

Class-1/2

Business and Law

Section A: Maritime Treaty Instruments

International Maritime Organization (IMO)

01. What is IMO? What are IMO's chief instruments? What do you understand by party state?
02. Which United Nations agencies other than IMO make conventions that concern merchant ships?
03. What are the six organs of IMO?

IMO Conventions

04. What is Convention? When does an IMO Convention enter into force? How can an IMO Convention be amended?
05. What is tacit acceptance? Can all IMO Conventions be amended by the tacit acceptance procedure?
06. Summarise a list of Conventions that Bangladesh has already signed.
07. Name all ten Maritime Safety Related Conventions.
08. Name all seven Maritime Pollution Related Conventions.
09. Name all eight Liability and Compensation related Conventions.

Other IMO instruments

10. Define: Protocol, Resolution and Recommendations
11. How are IMO Conventions enforced?
12. Define: Explicit Acceptance, Ratify, Accede, Accept and Code.

Flag State Control and Port State Control

13. What is Flag State Control and Port State Control?

SOLAS CONVENTION

14. What is SOLAS? What subjects do the Chapters of SOLAS deal with?
15. What are the new amendments in SOLAS? What are the certificates issued under SOLAS?
16. What are some of the Codes that have been issued under SOLAS? What does the LSA Code contain?
17. Which ships are generally excepted from SOLAS provisions?

Global Maritime Distress and Safety System (GMDSS)

18. Under what IMO Convention was the GMDSS introduced? When did GMDSS come fully into force? To which ships does GMDSS apply?
19. What are the main systems in the GMDSS? What are the GMDSS sea areas?

MARPOL CONVENTION

20. To which ships does the MARPOL Convention apply? Which ships are generally excepted from MARPOL's provisions? What types of pollution do MARPOL's annexes cover?
21. What Sea Areas are MARPOL Annex I Special Area? What major modification to MARPOL, concerning surveys and certification, came into force in February 2000?

LOADLINE CONVENTION

22. To which ships does the LOADLINE Convention apply? Which ships are excepted from the LOADLINE convention's provisions? Can any ships be exempted from the LOADLINE Convention's provisions?

COLREG CONVENTION

23. Which ships does the COLREG Convention (and its International Collision Regulations) apply to? Are any IMO Member States not Parties to the COLREG Convention?

STCW CONVENTION

24. What is STCW? What recent changes have been made to STCW?

25. In relation to STCW, what do you understand by White List?
26. Describe requirements for Work & Rest Hour as per STCW 2010 Manila Amendments.

MLC CONVENTION

27. When did Maritime Labour Convention (MLC) came into force? What are the five main titles it deal with.
28. Under MLC 2006, what do you understand by “Minimum Requirement for seafarer's to work on ship”?
29. Under MLC 2006, what are the points “Condition of Employment” deals with?
30. Under MLC 2006, what is meant by “Health Protection, Medical Care, Welfare and Social Security Protection”?
31. Under MLC 2006, what are the points “Compliance and Enforcement”?

UNCLOS

32. What is UNCLOS? What is the maximum width of Territorial Sea allowed by UNCLOS? What are the main provisions of UNCLOS that concern a ship's master and officers?
33. What zones of coastal state jurisdiction does UNCLOS provide for?
34. To what extent does a coastal state have jurisdiction over ships in its Internal Waters? In what circumstances do foreign flag vessels have a right of innocent passage through a state's Internal Waters?
35. How would you know when you were in a coastal state's Territorial Sea? What basic right does any merchant ship have in a coastal state's Territorial Sea? What activities would not be considered 'innocent' by the coastal state?

Contiguous Zone

36. What is a Contiguous Zone, and to what extent does a coastal state have jurisdiction over ships in its Contiguous Zone? How far from the baseline can a Contiguous Zone extend?

High Seas

37. What are the High Seas? What freedoms does freedom of the High Seas' comprise? In the event of a collision or other incident of navigation involving your ship when on the High Seas, which authorities have penal or disciplinary powers over you?

Exclusive Economic Zone (EEZ)

38. What is an Exclusive Economic Zone, or EEZ? How far from the baseline can a coastal state's EEZ extend? Where the coastal state has declared an EEZ, where do High Seas commence?

International Labour Organization (ILO)

39. What is the ILO? How does ILO achieve its aim of raising workers' standards? What is the legal status of ILO Conventions?

40. What kind of matters are ILO conventions concerned with in relation to seafarers? What are the subjects of some ILO conventions concerning seafarers?

41. Which important ILO Convention is called the Minimum Standards Convention? What does the Minimum Standards Convention require?

Hague Rules, Hague-Visby Rules and Hamburg Rules, York-Antwerp Rules, Athens Convention

42. What are the chief international agreements regulating the carriage of cargo under Bill of Lading terms? Which internationally agreed rules regulate the adjustment of General Average?

43. Which international convention regulates the international carriage of passengers and their luggage by sea? What is the purpose of the Athens Convention?

Section B: The Flag State

Flag state administration

44. What is a flag state administration? What are the functions of a flag state administration?

45. Which official bodies are the flag state administrations of (1) Bangladesh; (2) Singapore; (3) Australia; (4) USA and (5) UK ?

46. What is Port State Control? Under which regulation PSC can visit a vessel?

47. What do you understand by MOU? How many regional MOUs exist till todate? Bangladesh is signatory under which MOU?
48. What types of Merchant Shipping Notice are published by the MCA? Is there a statutory requirement to carry MSNs, MGNs and MINs on board? What colour are MSNs, MGNs and MINs?
49. What is the MAIB, and what are its functions? What incidents may the MAIB investigate?

Section C: The Shipowner, Operator and Manager

SHIP COSTS

50. What are the three main groups of ship costs? What costs can be classified as capital costs, running costs and voyage costs? Which of the above costs might be paid by a voyage charterer instead of the owners?
51. Where a ship is time-chartered, which ship costs are generally paid by the time charterer? Which party - the shipowners or charterers - pays loading and discharging costs?

Application and purpose of ISM Code

52. What is ISM Code? Which IMO Convention, and which part of it, makes the ISM Code mandatory? Which ships does the ISM Code apply to? Which ships does the ISM Code not apply to?
53. What are the objectives of the ISM Code? What, basically, does the ISM Code require ship owners and operators to do?

Safety Management System (SMS)

54. What is a Safety Management System? In respect of a Safety Management System, what does the ISM Code require companies to do?
55. What is a Safety Management Audit? Who can carry out Safety Management Audits of your Company and its ships? What is a non-conformity? What is a major non-conformity?

ISM Code certificates & Manuals

56. What certificates may be issued under the ISM Code? DOCs and SMCs expire after 5 years. How are they renewed?
57. Who should be issued with a DOC? Who issues DOCs and SMCs? How does the Company obtain a Document of Compliance (DOC)?
58. How does a ship obtain a Safety Management Certificate (SMC)? Some ships are issued with an Interim DOC and Interim SMC. Why? Are any periodical checks made on the Company after it is issued with its DOC?
59. What manuals would you expect to have on board when you have your ISM certification?

Designated Person (DP)

60. What does the ISM Code require with respect to a Designated Person?

Company's responsibilities under ISM Code

61. Define Company's responsibilities under ISM Code re- the master, manning, familiarisation training, ensuring crew have a knowledge of applicable rules & regulations, providing training, developing plans for shipboard operation, developing plans for potential emergency shipboard situations and measures for responding to shipboard situations.

Master's responsibilities and authority under ISM Code

62. What does the ISM Code require the Company to do in relation to the Master's responsibility? What does the ISM Code require the Company to do in relation to the Master's authority?

Section D: The Ship

SHIP REGISTRATION and CERTIFICATE OF REGISTRY (COR)

63. What are the chief practical purposes of having a ship registered? How can registration help a ship to trade internationally?
64. What is a ship register? What are the various types of ship register?

65. What is a flag of convenience? What are the advantages of registering under a flag of convenience (FOC)? Which ship registers are currently deemed flags of convenience?
66. What is a second register? Which ship registers have been declared second registers by the ITF? In what way is a second register different from a flag of convenience?
67. What are the contents of a Certificate of Registry? For what purposes is the Certificate of Registry used?
68. Describe the procedure of ship registration in Bangladesh.
69. What is the procedure of a ship aboard wants to register in Bangladesh?
70. Who should normally have custody of the ship's certificate of registry? What would you do if you lost your ship's certificate of registry?

IMO NUMBER

71. What is a ship's IMO Number? Which ships must have an IMO Number? Is the IMO number the same as the Official Number?

SHIP CLASSIFICATION and CLASS DOCUMENTS

72. What is ship classification? Is classification a statutory requirement? What are the practical purposes of ship classification?
73. In the LR class +100A1, what do '+', '100', 'A' and '1' stand for?
74. How is a ship's class maintained by an owner? How does the owner know the survey and class status of your ship?
75. What are the main marine functions of a major classification society, apart from classing ships?
76. What is the IACS? Who are the members of IACS? Your ship is changing classification society. Are the survey requirements of every classification society the same?
77. What survey must a new ship and an existing ship have before it can be classed by a leading society?
78. What kind of periodical class surveys would you expect to have on a large bulk carrier classed with one of the leading societies?
79. When, and why, are Annual Surveys generally held? When are Intermediate Surveys and Docking Surveys held?
80. What would you expect the class surveyor to examine in a Docking Survey? When, and why, are Special Surveys of the hull held?
81. What are the requirements for machinery surveys?

82. What happens when a class survey cannot be completed in one operation?
83. What must the owner do in the event of grounding or other damage to the hull or machinery that may affect class? On which ships are Continuous Surveys of the Hull permitted?
84. What are Enhanced Surveys, and which ships are required to have them? Do Enhanced Surveys replace other class surveys? On what area of the ship do Enhanced Surveys focus?
85. How are Enhanced Surveys carried out? What regulations require Enhanced Surveys for dry bulk carriers and tankers?
86. How would you know if your ship was required to have Enhanced Surveys? What documentation must you keep on board ready for the surveyor carrying out an enhanced survey?
87. What certificates do classification societies issue to ships classed by them? What forms of Certificate of Class are issued to a ship?
88. What does a Certificate of Class First Entry certify? What does a Certificate of Class Maintenance confirm?
89. Can a class surveyor normally issue a Certificate of Class? In what circumstances may an Interim Certificate of Class be issued? What are the contents of an Interim Certificate of Class?
90. What are conditions of class?
91. You are in some remote part of the world, and have sustained hull damage when berthing. If a classification society surveyor is unobtainable, what action would you take?
92. When sending your damage report to the classification society (via the owners), what basic information will be required? Is it possible for a ship to be seriously damaged, yet remain in class? Do ships under tow stay in class?

STATUTORY SURVEYS AND DOCUMENTS

93. What is a statutory certificate? Is a Certificate of Class a statutory certificate?

SOLAS certificates

94. What are the main ship certificates issued under the SOLAS Convention?
95. Which ships are 'passenger ships' and 'cargo ships' for SOLAS certification purposes?

MARPOL certificates

96. What certificates may be issued under the provisions of the MARPOL Convention?
97. Is an OPIC a MARPOL certificate?

Load Line Convention certificates

98. What certificates may be issued under the provisions of the Load Line Convention?

Harmonised System of Survey and Certification

99. When did the IMO Harmonised System of Survey and Certification come into force? What are its main benefits? Specifically, which ship certificates are covered by the Harmonised System of Survey and Certification?
100. What change is made to 'the renewal survey arrangements' and 'certificate extension periods' under the Harmonised System of Survey and Certification? Where an extension has been granted, from when does validity of the new certificate start?
101. What are the various types of survey in the Harmonised System of Survey and Certification? Describe all six in short.

Survey and Certification Regulations

102. What is a statutory survey? Who is responsible for carrying out surveys of Bangladesh ships? Who may carry out surveys of radio installations of Bangladesh ships?
103. What surveys are required for the safety equipment of a BD cargo ship of 500 GT or more on international voyages?
104. What surveys are required for the structure, machinery and equipment (other than safety equipment or radio equipment) of a BD cargo ship of any tonnage, engaged on any type of voyages? What are the responsibilities of the owner and the master under the Survey and Certification Regulations?
105. What are the requirements concerning the issue and duration of Exemption Certificates?
106. What are the requirements concerning extension of the validity of SOLAS certificates?
107. What are the requirements concerning proceeding to sea without the appropriate documentation?

Certificates required by ship types

108. What are the main statutory certificates you would expect to find on a BD-flag bulk carrier?
109. What are the main statutory certificates you would expect to find on a BD-flag chemical tanker?
110. Which SOLAS ship certificates had a maximum validity of less than 5 years before implementation of the Harmonised System of Survey and Certification?
111. Which international ship certificate has indefinite validity, subject to its conditions of issue continuing to be complied with?
112. Under the IMO Harmonised System of Survey and Certification, what are the arrangements for extension of certificates covered by the system?
113. What is a Letter of Compliance, and what does it state? What are subdivision load lines?
114. Which ships require a Cargo Ship Safety Construction Certificate, Safety Equipment Certificate, Safety Radio Certificate and Cargo Ship Safety Certificate?
115. Which ships require an International Oil Pollution Prevention Certificate? What is a SOPEP, and what is it designed to do? Under which international instrument is a SOPEP required, and which ships require one? What should a SOPEP contain?
116. What documents, similar to a SOPEP, may be required for a voyage to USA waters?
117. Under which IMO instrument is the International Certificate of Fitness for a gas carrier issued? Under which IMO instrument is the (non-international) Certificate of Fitness for a chemical tanker issued? What does a Certificate of Fitness issued to a chemical tanker certify?
118. Under which international instrument is an International Noxious Liquid Substances Certificate required? Which ships require an International Noxious Liquid Substances Certificate? What does an International Noxious Liquid Substances Certificate certify?
119. What is an OPIC? Under which international instrument is an OPIC required? Which ships require an OPIC? What is the purpose of an OPIC?
120. Which ships require Sanitary Control Exemption Certificates? Under which international instrument do these Certificates required? Where and when is this Certificate issued? Which authorities issue these Certificates? What is the maximum validity of this certificate?
121. Which ships require an International Tonnage Certificate (1969)? What figures are written on the front of an International Tonnage Certificate (1969)? How is Gross Tonnage and Net Tonnage determined? What other tonnage certificates might a ship trading worldwide have?

122. Which ships are issued with Load Line Certificates? Which ships are excepted from the requirements of the Load Line Regulations? Which ships may be exempted from the Load Line Regulations?
123. What does an International Load Line Certificate certify? What is the maximum period of validity of an International Load Line Certificate, and may it be extended? Which organisations may carry out International Load Line Certificate surveys and issue International Load Line Certificates?
124. What types of freeboard may be assigned in Load Line Certificate?

OFFICIAL LOG BOOK (OLB) & DECK and ENGINE ROOM LOGS

125. Which regulations require an official log book to be kept in BD registered vessel? What entries should be made in the Official Log Book on taking over command of a ship? What other entries are required in an Official Log Book?
126. How would you correct an incorrect entry which you had made in the Official Log Book (e. g. the wrong seaman's name)? Who must you show the Official Log Book to on demand?
127. Are there any statutory requirements regarding the keeping of deck and engine room logs? Following a collision, what evidence would be required for the investigation, and for legal proceedings?

REGISTER OF LIFTING APPLIANCES AND CARGO-HANDLING GEAR ('CHAIN REGISTER')

128. Which documents form the 'Chain Register'? Where can you find specimens of these certificates? Who can demand to see the Chain Register?

Section E: Master and Crew

TRAINING

129. When did the STCW 2010 training requirements come into force? What transitional arrangements do the new regulations allow for the change to STCW 2020 certification?
130. What forms of on-board training is a master required to give his crew members under STCW 95?

131. What ancillary training must an OOW (without area or tonnage restrictions) undergo to comply with STCW 2010? What additional training must a Master undergo?
132. What should Basic Training include? What should a person who has received Familiarisation Training be able to do?

MANNING

133. What document shows the minimum safe manning level for the ship? Which international instrument requires ships to have a Safe Manning Document?
134. Whose responsibility is it to make an assessment of the numbers and grades of personnel necessary for safe operation? Which ships must have a Safe Manning Document? What are the various Principles of Safe Manning?

Crew Agreements

135. Which regulations govern crew agreements in BD ships? Which ships are exempted from carrying a crew agreement? (BMSA 2020, Page 75)
136. As per BMSA 2020, What are the maximum periods of validity for Crew Agreements? (BMSA 2020, Page 75)
137. What documents should a seafarer carry while joining onboard? How can you as a Master tell on board whether a BD certificate of competency is genuine?
138. As per BMSA 2020, What do you understand by Seafarer's Accommodation? (BMSA 2020, Page 84, Subparagraph 7)
139. As per BMSA 2020, Describe Seafarer's obligation for Seafarer's Employment agreement. (BMSA 2020, Page 76, Paragraph 2)
140. You have been appointed as master of a BD ship. How would you sign on your new crew? How would you close a crew agreement?

MUSTERS, DRILLS, ON-BOARD TRAINING and INSTRUCTIONS, and DECISION SUPPORT SYSTEMS

141. What are the general requirements concerning muster lists? What information must be specified by a muster list?
142. What are your statutory responsibilities as master in relation to muster lists and emergency instructions?

143. What are the requirements relating to designated personnel in lifeboats and liferafts? What must the master ensure with respect to the distribution of certain persons in survival craft?

144. What are the requirements relating to emergency instructions for crew members? What are the requirements relating to emergency signals? Are any emergency signals permitted other than the general emergency alarm?

145. What must an abandon ship drill consist of? When should a fire drill be held? May a fire drill be replaced by any other kind of drill? How often must crew members be exercised in fire and boat drills? When must abandon ship and fire drills be held?

146. What arrangements should be made where it is impracticable to have a full drill within 24 hours of leaving port?

147. How, and when, should a fire or other emergency drill be conducted? What instruction related to fire should be given on board?

148. What are the requirements relating to survival craft drills held in port? What are the requirements where the berthing arrangements and trading patterns of ships make the launching of lifeboats on one side impracticable?

149. Is launching of lifeboats and rescue boats permitted when the ship is making headway, or when anchored in a tideway or current? What are the requirements for the launching in drills of free-fall lifeboats?

150. When must life-saving appliances be inspected?

151. What records must be made of musters, drills, training and on-board instruction? What records must be made where a full muster, drill or training session cannot be held as required by the Regulations?

ILLNESS

152. A seaman falls ill with chickenpox on a voyage. What are your statutory duties as master?

153. What is the legal status of the medical log, where one is kept?

HOURS OF WORK and WATCHKEEPING

154. Describe General Requirements of Crew Hours of Work & Hours of Rest under MLC 2006

155. Describe requirement of Record of the seafarer's daily hours of work and hours of rest.

156. Describe criteria for keeping the record of Hours of Work and hours of rest electronically.

SAFETY OFFICIALS

157. Which ships must have a safety officer? Is he appointed or elected, and can he refuse to do the job? What are the duties of a safety officer?
158. Can the safety officer order the resumption of any work that he has ordered to be stopped? Following an accident on board, what should the safety officer do?

ACCIDENTS, Reporting of serious injuries & hazardous incidents

159. How do the ARI Regulations define an accident? What is the first, second and third group of accidents as defined in the ARI Regulations?
160. What are the definitions of a major injury, grounds and disabled in the ARI Regulation?
161. Under the ARI Regulations, when and how should an accident be reported? what information is required to be included in an accident report?
162. What must the master do with respect to evidence following an accident? For how long must the master ensure that pertinent evidence or equipment remains undisturbed after an accident?
163. What is a 'serious injury'? What is the reason for distinguishing between 'major' and 'serious' injuries? When and how should a serious injury be reported?
164. What examples can you give of events that would be regarded by MAIB as 'hazardous incidents'? What is the MAIB's advice on the reporting of hazardous incidents?

CONDUCT and DISCIPLINE

165. What are the most serious acts of misconduct under the Merchant Navy Code of Conduct? How would you, as master, deal with an alleged serious breach of the Merchant Navy Code of Conduct that was referred to you?
166. What are the 'lesser' acts of misconduct under the Merchant Navy Code of Conduct? How should a 'lesser' breach of the Merchant Navy Code of Conduct be dealt with?
167. What sanctions may you, as master, impose under the Merchant Navy Code of Conduct, if you find a seafarer guilty of breach of the Code? In what circumstances could you arrange for the dismissal of a seafarer and his repatriation to BD from an overseas port of call? If so, how could you help the employer recover some of the repatriation costs?

168. What precautions would you take when holding a hearing of a disciplinary case, to protect the employer's legal position? Why is it so important to follow the procedures laid down in the Merchant Navy Code of Conduct?

169. What would you write in the Official Log Book concerning a disciplinary case? What document(s) should an accused seafarer be given? What should an accused seafarer be asked to do when he is given a copy of OLB entries?

170. Describe Procedure for Dismissal of a crew as per BMSA 2020.

171. Describe Procedure for Dismissal in case of Drunken Seaman.

172. What do you understand by the term "Unfair Dismissal"?

DEATHS, Inquiries following deaths & Deceased seaman 's property and wages

173. A seaman dies after being struck on the head by a derrick heel block that he was removing for inspection. What action would you take as master?

174. What would you do with a deceased seaman's gear? What would you do with a deceased seaman's wages if he had been paid from the ship?

175. A seaman who witnessed an explosion is suffering from traumatic shock and requires repatriation to the BD. What arrangements would you make? If you are leaving a seaman behind in a foreign port, what information must you give to the local Proper Officer? What entries would you make in the Official Log Book concerning a seaman left behind?

176. You have discharged a seaman to a hospital abroad, where he is expected to be for 3 days. His gear is still on board. What are the rules about its delivery to him?

Section F: The Ship's Employment

PARTIES INVOLVED IN SEA TRANSPORTATION

177. In simple terms, how does a letter of credit operate? What are INCOTERMS? How many INCOTERMS are there? Which INCOTERMS are appropriate for use in contracts involving sea carriage? Which are the two most important INCOTERMS in sea transport?

178. What is a Letter of Credit? What is the purpose of a Letter of Credit? In simple terms, how does a Letter of Credit operate?

179. What is a shipper? Is the shipper always the seller or exporter of the goods?

180. What is a freight forwarder? By what other name are freight forwarders sometimes known? What services can freight forwarders usually provide for exporters?

181. What is a consignee? In a cargo shipping context, who is the 'receiver' and 'notify party'? How can cargo insurance be arranged by a shipper?
182. What are the chief markets in which Shipbrokers operate? What are the functions of Shipbrokers in the dry cargo and tanker markets? What are the various types of broker?
183. How are Shipbrokers paid for their services? What is the Shipbrokers' professional body? What is the Baltic Exchange, and where is it?
184. What kind of businesses are the major charterers in the dry bulk markets? What kind of businesses are major charterers in the tanker markets?
185. In carriage of goods law, who or what is a Shipowner/carrier? Where a shipowner timecharters a vessel and employs it in his own liner service, who will the carrier normally be?
186. What is a liner agent or liner broker?
187. What is a shipmaster's legal position in relation to a time charterer?
188. What is a shipmaster's legal position in relation to a voyage charterer?
189. What is a supercargo?
190. What are the primary duties of a port agent? Who is the agent's principal? Why might a charterer want to nominate an agent?
191. What is a carrier? What types of carrier are there? Describe Common Carrier and Private Carrier.
192. What are the basic legal obligations of all sea carriers, i. e. the 'common law obligations'?
193. What exceptions to liability does the common law allow a carrier, i. e. the 'common law exceptions'? When will a carrier not be protected by the common law exceptions?
194. What steps must a private carrier take to ensure that his terms protect him from liability? What exceptions to liability will a private carrier usually insert in his contract terms and conditions?

Seaworthiness

195. What forms does 'seaworthiness' take in carriage of goods law? What are the basic requirements of English common law as to seaworthiness?
196. In what ways might a vessel be held by a court to be unseaworthy?

Liens

197. What is a lien? What is the difference between a particular lien and a general lien?

198. What are the two major types of lien concerning mariners? What is the difference between a common law lien and a contractual lien?
199. In a contract for the carriage of goods by sea, which party would have a common law possessory Lien, on what item, and in respect of what claims?
200. How can a carrier ensure that, as well as his lien for freight, he also has a lien for deadweight and demurrage? To preserve his lien, what must the shipowner do?
201. What is a maritime lien? What are the main features of a maritime lien that distinguish it from a possessory lien? Which examples of possible maritime liens can you give?
202. What are the functions of maritime arbitrators? What are the main advantages of arbitration over litigation for the disputing parties? Where would the evidence be found that a shipowner and charterer had agreed to refer any dispute arising to arbitration?

VOYAGE CHARTER

203. What are the shipowner's and charterer's usual basic obligations under a voyage charterparty? Under a voyage charter, which party is responsible for the ship's running costs and voyage costs?
204. You have just joined a ship as master and learn that she is on a voyage charter. What information in the charterparty would you want to read?
205. Does a voyage charter commence on the day the agreement (i. e. fixture) was made? What is the preliminary voyage?
206. Define "P&I Bunker Deviation Clause" and "Clause Paramount"

Freight, Safe ports and berths & Laydays, laytime and notice of readiness Demurrage, damages for detention and despatch

207. Define: 'Freight', 'Freight Paid' and 'Dead Freight'.
208. Define: 'Safe Port' and 'Safe Berth'
209. What might make a port 'unsafe'? What are you, as master, entitled to do if you find a port is unsafe, say due to a greatly insufficient depth of water?
210. Define: 'Laydays', 'Cancelling Date', 'Laycan', 'Laytime' and 'Arrived Ship'.
211. What three conditions must be met before laytime can commence? How can you determine whether your ship is an 'arrived ship'?
212. How can owners ensure that charterers will not obstruct the commencement of laytime by preventing a vessel from reaching the loading berth?
213. What is a notice of readiness? When and how should notice of readiness be tendered?

214. What would you do, as master, if charterers refused to acknowledge receipt of your notice of readiness? If your notice of readiness is acknowledged, when will laytime commence?

215. Why is it often important to tender notice as soon as possible at weekends? What happens if notice is tendered whilst at anchor, before a required hold survey is made, and the ship fails the survey?

216. Define 'demurrage', 'Despatch' and 'Dead Freight'.

217. Define 'Statement of Facts' and 'Laytime Statement'

The time-chartered vessel

218. What details about the vessel will a time charterer normally want to see in the charterparty? What aspects of the vessel's capacity will time charterers usually be interested in?

219. Under a long time charter, how can owners ensure that they will not be penalised for drydocking the ship during the hire period?

220. Can time charterers have the ship repainted in their own colours, and fly their own house flag, etc. ?

221. In a time charter, what dry cargo commodity restrictions are often imposed on time charterers? Does 'lawful merchandise' include 'dangerous goods'?

222. What are the usual agreements in a time charterparty concerning delivery of the vessel to charterers? What should you do, as master, if you are delayed on the delivery voyage?

223. What inspections of a vessel will a time charterer sometimes make? What are the aims of an on-hire survey?

224. What are the usual agreements in a time charter concerning redelivery? Is it permissible for a time charterer to redeliver a vessel, e. g. a tanker, 'dirty'?

225. Since a time-chartered vessel is under the commercial control of the charterers, what is the master's position with respect to obeying charterers' instructions?

226. Which party nominates and appoints port agents during a time charter? If a bill of lading is basically a receipt issued by the ship for cargo loaded, are time charterers' agents allowed to sign bills of lading?

227. Who is the legal carrier under a time charter? Where there is doubt over who the carrier is, what should the master do?

228. How can the shipowners ensure that they will have the opportunity to carry out proper maintenance on their vessel during a period time charter? You are on time charter and proceeding down the English Channel when you require to make for Dover to collect some engine spares. What should you be careful to note?

BAREBOAT CHARTER

229. What is a bareboat charter? What are the main features of a bareboat charter?
Define "charter by demise"?

BOAT NOTE, SHIPPING NOTE, MATE'S RECEIPT and BILL OF LADING (B/L)

230. Write short notes on: Boat Note, Standard Shipping Note, Mate's Receipt.
231. What is a bill of lading and what is its purpose? What basic information should a bill of lading contain?
232. How is a bill of lading generated in the traditional way? What happens to the set of bills of lading once it has been issued to the shipper?
233. What is an original bill of lading? What do you understand by a clean bill of lading?
234. Why is it important for the number of signed original bills of lading to be shown? Whose signature should be on a bill of lading?
235. In what circumstances might a Letter of Indemnity be offered to the ship or carrier in connection with a bill of lading? Why would a shipper want a clean bill of lading when a clean bill of lading is not justified?

HAGUE, HAGUE-VISBY and HAMBURG RULES

236. What are the Hague Rules, the Hague-Visby Rules and the Hamburg Rules? Which of these rules are generally used in sea carriage?
237. To which goods do the Hague-Visby Rules apply? what are the carrier's three basic obligations under the Hague-Visby Rules?
238. What does 'seaworthy' mean? Where the Hague-Visby Rules apply, what are the carrier's obligations in respect of seaworthiness?
239. Where the Hague-Visby Rules apply, what are the carrier's obligations regarding looking after the cargo?
240. What exceptions to liability are granted to the carrier under the Hague-Visby Rules?
241. What should be stated on a bill of lading issued to the shipper of deck cargo, and why should this statement be made? The Hague-Visby Rules will not normally cover cargo shipped on deck. Under what circumstances will the Hague-Visby Rules cover a deck cargo?

DANGEROUS GOODS and MARINE POLLUTANTS

242. Define: 'Dangerous Goods' and 'Marine Pollutants' Where would you find a list of all recognised marine pollutants, and how are they indicated in this list?

243. What document must be carried by certain BD ships intending to carry dangerous goods in packaged or dry bulk form? What does the dangerous goods Document of Compliance certify?

Section G: Marine Insurance and General Average

SHIP OWNERS' INSURANCE

244. What basic kinds of insurance cover does a shipowner usually require? How does a shipowner normally insure against his potential third party liabilities such as pollution claims and cargo claims? How does a shipowner usually obtain hull and machinery insurance?

245. What is P&I cover and where does the owner usually obtain it? What cover would a shipowner normally obtain from a P&I club?

246. What do you understand by: Time Policy, Voyage Policy & Indemnity.

247. What cover would hull and machinery insurance normally give a shipowner? If a shipowner is only covered for three-fourths of his collision liability, how does he protect himself against the other one-fourth liability?

248. What perils is a shipowner insured against under a Lloyd's or Companies hull policy?

249. What is a deductible in a hull and machinery policy, and how would it operate?

250. What is a Sue and Labour Clause?

Particular Average and Total Losses

251. What are the various categories of marine insurance loss?

252. Define Actual Total Loss and Constructive Total Loss and mention the reasons for which these can be declared.

253. What is Particular Average? What are the usual types of damage which are recovered from insurers as PA?

254. Where there was a fire in a cargo of Jute and it was extinguished by CO₂, how would the loss be adjusted?

P&I COVER

255. What does P&I stand for? What are the main functions of a P&I club? How do P&I clubs operate? Define: 'Protection' and 'Indemnity'
256. How many P&I clubs are there? Is P&I cover compulsory for shipowners? In what circumstances might a shipowner lose his P&I club cover?
257. What P&I club documents are you likely to carry on board your ship? Who are P&I club correspondents, and what are their functions?

CARGO INSURANCE

258. Which party obtains cargo insurance - the seller of the goods or the buyer? What kinds of cargo insurance cover are usually obtained? How is cargo insurance usually arranged?
259. What is an open cover? How does an open cover operate?

GENERAL AVERAGE

260. What is a General Average loss? What is the purpose of General Average? How are General Average losses paid for?
261. Who would normally be the parties to a 'common adventure'? How is a time charterer's interest in a common adventure determined? Can there be General Average where a ship is in ballast?
262. What forms can General Average take? Under what rules is General Average usually adjusted? Under the York-Antwerp Rules, what are the necessary elements for a loss to be regarded as General Average?
263. Define: 'extraordinary sacrifice or expenditure', 'reasonable sacrifice or expenditure', 'intentional or voluntary act'.
264. What is meant by 'peril' and 'action for the common safety' in the context of General Average?
265. What actions might qualify as General Average acts? What sacrifices might qualify as General Average sacrifices? What outlays might qualify as General Average expenditure?
266. Who usually declares General Average? How, and where, should General Average be declared?
267. What steps should the shipowner take after declaring General Average? Does the shipowner have a lien for General Average contributions?
268. What is an Average Bond and Average Guarantee? Who should collect General Average Bonds and Guarantees? What happens after General Average Bonds, Guarantees and Deposits are collected?

Salvage

269. What is the Salvage Association? Who does the Salvage Association accept instructions from?
270. Who are the Salvage Association's surveyors? What are the main operations of the Salvage Association?
271. In a casualty survey involving a ship, what are the usual functions of the SA surveyor? In what ways can an SA surveyor help to minimise fraud?

Section H: At Sea

THE VOYAGE

272. You are to be the first master of a newbuilding feeder container ship. What matters would you cover when writing your Master's Standing Orders?
273. You are on time charter, steaming through the Philippine islands in a loaded BD-flag bulk carrier. The charterer's supercargo urges you, as master, to take a short cut which will save several hours' steaming. You believe it is too shallow for safety. What would be your response if he threatens to have you replaced? In what other situations might the Master's Discretion Regulations apply?
274. Under what circumstances is a deviation from your customary route justifiable when on a voyage charter? What kind of deviations by your ship when at sea would probably be regarded in law as unjustifiable?
275. If, on a loaded voyage, you wanted to deviate to take bunkers which you don't need for this particular voyage, what should you first ensure? What are the possible consequences of deviating from your contracted voyage?
276. What is barratry? If it became necessary to deviate from the contracted voyage for some reason, what would you do?

CARE OF CARGO

277. What is the carrier's obligation towards the cargo when at sea? Where might you find information on looking after a particular cargo while on passage?
278. If cargo was not discharged in 'apparent good order and condition' and there was a claim against the company, what evidence might be useful in resisting the claim?

Navigation warnings

279. In what circumstances should you, as master, send a navigation warning? Who should you address a navigation warning to? By what means should you transmit navigation warnings?

280. After abandoning ship during a major fire, and having been safely rescued with your crew by another vessel, what action would you take?

Discharges of oil: special areas

281. What is a special area? What are the rules about discharges of oil into Annex I special areas?

282. What are the qualifying conditions that must be satisfied for discharges of processed bilge water from machinery spaces in a special area?

283. Under what conditions may a BD ship pump her engine room bilges at sea?
Under what conditions may a BD ship pump her engine room bilges at sea?

284. Under what conditions may a BD oil tanker pump dirty ballast overside at sea?
What do the Regulation 13 discharge criteria not apply to?

Oil Record Book

285. Which ships must carry an Oil Record Book? What is the proper Oil Record Book for a non-tanker? What additional Oil Record Book must a tanker carry? What entries must be made in the Oil Record Book on a tanker?

286. When should the entries be made in the Oil Record Book? Who should sign the entries in the Oil Record Book? What must you, as master, sign in the Oil Record Book?

Disposal of garbage

287. What does 'garbage' include? What are the special areas under MARPOL Annex V? What are the rules for the disposal of garbage in a special area?

288. What are the rules about the disposal of different types of garbage outside a special area?

289. When did a requirement to keep a Garbage Record Book come into effect? How would you dispose of expired distress pyrotechnics?

290. You have sailed in ballast after discharging coal, and are more than 25 miles offshore. Can you dump coal sweepings overside?

291. Which ships must have a Garbage Management Plan? What are the required features of a Garbage Management Plan provide?

292. Which ships must keep a Garbage Record Book? What records should you keep of garbage disposed of? Who must make the entries in the Garbage Record Book? What language must the entries in the Garbage Record Book be in?

Discharges of sewage

293. What does 'sewage' include? What are the MARPOL Annex IV criteria for sewage discharges?

Discharges of air pollutants

294. Is any international legislation in force concerning air pollution from ships? What are the special areas provided for by MARPOL Annex VI?

295. Describe: 'IEE', 'SEEMP', Sulfur Emission Limit in SECA Area, Sulfur Emission Limits in other sea areas,' EU-MRV'

COLLISION

296. What are your immediate statutory duties as master following a collision with another vessel? What is the penalty for failing to comply with your statutory duty to stand by and render assistance to a vessel collided with and to pass the required information to the master of a vessel collided with?

297. What advice may be available to you when a collision is imminent? Whilst at anchor, waiting for a berth, you have suffered a minor collision with a ship that was moving into the port. What action would you take in your owners' interests? What action would you take if, after the collision, you received a notice from the other master holding you and your owners to blame?

298. What information would you gather for the owners' lawyers following a collision with another ship? The P&I club correspondent cannot send someone to collect your report and evidence soon. What would you do with the documents?

299. What caution would you give to your crew following a collision, before you arrive at your berth?

DISTRESS INCIDENTS

300. What are your statutory obligations as master on receiving at sea a distress alert? In what circumstances need you not proceed?

301. In what circumstances are you, as master of a ship which has received a distress alert, released from the basic obligation to proceed with all speed to the assistance of the persons in distress?
302. You hear a distress alert from a cargo ship which is drifting towards a rocky shore. Are you obliged to save the ship as well as its crew? What statutory records must you make about distress signals and messages heard or seen?

GROUINDING AND STRANDING

303. You are master of a Panamax bulker, loaded with a full cargo of grain, steaming downriver from New Orleans on an ebb tide. Due to a navigational error (a buoy out of position) you run aground on soft mud and are unable to get off without assistance. What action would you take to report the incident
304. What is the difference between grounding and stranding?

SALVAGE

305. What kinds of salvage are there? What is the difference between towage and salvage? When does towage become salvage?
306. What international convention governs salvage operations? What are the criteria laid down in the International Salvage Convention for fixing a salvage reward?
307. Under the International Salvage Convention, what duty does the salvor owe to the owner of the vessel or other property in danger?
308. Under the International Salvage Convention, what duty do the owner and master of the vessel or the owner of other property in danger owe to the salvor?
309. You have lost main engine power during a gale and are about to ground on a steeply shelving coast. What would your immediate actions be as master? How should you always react when your vessel is in a position of peril?
310. What is the general rule, when your vessel is in danger, about seeking advice and instructions from your owners? In what circumstances should you contact your owners when you need a salvage service? What is the point of contacting the owners in the above situation, when plenty of vessels willing to assist are nearby?
311. Your vessel has suffered a crankcase explosion and is disabled 10 miles off the Norwegian coast. A powerful tug quickly offers assistance on Lloyd's Open Form terms. Would you accept? The Norwegian supply boat master sounds full of confidence on the radio, and says he has towed many ships. Would you let him get on with the job if you did engage his services?
312. In deciding whether to accept salvage assistance, what circumstances would you take account of? Your ship having been towed to an agreed port of refuge, what

action would you take if, because of port traffic congestion, the towing vessel proposed to leave you at an anchorage outside the harbour?

313. If a vessel is in danger, are you, as master of a nearby ship, under any obligation to save the vessel itself?

314. Your ship, a bulk carrier, receives a call for assistance from a vessel which has suffered a major engine breakdown in mid-Atlantic. What would be your considerations as master before offering a tow?

315. Having agreed in principle to giving another vessel a tow, what would be your considerations as master?

316. What is the well known principle on which Lloyd's Open Form is based? What are the benefits of using Lloyd's Open Form 1995?

317. How would assistance usually be offered on LOF terms? When you, as master, enter into a Lloyd's Open Form contract with another party, on whose behalf are you doing so? How would you reply with your acceptance of an LOF salvage offer?

318. Where is a LOF salvage reward decided? What conditions must be met, in common law, for a salvage service to qualify for a salvage reward?

PORt OF REFUGE DECISIONS

319. Under what circumstances would you decide to make for a Port of Refuge? Who would you inform that you are making for a port of refuge, and what requests would you make to these parties?

Section I: In Port

PILOTAGE

320. What are your duties as master under the Pilot Transfer Regulations?

321. What offences might you, as master, commit under the Pilotage Act 1987?

PILOTAGE

322. What is the difference between towage and salvage? When does towage become salvage?

TAKING OVER and HANDING OVER COMMAND

323. You are joining a 120, 000 dwt bulk carrier tomorrow at a coal terminal. What would your initial actions be, from the time of your arrival on the quayside? Apart from the ship's documents, what other things would you want to check before taking over as master?

324. You join a ship in a distant part of the world. Your foreign officers and ratings are to join 2 days later. What would you look for when they join, and what would be your priorities?

325. How would you 'sign yourself on' as master on a BD ship where the former master had already left?

Noting protest, Letters of protest

326. What is a letter of protest? How would you prepare and sign a letter of protest? In what circumstances might you issue a letter of protest as master?

327. In what circumstances might your ship receive a letter of protest? What would you do with a letter of protest given to you by a terminal boss?

LOADING and DISCHARGING CARGO

328. What are the shipper's obligations under the Carriage of Cargoes Regulations with respect to providing cargo information?

329. In the case of general cargo and unitised cargo, what must the information provided by the shipper contain? In the case of bulk cargoes, what must the information provided by the shipper contain?

330. What are your obligations as master under the Carriage of Cargoes Regulations with respect to stowage and securing of cargo?

331. What are the requirements of the Carriage of Cargoes Regulations with respect to oxygen analysis and gas detection equipment?

332. What manual must be provided by the owner of a bulk carrier to enable the master to prevent excessive stresses in the ship's structure?

333. What must the master and terminal representative agree before a solid bulk cargo is loaded or unloaded?

334. What general rules must be observed during loading, unloading or ballasting? What are your obligations as master under the Carriage of Cargoes Regulations with respect to trimming of bulk cargoes?

335. What requirements must a ship carrying grain comply with? What document must the owner and master ensure that a ship loading grain has on board?

336. What are dangerous goods? Where would you find a list of all recognised marine pollutants, and how are they indicated in this list?

337. What document would you expect to be presented by a shipper either to you as master or to the ship operator before packaged dangerous goods or marine pollutants are loaded?

338. What is a Dangerous Goods/Marine Pollutants Note? What information should be shown on a Dangerous Goods/Marine Pollutants Note relating to 'packaged goods' (e. g. a tank container of chemicals)?

339. Whilst loading cotton bales, the Mate tells you some of the bales are damp. What would you do?

340. What action would you take if goods being loaded, e. g. second hand cars, were in a damaged condition and the stevedore insisted that this was normal?

341. You are loading apparently defective goods and feel you should make remarks on the Mate's Receipt, but are not certain what remarks to make. What action would you take?

342. Why are the remarks made on a bill of lading important?

343. What would you do if you were asked, as master, to deliver cargo against an original bill of lading carried on board?

344. What would you do if you were asked, as master, to pre-date or post-date bills of lading? What would you do if you were asked to re-issue a previously-issued set of bills of lading?

345. What would you do when two or more sets of bills of lading are requested by a shipper?

346. You are master of a tanker. What would you do if two or more consignments of oil, shipped by different shippers, are intentionally loaded into one tank, so that it becomes impossible to determine the respective shippers' quantities on completion of loading.

347. You are master of a tanker which has just completed loading. What would you do where the ship's loading figures are less than the shipper's?

348. You are master of a tanker which has just completed loading. What would you do where the ship's loading figures are greater than the shipper's?

STOWAWAYS

349. Which parts of the world are high-risk areas for stowaways? What general precautions would you take against stowaways boarding?

350. How would you make a stowaway search?

DRYDOCKING

351. What document would you expect your owners to give you a copy of when you are taking your ship into drydock? What would you expect the contractor (i. e. the repairer or drydock company) to have to supply to the ship under its contract with the owners?

352. You are master of a 65, 000 dwt bulk carrier loaded with 3 separate parcels of grain (for different consignees). After grounding in the Mississippi, your ship has been refloated and towed for repair to New Orleans. What would you do on arrival to safeguard your owners' or charterers' interests?

Load line law requirements

353. With 2 hours to completion of loading, what preparations would you, as master, make for sailing?

354. In relation to load line law, what requirements must be met before a BD ship proceeds to sea?