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Chapter 18	GUIDE TO TRAVEL FOR SEAFARERS, CONTRACTORS AND COMPANY PERSONNEL	

21.1.13 Guidance Checklists

A. Documents to Carry		
1.	Passport – Check validity date	<input type="checkbox"/>
2.	Check the number of any unused passport pages	<input type="checkbox"/>
3.	Visa – Check validity date	<input type="checkbox"/>
4.	Personal insurance documents	<input type="checkbox"/>
5.	Check your name's spelling on airline tickets and other travel documents (make sure it matches the name on your passport)	<input type="checkbox"/>
6.	"OK to board letter" by the Company (includes agent details with destination address)	<input type="checkbox"/>
7.	Yellow fever certificate	<input type="checkbox"/>
8.	Other vaccination certificates	<input type="checkbox"/>
9.	Authorized medicines prescription	<input type="checkbox"/>
10.	Make photocopies of all documents and keep one set at home	<input type="checkbox"/>
11.	Passport size photographs	<input type="checkbox"/>
12.	Passenger Locator Form (PLF) (if necessary and applicable)	<input type="checkbox"/>
13.	COVID-19 Test (if necessary)	<input type="checkbox"/>
14.	EU Digital COVID Certificate (EUDCC)	<input type="checkbox"/>

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B. General Travel Checklist

1.	Weigh your luggage not to exceed the maximum allowable weight	<input type="checkbox"/>
2.	Mark/tag your luggage with your name and contact number	<input type="checkbox"/>
3.	Make sure your luggage is locked	<input type="checkbox"/>
4.	Size of your hand/cabin luggage to be according to the airline's policy	<input type="checkbox"/>
5.	Carry the least number of valuable items. Deposit them in a safe-deposit box at your bank	<input type="checkbox"/>
6.	Register for automatic e-transfers with your bank to ensure that your periodic investments/money transfers DO NOT face obstacles	<input type="checkbox"/>
7.	Change plans of your mobile and other subscription services to a minimum or put them on hold	<input type="checkbox"/>
8.	Check the validity of personal and home insurances and renew them, if necessary	<input type="checkbox"/>
9.	Renew your maritime union's membership	<input type="checkbox"/>
10.	Check the climatic and weather condition of your destination and gear up accordingly	<input type="checkbox"/>
11.	Get information about the social, health, and political situation of the intended destination	<input type="checkbox"/>
12.	Double-check travel arrangements for airport drop-off/pick-up for your flight	<input type="checkbox"/>
13.	Carry extra pens for filling in various forms	<input type="checkbox"/>

C. Travel Checklist for Things to Carry
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| <ul style="list-style-type: none"> • Try to carry a maximum of two bags: 1. Small handbag 2. Check-in luggage. • Ensure bags are light, robust, and easy to carry or scroll. • Check with the airlines the maximum weight allowed for check-in luggage and pack accordingly. Some airlines DO NOT allow more than 1 check-in luggage per person. |
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D. Hand Luggage Items		
1.	Carry an extra pair of reading glasses	<input type="checkbox"/>
2.	Carry an extra pair of clothes and undergarments in case your baggage is delayed or misplaced	<input type="checkbox"/>
3.	Carry the salary slip as proof if you are carrying a part of your salary	<input type="checkbox"/>
4.	Credit cards and traveler checks	<input type="checkbox"/>
5.	Printout of tickets and travel itinerary	<input type="checkbox"/>
6.	Charger for cell phones and other electronic devices	<input type="checkbox"/>
7.	Universal charging pin socket	<input type="checkbox"/>
8.	Phonebook with important contact numbers	<input type="checkbox"/>
9.	Hand sanitizers and face masks	<input type="checkbox"/>
10.	Carry all the following important documents in your handbag: <ul style="list-style-type: none"> • Passport and ID • COC and STCW certificates and FLAG documents • Company letter • Appointment letter • Company medical certificate • Items described in Part A above. 	<input type="checkbox"/>

E. Cabin / Main Luggage		
1.	Daily wear clothing and undergarments	<input type="checkbox"/>
2.	Footwear and socks	<input type="checkbox"/>
3.	Warm clothing, uniforms and other accessories	<input type="checkbox"/>
5.	Safety shoes and overalls	<input type="checkbox"/>
6.	Necessary medicines - Basic first aid kit	<input type="checkbox"/>
7.	Books for study, road maps of the areas you visit	<input type="checkbox"/>
8.	Photocopy of all documents in hand luggage	<input type="checkbox"/>
10.	Camera or other electronic items	<input type="checkbox"/>
11.	All sharp items (Swiss knife, scissors, etc.)	<input type="checkbox"/>
12.	Liquids, lotions, toiletries	<input type="checkbox"/>