



Issued: August 31, 2021

SAMPLE CARGO TANK UNLOADING CHECKLIST

Date: _____ Product: _____ Cargo Tank No.: _____

Quantity to be unloaded: _____

Key:

[OK or ✓] OK

[X] UNSATISFACTORY
 If any unsatisfactory conditions are identified,
 immediately stop and seek further guidance.

[NA or -] NOT APPLICABLE

PRE-UNLOADING

	Check	Comment
1. Identify the receiving tank location and connection point with the customer.		
2. Verify cargo tank is secure to prevent movement.		
3. Verify with the customer the correct product and quantity with is being unloaded per the shipping papers.		
4. Verify location and operation of safety showers and eyewash.		
5. Verify emergency shutdown system location.		
6. Grounding cables connected if required by plant procedures?		
7. Visually inspect the unloading hose and all fittings for corrosion, deterioration, damage, signs of product leakage, and loose, missing or damaged hardware.		
8. Connect product delivery hose to customer receiving connection. Ensure the receiving connection is properly labeled.		
9. Connect cargo tank to regulated air supply (if applicable).		
10. Relief Devices present?		

PRE-UNLOADING 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 UNLOADING

	Check	Comment
1. Slowly open customer valves.		
2. Slowly open cargo tank unloading valves.		
3. Hose connections and all fittings inspected for leaks upon beginning transfer?		
4. Apply air to cargo tank and begin transfer process.		
5. During the transfer process, periodically inspect the cargo tank and receiving line to ensure there is no leakage.		
6. Receiving tank filled to the proper level, ensuring the tank's volume and weight capacity are not exceeded?		
7. Unloading line purged to ensure line free of product?		
8. Unloading line and cargo tank depressurized?		
9. Product and vent lines removed and secured (closed, capped, plugged)?		

DURING UNLOADING 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 UNLOADING

	Check	Comment
1. Check valves and trailer for leaks or residue.	<input type="checkbox"/>	
2. Shipping documents provided to customer?	<input type="checkbox"/>	

POST UNLOADING 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 unloading operations. This sample checklist is an example of the types of information that could be included in a checklist. Cargo tank unloading facilities should use this as a guide in the development of site-specific checklists.