

**Syama Prasad Mookerjee Port, Kolkata**  
**Haldia Dock Complex.**

T.O.(Sh&CH) Division  
Operational Administrative Building  
Chiranjibpur, Haldia

T.O.(Sh&CH)/11/1593

Date : 26.07.2021

**Trade Circular**

**Standard Operating Procedure for distribution of consortium dry bulk cargo through Surveyors.**

There has been a lot of complaints from various Manganese Ore importers regarding improper distribution of cargo at the hook point of the vessel leading to shortage of receipt of cargo in the plots. There are also instances of some mal practices occurring at the weighbridges for taking more cargo out of the Dock than the documented quantity. The role of a Surveyor is very important in distribution of cargo at the hook point of the vessel as well as at the time of delivery of cargo from the plot. Accordingly, a Standard Operating Procedure on the role of the Surveyor associated with the distribution of dry bulk cargo, is appended below:

**Unloading of cargo from vessel:**

- (i) Before arrival of vessel, the consortium members must appoint a Common Surveyor on defined terms & conditions to facilitate distribution of cargo as per B/L Quantity.
- (ii) The Common Surveyor to agree with the terms & conditions.
- (iii) The common surveyor to be present in the vessel at the time of conducting of Initial Draft Survey & Final Draft Survey to be conducted by the Steamer Agent's surveyor.
- (iv) If intermediate draft survey is allowed by HDC Authority, the Common Surveyor to conduct the interim survey. The survey report must be authenticated by the vessel.

**Transportation of cargo from the Hook Point to the vessel**


- (v) The cargo distribution at the hook point to be done under supervision of the common surveyor.
- (vi) In case of distribution of cargo from hook point on dumper trip basis, the Common Surveyor to instruct weighment of dumpers plying between the hook point and plot, at random, in order to ascertain the average quantity carried by each dumper. Separate set of weighment to be conducted for different equipment used. Weighment is to be done in presence of Common Surveyor.
- (vii) The Common Surveyor to keep record of the number of trips made by the dumpers plot wise.
- (viii) The Common Surveyor to inspect the allotted plots of the Importers/ C&F agents from before hand in order to make themselves aware of the condition, location and area of plot to be used for storage of the cargo.
- (ix) In case of excess discharge as per final draft survey report, the excess cargo to be stored in the plot where the last parcel of cargo is stored. The Common Surveyor to distribute the excess cargo (as per the ascertainment made by the Steamer Agent's surveyor that has been reflected in the Final Draft survey report), at the time of delivery.
- (x) In case of short landing of cargo as per final draft survey, the receiving quantity (as per the ascertainment made by the Steamer Agent's surveyor that has been reflected in the Final Draft survey report), to be delivered under supervision of the Common Surveyor.

**Loading for delivery:**

- (xi) The Surveyor to remain present at the time of loading of cargo on to trucks for delivery. The surveyor to ascertain the quantity delivered per truck from the load cell report of the payloader deployed for loading. The Importers, C&F Agent, Handling Agent not to commence loading of cargo on to trucks in absence of Common Surveyor.
- (xii) The Common Surveyor to monitor the weighment made by the loaded trucks at the weighbridge. In case of major difference between the ascertained weight of the payloader meter and the weighbridge, the truck not to be delivered and officials of C&F Agent and T.O.(Sh & CH) Division to be informed.
- (xiii) The Common Surveyor to control delivery of the cargo from the Importers plots in such a manner so that no importer is deprived from getting his cargo as per the final draft survey report. Shortage of cargo of any consortium member to be made good from the excess cargo received in the plot by other consortium members upon obtaining NOC from all consortium members.
- (xiv) If any excess cargo is abandoned and the same is shifted out of the licensed plot to the rental plot, the Common Surveyor to take note of the same so that in future if a consortium member claims shortage, the Common Surveyor is able to allow delivery based on HDC's approval.
- (xv) In case of shifting of dry bulk cargo from plot to Railway siding for rail dispatch, the cargo so transported by dumpers to be ascertained based on random weighment of few dumpers. In those cases, the higher quantity between the RR quantity and the dispatch quantity to be considered by the Common Surveyor as delivered.

The aforesaid SOP to be implemented with immediate effect and all concerned are requested to take note of the same.

In case any survey company is found involved in any unfair practice regarding distribution of cargo or is found negligent in their work or has violated/deviated from the SOP, stern action as deemed appropriate by SMP, Kolkata including debarring the company from any future transaction inside HDC, can be initiated against them.

  
26.07.2021

(S. Chakrabarti)

**Sr. Deputy Manager (Sh&CH)**

**Distribution :**

**Cc : The President, The Association of Shipping Interest in Calcutta (ASIC), 6, Netaji Subhas Road, Kolkata-700 001 (Fax : 033-40128989): for information please.**

**Cc : The President, Calcutta Customs House Agents' Association (CCHAA), 23, R.N.Mukherjee Road, Kolkata-700 001 (Fax : 033 2215 9387) : for information please.**

**Cc : All Importers/Exporters/C&F Agents/Surveyors for information please.**

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**Copy to** General Manager (Traffic) for information please.

**Copy to** All Officers of T.O.(Sh&CH) Division for information and necessary action.