

PART C: CHECKS PRE-BERTHING

Check	Ship	Bunker vessel	Terminal	Code	Remarks
C-1. The methanol bunker vessel has received clearance to go alongside receiving ship, from Port control and receiving ship.				P	VHF Ch. 12 Port control

PART D: CHECKS AFTER ARRIVAL PRE METHANOL BUNKERING

Check	Ship	Bunker vessel	Terminal	Code	Remarks
D-1. On both ship and methanol bunker vessel the responsible officers / supervisor in charge of the bunker operation are identified and posted.					
D-2. An effective means of communication between the officers / supervisors at the ship and methanol bunker vessel has been established and tested. The communication language has been agreed upon.				A	VHF/UHF Channel:..... Language:..... Primary System:..... Backup System:.....
D-3. An effective deck watch onboard the ship is established.					The deck watch pays particular attention to moorings, fenders and simultaneous activities.
D-4. On both the ship, bunker vessel an effective methanol bunker watch is established.					The methanol bunker watch pays particular attention to hoses, manifold, and bunker controls.
D-5. The emergency signals and shutdown procedures are agreed upon.				A	Emergency Stop Signal:
D-6. Present weather and wave conditions are within the agreed limits.				A R	Wind: Waves:
D-7. Sufficient fendering is in place. The fenders have been checked and have been found to be in good working order.				A	Metal to metal contact is to be avoided at all times.
D-8. The methanol bunker vessel and the receiving ship are securely moored using none wire mooring lines					
D-9. There is a safe means of access between the ship and the methanol bunker vessel.				A	If Applicable
D-10. External doors, portholes and accommodation ventilation inlets are closed as per operation manual.					If Applicable
D-11. The gas detection equipments have been properly calibrated for toxic and lower flammability level. It has been tested and found to be in good working order.					Ref. Ch. 6.1 Methanol bunker operation regulations. Methanol exposure limit value of 200 ppm.
D-12. Material Safety Data Sheets (MSDS) for the methanol product have been exchanged.					

PART E: CHECKS PRE METHANOL BUNKERING

Check	Ship	Bunker vessel	Terminal	Code	Remarks
E-1. Smoking rooms have been nominated and smoking restrictions are being observed.					Nominated smoking room on receiving ship: Nominated smoking room on bunker vessel:
E-2. Naked light regulations as defined in the terminal operations manual are being observed and all terminal lightning and cables shall be switched off in a way of that the lights are totally powerless in the bunker area. (This is not applicable if equipment is EX-proof). Remote electrical cabinets on quay deck has to be totally powerless.					
E-3. The main radio transmitter aerials are earthed and radars are switched off or are configured as per terminal operations manual.					
E-4. Fixed VHF/UHF transceivers and AIS switched off or are configured to the correct power mode as per terminal operations manual.					
E-5. Sufficient suitable protective clothing and equipment is ready for immediate use.					
E-6. Personnel involved in the connection and disconnection of the bunker hoses and personnel in the direct vicinity of these operations make use of sufficient and appropriate protective clothing and equipment.					Ref. Ch. 6.1 Methanol bunker operation regulations. Regarding portable gas measurement instrument. Methanol exposure limit value of 200 ppm.
E-7. Fire hoses and fire-fighting equipment on board the ship and methanol bunker vessel are ready for immediate use.					Ref. Ch. 7 Methanol bunker operation regulations.
E-8. All scuppers in the methanol bunker area are closed. Spill containment arrangements and portable drip trays are of appropriate volume, in correctly position and empty.				R	
E-9. Initial methanol bunker line up has been checked. Unused connections are closed, blanked and fully bolted. Tank openings are closed.					The methanol transfer system/ hose may be used with a safety dry break away coupling (SBC).
E-10. Methanol bunker hoses, fixed pipelines and manifolds are in good condition, properly rigged, supported, properly connected, and certified for the methanol transfer.					Ref. Ch. 5.2 Methanol bunker operation regulations.

PART E: CHECKS PRE METHANOL BUNKERING

Check	Ship	Bunker vessel	Terminal	Code	Remarks
E-14. The system and method of electrical insulation has been agreed upon between the ship and methanol bunker vessel. The methanol bunker connection between the ship and the methanol bunker vessel has adequate electrical insulating means in place.				A	
E-15. A break-away coupling is in place and in good working order.					If Applicable
E-16. All remote control valves and bunker system gauges are well maintained and in good working order.					
E-17. The ship's bunker tanks and the bunker barge's cargo tanks are protected against inadvertent overfilling at all times, tank content is monitored continuously and alarms are correctly set.				R	
E-18. On both the ship and the methanol bunker vessel the emergency shutdown devices (ESD's), automatic valves or similar devices have been tested, haven been found to be in good working order, and are ready for use. The closing rates of the ESD's have been exchanged. If applicable.				A	Ship: seconds Methanol bunker vessel: seconds
E-19. The methanol specifications have been agreed upon by ship and methanol bunker vessel.				A	E.g. quality, temperature and density of the methanol.
E-20. Maximum working pressure and pump rate has been agreed upon by ship and methanol bunker vessel.				A	Max: m ³ /h Max: bar
E-21. Maximum filling limit of the methanol bunker tanks have been agreed upon by ship and methanol bunker vessel.				A	Max fill: %
E-22. An overall Contingency Plan is available. Hazardous product spill clean-up material is available.					
E-23. VTS Gothenburg advised on Ch. 13 when: - Commenced pumping - Stopped pumping - Bunkering completed					Applicable during offshore bunkering only.
E-24. Port control has been notified prior the start of methanol operations.					VHF Ch. 12 Port control

Ship's name

Date

DECLARATION

We, the undersigned, have checked the above items in Parts A, B, C and D in accordance with the instructions and have satisfied ourselves that the entries we have made are correct.

We have also made arrangements to carry out repetitive checks as necessary and agreed that those items coded 'R' in the Checklist should be re-checked at intervals not exceeding hours.

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

Ship	Methanol bunker vessel	Terminal
Name	Name	Name
Position	Position	Position
Signature	Signature	Signature
Date	Date	Date
Time	Time	Time

Record of repetitive checks							
Date							
Time							
Initials for ship							
Initials for bunker vessel							

Guidelines for completing the Methanol Bunker Checklist

The joint declaration should not be signed until both parties have checked and accepted their assigned responsibilities and accountabilities. When duly signed, this document is to be kept at least one year on board of the methanol receiving vessel.

Ship's name

Date

PART F: CHECKS AFTER COMPLETION OF METHANOL BUNKERING

Check	Ship	Bunker vessel	Code	Remarks
F-1. Methanol bunker hoses, fixed pipelines and manifolds have been cleared and empty, ready for disconnection.			A	
F-2. Remote and manual controlled valves are closed and ready for disconnection.			A	
F-3. Port control has been notified that methanol bunker operations have been completed on VHF Ch. 12.				Time notified: hours
F-4. The terminal has been notified that methanol bunker operations have been completed.				Time notified: hours
F-5. Near misses and Incidents have been reported to Port control				Report No:

DECLARATION

We, the undersigned, have checked the above items in accordance with the instructions and have satisfied ourselves that the entries we have made are correct.

Ship	Methanol bunker vessel
Name	Name
Position	Position
Signature	Signature
Date	Date
Time	Time