PRE LOADING/DISCHARGING MEETING CHECKLIST .

Vessel:\_\_\_<shipName>\_\_\_\_\_\_\_\_\_\_ Date:\_<dateArr>\_\_\_\_\_\_\_\_

Port Terminal:\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_<portArr>\_\_\_\_\_\_\_\_\_\_\_\_\_

Prior to all cargo operation, a meeting should be held where the Chief Officer informs the Master and the duty officers about the planned cargo and bunkering operation in port (ref info received from HA).

The following checklist certifies that the pre-loading/discharging meeting was conducted.

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| Description | Checked |
| Nature and volume of cargo to be discharged and from which locations |  |
| Nature and volume of cargo to be loaded and in which location |  |
| Plan for shifting of deck panels |  |
| Preparation of lashing equipment |  |
| Which ramps to be used |  |
| Special attention/risk assessment for cargo such as:  Project cargo on MAFI's,  Crated/boxed cargo,  Heavy cargo |  |
| Ballast operation: Plan for tanks to be used during ballast operation |  |
| Bunker operation: |  |
| Draft:·Max allowable draft Fore and Aft during the cargo operation |  |
| Max. allowable list accepted during the cargo operation (ref. Makers instructions for the cargo ramps) |  |
| Confirmation that the vessel will be within the limits given in the Trim and Stability booklet/Loading computer throughout the cargo operation |  |
| Give feedback to Port Captain on suggested loading plan in regards to Trim/stability |  |
| Special instruction to officer on duty |  |
| Special instruction to rating on duty |  |
| Remarks: |  |

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<ChOffRankName>

Name of Chief Officer Signature