**SHIP SHORE SAFETY CHECKLIST**

The Master and terminal manager, or their representatives, should complete this checklist jointly before operations commence. The safety of operations requires that all questions should be answered affirmatively and the boxes ticked. If this is not possible, the reason should be given, and agreement reached upon precautions to be taken between ship and terminal. If a question is considered to be not applicable write ‘N/A’, explaining why.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Port: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Loading / Unloading (delete as applicable) Terminal / Quay; \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Available depth of water in berth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ft/m Minimum air draught: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ship’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Arrival draught (read / calculated): \_\_\_\_\_\_\_\_\_\_\_\_\_\_ ft/m Minimum air draught: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Departure draught (calculated): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ft/m Minimum air draught: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  | Agreed | Persons |
| --- | --- | --- |
|  | Ship | Shore | Responsible |
| 1. | Is the depth of water at the berth, and the air draught\*, adequate for the duration of the cargo operation? |  |  | Master/Terminal Representative |
| \* | The term air draught should be construed carefully; If the ship is in a river or estuary, it usually refers to maximum mast height for passing under bridges, while on berth it usually refers to the height available or required under the loader or unloaders. |
| 2. | Are mooring arrangements adequate for all local effects of tide, current, weather, anticipated traffic and/or other craft? |  |  | Master/Terminal Representative |
| 3. | In emergency, is the ship able to leave the berth at any time?, have alternate arrangements been considered? |  |  | Master/Terminal Representative |
| 4. | Is there safe access between the ship and the wharf?Attended to by Ship/Terminal (delete as applicable) |  |  | Master/Terminal Representative |
| 5. | Is the agreed ship/terminal communications system operative or agreed upon? |  |  | Master/Terminal Representative |
|  Language of communication: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Communication method: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Radio channel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  | Master/Terminal Representative |
| 6. | Are the liaison contact persons operations positively identified? Contacts: |  |  | Master/Terminal Representative |
|  Ship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­ Shore: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |
| 7. | Are adequate crew on board, and adequate staff in the terminal, for emergency? |  |  | Master/Terminal Representative |
| 8. | Have any bunkering operations been advised and agreed? |  |  | Master/Terminal Representative |
| 9. | Have any intended repairs to wharf or ship while alongside been advised and agreed? |  |  | Master/Terminal Representative |
| 10. | Has a procedure for reporting and recording damage from cargo operations been agreed? |  |  | Master/Terminal Representative |
| 11. | Has the ship been provided with copies of port and terminal regulations, including safety and pollution requirements and details of emergency services? |  |  | Master/Terminal Representative |
| 12. | Has the shipper provided the Master with the properties of the cargo in accordance with the requirements of Chapter VI of SOLAS? |  |  | Master/Terminal Representative |
| 13. | Is the atmosphere safe in holds and confined spaces to which access may be required, and has the need for monitoring of atmosphere been agreed by the ship and the terminal? |  |  | Master/Terminal Representative |
| 14. | Have any cargo handling capacity and any limits of travel for each loader/unloader been passed to the ship/terminal? |  |  | Master/Terminal Representative |
|  | Loader No. | Rate | Tonnes/hour |
|  | Loader No | Rate | Tonnes/hour |
|  | Loader No | Rate | Tonnes/hour |
| 15. | Has a loading/unloading plan been calculated for all stages of loading/deballasting or unloading/ballasting? |  |  | Master/Terminal Representative |
|  | Copy lodged with: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |  |  |
| 16. | Have the holds to be worked been clearly identified in the loading or unloading plan, showing the sequence of work, and the grade and tonnage of cargo to be transferred each time the hold is worked? |  |  | Master/Terminal Representative |
| 17. | Has the need for trimming of cargo in the holds been discussed, and the method and extent been agreed? |  |  | Master/Terminal Representative |
|  |  |  |  |  |
| 18. | Do both ship and terminal understand and accept that if the ballast programme becomes out of step with the cargo operation, it will be necessary to suspend cargo operation until the ballast operation has caught up? |  |  | Master/Terminal Representative |
|  |  |  |  |  |
| 19. | Have the intended procedures for removing cargo residues lodged in the holds while unloading, been explained to the ship and accepted? |  |  | Master/Terminal Representative |
| 20. | Have the procedures to adjust the final trim of the loading ship been decided and agreed?(Tonnage held by terminal conveyor system = ……………………) |  |  | Master/Terminal Representative |
| 21. Has the terminal been advised of the time required for the ship to prepare for sea, on completion of cargo work |  |  | Master/Terminal Representative |

**IMPORTANT NOTE TO ALL PARTIES:**

The **Master** is responsible at all times for the safe loading and unloading of the ship and has the authority to stop any or all operations which, in their professional opinion, are unsafe.

All terminal personnel must as wear appropriate PPE for all operations.

Remarks:

|  |
| --- |
|  |
|  |
|  |
|  |
|  |

THE ABOVE HAS BEEN AGREED:

Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ For Terminal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rank: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position/Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_