



**24/7 emergency number: +31 (0)50 534 32 11**

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# **First response in the event of stowaway discovery**

## Preamble

This document aims to provide Masters and ship's crews with general guidance in the event of the discovery of one or several stowaways on board a ship. In such a case, the Master should, and in the following order:

- If possible, assign at least two crewmembers to the stowaway as watchmen;
- Search the stowaway for identity documents and belongings and confiscate anything but the stowaway's clothing;
- Provide the stowaway with basic food, water and immediate medical care;
- In the event more than one stowaway was discovered, separate them in as small of groups as possible;
- Search the vicinity of where the stowaway was discovered for other stowaways;
- Prepare a cabin for the stowaway, removing anything that could be used as a weapon (i.e. bathroom mirrors, soda bottles, etc.);
- Keep the stowaways in the prepared and locked cabin, appointing 24/7 watchmen;
- Instruct the watchmen not to speak to the stowaway unless absolutely necessary (i.e. for toilet use, food, etc.);
- Do not put the stowaway to work for any sort of task;

The above steps are measures of paramount importance in ensuring the crew's and stowaway's safety. As soon as possible, the Master should contact his office or the NNPC for situation-specific guidance. We kindly ask to, as soon as circumstances allow you to, fill out the below stowaway questionnaire and send a filled in copy thereof, with attachments, to [claims@nnpc.nl](mailto:claims@nnpc.nl).

## Stowaway Questionnaire

**This form is to be completed by the Master or his representative as soon as reasonably possible after a stowaway has been found.**

**A separate form is to be completed for each individual stowaway.**

<b>Section A - Vessel Details:</b>	
Name of Vessel	
Master	
<b>Section B - Details of Stowaway:</b> <small>(Should the stowaway be unwilling to provide any information, then the person completing this form should compile a statement to this effect. Provide details whether the information given is based on identity documents or the stowaway's declaration)</small>	
Surname	
First Name(s)	
Nationality	
Date of Birth & Place of Birth	
Home Address	
Where & When did stowaway board the vessel	
<b>Section C - Marital Status/Family</b>	
Is the stowaway married? <small>(if yes, please complete the next three lines below)</small>	Yes / No
Name of Spouse	
Date & Place of Birth	
Address and phone number	
Children? <small>(if yes, please complete the info below)</small>	Yes / No
Number of children	
Names & dates of birth of children	
Father and/or mothers details	
First name	
Family name/Surname	
Date & Place of Birth	
Address	
<b>Section D - Physical Characteristics</b> <small>(please identify the stowaway as well as any distinguishing features or disabilities)</small>	
Height & Weight	..... meters, ..... kilograms.
Skin Complexion	
Hair colour & Length	
Eye colour	
Distinguishing marks/disabilities	
<b>Section E - Profession &amp; Education</b> <small>(please include all employment &amp; academic details of the stowaway)</small>	
Profession	
Employer	
Languages spoken	
Last school attended	
Teachers	
<b>Section F - Miscellaneous Information</b> <small>(Please include all other relevant information)</small>	
Reason for stowaway on board	
Previous attempts to stowaway, previous travel(s)	

Intention at port of discharge	
Willingness to co-operate with the crew	
Country of origin <i>(if necessary, refer to the last two pages of this questionnaire for assistance)</i>	
What is the capital of your country?	
Describe the flag of your country? <i>(if necessary, refer to the last two pages of this questionnaire for assistance)</i>	
What is the country's currency?	
What is the main international airport?	
Do you have anyone in your country of origin we can contact telephonically?	Name: Telephone number:
<b>Section G - Administrative Information</b> <i>(please provide the following concerning the incident to be used by the NNPC)</i>	
Vessel's full contact details on board	
Full contact details of the Agent at last port of call	
Full contact details of Agents in the stowaway's (suspected) port of origin	
The present location of the Vessel & the next intended port of call, including the Agent's contact details	
Any other relevant comments and/or information	
<b>Section H – Attachments</b> <i>(To the extent possible, please provide copies of the following)</i>	
Passport / ID card	List of stowaway's personal effects
Photo – portrait	(Bank) card illustrating name(s)
Photo – full body	Photo of location where stowaway was discovered
Signed on the ____ of _____ 20__.	
<p><b>Signature:</b> _____</p> <p>To the best of my ability by _____ in my capacity as _____ on board the MV " _____ ".</p> <p><b>Please ensure that both pages have been completed.</b></p>	











## Africa



## Asia and Middle East





<h3>Europe</h3> 	 <p>             Albania, Andorra, Armenia, Austria, Belarus, Belgium, Bosnia and Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Georgia, Germany, Greece, Hungary, Iceland, Ireland, Italy, Kosovo, Latvia, Liechtenstein, Lithuania, Luxembourg, Macedonia, Malta, Moldova, Monaco, Montenegro, Netherlands, Norway, Poland, Portugal, Romania, Russia, San Marino, Serbia, Slovakia, Slovenia, Spain, Sweden, Switzerland, Ukraine, UK, Vatican City         </p>
<h3>North America</h3> 	 <p>             Canada, Mexico, USA, Antigua &amp; Barbuda, Bahamas, Barbados, Belize, Costa Rica, Cuba, Dominica, Dominican Republic, El Salvador, Grenada, Guatemala, Haiti, Honduras, Jamaica, Nicaragua, Panama, Saint Kitts &amp; Nevis, Saint Lucia, Saint Vincent &amp; the Grenadines, Trinidad &amp; Tobago         </p>
<h3>South America</h3> 	 <p>             Argentina, Bolivia, Brazil, Chile, Colombia, Ecuador, Guyana, Netherlands Antilles, Paraguay, Peru, Puerto Rico, Suriname, Uruguay, Venezuela         </p>
<h3>Oceania and Australia</h3> 	 <p>             Australia, East Timor, Fiji, Kiribati, Marshall Islands, Micronesia, Nauru, New Zealand, Palau, Papua New Guinea, Samoa, Solomon Islands, Tonga, Tuvalu, Vanuatu         </p>