# **CARGO & DECK DEPARTURE FORM**

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| **Vessel:** |  |  | **Voyage No:** |  |
| **Port:** |  |  | **Date/Time:** |  |

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| **Responsibilities of the Master:** | | **Tick (**√ **)** |
| 1. | Provide Agent, Port Authorities, Pilot, Owners, Operator, and Charterers with departure information. |  |
| 2. | Check that all official limitations regarding draught, air draught, and port regulations are followed. |  |
| 3. | Issue, sign, and present Letter of Protests, if applicable. |  |
| 4. | Check that any ship certificates sent ashore for harbour regulations are returned with relevant port clearance. |  |
| 5. | Check the gangway log to ensure all visitors have left the vessel. |  |

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| **Responsibilities of the Chief Officer:** | | **Tick (√ )** |
| 1. | Check that Statement of Facts / Port Log are complete and ready to send upon departure. |  |
| 2. | Ensure that the latest MSDS is provided by the terminal for cargo loaded in a standard format as required by IMO MSC Res. 286(86). |  |

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| **Responsibilities of the Duty Officer:** | | **Tick (√ )** |
| 1. | Collect all shore passes and return them to the Agent / Authorities, as required. |  |
| 2. | Record actual departure draughts and water density. |  |
| 3. | Inform engineers of ETD, keep engineers advised when cargo transfer arms disconnected and keep crew informed of standby. |  |
| 4. | Clean and stow gas-measuring equipment. |  |
| 5. | Confirm IG valve and Mast riser is set as required. |  |
| 6. | Mark and store (if applicable) all cargo samples received / drawn. |  |

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| **Responsibilities of the Bosun:** | | **Tick (√ )** |
| 1. | Secure received spares and stores. |  |
| 2. | Restore all fire extinguishing and oil pollution response equipment. |  |
| 3. | Secure cranes. |  |
| 4. | Check that pilot disembarking equipment is in good condition and ready for use. |  |
| 5. | Check that all manholes, Tank lip, entrances, etc., are properly closed on the main deck |  |
| 6. | Drain and clean drip trays. |  |
| 7. | Check that all manifold valves are closed, the manifold blind-flanged, and cargo reducers secured. |  |
| 8. | Clean and restore ullage and temperature gauges, sounding tapes, dipping rods, and closed sampling equipment. |  |
| 9. | Check that hydraulic valve indication / operation boxes on main deck are properly closed, and manual emergency closing equipment secured, if applicable. |  |
| 10. | Secure all caps for sounding pipes. |  |
| 11. | Clean and secure all scuppers. |  |
| 12. | Double check gangways are secured when departing from port, and also re-check prior to bad weather or if bad weather is forecast. |  |

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| **Duty Officer:** |  |  | **Chief Officer:** |  |
| **Signature:** |  |  | **Signature:** |  |