

PREPARATIONS FOR ARRIVAL AT PORT

To be used for preparing vessel and systems for port arrival. To be reviewed and signed by Master prior arrival.

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BRIDGE CHECK LIST Preparations for Arrival				
A.	Passage Plan	Y	N	N/A
1.	Pre-arrival documentation complete and sent.			
2.	Passage plan updated with additional information received since departure (e.g. after receipt of the Shore to Ship Pilot / Master Exchange form and all latest navigational warnings).			
3.	Updated passage plan checked and approved by the Master.			
4.	Updated passage plan briefed to the Bridge Team.			
5.	Updated passage plan available on the bridge with the route plotted on up to date and appropriate scale charts (official paper or electronic).			
6.	Updated route displayed on ECDIS and/or other electronic navigations aids, as appropriate.			
7.	Is cargo/ballast rearrangement required.			
B. Equipment Checks (Prepared, Tested and Ready for Use)				
8.	Clocks synchronized with engine room.			
9.	Controllable pitch propeller controls and indicators.			
10.	Deck power.			
11.	ECDIS and/or other electronic navigation aids.			
	<ul style="list-style-type: none"> • Settings on both ECDIS systems inspected by navigator. • The Safety Contour, Safety Depth, Shallow Contour, Deep Contour. 			
12.	Echo sounder.			
13.	Electronic position fixing systems.			
14.	Emergency engine stops.			
15.	Engine(s)/propulsion (ahead and astern) and prepared for maneuvering.			
16.	Gyro/magnetic compass and repeaters, including repeater in steering gear area.			
17.	Internal communications (particularly bridge to engine room/bridge to mooring stations).			
18.	Navigation / Deck lights, shapes and sound signals.			
19.	RPM and ROT indicators.			
20.	Signaling equipment including flags, search lights and signal lamps.			
21.	Has the Steering gear being tested, and has manual steering been engaged in sufficient time for the helmsman to become accustomed before maneuvering commences?			
22.	Thrusters.			
23.	Course and engine movements' recorder.			
24.	Mooring winches and lines including heaving lines.			
C. Before arrival				
25.	Anchors cleared and ready for use.			
26.	Any stabilizers and log tubes housed, if fitted.			
27.	Bridge Team ready.			
28.	Cargo/passenger details available.			
29.	Engine room ready.			
30.	If available, use more than one steering gear power unit.			
31.	Manual steering engaged.			
32.	Mooring stations manned and ready.			
33.	Pressure of fire main.			
34.	Stability and draught information verified and available.			
35.	Watertight doors closed.			
D. Port and Pilotage Requirements				
36.	Master/Pilot information exchange checklist completed.			
37.	Pilot Card prepared.			
38.	Pilot boarding time confirmed.			
39.	Pilot boarding arrangements ready for disembarkation of the Pilot.			
40.	Have VHF channels for the various services (e.g. VTS, pilot, tugs, berthing instructions) been noted and a radio check carried out?			
41.	Port and VTS channels monitored.			
42.	Has the port been made fully aware of any special berthing requirements of ship?			
43.	Port, VTS and Pilot advised of any special requirements.			
44.	Preparations for pilotage complete.			
45.	Has the ETA been sent with all relevant information required by local regulations (e.g. details of dangerous / hazardous goods carried)?			

This checklist should be placed in the bridge and completed & signed prior arrival.
Relevant Entries should be made in the Deck Log Book as applicable.

BRIDGE CHECK LIST Preparations for Arrival				
E.	Other			

Date:	Nav. Officer:	Master:
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