Chief Engineer should check and ensure that SS600’s sampling procedures are carried out.

1. **Inspect** sampling equipment and **Ensure** sampling container is clean.
2. **Seal** sampling container.
3. **Record** sampling container seal number in the Tank Gauging / Calculation (TGC) form.
4. **Ensure** sampling starts simultaneously with the bunkering operation.
5. **Seal** needle valve at the commencement of bunkering.
6. **Record** needle valve seal number in the TGC.
7. **Check** continuous drip sample is taken throughout bunkering operation.
8. **Adjust** needle valve if necessary.
9. **Reseal** needle valve, if adjusted, and **Record** the new seal number in the TGC form.
10. **Confirm** that the seals of both the sampling container and the needle valve are not tampered with.
11. **Shake** or **Stir** the sampling container to promote homogeneity.
12. **Pour** the sample into 4 (or 5 if a testing lab is engaged) sample bottles making 3 or 4 passes to fill each bottle in turn.
13. **Tighten** sample bottle cap on sample bottle neck.
14. **Seal** the sample bottles with uniquely numbered security seals through the aperture on the cap and the opposite aperture on the bottle.
15. **Record** the seal numbers in the sample labels.
16. **Check** the sample labels for complete information.
17. **Paste** the sample labels on the sample bottles in the presence of both parties.
18. **Sign** the sample labels.
19. **Record** the seal numbers in the Bunker Delivery Note (BDN).

**Important Notes**
- Do not sign any sample labels prior to the completion of the bunkering and sampling operations.
- Do not sign extra sample labels.
- An additional sample shall be collected for the testing laboratory, if engaged, making it a total of 5 samples for the operation.
- Recording of the sample seal numbers in the BDN is important. Failure to do so, the authenticity of the sample cannot be verified.
- Counter seals, if used, shall be recorded in the sample labels and BDN.

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