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

Voyage_______ Leg_______ Port_________________ Date____________

Arrival Notices:
- 96 Hour Notice of Arrival (U.S. port only)
- 24 Hour Ballast Report (U.S. port only)
- MARSEC Level _______
- Sent Arrival/Departure Email to PO
- Security Declaration (if required)
- Stowaway and Contraband search (first U.S. port from foreign voyage only)
- Notify Pilots/VTS

Gear Tests (Within 12 hours of Departure and Arrival) 33 CFR 164.25 and 46 CFR 196.15-3
- Steering System, NFU, Bridge Wings, Local ER
- General Alarm and Whistle
- Internal Communications (MAS, Phone, 1MC, Sound powered phone, EOT
- Emergency Generator
- Emergency Lighting and Power
- Bow thruster
- Main Propulsion

Day or Night before (Departure and Arrival)
- Charts / Pubs 46 CFR 196.05-5
- Navigation tools
- Tide / Currents 33 CFR 164.33
- Alidade / Bearing Circles
- Binoculars / Flashlights
- Gyro (synchronize repeaters)
- VHF & UHF Radios, GMDSS
- NAVTEX Stations Selected
- Voyage Plan
- ECDIS/ENC
- Pilot Card 33 CFR 164.11(k)
- Weather

Turn on or check status of 33 CFR 164.30-46
- Magnetic and Gyro Compasses/Repeaters
- GPS
- AIS
- Fathometer ft/m/fathom
- Doppler Speed Log (Mode W/G/A)
- Radars / ARPA
- Navigation lights
- Search lights
- VDR

Other Check Offs and Log Entries (as applicable)
- Drafts 46 CFR 196.15-5 Forward_______ Aft_______ Mean_______ PROJ_______
- Pilot Ladder 46 CFR 195.40-1 (Port / Starboard Meters above the water)
- Weight Handling Gear 44 CFR 189.35-13
- Portable Vans 44 CFR 195.11-25
- Stability Calculated 44 CFR 196.15-7
- Hatches Closed 44 CFR 196.15-20
- Lifesaving Equipment 44 CFR 199.190(a)
- Garbage Receipts MARPOL
- Shore Connections
- Flags/Dayshapes
- Anchors Cleared 33CFR 164.11(o)
- Head Count (Crew, Alvin, Science)
- BNWAS turned on/off

Captain _________________ Chief Mate __________________ Second Mate _________________
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:

__________________________  ______________________
Third Mate  Com/ET
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