

## **A description of a tanker vessels voyage to Gothenburg to discharge cargo at one berth and then to load cargo at another berth.**

In this scenario the vessel is bound for Port of Gothenburg to discharge cargo and then proceed to another berth to load cargo for Port of Rotterdam. The following actors are involved in the port call:

1. Vessel
2. Pilot Organisation
3. Port Authority
4. VTS
5. Ship Agent 1
6. Ship Agent 2
7. Towage Operator
8. Terminal 1
9. Terminal 2
10. Mooring Organisation

The Vessel is first going to Terminal 1 to discharge 15000 mt VGO and then to Terminal 2 to load 16000 mt FO.

### **Scenario**

A voyage for a tanker vessel operating on the spot market often begins with an inquiry via email or a phone call from a charterer or an owner of a vessel to a potential ship agent for a specific port about the estimated cost for a certain size and type of a vessel. The ship agent will reply with the estimated cost. If the vessel will be bound for the port to load or discharge the cargo and the ship agent has sent a competitive agency fee the ship agent will be nominated by either the owner or by the person who operates the ship, e.g. a time charterer or charterer. The organization that is in charge of the nomination is decided in the agreement between the two parties. In this Scenario there is one Ship Agent nominated for the discharge voyage and one Ship Agent for the loading voyage.

When the nominee has decided which Ship Agents they are going to use they send out the agency appointment via Email to the ship agents. The nomination includes instructions how the ship agent should act, which actors they should keep updated regarding the vessels forthcoming port call and when the updates should be sent, how they should act if an accident occurs and which cost should be for the owners and the charter. The ship agent will reply with a confirmation of the appointment and that they will act in accordance with the instructions.

When the agreement is made between the parties the ship agent sends an email or a fax (not all vessels have internet connection but the majority have and for this scenario we assume they have internet access) to the captain of the vessel with information that they are the nominated agent and will assist with the port call. The ship agent will ask for the ETA to the pilot station so they can start planning the port call. The ship agent also asks the captain for information regarding possible missing information about the

vessel in order to plan a smooth and cost effective port call. Below you can find an example of such Email from Ship Agent1.

To: Name of the vessel      Attn: Master  
To: The Charterer          Attn: Name of charterer

Vessels name, Voyage number, date  
=====

Good morning Captain,

On behalf of the Charterer we have been appointed as agent for your good vessel "Vessel name". Please advise your ETA to Gothenburg Pilot Station in order for us to arrange a smooth port call.

Please also advise if you have any other inquiries.

Best regards  
Name of agent  
Company name  
Telephone number  
E-mail  
Address

Ship Agent 2 sends a similar Email to the Captain. The Captain of the vessel sends below Email to Ship Agent 1 to inform the ship agent about their ETA.

To: The Ship Agent 1      Attn: Agency Department  
To: The Charterer          Attn: Name of charterer

Good morning and thank you for your Email,

Our ETA to Gothenburg Pilot Station is 23<sup>rd</sup> April at 06.00 hrs lt agw wp.

Please advise the cost for disposal of 5 cbm of Sludge.

Best regards  
Name of the Captain  
Vessel name  
Telephone number  
E-mail  
Address

Ship Agent 2 receives following Email from the captain.

To: The Ship Agent 2            Attn: Agency Department  
To: The Charterer              Attn: Name of charterer

Good morning and thank you for your Email,

Our ETA to Gothenburg Pilot Station is 23<sup>rd</sup> April at 06.00 hrs lt agw wp.

I expect berthing on arrival and 20 hrs for cargo operation so I should be ready for berth shifting on the 24<sup>th</sup> at 02:00 hrs lt agw wp.

Best regards  
Name of the Captain  
Vessel name  
Telephone number  
E-mail  
Address

Ship Agent 1 sends an email with ISPS information to the captain of the vessel in order for him or her to prepare requested mandatory information to the authorities. An example of such information for Sweden is that a vessel needs to send the ISPS paper 24 hours before arrival via email or fax to the Coast Guard in order for them to give approval of the port visit. If Coast Guard does not approve the vessel they will not have clearance to berth at a Swedish Port. If they do that anyway the Captain can be sent to Swedish Prison for up six month.

Unless clearly stated in the agency appointment or in the voyage orders which terminal it is that is going to perform the cargo operation the ship agent has to contact the different terminals in the port to see which terminal is expecting the vessel.

Sometimes the terminal knows about the vessels forthcoming visit in advance and sometimes they do not know about this until there is only a few hours left until the vessel arrives and sometimes not until after the vessel has arrived and then the vessel must go to anchorage awaiting terminal readiness and for the terminal to receive their orders from the cargo owner. The kind of information the ship agents want from the Terminal is the ETB for the vessel, the berth that will be used and the expected time for when to expect cargo operations will be commenced and when they can expect the cargo operation to be completed in order to be able to calculate the estimated turn around time.

The different Ship Agents are competitors with each other but since they are agent for the same vessel but for different voyages they will collaborate to try to make the port visit as smooth as possible. Since the loading voyage is going to be performed after the discharge voyage and all the planning for that voyage is dependent on how the discharging goes Ship Agent 2 contacts Ship Agent 1 to ask them to keep them updated regarding the vessels discharge voyage so they can plan the loading voyage.

Ship Agent 1 contacts Terminal 1 to inform them about the Vessels ETA to Gothenburg pilot station and asks the terminal which berth they want the vessel to berth at and how

long time they expect for cargo operation. Terminal 1 advise Ship Agent 1 that they want the vessel to berth at 510, and that they estimate approx. 22 hours to discharge the cargo and then one hour for paper work.

Ship Agent 2 contacts Terminal 2 to inform them when they estimate the Vessel to be ready to berth at their terminal. Terminal 2 advise Ship Agent 2 that they want the vessel to berth at 520 and they estimates the cargo operation to take 18 hours and then 4 hours for the paper work.

Ship Agent 1 also sends an separate update to the Captain of the vessel.

To: Name of the vessel      Attn: Master  
To: The Charterer          Attn: Name of charterer

Vessels name, Voyage number, date  
=====

Good day Captain,

Thank you for Your Email. Your ETA to Gothenburg Pilot Station 23<sup>rd</sup> April at 06:00 hrs agw wp is well received.

Terminal advise berthing on arrival at jetty 510 and they expect 22 hrs for cargo operation and 1 hrs of paperwork.

In the enclosed file you will find the information about berth 510.

It is free of charge to deliver sludge in Gothenburg if you can discharge with a minimum of 1,5 cbm/hour.

Best regards  
Name of agent  
Company name  
Telephone number  
E-mail  
Address

In the preparatory work for Ship Agent 1 it is included to forward information about the vessels estimated ETA to the actors involved in vessels voyage, e.g. of actors that will be updated is the owner of the vessel, the charterer, the port, the terminal and the crew managing company. In the agency appointment or in the voyage orders it is often stated that the Ship agent shall update the involved actors 96/72/48/36/24/12 hour intervals until vessels arrival. Below there is an example of a typically E-mail from Ship Agent 1

To: The Owner	Attn: Name of operator
To: The Charterer	Attn: Name of charterer
To: The ship broker	Attn: Name of the broker
To: Terminal 1	Attn: Operations
To: Port Authority	Attn: Operations
To: Ship agent 2	Attn: Agency department
To: Name of the vessel	Attn: Master

Vessels name, Voyage number, date

=====

Good morning,

Master advise vessels ETA Gothenburg pilots station 23rd April at 06:00 hrs agw wp.

Terminal advise berthing on arrival at jetty 510 and 22 hrs for the cargo operation and 1 hrs for paperwork

2017-04-23 06:00 ETA Gothenbug Pilot Station

08:00 ETB jetty 510

2017-04-24 07:00 ETD

Best regards

Name of agent

Company name

Telephone number

E-mail

Address

When Ship Agent 2 receives the updated schedule from Ship Agent 1 they also prepare a prospect and send out an Email to the stakeholders that they are instructed to keep updated.

To: The Owner	Attn: Name of operator
To: The Charterer	Attn: Name of charterer
To: The ship broker	Attn: Name of the broker
To: Terminal 2	Attn: Operations
To: Port Authority	Attn: Operations
To: Ship agent next port	Attn: Agency department
To: Name of the vessel	Attn: Master

Vessels name, Voyage number, date

=====

Good morning,

The vessel will berth at jetty 510 to discharge cargo and then proceed to jetty 520. Best ETB jetty 520 is on the 24<sup>th</sup> at 07:30 agw wp.

Terminal expects 18 hrs for the cargo operation and 4 hrs for paperwork

2017-04-24 07:30 ETB jetty 520

2017-04-25 10:30 ETD

Best regards

Name of agent

Company name

Telephone number

E-mail

Address

Since Ship Agent 1 is the one that will be the first Ship Agent they register the vessels voyage in Maritime Single Window of Sweden (which is the vessel reporting system used by the European Union) that interacts with the PCS in Gothenburg, PortIT. The MSW is a system that the Swedish Maritime Administration, The Swedish Coastguard and the Swedish Customs use to monitor all vessels movement in Sweden and it is a mandatory system.

While waiting for the vessel to arrive the ship agent arranges with assignments that the master, ship-owner, charterer or crewing management wants assistance with. Examples of such tasks or services could be, booking of service on onboard equipment, preparing crew change or vetting inspections, supply of food, etc.

The closer it gets to the arrival of the vessel the more important the updates with information about berthing or anchoring on arrival and expected turn around time gets.

The day before the expected arrival Ship Agent 1 and Ship Agent 2 receives an updated ETA from the Captain of the vessel.

Ship Agent 1 calls Terminal 1 and the port to inform them about the changes and receives some updates regarding berthing, etc. and a new Email is sent out to the participating actors.

To: The Owner	Attn: Name of operator
To: The Charterer	Attn: Name of charterer
To: The ship broker	Attn: Name of the broker
To: Terminal 1	Attn: Operations
To: Port Authority	Attn: Operations
To: Ship agent 2	Attn: Agency department
To: Name of the vessel	Attn: Master

Vessels name, Voyage number, date

=====

Good morning,

Please be advised that new ETA from Master due to heavy swell. Master advise vessels ETA Gothenburg pilots station 23rd April at 13:00 hrs agw wp.

Terminal now advise anchoring on arrival due to berth occupied by vessel "name of vessel".

Best ETB at jetty 510 is 23<sup>rd</sup> 23:00 hrs agw.

2017-04-23 13:00 ETA Gothenbug Pilot Station

23:00 ETB jetty 510 23<sup>rd</sup>

2017-04-24 22:00 ETD

Best regards

Name of agent

Company name

Telephone number

E-mail

Address

When Ship Agent 2 receives the Email from Ship Agent 1 they call Terminal 2 to inform them about the changes and receives some updates regarding berthing, etc. and a new Email is sent out to the participating actors.

To: The Owner	Attn: Name of operator
To: The Charterer	Attn: Name of charterer
To: The ship broker	Attn: Name of the broker
To: Terminal 2	Attn: Operations
To: Port Authority	Attn: Operations
To: Ship agent next port	Attn: Agency department
To: Name of the vessel	Attn: Master

Vessels name, Voyage number, date

=====

Good morning,

Please be informed about the updated schedule. Best ETB jetty 520 is on the 24<sup>th</sup> at 22:30 agw wp.

Terminal expects 18 hrs for the cargo operation and 4 hrs for paperwork

2017-04-24 22:30 ETB jetty 520

2017-04-25 20:30 ETD

Best regards  
Name of agent  
Company name  
Telephone number  
E-mail  
Address

On the 23<sup>rd</sup> at 12:15 the Vessel contacts the Gothenburg VTS via VHF to request permission to enter the Gothenburg Traffic Area which is approved by the VTS operator. The vessel arrives to Gothenburg pilot station at 12:30 and three hours prior the arrival they have called the pilot organization on VHF to inform them about their arrival and was then also instructed to proceed to anchorage area B in order to wait for vessel occupying berth 510 to depart from berth 510 before they can continue to berth 510.

An email about the arrival is sent from Vessel to Ship Agent 1.



To: Ship Agent 1                      Attn: Agency Department  
To: The Charterer                      Attn: Name of charterer

Good day,

2017-04-23 12:20 EOSP  
                    12:20 NOR tendered  
                    12:40 Dropped anchor @ area B  
                    23:00 ETB jetty 510  
2017-04-24 22:00 ETD

Draft on Arrival  
Fwd: 8,5 m    Aft: 9,5 m

Bunker on arrival  
FO: 125 mt DO: 45 mt

Best regards  
Name of the Captain  
Vessel name  
Telephone number  
E-mail  
Address

When Ship Agent 1 receives the update he or she calls the terminal and the port to check up on the status of the vessel occupying the berth and to check if they can start booking of pilotage and tug boats. Since the vessel is not equipped with a bow thruster or an azimuth propeller they need assistance of one tug boat for berthing.

The terminal still advise berthing at 23:00 hrs on the 23<sup>rd</sup> April. Ship Agent 1 makes preliminary pilot and towage booking and sends out a new prospect.

To: The Owner                      Attn: Name of operator  
To: The Charterer                Attn: Name of charterer  
To: The ship broker              Attn: Name of the broker  
To: Terminal 1                    Attn: Operations  
To: Port Authority                Attn: Operations  
To: Ship agent 2                 Attn: Agency department  
To: Name of the vessel          Attn: Master

Vessels name, Voyage number, date

=====

Good day,

2017-04-23 12:20 EOSP  
                  12:20 NOR tendered  
                  12:40 Anchored @ anchorage area B  
                  23:00 ETB jetty 510 after vessel "vessel name"  
2017-04-24 22:00 ETD

Pilot and one tug boat is preliminary booked for 21:00 hrs 23<sup>rd</sup> April.

Draft on Arrival

Fwd: 8,5 m    Aft: 9,5 m

Bunker on arrival

FO: 125 mt DO: 45 mt

Best regards

Name of agent

Company name

Telephone number

E-mail

Address

Ship Agent 2 receives the Email and sends out a new prospect based on the information in the Email.

To: The Owner	Attn: Name of operator
To: The Charterer	Attn: Name of charterer
To: The ship broker	Attn: Name of the broker
To: Terminal 2	Attn: Operations
To: Port Authority	Attn: Operations
To: Ship agent next port	Attn: Agency department
To: Name of the vessel	Attn: Master

Vessels name, Voyage number, date

=====

Good morning,

Please be informed about the updated schedule. Best ETB jetty 520 is on the 24<sup>th</sup> at 22:30 agw wp.

Terminal expects 18 hrs for the cargo operation and 4 hrs for paperwork

2017-04-24 22:30 ETB jetty 520

2017-04-25 20:30 ETD

Best regards  
Name of agent  
Company name  
Telephone number  
E-mail  
Address

At least five hours before the vessel will need pilotage and towage assistance for berthing, which in this case means 16:00 on the 23<sup>rd</sup> since it takes about two hours to arrive to the berth from the pilot station, Ship Agent 1 books the Pilot and the Tug boat.

In order for the vessel to berth, mooring personnel needs to be booked to moore the vessel at berth. In Gothenburg this is done by the Pilot organization that request Moorers via VHF for a certain vessel, this is done a couple of hours before berthing but the mooring organization is also informed earlier about forthcoming port calls via the PCS

To: The Owner	Attn: Name of operator
To: The Charterer	Attn: Name of charterer
To: The ship broker	Attn: Name of the broker
To: Terminal	Attn: Operations
To: Port Authority	Attn: Operations
To: Ship agent next port	Attn: Agency department
To: Name of the vessel	Attn: Master

Vessels name, Voyage number, date

=====

Good day,

2017-04-23 12:20 EOSP

12:20 NOR tendered

12:40 Anchored @ anchorage area B

23:00 ETB jetty 510 after vessel "vessel name"

2017-04-24 22:00 ETD

Pilot and one tug boat is booked for 21:00 hrs 23<sup>rd</sup> April.

Draft on Arrival

Fwd: 8,5 m Aft: 9,5 m

Bunker on arrival

FO: 125 mt DO: 45 mt

Best regards

Name of agent

Company name

Telephone number

E-mail

Address

At 20:30 on the 23<sup>rd</sup> April the vessel heaves up the anchor and proceeds to the Pilot Station to pick up the pilot and proceed to berth 510. The Pilot enters the pilot boat to be taken out to the pilot station to assist the vessel on its way in to berth 510. When the pilot boat is approaching the vessel they call the vessel via VHF to decide on which side, Port side or Starboard side, they should go up alongside with the vessel so the Pilot can climb onboard the vessel and start their assignment.

At 20:55 the pilot is onboard the vessel and the Pilot enters pilotage commenced on their hand held device and the vessel start to move in towards the berth. On their way in the Pilot calls the tug boat on VHF to decide where to meet. The Captain on the tug boat departure the berth where they have been waiting and starts to steam towards the agreed rendezvous point. The Pilot also calls the mooring company to confirm the arrival time at berth in order for the moorers to start their work.

At 22:15 the tug boat and the vessel meets at the rendezvous point and connects to each other and the towage is commenced. The vessel together with the tug boat approaches berth 510 where personnel from the port and the moorers are waiting.

At 22:45 the vessel is alongside the berth and the moorers enter mooring operation commenced on their hand held devices.

At 23:05 the vessel is berthed at 510 and the moorers enters mooring operation completed on their hand held devices.

At 23:05 the tug boat is disconnected and the pilotage is completed.

When the vessel is berthed and the gangway is in place Ship Agent 1 enters the vessel to meet the captain in order to gather the documents that shall be presented to customs and to arrange with the services prepared earlier. People from the port and the terminal also boards the vessel in order to plan the cargo operation. The loading master from Terminal 1 also enters the vessel in order to plan the cargo operation together with the officers onboard the vessel.

When Ship Agent 1 gets back to the office he or she sends out an arrival email to the people who received the earlier status updates. Below an example of such an email is presented.

To: The Owner	Attn: Name of operator
To: The Charterer	Attn: Name of charterer
To: The ship broker	Attn: Name of the broker
To: Ship agent 1	Attn: Agency department
To: Ship agent 2	Attn: Agency department

Good evening,

2017-04-23 12:20 EOSP  
12:20 NOR tendered  
12:40 Anchored @ anchorage area B  
20:30 Start heaving anchor  
20:55 POB  
21:15 Tug connected  
22:50 First Linea Ashore  
23:05 All fast @ jetty 510  
23:05 Tug disconnected  
2017-04-24 00:00 Expect to commence loading  
23:00 ETD

Draft on Arrival  
Fwd: 8,5 m Aft: 9,5 m

Bunker on arrival  
FO: 125 mt DO: 45 mt

Best regards  
Name of the Captain  
Vessel name  
Telephone number  
E-mail  
Address

Ship Agent 1 takes care of the customs declaration by uploading the custom documents to MSW. During the cargo operation both the captain and the Ship Agent 1 sends out updates regarding the cargo operation including ETC and ETD.

To: The Owner                      Attn: Name of operator  
To: The Charterer                  Attn: Name of charterer  
To: The ship broker                Attn: Name of the broker  
To: Terminal 1                      Attn: Operations  
To: Port Authority                  Attn: Operations  
To: Ship agent 2                   Attn: Agency department  
To: Name of the vessel              Attn: Master

Vessels name, Voyage number, date

=====

Good evening,

2017-04-23 12:20 EOSP  
              12:20 NOR tendered  
              12:40 Anchored @ anchorage area B  
              20:30 Start heaving anchor  
              20:55 POB  
              21:15 Tug connected  
              22:50 First Linea Ashore  
              23:05 All fast @ jetty 510  
              23:05 Tug disconnected  
              23:40 Cargo arm connected 1 x 12"  
2017-04-24 00:00 Cargo operation commenced  
              22:00 Expected to complete cargo operation  
              23:00 ETD

Draft on Arrival

Fwd: 8,5 m    Aft: 9,5 m

Bunker on arrival

FO: 125 mt DO: 45 mt

Best regards

Name of agent

Company name

Telephone number

E-mail

Address

An important task for the ship agent is to document the port stay regarding times and costs. This documentation is the basis both for port settlement where costs and advances are reported. Another important document that is issued by the ship agent is the "Statement Of Facts" or "Time Sheet" which is used for the lay time calculations.

In the morning when Ship Agent 2 reads the Email he or she send out an updated prospect.

To: The Owner                      Attn: Name of operator  
To: The Charterer                Attn: Name of charterer  
To: The ship broker              Attn: Name of the broker  
To: Terminal 2                    Attn: Operations  
To: Port Authority                Attn: Operations  
To: Ship agent next port        Attn: Agency department  
To: Name of the vessel        Attn: Master

Vessels name, Voyage number, date

=====

Good morning,

Please be informed about the updated schedule. Best ETB jetty 520 is on the 24<sup>th</sup> at 23:30 agw wp.

Terminal expects 18 hrs for the cargo operation and 4 hrs for paperwork

2017-04-24 23:30 ETB jetty 520

2017-04-25 21:30 ETD

Best regards  
Name of agent  
Company name  
Telephone number  
E-mail  
Address

During the port stay both Ship Agent 1 and Ship Agent 2 calls different actors to check up on how the port call goes and if the vessel will be completed on time, earlier or later. The Ship Agents also sends out updates with information on changes.

Five hours before the ship is expected to departure from berth Ship Agent 2 orders pilot and tugs. The pilot organization informs the mooring company about the departure time. Ship Agent 2 sends out an new email with information that pilot has been booked. Ship Agent 1 that has been notified by Ship Agent 2 that the pilot has been booked also sends out an Email.



To: The Owner	Attn: Name of operator
To: The Charterer	Attn: Name of charterer
To: The ship broker	Attn: Name of the broker
To: Terminal 2	Attn: Operations
To: Port Authority	Attn: Operations
To: Ship agent next port	Attn: Agency department
To: Name of the vessel	Attn: Master

Vessels name, Voyage number, date

=====

Good afternoon,

Please be informed that pilotage and on tug has been booked for 23.00 hrs 24<sup>th</sup> April. Best ETB jetty 520 is on the 23:30 agw wp.

Terminal expects 18 hrs for the cargo operation and 4 hrs for paperwork

2017-04-24 23:30 ETB jetty 520

2017-04-25 21:30 ETD

Best regards

Name of agent

Company name

Telephone number

E-mail

Address

When the cargo operation is completed, Ship Agent 1 and loading master from Terminal 1 enters the vessel to complete the necessary paper work.

At 22:45 on the 24<sup>th</sup> April when Ship Agent 1 leaves the vessel the Ship Agent meets the Pilot on the gangway, the mooring personnel is standing ready at the berth to un moore the vessel and the tug boat is approaching.

At 22:55 the tug boat is connected, the pilotage and the towage operation is commenced. The Pilot calls VTS to request permission to leave berth which is received

At 22:58 the mooring operation is commenced.

At the 23:10 the mooring operation is completed and the Vessel leaves the berth.

At 23:25 the vessel is alongside berth 520 and the moorers enter mooring operation commenced on their hand held devices.

At 23:35 the vessel is berthed at 510 and the moorers enters mooring operation completed on their hand held devices.

At 23:40 the towage operation is completed and the tug boat is disconnected, the pilotage is completed and the pilot disembarks the vessel via the gangway that now is in position. Ship Agent 2 together with the loading master from Terminal 2 enters the vessel to meet the Captain to plan the cargo operation together with the officers onboard the vessel.

After the vessel has departure from berth 510 Ship Agent 1 goes back to the office to send a scanned copy of all the cargo documents and the times for the port stay. Below is an example of a departure message.

To: The Owner                      Attn: Name of operator  
To: The Charterer                Attn: Name of charterer  
To: The ship broker              Attn: Name of the broker  
To: Terminal 1                    Attn: Operations  
To: Port Authority                Attn: Operations  
To: Ship agent 2                 Attn: Agency department  
To: Name of the vessel          Attn: Master

Vessels name, Voyage number, date

=====

Good evening,

2017-04-23 12:20 ATA Traffic Area  
              12:20 NOR tendered  
              12:40 Anchored @ anchorage area B  
              20:30 Start heaving anchor  
              20:55 POB  
              21:15 Tug connected  
              22:50 First Linea Ashore  
              23:05 All fast @ jetty 510  
              23:05 Tug disconnected  
              23:30 NOR received  
              23:40 Cargo arms connected, 1 x 12"  
2017-04-24 00:00 Cargo Operation Commenced  
              21:55 Cargo Operation Completed  
              22:15 Cargo arm disconnected  
              22:10 Ullage/Cargo calculations completed  
              22:20 Documents onboard  
              22:40 Documents completed  
              22:45 POB  
              22:55 Tug connected  
              23:10 Vessel left jetty

Delays and remarks

23/4 12:20 – 20:30 @ at anchorage awaiting berth

23/4 12:20 – 23:30 Awaiting NOR from terminal

Draft on Arrival

Fwd: 8,5 m    Aft: 9,5 m

Draft on departure

Fwd: 4,5 m    Aft: 6,0 m

Bunker on arrival

FO: 125 mt DO: 45 mt

Bunker on departure

FO: 125 mt DO: 41 mt

B/L figures for VGO

14.986 mt in vac

Master issued 1 LOP

-Awaiting NOR

You will find a copy of the cargo documents in the enclosed file.

Best regards

Name of agent

Company name

Telephone number

E-mail

The Captain of the vessel sends out an similar Email as Ship Agent 1 and the Captain also sends out an arrival Email to the actors involved for the loading voyage.

To: Ship Agent 2                      Attn: Agency Department  
To: The Charterer                      Attn: Name of charterer

Good evening,

2017-04-24 22:45 POB  
                  22:55 Tug connected  
                  23:00 NOR tendered  
                  23:10 Vessel departure from jetty 510  
                  23:25 First line ashore  
                  23:35 All fast at jetty 520  
                  23:40 Tug disconnected  
2017-04-25 22:00 ETD

Draft on arrival  
Fwd: 4,5 m    Aft: 6,0 m

Bunker on arrival  
FO: 125 mt DO: 40 mt

Best regards  
Name of the Captain  
Vessel name  
Telephone number  
E-mail  
Address

When Ship Agent 2 gets back to the office he or she sends out an arrival email to the people who received the earlier status updates. Below an example of such an email is presented.

To: The Owner                      Attn: Name of operator  
To: The Charterer                  Attn: Name of charterer  
To: The ship broker                Attn: Name of the broker  
To: Terminal 2                    Attn: Operations  
To: Port Authority                Attn: Operations  
To: Ship agent next port        Attn: Agency department  
To: Name of the vessel        Attn: Master

Vessels name, Voyage number, date

=====

Good evening,

2017-04-24 22:45 POB  
              22:55 Tug connected  
              23:00 NOR tendered  
              23:10 Vessel departure from jetty 510  
              23:25 First line ashore  
              23:35 All fast at jetty 520  
              23:40 Tug disconnected  
              23:55 NOR received from Terminal  
              23:55 Cargo arm conncted 1 x 12"  
2017-04-25 00:30 Cargo operation commenced  
              18:30 Expect cargo operation to be completed  
              22:30 ETD

Draft on arrival

Fwd: 4,5 m    Aft: 6,0 m

Bunker on arrival

FO: 125 mt DO: 40 mt

Best regards

Name of agent

Company name

Telephone number

E-mail

Address

During the port stay Ship Agent 2 calls different actors to check up on how the port call goes and if the vessel will be completed on time, earlier or later. The Ship Agents also sends out updates with information on changes.

Five hours before the ship is expected to departure from berth Ship Agent 2 orders pilot and tugs. The pilot organization informs the mooring company about the departure time. Ship Agent 2 sends out an new email with information that pilot has been booked.

To: The Owner                      Attn: Name of operator  
To: The Charterer                Attn: Name of charterer  
To: The ship broker              Attn: Name of the broker  
To: Terminal 2                    Attn: Operations  
To: Port Authority                Attn: Operations  
To: Ship agent next port        Attn: Agency department  
To: Name of the vessel          Attn: Master

Vessels name, Voyage number, date

=====

Good evening,

2017-04-24 22:45 POB  
              22:55 Tug connected  
              23:00 NOR tendered  
              23:10 Vessel departure from jetty 510  
              23:25 First line ashore  
              23:35 All fast at jetty 520  
              23:40 Tug disconnected  
              23:55 NOR received from Terminal  
              23:55 Cargo arm conncted 1 x 12"  
2017-04-25 00:30 Cargo operation commenced  
              20:00 Expect cargo operation to be completed  
2017-04-26 00:00 ETD

Draft on arrival

Fwd: 4,5 m    Aft: 6,0 m

Bunker on arrival

FO: 125 mt DO: 40 mt

Best regards

Name of agent

Company name

Telephone number

E-mail

Address

A couple of hours after the cargo operation is completed, Ship Agent 2 boards the vessel together with the loading master from terminal 2 assist the captain with the paper work and to hand over the stamped customs clearance from Customs to the master.

At 23:50 on the 25<sup>th</sup> April when Ship Agent 2 leaves the vessel the Pilot already onboard the vessel, the mooring personnel is standing ready at the berth to un moore the vessel and the tug boat is about to connect. The Pilot calls VTS to request permission to leave berth which is receveid

At 23:55 the pilotage, the towage operation and the mooring operation is commenced. At the 00:05 the mooring operation is completed and the Vessel leaves the berth.

At 00:35 the towage operation is completed and the tug boat is disconnected. At 01:15 the pilotage is completed and at 01:20 the pilot disembarks the vessel and the vessel

leaves the Traffic Area at 01:30 after they have informed the VTS that they leave the area.

After the vessels has sailed Ship Agent 2 goes back to the office to send a scanned copy of all the cargo documents and the times for the port stay. Below is an example of a departure message.

To: The Owner                      Attn: Name of operator  
To: The Charterer                Attn: Name of charterer  
To: The ship broker              Attn: Name of the broker  
To: Terminal 2                    Attn: Operations  
To: Port Authority                Attn: Operations  
To: Ship agent next port        Attn: Agency department  
To: Name of the vessel          Attn: Master

Vessels name, Voyage number, date

=====

Good evening,

2017-04-24 22:45 POB  
              22:55 Tug connected  
              23:00 NOR tendered  
              23:10 Vessel departure from jetty 510  
              23:25 First line ashore  
              23:35 All fast at jetty 520  
              23:40 Tug disconnected  
              23:55 NOR received from Terminal  
              23:55 Cargo arm conncted 1 x 12"  
2017-04-25 00:30 Cargo operation commenced  
              20:05 Cargo operation completed  
              20:30 Cargo arm disconnected  
              21:30 Ullage/Cargo calculations completed  
              22:55 Documents onboard  
              23:40 Documents completed  
              23:45 POB  
              23:55 Tug connected  
2017-04-26 00:00 Vessel departure  
              00:35 Towage disconnected  
              01:20 Pilot disembarked

Master advise best ETA Rotterdam Pilot Station 28<sup>th</sup> April at noon.

Delays and remarks

24/4 23:00 - 23:55 Awaiting NOR from terminal

Draft on Arrival

Fwd: 4,5 m    Aft: 6,0 m

Draft on departure

Fwd: 8,5 m    Aft: 9,5 m

Bunker on arrival

FO: 125 mt DO: 40 mt

Bunker on departure

FO: 125 mt DO: 38 mt

B/L figures for FO

16.001 mt in vac

No Letter of Protest issued by the Master

You will find a copy of the cargo documents in the enclosed file.

Best regards

Name of agent

Company name

Telephone number

E-mail

Address