



Issued: August 31, 2021

**SAMPLE CARGO TANK LOADING CHECKLIST**

Date: \_\_\_\_\_ Product: \_\_\_\_\_ Cargo Tank No.: \_\_\_\_\_

Quantity to be loaded: \_\_\_\_\_

Key:

[ OK or ✓ ] OK      [ X ] UNSATISFACTORY      [ NA or - ] NOT APPLICABLE  
 If any unsatisfactory conditions are identified,  
 immediately stop and seek further guidance.

**PRE-LOADING**

	Check	Comment
1. Verify cargo tank is secure to prevent movement.		
2. Cargo tank capacity checked against amount to load?		
3. Cargo tank is compatible for product?		
4. Verify the correct product is being loaded per the shipping papers.		
5. Are cargo tank qualification test dates current and legible? <u>Inspection/Test Abbreviations:</u> <ul style="list-style-type: none"> <li>• Visual Inspection External – V (Due Yearly)</li> <li>• Visual Inspection Internal – I (Due Yearly)</li> <li>• Pressure Test- P (Due 5 Years)</li> <li>• Leakage Test – K (Due Yearly)</li> <li>• Thickness Test – T (Due 2 Years)</li> <li>• (Note: If lined, no Thickness Test required.)</li> <li>• Lining Inspection – L (Due Yearly)</li> </ul>		
6. Cargo tank body and general condition of the trailer inspected to ensure there are no obvious major defects, or other conditions that may make the cargo tank unsafe for transport?		
7. Verify wash out waiver or last contained product?		
8. Placard holders are in good condition and correct placards are applied.		
9. Verify location and operation of safety showers and eyewash.		

10. Verify that the cargo tank has been depressurized prior to opening the manway to the interior of the tank.  
(Note: Use extreme caution.)  
Inspect manway gasket for signs of damage or excessive wear.
11. Verify that the internal unloading valve is operable and closed.
12. Verify the external discharge valve is open and cap removed.
13. Visually inspect all fittings, manway and its cover, product hoses and hose gaskets for corrosion, deterioration, damage, signs of product leakage, and loose, missing or damaged hardware.
14. Relief Devices present?


PRE-LOADING COMPLETED BY:

\_\_\_\_\_

(Signature)

By signing this checklist, I am certifying that I completed these steps, and in accordance with government and company quality and safety requirements.

**DURING LOADING**

	<b>Check</b>	<b>Comment</b>
1. Cargo tank vented to scrubber or connected to pad system? (If applicable)		
2. Has product and amount to load been identified? Ensure proper outage.		
3. Ensure correct loading line is securely attached to cargo tank – check line label?		
4. Verify emergency shutdown system location.		
5. Hose connections and all fittings inspected for leaks upon beginning transfer?		
6. During the transfer process, periodically inspect the cargo tank to ensure there is no leakage.		
7. Cargo tank filled to the proper level, ensuring the cargo tank’s volume and weight capacity are not exceeded?		
8. Conductivity testing for rubber-lined cargo tanks performed per the organization’s required frequency? Record the reading in the comments. (If applicable)		
9. Collect a sample. (If applicable)		
10. Product and vent lines removed and secured (closed, capped, plugged)?		
11. Manway cover secured?		
12. Internal valve and external valves are closed, and external valve is capped and secure?		

DURING LOADING COMPLETED BY:

\_\_\_\_\_

(Signature)

By signing this checklist, I am certifying that I completed these steps, and in accordance with government and company quality and safety requirements.

**POST LOADING**

	<b>Check</b>	<b>Comment</b>
1. Product and vent lines removed and secured (closed, capped, plugged)?		
2. All valves/openings are properly secured (closed, capped, plugged, blind flanged)?		
3. Visual inspection of the cargo tank, including all fitting and fitting connections, for leakage (liquid or vapor) or mechanical problems?		
4. Exterior of cargo tank free of product residue?		
5. Tamper-evident devices installed on cargo tank's fittings if required by company policy?		
6. Proper emergency information (e.g., SDS or ERG) accompanied with shipping documents?		
7. Proper shipping papers prepared and given to the driver and are located in the driver door pocket or driver's seat?		

POST LOADING COMPLETED BY:

\_\_\_\_\_ (Signature)

By signing this checklist, I am certifying that I completed these steps, and in accordance with government and company quality and safety requirements.

COMMENTS:

---



---

**NOTE:** The Chlorine Institute recommends a checklist be used for cargo tank loading operations. This sample checklist is an example of the types of information that could be included in a checklist. Cargo tank loading facilities should use this as a guide in the development of site-specific checklists.