

Truck/ship LNG bunkering checklist

HKD 28
ENG

092016/1

Date of receipt:

Who fills in this form?

The master of the receiving ship and the driver of the truck.

Who receives this form?

This form should be sent to: Toelatingen.HKD@portofantwerp.com

Where to find more information?

More information is available by phoning +32-3-229 68 00.

GENERAL INFORMATION

Date and time
Bunker location
LNG receiving ship identification
LNG supplier identification

RS = action for receiving ship

T = action for truck

H = action for harbour

N°	LNG Bunkering: TRUCK TO SHIP	RS	T	H	Additional information
Pre-bunker operations checklist					
1	Truck and receiving ship are aware of the Port of Antwerp (PoA) Harbourmaster's Office (HMO) regulations and procedures for truck to ship LNG bunkering.	<input type="checkbox"/>	<input type="checkbox"/>		

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Drawn up by: M. Bosseler		Manager:	HKD/GM

N°	LNG Bunkering: TRUCK TO SHIP	RS	T	H	Additional information
2	HMO has been notified at least 4 hours in advance by the receiving ship of the planned starting time of the bunkering, via VHF 18 or by telephone on +32-3-229 71 21.	<input type="checkbox"/>			Time of notification:
3	If applicable, the terminal has been notified at least one hour before planned starting time of the bunkering and the terminal has granted permission for the planned bunkering operation.	<input type="checkbox"/>			Time of permission:
4	HMO has granted permission for bunkering at present location and under present weather conditions.	<input type="checkbox"/>	<input type="checkbox"/>		Permission:
5	The supplier is accredited for bunkering LNG in the Port of Antwerp. The installations of the truck and the receiving vessel are compatible.		<input type="checkbox"/>		Date of accreditation:
6	No other vessels are moored within the safety zone.	<input type="checkbox"/>			
7	Receiving vessel is safely moored according to the requirements in the bunkering procedure.	<input type="checkbox"/>			
8	A means of safe access between the shore and the ship is in place.	<input type="checkbox"/>			
9	Suitable precautions to eliminate risk of objects falling into the bunkering area have been taken.	<input type="checkbox"/>			
10	Bunker truck is safely parked, all safety devices are in good working order.		<input type="checkbox"/>		
11	The truck's engine is switched off during all pre-transfer operations (connection, testing, etc.)		<input type="checkbox"/>		
12	The safety zone has been established and is clearly indicated on the quay.		<input type="checkbox"/>		
13	Bunker truck is earthed in accordance with the procedure. Earthing has been tested and found to be in order.		<input type="checkbox"/>	<input type="checkbox"/>	
14	Personnel involved comply with the work and rest hour requirements of the ILO Convention, the Maritime Labour Convention 2006, ADR, or local	<input type="checkbox"/>	<input type="checkbox"/>		

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	regulations.				
15	Personal protective equipment has been checked and is ready for use.	<input type="checkbox"/>	<input type="checkbox"/>		
16	Visibility is sufficient and/or adequate (safe) lighting is in place to guarantee efficient monitoring of the entire operation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17	Regulations concerning smoking, naked light, electrical equipment or other potential sources of ignition are being followed.	<input type="checkbox"/>	<input type="checkbox"/>		
18	All fixed VHF/UHF receivers, radars, AIS and other electronic devices are switched off or set to their safe low power mode.	<input type="checkbox"/>			
19	Fire fighting equipment has been checked and is ready for immediate use.	<input type="checkbox"/>	<input type="checkbox"/>		
20	All fuel transfer manifolds, not in use, are blinded.	<input type="checkbox"/>			
21	All LNG lines, hoses and other transfer equipment are certified, in good condition and appropriate for the service intended.	<input type="checkbox"/>	<input type="checkbox"/>		
22	Gas detection equipment is ready for use.	<input type="checkbox"/>	<input type="checkbox"/>		
23	The electrical insulation is functional.	<input type="checkbox"/>	<input type="checkbox"/>		
24	All remotely controlled valves are in good working order.	<input type="checkbox"/>	<input type="checkbox"/>		
25	A communication means and channel has been agreed and tested. A communication language has been agreed between truck and ship and, where applicable, the terminal	<input type="checkbox"/>	<input type="checkbox"/>		
26	Emergency signals and shutdown procedures have been agreed and are known.	<input type="checkbox"/>	<input type="checkbox"/>		

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27	All gauges in the bunker system are operational and in good working order	<input type="checkbox"/>	<input type="checkbox"/>		
28	The receiving ship's water curtain is operational.	<input type="checkbox"/>			
29	All openings and ventilation intakes around bunkering area are closed.	<input type="checkbox"/>			
30	Only authorised personnel is admitted to the safety zone.	<input type="checkbox"/>	<input type="checkbox"/>		
31	Drip tray is empty.	<input type="checkbox"/>			
32	A dry disconnect coupling is in place, has been checked and is in good working order	<input type="checkbox"/>	<input type="checkbox"/>		
33	Bunkering hoses have been visually inspected for damage or wear and are adequately supported to avoid contact with the ship's structure.	<input type="checkbox"/>	<input type="checkbox"/>		
34	Bunkering lines have been drained, inerted and pressure relieved prior to connection. Product:	<input type="checkbox"/>	<input type="checkbox"/>		
35	Bunkering lines have been checked for pressure and, if necessary, cooled down prior to start-up of the operations.	<input type="checkbox"/>	<input type="checkbox"/>		
36	If applicable, vapour return line is properly connected and supported.	<input type="checkbox"/>	<input type="checkbox"/>		
37	The ESD (Emergency Shut Down) system has been tested and is ready for use.	<input type="checkbox"/>	<input type="checkbox"/>		

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<u>Declaration of acceptance</u>	
<u>We, the undersigned, have checked the above items in accordance with the procedures and the entries we have made are correct.</u>	

	<u>For the receiving vessel</u>	<u>For the truck</u>
	Name	
	Rank	
	Date	
Signature		

		TRANSFER checklist		
38	LNG specifications are as ordered.	<input type="checkbox"/>	<input type="checkbox"/>	
39	Temperature is as specified by the receiving vessel	<input type="checkbox"/>	<input type="checkbox"/>	Temperature:
40	Personnel are present to monitor mooring ropes and drip tray. An effective bunker watch is in place, both on the ship and by the truck.	<input type="checkbox"/>	<input type="checkbox"/>	
41	Receiving ship's bunker tanks are protected against overfilling. Alarms are correctly set.	<input type="checkbox"/>		
42	The maximum quantity LNG to be transferred has been agreed upon.	<input type="checkbox"/>	<input type="checkbox"/>	Max quantity:
43	Starting rate has been agreed upon.	<input type="checkbox"/>	<input type="checkbox"/>	Starting rate:
44	Maximum transfer rate has been agreed upon.	<input type="checkbox"/>	<input type="checkbox"/>	Max transfer rate:
45	Topping up rate has been agreed upon.	<input type="checkbox"/>	<input type="checkbox"/>	Topping up rate:

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		POST-TRANSFER checklist			
46	The bunker line is emptied, drained and inerted prior to disconnection. Pressure is relieved. Product:	<input type="checkbox"/>	<input type="checkbox"/>		
47	Valves in the bunker system are closed and the system prepared for disconnection.	<input type="checkbox"/>	<input type="checkbox"/>		
48	HMO and the terminal (if applicable) have been notified of the completion of the bunker operations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

For the receiving vessel:

Name of the ship

Person responsible

Rank

Signature

Date

For the truck:

Person responsible

Signature

Date

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