

Occupational Profile
OFO Code: 333101 – Shipping Agent

1. Occupational Purpose

A shipping agent liaise and process transactions of a ship in port or on route on behalf of ship owners, ship managers, ship charterers or shippers and receivers of cargo.

2. Occupational Task.

- Prepare communication plans for various stakeholders within the ship's appointment and voyage (NQF Level 5)
- Pre-arrival planning for the ship's port call with various parties such as ports operations departments and government authorities (NQF Level 5)
- Compile operational shipping and financial documentation (NQF Level 5)
- Provide husbandry service, chartering service and liner service (NQF Level 5)
- Assist with insurance claims applicable to shipping agent operations (NQF Level 5)
- Apply legal principles applicable to shipping agent operations (NQF Level 5)
- Attendance and Representation during port call and off port limits call (NQF Level 5)

3. Occupational Task Detail

<p>Prepare communication plans for various stakeholders within the ship's appointment and voyage.</p>
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Unique Product or Service

- Communication plans

Occupational Responsibilities:

- I. Identify the participants that have interests in the vessel, cargo and port.
- II. Design a communication plan for each of the participant's scope.
- III. Select appropriate communication methods for each participant

Occupational Contexts:

- I. Communication procedure and processes in shipping voyage environment.

Plan for the arrival, berthing and departure of the ship from the port of call.**Unique Product or Service**

- Ship arrival, berthing and departure plan.

Occupational Responsibilities:

- I. Prepare and plan for ship pre-arrival
- II. Compile pre-arrival documents
- III. Book with the port authorities.

Occupational Contexts:

- II. Planning processes and procedures for ship's arrival, berthing and departure from the port of call.

Compile operational shipping and financial documentation**Unique Product or Service**

- Compiled operational shipping and financial documentation

Occupational Responsibilities:

- I. Compile operational documents
- II. Obtain financial inputs and calculate financial element.
- III. Compile financial documents.

Occupational Contexts:

- I. Processes and procedure for compiling operational documents
- II. Process and procedures for compiling financial document.

Provide husbandry service, chartering service and liner service**Unique Product or Service**

- Husbandry, Charterer and Liner service

Occupational Responsibilities:

- I. Identify husbandry services required,
- II. Plan and organise husbandry suppliers,
- III. Plan for Liner service requirements

Occupational Contexts:

- I. Processes and procedure for conducting husbandry services
- II. Processes and procedures for rendering Liner service

Assist with insurance claims applicable to shipping agent operations

Unique Product or Service

- Applied insurance principles.

Occupational Responsibilities:

- I. Apply principles of maritime insurance in operational and administrative practices in shipping environment.
- II. Identify incidents that warrant insurance claims
- III. Assist with insurance claims

Occupational Contexts:

- I. Processes and procedure to be followed when dealing insurance related matters applicable to shipping agent operations.

Apply legal principles applicable to shipping agent operations.

Unique Product or Service

- Correctly applied legal principles.

Occupational Responsibilities:

- I. Apply Law of Contract in shipping agent operations.
- II. Apply Law of Agency in shipping agent operations.
- III. Apply Law of Torts in shipping agent operations.
- IV. Identify different services provided by maritime arbitrators.

Occupational Contexts:

- I. Processes and procedure when applying Law of Contract in shipping operations.
- II. Processes and procedure when applying Law of Agency in shipping operations.
- III. Processes and procedure when applying Law of Torts in shipping operations.

Attendance and Representation during port call and off port limits call
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Unique Product or Service

- Ship attendance

Occupational Responsibilities:

- I. Identify and plan for on-board attendance requirements,
- II. Plan and manage quayside and off-board ship attendance requirements and health and safety.
- III. Plan and prepare for various ship attendance meetings

Occupational Contexts:

- I. Processes and procedure to be followed when attending to ship during port call and off port limits call