



## Appendix 1

# Gulf Oil Marine Lubricants Safety, Environmental Protection & Delivery Process Checklist (DPC)

To: Master / Chief Engineer

For the purpose of a safe and smooth Marine Lubricants delivery operation, please take a few minutes to go through our safety checklist (DPC) for which we need your kind assistance and acknowledgement.

No.	Safety, Environmental Protection & Delivery Process Checklist (DPC)	Check by Receiver	Check by Supplier	Remarks
1.	Are the mooring lines adequate for all anticipated conditions?	Yes / No	Yes / No	
2.	Are transfer hoses long enough for intended use and adequately supported to prevent undue strain on the hoses and couplings?	Yes / No	Yes / No	
3.	Are the transfer hoses in good condition with no visible signs of loose covers, kinks, bulges, soft spots or gouges, cuts and slashes which penetrate the hose reinforcement?	Yes / No	Yes / No	
4.	Are there qualified and designated personnel on duty on the vessel and on the barge / shore?	Yes / No	Yes / No	
5.	Are the transfer hoses connected to the manifold using new gaskets and with correctly tensioned bolts in every hole?	Yes / No	Yes / No	
6.	Are all flange connections on the transfer system not being used securely blanked and shut off?	Yes / No	Yes / No	
7.	Is adequate spill containment provided for all transfer hose connections?	Yes / No	Yes / No	
8.	Are all ship's scuppers or other overboard drains closed or plugged?	Yes / No	Yes / No	
9.	Are Non Smoking Regulation and Naked Light bans being enforced?	Yes / No	Yes / No	
10.	Is appropriate oil spill protection equipment readily available on ship and barge / shore?	Yes / No	Yes / No	
11.	Is the access between the barge / truck and the receiving vessel safe?	Yes / No	Yes / No	
12.	Are communication procedures established, tested and endorsed by vessel's officers and the delivery personnel?	Yes / No	Yes / No	
13.	Has a pre-transfer meeting been held to ensure mutual understanding of the following:-			
	Delivery Process checklist form?	Yes / No	Yes / No	
	Starting, stopping and shutdown?	Yes / No	Yes / No	
	Emergency shutdown procedure?	Yes / No	Yes / No	
	Watch and shift arrangement?	Yes / No	Yes / No	
	Notification before leaving stations?	Yes / No	Yes / No	
14.	Is the transfer system for true BULK correctly lined up for the transfer operation to be performed with sufficient ullage in the tank on customer's vessel to receive the nominated quantity?	Yes / No	Yes / No	
15.	Will you be appointing a representative to witness the opening and closing of the tank gauging / meter readings.	Name : _____ Rank : _____		

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No.	Safety, Environmental Protection & Delivery Process Checklist (DPC)	Remarks
16.	Who will be supervising the transfer operation and be responsible for ensuring that all safety and pollution prevention measures are complied with?	<b>Customer's Vessel</b> Name : _____ Rank : _____  <b>Supply Barge / Truck</b> Name : _____ Rank : _____
17.	What is the agreed maximum transfer rate for true BULK pumping? The supply barge / truck has a pumping capacity of about _____ metric tons or litres / hr	_____ metric tons or litres / hr (Kindly allows max. rate)
18.	What is the agreed maximum back pressure at customer's vessel manifold for BULK pumping?	_____ bar

**Important Notice**

1. In case of a Quantity Dispute, please kindly fill in the "Gulf Oil Marine Lubricants Customer Claim Form (MCC)" which our representatives will present to you. This will be used as an official document for settlement with the Shipowner. Gulf Oil Marine reserves the right to appoint an independent surveyor to investigate the dispute.
2. Your vessel's intake valve/s should not be closed without ensuring that pumping has stopped or purging of cargo hose completed.
3. Before delivery commence, kindly check through our Marine Lubricants Delivery Receipt for the correct grade and quantity which you have ordered.

**DECLARATION**

The undersigned representative of vessel named \_\_\_\_\_ has checked, where appropriate jointly with Gulf Oil Marine representative, the items on the checklist and have satisfied themselves that the entries made are correct to the best of their knowledge.

The following have also agreed on the measures to be employed should any emergency occur during Marine Lubricants Delivery operations.

For Customer's VESSEL	FOR GULF OIL MARINE SUPPLY BARGE / ROAD TANKER
Ship Name :	Barge / Vehicle No :
_____	_____
Name of Master or Chief Engineer :	Name of Cargo Officer :
_____	_____
Signature :	Signature :
_____	_____
Vessel's seal (chop) :	Barge's seal (chop) :
_____	_____