**Appendix 1:**

**Checklist for the bringing on board of additives**

This checklist is also available on the website of Port of Amsterdam N.V. <https://www.portofamsterdam.com/en/shipping/sea-shipping>

**Checklist for the bringing on board of additives (Article 8.7, first Paragraph of the Regional Port Byelaws for the North Sea Canal Area 2023)**

**General**

The completion and compliance with the checklist for the bringing on board of additives (hereinafter: the checklist) is mandatory pursuant to Article 8.7, Paragraph 3 of the Regional Port Byelaws for the North Sea Canal Area 2023. Completion and compliance apply to the following additives:

1. ammonia solution;

2. monoethanolamine;

3. sodium hydroxide;

4. lubricating oil, or

5. urea.

The responsibility and liability for the safe execution of simultaneous operations while a vessel is receiving additives from a delivering vessel are jointly shared between the captains/skippers of both vessels. The responsibility for bringing additives on board is typically delegated to the officers designated as responsible on both vessels. Before the operation begins, the responsible officers must:

* agree in writing on the handling procedures, including the maximum pump rates
* agree in writing on the actions to be taken in case of an emergency during the transfer of additives, and
* complete and sign the checklist for the bringing on board of additives

This checklist is based on the Ship/Shore Safety Check-List and the Pre-Transfer Bunkering Check-List in the IMO publication *‘Recommendations for Safe Transport of Dangerous Cargoes and Related Activities in Port Areas’.*

The checklist is primarily intended for the bringing on board of additives from another vessel.

**Guidelines for Use**

**Additives, although not always classified as Class 8 substances, often have corrosive properties.**

The following guidelines have been established to assist ship and inland waterway operators in the joint use of this checklist.

The responsibilities outlined in this checklist are formally assigned in the document. Once signed, the checklist serves as a minimum safety standard for the onboard transfer of additives, ensuring a structured exchange of critical safety information.

Prior to initiating the bringing on board of an additive, all applicable regulations must be reviewed, and the responsibility for compliance must be jointly or individually accepted. Acceptance of responsibility is indicated by ticking or completing the white boxes next to the relevant requirements, in the respective columns for the “receiving vessel” and the “delivering vessel”, to be signed by the master(s) and/or skipper(s). The final declaration at the end of the checklist must also be signed. In accordance with Article 8.7, third Paragraph, compliance with the checklist requirements is mandatory.

The responsible officers of both vessels must personally verify compliance with the regulations assigned to their respective vessels. During this verification, the responsible officers must also ensure that all applicable regulations have been observed on both sides of the additive transfer operation. Some checklist declarations refer to requirements for which the receiving vessel holds sole responsibility and liability, others to requirements solely under the delivering vessel’s responsibility and liability, while some impose joint responsibility and liability on both parties. Shaded boxes are used to identify statements that generally apply to only one party. However, the receiving vessel or the delivering vessel may choose to tick or initial these sections where appropriate.

The allocation of responsibility and liability does not exclude the other party from conducting checks to confirm compliance. The assignment of responsibility and liability provides clear identification of the party accountable for the initial and continued compliance during the transfer of additive(s).

The responsible officers completing the checklist must be the designated personnel overseeing the bringing on board of additives.

The responsible officer of the delivering vessel must personally verify all considerations that fall under the delivering vessel’s responsibility. Likewise, the responsible officer of the receiving vessel must personally verify all considerations that fall under the receiving vessel’s responsibility. In fulfilling their duties, responsible officers must ensure that the safety standards on both sides of the operation are fully met.

This can be achieved through:

* confirming that a competent person has satisfactorily completed the checklist
* supervising the execution of specific procedures, and
* conducting joint inspections, where deemed appropriate.

For mutual safety, the representative of the delivering vessel and an officer from the receiving vessel must conduct rechecks before and during the bringing on board of additives. Such inspections should be carried out on both vessels to ensure that all obligations accepted in the checklist are effectively met.

The checklist for bringing on board of additives includes the following sections:

**1. Additives to be transferred**

A mutual agreement must be reached on the quantity and quality of the additives to be transferred, the agreed transfer rate and the maximum allowable back pressure in the pipeline.

**2. Tanks to be loaded with additives**

Identification of the tanks to be loaded to ensure sufficient capacity for safe storage of the transferred additives. Space is provided to record the maximum filling capacity and available volume of each tank.

**3. Pre-berthing checklist for the delivering vessel**

This section outlines the checks required before the delivering vessel comes alongside the receiving vessel.

**4. Pre-transfer checklist**

This section details the joint checks that must be completed before initiating the transfer of the additive.

For safe operations, all relevant statements must be considered, and the corresponding responsibilities and liabilities for compliance must be accepted.

If any applicable questions cannot be answered with ‘YES’, this must be reported to the Director of the Central Nautical Management North Sea Canal Area. Telephone: +31 (0)20 5234600, Option 2 or the designated VHF channel. In such cases, the bringing on board of additives between the vessels is only permitted with the approval of the Director of the Central Nautical Management North Sea Canal Area.

If a checklist item is deemed not applicable to the vessel, the delivering vessel, or the intended transfer, this must be noted in the ‘Remarks’ column.

The presence of the letters ‘A’ or ‘R’ in the Code column indicates the following:

**A** (‘Agreement’). This signifies an agreement or procedure that must be recorded in the checklist or communicated in another mutually acceptable format.

**R** (‘Recheck’). This signifies items that must be rechecked at appropriate intervals, as agreed between both parties and specified in the declaration.

The joint declaration may only be signed once all parties have verified and accepted their assigned responsibilities.

**Checklist for the bringing on board of additives**

Berth Date

Receiving vessel Delivering vessel

Master Master

**Prior to initiating the transfer of additives onboard, this must be reported to the Port Office via VHF Channel 14 or by telephone at: +31 20 5234 600 Option 2.**

1. **Additive(s) to be transferred**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Additive type: | Volume at actual temperature °C | Actual  Temperature  °C | Gross standard volume in litres | Density in vacuum at 15 °C | metric tonnes or  kilograms |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**2. Tanks to be loaded on the receiving vessel**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Tank no.** | **Reference no.** | **Tank volume at ………%** | **Available tank volume for loading** | **Remaining tank volume after loading** | **Quantity to be loaded in m³** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
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|  |  |  |  |  |  |

1. **Pre-berthing checklist for receiving vessel and delivering vessel**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Delivery of additives | Vessel | Delivering  vessel | | Code | Observations | | |
| 1. The vessel has obtained the necessary permissions to berth alongside the receiving vessel. |  |  | |  |  | | |
| 2. The fenders have been inspected, are  in good condition, and there is no  risk of metal-to-metal contact. |  |  | | R |  | | |
| 3. Adequate electrical insulation has been  incorporated into the hose connection between the vessels. |  |  | |  | • Not applicable - only required for flammable additives | | |
| 4. All hoses are in good condition  and suitable for the specific additive. |  |  | |  |  | | |
| **.**  **4. Pre-transfer checklist** | | |  |  | |  |  |
| 1. The delivering vessels is securely moored. |  |  | | R |  | | |
| 2. Safe access has been established  between the delivering and receiving vessels. |  |  | | R |  | | |
| 3. Effective communication has been  established between the responsible officers |  |  | | R | (VHF/UHF-channel ..........).  Primary system:  Backup system:  Emergency stop signal: | | |
| 4. A continuous and effective bunker watch  is maintained on both vessels. |  |  | |  |  | | |
| 5. A Safety Data Sheet (SDS) has been provided to the receiving vessel. |  |  | |  |  | | |
| 6. All crew members involved on both vessels are aware of the hazards associated with the additive. |  |  | |  |  | | |
| 7. Personal protective equipment (PPE), as specified in the SDS, is being used by all personnel involved. |  |  | |  |  | | |
| 8. The area around the connection point is restricted to authorised personnel only. |  |  | |  |  | | |
| 9. Necessary precautions have been agreed upon to prevent accidental personal contact with the additive. |  |  | |  | A suitable emergency shower and eyewash station must be installed, tested, and ready for immediate use in the bunkering area. | | |
| 10. Fire hoses and firefighting  equipment on both vessels are immediately available for use.  (VHF/UHF-channel ..........). |  |  | |  | Due to the nature of most additives, a continuous supply of running water must be available. | | |
| 11. Scuppers are open in the case of a Class 8 substance or a corrosive material.  Drip trays are in place under connection points. |  |  | | R | Scupper requirement:  • Not applicable  Due to the nature of Class 8 substances, such as 50% sodium hydroxide, scuppers must remain open | | |
| 12. Initial setup has been checked and  any unused connections are  blanked off and fully secured. Hoses and pipelines are made of suitable material for handling the specific additive. |  |  | |  | Due to the nature of Class 8 substances, such as 50% sodium hydroxide, product-resistant materials must be used. | | |
| 13. The bunker hose is correctly installed, fully secured, and properly connected to the manifolds on the receiving vessel and the delivering vessel.  Equipment to drain hoses or pipes is available in the bunker hose if needed. If multiple hoses are used, spray shields are fitted on hose connections. |  |  | |  | Due to the nature of Class 8 substances, such as 50% sodium hydroxide, product-resistant materials must be used. | | |
| 14. Overboard valves connected to the  cargo system, bilge, or bunker system are closed and sealed. |  |  | |  |  | | |
| 15. All additive tank hatches are closed. |  |  | |  |  | | |
| 16. The additive tank level is monitored at regular intervals.  A bunker overfill protection system must be in place and connected to the emergency pump shutdown system of the delivering vessel. |  |  | | A R | Monitoring interval no more  than ……. minutes | | |
| 17. A readily available stock of spill response material suitable for the additive is present for immediate use. |  |  | |  | Running water must be available for dilution of Class 8 substances, such as 50% sodium hydroxide. | | |
| 18. The main radio transmitter antennas are isolated and radars are switched off if a flammable additive is being bunkered. |  |  | |  | • Not applicable  - only required for flammable additives | | |
| 19. Fixed VHF/UHF transceivers and  AIS equipment are set to the correct power mode or switched off during the bunkering of a flammable additive. |  |  | |  | • Not applicable  - only required for flammable additives | | |
| 20. Smoking areas have been identified  and smoking restrictions are enforced. |  |  | | R | Designated smoking areas  tank truck:  Delivering vessel:  Receiving vessel: | | |
| 21. Regulations and procedures regarding open flames and ignition sources are strictly adhered to. |  |  | | R |  | | |
| 22. All external doors and windows in the  accommodation areas are closed. |  |  | | R |  | | |

**DECLARATION**

We have, jointly where applicable, reviewed the items on the checklist in accordance with the instructions and have verified that the entries have been made to the best of our knowledge.

We have also agreed to carry out any necessary rechecks and have confirmed

that the items coded ‘R’ in the checklist will be rechecked at intervals not exceeding \_\_\_\_\_ hours.

If, to the best of our knowledge, the status of any item changes, we will immediately notify the other party.

|  |  |
| --- | --- |
| For the receiving vessel | For the delivering vessel |
| Name  Rank  Signature  Date  Time | Name  Rank  Signature  Date  Time |
|  |  |

**Registration of repeated checks:**

|  |  |  |  |
| --- | --- | --- | --- |
| Date: |  |  |  |
| Time: |  |  |  |
| Initials receiving vessel: |  |  |  |
| Initials delivering vessel |  |  |  |