

Bunkering / oil transfer checklist.

Operations must not commence until the pre-bunker checklist section has been completed in full and permission to proceed with operations has been granted by the Harbour Master or his authorised representative.

The fully completed form must be handed to the pilot on departure or delivered to Port Control.

Vessels must notify Sunderland Port Control on VHF channel 14 before commencement and on completion of bunkering operations.

Name of vessel:

Time and Date:

Signature:

Title/Rank:

Pre Bunker Checklist		Comments
Has water around vessel been checked	Yes/No	
Is vessel properly secured to quay	Yes/No	
Have relevant deck scuppers on vessel been firmly sealed	Yes/No	
Has quantity of fuel oil to be supplied been agreed	Yes/No	
Has oil specification sheet been received	Yes/No	
Are warning signs in position	Yes/No	
Is SOPEP plan available	Yes/No	
Is clean up material available	Yes/No	
Are adequate fire fighting appliances at hand	Yes/No	
Is Bravo flag/red light showing	Yes/No	
Has appropriate stop/start signal with vessel been agreed	Yes/No	
Has communications system been agreed	Yes/No	
Has an emergency stop procedure been agreed	Yes/No	
Has condition of hose and couplings been checked	Yes/No	
Are tank and pump valves correctly set	Yes/No	
Are delivery vehicle valves checked open/shut	Yes/No	
Are unused manifold valves blanked off	Yes/No	
Will there be adequate space in the tank being filled, to receive excess oil in hoses being cleared by air	Yes/No	
Have any special instructions issued by the Harbourmaster or operations department been complied with	Yes/No	

During bunkering operation	Comments
Monitor fuel hose and connections for leaks	
Check vessel moorings	
Check trim of bunker barge/vessel	
Check surrounding water for oil	
Check communications with receiving vessel	
Continue to monitor operation	

On completion of bunkering operation		Comments
Is bunker valve closed	Yes/No	
Is hose disconnected	Yes/No	
Is clean up gear stowed away	Yes/No	
Are fire fighting appliances stowed away	Yes/No	
Is red flag/light removed	Yes/No	
Inspection of surrounding area completed	Yes/No	
Water around vessel checked	Yes/No	
Correct documentation completed	Yes/No	

General Safety considerations during Bunkering:

SOPEP locker equipment

Emergency shut-down arrangements

Bunker line over-flow arrangements to overflow tank

Containment trays

Consistent & Continuous observations