

CHECKLIST

The following items, documents, and measures may serve as useful for guidance to not only protect the ship's interests in the matter but also facilitate efficient preliminary investigations on board the ship.

Please note that while this list aims to offer general assistance, it may not cover every scenario, given the diverse nature and potential complexities and challenges of shortage disputes.

No.	ITEMS/CHECKS	YES/NO REMARKS (where applicable)
FOR EACH CARGO OPERATION		
1	<p>DRAFT SURVEY</p> <p>Has a draft survey been conducted prior to and upon completion of each cargo operation to allow comparison with shore figures?</p> <p>Verify that the hydrometer used for measuring water density maintains valid certification.</p> <p>Have full records of the draft survey been maintained, including all tank soundings?</p> <p>If weather conditions prevent accurate draft survey, has a Letter of Protest (LOP) been issued to the relevant parties?</p>	
2	<p>CREW MONITORING</p> <p>Have the crew been adequately briefed on the cargo operation, and the need to report any situations likely to distort the cargo figure (e.g. cargo spillage, water spray for dust suppression).</p>	
3	<p>RECORD KEEPING</p> <p>Maintain accurate records and documentation for all cargo operations, including start and stop times of working at each cargo hold, shift change, weather conditions etc.</p>	
4	<p>ISSUING LOPs</p> <p>Issue appropriate LOPs, clearly and effectively describing the nature of any concerns or disputes.</p> <p>Ensure that the LOPs are properly documented and communicated to relevant parties to protect the ship's interests.</p>	
BEFORE & DURING LOADING		
1	<p>CARGO DECLARATION (SAME TO BE OBTAINED AT EACH LOADING PORT AND FOR EACH GRADE OF CARGO)</p> <p>Confirm that the shipper has provided the cargo information required by SOLAS regulation VI/2. If a Bulk Cargo Shipping Name (BCSN) is provided, the information contained within the IMSBC Code should be provided.</p>	
2	<p>RISK ASSESSMENT</p> <p>Has a risk assessment been conducted to identify any special characteristics of the cargo(es) and any increased likelihood of shortage claims.</p> <p>(Elements such as cargo characteristics, ports of loading/discharge, number of discharge ports, method of cargo measurement etc.).</p>	

3	<p>STOWAGE PLAN</p> <p>Confirm the stowage plan is completed, taking into account any segregated cargoes, multiple discharge ports etc.</p>	
4	<p>CARGO HOLD PREPARATION</p> <p>Are all nominated cargo holds cleaned to the required standard and free of previous cargo residues. Confirm that bilge wells covers are in place and/or prepared as per shippers' instructions.</p> <p>Have pictures been taken of the cargo hold conditions?</p>	
5	<p>PRECAUTIONARY SURVEY</p> <p>Is a loading surveyor required to assist the master in monitoring the cargo loading and/or to independently verify the results of draft survey?</p> <p>Is it necessary to arrange hatch cover weather tightness testing?</p>	
6	<p>CARGO DOCUMENTATION</p> <p>Confirm the bill of lading (B/L) format and wording has been agreed and accepted.</p> <p>Has method of calculating shore figures been provided?</p>	
7	<p>LOADING CHECKS</p> <p>Are frequent checks of cargo levels and loading rates being conducted and compared with the expected levels?</p> <p>If intermediate shore figures are available, obtain at regular intervals to compare with calculated ship figures.</p> <p>Investigate any discrepancy and seek advice.</p>	
8	<p>CARGO SPILLAGE MONITORING</p> <p>Monitor for any spillage of cargo. If this is happening take photographic or preferably video evidence and issue a LOP.</p>	
9	<p>ADDITION OF WATER</p> <p>Record when water is added for dust suppression to cargo holds, if this is happening take photographic or preferably video evidence in case of later dispute.</p> <p>Record any precipitation encountered and actions taken by ship.</p>	
10	<p>SAMPLES</p> <p>Take samples of the cargo as necessary to have evidence of its characteristics, for example moisture content. Clearly record details of sample on its container, e.g. date, time, and cargo hold of origin and take photographic or video evidence of this being done.</p>	
11	<p>CARGO SEGREGATION</p> <p>Ensure adequate segregation is fitted between grades to avoid accidental mixing or discharge of cargo to the wrong receiver.</p>	
12	<p>COMPARISON WITH SHORE FIGURES</p> <p>Do the shore figures compare favourably with the ship's figures?</p> <p>Has any discrepancy been investigated and source of discrepancy confirmed?</p> <p>If difference in figures remains, has advice been sought from managing office?</p>	

DURING TRANSIT (NAVIGATION)	
1	<p>CARGO CARE</p> <p>Confirm ventilation being conducted as per shippers' instructions, with all records maintained in the correct format.</p> <p>Is bunker heating being managed to reduce the possibility of heat damage to the cargo?</p>
2	<p>CARGO HOLD BILGES</p> <p>Record all bilge well checks and maintain a log of any water pumped from the cargo hold bilges.</p>
3	<p>WEATHER</p> <p>Accurately record the weather encountered on passage. In cases of extreme weather note protest, take video evidence if possible.</p>
4	<p>CARGO HOLD SEALS</p> <p>Confirm the seals are checked regularly to be in place and record if any broken or missing.</p>
5	<p>OPERATIONS ON ROUTE THAT MAY AFFECT DISPLACEMENT/CARGO</p> <p>If bunkering is conducted during laden passage, ensure this is fully accounted for and detailed as appropriate.</p> <p>Any changes to ballasting condition should be fully detailed and logged as appropriate.</p>
BEFORE & DURING DISCHARGING	
1	<p>CARGO HOLD SEALS</p> <p>Before commencing discharge, arrange for witnessing of cargo hold seal breaking. Take photographic evidence of this and record seal numbers.</p>
2	<p>DISCHARGING CHECKS</p> <p>Are frequent checks of cargo levels and offloading rates being conducted and compared with the expected levels?</p> <p>If intermediate shore figures are available, obtain at regular intervals to compare with calculated ship figures.</p> <p>Investigate any discrepancy and seek advice.</p>
3	<p>CARGO SPILLAGE MONITORING</p> <p>Monitor for any spillage of cargo. If this is happening take photographic or preferably video evidence and issue a LOP.</p>
4	<p>EMPTY HOLD CERTIFICATE</p> <p>Upon completion of discharge, obtain empty hold certificate. Document this process and take photographic or video records.</p>