

# CHECKLIST - Action to be taken to prevent stowaways

This checklist should be used in conjunction with the ship operator's procedures for the prevention of stowaways, including those within the Safety Management System required by the ISM Code, and the North of England P&I Association Stowaway Search Checklist cards.

## General

1. Access to the ship restricted to the gangway only.....
2. Security personnel from a reputable shore company employed if necessary.....

## Gangway

3. Full-time gangway watch kept.....
4. All embarkation and disembarkation movements tallied.....
5. Pass system in operation for visitors.....
6. Pass system in operation for stevedores.....

## Deck

7. Full-time watch kept at loading arms, ro-ro ramps and other potential access points.....
8. Roving deck patrol.....
9. Decks and potential access points well illuminated.....
10. Mooring lines fitted with rat guards.....
11. Covers fitted and locked over hawse pipes.....
12. Pilot ladders and other ladders turned inboard.....
13. Accommodation entrances locked and sealed where safe to do so.....
14. Engine room entrances locked and sealed where safe to do so.....
15. Store room entrances locked and sealed where safe to do so.....
16. Internal cabins, storerooms and other spaces locked.....

## Cargo spaces

17. Cargo space accesses locked and sealed where safe to do so.....
18. Hatch covers closed when cargo work has stopped, or been completed, and safe to do so.....
19. Pontoon type hatch covers that have been landed ashore inspected before being replaced on the ship.....
20. Warning notices posted about fumigation of cargo spaces.....
21. Audible warning given before fumigation of cargo spaces.....

## Containers and ro-ro trailers

22. Seals checked prior to loading to ensure they are intact.....
23. Empty units inspected and sealed prior to loading.....
24. Open-sided and / or open-topped units inspected prior to loading.....

## Stowaway search

25. Simultaneous stowaway search of the accommodation, engine room, cargo spaces and main deck carried out immediately prior to sailing.....
26. Second stowaway search carried out after sailing.....
27. Details and results of the searches recorded in the log book.....

# CHECKLIST - Action to be taken if stowaways are found

This checklist should be used in conjunction with the ship operator's procedures, including those within the Safety Management System required by the ISM Code.

## Search

1. Area in vicinity of where the stowaways are discovered searched for other stowaways.....
2. Area in vicinity of where the stowaways are discovered searched for papers and personal belongings.....
3. Stowaways searched for papers and personal belongings.....

## Security

4. Objects that could be used as weapons confiscated.....
5. Larger groups of stowaways separated into smaller groups.....
6. Appropriate measures taken to ensure the security of the stowaways by locking them in suitable cabins or storerooms.....
7. Guard(s) posted.....

## Health & welfare

8. General health check of stowaways carried out.....
9. Expert medical advice sought if necessary.....
10. Stowaways provided with food and water.....
11. Stowaways provided with clothing and bedding.....

## Repatriation arrangements

12. Stowaways landed before ship leaves the embarkation port or harbour waters (See Note 1 below).....
13. Ship operator notified.....
14. P&I Club notified.....
15. Stowaway questionnaire completed for each stowaway (See instructions below).....
16. Statement prepared for the appropriate authorities containing all relevant information.....
17. Relevant details notified to the authorities at the port of embarkation.....
18. Relevant details notified to the authorities at the next port of call.....
19. Relevant details notified to the authorities at the flag State.....

## Notes

1. Except in an emergency, do not depart from the planned voyage to seek disembarkation of a stowaway unless advice has been sought from the ship operators.
2. Stowaways should not be put to work.
3. Keep contact between stowaways and crew members to a minimum.

## Instructions for completing stowaway questionnaire

- Keep the original laminated questionnaires in a file and photocopy them when required.
- Do not write on the originals.  
Arrange for the stowaway to complete the questionnaire in the appropriate language themselves, using black ink or black ball pen.
- Take four passport type photographs of the stowaway and attach one to the questionnaire in the space provided.
- Send a copy of the completed questionnaire for each stowaway to the P&I Club.

This form can be used to record details of stowaways or persons in distress rescued at sea.

ATTACH PHOTOGRAPH  
OF STOWAWAY HERE

**Signature**

[Signature box]

**Description**

01 Age

[Age input box]

02 Height

[Height input box]

03 Weight

[Weight input box]

04 Complexion

[Complexion input box]

05 Hair

[Hair input box]

06 Eyes

[Eyes input box]

07 Form of face

[Form of face input box]

08 Marks / Characteristics

[Marks / Characteristics input boxes]

**Details**

09 Full name [input box]

10 Place of birth [input box]

11 Date of birth [input box]

12 Nationality [input box]

13 Religion [input box]

14 Gender [input box]

15 Language(s) spoken [input box]

16 Home address [input box]

[Home address continuation input box]

17 Father's name [input box]

18 Father's birth-place [input box]

19 Mother's name [input box]

20 Mother's birth-place [input box]

21 Parent's address [input box]

22 Marital status [input box]

23 Name of spouse [input box]

24 Nationality of spouse [input box]

25 Spouse's address [input box]

[Spouse's address continuation input box]

26 Occupation [input box]

27 Employer's name [input box]

28 Employer's address [input box]

[Employer's address continuation input box]

29 Date & time found [input box]

30 Place of hiding [input box]

31 Port of boarding [input box]

32 Date & time of boarding [input box]

33 Method of boarding [input box]

34 Reasons for boarding [input box]

35 Type of ID - Passport  ID Card  Seaman's card  Other

36 Number [input box]

37 Place of issue [input box]

38 Date of issue [input box]

39 Date of expiry [input box]

Other Information (Previous record, possessions, contacts in other parts of world)

[Other Information input box]

Note – This questionnaire is also available in Arabic, Chinese, French, Portuguese and Swahili. Contact the Risk Management Department at the North of England P&I Association for details, or download copies from the Association's website [www.nepia.com](http://www.nepia.com)