M/V   **Port:**

Date of Damage:

Time of Damage:

Report No.:

To Stevedores in Port:

This is to advise you that you are held responsible for damage caused to the cargo as specified below during:

Loading	☐
Discharging	☐
Shifting of cargo	☐

Type of cargo:
B/L No.:
Damaged Quantity and/or Packages No.:
Loading Port:
Discharging Port:
Quantities of each Cargo Holds:
Cause of Damage:

CHIEF OFFICER: MASTER:

Received and accepted by the Representative of Stevedores':   (Name and Signature)

Ship's Agents: (Name and Signature)

Distribution List:
1. Original to Representative of Stevedores'
2. First Copy to Ship's Charterers
3. Second Copy to Ship's Local Agent
4. Third Copy to Ship's Owners
5. Fourth Copy to Receivers if the Ship is Discharging her Cargo.
6. Fifth Copy to Shippers if the Ship is Loading her Cargo
7. Sixth Copy to be retained onboard.