

3.02 Cargo Operations for Dry Bulk, Breakbulk & Project Cargo

Purpose

To ensure that cargo operations are conducted in a consistent, safe, and environmentally responsible manner at terminals handling dry bulk, breakbulk, and project cargoes.

Responsibility

The Director of Terminal Operations is responsible to address any vessel related issues brought to their attention by the Terminal Manager during dry cargo operations.

Terminal Managers are responsible to ensure that Dry Cargo Persons in Charge (PIC) and Terminal Operators are provided with the training necessary to fulfill their responsibilities as detailed below.

Dry Cargo PICs and Terminal Operators are responsible for fulfilling their specific duties as directed and to seek guidance when in doubt.

Reference

- Form 03 - Ship Shore Safety Inspection
- Checklist 01 - Cargo Gear Inspection
- TOM 3.06 - Dry Cargo Pollution Prevention & Response

Procedure

- 1) Prior to a vessel's arrival at the dock, the Terminal Manager or their designee shall communicate with a representative of any contractor providing cargo-handling services to discuss specific operational requirements and reinforce the terminal's safety rules.
- 2) Prior to or upon a vessel's arrival at the dock, the terminal shall receive a Notice of Readiness (NOR) from the Master of the vessel or their agent, indicating that the vessel is ready to transfer cargo. If the vessel is not ready for cargo operations, the Terminal Manager shall be informed. The NOR shall be retained as part of the vessel file.
 - a) If the vessel is arriving from a foreign port, terminal personnel shall ensure that U.S. Customs and Border Protection have cleared the vessel prior to boarding.

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3) Prior to commencing cargo operations:

- a) Terminal Management shall assess the likelihood and consequence of releasing the cargo into the waters surrounding the dock and vessel as required by [TOM 3.06 - Dry Cargo Pollution Prevention & Response](#).
- b) Each Sprague employee involved in the operation shall attend a pre-cargo safety meeting. The meeting shall be held by the Terminal Manager, Assistant Terminal Manager, or a Dry Cargo PIC and documented with the minutes being retained as part of the vessel file.
 - i) The purpose of the meeting is to share specific operational expectations and reinforce the terminal's safety rules.
 - ii) If a Sprague employee cannot attend the pre-cargo safety meeting, they must review the safety meeting minutes so that they understand the requirements of the operation.
- c) The Dry Cargo PIC or other terminal representative shall board the vessel and complete [Form 03 - Ship Shore Safety Inspection](#) with the Master or Chief Officer during the pre-cargo conference. A copy of the completed [Ship Shore Safety Inspection](#) shall be retained with the vessel file.
 - i) If a checklist item cannot be verified or completed, the terminal representative shall inform Terminal Management so that the discrepancy can be resolved.
 - ii) The vessel may provide the terminal representative with their own documents during the pre-cargo conference for review and signature. These may include instructions for the use of cargo gear, vessel safety rules, or a vessel's own ship shore safety checklist.
 - iii) If provided, the vessel is doing so in accordance with the ISM Code¹. The terminal representative should make every effort to support the vessel's requirements by reviewing all documents and verifying that they align with Sprague's requirements. If a conflict is identified, it should be discussed and resolved at the pre-cargo meeting. A copy of each document should be retained with the vessel file.

¹ The ISM (International Safety Management) Code is an internationally recognized and mandatory standard for the safe management and operation of ships.

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- 4) When cargo operations require Terminal Operators or contractors to operate vessel cranes they shall conduct a visual inspection of the crane and visible rigging prior to use. This inspection shall assess the criteria included on [Checklist 01 - Cargo Gear Inspection](#). This inspection is a final check of any obvious defects that would make crane use inefficient or unsafe.
 - a) If discrepancies are found, they shall be brought to the attention of the Dry Cargo PIC and Chief Officer or Master to be remedied prior to operation of the crane.
 - b) If the discrepancy causes a delay in cargo operations, it should be recorded in the Terminal Log.
- 5) The Dry Cargo PIC is responsible for assessing the impact of current and forecasted weather conditions on cargo operations. For operations that involve the use of shipboard or shore side cranes, this is to include the effect of wind on controlling crane loads, visibility, and the position of the vessel alongside the dock.
 - a) Any wind speed limits for cargo handling equipment, including cranes, discussed during the pre-cargo conference shall be communicated to Crane Operators and followed.
 - b) Crane Operators shall exercise particular caution whenever wind speeds are forecasted at or above **20 miles per hour** (17.5 knots).
 - c) At the discretion of the Dry Cargo PIC and Terminal Management, crane operations may be discontinued when sustained winds reach or exceed **30 miles per hour** (26 knots).
 - i) Operations may continue at or above this speed so long as the Dry Cargo PIC and Crane Operators continuously monitor lifting operations for safety and immediately stop work if safety is compromised.
 - ii) As terminals are not fitted with anemometers, the Dry Cargo PIC must communicate with the vessel's watch officer when determining wind speeds and their effect on the safe transfer of cargo.
 - d) At all times, Crane Operators, the Dry Cargo PIC, and Terminal Management have the responsibility and authority to suspend crane operations at any wind speed if necessary for safe operations.

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- 6) Throughout the cargo operation, the Dry Cargo PIC shall ensure that a Terminal Log is maintained detailing the time of pertinent events related to the operation. At a minimum, the following are required Terminal Log entries:
 - a) Vessel all fast at dock,
 - b) Vessel cleared by Customs and Border Patrol (if applicable),
 - c) Commence loading/discharging cargo,
 - d) Subsequent times of commencing & completing individual holds or decks,
 - e) Stevedore breaks, meals, and shift changes,
 - f) Putting on, taking off, and shifting of trimming gear,
 - g) Greasing and other maintenance of cargo gear including grabs,
 - h) Fueling of trimming gear or grabs (Fueling of forklifts during breakbulk operations is not a required entry),
 - i) Periods of inclement weather, including wind speeds, that delay cargo operations,
 - j) Requests for crewmember assistance such as for knocking cargo residue from vessel ribs or making repairs/adjustments to cargo gear,
 - k) Breakdowns or other stoppages of cargo gear including grabs,
 - l) Any damage to ship or terminal equipment, details on the extent of damage, and any efforts made to repair such damage,
 - m) Delays in cargo operations and their cause,
 - n) Daily updates on total quantity loaded or discharged and remaining on board (For multi day cargo operations only),
 - o) Complete loading/discharging of cargo, and
 - p) Vessel let go from dock.
- 7) In addition to the Notice of Readiness, pre-cargo safety meeting minutes, the Ship Shore Safety Inspection, and the Terminal Log, other documentation may be necessary to support cargo operations. A copy of such documentation shall be kept with the vessel file. Documents may include:
 - a) Letters of protest issued by the Terminal Manager or Master of the vessel,
 - b) Rain letter issued by the cargo owner,
 - c) Damage reports if equipment or vessel damage occurs,

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- d) Equipment usage logs issued by the Terminal detailing the type of terminal or contractor equipment used for cargo operations as well as the quantity of equipment, operating hours, and fuel consumed, and
 - e) Vessel reports issued by the Terminal detailing Operator working hours, wharfage, and other discharge costs.
- 8) Once cargo operations have been completed, a Notice of Completion should be signed by the Master and Dry Cargo PIC attesting that the cargo has been properly stowed or the cargo holds/decks are fully discharged and cleaned to the satisfaction of the charter party.

Records

The Terminal Manager shall maintain the following documents in hardcopy with the vessel file for a minimum of **5 years** from date of completion:

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| • Notice of readiness | • Letters of protest |
| • Pre-cargo safety meeting minutes | • Rain letters |
| • Form 03 - Ship Shore Safety Inspection | • Damage reports |
| • Vessel provided forms and letters | • Equipment usage logs |
| • Terminal log | • Vessel reports |
| | • Notice of completion |
| | • Pertinent email communications |