

**SHIP TO SHIP TRANSFER**

**CHECK LIST 4 - BEFORE CARGO TRANSFER**

**Discharging Ship's Name:**

**Receiving Ship's Name:**

**Date of Transfer:**

	Discharging Ship	Receiving Ship Checked	Remarks
1. The ISGOTT Check List has been satisfactorily completed?			
2. Procedures for transfer of personnel have been agreed?			
3. The gangway (if used) is in good position and well secured?			
4. An inter-ship communication system is agreed?			
5. Emergency signals and shutdown procedures are agreed?			
6. An engine room watch will be maintained throughout transfer and the main engine is on standby?			
7. Fire axes or suitable cutting equipment is in position at fore and aft mooring stations?			
8. A bridge watch and/or an anchor watch is established?			
9. Officers in charge of the cargo transfer on both ships are identified & posted?			
10. A deck watch is established to pay particular attention to moorings, fenders, hoses, manifold observation and cargo pump controls?			
11. The initial cargo transfer rate is agreed with other ship?			
12. The maximum cargo transfer rates is agreed with other ship?			
13. The topping-off rate is agreed with other ship?			
14. Cargo hoses are well supported?			
15. Tools required for rapid disconnection are located at the cargo manifold?			
16. Details of the previous cargo of the receiving ship have been given to the discharging ship?			
17. The other ship has been advised that Check List 4 has been satisfactorily completed?			

FOR DISCHARGING SHIP / RECEIVING SHIP (Delete as appropriate)

Name:

Rank:

Signature:

Date: