



Port Chalmers 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.
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				
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
Crew Change	No		
Immobilisation	Yes		
Lifeboat Recovery	Yes		

	Permits Required	YES	NO
Hot Work	Yes		
Divers	Yes		
Hull External Work	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		

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 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 Security portprotectionofficers@portotago.co.nz 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:
 - (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

