



Bunkering Operation Safety Checklist

Date of Request		Port/Anchorage	
Bunkering Barge Name		Receiving vessel name	

No.	Check Point	Bunker Barge	Receiving Vessel
Prior to Bunkering:			
1	Ensure all personnel are aware of the intention to bunker and of the emergency response procedures		
2.	Ensure all personnel involved in the bunkering operation are wearing appropriate PPE		
3.	Discuss bunkering plan and tank sequence with officers involved and ensure the tank loading plan is completed		
4	Establish and check the common communication link between bunkering station, duty officer and engine room, using intrinsically safe radios		
5.	Close and secure all associated overboard discharge valves		
6.	Close all unused manifold valves and blank off manifold connections using all securing bolts, properly tightened, with a gasket in place		
7.	Plug all deck scuppers and make oil/watertight		
8.	Provide means of draining off any accumulations of water on deck		
9.	Empty out and plug save-alls for manifolds and bunker tank vents		
10.	Check all bunker tank air pipes are open and unblocked		
11.	Reconfirm space remaining in all bunker tanks to be filled		
12.	Ensure all sounding pipe caps are tight, except when sounding tank		
13.	Check that all bunker tank hatch links are closed and secured		
14.	Check all bunker tank high level arms are functioning		
15.	Ensure designated overflow tank is prepared		
16.	Place SOPEP equipment (sawdust, sand, absorbent pads, empty drums, squeegees, brushes etc.) in key locations ready for use		
17.	Ensure suitable no smoking/ no naked flame warning notices are posted		

Classification: Public and once filled is for internal use only

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18.	Place firefighting appliances ready for use		
19.	Ensure all external accommodation superstructure doors and ports/windows are kept closed		
20.	Ensure the radars are on standby and the main radio aerials have be earthed		
21.	Check that VHF/AIS units are either switched off or operating on low power. All mobile phones secured; all electronics on deck intrinsically safe		
22.	Check that all flag or light signals required by local regulations are displayed		
23.	Rig fire wires fore and aft		
24.	Ensure there is sufficient fendering between vessels so there is no metal to metal contact		
25.	Ensure there is a safe means of access, adequately illuminated, in place between the vessels		
26.	Ensure that the bunker barge is securely moored alongside		
27.	Check the weight of the hose does not exceed the SWL of vessel's lifting gear		
28.	Check hose is of such a length that there is sufficient play to allow for movement, and that it is adequately supported		
29.	Inspect hose and couplings for damage		
30.	Place drip trays under hose couplings and flanges		
31.	Check that delivery note quantities and bunker specifications are correct		
32.	Ensure that Material Safety Data Sheets have been provided for each grade of fuel being stemmed		
33.	Discuss bunkering plan with supplier		
34.	Agree with supplier the quantity of oil to be pumped aboard		
35.	Agree unit of measurement (metric tons, cubic metres, barrels etc.)		
36.	Agree maximum pumping rate and pressure		
37.	Discuss vessel's emergency response procedures with supplier		
38.	Discuss supplier's own emergency response procedures		
39.	Establish and check the communication link between vessel and supplier		
40.	Agree signalling system with supplier		
	Commence Pumping		
	Reduce Pumping Rate		
	Cease Pumping		
	Emergency Stop		

41.	Carry out spot analysis with vessel's fuel kit (if carries)		
42.	Conduct compatibility test if necessary		
43.	Sight, agree and record / barge meter readings		
44.	Appoint crewmember to tend lines during bunkering		
45.	Prepare filling line and open all relevant valves, ensuing all valves not in use are closed		
During Bunkering:			
46.	Ensure the points of transfer are boomed		
47.	Ensure a crewmember is stationed at the bunker manifold throughout the bunkering operation		
48.	Commence bunkering at minimum pumping rate		
49.	Monitor supply line pressure		
50.	Examine hose and connections for leakage prior to increasing delivery rate		
51.	Ensure soundings/ullages of tanks being filled are closely monitored		
52.	Periodically check the quantity of fuel in bunker tanks that are not being loaded, or have completed loading		
53.	Reduce pumping rate and/or open next tank before topping off		
54.	Close valves as each tank is completed ensuring that the loading hose is not subjected to excessive back pressure		
55.	Ensure sufficient ullage in the final tank for hose draining/line blowing		
56.	Notify supplier on reaching final tank		
57.	Give supplier timely warning to reduce pumping rate		
58.	Give supplier timely warning to stop pumping		
59.	Drain hoses on completion of bunkering and close all filling valves		
On Completion of Bunkering			
60.	Ensure all hoses are fully drained		
61.	Close manifold valve and blank off manifold connection using all securing bolts, properly tightened, with a gasket in place		
62.	Blank off disconnected hose couplings using all securing bolts, properly tightened, with a gasket in place.		
63.	Reconfirm all bunker line and tank filling valves are closed		
64.	Reconfirm all bunker tank soundings		

65.	Ensure all sounding pipe caps are securely fitted and all sounding pipe automatic closure devices, where fitted, are not open		
66.	Sight, agree and record, barge meter readings		
67.	Verify all bunker receipt details are correct		
68.	All official samples are to be taken from the receiving vessel's manifold.		
69.	Complete entry in Oil Record Book		

Signed for Receiving Vessel		Signed for Bunker Barge	