



Small Commercial and Fishing Vessels (< 50gt)

Pre-delivery bunkering procedures checklist

- User Guidance – delete before sharing/printing
1. Download this form and save with a new filename.
 2. To edit, go to 'Editing' and select 'Open in Desktop App'
 3. The cells will adjust automatically to accommodate the text
 4. When complete, retain copy of form in local filing system.

Part 1 – Checklists

Check Item		Vessel	
VESSEL			
1.	Has permission been obtained from the Harbour Operator to take on bunkers?		Yes / No
2.	Is the vessel securely moored alongside?		Yes / No
3.	Is there safe access for personnel transfer?		Yes / No
4.	Is fire fighting equipment present and immediately available for use?		Yes / No
5.	Is there a supply of oil spill clean-up material available for immediate use?		Yes / No
6.	Are there sufficient ullages in the receiving tanks to receive the nominated quantity?		Yes / No
7.	At what interval will the level in receiving tanks be gauged? (by receiving vessel)	Every	minutes
8.	Who from the vessel crew will supervise the transfer operation?	Print Name:	
		Designation:	

Check Item		Supplier	
SUPPLIER			
9.	Do the transfer hoses have sufficient slack and adequate support to prevent undue strain?		Yes / No
10.	Is the road tanker (RTW)/pipelines and associated equipment in good condition?		Yes / No
11.	Are all transfer hoses are in good visible condition and no signs of damage?		Yes / No
12.	Are all flange connections on the transfer system not in use securely blanked and shut off?		Yes / No
13.	Is spill containment provided?		Yes / No
14.	Is the transfer system correctly lined up?		Yes / No

Part 2 – Remark / Comment

Part 3 – Declaration

The following undersigned have checked, where appropriately jointly, the items on this checklist and have satisfied themselves that the entries made are correct to the best of their knowledge.

For Receiving Vessel		For Supplier	
Vessel Name:		Company Name:	
Name:		Driver Name:	
Rank/position:		Position:	
Signature:		Signature:	
Date:		Date:	