

# Bunker Checklist

## Alcohol Based Series

Ship to Ship bunker operations

Version C

Operations without a POAC at buoys, dolphins or at sea

The different versions of the IAPH bunker checklists are based upon the site operator involvement as per the table below:

Bunker operation type	Site operator involvement			Checklist to be used
	Site preparations	Bunker operation	Simultaneous operations	
Ship to Ship Project-based bunker operations	√	√	√	STS version A
Ship to Ship at a "Bunker Ready Terminal"	√		√	STS version B
Ship to Ship bunker operations without a POAC at buoys, dolphins or at sea				STS version C

This document is the STS bunker checklist version C for alcohol based fuels

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## Who is this checklist for?

This document is **version C** of IAPH's Ship to Ship bunker checklist for alcohol based fuels. This checklist is suitable for flammable and toxic liquids, among others methanol, bio-methanol, ethanol, bio-ethanol and e-methanol. This version has been developed specifically for the STS bunkering of vessels on buoys, dolphins or at sea, without a person in overall advisory control.

Safe bunker operations depend on good, closed-loop communication between all parties involved in the bunker operation, and on compliance with the agreed safety procedures at all stages. This bunker checklist helps to ensure that all appropriate checks are formally agreed, carried out and recorded.

The checklist has been developed in cooperation with maritime industry partners that have expertise in Ship-To-Ship bunkering of vessels with alcohol based fuels. methanol. The checklist mitigates the risk related to the flammable and toxic nature of the liquid fuel.

The bunker process is divided into six phases and the checklist has therefore six main parts:

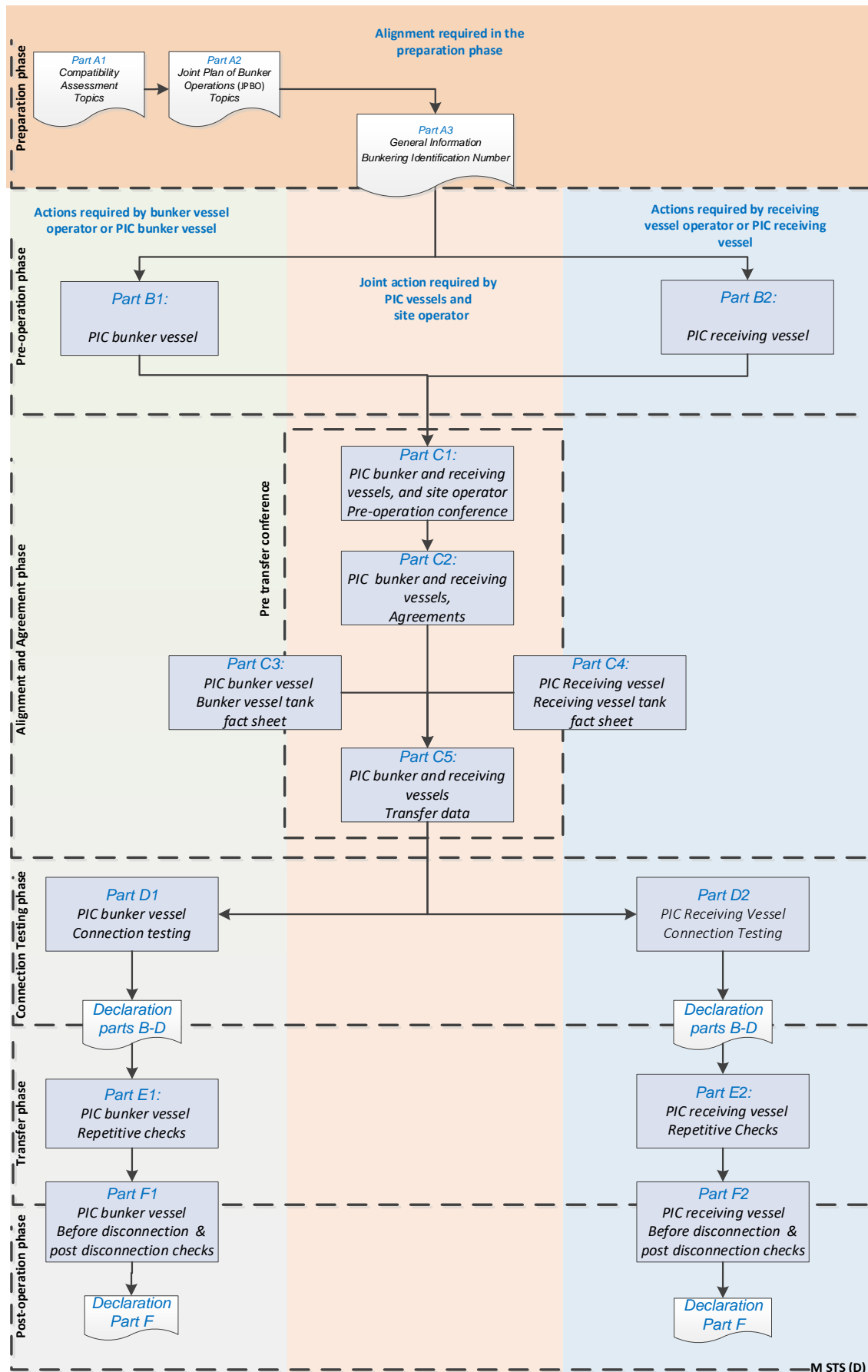
- Part A – Preparation phase
- Part B – Pre-operation phase
- Part C – Alignment and agreement phase
- Part D – Connection testing phase
- Part E – Transfer phase
- Part F – Post-operation phase

## Used abbreviations

BIN	Bunker Identification Number
JPBO	Joint Plan of Bunker Operations
BMP	Bunkering Management Plan
ESD	Emergency Shut Down
(P)ERS	(Powered) Emergency Release System
PIC	Person in Charge
POAC	Person in Overall Advisory Control
PPE	Protecting Personal Equipment
QCDC	Quick Connect and Disconnect Coupling
SIMOPS	Simultaneous Operations
STS	Ship to Ship

# Schematic overview of the bunker process

Below is an overview of the specific STS bunker process at buoys, dolphins or at sea:



## Instructions for completing the ship-to-ship bunker checklist

The checklist consists of six main parts, A - F. The main parts are divided into multiple sub-parts for individual completion by either the bunker vessel or the receiving vessel. In Part C the sub-parts are completed together during the pre-transfer conference.

### Part A: Preparation phase

In the preparation phase the bunker vessel operator together with the receiving vessel operator shall start a compatibility assessment. **Part A1** with topics for the compatibility check can be used to check if all issues are addressed.

Both vessel operators will agree on who will take the lead in drafting the Joint Plan of Bunker Operations (JPBO). The agreed party will draft the JPBO based on the bunker management plans of both vessels, the exchanged information and local specific information of the berth and the agreements made during the compatibility check. **Part A2** with topics for the Joint Plan of Bunker Operations can be used to check if all items are addressed.

*If there are any outstanding items, this should be explained in the communication for pre-arrival review by the representatives.*

Upon receipt of the JPBO, parties involved shall complete **part A3** with the general bunker information and an agreed unique 'Bunker Identification Number' (BIN). This BIN should be entered in the top right corner on each sub-part throughout the checklist.

### Part B: Pre-operation phase

The person in charge (PIC) of the bunker vessel shall complete **part B1**. The PIC of the receiving vessel shall complete **part B2**. Both vessel operators will review and finalize the JPBO. Copies of **part B1 and B2** shall be exchanged with the parties as soon as possible, but not later than the pre-transfer conference.

### Part C: Alignment and agreement phase

Before the transfer of fuel starts, the PIC of the bunker vessel and the PIC of the receiving vessel shall meet to conduct a pre-transfer conference. They shall jointly complete **part C1** and the agreement sheet in **part C2**. The PIC of the bunker vessel shall complete **part C3** and share it with the PIC of the receiving vessel. The PIC of the receiving vessel shall complete **part C4** and share it with the PIC of the bunker vessel. To finalize the pre-bunkering phase, the PICs shall jointly complete **part C5**.

### Part D: Connection testing phase

Before the operation starts the PIC of the bunker vessel completes **part D1**, the PIC of the receiving vessel completes **part D2**.

### Pre-transfer declaration

Before transfer, the PICs of the bunker vessel and receiving vessel shall undersign the items checked in **parts B - D**.

### Part E: Transfer phase

The PIC of the bunker vessel shall complete the repetitive checks in **part E1** at the agreed intervals. The PIC of the receiving vessel shall complete the repetitive checks in **part E2** at the agreed intervals. All involved parties shall have their record available for review by the other involved parties.

### Part F: Post-operation phase

At the end of the transfer, before disconnection, the PIC of the bunker vessel shall complete the checks “Before disconnection” of **part F1**, and the PIC of the receiving vessel shall complete the checks “Before disconnection” of **part F2**. When they have confirmed to each other that their pre-disconnection checks are satisfactory, they may disconnect.

After disconnection the PIC of the bunker vessel shall complete the **part F1** checks “Completion of operation”, the PIC of the receiving vessel shall complete the **part F2** checks “Completion of operation”.

### Post-operation declaration

After transfer the PICs of the bunker vessel and receiving vessel shall undersign the items checked in **part F**.

### Special notes

#### Checklist code

The codes that are used in the checklist columns indicate:

- A To be entered in the agreement sheet: Part C2
- R Subject to a repetitive check: Part E1, E2, E3
- JPBO See the Joint Bunker Management Plan for details

#### Not applicable

If the “ *Not applicable*” tick box is used, then all the involved parties must agree that the relevant safeguard is not applicable.

#### When unable to check the Yes box

If during the use of the checklists in phase B – F it isn’t possible to satisfactorily tick a “Yes” box while the check is applicable, then the issue shall be brought to the immediate attention of the other parties and corrected before the start of the operation. If it is not possible to correct the issue, then a further joint review should be undertaken to confirm whether the bunkering can safely proceed and whether additional mitigations are required to be agreed.

#### Agreed Physical Quantity

To avoid any confusion during the operation, in Part C5 an agreed decision shall be made on the physical quantity unit:

Agreed Physical Quantity Unit (PQU)
Note the agreed Physical Quantity Unit (PQU): <input type="checkbox"/> m <sup>3</sup> or <input type="checkbox"/> tonnes or _____

In this block the agreement is noted on the unit for quantity or volume that will be used during the exchange of information on the quantity or volume.

## Part A1 Preparation - Compatibility assessment topics

The list of topics is an unlimited open guidance and can be expanded with other topics.

<p><b>Local and terminal requirements:</b></p> <ul style="list-style-type: none"> <li>- Local regulations and approvals</li> <li>- Control zones on board and safety measures</li> <li>- Controlled acces to safety- and hazardous zone</li> <li>- Approved safety distance to public (external safety in a port)</li> </ul> <p><b>Mooring:</b></p> <ul style="list-style-type: none"> <li>- Mooring analyses</li> <li>- Mooring points</li> <li>- Mooring loads</li> <li>- Mooring lines</li> <li>- Mooring gear load limits (bollards, chocks, rollers etc.)</li> <li>- Fendering</li> <li>- Hull form flat side</li> <li>- Overall dimensions</li> <li>- Bridge wings</li> <li>- Freeboard</li> </ul> <p><b>Equipment:</b></p> <ul style="list-style-type: none"> <li>- Approved transfer equipment</li> <li>- Electrical insulation</li> <li>- Crane and crane reach</li> <li>- Loading arm and arm reach</li> <li>- Boom</li> <li>- Hoses</li> <li>- Hose support equipment</li> <li>- Manifold</li> <li>- Deluge System</li> <li>- Drip trays, gutters</li> </ul>	<p><b>Manifold:</b></p> <ul style="list-style-type: none"> <li>- Distancing</li> <li>- Spacing, orientation</li> <li>- Height and strength</li> <li>- Layout</li> <li>- Instrumentation</li> <li>- Connectors and connections</li> <li>- Connections size and design</li> <li>- QCDC</li> <li>- Spill containment</li> </ul> <p><b>Connection:</b></p> <ul style="list-style-type: none"> <li>- Lifting arrangements</li> <li>- Bunker and vapour return hose configuration</li> <li>- Distancing (between manifold and bunkerstation - height and length)</li> <li>- ESD, (P)ERC, ESD interlink</li> </ul> <p><b>Bunkering and safety measures:</b></p> <ul style="list-style-type: none"> <li>- Freeboard differences during bunkering</li> <li>- Draft and tidal changes</li> <li>- Weather and Wave conditions</li> <li>- Inerting</li> <li>- Bunkering procedures including purging and tests</li> <li>- Transfer data</li> <li>- Maximum allowable parameters</li> <li>- Vapour management</li> <li>- Hazardous area classification and control</li> <li>- Exposure distances conform Industrial standards</li> <li>- SIMOPS</li> <li>- Responsibilities PIC and manifold crew in charge</li> <li>- Supervision</li> </ul>	<p><b>People:</b></p> <ul style="list-style-type: none"> <li>- Personnel Instruction</li> <li>- Incident response instruction and training</li> <li>- Familiarity of personnel with safety areas and safety measures during bunkering</li> <li>- Emergency stop signal and shutdown procedures</li> <li>- Organisation</li> <li>- Roles and Responsibilities</li> <li>- PIC appointment</li> </ul> <p><b>Incident response:</b></p> <ul style="list-style-type: none"> <li>- Fire control plan</li> <li>- Emergency Response procedures</li> <li>- Contingency planning</li> </ul> <p><b>Communication:</b></p> <ul style="list-style-type: none"> <li>- Joint Plan of Bunker Operations (JPBO)</li> <li>- Means of communication</li> <li>- Communication procedures and contact</li> <li>- Details involved parties</li> <li>- Language</li> <li>- Communication PIC Vessels</li> <li>- Data communication between safety and ESD systems</li> </ul>
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## Part A2 Preparation - Joint Plan of Bunker Operations topics

The list of topics is an unlimited open guidance and can be expanded with other topics.

<p><b>General</b></p> <ul style="list-style-type: none"> <li>- Unique Bunker Identification Number (BIN)</li> <li>- Purpose and scope of the JPBO</li> <li>- Report of the Compatibility check</li> </ul> <p><b>Transfer system</b></p> <ul style="list-style-type: none"> <li>- ERS</li> <li>- ESD link</li> <li>- ESD test</li> <li>- Spill /gas detection and control systems</li> </ul> <p><b>Roles and Responsibilities</b></p> <ul style="list-style-type: none"> <li>- Organization</li> <li>- Responsibilities PIC vessels and manifold crew in charge</li> <li>- Mandatory permissions</li> </ul> <p><b>Bunker operation</b></p> <ul style="list-style-type: none"> <li>- Approach</li> <li>- Mooring</li> <li>- Checklist to be used, latest version</li> <li>- Handling and connection of bunker hose and vapor return hose</li> <li>- Hose Saddle, Deluge System, Manifold Connection, Drip trays, gutters.</li> <li>- Connection, pressure test, purging</li> <li>- Environmental Operating Limits</li> <li>- Sequence of actions in case of a spill</li> <li>- PPE, personal safety</li> <li>- Draining, purging disconnecting, inerting</li> <li>- Post transfer procedures</li> <li>- Unmooring</li> </ul>	<p><b>Vessels details</b></p> <ul style="list-style-type: none"> <li>- Description of the involved vessels</li> <li>- Specification of the ships</li> <li>- Access to the vessel and access control of safety zones (including supervision)</li> </ul> <p><b>Bunker preparation</b></p> <ul style="list-style-type: none"> <li>- Mooring analyses report, mooringplan</li> <li>- Description of location, bunkering zones</li> <li>- Description of safety zones</li> <li>- Fendering / mooring</li> <li>- Safety meeting</li> <li>- Bunker transfer: equipment and procedures</li> <li>- Energy carrier supply specification</li> <li>- Volumes (Quantities and characteristics)</li> <li>- Communication (e.g. language), contact details</li> <li>- SIMOPS</li> <li>- Control zones, safeguards</li> </ul> <p><b>Emergencies</b></p> <ul style="list-style-type: none"> <li>- Emergency preparedness and response</li> <li>- Emergency shutdown system</li> </ul>
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Part A3  
General information and bunkering identification number

Bunker Identification Number (BIN): \_\_\_\_\_

JPBO version number: \_\_\_\_\_

Planned date and time: \_\_\_\_\_

Port and Berth: \_\_\_\_\_

Applicable fuel: Methanol / \_\_\_\_\_

Bunker vessel: \_\_\_\_\_

Receiving vessel: \_\_\_\_\_

BIN: \_\_\_\_\_

Part B1  
Pre-operation - PIC bunker vessel

B1	Check	Status	Code	Remarks
1	Mooring arrangement is effective	<input type="checkbox"/> Yes	R	
2	Firefighting equipment is ready for use	<input type="checkbox"/> Yes		
3	Fire control plans are readily available	<input type="checkbox"/> Yes		
4	Sufficient area illumination	<input type="checkbox"/> Yes	A - R	
5	The bunker vessel can sail under its own power in a safe and non-obstructed direction	<input type="checkbox"/> Yes	R	
6	The restricted marine zone is free of other vessels and the safety area on board is free of unauthorized persons and ignition sources.	<input type="checkbox"/> Yes	R	
7	Safety measures within the safety area are observed	<input type="checkbox"/> Yes		
8	External doors, portholes and accommodation ventilation inlets are closed as per operations manual	<input type="checkbox"/> Yes	R	
9	Appropriate personal protective equipment is identified and available	<input type="checkbox"/> Yes		
10	Safety Shower, eyewash ready for use	<input type="checkbox"/> Yes		
11	Spill arrangements are effective and suitable for the applicable fuel	<input type="checkbox"/> Yes		
12	Scuppers and save-alls are plugged, spill trays are empty, and drains are closed	<input type="checkbox"/> Yes		
13	Bunker pumps are in good working order	<input type="checkbox"/> Yes		
14	Inert gas system is in good working order	<input type="checkbox"/> Yes		<input type="checkbox"/> Not applicable
15	Control valves are well maintained and in good working order	<input type="checkbox"/> Yes		
16	Unused bunker connections are blanked and fully secured	<input type="checkbox"/> Yes		
17	Mandatory signalling for bunkering is shown	<input type="checkbox"/> Yes		<input type="checkbox"/> Not applicable

BIN: \_\_\_\_\_

Part B2  
Pre-operation - PIC receiving vessel

B2	Check	Status	Code	Remarks
1	Mooring arrangement is effective	<input type="checkbox"/> Yes	R	
2	Firefighting equipment is ready for use	<input type="checkbox"/> Yes		
3	Fire control plans are readily available	<input type="checkbox"/> Yes		
4	Sufficient area illumination	<input type="checkbox"/> Yes	A - R	
5	The receiving vessel can sail under its own power in a safe and non-obstructed direction.	<input type="checkbox"/> Yes	R	
6	The restricted area on board is free of unauthorized persons and ignition sources.	<input type="checkbox"/> Yes	R	
7	Safety measures within the safety area are observed	<input type="checkbox"/> Yes		
8	Measures for the prevention of falling objects onto the bunker vessel are observed	<input type="checkbox"/> Yes		
9	External doors, portholes and accommodation ventilation inlets are closed as per operations manual	<input type="checkbox"/> Yes	R	
10	Appropriate personal protective equipment is identified and available	<input type="checkbox"/> Yes		
11	Safety Shower, eyewash ready for use	<input type="checkbox"/> Yes		
12	Spill arrangements are effective and suitable for the applicable fuel	<input type="checkbox"/> Yes		
13	Scuppers and save-alls are plugged, spill trays are empty, and drains are closed.	<input type="checkbox"/> Yes		
14	Inert gas system is in good working order	<input type="checkbox"/> Yes		<input type="checkbox"/> Not applicable
15	Control valves are well maintained and in good working order	<input type="checkbox"/> Yes		
16	Unused bunker connections are blanked and fully secured	<input type="checkbox"/> Yes		
17	Mandatory signalling for bunkering is shown	<input type="checkbox"/> Yes		<input type="checkbox"/> Not applicable

BIN: \_\_\_\_\_

Part C1  
Alignment and Agreement -  
PIC bunker vessel and PIC receiving vessel

C1	Check	Bunker vessel	Receiving vessel	Status	Remarks
1	Present weather and wave conditions are within the agreed limits	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	A - R	
2	Access between the ships is safe	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	R	<input type="checkbox"/> <i>Not applicable</i>
3	Operation supervision and watchkeeping are adequate	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes		
4	Means of communications are agreed upon	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	A - R	
5	Emergency stop signals and shutdown procedures are agreed upon and explained to all personnel involved	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	A	
6	Emergency procedures and plans, including the contact details, are known to the persons in charge	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes		
7	Predetermined restricted areas are established and appropriate signs marking these areas are in place	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	A	
8	Agreed safety measures within the safety area are in place including the use of proper PPE	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes		
9	Safety data sheets are available	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes		
10	Requirements concerning ignition sources and toxicity are observed	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	R	
11	Bunker system gauges, high level alarms and high-pressure alarms are agreed upon	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	R	
12	Sampling tools agreed upon	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes		<input type="checkbox"/> <i>Not applicable</i>
13	Vapour management agreed upon	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes		<input type="checkbox"/> <i>Not applicable</i>
14	ESD system agreed upon	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	A	
15	Emergency release system agreed upon	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	A	<input type="checkbox"/> <i>Not applicable</i>
16	Adequate electrical insulation for the bunker transfer equipment is in place	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	A	

17	Competent authorities are notified of the start of bunker operations as per local regulations	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes		<input type="checkbox"/> <i>Not applicable</i>
18	Safety procedures and risk mitigation for SIMOPS conform to the ship's operational documentation and the JPBO	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	JPBO	<input type="checkbox"/> <i>Not applicable</i>

BIN: \_\_\_\_\_

Part C2  
Alignment and Agreement - PICs bunker and receiving vessel

C2	Reference to check	Description	Agreement
1	A3	Latest version of the JPBO	Reference: Date / version:
2	C1-16	Electrical insulation	Method:
3	B1-6 B2-6 C1-7	Control zones	Reference: Agreed signs:
4	C1-1	Weather and wave limitations	Limits:
5	B1-4 B2-4	Bunker area illumination	Method:
6	C1-4	Communication	VHF / UHF Channel: _____ Language: _____ Primary System: _____ Backup System: _____
7	C1-5	Emergency stop signal and shutdown procedure	Reference: Alarm signal:
8	C1-14 C1-15	ESD and ERC systems	System: Link: Closing time ESD valve receiving ship: _____ seconds Closing time ESD valve Bunker Vessel: _____ seconds  (P)ERC <input type="checkbox"/> Yes Dry Break Coupling <input type="checkbox"/> Yes

BIN: \_\_\_\_\_

Part C3  
Alignment and Agreement - PIC bunker vessel

Tank factsheet bunker vessel

Status prior to bunker operations						
C3		Tank:	Tank:	Tank:	Tank:	
1	Quantity per tank:					m <sup>3</sup>
2	Temperature:					°C / °F <sup>1)</sup>
3	O2 %:					%
4	Inert gas:	<input type="checkbox"/> Nitrogen		Other:		

<sup>1)</sup> delete as appropriate



BIN: \_\_\_\_\_

Part C4  
Alignment and Agreement - PIC receiving vessel

Tank factsheet receiving vessel

Status bunker tanks prior to bunker operations						
C4		Tank:	Tank:	Tank:	Tank:	
1	Present fuel quantity bunker tank(s):					m <sup>3</sup>
2	Temperature:					°C / °F <sup>1)</sup>
3	O2%					%
4	Remaining capacity for bunkering:					m <sup>3</sup>
5	Inert gas:	<input type="checkbox"/> Nitrogen		Other:		

<sup>1)</sup> delete as appropriate

BIN: \_\_\_\_\_

Part C5  
Alignment and Agreement - PICs bunker and receiving vessel

Transfer Data

C5		Agreed Physical Quantity Unit (PQU)	
1	The agreed Physical Quantity Unit (PQU):	<input type="checkbox"/> m <sup>3</sup>	or <input type="checkbox"/> tonnes or _____

C5	Agreed transfer data	Bunker vessel		Receiving vessel
2	Temperature of the fuel during bunkering:			°C / °F <sup>1)</sup>
3	Volume of fuel to be bunkered:			m <sup>3</sup>
4	Filling limit bunker tanks:			%
5	Available tank capacity is sufficient for bunker volume:	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
6	Starting rate:			PQU per hour
7	Max transfer rate:			PQU per hour
8	Topping up rate:			PQU per hour
9	Work pressure at manifold:			bar / psi <sup>1)</sup> (rel)
10	Max pressure at manifold:			bar / psi <sup>1)</sup> (rel)
11	Bunker line work pressure:			bar / psi <sup>1)</sup> (rel)
12	Max pressure bunker line:			bar / psi <sup>1)</sup> (rel)

<sup>1)</sup> delete as appropriate

BIN: \_\_\_\_\_

Simultaneous operations

C5-13	Agreed simultaneous bunker operations (SIMBOPS) <sup>1)</sup>	Bunker vessel	Receiving vessel
		<input type="checkbox"/> Agreed	<input type="checkbox"/> Agreed

<sup>1)</sup> Note that for oil bunker operations a separate bunker checklist should be completed

BIN: \_\_\_\_\_

Part D1  
Connection Testing - PIC bunker vessel

D1	Check	Status	Code	Remarks
1	All means of communication are tested	<input type="checkbox"/> Yes	R	
2	Bunker transfer equipment is confirmed: <ul style="list-style-type: none"> <li>- in good condition</li> <li>- of the appropriate type</li> <li>- properly fitted with gaskets/seals</li> <li>- lined-up correctly</li> <li>- properly rigged</li> <li>- secured to the manifolds</li> <li>- sufficiently supported</li> </ul>	<input type="checkbox"/> Yes		
3	Gas detection systems are tested and operational	<input type="checkbox"/> Yes		
4	Emergency stop signals and shutdown procedures are tested	<input type="checkbox"/> Yes		
5	Bunker system gauges, high level alarms and high-pressure alarms are operational	<input type="checkbox"/> Yes		
6	Safety and control devices on fuel installations are checked and working properly	<input type="checkbox"/> Yes	R	
7	Ship's ESD arrangements, including automatic valves, are tested and ready for activation	<input type="checkbox"/> Yes		
8	ESD inter-linked connections are established and tested conform the JPBO	<input type="checkbox"/> Yes	JPBO	
9	ESD's manual activation is tested	<input type="checkbox"/> Yes		
10	Control valves are in the correct initial positions	<input type="checkbox"/> Yes		
11	Vapour return system tested and ready for use	<input type="checkbox"/> Yes		<input type="checkbox"/> <i>Not applicable</i>
12	Transfer system tested and ready for use	<input type="checkbox"/> Yes		
13	Other parties informed on ready to bunker	<input type="checkbox"/> Yes		

BIN: \_\_\_\_\_

Part D2  
Connection Testing - PIC receiving vessel

D2	Check	Status	Code	Remarks
1	All means of communication are tested	<input type="checkbox"/> Yes	R	
2	Bunker transfer equipment is confirmed: <ul style="list-style-type: none"> <li>- in good condition</li> <li>- of the appropriate type</li> <li>- properly fitted with gaskets/seals</li> <li>- lined-up correctly</li> <li>- properly rigged</li> <li>- secured to the manifolds</li> <li>- sufficiently supported</li> </ul>	<input type="checkbox"/> Yes		
3	Gas detection systems are tested and operational	<input type="checkbox"/> Yes		
4	Emergency stop signals and shutdown procedures are tested	<input type="checkbox"/> Yes		
5	Bunker system gauges, high level alarms and high-pressure alarms are operational	<input type="checkbox"/> Yes		
6	Safety and control devices on fuel installations are checked and working properly	<input type="checkbox"/> Yes		
7	Ship's ESD arrangements, including automatic valves, are tested and ready for activation	<input type="checkbox"/> Yes		
8	ESD inter-linked connections are established and tested conform the JPBO	<input type="checkbox"/> Yes	JPBO	
9	ESD's manual activation is tested	<input type="checkbox"/> Yes		
10	Control valves are in the correct initial positions	<input type="checkbox"/> Yes		
11	Vapour return system tested and ready for use	<input type="checkbox"/> Yes		<input type="checkbox"/> <i>Not applicable</i>
12	Transfer system tested and ready for use	<input type="checkbox"/> Yes		
13	Other parties informed on ready to bunker	<input type="checkbox"/> Yes		

BIN: \_\_\_\_\_

### Declaration on parts B - D

We the undersigned have checked the items in the applicable parts B – D as marked and signed below:

	Bunker vessel	Receiving vessel
JPBO received	<input type="checkbox"/>	<input type="checkbox"/>
Part B - Pre-operation	<input type="checkbox"/>	<input type="checkbox"/>
Part C - Alignment and agreement	<input type="checkbox"/>	<input type="checkbox"/>
Part D - Connection testing	<input type="checkbox"/>	<input type="checkbox"/>

We have satisfied ourselves that the entries we have made are correct to the best of our knowledge and that the parties involved agree to undertake the bunker operation.

We have also made arrangements to carry out repetitive checks as necessary and agreed that those items coded 'R' in the checklist, and noted in part E, which should occur at intervals not more than \_\_\_\_\_ hours.

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

Bunker vessel	Receiving vessel
Name	Name
Position	Position
Signature	Signature
Date and time	Date and time

BIN: \_\_\_\_\_

Part E1  
Transfer - PIC bunker vessel

Repetitive checks

Note interval: \_\_\_\_\_ hrs.

E1	Check	Time	Time	Time	Time	Time	Time	Remarks
-	Time of check							
1	Weather / wave conditions within limits	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
2	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	
3	Access between the ships 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	<input type="checkbox"/> <i>Not applicable</i>
4	Communication is functioning	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
5	Illumination is sufficient	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
6	Bunker vessel can sail under its own power	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
7	Accommodation's external doors and ports are closed	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
8	Safety zone requirements are observed	<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	Ignition source and toxicity restrictions are observed	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
10	SIMOPS restrictions are observed	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> <i>Not applicable</i>
11	Fuel levels in the tanks are checked	<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							

BIN: \_\_\_\_\_

Part E2  
Transfer - PIC receiving vessel

Repetitive checks

Note interval: \_\_\_\_\_ hrs.

E2	Check	Time	Time	Time	Time	Time	Time	Remarks
-	Time of check							
1	Weather / wave conditions within limits	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
2	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	
3	Access between the ships 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	<input type="checkbox"/> <i>Not applicable</i>
4	Communication is functioning	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
5	Illumination is sufficient	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
6	Receiving ship can sail under its own power	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
7	Accommodation's external doors and ports are closed	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
8	Safety zone requirements are observed	<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	Ignition source and toxicity restrictions are observed	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
10	SIMOPS restrictions are observed	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> <i>Not applicable</i>
11	Fuel level in the tanks are checked	<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							



BIN: \_\_\_\_\_

Part F1  
Post-operation - PIC bunker vessel

Post-transfer - Before disconnection

F1	Check	Status	Code	Remarks
1	Relevant bunker hoses, vapour return lines, fixed pipelines and manifolds are: <ul style="list-style-type: none"> <li>- purged</li> <li>- inerted</li> <li>- depressurized</li> <li>- liquid free</li> <li>- ready for disconnection</li> </ul>	<input type="checkbox"/> Yes		
2	All remotely and manually operated valves are closed as required for safe disconnection	<input type="checkbox"/> Yes		
3	Receiving vessel is notified on "ready to disconnect"	<input type="checkbox"/> Yes		

Post-disconnection - Completion of operation

F1	Check	Status	Code	Remarks
4	Bunker area on the vessel is cleared and restored to standard condition	<input type="checkbox"/> Yes		
5	Relevant documents are signed and exchanged	<input type="checkbox"/> Yes		
6	Competent authorities are notified on the completion of the bunker operation	<input type="checkbox"/> Yes		
7	Near misses and incidents are reported to competent authorities	<input type="checkbox"/> Yes		<input type="checkbox"/> <i>Not applicable</i>

BIN: \_\_\_\_\_

Part F2  
Post-operation - PIC receiving vessel

Post-transfer - Before disconnection

F2	Check	Status	Code	Remarks
1	Relevant bunker hoses, vapour return lines, fixed pipelines and manifolds are: <ul style="list-style-type: none"> <li>- purged</li> <li>- inerted</li> <li>- depressurized</li> <li>- liquid free</li> <li>- ready for disconnection</li> </ul>	<input type="checkbox"/> Yes		
2	All remotely and manually operated valves are closed as required for safe disconnection	<input type="checkbox"/> Yes		
3	Bunker vessel is notified on "ready to disconnect"	<input type="checkbox"/> Yes		

Post-disconnection - Completion of operation

F2	Check	Status	Code	Remarks
4	Bunker area on the vessel is cleared and restored to standard condition	<input type="checkbox"/> Yes		
5	Relevant documents are signed and exchanged	<input type="checkbox"/> Yes		
6	Competent authorities are notified on the completion of the bunker operation	<input type="checkbox"/> Yes		
7	Near misses and incidents are reported to competent authorities	<input type="checkbox"/> Yes		<input type="checkbox"/> <i>Not applicable</i>

BIN: \_\_\_\_\_

### Declaration on part F

We the undersigned have checked the items in parts F as marked and signed below:

	Bunker vessel	Receiving vessel
Part F - Post-operation	<input type="checkbox"/>	<input type="checkbox"/>

We have satisfied ourselves that the entries we have made are correct to the best of our knowledge and that the parties involved agree to have completed the bunker operation.

Bunker vessel	Receiving vessel
Name	Name
Position	Position
Signature	Signature
Date and time	Date and time