

SMM 7.2.8 Liquid Transfer Checklist

Applicability: This procedure shall apply to all fluid transfers to the vessel using a pressurized hose connected to fill a tank through a sounding tube or deck riser, except for fuel bunkering which is covered by existing procedures.

The Chief Engineer may designate the Engineering Officers as qualified to oversee filling the Potable Water tanks from the 01 Deck Riser without further reference to this procedure.

Procedure:

- The Chief Engineer shall be the person in charge of the transfer operation
- The Master or Mate on watch shall be notified of the operation prior to commencing
- Verify soundings and sufficient room in tank immediately prior to the transfer
- The connection to the tank sounding tube or riser shall be verified as correct by at least two licensed engineers.
- The Chief or First Assistant Engineer shall verify the connection and valve line up is correct before the transfer begins.
- Two to three people may be needed to enable a rapid shutdown. One to operate the pump or shutoff valve for the hose being used, one to watch the overflow vent, one to monitor the tank level by TLI or soundings.

Tank _____ Fluid Type _____ Tank Capacity _____ Amount in Tank _____ gal.
Planned Transfer Amount _____ gal.

Before Transfer Checklist

- ☐ Notify Mate on watch or Master of operation
- ☐ Verify the tank has sufficient room for intended transfer amount
- ☐ Connection verified by two licensed engineers,
- ☐ Connection and valve line up verified by C/E or 1AE before beginning
- ☐ Install the containment drain plug in the overflow containment of the destination tank.
- ☐ Place oil spill sausages around the containment when transferring into an oil storage tank i.e., Lube Oil, Hydraulic Oil or Gear Oil from the Aft Hold.
- ☐ Agree on radio frequency to use, or use of squawk boxes when possible.

During Transfer

- ☐ Maintain communication and monitor progress of the transfer.

After Transfer Checklist

- ☐ Notify Mate on watch or Master of completion
- ☐ Obtain final soundings when applicable
- ☐ Remove the containment drain plug in the overflow containment of the destination tank and re-stow sausages and transfer equipment.

Records

This form shall be signed by the Chief Engineer and scanned and stored in Sinex upon completion.