

## CHAPTER 8

### STANDING INSTRUCTIONS.

#### STANDING INSTRUCTION N° 1

##### VOYAGE NUMBERING

All vessels will number voyages commencing with the first voyage performed during each year, i.e. Voyage N°1, Voyage N°2, etc.

Each voyage will commence from the time of completion of discharge.

#### STANDING INSTRUCTION N° 2

##### POSITION REPORTS AT SEA

When at sea all vessels will transmit to the Company's Head Office their NOON position and performance every 48 hours as follows:

Example.

23075 450085 108153 4235 21834 14<sup>th</sup>  
(1)        (2)        (3)    (4)    (5)    (6)

23075 the first two numbers will represent the Latitude to the nearest degree, and three following Longitude to the nearest degree at NOON on day of transmission.

450085 first three figures fuel oil and following figures diesel oil ROB at NOON on day of transmission.

108153 first three figures will indicate the average r.p.m. and following three figures the average speed to the nearest decimal since NOON of the previous cable.

4235 this whole number will represent the remaining miles to the next schedule port of call.

21834 first three numbers indicate the course at NOON on the day of the cable, fourth number represents the direction of the wind/sea (as per list hereunder) and fifth number force of the wind as per Beaufort scale.

- 1 NORTH
- 2 NORTHEAST
- 3 EAST
- 4 SOUTHEAST
- 5 SOUTH
- 6 SOUTHWEST
- 7 WEST

## 8 NORTHWEST

14<sup>th</sup> ETA next port

In addition Masters are to advise the Company's Head Office time and date their vessel passed main points on route, i.e; such as Cape Finisterre, Gibraltar, etc.

On vessels with no Radio Officer on board, the positions and ETA's to the next port of call must be given by V.H.F. by the Master at least once a day and whenever it is deemed necessary.

### **STANDING INSTRUCTION N° 3**

#### SAILING REPORT

On sailing from each loading/discharging port you are requested to cable this Office as follows:

- 1) Date and time loading/discharging completed (10<sup>th</sup> 1205 hours).
- 2) Date and time left berth (10<sup>th</sup> 1330 hours).
- 3) Date and time dropped pilot and sea passage began.
- 4) Number of tugs used Inwards, Outwards (2 tug IN, 2 OUT).
- 5) ETA next scheduled port (ETA 17th).
- 6) ROB fuel and diesel on dropping pilot (645 fuel 40 diesel ).
- 7) Draft on sailing for and aft (18' 06" fore – 19' 10" aft).
- 8) Total cargo loaded/discharged this port in tons (1210 tons).
- 9) Cargo loaded/discharged in/from each hold – compartment also free space remaining in each hold - compartment.

#### Example

101205	101330	101625	2/2	17 <sup>TH</sup>	645040	1910	1210
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

Item (9) should be explicit using abbreviations (LH2Lower Hold, LT2Lower Tween Deck, UT2Upper Tween Deck, etc.) in order to cut the cable short and avoid excessive charges.

It is imperative that we receive the above information immediately on sailing from each port in order to make whatever arrangements will be necessary for the vessel's smooth and trouble-free operations at next schedule port.

## **STANDING INSTRUCTION N° 4**

### DAILY LOADING / DISCHARGING REPORT

When in port under loading or discharging operations you are kindly requested to report to this Office by email, Telex or Cable through Agents each morning, progress of load/discharge operations including the following :

- 1) Cargo loaded/discharged, in/from each Hold and TD the previous day.
- 2) Gangs worked
- 3) Stoppages, if any, and reasons.
- 4) Total cargo remaining to be loaded/discharged this port.
- 5) Expected date/time of completion and sailing.
- 6) All other information in hand you think of importance to report.

## **STANDING INSTRUCTION N° 5**

### VOYAGE REPORT AND HARBOUR REPORTS

On arrival in a port the Master also has to make the Company's standard "Voyage Report" and on sailing from a loading/discharging port he has to make the Company's standard "Harbour Report" which has to be mailed to the Company as soon as possible.

## **STANDING INSTRUCTION N° 6**

### CORRESPONDENCE

All outgoing correspondence from the Company's Office and duly signed by the head of the appropriate department is Official and under no circumstances should be considered as personal.

All correspondence to the Office must be addressed to the company and not to individuals. Should you require that the attention of certain person be given, then you could mark "... for the attention of ..." but the latter should be addressed to the Company.

Acknowledgement of Office correspondence when required must be done as soon as possible.

Avoid long letters which include several subjects which require to be dealt with by more than one department. It will be of assistance if separate letters are written

covering only one subject so that they may be directed to the appropriate department responsible to ensure prompt action.

### **STANDING INSTRUCTION N° 7**

#### **LOG BOOKS**

Deck and Engine log books entries should be made regularly, recording the events very explicitly in readable and legible writing in English. The original log books should always be kept on board the ship and only extracts should be sent out when required.

In case of serious accidents when the original may be required by Solicitors or the Court, then the original is to be despatched by registered mail or preferably handed to a responsible person from the Office.

### **STANDING INSTRUCTION N° 8**

#### **SAFETY**

The following procedure should be followed by Masters of Cargo vessels to ensure the safety of their crew and to reduce the number of accidents and injuries caused to seafarers as damages obtained for negligence are generally much higher than insurance benefits and results in high cost to the owners and, in some cases, even the life of the seaman.

- 1) Derricks and their attachments such as topping lift wires, blocks winches, etc. must be inspected and thoroughly examined. Never lower or lift derricks by putting turns of wires on winches. Do this by first securing the wire on the winch drum by hook or shackle with an extra man always keeping watch on topping left stopper in case something goes wrong.
- 2) Blocks are not to be used unless the safe working load is clearly stamped on them.

### **STANDING INSTRUCTION N° 9**

#### **OIL POLLUTION**

As you no doubt know, the problems of oil pollution in ports all over the world has become acute and the Port Authorities everywhere require strict compliance with their regulations and any violations are dealt with severely, with heavy fines and penalties being imposed.

Masters and Chief Engineers are expected to pay particular attention to this matter and take all necessary precautions in order to prevent oil pollution of harbours etc. (See Marpol Convention for full details.)

It goes without saying that all possible causes for oil pollution such as pumping out bilges, cargo or dirty ballast while in port or near the coast or even in the open sea should be strictly avoided.

Furthermore, the plugging of deck scuppers with wooden plugs when bunkering should be carried out and other precautions which you deem necessary, taken.

## **STANDING INSTRUCTION N° 10**

### **LUBRICATING OIL SAMPLING PROCEDURES**

In order to keep proper records of lubricating oil analysis and to assist you with the maintenance of your vessel's Main Engine Plan, the following procedure should be followed regarding lubricating samples.

1. Samples should be handed at approximately three monthly intervals. Two samples should be drawn from main engine lubricating system while the charge is in circulation, one from "before" and one from "after" the Purifier.
2. Sample Containers. Clean bottles or cans (which may also be available with the oil company representative who is likely to board the vessel) should be provided. The minimum quantity of product required for normal test purposes is 16 fluid ounces.
3. For accurate identification and in order to assist the oil company in providing the owners with a fully informative report on the conditions of the product represented by the sample, the following information should be shown on the labels.
  - a) Name of vessel prefixed with s.s or m.v.
  - b) Port sample landed
  - c) Date sample drawn
  - d) Grade of oil.
  - e) Point of sampling
  - f) Date of previous analysis.
  - g) Remarks if the sample is not routine; any remarks on the trouble being experienced.
4. Landing samples. To ensure prompt reporting of results samples should, whenever practicable, be handed to the Representative of the oil supply company.
5. When taking bunkers i.e. Fuel oil and/or Diesel oil a sample of each grade must be taken and retained on board for at least 90 days or until the next time of bunkering. This is in case once you start using the bunkers the quality (viscosity) proves to be below the specification required as per Delivery Note.

**STANDING INSTRUCTION N° 11****BUNKERS**

It is the company Policy that vessels will take sufficient bunkers where they are cheapest taking into account the d.w.c.c. of the vessel. Therefore, Masters must before arrival at any port advise this office bunkers ROB and their requirement of bunkers in order for us to instruct our bunker agents accordingly

**STANDING INSTRUCTION N° 12****FRESH WATER**

Fresh water is very scarce, also very costly in some ports of the World (e.g. Red Sea Ports). Consequently, Masters must ensure that when sailing to these ports they have sufficient fresh water to cover their requirements till they arrive back in ports where water is available in large quantities.

**STANDING INSTRUCTION N° 13****CASH ADVANCE AT FOREIGN PORTS**

Agents are not authorised to advance cash to masters without the Head Office's approval.

Masters are, therefore, to advise the Head Office by email, cable, V.H.F. or by telex from the previous port at least 72 hours prior to the vessel's arrival at the Port of the amount of cash required.

Such request should also state against which month advance is required.

**STANDING INSTRUCTION N° 14****PURSER'S DUTIES**

The following will included the Purser's duties, in the Company's vessels.

1. He is to keep a time sheet of the vessels voyage wise. This record should be kept without any break.
2. He should see that the Ship's Manifest, stowage particulars etc., are kept by the time the vessel reaches any Port.
3. A proper crew list and customs declaration for personal belongings of officers and crew should be prepared before vessel reaches any Port, in order to ensure that

all regulations in connection with customs, immigration, passports, medical, bonded stores, etc. are completed without exception, bearing in mind clearly that the Company's reputation and property are safely guarded at all costs.

4. He should ensure that the ship's cabins, pantry, saloons, alleyways etc., are properly swept and kept clean by the pantry boys.
5. He is to assist the Master in the preparation and the maintenance of wages records. Requisition and of advances and wages, writing up the books of accounts, the preparation of the MMA's (Master Monthly Account) and the reconciliation of the MMA and the connected subsidiary records. These must be attended to by the Purser under the direction of the master.
6. The Purser should carefully attend to the messing (victualing) of the officers and crew in the vessel, within the ceiling stipulated by the Company. He should ensure that the officers and crew are satisfactorily fed and required stores and provisions ordered and secured in time, so that there will not be any occasion where officers and crew are deprived of enough food due to delay/want of stores and provisions. Any lapse in this respect, consequently resulting in disgruntlement by the officers and crew, be the sole responsibility of the Purser.
7. He is to obtain the stock of Company's stores and provisions, bonded stock and inventory of linen, cutlery and utensils on board. Stock taking, which should be carried out monthly under the supervision of Master should be recorded in the MMA and sent to the Head Office. ALL the above duties will be carried out by the Purser in consultation/supervision of the Master.

Whenever there are no pursers on board the vessel, it is the duty of the master, after having obtained the prior approval of the Company to entrust such duties to be carried out by other capable officers on specific approval obtained from the Company.

No shortcomings of any nature will be tolerated and if proper information/accounts are not submitted within the stipulated dates, cash advances/wages will not be approved for payment by the Company, until such accounts/records are received. Consequently the Master/Purser will carry the full responsibility for any delays.

#### **STANDING INSTRUCTION N° 15**

##### **SUBMISSION OF MONTHLY ACCOUNTS, WAGES STATEMENT, STOCK STATEMENTS, ETC.**

In some cases, maintenance and submission of accounts and statements by Masters/Pursers have been completely unsatisfactory and the company's requirements in this connection have been ignored, consequently resulting in the Company losing extensively.

In order that Head Office is currently informed and is in receipt of accounts and stock position of its vessels, a new Master Monthly Account (hereinafter called MMA) has

been introduced, which document should be prepared and sent to the Head Office within the stipulated time duly signed and confirmed by both Master and the Purser.

It should be noted that the new MMA will include, apart from Accounting, certain other Inventory/Statistical information, together with complete crew list and Wages Statement. The following instructions should be adhered to with the preparation and monthly submission of the MMA to Head Office.

In addition to these existing duties the Purser should assist the Master in the maintenance of all records in connection with cash advances, inventories of bonded stock, stores and provisions, linen and cutlery utensils, etc.

The MMA should be prepared and typed in duplicate and the original sent to Head Office, to reach not later than the 15<sup>th</sup> of the following month to which it refers i.e. August MMA should reach the Company not later than the 15<sup>th</sup> September and so on.

The MMA should be prepared in English and all figures should be in US Dollars, Euros or Pounds Sterling as the case may be. The rate of conversion of Foreign Currencies to Pounds Sterling (or other currency) should be indicated on the first page of the monthly MMA.

Wages should be calculated correctly and wage sheets totalled and balanced accurately. The total of wages paid should be reflected as a credit in the Masters' Disbursement Account.

The summaries in respect of Bonded Stores, PROVISIONS AND Messings, of the MMA should be correctly prepared and balanced with detailed statements of Bonded Stores, stocks of provisions etc., in the relative pages of MMA.

Whenever indicated on the MMA's the Master and Purser should certify and sign the required certificates as acceptance of responsibility.

The MMA, should wherever relevant, be supported with vouchers and receipts together with any explanatory notes that the Purser/Master may have to bring to the notice of the Head Office to enable easy reconciliation.

Should there be any intermittent change of Master or Purser, the accounts and records maintained in the vessel should be checked and handed over to the new Master or Purser. Unless such proper "give Over/Take Over" is completed no Master or Purser will be signed off the vessel or their accounts settled by the Company.

We wish to mention the following in connection with the preparation of the MMA.

The MMA should be prepared on a purely accounting basis correlated with the records kept in the vessels and same reflected in the relative pages in the MMA.

The Purser will act independently of the Master in the preparation of the MMA and will be responsible to the Company to account for the monies received, the value of stores and provisions supplied, bonded stocks supplied and to the cash and stock in

hand at the end of each month. The Purser will also be responsible for the maintenance and custody of the inventory of linen, cutlery and utensils on board the vessels.

The Master Disbursements Account shown in the MMA will be the summary of the receipts and payments of the cash value of the receipts and issue of stocks and provisions, and balances of same at the beginning and end of the month.

The following items should be shown on the left side (debit side) of the Master Disbursement Account of the MMA.

Balance brought from the previous month. The aggregate of the cash in hand, value of stores and provisions, value of bonded stocks.

Cash received for payment of advances and final wages of officers and crew on board.

Value of stores and provisions received for officers and crew messing (victualing). This figure should tally with that shown in (ii) (b) on Page 4 and also the relevant place of the Store Stock Statement.

The value of bonded stock received during the month (this figure should tally with that shown in (i) (b) on Page 4 and also the relevant place of the Bonded Stock Statement.

Any other receipts of cash from any source whatsoever.

The following items should be shown under the right side (credit side) of the Master Disbursement Account on Page 3 of the MMA.

Payment of cash advances and final wages as per wage sheet.

Payment, if any, for medical purposes.

Value of stores and provisions issued for officers and crew messing (the figure should tally as per details in (ii) (c) on Page 2.

Value of stores and provisions issued for general upkeep of the vessel, e.g. brooms, mopping brushes, etc. which figure should tally as per details under (ii) (c) if page 2.

Any other payments made. These should be supported with the relevant explanations and vouchers.

Balance carried forward to the next month which balance will appear as the opening balance on the left side (debit side) in the next month's Master Disbursement Account.

The MMA should be typed with a copy. The white set should be sent to the Head Office and the Copy retained in the vessel with the Purser.

It should be appreciated that the correctness of the Master Disbursement Account will depend on the careful maintenance of the subsidiary records on board the vessel.

It is imperative that Masters and Pursers follow without exception these requirements and despatch the MMA and relevant documents to the Head Office in time. The Company wishes to warn Masters and Pursers that the Company will not have any complacency in this connection and no shortcomings will be tolerated. Any malpractices detected will result in not only such personnel being summarily dismissed at their cost, risk and responsibility, but proceedings will also be taken to reimburse the Company accordingly.

Should there be any clarifications/explanations that are required the Masters/Pursers are requested to get in touch immediately with the Head Office to get same clarified/explained without delay.

## **STANDING INSTRUCTION N° 16**

### **REQUISITION, PROVISIONS, DECK AND ENGINE ROOM STOCK AND REPAIRS**

All agents receive instructions that no provisions, stores, spare parts etc. are to be supplied without direct authority of the Head Office. Consequently to minimize delay in receiving your requirements it is essential that such requirements are relayed in the Office well in advance of the date and time required.

It is the Company's policy that all provisions, stores, etc. will be supplied in Northern Europe at last a round voyage with the exception, of course, of perishable goods such as fruit and vegetables where minimum quantities may be purchased after obtaining our agreement at another port.

Engine, deck and catering departments, i.e. Purser, are to prepare a list of requirements to last 3 months. Such lists to be prepared in triplicate and two copies to be forwarded to the Head Office and one copy retained on board for future reference.

A supply of requisition forms is at hand on each vessel and are to be completed in full.

On receipt of such requisitions they will be checked by the Head Office and the appropriate order will be placed with a Ships Chandler/Supplier nominated by this Office.

When intending for spare parts such requisitions should be made well in advance as at times certain spares are not available. Also, as much information regarding the part required is to be supplied on the requisition, such as:

1. Make of machine
2. Type and date of manufacture (if possible)

3. Serial Number.
4. Horse power, voltage, amperage (where applicable).
5. Any other information that you may consider will assist in identifying the part.

### **STANDING INSTRUCTION N° 17**

#### **LASHING MATERIALS/ DUNNAGE**

Masters are requested upon completion of each voyage to collect lashings, cargo securing materials and dunnage, prepare an accurate inventory and forward it to the Head Office for the attention of the Cargo superintendent.

The above mentioned materials should be kept on board and used for lashing subsequent cargoes.

In the event of additional materials being required, you must apply immediately to the Head Office for written approval or in case of urgency telex or telephone. (see also 2.3.3. Loading and Working Cargo).

### **STANDING INSTRUCTION N° 18**

#### **SHIP'S HEAVY LIFT GEAR**

Vessels with heavy lift gear, "Jumbos", on board should pay special attention to the maintenance of such gear.

Ship's "Jumbos" should be kept in perfect condition to operate as soon as they are required.

Therefore, their wires, blocks, shackles, pins etc. must be periodically inspected and if there are any necessary repairs or replacements, you should not hesitate to apply to the Head Office for approval of the required supplies.

Furthermore, you are requested to air mail a report on the condition of the heavy lift gear every three months.

### **STANDING INSTRUCTION N° 19**

#### **SHIP'S LOADING STOWAGE**

Prior to the ship's arrival at first loading port, this Office is to prepare a pro forma stowage plan for the booking of cargoes.

We will telex or email you in time, all stowage plan details pertaining to cargo quantities and compartments in which we suggest these be stowed.

You are requested to study carefully our proposed plan and if you are of the opinion that you can arrange better stowage i.e. save space, have better stability, adjust draft, hull stress restrictions, etc., then you may proceed with the necessary alterations but always keeping us informed.

#### **STANDING INSTRUCTION N° 20**

##### **EMPTY CONTAINERS (TEUs ) WHILE PASSING SUEZ CANAL**

Masters having empty TEUs on board their ship northbound through the Suez Canal are requested to stow these under the main deck and not include them in the manifest to be presented to the Canal Authorities as otherwise the canal Authorities will consider these as part of the cargo and charge un-necessary transit fees;

#### **STANDING INSTRUCTION N° 21**

##### **EXTRA PERSONS MESSING CLAIMS**

No messing expenses of extra persons on board, other than Master's/Chief Engineer's wives, should be claimed in the messing accounts.

If there are any such claims these should be recovered from the officers concerned and the messing account credited.

These instructions should be strictly adhered to.

#### **STANDING INSTRUCTION N° 22**

##### **REPRESENTATION EXPENSES AND EXTRA VICTUALLING EXPENSES AT PORT AUTHORITIES AND ELSEWHERE**

The above expenses, within the ceiling given in our instructions, should be prepared in separate statements with all details of expenses incurred at various ports, supported by relevant documents and forwarded to the Head Office.

On scrutiny, if any claim exceed our ceiling rate, the difference will be debited to the Master's Account. Therefore, special attention should be paid to see that these are kept to a minimum.

Masters are not permitted to waive any other expenses/claims on any account without our prior approval.

**STANDING INSTRUCTION N° 23****REQUEST FOR CASH ADVANCES AT FOREIGN PORTS**

Complete records of advances and wages of officers and crew employed on board our vessels are maintained at the Company's Head Office.

Therefore, Masters and Pursers should follow the undernoted instructions:

1. All cash advances to officers and crew should not exceed fifty percent (50%) of their basic, repeat, wage per month.
2. All cash advance required in Foreign Ports must be routed through the Agents.
3. On arrival at each Port the Purser should ascertain the sailing program of the vessel from the Agent through the Master, and then ascertain from the officers and crew their cash requirements. He will then call for these from the Head Office through the Agents.
4. The Agents on their part will send a brief telex/cable/email, viz.:

"Master \_\_\_\_\_ requests at \_\_\_\_\_

USD\_(or other currency\_\_\_\_\_ against\_\_\_\_\_

Wages as advance "

(The name of the vessel, the Port at which the advance is required, the amount and month should be filled in the blanks)

5. The Purser should submit the cash requisition from the previous Port in such a way that at least 3 to 5 working days are available for the head Office to make the required arrangements.
6. Agents will not pay cash advances unless relative approval is received from the Head Office.

**STANDING INSTRUCTION N°24****CASH ADVANCES SUBMISSION OF RELEVANT RETURNS**

Masters/Pursers are to follow the undermentioned procedure with regard to distribution of cash advances and submission of returns thereof:

- 1) All cash advances drawn from Agents at Port should be fully distributed to officers and crew, depending on their balance wages, according to our instructions, within 24 hours of receipt of such cash advances.

- 2) A statement should be prepared and air-mailed to us within 24 hours of payment of cash advances showing details of disbursements to various categories with receipts for payments to the respective officers and crew.
- 3) A copy of the above statement should be sent to us along with monthly wage sheets.

## **STANDING INSTRUCTION N°25**

### **MAINTENANCE AND OVERHAULING OF MACHINERY**

It is from paramount importance that the Master and Chief Engineer comply with the following instructions :

- 1) On ship's arrival in Port and during vessel's stay in Port for two days for loading or discharging, the Chief Engineer is instructed to examine Main Engine pistons which, according to class survey CSM items, are due for overhauling. If overhauling is required the Head Office to be informed accordingly in order to arrange for Class Surveyor to pass subject items.
- 2) Auxiliary engine generators to be continuously overhauled according to the maker's instructions after the generators have run the stipulated number of hours.
- 3) All auxiliary machinery to be well maintained and in good working order.
- 4) Also ascertain the class CMS items, which are due for survey and inform this office accordingly to arrange for Class Surveyor.
- 5) The Master and Chief Engineer are instructed always to maintain and keep cargo gear in good working order and in case of any problems to inform this office so that timely action can be taken to resolve these problems and avoid unnecessary delays.
- 6) Ship's accommodation to be kept clean and maintained to owner's satisfaction.
- 7) Master is instructed to always paint the vessel's hull on it's arrival in Port for loading/discharging, and ship's accommodation at a convenient time when at sea.
- 8) During periods when the air conditioning in accommodation is turned on all outside doors should be locked and only one door to be kept open for entering and leaving.
- 9) No unnecessary lights should be kept burning.

**STANDING INSTRUCTION N°26****INVENTORIES**

Masters should ensure that full inventories of the following are taken and forwarded to the Head Office, along with monthly statements, duly signed.

Engine Stores/Spares/Tools, etc.  
Deck Stores/Spares/Paints/Tools, etc.  
Radio Room Stores/Spares/Tools (if applicable), etc.  
Linen/Cutlery/Utensils, etc.

This information is required once every three months to determine future supplies of stores to vessels.

**STANDING INSTRUCTION N°27****STORES AND PROVISIONS**

Masters must in the same manner check in advance and make sure what stores and provisions they require and prepare a list which they must send to the Head Office for our consideration. After we have had the opportunity to examine these lists we shall inform them what supplies to get and from where to get them.

We have our arrangements with suppliers at various ports and YOU WILL NO LONGER CALL UPON ANY SUPPLIER TO SERVE YOU, nor are you to pass your order to anybody who calls on board. We shall inform you who your supplier will be and the supplier concerned also will be instructed by this office accordingly.

Likewise the delivery receipts will be signed for quantity and quality with any remarks you may have to make, but always with the endorsement "Prices subject to Owner's Approval". You must not settle direct these accounts neither the Agents must be authorised to pay them. All accounts should be forwarded to this office for checking and settlement. Before ordering your stores and provisions you must make clear to the suppliers that payment will be effected from Head Office.

**STANDING INSTRUCTION N° 28****STORES REQUISITIONS**

All requisitions for provisions, cabin, deck and engine room stores must be forwarded to the Head Office at least 4 weeks prior to date that supply is required to give us enough time to check, amend and forward orders to ship chandlers who are nominated only by this office, unless otherwise stated.

All victualing provisions are to be ordered once every 2 months unless otherwise notified by the Head Office. Fresh vegetables, fish, fruits and eggs can be ordered if required on different dates, after taking into consideration the quality of the victuals and the services rendered at the Port that the stores are required.

All other cabin, deck and engine stores are to be ordered every 6 months except otherwise ordered by the Head Office. Costs of products should also be taken into consideration as in some Ports these stores are excessively expensive and most of the items are not found.

These instructions must be followed as a rule in the future, and it is up to you to advise your Heads of Departments and arrange for the stocktaking and the procedure to be followed.

### **STANDING INSTRUCTION N° 29**

#### **STOWAGE – CORRECT UTILIZATION OF HOLDS/HATCHES**

In order to get full utilization of all available space on our vessels, Masters and Chief Officers are advised that stowage of cargo is planned in the most professional and efficient manner.

In this regard care must be taken to stow all holds in such a way as to enable loading and discharging to be completed with utmost speed, which will obviously save time at all ports and subsequently enable our fleet to be in the correct position at all times.

Masters and Chief Officers to ensure no overstow/shifting of cargo to be allowed under any circumstances.

### **STANDING INSTRUCTION N° 30**

**UNDER NO CIRCUMSTANCES** are Officers and Crew permitted to go on strike. Besides, they should never involve themselves with any labour union, such as the International Trade Federation of Seaman (ITF). ITF representative(s) is /are not allowed to board any of our vessels and **MASTERS SHOULD MAKE SURE THAT NO ITF REPRESENTATIVE(S) BOARD(S) OUR VESSELS.**

The courts hold the view that ITF is not a legitimate labour union in the sense of the law, especially Article 264 Labour Code.

It is evident therefore that Officers and Crew should never go on strike or seek the assistance of any ITF representative(s) to solve their problems but discuss these with the Masters and solve them amicably in case of any dispute.