

Company or Vessel Letterhead

[Date]

U.S.C.G. National Maritime Center
 100 Forbes Drive
 Martinsburg, WV 25404

Dear Sir/Madam:

This letter will certify that [Candidate Name], Mariner Reference No. _____, served on the tank vessel noted below for the dates indicated and in the noted capacity aboard the vessel.

Tank Vessel Name	Vessel Type (Oil/Chemical/LG)	Official No.	From	To	Capacity

While serving on the vessel noted above, [Candidate Name] participated in the cargo transfer operations noted on the following page. During his/her service and cargo transfer participation, [Candidate Name] demonstrated to my satisfaction that he/she is fully capable of supervising transfers of liquid cargo, including:

- Pre-transfer inspection;
- Pre-transfer conference and execution of the Declaration of Inspection;
- Connection of cargo hoses or loading-arms;
- Line-up of the cargo system for loading and discharge;
- Start of liquid flow during loading;
- Start of cargo pump and increase of pressure to normal discharge pressure;
- Calculation of loading rates;
- Monitoring;
- Topping-off of cargo tanks during loading;
- Stripping of cargo tanks;
- Ballasting and deballasting;
- Disconnection of the cargo hoses or loading arms; and
- Securing of cargo systems.

Signature of Master or Chief Mate

 Printed Name of Master or Chief Mate

Master(or Chief Mate), [Vessel Name]

Encl: Record of Cargo Transfer Participation

Candidate Name

Candidate Mariner Reference No.

Signature of Master or Chief Mate

RECORD OF CARGO TRANSFER PARTICIPATION

DATE	PRODUCT	PORT & FACILITY	LOAD	DISCHARGE	COMMENCEMENT ¹	COMPLETION ²	P.I.C. NAME <i>(Print)</i>	P.I.C. SIGNATURE
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

1 Credit for a commencement of loading accrues only if the candidate participates in the pre-transfer inspection, the pre-transfer conference including execution of the Declaration of Inspection, the connection of hoses or loading-arms, the line-up of the system for the loading, the start of liquid flow, and the calculation of loading-rates, where applicable. Credit for a commencement of discharge accrues only if the applicant participates in the pretransfer inspection, the pre-transfer conference including execution of the Declaration of Inspection, the connection of hoses or loading-arms, the line-up of the cargo system for the discharge, the start of the pump or pumps and increase of pressure to normal pressure for discharge, and the monitoring of discharge rates.[46 CFR 13.127(b)(6) and (7)]

2 Credit for a completion of transfer, whether loading or discharge, accrues only if the applicant participates in the topping-off at the loading port, or in the stripping of cargo tanks and the commencement of ballasting, if required by the vessel's transfer procedures, at the discharge port. [46 CFR 13.127(b)(8)]

*This letter is to document eligibility for tankerman endorsements under 46 CFR Part 13.
It is not intended to document sea service under 46 CFR 10.232.*