

Annex 4 – Master’s Report Form

MASTER’S REPORT FORM

For use by the Human Environment and Transport Inspectorate only			
Contact:			
Tel./fax/email:			
Date:		ILT reference:	

GENERAL INFORMATION ABOUT THE SHIP		
	Details	Notes
Name of ship		
IMO number		
Call sign		
Dates of transport		
Load		
PMSC embarkation point		
PMSC disembarkation point		
IRTC route		East-West or West-East
Date/Time of arrival in HRA		
Date/Time of departure from HRA		
DTG waypoint BEM		
DTG waypoint point A		
DTG waypoint point B		

EMBARKATION FORM and ATTACHMENTS		
		Notes

INFORMATION ABOUT THE WEAPONS		
	Details	Notes
Date and time of weapon embarkation		
Place / location		
Floating armoury? Yes/No		
If yes, name of ship		
Floating armoury company		
Date and time of weapon disembarkation		
Place or location of weapons disembarkation		

Floating armoury? Yes/No		
If yes, name of ship		
Floating armoury company		

TEAM LEADER RISK ANALYSIS		
Nature of the risk		Notes

INFORMATION ON THE SECURITY MEASURES TAKEN See the WtBK and Merchant Shipping Protection Regulation		
	Details	Notes
Measure 1		
Measure 2		
UKMTO, MSCHOA and Coast Guard have been informed of the presence on board of armed private security guards	Yes/No	

INFORMATION ON WEAPON STORAGE See Merchant Shipping Protection Regulation		
	Details	Notes
Location of weapons locker		
Weapons checks		
Removal and return of weapons		

INFORMATION ON TRAINING See Merchant Shipping Protection Regulation		
	Details	Notes
Drill 1		
Drill 2		
Drill 3		

INFORMATION ON COMMUNICATION WITHIN THE TEAM and operational activities of the security team, see Merchant Shipping Protection Regulation		
	Details	Notes
Instructions to team leader		
Advice from team leader		
Positions of security guards		
Start and end of watch shift For each security guard		

INFORMATION ON SUSPICIOUS CIRCUMSTANCES 1		
	Details	Notes
Location		

Time		
Description		
RUF invoked yes/no		If yes, fill in 'Report to Public Prosecution Service' form

INFORMATION ON SUSPICIOUS CIRCUMSTANCES 2		
	Details	Notes
Location		
Time		
Description		
RUF invoked yes/no		If yes, fill in 'Report to Public Prosecution Service' form

I have completed this form correctly to the best of my knowledge.	
Name of master	
Town/City	
Date	