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| **03.03** | **PORT DEPARTURE PROCEDURE** |

**03.03.01 PURPOSE**

The Vessel's departure from port, whether with a pilot on board or not, requires special attention from everybody involved in the operation and navigation of the Vessel.

This procedure is established to provide proper guidelines related to the departure from port and to secure that the operation and navigation are carried out according to the regulations and recommendations in force.

**03.03.02 RESPONSIBILITY**

It is the responsibility of the Master to implement the procedure and to instruct and to supervise the Shipboard Management accordingly.

It is the responsibility of the Chief Engineer to implement the procedure and to instruct and supervise the engine procedures.

**03.03.03 WORK PERFORMANCE**

**Sea Worthiness**

Prior to departure the Vessel shall be in all respects seaworthy and fit for the passage.

The Chief Engineer and Chief Mate shall prior to departure verify and report to the Master that their respective departments are ready for sea.

**Preparation for Departure**

When the Master has decided the departure time, he shall notify:

* Pilot, tugs and linesmen as required directly or through his agent.
* The Chief Engineer is to order the engine room manned and prepare the engines for departure.
* The duty officer is to order stand by fore and aft and arrange for manning of the bridge.

The Master or the duty officer shall execute function tests of equipment on the bridge following **Arrival / Departure Checklist**.

Prior to departure from ports where illegal boarding of stowaways may be suspected, a thorough search of the ship shall be made, and noted in the Deck Log Book.

When the departure time has been decided by the Master, he shall notify the Chief Engineer, in order to have the engine room manned and to prepare the machinery for departure.

The duty engineer will execute and check that the correct machinery, pumps etc. are started in order to be ready for departure according to maker’s instructions.

If there is irregularities, inform the bridge immediately, correct the irregularities and inform bridge when corrected.

The information given to the bridge must include the following:

1. What the irregularities are.
2. If it is critical.
3. If it can be repaired by the crew.
4. If assistance is needed from shore.
5. The time it will take to complete the repair. Estimated time required to complete repair.
6. Engine department is to complete with spares/stores required for safely reach port of destination took in to account supply base.

**Pilot on Board**

When the Pilot has embarked, the Master or duty officer shall inform him of the “Vessel Particulars”, and obtain details from the Pilot of his intended track and other details pertinent to the proposed passage. **Master/Pilot Information Exchange Checklist** and **Pilot Card** shall be used.

The Master, or in his absence the duty officer, has the ultimate command of the Vessel and the presence of a pilot on board in no way absolves the Master or the duty officer from this responsibility.

Consequently the pilot's navigation shall be monitored continuously and the duty officer shall ensure that the pilot's orders are acknowledged and executed promptly.

If the Master, or in his absence the duty officer, finds the pilot's navigation or handling of the Vessel faulty and that it may create hazardous situation(s) for the Vessel, its crew or cargo, he shall take appropriate action.

Appropriate action may involve relieving the pilot of direct command, which in case shall be effected by a clear statement such as: "Pilot, I take over".

When the hazardous situation is cleared, the Master at his discretion may hand-over again to the pilot, subject to the pilot's clear acknowledgement.

**Navigation in Confined or Restricted Waters**

When the Vessel is ready to get under way, in all respects seaworthy and fit for sea, the gangway taken, officers and ratings standing by fore and aft, the engine room manned and ready, the bridge manned and function tests performed.

The Master shall prior to ordering the lines taken and during manoeuvring from the berth ensure that the following items are complied with:

* Both anchors shall be ready for immediate use.
* Prior to starting the engine or turning the propeller, the officer in charge aft must check that the propeller is clear.
* High tension must be avoided in ropes and wire.
* If tugs are used with lines connected to the Vessel, personnel must be kept at stand by for immediate release as necessary.

During passage from the pier to the sea buoy the Vessel's speed must be adjusted as required by local regulations allowing for other conditions affecting safe navigation.

The Vessel's course must be checked against an updated chart of adequate scale. Position fixes (minimum every 15 minutes), preferably simultaneous optical bearings from at least two fixed points shall be plotted in the chart as required, to verify observations obtained by other means.

A sharp lookout must be kept and the engine room shall be manned and put on stand-by for immediate manoeuvring as required.

**Embarking and Disembarking of Pilots**

Instructions issued by pilot-boats or pilots on board for special arrangements shall be adhered to.

The pilot ladder shall comply with the requirements of regulations in force, i.e. SOLAS 74/78 with Amendments Article 23, Chapter V and the standards NS 6247 and ISO 799.

The ladder shall be securely rigged and secured with correct length. Sufficient light shall be provided and a life buoy with line and light must be ready for immediate use. Reference is made to the poster "Required Boarding Arrangements for Pilots"

In general the following applies:

* The transfer of pilots shall be attended by an officer with radio contact to the bridge and a Rating on stand-by.
* Manoeuvring of the Vessel to be co-ordinated with the pilot.
* If the transfer of pilot(s) is executed by helicopter, see chapter “Helicopter/Ship Operation”

On arrival at the sea buoy, the anchors shall be secured. Ropes and pilot ladder etc. shall be stowed and/or secured, and sea watches are set.

**03.03.04 DOCUMENTATION AND FILING**

The pilot's name and the names of tugboats assisting shall be noted together with time and place of embarking/disembarking and engaging/disengaging.

Completed checklists shall be filed in accordance with the general filing instructions.

This procedure refers to following forms and checklists:

* Arrival/Departure Checklist
* Embarkation/Disembarkation of Pilot Checklist
* Master/Pilot Information Exchange Checklist