

**PORT OF PORTLAND  
MASTER PRE-ARRIVAL SAFETY CHECKLIST AND DECLARATION**

This form is to be completed, signed, and stamped by the Master of all vessels calling at the Port of Portland. The completed form is to be submitted by the agent to [shipping@portofportland.com.au](mailto:shipping@portofportland.com.au) no less than 48 hours prior to arrival at the pilot boarding ground or anchorage.

<b>Vessel</b>		<b>IMO</b>		<b>Arrival date</b>	
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**Safety Checklist**

**The Master confirms that the following have been read and understood.**

*If you are unable to access any of the documents online, please request through your agent.*

*The relevant documents are hyperlinked below for ease of access.*

<b>1</b> <a href="#">Current Notice to Mariners</a>	<b>No</b>	<b>Yes</b>
<ul style="list-style-type: none"> <li>• Notice to Mariners 61(T)/25 Declared Depths</li> <li>• Notice to Mariners 62(T)/25 Shoaling Near Main Breakwater</li> </ul>		
<i>Notice to Mariners for Victorian State Waters and all Victorian ports are available on the Ports Victoria <a href="#">Website</a></i>		

<b>2</b> <a href="#">Harbour Master's Notices</a>	<b>No</b>	<b>Yes</b>
<ul style="list-style-type: none"> <li>• Harbour Master's Notice 01-2021 Prevention of Pollution from Ships in Australian Waters</li> <li>• Harbour Master's Notice 01-2023 Precautions During Weather Events</li> <li>• Harbour Master's Notice 01-2024 Requirements for the Mobile bulk Loading of Grain</li> <li>• Harbour Master's Notice 01-2025 Carriage and Use of AIS and VHF Radio</li> </ul>		

**The Master confirms that they are aware of and have access to the following.**

<b>3</b> <a href="#">Harbour Masters Directions</a>	<b>No</b>	<b>Yes</b>
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<b>4</b> <a href="#">Port Information Guide</a>	<b>No</b>	<b>Yes</b>
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<b>5</b> <a href="#">Port of Portland Site Rules</a>	<b>No</b>	<b>Yes</b>
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**Masters Declaration**

In addition to the above, I declare that my vessels main engine, bow thruster (if fitted), steering gear and emergency steering are fully operational, and my vessel has no deliciencies that will adversely affect the vessel while navigating and manoeuvring in pilotage waters.

<b>Captain Name</b>		<b>Signature &amp; Ships Stamp</b>		<b>Date</b>	
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**Deficiencies**

<b>List any Deficiencies</b>	
1	
2	
3	

<b>1 Portland Port Control</b>	
Working Channel	VHF Channel 12
Level of Service	Local Port Service
Hours of Operations	General Contact Information and Nautical Services Section of the <a href="#">Port Information Guide</a>
<b>Important Note:</b>	<b>Portland Port Control operates from one hour prior to the expected pilot boarding time for the arrival or departure of a vessel.</b> <b>Portland Port Control does not operate 24/7.</b>
E-mail	<a href="mailto:shipping@portofportland.com.au">shipping@portofportland.com.au</a>
<b>2 Anchoring</b>	
Choosing an Anchorage	Anchor in any available anchorage from A1 to A8
Advising anchor down time	Provide the anchor down time to the vessels agent to forward to Port of Portland. E-mail to <a href="mailto:shipping@portofportland.com.au">shipping@portofportland.com.au</a>
More information	Section 48 and 49 of <a href="#">Harbour Masters Directions</a>
<b>3 Shipping Movements</b>	
Scheduled Movements	Via vessels agent or <a href="#">Shipping Movements</a> website
<b>4 Pilot Boarding</b>	
Approaching Pilot Boarding Ground	Section 27 <a href="#">Harbour Masters Directions</a>
Pilot Ladder Arrangements	Nautical Services section of the <a href="#">Port Information Guide</a>
Under Keel Clearance	Section 24 of <a href="#">Harbour Masters Directions</a>
Arrival and Departure Draughts	Section 28 and 30 of <a href="#">Harbour Masters Directions</a>
Towage	Section 31 of <a href="#">Harbour Masters Directions</a> and the Nautical Services section of the <a href="#">Port Information Guide</a>
Navigation Bridge Visibility	Section 46 of <a href="#">Harbour Masters Directions</a>
<b>5 Works Requiring a Permit</b>	
Details	Section 50 of <a href="#">Harbour Masters Directions</a>
Permits	Via vessels agent or <a href="#">Other Forms and Documents</a> section of the Port of Portland website
<b>6 Weather Information</b>	
Details	Weather and Tidal Information Section of the <a href="#">Port Information Guide</a>
Live Weather Information	<a href="http://www.bom.gov.au/vic/forecasts/westcoast.shtml">http://www.bom.gov.au/vic/forecasts/westcoast.shtml</a> <a href="http://www.bom.gov.au/australia/meteve/">http://www.bom.gov.au/australia/meteve/</a>
<b>7 COVID-19 Requirements</b>	
Requirements	<a href="#">Harbour Master's Notice 04-2020 COVID-19 Requirements</a>
Pre-Arrival Declaration	<a href="#">Other Forms and Documents</a> section of the Port of Portland website
<b>8 Emergency Response</b>	
Details	Port Safety section of the <a href="#">Port Information Guide</a>
<b>9 Environment</b>	
Details	Port Safety section of the <a href="#">Port Information Guide</a>
Regulatory Information on MARPOL	<a href="#">Harbour Master's Notice 01-2021 Prevention of Pollution from Ships in Australian Waters</a>
<b>10 Port Services Requests</b>	
Potable Water	Via vessels agent, Vessel Services section of the <a href="#">Port Information Guide</a>
Waste	Via vessels agent, Port Environment, Waste section of the <a href="#">Port Information Guide</a>