



Navigator Gas Shipmanagement **IMS - Processes & Procedures** **COM 02: Ship Shore Safety Checklist**

ISGOTT Checks pre-arrival Ship/Shore Safety Checklist

Vessel	Navigator Glory	Voyage No	2205(71)
Port / Terminal	Map Ta Phut / NFC	Type of Operation	Discharging
		Cargo	Ammonia
Date	23.03.2022	Time	08:30

PART 1A: TANKER: checks pre-arrival

Check	Yes	Remarks
01. Pre-arrival information is exchanged (6.5, 21.2)	<input checked="" type="checkbox"/>	VIA Agent
02. International shore fire connection is available (5.5, 19.4.3.1)	<input checked="" type="checkbox"/>	At gangway.
03. Transfer hoses are of suitable construction (18.2)	<input checked="" type="checkbox"/>	Singalflex SS304 single Braided Flexible hose; 8"x150 -> 12m length. Pressure tested: 09.03.2022
04. Terminal information booklet reviewed (15.2.2)	<input checked="" type="checkbox"/>	
05. Pre-berthing information is exchanged (21.3, 22.3)	<input checked="" type="checkbox"/>	VIA Agent.
06. Pressure/vacuum valves and/or high velocity vents are operational (11.1.8)	<input checked="" type="checkbox"/>	SRVs -> MARVS setting 0,45bar(G)
07. Fixed and portable oxygen analysers are operational (2.4)	<input checked="" type="checkbox"/>	Gas detectors.

PART 2: TERMINAL: checks pre-arrival

Check	Yes	Remarks
12. Pre-arrival information is exchanged (6.5, 21.2)	✓	
13. International shore fire connection is available (5.5, 19.4.3.1)	✓	
14. Transfer equipment is of suitable construction (18.1, 18.2)	✓	
15. Terminal information booklet transmitted to tanker (15.2.2)	✓	
16. Pre-berthing information is exchanged (21.3, 22.3)	✓	



Navigator Gas Shipmanagement **IMS - Processes & Procedures** **COM 02: Ship Shore Safety Checklist**

ISGOTT Checks after mooring Ship/Shore Safety Checklist

PART 3: TANKER: checks after mooring

Check	Yes	Remarks
17. Fendering is effective (22.4.1)	<input checked="" type="checkbox"/>	
18. Mooring arrangement is effective (22.2, 22.4.3)	<input checked="" type="checkbox"/>	F: 4x2 // A: 4x2;
19. Access to and from the tanker is safe (16.4)	<input checked="" type="checkbox"/>	Ship's accommodation ladder.
20. Scuppers and savealls are plugged (23.7.4, 23.7.5)	<input checked="" type="checkbox"/>	As required.
21. Cargo system sea connections and overboard discharges are secured (23.7.3)	<input checked="" type="checkbox"/>	Stbd side cooling water outlet for CSW Pump.
22. Very high frequency and ultra high frequency transceivers are set to low power mode (4.11.6, 4.13.2.2)	<input checked="" type="checkbox"/>	1 Watt.
23. External openings in superstructures are controlled (23.1)	<input checked="" type="checkbox"/>	One entrance/exit.
24. Pumproom ventilation is effective (10.12.2)	<input checked="" type="checkbox"/>	Compressor Room.
25. Medium frequency/high frequency radio antennae are isolated (4.11.4, 4.13.2.1)	<input checked="" type="checkbox"/>	Switched off
26. Accommodation spaces are at positive pressure (23.2)	<input checked="" type="checkbox"/>	
27. Fire control plans are readily available (9.11.2.5)	<input checked="" type="checkbox"/>	At gangway, Port & Stbd of Accommodation.

PART 4: TERMINAL: checks after mooring

Check	Yes	Remarks
28. Fendering is effective (22.4.1)	<input checked="" type="checkbox"/>	
29. Tanker is moored according to the terminal mooring plan (22.2, 22.4.3)	<input checked="" type="checkbox"/>	
30. Access to and from the terminal is safe (16.4)	<input checked="" type="checkbox"/>	
31. Spill containment and sumps are secure (18.4.2, 18.4.3, 23.7.4, 23.7.5)	<input checked="" type="checkbox"/>	



Navigator Gas Shipmanagement **IMS - Processes & Procedures** **COM 04: Ship Shore Agreement Cargo**

Part 5 Item	Agreement	Details	Remarks	Ship Initials	Terminal Initials
32	Tanker manoeuvring readiness	Notice period (maximum) for full readiness to manoeuvre:	1 hour notice.	DD	MPW
		Period of disablement (if permitted):	N/A.	AA	MPW
33	Security protocols	Security level:	MARSEC 1.	DD	MPW
		Local requirements:	MARSEC 1.	AS	MPW
33	Effective tanker/terminal Communications	Primary system:	Shore radio Channel 1.	DD	MPW
		Backup system:	Loading Master on board.	DD	MPW
35	Operational supervision and Watchkeeping	Tanker:	C/O, 2xOOW, G/E and Deck watch	DD	MPW
		Terminal:	Loading Master.	DD	MPW
37 38	Dedicated smoking areas and naked lights restrictions	Tanker:	Duty Messroom -> A Deck	DD	MPW
		Terminal:	Not allowed.	DD	MPW
45	Maximum wind, current and sea/swell criteria or other environmental factors	Stop cargo transfer:	28kts. 17 kts.	DD	MPW
		Disconnect:	30kts. 25 kts.	DD	MPW
		Unberth:	32kts. 20 kts.	DD	MPW
45 46	Limits for cargo, bunkers and ballast handling	Maximum transfer rates:	Ship: 450mt/hr; Terminal: 450mt/hr. Agreed: 400mt/hr.	DD	MPW
		Topping-off rates:	50mt/hr.	DD	MPW
		Maximum manifold pressure (Bar/psi):	Ship: 14bar(G); Shore: 4.5bar(G); Agreed 4bar(G).	DD	MPW
		Cargo temperature (C°):	-33.3°C	DD	MPW
		Other limitations:	Nil.	DD	MPW
45 46	Pressure surge control	Minimum number of cargo tanks open:	One CT.	DD	MPW
		Tank switching protocols:	No tank switching.	DD	N/A
		Full load rate:	Agreed: 400 mt/hr.	DD	MPW
		Topping-off rate:	50 mt/hr.	DD	N/A
		Closing time of automatic valves:	28 seconds.	DD	N/A
46	Cargo transfer management Procedures	Action notice periods:	1 hour -> 30min -> 5min.	DD	MPW
		Transfer stop protocols:	Ship's stop.	DD	MPW
50	Routine for regular checks on cargo transferred are agreed	Routine transferred quantity checks:	As requested by the Terminal.	DD	MPW



Navigator Gas Shipmanagement **IMS - Processes & Procedures** **COM 04: Ship Shore Agreement Cargo**

Part 5 Item	Agreement	Details	Remarks	Ship Initials	Terminal Initials
51	Emergency signals	Tanker:	3 x STOP; Long blast on Ship's whistle.	DD	NTW
		Terminal:	3 x STOP.	DD	NTW
55	Tank venting system	Procedure:	N/A.	DD	N/A
55	Closed operations	Requirements:	All operations.	DD	N/A
56	Vapour return line	Operational parameters:	N/A.	DD	N/A
		Maximum flow rate:	N/A.	DD	N/A
60	Nitrogen supply from terminal	Procedures to receive:	N/A.	DD	N/A
		Maximum pressure:	N/A.	DD	N/A
		Flow rate:	N/A.	DD	N/A
83	Cargo tanks relief valve settings	Tanks / Settings	SRVs -> MARVS setting 0,45bar(G)	DD	N/A
	Exceptions and additions	Special issues that both parties should be aware of:	N/A.	DD	N/A

Remarks: - Cargo Compressors -> In use for Cargo conditioning and cool-down till required temperature.
 - Cargo Deepwell Pump/s -> Up to 2 pumps max., planned to be used.
 - Cargo Heater/Vaporizer -> In use as Vaporizer to maintain Cargo Tank pressure while discharging.
 - Cargo Booster Pump/s -> Not in use.
 - Cargo discharge sequence: Cargo will be discharged from CT's 2 P&S till completed parcel.
 Completion sequence CT's 2.
 Max. working pressure of Cargo Hose is 14Bar(G).

!!!DUE TO COVID-19 PRECAUTIONS SHORE PERSONNEL ATTENDING VESSEL MUST BE LIMITED TO NECESSARY MINIMUM. VISITORS ARE ALLOWED TO REMAIN IN CCR, CONFERENCE ROOM AND USE MAIN DECK TOILET. VISIT TIME SHOULD BE LIMITED TO MINIMUM NECESSARY FOR SAFE OPERATION!!!





Navigator Gas Shipmanagement IMS - Processes & Procedures COM 02: Ship/Shore Checklist

ISGOTT Checks pre-transfer Ship/Shore Safety Checklist

Vessel	Navigator Glory	Voyage No	2205(71)
Port / Terminal	Map Ta Phut / NFC	Type of Operation	Discharging
		Cargo	Ammonia
Date	25.03.2022	Time	13:50

PART 5A: Tanker and terminal: pre-transfer conference

Check	Ship	Terminal	Remarks
32. Tanker is ready to move at agreed notice period (9.11, 21.7.1.1, 22.5.4)	<input checked="" type="checkbox"/>	✓	1 hour notice.
33. Effective tanker and terminal communications are established (21.1.1, 21.1.2)	<input checked="" type="checkbox"/>	✓	As per Ship Shore Agreement.
34. Transfer equipment is in safe condition (isolated, drained and de-pressurised) (18.4.1)	<input checked="" type="checkbox"/>	N/A	
35. Operation supervision and watchkeeping is adequate (7.9, 23.11)	<input checked="" type="checkbox"/>	✓	C/O, 2xOOW, G/E and Deck watch.
36. There are sufficient personnel to deal with an emergency (9.11.2.2, 23.11)	<input checked="" type="checkbox"/>	✓	All personnel on board.
37. Smoking restrictions and designated smoking areas are established (4.10, 23.10)	<input checked="" type="checkbox"/>	No	Duty messroom -> A Deck.
38. Naked light regulations are established	<input checked="" type="checkbox"/>	N/A	Not allowed on Deck.
39. Control of electrical and electronic devices is agreed (4.11, 4.12)	<input checked="" type="checkbox"/>	✓	Ex proof / intrinsically safe only on Deck.
40. Means of emergency escape from both tanker and terminal are established (20.5)	<input checked="" type="checkbox"/>	✓	FFLB.
41. Firefighting equipment is ready for use (5, 19.4, 23.8)	<input checked="" type="checkbox"/>	✓	
42. Oil spill clean-up material is available (20.4)	<input checked="" type="checkbox"/>	✓	
43. Manifolds are properly connected (23.6.1)	<input checked="" type="checkbox"/>	✓	
44. Sampling and gauging protocols are agreed (23.5.3.2, 23.7.7.5)	<input checked="" type="checkbox"/>	✓	As per Ship Shore Agreement.
45. Procedures for cargo, bunkers and ballast handling operations are agreed (21.4, 21.5, 21.6)	<input checked="" type="checkbox"/>	✓	As per Ship Shore Agreement.
46. Cargo transfer management controls are agreed (12.1)	<input checked="" type="checkbox"/>	✓	As per Ship Shore Agreement.
47. Cargo tank cleaning requirements, including crude oil washing, are agreed (12.3, 12.5, 21.4.1)	<input checked="" type="checkbox"/>	N/A	N/A.
48. Cargo tank gas freeing arrangements agreed (12.4)	<input checked="" type="checkbox"/>	N/A	N/A.
49. Cargo and bunker slop handling requirements agreed (12.1, 21.2, 21.4)	<input checked="" type="checkbox"/>	N/A	N/A.
50. Routine for regular checks on cargo transferred are agreed (23.7.2)	<input checked="" type="checkbox"/>	✓	As per Ship Shore Agreement.
51. Emergency signals and shutdown procedures are agreed (12.1.6.3, 18.5, 21.1.2)	<input checked="" type="checkbox"/>	✓	As per Ship Shore Agreement.
52. Safety data sheets are available (1.4.4, 20.1, 21.4)	<input checked="" type="checkbox"/>	✓	Provided to Terminal.
53. Hazardous properties of the products to be transferred are discussed (1.2, 1.4)	<input checked="" type="checkbox"/>	✓	As per MSDS.



Navigator Gas Shipmanagement IMS - Processes & Procedures COM 02: Ship/Shore Checklist

Check	Ship	Terminal	Remarks
54. Electrical insulation of the tanker/terminal interface is effective (12.9.5, 17.4, 18.2.14)	<input checked="" type="checkbox"/>	✓	Bonding wire connected.
55. Tank venting system and closed operation procedures are agreed (11.3.3.1, 21.4, 21.5, 23.3.3)	<input checked="" type="checkbox"/>	N/A	N/A.
56. Vapour return line operational parameters are agreed (11.5, 18.3, 23.7.7)	<input checked="" type="checkbox"/>	N/A	N/A.
57. Measures to avoid back-filling are agreed (12.1.13.7)	<input checked="" type="checkbox"/>	✓	HLA alarms and Non return V/V's fitted.
58. Status of unused cargo and bunker connections is satisfactory (23.7.1, 23.7.6)	<input checked="" type="checkbox"/>	✓	
59. Portable very high frequency and ultra high frequency radios are intrinsically safe (4.12.4, 21.1.1)	<input checked="" type="checkbox"/>	✓	
60. Procedures for receiving nitrogen from terminal to cargo tank are agreed (12.1.14.8)	<input checked="" type="checkbox"/>	✓	N/A.

PART 5C: Additional for gas tankers Checks pre-transfer

Check	Ship	Terminal	Remarks
71. Inhibition certificate received (if required) from manufacturer	<input checked="" type="checkbox"/>	N/A	N/A.
72. Water spray system is operational (5.3.1, 19.4.3)	<input checked="" type="checkbox"/>	✓	In AUTO mode. Tested: 16.03.2022
73. Appropriate personal protective equipment is identified and available (4.8.1)	<input checked="" type="checkbox"/>	✓	As per Company PPE Matrix.
74. Remote control valves are operational	<input checked="" type="checkbox"/>	N/A	
75. Cargo pumps and compressors are operational	<input checked="" type="checkbox"/>	N/A	
76. Maximum working pressures are agreed between tanker and terminal (21.4, 21.5, 21.6)	<input checked="" type="checkbox"/>	✓	As per Ship Shore Agreement.
77. Reliquefaction or boil-off control equipment is operational	<input checked="" type="checkbox"/>	✓	
78. Gas detection equipment is appropriately set for the cargo (2.4)	<input checked="" type="checkbox"/>	✓	Upper and lower position.
79. Cargo system gauge operation and alarm set points are confirmed (12.1.6.6.1)	<input checked="" type="checkbox"/>	✓	
80. Emergency shutdown systems are tested and operational (18.5)	<input checked="" type="checkbox"/>	✓	
81. Cargo handling rate and relationship with valve closure times and automatic shutdown systems is agreed (16.8, 21.4, 21.5, 21.6)	<input checked="" type="checkbox"/>	✓	ESD + 28sec.
82. Maximum/minimum temperatures/pressures of the cargo to be transferred are agreed (21.4, 21.5, 21.6)	<input checked="" type="checkbox"/>	✓	As per Ship Shore Agreement.
83. Cargo tank relief valve settings are confirmed (12.11, 21.2, 21.4)	<input checked="" type="checkbox"/>	✓	SRVs -> MARVS setting 0,45bar(G)



Navigator Gas Shipmanagement IMS - Processes & Procedures COM 02: Ship/Shore Checklist

PART 7A: General tanker: checks pre-transfer

Check	Ship	Remarks
84. Portable drip trays are correctly positioned and empty (23.7.5)	<input checked="" type="checkbox"/>	Fixed trays, filled with water.
85. Individual cargo tank inert gas supply valves are secured for cargo plan (12.1.13.4)	<input checked="" type="checkbox"/>	Not in use during this operation.
86. Inert gas system delivering inert gas with oxygen content not more than 5% (11.1.3)	<input checked="" type="checkbox"/>	Not in use during this operation.
87. Cargo tank high level alarms are operational (12.1.6.6.1)	<input checked="" type="checkbox"/>	HLA: 95% > 98.5% > 99%.
88. All cargo, ballast and bunker tanks openings are secured (23.3)	<input checked="" type="checkbox"/>	



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DECLARATION

We the undersigned have checked the items in the applicable parts 1 to 7 as marked and signed below:

		Ship	Terminal
Part 1A	Tanker: checks pre-arrival	✓	NTW
Part 1B	Tanker: checks pre-arrival if using an inert gas system	N/A	N/A
Part 2	Terminal: checks pre-arrival	✓	NTW
Part 3	Tanker: checks after mooring	✓	NTW
Part 4	Terminal: checks after mooring	✓	NTW
Part 5A	Tanker and terminal: pre-transfer conference	✓	NTW
Part 5B	Tanker and terminal: bulk liquid chemicals. Checks pre-transfer	N/A	N/A
Part 5C	Tanker and terminal: liquefied gas. Checks pre-transfer	✓	NTW
Part 6	Tanker and terminal: agreements pre-transfer	✓	NTW
Part 7A	General tanker: checks pre-transfer	✓	NTW
Part 7B	Tanker: checks pre-transfer if crude oil washing is planned	N/A	N/A
Part 7C	Tanker: checks prior to tank cleaning and/or gas freeing	✓	NTW

In accordance with the guidance instructions and have satisfied ourselves that the entries we have made are correct to the best of our knowledge.

We have also made arrangements to carry out repetitive checks as necessary and agreed that those items listed below for ship and the terminal must be **re-checked** at intervals

not exceeding 4 hours.

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

**CHIEF OFFICER
NAVIGATOR GLORY**



Navigator Gas Shipmanagement IMS - Processes & Procedures COM 02: Ship Shore Safety Checklist

ISGOTT Checks pre-arrival Ship/Shore Safety Checklist

Vessel	Navigator Glory	Voyage No	2206 (72)
Port / Terminal	Maptaphut - NFC	Type of Operation	Discharging
		Cargo	Ammonia
Date	08.04.2022	Time	08:30

PART 1A: TANKER: checks pre-arrival

Check	Yes	Remarks
01. Pre-arrival information is exchanged (6.5, 21.2)	<input checked="" type="checkbox"/>	VIA Agent
02. International shore fire connection is available (5.5, 19.4.3.1)	<input checked="" type="checkbox"/>	At gangway.
03. Transfer hoses are of suitable construction (18.2)	<input checked="" type="checkbox"/>	Singalflex SS304 single Braided Flexible hose; 8"x150 -> 12m length. Pressure tested: 09.03.2022
04. Terminal information booklet reviewed (15.2.2)	<input checked="" type="checkbox"/>	
05. Pre-berthing information is exchanged (21.3, 22.3)	<input checked="" type="checkbox"/>	VIA Agent
06. Pressure/vacuum valves and/or high velocity vents are operational (11.1.8)	<input checked="" type="checkbox"/>	SRVs -> MARVS setting 0,45bar(G)
07. Fixed and portable oxygen analysers are operational (2.4)	<input checked="" type="checkbox"/>	Gas detectors.

PART 2: TERMINAL: checks pre-arrival

Check	Yes	Remarks
12. Pre-arrival information is exchanged (6.5, 21.2)	/	
13. International shore fire connection is available (5.5, 19.4.3.1)	/	
14. Transfer equipment is of suitable construction (18.1, 18.2)	/	
15. Terminal information booklet transmitted to tanker (15.2.2)	/	
16. Pre-berthing information is exchanged (21.3, 22.3)	/	



Navigator Gas Shipmanagement IMS - Processes & Procedures COM 02: Ship Shore Safety Checklist

ISGOTT Checks after mooring Ship/Shore Safety Checklist

PART 3: TANKER: checks after mooring

Check	Yes	Remarks
17. Fendering is effective (22.4.1)	<input checked="" type="checkbox"/>	
18. Mooring arrangement is effective (22.2, 22.4.3)	<input checked="" type="checkbox"/>	F: 4x2 // A: 4x2;
19. Access to and from the tanker is safe (16.4)	<input checked="" type="checkbox"/>	Ship's accommodation ladder.
20. Scuppers and savealls are plugged (23.7.4, 23.7.5)	<input checked="" type="checkbox"/>	As required.
21. Cargo system sea connections and overboard discharges are secured (23.7.3)	<input checked="" type="checkbox"/>	Stbd side cooling water outlet for CSW Pump.
22. Very high frequency and ultra high frequency transceivers are set to low power mode (4.11.6, 4.13.2.2)	<input checked="" type="checkbox"/>	1 Watt.
23. External openings in superstructures are controlled (23.1)	<input checked="" type="checkbox"/>	One entrance/exit.
24. Pumproom ventilation is effective (10.12.2)	<input checked="" type="checkbox"/>	Compressor Room
25. Medium frequency/high frequency radio antennae are isolated (4.11.4, 4.13.2.1)	<input checked="" type="checkbox"/>	Switched off
26. Accommodation spaces are at positive pressure (23.2)	<input checked="" type="checkbox"/>	
27. Fire control plans are readily available (9.11.2.5)	<input checked="" type="checkbox"/>	At gangway, Port & Stbd of Accommodation

PART 4: TERMINAL: checks after mooring

Check	Yes	Remarks
28. Fendering is effective (22.4.1)	/	
29. Tanker is moored according to the terminal mooring plan (22.2, 22.4.3)	/	
30. Access to and from the terminal is safe (16.4)	/	
31. Spill containment and sumps are secure (18.4.2, 18.4.3, 23.7.4, 23.7.5)	/	



Navigator Gas Shipmanagement IMS - Processes & Procedures COM 04: Ship Shore Agreement Cargo

Part 5 Item	Agreement	Details	Remarks	Ship Initials	Terminal Initials
32	Tanker manoeuvring readiness	Notice period (maximum) for full readiness to manoeuvre:	1 hour notice	DD	MPH
		Period of disablement (if permitted):	N/A.	DD	MPH
33	Security protocols	Security level:	MARSEC 1.	DD	MPH
		Local requirements:	MARSEC 1.	DD	MPH
33	Effective tanker/terminal Communications	Primary system:	Shore radio Channel 1.	DD	MPH
		Backup system:	Loading Master on board	DD	MPH
35	Operational supervision and Watchkeeping	Tanker:	C/O, 2xOOW, G/E and Deck watch	DD	MPH
		Terminal:	Loading Master.	DD	MPH
37 38	Dedicated smoking areas and naked lights restrictions	Tanker:	Duty Messroom -> A Deck	DD	MPH
		Terminal:	Not allowed.	DD	MPH
45	Maximum wind, current and sea/swell criteria or other environmental factors	Stop cargo transfer:	28kts. 25.	DD	MPH
		Disconnect:	30kts. ✓	DD	MPH
		Unberth:	32kts. ✓	DD	MPH
45 46	Limits for cargo, bunkers and ballast handling	Maximum transfer rates:	Ship: 450mt/hr; Terminal: 450mt/hr. Agreed: 400mt/hr.	DD	MPH
		Topping-off rates:	50mt/hr	DD	MPH
		Maximum manifold pressure (Bar/psi):	Ship: 14bar(G); Shore: 4.5bar(G); Agreed 4bar(G).	DD	MPH
		Cargo temperature (C°):	-33.3°C	DD	MPH
		Other limitations:	Nil.	DD	MPH
45 46	Pressure surge control	Minimum number of cargo tanks open:	One CT	DD	MPH
		Tank switching protocols:	No tank switching.	DD	MPH
		Full load rate:	Agreed: 400 mt/hr	DD	MPH
		Topping-off rate:	50 mt/hr.	DD	MPH
		Closing time of automatic valves:	28 seconds.	DD	MPH
46	Cargo transfer management Procedures	Action notice periods:	1 hour -> 30min -> 5min.	DD	MPH
		Transfer stop protocols:	Ship's stop.	DD	MPH
50	Routine for regular checks on cargo transferred are agreed	Routine transferred quantity checks:	As requested by the Terminal.	DD	MPH



Navigator Gas Shipmanagement IMS - Processes & Procedures COM 02: Ship/Shore Checklist

ISGOTT Checks pre-transfer Ship/Shore Safety Checklist

Vessel	Navigator Glory	Voyage No	2206 (72)
Port / Terminal	Maptaphut - NFC	Type of Operation	Discharging
		Cargo	Ammonia
Date	09.04.2022	Time	16:40

PART 5A: Tanker and terminal: pre-transfer conference

Check	Ship	Terminal	Remarks
32. Tanker is ready to move at agreed notice period (9.11, 21.7.1.1, 22.5.4)	<input checked="" type="checkbox"/>	/	1 hour notice.
33. Effective tanker and terminal communications are established (21.1.1, 21.1.2)	<input checked="" type="checkbox"/>	/	As per Ship Shore Agreement.
34. Transfer equipment is in safe condition (isolated, drained and de-pressurised) (18.4.1)	<input checked="" type="checkbox"/>	/	
35. Operation supervision and watchkeeping is adequate (7.9, 23.11)	<input checked="" type="checkbox"/>	/	C/O, 2xOOW, G/E and Deck watch
36. There are sufficient personnel to deal with an emergency (9.11.2.2, 23.11)	<input checked="" type="checkbox"/>	/	All personnel on board.
37. Smoking restrictions and designated smoking areas are established (4.10, 23.10)	<input checked="" type="checkbox"/>	MA	Duty messroom -> A Deck.
38. Naked light regulations are established	<input checked="" type="checkbox"/>	/	Not allowed on Deck.
39. Control of electrical and electronic devices is agreed (4.11, 4.12)	<input checked="" type="checkbox"/>	/	Ex proof / intrinsically safe only on Deck.
40. Means of emergency escape from both tanker and terminal are established (20.5)	<input checked="" type="checkbox"/>	/	FFLB.
41. Firefighting equipment is ready for use (5, 19.4, 23.8)	<input checked="" type="checkbox"/>	/	
42. Oil spill clean-up material is available (20.4)	<input checked="" type="checkbox"/>	/	
43. Manifolds are properly connected (23.6.1)	<input checked="" type="checkbox"/>	/	
44. Sampling and gauging protocols are agreed (23.5.3.2, 23.7.7.5)	<input checked="" type="checkbox"/>	/	As per Ship Shore Agreement.
45. Procedures for cargo, bunkers and ballast handling operations are agreed (21.4, 21.5, 21.6)	<input checked="" type="checkbox"/>	/	As per Ship Shore Agreement.
46. Cargo transfer management controls are agreed (12.1)	<input checked="" type="checkbox"/>	/	As per Ship Shore Agreement.
47. Cargo tank cleaning requirements, including crude oil washing, are agreed (12.3, 12.5, 21.4.1)	<input checked="" type="checkbox"/>	MA	N/A
48. Cargo tank gas freeing arrangements agreed (12.4)	<input checked="" type="checkbox"/>	N/A	N/A
49. Cargo and bunker slop handling requirements agreed (12.1, 21.2, 21.4)	<input checked="" type="checkbox"/>	N/A	N/A
50. Routine for regular checks on cargo transferred are agreed (23.7.2)	<input checked="" type="checkbox"/>	/	As per Ship Shore Agreement.
51. Emergency signals and shutdown procedures are agreed (12.1.6.3, 18.5, 21.1.2)	<input checked="" type="checkbox"/>	/	As per Ship Shore Agreement.
52. Safety data sheets are available (1.4.4, 20.1, 21.4)	<input checked="" type="checkbox"/>	/	Provided to Terminal.
53. Hazardous properties of the products to be transferred are discussed (1.2, 1.4)	<input checked="" type="checkbox"/>	/	As per MSDS.



Navigator Gas Shipmanagement IMS - Processes & Procedures COM 02: Ship/Shore Checklist

Check	Ship	Terminal	Remarks
54. Electrical insulation of the tanker/terminal interface is effective (12.9.5, 17.4, 18.2.14)	<input checked="" type="checkbox"/>	/	Bonding wire connected.
55. Tank venting system and closed operation procedures are agreed (11.3.3.1, 21.4, 21.5, 23.3.3)	<input checked="" type="checkbox"/>	N/A	N/A
56. Vapour return line operational parameters are agreed (11.5, 18.3, 23.7.7)	<input checked="" type="checkbox"/>	N/A	N/A
57. Measures to avoid back-filling are agreed (12.1.13.7)	<input checked="" type="checkbox"/>	✓	HLA alarms and Non return V/V's fitted.
58. Status of unused cargo and bunker connections is satisfactory (23.7.1, 23.7.6)	<input checked="" type="checkbox"/>	/	
59. Portable very high frequency and ultra high frequency radios are intrinsically safe (4.12.4, 21.1.1)	<input checked="" type="checkbox"/>	/	
60. Procedures for receiving nitrogen from terminal to cargo tank are agreed (12.1.14.8)	<input checked="" type="checkbox"/>	N/A	N/A

PART 5C: Additional for gas tankers Checks pre-transfer

Check	Ship	Terminal	Remarks
71. Inhibition certificate received (if required) from manufacturer	<input checked="" type="checkbox"/>	N/A	N/A.
72. Water spray system is operational (5.3.1, 19.4.3)	<input checked="" type="checkbox"/>	✓	In AUTO mode. Tested: 16.03.2022
73. Appropriate personal protective equipment is identified and available (4.8.1)	<input checked="" type="checkbox"/>	✓	As per Company PPE Matrix.
74. Remote control valves are operational	<input checked="" type="checkbox"/>	/	
75. Cargo pumps and compressors are operational	<input checked="" type="checkbox"/>	✓	
76. Maximum working pressures are agreed between tanker and terminal (21.4, 21.5, 21.6)	<input checked="" type="checkbox"/>	✓	As per Ship Shore Agreement.
77. Reliquefaction or boil-off control equipment is operational	<input checked="" type="checkbox"/>	/	
78. Gas detection equipment is appropriately set for the cargo (2.4)	<input checked="" type="checkbox"/>	/	Upper and lower position.
79. Cargo system gauge operation and alarm set points are confirmed (12.1.6.6.1)	<input checked="" type="checkbox"/>	/	
80. Emergency shutdown systems are tested and operational (18.5)	<input checked="" type="checkbox"/>	/	
81. Cargo handling rate and relationship with valve closure times and automatic shutdown systems is agreed (16.8, 21.4, 21.5, 21.6)	<input checked="" type="checkbox"/>	/	ESD + 28sec.
82. Maximum/minimum temperatures/pressures of the cargo to be transferred are agreed (21.4, 21.5, 21.6)	<input checked="" type="checkbox"/>	/	As per Ship Shore Agreement.
83. Cargo tank relief valve settings are confirmed (12.11, 21.2, 21.4)	<input checked="" type="checkbox"/>	/	SRVs -> MARVS setting 0,45bar(G)



Navigator Gas Shipmanagement **IMS - Processes & Procedures** **COM 04: Ship Shore Agreement Cargo**

Part 5 Item	Agreement	Details	Remarks	Ship Initials	Terminal Initials
51	Emergency signals	Tanker:	3 x STOP; Long blast on Ship's whistle	BD	NPW
		Terminal:	3 x STOP.	BD	NPW
55	Tank venting system	Procedure:	N/A.	BD	NPW
55	Closed operations	Requirements:	All operations.	BD	NPW
56	Vapour return line	Operational parameters:	N/A.	BD	NPW
		Maximum flow rate:	N/A.	BD	NPW
60	Nitrogen supply from terminal	Procedures to receive:	N/A.	BD	NPW
		Maximum pressure:	N/A.	BD	NPW
		Flow rate:	N/A.	BD	NPW
83	Cargo tanks relief valve settings	Tanks / Settings	SRVs -> MARVS setting 0,45bar(G)	BD	NPW
	Exceptions and additions	Special issues that both parties should be aware of:	N/A.	BD	NPW

Remarks: - Compressors ->Not in use for this operation.

- Cargo Deepwell Pump/s -> Up to 2 pumps max., planned to be used.

- Cargo Heater/Vaporizer -> In use as Vaporizer to maintain Cargo Tank pressure while discharging.

- Cargo Booster Pump/s -> Not in use.

- Cargo discharge sequence: Cargo will be discharged from CT's 2 P&S till completed parcel.

Completion sequence CT's 2.

Max. working pressure of Cargo Hose is 14Bar(G).

!!!DUE TO COVID-19 PRECAUTIONS SHORE PERSONNEL ATTENDING VESSEL MUST BE LIMITED TO NECESSARY MINIMUM. VISITORS ARE ALLOWED TO REMAIN IN CCR, CONFERENCE ROOM AND USE MAIN DECK TOILET. VISIT TIME SHOULD BE LIMITED TO MINIMUM NECESSARY FOR SAFE OPERATION!!!



Navigator Gas Shipmanagement IMS - Processes & Procedures COM 02: Ship/Shore Checklist

DECLARATION

We the undersigned have checked the items in the applicable parts 1 to 7 as marked and signed below:

		Ship	Terminal
Part 1A	Tanker: checks pre-arrival		✓
Part 1B	Tanker: checks pre-arrival if using an inert gas system	N/A	N/A
Part 2	Terminal: checks pre-arrival		✓
Part 3	Tanker: checks after mooring		✓
Part 4	Terminal: checks after mooring		/
Part 5A	Tanker and terminal: pre-transfer conference		/
Part 5B	Tanker and terminal: bulk liquid chemicals. Checks pre-transfer	N/A	N/A
Part 5C	Tanker and terminal: liquefied gas. Checks pre-transfer		✓
Part 6	Tanker and terminal: agreements pre-transfer		/
Part 7A	General tanker: checks pre-transfer		/
Part 7B	Tanker: checks pre-transfer if crude oil washing is planned	N/A	N/A
Part 7C	Tanker: checks prior to tank cleaning and/or gas freeing		/

In accordance with the guidance instructions and have satisfied ourselves that the entries we have made are correct to the best of our knowledge.

We have also made arrangements to carry out repetitive checks as necessary and agreed that those items listed below for ship and the terminal must be **re-checked** at intervals

not exceeding 4 hours.

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





Navigator Gas Shipmanagement IMS - Processes & Procedures COM 02: Ship/Shore Checklist

PART 7A: General tanker: checks pre-transfer

Check		Ship	Remarks
84.	Portable drip trays are correctly positioned and empty (23.7.5)	<input checked="" type="checkbox"/>	Fixed trays, filled with water.
85.	Individual cargo tank inert gas supply valves are secured for cargo plan (12.1.13.4)	<input checked="" type="checkbox"/>	Not in use during this operation.
86.	Inert gas system delivering inert gas with oxygen content not more than 5% (11.1.3)	<input checked="" type="checkbox"/>	Not in use during this operation.
87.	Cargo tank high level alarms are operational (12.1.6.6.1)	<input checked="" type="checkbox"/>	HLA: 95% > 98.5% > 99%.
88.	All cargo, ballast and bunker tanks openings are secured (23.3)	<input checked="" type="checkbox"/>	



Navigator Gas Shipmanagement IMS - Processes & Procedures COM 02: Ship Shore Safety Checklist

ISGOTT Checks pre-arrival Ship/Shore Safety Checklist

Vessel	Navigator Glory	Voyage No	2210(76)
Port / Terminal	Maptaphut - NFC	Type of Operation	Discharging
		Cargo	Ammonia
Date	28.05.2022	Time	15:00

PART 1A: TANKER: checks pre-arrival

Check	Yes	Remarks
01. Pre-arrival information is exchanged (6.5, 21.2)	<input checked="" type="checkbox"/>	VIA Agent
02. International shore fire connection is available (5.5, 19.4.3.1)	<input checked="" type="checkbox"/>	At gangway.
03. Transfer hoses are of suitable construction (18.2)	<input checked="" type="checkbox"/>	Singalflex SS304 single Braided Flexible hose; 8"x150 -> 12m length. Pressure tested: 09.03.2022
04. Terminal information booklet reviewed (15.2.2)	<input checked="" type="checkbox"/>	
05. Pre-berthing information is exchanged (21.3, 22.3)	<input checked="" type="checkbox"/>	VIA Agent
06. Pressure/vacuum valves and/or high velocity vents are operational (11.1.8)	<input checked="" type="checkbox"/>	SRVs -> MARVS setting 0,45bar(G)
07. Fixed and portable oxygen analysers are operational (2.4)	<input checked="" type="checkbox"/>	Gas detectors.

PART 2: TERMINAL: checks pre-arrival

Check	Yes	Remarks
12. Pre-arrival information is exchanged (6.5, 21.2)	<input checked="" type="checkbox"/>	
13. International shore fire connection is available (5.5, 19.4.3.1)	<input checked="" type="checkbox"/>	
14. Transfer equipment is of suitable construction (18.1, 18.2)	<input checked="" type="checkbox"/>	
15. Terminal information booklet transmitted to tanker (15.2.2)	<input checked="" type="checkbox"/>	
16. Pre-berthing information is exchanged (21.3, 22.3)	<input checked="" type="checkbox"/>	



Navigator Gas Shipmanagement IMS - Processes & Procedures COM 02: Ship Shore Safety Checklist

ISGOTT Checks after mooring Ship/Shore Safety Checklist

PART 3: TANKER: checks after mooring

Check	Yes	Remarks
17. Fendering is effective (22.4.1)	<input checked="" type="checkbox"/>	
18. Mooring arrangement is effective (22.2, 22.4.3)	<input checked="" type="checkbox"/>	F: 4x2 // A: 4x2;
19. Access to and from the tanker is safe (16.4)	<input checked="" type="checkbox"/>	Ship's accommodation ladder.
20. Scuppers and savealls are plugged (23.7.4, 23.7.5)	<input checked="" type="checkbox"/>	As required.
21. Cargo system sea connections and overboard discharges are secured (23.7.3)	<input checked="" type="checkbox"/>	Stbd side cooling water outlet for CSW Pump.
22. Very high frequency and ultra high frequency transceivers are set to low power mode (4.11.6, 4.13.2.2)	<input checked="" type="checkbox"/>	1 Watt.
23. External openings in superstructures are controlled (23.1)	<input checked="" type="checkbox"/>	One entrance/exit.
24. Pumproom ventilation is effective (10.12.2)	<input checked="" type="checkbox"/>	Compressor Room
25. Medium frequency/high frequency radio antennae are isolated (4.11.4, 4.13.2.1)	<input checked="" type="checkbox"/>	Switched off
26. Accommodation spaces are at positive pressure (23.2)	<input checked="" type="checkbox"/>	
27. Fire control plans are readily available (9.11.2.5)	<input checked="" type="checkbox"/>	At gangway, Port & Stbd of Accommodation

PART 4: TERMINAL: checks after mooring

Check	Yes	Remarks
28. Fendering is effective (22.4.1)	<input checked="" type="checkbox"/>	
29. Tanker is moored according to the terminal mooring plan (22.2, 22.4.3)	<input checked="" type="checkbox"/>	
30. Access to and from the terminal is safe (16.4)	<input checked="" type="checkbox"/>	
31. Spill containment and sumps are secure (18.4.2, 18.4.3, 23.7.4, 23.7.5)	<input checked="" type="checkbox"/>	



Navigator Gas Shipmanagement **IMS - Processes & Procedures** **COM 04: Ship Shore Agreement Cargo**

Part 5 Item	Agreement	Details	Remarks	Ship Initials	Terminal Initials
51	Emergency signals	Tanker:	3 x STOP; Long blast on Ship's whistle	BP	MTW
		Terminal:	3 x STOP.	BP	MTW
55	Tank venting system	Procedure:	N/A.	N/A	N/A
55	Closed operations	Requirements:	All operations.	BP	MTW
56	Vapour return line	Operational parameters:	N/A	N/A	N/A
		Maximum flow rate:	N/A	N/A	N/A
60	Nitrogen supply from terminal	Procedures to receive:	N/A	N/A	N/A
		Maximum pressure:	N/A	N/A	N/A
		Flow rate:	N/A	N/A	N/A
83	Cargo tanks relief valve settings	Tanks / Settings	SRVs -> MARVS setting 0,45bar(G)	BP	MTW
	Exceptions and additions	Special issues that both parties should be aware of:	N/A	N/A	N/A

Remarks: - Compressors ->Not in use for this operation.

- Cargo Deepwell Pump/s -> Up to 2 pumps max., planned to be used.

- Cargo Heater/Vaporizer -> In use as Vaporizer to maintain Cargo Tank pressure while discharging.

- Cargo Booster Pump/s -> Not in use.

- Cargo discharge sequence: Cargo will be discharged from CT's 2 P&S till completed parcel.

Completion sequence CT's 2.

Max. working pressure of Cargo Hose is 14Bar(G).

!!!DUE TO COVID-19 PRECAUTIONS SHORE PERSONNEL ATTENDING VESSEL MUST BE LIMITED TO NECESSARY MINIMUM. VISITORS ARE ALLOWED TO REMAIN IN CCR, CONFERENCE ROOM AND USE MAIN DECK TOILET. VISIT TIME SHOULD BE LIMITED TO MINIMUM NECESSARY FOR SAFE OPERATION!!!





Navigator Gas Shipmanagement

IMS - Processes & Procedures

COM 02: Ship/Shore Checklist

ISGOTT Checks pre-transfer Ship/Shore Safety Checklist

Vessel	Navigator Glory	Voyage No	2210(76)
Port / Terminal	Maptaphut - NFC	Type of Operation	Discharging
		Cargo	Ammonia
Date	31.05.2022	Time	00:00

PART 5A: Tanker and terminal: pre-transfer conference

Check	Ship	Terminal	Remarks
32. Tanker is ready to move at agreed notice period (9.11, 21.7.1.1, 22.5.4)	<input checked="" type="checkbox"/>	✓	1 hour notice.
33. Effective tanker and terminal communications are established (21.1.1, 21.1.2)	<input checked="" type="checkbox"/>	✓	As per Ship Shore Agreement.
34. Transfer equipment is in safe condition (isolated, drained and de-pressurised) (18.4.1)	<input checked="" type="checkbox"/>	✓	
35. Operation supervision and watchkeeping is adequate (7.9, 23.11)	<input checked="" type="checkbox"/>	✓	C/O, 2xOOW, G/E and Deck watch
36. There are sufficient personnel to deal with an emergency (9.11.2.2, 23.11)	<input checked="" type="checkbox"/>	✓	All personnel on board.
37. Smoking restrictions and designated smoking areas are established (4.10, 23.10)	<input checked="" type="checkbox"/>	✓	Duty messroom -> A Deck.
38. Naked light regulations are established	<input checked="" type="checkbox"/>	✓	Not allowed on Deck.
39. Control of electrical and electronic devices is agreed (4.11, 4.12)	<input checked="" type="checkbox"/>	✓	Ex proof / intrinsically safe only on Deck.
40. Means of emergency escape from both tanker and terminal are established (20.5)	<input checked="" type="checkbox"/>	✓	FFLB.
41. Firefighting equipment is ready for use (5, 19.4, 23.8)	<input checked="" type="checkbox"/>	✓	
42. Oil spill clean-up material is available (20.4)	<input checked="" type="checkbox"/>	✓	
43. Manifolds are properly connected (23.6.1)	<input checked="" type="checkbox"/>	✓	
44. Sampling and gauging protocols are agreed (23.5.3.2, 23.7.7.5)	<input checked="" type="checkbox"/>	N/A	As per Ship Shore Agreement.
45. Procedures for cargo, bunkers and ballast handling operations are agreed (21.4, 21.5, 21.6)	<input checked="" type="checkbox"/>	✓	As per Ship Shore Agreement.
46. Cargo transfer management controls are agreed (12.1)	<input checked="" type="checkbox"/>	✓	As per Ship Shore Agreement.
47. Cargo tank cleaning requirements, including crude oil washing, are agreed (12.3, 12.5, 21.4.1)	<input checked="" type="checkbox"/>	✓	N/A
48. Cargo tank gas freeing arrangements agreed (12.4)	<input checked="" type="checkbox"/>	✓	N/A
49. Cargo and bunker slop handling requirements agreed (12.1, 21.2, 21.4)	<input checked="" type="checkbox"/>	✓	N/A
50. Routine for regular checks on cargo transferred are agreed (23.7.2)	<input checked="" type="checkbox"/>	✓	As per Ship Shore Agreement.
51. Emergency signals and shutdown procedures are agreed (12.1.6.3, 18.5, 21.1.2)	<input checked="" type="checkbox"/>	✓	As per Ship Shore Agreement.
52. Safety data sheets are available (1.4.4, 20.1, 21.4)	<input checked="" type="checkbox"/>	✓	Provided to Terminal.
53. Hazardous properties of the products to be transferred are discussed (1.2, 1.4)	<input checked="" type="checkbox"/>	✓	As per MSDS.



Navigator Gas Shipmanagement IMS - Processes & Procedures COM 02: Ship/Shore Checklist

	Check	Ship	Terminal	Remarks
54.	Electrical insulation of the tanker/terminal interface is effective (12.9.5, 17.4, 18.2.14)	<input checked="" type="checkbox"/>	✓	Bonding wire connected.
55.	Tank venting system and closed operation procedures are agreed (11.3.3.1, 21.4, 21.5, 23.3.3)	<input checked="" type="checkbox"/>	N/A	N/A
56.	Vapour return line operational parameters are agreed (11.5, 18.3, 23.7.7)	<input checked="" type="checkbox"/>	N/A	N/A
57.	Measures to avoid back-filling are agreed (12.1.13.7)	<input checked="" type="checkbox"/>	✓	HLA alarms and Non return V/V's fitted.
58.	Status of unused cargo and bunker connections is satisfactory (23.7.1, 23.7.6)	<input checked="" type="checkbox"/>	✓	
59.	Portable very high frequency and ultra high frequency radios are intrinsically safe (4.12.4, 21.1.1)	<input checked="" type="checkbox"/>	✓	
60.	Procedures for receiving nitrogen from terminal to cargo tank are agreed (12.1.14.8)	<input checked="" type="checkbox"/>	N/A	N/A

PART 5C: Additional for gas tankers Checks pre-transfer

	Check	Ship	Terminal	Remarks
71.	Inhibition certificate received (if required) from manufacturer	<input checked="" type="checkbox"/>	N/A	N/A.
72.	Water spray system is operational (5.3.1, 19.4.3)	<input checked="" type="checkbox"/>	✓	In AUTO mode. Tested: 12.05.2022
73.	Appropriate personal protective equipment is identified and available (4.8.1)	<input checked="" type="checkbox"/>	✓	As per Company PPE Matrix.
74.	Remote control valves are operational	<input checked="" type="checkbox"/>	✓	
75.	Cargo pumps and compressors are operational	<input checked="" type="checkbox"/>	✓	
76.	Maximum working pressures are agreed between tanker and terminal (21.4, 21.5, 21.6)	<input checked="" type="checkbox"/>	✓	As per Ship Shore Agreement.
77.	Reliquefaction or boil-off control equipment is operational	<input checked="" type="checkbox"/>	✓	
78.	Gas detection equipment is appropriately set for the cargo (2.4)	<input checked="" type="checkbox"/>	✓	Upper and lower position.
79.	Cargo system gauge operation and alarm set points are confirmed (12.1.6.6.1)	<input checked="" type="checkbox"/>	✓	
80.	Emergency shutdown systems are tested and operational (18.5)	<input checked="" type="checkbox"/>	✓	Tested 30/05/2022
81.	Cargo handling rate and relationship with valve closure times and automatic shutdown systems is agreed (16.8, 21.4, 21.5, 21.6)	<input checked="" type="checkbox"/>	✓	ESD + 28sec.
82.	Maximum/minimum temperatures/pressures of the cargo to be transferred are agreed (21.4, 21.5, 21.6)	<input checked="" type="checkbox"/>	✓	As per Ship Shore Agreement.
83.	Cargo tank relief valve settings are confirmed (12.11, 21.2, 21.4)	<input checked="" type="checkbox"/>	✓	SRVs -> MARVS setting 0,45bar(G)



Navigator Gas Shipmanagement IMS - Processes & Procedures COM 02: Ship/Shore Checklist

PART 7A: General tanker: checks pre-transfer

	Check	Ship	Remarks
84.	Portable drip trays are correctly positioned and empty (23.7.5)	<input checked="" type="checkbox"/>	Fixed trays, filled with water.
85.	Individual cargo tank inert gas supply valves are secured for cargo plan (12.1.13.4)	<input checked="" type="checkbox"/>	Not in use during this operation.
86.	Inert gas system delivering inert gas with oxygen content not more than 5% (11.1.3)	<input checked="" type="checkbox"/>	Not in use during this operation.
87.	Cargo tank high level alarms are operational (12.1.6.6.1)	<input checked="" type="checkbox"/>	HLA: 95% > 98.5% > 99%.
88.	All cargo, ballast and bunker tanks openings are secured (23.3)	<input checked="" type="checkbox"/>	



Navigator Gas Shipmanagement IMS - Processes & Procedures COM 04: Ship Shore Agreement Cargo

Vessel	Navigator Glory	Voyage No	2210(76)
Port/Terminal	Maptaphut - NFC	Date	31.05.2022

PART 6: Tanker and terminal: agreements pre-transfer

		Ship	Terminal
Cargo nomination (vac/air)	Grade:	Ammonia: 1500mt/Vac.	Ammonia: 1500mt/Vac.
Density/Molecular Weight		Density: 0.6175 t/cbm @ 15°C; Mol. weight: 17.03 g/mol.; Density: 0.6175 t/cbm @ 15°C; Mol. weight: 17.03 g/mol.	
Calculation Tables		SGS tables.; SGS tables.	
Liquid connection		L1: 10"x300 -> 8"x150 reducer.	8"x150.
Minimum temp at manifold		-48°C	-33.4°C
Vapour connection		N/A	N/A
Max distance from Sea Level to Manifold		8.9m	N/A
Maximum draft alongside		8.9m	9.5m.
Max pressure at vapour manifold	Bar/psi	N/A	N/A
Sampling	Before / during / after	No sampling.; No sampling.	
Loading/Discharging Temperature	°C	-33.3°C	-33.3°C
Back Pressure	Bar/psi	N/A.	NIL
Notice for slowing down	minutes	1 hour -> 30min -> 5min	1 hour -> 30min -> 5min
Time for full STOP Ship or shore STOP	Min/sec	ESD + 28sec- > Ship's stop.	30sec -> Ship's stop..
Time and method for purging loading arm	From/to the ship	After completion of Cargo discharging, Shore manifold will be closed, valve will be attended by shore and ship's crew. Ship's manifold will be opened meanwhile to drain cargo hose remaining liquid. After cargo calculation carried out by surveyor, shore manifold will be opened and cargo line will be drained to ship for 10-20 min;; Same.	
Action to be taken in the event of an emergency during cargo operations.		3 x STOP / 1 long blast on Ship's whistle -> Activate ESD -> Sound alarm -> Inform Terminal -> Emergency Procedure C/L	- Activate ESD pendant; - Inform ship (3xSTOP by radio).
Planned activities during cargo transfer.		NIL	



Navigator Gas Shipmanagement

IMS - Processes & Procedures

COM 04: Ship Shore Agreement Cargo

Part 5 Item	Agreement	Details	Remarks	Ship Initials	Terminal Initials
32	Tanker manoeuvring readiness	Notice period (maximum) for full readiness to manoeuvre:	1 hour notice	DN	MDW
		Period of disablement (if permitted):	N/A.	DN	MDW
33	Security protocols	Security level:	MARSEC 1.	DN	MDW
		Local requirements:	MARSEC 1.	DN	MDW
33	Effective tanker/terminal Communications	Primary system:	Shore radio Channel 1.	DN	MDW
		Backup system:	Loading Master on board	DN	MDW
35	Operational supervision and Watchkeeping	Tanker:	C/O, 2xOOW, G/E and Deck watch	DN	MDW
		Terminal:	Loading Master	DN	MDW
37 38	Dedicated smoking areas and naked lights restrictions	Tanker:	Duty Messroom -> A Deck	DN	MDW
		Terminal:	Not allowed.	DN	MDW
45	Maximum wind, current and sea/swell criteria or other environmental factors	Stop cargo transfer:	28kts.	DN	MDW
		Disconnect:	30kts.	DD	MDW
		Unberth:	32kts.	DD	MDW
45 46	Limits for cargo, bunkers and ballast handling	Maximum transfer rates:	Ship: 450mt/hr; Terminal: 450mt/hr. Agreed: 400mt/hr.	DN	MDW
		Topping-off rates:	50mt/hr	DN	MDW
		Maximum manifold pressure (Bar/psi):	Ship: 14bar(G); Shore: 4.5bar(G); Agreed 4bar(G).	DN	MDW
		Cargo temperature (C°):	-33.3°C	DN	MDW
		Other limitations:	Nil.	DN	MDW
45 46	Pressure surge control	Minimum number of cargo tanks open:	One CT	DD	MDW
		Tank switching protocols:	No tank switching.	DD	MDW
		Full load rate:	Agreed: 400 mt/hr	DD	MDW
		Topping-off rate:	50 mt/hr.	DD	MDW
		Closing time of automatic valves:	28 seconds.	DD	MDW
46	Cargo transfer management Procedures	Action notice periods:	1 hour -> 30min -> 5min.	DD	MDW
		Transfer stop protocols:	Ship's stop.	DD	MDW
50	Routine for regular checks on cargo transferred are agreed	Routine transferred quantity checks:	As requested by the Terminal.	DD	MDW



Navigator Gas Shipmanagement IMS - Processes & Procedures COM 02: Ship/Shore Checklist

DECLARATION

We the undersigned have checked the items in the applicable parts 1 to 7 as marked and signed below:

		Ship	Terminal
Part 1A	Tanker: checks pre-arrival	✓	N/A
Part 1B	Tanker: checks pre-arrival if using an inert gas system	N/A	N/A
Part 2	Terminal: checks pre-arrival		N/A
Part 3	Tanker: checks after mooring	✓	N/A
Part 4	Terminal: checks after mooring		N/A
Part 5A	Tanker and terminal: pre-transfer conference	✓	N/A
Part 5B	Tanker and terminal: bulk liquid chemicals. Checks pre-transfer	N/A	N/A
Part 5C	Tanker and terminal: liquefied gas. Checks pre-transfer	✓	N/A
Part 6	Tanker and terminal: agreements pre-transfer	✓	N/A
Part 7A	General tanker: checks pre-transfer	✓	N/A
Part 7B	Tanker: checks pre-transfer if crude oil washing is planned	N/A	N/A
Part 7C	Tanker: checks prior to tank cleaning and/or gas freeing	N/A	N/A

In accordance with the guidance instructions and have satisfied ourselves that the entries we have made are correct to the best of our knowledge.

We have also made arrangements to carry out repetitive checks as necessary and agreed that those items listed below for ship and the terminal must be **re-checked** at intervals

not exceeding 4 hours.

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



Navigator Gas Shipmanagement IMS - Processes & Procedures COM 02: Ship/Shore Checklist

Repetitive checks. Interval time 4 hrs

Part 8. Tanker: repetitive checks during and after transfer

No.	Check	Date: Time:	Date: Time:	Date: Time:	Date: Time:	Date: Time:	Remarks
18	Mooring arrangement is effective	31/05/2022 16:00	20:00				
19	Access to and from the tanker is safe	/	/				
20	Scuppers and savealls are plugged	/	/				
23	External openings in superstructures are controlled	/	/				
24	Pumproom ventilation is effective	/	/				
28	Tanker is ready to move at agreed notice period	/	/				
29	Fendering is effective	/	/				
33	Communications are effective	/	/				
35	Supervision and watchkeeping is adequate	/	/				
36	Sufficient personnel are available to deal with an emergency	/	/				
37	Smoking restrictions and designated smoking areas are complied with	/	/				
38	Naked light restrictions are complied with	/	/				
39	Control of electrical devices and equipment in hazardous zones is complied with	/	/				
40, 41, 42, 51,	Emergency response preparedness is satisfactory	/	/				
54	Electrical insulation of the tanker/terminal interface is effective	/	/				
55	Tank venting system and closed operation procedures are as agreed	/	/				
	INITIALS						



Navigator Gas Shipmanagement IMS - Processes & Procedures COM 02: Ship/Shore Checklist

Part 9. Terminal: repetitive checks during and after transfer

No.	Check <i>4 hr / 31/05/22</i>	Date: Time: <i>16:00</i>	Date: Time: <i>20:00</i>	Date: Time:	Date: Time:	Date: Time:	Remarks
18	Mooring arrangement is effective	/	/				
19	Access to and from the tanker is safe	/	/				
29	Fendering is effective	/	/				
32	Spill containment and sumps are secure	/	/				
33	Communications are effective	/	/				
35	Supervision and watchkeeping is adequate	/	/				
36	Sufficient personnel are available to deal with an emergency	/	/				
37	Smoking restrictions and designated smoking areas are complied with	/	/				
38	Naked light restrictions are complied with	/	/				
39	Control of electrical devices and equipment in hazardous zones is complied with	/	/				
40, 41, 47, 51,	Emergency response preparedness is satisfactory	/	/				
54	Electrical insulation of the tanker/terminal interface is effective	/	/				
55	Tank venting system and closed operation procedures are as agreed	/	/				
	INITIALS	<i>MDH</i>	<i>MDH</i>				



Navigator Gas Shipmanagement IMS - Processes & Procedures COM 02: Ship Shore Safety Checklist

ISGOTT Checks pre-arrival Ship/Shore Safety Checklist

Vessel	Navigator Glory	Voyage No	2211(77)b
Port / Terminal	Map Ta Phut / NFC	Type of Operation	Discharging
		Cargo	Ammonia .
Date	13.06.2022	Time	12:00

PART 1A: TANKER: checks pre-arrival

Check	Yes	Remarks
01. Pre-arrival information is exchanged (6.5, 21.2)	<input checked="" type="checkbox"/>	via Agent
02. International shore fire connection is available (5.5, 19.4.3.1)	<input checked="" type="checkbox"/>	At the manifold and F.C.S
03. Transfer hoses are of suitable construction (18.2)	<input checked="" type="checkbox"/>	Complying with terminal requirements
04. Terminal information booklet reviewed (15.2.2)	<input checked="" type="checkbox"/>	Unmarked copy
05. Pre-berthing information is exchanged (21.3, 22.3)	<input checked="" type="checkbox"/>	
06. Pressure/vacuum valves and/or high velocity vents are operational (11.1.8)	<input checked="" type="checkbox"/>	SRVs - MARVS settings 0.45bar(g)
07. Fixed and portable oxygen analysers are operational (2.4)	<input checked="" type="checkbox"/>	

PART 2: TERMINAL: checks pre-arrival

Check	Yes	Remarks
12. Pre-arrival information is exchanged (6.5, 21.2)	<input checked="" type="checkbox"/>	
13. International shore fire connection is available (5.5, 19.4.3.1)	<input checked="" type="checkbox"/>	
14. Transfer equipment is of suitable construction (18.1, 18.2)	<input checked="" type="checkbox"/>	
15. Terminal information booklet transmitted to tanker (15.2.2)	<input checked="" type="checkbox"/>	
16. Pre-berthing information is exchanged (21.3, 22.3)	<input checked="" type="checkbox"/>	



Navigator Gas Shipmanagement IMS - Processes & Procedures COM 02: Ship Shore Safety Checklist

ISGOTT Checks after mooring Ship/Shore Safety Checklist

PART 3: TANKER: checks after mooring

Check	Yes	Remarks
17. Fendering is effective (22.4.1)	<input checked="" type="checkbox"/>	
18. Mooring arrangement is effective (22.2, 22.4.3)	<input checked="" type="checkbox"/>	F: 4x2 // A: 4x2;
19. Access to and from the tanker is safe (16.4)	<input checked="" type="checkbox"/>	Ship's accommodation ladder.
20. Scuppers and savealls are plugged (23.7.4, 23.7.5)	<input checked="" type="checkbox"/>	As required.
21. Cargo system sea connections and overboard discharges are secured (23.7.3)	<input checked="" type="checkbox"/>	SS cooling water outlet for CSW Pump.
22. Very high frequency and ultra high frequency transceivers are set to low power mode (4.11.6, 4.13.2.2)	<input checked="" type="checkbox"/>	1 Watt.
23. External openings in superstructures are controlled (23.1)	<input checked="" type="checkbox"/>	One entrance/exit.
24. Pumproom ventilation is effective (10.12.2)	<input checked="" type="checkbox"/>	Compressor Room
25. Medium frequency/high frequency radio antennae are isolated (4.11.4, 4.13.2.1)	<input checked="" type="checkbox"/>	Switched off
26. Accommodation spaces are at positive pressure (23.2)	<input checked="" type="checkbox"/>	
27. Fire control plans are readily available (9.11.2.5)	<input checked="" type="checkbox"/>	At gangway, Port & Stbd of Accommodation

PART 4: TERMINAL: checks after mooring

Check	Yes	Remarks
28. Fendering is effective (22.4.1)	<input checked="" type="checkbox"/>	
29. Tanker is moored according to the terminal mooring plan (22.2, 22.4.3)	<input checked="" type="checkbox"/>	
30. Access to and from the terminal is safe (16.4)	<input checked="" type="checkbox"/>	
31. Spill containment and sumps are secure (18.4.2, 18.4.3, 23.7.4, 23.7.5)	<input checked="" type="checkbox"/>	



Navigator Gas Shipmanagement IMS - Processes & Procedures COM 02: Ship/Shore Checklist

ISGOTT Checks pre-transfer Ship/Shore Safety Checklist

Vessel	Navigator Glory	Voyage No	2211(77)b
Port / Terminal	Map Ta Phut / NFC	Type of Operation	Discharging
		Cargo	Ammonia
Date		Time	00:00

PART 5A: Tanker and terminal: pre-transfer conference

Check	Ship	Terminal	Remarks
32. Tanker is ready to move at agreed notice period (9.11, 21.7.1.1, 22.5.4)	<input checked="" type="checkbox"/>	/	60 minutes notice
33. Effective tanker and terminal communications are established (21.1.1, 21.1.2)	<input checked="" type="checkbox"/>	/	See SSA
34. Transfer equipment is in safe condition (isolated, drained and de-pressurised) (18.4.1)	<input checked="" type="checkbox"/>	/	
35. Operation supervision and watchkeeping is adequate (7.9, 23.11)	<input checked="" type="checkbox"/>	/	C/O, 2xOOW, G/E and Deck watch
36. There are sufficient personnel to deal with an emergency (9.11.2.2, 23.11)	<input checked="" type="checkbox"/>	/	
37. Smoking restrictions and designated smoking areas are established (4.10, 23.10)	<input checked="" type="checkbox"/>	N/A	Duty Mess - A deck
38. Naked light regulations are established	<input checked="" type="checkbox"/>	/	Not allowed
39. Control of electrical and electronic devices is agreed (4.11, 4.12)	<input checked="" type="checkbox"/>	/	Only ex proof
40. Means of emergency escape from both tanker and terminal are established (20.5)	<input checked="" type="checkbox"/>	/	FFLB
41. Firefighting equipment is ready for use (5, 19.4, 23.8)	<input checked="" type="checkbox"/>	/	
42. Oil spill clean-up material is available (20.4)	<input checked="" type="checkbox"/>	/	
43. Manifolds are properly connected (23.6.1)	<input checked="" type="checkbox"/>	/	
44. Sampling and gauging protocols are agreed (23.5.3.2, 23.7.7.5)	<input checked="" type="checkbox"/>	/	See SSA
45. Procedures for cargo, bunkers and ballast handling operations are agreed (21.4, 21.5, 21.6)	<input checked="" type="checkbox"/>	/	See SSA
46. Cargo transfer management controls are agreed (12.1)	<input checked="" type="checkbox"/>	/	See SSA
47. Cargo tank cleaning requirements, including crude oil washing, are agreed (12.3, 12.5, 21.4.1)	<input checked="" type="checkbox"/>	N/A	N/A
48. Cargo tank gas freeing arrangements agreed (12.4)	<input checked="" type="checkbox"/>	N/A	N/A
49. Cargo and bunker slop handling requirements agreed (12.1, 21.2, 21.4)	<input checked="" type="checkbox"/>	N/A	N/A
50. Routine for regular checks on cargo transferred are agreed (23.7.2)	<input checked="" type="checkbox"/>	W	See SSA
51. Emergency signals and shutdown procedures are agreed (12.1.6.3, 18.5, 21.1.2)	<input checked="" type="checkbox"/>	/	See SSA
52. Safety data sheets are available (1.4.4, 20.1, 21.4)	<input checked="" type="checkbox"/>	/	Provided to Terminal
53. Hazardous properties of the products to be transferred are discussed (1.2, 1.4)	<input checked="" type="checkbox"/>	/	As per MSDS



Navigator Gas Shipmanagement IMS - Processes & Procedures COM 02: Ship/Shore Checklist

Check	Ship	Terminal	Remarks
54. Electrical insulation of the tanker/terminal interface is effective (12.9.5, 17.4, 18.2.14)	<input checked="" type="checkbox"/>	/	Bonding wire connected.
55. Tank venting system and closed operation procedures are agreed (11.3.3.1, 21.4, 21.5, 23.3.3)	<input checked="" type="checkbox"/>	/	N/A
56. Vapour return line operational parameters are agreed (11.5, 18.3, 23.7.7)	<input checked="" type="checkbox"/>	N/A	N/A
57. Measures to avoid back-filling are agreed (12.1.13.7)	<input checked="" type="checkbox"/>	N/A	Non return valves
58. Status of unused cargo and bunker connections is satisfactory (23.7.1, 23.7.6)	<input checked="" type="checkbox"/>	/	
59. Portable very high frequency and ultra high frequency radios are intrinsically safe (4.12.4, 21.1.1)	<input checked="" type="checkbox"/>	/	
60. Procedures for receiving nitrogen from terminal to cargo tank are agreed (12.1.14.8)	<input checked="" type="checkbox"/>	N/A	N/A

PART 5C: Additional for gas tankers Checks pre-transfer

Check	Ship	Terminal	Remarks
71. Inhibition certificate received (if required) from manufacturer	<input checked="" type="checkbox"/>	N/A	N/A
72. Water spray system is operational (5.3.1, 19.4.3)	<input checked="" type="checkbox"/>	/	Auto mode / Tested 13.06.2022
73. Appropriate personal protective equipment is identified and available (4.8.1)	<input checked="" type="checkbox"/>	/	As per Company PPE Matrix.
74. Remote control valves are operational	<input checked="" type="checkbox"/>	/	
75. Cargo pumps and compressors are operational	<input checked="" type="checkbox"/>	/	
76. Maximum working pressures are agreed between tanker and terminal (21.4, 21.5, 21.6)	<input checked="" type="checkbox"/>	/	See SSA
77. Reliquefaction or boil-off control equipment is operational	<input checked="" type="checkbox"/>	/	
78. Gas detection equipment is appropriately set for the cargo (2.4)	<input checked="" type="checkbox"/>	/	
79. Cargo system gauge operation and alarm set points are confirmed (12.1.6.6.1)	<input checked="" type="checkbox"/>	/	
80. Emergency shutdown systems are tested and operational (18.5)	<input checked="" type="checkbox"/>	/	
81. Cargo handling rate and relationship with valve closure times and automatic shutdown systems is agreed (16.8, 21.4, 21.5, 21.6)	<input checked="" type="checkbox"/>	/	ESD + 28sec.
82. Maximum/minimum temperatures/pressures of the cargo to be transferred are agreed (21.4, 21.5, 21.6)	<input checked="" type="checkbox"/>	/	See SSA
83. Cargo tank relief valve settings are confirmed (12.11, 21.2, 21.4)	<input checked="" type="checkbox"/>	/	0.45 barg - Harbour Mode



Navigator Gas Shipmanagement IMS - Processes & Procedures COM 04: Ship Shore Agreement Cargo

Vessel	Navigator Glory	Voyage No	2211(77)b
Port/Terminal	Map Ta Phut / NFC	Date	13.06.2022

PART 6: Tanker and terminal: agreements pre-transfer

		Ship	Terminal
Cargo nomination (vac/air)	Grade:	Ammonia 1500 mt / vac	Ammonia 1500 mt / vac
Density/Molecular Weight		0.6175 t/cbm @ 15 deg. C / 17.03 g/mol; 0.6175 t/cbm @ 15 deg. C / 17.03 g/mol	
Calculation Tables		SGS tables; SGS tables.	
Liquid connection		L1: 10" x 300	8" x 150
Minimum temp at manifold		-48	-33.4
Vapour connection		N/A	N/A
Max distance from Sea Level to Manifold		11.5m	N/A
Maximum draft alongside		9.0	9.5
Max pressure at vapour manifold	Bar/psi	N/A	N/A
Sampling	Before / during / after	No sampling; No sampling	
Loading/Discharging Temperature	°C	-33.4	-33.4
Back Pressure	Bar/psi	N/A	N/A
Notice for slowing down	minutes	60 min / 30 min / 5 min	60 min / 30 min / 5 min
Time for full STOP Ship or shore STOP	Min/sec	28sec	30sec -> Ship's stop.
Time and method for purging loading arm	From/to the ship	After completion of discharging, shore manifold will be closed, valve will be attended by shore and ship's crew. Meanwhile, ship's manifold will be opened to drain the remaining liquid from the hose to ship's tanks. Once cargo calculations completed, shore manifold will be opened and line drained to ship for abt 10-20min.; Same	
Action to be taken in the event of an emergency during cargo operations.		<ul style="list-style-type: none"> - Activate ESD - Sound the alarm - Inform the terminal 	<ul style="list-style-type: none"> - Activate ESD - Sound the alarm - Inform the terminal
Planned activities during cargo transfer.		NIL	



Navigator Gas Shipmanagement IMS - Processes & Procedures COM 02: Ship/Shore Checklist

PART 7A: General tanker: checks pre-transfer

Check	Ship	Remarks
84. Portable drip trays are correctly positioned and empty (23.7.5)	<input checked="" type="checkbox"/>	Fixed trays - filled with water - NH3
85. Individual cargo tank inert gas supply valves are secured for cargo plan (12.1.13.4)	<input checked="" type="checkbox"/>	Not in use during this operation.
86. Inert gas system delivering inert gas with oxygen content not more than 5% (11.1.3)	<input checked="" type="checkbox"/>	Not in use during this operation.
87. Cargo tank high level alarms are operational (12.1.6.6.1)	<input checked="" type="checkbox"/>	HLA: 95/98.5/99%
88. All cargo, ballast and bunker tanks openings are secured (23.3)	<input checked="" type="checkbox"/>	



Navigator Gas Shipmanagement IMS - Processes & Procedures COM 04: Ship Shore Agreement Cargo

Part 5 Item	Agreement	Details	Remarks	Ship Initials	Terminal Initials
32	Tanker manoeuvring readiness	Notice period (maximum) for full readiness to manoeuvre:	1 hour	V-D	✓
		Period of disablement (if permitted):	N/A	V-D	/
33	Security protocols	Security level:	MARSEC Level 1	V-D	/
		Local requirements:	MARSEC Level 1	V-D	/
33	Effective tanker/terminal Communications	Primary system:	Shore radio Channel 1	V-D	✓
		Backup system:	Loading Master on board	V-D	✓
35	Operational supervision and Watchkeeping	Tanker:	OOW, C/O, G/E, Deck watch	V-D	✓
		Terminal:	Loading Master	V-D	/
37 38	Dedicated smoking areas and naked lights restrictions	Tanker:	Duty mess room A deck	V-D	/
		Terminal:	Not allowed	V-D	/
45	Maximum wind, current and sea/swell criteria or other environmental factors	Stop cargo transfer:	28 kts ... 17	V-D	/
		Disconnect:	30 kts 25	V-D	/
		Unberth:	32 kts 30	V-D	/
45 46	Limits for cargo, bunkers and ballast handling	Maximum transfer rates:	Ship: 450mt/hr; Terminal: 450mt/hr. Agreed: 400mt/hr.	V-D	/
		Topping-off rates:	50 mt/hr	V-D	/
		Maximum manifold pressure (Bar/psi):	Ship: 14bar(G); Shore: 4.5bar(G); Agreed 4bar(G).	V-D	/
		Cargo temperature (C°):	-33.3	V-D	/
		Other limitations:	NIL	V-D	/
45 46	Pressure surge control	Minimum number of cargo tanks open:	One CT	V-D	/
		Tank switching protocols:	No tank switching. Discharging CT2 only	V-D	/
		Full load rate:	Agreed to 400 mt/hr	V-D	/
		Topping-off rate:	50 mt/hr.	V-D	/
		Closing time of automatic valves:	28 sec	V-D	/
46	Cargo transfer management Procedures	Action notice periods:	60 min / 30 min / 5 min	V-D	/
		Transfer stop protocols:	Ship stop	V-D	/
50	Routine for regular checks on cargo transferred are agreed	Routine transferred quantity checks:	Hourly / as requested from Terminal	V-D	/



Navigator Gas Shipmanagement

IMS - Processes & Procedures

COM 04: Ship Shore Agreement Cargo

Part 5 Item	Agreement	Details	Remarks	Ship Initials	Terminal Initials
51	Emergency signals	Tanker:	Activate ESD, - sound alarm, - activate deck spray, - inform terminal	WD	/
		Terminal:	3 x STOP.	WD	/
55	Tank venting system	Procedure:	N/A	WD	/
55	Closed operations	Requirements:	All operations.	WD	/
56	Vapour return line	Operational parameters:	N/A	WD	/
		Maximum flow rate:	N/A	WD	/
60	Nitrogen supply from terminal	Procedures to receive:	N/A	WD	/
		Maximum pressure:	N/A	WD	/
		Flow rate:	N/A	WD	/
83	Cargo tanks relief valve settings	Tanks / Settings	0.45 barg - Harbour Mode	WD	/
	Exceptions and additions	Special issues that both parties should be aware of:	N/A.	WD	NA

Remarks: - Compressors -> Not in use for this operation.

- Cargo Deepwell Pump/s -> Up to 2 pumps max., planned to be used.
- Cargo Heater/Vaporizer -> In use as Vaporizer to maintain Cargo Tank pressure while discharging.
- Cargo Booster Pump/s -> Not in use.
- Cargo discharge sequence: Cargo will be discharged from CT's 2 P&S till completed parcel.
- Max. working pressure of Cargo Hose is 14Bar(G).

Important:

Due to COVID-19 precautions shore personnel attending vessel must be limited to necessary minimum. Visitors are allowed to remain in CCR, Conference Rom and use toilet on Main Deck. Visit time should be limited to minimum necessary for operational safety.



Navigator Gas Shipmanagement IMS - Processes & Procedures COM 02: Ship/Shore Checklist

DECLARATION

We the undersigned have checked the items in the applicable parts 1 to 7 as marked and signed below:

		Ship	Terminal
Part 1A	Tanker: checks pre-arrival		NA
Part 1B	Tanker: checks pre-arrival if using an inert gas system	N/A	N/A
Part 2	Terminal: checks pre-arrival		✓
Part 3	Tanker: checks after mooring		NA
Part 4	Terminal: checks after mooring		✓
Part 5A	Tanker and terminal: pre-transfer conference		NA
Part 5B	Tanker and terminal: bulk liquid chemicals. Checks pre-transfer	N/A	N/A
Part 5C	Tanker and terminal: liquefied gas. Checks pre-transfer		✓
Part 6	Tanker and terminal: agreements pre-transfer		✓
Part 7A	General tanker: checks pre-transfer		NA
Part 7B	Tanker: checks pre-transfer if crude oil washing is planned	N/A	N/A
Part 7C	Tanker: checks prior to tank cleaning and/or gas freeing		NA

In accordance with the guidance instructions and have satisfied ourselves that the entries we have made are correct to the best of our knowledge.

We have also made arrangements to carry out repetitive checks as necessary and agreed that those items listed below for ship and the terminal must be **re-checked** at intervals

not exceeding 4 hours.

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



Navigator Gas Shipmanagement **IMS - Processes & Procedures** **COM 02: Ship Shore Safety Checklist**

ISGOTT Checks pre-arrival Ship/Shore Safety Checklist

Vessel	Navigator Glory	Voyage No	2205(71)
Port / Terminal	Map Ta Phut / NFC	Type of Operation	Discharging
		Cargo	Ammonia
Date	09.01.2022	Time	08:30

PART 1A: TANKER: checks pre-arrival

Check	Yes	Remarks
01. Pre-arrival information is exchanged (6.5, 21.2)	<input checked="" type="checkbox"/>	VIA Agent
02. International shore fire connection is available (5.5, 19.4.3.1)	<input checked="" type="checkbox"/>	At gangway.
03. Transfer hoses are of suitable construction (18.2)	<input checked="" type="checkbox"/>	Singalflex SS304 single Braided Flexible hose; 8"x150 -> 12m length. Pressure tested: 09.03.2022
04. Terminal information booklet reviewed (15.2.2)	<input checked="" type="checkbox"/>	
05. Pre-berthing information is exchanged (21.3, 22.3)	<input checked="" type="checkbox"/>	VIA Agent.
06. Pressure/vacuum valves and/or high velocity vents are operational (11.1.8)	<input checked="" type="checkbox"/>	SRVs -> MARVS setting 0,45bar(G)
07. Fixed and portable oxygen analysers are operational (2.4)	<input checked="" type="checkbox"/>	Gas detectors.

PART 2: TERMINAL: checks pre-arrival

Check	Yes	Remarks
12. Pre-arrival information is exchanged (6.5, 21.2)	✓	
13. International shore fire connection is available (5.5, 19.4.3.1)	✓	
14. Transfer equipment is of suitable construction (18.1, 18.2)	✓	
15. Terminal information booklet transmitted to tanker (15.2.2)	✓	
16. Pre-berthing information is exchanged (21.3, 22.3)	✓	



Navigator Gas Shipmanagement **IMS - Processes & Procedures** **COM 02: Ship Shore Safety Checklist**

ISGOTT Checks after mooring Ship/Shore Safety Checklist

PART 3: TANKER: checks after mooring

Check	Yes	Remarks
17. Fendering is effective (22.4.1)	<input checked="" type="checkbox"/>	
18. Mooring arrangement is effective (22.2, 22.4.3)	<input checked="" type="checkbox"/>	F: 4x2 // A: 4x2;
19. Access to and from the tanker is safe (16.4)	<input checked="" type="checkbox"/>	Ship's accommodation ladder.
20. Scuppers and savealls are plugged (23.7.4, 23.7.5)	<input checked="" type="checkbox"/>	As required.
21. Cargo system sea connections and overboard discharges are secured (23.7.3)	<input checked="" type="checkbox"/>	Stbd side cooling water outlet for CSW Pump.
22. Very high frequency and ultra high frequency transceivers are set to low power mode (4.11.6, 4.13.2.2)	<input checked="" type="checkbox"/>	1 Watt.
23. External openings in superstructures are controlled (23.1)	<input checked="" type="checkbox"/>	One entrance/exit.
24. Pumproom ventilation is effective (10.12.2)	<input checked="" type="checkbox"/>	Compressor Room.
25. Medium frequency/high frequency radio antennae are isolated (4.11.4, 4.13.2.1)	<input checked="" type="checkbox"/>	Switched off
26. Accommodation spaces are at positive pressure (23.2)	<input checked="" type="checkbox"/>	
27. Fire control plans are readily available (9.11.2.5)	<input checked="" type="checkbox"/>	At gangway, Port & Stbd of Accommodation.

PART 4: TERMINAL: checks after mooring

Check	Yes	Remarks
28. Fendering is effective (22.4.1)	✓	
29. Tanker is moored according to the terminal mooring plan (22.2, 22.4.3)	✓	
30. Access to and from the terminal is safe (16.4)	✓	
31. Spill containment and sumps are secure (18.4.2, 18.4.3, 23.7.4, 23.7.5)	✓	

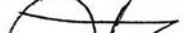


Navigator Gas Shipmanagement **IMS - Processes & Procedures** **COM 04: Ship Shore Agreement Cargo**

Part 5 Item	Agreement	Details	Remarks	Ship Initials	Terminal Initials
32	Tanker manoeuvring readiness	Notice period (maximum) for full readiness to manoeuvre:	1 hour notice.	DD	MPW
		Period of disablement (if permitted):	N/A.	DD	MPW
33	Security protocols	Security level:	MARSEC 1.	DD	MPW
		Local requirements:	MARSEC 1.	DD	MPW
33	Effective tanker/terminal Communications	Primary system:	Shore radio Channel 1.	DD	MPW
		Backup system:	Loading Master on board.	DD	MPW
35	Operational supervision and Watchkeeping	Tanker:	C/O, 2xOOOW, G/E and Deck watch	DD	MPW
		Terminal:	Loading Master.	DD	MPW
37 38	Dedicated smoking areas and naked lights restrictions	Tanker:	Duty Messroom -> A Deck	DD	MPW
		Terminal:	Not allowed.	DD	MPW
45	Maximum wind, current and sea/swell criteria or other environmental factors	Stop cargo transfer:	28kts. 17 kts.	DD	MPW
		Disconnect:	30kts. 25 kts.	DD	MPW
		Unberth:	32kts. 20 kts.	DD	MPW
45 46	Limits for cargo, bunkers and ballast handling	Maximum transfer rates:	Ship: 450mt/hr; Terminal: 450mt/hr. Agreed: 400mt/hr.	DD	MPW
		Topping-off rates:	50mt/hr.	DD	MPW
		Maximum manifold pressure (Bar/psi):	Ship: 14bar(G); Shore: 4.5bar(G); Agreed 4bar(G).	DD	MPW
		Cargo temperature (C°):	-33.3°C	DD	MPW
		Other limitations:	Nil.	DD	MPW
45 46	Pressure surge control	Minimum number of cargo tanks open:	One CT.	DD	MPW
		Tank switching protocols:	No tank switching.	DD	N/A
		Full load rate:	Agreed: 400 mt/hr.	DD	MPW
		Topping-off rate:	50 mt/hr.	DD	N/A
		Closing time of automatic valves:	28 seconds.	DD	N/A
46	Cargo transfer management Procedures	Action notice periods:	1 hour -> 30min -> 5min.	DD	MPW
		Transfer stop protocols:	Ship's stop.	DD	MPW
50	Routine for regular checks on cargo transferred are agreed	Routine transferred quantity checks:	As requested by the Terminal.	DD	MPW



Remarks: - Cargo Compressors -> In use for Cargo conditioning and cool-down till required temperature.
- Cargo Deepwell Pump/s -> Up to 2 pumps max., planned to be used.
- Cargo Heater/Vaporizer -> In use as Vaporizer to maintain Cargo Tank pressure while discharging.
- Cargo Booster Pump/s -> Not in use.
- Cargo discharge sequence: Cargo will be discharged from CT's 2 P&S till completed parcel.
Completion sequence CT's 2.
Max. working pressure of Cargo Hose is 14Bar(G).

Ship	Shore
Name: D. Party	Name: Nathanael A. Zong
Rank: Chief Officer	Rank: VFC LOADING MASTER
Signature: 	Signature: Nathanael

Revision Date 25.11.2020



Navigator Gas Shipmanagement IMS - Processes & Procedures COM 02: Ship/Shore Checklist

ISGOTT Checks pre-transfer Ship/Shore Safety Checklist

Vessel	Navigator Glory	Voyage No	2205(71)
Port / Terminal	Map Ta Phut / NFC	Type of Operation	Discharging
		Cargo	Ammonia
Date	25.03.2022	Time	13:50

PART 5A: Tanker and terminal: pre-transfer conference

Check	Ship	Terminal	Remarks
32. Tanker is ready to move at agreed notice period (9.11, 21.7.1.1, 22.5.4)	<input checked="" type="checkbox"/>	✓	1 hour notice.
33. Effective tanker and terminal communications are established (21.1.1, 21.1.2)	<input checked="" type="checkbox"/>	✓	As per Ship Shore Agreement.
34. Transfer equipment is in safe condition (isolated, drained and de-pressurised) (18.4.1)	<input checked="" type="checkbox"/>	N/A	
35. Operation supervision and watchkeeping is adequate (7.9, 23.11)	<input checked="" type="checkbox"/>	✓	C/O, 2xOOW, G/E and Deck watch.
36. There are sufficient personnel to deal with an emergency (9.11.2.2, 23.11)	<input checked="" type="checkbox"/>	✓	All personnel on board.
37. Smoking restrictions and designated smoking areas are established (4.10, 23.10)	<input checked="" type="checkbox"/>	No	Duty messroom -> A Deck.
38. Naked light regulations are established	<input checked="" type="checkbox"/>	N/A	Not allowed on Deck.
39. Control of electrical and electronic devices is agreed (4.11, 4.12)	<input checked="" type="checkbox"/>	NA	Ex proof / intrinsically safe only on Deck.
40. Means of emergency escape from both tanker and terminal are established (20.5)	<input checked="" type="checkbox"/>	✓	FFLB.
41. Firefighting equipment is ready for use (5, 19.4, 23.8)	<input checked="" type="checkbox"/>	✓	
42. Oil spill clean-up material is available (20.4)	<input checked="" type="checkbox"/>	✓	
43. Manifolds are properly connected (23.6.1)	<input checked="" type="checkbox"/>	✓	
44. Sampling and gauging protocols are agreed (23.5.3.2, 23.7.7.5)	<input checked="" type="checkbox"/>	✓	As per Ship Shore Agreement.
45. Procedures for cargo, bunkers and ballast handling operations are agreed (21.4, 21.5, 21.6)	<input checked="" type="checkbox"/>	✓	As per Ship Shore Agreement.
46. Cargo transfer management controls are agreed (12.1)	<input checked="" type="checkbox"/>	✓	As per Ship Shore Agreement.
47. Cargo tank cleaning requirements, including crude oil washing, are agreed (12.3, 12.5, 21.4.1)	<input checked="" type="checkbox"/>	N/A	N/A.
48. Cargo tank gas freeing arrangements agreed (12.4)	<input checked="" type="checkbox"/>	N/A	N/A.
49. Cargo and bunker slop handling requirements agreed (12.1, 21.2, 21.4)	<input checked="" type="checkbox"/>	N/A	N/A.
50. Routine for regular checks on cargo transferred are agreed (23.7.2)	<input checked="" type="checkbox"/>	✓	As per Ship Shore Agreement.
51. Emergency signals and shutdown procedures are agreed (12.1.6.3, 18.5, 21.1.2)	<input checked="" type="checkbox"/>	✓	As per Ship Shore Agreement.
52. Safety data sheets are available (1.4.4, 20.1, 21.4)	<input checked="" type="checkbox"/>	✓	Provided to Terminal.
53. Hazardous properties of the products to be transferred are discussed (1.2, 1.4)	<input checked="" type="checkbox"/>	✓	As per MSDS.



Navigator Gas Shipmanagement IMS - Processes & Procedures COM 02: Ship/Shore Checklist

Check	Ship	Terminal	Remarks
54. Electrical insulation of the tanker/terminal interface is effective (12.9.5, 17.4, 18.2.14)	<input checked="" type="checkbox"/>	✓	Bonding wire connected.
55. Tank venting system and closed operation procedures are agreed (11.3.3.1, 21.4, 21.5, 23.3.3)	<input checked="" type="checkbox"/>	N/A	N/A.
56. Vapour return line operational parameters are agreed (11.5, 18.3, 23.7.7)	<input checked="" type="checkbox"/>	N/A	N/A.
57. Measures to avoid back-filling are agreed (12.1.13.7)	<input checked="" type="checkbox"/>	✓	HLA alarms and Non return V/V's fitted.
58. Status of unused cargo and bunker connections is satisfactory (23.7.1, 23.7.6)	<input checked="" type="checkbox"/>	✓	
59. Portable very high frequency and ultra high frequency radios are intrinsically safe (4.12.4, 21.1.1)	<input checked="" type="checkbox"/>	✓	
60. Procedures for receiving nitrogen from terminal to cargo tank are agreed (12.1.14.8)	<input checked="" type="checkbox"/>	✓	N/A.

PART 5C: Additional for gas tankers Checks pre-transfer

Check	Ship	Terminal	Remarks
71. Inhibition certificate received (if required) from manufacturer	<input checked="" type="checkbox"/>	N/A	N/A.
72. Water spray system is operational (5.3.1, 19.4.3)	<input checked="" type="checkbox"/>	✓	In AUTO mode. Tested: 16.03.2022
73. Appropriate personal protective equipment is identified and available (4.8.1)	<input checked="" type="checkbox"/>	✓	As per Company PPE Matrix.
74. Remote control valves are operational	<input checked="" type="checkbox"/>	N/A	
75. Cargo pumps and compressors are operational	<input checked="" type="checkbox"/>	N/A	
76. Maximum working pressures are agreed between tanker and terminal (21.4, 21.5, 21.6)	<input checked="" type="checkbox"/>	✓	As per Ship Shore Agreement.
77. Reliquefaction or boil-off control equipment is operational	<input checked="" type="checkbox"/>	✓	
78. Gas detection equipment is appropriately set for the cargo (2.4)	<input checked="" type="checkbox"/>	✓	Upper and lower position.
79. Cargo system gauge operation and alarm set points are confirmed (12.1.6.6.1)	<input checked="" type="checkbox"/>	✓	
80. Emergency shutdown systems are tested and operational (18.5)	<input checked="" type="checkbox"/>	✓	
81. Cargo handling rate and relationship with valve closure times and automatic shutdown systems is agreed (16.8, 21.4, 21.5, 21.6)	<input checked="" type="checkbox"/>	✓	ESD + 28sec.
82. Maximum/minimum temperatures/pressures of the cargo to be transferred are agreed (21.4, 21.5, 21.6)	<input checked="" type="checkbox"/>	✓	As per Ship Shore Agreement.
83. Cargo tank relief valve settings are confirmed (12.11, 21.2, 21.4)	<input checked="" type="checkbox"/>	✓	SRVs -> MARVS setting 0,45bar(G)



Navigator Gas Shipmanagement
IMS - Processes & Procedures
COM 02: Ship/Shore Checklist

PART 7A: General tanker: checks pre-transfer

Check		Ship	Remarks
84.	Portable drip trays are correctly positioned and empty (23.7.5)	<input checked="" type="checkbox"/>	Fixed trays, filled with water.
85.	Individual cargo tank inert gas supply valves are secured for cargo plan (12.1.13.4)	<input checked="" type="checkbox"/>	Not in use during this operation.
86.	Inert gas system delivering inert gas with oxygen content not more than 5% (11.1.3)	<input checked="" type="checkbox"/>	Not in use during this operation.
87.	Cargo tank high level alarms are operational (12.1.6.6.1)	<input checked="" type="checkbox"/>	HLA: 95% > 98.5% > 99%.
88.	All cargo, ballast and bunker tanks openings are secured (23.3)	<input checked="" type="checkbox"/>	



Navigator Gas Shipmanagement **IMS - Processes & Procedures** **COM 02: Ship/Shore Checklist**

DECLARATION

We the undersigned have checked the items in the applicable parts 1 to 7 as marked and signed below:

	Ship	Terminal
Part 1A Tanker: checks pre-arrival	✓	NTW
Part 1B Tanker: checks pre-arrival if using an inert gas system	N/A	N/A
Part 2 Terminal: checks pre-arrival	✓	NTW
Part 3 Tanker: checks after mooring	✓	NTW
Part 4 Terminal: checks after mooring	✓	NTW
Part 5A Tanker and terminal: pre-transfer conference	✓	NTW
Part 5B Tanker and terminal: bulk liquid chemicals. Checks pre-transfer	N/A	N/A
Part 5C Tanker and terminal: liquefied gas. Checks pre-transfer	✓	N/A
Part 6 Tanker and terminal: agreements pre-transfer	✓	NTW
Part 7A General tanker: checks pre-transfer	✓	NTW
Part 7B Tanker: checks pre-transfer if crude oil washing is planned	N/A	N/A
Part 7C Tanker: checks prior to tank cleaning and/or gas freeing	✓	NTW

In accordance with the guidance instructions and have satisfied ourselves that the entries we have made are correct to the best of our knowledge.

We have also made arrangements to carry out repetitive checks as necessary and agreed that those items listed below for ship and the terminal must be **re-checked** at intervals

not exceeding 4 hours.

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

For Ship	For Shore
Name: <u>D. DASU</u>	Name: <u>Nathanael Nathanael</u>
Rank: <u>CHIEF OFFICER</u>	Rank: NFC LOADING MASTER
Signature: <u>[Signature]</u>	Signature: <u>Nathanael</u>
Date: <u>09/01/2022</u>	Date: <u>09/01/22</u>
Time: <u>1350 / 1410</u>	Time: <u>13:50 - 14:10</u>

CHIEF OFFICER
NAVIGATOR GLORY



Navigator Gas Shipmanagement **IMS - Processes & Procedures** **COM 02: Ship Shore Safety Checklist**

ISGOTT Checks pre-arrival Ship/Shore Safety Checklist

Vessel	Navigator Glory	Voyage No	2205(71)
Port / Terminal	Map Ta Phut / NFC	Type of Operation	Discharging
		Cargo	Ammonia
Date	10.02.2022	Time	08:30

PART 1A: TANKER: checks pre-arrival

Check	Yes	Remarks
01. Pre-arrival information is exchanged (6.5, 21.2)	<input checked="" type="checkbox"/>	VIA Agent
02. International shore fire connection is available (5.5, 19.4.3.1)	<input checked="" type="checkbox"/>	At gangway.
03. Transfer hoses are of suitable construction (18.2)	<input checked="" type="checkbox"/>	Singalflex SS304 single Braided Flexible hose; 8"x150 -> 12m length. Pressure tested: 09.03.2022
04. Terminal information booklet reviewed (15.2.2)	<input checked="" type="checkbox"/>	
05. Pre-berthing information is exchanged (21.3, 22.3)	<input checked="" type="checkbox"/>	VIA Agent.
06. Pressure/vacuum valves and/or high velocity vents are operational (11.1.8)	<input checked="" type="checkbox"/>	SRVs -> MARVS setting 0,45bar(G)
07. Fixed and portable oxygen analysers are operational (2.4)	<input checked="" type="checkbox"/>	Gas detectors.

PART 2: TERMINAL: checks pre-arrival

Check	Yes	Remarks
12. Pre-arrival information is exchanged (6.5, 21.2)	✓	
13. International shore fire connection is available (5.5, 19.4.3.1)	✓	
14. Transfer equipment is of suitable construction (18.1, 18.2)	✓	
15. Terminal information booklet transmitted to tanker (15.2.2)	✓	
16. Pre-berthing information is exchanged (21.3, 22.3)	✓	



Navigator Gas Shipmanagement **IMS - Processes & Procedures** **COM 02: Ship Shore Safety Checklist**

ISGOTT Checks after mooring Ship/Shore Safety Checklist

PART 3: TANKER: checks after mooring

Check	Yes	Remarks
17. Fendering is effective (22.4.1)	<input checked="" type="checkbox"/>	
18. Mooring arrangement is effective (22.2, 22.4.3)	<input checked="" type="checkbox"/>	F: 4x2 // A: 4x2;
19. Access to and from the tanker is safe (16.4)	<input checked="" type="checkbox"/>	Ship's accommodation ladder.
20. Scuppers and savealls are plugged (23.7.4, 23.7.5)	<input checked="" type="checkbox"/>	As required.
21. Cargo system sea connections and overboard discharges are secured (23.7.3)	<input checked="" type="checkbox"/>	Stbd side cooling water outlet for CSW Pump.
22. Very high frequency and ultra high frequency transceivers are set to low power mode (4.11.6, 4.13.2.2)	<input checked="" type="checkbox"/>	1 Watt.
23. External openings in superstructures are controlled (23.1)	<input checked="" type="checkbox"/>	One entrance/exit.
24. Pumproom ventilation is effective (10.12.2)	<input checked="" type="checkbox"/>	Compressor Room.
25. Medium frequency/high frequency radio antennae are isolated (4.11.4, 4.13.2.1)	<input checked="" type="checkbox"/>	Switched off
26. Accommodation spaces are at positive pressure (23.2)	<input checked="" type="checkbox"/>	
27. Fire control plans are readily available (9.11.2.5)	<input checked="" type="checkbox"/>	At gangway, Port & Stbd of Accommodation.

PART 4: TERMINAL: checks after mooring

Check	Yes	Remarks
28. Fendering is effective (22.4.1)	✓	
29. Tanker is moored according to the terminal mooring plan (22.2, 22.4.3)	✓	
30. Access to and from the terminal is safe (16.4)	✓	
31. Spill containment and sumps are secure (18.4.2, 18.4.3, 23.7.4, 23.7.5)	✓	



Navigator Gas Shipmanagement **IMS - Processes & Procedures** **COM 04: Ship Shore Agreement Cargo**

Part 5 Item	Agreement	Details	Remarks	Ship Initials	Terminal Initials
32	Tanker manoeuvring readiness	Notice period (maximum) for full readiness to manoeuvre:	1 hour notice.	DD	MPW
		Period of disablement (if permitted):	N/A.	DD	MPW
33	Security protocols	Security level:	MARSEC 1.	DD	MPW
		Local requirements:	MARSEC 1.	DD	MPW
33	Effective tanker/terminal Communications	Primary system:	Shore radio Channel 1.	DD	MPW
		Backup system:	Loading Master on board.	DD	MPW
35	Operational supervision and Watchkeeping	Tanker:	C/O, 2xOOW, G/E and Deck watch	DD	MPW
		Terminal:	Loading Master.	DD	MPW
37 38	Dedicated smoking areas and naked lights restrictions	Tanker:	Duty Messroom -> A Deck	DD	MPW
		Terminal:	Not allowed.	DD	MPW
45	Maximum wind, current and sea/swell criteria or other environmental factors	Stop cargo transfer:	28kts. 17 kts.	DD	MPW
		Disconnect:	30kts. 25 kts.	DD	MPW
		Unberth:	32kts. 30 kts.	DD	MPW
45 46	Limits for cargo, bunkers and ballast handling	Maximum transfer rates:	Ship: 450mt/hr; Terminal: 450mt/hr. Agreed: 400mt/hr.	DD	MPW
		Topping-off rates:	50mt/hr.	DD	MPW
		Maximum manifold pressure (Bar/psi):	Ship: 14bar(G); Shore: 4.5bar(G); Agreed 4bar(G).	DD	MPW
		Cargo temperature (C°):	-33.3°C	DD	MPW
		Other limitations:	Nil.	DD	MPW
45 46	Pressure surge control	Minimum number of cargo tanks open:	One CT.	DD	MPW
		Tank switching protocols:	No tank switching.	DD	N/A
		Full load rate:	Agreed: 400 mt/hr.	DD	MPW
		Topping-off rate:	50 mt/hr.	DD	N/A
		Closing time of automatic valves:	28 seconds.	DD	N/A
46	Cargo transfer management Procedures	Action notice periods:	1 hour -> 30min -> 5min.	DD	MPW
		Transfer stop protocols:	Ship's stop.	DD	MPW
50	Routine for regular checks on cargo transferred are agreed	Routine transferred quantity checks:	As requested by the Terminal.	DD	MPW



Navigator Gas Shipmanagement **IMS - Processes & Procedures** **COM 04: Ship Shore Agreement Cargo**

Part 5 Item	Agreement	Details	Remarks	Ship Initials	Terminal Initials
51	Emergency signals	Tanker:	3 x STOP; Long blast on Ship's whistle.	DD	NTW
		Terminal:	3 x STOP.	DD	NTW
55	Tank venting system	Procedure:	N/A.	DD	N/A
55	Closed operations	Requirements:	All operations.	DD	N/A
56	Vapour return line	Operational parameters:	N/A.	DD	N/A
		Maximum flow rate:	N/A.	DD	N/A
60	Nitrogen supply from terminal	Procedures to receive:	N/A.	DD	N/A
		Maximum pressure:	N/A.	DD	N/A
		Flow rate:	N/A.	DD	N/A
83	Cargo tanks relief valve settings	Tanks / Settings	SRVs -> MARVS setting 0,45bar(G)	DD	N/A
	Exceptions and additions	Special issues that both parties should be aware of:	N/A.	DD	N/A

Remarks: - Cargo Compressors -> In use for Cargo conditioning and cool-down till required temperature.
- Cargo Deepwell Pump/s -> Up to 2 pumps max., planned to be used.
- Cargo Heater/Vaporizer -> In use as Vaporizer to maintain Cargo Tank pressure while discharging.
- Cargo Booster Pump/s -> Not in use.
- Cargo discharge sequence: Cargo will be discharged from CT's 2 P&S till completed parcel.
Completion sequence CT's 2.
Max. working pressure of Cargo Hose is 14Bar(G).

!!!DUE TO COVID-19 PRECAUTIONS SHORE PERSONNEL ATTENDING VESSEL MUST BE LIMITED TO NECESSARY MINIMUM. VISITORS ARE ALLOWED TO REMAIN IN CCR, CONFERENCE ROOM AND USE MAIN DECK TOILET. VISIT TIME SHOULD BE LIMITED TO MINIMUM NECESSARY FOR SAFE OPERATION!!!

Ship	Shore
Name: D. Doyty	Name: Nathanael N. Agazong
Rank: Chief Officer	Rank: VFC LOADING MASTER
Signature:	Signature: Nathanael N.

CHIEF OFFICER
NAVIGATOR GLORY



Navigator Gas Shipmanagement IMS - Processes & Procedures COM 02: Ship/Shore Checklist

ISGOTT Checks pre-transfer Ship/Shore Safety Checklist

Vessel	Navigator Glory	Voyage No	2205(71)
Port / Terminal	Map Ta Phut / NFC	Type of Operation	Discharging
		Cargo	Ammonia
Date	25.03.2022	Time	13:50

PART 5A: Tanker and terminal: pre-transfer conference

Check	Ship	Terminal	Remarks
32. Tanker is ready to move at agreed notice period (9.11, 21.7.1.1, 22.5.4)	<input checked="" type="checkbox"/>	✓	1 hour notice.
33. Effective tanker and terminal communications are established (21.1.1, 21.1.2)	<input checked="" type="checkbox"/>	✓	As per Ship Shore Agreement.
34. Transfer equipment is in safe condition (isolated, drained and de-pressurised) (18.4.1)	<input checked="" type="checkbox"/>	N/A	
35. Operation supervision and watchkeeping is adequate (7.9, 23.11)	<input checked="" type="checkbox"/>	✓	C/O, 2xOOW, G/E and Deck watch.
36. There are sufficient personnel to deal with an emergency (9.11.2.2, 23.11)	<input checked="" type="checkbox"/>	✓	All personnel on board.
37. Smoking restrictions and designated smoking areas are established (4.10, 23.10)	<input checked="" type="checkbox"/>	No	Duty messroom -> A Deck.
38. Naked light regulations are established	<input checked="" type="checkbox"/>	N/A	Not allowed on Deck.
39. Control of electrical and electronic devices is agreed (4.11, 4.12)	<input checked="" type="checkbox"/>	NA	Ex proof / intrinsically safe only on Deck.
40. Means of emergency escape from both tanker and terminal are established (20.5)	<input checked="" type="checkbox"/>	✓	FFLB.
41. Firefighting equipment is ready for use (5, 19.4, 23.8)	<input checked="" type="checkbox"/>	✓	
42. Oil spill clean-up material is available (20.4)	<input checked="" type="checkbox"/>	✓	
43. Manifolds are properly connected (23.6.1)	<input checked="" type="checkbox"/>	✓	
44. Sampling and gauging protocols are agreed (23.5.3.2, 23.7.7.5)	<input checked="" type="checkbox"/>	✓	As per Ship Shore Agreement.
45. Procedures for cargo, bunkers and ballast handling operations are agreed (21.4, 21.5, 21.6)	<input checked="" type="checkbox"/>	✓	As per Ship Shore Agreement.
46. Cargo transfer management controls are agreed (12.1)	<input checked="" type="checkbox"/>	✓	As per Ship Shore Agreement.
47. Cargo tank cleaning requirements, including crude oil washing, are agreed (12.3, 12.5, 21.4.1)	<input checked="" type="checkbox"/>	N/A	N/A.
48. Cargo tank gas freeing arrangements agreed (12.4)	<input checked="" type="checkbox"/>	N/A	N/A.
49. Cargo and bunker slop handling requirements agreed (12.1, 21.2, 21.4)	<input checked="" type="checkbox"/>	N/A	N/A.
50. Routine for regular checks on cargo transferred are agreed (23.7.2)	<input checked="" type="checkbox"/>	✓	As per Ship Shore Agreement.
51. Emergency signals and shutdown procedures are agreed (12.1.6.3, 18.5, 21.1.2)	<input checked="" type="checkbox"/>	✓	As per Ship Shore Agreement.
52. Safety data sheets are available (1.4.4, 20.1, 21.4)	<input checked="" type="checkbox"/>	✓	Provided to Terminal.
53. Hazardous properties of the products to be transferred are discussed (1.2, 1.4)	<input checked="" type="checkbox"/>	✓	As per MSDS.



Navigator Gas Shipmanagement IMS - Processes & Procedures COM 02: Ship/Shore Checklist

Check	Ship	Terminal	Remarks
54. Electrical insulation of the tanker/terminal interface is effective (12.9.5, 17.4, 18.2.14)	<input checked="" type="checkbox"/>	✓	Bonding wire connected.
55. Tank venting system and closed operation procedures are agreed (11.3.3.1, 21.4, 21.5, 23.3.3)	<input checked="" type="checkbox"/>	N/A	N/A.
56. Vapour return line operational parameters are agreed (11.5, 18.3, 23.7.7)	<input checked="" type="checkbox"/>	N/A	N/A.
57. Measures to avoid back-filling are agreed (12.1.13.7)	<input checked="" type="checkbox"/>	✓	HLA alarms and Non return V/V's fitted.
58. Status of unused cargo and bunker connections is satisfactory (23.7.1, 23.7.6)	<input checked="" type="checkbox"/>	✓	
59. Portable very high frequency and ultra high frequency radios are intrinsically safe (4.12.4, 21.1.1)	<input checked="" type="checkbox"/>	✓	
60. Procedures for receiving nitrogen from terminal to cargo tank are agreed (12.1.14.8)	<input checked="" type="checkbox"/>	✓	N/A.

PART 5C: Additional for gas tankers Checks pre-transfer

Check	Ship	Terminal	Remarks
71. Inhibition certificate received (if required) from manufacturer	<input checked="" type="checkbox"/>	N/A	N/A.
72. Water spray system is operational (5.3.1, 19.4.3)	<input checked="" type="checkbox"/>	✓	In AUTO mode. Tested: 16.03.2022
73. Appropriate personal protective equipment is identified and available (4.8.1)	<input checked="" type="checkbox"/>	✓	As per Company PPE Matrix.
74. Remote control valves are operational	<input checked="" type="checkbox"/>	N/A	
75. Cargo pumps and compressors are operational	<input checked="" type="checkbox"/>	N/A	
76. Maximum working pressures are agreed between tanker and terminal (21.4, 21.5, 21.6)	<input checked="" type="checkbox"/>	✓	As per Ship Shore Agreement.
77. Reliquefaction or boil-off control equipment is operational	<input checked="" type="checkbox"/>	✓	
78. Gas detection equipment is appropriately set for the cargo (2.4)	<input checked="" type="checkbox"/>	✓	Upper and lower position.
79. Cargo system gauge operation and alarm set points are confirmed (12.1.6.6.1)	<input checked="" type="checkbox"/>	✓	
80. Emergency shutdown systems are tested and operational (18.5)	<input checked="" type="checkbox"/>	✓	
81. Cargo handling rate and relationship with valve closure times and automatic shutdown systems is agreed (16.8, 21.4, 21.5, 21.6)	<input checked="" type="checkbox"/>	✓	ESD + 28sec.
82. Maximum/minimum temperatures/pressures of the cargo to be transferred are agreed (21.4, 21.5, 21.6)	<input checked="" type="checkbox"/>	✓	As per Ship Shore Agreement.
83. Cargo tank relief valve settings are confirmed (12.11, 21.2, 21.4)	<input checked="" type="checkbox"/>	✓	SRVs -> MARVS setting 0,45bar(G)



**Navigator Gas Shipmanagement
IMS - Processes & Procedures
COM 02: Ship/Shore Checklist**

PART 7A: General tanker: checks pre-transfer

Check		Ship	Remarks
84.	Portable drip trays are correctly positioned and empty (23.7.5)	<input checked="" type="checkbox"/>	Fixed trays, filled with water.
85.	Individual cargo tank inert gas supply valves are secured for cargo plan (12.1.13.4)	<input checked="" type="checkbox"/>	Not in use during this operation.
86.	Inert gas system delivering inert gas with oxygen content not more than 5% (11.1.3)	<input checked="" type="checkbox"/>	Not in use during this operation.
87.	Cargo tank high level alarms are operational (12.1.6.6.1)	<input checked="" type="checkbox"/>	HLA: 95% > 98.5% > 99%.
88.	All cargo, ballast and bunker tanks openings are secured (23.3)	<input checked="" type="checkbox"/>	



Navigator Gas Shipmanagement IMS - Processes & Procedures COM 02: Ship/Shore Checklist

DECLARATION

We the undersigned have checked the items in the applicable parts 1 to 7 as marked and signed below:

		Ship	Terminal
Part 1A	Tanker: checks pre-arrival	✓	NTW
Part 1B	Tanker: checks pre-arrival if using an inert gas system	N/A	N/A
Part 2	Terminal: checks pre-arrival	✓	NTW
Part 3	Tanker: checks after mooring	✓	NTW
Part 4	Terminal: checks after mooring	✓	NTW
Part 5A	Tanker and terminal: pre-transfer conference	✓	NTW
Part 5B	Tanker and terminal: bulk liquid chemicals. Checks pre-transfer	N/A	N/A
Part 5C	Tanker and terminal: liquefied gas. Checks pre-transfer	✓	N/A
Part 6	Tanker and terminal: agreements pre-transfer	✓	NTW
Part 7A	General tanker: checks pre-transfer	✓	NTW
Part 7B	Tanker: checks pre-transfer if crude oil washing is planned	N/A	N/A
Part 7C	Tanker: checks prior to tank cleaning and/or gas freeing	✓	NTW

In accordance with the guidance instructions and have satisfied ourselves that the entries we have made are correct to the best of our knowledge.

We have also made arrangements to carry out repetitive checks as necessary and agreed that those items listed below for ship and the terminal must be **re-checked** at intervals

not exceeding 4 hours.

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