

IMPORTANT

- Smoking is strictly prohibited outside designated smoking areas!
- Cargo operations require at least one qualified person to be stationed on deck during loading or discharge!
- In case of an oil spill or other emergency, cargo operations must be stopped immediately and the terminal control room must be informed!
- In case of any situation or incident that may possibly have impact on health and/or environmental conditions, the terminal control should be informed immediately on the emergency telephone number:

250-754-4461

or by the portable radio!

For more information
Suncor Marine Department,
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<http://www.suncor.com/marine>

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DISCLAIMER

The information contained in this document is only meant to guide the user and does not claim to be complete or final. As a result, Suncor Energy Inc does not hold itself liable for any claims or other issues as a result of information contained herein or not included or considered.

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4

RULES AND REGULATIONS

4 RULES AND REGULATIONS

4.1 GENERAL FEDERAL GOVERNMENT REQUIREMENTS

- Masters are required to operate their vessels in compliance with Canadian Legislation and Regulations while in Canadian waters. Many of Canada's marine requirements are based on IMO and ILO standards. Certain requirements are, however, unique to Canada and Masters of non-Canadian vessels should ensure that their vessel's agent informs them of distinct Canadian requirements.

4.2 PORT OF NANAIMO REGULATIONS

- These regulations include specific requirements governing the reporting, transportation and transfer of dangerous goods within the harbour and other requirements that encompass all vessel movement within the harbour. Bulk petroleum is included as dangerous goods and the Masters of tugs towing bulk petroleum barges and the barge cargo transfer supervisor are required to take certain actions in order to be in compliance with the regulations.
- Masters of towing tugs and barge supervisors must operate in compliance with the Port of

4.3 NANAIMO REGULATIONS. COPIES OF THE DOCUMENT MAY BE OBTAINED FROM THE HARBOUR MASTER, OR ONLINE AT [HTTP://NPA.CA/HARBOUR-OPERATIONS/POLICIES-PROCEDURES/RULES-REGULATIONS-FOR-MARINE-TERMINAL](http://npa.ca/harbour-operations/policies-procedures/rules-regulations-for-marine-terminal) SUNCOR NANAIMO TERMINAL RULES AND PROCEDURE

- Tugs and barges destined for the Terminal are required to have on board, the latest edition of the "International Safety Guide for Oil Tankers and Terminals - ISGOTT".
- Suncor Energy is committed to safe operations and protection of the environment at its Nanaimo Terminal. Vessel staff are requested to immediately bring any unsafe condition or pollution risk to the attention of terminal staff and to take appropriate action to remedy the situation, including the suspension of cargo transfer activity.
- Nothing in these rules and procedures will relieve Masters and/or the barge supervisor* of their responsibilities in observing normal safety, fire prevention, pollution prevention and security precautions. Terminal staff are authorized to advise and request vessel staff to take additional measures to ensure safe operations should circumstances so require. Terminal staff are also

authorized to suspend oil transfer operations in the event of an infringement of terminal rules and procedures or if any other hazardous situation is encountered.

- The following safety regulations have been developed in an effort to reduce the possibility of an incident involving fire, explosion, spills or other hazard:

*Where Master appears in these rules, it means Master of the towing tug. Barge Supervisor means the Transport Canada certified "Supervisor of Transfer Operations".

1. Safety Requirements:

- Masters and barge supervisors will be given a copy of the following Suncor Energy Nanaimo Terminal Rules and Procedures by the terminal operator and a signed acknowledgement will be required.

2. Safety Check List:

- On completion of berthing and prior to the commencement of deballasting or cargo transfer, the Vessel/Terminal Safety Check List - Appendix 2 will be completed following a joint inspection by the terminal representative and a responsible tanker officer. This pre arrival/after mooring/pre transfer/during transfer Ship/Shore safety Checklist is based on the recommendations of the "International Safety Guide for Oil Tankers and Terminals" (ISGOTT 6).

3. Gangway:

- The barge gangway or ladder, when required to be deployed, must be in good condition and of an appropriate length for safe access between ship and shore.

4. Barge Decks:

- Walkways required for accessing cargo systems, deck machinery and emergency equipment shall be kept clear of obstructions, and at all times provide a safe walking surface.

5. Tug Readiness:

- The towing tug shall remain in attendance during the barge's stay alongside the terminal. The tug must be located in close proximity to the facility for rapid deployment to the barge as required. In the event that the tug remains alongside the barge, it must comply strictly with rules to control potential ignition sources (see Rule 23).

6. Tug Engine's Readiness:

- The tug's main engines, steering machinery and other equipment essential for manoeuvring shall be maintained in a state of readiness for vacating the berth under full engine power at short notice.

7. Repairs:

- No hot work is to be performed on board the tug or the barge while alongside the terminal. The testing of radar, radio equipment and other electrical equipment is prohibited unless written permission is received from the terminal supervisor. Tank cleaning and gas freeing shall not be carried out alongside without written approval from the terminal supervisor. Chipping and scraping on the deck or hull is prohibited.

8. Staffing:

- Sufficient qualified crew members shall be provided for safe handling of cargo, for the tending of moorings, for effective firefighting and for moving the vessel in the event of an emergency on the tug or the dock. A barge supervisor shall be on duty on the barge throughout the transfer operation and the barge supervisor shall be supplemented by deck hands for mooring, unmooring, adjustment of moorings or other duties, when necessary. The barge supervisor's duty period must not exceed 12 hours without relief in any 24 hour period for any transfer operation.

9. Barge Moorings:

- Tug and/or barge personnel must frequently monitor and carefully tend the barge moorings to ensure that the vessel is safely secured having regard for the weather and current conditions.

10. Tug/Barge/Terminal Communications:

- Communication between the terminal and vessel will be by portable UHF radios. These shall be tested and found satisfactory before transfer operations commence. The barge supervisor and the terminal operator shall confirm with each other that the communication system and signals for controlling the operations are understood by all personnel involved prior to the commencement of the cargo transfer. See Section 5.3 and Appendix 3.
- In the event of a total breakdown of radio communication between the terminal and the barge during cargo transfer operations, then these operations shall be immediately suspended and not resumed until satisfactory communications are re-established.

11. Smoking:

- Smoking is strictly prohibited while at the berth except in designated areas which have been jointly approved by the tug master/the barge supervisor and by the terminal operator.

- Where smoking is approved on vessels, approval may be withdrawn by terminal operator if circumstances so warrant.
- Smoking notices specifying the designated smoking areas shall be exhibited in conspicuous places on board the vessel.

12. Matches and Lighters:

- The carrying and use of matches and lighters is prohibited on board the vessel while alongside the terminal except under controlled circumstances in the designated smoking areas.

13. Portable Electrical Equipment:

- Portable electric lamps and portable electric equipment for use in hazardous areas must be of an approved type.
- Any other electrical or electronic equipment of non-approved type - such as radios, mobile phone and pagers, computers, calculators, smart watch and fitness wrist band, e-cigarette, photographic equipment are not to be active, switched on or used within hazardous areas.

14. Radio Equipment:

- The use of the vessels radio transmitting equipment while alongside is prohibited and the transmitting antennae should be earthed. This does not apply to permanently and correctly installed VHF and UHF equipment provided the power output is reduced to one watt or less.

15. Galley Stoves and Other Cooking Equipment:

- The use of galley stoves and other cooking equipment shall be permitted, provided the Master and terminal operator agree to their use.

16. Radar - Satellite Communication Terminals - Closed Circuit Television:

- The use of this equipment for any purpose is prohibited during the period that the vessel is alongside, except with the approval of the terminal operator.

17. Prevention of Sparking and Excessive Smoke:

- Soot blowing and excessive smoke are prohibited, and immediate steps shall be taken to eliminate any sparking from funnels/stacks.

18. Fire Precautions:

- Self-propelled barges and Non Self-propelled barges when similarly equipped

- The vessel's firefighting appliances, including main and emergency fire pumps, shall be kept ready for immediate use.
- Before operations commence, at least two fire hoses and jet/fog nozzles shall be laid out on the tank deck, connected to the fire main and tested as required by the terminal operator. The two fire monitors immediately adjacent to the manifold should be elevated, aligned towards the manifold area and made ready for immediate use. A fire pump shall maintain pressure on the fire main and also be ready for immediate use. Two portable fire extinguishers, preferably of the dry chemical type, shall be available in the proximity of the manifold area.
- Should fire occur on the vessel, the Master or responsible ship's officer shall make an Immediate signal by prolonged blasts on the barge's whistle and by sounding the fire alarm, and will also place the engine on standby. All transfer operations will cease immediately.
- Other Non-Self-propelled barges
- Every barge shall have the firefighting equipment, conveniently located for emergency use in the cargo tank area, as required under article VIII of Transport Canada's "Oil barge Standards" (i.e. two 9 litre foam fire extinguishers or approved equivalent).
- Should fire occur on the vessel, the barge supervisor shall immediately signal the terminal via the portable radio and by any other available means where fitted

19. Emergency Procedures:

- As required by the Ship Shore Safety Check List, the Master of the tug, barge supervisor and the terminal operator should discuss and agree upon the action to be taken in the event of an emergency or a fire on board either the tanker or the terminal. This should include means of communication and emergency procedures. *See Section 6.*

20. Operating Procedures:

- Procedures for cargo and/or ballast operations shall be agreed in writing between the terminal operator and the vessel supervisor. *See Appendix #3.*

21. Sea and Overboard Discharge Valves if fitted:

- Before any cargo or ballast transfer commences, sea and overboard discharge valves connected to the cargo or ballast system shall be closed and sealed with numbered seals. When sealing is not practicable, as with hydraulic valves, some suitable means of marking should be used to indicate that the valves are to remain closed. Seal numbers should be recorded on the Ship Shore Safety Check List. Except in an emergency, these seals shall be removed only with the approval of the terminal operator. A careful watch shall also be maintained to ensure that oil is not leaking through sea and overboard discharge valves.

22. Conditions to be observed on Board Barges, and as applicable, Tugs while alongside During

Transfer Operations:

- (a) **Deballasting has to be carried out on the outboard side of the barge. In case this is not possible (due to the pipeline configuration of the vessel) an alternative is to be agreed during initial meeting with terminal representative.**
- (b) A barge supervisor, able to communicate effectively in English with the terminal staff, is required to be on deck or in the control room at all times. A continuous deck watch is to be maintained to ensure moorings are carefully tended and cargo transfer hoses are under observation at all times.
- (c) Towing off wires shall be made fast to bitts as far forward and aft as possible on the outboard side. The wires shall be in good condition, at least 1 1/8" (28mm) diameter, and secured with at least five turns or have the eye on the bitts. The outboard eye shall be maintained at a height of between 1 metre and 2 metres above the water at all times using a small diameter heaving line for this purpose.
- (d) All doors, portholes and openings leading from or overlooking the main deck to accommodation, machinery spaces (excluding pumproom) and forecastle shall be kept closed. Cargo control room doors opening on to or above the main deck may be opened momentarily for access.
- (e) All ventilators through which gas can enter accommodation or machinery spaces shall be suitably trimmed. Air conditioning units shall be stopped or operated in a recirculation mode. Window type air conditioning units shall be electrically disconnected.
- (f) The venting of the vessel's tanks shall take place only through the vessel's fixed venting system.
- (g) All cargo, ballast and bunker tank lids and tank washing openings shall be securely closed.
- (h) Sighting and ullage ports when not in use shall be kept closed. When any are open for operational reasons, the openings shall be protected by approved gauze flame screens. These screens shall be kept clean and in good condition. Portable screens should be a good fit.
- (i) All unused cargo and bunker connections shall be properly blanked, fitted with a gasket and bolted with at a bolt in every hole at the manifold, and/or caps on

camlock fittings Stern cargo pipelines (if fitted) shall be isolated forward of the aft accommodation by blanking.

Any part of a slop transfer system which extends into machinery spaces shall be securely blanked and isolated on the tank deck.

- (j) If for any reason there is poor dispersion which results in an accumulation of gas on or about the decks of the vessel, transfer shall be stopped or the transfer rate relevant to a particular tank or tanks reduced at the discretion of either the terminal operator or the barge supervisor.
- (k) The vessel shall by day fly Flag “B” of the International Code, and by night an all-round red light.
- (l) The person in charge of the transfer operation on the vessel shall conduct inspections of adjacent water areas around the vessel frequently and at least once each hour to ensure that no oil has spilled or leaked into the water

23. Movements of Refuelling Vessels, Garbage Barge, Tugs, Workboats and Other Craft:

- During transfer operations no craft shall be allowed alongside the vessel unless approval has been given by the terminal operator and agreed to by the Master of the vessel. Tug Masters must consider their vessel to be in a hazardous area if they stay alongside the barge or in the notch and take particular care to comply with Rules 2, 7, 11, 12, 13, 14, 15, 16, 17, 19 and 22.

24. Emergency Escape:

- Means for emergency escape shall be provided on the offshore side of the vessel. For security reasons such means is to be stowed at deck level in such a manner as to be ready for expeditious use in an emergency. Such means shall be of adequate length to reach the water at all times.

25. Conditions Requiring Immediate Action:

- Ballast or cargo transfer operations shall not be started, or if started, shall be discontinued by either the barge supervisor or the terminal operator when any of the following conditions is noted:
 - (a) On the approach of and during electrical storms, heavy rainstorms or period of high winds, and in addition, all tank openings and cargo valves shall be closed.
 - (b) If a fire occurs on the terminal, the vessel or any craft in close proximity, and in addition, all tank openings and cargo valves shall be closed.

(c) If there are insufficient competent personnel aboard the vessel to safely handle the operation in progress, and to handle any emergency situation.

(d) If a spill or leak occurs aboard the vessel or on the terminal.

(e) If any other emergency situation arises which, in the opinion of the Tug Master, barge supervisor or the terminal operator, constitutes a potential hazard to either the ship or the terminal.

26. Avoidance of Oil Pollution:

- During transfer operations all scuppers shall be effectively plugged, fixed or portable manifold oil containment shall be in place, and no leakage or spillage of oil or water which can possibly contain oil shall be allowed to escape overboard. Scupper plugs may be removed to drain off accumulations of water periodically and replaced immediately after the water has been run off. Manifold containment should be drained before transfer operations commence. Any leakage or spillage must be reported immediately to the terminal operator.
- A supply of absorbent material shall be available at the manifold to facilitate the immediate cleanup of minor spills.
- No hazardous material shall be thrown overboard, nor shall any other objectionable material, either solid or fluid, be thrown overboard from the vessel.

27. Tank Lids:

- All cargo tank lids, ullage and sighting ports shall be securely closed before berthing or unberthing operations commence.

28. List:

- Excessive listing of the vessel must be avoided.

6

**EMERGENCY RESPONSE TO
FIRES, SPILLS, LEAKS ETC**

6 EMERGENCY RESPONSE TO FIRES, SPILLS, LEAKS, ETC

6.1 FIRES

- The terminal does not fight fires on vessels in the berths! The barge supervisor and tug Master are to take appropriate response action including securing capable external support, notifying the proper authorities and emergency removal of the barge from the dock (Refer ISGOTT section 23.8)

6.1.1 Actions in the Event of Fire at Terminal

- The terminal will raise the alarm to vessels at the berths via the portable radio communication system;
 - the transfer operation is to be stopped immediately.
 - the terminal will respond to the fire.
 - both the terminal and the vessel will take action to mitigate the spread of the fire to the vessel.
- *Terminal will* - secure shore cargo system:
 - disconnect hoses.
 - stand by to cast off the moorings.
 - communicate with authorities.
- *Vessel will* - secure vessel cargo system:
 - ready vessel for emergency departure.
 - communicate with authorities.
 - depart berth as required.

6.1.2 Action in Event of Fire on Board a Vessel

- The vessel will raise the alarm to the terminal, via the portable radio communication system and give five or more prolonged blasts on the vessels whistle, repeated at intervals;
 - the transfer operation is to be stopped immediately.
 - the vessel will respond to the fire.
 - both the terminal and the vessel will take action to mitigate the spread of the fire to the terminal.

- *Terminal will* - secure shore cargo system:
 - stand by to cast off the moorings.

- *Vessel will* - secure vessel cargo system.
 - disconnect hose.
 - ready vessel for emergency departure.
 - communicate with authorities.
 - depart berth as required.

6.2 SPILLS OR LEAKS

6.2.1 Terminal Spills or Leaks

- In the event of a spill from the terminal or a leak from the cargo hose or shore cargo piping:
 - the transfer operation is to be stopped immediately.
 - the terminal's spill response plan is to be implemented as appropriate. This will include informing the proper authorities and initiating containment, recovery and clean up procedures.
 - the cause of the spill must be determined and rectified.

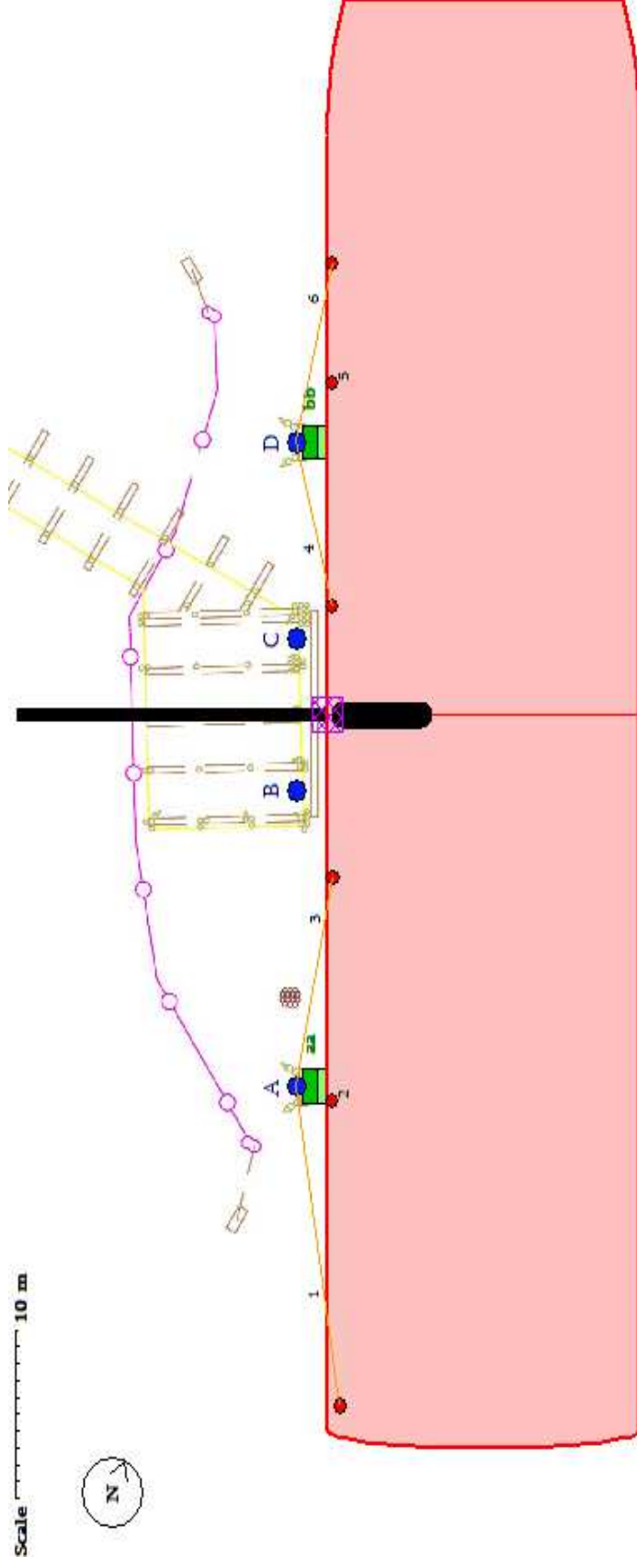
6.2.2 Vessel Spill or Leaks

- In the event of a spill or leak from the vessel or cargo hose:
 - the transfer operation is to be stopped immediately.
 - the vessel spill response plan is to be implemented as appropriate. This will include informing the proper authorities and initiating containment, recovery, and clean up procedures.
 - the cause of the spill must be determined and rectified.

6.3 RESTARTING CARGO TRANSFER OPERATIONS AFTER A MARINE POLLUTION INCIDENT

- Cargo transfer operations may only resume once the cause of the spill has been determined and remedied and after it has been clearly determined that re-starting transfer operations will not interfere with the immediate, effective and sustained response to the marine pollution incident.

7 APPENDIX 1 – MOORING GUIDELINE NANAIMO



Vessel to use four long lines to tie-up the barge to the two breasting dolphin bollards. The breasting dolphin bollards have the capacity to accommodate the mooring loads for wind speeds up to approximately 55 knots. Vessel/barge to use the breasting dolphin bollards as illustrated in above figure/diagram to moor. Use of the dock mooring cleats (No. B and C) at the wharf head should be avoided.

8 APPENDIX 2 - SAFETY LETTER**Suncor Energy Products Partnership**

Terminal _____

Date _____

The Master MT _____

Port _____

Dear Captain,

Accountability for the safe conduct of operations while your ship is at this terminal rests jointly with you, as Master of the tanker, and with the Terminal Representative. Before operations start your full co-operation and understanding is required to ensure the safety requirements set out in the Ship/Shore Safety Check-List are followed. These requirements are based on safe practices that are widely accepted by the oil 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 co-operate fully with you in the mutual interest of safe operations.

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

Where corrective action is needed, we will not agree to operations starting. If they have been started, we will require them 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 _____



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)	<input type="checkbox"/> Yes	
92	Permission for gas freeing operations is confirmed (12.4.3)	<input type="checkbox"/> Yes	
93	Tank cleaning procedures are agreed (12.3.2, 21.4, 21.6)	<input type="checkbox"/> Yes	
94	If cargo tank entry is required, procedures for entry have been agreed with the terminal (10.5)	<input type="checkbox"/> Yes	
95	Slop reception facilities and requirements are confirmed (12.1, 21.2, 21.4)	<input type="checkbox"/> 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	<input type="checkbox"/>	<input type="checkbox"/>
Part 1B. Tanker: checks pre-arrival if using an inert gas system	<input type="checkbox"/>	<input type="checkbox"/>
Part 2. Terminal: checks pre-arrival	<input type="checkbox"/>	<input type="checkbox"/>
Part 3. Tanker: checks after mooring	<input type="checkbox"/>	<input type="checkbox"/>
Part 4. Terminal: checks after mooring	<input type="checkbox"/>	<input type="checkbox"/>
Part 5A. Tanker and terminal: pre-transfer conference	<input type="checkbox"/>	<input type="checkbox"/>
Part 5B. Tanker and terminal: bulk liquid chemicals. Checks pre-transfer	<input type="checkbox"/>	<input type="checkbox"/>
Part 5C. Tanker and terminal: liquefied gas. Checks pre-transfer	<input type="checkbox"/>	<input type="checkbox"/>
Part 6. Tanker and terminal: agreements pre-transfer	<input type="checkbox"/>	<input type="checkbox"/>
Part 7A. General tanker: checks pre-transfer	<input type="checkbox"/>	<input type="checkbox"/>
Part 7B. Tanker: checks pre-transfer if crude oil washing is planned	<input type="checkbox"/>	<input type="checkbox"/>
Part 7C. Tanker: checks prior to tank cleaning and/or gas freeing	<input type="checkbox"/>	<input type="checkbox"/>

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 8 and 9 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	<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	Inert gas system and all associated equipment 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	
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 savealls 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	Tanker is 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	
29	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	
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	
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	

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	<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 terminal 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	
29	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	Spill containment and sumps are secure	<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	
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 47 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	
Initials								