

## LNG Bunker Checklist – Truck to Ship

### I. PART A: Pre Bunker Operations Checklist

Date and time: \_\_\_\_\_

Designated LNG bunker location: \_\_\_\_\_

LNG Receiving ship: \_\_\_\_\_

LNG Providing tank truck: \_\_\_\_\_

	Check	Ship	LNG Truck	Code	Remarks
1	Local authorities have granted LNG transfer operations for the specific location.			P	
2	Local authorities have been notified one hour before the start of LNG bunker operations.				Time notified: _____ hrs
3	Local authorities requirements are being observed.				e.g. Port Bye Law.
4	The terminal has been notified one hour before the start of LNG bunker operations.				Time notified: _____ hrs
5	Local terminal requirements are being observed.				e.g. Terminal regulations
6	Vessels in the direct vicinity of the transfer location are informed of the LNG transfer operation.				
7	The LNG receiving ship is securely moored and sufficient fendering is in place.			R	Metal to metal contact to is to be avoided at all times.
8	There is a safe means of access between the ship and shore.			R	
9	The bunker location is accessible for the LNG providing tank truck and the total truck weight does not exceed the maximum permitted load of the quay or jetty.				
10	The ship and truck are both ready to move under their own power.				
11	The bunker location is sufficiently illuminated.				
12	An effective means of communication between the responsible operators and supervisors at the ship and truck has been established and tested.			A R	VHF / UHF Channel: _____ Primary System: _____ Backup System: _____ Emergency Stop Signal: _____
13	The LNG transfer safety zone has been designated and activated. Appropriate signs mark this area.			A	
14	Only authorised personnel is admitted to the			A R	

	LNG transfer safety zone.				
15	The LNG transfer safety zone is free of ignition sources.			R	Including vehicles other than the LNG tank truck.
16	Regulations with regards to ignition sources are observed both on the ship and on the shore. These include but are not limited to smoking restrictions and regulations with regards to naked light, mobile phones, pagers, VHF and UHF equipment, radar and AIS equipment.			A R	Radars are switched off. Fixed radio (VHF / UHF / AIS) transceivers are on the correct power mode or are switched off.
17	Fire-fighting equipment on board the receiving ship is ready for immediate use.				
18	The tank truck fire-fighting equipment is ready for immediate use.				
19	The procedures for bunker operations and purging have been agreed upon by both ship and truck.			A	

### I. PART B: Pre LNG Transfer Checklist

	Check	Ship	LNG Truck	Code	Remarks
20	Adequate supervision of the operation is in place both on the ship and at the tank truck and an effective watch is being kept at all time.				
21	Present weather and wave conditions are within the agreed limits.			A R	Wind: _____ Waves: _____
22	No other vessels are within the predetermined safety distance from the LNG transfer safety zone.			R P	Local requirements: _____ mtr / ft [ Recommended minimum distance by WPCI: 25 mtr / 82 ft ]
23	All external doors, portholes and accommodation ventilation inlets are closed.			R	
24	The gas detection equipment has been properly calibrated for natural gas. It has been tested and found to be in good working order.				
25	Material Safety Data Sheets (MSDS) for the LNG product have been exchanged.			A	
26	Emergency signal and the shutdown procedures have been agreed upon, tested, and explained to personnel involved.			A	
27	Sufficient suitable protective clothing and equipment is ready for immediate use.				
28	Personnel involved in the connection and disconnection of the bunker hoses and				

	personnel in the direct vicinity of these operations are supplied with appropriate protective clothing.				
29	Hand torches (flashlights) are of an approved explosion proof type.				
30	Scuppers at the LNG transfer area are kept open.				
31	Bunker pumps and compressors are in good working order.			A	Where applicable.
32	All remote control valves are well maintained and in good working order.				
33	Bunker system gauges, high level alarms and high pressure alarms are operational, correctly set and in good working order.				
34	All safety and control devices on the LNG installations are checked, tested and found to be in good working order.				
35	Boil off and pressure control equipment is operational and in good working order.				
36	Emergency shutdown devices (ESD's) have been tested and are found to be in good working order.				
37	Closing rates for the ESD valves and / or similar automatic devices have been exchanged between ship and truck.			A	
38	Initial LNG bunker line up has been checked. Unused connections are closed, blanked and fully bolted.				
39	LNG bunker hoses, fixed pipelines and manifolds are in good condition, properly rigged, supported, fully bolted, and certified for the LNG transfer.				
40	Dry brake away couplings in the LNG bunker connections are in place and in a good working order.				
41	Spill containment arrangements are of an appropriate volume, in position, and empty.				e.g. Drip trays.
42	Adequate electrical insulating means are in place in the truck to ship connections.				Where applicable.
43	Adequate electrical grounding connection is made between the tank truck and ship				
44	The tank truck is electrically grounded and the wheels are chocked.				
45	The tank truck engine is off during the connection, purging and disconnection of the LNG bunker hoses.				
46	The tank truck engine is switched off during transfer.				Unless the truck engine is required for transfer of LNG.



### **Guidelines for completing the LNG Bunker Checklist Truck to Ship**

The presence of the letters 'A' or 'R' in the column entitled 'Code' indicates the following:

- A ('Agreement').  
This indicates an agreement or procedure that should be identified in the 'Remarks' column of the Check-List or communicated in some other mutually acceptable form.
- R ('Re-check').  
This indicates items to be re-checked at appropriate intervals, as agreed between both parties, at periods stated in the declaration.
- P ('Permission')  
This indicates that permission is to be granted by authorities.

The joint declaration should not be signed until both parties have checked and accepted their assigned responsibilities and accountabilities.

## II After LNG Transfer Checklist

	Check	Ship	LNG Truck	Code	Remarks
52	LNG bunker hoses, fixed pipelines and manifolds have been purged and are ready for disconnection.			A	
53	Remote and manual controlled valves are closed en ready for disconnection.			A	
54	After disconnection the LNG transfer safety zone has been deactivated. Appropriate signs have been removed.			A	
55	Local authorities have been notified that LNG bunker operations have been completed.				Time notified: _____ hrs
56	The terminal has been notified that LNG bunker operations have been completed.				Time notified: _____ hrs
57	Vessels in the direct vicinity have been informed that LNG bunker operations have been completed.				
58	Near misses have been reported to local authorities.				Report nr: _____
59	Incidents have been reported reported to local authorities.				Report nr: _____

### Declaration

We, the undersigned, have checked the above items in accordance with the instructions and have satisfied ourselves that the entries we have made are correct.

Ship	Truck
Name	Name
Rank	Position
Signature	Signature
Date	Date
Time	Time

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