

Port Procedures

1) Actions - Before Cargo Operations

Caution: The minimum GM (fluid) must always be above the minimum IMO requirements.

- a) Confirm final stowage plan with planner
- b) Confirm final stowage position of container lashing bin flat rack
- c) Confirm IMDG cargo documents received
- d) Plan ballast operation as per final stowage plan
- e) Discuss final stowage plan and ballast operation with watch-keepers
- f) Secure ship's cranes if not in use
- g) Check ship's spreaders condition and certification.

2) Actions - During cargo operations port stay

Caution: Wear high visibility vest at all times when working outside accommodation block in port

- a) Monitor stability and stress criteria
- b) Prepare hatch cover for opening
- c) Ensure hatch covers are lifted and placed back in sequence if applicable and in correct position
- d) Monitor, report and record container damage and stevedore damage to ship

Note: Inspect cargo holds for damage before closing hatch covers. Report hidden damages found at sea immediately to charterers

- e) Obtain port permission before using ships provision crane
 - f) Make sure that the seals of containers being loaded are intact
 - g) Record all events in the Cargo Log Book and transfer important events in the Deck log book
- 3) Actions - On completion of cargo operations
- a) Verify all containers are securely lashed
 - b) Confirm all reefer containers are plugged in and power switched on
 - c) Confirm receipt of all relevant cargo documents
 - d) Secure all unused loose lashing gear
 - e) Verify compliance with trim optimization requirements
 - f) Secure all cranes and spreaders if provided
 - g) Read and record the dock water density and actual drafts of the vessel
 - h) Reconfirm VGM data for each container loaded
 - i) Compare visual and calculated drafts for unknown weights
 - j) Action if unknown weights found

- 1) Re-check all tank and void space soundings
 - 2) Check accuracy of entries in loading computer
 - 3) Inform cargo planner
 - 4) Check compliance with UKC policy
 - 5) Inform Marine Superintendent
 - 6) Raise Letter of Protest
- k) Master must sign stability report before departure from port

■ ■ Completed ■ ■

