
	<p>HEALTH, SAFETY, ENVIRONMENT AND QUALITY MANAGEMENT SYSTEM</p> <p>14.2. VICTUALLING</p> <p>FLEET PROCEDURES MANUAL</p>	<p>Sect : 14.2 Page : 1 of 5 Date : 6-Aug-25 Rev : 10.0 Appr : DPA</p>
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CONTENTS

VICTUALLING	2
1. SCOPE	2
2. CODES	2
3. RESPONSIBILITY AND AUTHORITY	2
4. PURCHASE	2
5. DIET	2
6. FRAUD / THEFT	3
7. VICTUALING ACCOUNT	3
7.1. Victualing Rate	4
7.2. Extra Meals	5
7.3. Damages and Losses	5

	<p>HEALTH, SAFETY, ENVIRONMENT AND QUALITY MANAGEMENT SYSTEM</p> <p>14.2. VICTUALLING</p> <p>FLEET PROCEDURES MANUAL</p>	<p>Sect : 14.2 Page : 2 of 5 Date : 6-Aug-25 Rev : 10.0 Appr : DPA</p>
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VICTUALLING

1. SCOPE

This procedure defines the purchase of victualing and victualing stores.

2. CODES

ISO 9001 7.4
ISO 14001 4.4.6

3. RESPONSIBILITY AND AUTHORITY

The Master is responsible for ensuring that standard of victualing is high and that monthly victualing purchases remain within the budgeted feeding scale limits (daily budget).


The Master, on non-contracted vessels may purchase victuals within budget limits for cash drawn from the Master's Cash Account.

4. PURCHASE

- 4.1. Victuals are to be ordered at intervals best suited to optimise the vessel's storage capability and produce availability/price. As a general rule, however, longer intervals between orders are preferable to avoid unnecessary and burdensome administration.
- 4.2. Victualing stores, on non-contracted vessels, shall be purchased as required and paid for by the Master from the Masters Cash Account. The Master shall ensure that the victualing purchases remain within the budgeted feeding scale limits.
- 4.3. Vessels contracted to a supply company will procure victualing stores as per the supplied procedure. On Catering company contracted vessels, agents' details and ETA'S must be passed in good time. Masters must inform the Company of arrangements so, in the case of launches being used, there is coordination between victuals, stores spares and crew change to control delivery costs.

5. DIET

The Master shall ensure that victuals are requisitioned and served in correct nutritional balance and quantity, and within the budgeted feeding scale limits for the month. He will discuss the need for any change with the Supplier. Cognisance will be taken of the Nationalities of the compliment when deciding on the daily fare provided. Masters and Cooks are encouraged to ensure variety

	<p>HEALTH, SAFETY, ENVIRONMENT AND QUALITY MANAGEMENT SYSTEM</p> <p>14.2. VICTUALLING</p> <p>FLEET PROCEDURES MANUAL</p>	<p>Sect : 14.2 Page : 3 of 5 Date : 6-Aug-25 Rev : 10.0 Appr : DPA</p>
---	---	--

and quality is implemented to ensure crew satisfaction and sustenance. Guidance is available from the Catering contracting company.

The Master and Cook should take note of the crew's preferences when preparing menus.

The company suggests a Food Committee is established aboard to offer advice on menu preparation, event organising and food variety. See Chapter 15.2 of this section for further in-depth guidance on victualing and food preparation.

6. FRAUD / THEFT

The company may audit the Masters Cash Account and Victualing Account on an ad hoc basis at any port. Fraudulent activities either on part of the Master, any crewmember or supplier will be viewed in a serious light and the company disciplinary code will be applicable. Any Supplier found to be offering incentives to Masters or any company official will automatically be blacklisted, and legal action possibly instituted. Any discounts negotiated shall be recorded in the MCA, as a reduction to the billed price.

The inventories aboard shall be accurate and reflect the actual stores aboard. The Master and Cook are to ensure the stocktake is correctly reflected. Negligence in this regard will be considered a dereliction of duties and appropriate disciplinary steps will be taken.

Inventories will be taken once a month. They will also be compiled at the change of Masters and the change of Cooks. They are to be signed and dated.


Any losses are to be reported to the Ship Manager immediately.

7. VICTUALING ACCOUNT

The manning scale for the vessel will be decided by the company. This is the scale at which the victualing budget is fixed. Extra personnel and Cadets are not part of the budget and need to be reflected correctly. See Chapter 9.

The victualling for the vessel is divided into four sections.

- Ships victualling rate which is calculated as a rate per man per day. This number is an agreed rate and number for each ship and is used by the contacting company for billing purposes. It is part of the ships budget as victualling.
- A rate per day for Cadets and any extra crew members, calculated in the same manner. This covers all company personnel, not part of the agreed number with. This is part of the extra meals.
- A rate per day for Armed Guards, calculated in the same manner as the crew. This is billed to the owner/charterer and does not form part of the vessel budget.

	<p>HEALTH, SAFETY, ENVIRONMENT AND QUALITY MANAGEMENT SYSTEM</p> <p>14.2. VICTUALLING</p> <p>FLEET PROCEDURES MANUAL</p>	<p>Sect : 14.2 Page : 4 of 5 Date : 6-Aug-25 Rev : 10.0 Appr : DPA</p>
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- d. Meal provided to Port Officials (immigrations/customs etc), cargo surveyors and other persons closely involved with the expediting the ships stay in port. This is not part of the ships budget and must be captured per meal, with an explanation of who consumed the meals.

It is important that the Master is aware that the cost of Meals mentioned above is a charterers' cost, and that the Master has a duty to control these costs. It is customary to provide fare for persons who are aboard for business during mealtimes, but discretion must be exercised when extending this invitation. The agent can be consulted as to the customary procedure in the port, but gangway guards, stevedores, firemen, and terminal staff are not normally considered for meals aboard. The vessel operator can also be consulted if the Master is in any doubt.

Charterers Meals must be carefully recorded to reduce risk of rejection by charterers at a later stage.

- e. Meals provided for PSC inspectors, class surveyors, technicians or persons attending on behalf of the Ship Manager must be captured and per meal, for the management company's cost.

A good rule of thumb is the person paying the invoice in (4) and (5) for the service, pays for the extra meal.

7.1. Victualing Rate

The Company provides sufficient food for crew free of charge.¹

The minimum food budget for each vessel per person/day is 8.75 USD.²

Victualing is an integral part of crew costs for the owner's/charters' accounts, as applicable.

Victualing rates may be set individually by the Ship Manager for each vessel taking cognisance of the vessels trade route and the prevailing availability and cost of victualing stores. Victualing rates may be reviewed accordingly when the vessel changes trade routes.

Victualing budget is the sum of:

Victualing rate per man per day x Vessels Normal Complement x Days for the Month


Extra meals are claimed as a 1/3 of the victualing rate. e.g.: A person aboard for one day, and for breakfast the following day, will be claimed at 1.33 days.

Double victualing is paid on Christmas Day and New Year's Day, and other days as circulated by the company³.

¹ W 20 / 2023

² W 09 / 2024

³ W 09 / 2024

	<p>HEALTH, SAFETY, ENVIRONMENT AND QUALITY MANAGEMENT SYSTEM</p> <p>14.2. VICTUALLING</p> <p>FLEET PROCEDURES MANUAL</p>	<p>Sect : 14.2 Page : 5 of 5 Date : 6-Aug-25 Rev : 10.0 Appr : DPA</p>
---	---	--

7.2. Extra Meals

All extra meals served are to be itemised and reflected on the forms correctly. Non contracted vessels will reflect the extra meals in the victualing account which is in the MCA.

7.3. Damages and Losses

On account of the perishable nature of victualing stores, damages or losses may occur on occasion. All damages and losses are to be listed and charged at the purchase price.

The list of damages and losses must be verified and signed by the Master and one other Officer. Stores arriving on board should be checked to ensure expiry dates are valid and produce is fresh to minimise potential loss.

These losses are to be reported to the catering company, or on non-catering managed ships, in the victualing account.

The ships stores account will be credited with this loss.

Any stores that are used as gratuities are to be listed, priced, and sent to the Ship Manager prior to the end of the voyage, and preferably at each port.