

Ship Shore Safety Inspection

Terminal	Vessel	Date
Depth of Water at Berth (MLW)	Product	Quantity
M / F		Metric Tons
Arrival Drafts Circle if taken visually by terminal or reported by vessel: Terminal / Vessel	Fwd: _____ Midship: _____ Aft: _____ Circle: _____ Meters / Feet	Departure Drafts (Calculated) Fwd: _____ Circle: _____ Meters / Feet Aft: _____
<p>The Terminal Representative and vessel's Master or their representative, shall complete this checklist together. Check the appropriate boxes to confirm that the items have been satisfied between the terminal and the vessel. If a condition listed below has not been satisfied then the transfer of cargo shall not commence without approval from the Terminal Manager or their designee. All relieving shift supervisors are required to review this checklist prior to their first shift and sign to indicate assumption of responsibility.</p>		

Vessel Terminal

1.	Contact details for primary terminal and vessel representatives have been exchanged.	
	Terminal Contact # _____	Master or Chief Officer # _____
2.	Communication arrangements for cargo operations have been agreed upon as follows: Radio provided? Type: Channels: Yes VHF Working No UHF Emergency If radio not provided specify other means of communication below:	
3.	Safe access has been provided between the vessel and the berth and is to be tended by: Vessel Terminal	
4.	A cargo plan documenting the sequence of holds to be worked and tonnage of cargo transferred each time a hold is worked has been agreed upon. (Provide copy to terminal)	
5.	The cargo plan has been calculated for all stages of loading/deballasting or unloading/ballasting, has been discussed with the terminal representative, and is within permissible limits of the vessel's loading manual.	
6.	Depth of water at the berth is sufficient to remain safely afloat for all cargo and ballasting operations as specified in the cargo plan.	
7.	Vessel's moorings are suitable for all expected conditions during cargo operations.	
8.	Potential impact of weather conditions on cargo operations and safety have been discussed, any wind speed limits of cranes disclosed, and shut down measures agreed upon.	
9.	Welding and hot work on the vessel outside of any designated spaces (Machine shop) must be approved by the Terminal Manager and controlled by the vessel's permit to work system.	

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10.	Circumstances that restrict the operability, maneuverability, or sea worthiness of the vessel while at the berth are prohibited. Exceptions must be approved by the Terminal Manager.								
11.	A procedure for reporting and recording damage from cargo operations has been agreed upon.								
12.	<p>Terminal has informed the vessel that the following Personal Protective Equipment is required when crewmembers are working on the dock/pier, and terminal. Check all that apply:</p> <table border="0"> <tr> <td>Hard Hat</td> <td>Personal Flotation Device</td> <td>High Visibility Clothing</td> </tr> <tr> <td>Eye Protection</td> <td>Safety Footwear</td> <td>Other:</td> </tr> </table> <p>Note: Crewmembers and ship's visitors are not required to wear PPE when transiting to and from the vessel. PFDs are mandatory when working within 3 meters of the dock edge.</p>			Hard Hat	Personal Flotation Device	High Visibility Clothing	Eye Protection	Safety Footwear	Other:
Hard Hat	Personal Flotation Device	High Visibility Clothing							
Eye Protection	Safety Footwear	Other:							
13.	The vessel has informed the terminal representative of any expected delivery of spares, stores, or bunkers. A gate list showing all expected visitors, surveyors, crewmembers, or other persons has been provided to the terminal representative.								
14.	Terminal has informed the vessel that all facility docks are considered Restricted Areas and that crewmembers are only permitted unescorted access to the pier immediately adjacent to the vessel and only when conducting vessel related activities.								
15.	Additional Terminal Requirement:								
16.	Additional Terminal Requirement:								

<p>_____ Name of Terminal Representative</p> <p>_____ Signature</p> <p>_____ Date & Time</p>	<p>_____ Name of Master or Chief Officer</p> <p>_____ Signature</p> <p>_____ Date & Time</p>
<p>Retain this form with Vessel files</p>	