



Fleet Memoranda

Form: FM
Issue No: 1 – 01/15
Amend No: 0

COM 01(A) –Crew Works for Other Parties(i.e. Charterers)- Bonus Payments

Recipient: All Sea and Shore Staff
Date: 14 July 2016
Department: Chartering and Operations

A COPY OF THIS MEMO IS TO BE MADE AVAILABLE FOR ALL CREW, AND MUST BE DISCUSSED IN AN EXTRAORDINARY SAFETY MEETING WITH A TDL ISSUED AND ATTACHED TO THE NEXT MSMU.

**THIS MEMO IS TO BE READ ALWAYS IN CONJUNCTION WITH
TSM 108- CARGOES RELATED OPERATIONS- COMPANY SAFETY REQUIREMENTS.**

THE OPERATIONS, CHARTERING, PERSONNEL AND TECHNICAL DEPARTMENTS ARE SPECIFICALLY RECEIVING THIS MEMO FOR THEIR FUTURE REFERENCE.

THE FLEET MEMO CM1 IS BEING WITHDRAWN AND REPLACED WITH THIS FLEET MEMO.

This is to formally advise all Masters, Chief Officers, and all Crew in respect to Company revised and updated procedure related to bonus payments for works carried out for other parties (i.e. charterers, shippers, receivers) with or without vessel's equipment, irrespective of the type of charter party the vessel is engaged in (Voyage Charter or Time Charter).

The following jobs/works/tasks (but not limited to) which warrant a bonus to be paid to the crew involved and participating are:

- Crane(s) driving for cargo related operations (if specifically, and formally required);
- Lashing/Unlashing of cargo (if specifically, and formally required);
- Covering /Uncovering the cargo (if specifically, and formally required);
- Laying/Collecting Lashing Materials and Dunnage (if specifically, and formally required);
- Cutting/Grinding (if specifically, and formally required);
- Hooking on/off the cargo (if specifically, and formally required);

Welding for Cargo related tasks is NOT allowed to be done by regular crewmembers!

Only qualified/certified Fitters/Welders are to be allowed to weld for charterers works.

The above are related only to normal/regular crew related additional works, and are not applicable to any other persons employed and sent on board specifically to carry out jobs related to cargo operations (i.e. additional crane drivers, fitters, welders, etc.)

In any other cases, for any other works, or if in doubt, the Master must also ask the vessel's operators, prior to agreeing for any kind of work.

In all cases, prior engaging the crew and the vessel equipment, the TSM 108 requirements must be checked for compliance, and the Fleet Management informed and agreed accordingly.



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The vessel's operator is responsible to ensure that the cargo related works carried out by crew is not against any local laws, union regulations, and are formally permitted to be carried out by the crew. The Master of the vessel and Fleet Management must be informed in writing about this matter.

The vessel's operator is responsible to ensure that the bonus payment(s) agreed with other parties are communicated to the vessel, and **are not less than** the following rates:

- Ratings – \$8.00 USD/hour or equivalent of other currencies as agreed;
- Crane Drivers (regular crew only) for project/breakbulk/steels/bagged cargo - \$10.00 USD/hour or equivalent of other currencies as agreed;
- For self-load/discharge operations for bulk cargoes, including driving cranes, (regular crew only) to be paid at USD 0.20 per metric tonne discharged or equivalent of other currencies agreed;
- Officers - \$10.00 USD/hour or equivalent of other currencies as agreed;

The additional crane drivers, fitters, welders sent on board for this specific reason, are NOT subject to cargo related bonuses.

The vessel's operator is responsible to agree in advance with Charterers (Other Parties) the rates for bonus payments and in agreement with the Master and Fleet Management.

The Master of any Carisbrooke Shipping Ltd vessel is NOT allowed to **PRIVATELY** negotiate/ agree/accept any type of bonus rates separately and without agreement of the vessel's operator, and with Fleet Management being kept informed.

All vessel's correspondence related to this topic must be copied in(Cc) to the vessel's operator, irrespective if vessel is employed under Voyage Charter or Time Charter.

Bonuses to the crew will be paid **only** after completion and return of the form **F07-Time Sheet (Work for Charterers)**, which is to be reviewed and approved by the vessel's operator.

For any amount paid to any crew member, a signature must be obtained on the form (on the column total received).

It is not acceptable to insert in the column "work carried out" – activities such as or similar with:

- Supervising the Loading/Discharging operations;
- Ballasting / De-ballasting operations;

as these are part of normal officers/engineers/ crew duties.

As a general rule the Master should ensure that crew will get sufficient rest hours and in compliance with Company SMS requirements.



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Wishing you ONLY safe and uneventful voyages.

Acknowledged by :

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Carisbrooke Shipping
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Approved By :

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