

QP	09.50
Revision	7
Effective Date	05 Jan 2018
Prepared By	QAR
Authorised By	SOR

Seafarer Name: _____ (Last Name) (First Name)	Sign-off Rank: _____
Last Vessel: _____	Arrived in Manila: _____ (Date)
Sign-off Reason: _____	

Change in address: _____	E-Mail / FB account: _____
Change in Contact Number(s): _____	

Date of Availability: _____	Next vessel assignment: _____
Reason if any: _____	

Documents to be renewed:			
Passport: _____	US Visa: _____		
Seaman Book: _____	Yellow Fever: _____		
CoC / CoE: _____	Other: _____		

De-Briefing comments: <input type="checkbox"/> additional comments on the back working hours safety food (tasty, enough) accommodation (broken items) recreation shore leave communication to family attitude of port agent attitude of superiors attitude of subordinates what can Principal improve more ? what can office improve more ? (communication, processing, dispatch)		Personal Impression: Working Gear quality ?
Performance discussed onboard ? <input type="checkbox"/> yes <input type="checkbox"/> no Training recommendation ? <input type="checkbox"/> yes <input type="checkbox"/> no If yes, what training: Recommendation for promotion ? <input type="checkbox"/> yes <input type="checkbox"/> no If yes, to rank:	Allotments received on time ? <input type="checkbox"/> yes <input type="checkbox"/> no Final Wages received ? <input type="checkbox"/> yes <input type="checkbox"/> no If no, Payment Form opened? <input type="checkbox"/> Any Visits-to-Doctor ? <input type="checkbox"/> yes <input type="checkbox"/> no If yes, date / port / sickness:	

☐ **Crew informed to voluntary pay their SSS and PhilHealth while on leave until going onboard.**

- ☐ checked for unclaimed Padala
- ☐ Seaman book scanned
- ☐ Passport arrival stamps scanned
- ☐ Documents encoding and scans updated
- ☐ Arrival date checked in Travel inbox flight details
- ☐ checked for updated Performance Reports

----- optional : -----

- ☐ Sea Service Certificate issued, if requested by Crew

Form completed:	_____ (staff initial / date)
Scanned / encoded:	_____ (staff initial / date)
Checked by Management:	_____ (initial / date)