EXAMPLE
PRE- ARRIVAL NOTIFICATION FORM

Particulars of the ship and contact details

IMO number	1234567	Name of ship	DFT Maritime
Port of registry	Southampton	Flag State	UK
Type of ship	General Cargo	Call Sign	2GFG9
Gross Tonnage	7,600	Inmarsat call numbers (if available)	987654321
Name of Company	Maritime UK	IMO Company identification number	7654321
CSO Name and 24 Hour Contact Details	Mike Alpha 01234 567890	Port of arrival	Southampton
Port facility of arrival (if known)	Channel Island Lines	Date of ship's last visit to UK	16/10/2015

Port and port facility information

Expected date and time of arrival of the ship in port (ETA) (B/4.39.3 ISPS Code Estimated date and time of departure (ETD)	ETA – 05/11/15 - 18.00 ETD 06/11/15 – 19.00
Primary purpose of call	Loading

Information required by SOLAS regulation XI-2/9.2.1

Does the ship have a valid International Ship Security Certificate (ISSC) or Interim International Ship Security Certificate (IISSC) (XI-2 / 9.2.1.1)	YES ☐ X	(I)ISSC Cert. Nos. IP 001	NO –why not? ☐ Provide details in other security related information box	Issued by (name of Administration or RSO) **MCA/UK**	Expiry date (dd/mm/yyyy) **31/12/2016**

Does the ship have an approved SSP on board?	YES X	NO ☐	Security Level at which the ship is currently operating? (XI-2/9.2.1.2)	Security Level 1 ☐ X	Security Level 2 ☐	Security Level 3 ☐

Location of ship at the time this report is made (B/4.39.2 ISPS Code)	**Bilbao Spain**

List the last ten calls at port facilities in chronological order (most recent call first): (XI-2 / 9.2.1.3)

No	Date from (dd/mm/yyyy)	Date to (dd/mm/yyyy)	Port	Country	UNLOCODE	Port facility name	Security Level
1	03/11/2015	04/11/2015	Bilbao	Spain	ESBIO-0328	VICINAY SESTAO	SL= SL1
2	01/11/2015	02/11/2015	Lisbon	Portugal	PTLIS-0006	LISCONT	SL= SL1
3	30/10/2015	31/10/2015	Gibraltar	Gibraltar	GIGIB-0004	Port of Gibraltar	SL= SL1
4	24/10/2015	25/10/2015	Kingston	Jamaica	JMKIN-0007	Kingston Wharves	SL= SL1
5	21/10/2015	22/10/2015	Georgetown	Grand Cayman	KYGEC-0001	Port of George Town	SL= SL1
6	15/10/2015	16/10/2015	Southampton	UK	GBSOU-0039	Channel Island Line	SL= SL 1
7	12/10/2015	13/10/2015	Hamburg	Germany	DEHAM-0105	Agrar-Terminal	SL= SL1
8	09/10/2015	10/10/2015	Helsinki	Finland	FIHEL-0010	Länsiter minali	SL= SL1
9	06/10/2015	07/10/2015	Bergen	Norway	NOBGO-0007	Skålevik terminal	SL= SL1

10	03/10/2015	04/10/2015	Reykjavík		Iceland		ISREY-0005	Korngarður	SL= SL1

Did the ship take any special or additional security measures, beyond those in the approved SSP? If the answer is YES, indicate below the special or additional security measures taken by the ship. (XI-2 / 9.2.1.4)		**YES** ☐	**NO** ☐X

No. (as above)	Special or additional security measures taken by the ship
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

List the ship-to-ship activities, in chronological order (most recent first), which have been carried out during the period of the last ten calls at port facilities listed above. Expand table below or continue on separate page if necessary – insert total number of ship-to-ship activities:

Not Applicable ☐X

Have the ship security procedures specified in the approved SSP been maintained during each of these ship-to-ship activities? (XI-2 / 9.2.1.5) If NO, provide details of the security measures applied in lieu in the final column below.	**YES** ☐	**NO** ☐

Not Applicable ☐X

No.	Date from (dd/mm/yyyy)	Date to (dd/mm/yyyy)	Location or Longitude and Latitude	Ship-to-ship activity	Security measures applied in lieu
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

General description of the cargo aboard the ship (XI-2 / 9.2.1.6 & B/4.39.5 ISPS Code)	General Cargo

Is the ship carrying any dangerous substances as cargo covered by any of Classes 1, 2.1, 2.3, 3, 4.1, 5.1, 6.1, 6.2, 7 or 8 of the IMDG Code?	**YES** ☐	**NO** ☐X	If YES, confirm Dangerous Goods Manifest (IMO FAL Form 7) (or relevant extract) is attached ☐

Confirm a copy of ship's crew list is attached (IMO FAL Form 5) (XI-2 / 9.2.1.6 & B/4.39.4 ISPS Code)	**YES** ☐X	Confirm a copy of the ship's passenger list is attached (XI-2 / 9.2.1.6 & B/4.39.6 ISPS Code)	**YES** ☐N/A

Other security related information

Is there any security-related matter you wish to report?	**YES** ☐	Provide details:	**NO** ☐X

Agent of ship at intended port of arrival	
Name: Alec Agent	Contact Details: 09876 543210
Identification of person providing the information	

Title or Position (delete as appropriate): Master / SSO/ CSO / Ship's agent	Name: Capt. Alex Masters.	Signature: *Alex Masters*
Date/Time/Place of completion of report	04/11/2015 - 07.00 - Bilbao	