**ANCHOR WATCH CHECKLIST**

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **While at anchor, the OOW should conduct following Checks** | **Watch Code** | | | | | |
| **1** | **2** | **3** | **4** | **5** | **6** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Immediately upon anchoring, a fix on the anchor drop position should be made and the ship’s swinging circle ascertained. |  |  |  |  |  |  |
|  | Monitor at frequent intervals to confirm the ship remains secured at anchor by taking bearings of fixed navigation marks or readily identifiable shore objects |  |  |  |  |  |  |
|  | Use Anchor Watch Setting on ECDIS and fixed EBL/VRM marker to monitor if vessels starts dragging. |  |  |  |  |  |  |
|  | To record the anchor position hourly or more frequently as directed by Master |  |  |  |  |  |  |
|  | Ensure that proper look-out is maintained |  |  |  |  |  |  |
|  | Hourly the Duty AB is to report the direction and status of the anchor cable. |  |  |  |  |  |  |
|  | Monitoring position of other vessels in anchorage and approaching vessels to ensure they are not likely to be a hazard. |  |  |  |  |  |  |
|  | Ensure that inspection rounds of the ship are made periodically, including of the forecastle deck to check lead and weight on the anchor cable. |  |  |  |  |  |  |
|  | Observe meteorological and tidal conditions and the state of the sea and record the same. |  |  |  |  |  |  |
|  | Weather conditions may deteriorate rapidly. Master may consider using Environmental Load Calculator to determine loads on anchoring system due to deteriorating weather conditions. Decision to remain at anchor or leave is however as per master’s discretion. Ensure that main engines and other machinery must be available for use at short notice. |  |  |  |  |  |  |
|  | Immediately Notify the Master: If weather and visibility deteriorates.  If anchor is dragging, if Anchor loss is apparent or suspected. Or If distance between the ship and another vessel either passing close to the vessel or at anchor is inadequate, inform Master and contact VTIS or the pilot/Master of the incoming vessel to request a safe distance. |  |  |  |  |  |  |
|  | Ensure that the ship exhibits the appropriate lights and shapes and that appropriate sound signals are made in accordance with all applicable regulations |  |  |  |  |  |  |
|  | Take measures to protect the environment from pollution and comply with applicable pollution regulations |  |  |  |  |  |  |
|  | Maintain VHF watch and Log any safety/security broadcasts. |  |  |  |  |  |  |
|  | Ensure Anchor hawse pipe covers are in place. |  |  |  |  |  |  |
|  | Ensure adequate deck lighting at night |  |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Watch Period** | **Code** | **OOW Name** | **OOW Signature** |
| 0000 – 0400 hrs | 1 |  |  |
| 0400 – 0800 hrs | 2 |  |  |
| 0800 – 1200 hrs | 3 |  |  |
| 1200 – 1600 hrs | 4 |  |  |
| 1600 – 2000 hrs | 5 |  |  |
| 2000 – 2400 hrs | 6 |  |  |