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| --- | --- | --- | --- | --- | --- |
| **Vessel Name:** | | **PORT:** | | **DATE:** | |
|  | Port of call documents ready. (Immigration, Customs, Health, NOR, Cargo Manifest e.t.s) | | | |  |
|  | In preparing the passage for arrival in port, has pilot embarkation check list completed, Pilot card is updated. | | | |  |
|  | Port authorities notified, available port information noted. | | | |  |
|  | Port notified about starboard side alongside. | | | |  |
|  | Advice/recommendation in sailing directions (including Tides and currents) noted | | | |  |
|  | ETA been sent with all relevant information required by local regulations | | | |  |
|  | Engine room given minimum one-hour’s notice. | | | |  |
|  | The ship’s arrival is registered by means of VHF. | | | |  |
|  | All navigational equipment (echo sounder, log, radars, e.t.s) checked. | | | |  |
|  | Steering gear tested in primary and secondary systems (Both pumps to be running). | | | |  |
|  | Bow thruster controls and indicators are switched on and checked. | | | |  |
|  | Course and engine movement recorder. | | | |  |
|  | Internal communications equipment. | | | |  |
|  | Synchronization of clocks. | | | |  |
|  | Deck lighting. | | | |  |
|  | Both anchors” Standby”. | | | |  |
|  | Readiness of all engines for maneuvering reported by chief engineer. | | | |  |
|  | All appropriate flag/light signals displayed. | | | |  |
|  | Crew ***"***Standby***"*** at stations for entering port, deck equipment checked. | | | |  |
|  | Clear position of lowering ramps. | | | |  |
| Mark- Done ☑ No ☒ | | |