

**PORT OF PORTLAND
MASTER PRE-ARRIVAL SAFETY CHECKLIST AND DECLARATION**

This form is to be completed, signed, and stamped by the Master of all vessels calling at the Port of Portland. The completed form is to be submitted by the agent to shipping@portofportland.com.au no less than 48 hours prior to arrival at the pilot boarding ground or anchorage.

Vessel		IMO		Arrival date	
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Safety Checklist

The Master confirms that the following have been read and understood.

If you are unable to access any of the documents online, please request through your agent.

The relevant documents are hyperlinked below for ease of access.

1	Current Notice to Mariners	No	Yes
<ul style="list-style-type: none"> • Notice to Mariners 427(T)/22 Declared Depths • Notice to Mariners 428(T)/22 Shoaling to West of Main Breakwater 			
<p><i>Notice to Mariners for Victorian State Waters and all Victorian ports are available on the Ports Victoria Website</i></p>			

2	Harbour Master's Notices	No	Yes
<ul style="list-style-type: none"> • Harbour Master's Notice 01-2021 Prevention of Pollution from Ships in Australian Waters • Harbour Master's Notice 01-2023 Precautions During Weather Events • Harbour Master's Notice 01-2024 Requirements for the Mobile bulk Loading of Grain 			

The Master confirms that they are aware of and have access to the following.

3	Harbour Masters Directions	No	Yes
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4	Port Information Guide	No	Yes
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5	Port of Portland Site Rules	No	Yes
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Masters Declaration

In addition to the above, I declare that my vessels main engine, bow thruster (if fitted), steering gear and emergency steering are fully operational, and my vessel has no delicences that will adversely affect the vessel while navigating and manoeuvring in pilotage waters.

Captain Name		Signature & Ships Stamp		Date	
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Deficiencies

List any Deficiencies	
1	
2	
3	

PORT OF PORTLAND IMPORTANT PRE-ARRIVAL INFORMATION

1 Portland Port Control	
Working Channel	VHF Channel 12
Level of Service	Local Port Service
Hours of Operations	General Contact Information and Nautical Services Section of the Port Information Guide
Important Note:	Portland Port Control operates from one hour prior to the expected pilot boarding time for the arrival or departure of a vessel. Portland Port Control does not operate 24/7.
E-mail	shipping@portofportland.com.au
2 Anchoring	
Choosing an Anchorage	Anchor in any available anchorage from A1 to A8
Advising anchor down time	Provide the anchor down time to the vessels agent to forward to Port of Portland. E-mail to shipping@portofportland.com.au
More information	Section 48 and 49 of Harbour Masters Directions
3 Shipping Movements	
Scheduled Movements	Via vessels agent or Shipping Movements website
4 Pilot Boarding	
Approaching Pilot Boarding Ground	Section 27 Harbour Masters Directions
Pilot Ladder Arrangements	Nautical Services section of the Port Information Guide
Under Keel Clearance	Section 24 of Harbour Masters Directions
Arrival and Departure Draughts	Section 28 and 30 of Harbour Masters Directions
Towage	Section 31 of Harbour Masters Directions and the Nautical Services section of the Port Information Guide
Navigation Bridge Visibility	Section 46 of Harbour Masters Directions
5 Works Requiring a Permit	
Details	Section 50 of Harbour Masters Directions
Permits	Via vessels agent or Other Forms and Documents section of the Port of Portland website
6 Weather Information	
Details	Weather and Tidal Information Section of the Port Information Guide
Live Weather Information	http://www.bom.gov.au/vic/forecasts/westcoast.shtml http://www.bom.gov.au/australia/meteve/
7 COVID-19 Requirements	
Requirements	Harbour Master's Notice 04-2020 COVID-19 Requirements
Pre-Arrival Declaration	Other Forms and Documents section of the Port of Portland website
8 Emergency Response	
Details	Port Safety section of the Port Information Guide
9 Environment	
Details	Port Safety section of the Port Information Guide
Regulatory Information on MARPOL	Harbour Master's Notice 01-2021 Prevention of Pollution from Ships in Australian Waters
10 Port Services Requests	
Potable Water	Via vessels agent, Vessel Services section of the Port Information Guide
Waste	Via vessels agent, Port Environment, Waste section of the Port Information Guide