

A.L. 13 ta' l-1996

**ORDINANZA DWAR L-IMPORTAZZJONI, MAGAZZINAĠĠ  
U BEJGH TA' PITROLJU  
(KAP. 25)**

**ATT TA' L-1991 DWAR L-AWTORITÀ MARITTIMA TA' MALTA  
(ATT NRU. XVII TA' L-1991)**

**ATT TA' L-1995 DWAR IT-TAXXA FUQ *BUNKERING* TA' ŻJUT  
(ATT NRU. VIII TA' L-1995)**

**Regolamenti ta' l-1996 li jemendaw ir-Regolamenti dwar Bastimenti  
ta' Taghbijiet Perikolużi, Terminals u Faċilitajiet Marittimi u *Bunkering***

BIS-SAHHA tas-setghat moghtija bl-artikolu 7 ta' l-Ordinanza dwar l-Importazzjoni, Magazzinaġġ u Bejgh ta' Pitrolju, bl-artikolu 28 ta' l-Att ta' l-1991 dwar l-Awtorità Marittima ta' Malta u bl-artikolu 7 ta' l-Att ta' l-1995 dwar it-Taxxa fuq *Bunkering* ta' Żjut, il-Ministru għat-Trasport, Komunikazzjoni u Teknoloġija, wara konsultazzjoni ma' l-Awtorità Marittima ta' Malta u bi ftehim mal-Ministru tal-Finanzi, għamel dawn ir-regolamenti li ġejjin:—

1. (1) Dawn ir-regolamenti jistgħu jissejhu r-Regolamenti ta' l-1996 li jemendaw ir-Regolamenti dwar Bastimenti ta' Taghbijiet Perikolużi, Terminals u Faċilitajiet Marittimi u *Bunkering*, u għandhom jinqraw u jinftehmha waħda mar-Regolamenti ta' l-1996 dwar Bastimenti ta' Taghbijiet Perikolużi, Terminals u Faċilitajiet Marittimi u *Bunkering*, hawnhekk iżjed 'il quddiem imsejha "ir-regolamenti prinċipali".

Titolu u bidu  
fis-sehh.

A.L. 1  
ta' l-1996.

(2) L-emendi fir-regolament 2 ta' dawn ir-regolamenti għandhom jitqiesu li bdew isehhu fit-2 ta' Jannar, 1996 u wara dik id-data skond kif hemm stabbilit fil-paragrafu (2) tar-regolament 1 tar-regolamenti prinċipali.

2. Minflok l-Iskeda B li tinsab minnufih wara r-regolament 70 u minflok ir-regolamenti 71 sa 100 u t-Taqsimha VII li hemm fit-test Ingliż tar-regolamenti prinċipali għandhom jidhlu d-dispożizzjonijiet li hemm fl-Iskeda li tinsab mat-test Ingliż ta' dawn ir-regolamenti.

Jissostitwixxi  
partijiet tat-test  
Ingliż  
tar-regolamenti  
prinċipali.

## SCHEDULE

(Regulation 2)

**"71.** In addition to the safety and pollution prevention/control Data requirements.  
data referred to in regulation 70, the following information shall also  
be provided to the Director by such operators:

(1) full general details of:

(a) equipment layout plans dealing with the most safety and environmentally hazardous operations that are or shall be undertaken at that marine terminal/facility;

(b) the routine pollution prevention/control procedures and equipment both within the terminal/facility and as required by the terminal/facility operator to be on board ships or bunker barges utilising his facilities;

(c) the operations manual;

(d) the operations checklists ;

(e) all safety and pollution prevention/control training programmes provided to personnel;

(f) all prescribed emergency procedures;

(g) ship data records concerning incidents and turnaround reports;

(h) routine and exceptional manning schedules;

(i) plans of the general terminal/facility layouts;

(j) the terminal/facility regulations;

(k) descriptions of known problem areas at the terminal or facility;

(l) list of Marine maintenance work orders;

(m) preventive maintenance and inspection procedures;

(n) the means and procedures provided by the terminal or facility for effective communications between all concerned persons during a ship's transit to and from berths or moorings, at berths or moorings and during cargo handling/COW/tank cleaning and bunker operations;

(o) the organisation chart of the marine terminal /facility;

(2) with regard to facilities available for each berth, mooring or jetty full details of:

(a) the number of moorings, jetties or berths available;

(b) the maximum and minimum sizes of ships for which each mooring, berth, and jetty is designed;

(c) the maximum and minimum actual depths of water available at each mooring, berth or jetty;

(d) the cargo transfer systems provided at each mooring, berth or jetty;

(e) product types and volumes actually being handled at each mooring, berth or jetty and the product type and volumes for which each was designed to be capable of handling ;

(f) the product slates for each mooring, berth or jetty;

(g) the general layout of each mooring, berth or jetty;

(h) the designed and actual environmental constraints for each mooring, berth or jetty, including wind and sea state;

(3) with regard to mooring layouts full details of:

(a) the maximum design mooring loads and permissible number of lines per hook, bollard or mooring;

(b) the design and actual physical constraints for each mooring, berth or jetty, including:

(i) maximum ship LOA and beam;

(ii) minimum and maximum freeboard;

(iii) deadweight displacement;

(iv) position of transfer manifold(s);

(v) angle, direction and approach velocity for berthing or mooring operations;

- (c) damage reports for each mooring, berth or jetty;
- (4) with regard to cargo transfer full details of:
  - (a) the environmental limits of equipment such as hard-arms, booms, etc;
  - (b) the operating envelopes for hard-arms, booms, etc. including the limits of drift and surge;
  - (c) the simultaneous cargo handling and/or ballast procedures and possibilities routinely conducted or available at each mooring, berth or jetty;
  - (d) the manifold connection criteria;
  - (e) the flow rates, temperature and pressures at which substances are routinely handled and the design limits of the transfer system in respect of such matters;
  - (f) cargo hose specifications;
  - (g) hose-testing and inspection criteria and records;
  - (h) hard-arm/hose operating instructions, including drift and surge detection and emergency release systems;
  - (i) over-pressure protection systems and inspection criteria;
- (5) with regard to pollution prevention full details of:
  - (a) all historical incident reports ;
  - (b) spill clean-up plans and equipment;
  - (c) emergency shut-down system details, such as remotely operated block valves, check valves, alarms and testing/inspection criteria;
  - (d) pollution prevention checklist ;
  - (e) pollution control contingency plans for both operations conducted at the terminal/facility, its moorings, berths and jetties, by the operator or by third party bunker barges permitted by the operator to use such facilities for bunkering operations;

(6) with regard to safety, full details of:

(a) the berth, jetty and terminal/facility surveillance and security systems, procedures and practices;

(b) safety checklists;

(c) the means of egress from the berths or jetties of a terminal/facility (especially in case of an emergency);

(d) fire-fighting equipment, including the number and location of monitors, hydrants and portable extinguishers and the design flow rates and pressure for foam and water systems ;

(e) life-saving and personnel protective equipment;

(f) contingency plans for effectively dealing with fire, safety incidents and emergencies at the moorings, berths or jetties at the terminal/facility or on board any third-party bunker barge permitted by the operator to use his terminal or facility.

Penalties.

**72.** Any person who fails to comply with the provisions of regulation 71 of these regulations shall be guilty of an offence and shall, on conviction, be liable to a fine (*multa*) not exceeding five hundred liri for each offence.

Insurance prerequisites for marine terminal or facility operators.

**73.** The Director shall only consider issuing or renewing a licence to a marine terminal/facility as a bunker operator when the requirements of sub-paragraphs (a) to (e) of paragraph (1) of regulation 64 of these regulations have been fully complied with.

General pollution control and removal requirements.

**74. (1)** The Director shall only consider issuing or renewing a licence to a marine terminal/facility as a bunker operator when pollution control and removal equipment, resources, trained personnel and approved procedures for any potential consequences of the most environmentally hazardous operations that can be undertaken at such place are wholly provided by the operator and approved by the Director.

(2) Notwithstanding the provisions of paragraph (1) of this regulation, in the event that such an operator cannot himself achieve such requirements to the satisfaction of the Director, then such an operator shall forthwith comply with the requirements of sub-paragraphs (i) to (m) of paragraph (1) of regulation 64 of these regulations.

**75.** The Director shall only consider issuing or renewing a licence to a marine terminal/facility bunkering operator when fire-fighting and emergency resources, trained personnel and approved procedures for any potential consequences of the most environmentally hazardous operations that can be undertaken at such place are wholly provided by the operator and approved by the Director.

General emergency and fire-fighting requirements.

**76.** An operator of a marine terminal/facility shall bind himself and all his servants, jointly and severally, to comply with all the requirements of the Relevant Instruments with special emphasis to the following:

General operational requirements and resources

(a) an operator shall ensure that when undertaking operations involving ship-to-terminal, terminal-to-ship or ship-to-ship transfer at a terminal's facilities of dangerous cargoes or bunkers supplied by or permitted by the operator to be supplied by third-parties at facilities controlled by that operator or ship's COW or tank-cleaning operations, the requirements of paragraphs (5) to (8) of regulation 33 of these regulations are fully complied with;

(b) the terminal/facility checklist copies as provided in paragraph (a) of this regulation shall be retained by the operator for at least 12 months and shall be kept readily available for inspection by the Director as required;

(c) ship/shore bonding cables shall never be used;

(d) the operational practices conducted with hoses and other appliances, including jetty pipelines where applicable, for operations referred to in paragraph (a) of this regulation and the certification required for them shall be in strict accordance with the requirements of regulation 35 of these regulations;

(e) at a minimum biannually, all flexible underwater lines used for the operations referred to in paragraph (a) of this regulation shall be subjected to an underwater inspection, whilst being maintained under the maximum pressure for which these lines are certified;

(f) at least once every twelve months, all jetty pipelines and rigid underwater lines used for the operations referred to in paragraph (a) of this regulation shall be examined whilst being maintained under the maximum pressure for which these lines are certified;

(g) inspections, as specified in paragraphs (e) and (f) of this regulation, shall only be carried out by independent contractors recognised by the Director and a certificate attesting to and stating the results of each such test shall be obtained by the operator;

(h) prior to every operation, referred to in paragraph (a) of this regulation, all surge or over-pressure protection arrangements and devices for both underwater and surface product lines being used, shall be tested;

(i) during any operation, as referred to in paragraph (a) of this regulation, all the requirements of sub-paragraphs (a) to (k) of paragraph (1) of regulation 65 shall be made applicable to and strictly complied with by marine terminal/facility operators;

(j) prior to commencement of handling liquid bulk cargoes, marine terminal/facility operators shall ensure that all drain holes and pipes and all other drains of any kind on their jetties, wharfs or quays, where liquid bulk cargoes might escape in case of an accident, are effectively closed and so remain, to prevent such possibility;

(k) during an operation, referred to in paragraph (a) of this regulation, operator's personnel, in conjunction with ship's personnel, shall inspect at intervals, ship's mooring lines and arrangements to ensure they are being safely and adequately tended and maintained by the ship;

(l) in addition to the primary communication system used between the marine terminal/facility and the ship during all operations, specified in paragraph (a) of this regulation, there shall also be provided by such operator for immediate use an adequate 'secondary communications' system in the event of the normal communications system failing. Such system may consist of an intrinsically-safe portable V.H.F. with a dedicated channel provided to the ship by the operator or any other means acceptable to the Director.

Pollution prevention  
and control  
requirements.

**77.** An operator shall, within the intervals specified in sub-paragraph (a) of paragraph (2) of regulation 1 of these regulations, accomplish and thereafter maintain the following administrative, training and procedural requirements:

(a) such operators shall be subject to the requirements of sub-paragraphs (l) to (u) of paragraph (1) of regulation 65 of these regulations;

(b) an operator shall compile and conspicuously and permanently display in weather-tight enclosures immediately inside the terminal/facility entrances and exits, clear detailed descriptions and plans of the precise storage location of all pollution control equipment available at such places, including those located at any moorings, berths or jetties. If the storage location is kept secured, then access to keys or other means of entry to such places shall be detailed and means of immediate access made readily available;

(c) such descriptions/plans as specified in paragraph (b) of this regulation shall be provided to the Director and also to any other external service providing organisation which may potentially be assisting in a terminal/facility pollution control incident.

**78.** An operator shall, within intervals specified in this regulation, accomplish and thereafter maintain the following resource provisions, administration, training and procedural requirements: Safety and fire/emergency requirements.

(1) adequate quantities of water for both fire-fighting and boundary/adjacent area cooling, and effective means of application, shall be available for immediate use both within a marine terminal or facility and at the berths or jetties;

(2) adequate quantities and types of fire-fighting foam approved by the Director and effective means of application, shall be available for immediate use both within a marine terminal/facility and at the berths or jetties;

(3) where appropriate, adequate quantities and types of fire-fighting Dry Powder (Potassium-based preferred for terminals handling LPG/LNG gases) and other appropriate approved fire-extinguishing media, and effective means of application, shall be available for immediate use both within a marine terminal/facility and at the berths or jetties;

(4) all fire-fighting, emergency, safety equipment and their operational ancillaries, including pumps, compressors and generators, must be tested at regular intervals not exceeding one month;

(5) when the terminal/facility is active, an operator shall ensure the presence of an adequate number of personnel who have been fully trained in the effective prevention and combating of the types of fires and other hazards possible in their operations;

(6) such personnel, referred to in paragraph (5) of this regulation, shall also undertake appropriate 'refresher' courses at the intervals recommended by the recognised training organisations;

(7) an operator shall comply with all the requirements contained in sub-paragraph (o) of paragraph (1) of regulation 65 of these regulations with respect to all fire-fighting degradable media;

(8) an operator shall at least once a month conduct fire/safety and emergency drills, approved by the Director, utilising his own resources and personnel;

(9) such drills shall include the actual usage or testing of all equipment and systems by both designated and alternate personnel, in as near 'emergency-conditions' as possible;

(10) a communications log, in a written or tape-recorded form, shall be maintained throughout such drills, to record all communications;

(11) an operator shall identify within his terminal/facility, a 'control centre,' together with an alternate, from where all fire-fighting/emergency/safety operations are overall controlled and co-ordinated;

(12) during emergency situations or drills, such a 'control centre' shall be manned by adequate number of properly trained personnel having complete knowledge of all contingency plans, operational and emergency equipment and systems, including back-up and alternate resources;

(13) such 'control centre' personnel shall be provided with efficient and effective primary and secondary communication systems (if these are VHF or similar, they must have 'private' dedicated channels), for liaising with and controlling all efforts within the terminal/facility, on board ships at the terminal/facility's moorings, berths or jetties, at other such adjacent places and with external emergency resources;

(14) where internal terminal/facility telephone systems are used for 'control centre' purposes, communications shall be capable of being over- ridden by the person in overall charge of emergency operations;

(15) in the case of a large terminal/facility, or where moorings, berths or jetties are some distance from the terminal or facility, the operator shall also establish an emergency 'forward control' unit to be in local charge of operations at the scene of the incident, in full liaison with the 'control centre';

(16) the 'forward control' unit, shall consist of adequate numbers of properly trained personnel having complete knowledge of all the contingency plans, operational and emergency equipment and systems, including back-up and alternate resources;

(17) such 'forward control' personnel shall be supplied with adequate types and quantities of efficient and effective resources for dealing with any potential consequences of the most environmentally hazardous operations that can be undertaken at such places and be also provided with primary and secondary communications systems fully compatible with those of the 'control centre';

(18) operators shall assign 'call-signs' to different units of their emergency-response teams and such 'call-signs' shall be used in all emergency-response and drill communications;

(19) in addition to the drills referred in paragraph (8) of this regulation, all such operators shall fully participate in all joint pollution-response exercises which may be organised by the Director from time to time, in conjunction with other concerned agencies and services;

(20) the operator shall compile adequate and effective safety, emergency and fire-fighting contingency plans, covering the most hazardous incidents that can occur at the marine terminal or facility or its moorings, berths and jetties;

(21) such plans as described in paragraph (20) of this regulation must take into account both the resources of the operator and those of the local related Agencies and emergency services;

(22) an operator shall provide safety equipment, such as adequate quantities and types of fire-fighting personnel protection suits, water-spray diffuser nozzles for providing personnel protective water barriers, self-contained breathing apparatus and stretchers and their use included in all drills and exercises;

(23) an operator shall comply with all the requirements contained in sub-paragraphs (l) to (o) of paragraph (1) of regulation 65 of these regulations with respect to all fire-fighting, safety and emergency equipment;

(24) an operator shall ensure that at least once every twelve months all portable fire-extinguishers used anywhere within his installations are either examined or tested to establish their continued effectiveness by an organisation recognised by the Director. The testing organisation shall verify same by clearly and indelibly marking each such extinguisher;

(25) an operator shall make arrangements, at his own risk and expense, with a tug company recognised by the Director for the provision of an 'on-call' service whereby a ship moored at his terminal/facility may be quickly towed clear of such place during emergency situations occurring either at such terminal/ facility or on board the ship;

(26) an operator shall make arrangements, at his own risk and expense, with organisations recognised by the Director for the provision of an 'on-call' service whereby 'water-side' fire-fighting assistance (including boundary cooling) shall be quickly provided to ships moored at his moorings, berths or jetties;

(27) an operator shall provide to the Director full details of any arrangement referred to in paragraphs (25) and (26) of this regulation and such arrangements shall ever remain effective;

(28) an operator shall comply with all the requirements contained in regulation 77 of these regulations, with respect to all fire-fighting, safety and emergency equipment and systems;

(29) an operator shall compile and conspicuously and permanently display in weather-tight enclosures immediately inside the terminal/facility entrances and exits, clear detailed descriptions and plans of all means of emergency exits, for the use of personnel from external organisations assisting in an incident;

(30) if in case of an emergency the only means of escape for crewmembers aboard a ship is through the terminal/facility, any description and plan, referred to in paragraph (29) of this regulation, shall also be in the same manner displayed at berths or jetties;

(31) such descriptions and plans as detailed in paragraph (29) of this regulation, shall be promulgated to external organisations referred to in paragraph (c) of regulation 77 of these regulations;

(32) an operator shall cause retro-reflective or luminous indicators to be conspicuously and permanently displayed at salient points within the terminal/facility, indicating the simplest and safest direction of exit during an emergency situation;

(33) at a terminal/facility where ships are moored on long breakwater or finger berths, an operator shall provide permanent and easily accessible means of transverse escape to a safe area clear of such berths (e.g. fixed ladders giving access over to the other side of a berth's protective wall);

(34) an operator shall ensure that all vehicles parked within the terminal/facility or on its berths and jetties, shall have their doors left unlocked and ignition keys in place if in an area which may impede entry or exit in an emergency situation;

(35) at liquefied gas terminals, the operator shall ensure that effective spark arresters are efficiently fitted to the exhausts of all vehicles prior entering the terminal storage or handling areas and remain so fitted until the vehicles leave;

(36) an operator shall compile and cause to be permanently displayed in weather-tight enclosures clearly visible from the location of the starting and control gear of all fire-fighting equipment (including fire-pumps, fixed foam and other media fire-fighting systems and emergency electrical generators) clear detailed instructions and illustrations of the means of operating same;

(37) an operator shall ensure that all equipment and machinery used, or which may be used within any danger area aboard a ship using the terminal/facility mooring, berth or jetty, or within any hazardous zone ashore, are certified as intrinsically safe for the operations which may be undertaken at such places;

(38) an operator shall also ensure that such equipment, referred to in paragraph (37) of this regulation, remains intrinsically safe and any equipment which may have become impaired is either replaced or re-certified by the manufacturer or an organisation recognised by the Director.

79. Any person who fails to comply with the provisions of regulations 76 to 78 of these regulations shall be guilty of an offence and shall, on conviction, be liable to a fine (*multa*) not exceeding four thousand liri for each offence. <sup>Penalties.</sup>

Equipment and  
personal records.

**80.** An operator shall keep records of all deployments and provisions of equipment and of personnel as is required by these regulations and same shall be maintained readily available for inspection by the Director.

Certificates, plans  
and records.

**81.** An operator shall ensure that all requirements of these regulations in respect of any certificate, plan and record are effectively accomplished and maintained readily available for inspection by the Director.

## PART V

### Licensing

Bunker Licences.

**82.** No person shall act as a Bunker Operator unless he is in possession of a valid licence issued by the Director for that purpose.

Eligibility for a  
licence.

**83.** An applicant shall not be liable for a licence, unless:

(a) a citizen of Malta and who in the opinion of the Director is of good character, has good knowledge of the relevant regulations relating to bunker activities and considered competent to provide such service or facility; or

(b) a body corporate established under and subject to the laws of Malta, having a place of business in Malta and satisfying the Director that it can and will ensure due observance of all the laws and regulations relating to bunkering.

Application for a  
licence.

**84.** A licence referred to in this part of the regulations may be granted after an application on the appropriate form is presented to the Director, accompanied by all the documentation and certification prescribed therein.

Conditions.

**85.** The Director may at time of issue, or at any other time, attach to a licence any condition or conditions which he may deem fit.

Abrogation of a  
licence.

**86.** At any time the Director may, without assigning any reason therefor, suspend, cancel, revoke or refuse renewal of any licence previously granted or renewed by him under these regulations.

**87.** Any person or body corporate whose licence under these regulations has been suspended, cancelled or revoked by the Director, shall within 48 hours of such suspension, cancellation or revocation, deliver his licence to the Director. Delivery of licence.

**88.** The holder of any licence issued under these regulations shall comply with any instructions, orders or directives given by the Director from time to time. Compliance with instructions from the Director.

**89.** Every person or body corporate licensed under these regulations shall carry or display such licence when acting in the capacity for which he is licensed and produce same to an officer authorised by the Director on demand. Display of licence.

**90.** The fees shown in Schedule E to these regulations shall be payable in respect of bunkering operators licences issued under these regulations. Fees.

## PART VI

### Miscellaneous

**91.** Notwithstanding any other regulation herein, a tanker or a bunker barge carrying only non-volatile fuel oils or sulphuric acid may enter Grand Harbour for the purpose of discharging at an authorised reception area. Tankers and bunker barges in Grand Harbour.

**92.** Nothing in these regulations shall abrogate the authority of the Director in respect of any safety and pollution prevention/control requirement for any ship, bunker barge, marine terminal/facility or shore operation within the waters of Malta. Director's authority not abrogated.

**93.** The Director reserves the right to be given as required for the purposes of combating any emergency or pollution incident, immediate access to, use and control of any or all such safety and pollution equipment or resources as are required under these regulations to be provided on, at, or by any ship, bunker barge, marine terminal/facility, whether such emergency occurs at the source of such equipment or resources or not. Such equipment shall be provided free of charge, but used at the risk of the Director and reasonable costs incurred by the provider in respect of any consumables used, or equipment damaged, will subsequently be reimbursed. Director's prerogative to have emergency use of equipment and resources required to be provided under these regulations.

Director's prerogative for the regulations.

**94.** Nothing in these regulations shall prevent that the Director may prescribe greater or lesser requirements than are prescribed in these regulations and their Schedules, upon any ship or bunker barge, or the owner, Master or crewmembers thereof, or upon any marine terminal or facility operator.

Director's overall operational incident control.

**95.** Nothing in these regulations shall prevent that, within the waters of Malta all fire, safety, salvage and pollution control incident operations, shall be conducted solely under the overall operational control of the Director.

Liability and responsibility of the Authority.

**96.** The liability and responsibility for compliance with these regulations and with any conditions which the Director may impose, shall always jointly rest with the owner of the ship, the Master of the ship and operator of the marine terminal/facility and bunker barge, where applicable, and the Authority shall not be held liable for any consequences arising from such owner's, Master's or operator's acts of omission or commission in respect to any of the requirements of these regulations.

Exemption of naval ships.

**97.** The Director may exempt a ship or bunker barge belonging to or forming part of the naval force of a country, from compliance with any or all of the provisions of these regulations.

Proceedings before Court of Magistrates.

**98.** Proceedings for an offence against these regulations shall be taken before the Court of Magistrates (Malta) or the Court of Magistrates (Gozo), as the case may be, and shall be in accordance with the provisions of the Criminal Code regulating the procedure before the said courts as courts of criminal judicature.

Regulations not in derogation of any other provisions.

**99.** The provisions contained in these regulations are in addition to and not in derogation of the provisions of any other law or regulations in force in Malta.

Repeal of L.N. 53 of 1965 and L.N. 54 of 1965.

**100.** The Petroleum Ships Regulations, 1965 and the Petroleum Ships (Extension) Order, 1965 are hereby repealed.

PART VII  
Schedules  
SCHEDULE A

*(Regulation 12)*

**Notice of Expected Arrival and Status of an Oil, Gas or Chemical Ship, or a  
Ship Carrying Dangerous or Potentially Polluting Packaged Substances or  
Solid Bulk Dangerous Cargoes**

|                                   |                                        |              |                   |                               |                          |         |
|-----------------------------------|----------------------------------------|--------------|-------------------|-------------------------------|--------------------------|---------|
| 1. Name of ship.                  | 2. Flag                                | 3. Call Sign | 4. IMO No.        | 5. G.R.T.                     | 6. N.R.T.                | 7. DWT. |
|                                   |                                        |              |                   |                               |                          |         |
| 8. Last port of call              | 9. Length                              | 10. Beam     | 11. Arrival Draft |                               | 12. Estimated Dep. Draft |         |
|                                   |                                        |              | F:                | A:                            | F:                       | A:      |
| 13. Name of harbour proceeding to |                                        |              | 14. ETA           |                               |                          |         |
|                                   |                                        |              | a. Date           |                               | b. Time                  |         |
| 15. Ship's owner                  | 16. Ship's Agent                       |              |                   | 17. Cargo owner               |                          |         |
|                                   |                                        |              |                   |                               |                          |         |
| 18. Does ship have SBT or CBT     | 19. Operational I.G. system            |              |                   | 20. Is ship disposal required |                          |         |
|                                   | a. Yes/No    b. O <sub>2</sub> Levels: |              |                   |                               |                          |         |

**A. *LOADING*** *(In the event of any material changes to planned cargo types/quantities/stowage, a corrected "Schedule A" must be provided to the Executive Director of Ports by the Master, at least 3 hours prior the vessel sailing.*

1. Nature of applicable cargo, correct technical name, UN number and page, (if applicable) and the IMO hazard classes in accordance with the IMDG/IBC/IGC Codes/MARPOL NLS category, as applicable, and in the case of dangerous cargoes of classes 1, 2, 6.2, and 7, such additional information as is specified in section 9 of the General Introduction to the IMDG Code:
2. quantity(ies):
3. flashpoint(s) or flashpoint range(s), (as appropriate):
4. Details of any such cargo in transit, next port of call and ETA at that port:
5. Detail any known defects of cargo containment/handling systems, which may lead to undue hazards arising:

**B. DISHARCHING**

1. Nature of applicable cargo, correct technical name, UN number and page, (if applicable) and the IMO hazard classes in accordance with the IMDG/IBC/IGC Codes/MARPOL NLS category, as applicable, and in the case of dangerous cargoes of classes 1, 2, 6.2. and 7, such additional information as is specified in section 9 of the General Introduction to the IMDG Code:
  2. Quantity(ies) and locations on board. Identification marks if in freight containers/portable tanks:
  3. Flashpoint(s) or flashpoint range(s), (as appropriate):
  4. Distribution of such cargo on board, including that to be unloaded and that in transit:
  5. Detail any known defects of cargo/packaging/containment/handling systems, which may lead to undue hazards arising:
  6. If Dangerous Packaged Goods are carried, has this entailed payment of any extra Insurance premium on the ship?
- C. Does the ship have any defect of hull, machinery or navigational equipment which may:
1. affect the safe manoeuvrability of the ship;
  2. affect the safety of other ships, persons or property on the land or within the territorial waters of Malta;
  3. constitute a hazard to the marine environment.
- D. Give full details of all Safety, CLC/IOPP/ICF/NLS certificates (where applicable) & their validity period
- E. Confirm that a list, manifest or loading plan giving details and locations of applicable cargo, is on board
- F. *Gas Carriers, only:* Confirm that prior arrival all cargo system and transfer equipment has been inspected, tested and found satisfactory and that all void spaces are inerted.

***All Cargo, Slops, Residue handling and transfer, Ballast, Tank-cleaning, COW, Inerting, Gas-freeing, Bunkering and Repair operations carried out anywhere within the ports, harbour or territorial waters of Malta, shall be carried out in full compliance with the requirements of the Dangerous Cargo Ships, Marine Terminals and Facilities and Bunkering Regulations 1996.***

SCHEDULE B

SHIP/SHORE SAFETY CHECK LIST

Ship's name.....

Berth..... Port .....

Date of Arrival ..... Time of Arrival .....

INSTRUCTIONS FOR COMPLETION

The safety of operations requires that all questions should be answered affirmatively ☐ if an affirmative answer is not possible, the reason should be given and agreement reached upon appropriate precautions to be taken between the ship and the terminal. Where any question is not considered to be applicable a note to that effect shall be inserted in the remarks column

☐ – the presence of this symbol in the columns 'ship' and 'terminal' indicates that checks shall be carried out by the party concerned

The presence of the letters A and P in the column 'Code' indicates the following:

**A** – the mentioned procedures and agreements shall be in writing and signed by both parties.

**P** – in the case of a negative answer the operation shall not be carried out without the permission of the Executive Director (Ports).

**R** – indicates items to be revisited at intervals not exceeding that agreed in the declaration.

| PART A                 |                                                                                                                   | SHIP                     | TERMINAL                 | CODE | Remarks |
|------------------------|-------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|------|---------|
| Bulk Liquids – General |                                                                                                                   |                          |                          |      |         |
| A1                     | Is the ship securely moored?                                                                                      | <input type="checkbox"/> | <input type="checkbox"/> | R    |         |
| A2                     | Are emergency towing wires correctly positioned?                                                                  | <input type="checkbox"/> | <input type="checkbox"/> | R    |         |
| A3                     | Is there safe access between ship and shore?                                                                      | <input type="checkbox"/> | <input type="checkbox"/> | R    |         |
| A4                     | Is the ship ready to move under its own power?                                                                    | <input type="checkbox"/> |                          | PR   |         |
| A5                     | Is there an effective deck watch in attendance on board and adequate supervision on the terminal and on the ship? | <input type="checkbox"/> | <input type="checkbox"/> | R    |         |
| A6                     | Is the agreed ship/shore communication system operative?                                                          | <input type="checkbox"/> | <input type="checkbox"/> | AR   |         |
| A7                     | Have the procedures for cargo, bunker and ballast handling been agreed?                                           | <input type="checkbox"/> | <input type="checkbox"/> | AR   |         |
| A8                     | Has the emergency shut down procedure been agreed?                                                                | <input type="checkbox"/> | <input type="checkbox"/> | A    |         |
| A9                     | Are fire hoses and fire fighting equipment on board and ashore positioned and ready for immediate use?            | <input type="checkbox"/> | <input type="checkbox"/> | AR   |         |
| A10                    | Are cargo and bunker hoses/arms in good condition and properly rigged and appropriate for the service intended?   | <input type="checkbox"/> | <input type="checkbox"/> |      |         |
| A11                    | Are scuppers effectively plugged and drip trays in position, both on board and ashore?                            | <input type="checkbox"/> | <input type="checkbox"/> | R    |         |
| A12                    | Are unused cargo and bunker connections including the stern discharge line, if fitted, blanked?                   | <input type="checkbox"/> | <input type="checkbox"/> |      |         |
| A13                    | Are sea and overboard discharge valves, when not in use, closed and lashed?                                       | <input type="checkbox"/> | <input type="checkbox"/> |      |         |
| A14                    | Are all cargo and bunker tank lids closed?                                                                        | <input type="checkbox"/> | <input type="checkbox"/> |      |         |

| PART A <i>continued</i> |                                                                                        | SHIP                     | TERMINAL                 | CODE | Remarks |
|-------------------------|----------------------------------------------------------------------------------------|--------------------------|--------------------------|------|---------|
| Bulk Liquids – General  |                                                                                        |                          |                          |      |         |
| A15                     | Is the agreed tank venting system being used?                                          | <input type="checkbox"/> | <input type="checkbox"/> | AR   |         |
| A16                     | Are hand torches of an approved type?                                                  | <input type="checkbox"/> | <input type="checkbox"/> |      |         |
| A17                     | Are portable VHF/UHF transceivers of an approved type?                                 | <input type="checkbox"/> | <input type="checkbox"/> |      |         |
| A18                     | Are the ship's main radio transmitter aerials earthed and radars switched off?         | <input type="checkbox"/> |                          |      |         |
| A19                     | Are electric cables to portable electrical equipment disconnected from power?          | <input type="checkbox"/> | <input type="checkbox"/> |      |         |
| A20                     | Are all external doors and ports in the accommodation closed?                          | <input type="checkbox"/> | <input type="checkbox"/> | R    |         |
| A21                     | Are air conditioning intakes which may permit the entry of cargo vapours closed?       | <input type="checkbox"/> | <input type="checkbox"/> |      |         |
| A22                     | Are smoking requirements being observed?                                               | <input type="checkbox"/> | <input type="checkbox"/> | R    |         |
| A23                     | Are naked light requirements being observed?                                           | <input type="checkbox"/> | <input type="checkbox"/> |      |         |
| A24                     | Is there provision for an emergency escape possibility?                                | <input type="checkbox"/> | <input type="checkbox"/> |      |         |
| A25                     | Are sufficient personnel on board and ashore to deal with an emergency?                | <input type="checkbox"/> | <input type="checkbox"/> | R    |         |
| A26                     | Are adequate insulating means in place in the ship/shore connection?                   | <input type="checkbox"/> | <input type="checkbox"/> |      |         |
| A27                     | Have measures been taken to ensure sufficient pumproom ventilation?                    | <input type="checkbox"/> |                          |      |         |
| A28                     | Is the ship capable of "closed loading" and is this to be complied with if applicable? | <input type="checkbox"/> | <input type="checkbox"/> | R    |         |
| A29                     | Are ship emergency fire control plans located externally?                              | <input type="checkbox"/> | <input type="checkbox"/> |      |         |

*If the ship is fitted or required to be fitted with an Inert Gas System  
the following questions must be answered*

| PART A continued       |                                                                                                                                                                               | SHIP                     | TERMINAL                 | CODE | Remarks |
|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|------|---------|
| Bulk Liquids – General |                                                                                                                                                                               |                          |                          |      |         |
| A30                    | Is the Inert Gas System fully operational and in good working order?                                                                                                          | <input type="checkbox"/> |                          | PR   |         |
| A31                    | Have the fixed and portable oxygen analysers been calibrated and are they working properly?                                                                                   | <input type="checkbox"/> |                          | R    |         |
| A32                    | Are all cargo tank atmospheres 8% or less oxygen content by volume and with positive pressure?                                                                                | <input type="checkbox"/> | <input type="checkbox"/> | PR   |         |
| A33                    | Are all the individual tank IG valves (if fitted) correctly set and locked?                                                                                                   | <input type="checkbox"/> |                          | R    |         |
| A34                    | Are all the persons in charge of cargo operations aware that in the case of failure of the Inert Gas Plant, discharge operations are to cease and the terminal to be advised? | <input type="checkbox"/> |                          |      |         |

*If the ship is fitted with, and intends to Crude Oil Wash (COW)  
the following questions must be answered*

| PART A <i>continued</i> |                                                                                                                                                                                 | SHIP                     | TERMINAL                 | CODE | Remarks |
|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|------|---------|
| Bulk Liquids – General  |                                                                                                                                                                                 |                          |                          |      |         |
| A35                     | Is the Pre-Arrival Crude Oil Washing Check-list, as contained in the approved Crude Oil Washing Manual, satisfactorily completed?                                               | <input type="checkbox"/> | <input type="checkbox"/> |      |         |
| A36                     | Is the Crude Oil Washing Check-list for use before, during and after Crude Oil Washing, as contained in the approved Crude Oil Washing Manual, available and agreed to be used? | <input type="checkbox"/> | <input type="checkbox"/> | R    |         |

| PART B                                     |                                                                                                                                                             | SHIP                     | TERMINAL                 | CODE | Remarks |
|--------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|------|---------|
| Additional Checks – Bulk Liquids Chemicals |                                                                                                                                                             |                          |                          |      |         |
| B1                                         | Is information available giving the necessary data for the safe handling of the cargo including, where applicable, a manufacturer's inhibition certificate? | <input type="checkbox"/> | <input type="checkbox"/> |      |         |
| B2                                         | Is sufficient and suitable protective equipment (including self-contained breathing apparatus) and protective clothing ready for immediate use?             | <input type="checkbox"/> | <input type="checkbox"/> |      |         |
| B3                                         | Are counter measures against accidental personal contact with the cargo agreed?                                                                             | <input type="checkbox"/> | <input type="checkbox"/> |      |         |
| B4                                         | Is the cargo handling rate compatible - with the automatic shut down system if in use?                                                                      | <input type="checkbox"/> | <input type="checkbox"/> | A    |         |
| B5                                         | Are cargo system gauges and alarms correctly set and in good order?                                                                                         | <input type="checkbox"/> | <input type="checkbox"/> | AR   |         |
| B6                                         | Are portable vapour detection instruments readily available for the products to be handled?                                                                 | <input type="checkbox"/> | <input type="checkbox"/> | R    |         |
| B7                                         | Has information on fire fighting media and procedures been exchanged?                                                                                       | <input type="checkbox"/> | <input type="checkbox"/> |      |         |
| B8                                         | Are transfer hoses of suitable material resistant to the action of the cargoes?                                                                             | <input type="checkbox"/> | <input type="checkbox"/> |      |         |
| B9                                         | Is cargo handling being performed with the permanent installed pipeline systems?                                                                            | <input type="checkbox"/> | <input type="checkbox"/> | PR   |         |

| PART C                                     |                                                                                                                                                             | SHIP                     | TERMINAL                 | CODE | Remarks |
|--------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|------|---------|
| Additional Checks – Bulk Liquids Chemicals |                                                                                                                                                             |                          |                          |      |         |
| C1                                         | Is information available giving the necessary data for the safe handling of the cargo including, where applicable, a manufacturer's inhibition certificate? | <input type="checkbox"/> | <input type="checkbox"/> |      |         |
| C2                                         | Is the water spray system ready for use?                                                                                                                    | <input type="checkbox"/> | <input type="checkbox"/> |      |         |
| C3                                         | Is sufficient and suitable protective equipment (including self-contained breathing apparatus) and protective clothing ready for immediate use?             | <input type="checkbox"/> | <input type="checkbox"/> |      |         |
| C4                                         | Are void spaces properly inerted where required?                                                                                                            | <input type="checkbox"/> |                          |      |         |
| C5                                         | Are all remote control valves in working order?                                                                                                             | <input type="checkbox"/> | <input type="checkbox"/> |      |         |
| C6                                         | Are cargo tank safety relief valves lined up to the ship's venting system and are by-passes closed?                                                         | <input type="checkbox"/> |                          |      |         |
| C7                                         | Are the required cargo pumps and compressors in good order, and have the maximum working pressures been agreed between ship and shore?                      | <input type="checkbox"/> | <input type="checkbox"/> | A    |         |
| C8                                         | Is reliquefaction or boil off control equipment in good order?                                                                                              | <input type="checkbox"/> |                          |      |         |
| C9                                         | Is gas detection equipment set for the cargo, calibrated and in good working order?                                                                         | <input type="checkbox"/> | <input type="checkbox"/> |      |         |
| C10                                        | Are cargo system gauges and alarms correctly calibrated, set and in good working order?                                                                     | <input type="checkbox"/> | <input type="checkbox"/> |      |         |
| C11                                        | Are emergency shut down systems working properly?                                                                                                           | <input type="checkbox"/> | <input type="checkbox"/> |      |         |
| C12                                        | Does shore know the closing rate of ship's automatic valves; does ship have similar details of shore system?                                                | <input type="checkbox"/> | <input type="checkbox"/> | A    |         |

|                                                                                                                          |                          |                          |      |         |
|--------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|------|---------|
| PART C <i>continued</i>                                                                                                  | SHIP                     | TERMINAL                 | CODE | Remarks |
| Additional Checks – Bulk Liquefied Gases                                                                                 |                          |                          |      |         |
| C13 Has information been exchanged between ship and shore on minimum working temperatures of the cargo systems?          | <input type="checkbox"/> | <input type="checkbox"/> | A    |         |
| C14 Are all cargo tanks protected against inadvertent overfilling at all times while any cargo operation is in progress? | <input type="checkbox"/> | <input type="checkbox"/> |      |         |

|                                                                                               |         |         |
|-----------------------------------------------------------------------------------------------|---------|---------|
|                                                                                               | Ship    | Shore   |
| Are tank cleaning operations planned during the ship's stay alongside the shore installation? | Yes/No* |         |
| If so, have the Executive Directors (Ports) and terminal been informed?                       | Yes/No* | Yes/No* |

\*Delete Yes or No as appropriate

**Declaration**

We have checked, where appropriate jointly, the items on this check list, and have satisfied ourselves that the entries we have made are correct to the best of our knowledge, and arrangements have been made to carry out repetitive checks as necessary.

|                 |                 |
|-----------------|-----------------|
| For Ship        | For Terminal    |
| Name _____      | Name _____      |
| Rank _____      | Rank _____      |
| Signature _____ | Signature _____ |

Time \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_

### **Application**

The Check List applies to the cargo handling operations of oil tankers, chemical carriers and gas tankers and is divided into three parts.

- Part A – General – (all tankers)
- Part B – Additional – (chemical tankers handling chemicals)
- Part C – Additional – (gas tankers handling liquefied gases)

All tankers – oil, chemical and gas, should complete part A. Additionally, tankers loading or discharging bulk chemicals should complete part B and gas tankers loading or discharging liquefied gases should complete part C.

The declaration at the end of the Check List shall be made in all cases.

### **The Mutual Safety Examination**

A tanker presenting itself to a loading or discharging terminal needs to check its own preparations and its fitness for the safety of the intended cargo operation. Additionally, the master of the ship has a responsibility to assure himself that the terminal operator has likewise made proper preparations for the safe operation of his terminal.

Equally the terminal needs to check its own preparations and to be assured that the tanker has carried out its checks and has made appropriate arrangements.

The Check List, by its questions and its requirements for exchange of written agreements for certain procedures, is a minimum basis for the essential considerations which should be included in such a mutual examination.

Some of the Check List's questions are directed to consideration for which the tanker has prime responsibility. Others apply to both tanker and terminal and the remainder to the terminal alone. It is not suggested that every item should be the subject of personal checking by both representatives conducting the examination.

All items lying within the responsibility of the tanker shall be personally checked by the tanker's representative and similarly all items of the terminal's responsibility personally checked by the terminal representatives. In discharge of their full responsibilities however, both representatives, by questioning the other, by sighting of records and, where felt appropriate, by joint visual inspection shall assure themselves that the standards of safety on both sides of the operation are fully acceptable.

The joint declaration shall not be signed until such mutual assurance is achieved.

Thus all applicable questions should result in an affirmative mark in the boxes provided. If a difference of opinion arises on the adequacy of any arrangements made or conditions found, the operation shall not be started until measures taken are jointly accepted.

A negative answer to the questions coded "P" does not necessarily mean that the intended operation cannot be carried out. In such cases, however, permission to proceed must be obtained from the Executive Director (Ports).

Where an item is agreed to be not applicable to the ship, to the terminal or to the operation envisaged a note to that effect shall be entered in the "Remarks" column.

While the Check List is based upon cargo handling operations it is required that the same mutual examination, using the Check List as appropriate, be carried out when a tanker presents itself at a berth for tank cleaning after carriage of substances covered by these regulations.

#### **Deviations**

The conditions under which the operation takes place may change during the process. The changes may be such that safety or pollution prevention can no longer be regarded as guaranteed. The party noticing or causing the unsafe condition is under an obligation to take all necessary actions, which may include stopping the operation, to re-establish safe conditions. The presence of the unsafe condition shall be reported to the other party and where necessary co-operation with the other party shall be sought.

**BUNKERING CHECKLIST FOR SHIPS RECEIVING BUNKERS**

(to be completed by the *receiving* ship in *addition* to the relevant sections in the “Ship to Ship Transfer” or “Ship/Shore Safety” Checklist, as appropriate)

| Name of Ship | Name of Captain | Berth or Area | Name of Bunker Barge | Date of Transfer |
|--------------|-----------------|---------------|----------------------|------------------|
|              |                 |               |                      |                  |

1. Rank & Name of person who measured the contents of the Bunker tanks:

2. The Measurement was:

Tank No.

tonnes.

Residual capacity:

tonnes

Tank No.

tonnes.

Residual capacity:

tonnes

Tank No.

tonnes.

Residual capacity:

tonnes

Tank No.

tonnes.

Residual capacity:

tonnes

Tank No.

tonnes.

Residual capacity:

tonnes

3. How much Bunker oil is to be transhipped:

Fuel

M<sup>3</sup>(actual).

Diesel

M<sup>3</sup>(actual).

Lub.

M<sup>3</sup>(actual).

4. The agreed pumping rate is:

Fuel

M<sup>3</sup>/Hr.

Diesel

M<sup>3</sup>/Hr.

Lub.

M<sup>3</sup>/Hr.

5. What are the means of communication between the ships?

6. Who is responsible for communication with the bunker vessel?

Rank & Name:

7. How often are the contents of the bunker tanks measured: every minutes.

8. Who is responsible for the measurements referred to in question 7?

Rank & Name:

9. Who is in charge of supervising and of taking immediate action in the event of a malfunction?

Rank & Name:

Signed

Place:

Date:

Signature:

Rank & Name:

### SHIP TO SHIP BUNKER TRANSFER CHECKLIST

(To be completed *before* any Bunker transfer is conducted)

| Name of Bunker Barge | Berth or Area | Name of Receiving Ship | Date of Transfer |
|----------------------|---------------|------------------------|------------------|
|                      |               |                        |                  |

  

| ITEM                                                                                                                         | Bunker Barge             | Receiving Ship           | REMARKS |
|------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|---------|
| 1. Is the gangway in position and secured (where applicable)?                                                                | <input type="checkbox"/> | <input type="checkbox"/> |         |
| 2. Has communication system been established with the other ship?                                                            | <input type="checkbox"/> | <input type="checkbox"/> |         |
| 3. Have emergency signals and shutdown procedures been agreed?                                                               | <input type="checkbox"/> | <input type="checkbox"/> |         |
| 4. Has bridge watch been established? Has anchor watch been established (where applicable)?                                  | <input type="checkbox"/> | <input type="checkbox"/> |         |
| 5. Has efficient deck watch been established with particular attention to moorings, fenders, hoses and manifold observation? | <input type="checkbox"/> | <input type="checkbox"/> |         |
| 6. Is there an efficient engineroom watch and are main engines on standby?                                                   | <input type="checkbox"/> | <input type="checkbox"/> |         |
| 7. Has initial loading rate been agreed with other ship?                                                                     | <input type="checkbox"/> | <input type="checkbox"/> |         |
| 8. Has maximum loading rate been agreed with other ship?                                                                     | <input type="checkbox"/> | <input type="checkbox"/> |         |
| 9. Has topping-off rate been agreed with other ship?                                                                         | <input type="checkbox"/> | <input type="checkbox"/> |         |
| 10. Are scuppers effectively plugged and drip-trays in position under the manifold connections?                              | <input type="checkbox"/> | <input type="checkbox"/> |         |
| 11. Have hoses been tested after connection (where applicable)?                                                              | <input type="checkbox"/> | <input type="checkbox"/> |         |
| 12. Are hoses suspended efficiently?                                                                                         | <input type="checkbox"/> | <input type="checkbox"/> |         |
| 13. Are sea and overboard discharge valves of cargo system tightly closed and sealed?                                        | <input type="checkbox"/> | <input type="checkbox"/> |         |
| 14. Are tools located at manifold ready for rapid disconnecting?                                                             | <input type="checkbox"/> | <input type="checkbox"/> |         |
| 15. Are window type air conditioning units (where fitted) disconnected?                                                      | <input type="checkbox"/> | <input type="checkbox"/> |         |
| 16. Are air conditioning intakes which may permit the entry of cargo vapours closed?                                         | <input type="checkbox"/> | <input type="checkbox"/> |         |
| 17. Are fire axes in position fore and aft?                                                                                  | <input type="checkbox"/> | <input type="checkbox"/> |         |
| 18. Are all unused manifold connections closed and blanked?                                                                  | <input type="checkbox"/> | <input type="checkbox"/> |         |
| 19. Is firefighting and anti-pollution equipment checked and ready for use?                                                  | <input type="checkbox"/> | <input type="checkbox"/> |         |
| 20. Is the agreed tank venting system being used?                                                                            | <input type="checkbox"/> | <input type="checkbox"/> |         |
| 21. Is the inert gas system (where fitted) operating?                                                                        | <input type="checkbox"/> | <input type="checkbox"/> |         |
| 22. Is the radio station closed down and aerals earthed (grounded) where necessary?                                          | <input type="checkbox"/> | <input type="checkbox"/> |         |
| 23. Has the other ship been advised that this check-list has been completed in the affirmative?                              | <input type="checkbox"/> | <input type="checkbox"/> |         |

  

|                                   |       |
|-----------------------------------|-------|
| FOR BUNKER BARGE/RECEIVING SHIP * |       |
| Name:                             |       |
| Rank:                             |       |
| Signature:                        | Date: |
| * Delete as appropriate           |       |

### EXAMPLE OF CHECK LIST FOR MARINE LOADING ARMS

| No. | Operation | Yes | No | Remarks |
|-----|-----------|-----|----|---------|
|-----|-----------|-----|----|---------|

#### PRE-ARRIVAL CHECKS TO CONFIRM MANIFOLD CONNECTION CRITERIA

1. Is the flange face vertical and parallel with the ship's side.
2. Is the manifold flange setback from the rail within the design limits of            m, min. to            m, max.
3. Is the manifold O and length consistent with the following:

| O | Material | Permissible<br>Cantilever Length<br>Including Spools |
|---|----------|------------------------------------------------------|
|---|----------|------------------------------------------------------|

4. Is the flange size type and I.D. (consider also pipe I.D.) compatible with the arms O/B flange or coupler:

| Flange<br>Type | Flange<br>Size | Flange<br>Press<br>Rating | Flange | I.D. | Pipe |
|----------------|----------------|---------------------------|--------|------|------|
|----------------|----------------|---------------------------|--------|------|------|

5. For coupler equipped arms, is the clearance behind the manifold flange            .(Consider the greater rearward clearance is needed when connecting to reducers.)

6. Are the vessel's manifold spacings consistent with the following criteria:

| Check case<br>which governs<br>for pending<br>vessel | Arms connected<br>simultaneously | Spacing between<br>manifolds to<br>which arms will<br>be connected<br>Min.            Max. |
|------------------------------------------------------|----------------------------------|--------------------------------------------------------------------------------------------|
|------------------------------------------------------|----------------------------------|--------------------------------------------------------------------------------------------|

7. Is the height of the manifold centerline within the following limits:

| Minimum: | Maximum: |
|----------|----------|
|----------|----------|

8. Will the manifolds remain within the design envelope:

- \* Upper elevation of envelope:
- \* Lower elevation of envelope:

Note: It is necessary that the vessel also comply with the min/max. manifold spacings given in 2 and 6 and the vessel motion be limited to the following:

Surge (movement along pier)  
+  
Drift (movement off pier)

- \* Must be reduced if spotting of active manifolds is not in accordance with the design basis, which usually is centered on the active arm(s).

9. Is the manifold support able to sustain uplift as well as downward loads.
10. Are there any obstructions directly below or in front of the manifolds which would interfere with engagement of the coupler or placement of the jack.

| No. | Operation | Yes | No | Remarks |
|-----|-----------|-----|----|---------|
|-----|-----------|-----|----|---------|

## II CHECKS TO BE CARRIED OUT DURING CARGO HANDLING

1. Is the vessel moored correctly with respect to the arm(s) centerline.  
Permissible mooring offset = +                      and –
2. Is the wind speed within design limits =                      km/hour (gust).
3. Are the supplementary and/or primary jacks in place and properly adjusted.
4. Are the swivel nitrogen purge pressures and flow rates being maintained (LNG arms).
5. Is the product flow rate within design limits =                      m<sup>3</sup>/HR.
6. Are the fluid swivels and coupler connectors free of leakage.
7. Is the ice build-up limited to within the design value =                      (LPG/LNG arms).
8. Are the arms remaining a safe distance apart and from deck/platform equipment (                      at the counterweights and between other parts of the arm.)
9. Are the product temperature and pressure within design limits:  

|         |                    |                 |
|---------|--------------------|-----------------|
| Product | Design<br>Temp. °C | Pressure<br>kPa |
|---------|--------------------|-----------------|
10. Is the vessel movement being limited to the design conditions of:  

|           |
|-----------|
| Surge = + |
| Drift =   |
11. Is the arm free of vibration.
12. Is the ship's crew maintaining proper tension in the mooring lines.
13. Prior to disconnection – is any ice formation removed from the arm (LPG/LNG arms).

**SPECIMEN LETTER FOR ISSUE TO MASTERS OF  
TANKERS AT TERMINALS**

Company .....

Terminal .....

Date .....

The Master  
SS/MV .....

Port .....

The Dangerous Cargo Ships, Marine Terminals and Facilities and Bunkering Regulations, 1996, imposed upon these facilities and adjacent installations by the Malta Maritime Authority, shall be strictly observed by both you and your crew.

Dear Sir,

Responsibility for the prevention of pollution and the safe conduct of operations whilst your ship is at this terminal rests jointly with you, as master of the ship, and with the responsible terminal representative. We wish, therefore, before operations start, to seek your full co-operation and understanding on the safety requirements set out in the Ship/Shore Safety Check Lists.

We expect you and all under your command to adhere strictly to these requirements throughout your stay alongside this terminal and, for our part, we will ensure that our personnel do likewise and co-operate fully with you in the mutual interest of safe and efficient operations.

During the whole of your ship's stay at this terminal, you or your deputised officer shall be readily available on board. Before the start of operations, and from time to time thereafter, for our mutual safety a member of the terminal staff, where appropriate together with a responsible officer, will make a routine inspection of your ship to ensure that the questions on the Ship/Shore Safety Check List can be answered in the affirmative. Where corrective action is needed we will not agree to operations commencing or, should they have been started, will require them to be stopped.

Similarly, if you consider safety is endangered by any action on the part of our staff or by any equipment under our control you should demand immediate cessation of operations.

**THERE CAN BE NO COMPROMISE WITH SAFETY OR POLLUTION PREVENTION**

Please acknowledge receipt of this letter by countersigning and returning the attached copy

Signed: .....

Terminal Representative

**B 378**

Terminal Representative on duty is .....

Position or Title .....

Telephone No. ....

UHF/VHF Channel .....

Signed: .....  
Master

SS/MV .....

Date: ..... Time: .....

**FIRE NOTICE**  
**FIRE INSTRUCTIONS IN CASE OF FIRE**  
**DO NOT HESITATE TO RAISE THE ALARM**

**TERMINAL FIRE ALARM**

At this terminal the fire alarm signal is:

.....  
.....

**IN CASE OF FIRE**

1. Sound one or more blasts of the ship's whistle each blast of not less than 10 seconds duration supplemented by a continuous sounding of the general alarm system.

2. Contact the terminal and Executive Director (Ports)

Telephone number .....

UHV/VHF communication channel .....

**ACTION-SHIP**

Fire on your ship

- Raise alarm
- Fight fire and prevent fire spreading
- Inform terminal and Executive Director (Ports)
- Cease all cargo operations and then close all valves
- Stand by to disconnect hoses or arms
- Bring engines to standby

Fire on other ship or ashore

Stand by, and when instructed:

- Cease all cargo operations and then close all valves
- Disconnect hoses or arms
- Bring engines and crew to standby, ready to unberth

**ACTION - TERMINAL**

Fire on a Ship

- Raise alarm
- Contact ship
- Cease all cargo operations and then close all valves
- Stand by to disconnect hoses or arms
- Stand by to assist fire fighting
- Inform all ships and Executive Director (Ports)
- Implement terminal emergency plan

Fire Ashore

- Raise alarm
- Cease all cargo operations and then close all valves
- Fight fire and prevent fire spreading
- If required stand by to disconnect hoses or arms
- Inform all ships and the Executive Director (Ports)
- Implement terminal emergency plan

**IN THE CASE OF FIRE THE TERMINAL PERSONNEL WILL DIRECT  
THE MOVEMENT OF VEHICULAR TRAFFIC ASHORE**

SCHEDULE C  
HOT WORK PERMIT

Relating to any work involving temperature conditions which are likely to be of sufficient intensity to cause ignition of combustible gases, vapours or liquids in or adjacent to the area involved.

General

This permit is valid From ..... Hrs Date .....  
To ..... Hrs Date .....

Location of work .....

Has enclosed space entry permit been issued? Yes/No

Description of work .....

Personnel carrying out work .....

Responsible person in attendance .....

Section 1

1.1 Has the work area been checked with a combustible gas indicator for hydrocarbon vapours? Yes/No

Time .....

1.2 Has the surrounding area been made safe? Yes/No

Time .....

Section 2

2.1 Has the work area been checked with a combustible gas indicator for hydrocarbon vapours? Yes/No

2.2 Has the equipment or pipeline been purged? Yes/No

2.3 Has the equipment or pipeline been blanked? Yes/No

2.4 Is this equipment or pipeline free of liquid? Yes/No

2.5 Is the surrounding area safe? Yes/No

2.6 Is additional fire protection available? Yes/No

2.7 Is the equipment isolated electrically? Yes/No

2.8 Special conditions/precautions .....

.....

.....

In the circumstances noted it is considered safe to proceed with this work.

Signed ..... Master/Responsible Officer

..... Person in charge of work team

**Section 3**

The work has been completed and all persons under my supervision, materials and equipment have been withdrawn.

Authorised person in charge ..... Time ..... Date .....

First copy for display at work area

Second copy for ships or terminal records.

## HOT WORK PERMIT

### GENERAL

- (a) Starting/finishing time must not exceed the Authorized Signatories'/Responsible Officer's working hours.
- (b) Specific location of work to be given.
- (c) Description of work to include type of equipment to be used.

SECTION 1 Applies to all hazardous work not involving naked flame or continuous spark production, and would include use of electrical equipment, use of air driven rotary equipment, lifting equipment/materials over operating plant.

SECTION 2 Applies to all hot work involving high temperatures, open flame, arc or continuous source of sparks, etc. This type of work includes but is not limited to:

Welding or burning  
Grinding  
Sand or grit blasting  
Metal chipping

Tests for combustible gas should be carried out immediately before commencement of hot work and at frequent intervals as long as the work is in progress.

## COLD WORK PERMIT

Relating to any work which will not involve generation of temperature conditions likely to be of sufficient intensity to cause ignition of combustible gases, vapours or liquids in or adjacent to the area involved.

## General

This permit is valid From ..... Hrs Date .....  
To ..... Hrs Date .....

Location of work .....

Has enclosed space entry permit been issued? Yes/No

Description of work .....

Personnel carrying out work .....

Responsible person in attendance .....

## Section 1

Preparation and checks to be carried out by Officer in Charge of work to be performed.

1.1 The equipment/pipeline has been prepared as follows:

Vented to atmosphere: Yes/No      Drained: Yes/No  
Washed: Yes/No      Purged: Yes/No  
Other .....

1.2 The equipment/pipeline has been isolated as follows:

Lines Spaded: Yes/No      Lines Disconnected: Yes/No  
Valves Closed: Yes/No      Other .....

1.3 Is equipment free from:

Oil: Yes/No      Gas: Yes/No      H<sub>2</sub>S: Yes/No  
Steam: Yes/No      Pressure: Yes/No

1.4 Is surrounding area free from hazards? Yes/No

1.5 If work is to be performed on electrical equipment has that equipment been isolated? Yes/No

Section 2

Information and instructions to person carrying out work:

- 2.1 The following personal protection must be worn .....  
.....
- 2.2 Equipment/Pipeline contained following material in service .....  
.....
- 2.3 Equipment expected to contain the following hazardous material when  
opened .....  
.....
- 2.4 Special Conditions/Precautions .....  
.....

In the circumstances noted it is considered safe to proceed with this work.

Signed ..... Master/Responsible Officer  
..... Person carrying out work task  
or in charge of work team

Section 3

The work has been completed and all persons under my supervision, materials and equipment have been withdrawn.

Authorised person in charge ..... Time ..... Date .....

First copy for display at work area

Second copy for ships or terminal records.

## **COLD WORK PERMIT**

### **GENERAL**

- (a) Starting/finishing time must not exceed the Authorized Signatories'/Responsible Officer's working hours.
- (b) Specific location of work to be given.
- (c) Description of work to include type of equipment to be used.
- (d) This permit should be used for but not limited to the following cold work:
  - 1. Blanking/deblanking.
  - 2. Disconnecting and connecting pipework.
  - 3. Removing and fitting of valves, blanks, spades or blinds.
  - 4. Work on pumps, etc.
  - 5. Clean up (oil spills).

ELECTRICAL ISOLATION CERTIFICATE

No .....

DRIVE No. AND/OR EQUIPMENT DESCRIPTION

WORK TO BE DONE

WORK TO BE DONE BY

ON WORK PERMIT No. ....

METHOD OF ISOLATION

AUTHORISED BY

TIME

DATE

SUPPLY ISOLATED BY

EIC RECEIVED BY

WORK COMPLETED BY

WORK CLEARED BY

SUPPLY RECONNECTION

AUTHORISED BY

SUPPLY RECONNECTED BY

NOTE: THE PERSON ENGAGED ON THE ABOVE WORK MUST HOLD THIS CERTIFICATE UNTIL THE JOB IS COMPLETED WHEN HE WILL SIGN IT. HAVE IT CLEARED BY HIS IMMEDIATE SUPERVISOR AND RETURN IT TO THE ISSUING AUTHORITY.

## SCHEDULE D

*(Regulation 3)***INTERNATIONAL MARITIME ORGANISATION CONVENTIONS TO WHICH  
THE REPUBLIC OF MALTA HAS ACCEDED, AS AT 1st FEBRUARY, 1996.**

- (i) International Convention on Load Lines, 1966.
- (ii) Convention on the International Regulations for Preventing Collision at Sea, 1972.
- (iii) International Convention for the Prevention of Pollution from Ships (MARPOL), 1973/78, (including Annexes I and II).
- (iv) International Convention for the Safety of Life at Sea, 1974/78.
- (v) International Convention on Standards of Training, Certification and Watchkeeping for Seafarers, 1978.
- (vi) International Convention on Tonnage Measurement of Ships, 1969.
- (vii) The Convention on the Prevention of Marine Pollution by Dumping of Wastes and other Material, 1972.
- (viii) International Convention on Civil Liability for Oil Pollution Damage (CLC), 1969.
- (ix) International Convention on the Establishment of an International Fund for Compensation for Oil Pollution Damage (Fund), 1971.
- (x) Convention on the International Maritime Satellite Organisation (INMARSAT).

## SCHEDULE E

*(Regulation 90)***FEES FOR ISSUANCE AND RENEWAL OF BUNKER OPERATOR'S LICENCE  
AND CHARGES FOR INSPECTION OF BUNKER OPERATOR'S FACILITIES.**

- (a) Processing of an application for a bunker operator's licence ..... Lm250
- (b) Issue of a bunker operator's licence ..... Lm1,000
- (c) Renewal of a bunker operator's licence ..... Lm75
- (d) Issue of a certified copy of a licence ..... Lm25
- (e) Late submission \* of an application to renew a licence ..... Lm50

(f) The Director may, subject to the provisions of these regulations and under such conditions as he may deem appropriate, undertake an inspection of a bunker operator's operational activities and facilities, both on and off-shore, at the expense of the owner, subject to a minimum charge of Lm10 per hour or part thereof per inspector and a further minimum charge of Lm50 per day or part thereof if water transport is necessary or deemed appropriate to effectively conduct such an inspection.

\* *Application for renewal of a bunker operator's licence shall be submitted not less than 14 days prior to the expiry date of such licence.* ”.