

BUNKERING CHECKLIST



ARDROSSAN HARBOUR

This checklist is for use by vessels who do not have a bunker checklist or whose checklist is not as comprehensive. It is to be completed before the commencement of any bunker transfer operation. The checklist is to be retained on board and may be subject to inspection by the Harbour Master.

The checklist is to be completed fully and the declaration signed. The bunkering operation must be adequately supervised at all times by representatives of the supplier and receiver.

Ardrossan Radio on VHF Channel 12, must be contacted prior to commencement, on successful completion of operations and immediately in the event of oil or other pollutant spilling into the water.

FAILURE TO DO SO MAY RESULT IN A PROSECUTION.

	PRECAUTION	YES / NO
1	Are NO SMOKING notices positioned and observed	
2	Are adequate firefighting appliances available	
3	Is there an agreed supplier/receiver communication system	
4	Are the correct types of gasket in use	
5	Are drip trays in position	
6	Are scuppers and drains effectively plugged	
7	Have transfer rates been agreed	
8	Have emergency shutdown procedures been agreed	
9	Is the vessel securely moored	
10	Has the capacity of the receiving tank been checked	
11	Is counter pollution equipment available	
12	Are exterior doors and portholes closed	
13	All hot work suspended	
14	Periodic checks of the water around the vessel to be conducted to ensure no oil or pollutant enters the water	
15	Are bunker hoses safely secured at the manifold	
16	Have all unused valves in the bunker system been checked closed and lashed? Are unused bunker connections properly blanked	
17	Are all bunker hoses properly rigged and free from twists	
18	Has Ardrossan Radio been advised that the bunkering operation is to take place and that the checklist has been completed	
19	Other controls and checks as appropriate:	

BUNKERING CHECKLIST

ARDROSSAN HARBOUR



ON COMPLETION

Has Ardrossan Radio been advised that bunkering operations have been completed and quantity loaded or discharged passed?

TRANSFER DATA	
Vessel Name & Location	
Master / Duty Manager / Agent	
Date & Time of Intended Transfer	
Supply Company	
Quantity & Type of Liquid to be Transferred	
Name Of Supply Barge/Vessel & Contact Details	

DECLARATION

We confirm that we have checked the items on the checklist and are satisfied that the answers given are correct.

Signature of Supplier	
Name	
Date & Time	

Signature of Receiver	
Name	
Date & Time	