

PCT LIQUIDS SHIP/SHORE SAFETY CHECK LIST

Ship's Name: _____ Product types to be loaded: _____

Berth: _____ Port: _____

Date of Arrival: _____ Time of Arrival: _____

INSTRUCTIONS FOR COMPLETION:

The safety of operations requires that all questions should be answered affirmatively by clearly ticking (✓) the appropriate box. If an affirmative answer is not possible, the reason should be given, and agreement reached upon appropriate precautions to be taken between the ship and the terminal. When any question is considered to be not applicable, then a note to that effect should be inserted in the remarks column.

A box in the columns 'ship' and 'terminal' indicates that checks should be carried out by the party concerned.

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

A – Any procedures and agreements should be in writing in the remarks column of this Check List or other mutually acceptable form, in either case, the signature of both parties should be required.

P – In the case of a negative answer, the operation should be carried out without the permission of the Port Authority.

R – Indicates items to be re-checked at intervals not exceeding that agreed in the declaration.

GENERAL	SHIP	SHORE	CODE	REMARKS
1. Is ship securely moored?	<input type="checkbox"/>		R	
2. Are emergency towing wires correctly positioned?	<input type="checkbox"/>		R	
3. Is there safe access between ship and shore?	<input type="checkbox"/>	<input type="checkbox"/>	R	Gangway nets shall extend on both sides of an access ladder or gangway for a distance of 1.8 meters and be draped under the gangway from the side of the ship and attached to the dock below. Gangway nets shall be kept taut at all times and have hand lines all the way along the gangway. OR Where a full railed accommodation ladder or gangway is provided, the safety net shall extend from the top rail under the accommodation ladder or gangway.
4. Is the ship ready to move under its own power?	<input type="checkbox"/>		PR	
5. Is there an effective deck watch in attendance on board and adequate supervision on the terminal and on the ship?	<input type="checkbox"/>	<input type="checkbox"/>	R	
6. Is the agreed ship/shore communication system operative?	<input type="checkbox"/>	<input type="checkbox"/>	AR	Intrinsically safe radios are provided by terminal for ship/shore communication. Channel 2 The terminal Foreman can also be reached via telephone at 604-931-9212 (office) or 604-868-4567 (cell).
7. Has the emergency shutdown procedure been agreed?	<input type="checkbox"/>	<input type="checkbox"/>	A	The terminal will locate a portable emergency stop near the ship's manifold connection. The ship may also radio the shore for a stop.
8. Have the procedures for cargo, cleaning and bunker handling been agreed?	<input type="checkbox"/>	<input type="checkbox"/>	AR	A copy of terminal procedures is provided. Bunkering allowed during cargo operations with advance notice and a copy of the safety checklist provided to the terminal. There is NO cleaning allowed while the ship is alongside berth #1.
9. Has the terminal provided a copy of the MSDS?	<input type="checkbox"/>	<input type="checkbox"/>		
10. Is sufficient and suitable protection equipment and clothing ready for immediate use?	<input type="checkbox"/>	<input type="checkbox"/>		
11. Are fire hoses and fire-fighting equipment on board and positioned, ready for immediate use?	<input type="checkbox"/>		A	Call 911 for all fire emergencies. There is a universal fire connection on the front face of the berth.
12. Are cargo hoses in good condition, properly rigged and appropriate for the handling of monoethylene glycol or canola oil?	<input type="checkbox"/>	<input type="checkbox"/>		
13. Are cargo system gauges and alarms set and in good order?	<input type="checkbox"/>	<input type="checkbox"/>	R	Ship's High Level alarms must be operational throughout loading.
14. Are scruppers effectively plugged and drip trays in position?	<input type="checkbox"/>		R	
15. Are unused cargo and bunker connections properly secured with blank flanges fully bolted?	<input type="checkbox"/>			
16. Are sea and overboard discharge valves, when not in use, closed and visibly secured?	<input type="checkbox"/>			
17. Are all bunker and cargo tank lids closed?	<input type="checkbox"/>			
18. Is the agreed tank venting system being used?	<input type="checkbox"/>		AR	Glycol loading – Vent to atmosphere.
19. Has the operation of the P/V valves and/or high velocity vents been verified using the checklift facility, where fitted?	<input type="checkbox"/>			
20. Are hand torches of an approved type?	<input type="checkbox"/>			
21. Are the ship's main radio transmitter aerials earthed and radars switched off?	<input type="checkbox"/>			
22. Are electric cables to portable electrical equipment disconnected from power?	<input type="checkbox"/>			
23. Are all external doors and ports in the accommodation closed?	<input type="checkbox"/>		R	
24. Are window-type air conditioning units disconnected?	<input type="checkbox"/>			
25. Are air conditioning intakes which may permit the entry of cargo vapours closed?	<input type="checkbox"/>			
26. Are the requirements for use of galley equipment and other cooking appliances being observed?	<input type="checkbox"/>		R	
27. Are smoking regulations being observed?	<input type="checkbox"/>	<input type="checkbox"/>	R	
28. Are naked light regulations being observed?	<input type="checkbox"/>	<input type="checkbox"/>	R	
29. Is there provision for an emergency escape?	<input type="checkbox"/>	<input type="checkbox"/>		
30. Are sufficient personnel on board and on shore to deal with an emergency?	<input type="checkbox"/>	<input type="checkbox"/>	R	
31. Are adequate insulating means in place in the ship/shore connection?	<input type="checkbox"/>	<input type="checkbox"/>	A	The shore hose is constructed of non-conducting materials.
32. Have measures been taken to ensure sufficient pump room ventilation?	<input type="checkbox"/>		R	
33. Are ship emergency fire control plans located externally?	<input type="checkbox"/>			
34. Is cargo handling being performed with portable pipelines?	<input type="checkbox"/>		P	
35. Prior to the start of canola pumping, the containment boom must be in place	<input type="checkbox"/>	<input type="checkbox"/>		

Declaration

We the undersigned have checked, where appropriate jointly, the items on this check list and have satisfied ourselves that the entries we have made are correct to the best of our knowledge.

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

FOR SHIP	ON BEHALF OF PACIFIC COAST TERMINALS
Name:	Name:
Rank:	Position:
Signature:	Signature:
Date:	
Time:	