

First-Time Master's Checklist: Calling Bangladesh

Practical first-call prompts for Chattogram, Mongla or a confirmed Matarbari assignment. Current authority and pilot instructions govern.

1. ETA and Time Basis

- Use the reporting sequence and addressees supplied by the appointed agent.
- State whether times are Bangladesh local time, UTC or another declared basis.
- Update current position, draft, arrival condition and material changes.

2. Vessel Position and Movement

- Confirm the berth, anchorage, river, jetty, or facility position for the actual call.
- Treat tide, draft, daylight, pilot, tug, and movement windows as call-specific information.
- The Master, pilot, and responsible authority retain navigation and vessel-safety decisions.

3. Call Readiness

- Check the vessel document list, cargo particulars and authority/provider attendance status.
- Identify current full agent, terminal/facility and shore-contact lines.
- Raise missing clearance, access or service dependencies early.

First-Time Master's Checklist — Calling Bangladesh — Continued

Use this page for supporting status, secure routing and close-out.

4. Local Service Expressions

- CTM means cash instructed for delivery to the Master through an approved banking, compliance and local delivery route where separately accepted.
- OPA means a separately instructed owner-side reporting and review line; it does not replace the full port agent.
- C&F agent means the importer/exporter-appointed clearing and forwarding route for the goods declaration and Customs follow-up.
- SOF is a chronological event record used with the charter party, notices and supporting evidence in later time and cost review.

5. Security and Evidence

- Verify payment instructions through CPA's published Duty Desk.
- Do not send banking details, crew personal data or complete confidential records through an unconfirmed channel.
- Keep milestone messages, signed receipts, provider documents and open-item records.

6. First Message to CPA

- Vessel/IMO, current position, ETA/ETD with time basis, draft and cargo.
- Required service, current appointment, port/facility route, report recipients and cost approver.
- Any urgent exception affecting access, safety, authority attendance or sailing.

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[Open the relevant CPA service page](#)

This checklist is an opening guide. Confirm the authority, carrier, facility, provider, and vessel requirements for the actual case.