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**BU DERS KİTABI MİLLÎ EĞİTİM BAKANLIĞINCA
ÜCRETSİZ OLARAK VERİLMİŞTİR.
PARA İLE SATILMAZ.**

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MARITIME DECK MANAGEMENT PRACTICES IN FOREIGN LANGUAGE 11

VOCATIONAL AND TECHNICAL ANATOLIAN HIGH SCHOOL

MARITIME | **DECK MANAGEMENT
PRACTICES
IN FOREIGN LANGUAGE**



11

**COURSE
MATERIAL**



VOCATIONAL AND TECHNICAL ANATOLIAN HIGH SCHOOL

DECK MANAGEMENT PRACTICES IN FOREIGN LANGUAGE

11th GRADERS

COURSE MATERIAL

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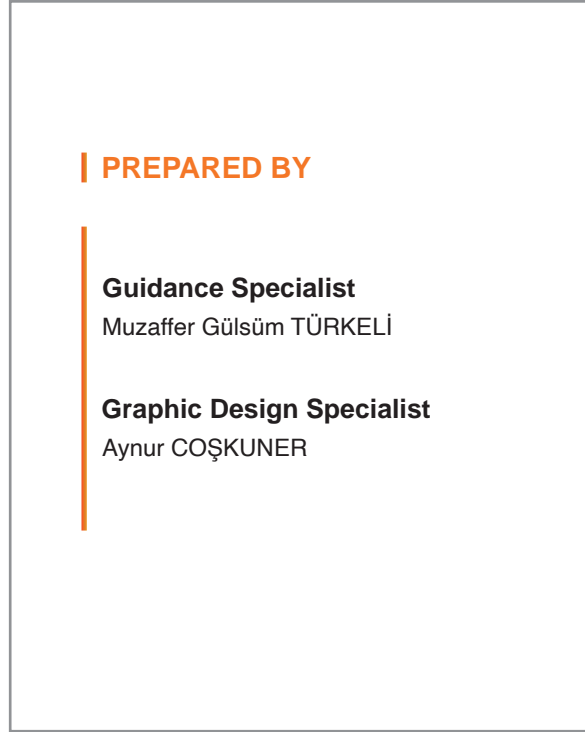
Turgay ÇALIŞKAN

Tümay Turgay MISIRLIOĞLU



MİLLÎ EĞİTİM BAKANLIĞI YAYINLARI.....:9323
YARDIMCI VE KAYNAK KİTAPLAR DİZİSİ.....:2983

Her hakkı saklıdır ve Millî Eğitim Bakanlığına aittir. Ders materyalinin metin, soru ve şekilleri kısmen de olsa hiçbir surette alınıp yayımlanamaz.



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İSTİKLÂL MARŞI

Korkma, sönmez bu şafaklarda yüzen al sancak;
Sönmeden yurdumun üstünde tüten en son ocak.
O benim milletimin yıldızıdır, parlayacak;
O benimdir, o benim milletimindir ancak.

Çatma, kurban olayım, çehreni ey nazlı hilâl!
Kahraman ırkıma bir gül! Ne bu şiddet, bu celâl?
Sana olmaz dökülen kanlarımız sonra helâl.
Hakkıdır Hakk'a tapan milletimin istiklâl.

Ben ezelden beridir hür yaşadım, hür yaşarım.
Hangi çılgın bana zincir vuracakmış? Şaşarım!
Kükremiş sel gibiyim, bendimi çiğner, aşarım.
Yırtarım dağları, enginlere sığmam, taşarım.

Garbın âfâkını sarmışsa çelik zırhlı duvar,
Benim iman dolu göğsüm gibi serhaddim var.
Ulusun, korkma! Nasıl böyle bir imanı boğar,
Medeniyet dediğin tek dişi kalmış canavar?

Arkadaş, yurduma alçakları uğratma sakın;
Siper et gövdeni, dursun bu hayâsızca akın.
Doğacaktır sana va'dettiği günler Hakk'ın;
Kim bilir, belki yarın, belki yarından da yakın.

Bastığın yerleri toprak diyerek geçme, tanı:
Düşün altındaki binlerce kefensiz yatanı.
Sen şehit oğlusun, incitme, yazıktır, atanı:
Verme, dünyaları alsan da bu cennet vatanı.

Kim bu cennet vatanın uğruna olmaz ki feda?
Şüheda fışkıracak toprağı sıksan, şüheda!
Cânı, cânânı, bütün varımı alsın da Huda,
Etmesin tek vatanımdan beni dünyada cüda.

Ruhumun senden İlahî, şudur ancak emeli:
Değmesin mabedimin göğsüne nâmâhrem eli.
Bu ezanlar -ki şehadetleri dinin temeli-
Ebedî yurdumun üstünde benim inlemeli.

O zaman vecd ile bin secde eder -varsa- taşım,
Her cerîhamdan İlahî, boşanıp kanlı yaşım,
Fışkırır ruh-ı mücerret gibi yerden na'şım;
O zaman yükselerek arşa değer belki başım.

Dalgalan sen de şafaklar gibi ey şanlı hilâl!
Olsun artık dökülen kanlarımın hepsi helâl.
Ebediyyen sana yok, ırkıma yok izmihlâl;
Hakkıdır hür yaşamış bayrağımın hürriyyet;
Hakkıdır Hakk'a tapan milletimin istiklâl!

Mehmet Âkif Ersoy

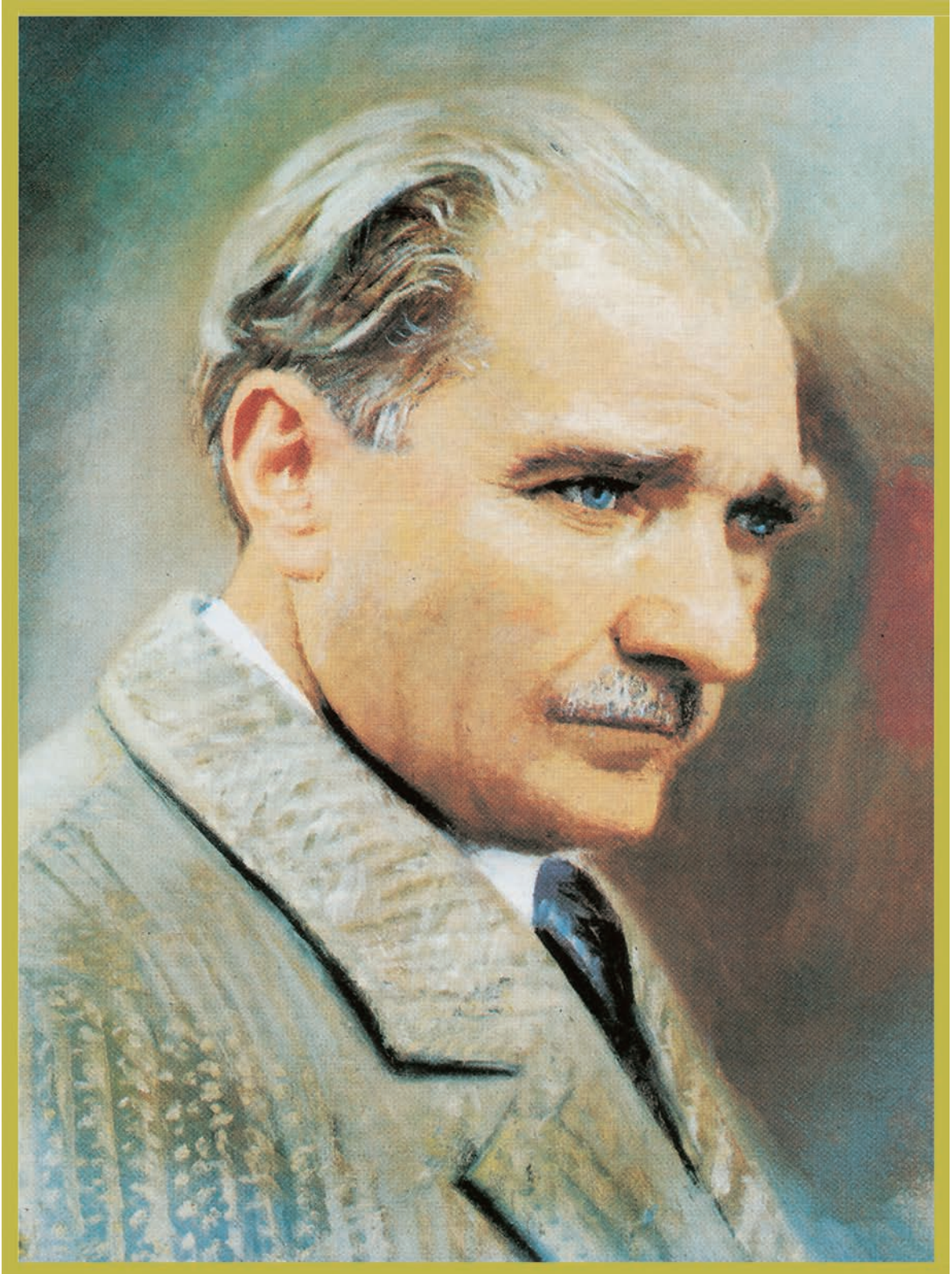
GENÇLİĞE HİTABE

Ey Türk gençliği! Birinci vazifen, Türk istiklâlini, Türk Cumhuriyetini, ilelebet muhafaza ve müdafaa etmektir.

Mevcudiyetinin ve istikbalinin yegâne temeli budur. Bu temel, senin en kıymetli hazinendir. İstikbalde dahi, seni bu hazineden mahrum etmek isteyecek dâhilî ve hâricî bedhahların olacaktır. Bir gün, istiklâl ve cumhuriyeti müdafaa mecburiyetine düşersen, vazifeye atılmak için, içinde bulunacağın vaziyetin imkân ve şeraitini düşünmeyeceksin! Bu imkân ve şerait, çok namüsaît bir mahiyette tezahür edebilir. İstiklâl ve cumhuriyetine kastedecek düşmanlar, bütün dünyada emsali görülmemiş bir galibiyetin mümessili olabilirler. Cebren ve hile ile aziz vatanın bütün kaleleri zapt edilmiş, bütün tersanelerine girilmiş, bütün orduları dağıtılmış ve memleketin her köşesi bilfiil işgal edilmiş olabilir. Bütün bu şeraitten daha elîm ve daha vahim olmak üzere, memleketin dâhilinde iktidara sahip olanlar gaflet ve dalâlet ve hattâ hıyanet içinde bulunabilirler. Hattâ bu iktidar sahipleri şahsî menfaatlerini, müstevlîlerin siyasî emelleriyle tevhit edebilirler. Millet, fakr u zaruret içinde harap ve bîtap düşmüş olabilir.

Ey Türk istikbalinin evlâdı! İşte, bu ahval ve şerait içinde dahi vazifen, Türk istiklâl ve cumhuriyetini kurtarmaktır. Muhtaç olduğun kudret, damarlarındaki asil kanda mevcuttur.

Mustafa Kemal Atatürk



MUSTAFA KEMAL ATATÜRK

INTRODUCTION10

UNIT 1



NAVIGATION AND WATCHKEEPING COMMUNICATIONS13

1A NAVIGATION 14
 1B WATCHKEEPING AND COMMUNICATIONS 30
 REVISION 1 45

UNIT 2



MARITIME MANAGEMENT AND SHIP SURVEYING 47

2A MARITIME MANAGEMENT 48
 2B MARITIME RECORDS AND DOCUMENTS 59
 2C SHIP SURVEYING 68
 REVISION 2 82

UNIT 3



REQUISITION LIST 85

3A IMPA MARINE STORES GUIDE 86
 3B BRIDGE MATERIALS 87
 3C DECK REQUISITION LIST 97
 3D PROVISIONS & CLEANING REQUISITION LIST104
 REVISION 3117

REFERENCES.....119

VISUAL REFERENCES AND ANSWER KEY QR CODE.....120

SCRIPTS121

UNIT 2
**MARITIME MANAGEMENT
AND SHIP SURVEYING**

- Learn basic terms and statements related to maritime management
- Describe the basic terms about ship port documents
- Recognise port and cargo documents kept on board
- Get familiar with the port departure documents
- Describe the basic terms about ship surveying
- Get familiar with the survey checklist

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Unit Number

Unit Title

Learning Outcomes

Unit QR Code

Unit Web Address

Exercise Section

Project to help you apply what you have learned in a practical way

Self Assessment to provide you a valuable feedback on your progress

a Plastic Bag	b Gloves	c Broom	d Ironing Table
e Waste Basket	f Napkin	g Sponge	h Bleaching Water
i Drain Pipe Cleaner	j Duster	k Hand Scourer	l Softener
	m Liquid Cleaner		n Window Cleaner

LAUNDRY BOTH GALLEY

PROJECT

Visit the procurement/supply department of a shipping company. Collect information about the procurement process. Find out possible workflow differences across vessel types or process regarding domestic or international supply.

SELF ASSESSMENT 3

• I can tell the basic terms used at the top of a requisition list.	😊	😐	😞
• I can talk about IMPA Marine Stores Guide.	😊	😐	😞
• I can tell some items that may be requested for bridge.	😊	😐	😞
• I can talk about preparing a requisition list for the basic needs of deck department.	😊	😐	😞
• I can talk about provisions that may be requested for the ship.	😊	😐	😞
• I can identify cleaning material and prepare a list for them.	😊	😐	😞
• I can prepare a requisition list if I have the catalogue	😊	😐	😞

UNIT 3

DC DECK REQUISITION LIST

Safety & Security

LISTENING AND VOCABULARY

A Listen to the recording and fill in the blanks with the appropriate words to complete the sentences.

- Maintaining safety at sea is critical to protect the lives of individuals and _____.
- Firefighting Equipment (FFE) includes fire extinguishers, hoses, and firefighter _____.
- Lifeboats, life rafts, and immersion suits provide escape options during _____.
- Crew members wear PPE to decrease the chance of _____ hazards.
- FFEs, LSAs, and PPEs are _____ for maritime safety.

B Arrange the following sentences mentioned in the passage in the correct order.

- Crew members wear Personal Protective Equipment (PPE) for safety.
- Ships are equipped with the extinguishers, hoses, and firefighter outfits.
- Lifeboats, life rafts, and immersion suits offer escape options.
- Regular maintenance ensures safety and welfare.
- Fire alarms and sprinklers help in early detection.

Unit Subtitle

Subtitle

Learning Skill Icon




INTRODUCTION

d Read the definitions of the terms related to navigation and write the correct number in the boxes on the nautical chart to indicate defined terms.

1 Course is the line along which a ship is planned to navigate.

2 Bearing is the distance, or the angle value of the line between a stationary and a moving object, or two moving objects.

3 Position is numerically defined location of a stationary or a moving object in world coordinate system.



Listening Exercise QR Code and Web Address

Visual References and Answer Key QR Code



YOU CAN ACCESS TO THE VISUAL REFERENCES AND THE ANSWER KEY ON YOUR MOBILE PHONE OR TABLET.
<http://kitap.eba.gov.tr/karekod/Kaynak.php?KOD=2947>

 LEAD IN	 READING	 WRITING
 LISTENING	 SPEAKING	 VOCABULARY
	 LANGUAGE	

 READING AND WRITING	 READING AND SPEAKING
 READING AND VOCABULARY	 WRITING AND SPEAKING
 WRITING AND VOCABULARY	 LISTENING AND READING
 LISTENING AND VOCABULARY	 LISTENING AND WRITING
 LEARN THIS !	 PROJECT
 LISTENING AND SPEAKING	



UNIT 1

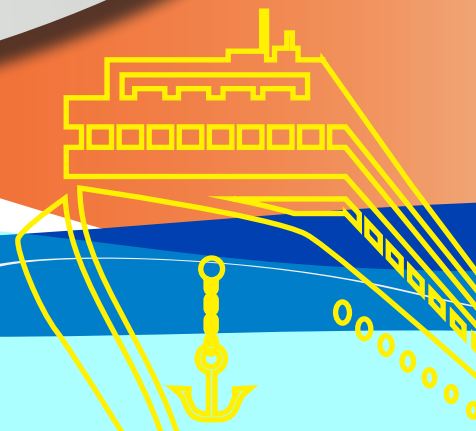
NAVIGATION AND WATCHKEEPING COMMUNICATIONS



- Recognise basic terms about navigation
- Practice telling a position at a certain latitude/longitude
- Get familiar with nautical charts and learn how to read them
- Get familiar with the chart corrections and learn how they are shown on a chart
- Get familiar with ship's particular and give basic information about a vessel
- Practice communications shore-to-vessel, vessel-to-shore, vessel-to-vessel
- Learn to send/receive IMMARSAT-C distress, urgency and safety messages
- Learn how to send/receive daily routine messages during navigation
- Practice VHF (Very High Frequency) communications within the vessel, or with the shore



<http://kitap.eba.gov.tr/KodSor.php?KOD=39728>



1A NAVIGATION



LEAD IN

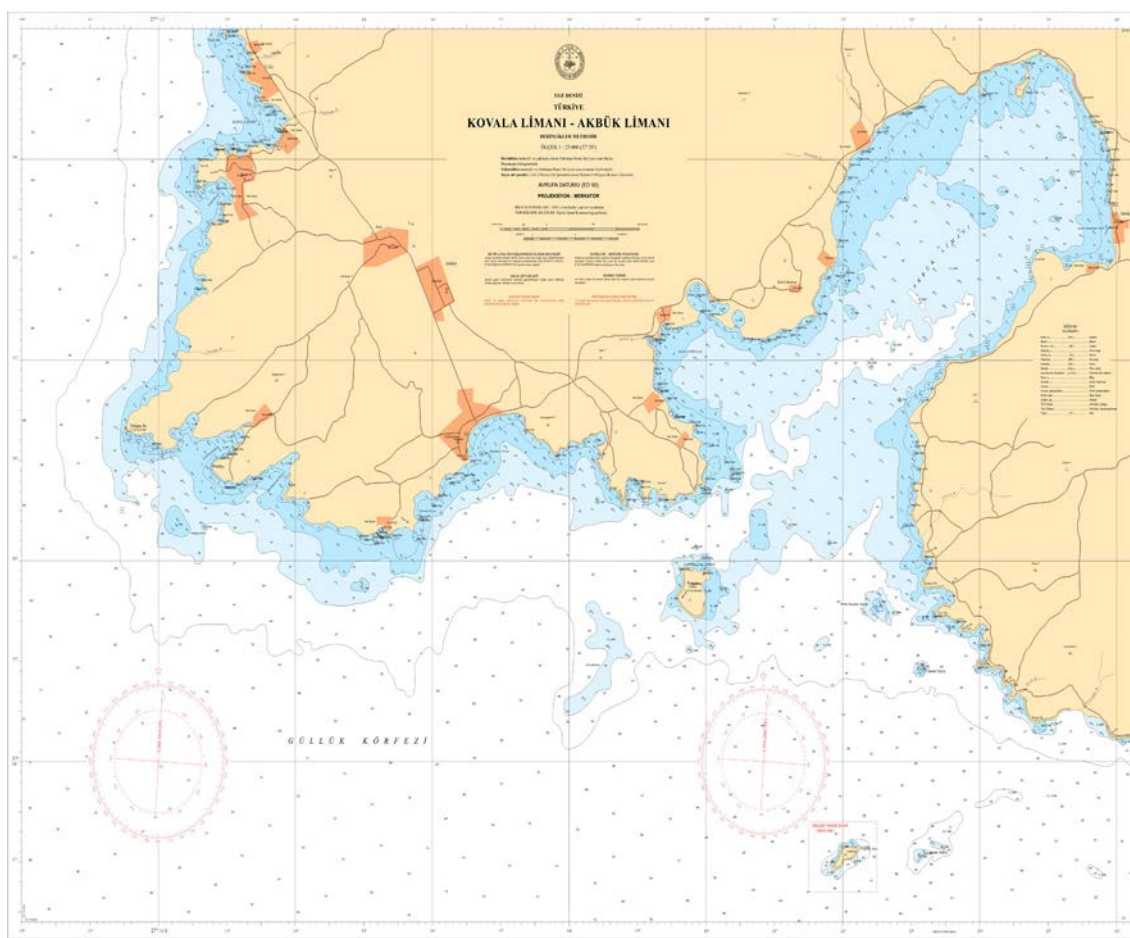
A

Answer the following questions.

- What kind of information do you think you need for navigating?
- Who do you think you need to communicate throughout a navigation?
- What do you think can be done when you encounter head-on situation on board?
- What do you know about ship's particular?
- What do you expect to see on a nautical chart?

B

Say five things you see on the nautical chart below.





NAVIGATION BASICS



READING AND VOCABULARY

A1 Match the halves to form meaningful collocations.

- | | |
|-------------------|----------|
| 1 Nautical ____ | a tools |
| 2 Latitude ____ | b line |
| 3 Coordinate ____ | c system |
| 4 Navigation ____ | d chart |
| 5 Horizontal ____ | e scales |

A2 Write the collocations you have formed in Exercise A1 to complete the sentences meaningfully.

- _____ is a method used to express the exact positions of the stationary or moving objects on earth.
- Latitude lines are _____ parallel to the equator.
- There are two _____ on the right and left sides on a chart to measure the distance between two points.
- Deck officers use a digital or printed _____ to plot a course, or to identify a position during their voyage.
- Basic _____ are handy when working on a printed chart during navigation.

B1 Read the text and match the terms with their synonyms.

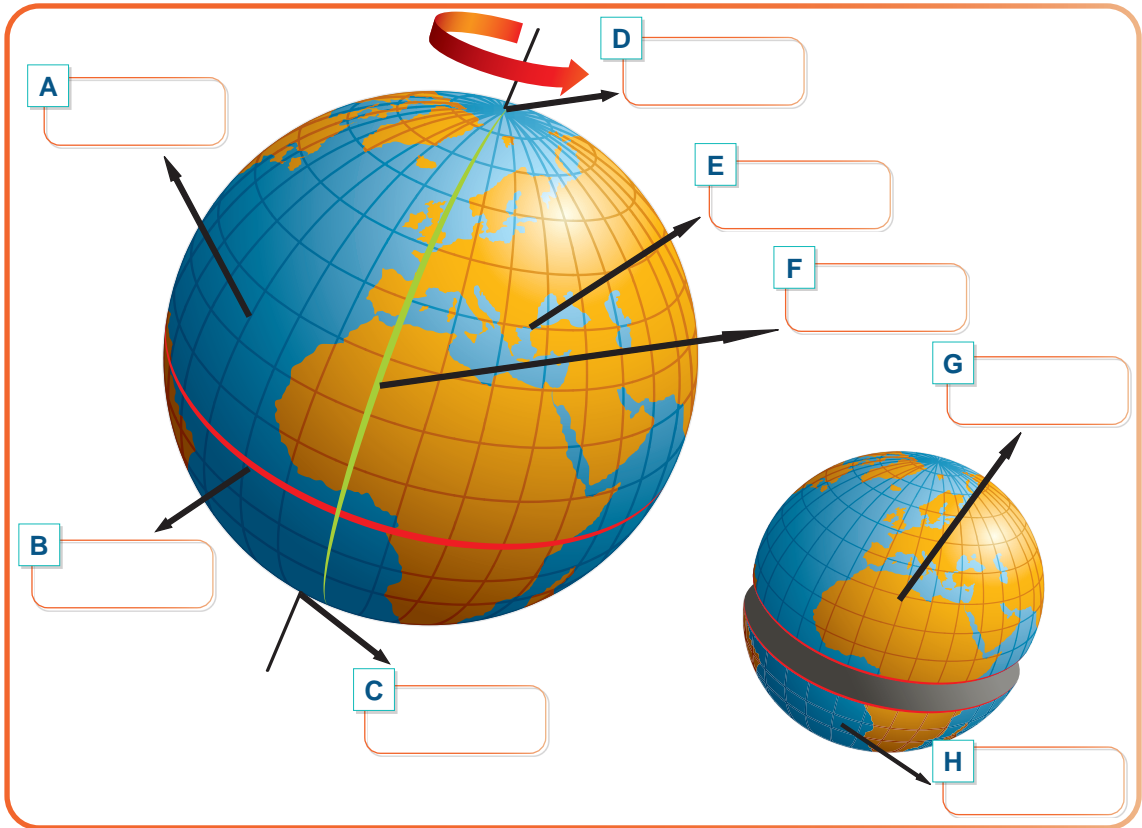
The **Equator** is the circle that divides the Earth into two equal halves. The half in the north is called the **Northern Hemisphere**, the half in the south is called the **Southern Hemisphere**. The northernmost point of the Earth is called **North Pole**, and the southernmost point of the Earth is called **South Pole**. There are 180 **lines of latitude** parallel to the equator; 90 on the north hemisphere, 90 on the south hemisphere. They are also known as parallels. They are imaginary horizontal lines used in measuring the distance north-south in degrees, minutes and seconds. **Lines of longitude**, also called meridians, are imaginary vertical lines intersecting equator and run from the North Pole to the South Pole. There are 360 meridians. **Greenwich Meridian**, which is also called prime meridian, is assumed to pass through Greenwich, England. It is accepted as longitude 0°. Lines of longitude, or meridians are also used to measure the distance east-west in degrees, minutes and seconds.

- | | |
|---------------------------|------------------|
| 1 Lines of latitude ____ | a Prime Meridian |
| 2 Lines of longitude ____ | b parallels |
| 3 Greenwich Meridian ____ | c meridians |



B2

Work in pairs. Read the text on Page 15 again, and write the highlighted **geographical terms** in the correct box on the picture below.



C1

Match the words with their definitions or synonyms.

- | | |
|-------------------|---------------------------------------|
| 1 violate ____ | a not moving |
| 2 alter ____ | b involving action towards each other |
| 3 reciprocal ____ | c crash, bump |
| 4 collision ____ | d to change |
| 5 stationary ____ | e to break or act against |

C2

Complete the sentences with the words in Exercise C1.

Deck officers in charge have to _____ **1** their course when they encounter a moving or a _____ **2** object on their route. They have to obey the rules for marine traffic neatly, and they mustn't _____ **3** separation lanes on their _____ **4** courses in order not to pose a risk for _____ **5**.



Read the definitions of the terms related to navigation and write the correct number in the boxes on the nautical chart to indicate defined terms.

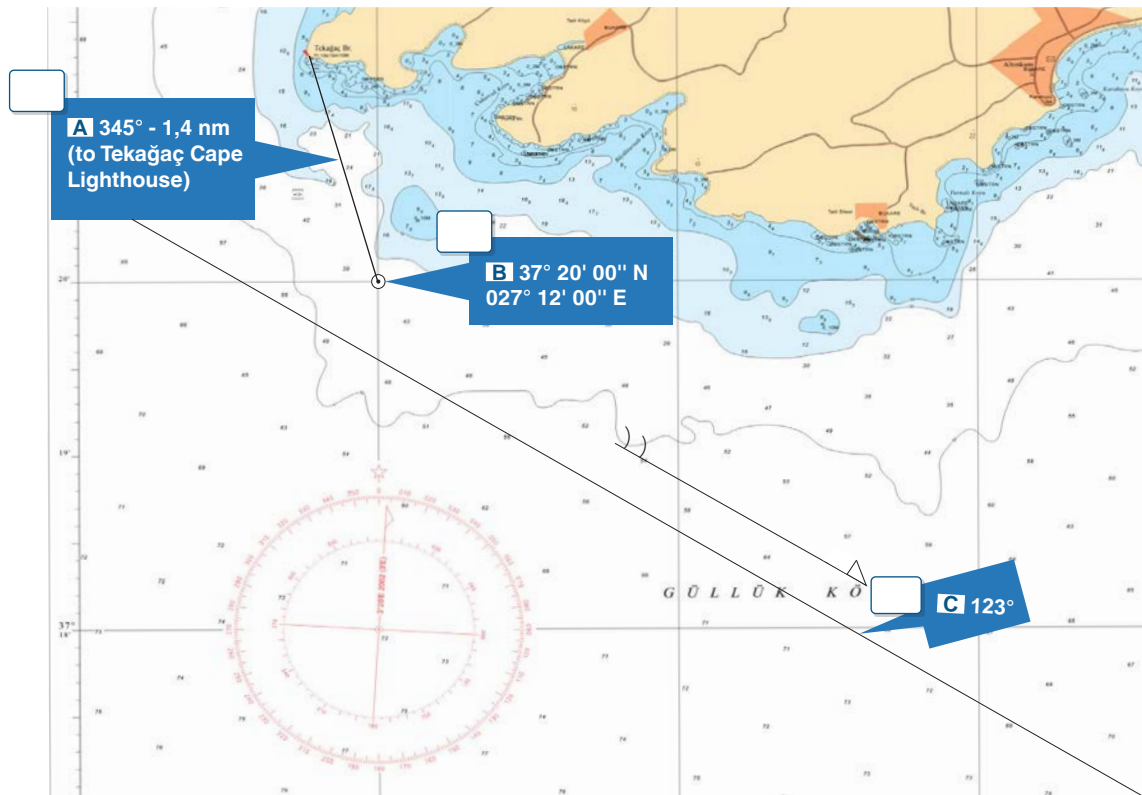


<http://kitap.eba.gov.tr/KodSor.php?KOD=42699>

1 **Course** is the line along which a ship is planned to navigate.

3 **Position** is numerically defined location of a stationary or a moving object in world coordinate system.

2 **Bearing** is the distance, or the angle value of the line between a stationary and a moving object, or two moving objects.



LEARN THIS !

Seafarers tell their position using Standard Marine Communication Phrases (SMCP) in two ways:

- 1 They can directly tell their position;
"My position is 32° 22,3' N – 015° 18,9' W (three-two degrees two-two point -or decimal- three minutes north – zero-one-five degrees one eight point -or decimal- nine minutes west.)"
- 2 They can tell their position bearing from an object (e.g., a lighthouse);
"My position bearing 137° (one-three-seven degrees) from Mehmetçik lighthouse distance 2,1 (two point -or decimal- one) nautical miles (nm)."





LISTENING AND WRITING



<http://kitap.eba.gov.tr/KodSor.php?KOD=42700>



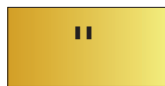
Match the symbols used in describing a position or bearing with the terms.



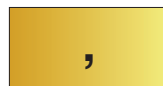
decimal ____



minute ____



degree ____



second ____



Listen to the reports and put the **positions** in the order you hear.

- _____ 28° 31,2' N – 100° 42,4' E
- _____ 33° 42' 54" N – 101° 12' 18" E
- _____ 29° 22,4' S – 018° 23,8' E
- _____ 32° 19' 30" S – 091° 56' 12" W



Write the positions you see in words.

1 30° 59' 54" N – 009° 11' 24" W

2 31° 32,7' S – 175° 56,8' E



Listen to the messages and write the **position bearings** in numerical form as in the example.

1 092° - 3,5 nm

2

3

4



READING AND SPEAKING



A Complete the paragraph defining **head-on situation** with the words from the box.

starboard

convention

power-driven

collision

alter

Head-on situation is the situation when two _____ **1** vessels meet on their reciprocal courses and a _____ **2** risk occurs. In this situation, each vessel should _____ **3** her course to _____ **4** in order to pass on the port side of the other according to _____ **5** on the International Regulations for Preventing Collision at Sea (COLREG), Rule14.



LEARN THIS !

- 1** Vessel Traffic Service (VTS) is the service provided to manage traffic and help vessels navigate safely in busy routes.
- 2** In conversations and messages M/V (Motor Vessel) is said prior to the vessels' names e.g., M/V BIRDCAGE



B Read the conversation between two vessels in head-on situation and complete it with the given sentences. Role-play it with your partner changing the information such as vessels' names, distance, etc.

- a I am going to alter my course to starboard
- b Thanks for your cooperation
- c Shall we pass port-to-port
- d How do you read me
- e We are in a head-on situation

M/V FINDIK: M/V ESTERGON this is M/V FINDIK _____ **1**? Over.

M/V ESTERGON: M/V FINDIK this is M/V ESTERGON. I read you very good. Go ahead. Over.

M/V FINDIK: M/V ESTERGON this is M/V FINDIK. Good watch captain.

_____ **2**. The distance between us is 1,2 nm. Over.

M/V ESTERGON: M/V FINDIK this is M/V ESTERGON. Understood. I see you at my starboard side.

_____ **3**. Over.

M/V FINDIK: M/V ESTERGON this is M/V FINDIK Affirmative. I will alter my course to starboard, too.

_____ **4**? Over.

M/V ESTERGON: M/V FINDIK this is M/V ESTERGON. Agreed to pass port-to-port. Over.

M/V FINDIK: M/V ESTERGON this is M/V FINDIK Good watch captain.

_____ **5**. Out.



C Read the **VTS conversation** and re-order the parts to form a meaningful dialogue. Then, role-play it with your partner changing roles.

- _____ Sector Kandilli, this is M/V VERCINGETORIX. Understood. I am altering my course to starboard. Thanks for your warning. Over.
- 1** M/V VERCINGETORIX, this is Sector Kandilli. Do you read me? Over.
- _____ M/V VERCINGETORIX, this is Sector Kandilli. Good watch and safe voyage. Out.
- _____ Sector Kandilli, this is M/V VERCINGETORIX. I read you good. Over.
- _____ M/V VERCINGETORIX, this is Sector Kandilli. You are navigating at the port side of the separation line, posing a danger to other ships. Please alter your course to starboard and do not violate the separation line. Over.

NAUTICAL CHARTS

READING AND VOCABULARY

A Complete the paragraph with the given words.

seabed

navigation

aids

coastal

graphic

depth

Nautical charts are _____ **1** representations of navigable waters and some parts of _____ **2** areas. They are among the essential tools in navigation; therefore, _____ **3** officers must know how to read and use them. Nautical charts can provide information on _____ **4** of the water, features of the _____ **5**, currents, tides, _____ **6** to navigation, harbours, canals, and landmarks depending on their scale.

B1 Match the **chart tools** with their photos.

nautical triangle

parallel ruler

chart divider





Write the tools from Exercise B1 to complete the sentences below.

- 1 We use a _____ to measure the angle of a line, or draw a specific angle on a nautical chart.
- 2 We use a _____ to draw straight lines such as course lines or bearing lines on a nautical chart.
- 3 We use a _____ to measure the distance between two points on a chart, and to carry the values on a latitude scale where these values are read.



<http://kitap.eba.gov.tr/KodSor.php?KOD=42700>



LISTENING AND WRITING



Listen to the recording about the information shown on a nautical chart, and fill in the blanks in the text with a word or a phrase.

The details shown on a nautical chart vary depending on its type and scale. Nevertheless, some specific information exists on almost all nautical charts. For instance, all charts have a _____ **1** located on the left-top and right-bottom corner. The chart is recorded in the chart catalogue by this number. On all nautical charts, there is a _____ **2** which is usually shown in a box. It involves necessary information about the chart and the area it represents. All charts show the first _____ **3** at the bottom centre. You can also see the last edition date on the left-bottom corner if it is edited. _____ **4** are seen on the left-bottom corner of the chart. They are the recordings of corrections. There is at least one (usually more than one) disc-shaped _____ **5** on all nautical charts which indicates directions. There are several _____ **6** which give information on many different navigation-related issues such as positions, natural features, landmarks (e.g., bridges, towers, railways), ports, tides, currents, depths, nature of the seabed (e.g., gravel, mud, wrecks, pipelines), obstructions, routes, and aids to navigation (e.g., lighthouse, buoy). There are vertical and horizontal lines on all charts which show _____ **7** and _____ **8**. There are also _____ **9** on the top and at the bottom of the nautical chart, and latitude scales at both sides. These scales are used to plot a position. _____ **10** are also utilised to measure the distance between two points.



Listen to the recording and read the text again and complete the sentences.

- 1 On all charts, _____ date is written.
- 2 _____ is used to show direction.
- 3 Chart corrections are indicated at _____ of the chart.
- 4 Most navigation-related bodies are shown with a specific _____ on a chart.
- 5 Lighthouses and buoys are among the _____.
- 6 Latitude scales are used to measure _____.

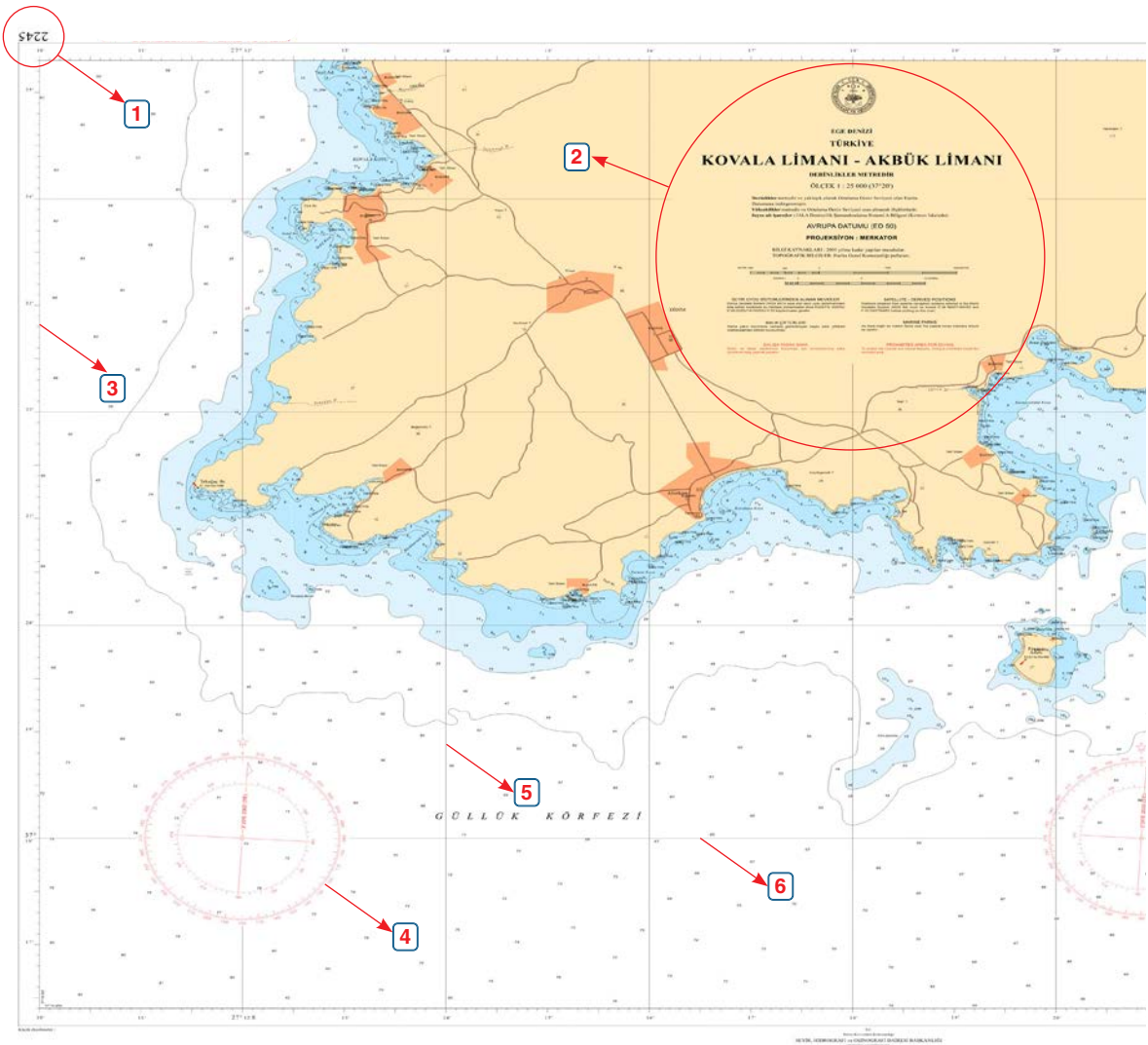




Work in pairs. Look at the nautical chart below and write the correct information from Exercise A on Page 21 for each number.

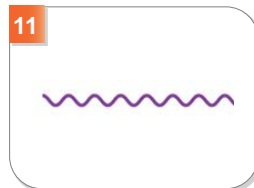
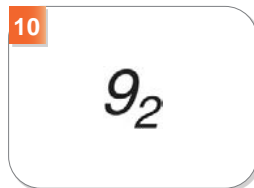
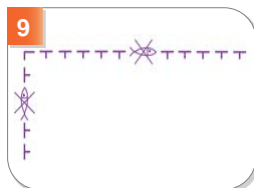
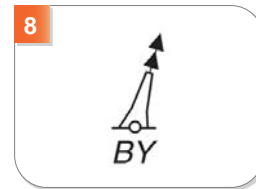
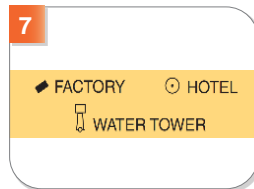
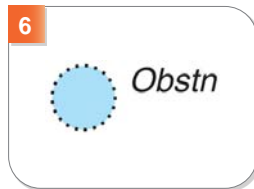
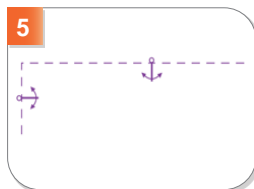
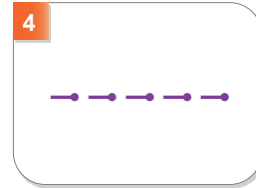
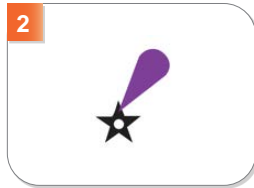
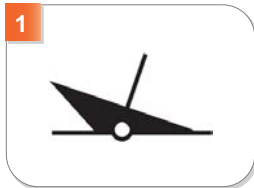
1 _____
2 _____
3 _____

4 _____
5 _____
6 _____





D1 You see frequently encountered **chart symbols** that represent certain places or objects on the table below. Write the correct numbers next to the words to match them with the things they represent.



- | | |
|------------------------|------------------------|
| ___ submarine cable | ___ lighthouse |
| ___ obstruction | ___ pipeline |
| ___ precautionary area | ___ sounding |
| ___ anchorage area | ___ wreck |
| ___ buoy | ___ landmarks |
| <u>3</u> pilot station | ___ fishing prohibited |

D2 Discuss the following questions in groups.

- 1 What do seafarers use the symbols on the table in Exercise D1 for?
- 2 Do you know any other chart symbols that are important for navigation? What are they like?
What are they used for?



CHART CORRECTIONS



READING AND VOCABULARY

A1 Read the text and complete it with the correct **chart correction type**.

- a Electronic Chart Display and Information System (ECDIS) corrections
- b Large corrections
- c Small corrections



Nautical charts are corrected and updated regularly in order to keep seafarers informed about any changes on their route, and maintain a safe navigation for each vessel.

There are three types of chart corrections. _____ **1** are made when major changes are needed. These corrections are shown on the **new** edition of the affected charts. They are noted down on the bottom-left corner in a box. _____ **2** are made by the users, and they are hand-written via magenta pen, or an **accompanying** block might be placed fitting with the related area on the chart when the correction is too complex to be expressed by a written notice. These corrections are also shown on the bottom-left corner of the chart. _____ **3** are made on digital charts, and they are sent to vessels via a digital device.

Seafarers are also informed about chart updates and corrections via Notices to Mariners (NTM), weekly-printed materials involving all updates, corrections that affect navigation. In NTM, each correction is given an nm (notices to mariners) number by which the corrections are entered in the chart maintenance record. The nm number is followed by the country and the region to which affected charts belong, and the title of the correction. The source that the correction is taken, chart number, **previous** update number and chart datum, which is the reference water level for the depths indicated on the charts, are also entered. Finally, a brief description of the correction is recorded with essential details and the exact positions.

Some corrections are **temporary** or **preliminary**. They are shown with the abbreviations (T) and (P) in NTM. The charts **affected** by these corrections are also listed within the correction notes.

A2 The adjectives that are frequently seen in NTM are highlighted in the text above. Write the correct adjectives next to their definitions below.

- a preparatory _____
- b influenced _____
- c provided with something else _____
- d former _____
- e for a limited time _____
- f current _____



A3 Read the text in Exercise A1 on Page 24 again and complete the following sentences.

- 1 Chart corrections are usually noted down at the _____ of the charts.
- 2 When the corrections are too complicated to show by a note, an _____ is placed on the chart.
- 3 The corrections published in NTM, are also recorded in the chart _____.
- 4 In order to give the depth of the water in which correction is made, _____ is referred to.
- 5 Previous _____ is also given place in NTM corrections.

B The verbs below are often used to define corrections in NTM. Match the verbs with their definitions or synonyms.

<ol style="list-style-type: none"> 1 insert _____ 2 delete _____ 3 amend _____ 4 move _____ 5 replace _____ 	<ol style="list-style-type: none"> a to cause something to go from one position to another b to remove c to put in d to put something in the place of another e to make minor changes to a printed material to make it more accurate
--	---

C Look at the corrections taken from NTM and write A or B for the sentences.

A 2728(T)/22 INDIA - West Coast - Wreck.
 Source: Indian Notice 11/107/22
 1. A dangerous wreck exists in approximate position 18° 53'·71N., 72° 51'·80E. .
 2. Mariners are advised to navigate with caution in the area.
 (WGS84 DATUM)
 Charts affected - IN 211 - IN 255 (INT 7334) - IN 2015 (INT 7337) - IN 2016 (INT 7336)

B 2729(P)/22 NETHERLANDS - Buoyage.
 Source: Netherlands Notice 22/163/22

Update	Feature	Position
Replace	symbol, green spar buoy, SS 5 with, symbol, yellow pillar buoy, X-shape topmark, ARV 5	51° 24'·71N., 3° 38'·04E.

Chart affected - 8011

_____ is a preliminary correction.	_____ is about buoyage.
_____ is a temporary correction.	_____ involves a caution for mariners.
_____ more than one chart is affected.	_____ only one chart is affected.

D

Write the correct word to complete the following correction record taken from NTM.

accompanying

source

datum

East Coast

update

2701* ENGLAND - ENGLAND - 1 -NM Block

Source:Harwich Haven Authority

2 1491 (INT 1580) [previous 3 4648/21] ETRS89 4

Insert the 5 block, centred on: 51°57' .2N., 1°18' .7E.

**LISTENING AND SPEAKING****A**

Study the corrections from NTM below and discuss the following questions in groups.

- 1 What kind of information is provided in the corrections below? Why are they important?
- 2 Describe what kind of corrections are made in each box?

2786 CHINA - East Coast - Lights. Light-beacon. Buoyage.

Source: Chinese Chart 13137

A

Chart 1605 (Panel B, Minzhu Sha to Haungshan Gang) [previous update 5781/20] CGCS 2000 DATUM

Delete 32° 02' .38, 120° 24' .25E.

2758 AUSTRALIA - Western Australia - Depths.

Source: ENC AU160090

B

Chart 4725 (INT 725) [previous update 869/22] WGS84 DATUM

Replace depth, 191, with depth, 166 33° 19' .1S., 114° 58' .5E.

2774 JAPAN - Seto Naikai - Light.

Source: Japanese Notice 23/254/22

C

Chart JP 104 [previous update 2290/22] WGS84 DATUM

Amend range of light to, 7M 34° 11' .35' N., 133° 01' .46' E.

2792 CHINA - South Coast - Pilot boarding place.

Source: Chinese Notice 16/568/22

D

Chart 340 [previous update 4854/21] CGCS 2000 DATUM

Move No 2, from: 22° 35' .50 N., 114° 40' .00E.

to: 22° 36' .00 N., 114° 40' .70E.

2782 TURKEY - Çanakkale Boğazı - Submarine pipeline.

Source: Turkish Notice 9/30/22

E

Chart 2429 [previous update 1947/22] WGS84 DATUM

Insert submarine pipeline, , Joining: 40° 06' .08 N., 26° 22' .07E.

to: 40° 06' .13 N., 26° 21' .96E.

B1

Work in pairs. Write the correct numbers in the boxes to put the corrections in the order you listen in the recordings.



<http://kitap.eba.gov.tr/KodSor.php?KOD=42701>

B2

Try to read the positions on the corrections in Exercise A in turns with your partner.



SHIP'S PARTICULAR



LEARN THIS !

Ship's particular is the document on which basic technical information of the ship exists. It is not the same for every ship; but some basic information is usually seen like ship's name or flag.



VOCABULARY

A

Write the missing letters of the words to complete the terms below and then match them with their abbreviations.

- 1 INMARSAT ____
- 2 IMO ____
- 3 MMSI ____
- 4 P&I ____
- 5 H&M ____
- 6 GT ____
- 7 NT ____
- 8 LOA ____
- 9 LBP ____
- 10 M/E ____

- a Net T_n__g_
- b Length Between P_rp__d_c_l_rs
- c Pr_t_ct__n and Indemnity
- d Main E_g__e
- e International Maritime O_g_n__t__n
- f L__g_h Over All
- g Maritime Mobile Service I_en__ty
- h H__l and Machinery
- i Gr__s Tonnage
- j International Maritime S_t_l__te Communication System

B

Match the abbreviations with the units of measurement below.

- | | |
|-------------|---------------|
| 1 cuft ____ | a horse power |
| 2 t ____ | b metre |
| 3 m ____ | c cubic feet |
| 4 cum ____ | d ton |
| 5 kw ____ | e kilowatt |
| 6 hp ____ | f cubic metre |

C

Write the collocations next to their definitions.

Classification society

Port of registry

Call sign

- 1 _____ is a combination of numbers and letters assigned to a vessel.
- 2 _____ is the organisation that inspects ships regularly in order to ensure that they comply with the international standards and regulations.
- 3 _____ is the port where a vessel is legally registered and recorded.





READING AND WRITING



Write the given terms in the correct line by looking at the information given on the ship's particular below.

MAIN ENGINE POWER	OWNER	INMARSAT NUMBER	SHIP TYPE	DEADWEIGHT
SHIP'S NAME	BEAM	PORT OF REGISTRY	CALL SIGN	CLASS SOCIETY

SHIP'S PARTICULAR

1 _____	M/V DRADGAR
2 _____	7MY4521
IMO NO	0065470
MMSI NO	247654000
3 _____	GENERAL CARGO
FLAG STATE	ITALY
4 _____	GENOVA
DATE/PLACE OF BUILT	08.2012/GREECE-THESSALONIKI
5 _____	Lloyd's Register
P&I / H&M	RINGOSTARR/BAYRAK SİGORTA A.Ş.
6 _____	5246 t
SUMMER DRAFT/DEPTH	6,55 m/7,90 m
WINTER DRAFT	6,46 m
GT/NT	2982/1612
LIGHT SHIP	1812 t
LOA/LBP	95,87 m/85,32 m
7 _____	15 m
8 _____	1800 KW/2447 HP
M/E TYPE	MAK MR 24
GENERATORS	MAN 2900 LCW (230 KW X 2) – ENF 95 KW
BOW THRUSTER	210 KW/285 HP
TOTAL GRAIN HOLD CAPACITY	5760,2 cum-203430 cuft
TOTAL BALE HOLD CAPACITY	5749,06 cum-203036,8 cuft
9 _____	BURIGIMA MARINE AND TRADING LTD.
MANAGEMENT	BURIGIMA GROUP CORPORATION
SHIP INMARSAT	422969912/4229700
E MAIL	sigrima@ship.com
10 _____	00 22 XXX XX 90
TEL	00 22 XXX XX 92

1B WATCHKEEPING AND COMMUNICATIONS



LEAD IN

A

Discuss the following questions.

- Who do you think the master or the officers of a vessel need to communicate during navigation?
- In what situations do you think seafarers need to communicate urgently?
- What kind of methods do you know used for communicating with the shore or with other vessels?
- Do you know the names of the devices below? What are they used for?



B

Find the missing letters of highlighted words to complete the phrases for the abbreviations used in the communications at sea.

1	LES	LAND E _ _ TH STATION
2	EGC	E _ H _ _ C _ D GROUP CALLING
3	MRCC	MARITIME RESCUE C _ _ RD _ N _ _ ION CENTRE
4	LT	L _ C _ L TIME
5	UTC	U _ _ V _ _ S _ L TIME COORDINATED
6	LOA	L _ _ GTH OVER ALL
7	DWT	D _ _ DW _ _ GHT
8	DM	D _ P _ H MOULDED
9	NT	NET T _ NN _ G _
10	GT	G _ _ SS TONNAGE
11	ETA	ESTIMATED TIME OF A _ R _ V _ L
12	IFO	INTERMEDIATE F _ _ L OIL
13	M/E	M _ _ N ENGINE
14	A/E	AU _ _ L _ _ RY ENGINE
15	RPM	R _ V _ L _ T _ _ N PER MINUTE



SENDING AND RECEIVING WARNINGS



VOCABULARY

A1

Write the noun forms of the words in the correct column on the table of the noun-making suffixes.

Verb/Adj.	assist	prior	safe	comply	urgent	pirate
-cy						
-ty						
-nce						

A2

Write the nouns from the table in Exercise A1.

- 1 A crew member was injured during mooring operation. We need immediate medical _____.
- 2 All vessels are inspected regularly to check their _____ with international regulations.
- 3 _____ is the armed-attack at sea which is a threat for the ships during their navigation.
- 4 The most important _____ is given to the crew _____ in sea trading in recent years.
- 5 When there is an _____ on board, vessels usually need to communicate with the shore.

B1

Write the correct number in the boxes to re-order warning messages according to the priority; and then match them with the related message markers.

<input type="checkbox"/>	Urgency	_____	a SÉCURITÉ
<input type="checkbox"/>	Safety	_____	b MAYDAY
<input type="checkbox"/>	Distress	_____	c PANPAN

B2

Write the message types from Exercise B1 next to the situations below.

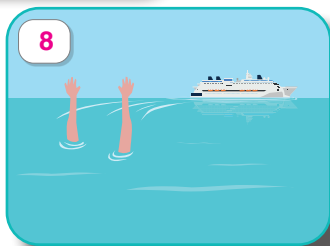
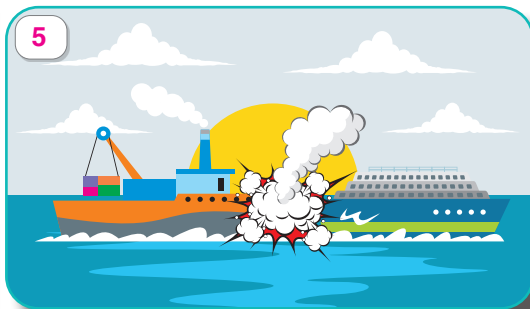
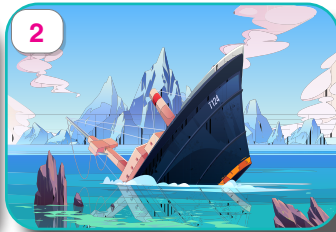
- 1 There is a risk for the vessel and/or for the people on board, so a navigational or meteorological warning needs to be transmitted. _____
- 2 There is an immediate danger to life on board, or to the vessel. _____
- 3 There is no immediate danger to life or to the vessel, but a person or people on board needs medical assistance, or the vessel has a serious problem that needs an external help or evacuation. _____





When sending distress messages, nature of distress has to be noted to clarify the situation. Match the words for nature of distress with the pictures below.

capsizing __	collision __	grounding __	man overboard __	sinking __
explosion __	listing __	abandoning __	piracy attack __	fire __



LEARN THIS !

Throughout navigation, watch officers often need to communicate with the shore and with other vessels for several reasons.

INMARSAT-C is one of the systems which is used to send two-way data or text messages via antennas connected to satellite terminals.



READING AND WRITING



You see two messages transmitted via INMARSAT-C system below. Read the messages and write **A**, **B** or **Both** for the sentences.

A

EGC Message ---MET Navarea Warning or MET Forecast ---
 Message Sequence No: 09298
 LES : 140
 Priority : Safety
 Size : 334 characters
 Receive Date & Time : 21-07-18 00:21 (UTC)

NAVAREA III 0537/21
 BLACK SEA
 1.-MISSILE AND GUNNERY FIRING EXERCISES FROM 302100 UTC JUN21 UNTIL 312100 UTC JUL21. IN AREA BOUNDED BY:
 44-48.0N 032-05.0E
 45-03.0N 032-17.0W
 44-58.1N 032-31.4E
 44-43.8N 032-49.6E
 NAVIGATION TEMPORARILY DANGEROUS.
 2.-CANCEL THIS MESSAGE ON 312200 UTC JUL21.

B

EGC Message ---MET Navarea Warning or MET Forecast ---
 Message Sequence No. : 07929
 LES : 140
 Priority : Safety
 Size : 206 characters
 Receive Date & Time : 12-05-17 06:21 (UTC)

WARNING ISSUED BY BUREAU OF METEOROLOGY AUCKLAND
 AT 07202300Z

COLD FRONT 39S 100E 42S 105E 43S 121E 52S 133E MOVING ENE 40KTS

AREA AFFECTED
 BOUNDED BY SOUTH EAST OF THOMSON FROM 50S 113E 44S 120E 43S 129E
 NW/SW WINDS 30/40KTS VERY ROUGH HEAVY SWELL

EGC.09298

- 1 _____ is a warning for a possible danger due to adverse weather conditions.
- 2 _____ is a warning for a possible danger due to a military exercise.
- 3 _____ there is no imminent danger to life.
- 4 _____ the exact time for the end of the danger is given.
- 5 _____ the area affected is larger.
- 6 _____ there is no need for any kind of assistance.





B1 Read INMARSAT-C message below, and write the words or phrases from the box to complete it.

IMMEDIATE ASSISTANCE

ALL VESSELS

MAYDAY

POSITION OF VESSEL

DISTRESS ALERT

EGC Message ---Shore-Ship Distress Alert ---
 Message Sequence No. : 30012
 LES : 340
 Priority : Distress
 Size : 451 characters
 Receive Date & Time : 22-10-15 07:53 (UTC)

THIS IS THE UK MRCC
 YATCH PEQUOD INFORMATION NUMBER TWO

_____ **1**

EPIRB _____ **2** RECEIVED FROM YATCH PEQUOD AT 1849 UTC OCT

_____ **3** 53 16.5N 029 22.3W

VESSEL LOCATED BY UK AIRCRAFT RESCUE 51

VESSEL HAS LOST ITS MAST AND REQUIRES _____ **4**. ONE PERSON SIGHTED ONBOARD

_____ **5** REQUESTED TO PROCEED TO DISTRESS POSITION

CONTACT THE UK MRCC VIA PHONE OR EMAIL
 +44 344 382 0025
 UKMRCC@HMCG.GOV.UK

150724 UTC OCT

ENDS



B2 Read the message in Exercise B1 again, and answer the questions below.

- 1** When was the message received?
- 2** What was the priority of the message?
- 3** Why did the vessel need immediate assistance?
- 4** What were the vessels around requested to do?

SENDING AND RECEIVING ROUTINE MESSAGES



VOCABULARY

A1

Choose a noun-making suffix for each word (verb/adjective) and write the noun forms of them.

-al

-ment

-age

-ness

-sion

-ure

- 1 transmit _____
- 2 tow _____
- 3 depart _____
- 4 arrive _____
- 5 require _____
- 6 ready _____

A2

Write the nouns from Exercise A1 next to their definitions.

- 1 the act of leaving somewhere to start a journey: _____
- 2 the state of being prepared for something: _____
- 3 something asked or wanted to do: _____
- 4 the act of conveying something (e.g., a message): _____
- 5 the act of towing a vessel: _____
- 6 coming or reaching to the place that has been planned: _____

B

Write the collocations next to their definitions.

Local time

Voyage number

Port control

- 1 _____ is a unit which regulates and monitors the arrival and departure of ships to the port.
- 2 _____ is the time at a certain region (a country, a city) which is the same with other places on the same meridian.
- 3 _____ is the number of the voyages that the vessel has taken in a certain year.

C

Match the words with their definitions.

- | | |
|-------------------|--|
| 1 breeze _____ | a a very light rain |
| 2 hurricane _____ | b a light cool wind |
| 3 gale _____ | c a very loud rumbling noise heard after lightning |
| 4 wavelet _____ | d a very strong wind |
| 5 thunder _____ | e a huge rotating storm in tropical areas |
| 6 drizzle _____ | f a small wave |



READING AND WRITING



A1 Notice of readiness (NOR) is a notice which is sent as a routine message to inform the related person/people/corporation that the vessel has arrived at the port and ready to load or discharge its cargo. Read the message involving NOR below and complete the sentences.

***** Transmission message *****

20-10-07 05:52-05:55 S&F T28 103 20105

TO: shiphorusops@shiphorus.up.ca

CC: stratofinix@charterings.gv

SUB: Notice of Readiness

FM: mvenveriye@shiphorus.up.ca

Dear Gentlemen,

Please be advised that M/V ENVERIYE under my command has arrived to Cienfuegos/CUBA on 20 Oct at 0552 hours LT, and in all aspects ready to load cargo wheat in bulk 17000 t.

Please confirm receipt of this Notice of Readiness.

Place: Cienfuegos Anchorage Time: 0552 LT hours.

Best regards

In the NOR above, _____ **1** is reporting to the company which s/he works for that the vessel is ready to _____ **2** at the port, in _____ **3**.

The name of the vessel is _____ **4**. She has arrived at the port on _____ **5**, at _____ **6**. She is going to carry _____ **7**.



A2 Write a similar NOR on your notebooks with your partner.



B1

Read the routine pre-arrival message from the agency to the master of the vessel and write the correct letter to match the titles with the information.

A

Vessels lying alongside or in the roadstead are PROHIBITED:
 -to dispose overboard of wastes of any description;
 -to have naked light aboard and burn refuse of any description;
 -to pollute the atmosphere by way of discharging dense smoke and poisonous gases into it;
 -to use vessel's incinerators.
 -to clean, chip and paint vessel's hull

C

Your nice vessel scheduled for mooring to berth #1 (starboard side alongside) of Oil Terminal 'Kuznetsov'
 - length of berth - 320 m,
 - permissible draft - 19.0 m

pls kindly confirm compliance with the following requirements;
 - vessel should not have dirty ballast to discharge ashore
 - vessel should have sufficient quantity of synthetic lines o/b steel wires w/out synthetic pendants not to be used while mooring operations)
 - shore's gangway will be used
 - tugs assistance for berthing/sailing is compulsory and towage dues doesn't depend on number of tugs.
 - while mooring ship's tug lines are used.

B

Xenon Marine Service Ltd.
 Phone: +007 8002 561201, 561203
 Fax: +007 8312 430793
 Tlx: (64)279115 STM RU
 Email: AGENCY@XENON.RU

D

Port name : TUAPSE, RUSSIA
 Status : PORT OPEN
 Port ID number : 18884
 UN locator code : RUTUA
 Port facility name : TUAPSE COMMERCIAL MAIN
 PORT (TERMINAL "KUZNETSOV")
 Port security level: 1

From: Xenon Marine Service Ltd., Tuapse 22/03/16
 To : M/T SOUTH CLAW
 Att : Master

Good evening, Captain,

We, Xenon Marine Service Ltd, are glad to offer our best agency service for your good Vessel/Crew at Tuapse port.

Please be kindly advised the following:

- 1 Agent's Contact Info:
- 2 Port ISPS (International Ship and Port Facility Security) Info:
- 3 Prevention of pollution of the environment:
- 4 Terminal info/requirements:

Pls confirm receipt and reply A.S.A.P. because we cannot declare your nice vessel to port authorities without abv info officially.

====

Best regards,

Xenon Marine Service Ltd,

as agents only

Ph : +7 8002 561201, 561203

Fax : +7 8312 430793

E-mail : agency@xenon.ru

Web site : www.xenon.ru



B2 Read the pre-arrival message in Exercise B1 on Page 38 again, and complete the following sentences.

- 1 The message is from _____.
- 2 The name of the vessel is _____.
- 3 The port that the vessel is going to berth is in _____.
- 4 It is prohibited to _____ overboard.
- 5 It is not allowed to do maintenance work such as _____.
- 6 The vessel cannot discharge _____ that pollute the atmosphere.
- 7 The crew have to use the shore's _____ to embark/disembark.
- 8 Tug assistance has to be used for _____.

C Match the required pre-arrival information with the vessel's information below.

- a 13280 t / 5240 t / 3190 t
- b 9,9 m / 11,1 m
- c SEPFEAST SHIPPING / BÖRKLÜCE CHARTERING / 22.11.2006 YALOVA TURKEY
- d 11,9 m
- e 153 m / 18 m / 15 m
- f MARSHALL ISLANDS / MAJURO / V7RU9 / 9209684123
- g 14,2 kts

- 1 FLAG / PORT REGISTRATION / CALL SIGN / IMO NO _____
- 2 OWNERS / OPERATOR / DATE AND PLACE OF BUILT _____
- 3 LOA / BEAM / DM _____
- 4 DWT / GT/NT _____
- 5 MAXIMUM SPEED _____
- 6 MAXIMUM DRAFT SUMMER _____
- 7 ARRIVAL DRAFT FORE/AFT _____

D You see a sample list for the documents required from the vessel by the port authorities on arrival and departure. Write the name of the document from the list to complete the definitions.

- Ship's Store Declaration
- Ship's Money List
- List of Last Ten Ports of Call
- Crew List
- Crew Currency List
- Crew Effects Declaration
- Narcotic List
- Medicine List

- 1 Basic information about crew members is on the _____.
- 2 The drugs on the ship are listed on the _____.
- 3 The money sent by the ship owner is shown on the _____.
- 4 The money that the crew members have with them is recorded in the _____.
- 5 Narcotic drugs are listed on the _____.
- 6 Last ten ports that the vessel has stopped at is shown on the _____.
- 7 Personal belongings of the crew members are recorded in the _____.
- 8 The things kept in the ship's store is listed on the _____.



WRITING AND SPEAKING

A

The table below shows wind force and sea state codes which are used in some daily reports and records. Study the table, ask and answer questions with your partner as in the examples.

- e.g., *What's the wind between 11 and 16 knots? It's a moderate breeze.*
What's the code for strong gale? It's 9 Beaufort.
What is the sea state when the height of waves is between 4 and 6 metres?
It is very rough.



OBSERVATION TABLE

WIND FORCE (Beaufort Scale) STATE			SEA STATE		
Code	Name	Knots	Code	Name	Height of Waves (metres)
0	Calm	0-1	0	Calm (glassy)	0
1	Light Air	1-3		1	Calm (rippled)
2	Light Breeze	4-6	2		Smooth (wavelets)
3	Gentle Breeze	7-10	3	Slight	0.50-1.25
4	Moderate Breeze	11-16	4	Moderate	1.25-2.50
5	Fresh Breeze	17-21	5	Rough	2.50-4.00
6	Strong Breeze	22-27	6	Very Rough	4.00-6.00
7	Near Gale	28-33			
8	Gale	34-40			
9	Strong Gale	41-47	9	Phenomenal	14.00-Above
10	Storm	48-55			
11	Violent Storm	56-63			
12	Hurricane	64-71			
13	Hurricane	72-80			
14	Hurricane	81-89	9	Phenomenal	14.00-Above
15	Hurricane	90-99			
16	Hurricane	100-108			
17	Hurricane	109-118			



B1 **Noon Report** is a kind of daily routine message sent to the company by the master of the vessel usually at noon. Write the titles in the correct place on the left column of the noon report below.

Weather Info.	ROB (Remaining on Board)	Remarks
Vessel Info.	Vessel Position	Voyage Info.
NOON REPORT		
1	Vessel's Name	a <input type="text"/>
	MMSI	370114970
	Call Sign	3ECR758
2	Local Time	2020-12-12 1200
	Latitude / Longitude	32°-17,9' N / 001°-12,4' W
	Course	b <input type="text"/>
3	Speed	15,0 kts
	Voyage Number	16/22
	Port of Departure	c <input type="text"/>
	Port of Destination	Torshavn/FAROE ISLANDS
	Average Speed	14,8 kts
	Distance to Go	d <input type="text"/>
	ETA (LT)	2020-12-14 1500
4	FRESH WATER	8,00 t
	DIESEL OIL	95,00 t
	IFO	385,00 t
	LUBE OIL M/E	2,50 t
	LUBE OIL A/E	1,50 t
	LUBE OIL HYD.	0,75 t
5	Wind Speed	e <input type="text"/>
	Wind Direction	NNW
	Weather (Wind Force)	6
	Sea (Sea State)	5
6	Supply IFO at Aberdeen Port, Scotland	

B2 Write the following information in the correct place on the right column of the noon report in Exercise B1.

24 kts

M/V SIBERIA17

Bilbao/SPAIN

297°

850,0 nm

B3 Answer the questions according to the noon report in Exercise B1.

- 1 What is the position of the vessel?
- 2 Where is she going to?
- 3 What is the average speed of the vessel?
- 4 How much diesel oil has remained in her tank?
- 5 What is the weather and the sea like according to the observation table in Exercise A?



SENDING AND RECEIVING INSTANT VOICE MESSAGES



LEARN THIS !

Very High Frequency (VHF) radio is one of the most effective means of communication which allows to transmit instant voice messages from shore-to-ship, ship-to-shore or ship-to-ship immediately.



VOCABULARY



A1 Match the people who work at the port with what they do.

1 A pilot ____

2 A foreman ____

3 A linesman ____

a is responsible for the workers who carry out cargo operations at the port.

b is in charge of carrying out the mooring operations at the port safely.

c guides the master of the ships when going into and out of the port.



A2 Match the pictures with the jobs in Exercise A1.

pilot

foreman

linesman





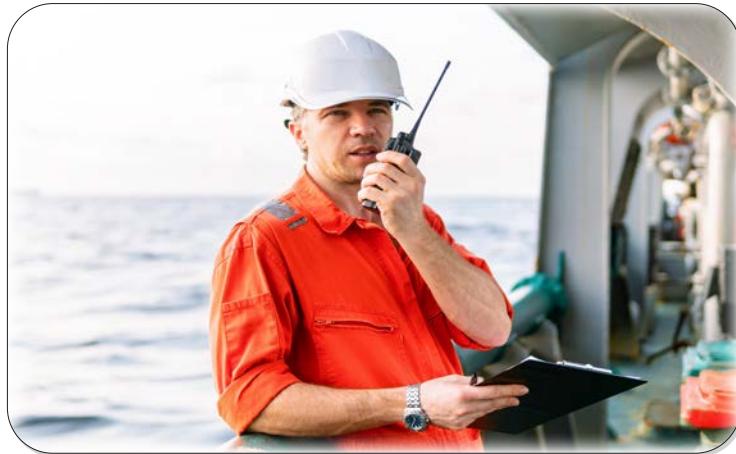
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LISTENING AND WRITING



A1 In the following conversation, the chief officer tells the bosun to close hatch covers in order to protect the cargo from approaching rain via walkie talkie. Listen to the conversation and complete each missing part with two words.



C/O: Deck, Cargo office. Chief officer speaking. I see _____ **1** in the sky as reported in the _____ **2**. Over.

Bosun: Cargo office, deck. Bosun speaking. We are ready to close the _____ **3**, chief. We are waiting for your orders. Over.

C/O: Deck, Cargo office. Bosun, thunder and drizzle started. Tell _____ **4** to stop the cargo operation, and start closing hatch covers immediately. Over.

Bosun: Cargo office, deck. Copy that, chief. We _____ **5** to close the hatch covers. Over.

C/O: Deck, Cargo office. Report when you close all hatch covers. Over.

Bosun: Cargo office, deck. Chief, we have closed all hatch covers. Over.

C/O: Deck, Cargo office. Thank you bosun. Out.



A2 Read and listen to the conversation again and complete the following sentences.

- 1** The weather is _____.
- 2** The C/O asks Bosun to _____.
- 3** The foreman is expected to _____.
- 4** The Bosun is going to _____ after doing what he has been told.



B1

Listen to the conversation and write the given information in the correct place.



- The shifting operation will take place at 1300 LT
- Thanks for the update
- How do you read me?
- We were updated about shifting
- You have to shift your vessel

Valencia Port Control: M/V SAFÍNAZ ANA, this is Valencia Port Control. _____
_____ **1**. Over.

M/V SAFÍNAZ ANA: Valencia Port Control, this is M/V SAFÍNAZ ANA. I read you excellent. Over.

Valencia Port Control: M/V SAFÍNAZ ANA, this is Valencia Port Control. _____
_____ **2** to another quay. Another vessel was planned to berth at the quay you are moored now. Over.

M/V SAFÍNAZ ANA: Valencia Port Control, this is M/V SAFÍNAZ ANA. Affirmative. _____
_____ **3** by the agent this morning. Over.

Valencia Port Control: M/V SAFÍNAZ ANA, this is Valencia Port Control. You are going to shift your vessel to the quay 100 metres ahead of you. _____ **4** today. The pilot will embark at 1245 LT and three linesmen will be ready for mooring operation at the shore. Over.

M/V SAFÍNAZ ANA: Valencia Port Control, this is M/V SAFÍNAZ ANA. _____
_____ **5**. We will inform you when we finish shifting. Over.

Valencia Port Control: M/V SAFÍNAZ ANA, this is Valencia Port Control. Thanks for your cooperation. Good watch. Out.

B2

Read and listen to the conversation again, and answer the following questions.

- 1 What does the port control ask the master of the vessel to do?
- 2 When is the operation going to take place?
- 3 Who is going to assist the operation?
- 4 What will the master do after the operation?



PROJECT

Work in groups. Visit a ship and ask for samples of notice of readiness and noon reports. Obtain necessary permits and precautions when visiting the ship. Discuss what information does each one includes and prepare a presentation to share it with your classmates.



SELF ASSESSMENT 1



• I can describe the basic terms related to navigation.



• I can tell a position at a certain latitude/longitude.



• I can read nautical charts.



• I can give basic information about a vessel's particulars.



• I can make basic communications shore-to-vessel, vessel-to-shore, vessel-to-vessel.



• I can send and receive IMMARSAT-C distress, urgency and safety messages.



• I can send and receive daily routine messages during navigation.



• I can make basic VHF communications within the vessel, or with the shore.



REVISION-1



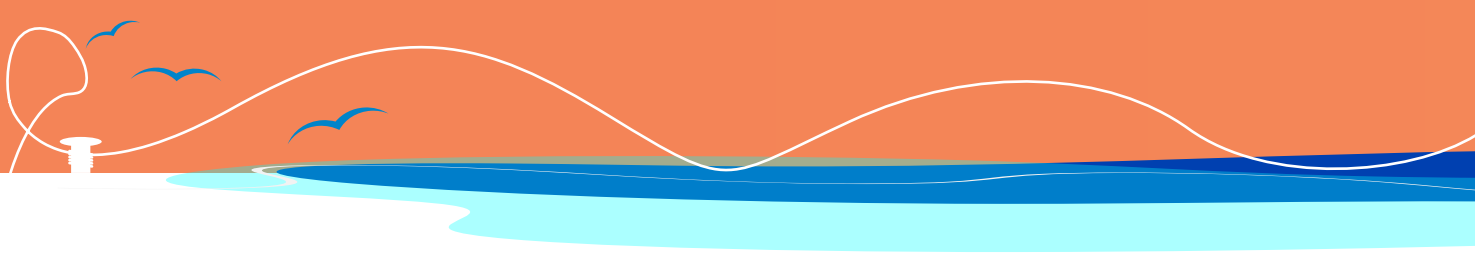
A Underline the words that complete the sentences correctly.

- 1 Latitude scale helps measure the **distance/position** between two points.
- 2 On busy routes, **VTS/MRCC** manages sea traffic.
- 3 **Ship agency/Port control** may ask a vessel to shift to another quay in order to regulate the traffic at the port.
- 4 Instant voice messages can be transmitted via **IMMARSAT-C/VHF** channel from vessel-to-shore, shore-to-vessel, or vessel-to-vessel.
- 5 **Notice of Readiness/Notices to Mariners** is a report that is sent to inform the receiver that the vessel is ready to load or discharge the cargo at the port.

B Choose the correct item to complete the sentences.

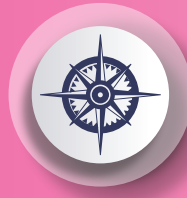
- 1 _____ is the location of something in the world coordination system which is defined numerically.
 a Distance b Bearing c Course d Position
- 2 In head-on-situation, two vessels meet on their course; and usually both alter their course in order to avoid the risk of _____.
 a grounding b collision c listing d shifting





- 3** Chart corrections are published in _____ to inform the seafarers about the updates.
a noon report b notice of readiness c ship's particular d notices to mariners
- 4** _____ is not one of the verbs usually used to state the corrections in notices to mariners.
a Amend b Insert c Delete d Measure
- 5** _____ is a document on which basic technical information about the ship exists.
a Noon report b Notice of readiness c Ship's particular d Notices to mariners
- 6** When there is an imminent risk to life, the priority of the sent message is _____, and the message marker is _____.
a Distress / MAYDAY b Urgency / PANPAN
c Safety / SÉCURITÉ d Ordinary / ROUTINE
- 7** When there is an emergency on board, but there is no imminent risk to life the priority of the sent message is _____ and the message marker is _____.
a Distress / MAYDAY b Urgency / PANPAN
c Safety / SÉCURITÉ d Ordinary / ROUTINE
- 8** The amount of remaining fuel and water is usually stated in the _____ which is one of the daily reports sent to the ship company at 1200LT.
a noon report b notice of readiness c ship's particular d notices to mariners
- 9** When the wind force is over 64, the name of the wind is _____.
a breeze b gale c hurricane d storm
- 10** The code of _____ sea is 5 in the sea state table.
a smooth b slight c phenomenal d rough





UNIT 2

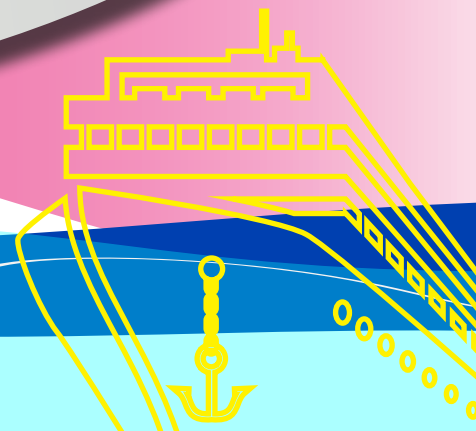
MARITIME MANAGEMENT AND SHIP SURVEYING



- Learn basic terms and statements related to maritime management
- Describe the basic terms about ship port documents
- Recognise port and cargo documents kept on board
- Get familiar with the port departure documents
- Describe the basic terms about ship surveying
- Get familiar with the survey checklist



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2A MARITIME MANAGEMENT



LEAD IN

Discuss the answers to the questions in groups of four. Then share your ideas with your class.

- What factors do you think are related to effective ship management and why?
- What do you understand from technical management of a ship?
- Do you know what ISM, ISPS and INCOTERMS stand for?



READING AND VOCABULARY

A

Put the words into correct order and match them with their abbreviations.

- 1 Management/International/Safety _____
- 2 Ship/Facility/Security/Port/International/and _____
 - a ISPS ____
 - b ISM ____

B

Read the paragraph about **ship management** and complete it with the given phrases.

- a INCOTERMS that are used to make these contracts clear and understandable, and the services of agencies and ship brokering services
- b dealing with **commercial**, financial, legal, **regulatory** and international issues in shipping business
- c such as the qualified crew, technical managers, technical consumables, replacement parts, fuel oil, lubricating oil, dry docking repairs and maintenance
- d **executing** and updating the ships' safety management system

SHIP MANAGEMENT

Ship management is the process of _____

_____ **1**. The aim is to provide safe and efficient shipping operations in order to meet interests of the ship owners, the hirers, and the charterers. The management business differs and becomes more or less complex according to the size and the kind of the trade of the shipping company.

A ship must be technically in good conditions to carry out commercial activities effectively. The shipping companies provide technical management of the ships they own _____

_____ **2**. These companies are bound to **comply** with the **requirements** and recommendations of the countries the ships call at port, the classification societies and the ship's flag state country. _____ **3**

in accordance with the International Safety Management (ISM) and International Ship and Port Facility Security (ISPS) Codes is also the shipping company's responsibility.

The commercial activities in shipping industry includes services and **procedures** such as the contracts defining the terms of cargo carriage, _____

_____ **4**.



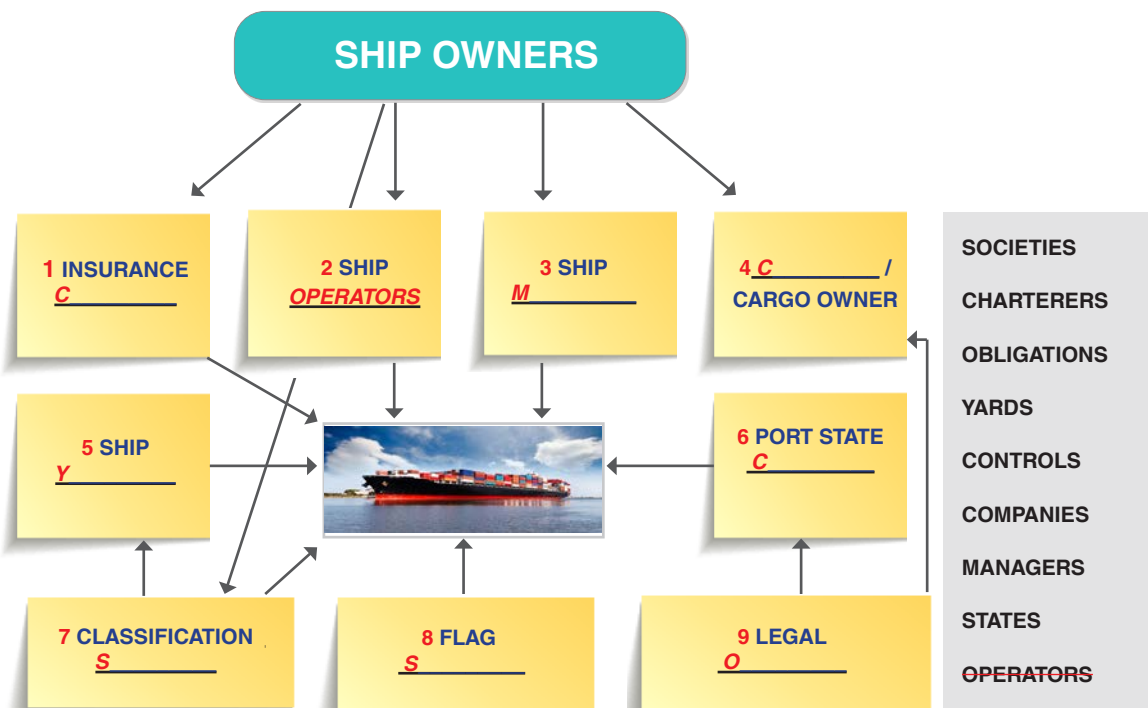
C Read the text in Exercise B on Page 48 and answer the questions.

- 1 What is the aim of ship management?
- 2 Who asks about the condition of their ship to the ship owners?
- 3 What do shipping companies do to execute technical management?
- 4 How is safety management provided internationally?
- 5 What is the purpose of INCOTERMS?

D Match the highlighted words with their definitions.

- 1 _____: related to controlling whether an area of business or industry is operating according to rules or laws
- 2 _____: follow or obey an order, a set of rules or law
- 3 _____: a set of actions taken for an official way of doing something
- 4 _____: official rules about something that is necessary to have or to do
- 5 _____: related to buying and selling things and services
- 6 _____: carrying out or to fulfilling an assigned task

E This framework shows the complexity of the financial, commercial, regulatory and international business relationship between the multi-national parties that involve in operating international shipping business. Complete it with the given words.



F Match the **related parties in shipping business** with the issues they deal with.

- 1 insurance companies ____
- 2 ship operators ____
- 3 ship managers ____
- 4 charterers ____
- 5 ship yards ____
- 6 port state controls ____
- 7 classification societies ____
- 8 flag states ____
- 9 legal obligations ____

- a hiring vessels for cargo carriage
- b the authority and responsibility of enforcing regulations
- c compensation and penalties for damages
- d maritime laws, conventions and regulations
- e conducting survey inspections
- f technical, commercial and crew management
- g classifying the vessels
- h efficient onboard and cargo handling operations
- i building and repairing vessels

SHIPPING OPERATIONS AND ROUTES



READING AND VOCABULARY

A Read the paragraphs and write the headings about **shipping operation types**.

Tramp Shipping

Liner Shipping

SHIPPING OPERATIONS

There are two main types of maritime cargo and passenger transportation: liner shipping and tramp shipping.

A _____

It is the maritime transportation between certain ports with a fixed fare depending on the predetermined and announced voyage schedules. This type of transportation mainly consists of container, Ro-Ro and passenger transportation. In regular line maritime transport, there are many shippers, unlike irregular maritime transport. Although this situation causes the carriers to have a greater say in determining the freight rates in regular line transportation, the freight rates show a more balanced situation compared to the irregular line transportation.

B _____

It can be defined as maritime transportation of carrying bulk cargo over long distances from one or more ports to one or more ports by ships that do not have a fixed route in the long term. There is no obligation to act according to certain voyage schedules on certain lines and routes at certain times in this type of transportation. Liquid bulk cargoes such as crude oil, petroleum products and chemical substances as well as dry unpacked bulk cargoes such as grain, sugar, coffee, ore etc. are transported according to the principle of one ship-one load.

B Write **T** for **TRUE**, **F** for **FALSE** next to the sentences.

- 1 Liner shipping is processed on regular routes. ____
- 2 There are fewer shippers in liner shipping business. ____
- 3 Passenger can be transported by both liner and tramp shipping. ____
- 4 There is no fixed timing schedule in tramp shipping. ____
- 5 Different kinds of cargoes can be transported at the same time in tramp shipping. ____



Complete the chart with the correct headings about the differences in liner shipping and tramp shipping.

Collaborations Shipping Company	Voyage Schedules Vessels	Type of Cargo Freight Rates
------------------------------------	-----------------------------	--------------------------------

	LINER SHIPPING	TRAMP SHIPPING
1 _____	<ul style="list-style-type: none"> Ships with fast operational processes, mainly designed for containers and wheeled cargoes 	<ul style="list-style-type: none"> Bulk carriers capable of transporting large volumes of bulk cargo from one point to another in one go
2 _____	<ul style="list-style-type: none"> A large number of different loads for the ultimate consumer; manufactured or semi-manufactured products 	<ul style="list-style-type: none"> Bulk cargoes that can fill a ship's hold and have raw material characteristics
3 _____	<ul style="list-style-type: none"> Less price fluctuations due to a fixed tariff 	<ul style="list-style-type: none"> Seasonal price fluctuations depending on vessel size, leasing terms and market conditions
4 _____	<ul style="list-style-type: none"> Voyages through regular routes on fixed schedules 	<ul style="list-style-type: none"> Irregular voyages carried out between ports
5 _____	<ul style="list-style-type: none"> Complex and large organisational structures and effective marketing departments 	<ul style="list-style-type: none"> Simple and small organisational structure with no dedicated marketing departments
6 _____	<ul style="list-style-type: none"> Operators called strategic alliances provide services together in a common service network Price-determining agreements called conferences made by merger of two or more ship operators in many commercial routes serving in the same port areas 	<ul style="list-style-type: none"> Partnerships of ship owners called shipping pools, where there is a centralised management and the income of the ship owners is collected in a pool and then shared among them



Match the highlighted words with their meanings.

- _____ : combining of two or more companies or organisations into one
- _____ : the centre where money, people or things collected together for shared use by several people or organisations
- _____ : a basic material that is used to manufacture a product
- _____ : a financial arrangement in which a person, company, etc. pays to use property or equipment for a particular period of time
- _____ : an agreement to work with another person, organization, etc. to try to achieve the same thing
- _____ : a situation in which prices, levels or interest rates go up and down
- _____ : the person or organisation that buys a product to use, rather than to sell it to someone else

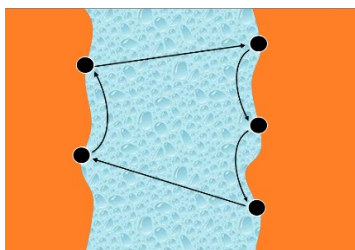




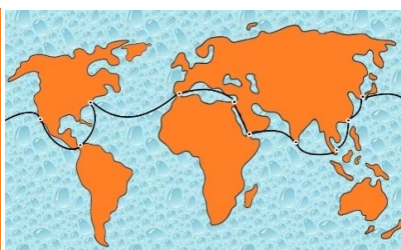
E Write the phrases under the correct column and match the routes with the pictures.

- Services and routes that aim to return to the starting port in a sequence that involves a voyage around the world
- One-direction freight flows with empty backhauls
- Main transfer points called transshipment hubs where regional cargo is collected are essential
- More or less regular service and route between two ports, sailing back and forth
- Loading of cargo from ports in one range and discharging at ports in another range

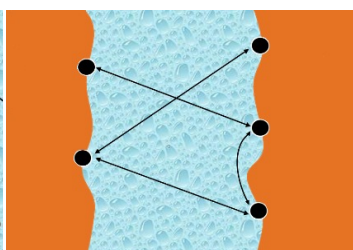
	PORT-TO-PORT	PENDULUM	ROUND THE WORLD
ROUTES	1 _____ _____ _____	Services and routes between a sequence of ports close to each other in two regions or continents	4 _____ _____ _____
PORTS	Ships usually load at one port and discharge at one to three ports in proximity	3 _____ _____ _____	A limited number of ports in each continent are included on the route
FREIGHT FLOW	2 _____ _____ _____	Cyclical freight flow routes are located between East Asia, North America and Western Europe	Freight flow often in both directions
CARGO TYPE	Bulk raw material shipping between the production and consumption points of products such as petroleum, minerals and grains	Container shipping that balances container transport services by maximizing the loading capacity of ships	5 _____ _____ _____



A _____



B _____



C _____



F Complete the sentences with the correct maritime transport route names.

- 1 It is a disadvantage of _____ routes that the ships have no cargo on their return voyage.
- 2 _____ routes are mostly used for shipping by bulk carriers.
- 3 While shipping on _____ and _____ routes an ocean is crossed.
- 4 _____ and _____ routes are used for container shipping.



CHARTER PARTIES



LISTENING AND VOCABULARY

A Write the words in the box next to their definitions.

counterparty

negotiation

commission

intermediary

transaction

profitable

specified

- _____ : the activity of buying or selling something
- _____ : making it in a way that money is earned after the costs
- _____ : the buyer or seller in a contract
- _____ : a person or a company who acts as a link between counterparties
- _____ : a specified fee paid to an intermediary person/agent for a job
- _____ : defined or explained clearly and exactly
- _____ : a formal discussion between people in order to reach an agreement

B Listen to the definitions and fill in the missing parts with two-word phrases.



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- A shipping agency is a corporate person or a company which operates the _____ between the ship and the port in the name of ship owners and ship hirers for a _____ and also responsible for the protection of the benefits of the counterparties.
- Ship broking is a _____ in which the ship broker gets a specified _____ for conveying the negotiations between the counterparties (buyers, sellers, ship owners, charterers).
- A ship broker is a person or a company who acts as an _____ the buyers and the sellers of the ships. They also arrange the transportation of the goods by processing _____ between ship owners and charterers, or sellers of goods.
- Ship chartering is a maritime _____ in which the ship owners hire their ships to a charterer for _____.
- A ship charterer is a person or a company who could be the _____ at the same time and hires a ship from its owner.
- Sometimes, it is _____ for the hirer to hire the ship to _____. In this case, the latter hirer is called sub-charterer.

C Read the definitions and write **T** for **TRUE**, **F** for **FALSE** next to the sentences.

- Shipping agencies don't have their own ships. ____
- Ship broking involves constructing ships for the buyers. ____
- A ship charterer may or may not own the cargo to be transported. ____
- A sub-charterer is the second hirer of a ship. ____
- It is profitable for the ship owner to hire a sub-charterer. ____



READING AND VOCABULARY

A

Read the definitions of types of **charter parties** and match them with their names.

Time Charter Party

Bare Boat Charter Party

Voyage Charter Party

TYPES OF CHARTER PARTIES

A charter party is a specific contract which governs the relationship between the ship owner and the charterer. There are three main types of hiring: voyage charter party, time charter party and bare boat charter party.

1 _____ is a kind of contract just valid for one voyage or a series of voyages which ensures the cargo being carried between two specific ports or more. The freight is calculated per ton regardless of the voyage time. Both the technical and commercial management of the ship belongs to the owner of the ship and none of them is assigned to the hirer. The ship owner covers the cost of the crew wages, port charges, provision, fuel and lubricating oil expenses. Loading and discharging expenses are paid by the owner or the charterer according to the terms determined by the contract.

2 _____ is a kind of contract based on time chartering in which the usage of the ship and its crew is hired by the owner to the charterer for a specified time. The freight is claimed according to the deadweight ton, or the time stated in the contract. The ship is on-hire or off-hire position according to the contract time. The technical management of the ship belongs to the owner and the commercial usage is assigned to the charterer. Unless there are additional demands in the contract the charterer is responsible for port charges, fuel, loading, discharging, pilotage, and channel expenses.

3 _____ is a kind of contract in which the ship is hired for a specified time without carriage warranty and its crew. The technical and the commercial use of the ship are transferred to the charterer, and also all the expenses and charges belong to the charterer from the moment the contract is signed. The charterer is regarded as the owner and has the right to change the existing flag of the ship.

B

Match the terms used in charter parties with the phrases with the same meaning.

TERMS

- 1 warranty
- 2 expenses
- 3 voyage charter party
- 4 bare boat charter party
- 5 on hire position
- 6 off hire position
- 7 charterer
- 8 deadweight ton
- 9 specified
- 10 charge

PHRASES

- a when the contract ends
- b trip charter party
- c when the contract is signed
- d defined exactly; stated
- e fee
- f the cargo capacity of the ship
- g costs
- h demise charter party
- i guarantee
- j hirer



C Make agent nouns with the given verbs by adding **-er/-or**.

- 1 ship → _____
- 2 carry → _____
- 3 own → _____

- 4 operate → _____
- 5 forward → _____



D Read the text about **contract of affreightment** and complete it with the phrases.



- a including crew wages, port charges and hull insurance
- b a specified quantity of cargo
- c means of transportation -sea, air, land-
- d to transport the freight partially or completely
- e who equips and exploits a ship
- f who operates a ship that belongs to another person
- g voyage charter party terms
- h which deals with trading or business activities
- i the owners or suppliers of cargo
- j has the right to receive the cargo

CONTRACT OF AFFREIGHTMENT

In a contract of affreightment a ship owner agrees to carry _____ **1** of the charterer over a specified period of time from one port to another without designating a particular ship. The ship owner pays for the voyage costs and the vessel. The contracts of affreightment could include aspects of time charter or _____ **2** depending on type of arrangement between carrier and the shipper.

The relevant parties of the contract of affreightment are:

Shipper is a person or a company who entrusts the carriage of their goods in return for the freight to be paid. Shippers are usually _____ **3** to be shipped.

Carrier is the company that undertakes to transport goods by sea for a fee in its own or chartered vessels and equipment.

Ship owner is the owner a commercial ship _____ **4** usually for cargo transport at a certain freight rate. If the ship owner undertakes the transportation of cargo by sea by herself/himself, the owner also gains the title of carrier.

Ship operator is a person _____ **5** in maritime shipping himself or by means of the master on his behalf. The ship operator is considered as the ship owner in his relations with third parties. Thus, he is responsible for the operating costs _____ **6**.

Freight forwarder is a corporate person or company who conveys the cargo from manufacturers to the buyers via various _____ **7**. Freight forwarder acts as an intermediary between the seller and the buyer of goods and hires ships or other means to transport the cargo like a voyage charterer.

Consignee is the person who _____ **8** on her/his behalf at a port of destination.

Actual carrier is the person who is assigned _____ **9** by the carrier according to the contract of affreightment with the shipper.

Corporate person is a kind of association or corporation _____ **10** like a real person. It is regarded and represented as a person on official documents such as contracts and have some of the rights and responsibilities of a real person.



LEARN THIS !

Laytime is the amount of the time allowed in hours or days in a voyage charter for the loading or the discharging of cargo. Charter party, statement of facts, notice of readiness (NOR) and time sheet are the documents that are required for laytime calculation.

Demurrage is the compensation paid to the ship owner if laytime is exceeded. Demurrage charge is mostly calculated on an agreed daily value and the daily operational costs of the ship (running cost), fuel oil consumption at ports and some profit margins are taken into account too.

Dispatch may be paid to the charterer by the ship owner with the terms of the charter party if the whole period of the laytime is not needed. Dispatch calculated in two ways: Dispatch on all time saved and dispatch on working time or laytime saved.



WRITING AND SPEAKING

Discuss the answers to following questions and take notes.

- 1 What is the importance of a charter party for ship owners and charterers?
- 2 What are the differences between a voyage charter party and a time charter party?
- 3 What can be the advantages and disadvantages of a bare boat charter party for the charterer?
- 4 What can be the difficulties that a freighter forwarder has to deal with?
- 5 What may cause the laytime to be exceeded?

e.g., A charter party is important to...





INCOTERMS



READING AND VOCABULARY

A

Read the text and write the correct phrases from the box.

delivery modes

customs expenses

commercial terms

transportation receipt

rights and responsibilities

INTERNATIONAL COMMERCIAL TERMS

International Commercial Terms are set of codified rules of pre-defined _____ 1. INCOTERMS were established to standardise the terms used in international commerce by International Chamber of Commerce (ICC). They consist of three letter abbreviations which represent different _____ 2 used in international transportation. INCOTERMS are used to make sure of defining the buyers' and the sellers' respective _____ 3 to handle the chartering safely during cargo transportation. It is intended to make clear when and how the delivery of the cargo would take place; as well as the freight, insurance and _____ 4 would pass from seller to the buyer by using INCOTERMS as a part of carriage contracts. Transporters are contractual agreed persons whose business is to carry the goods in a combination of by road, water or air ways. Bill of lading, _____ 5 or transporter's voucher is given to the seller which is used to prove the goods are received by the transporter.

B

Read the text and answer the questions.

- 1 What are INTERCOMS?
- 2 Who were INCOTERMS established by?
- 3 Why is it important to use INCOTERMS in carriage contracts?
- 4 What means do transporters use to carry the goods?
- 5 What is the function of the documents given to the seller?

C

Write the key words about **INCOTERMS** next to their definitions.

cost	delivery	insurance	pay	carrier	free	duty	alongside
------	----------	-----------	-----	---------	------	------	-----------

- 1 _____: to give money to someone for something you buy or a service you get
- 2 _____: a tax paid to the government for the goods you import
- 3 _____: beside or together with something or someone
- 4 _____: not needing to be paid for; having no cost
- 5 _____: the amount of money needed for a business
- 6 _____: a thing or a person that carries something
- 7 _____: the act of taking goods, parcels etc. to their designated destination
- 8 _____: an agreement in which a company pays for the damage costs

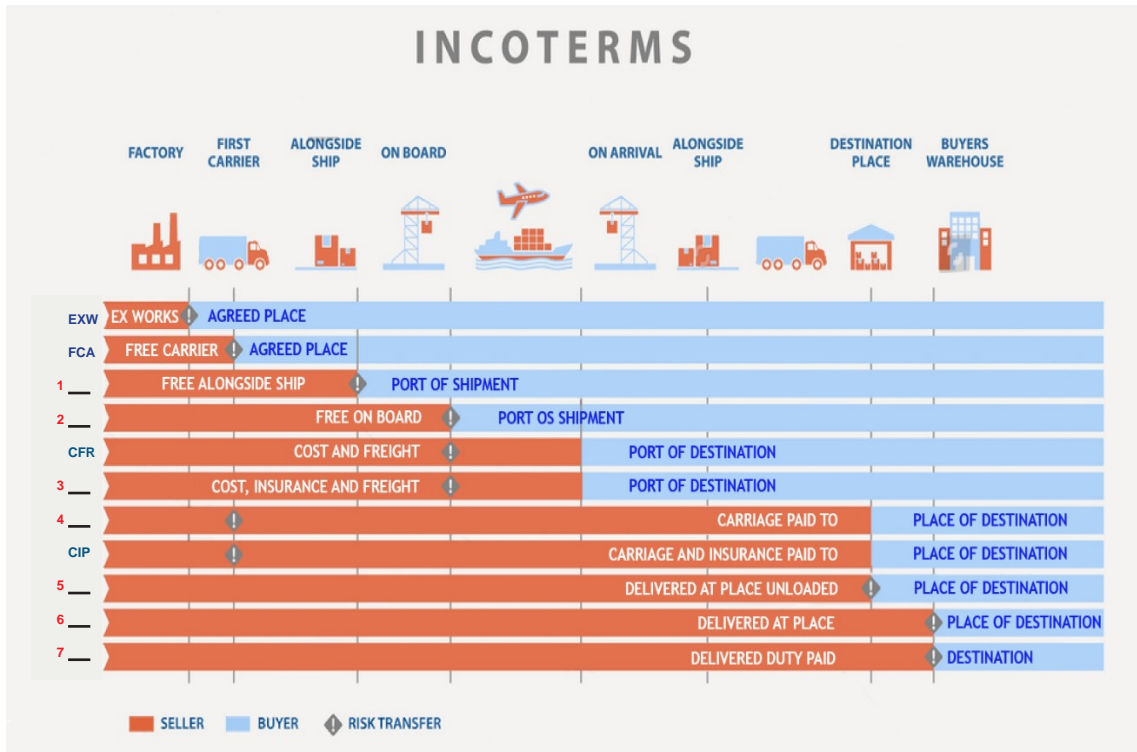




WRITING AND SPEAKING



Look at the chart about INCOTERMS and write the three letter abbreviations.



1 _____ 2 _____ 3 _____ 4 _____ 5 _____ 6 _____ 7 _____

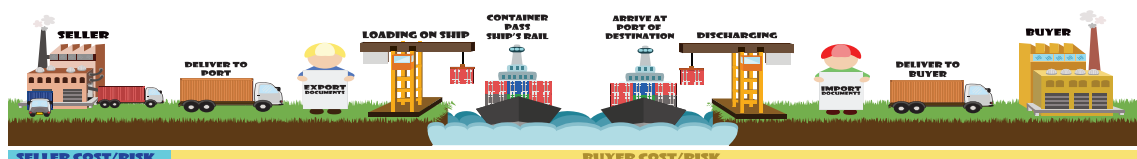


Study the INCOTERMS chart and try to explain the rules as in the example.

e.g., Student A: What does EXW tell about the responsibilities of the buyer and seller?

Student B: EXW tells that the buyer takes the risk and responsibility about the cost and insurance when the cargo is loaded from the manufacturer until it is delivered to its destination and discharged at the buyer's warehouse.

EX WORK





2B MARITIME RECORDS AND DOCUMENTS



LEAD IN

There are many journals on a ship in which the records are kept. The general ship recording journals are **deck log book** on the bridge, and **engine log book** in the machinery room. There are also documents and certificates required to be kept on board in order to certify that the ship is appropriate according to the classification, construction, machinery, and the equipment regulations. These documents and certificates need to be submitted to the authorities when asked for.

Discuss the answers to the questions with your classmates.

- Who do you think is responsible for the mentioned log books?
- What kind of certifications do you think a ship needs to get and why?
- Why do you think the authorities would ask for maritime records and certificates?

MARITIME RECORDS



READING AND VOCABULARY

A

Read the paragraph about maritime records and match the highlighted words with their definitions.

All the operations and events on the ships are recorded. All these records are **legal** and they have **evidential** value. Ships' certificates are official documents which certify that the ship is commercially operational and provide that the ship being operated safely. They are submitted to the authorities when asked for general **inspection** or clarifying the facts about unexpected **incidents** or accidents during operations.

Deck log book is an official document recording all the relevant information about events related to the governing of the ship -as well as essential or extraordinary incidents- that occur during sailing or while on port. It is the master's responsibility to sign each day's page to verify the entries with the chief officer. It is kept on the bridge all the times and submitted to authorities for **justification** in case of any **disputes**. There are records of sailing and other variable parameters in deck log book as well as departure, arrival, weekly, monthly, drills and other irregular records.

- 1 _____: an official argument or disagreement
- 2 _____: explanation of something that is acceptable or reasonable
- 3 _____: providing proof of something to be true or not to be true
- 4 _____: an extraordinary or unpleasant event
- 5 _____: connected with or allowed by the law; lawful
- 6 _____: an official visit by experts or authorised people to check that everything is correct and legal



B

Use the highlighted words to complete the sentences below.

- 1 There is no _____ for stealing someone's possession.
- 2 A crew member was seriously injured in an _____ during the maneuvering operation this morning.
- 3 There has been a _____ between the charter parties about the loading and discharging expenses.
- 4 It is a _____ obligation to copy these documents and keep them in the file for the investigation.
- 5 The crew, equipment and the certificate needs to be ready and proper for the _____.
- 6 The issue of who is responsible for the oil spill accident remains unsolved since the _____ journals and records needs to be examined.

C1

Complete the phrases about ship record books with the given words.

authorities

prevent

international

communication

pollution

safety

disembarking

extraordinary

waste

accidents

auxiliary

fuel

TERMS

All the events and _____ **1** incidents about governing of the ship → **A**

All solid _____ **2** parameters

Main engine and _____ **3** engines parameters

Information of every person embarking and _____ **4** the vessel

All _____ **5** and GMDSS operation records

All _____ **6** oil parameters

PHRASES

To prevent sea _____ **7** by fuel oil from the vessels

To comply with _____ **8** regulations about communication

To show evidence in case of _____ **9** or unexpected incidents due to manoeuvring

To comply with international ship and port facility security code and increase _____ **10**

To submit to the _____ **11** for justification in case of any disputes → **B**

To _____ **12** sea pollution by solid waste from the vessels



Complete the chart about ship record books with the given information in Exercise C1. The Deck logbook is given as an example.

THE RECORD BOOK	WHAT IS RECORDED?	WHY IS IT RECORDED?
DECK LOG BOOK	A <i>All the events and extraordinary incidents about governing of the ship</i>	B <i>To submit to the authorities for justification in case of any disputes</i>
ENGINE LOG BOOK	C _____ _____	D _____ _____
OIL RECORD BOOK	E _____ _____	F _____ _____
GARBAGE RECORD BOOK	G _____ _____	H _____ _____
RADIO/GMDSS LOG BOOK	I _____ _____	J _____ _____
ISPS VISITOR LOG BOOK	K _____ _____	L _____ _____



LISTENING AND WRITING



Put the words in order and complete the phrases about deck log book records.

RECORDS BEFORE DEPARTURE	RECORDS BEFORE ARRIVAL
<ul style="list-style-type: none"> 1 _____ (stowaways / for / searching) Navigation instruments and system test 2 _____ (test / gear / steering) Engine test 3 _____ (draughts / bow /stern /and) Amount of the loaded cargo 	<ul style="list-style-type: none"> 5 _____ (and / instruments / tests / navigation / system) Steering gear test Engine test
WEEKLY RECORDS	MONTHLY RECORDS
<ul style="list-style-type: none"> 4 _____ (check / hygiene / ship) FFE and LSA equipment, emergency fire pump, emergency lighting, general emergency alarm system, lifeboats, engines, emergency generator tests and checks 	<ul style="list-style-type: none"> 6 _____ (meetings / safety /ship) FFE and LSA equipment, emergency fire pump, emergency lighting, general emergency alarm system, lifeboats, engines, emergency generator tests and checks



B Write **T** for **TRUE**, **F** for **FALSE** next to the sentences according to the chart in Exercise A on Page 61.

- 1 The same tests and checks are recorded both before departure and arrival. ____
- 2 Ship must be checked for stowaways before sailing. ____
- 3 Ship hygiene check is done both weekly and monthly. ____
- 4 Ship safety meetings are held and recorded once a month. ____
- 5 Firefighting equipment and lifesaving equipment must be tested and checked every week and month. ____

C Listen and complete the phrases from a Deck Log Book to find out what is recorded in.



<http://kitap.eba.gov.tr/KodSor.php?KOD=42705>

Records During Sailing, Anchoring and Port Watches	
Changing of watch	Passing by buoy, foreland, _____ 5
_____ 1 ropes during port watch	_____ 6 watch, controlling anchor
Reporting fuel oil, lubricating oil, water barge _____ 2 and unboarding information	Reporting the _____ 7 , disembarkation and _____ 8 information of the pilot
Details of rope manoeuvring while _____ 3 and unberthing	_____ 9 of sea passage (EOSP) time information
Records of main _____ 4 while loading and discharging the cargo	Commence of sea _____ 10 (COSP) time information



<http://kitap.eba.gov.tr/KodSor.php?KOD=42705>

D Listen and match the two parts of the phrases.

- 1 handing over the watch ____
- 2 taking over the watch ____
- 3 personal information of ____
- 4 embarkation and disembarkation ____
- 5 damages to ____
- 6 crimes, disciplinary punishments, ____

- a date and hour of the assigned crew
- b the stowed cargo
- c to the watch officer
- d births and deaths on board
- e from the watch officer
- f the signed on and off crew



LEARN THIS !

According to the **IMO SMCP**, we say numbers in separate digits.

e.g., for 150.5 we say “one-five-zero point five” or “one-five-zero decimal five”.

TELLING THE TIME: At sea, times should be expressed in the **24-hour UTC**

(Universal Time Co-ordinated) notation. In order to avoid a.m. (ante-meridiem=before noon) p.m. (post-meridiem=after noon) confusion we use 24-hour digital clock system.

e.g., 5 p.m. → we write: **1700** → we say: **sixteen hundred hours**

5 a.m. → we write: **0500** → we say: **zero five hundred hours or zero five zero zero hours**

16:15 → we write: **1615** → we say: **sixteen fifteen**

19:05 → we write: **1905** → we say: **eighteen zero five**



Complete the phrases on the left with the given words. Then match the phrases with the abbreviations used in a **bell book**.

- | | | | | | |
|--------|--------|-------|-------|---------|------------|
| engine | tanker | local | board | outward | applicable |
|--------|--------|-------|-------|---------|------------|

- 1 pilot on _____
- 2 drop _____ pilot
- 3 not _____ /not available
- 4 finished with _____
- 5 _____ time
- 6 motor _____

- a FWE _____
- b M/T _____
- c POB _____
- d N/A _____
- e DOP _____
- f LT _____



Listen to the **manoeuvring operation record** and fill in the missing information in the bell book.

Ship's name	M/T KAPLAN		Voyage number	1 _____			
Port/Anchorage/Canal/Lock/Shifting	PORT		Date of manoeuvring	2 _____			
Stand by engine	N/A		Navigational equipment tested	3 _____ LT			
Engine tested	1400 LT		TUG fast	4 _____ LT			
Steering gear tested	1400 LT		TUG left	5 _____ LT			
POB	6 _____ LT		TUG Name	7 _____			
DOP	8 _____ LT		Coming from Departing to	from Gemlik to 9 _____			
EOSP	1500 LT	First line ashore	1600 LT	All fast	1700 LT	FWE	10 _____
Anchored	N/A	Shackles in water	N/A	Anchor port and starboard	N/A	FWE	N/A
Single up	N/A	Cast off	N/A	Out breakwater	N/A	COSP	N/A
Stand by engine	N/A	Heave up anchor	N/A	Anchor clear	N/A	COSP	N/A
Entered lock	N/A		Out of lock	N/A			
MAIN ENGINE							
ASTERN			STOP	AHEAD			
FULL	HALF	SLOW		DEAD SLOW	DEAD SLOW	SLOW	HALF
-SEE ENGINE TELEGRAPH RECORDER-							



CARGO AND PORT DOCUMENTS



READING AND VOCABULARY

A Read the paragraph and answer the questions.

Cargo documents indicate the issues related to the load distribution, loading or readiness for discharging of the cargo. **Port documents** are standard form of documents, complying with Convention on Facilitation of International Maritime Traffic (FAL), required by the port authorities after the arrival at port and before the departure from the port. **FAL** is a convention which aims to facilitate international shipping traffic by providing mandatory standardised rules and regulations and preventing unnecessary delays in maritime traffic.

Notice of Readiness (NOR) is a kind of cargo document that shows the cargo is ready for loading or discharging at berth or mooring berth. It is signed by the master himself, vouched to the related parties of the cargo and sent by fax, telex, or e-mail via radio when the ship is still at berth.

- 1 What features do the cargo documents include?
- 2 What convention is mainly concerned with maritime traffic?
- 3 Why is NOR important?
- 4 How is NOR delivered to the related parties?

B Fill in the “Notice of Readiness” using the information given below.

İMER HAMDİ
1030 LT / 1330 UTC

WHEAT
80900

25 JAN 2022
M/V ESKİŞEHİR

NOTICE OF READINESS

Messrs,
NOTICE OF READINESS

This is to notify that _____ **1** under my command has arrived in Liverpool Port on _____ **2** at _____ **3** hours and is ready to discharge cargo of _____ **4** metric tons of _____ **5** as per clauses and conditions of covering charter party.

Yours Truly
_____ **6** MASTER

TENDERED: 25 JAN 2022 HRS: 1320

ACCEPTED: 25 JAN 2022 HRS: 1340



Read the explanations about the cargo documents and match them with their names.

The Fixture Note	Mate's Receipt	Time Sheet	Cargo Damage Report
Dock Receipt	The Cargo Plan	The Booking Note	Ship's Pocket Plan

- _____ is a certificate of receipt edited and signed by the Chief Mate when the cargo is loaded.
- _____ *Dock Receipt* is a receipt including the damage, missing and other information of the cargo given to the recipient at the time of delivery.
- _____ is a report prepared and signed by the master in case of cargo damage during loading by dock workers.
- _____ notifies the essential storage area is booked for the specified cargo to be loaded.
- _____ shows the loading and discharging duration and a reference for calculating the 'lay time', 'dispatch' and 'demurrage'.
- _____ is an engagement letter signed between the two parties before the charter party providing a basis for the agreed charter party.
- _____ *Ship's Pocket Plan* is used to stow the cargo according to the dimensions of storage areas and to find out the maximum loading capacity of the ship storage areas by the brokers.
- _____ shows which cargo will be stowed in which storage area in what amount and is to be prepared according to sea-worthiness and stability of the ship.



Match the port documents and the information recorded in them.

DOCUMENT	RECORDED INFORMATION
1 General Declaration ____	a passengers on board existing for any kind of reason
2 Crew List ____	b the amount of foreign currency that the crew members have
3 Crew's Currency Declaration ____	c non-existence of animals, weapons, ammunition , and stowaways on board
4 Crew's Effects Declaration ____	d medicines found in the ship hospital
5 Ship's Stores Declaration ____	e all valuable personal belongings of the crew members
6 Passenger List ____	f the names and personal information of the crew
7 Nil List ____	g general information about the ship and cargo
8 Medicine List ____	h verification of seaworthiness of the ship for departure
9 Port Clearance ____	i provisions , the equipment and replacement parts on deck and in the engine room



E Match the definitions to the highlighted words in the chart in Exercise D on Page 65.

- 1 _____: proving or checking that something exists, or it is true or correct
- 2 _____: people who board and hide on a ship, aircraft, etc. illegally
- 3 _____: the things that a person owns
- 4 _____: nothing
- 5 _____: a person's possessions, especially after their death
- 6 _____: the money that is used in a particular country in a particular time
- 7 _____: supplies of food and other necessary items
- 8 _____: written and official announcement
- 9 _____: objects that can be shot from a weapon, such as bullets or bombs
- 10 _____: official permission to come into or leave a place or country



LISTENING AND WRITING

A Match the words with their meanings.

obliged

valuable

order

unclean

bearer

- 1 _____: including an objection clause about the content of the document
- 2 _____: the person who owns an official document
- 3 _____: worth a lot of money
- 4 _____: be forced to the something
- 5 _____: a written instruction telling to deliver goods to someone

B Listen to the information about the **Bill of Lading** and complete the sentences.

- 1 Bill of lading is a _____ and legal document on board.
- 2 It is a proof that _____ have been received by the shipper.
- 3 Bill of lading is prepared in _____ original copies.
- 4 Bill of lading can be given to _____, the order or the bearer.
- 5 Unclean bill of lading is also called _____ bill of lading.



<http://kitap.eba.gov.tr/KodSor.php?KOD=42706>



C1 Listen to the information about the **Bill of Lading** and complete missing parts.



<http://kitap.eba.gov.tr/KodSor.php?KOD=42706>

Information recorded on the bill of lading:

- 1 The quantity, weight amount, _____ and clear description of the cargo
- 2 The _____ and numbers identifying the goods
- 3 The externally obvious state and _____ of the goods
- 4 The full name or _____ name and the head office of the carrier
- 5 The name and _____ of the vessel
- 6 The full name of the _____ of the vessel
- 7 The full name of the _____
- 8 The full name of the **consignee**
- 9 Port of loading and loading _____
- 10 Port of _____
- 11 Full details of the _____
- 12 The terms of the contract of _____
- 13 The _____ of bills of lading signed
- 14 The _____ of the master or his agent and the date



C2 Listen again and complete the functions of the **Bill of Lading**.



<http://kitap.eba.gov.tr/KodSor.php?KOD=42706>

Functions of the Bill of Lading:

- | | |
|---------------------------------|------------------|
| a _____ of contract of carriage | c _____ of title |
| b _____ for the goods shipped | d _____ document |



D Listen to the information and circle the correct option.



<http://kitap.eba.gov.tr/KodSor.php?KOD=42706>

- 1 Cargo manifest is a combined **list/report** of the cargoes on the ship.
- 2 Cargo manifest shows the order of the **loading/discharging** ports of the cargoes.
- 3 Letter of protest is written by **the master/the second mate**.
- 4 Letter of protest is written about the **unexpected incidents/routine operations**.
- 5 Statement of facts is prepared by **the agency/the master**.
- 6 Statement of facts is taken into account while calculating **the laytime/the demurrage**.



2C SHIP SURVEYING



LEAD IN

Maritime law is the international body of laws that all coastal states and vessels are liable to. Maritime law regulates rights and responsibilities in lots of issues including transportation of goods and passengers, safety, security, marine environment, labour, and registrations of ships through conventions.

Discuss the answers to the following questions. Share your views.

- Do you think a special law for maritime is necessary? Why? / Why not?
- Do you know any conventions related to maritime? What are they?
- Why do you think it is important to inspect ship?
- How do you think the inspection officers do surveys?

MARITIME LAW AND REGULATIONS



READING AND VOCABULARY

A

Read the paragraphs and write **T** for **TRUE**, **F** for **FALSE** next to the sentences.

THE INTERNATIONAL MARITIME ORGANISATION (IMO)

IMO was established in 1948 as an agency of the United Nations and has had 174 member states so far. The purpose of the organisation is to ensure acceptable standards for many aspects of international navigation and shipping through conventions. There are three main categories of IMO conventions: maritime safety, prevention of marine pollution, liability, and compensation. Other conventions are concerned with various matters including (but not limited to) unlawful acts, marine traffic, and tonnage measurement.

THE UNITED NATIONS CONVENTION ON THE LAW OF THE SEA (UNCLOS)

UNCLOS is an international convention which was adopted in 1982. More than 150 countries representing all regions of the world have signed in it. It consists of 320 articles and nine annexes which regulate several issues related to water areas in the world including the rights and jurisdiction of the states over the oceans and the seas, economic activities and scientific research of these states in specific water zones, and environmental liabilities.

- 1 UNCLOS is not an organisation like IMO. ____
- 2 IMO was established after UNCLOS was signed. ____
- 3 IMO is mostly concerned with safety and pollution. ____
- 4 UNCLOS has nothing related to maritime law in it. ____
- 5 IMO has adopted a convention to facilitate marine traffic. ____



B Match the terms related to maritime law with their definitions.

- 1 Ship Registration
- 2 Classification Society
- 3 Nationality of a Ship
- 4 Flag State
- 5 Port of Registry

- a ____ is the state which has jurisdiction and liability on the vessels under its flag.
- b ____ is the national identity of a vessel which is given by the flag state that she is registered to.
- c ____ is the act of giving a national identity to a ship by giving it an official number.
- d ____ is the port where the ship is registered.
- e ____ is an organisation which classify the vessels according to certain standards in building and operation of the vessels.



LISTENING AND VOCABULARY



A Put the letters in order to find out the names of the maritime zones. Then listen to them and practice their pronunciation.



<http://kitap.eba.gov.tr/KodSor.php?KOD=42707>

- 1 T _____ (a-r-e-i-t-r-i-t-l-r-o) Sea
- 2 B _____ (e-s-a-i-b-n-e-l)
- 3 C _____ (g-o-t-c-n-u-i-o-s-u) Zone
- 4 I _____ (l-i-t-n-e-r-n-a) Waters
- 5 H _____ (g-h-i-h) Seas
- 6 C _____ (t-c-o-n-i-l-n-t-e-n-a) Shelf
- 7 E _____ (e-x-e-s-c-u-i-l-v) Economic Zone



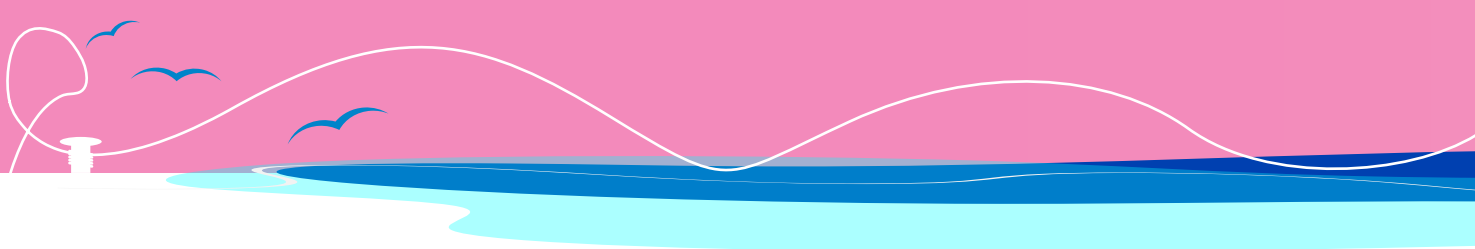
<http://kitap.eba.gov.tr/KodSor.php?KOD=42707>



B Listen to the definitions of maritime zones specified in UNCLOS and write their names.

- 1 _____: It is the water areas within the baseline of a coastal state, or inland waters of a state such as bays, lakes, or rivers; wholly bound to that state's **jurisdiction**.
- 2 _____ (EEZ): It is the water area extending up to 200 nm from a country's baseline. The coastal state has right over all natural resources; however, international rules are valid and other states also have rights and **liabilities**.
- 3 _____: It is the water areas beyond internal waters, **territorial** waters, continental shelves and EEZ of all states. It is beyond the rules and laws of any states, therefore not controlled by any states.
- 4 _____: It is the extension of the land of a coastal state under the sea. The coastal state has all rights to make use of its water and underwater resources.
- 5 _____: It is the line along the coast of a country which is used to define the borders of the state's jurisdiction and **sovereignty** on maritime zones.
- 6 _____: It is the water area extending to 12 nm away from the baseline of a coastal state. It is bound to the laws of that state, but the vessels of other states have innocent passage right.
- 7 _____: It refers to the **adjacent** territorial water or international water up to 24 nm from the baseline of a coastal state. The coastal state has jurisdiction and sovereignty right.



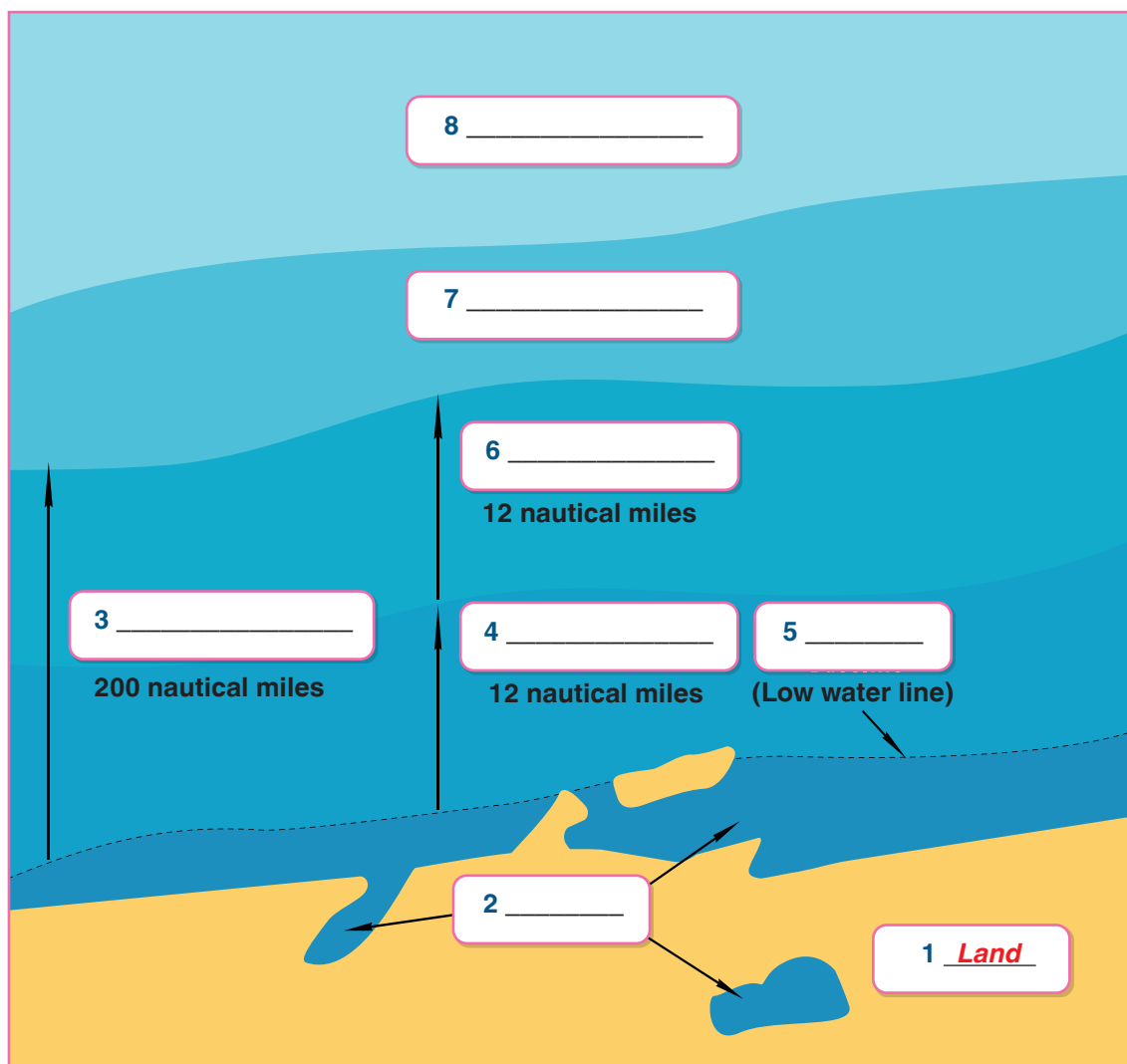


Match the definitions to the highlighted words in Exercise B on Page 69.

- 1 very near, next to, or touching: _____
- 2 a country, state, or other area where a particular set of laws or rules must be obeyed: _____
- 3 legal responsibilities for something: _____
- 4 relating to a particular region: _____
- 5 the freedom and power of a country to govern itself: _____



Listen to the definitions of maritime zones again and write their names on the picture below.





SHIP SURVEYS



READING AND VOCABULARY



A Complete the names of **IMO Conventions** with the words from the box.

Certification

Prevention

Maritime

Labour

Safety

- 1 Convention of Facilitation of International _____ Traffic (FAL)
- 2 International Convention for the _____ of Life at Sea (SOLAS)
- 3 International Convention on Standards of Training, _____ and Watchkeeping for Seafarers (STCW)
- 4 International Convention for the _____ of Pollution from Ships (MARPOL)
- 5 Maritime _____ Convention (MLC)



B Write the abbreviations for the conventions from Exercise A.

- 1 _____ is adopted to prevent environmental pollution caused by ships.
- 2 _____ sets the standards for safety of construction, equipment and operations of ships.
- 3 _____ is adopted to set the standards for working conditions of the ship crew.
- 4 _____ specifies the standards for certification, training and watchkeeping of seafarers.
- 5 _____ aims to prevent unnecessary delays due to marine traffic.



C Match the words with their synonyms.

1 relevant _____

2 substandard _____

3 requirement _____

4 inspection _____

5 registry _____

a necessity

b audit

c record

d deficient

e related





Read the text and complete it with the given words in the box.

deficiencies	substandard	requirements	relevant
departure	authority	registry	inspections

PORT STATE CONTROL AND FLAG STATE CONTROL

A ship survey is an inspection which involves the control of the vessel's seaworthiness and its convenience for human living, the qualifications and certificates of all crew members including the master, whether the crew members are familiar with essential shipboard procedures or not, and whether the vessel is operated in compliance with international law or not.

Flag State Controls (FSC) are inspections carried out by the ship's _____ 1 state, if possible, before _____ 2 for international shipping. The aim is to ensure the flag registered ships not to have any technical _____ 3 during Port State Control. The primary responsibility of ensuring ships' technical standards belongs to the flag state, so port state controls are made to provide a backup to flag state controls. They are held according to a scheduled program to avoid time consumption from multiple _____ 4 at every port. Regional coordinated inspections within the member states aim to provide a safety net to detect _____ 5 ships more efficiently.

Port State Control (PSC) is the inspection of foreign-flagged ships in national ports, and is a kind of measure against substandard shipping that threaten maritime security and create unfair competition in freight markets. Port State Control Officers (PSCO) inspect ships to verify that the condition of the ship and its equipment comply with the _____ 6 of international regulations such as SOLAS, MARPOL, STCW, Load Lines, Tonnage, ILO and MLC.

The regulations and related provisions that form the legal basis of the PSC are as follows:

- SOLAS 74
- Load Lines 66
- MARPOL 73/78
- STCW 78
- Tonnage 69
- ILO

'Clear grounds' exists when the PSCO finds evidence that the ship, its equipment, or its crew fail to comply with the requirements of the relevant conventions or that the master or crew members are not familiar with essential shipboard procedures relating to the safety of ships or the prevention of pollution.

Deficiency is the condition of the ship's being insufficient according to the _____ 7 conventions and rules. PSCO complete their inspections by stating the detected deficiencies' codes in the PSC report at the end of their controls. If these deficiencies are not fulfilled within the given time and might cause danger during the operations the PSCO writes 'Stoppage of an operation' on her/his report.

Detention: When there is an inadequacy in the condition of the ship or its crew according to the relevant conventions and if this endangers the ship and its crew or might result in sea pollution during the voyage, the port state _____ 8 has the right not to allow the ship to sail until it is ensured that this deficiency is eliminated.



Read the text again and write **T** for **TRUE**, **F** for **FALSE** next to the sentences.

- 1 Ship surveys are carried out only by the flag states. ____
- 2 Port state controls are carried out at every port that the ship calls at. ____
- 3 Ship surveys rely on certain regulations. ____
- 4 Clear grounds means that the ship can sail safely. ____
- 5 PSCO can decide whether the ship can sail or needs to be detained at the end of the survey. ____
- 6 Detention is the prohibition of the ship to sail forever. ____



Read the text and write the names of the surveys according to their definitions.

- | | |
|---|---|
| <ul style="list-style-type: none"> • Steam pipe • Safety construction • Dry dock • Steam boiler • Cargo ship safety equipment • Annual • Damage and repair | <ul style="list-style-type: none"> • Intermediate • Bottom/Docking • Renovation • Shaft and propeller • Repair and maintenance on the voyage • Class renewal |
|---|---|

TYPES OF SURVEYS

International Safety Management (ISM) Code for the Safe Operation of Ships and Pollution Prevention requires shipping companies, ship owners or charterers to carry out internal and external safety audits for each vessel they are managing. These audits are carried out annually by flag states or by classification societies on behalf of the flag state to verify that organisations and their ships follow the responsibilities and objectives detailed in the Safety Management System (SMS) and to confirm the Safety Management Certificate (SMC) of the ships in accordance with ISM Code.

Classification societies also carry out a series of surveys on behalf of flag states that are required by the flag states as well as the requirements of the class. In terms of the continuity of the class and ensuring the safety and seaworthiness of the vessel the surveys carried out by the classification societies are as follows:

Periodical surveys:

1 _____ survey is carried out at five-year intervals including extensive examinations to verify that the structure, main and auxiliary machinery, systems and equipment of the ship are in a condition which satisfies the relevant rules of the class.

2 _____ survey should be carried out during a period from three months before to three months after each anniversary date. The aim of the survey is to verify that the hull, machinery and equipment of the ship are in good condition and satisfies the rule requirements.

3 _____ survey is a more intensive form of an annual survey carried out during the half-year validity of the certificate in which several functional, operational aspects and maintenance routines of structure and shipboard equipment are verified.

4 _____ survey is carried out in five-year period in a dry dock or on a slipway. The outside of the ship's hull and related items such as the underwater hull, sea inlets, bottom and side valves and underwater parts of rudder, steering gears, shafting, propellers are examined in detail in compliance with the relevant rules.

5 _____ survey also referred as in-water survey may be carried out when the ship is afloat and accepted instead of a dry-dock survey depending on the age and the previous history of the ship.

6 _____ survey is carried out to verify the conditions of the propeller and the shaft, its bearings and sealing arrangements.

7 _____ survey is carried out for the condition of the boilers.

8 _____ survey is carried out for the condition of the pipes in steam system.

Non-periodical surveys:

9 _____ survey is carried out at the earliest opportunity for a surveyor to attend and to determine the extent of the damage, required repairs and if the vessel is in an appropriate condition complying with the rule requirements.

10 *Repair and maintenance on the voyage* survey is a survey to inspect the correct execution of repair and maintenance work in case of possible damage at sea.

11 _____ survey is carried to determine if the vessel's structure, machinery and equipment complies with the required rules after the alterations or conversions declared by the owner.

12 _____ survey is focused on to the structural strength of the vessel by examinations of excessive corrosion of deck and hull, the condition of watertight doors, bilge pumping and drainage systems, fire protection and fire-fighting equipment.

13 _____ survey is focused on to the conditions and the management of the safety system onboard including the muster lists, muster stations, the instructions and locations of life saving equipment, fire control plans, the fire-fighting equipment as well as their operational readiness.





LISTENING AND SPEAKING



<http://kitapo.eba.gov.tr/KodSor.php?KOD=42708>

A

Complete the dialogue with the given sentences. Then listen and practice with your partner.

- all route changes are recorded
- there is a record of monthly checks in the deck log book
- the master's signatures are complete in the bell book
- some records seem to be missing
- they're recorded weekly in the deck log book
- I see the LSA record

2nd Officer: Today, we will go over the checklist before the PSC inspection. Take the preliminary checklist from the chart table and follow me.

Deck Cadet: Yes, sir. I will tick the items that we check.

2nd Officer: "All LSA was checked, found in good condition." is recorded?

Deck Cadet: Yes, _____ **1**

2nd Officer: Is it recorded that monthly safety equipment checks are made in accordance with SOLAS and that there are no deficiencies?

Deck Cadet: Yes, _____ **2**

2nd Officer: Are the weekly tests recorded in the deck log book?

Deck Cadet: Yes, _____ **3**

2nd Officer: Are drill records and safety meetings recorded in the deck log book?

Deck Cadet: No, _____ **4.** We should check the ISM documents and complete the records on the relevant date and time in the log book.

2nd Officer: Did the master sign the bell book after each manoeuvring operation?

Deck Cadet: Yes, _____ **5**

2nd Officer: Are all route changes recorded in the log book?

Deck Cadet: Yes, _____ **6**

2nd Officer: Okay, that's all for today. We will complete this check tomorrow.

Deck Cadet: Roger that, sir.

B

Listen to the check questions for the Inspection Campaign on STCW and complete them with the phrases you hear. They are taken from the questionnaire prepared by the Republic of Türkiye Ministry of Transport and Infrastructure published on the Turkish Lloyd's website.

- 1 Do the number of the seafarers serving on board conform with the _____ requirement for the vessel?
- 2 Do the _____ hold valid certificates of competency as required by the Minimum Safe Manning Document?
- 3 Do the master, officers and radio operators hold _____ verifying the recognition of certificates or documentary proof of application?
- 4 Do seafarers hold relevant _____ (COP) or documentary evidences?
- 5 Do seafarers on board hold valid _____?
- 6 Do the records for _____ indicate compliance with the requirements?



- 7 Do the _____ comply with the provisions of STCW?
- 8 Are seafarers newly joined the vessel familiar with their specific duties that are relevant to their routine or _____?
- 9 Can the seafarers on board the vessel _____ with each other in the working language of the vessel?
- 10 Do the _____ cover the whole route from berth to berth?



WRITING AND VOCABULARY



A Put the words into correct order to make questions in port state control preparation checklist.

- 1 night / the / available / master's / are / orders
_____ ?
- 2 Not / lights / positioned / are / correctly / Command / Under
_____ ?
- 3 age / of / sixteen / over / seafarers / all / are / years
_____ ?
- 4 safety / onboard / have / completed / personal / all / training / seafarers
_____ ?
- 5 two / dealt / have / the / deficiencies / been / with / last / PSC
_____ ?
- 6 system / of / is / evidence / an / maintenance / effective / there
_____ ?
- 7 lists / the / up-to-date / are / port / contact
_____ ?
- 8 in / detail / the / plan / passage / explained / is
_____ ?
- 9 recorded / regular / in / have / log book / intervals / been / positions / the / at
_____ ?
- 10 checklist / approved / mooring / has / been / the
_____ ?





B Match the port state control preparation checklist questions with the related check areas.

- LIFE-SAVING APPLIANCES
- MARITIME LABOUR CONVENTION
- CERTIFICATION AND DOCUMENTATION
- FIRE PROTECTION, DETECTION AND EXTINCTION
- NAUTICAL PUBLICATIONS
- NAVIGATION
- ISM CODE
- EMERGENCY
- RADIO
- HULL AND FITTINGS

PORT STATE CONTROL PREPARATION CHECKLIST

AREA 1 - _____

- 1.1 Is the certificate of registry of the ship valid and kept on board?
- 1.2 Are the certificates of competency (CoC) of the crew members valid, original and also in English?
- 1.3 Is the cargo documentation appropriate and kept on board?

AREA 2 - _____

- 2.1 Are the charts and publications up-to-date with latest corrections?
- 2.2 Is Electronic Chart Display and Information System (ECDIS) up-to-date with latest corrections?
- 2.3 Are all obligatory IMO and ILO publications found on board?

AREA 3 - _____

- 3.1 Are magnetic compasses checked and deviations recorded in error log book properly?
- 3.2 Are navigation lights tested on main and emergency supply and recorded?
- 3.3 Is Gyro compass checked and deviations recorded in error log book?

AREA 4 - _____

- 4.1 Are there any cracks, buckling or defects in the decks, bulkheads, cargo holds, shell plating, top side tanks, tanktop plating?
- 4.2 Are all the hull markings -load line, deck lines, draught marks- clearly visible and correctly marked?
- 4.3 Are embarkation/disembarkation arrangements inspected and maintained to comply with SOLAS?

AREA 5 - _____

- 5.1 Are GMDSS batteries checked and found in good condition?
- 5.2 Is GMDSS equipment (antennas, VHF installations, MF/HF radio installations, INMARSAT, NAVTEX and EGC receivers) in good condition and spare papers available?
- 5.3 Is Chronometer error log book checked and found satisfactory?



PORT STATE CONTROL PREPARATION CHECKLIST

AREA 6 - _____

- 6.1 Are muster lists in the language of working crew posted throughout the ship showing duties of all crew members?
- 6.2 Are safety meetings and emergency drills carried out monthly and recorded in the journal?
- 6.3 Are emergency training manuals available in crew mess rooms or cabins?

AREA 7 - _____

- 7.1 Are all life-saving appliances checked and found in good condition before every departure?
- 7.2 Is the safety equipment checked monthly and recorded in the journal?
- 7.3 Are EPIRB and SART tested and recorded in the journal?

AREA 8 - _____

- 8.1 Are fire control plans up-to-date and permanently displayed in good condition?
- 8.2 Are fire-fighting equipment instructions available in the language of working crew?
- 8.3 Is fire-fighting equipment checked and maintained properly?

AREA 9 - _____

- 9.1 Is there evidence that the master has carried out the review of SMS?
- 9.2 Are the safety management manuals, audit reports and documents controlled and kept on board?
- 9.3 Are internal safety audits on board and on shore carried out at intervals not exceeding 12 months?

AREA 10 - _____

- 10.1 Do all the crew members have valid medical certificates -also in English- to carry out their duties?
- 10.2 Have all seafarers completed personal onboard training?
- 10.3 Do all seafarers have a copy of their employment agreement, signed and in English?





C Match the checks of PSC inspectors with the standards.

PSC inspectors might...

- 1 inspect the accommodation and the galley ____
- 2 check log books in various departments of the ship ____
- 3 ask any crew member to tell how to use any equipment ____
- 4 check life-saving equipment ____
- 5 check communication equipment ____
- 6 talk to crew members about their working conditions and check their resting hours ____
- 7 check the muster list and emergency instructions ____
- 8 check the machinery ____
- 9 check the crew's certificates of competency ____
- 10 check the tanks ____

to make sure that...

- a they are not fatigued to carry on their duties.
- b they are maintained and operational.
- c there is no leakage from any of them.
- d all of them are in good condition and ready for use in case of an emergency.
- e they are compatible with their assigned duties according to the regulations.
- f the crew members live in a healthy environment and eat healthy food.
- g s/he is trained properly to use it and know the procedures well.
- h safety warnings can be received, and distress messages can be sent without problem.
- i the records are up-to-date and kept properly.
- j all details are listed about the emergency situations regarding the crew and passengers.



SHIP CERTIFICATIONS



READING AND VOCABULARY



A Match the key words about ship certifications to their meanings.

certificate	registry	manning	construction	security	authorisation
sewage	anti-fouling system	load-line	synopsis	compliance	pollution prevention

- _____ : a coating, paint or surface treatment used to prevent unwanted organisms attaching to the hull of the ship
- _____ : waste matter and liquid from toilets
- _____ : a short description of the contents of something
- _____ : an official document that shows something is permitted to be done or someone is certified for doing something
- _____ : the act of stopping damage to the land, water, air caused by hazardous substances or waste
- _____ : an official list or record of things or people related to a business or activity
- _____ : the fact of acting according to an agreement
- _____ : the process of providing people to do a certain job
- _____ : an official document which states the information on it is true
- _____ : the work of building or making something
- _____ : freedom from dangers, damages or risks; safety
- _____ : a special marking on the sides of a ship that shows the level below which the ship must not submerge when passing through different waters and areas with the weight of her load



B Read the information about some certificates that must be kept on board during sailing. Complete their names with the words given in the box.

Sanitation	Manning	Labour	Medical Fitness
Tonnage	Classification		Registry

CERTIFICATES ON BOARD

- Certificate of _____ is a document which verifies the class of the ship.
- Certificate of _____ verifies the flag state of the vessel that it is registered to.
- Minimum Safe _____ Certificate mentions the minimum number of the crew need to be on board to run the ship.
- International _____ Certificate is issued to state the measurements of Gross Tonnage (GT) and Net Tonnage (NT) of the ship.
- Maritime _____ Certificate proves that working rights of the crew on board are protected.
- Ship _____ Control Exemption Certificate confirms that the ship is free of infection and contamination sources and is suitable for public health.
- _____ Certificate confirms that seafarers are medically fit to work on seagoing ships, and they do not have a medical condition which could be a danger to other crew and or passengers.





Put the letters in order to complete the names of the certificates and documents.

Ships whose conformity is approved after the surveys are entitled to receive the following certificates. These certificates are renewed according to survey periods and required to be onboard all times and submitted to the control officers during a survey. These certificates and documents -some depend on the type of ship- include:

- 1 International _____ Certificate (n-e-t-a-n-g-o)
- 2 International _____ Line Certificate (a-l-d-o)
- 3 _____ Ship Safety Certificate (r-e-p-s-a-g-s-e-n)
- 4 Cargo Ship Safety _____ Certificate (n-r-o-i-c-t-s-n-o-c-u-t)
- 5 Cargo Ship Safety _____ Certificate (m-t-e-n-i-q-e-p-u)
- 6 Cargo Ship Safety _____ Certificate (i-a-r-d-o)
- 7 _____ Ship Safety Certificate (g-c-o-a-r)
- 8 Safety _____ Certificate (a-e-m-g-t-e-n-a-m-n)
- 9 International Ship _____ Certificate (r-y-t-e-s-u-c-i)
- 10 _____ Information (i-b-s-i-t-a-l-y-t)
- 11 _____ Control Information (g-a-d-m-a-e)
- 12 Cargo _____ Manual (r-u-s-g-i-e-c-n)
- 13 International _____ Pollution Prevention Certificate (a-e-s-w-g-e)
- 14 International _____ Pollution Prevention Certificate (r-a-i)
- 15 International Anti-fouling _____ Certificate (t-e-s-m-s-y)
- 16 Shipboard Oil Pollution _____ Plan (e-g-c-e-n-y-e-r-m)
- 17 _____ Management Plan (b-g-a-e-r-a)
- 18 Document of Authorisation for the Carriage of _____ (n-g-a-i-r)
- 19 Special _____ Ship Safety Certificate (o-p-u-s-p-r-e)
- 20 High Speed _____ Safety Certificate (f-a-c-t-r)



Make research about port state surveys and prepare a short presentation on your findings including:

- **checklist for an inspection area on board including at least five items,**
- **what (if any) tests need to be done during the inspection of these items,**
- **what questions can be asked to the crew members about these items,**
- **a list of possible deficiencies and their reasons that can be detected about these items.**



SELF ASSESSMENT 2



• I can describe the basic terms related to maritime management.	😊	😐	😞
• I can make the basic statements related to maritime management.	😊	😐	😞
• I can describe the basic terms about ship port documents.	😊	😐	😞
• I can recognise the port and cargo documents kept on board.	😊	😐	😞
• I am familiar with the port departure documents.	😊	😐	😞
• I can describe the basic terms about ship surveying.	😊	😐	😞
• I am familiar with the survey checklist.	😊	😐	😞

REVISION-2



Circle the correct phrase to complete the statements meaningfully.

- 1 **ISM Code/ISPS Code** provides a framework for the co-operation of the port facilities and ships to detect and prevent threats to maritime security.
- 2 **Liner/Tramp** shipping companies have a small and simple organisational structure.
- 3 A ship **charterer/broker** provides and pursues the management of all the routine operations about cargo in between the ship and the port in the name of ship owners and hirers.
- 4 Voyage Charter Party is valid for a specified **time/route**.
- 5 INCOTERMS is the abbreviation for International **Commercial/Chartering** Terms.
- 6 **Bill of lading/Charter party** indicates the mutual agreement about the responsibilities of the owner and the charterer.
- 7 Laytime, demurrage and dispatch are calculated according to **dock's receipt/time sheet**.
- 8 **FAL/IMO** is an organisation which is accepted as the authority in for adopting conventions and putting them into force.
- 9 **Exclusive economic/Contagious** zone can extend up to 200 nm from the baseline of a coastal state.
- 10 **STCW/SOLAS** in an IMO convention mainly related to the training and certification of the crew.
- 11 The inspection of **flag state/foreign-flagged** ships in national ports is called Port State Control (PSC).
- 12 Dry dock survey is a type of **periodical/non-periodical** survey.



UNIT 3

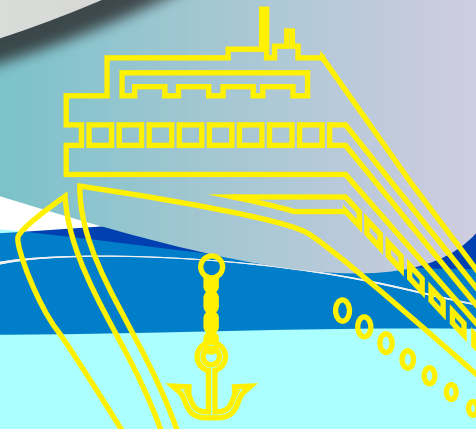
REQUISITION LIST



- Learn basic terms related to requisition list
- Get familiar with IMPA Marine Stores Guide
- Learn how to prepare a bridge requisition list
- Get familiar with the items that may be on deck requisition list
- Know how to prepare a provisions and cleaning requisition list



<http://kitap.eba.gov.tr/KodSor.php?KOD=39730>





Read the passage about International Marine Purchasing Association (IMPA) and answer to the questions.

IMPA MARINE STORES GUIDE

The IMPA Marine Stores Guide (IMPA Catalogue) is a widely used comprehensive guide in maritime industry. Items listed in the guide are essential for the operation, maintenance, and safety of ships. Each item has a **unique** code, which provide a standard and **uniformity** in purchasing, **inventory** management, and communication among maritime companies and **suppliers** worldwide. The IMPA frequently updates its catalogue to include new items and advancements in the maritime industry, when needed. Seventh, the latest, **edition** of IMPA Catalogue Marine Stores Guide was published in 2018. Online catalogue can be accessed through various websites, and in print format is also available.

The IMPA catalogue is organised into different categories and subcategories, making it easy to search and find specific items. Common categories in the IMPA catalogue include Provisions, Safety Equipment, Cleaning Material & Chemicals, Machinery Equipment, Marine Paint, Hand Tools, Navigation Equipment. 7th edition of the Guide has 34 different sections and hundreds of subsections.

Maritime professionals including ship managers and purchasing departments often **refer** to the IMPA catalogue when preparing requisition lists or **restocking** inventory for their vessels. By using the IMPA codes, they can easily **identify** the exact items they need and ensure **consistency** in their **procurement** processes. When the code is correctly written in the list, there is very low possibility to make a mistake about the order.

- 1 Why is each item in the IMPA catalogue assigned a unique code?
- 2 What is the reason for publishing new editions of IMPA Catalogue?
- 3 In what formats is the IMPA catalogue available, and how can it be accessed?
- 4 Why is it essential to correctly write the IMPA codes in the requisition lists?



Match the highlighted words with their definitions.

- a _____: to mention or direct attention to a source or resource
- b _____: the act of acquiring goods or services for an organisation or business
- c _____: being unlike anything else
- d _____: bringing items back into stock
- e _____: the process of recognizing or determining the nature or identity of something
- f _____: the condition of being steady, reliable, or constant
- g _____: a list or record of available items or materials
- h _____: people or organisations that provide goods or services to others
- i _____: a specific version or release of a publication or document
- j _____: the state of being the same in form, manner, or quality



Draw lines to match the units of measure with their abbreviations.

1 pieces	a BOX	7 set	g TIN
2 box	b KGS	8 volume	h VOL
3 sheet	c PKT	9 tube	i BTL
4 kilograms	d PCS	10 tin	j TUB
5 packet	e SHT	11 metre	k SET
6 pairs	f PRS	12 bottle	l MTR





Read the first part of the **requisition list** below and complete the missing parts with the given information.

a JANUARY 2023 PUBLICATION	b CON-VR-0001/2023	c ISKENDERUN	d 02/2023	e HIGH
f FARUK SARI (3 RD OFF.)	g M/V LUCKY JIM	h 12 JANUARY 2023	i EMRE TURGUT	j DECK

REQUISITION LIST		
1 SHIP NAME: _____	5 CREATED BY: _____	MASTER: HAKKI TURGUT
2 REQUISITION DATE: _____	6 REQUISITION DEPARTMENT: _____	8 CHIEF ENGINEER: _____
3 REQUISITION NO: _____	REQUIRED UNTIL: <u>25.02.2023</u>	9 VOYAGE NO: _____
4 REQUISITION NAME: _____	7 DELIVERY PORT: _____	10 PRIORITY: _____
REMARKS:		



Complete the second part of the list about the **requisition detail** below with the given information.

NAUTICAL ALMANAC	1,00	PUBLICATION	PCS	370602	1	IMPA	URGENT
------------------	------	-------------	-----	--------	---	------	--------

REQUISITION DETAIL								
NO	a CATALOGUE	b CODE	c PRODUCT NAME	d CATEGORY	e ON STOCK	f REQUISITION QUANTITY	g UNIT	h REMARK
1	_____	_____	_____	_____	1,00	_____	_____	_____



Place the categories under the relevant title.

Safety	Medical	Provisions	Bonded Store	Publication
Paints & Other Chemicals	Deck	Stationary	Maps and Flags	Cabin

Bridge
<u>Publication</u>

Deck

Food & Cleaning



3B BRIDGE MATERIALS



LEAD IN

Discuss the answers to the questions with your classmates.

- Do you know the purpose of different flags displayed on vessels besides their national flags?
- Who do you think is responsible for preparing the bonded store requisition list?

MEDICAL



READING AND VOCABULARY

A

Read the dialogue and fill in the blanks in the requisition list for **medical items** and **drugs**.

Second Officer: We need to ensure our medical supplies are in the best condition. Let's check all! We must be fully prepared for any emergencies on board.

Cadet: Agreed. What do we need to order, Second Officer?

Second Officer: Let's start with the medical supplies. We'll need to replace some expired items. First, we need to order a bunch of bandages, for instance, 3 packets of triangular bandages, 2 rolls of elastic bandages. We have none on stock for these two.

Cadet: I got it, Sir. What else?

Second Officer: We're running low on antiseptic solutions, too. Add them to the list, ensuring we have enough to last for the next few voyages.

Cadet: Alright. We have one bottle. Three 500 ML added.

Second Officer: Additionally, we need to check our stock of medications.

Cadet: Alright, I am restocking the ones from the previous list: 5 boxes of ondansetron 4 mg tablet for motion sickness, 3 boxes antihistamines, and 2 boxes of ibuprofen and 5 boxes of paracetamols. We have 1 box per each, but they are expiring soon.

Second Officer: OK. You can use the IMPA codes from the last requisition. Once you finish the list, please send it to me for a last check.

REQUISITION DETAIL

NO	CATALOG	CODE	PRODUCT NAME	CATEGORY	ON STOCK	REQ. QTY.	UNIT	REMARKS
1	IMPA	391022	TRIANGULAR BANDAGE 90X105CM	MEDICAL	a ____	3	b ____	
2	IMPA	391012	ELASTIC BANDAGE 7.5CMX4.5MTR	MEDICAL	0	c ____	NRL	
3	IMPA	390170	d _____	MEDICAL	0	3	e ____	
4	IMPA	391740	ONDANSETRON TABLET MG	MEDICAL	f ____	g ____	h ____	Expiring soon
5	IMPA	390160	ANTI-HISTAMINE 40TAB	MEDICAL	1	3	i ____	j ____
6	IMPA	390660	k _____	MEDICAL	l ____	2	BOX	Expiring soon
7	IMPA	391726	m _____	MEDICAL	1	n ____	BOX	Expiring soon

B

Match the following words to form the name of an item.

- 1 examination _____
- 2 face _____
- 3 triangular _____
- 4 hypodermic _____
- 5 digital _____

- a needle
- b gloves
- c thermometer
- d mask
- e bandage

**LISTENING**

<http://kitap.eba.gov.tr/KodSor.php?KOD=42710>

Listen to the dialogue and fill in the blanks in the table below.

REQUISITON DETAIL								
NO	CATALOG	CODE	PRODUCT NAME	CATEGORY	ON STOCK	REQ. QTY.	UNIT	REMARKS
1	IMPA	391751	a _____	MEDICAL	1	b ____	BTL	
2	IMPA	390436	c _____	MEDICAL	2	d ____	PCS	
3	IMPA	390208	e _____	MEDICAL	0	f ____	PCS	
4	IMPA	390511	g _____	MEDICAL	0	h ____	BTL	
5	IMPA	391883	i _____	MEDICAL	2	j ____	PCS	URGENT

BONDED STORE**LEARN THIS!**

Bonded store materials include snacks, personal care products and soft drinks, etc. for the personnel apart from the ship crew. These personnel may be customs officers, coast guards, police, port officials, agency workers, who temporarily visit the ship in order to carry out their duties when the ship enters the harbor. The officer in charge of the bonded store is usually the third officer.

**READING AND VOCABULARY****A1**

Re-order the dialogue.

- a ____ **Third Officer:** I have already listed them.
- b ____ **Steward:** Sure! We will need some when we enter the harbour. There will be inspections and other operations during our stay.
- c ____ **Third Officer:** Please bring the list when you finish. I will check and merge with other lists.
- d ____ **Steward:** Firstly, I've noticed that we need to request cola, orange juice, lemonade and natural mineral water.
- e ____ **Third Officer:** Also, We have no water and lemonade. 1 Lemonade (250 MLx30), 5 mineral water (1 LTR*15 BTL) will be enough for now.. Do you have the IMPA codes for these beverages?



- f ____ **Steward:** Yes, the code for Orange Juice is 003819, for Cola's 101501, for lemonade 101521 and for mineral water 101574.
- g ____ **Third Officer:** Correct. What is the current situation in the store?
- h ____ **Steward:** OK. As soon as I am done, sir. See you!
- i ____ **Third Officer:** OK. Please fill in the list properly.
- j ____ **Steward:** I will. What about snacks or other needs?
- k 1 ____ **Third Officer:** Hey there! Can you help me prepare the bonded store requisition list for soft drinks?
- l ____ **Steward:** Alright, sir. Do I have to do anything else?
- m ____ **Third Officer:** OK, We will add 3 cartons of cola (24x250 ml) and reach 4 in total in the store. We also have one box of orange juice but we need one more box of it (1 LTRx12 PKT).
- n ____ **Steward :** Noted, Anything else?



Choose the correct requisition list according to the dialogue in Exercise A1.

REQUISITION DETAIL A <input type="checkbox"/>								
NO	CATALOG	CODE	PRODUCT NAME	CATEGORY	ON STOCK	REQ. QTY.	UNIT	REMARKS
1	IMPA	101501	Cola	BONDED STORE	0	3	CT	24x250 ML
2	IMPA	003819	Orange Juice	BONDED STORE	1	1	PCS	12x1 LTR
3	IMPA	101521	Lemonade	BONDED STORE	0	1	CT	30*250 ML
4	IMPA	101574	Mineral Water	BONDED STORE	0	5	CT	15x1 LTR

REQUISITION DETAIL B <input type="checkbox"/>								
NO	CATALOG	CODE	PRODUCT NAME	CATEGORY	ON STOCK	REQ. QTY.	UNIT	REMARKS
1	IMPA	101501	Cola	BONDED STORE	1	3	CT	24x250 ML
2	IMPA	003819	Orange Juice	BONDED STORE	1	1	CT	12x1 LTR
3	IMPA	101521	Lemonade	BONDED STORE	0	1	CT	15x1 LTR
4	IMPA	101574	Mineral Water	BONDED STORE	0	5	CT	30*250 ML

REQUISITION DETAIL C <input type="checkbox"/>								
NO	CATALOG	CODE	PRODUCT NAME	CATEGORY	ON STOCK	REQ. QTY.	UNIT	REMARKS
1	IMPA	101501	Cola	BONDED STORE	1	3	CT	24x250 ML
2	IMPA	003819	Orange Juice	BONDED STORE	1	1	CT	12x1 LTR
3	IMPA	101521	Lemonade	BONDED STORE	0	1	CT	30*250 ML
4	IMPA	101574	Mineral Water	BONDED STORE	0	5	CT	15x1 LTR



STATIONARY & PUBLICATION



READING AND VOCABULARY

A

Match the **stationary items** and **publications** below with their description.

1 Radar Log Book ____	a an annual book containing tidal and astronomical information for navigators
2 Deck Log Book ____	b a record that each watchkeeper fills hourly about the events occur during the voyage and the general condition of the ship
3 IMPA Catalogue ____	c tracks radar observations and vessel movements
4 Oil Record Book ____	d guide for procuring ship supplies and equipment
5 Nautical Almanac ____	e a record of oil-related activities and usage onboard

B

Read the dialogue and fill in the table with the given information.

Chief Officer: Hello, Ahmet. As the new year is approaching, we need to check publications or log books for the bridge. Which log books and publications are currently available?

Third Officer: Hello, Captain. At the moment, we have the Radar Log Book, but we are missing the Deck Log Book and the Oil Record Book.

Chief Officer: I see. Let's request two from each. Additionally, we should check the Cumulative List of Admiralty Notices to Mariners for any updates. Are there any changes or additions?

Third Officer: I reviewed the list. In the Sailing Directions and the Nautical Almanac, there is no update. But, there are new editions of IMPA Marine Stores Guide (7th Edition) and Guide to ECDIS Implementation, Policy & Procedures NP232.

Chief Officer: That sounds essential. Please make sure to include them requisition list. We want to ensure we have the most up-to-date information for our navigational needs.

Third Officer: Certainly, Captain. I will update the list accordingly and present it to you for review once I'm done.

NO	PRODUCT NAME	CATEGORY	ON STOCK	REQ. QTY.	REMARKS
1	a _____	PUBLICATION	b ____	2	
2	c _____	PUBLICATION	0	d ____	
3	e _____	PUBLICATION	f ____	g ____	7 th Edition
4	Guide to ECDIS Implementation, Policy and Procedures NP232	PUBLICATION	h ____	1	



Complete the missing words in the abbreviations given in their full forms below.

Chart	Safety	Marine	System	Navigational
Cargo	Convention	Chart	Securing	Association

- 1 ECDIS: Electronic _____ Display and Information _____
- 2 CSS: The Code of Safe Practice for _____ Stowage & _____
- 3 ENC: Electronic _____ *Chart* _____
- 4 IMPA: International _____ Purchasing _____
- 5 SOLAS: International _____ for the _____ of Life at Sea



Match the halves to form meaningful collocations about **stationary items**.

1 desk _____	a card
2 file _____	b pad
3 stamp _____	c paper
4 ball-point _____	d pen
5 copy _____	e holder
6 straight _____	f calendar
7 sealing _____	g calculator
8 HB _____	h ruler
9 8-digit _____	i pencil
10 memory _____	j tape



Look at the pictures below and write the names of the **stationary items**.



a _____



b _____



c _____



d _____



e _____



f _____



g _____



h _____



i _____



j _____





D3 Fill in the blanks using the item names from Exercise D2 on Page 91.

- 1 A/An _____ is a type of calendar that sits on a desk.
- 2 You can keep your important documents organized in a/an _____.
- 3 Use a/an _____ to add ink impressions to paper.
- 4 Make sure to load the _____ into the printer before starting the print job.
- 5 A/An _____ is used to write on paper.
- 6 Use a/an _____ to draw straight lines or measure distances.
- 7 To secure an envelope or package, you can use _____.
- 8 A/An _____ has a medium level of hardness.
- 9 A/An _____ can perform calculations involving numbers up to eight digits.
- 10 You can store and transfer data using a _____.



E Read the sentences below and write the item/material names written in bold into the correct column.

- 1 **Calendar** is currently unavailable.
- 2 We've reviewed our supplies and concluded that there is no requirement for **A4 copy paper**.
- 3 We currently don't have any **pencil** available.
- 4 We have limited quantities remaining for **board marker**.
- 5 We don't need any **calculator** right now.
- 6 We have run out of stock for **blue ink**.
- 7 **Cellophane tape** is in short supply right now.
- 8 **Carbon paper** is out of stock.
- 9 We currently have **ruler** in stock.
- 10 **Whiteboard** is not necessary for us at present.
- 11 We've evaluated our inventory and confirmed that we do not need any **erasers**.
- 12 We don't have any **typewriter** in stock right now.
- 13 We have a little **food**.
- 14 We are running low on **oil**.
- 15 we only have a few letter **files left**.

Must be included in the requisition list

Publication

May or may not be included in the list (depends on the necessity)

Do not include in the requisition list



SPEAKING

Work in pairs. Change the items and role-play with your partners using sentences from Exercise E. Use at least four of them.

Example:

A: Do we have blue ball-point pens?

B: No, we have run out of stock for them.

FLAGS & PENNANTS



SPEAKING

Work in pairs. Talk about **traditions about flag** that you know or heard about on a ship.



READING AND VOCABULARY

CUSTOMS OF FLAGS IN SEAS

The **customs** of flags on a ship include various traditions, protocols, and practices about the national flag, as well as other flags and **pennants** used in the maritime industry. These customs have both symbolic and practical significance and **promotes** unity, respect, and effective communication among ships and their crews. Some common customs about flags on a ship are as follows:



Hoisting and Lowering the National Flag: The national flag, also known as the **ensign**, is hoisted at the stern (rear) of the ship each morning and lowered at sunset. This act symbolizes respect for the country the ship represents and signifies the vessel's official status as a part of that nation's maritime **fleet**.

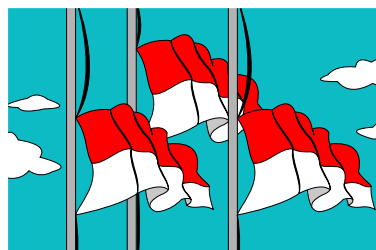
Flying Courtesy Flags: When a ship enters foreign waters, she customarily hoists the courtesy flag of the host country as a **gesture** of respect and acknowledgment of its rules and sovereignty.

Use of International Code of Signals: Ships use international code flags to communicate important messages to other vessels.

For instance, the "Alpha" flag signals that the ship is engaged in diving operations, warning nearby vessels to keep a safe distance.

Half-Masting the National Flag: During national mourning or to mark significant events, the national flag may be half-masted as a sign of respect and mourning.

These customs of flag on a ship contribute to the rich maritime culture, promote friendship among seafarers all over the world, and maintain respectful communication within the global maritime community. They reflect the significance of national identity, adherence to international maritime **conventions**, and the preservation of traditions at sea.



A1

Fill in the blanks with the words in bold from the passage on Page 93.

- 1 _____ is the act of lowering the flag to halfway down the flagpole as a sign of respect and mourning during national events or remembrances.
- 2 _____ is a long narrow pointed flag, for example one used on a ship to give signals.
- 3 _____ is an action or display, such as flying flags or pennants, to convey a message or demonstrate respect.
- 4 _____ is a traditional practice and ritual followed in the maritime industry, such as flag etiquette and shipboard ceremonies.
- 5 _____ is the national flag of a country, often displayed at the stern of a ship to represent its nationality.
- 6 _____ is a group of ships operating together, often under the same flag, for a specific purpose or mission.
- 7 _____ is an international agreement that establish standardized rules and regulations for maritime activities.
- 8 _____ is a respectful expression shown by ships when entering foreign waters by flying the flag of the host country.
- 9 _____ is to raise a flag or pennant up the flagpole, indicating the ship's official status or signaling a specific message.
- 10 _____ is to help something to happen or develop.

A2



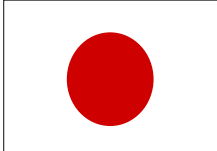




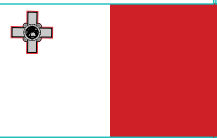


Read the passage and put a ✓ or ✗ next to the sentences below.

- 1 The national flag, also known as the ensign, is hoisted at the bow (front) of the ship.
- 2 Half-masting the national flag is a customary practice for celebrations on board a ship.
- 3 Flying courtesy flags is a common practice for ships when entering foreign waters as a sign of respect for the host country's rules and sovereignty.
- 4 International Code Flags are used by ships to communicate important messages to one another.
- 5 The customs of flags on a ship help promote unity and respect among ships and their crew, but they have little significance in the global maritime community.

TRUE	FALSE

B

Find the missing letters to complete the names of the **countries** that the flags represent below.

				
a H__K_n_	b L_b__a	c J_a_	d _a_a_a	e M__s__l _s__n_s
				
f S__g_p__	g C__a	h M_l_	i Fr__e	j _ah_ma_



Read the dialogues and fill in the blanks with the **countries** in Exercise B on Page 94. One flag is extra.

Captain: Do you know which country that the ship passing closely belongs to?

Cadet: I'm not entirely sure, but I see a flag which has blue and yellow stripes with a black triangle at the stern of the ship.

Captain: Well, that means the ship belongs to **1** _____.

Cadet: And there is **2** _____ flag at the top of the main mast as we are now sailing at the shores of Shanghai.

Captain: Yeah, it is customary to raise the country you are in as a sign of respect.

Chief Officer: Change the Chinese flag with **3** _____'s.

Cadet: Is it the one with the crescent?

Chief Officer: No, It's the one with a white flower symbol on a red background.

Cadet: Got it.

Second Officer: I've noticed that **4** _____ flag is missing from the flag cabinet. Arrange the missing flag please. It has blue and red stars on it.

Cadet: Understood, Captain. We'll place the flag in the cabinet immediately.

Chief Officer: As we will enter territorial waters of **5** _____ at 08:00 in the morning, coordinates 41°19'12.0"N 5°43'48.0"E, we should hoist their flag. Do you know colors of the flag?

Cadet: Understood, Captain. I know for sure, it has blue, white and red strips. We'll ensure that it is raised at the specified time and location.

Dear Agency Worker,

As you have been informed, Malaysia and Indonesia are among our destinations. During the recent inspections, we realized that **6** _____ flag is missing on our ship. This country is located between these two ports, and we have to cross their territorial waters during our voyage to Jakarta. Could you please request this flag?

Best Regards,

Captain

Passenger 1: Hey Matteo! Take the binoculars and see that huge cruise ship carrying American flag at the stern. It is the first time I have seen an American ship in this voyage.

Passenger 2: Well, I think you're wrong Nicolas. It is very similar but American flag has 50 stars on it. This one has only one star in its canton. Also, this has more stripes than the American one.

Passenger 1: Which country is it, then?

Passenger 2: It belongs to **7** _____. I am an old seaman. I know it for sure.

Second Officer: Dear Captain and my fellow friends... Thank you for your celebrating my birthday. Hanging my country's flags all over the room was also a very kind gesture.

Bosun: I wish you all the happiness and success, Dear Officer. I wonder what's the meaning of the big red circle on your national flag.

Second Officer: The red circle on **8** _____ flag symbolizes rising sun, which is important for our culture.

Chief Officer: We'll be anchoring the ship for refueling shortly, and it will take place on the port side. As we are currently in **9** _____ territorial waters, ensure that red and white flag with a cross on it is hoisted during refueling operation on the port side.

Third Officer: Understood, Captain.



LEARN THIS!

The nautical flag alphabet, also known as the International Maritime Signal Flags, consists of 26 flags representing the letters of the English alphabet, substitutes and numeral pennants. These flags are crucial for maritime communication, allowing ships to convey letters, numbers, and messages while at sea.

The Nautical Flag Alphabet

A  I have a diver down; keep well clear at slow speed.	N  No (negative)
B  I am taking in, or discharging, or carrying dangerous goods.	O  Man overboard.
C  Yes (affirmative)	P  In harbor. All persons should report on board as the vessel is about to proceed to sea.
D  Keep clear of me; I am maneuvering with difficulty.	Q  My vessel is "healthy" and I request free pratique.
E  I am altering my course to starboard.	R  Reverse course
F  I am disabled; communicate with me.	S  I am operating astern propulsion.
G  I require a pilot.	T  Keep clear of me; I am engaged in pair trawling.
H  I have a pilot on board.	U  You are running into danger.
I  I am altering my course to port.	V  I require assistance.
J  I am on fire and have dangerous cargo on board: keep well clear of me, or I am leaking dangerous cargo.	W  I require medical assistance.
K  I wish to communicate with you.	X  Stop carrying out your intentions and watch for my signals.
L  You should stop your vessel instantly.	Y  I am dragging my anchor.
M  My vessel is stopped and making no way through the water.	Z  I require a tug.

Substitutes



Answers



Numeral Pennants



D

Read the following sentences and fill in the blanks according to the nautical flag alphabet above. Then look at the chart with IMPA Codes below and create a requisition list according to given situations. (Scan QR code and print the sample requisition list table)



<http://kitap.eba.gov.tr/KodSor.php?KOD=42710>

- The _____ flag, which indicates the presence of a pilot on board, is torn.
- Divers will clean the hull, but the _____ flag is missing on the ship.
- The _____ flag, showing no health issues upon entering the discharge port, needs to be replaced.
- The _____ flag, meaning that we are carrying dangerous cargo, is worn out.

Flags (Alphabet) 4'x6'				Unit Per Pc.	
CODE	Alphabet	CODE	Alphabet	CODE	Alphabet
37 15 11	A	37 15 20	J	37 15 29	S
12	B	21	K	30	T
18	H	27	Q	36	Z
19	I	28	R		



3C DECK REQUISITION LIST



LEAD IN

Safety, security and proper maintenance of vessels are very crucial. A complete list of supplies helps make sure the ship follows the rules and can keep operating without any problems. It is essential to check every item carefully and get them on time so the ship can travel safely on the water.

Answer the following questions and share your views with your classmates.

- Do you know what FFE, LSA and PPE stand for?
- Can you name a few IMO signs?
- What types of maintenance tasks do you think performed on the deck of a ship?

Safety & Security



LISTENING AND VOCABULARY



<http://kitap.eba.gov.tr/KodSor.php?KOD=42710>

A

Listen to the recording and fill in the blanks with the appropriate words to complete the sentences.



- 1 Maintaining safety at sea is critical to protect the lives of individuals and _____.
- 2 Firefighting Equipment (FFE) includes fire extinguishers, hoses, and firefighter _____.
- 3 Lifeboats, liferafts, and immersion suits provide escape options during _____.
- 4 Crew members wear PPE to decrease the chance of _____ hazards.
- 5 FFEs, LSAs, and PPEs are _____ for maritime safety.

B

Arrange the following sentences in the order you hear in the passage.

- a _____ Crew members wear Personal Protective Equipment (PPE) for safety.
- b 1 Ships are equipped with fire extinguishers, hoses, and firefighter outfits.
- c _____ Lifeboats, liferafts, and immersion suits offer escape options.
- d _____ Regular maintenance ensures safety and welfare.
- e _____ Fire alarms and sprinklers help in early detection.



C1 Write the names of the **life-saving appliances** under the pictures.

immersion suit	handheld VHF radio	free-fall lifeboat	life jacket
EPIRB	buoyant smoke signal	search and rescue transponder (SART)	liferaft



a _____



b _____



c _____



d _____



e _____



f _____



g _____



h _____

C2 Read the sentences and write **True** or **False**.

- _____ An EPIRB is an emergency radio beacon used to transmit distress signals and aid in locating a vessel or person in distress.
- _____ A liferaft is an inflatable raft used for survival in emergency situations at sea.
- _____ A immersion suit is a flotation device used to aid in keeping a person's head above water.
- _____ A life jacket is a device that provides buoyancy in the water.
- _____ A SART is used for communication in maritime emergency situations.
- _____ A buoyant smoke signal emits dense smoke to attract attention and signal distress.
- _____ A handheld VHF radio is a tool used for boarding or disembarking a vessel or lifeboat.
- _____ A free-fall lifeboat enters the water in a free-fall motion.



D1 Write the names of IMO signs under the pictures.

survival craft distress signal	fire alarm call point	line throwing appliance	EPIRB	fire blanket	wear welding shield
slippery surface	lifted load hazard	environmental hazard	wear safety harness	wear protective clothing	fire extinguisher



a _____



b _____



c _____



d _____



e _____



f _____



g _____



h _____



i _____



j _____



k _____



l _____

D2 Fill in the blanks with the appropriate signs given in Exercise D1.

- The _____ sign indicates the location where individuals can activate the alarm system to raise awareness of a fire emergency.
- The _____ sign reminds seafarers to protect themselves from the sparks and radiation when working with welding equipment.
- Locate the _____ sign to find the designated area where individuals should gather for safety or assistance in case of an emergency.
- The _____ sign alerts individuals to the presence of a distress signal device used in maritime emergencies to aid in locating the ship or individuals in need of assistance.
- The _____ sign warns of the potential danger of falling objects or materials being lifted, indicating caution should be exercised in the area.
- The _____ sign ensures personal safety by using an equipment to secure yourself to a stable anchor point.
- The _____ sign indicates the location of firefighting equipment used to control or extinguish small fires.
- The _____ sign warns of a surface that is slippery, indicating caution should be exercised to prevent accidents.
- The _____ sign ensures personal safety in hazardous environments by wearing appropriate protective clothing such as gloves, goggles or specialized suits.
- The _____ sign indicates the location of a device used to throw a line from a ship to another vessel or to shore for rescue or assistance purposes.
- The _____ sign indicates the location of a fire safety device used to cover flames on a person or an object.
- The _____ sign alerts individuals to the presence of a hazardous environmental condition, emphasizing the importance of taking necessary precautions.



DECK



READING AND VOCABULARY

A1 Read the passage and answer the questions.

TANK CLEANING

Tank cleaning on ships involves the use of various chemicals to ensure effective removal of residues and contaminants. Denatured alcohol (ethanol), toluene, and methanol are commonly used in this process.



Denatured alcohol acts as a **degreaser** and **solvent**, while toluene and methanol are strong solvents used for various purposes. In addition to that, acetone and thinner are specifically used to **remove** paints from surfaces. These chemicals are known for their ability to dissolve and eliminate paint **residues** effectively. By utilizing these chemicals appropriately and following safety protocols, ship crew can maintain cleanliness and uphold safety standards during tank cleaning operations. Proper handling and **adherence** to safety guidelines are crucial to ensure the well-being of the crew and prevent any potential **hazards**.

- 1 What are some chemicals commonly used in tank cleaning on ships?
- 2 What is the specific purpose of acetone and thinner in tank cleaning?
- 3 Why is it important to handle these chemicals safely during tank cleaning operations?

A2 Read the definitions below and match them with the correct word from the passage.

- 1 residues ____
- 2 adherence ____
- 3 solvent ____
- 4 degreaser ____
- 5 remove ____
- 6 hazard ____

- a a liquid that dissolves other substances
- b remnants or remaining substances
- c potential source of danger or harm
- d take away or eliminate something
- e a substance that removes grease or oil
- f following or sticking to guidelines or rules

A3 Fill in the blanks with the words in the Exercise A2.

- 1 _____ to safety protocols is crucial to ensure the well-being of the workers and prevent potential accidents in the workplace.
- 2 Use a suitable _____ to eliminate any grease or oil from the surface before painting.
- 3 Take necessary precautions when working with _____ to avoid inhalation or skin contact.
- 4 Walking on slippery deck surface can pose a _____.
- 5 After painting, carefully _____ any paint drips or spills to maintain a neat and professional appearance.
- 6 Dispose of any paint-related _____ responsibly and according to environmental regulations.



LISTENING AND VOCABULARY



Listen to the recording and fill in the blanks according to the conversation.



<http://kitap.eba.gov.tr/KodSor.php?KOD=42711>

NO	PRODUCT NAME	CATEGORY	ON STOCK	REQ. QTY.	UNIT	REMARKS
1	a _____	DECK	0	b _____	SET	Urgent
2	c _____	DECK	0	d _____	CLS	36mmx50 mtr
3	e _____	SAFETY	0	f _____	PCS	Urgent
4	g _____	DECK	0	h _____	PCS	Genuine, Urgent.



Find and circle the names of the following **deck material** in the puzzle. Words are hidden in following directions: →, ←, ↑, ↓, ↘.

CHIPPING HAMMER

ANGLE GRINDER

WIRE CUP BRUSH

COIR DOOR MAT

HAND LAMP

WINDOW WIPER

RUST REMOVER SPRAY

WORKING GLOVES

GANGWAY NET

NT CUTTER

T K Y Q X V R W O R K I N G G L O V E S P R U
 U X V R A E H U K Q C C G G G B O Y Y I Q H Z
 R O G X N D G L S N N J L F W P C G P G S H E
 E D E O G S V X J T F C Y G W R S D F A N S Z
 M V D O L R R W G L R J U K W S P N V N L U E
 M G E B E E W I E B S E Q W Z S L Q I G S R T
 A F G W G T V N H A W V M G X U P I H W Y B P
 H I D B R T O D A L U R E O B L P I S A W P X
 G C P R I U D O N J Y M S V V S W I O Y P U O
 N O D U N C E W D O Q P Q P Q E N S T N Z C Y
 I D G V D T P W L W R V T L A Y R G U E V E U
 P K Q C E N G I A A O Z Q U U Q O S I T B R I
 P K J S R Y I P M E M M A H S O W Y P M T I W
 I Q I E D L V E P S U B C C R A X W X R U W D
 H Z H X Z Z W R D E E A V W E N E O K L A T D
 C H V L Q E T A M R O O D R I O C K F Y M Y S



B2

Choose the correct picture of the items you find in the puzzle in Exercise B1 on Page 101 and write them on the boxes below.



a _____



b _____



c _____



d _____



e _____



f _____



g _____



h _____



i _____



j _____

C

Listen to the conversation between the second and the third engineer and circle the correct choice.

- 1 We're running low on **diesel oil/gear grease**.
- 2 We'll need about **100/1000** litres to be safe.
- 3 Add **three/five** pieces of air line filters and **three/five** sets of sponge oil filters.
- 4 We have a few **copper flange gaskets/all-purpose gaskets** that have worn out.
- 5 We need spare nuts and bolts too. Let's order a **box/piece** of each.



<http://kitap.eba.gov.tr/KodSor.php?KOD=42711>



D

Listen to the conversation again and fill in the blanks on the table below.



<http://kitap.eba.gov.tr/KodSor.php?KOD=42711>

NO	PRODUCT NAME	CATEGORY	ON STOCK	REQ. QTY.	UNIT
1	a _____	ENGINE	0	5	b _____
2	c _____	ENGINE	0	3	d _____
3	e _____	ENGINE	0	10	f _____
4	g _____	ENGINE	0	1	h _____
5	i _____	ENGINE	0	1	j _____
6	k _____	ENGINE	0	5	l _____



PAINT

Choose the correct title for the coating types given below.

Tie-coat

Finish

Foul Release

Varnish

Anti-fouling

Anti-corrosive

Top Coat

Shop Primer

1 This paint protects metal surfaces from corrosion by creating a barrier against water and chemicals. It is commonly used in marine environments, industrial settings, and metal structures exposed to harsh weather conditions.

2 This paint acts as an adhesive layer between different paint systems and ensures excellent adhesion between primer and topcoat. It is particularly crucial when changing from one type of paint to another, such as moving from an epoxy-based primer to a polyurethane topcoat.

3 This paint prevents marine organisms from attaching to ship hulls, reduces drag and improves fuel efficiency. By keeping the hull clean and smooth, it improves fuel efficiency and the performance of vessels.

4 This coating creates a very smooth surface, preventing marine organisms and keeps the hull clean without toxic organisms. When the vessel moves, the organisms simply detach, and the hull stays clean.

5 This coating enhances appearance, offers UV protection, and improves durability, preserving the underlying layers with decorative and protective properties. These coatings are available in various colors and gloss levels, making them suitable for both aesthetic and protective purposes.

6 This type of paint temporarily protects steel surfaces from corrosion during storage and transportation. It enhances the adhesion of subsequent coatings and prevent the formation of rust or scale on the steel surface before the final paint system is applied.

7 It enhances wooden surfaces' appearance, offering protection from moisture and wear on ship decks, railings, and other maritime applications. This coating is commonly applied to wooden decks, railings, and furniture on ships and boats.

8 As the final layer, it provides the desired color and finish while increasing durability and resistance to weather conditions.



3D PROVISIONS & CLEANING REQUISITION LIST



LEAD IN

Answer the following questions.

- Do you know the name of the character and his favourite food in the picture?
- Do you think a balanced diet is important for seamen; if yes, why?
- Have you got any idea who is responsible for preparing requisition list for provisions on board?



READING AND WRITING

A1

Read the paragraph and answer the questions below.

Seafarers play an important role in the global economy by working in the transportation of goods and raw materials across oceans. However, their work is difficult with long hours, irregular schedules, and long periods away from home. They may sometimes have limited access to fresh and **nutritious** food, which causes **malnutrition**. This leads to unpleasant effects on their physical and mental health. Malnutrition occurs when the body does not get the necessary nutrients vitamins, and minerals that are necessary for their body to function properly. One of the most common symptoms of malnutrition is **fatigue**, which is a feeling of weariness and lack of energy. Fatigue can have serious consequences for seafarers, who need to be alert and focused at all times to ensure the safety on a ship. Fatigue can decrease reaction times, and increase the risk of accidents and injuries. To prevent malnutrition and fatigue, seafarers should maintain a healthy and balanced diet while at sea. This can be challenging due to limited availability of quality ingredients. However, seafarers can make sure they are getting the nutrients such as **grains**, vegetables, fruits, milk products, protein and fats or oils. In addition to maintaining a healthy diet, seafarers should prioritize getting enough rest and exercise, which can also help prevent fatigue and improve overall **well-being** while working at sea. By taking these steps, seafarers can ensure that they are staying healthy and **alert** during working hours.

- 1 What is one of the most common symptoms of malnutrition, and why is it particularly dangerous for seafarers?

- 2 Why can it be challenging for seafarers to maintain a healthy diet while at sea?

- 3 What other steps besides a healthy diet can seafarers take to prevent fatigue?

- 4 What are some of the key nutrients that seafarers should take in order to maintain a healthy diet?



A2 Match the definitions with the highlighted words in Exercise A1 on Page 104.

- a _____: a lack of proper nutrition caused by not having enough to eat or not getting enough of the right things to eat
- b _____: a feeling of extreme tiredness or exhaustion
- c _____: containing many of the substances which help the body to grow
- d _____: a state of being healthy and happy, both physically and mentally
- e _____: being fully aware and attentive
- f _____: small seeds that come from plants and are used as a source of food



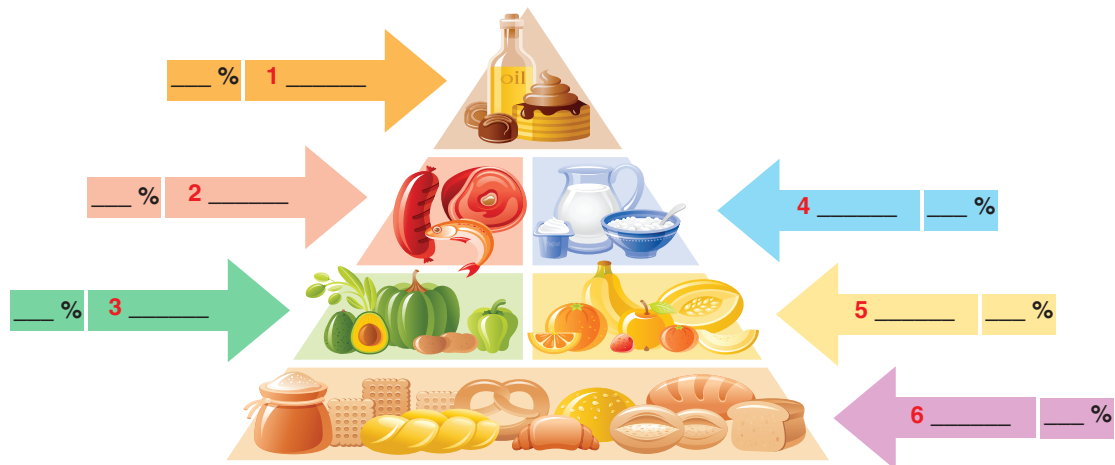
LISTENING AND WRITING

A Listen to the recording about **healthy eating pyramid**. Write the category names and the percentages of daily intake for each group.



<http://kitap.eba.gov.tr/KodSor.php?KOD=42713>

- a bread and cereal
- b fruit
- c fat,oil, sweet
- d milk, cheese, egg
- e vegetable
- f meat,poultry, fish



B Listen to the recording again and fill in the missing words. First letters are given for you.



<http://kitap.eba.gov.tr/KodSor.php?KOD=42713>

A healthy and b _____ 1 diet involves paying attention to the healthy eating pyramid and recommended daily p _____ 2.

It's also important to include healthy fats and oils, such as those found in n _____ 3 and seeds, making up around 5% of your daily caloric intake.

A balanced diet ensures that your body gets the nutrients it needs to function properly and keep you e _____ 4 throughout the day. Achieving a balanced diet is more than just consuming f _____ 5.



A1 Unscramble the letters of legumes and then draw lines to the correct pictures.



A



B



C

1 t-n-i-l-e-l

lentil

2 r-o-a-c-t-i-h e-b-s-a-n

h *b*

3 c-s-h-k-a-i-e-p-c

c

4 k-b-c-a-l y-e-d-e s-e-p-a

b *e* *p*

5 r-d-e y-i-n-k-d-e e-b-n-s-a

r *k* *b*

6 o-y-s e-n-s-a-b

s *b*

D



E



F

A2 Choose a word from Exercise A1 and fill in the blanks.

- 1 Hummus, a popular dish made from _____, is enjoyed by millions of people around the world.
- 2 There's nothing more comforting than a warm bowl of _____ soup on a rainy day.
- 3 _____ are known for their distinctive shape, which is similar to that of a human kidney.
- 4 To prevent digestive problems when consuming _____, also known as white beans, make sure to soak them overnight and cook them thoroughly before eating.
- 5 _____ are commonly used to make plant-based milk, which is a dairy-free alternative for those who are lactose intolerant.
- 6 _____ can be boiled, mashed, or added to soups to make delicious and nutritious meals.


C

Match **beverages** with their definitions.

tea ____

coffee ____

water ____

soda ____

milk ____

soft
drinks ____

sports
drink ____

herbal
tea ____

energy
drink ____

juice ____

- 1 a colourless, odourless, and tasteless liquid which is essential for most forms of life on Earth
- 2 a type of beverage that contains a lot of sugar, caffeine, or other substances that are designed to increase alertness
- 3 a type of cold beverage that contain added sugars, electrolytes, and other nutrients that help athletes to replace minerals and other substances they lost through exercise
- 4 a white liquid produced by mammals, often consumed by humans as a beverage or used as an ingredient in cooking
- 5 a drink made from the dried leaves of a green plant; the leaves are steeped in hot water to create the beverage, which can be enjoyed hot or cold
- 6 a drink got out of squeezed fruit or vegetables, often with added sugar or flavours
- 7 a beverage made from roasted seeds of a tropical bush; the beans are brewed to create a hot drink that is often enjoyed black or with the addition of milk, sugar, or other flavourings
- 8 a type of fizzy water used as a drink on its own or to mix with fruit juice
- 9 cold drinks that do not contain alcohol
- 10 a drink made from steeping the leaves, roots, flowers, or seeds of various plants in hot water; they may be consumed for their potential health benefits or for their taste and aroma



Work in pairs and write ten **fish** by finding correct path in the maze. Then, match the words with the pictures.



a _____



b _____



c _____



d _____

Maze grid:

```

a a n u n a a n c h o v y o c t o p u
n a u t a a h c h y v y o c t o p u s
o m n n t n c h o t c o c t o p u s s
a l m o n n s u p o t c t u s s a s a
s a l m t u n s u p o t o p u s s a r
a l m o u n s e s u p o p u s r t u n
l n o n t u e n e d u p u s s a n t u
m t n h s e n i d r a u s s a r o n t
o n t s e n i d r a s s a r d m o n
n o l r e e n i n r a s a r d m l m l
t b o l d s e n h r i a r d m l a s a
l r e d n u n e s h d r n i l a s t s
o l d n u o l s h r u d i u o r t u t
b o n u o l f h f l o u u o r t r o s
o b s n u o p r p f l o o r t p c r e
l r e d n p m i m p o u n o p r a e t
o l r e d f p m p f u n r e r l o b s
b o l o o l f u o l o u n d e r l o b
  
```

Start: Green arrow at 's' in row 4, column 1. End: Red arrow at 't' in row 10, column 10.

- 1 s _____
- 2 t _____
- 3 a _____
- 4 o _____
- 5 s _____
- 6 s _____
- 7 f _____
- 8 l _____
- 9 c _____
- 10 t _____



e _____



f _____



g _____



h _____



i _____



j _____





E Put the words related to **fish** in an order to form meaningful sentences. Put the dialogue in the correct order.

1 fresh/salmon/of/require/10/kilograms/we.

2 stock/50/canned/tuna/the/requisition/list/should/unavailable/in/is/so/add/to/our.

3 number/flounder fillet/catalogue/the/in/IMPA/of/production/is/000714.

4 octopus/cook/to/delicate/carefully/texture/due/the/its.

5 requisition/sardines/creating/tinned/the/salted/when/list/dried/include.

6 we/the/demand/shrimp/high/need/restock/to/frozen/due/to.

F1 Match the halves to form meaningful **kitchen tools** or **utensils** collocations.

1 cutting
2 mixing
3 measuring
4 frying
5 baking
6 oven
7 can

a bowl
b sheet
c mitts
d opener
e cups
f pan
g board

F2 Choose a collocation from Exercise F1 and complete the sentences.

- 1 The non-stick _____ is great for cooking delicate foods like fish or pancakes.
- 2 It's important to use a clean _____ to prevent cross-contamination while preparing food.
- 3 I couldn't find the _____, so I used a knife to open the can carefully.
- 4 The recipe calls for one cup of flour, so I used a _____ to get the exact amount.
- 5 The _____ protected my hands from the heat when I took out the baked lasagne.
- 6 I used a large _____ while combining the flour, eggs, and milk to make a smooth dough.
- 7 The _____ is useful for making homemade pizza and achieving a crispy texture.



Put a tick next to the **utensils** on the picture according to underlined words in the following dialogue.



Cook: Good morning, team! Today's menu features pasta and a flavourful sauce. Let's gather the essential utensils and start cooking!

Steward: Chef, which tools should we use?

Cook: We'll need the pasta server, slotted spoon, ladle, whisk, spatula, tongs, and knife.

Stewardess: What's the slotted spoon for, Chef?

Cook: You'll use it to drain the cooked pasta before mixing it with the sauce.

Stewardess: And which utensil should I use for stirring the sauce?

Cook: The whisk will help you achieve a smooth and creamy texture for the sauce.

Stewardess: Chef, what about the tongs? Are they for the pasta?

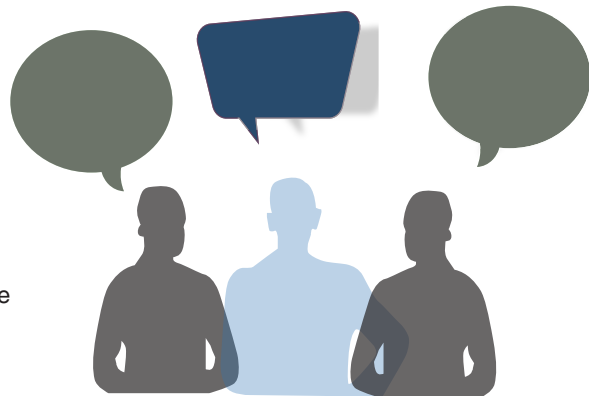
Cook: No, the tongs are for handling the vegetables. They should be nicely grilled.

Steward: Got it, Chef. And when should I use the ladle?

Cook: Use the ladle to serve the sauce onto the plated pasta to be sure it covers all. Also, you all know that you have to use appropriate knife for cutting things. Handle it carefully.

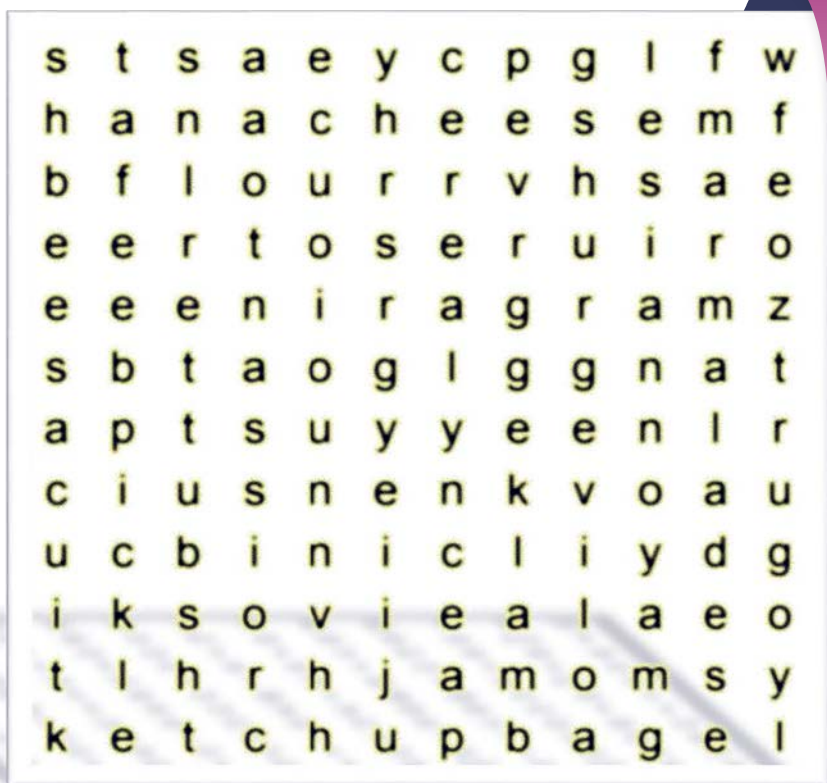
Stewardess: All right Chef, it is all understood. We will do our best to prepare the menu.

Cook: Well done, team! Let's put these utensils to good use and create a delightful meal. Time to get cooking!




 H

Find the words related to **delicatessen** in the word search grid. Words can be written horizontally, vertically, diagonally, forwards or backwards.



- 1 bagel
- 2 beef
- 3 butter
- 4 cereal
- 5 cheese
- 6 chicken
- 7 croissant
- 8 egg
- 9 flour
- 10 honey
- 11 jam
- 12 ketchup
- 13 lamb
- 14 margarine
- 15 marmalade
- 16 mayonnaise
- 17 olive
- 18 pickle
- 19 salt
- 20 sausage
- 21 sugar
- 22 vinegar
- 23 yeast

 I

Choose the correct word written in bold.

- 1 I spread some tasty **pickle/marmalade** on my toast this morning.
- 2 The recipe requires a teaspoon of **apple vinegar/jam** for an aromatic flavour to the salad dressing.
- 3 I do not like the strong and sour taste of **gherkin pickle/cheese** in my sandwiches.
- 4 The baker used **margarine/yeast** to make the bread dough fluffy.
- 5 He sprinkled some nuts over his **croissant/cereal** to have crunchier texture.
- 6 I like the aroma of the freshly baked **bagel/chicken**, with cream cheese on top for my breakfast.



LISTENING AND WRITING



Listen to the dialogue between **second officer** and **cook**. Fill in the missing parts.



<http://kitap.eba.gov.tr/KodSor.php?KOD=42714>

NO	CATALOGUE	PRODUCT NO	PRODUCT NAME	CATEGORY	ON STOCK	REQ. QTY.	UNIT	REMARKS
1	IMPA	000124	CUCUMBER	1 _____	2	10	KGS	
2	IMPA	<u>2 000198</u>	ZUCCIHINI	vegetable	2	13	KGS	
3	IMPA	000324	CORN	vegetable	50	150	3 ____	frozen on cobs
4	IMPA	002457	MUSHROOM	vegetable	4 ____	15	KGS	frozen and sliced
5	IMPA	000187	TOMATO	vegetable	0,00	5 ____	KGS	
6	IMPA	000141	ICEBERG 6 _____	vegetable	4	10	KGS	



Listen to the dialogue again write **T** for **TRUE**, **F** for **FALSE** for the sentences. Work in pairs and role-play the dialogue using your own names. Swap the roles and practice again.



<http://kitap.eba.gov.tr/KodSor.php?KOD=42714>

- The crew has enough fresh tomatoes. ____
- The crew needs to order 20 kilograms of mushrooms. ____
- The IMPA code for fresh tomatoes is 000187. ____
- The crew has enough onions. ____
- The crew has no corn. ____



Read the phrases about **legumes** in the box and write them into the correct column.

ADVANTAGES

DISADVANTAGES

- Healthy and nutritious
- Allergies or sensitivities
- Preparation time
- Cost-effective
- Adaptable
- Digestive discomfort
- Sustainable
- Long shelf life
- Limited variety



D Circle the correct word form to complete the sentences.

- 1 The crew member used a lemon **squeeze/squeezer/squeezed** to extract juice for refreshing beverages on board.
- 2 The chef prepared a delicious **mash/masher/mashed** potato dish for dinner.
- 3 The recipe requires you to **blend/blender/blended** the ingredients until they form a creamy sauce.
- 4 The galley assistant quickly **peel/peeler/peeled** the carrots and prepared them for the salad.
- 5 Use a wire **whisk/whisker/whisked** for a better fluffy and smooth sauce.
- 6 The chef used a **grate/grater/grated** to enhance the flavour of onboard desserts with fresh nutmegs.
- 7 A cook must carefully **mix/mixer/mixed** the spices and sauce to prepare a tasty dish for passengers.

E1 Listen to the dialouge between crew members and write their names under the pictures according to their **delicatessen** preferences.



a _____

b _____

c _____

d _____

E2 Listen to the dialogue again. Correct the highlighted mistakes.



NO	CATALOGUE	PRODUCT NO	PRODUCT NAME	CATEGORY
1	IMPA Catalogue	003419	DRY FIG	a vegetable
2	IMPA Catalogue	002063	b MOZERELLA	delicatessen
3	c IMPA Catalogue	0101	SUJUK	delicatessen
4	IMPA Catalogue	001527	CROISSANT BREAD	delicatessen
5	IMPA Catalogue	007813	SMOKED HAM	delicatessen



CABIN & CLEANING

A1 Match the items with the definitions:

1 napkin ____	a a tool used for sweeping and cleaning floors
2 gloves ____	b a container used for unwanted materials, such as trash or waste
3 duster ____	c protective coverings for the hands, used for gripping dangerous materials
4 plastic bag ____	d a cleaning tool used for cleaning the inside of a toilet bowl
5 broom ____	e a small piece of cloth or paper used for wiping or cleaning hands and mouth
6 waste basket ____	f a lightweight and flexible thing used for carrying or storing items
7 sponge ____	g a cloth or tool used for removing dust from surfaces
8 hand scourer ____	h a porous and absorbent material used for cleaning or wiping surfaces
9 toilet brush ____	i a cleaning tool used for scrubbing and removing stubborn stains or dirt from surfaces
10 soap ____	j a substance used for cleansing and removing dirt or oils from surfaces, objects, or the human body

A2 Fill in the blanks with the appropriate words from Exercise A1.

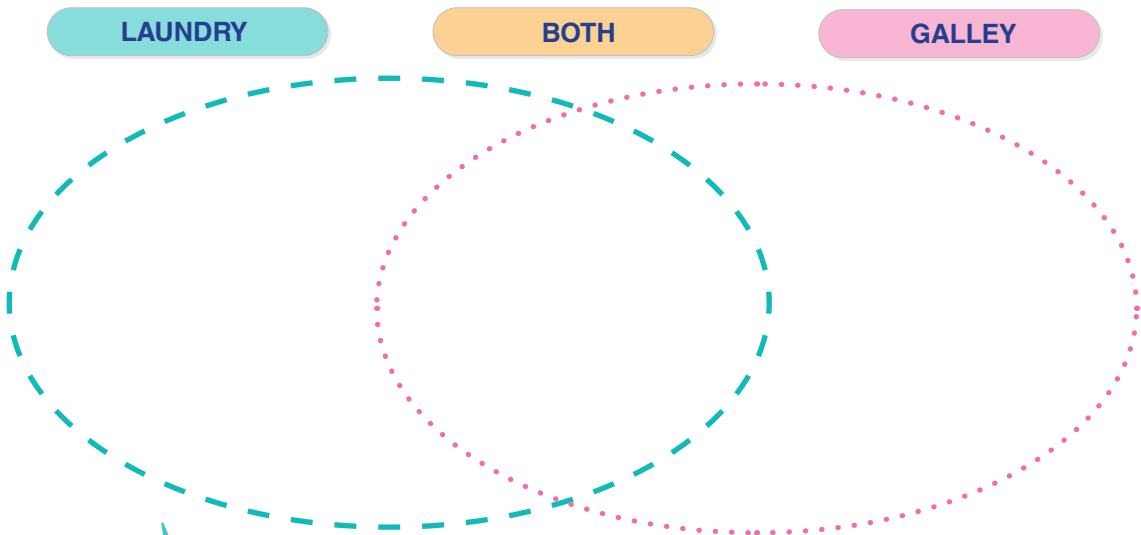
- 1 I need to empty the trash, so I'll take the _____.
- 2 When grocery shopping, remember to bring a reusable _____.
- 3 The bathroom needs cleaning, so I'll need the _____ first.
- 4 Don't forget to wear _____ in order to protect your hands.
- 5 Could you pass me a _____? I spilled some sauce on the table.
- 6 The shelves are covered in dust, so I'll use the _____ to clean them.
- 7 After sweeping the floor, I'll use a _____ and mop it.
- 8 I accidentally spilt a glass of water. Do we have a _____ to soak it up?
- 9 The stubborn stains on the dishes require a _____ to scrub them off.
- 10 Before the dishwashing, make sure to wash your hands with _____ for proper hygiene.



A3

























Group the items in appropriate places in the diagram below.

plastic bag	broom	ironing table
waste basket	sponge	bleaching water
drain pipe cleaner	hand scourer	softener



Visit the procurement/supply department of a shipping company. Collect information about the procurement process. Find out possible workflow differences across vessel types or process regarding domestic or international supply.

SELF ASSESSMENT 3

			
• I can tell the basic terms used at the top of a requisition list.			
• I can talk about IMPA Marine Stores Guide.			
• I can tell some items that may be requested for bridge.			
• I can talk about preparing a requisition list for the basic needs of deck department.			
• I can talk about provisions that may be requested for the ship.			
• I can identify cleaning material and prepare a list for them.			
• I can prepare a requisition list if I have the catalogue.			



REVISION-3



Choose the correct answers.

1 What is the primary purpose of IMPA Marine Stores Guide (IMPA Catalogue)?

- a To provide a comprehensive guide for maritime professionals to identify and procure essential items for ships.
- b To list various ship models and their specifications.
- c To offer guidelines for navigating through ocean waters.
- d To provide historical information about the maritime industry.

2 How does the unique code for each item in the IMPA catalogue benefit the maritime industry?

- a It ensures the item's high standards.
- b It standardizes purchasing, inventory management, and communication among maritime companies and suppliers.
- c It assists in tracking the movement of ships.
- d It facilitates communication between ships and ports.

3 How often are requests for needs made on board?

- a Daily and weekly
- b Biannually and annually
- c Urgent and semi-urgent
- d Monthly, 3-monthly, and 6-monthly

4 What is the consequence of not filling in the request form correctly when making material requests?

- a The ship will be delayed in its schedule.
- b There will be excess or missing materials.
- c The suppliers will reject the request.
- d The ship may be refused entry at the next port.

5 What types of items are typically included in bonded store materials for personnel other than the ship's crew?

- a Ship maintenance tools and equipment.
- b Fishing gear and navigation instruments.
- c Snacks, personal care products, and soft drinks.
- d Engine spare parts and safety equipment.

6 When a ship enters foreign waters, why does it hoist the flag of the host country?

- a To showcase the ship's unique design.
- b To signal that the ship is ready for departure.
- c To display the ship's allegiance to the host country.
- d As a gesture of respect and recognition of the host country's rules and sovereignty.

7 What are international code flags used for in maritime communication?

- a To decorate the ship's exterior.
- b To indicate the ship's cargo type.
- c To signal the ship's name and registration.
- d To convey important messages to other vessels, such as diving operations or warnings.

8 What role do customs of flag on a ship play in the maritime community?

- a They are used to identify different types of vessels.
- b They primarily serve as decorative elements.
- c They promote unity, respect, and effective communication among ships and their crews.
- d They regulate the size and design of flags used on ships.

9 How do Firefighting Equipment (FFE), Life-Saving Appliances (LSA), and Personal Protective Equipment (PPE) contribute to maritime safety?

- a They serve as entertainment options for the crew during leisure time.
- b They increase the efficiency of cargo operations.
- c They ensure the welfare of those on board by combating threats, providing escape options, and reducing hazards.
- d They help ships to maintain their course during navigation.

10 Which is NOT among the information included in requisition lists.

- a Requisition date
- b Requisition number
- c Requisition name
- d Requisition method



11 Which is not among the information included in requisition lists.

- a Name of the ship
- b Name of the chief officer
- c Name of the chief engineer
- d Name of the deck cadet

12 Which is not among the information included in requisition lists?

- a Product name
- b Product description
- c Product quantity
- d Product code



B Odd one out.

1	deck	galley	bridge	food & cleaning
2	FFE	PPE	CSS	LSA
3	pennant	ensign	flag	fleet
4	urethane	finish	anti-fouling	top-coat
5	lentil	soybean	cauliflower	chickpeas
6	ladle	whisk	pasta	tongs
7	broom	bolt	sponge	duster
8	C/O	4/O	company	supplier
9	BOX	KGS	UOM	PKT
10	bonded store	safety	publication	stationary



C Fill in the blanks with appropriate titles.

PRODUCT NO	CATEGORY	REMARKS	UNIT	NO
CATALOGUE	PRODUCT NAME	REQUISITION QUANTITY		ON STOCK

REQUISITION DETAIL								
a	b	c	d	e	f	g	h	i
1	IMPA	101501	Cola	BONDED STORE	0	3	CT	24x250 ML



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YOU CAN ACCESS TO THE VISUAL REFERENCES AND THE ANSWER KEY ON YOUR MOBILE PHONE OR TABLET.

<http://kitap.eba.gov.tr/karekod/Kaynak.php?KOD=2947>



UNIT 1 NAVIGATION AND WATCHKEEPING COMMUNICATIONS

1A NAVIGATION

NAVIGATION BASICS

LISTENING AND WRITING

B

- 1 Three three degrees four two minutes five four seconds north – One zero one degrees one two minutes one eight seconds east.
- 2 Two nine degrees two two decimal four minutes south – Zero one eight degrees two three decimal eight minutes east.
- 3 Three two degrees one nine minutes three zero seconds south – zero nine one degrees five six minutes one two seconds west.
- 4 Two eight degrees three one decimal two minutes north – One zero zero degrees four two decimal four minutes east.

D

- 1 “Your position bearing zero-nine-two degrees from İğneada Lighthouse distance three decimal five nautical miles”
- 2 “Your position bearing two-six-two degrees from Heybeliada Lighthouse distance one decimal two nautical miles.”
- 3 “Your position bearing zero-zero-five degrees from Şarköy Lighthouse distance zero decimal seven nautical miles.”
- 4 “Your position bearing one-three-five degrees from Cape Horn distance four decimal nine nautical miles.”

NAUTICAL CHARTS

LISTENING AND WRITING

A-B

The details shown on a nautical chart vary depending on its type and scale. Nevertheless, some specific information exists on almost all nautical charts. For instance, all charts have a chart number located on the top-left and bottom-right corner. The chart is recorded in the chart catalogue by this number. On all nautical charts, there is a chart title which is usually shown in a box. It involves necessary information about the chart and the area it represents. All charts show the first publication date at the bottom-centre. You can also see the last edition date on the bottom-left corner if it is edited. Correction notes are seen on the bottom-left corner of the chart. They are the recordings of corrections. There is at least one (usually more than one) disc-shaped compass rose on all nautical charts which indicates directions. There are several chart symbols which give information on many different navigation-related issues such as positions, natural features, landmarks (e.g., bridges, towers, railways), ports, tides, currents, depths, nature of the seabed

(e.g., gravel, mud, wrecks, pipelines), obstructions, routes, and aids to navigation (e.g., lighthouse, buoy). There are vertical and horizontal lines on all charts which show longitude and latitude. There are also longitude scales on the top and at the bottom of the nautical chart, and latitude scales at both sides. These scales are used to plot a position. Latitude scales are also utilised to measure the distance between two points.

CHART CORRECTIONS

LISTENING AND SPEAKING

B1

- 1 Correction number two-seven-seven-four, Range of light was amended to seven miles in position 'three four degrees one one minutes three five seconds north – one three three degrees zero one minutes four six seconds east' on Chart JP one-zero-four.
- 2 Correction number two-seven-eight-two, submarine pipeline symbol joining 'position four zero degrees zero six decimal zero eight minutes north – zero two six degrees two two decimal zero seven minutes east' with 'position four zero degrees zero six decimal one three minutes north – zero two six degrees two one decimal nine six minutes east' was inserted on Chart two-four-two-nine.
- 3 Correction number two-seven-five-eight; depth one nine decimal one was replaced with depth one six decimal six in position 'three three degrees one nine decimal one zero minutes north – one one four degrees five eight decimal five zero minutes east' on Chart four-seven-two-five.
- 4 Correction number two-seven-eight-six; lighthouse symbol was deleted in position 'three two degrees zero two decimal three eight minutes north - one two zero degrees two four decimal two five minutes east' on Chart one-six-zero-five.
- 5 Correction number two-seven-nine-two, Number two pilot boarding place symbol was moved from 'position two two degrees three five decimal five zero minutes north – one one four degrees four zero decimal zero zero minutes east' to in position 'two two degrees three six decimal zero zero minutes north – one one four degrees four zero decimal seven zero minutes east' on Chart three-four-zero.

1B WATCHKEEPING AND COMMUNICATIONS

SENDING AND RECEIVING INSTANT VOICE MESSAGES

LISTENING AND WRITING

A1-A2

C/O: Deck, Cargo office. Chief officer speaking. I see dense clouds in the sky as reported in the weather forecast. Over.

Bosun: Cargo office, deck. Bosun speaking. We are ready to close the hatch covers, chief. We are waiting for your orders. Over.

C/O: Deck, Cargo office. Bosun, thunder and drizzle started. Tell the foreman to stop the cargo operation, and start closing hatch covers immediately. Over.

Bosun: Cargo office, deck. Copy that, chief. We are beginning to close the hatch covers. Over.

C/O: Deck, Cargo office. Report when you close all hatch covers. Over.

Bosun: Cargo office, deck. Chief, we have closed all hatch covers. Over.

C/O: Deck, Cargo office. Thank you bosun. Out.



B1-B2

Valencia Port Control: *M/V SAFÍNAZ ANA, this is Valencia Port Control. How do you read me? Over.*

M/V SAFÍNAZ ANA: *Valencia Port Control, this is M/V SAFÍNAZ ANA. I read you excellent. Over.*

Valencia Port Control: *M/V SAFÍNAZ ANA, this is Valencia Port Control. You have to shift your vessel to another quay. Another vessel was planned to berth at the quay you are moored now. Over.*

M/V SAFÍNAZ ANA: *Valencia Port Control, this is M/V SAFÍNAZ ANA. Affirmative. We were updated about shifting by the agent this morning. Over.*

Valencia Port Control: *M/V SAFÍNAZ ANA, this is Valencia Port Control. You are going to shift your vessel to the quay one hundred metres ahead of you. The shifting operation will take place at thirteen hundred Local Time today.*

The pilot will embark at twelve forty-five Local Time and three linesmen will be ready for mooring operation at the shore. Over.

M/V SAFÍNAZ ANA: *Valencia Port Control, this is M/V SAFÍNAZ ANA. Thanks for the update. We will inform you when we finish shifting. Over.*

Valencia Port Control: *M/V SAFÍNAZ ANA, this is Valencia Port Control. Thanks for your cooperation. Good watch. Out.*

1

2

UNIT 2

2A MARITIME MANAGEMENT

CHARTER PARTIES

LISTENING AND VOCABULARY

B

- 1 A shipping agency is a corporate person or a company which operates the cargo handling between the ship and the port in the name of ship owners and ship hirers for a specified charge and also responsible for the protection of the benefits of the counterparties.
- 2 Ship broking is a commercial service in which the ship broker gets a specified commission price for conveying the negotiations between the counterparties (buyers, sellers, ship owners, charterers).
- 3 A ship broker is the person or company who acts as an intermediary between the buyers and the sellers of the ships. They also arrange the transportation of the goods by processing contract negotiations between ship owners and charterers, or sellers of goods.
- 4 Ship chartering is a maritime industrial transaction in which the ship owners hire their ships to a charterer for cargo transportation.
- 5 A ship charterer is the person or the company who could be the cargo owner at the same time and hires a ship from its owner.
- 6 Sometimes, it is more profitable for the hirer to hire the ship to another party. In this case, the latter hirer is called sub-charterer.



2B MARITIME RECORDS AND DOCUMENTS

MARITIME RECORDS

LISTENING AND VOCABULARY

C

Information needs to be recorded during sailing, anchoring and port watches include:

Changing of watch

Checking ropes at port watch

Reporting fuel oil, lubricating oil, water barge boarding and unboarding

Details of rope manoeuvring while berthing and unberthing

Records of main incidents during loading and discharging

Passing by buoy, foreland, lighthouse

Anchor watch, controlling anchor

Reporting the embarkation, disembarkation and personal information of the pilot

End of sea passage time information

Commence of sea passage time information

D

Some other records that can be found in deck log book are:

Handing over the watch to the watch officer

Taking over the watch from the watch officer

Personal information of signed on and off crew

Embarkation and disembarkation date and hour of the assigned crew

Damages to the stowed cargo

Crimes, disciplinary punishments, births and deaths on board

F

M/V Kaplan, voyage number twelve-twenty, navigates from Gemlik to Aliğa. It berths at Aliğa Port on August fourth, twenty twenty. The navigation equipment, steering gear and machinery are tested and ready for manoeuvring at fourteen hundred Local Time. The pilot embarks the ship from the starboard side at fifteen hundred Local Time. Under normal circumstances, end of sea passage time is recorded as fifteen hundred Local Time. The rope of Kara Fatma tug is made fast from the centre lead at fifteen twenty Local Time. The first line is given to the shore at sixteen hundred Local Time. The tug rope is let go and the tug leaves at sixteen thirty Local Time. Finished with engine command is given at sixteen fifty Local Time. The manoeuvre is completed and at the same time the pilot disembarks the ship at seventeen hundred Local Time.

CARGO AND PORT DOCUMENTS

LISTENING AND WRITING

A

Bill of Lading is a valuable and legal document on board since it proves that a contract of carriage has been made, and shows that the goods have been received by the shipper or loaded on the ship. The shipper is obliged to deliver the goods only in return for the presentation of the bill of lading. Bill of Lading is prepared in three original copies and it can be given to the name, the order or the bearer. There are two types as clean bill of lading and unclean or dirty bill of lading.



B

These are the required information to be recorded on the bill of lading:

- The quantity, weight amount, measurement and clear description of the cargo*
- The marks and numbers identifying the goods*
- The externally obvious state and condition of the goods*
- The full name or trade name and the head office of the carrier*
- The name and nationality of the vessel*
- The full name of the master of the vessel*
- The full name of the shipper*
- The full name of the consignee*
- Port of loading and loading date*
- Port of discharging*
- Full details of the freight*
- The terms of the contract of carriage*
- The number of bills of lading signed*
- The signature of the master or his agent and the date*

The Bill of Lading has four functions:

- Evidence of contract of carriage*
- Receipt for the goods shipped*
- Document of title*
- Negotiable document*

C

Cargo manifest is a list in which the cargoes on the ship and the port bills of lading are written in order according to their discharge. The manifest gives information about the cargo on the ship by being given to the agencies, port management and customs. The manifest is kept on board on voyages and shows what kind of cargo is on board and where it is being carried.

Letter of Protest is an official declaration which states that the master of the ship makes an objection to an adverse condition or unexpected incident. Letter of interest could be written about many different incidents about the ship or the cargo. It is an evidential document in case of any disputes about the damages to the cargo, delays during shipping and loading or discharging the cargo.

Statement of Facts has recordings about the exact date and time of all the incidents that occur upon the arrival to the port; at the beginning, during intervals and at the completion of loading or discharging operations, suspensions of cargo operations due to bad weather conditions or mechanical breakdowns. It is prepared by the ship agency and the demurrage is calculated in accordance with this document's recordings.

2C SHIP SURVEYING

MARITIME LAW AND REGULATIONS

LISTENING AND WRITING

A

- 1 Territorial sea
- 2 Baseline
- 3 Contiguous zone
- 4 Internal waters



- 5 High seas
- 6 continental shelf
- 7 Exclusive economic zone

B

- 1 **Internal Waters:** It is the water areas within the baseline of a coastal state, or inland waters of a state such as bays, lakes, or rivers; wholly bound to that state's jurisdiction.
- 2 **Exclusive Economic Zone (EEZ):** It is the water area extending up to two hundred nautical miles from a country's baseline. The coastal state has right over all natural resources; however, international rules are valid and other states also have rights and liabilities.
- 3 **High Seas:** It is the water areas beyond internal waters, territorial waters, continental shelves and EEZ of all states. It is beyond the rules and laws of any states, therefore not controlled by any states.
- 4 **Continental Shelf:** It is the extension of the land of a coastal state under the sea. The coastal state has all rights to make use of its water and underwater resources.
- 5 **Baseline:** It is the line along the coast of a country which is used to define the borders of the state's jurisdiction and sovereignty on maritime zones.
- 6 **Territorial Sea:** It is the water area extending to twelve nautical miles away from the baseline of a coastal state. It is bound to the laws of that state, but the vessels of other states have innocent passage right.
- 7 **Contiguous Zone:** It refers to the adjacent territorial water or international water up to twenty-four nautical miles from the baseline of a coastal state. The coastal state has jurisdiction and sovereignty right.

SHIP SURVEYS

2 LISTENING AND SPEAKING

A

Second Officer: Today, we will go over the checklist before the PSC inspection. Take the preliminary checklist from the chart table and follow me.

Deck Cadet: Yes, sir. I will tick the items that we check.

Second Officer: "All LSA was checked, found in good condition." is recorded?

Deck Cadet: Yes, I see the LSA record.

Second Officer: Is it recorded that monthly safety equipment checks are made in accordance with SOLAS and that there are no deficiencies?

Deck Cadet: Yes, here are the records of monthly checks in the deck log book.

Second Officer: Are the weekly tests recorded in the deck log book?

Deck Cadet: Yes, they're recorded weekly in the deck log book.

Second Officer: Are drill records and safety meetings recorded in the deck log book?

Deck Cadet: No, some records seem to be missing. We should check the ISM documents and complete the records on the relevant date and time in the log book.

Second Officer: Did the master sign the bell book after each manoeuvring operation?

Deck Cadet: Yes, the master's signatures are complete in the bell book

Second Officer: Are all route changes recorded in the log book?

Deck Cadet: Yes, all route changes are recorded

Second Officer: Okay, that's all for today. We will complete this check tomorrow.

Deck Cadet: Roger that, sir.

**B**

- 1 Do the number of the seafarers serving on board conform with the Minimum Safe Manning requirement for the vessel?
- 2 Do the master and officers hold valid certificates of competency as required by the Minimum Safe Manning Document?
- 3 Do the master, officers and radio operators hold valid endorsements verifying the recognition of certificates or documentary proof of application?
- 4 Do seafarers hold relevant certificates of proficiency (COP) or documentary evidences?
- 5 Do seafarers on board hold valid medical certificates?
- 6 Do the records for hours of rest indicate compliance with the requirements?
- 7 Do the watch keeping schedules comply with the provisions of STCW?
- 8 Are seafarers newly joined the vessel familiar with their specific duties that are relevant to their routine or emergency duties?
- 9 Can the seafarers on board the vessel communicate effectively with each other in the working language of the vessel?
- 10 Do the voyage plans cover the whole route from berth to berth?

2

UNIT 3

3

3A IMPA MARINE STORES GUIDE**CHARTER PARTIES****LISTENING***Requisition List*

Various materials are needed for the maintenance and repair of the ship, for the safe operation of the personnel and for the crew to continue their life on the ship. These materials should be adequately available on board. The responsible crew member of each department prepares a material requisition list. The person in charge of the requisition list varies from department to department. For instance, the Chief Officer brings together the needs of the deck department. They are then submitted to the Master for approval. The Master makes the necessary checks and sends the lists to the company. The company sends them to the suppliers after making the necessary arrangements. It evaluates the offers received from the suppliers and ensures that the materials are prepared and sent to the ship.

In order for the supplied materials to reach the ship, the ship must go to the appropriate port or supply centres. By contacting the ship and the agency, the supplier company determines the time for the materials to be delivered to the ship. The materials are delivered to the ship at the specified time. The materials are checked after they are taken to the ship. In this control, attention is paid to whether there is any missing material according to the list given by the supplier, whether the incoming material is the requested material and whether there is any damaged material.

The codes found in the IMPA Marine Stores Guide are used when making requests on board. For requests not found in this book, a separate file is prepared and the type and properties of the requested materials are written.

Requests are made on an urgent, monthly, three-monthly and six-monthly basis. When making a request, the request form prepared by the company is used. This form must be filled in correctly in order to

get materials with the desired properties. Particular attention should be paid to the requested materials and the units of measure of them. Otherwise, there might be missing or excess materials.

3B BRIDGE MATERIALS

MEDICAL

2 LISTENING

Crew Member 1: Hey, let's prepare the medical requisition list for the items we need.

Crew Member 2: Sure. Let's start with the first item. We have four Ciprofloxacin tablets in stock, and I guess we don't need any more for now. So, we can skip it for now but if we don't have any cough tablets, we should include it.

Crew Member 1: I agree, but fortunately we have enough of these, as well. But we have only one vitamin K ampoule one milliliter in stock, I think, we need three more bottles. The code for the vitamin is three nine one seven five one. What about painkillers?

Crew Member 2: Well. We only have Penicillin ointment ten grams in stock. We need at least three pieces. We should request it two more with the code, three nine zero four three six.

Crew Member 1: All right. Another commonly used medicine is burn ointment, we don't have any in stock, but we should request three pieces of burn ointment. Its code is three nine zero two zero eight.

Crew Member 2: Okay, we also don't have any tincture of Iodine with the code three nine zero five one one. We need five bottles.

Crew Member 1: Understood. Now, we have two cotton wool rolls five hundred grams in stock, but ten more pieces would be fine. And let's add 'urgent' remark on the table.

Crew Member 2: I need the code for that as well.

Crew Member 1: Oh, sorry! It's three nine one eight eight three.

Crew Member 2: Alright, I am writing all on the requisition list.

3C DECK REQUISITION LIST

SAFETY & SECURITY

LISTENING AND VOCABULARY

A-B

The Role of Safety Equipment

Maintaining safety at sea is very critical, as it safeguards individuals and vessels. Some of the vital components of safety are Firefighting Equipment, Life-Saving Appliances, and Personal Protective Equipment. They play pivotal roles in achieving this goal.

To combat fire threats, ships are equipped with fire extinguishers, hoses, and firefighters outfits. Fixed installations like fire alarms and sprinklers help early detection and containment. FFEs need to be checked regularly in order to replace the expired items.

Lifeboats, life rafts, lifebuoys, lifejackets, and immersion suits offer escape options during emergencies. Regular maintenance ensures safety of people on the ship in case of an emergency.

As ships have many risky zones, crew members are required to use/wear PPE to decrease the risk of occupational hazards. Safety helmets, shoes, clothing, gloves, and eye/ear protection safeguard their well-being. FFEs, LSAs, and PPEs are indispensable for maritime safety. By adhering to guidelines and conducting regular checks, ships prioritize the welfare of all on board, making the seas safer.



DECK

2 LISTENING AND VOCABULARY

A

On the ship's deck, the Chief Officer is inspecting the damage caused by the recent storm. The Bosun approaches, carrying a notepad and a toolbox.

Chief Officer: The storm caused a severe harm on the deck equipment. We'll need to replace the damaged parts urgently.

Bosun: Unfortunately, yes. What do we need to order, sir?

Chief Officer: Let me check. The winch seems to have severe damage. It is better to replace it.

Bosun: OK, one set electric winch two hundred and fifty kilograms is noted. Anything else?

Chief Officer: Yes, we need to order a mooring rope as well. We'll need a fifty meters length of thirty-six-millimeter diameter mooring rope.

Bosun: A fifty meters of thirty-six-millimeter mooring rope. Got it.

Chief Officer: Also, let's order some lifebuoys because they fell overboard. Eight of them are missing.

Bosun: Noted, anything else, Chief?

Chief Officer: Finally, three portholes exploded. We have to renew them. Stick with the manufacturer's recommended parts for the winch. It's best to have genuine replacements.

Bosun: Understood. I'll make sure we get the right ones.

Chief Officer: Great. We have to mention the urgency of all the items on the list. Once you have the list ready, show it to me as I will add IMPA codes before we request.

C-D

In the engine room, the Second Engineer is conducting an inspection of the machinery with the Third Engineer

Second Engineer: We'll need to restock some maintenance supplies before we set sail for the next voyage.

Third Engineer: Agreed. What do we need to order this time, Chief?

2/E: Let's see. We're running low on diesel oil, and we'll need about one hundred liters to be safe.

3/E: Got it.

2/E: I noticed the filters need to be replaced as well. Add five pieces of air line filters and three sets of sponge oil filters to the list.

3/E: Five air filters, three oil filters. Anything else?

2/E: We have a few copper flange gaskets that have worn out. Put down a request for ten gaskets.

3/E: Ten gaskets, OK.

2/E: Oh, and we need spare nuts and bolts too. Let's order a box of each.

3/E: Alright. Is there anything specific you want?

2/E: Check the cooling water treatment. If it is not running well, you can add one into the list.

3/E: Yeah, I've already checked it and see no problem, Chief. I'll get started on the requisition list right now.

3D PROVISIONS & CLEANING REQUISITION LIST

A

Healthy Eating Pyramid

A healthy and balanced diet involves paying attention to the healthy eating pyramid and recommended daily portions. The recommended daily intake should include approximately thirty percent from bread and cereals, twenty-five percent from vegetables, and twenty percent from fruits. Meats and fish should make up around ten percent, and milk and eggs should contribute another ten percent. It is also important to include healthy

fats and oils, such as those found in nuts and seeds, making up around five percent of your daily caloric intake. A balanced diet ensures that your body gets the nutrients it needs to function properly and keep you energetic throughout the day. Achieving a balanced diet is more than just consuming food; it's a lifestyle that brings overall well-being and physical energy.

LISTENING AND WRITING 2

A- B

Chief Officer: Good morning! Have you checked our inventory recently? We need to identify the vegetables that are running low or missing on the ship.

Cook: Good morning, sir! Sure, please check the list I have prepared. We are running low on cucumbers, zucchinis, and corn. We will need to restock them. We have 2 kilograms of cucumber, 2 kilograms of zucchinis and 50 cobs, we should request 10 kilograms of cucumbers, 13 kilograms of zucchinis. Also, 150 more pieces of frozen corn on cobs will be enough for a very long time.

Chief Officer: OK! Can you tell me IMPA Codes?

Cook: 000124 for fresh cucumber, 000198 for zucchinis and 000324 for frozen corn.

Chief Officer: Alright! What about mushrooms, garlic, and tomatoes?

Cook: We have only 1 kilogram of mushrooms left, so we should order more. We have a sufficient amount of garlic cloves, but unfortunately, we are out of fresh tomatoes. Their codes are, 002457 for frozen and sliced mushrooms, 000187 for fresh tomatoes. We can request 15 kilograms of mushroom and 50 kilograms of tomatoes.

Chief Officer: Okay. Do we need onions and lettuce?

Cook: We have a decent supply of onions, but we only have 4 kilograms of iceberg lettuce remaining, sir. We will need to order 10 kilograms more. Its code is 000141.

Chief Officer: I see. All are correctly filled in the requisition list for these vegetables. I think it's lunch break. Let's do other missing items later.

Cook: OK! See you after lunch.

E1- E2

Desires for Breakfast

Mehmet: Good morning, everyone! It is time to add something you prefer for breakfast provisions to the requisition list. My favourite breakfast includes pancakes, honey, butter, and fruits like fig, plum etc. Do you want to specify anything you wish or miss?

David: OH, good morning, Mehmet. I am looking forward to eating a tasty toast with lettuce, cheddar, and sujuk, you know which is something like veal sausages. By the way, I am a coffee fan.

Mehmet: The IMPA Catalogue does not have a product number for sujuk. I will note it separately and leave this box blank. Alright.

Pierre: I am used to having a croissant and some yogurt with berries for breakfast. The cook told me that we ran out of croissants. I am affected by coffee, so milk would be great!

Mehmet: Noted, Pierre. We'll make sure to get them. Do you want to add anything, Louis?

Louis: Well, I like a classic breakfast. I think you have already included bread, eggs, fruit, and juice in the list. Nothing special, but perhaps smoked ham? Is it possible?

Mehmet: Certainly, Louis. I think five kilos is fine. So, guys, our provision requests include coffee, bread, croissants, yogurt, milk, cheddar, eggs, varied fruits, juice, ham, flour for pancakes, of course, honey, and butter. All of them sound delicious!

Pierre: Absolutely! Can't wait to enjoy our breakfasts when we get all of them. Thanks, Mehmet!

Mehmet: My pleasure, everyone. I'll make sure our IMPA requisition is submitted quickly.