

## UNIT SEVEN

### SHIPPING PROCEDURE

The shipping procedure **starts** when cargo liner, operating on schedule voyages, at her terminal port, and the owners or agents have estimated the date when she will be ready to start loading for the next voyage.

**Application** is made to the Port Authority for a berth giving the date she will proceed alongside and later, when it is known, the actual time, particulars of draught, information regarding the tonnage and type of cargo she will work, and the maximum draught anticipated when loading has been completed.

The length of the ship is also required for placing her in relation to the cargo to be loaded, also for fuel and water supplies. Furthermore, it helps the Port Authority to make maximum use of berthing accommodation.

Directly the berth has been made known to the owners, agents or brokers, this information is then sent **to the shippers** concerned together with loading dates, and ports of destination. Ideally, the cargo should arrive at the berth five or six days before the ship docks or is ready to load. This period is generally known as "receiving days".

The procedure and documentation covering the despatch, receiving storing and shipping is, in principle, the same in most parts of the world although, of course, it can differ in detail.

**Clearing and forwarding agents** very often act on behalf of exporters. An invoice must be made out for each package and forwarded to the consignee at the receiving end. This shows the mark of the package, the number and description of each article together with the price, charges and the name of the carrier. Apart from its commercial value, this document is necessary in the event of loss or damage in transit to enable an assessment of the claim to be made. The exporter or his representative applies for shipping space direct to the shipowner, his agent or broker. Ship brokers or agents generally work on a commission basis.

At the appointed time, **the goods are transported to the docks** accompanied by a **shipping note** made out in duplicate, which is the wharfinger's authority to receive the goods and store them before shipment. This note gives details of marks, references, number and description of packages, weight, measurement and port of destination. Along with this note copies of the **Shipping Order** and **Mate's Receipt** are completed.

The note is signed by the wharfinger and returned to the shipper, or his representative, who then lodges bills of lading with the shipowner or agent.

Each package making up a shipping consignment must be distinguished by **mark** which is known as the leading mark and is necessary for identification of the goods. All relevant documents must also bear this mark.

Each package is then recorded on a **tally sheet** against the respective leading mark and generally, at the same time, measured for computation of tonnage for the purpose of charging freight. Freight is generally assessed on the weight or measure of cargo with variations, whichever is the greater. **Freight** is sometimes charged on the value of the goods instead of weight. This is known as Ad Valorem freight.

After each package has been tallied, measured and made up into slings on the wharf apron, **it is then loaded aboard ship** under the supervision of the chief officer or cargo officer. Cargo has to be stowed with due regard to the sequence of discharge in order to avoid demurrage and additional labour costs, which would be incurred if the goods destined for one port were overstowed by those for the next port of call.

Further, cargo should be distributed throughout the ship to facilitate speed of discharge. An additional point for consideration is the quantity and type of cargo in different holds.

When the ship has completed loading specification of all cargo on board is prepared, and this is known as the **ship's manifest**. Copies of manifests are provided by the custom or consular authorities of the country of export and import. Separate manifests must be made out for each port of destination.

The **cargo plan** shows in diagrammatic form the longitudinal section of the ship and each hold with its respective decks, with main consignments marked off by coloured blocks related to each port of discharge.

When loading operations are completed the agent, or master of the vessel, applies for a **clearance** of the ship at the local Customs house. This clearance is not given until the Collector of Customs is satisfied that documentary evidence has been produced to testify that the cargo is in order, the necessary permits have been procured, and Customs formalities complied with. The officer issuing the clearance must also satisfy himself that harbour and light dues have been paid, and that emigration and port health regulations have been carried out.

**On arrival at each port of call** the respective cargo is discharged and received and stored by the appointed authority who, in turn, delivers it to the consignee on a bill when the freight has been paid. A **bill of lading**, being negotiable, is sometimes transferred to the consignee through a bank who will only release it after the freight and cost of the goods are settled.

## QUESTIONS

1. What must be known before the shipping of goods by sea starts?
2. What information is given in the application to the port authority?
3. What are the "receiving days"?
4. Who often works on behalf of exporters?
5. What are the functions of the invoice?
6. What are the basic duties of the shipper?
7. What is the function of the Shipping Note, and what are the other two documents issued along with it?
8. When is the Bill of Lading lodged?
9. What is the "leading mark"?
10. What are the three bases for assessing freight?
11. What are the basic conditions for stowing cargo on board?
12. When is the Ship's Manifest prepared?
13. What is a cargo plan?
14. Where and when is the clearance applied for?
15. What conditions must be fulfilled before the Customs Clearance is issued to the ship?
16. When is the cargo delivered to the consignee?

## EXERCISES

### I COMPREHENSION AND VOCABULARY

1. Here is a list of some of the major participants in the shipping procedure:

*Shipowner, Shipper, Consignee, Port Authority, Stevedores, Custom House, Clearing/Forwarding Agents*

Which of these are defined below:

	Name of participant
<ol style="list-style-type: none"><li>1. Company engaged in loading/discharge and stowage of cargo on board ship.</li><li>2. Company that operates, manages or owns vessels and undertakes the carriage of goods by sea.</li><li>3. a shipping agent or merchant that provides the goods and books shipping space with the owner.</li><li>4. a firm or persons authorized to receive the cargo and to whom it is consigned.</li><li>5. a governmental or administrative body governing the safety and arrangement of port operations.</li><li>6. persons or company engaged in taking care of cargo or personal effects from one place to another by sea, land or air; also dealing with customs formalities on behalf of the ship.</li><li>7. the place where imports are entered, clearance papers are obtained, and other official ship's business is transacted.</li></ol>	



2. State which of the definitions below describe the following shipping terms:

*berthing accommodation, receiving days, despatch, shipping, freight, ship's manifest, package, cargo plan, custom clearance, mate's receipt, shipping note, shipping space, leading mark:*

Term	Definition
	<ol style="list-style-type: none"> <li>1. period for receiving cargo before the ship leaves port</li> <li>2. allocation of a berth or anchorage for a ship that has sent her ETA in a port</li> <li>3. entry of the ship in a port and settling the formalities</li> <li>4. to send by ship; term indicating that loading and discharging has been carried out</li> <li>5. money or remuneration for the carriage of goods by sea</li> <li>6. individual items of cargo sent as one consignment or parts of it, usually a case, drum, bale, bundle, etc.</li> <li>7. mark which distinguishes one consignment from another, born by all the packages of the same consignment</li> <li>8. the business of despatching and transporting the goods by sea; branch of economy dealing with the same</li> <li>9. a note, issued by the shipper or agent, to the port giving full details of the cargo to be loaded on a named ship</li> <li>10. a plan showing the distribution and position of the cargo in the ship's holds or on deck</li> <li>11. a document signed by the deck officer to say that the cargo has been received on board in good order and condition</li> </ol>

	<ol style="list-style-type: none"><li>12. cargo space in the ship's holds or on deck</li><li>13. a document required for the ship to be cleared inwards or outwards; it shows a clear picture of the cargoes loaded for every port</li></ol>
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## II GRAMMAR

1. **Collocations** (words which typically co-occur in the text to form a combination of words, e.g.:

*issue a bill of lading, deliver the cargo, etc.*

**Find the verbs in the text which take the following nouns as object:**

~ <i>an application</i>	(uputiti molbu/zahtjev),
~ <i>the cargo</i>	(raditi/krcati-iskrcavati teret),
~ <i>the loading</i>	(završiti ukrcaj),
~ <i>an invoice</i>	(izdati račun),
~ <i>shipping space</i>	(zatražiti brodski prostor),
~ <i>a shipping note</i>	(izdati/poslati prijavu ukrcaja),
~ <i>a bill of lading</i>	(predati teretnicu),
~ <i>freight</i>	(obračunati vozarinu),
~ <i>packages</i>	(brojati kolete);
~ <i>permits</i>	(ishoditi dozvole),
~ <i>freight</i>	(platiti vozarinu)

2. **Make questions of YES or NO type (i.e. to which the answer can either be YES or NO) to the following sentences:**

1. Ship brokers generally work on a commission basis.
2. All the relevant documents must bear the leading mark.
3. Freight is usually assessed on the weight or measure of cargo.
4. The master or agent applied for a clearance after the loading operations had been completed.

3. Make questions of the QUESTION-WORD type (*What....?, Who ....?, Where ....?, How ....?, Why ...? When ...?*, etc.) to the following sentences. Use question-words in brackets. For example:

e.g.

After the packages had been tallied and made up into slings on the wharf apron, they were loaded aboard under the supervision of the Chief Officer (*When? What? Where? Under whose supervision ...?*):

- *When were the packages tallied?*
- *What was tallied and made up into slings?*
- *Where were they tallied?*
- *Under whose supervision were the packages loaded aboard?*

1. When loading operations are completed the agent applies for a clearance of the ship at the local Customs house. (*When ...? What ...? Who ...? What ... for? Where ...?*)
2. Cargo should be distributed throughout the ship to facilitate speed of discharge. (*What ...? Where ...? Why ...?*)
3. Clearing and Forwarding agents very often act on behalf of exporters. (*Who ...? What kind of ...? How often ...? On whose behalf ...?*)

### III TRANSLATION

#### 1. (See Collocations II 1.)

1. Jeste li uputili zahtjev za dodjelu veza?
2. Na kojem se skladištu krca (work) teret bačvi ulja?
3. Kada je bio završen ukrcaj kontejnera?
4. Kome ćete izdati račun za usluge bojenja?
5. Je li krcatelj već rezervirao brodski prostor?
6. Zašto još niste dostavili (issue) prijavu ukrcaja?
7. Koliko će vam trebati da predate teretnicu?
8. Gdje se traži dozvola za uplovljenje broda?
9. Tko će platiti vozarinu?
10. Kakvu dozvolu ste morali ishoditi od carinskih vlasti?
11. Gdje ćemo se vezati?
12. Je li nam dodijeljen vez? Koji nam je vez dodijeljen?

#### 2. Translate the following:

Zapovjedni k : Jeste li dobili našu zadnju poruku. Radijom sam javio svoj ETA šest sati prije nego što smo došli na prilaz (*roads*) luci, kao što se traži u čarteru.

Agent : Dobili smo vaš teleks ali je bilo prekasno, jer je na vezu već bio drugi brod. On treba (*be scheduled to*) uskoro isploviti (*leave*).

Zapovjedni k : Zar nije bilo drugog veza (*be available*) u luci u to doba?

Agent : Ne, nije. Zbog toga smo vas uputili ([advise](#)) da spustite sidro na prilazu.

#### **IV GUIDED WRITING**

Write a short account of the reading text of Unit 7 using the following notes:

- vessel ready to load, date known
- application for a berth, actual time of arrival - particulars of ship, voyage and cargo
- shippers transport the goods to the wharf
- shipping note issued to the wharfinger (i.e. port authority)
- loading of cargo on board, tally, Bill of Lading
- ship's manifest prepared
- application for a clearance of the ship
- clearance issued
- delivery of cargo at the port of destination, freight paid