PRE-OPERATION MEETING WITH CREW

Before loading/discharging operation, a meeting held with the deck OFFICERS and CREW of the vessel. following iNSTRUCTIONS GIVEN For the safe OPERATION:

**1a. ALL CAR DECKS OPENINGS ARE CLEARLY INDICATED AND PROTECTED WITH STOP**

**SIGNS, ROPES, TAPES, STANCHIONS, ETC.**

**1b.BEFORE CARGO OPERATIONS, PLACE SUITABLE SIGNALS (CONES, TAPES, ROPES,**

**STOPS, ETC) TO OBSTRUCT STEVEDORES’/CARS ACCESS ON BOARD AND ONLY AFTER**

**CH.OFFICER’S CONFIRMATION / ORDER THAT PRE-OPERATION MEETING WITH**

**STEVEDORES COMPLETED YOU MAY ALLOW STEVEDORES’ / CARS ACCESS.**

**1c.DURING CARGO OPERATIONS, STEVEDORES’ / CARS ACCESS TO BE OBSTRUCTED**

**IMMEDIATELY WHEN NECESSARY TO ADJUST RAMPS OR INNER RAMPS AND**

**CH.OFFICER OR DUTY OFFICER ADVISES FOREMAN ON SUSPENSION AND RE-**

**COMMENCEMENT OF CARGO OPERATIONS AFTER THE COMPLETION OF SPECIFIC**

**ARRANGEMENTS (LOWERING-HEAVING OF RAMP/PANEL).**

**1d. STEVEDORES’ car(s) are not allowed to stop and exit the drivers on the**

**ramps. this should be done on decks above or below the ramp.**

**1e. Ensure that BEFORE DISCHARGING OF CARGO, a RELEVANT CHECK is made AS PER STOWAGE PLAN AND that THE NUMBER OF UNITS CORRESPOND WITH THE QuanTitY MENTIONED IN THE STOWAGE PLAN AnD THAT AFTER DIsCHarging NO CARGO is short/overlanded as per the relevant “INSPECTION CHECKLIST FOR PREVENTING SHORT-OVER LANDED CARGo” (ops standing instruction 125).**

1. Smoking in car decks is strictly prohibited for all (crew and stevedores). report immediately to chief officer or duty officer if any stevedore is smoking and ignores the instruction.

3a.PREPARE SAFE HOISTING/LOWERING OF THE RAMPS STRICTLY ACCORDING TO MANUFACTURERS INSTRUCTIONS AND WARNINGS. ENSURE THAT ALL MECHANICAL LIMIT SWITCHES WITH RAMPS SENSORS OF LOCATION SOCKETS ARE IN GOOD OPERATION. NO PERSON TO REMAIN UNDER THE RAMP DURING HOISTING/LOWERING. CONTINUOUS COMMUNICATION TO BE KEPT BETWEEN THE PERSON SECURING/RELEASINGTHE RAMP AND the OPERATOR.

3b. DURING HEAVING THE STERN RAMP SPECIAL ATTENTION TO BE GIVEN TO the SPREADING WIRE ENSURING its PROPER REEL ON THE WINCH DRUM AND that ALL THE PRECAUTIONS MENTIONED IN THE “STERN/SIDE RAMP SAFETY OPERATION CHECK LIST”(Ops StandingInstruction 35) ARE STRICTLY FOLLOWED.

1. ENSURE THAT EXTERNAL RAMPS’ WIRES ARE GREASED PROPERLY WITHOUT EXCESS QUANTITY OF GREASE, OTHERWISE REMOVEACCORDINGLY IN ORDER TO AVOID ANY SPRAY OF GREASE ON CARS DURING cargo OPERATION.
2. PROPER AND THOROUGH SWEEPING OF BIMAGRIP SURFACES TO BE CARRIED OUT BY CREW BEFORE ARRIVAL IN THE PORT AND DURING EVERY OPERATION (LOADING/ DISCHARGING) IN ORDER TO MAKE SURE THAT NOT ANY TINY STONES REMAIN LOOSE.
3. PREPARE ALL RAMPS BEFORE OPERATION STARTs. PUT stanchions with handrails and all damage prevention materials in position and in good order.
4. VERIFY THAT OPERATING DEVICES OF CAR RAMPS AND MOVABLE DECKS/SLOPES, ELEVATOR ARE IN GOOD ORDER.
5. ENSURE THAT GUIDES/GUIDE SHOES (WITH NYLATRON) IN MOVABLE DECKS ARE IN POSTION, WELL FITTED AND WITHOUT DAMAGES AND THAT IN CASE A MOVABLE DECK IS STOWED IN FULL-UP POSITION, THE STOWING HOOKS ARE PROPERLY ENGAGED AND HOLDING THE PANEL.
6. BEFORE AND AFTER EACH OPERATION YOU MUST ENSURE THAT THE RESTING SUPPORTS OF EACH LIFTABLE PANEL ARE INTACT, WITHOUT CRACKS, THEIR HOLDING PINS AND THEIR LOCKING CLIPS (CIRCLIP, SPLIT PIN, etc) ARE IN POSITION WITHOUT DEFECTS AND THAT STOPPERS ARE ALWAYS WELDED AND WITHOUT CRACKS. FURTHERMORE, YOU MUST ENSURE THAT THE SECURING DEVICES OF LIFTABLE PANELS SUCH AS SUSPENDERS, REINFORCE BARS AND SECURING HOOKS ARE IN GOOD CONDITION, PROPERLY ENGAGED AND THEIR PINS ARE PLACED IN THE DESIGNATED POSITION (FOR THE REINFORCE BARS - UPPER POSITION).
7. Refueling of car AND/or chaRging of BATTERIES ON board AT THE SAME TIME is prohibited. Chief Officer or Duty Officer to be advised immediately.
8. constant supervision of stevedores by crew in all decks to be kept. do not leave the deck where operation takes place before the substitute crew is in place. do not use any kind of equipment WHICH DIVERTS YOUR ATTENTION FROM YOUR DUTIES, SUCH AS MOBILE PHONES, PERSONAL ELECTRONIC DEVICES, ETC and concentrate strictly on the operation of deck(s).
9. Use of any kind of fire on board is strictly prohibited. ADVISE IMMEDIATELY CHIEF OFFICER OR DUTY OFFICER IN CASE FIRE Suspected or any abnormality observed (smell of material burning, sight of smoke etc)
10. Walk on the ramp side in the designated walkways only.
11. Driving speed is maximum 20km/hour.
12. any cargo damage or damage to the vessel, must be reported immediately.
13. ON EACH CARDECK AVAILABLE QUANTITY OF SAWDUST TO BE READY WITH BROOMS AND SHOVELS IN ORDER TO SPREAD IMMeDIATELY IN CASE OF OIL leakage from cars, WHICH WILL ALSO PREVENT EXPANSION of the oil on the cardeck.
14. all cardeck lights to be checked continuously and in case of any failure to report and replace immediately.
15. ALL DECK CREW AND THE ELECTRICIAN, ARE AWARE AND FAMILIAR WITH THE CARDECK LIGHTS IMMEDIATE CHANGE-OVER PROCEDURE FROM AUTO TO MANUAL OPERATION, AS WELL AS THE LOCATION AND OPERATION OF THE PARTICULAR SWITCHBOARD PANEL(S) .
16. vessels equipment (charterers and owners) forklfit, deck lifters, mafis etc to be secured/lashed and imobilized by handbreak and gear engaged after completion of operation and before departure.

DURING LOAding following items must be checked:

1. **All cars’ switches/lights and ignition switches to be turned off.**
2. **Ignition keys of the cars to be placed in glove-box/ashtray.**
3. **cars’ Hand-brAKE and gear engaged.**
4. The drivers door to remain unlocked.
5. **cars’ Wheels position straight.**
6. **stowage clearance between cars to be:**

**30CM bumper to bumper and 10cm door to door.**

1. **every compartment after completion of cargo (fully loaded) to be secured and to close the gastight doors. same procedure to be also followed in case loading is suspended for many hours, even if the compartment is partly loaded.**
2. **in case no operation at port, safety rounds every two hours to be performed by crew on duty.**
3. **Avoid excess HEIGHT AND weight TO BE LOADED on ramps, decks and movable decks than the permissible on AXLE load, UNIF load and stop the stevedores immediately.**
4. **VEHICLES IN BAD CONDITION, WITH LEAKAGE OR LOADED IN UNSATISFACTORY WAY (WHERE CANNOT BE SAFELY SECURED) MUST NOT BE ACCEPTED FOR LOADING.**

REMARKS:

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| **1) <ChOffRankName>** | **5) <AB1RankName>** | **9) <OS2RankName>** |
| **2) <2OffRankName>** | **6) <AB2RankName>** | **10) <DCdtRankName>** |
| **3) <3OffRankName>** | **7) <AB3RankName>** |  |
| **4) <BosunRankName>** | **8) <OS1RankName>** |  |

## The Master: