

**APPENDIX 12: IMO SHIP/SHORE SAFETY CHECKLIST  
APM TERMINALS PIPAVAV**

For Loading or Unloading Dry Bulk Cargo Carriers

Date

Port

Loading

Unloading

Terminal/Quay

Available depth of water in berth

Minimum air draught\*

Ship's name

Arrival draught (read/calculated)

Air draught

Calculated departure draught

Air draught

The Master is responsible at all times for the safe loading and unloading of the ship, details of which should be confirmed to the terminal in the form of loading or unloading plan (see example loading/unloading plans on back cover). In addition the Master should ensure that the checklist is completed in consultation with the terminal before loading or unloading is commenced.

The Master and terminal manager, or their representatives, should complete the checklist jointly. Advice on points to be considered is given in the accompanying guidelines. The safety of operations requires that all questions should be answered affirmatively and the boxes ticked. If this is not possible, the reason should be given, and agreement reached upon precautions to be taken between ship and terminal. If a question is considered to be not applicable write 'N/A', explaining why if appropriate.

S.No.		Ship	Terminal
1.	<p>Is the depth of water at the berth, and the air draught, adequate for the cargo operations?</p> <p>The term air draught should be construed carefully if the ship is in a river or an estuary, it usually refers to maximum mast height for passing under bridges, while on the berth it usually refers to the height available or required under loader or unloaders.</p>		
2.	<p>Are mooring arrangements adequate for all local effects of tide, current, weather, traffic and craft alongside?</p>		
3.	<p>In emergency, is the ship able to leave the berth at any time?</p>		
4.	<p>Is there safe access between the ship and the wharf? Tended by Ship/Terminal (cross out the appropriate)</p>		
5.	<p>Is the agreed ship/terminal communications system operative?</p> <p><u>Communication method</u></p> <p><u>Language</u></p> <p><u>Radio channels/phone numbers</u></p>		
6.	<p>Are the liaison contact persons during operations positively identified?</p> <p><u>Ship contact persons</u></p> <p><u>Shore contact person(s)</u></p> <p><u>Location</u></p>		
7.	<p>Are adequate crew on board and adequate staff in the terminal, for emergency?</p>		
8.	<p>Have any bunkering operations been advised and agreed?</p>		
9.	<p>Have any intended repair to wharf or ship whilst alongside been advised and agreed?</p>		
10.	<p>Has a procedure for reporting and recording damage from cargo operations been agreed?</p>		

S.No.		Ship	Terminal									
11.	Has the ship been provided with copies of port and terminal regulations, including safety and pollution requirements and details of emergency services?											
12.	Has the shipper provided the Master with the properties of the cargo in accordance with the requirements of Chapter VI of SOLAS?											
13.	Is the atmosphere safe in holds and enclosed spaces to which access may be required have fumigated cargoes been identified, and has the need for monitoring of atmosphere been agreed by ship and terminal?											
14.	<p>Have the cargo handling capacity and any limits of travel for each loader/ unloader been passed to the ship/terminal?</p> <table border="1"> <tr> <td>Loader No.</td> <td>Rate</td> <td>Tonnes/hr</td> </tr> <tr> <td>Loader No.</td> <td>Rate</td> <td>Tonnes/hr</td> </tr> <tr> <td>Loader No.</td> <td>Rate</td> <td>Tonnes/hr</td> </tr> </table>	Loader No.	Rate	Tonnes/hr	Loader No.	Rate	Tonnes/hr	Loader No.	Rate	Tonnes/hr		
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15.	<p>Has a loading/unloading been calculated for all stages of loading/deballasting or unloading/ballasting?</p> <p><i>Copy lodged with</i></p> <hr/>											
16.	Has the holds to be worked been identified in the loading or unloading plan, showing the sequence of work, and the grade and tonnage of cargo to be transferred each time the hold is worked?											
17.	Has the need for trimming of cargo in the holds been discussed and the method and extent been agreed?											
18.	Does both ship and terminal understand and accept that if the ballast programme becomes out of step with the cargo operation, it will be necessary to suspend cargo operation until the ballast operation has caught up?											
19.	Have the intended procedures for removing cargo residues lodged in the holds while unloading, been explained to the ship and accepted?											
20.	<p>Have the procedures to adjust the final time of the loading ship been decided and agreed?</p> <p><i>Tonnage held by the terminal conveyor system.</i></p> <hr/>											

S.No.		Ship	Terminal
21.	Has the terminal been advised of the time required for the ship to prepare for sea, on completion of cargo work?		

THE ABOVE HAS BEEN AGREED:

Time _____	Date _____
For Ship _____	For Terminal _____
Rank _____	Position/Title _____