**Sign Off Form**

Prior to receiving your sign-off wages, passport, seaman’s book, and other documentation from the Crew Purser’s/HR Manager office (if any), the following signatures need to be obtained.

**This form is to be used for all officers, staff and crew who are leaving the vessel. Without completion of this form NO sign-off wages, passport, and seaman’s book will be surrendered to the crew member.**

|  |  |
| --- | --- |
| **Name** |  |
| **Rank** |  |
| **Crew/Safety Number** |  |
| **Date of Sign Off** |  |

|  |  |
| --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Crew Purser/HR Manager** Crew member has settled outstanding accountsCrew member has received final salaryCrew member has signed ship’s articles *Crew member has returned:*  crew card /cabin keys name badge *STCW certificates* | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Linen Keeper/Tailor**  (or other person in charge)  Crew member has returned uniforms *Crew member has returned bed linen* |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Department Head/Crew Steward** Crew member has returned on-the-job equipment Cabin has been checked and found clean, in good condition and with all equipment in good order [other] | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Security Guard / Officer** Crew member’ luggage has been checked Crew member’s hand carries has been checked |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Safety Officer**  *Crew member has returned:*  *muster card*  *crew cap & high Vis jacket*  *familiarization booklet* | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Staff Captain/Ch. Officer or**  **Crew Purser/HR Manager)**  No disciplinary records with disciplinary recordsdismissed |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Medical** **facility /purser:** Crew member has been returned his medical records | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **[Other person in charge]**:  [other] |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Crew Purser/HR Manager**  **Final Signature** |