
	<p>HEALTH, SAFETY, ENVIRONMENT AND QUALITY MANAGEMENT SYSTEM</p> <p>6.0 COMMERCIAL DOCUMENTATION</p> <p>DRY CARGO MANUAL</p>	<p>Sect : 6.0 Page : 1 of 4 Date : 7-Aug-25 Rev : 10.2 Appr : DPA</p>
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COMMERCIAL DOCUMENTATION

Your attention is drawn to the following sections:

1. SIGNING DOCUMENTS

Junior Officers should be aware of forceful persons insisting on signatures and ships stamps on documents they do not understand. This does not only occur at back water ports or the Suez Canal, but world-wide. A prudent OOW will not sign any document presented for his attention, unless specifically authorised to do so by the Master or Chief Officer. Mate's receipts etc may only be signed by the Chief Officer, and then only once the actual cargo has been loaded and the quantity verified.

Any document signed thus, should be endorsed "For Receipt Only", unless charterers and/or owners orders state that they should be claused "Subject to Charterers/Owners Approval", whichever applicable.

2. NOTICE OF READINESS (PROFORMA NOR IN FORMS 1.2.3)


Masters must, regardless of whether the vessel anchors, or whether a berth is available, upon arrival at the customary anchorage for the port or as per instructed in voyage instructions, tender formal notice of readiness to the charterer or his representative. This must only take place, however, if the vessel is in ALL RESPECTS ready to commence cargo operations. Charterers orders will always take precedence over company instructions in this regard, but if the Master should experience any doubt regarding his orders, he should seek immediate clarification from his Vessel Operator, or the Managers if the former is unavailable.

Such notice may be tendered by email, letter or telephone. However verbal notice must be confirmed as soon as possible in writing.

Dispatch/Demurrage may only be calculated from the time a valid Notice of Readiness has been tendered.

The standard Company form 1.2.3 should be used, unless charterers' orders state otherwise.

No modification of the tendered time is to be made irrespective of the acceptance time.

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3. DAMAGE REPORT CERTIFICATES

It is imperative that any damage to the ship or cargo is reported to the Chief Officer [and Master¹](#). A damage to cargo / ship [by stevedores, Form 2.3.23 – Stevedores Damage Report²](#) must be filled out and presented to the stevedore immediately for signature. The report may be endorsed “For Receipt Only”, as long as a copy is handed to the shore representative. This must not be left for the next watch or day as dispute is sure to arise. [Form with dated photographs or video evidence should be emailed to all concerned parties.³](#)

4. LETTERS OF PROTEST

Notes of Protest are usually issued by the Master (or Chief Officer on his behalf) to some third party if an incident has occurred which may affect the condition of the vessel or its cargo, or the performance of its operations. They must be issued in case of, but not limited to, the following incidents:

- Difference in Ship/Shore loading/discharge figures.
- Delays in commencing/completion of cargo.
- Loading at rates different to agreed rates.
- Unsafe access to the vessel.
- An unsafe berth.
- Unsafe practice in the terminal or by terminal staff aboard.
- Dead freight due to shore cargo short shipment.
- Adverse weather conditions impeding in cargo operations or in the execution of the voyage.

The fact that Notes of Protest have been issued or received should be noted on the vessel’s departure from port e mail to the Technical Managers, Vessel Operator and the Charterer.

Should the incident appear to be serious the Master should not hesitate to inform the Technical Managers, Vessel Operator, the Charterer and notify the local P&I representative.


5. LETTERS OF INDEMNITY

It is common to refer to a Letter of Indemnity as a LOI. It is rare that a LOI is legally enforceable, indeed they can be construed as fraud when issued in connection with issuance of clean Bills of Lading.

¹ W 14 / 2024

² W 14 / 2024

³ W 14 / 2024

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The master must not entertain any LOI presented by 3rd party. He must direct the 3rd party to owners and owners will instruct the master accordingly.⁴

6. UNAVAILABILITY OF THE ORIGINAL BILL OF LADING

Issuance of LOI's to cover discharge against this eventuality is a relatively common practice but should only be accepted by the Master if specifically authorised to do so by Owners and Charterers.

The master must check with discharge port agent whether Original Bill of Lading is available or not. If it is not available, then he must notify the charterers to provide a Letter of Indemnity (LOI) through the owners, who will then give the necessary instructions to the master.⁵

⁴ W 14 / 2024

⁵ W 14 / 2024