

Appendix B

MASTER / PILOT EXCHANGE OF ESSENTIAL INFORMATION ON BOARDING

THIS CHECKLIST IS TO BE COMPLETED BY THE MASTER AND AN ENTRY MADE IN THE BRIDGE LOG PRIOR TO COMMENCING ANY PILOTAGE OPERATIONS.

YES

- 1 Has the MPA vessel Checklist been completed? _____
- 2 Has the master briefed the pilot verbally on the vessel's peculiarities, Manoeuvring characteristics and current status? _____
- 3 Has the Pilot been advised on status of Bridge Equipment, shown location of critical equipment and been advised of any deficiency or errors if applicable ? _____
- 4 Has the engines been tested astern prior arrival or departure? _____
- 5 Master to ensure that progress of the vessel to be closely monitored at all times and that positions are to be fixed regularly. _____
- 6 Master to ensure that the Pilot's instructions are understood and carried out promptly. _____
- 7 Verbal engines and helm orders are to be confirmed and correctly carried out. _____
- 8 Forecastle to be manned and anchors to be in state of readiness for letting go in an emergency. _____
- 9 Has the shipside been cleared of any protrusions which might cause damage to the ship or the terminal while berthing ? _____
- 10 Inward bound vessel to prepare pilot ladder or gangway on **seaward side** for disembarkation of pilot after berthing if necessary. _____
Outward bound vessel to prepare pilot ladder on the **leeward side**.

VESSEL'S NAME

DATE: _____

MASTER'S NAME **SIGNATURE**