

Ship's name	Driver of LNG supplying tank truck
Berth	Port
Date of arrival	Time of arrival
Terminal	

The presence of the letters 'A', 'R' or 'P' in the column entitled 'Code' indicates the following:

**A ('Agreement')**

This indicates an agreement or procedure that should be identified in the 'Remarks' column of the Checklist or communicated in some other mutually acceptable form.

**R ('Re-check')**

This indicates items to be re-checked at appropriate intervals, as agreed between both parties, at periods stated in the declaration.

**P ('Permission')**

This indicates that permission is to be granted by Energy Harbour Port Officer.

## I. PART A: PRE BUNKER OPERATIONS CHECKLIST

Check	Ship	Truck	Terminal	Energy Harbour Port Officer	Code	Remarks
1. Energy Harbour Port Officer have granted LNG bunker operation for the specific location.					P	24h notice.
2. Energy Harbour Port Officer has been notified one hour prior the start of LNG bunker operations.						Time notified: ..... hours VHF Ch. 12
3. The terminal has been notified one hour before the start of the LNG bunker operations.						Time notified: ..... hours
4. Port Authority's regulations are being observed.						LNG Operation Regulations.
5. The Ship Shore Safety Checklist of the terminal has been filled in correctly.						If applicable.
6. Vessels in the direct vicinity of the transfer location are informed of the LNG bunkering.						N/A
7. The ship's class approved bunker plan and operations manual are available.						Procedures for line clearance agreed between ship and truck operator before disconnection of bunker hose.
8. All certified LNG bunker hoses are in good condition and are appropriate for the service intended.					A	
9a. The bunker location is accessible for the LNG supplying tank truck and the total truck weight does not exceed the maximum permitted load of the quay or jetty.					P	
9b. The bunker location can be sufficiently illuminated.					A	
9c. LNG trucks are able to be moved in a safe and non-obstructed direction in case of emergency.					R	
10. Personnel involved comply with the work and rest hour requirements of ILO180, STCW or national regulations.						As appropriate.

## I. PART B: PLANNED SIMULTANEOUS ACTIVITIES

Check	Ship	Truck	Terminal	Energy Harbour Port Officer	Code	Remarks
11a. The predetermined LNG bunkering safety zone has been established. Appropriate signs mark this area.						
11b. The planned simultaneous activities are approved by the ships LNG bunker manual.						
12. Energy Harbour Port Officer have granted simultaneous cargo and bunker operations during the LNG bunkering.					<b>P</b>	No other activity is allowed within the safety zone of 25 m.
13. Safety procedures and mitigation measures as mentioned in the ship's LNG bunker manual for simultaneous cargo or bunker operations are agreed and being observed by all parties involved.					<b>A</b>	No simultaneous operations are allowed within the hazardous area of the LNG-bunkering station. Sign vessel: .....
14. If cargo handling <sup>*)</sup> of low flashpoint cargo (below 30 °C) is a part of the simultaneous operation plan, current hazardous zones must be observed and not interfered with.						<sup>*)</sup> or previous cargo.

### Bunker and cargo operations plan

	Oil bunker	Cargo	LNG	
Product				
Volume to be transferred				m <sup>3</sup>
Starting rate				m <sup>3</sup> per hour
Max transfer rate				m <sup>3</sup> per hour
Topping of rate				m <sup>3</sup> per hour
Max pressure at manifold				bar

## I. PART C: PRE LNG TRANSFER CHECKLIST

Check	Ship	Truck	Terminal	Energy Harbour Port Officer	Code	Remarks
15. On both ship and at the truck the responsible officers / supervisor in charge of the bunker operation are identified and posted (PIC).						
16. An effective means of communication between the officers / supervisors / drivers at the ship and LNG tank truck has been established and tested. The communication language has been agreed upon.					<b>A</b>	VHF/UHF Channel: ..... Language: ..... Primary System: ..... Backup System: .....
17. An effective deck watch on board the ship is established and adequate supervision of the bunker operation is in place.						The deck watch pays particular attention to manifold, moorings, fenders and simultaneous activities.
18. At the LNG tank truck an effective LNG bunker watch is established and adequate supervision of the bunker operation is in place.						The truck watch pays particular attention to hoses, manifold, and bunker controls.
19. The emergency signals and shutdown procedures are agreed upon.					<b>A</b>	Emergency Stop Signal: .....
20. Present weather and wave conditions are within the agreed limits.					<b>A R</b>	Wind: ..... Waves: .....
21. Sufficient fendering is in place. The fenders have been checked and have been found to be in good working order.					<b>A</b>	If applicable, metal to metal contact is to be avoided at all times.
22. The receiving ship are securely moored using none wire moorings lines.						
23. There is a safe means of access between the ship and the jetty.					<b>A</b>	
24. External doors, portholes and accommodation ventilation inlets are closed as per operation manual.						
25. The gas detection equipment has been properly calibrated for natural gas. It has been tested and found to be in good working order.						
26a. Material Safety Data Sheets (MSDS) for the LNG product have been exchanged.						
26b. The ship's emergency fire control plans are located externally.						Location: .....

## I. PART C: PRE LNG TRANSFER CHECKLIST

Check	Ship	Truck	Terminal	Energy Harbour Port Officer	Code	Remarks
27. Smoking rooms have been nominated and smoking restrictions are being observed.						Nominated smoking room on receiving ship: .....
28. Naked light regulations as defined in the operations manual are being observed and all terminal lightning and cables shall be switched off in a way of that the lights are totally powerless in the bunker area. (This is not applicable if equipment is EX-proof). Remote electrical cabinets on quay deck has to be totally powerless.						
29. The main radio transmitter aerials are earthed and radars are switched off or are configured as per operations manual.						
30. Fixed VHF/UHF transceivers and AIS are switched off or are configured to the correct power mode as per operations manual.						
31a. Sufficient suitable protective clothing and equipment is ready for immediate use.						
31b. Personnel involved in the connection and disconnection of the bunker hoses and personnel in the direct vicinity of these operations make use of sufficient and appropriate protective clothing and equipment.						
32. All mandatory fire-fighting equipment on board the ship and at the LNG tank truck are ready for immediate use.						The water sprinkler system has been tested and is ready for immediate use onboard the ship.
33. The water curtain in use or other approved deck/hull protection under LNG bunker manifold.						
34. All scuppers in the LNG bunker area are closed during SIMOPS. Spill containment arrangements are of an appropriate volume, in position and empty.					R	
35. Initial LNG bunker line up has been checked. Unused connections are closed, blanked and fully bolted.						
36. LNG bunker hoses, fixed pipelines and manifolds are in good condition, properly rigged, supported, properly connected, and certified for the LNG transfer.						Leak test to be carried out before LNG transfer.
37. Re-liquefaction or boil off control equipment is found to be in good working order.						
38. The vapour connections are properly connected and supported.						If applicable. Leak test to be carried out before LNG transfer.
39. The system and method of electrical insulation has been agreed upon between the ship and LNG tank truck. The LNG bunker connection between the ship and the LNG tank truck has adequate electrical insulating means in place.					A	

## I. PART C: PRE LNG TRANSFER CHECKLIST

Check	Ship	Truck	Terminal	Energy Harbour Port Officer	Code	Remarks
40. A break-away coupling is in place and in good working order.						
41. All remote control valves and bunker system gauges are well maintained and in good working order.						
42. The ship's bunker tanks are protected against inadvertent overfilling at all times, tank content is monitored continuously and alarms are correctly set.					R	
43. On both the ship and the LNG tank truck the emergency shutdown devices (ESD's), automatic valves or similar devices have been tested, haven been found to be in good working order, and are ready for use. The closing rates of the ESD's have been exchanged.					A	Ship: ..... seconds LNG tank truck: ..... seconds
44. The LNG specifications have been agreed upon by ship and LNG tank truck.					A	E.g. quality, temperature and density of the LNG.
45. Maximum working pressure and pump rate has been agreed upon by ship and LNG plant.					A	Max: ..... m <sup>3</sup> /h Max: ..... bar
46. Maximum and minimum pressures in the LNG bunker tanks have been agreed upon by ship and LNG tank truck.					A	Max: ..... bar Min: ..... bar
47. Maximum and minimum LNG temperatures have been agreed upon by ship and LNG tank truck.					A	Max: ..... °C Min: ..... °C
48. Maximum filling limit of the LNG bunker tanks have been agreed upon by ship and LNG tank truck.					A	Max fill: ..... %
49. An overall Contingency Plan is available and all parties are well informed about all details.						
50a. VTS Gothenburg advised on Ch.13 when: – Commenced pumping – Stopped pumping – Bunkering completed						Applicable during offshore bunkering only.
50b. The tank truck is electrically grounded and the wheels are chocked.						
50c. The tank truck engine is off during the connection, purging and disconnection of the LNG bunker hoses.						
50d. The tank truck engine is switched off during transfer.						Unless the truck engine is required for transfer of LNG.

## I. PART D: LNG TRANSFER DATA

### Starting temperatures and pressures

	LNG receiving ship				LNG tank truck				
LNG tank temperature									°C
LNG tank pressure									bar

## DECLARATION

We, the undersigned, have checked the above items in Parts A, B, C and D in accordance with the instructions and have satisfied ourselves that the entries we have made are correct.

We have also made arrangements to carry out repetitive checks as necessary and agreed that those items coded 'R' in the Checklist should be re-checked at intervals not exceeding ..... hours.

If, to our knowledge, the status of any item changes, we will immediately inform the other party.

Ship	LNG tank truck	Terminal	Energy Harbour Port Officer
Name	Name	Name	Name
Position	Position	Position	Position
Signature	Signature	Signature	Signature
Date	Date	Date	Date
Time	Time	Time	Time

Record of repetitive checks							
Date							
Time							
Initials for ship							
Initials for truck							

### Guidelines for completing the LNG Bunker Checklist

The joint declaration should not be signed until both parties have checked and accepted their assigned responsibilities and accountabilities. When duly signed, this document is to be kept at least one year on board of the LNG receiving vessel.

## II. AFTER LNG TRANSFER CHECKLIST

Check	Ship	Bunker vessel	Terminal	Code	Remarks
51. LNG bunker hoses, fixed pipelines and manifolds have been purged and are ready for disconnection.				A	
52. Remote and manual controlled valves are closed and ready for disconnection.				A	
53. Energy Harbour Port Officer have been notified that LNG bunker operations have been completed on VHF Ch. 12.					Time notified: ..... hours
54. The terminal has been notified that LNG bunker operations have been completed.					Time notified: ..... hours
55. Vessels in the direct vicinity have been informed that LNG bunker operations have been completed.					N/A
56. Near misses and Incidents have been reported to Energy Harbour Port Officer.					Report No: .....

## DECLARATION

We, the undersigned, have checked the above items in accordance with the instructions and have satisfied ourselves that the entries we have made are correct.

Ship	LNG tank truck	Terminal
Name	Name	Name
Position	Position	Position
Signature	Signature	Signature
Date	Date	Date
Time	Time	Time