

Bunkering Loading Plan and Checklist

Vessel : _____ **Port :** _____
Date : _____ **Berth :** _____
Flag : _____ **IMO No. :** _____

Tank Loading Plan

Item	Check	1	2	3	4	5	6	7	8
1.	Tank								
2.	Sounding/Ullage prior to Bunkering								
3.	Volume in Tank Prior to Bunkering								
4.	Volume to be loaded								
5.	Max Capacity of tank – 90%								
6.	Sounding Interval & measurement								
7.	Completion sounding/Ullage								
9.	Venting Capacity of Tank								
10.	Grade to be loaded								

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Vessel

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Bunker Supervisor

Before Bunkering Checklist

Item	Check	GAC	Vessel
1.	Ensure all personnel are aware of the intention to bunker and of the emergency response procedures.		
2.	Ensure all personnel involved in the bunkering operation are wearing appropriate PPE		
3.	Discuss bunkering plan and tank sequence with officers involved and ensure the tank loading plan is completed		
4.	Establish and check the common communication link between bunkering station, duty officer and engine room, using intrinsically safe radios		
5.	Close and secure all associated overboard discharge valves		
6.	Close all unused manifold valves and blank off manifold connections using all securing bolts, properly tightened, with a gasket in place		
7.	Plug all deck scuppers and make oil/watertight		
9.	Provide means of draining off any accumulations of water on deck		
10	Empty out and plug save-alls for manifolds and bunker tank vents		
11	Check all bunker tank air pipes are open and unblocked		
12	Reconfirm space remaining in all bunker tanks to be filled		
13	Ensure all sounding pipe caps are tight, except when sounding tank		
14	Check all bunker tank high level alarms are functioning		
15	Ensure designated overflow tank is prepared		
16	Place SOPEP equipment (sawdust, sand, absorbent pads, empty drums, squeegees, brushes etc.) in key locations ready for use		
17	Ensure suitable no smoking / no naked flame warning notices are posted		
18	Place firefighting appliances ready for use		
19	Ensure all external accommodation superstructure doors and ports/windows are kept closed		
20	Ensure the radars are on standby and the main radio aerials have been earthed		
21	Check that VHF/AIS units are either switched off or operating on low power		
22	Check that all flag or light signals required by local regulations are displayed		
23	Ensure there is a safe means of access, adequately illuminated, in place between the vessels and the shore		
24	Check hose is of such a length that there is sufficient play to allow for movement, and that it is adequately supported		
25	Inspect hose and couplings for damage		
26	Place drip trays under hose couplings and flanges		
27	Check that delivery note quantities and bunker specifications are correct		
28	Ensure that Material Safety Data Sheets have been provided for		
29	Discuss bunkering plan		
30	Agree on the quantity of oil to be pumped		
31	Agree unit of measurement (metric tons, cubic meters, barrels etc.)		
32	Agree maximum pumping rate and pressure		
33	Discuss the emergency response procedures		
34	Agree signaling system with supplier - Commence Pumping		
	- Reduce Pumping Rate		
	- Cease Pumping		
	- Emergency Stop		

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During Bunkering

Item	Check	GAC	Vessel
1	Ensure a crewmember is stationed at the bunker manifold throughout the bunkering operation		
2	Commence bunkering at minimum pumping rate		
3	Monitor supply line pressure		
4	Examine hose and connections for leakage prior to increasing delivery rate		
5	Ensure soundings/ullages of tanks being filled are closely monitored		
6	Periodically check the quantity of fuel in bunker tanks that are not being loaded, or have completed loading		
7	Reduce pumping rate and/or open next tank before topping off		
8	Close valves as each tank is completed, ensuring that the loading hose is not subjected to excessive back pressure		
9	Ensure sufficient ullage in the final tank for hose draining/line blowing		
10	Notify supplier on reaching final tank		
11	Give supplier timely warning to reduce pumping rate		
12	Give supplier timely warning to stop pumping		
13	Drain hoses on completion of bunkering and close all filling valves		

After Bunkering

Item	Check	GAC	Vessel
1	Ensure all hoses are fully drained		
2	Close manifold valve and blank off manifold connection using all securing bolts, properly tightened, with a gasket in place		
3	Blank off disconnected hose couplings using all securing bolts, properly tightened, with a gasket in place		
4	Reconfirm all bunker line and tank filling valves are closed		
5	Reconfirm all bunker tank soundings		
6	Sight, agree and record shore/barge meter readings or tank figures		
7	Verify all bunker receipt details are correct		
8	Witness, date, jointly countersign and retain sealed bunker samples in line with company and regulatory requirements		
9	Complete BDN		

Bunker Supervisor

Vessel

Bunkering Sheet

Vessel : _____ Flag : _____
IMO No. : _____ Date : _____
Port : _____ Tank No : _____
Berth : _____ M/Tons : _____
Time Connected : _____ Liters : _____
Time Started : _____ Density @ 20 °C : _____
Time Completed : _____ Max Agreed Press. : _____

Time	Temp	VCF	Pressure

Bunker Supervisor

Signature