

ANNEX 2

OIL TRANSFER CHECKLIST

This checklist should be filled in before any transfer of oil in Namibian waters (outside ports) and must be filed onboard the receiving ship.

Name of receiving ship		Name of supplying ship	
Position of transfer operation (Lat/Long)		Date of transfer	
Estimated time of start		Estimated time of completion	

<i>Please tick (X) the appropriate box for an affirmative answer.</i>	Receiving ship	Supplying ship	Remarks
1. Do the receiving ship and the supplying ship agree on the area for the transfer operation taking into account weather and sea conditions?			
2. Is the area outside normal maritime traffic?			
3. Is the receiving ship safe at anchor?			
4. Is a mooring plan in place and agreed, and is the mooring of the ships carried out in accordance with his plan?			
5. Are the primary fenders in their proper positions along the hull of the supplying ship and are secondary fenders, if required, in place?			
6. Are safe communications via VHF radios agreed?			
7. Are all scuppers affected by the transfer operation closed on board the receiving ship and the supplying ship?			
8. Are the hoses for the transfer operations tested during the last 12 months and are they in a good condition?			
9. Are the receiving tanks sounded and are the quantities to be transferred agreed?			
10. Are the valves on board the receiving ship set to their right positions?			
11. Are the transfer hoses satisfactorily connected on board both ships?			
12. Are spill trays of adequate size in place on board both ships?			

13. Are blind flanges for use after disconnection of hoses available?			
14. Is the maximum pump rate and topping up pump rate agreed by the responsible officers on both ships?			
15. Is the responsible person instructed and on watch close to the emergency stop on the supplying ship?			
16. Is equipment readily available to combat oil spills at sea?			
17. Is an overall contingency plan available and is the correct contact point ashore for oil pollution incidents checked?			
18. Are navigational signals, indicating transfer operations, displayed?			
<p>For the supplying ship I have checked all the items of the checklist and have satisfied myself that the entries, to the best of my knowledge, are correct. I have also taken measures for repeated checks whenever necessary.</p> <p>Date: </p> <p>Signature: </p>	<p>For the receiving ship I have checked all the items of the checklist and have satisfied myself that the entries, to the best of my knowledge, are correct. I have also taken measures for repeated checks whenever necessary.</p> <p>Date: </p> <p>Signature: </p>		