**VESSEL OPERATION CHECKLIST**

***(applied For voyage charter)***

**M/V : P.I.C Voyage No.:**

**Cargo:** ..................................................................................................................................................

**1- Pre-voyage:**

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| **Start** | **Content** | **Done** |
|  | - Study RECAP and set up the file | 🞎 |
|  | - Check Port's infos and update necessary infos/ requirements to Sailing Instruction | 🞎 |
|  | - In case of dangerous cargo, steel (finished/semi-finished products), agriprods,… ask Maritime Dept to guide Master for precautions/P&I attendance and arrange pre-loading survey if so required | 🞎 |
| 🞎 | - Discuss with Master for loadable qty and fix cargo qty to be loaded | 🞎 |
| 🞎 | - Ask Master for dunnages/mat & coffee/charcoal estimation if any | 🞎 |
|  | - Draw up Sailing Instruction | 🞎 |
| 🞎 | - Send ( or hand over ) Sailing Instruction to Master & get his receipt confirmation | 🞎 |
|  | - Declare loadable qty and S/P to concerned parties (Agent/ Chrtrs ...) | 🞎 |
| 🞎 | - Check delivery on board of dunnages materials & coffee/charcoal (if any) | 🞎 |
|  | - Check concerned Dept. for requirements/plans concerning next voyage & adv Master/ loadport agent accdgly:  *+ Material Dept.: bunkers, FW, materials, ...*  *+ Technical Dept.: repairs, maintenance, dry docking, ...*  *+ VCC: embark/disembark ,visa, crew list, ...*  *+ Financial Dept. : cash advance, crew's salary , allowance , ...*  *+ Admin Dept.: medicine supply (especially for long voyages)*  *+ Maritime Dept.: navigation information*  *+ SQM Dept.: guidance for PSC inspection*  *+ Other Dept. if required* | 🞎  🞎  🞎  🞎  🞎  🞎  🞎  🞎 |
| 🞎 | - Draw up agency instruction at loadport, send to agent & get estd D/A | 🞎 |
|  | - Advise Master of updated information/ requirements at Loadport *(if any)* | 🞎 |
| 🞎 | - Negotiate estd D/A at Loadport | 🞎 |
|  | - Fix estd D/A & officially nominate loadport agent. Ask fr local/boarding agent contact | 🞎 |
|  | - Hand over remittance request to Financial Dept. & obtain bank slip (if required) | 🞎 |
|  | - Send Crew list & Ship’s certs (if required) to Loadport agent | 🞎 |
| 🞎 | - Check draft C/P details, comment & conclude C/P details | 🞎 |
|  | - Daily check vessel's discharging progress at last disport and report to Manager if there is any delay affecting next laycan: 🞎 🞎 🞎 🞎 🞎 🞎 🞎 |  |
| 🞎 | - Update vsl’s itinerary to parties concerned (Loadport agent, Brokers, Chrtrs...) |  |
| 🞎 | **- In case of bgd rice to Philippines**: ask Chrtrs for copy of flag waiver | 🞎 |
|  | - Advise loadport agent of the addresses and report schedules (vsl's ETA and daily loading operation) which Chtrs request agent to perform | 🞎 |
|  | - Ask loadport agent for Shippers/ Suppliers fullstyle and act accdgly | 🞎 |
|  | - Advise Master of agent’s/ local agent’s full style & concerned parties' address which Chtrs request vessel to advise ETA (*if not yet mentioned in S/Instruction*) | 🞎 |
| 🞎 | - Discuss with Master for holds cleaning plan and fix plan | 🞎 |

**2 - Vessel's depature last port:**

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| 🞎 | - Update vsl's itinerary to concerned parties & ask Master to adv all concerned parties of vsl's ETA |  |
| 🞎 | - Discuss with Master for vessel's arrival draft (*if required*) | 🞎 |
|  | - Daily check up details in vessel's noon reports *(especially ETA, speed, Distogo, sea condition,* bunker consumption*...)*  🞎 🞎 🞎 🞎 🞎 🞎 🞎 🞎 🞎 🞎 🞎 🞎 |  |
| 🞎 | - Ask agent for Cargo/Docs/Berth prospect, coming holidays, estimation of waiting time (*if any*) & discuss with Tech. Dept for repairs/maintenances plan (*if any*) | 🞎 |
| 🞎 | - Discuss with Master, Agent and fix cargoes qty loaded in berth and topped up qty at anchorage if any | 🞎 |
| 🞎 | - Check up with Master regarding holds situation (*cleaning and fumigating by coffee*) | 🞎 |
| 🞎 | - Check pilot, berth and loading schedule | 🞎 |

**3 - At loadport : {*Master’s mob: /Boarding agent’s mob:* }**

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| --- | --- | --- |
|  | - Check NOR tender ( *note : 2nd NOR tender in office hours if required* ) | 🞎 |
|  | - Check holds survey schedule | 🞎 |
|  | - Daily follow up loading progress (holdwise's details), cgo alongsided, qtty to come. Adjust holdwise loading operation if required (*to complete loading in holds at the same time*)  🞎 🞎 🞎 🞎 🞎 🞎 🞎 🞎 🞎 🞎 🞎 🞎 |  |
| 🞎 | - Verify interruption/delay in loading ops. *(if any)* and give actions to minimise delay: |  |
|  | + Bad weather (raining, windy, high humidity , surfing ,…) | 🞎 |
|  | + Lack of trucks/barges, Labours, ... | 🞎 |
|  | + Waiting for cargoes | 🞎 |
|  | + Waiting for Docs | 🞎 |
|  | + Vessel's side (derricks, cranes, G/E, others, ...) | 🞎 |
|  | + Others | 🞎 |
| 🞎 | - Ask Chtrs for Disport (or Disport rotation if any) | 🞎 |
| 🞎 | - Draw up agency instruction at disport, send to agent & get estd D/A | 🞎 |
| 🞎 | - Check concerned Dept. for requirements/plans concerning next disports & advise Master/ disport agent of such plans:  *+ Material Dept.: Bunkers, FW, materials, ...*  *+ Technical Dept.: Repairs, maintenance,...*  *+ VCC: embark/disembark ,visa, crew list, ...*  *+ Financial Dept. : Cash advance, crew's salary , allowance , ...*  *+ Other Depts* | 🞎  🞎  🞎  🞎  🞎 |
|  | - Update necessary information at disport *(if any)* to Master | 🞎 |
| 🞎 | - Negotiate D/A at disport | 🞎 |
| 🞎 | - Fix estd D/A & officially nominate disport agent. Ask for local/boarding agent contact | 🞎 |
| 🞎 | - Hand over remittance request to Financial Dept. & obtain bank slip (if required) | 🞎 |
|  | - Send crew list/ visaed crew list & Ship’s certs (if required) to disport agent | 🞎 |
| 🞎 | - Update vsl’s itinerary to parties concerned (Disport agent, Brokers, Chrtrs...) |  |
|  | - Advise disport agent of the addresses and report schedules (vessel's ETA and daily discharging operation) which Chtrs request agent to perform | 🞎 |
|  | - Advise Master of agent's/ local agent’s full style & concerned parties' address which Chtrs request vessel to advise ETA (*if not yet mentioned in S/Instruction*) | 🞎 |
| 🞎 | - Ask Agent/Shipper for draft B(s)/L | 🞎 |
| 🞎 | - Check B(s)/L details (Load/disports, cargo description, date/place of issue, number of original, frt payment, C/P date ...) & ask for corrections if any --> **Confirm draft B/L** | 🞎 |
|  | - Ask agent to hand over draft B/L with approval stamp/signature to Master for signing the original *(if any),* Owise check Master’s Authorisation letter. | 🞎 |
|  | - Any abnormal request in issuing B/L should be approved by Manager | 🞎 |
|  | - Instruct loadport agent to keep original B(s)/L and wait for Owner's further instruction | 🞎 |
| 🞎 | - Check fumigation plan & discuss with agent to minimize waiting time *(if any)* | 🞎 |
|  | - Ask Brokers for C/P with Chrtrs’ signature and courier to Owner | 🞎 |

**4 - Completion of loading:**

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| 🞎 | - Ask agent for shipping Docs (copy of issued OB(s)/L, M/R, Letter of authorisation, NOR, SOF, Manifest, S/P, Phytosanitary Certs, Fumigation Certs, Draft survey report,… whatever issued ) | 🞎 |
|  | - Check signed B(s)/L ( qty, date, signature,…), ask loadport agent to hold the original B(s)/L & wait for Owner's further instruction | 🞎 |
| 🞎 | - Check up figures in shipping Docs to ensure the unity/ conformity | 🞎 |
| 🞎 | - Send shipping Docs to disport agent (*if no 2nd B(s)/L required*) | 🞎 |
| 🞎 | - Calculate freight breakdown and issue freight Invoice | 🞎 |
| 🞎 | **- In case 2nd B(s)/L required:** |  |
|  | + Ask Chtrs to submit draft 2nd B(s)/L | 🞎 |
|  | + Check details in 2nd B(s)/L, confirm draft 2nd B(s)/L | 🞎 |
|  | + Request Chtrs to submit LOI (or surrender 1st set B(s)/L), check and confirm LOI | 🞎 |
|  | + Instruct authorised agent to collect Chtr's LOI (or 1st B(s)/L), sign 2nd B(s)/L & send a copy to Ows | 🞎 |

**5 - Departure and sailing for disport(s) :**

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| 🞎 | - Update vsl's itinerary to concerned parties & ask Master to adv all concerned parties of vsl's ETA |  |
|  | - Daily check up details in vessel's noon reports (especially ETA, speed, sea cond, Bilge water, F/A arrival draft, bunker consumption …)  🞎 🞎 🞎 🞎 🞎 🞎 🞎 🞎 🞎 🞎 🞎 🞎 |  |
| 🞎 | - Discuss with Master for vessel's arrival draft if required | 🞎 |
| 🞎 | - Ask disport agent for Docs/berth situation, coming holidays, estimation of waiting time (*if any*) & discuss with Tech. Dept for repairs/maintenances plan (*if any*). | 🞎 |
| 🞎 | - Discuss with Master & Agent and fix lightening cargo qty at anchorage *(if any)* | 🞎 |
|  | - Check ventilation schedules on sailing. In case long journey ask Master to check cargo status in holds (I.W.P) & report to Ows | 🞎 |
|  | - In case cargo damaged during sailing time ask Maritime Dept to guide Master to solve completely before vessel's arrival disport | 🞎 |
| 🞎 | **- In case 2nd B(s)/L issued :**  + Adv Master and instruct him to keep onboard all cgo docs issued at loadport  + Instruct disport agent to issue new Manifest and other Docs for formalities which must be in accordance with 2nd B(s)/L | 🞎  🞎 |
| 🞎 | - Chase freight remittance, get freight confirmation from Bank & check the figures | 🞎 |
|  | - Instruct Loadport agent to release O.B/L to shipper | 🞎 |
| 🞎 | - Calculate laytime at loadport & send to Chrtrs for cfm (***note: time-barred clause***) | 🞎 |
|  | - Check with disport agent/ Chrtrs for cargo delivery methods (O.B/L, B/G, LOI, ...) | 🞎 |
|  | - Check cargo delivery docs (B/L, B/G, LOI,...) details : endorsement, stamp/signature, figures, wording… | 🞎 |
|  | - Instruct agent/ Master to collect the original ones (B/L, B/G, LOI, ...) & confirm to release D/O | 🞎 |
|  | - Advise Master of cargo release accdgly | 🞎 |

**6 - At disport(s): {*Master’s mob: /Boarding agent’s mob:* }**

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| --- | --- | --- |
|  | - Check NOR tender ( *note : 2nd NOR tender in working time if required* ) | 🞎 |
|  | - Check/ update pilot/berth schedule, cargo survey & discharging schedule | 🞎 |
|  | - Daily follow discharging progress (holdwise's details) and adjust holdwise discharging operation if required *(to complete discharging in holds at the same time)*  🞎 🞎 🞎 🞎 🞎 🞎 🞎 🞎 🞎 🞎 🞎 🞎 |  |
| 🞎 | - Verify interruption/delay in discharge ops. (if any) and give actions to minimise delay: |  |
|  | + Bad weather (raining, windy, high humidity , surfing , ...) | 🞎 |
|  | + Lack of trucks/barges, labour… | 🞎 |
|  | + Waiting for Docs | 🞎 |
|  | + Vessel's side (derricks, cranes, G/E, ...) | 🞎 |
|  | + Others | 🞎 |
| 🞎 | - In case of cargo damaged: |  |
|  | + Instruct Master to sort out damaged cargo, estd qtty and put aside separately | 🞎 |
|  | + Advise Maritime Dept.of incident to have prompt responses/ actions | 🞎 |
|  | + Ask Master to verify the causes and adv temporary solution | 🞎 |
|  | + Coordinate with Tech Dept. to rectify the causes | 🞎 |
|  | + Follow up the survey progress on board and conclusion of survey reports | 🞎 |
|  | + Instruct Master/Agent to solve damaged cargo | 🞎 |
|  | + Follow solving operation *(to keep loading operation/ completion on schedule)* | 🞎 |
|  | - Adv Master/ disport agent of next port of call | 🞎 |
| 🞎 | - In case of extra cost incurred at disport, check & follow remittance of extra D/A | 🞎 |
|  | ***(In case of 2nd/3rd load/disport check list roughly same as that of 1st load/disport)*** |  |

**7 - Post voyage :**

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|  | - Collect Shipping Docs ( NOR, SOF, COR, Draft survey, ROROC…) & evaluate them | 🞎 |
| 🞎 | - Calculate laytime at disport, get Chrtrs’ cfm & settle with balance freight *(if any)* | 🞎 |
| 🞎 | - Follow balance freight remittance & get bank’s confirmation | 🞎 |
|  | - Calculate T/C rate & evaluate the voyage | 🞎 |
| 🞎 | - Chase, collect & check original Charter Party/ Fixture Note/ Addendum | 🞎 |
| 🞎 | - Chase, collect & check original B(s)/L | 🞎 |
| 🞎 | **- In case of switching B/L**: chase, collect & check original 1st set B(s)/L.  **Close the file.** | 🞎 |