's document retention period.

25.4.5 Summary of repetitive checks during and after transfer

Repetitive checks to be undertaken at intervals agreed in the pre-transfer conference by the tanker and terminal representatives are provided to:

- Act as an aide memoire for tanker and terminal personnel to monitor key operational items during the period of operations.
- Provide a basis for status checks at watch or shift handovers.
- Enable decision making in the event that conditions change during the course of operations.

Where an item reviewed during the repetitive checks is no longer in compliance with the original status agreed during the pre-transfer conference, the tanker or terminal representative should take immediate steps to remedy the issue or cease operations until the status agreed at the pre-transfer conference can be reinstated.

If cessation is necessary, the tanker and terminal representatives should meet to agree the course of action taken to resolve the issue and agree that a resumption is acceptable.

The tanker personnel should complete the repetitive checks in part 8 at the agreed intervals. The record should be available for terminal personnel to review.

The terminal personnel should complete the repetitive checks noted in part 9 at the agreed intervals. The record should be available for tanker personnel to review.

The tanker and terminal personnel should provide a final copy of their parts 8 and 9 to the other when operations are completed. This will provide a basis for review of the operation and verification of checks undertaken.

ISGOTT Checks pre-arrival Ship/Shore Safety Checklist

Date and time: _____

Port and berth: _____

Tanker: _____

Terminal: _____

Product to be transferred: _____

Part 1A. Tanker: checks pre-arrival

Item	Check	Status	Remarks
1	Pre-arrival information is exchanged (6.5, 21.2)	☐ Yes	
2	International shore fire connection is available (5.5, 19.4.3.1)	☐ Yes	
3	Transfer hoses are of suitable construction (18.2)	☐ Yes	
4	Terminal information booklet reviewed (15.2.2)	☐ Yes	
5	Pre-berthing information is exchanged (21.3, 22.3)	☐ Yes	
6	Pressure/vacuum valves and/or high velocity vents are operational (11.1.8)	☐ Yes	
7	Fixed and portable oxygen analysers are operational (2.4)	☐ Yes	

Part 1B. Tanker: checks pre-arrival if using an inert gas system

Item	Check	Status	Remarks
8	Inert gas system pressure and oxygen recorders are operational (11.1.5.2, 11.1.11)	☐ Yes	
9	Inert gas system and associated equipment are operational (11.1.5.2, 11.1.11)	☐ Yes	
10	Cargo tank atmospheres' oxygen content is less than 8% (11.1.3)	☐ Yes	
11	Cargo tank atmospheres are at positive pressure (11.1.3)	☐ Yes	

Part 2. Terminal: checks pre-arrival			
Item	Check	Status	Remarks
12	Pre-arrival information is exchanged (6.5, 21.2)	☐ Yes	
13	International shore fire connection is available (5.5, 19.4.3.1, 19.4.3.5)	☐ Yes	
14	Transfer equipment is of suitable construction (18.1, 18.2)	☐ Yes	
15	Terminal information booklet transmitted to tanker (15.2.2)	☐ Yes	
16	Pre-berthing information is exchanged (21.3, 22.3)	☐ Yes	

ISGOTT Checks after mooring Ship/Shore Safety Checklist

Part 3. Tanker: checks after mooring			
Item	Check	Status	Remarks
17	Fendering is effective (22.4.1)	☐ Yes	
18	Mooring arrangement is effective (22.2, 22.4.3)	☐ Yes	
19	Access to and from the tanker is safe (16.4)	☐ Yes	
20	Scuppers and savealls are plugged (23.7.4, 23.7.5)	☐ Yes	
21	Cargo system sea connections and overboard discharges are secured (23.7.3)	☐ Yes	
22	Very high frequency and ultra high frequency transceivers are set to low power mode (4.11.6, 4.13.2.2)	☐ Yes	
23	External openings in superstructures are controlled (23.1)	☐ Yes	
24	Pumproom ventilation is effective (10.12.2)	☐ Yes	
25	Medium frequency/high frequency radio antennae are isolated (4.11.4, 4.13.2.1)	☐ Yes	
26	Accommodation spaces are at positive pressure (23.2)	☐ Yes	
27	Fire control plans are readily available (9.11.2.5)	☐ Yes	

Part 4. Terminal: checks after mooring			
Item	Check	Status	Remarks
28	Fendering is effective (22.4.1)	☐ Yes	
29	Tanker is moored according to the terminal mooring plan (22.2, 22.4.3)	☐ Yes	
30	Access to and from the terminal is safe (16.4)	☐ Yes	
31	Spill containment and sumps are secure (18.4.2, 18.4.3, 23.7.4, 23.7.5)	☐ Yes	

ISGOTT Checks pre-transfer Ship/Shore Safety Checklist

Date and time: _____

Port and berth: _____

Tanker: _____

Terminal: _____

Product to be transferred: _____

Part 5A. Tanker and terminal: pre-transfer conference				
Item	Check	Tanker status	Terminal status	Remarks
32	Tanker is ready to move at agreed notice period (9.11, 21.7.1.1, 22.5.4)	☐ Yes	☐ Yes	
33	Effective tanker and terminal communications are established (21.1.1, 21.1.2)	☐ Yes	☐ Yes	
34	Transfer equipment is in safe condition (isolated, drained and de-pressurised) (18.4.1)	☐ Yes	☐ Yes	
35	Operation supervision and watchkeeping is adequate (7.9, 23.11)	☐ Yes	☐ Yes	
36	There are sufficient personnel to deal with an emergency (9.11.2.2, 23.11)	☐ Yes	☐ Yes	
37	Smoking restrictions and designated smoking areas are established (4.10, 23.10)	☐ Yes	☐ Yes	
38	Naked light restrictions are established (4.10.1)	☐ Yes	☐ Yes	
39	Control of electrical and electronic devices is agreed (4.11, 4.12)	☐ Yes	☐ Yes	
40	Means of emergency escape from both tanker and terminal are established (20.5)	☐ Yes	☐ Yes	
41	Firefighting equipment is ready for use (5, 19.4, 23.8)	☐ Yes	☐ Yes	
42	Oil spill clean-up material is available (20.4)	☐ Yes	☐ Yes	
43	Manifolds are properly connected (23.6.1)	☐ Yes	☐ Yes	
44	Sampling and gauging protocols are agreed (23.5.3.2, 23.7.7.5)	☐ Yes	☐ Yes	
45	Procedures for cargo, bunkers and ballast handling operations are agreed (21.4, 21.5, 21.6)	☐ Yes	☐ Yes	
46	Cargo transfer management controls are agreed (12.1)	☐ Yes	☐ Yes	
47	Cargo tank cleaning requirements, including crude oil washing, are agreed (12.3, 12.5, 21.4.1)	☐ Yes	☐ Yes	See also parts 7B/7C as applicable

Part 5A. Tanker and terminal: pre-transfer conference (cont.)

Item	Check	Tanker status	Terminal status	Remarks
48	Cargo tank gas freeing arrangements agreed (12.4)	☐ Yes	☐ Yes	See also part 7C
49	Cargo and bunker slop handling requirements agreed (12.1, 21.2, 21.4)	☐ Yes	☐ Yes	See also part 7C
50	Routine for regular checks on cargo transferred are agreed (23.7.2)	☐ Yes	☐ Yes	
51	Emergency signals and shutdown procedures are agreed (12.1.6.3, 18.5, 21.1.2)	☐ Yes	☐ Yes	
52	Safety data sheets are available (1.4.4, 20.1, 21.4)	☐ Yes	☐ Yes	
53	Hazardous properties of the products to be transferred are discussed (1.2, 1.4)	☐ Yes	☐ Yes	
54	Electrical insulation of the tanker/terminal interface is effective (12.9.5, 17.4, 18.2.14)	☐ Yes	☐ Yes	
55	Tank venting system and closed operation procedures are agreed (11.3.3.1, 21.4, 21.5, 23.3.3)	☐ Yes	☐ Yes	
56	Vapour return line operational parameters are agreed (11.5, 18.3, 23.7.7)	☐ Yes	☐ Yes	
57	Measures to avoid back-filling are agreed (12.1.13.7)	☐ Yes	☐ Yes	
58	Status of unused cargo and bunker connections is satisfactory (23.7.1, 23.7.6)	☐ Yes	☐ Yes	
59	Portable very high frequency and ultra high frequency radios are intrinsically safe (4.12.4, 21.1.1)	☐ Yes	☐ Yes	
60	Procedures for receiving nitrogen from terminal to cargo tank are agreed (12.1.14.8)	☐ Yes	☐ Yes	

Additional for chemical tankers Checks pre-transfer

Part 5B. Tanker and terminal: bulk liquid chemicals. Checks pre-transfer

Item	Check	Tanker status	Terminal status	Remarks
61	Inhibition certificate received (if required) from manufacturer	☐ Yes	☐ Yes	
62	Appropriate personal protective equipment identified and available (4.8.1)	☐ Yes	☐ Yes	
63	Countermeasures against personal contact with cargo are agreed (1.4)	☐ Yes	☐ Yes	
64	Cargo handling rate and relationship with valve closure times and automatic shutdown systems is agreed (16.8, 21.4, 21.5, 21.6)	☐ Yes	☐ Yes	
65	Cargo system gauge operation and alarm set points are confirmed (12.1.6.6.1)	☐ Yes	☐ Yes	

Part 5B. Tanker and terminal: bulk liquid chemicals. Checks pre-transfer (cont.)				
Item	Check	Tanker status	Terminal status	Remarks
66	Adequate portable vapour detection instruments are in use (2.4)	☐ Yes	☐ Yes	
67	Information on firefighting media and procedures is exchanged (5, 19)	☐ Yes	☐ Yes	
68	Transfer hoses confirmed suitable for the product being handled (18.2)	☐ Yes	☐ Yes	
69	Confirm cargo handling is only by a permanent installed pipeline system	☐ Yes	☐ Yes	
70	Procedures are in place to receive nitrogen from the terminal for inerting or purging (12.1.14.8)	☐ Yes	☐ Yes	

Additional for gas tankers Checks pre-transfer

Part 5C. Tanker and terminal: liquefied gas. Checks pre-transfer				
Item	Check	Tanker status	Terminal status	Remarks
71	Inhibition certificate received (if required) from manufacturer	☐ Yes	☐ Yes	
72	Water spray system is operational (5.3.1, 19.4.3)	☐ Yes	☐ Yes	
73	Appropriate personal protective equipment is identified and available (4.8.1)	☐ Yes	☐ Yes	
74	Remote control valves are operational	☐ Yes	☐ Yes	
75	Cargo pumps and compressors are operational	☐ Yes	☐ Yes	
76	Maximum working pressures are agreed between tanker and terminal (21.4, 21.5, 21.6)	☐ Yes	☐ Yes	
77	Reliquefaction or boil-off control equipment is operational	☐ Yes	☐ Yes	
78	Gas detection equipment is appropriately set for the cargo (2.4)	☐ Yes	☐ Yes	
79	Cargo system gauge operation and alarm set points are confirmed (12.1.6.6.1)	☐ Yes	☐ Yes	
80	Emergency shutdown systems are tested and operational (18.5)	☐ Yes	☐ Yes	
81	Cargo handling rate and relationship with valve closure times and automatic shutdown systems is agreed (16.8, 21.4, 21.5, 21.6)	☐ Yes	☐ Yes	
82	Maximum/minimum temperatures/pressures of the cargo to be transferred are agreed (21.4, 21.5, 21.6)	☐ Yes	☐ Yes	
83	Cargo tank relief valve settings are confirmed (12.1.1, 21.2, 21.4)	☐ Yes	☐ Yes	

Part 6. Tanker and terminal: agreements pre-transfer

Part 5 item	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: Backup system:		
35	Operational supervision and watchkeeping	Tanker: Terminal:		
37 38	Dedicated smoking areas and naked lights restrictions	Tanker: Terminal:		
45	Maximum wind, current and sea/swell criteria or other environmental factors	Stop cargo transfer: Disconnect: Unberth:		
45 46	Limits for cargo, bunkers and ballast handling	Maximum transfer rates: Topping-off rates: Maximum manifold pressure: Cargo temperature: Other limitations:		

Part 6. Tanker and terminal: agreements pre-transfer (cont.)				
Part 5 item	Agreement	Details	Tanker initials	Terminal initials
45 46	Pressure surge control	Minimum number of cargo tanks open: Tank switching protocols: Minimum number of cargo tanks open: Tank switching protocols: Full load rate: Topping-off rate: Closing time of automatic valves:		
46	Cargo transfer management procedures	Action notice periods: Transfer stop protocols:		
50	Routine for regular checks on cargo transferred are agreed	Routine transferred quantity checks:		
51	Emergency signals	Tanker: Terminal:		
55	Tank venting system	Procedure:		
55	Closed operations	Requirements:		
56	Vapour return line	Operational parameters: Maximum flow rate:		
60	Nitrogen supply from terminal	Procedures to receive: Maximum pressure: Flow rate:		

Part 6. Tanker and terminal: agreements pre-transfer (cont.)

Part 5 item ref	Agreement	Details	Tanker initials	Terminal initials
83	For gas tanker only: cargo tank relief valve settings	Tank 1: Tank 2: Tank 3: Tank 4: Tank 5: Tank 6: Tank 7: Tank 8: Tank 9: Tank 10:		
XX	Exceptions and additions	Special issues that both parties should be aware of:		

Date and time: _____

Port and berth: _____

Tanker: _____

Terminal: _____

Product to be transferred: _____

Part 7A. General tanker: checks pre-transfer

Item	Check	Status	Remarks
84	Portable drip trays are correctly positioned and empty (23.7.5)	☐ Yes	
85	Individual cargo tank inert gas supply valves are secured for cargo plan (12.1.13.4)	☐ Yes	
86	Inert gas system delivering inert gas with oxygen content not more than 5% (11.1.3)	☐ Yes	
87	Cargo tank high level alarms are operational (12.1.6.6.1)	☐ Yes	
88	All cargo, ballast and bunker tanks openings are secured (23.3)	☐ Yes	

Part 7B. Tanker: checks pre-transfer if crude oil washing is planned

Item	Check	Status	Remarks
89	The completed pre-arrival crude oil washing checklist, as contained in the approved crude oil washing manual, is copied to terminal (12.5.2, 21.2.3)	☐ Yes	
90	Crude oil washing checklists for use before, during and after crude oil washing are in place ready to complete, as contained in the approved crude oil washing manual (12.5.2, 21.6)	☐ Yes	

ISGOTT Checks after pre-transfer conference Ship/Shore Safety Checklist

For tankers that will perform tank cleaning alongside and/or gas freeing alongside

Part 7C. Tanker: checks prior to tank cleaning and/or gas freeing			
Item	Check	Status	Remarks
91	Permission for tank cleaning operations is confirmed (21.2.3, 21.4, 25.4.3)	☐ Yes	
92	Permission for gas freeing operations is confirmed (12.4.3)	☐ Yes	
93	Tank cleaning procedures are agreed (12.3.2, 21.4, 21.6)	☐ Yes	
94	If cargo tank entry is required, procedures for entry have been agreed with the terminal (10.5)	☐ Yes	
95	Slop reception facilities and requirements are confirmed (12.1, 21.2, 21.4)	☐ Yes	

Declaration

We the undersigned have checked the items in the applicable parts 1 to 7 as marked and signed below:

	Tanker	Terminal
Part 1A. Tanker: checks pre-arrival	☐	☐
Part 1B. Tanker: checks pre-arrival if using an inert gas system	☐	☐
Part 2. Terminal: checks pre-arrival	☐	☐
Part 3. Tanker: checks after mooring	☐	☐
Part 4. Terminal: checks after mooring	☐	☐
Part 5A. Tanker and terminal: pre-transfer conference	☐	☐
Part 5B. Tanker and terminal: bulk liquid chemicals. Checks pre-transfer	☐	☐
Part 5C. Tanker and terminal: liquefied gas. Checks pre-transfer	☐	☐
Part 6. Tanker and terminal: agreements pre-transfer	☐	☐
Part 7A. General tanker: checks pre-transfer	☐	☐
Part 7B. Tanker: checks pre-transfer if crude oil washing is planned	☐	☐
Part 7C. Tanker: checks prior to tank cleaning and/or gas freeing	☐	☐

In accordance with the guidance in chapter 25 of *ISGOTT*, 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 to carry out the repetitive checks noted in parts 9 and 10 of the *ISGOTT* SSSCL, which should occur at intervals of not more than ____ hours for the tanker and not more than ____ hours for the terminal.

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

ISGOTT Checks during transfer Ship/Shore Safety Checklist

Repetitive checks

Part 8. Tanker: repetitive checks during and after transfer								
Item ref	Check	Time	Time	Time	Time	Time	Time	Remarks
Interval time:..... hrs								
8	Inert gas system pressure and oxygen recording operational	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	
9	Inert gas system and all associated equipment are operational	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	
11	Cargo tank atmospheres are at positive pressure	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	
18	Mooring arrangement is effective	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	
19	Access to and from the tanker is safe	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	
20	Scuppers and savealls are plugged	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	
23	External openings in superstructures are controlled	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	
24	Pumproom ventilation is effective	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	
28	Tanker is ready to move at agreed notice period	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	
29	Fendering is effective	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	
33	Communications are effective	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	
35	Supervision and watchkeeping is adequate	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	
36	Sufficient personnel are available to deal with an emergency	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	
37	Smoking restrictions and designated smoking areas are complied with	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	
38	Naked light restrictions are complied with	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	

Part 8. Tanker: repetitive checks during and after transfer (cont.)							
39	Control of electrical devices and equipment in hazardous zones is complied with	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes
40 41 42 51	Emergency response preparedness is satisfactory	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes
54	Electrical insulation of the tanker/terminal interface is effective	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes
55	Tank venting system and closed operation procedures are as agreed	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes
85	Individual cargo tank inert gas valves settings are as agreed	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes
86	Inert gas delivery maintained at not more than 5% oxygen	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes
87	Cargo tank high level alarms are operational	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes
Initials							

Part 9. Terminal: repetitive checks during and after transfer

Item ref	Check	Time	Time	Time	Time	Time	Time	Remarks
Interval time:..... hrs								
18	Mooring arrangement is effective	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	
19	Access to and from the terminal is safe	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	
29	Fendering is effective	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	
32	Spill containment and sumps are secure	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	
33	Communications are effective	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	
35	Supervision and watchkeeping is adequate	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	
36	Sufficient personnel are available to deal with an emergency	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	
37	Smoking restrictions and designated smoking areas are complied with	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	
38	Naked light restrictions are complied with	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	
39	Control of electrical devices and equipment in hazardous zones is complied with	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	
40 41 47 51	Emergency response preparedness is satisfactory	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	
54	Electrical insulation of the tanker/terminal interface is effective	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	
55	Tank venting system and closed operation procedures are as agreed	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	
Initials								