

Pre-Arrival Checklist

Marine Operations

Vessel Name	Date (12-DEC-2016)	Print name of person completing checklist

Notify port at least 72 hours before arrival (some require 96 hours) to ensure vessel may be received.

NAVIGATION AND COMMUNICATIONS

<input type="checkbox"/>	Communicate with port authorities for any local information
<input type="checkbox"/>	Plan checkpoints so position can be checked with radar, echo sounder or sight / bearing.
<input type="checkbox"/>	Note congested areas, restricted areas and underlying obstructions
<input type="checkbox"/>	Document local traffic reporting regulations, checkpoints and radio frequencies for traffic coordination
<input type="checkbox"/>	If necessary, report security status, number of persons aboard, fuel, water, oil, cargo, passengers, tonnage, destination, owners info, agent info, date of departure of last port call, official numbers and call sign.
<input type="checkbox"/>	Discuss potential security issues with crew in pre-arrival meeting
<input type="checkbox"/>	Review all publications and charts for the port
<input type="checkbox"/>	ISPS compliant ports, vessel security status and previous ten port calls will be required.
<input type="checkbox"/>	Check bridge electronics, including echo sounder
<input type="checkbox"/>	Test inter-ship communications, make contact with engine room
<input type="checkbox"/>	Check running lights and day shapes
<input type="checkbox"/>	Hoist appropriate flags
<input type="checkbox"/>	Use radar/ AIS system to calculate safe distances from other vessels using anchorages
<input type="checkbox"/>	Have a plan for potential wind, current changes

Title of Document:	Incident- Witness Form	Document Number:	
Authority:	Vessel Systems Mgr	Revision:	July 2020
Custodian/Owner:	Shannon Smith	Issue Date:	July 2020
			Page 1 of 3

<input type="checkbox"/>	Verify communications with deck
<input type="checkbox"/>	Maintain radio watch on port/ safety frequencies

DOCUMENTATION

<input type="checkbox"/>	All documents for port call to be stamped with ship's official stamp and signed by the Captain		
<input type="checkbox"/>	List of personal items to be signed by the individuals		
<input type="checkbox"/>	Additional documents typically required by the port:		
<input type="checkbox"/>	Crew list	Medical Inventory	Unmanifested cargo
<input type="checkbox"/>	Ship's particulars	Declaration of Security	Cargo Nil list
<input type="checkbox"/>	Ship stores	Previous 10 port calls list	Vaccination list
<input type="checkbox"/>	Previous Port Clearance Papers	Personal items list for each person aboard	

STEERING AND PROPULSION

<input type="checkbox"/>	Test steering gear (SOLAS ChV Reg 26 Pt 1-2)
<input type="checkbox"/>	Anchor gear in good working order
<input type="checkbox"/>	Turn on steering system and test rudders and rudder angle indicator
<input type="checkbox"/>	Once bow thruster is started, rotate the head and test the clutch/ throttle

SAFETY

<input type="checkbox"/>	Check vessel perimeter to ensure mooring lines, cables, straps in position and secured
<input type="checkbox"/>	Survey gear properly stowed
<input type="checkbox"/>	Main engine gear boxes working properly
<input type="checkbox"/>	Secure loose objects on bridge

Title of Document:	Pre-Arrival Checklist	Document Number:	
Authority:	Designated Person Ashore	Revision:	August 2020
Custodian/Owner:	Vessel Systems Mgr	Issue Date:	August 2020
			Page 2 of 3

PERSONNEL

<input type="checkbox"/>	Brief crew so all understand their duties during mooring operations
<input type="checkbox"/>	Personnel station at positions and in proper PPE
<input type="checkbox"/>	Advise personnel what to look for and who to notify in case of suspicious activity

PILOT

<input type="checkbox"/>	Complete JSA for vessel to vessel transfer
<input type="checkbox"/>	Contact approaching pilot and negotiate boarding procedures
<input type="checkbox"/>	Have vessel crew stand by to assist
<input type="checkbox"/>	Crewman to escort pilot to bridge
<input type="checkbox"/>	Ask pilot about any recommended precautions to be taken ashore, security issued in port, local ordinances or curfews
<input type="checkbox"/>	Crewman to escort pilot off bridge to disembark

SECURED ALONG SIDE

<input type="checkbox"/>	Secure bow thruster and steering
<input type="checkbox"/>	Notify engineering when ready to secure engines
<input type="checkbox"/>	Switch radar to stand by
<input type="checkbox"/>	Secure running lights
<input type="checkbox"/>	Turn radios to proper channel to monitor communications with port authorities
<input type="checkbox"/>	Deploy gangway securely with safety net in place
<input type="checkbox"/>	Post gangway watch with sign in log
<input type="checkbox"/>	Post additional security as needed

Title of Document:	Pre-Arrival Checklist	Document Number:	
Authority:	Designated Person Ashore	Revision:	August 2020
Custodian/Owner:	Vessel Systems Mgr	Issue Date:	August 2020
			Page 3 of 3