

	ACTION (NOT NECESSARILY IN ORDER)
<input type="checkbox"/>	Inform Master
<input type="checkbox"/>	Post additional lookout
<input type="checkbox"/>	Inform engine room to keep engine ready for use and windlass machinery ready for use
<input type="checkbox"/>	Keep anchor party stand by
<input type="checkbox"/>	Check cutting gear and anchor slipping tools in in position or available at short notice
<input type="checkbox"/>	Alert vessels in the vicinity
<input type="checkbox"/>	Check the distance from the other vessels at anchor
<input type="checkbox"/>	Inform Port Authority / VTIS / Pilot as applicable
<input type="checkbox"/>	Inform office
<input type="checkbox"/>	Check proximity of navigational hazard
<input type="checkbox"/>	Maintain situational awareness
<input type="checkbox"/>	Use main engine and steering to maintain position and to avoid close quarter situation
<input type="checkbox"/>	Establish cause of dragging the anchor i.e. poor holding ground, strong current/tidal stream, excessive wind speed etc.
<input type="checkbox"/>	Consider paying out more cable or shifting anchorage or drifting offshore depending upon the prevailing circumstances.
<input type="checkbox"/>	Cast off the barge or any craft alongside after stopping the operations if applicable
<input type="checkbox"/>	Second anchor may be used to avoid imminent danger due to dragging
<input type="checkbox"/>	If dragging still continues, heave up anchor and shift to safer location to re-anchor or proceed to sea
<input type="checkbox"/>	In adverse weather, heave up anchor and proceed to sea for drifting. When heaving up anchor in adverse weather, use engine and steering to reduce tension on the chain and keep chain as vertical as possible in order to avoid the overloading of the windlass motor. Stop heaving up anchor when excessive tension on chain is noticed and resume heaving up as tension is released.
<input type="checkbox"/>	Request for pilot and tug assistance if required (depending on anchorage location)
<input type="checkbox"/>	As last resort when unable to heave anchor, after quick assessment of the risks involved, cut the chain taking appropriate safety precautions or slip the anchor from the bitter end to avoid imminent grounding or collision with other vessel/structure. Tie up an anchor buoy to assist in recovery later where possible.