

Vessel Owners' Service Requirement Sheet (OSRS)

Agent	:	SULTRADE SHIPPING AGENCY	Vessel	:	IMPERATOR
Port	:	ITAGUAÍ - RJ, BRAZIL	Time of Arrival	:	08/27/2025 AT 1300HRS LT

OSRS instructions:

- 1). Agent to enter the services used during port call by entering under the necessary department and category.
- 2). Master to verify data and to amend between departments as necessary. Master to sign / stamp.
- 3). Agent to upload signed / stamped OSRS alongwith backup emails from XXXX requesting said service.

Category/Type	Yes/No	Comments
Crewing Department		
1 Cash to Master		
2 Crew Mail		
3 CREW P&I MEDICAL CLAIMS		
4 Fresh Water supply		
5 Crew Change		OFF/S C/E GUNDRAN - AF443 05SEP GIG CDG 2205 1415 06SEP – DISEMBARKED ON 05/09
6 Seaman's Center / Maritime Welfare Fund		
7 Hotel Expenses		
8 Crew Transport		
9 Provisions (Crew Consumption)		
10 Crew Launch hire		

Technical Department		
Category/Type	Yes/No	Comments
1 Courier expenses / Postage for Ship's Mail		LIBERIAN FLAG DOCS COURIER DELIVERY - AWB 74 5753 1222 – DELIVERED ON 04/09
2 Certificates (deratting etc)		
3 Lube oil		
4 Lube oil samples (Please use AWB provided with sample)		AWB 45 5736 3661 - DISPATCHED ON 05/09
5 Bunker samples (Please use AWB provided with sample)		
6 Fresh Water supply		
7 Water samples (Please use AWB provided with sample)		
8 Nautical charts/ Flag Expenses		01 CUSTOMS FLAG - DELIVERED ON 04/09
9 Spare Parts Handling		SUPPLYING ASSISTANCE TO MESSRS. WEGA OBO SEA STAR - COMPLETED ON 05/09
10 Shore Staff visits to vessel		
11 Stores		10 PCS OF SAFETY LAMPS - DELIVERED ON 05/09
12 Garbage removal (non-compulsory)		
13 Inspection / Survey expenses		
14 Planned maintenance & repair		
15 Expenses for Superintendents		
16 Provisions		
17 Launch hire (Please limit use of launches (consolidation))		

Project Overview		Financial Summary		Details Of Costs	
Project Name	Project Alpha	Total Budget	\$1,200,000	Material Costs	\$450,000
Start Date	2023-01-15	Actual Spend	\$780,000	Labor Costs	\$320,000
End Date	2023-06-30	Remaining Budget	\$420,000	Overhead Costs	\$150,000
Project Manager	J. Doe	Budget Variance	\$420,000	Contingency	\$100,000
Client Name	ABC Corp	Forecasted Spend	\$900,000	Profit Margin	\$100,000
Project Status	In Progress	Forecasted Variance	\$300,000	Other Costs	\$50,000
Project Description	Develop new software module	Forecasted Total	\$1,100,000		

Crew / Non Crew details (Rank/ Designation e.g. Master, Surveyor, Superintendent, Service Engineer, Technician etc). Please tick ☒ as appropriate.

[illegible]

Spares (Please Specify with AWB) Please tick [☒] as appropriate.

Sr. no	Spare Detail	AWB (if any)	Launch	Land Transport	Heavy Equipment	Customs Clearance	Warehouse	Remarks
1			<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Stores. Please tick [✓] as appropriate.

Sr. no	Store Detail	Vendor Name	Launch	Land Transport	Heavy Equipment	Remarks
1			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Fresh Water Charges	Tank Cleaning	Engine Room	Crew Consumption
Purpose of Fresh water	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Truck	Barge
Delivered by truck or barge		<input type="checkbox"/>	<input type="checkbox"/>
Total quantity supplied			

Slop & Sludge Charges	Cargo	Engine
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Is it Cargo or Engine related waste	<input type="checkbox"/>	<input type="checkbox"/>
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Transported via truck or barge	Truck	Barge
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[illegible]

Note: Scrubber sludge discharge is not for owners' account

Launch hire charges (Please specify the details)
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[illegible][illegible]

Note - Port movements for account of shipowner (no loading/discharging cargo)

Overall Rating of agency services for the Port Call (Scale 1: Poor – 5: Very good)	1 (poor)	2	3	4	5 (very good)
				X	

Master's Comment (if any): Signed for the services provided only. Subject to owners' final approval

For Attention Of Master - Please amend above allocation as necessary, to ensure it is correct.

Vessel's stamp

