Operation Check list

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **NO.** | **OPERATION STEPS** | | | | | | | | |  | **Remark** |
| **I.** | **WORK MUST BE CARRIED OUT ON RECEIPT OF CLEAN FIXTURE** | | | | | | | | |  |  |
|  |  | | | | | | | | |  |  |
| 1.1 | Checked thoroughly Clean fixture recap, note on remarkable item(s) | | | | | | | | |  |  |
| 1.2 | Vessel’s able to arrive within laycan for current voyage (Y/N), If No | | | | | | | | |  |  |
|  | Notified the broker and ask for laycan extention | | | | | | | | |  |  |
|  | Keep brokers/charterers updated on vessel’s itinerary | | | | | | | | |  |  |
|  | Charterers confirmed to extend laycan ? Till what date ? | | | | | | | | |  | L/can extended till …………/…………/……………… |
| 1.3 | Anything needs charterers’ approval / confirmation (Y/N) | | | | | | | | |  |  |
|  |  | | | | | | | | |  |  |
|  | Sent to Charterers and asked for confirmation | | | | | | | | |  |  |
|  | Charterers confirmed | | | | | | | | |  |  |
|  | Check with all parties concerned for INSTRUCTIONS | | | | | | | | |  |  |
| 1.4 | Port restriction, if any | | | | | | | | |  |  |
| 1.5 | Repairing and maintenance at next port(s) | | | | | | | | |  |  |
| 1.6 | If bunker is enough for intended voys & reaching convenient bunkered port? | | | | | | | | |  |  |
|  | Bunkering plan at next port(s) ? | | | | | | | | |  |  |
| 1.7 | Lub-oil supply at next port(s) | | | | | | | | |  |  |
| 1.8 | Spare-parts supply at next port(s) | | | | | | | | |  |  |
| 1.9 | Fresh water supply at next port(s) | | | | | | | | |  |  |
| 1.10 | Crew change | | | | | | | | |  |  |
| 1.11 | Others… | | | | | | | | |  |  |
|  |  | | | | | | | | |  |  |
| 1.12 | Urged charterers to send voyage order | | | | | | | | |  |  |
|  | ***Received Charterers’ loading order*** | | | | | | | | |  | Received on ……………/…………/……………… |
|  | ***Received Charterers’ discharge order*** | | | | | | | | |  | Received on ……………/…………/……………… |
| 1.13 | Requested Chtrs for cargo’s MSDS | | | | | | | | |  |  |
| 1.14 | Sent Owners’ instruction to Vessel and W.S.M | | | | | | | | |  |  |
|  | Vessel confirmed to receive Owners’ instruction | | | | | | | | |  |  |
| 1.15 | Sent Charterers loading order to vessel | | | | | | | | |  |  |
|  | Vessel confirmed to receive Charterers’ loading order | | | | | | | | |  |  |
|  | Vessel reverted with tank-wise stowage plan | | | | | | | | |  |  |
| 1.16 | Sent Charterers discharge order to vessel | | | | | | | | |  |  |
|  | Vessel confirmed to receive Charterers’ discharge order | | | | | | | | |  |  |
|  |  | | | | | | | | |  |  |
| II | **WORK MUST BE SETTLED PRIOR TO VESSELS' ARRIVAL LOADPORT** | | | | | | | | |  |  |
|  |  | | | | | | | | |  |  |
| 2.1 | Got full style of Agent at loadport (Charterers’ / Owners') | | | | | | | | |  |  |
| 2.2 | Contacted loadport agent | | | | | | | | |  |  |
| 2.3 | Received breakdown of estimated Port D/A at loadport | | | | | | | | |  |  |
| 2.4 | Agreed and remitted estimated P/D | | | | | | | | |  |  |
| 2.5 | Nominated Agent | | | | | | | | |  |  |
| 2.6 | Checked for berthing prospect | | | | | | | | |  |  |
| 2.7 | Anything to do if vessel's not scheduled to berth on arrival (Y/N) | | | | | | | | |  |  |
|  |  | | | | | | | | |  |  |
|  |  | | | | | | | | |  |  |
| 2.8 | Berthing prospect ………………Hrs ……………/………/………………….. | | | | | | | | |  |  |
| 2.9 | Fixed schedule to berth? ………………Hrs ……………/………/………………….. | | | | | | | | |  |  |
| 2.10 | Fixed schedule to inspect cargo oil tanks. Any delay and reasons (Y/N) ? | | | | | | | | |  |  |
|  |  | | | | | | | | |  |  |
| 2.11 | Cleanliness certificate issued, if not what's reason ? | | | | | | | | |  |  |
|  |  | | | | | | | | |  |  |
| 2.12 | Any supply need to arrange at loadport (Y/N) ? | | | | | | | | |  |  |
|  |  | | | | | | | | |  |  |
| 2.13 | Other … | | | | | | | | |  |  |
|  |  | | | | | | | | |  |  |
|  |  | | | | | | | | |  |  |
| III | **DURING and UPON COMPLETION OF LOADING** | | | | | | | | |  |  |
|  |  | | | | | | | | |  |  |
| 3.1 | Pay much attention to cargo handling operation | | | | | | | | |  |  |
| 3.2 | How many grades will the vessel have to load ?: ……………… Grades | | | | | | | | |  | ……………………../……………………../………………………….. |
| 3.3 | Did Charterers / Supplier / Terminal ask for comingling cargo ? (Y/N), if Yes | | | | | | | | |  |  |
|  | ***Did Charterers issue their L.O.I for comingling cargo ? (Y/N)*** | | | | | | | | |  |  |
| 3.4 | Did Charterers / Supplier ask for topping up (Y/N), if Yes, where ? Quantity ? | | | | | | | | |  | ……………………………………….../…………………………MT |
| 3.5 | Any delay during loading operation (Y/N), details: | | | | | | | | |  |  |
|  | - Waiting for berth / How many hours ? | | | | | | | | |  | …………………… Hrs |
|  | - Waiting for high tide / How many hours ? | | | | | | | | |  | …………………… Hrs |
|  | - | | | | | | | | |  | …………………… Hrs |
|  | - | | | | | | | | |  |  |
| 3.6 | Discrepancy between B/L's and ship's figures | | | | | | | | |  |  |
|  | Fig. | B/L’s figures | | | Ship’s figures | | | |  | |  |
|  | Grade | Metric tons | | US Barrels | Metric tons | US Barrels | | |  | |  |
|  |  |  | |  |  |  | | |  | |  |
|  |  |  | |  |  |  | | |  | |  |
|  |  |  | |  |  |  | | |  | |  |
|  |  |  | |  |  |  | | |  | |  |
|  | ***Percentage of difference: 1ST grade.............……….... ; 2ND grade............……………***  ***3RD grade.............……….... ; 4TH grade............……………*** | | | | | | | | |  |  |
| 3.7 | Difference percentage allowed by the Charterers (**As per Voyage Order**) | | | | | | | | |  |  |
| 3.8 | Charterers confirmed / approved for Master to sign documents / sail | | | | | | | | |  |  |
| 3.9 | Instructed the Master to sign B/L and issue letter of protest | | | | | | | | |  |  |
| 3.10 | Protests issued by ship | | | | | | | | |  |  |
|  | - Discrepancy between B/L's and ship's figures | | | | | | | | |  |  |
|  | - Free water found after loading | | | | | | | | |  |  |
|  | - Delay / Stoppage during loading operation | | | | | | | | |  |  |
|  | - Connection restriction | | | | | | | | |  |  |
|  | - Terminal not allow to de-ballast concurrent with loading operation | | | | | | | | |  |  |
|  | - | | | | | | | | |  |  |
|  | - | | | | | | | | |  |  |
| 3.11 | Protest issued by loading terminal(s) | | | | | | | | |  |  |
|  | - | | | | | | | | |  |  |
|  | - | | | | | | | | |  |  |
|  | - | | | | | | | | |  |  |
|  | - | | | | | | | | |  |  |
|  | - | | | | | | | | |  |  |
| 3.12 | Is there any change in cargo name (Y/N) ? Detail ? | | | | | | | | |  |  |
|  |  | | | | | | | | |  |  |
|  | Require Charterers to issue a letter of indemnity against such change | | | | | | | | |  |  |
| 3.13 | Is there any change in loading / discharging port (Y/N) ? Detail ? | | | | | | | | |  |  |
|  |  | | | | | | | | |  |  |
|  | Require Charterers to issue a letter of indemnity against such change | | | | | | | | |  |  |
| 3.14 | If Charterers requested to issue new set B/l(s), what’s reason ? | | | | | | | | |  |  |
|  |  | | | | | | | | |  |  |
|  | Requested Charterers / Terminal / Agent to present new B/L’s format | | | | | | | | |  |  |
|  | Checked ? All details are in conformity with other cargo documents or not ? | | | | | | | | |  |  |
|  | - Type of B/L | | | | | | | | |  |  |
|  | - Code name | | | | | | | | |  |  |
|  | - B/L Number | | | | | | | | |  |  |
|  | - Shippers | | | | | | | | |  |  |
|  | - Consignees | | | | | | | | |  |  |
|  | - Loadport | | | | | | | | |  |  |
|  | - Disport | | | | | | | | |  |  |
|  | - Quantity | | | | | | | | |  |  |
|  | - Notify party | | | | | | | | |  |  |
|  | - Date of issued | | | | | | | | |  |  |
|  | - Place of issued | | | | | | | | |  |  |
|  | - Number of Originals | | | | | | | | |  |  |
|  | - Signature (Master or Agent ) | | | | | | | | |  |  |
|  | - Stamp (Master or Agent ) | | | | | | | | |  |  |
|  | Required Charterers to issue a letter of indemnity for re-documentation | | | | | | | | |  |  |
|  | Instructed Master to authorize Agent to issue new set B/L | | | | | | | | |  |  |
|  | ***Required Agent to collect the signed former original B/L*** | | | | | | | | |  |  |
| 3.15 | ***Freight tax to be applied or not ? (Y/N)*** | | | | | | | | |  |  |
|  | If applied, It shall be for Charterers’ or Owners’ account ? | | | | | | | | |  |  |
|  | Owners’ account |  | Charterers’ account | | | |  |  | | |  |
|  | Asked Loadport Agent to issue freight tax invoice | | | | | | | | |  |  |
|  | Requested Agent send to Brokers/Charterers if all details’ in order | | | | | | | | |  |  |
| 3.16 | Others… | | | | | | | | |  |  |
|  |  | | | | | | | | |  |  |
|  |  | | | | | | | | |  |  |
| **IV** | WORK MUST BE DONE BEFORE VESSEL ARRIVES AT DISPORT | | | | | | | | |  |  |
|  |  | | | | | | | | |  |  |
| 4.1 | Got full style of Agent at disport (Charterers’ / Owners') | | | | | | | | |  |  |
| 4.2 | Contacted disport agent | | | | | | | | |  |  |
| 4.3 | Received breakdown of estimated Port D/A at disport | | | | | | | | |  |  |
| 4.4 | Agreed and remitted estimated P/D | | | | | | | | |  |  |
| 4.5 | Nominated disport agent | | | | | | | | |  |  |
| 4.6 | Urged Loadport Agent to fax all cargo documents | | | | | | | | |  |  |
| 4.7 | Received all cargo documents in full | | | | | | | | |  |  |
| 4.8 | Checked B/L, Manifest and other documents in details | | | | | | | | |  |  |
| 4.9 | Faxed B/L, Cargo Manifest, and other documents to Disport Agent | | | | | | | | |  |  |
| 4.10 | Urged the Broker to prepare the freight invoice | | | | | | | | |  |  |
|  | Checked the freight invoice and confirm if all detail’s in order. | | | | | | | | |  |  |
| 4.11 | ***Urged Chtrs to issue L.O.I / Invocation for release cargo w/o Org. B/L*** | | | | | | | | |  |  |
|  | Checked L.O.I /Letter of invocation and confirmed if all detail’s in order | | | | | | | | |  |  |
|  | Instruct Master / Disport agent to release Delivery Order / Cargo | | | | | | | | |  |  |
| 4.12 | Checked if vessel's allowed to ballast in concurrently with discharging (Y/N) | | | | | | | | |  |  |
|  | ***Time allowed by Charterers for ballasting if not concurrent (Y/N)*** | | | | | | | | |  | …………….. Hrs |
| 4.13 | If vessel has to lighten at anchorage before berthing (Y/N) | | | | | | | | |  |  |
|  | If yes, quantity has to be lighterned ? | | | | | | | | |  | ……….………………. MT; …….…………………. MT |
| 4.14 | Asked for Receivers' lighters readiness on vessel arrival disport | | | | | | | | |  |  |
| 4.15 | Will Receivers’ lighters be ready on arrival | | | | | | | | |  |  |
| 4.16 | Checked for berthing prospect | | | | | | | | |  |  |
| 4.17 | Anything to do if vessel's not scheduled to berth on arrival (Y/N) ? | | | | | | | | |  |  |
|  |  | | | | | | | | |  |  |
| 4.18 | Berthing prospect ………………Hrs ……………/………/………………….. | | | | | | | | |  |  |
| 4.19 | Fixed schedule to berth? ………………Hrs ……………/………/………………….. | | | | | | | | |  |  |
| 4.20 | Any supply need to arrange at disport (Y/N) ? | | | | | | | | |  |  |
|  |  | | | | | | | | |  |  |
| 4.21 | Other … | | | | | | | | |  |  |
|  |  | | | | | | | | |  |  |
| V | **DURING and UPON COMPLETION OF DISCHARGING** | | | | | | | | |  |  |
| 5.1 | Pay much attention on cargo handling operation | | | | | | | | |  |  |
| 5.2 | Any delay during lighterning / discharging operation (Y/N) ?, details: | | | | | | | | |  |  |
|  | - Waited for berth / How many hours | | | | | | | | |  | …………………… Hrs |
|  | - Waited for high tide / How many hours | | | | | | | | |  | …………………… Hrs |
|  | - Ballasted after completion of discharging | | | | | | | | |  | …………………… Hrs |
|  | - | | | | | | | | |  | …………………… Hrs |
| 5.3 | Protests issued by ship | | | | | | | | |  |  |
|  | - Delay / Stoppage during discharging operation | | | | | | | | |  |  |
|  | - Connection restriction | | | | | | | | |  |  |
|  | - Terminal not allow to ballast concurrent with discharging operation | | | | | | | | |  |  |
|  | - | | | | | | | | |  |  |
|  | - | | | | | | | | |  |  |
| 5.4 | Protest issued by Disport’s terminal(s) | | | | | | | | |  |  |
|  | - Shortage of cargo quantity / difference between B/L and Ullage figure | | | | | | | | |  |  |
|  | - Delay / slow discharge | | | | | | | | |  |  |
|  | - Free water found in cargo tanks | | | | | | | | |  |  |
|  | - | | | | | | | | |  |  |
|  | - | | | | | | | | |  |  |
| 5.5 | Dry / empty certificate issued | | | | | | | | |  |  |
| 5.6 | Other ... | | | | | | | | |  |  |
|  |  | | | | | | | | |  |  |
|  |  | | | | | | | | |  |  |
| Vi | **After COMPLETION OF DISCHARGING** | | | | | | | | |  |  |
|  |  | | | | | | | | |  |  |
| 6.1 | Urged Disport Agent to fax all cargo discharge documents | | | | | | | | |  |  |
|  | Received all discharge documents in full | | | | | | | | |  |  |
| 6.3 | Faxed cargo discharge documents to Brokers, if required (Y/N) | | | | | | | | |  |  |
| 6.4 | Checked for freight remittance | | | | | | | | |  |  |
| 6.5 | ***Received Ocean Freight in full ? (Y/N)*** | | | | | | | | |  |  |
|  | If not in full, details: | | | | | | | | |  |  |
|  |  | | | | | | | | |  |  |
| 6.6 | Any additional expenses occurred during loading/discharging operation (Y/N)? | | | | | | | | |  |  |
|  | Calculate for additional expenses | | | | | | | | |  |  |
|  | Mailed Additional Claim to Charterers / Brokers | | | | | | | | |  | Mailed on ……………/…………/……………… |
|  | Checking for remittance of Additional expenses | | | | | | | | |  |  |
|  | Received Additional expenses | | | | | | | | |  | Received on ……………/…………/……………… |
| 6.7 | ***Received Freight tax money if to be for Charterers’ account*** | | | | | | | | |  | Received on ……………/…………/……………… |
| 6.8 | Demurrage calculation already fulfilled ? Any demurrage incurred (Y/N) ? | | | | | | | | |  |  |
|  | Demurrage supporting documents to be sent to brokers within timebar | | | | | | | | |  | Mailed on ……………/…………/……………… |
|  | Chasing for remittance of demurrage money | | | | | | | | |  |  |
|  | Received demurrage money in full | | | | | | | | |  | Received on ……………/…………/……………… |
|  |  | | | | | | | | |  |  |
| ViI | **POST FIXTURE** | | | | | | | | |  |  |
|  |  | | | | | | | | |  |  |
| 7.1 | Fulfilled Voyage calculation | | | | | | | | |  |  |
| 7.2 | Urged Brokers for Original C/P | | | | | | | | |  |  |
|  | Received Original C/P | | | | | | | | |  | Received on ……………/…………/……………… |
|  | Checked thoroughly C/P | | | | | | | | |  |  |
|  | Any confusion / incorrect need to amended | | | | | | | | |  |  |
|  | Signed / Stamped and sent Original C/P to Broker | | | | | | | | |  | Mailed on ……………/…………/……………… |
|  | Chased for Original C/P which’s counter-signed by Charterers | | | | | | | | |  |  |
|  | Received Original C/P which’s signed / stamped by Owners/Charterers | | | | | | | | |  | Received on ……………/…………/……………… |
| 7.3 | Received Brokers’ Commission Invoice on Ocean Freight | | | | | | | | |  | Received on ……………/…………/……………… |
|  | Arranged remittance of Brokers’ commission on Ocean Freight | | | | | | | | |  | Remitted on ……………/…………/……………… |
| 7.4 | Received Brokers’ Commission Invoice on demurrage money, if any | | | | | | | | |  | Received on ……………/…………/……………… |
|  | Arranged remittance of Brokers’ commission on demurrage money | | | | | | | | |  | Remitted on ……………/…………/……………… |
| 7.5 | Asked Loadport Agent to send Original Port Disbursement invoices/vouches | | | | | | | | |  | Received on ……………/…………/……………… |
| 7.6 | Asked Disport Agent to send Original Port Disbursement invoices/vouches | | | | | | | | |  | Received on ……………/…………/……………… |
| 7.7 | Push Disport Agent / Charterers for Original B/L | | | | | | | | |  |  |
|  | Received Original B/L with sufficient endorsement | | | | | | | | |  | Received on ……………/…………/……………… |
| 7.8 | Any other claim from Owners / Charterers | | | | | | | | |  |  |
|  |  | | | | | | | | |  |  |
|  |  | | | | | | | | |  |  |