



לשכת ראש מחלקת ים – רב חובל הנמל

To: **All Ship's Agents**  
**By E-Mail**

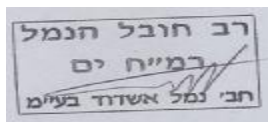
May 1, 2007

**Sub: Drinking water order procedure**

Following please find drinking water ordering procedure:

1. Whenever drinking water will be needed, the agent should file a voucher in the marine department specifying the quantity required and time of supply.
2. Water quantity will not exceed 50 ton per ship.
3. Whenever an extra quantity required, the agent will submit a separate request to the harbour master or the head of marine department. specifying the reason for the request. One of which will not exceed an extra 30 tons.
4. For ships with a longer anchorage periods, an extension of this quantity will be considered.
5. Upon connecting the supply water indicator, the deck officer will verify and sign the form indicating the water readings.
6. Upon completion of supply, the deck officer will verify and sign again the form with the final readings.
7. Ship's crew is strictly prohibited to touch or change the supply water indicator.
8. Any unauthorized diversion from the above mentioned procedure will be fined accordingly.

Respectfully yours,  
Capt. Morris Mor  
Harbour Master



Copy: Deputy Director General H.R & Administration  
V.P. Operation, Terminals & Marine