

Bunker Procedure Check List

Continuous Deck Watch required

Port of Supply		Date	
Product Description		Time	
Supplier		Qty	

Pre-Bunkering Procedure		Initials
State of adjacent waters noticed		
Vessel properly secured to dock		
Check suppliers product corresponds to ordered product		
Agree quantity to be supplied		
Check valves open		
Day tanks full and supply valves closed		
Warning signs in position e.g. No Smoking		
SOPEP plan available		
Clean up material in place		
Oil Boom in place		
Foam fire extinguisher placed at bunker station		
Alfa Laval and transfer pumps off		
Fuel tank supply valves open		
Agree stop/start signals between vessel and barge/truck		
Bravo flag flying/red light showing		
Agree pumping/transfer rate		
Agree emergency shut down procedure		
Specification sheet received		
Check hose and couplings are secure and in good order		
Fuel nozzle and hose secured to vessel		
Check barge/truck meters	Reading:	
Check on board meters	Reading:	
Bunker Valve open		
Unused manifold connections blanked off		
Master informed		
Signal pumping to commence		

During Bunkering Procedure		
Witness taking and sealing of 2 representative product samples		
Monitor fuel connections for leaks fuel flow and control tank levels		

Procedure on completion of bunkering		
Bunker Valve closed		
Disconnect hose (drain before disconnecting)		
Check barge/truck meter	Reading:	
Check ships meter	Reading:	
Sign Bunker Delivery Receipt	BDR No.:	
Retain BDR with product sample		
SOPEP plan returned to bridge		
Clean up gear stowed / Oil boom returned		
Bravo Flag/Red light stowed/switched off		
Remove and pack away warning/safety signs		
Foam fire extinguisher placed back in correct location		
Complete Oil Record Book		
Master informed of completion		
Confirm in Oil Record Book Bunkering checklist completed		

Signed _____ Date _____ Time _____