

SVEUČILIŠTE U RIJECI
POMORSKI FAKULTET

Nautika i tehnologija pomorskog prometa, preddiplomski studij

POSLOVANJE U BRODARSTVU
Poslovno dopisivanje

PRIMJERI PORUKA IZ UREDA PRIJEVOZNIKA PREMA POSLOVNIM PARTNERIMA
I ZAPOVJEDNIKU BRODA

(Dopunska literatura za proširenje znanja)



Rijeka, 2022.

SADRŽAJ

1. Uvod.....	1
2. Iz odjela "upošljavanja i praćenje brodova" u uredu prijevoznika, obavijest naručitelju prijevoza (čarteru) o kretanju/poziciji broda	2
3. Iz odjela "zaštita brodara" u uredu prijevoznika, preko brokera obavijest naručitelju prijevoza o šteti na teretu.....	3
4. Iz odjela "pomorsko tehnički servisi" u uredu prijevoznika, zahtjev proizvođaču uređaju za popravak pod garancijom.....	4
5. Iz odjela "pomorsko tehnički servisi" u uredu prijevoznika, zahtjev radio operateru za registraciju nove brodske radio stanice tijekom brodogradnje	5
6. Iz odjela "pomorsko tehnički servisi" u uredu prijevoznika, zahtjev proizvođaču za isporuku rezervnih dijelova u suhi dok	6
7. Iz odjela "pomorsko tehnički servisi – pregled i nadzor brodova" u uredu prijevoznika, zahtjev klasifikacijskoj ustanovi za pregled i produljenje svjedodžbe.....	7
8. Iz odjela "pomorsko tehnički servisi" u uredu prijevoznika, suradnja na sljedećoj brodogradnji, zahtjev za kotaciju novog broda.....	8
9. Iz odjela "upravljanje posadom" u uredu prijevoznika, obavijest agentu u luci o smjeni posade.....	9
10. Iz odjela "pomorsko tehnički servisi" u uredu prijevoznika, zahtjev proizvođaču uređaju za popravak pod garancijom.....	10
11. Iz odjela "zaštita brodara" u uredu prijevoznika, obavijestava P&I club o sudaru broda i šteti.....	11
12. Iz odjela "praćenja brodova" u uredu prijevoznika, obavijest zapovjedniku da je brod ugovoren za sljedeće putovanje	12
13. Zaključak.....	13

1. Uvod

U nastavku slijede primjeri uobičajenih poruka poslovnog dopisivanja koje šalju stručnjaci/inspektori iz različitih odjela ureda prijevoznika svojim poslovnim partnerima te zapovjednicima na brodove. Odjeli u uredu prijevoznika koji se ovdje spominju se odnose na prijevoznika koji upravlja flotom prema adaptivnom modelu upravljanja. Identično poslovno dopisivanje vrijedi i za sve druge modele upravljanja ali u tom slučaju se odjeli od kuda je poruka odaslana, eventualno drukčije nazivaju. Poruke se uobičajeno šalju emailom, premda može i drugim putem.

U svakoj poruci u uzglavlju se nalazi firma i odgovorna osoba kojoj je poruka upućena, te osoba koja šalje poruku u odjelu prijevoznika.

Poruke su originalno na engleski jezik uz korištenje uobičajenih kratica poslovnog izražavanja. Nakon svakog paragrafa, slijedi slobodni, skraćeni prijevod na hrvatski jezik.

Ovaj kratki priručnik nije namijenjen za učenje u svrhu polaganja ispita iz kolegija Poslovanje u brodarstvu, već služi kao dopunska literatura studentima u svrhu proširenja znanja, te pruža uvid u poslovno dopisivanje u pomorstvu. Ništa od ovog materijala u priručniku neće biti na ispitu.

2. Iz odjela "upošljavanja i praćenje brodova" u uredu prijevoznika, obavijest naručitelju prijevoza (čarteru) o kretanju/poziciji broda

To: EKKO CHARTERING CORP - NY, Attn: Andrei DeFost

From: Capt. Peter Lasorte, Chartering Department, BestShip Management - MC

M/V Fomalhaut

BULK MATERIALS - C/P 29/03/2021

Master is giving ETA Fos Sur Mer, 12 May 2021 at 21.00 hrs lt. We understand from agents that berthing is expected on arrival and comm load 13 May 2021 at 05.00 hrs for completion monday / tuesday.

Zapovjednik je dao ETA Fos Sur Mer, 12.05.2021 u 2100 lokano vrijeme. Prema agentima, privez se očekuje na dolasku broda i početak ukrcaja 13.05.2021 u 0500, te završetak ukrcaja ponedjeljak/utorak.

Best Regards,

Capt. Peter Lasorte

3. Iz odjela "zaštita prijevoznika" u uredu prijevoznika, preko brokera obavijest naručitelju prijevoza o šteti na teretu

To: EKKO CHARTERING CORP - NY, Attn: Andrei DeFost

From: Capt. Henry Miller, Claims handling Department, BestShip Management - MC

M/V Fomalhaut, ETA SHANGHAI 22nd April 2021

C/P 29/03/2021

CARGO OF RAPESEEDS CONTAMINATED WITH GRAIN**TERET RAPESEEDS ONEČIŠĆEN ŽITARICOM**

As you have been most pbly already informed by your local agents, during discharge of rapeseeds cargo at Shanghai, stevedores have discovered certain quantity of different cargo (probably wheat) mixed with rapeseeds in hold no. 4.

Kao što ste vjerojatno obaviješteni, tijekom iskrcaja rapeseeds u Šangaju, stivador je otkrio onečišćenje tereta žitaricom u skladištu 4.

Discharge from hold no. 4 was suspended, pending receivers decision. Discharge from other holds continued without delay for time being.

Iskrcaj iz skladišta 4 je zaustavljen do odluke primaoca tereta. Iskrcaj iz ostalih skladišta je nastavljen bez odgode za sada.

According relevant c/p, such kind of cargo contamination is entirely chrs responsibility and owners regret but must keep chrs fully responsible for all delays, damages and extra expenses related to a/m contamination.

Prema relevantnom c/p, ovakvo onečišćenje tereta je na odgovornost čartera, te brodovlasnici drže čartera u potpunosti odgovornog za kašnjenje, štete i dodatne troškove vezane za ovo onečišćenje.

Chrs are herewith invited to appoint surveyor to attend onboard in order to protect chrs position.

Čarter je ovime pozvan da nominira inspektora koji će doći na brod u svrhu zaštite interesa čartera.

Fyg, owners P & I club surveyor is also attending and according masters first estimate contamination is relatively minor.

P&I Inspektor je na brodu a prema zapovjedniku, onečišćenje je relativno malo.

Best Regards,

Capt. Henry Miller

4. Iz odjela "pomorsko tehnički servisi" u uredu prijevoznika, zahtjev proizvođaču uređaju za popravak pod garancijom

To: Japan Radio Co., Ltd. - Tokyo, Attn: Mr. Horiuchi / Wada -Marine service center.

cc.: Tsuneishi Shipbuilding Co. Ltd. - Tsuneishi, fax: +81 849 87 3694, Attn.: Mr. H. Takayama, Ship Sales Dep.

From: Capt. Max Sinclair, Techincal Department, BestShip Management - MC

M/V Sirius, Tsuneishi Hull 1150, delivered 11.02.2019, Call Sign: ELWS8

INMARSAT-B TERMINAL, JRC JUE-310B

Please note that the subject vessel was delivered to her Owners on 11th Feb. 2019 after her construction had been completed at Tsuneishi Shipyard, Japan.

Brod je isporučen vlasnicima 11. veljače 2019. nakon što je završena gradnja u brodogradilištu Tsuneishi, Japan.

Master has reported today that above equipment, which under guaranty, is not working properly. We enclose master's message which is self explanatory.

Zapovjednik je izvijestio da stanica koja pod jamstvom ne radi ispravno. Prilažemo njegov poruku koja je sama po sebi jasna.

Please let us know whether the malfunction can be result of a signal interference area – vessel is now under way from Singapore to India and has just cleared Sumatra island, approximate position: Lat. 6 deg. N, Lon. 91 deg. E.

Može li kvar biti posljedica područja smetnji signala - brod je sada na putu od Singapura do Indije, približno: Lat. 6° N, Lon. 91° E.

Whether the malfunction is a result of signal interference area or defective equipment please let us know if there is any procedure, that you would recommend, that can be undertaken on board the vessel by crew in order to solve the problem.

Bez obzira u čemu je problem, da li postoji postupak koji biste preporučili, a koji posada može poduzeti kako bi riješila problem.

The vessel is due Indian port - Pipavav on 19th May 2021. This is a remote port positioned between bigger towns – Diu and Bhavnagar, close to border with Pakistan. If the malfunction can not be cleared on board by ship's crew, kindly let us know whether you have your representative in above ports which can repair the equipment.

Brod dolazi u indijsku luku - Pipavav 19. svibnja 2021. Imate li svog predstavnika ondje koji može popraviti opremu.

Your urgent reply would be highly appreciated.

Best Regards,

Capt. Max Sinclair

5. Iz odjela "pomorsko tehnički servisi" u uredu prijevoznika, zahtjev radio operateru za registraciju nove brodske radio stanice tijekom brodogradnje

To: Sait Communications S.A., Brussels, Attn: Mr. Bernard Henry, Service Control dep.

From: Capt. Max Sinclair, Technical Department, BestShip Management - MC

M/V Aries, Tsuneishi Hull 1152, Type of vessel: Bulk Carrier, Call Sign: ELWS8, Flag: Liberian, Liberian Official No.: 11096, L.R. / IMO No.: 9193692

GMDSS RADIO INSTALATION

The subject vessel / newbuilding, presently under construction at Tsuneishi Shipyard is due for delivery to her Owners on 24th June 2021.

Brod u izgradnji trebao bi biti isporučen vlasnicima 24.06.2021. Tsuneishi, Jap.

Please approach Liberian authorities / Inmarsat with request for issuance of ship radio station license and assigning of MMSI and various ID numbers (including MF/HF/DSC No. and SELCALL).

Molimo obratite se liberijskim vlastima / Inmarsatu sa zahtjevom za izdavanje ...

We enclose a list of radio / navigation equipment that is being installed on the vessel and Inmarsat Application forms for commissioning of Inmarsat-B and Inmarsat-C terminals.

Prilažemo popis radio i navigacijske opreme, te Inmarsat pristupni obrazac ...

Please note that GMDSS is based on 1 Inmarsat-C and 1 MF/HF terminals; Inmarsat-B terminal is not part of the GMDSS.

We have decided that Radio Accounting Authority for this vessel be your good company - SAIT. Please let us have your Radiocommunications Service Agreement in due course.

Odlučili smo da SAIT vodi radio računovodstvo. Dostavite nam ugovor ...

Best Regards,

Capt. Max Sinclair

APPLICATION FOR SHIP RADIO STATION LICENCE		
	MANUFACTUR.	MODEL
MF/HF TRANSMITTER	Japan radio Co.Ltd.,	JSS-720
MF/HF DSC ENCODER	"	CDJ-1085
DSC WATCH RECEIVER	"	NRD-720
MF/HF RECEIVER	"	NRD-740
N.B.D.P. (TELEX)	"	CDJ-1980
VHF TRANSCEIVER	"	JHS-32A
VHF DSC ENCODER	"	built in JHS-32A
DSC WATCH RECEIVER	"	"
DUPLICATED VHF INST	"	JHS-32A
INM. - B EARTH STATION	"	JUE-310B
+ FACSIMILE	"	JAX-831
INM. - C EARTH STATION	"	JUE-75C
+ E.G.C. RECEIVER	"	built in JUE-75C
2182 WATCH RECEIVER	"	JXA-7
NAVTEX RECEIVER	"	NCR-300A
DIRECTION FINDER	"	exemption requested
SATELLITE EPIRB	"	JUE-3A
SURVIVAL CRAFT TWO-WAY VHF (3 SETS)	"	JHS-7
RADAR TRANSPONDERS (2 SETS)	"	JAX-30A
RADAR (1) + ARPA (BUILT IN)	Litton Marine Systems B.V.	Bridge Master II Arpa C342/8
RADAR (2)	"	Bridge Master II C252/6
WEATHER FACSIMILE	Japan radio Co.Ltd.	JAX-9A
G.P.S. NAVIGATOR	"	JLR-6800

6. Iz odjela "pomorsko tehnički servisi" u uredu prijevoznika, zahtjev proizvođaču za isporuku rezervnih dijelova u suhi dok

To: Electrocatalytic Ltd. - Newport, Attn: Mr. R. Jones, Service Manager

From: Capt. Max Sinclair, Technical Department, BestShip Management - MC

M/V Sirius

CAPAC CATHODIC PROTECTION SYSTEM

We have intention to supply to the vessel parts as per enclosed requirement list No. 392.

Namjeravamo isporučiti rezervne dijelove prema priloženom popisu zahtjeva br. 392.

Enclosed also is extracted relevant page from ship's drawing with specification of the Capac system.

U prilogu se također nalazi relevantna stranica s brodskog nacrtu sa specifikacijom sustava Capac.

Please let us have your best quotation and availability (earliest delivery time) for the parts. Please also quote CAPASTIC KIT necessary for 2 anodes and let us know if the Capastic can be sent by airfreight.

Dajte ponudu i dostupnost za dijelove. Također, dajte ponudu za CAPASTIC KIT s 2 anode i javite nam može li se poslati avionom.

Our intention is to send all the items by airfreight to Athens, Greece to arrive there latest by 21st May 2021. Kindly note that the vessel will be put in dry-dock at that time in Piraeus.

Namjeravamo avionom poslati dijelove u Atenu. Brod će u to vrijeme biti u suhom doku u Pireju.

Your reply at your earliest convenience would be highly appreciated.

Cijenit ćemo Vaš brzi odgovor.

Best Regards,

Capt. Max Sinclair

7. Iz odjela "pomorsko tehnički servisi – pregled i nadzor brodova" u uredu prijevoznika, zahtjev klasifikacijskoj ustanovi za pregled i produljenje svjedodžbe

To: Lloyd's Register of Shipping - Croydon, Attn: Mr. S.C.Marsh, Lifting Appliances & Materials Handling Dept

From: Capt. Henry Miller, Technical Department – Ship Classification, BestShip Management - MC

M/V Sirius, L.R. No. 8913538

The subject vessel is on her way to Aalborg, Denmark where ETA is 30 May 2021.

Brod je na putu za Aalborg, Danska, gdje je ETA 30. svibanj 2021.

Status of Lifting Appliances Surveys is:

Status pregleda prekrcajne opreme:

LAAC	Annual certification	due	09.06.2021
LAQC	Quadrennial Certification	due	22.06.2021

The Owners would like to adopt new 5-years for Quadrennial Inspection and are therefore proposing you to consider the Annual cargo gear survey instead of Quadrennial survey to be held in Aalborg thus next Quadrennial survey becoming due June 2026.

Brodovlasnici bi željeli usvojiti novih pet godina u zamjenu za četverogodišnju inspekciju i stoga predlažu da uzmete u obzir godišnji pregled prekrcajne opreme umjesto četverogodišnjeg koji bi se obavio u Aalborgu, pa će sljedeći pregled biti zakazan za lipanj 2026.

Kindly confirm agreement and let us have, copy of instructions to attending Surveyor in Aalborg in respect to endorsement of Cargo Gear booklets on board stating that 5-years cycle has been adopted.

Molimo vas da potvrdite dogovor i dajte nam kopiju uputa inspektoru u Aalborgu u vezi s dodatkom u knjigu prekrcajne opreme da je usvojen petogodišnji ciklus.

Best Regards,

Capt. Henry Miller

8. Iz odjela "pomorsko tehnički servisi" u uredu prijevoznika, suradnja na sljedećoj brodogradnji, zahtjev za kotaciju novog broda

To: TSUNEISHI SHIPBUILDING CO. - Tsuneishi, Attn: Mr.H.Takayama, Ass.Manager, Business Department

From: Capt. Max Sinclair, Technical Department, BestShip Management - MC

Subject : S.No.1153

Dear Mr.Takayama,

I have returned safely to Monaco last weekend and after short “familiarization” with office work I am now back to almost full working regime. On my return trip from Tsuneishi I have met Kawakita-san in Osaka when I have had opportunity to remind him that there is some chance to work again together if he will be able to intervene with Urabe-san for reasonable quotation concerning our latest enquiry.

Prošli sam se vikend vratio u Monaco ... Na povratnom putovanju iz Tsuneishija susreo sam Kawakita-san-a u Osaki kad sam ga podsjetio da postoji šansa za ponovni zajednički rad, te da uredi s Urabe-san-om da dostavi razumnu ponudu na naš upit.

First of all I would like to take this opportunity to thank you, Aoyama-san, Sato-san, Shibabuki-san and all other people in your shipyard, especially Teraoka-san for good cooperation and assistance extended to Rimac-san and myself all over the construction period.

Prije svega, želim iskoristiti ovu priliku da se zahvalim vama, Aoyama-san, Sato-san, Shibabuki-san i svim ostalim ljudima u vašem brodogradilištu, posebno Teraoka-sanu za dobru suradnju i pomoć pruženu Rimac-sanu i meni tijekom razdoblja brodogradnje.

Since I am planning to be away from office from 3rd till 15th June I would appreciate if you could check with Urabe-san and let us know when you will be able to give us some constructive proposal in respect to our enquiry concerning TESS 53000 DWT.

Budući da planiram izbjivati iz ureda od 3. do 15. lipnja, bilo bi mi drago da kontaktirate Urabe-sana i javite nam kada ćete nam moći dati neki konstruktivan prijedlog u vezi s našim upitom u vezi s TESS 53000 DWT.

Best Regards,

Capt. Max Sinclair

9. Iz odjela "upravljanje posadom" u uredu prijevoznika, obavijest agentu u luci o smjeni posade

To: ORIENT LLOYD PTE LTD - SINGAPORE, Attn: Mr. Peter Sim / OPS.

From: Capt. Joseph Manfred, Crewing Department, BestShip Management - MC

M/V Fomalhaut, ETA SINGAPORE 31st May 2021

Regarding arrival of on-signing crew, will check and if necessary, we will re-book for one day earlier. However, please let us know how much time we must allow between flight arrival to Singapore airport and on-signing crew arrival on board ?

Što se tiče dolaska posade, provjerit ćemo i ako je potrebno, rezervirat ćemo za jedan dan ranije. Međutim, recite nam koliko vremena moramo imati između slijetanja aviona i ukrcaja posade na brod u luci Singapur ?

It seems to us that even in case of vessel's sailing from Singapore at 11.00 hrs, there will still be enough time for joiners, since their flight is arriving at 07.15 hrs.

Čini nam se da će i u slučaju isplovljavanja broda iz Singapura u 11.00 sati i dalje biti dovoljno vremena za ukrcaj posade, jer njihov let dolazi u 07.15 sati.

We confirm that repatriating crew air tickets will be hand carried by on-signing crew.

Potvrđujemo da će zrakoplovne karte za posadu koja odlazi s broda dostaviti posada koja dolazi.

Please keep us advised of any change in vessel's berthing / sailing prospects at yours.

Molimo da nas redovito obavještavate o bilo kakvim promjenama vremena veza ili odlaska broda.

Best Regards,

Capt. Joseph Manfred

10. Iz odjela "pomorsko tehnički servisi" u uredu prijevoznika, zahtjev proizvođaču uređaju za popravak pod garancijom

To: Litton Marine Systems - Surrey, Attn: Mrs. Gill Knowles, Service Control dep.

cc.: Tsuneishi Shipbuilding Co. Ltd. - Tsuneishi, fax: +81 849 87 3694, Attn.: Mr. H. Takayama, Ship Sales Dep.

From: Capt. Max Sinclair, Technical Department, BestShip Management - MC

M/V Aries, Tsuneishi Hull 1152, delivered 14.09.2020

GUARANTY CLAIM

RADAR: Decca ARPA Bridge Master II 340 Series, Type No. 65625, MAA Serial No. FB 61411 / 1

Master of the vessel has reported that above radar is out of order.

Zapovjednik je izvijestio da je radar u kvaru.

Targets are not visible on the screen. However, time base rotating visible, and gain and brilliance working.

Objekti nisu vidljivi na zaslonu. Međutim, vremenska baza koja se rotira vidljiva je, a gain i brilliance rade.

Vessel is presently berthed at Campha, Vietnam and is expected to sail on 22nd.05.2021. If repair impossible to arrange at Campha than please arrange it for next port of call - Kokura, Kyushu, Japan where ETA is 6th.06.2021.

Trenutno je brod vezan u Camphom, Vijetnam i očekuje se da će isploviti 22.01.2021. Ako je popravak nemoguće organizirati u Camphi, molimo vas da ga dogovorite za sljedeću luku - Kokura, Kyushu, Japan, gdje je ETA 06.06.2021.

Vessel's agents:

For Campha: ...

For Kokura: ...

Please let us have details of arrangements - port where attendance arranged and name with tel/fax numbers of attending company.

Obavijestite nas o organiziranom servisu i dajte nam ime firme koja će doći na brod.

Best Regards,

Capt. Max Sinclair

11. Iz odjela "zaštita prijevoznika" u uredu prijevoznika, obaviještava P&I club o sudaru broda i šteti

To: THOMAS MILLER – MIAMI, Attn: Mr. Lance Herbert

From: Capt. Henry Miller, Claims handling Department, BestShip Management - MC

M/V ORION, on time charter to Messrs. Western Bulk Carriers AS from Oslo arrived off Houston (from Philadelphia) on 7 May 2021 in order to resume discharge of steel cargo loaded at Black Sea ports Constantza and Ilichevsk.

Brod Orion je stigao ispred luke Houston 07.05.2021. da bi nastavio iskrcaj terete čelika ukrceanog u lukama Crnog Mora.

As you can see from attached Master's message, vessel come in hard contact with barge in Houston Ship Channel, between buoys 73 and 74, at 16.45 hrs LT on 7 May 2021, allegedly sustaining only minor damages.

Kao što je vidljivo iz poruke zapovjednika, brod je lupio u teglenicu u Houston kanalu 07.05.2021., navodno pretrpivši samo manju štetu.

Master requested attendance of LR and Club surveyors. Surveyor from 3D Marine, who was already appointed by your New Jersey office for steel cargo discharge survey, attended and we hope he is assisting Master efficiently.

Zapovjednik je zatražio LR i P&I inspektore. Inspektor iz 3D Marine je već na brodu u nadzoru iskrcaja tereta i vjerujemo da pomaže zapovjedniku...

We understand that barge sustained more serious damages and joint survey is requested. In order to get some idea about responsibility for collision please let us know if Coast Guard is conducting official investigations and do we have any indications of responsibility for collision at this early stage?

Izgleda da je teglenica ozbiljnije oštećena i zatražena je zajednička inspekcija. Da li Coast Guard provodi službeno istraživanje...

We also understand from Master that barge was in tow of tug and that there were no injuries to barge or ship crew or pollution and we are of opinion this should be verified a.s.a.p. in order to avoid nasty surprises later.

Prema zapovjedniku, teglenica je bila u teglju i nije bilo povrijeđenih, niti onečišćenja mora. Ovo bi trebalo čim prije provjeriti...

In case security will be requested to allow ship to sail, please arrange it urgently since it is first priority to prevent possible delays. Fyng, vessel sailing is scheduled for tomorrow or latest Sunday (9th).

U slučaju traženja novčanog osiguranja da bi brod isplovio, molim učinite to, budući da je prioritet izbjeći moguću odgodu isplovljenja...

Please ask surveyor to let us have urgently his preliminary report including rough estimate of total amount of damages.

Pitajte inspektora da nam hitno da njegovo preliminarno izvješće, uključujući grubu procjenu ukupnog iznosa štete.

Best Regards,

Capt. Henry Miller

12. Iz odjela "praćenja brodova" u uredu prijevoznika, obavijest zapovjedniku da je brod ugovoren za sljedeće putovanje

To: M/V ANTARES, Attn : Capt. Adam Manzoni

From: Capt. Willy Elington, Operations Department, BestShip Management - MC

Your vessel is now fully fixed for next employment, voyage basis, for trip from Slite to P. Everglades (37 FT SW max arr draft) with cargo of bulk cement acc Messrs. AS Bulkhandling. We are enclosing Fixture Recap. Note the points:

Laydays / cancelling 20/26 May 2021

Stojnice / raskid 20/26 svibnja 2021

Send immediately to Chrs Notice of expected readiness to load 42,000 MT of bulk cement and repeat this notice 24 hrs before arrival. On arrival you should also provide Chrs agents with stowage plan. Please note that cargo must be loaded in 4 holds only!

Odmah pošaljite čarteru obavijest o vremenu kada može početi ukrcaj tereta... Agentu predati plan ukrcaja. Teret se krca u 4 skladišta.

Holds must be clean and dry - we believe short passage to Slite will be sufficient to prepare the holds in usual way.

Skladišta moraju biti čista i suha – vjerujemo da će kratko putovanje do Slitea biti dovoljno za pripremu skladišta na uobičajen način.

Notice of Readiness should be tendered during office hours, i.e. 0800 am – 0500 pm. Please tender Notice of Readiness on arrival port limits and if this outside office hours, repeat it next morning at 0800 hrs and also on berthing / when at loading position.

NOR predati za radnih sati, 08-17, dolaskom na granicu lučkog akvatorija. Ako je to izvan radnih sati, ponoviti sljedeće jutro u 8 i na vezu...

All 4 hatch covers to be sealed by Ramnek tape basis 50/50 Chrs / owners (you have to provide tape for h/c nos 1 & 2 and Chrs will supply for remaining two h/c).

Skladišta osigurati s Ramnek-om. Kupite za 2 skladišta a čarter će osigurati za ostala dva.

Please note that your vessel is fixed voyage basis and all pilot expenses are for owners account. You are therefore instructed to use only necessary pilots through Danish waters – however, if for safety reasons (poor visibility, heavy congestion etc) you think that you may need additional pilots, you are authorised to order accordingly. Please arrange pilots directly from your side.

Budući da je brod ugovoren na putovanje, peljar je na račun brodovlasnika. Koristite samo potrebne peljare u plovidbi kroz Danske vode. No, ako radi sigurnosti broda, smatrate potrebnim, slobodni ste uzeti peljara gdje god smatrate potrebnim. Sami organizirajte peljara.

Best Regards,

Capt. Willy Elington

13. Zaključak

U prethodnom tekstu dani su primjeri uobičajenih poruka poslovnog dopisivanja koje šalju stručnjaci/inspektori iz različitih odjela ureda prijevoznika svojim poslovnim partnerima te zapovjednicima na brodove.

U svakoj poruci u uzglavlju se nalazi firma i odgovorna osoba kojoj je poruka upućena, te osoba koja šalje poruku u odjelu prijevoznika.

Poruke su originalno na engleski jezik uz korištenje uobičajenih kratica poslovnog izražavanja. Nakon svakog paragrafa, slijedi slobodni, skraćeni prijevod na hrvatski jezik.

Ovaj kratki priručnik nije namijenjen za učenje u svrhu polaganja ispita iz kolegija Poslovanje u brodarstvu, već služi kao dodatna literatura studentima u svrhu proširenja znanja, te pruža uvid u poslovno dopisivanje u pomorstvu. Ništa od ovog materijala u priručniku neće biti na ispitu.