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## SHIP'S SERVICES

Your attention is drawn to the following sections:

### 1. RECEIVING STORES AND SPARES

The Ship Security Officer (SSO) or Master should be consulted as to the minimum number of packages to be inspected ashore before being loaded, in accordance with the Ship Security Plan and Security Level in force at the time. Once loaded, each and every package must be closely checked to ensure it contains exactly what its packing list states and conforms with the original order. Any doubts must be brought to the Chief Officer or Chief Engineer's attention immediately.

The deck watch is to ensure that all officials, stevedores and visitors are processed at the point of entry to the vessel to ensure full compliance with the ISPS Code.

### 2. CREW CHANGES

In terms of ISM Section 6.3, all joining crew are to undertake vessel familiarisation induction before they may commence duties aboard. The OOW must ensure that persons are not assigned duties that require specialist training (such as operating cranes, winches, hatches or moving equipment etc.), until the necessary instruction has been given (and a certificate issued, where applicable) to the Officer or Rating.

The Company's record forms must be used and may be supplemented by a ship-specific form where required by the Master.

All crew joining the vessel must be fully compliant with the requirements of STCW 95, as amended, for their rank or position aboard. The Master is to scrutinise all documentation closely and inform the Crewing and [Ship Manager](#)<sup>1</sup> immediately should any discrepancy be found. Correct documentation is of the utmost importance, due to frequent PSC inspections and possible penalties associated with any discrepancies.

It is Company policy to stagger reliefs as much as possible so as to ensure a relatively uninterrupted stock of experienced personnel on board.

### 3. STATUTORY SURVEYS

The OOW should be aware that surveyors – in particular Port State or Coastguard inspectors – may board at any time, usually unannounced. It is essential that all personnel are briefed on the correct procedure for receiving, as well as the importance of 'first impressions', on such officials.

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<sup>1</sup> W 14 / 2024