

CREW INSTRUCTION MANUAL

PRE-LOADING SURVEY REPORT

These instructions are intended to assist the Master and crew when completing the standard form pre-loading report.

Purpose of the report:

The purpose of the report and in particular the recording of condition issues is to protect the position of the carrier. Any condition issues which are not recorded and properly reflected in the cargo documents exposes the carrier to liability for which it is not responsible.

How to fill in the report:

1. Please fill in all the missing information from the grey boxes, where possible this information has been completed by the shipping company or the P&I Club.
2. In the case of steel cargoes, please see the attached list with the specific remarks which can be used as applicable. In the section "Remarks" please remove or cross out any remarks which are not applicable. For example, if all cargo is packed please erase all the remarks intended unpacked cargo.
3. Where there is cargo which is inconsistent with the cargo description provided by the shippers please reject such cargo or include a specific description.
4. After filling in all the missing information please print the pre-loading report and add your signature and stamp on the last page. The report should then be scanned and e-mail to the ship-owners.
5. Take photographs of the cargo, in particular condition issues in respect of which remarks are included in the preloading report.
6. Once the report is completed please ensure that the following remark is included on the Bill(s) of Lading:

"remarks as per attached Master's pre-loading report dated [date]"

7. Last but not least, a copy of the signed and stamped report must be physically attached to the Bill(s) of Lading.

Thank you for your assistance. If you have any questions regarding the completion of the report, please feel free to contact the shipowner or the NNPC (Tel: 0031 505 5343211 e-mail / claims@nnpc.nl).

Master's pre-loading report

MV " "

The undersigned, Master/Crewmember of the above vessel conducted a pre-loading survey of the below mentioned cargo on day month year , as follows:

THE VESSEL

Name :
 IMO number :
 Master :
 Chief Officer :

PREVIOUS CARGOES AND HOLD CLEANING

3rd last cargo :
 2nd last cargo :
 Last cargo :
 Last discharge port :
 Last discharge date :
 Way of cleaning :

PARTICULARS OF THE CARGO

The following cargo was inspected:

| Quantity | Description | Total weight | Discharge port |
|----------|-------------|--------------|----------------|
|----------|-------------|--------------|----------------|

DESCRIPTION OF PACKING

please describe the way how the cargo is packed

LOADING PARTICULARS

Port : port
 Berth : name of berth
 Date : date of commence of loading operations attendance
 Origin of cargo : ex warehouse / open storage / open closed trucks
 /wagons
 Way of loading : shore crane / slings / wires / no. of items per hoist
 Conditions of the Quay : near the sea, other industries
 Temp min/max day : min/max temp
 Temp min/max night : idem
 Weather : cloudy/sunny/rainy etc.
 Wind min/max : min/max bft wind
 Hatches closed :
 Working times stevedores :

PARTICULARS DURING THE INSPECTION

Place of inspection : on board / warehouse
 Date of inspection :
 Present during inspection :

REMARKS

The undersigned confirms that all cargo referenced herein was inspected with the following remarks:

[....]

Signed at place of signature on day month year

Name:

Signature & stamp

STEEL-SPECIFIC REMARKS MADE ON THE CARGO

The following conditions remarks are applicable:

| Non-packed coils | |
|---|--|
| Coils rust stained to varying extents (up to heavy rust stained) | |
| Steel straps rust stained | |
| Steel straps broken, lose or missing | |
| Coils showing water droplets (marks)/ wet before loading | |
| Coils showing oil spots | |
| Coils polluted with bird droppings | |
| Coils dirty and showing foot prints | |
| Coils showing signs of handling gear marks with inner- and outer laps dented, bent, scratched and/or deformed | |

| Packed coils | |
|---|--|
| Coils showing signs of handling gear marks with inner- and outer laps dented, bent, scratched, telescopic and/or deformed | |
| Core edges wrapping dented / pressed | |
| Core edges wrapping not tight | |
| Steel straps rust stained, broken, lose or missing | |
| Coils showing water droplets (marks)/ wet before loading | |
| Coils packing showing oil spots / bird droppings / foot prints | |

| ETTS coils | |
|--|--|
| Packing showing previous handling gear marks | |
| Synthetic wrapping torn at different places, especially at the bottom and top edge | |
| Straps partly rust stained | |
| Steel straps broken, loose or missing | |
| Wet before loading | |
| Positive reactions on silver nitrate tests | |
| Top covers dirt stained | |

| Steel pipes | |
|--|--|
| Stored uncovered in open stocking area upon vessel's arrival | |
| Pipes rusty on inner / outer surface | |
| Pipes showing scratches/chafing marks on body due to handling operations | |
| Pipes showing grease/oil spots on external surface | |
| Pipes protected at ends by plastic bevel protector, thus condition unknown | |
| Plastic bevel protects occasionally pressed/dented | |

| Steel packages | |
|------------------------------------|--|
| Packing rust stained | |
| Steel straps partly rust stained | |
| Steel straps partly missing | |
| Showing signs of pervious handling | |
| Wet before loading | |

| Unpacked billet, plates, slabs | |
|---------------------------------------|--|
| Wet before loading | |
| Rusty | |

| | |
|--------------------------------------|--|
| Dirty | |
| Covered with bird feces | |
| Showing signs of previous handling | |
| Positive reactions on silver nitrate | |

| Steel Profiles | |
|--------------------------------------|--|
| Wet before loading | |
| Rusty | |
| Dirty | |
| Covered with bird feces | |
| Showing signs of previous handling | |
| Positive reactions on silver nitrate | |
| Straps broken, loose and/or missing | |
| Straps partly rusty | |

Further relevant remarks

Signed at place of signature on day month year

Captain Mr.
