



**STANDARD TIME SHEET (SHORT FORM)**  
 RECOMMENDED BY  
 THE BALTIC AND INTERNATIONAL MARITIME CONFERENCE (BIMCO)  
 AND THE FEDERATION OF NATIONAL ASSOCIATIONS  
 OF SHIP BROKERS AND AGENTS (FONASBA)

1. Agent's		3. Port	
2. Vessel's name		5. Vessel berthed	
4. Owners/Disponent Owners		6. Loading commenced	7. Loading completed
8. Cargo		9. Discharging commenced	10. Discharging completed
		11. Cargo documents on board	12. Vessel sailed
13. Charter Party *		14. Working hours/meal hours of the port *	
15. Bill of Lading weight/quantity	16. Outturn weight/quantity		
17. Vessel arrived on roads		18. Time to count from	
19. Notice of readiness tendered		20. Rate of demurrage	21. Rate of despatch money
22. Next tide available		23.	
24. Laytime allowed for loading	25. Laytime allowed for discharging	26.	

## LAYTIME COMPUTATION \*

Date	Day	Time worked		Laytime used			Time saved/on demurrage			Remarks *
		From	to	days	hours	minutes	days	hours	minutes	
General remarks *										
Place and date						Signature *				
Signature *						Signature *				

## INSTRUCTIONS FOR FILLING IN THE BOXES

### General

It is recommended to fill in the boxes with a short text. When it is a matter of figures to be inserted as is the case in most of the boxes, this should be done as follows:

6. Loading commenced 1975-03-15-0800
---

the figures being mentioned in the following order: year-month-date-time.

### Boxes Calling for Special Attention

#### Charter Party\*:

Insert name and date of charter, for instance, "Gencon" dated 1975-03-01.

#### Working hours/meal hours of the port\*:

Indicate normal working hours/meal hours of the port and not the actual hours worked on board the vessel which may be longer or shorter than the hours normally worked in the port. Such day-by-day figures should be indicated in the box provided for under "Laytime Computation".

Some empty boxes are made available in which other relevant information applying to the particular port or vessel could be inserted, such as, time of granting free pratique, if applicable, etc.

#### Laytime Computation\*:

Insert day-by-day figures and indicate in the vertical column marked "Remarks\*" all relevant details as to reasons for stoppages such as bad weather, strikes, breakdown of winches/cranes, shortage of cargo, etc.

#### General Remarks\*:

This box should be used for insertion of such general observations which are not covered in any of the boxes provided for in the first main group of boxes, for instance, reasons for berthing delay or other general observations.

#### Signatures\*:

It is of importance that the boxes provided for signatures are duly signed by the parties concerned.