Date: Departure time: Port: Voyage:

**Caution:** Report to the relevant Authorities and Company any hazardous occurrence affecting the safety of the ship and situations that may lead to pollution

2 Hours Prior

|  |  |
| --- | --- |
| ✔ | Time |
| 1. 2 hours notice to Engine Control Room given⬜ |  |
| 1. Clocks synchronized⬜ |  |
| 1. Deadlights closed⬜ |  |
| 1. Port and sea passage plans\* in order &updated⬜ |  |
| 1. Under keel and Over head clearances\* calculated &meet requirements⬜ |  |
| 1. Log reset⬜ |  |
| 1. If required, AMVER sent⬜ |  |
| 1. Weather report/ map received⬜ |  |
| 1. NAVTEX and EGC on and latest warnings reviewed⬜ |  |
| 1. ALDIS, Morse & Emergency lamps, incl. batteries tested⬜ |  |
| 1. Wipers & Clearview screens tested⬜ |  |
| 1. Binoculars, Azimuth mirrors checked⬜ |  |
| 1. Navigation and Not Under Command lights\* tested⬜ |  |
| 1. Voyage Data Recorder checked &working⬜ |  |
| 1. ECDIS: |  |
| * 1. Display and overlays set up⬜ |  |
| * 1. Passage plan loaded⬜ |  |
| * 1. Safety settings, Layers and Alarms on⬜ |  |
| 1. Bridge wings remote controls tested⬜ |  |
| 1. BNWAS on⬜ |  |

1 Hour Prior

|  |  |
| --- | --- |
| ✔ | Time |
| 1. 1 hour notice to Engine Control Room given⬜ |  |
| 1. VHFs on ch.16 and Pilot/Port operations done⬜ |  |
| 1. ETD confirmed to Pilot/Port control done⬜ |  |
| 1. Propellers & Bow thrusters checked &clear⬜ |  |
| 1. Combinators/ Pitch indicators\* tested⬜   **Note:** Leave at zero when finished |  |
|  |
| 1. Telegraphs &Engine recorders tested &operational⬜ |  |
| 1. Steering gear\* tested⬜   **Note:** As required by SOLAS Ch. V Reg 26 |  |
|  |
| 1. Stabilizers secured in\* checked⬜ |  |
| 1. Talk-back, Emergency telephones &all bridge communications tested⬜ |  |
| 1. Standard Compass checked⬜ |  |
| * 1. Gyro repeaters, incl. in steering gear compartment aligned⬜ |  |
| 1. Radars, ARPA on and performance\* checked⬜ |  |
| * 1. Headings aligned⬜ |  |
| 1. Accuracy between GPS units checked⬜ |  |
| 1. Boat report (departure broadcast, last passenger launch, shore party struck)\* done⬜ |  |

½ Hour Prior

|  |  |
| --- | --- |
| ✔ | Time |
| 1. Water hoses checked &clear⬜ |  |
| * 1. Meter readings and tonnage confirmed with agent done⬜ |  |
| 1. Bunkers complete and hoses checked &clear ⬜ |  |
| 1. Turning clearance for propellers and thrusters granted⬜ |  |
| 1. Draughts\* obtained⬜ |  |
| * 1. Freeboard\* confirmed⬜ |  |
| * 1. Departure stability condition\* calculated &acceptable⬜ |  |
| * 1. Logbook entry of stability condition (draughts/ GM/ BM) made⬜ |  |
| 1. Echo sounder on &operational⬜ |  |
| 1. Whistle\* tested⬜ |  |
| 1. Pilot card prepared⬜ |  |
| 1. Tours returned onboard confirmed⬜ |  |
| 1. Manifests landed⬜ |  |
| 1. Two steering motors per rudder\* on &running⬜ |  |
| 1. AIS set up confirmed⬜ |  |

Prior to Departure

|  |  |
| --- | --- |
| ✔ | Time |
| 1. Pilot onboard⬜ |  |
| 1. Flags up⬜ |  |
| 1. Pilot info and card exchanged⬜ |  |
| 1. Navigation lights on⬜ |  |
| 1. Pre-manoeuvre brief with bridge team and persons in charge of mooring stations done ⬜ |  |
| 1. Stations called⬜ |  |
| 1. Positive report from Hotel Director (souls onboard, clearance granted) received⬜ |  |
| 1. Positive report from Staff Captain received⬜ |  |
| 1. Positive report from Chief Engineer received⬜ |  |
| 1. Standby Engines requested⬜ |  |
| 1. WTDs to potentially hazardous conditions\* set⬜ |  |
| * 1. Entry into logbook made⬜ |  |
| 1. Gangway stowed⬜ |  |
| * 1. Pontoons secured⬜ |  |
| 1. Shell doors for sea\* secured⬜ |  |
| 1. ECR and Reception informed “Condition Red” is in force and sign posted⬜ |  |
| 1. Confirmation from mooring stations that propellers/ thrusters clear received⬜ |  |
| 1. Main Engines clutched in and on Bridge Control done⬜ |  |
| 1. Thrusters running and on Bridge Control done⬜ |  |
| 1. Propulsion tested Ahead and Astern\* done⬜ |  |
| 1. Anchors ready to let go prepared⬜ |  |
| 1. Active alarms status checked⬜ |  |
| 1. Stowaway search completed⬜ |  |
| 1. Master assessed risks and considered vessel is in a “GO SITUATION”\* done⬜ |  |
| **Note:** All items marked with \* must be positively checked. If not, vessel is in a **NO GO** situation and shall not proceed until Master and Chief Engineer assess the risk. This may require consultation with the management office. |  |
| 1. Master’s departure broadcast made⬜ |  |
| 1. Pilot disembarkation arrangements in place⬜ |  |
| 1. Completion of this checklist recorded in logbook done⬜ |  |

Post Departure

|  |  |
| --- | --- |
| ✔ | Time |
| 1. Tugs cast away⬜ |  |
| 1. Pilot away and flags lowered⬜ |  |
| 1. Anchors secured ⬜ |  |
| 1. Fore and Aft stations released⬜ |  |
| 1. Post-manoeuvre de-brief with bridge team and persons in charge of mooring stations done ⬜ |  |
| 1. Sea Passage started⬜ |  |
| 1. OOW in the con⬜ |  |
| 1. Autopilot engaged⬜ |  |
| 1. Green Condition announced and sign posted⬜ |  |

Comments:

|  |
| --- |
|  |

OOW: ........................................... Master: ......................................