**DISPOSAL FORM**

This form is to be completed for all **parts/ stores/ tools/ equipment** sent ashore for permanent disposal. It is **not** to be used for garbage disposal or the disposal of other wastes. The form constitutes both a request to dispose and a record of disposal. It does not replace any required statutory records

**Completed part A to be sent to the Ship Management Team at least seven days before arrival.**

**Completed form to be sent to all parties before arrival.**

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

**A- Request to Dispose**

The ship requests to dispose of the following items at the above port:

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Description** | **Markings/ References** | **Reason for Disposal** |
| 1 |  |  |  |
| 2 |  |  |  |
|  |  |  |  |

|  |
| --- |
| Comments/ Further information |
|  |

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

**ALL REQUESTS FOR DISPOSAL TO BE SIGNED BY THE MASTER OR CHIEF ENGINEER**

**B- Approval to Dispose**

|  |  |
| --- | --- |
| Approval is granted for the disposal of the above listed items | YES / NO |
| If approved, disposal to be arranged by (e.g. ship, agent, ship management team) |  |
| Further Instructions/ Comments |
|  |
| **Ship Management Team** |  | **Date** |  |

**NO ITEMS TO BE DISPOSED OF WITHOUT APPROVAL FROM THE SHIP MANAGEMENT TEAM**

**C- Confirmation of Disposal**

Ship confirms that the above items were disposed of and passed to the following individual/ company:

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

*Ship: send completed copy to Ship Management Team*