**Delayed Visit Form**

**Instructions:**

The following form can be used to assist in recording a delay during a visit. If more information is necessary to explain the event, you can attach it to this form.

**General Information**

|  |  |
| --- | --- |
| Vessel: | Lloyd’s Number: |
| Port: | Berth: |
| Contact Person: | Title: |
| Phone: | |
| E-mail: | |
| Fax: | |

**Description of the Delay**

|  |
| --- |
| Date and time of the start of the delay: |
| What caused the delay? |
| Contact information for the government officer involved in the delay |
| Additional information: |
| Date and time the delay was resolved: |