



CURSO FORMACIÓN PARA LOADING MASTER



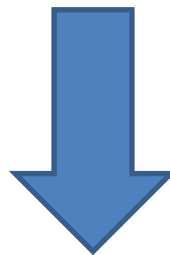
Gestión de la Interfaz Buque – Terminal

Curso de Formación de Loading Masters



Gestión de la Interfaz Buque – Terminal

- Nomenclatura y Terminología Marítima.
- Procedimientos de Comunicación y Precauciones.
- Intercambio de Información Pre-Atraque.
- Información del Tanquero al Terminal.
- Información del Terminal al Tanquero.
- La Batimetría: Su importancia / Criterios.
- La Marea / Operaciones con la marea baja.



Filosofía Operacional

Gestión de la Interfaz Buque – Terminal



Instalación Portuaria Petrolera (Terminal Marino Petrolero).

- Para llevar a cabo una **Gestión Operacional** eficiente en un **Terminal Marino Petrolero** basados en la **Infraestructura Portuaria**.



Requerimientos

- **Estándares de Calidad**
- **Normativas Técnicas / Legales aplicables**
- **Gestión del Talento Humano (Loading Master),**
que labora en la Instalación Portuaria Petrolera.

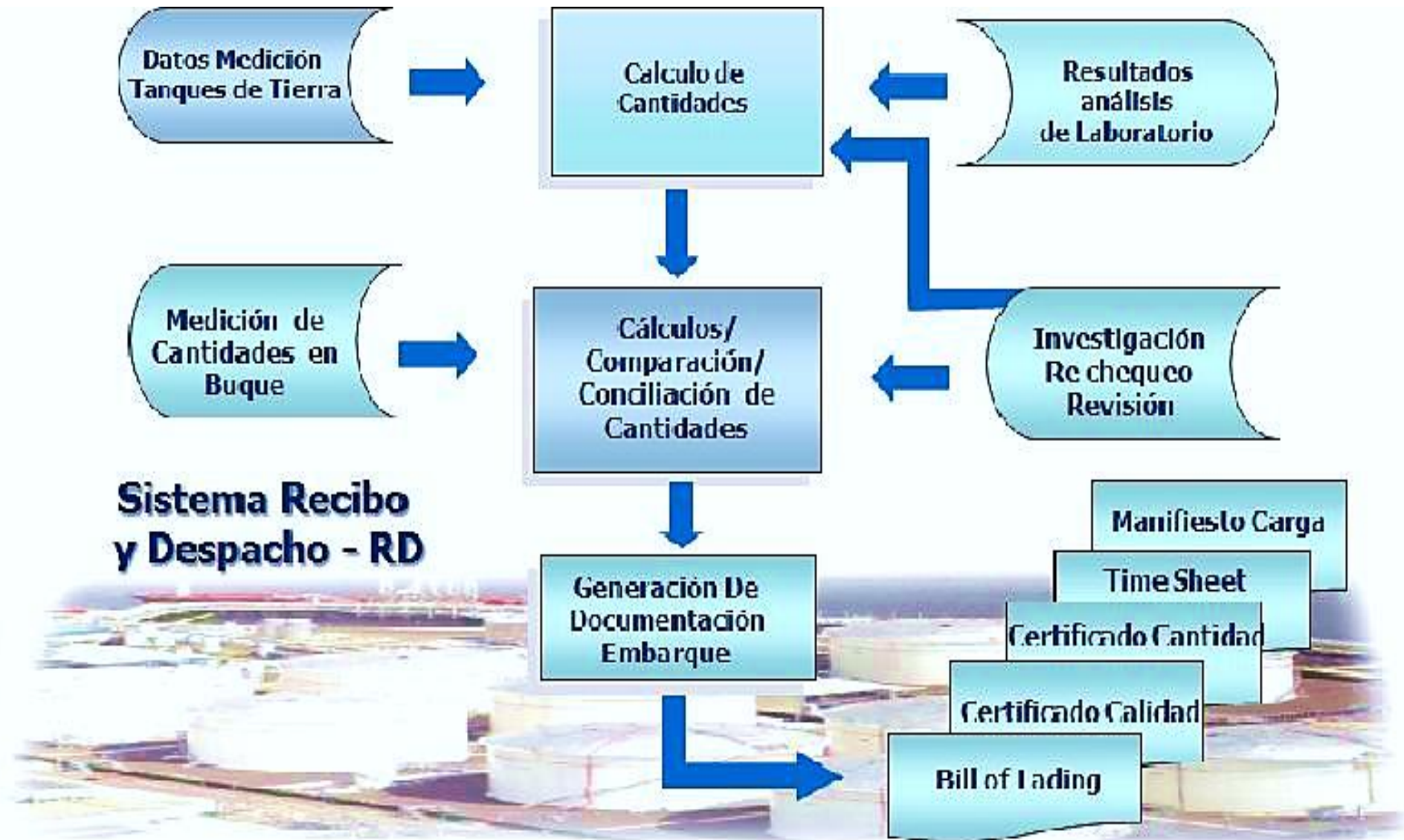
Procedimientos de Comunicación y Precauciones

Intercambio de información de Pre transferencia de carga buque/tierra.

Cada terminal tendrá un procedimiento implantado para asegurar que una reunión pre transferencia de carga sea llevada a cabo, una lista de verificación de seguridad buque/tierra es completada, y que las transferencias de carga son conducidas en cumplimiento con los procedimientos acordados.

Los terminales tendrán un procedimiento implantado para asegurar que una reunión pre transferencia de carga sea llevada a cabo, una lista de verificación de seguridad buque/tierra (**CheckList**) es completada, y que las transferencias de carga estén conducidas en cumplimiento con los procedimientos acordados.

En algunos países una reunión pre transferencia de carga es mandatoria, con específicos requerimientos incluyendo documentación. Esta orientación complementará tales requerimientos.



Procedimientos de Comunicación y Precauciones

Intercambio de información de Pre transferencia de carga buque/tierra.

Esta Orientación complementará tales requerimientos:

- | | |
|--|--|
| <ul style="list-style-type: none">• Realización del Checklist de seguridad buque/tierra• Métodos de comunicación• Procedimientos de emergencia• Aspectos de seguridad y protección• Límites de operación (ejm., calado máximo, trimado, francobordo, velocidad del viento, etc.)• Escala de acceso y escape de emergencia• Guayas de seguridad/remolque• Contenedores secundarios/bandejas de drenaje | <ul style="list-style-type: none">• Reporte actual del tiempo y predicción• Plan de carga o descarga, incluyendo hoja de seguridad de la carga, cantidades y requerimientos de manejo• Operaciones de mangueras o brazos de carga• Gas inerte y lavado con crudo• Operaciones de combustible (ver abajo)• Lastre y slops (si aplica)• Sellado de las válvulas de succión de mar• Drenajes de cubierta e imbornales• Arreglos de amarre |
|--|--|

Intercambio de información de Pre transferencia de carga buque/tierra.

MARINE TERMINAL MARINE OPERATIONS LOADING MASTER DOCUMENTS CHECK LIST

1. PORT INFORMATION REGULATIONS NOTIFICATION FORM
(To be signed by Vessel Master)
2. VESSEL DEFICIENCY NOTICE FORM
(If any)
3. SAFETY REQUIREMENTS FORM
(To be signed by Vessel Master)
4. TOTAL OR PARTIAL CLOSING OF VALVES:
(To be signed by Vessel Master)
5. SHIP/SHORE SAFETY CHECK LIST
(To be filled by Loading Master and Chief Officer before loading)
6. NOTE OF PROTEST: (If any)
7. PRE AND POST BERTHING CHECK LIST
(To be completed by Loading master before/after loading operation at SPM)
8. PRELIMINARY INSTRUCTIONS.
(To be completed by Loading Master during Key Metting)
9. VESSEL CARGO PLAN.
(To be completed by Loading Master during Key Metting according Ship's cargo plan)
10. SHORE / SHIP DIFFERENCE CONTROL
(To be filled hourly during all cargo operations)
11. MATERIAL SAFETY DATA SHEET
(To be give to Vessel's Master)
12. M/V CARGO REPORT
(Draft of preliminary information)
13. LOADING NOMINATION
14. SOLICITUD DE PILOTO
15. SOLICITUD DE INSPECTOR
16. INSTRUCCIONES PARA LAS AGENCIAS
17. PRELIMINARY PORT INFORMATION TO THE VESSEL BY E-MAIL (IF ANY)
18. RELACION DE SERVICIOS PARA EL AGENTE NAVIERO "TERMINAL FEE"



MARINE OPERATIONS REPORT

NAME OF VESSEL	PETROQUATA REFERENCE NUMBER	ATTENDANCE DATES																		
M/T "TROPIC BRILLIANCE"	P20000000	DEC 11/12, 1999																		
PORT: PETROQUATA MARINE TERMINAL	QUATA 16 CRUDE OIL	CAPT. JOSE M. PERDOMO R.																		
FROM	CAPT. JOSE M. PERDOMO R. / MARINE TERMINAL MANAGER Lm. GUYTER ESCOBAR-LOADING MASTER																			
TO	ANGEL URDAGETA / OIL MOVEMENT MANAGER CAPT. FRANK MACLEODMAN / MARINE ADVISOR, COMOCO PHILIPS																			
SUBJECT	MARINE OPERATIONS REPORT																			
VESSEL NAME	M/T "TROPIC BRILLIANCE" V. No. 9913 MEDIUM SIZE TANKERS																			
TANKER OWNER	OCEAN SHIPPING CO. Co., Ltd., c/o UDOCOM (CV)																			
TANKER OPERATOR	UDOCOM MANAGEMENT SERVICES (CVPR) S.A.																			
LOADING	DECEMBER 11/12, 1999																			
BILL OF LADING DATE	DECEMBER 14/15, 1999																			
LOADING	<table border="1"> <thead> <tr> <th>ITEM</th> <th>QUANTITY</th> </tr> </thead> <tbody> <tr> <td>1. CRUDE OIL</td> <td>171,76 Mm.</td> </tr> <tr> <td>2. CRUDE OIL</td> <td>21,7 Mm.</td> </tr> <tr> <td>3. CRUDE OIL</td> <td>17,7 Mm.</td> </tr> <tr> <td>4. CRUDE OIL</td> <td>154,767 Mm.</td> </tr> <tr> <td>5. CRUDE OIL</td> <td>79,7 Mm.</td> </tr> <tr> <td>6. CRUDE OIL</td> <td>40,7 Mm.</td> </tr> <tr> <td>7. CRUDE OIL</td> <td>15,7 Mm.</td> </tr> <tr> <td>8. CRUDE OIL</td> <td>15,7 Mm.</td> </tr> </tbody> </table>		ITEM	QUANTITY	1. CRUDE OIL	171,76 Mm.	2. CRUDE OIL	21,7 Mm.	3. CRUDE OIL	17,7 Mm.	4. CRUDE OIL	154,767 Mm.	5. CRUDE OIL	79,7 Mm.	6. CRUDE OIL	40,7 Mm.	7. CRUDE OIL	15,7 Mm.	8. CRUDE OIL	15,7 Mm.
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INSPECTION																				
INCIDENTS ON BOARD	NO INCIDENTS WERE OBSERVED																			
OPERATION	LOADING																			
CARGO (S)	CRUDE OIL																			
CONSIGNEE	ESSO NEDERLAND B.V. C/O 17 th NOVEMBER 1999																			
DELIVERY BASIS	FOR OBSOBY																			
SHIPPER	POMBA PETROLEO Y GAS S.A. / POMBA PETROLEO GAS S.A. ON BEHALF OF PETROQUATA C.A.																			
DISPATCH	AGREEMENT ID 147164																			
INTENDED PORT	ROTTERDAM PORT, NETHERLANDS																			

SUB SECTIONS: (Please read special info in the Sub-Section marked with "X" below)

- X Section 1: Vessel Condition and Performance
- X Section 2: Time Log: Delay/Performance
- X Section 3: Cargo Quantities and Quality
- Section 4: Safety and Environmental

Intercambio de información de Pre transferencia de carga buque/tierra.

La reunión pre transferencia de carga será ejecutada entre la “**Persona a Cargo**” del terminal y el “**Oficial Responsable**” del buque por la transferencia de la carga.

El intercambio de información será formalizado y los documentos endosados por ambas partes. El terminal puede proveer avisos en los cuales este puede requerir al buque publicar para transmitir información importante al personal del buque.

Los procedimientos operacionales acordados durante la reunión de pre transferencia de carga incluirá lo siguiente:

- Asegurar que las válvulas de mar son chequeadas.
- Comienzo de las operaciones de carga a baja rata, y verificaciones hechas al buque y líneas de tierra por fugas previa rata complete.

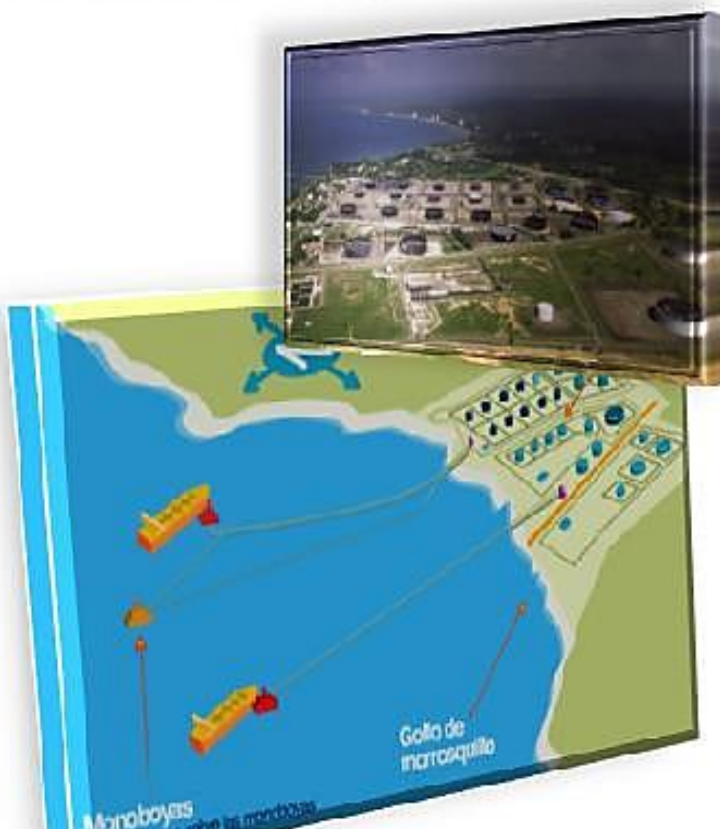
Intercambio de información de Pre transferencia de carga buque/tierra.

- Comparación buque/tierra cada hora de ratas de transferencia y cantidades.
- Participación a los buques antes de ejecutar cambios de tanques en tierra.
- Un intercambio de información entre el personal del muelle durante cambios de guardia.
- Verificación por el terminal que el IGS este totalmente operativo, con tanques inertizados, previo inicio de operaciones de carga.
- Requerimiento del terminal de suspender operaciones de carga en caso de falla del IGS.
- Procedimientos implantados donde los tanques no cumplen requerimientos de IGS.

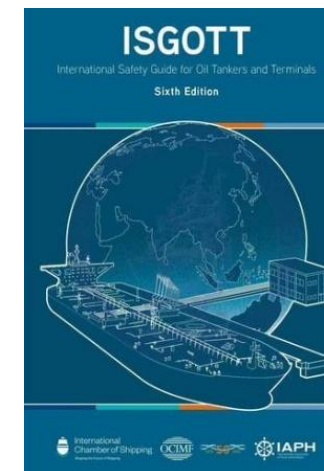
Procedimientos de Comunicación y Precauciones

Intercambio de información de Pre transferencia de carga buque/tierra.

TRANSFERENCIA DE CUSTODIA DE CRUDO AL TANQUERO



- Certificación del llenado de Línea
- Certificate of Origin.
- Deck Watch Diagram.
- Formato Aceptación
- Formato Autorización De Cargue
- Formato Bill of lading
- Formato Bill of Lading Information.
- Formato Cargo And Ballast Information
- Formato Cargo Manifest.
- Formato Disponibilidad de las Instalaciones (Check list-SOM)
- Formato Inert Gas & H2S Check List.
- Formato Key Meeting
- Formato Master's Receipt for Shipping Documents and Sample.
- Formato Nominación
- Formato Plan de Cargue.
- Formato Quality and Quantity Report.
- Formato Registro Horario Operacional.
- Formato Ship Cargo Plan.
- Formato Ship/ Shore Safety Check List
- Formato Tanker Time and Loading Report.
- Fullness of Pipelines between Spm And Shore Tanks.
- Informaciones De ETA De 72, 48 Y 24 Horas Previas Al Arribo.
- Instructivo Aceptación De Nominación
- Instructivo Aproximación, amarre y desamarre del tanquero a la monoboya.
- Instructivo Conexión y desconexión de Mangueras
- Instructivo Determinación del OEQ
- Instructivo Inspección de Seguridad
- Material Safety Data Sheet.
- Norma API MPMS 3.1.A.
- Norma API MPMS-17.6.10.6
- Nota de protesta.
- Notice of Protest & Deficiency Report.
- Port Regulations Book.
- Prearribo
- Smoking Permit.
- Terminal Representative Report.



Reunion Clave - "Key Meeting"

Intercambio de información de Pre transferencia de carga buque/tierra.

- **Asistentes:**

- Personal Terminal
- Inspector Independiente
- Representante Buque

- **Puntos a discutir y/o actualizar:**

- Se Firma el NOR
- Volumen a cargar. Grado API
- Tres últimas cargas a Bordo
- Plan de Carga.
- Acondicionamiento tanques/líneas / bombas.
- Tasa aproximada de carga.
- Definir quien finaliza la carga
- Finalización carga: reducción tasa de bombeo, otros.
- Restricción de calados.
- Contenido/desplazamiento líneas tierra - buque.
- Muestreo de la carga.
- Verificación calibración equipos de medición
- Otros puntos a discutir



Buque	Ventana	Volumen.
:	:	:
:	:	:



**Aspectos Criticos De Control
Proceso Transferencia De Custodia
de Hidrocarburos**

Inspección de Buques

Intercambio de información de Pre transferencia de carga buque/tierra.

- Información para el cálculo del Factor de Experiencia (VEF).
- Comparar el VEF con el Terminal.
- Registrar calado asiento escora.
- Lastre Remanente.
- Tuberías y Tanque del Buque, Tanques vacío.
- Medición cantidad a bordo - OBQ.
- Inspección Combustible.
- Se debe verificar todos los Puntos contenidos en la Lista de Chequeo Check List “ISGOTT”.



**API Manual of Petroleum
Measurement Standards**
Chapter 17—Marine Measurement
Section 9—Vessel Experience Factor (VEF)

Verificación Diferencias Volumétricas Mayores a 0.30 %

Buque

- De no conseguir la causa notificar al Supervisor de Operaciones del Terminal para que autorice zarpe.
- Se ajusta el **B/L** en base a la cifra mas real y se solicita ***Rechequeo de las Cantidades*** en el puerto de descarga.
- Verificar tendencia de carga, mas buque o mas tierra al final de carga la relación debe estar dentro de los parámetros normales para el buque.
- Verificar diferencia de calado, diferencia entre el combustible a la llegada y después de la carga.
- Verificar viajes anteriores al Terminal y determinar tendencia de carga.
- Verificar tablas altura de Ref. de los Tanques del Buque.

Verificación Diferencias Volumétricas Mayores a 0.30 %

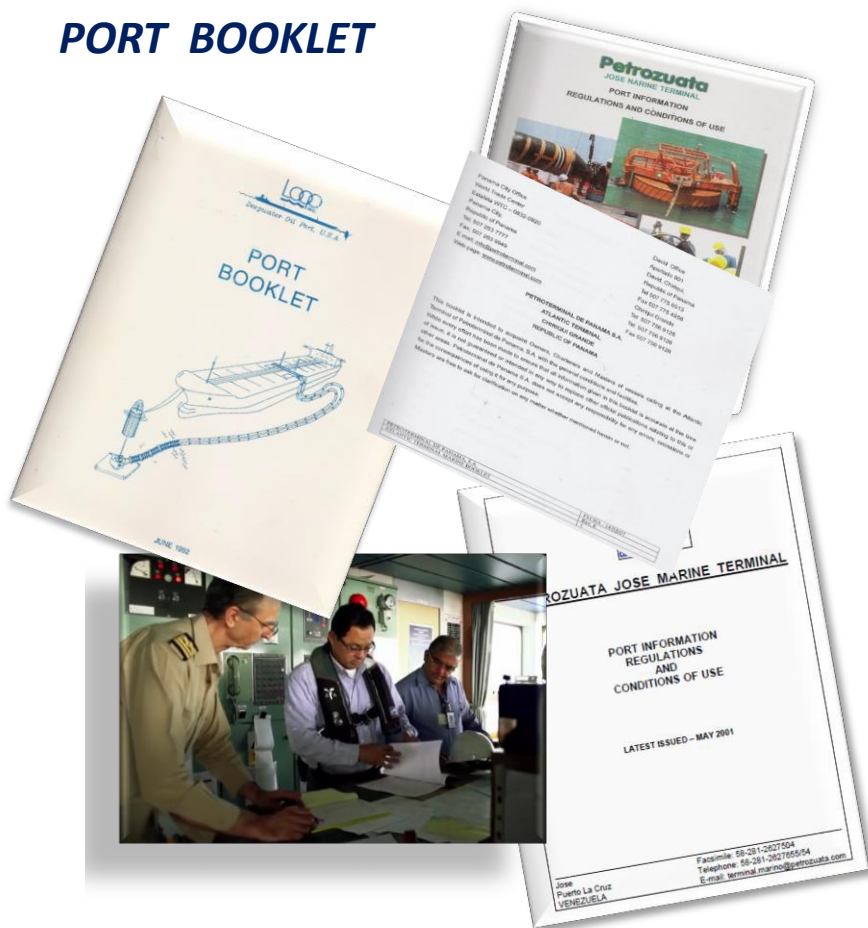
Terminal - Tierra

- De no conseguir la causa notificar al Supervisor de Operaciones del Terminal para que autorice zarpe.
- Verificar medidas de cierre de tanques **Tierra / Buque**.
- Verificar medidas de otros tanques que se encuentren en la misma alineación del tanque(s) nominado(s) para la carga.
- Verificar que los desplazamientos de líneas a buques estén dentro de los parámetros normales.

Lineamientos del Cargo de Loading Master

PORT INFORMATION REGULATIONS AND CONDITIONS USE (PORT BOOKLET)

PORT BOOKLET



CONTENTS		PAGE NO
Section 1	Conditions for the Use	5
Section 2	General Description	7
Section 3	Location	8
Section 4	Communications	10
Section 5	Minimum Standards of Acceptance	12
Section 6	Loading / Discharging Facility	14
Section 7	Arrival and Formalities	16
Section 8	Mooring Operation	18
Section 9	Hose Connection	21
Section 10	Deballasting Operation	22
Section 11	Loading Operations	23
Section 12	Discharging Operations	24
Section 13	Hose Disconnection	25
Section 14	Documentation Procedures	26
Section 15	Departure Operations	27
Section 16	Safety Requirements	29
Section 17	Other Requirements	34

- Appendices:
- I. Safety Requirement Letter
 - II. Ship/Shore Safety Checklist
 - III. Closing Valves Against Flow Letter
 - IV. Vessel Cargo Plan
 - V. Preliminary Loading Instructions

Ship-Shore Safety Checklist (SSSCL)

Es importante que el **Checklist** esté completado durante una inspección en conjunto del buque por personal adiestrado y competente del buque y del terminal para confirmar el nivel requerido de cumplimiento. Este no será conducido como una actividad de escritorio o considerado meramente como un ejercicio de papeleo.

Llevando a cabo sus responsabilidades, ambos representantes, cuestionando al otro, firmando registros y, donde se considere apropiado, por inspección conjunta, asegurarán asimismo que los estándares de seguridad en ambos lados de la operación es aceptable.



Ship-Shore Safety Checklist (SSSCL)

Donde el personal del terminal esté físicamente envuelto con chequeos a bordo, ellos estarán enterados de los riesgos y de los procedimientos y peligros asociados, que chequear y diferentes tipos de aislamiento. Repetición de los chequeos serán llevados a cabo y registrados como es requerido en el **Checklist**.

“Las operaciones de transferencia serán aplazadas hasta tanto los ítems insatisfactorios identificadas en el Checklist sean corregidos, y no se iniciarán a menos que todas las partes entiendan sus responsabilidades, incluyendo la autoridad para parar operaciones cuando hay aspectos que comprometen la seguridad y contaminación”.

SHIP/SHORE SAFETY CHECKLIST					
PART 'A' - BULK LIQUID GENERAL - PHYSICAL CHECKS					
	Bulk Liquid - General	Ship	Terminal	Code	Remarks
1	There is safe access between the ship and shore.			R	
2	The ship is securely moored.			R	
3	The agreed ship/shore communication system is operative.			A R	System Back up system.
4	Emergency towing-off pennants are correctly rigged and positioned.			R	
5	The ship's fire hoses and firefighting equipment is positioned and ready for immediate use.			R	
6	The terminal's fire-fighting equipment is positioned and ready for immediate use.			R	
7	The ship's cargo and bunker hoses, pipelines and manifolds are in Good condition, properly rigged and appropriate for the service intended.				
8	The terminal's cargo and bunker hoses/arms are in good condition, properly rigged and appropriate for the service intended.				

Ship-Shore Safety Checklist (SSSCL)

ISGOTT (Sexta Edición) - Capítulo 25 - Sección 25.1

Antes de comenzar las operaciones de carga y/o lastre, el Capitán o su representante y el representante del Terminal (Loading Master) deben:

- Establecer acuerdos por escrito sobre los procedimientos de transferencia de carga incluyendo la máxima rata de carga / descarga.
- Establecer acuerdos por escrito sobre las acciones a tomar en caso de que surja un evento de emergencia durante las operaciones.
- Completar y firmar la Lista de Verificación de Seguridad Buque-Tierra.

Ship-Shore Safety Checklist (SSSCL)

- Interés mutuo en realizar operaciones seguras y eficientes.
- A través de la SSSCL se acuerdan las condiciones básicas de la seguridad operacional de la transferencia de carga.
- El buque y la terminal deben adherirse estrictamente a los requerimientos de la ISGOTT.
- Una vez se completa y se firma el SSSCL se asume la responsabilidad de lo que allí se declara.

Ship-Shore Safety Checklist (SSSCL)

“Hay Items que son de la sola responsabilidad del buque, otros de la responsabilidad de la terminal y otros que se verifican o acuerdan in situ pero la asignación de responsabilidad no implica que la otra parte está exento de chequear para verificar el cumplimiento”.

Ship-Shore Safety Checklist (SSSCL)

- El oficial del buque debe chequear personalmente los puntos bajo su responsabilidad y el representante del terminal hacer lo mismo con los puntos bajo su control, pero en cualquier caso una inspección en conjunto alrededor del buque es deseable. CHEQUEOS SIMILARES DEBEN SER CONDUCTIDOS EN TIERRA.
- Si los requerimientos mínimos de seguridad son insuficientes ENTONCES LAS OPERACIONES DE TRANSFERENCIA DE CARGA DEBEN SER SUSPENDIDAS hasta tomar las acciones apropiadas.

Preparación y Analogía del SSSCL



ISGOTT Checks pre-arrival Ship/Shore Safety Checklist

Part 1A. Tanker: checks pre-arrival			
Item	Check	Status	Remarks
1	Pre-arrival information is exchanged (6.5,21.2)	☐ Yes	
2	International shore fire connection is available(5.5, 19.4.3.1)	☐ Yes	MANIFOLD AREAS
3	Transfer hoses are of suitable construction(18.2)	☐ Yes	VESSEL' S CARGO LINES IN SUITABLE CONDITION
4	Terminal information booklet reviewed (15.2.2)	☐ Yes	
5	Pre-berthing information is exchanged (21.3,22.3)	☐ Yes	
6	Pressure/vacuum valves and/or high velocityvents are operational (11.1.8)	☐ Yes	
7	Fixed and portable oxygen analyzers areoperational (2.4)	☐ Yes	

Part 1B. Tanker: checks pre-arrival if using an inert gas system			
Item	Check	Status	Remarks
8	Inert gas system pressure and oxygen recorders are operational (11.1.5.2, 11.1.11)	☐ Yes	
9	Inert gas system and associated equipmentare operational (11.1.5.2, 11.1.11)	☐ Yes	
10	Cargo tank atmospheres' oxygen content isless than 8% (11.1.3)	Yes	
11	Cargo tank atmospheres are at positivepressure (11.1.3)	☐ Yes	

ISGOTT Checks pre-arrival Ship/Shore Safety Checklist

Part 2. Terminal: checks pre-arrival			
Item	Check	Status	Remarks
12	Pre-arrival information is exchanged (6.5,21.2)	☐ Yes	
13	International shore fire connection is available (5.5, 19.4.3.1, 19.4.3.5)	☐ Yes	
14	Transfer equipment is of suitable construction (18.1, 18.2)	☐ Yes	
15	Terminal information booklet transmitted to tanker (15.2.2)	☐ Yes	
16	Pre-berthing information is exchanged (21.3, 22.3)	☐ Yes	

ISGOTT Checks after mooring Ship/Shore Safety Checklist

Part 3. Tanker: checks after mooring			
Item	Check	Status	Remarks
17	Fendering is effective (22.4.1)	Yes	
18	Mooring arrangement is effective (22.2,22.4.3)	Yes	
19	Access to and from the tanker is safe (16.4)	Yes	
20	Scuppers and savealls are plugged (23.7.4,23.7.5)	Yes	
21	Cargo system sea connections and overboarddischarges are secured (23.7.3)	Yes	
22	Very high frequency and ultra high frequency transceivers are set to low power mode (4.11.6,4.13.2.2)	☐ Yes	
23	External openings in superstructures arecontrolled (23.1)	☐ Yes	
24	Pumproom ventilation is effective (10.12.2)	☐ Yes	
25	Medium frequency/high frequency radioantennae are isolated (4.11.4, 4.13.2.1)	☐ Yes	
26	Accommodation spaces are at positivepressure (23.2)	☐ Yes	
27	Fire control plans are readily available(9.11.2.5)	☐ Yes	P/C ACCOMMODATION GANGWAY
Part 4. Terminal: checks after mooring			
Item	Check	Status	Remarks
28	Fendering is effective (22.4.1)	☐ Yes	
29	Tanker is moored according to the terminalmooring plan (22.2, 22.4.3)	☐ Yes	
30	Access to and from the terminal is safe (16.4)	☐ Yes	
31	Spill containment and sumps are secure(18.4.2, 18.4.3, 23.7.4, 23.7.5)	☐ Yes	

Part 5A. Tanker and terminal: pre-transfer conference				
Item	Check	Tanker status	Terminal status	Remarks
32	Tanker is ready to move at agreed notice period (9.11, 21.7.1.1, 22.5.4)	☐ Yes	☐ Yes	
33	Effective tanker and terminal communications are established (21.1.1, 21.1.2)	☐ Yes	☐ Yes	VHF CHANNEL 14
34	Transfer equipment is in safe condition (isolated, drained and de-pressurised) (18.4.1)	☐ Yes	☐ Yes	
35	Operation supervision and watchkeeping is adequate (7.9, 23.11)	☐ Yes	☐ Yes	CCR: OOW / CH. OFF. DECK: MIN 3 PERSONS
36	There are sufficient personnel to deal with an emergency (9.11.2.2, 23.11)	☐ Yes	☐ Yes	
37	Smoking restrictions and designated smoking areas are established (4.10, 23.10)	☐ Yes	☐ Yes	P/S DECK A "SMOOKING ROOM"
38	Naked light restrictions are established (4.10.1)	☐ Yes	☐ Yes	NO NAKED LIGHTS.
39	Control of electrical and electronic devices is agreed (4.11, 4.12)	☐ Yes	☐ Yes	
40	Means of emergency escape from both tanker and terminal are established (20.5)	☐ Yes	☐ Yes	PORT SIDE GAMGWAY LIFE BOAT VESSEL
41	Firefighting equipment is ready for use (5, 19.4, 23.8)	☐ Yes	☐ Yes	
42	Oil spill clean-up material is available (20.4)	☐ Yes	☐ Yes	
43	Manifolds are properly connected (23.6.1)	☐ Yes	☐ Yes	
44	Sampling and gauging protocols are agreed (23.5.3.2, 23.7.7.5)	☐ Yes	☐ Yes	CLOSED METHOD ONLY
45	Procedures for cargo, bunkers and ballast handling operations are agreed (21.4, 21.5, 21.6)	☐ Yes	☐ Yes	
46	Cargo transfer management controls are agreed (12.1)	☐ Yes	☐ Yes	
47	Cargo tank cleaning requirements, including crude oil washing, are agreed (12.3, 12.5, 21.4.1)	☐ Yes	☐ Yes	See also parts 7B/7C as applicable

Part 5A. Tanker and terminal: pre-transfer conference (cont.)				
48	Cargo tank gas freeing arrangements agreed (12.4)	☐ Yes	☐ Yes	See also part 7C
49	Cargo and bunker slop handling requirements agreed (12.1, 21.2, 21.4)	☐ Yes	☐ Yes	See also part 7C
50	Routine for regular checks on cargo transferred are agreed (23.7.2)	☐ Yes	☐ Yes	AS PER SHIP SHORE SAFETY CHECK LIST
51	Emergency signals and shutdown procedures are agreed (12.1.6.3, 18.5, 21.1.2)	☐ Yes	☐ Yes	3 X STOP
52	Safety data sheets are available (1.4.4, 20.1, 21.4)	☐ Yes	☐ Yes	
53	Hazardous properties of the products to be transferred are discussed (1.2, 1.4)	☐ Yes	☐ Yes	
54	Electrical insulation of the tanker/terminal interface is effective (12.9.5, 17.4, 18.2.14)	☐ Yes	☐ Yes	
55	Tank venting system and closed operation procedures are agreed (11.3.3.1, 21.4, 21.5, 23.3.3)	☐ Yes	☐ Yes	FIXED IG SYSTEM – MAST RISER
56	Vapour return line operational parameters are agreed (11.5, 18.3, 23.7.7)	☐ Yes	☐ Yes	
57	Measures to avoid back-filling are agreed (12.1.13.7)	☐ Yes	☐ Yes	
58	Status of unused cargo and bunker connections is satisfactory (23.7.1, 23.7.6)	☐ Yes	☐ Yes	
59	Portable very high frequency and ultra high frequency radios are intrinsically safe (4.12.4, 21.1.1)	☐ Yes	☐ Yes	INTRINSICALLY SAFE ONLY
60	Procedures for receiving nitrogen from terminal to cargo tank are agreed (12.1.14.8)	☐ Yes	☐ Yes	

Part 5B. Tanker and terminal: bulk liquid chemicals. Checks pre-transfer				
61	Inhibition certificate received (if required) from manufacturer	☐ Yes	☐ Yes	
62	Appropriate personal protective equipment identified and available (4.8.1)	☐ Yes	☐ Yes	ON DECK, READY TO USE
63	Countermeasures against personal contact with cargo are agreed (1.4)	☐ Yes	☐ Yes	AS PER MSDS
64	Cargo handling rate and relationship with valve closure times and automatic shutdown systems is agreed (16.8, 21.4, 21.5, 21.6)	☐ Yes	☐ Yes	
65	Cargo system gauge operation and alarm set points are confirmed (12.1.6.6.1)	☐ Yes	☐ Yes	

Part 5B. Tanker and terminal: bulk liquid chemicals. Checks pre-transfer (cont.)				
Item	Check	Tanker status	Terminal status	Remarks
66	Adequate portable vapour detection instruments are in use (2.4)	☐ Yes	☐ Yes	
67	Information on firefighting media and procedures is exchanged (5, 19)	☐ Yes	☐ Yes	
68	Transfer hoses confirmed suitable for the product being handled (18.2)	☐ Yes	☐ Yes	
69	Confirm cargo handling is only by a permanent installed pipeline system	☐ Yes	☐ Yes	
70	Procedures are in place to receive nitrogen from the terminal for inerting or purging (12.1.14.8)	☐ Yes	☐ Yes	

Part 5C. Tanker and terminal: liquefied gas. Checks pre-transfer				
Item	Check	Tanker status	Terminal status	Remarks
71	Inhibition certificate received (if required) from manufacturer	☐ Yes	☐ Yes	
72	Water spray system is operational (5.3.1, 19.4.3)	☐ Yes	☐ Yes	
73	Appropriate personal protective equipment is identified and available (4.8.1)	☐ Yes	☐ Yes	
74	Remote control valves are operational	☐ Yes	☐ Yes	
75	Cargo pumps and compressors are operational	☐ Yes	☐ Yes	
76	Maximum working pressures are agreed between tanker and terminal (21.4, 21.5, 21.6)	☐ Yes	☐ Yes	
77	Reliquefaction or boil-off control equipment is operational	☐ Yes	☐ Yes	
78	Gas detection equipment is appropriately set for the cargo (2.4)	☐ Yes	☐ Yes	
79	Cargo system gauge operation and alarm set points are confirmed (12.1.6.6.1)	☐ Yes	☐ Yes	
80	Emergency shutdown systems are tested and operational (18.5)	☐ Yes	☐ Yes	
81	Cargo handling rate and relationship with valve closure times and automatic shutdown systems is agreed (16.8, 21.4, 21.5, 21.6)	☐ Yes	☐ Yes	
82	Maximum/minimum temperatures/pressures of the cargo to be transferred are agreed (21.4, 21.5, 21.6)	☐ Yes	☐ Yes	
83	Cargo tank relief valve settings are confirmed (12.11, 21.2, 21.4)	☐ Yes	☐ Yes	

Part 6. Tanker and terminal: agreements pre-transfer				
Part 5 item	Agreement	Details	Tanker initials	Terminal initials
32	Tanker manoeuvring readiness	Notice period (maximum) for full readiness to manoeuvre: 30 MIN. Period of disablement (if permitted): NORMALLY NOT		
33	Security protocols	Security level: 1 Local requirements: 1		
33	Effective tanker/terminal communications	Primary system: VHF CH 14 Backup system: VHF CH 16		
35	Operational supervision and watchkeeping	Tanker: CCR: OOW / CH. OFF. / 03 CREW ON DECK Terminal: LOADING MASTER & 03 JETTY MAN		
37 38	Dedicated smoking areas and naked lights restrictions	Tanker: A-DECK PORT & STBD Terminal: N/A		
45	Maximum wind, current and sea/swell criteria or other environmental factors	Stop cargo transfer: 30 knots Disconnect: 35 knots Unberth: 45 knots		
45 46	Limits for cargo, bunkers and ballast handling	Maximum transfer rates: 30.000 barrels/hr Topping-off rates: 5.000 barrels /hr Maximum manifold pressure: 7.0 bar Cargo temperature: 50° Celsius Other limitations: N/A		

Part 6. Tanker and terminal: agreements pre-transfer (cont.)				
Part 5 item	Agreement	Details	Tanker initials	Terminal initials
45 46	Pressure surge control	Minimum number of ship's cargo tanks open: 06 COT Ship Tank switching protocols: OPEN & SHUT Minimum number of shore cargo tanks open: 02 TANKS Shore Tank switching protocols: OPEN & SHUT Full load rate: 30.000 BARRELS/HR Topping-off rate: 5.000 BARRELS/R Closing time of automatic valves: 10 SECONDS		
46	Cargo transfer management procedures	Action notice periods: 01 HR / 30 MIN / 5 MIN Transfer stop protocols: COMPLETED CARGO		
50	Routine for regular checks on cargo transferred are agreed	Routine transferred quantity checks: AS PER SSSCL		
51	Emergency signals	Tanker: 3 X STOP Terminal: 3 X STOP		
55	Tank venting system	Procedure: FIXED IG SYSTEM – MAST RISER		
55	Closed operations	Requirements: CLOSED OPERATIONS ONLY		
56	Vapour return line	Operational parameters: N/A Maximum flow rate: N/A		
60	Nitrogen supply from terminal	Procedures to receive: N/A Maximum pressure: N/A Flow rate: N/A		

Part 6. Tanker and terminal: agreements pre-transfer (cont.)				
Part 5 item ref	Agreement	Details	Tanker initials	Terminal initials
83	For gas tanker only: cargo tank relief valve settings	Tank 1: Tank 2: Tank 3: Tank 4: Tank 5: Tank 6: Tank 7: Tank 8: Tank 9: Tank 10:		
XX	Exceptions and additions	Special issues that both parties should be aware of: NIL		

Part 7A. General tanker: checks pre-transfer			
Item	Check	Status	Remarks
84	Portable drip trays are correctly positioned and empty (23.7.5)	☐ Yes	
85	Individual cargo tank inert gas supply valves are secured for cargo plan (12.1.13.4)	☐ Yes	
86	Inert gas system delivering inert gas with oxygen content not more than 5% (11.1.3)	☐ Yes	
87	Cargo tank high level alarms are operational (12.1.6.6.1)	☐ Yes	
88	All cargo, ballast and bunker tanks openings are secured (23.3)	☐ Yes	

Part 7B. Tanker: checks pre-transfer if crude oil washing is planned			
Item	Check	Status	Remarks
89	The completed pre-arrival crude oil washing checklist, as contained in the approved crude oil washing manual, is copied to terminal (12.5.2, 21.2.3)	☐ Yes	
90	Crude oil washing checklists for use before, during and after crude oil washing are in place ready to complete, as contained in the approved crude oil washing manual (12.5.2, 21.6)	☐ Yes	

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

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 **04** Hours for the tanker and not more than **04** 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

Repetitive checks

Part 8. Tanker: repetitive checks during and after transfer								
Item ref	Check	Time	Time	Time	Time	Time	Time	Remarks
Interval time: hrs		20:00	24:00	04:00	08:00	12:00	16:00	
8	Inert gas system pressure and oxygen recording operational	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	
9	Inert gas system and all associated equipment are operational	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	
11	Cargo tank atmospheres are at positive pressure	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	
18	Mooring arrangement is effective	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	
19	Access to and from the tanker is safe	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	
20	Scuppers and savealls are plugged	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	
23	External openings in superstructures are controlled	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	
24	Pumproom ventilation is effective	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	
28	Tanker is ready to move at agreed notice period	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	
29	Fendering is effective	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	
33	Communications are effective	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	
35	Supervision and watchkeeping is adequate	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	
36	Sufficient personnel are available to deal with an emergency	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	
37	Smoking restrictions and designated smoking areas are complied with	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	
38	Naked light restrictions are complied with	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	

Part 8. Tanker: repetitive checks during and after transfer (cont.)								
39	Control of electrical devices and equipment in hazardous zones is complied with	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	
40 41 42 51	Emergency response preparedness is satisfactory	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	
54	Electrical insulation of the tanker/terminal interface is effective	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	
55	Tank venting system and closed operation procedures are as agreed	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	
85	Individual cargo tank inert gas valves settings are as agreed	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	
86	Inert gas delivery maintained at not more than 5% oxygen	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	
87	Cargo tank high level alarms are operational	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	
Initials								

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	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	
19	Access to and from the terminal is safe	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	
29	Fendering is effective	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	
32	Spill containment and sumps are secure	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	
33	Communications are effective	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	
35	Supervision and watchkeeping is adequate	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	
36	Sufficient personnel are available to deal with an emergency	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	
37	Smoking restrictions and designated smoking areas are complied with	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	
38	Naked light restrictions are complied with	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	
39	Control of electrical devices and equipment in hazardous zones is complied with	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	
40 41 47 51	Emergency response preparedness is satisfactory	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	
54	Electrical insulation of the tanker/terminal interface is effective	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	
55	Tank venting system and closed operation procedures are as agreed	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	
Initials								



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