**VERBAL WARNING WHEN NON-COMPLIANCE TO THE HARBOUR AUTHORITY RULES & POLICIES**

Please find below recommended information to convey when giving a verbal warning to the non-compliant party:

* Date of the alleged non-compliance
* Name of the harbour
* Vessel Name & location
* Description of the situation
* Identifying the rule and/or policy not being respected
* Measure to be taken and deadline for compliance

**Example of verbal warning:**

Good afternoon Mr……

On (insert date) at (insert harbour name) your vessel (vessel name) located (location) contravened one of our harbour rules and/or policies. (Description of the situation). This situation goes against (harbour rule and/or policy). We ask that you (measures to be taken) by (deadline).

We hope that we can count on your collaboration.