

CHAPTER 6

LOADING, STOWAGE AND DISCHARGE OF CARGO

6.1 LOADING AND STOWAGE

Proper loading and stowage is of vital importance, not only for the proper care of cargo but also for the sake of the ship's stability.

The vessel should be loaded so as to retain satisfactory stability, having regard to the number of ports of discharge and the quantity of cargo to be discharged at each, constant reference being made in this connection to the Trim and Stability Book. Guidance as to proper stowage of various types of cargo is to be found in several books such as Thomas's "Stowage", a copy of which may be supplied to the Chief Officers and not left to stevedores or supervisors.

No cargo must be accepted on board without a Shipping Order signed by the Company's Agents. Declared weights must be checked against displacement scale and Agents notified of any discrepancy.

Special care must be given to handling and stowage of light and frail packages.

If separation of cargo is necessary, proper separation cloths or dunnage must be laid. (see also 2. 2. 3. loading and working cargo).

6.2 OVER-CARRIED CARGO

All care should be taken, to avoid over-carriage of cargo beyond the port to which it is consigned.

In the event of any cargo being so over-carried, it should be either:

- a) Retained on board for discharge at the proper port (if a regular port of call) on the vessel's next call; or
- b) Landed at the next port of call between which and the proper port of discharge the Company runs a regular and reasonably frequent service, for return by the Company's next sailing; or
- c) Failing (a) or (b), landed at the next port of call between which and the proper port of discharge there is a regular and reasonably frequent service by any other Company's vessels.

The principle to be followed is that it is the Company's responsibility to forward such cargo to the proper port as soon as possible, preferably by a Company's vessel, but not if at the expense of unreasonable delay.

All cases of over-carriage should be reported in writing at the first opportunity, with full particulars to the Company and Company's Agents, both at the proper port of discharge and also at the port (if any) where landed.

6.3 SEARCHING OF HOLDS

All holds should be thoroughly searched at terminal ports after completion of discharge to ensure that no cargo remains aboard.

6.4 LOADING CARGO IN DEEP TANKS

Before any cargo is loaded in a deep ballast tank the Chief Engineer or Engineer in charge must be notified, and in turn must confirm in writing on the form provided, that the necessary precautions have been taken to prevent leakage into the tank. Suction pipes must also be examined in the tank to detect leakage.

6.5 DELIVERY OF CARGO

No cargo is to be delivered direct from ship to consignee except in exchange for proper documents, i.e. a Delivery Order, which must be signed by the Company's Agents at port of discharge and must also be endorsed by the consignee who is not necessarily the holder of the delivery order.

Whether the cargo is delivered to the Company's own godowns or to a public godown or company warehouse or direct to consignees, a correct receipt must be obtained for all packages delivered.

6.6 VENTILATION

During the voyage care must be taken to ensure proper ventilation of cargo, having regard to its nature, and to the temperature and humidity of the atmosphere.

6.7 PILFERAGE

Constant care must be taken to prevent pilferage of cargo and holds should be supervised by an Officer as directed by the Chief Officer, while cargo is being worked.

When cargo work ceases, an Officer must personally inspect each hold before it is closed down, and should supervise locking of hatches. The keys must never be handed to supervisors or charterers but returned to the Chief Officer.

Severe action will be taken in all cases of pilferage.

6.8 DANGEROUS GOODS

When explosives or other dangerous goods are shipped, the precautions contained in the I.M.O. "Rules of Carriage of Dangerous Goods and Explosives " together with amendments must be implicitly followed. Any such goods, which cannot be loaded and stowed in accordance with these Rules must be shut out and the Company or Agents notified of the reason.

6.9 VEGETABLE OILS

Bean, groundnut and castor oil in baskets, tins or drums are liable to suffer damage if heavy weather is encountered, owing to the weakness of the containers. To avoid costly damage to other cargo, the following precautions must be taken in stowing such oil cargoes:

1. They must not be loaded below deck unless received in sound containers, unsound and broken containers being shut out.
2. They may be loaded in deep tanks only if no other cargo is stowed therein.
3. They may be loaded in lower holds only if no other cargo is stowed in the same compartment, apart from cargo of a kindred nature (e.g. groundnuts with groundnut oil); in such cases the oil must be stowed at the after end of the compartment, separated by a division of dunnage mats.
4. If loaded in tween decks, then:
 - a) They must be stowed at the after end, and not forward of the after end of the tween deck hatch;
 - b) Any other cargo stowed in the tween deck must be stowed forward of the oil, double dunnaged and separated from the oil by dunnage mats;
 - c) Tween deck hatches must be battened down, and any cargo stowed in the lower hold beneath protected by a covering of tarpaulins and dunnage mats.
5. They may be loaded on deck only if the Shipping Order is so claused.
6. If oil in caskets is stowed more than one tier high, or oil in tins more than 3 tiers high, they must have short dunnage at the side about ½" proud, and a lattice deck of dunnage laid over the lower tier before the next tier is stowed thereon.
7. In the case of oil in tins, fore and aft shifting board of dunnage are to be arranged between stanchions, the erection of these being supervised by an Officer and the ship's Carpenter.

Nowadays, these types of cargo are carried in containers.

6.10 HEAVY TIMBER

All care should be taken to prevent damage to the vessel by careless handling of heavy logs and baulks of timber during loading and discharge. (See also 2.2.3. loading and working cargo.)

6.11 BULK CARGOES

When bulk cargoes are loaded, declare weights must be carefully checked with Displacement Scale, and quantities signed for, should correspond with the weights

thus calculated.

6.12 DAMAGE TO CARGO

The following are general instructions and must be followed unless contrary written orders are received from responsible Agents at major ports:

If any package of cargo is received other than in external good order and condition, a brief note accurately describing its conditions must be endorsed on the Mate's Receipt.

When cargo is discharged the ship must obtain a clean receipt for all packages unless externally damaged, in which case a receipt describing accurately damage may be accepted.

If exception is taken to any broken package on delivery and a clean receipt refused, it must be weighed before delivery and weight agreed with the party taking delivery and carefully recorded.

Care is essential in giving and receiving accurate receipts for damage cargo, to avoid heavy claims being incurred by the Company for damage not caused on board.

When loss or damage is incurred on board, either by the ship's fault (e. g. bad stowage) or by accident such as fire, water, jettison, etc., a report must be made and sent to the Company.

This form must NOT be handed to the Consignee. The latter may, if he requests, be given a separate brief note stating the APPARENT nature and extent of the damage, BUT THIS NOTE MUST NOT ACCEPT LIABILITY FOR THE DAMAGE AND MUST BE CLAUSED:

"Without prejudice to any liability"

If extensive damage is incurred on board, the damage cargo must be left untouched pending instructions from the Company or Agents, who will decide whether or not to hold a survey.

6.13 SPECIE AND BANK NOTES

In addition to the usual tally on board, such shipments must be rechecked in the Strong Room, which must be locked and sealed with a seal by the Chief Officer in the presence of the shipper's representative. The key of one lock will be handed to the Master, who will lock it in his own safe; and the key of the second lock will be retained under lock and key by the Chief Officer.

Marks and numbers of each package must be recorded, and shown in the receipts given, but these receipts must not state quantities or values. If required, receipt may be clausured:

"Value and quantity unknown, said to be"

Deliveries must be made only against the written authority of a responsible member of the Agents' staff whose signature is known to the Master or Chief Officer. The Delivery order must state clearly the marks and numbers of each package to be delivered. In case of any doubt, reference must be made to Agents before delivery.

A clean receipt must be obtained on delivery clearly showing marks and numbers of each package. Any dispute must be settled before delivery.

6.14 CONTRABAND AND UNMANIFESTED CARGO

"Contraband" means good in which the traffic is officially prohibited. "Unmanifested Cargo" refers to non contraband but smuggled goods.

Any contraband cargo discovered on board must be seized and handed over to the Customs at the next port of call. Any other unmanifested cargo must be recorded and reported to the Customs at the next port of call. It must also be reported to the Agents and should only be discharged on their written authority. Details should be sent in writing to the Company.

The fullest co-operation and all possible assistance must be rendered to Customs Authorities in searching for contraband and unmanifested cargo.

A record of all searches made and the results must be entered in the Deck Log Book and on the Company's special form, which must be handed in to the Head Office at the end of the voyage. A special report must be made to the Company of any seizures of contraband, and of any untoward incidents in connection with searches or seizures.

At regular intervals (especially during and immediately after overhauls) a search for hiding places specially constructed to conceal contraband or other unmanifested cargo must be made.

6.15 PILFERAGE / SMUGGLING

All vessel's accommodation, cabins, engine room, hatches, etc. should be searched carefully every Sunday at 15.00 hours. Anyone found stealing cargo or any other items should be reported to the Company immediately.

Gangway to be always up and lowered only for Agents' representatives and then pulled up as soon as they have boarded the vessel.

During transit all Officers must be on watch to make sure that no cargo or any other items are smuggled or sold.

6.16 MAIL

6.16.1 Loading and discharging of mails

Loading and discharging of mails must be carefully supervised and care taken in granting receipts, which should be endorsed to show any irregularities of packing, however slight. Receipts for old and torn bags must be so clausured.

6.16.2 Stowage

Mail must be stowed in the Mail Room, which must be locked immediately on completion of loading and remain locked until discharge begins. If Mail Room space is not available for all mail carried, any balance must be stowed in the next safest space available, and receipts endorsed accordingly.

6.16.3 Shortage or damage

A report must be sent immediately to the Company and Agents giving full details of the circumstances, in the event of any shortage or damage to mail being discovered on discharge.