BRIDGE ARRIVAL CHECKLIST FORM

**(CONTROL TESTS)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Vessel: |  |  | Date: |  |
| Port: |  |  | Time: |  |
| Voyage No: |  |  |  |  |

| Procedure | | Tick (√ ) or N/A | |
| --- | --- | --- | --- |
|  | Conduct a pre arrival passage plan meeting with all watch keeping officers. |  |
|  | Advise the engine room and crew of standby time for entering the port or entering Critical Navigation Area |  |
|  | Prepare the ship’s Pilot Information Card. |  |
|  | Confirm that the latest navigation warnings and weather report for the area have been received and corrections are plotted on the charts and the ECDIS. Confirm navigation warnings received on navtex are correctly plotted on ENCs. |  |
|  | Ensure that the correct ENC, appropriate for the navigational purpose and range scale is being used. Largest scale paper chart (when used) is available. ECDIS has been suitably set up. |  |
|  | Clear both anchors for use as necessary. Make appropriate logbook entries. |  |
|  | Test steering gear as per requirements of testing at sea in SMS Vol IV, Chapter 1.7.3.and as required by CFR 33 164.25 (When applicable).  Note: The actual test of full rudder movement will be carried out under instructions from the master. Log book entries will be made. |  |
|  | Test the M/E manoeuvring system and the revolution indicators. |  |
|  | Check the Under Keel Clearance and Overhead Clearance is complying with company requirements, charterers or local port requirements. Most stringent requirement will always have precedence. |  |
|  | Test all applicable audio and visual failure alarms of the bridge equipment. |  |
|  | Have calculations of local tides, tidal streams and times of sunrise/sunset ready for reference. |  |
|  | Prepare calculations of squat and UKC in Underkeel Clearance Calculation Form. Vessel's squat effect is to be discussed with the pilot. Set depth alarm on echo sounder and mark on the paper the Date/Time when the echo sounder is switched on. Consider the expected wave period for wave response allowance calculation as per company SMS. |  |
|  | Synchronize clocks, and telegraph. Synchronize time on the course and engine movement recorder and echo sounder (if time device fitted). Sign and note the date, time, and port of arrival on both. Ensure adequate paper rolls (where applicable). |  |
|  | Prepare/test navigation lights and shapes. Test deck floodlights, emergency lights. |  |
|  | Confirm that signal flags, national flags, Aldis lamp, and flashlights are ready. |  |
|  | Test both ship whistles. |  |
|  | Test window wipers and clear-view screens. |  |
|  | Check radars, ARPA, speed log and depth recorder. |  |
|  | Test VHF, walkie-talkie, talkback, PA system, and loudspeaker. |  |
|  | Ready the pilot transfer gear following the instructions in Pilot Transfer/Operation Procedure |  |
|  | Check and prepare mooring equipment. Keep additional mooring ropes ready forward and aft for use in an emergency. |  |
|  | Ensure emergency towing equipment is ready for use. The three ETA manuals are available at their designated location. |  |
|  | Change over to manual steering well in advance and make record into the Deck log book. |  |
|  | Conduct a radio check and note VHF channels for required services (e.g. VTS, pilot, tugs, and berthing instructions). |  |
|  | Ensure that the dangerous cargo signal is displayed, and if in Japanese waters, the huge vessel signal. In Singapore to display the Three Green all round light when crossing the TSS lane. |  |
|  | Final Reporting to appropriate organizations has been completed (i.e. Ausrep, AMVER, Jasrep, etc). |  |
|  | Compare gyro and magnetic compass, align repeaters, radar heading markers, and course recorders. Verify compass error if circumstances permit. |  |
|  | Ensure that obsolete documents specific to previous voyages are removed from display. Only those documents relevant to the specific port should be referred to. |  |
|  | Ensure AIS unit is operational and data is updated for current voyage. |  |
|  | Switch on the BNWAS from berth to berth (Whenever vessel is underway) and/or while at anchor. |  |
|  | Ensure that the VDR is working and spare memory card and/or dedicated USB is readily available. |  |
|  | Check & Verify ROT indicator. |  |
|  | Other checks: (Specify) |  |

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| --- | --- | --- | --- | --- |
| Officer: |  |  | Master: |  |
| Signature: |  |  | Signature: |  |