

CREW MOVEMENT SUPPORT

Crew Change Planning & Document Checklist

Opening particulars for sign-on and sign-off crew in Bangladesh. Use summary status in the first brief; never enter passport numbers, medical details or complete personal records in a public form.

1 Initial Movement Brief

- ☐ Appointing company and role; vessel name and IMO number.
- ☐ Sign-on, sign-off, or combined movement; on-signers, off-signers, ranks, and nationalities.
- ☐ Bangladesh location, live vessel or facility position, ETA/ETD, declared time basis and target crew-movement date.
- ☐ Chittagong (Chattogram), Mongla or confirmed Matarbari project, terminal, facility or vessel assignment only.
- ☐ Nominated full port agent or facility contact; report recipients; authorised cost approver and payer.

2 Joining Crew Status

- ☐ Passport, seaman's book or CDC, and visa or transit status available.
- ☐ Flight and baggage status; airport arrival point, date and declared time basis.
- ☐ Hotel, road, launch or vessel-transfer requirement.
- ☐ Airline, embassy, Immigration, or OK-to-board dependency, if applicable.

3 Sign-Off Crew Status

- ☐ Sign-off list, vessel-side readiness and target release date/time.
- ☐ Departure flight, hotel, and airport-transfer plan.
- ☐ Immigration, port-entry or vessel-access dependency.
- ☐ Medical, baggage, missed-connection, or urgent exception.

SUPPORTING STATUS & CLOSE-OUT

Crew Change Planning & Document Checklist - Continued

Use this page for access checks, controlled document routing, principal reporting, and close-out.

4 Vessel Position and Access

- ☐ Berth, jetty, approved anchorage, river or confirmed facility position.
- ☐ Master/OOW and nominated full port agent or facility-contact interface.
- ☐ Applicable provider or launch availability, weather, sea condition and transfer window.
- ☐ Any NOC or authority-attendance dependency.

5 Secure Supporting Records

- ☐ Send complete passports, CDCs, visas, tickets, medical information and personal records only through the confirmed secure business channel.
- ☐ Use summary status in the opening brief; do not publish document numbers.
- ☐ Keep traveller consent, airline requirements and authority decisions with the responsible parties.

6 CPA Reporting and Close-Out

- ☐ Workable crew-movement service position and missing-particulars list.
- ☐ Local travel, hotel, road and vessel-transfer basis.
- ☐ Quotation or PDA basis, approval points and changed-cost requests before commitment.
- ☐ Movement, document and authority-status updates during the assignment.
- ☐ Sign-on or sign-off evidence, receipts, and remaining open items.

DUTY DESK

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[Open the Crew Change service page](#)

SERVICE BOUNDARY

Immigration, carriers, port or facility authorities and the nominated full port agent retain their own approval, access and vessel-call decisions. CPA coordinates and reports the locally instructed crew-movement support.