

## Dunedin Vessel Arrival Information Sheet (VAIS)

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		YES	NO	N/A
Main Engines				Engine Telegraph			
Main Steering Gear				Engine RPM indicator			
Anchor Gear				Rudder Angle Indicator			
Bow Thruster			KW or HP	Rate of Turn Indicator			
Stern Thruster			KW or HP	Magnetic Compass			
Gyro Compass				Echo Sounder			
Radar				VHF Radio			
Speed Log				Ship's Whistle			
GPS							

**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	

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**NOTE: VESSELS TRANSITING OR SHIFTING BERTH WITHIN OTAGO UPPER HARBOUR REQUIRE A MINIMUM STERN TRIM OF 0.5M (MAXIMUM 2.5M)**

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**

<b>Phone</b>	<b>(+64) 3 4729882</b>
<b>Email</b>	<a href="mailto:pilots@portotago.co.nz">pilots@portotago.co.nz</a> and <a href="mailto:dunedinbulkport@portotago.co.nz">dunedinbulkport@portotago.co.nz</a> <a href="mailto:portprotectionofficers@portotago.co.nz">portprotectionofficers@portotago.co.nz</a> <a href="mailto:bulkport.security@portotago.co.nz">bulkport.security@portotago.co.nz</a>

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

### PERMIT SUMMARY

	Permits Required	YES	NO
Crew Change	<b>NO</b>		
Bunkering – Wharf	<b>NO</b>		
Bunkering – Tanker	<b>Yes</b>		
Immobilisation	<b>Yes</b>		
Lifeboat Recovery	<b>Yes</b>		

	Permits Required	YES	NO
Heavy Loading	<b>Yes</b>		
Divers	<b>Yes</b>		
Hot Work	<b>Yes</b>		
Hull External Work	<b>Yes</b>		

All permits to be submitted for approval and in advance to Port Otago

[dutypilotspermitapproval@portotago.co.nz](mailto:dutypilotspermitapproval@portotago.co.nz)

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

[Resources for Shipping Agents, Contractors and Suppliers » Port Otago](#)

### RESOURCES REQUESTED

	YES	NO
Water		
Shore Power		
Quarantine Waste Removal		
Security		

<b>All Dunedin Wharves</b>	All pedestrians must follow the safe walkways as depicted below Anyone within the operational area, including on the wharf must be wearing hi-visibility clothing Scooters or bikes are not permitted to be used on any wharf or carpark
<b>NO SMOKING Policy</b>	There is <u>no smoking or vaping</u> permitted on any Port Otago property, including wharves and car parks
<b>Taxis</b>	Taxi pick up/drop off zones are in Port Otago car parks - no wharf access
<b>Contractors</b>	All Contractors requesting access to Port Otago sites, including wharves and stores at the Dunedin Bulk Port must have completed the <a href="#">online Port Otago Health &amp; Safety Induction</a> and any site-specific inductions as may be required
<b>Security</b>	If you require access, please contact your ships agent or Port Otago Bulkport Security <a href="mailto:bulkport.security@portotago.co.nz">bulkport.security@portotago.co.nz</a> and <a href="mailto:portprotectionofficers@portotago.co.nz">portprotectionofficers@portotago.co.nz</a> telephone <b>(+64) 3 4729877</b> or <b>(+64) 21 2435744</b>

