1.0 INSTRUCTIONS

1.1 Introduction

1.1.1 The Master's Declaration and Vessel Information Checklist (Master's Declaration) is part of the Trans Mountain Vessel Acceptance Standard.

1.1.2 Completion and submission of the Master's Declaration is a requirement for a vessel to be assessed in accordance with the Vessel Acceptance Process.

1.2 Scope

1.2.1 This document applies to all vessels nominated to call at Westridge Marine Terminal (WMT).

1.3 Submitting the Declaration

1.3.1 The Master, or a person acting on his/her behalf, will declare the status of each of the listed criteria for vessel acceptance by completing Column 1 of the document.

1.3.2 The completed checklist will be submitted to:

[redacted]

1.3.3 No signature is required when the Master's Declaration is submitted electronically.

1.4 Review by Loading Master

1.4.1 The Loading Master will review the checklist as completed by the Master and confirm the actual status of each item in Column 2 during the Vessel Acceptance Process.

1.5 Definitions

1.5.1 Definitions and abbreviations relevant to this document is available in the *Vessel Acceptance Standard*.

1.0	**VESSEL IDENTITY**	**A PORT CALL ID# WILL BE ISSUED BY TRANS MOUNTAIN**	
	1.1 Port Call Identification #	YYYY / ### / L OR D	
	1.2 Vessel Name		
	1.3 Vessel IMO #		
	1.4 Person, role and organization completing this form		
	1.5 Date of completion		
2.0	**CRITERIA FOR VESSEL ACCEPTANCE**	Column 1 **COMPLETED ON BEHALF OF THE VESSEL** *(ENTER REQUESTED INFORMATION OR YES/NO/NA)*	Column 2 **LOADING MASTER'S CONFIRMATION** *(YES/NO/NA OR COMMENTS)*
	2.1 General Requirements		
2.1.1	The Master or person in-charge of the vessel confirms the terms and conditions specified in the *Westridge Marine Terminal Regulations and Operations Guide* will be met.		
2.1.2	The Master or person in-charge of the vessel will complete the *Westridge Pre-Arrival Checklist* and confirm the vessel will be presented in the required manner.		
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.		
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. 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.		
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 industry best practices, always compliant with relevant local and international laws and regulations.		
2.1.6 The vessel is registered under the flag of a country on the Tokyo MoU White List and meets the flag criteria for a low-risk ship as listed by the Paris MoU.		
2.1.7 The vessel is classed with a member of IACS and complies with the applicable class rules. 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).		
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.		
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.		
2.1.10 The vessel is entered with a P&I club that is a member of the International Group of P&I Clubs and carries the maximum oil pollution cover normally extended by the P&I club, relevant to its size. This can be verified with a Certificate of Entry.		

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.		
2.1.12 The vessel has implemented on board a Drug and Alcohol Policy that meets OCIMF recommendations.		
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 copy of this list must be posted in the Cargo Control Room and known to the officer on duty. 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.		
2.1.14 The vessel has implemented on board a Ship Security Plan appropriate to her Flag.		
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.		
2.1.16 Any vessel operating under a pilot waiver (applicable to vessels less than 10,000 GT only) will meet the PPA's pilot waiver program. Non-compliance may cause serious delays to the voyage for which the owner/operator shall be held responsible and liable.		
2.1.17 The vessel has an inspection report entered in the SIRE database that is not more than six months old on the nominated date of loading from the WMT. Tugs used for petroleum barge propulsion are to have an OVID or SIRE report.		
2.1.18 There are no outstanding or unaddressed observations on record in the SIRE database that may pose a safety or operations risk. The vessel, owner or operator is requested to explain any		

anomalies in database records.		
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. Please provide details if this question is answered in the affirmative.		
2.1.20 All vessel equipment (propulsion, bridge or cargo) is in good working order with no deficiencies. Please provide details of any repairs planned or currently in progress.		
2.1.21 The vessel will be presented with well-maintained topsides and superstructure with clearly painted name, port of registry, draft marks, tug push marks, etc.		
2.1.22 The vessel has on board a copy of the *Mariner's Guide to Whales, Dolphins, and Porpoises of Western Canada* and is aware of reporting requirements in case of the vessel striking a marine mammal or becoming aware of a marine mammal in distress. If not on board, please ask the agent for a copy or instructions on how to download one.		
2.1.23 The vessel's hull and propeller are not fouled excessively. 2.1.23.1 Please enter dates of last hull and propeller cleaning. 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.		
2.2 Vessel Age		
2.2.1 The vessel will be less than 15 years old on the nominated WMT loading date. A vessel 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. 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	The vessel has reasonable means to limit water collecting on deck. There will be sufficient staff on deck always to facilitate the timely monitoring and proper disposal of water collecting on deck throughout the period of cargo transfer operations.		
2.4	**Vessel Equipment**		

2.4.1 The vessel's mooring equipment includes a sufficient number of mooring lines on powered winches. All vessels over 5000 MT DWT shall carry a minimum of eight mooring lines on powered winches. Mooring lines may be of wire or synthetic material and construction suitable for the purpose and suitable mooring tails should be provided where applicable.		
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. 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 e-format, before the vessel's first arrival, which should also be copied to the Loading Master. ***Please provide a copy of the official mooring plan of the vessel along with photographs of the stern Emergency Towing Arrangement or escort strongpoint (200 tonnes).***		
2.4.3 The vessel is fitted with a Vapour Collection System with capacity to connect to a 406 mm (16 inch) or 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.		
2.4.4 The vessel is equipped with an approved inert gas system and prior to arrival in port, all cargo tanks will be placed in an inerted condition as defined under ISGOTT and so maintained during the entire time the vessel is within Canadian waters. All vessels nominated to handle cargoes other than crude oil should utilize inert gas in an appropriate manner.		
2.4.5 If nominated to load heavy crude oil the vessel is fitted with appropriately sized manifold drain lines to allow effective draining of cargo lines.	Size of drain	

Please explain in detail how manifolds will be drained after loading. ***Please provide a diagram to illustrate the process.***	line:	
2.4.6 All navigation equipment is available and fully operational. All passage charts are corrected to the latest-issued Notices to Mariners. When fitted with an approved ECDIS (Electronic Chart Display and Information System) and it shall use "official" electronic navigational charts unless allowed under its Flag rules; e.g., an attending tug.		
2.4.7 The cargo tanks are fitted with individual pressure sensors with means of recording tank pressure fitted to each cargo oil tank. Applicable if loading crude oil during times of the year when ambient temperature is expected to reach or exceed 23°C.		
2.5 Technical and Operational Requirements		
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 The vessel is fitted with a fully operational Class approved Vapour Collection System and will operate under "closed" cargo transfer condition. A 10-inch reducer is required to connect with the terminal's Vapour Collection and Combustion Unit. If one is not available onboard, please inform the WMT.		
2.5.4 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. Please have a Cargo Tank Gas Tightness Certificate (or similar)		

for inspection.		
2.5.5 All pressure relief devices, such as pressure-vacuum valves or pressure-vacuum breakers, are set to the correct pressure and confirmed as working.		
2.5.6 The closing time of remotely operated cargo tank valves and other inline loading valves have been adjusted in accordance with recommendations in ISGOTT. Typically, the valve closing time shall be 30 seconds or more and should be confirmed before loading commences. Once cargo loading has commenced the vessel's manifold valve/s as well as the inlet valve of at least one cargo tank will not be closed unless expressly instructed by the Loading Master.		
2.5.7 The vessel will ensure continuous monitoring of the cargo deck and manifold area during cargo transfer.		
2.5.8 The vessel has in operation equipment that prevents the overboard discharge of untreated sewage.		
2.5.9 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.		
2.5.10 The vessel has onboard a Shipboard Energy Efficiency Plan (SEEMP) and is being operated in accordance with SEEMP guidance.		
2.5.11 The vessel will use fuel in main engines and auxiliary engines that is in accordance with the rules and regulations of the port and region. Appropriate fuel shall be carried together with corresponding ship-specific fuel changeover procedures.		
2.5.11 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, 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.		
2.5.12 Controls shall be tested *prior to entering or getting underway* 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 and checking of all navigation equipment. Any deficiency will be immediately reported to MCTS and the WMT advised accordingly. Canada's territorial waters extends 12 nautical miles (NM) to sea.		
2.5.13 Propulsion or steering failure within or near of Canada's territorial sea will be immediately reported to the appropriate authorities and WMT. 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. An outbound vessel shall be denied future acceptance at WMT without similar details being filed.		
2.5.14 The Pre-Arrival Checklist information has been reviewed and the vessel will be prepared accordingly.		
2.6 Crew Qualifications		
2.6.1 The vessel meets or exceeds its safe manning certificate requirements.		
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.		
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. Please provide copies of the vessel crew list and in case of a tanker, an updated Officer Matrix from the OCIMF database.		

	2.7 Local Operations and Conduct		
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.		
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 neighbourhoods to not be unnecessarily disturbed by noise, odours 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. 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.		
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. See Item 2.5.13		
2.7.4	WCMRC shall be immediately notified by the Master in case of any oil spill, however minor.		
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.		
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.		
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.		
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 Port Metro Vancouver, as amended from time to time. The relevant rules may be obtained from the appointed ship's agent.		
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. Extra caution should be exercised near Swiftsure Bank, where many fishing vessels may be encountered.		
2.7.10 The vessel will participate in all navigation initiatives designed to protect marine mammals in the region; information should be obtained from the port agent.		
2.7.11 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).		
2.7.12 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.		
2.7.13 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). 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 must be sought from the Port's Operations Centre and WMT must be advised.		

3.0 REFERENCES

3.1 Westridge Marine Terminal Regulations and Operations Guide