



TATA STEEL UK LIMITED

GUIDELINES TO MARINE CARGO SURVEYORS AND SUPERINTENDENTS

November 2015

Introduction

This document contain guidelines of the types of appointments and the principal responsibilities these entail when carried out on behalf of Tata Steel UK Shipping in relation to the loading out or discharge of sea-going vessels of all steel product cargoes.

Whilst setting out the basic obligations, at times these may be supplemented by further, specific requirements as may be appropriate to the assignment; the party accepting the appointment should always check this at the outset with their source at Tata Steel UK Shipping.

It is the appointed party's responsibility to ensure they are fully aware and familiar with the most recent issue of relevant Tata Steel Product Handling Guidelines and Procedures.

Where specific situations arise prior, during or after the assignment, that are not covered by these guidelines and it becomes necessary to seek further advice, it is essential that the appointed representative communicate promptly with Tata Steel UK Shipping for further guidance.

Report Writing

All Reports submitted by the appointed party to Tata Steel must follow the guidelines as detailed in document “**Vessel Survey Reports – Tata Steel Guidelines**” accompanying this document.

List of main Tata Steel Distribution & UK Shipping contacts

Name	Location	Work	Mobile
Huw J Davies	Newport	(0) 1633 755027	07900 164466
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PRE-SHIPMENT CARGO CONDITION SURVEYS

Objective: To inspect and assess the condition of product(s) and report on deficiencies at the time of shipment, but prior to reaching ship's rail. In most instances the assessment will be carried out at place of storage and/or alongside prior to being lifted onboard vessel or transport (as may be the case with unit loads).

Type of Duties: These focus on checking the condition and quality of stacking and timbering, bundling, marking, packaging, degree of oxidation, and physical damage. Depending on findings this may entail immediate liaison with Works/Shipping Dept contact for a second opinion on whether product is acceptable for shipment or if it is to be replaced. The appointed representative must at all times adhere to the specific instructions or requirements of works regarding the product shipped.

Normal Working Hours: As may be required to effectively cover the job requirements, within any 24-hour day made up of;

- 1) Day Shift (0800 – 1600 hrs) or (0600 – 1800 hrs)
- 2) Morning Shift (0600 – 1400 hrs)
- 3) Afternoon Shift (1400 - 2200 hrs)
- 4) Night Shift (2200 – 0600 hrs) or (1800 – 0600 hrs)

Authority: As instructed or delegated by Works/Tata Steel UK Shipping Departments, but to use initiative at all times to avoid or prevent damage occurring to any Tata Steel product. This includes instructing Supervisor/Management representatives of stevedoring company to cease such operations that endanger the Health and Safety of any personnel and or have caused damage to any Tata Steel product. When circumstances suggest, this should also include immediately reporting information concerning other Works products, so that appropriate action can be taken to protect Tata Steel interests.

Reporting and Liaison: In most instances the nominated person will be required to keep in daily contact with the Works/Tata Steel UK Shipping office that ordered the service, and establish a point of contact with that office including contingency planning for contact after office hours.

PRE-SHIPMENT CARGO CONDITION SURVEYS

Formal report should include the following:-

1. Name of attending surveyor/appointment reference
2. Date, time and periods of attendance
3. Brief description of: Tata Steel Product, quantities and method of packaging
 - Location of Tata Steel product Type and condition of flooring Warehouse condition/ open storage Ventilation
 - Quality of Handling Equipment
 - Quality of Handling operations observed
 - Type and quality of timber used for storage of Tata Steel product.
 - Condition of packaging, protective sheeting if applicable
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4. Identification and description of any Tata Steel products at variance with shipment standard. Report nature and apparent cause of damage, if discernable.
5. Location of stored Tata Steel Material and or specific requirements for certain products (i.e., Tyre cord/WRIC) may require testing for chlorides. This to be determined with Tata Steel UK Shipping, and if required, random tests with Silver Nitrate to be carried out and findings included in Report. (Any POSITIVE test results must be brought to the attention of Tata Steel UK Shipping Department immediately). In the event of a POSITIVE test result, the appointed person must place the Port Management on written notice of responsibility for actual/potential damage.
6. Action taken for substandard findings under (4 & 5)
7. Photographs: To cover
 - Receiving/warehouse handling
 - In storage
 - Standard of timber used during storage
 - Random samples of standard (acceptable) product condition
 - Specific damage items/non-standard exceptions
 - Exceptions to Tata Steel guidelines/procedures
 - Silver Nitrate Tests (if undertaken)
8. Final report to be issued with 7 days of completion of assignment.

SHIP SUITABILITY

OBJECTIVE: To assess a vessel's suitability for the handling, stowage and safe carriage of designated Tata Steel products.

1. All vessel enquiries to be directed to Cargo Superintendents.
2. Cargo Superintendents will assess vessel suitability for the proposed cargo and provided reasonable pre-notice of the same is received, will give their view on same day as enquiry.
3. Proper assessment can only be given on the basis of making the following information available:
 - Full cargo list with weight and measurement details, together with details of any particular limitations for position of cargo/number of tiers, etc.
 - Port itinerary
 - Dimensions of all principal vessel factors -
 - Length
 - Beam
 - Holds
 - Hatches
 - Wings
 - Narrowings
 - Risings
 - Workbacks
 - Area of unobstructed tank top (free of corrugations)
 - Single or tween decker
 - Type of hatch covers
 - Tank top load factor
 - Hopper tanks
 - Type/detail of vessel craneage
 - Type of ventilation
 - Container/Lashing fittings (if appropriate)
 - Deck options
 - Previous three cargoes carried

PRE-STOW PLANNING/CONSULTATION

OBJECTIVE: To provide a plan for the safe stowage and compatibility of products in vessel's hold(s) in achieving optimum loading and discharging performance, and that will also assist in determining the sequence of cargo required for loading programme purposes.

1. All requests should be communicated to Cargo Superintendents in the first instance.
2. Optimum pre-stowage is dependent on having full vessel dimensions (as under SHIP SUITABILITY) and an accurate cargo list with full weight and measurement details, together with all information concerning any restrictions, discharge port/s involved and port rotation if multiples apply.
3. Whenever possible an indication of actual cargo availability should be given, together with an indication of the intended working programme.
4. Cargo Superintendents will determine who issues the pre-stowage plan, and remain ultimately responsible for ensuring this is issued to Tata Steel in a timely manner.
5. Pre-stow plan to be issued as early as possible but not less than 24 hours to commencement of loading.

HATCH WATERTIGHTNESS/HOSE TESTING SURVEYS

OBJECTIVE: To test that vessel's hatches are watertight and that seals are in a satisfactory condition for the intended voyage.

1. This service only to be carried out on the specific instruction of Tata Steel.
2. The appointed representative to ensure they are in attendance on vessel's arrival alongside.
3. Under normal circumstances the vessel will already be aware of the requirement, and should therefore be prepared with hatches battened down on arrival and hosing readily available prior to enter hold(s).
4. If evidence of leakage is found, the vessel is to be placed on notice, and the relevant Tata Steel UK Shipping Office is to be immediately contacted and informed of the situation and what action the vessel/Owner is taking.
5. Clear instructions should be given by Works/Tata Steel UK Shipping Dept concerned on whether vessel is to be held "unaccepted" or off-hire until all hatches pass the test or whether partial loading may commence in accepted hatches/holds only.

ON/OFF HIRE VESSEL CONDITION and BUNKER SURVEYS

OBJECTIVE: The principal purpose is to determine the extent of damage at the time of delivery, (other than fair wear and tear), and any damage subsequently sustained prior to redelivery of vessel, also establishing quantities of fuel and diesel oil remaining onboard at the start and finish of the charter period.

1. When these appointments are requested an inspection is to be carried out and a report issued which should include:
 - Name of surveyor
 - Name and particulars of vessel (and Owner)
 - Date and time of survey, location and purpose
 - Details of parties present and on whose behalf attending
 - List of principal certificates sighted and expiry dates
 - Cleanliness of holds
 - Condition of all relevant structures
 - Quantities of fuel and diesel oil
 - As and when required, to confirm vessel's construction meets with the description stipulated for the suitability of the intended trade.
 - Reference to hose testing - all vessels delivering into time charter are to be hose tested for water tightness.
2. It is desirable that these surveys be carried out in daylight or good artificial lighting. Particular attention should be given to these areas exposed to cargo operations, e.g. main holds, hatches, weather decks and adjacent areas, bulwarks, ship side rails and cranes/cargo gear.
3. Certificates to be checked should include:-
 - Certificate of Registry
 - Safety Construction Certificate
 - Safety Equipment Certificate
 - Safety Radio Certificate
 - Load Line Certificate
 - Deratisation Certificate
 - Cargo Gear Certificate(s)
4. In determining quantities of bunkers at time of delivery, a schedule should be attached showing quantities in each tank, specific gravities, temperatures, list and trim.
5. Tata Steel will be required to clarify whether the surveyor is appointed to act singly on behalf of Tata Steel, or jointly of all parties.

6. The appointed surveyor will also be required to validate and countersign the delivery/redelivery certificate details issued by Tata Steel ships agents.
7. In the event of any problem or dispute with the findings, this should be immediately communicated to the Tata Steel UK Shipping Office controlling the vessel's operation.
8. The report is to be issued in duplicate within 7 days of completing the survey.

NOTE: An abridged version of the On/Off hire survey can be used when any pre charter/vessel inspection is required (e.g. as required by some oil and gas related companies)

LOADING/STOWING CARGO SUPERINTENDENCY

OBJECTIVE: To advise and liaise closely with Masters stevedores and ships agent to achieve maximum cargo lift and the safe, efficient and damage free stowage of cargo consistent with optimum vessel loading arrangements always in accordance with Tata Steel quality standards and procedures.

1. At time of appointment, the type of shipping contract should be make known, e.g. time charter, voyage charter, liner, etc., as well as establishing to whom stevedores report (either Tata Steel UK Shipping management or the appointed party working on their behalf).
2. If not previously done, a pre-stowage plan should be prepared for presentation to the Master on Vessel's arrival for his approval or amendment.
3. The pre-stowage plan should also be presented and discussed with Tata Steel UK Shipping management and the stevedores at load port, re-affirming any special requirements. It may be necessary for the appointed person to attend Pre- Load Out Meeting/s representing Tata Steel UK Shipping interests, in advance of vessel arrival/commencement.
4. On vessel's arrival holds are to be fully inspected to confirm they are in all respects clean, dry and ready to receive cargo in compliance with Tata Steel requirements. If requested, on hire survey and/or hose trusting for water tightness should be carried out as soon as possible on vessel's arrival.
5. When sensitive material is to be loaded the underside of hatches is to be tested for salt with silver nitrate prior to commencement of loading.
6. In the short sea trades, it is a charter party condition that all hold are to be washed with fresh water and are to be dry, clear and clean and free from smell prior to presentation.
7. When cargo is received at load port in a damaged condition, then shipment is to be temporarily suspended until the Works or shipper concerned is contacted by the stevedore for further direction as to whether shipment may proceed in the damaged condition. Any deviation from this procedure must have the prior authorisation from Tata Steel UK Shipping.
8. The appointed representative is to closely monitor stevedoring operations and ensure stevedores use approved cargo handling equipment, competent supervision and labour, and handling/storage procedures that comply with Tata Steel requirement (Operations Manual or specific product handling guidelines as may be the case).

9. Specific attention must be taken of the type and condition of timber dunnage used by the stevedores to support/divide the cargo as it loaded into ship's hold. Sufficient quantity must be used to ensure stability of cargo in transit to destination port/s appointed representative is to ensure that correctly Heat Treated and stamped timber is used at all times in vessels destined for ISPM 15 approved countries. Any none fumigated timber observed being introduced onboard on a ISPM 15 nominated vessel must be removed and Tata Steel UK Shipping informed. This includes all chocks and sliver wedges.
10. Where ISPM Fumigated Timber is a requirement on board, the Appointed Representative must obtain copy of valid Fumigation Certificate for the dunnage involved, for inclusion in Final Report.

The appointed representative is to :-

- Perform cargo inspection from the vessel hold position during loading.
 - Ensure stevedores perform as efficiently and effectively as possible in expediting safe cargo operations
 - Intervene and take appropriate action whenever unsafe acts or conditions are observed
 - Intervene and take appropriate action whenever potential damage is likely to cargo or vessel
 - Immediately report any major damage of cargo or vessel, recording details of damage and circumstances
 - Ensure in conjunction with ships agent that vessel/and or stevedore is placed on written notice or responsibility for damage to cargo and/or vessel as and when appropriate
 - As and when necessary make recommendations with regard to improvements in cargo operations and handling procedures
 - Monitor proposed Bill of Lading clauses of P & I surveyor and challenge if considered
 - excessive or unrealistic, reporting same immediately to the Tata Steel UK Shipping contact.
11. Final report to be issued within 7 days of completing assignment (see General Comments. For format and contents see "Vessel Survey Reports – Tata Steel Guidelines" document included separately).

DISCHARGE CARGO SUPERINTENDENCY

OBJECTIVE: To oversee and ensure damage free discharge of all products consistent with Tata Steel quality standards and procedures at all the same time assisting to achieve optimum discharge performance.

1. At the time of appointment, the type of shipping contact should be made known, e.g. time charter, voyage charter, liner, etc., as well as establishing to whom stevedores report (either Tata Steel UK Shipping management or the appointed party working on their behalf).
2. If not already pre-forwarded, the stowage plan should be obtained from ships agent for liaising with stevedores and ships agent for assessing the optimum approach to cargo operations.
3. The Cargo Superintendent must be present when hatches are first opened at each discharge port to observe the condition of cargo and state of stowage as far as can be ascertained.
4. On opening hatches, in the event of damage being observed from stowage movement, the Cargo Superintendent is to investigate and send an immediate brief report to Tata Steel UK Shipping. Should there be any suspicious or evidence of salt water ingress, random silver nitrate tests should be carried out to clarify if the indication is positive. In either or both instances, the Master/Owner must be placed on written notice of responsibility for actual/potential damage.
5. The Cargo Superintendent is to closely monitor onboard stevedoring operations, and as far as circumstances permit, also keep a watching brief on shoreside and storage operations to ensure stevedores use approved cargo handling equipment, competent supervision and labour, and handling/storage procedures that comply with Tata Steel requirements (Operations Manual or specific product handling guidelines as may be the case)
6. Unless agreed to the contrary, discharge operations should be Bill of Lading lot and mark. As far as is possible the Cargo Superintendent should endeavour to ensure that cargo checkers/tally clerks examine and record the type and cause of all defects/damages in all accurate manner for O S & D reports.
7. The appointed superintendent should ascertain and be familiar with contractual arrangements (or otherwise) for the disposal of ship's dunnage.

8. The appointed representative is to:-

- Ensure stevedores perform as efficiently and effectively as possible in expediting safe cargo operations
- Intervene and take appropriate action whenever unsafe acts are witnessed during the discharge.
- Intervene and take appropriate action whenever potential damage is likely to cargo or vessel
- Immediately report any major damage to cargo or vessel, recording details of damage and circumstances.
- Ensure in conjunction with ship's agent that vessel/and or stevedore is placed on notice of responsibility for damage to cargo and/or vessel as and when appropriate
- As and when necessary make recommendations with regard to improvements in cargo operations and handling procedures

9. Formal report to be issued within 7 days of completing assignment;-
(See General Comments. For format and contents see “Vessel Survey Reports – Tata Steel Guidelines” document included separately.