



Hellenic
Management
Centre



INSTITUTE OF
CHARTERED
SHIPBROKERS
GREEK BRANCH

PORT AGENCY

Syllabus

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SHIPS

Thoroughly understand the fundamental differences between dry bulk cargo ships, General purpose ships, liners (container, break-bulk and Ro-Ro) and tankers, including Ore/Oil and Ore/Bulk/Oil carriers. Understand that Tankers sub-divide into several categories including carriers for crude-oil, petroleum products, chemicals, liquid gases, vegetable oils etc. Be aware of size ranges of bulk-carriers including Capesize, Panamax, Handy-size.

Understand the purpose and basic design and construction features of decks, holds, hatches, derricks, winches cranes and other cargo handling gear. Be aware of ballasting and ballast systems.

Thoroughly understand the terminology of measuring ships including pseudo-tonnages -NT and GT. Actual tonnages -deadweight (dwat & dwcc) displacement (total and light). Capacities –bale cubic & grain cubic, TEU lanes metres.

Understand what information is contained in General Arrangement, Capacity and Stowage Plans.

CARGOES AND TRADE ROUTES

This subject should interlink with the section on ships so that students understand how particular ship types are required for the different cargoes and trade routes.

Thoroughly understand the basic characteristics of the main five commodities namely Coal, Ore, Grain, Fertilizers and Oil. Be aware of the different sub-divisions within these categories. Understand the hazards associated with the transport of certain commodities.

Understand the main places of origin and appropriate trade routes of other important cargoes plus any seasonal variations. Have a working knowledge of distances and voyage times.

REGISTRATION, CLASSIFICATION AND SURVEYS.

Thoroughly understand the reason for ships to be registered and understand the differences between national flag, offshore registries and flags of convenience.

Understand the advantages and disadvantages associated with each type of registration.

Thoroughly understand the reason for ships to be classed and understand the role and function of classification societies with the names and locations of the principal societies. Be aware of the role of the International Association of Classification Societies (IACS).

Understand the use of classification society register-books.

Be aware of class maintenance programmes and class surveys. Understand the role, function and possible impact of Port State Control.

Be aware of ships' necessary adherence to the ISM Code, how it is applied and is audited.

Understand the role, function and possible impact of the International Transport Workers Federation (ITF) and of local trade unions.

Understand the purpose of and procedures for other surveys including on/off hire, pre-loading, bunkers and draft surveys.

PORT AGENCY OPERATIONS

Thoroughly understand the importance of marketing the agency and of identifying principals, getting and keeping their business.

Understand the extent of the agent's tasks and responsibilities in relation to port services including port and terminal operators; pilotage and towage companies; stevedores, dockers and riggers.

Thoroughly understand the services required by the ship's Master and other personnel including bunkers; stores for deck and engine-room departments; victualling. Servicing of ship's equipment and navigational aids. Medical and dental treatment for crew including hospitalisation and maintaining contact with hospitalised crewmen left behind by the ship.

Be aware of the importance of the master's cash requirements and the precautions necessary with large amounts.

Understand the role of Port Community Computer systems and their increasing importance in port agency.

SHIP DOCUMENTATION

Understand thoroughly the basics of clearing the ship with statutory authorities including Customs, Port Health and Immigration. Although examinations will, of necessity, deal with this subject in a manner which ignores any specific country, students may find local examples will enhance their answers. Be aware of the problems of smuggling, drug trafficking and illegal immigration.

Understand that some countries take action against the agent in cases of such transgressions.

Understand the agent's role in signing crew on and off and the responsibility for repatriation.

Thoroughly understand the reasons for and procedure of Noting Protest.

Thoroughly understand the reason for, validity and importance of ships' certificates including, Ship's Register; Loadline certificate; Safety Construction, Safety Equipment and Safety Radio certificates; International Oil Pollution Prevention certificate; De-ratisation certificate. Be aware of who issues these different documents.

CHARTER PARTIES

Thoroughly understand the basic differences between time and voyage charter parties and the effect of these differences upon the agent.

Be aware of the suitability of particular forms to different trades.

Understand the general format common to all charter parties but thoroughly understand those clauses which have a direct impact upon the port agent.

Be aware of aids to charter party interpretation including Voylay Rules 1993 and FONASBA Time Charter Interpretation Code 2000.

Understand the basics of the respective responsibilities of owners and charterers.

Be aware of extended contracts including consecutive voyages and contracts of affreightment.