Porto Petroli di Genova S.p.A.

SAFETY AND POLLUTION PREVENTION SURVEY

OPERATING PROCEDURE OF MULTEDO OIL TERMINAL

Edition 2013

Sommario

1. Safety and Pollution Prevention Survey description

The scope of the above noted Survey is to carry out all the necessary verifications needed to guarantee a significant reduction of possible emergency situations involving safety and environmental integrity of the Terminal.

This objective will be achieved by assuring that all the ship's equipment is in perfect working condition and that the ship's crew is operating in a proper way. This means respecting all international and local rules and regulations, by keeping in contact with the Shift Supervisor (RT) of Porto Petroli.

The "Safety and Pollution Prevention Survey" specifically offers the following:

- Ensuring the coordination of the planned activities provided between the ship and the shore;
- Assisting in the prevention of the possibility of accidental discharge of pollutants into the sea;
- Helping to avoid the possible discharge of harmful gas occurring from on load/offload operations;
- Controlling the overall competency of the ship's crew involved in the commercial operations;

Promptly reporting situations that might compromise or reduce the safety of the commercial activity.

The above mentioned goals also depend on:

- Executing a careful monitoring of all the ship's activities;
- Maintaining a constant information flow with the the companies Shift Supervisor (RT).

To optimize the service it is essential that there is a strong collaboration with and the availability of the ship's crew, who must be informed of the purposes of the activities.

At the same time, it would be useful to have the collaboration with the shipping agents working in our terminal.

2. Visits of Inspection

"Safety and Pollution Prevention Survey" activities will be developed through a continuous presence on board of an inspector appointed by Porto Petroli Genova. He will verify the correct activities carried out on board.

The visit fees are the responsibility of the ship owner.

3. Frequency of the Safety and Pollution Prevention Survey Inspections

The inspection will be carried out on all tankers visiting the Multedo facilities.

4. Obligations related to the visit

All the visits will be carried out by qualified personnel complying with the criteria that will be explained in point 6.

Ship owners or their delegates must guarantee the onboard availability of all updated ship's certificates and technical data sheets.

With the scope of allowing the smooth execution of the commercial operations, the ship's ETA must be communicated with 72 notice. This is done by transmitting the preliminary information requested by the attached "ship's information"

All the malfunctions found during the inspection will be recorded on the "Safety Survey Check List".

At the end of the inspection the "Summary of deficiency record" will be given to the ship's captain. The form will list the discrepancies found during commercial operations.

The ship's evaluation documents will not be given to the ship's captain.

The inspection includes the control and verification of the entire commercial operation, from the arrival of the tanker in the port to it's departure.

Herewith below is the list of arguments subject to control:

- Ship's information
- Ship's particulars
- Cargo details
- Cargo system
- Mooring equipment
- Firefighting equipment
- Environmental protection
- Inert gas system
- Pollution prevention
- Safety management
- Crew management
- Ship' Security
- Crude oil washing
- Cargo handling record
- Chemical tank check list
- Summary of deficiency record

Every chapter of the "Safety Survey Check List" is dedicated to various arguments which the tanker and the crew must adhere to during the development of commercial operations.

In order to establish a clear and safe link between ship and shore, all the problems that may arise will be handled by the ISGOTT (International Safety Guide for Oil Tanker and Terminal) regulations, a safe and reliable reference for anyone who works in the maritime field.

For all the malfunctions discovered during the commercial activities, of which a solution has not being accepted as definitive by the inspector, the ship owner or his delegate must give confirmation of the definitive solution to the problem at least 5 days prior the next Multedo Terminal berthing request.

In the case of irregularities found during the inspection, which are considered very relevant by Porto Petroli, an immediate stop of all operations may be given until the ship owner of his delegate provide the complete resolution of the established anomalies.

All the copies of "Summary of Deficiency Records" will be sent to the Italian Maritime Authority, to the ship's owner, through the appointed shipping agent, and to the involved Terminal clients.

Once the arrival file has been completed on board, the Safety Survey Inspector from RINA will have the responsibility to verify what has been declared. This will be done prior to the ships arrival in the terminal, using the attached "Ship's Information" form.

In the case that discrepancies are found in what was declared in advance by the ship's master, commercial operations will not be initiated until the a solution is found. When it is not possible to do so within the time allowed my Port Regulations, the ship must leave the berth without performing the planned commercial operations

5. Developing the Visit

The safety inspection is inclusive of the control and verification of the commercial operation, from tanker arrival in the port the unmooring, more specifically:

a) Ascertain the mooring conditions

b) Before starting the operation the agreement between the ship and the terminal must be recorded: revealing the principal points of the work plan, the system of communication and an inspection of the general conditions and the equipment on board.

c) During the operations there must be a constant monitoring of the activities and a dedicated check list must be filled out together with all relative forms.

d) At the end of the operation, before tanker's departure, the inspector must complete the attached "Summary of Deficiency Record". One copy will be given to the ship's master, who will sign the document as a receipt.

e) The tanker appraisal form and degree of crew preparation form are strictly confidential and will be only delivered to the person in charge at Porto Petroli.

6. Appointed Personnel and Their Qualifications

The personnel used for carrying out the inspection must have the following professional requirements:

- Professional title as a Master
- Navigational experience as a First Office, deck or engine, on board any gross tonnage tanker larger or equal to 3000 GRT
- Good knowledge of the English language, both written and spoken
- Knowledge of ISGOTT, SOLAS and MARPOL regulations
- Knowledge of the Marine Decree issued by the Genova Maritime Authority relating to tanker operations

7. Documentation Supporting the Inspections

All documentation to be used for the inspection is listed on attachment 6 of the present procedure and consisting of:

- Information sheet
- Check list
- Record sheet
- Summary of the deficiency sheets

Information sheets are related to the ship, to the cargo and planned commercial operations.

Check list controls and verifications to be carried out.

Record sheet will report the chronology of performed operations

Summary of the deficiencies will report all malfunctions disclosed by the appointed inspector regarding the conditions of equipment and their performance during commercial operations, including the crew behaviour and its level of competency.

Description of documents supporting the inspection

Chapter 1) – Ship information-ship particulars

The item related to this information sheet consist of general identification of the ship's data.

This form, duly filled, must be presented at least five days prior the ship's arrival to the terminal.

Source :

ISGOTT

Chapter 2) – Cargo details

The item related to this information sheet consist of ship's cargo identification.

This form, duly filled, must be provided to our inspector before his Arrival on board.

Source :

ISGOTT

Chapter 3) – Cargo system

Items related to this information sheet are connected to the ship's operative system identification.

This form, duly filled, must be given to our inspector before his arrival on board.

Source:

ISGOTT

Chapter 4) – Mooring equipment

Items related to this information sheet concern the mooring operations and the equipment used.

Repetitive checks are planned during commercial operations in order to verify safe mooring when the tanker changes it's trim and/or changes in meteorological conditions.

Source:

ISGOTT

Chapter 5) – Firefighting Equipment

This check list is finalized to assess the ship's firefighting equipment in order to guarantee the safety during the tanks stay in port.

Source:

SOLAS

Chapter 6) – Inert Gas System

The content of this check list aims to verify the functioning and the manning of the inert gas plant, with particular attention to critical perimeter and it's monitoring system.

Source:

ISGOTT

Chapter 7) – Pollution Prevention

This check list is related to the prevention of accidental release of pollutant in the surrounding waters during cargo, ballast and bunkering operations. The ship's master has the full responsibility to fill in this form.

Source:

ISGOTT

MARPOL

PREVENTION OF OIL SPILLAGES THROUGH CARGO PUMPROOM SEA VALVES

Chapter 8.1) – Safety Management

The aim of this check list is to verify and maintain the safety conditions during the cargo transfer operations.

The items that might be verified are listed on chapter 8 with the check time indicated.

For all the other items for which the crew is necessarily involved, in order to optimize the procedure, it will be related to the corresponding points of the safety check list, filled in upon the arrival of the tanker, by the ship's supervisor (RT), together with the Ship's Master.

Source:

ISGOTT

Chapter 8.2) – Crew Management

The information card, issued on the basis of the ship's crew list, contains all the professional qualifications of the entire crew and assigns responsabilities linked to cargo operations. The card is filled upon information supplied by the Ship's Master .

Chapter 9) – Ship Security

The contents of the check list is related to Security Managem,ent on board

Chapter10) – Crude Oil Washing

The contents of the check list aim to verify the operational state and manning of the COW plant.

Verification of the plant are carried out before and during COW operations, using as reference the authorization and its attachments issued by the Maritime Authorities.

This check list is fill out under the complete responsabilities of the Ship's Master.

Source:

Crude Oil Washing System

Chapter 11) – Cargo Handling Record

This list will record all the phases of the commercial operations and information that have generated the trend.

Chapter 12) – Chemical Check List

The aim of this check list is to verify the operational state and manning of chemical tankers.

Source:

IBC CODE

M Model – Summary of Deficiency Record

This form will summarize all the anomalies found during the inspection carried out on board.

Porto Petroli di Genova S.p.A.

Fees

Crude Oil tankers	each ship	Euro 2.000,00
Refined product tankers	each ship	Euro 2.000,00
Chemical tankers	each ship	Euro 850,00

Quotations for crude oil and refined product tankers allow for a stay of 48 hours. Chemical tankers are allowed for a stay of 24 hours.

Ships which commercial operations require a time extension will be charged extra costs on the " safety and pollution survey service" equal to Euro 500.00 every 12 hours or fraction.

Publication	Publisher	Edition	Date
Solas Consolidated Edition	IMO	5th	2009
International Code Fire Safety System (FSS Code)	IMO	2nd	2007
ISPS Code	IMO	1st	2003
ISM Code	IMO	3rd	2010
STCW including amendment 2 &3	IMO	//	2001
Mooring Equipment Guidelines	OCIMF	3rd	2008
Marpol 73/78 Consolidated Edition	IMO	//	2006
IGS	IMO	3rd	1990
COW System	IMO	4th	2000
IBC Code	IMO	3rd	2007
IGC Code and 1993 supplement	IMO	2nd	1993
Tanker Safety Guide (chemicals)	ICS	3rd	2002
Tanker Safety Guide (liquefied gas)	ICS	2nd	1995

Safety and Pollution Prevention Survey Check List

Ship's name	
IMO N°	
Flag	
Berth	
Date	
Agent	
Master	
Surveyor "A"	
Surveyor "B"	
Our reference	

rev	Issued by	Approved	Confirmed
00/1999	Oil & Bulk	Rina Industry SpA	Porto Petroli di Genova SpA
01/2003	Oil & Bulk	Rina Industry SpA	Porto Petroli di Genova SpA
02/2007	Oil & Bulk	Rina Industry SpA	Porto Petroli di Genova SpA
03/2013	Oil & Bulk	Rina SpA	Porto Petroli di Genova SpA

Sommario

SHIP'S INFORMATION

VESSEL		BERTH	
COMING FROM		DESTINATION	
Grade " API		Grade " API	
CARGO		VESSEL DELIVERED	

BOW THRUSTER	Yes☐	No☐	STERN THRUSTER	Yes☐	No☐

LOADING		Flash Point of Previous Cargo C°	
DISCHARGE		Flash Point of Present Cargo C°	

DH☐	DB☐	DS☐	SH☐	
CB☐T	SBT☐	PL☐		

Is vessel fitted with an Inert Gas System?	Yes☐	No☐

Please explain the kind of I. G. S.	
If No please give detailed Explanations	

Vapour Recovery Line (V.R.L.)	Yes☐	No☐

Distance Between Mid-Point Manifold and Extreme Aft of the Vessel:	m	
Height of the Manifold Connections Above the Waterline at Loaded Condition:	m	

Ship's Stamp		Ship's Agent / Master	

TIME LOG (abstract)	Date	Time
All fast		
Hoses/Arms Connected		
Start loading / discharge		
Loading / Discharge completed		
Hoses/Arms disconnected		
Average Rate (mt/h)		

Safety Surveyor "A"		Safety Surveyor "B"	

SHIP' S PARTICULARS

ITEM	DESCRIPTION	
1.1	Name of Ship	
1.2	Previous Name	
1.3	Flag	
1.4	Call Sign	
1.5	Classification:	
1.6	IMO N°:	
1.7	Port of register	
	Official N	
1.8	Ship Type	

1.8.1	The vessel is fitted with cargo lifting equipment's	Yes☐	No☐

1.9	Class certificate valid until (attached copy)					
1.10	I.O.P.P. valid until (attached copy)					
1.11	Condition Assessment Program			Rating		
1.11.1	Maximum Summer Deadweight (metric Tons)					
1.11.2	Maximum draft Summer DWT					
1.11.3	Freeboard at Summer DWT					
1.11.4	Maximum trim					
1.11.5	30 % Summer Deadweight (metricTons):					
1.11.6	Corresponding draft at 30 %	FWD		AFT		
1.11.7	Height of Mid point manifold to Keel					
1.11.8	G.R.T.		N.R.T.			
1.11.9	Length O. A (m)					
1.11.10	Extreme breadth					
1.11.11	Depth moulded					
1.12	Charterer					
1.13	Agent					
1.14	Cargo Surveyor					

Comments : **Items: 1.11.1 – Actual Summer DWT …… - 1.11.2 - Summer Draft**

Safety Surveyor "A"		Safety Surveyor "B"	

CARGO DETAILS

2.1	1.Grade		Port of Loading		API-D/15°	
	2.Grade		Port of Loading		API-D/15°	
	3.Grade		Port of Loading		API-D/15°	
	4.Grade		Port of Loading		API-D/15°	
2.1.2	Which system (open, closed, restricted) is used for measuring the cargo temperature and the cargo level?					
2.1.3	Cargo average Load / Discharge Temperature					
2.1.4	Cargo quantities Loaded / Discharged					

2.2	Arrival Draft	FWD		MID		AFT	
2.2.1	Depart. Draft	FWD		MID		AFT	

2.2.2	Was a load/disch. Plan ready for terminal?				Yes☐	No☐
2.2.3	Load/Disch. arms N°		Of		Diam	
2.3	Max pressure allowed by shore (bar)					
2.3.1	Max flow rate allowed by shore (mc)			by Vessel (mc)		
2.4	Estimated time to load/disch. Cargo (hrs)					
2.5	Will the vessel ballasting concurrently with cargo operations?				Yes☐	No☐
Comments						

CARGO HANDLING

ITEM	DESCRIPTION	Yes	No	NA
3.1	Is the Crew on deck properly dressed for the cargoes being handled?	☐	☐	☐
3.1.1	Has the cargo and ballast plan prepared by C/O been agreed between ship and terminal?	☐	☐	☐
3.1.2	Have, during the whole cargo/ballast operations the stability, bending moments, shear force and draughts been kept within the permitted limits?	☐	☐	☐
3.1.3	Does the ship display Cargo Safety Data sheets for the current cargoes? If not, was letter of protest issued by Vessel	☐	☐	☐
3.1.4	Is the manifold area attended during cargo operation?	☐	☐	☐
3.1.5	Is the Terminal informed of the hazard associated with toxic substances for the cargo being handled? (H2S)	☐	☐	☐
3.1.6	Others:	☐	☐	☐
3.1.7	Vessel cargo loading capacity in cubic meter at 98 % (mc)	☐		
3.1.8	Cargo quantity on arrival / Departure in cubic meter (m3)	☐		
3.1.9	Is the cargo quantity on board below or equal to 98 %?	☐	☐	☐

Safety Surveyor “A”		Safety Surveyor “B”	

CARGO SYSTEM

ITEM	DESCRIPTION	Yes	No	NA
3.2.1	Is there sufficient technical information available for the safe and efficient handling of Cargo & Slops?	☐	☐	☐
3.2.2	Is there a Class approved computer program for intact stability?	☐	☐	☐
3.2.3	Are drawing, Pipeline diagrams, mimic diagrams, available in C.C.R.?	☐	☐	☐
3.2.4	Are cargo pumps fully operational?	☐	☐	☐
3.2.5	Are pumps controls, alarms, trips functioning correctly?	☐	☐	☐
3.2.6	Are remote ullage indications of cargo and ballast tank in CCR fully operational?	☐	☐	☐
3.2.7	Emergency Trips Tested (before starting discharge)	☐	☐	☐
	Are remote pumps control fully operational?	☐	☐	☐
	Are remote cargo valves control fully operational?	☐	☐	☐
	Are remote cargo gauging fully operational?	☐	☐	☐
	Are P/V valves fully operational?	☐	☐	☐
	Are flame screens fully operational?	☐	☐	☐
	Are ventilation piping fully operational?	☐	☐	☐
	Are High Level and Over fill alarm fully operational?	☐	☐	☐
	Are Cargo piping fully operational? (date of last test)	☐	☐	☐
	Are Cargo hoses fully operational? (date of last test)	☐	☐	☐
3.2.8	Are cargo pumps gauges and tachometers fully operational	☐	☐	☐
3.2.9	Is there a monitoring system of cargo pumps temperature?	☐	☐	☐
3.210	Are stripping pumps fully operational?	☐	☐	☐
3.2.11	Are stripping pumps controls, gauges and stroke indicators all operational?	☐	☐	☐
3.2.12	Are eductors and associated instruments all operational?	☐	☐	☐
3.2.13	Are cargo valves fully operable from the designed control point?	☐	☐	☐
3.2.14	Is the system free of any leakage which could affect the safe Cargo Handling?	☐	☐	☐
3.2.15	Are pressure gauges fitted outboard of manifold valves with cocks / valves at both side of manifolds, and are they in good working order?	☐	☐	☐
3.2.16	Are pumproom gases detection alarms in a satisfactory condition?	☐	☐	☐
3.2.17	Are pumproom fans running continuously?	☐	☐	☐
3.2.18	Is pump room bilge clean and dry?	☐	☐	☐
3.2.19	Others:	☐	☐	☐

Comments

Safety Surveyor “A”		Safety Surveyor “B”	

MOORING EQUIPMENT

ITEM	DESCRIPTION	Yes	No	NA
4.1.1	Do winch and windlass brake lining and hinge pin appear in good condition?	☐	☐	☐
4.1.2	Are anchors/anchor chains visible parts in good condition?	☐	☐	☐
4.1.3	Are the anchors secured by anchor stopper and lashing?	☐	☐	☐
4.1.4	Are mooring ropes mounted on winch drums?	☐	☐	☐
4.1.4.1	If Yes how many ropes? _____and correctly spooled?	☐	☐	☐
4.1.5	Are hauling – pulling indications marked on reels?	☐	☐	☐
4.1.6	Type of connection link between wire and tail (Tonsberg / Mandal) _____ and are they correctly positioned?	☐	☐	☐
4.1.7	Are Fairleads and rollers free and well greased	☐	☐	☐
4.1.8	On split drum winches, are all the lines made fast with no more than one layer on each tension drum?	☐	☐	☐
4.1.9	Are synthetic mooring ropes / tails in use? (not polypropylene)	☐	☐	☐
4.1.10	Is safe working limit (S.W.L.) clearly marked on all equipments?	☐	☐	☐

ITEM	Description of line	Type	N°	Diameter mm	Condition *(G: good; F: fair; P: poor)*
4.3	Head lines				
4.4	Breast lines Fwd				
4.5	Spring lines Fwd				
4.6	Stern lines				
4.7	Breast lines Aft				
4.8	Spring lines Aft				
4.9	Emergency Towing off wires (Fire wires)				

Comments

Safety Surveyor “A”		Safety Surveyor “B”	

FIREFIGHTING EQUIPMENT

ITEM	DESCRIPTION	Yes	No	NA
5.1	Are fire mains, pumps, hoses and nozzles apparently in good order?	☐	☐	☐
5.1.1	Are Portable fire extinguishers in good order and in accordance with fire plan?	☐	☐	☐
5.1.2	Are written Operating instructions on portable fire extinguisher in a language understood by crew?	☐	☐	☐
5.1.3	Is main CO2 fire station in good condition?	☐	☐	☐
5.1.4	Is main Foam room in good order?	☐	☐	☐
5.1.5	Is emergency fire pump fully operational? Tested on ……. at …..	☐	☐	☐
5.1.6	Is the operating instruction posted in place?	☐	☐	☐
5.1.7	Are fireman equipment ready for immediate use and are they stored in widely separated position?	☐	☐	☐
5.1.8	Are breathing apparatus sets ready for immediate use and fitted with fully charged bottles?	☐	☐	☐
5.1.9	Is the vessel provided of recharging compressor for air bottles?	☐	☐	☐
	Or are there sufficient spare air bottles available on board? (if the vessel is not provided of recharging compressor)	☐	☐	☐
5.2	Are accommodations, Eng. Room, Pump rooms, Ventilation emergency stops clearly marked?	☐	☐	☐
5.2.1	Are vent trunk fire flaps and air dampers operational, clearly marked and are the spaces they serve indicated?	☐	☐	☐
5.3	Are fire alarms tested regularly?	☐	☐	☐
	Last test…….	☐	☐	☐
5.4	Others	☐	☐	☐

Comments

Safety Surveyor “A”		Safety Surveyor “B”	

ENVIRONMENTAL PROTECTION

ITEM	DESCRIPTION	Yes	No	NA
6.1	Are the records of bunkering check list completed?	☐	☐	☐
6.1.2	Are portable analyzers operative?	☐	☐	☐
	- O2 analyzer	☐	☐	☐
	- Combustible Gas Indicators (in air)	☐	☐	☐
	- Combustible Gas Indicators (in inert atmosphere)	☐	☐	☐
	- H2s analyzer (in air)	☐	☐	☐
	- H2S analyzer (in inerted atmosphere)	☐	☐	☐
	- Pump & Tubes for the testing of toxic vapours	☐	☐	☐
6.1.3	Have the Officers familiarization with portable Analyzer?	☐	☐	☐
6.1.4	Are all pumping arrangement with a direct connection to an overboard valve (F'castle, Engine Room, Steering gear room), provided with Warning Notice against accidental opening?	☐	☐	☐
6.1.5	Are there suitable containments around hydraulic and other deck machinery?	☐	☐	☐
6.1.6	Are the Engine Room, steering compartment and machinery free from obvious leaks?	☐	☐	☐
6.1.7	Are the performances of Auxiliary Engines and Boilers at the max. efficiency, in order to avoid atmosphere pollution?	☐	☐	☐
6.1.8	Other	☐	☐	☐

Comments:

INERT GAS SYSTEM

ITEM	DESCRIPTION	Yes	No	NA
6.2.1	Report type of "Deck water seal" (dry, semi-dry, wet)……	☐	☐	☐
6.2.2	Is the IGS, Including instrumentation, alarms, fully operational?	☐	☐	☐
6.2.3	Are control panels and alarms operative?	☐	☐	☐
6.2.4	Is the inert gas pressure sufficient to support the discharge?	☐	☐	☐
6.2.5	Are cargo tanks kept at a positive pressure?	☐	☐	☐
6.2.6	Are SOLAS secondary venting requirements being complied with?	☐	☐	☐
6.2.7	Does the I.G. Non-Return valve appear to be working?	☐	☐	☐

Comments:

Safety Surveyor "A"		Safety Surveyor "B"	

POLLUTION PREVENTION

ITEM	DESCRIPTION	Yes	No	NA
7.1.1	Are main decks free of rain / sea water?	☐	☐	☐
7.1.2	Are facilities available for disposal of drip can / tray contents?	☐	☐	☐
7.1.3	Are all unused cargo/bunker manifolds including stern and offshore lines, blanked and fully bolted?	☐	☐	☐
7.1.4	Are pressure gauges in place and / or cocks securely closed?	☐	☐	☐
7.1.5	Are all overboard discharge valves securely closed / sealed?	☐	☐	☐
7.1.6	Has been C.O.P. emergency shutdown system tested before arrival?	☐	☐	☐
7.1.7	Have cargo manifolds been drained before removing blanks?	☐	☐	☐
7.1.8	Will checks be maintained on ullage / innage in all tanks during cargo/bunker operations?	☐	☐	☐
7.1.9	Are changes-over procedures fully understood by personnel in charge, during cargo operations?	☐	☐	☐
7.1.10	Are means readily available to deal with small oil spill?	☐	☐	☐
7.1.11	Will sufficient room be left in last tanks for draining shore arms?	☐	☐	☐
7.1.12	Are spill containers and gratings fitted under cargo/bunker manifolds?	☐	☐	☐
7.1.13	Are spill containers drain chocks closed?	☐	☐	☐
7.1.14	Are pipelines on deck free from cargo/hydraulic oil leakage?	☐	☐	☐
7.1.15	Are all cargo/Bunker tank high level alarms in satisfactory condition and tested before arrival?	☐	☐	☐
7.1.16	Does ship have a fire detection and Alarm System fitted and fully operational?	☐	☐	☐
7.1.17	Are oil levels appropriate (Cargo / Bunker tanks)?	☐	☐	☐
7.1.18	Are all cargo tank high level alarms in satisfactory condition?	☐	☐	☐
7.2	Is the vessel suitably equipped to meet the requirements of Marpol Annex V?	☐	☐	☐
7.3	Are the segregated ballast tanks free from any sign of oil leakage? Tanks must be rechecked before starting deballasting operations.	☐	☐	☐

Master or delegate Officer confirms that all the above mentioned requirements will be accomplished during the whole operations.

Comments:

Declared by Master		For Receipt Only

Safety Surveyor “A”		Safety Surveyor “B”	

SAFETY MANAGEMENT

ITEM	DESCRIPTION	Yes	No	Na
8.1.1	Has the emergency shutdown procedure been agreed and clearly marked?	☐	☐	☐
8.1.2	Are hand torches of an approved type?	☐	☐	☐
8.1.3	Are IMO symbols, pertaining the place where are located Life Saving appliance, prominently displayed?	☐	☐	☐
8.1.4	Are the ship's main radio transmitter aerials earthed /switched off and radars switched from power?	☐	☐	☐
8.1.5	Is there provision for an emergency escape? (Lifeboat Sea side)	☐	☐	☐
8.1.6	Is the vessel provided of EEBD (Emergency Escape Breathing Devices)?	☐	☐	☐
8.1.7	Are spare oxygen and acetylene cylinders stored apart in a dedicated storage and in a clearly marked, well ventilated position outside the accommodation and engine room?	☐	☐	☐
8.1.8	Are ship emergency fire control plans (Including load/discharge plan and crew list up to date) located externally?	☐	☐	☐
8.1.9	Is there any emergency plan in case of cargo leakage or flowing?	☐	☐	☐
8.1.10	Are all means of access properly rigged, including the provision of safety net, life buoy and line?	☐	☐	☐
8.1.11	Is vessel provided with a gangway?	☐	☐	☐
8.1.12	Are accommodation ladders, gangway, pilot ladders and pilot hoists (if fitted) in good condition? (SWL and maximum N° of person)	☐	☐	☐
8.1.13	Are the entry requirements properly displayed at the pumproom entrance?	☐	☐	☐
8.1.14	Is pumproom regularly inspected in order to ensure that any concentration of hydrocarbon vapour is detected?	☐	☐	☐
8.1.15	Are flammable atmosphere into empty spaces/ballast tanks regularly monitored and recorded?	☐	☐	☐
8.2	Are all warnings & safety guide lines written in common working language?	☐	☐	☐
8.2.1	Is the vessel provided with intrinsically safe portable radios for use on deck?	☐	☐	☐
8.2.2	Are the VHF and AIS on low power?	☐	☐	☐
8.2.3	Others:	☐	☐	☐

Comments:

Safety Surveyor "A"		Safety Surveyor "B"	

CREW MANAGEMENT

ITEM	DESCRIPTION	Yes	No	Na
8.4	Is there any evidence of "Alcohol abuse "on vessel's crew, during all cargo/ballast operations?	☐	☐	☐
8.5	Are the Officers and Crew complying with ILO requirements regarding working and rest hours?	☐	☐	☐
8.6	Other:	☐	☐	☐

Comments:

SHIP'S SECURITY

ITEM	DESCRIPTION	Yes	No	Na
9.1	Is the vessel ISPS code certified?	☐	☐	☐
9.2	Are ship security records related to port calls being maintained?	☐	☐	☐
9.3	Are visitors provided with a badge during the stay on board?	☐	☐	☐
9.4	Is an adequate deck watch being maintained to prevent unauthorized access?	☐	☐	☐
9.5	Present Security Level? ……	☐	☐	☐

Comments:

Safety Surveyor "A"		Safety Surveyor "B"	

CRUDE OIL WASHING

ITEM	DESCRIPTION	Yes	No	Na
	BEFORE C.O.W. OPERATION	☐	☐	☐
10.1	Have fixed and portable oxygen analyzers been checked and are they working properly?	☐	☐	☐
10.2	Is oxygen content of tanks to be COW below 5 % by vol.?	☐	☐	☐
10.3	Have all cargo tanks positive inert gas pressure?	☐	☐	☐
10.4	Minimum trim required as per Vessel C.O.W. manual ……. mt	☐	☐	☐
	DURING C.O.W.	☐	☐	☐
10.5	Is quality of inert gas being delivered with less of 5% oxygen content?	☐	☐	☐
10.6	Are all deck lines oil tight?	☐	☐	☐
10.7	Is level in holding tank for tank washings frequently checked to prevent overflow?	☐	☐	☐

Comments:

Safety Surveyor “A”		Safety Surveyor “B”	

SHIP / SHORE SAFETY CHECK LIST

Bulk Liquid – Physical Checks (ISGOTT – 5th Edit.)

Repetitive checks to be re-checked at intervals not exceeding 3 hours.

ITEM	DESCRIPTION	Yes	No	Na
1	Is the vessel provided with safe means of access?	☐	☐	☐
2	Is the ship securely moored during all cargo operations?	☐	☐	☐
3	Is the Officer(s) on cargo duty aware of the communication procedures agreed with shore? (VHF channel 10)	☐	☐	☐
4	Are emergency towing off wires (fire wires) correctly positioned?	☐	☐	☐
5	Are the ship's fire hoses and fire-fighting equipments positioned and ready for immediate use.	☐	☐	☐
10	Are main deck and poop deck scupper plugs in place and oil tight?	☐	☐	☐
10	Are all spill containers fitted, properly identified and empty?	☐	☐	☐
11	Temporally removed scupper plug will be constantly monitored	☐	☐	☐
17	Are all external doors, ports and window kept closed?	☐	☐	☐
19	Are O2 / pressure recorders operative?	☐	☐	☐
20	Is the O2 content on inert gas main line below 5%?	☐	☐	☐
21	Is the ship ready to move under its own power?	☐	☐	☐
22	Are Deck and Manifold area under a proper supervision during cargo/bunker operations?	☐	☐	☐
23	Are sufficient personnel on board to deal with an emergency?	☐	☐	☐
24	Has proper coordination with Authority been made before to start cargo/bunker operation?	☐	☐	☐
26	Has Material Safety Data Sheet (MSDS) for the cargo transfer been exchanged where required?	☐	☐	☐
29	The agreed tank venting system will be used. Method ……	☐	☐	☐
30	The requirements for closed operations have been agreed	☐	☐	☐
32	Where a vapour return line is connected, have operating parameters been agreed?	☐	☐	☐
33	Are independent high level alarms, if fitted, operational and have been tested?	☐	☐	☐
34	Are adequate electrical insulation means in place in the ship/shore connection?	☐	☐	☐
35	Shore lines are fitted with non return valve, or procedures to avoid back filling have been discussed?	☐	☐	☐
36	Are smoking regulations being observed?	☐	☐	☐
36	Are smoke rooms identified?	☐	☐	☐
37	Are naked light regulations being observed?	☐	☐	☐
38	Mobile phones and pager requirements are being observed?	☐	☐	☐
46	Measures have been taken to ensure sufficient pump room ventilation?	☐	☐	☐
52	Is the liquid level in the deck seal correct and clearly visible?	☐	☐	☐

53	Is the liquid level in the P.V. breaker correct and clearly visible?	☐	☐	☐
54	The fixed and portable oxygen analysers have been calibrated and are working properly?	☐	☐	☐
55	All the individual tank IGS valves are correctly set and locked?	☐	☐	☐
58	Are the COW check lists for use before, during and after COW, as contained in the approved COW Manual, available and being used?	☐	☐	☐

Comments:

Safety Surveyor “A”		Safety Surveyor “B”	

TIME LOG & CARGO HANDLING RECORD

1/2

Following operations or information should be recorded at least every 3 hrs

- Times of starting / stopping Cargo Operations
- Times of Flushing Shore line
- Crude oil Washing Operations (Start / Completed)
- Equipment failures & reasons
- Checked repetitive items as per ISGOTT Ship/Shore check list
- Times of reporting to RTO (name) of any anomalies
- Discharging/loading rate, Change rate, I.G. press, Oxygen %, Manifold Press, etc

Time	Operations	Rate	I.G. P.	I.G. O2%	Man. P.
	Safety Surveyor at PO.PE.GE				
	Vessel cleared by Port Authority				
	Safety Surveyor on board				
	Safety rounds performed – Ok				
	Cargo quantities passed to Auto sampler C.R.				

Comments:

Safety Surveyor “A”		Safety Surveyor “B”	

TIME LOG & CARGO HANDLING RECORD

2/2

Time	Operations	Discharge. Rate	I.G. P.	I.G. O2%	Man. P.

Comments:

Safety Surveyor “A”		Safety Surveyor “B”	

CHEMICAL TANK' S CHECK LIST

ITEM	DESCRIPTION	Yes	No	Na
11.1	Is information available giving the necessary data for the safe handling of the cargo and where applicable a manufacturer's inhibition certificate?	☐	☐	☐
11.2	Is there a sufficient and suitable protective equipment (including self-contained breathing apparatus) and protective clothing ready for immediate use?	☐	☐	☐
11.3	Have counter measures against accidental personal contact with the cargo been agreed?	☐	☐	☐
11.4	Are cargo system gauges and alarms correctly set and in good order?	☐	☐	☐
11.5	Are portable vapour detection instruments readily available for the products to be handled?	☐	☐	☐
11.6	Is "Warning Hazardous Chemical" sign posted?	☐	☐	☐
11.7	Are the required operation manuals available on board?	☐	☐	☐
11.8	Are cargo details specified on the ICOF / COF certificate (International certificate of fitness)?	☐	☐	☐
11.9	Where appropriate, have procedures been agreed for receiving nitrogen supplied from shore, either for inerting or purging ship's tanks or for line cleaning into the ship?	☐	☐	☐
11.10	Which Marpol category does the cargo belong to (X – Y – Z - OS)	☐	☐	☐

Comments:

Safety Surveyor "A"		Safety Surveyor "B"	

CHEMICAL TANK' S PRODUCTS

CHARACTERISTICS	Product 1	Product 2	Product 3	Product 4	Product 5
Commercial Name					
UN Number					
Cargo Tank N°					
Flash Point (°C)					
Explosive (yes/no)					
Toxic (yes/no)					
Corrosive (yes/no)					
Reactive With Water (yes/no)					
Port of Loading					
O2 Content on Cargo Tanks (average)					

Comments:

Safety Surveyor "A"		Safety Surveyor "B"	

MODULO M

SAFETY INSPECTIONS / SUMMARY OF OBSERVATIONS RECORD Copy to: Terminal / Ship

VESSEL	IMO n°:	DATE:	PORT:

Item	*Description*	*Nature of Observations*	*Removed During inspection*		A (*)	B (**)
			Yes	No		

* ***(A)*** **- Per le seguenti osservazioni si richiede una conferma scritta di avvenuta risoluzione da parte dell' Armatore:**
It is necessary to require Owners' written declaration/confirmation of problem / non conformity / defect amended

** ***(B)*** **- Per le seguenti osservazioni si deve ripetere una visita Safety dopo aver comunque ricevuto la conferma dall' Armatore di avvenuta risoluzione delle stesse**
It is necessary to repeat a safety inspection upon receipt of Owners' written declaration/confirmation of problem / non conformity / defect resolved.

ACTION TAKEN	

MASTER		Safety Surveyor "A"		Safety Surveyor "B"	