

Maritime Crew Disembarkation Checklist

Ship Name

Crew Member Name

Rank/Position

Date of Disembarkation

Port

Checklist

- ☐ Travel documents returned
- ☐ Immigration clearance completed
- ☐ Personal belongings collected
- ☐ Cabin and locker checked/cleared
- ☐ Safety equipment returned
- ☐ Final wage/settlement provided
- ☐ Debriefed by officer-in-charge
- ☐ Medical check (if required) undergone
- ☐ Company property returned

Remarks

Crew Member Signature / Date

Officer-in-Charge Signature / Date