**LANDING FORM**

This form is to be completed for all shipboard items that are sent ashore for any reason other than disposal (if items are being disposed of refer to “Disposal Form” in MSMS). This could for example include parts sent for repair, or stores or other items returned to a supplier. This is not a request for landing, but a tracking and instructions form.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SHIP** |  |  | **PORT** |  |
|  |
| **ETA** |  |  | **ETD** |  |

**A- Contents & Instructions**

The following items are to be landed at the above port:

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Package Description & Markings** | **Contents** | **Reason for Landing** |
| 1 |  |  |  |
| 2 |  |  |  |
|  |  |  |  |

On receipt, they are to be forwarded to:

|  |
| --- |
| **Address & Contact Information** |
|  |
| **ALL SHIPMENTS ARE TO BE MARKED “SHIPS SPARES/ STORES IN TRANSIT” UNLESS OTHERWISE ADVISED** |

|  |
| --- |
| **Comments/ Other instructions:** |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Chief Engineer/ Master** |  | **Date** |  |

**NO PACKAGES TO BE LANDED WITHOUT THE APPROVAL/ SIGNATURE OF THE MASTER OR CHIEF ENGINEER**

**B- Landing Confirmation**

The above packages were landed to the following individual/ company:

|  |  |
| --- | --- |
| **Name** |  |
| **Designation** |  |
| **Company** |  |
| **Date & Time of Landing** |  |
| **Signature** |  |

**IF UNCERTAIN HOW TO PROCEED WITH LANDED ITEMS, CONTACT THE SHIP OR THE SHIP MANAGEMENT TEAM FOR FURTHER INSTRUCTIONS BEFORE TAKING FURTHER ACTION.**

*Ship: send copy to Ship Management Team*