

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	
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VESSEL DECK EQUIPMENT DETAILS

Bollard Strengths SWL	YES	NO	
Is there a Forward Main Deck Lead available?	YES	NO	
Is the pilot ladder constructed and rigged to latest international standards	YES	NO	
Confirm the maximum age of Pilot ladders does not exceed 24 mths from date of manufacture (copy of the certificate included)	YES	NO	
Confirm the age of manropes used with Pilot ladders does not exceed 12 months from date of manufacture (copy of the certificate included)	YES	NO	

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

Phone	(+64) 3 4729883
Email	pilots@portotago.co.nz and dunedinbulkport@portotago.co.nz portprotectionofficers@portotago.co.nz bulkport.security@portotago.co.nz

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	NO			Heavy Loading	Yes		
Bunkering – Wharf	NO			Divers	Yes		
Bunkering – Tanker	Yes			Hot Work	Yes		
Immobilisation	Yes			Hull External Work	Yes		
Lifeboat Recovery	Yes						

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

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

RESOURCES REQUESTED

	YES	NO
Water		
Shore Power		
Quarantine Waste Removal		
Security		

All Dunedin Wharves	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
NO SMOKING Policy	There is <u>no smoking or vaping</u> permitted on any Port Otago property, including wharves and car parks
Taxis	Taxi pick up/drop off zones are in Port Otago car parks - no wharf access
Contractors	All Contractors requesting access to Port Otago sites, including wharves and stores at the Dunedin Bulk Port must have completed the online Port Otago Health & Safety Induction and any site-specific inductions as may be required
Security	If you require access, please contact your ships agent or Port Otago Bulkport Security bulkport.security@portotago.co.nz and portprotectionofficers@portotago.co.nz telephone (+64) 3 4729877 or (+64) 21 2435744

