

Travel Guidance Checklist

ALSO REFER TO THE “COMPANY TRAVEL GUIDE”, FOUND IN CIRCULAR SEC 027-30/10/2017 AND IN & PRO (002) MANUAL		
“DOCUMENTS TO CARRY” CHECKLIST		
1	Passport Validity Date.	<input type="checkbox"/>
2	Check number of unused pages of the passport.	<input type="checkbox"/>
3	Visa validity date.	<input type="checkbox"/>
4	Personal insurance documents.	<input type="checkbox"/>
5	Check the spelling of your name on air ticket and other travel documents. (Make sure it matches with that on the passport).	<input type="checkbox"/>
6	“OK to Board” Letter by Company (Includes Agent Details with Destination Address).	<input type="checkbox"/>
7	Yellow Fever Certificate (if required)	<input type="checkbox"/>
8	Other Vaccination Certificates (if required)	<input type="checkbox"/>
9	Authorized prescription for Medicines.	<input type="checkbox"/>
10	Make photocopies of all Documents and keep one (1) set at home.	<input type="checkbox"/>
11	Have readily available Passport Size photographs.	<input type="checkbox"/>
GENERAL TRAVEL CHECKLIST		
1	Weigh your luggage for Maximum Allowable Weight.	<input type="checkbox"/>
2	Mark/Tag your luggage with your Name and Contact Number(s).	<input type="checkbox"/>
3	Ensure that your luggage is locked .	<input type="checkbox"/>
4	Ensure that the size of your hand/cabin luggage is as required.	<input type="checkbox"/>
5	Carry the least number of valuable items. Deposit them in a safe custody of your Bank.	<input type="checkbox"/>
6	Register for automatic e-transfers with your Banks to ensure that your periodic investments/money transfer do not face obstacles.	<input type="checkbox"/>
7	Change plans of your Mobile Phone and other Subscription Services to minimum rental or put them on hold.	<input type="checkbox"/>
8	Check validity of Personal and Home Insurances and renew if required.	<input type="checkbox"/>
9	Renew Maritime Union Membership.	<input type="checkbox"/>
10	Check climatic and weather condition of your destination and gear-up accordingly.	<input type="checkbox"/>
11	Find out about Social and Political Conditions of the intended destination. (CIA Work Factbook: www.cia.gov/library/publications/the-world-factbook/wfbExt/region_eur.html)	<input type="checkbox"/>
12	Double-Check Travel Arrangement for airport drop/pickup for your flight.	<input type="checkbox"/>
13	Carry extra pens for filling various forms.	<input type="checkbox"/>

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TRAVEL CHECKLIST FOR THINGS TO CARRY			
<p><i>Try to carry maximum of two bags i.e</i></p> <ul style="list-style-type: none"> <i>One (1) Small handbag and</i> <i>One (1) Check-in luggage.</i> <p><i>Ensure bags are light, strong and easy to carry or scroll.</i></p> <p><i>Check with airlines for the maximum weight allowed for check-in luggage and do your packing accordingly. Some airlines does not allow more than one (1) check-in luggage per person.</i></p>			
Hand Baggage Items			
1	Check the size of hand baggage as per Regulations.		<input type="checkbox"/>
2	Carry an extra pair of Reading Glasses.		<input type="checkbox"/>
3	Carry an extra pair of clothes and undergarments in case your baggage gets delayed or misplaced.		<input type="checkbox"/>
4	Carry Salary Slip as proof in case you are carrying a part of your salary.		<input type="checkbox"/>
5	Credit Cards and Traveller Cheques.		<input type="checkbox"/>
6	Printout of Tickets and Travel Itinerary.		<input type="checkbox"/>
7	Charger for Mobile Phones and other Electronic Devices.		<input type="checkbox"/>
8	Universal Charging Pin Socket.		<input type="checkbox"/>
9	Phonebook with important Contact Numbers.		<input type="checkbox"/>
10	Hand Sanitizers.		<input type="checkbox"/>
11	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Carry all the following important documents in your handbag:</p> <p>Passport & ID <input type="checkbox"/></p> <p>Company letter. <input type="checkbox"/></p> <p>Visa letter. <input type="checkbox"/></p> <p>Vaccination certificates. <input type="checkbox"/></p> <p>STCW certificates <input type="checkbox"/></p> </div> <div style="width: 45%;"> <p>Appointment letter. <input type="checkbox"/></p> <p>“OK to Board” letter. <input type="checkbox"/></p> <p>Company medical certificate. <input type="checkbox"/></p> <p>Authorized prescription for medication to be carried along. <input type="checkbox"/></p> </div> </div>	<input type="checkbox"/>	
Cabin/Main Luggage			
12	Daily wear clothing and undergarments.		<input type="checkbox"/>
13	Footwear and socks.		<input type="checkbox"/>
14	Cold-Weather clothing.		<input type="checkbox"/>
15	Uniforms and other Accessories.		<input type="checkbox"/>
16	Safety Shoes and Overalls.		<input type="checkbox"/>
17	Required Medicines.		<input type="checkbox"/>
18	Books for Study.		<input type="checkbox"/>
19	Photocopy of all Documents that are carried in home baggage.		<input type="checkbox"/>
20	Basic First Aid kit.		<input type="checkbox"/>
21	Camera or other Electronic Items.		<input type="checkbox"/>
22	All Sharp Items (Swiss knife, scissors etc.).		<input type="checkbox"/>
23	Liquid and lotions.		<input type="checkbox"/>
24	Toiletries.		<input type="checkbox"/>