

PRE-ARRIVAL INFORMATION FORM

Agents are required to upload this form along with all attachments directly into VOYAGER (no later than 7 days prior ETA)

This document is to be completed electronically, do not print this document

Rev 2 Oct 2023

VESSEL INFORMATION

Vessel Name:

IMO Number:

Vessel Phone Number:

Vessel E-mail:

Agent:

Agent Email:

LOA:

Beam:

DWT:

Year Built:

Bow to Bridge Distance (m):

Stern to Bridge Distance (m):

Flag:

Classification Society:

Company Name (Document of Compliance) holder:

Name of DPA/Tech Manager:

Ph#:

Email:

PORT CALL INFORMATION

ETA:

Berth / Anchor Destination:

Arrival Displacement:

Departure Displacement:

Estimated Arrival Draft Fwd:

Estimated Arrival Draft Aft:

Estimated Departure Draft Fwd:

Estimated Departure Draft Aft:

Purpose of visit:

First time visit to Fremantle Ports?

Does the vessel have any existing Conditions of Class/actionable items?

If YES, please provide more information:

Attach the latest Class survey status report (**not more than 1 week old**).

VESSEL EQUIPMENT INFORMATION

MAIN ENGINE / AUXILIARY ENGINES / EMERGENCY GENERATOR / BOW THRUSTER / COMPRESSORS:

1. What is the IMO 2020 compliance method used while in the Port of Fremantle?

2. If using EGCS, type of scrubbers?

3. Can the vessel comply with the manoeuvring table speeds during pilotage?

4. Power ratio between Ahead and Astern speed:

5. Is the main engine fully functional with no known defects?

6. Are remote control systems for Main Engine (Telegraphs) from Bridge and Engine Control Room fully functional?

7. Are the current Engineering Officer's familiar with the emergency manoeuvring procedures for the vessel?

8. Date and place of last emergency manoeuvring drill:

9. Are all Auxiliary Engines fully functional with no known defects?

10. Is the Emergency Generator fully functional with no known defects and has been tried out on all starting modes?

11. Is the Bow Thruster (if applicable) fully functional with no known defects?

12. Are both main air compressors fully operational and can the vessel provide minimum 12 consecutive starts in accordance with SOLAS requirements?

13. Has the vessel experienced any failure or defects with main engines/auxiliary engines/steering system or other critical machinery during the last 14 days?
If yes, provide more details:

STEERING:

14. Is the steering gear system including emergency steering system fully functional with no known defects?

15. Date of last Emergency Steering Drill:

NAVIGATION:

16. Are all navigational charts for Port of Fremantle current and updated versions? (ENCs and large-scale paper charts as applicable)

17. Are all bridge and navigation equipment in good working order?

MOORING AND TOWAGE:

18. Types of mooring lines? (Attach forward and aft mooring arrangement plan)
19. Are all mooring lines in good condition and without joints and splices?
20. Minimum Breaking Load (MBL) of mooring ropes being used:
21. SWL of centreline of fwd & aft mooring bitts and fairleads (for towage purposes):
22. If mooring bitts and fairleads used for towage are not at C/L Fwd and Aft, provide SWLs of bitts and fairleads at alternate location:
23. Are both anchor windlasses and anchors fully operational with no known defects?
24. Are all mooring winches fully operational with no known defects?
25. Date of last brake rendering capacity test for all mooring winches and windlasses (attach certificate):
Not to exceed 24 months, refer to [BPMSB 01-22](#)
26. Winch break rendering load:
27. No. of ropes available from independent mooring drums/winches (Fwd):
28. No. of ropes available from independent mooring drums/winches (Aft):
29. No. of ropes to be made fast on bollards (Fwd):
30. No. of ropes to be made fast on bollards (Aft):

PASSAGE PLAN:

31. Has the vessel plotted the passage plan up to the designated berth in the port? (Note: Vessels that do not have a passage plan may incur additional pilotage time and charges)

PILOT TRANSFER ARRANGEMENT:

Refer to BPMSB [02/2022](#) & [01/2023](#)

32. Does the Pilot Boarding Arrangement onboard comply with SOLAS Chapter V, Regulation 23?
33. Does each pilot ladder have a current Certificate of Compliance?
34. Is there a copy of International Maritime Pilots Association "required boarding arrangements for pilots" poster displayed on board?
35. Does the vessel have inspection records for pilot ladders and associated equipment including manropes, shackles, thimbles attached to side ropes, combination ladder wire ropes, trap door arrangements, securing points, stanchions?

36. Does the vessel have procedures for proper rigging and stowage of pilot ladders and associated equipment including manropes, shackles, stanchions?
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37. Will the pilot ladder be properly secured to the deck of ship? (Shackles secured on deck, used to choke pilot ladder side ropes are prohibited)
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38. Will the pilot ladder when rigged rest firmly against the ship's side?
-
39. Are man ropes of at least 28mm and no more than 32mm in diameter available and will they be securely rigged?
-
40. Is the pilot boarding area clean and free of obstructions?
-
41. Is the pilot ladder including man ropes, heaving line(s) in good condition and suitable for their intended use (heaving lines must have a loop or eye at the end)?
Note: Weighted heaving lines are prohibited
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42. Will the supervision of the rigging of the pilot ladder and of the pilot transfer arrangements be conducted by a responsible deck officer who has a means of communication with the navigation bridge?
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43. Will the vessel provide at least two people (including one Officer), near the pilot boarding area to assist pilot's embarkation / disembarkation?
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44. Will the vessel provide an officer to escort the pilot by a safe route to and from the navigation bridge?
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45. Does the pilot boarding procedure include emergency actions to be taken in case of injury to personnel when using pilot boarding arrangement?
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46. Is there a lifebuoy and self-igniting light available at the pilot boarding area?
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47. Is the boarding area adequately lit for pilot transfers at night?
-
48. Is each pilot ladder less than 30 months old from the date of manufacture (If NO, have they undergone the strength test as outlined in ISO 799-1:2019 with relevant certification?)
Date of Manufacture:
-
49. Is each man rope less than 12 months old from the date of manufacture?
Date of Manufacture:
-
50. Where combination ladders are used, age of the hoist wire and renewal schedule as per vessel's Safety Management System (SMS)
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If any of the above questions are answered as NO, details, and nature of defect to be provided:

DECLARATION AND ATTACHMENTS:

DOCUMENTS REVIEWED PRIOR TO ENTRY INTO FREMANTLE PORT:

Port Information Guide	Local Marine Notices/Navigation Warnings	Harbour Master Instructions
Best Practice and Marine Safety Criteria Bulletin		Shipping Agents Memos

ATTACHMENTS:

Class survey status report (not more than 1 week old)	Pilot ladder Manufacturer Certificate (not more than 30 months old)	Photos of the pilot boarding arrangements (see note)
Mooring arrangement plan/ diagrams and General Arrangement Plan	Mooring Brake Rendering capacity test certificate (not more than 24 months old)	Manrope Manufacturer Certificate (not more than 12 months old)

I declare that the above facts are true and accurate.

Masters Full Name:

Date and Time of Declaration:

Notes:

1. Photos of pilot boarding arrangements MUST include:
 - Photos of boarding area / combination ladder arrangements / securing strongpoints on deck for ladders and manropes.
 - Photos of both pilot ladders clearly showing top and bottom sections of the ladders including but not limited to the manufacturers labelling, side rope reeving, condition of rubber steps etc.
 - Photos of both manropes.
 - Photos of trap door arrangements where used.
2. Any wilful misdeclaration may result in delays or cancellation to berthing operations.
3. Vessels with defective equipment will be assessed on a case-by-case basis and may require additional controls and rectification prior to berthing.
4. All vessels are required to submit AMSA Incident Forms 18 and 19 for any equipment failure to AMSA and to harbourmaster@fremantleports.com.au
5. Bridge and navigational equipment includes all equipment required to be carried by vessel as per SOLAS Chapter V, Regulation 19 - "Carriage requirements for shipborne navigational systems and equipment".