

INSPECTION DURING LOADING /UNLOADING OPERATIONS FOR
PETROLEUM PRODUCTS IN BULK
WORK INSTRUCTION
UIS-I-26

1. Inspection during Loading Operation for Petroleum Products

1.1 Universal Inspectorate & services (UIS) will be notified by fax, telex or e-mail by the client, regarding the following data and information:

- Name of the supplier.
- Vessel's name, E.T.A. and port of loading.
- Grade and volume to be loaded.
- Location & identification of shore tanks.

1.2 Upon receipt of these information UIS will contact and inform the supplier about UIS intervention for quantity and quality inspection on behalf of the client. At this stage, UIS will verify that the supplier is aware of the purchased quantity and quality specifications and obtain the necessary permissions from the refinery/terminal to measure and sample shore tanks prior to the arrival of the vessel.

1.3 UIS will constantly remain in contact on a daily basis with the client to advise the client of the progress of inspection.

1.4 Samples drawn from each shore tank must be of sufficient volume, drawn according to UIS standard procedures and to perform the required analysis according to ASTM or IP methods by the refinery/terminal laboratories. All samples are to be labeled, tagged and sealed by UIS inspector and given to vessel against a signed receipt. Reference samples are to be retained by UIS for a period of 90 days unless otherwise instructed by the client. Furthermore shoreline samples will be taken concurrently with loading and all samples will be labeled, tagged and sealed and retained for a period of 90 days. In the event that the shorelines are not cleared with the nominated cargo, the surveyor will ensure that all shorelines are flushed and details recorded.

1.5 Upon vessel's arrival, UIS inspector will board the vessel and introduce himself to the master and chief officer and the following information is requested:

- (a) Last three cargos loaded by vessel.
- (b) Time recordings.
- (c) Tank cleaning program if any.
- (d) Declaration of void spaces/ballast tanks and slop tanks.

Furthermore the UIS inspector together with the chief officer will proceed to check cargo tanks suitability to load the nominated cargo including an on-board quantification if applicable. The UIS inspector will also check and sound all void spaces and slop tanks and all sea values, overboard and master valves are sealed. Furthermore the UIS inspector will proceed with the Chief Officer to sound all bunker tanks and a certificate is issued to this effect stating bunkers quantity upon arrival and prior to departure.

- 1.6 Upon commencement of the loading operation, the UIS inspector shall draw first foot samples whenever possible and applicable for the detection of any possible contamination. If such unacceptable contamination results the UIS inspector will immediately inform the Technical Department and permission sought whether to stop or continue with the loading operation. All first foot samples will be labeled, tagged and sealed and given to the vessel against receipt. First foot samples held by UIS will be held for a period of 90 days.
- 1.7 Upon completion of loading the UIS inspector will conduct the following:
- (a) Sampling of vessel's cargo tanks.
 - (b) Sounding/Ullaging of vessel's cargo tanks for volume, temperature and free water.
 - (c) Sounding of void spaces, ballast tanks and slop tanks.
 - (d) Quantification of total loaded quantity.
 - (e) Presentation of documents to master for signature which will include: (1) Time sheet (2) VEF Void/ballast space report (4) Ullage report (5) Bunker survey (6) Samples receipt (7) Letters of protest and reserve if applicable (8) OBO report (9) Tanks inspection certificate (10) Sea values certificate.
- 1.8 Upon vessel's departure, the UIS inspector will telex or fax the Technical Department with the full loading data and the final report will be sent to the client within a period of 10 days.

2. Inspection during Unloading Operation for Petroleum Products

- 2.1 The UIS inspector will be informed by the client by telephone, telex, fax or e-mail regarding the unloading port and the receiving refinery or terminal.
- 2.2 From then onwards the UIS inspector will keep track of the vessel and liaise with the receiving refinery/terminal regarding the unloading plan and permission sought from the refinery/terminal administration to sound and sample receiving shore tanks prior to arrival of the vessel.
- 2.3 Upon vessel's arrival at discharge port, the UIS inspector will immediately board the vessel and after introducing himself to the master and chief officer will conduct the following:
- (a) Sounding of vessel's cargo tanks for volume, temperature and free water.
 - (b) Quantification of on-board quantity.
 - (c) Quantification of arrival bunkers.

- (d) Checking of void spaces, ballast tanks and slop tanks.
 - (e) Filling of time sheet.
 - (f) Sampling of cargo tanks.
- 2.4 Given that everything is found to be correct and in order, the UIS Inspector will give his approval for the commencement of the unloading operation.
- 2.5 Upon completion of discharge the UIS inspector will conduct the following:
- (a) Checking of the vessel's cargo tanks that they are satisfactorily drained of cargo.
 - (b) Completion of time sheet.
 - (c) Quantification of bunker tanks prior to departure.
 - (d) Re-checking of void spaces, ballast tanks and slop tank.
 - (e) Presentation of all documents to master.
 - (f) Quantification and sampling of shore tanks after discharge after allowing an adequate settling time period.
- 2.6 Immediately upon completion of discharge, UIS inspector will telex or fax the Technical Department with all the unloading data and the final report is sent to the client within a period of two (2) days from shore tanks quantification.

Upon completion of loading/unloading, Final Inspection Report must be written within 24 hours and sent to the Technical Department, together with the packing list, calibration certificates and any other document, signed, stamped and dated by the inspector.