

1.0 Purpose:

The purpose of this document is to ensure effective processes are in place for the timely co-ordination of arrivals for vessels seeking to interface with the Nassau Cruise Port facility.

2.0 Responsibility:

The Operations Manager is responsible for ensuring that the following procedures are complied with.

3.0 Procedure:

➤ Cruise Line Arrivals:

- The Operations Department (Operations) must compile and distribute a cruise schedule of the upcoming 2 weeks with berth assignments to cruise lines, cruise agents, harbor pilots and NCPL employees.
- Cruise lines or agents are required to notify Operations of any required or requested activities of the ship.
- Operations must review all request to determine what activities will be approved based on parameters such as:
 - Activity duration
 - Activity safety
 - Weather
 - Congestion
- All Operations approved activities must be communicated with NCPL Security, Safety, and Maintenance teams.
- Operations must respond via email to requests made by the cruise ship or agent.
- Operations must communicate all changes and updates to planned operations to NCPL Security, Safety, and Maintenance teams.

➤ **Yacht Arrivals:**

- Operations must conduct a yacht dock inspection prior to the yacht arrival. The inspection is to ensure that safety and services are operational and available.
- Operations must provide captain or yacht agent an arrival package.
- Captain or agent is required to send Operations a crew and visitor list.
- Operations must provide all approved yacht activity and information to NCPL Security.

➤ **Tour Boat Arrivals:**

- Water tour boat captains are required to communicate with Operations via VHF channel 65 for docking.
- Operations will direct tour captains to a designated dock slip.
 - Operations must ensure all tour boats are operating in accordance with the NCPL Terms and Conditions for Water Tour and Water Ferry Operators.
 - Operations must ensure tour captains are not at the dock longer than 45 minutes.