



MANAGEMENT SYSTEM MANUAL

ATL 7.2.2 R/V ATLANTIS PRE-ARRIVAL/DEPARTURE CHECKLIST

Originator:	Approved By:
Hank Ayers	Timothy Twomey

1. Purpose

The purpose of this procedure is to establish routine check-off lists to be used in preparation for arrival and departure for the R/V Atlantis.

2. Responsibility

The Master is responsible for evaluating the readiness status of the vessel. Within the context of this responsibility, the Chief Mate prepares a deck readiness report, the Second Mate a bridge/voyage readiness report, the Chief Engineer an engine room/fuel readiness report, and the Comet a communications status report. [The Master checks with the Chief Scientists to determine the readiness status of science].

3. General

Title 33 CFR 164.25 spells out a series of performance checks between the bridge and the engine room. In addition, Title 46 CFR 196.35-5 identifies actions to be logged.

4. Reporting

The appropriate personnel completing the readiness checks must inform the Master of any discrepancies. A notation must be made in the logbook attesting to the readiness status and all check-off sheets retained on board for a period of one year.

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.



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Departure - Arrival - Shift Check Off List (circle one)

Voyage _____ Leg _____ Port _____ Date _____

Arrival Notices:

- | | |
|---|--|
| <input type="checkbox"/> 96 Hour Notice of Arrival (U.S. port only) | <input type="checkbox"/> Security Declaration (if required) |
| <input type="checkbox"/> 24 Hour Ballast Report (U.S. port only) | <input type="checkbox"/> Stowaway and Contraband search (first U.S. port from foreign voyage only) |
| <input type="checkbox"/> MARSEC Level _____ | <input type="checkbox"/> Notify Pilots/VTS |
| <input type="checkbox"/> Sent Arrival/Departure Email to PO | |

Gear Tests (Within 12 hours of Departure and Arrival) 33 CFR 164.25 and 46 CFR 196.15-3

- | | |
|--|---|
| <input type="checkbox"/> Steering System, NFU, Bridge Wings, Local ER | <input type="checkbox"/> Emergency Generator |
| <input type="checkbox"/> General Alarm and Whistle | <input type="checkbox"/> Emergency Lighting and Power |
| <input type="checkbox"/> Internal Communications (MAS, Phone, IMC, Sound powered phone, EOT) | <input type="checkbox"/> Bow thruster |
| | <input type="checkbox"/> Main Propulsion |

Day or Night before (Departure and Arrival)

- | | |
|--|--|
| <input type="checkbox"/> Charts / Pubs 46 CFR 196.05-5 | <input type="checkbox"/> VHF & UHF Radios, GMDSS |
| <input type="checkbox"/> Navigation tools | <input type="checkbox"/> NAVTEX Stations Selected |
| <input type="checkbox"/> Tide / Currents 33 CFR 164.33 | <input type="checkbox"/> Voyage Plan |
| <input type="checkbox"/> Alidade / Bearing Circles | <input type="checkbox"/> ECDIS/ENC |
| <input type="checkbox"/> Binoculars / Flashlights | <input type="checkbox"/> Pilot Card 33 CFR 164.11(k) |
| <input type="checkbox"/> Gyro (synchronize repeaters) | <input type="checkbox"/> Weather |

Turn on or check status of 33 CFR 164.30-46

- | | |
|--|--|
| <input type="checkbox"/> Magnetic and Gyro Compasses/Repeaters | <input type="checkbox"/> Radars / ARPA |
| <input type="checkbox"/> GPS | <input type="checkbox"/> Navigation lights |
| <input type="checkbox"/> AIS | <input type="checkbox"/> Search lights |
| <input type="checkbox"/> Fathometer ft/m/fathom | <input type="checkbox"/> VDR |
| <input type="checkbox"/> Doppler Speed Log (Mode W/G/A) | |

Other Check Offs and Log Entries (as applicable)

- | | |
|---|--|
| <input type="checkbox"/> Drafts 46 CFR 196.15-5 Forward _____ Aft _____ Mean _____ PROJ _____ | |
| <input type="checkbox"/> Pilot Ladder 46 CFR 195.40-1 (Port / Starboard _____ Meters above the water) | |
| <input type="checkbox"/> Weight Handling Gear 44 CFR 189.35-13 | <input type="checkbox"/> Shore Connections |
| <input type="checkbox"/> Portable Vans 44 CFR 195.11-25 | <input type="checkbox"/> Flags/Dayshapes |
| <input type="checkbox"/> Stability Calculated 44 CFR 196.15-7 | <input type="checkbox"/> Anchors Cleared 33CFR 164.11(o) |
| <input type="checkbox"/> Hatches Closed 44 CFR 196.15-20 | <input type="checkbox"/> Head Count (Crew, Alvin, Science) |
| <input type="checkbox"/> Lifesaving Equipment 44 CFR 199.190(a) | <input type="checkbox"/> BNWAS turned on/off |
| <input type="checkbox"/> Garbage Receipts MARPOL | |

Captain _____ Chief Mate _____ Second Mate _____



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Third Mate _____

Com/ET _____

PRE ARRIVAL CHECK OFF – ENGINE DEPARTMENT

- Last Loss of Steering Drill _____
(If greater than three months, then 48 hours prior to arrival, conduct the drill)
- Conduct equipment tests per 33 CFR 164.25
- Emergency Diesel Generator

AT 12 MILES, SECURE:

- Raw Sewage discharge
- Water making equipment
- Uncontaminated SWS and Alvin hanger drains
- De-ballast anti-roll if requested

Discrepancies:

Engineer

Date / Time



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PRE-DEPARTURE CHECK-OFF – ENGINE DEPARTMENT

- Potable water tanks status P _____ S _____
- Shore power supply disconnected
- Trackpoint up skin valve closed
- Equipment tests per 33CFR 164.25 conducted
- All in good working order
- Emergency Diesel generator
- Steering Port Thruster with alternate power
- MC station steering control
- NFU
- Remote steering gear control system power failure alarm
- Remote steering gear power unit failure alarm
- Storage batteries for Emergency lighting and power systems in vessel control and propulsion machinery spaces
- Print out FO/Ballast conditions for Master

Discrepancies:

Engineer

Date/Time