



# General Training Shipside Procedures

1. Communicate with Assistant Marine Manager to make certain all changes to work plan have been updated in all sets of work copies.
2. Organize Vessel papers and assign Checkers jobs by Seniority.
3. Disperse appropriate documents for each job.
4. Assign and log out and in radios, handhelds and trucks to Raygo clerks
5. Work along with AMM and Plan Clerk to insure all changes get to the appropriate personnel.

## 6. STANDARD PROCEDURES

- a. Verify changes with AMM. Print new Bay Plans of changed Bays stamped and marked appropriately.
- b. Make appropriate copies of changes
- c. Dispense one copy each to Deck Stevedore, Yard Stevedore and Raygo men.
- d. Deck Stevedore will dispense to lead Stevedore and men on deck.
- e. Keep up with changes to Master Plans
- f. Make new Hatch Sheets for changes and give to the appropriate lead checker.
7. Coordinate with timekeeper to assure all personnel are documented correctly for time worked.
8. At end of operation, review timesheets for errors or omissions and submit.
9. Notify AMM that timesheets have been submitted. Scan a copy of timesheets with personnel list and longshoremen log into ship file.
10. Place originals stapled together in file storage closed in timesheet bin.
11. Have Plan Clerk board and have stowage checked out by C/Mate and appropriate paperwork signed.
12. Have Import Hazmat and Reefer manifest picked up and verify that all reefer temps are correct in spares. If not, update and notify AMM. On all Saf Marine ships insure MSC docs are signed (Export: Load List, Hazmat manifest and Reefer Manifest); signed and emailed to: [ddavis@msc.us](mailto:ddavis@msc.us); [lkates@msc.com](mailto:lkates@msc.com); [kroberts@msc.com](mailto:kroberts@msc.com)
13. Follow along with Crane Split to insure Raygo Clerks are updating all containers going to ground.

14. Communicate with Raygo Clerks if any boxes appear to have been missed and insure they are updated.
  15. Use Orion if needed for location.
- A. Complete moves on discharged containers not going to the ground after verification from checker sequence sheets that containers have been discharged.
  - B. During operation assure plan clerk is picking up all paper work from leads inclusive of hourly counts [Stevedores and Checkers] and documenting changes in spares accurately...
  - C. Update hourly count on production sheet.
  - D. Complete all moves on loaded containers after assuring all updates to plan have been made and verification from checker sequence sheets that containers were loaded and stowage corrections made.
  - E. Throughout operation monitor radio to help stevedores and checkers with locating containers, batteries, fuel, changes etc.
  - F. Note any discrepancies of load or discharge containers to AMM so that all systems get accurately updated.
  - G. Make note of any odd ball containers or situations that occur during vessel on *SIS* notes page.
  - H. Make up final ship papers and send aboard at end of operation but no late no later then 30 minutes prior to sailing.
  - I. By end of operation assure all docs have been scanned into ships file.

## **Final Paperwork**

### **Ships Papers**

1. Original final plan with cover sheet
2. Original DIC manifest
3. Scan plans [Discharge Port Rotation]
4. Reefer manifest in Celsius from Copar or line lists with list from Spars attached Disc of updated Babplie

### **File Papers**

1. Scan copy of final plan
2. Scan copy of signed DIC manifest
3. Scan Imp and Exp sequence sheets
4. Scan copy of time sheets with personnel log and longshoreman log attached.
5. Scan copy of shipside note sheet
6. Scan copy of clerk report with import and export recaps attached
7. Scan copy of any other paperwork during operation

### **Clerk Report Basket Original Clerk Report**