

 <p>HÖEGH TECHNICAL MANAGEMENT</p>	<p>SHIPBOARD OPERATIONS</p> <p>CARGO OPERATIONS</p>	<p>Sect: QVM 7.5.4 Page: 1 - 1 Owner: MAJ Appr: DEDES Date: 30/10/2019</p>
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PRE-CARGO OPERATION MEETING

Purpose

Provide guidelines in ensuring safe cargo operations.

Scope

Applicable to all personnel involved in the Cargo operations.

Guidelines

- A pre-cargo operation meeting should be held prior to all cargo operation.
- The chief officer shall distribute information to the officers of the watch and deck ratings with reference to the cargo operation planned for the port. Special attention should be given to special cargo on MAFI's, bulky, heavy or boxed cargo. A risk assessment should be conducted before handling special cargoes.
- The officer of the watch should, after attending the meeting, have sufficient information in order to:
 - Actively be involved in the cargo operation,
 - Follow up loading/discharging according to chief officer's instructions and
 - Advise his watchmen about cargoes that require special attention and follow up.
- The checklist Pre-cargo Operation Meeting checklist should be filled in and signed by the Chief Officer.

References/Links

- QDPC 4.5.1 Pre-Cargo Operation Meeting