

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** - Is the engine power limited? 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	
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**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	



**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**

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

**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		

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>Port Chalmers Terminal</b>	Anyone within an operational area, including on the wharves must be wearing hi-visibility clothing.
<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>Taxi</b>	Short term/taxi parks are located outside the main terminal entrance
<b>Contractors</b>	All Contractors requesting access to Port Otago sites 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 Security <a href="mailto:portprotectionofficers@portotago.co.nz">portprotectionofficers@portotago.co.nz</a> or telephone 03 472 9877



**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 an escort.
- ① Crew must not disembark the ship until their pre-arranged escort has arrived at the gangway to collect them.
- ① Crew are not permitted to use the walkways unsupervised.
- When returning to port, crew must present to the Gatehouse and wait for an escort back to the vessel.

**Harbour Control/Port Protection Team contact details:**

**03 472 9882 or VHF Ch. 14**

