|  |  |
| --- | --- |
| Form Type: | Section 5 - Cargo Operation |

| Form Name | Form No | Revision No. | When to complete | Where to Submit | Folder No. | Retention |
| --- | --- | --- | --- | --- | --- | --- |
| Loading/Discharge Plan | CO001 | 000 | Upon receipt of voyage order | Email submission to TCC (OPS) & (MSD) | CM1 | 7 years |
| Cargo Ballast Transfer Plan | CO002 | 000 | Before transferring | Email submission to TCC (OPS) & (MSD) | CM1 | 7 years |
| Stowage Plan | CO004 | 000 | Upon receipt of voyage order | Email submission to TCC (OPS) & (MSD) | CM1 | 7 years |
| Cargo and Deck Arrival load port | CO006 | 000 | Before arrival |  | CM4 | 7 years |
| Cargo and Deck Arrival discharge port | CO007 | 000 | Before arrival |  | CM4 | 7 years |
| Cargo and Deck Departure Form | CO008 | 000 | Before departure |  | CM4 | 7 years |
| NOR | CO011 | 000 | Commence of laycan or on arrival or at the latest before start of loading and discharge | Email submission to TCC (OPS) | MD5 | 7 years |
| Cargo Request form | CO012 | 000 | Completion of voyage | Mail submission to TCC (OPS) | CM1 | 7 years |
| Ship/Shore Operation Information Exchange loading | CO013 | 000 | Before cargo operation |  | CM11 | 7 years |
| Ship/Shore Operation Information Exchange discharging | CO014 | 000 | Before cargo operation |  | CM11 | 7 years |
| Before loading Certificate | CO015 | 000 | Before cargo operation |  | CM11 | 7 years |
| COW Pre-Arrival Checklist | CO016 | 000 | Before COW operation |  | CM11 | 7 years |
| Cargo Tank Washing and COW Report | CO018 | 000 | Completion of discharging | Email submission to TCC (OPS) | CM11 | 7 years |
| Ullage report table 6A and 6B – After Loading and Before Discharging | CO019 | 000 | Completion of loading/discharging | Email submission to TCC (OPS) | CM11 | 7 years |
| Ullage report table 54A and 54B | CO020 | 000 | Completion of loading/discharging | Email submission to TCC (OPS) | CM11 | 7 years |
| Note of Protest (Free water) | CO023 | 000 | Completion of loading | Email submission to TCC (OPS) | MD5 | 7 years |
| Note of Protest (Short Loading) | CO024 | 000 | Completion of loading | Email submission to TCC (OPS) | MD5 | 7 years |
| Note of Protest (Bills of Lading) | CO025 | 000 | Completion of loading | Email submission to TCC (OPS) | MD5 | 7 years |
| Letter of Protest (Delays) | CO026 | 000 | Completion of loading/discharging | Email submission to TCC (OPS) | CM1 | 7 years |
| Note of protest (General) | CO027 | 000 | Completion of loading/discharging | Email submission to TCC (OPS) | CM1 | 7 years |
| Cargo Temperature/ Heating Record | CO028 | 000 | Daily when carry ‘Heated Cargo’ | Mail submission to TCC (OPS) and TCC (MSD) | CM11 | 7 years |
| Ship/Shore Safety Checklist | CO029 | 000 | Before Cargo operation |  | CM5 | 7 years |
| Purging/Gas Freeing/Inerting Checklist | CO030 | 000 | Before Operation |  | CM11 | 3 years |
| Ship-to-Ship Cargo Operation Checklist | CO031  (1-5) | 000 | Before STS operation |  | CM5 | 7 years |
| Ship-to-Ship Cargo Operation Checklist | CO031 (6,6A,7,8) | 000 | Before STS operation |  | CM5 | 7 years |
| Ship-to-Ship Transfer Operation Log | CO031-9 | 000 | Before STS operation |  | CM5 | 7 years |
| Ship-to-Ship Record Book | CO031-10 | 000 | Before STS operation |  | CM5 | 7 years |
| Certificate of Slop | CO033 | 000 | Completion of voyage | Mail submission to TCC (OPS) | CM11 | 7 years |
| Cargo pumping Log | CO034 | 000 | Completion of voyage | Mail submission to TCC (OPS) | CM11 | 7 years |
| After Discharge Certificate | CO035 | 000 | Completion of discharge | Email submission to TCC (OPS) | CM11 | 7 years |
| Lifting gear operation checklist | CO040 | 000 | During checking |  | CM4 | 3 years |
| Gangway & Accommodation ladder checklist | CO047 | 000 | Prior to rigging |  | CM11 | 3 years |
| Oil Transfer Procedure & Form | CO048 | 000 | Before cargo operation  Before bunker operation |  | CM11  TR01E | 7 years  3 years |
| Small Craft Alongside | CO049 | 000 | Before craft alongside |  | CM2 | 3 years |
| Record of Oxygen and H2S Readings | CO050 | 000 | When required |  | CM11 | 7 years |
| Terminal Satisfaction Sheet | CO053 | 000 | After each cargo operation | Email submission to TCCHK (MSD) | CM11 | 2 years |
| Vessel Experience Factor | CO054 | 000 | After Loading | - | CM11 | 7 years |
| O.B.Q. Certificate | CO055 | 000 | Completion of discharging | Email submission to TCC (OPS) | CM11 | 7 years |
| R.O.B Certificate | CO056 | 000 | Completion of discharging | Email submission to TCC (OPS) | CM11 | 7 years |
| On Board Cargo Operation Audit Form | CO057 | 000 | After completion of cargo operation audit | - | CM11 | 3 years |
| Cargo Sample Log | CO058 | 000 | After each collection and disposal | - | CM8 | 7 years |
| Record of Vapour Tightness Test | CO059 | 000 | Yearly (Jul) or when call at US port | Email submission to TCC (MSD) | CM10 | 7 years |