The Clean Marine Fuels working group

Bunker Checklist

Alcohol Based Series

Single Truck to Ship bunker operations

Version B

Bunker operations that are supervised by
a Receiving Vessel at a site outside a terminal

The different versions of the IAPH Truck to Ship bunker checklists are based upon the number of involved trucks, location and supervision during the alcohol based fuel bunkering as per table below:

Bunker operation	Supervision	Location	Checklist to be used
Single Truck to Ship	BFO	Bunker facility	TTS version A
Single Truck to Ship	Receiving vessel	Site outside a terminal	TTS version B
Multiple Trucks to Ship	BFO	Bunker facility	TTS version M
Single Truck to Ship	BFO	Terminal	TTS version T

This document is the Single Truck to Ship bunker checklist version B for alcohol based fuels

Content

Who is this checklist for?

This document is **version B** of IAPH's Truck to Ship bunker checklist series for alcohol based fuels using a single truck. This checklist is suitable for flammable and toxic liquids, among others methanol, bio-methanol, e-methanol, ethanol and bio-ethanol.

This version is for a truck driver, the receiving vessel and the site operator. It has been developed specifically for the bunkering of a vessel by a truck, overall controlled by the receiving vessel on a site outside a terminal.

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 appropiate checks are formally agreed, carried out and recorded.

The checklist has been developed in coöperation with maritime industry partners that have expertise on truck to ship bunkering of vessels with alcohol based fuels. The checklist mitigates the risk of the flammable and toxic nature of the liquid fuel.

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

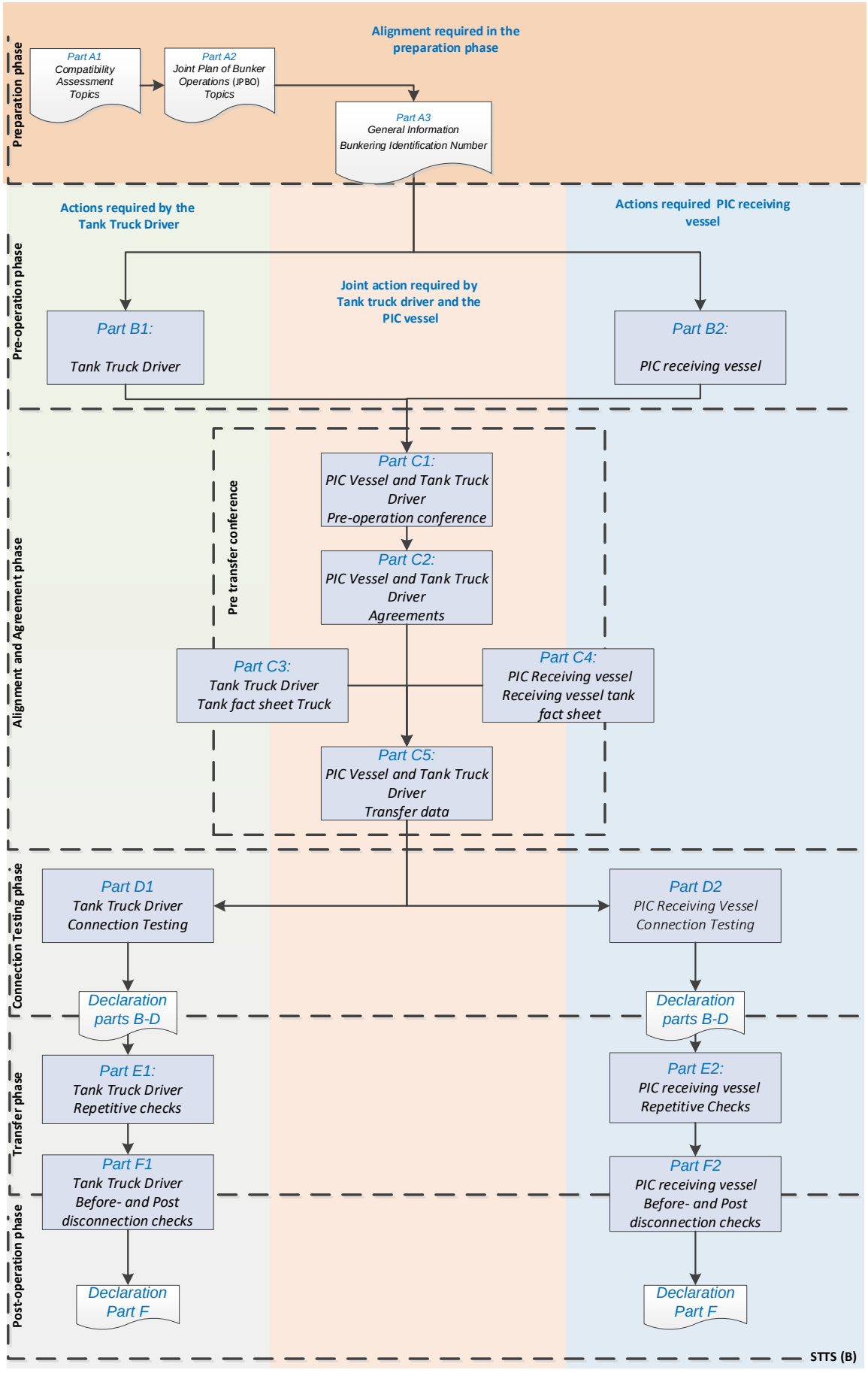
Part A – Preparation phase;
Part B – Pre-operation phase;
Part C – Alignment and agreement phase;
Part D – Connection testing phase;
Part E – Transfer phase;
Part F – Post-operation phase

Used abbreviations

BFO	Bunker Facility Operator
BIN	Bunker Identification Number
JPBO	Joint Plan of Bunker Operations
BMP	Bunkering Management Plan
ESD	Emergency Shut Down
(P)ERC	(Powered) Emergency Release Coupling
PIC	Person in Charge
PPE	Protecting Personal Equipment
QCDC	Quick connect and disconnect coupling
SIMOPS	Simultaneous Operations
TTS	Truck to Ship

Schematic overview of the bunker process

Below is an overview of this specific TTS bunker process in which the receiving vessel has supervision.



Instructions for completing the truck-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, the receiving vessel, or the site operator. In part C the sub-parts are completed together during the pre-transfer conference.

Part A: Preparation phase

In the preparation phase the receiving vessel operator and truck operator shall start a compatibility assessment. **Part A1** with topics for the compatibility check can be used to check if all issues are addressed.
The receiving vessel operator and truck operator then agree on who will draft the Joint Plan for Bunker Operations (JPBO). The agreed party shall draft the JPBO based on the operation manual(s) of the trucks, the bunker management plan of the involved vessel, the site- and local specific information, 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. The agreed party shall send the JPBO to all parties involved, including the truck operator. The truck operator shall send the JPBO to the involved truck driver(s).

If there are any outstanding issues 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 shall be entered in the top right corner on each sub-part throughout the checklist.

Part B: Pre-operation phase

The Truck Driver shall complete **part B1**, The person in charge (PIC) of the receiving vessel shall complete **part B2.** Both parties then review and finalize the JPBO. Copies of part B1 and B2 shall be exchange with the other party a.s.a.p., but no later than the pre-transfer conference.

Part C: Alignment and agreement phase

Before the operation starts the Truck Driver 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 **part C2**. The Truck Driver shall complete **part C3** and share it with the PIC receiving vessel. The PIC of the receiving vessel shall complete **part C4** and share it with the Truck Driver. To finalize the pre-bunkering phase the PIC of the receiving vessel and the Truck Driver shall jointly complete **part C5.**

Part D: Connection and testing phase

Before the operation starts the Truck Driver shall complete **part D1** the PIC of the receiving vessel shall complete **part D2**.

Pre-transfer declaration

Before transfer, the Truck Driver and the PIC receiving vessel shall undersign the items checked in parts B - D.

Part E: Transfer phase

The Truck Driver shall complete the repetitive checks in **part E1** at the agreed intervals. The PIC of the eceiving vessel shall complete the repetitive checks in **part E2** at the agreed intervals. Each involved party shall have the record available for review by another party.

Part F: Post-operation phase

At the end of the transfer, before disconnection, the truck driver / operator 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 eachother that their pre-disconnection checks are satisfactory, they may disconnect. After disconnection the truck driver / operator 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 truck driver / operator and the PIC of the 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

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): ☐ m^3 or ☐ 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.

Local and Site requirements:
- Local regulations and approvals
- Site electrical equipment in the Hazardous zone
- Control zones and safety measures
- Controlled access to safety and hazardous zone
- Approved safety distance to public (external safety)
- Maximum permitted load of the quay or jetty

Mooring:
- Mooring analyses
- Mooring points
- Mooring loads
- Mooring lines
- Mooring gear load limits (bollards, chocks, rollers etc.)
- Fendering
- Hull form flat side
- Overall dimensions
- Bridge wings
- Freeboard

Equipment:
- Approved transfer equipment
- Electrical insulation
- International shore connection
- Crane and crane reach
- Hoses
- Hose support equipment
- Deluge System
- Drip trays, gutters

Manifold:
- Distancing
- Spacing, orientation
- Height and strength
- Layout
- Instrumentation
- Connectors and connections
- Connections, size and design
- QCDC
- Spill containment

Connection:
- Lifting arrangements
- Bunker hose configuration
- Distancing (between manifold and bunkerstation - height and length)
- ESD, ESD interlink
- (P)ERC / Dry break away coupling

Bunkering and safety measures:
- Freebooard differences during bunkering
- Draft and tidal changes
- Weather and Wave conditions
- Bunkering procedures including purging and tests
- Transfer data
- Maximum allowable parameters
- Vapour management
- Hazardous area classification and control
- SIMOPS
- Supervision by vessel

Truck:
- Routing at the site
- Shore bunker location arrangement
- Bonding of truck
- Engine switch off
- Pump
- Weels chock measures

People:
- Personnel Instruction
- Incident response instruction and training
- Familiarity of personnel with safety areas and safety measures during bunkering
- Emergency stop signal and shutdown procedures
- Organisation
- Roles and Responsibilities
- PIC appointment

Incident response:
- Fire control plan
- Emergency Response procedures
- Contingency planning

Communication:
- Joint Plan of Bunker Operations (JPBO)
- Means of communication
- Communication procedures and contact
- Details involved parties
- Language
- Communication PICs Truck(s) and Ship
- Data communication between safety and ESD systems

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.

General
- Unique Bunker Identification Number (BIN)
- Purpose and scope of the JPBO
- Report of the Compatibility check

Transfer system
- ESD link
- ESD test
- Emergency Release System
- Spill /gas detection and control systems

Roles and Responsibilities
- Organization
- Responsibilities PIC vessel, truck driver and manifold crew in charge
- Mandatory permissions

Bunker operation
- Approach
- Mooring
- Shore bunker location arangement
- Handling and connection of bunker hose and vapor return hose (if applicable)
- Hose Saddle, Deluge System, Manifold Connection, Drip trays, gutters.
- Connection of truck
- Connection, pressure test, purging, cooling down, gassing up
- Environmental Operating Limits
- Sequence of actions in case of a spill
- PPE, personal safety
- Draining, purging disconnecting, inerting
- Post transfer procedures
- Unmooring

Vessels details
- Description of the involved vessel
- Specification of the vessel
- Access to the vessel and access control of safety zones (including supervision)

Truck details
- Description of the involved truck
- Specification of the involved truck
- Access control of safety zones (including supervision) around the truck

Bunker preperation
- Mooring analyses report, mooringplan
- Description of location, bunkering zones
- Description of the truck routing on the site
- Description of safety zones
- Fendering / mooring
- Checklist to be used, latest version
- Safety meeting
- Bunker transfer: equipment and procedures
- Energy carrier supply specification
- Volumes (Quantities and characteristics)
- Communication (e.g. language), contact details
- SIMOPS
- Control zones, safeguards

Emergencies
- Emergency preparedness and response
- Emergency shutdown system
- Dry break away coupling

Part A3
General information and bunkering identification number

Bunker Identification Number (BIN): _____

JPBO version number: _____

Planned date and time: _____

Port and Berth: _____

Energy carrier: Methanol / _____

Receiving vessel: _____

Truck driver: _____

BIN: _____

Part B1
Pre-operation - Truck driver

B1	Check	Status	Code	Remarks
1	Required permissions are granted and observed	☐ Yes		
2	Firefighting equipment is ready for use	☐ Yes		
3	Sufficient area illumination	☐ Yes	A - R	
4	The truck is able to move under its own power in a safe and non-obstructed direction	☐ Yes	R	
5	Access to the site is controlled	☐ Yes	R	
6	Underground or subterranean waterdrains in the quay surface in the hazardous and safety zone are closed	☐ Yes		
7	Allocation for bunkering and arrangement of the truck and additional equipment is conform JPBO	☐ Yes	JPBO	
8	The restricted area is free of unauthorized persons, objects, and ignition sources	☐ Yes	JPBO	
9	Means to avoid backfilling are in place	☐ Yes		
10	Bunker pumps are ready for use	☐ Yes		☐ *Not applicable*
11	The truck is electrically grounded and the wheels are chocked or mechanically blocked	☐ Yes		
12	Truck engine is switched off during the connection, purging and disconnection of the bunker hoses	☐ Yes		☐ *Not applicable*
13	Control valves are well maintained and in good working order	☐ Yes		

BIN: _____

Part B2
Pre-operation - PIC receiving vessel

B2	Check	Status	Code	Remarks
1	Required permissions are granted and observed	☐ Yes		
2	Mooring arrangement is effective	☐ Yes	R	
3	Firefighting equipment is ready for use	☐ Yes		
4	Fire control plans are readily available	☐ Yes		
5	International Shore Fire Connection is available	☐ Yes		
6	Sufficient area illumination	☐ Yes	A - R	
7	The receiving vessel can sail under its own power in a safe and non-obstructed direction	☐ Yes	R	
8	Access to the site is controlled	☐ Yes		
9	The restricted area is free of other ships, unauthorized persons, objects, and ignition sources	☐ Yes	R	
10	Vessel entrance is controlled, and proper safety information is provided at the gangway	☐ Yes	R	
11	Safety measures within the safety area are observed	☐ Yes		
12	External doors, portholes and accommodation ventilation inlets are closed as per operations manual	☐ Yes	R	
13	Appropriate personal protective equipment is identified and available	☐ Yes		
14	Safety shower and eyewash are ready for use	☐ Yes		
15	Spill arrangements are effective and suitable for the applicable fuel	☐ Yes		
16	Scuppers and save-alls are plugged, spill trays are empty and drains are closed.	☐ Yes		
17	Inert gas system is in good working order	☐ Yes		

18	Control valves are well maintained and in good working order	☐ Yes		
19	Unused bunker connections are blanked and fully ~~s~~ecured	☐ Yes		
20	Planned SIMOPS are in accordance with the safety procedures and risk mitigation in ship's operational documentation and JPBO	☐ Yes	R - JPBO	☐ *Not applicable*
21	SIMOPS will be compliant with local regulations and restrictions	☐ Yes		☐ *Not applicable*
22	Mandatory signalling for bunkering is shown	☐ Yes	A	☐ *Not applicable*
23	The bunker location is accessible for the truck	☐ Yes		
24	A safe emergency escape route is established for the truck	☐ Yes		
25	Underground or subterranean waterdrains in the quay surface in the hazardous and safety zone are closed	☐ Yes		☐ *Not applicable*
26	JPBO, supervision and responsibilities are known by the involved truck driver	☐ Yes	JPBO	
27	Allocation for bunkering and arrangement of the truck and equipment is conform to JPBO	☐ Yes	JPBO	
28	Safety area around the truck is established conform to JPBO	☐ Yes	JPBO	

BIN: _____

Part C1
Alignment and Agreement -
PIC receiving vessel - Truck driver

C1	Check	Vessel	Truck driver	Code	Remarks
1	Present weather and wave conditions are within the agreed limits	☐ Yes	☐ Yes	A - R	
2	JPBO procedures are known by personnel involved	☐ Yes	☐ Yes	JPBO	
3	Access between the ship and shore is safe and controlled	☐ Yes	☐ Yes	R	
4	Operation supervision and watchkeeping is adequate	☐ Yes	☐ Yes		
5	Means of communications agreed upon	☐ Yes	☐ Yes	A - R	
6	Emergency stop signal and shutdown procedures have been agreed upon, tested, and explained to all personnel involved.	☐ Yes	☐ Yes	A	
7	Emergency procedures and plans and the contact numbers are known to the persons in charge	☐ Yes	☐ Yes		
8	Predetermined restricted areas are established and appropriate signs marking these areas are in place	☐ Yes	☐ Yes	A - R	
9	Agreed safety measures within the safety area are in place including the use of proper PPE	☐ Yes	☐ Yes		
10	Measures for the prevention of falling objects are observed	☐ Yes	☐ Yes		☐ *Not applicable*
11	Safety Data Sheets are available	☐ Yes	☐ Yes		
12	Requirements concerning ignition sources and toxicity are observed	☐ Yes	☐ Yes	R	
13	Bunker system gauges, high level alarms and high-pressure alarms are agreed upon	☐ Yes	☐ Yes	R	
14	Sampling tools agreed upon	☐ Yes	☐ Yes		☐ *Not applicable*
15	Vapour management agreed upon	☐ Yes	☐ Yes		☐ *Not applicable*
16	ESD system agreed upon. Vessel PIC can activate ESD truck, BFO PIC can activate ESD vessel	☐ Yes	☐ Yes	A	

17	Emergency release system agreed upon	☐ Yes	☐ Yes	A	☐ *Not applicable*
18	Adequate electrical insulation for the bunker transfer equipment is in place	☐ Yes	☐ Yes	A	☐ *Not applicable*
19	Competent authorities are notified of the start of bunker operations as per local regulations	☐ Yes	☐ Yes		☐ *Not applicable*
20	Safety procedures and risk mitigation for SIMOPS are conform to the ship's operational documentation and the JPBO	☐ Yes	☐ Yes	JPBO - R	☐ *Not applicable*

BIN: _____

Part C2
Alignment and Agreement - PIC receiving vessel and truck driver

C2	Reference to check	Description	Agreement
1	A3	Latest version of the JPBO	Reference: Date / version:
2	C1-18	Electrical insulation	Method:
3	C1-8	Control zones	Reference: Agreed signs:
4	C1-1	Weather and wave limitations	Limits:
5	B1-3 B2-6	Bunker area illumination	Method:
6	C1-5	Communication	VHF / UHF Channel: _____ Language: _____ Primary System: _____ Backup System: _____
7	C1-6	Emergency stop signal and shutdown procedure	Reference: Alarm signal:
8	C1-16 C1-17	ESD system	System: Link: Closing time ESD valve receiving ship: _____ seconds Closing time ESD valve Truck: _____ seconds ERC ☐ Yes Dry Break Coupling ☐ Yes
9	B2-22	Signaling	Mandatory signaling during bunkering:

BIN: _____

Part C3
Alignment and Agreement - Truck driver

Tank factsheet truck

C3		Status prior to bunker operations	
		Tank truck ID:	
1	Quantity per tank:		m^3
2	Temperature:		°C / °F [1)]
3	O2 %		%

[1)] delete as appropriate

BIN: _____

Part C4
Alignment and Agreement - PIC receiving vessel

Tank factsheet receiving vessel

C4		Status bunker tanks prior to bunker operations				
		Tank:	Tank:	Tank:	Tank:	
1	Present fuel quantity bunker tank(s):					m^3
2	Temperature:					°C / °F [1)]
3	O2%					%
4	Remaining capacity for bunkering:					m^3
5	Inert gas:	☐ Nitrogen		Other:		

[1)] delete as appropriate

BIN: _____

Part C5
Alignment and Agreement - PIC receiving vessel and truck driver

Transfer Data

C5	Agreed Physical Quantity Unit (PQU)
1	The agreed Physical Quantity Unit (PQU): ☐ m^3 or ☐ tonnes or _____

C5	Agreed transfer data	Receiving vessel	Truck driver	
2	Temperature of the fuel during bunkering:			°C / °F [1)]
3	Volume of fuel to be bunkered:			m^3
4	Filling limit bunker tanks:			%
5	Available tank capacity is sufficient for bunker volume:	☐ Yes	☐ 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 [1)] (rel)
10	Max pressure at manifold:			bar / psi [1)] (rel)
11	Bunker line work pressure:			bar / psi [1)] (rel)
12	Max pressure bunker line:			bar / psi [1)] (rel)

[1)] delete as appropriate

Simultaneous operations

C5 13	Agreed simultaneous bunker operations (SIMBOPS) [1)]	Receiving vessel	Truck driver
	☐ *Not applicable*	☐ Agreed	☐ Agreed

[1)] Note that for oil bunker operations a separate bunker checklist should be completed

C5 14	Agreed simultaneous operations during bunkering (SIMOPS)	Receiving vessel	Truck driver
	☐ *Not applicable*	☐ Agreed	☐ Agreed

C5 15	Restrictions in Bunker / Cargo operations due to SIMBOPS or SIMOPS	Receiving vessel	Truck driver
	☐ *Not applicable*	☐ Agreed	☐ Agreed

BIN: _____

Part D1
Connection Testing - Truck driver

D1	Check	Status	Code	Remarks
1	All means of communication are tested	☐ Yes	R	
2	Bunker transfer equipment is confirmed: - in good condition - of the appropriate type - sufficiently supported - properly fitted with gaskets/seals - lined-up correctly - properly rigged - secured to the manifolds - sufficiently supported	☐ Yes		
3	Gas detection systems are tested and operational	☐ Yes		
4	Emergency stop signals and shutdown procedures are tested	☐ Yes		
5	Bunker system gauges, high level alarms are operational	☐ Yes		
6	Safety and control devices on fuel installations are checked and working properly	☐ Yes		
7	Truck ESD arrangements, including automatic valves, are tested and ready for activation	☐ Yes		
8	ESD inter-linked connections are established and tested conform the JPBO	☐ Yes	JPBO	☐ *Not applicable*
9	ESD's manual activation is tested	☐ Yes		
10	Control valves are in the correct initial positions	☐ Yes		
11	Vapour return system tested and ready for use	☐ Yes		☐ *Not applicable*
12	Transfer system tested and ready for use	☐ Yes		
13	Truck engine is switched off for bunkering	☐ Yes		☐ *Not applicable*
14	Other parties informed on ready to bunker	☐ Yes		

BIN: _____

Part D2
Connection Testing - PIC receiving vessel

D2	Check	Status	Code	Remarks
1	All means of communication are tested	☐ Yes	R	
2	Bunker transfer equipment is confirmed: - in good condition - of the appropriate type - sufficiently supported - properly fitted with gaskets/seals - lined-up correctly - properly rigged - secured to the manifolds - sufficiently supported	☐ Yes		
3	Gas detection systems are tested and operational	☐ Yes		
4	Emergency stop signals and shutdown procedures are tested	☐ Yes		
5	Bunker system gauges, high level alarms are operational	☐ Yes		
6	Safety and control devices on fuel installations are checked and working properly	☐ Yes		
7	Ship's ESD arrangements, including automatic valves, are tested and ready for activation	☐ Yes		
8	ESD inter-linked connections are established and tested conform the JPBO	☐ Yes	JPBO	
9	ESD's manual activation is tested	☐ Yes		
10	Control valves are in the correct initial positions	☐ Yes		
11	Vapour return system tested and ready for use	☐ Yes		☐ *Not applicable*
12	Transfer system tested and ready for use	☐ Yes		
13	Other parties informed on ready to bunker	☐ 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:

	Receiving vessel	Truck driver
JPBO received	☐	☐
Part B - Pre-operation	☐	☐
Part C - Alignment and agreement	☐	☐
Part D - Connection testing	☐	☐

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.

Receiving vessel	Truck driver
Name	Name
Position	Position
Signature	Signature
Date and time	Date and time

BIN: _____

Part E1
Transfer - Truck driver

Repetitive checks

Note interval: _____ hrs.

E1	Check	Time	Time	Time	Time	Time	Time	Remarks
-	Time of check							
1	Communication is functioning	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	
2	Illumination is sufficient	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	
3	The restricted area and safety zone requirements are observed	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	
4	Ignition source and toxicity restrictions are observed	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	
5	Back filling protection is operational	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	
6	Truck cannot move unintentionally	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	
7	SIMOPS restrictions are observed	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ *Not applicable*
8	Fuel level has been checked	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ 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	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	
2	Mooring arrangement is effective	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	
3	Access ship shore is safe	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	
4	Communication is functioning	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	
5	Illumination is sufficient	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	
6	Ship can sail under its own power	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	
7	Accommodation's external doors and ports are closed	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	
8	The restricted area and safety zone requirements are observed	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	
9	Vessel entrance is controlled, and proper safety information is provided at the gangway	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	
10	Ignition sources and toxicity restrictions are observed	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	
11	SIMOPS restrictions are observed	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ *Not applicable*
12	Fuel levels have been checked	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	
-	Initials							

BIN: _____

Part F1
Post-operation - Truck driver

Post-transfer - Before disconnection

F1	Check	Status	Code	Remarks
1	Relevant bunker hoses, vapour return lines, fixed pipelines and manifolds are: - purged - inerted - depressurized - liquid free - ready for disconnection	☐ Yes		
2	All remotely and manually operated valves are closed as required for safe disconnection	☐ Yes		
3	Receiving vessel is notified on “ready to disconnect”	☐ Yes		

Post-disconnection - Completion of operation

F1	Check	Status	Code	Remarks
4	Bunker and restricted areas on the shore are cleared and restored to standard condition	☐ Yes		
5	Relevant documents are signed and exchanged	☐ Yes		
6	Near misses and incidents are reported to competent authorities	☐ Yes		☐ *Not applicable*

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: - purged - inerted - depressurized - liquid free - ready for disconnection	☐ Yes		
2	All remotely and manually operated valves are closed as required for safe disconnection	☐ Yes		
3	Truck driver is notified on “ready to disconnect”	☐ Yes		

Post-disconnection - Completion of operation

F2	Check	Status	Code	Remarks
4	Bunker and restricted areas on the vessel and shore are cleared and restored to standard condition	☐ Yes		
5	Relevant documents are signed and exchanged	☐ Yes		
6	Competent authorities are notified on the completion of the bunker operation	☐ Yes		
7	Near misses and incidents are reported to competent authorities	☐ Yes		☐ *Not applicable*

BIN: _____

Declaration on part F

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

	Receiving vessel	Truck driver
Part F - Post-operation	☐	☐

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.

Receiving vessel	Truck driver
Name	Name
Position	Position
Signature	Signature
Date and time	Date and time