



MANAGEMENT SYSTEM MANUAL

ARM-7.2.2– R/V ARMSTRONG DEPARTURE/ARRIVAL

Originator:	Approved By:
Kent D. Sheasley	Albert F. Suchy

1. PURPOSE

The purpose of this procedure is to set forth the routine checklist that is to be used in preparation for an arrival or departure of the R/V Armstrong. This procedure also establishes the disposition of that checklist.

2. Responsibility

Ultimately, it is the responsibility of the Master of the vessel to determine that the vessel is ready to depart from or enter into a port. Within the context of this ultimate responsibility, it is the responsibility of Second Mate or alternate as directed to conduct the attached checklist to determine the readiness of the vessel to depart from or arrive at a port.

3. General

Title 33 Code of Regulations 164.25 sets forth the statutory requirements of a vessel before entering a port or getting underway. In addition to those regulatory checks, the attached checklist shall be used to determine the readiness of the vessel to depart from or enter into a port.

On all vessels making a voyage of more than 48 hours duration, the steering gear, the whistle, and the means of communication between the bridge or pilothouse and engine room shall be examined and tested within a period of not more than 12 hours prior to departure. On all other vessels

similar examinations and tests shall be made at least once in every week.

4. Reporting

Prior to departure from or entering into a port, the individual completing the attached checklist shall advise the Master of the readiness of the vessel to complete the scheduled evolution.

The completion of this checklist shall be noted in the official bridge log. Any discrepancies shall also be noted. Once the log entry has been accomplished, the checklist no longer needs to be retained.

5. eNOA/D

The Port Office will submit the eNOA/D. The Port Office will write up a preliminary eNOA/D and send it to the Master for verification. The Master will ensure that the Port Office has the correct information early enough to submit the proper eNOA/D at the appropriate time for the next arrival or departure as required.



MANAGEMENT SYSTEM MANUAL

ARM-7.2.2– R/V ARMSTRONG DEPARTURE/ARRIVAL

Originator:	Approved By:
Kent D. Sheasley	Albert F. Suchy

CHECK LIST

DEPARTURE/ARRIVAL

- o Charts, publications, navigation tools
- o Tides & Currents
- o ECDIS & DP system and sensors
- o GPS, Gyros, Mag Compass, VRS
- o Gyro Alarms
- o Fathometer and repeater(s) - depth alarm set
- o Check trim & list
- o Approved voyage plan
- o Flags
- o Spot/Search lights
- o Anchors cleared
- o Pilot card
- o Main propulsion (Clear Props/Shafts)
- o Bow & Stern thrusters
- o Steering system
- o Emergency lighting & power/EGEN
- o Internal communications
- o Alarms
- o Ship's Whistle
- o General Alarm System
- o Sound Powered Phones
- o House Phone System
- o Tank status report

Following Departure/Arrival

- o Departure/Arrival reports
- o Set AIS navigation status
- o BNWAS mode

DEPARTURE ONLY

- o Drafts (record sheet- actual, DP, Inclinator)
- o Navigation lights
- o Radars
- o Doppler speed log
- o GMDSS equipment:
 - o NAVTEX
 - o INMARSAT
 - o Radios (SSB, MF, HF, VHF)
 - o NBDP
 - o SARTs & EPIRBs
- o VHF & UHF (Working non-GMDSS radios)
- o AIS
- o Anti-roll system
- o Fire Detection System
- o Main Propulsion (**Clear props/shafts**)
- o Steering System
 - Full Control and Visual Check
 - Both Pump sets
- o Alidade/bearing circle
- o Binoculars
- o Flashlights
- o Bridge clocks (Sync with E/R)
- o Log Books
 - o Rough
 - o Smooth
 - o GMDSS
 - o Ballast
 - o Winch/Wire
 - o Refuse
- o Head count:

_____ Gear Test Complete