Date and time:_	
Berth:	
Ship's name:	
Product to be tr	

# Checks after mooring Ship/Shore Safety Checklist

	Part 3. Tanker: checks after mooring				
ltem	Check	Status	Remarks		
17	Fendering is effective (22.4.1)	□ Yes			
18	Mooring arrangement is effective (22.2, 22.4.3)	☐ Yes	According to mooring plan for the berth.		
19	Access to and from the tanker is safe (16.4)	☐ Yes	According to port requirements. See Operating regulations for Gothenburg energy port. Gangway angle and landing area.		
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	AIS to be kept on when alongside and set to low power.		
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	Location		

	Part 4. Terminal: checks after mooring				
ltem	Check	Status	Remarks		
28	Fendering is effective (22.4.1)	☐ Yes	Check parallel body and/or hull to fender full contact.		
29	Tanker is moored according to the port mooring plan (22.2, 22.4.3)	☐ Yes			
30	Access to and from the jetty is safe (16.4)	□ Yes	Check gangway landing area and angle. Check accomodation ladder landning area check.		
31	Spill containment and sumps are secure (18.4.2, 18.4.3, 23.7.4, 23.7.5)	☐ Yes			



## Checks pre-transfer Ship/Shore Safety Checklist

		Tanker	Terminal	
ltem	Check	status	status	Remarks
32	Tanker is ready to move at agreed notice period (9.11, 21.7.1.1, 22.5.4)	□ Yes	☐ Yes	Ready within 20 min. during emergency.
33	Effective tanker and terminal communications are established (21.1.1, 21.1.2)	☐ Yes	☐ Yes	Primary System: Backup system
34	Transfer equipment is in safe condition (isolated, drained and de-pressurised) (18.4.1)	□ Yes	☐ Yes	
34b	Loading arm maximum and minimum height above current water level is checked	☐ Yes	☐ Yes	Envelope of the loading arm.
35	Operation supervision and watchkeeping is adequate (7.9, 23.11)	□ Yes	☐ Yes	On board and at terminal.
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	Nominated smoking rooms onboard:
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	Ban of equipments e.g. mobiles, smart watches, E-cigarettes, fitness wristbands, remote controls et
40	Means of emergency escape from both tanker and terminal are established (20.5)	☐ Yes	☐ Yes	Escape route information on Manifold Mooring pla
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	Cargo handling plan agreed.
46	Cargo transfer management controls are agreed (12.1)	☐ Yes	☐ Yes	Closed operation, pumping rates etc.
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 termina	l: pre-transf	er conferenc	ce (cont.)
ltem	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. Information from Pre-arrival exchange.
50	Routine for regular checks on cargo transferred are agreed (23.7.2)	☐ Yes	☐ Yes	All changes must be recorded.
51	Emergency signals and shutdown procedures are agreed (12.1.6.3, 18.5, 21.1.2) See part 6 item 51.	☐ Yes	☐ Yes	ESD-procedure. Is ESD-cable available? Closing rate of ESD-valves: Shores Ships
52	Safety data sheets are available (1.4.4, 20.1, 21.4)	□ Yes	☐ Yes	SDS - Safety Data Sheet or MSDS - Material Safety Data Sheet.
53	Hazardous properties of the products to be transferred are discussed (1.2, 1.4) Also consider hazardous properties from previous cargo standing in manifolder to be used.	☐ Yes	☐ Yes	H2S Content (100 ppm) Mercaptan Content (5 ppm)
				Benzene Content
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	Venting method
56	Vapour return line operational parameters are agreed, when applicable (11.5, 18.3, 23.7.7)	□ Yes □ N/A	□ Yes □ N/A	Vapour Return Unit or Vapour Destruction Unit to be used where applicable.
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	Spills and leaks prevention. Blank flanges fully bolted.
59	Portable very high frequency and ultra high frequency radios are intrinsically safe (4.12.4, 21.1.1)	☐ Yes	□ Yes	UHF/VHF/Torches etc. to be Ex-approved.
60	Procedures for receiving nitrogen from terminal to cargo tank are agreed (12.1.14.8)	□ Yes □ N/A	□ Yes □ N/A	Nitrogen from terminal for line clearance only.



	Part 6. Ta	anker 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	Stop cargo transfer:		
	environmental factors	Disconnect:		
		Unberth:		
		If the weather forecast, provided by the port, indicate average winds of 20 m/s and/or gusts exceeding 25 m/s, cargo handling operations must be ceased.		
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	r 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:		
	Common radio emergency signal: "Vessel name/Jetty name/Stop Stop Stop"	Terminal:		
55	Tank venting system	Procedure:		
55	Closed operations	Requirements:		
56	Vapour return line	Operational parameters:		
		Maximum flow rate:		
60	Nitrogen supply from terminal	Not possible to get Nitrogen from the terminal.		



	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:					



	Part 7A. General tanker: checks pre-transfer					
ltem	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 □ N/A				
86	Inert gas system delivering inert gas with oxygen content not more than 5% (11.1.3)	□ Yes □ N/A				
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 🛛 N/A					
ltem	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	Give 30 minutes notice to Harbour Office before starting COW.			

### 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 🛛 N/A					
ltem	Check	Status	Remarks			
91	Permission for tank cleaning operations is confirmed (21.2.3, 21.4, 25.4.3)	🗆 Yes	Tank cleaning at quayside is not allowed without special permit. See Operating Regulations for Gothenburg Energy Port.			
92	Permission for gas freeing operations is confirmed (12.4.3)	☐ Yes	Gas freeing at quayside is not allowed without special permit. See Operating Regulations for Gothenburg Energy Port.			
93	Tank cleaning procedures are agreed (12.3.2, 21.4, 21.6)	☐ Yes	Permission to be granted from the Port Authority.			
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			□ N/A
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			□ N/A
Part 5C. Tanker and terminal: liquefied gas. Checks pre-transfer			□ N/A
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			□ N/A
Part 7C. Tanker: checks prior to tank cleaning and/or gas freeing			🗌 N/A

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.

Ship	Terminal
Name	Name
Rank	Position
Signature	Signature
Date	Date
Time	Time



### Checks during transfer Ship/Shore Safety Checklist

### Repetitive checks

Part 8. Tanker: repetitive checks during and after transfer								
ltem 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	□ N/A
9	Inert gas system and all associated equipment are operational	☐ Yes	□ N/A					
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	According to mooring plan for the berth.
19	Access to and from the tanker is safe	□ Yes	According to port requirements. Gangway angle and landing area.					
20	Scuppers and savealls are plugged	□ Yes						
23	External openings in superstructures are controlled	☐ Yes	☐ Yes	☐ Yes	☐ Yes	□ Yes	☐ Yes	
24	Pumproom ventilation is effective	□ Yes						
28	Fendering is effective	□ Yes	🗆 Yes	Check parallel body and/or hull to fender full contact.				
32	Tanker is ready to move at agreed notice period	□ Yes	□ Yes	□ Yes	☐ Yes	□ Yes	□ Yes	
33	Communications are effective	□ Yes	Check communication.					
35	Supervision and watchkeeping is adequate	☐ Yes						
36	Sufficient personnel are available to deal with an emergency	☐ 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						



	Part 8. Tanker: repetitive checks during and after transfer (cont.)							
39	Control of electrical devices and equipment in hazardous zones is complied with	☐ Yes	Ban of equipments e.g. mobiles, smart watches, E-cigarettes, fitness wristbands, remote controls etc.					
40 41 42 51	Emergency response preparedness is satisfactory	☐ Yes	Escape route information on Manifold Mooring plan.					
54	Electrical insulation of the tanker/terminal interface is effective	☐ Yes						
55	Tank venting system and closed operation procedures are as agreed	☐ Yes	□ Yes					
85	Individual cargo tank inert gas valves settings are as agreed	☐ Yes	□ N/A					
86	Inert gas delivery maintained at not more than 5% oxygen	☐ Yes	□ N/A					
87	Cargo tank high level alarms are operational	□ Yes	☐ Yes					
Initial	S							



Date and time:\_\_\_\_\_

Berth:

Jetty Operator: \_\_\_\_\_

Ship's name:

Terminal: \_\_\_\_\_

Product to be transferred: \_\_\_\_\_

Part 9. Terminal: repetitive checks during and after transfer								
ltem ref	Check	Time	Time	Time	Time	Time	Time	Remarks
Interv	al time:hrs							
18	Mooring arrangement is effective	□ Yes	□ Yes	According to mooring plan for the berth.				
19	Access to and from the terminal is safe	□ Yes	□ Yes	According to port requirements. Gangway angle and landing area.				
28	Fendering is effective	□ Yes	□ Yes	Check parallel body and/or hull to fender full contact.				
32	Spill containment and sumps are secure	□ Yes	□ Yes					
33	Communications are effective	☐ Yes	□ Yes	□ Yes	☐ Yes	☐ Yes	☐ Yes	Check communication.
35	Supervision and watchkeeping is adequate	☐ Yes	☐ Yes					
36	Sufficient personnel are available to deal with an emergency	☐ Yes	☐ Yes					
37	Smoking restrictions and designated smoking areas are complied with	☐ Yes	☐ Yes					
38	Naked light restrictions are complied with	□ Yes	□ Yes					
39	Control of electrical devices and equipment in hazardous zones is complied with	☐ Yes	☐ Yes	Ban of equipments e.g. mobiles, smart watches, E-cigarettes, fitness wristbands, remote controls etc.				
40 41 47 51	Emergency response preparedness is satisfactory	☐ Yes	☐ Yes	☐ Yes	☐ Yes	Tes Yes	☐ Yes	Escape route information on Manifold Mooring plan.
54	Electrical insulation of the tanker/terminal interface is effective	☐ Yes	☐ Yes					
55	Tank venting system and closed operation procedures are as agreed	☐ Yes	☐ Yes	☐ Yes	☐ Yes	□ Yes	☐ Yes	
Initial	S							

