



TATA STEEL UK LIMITED

VESSEL SURVEY REPORTS TATA STEEL GUIDELINES

November 2015

Introduction

This document contains guidelines to the minimum contents required in Vessel Loading/Discharge Survey Reports submitted by the Appointed Body to Tata Steel UK.

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.

List of main Tata Steel Distribution & UK Shipping contacts

Name	Location	Work	Mobile
Huw J Davies	Newport	(0) 1633 755027	07900 164466
Jodie Gardner	Newport	(0) 1633 755044	07789 926855

In order that a consistency of quality and content can be achieved, reports should attempt to follow the standard format and contain the relevant information required as described in this document.

Any report should be brief, succinct and to the point.

All photographs and completed reports must be in Digital format, capable of being distributed by E-mail. Wherever possible digital photographs included in report or sent separately should be downsized to jpeg size to reduce computer memory capacity required, to store and circulate said Photos/Reports by E-mail.

Final Report to be issued within 7 days of completion of assignment.

VESSEL DISCHARGE SUPERINTENDENCY REPORT

1) HEADER PAGE

This should contain the following:-

Vessel Name
Description of Assignment
Discharge Port
Dates of Activity

Name of Ship's Master
Name of Ship's Chief Officer
Name of Ship's Owner (Trading name and Address)
Name of Ship's Operator (if different from above)
Classification Society
P & I Club

Vessel Details	Gross Tonnage
	Net Tonnage
	Summer or Winter Deadweights
	Summer or Winter Draughts
	Year of Build
	Flag
	Port of Registry

Details of last THREE cargoes.

BODY OF REPORT

INTRODUCTION

Statement of Purpose of Report

List of Persons also attending Load Out/ Discharge, detailing full names, employer and Job Title

DESCRIPTION OF CARGO

Total quantity loaded (No. of Pieces/Bundles/Pipes) and total tonnage of Tata Steel cargo onboard.

Dimensions/Sizes/Diameters and Wall Thickness if Line Pipe.

Any identification markings, details of any coating both internal and external of Line Pipe and provision of end caps and or bevel protectors.

INSPECTION OF CARGO ON ARRIVAL

Resume of outward journey obtained from Vessel Master/Records, highlighting weather conditions encountered en-route and effect on cargo, if any.

HOLD INSPECTION

Results of Hold inspections carried out by appointed person on vessel arrival, broken down by individual Holds if more than one involved.

General conditions report on the state of the cargo on opening the hatches. Any cargo movement, condition of dunnage, lashing & securing, salt-water ingress (Silver Nitrate Test and results)

Photos 2/3 per hold, plus additional photos to highlight any damage/defect to cargo if found.

PLANT IN USE ON QUAYSIDE AND STORAGE AREA

Brief description of plant and equipment in use by stevedoring company, condition and overall level of competence of plant/crane operators.

PIPE INSPECTION

If cargo is Line Pipe, reference to what inspection regime in evidence at discharge port and from what source.

DISCHARGING OPERATION

Stevedoring labour supply, no. of gangs and hours of work.

Method of offloading vessel. Details of lifting gear used.

If cargo offloaded direct to trailer, description of trailers, number of and type, detailing any protective procedures required for cargo.

Description of weather conditions during discharge.

Comment on standard of stevedoring, skill levels and competence.

SUPERVISION

Comments on standard of supervision, availability of supervisors during discharge.

Comment on organisation, effective management and co-ordination of available resources.

Comment on assistance and effectiveness of Tata Steel appointed Agents.

CRANE DRIVERS

As these are crucial to any vessel performance, specific reference to the skill level of crane drivers is required, particularly if unsafe practises were observed by the Appointed person.

Examples of poor (or exemplary) standards observed.

DUNNAGE

Comments on the condition and effectiveness of ship's dunnage witnessed.

Reference to method of disposal adopted by discharge port for ship's dunnage.

Photos. Examples of good/defective/collapsed dunnage and impact on cargo, if any.

CARGO STORAGE AREA

Area, either in open air or covered storage, where vessel cargo is stored once discharged.

Description of ground conditions, lighting, method of storage when outside. Description of size and location of warehouse, type of flooring, weather proofing, lighting and method of storage when stored under cover.

Description of Handling Equipment used.

HEALTH & SAFETY

Comment on overall standards of Safety awareness and adherence to Safe Working Practises and Procedures observed.

Provision, use and suitability of PPE.

Particular reference to attitudes to high-risk activities, working at heights (Fall Arrest systems) working under suspended loads, unsafe cargo conditions.

TIME LOG

In datal order, principle operating times, in chronological order, of key events.

Working hours of stevedoring gangs, start and finish times with all breaks.

CARGO DAMAGE

List of damaged cargo and its cause (if known)

Photos. All items of damaged cargo to be included, with item identification information (Pipe/Bundle/Coil/Bar Number)

VESSEL DAMAGE

If no damage was incurred during discharge, comment to that effect.

Description of any damage, detailing date & time incurred, location, severity, etc

Photos. All incidents of vessel damage.

DELAYS/STOPPAGES

Delays due to Stevedores - Actual times in data/chronological order with total for each working day.

Total delays due to Stevedores - Hrs/Minutes (Gang hours)

Delays due to Vessel - Actual times in data/chronological order with total for each working day

Total delays due to Vessel - Hrs/Minutes (Gang hours)

PRODUCTIVITY

Breakdown of cargo discharged each shift, per hold worked with total for that shift. Number of gangs working each shift to be shown

GENERAL COMMENTS

Summation of vessel discharge with all salient points.

Recommendations with regards to improvements for future cargo operations and handling procedures, assistance from Tata Steel UK and/or its Appointed Agents.

APPENDIX

Attach all relevant copies of documents –

- Letters of notice
- Hatch list
- Final Stow plan
- Fumigation certificate