

## UNIT SIXTEEN

### PROCEDURES ON ARRIVAL AT A PORT

Ship arrival and departure procedures vary from port to port, but some of the necessary formalities will follow on the same or similar lines everywhere.

Signals on approach: If the ship is healthy, she should fly a Q or show lights red over white. If the ship is an infected or suspected ship, she should fly or flash QQ or show the white over red light. In any case, where it is possible, the port health authority should be notified in advance by radio.

The master, before arrival at a first port of call, shall ascertain the state of health on board. On arrival he should complete and deliver to the health authority for that port a MARITIME DECLARATION OF HEALTH which shall be counter-signed by the ship's surgeon, if one is carried.

If there is any doubt of the ship being detained or delayed for health reasons, the master should, before approaching the port, and not less than four nor more than 12 hours before arrival, wireless in to the local health authority giving full particulars, i.e. name of ship, ETA, and all important details about the health of his ship. This will enable the medical officer to meet the ship at the earliest possible moment, to obtain necessary supplies of vaccines, and to make arrangements for hospitalization, if needed.

The master should have ready a full list of crew and passengers and ports of call throughout the voyage or at any rate for the last six weeks, together with the Declaration of Health. In many ports pilots are issued with a list of "suspect ports" and are instructed to communicate with the Port Health Authorities if the ship has called at any of them during the previous four weeks. If she has, Free Pratique will not be granted by the Customs until the vessel has been visited by the Port Medical Officer.

Bringing to: The ship must be brought to at the "outer boarding station" of the port, where the master should have ready for production the Maritime Declaration of Health (illustrated above) as well as the Deratting (or Exemption) Certificate. No unauthorised boarding or leaving the ship must be permitted until she is cleared.

Granting pratique: The Customs preventive officer will board the ship, ask questions regarding the health of persons on board, take delivery of the signed Declaration and, if justified, grant a Pratique Certificate on behalf of the health authority.

### CERTIFICATE OF "PRATIQUE" BY CUSTOMS OFFICER

(1) Master's name	I hereby certify that I have examined (1) ... <i>JAMES</i> ... ..... <i>ARTHUR</i> ..... <i>GREENWOOD</i> .....
(2) Ship's Name	Master of a ship called the (2) ..... " <i>FORESTER</i> "...
(3) Port where voyage commenced	lately arrived from (3) ..... <i>TAKORADI</i> ..... and that it appears by the (4) ..... <i>written</i> .....
(4) "Verbal" or "written"	answers of the said Master to the questions put to him
as the case may be	that there has not been on board during the voyage any

infectious disease demanding detention of the ship by the Customs authorities and that she is free to proceed.

Given under my hand at  
LONDON

This certificate, issued by the Customs authorities, does not exempt the ship from any requirement which may be made by the Medical Officer of the Health Authority under the Law in that respect. this 12<sup>th</sup> day of April 19 73 (Signed)

*a.williamson*

Preventive (~~or other responsible~~)  
Officer of Customs and Excise.

Entering inwards: When the ship is berthed, the master must report her arrival at the Custom House. The ship must be reported within 24 hours of arrival (Sundays and holidays excepted) and before "breaking bulk", i.e. the commencement of discharge. If the vessel arrives outside working hours and immediate discharge is desired, an "interim" report will be made on board immediately on arrival. This may be done even during working hours, especially in the case of passenger ships, to save time. The master may nominate a responsible officer of the ship to make the report on his behalf.

Report: When reporting at the Custom House, inward light dues are paid and GENERAL DECLARATION ON ARRIVAL (or Inward Entry) is completed by the Master or Agent. The CERTIFICATE OF REGISTRY and DECK CARGO MEMO, is required to assess the amount due. The master then goes to the Reporting Officer with the necessary papers and swears the correctness of the information contained in them.

## STORE LIST of

S..... Arr. ....From .....  
Master ..... Net ..... Gross .....Crew .....

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STEWARD DEPARTMENT

Bread .....	lbs. ....	Rum .....	lbs. ....
Biscuit .....	lbs. ....	Tobacco .....	lbs. ....
Bacon and ham .....	lbs. ....	Whiskey .....	bottle....
Butter and Margarine .	lbs. ....	Whiskey .....	gall.....
Cheese .....	lbs. ....	Wine .....	.....
Cocoa and Chocolate .	lbs. ....	.....	.....
Coffee .....	lbs. ....		
Eggs .....	lbs. ....		
Fish, fresh .....	doz. ....		

DECK AND ENGINE DEPARTMENT  
Bags. empty ..... pcs. ....

Fish, dried salt ..... lbs. .... Blocks ..... pcs. ....

AND ALL OTHER ARTICLES OF EQUIPMENT AND  
INSTRUMENTS THE PROPER WORKING AND SAFE  
FOR  
NAVIGATION OF THE VESSEL

Dated at sea ..... 19 .....  
Four copies required for U.S. Custom ..... Master

It is useful to know the names of customs officers according to their duties:

Preventive Officer issues the Certificate of Pratique.

Reporting Officer receives the Report.

Waterguard Officer issues the Jerque Note (Inward Clearing Bill).

As soon as the ship is ready to discharge, the master should serve a NOTICE OF READINESS on the receiver (consignee) or his agent. The Waterguard Officer checks the landing of all goods destined for the port and when the discharge is completed the ship is searched and the stores checked and compared with the Surplus Store List, and if all is in order the INWARD CLEARING BILL (or JERQUE NOTE) is issued.

Hatch survey and protest: If the master has grounds to fear that cargo may be damaged, he should (unless this has been done by radio before-hand) arrange a hatch survey and notify the consignees or their agents accordingly. That gives them an opportunity to appoint a surveyor to act on their behalf. When cargo damage is suspected a protest should be noted before a Notary Public or a consular officer and the right to extend it reserved.

Generally, if the surveyors find that the hatches had been properly covered and secured, that the top stowage was in order, the ventilation and dunnaging arrangements were satisfactory, and that any water damage was not due to salt water, that will be sufficient to defeat claims against the ship.

## QUESTIONS

1. What signals, flags or lights, should a ship exhibit when arriving at a port?
2. Explain and discuss Maritime Declaration of Health.
3. What should the master radio to the port health authorities?
4. What are the documents that the Master should prepare for the Health, Immigration, Customs, and Port authorities?
5. What is Free Pratique, and who grants it?
6. What does "bringing to" mean?
7. Within what time must the ship be reported at the Custom House?
8. Where are the inward light dues paid?
9. What documents are issued by the following officials: Preventive Officer, Reporting Officer, Waterguard Officer?
10. What is a Jerque Note?

11. What does the Master do if he fears that the cargo may have been damaged?
12. What must the surveyor make sure to repudiate claims against the ship?

## EXERCISES

### I COMPREHENSION AND VOCABULARY

1. Fill in the blank spaces (in case of verbs supply the right form): (Report, enter in, ballast, authorize, master, arrival, bulk)

On arrival at her port of destination the vessel is required to be \_\_\_\_\_ with the Customs. This is the responsibility of the \_\_\_\_\_, who must report to the Custom House. There he will sign the \_\_\_\_\_ before the officer of the Report Seat. This must be done within 24 hours of \_\_\_\_\_ in the port from a foreign port, whether loaded or in \_\_\_\_\_. Penalty (in UK) for failure to report, or "breaking \_\_\_\_\_" before reporting, is fined Lstg. 100. The master may \_\_\_\_\_ an officer of the ship or an agent ashore to represent him.

2. Decide which of the following terms refers to the definitions below: (Maritime declaration of health, Free pratique, certificate of registry, REPORT, JERQUE NOTE, CARGO MANIFEST, PASSENGER LIST)

1. Document issued to the Master when cargo is shipped. Contains particulars of cargo, shipper's name, marks and numbers, quantities, where loaded, Master's name, particulars of the ship.
2. Document (or a form) signed by the Master or Agent and presented to Customs authorities when entering inwards. Describes the ship, cargo, stores, list of passengers, dangerous cargo etc.
3. A document issued by the master giving particulars of the ship's health conditions on the basis of which the Health authorities in a port give the Bill of Health to the Master.
4. A vessel's identity certificate. Issued by the Government of a country after the vessel has been surveyed.
5. Certificate given by the Customs searcher (i.e. Waterguard Officer) when the ship has been searched and no unentered goods are on board; also called Inward Clearing Bill.
6. A document giving the number, nationality and other particulars of passengers on board.
7. Certificate issued by medical officer of a port to an arrived ship when he is satisfied that health of crew is satisfactory.

### II GRAMMAR

1. Insert the missing preposition:

On arriving \_\_\_\_\_ the limits \_\_\_\_\_ a (UK) port, the ship will be boarded \_\_\_\_\_ a preventative officer, \_\_\_\_\_ whom the master presents the bill \_\_\_\_\_ health. The Customs collect the Bill \_\_\_\_\_ Health and pass it \_\_\_\_\_ the local Medical Authority. The Bill of Health is a document which certifies that the health \_\_\_\_\_ any individual board

is completely free \_\_\_\_\_ any contagious disease. The document is signed \_\_\_\_\_ the ship's medical officer, and \_\_\_\_\_ his absence, the master.

2. Supply the right form of the verbs in brackets and fit the appropriate conjunction (If, That, In order to, Which, When, Who, Before, As soon as, So that):

\_\_\_\_\_ the deratting certificate (issue) in accordance with the Public Health Regulations, the Customs preventative officer (visit) the vessel; (compare) the list of stores with the amount in the ship's pantry. \_\_\_\_\_ the Customs preventive officer (be) satisfied \_\_\_\_\_ everything is in order, the stores (seal) duly and (remain) so until the vessel (leave) port. He then (proceed) to search the vessel with a view to securing contraband.

\_\_\_\_\_ these formalities (complete) satisfactorily, a report on the form called "General Declaration on Arrival" (make). The master (apply) for a pilot \_\_\_\_\_ bring the ship to the berth or dock. He or his agent then (proceed) to present the required documents (i.e. Certificate of Pratique, Passenger List, Custom House report, Cargo Manifest, Deck Cargo Certificate, Tonnage Dues Slip) to the port Custom House \_\_\_\_\_ discharge and/or loading may (commence).

\_\_\_\_\_ the discharge (complete) and all the formalities (finish), the master (give) a certificate of inward clearance \_\_\_\_\_ is known as "jerque note" or Inward Clearing Bill.

3. Word forms. Supply the right word form (noun or verb) as required: (certify, certificate; declare, declaration; complete, completion)

1. The cargo must be \_\_\_\_\_ on a document called cargo manifest
2. This is to \_\_\_\_\_ that the ship is free from any contagious disease.
3. Has the \_\_\_\_\_ of Pratique been granted?
4. Please \_\_\_\_\_ this form and hand it to the Reporting Officer.
5. Upon \_\_\_\_\_ of the discharge and search of the holds the Waterguard Officer issues the Jerking Note.
6. At the outer boarding station the Master produced the Maritime \_\_\_\_\_ of Health to the Medical Officer.

### III TRANSLATION

1. Brod na sidru dužan je (shall) istaći (hoist) na najvidljivijem mjestu u smjeru sidra - jedno svjetlo u 360° i jednu kuglu.
2. Ispunjena Opća carinska deklaracija mora se odmah po dolasku na vez predati (submit) Lučkom carinskom uredu (Port Clearance Office).
3. Carinskim vlastima mora se također predati ulazni (inward) manifest tereta koji će se iskrcati u luci, kao i tereta koji će se u luci prekrcati.
4. Zapovjednik ili agent broda, koji podliježe (liable to) karanteni dužan je obavijestiti zdravstvene vlasti u luci Singapur najkasnije 6 sati, a ne ranije od 24 sata prije njegova ETA u luku, o slijedećem:
  - ime broda, luka polaska i zadnja luka ticanja
  - broj članova posade, broj putnika, pojedinosti o bolestima na brodu u toku posljednjih 15 dana

- prije dolaska
- trajanje (validity) Svjedodžbe o deratizaciji / Svjedodžbe o izuzeću od deratizacije, i
  - vrst, priroda tereta na brodu.
5. "Slobodan promet" dobiva se (grant): putem radija preko kanala 14; nakon (following) pregleda na brodu na karantenskom sidrištu; i izuzećem.
  6. "Slobodan promet" putem radija: Zapovjednik ili agent dužan je obavijestiti lučke zdravstvene vlasti (Medical Officer) od 8 do 24 sata prije dolaska broda u Singapur da potvrdi da su svi putnici i sva posada na brodu zdravi, da brod ima punovažnu (valid) Svjedodžbu o deratizaciji, ..., i da traži (request for) "slobodan promet".
  7. Kada brod dobije "slobodan promet" putem radija, brod se može uputiti na vez (proceed alongside), ili trgovačko (working) sidrište, i započeti komercijalne operacije (cargo operations), a da ne čeka (without) na pregled od strane zdravstvenog službenika.
  8. Nitko se ne smije popeti (board) na brod ili sići (disembark) s broda koji vije (display) karantenske signale, ili dok se nalazi na karantenskom sidrištu, bez pismene dozvole (permission) lučkog zdravstvenog službenika.
  9. Zapovjednik ili agent broda na kome je došlo (occur) do smrtnog slučaja (a case of death) ili zarazne bolesti dužan je odmah o tome (of such case) obavijestiti lučke zdravstvene vlasti putem VHF kanala 14 ili telefonskim putem.

#### **IV GUIDED WRITING**

Write a summary of the above reading text by following these headlines:

- signals approach: healthy, infected, suspected ship
- bringing to - granting pratique (documents)
- entering inwards: reporting the ship at the Custom House
- documents on reporting: certificate of registry, deck cargo certificate, cargo manifest, notice of readiness, etc.
- issuing of the Jerque note
- hatch survey and protest