

## Master's Declaration and Vessel Information Checklist

### Submitting this Form

- 1.1 The Shipper, or the appointed port agent acting on the Shipper's behalf will submit the completed form preferably by email to: [Customer\\_Logistics@transmountain.com](mailto:Customer_Logistics@transmountain.com) for Trans Mountain to ascertain the vessel's acceptability.
- 1.2 No signature is required when the Form is completed electronically.

<b>1.0 VESSEL IDENTITY</b>	<b>A PORT CALL ID# WILL BE ISSUED BY TRANS MOUNTAIN</b>	
<b>1.1 Port Call Identifier #</b>  (To be completed by Terminal)	YYYY / ### / L OR D	
<b>1.2 Vessel Name</b>		
<b>1.3 Vessel IMO #</b>		
<b>1.4 Vessel Date of Build and Age</b>		
<b>1.5 Expected date of conducting oil transfer at the WMT (Westridge Marine Terminal)</b>		
<b>1.6 Name of the Person, role and organization who has completed this form</b>		
<b>1.7 Date of completion of this form</b>		
<b>2.0 CRITERIA FOR VESSEL ACCEPTANCE</b>	Column 1	Column 2
<b>2.1 General Requirements</b>	<b>COMPLETED ON BEHALF OF THE VESSEL</b> <i>(ENTER REQUESTED INFORMATION OR YES/NO/NA)</i>	<b>LOADING MASTER'S CONFIRMATION</b> <i>(YES/NO/NA OR COMMENTS)</i>
2.1.1 The Master or person in-charge of the vessel confirms that all persons onboard are healthy and the vessel is not currently subject to quarantine restrictions and such/similar restrictions are not anticipated to be in place for the vessel upon its arrival at the Westridge Marine Terminal.		

<p>2.1.1.1 The Master or person in charge confirms having prepared a shipboard written procedure outlining practices implemented onboard to prevent the spread of COVID-19 virus. These procedures, including guidance on hygiene and “social distancing” should be based on the latest version of Coronavirus (COVID-19) Guidance for Ship Operators for the Protection of the Health of Seafarers, published by the International Chamber of Shipping and must be followed while at the terminal.</p> <p>Please provide a copy of the procedure.</p>		
<p>2.1.2 The Master or person in charge of the vessel has reviewed the <i>Westridge Marine Terminal Oil Pollution Prevention Plan</i>, including the <i>Westridge Marine Terminal Regulations and Operations Guide</i>, and confirms that the terms and conditions specified in it will be met.</p>		
<p>2.1.3 The Master will always remain responsible for the vessel but will support WMT and help as needed to mitigate the conditions. The Master agrees that in case of an oil spill or threat of an oil spill involving a vessel berthed at WMT, Trans Mountain shall act in the capacity of Incident Commander within an ICS response structure and lead the response. In that capacity, the terminal shall activate and utilize resources as it deems necessary to best respond to the emergency.</p>		
<p>2.1.4 The vessel is operated under a safety and/or quality management system structured and adhering to practices identified in Standards such as International Safety Management Code (ISM) if applicable or the American Waterways Operators (AWO) “Responsible Carrier Program” (RCP) or similar. A valid certificate is required.</p> <p>The owner/operator of a tug that has been wholly assigned to tow or push a barge for the duration of its voyage will, for all practical purposes, be considered the owner/operator of both the tug and barge.</p>		
<p>2.1.5 The vessel carries ALL required and customary certificates of compliance. The vessel (tanker or barge and attending tug) is built to industry standards and operated in accordance with</p>		

<p>industry best practices, always compliant with relevant local and international laws and regulations.</p>		
<p>2.1.6 The vessel is registered under the flag of a country on the Tokyo MoU Whitelist and meets the flag criteria for a low-risk ship as listed by the Paris MoU.</p>		
<p>2.1.7 The vessel is classed with a member of The International Association of Classification Societies (IACS) and complies with the applicable class rules.</p> <p>A copy of the vessel's Class Certificate is available upon request. (US flagged vessels will provide appropriate Certificate of Inspection and Certificate of Documentation issued by the USCG).</p>		
<p>2.1.8 The vessel's onboard officers and ratings are licensed in accordance with the relevant Flag State and latest Standards for Training, Certification and Watchkeeping (STCW) Regulations or equivalent.</p>		
<p>2.1.9 The vessel complies with the provisions of the relevant rules regarding International Transport Workers' Federation (ITF) compliance and carries a "Blue Card" or alternatively, a special agreement letter.</p>		
<p>2.1.10 The vessel is entered with a P&amp;I club that is a member of the International Group of P&amp;I Clubs and carries the maximum oil pollution cover normally extended by the P&amp;I club, relevant to its size. This can be verified with a Certificate of Entry.</p>		
<p>2.1.11 The vessel will be transiting the territorial seas of Canada and the US. Please confirm that appropriate arrangements are available to the vessel/vessel operator to satisfy any national requirements, including providing necessary arrival notices to relevant authorities.</p>		
<p>2.1.12 The vessel has implemented on board a Drug and Alcohol Policy that meets The Oil Companies International Marine Forum (OCIMF) recommendations.</p>		
<p>2.1.13 The Shipboard Oil Pollution Emergency Plan (SOPEP) and the Shipboard Marine Pollution Emergency Plan (SMPEP) local contacts list has been updated with relevant contact information including those for Canadian Coast Guard and Western Canada Marine Response Corporation (WCMRC). A</p>		

<p>copy of this list must be posted in the Cargo Control Room and known to the officer on duty.</p> <p>All ships 400 GT and over and all oil tankers 150 GT and over are required by the MARPOL Convention to carry a SOPEP and/or SMPEP.</p>		
<p>2.1.14 The vessel has implemented on board a Ship Security Plan appropriate to her Flag administration requirements .</p>		
<p>2.1.15 Prior to her entry into Canadian waters the vessel will enter into an agreement appointing WCMRC as the designated Spill Response Agency in Canadian waters.</p>		
<p>2.1.16 Any vessel operating under a pilot waiver (applicable to vessels less than 10,000 GT only) will meet the Pacific Pilotage Authority's pilot waiver program.</p> <p>Non-compliance may cause serious delays to the voyage for which the owner/operator shall be held responsible and liable.</p>		
<p>2.1.17 The vessel has an inspection report entered in the SIRE (Ship Inspection Report programme) database that is not more than six months old on the nominated date of loading from the WMT.</p> <p>Note: Tugs used for petroleum barge propulsion are to have an OVID (Offshore Vessel Inspection Database) or SIRE report.</p>		
<p>2.1.18 There are no outstanding or unaddressed observations on record in the SIRE database that may pose a safety or operations risk.</p> <p>The vessel, owner or operator is requested to explain any anomalies in database records.</p>		
<p>2.1.19 There have been no recent (within six months) incidents involving vessel grounding, collision, oil pollution, fatality onboard or detention by a port state authority.</p> <p>Please provide details if this question is answered in the affirmative.</p>		

<p>2.1.20 All vessel equipment (propulsion, bridge or cargo) is in good working order with no deficiencies.</p> <p>Please provide details of any repairs planned or currently in progress.</p>		
<p>2.1.21 All tank spaces have been checked and confirmed free of defects that may compromise structural integrity.</p> <p>Segregated ballast tanks have been checked and found free of oil traces.</p> <p>The integrity of any ballast lines passing through oil tanks, including fuel oil tanks, have been checked and no defects have been found.</p>		
<p>2.1.22 The vessel will be presented with well-maintained topsides and superstructure with clearly painted name, port of registry, draft marks, tug push marks, etc.</p>		
<p>2.1.23 The vessel has on board a copy of the <i>Mariner's Guide to Whales, Dolphins, and Porpoises of Western Canada</i> and is aware of reporting requirements in case of the vessel striking a marine mammal or becoming aware of a marine mammal in distress.</p> <p>If not on board, please ask the agent for a copy or instructions on how to download one.</p>		
<p>2.1.24 The vessel's hull and propeller are not fouled excessively.</p> <p>Please enter dates of last hull and propeller cleaning.</p> <p>Excessive fouling of hull or propeller is liable to create high amount of underwater noise that is detrimental to marine mammals. Vessels carrying excessive hull fouling may be denied acceptance.</p>	<p>Date of last cleaning of :</p> <p>Hull:</p> <p>Propeller:</p>	
<p><b>2.2 Vessel Age</b></p>		
<p>2.2.1 The vessel will be less than 15 years old on the nominated WMT loading date.</p>		

A vessel older than 15 years may be acceptable provided it remains less than 20 years old on the estimated date of becoming free of cargo loaded at the terminal and does not have any issued Conditions of Class.

A tug attending to a barge may be up to 25 years old subject to review of its COI (Certificate of Inspection). Additional information should be provided.

Tankers more than 15 years old will be assessed under Condition Assessment Program (CAP) and meet one of the following rating criteria (in parenthesis):

LR/DNV/ABS	GL	BV	Acceptance Period
New condition (1)	As new (5)	As new or superficial reduction only (1)	Four years from date of survey
	Negligible waste/wear (4)		
Minor defect (2)	Moderate waste/wear (3)	Minor defect (2)	Three years from date of survey

**2.3 Vessel Construction**

2.3.1 The vessel is of double-hull construction.

2.3.2 The entire cargo tank area is provided with oil-tight centre-line bulkheads or designed with centre-tanks and wing-tanks.

2.3.3 Arrangements are in place that allow the vessel operating personnel to view the cargo deck area and manifold areas always while undertaking cargo transfer.

2.3.4 The cargo deck area is provided with a raised steel plate (scupper bar) to allow for containment of any oil on deck. The scupper bar will be a minimum height of 100 mm (four inches).

2.3.5 Clear deck space is available for placement of shore gangway 13 m forward of the foremost cargo manifold.

2.3.6 The vessel has reasonable means to limit water collecting on deck. There will be sufficient staff on deck always to facilitate

<p>the timely monitoring and proper disposal of water collecting on deck throughout the period of cargo transfer operations.</p>		
<p><b>2.4 Vessel Equipment</b></p>		
<p>2.4.1 The vessel's mooring equipment includes a sufficient number of mooring lines and powered winches.</p> <p>All vessels over 5,000 MT DWT shall carry a minimum of eight mooring lines. Powered winches shall be used for handling of mooring lines.</p> <p>A vessel of 40,000 MT DWT and above must have sufficient mooring ropes fitted on self-stowing mooring winch drums. Mooring winch brakes must be tested in accordance with procedures found in OCIMF.</p> <p>Mooring lines may be of wire or synthetic material and construction suitable for the purpose and suitable mooring tails should be provided where applicable.</p>		
<p>2.4.2 The vessel is compliant with the requirements established by VFPA's Port Information Guide and further described in the Pacific Pilotage Authority's Notices to Industry.</p> <p>Focus is to be placed on the capacity of fitted towing strong points, which must be suitable for tethered escort purposes (up to 150 tonnes bollard pull). The PPA requires mooring arrangement plans of the vessels in electronic format before the vessel's first call at this port.</p> <p><b><i>Please send a copy of the official mooring plan of the vessel along with photographs of the stern Emergency Towing Arrangement or escort strongpoint (200 tonnes).</i></b></p>		
<p>2.4.3 All mooring equipment is in good order and operational.</p> <p><i>Note: spring lines of vessels of Panamax size or larger must be wire or HMPE with rope tails attached. Please prepare moorings as per the mooring layout provided in the Westridge Marine Terminal regulations and Operations Guide.</i></p>		
<p>2.4.4 The vessel is fitted with a Vapour Collection System with capacity to connect to a 254 mm (10 inch) vapour recovery line. The system will be checked prior to the vessel's arrival and the piping system will be drained and dry.</p>		





<p><i>Note: Please provide a diagram to illustrate the cargo manifold draining process. The presentation flanges will be adequate distance from the edge of the manifold drip tray/working platform as recommended by OCIMF. If required, remove fitted 16", 18" or 20" spool pieces to facilitate locating the presentation flanges as per OCIMF requirements.</i></p> <p><i>Note: Loading arm flanges in Westridge Marine Terminal use rubber 'O' ring for sealing the connection between loading arm and vessel's manifold. It is therefore imperative that the presentation flange at the vessel's manifold or reducer flange face surface is unpainted, free of rust and otherwise clean and smooth.</i></p> <p><i>Note: Please provide the photographs of vessel manifold reducers 12" flange face to confirm.</i></p>		
<p>2.4.9 Confirm that all manifold cargo valve discharges are secured with appropriate blind flanges, and ensure all air vents on the cargo lines are closed.</p>		
<p>2.4.10 All navigation equipment is available and fully operational. All passage charts are corrected to the latest-issued Notices to Mariners.</p> <p>When fitted with an approved ECDIS (Electronic Chart Display and Information System) it shall use "official" electronic navigational charts unless allowed under its Flag rules; e.g., an attending tug.</p>		
<p>2.4.11 The cargo tanks are fitted with individual pressure sensors with means of recording tank pressure fitted to each cargo oil tank.</p> <p><i>Note: Avoid venting of cargo tanks into atmosphere within the port and at anchorage Vessel that load crude oil should have a plan in place to manage increasing pressure in cargo tanks in case of hot weather, typically when ambient air temperature reach or exceed 23°C.</i></p>		
<p>2.4.12 Cargo tank automatic level gauges in CCR available and accurate?</p> <p>Manual UTI or MMC tank gauging equipment appropriate for closed loading (with available certificates)?</p> <p><i>Note: High H2S cargo precautions will be in effect.</i></p>		

Are all cargo tank high-level and overflow alarms fully operational?		
<p>2.4.13 Other than Slop tanks, do cargo tanks contain any previously loaded cargo? Do any cargo tanks with residual cargo oil have high concentration of H2S?</p> <p>Please ensure portable gas meters, including H2S monitoring units are in good working order and duly calibrated.</p> <p><i>NOTE: Terminal does <b>not</b> require vessel to purge cargo tanks prior to arrival.</i></p>	H2S ppm in cargo tanks:	
2.4.14 Confirm that the side of the vessel coming alongside the terminal will be clear of all protrusions. (Please ensure gangway and/or pilot ladder is turned in before approaching berth.)		
<b>2.5 Technical and Operational Requirements</b>		
2.5.1 The vessel is up to date with all Class inspection and survey requirements for vessels of her age without any pending or overdue Conditions of Class.		
2.5.2 The vessel has a Ballast Water Management Manual that is Class approved and is being implemented. Records are available onboard for review by the Loading Master.		
2.5.3 Please check the vessel's Air draft and inform agents in advance so that an air draft verification can be arranged in accordance with Port rules.	Arrival Air Draft:  Departure Air Draft:	
<p>2.5.4 Masters undertakes that all cargo tanks are in suitable condition for carriage of the nominated cargo.</p> <p><i>Note: Terminal does not issue cargo tank preparation instructions and <b>no purging of tanks is required</b> due to "closed" cargo transfer.</i></p>		
<p>2.5.5 The vessel is fitted with a fully operational Class approved Vapour Collection System and will operate under "closed" cargo transfer condition.</p> <p><i>Note: A vessel with a poorly functioning Vapour Collection System will be deemed unacceptable and asked to vacate the berth.</i></p>		

<p>2.5.6 The vessel is implementing a Volatile Organic Compound management plan. The Master has checked and confirmed that all cargo system fittings are appropriately oil or gas tight.</p> <p><i>Note: Please have a Cargo Tank Gas Tightness Certificate (or similar) available for inspection.</i></p>		
<p>2.5.7 All pressure relief devices, such as pressure-vacuum valves or pressure-vacuum breakers, are set to the correct pressure and confirmed as working.</p>		
<p>2.5.8 The closing time of remotely operated cargo tank valves and other inline loading valves have been adjusted in accordance with recommendations in (ISGOTT) .</p> <p><i>Note: Typically, the valve closing time shall be 30 seconds or more and should be confirmed before loading commences. <b>Once cargo loading has commenced the vessel's manifold valve/s as well as the inlet valve of at least one cargo tank must not be closed unless expressly instructed by the Loading Master.</b></i></p>		
<p>2.5.9 A signed written cargo stowage and transfer plan shall be prepared and sent in advance to the Terminal.</p> <p><i>Note: An updated plan must be shared with the Loading Master upon berthing and prior to cargo transfer.</i></p>		
<p>2.5.10 During oil transfer, the following will be done:</p> <ul style="list-style-type: none"> <li>i) Maintaining close communication with terminal, including any terminal representative onboard (e.g., Loading Master);</li> <li>ii) Ensuring a record/log of the entire oil transfer with proper details.</li> </ul>		
<p>2.5.11 When conducting oil loading, the following shall be strictly followed at all times:</p>		

<p><b>i) Always ensuring open flow path by confirming tank valve of at least one other tank in the system is open before shutting a tank valve;</b></p> <p>ii) Not pinching shut a tank valve when topping-off;</p> <p>iii) Communicating tank changes and valve closures by verbalizing any change (i.e. repeating aloud to others in the cargo control room);</p> <p>iv) Adhering to planned topping-off sequence, and ensuring that any changes to the loading plan is documented and informed to the cargo team and the Loading Master.</p>		
<p>2.5.12 The vessel will ensure continuous monitoring of the cargo deck and manifold area during cargo transfer.</p> <p><i>Note: Check the manifold pressure gauges for any pressure, typically there should be zero back pressure during loading.</i></p>		
<p>2.5.13 The vessel has in operation equipment that prevents the overboard discharge of untreated sewage.</p>		
<p>2.5.14 The vessel will secure all bilge overboard discharge valves under charge of the Chief Engineer prior to entry into the Canadian Exclusive Economic Zone (EEZ) and those shall remain secured until the vessel has departed the Canadian EEZ.</p>		
<p>2.5.15 High Level alarms on Fuel Oil settling tanks are operational.</p>		
<p>2.5.16 The vessel has onboard a Shipboard Energy Efficiency Plan (SEEMP) and is being operated in accordance with SEEMP guidance.</p>		
<p>2.5.17 The vessel will use fuel in main engines and auxiliary engines that meet regulations applicable to the port and region (IMO2020, NA ECA). Appropriate fuel shall be carried together with any corresponding ship-specific fuel changeover procedures.</p>	<p>Type of fuel:</p>	
<p>2.5.11 If vessel is fitted with EGCS (Exhaust Gas Cleaning Systems), Master or person in charge of the vessel is aware of any</p>	<p>EGCS type fitted:</p>	

<p>restrictions to its use within the Port limits depending on the type of equipment, e.g. open loop, closed loop or hybrid. .</p>		
<p>2.5.12 The crew are knowledgeable of issues that may be encountered when operating within the Emissions Control Area (ECA). Prior to the vessel's entry into the Canadian EEZ (Exclusive Economic Zone), the Master will confirm the vessel is fully capable of operating in accordance with the requirements of the ECA without any reduction in its propulsion capacity.</p>		
<p>2.5.13 Controls shall be tested <i>prior to entering or getting underway</i> in Canada's territorial sea and results recorded in the ship's logbook. Tests must include operating the main engines in both ahead and astern directions, completing steering system checks in accordance with SOLAS (Safety of Life at Sea) and checking of all navigation equipment. Any deficiency will be immediately reported to MCTS (Marine Communication and Traffic services) and the WMT advised accordingly.</p> <p><i>Note: Canada's territorial waters extends 12 nautical miles (NM) to sea.</i></p>		
<p>2.5.14 Propulsion or steering failure within or near of Canada's territorial sea will be immediately reported to the appropriate authorities and WMT.</p> <p><i>Note: An inbound vessel will not be accepted at WMT until WMT receives an incident report with appropriate corrective actions, supported by a certificate from the vessel's Class society confirming that necessary repairs have been completed.</i></p> <p><i>An outbound vessel shall be denied future acceptance at WMT without similar details being filed.</i></p>		
<p><b>2.6 Crew Qualifications</b></p>		
<p>2.6.1 The vessel meets or exceeds its safe manning certificate requirements.</p>		
<p>2.6.2 Officers and crew serving in a position that require them to communicate with others regarding navigation, loading/discharging and bunker operations are verbally proficient in English sufficient to carry out these duties.</p>		

<p>2.6.3 All vessel officers and crew members have operational experience on similar vessels and are qualified to operate the equipment for which they are responsible.</p>		
<p>2.6.4 Oil cargo transfer operations will be supervised by individuals with necessary tanker qualifications, e.g. PIC (Person in Charge) Tankerman in the case of US barges.</p>		
<p>2.6.5 The combined experience in rank of the two senior most officers of each department (deck or engine) of a tanker is not less than two years.</p> <p><i>Note: Please provide an updated Officer Matrix from the OCIMF database.</i></p>		
<p><b>2.7 Local Operations and Conduct</b></p>		
<p>2.7.1 The vessel will cooperate with the appointed Loading Master who is there to assist the vessel in ensuring operations are conducted safely and in accordance with all local operational requirements.</p>		
<p>2.7.2 Master confirms operations will be conducted in accordance with any additional guidance provided by WMT, and always respectful of the rights of the residents in surrounding neighborhoods to not be unnecessarily disturbed by noise, odour and health or other concerns from vessel operations. Such additional instructions may be verbal or in writing and shall be issued by the Loading Master.</p> <p><i>Note: Please keep the use of deck lights to a minimum, consistent with safety and operational requirements. Whether at anchor or at berth, avoid glare from deck lights creating a nuisance for nearby residents of the area.</i></p>		
<p>2.7.3 Once within the Canadian EEZ, the Master has been instructed by the Owner to immediately notify Authorities and the WMT in case of any incident affecting safety or the environment as well as loss of propulsion.</p>		

<p>2.7.4 WCMRC shall be immediately notified by the Master in case of any oil spill, however minor.</p>		
<p>2.7.5 The Master is familiar with means to promptly obtain (in case of need) computerized, shore-based damage stability and residual structural strength information and confirms that he/she has the authority to do so directly without awaiting additional approval from the Owner.</p>		
<p>2.7.6 In case of an emergency that may require salvage, the Master confirms having the authority to promptly enter into a Lloyd's Open Form Agreement with SCOPIC clause with a salvor of his/her choice without having to seek additional approval from the Owner.</p>		
<p>2.7.7 The Master confirms the vessel will respect and remain outside the voluntary Tanker Exclusion Zone off the west coast of Vancouver Island, both while laden or in ballast.</p>		
<p>2.7.8 The Master confirms the vessel will always navigate within the designated marine traffic corridors and comply with relevant rules of the Pacific Pilotage Authority and Vancouver Fraser Port Authority, as amended from time to time.</p> <p><i>Note: The relevant rules may be obtained from the appointed ship's agent or directly from the port's website.</i></p>		
<p>2.7.9 The Master will exercise the practice of good seamanship throughout the vessel's transit with due regard to fishing and recreational vessels.</p> <p><i>Note: Extra caution should be exercised near Swiftsure Bank, where many commercial and recreational fishing vessels may be encountered.</i></p>		
<p>2.7.10 The Master shall always employ pilots and tug services in accordance with customary practice of the trade and the route travelled.</p>		
<p>2.7.11 The vessel agrees to participate in all navigation initiatives designed to protect marine mammals in the region such as</p>		

<p>those implemented under the Enhancing Cetacean Habitat and Observation (ECHO) Program; information should be obtained from the port agent in advance of arriving in the area.</p>		
<p>2.7.12 The Master confirms that upon departing Canada via the Juan de Fuca Straits, the vessel will steer a course no more northerly than due west (270°) until the vessel is outside the Canadian EEZ (200 NM from the coast of Canada), weather and safe navigation permitting.</p>		
<p>2.7.13 The Master agrees to the WMT monitoring the vessel's position from the time of her nomination to load is accepted until it leaves the Canadian EEZ.</p>		
<p>2.7.14 The Master will apply best efforts to avoid venting of gases from cargo tanks within the limits of Canada's territorial sea (12 NM limit).</p> <p><i>Note: If exceptional circumstances require venting of a cargo tank, appropriate records will be maintained, and such records will be provided to WMT upon request. If the vessel is within the Port of Vancouver port limits, permission should be sought from the Port's Operations Centre and WMT must be advised.</i></p>		
<p>2.7.15 The master is aware of current Canada Food Inspection Agency directives and has taken necessary precautions (vessel's Canadian port agent can provide necessary guidance).</p> <p><i>Note: If the vessel is arriving during the risk period for Asian Gypsy Moth from an AGM risk area (e.g., Far-east Russia, Japan, or Korea), should have been inspected prior to departing for Canada and have on board a certificate to that regard.</i></p>		



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We confirm that all information has been provided to the best of our knowledge.

**On behalf of the Shipper**

Name:	
Position/Rank:	
Signature: (not necessary if completed electronically)	
Date:	Time:

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