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| **03.04** | **PORT ENTRY PROCEDURE** |

**02.04.01 PURPOSE**

The purpose of this chapter is to provide shipboard personnel with procedures related to entry into port.

**03.04.02 RESPONSIBILITY**

It is the responsibility of Master to implement this procedure and to ensure compliance with applicable rules, regulations, codes, guidelines and standards related to port entry.

Master shall instruct, supervise and verify shipboard personnel who perform the tasks required by this procedure.

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

All shipboard personnel who are assigned tasks covered by this procedure shall comply with this procedure.

**03.04.03 WORK PERFORMANCE**

**Port information and ETA**

Prior to arrival into port, the Master and officers in charge of the navigational watch shall fully familiarise themselves with all available port information.

ETA shall be sent to pilot station and/or port authority at the appropriate time, including all relevant and required information.

**Preparation for Port Entry**

Prior to arrival into port, function tests of bridge equipment shall be performed in accordance with **Arrival / Departure Port Checklist**.

**Pre-arrival Check and Information**

Prior to arrival in any port, whether to load or to discharge cargo, a pre-arrival check of the vessel is performed, to ensure that the vessel is in all respects ready to execute the intended operation safely and efficiently, with due consideration to the aspects of avoiding oil pollution.

The checklist shall upon completion be signed by the officer who performed the check, and counter- signed by the Master.

Further measures to avoid oil pollution are incorporated in the Vessel's safe work procedures.

Prior to arrival the duty engineer make a thorough round of the engine room. Ensure all systems are functioning properly. The preparations and function tests must be performed by duty engineer in accordance with **Arrival Checklist (Engine Room)**. Use of mentioned Check List must be recorded into Engine Log Book.

The engine room/engine control room, are to be manned according to Master’s / Chief Engineer’s Instruction during the whole stand-by period, until the Bridge has informed/requested finished with Engine.

**Pilot Boarding**

When pilotage is compulsory, or when Master decides to use an optional pilot, instructions related to boarding time and place, arrangement of pilot ladder, required speed and course shall be followed.

The Master and the officer in charge of the navigational watch shall co-operate closely with the pilot and maintain an accurate check on the Vessel's position and movements. The presence of a pilot on board does not relieve the Master or the officer in charge of the navigational watch from their duties and obligations. (STCW A-VIII/2.49)

**Navigation into Port**

When approaching the terminal/berth, special care shall be exercised to prevent the vessel from causing damage to the installation. Stand by fore and aft shall be called and the anchors prepared for dropping, where applicable. Ropes and wire lines shall be ready to be sent ashore when ordered and throw lines and fenders shall be ready for use.

**03.04.04 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. The times for first line ashore and completely tied up alongside shall be noted.