



Vessel Name					Agent Name				
Name Of Master					Agent Phone				
Last Port					Next Port (after Otago)				
Ship Email Address					IMO Number				

	Arrival @ Pilot station				Estimated Departure				Ships Particulars				
DATE/TIME									LOA				
FWD DRAFT									LBP				
AFT DRAFT									BEAM				
PROPELLER	Fixed		CPP		Right H.		Left H.		GRT				
RUDDER	35°		Becker		70°		DISTANCE BRIDGE TO BOW						
KEEL TO MAST HEAD DISTANCE							MOULDED DEPTH						
							FREEBOARD						

EQUIPMENT IN GOOD WORKING ORDER

	YES	NO	N/A
Main Engines			
Main Steering Gear			
Anchor Gear			
Bow Thruster			KW or HP
Stern Thruster			KW or HP
Gyro Compass			
Radar			
Speed Log			
GPS			

	YES	NO	N/A
Engine Telegraph			
Engine RPM indicator			
Rudder Angle Indicator			
Rate of Turn Indicator			
Magnetic Compass			
Echo Sounder			
VHF Radio			
Ship's Whistle			

COMMENTS/REMARKS/DEFICIENCIES: For example: Vessel can only use up to half ahead. If YES, complete section below:

Confirm that any Engine Power Limitation is deactivated prior to the Pilotage Act	YES		NO	
Has vessel experienced main engine or auxiliary failure in the past 90 days?	YES		NO	
Details of failure:				
Does the main engine burn low Sulphur Fuel? (if NO fill out next line)				
What sort of scrubbers do you use?	OPEN		CLOSED	
			HYBRID	

NOTE: MASTER AND BRIDGE TEAM ARE REQUIRED ON THE BRIDGE FOR BRM PILOT/MASTER EXCHANGE

OTAGO PASSAGE PLAN

Confirm the Port Otago Ltd Passage plan has been downloaded and loaded on Vessels ECDIS	YES		NO	
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VESSEL DECK EQUIPMENT DETAILS

Please advise Bollard Strengths SWL				
Please confirm age of Pilot Ladder (copy of the certificate required)				
Please confirm the age of manropes used with Pilot Ladder (copy of the certificate required)				
Is the pilot ladder constructed and rigged to latest international standards	YES		NO	



VESSEL MAIN ENGINES ARE NOT TO BE TURNED OVER WHEN MOORED AT THE BERTH WITHOUT THE EXPRESS PERMISSION OF THE PILOT OR HARBOUR CONTROL

This form must be sent by email at least **24 Hours** before Arrival

ETA to be transmitted by email **12 Hours** before Arrival

ETA to be confirmed by VHF Channel 14 at least **3 Hours** before Arrival

ANY CHANGES MUST BE NOTIFIED IMMEDIATELY - VHF 14/16 ON WATCH

Phone	(+64) 3 4729882
Email	pilots@portotago.co.nz

PERMIT SUMMARY

	Permits Required	YES	NO		Permits Required	YES	NO
Crew Change	No			Hot Work	Yes		
Immobilisation	Yes			Divers	Yes		
Lifeboat Recovery	Yes			Hull External Work	Yes		

	YES	NO
Are your goods being discharged Domestic or Imports?		
If YES please provide your "Custom Permit to Unload Goods From Craft"		

All permits to be submitted for approval and in advance to Port Otago
dutypilotspermitapproval@portotago.co.nz

Permits and Application Forms can be found on our Port Otago website

portotago.co.nz/marine-and-shipping/marine-permits-to-work

RESOURCES REQUESTED

	YES	NO
Water		
Shore Power		
Quarantine Waste Removal		
Security		

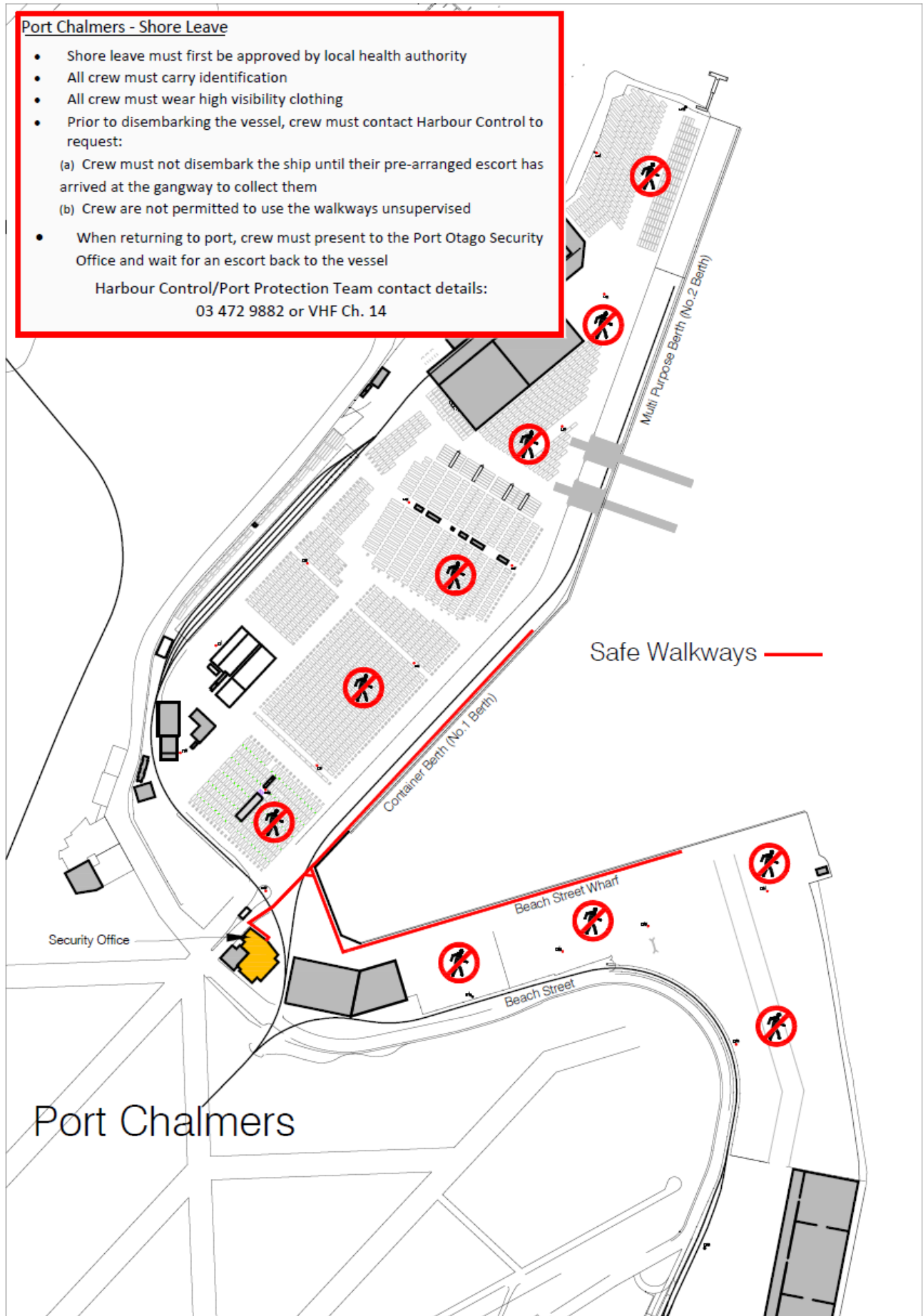
Port Chalmers Terminal	Anyone within an operational area, including on the wharves must be wearing hi-visibility clothing.
NO SMOKING Policy	There is <u>no smoking or vaping</u> permitted on any Port Otago property, including wharves and car parks
Taxi	Short term/taxi parks are located outside the main terminal entrance
Contractors	All Contractors requesting access to Port Otago sites must have completed the Online safety induction Port Otago and any site-specific inductions as may be required
Security	If you require access, please contact your ships agent or Port Otago Security portprotectionofficers@portotago.co.nz or telephone 03 472 9877
Cruise Vessel Noise Restriction Policy	Please ensure you adhere to the Cruise Vessel Noise Restriction Policy – a copy is available on our website



Port Chalmers - Shore Leave

- Shore leave must first be approved by local health authority
- All crew must carry identification
- All crew must wear high visibility clothing
- Prior to disembarking the vessel, crew must contact Harbour Control to request:
 - (a) Crew must not disembark the ship until their pre-arranged escort has arrived at the gangway to collect them
 - (b) Crew are not permitted to use the walkways unsupervised
- When returning to port, crew must present to the Port Otago Security Office and wait for an escort back to the vessel

Harbour Control/Port Protection Team contact details:
03 472 9882 or VHF Ch. 14





BIOSECURITY REQUIREMENTS

The operator or person in charge of any vessel must take all reasonable and practicable steps to ensure that when the vessel enters New Zealand territory, it is free of regulated pests and substantially free of biosecurity contamination.

All requirements are available in the Craft Risk Management Standard for Vessels – this can be found at <https://www.mpi.govt.nz/dmsdocument/19757-Craft-Risk-Management-Standard-for-Vessels>

While a vessel is within New Zealand territory, the operator or person in charge of the vessel must ensure that:

- a) no risk goods (including food and garbage) are discharged overboard or otherwise leave the vessel other than for disposal by an approved system or for biosecurity clearance at a place of first arrival
- b) all biosecurity contamination and other risk goods are secured on the vessel
- c) no removal of biofouling from an international vessel is undertaken in New Zealand territory other than through use of an MPI-approved haul-out facility or MPI approved treatment.