

### 3. Appendices

#### 3.1.3 Bunkering Safety Check-List (ISGOTT V 2006)

Port \_\_\_\_\_

Date \_\_\_\_\_

Ship \_\_\_\_\_

Barge \_\_\_\_\_

Master \_\_\_\_\_

Master \_\_\_\_\_

#### 1. Bunkers to be Transferred

Grade	Tonnes	Vol. at Loading Temp	Loading Temperature	Max. Transfer Rate	Max. Line Pressure
Fuel Oil					
Gasoil / Diesel					
Lub. Oil in Bulk					

#### 2. Bunker Tanks to be Loaded

Tank No	Grade	Vol. of tank @ _____%	Vol. Of Oil in tank before loading	Available Volume	Volume to be Loaded	Total Vols. by Grade

#### 3. Checks Prior to Berthing

Bunkering	Ship	Barge	Code	Remarks
1. The barge has obtained the necessary permissions to go alongside receiving ship.				
2. The fenders have been checked, are in good order and there is no possibility of metal-to-metal contact.			R	
3. Adequate electrical insulating means are in place in the barge-ship connection. <b>(34)</b>				
4. All bunker hoses are in good condition and are appropriate for the service intended. <b>(7)</b>				

Item	Ship	Barge	Code	Remarks
5. The barge is securely moored <b>(2)</b>			R	
6. There is a safe means of access between the ship and barge <b>(1)</b>			R	
7. Effective communications have been established between responsible officers <b>(3)</b>			A R	(VHF/UHF Ch .....) Primary System: Backup System Emergency Stop Signal:
8. There is an effective watch on board the barge and the ship receiving bunkers <b>(22)</b>				
9. Fire hoses and fire fighting equipment on board the barge and ship are ready for immediate use <b>(5)</b>				
10. All scuppers are effectively plugged. Temporarily removed scupper plugs will be monitored at all times. Drip trays are in position on decks around connections and bunker tank vents <b>(10) (11)</b>			R	
11. Initial line up has been checked and unused bunker connections are blanked and fully bolted. <b>(13)</b>				
12. The transfer hose is properly rigged and fully bolted , secured to manifolds on ship and barge <b>(7)</b>				
13. Overboard valves connected to the cargo system, engine room bilges and bunkler lines are closed and sealed <b>(16)</b>				
14. All cargo and bunker tank lids are closed <b>(15)</b>				
15. Bunker tank contents will be monitored at regular intervals			A R	At intervals not exceeding ..... minutes
16. There is a supply of oil spill clean up material readily available for immediate use.				
17. The main radio transmitter aerieals are earthed and radars are switched off <b>(42)</b>				
18. fixed VHF/UHF transceivers and AIS equipment are on the correct power mode or switched off <b>(40)</b>				
19. Smoking rooms have been identified on board and smoking restrictions are being observed			A R	Nominated Smoking Rooms Ship: Barge:
20. Naked light regulations are being observed <b>(37)</b>			R	

21. All external doors and ports in the accommodation are closed <b>(17)</b>			<b>R</b>	
22. Material Safety Data Sheets (MSDS) for the bunker transgfer have been exchanged where requested <b>(26)</b>			<b>R</b>	
23. The hazards associated with toxic substances in the bunkers being handled have been identified and understood. <b>(27)</b>				H2S Content ..... Benzene Content .....

The presence of the letters 'A' or 'R' in the column entitled 'Code' indicates the following:

- A** ('Agreement'). This indicates that the referenced consideration should be addressed by an agreement or procedure that should be identified in the 'Remarks' column of the checklist, or communicated in some other mutually acceptable form.
- R** ('Re-check'). This indicates items to be re-checked at appropriate intervals, as agreed between both parties and stated in the declaration.

**Declaration.**

We have checked, where appropriate jointly, the items of the checklist in accordance with the instructions and have satisfied ourselves that the entries we have made are correct to the best of our knowledge.

We have also made arrangements to carry out repetitive checks as necessary and agreed that those items coded 'R' in the Check List should be re-checked at intervals not exceeding \_\_\_\_\_ hours.

If to our knowledge the status of any item changes, we will immediately inform the other party.

For Ship	For Barge
<b>Name</b> .....	<b>Name</b> .....
<b>Rank</b> .....	<b>Rank</b> .....
<b>Signature</b> .....	<b>Signature</b> .....
<b>Date</b> .....	<b>Date</b> .....
<b>Time</b> .....	<b>Time</b> .....

**Record of Repetitive Checks**

<b>Date:</b>			
<b>Time:</b>			
<b>Initials for Ship:</b>			
<b>Initials for Barge:</b>			

### 3.1.8

## Master's Requisition- Fuels

To: Shell Marine Products

Date.....

Port.....

Delivery Vessel.....

Dear Sirs,

Please supply my vessel the SS/MV.....with the following fuels:-

Grade	Quantity	Maximum Delivery Rate M <sup>3</sup> /hr	Topping-Off rate M <sup>3</sup> /hr
Marine Fuel Oil	Tonnes		
Marine Diesel	Tonnes		
Gasoil	Tonnes		

The charges for the delivery should be sent to:-

.....  
.....

I understand that the \*measured/calculated properties will be as follows:-

Grade and Sulphur content (% m/m by ISO8754)	Viscosity (ISO 3140)	Density to ISO 3675
%m/m /	mm <sup>2</sup> /s at °C	Kg/m <sup>3</sup> at 15°C
%m/m /	mm <sup>2</sup> /s at °C	Kg/m <sup>3</sup> at 15°C
%m/m /	mm <sup>2</sup> /s at °C	Kg/m <sup>3</sup> at 15°C

I require the grades to be supplied in the following order:-

No. 1	No. 2	No. 3
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### Sampling ( Marpol Annex VI)

I agree the location for the primary sample will be (delete one):

	Location	x
<b>At</b>	The bunker manifold of the receiving vessel (Preferred location under Marpol Annex VI)	
<b>OR</b>	A sample point on the delivery vessel (Give details location and reason for deviation from the preferred location)	

I \*will/will not appoint a representative to witness and check either the opening and closing meter readings/ calculations or, if meters are not available, the opening and closing tank dips/calculations on my behalf.

I\*will/will not appoint a representative to witness the fuel sampling procedure, and sealing of the samples.

The **\*Ship/Shore** will give the final "stop pumping" signal. In the event that ship's valves are closed on board without giving ample warning to the **\*Installation/delivery vessel**, I recognise that the ship is solely responsible for any damage caused by excess pressure to supplier's bunkering equipment or any resulting spillage/overflow of oil.

In the event that I am unable to accommodate the full quantity ordered above, I accept that my Principals will be liable for lighterage, handling charges and any other expenses incurred on the shut-out quantity, if it is found necessary to return this to the Location.

\*Delete if not applicable

**Signature (Master/Chief Engineer).....**

**Print name and rank (block letters).....**