

Preloading Meeting




Minimum attendance:
Port Captain (If available)
Höegh Autoliners agent
Terminal operator
Stevedores
Tally

Points to be discussed but not limited to:

- Vessel's ETA
- Working hours
- Number of gangs and drivers working
- Updated load plan received
- Terminal plan received
- Ramps available
- Discuss cargo operation according to load plan
- Number of units to be discharged
- Number of units to be loaded
- Number of units on board to be shifted
- Units that need special attention
- Cargo handling according to Höegh Autoliners cargo quality standards
- Terminal shall give a confirmation of units to be loaded during the meeting.

Preloading Meeting

This is a suggested signed preloading meeting checklist between stevedore/terminal/tally and Höegh Autoliners Port Captain or Höegh Autoliners representative.

Pre loading meeting checklist			
Port _____		HÖEGH AUTOLINERS	
M/V _____		Voy: _____	
Vessels ETA _____		Working hours _____	
Present: _____			
	Yes	No	
Stowage plan received by all parties?	<input type="checkbox"/>	<input type="checkbox"/>	
Updated loadlist received by all parties?	<input type="checkbox"/>	<input type="checkbox"/>	
Safety aspects discussed?	<input type="checkbox"/>	<input type="checkbox"/>	
Terminal plan received?	<input type="checkbox"/>	<input type="checkbox"/>	
Enough lashing material?	<input type="checkbox"/>	<input type="checkbox"/>	
	Yes	No	
Readiness of vessel			
Lifting of panels	<input type="checkbox"/>	<input type="checkbox"/>	
Lifting of ramps	<input type="checkbox"/>	<input type="checkbox"/>	
Number of ramps available	1	2	
Operation details			
No. of units onboard to be shifted			_____
Transshipment cargo to be discharged			_____
Number of H/H			_____
Total units			_____
Where to start			_____
Number of gangs			_____
Number of Drivers			_____
Agreed Time of completion			_____
Comments:	_____		

_____	Sign. Port Captain	_____	
_____	Sign. Agent	_____	Sign. Stevedore

Version 3: Date 09/10/03

