

航海英语

写作

Nautical
English
Writing

沈 江 黄 岗 惠小锁 编著
王建平 主审

大连海事大学出版社

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第一章 概述

信息交换是现代航运业工作的基础,航运业涉及国际贸易、海上货物运输、海上保险、国际金融业务等多个领域的多个国家的很多部门,具有国际化的特点,从业人员之间必须通过写作进行必要的记录和沟通,因此航运业的从业人员必须掌握相应的写作能力。航海英语是航运界的工作语言,航运业的从业人员必须掌握相应的英语交流能力。我国是世界第三大贸易国,海运是最主要的运输方式,同时我国也是航运大国,数千艘远洋船舶航行于世界各地,大量人员从事航运或者与航运相关的工作,因此航海英语写作和阅读能力是航运业从业人员的一项重要技能,航海类院校的学生必须掌握航海英语写作的各项要求,在规定的时间内用英语进行必需的沟通和记录。

英语能力包括口语、阅读和写作等诸方面的能力,而口语和会话只适用于双方见面或声音交流,在更多的情况下,当事的双方是不能频繁见面或者通话的,很多事项是必须在规定的时间内通过书面形式进行记录以供日后查询的。一般情况下,从事国际航运业务的各当事方之间经常远隔重洋或者天各一方,很多时候主管机关和船舶管理公司会首先根据船舶所提交的记录去评判船舶的日常工作,从业人员往往通过船舶所提供的记录去判断对方的业务能力。因此,从内容到形式庄重且得体的各项记录可以给对方留下很好的初步印象,而从形式到措辞都不佳的记录,则会让对方怀疑其能力。同时,很多船舶工作事项都要求用英文做适时记录(航海日志、轮机日志、油类记录簿和货物记录簿等),以便在需要时能够找到相应的数据,因此这些记录在航运业内都是重要的法律文件,也是处理有关争议的重要依据。可见,航海英语写作(包括各种日志、记录和函电等)作为最主要的书面记录和交流工具在航海英语中占有非常重要的地位。

第一节 航海英语写作原则

语言是文化的载体,文化通过语言得以实现。航海英语写作的目的就是进行有效沟通和记录,通过简洁的表达与有效的描述让对方能清楚地了解船舶在这段时间到底发生了什么,轻易地领会在船人员当时所采取的各项措施,从而快捷迅速地做出反应。航海英语经过多年的发展,已经形成其独立的语言体系,有其独特的写作要求,包括礼貌(Courtesy)、完整(Completeness)、清楚(Clarity)、体谅(Consideration)、简洁(Conciseness)、具体(Concreteness)、正确(Correctness)共7项要求,俗称“7C”原则。

1. 礼貌(Courtesy)

礼貌首先表现在措辞上选用礼貌的用语,语言表达中有礼且谦虚,措辞中体现希望和对方交往的意愿,让对方体会到你的真诚并愿意继续和你合作,例如 your good company, your esteemed director 等等。同时礼貌还表现在形式上符合礼貌的要求,内容上尊重对方。例如: Do you think you could send us the correct stowage factor? 从字面上看这句话的意思没错,可是忽略了 Do you think you could 这个句式蕴涵了强烈的反问语气,包含了怀疑对方能力的意思,在读信的人看来变成了带有讽刺意味的质疑了,显然不符合礼貌的要求。如果我们改成 Would you please advise us the correct stowage factor? 听上去就一句非常诚恳的请求,那么这样的请求得到对方肯定回复的可能性也大很多。

不同的场合有不同的礼貌要求,航运业涉及很多国家和部门,具有国际化的特点,不同的国家有不同的文化背景和行为方式,因此礼貌的方式具有明显的民族特性。在航运英语函电中,最好能了解对方的历史、文化传统及其演变和各种表现形式,并对其中的文化差异进行对比,针对不同对象采用不同的礼貌形式,例如日语中用 SAN 表示尊称,因此和日本客户交往时,用 XXX SAN 向对方表示尊敬比用 Dear XXX 会收到更好的效果。同时在表示礼貌时,还应该考虑双方之间的关系,例如 could/would 用于表示非常委婉、客气的请求,只能用于不太熟悉的人或者初次合作的人之间,若对方是你多年的合作伙伴或者好朋友,使用 could/would 就会让对方感到非常见外,有时还会让人引起误解。及时回复对方的邮件也是礼貌的重要组成部分,由于工作时间上的差异或者其他方面的原因,在很多情况下不能在短时间内按照对方的要求及时做出相应的回复,但可以先告诉对方函电已经收到,正在做相应的准备,一有结果马上通知对方。

2. 完整(Completeness)

一个记录应能完整地表达所需要记录的意思和内容,具体可用四个“W”加一个“H”来衡量,包括 When(什么时间),Where(什么地点),What(什么事情),Who(由谁去完成),How to do(怎样去做)。上述事项都应该表达清楚,切忌在航海英语中存在含糊不清的内容,应特别注意那些可能会引起对方误解或者引起日后争议的事项。例如,某船在韩国某港收到船东指示 Proceed to Fremental after unload,该船船长从《进港指南》上查到 Fremental 是澳大利亚的港

口,因而指挥船舶南下。但实际上船东是要求船舶驶向加拿大的 **Fremental** 港,应该北上,船舶航行 3 天后才发现该误解,但已经造成 6 天的船期损失和 6 天的油耗损失,船东和船长互相指责。假如船东在指示中将所要求的地点说完整(是加拿大的 **Fremental** 港),或者船舶在接到船东的指示时要求船东进一步澄清是哪一国的 **Fremental** 港,则上述损失是完全可以避免的。

3. 清楚 (Clarity)

在航运英语函电中,所有的词句都应该明确地表达真实的意图,必须用简单明了的词句直截了当地告诉对方自己的意思,避免选用含双重意义或者模棱两可的词句,同时还应注意以下方面。

(1) 选用适当的专业用词。航运英语函电经过多年的发展,已经形成一套完整的语言体系,产生了许多仅仅适用于航海英语的专业用词和缩略语,很多缩略语和专用术语在航海英语中具有特定的含义,这些缩略语和专用术语虽然短小,但却能准确地表示所要表达的意思。例如:定购燃油在航海英语中一般用 **stem** 一词,但如果使用其他表示“定购”的词如 **order**、**book**、**purchase**、**buy** 等等,则很容易使其他当事方误认为是定购其他物品,而不是燃油。

(2) 各词语间的相对位置。词语所放置的位置不当,所表达的意思有时也会产生一些差异,因此应注意词语间的相对位置。例如:**Not all cargoes to be discharged at this port.** 和 **All cargoes not to be discharged at this port.** 这两句话所选用的单词都一样,唯一不同的是 **not** 放在了不同的位置,前一种说法表示不是所有的货物都在该港卸载,而后一种说法则表示所有货物都不在该港卸载,两者表达了截然不同的含义。

4. 体谅 (Consideration)

体谅表现为航运业内各当事方之间在交往时要为对方着想,站在对方的立场并以对方的观点来看问题,根据对方的思维方式来表达自己的想法,只有这样,与对方的沟通才会有成效。需要特别注意的是,航运业务中由于出发点不同,各当事方之间存在意见分歧是难免的,当双方的观点出现差异时,应首先理解并尊重对方的观点,从对方的出发点去思考,然后再给出我方的观点,引用相关的证据去证明我方的观点,切勿轻率地全盘否定对方的观点。倘若对方的要求不合理或者对你的指责显失公平,切勿使用冒犯性的语言,那样可能会将双方的交往引入僵局,一定要表现出你的高姿态,用对方能够接受的语言去据理力争,充分说明你的观点,通过沟通化解分歧。例如,对方提出了一个提议而本方认为该提议对本方极为不利,这时可用“**I don't think your proposal will be accepted.**”但不能表达成“**Your proposal were rejected.**”二者虽然表达了相同的含义,但前一种表达方式说明双方还能继续探讨,还有合作的可能性,第二种表达方式则隐含了没有必要再和对方就此事商讨,双方合作的可能性很小的意思,因此应尽量采用委婉、含蓄,甚至幽默的表述向对方表示不同的看法,以避免出现对方接受不了的尴尬局面。体谅还体现在耐心等待对方的回复,航运业从业人员每天都必须处理很多事情,有时因为各种原因不能及时给对方回复,因此当碰到对方不能及时回信时,要体谅对方的难处并耐心等待,切勿轻率质问。

5. 简洁 (Conciseness)

简洁是指在无损完整、具体、礼貌的前提下,用尽可能少的文字清楚表达真实的想法,让函

电和记录读起来简单、清楚、容易理解。航海英语中一般不需要礼节性寒暄,简洁的要求就是开门见山、直入主题、语言精练、言简意赅,简洁地向对方陈述,让对方很清楚地了解你想说什么,非常轻易地领会你的意图,从而及时做出反应。一封冗长、拖沓、空洞、开头就不得要领的信函会让人看第一眼就感到厌烦,甚至没有耐心看完整篇,因此就会对写信人的印象大打折扣。简洁的要求还包括以下方面。

(1) 选用常用的词语。简洁首先表现在用词上,英语词汇有十几万,而最常用的就只有两三千,交流的目的是将信息准确有效地传递给对方,复杂、生僻、华丽的辞藻堆积不仅使信函的篇幅显得冗长,而且给阅读者带来麻烦,应该尽量选用常见的单词,避免使用生僻或者拼写复杂的单词。例如: We will endeavor utilize chemical to clean holds on approximately March 15, so we place this order of 5 drums. 这句话不仅难懂,而且容易引起误解,原因就是用了几个生僻的词,若 endeavor 用 try 代替, approximately 用 about 代替, utilize 用 use 代替, place this order of 用 order 代替,则这句话就容易理解多了。在同一封函电中,在表达相近意义时应选用相同的单词,例如若前面写了 goods have been sent, 这里 goods 是表示“货物”的意思,那在后面假如要表示“货物”的话就只能用 goods, 而不能用 cargoes, commodity, 否则就会引起不必要的误解。

(2) 选用简单的句型。在句型选择上,航海英语经常需要表达一些相对复杂的含义,如果选用太长或结构复杂的句型,则不容易理解或可能引起误解,而短句则比较容易理解而且不容易引起误解,因此应该尽量避免采用太长或复杂的句型而选用一些简单的句子,少用 and, but, however, consequently 这些让句子变得冗长的连词,并且最好用段落将每一个主题分开,让对方很容易看懂你所表达的含义。例如:“按你5月20号来电的要求,我已于昨天给你邮寄了5期航海通告。”可表示为 We send you 5 NTM yesterday according to your requirement on your letter on May 20 by air. 这种表述虽然能表达上述含义,但总体给人的感觉是混乱且不好理解,但如果写成 Asp your message dated May 20, we express 5 NTM to you yesterday, 则显得层次清楚,让人一目了然。因而在表达相对较复杂的含义时,应尽量使用简单的句子。

(3) 避免不必要的重复。必要的重复可以强调某一观点或者重要事实。但是,不必要的重复,特别是毫无理由的对同一事实的重复,不仅显得啰唆,而且使读信人感觉枯燥乏味,因此在函电写作过程中必须避免不必要的重复,例如: Cargo pre-stowage plan will be ready sooner. 在这一句中, cargo 就是重复的, pre-stowage plan 本身就是“货物装载预配图”的意思,在航运业内只有货物才有预配的要求,因而这个 cargo 就应该省略。再如: We wish to acknowledge receipt of your letter. 完全可以用 We confirm having received your letter. 代替, Enclosed herewith please find two copies of... 完全可以用 Enclosed two copies of... 代替,等等。

6. 具体 (Concreteness)

具体是指英语写作的内容要具体且明确,尤其是需要对方答复或者涉及双方权利和义务的事项,比如时间、地点、价格、货号等等,应尽可能做到具体,从而避免日后出现争议。

7. 正确 (Correctness)

航海英语写作是双方用于联系业务、沟通商情、咨询答复的主要途径和通信手段,代表了各自的利益,写作的内容可以成为当事双方的法律凭证及解决争端的法律依据,有时一个很小

的书写错误都会给日后带来很多不必要的麻烦,因此要求其内容正确。正确不仅要求语法、停顿和拼写正确,而且也要求语言标准、叙述恰当、数字精确,以及对航运惯用语的正确理解。良好的习惯是首先在草稿本上做相应的记录,并从头到尾都严格地审查一遍,在确认无误后再转移到正式的记录本上去,一旦发现带有含有错误信息的函电或记录,应该尽可能在对方回复前发出更正信函,以免给自己和对方带来麻烦。

第二节 航运英语函电的结构

作为航海英语写作的重要组成部分,航运英语写作在当今船舶的日常营运过程中也扮演着重要的角色。因为船舶在日常的营运过程中需要和船舶以外的很多组织和部门(例如船东、船舶管理公司、船舶代理等)保持业务联系。这种联系就会用到航运英语写作。目前,航运英语函电是船舶和外界进行交流最常用的方法。函电不仅在内容上,而且在格式上都有具体的要求,包括以下几方面。

1. 收件人(To)

收件人指该邮件收件公司的名称,是需要对该邮件负责或者承担答复责任的部门或单位。当邮件发给一个已知名称的公司时,必须标明该邮件的收件人,以示尊重。应特别注意的是,公司一般有公用的邮箱,员工有私人邮箱,在正常的工作交往中不能将工作的事情发到员工的私人邮箱中。

2. 经办人(Attention)

经办人指主管该项业务人员的名称。当已知该经办人的姓名和职称时,应该标明其姓名和职称,以示尊重。

当一封邮件中有多个收件人时,应重复上述两项。

3. 抄送方(Care of/CC)

抄送方指需要对该邮件的内容有所了解,但不需承担主办或答复责任的当事方。应该特别注意的是,如果收件人和抄送方填写不当,可能会导致收件人的误解,从而会影响业务交往。

4. 函电编号(MSGNO)

函电编号指发件人对该函电进行的编号。通常从业人员会对所发的每一封函电进行编号,在日常的航运业务中,船长(或从业人员)一天要和相关的当事方(包括船东、管理公司、船员公司、港口代理、租船人、供应商等等)发数十封或更多的函电,为了日后查询方便,发信人对每天所发的邮件进行编号,编号中通常包含发送该函电的日期和发件人的代号(船长是船舶唯一有权发送函电的人,因而只需要包含日期就行)。函电编号可以方便日后查找或者引用曾经发送过的函电,例如电文:Regarding this matter, please refer to my MSGNO051505. 这样对方一看就知道,查找该发件人在5月15号所发的第5封函电就能找到相关的答案。

5. 发件日期(Date)

发件日期指发送该邮件的日期。

6. 事由 (Object)

事由即通常所说的主题,事由必须写得既简明扼要又能表明所写函电的重点,让人不必读完函电就能了解函电的主要内容。应该特别注意的是,航运部门每天都会收到大量的函电,其中很多是垃圾邮件,从业人员经常通过事由去判定是否需要打开该邮件,一封与其业务无关的函电通常会被当作垃圾函电直接删除,因此应正确填写事由。

7. 称呼和问候语 (Salutation)

称呼是对收信人的一种称呼,当不知道对方的姓名和性别时,可使用 Dear Sirs, Dear Sirs and Madams 等等。应该特别注意的是,给已知姓名的收件人写函电时,应该写出对方的姓名,否则就是不礼貌的行为。航运是国际性的行业,航运函电具有明显的国际性的特点,由于时差的原因,很多情况下发件人和收件人的时间并不一致,因此在航运函电中常使用的问候语是 Good day to you(经常简写成 GDTU)。

8. 正文 (Body of the letter)

正文又可分为开头、论证和结尾三部分:开头一般要求目的明确、简明扼要地告诉读信者为什么要写这封信或者做必要的自我介绍;论证部分就是叙述事实或者列举理由来支持信中第一部分的观点;第三部分是基于上述的阐述来提出要求或提请注意。正文部分是英语函电的核心,具体写作要求详见前述的英语函电写作要求。

9. 结束语 (Complimentary close)

结束语是结束信函时的一种客套话语,应该与前面的称呼相呼应,例如: Mtk's and Brgds, Sincerely, Best Regards, 或者 Yours Truly 等等。

10. 附件 (Enclosure)

如果函电中带附件,应在左下角注明 Encl. 或 Attached,提醒收件人本函电还带有附件。

其中收件人、发件日期、称呼、正文、结束语是不可缺少的组成部分,缺少其余项目中的某些项不一定会影响函电的完整性,但一份完整的航运英语函电应该尽量包括上述项目。

第二章 装卸货值班记录

第一节 课文

I. Cargo Logbook

Once in the berth, it is necessary to record details of starts, stoppages and completions of cargo work and transfers of cargo handling equipment, along with tonnages and positions of ballast and fresh water loaded or discharged, soundings observed, and tonnages of cargo advised or calculated. The records should show the times that work started and stopped at each hold and the durations of all surveys and inspections. Tonnages of bunkers taken should be recorded, as should details of all accidents to ship and personnel.

These records are likely to be kept in the first instance in a notebook in the possession of the duty officer, or in a cargo logbook, or computer, kept in the ship's office or cargo control room. The cargo logbook, when used, is similar to the bell book; it is the working document in which full records of all relevant data should be recorded. The use of a cargo logbook providing a complete record of cargo, ballast and associated operations is to be recommended. Times of working cargo and reasons for stoppages will normally be copied into the deck logbook from the cargo log or officer's notebook at the end of each watch, but the details of the working of ballast will not normally be transferred. All entries in logbooks and notebooks should be made in ink, not pencil and corrections should be made by putting a single firm line through the error, writing the correct version alongside and initialing the entry.

It is most important to ensure that stoppages are accurately timed, and that the reasons for them are discovered and recorded. This information can be most important for the ship in the event of a dispute. Draughts should be recorded on arrival and departure and at appropriate times throughout the port stay. During a discharging operation extending over several days, it is appropriate to take draught readings each morning and evening. When loading draught readings should be taken and recorded at the end of each stage in the loading, i. e. at the end of each pour. The importance of taking and recording the draughts regularly cannot be overstated. Draught readings provide the best and simplest warning when the ship is flooding or when the ballasting or cargo op-

erations go wrong.

The cargo log or personal notebook is a document maintained by a duty officer who may be working in dirty and difficult conditions. The cargo log will best be maintained in a readable condition if immediate notes are kept in a notebook for transfer to the cargo log on next return to the ship's office or cargo control room. The cargo log and personal notebooks should always be retained, as they will be required as evidence in the event of a dispute and will carry more weight than a document which has been written up after the event.

Cargo documents: Copies of all cargo documents given to the ship, or presented for signature, should be retained.

Damage records—damage to ship or cargo: It is vital that full records are kept of damage which occurs to ship or to cargo during loading or discharge. Some owners and charterers provide well designed “stevedore damage” forms for such records but others are less suitable and a badly designed form may fail to provide all the necessary information, even when each space contains an entry. A well-designed form, when completed, will provide a full record of when, where and how the damage occurred and will contain a detailed description of the damage sustained.

As with all reports, sufficient information should be given to enable a reader with a professional knowledge of the subject to form a clear and accurate picture of the circumstances of the damage. Accurate measurements should be recorded, supported by photographs. In the case of more substantial items of damage, when likely costs are to be measured in thousands of dollars, not tens of dollars, extensive detailed records will be required. The Nautical Institute's book *The Mariner's Role in Collecting Evidence* provides full guidance for this situation.

When loading/discharging cargo in a port, the OOW shall perform port-watch and supervise cargo operations in accordance with the Chief Officer's orders. OOW shall prepare the documents for cargo work, make sure stevedores can, properly and carefully, load, stow, handle and discharge cargo as per the requirements concerned, record the quantity and apparent condition (including but not limited to marks, package and quality) of cargoes received or discharged in detail, enter the development of cargo work, the actual weather condition of each shift, the time delayed due to such facts as weather change, dinner and short rest, and the cargo short/long shipped, damaged or involved in discrepancy, into logbook, and also report the short/long shipment, discrepancy, damage or any incident which may affect the safety of cargoes loaded, the ship or environment, to Chief Officer, or directly to Ship Master if Chief Officer is unavailable.

II. Vocabulary and Expressions

completion *n.* 完成, 结束

transfer *vi.* 转让, 转学

calculate *vt. & vi.* 计算

duration *n.* 期间

take bunker 加油

personnel *n.* 人员, 员工

in the first instance 首先, 最初

similar to 类似于

bell book 车钟记录簿

initial *vt.* 用姓名的首字母签名

accurately *adv.* 精确地, 如实地
discover *vt.* 发现, 发觉
dispute *n.* 争论, 争论
overstate *vt.* 夸大, 高估
readable *adj.* 可读的, 易懂的
retain *vt.* 保持
evidence *n.* 证据, 迹象
vital *adj.* 至关重要的

description *n.* 产品说明, 描述
sustain *vt.* 遭受, 忍受
photograph *n.* 照片
substantial *adj.* 大量的, 重大的
extensive *adj.* 广阔的, 广大的
supervise *vt. & vi.* 监督, 指导
apparent *adj.* 可看见的, 表面的
discrepancy *n.* 差异, 不符合

III. Notes

1. Once in the berth, it is necessary to record details of starts, stoppages and completions of cargo work and transfers of cargo handling equipment, along with tonnages and positions of ballast and fresh water loaded or discharged, soundings observed, and tonnages of cargo advised or calculated.

一旦靠泊, 记录船舶装卸货开始、停止和结束及装卸设备移动的时间的详细情况, 以及打排压载水和淡水的吨数和位置、测深值、货物数量通报数据或计算数值是必要的。

2. Times of working cargo and reasons for stoppages will normally be copied into the deck logbook from the cargo log or officer's notebook at the end of each watch, but the details of the working of ballast will not normally be transferred.

值班结束后, 货物装卸的时间和停止的原因通常都会从货物日志或驾驶员的记录本上转抄到航海日志上, 但关于压载水排放的细节通常不会转抄到航海日志上。

3. The cargo log or personal notebook is a document maintained by a duty officer who may be working in dirty and difficult conditions.

货物日志或个人的记录本是由值班驾驶员来负责保管的, 他们的工作环境可能是非常肮脏而且困难的。

4. A well-designed form, when completed, will provide a full record of when, where and how the damage occurred and will contain a detailed description of the damage sustained.

一个设计良好的表格, 经充分记载后既可以提供关于事故发生的时间、地点和发生经过的完整记录, 同时又能提供对船舶所遭受损坏情况的详细描述。

5. As with all reports, sufficient information should be given to enable a reader with a professional knowledge of the subject to form a clear and accurate picture of the circumstances of the damage.

就所有的报告而言, 应提供足够的信息从而使具有相关专业知识的人员通过阅读报告能对事故发生时的情形形成一个清晰而准确的印象。

IV. Multiple Choice

1. Once in the berth, it is _____ to record details of starts, stoppages and completions of cargo work and transfers of cargo handling equipment.
A. necessary
B. voluntarily
C. vital
D. simplicity
2. "Tonnes of bunkers taken should be recorded." Here "taken" can be replaced by _____.
A. adapt
B. intake
C. disposes
D. affected
3. Gangway watch records are likely to be kept _____ in a notebook in the possession of the duty officer.
A. finally
B. in the last instance
C. in the first instance
D. in a lengthy
4. The cargo logbook will provide complete information for following except _____.
A. cargo operation
B. ballast water operation
C. stevedore waiting time
D. cargo space calculation
5. Times of working of ballast will not normally be recorded at _____.
A. deck logbook
B. official logbook
C. bell book
D. none of the above
6. Should cargo work extend over several days, the author of this text would suggest that the vessel record draught readings _____ a day.
A. once
B. twice
C. triple
D. quartic
7. A well-designed form, when completed, will provide a full record of when, where and how the damage occurred and will contain a detailed _____ of the damage sustained.
A. objective
B. description
C. operation
D. briefing
8. When loading cargo in a port, the OOW shall perform port-watch and supervise cargo operations as per the _____ orders.
A. ship owner's
B. charterer's
C. Captain's
D. Chief Officer's

9. Which statement is FALSE regarding the operation of a crane?
 - A. The crane jib is raised and lowered by the luffing winch.
 - B. The cargo block is raised and lowered by the hoisting winch.
 - C. The cargo block is raised and lowered by the luffing winch.
 - D. None of the above.
10. It's essential that we cannot _____ any marks mixed or damage to the cargo.

A. agree	B. adopt
C. check	D. accept

V. Reading Comprehension

Passage 1

To minimise pilferage the vessel's security procedures should be followed closely to prevent unauthorised personnel from gaining access to the vessel. Masters and officers should make every reasonable effort to ensure that all persons visiting the vessel are suitably identified and have legitimate business on board. Points of access to the vessel should be limited to the minimum necessary for safe and efficient working of the vessel, and controlled by reliable gangway watchmen who should have clear instructions concerning their duties. Deck watchkeeping should be enhanced during cargo operations, including periodic visits into the holds by duty officers if it is considered safe to do so, to ensure that the opportunities for pilferage are minimized.

1. The unauthorised personnel refer to those who _____.
 - A. have legitimate business on board
 - B. are suitably identified
 - C. are gangway watchmen
 - D. are unknown to the ship or have no proper IDs
2. The deck watch during cargo operations is kept by _____.
 - A. officers
 - B. gangway watchmen
 - C. unauthorised personnel
 - D. masters
3. _____ is not a method to minimise pilferage.
 - A. Periodic visiting into the holds
 - B. Enhancing deck watchkeeping
 - C. Limiting the points of access to the vessel
 - D. Gaining access to the vessel
4. It is implied that the pilferage is likely committed by unauthorised personnel _____.
 - A. in holds

- B. on deck
- C. in accommodation areas
- D. anywhere on board the ship

Passage 2

The officer in charge of the navigational watch shall take frequent and accurate compass bearings of approaching ships as a means of early detection of risk of collision and bear in mind that such risk may sometimes exist even when an appreciable bearing change is evident, particularly when approaching a very large ship or a tow or when approaching a ship at close range. The officer in charge of the navigational watch shall also take early and positive action in compliance with the applicable International Regulations for Preventing Collisions at Sea, 1972 and subsequently check that such action is having the desired effect.

In clear weather, whenever possible, the officer in charge of the navigational watch shall carry out radar practice.

1. When approaching _____ with a risk of collision, the bearing is most likely to remain unchanging.
 - A. a very large ship
 - B. a tow
 - C. a ship at close range
 - D. a general cargo ship at a range of about 6 nautical miles
2. Of the following, _____ is not an act taken to avoid collision.
 - A. detecting of risk of collision in advance
 - B. taking early & positive action in compliance with the applicable Regulations
 - C. checking that such action is having the desired effect
 - D. reporting immediately the risk of collision to the master of ship
3. Collision is most likely to occur when the bearing of an object is _____.
 - A. changing with its distance reducing
 - B. not changing with its distance reducing
 - C. changing with its distance not reducing
 - D. not changing with its distance not reducing
4. It is implied that _____.
 - A. even in clear weather radar should be used
 - B. radar should be used only in clear weather
 - C. when approaching a very large ship or a tow or when approaching a ship at close range radar should not be used
 - D. in modern times, radar has little use for navigation