Safety instructions

- Tanker quays and tank storage areas
  - Unit cargoes with IMDG code
    - Bunkering of vessels

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APPENDIXES
Kvarken Ports Map
Jetty of Vaasa, safety equipment
Ship / Shore safety check list (ISGOTT)

1 INTRODUCTION

Area of application

These instructions are applied to the:

1. Handling of oil products and chemicals carried in bulk at the Vaasa oil harbour and at the Vaasa coal pier. These areas are understood to include the tanker quays with related harbour basins and storage and tank areas.
2. Handling of unit cargoes with IMDG code by IMO in all Vaasa port areas.
3. Bunkering of vessels in all berths at the Port of Vaasa area.

Basis of instructions

These instructions are based on what has been prescribed for dangerous goods carried in bulk and as unit cargo, and on the regulations concerning liquid fuels.

Dangerous goods

In these instructions, dangerous goods cover:

1) Oil products and chemicals carried in bulk
2) Unit cargoes with IMDG code, and empty, uncleaned containers and packaging, which have contained these cargoes.

Vessels carrying dangerous goods also include vessels that are not free from flammable, poisonous, corroding or in some other manner dangerous goods.

Availability of safety instructions

These safety instructions are available from Kvarken Ports web site. It is the duty of the captain of the vessel, the shipping company (agent) and the consignee/loader of the cargo to be familiar with these instructions and to ensure that the personnel has been informed of them and that the personnel applies them.

2 TANKER QUAYS AND TANK STORAGE AREAS

2.1 Notice procedure

In addition to the notice prescribed in the port regulations, a vessel arriving at the Port of Vaasa to load or unload oil products or chemicals carried in bulk or one whose cargo contains these goods must provide the Port of Vaasa with both an advance notice and arrival notice. The advance notice shall be submitted to the harbour office at least 24 hours prior to the estimated time of arrival at the port area unless the relevant port official allows a shorter notice period.

The arrival notice shall be submitted by the captain of the vessel immediately upon arrival at the port. This notice signed by the captain shall be delivered to the harbour office without delay. These notices are made through the Finnish maritime single window system.

2.2 Port area

Access to the Port

Access to the port area is only permitted by a permit from the relevant port official. Port and customs authorities, the police and personnel responsible for the security and monitoring of the area have the right to remove any unauthorised persons from the area.

Traffic in the port area

Keeping and parking of motor vehicles is only permitted at marked locations.

A safety distance of 30 metres must be kept on quay areas at all times when a vessel is loaded/unloaded.

Land and water areas surrounding the quays have a safety area extending to a distance of 30 metres from the tanker moored at the quay. During the loading/unloading of the vessel or other similar operations, there must be no other activities or motor vehicle or water traffic within this safety area.

Operations similar to the loading/unloading of the vessel are deemed to cover the bunkering and tank cleaning of the vessel as well as other land operations taking place on the quays, such as blowing of pipelines.

Smoking, open fire, electrical and communications equipment

Smoking is prohibited both outdoors and indoors in any buildings and vehicles. Warehouse managers at liquid terminals may allow smoking in facilities which have been approved for this purpose. It is not allowed to bring matches or other equipment for making fire to the quay area.

Open fire is prohibited in the port area. Any hotwork in the port area requires a hotwork permit from the port or from the operator. A work permit issued by the port or oil port operators is required for all service and maintenance tasks performed in the oil port area.

The classification of electrical equipment is conducted by the Port of Vaasa. All communications equipment used in the port area must be Ex-protected. The use of mobile phones is prohibited on the quay areas in the oil harbour during loading/unloading of a vessel.

Photography in the port area

Photography in the port area is only permitted by permit from the port or from the operator (NEOT, Teboil). The photo permit application can be found on the Kvarken Port's website. The port area is a restricted UAS airspace zone and drone flights in this no-fly zone always require a separate permit from the owner of the area.

Fire protection

Managers of warehouse areas must ensure that the fire extinguishing equipment at the respective areas is operational.

Leakage of liquid

A leakage vat must be used in places where flammable liquids may spill or leak (such as valves, discharge connections etc.) and where there is no fixed collecting equipment for these liquids. The valve, discharge connection etc. must be kept locked or closed with a blind flange to prevent its inappropriate use. In case of accidents, there are oil spill equipment on the oil spill trailer shared by the operators of the oil port. The size of the oil spill containers is 2290 liters and 568 liters. In addition, the oil spill trailer contains absorption booms, absorption grit, drainage barrier mats, a brush, a shovel, waste bags and bundles.

Measures for preventing the contamination of land and water areas

No environmentally dangerous or contaminating goods must be discharged on the land or water areas at the Port.

At the port, ballast water containing oil can be discharged. Other wastewater can be pumped onto trucks. Waste containers for solid waste are situated at the quays or in their immediate vicinity. The passenger pier and the Lasses pier can also receive gray water with a fixed unloading connection.

2.3 Vessels moored at the Port

Mooring

Vessels must not be moored at a quay, leave their mooring nor move within the port area without a permit from the relevant port official.

A vessel cannot be moored alongside another vessel.

A vessel, which is not loading or unloading cargo must not stay at the port without consent from the port.

A vessel carrying flammable liquid or gas in its cargo may only use ropes or combinations of wire and rope for mooring.

While the vessel is moored at the Port, its main engine must be kept ready for operation at all times.

The minimum requirement for mooring at Vaasa port involves the use of springs and two ropes at fore and stern. However, this is only a minimum requirement and in accordance with the weather conditions, the fastenings should be added proactively.

Warning signs

While at the port, vessels carrying dangerous cargo must display the international signal flag B on their mast or in some other visible location at daytime, and at night a red light which can be seen widely.

Safety watch

The captain of a vessel docked at the port must ensure that the area is manned by a watch from the crew, or someone with the required proficiency.
The watch must:

- be familiar with these instructions and see that they are being followed
- be familiar with the safety equipment on the quay
- monitor the mooring ropes and gangway of the vessel
- make sure that the vessel is not leaking oil or other chemicals
- make sure that only authorised persons board the vessel
- report any incidents which may cause risk to the officers on duty

Safety arrangements on land

The captain and other officers of the vessel are obliged to learn about the safety arrangements on land. They must be aware of the location of fire extinguishing equipment, fire alarm devices, and emergency stop switches of load pumps in the quay areas. The port assigns a person who knows

how to handle fire equipment and oil prevention equipment as a berth watch.

Access to the vessel

In addition to the crew and passengers, access to the vessel is only permitted to personnel whose work is related to the loading/unloading, maintenance or safety of the vessel. Access to the vessel is also permitted for other specifically authorised persons.

Cleaning of tanks

Cleaning of tanks is not permitted at the port without a permit from the port. The permit stipulates the valid conditions, which shall be followed in tank cleaning.

Repairs

Any repairs on the vessel always require a permit from the relevant port official. Hot works and use of tools emitting sparks is prohibited.

Electrical equipment and fire safety

Only faultless and appropriately approved electrical equipment can be used at the port.

All fire protection equipment on the vessel must be in full operating condition. Funnels and exhaust pipes must be provided with efficient spark extinguishers.

Smoking and open fire

Smoking and the use of open fire on the vessel are only permitted in specific facilities assigned by the captain. Signs indicating smoking prohibition must be placed at clearly visible locations on board the vessel and near the gangway.

Inspections by authorities

Port and fire authorities are authorised to inspect the vessel in terms of Port Regulations and these instructions. The captain of the vessel is obliged to follow the orders given by the inspector, and to facilitate the inspector's work by providing assistance whenever necessary.

2.4 Loading and unloading of oil products and chemicals, and pumping of ballast water

Areas of responsibility

Loading and unloading of a tanker vessel must take place in co-operation between the warehouse manager and the vessel.

The warehouse manager is responsible for loading, unloading, the equipment and personnel on land.

The captain is responsible for loading, unloading, the equipment and personnel on the vessel.

The Port is responsible for keeping the fire extinguishing equipment operational on land and the captain is responsible for the equipment on the vessel.

Before commencing loading or unloading, it must be ascertained that the valid safety regulations have been taken into account on the vessel and on land. The ship's safety check list and the unloading instructions with appendices must be gone through and signed by the captain and warehouse manager.

Under the authorisation of the captain and the warehouse manager, loading, unloading and their preparation can also be supervised by:

- on the vessel: the first officer or other officer
- on land: the safety watch who is well aware of the valid safety regulations

The port may order a piping watch on land if the circumstances so require.

Loading and unloading

Prior to commencing loading/unloading, the following issues must be taken into account:

- the vessel must be earthed before connecting the heavy oil loading arm number 2
- the loading arms number 1 and 3 are equipped with a special flange. When using these loading arms **IT IS NOT ALLOWED** to use a separate earth.
- the connection of loading hoses/arms and the earthing of the vessel must be inspected by the captain of the vessel
- only loading hoses/arms which have been pressure tested within the past 12 months can be used
- when pumping commences, all pumps must be inspected
- the pumping pressure must not exceed the pressure which has been specified in the ship's safety check list

- officers and other crew members of the vessel must always be available on the deck or in the immediate vicinity
- crew must be present on board to the extent that the transfer of the vessel is possible
- if the loading/unloading is interrupted, the piping valves on the vessel must be closed.

Issues to be considered during loading/unloading:

- when loading/unloading commences, the pumping pressure must be increased carefully to the full working pressure, and the tightness of connections between pipelines on the vessel and on land must be inspected
- when unloading commences, one member of the crew of the vessel must be present at the starting location of pumps
- when the tanks are filling up, particular care must be followed
- if a hose or loading arm is drained by means of air or in a corresponding manner, it must be ensured that there is a sufficient amount of space in the tank
- if the wind is blowing constantly over 20 m/s no loading/unloading will take place
- if deemed necessary, the captain of the vessel, the warehouse manager or the relevant port official can interrupt the loading/unloading of a vessel during a thunderstorm

Action in the case of leakage or fire

If there is a leakage or fire, pumping must be stopped immediately, and the unloading and supervising personnel must be informed. The valves on the vessel and on land must be closed. If dangerous gases escape into the air during a leakage or fire, the vessel shall sound an alarm consisting of short, repeated signals with its siren.

An alarm must be given immediately to the rescue centre (112), and to the port (040 5672975).

In the case of leakage or fire the safety watch must take measures according to the instructions when it comes to foaming and putting out oil spill booms.

In this case, other vessels nearby must stop their loading/unloading and take necessary safety actions.

In the case of fire on board the vessel, the crew must commence fire fighting immediately and be prepared to move the vessel away from the quay. In the case of fire on land or on another vessel, other vessels are obliged to assist in fire fighting and be prepared to move the vessels.

Loading/unloading of railway cars and vehicles

A permit from the relevant port official is required whenever railway cars or vehicles carrying oil products or chemicals are loaded/unloaded within the port area outside a storage area of flammable liquids. Such areas must be separated from other areas and provided with clearly visible signs giving warning about dangerous goods.

Within a storage area of flammable liquids, the valid safety regulations concerning the loading/unloading of railway cars and vehicles must be followed.

Pumping of ballast water

The captain of the vessel is responsible for all action related to the pumping of ballast water for the vessel.

The first officer or other officer assigned by the captain must supervise ballast loading.

During the pumping of ballast water, the action concerning loading/unloading of cargo must be taken where applicable. Specific attention must be paid to the filling of tanks, outer sides of the vessel, and the surrounding water area.

During a heavy thunderstorm, ballast loading must be interrupted.

Only clean ballast water can be discharged into the harbour basin.

2.5 Notice of goods stored in tanks at the port

The warehouse manager must notify the rescue centre of the goods stored as follows:

- description and amount of goods
- UN number of goods
- number of storage tanks in which the goods are stored

Whenever the descriptions or amounts of stored goods change, the above information shall be submitted to the port and rescue authorities in writing before receiving the goods.

The warehouse manager shall deliver an information bulletin concerning the safety of all handled oil products and chemicals to the port.

3 UNIT CARGOES WITH IMDG CODE

3.1 Notice procedure

Advance inquiry

The port has specified those classes of goods with IMDG code, which require an advance inquiry. These classes include, among other things, IMDG classes 1 and 7 plus goods where toxicity is a secondary hazard.

The advance inquiry shall be submitted to the port at least one week prior to the intended transport. With small consignments, the port can grant a shorter inquiry period.

The inquiry shall include the technical name, IMDG class and sub-class, UN number, total amount, and intended transport route of the goods.

Advance notice

An advance notice shall be made of all goods possessing an IMDG code, carried through the port, 24 hours before the goods arrive at the port area. The notice is made through the Finnish maritime single window system.

The notice shall also include information on such dangerous goods on board the vessel which are not unloaded/loaded in Vaasa.

3.2 Storing and direct transport

Goods with an IMDG code can only be stored in areas specifically reserved for them.

The storing of particularly dangerous goods (such as explosives) is prohibited in the port area. These must be transported directly to and from the vessel.

3.3 Further regulations

More detailed regulations concerning the notice procedure and transport of goods with an IMDG code through the Port of Vaasa are available at the harbour office.

4 BUNKERING

4.1 General

The bunkered vessel and the bunker oil supplier (or the driver of the bunker oil vehicle) are obliged to take all necessary precautions to prevent oil from spilling to the water or ground.

4.2 Performing of bunkering and action in the case of oil leakage

Issues to be considered during bunkering:

- the vessel must be earthed for the duration of bunkering
- before bunkering, the bunkered vessel must appoint a watch who can order bunkering to be interrupted if necessary
- a reliable connection must exist between the bunker oil vehicle and the vessel during the entire duration of bunkering
- all drainage holes which may be exposed to bunkering must be closed
- air pipes of tanks must be provided with a suitable overflow guard
- the driver of the bunker oil vehicle must be informed of the maximum pumping pressure and the amount of oil which each tank can take
- all hoses and connections must be in good condition and so fastened that they are not damaged by the movements of the vessel
- the hose must be detached so that no oil spills to the water or ground

Action in the case of leakage

If leakage of oil occurs, the vessel and bunker oil supplier together are obliged to take immediate action to prevent the leakage from spreading. Any accidents must be notified immediately to the rescue centre (112) and to the port.

APPENDIXES

Kvarken Ports Map
Jetty of Vaasa, safety equipment
Ship / Shore safety check list (ISGOTT)

Kvarken Ports Vaasa

R1	Main gate. Access to port area 24/7, call Port control +358 (0)40 567 2975
R2-R3	Gates
Q1	Coal quay 145 m
Q2	Rein's quay 240 m
Q3	Passenger quay 162 m
Q4	Northern pier 160 m
Q5	Southern pier 180 m
Q6	Lasse's quay 214 m
Q7	Oil quay 105 m
Berths	RoRo 1-3
Berths	Lasse 1-3
1	Kvarken Ports office & Port control
2	Wasaline passenger terminal
3	Wasaline car check-in
4	Parking area for passengers
5	Visitor parking Kvarken Ports
6	Blomberg Stevedoring office
7	Backman-Trummer
8	Backman-Trummer Short sea terminal
9	Open-air storage
10	Oil harbour
11	Vehicle scale
12	Sampling
A-Ä	Warehouses
9 m	Maximum draft
	Railway

Umeå
E12
Vaasa
Reininkatu
Teollisuuskatu
Laivan-varustajankatu
Moottorikatu
Rahtitie
Gate R1
Gate R2
Gate R3
SCA
wasaline
NEOT
TEBOIL
9 m
6.8 m
7.3 m
5.5-7.5 m
5-7 m
N
W
E
S
Kvarken Ports
THE PORTS OF UMEÅ AND VAASA

VAASAN ÖLJYSATAMAN TURVAJÄRJESTELMÄT

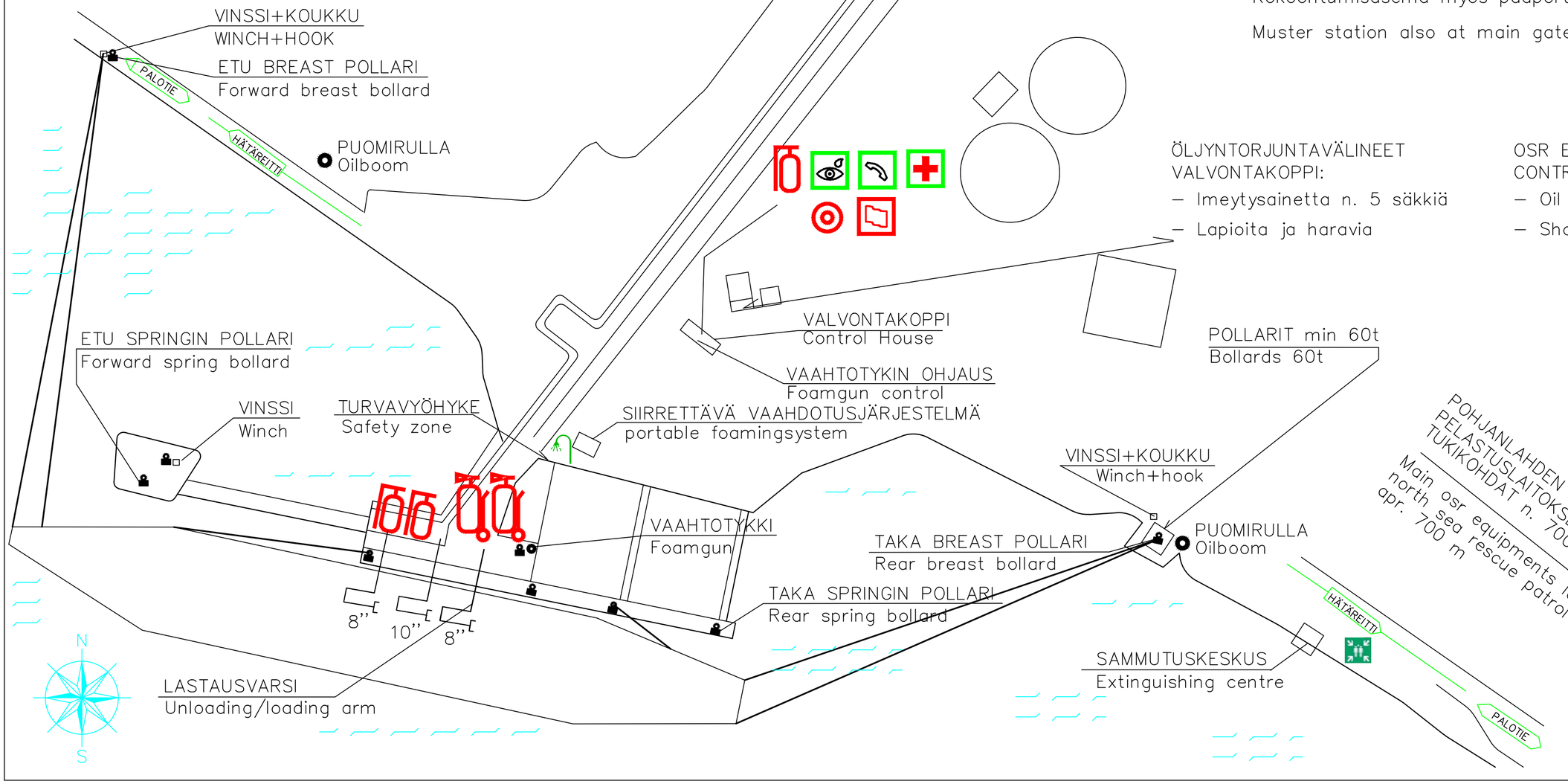
KÄYTTÖ–JA TURVAJÄRJESTELMÄT

- KÄSISAMMUTIN 6–12KG
- SAMMUTIN 25–50KG
- PALOILMOITUSPAINIKE
- PALOPOSTI
- PUHELIN
- SILMÄNHUUHTELUPULLO
- ENSIAPUPAKKAUS
- SAMMUTUSHUOPA
- HÄTÄPOISTUMISREITTI
- PALOTIE
- KOKOONTUMISPAIKKA
- SAFETY SHOWER

JETTY OF VAASA SAFETY EQUIPMENT

SAFETY EQUIPMENT

- FIRE EXTINGUISHER 6–12KG
- FIRE EXTINGUISHER ON WHEELS
- FIRE ALARM BUSH BUTTON
- FIRE WATER HYDRANT
- PHONE
- EYE FLUSHING KIT
- FIRST AID KIT
- FIRE BLANKET
- EVACUATING ROUTE
- FIRE ROAD
- MUSTER STATION
- HÄTÄSUIHKU



Minimivaatimus kiinnitysköysille:
Keula– + peräspringit ja kaksi perä– ja keulakiinnitysköyttä.

The minimum requirements for towing involves to use of springs and the ropes at fore and stern

Kokoontumisasema myös pääportilla

Muster station also at main gate

ÖLJYNTORJUNTAVÄLINEET
VALVONTAKOPPI:
- Imeytysainetta n. 5 säkkiä
- Lapioita ja haravia

OSR EQUIPMENTS
CONTROL HOUSE
- Oil absorbent 5 bags
- Shovels and rakes

KVARKEN PORTS LTD VASKILUOTO VAASA	15.12.2015 V360–1474 koko: A2 TARK. HYV.

ISGOTT Checks pre-arrival Ship/Shore Safety Checklist

Date and time: _____

Port and berth: _____

Tanker: _____

Terminal: _____

Product to be transferred: _____

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	
3	Transfer hoses are of suitable construction (18.2)	Yes	
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 velocity vents are operational (11.1.8)	Yes	
7	Fixed and portable oxygen analysers are operational (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 equipment are operational (11.1.5.2, 11.1.11)	Yes	
10	Cargo tank atmospheres' oxygen content is less than 8% (11.1.3)	Yes	
11	Cargo tank atmospheres are at positive pressure (11.1.3)	Yes	

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 overboard discharges 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 are controlled (23.1)	Yes	
24	Pumproom ventilation is effective (10.12.2)	Yes	
25	Medium frequency/high frequency radio antennae are isolated (4.11.4, 4.13.2.1)	Yes	
26	Accommodation spaces are at positive pressure (23.2)	Yes	
27	Fire control plans are readily available (9.11.2.5)	Yes	

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 terminal mooring 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	

ISGOTT Checks pre-transfer Ship/Shore Safety Checklist

Date and time: _____

Port and berth: _____

Tanker: _____

Terminal: _____

Product to be transferred: _____

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	
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	
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	
38	Naked light restrictions are established (4.10.1)	Yes	Yes	
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	
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	
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.)				
Item	**Check**	**Tanker status**	**Terminal status**	**Remarks**
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	
51	Emergency signals and shutdown procedures are agreed (12.1.6.3, 18.5, 21.1.2)	Yes	Yes	
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	
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	
60	Procedures for receiving nitrogen from terminal to cargo tank are agreed (12.1.14.8)	Yes	Yes	

Additional for chemical tankers **Checks pre-transfer**

Part 5B. Tanker and terminal: bulk liquid chemicals. Checks pre-transfer				
Item	**Check**	**Tanker status**	**Terminal status**	**Remarks**
61	Inhibition certificate received (if required) from manufacturer	Yes	Yes	
62	Appropriate personal protective equipment identified and available (4.8.1)	Yes	Yes	
63	Countermeasures against personal contact with cargo are agreed (1.4)	Yes	Yes	
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	

Additional for gas tankers Checks pre-transfer

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: Period of disablement (if permitted):		
33	Security protocols	Security level: Local requirements:		
33	Effective tanker/terminal communications	Primary system: Backup system:		
35	Operational supervision and watchkeeping	Tanker: Terminal:		
37 38	Dedicated smoking areas and naked lights restrictions	Tanker: Terminal:		
45	Maximum wind, current and sea/swell criteria or other environmental factors	Stop cargo transfer: Disconnect: Unberth:		
45 46	Limits for cargo, bunkers and ballast handling	Maximum transfer rates: Topping-off rates: Maximum manifold pressure: Cargo temperature: Other limitations:		

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 cargo tanks open: Tank switching protocols: Minimum number of cargo tanks open: Tank switching protocols: Full load rate: Topping-off rate: Closing time of automatic valves:		
46	Cargo transfer management procedures	Action notice periods: Transfer stop protocols:		
50	Routine for regular checks on cargo transferred are agreed	Routine transferred quantity checks:		
51	Emergency signals	Tanker: Terminal:		
55	Tank venting system	Procedure:		
55	Closed operations	Requirements:		
56	Vapour return line	Operational parameters: Maximum flow rate:		
60	Nitrogen supply from terminal	Procedures to receive: Maximum pressure: Flow rate:		

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:		

Date and time: _____

Port and berth: _____

Tanker: _____

Terminal: _____

Product to be transferred: _____

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 ____ hours for the tanker and not more than ____ 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

ISGOTT Checks during transfer Ship/Shore Safety Checklist

Repetitive checks

Part 8. Tanker: repetitive checks during and after transfer								
Item ref	**Check**	**Time**	**Time**	**Time**	**Time**	**Time**	**Time**	**Remarks**
Interval time:…… hrs								
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								