

**SHIPOWNERS**  
SECURITY FOR SMALL & SPECIALIST VESSELS

## Bunker checklist

Vessel name:

Port

Date

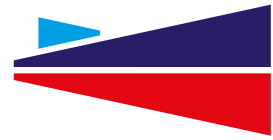
### Important notes:

1. Familiarise yourself with IMO MEPC. 1/Circ. 736/ Rev.2 guidance for the recording of operations in the oil record book part I - machinery space operations.
2. Never hesitate to STOP bunkering to avoid a spill.
3. The Chief Engineer is always responsible for safe bunkering operations, the pre-loading plan, communication procedures and emergency shutdown procedures.
4. Planned final quantity must take expansion factors into account for safety purpose.
5. All bunker tanks pre-loading conditions must be listed in the pre-loading plan, whether it is intended to take bunkers in those tanks or not. This will assist in taking decisions in case of deviation from the plan due to exceptional circumstances (emergency/other).
6. The non-nominated tanks must be continuously monitored throughout the operation.

### Pre-loading plan

Fill sequence/ Tank Nr/ Oil type	Maximum capacity		Sounding before bunkering		Planned final soundings after bunkering		Percentage full after bunkering	
	m <sup>3</sup>	T	m <sup>3</sup>	T	m <sup>3</sup>	T	m <sup>3</sup>	T
Mode of bunker delivery (i.e. barge)								
Recommended fuel delivery rate								
Maximum fuel delivery rate					Start time			
Topping off fuel delivery rate					Stop time			
Total Bunkers to be taken					m <sup>3</sup>	T		

Notes and special instructions (crew assignments, monitoring procedures, value alignments, etc.):

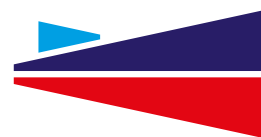


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## Pre-bunkering checks

	Officer on deck informed (red 'B' flag, red light)
	Local port regulations are observed, Local port authorities notified
	Type and quality of oils agreed
	Bunkering system checked and operational (relevant fuel lines and valves in open/closed position)
	Tank level indicators operating and calibrated
	Necessary deck lights on, when applicable
	Overflow tank is drained and the alarm is operating
	Safe access to barge arranged, when applicable
	State of adjacent water noted, oil free
	Drip tray drained and plugs inserted
	All hot work has been suspended
	'NO SMOKING' signs in place
	All scupper plugs in place
	Fire extinguisher in place
	All bunker hoses inspected, in good condition
	Bunker barge is securely moored alongside / truck in safe position
	Connection inspected (bunker points not in use securely blanked and checked for leakage)
	Oil meter on barge / truck / ashore inspected
	Communication checks completed, engine room to bunker station and supplier (VHF channel)
	All concerned bunker tanks sounded, capacity and free volume checked
	SOPEP equipment prepared / standby
	Arrangements made for two fuel oil samples to be taken and stored on board in accordance with the IMO's guidelines.
	Emergency stop procedure discussed and agreed with supplier
	Risk assessment and tool box meeting carried out
	Crew involved have read and understood the company's bunkering procedures
	Sufficient crew available for carrying out the bunkering operation in a safe manner
	Material Safety Data Sheet provided by supplier (SOLAS requirement)
	Experienced crewman designated to standby at the manifold and monitor the bunkering operation
	Length of hose allows for any expected fall and rise in height of tide
	Samples taken and grade of bunkers confirmed as acceptable



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## During bunkering checks

	Commence bunkering at minimum agreed pumping rate
	Soundings carried out before increasing the pumping rate
	Monitor the maximum agreed supply line pressure, check for suspicious signs that may indicate cappuccino delivery (injecting air in the bunkers)
	Examine supply line, connections, sounding pipes, air vents for leakages
	Frequent sounding, and when fitted remote level-reading carried out and compare readings. Are levels as expected?
	Request reduction of pumping rate early enough and/or open next tank before topping-off
	Close valves of completed tanks
	Always notify supplier at time of changing tanks and when last tank starts to be filled
	Give suppliers timely warning to stop pumping
	Ensure sufficient ullage in final tank for hose draining and line blowing

## After bunkering checks

	Hoses and lines drained
	All flanges and valves closed properly, blank-off manifold
	Barge / truck tanks jointly sounded, quantities determined and agreed with supplier after completion and before disconnecting the hose
	Check sounding / quantities on all ship's tanks
	Complete all bunker documents, bunker receipt received
	Disconnection of the supply hose only with Chief Engineer agreement and after completion of paperwork
	Scuppers unplugged, SOPEP and fire-fighting equipment stowed
	Inform the crew about end of bunkering operation
	Complete the Oil Record Book, Deck and Engine Log Books
	Bunkering signals cancelled

Master	Signature
Chief Engineer	Signature
Supplier representative	Signature