

# CARGO SHIFTING

To be used as a guide prior or during cargo shifting. To be kept on the bridge and cargo office.

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EMERGENCY CHECKLIST Cargo Shifting			
A.	Action	Personnel Responsible	Completed
1.	Sound general alarm & call Master.	Officer on Duty	
2.	If the shift of cargo is suspected due to ship rolling or pitching, then they should immediately alter course in order to reduce the effects.	Master	
3.	Crew to "stand-by". Survival craft to be prepared by a designated boat preparation party.	Ch. Officer	
4.	Main engine to maneuvering rpm. Depending upon situation, may be necessary to reduce speed to the minimum to retain steerage way. The appropriate navigation signals would need to be given if any future maneuvering would be restricted.	Master / Ch. Engineer	
5.	If night time, the OOW to switch on deck lighting.	Officer On Duty	
6.	Chief Officer with the bosun and other chosen members of crew to investigate the cargo shift and report to master:	Chief Officer	
	• What was shifted?	Chief Officer	
	• Reasons, if known, for shift.	Chief Officer	
	• Damage sustained (if any).	Chief Officer	
	• Likelihood of further shift and/ or damage.	Chief Officer	
7.	• Proposed actions.	Chief Officer	
	Ensure that all possible required deck services are made available (e.g. ballast pumps, deck hydraulics etc.).	Ch. Engineer	
8.	In all cases, the Company must be informed of the situation, with regular updates.	Master	
9.	Where applicable and where there is no risk to life, the Chief Officer in consultation with the Master shall make arrangements to secure the shifted cargo.	Ch. Officer	
10.	Based on estimations of the weight shifted, stability calculations should be made to assess whether ballast can be safely utilized to correct any resultant list to prevent further shift.	Master / Ch. Officer	
11.	For shifted deck cargo, consideration may have to be given to jettisoning it if the safety of life or the safety of the ship is in imminent danger. Notification of any jettisoning along with a position report would have to be given to the relevant shore authorities.	Master	
12.	Only when the Master is satisfied that it is safe to do so should the ship "resume passage".	Master	
13.	Any earlier prepared survival craft should now be re-stowed.	Ch. Officer	
14.	Report to the Office.	Master	
<b>B.</b>	<b>Other</b>		