

Ship Spare Dispatch Checklist — Bangladesh

Opening status for an owner-supplied spare from pre-alert through responsible consignee/C&F follow-up, custody, approved vessel delivery and close-out.

1. Shipment and Item Status

- Appointing company, vessel/IMO and shipment mode.
- Shipper/supplier, package count, dimensions/weight and item summary.
- Commercial invoice and packing-list status; transport document status.
- Controlled contents or DG status supplied by the shipper/supplier.
- The shipper/supplier owns accurate description, packing and transport declarations.

2. Responsible Import Route

- Consignee/importer and nominated C&F agent.
- Customs declaration and classification status from the nominated C&F agent.
- Current location and custody, and expected arrival.
- Permit, COO or other supporting status where case-specific.

3. Vessel and Access

- Current vessel position and delivery window with declared time basis.
- Current full agent or facility/access interface and NOC dependency.
- Berth, anchorage, launch, or confirmed-facility delivery basis.
- Report recipients, update preference, payer and material-extra-cost approver.

Ship Spare Dispatch Checklist — Bangladesh — Continued

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

4. Document Readiness

- Use summary status in the public brief.
- Complete invoices, packing lists, AWB/B/L/courier records, declarations, drawings, certificates and values move through the confirmed secure channel.
- CPA follows readiness and custody; Customs and the nominated C&F agent control classification and release.

5. Hand Carry

- Identify the traveller and authority/carrier route before acceptance.
- Crew-linked hand carry belongs with Crew Change travel and movement coordination.
- Do not treat crew hand carry as a routine standalone Ship Spare route.

6. Delivery and Close-Out

- Approved local movement and custody updates.
- Vessel receipt, signed acknowledgement, photographs where instructed, and exception report.
- Invoice destination, approved-cost support and remaining open items.
- Formal independent shortage/damage findings remain with an appointed surveyor.

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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.