



# Maritec Tanker Management Pvt Ltd

5<sup>th</sup> floor, G wing, Unit no 501, Lotus Corporate Park, 185/A, Graham Firth Compound,  
Goregaon (East), Mumbai – 400063. India. Phone- +91-22-6863 1800; Email:[qhse@maritectankers.com](mailto:qhse@maritectankers.com)

## STANDARD OPERATING PROCEDURES

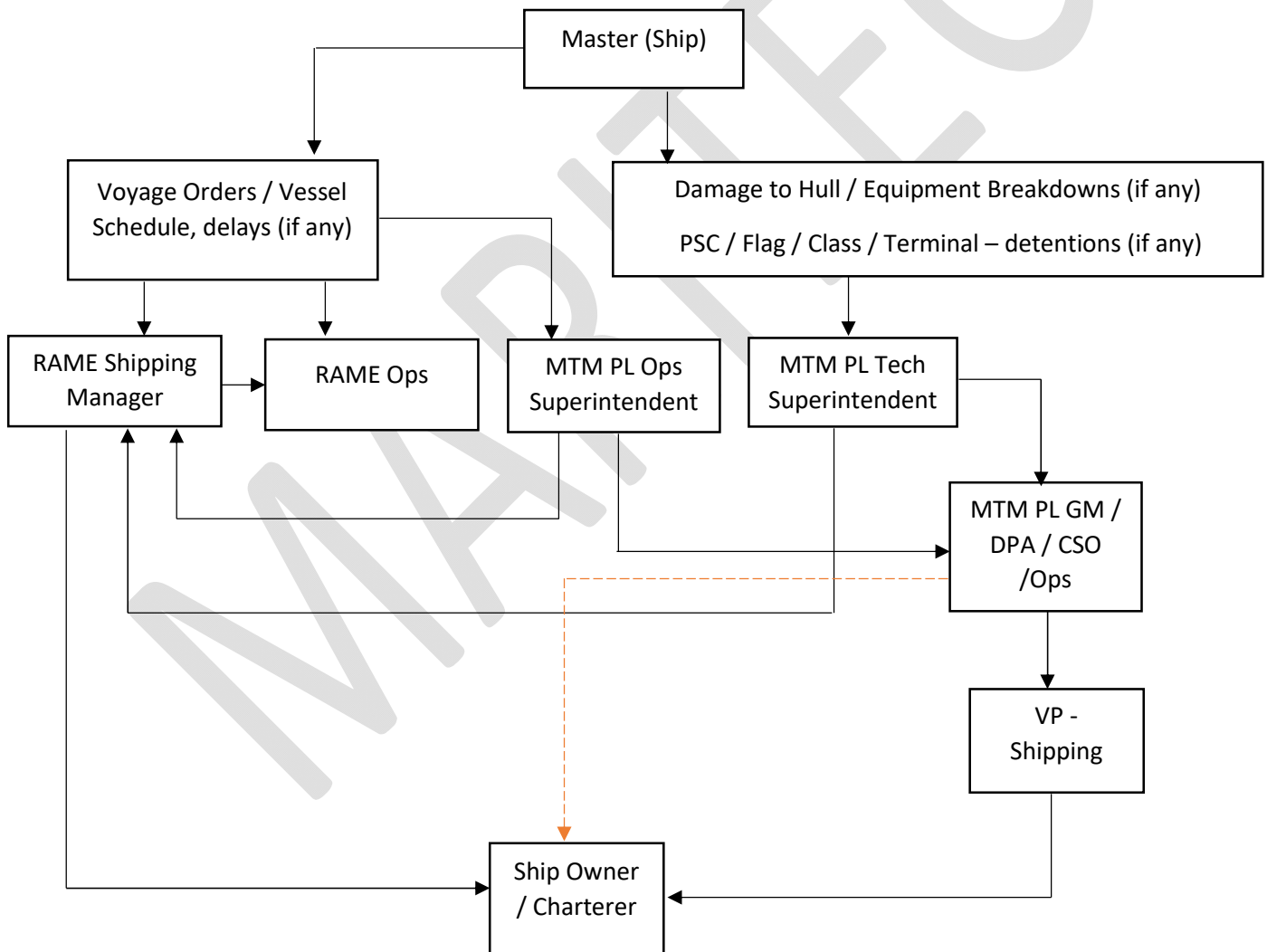
006/2023

Date: 30 June 2023

**Subject:** Reporting protocol involving Vessel - Ship Manager & Charterer on matters specifically affecting a Voyage Schedule

The aim of this circular is to provide guidance to Masters/MTM PL Managers / Superintendents on the communication protocols to follow with Charterers when reporting any incident onboard which could have an adverse impact on Voyage Orders / Vessel Schedule/ Commercial Operations or proposed threat to Safety of Life /Ship & Environment.

### Charterers - RAME



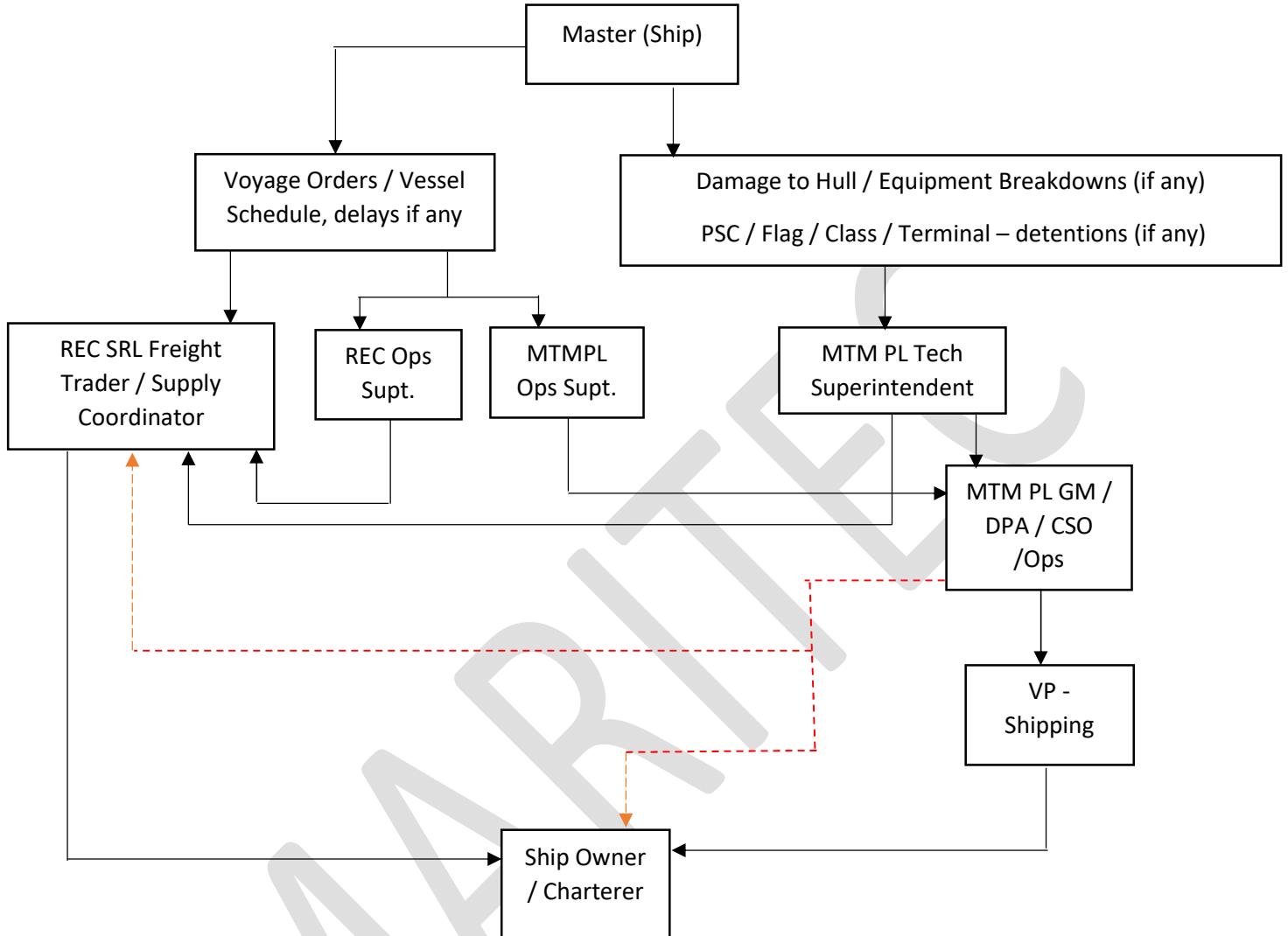
For names, e-mail addresses and phone numbers, please refer to the List of Contacts.



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## Charterers – REC SRL



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- ❖ Prompt and precise reporting is crucial for effective communication.
- ❖ E-mail messages should be followed up with phone calls.
- ❖ Acknowledgement receipt of e-mails must be requested for, from the recipient.
- ❖ The flow of communication must be consistently maintained with updates until the voyage, or the situation has resumed to normalcy.
- ❖ Should Master require any further guidance or have any questions regarding the reporting process, please do not hesitate to contact us.
- ❖ This reporting procedure should be read in conjunction with existing communication protocols.
- ❖ Thank you for your attention to this matter, and we appreciate your cooperation in adhering to these reporting instructions.

**MARITEC TANKER MANAGEMENT PVT LTD**

