**ANCHORING CHECKLIST**

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Anchoring Checklist** | | | | |
| **Before anchoring** | | **Yes** | **No** | **N/A** |
|  | Pre-planning anchoring operations meeting, risk assessment carried out. Has the contingencies planned and discussed | □ | □ | □ |
|  | Have the engines and steering systems been tested / checked as per procedures. | □ | □ | □ |
|  | Have the speed of approach monitored and controlled. Density of other vessels in the vicinity considered | □ | □ | □ |
|  | Need for adequate sea room particularly to seaward | □ | □ | □ |
|  | Depth of water, nature of seabed, direction and intensity of wind and current are acceptable as per company procedures and the scope of anchor cable required. Weather predictions, exposure to adverse weather and duration of stay considered. | □ | □ | □ |
|  | Have the engine room and anchor party been informed of the time of ‘stand-by’ for anchoring? | □ | □ | □ |
|  | Are the anchors, lights/shapes and sound signalling apparatus ready for use? | □ | □ | □ |
|  | Has Port Authority Permission (if required) to anchor been given. | □ | □ | □ |
|  | Has an anchor position been designated by port authority or as assessed by the master and bridge team. | □ | □ | □ |
|  | Has the Radar, ECDIS and AIS been used to plot positions of other vessels in the anchorage. | □ | □ | □ |
|  | Has the anchor position of the ship been reported to the port authority? | □ | □ | □ |

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| **Officer:** |  |  | **Master:** |  |
| **Signature:** |  |  | **Signature:** |  |