



Maritime and Coastguard Agency

The Carriage of Packaged Cargo and Cargo Units

Notice to Ship Builders, Ship Operators, Masters, Ships' Officers, Shippers, Agents, Cargo Packers, Cargo Consolidators, Hauliers and Freight Forwarders.

Summary

- This Marine Guidance Note draws attention to the Cargo Securing Manual required by the Merchant Shipping (Carriage of Cargoes) Regulations 1999 for packaged cargo and cargo units and gives guidance on its preparation.
- It also reminds shippers and forwarders of their obligations under the regulations to provide certain information about the shipment.

1. Regulation 5. – (4) of the Merchant Shipping (Carriage of Cargoes) Regulations 1999 requires every ship carrying cargoes other than solid bulk cargoes (except a cargo ship of less than 500 gross tons engaged on voyages which are not international voyages) to carry a Cargo Securing Manual. Regulation 18.- (1) of the Merchant Shipping (Dangerous Goods and Marine Pollutants) Regulations 1997 contains the same requirement for a ship carrying packaged dangerous goods and marine pollutants.
2. Approval of the Cargo Securing Manual for United Kingdom ships is carried out by the Maritime and Coastguard Agency (MCA) using the IMO Publication "Guidelines for the Preparation of the Cargo Securing Manual" (IMO Sales No. 298E) for guidance (hereinafter referred to as the Guidelines). Further information on the procedures adopted by surveyors in the approval of such manuals is contained in MCA Instruction for the Guidance of Surveyors on the Carriage of Cargoes Volume 1- The carriage of packaged cargoes and cargo units (including containers and vehicles) published by The Stationery Office
3. The purpose of this additional guidance is to assist industry in following the Guidelines published by IMO to standardise the structure and layout of the manual and to indicate acceptable alternatives and modifications.
4. A ship operator should submit the ship's cargo securing manual for approval to the Marine Office responsible for the survey of a new building or nearest to the port from which the ship operates. Fees are chargeable for approval based on the published hourly rate.
5. Notwithstanding the approval of the manual by the MCA, it is the responsibility of the ship operator and the master to ensure that cargo units are secured safely on board.
6. The manual should be easy to use and should contain information that is directly applicable to the ship. Information that is not directly related to the ship should not be included in it.
7. The layout of the information should follow that shown in the Guidelines using the headings and subheadings in the order they appear in the Guidelines. Where there is no information that can be included under a heading because it refers to a type of ship

other than the one for which the manual is being drawn up, the words 'not applicable' should be entered under the heading or the heading omitted altogether.

8. Other documents or manuals should cover cargo transport falling outside the scope of the requirements of the Code of Safe Practice for Cargo Stowage and Securing (CSS Code) such as the transport of livestock. A reference to such documents should be made in the Cargo Securing Manual. This may be achieved by an entry in its 'contents' page.

9. The pages of the manual should be consecutively numbered and all text, drawings etc should be clearly legible. There should be pages to record the dates when the manual is changed to reflect changes in plans or equipment.

10. The Cargo Securing Manual may be combined with other operations manuals provided the sections relating to the Guidelines are kept distinct from other matters.

11. The headings, layout and format of the manual should also conform to the following subparagraphs.

(i) The text of the 'Preamble' in the Guidelines should be copied in full in the manual except for the third indent. The text in this indent should be replaced by:-

"This Cargo Securing Manual has been prepared in accordance with the guidance in MSC Circular 745 – Guidelines for the Preparation of the Cargo Securing Manual".

The word 'preamble' may be changed to 'introduction'.

(ii) The definitions in paragraph 1.1 of the Guidelines should be reproduced. A further definition for cargo unit may be added as follows:-

"Cargo unit means wheeled cargo, vehicle, container, flat, pallet, portable tank, packaged unit or any other entity and loading equipment or any part thereof, which belongs to the ship and which is not fixed to the ship."

(iii) The text of paragraph 1.2.1 of the Guidelines may be modified to read:-

"The information in the cargo securing manual should not rule out the principles of good seamanship nor replace experience in stowage and securing practice""

(iv) In the manual for a roll on roll off ship, the text of paragraph 1.2.4 of the Guidelines should be extended to include the sentence:-

"All securing of cargo units in accordance with the Cargo Securing Manual should be completed before the ship leaves the berth."

(v) Chapter 2 of the manual should contain as much detail as possible directly related to the ship. Use should be made of plans or sketches but if these are too cumbersome, tables or lists may be used instead provided that the location of the devices on the ship, their type, total number of each device and other relevant details are clearly shown.

(vi) For a Ro-Ro ship, the matters covered by paragraph 3.4 of the Guidelines may be combined with that contained in paragraph 2.1 of the Guidelines when drafting paragraph 2.1 of the manual.

(vii) Inspection and maintenance schemes referred to in paragraph 2.3 of the Guidelines may be contained in a separate document or booklet provided that the relevant paragraph in the manual contains a clear reference to this document and its location.

(viii) In paragraph 3.1 of the manual, handling and safety instructions specific to the ship should be provided. It should be assumed that general health and safety and the risks from the application, removal and manual handling of securing and lashing equipment does not differ significantly from other general procedures and are covered elsewhere. Therefore phrases of a general nature should be avoided. Specific points raised by the equipment manufacturers or from a risk assessment of specific methods to be used or from experience in the use of particular procedures, should be covered in detail.

- (ix) For information on the evaluation of forces acting on cargo units required by paragraph 3.2.1 of the manual, reference may be made to the ship's approved stability booklet, or if more accurate information is available, from any other more authoritative source. This section should contain:-
- a) a broad outline of the accelerations that can be expected at various positions;
 - b) examples of the resulting forces on the cargo units;
 - c) angles of roll and metacentric height values above which the forces acting on the cargo units exceed the permissible limit for specific securing arrangements;
- and
- d) worked examples on the number and strength of the portable devices to counteract the resulting forces on cargo units.
12. It is not intended to introduce new mandatory standards for cargo securing equipment. However, such equipment should reflect appropriate recognised national or international standards for the specification and testing of such equipment.
13. The regulations require the shipper or forwarder or both to provide certain minimum information to enable a proper assessment of the suitability of the cargo for the ship on its intended voyage including stowage and segregation considerations. The Merchant Shipping (Carriage of Cargoes) Regulations 1999 and the Merchant Shipping (Dangerous Goods and Marine Pollutants) Regulation 1997, taken together, regulate the minimum information and documentation required from shippers and freight forwarders.

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