

## Best Practice: Ship's Stores Screening Verification Form

**ABP** ASSOCIATED BRITISH PORTS  
SOUTHAMPTON

VTS  
Southampton  
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**SHIP'S STORES - SEARCH STATISTICS**

Ship's Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Port Facility - ABP Southampton: Berth No. \_\_\_\_\_  
Approx. time of sailing: \_\_\_\_\_  
Stores - reconciliation and visual check only

Vehicle Reg. No.	Reconciliation	Visual	Remarks

Name of SSO: \_\_\_\_\_  
I confirm that ship stores have been checked and that all goods taken onboard were those specified on the list.  
SSO/Master/Officer of ship:  
Name: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
This completed form must reach VTS prior to sailing.

**Category:** Documents and Forms

**Location:** Associated British Ports  
Southampton, England  
United Kingdom

**Date Observed:** May 2006

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**Description:** Associated British Ports developed a form to ensure that deliveries of stores for ships at ABP facilities are verified as legitimate and accurate.

**Discussion:** ABP requires that the ship's Master, Ship Security Officer or other ship's officer complete, sign and submit the form to the Port Facility Security Officer prior to the ship's departure. The mandatory screening form ensures that the facility and the ship confirm that the delivery is in accordance with what the ship ordered and that a record is maintained.

**Potential Down-side:** Completing the form in addition to other paperwork associated with the delivery adds additional time to the process. In addition, requiring the Master's, SSO's or other ship's officer's signature may also be time consuming and disruptive.

**Conclusion:** The form is a very straightforward, simple and cost effective way to ensure proper inspections of stores are completed and recorded at minimal costs and time.

**Cost:** Minimum costs associated with developing and copying a form.