

## Dunedin Vessel Arrival Information Sheet (VAIS)

Vessel Name		Agent name	
Name Of Master		Agent phone	
Last Port		Next Port (after Otago)	
Ship Email Address			

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

### EQUIPMENT IN GOOD WORKING ORDER

	YES	NO	N/A
Main Engines			
Main Steering Gear			
Anchor Gear			
Bow Thruster			
Stern Thruster			
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:

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	
---	-----	--	----	--

### VESSEL DECK EQUIPMENT DETAILS

Bollard Strengths SWL	
Is there a Forward Main Deck Lead available?	
Is the pilot ladder constructed and rigged to latest international standards	

**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**

<b>Phone</b>	<b>(+64) 3 4729883</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		Permits Required	YES	NO
Crew Change	<b>NO</b>			Heavy Loading	<b>Yes</b>		
Bunkering – Wharf	<b>NO</b>			Divers	<b>Yes</b>		
Bunkering – Tanker	<b>Yes</b>			Hot Work	<b>Yes</b>		
Immobilisation	<b>Yes</b>			Hull External Work	<b>Yes</b>		
Lifeboat Recovery	<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>

