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**Konu** : Yakıt Transferi Öncesi Emniyet Planı En İyi Yönetim Uygulamaları Rehberi ve Yakıt Transfer Operasyonları Güvenlik Kontrol Listesi Hk**Sirküler No :457**

Sayın Üyemiz,

Uluslararası Deniz Ticaret Odasının (ICS) 9 Nisan 2020 tarihli ve MC(20)36 sayılı yazısında, Petrol Şirketleri Uluslararası Deniz Forumu (Oil Companies International Marine Forum-OCIMF) tarafından gemi ve terminal işletmecilerine, transfer öncesi hazırlık konferansı uygulanmasına yönelik emniyet planı hazırlamalarına yardımcı olmak amacıyla, Petrol Tankerleri ve Terminalleri Uluslararası Emniyet Rehberi 5. Yayını (International Safety Guide for Oil Tankers and Terminals-ISGOTT5) altında en iyi uygulamalar talimatının yayımlandığı bildirilmektedir.

Ayrıca, ICS, OCIMF ve Uluslararası Limanlar ve Sığınma Yerleri Birliğinin (International Association of Ports and Harbors-IAPH) terminal ve gemi personelinin operasyonlarda düzenlenmesi zorunlu olan dokümanları dijital olarak doldurmalarına imkan sağlayacak PDF ve Word formatında interaktif "Gemi/Sahil Yakıt transferi operasyonları Güvenlik Kontrol Listesi" hazırlandığı, söz konusu dokümanlara <https://bit.ly/2yZdzet> linkinden ulaşılabileceği belirtilmektedir.

Bilgilerinizi arz/rica ederim.

Saygılarımla,

*e-imza*İsmet SALİHOĞLU  
Genel Sekreter**Ek: İlgi Yazı ve Ekleri (14 sayfa)**

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9 April 2020

**MC(20)36**

**TO: MARINE COMMITTEE**

**Copy: All Members and Associate Members (for information)**

**COVID-19 – BEST PRACTICES FOR PRE-TRANSFER CONFERENCE AND ISGOTT5 CHECKLISTS**

**Action required: *To circulate the attached documents to your member shipping companies to make them aware of OCIMF best practices for pre-transfer conferences and availability of interactive checklists from the International Safety Guide for Oil Tankers and Terminals, Fifth Edition (ISGOTT5).***

The Oil Companies International Marine Forum (OCIMF) has released best practices to assist ship and terminal operators putting together a safety plan to carry out the pre-transfer conference during the coronavirus (COVID-19) outbreak (Annex A).

ICS, OCIMF and the International Association of Ports and Harbors (IAPH) have also made available interactive PDF and Word versions of the ship/shore safety and bunker safety checklists (Annexes B–E). These are to help ship and terminal personnel complete these essential documents digitally and avoid unnecessary physical interaction.

These documents are also available to download from [ics-shipping.org/covid19](http://ics-shipping.org/covid19).

Please contact me for any further information.

Chris Oliver  
Nautical Director

## **Completing the Ship-Shore Safety Checklist during the COVID-19 pandemic:**

Effective completion of ship-shore safety checklist by tanker and terminal operators is an important step towards achieving safe and efficient cargo transfer operations during a ship's port call.

At a time when the COVID-19 pandemic is affecting the global population, it is important that tanker and terminal personnel protect each other from being exposed to the virus.

While it is important to ensure the ship-shore safety checklist is completed, both tanker and terminal personnel should implement a range of precautions to safeguard against COVID-19 infections, including:

### **A) Pre-Arrival**

- Exchanging information related to health advice and any requirements from local Port Authorities and ship's Flag State administration.
- Completing any documentation that can be completed digitally, including pre-arrival forms, ship-shore safety checklists, MSDS and cargo transfer agreement information, and exchanging over email.
- Agreeing communication protocols such as VHF channel frequencies to be used during port call.
- Sanitising any equipment that needs to be exchanged by tanker or terminal and sealing it in a bag before exchange.
- Restricting shore personnel boarding the ship or ship's crew visiting the terminal to an absolute minimum. Numbers should be agreed in advance of ship's arrival.

### **B) Access Control**

- Restricting access to pre-agreed essential personnel only e.g. Pilots, ship / shore personnel and those required to deal with an emergency.
- Maintaining a minimum distance of two metres between all personnel.
- Agreeing on a PPE policy before any personnel go on the ship or the terminal.
- The ship may request that any terminal personnel are escorted and that the ships person open and close all doors and openings.
- Placing sanitising stations at the ship's gangway, the terminal and at entry points to accommodation, control rooms and other appropriate locations.

### **C) Pre-cargo transfer safety checks and pre-transfer conference**

- Digitally complete and share the ship-shore safety checklist, including agreement items. . This should be done by both the ship's responsible officer and the terminal representative.
- Mutually agree and record outstanding checks / agreement items over the VHF / Portable radios using positive confirmation from both parties before starting cargo transfer.
- Achieving necessary tanker or terminal representative face-to-face meetings:
  - By having the meeting in a sanitised location on the dock with one representative from the ship and shore present.

- On board the ship's deck in a temporary office outside of the accommodation.
- With the ship representative at the top of the gangway and the dock representative on the dock.

All of these meetings must be carried out with the with the representatives always maintaining a minimum distance of two metres.

#### D) Repetitive checks during cargo transfer

- Agreeing the duration of repetitive checks during pre-transfer agreement.
- Having the Responsible Officer undertake repetitive checks on board the terminal representative ashore. If the shore representative wants to check the ship, they should limit the check to the deck area only.
- Using VHF / portable radios to confirm repetitive checks on board and at the terminal at pre-agreed intervals.
- Positively recording all communication made over VHF / portable radios in the relevant section of the ship-shore safety checklist and / or in the port log.

#### E) Post-cargo transfer

- Exchanging completed sections of the checklist digitally after completion of cargo transfer.
- Sharing cargo figures over the radio and consider authorising the ship's agent to sign the bill of lading on behalf of the Master.
- Providing feedback to the ship's Master and terminal representative.

Please find the ship-shore safety checklist in word and as a fillable PDF to assist with the electronic transfer.

### 26.3.3 The Ship/Shore Safety Check-List

Ship's Name \_\_\_\_\_

Berth \_\_\_\_\_

Port \_\_\_\_\_

Date of Arrival \_\_\_\_\_

Time of Arrival \_\_\_\_\_

#### Part 'A' – Bulk Liquid General – Physical Checks

Bulk Liquid – General	Ship	Terminal	Code	Remarks
1. There is safe access between the ship and shore.			R	
2. The ship is securely moored.			R	
3. The agreed ship/shore communication system is operative.			A R	System: Backup System:
4. Emergency towing-off pennants are correctly rigged and positioned.			R	
5. The ship's fire hoses and fire-fighting equipment are positioned and ready for immediate use.			R	
6. The terminal's fire-fighting equipment is positioned and ready for immediate use.			R	
7. The ship's cargo and bunker hoses, pipelines and manifolds are in good condition, properly rigged and appropriate for the service intended.				
8. The terminal's cargo and bunker hoses or arms are in good condition, properly rigged and appropriate for the service intended.				
9. The cargo transfer system is sufficiently isolated and drained to allow safe removal of blank flanges prior to connection.				
10. Scuppers and save-alls on board are effectively plugged and drip trays are in position and empty.			R	
11. Temporarily removed scupper plugs will be constantly monitored.			R	
12. Shore spill containment and sumps are correctly managed.			R	
13. The ship's unused cargo and bunker connections are properly secured with blank flanges fully bolted.				
14. The terminal's unused cargo and bunker connections are properly secured with blank flanges fully bolted.				

## SAFETY MANAGEMENT

Bulk Liquid – General	Ship	Terminal	Code	Remarks
15. All cargo, ballast and bunker tank lids are closed.				
16. Sea and overboard discharge valves, when not in use, are closed and visibly secured.				
17. All external doors, ports and windows in the accommodation, stores and machinery spaces are closed. Engine room vents may be open.			R	
18. The ship's emergency fire control plans are located externally.				Location:

*If the ship is fitted, or is required to be fitted, with an inert gas system (IGS), the following points should be physically checked:*

Inert Gas System	Ship	Terminal	Code	Remarks
19. Fixed IGS pressure and oxygen content recorders are working.			R	
20. All cargo tank atmospheres are at positive pressure with oxygen content of 8% or less by volume.			P R	

## Part 'B' – Bulk Liquid General – Verbal Verification

Bulk Liquid – General	Ship	Terminal	Code	Remarks
21. The ship is ready to move under its own power.			P R	
22. There is an effective deck watch in attendance on board and adequate supervision of operations on the ship and in the terminal.			R	
23. There are sufficient personnel on board and ashore to deal with an emergency.			R	
24. The procedures for cargo, bunker and ballast handling have been agreed.			A R	
25. The emergency signal and shutdown procedure to be used by the ship and shore have been explained and understood.			A	
26. Material Safety Data Sheets (MSDS) for the cargo transfer have been exchanged where requested.			P R	

Bulk Liquid – General	Ship	Terminal	Code	Remarks
27. The hazards associated with toxic substances in the cargo being handled have been identified and understood.				H <sub>2</sub> S Content: Benzene Content:
28. An International Shore Fire Connection has been provided.				
29. The agreed tank venting system will be used.			A R	Method:
30. The requirements for closed operations have been agreed.			R	
31. The operation of the P/V system has been verified.				
32. Where a vapour return line is connected, operating parameters have been agreed.			A R	
33. Independent high level alarms, if fitted, are operational and have been tested.			A R	
34. Adequate electrical insulating means are in place in the ship/shore connection.			A R	
35. Shore lines are fitted with a non-return valve, or procedures to avoid back filling have been discussed.			P R	
36. Smoking rooms have been identified and smoking requirements are being observed.			A R	Nominated smoking rooms:
37. Naked light regulations are being observed.			A R	
38. Ship/shore telephones, mobile phones and pager requirements are being observed.			A R	
39. Hand torches (flashlights) are of an approved type.				
40. Fixed VHF/UHF transceivers and AIS equipment are on the correct power mode or switched off.				
41. Portable VHF/UHF transceivers are of an approved type.				
42. The ship's main radio transmitter aerials are earthed and radars are switched off.				
43. Electric cables to portable electrical equipment within the hazardous area are disconnected from power.				
44. Window type air conditioning units are disconnected.				

## SAFETY MANAGEMENT

Bulk Liquid – General	Ship	Terminal	Code	Remarks
45. Positive pressure is being maintained inside the accommodation, and air conditioning intakes, which may permit the entry of cargo vapours, are closed.				
46. Measures have been taken to ensure sufficient mechanical ventilation in the pumproom.			R	
47. There is provision for an emergency escape.				
48. The maximum wind and swell criteria for operations have been agreed.			A	Stop cargo at: Disconnect at: Unberth at:
49. Security protocols have been agreed between the Ship Security Officer and the Port Facility Security Officer, if appropriate.			A	
50. Where appropriate, procedures have been agreed for receiving nitrogen supplied from shore, either for inerting or purging ship's tanks, or for line clearing into the ship.			A P	

*If the ship is fitted, or is required to be fitted, with an inert gas system (IGS) the following statements should be addressed:*

Inert Gas System	Ship	Terminal	Code	Remarks
51. The IGS is fully operational and in good working order.			P	
52. Deck seals, or equivalent, are in good working order.			R	
53. Liquid levels in pressure/vacuum breakers are correct.			R	
54. The fixed and portable oxygen analysers have been calibrated and are working properly.			R	
55. All the individual tank IG valves (if fitted) are correctly set and locked.			R	
56. All personnel in charge of cargo operations are aware that, in the case of failure of the inert gas plant, discharge operations should cease and the terminal be advised.				



*If the ship is fitted with a Crude Oil Washing (COW) system, and intends to crude oil wash, the following statements should be addressed:*

Crude Oil Washing	Ship	Terminal	Code	Remarks
57. The Pre-Arrival COW check-list, as contained in the approved COW manual, has been satisfactorily completed.				
58. The COW check-lists for use before, during and after COW, as contained in the approved COW manual, are available and being used.			R	

*If the ship is planning to tank clean alongside, the following statements should be addressed:*

Tank Cleaning	Ship	Terminal	Code	Remarks
59. Tank cleaning operations are planned during the ship's stay alongside the shore installation.	Yes/No*	Yes/No*		
60. If 'yes', the procedures and approvals for tank cleaning have been agreed.				
61. Permission has been granted for gas freeing operations.	Yes/No*	Yes/No*		

\* Delete Yes or No as appropriate

#### Part 'C' – Bulk Liquid Chemicals – Verbal Verification

Bulk Liquid Chemicals	Ship	Terminal	Code	Remarks
1. Material Safety Data Sheets are available giving the necessary data for the safe handling of the cargo.				
2. A manufacturer's inhibition certificate, where applicable, has been provided.			P	
3. Sufficient protective clothing and equipment (including self-contained breathing apparatus) is ready for immediate use and is suitable for the product being handled.				
4. Countermeasures against accidental personal contact with the cargo have been agreed.				
5. The cargo handling rate is compatible with the automatic shutdown system, if in use.			A	
6. Cargo system gauges and alarms are correctly set and in good order.				

## SAFETY MANAGEMENT

Bulk Liquid Chemicals	Ship	Terminal	Code	Remarks
7. Portable vapour detection instruments are readily available for the products being handled.				
8. Information on fire-fighting media and procedures has been exchanged.				
9. Transfer hoses are of suitable material, resistant to the action of the products being handled.				
10. Cargo handling is being performed with the permanent installed pipeline system.			P	
11. Where appropriate, procedures have been agreed for receiving nitrogen supplied from shore, either for inerting or purging ship's tanks, or for line clearing into the ship.			A P	

## Part 'D' – Bulk Liquefied Gases – Verbal Verification

Bulk Liquefied Gases	Ship	Terminal	Code	Remarks
1. Material Safety Data Sheets are available giving the necessary data for the safe handling of the cargo.				
2. A manufacturer's inhibition certificate, where applicable, has been provided.			P	
3. The water spray system is ready for immediate use.				
4. There is sufficient suitable protective equipment (including self-contained breathing apparatus) and protective clothing ready for immediate use.				
5. Hold and inter-barrier spaces are properly inerted or filled with dry air, as required.				
6. All remote control valves are in working order.				
7. The required cargo pumps and compressors are in good order, and the maximum working pressures have been agreed between ship and shore.			A	
8. Re-liquefaction or boil-off control equipment is in good order.				

Bulk Liquefied Gases	Ship	Terminal	Code	Remarks
9. The gas detection equipment has been properly set for the cargo, is calibrated, has been tested and inspected and is in good order.				
10. Cargo system gauges and alarms are correctly set and in good order.				
11. Emergency shutdown systems have been tested and are working properly.				
12. Ship and shore have informed each other of the closing rate of ESD valves, automatic valves or similar devices.			A	Ship:  Shore:
13. Information has been exchanged between ship and shore on the maximum/minimum temperatures/ pressures of the cargo to be handled.			A	
14. Cargo tanks are protected against inadvertent overfilling at all times while any cargo operations are in progress.				
15. The compressor room is properly ventilated, the electrical motor room is properly pressurised and the alarm system is working.				
16. Cargo tank relief valves are set correctly and actual relief valve settings are clearly and visibly displayed. <i>(Record settings below.)</i>				

Tank No 1  Tank No 5  Tank No 8

Tank No 2  Tank No 6  Tank No 9

Tank No 3  Tank No 7  Tank No 10

Tank No 4

### 25.4.3 Bunkering Safety Check-List

Port \_\_\_\_\_ Date \_\_\_\_\_  
 Ship \_\_\_\_\_ Barge \_\_\_\_\_  
 Master \_\_\_\_\_ Master \_\_\_\_\_

#### 1. Bunkers to be Transferred

Grade	Tonnes	Volume at Loading Temp	Loading Temperature	Maximum Transfer Rate	Maximum Line Pressure
Fuel Oil					
Gas Oil/Diesel					
Lub. Oil in Bulk					

#### 2. Bunker Tanks to be Loaded

Tank No.	Grade	Volume of Tank @ _____ %	Vol. of Oil in Tank before Loading	Available Volume	Volume to be Loaded	Total Volumes Grade

#### 3. Checks by Barge Prior to Berthing

Bunkering	Ship	Barge	Code	Remarks
1. The barge has obtained the necessary permissions to go alongside receiving ship.				
2. The fenders have been checked, are in good order and there is no possibility of metal to metal contact.			R	
3. Adequate electrical insulating means are in place in the barge-to-ship connection. (34)				
4. All bunker hoses are in good condition and are appropriate for the service intended. (7)				

## 4. Checks Prior to Transfer

Bunkering	Ship	Barge	Code	Remarks
5. The barge is securely moored. (2)			R	
6. There is a safe means of access between the ship and barge. (1)			R	
7. Effective communications have been established between Responsible Officers. (3)			A R	(VHF/UHF Ch .....). Primary System: Backup System: Emergency Stop Signal:
8. There is an effective watch on board the barge and on the ship receiving bunkers. (22)				
9. Fire hoses and fire-fighting equipment on board the barge and ship are ready for immediate use. (5)				
10. All scuppers are effectively plugged. Temporarily removed scupper plugs will be monitored at all times. Drip trays are in position on decks around connections and bunker tank vents. (10) (11)			R	
11. Initial line up has been checked and unused bunker connections are blanked and fully bolted. (13)				
12. The transfer hose is properly rigged and fully bolted and secured to manifolds on ship and barge. (7)				
13. Overboard valves connected to the cargo system, engine room bilges and bunker lines are closed and sealed. (16)				
14. All cargo and bunker tank hatch lids are closed. (15)				
15. Bunker tank contents will be monitored at regular intervals.			A R	at intervals not exceeding ..... minutes
16. There is a supply of oil spill clean-up material readily available for immediate use.				
17. The main radio transmitter aerials are earthed and radars are switched off. (42)				
18. Fixed VHF/UHF transceivers and AIS equipment are on the correct power mode or switched off. (40)				
19. Smoking rooms have been identified and smoking restrictions are being observed. (36)			A R	Nominated Smoking Rooms Tanker: Barge:

## BUNKERING OPERATIONS

Bunkering	Ship	Barge	Code	Remarks
20. Naked light regulations are being observed. (37)			R	
21. All external doors and ports in the accommodation are closed. (17)			R	
22. Material Safety Data Sheets (MSDS) for the bunker transfer have been exchanged where requested. (26)			R	
23. The hazards associated with toxic substances in the bunkers being handled have been identified and understood. (27)			R	H <sub>2</sub> S Content ..... Benzene Content .....

## DECLARATION

We have checked, where appropriate jointly, the items of the Check-List in accordance with the instructions 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 coded 'R' in the Check-List 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.

For Ship	For Barge
Name _____	Name _____
Rank _____	Rank _____
Signature _____	Signature _____
Date _____	Date _____
Time _____	Time _____

## Record of repetitive checks:

Date:			
Time:			
Initials for Ship:			
Initials for Barge:			