

Date of issue: 20 April 2023
With effect from: 01 May 2023

Pre-Arrival Information at Port of Fremantle

This Harbour Master's instruction supersedes HM 07-2021 which will be deleted on 01 May 2023.

Compliance with these requirements is mandatory for all vessels calling at Fremantle Ports.

Pursuant to Port Authorities Act 1999, Fremantle Port's functions includes to be responsible for the safe and efficient operation of the port.

Assessment of the Port of Fremantle risks relating to marine operations are regularly conducted, this includes the analysis of existing risk and incident data from Fremantle Port's internal systems, external data from port service providers. Since the implementation of enhanced 48 hours' notice of arrival process in November 2021, it has been observed that this is insufficient time for notification of defects on critical equipment. For Fremantle Ports to assess the risks associated with in-operational equipment on commercial vessels prior arrival and further to have appropriate controls in place, vessel vetting process has been revised incorporating 'Pre-Arrival Information' form. 48 hours' notice of arrival form has been simplified to include information specific to vessel's arrival details.

- Both Pre-Arrival Information form and 48 hours' notice forms are available on Fremantle Ports website: <https://www.fremantleports.com.au/shipping>
- Pre-Arrival Information form is to be filled by vessels and must be sent to Fremantle Ports through the shipping agents and uploaded into 'VOYAGER' no later than 7 days prior vessel's ETA.
- Below documents are to be uploaded into VOYAGER:
 - Latest class survey status report
 - Pilot Ladder Certificate of Compliance
 - Mooring arrangement plan/diagrams
 - Mooring brake rendering capacity test certificate
 - Photos of pilot boarding arrangements (via 'Verification of Pilot Boarding Arrangements' word doc file, available here: <https://www.fremantleports.com.au/shipping>).
- 48 hours' notice form is to be filled by vessels and must be sent to Fremantle Ports through the shipping agents and uploaded into 'VOYAGER' no later than 2 days prior vessel's ETA.
- Information provided by vessel's Master in pre-arrival information form and 48 hours' notice forms are considered as a 'true and accurate declaration' of the vessel's operational condition.
- Any willful misdeclaration may result in delays or cancellation to berthing operations.
- For any malfunctioning equipment / machinery declaration that affects the vessel's statutory certificates:
 - A Risk Assessment must be provided for maneuvering and cargo operations.
 - Flag state and classification society dispensation letters must be submitted.
- Vessels with malfunctioning equipment / machinery may be subject to additional assessment and requirements which may include but not be limited to rectification prior to berthing, followed by physical verification of repairs and endorsement by the vessel's Classification Society. However, this will be decided on a case-to-case basis taking into consideration, the criticality of the equipment and the risk to Fremantle Ports navigable waters and infrastructure.

The new forms are attached to this Harbour Master's Instruction for reference.

Any queries regarding the above process must be submitted to the email address: harbourmaster@fremantleports.com.au



Captain Suraj Joshi
Harbour Master (Acting)