



Checklist 1 General information

Planned date and time: _____

Transfer location: _____

Terminal (if applicable): _____

Cargo: _____

Constant Heading Ship or Terminal Berthed Ship: _____

Manoeuvring Ship or Outer Ship: _____

POAC/STS Superintendent (if applicable): _____

Applicable specific Joint Plan of Operations: _____



Ship to Ship Transfer Safety Checklist

For ship: _____

Checklist 1 Before operations commence

CL 1	Generic Checks	Status	Remarks
1	A copy of the JPO has been received (7.2)	<input type="checkbox"/> Yes	
2	Effective communications are established (chapter 6)	<input type="checkbox"/> Yes	Note the agreed working language in CL 4F
3	Ship handling characteristics exchanged (3.1.1, 9.2)	<input type="checkbox"/> Yes	
4	The ship is upright at a suitable trim, without any overhanging projections (7.3)	<input type="checkbox"/> Yes	
5	Manoeuvring, mooring and navigational equipment has been tested and found in good order (7.3, 9.7.1, 9.7.2)	<input type="checkbox"/> Yes	<input type="checkbox"/> Not applicable if moored
6	Engineers have been briefed on engine speed (and speed adjustment) requirements (9.2.1)	<input type="checkbox"/> Yes	<input type="checkbox"/> Not applicable if moored
7	Main engine(s) are available without any power limitations (4.12)	<input type="checkbox"/> Yes	
8	Weather forecasts have been reviewed and will be monitored (3.4, 7.3)	<input type="checkbox"/> Yes	
9	Crew briefed on the mooring procedure and JPO (9.7.3)	<input type="checkbox"/> Yes	
10	STS contingency plan agreed and an appropriate emergency drill has been conducted (chapter 12)	<input type="checkbox"/> Yes	
11	Notifications required by local regulations are sent (3.2)	<input type="checkbox"/> Yes	



Ship to Ship Transfer Safety Checklist

For ship: _____

Checklist 2 Before run in and mooring

CL 2	Generic Checks	Status	Remarks
1	Fenders and associated equipment are visually inspected, in good condition, correctly positioned and rigged (1.1)	<input type="checkbox"/> Yes	
2	There are no overhanging projections on the side of berthing (9.2.1)	<input type="checkbox"/> Yes	
3	A proficient helms person is at the wheel (9.2.1)	<input type="checkbox"/> Yes	<input type="checkbox"/> Not applicable if moored
4	Course and speed information is agreed (7.1)	<input type="checkbox"/> Yes	<input type="checkbox"/> Not applicable if moored
5	The method for controlling the ship's speed is agreed (9.2.1)	<input type="checkbox"/> Yes	<input type="checkbox"/> Not applicable if moored
6	Navigational signals are displayed (7.5)	<input type="checkbox"/> Yes	<input type="checkbox"/> Not applicable if moored
7	Adequate illumination is available (8.4)	<input type="checkbox"/> Yes	
8	Power is available for mooring winches and they are in good order (8.3)	<input type="checkbox"/> Yes	
9	Mooring lines, rope messengers, rope stoppers, chain stoppers and heaving lines are ready for use (chapter 8)	<input type="checkbox"/> Yes	
10	Crew are standing by at their mooring stations (7.3, 9.2.4)	<input type="checkbox"/> Yes	
11	Communications are established with mooring personnel and with the other ship (6.5)	<input type="checkbox"/> Yes	
12	Firefighting and anti-pollution equipment is ready for use (4.16 and chapter 12)	<input type="checkbox"/> Yes	
13	Shipping traffic in the area is being monitored and, if applicable, Vessel Traffic Services (VTS) are informed (6.4 and chapter 9)	<input type="checkbox"/> Yes	
14	The Automatic Identification System (AIS) is appropriately set (4.14.2)	<input type="checkbox"/> Yes	
15	Cargo tanks are inerted (10.1.5, 10.2.6)	<input type="checkbox"/> Yes	<input type="checkbox"/> Not applicable



Ship to Ship Transfer Safety Checklist

For ship: _____

Checklists 3A and 3B Before cargo transfer

CL 3A	Generic Checks	Status	Remarks
1	Mooring and fendering arrangement is effective (chapter 8)	<input type="checkbox"/> Yes	
2	Unused cargo connections are blanked	<input type="checkbox"/> Yes	
3	The ships plan to use vapour balancing (10.1.5, 10.2.6)	<input type="checkbox"/> Yes	<input type="checkbox"/> Not applicable
4	Inert Gas System (IGS) is ready for use (10.1.5, 10.2.6)	<input type="checkbox"/> Yes	<input type="checkbox"/> Not applicable
5	Firefighting equipment is ready for use (4.16)	<input type="checkbox"/> Yes	
6	Spill response equipment is on station and ready for immediate deployment (chapters 10 and 12)	<input type="checkbox"/> Yes	
7	Scuppers and save-alls are plugged	<input type="checkbox"/> Yes	
8	Cargo system sea connections and overboard discharges are secured	<input type="checkbox"/> Yes	<input type="checkbox"/> Not applicable
9	Designated transceivers are in low power mode and designated radio antennae are isolated (4.14.2)	<input type="checkbox"/> Yes	
10	External openings in superstructure are closed	<input type="checkbox"/> Yes	
11	Spaces to be routinely monitored for any build-up of flammable and/or toxic vapour have been identified	<input type="checkbox"/> Yes	
12	Pumproom ventilation is operational	<input type="checkbox"/> Yes	<input type="checkbox"/> Not applicable
13	Accommodation spaces are at positive pressure	<input type="checkbox"/> Yes	
14	Fire control plans are readily available	<input type="checkbox"/> Yes	
15	Cargo monitoring system is fully operational and tested	<input type="checkbox"/> Yes	
16	Cargo gauging system operation and alarm set points are confirmed	<input type="checkbox"/> Yes	
17	Emergency Shutdown (ESD) system is tested and operational (7.2, 10.3.2, 10.3.3, 10.4.2)	<input type="checkbox"/> Yes	

CL 3A	Generic Checks	Status	Remarks
18	Transfer equipment is in safe condition (isolated, drained and de-pressurised), Cargo manifold connections prepared, blanked and marked (7.3, 10.1.6)	<input type="checkbox"/> Yes	
19	The cargo transfer hoses/arms have been tested and certified and they are in apparent good condition (8.2)	<input type="checkbox"/> Yes	
20	The hose lifting equipment is suitable and ready for use (3.1.1)	<input type="checkbox"/> Yes	
21	P/V valves are operational (3.4.1, 3.4.3, 10.2.5)	<input type="checkbox"/> Yes	<input type="checkbox"/> Not applicable

CL 3B	Additional for LPG or LNG Transfer	Status	
1	Cargo lines have been cooled (10.3.4, 10.4.3)	<input type="checkbox"/> Yes	
2	All safety systems, including firefighting, cryogenic protection, ESD, gas detection and ventilation system are ready for use/in use (10.4.2)	<input type="checkbox"/> Yes	
3	All cargo transfer equipment tested and ready for use (10.3.2, 10.4.2)	<input type="checkbox"/> Yes	



Ship to Ship Transfer Safety Checklist

Constant Heading Ship or Berthed Ship:

Manoeuvring Ship or Outer Ship:

Checklists 4A to 4E Pre-transfer conference

CL 4A	Generic Checks	CHS Status	MS Status	Remarks
1	Local requirements including permissions are obtained and complied with (1.1, 3.2)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Not applicable
2	JPO procedures for cargo and ballast operations reviewed and agreed by all parties (7.2)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
3	Present and forecast weather and sea conditions are within the agreed limits (7.3)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
4	Cargo specifications, hazardous properties, SDS and any requirements for inerting, heating, reactivity and inhibitors have been exchanged (4.5, 10.2.3)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Not applicable
5	Tank venting system and closed operation procedures agreed	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
6	Procedures for vapour control/balancing have been agreed (chapter 10)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Not applicable
7	Procedures for the transfer of personnel have been agreed (chapter 5, appendix B)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Not applicable
8	All personnel engaged in the cargo operation are provided with PPE including, where necessary, personal gas detectors/monitors in accordance with the ship operator's PPE matrix (2.2, 4.3, 5.1, 5.4 and chapter 10)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
9	Cargo transfer and, if applicable, the vapour return equipment is: <ul style="list-style-type: none"> In good condition. Of the appropriate type. Properly fitted with gaskets/seals. Lined up correctly. Properly rigged. Secured to the manifolds. Sufficiently supported. 	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
10	Electrical insulation of the ship/ship interface is effective (4.13)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
11	Effective STS communications established (chapter 6)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	

CL 4A	Generic Checks	CHS Status	MS Status	Remarks
12	Emergency signals and shutdown procedures are agreed (7.3 and chapter 10)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
13	The engine room will be manned and the main engine kept on standby or on short notice of readiness	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
14	Officers in charge of the cargo transfer on both ships are identified and details have been exchanged and posted (chapter 10)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
15	Procedures for cargo and ballast handling operations and transfer parameters agreed (7.2 and chapter 10)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
16	<p>Simultaneous Operations (SIMOPS) are identified and agreed: (4.9, chapters 7 and 10)</p> <input type="checkbox"/> Nitrogen purging or inerting <input type="checkbox"/> Repairs/maintenance <input type="checkbox"/> Tank cleaning <input type="checkbox"/> COW <input type="checkbox"/> Slops discharge <input type="checkbox"/> Waste discharge <input type="checkbox"/> Bunkering <input type="checkbox"/> Receiving stores <input type="checkbox"/> Personnel transfer <input type="checkbox"/> Crew change <input type="checkbox"/> Planned drills	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
17	Messengers and toggle pins are prepared and positioned ready for unmooring in accordance with the unmooring plan (7.2)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
18	Means of emergency escape from both ships are established (9.5)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
19	STS operation supervision and watchkeeping is adequate	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
20	There are sufficient personnel to deal with an emergency (chapter 12)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
21	Naked lights, smoking restrictions and designated smoking areas are established	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
22	Control of electrical and electronic devices is agreed	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
23	Routine for regular checks and exchange of information on cargo transferred are agreed (chapter 10)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	CL 5B, 5C: repetitive checks
24	The procedure for stopping transfer is agreed (chapter 10)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	

CL 4A	Generic Checks	CHS Status	MS Status	Remarks
25	Cargo and vapour balancing hoses are supported and protected from chafing and the hose release area is clear of obstructions (8.2.5)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
26	Tools required for rapid disconnection are located at the cargo manifold (1.5, 7.3, 8.2.6, 12.1, 12.6)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	

CL 4B	Additional for Vapour Balancing	CHS Status	MS Status	
1	Confirm ship's vapour headers, manifolds and all piping are drained of liquid	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
2	Confirm all vapour headers are vapour tight before hose connection	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
3	State pressure in cargo tanks (mm WG or psi)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
4	Tank oxygen content is below 8% by volume	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
5	Tank high-level and overflow alarms have been tested within the last 24 hours	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
6	Vapour recovery/balancing valves are correctly set	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
7	Vapour recovery hose is inerted, where needed	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
8	Vapour hose connection confirmed vapour tight	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
9	Ship pressure and vacuum relief settings in: <ul style="list-style-type: none"> • Liquid P/V breaker. • Tank P/V valves. • Mast head P/V valve(s). • Other P/V relieving devices. 	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
10	Type of vapours from current/previous cargoes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
11	Are the vapours being balanced harmful to ship's crew? E.g. H ₂ S	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
12	Maximum pressure differential at maximum transfer rate (mm WG or psi)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
13	Cargo tank pressure range to be maintained (mm, WG or psi)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
14	Cargo tank pressure alarm set points: <ul style="list-style-type: none"> • High alarm (mm, WG or psi). • Low alarm (mm WG or psi). 	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
15	IG main pressure alarm set points: <ul style="list-style-type: none"> • High alarm (mm WG or psi). • Low alarm (mm WG or psi). 	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	

CL 4B	Additional for Vapour Balancing	CHS Status	MS Status	
16	Vapour emission control system pressure alarm set points: <ul style="list-style-type: none"> High alarm (mm WG or psi). Low alarm (mm WG or psi). 	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
17	Oxygen analyser has been checked and calibrated State alarm set point (% volume)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
18	Agreement on the transfer sequence and procedures: <ul style="list-style-type: none"> Normal start up. Normal shutdown. Low vapour pressure alarm. High vapour pressure alarm. 	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	

CL 4C	Additional for Chemicals Transfer	CHS Status	MS Status	
1	Inhibition certificate received (if required) from manufacturer (10.2.3)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Not applicable
2	Countermeasures against personal contact with cargo are agreed (10.2.8)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	

CL 4D	Additional for LPG or LNG Transfer	CHS Status	MS Status	
1	Inhibition certificate received (if required) from manufacturer	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Not applicable
2	Maximum working pressures are agreed between ships (10.3.3, 10.4.3)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
3	Cargo handling rate and relationship with valve closure times and automatic shutdown systems is agreed (10.3.3, 10.4.3)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
4	Maximum/minimum temperatures/ pressures of the cargo to be transferred are agreed (10.3, 10.4)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
5	Cargo tank relief valve settings are confirmed (10.3.3, 10.4.3)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	Record relief valve settings CHS: MS:
6	Cooldown procedures have been agreed (10.3.4 and 10.4.4)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
7	Procedures for increasing/reducing transfer rates have been agreed (7.2, chapter 10)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
8	The potential for cargo roll-over has been considered	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
9	The deck watch is aware of the location and activation method of ESD systems on deck (1.5, 10.3.2, 10.4.2)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	

CL 4E	Additional for LNG Transfer	CHS Status	MS Status	
1	<p>ESD and ERS system arrangements are in place and tested: (10.4.2)</p> <ul style="list-style-type: none"> ESD warm test has been undertaken from both ships. ERS release mechanism functional test only (with no coupling release) has been tested. 	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
2	Cargo transfer lines have been purged with nitrogen to below 5% O ₂ (10.4.2)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
3	Cargo transfer line connections are leak tested (10.4.2)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
4	The nitrogen plant will be operational throughout the transfer	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
5	The protective water curtain is running (10.4.2)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	



Ship to Ship Transfer Safety Checklist

Constant Heading Ship or Berthed Ship:

Manoeuvring Ship or Outer Ship:

Checklist 4F Pre-transfer agreements

CL 4F	Reference to Check	Description	Agreement
1	(7.2)	Latest version of the JPO	Date/version JPO:
2	(7.2)	Working language	
3	(7.2)	Agreed SIMOPS	
4	(7.3)	Ships ready for manoeuvring	<input type="checkbox"/> Not applicable for heading ships Notice period (maximum for full readiness to manoeuvre): Ship 1: min. Ship 2: min.
5	(CH.6)	Agreed communication system and backup arrangement	Primary system: Backup system:
6	(1.3)	Operational supervision and watchkeeping	Ship 1 responsible persons: Ship 2 responsible persons: Terminal (if applicable) responsible persons:
7	(4.10)	Dedicated smoking areas and naked light restrictions	Ship 1 restrictions: Ship 2 restrictions: Terminal (if applicable) restrictions:

CL 4F	Reference to Check	Description	Agreement
8	(4.2.2)	Maximum wind, current and sea/swell criteria or other limiting environmental factors	<p>Stop cargo transfer:</p> <p>Maximum wind speed:</p> <p>Current:</p> <p>Swell:</p> <p>Disconnect:</p> <p>Unmooring:</p>
9	(CH.10)	Limits for cargo and ballast handling	<p>Maximum transfer rates:</p> <p>Topping-off rates:</p> <p>Maximum manifold pressure:</p> <p>Cargo temperature:</p> <p>Other limitations:</p>
10	(CH.10)	Pressure surge control	<p>Loading ship:</p> <ul style="list-style-type: none"> • Minimum number of cargo tanks open: • Tank switching protocols: • Full load rate: • Topping off-rate: • Closing time automatic valves:
11	(CH.10)	Cargo transfer management	<p>Action notice periods:</p> <p>Transfer stop protocols:</p>
12	(CH.10)	Routine for regular checks on cargo transferred are agreed	Routine transferred quantity checks:

CL 4F	Reference to Check	Description	Agreement
13	(CH.12)	Emergency signals	Ship 1 signal: Ship 2 signal: Terminal (if applicable) signal:
14	(CH.10)	Tank system	Ship 1 system: Ship 2 system:
15	(CH.10)	Closed operations	<input type="checkbox"/> <i>Not applicable</i> Requirements:
16	(10.1, 10.2)	ESD (oil and chemical)	<input type="checkbox"/> <i>Not applicable</i> Confirm ESD system
17	(10.3.2, 10.4.2)	ESD and ERS systems (LPG and LNG)	<input type="checkbox"/> <i>Not applicable</i> Fibre optic/electrical link Closing time ESD valve unloading ship: _____ seconds Closing time ESD valve loading ship: _____ seconds ERS <input type="checkbox"/> Yes <input type="checkbox"/> No
18	(CH.10)	In case of vapour balancing	<input type="checkbox"/> <i>Not applicable</i> Which vessel will vent, if needed?



Ship to Ship Transfer Safety Checklist

Constant Heading Ship or Berthed Ship:

Manoeuvring Ship or Outer Ship:

Declaration for STS operations at sea

The undersigned have checked and agreed the applicable checklist questions and confirm in the declarations below.

		Constant Heading Ship or Berthed Ship	Manoeuvring Ship or Outer Ship	Not Applicable
Checklist 3A	Before cargo transfer	<input type="checkbox"/>	<input type="checkbox"/>	
Checklist 3B	(Additional for LPG and LNG)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Checklist 4A	Pre-transfer conference	<input type="checkbox"/>	<input type="checkbox"/>	
Checklist 4B	(Additional for vapour balancing)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Checklist 4C	(Additional for chemicals)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Checklist 4D	(Additional for LPG and LNG)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Checklist 4E	(Additional for LNG)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Checklist 4F	Pre-transfer agreements	<input type="checkbox"/>	<input type="checkbox"/>	

In accordance with the guidance in the *STS Transfer Guide*, the entries we have made are correct to the best of our knowledge and that the ships agree to perform the STS operation.

Repetitive checks, noted in checklist 5B of the *STS Transfer Guide*, shall be carried out at intervals of not more thanhours.

If the status of any item changes, the other ship should be notified immediately.

Constant Heading Ship or Berthed Ship	Manoeuvring Ship or Outer Ship
Name:	Name:
Rank:	Rank:
Signature:	Signature:
Date:	Date:
Time:	Time:



Ship to Ship Transfer Safety Checklist

Terminal Berthed Ship:

Outer Ship:

Terminal:

Declaration for STS operations in port/at a terminal

The undersigned have checked and agreed the items in the applicable checklists and confirm in the declarations below.

		Terminal Berthed Ship	Outer Ship	Terminal	Not Applicable
Checklist 3A	Before cargo transfer	<input type="checkbox"/>	<input type="checkbox"/>		
Checklist 3B	(Additional for LPG and LNG)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Checklist 7	Checks pre-transfer conference alongside a terminal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Checklist 4B	(Additional for vapour balancing)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Checklist 4C	(Additional for chemicals)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Checklist 4D	(Additional for LPG and LNG)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Checklist 4E	(Additional for LNG)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Checklist 4F	Pre-transfer agreements	<input type="checkbox"/>	<input type="checkbox"/>		

In accordance with the guidance in the *STS Transfer Guide*, the entries we have made are correct to the best of our knowledge and that the ships agree to perform the STS operation.

Repetitive checks, noted in checklist 5B of the *STS Transfer Guide*, shall be carried out at intervals of not more thanhours.

If the status of any item changes, the other ship should be notified immediately.

	Terminal Berthed Ship	Outer Ship	Terminal
Name:			
Rank:			
Signature:			
Date:			
Time:			



Ship to Ship Transfer Safety Checklist

For ship: _____

Checklist 5A After connection checks before operation

CL 5A	Check	Status	Remarks
1	Gas detection systems are tested and operational	<input type="checkbox"/> Yes	
2	Deck seal and P/V breaker levels have been checked and are satisfactory	<input type="checkbox"/> Yes	<input type="checkbox"/> Not applicable
3	Oxygen analyser has been checked and calibrated	<input type="checkbox"/> Yes	<input type="checkbox"/> Not applicable
4	Ship's ESD arrangements, including automatic valves, are tested and ready for activation (chapter 10)	<input type="checkbox"/> Yes	
5	Linked ESD connections are established and tested (10.3.2 , 10.4.2)	<input type="checkbox"/> Yes	<input type="checkbox"/> Not applicable
6	Other parties informed on 'ready to transfer' (10.3.2 , 10.4.2)	<input type="checkbox"/> Yes	



Ship to Ship Transfer Safety Checklist

For ship: _____

Checklist 5B Ship repetitive checks during transfer

Note interval: _____ hrs.

CL 5B	Check	Time	Time	Time	Time	Time	Time	Remarks
Ref.:	Date/time of check							
(7.2)	Weather/wave conditions within limits	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
(CH.8, 10)	Mooring and fendering arrangement is effective	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
(1.6)	Access to and from the ship is safe and controlled	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
	IGS and monitoring and recording system are operational, tank atmospheres are at positive pressure	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Not applicable
(CH.6)	Communication is effective	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
(8.4)	Illumination is sufficient and effective	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
	Cargo transfer and level monitoring system is operational	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
	External openings in superstructures are controlled	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
	Pumproom ventilation is effective	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Not applicable
	Ignition source and toxicity restrictions are observed	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
(7.2)	SIMOPS restrictions are observed	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Not applicable
(10.3, 10.4)	ESD system is operational	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
-	Initials							



Ship to Ship Transfer Safety Checklist

Terminal: _____

Checklist 5C Terminal repetitive checks during transfer

Note interval: _____ hrs.

CL 5C	Check	Time	Time	Time	Time	Time	Time	Remarks
Ref.:	Date/time of check							
(7.2)	Weather/wave conditions within limits	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
(CH.8, 10)	Mooring and fendering arrangement is effective	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
(1.6)	Access to and from the ship and terminal is safe and controlled	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
(CH.6)	Communication is effective	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
(8.4)	Illumination is sufficient and effective	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
	Ignition source and toxicity restrictions are observed	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
(7.2)	SIMOPS restrictions are observed	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> <i>Not applicable</i>
	Terminal emergency response is prepared	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
-	Initials							



Ship to Ship Transfer Safety Checklist

For ship: _____

Checklist 6A Checks after transfer before disconnection

CL 6A	Checks before Disconnection	Status	Remarks
1	Cargo hoses, fixed cargo pipelines, vapour return lines and manifolds are drained and confirmed to be liquid-free	<input type="checkbox"/> Yes	
2	Cargo hoses, vapour return lines, fixed pipelines and manifolds are: <ul style="list-style-type: none"> • Purged. • Inerted. • Depressurised. 	<input type="checkbox"/> Yes	
3	All remotely and manually operated valves are closed ready for disconnection	<input type="checkbox"/> Yes	
4	Sufficient personnel with responsible officer available for disconnection	<input type="checkbox"/> Yes	
5	Correct PPE is used	<input type="checkbox"/> Yes	
6	The other ship is notified on "ready to disconnect"	<input type="checkbox"/> Yes	



Ship to Ship Transfer Safety Checklist

For ship: _____

Checklist 6B Checks after disconnection before unmooring

CL 6B	Checks before Unmooring	Status	Remarks
1	Cargo hoses and/or manifolds are securely blanked	<input type="checkbox"/> Yes	
2	Cargo area on the ship is cleared and restored to standard condition	<input type="checkbox"/> Yes	
3	Cargo documents signed and exchanged	<input type="checkbox"/> Yes	
4	Terminal or transfer location authority is notified on the completion of the STS operation	<input type="checkbox"/> Yes	<input type="checkbox"/> Not applicable
5	The transfer side of the ship is clear of obstructions (including hose lifting equipment)	<input type="checkbox"/> Yes	
6	The method of letting go of moorings and separation of ships has been agreed	<input type="checkbox"/> Yes	
7	Mooring winches ready for operation	<input type="checkbox"/> Yes	
8	Rope messengers and stoppers are available at mooring stations	<input type="checkbox"/> Yes	
9	Communications are established with mooring personnel and with the other ship	<input type="checkbox"/> Yes	
10	Shipping traffic in the area is being monitored and a VHF alert has been transmitted	<input type="checkbox"/> Yes	
11	Manoeuvring, mooring and navigational equipment has been tested and is ready for departure	<input type="checkbox"/> Yes	
12	The other ship has been notified that unmooring can commence	<input type="checkbox"/> Yes	



Ship to Ship Transfer Safety Checklist

Terminal Berthed Ship:

Outer Ship:

Terminal:

Checklist 7 Checks pre-transfer conference alongside a terminal

CL 7	Check	Terminal Berthed Ship	Outer Ship	Terminal	Remarks
1	Relevant local requirements, including permissions, are obtained and complied with (3.2)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
2	Procedures for cargo and ballast operations have been reviewed and accepted by all parties	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
3	Effective communication between the ships and the terminal is established (chapter 6)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
4	Security information has been exchanged and, if required, a Declaration of Security has been completed (1.6)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
5	Present and forecast weather and sea conditions have been considered (3.4)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
6	Cargo specifications, hazardous properties, SDS and any requirements for inerting, heating, reactivity and inhibitors have been exchanged (4.5)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
7	Tank venting system and closed operation procedures are agreed	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes		
8	Procedures for vapour control/balancing have been agreed (chapter 10)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes		<input type="checkbox"/> Not applicable
9	Access to the cargo deck is restricted and controlled during cargo transfer operations (1.6)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
10	All personnel on deck are wearing appropriate PPE, including gas detectors as per company PPE matrix (4.3)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes		

CL 7	Check	Terminal Berthed Ship	Outer Ship	Terminal	Remarks
11	Cargo transfer and, if applicable, the vapour return equipment is confirmed: <ul style="list-style-type: none"> • In good condition. • Of the appropriate type. • Properly fitted with gaskets/seals. • Lined up correctly. • Properly rigged. • Secured to the manifolds. • Sufficiently supported. 	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes		
12	Electrical insulation of the ship/ship interface is effective (4.13)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes		
13	Where applicable, firefighting provision has been made for unmanned barges (3.1.3)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes		
14	Emergency signals and shutdown procedures are agreed (chapter 12)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
15	Ships are ready to move at agreed notice period (4.12)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
16	Officers in charge of the cargo transfer on both ships and the terminal representative are identified and details have been exchanged and posted (1.1)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
17	Procedures for cargo and ballast handling operations and transfer parameters are agreed (7.2)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes		
18	SIMOPS are agreed (4.9, chapter 10) <ul style="list-style-type: none"> <input type="checkbox"/> Nitrogen purging or inerting <input type="checkbox"/> Repairs/maintenance <input type="checkbox"/> Tank cleaning <input type="checkbox"/> COW <input type="checkbox"/> Slops discharge <input type="checkbox"/> Waste discharge <input type="checkbox"/> Bunkering <input type="checkbox"/> Receiving stores <input type="checkbox"/> Personnel transfer <input type="checkbox"/> Crew change <input type="checkbox"/> Planned drills <input type="checkbox"/> 	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Not applicable
19	Messengers are prepared and positioned ready for unmooring in accordance with the unmooring plan (7.2)		<input type="checkbox"/> Yes		<input type="checkbox"/> Not applicable
20	Means of emergency escape from both ships are established (9.5)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes		
21	Operation supervision and watchkeeping is adequate	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	

CL 7	Check	Terminal Berthed Ship	Outer Ship	Terminal	Remarks
22	There are sufficient personnel to deal with an emergency (chapter 12)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
23	Naked lights and smoking restrictions and designated smoking areas are established (4.10)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
24	Control of electrical and electronic devices is agreed	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
25	Routine for regular checks and exchange of information on cargo transferred are agreed (chapter 10)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes		<i>CL 5B, 5C: repetitive checks</i>
26	The procedure for stopping transfer is agreed (chapter 10)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	