

SMM 7.2.6.3 Internal Fuel Transfer Checklist

Location: _____

Date: _____

Before Transfer Begins:

- ☐ Transfer plan completed by the 2nd Assistant Engineer, reviewed by 1st AE, and approved by CE.
The Master is the final authority to order and approve fuel transfer
- ☐ Dedicated transfer team selected and assigned from crew
- ☐ Qualified crew assigned transfer duties, including deck rover watch if needed. Relief watchstanders assigned duties as applicable
- ☐ Training session conducted as needed for crew members with transfer duties
- ☐ Piping diagrams and checklists posted and provided as needed
- ☐ Procedures for watch change discussed, if applicable
- ☐ Valve and vent systems aligned and checked by 1st AE or CE (at least 2 people)
- ☐ Emergency shutdown and response procedures discussed
- ☐ Transfer and level alarms tested
- ☐ Fixed Intercom ON and volume set and tested at all stations
- ☐ Radio frequency agreed and tested
- ☐ Tank levels checked, re-checked, and recorded for startup
- ☐ Pollution prevention equipment in place (scupper plugs, booms, buckets, pads, etc)
- ☐ Other departments notified of transfer ops
- ☐ Fuel Oil Transfer Assignments form signed by all participants

During Transfer:

- ☐ Changes to tank and valve alignment verified and approved by PIC
- ☐ Transfer started at low flow rate until confirmation of alignment
- ☐ Flow rates, pressures, and tank levels monitored and checked against plan
- ☐ Periodic communication checks made between personnel
- ☐ Flow rate slowed when topping off tank
- ☐ Transfer completion noted

After Transfer Ends:

- ☐ All scupper plugs that were installed to be removed
- ☐ Valves and vents for transfer system set as required
- ☐ Soundings final check and logged in Oil Record Book. Levels compared with transfer plan. Verify no liquid movement between tanks
- ☐ All departments notified, transfer operations completed