

SMM 5.2 Master's Pre-Arrival / Pre-Departure Checklist

Procedure

The Master must ensure the items listed have been addressed prior to arriving or departing from a port. Some items may not be applicable depending on the port of call. If an item is not applicable the Master must make note on the checklist.

Date: _____ Port Location: _____ ☐ Arriving ☐ Departing

- ☐ Sailing Orders (Pre-Departure)
- ☐ Voyage Plan / Transit Plan
- ☐ Stability calculated
- ☐ Forms: Discharges / CG-735 / Entry Forms by Country / Port Clearance
- ☐ Propulsion, Steering, Navigation, and GMDSS Check Lists.
- ☐ Crew Documentation
- ☐ Security Level 1 2 3
- ☐ Vessel Schedule / Sailing Board Time / ETA's
- ☐ Watch Bill
- ☐ Crew change, sign-on dates
- ☐ Science List / Passport Confirmation
- ☐ Port / Agent Contact Information
- ☐ Port State Notifications (examples 96Hr NOA, 24 Hr CVTS)
- ☐ Ballast Water Reports
- ☐ Stability Files / Science Loads / Drafts / Fuel and Ballast Status
- ☐ Hazmat / Radiological Inventory
- ☐ Ship's Keys / Rental Car Keys

Master – print and sign

This form shall be documented in Sinex and a copy forwarded to the Port Captain.
