

	PORT OF FUJAIRAH			
	Document Title:	Agency Declaration- Offshore Delivery Transportation Checklist	Revision No.:	2
Document No.:	ATTACHMENT 34 NTM 148		Revision Date:	12.05.2025

Loading & Offloading of Spares/Stores/Chemicals/Lube Oil & General Items Onboard Service Boat for Offshore Delivery

To be Completed by the Service Boat Master

Service Boat Name (s): _____ Agent Name: _____

Preparation Before Loading

- ☐ Inspect all containers/packages (IBCs, ultratainers, drums, boxes) for visible damage or defects.
- ☐ Ensure tie-down straps are in good condition (no wear, frays, or corrosion).
- ☐ Check that the boat's lashing points are clean, free from rust, and functional.
- ☐ No Hot work or any other maintenance activity.
- ☐ Conduct a toolbox talk or briefing before starting the loading/offloading to ensure everyone understands their role and the safety procedures.
- ☐ Establish a clear hand signal or radio communication protocol.
- ☐ EMS Fire Extinguishing is Available

Positioning and Packaging

- ☐ Place cargo evenly on a flat, stable area of the open deck without exceeding deck load capacity.
- ☐ Maintain adequate distance from the edge of the deck.
- ☐ Drums must be securely boxed or palletized using strong containers suitable for lifting and lashing.
- ☐ Ensure segregation per IMDG compatibility chart. Verify CAS/UN numbers before loading Chemicals.

Securing with Tie-Down Straps

- ☐ Use only approved lashing eyes, not guards or hand railings.
- ☐ Straps passed centrally over the cargo and secured to lashing points on both sides.
- ☐ Straps are taut, secure, and do not damage packaging or cargo.
- ☐ Each pallet/unit is properly secured with additional straps if needed.

Operational Safety Measures

- ☐ Personal Protective Equipment (PPE) worn by all personnel: helmet, safety shoes, high-visibility vest, and safety glasses.
- ☐ Additional PPE (e.g., hearing protection, chemical-resistant clothing) as required.
- ☐ No access to the cargo deck during boat transit, mooring, and unmooring.
- ☐ Risk assessment completed and complied with.
- ☐ Work discussed and agreed with DB&GS department & Agency Loading Master.
- ☐ Lifting gear (slings, shackles, cranes) must be inspected before use and should have valid certification.
- ☐ Lifting gear used within its SWL (Safe Working Load).

Monitoring During Transit

- ☐ Regular inspection of cargo and lashings throughout the transit.
- ☐ Any loose or shifting items to be immediately secured or addressed.

Unloading & Post-Delivery Inspection

- ☐ Tie-down straps removed with caution.
- ☐ Cargo inspected for transit damage.
- ☐ Any damages reported immediately to the Port Authority.

Heavy Lift Cargo Above (6.5 Tons)

- ☐ Ensure every heavy lift operation is pre-authorized by DB&GS.
- ☐ Use tag lines to control lateral movement and prevent uncontrolled sway or rotation.
- ☐ Cargo fastened securely with tested rigging components.

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Oversized Cargo Above (3.0m (L), 2.0m (W), or 1.5m (H),)

- ☐ Ensure every heavy lift oversized cargo is pre-authorized by DB&GS.
- ☐ Use tag lines to control lateral movement and prevent uncontrolled sway or rotation.
- ☐ Cargo fastened securely with tested rigging components.

Chemical Handling & Environmental Safety

- ☐ HSE-reviewed Permit to Work and NOC approval obtained prior to chemical handling activity.
- ☐ Review and training on Safety Data Sheets (SDS) for all personnel involved in chemical handling.
- ☐ Maintain emergency spill kits and containment booms on site for immediate response.
- ☐ Ensure firefighting equipment is available and suitable for chemical fires.
- ☐ First aid and eye-wash stations available.
- ☐ SDS (Safety Data Sheets) for relevant cargo available onboard (Chemicals only).
- ☐ Implement immediate cordon-off protocol in case of a chemical leak or spill.

Gas Cylinder Handling Safety

- ☐ All gas cylinders must be transported using certified and secured racks only.

Service Boat Master Responsibilities

- ☐ No crew changes are conducted while in the Loading Bay.
- ☐ Confirm load density calculations to ensure cargo does not exceed the service boat's safe capacity.
- ☐ Verify that the boat is securely moored with properly fastened mooring lines to prevent unintended movement.
- ☐ Assign an able seaman to coordinate signaling between crane operator, shore personnel, and the loading master.
- ☐ Conduct a thorough risk assessment and enforce safety measures before, during, and after operations.
- ☐ Ensure all cargo is securely lashed and fastened before departure to prevent shifting during transit.
- ☐ Check that firefighting and emergency response equipment is available and functional onboard.
- ☐ Assess weather and sea conditions to confirm suitability for safe vessel departure.

Note: Declaration Compliance & Submission Requirements

- This declaration must be completed and signed by the Agency Operations Manager responsible for the service boats under their ownership or management.
- It is mandatory to submit this declaration only when requesting a Permit to Work PTW (NOC) from the HSE Department for the transportation of chemicals.**
- The declaration also applies to Spares/Stores/Lube Oil & General Items for offshore delivery from the service Harbour to Fujairah anchorage area and to be complied with by the Master of the Service Boat; however, no submission is required **except** transportation of Chemicals.

AGENT DECLARATION

I, the undersigned agent, hereby confirm that all procedures outlined above have been reviewed, understood, and shall be implemented during the loading, transit, and unloading of Spares/Stores/Chemicals/Lube Oil & General Items for offshore delivery from the service harbour to Fujairah anchorage area. I accept full responsibility on behalf of the agency and the service boat crew for ensuring safe and compliant operations throughout.

Agent Name: _____

Name of the Service Boat (s): _____

Date: _____

Signature & Stamp: _____

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The following lashing techniques are not acceptable:

