

TO ALL FLEET VESSELS

Ref: DMA-SAPID/DMADGM/00/C1149

Date: 2021.10.04

In The Name Of God

Dear Sir/Madam,  
Good Day,

Noted that all fleet vessel should be followed below procedures for rcving of security guards;

1. Master should be properly followed the Attached CSO standing Orders version: 04.10.2021.
2. The Security Guards Requisition should be complete in "Word Format".
3. The Security Guards Request Form should be send 5 days b4 arrival of vessel in embarkation pos'n.
4. The Security Guards Request should send only to CSO .
5. After sending Security Guards Request to CSO you should update your ETA for DAQ Dept. on Daily basis till embarkation of security guards.
6. You should be tender 3 days NOA for DAQ Dept. for Dis-embarkation of Security Guards b4 arrival to dis-embarkation pos'n.
7. You should be send 24, 12, 6 hours NOA for Embarkation & dis-embarkation of Security guards.
8. If your vessel nominated to rcv PC form Galle-Sri Lanka you should carry out all formalities with your local agent & Commercial dept. and rcv your Destination well in advance from your commercial dept. for issuing of PC.

**Noted that you should followed strictly above instruction otherwise you would be wholly responsible for any delay, costs ,claim on commercial activities.**

Pl's find attach file " CSO STANDING ORDERS"

You are requested to confirm receipt, discuss the contents in the next consolidated meeting on board & keep a copy in the file DA-11 .

BEST REGARDS

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**PL'S REPLY TO;** [dma@sapidshpg.com](mailto:dma@sapidshpg.com)  
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**From:** ops1@daqps.com [mailto:ops1@daqps.com]  
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**To:** 'CSO/SAPID'; 'CSO'  
**Cc:** info@daqps.com; ops4@daqps.com  
**Subject:** [cso] Arrangement of Security Guard

Dear Sir,  
Good day,

Respective CSO, your attention is drawn to following matters regarding arrangement of Security Guard:

- Recently have observed that guard request form is not filled and sent in appropriate time, which might cause unwanted delay in v/l commercial schedule.
- Tentative ETA to be updated on regular basis and firm ETA specially 4 hours' notice shall be forwarded in time to avoid unexpected charges/ delays on v/l.
- Required forms such as Security Guard gun list, MOU, evaluation report and documents for Galle call need to be dispatched timely.

With regard to above items, hereby requesting to inform steamed masters to adhere and observe accordingly and obliged.



Best regards  
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