

	<p>HEALTH, SAFETY, ENVIRONMENT AND QUALITY MANAGEMENT SYSTEM</p> <p><b>1.0. WATCHKEEPING IN PORT</b></p> <p>DRY CARGO MANUAL</p>	<p>Sect : 1.0  Page : 1 of 4  Date : 7-Aug-25  Rev : 10.2  Appr : DPA</p>
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## WATCH KEEPING DUTIES IN PORT

Comply with the requirements of STCW '95 ([Part 5 – Watchkeeping in Port<sup>1</sup>](#)).

### 1. WATCH IN PORT

Should Operational, Security-related or Environmental considerations require extra personnel on deck during cargo operations, the Master or Chief Officer should not hesitate in ensuring they are available timeously. The Master is to ensure careful planning of crew utilisation to ensure crew working hour legislation is not compromised.

### 2. WATCHKEEPING DUTIES

Whenever unsafe conditions become evident either on or close to the vessel, cargo operations must be stopped for the safety of the crew, the terminal, the vessel and the environment. Such conditions include, but are not limited to the following:

- i. Explosion, fire or hazardous incident in the terminal or aboard;
- ii. An emergency alarm being activated in the terminal or aboard the vessel;
- iii. Loss of communications with the terminal or terminal representative. This is particularly important when loading bulk cargo through a ship-loader;
- iv. Any deviation from the agreed loading sequence, particularly when loading bulk cargo through a high-capacity ship loader;
- v. Broken moorings;
- vi. Dragging anchor, or parted cable;
- vii. Collapsed fendering;
- viii. [Vessel taking the bottom<sup>2</sup>](#)
- ix. Emergencies aboard a vessel close by.

The use of Checklists is strongly advised to ensure personnel do not overlook small, but important tasks when conducting operations on deck. These checklists also allow delegation of tasks, with a signature for their completion, thus promoting a culture of responsibility and accountability.

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<sup>1</sup> W 09 / 2024

<sup>2</sup> W 07 / 2024

### 3. HAZARDOUS CARGO

Regulations and safety requirements must be fully met when dealing with hazardous cargoes. Personal safety equipment is issued, and appropriate equipment must be used when dealing with these cargoes. It is the OOW's duty, under the guidance of the Master to ensure all crew members are correctly attired for the tasks at hand. (See QHSE System Home Page, PPE Matrix)

All recommendations and requirements contained in the IMDG Code are to be strictly adhered to when planning the stowage of and the loading of packaged/ containerised hazardous goods. Any queries or deviations from the plan are to be brought to the attention of the CNO or Master at once.

### 4. KEEPING A WATCH

In addition to the listed provisions of STCW, the OOW shall adhere at all times to the Master's and CNO's Standing Orders (see sections 1.10 & 1.11) and any specific Night Orders.

### 5. COMPANY INSTRUCTIONS

Company instructions and guidance are contained in the company Safety Management System Manuals (see QHSE System, Home Page for details). In addition the company supplies a comprehensive cargo library.

The core publications of the Company's Dry Cargo Operations Manual are:

- CODE OF SAFE PRACTICE FOR SOLID BULK CARGOES (BC CODE)
- CODE OF SAFE WORKING PRACTICES FOR MERCHANT SEAMEN (MCA)

### 6. SHIPBOARD OPERATIONAL DOCUMENTS

The plans referred to in this section can be located in the Contingency Plans Manual.

### 7. MASTERS STANDING ORDERS

The Company attaches importance to the issuing by the Master of a comprehensive set of Masters Standing Orders, which are vessel and cargo specific. A copy of the relevant Standing Orders in Port - signed by all Watch keeping officers - is to be prominently displayed for easy reference in the Cargo Office.

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## 8. CHIEF OFFICERS INSTRUCTIONS

To supplement the Masters Standing Orders on a more operational level, the Chief Officers instructions/Standing Orders are to be clear and ship specific. Care must be taken not to form ambiguity between Masters Standing Orders and Chief Officers Instructions. A copy - signed by all Watchkeeping Officers - is to be prominently displayed for easy reference in the Cargo Office.