

**BUNKERING OPERATIONS CHECKLIST**

SHIP		PORT	
BARGE		DATE	

**PART A – PLAN AND GENERAL**

**1. Total Bunkers to be Transferred**

Grade	Metric Tonnes	Vol at Load temp	Load Temp	Initial Transfer Rate	Max Transfer Rate	Max Line Pressure
IFO						
MGO/MDO						
LSFO						
LO in bulk						

**2. Bunker Plan**

	Tank No	Fuel Grade	Maximum Permitted Volume*	Volume Prior to Bunkering	Available Filling Volume	Volume to be Stemmed	Cumulative Total for Grade
1							
2							
3							
4							
5							
6							
7							
8							

\*Refer to NVOS B05 for details of maximum permitted filling

**3. Personnel**

The following crew have been assigned specific duties for this bunkering operation:

Rank	Name	Duty/ Responsibility
Chief Engineer		Overall responsibility for bunkering

**4. Communications**

VHF Channels Guarded by Ship and Barge	
Other means of Communication	

<b>Chief Engineer</b>	<b>Second Engineer OR Master</b>	<b>Barge Master</b>

**PART B – CHECKS AND VERIFICATIONS**

**1. Prior to the Arrival of the Bunker Barge**

	Description	Chief Engineer INITIAL
1.1	Bunker plan fully prepared above including filling rates and max capacities	
1.2	Personnel to be involved identified and listed above	
1.3	Risk Assessment carried out and recorded	
1.4	Briefing carried out with all involved shipboard personnel	
1.5	<b>ALL</b> bunker tanks sounded and levels recorded	
1.6	Oil Spill Equipment made ready	
1.7	Fire Fighting Equipment made ready	
1.8	All scuppers plugged	
1.9	All bunker tank air vents are clear	
1.10	Drip-Trays, Save-alls all effectively plugged	
1.11	Bunker manifold inspected and found in good order	
1.12	Seals made ready to fit to bunker valves and flanges on completion of bunkers	
1.13	Bunkering safety signage in place	
1.14	All high-level alarms “on-scan” and recently tested	
1.15	All hot work stopped	
1.16	All ballasting and/ or fresh water bunkering stopped	

<b>Chief Engineer</b>	<b>Second Engineer OR Master</b>

**2. On Arrival of the Bunker Barge, Prior to Commencing Bunkering**

	Description	Chief Engineer INITIAL	Barge Master INITIAL
2.1	Bunker barge safely and securely moored to the ship		
2.2	There is a safe means of access between the ship and barge		
2.3	Means of communication between ship and barge agreed		
2.4	Bunker plan discussed and agreed between ship and barge, and any changes made clear on the plan		
2.5	Agree initial and maximum flow rates and pressures		
2.6	Emergency Stop procedures discussed and agreed between ship and barge		
2.7	Safety procedures discussed and agreed, including safe smoking areas (if any) prohibition on naked light		
2.8	Bunker hose connected securely, bolts in all holes		
2.9	Condition of bunker hose satisfactory		
2.10	Specifications of product satisfactory and as expected		
2.11	MSDS provided to ship		

<b>Chief Engineer</b>	<b>Second Engineer OR Master</b>	<b>Barge Master</b>

### 3. During Bunkering

	Description	Chief Engineer INITIAL
3.1	ALL bunker tanks sounded at regular intervals, and vent heads of tanks being filled check to ensure air is flowing into the atmosphere	
3.2	Bunker hose checked regularly for leakages	
3.3	Bunker Station manned at all times during the operation	
3.4	Deck Watch maintained at ALL times throughout the operation	

#### a. Complete if a change of hose connection is required during bunkering

	Description	Chief Engineer INITIAL	Barge Master INITIAL
3A.1	Agree initial and maximum flow rates and pressures		
3A.2	Bunker hose connected securely, bolts in all holes		
3A.3	Condition of bunker hose satisfactory		

Chief Engineer	Second Engineer OR Master

### 4. After Completion of All Bunkering

	Description	Chief Engineer INITIAL
4.1	All tanks sounded and delivery quantities verified	
4.2	All lined drained	
4.3	All bunker hoses disconnected, manifolds blanked and security seals applied and logged in the Identification and Seals Register	
4.4	Samples sealed and signed	
4.5	Testing samples prepared for transmission to the lab in line with the labs procedures	

### DECLARATION

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

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

For Ship		For Barge	
Name		Name	
Rank		Rank	
Signature		Signature	
Date	Time	Date	Time