

(Full Name of Department) Examination Record Chart For Arrival/ Departure Ship														
Name of Ship		Flag of Ship		Gross Tonnage	Owner		Agent		Last Port / Next Port			Berth		
Chinese									from			Pier		
English									to			Buoy		
Number of Crews					Number of Passengers					Date & Time of Inspection				
Distinction	Native Ship /R.O.C Ship		Foreign Ship/ NON-R.O.C Ship			Entry (Arrival)		Exit (Departure)		Transit		Time of Boarding Vessel	YY/MM/DD HH:MM	
Number of People	ROC	Foreign	ROC	Foreign	PRC	ROC	Foreign	ROC	Foreign	ROC	Foreign	Time of Leaving Vessel	YY/MM/DD HH:MM	
Inspection Items												Items to Be Noted		
Crew/Passenger												1. Identity documents and lists of passengers and crews must be verified during inspection. 2. When conducting the crew check, the presence or absence of key officers (e.g. captain, first mate, and chief engineer) should be verified.		
Vessel												1. The inspection officer enforces the checking of the vessel according to its type, region of last port, tonnage, and consulting material. 2. Upon the discovery of any controlled or prohibited item, details of the inspection and item type should be recorded.		
Other												Special or other items should be noted here.		
Signature		Signature by inspection officer				Endorsed by captain or shipping agent					1. The shift leader carries out verification after the inspection. Upon the completion of the inspection, the inspection officer and the shift leader need to sign and record the time. 2. This form is to be kept for a year.			
		Signature by shift leader												
Documents Provided by the Operator (tick "√" if provided)		Arrival				Departure				Comment				
		Guarantee		Port of call list		Crew list		Cargo manifests						
		Nil list		Port clearance		Port of call list		Other						
		Crew list		Cargo manifest		Passenger list								
		Other												

