

**Bridge Memorandum #30:  
Engineering Pre-Departure and Pre-Arrival Checklists**

Aug 12, 2021

Captains, Engineers,

We have made a concerted effort to get all the engine room checklists into helm. If you find yourself filling out the same information on multiple checklists, you are probably still using the old paper forms as well as the new Helm checklists that replaced them. (You're doing double work.) All Helm forms have the same type of header/ footer as the new ones attached.

If you can't find the form you need in Helm, please send a copy to [ShannonSmith@tdi-bi.com](mailto:ShannonSmith@tdi-bi.com) and she will confirm with the Port Engineer if it needs to be entered into Helm or if it is obsolete.

A recent audit found that we did not have a way to document standard engine room checks to identify steering and other mechanical issues before entering or departing a port. As a result, we created **Engineer Pre-Arrival and Pre-Departure Checklists**. They are located in the Onboard / Logs / Documents section of Helm and can be accessed by both the engineering department and the bridge. They are also on the ShipNet Forms page.

The Engineer Pre-Arrival and Pre-Departure checklists **must be completed each time you enter or depart a port**. The completed checklists are to be filed in the **TDI Binder System** in **binder #23-Pre-Arrival and Pre-Departure Checklists**.



**Roy Robbins**

Port Captain / DPA

# Engineering - Pre-Arrival Checklist

## Marine Operations

Vessel Name	Date (12-DECEMBER-2020)	Print name of person completing checklist

### STEERING AND PROPULSION

<input type="checkbox"/>	CHECK COMPRESSED AIR SYSTEM FOR SUFFICIENT PRESSURE AND DRAIN VOLUME TANKS
<input type="checkbox"/>	CHECK THAT E/ROOM BLOWERS ARE FUNCTIONING PROPERLY
<input type="checkbox"/>	CHECK OIL LEVELS IN ALL ENGINES CRANKCASE AND REDUCTION GEARS
<input type="checkbox"/>	CHECK FLUID LEVELS IN ALL OVERHEAD EXPANSION TANKS
<input type="checkbox"/>	TEST EMERGENCY STEERING
<input type="checkbox"/>	CHECK STEERING RUDDERS PACKING GLANDS AND STEERING EQUIPMENT
<input type="checkbox"/>	CHECK THAT PROPULSION GEARS ARE ENGAGING
<input type="checkbox"/>	CHECK OIL LEVELS IN STEERING SYSTEM AND TEST
<input type="checkbox"/>	CHECK COMMUNICATION BETWEEN BRIDGE AND ENGINE ROOM
<input type="checkbox"/>	CHECK ENGINE PARAMETERS AFTER WARMED UP
<input type="checkbox"/>	CHECK THE ALARM SYSTEM PANEL
<input type="checkbox"/>	CHECK THE ELECTRICAL MAIN SWITCHBOARD FOR CORRECT POWER SOURCE
<input type="checkbox"/>	CHECK FLUID LEVELS IN ALL BILGES
<input type="checkbox"/>	WALK AROUND AND CHECK THAT THERE'S SUFFICIENT LIGHT IN ENGINE DEPARTMENT
<input type="checkbox"/>	CHECK THAT DUTY ENGINEER IS PRESENT
<input type="checkbox"/>	CHECK THAT WATERTIGHT DOORS GOING TO DECK ARE SECURED

<b>Title of Document:</b>	Pre-Arrival Checklist	<b>Document Number:</b>	
<b>Authority:</b>	Designated Person Ashore	<b>Revision:</b>	August 2021
<b>Custodian/Owner:</b>	Vessel Systems Mgr	<b>Issue Date:</b>	August 2021
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# Engineering - Pre-Departure Checklist

## Marine Operations

Vessel Name	Date (12-DECEMBER-2020)	Print name of person completing checklist

### STEERING AND PROPULSION

<input type="checkbox"/>	CHECK COMPRESSED AIR SYSTEM FOR SUFFICIENT PRESSURE AND DRAIN VOLUME TANKS
<input type="checkbox"/>	CHECK THAT E/ROOM BLOWERS ARE FUNCTIONING PROPERLY
<input type="checkbox"/>	CHECK OIL LEVELS IN ALL ENGINES CRANKCASE AND REDUCTION GEARS
<input type="checkbox"/>	TEST EMERGENCY STEERING
<input type="checkbox"/>	CHECK STEERING RUDDERS PACKING GLANDS AND STEERING EQUIPMENT
<input type="checkbox"/>	CHECK PROPULSION SHAFT PACKING GLANDS
<input type="checkbox"/>	CHECK THAT PROPULSION GEARS ARE ENGAGING
<input type="checkbox"/>	CHECK OIL LEVELS IN STEERING SYSTEM AND TEST
<input type="checkbox"/>	CHECK COMMUNICATION BETWEEN BRIDGE AND ENGINE ROOM
<input type="checkbox"/>	CHECK SOUNDING IN ALL FUEL TANKS
<input type="checkbox"/>	CHECK SOUNDING IN ALL BALLAST AND FRESH WATER TANKS
<input type="checkbox"/>	CHECK ENGINE PARAMETERS AFTER WARMED UP
<input type="checkbox"/>	CHECK THAT FUEL LINE VALVES TO AND FROM ENGINES ARE OPEN
<input type="checkbox"/>	CHECK THE ALARM SYSTEM PANEL
<input type="checkbox"/>	CHECK THE ELECTRICAL MAIN SWITCHBOARD FOR CORRECT POWER OUTPUT
<input type="checkbox"/>	CHECK FLUID LEVELS IN ALL BILGES
<input type="checkbox"/>	WALK AROUND AND CHECK THAT ALL SPARES ARE PROPERLY STOWED
<input type="checkbox"/>	WALK AROUND AND CHECK THAT THERE'S SUFFICIENT LIGHTING IN ENGINE DEPARTMENT
<input type="checkbox"/>	CHECK THAT DUTY ENGINEER IS PRESENT
<input type="checkbox"/>	CHECK THAT WATERTIGHT DOORS GOING TO DECK ARE SECURED

<b>Title of Document:</b>	Pre-Departure Checklist	<b>Document Number:</b>	
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