



## EXAMPLE SAFETY CHECK LIST - Ship & Road Vehicle Liquid Transfer

SHIP:	ROAD VEHICLE:
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DATE:	TIME:	BERTH:
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PORT AUTHORITY PERMIT No				
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### INSTRUCTIONS FOR COMPLETION

The safety of operations requires that all questions be answered affirmatively. If an affirmative answer is not possible, the reasons are to be given and agreement reached upon appropriate precautions to be taken between the road vehicle and ship. Where the question is not considered to be applicable a note to that effect is to be inserted under "Remarks". If at any time safety is endangered by any action on the part of ship and or road vehicle personnel or by any equipment under their control immediate cessation of operations should occur.

### THERE CAN BE NO COMPROMISE WITH SAFETY

PRODUCT	QUANTITY TONNES/LITRES	TANK CAPACITY	FREE SPACE	MAX. RATE	MAX. PRESS

		SHIP'S OFFICER	ROAD VEHICLE	REMARKS
1	IS THE SHIP SECURELY MOORED?			
2	IS THEIR SAFE ACCESS BETWEEN SHORE AND SHIP?			
3	IS THERE SUFFICIENT PERSONNEL ASSIGNED ON BOARD THE SHIP AND THE SHORE TO ENSURE A SAFE OPERATION?			
4	WHAT ARE THE SHIP/SHORE COMMUNICATIONS?			STOP SHIP/SHORE
5	HAS THE EMERGENCY SHUT DOWN PROCEDURES BEEN AGREED?			
6	ARE ALL THE SCUPPERS CLOSED SECURELY?			
7	ARE UNUSED CARGO CONNECTIONS BLANKED SECURELY & ARE UNUSED VALVES CLOSED?			
8	SITE INSPECTION FOR LOCATION OF ROAD VEHICLE(S) & ASSOCIATED EQUIPMENT COMPLETED ?			
9	ARE NAKED LIGHT REQUIREMENTS BEING OBSERVED?			
10	IS SIGNAGE "NO SMOKING/NO NAKED LIGHTS & BUNKERING IN PROGRESS" AVAILABLE & DISPLAYED?			
11	IS FIREFIGHTING EQUIPMENT DEPLOYED ON BOARD & ASHORE & READY FOR USE?			
12	IS THERE A SUFFICIENTLY LARGE, CLEAN & SECURE OVERFLOW BASIN UNDER HOSE CONNECTION(S)?			
13	IS THE HOSE(S) IN GOOD CONDITION (VALID TEST CERTIFICATE)?			
14	IS THE HOSE(S) IAND ALL JOINTS SECURED AND SUPPORTED CORRECTLY?			
15	IS POLLUTION EQUIPMENT READY & AVAILABLE ON SITE?			
16	HAS ALL PERSONNEL INVOLVED IN OPERATIONS SIGHTED AND UNDERSTOOD THE AGREED CONTINGENCY PLAN?			

**DECLARATION:** We have checked where appropriate jointly, the items on this checklist and have satisfied ourselves that the entries we have made are to the best of our knowledge, and arrangements have been made to carry out repetitive checks as necessary.

Ship's Officer		Road Vehicle	
Name:		Name:	
Signature:		Signature:	
Date:	Time:	Date:	Time: