



# Ship Arrival Checklist

19 May 2023 / First Officer Erick Brent

**Complete**

<b>Score</b>	<b>94.44%</b>	<b>Flagged items</b>	<b>0</b>	<b>Actions</b>	<b>0</b>
<b>Vessel Name</b>	MV Pacific Navigation				
<b>Conducted on</b>	19.05.2023 11:30 PST				
<b>Prepared by</b>	First Officer Erick Brent				
<b>Location</b>	23 Shipyard Cres, Singapore				

<b>Ship Arrival</b>	94.44%
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## Navigation and communication

100%

<b>Communicate with port authorities for any local information</b>	Done
<b>Plan checkpoints so position can be checked with radar, echo sounder or sight / bearing.</b>	Done
<b>Note congested areas, restricted areas and underlying obstructions</b>	Done
<b>Document local traffic reporting regulations, checkpoints and radio frequencies for traffic coordination</b>	Done
<b>If necessary, report security status, number of persons aboard, fuel, water, oil, cargo, passengers, tonnage, destination, owners info, agent info, date of departure of last port call, official numbers and call sign.</b>	Done
<b>Discuss potential security issues with crew in pre-arrival meeting</b>	Done
<b>Review all publications and charts for the port</b>	Done
<b>ISPS compliant ports, vessel security status and previous ten port calls will be required.</b>	Done
<b>Check bridge electronics, including echo sounder</b>	Done
<b>Test inter-ship communications, make contact with engine room</b>	Done
<b>Check running lights and day shapes</b>	Done
<b>Hoist appropriate flags</b>	Done
<b>Use radar/ AIS system to calculate safe distances from other vessels using anchorages</b>	Done
<b>Have a plan for potential wind, current changes</b>	Done
<b>Verify communications with deck</b>	Done
<b>Maintain radio watch on port/ safety frequencies</b>	Done

## Documentation

92.31%

**All documents for port call to be stamped with ship's official stamp and signed by the Master**

Not Yet Done

Not yet signed but I will make sure they are signed within the hour.

<b>List of personal items to be signed by the individuals</b>	Done
Additional documents typically required by the port:	
<b>Crew list</b>	Done
<b>Ship's particulars</b>	Done
<b>Ship stores</b>	Done
<b>Previous Port Clearance Papers</b>	Done
<b>Medical Inventory</b>	Done
<b>Declaration of Security</b>	Done
<b>Previous 10 port calls list</b>	Done
<b>Unmanifested cargo</b>	Done
<b>Cargo Nil list</b>	Done
<b>Vaccination list</b>	Done
<b>Personal items list for each person aboard</b>	Done
<b>Steering and propulsion</b>	100%
<b>Test steering gear (SOLAS ChV Reg 26 Pt 1-2)</b>	Done
<b>Anchor gear in good working order</b>	Done
<b>Turn on steering system and test rudders and rudder angle indicator</b>	Done
<b>Once bow thruster is started, rotate the head and test the clutch/ throttle</b>	Done
<b>Safety</b>	100%
<b>Check vessel perimeter to ensure mooring lines, cables, straps in position and secured</b>	Done
<b>Survey gear properly stowed</b>	Done
<b>Main engine gear boxes working properly</b>	Done

Secure loose objects on bridge	Done
<b>Crew</b>	100%
Brief crew so all understand their duties during mooring operations	Done
Personnel station at positions and in proper PPE	Done
Advise personnel what to look for and who to notify in case of suspicious activity	Done
<b>Pilot</b>	66.67%
Complete JSA for vessel to vessel transfer	Done
Contact approaching pilot and negotiate boarding procedures	Done
Have vessel crew stand by to assist	Done
Crewman to escort pilot to bridge	Done
Ask pilot about any recommended precautions to be taken ashore, security issued in port, local ordinances or curfews	Not Yet Done
Pilot has not boarded yet	
Crewman to escort pilot off bridge to disembark	Not Yet Done
Assigned a crewman who is on standby and ready to escort the Pilot once the Pilot is onboard.	
<b>Secured along side</b>	100%
Secure bow thruster and steering	Done
Notify engineering when ready to secure engines	Done
Switch radar to stand by	Done
Secure running lights	Done
Turn radios to proper channel to monitor communications with port authorities	Done
Deploy gangway securely with safety net in place	Done
Post gangway watch with sign in log	Done
Post additional security as needed	Done

## Completion

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### Comments

Apart from the stamp and signature on the documents and the Pilot who is yet to get on board, we are all set for arrival at port.

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### Name and Signature



First Officer Erick Brent  
19.05.2023 11:44 PST

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