**COMPLETION OF LOADING/DISCHARGE CHEKLIST**

**THIS CHECKLIST IS TO BE COMPLETED BY THE CHIEF OFFICER ON COMPLETION OF CARGO AND A LOG ENTRY MADE.**

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| HAVE THE FOLLOWING BEEN UNDERTAKEN: | Initials |
| Has any stevedore damage been recorded and all parties notified? |  |
| Has a draft survey been carried out? |  |
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| IF SHIP SHORE FIGURES DO NOT CORRESPOND HAS: | Initials |
| Has the draft survey been checked? |  |
| The P & I Club been advised? |  |
| Have the Company been advised? |  |
| Has a note of protest been issued? |  |
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| CLOSING OF HATCHES: | Initials |
| Are hatch drain channels clear? |  |
| Are hatch coaming drains clear? |  |
| Is hatch closing equipment in good condition? |  |
| Have hatches been closed and secured? |  |
| Has hatch tape been fitted? |  |
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| CARGO CRANES: | Initials |
| Have all cranes been lowered and secured? |  |
| Are cargo grabs and other cargo equipment secured? |  |
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| HAVE THE FOLLOWING BEEN UNDERTAKEN: | Initials |
| Is the vessel found to be within acceptable draft and stress limits and will be for all stages of the voyage? |  |
| Is cargo, where applicable, secured? |  |
| Has the ventilation of cargo been agreed? |  |
| Has the Chief Officer inspected the vessel in readiness for sea? |  |
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| CHIEF OFFICER’S SIGNATURE:  DATE: | |