



ISO 9001-2015 & ISPS COMPLIANT PORT

MORMUGAO PORT TRUST, GOA
Serving the Nation since 1885
(Ministry of Shipping, Government of India)



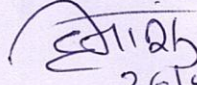
TRAFFIC DEPARTMENT

TM/02/43/2021/176

Date: 26.04.2021

Sub: Submission of loading/discharge plan- req

1. In view of the recent marine casualty incident, it has been decided to collect all operational details in a specific format.
2. The concerned Vessel Agent shall co-ordinate with all stakeholders and submit the load/discharge plan of the vessel 24 hours in advance of vessel arrival time. For the convenience of the Port Users, the format is enclosed.
3. Vessels not submitting the load/discharge plan of the vessel shall not be allowed to commence cargo handling activity.


26/4/2021
(Capt Himanshu Shekhar)
Traffic Manager

To,
President, Mormugao Steamers' Agents Association.
President, Mormugao Stevedores' Association.
All Stakeholders

cc:

1. Chairman's table/Dy. Chairman's table.
2. Dy. Conservator – For kind information and necessary action please.
3. FA&CAO/CDC - For kind information.
4. All officers of Traffic Dept. - For kind information and necessary action please.
5. Hindi Section – For translation.
6. MPT Website.

FORMAT

Ref:

Date:

PLANNING MEETING FOR DISCHARGE/LOADING PLAN OF THE VESSEL:

(To be given on Company letterhead and to be submitted by email to Traffic Manager, Dy. Traffic Manager, Manager (Operations) and Wharf Superintendent)
(Strikeout whichever not applicable)

1. NAME OF THE VESSEL : VCN :
2. ETA AT MPT : IMP.ROT NO.: dated
3. a) AGENTS :
b) OWNERS :
c) STEVEDORE :
d) SURVEYOR :
4. DIMENSION OF THE VESSEL :
a) LOA X BREAM (IN MTRS) :
b) SPEED :
c) DRAFT ON ARRIVAL :
d) SAILING DRAFT :
e) CRANES ON BOARD & CAPACITY :
f) WHETHER ALL CRANES ARE
CAPABLE OF CARGO HANDLING :
g) NO. OF HATCHES :
5. DWT/GRT OF THE VESSEL :
6. PORT OF PREVIOUS LOADING/DISCHARGING :
7. PORT OF NEXT LOADING/DISCHARGING :
8. PREFERRED LOCATION (BERTH/MD/WOB) :
9. TOTAL TIME REQUIRED AT BERTH/MD/WOB (IN HOURS):
10. CARGO: QUANTITY (MQ/BQ):
11. TYPE OF CARGO: FOREIGN/ COASTAL/ IMPORT/ EXPORT (Tick where applicable)
12. IN CASE OF IMPORT, MODE OF DELIVERY/DISPATCH OF CARGO :
13. IN CASE OF EXPORT, MODE OF ARRIVAL/RECEIPT OF CARGO :
14. SHIP'S GRAB OR HIRED GRAB :
15. NO. OF GRABS WITH CAPACITY (EACH):
16. LIST OF EQUIPMENTS REQUIRED FOR CARGO HANDLING AND ITS AVAILABILITY & READINESS:
(May attach as annexure)

17. HATCH WISE DISTRIBUTION OF CARGO (IN MT):

Hatch 1	Hatch 2	Hatch 3	Hatch 4	Hatch 5	Total

18. TONNAGE ON ARRIVAL :

SL. NO.	CONSIGNEE/ C&F AGENTS	CARGO	PEICES	TONNAGE

19. WHETHER SHIP IS TECHNICALLY READY FOR CARGO HANDLING:

20. BARGE DETAILS REQUIRED : As per annexure –A (format enclosed) duly endorsed by Marine Dept.

(List of above barges (which have paid port dues) should be duly endorsed by Marine Dept for deployment into cargo handling operations of the vessel (applicable for all vessels in the Port, irrespective of location) at annexure-A.)

21. WORKING PLAN ON ARRIVAL (HERE ALSO STATE THE NUMBER OF HOOKS THAT THE VESSEL IS EXPECTED TO WORK: (May attach as annexure)

22. PARTICULAR OF HAZARDEOUS CARGO, THEIR STOWAGE NAME OF IMPORTER/ CLEARING AGENTS AND WHETHER DELIVERY PAPERS ARE READY : (May attach as annexure)

23. MSDS DATASHEET/DETAILS ATTACHED : (May attach as annexure)

24. LOADING PLAN FOR EXPORT/IMPORT (CONTAINER/ SHORE & OVER SIDE) WITH HATCH ALLOCATION : (May attach as annexure)

25. DATE OF SUBMISSION OF IGM/EGM TO MPT : (May attach as annexure)

26. DATE OF SUBMISSION OF BILL OF ENTRY/ SHIPPING BILL TO MPT : (May attach as annexure)

27. WHETHER ALL DOCUMENTS AND DELIVERY PAPERS READY :

28. EXPECTED DATE OF COMPLETION OF CARGO HANDLING:

29. PROGRAM AFTER COMPLETION OF CARGO HANDLING:

30. EXPECTED DATE OF SAILING:

31. CARGO STORAGE PERIOD INSIDE THE PORT : FROM ____ (DATE) TO ____ (DATE)

(In case of breakbulk such as steel products, granite, etc., a list containing breakbulk pieces details (ie. Number), date of landing of the breakbulk pieces into the Port and date of moving out of the

Port of all individual breakbulk pieces (such as steel coils/slabs, granite blcks, etc.) is to be enclosed as annexure __ for the purpose of storage.)

- 32. LOCATION OF CARGO STORAGE INSIDE THE PORT :
- 33. ANY PROGRAM OTHER THAN THE CARGO LOADING OR UNLOADING:
- 34. REQUIREMENT OF WATER/BUNKER/PROVISIONS, ETC, IF ANY:
- 35. WHETHER ALL FORMALITIES FOR SUPPLY OF WATER/
BUNKER/PROVISIONS, ETC, ARE COMPLETED :
- 36. SPECIAL REQUESTS, IF ANY (HERE SPECIFY ANY IMPORTANT ITEM THAT IS NOT INCLUDED ABOVE):
- 37. Enclosed authorisation letter by the Receiver/Shipper for Vessel Agent and Stevedore (annexure-
__ & __)
- 38. A) Directorate of Mines and Geology permits of the MQ/BQ are enclosed in colly '___'.
(Enclose all DMG permits of the MQ/BQ).
B) Barge Trip sheets and Custom Boat Notes of all the trips of all the barges shall be submitted to
Wharf Office of Traffic Dept.
- 39. Pipeline fitness certificate is enclosed at annexure __. (if applicable).
- 40. Enclosures: As stated above.

Authorised Signatory of the Vessel Agent

Authorised Signatory of the Stevedore

Name:
Designation:
Seal

Name:
Designation:
Seal

Authorised Signatory of the Importer/
Exporter

Authorised Signatory of the Surveyor

Name:
Designation:
Seal

Name:
Designation:
Seal

41. MPT's OBSERVATION : (FOR OFFICIAL USE -- To be completed by the operations in charge)

Name:
Designation:

