



Tallyman

GENERAL DESCRIPTION OF THE TRAINING

The objectives of the training are to provide the necessary knowledge and skills to execute the job of tallyman in a safe and professional way.

To achieve these objectives, we provide the following training:

- ✓ Duties of the tallyman
- ✓ Description of the ship and the different cargo's
- ✓ The documents and symbols
- ✓ The responsibilities of the tallyman
- ✓ Practical exercises
- ✓ Evaluation

TRAINING SCHEDULE

Definition & chronology of tally operations

The ship:

- ✓ Construction, speed and dimensions, capacity, load line and plimsoll mark
- ✓ Types of ships, classification
- ✓ Ship documents
- ✓ Crew
- ✓ Loadplan

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Job description:

- ✓ The tallyman: tasks and duties
- ✓ Tally operations in general

The goods:

- ✓ Classifications and terminology
- ✓ Identification
- ✓ Painting, measuring and classifying

Registering the goods in the tally book:

- ✓ The tally book
- ✓ General guidelines to write in the tally book
- ✓ Specific guidelines to register according to the nature of the operations
- ✓ Practical tips

Unloading a reception of goods:

- ✓ Introduction
- ✓ Conditions of unloading
- ✓ The outturn report (= discharging-delivery report)
- ✓ Direct trans-loading
- ✓ Release note
- ✓ The stay of incoming goods on the quay

Loading of goods:

- ✓ Introduction
- ✓ The delivery of goods to sea-vessels
- ✓ The transition of costs and risks between the shipper and the carrier

Transport regulations

- ✓ Introduction
- ✓ Sea transport
- ✓ Practical tips



Ro/Ro:

- ✓ Import
- ✓ Export

Forest products:

- ✓ Description
- ✓ Task of the tallyman
- ✓ Damage criteria
- ✓ Work safe

Fruit:

- ✓ Banana's an other fruit
- ✓ Preparation to tally operations
- ✓ Release note, barcode, stock adjustment

Metals:

- ✓ Terminology, types of steel and surface upgrade, other metals
- ✓ Relative density
- ✓ Marks on goods

Containers:

- ✓ Types and dimensions, special equipment
- ✓ Damage codes (ICL-codes)
- ✓ Identification of containers
- ✓ Structure of the container
- ✓ Structure and working of an operational container team
- ✓ Container sealing, CSC-plate
- ✓ Reefer-units
- ✓ Procedure OH/OL/OW containers