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 Checklist (circle one)

<table>
<thead>
<tr>
<th>Voyage</th>
<th>Leg</th>
<th>Port</th>
<th>Date</th>
</tr>
</thead>
</table>

### Arrival Notices:
- 96 Hour Notice of Arrival (U.S. port only)
- 24 Hour Ballast Report (U.S. port only)
- Notify Pilots/VTS as per voyage plan
- Arrival/Departure notice to Port Office
- MARSEC Level _________
- Security Declaration

### Gear Tests (Within 12 hours of Departure and Arrival) 33 CFR 164.25 and 46 CFR 196.15-3
- Steering Systems: center console, NFU, Bridge wings, MCS, Thruster room
- General Alarm and Whistle
- Internal Communications: telephone, sound-powered phone, EOT, announcing system(s)
- 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
- Dynamic positioning system
- NAVTEX Stations Selected
- Voyage Plan
- ECDIS
- Pilot Card 33 CFR 164.11(k)
- Weather
- Stowaway search (Departure only)
- Lamp test console / GE alarm horn test

### Turn on or check status of 33 CFR 164.30-46
- Magnetic and Gyro Compasses/Repeaters
- GPS receivers
- 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 46 CFR 189.35-13
- Portable Vans 46 CFR 195.11-25
- Stability Calculated 46 CFR 196.15-7
- Hatches Closed 46 CFR 196.15-20
- Lifesaving Equipment 46 CFR 199.190(a)
- Garbage Receipts MARPOL
- Shore Connections
- Flags/Dayshapes
- Anchors Cleared 33 CFR 164.11(o)
- Head Count (Crew, Alvin, Science)
- BNWAS turned on/off

**Signatures:** OOW
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 test run

AT 12 MILE BOUNDARY

☐ Secure water making equipment
☐ Secure uncontaminated SWS and Alvin hanger drains
☐ Start MSD system and verify operation
☐ De-ballast anti-roll tank as requested
☐ Lamp test console / GE alarm horn test
☐ Lock-Out raw sewage overboard valve
☐ Lock-Out OWS overboard valve
☐ Tag-Out Bilge pump controller

If arriving to foreign port, review all PORT STAY INSPECTION documentation

Discrepancies:

Engineer                                              Date / Time
PRE-DEPARTURE CHECK-OFF – ENGINE DEPARTMENT

- Potable water tanks status P _____  S _____
- Shore power supply disconnected
- Trackpoint up with skin valve closed
- Equipment tests per 33CFR 164.25 conducted
- Critical “A” Machinery and Hull in good order
- Emergency Diesel generator test ran
- Steering Port Thruster with alternate power
  - LOCAL steering station control tested
- NFU MCS Steering tested
- Remote steering gear control system power failure alarm
- Remote steering gear power unit failure alarm
- Gyro repeater synch MCS / Propulsion Room
- Storage batteries for Emergency lighting and power systems in vessel control and propulsion machinery spaces
- Lamp test console / GE horn test
- Print out FO/Ballast conditions for Master
- Review GE Alarm Modified and Disabled point list

Discrepancies:

Engineer                    Date/Time