Generic Bunkering Confirmation Checklist

**To be used if Company’s approved Tier 1 Oil Spill Response Plan does not include a pre-bunkering checklist. Either Company’s Pre-bunkering Checklist or this one to be completed by Company Representative in charge and handed to POAL Staff member involved in bunkering (POAL vessel) or to Security Office at Tinley St on leaving the Port.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Vessel / Location |  | Person in Charge | |  | |
| Bunkering Operator |  | Time / Date | |  | |
| **Task** | | | **Confirmed / Checked** | | |
| Onshore | | Vessel |
| Bunker Operator escorted to work area by POAL Security | | |  | |  |
| Weather conditions suitable for bunkering operations | | |  | |  |
| Working area cordoned off and hazard warning signs displayed and appropriate PPE worn | | |  | |  |
| Vessel secure to its moorings | | |  | |  |
| Vessel has confirmed there is sufficient ullage in the tanks to be bunkered | | |  | |  |
| All scuppers securely plugged and/or overflow bags fitted to vent pipes – rags NOT PERMITTED | | |  | |  |
| Unused bunker connections are blanked and values set correctly for tanks to be used | | |  | |  |
| Spill contingency equipment available | | |  | |  |
| Sufficient firefighting equipment available during bunkering | | |  | |  |
| Vessel confirmed no dangerous good loading / unloading occurring during bunkering operations | | |  | |  |
| All couplings checked, camlock connections in place and appropriately bunded. | | |  | |  |
| Maximum discharge rates, pressures and start time agreed with the vessel before bunkering begins | | |  | |  |
| Competent personnel overseeing transfer for entire period of operation at:   1. Onshore at shore control point 2. On vessel at the ship’s value manifold(s) | | |  | |  |
| Working area clean and tidy after the operations | | | Y/N | | Y/N |
| Did any spills occur during the Bunkering operations1 | | | Y/N | | Y/N |

Signed: Date:

1 A copy of any Spill Notification to Harbourmaster to be forwarded to [mcops@poal.co.nz](mailto:mcops@poal.co.nz) within 24 hrs.