

Sail-Away Report Template

(To be completed for each voyage)

Item	Information
Project:	
Project -contact name and details:	
Name of vessel and IMO:	
Voyage No:	
Port of loading:	
First port of intended arrival:	
Date of arrival:	
Importer:	

The Sail-Away Report provides important information to the Department of Agriculture on an impending import. To simplify the process for both the department and the importer, it is recommended that the Project Proponent collate the documents listed below and submit them to the relevant regional office on vessel departure. Below is a suggested format but you may wish to follow your own company format. The type of information and level of detail will depend on the complexity and nature of the imports.

The following documents have been attached:

- Industry Cargo Inspection Report template
- Industry Vessel Cleanliness Inspection Report template
- Sailing plan
- Stowage plan (if applicable)
- Anchorage position (if applicable) e.g. barges discharging off-shore
- Bill of lading
- Cargo manifests
- Treatment certificates e.g. ISPM or fumigation certificates
- Packing declarations (if applicable).