

## ARCTIC WATERS OIL TRANSFER

## GENERAL CHECKLIST FOR ALL TRANSFERS

GENERAL PROCEEDURE	CHECK	SUPPLIER		RECIPIENT		COMMENTS
	YES	INITIAL	DATE	INITIAL	DATE	
1. Pre-transfer P.A. Announcement made?						
2. All personnel involved are informed & adequately trained? A designated person in charge on duty at all times during the transfer operation?						
3. Language agreed to?						
4. All communications including Backup System tested?						
5. Is fire fighting equipment tested, available & are fire screens in place?						
6. Are all regulations for transfer understood and observed and "NO SMOKING, NAKED LIGHTS or FLAMES" signs posted?						
7. Are flashlights "intrinsically safe" and approved?						
8. Are window type A.C. units switched off?						
9. Are exterior doors and ports leading to main deck closed?						
10. Is equipment, tools & material required for transfer available at hand?						
11. Is containment equipment and absorbent material available?						
12. Has Transfer Emergency Shutdown been tested?						
13. Hoses to be used have been checked for:						
a) correct diameter & length to reach other station,						
b) chafing, cracks or other deformation,						
c) damaged fittings,						
d) blanking of hoses,						
e) continuity.						
14. All repair work at either station stopped. (if dangerous for transfer)						
15. Inert gas system is fully operational (if fitted).						

GENERAL PROCEEDURE	CHECK	SUPPLIER		RECIPIENT		COMMENTS
	YES	INITIAL	DATE	INITIAL	DATE	
16. Main transmitting aerials and radar scanners are used with due care.						

**ARCTIC WATERS OIL TRANSFER**

**GENERAL CHECKLIST FOR ALL TRANSFERS (Continued)**

GENERAL PROCEEDURE	CHECK	SUPPLIER		RECIPIENT		COMMENTS
	YES	INITIAL	DATE	INITIAL	DATE	
17. All craft alongside are authorised and following hazard warnings, etc.						
18. Is hose test certificate or records available for inspection?						
19. Have weather and ice reports been determined?						
20. Are gas concentration accumulations in still air conditions monitored?						
21. Are all scuppers plugs in place?						
22. Are main decks free of standing water?						
23. Were manifolds drained before removing blanks?						
24. Are pressure gauges ready and in place?						
25. All sea valves on cargo systems closed?						
26. Are drip cans and trays in place, and empty?						
27. Is lighting adequate for all transfer requirements?						
28. Is mooring watch being monitored?						
29. Are spill reporting procedures understood?						
30. Are all tank vents free of blockage?						
31. Have Pressure/Vacuum Relief (PVR) valves been checked?						
32. Has a post-transfer PA announcement been made?						
33. Are International signals being displayed? (if required)						
34. Has a written procedure and the sequence of the transfer been agreed upon?						
35. Is there a clear understanding of the watch and shift arrangement?						
36. Will there be sufficient personnel available at all times to monitor the transfer operation, tend cargo hose and mooring lines and take appropriate action in an emergency?						