

CREW INSTRUCTION MANUAL

HATCH SEALING REPORT

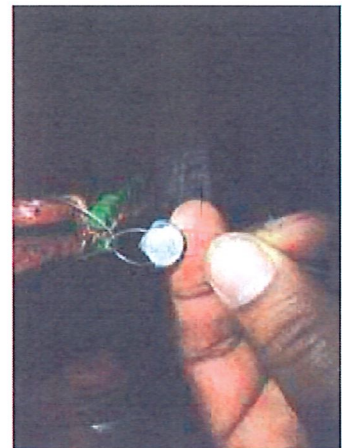
These instructions are intended to assist the Master and crew when completing the standard form Hatch Sealing/Unsealing report.

Purpose of the report:

When transporting bulk cargo it is advisable that hatch sealing is performed in order to provide evidence that the hatches were secured and any access to the holds was barred from the moment loading was completed to the moment when the hatches were unsealed.

Recommended steps:

1. Once loading is complete and the hatches are closed, put the security seals on place barring any opening of the hatches without breaking the seal.
2. Ensure that the seals are placed in the presence of the agents and/or the representatives of the charterers and/or the representatives of the cargo owners as the case may be.
3. If the vessel has comparatively long and/or wide hatch ways and it is expected that there would be large relative movements between cover and ship structure, the latter should be taken into consideration when applying the security seals in order to avoid accidental breaking of the seals during the voyage.
4. Take time- and date-stamped photos of each security seal and ensure that all seal numbers are visible on the photos which shall be attached to the report. If feasible, a short video clip could also be made.
5. Fill in the Hatch Sealing Report (*for easy reference you could use the form proposed below*) and ensure that same is signed by all interested parties such as agents, charterers and cargo interests to the extent possible.
6. During the voyage, perform regular checks to ensure that the security seals are in place and intact. If a seal is found broken, document and photograph same and report to the office.
7. In the port of discharge ensure that the seals placed are removed in the presence of the agent and/or a representative of the receivers. Take photographs of the unbroken and broken seals and issue a Hatch Unsealing Report signed as per point 5 above.



An example of a security seal

In the event that the voyage instructions require also a hatch sealing tape to be additionally used as a precaution against water ingress, then the hatch surfaces must be thoroughly cleaned before applying the weathertight sealing tape. Bear in mind that when temperatures are low, some brands of tape will adhere better if warmed in the engine room before application. Do not use foam for hatch sealing against water ingress.

SEALING REPORT

Vessel:		
Port of Loading:		
Cargo:		
Port of Discharge:		
In witness of:	<input type="checkbox"/> Owners <input type="checkbox"/> Agents <input type="checkbox"/> Charterers	<input type="checkbox"/> Cargo interests <input type="checkbox"/> Others <i>/please specify /</i>

We, the undersigned, hereby declare that the abovementioned Vessel's compartments were sealed as follows:

Hold number	Hatchcover / Manhole	Seal number
Hold #1:	Hatchcover	
	Manhole	
Hold #2:	Hatchcover	
	Manhole	
Hold #3:	Hatchcover	
	Manhole	
Hold #4:	Hatchcover	
	Manhole	

Remarks (if any):

Date and time:	
Place of signature:	
Signatures:	

UNSEALING REPORT

Vessel:		
Port of Loading:		
Cargo:		
Port of Discharge:		
In witness of:	<input type="checkbox"/> Owners <input type="checkbox"/> Agents <input type="checkbox"/> Charterers	<input type="checkbox"/> Cargo interests <input type="checkbox"/> Others <i>/please specify/</i>

We, the undersigned, hereby declare that the abovementioned Vessel's compartments were unsealed as follows:

Hold number	Hatchcover / Manhole	Seal number
Hold #1:	Hatchcover	
	Manhole	
Hold #2:	Hatchcover	
	Manhole	
Hold #3:	Hatchcover	
	Manhole	
Hold #4:	Hatchcover	
	Manhole	

Remarks (if any):

Date and time:	
Place of signature:	
Signatures:	