



MANAGEMENT SYSTEM MANUAL

KNORR-7.2.2– DEPARTURE/ARRIVAL

Originator:

Hank Ayers

Approved By:

Albert F. Suchy

1. PURPOSE

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

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 check-off list 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 or getting underway. In addition to those regulatory checks the attached check-off list 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 check-off list shall advise the Master of the readiness of the vessel to complete the scheduled evolution.

The completion of this check-off shall be noted in the official bridge log. Any discrepancies shall also be noted. Once the log entry has been accomplished, the check-off list 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.



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CHECK OFF LIST

Tests (Departure and Arrival)

- ☐ Steering System
- ☐ Internal communications and alarms including whistle
- ☐ Emergency Generator
- ☐ Emergency lighting and power
- ☐ Main Propulsion Thrust
- ☐ Tank Status/Ballast Log

Day or Night Before (Departure Only)

- ☐ Charts /Pubs
- ☐ Tide/Currents
- ☐ Gyro; Synch repeaters and Auto pilot

Turn On or Check Status of (Departure Only)

- ☐ NAVTEX
- ☐ Anti-roll system
- ☐ Gyro Alarm
- ☐ Magnetic Compass
- ☐ GPS, LORANS
- ☐ Alidade/Bearing Circle
- ☐ Binoculars/Flashlights
- ☐ VHF, SSB, GMDSS
- ☐ Synch Clocks with E/R
- ☐ Fathometer and Repeater
- ☐ EDO Speed log
- ☐ Radars; Set heading/speed log
- ☐ Set Ship Info in AIS
- ☐ Ship-Strike Clock
- ☐ Navigational Tools
- ☐ Navigational Lights
- ☐ Search Lights
- ☐ SAT-C Departure Report

Equipment Readiness (Departure and Arrival)

- ☐ Bow Thruster
- ☐ Anchors

Determine (Departure Only)

- ☐ Head Count
- ☐ Drafts