

This Form Is To Be Completed By Vessel Crew, Approved By Ports North Prior to Transfer Operations and Held Onboard For Verification/Checking By Ports North Operations Officer at Any Time during Transfer

I verify that during transfer that:	<input type="checkbox"/>	1. Vessel is to be securely moored.
	<input type="checkbox"/>	2. Transfer vehicle is suitable for wharf (GVM) has been checked and does not exceed wharf limits when full?
	<input type="checkbox"/>	3. Has a Dangerous Goods list been submitted?
	<input type="checkbox"/>	4. Ship / Shore checklist completed?
	<input type="checkbox"/>	5. An agreed procedure has been established between crew for supervision of transfer, including; <ul style="list-style-type: none"> – Starting – Stopping – Emergency shutdown
	<input type="checkbox"/>	6. There is no smoking or maintenance work occurring on vessel during oil/fuel transfers.
	<input type="checkbox"/>	7. Spill containment is in place around; <ul style="list-style-type: none"> – Fill points on vessel – Scuppers on board vessel are blocked or have absorbents in place; – Wharf tanks/truck have drip tray/temporary bunds under connection point;
	<input type="checkbox"/>	8. Vessel representative identified that will stand by transfer discharge point at all times during operation.
	<input type="checkbox"/>	9. Waste Company contractor/driver is informed of transfer procedure.
	<input type="checkbox"/>	10. Materials Safety Data Sheet (MSDS) has been checked for correct procedures/ additional controls (if applicable to product)
	<input type="checkbox"/>	11. Spill Response Kits suitable for product are accessible
	<input type="checkbox"/>	12. Waste Tracking Certificates for regulated waste transfer/disposal by licensed contractor have been completed / are required for this operation?
	<input type="checkbox"/>	13. Work Procedures have been checked and implemented for this task
I also verify that Litres	Is to be transferred and that there is sufficient capacity in these tanks to accept the nominated quantities and transfer rate.

Ports North Operations Office (Ph: +61 7 4051 2558) has been notified and approved the transfer;

Yes ☐ / No ☐ Date _____ Time _____ Method _____ radio/phone/email (circle)

Port Operations Officer reported to _____

If a spill occurs, contact **“Cairns Harbour” on UHF Channel 16,**
or
(07) 4051 2558 to report incident to Ports North Operations Centre