Date: Arrival 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. Radars, ARPA on and running\* checked⬜ |  |
| 1. Binoculars, Azimuth mirrors checked⬜ |  |
| 1. Window wipers & Clearview screens tested⬜ |  |
| 1. Latest Navigational and Weather reports received⬜ |  |
| 1. VHFs on ch.16 and Pilot/Port operations done⬜ |  |
| 1. Echo sounder (and sonar) on and suitable ranges\* set⬜ |  |
| 1. Date & Time set on Course & and Echo sounder recorders done⬜ |  |
| 1. Master gyro and repeaters aligned⬜ |  |
| 1. Voyage Data Recorder\* checked &working⬜ |  |
| 1. Port passage plan\* checked &in order ⬜ |  |
| 1. Under keel and Over head clearances\* calculated &meet requirements⬜ |  |
| 1. SOPEP/ECP emergency port contacts sheet completed⬜ |  |
| 1. Navigation and Not Under Command lights, and Whistle\* tested⬜ |  |
| 1. Security measures in place⬜ |  |

1 Hour Prior

|  |  |
| --- | --- |
| ✔ | Time |
| 1. 1 hour notice to Engine Control Room given⬜ |  |
| 1. All steering pumps started⬜ |  |
| 1. ETA advised to Pilot/Port control and pilot arrangements confirmed⬜ |  |
| 1. Pilot card prepared⬜ |  |
| 1. Talk-back, Emergency telephones &all bridge communications tested⬜ |  |

½ Hour Prior

|  |  |
| --- | --- |
| ✔ | Time |
| 1. ½ hour notice to Engine Control Room given⬜ |  |
| 1. Flags hoisted⬜ |  |
| 1. Watertight doors closed⬜ |  |
| 1. Bridge wings controls prepared⬜ |  |
| 1. Change over to manual steering with 2 steering motors\* done⬜ |  |
| 1. Stabilizers in &housed⬜ |  |

Pre-Entry

|  |  |
| --- | --- |
| ✔ | Time |
| 1. Changeover from “CONDITION GREEN” to “CONDITION RED” effected⬜ |  |
| * 1. ECR and reception advised⬜ |  |
| * 1. “CONDITION RED” sign posted⬜ |  |
| 1. Fins in &locked confirmed⬜ |  |
| **Note:** If remaining out for entry, inform ECR |  |
| 1. SBE announced⬜ |  |
| 1. Stations called⬜ |  |
| * 1. Communications checked⬜ |  |
| 1. Anchors cleared away⬜ |  |
| 1. Thrusters\* on &tested⬜ |  |
| 1. Propulsion machinery tested astern⬜ |  |
| 1. Pilot ladder rigged⬜ |  |
| 1. Permission to approach port received⬜ |  |
| 1. Pilot onboard⬜ |  |
| * 1. Pilot flag hoisted⬜ |  |
| 1. Master-Pilot information exchange completed⬜ |  |
| 1. Pilot card handed to Pilot done⬜ |  |
| 1. Pre-manoeuvre brief with bridge team and persons in charge of mooring stations done⬜ |  |
| 1. Master informed “Arrival checks complete” done⬜ |  |
| **Note:** Pre-arrival check should be completed and Master informed prior to the Abort Point identified in the Voyage planning phase |  |
| 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. |  |

Post-Arrival

|  |  |
| --- | --- |
| ✔ | Time |
| 1. First line ashore passed⬜ |  |
| 1. Tugs cast away⬜ |  |
| 1. Gangway landed⬜ |  |
| 1. All Fast: |  |
| * 1. Forward completed⬜ |  |
| * 1. Aft completed⬜ |  |
| 1. FWE announced⬜ |  |
| 1. Steering motors off⬜ |  |
| 1. Watertight doors opened⬜ |  |
| 1. “Green Condition” invoked⬜ |  |
| * 1. E-mail sent⬜ |  |
| * 1. Sign posted⬜ |  |
| 1. AIS status updated⬜ |  |
| 1. Post-manoeuvre de-brief with bridge team and persons in charge of mooring stations done⬜ |  |
| 1. Ship cleared⬜ |  |
| 1. Flags lowered⬜ |  |
| 1. Completion of this checklist recorded in the logbook done⬜ |  |

Anchoring

|  |  |
| --- | --- |
| ✔ | Time |
| 1. Intended position agreed with Port Authorities/ Coastal State done⬜ |  |
| 1. Tidal directions and weather conditions checked⬜ |  |
| * 1. Depth and seabed nature checked⬜ |  |
| 1. Sea room/swing circle adequate and clear of channel/fairway/underwater pipelines /cables & other ships checked⬜ |  |
| 1. Anchor and scope of cable to be used selected⬜ |  |
| 1. Method of dropping (windlass/brake) selected⬜ |  |
| 1. Anchor party briefed⬜ |  |
| 1. Anchor let go⬜ |  |
| * 1. Exact position fixed⬜ |  |
| * 1. Swing circle marked⬜ |  |
| 1. Signals/shapes/anchor marking buoy deployed⬜ |  |
| 1. Anchor holding confirmed⬜ |  |
| 1. Anchor stoppers secured⬜ |  |
| 1. Port and other authorities notified⬜ |  |

Comments:

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|  |

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

**Note:** In addition, for US waters complete the section on the next page

For USA going vessels (as required by 33 CFR 164.25)

Test the following **equipment** no more than 12 hrs prior to entering or getting underway on the navigable waters of the United States:

1. Primary and secondary steering gear, including a visual inspection of the steering gear and its connecting linkage, and, where applicable, the operation of the following:
   1. each remote steering gear control system
   2. each steering position located on the navigating bridge
   3. the main steering gear from the alternative power supply, if installed
   4. each rudder angle indicator in relation to the actual position of the rudder
   5. each remote steering gear control system power failure alarm
   6. each remote steering gear power unit failure alarm
   7. the full movement of the rudder to the required capabilities of the steering gear
2. All internal vessel control communications and vessel control alarms
3. Standby or emergency generator, for as long as necessary to show proper functioning, including steady state temperature and pressure readings
4. Storage batteries for emergency lighting and power systems in vessel control and propulsion machinery spaces
5. Main propulsion machinery, ahead and astern

**Note:** If entering the Great Lakes from the St. Lawrence Seaway perform these tests preparatory to or during the passage of the St. Lawrence Seaway or within one hour of passing Wolfe Island.  
Vessels navigating on the Great Lakes and their connecting and tributary waters, having once completed the tests, are considered to remain in compliance until arriving at the next port of call on the Great Lakes.

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| --- |
| ✔ |
| Log entry to confirm that equipment was tested as per 33CFR164.25 made ⬜ |