



18 Dec 2019 / First Officer Erick Brent

Ship Arrival Checklist

Complete

Inspection score	Failed items	Created actions
94.44%	0	0
Vessel Name MV Pacific Navigation		
Conducted on 📅 18th Dec, 2019 ⌚ 12:00 PM +08		
Prepared by First Officer Erick Brent		
Location 23 Shipyard Cres, Singapore		

Navigation and communication

Communicate with port authorities for any local information	Done
Plan checkpoints so position can be checked with radar, echo sounder or sight / bearing.	Done
Note congested areas, restricted areas and underlying obstructions	Done
Document local traffic reporting regulations, checkpoints and radio frequencies for traffic coordination	Done
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.	Done
Discuss potential security issues with crew in pre-arrival meeting	Done
Review all publications and charts for the port	Done
ISPS compliant ports, vessel security status and previous ten port calls will be required.	Done
Check bridge electronics, including echo sounder	Done
Test inter-ship communications, make contact with engine room	Done
Check running lights and day shapes	Done
Hoist appropriate flags	Done
Use radar/ AIS system to calculate safe distances from other vessels using anchorages	Done
Have a plan for potential wind, current changes	Done
Verify communications with deck	Done
Maintain radio watch on port/ safety frequencies	Done

Documentation

All documents for port call to be stamped with ship's official stamp and signed by the Master	Not Yet Done
<p>– Notes</p> <p>Not yet signed but I will make sure they are signed within the hour.</p>	
List of personal items to be signed by the individuals	Done
Additional documents typically required by the port:	

Crew list	Done
Ship's particulars	Done
Ship stores	Done
Previous Port Clearance Papers	Done
Medical Inventory	Done
Declaration of Security	Done
Previous 10 port calls list	Done
Unmanifested cargo	Done
Cargo Nil list	Done
Vaccination list	Done
Personal items list for each person aboard	Done

Steering and propulsion

Test steering gear (SOLAS ChV Reg 26 Pt 1-2)	Done
Anchor gear in good working order	Done
Turn on steering system and test rudders and rudder angle indicator	Done
Once bow thruster is started, rotate the head and test the clutch/throttle	Done

Safety

Check vessel perimeter to ensure mooring lines, cables, straps in position and secured	Done
Survey gear properly stowed	Done
Main engine gear boxes working properly	Done
Secure loose objects on bridge	Done

Crew

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

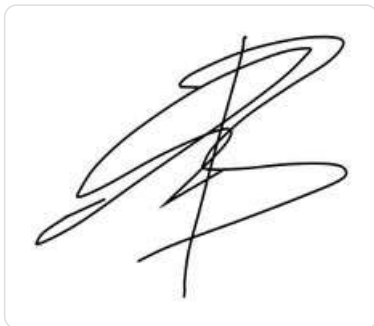
Pilot

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
<p>– Notes</p> <p>Pilot has not boarded yet</p>	
Crewman to escort pilot off bridge to disembark	Not Yet Done
<p>– Notes</p> <p>Assigned a crewman who is on standby and ready to escort the Pilot once the Pilot is onboard.</p>	

Secured along side

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

<p>Comments</p> <p>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.</p>	
<p>Name and Signature</p> <div style="display: flex; align-items: center;"> <div style="border: 1px solid black; border-radius: 10px; width: 200px; height: 100px; margin-right: 20px;">  </div> <div> <p>First Officer Erick Brent</p> <p>18th Dec, 2019 1:14 PM +08</p> </div> </div>	