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|  | <p>HEALTH, SAFETY, ENVIRONMENT AND QUALITY MANAGEMENT SYSTEM</p> <p><b>14.0. NAVIGATION ARRIVAL/DEPARTURE</b></p> <p>NAUTICAL MANUAL</p> | <p>Sect : 14.0<br/> Page : 1 of 6<br/> Date : 7-Aug-25<br/> Rev : 10.1<br/> Appr : DPA</p> |
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## ARRIVAL/DEPARTURE

### 1. GENERAL

- 1.1. All preparations for entering and leaving port shall be made sufficiently in advance so that there is no delay in vessel docking, cargo handling or transaction of ship's business.
- 1.2. The Master must develop a complete plan for each arrival and departure, details of which shall be included in the passage plan. The Master shall ensure that the bridge team members involved are thoroughly familiar with the passage plan and with their responsibilities.
- 1.3. An allowance should be made for contingencies so that the vessel can be safely handled in an emergency. For example, action in the event of engine failure, vessel immobilised or illness of Pilot should be planned ahead of time.
- 1.4. Any requirements for traffic separation/routing schemes and Vessel Tracking System (VTS) reporting shall be complied with.
- 1.5. The Master must see that the OOW, or a Deck Cadet designated by him, is making the proper entries in the Bridge Bellbook.

See section 10 - Navigation General.

- 1.6. All orders/instructions given by the Master, Pilot and/or OOW are to be repeated in full by the 'addressed' person.

**SEE SECTION 15 - Navigation with a Pilot onboard**

### 2. CHECKLISTS

#### 2.1. Arrival

Company Checklists Nav B1 + Nav B7 + Nav B8 and Nav B10 + Nav B12 (if anchoring). All tests to be logged and signed for.

#### 2.2. Departures

Company Checklists Nav B1 + Nav B6 + Nav B8 and Nav B10

[Compliance of the relevant checklists is to be recorded in the Deck Logbook.<sup>1</sup>](#)

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### 3. TUGS/PILOTS AVAILABILITY

Plans should allow for the possibility that no Tugs or Pilots may be available at the time of arrival/departure.

### 4. SPEED

Minimum (safe) speed to be consistent with the requirements when manoeuvring the vessel, with due allowance for the vessels draught and squat, shallow or restricted water, wind and current conditions, and traffic density.

### 5. MAIN ENGINE LOAD

- 5.1. On departure and ringing Full Away On Passage (F.A.O.P.) the main engine load shall be gradually increased from manoeuvring speed, to full sea speed / EPL power limit where fitted<sup>2</sup> in accordance with the engine manufacturers instructions.
- 5.2. At least one hour prior to arrival the main engine load shall gradually be decreased from full sea speed to manoeuvring speed in accordance with the engine manufacturers instructions.

Failure to do this may result in damage to the main engine pistons and liners.

### 6. TESTING MAIN ENGINES

#### 6.1. Before Departure from Port

- 6.1.1. Before testing the engines when the vessel is at a berth or at anchor, the Engineer Officer on Watch must obtain the clearance from the OOW (Deck)
- 6.1.2. Before granting such permission the OOW (Deck) shall check that all the mooring lines are tight, the gangway is secure and the propeller is clear.

**NOTE:** Mooring lines and accommodation ladder are to be monitored throughout this testing procedure.

- 6.1.3. The engine or propeller pitch control must be tested both ahead and astern.
- 6.1.4. Engines must not be operated at excessive speeds. When changing over from ahead to astern or visa-versa sufficient time should be allowed between direction changes for the mooring lines to check any movement of the ship. Failure to do

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this could cause the vessel to surge and place excessive strain on the mooring lines.

6.1.5. Additional precautions may be necessary when conducting dock trials.

## 6.2. Prior to Arrival

6.2.1. Pre – arrival checklist – Nav B7<sup>3</sup> clearly states the requirement to test astern movement of the main engine as opposed to simply testing the engine for manoeuvring. The result is to be logged in the bell book by indicating “main engine astern test correct” or similar for a successful test or making an appropriate entry if the test failed. A corresponding entry is to be made in the engine room logbook.

## 7. AUXILIARY ENGINES

When operating in or approaching port limits an additional generator shall be started and placed on shared load.

## 8. STEERING GEAR

- 8.1. When operating in or approaching port limits, an additional steering gear power unit shall be tested and kept readily available on immediate standby.
- 8.2. When entering coastal waters following a deep-sea passage the manual steering gear system shall be tested.
- 8.3. Prior to departure from port the steering gear shall be tested from all steering positions and communications checked between the steering gear flat and the wheelhouse.

For testing guidance of Steering gear see BRIDGE PROCEDURE GUIDE

Reference to SOLAS Chapter V Regulation 26 as quoted below.

- 8.4. Within 12 hours before departure, the ship's steering gear shall be checked and tested by the ship's crew. The test procedure shall include, where applicable, the operation of the following:
  - a. the main steering gear;
  - b. the auxiliary steering gear;
  - c. the remote steering gear control systems;
  - d. the steering positions located on the navigation bridge;

<sup>3</sup> W 08 / 2024

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- e. the emergency power supply;
- f. the rudder angle indicators in relation to the actual position of the rudder;
- g. the remote steering gear control system power failure alarms;
- h. the steering gear power unit failure alarms; and
- i. automatic isolating arrangements and other automatic equipment.

8.4.1. The checks and tests shall include:

- a. the full movement of the rudder according to the required capabilities of the steering gear;
- b. a visual inspection of the steering gear and its connecting linkage; and
- c. the operation of the means of communication between the navigation bridge and steering gear compartment.

- 8.5. Simple operating instructions with a block diagram showing the change-over procedures for remote steering gear control systems and steering gear power units shall be permanently displayed on the navigation bridge and in the steering compartment.
- 8.6. All ships' officers concerned with the operation and/or maintenance of steering gear shall be familiar with the operation of the steering systems fitted on the ship and with the procedures for changing from one system to another.
- 8.7. In addition to the routine checks and tests prescribed in paragraphs 1 and 2, emergency steering drills shall take place at least once every three months in order to practise emergency steering procedures. These drills shall include direct control within the steering gear compartment, the communications procedure with the navigation bridge and, where applicable, the operation of alternative power supplies.
- 8.8. The Administration may waive the requirements to carry out the checks and tests prescribed in paragraphs 1 and 2 for ships which regularly engage on voyages of short duration. Such ships shall carry out these checks and tests at least once every week.
- 8.9. The date upon which the checks and tests prescribed in paragraphs 1 and 2 are carried out and the date and details of emergency steering drills carried out under paragraph 4 shall be recorded.

## 9. HARBOUR STATIONS

- 9.1. When entering or leaving port, docking, undocking, shifting berth or proceeding in restricted waters, Officers and Ratings shall be stationed (HARBOUR STATIONS) as necessary to handle lines, tugs fenders and operate windlass and winches; maintain proper lookout and stand by anchors in preparation for any action/emergency which might arise.

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9.2. Crew Members in charge of fore and aft (and maybe midships) berthing stations shall report to the Bridge for instructions before proceeding to their respective stations.

9.3. They are to stay in (constant) contact, either by hand held radios or Talk-Back-System.

## 10. ANCHORS

Anchors should be cleared and made ready for release. The crew member securing the anchors for sea must report the anchors clear on arrival, and secured on departure to the OOW on the bridge.

## 11. SEARCHES FOR STOWAWAYS, DRUGS AND CONTRABAND

11.1. The Master is responsible for implementation of the ISPS Code aboard. The Ships Security Office (SSO) be the designated by the Master

The Master is responsible for the prevention of:

- a. Illegal entry into countries of persons
- b. smuggling drugs and contraband

11.2. Where it is being advised, and based on Masters own experience, vessel has to be fully searched as required by the ISPS Code:

- a. Prior to departure for STOWAWAYS, DRUGS & CONTRABAND
- b. Prior to arrival in port for DRUGS & CONTRABAND

11.3. 3 Searches, and the results thereof, must be fully recorded in the [Deck Logbook](#)<sup>4</sup>.

## 12. ARRIVAL FORMALITIES

Masters should be guided by the information contained [relevant nautical publication](#)<sup>5</sup> and advice from the local agents on the arrival formalities i.e. documentation, immigration and health requirements.

<sup>4</sup> W 08 / 2024

<sup>5</sup> W 08 / 2024