

		<h1>Port Pre-Arrival Checklist</h1>		Form: NAV-03 Revision 01 / 01.04.2012 Approved: Marine / VG	
<b>Port:</b>		<b>Date:</b>		<b>Yes / No / NA</b>	<b>Remarks</b>
<b>Information</b>					
Has the passage plan been updated with any new pre-arrival information?				<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Does passage plan cover berth to berth operation?				<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Has an updated ETA been sent, complete with all relevant information that may be required by local authorities (liaise with Master)? Pilot Station advised?				<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Are draft and trim in compliance with port restrictions?				<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Have times and heights of port tides been updated?				<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Has NAVTEX been checked for any relevant information?				<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<b>Equipment Checks And Preparation</b>					
Clocks synchronised – bridge , engine room, accommodation				<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Course recorder. Time synchronised with bridge clock				<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Engine Movement recorder. Time synchronised with bridge clock				<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Echo sounder. Time synchronised with bridge clock				<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Communications Equipment – walkie talkies, telephones				<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Lighting on deck and work places				<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Flags and shapes				<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Mooring equipment – winches , ropes , heaving lines , etc.				<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<b>Machinery Tests</b>					
Steering Gear tested				<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Time:
Main Engine tested (astern and ahead)				<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Time:
Manual steering engaged in sufficient time				<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Engine room advised of stand-by time				<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Anchors cleared & prepared for use.				<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<b>Port and Pilotage Information / Requirements</b>					
VHF channels for various port services noted and checked				<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Has port / agents been advised of any special vessel requirements				<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Pilot card prepared				<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Pilot boarding arrangements prepared, side agreed, time confirmed				<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Do UKC and overhead clearance comply with company req's				<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Is berth known – what side alongside, moorings prepared acc'ly				<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<b>After Berthing</b>					
GMDSS station shut down /aerials earthed (if required)				<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
AIS vessel status changed to "moored" and power to 1 W				<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
VHF, switch to low power				<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Bridge secured				<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Bridge stand-alone aircon unit off (if applicable)				<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<b>Other checks:</b>				<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<b>Time:</b>		<b>Date:</b>		<b>OOW</b>	
<b>Time:</b>		<b>Date:</b>		<b>Master</b>	

1) To be filled in by hand and retained in ship's file for 2 years; 2) Completion of this checklist to be logged in Deck Log Book