



BUNKERING CHECKLIST

The safety of operations requires that all questions be answered affirmatively. In the case of a negative answer, the bunkering operation shall not be carried out without written permission of the Prince Rupert Port Authority.

No bunkers are to be transferred until this form is completed in its entirety. The completed copy must be emailed to the Port Security and Operations Centre (PSOC) (psoc@rupertport.com) immediately upon completion of the bunkering operation.

Receiving Vessel _____

Bunkering Vessel _____

Bunkering Vehicle _____

Bunkering Location (Berth/Anchorage) _____

Date/Time of Operation: _____

Question	Receiver		Supplier	
	YES	NO	YES	NO
1. Has the PSOC been advised of the transfer?				
2. Are the vessels securely moored/anchored?				
3. Are emergency towing lines/wire rigged?				
4. Is there a SOPEP spill response plan in place for all participating vessels and/or vehicles?				
5. Has containment boom equipment been deployed?				
6. Has a risk assessment been undertaken for this bunkering operation?				
7. Has a face to face planning meeting occurred between responsible officers from the receiving vessel and the bunkering vessel/bunkering vehicle? Is the bunkering plan understood and agreed to by all responsible officers?				

8. Weather – winds (current and forecast) 21 knots or below? wave height 1 metre or less? visibility 2 nautical miles or greater?				
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1. Bunkers to be Transferred

Grade	Tonnes	Volume at Loading Temp	Loading Temperature	Maximum Transfer Rate	Maximum Line Pressure
Fuel Oil					
Gas Oil/Diesel					
Lube Oil in Bulk					
Oily Water and Slops					

2. Bunker Tanks to be Loaded

Tank No.	Grade	Volume of Tank @ ___%	Volume of Oil in Tank before Loading	Available Volume	Volume to be Loaded	Total Volumes Grade

3. Checks Prior to Berthing/Transfer

Question	Receiver		Supplier	
	YES	NO	YES	NO
1. The bunkering vessel has obtained the necessary permissions to go alongside the receiving vessel				
2. The fenders have been checked, are in good order and there is no possibility of metal to metal contact				

3. Adequate electrical insulating means are in place in the barge-to-ship connection				
4. All bunker hoses are in good condition and are appropriate for the service intended				
5. The bunkering vessel is securely moored				
6. There is a safe means of access between the bunkering vessel/bunkering vehicle and the receiving vessel				
7. Effective communications have been established between responsible officers on bunkering vessel/bunkering vehicle and receiving vessel - Emergency stop signal/system agreed upon and tested - Test high level or overflow alarms where possible				
8. There is an effective watch on board the bunkering vessel and the receiving vessel				
9. Fire hoses and fire-fighting equipment on board the bunkering vessel and the receiving vessel are appropriate for the bunkering operation, correctly positioned and ready for immediate use				
10. All scuppers are effectively plugged. Temporarily removed scupper plugs will be monitored at all times. Containment drip trays are of sufficient size and in position on decks around bunkering connections and bunker tank vents				
Question	Receiver		Supplier	
	YES	NO	YES	NO
11. Initial line up has been checked and unused bunker connections are blanked and fully bolted				
12. The transfer hose is properly rigged and fully bolted and secured to manifolds on the receiving vessel and bunkering vessel/bunkering vehicle				
13. Overboard valves connected to the cargo system, engine room bilges and bunker lines are closed and sealed				
14. All cargo and bunker tank hatch lids are closed				
15. All sounding pipes to be capped when not in use and any auto-closing devices in working order				

16. Where applicable: <ul style="list-style-type: none"> - Bunker overflow tank to be empty - Daily service tanks contain sufficient fuel - Fuel purifiers and fuel transfer pumps stopped and isolated 				
17. Fuel and lube oil tank vents in good working condition including flame gauze				
18. Bunker tank contents will be monitored at regular intervals				
19. A SOPEP oil spill clean-up kit is readily available for immediate use at each bunkering point or area of the bunkering operation				
20. The main radio transmitter aerials are earthed and radars are switched off				
21. Fixed VHF/UHF transceivers and AIS equipment are on the correct power mode or switched off				
22. Smoking rooms have been identified and smoking restrictions are being observed				
23. Naked light regulations are being observed				
24. All external doors and ports in the accommodation are closed				
25. Material Safety Data Sheets (MSDS) for the bunker transfer have been exchanged where requested				
26. The hazards associated with toxic substances in the bunkers being handled have been identified and understood				
27. The water surrounding the area of operation is free from pollution				
28. International Code Flag "B" or all round red light displayed				
29. Bridge watch or cargo watch informed as appropriate				

4. Signatures

Master of Receiving Vessel:

Name: _____ Signature: _____

Receiving Vessel Officer in Charge

Name: _____ Position: _____

Signature: _____

Master of Bunkering Vessel:

Name: _____ Signature: _____

Bunkering Vessel Bunker Supervisor:

Name: _____ Position: _____

Signature: _____

Bunkering Vehicle Bunker Supervisor:

Name: _____ Signature: _____

Person authorized to initiate response plan:

Receiving Vessel: _____ Phone: _____

Bunkering Vessel: _____ Phone: _____

Bunkering Vehicle: _____ Phone: _____