Date aı	nd time:		
Berth:			
Ship's ı	name:		
	al:		
	t to be transferred:		
Produc	it to be transferred:		
Che	cks after mooring Ship/Shore	e Safety	y Checklist
	Part 3. Tank	er: checks af	ter mooring
Item	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
27b	The High Voltage Connection onboard is ready according to the ports requirements.	☐ Yes	
	Part 4. Termi	nal: checks a	fter mooring
Item	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

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	Ready within 20 min. during emergency.			
33	Effective tanker and terminal communications are established (21.1.1, 21.1.2)	☐ Yes	☐ Yes	Primary 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 etc.			
40	Means of emergency escape from both tanker and terminal are established (20.5)	☐ Yes	☐ Yes	Escape route information on Manifold Mooring plan.			
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 terminal: pre-transfer conference (cont.)							
Item	Check		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: Shore			
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)			
54	Electrical insulation of the tanker/terminal interface is effective (12.9.5, 17.4, 18.2.14)	☐ Yes	☐ Yes	BCHZERE CONCINE			
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.			

Click to go to Part 5B

Click to go to Part 5C



	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 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.) N/A								
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								
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 ☐ 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-t	ransfer if crud	de oil washing is planned N/A					
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	Give 30 minutes notice to Harbour Office before starting COW.					
Che	cks after pre-transfer confere	nce Shi	ip/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								
Item	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 syste			□ 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-trar	sfer			□ 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 p	olanned			□ N/A
Part 7C. Tanker: checks prior to tank cleaning and/or gas fre	eeing			□ N/A
In accordance with the guidance in chapter 25 of ISGOTT, v made are correct to the best of our knowledge and that th transfer operation.				:he
We have also agreed to carry out the repetitive checks not occur at intervals of not more than hours for the tan				
lf, to our knowledge, the status of any item changes, we w	ill immediately ir	nform the other pai	rty.	
Ship	Terminal			
Name	Name			
Rank	Position			
Signature	Signature			
Date	Date			
Time	Time			



Gothenburg Port Authority, Jun 2025.

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
Interv	al time:hrs							
8	Inert gas system pressure and oxygen recording operational	☐ Yes	□ N/A					
9	Inert gas system and all associated equipment are operational	☐ Yes	☐ Yes	☐ Yes	☐ Yes	Yes	☐ Yes	□ N/A
11	Cargo tank atmospheres are at positive pressure	☐ Yes						
18	Mooring arrangement is effective	☐ 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						
24	Pumproom ventilation is effective	☐ Yes						
28	Fendering is effective	☐ Yes	Check parallel body and/or hull to fender full contact.					
32	Tanker is ready to move at agreed notice period	☐ 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						
38	Naked light restrictions are complied with	☐ Yes						



Gothenburg Port Authority, Jun 2025.

	Par							
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						
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	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	□ N/A
87	Cargo tank high level alarms are operational	☐ Yes						
27b	HVSC-cable is in correct position and has no pull.	☐ Yes	The HVSC-cable is in the correct position on the jetty and no force tending to pull/stretch the cable.					
Initials	5							



Jetty C	perator:										
Ship's	name:										
Termin	al:										
Produc	ct to be transferred:										
Part 9. Terminal: repetitive checks during and after transfer											
-		Part 9. Term	ninal: repet	itive check	s during ar	nd after trai	nsfer	I			
Item ref	Check	Time	Time	Time	Time	Time	Time	Remarks			
Interv	al time:hrs										
18	Mooring arrangement is effective	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	According to mooring plan for the berth.			
19	Access to and from the terminal is safe	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	According to port requirements. Gangway angle and landing area.			
28	Fendering is effective	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	Check parallel body and/or hull to fender full contact.			
32	Spill containment and sumps are secure	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes				
33	Communications are effective	☐ Yes	☐ Yes	Yes	Yes	☐ Yes	☐ Yes	Check communication.			
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	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	☐ Yes	☐ Yes	Escape route information on Manifold Mooring plan.			
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				
27b	HVSC-cable in the correct position and has no pull.	☐ Yes	☐ Yes	Yes	Yes	Yes	☐ Yes	The HVSC-cable is in the correct position on the jetty and no force tending to pull/stretch the cable.			
Initial	S										

Berth:

Date and time:_____



Click to make Part 5B Visible / Invisible

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			
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)	N/A	N/A	Not possible to get Nitrogen from the terminal.		

Click to go back to Part 6



Click to make Part 5C Visible / Invisible

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	Closing rate of ESD-valves: Shores			
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				

Click to go back to Part 6



15.