
	<p>HEALTH, SAFETY, ENVIRONMENT AND QUALITY MANAGEMENT SYSTEM</p> <p>19.0 EXTRA WORK ALLOWANCE</p> <p>FLEET PROCEDURES MANUAL</p>	<p>Sect: 19.0 Page: 1 of 6 Date: 6-Aug-25 Rev: 10.1 App By: DPA</p>
--	---	--

CONTENTS

EXTRA WORK ALLOWANCE.....	2
1. GENERAL INSTRUCTIONS ON HOW TO MAKE ALLOWANCE CLAIM	2
2. BOILER.....	3
3. TANK CLEANING.....	3
4. AIR RESERVOIR	3
5. OILY WATER SEPARATOR.....	3
6. FRESH WATER TANK.....	4
7. CLEANING CHAIN LOCKER BY ORDER OF OWNER.....	4
8. DIRT ALLOWANCE.....	4
9. OTHER.....	4
10. HOLD CLEANING.....	4
11. CARGO CRANE WIRE	5
12. EWA OFFERED BY OPERATORS / CHARTERERS.....	5
13. EWA FOR STEVEDORE DAMAGES.....	6

	<p>HEALTH, SAFETY, ENVIRONMENT AND QUALITY MANAGEMENT SYSTEM</p> <p>19.0 EXTRA WORK ALLOWANCE</p> <p>FLEET PROCEDURES MANUAL</p>	<p>Sect: 19.0 Page: 2 of 6 Date: 6-Aug-25 Rev: 10.1 App By: DPA</p>
---	---	--


EXTRA WORK ALLOWANCE

1. GENERAL INSTRUCTIONS ON HOW TO MAKE ALLOWANCE CLAIM

- 1.1. A complete report with photographs is to be submitted
- 1.2. Report must state Time of work started and Finished
- 1.3. Work carried out to be written in detail
- 1.4. Tool box meeting to be carried out prior commencing job
- 1.5. Risk assessments for enclosed space entry – [CFM¹](#) RA number to written on claim
- 1.6. Enclosed space entry form and other permit to work forms as applicable to be submitted
- 1.7. PPE as per company PPE matrix to be strictly complied with
- 1.8. Rest hours to be complied with as per MLC requirements
- 1.9. Appointed personnel have the skill sets and experience to undertake the nominated work and complete the job to a proficient standard
- 1.10. Reference to be made to Company SMS, COSWP, regulatory, professional Institutes and manufacturer Instruction manuals where applicable
- 1.11. Sufficient resources to be provided for the task
- 1.12. Good seaman ship practices to be followed and safety to be given top priority.
- 1.13. Verification of work progress shall be carried out by department head
- 1.14. Work to be stopped if any Unsafe act /condition is observed
- 1.15. This information is used as basis in determining the required allowance. Incomplete reports will be sent back to the ship.
- 1.16. All EWAs shall be paid in addition to the crew member's normal or overtime pay, whichever is applicable. As far as possible, all EWA jobs shall be planned and done during normal working hours so that overtime hours can be minimised. Ship staff may be required to motivate why an EWA job was completed beyond normal working hours to the Ship Manager.²

¹ W 03 / 2024

² W 11 / 2021

	<p>HEALTH, SAFETY, ENVIRONMENT AND QUALITY MANAGEMENT SYSTEM</p> <p>19.0 EXTRA WORK ALLOWANCE</p> <p>FLEET PROCEDURES MANUAL</p>	<p>Sect: 19.0 Page: 3 of 6 Date: 6-Aug-25 Rev: 10.1 App By: DPA</p>
---	---	--

2. BOILER

- 2.1. Tube cleaning: USD 50 per 3 months³
- 2.2. To be cleaned every three months⁴ or more often as required. Technical Manager to be consulted if required more often

3. TANK CLEANING

F.O. & L.O. Tank, Sludge & Bilge Tank Up To:

- 3.1. 1.0 Ton USD 25
- 3.2. 2.0 Ton USD 30
- 3.3. 3.0 Ton USD 40
- 3.4. 4.0 Ton USD 50
- 3.5. 5.0 Ton USD 60
- 3.6. 10.0 Ton USD 70
- 3.7. 15.0 Ton or more USD 80

Includes inside cleaning, de rusting of damaged areas / area disc-sanding.

4. AIR RESERVOIR


- 4.1. Less Than 300 Litre USD 20
- 4.2. 301 - 1,000 Litre USD 25
- 4.3. 1,001 - 5,000 Litre USD 30
- 4.4. More Than 5,001 Litre USD 35

5. OILY WATER SEPARATOR

- 5.1. USD 30 - Filters & Housing internal cleaning

³ W 17 / 2019

⁴ W 19 / 2019

	<p>HEALTH, SAFETY, ENVIRONMENT AND QUALITY MANAGEMENT SYSTEM</p> <p>19.0 EXTRA WORK ALLOWANCE</p> <p>FLEET PROCEDURES MANUAL</p>	<p>Sect: 19.0 Page: 4 of 6 Date: 6-Aug-25 Rev: 10.1 App By: DPA</p>
---	---	--

6. FRESH WATER TANK

- 6.1. Less than 100 m3. USD 60
- 6.2. More than 100 m3 USD 120
- 6.3. To be cleaned every six months or more often as required. Technical Manager to be consulted if required more often. Tank is to be sanitised after cleaning with chlorine as per MLC guidelines. This is to be logged. No log no pay!!

7. CLEANING CHAIN LOCKER BY ORDER OF OWNER

- 7.1. USD 75 per locker

8. DIRT ALLOWANCE


- 8.1. Drawing ME Piston – USD 100
- 8.2. Cleaning ME Scavenge space per unit – USD 30 per unit
- 8.3. Cleaning ME Scavenge air receiver- USD 40
- 8.4. Cleaning Engine room bilges Port, stbd, fwd, aft – per section –USD 30 per section
- 8.5. Diesel Generator Piston / Head decarb – USD 25 / unit

9. OTHER

- 9.1. Hatch cover hydraulic cylinder seal renewal complete– USD 150
- 9.2. Grab Bushes removal when freeing up – USD 250 per grab (all bushes on the grab pins removed, polished up, replaced then greased)

10. HOLD CLEANING

- 10.1. HOLD CLEANING - As per separate instruction.
Claim from – handy@ivs-int.com

	<p>HEALTH, SAFETY, ENVIRONMENT AND QUALITY MANAGEMENT SYSTEM</p> <p>19.0 EXTRA WORK ALLOWANCE</p> <p>FLEET PROCEDURES MANUAL</p>	<p>Sect: 19.0 Page: 5 of 6 Date: 6-Aug-25 Rev: 10.1 App By: DPA</p>
---	---	--

11. CARGO CRANE WIRE

11.1. Crane wire renewal USD 100 per wire.

11.2. Note- small wire renewals are part of the job

12. EWA OFFERED BY OPERATORS / CHARTERERS

Ship staff may be offered EWA by operators/ charterers for the following:

12.1. Removal of dunnage

12.2. Lashing /unlashing of cargoes

12.3. Removal of pad eyes/ D-rings


NOTE: -

- Welding / fitting of fixed cargo securing devices is NOT to be done by ship staff as improper welding could result in cargo shifting, damage to ship structure, cargo claims, loss of insurance etc
- Charterers have the option of welding padeyes and angles, only at the places approved by the master.
- Such works always to be carried out at charterers' time, account and risk subject to owners' prior approval and Class society surveyors' approval, if necessary.
- Padeyes and angles to be removed at charterers' expense and in charterers' time, including but not limited to making good all burn area of paints, under the master's supervision before redelivery if required by owners.

The time spent on above operations can result in the following:

- Violation of rest hours
- Fatigue
- Improper maintenance on board
- Improper preparations for PSC inspection
- Improper preparation for external audits
- Training and drills not being conducted in time
- Disruption of routine activities on board

Also, there is probability that these operations can result in increased risk and crew injuries.

	<p>HEALTH, SAFETY, ENVIRONMENT AND QUALITY MANAGEMENT SYSTEM</p> <p>19.0 EXTRA WORK ALLOWANCE</p> <p>FLEET PROCEDURES MANUAL</p>	<p>Sect: 19.0 Page: 6 of 6 Date: 6-Aug-25 Rev: 10.1 App By: DPA</p>
---	---	--

Henceforth, Master shall NOT negotiate, agree on, or insinuate his agreement to undertake any extra work or receive cash payments, without the written permission from **Marine Director**.⁵

13. EWA FOR STEVEDORE DAMAGES⁶

EWA is not applicable to the ship staff who carry out the the stevedore damage repairs.

The Fitter or any crew involved with the repairs shall be paid only for their excess overtime.

The money being paid by stevedores or the Charterer for the damages shall be added to CTM (cash received into the MCA).

⁵ W 03 / 2024

⁶ W 03 / 2021