

## PROCEDURE FOR IRON ORE-FINE

### FROM MI

With reference to the guidelines received from  
guidelines and inspection procedures for issuance  
this office, Mercantile Marine Department,

#### A. DOCUMENTS REQUIRED FROM PERMISSION:

1. Agency letter
2. Vessel Particulars
3. Crew list
4. Shipper's TML Certificate and
5. IMSBC Certificate
6. Risk Assessment of Cargo to be
7. P&I surveyors report
8. Pre Stowage plan.
9. Arrival & Departure condition
10. A confirmation signed by the  
testing of moisture content at  
P&I Surveyor in presence of s
11. Last PSC report.
12. Last IOMOU PSC report
13. Master's COC
14. Ship owner/ operation/mana
15. Approved stability booklet / L
16. Master's Declaration for com  
31/2009 &34/2009.
17. Declaration from the master f
18. Test Report of the cargo (DGS<sup>S</sup>  
NOTE: If the cargo is procurec  
report to be submitted.
19. Stowage plan of the cargo to
20. Stability calculations of the ve
21. Rs.3000/- demand draft in fav  
Kolkata" payable at Kolkata, f  
applies). Any subsequent insp  
accordingly.

#### B. AFTER BERTHING/ARRIVAL OF T

1. Photos of the cargo holds with

2. Hold clearance certificate from cargo surveyors.
3. Draft survey report.
4. Photos of the ford & aft drafts
5. Stowage plan & stability calculations at the berth for the cargo stemmed.

**Note: Vessel will be issued preloading permit only after physical inspection of the vessel.**

**C. SAILING PERMISSION:**

1. Crew list
2. Master's Declaration regarding sea-worthiness of the vessel
3. Draft survey report.
4. Final Stowage plan
5. Final Stability calculations after completion of the cargo.
6. P&I cargo test report during the loading of the cargo.
7. Photos of the holds with the cargo after completion of trimming.
8. Photos of the ford & aft drafts.
9. Weather report
10. In case any deviation in the cargo stemmed not loaded, deviation of the cargo reasons to be declared by the master and accordingly loading distribution to be made with final stability calculation & stowage plan.
11. Rs.3000/- demand draft in favour of "Pay &accounts officer (shipping), Kolkata" payable at Kolkata, for final inspection fee (Other overtime rules applies).

**NOTE:**

1. Clearance of the vessel will be issued only after inspection of the vessel only.
2. During the cargo loading vessel inspection will be carried by the surveyor as and when necessary & requisite fee will be charged accordingly.

**D. FEE STRUCTURE AS PER DGS CIRCULAR 13 of 2010:**

1. Inspection fee during office hours (0930-1800hrs) is Rs. 3000/- ( Three thousand rupees only)
2. Overtime fee before & after office hours from Monday to Friday is Rs.1500/- (Fifteen hundred rupees only)
3. Overtime fee during office public holidays, Saturdays and Sundays is Rs. 5000/- ( Five thousand rupees only)
4. Transport charges are applicable if agent does not provide the same.



**SURVEYOR IN-CHARGE, MMD, PARADIP**

*(Handwritten Signature)*  
9/9/16