

16. Appendices

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16.1 VTS Vessel Booking Application Form

Please follow this link to access the official fillable PDF form: [F4330 - VTS Vessel Booking Application](#)

This is a replica of the form and is not intended to be used.



Queensland
Government

VTS Vessel Booking Application

This report must be completed and lodged with the Ship Scheduler no later than 48 hours before the ship's expected arrival, or no later than 24 hours before the ship's expected departure or removal.

Telephone: (07) 4839 0226

Email: shipscheduler_gladstone@msq.qld.gov.au

Vessel details (please print)

Vessel name		IMO number
Agent's company name		Agent's name
After hours phone number		
Has the ship's International Security Certificate (ISC) details been provided to the Australian Customs Service?		Security level 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>
Is the cargo classified as being dangerous goods?		Booking application remarks
No <input type="checkbox"/> Yes <input type="checkbox"/> What type of cargo will be carried?		Is this cargo gas free? No <input type="checkbox"/> Yes <input type="checkbox"/>
LOA	Beam	Arrival displacement
DWT	GRT	
Main engine power rating (kW)	Bow thruster power rating (kW)	Stern thruster power rating (kW)

Arrival details

Will a Pilot be required?

No ☐ Yes ☐

Master's full name

Vessel's last port

Vessel's intended berth or anchorage

Berthing draft forward

Berthing draft aft

Estimated time of arrival - Fairway

Date

Time

Requested Pilot Boarding

Date

Time

Requested Port Entry

Date

Time

Will a helicopter or a launch be required to transfer the pilot?

No ☐ Yes ☐ Helicopter ☐ Launch ☐

Will a tug/s be required?

Will line boats be required?

No ☐ Yes ☐ How many?

No ☐ Yes ☐ How many?

Departure/Removal details

Departure ☐ Removal ☐

Will a Pilot be required?

No ☐ Yes ☐

Master's full name

Vessel's destination/Next port of call

Departure draft forward

Departure draft aft

Departure displacement

Requested Pilot Boarding

Date

Time

Estimated time of departure

Date

Time

Will a helicopter or a launch be required to transfer the pilot?

No ☐ Yes ☐ Helicopter ☐ Launch ☐

Will a tug/s be required?

Will line boats be required?

No ☐ Yes ☐ How many?

No ☐ Yes ☐ How many?

Privacy statement: The Department of Transport and Main Roads is collecting the information on this form for the purposes of recording shipping movements, billing records for pilotage and to meet obligations under the International Ship and Port Facility (ISPF) Code. This information is required by the *Transport Operations (Marine Safety) Act 1994*, the *International Convention for the Safety of Life at Sea (SOLAS) 1974 Regulation XI-2/13* and the *Maritime Transport and Offshore Facilities Security Act 2003 (Cwlth)*. Authorised departmental officers and officers of Queensland port authorities will have access to this information and will not disclose your personal information to any third party without your consent, unless required to do so by law.

LTSR Forms Area Form F4330 CFD V01 Mar 2023

16.2 VTIS A4 – Tug and Tow Advice Form

Please follow this link to access the official fillable PDF form: [F5363 - VTS Tug and Tow Booking Request](#)

This is a replica of the form and is not intended to be used



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VTS Tug and Tow Booking Request

Port name

Arrival

Ship's name	LOA	Voyage number
IMO Number	Exempt Master	
Invoicing body	Contact details	Ship's defects
Pilot to board:	ETA berth:	
Date / /	Date / /	Time
Last port	Next port	
Berth code	Direction	
Draft Fwd	Draft Aft	
Support Tug(s) Request number	Tug company	
Dangerous Goods: Yes <input type="checkbox"/> No <input type="checkbox"/>		

Departure

ETD:			
Date / /	Time	Berth code	Voyage number
Exempt Master	Contact details		
Support Tug(s) Request number	Tug company		
Draft Fwd	Draft Aft		
Dangerous Goods: Yes <input type="checkbox"/> No <input type="checkbox"/>			

Barge details

Name		
LOA	Beam	Type
Draft Fwd	Draft Aft	
Length of tow:		
Sea	Shortened up	

VTS Tug and Tow Booking Request continued... page 2 of 2

Remarks

Other information

continued page 2... Page 1 of 2 LTSR Forms Area Form F5363 CFD V01 Mar 2023

Page 2 of 2 LTSR Forms Area Form F5363 CFD V01 Mar 2023

16.3 Cyclone tracking Chartlet – Eastern Australia



16.4 Dangerous Cargo Report (form F3217)

Please follow this link to access the official fillable PDF form: [F3217 - Dangerous Cargo Report](#)

This is a replica of the form and is not intended to be used



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Sections 90 and 91 of the *Transport Operations (Marine Safety) Regulation 2016*.

Definitions

- 'dangerous cargo' means any of the following cargoes, whether packaged, carried in bulk packagings or in bulk -
 - (a) crude oil and petroleum products with a flash point not more than 60 degrees Celsius
 - (b) dangerous goods
 - (c) liquefied gases mentioned in the Codes for the Construction and Equipment of Ships Carrying Liquefied Gases in Bulk issued by the IMO
 - (d) liquid chemicals mentioned in the Codes for the Construction and Equipment of Ships Carrying Dangerous Chemicals in Bulk issued by IMO and Annex II of MARPOL
- 'dangerous goods' means the goods mentioned in the International Maritime Dangerous Goods (IMDG) Code.
- 'local marine service' means a shipping service where a ship is operated on Queensland intrastate voyages to handle dangerous cargo.

Please note

- A dangerous cargo report may also be provided in the following approved forms -
- a properly completed Ship Information System (SIS) Booking Form (in ports where the SIS system is in use) provided the cargo details referred to below are forwarded to the Regional Harbour Master.
 - electronic communication (other than voice) of the information which is required on this form.

Is this report for a local marine service?

No ☐ Complete Section A only

Yes ☐ Complete Section B overleaf only

Section A

Pilotage area or place for which the report is being made

Ship's name

Ship's IMO/Lloyd's number

Agent's name and address

Expected date and time of arrival

Expected date and time of departure

Expected date and time of removal

Expected date and time of transfer/loading of cargo

Is any part of the ship's cargo defined as 'dangerous goods' in the Definitions opposite?

No ☐

Yes ☐ Provide the following details: stowage, quantity, proper shipping name, UN number, IMDG classification and, where applicable, division, packaging group, flashpoint or flashpoint range (details may be provided on a separate sheet/s if necessary and attached to this form.)

Name of person in charge of handling, stowing, loading or unloading of the dangerous goods

Phone number Fax number

Is any part of the ship's cargo defined as 'dangerous cargo' (other than 'dangerous goods') in the Definitions opposite?

No ☐

Yes ☐ Provide the following details: stowage, quantity, proper shipping name, UN number, and, where applicable, flashpoint or flashpoint range (details may be provided on a separate sheet/s if necessary and attached to this form.)

Name of person in charge of loading, unloading or transfer of the dangerous cargo

Phone number Fax number

Is the dangerous cargo in good condition?

No ☐ Provide details: (details may be provided on a separate sheet/s if necessary and attached to this form.)

Yes ☐

I declare that the information provided, to the best of my knowledge, is true and correct.

Agent/Owner/Master's name

Agent/Owner/Master's signature Date

Send to the Regional Harbour Master for the destination port/pilotage area

continued page 2 ...

Page 1 of 2

TRB Forms Area Form F3217 CPD V01 Oct 2016

Dangerous Cargo Report continued ... (page 2 of 2)

Section B

Location of local marine service

Ship's name

Ship's IMO/Lloyd's number

Operator's name and address

Contact person's name

Phone number Fax number

Is this report for an initial voyage of a new local marine service?

No ☐

Yes ☐ Expected date and time of commencement of voyage

Is this report for subsequent voyage/s as part of a local marine service?

No ☐

Yes ☐ Expected date and time of voyage/s (details may be provided on a separate sheet/s if necessary and attached to this form.)

Details of dangerous cargo to be carried: quantity, proper shipping name, IMDG classification, UN number and where applicable flashpoint or flashpoint range (details may be provided on a separate sheet/s if necessary and attached to this form.)

Are there any passengers intended to be carried during the transport of the dangerous cargo?

No ☐

Yes ☐ How many?

I declare that the information provided, to the best of my knowledge, is true and correct.

Agent/Owner/Master's name

Agent/Owner/Master's signature Date

Send to the local Regional Harbour Master

Privacy Statement: Maritime Safety Queensland (MSQ) is collecting the information on this form as record of any dangerous cargo being carried by a ship into the Port. The information is collected pursuant to the Transport Operations (Marine Safety) Act 1994. Authorised officers within MSQ and the Department of Transport and Main Roads may have access to this information. The information recorded will not be disclosed to a third party without your consent or unless required by law.

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TRB Forms Area Form F3217 CPD V01 Oct 2016

16.5 Dangerous Cargo Event Report (form F3220)

Please follow this link to access the official fillable PDF form: [F3220 - Dangerous Cargo Event Report](#)

This is a replica of the form and is not intended to be used



Queensland
Government

Section 93 of the *Transport Operations (Marine Safety) Regulation 2016*.

Please note

A dangerous cargo event report may also be provided in the following approved forms -

- by radio or electronic communication giving the information which is required on this form.

Ship's name

Ship's IMO/Lloyd's number

Particulars of person making report

Owner ☐ Master ☐ Person in charge of place ☐

Name and address of person making report

Location of event

Name of berth (if any)

Date and time of event

 / / : hrs

Description of the dangerous cargo involved (if insufficient space, continue on separate sheet/s duly signed and attached to this form.)

Privacy Statement: The Department of Transport and Main Roads is collecting the information on this form as a record of any dangerous cargo event that has happened at the place or on the ship. This information is required under the *Transport Operations (Marine Safety) Regulation*. Authorised departmental officers will have access to this information and your personal information will not be disclosed to any third party without your consent, unless required to do so by law.

Dangerous Cargo Event Report

Description of the event (if insufficient space, continue on separate sheet/s duly signed and attached to this form.)

Description of damage (if insufficient space, continue on separate sheet/s duly signed and attached to this form.)

Nature of injuries and/or fatalities (if insufficient space, continue on separate sheet/s duly signed and attached to this form.)

I declare that the information provided, to the best of my knowledge, is true and correct.

Signature

Date

 / /

Send to the Regional Harbour Master nearest the location of the event.

TMR Forms Area
Form F3220 CFD
V01 Oct 2016

16.6 Arrival/Departure Report (form F3452)

Please follow this link to access the official fillable PDF form: [F3452 - Arrival/Departure Report](#)

This is a replica of the form and is not intended to be used



Arrival/Departure Report

Please note: This report must be completed and lodged with the Regional Harbour Master no later than 48 hours before the ship's expected arrival OR no later than 24 hours before the ship's expected departure or removal.

☐ Interstate vessel ☐ Foreign going vessel ☐ Naval vessel

Port Date
[Click here to select port](#)

Vessel Details

Vessel name

Lloyd's number

Has the ship's International Ship Security Certificate (ISSC) Number been provided to Australian Customs?

☐ Yes ☐ No

Security level: 1 ☐ 2 ☐ 3 ☐

Gross registered tonnage Exempt master? ☐ Yes ☐ No

Length overall (m)

Master's name

Arrival Details

Arrival date Estimated Time

Berth

Previous port of call

Anticipated Removals

To Wharf No. Date

To Wharf No. Date

To Wharf No. Date

Departure Details

Departure date Estimated Time

Berth

Next port of call

Special Conditions connected with arrival/removal/departure

Conservancy Dues

Exempt ☐

Reason for exemption

[Click here to select exemption reason](#)

OR

Paid ☐ at

Payable ☐ From To

Certification

By submitting this form electronically I/we warrant that the information provided is true and correct and I/we undertake to pay any Port Dues owing.

Company name

Customer number
(Customer number can be found on previously issued invoices)

Agent's name Phone

Address

Privacy Statement: The Maritime Safety Agency of Queensland (MSA) is collecting the information on this form as record of shipping movements, billing records for pilotage and to meet obligations under the International Ship and Port Facility Security Code (ISPS Code). The information is collected pursuant to the Transport Operations (Marine Safety) Act 1994, the International Convention for Safety of Life at Sea (SOLAS) 1974 Regulation XI-2/13 and the Maritime Transport Act 2003. Authorised officers within MSA, the Department of Transport and Main Roads and Queensland Port Authorities may have access to this information. Your personal details will not be disclosed to a third party without your consent or unless required by law.

Office Use Only

The following information should accompany this form with any supporting documentation for archiving.

Conservancy Dues
Pilotage Inwards Due
Pilotage Outwards Due
Removal
Cancellations Due
Delay Charges Due
Totals

Sales Order Number

Invoice Number Date

Corporate Forms Area Form F3452 CFD V01 Nov 2013

IMPORTANT NOTICE

Where the Services of a Pilot are Required

PROVISION OF A PILOT

- Legislation requires that a person must not navigate a ship in a compulsory pilotage area unless the person uses the services of a pilot.
- From 2 November 2013, changes to the *Transport Operations (Marine Safety) Act 1994* passed the responsibility for the provision and delivery of port pilotage services for ports north of Brisbane (except Abbot Point) to the port Government owned corporations. This is being achieved by giving port authorities the legal responsibility for the provision and delivery of pilotage services in designated Compulsory Pilotage Areas. The Responsible Pilotage Entities for all Compulsory Pilotage Areas are specified in Schedule 6 of the *Transport Operations (Marine Safety) Regulation 2004 (TOMS Regulation)*, as follows:

Column 1	Column 2
Compulsory pilotage area	Responsible pilotage entity
Southport pilotage area	Maritime Safety Queensland
Brisbane pilotage area	Maritime Safety Queensland
Bundaberg pilotage area	Gladstone Ports Corporation
Gladstone pilotage area	Gladstone Ports Corporation
Rockhampton pilotage area	Gladstone Ports Corporation
Hay Point pilotage area	North Queensland Bulk Ports Corporation
Mackay pilotage area	North Queensland Bulk Ports Corporation
Abbot Point pilotage area	Maritime Safety Queensland
Townsville pilotage area	Port of Townsville Limited
Lucinda pilotage area	Port of Townsville Limited
Mourilyan pilotage area	Far North Queensland Ports Corporation
Calms pilotage area	Far North Queensland Ports Corporation
Cape Flattery pilotage area	Far North Queensland Ports Corporation
Skardon River pilotage area	Far North Queensland Ports Corporation
Thursday Island pilotage area	Far North Queensland Ports Corporation
Weipa pilotage area	Far North Queensland Ports Corporation
Karumba pilotage area	Far North Queensland Ports Corporation

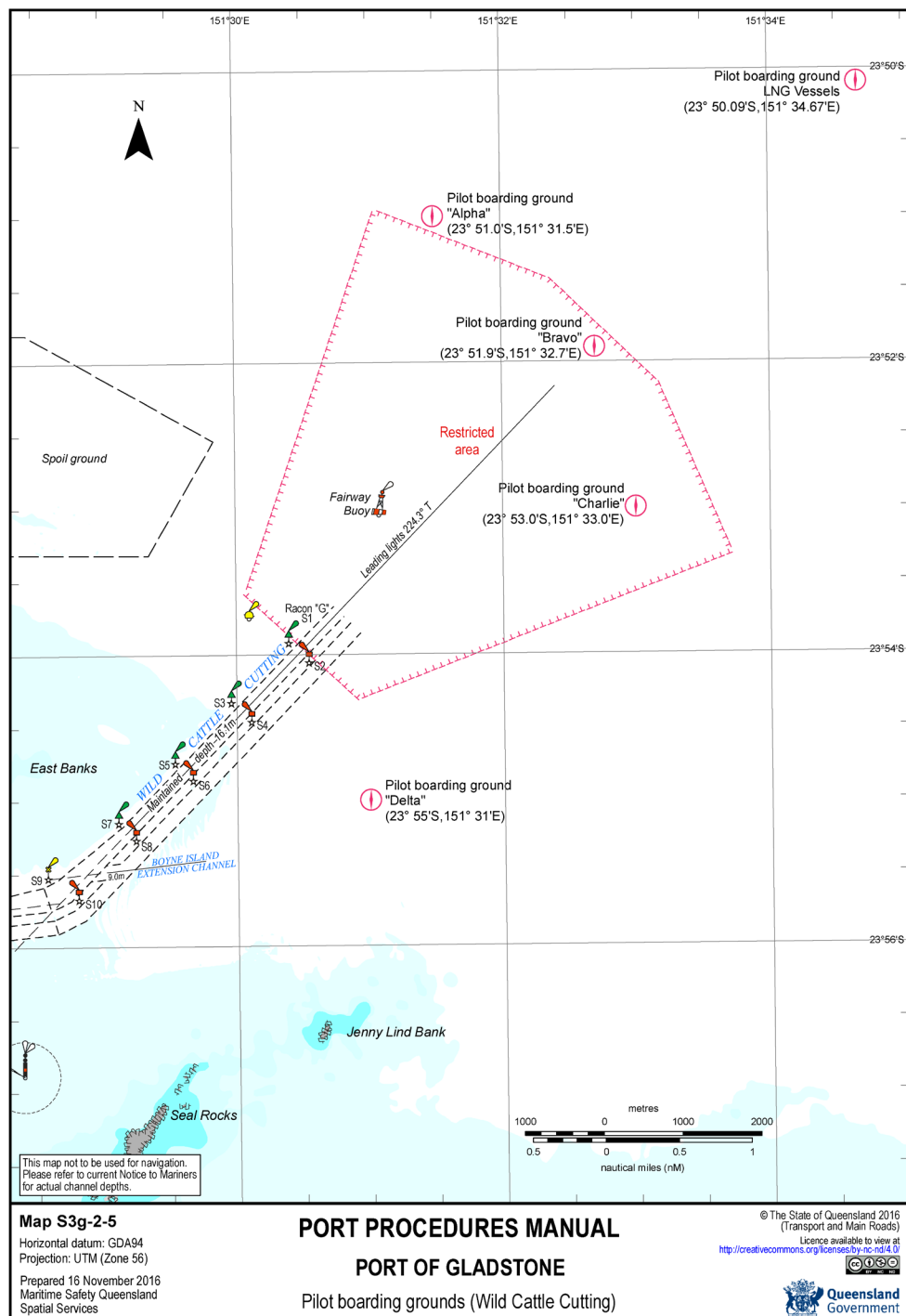
*Note: The TOMS Regulation also rescinds the Bowen, Cocktown, Maryborough and Port Douglas as Compulsory Pilotage Areas however these areas remain as pilotage areas.

- Maritime Safety Queensland has entered into an agreement with Port of Townsville Limited to deliver pilotage services in the Abbot Point Compulsory Pilotage Area.
- The Responsible Pilotage Entity may provide services on the basis that:
 - the person to whom the services are provided accepts the risk of loss or damage caused by an act or omission by the Responsible Pilotage Entity and waives any right to claim against the Responsible Pilotage Entity in contract, tort or otherwise howsoever, for any loss or damage (including consequential loss) to any person or property which arises directly or indirectly out of the provision of the pilotage services; and
 - The Responsible Pilotage Entity is not obliged to provide or arrange for the provision of the pilotage services if circumstances beyond their control mean the services cannot reasonably be provided at the time requested or at all and no compensation will be payable in this event.Circumstances beyond the control include, but are not limited to:-
 - industrial action by pilots, line boat operators or others;
 - inability to schedule a pilot at the time required;
 - any direction or regulation having the effect of prohibiting or preventing the carrying out of the pilotage; or
 - a failure by a sub-contractor to carry out any part of the pilotage services.

The contents of this notice may be pleaded in any action or proceedings arising out of the provision of pilotage services.

16.7 Pilot Boarding Grounds (Gladstone)

For a high resolution map please visit [Section 16.7 Pilot Boarding Grounds \(Gladstone\) - Gladstone: Port Procedures and Information for Shipping - Publications | Queensland Government](#)



16.8 Helicopter Operations Information (Gladstone)

You must advise your agent at least 12 hours prior to pilot boarding that you have read and understood these regulations; failure to do so will result in delays to your ship.

The embarkation and disembarkation of personnel by helicopter imposes certain mandatory conditions on the part of the ship and you, its master. These will involve the deck party being at a state of readiness for emergency action of a different nature but to a greater degree of preparation than that required for pilot launch transfer operations. If the helicopter attempts to make an emergency landing on board this may involve flying debris, spilt fuel with the associated danger of fire and more than likely, seriously injured personnel.

To assist in helicopter transfers, it is mandatory for the vessel to ensure that the [Gladstone Pilot Helicopter \(Landing\) Operations form](#) (16.9) is completed and returned to the Gladstone VTS Centre when the vessel booking application is made.

Under no circumstances will helicopter landings or uplifts be permitted from any vessel when bunker barge MV *Larcom* is moored alongside such vessel. This applies regardless of whether or not fuelling operations are in progress.

Further and more detailed information may be obtained from AMSA Marine Notices, AMSA Marine Order 57 and the International Chamber of Shipping (ICS), 'Guide to Helicopter/Ship Operations'.

16.9 Gladstone Pilot Helicopter Operations Declaration

Please follow this link to access the official fillable PDF form: [F5203 - Pilot Helicopter \(Landing\) Operations \(Primary Helicopter - EC135\)](#)

This is a replica of the form and is not intended to be used



Pilot Helicopter (Landing) Operations (Primary Helicopter - EC135)

Region:

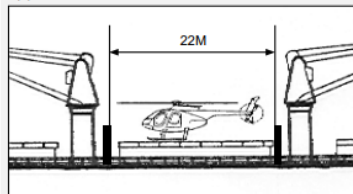
Hay Point ☐ Gladstone ☐

Name of ship Agent

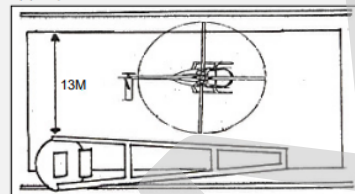
1. Do you understand that all helicopter communications will be on VHF Channel 10?
Yes ☐ No ☐
2. Do you understand that any helicopter transfer during the hours of darkness will require your ship to switch on all deck and accommodation lighting?
Yes ☐ No ☐
- 3a. Does your ship have a minimum clear area of 22m diameter for the helicopter landing, and a clear approach/ departure flight path of 22m or more across the ship? (see diagram 3(a) below)
Yes ☐ No ☐

- or
- 3b. If your ship has offset cranes - does it have 13m clear space between the crane and landing hatch side? (see diagram 3(b) below)
Yes ☐ No ☐

3(a) Centreline cranes



3(b) Shiplside cranes



4. Is the landing hatch clear for helicopter operations without raising any cranes or derricks?
Yes ☐ No ☐
5. Will the landing hatch and adjacent hatches be closed and washed clean?
Yes ☐ No ☐
6. Do you understand there is to be no loose equipment or ship's crew standing on or surrounding the landing hatch?
Yes ☐ No ☐
7. Will a fire party with charged hoses, foam equipment, proximity suits and rescue equipment be on station clear and upwind of the landing hatch? (equipment as per SOLAS Ch 11.2 Reg 18)
Yes ☐ No ☐
8. Will a rescue boat be ready for immediate lowering?
Yes ☐ No ☐
9. Will there be a safe means of access from the landing hatch to the deck?
Yes ☐ No ☐
10. Do you and your crew understand that crew members are not to approach the helicopter, unless in an emergency?
Yes ☐ No ☐

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Pilot Helicopter (Landing) Operations (Primary Helicopter - EC135) continued... page 2 of 2

11. Can your ship's landing hatch accept a helicopter of 489kgs per square metre (dynamic load) and or maximum weight 2910kgs (static load)?
Yes ☐ No ☐ The vessel is not helicopter suitable.
12. Do you have documents to confirm your ship's landing hatch can accept a helicopter of 489kgs per square metre (dynamic load) and or maximum weight 2910kgs (static load), as per Marine Order 57?
Yes ☐ No ☐ The vessel is not helicopter suitable.
13. Is the landing hatch flat?
Yes ☐ No ☐
14. Are the obstructions higher than 30cm on the landing hatch?
Yes ☐ No ☐
15. Will your ship comply with the *International Chamber of Shipping Guide to Helicopter-Ship Operations*, as per Marine Order 57?
Yes ☐ No ☐

Effective date 4 September 2017

Master's signature Master's printed name Date

Ship's stamp

Privacy Statement: The Department of Transport and Main Roads is collecting the information on this form under the provisions of the *Transport Operations (Marine Safety) Act 1994*. The department may disclose this information to authorised departmental officers and officers of Queensland port authorities. Your personal information will not be disclosed to a third party without your consent unless required or authorised to do so by law.

Page 2 of 2 LTSR Forms Area Form F5203 CFD V01 Feb 2023

16.10 Gladstone Port Navigation Depths

The following table indicates the designed navigation depths for the port of Gladstone.

Mariners are advised that the actual depth may vary from the design depth and should consult the Notice to Mariners website located on the MSQ website (<http://www.msq.qld.gov.au/Notices-to-Mariners.aspx>) or contact the office of the Regional Harbour Master (Gladstone).

Berth	Design depth (metres)
Wild Cattle Cutting	16.1
Boyne Island Extension Channel	9.0
Boyne Island Cutting	16.1
Golding Cutting	16.1
South Bypass Channel	7.3
Gatcombe Channel	16.3
Gatcombe Bypass Channel	12.5
Auckland Channel	15.8
Auckland Bypass Channel	6.8
Clinton Channel	16.0
Clinton Bypass Channel	13.0
Clinton Swing Basin	10.6
WICET Departure Channel	16.0
WICET Swing Basin	11.7
Targinie Channel	10.6
Targinie Swing Basin East	10.6
Targinie Swing Basin West	9.0
Jacobs Channel	13.0
GLNG Swing Basin	13.0
QCLNG Swing Basin	13.0
ALNG Swing Basin	13.0
Boyne Smelter Wharf	15.0
South Trees East Wharf	12.8
South Trees West Wharf	12.8
Barney Point Wharf (Eastern Approach)	13.5

Barney Point Wharf (Western Approach)	11.5
Barney Point Wharf	15.0
Auckland Point No 1 Wharf	11.3
Auckland Point No 2 Wharf	11.3
Auckland Point No 3 Wharf	11.3
Auckland Point No 4 Wharf	11.4
Clinton No 1 Wharf	18.8
Clinton No 2 Wharf	18.8
Clinton No 3 Wharf	18.8
Clinton No 4 Wharf	18.8
Fisherman's Landing No 1 Wharf	12.9
Fisherman's Landing No 2 Wharf	12.9
Fisherman's Landing No 4 Wharf	11.2
Fisherman's Landing No 5 Wharf	11.2
GLNG Export Wharf	13.0
QCLNG Export Wharf	14.0
APLNG Export Wharf	13.0
Passage Island Crossover Channel	3.3

PORT OF GLADSTONE

Pilotage Plan - Arrival / Departure / Removal

Gladstone VTS listens continuously on VHF Ch 13 & 16.
Gladstone Tugs operate on VHF Ch 12 & 08.
Communications for pilot transfer operations are conducted using VHF Ch 10.
Should any emergency arise, call Gladstone VTS on VHF Ch 13 for assistance.
The bridge team must monitor vessels position as required by Maritime Safety Queensland and International regulations.
Inform the Pilot before HELMSMAN and OOW is changed.

Pilot Card	yes	no
Defects	yes	no
Standby @		
Transfer By	Helicopter	Boat

Drafts	FWD	AFT	Δ
In metres			

UKC Calculations	
Area	
Time	
Chan. Depth	
+ Tide	
Avall Depth	
- Draft	
SUKC	

Minimum Under Keel Clearance			
Ship Size (Summer DWT)	Inner Harbour	Height	Range
Less than 85,000 t	0.7 m		See Channel
85,000 to 200,000	1.2 m		1.5 m
More than 200,000	1.2 m		1.8 m
			20 m

Notes: - Local Passages vessels following the Tugboat Channel are a max 1.0m UKC
 - Vessels over 1000 GRT requiring C/P 5 mlg Boat inside a max 2.0m UKC

Traffic List and vessels at anchorage		
	Passing Prediction	
	Position	Time
pass / follow / head		
pass / follow / head		
pass / follow / head		
pass / follow / head		

Plot remarks &/or diagram	
---------------------------	--

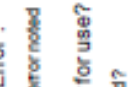
CHECKLIST > Pre - Arrival / Departure

- ☐ Security Level :
- ☐ Main Engine
 - Functioning ok and tested astern? Any recent repairs conducted?
- ☐ Steering
 - Tested? Are 2 motors running? Has emergency steering been tested?
- ☐ Thrusters
 - Bow / Stern? Power? Functioning reliably?
- ☐ Whistle
- ☐ Gyro

Gyro Error :

Gyro error noted

 - Functioning ok?
- ☐ Anchors deployed and ready for use?
 - When is it to be manned?
- ☐ Doppler / GPS / EM Log
 - Circle available systems
- ☐ Radars
 - Both on and functioning correctly?
- ☐ Aldis Lamp
- ☐ Is the UKC adequate for passage?
- ☐ Constrained by draught signal
- ☐ Charts, ECDIS and publications
 - On board and up to date? (ENC AUSE4008)
- ☐ Special Features?
 - If yes provide details :



GLADSTONE TUGS	Bollard Pull	Position
SL Curtis Island	80 t	
SL Quoin Island	80 t	
SL Boyne Island	80 t	
SL Heron Island	80 t	
SL Wiggins Island	80 t	
SL Awoonga	70 t	
SL Kooroo	70 t	
SL Kullaroo	70 t	
SL Tendon	70 t	
SL Yallam	70 t	
SL Targinnie	67 t	

The Master and the Pilot certify that the Pilotage Plan has been agreed and discussed with the bridge team.

Date / Time :


Master :

Pilot :

Client - Curlew Pilots Pty

Version 3.0

March 2018



PORT OF GLADSTONE

SHIP ::

LNG Pilotage Plan - Arrival / Departure / Removal

Pilot # 1		
Pilot # 2		
Date		
Side Alongside	Port	Starboard
Berth (* Alignment)		
Passage		
Channels		

Tide	Time	Height	Range

ECDIS Reference Point	
Dist. Bridge to Vap Line	

UKC Calculations	
Area	
Time	
Chan. Depth	
+ Tide	
Avail Depth	
- Draft	
SUKC	


Traffic List and vessels at anchorage	
posn / Mbr / head	
posn / Mbr / head	
posn / Mbr / head	
posn / Mbr / head	

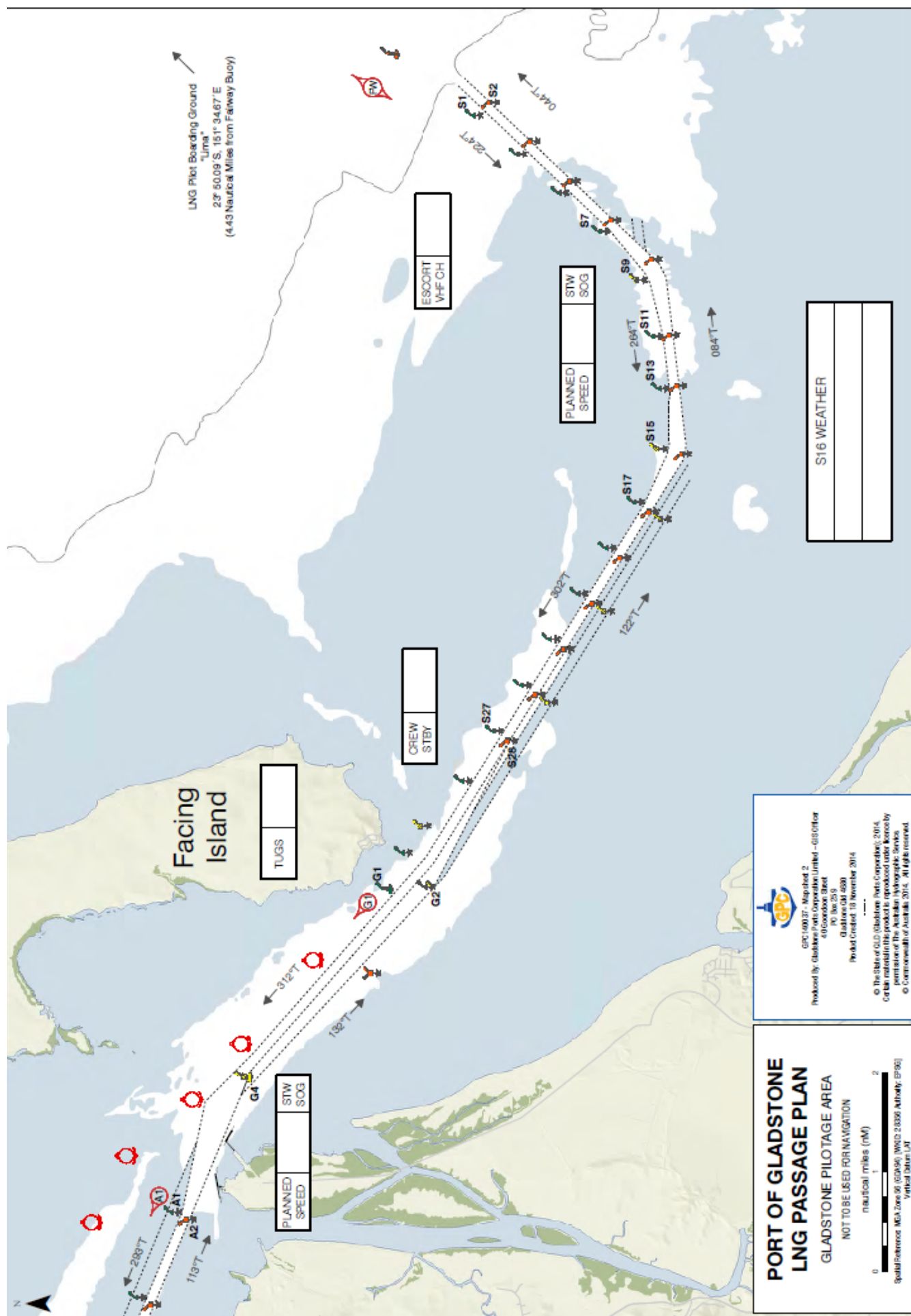
Traffic Prediction	
Position	Time

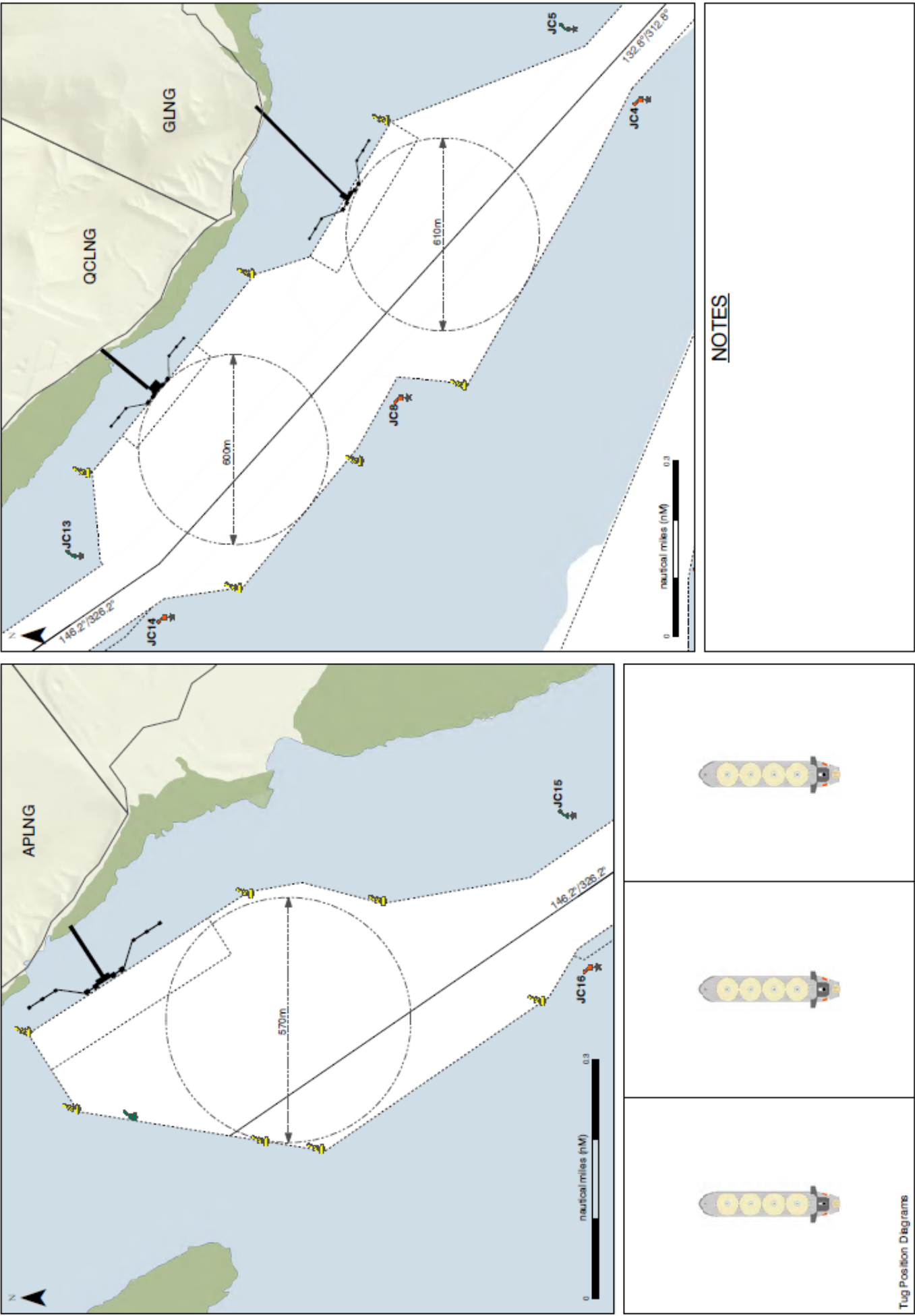
UKC Terminal VHF Channels	
APLNG Marine	87 76
OCLNG Marine	88 -
COLNG Marine	88 71

Gladstone VTS listens continuously on VHF Channels 13 & 16.
 Communications for pilot transfer operations are conducted using VHF Ch10.
 Should any emergency arise, call Gladstone VTS on VHF Ch13 for assistance.
 Inform the Pilot before HELMSMAN and OOW is changed.
 The pilotage passage will be monitored by Gladstone VTS.
 The bridge team must monitor vessel position as required by Maritime Safety Queensland and International regulations.

Pilot remarks &/or diagram

CHECKLIST > Pre - Arrival / Departure			
<input type="checkbox"/>	Security Level :		
<input type="checkbox"/>	Main Engine		
-	Functioning ok and tested astern? Any recent repairs conducted?		
<input type="checkbox"/>	Steering		
-	Tested? Are 2 motors running? Has emergency steering been tested?		
<input type="checkbox"/>	Thrusters		
-	Bow / Stern? Power? Functioning reliably?		
<input type="checkbox"/>	Whistle		
<input type="checkbox"/>	Gyro		
-	Gyro Error : Functioning ok? Gyro error noted		
<input type="checkbox"/>	Anchors cleared and ready for use?		
-	When is foctle to be manned?		
<input type="checkbox"/>	Doppler / GPS / EM Log		
-	Circle available systems		
<input type="checkbox"/>	Radars		
-	Both on and functioning correctly?		
<input type="checkbox"/>	Aldis Lamp		
<input type="checkbox"/>	Is the UKC adequate for passage?		
<input type="checkbox"/>	Constrained by draught signal		
<input type="checkbox"/>	Charts, ECDIS and publications		
-	On board and up to date?		
<input type="checkbox"/>	Special Features?		
-	If yes provide details :		
<p>The Master and the Pilot certify that the Passage Plan has been agreed and discussed with the bridge team.</p>			
Date / Time :			
Master :			
Pilot :			
 CMRS – Customised MCA Form 999 Version 2.1 As per 2016			





PORT OF GLADSTONE

Passenger Ship :

Gladstone Harbour Control **transmits** continuously on VHF Ch 13 & 16.
Gladstone Tugs operate on VHF Ch 12 & 08.
Communications for pilot transfer operations are conducted using VHF Ch 16.
Should any emergency arise, call Gladstone Harbour Control on VHF Ch 16.
The bridge team must monitor vessels position as required by Maritime Rules.
Inform the Pilot before **HELMAN** and **OOV** is changed.

Pilot Card	yes	no
Defects	yes	no
Standby @		
Transfer By	Helicopter	Boat

Drafts	FWD	AFT	Δ
In metres			

UKC Calculations		
Area		
Time		
Chan. Depth		
+ Tide		
Avail Depth		
- Draft		
SUKC		

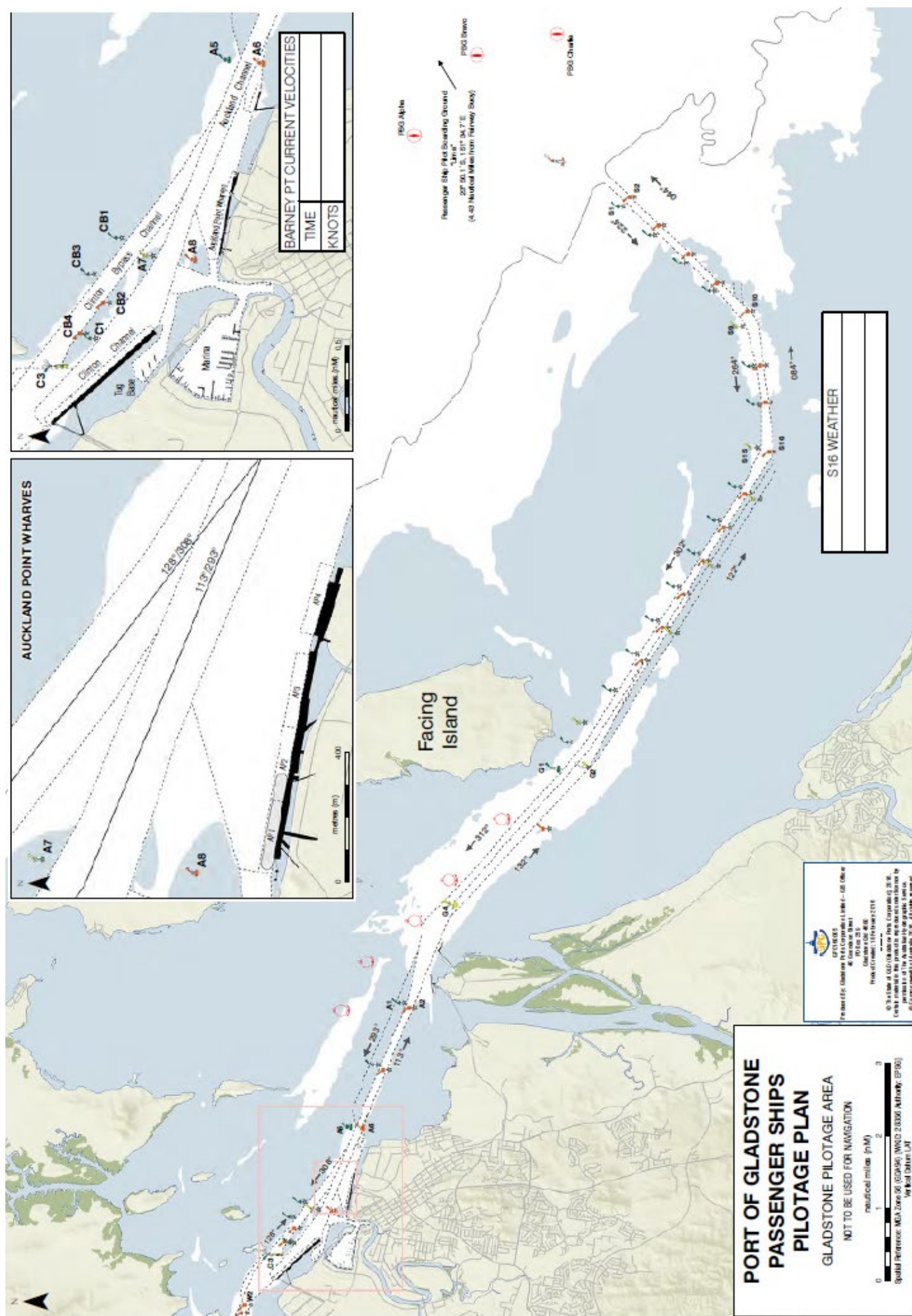
Traffic List and vessels at anchorage			
	Position		Time
pass / follow / lead			
pass / follow / lead			
pass / follow / lead			
pass / follow / lead			

Pilot remarks &/or diagram			
----------------------------	--	--	--

<input type="checkbox"/> Security Level :	
<input type="checkbox"/> Main Engine	
- Functioning ok and tested astern? Any recent repairs conducted?	
<input type="checkbox"/> Steering	
- Tested? Are 2 motors running? Has emergency steering been tested?	
<input type="checkbox"/> Thrusters	
- Bow / Stern? Power? Functioning reliably?	
<input type="checkbox"/> Whistle	
<input type="checkbox"/> Gyro	Gyro Error :
- Functioning ok?	Gyro error noted
<input type="checkbox"/> Anchors deployed and ready for use?	
- When is to be to be maintained?	
<input type="checkbox"/> Doppler / GPS / EM Log	
- Circle available systems	
<input type="checkbox"/> Radars	
- Both on and functioning correctly?	
<input type="checkbox"/> Aldis Lamp	
<input type="checkbox"/> Is the UKC adequate for passage?	
<input type="checkbox"/> Charts, ECDIS and publications	
- On board and up to date?	
<input type="checkbox"/> Special Features?	
- If yes provide details :	

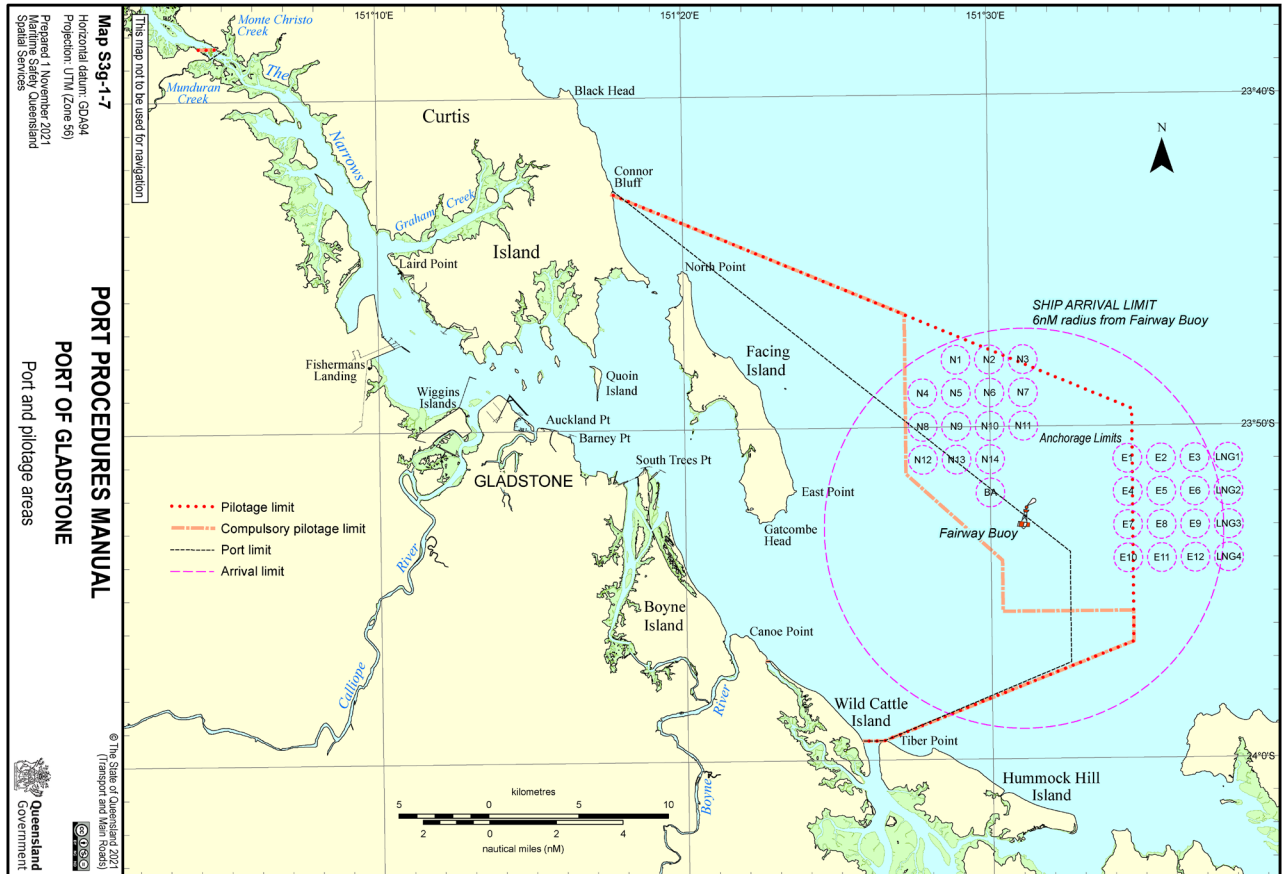
The Master and the Pilot certify that the Pilotage Plan has been agreed and discussed with the bridge team.	
Date / Time :
Master :
Pilot :

GLADSTONE TUGS	Ballard Pull	Position
SL Curtis	80 t	
SL Quoin	80 t	
SL Boyne	80 t	
SL Heron	80 t	
SL Widge	80 t	
SL Awoonga	70 t	
SL Koonoo	70 t	
SL Kullaroo	70 t	
SL Fordoon	70 t	
SL Yallam	70 t	
SL Targinnie	67 t	



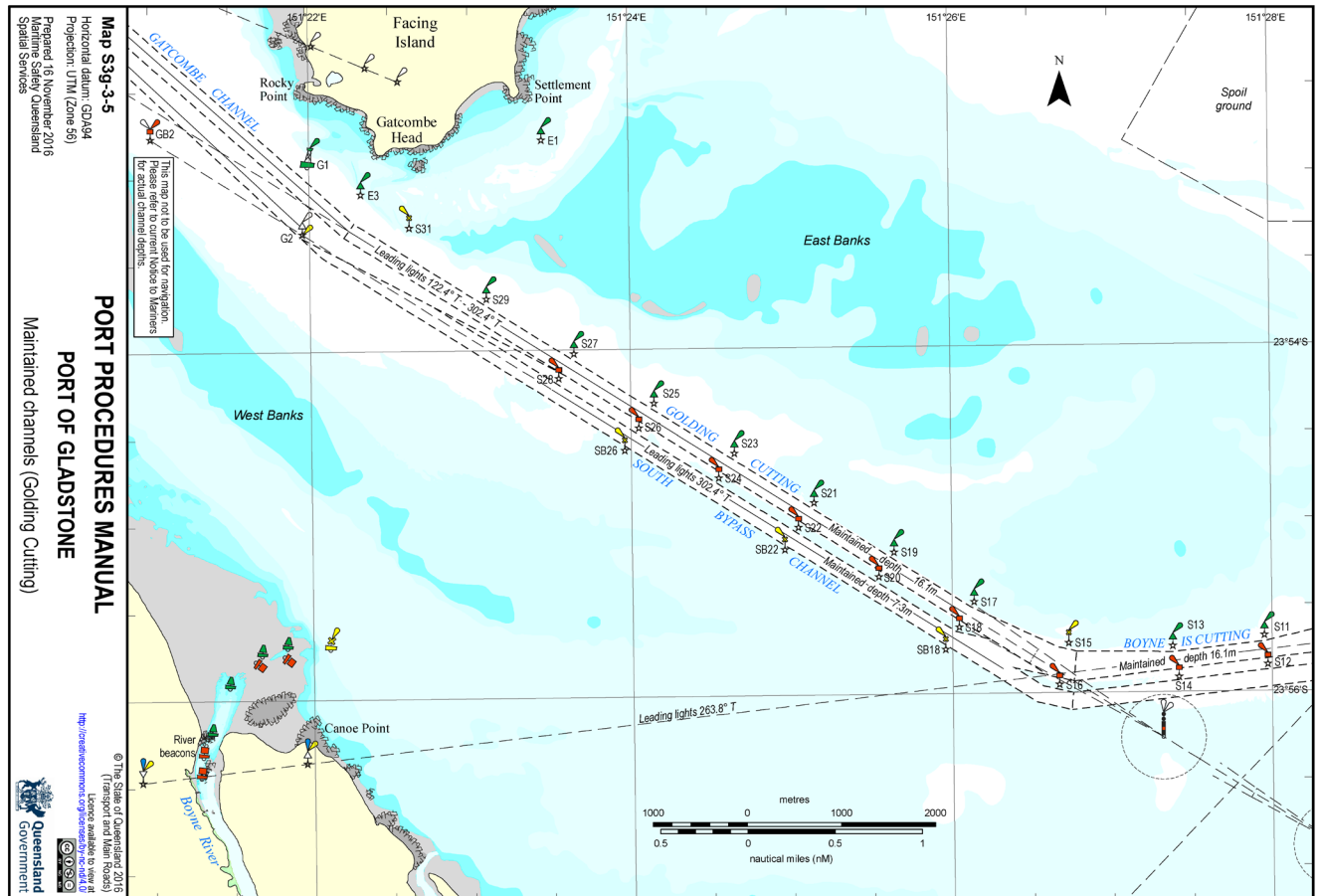
16.12 Pilotage – Gladstone Port and Pilotage Areas

For a high resolution map please visit [Section 16.12 Pilotage – Gladstone Port and Pilotage Areas - Gladstone: Port Procedures and Information for Shipping - Publications | Queensland Government](#)



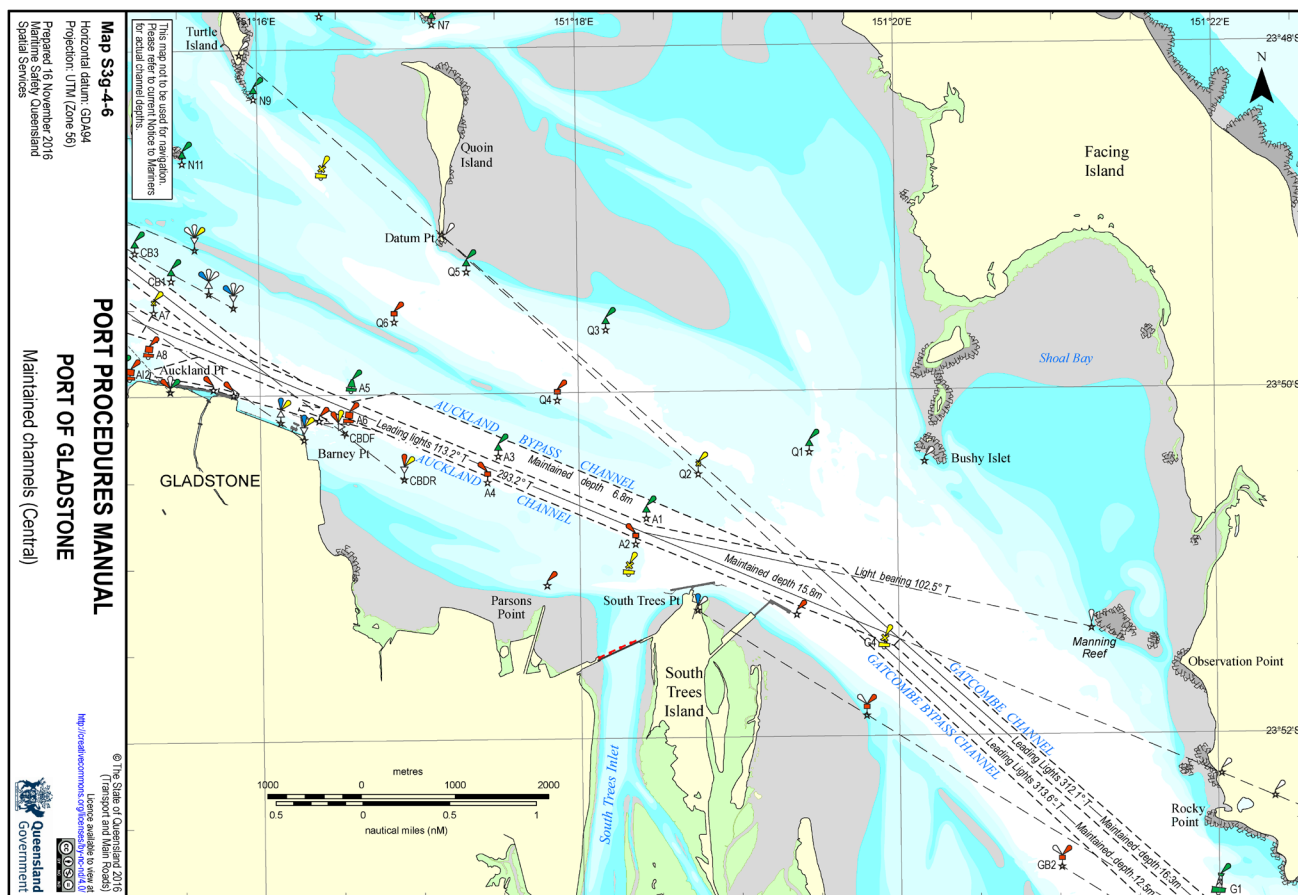
16.13 Pilotage – Golding Cutting

For a high resolution map please visit [Section 16.13 Pilotage – Golding Cutting - Gladstone: Port Procedures and Information for Shipping - Publications | Queensland Government](#)



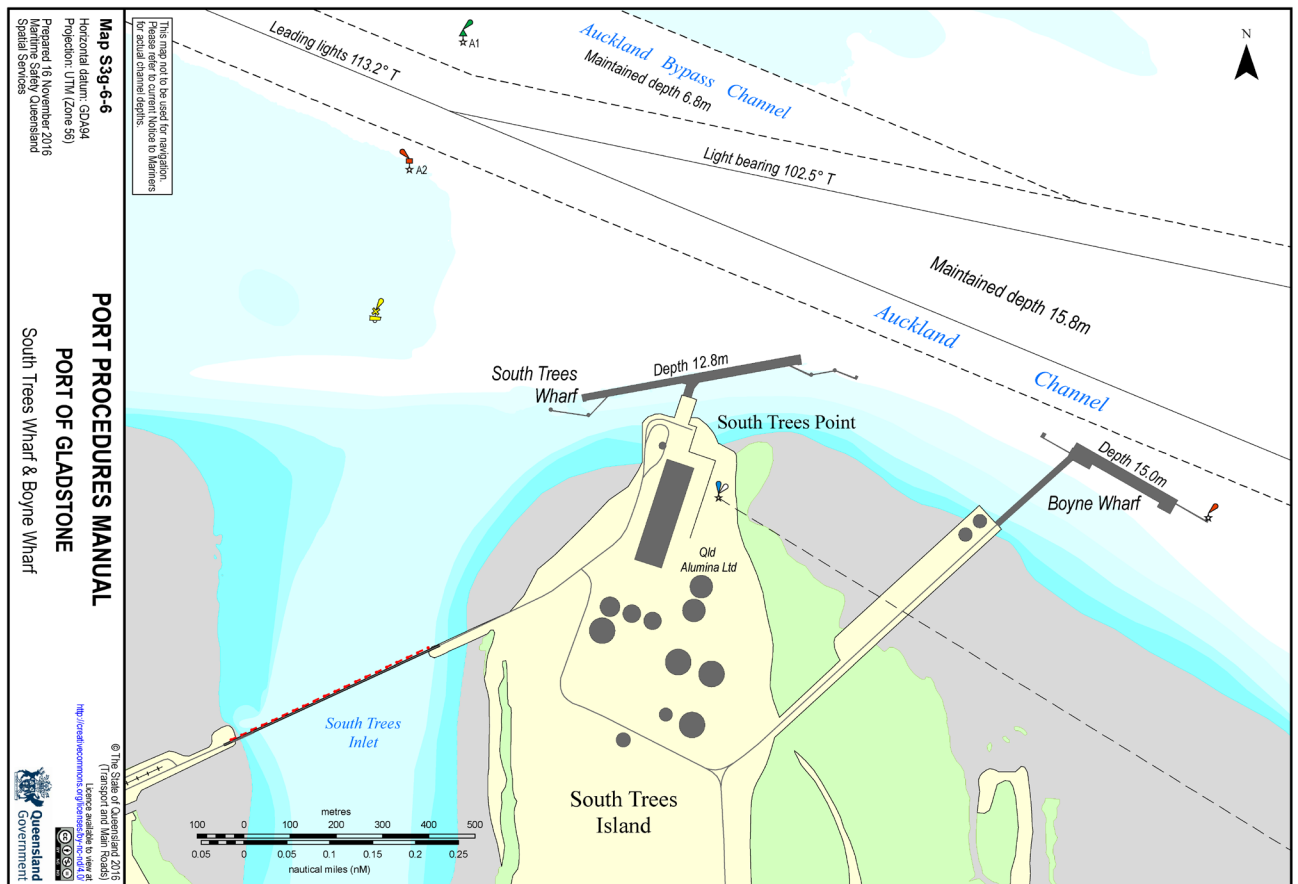
16.14 Pilotage – Gatcombe and Auckland Channels

For a high resolution map please visit [Section 16.14 Pilotage – Gatcombe and Auckland Channels - Gladstone: Port Procedures and Information for Shipping - Publications | Queensland Government](#)



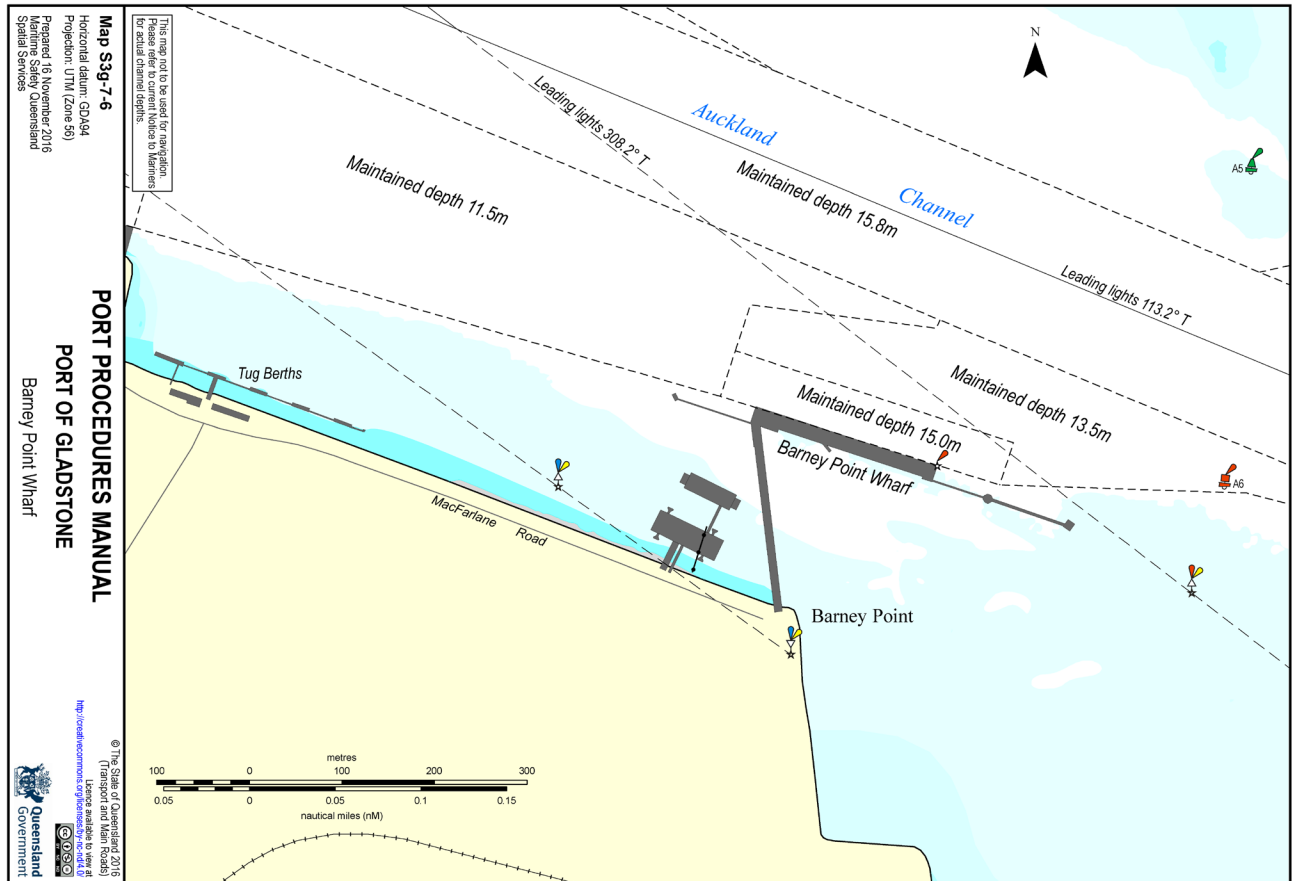
16.15 Pilotage –Boyne and South Trees Wharves

For a high resolution map please visit [Section 16.15 Pilotage – Boyne and South Trees Wharves - Gladstone: Port Procedures and Information for Shipping - Publications | Queensland Government](#)

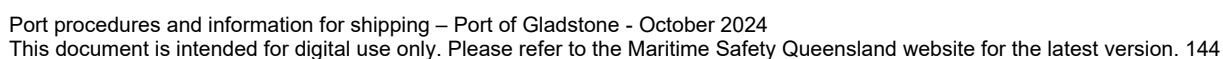


16.16 Pilotage – Barney Point Wharf

For a high resolution map please visit [Section 16.16 Pilotage – Barney Point Wharf - Gladstone: Port Procedures and Information for Shipping - Publications | Queensland Government](#)

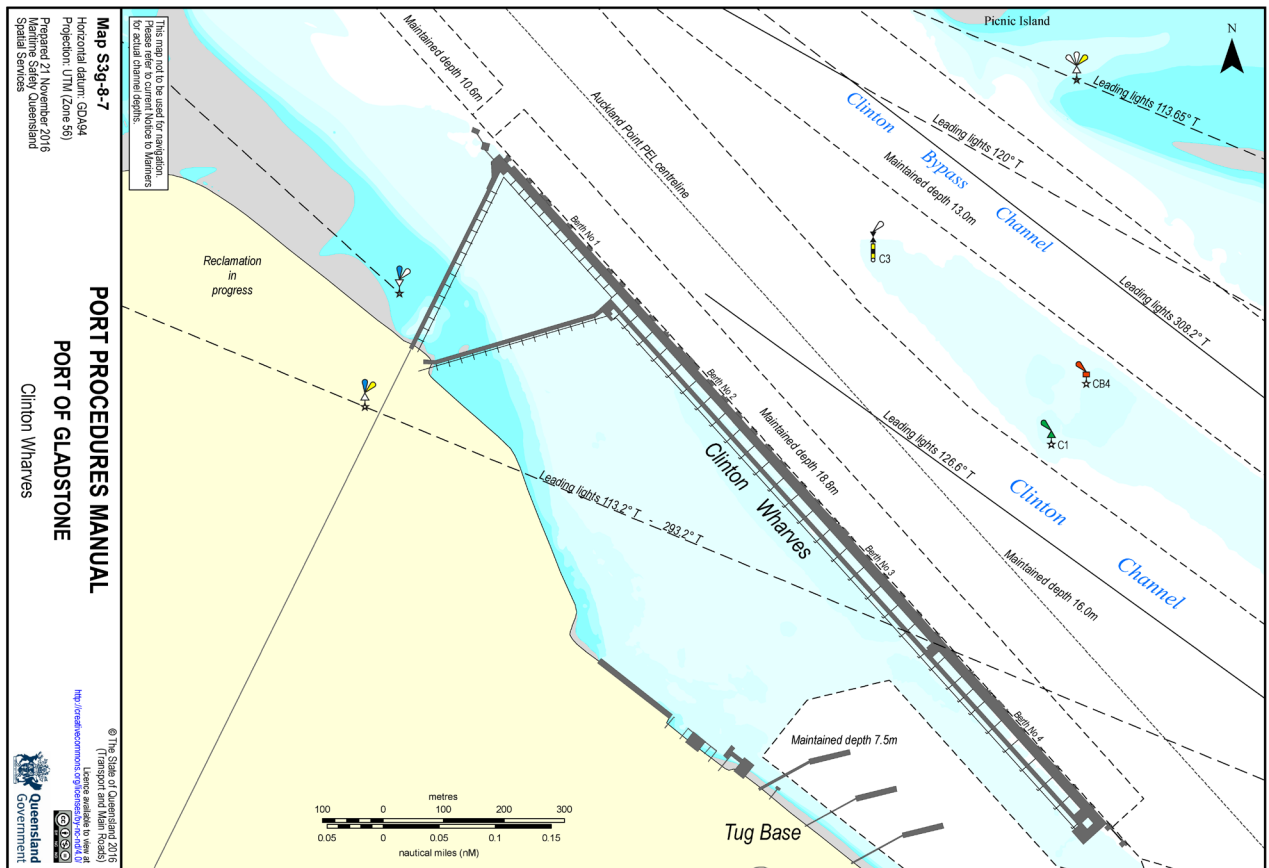


For a high resolution map please visit [Section 16.17 Pilotage – Auckland Point Wharves - Gladstone: Port Procedures and Information for Shipping - Publications | Queensland Government](#)



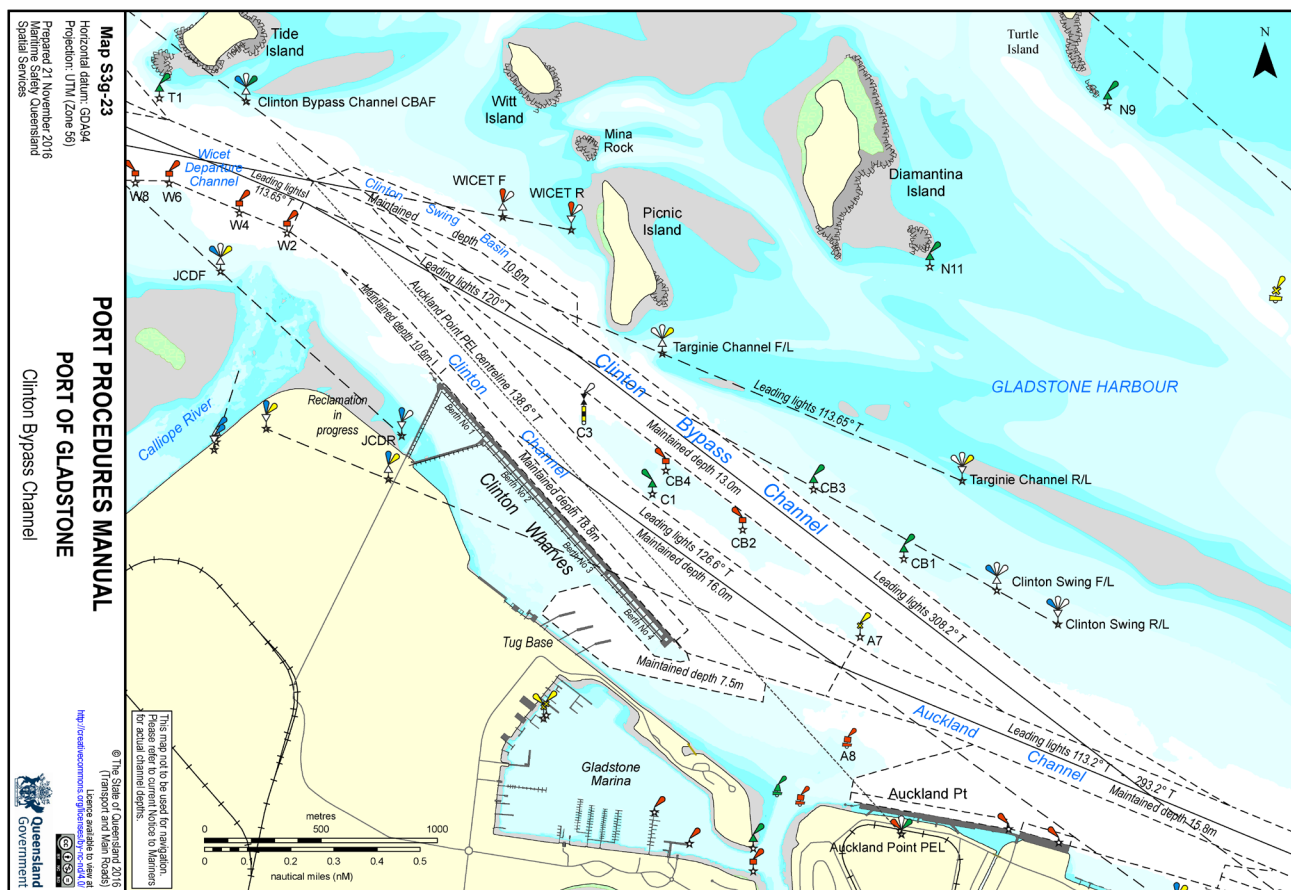
16.18 Pilotage – Clinton Coal Facility Wharves

For a high resolution map please visit [Section 16.18 Pilotage – Clinton Coal Facility Wharves - Gladstone: Port Procedures and Information for Shipping - Publications | Queensland Government](#)



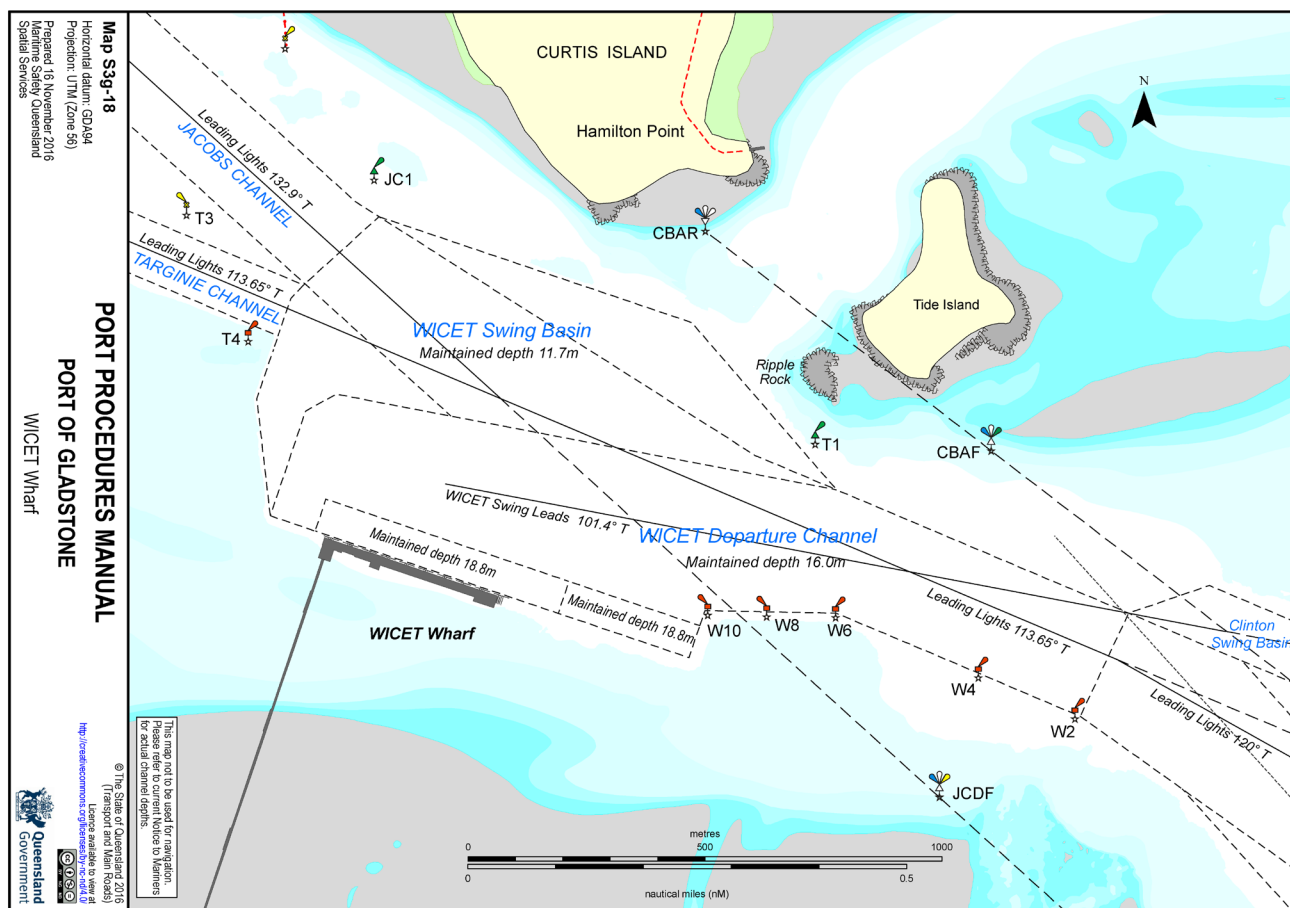
16.19 Pilotage – Clinton Bypass Channel

For a high resolution map please visit [Section 16.19 Pilotage – Clinton Bypass Channel - Gladstone: Port Procedures and Information for Shipping - Publications | Queensland Government](#)



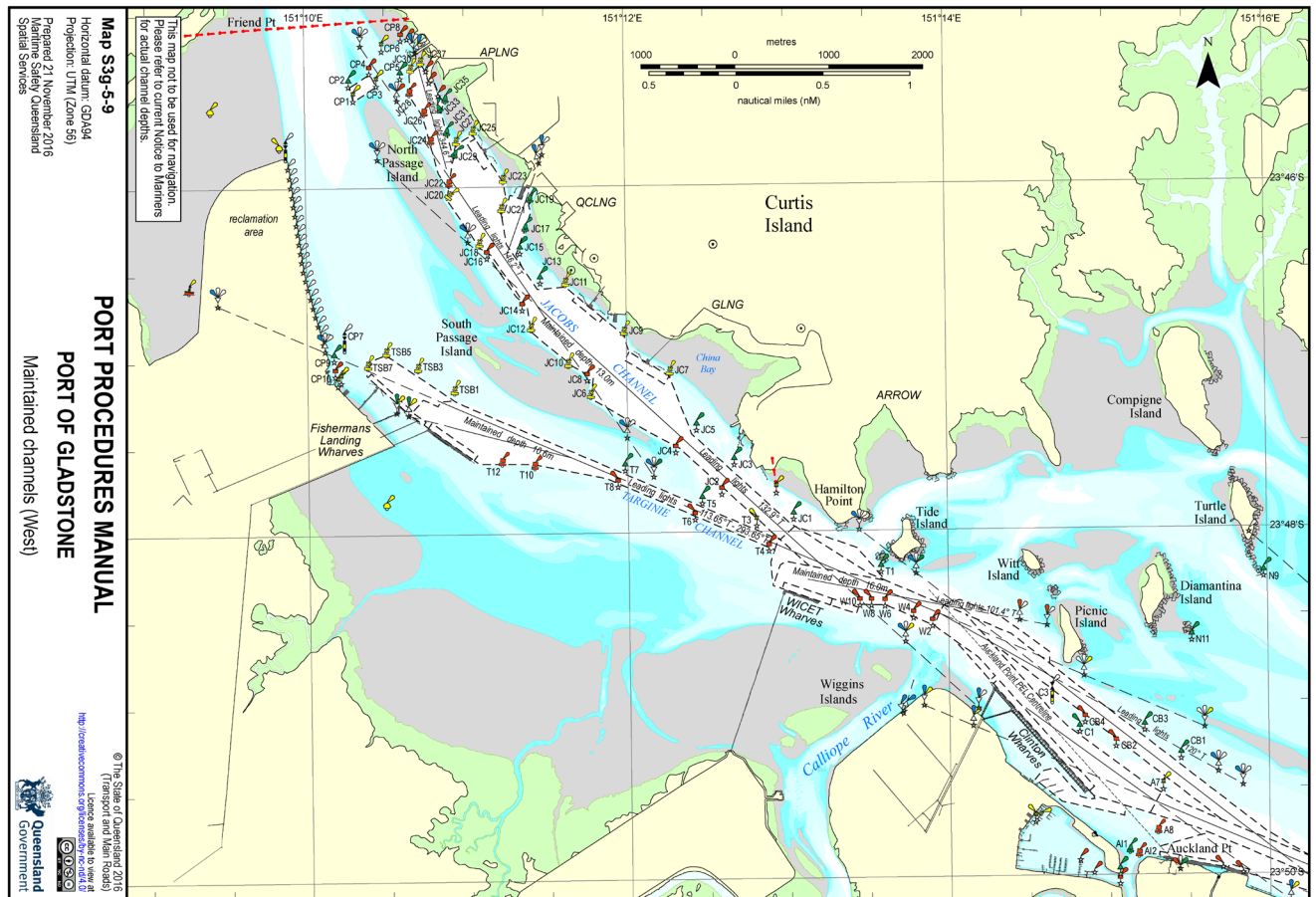
16.20 Pilotage – WICET Wharf

For a high resolution map please visit [Section 16.20 Pilotage – WICET Wharf - Gladstone: Port Procedures and Information for Shipping - Publications | Queensland Government](#)



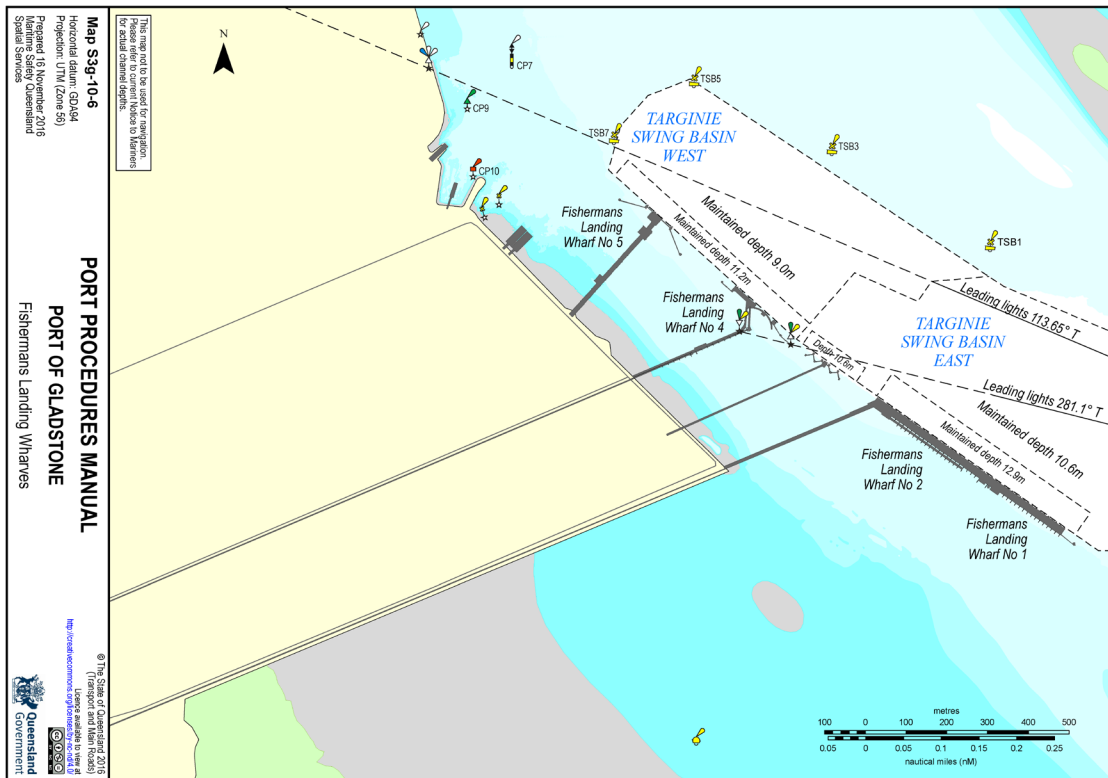
16.21 Pilotage – Targinie Channel

For a high resolution map please visit [Section 16.21 Pilotage – Targinie Channel - Gladstone: Port Procedures and Information for Shipping - Publications | Queensland Government](#)



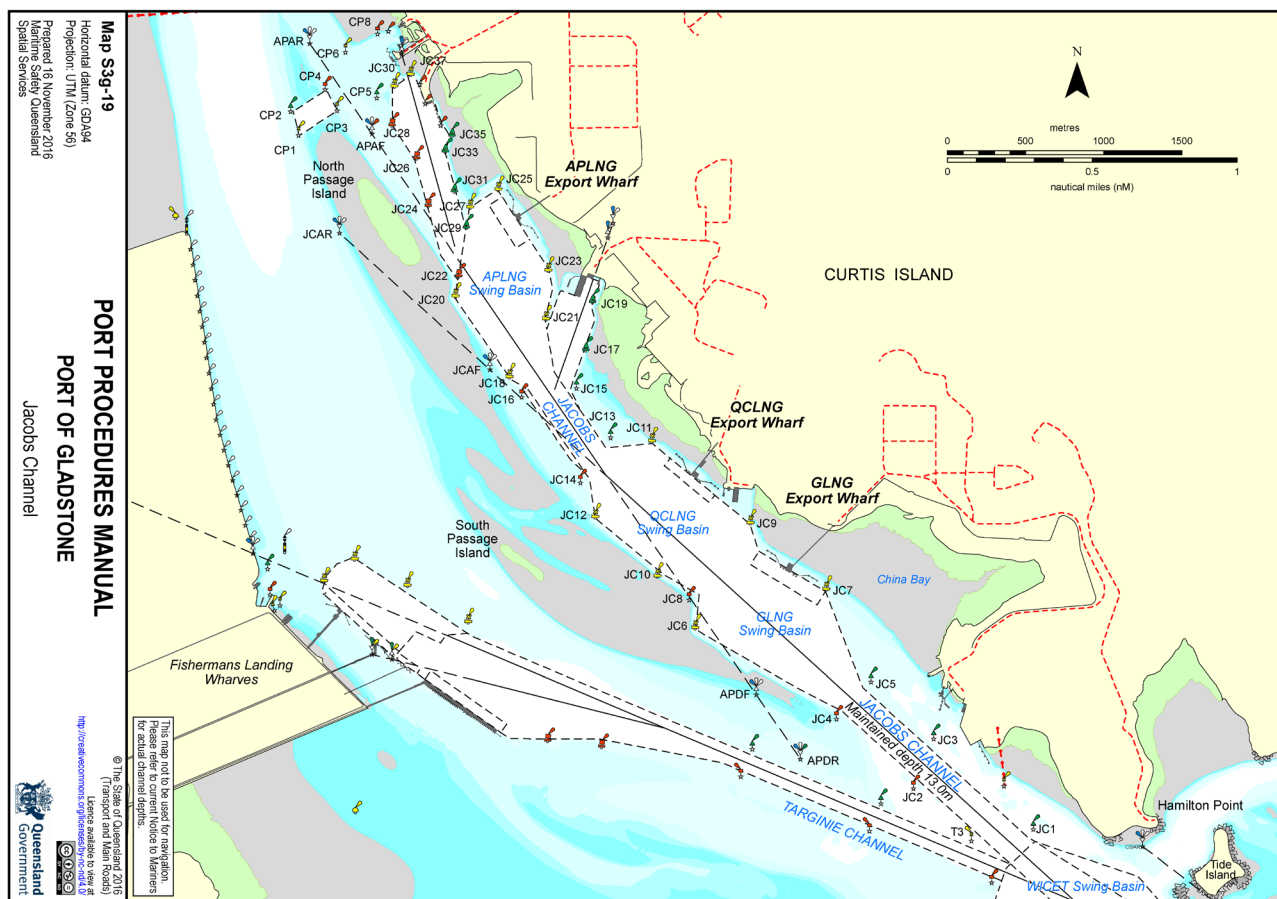
16.22 Pilotage – Fishermans Landing Wharves

For a high resolution map please visit [Section 16.22 Pilotage – Fishermans Landing Wharves - Gladstone: Port Procedures and Information for Shipping - Publications | Queensland Government](#)

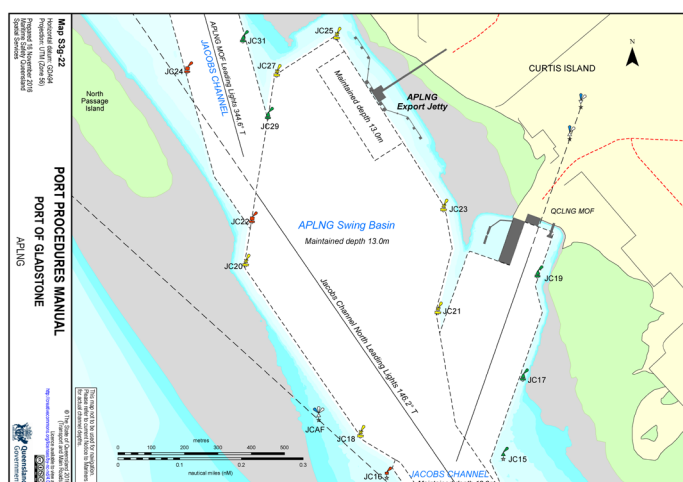


16.23 Pilotage – Jacobs Channel

For a high resolution map please visit [Section 16.23 Pilotage – Jacobs Channel - Gladstone: Port Procedures and Information for Shipping - Publications | Queensland Government](#)




For a high resolution map please visit [Section 16.24 Pilotage – LNG Wharves - Gladstone: Port Procedures and Information for Shipping - Publications | Queensland Government](#)



16.25 Marine Pollution Report (form 3968)

Please follow this link to access the official fillable PDF form: [F3968 - Marine Pollution Report](#)

This is a replica of the form and is not intended to be used

 **Queensland Government** **Marine Pollution Report (POLREP)**
Email to: pollution@msq.qld.gov.au

Urgent ☐ Standard ☐ Information only ☐

This form is used to record the initial details of a reported/sighted marine pollution spill. The form is to be sent to the email address shown above.

Date of incident Time of incident

Location of pollution
Lat. Long.

Location

POLLREP ID number

Incident investigation Yes ☐ No ☐

Marine incident number

Category

Pollution source Ship ☐ Land ☐ Unknown ☐

Ship type Recreational ☐ Commercial ☐ Fishing ☐ Trading ship ☐ Tanker ☐

Ship name Ship registration

Pollutant
Sheen ☐ Diesel ☐ Bilge ☐ HFO ☐ Other ☐

Extent
Size of the slick (length and width in meter) or Litre

Report details

Has the discharge stopped? Yes ☐ No ☐ Unknown ☐

Weather conditions (tide and wind)

Photos taken ☐ Video taken ☐ Samples taken ☐ Sample taken by

Original report source

Statutory agency Combat agency

Initial response brief

Sender details

Name Position

Agency Contact phone (mobile/office) Fax number

Signature Date Time


Telephone Maritime Safety Queensland:
Brisbane: 07 3305 1700 Mackay: 07 4956 3489 Gladstone: 07 4971 5200 Townsville: 1300 721 263 Cairns: 1300 551 889

TRB Forms Area Form F3968 CFD V01 Jul 2016

16.26 Marine Incident Report (form 3071)

Please follow this link to access the official fillable PDF form: [F3071 - Marine Incident Report](#)

This is a replica of the form and is not intended to be used

 **Queensland Government**

Marine Incident Report
Transport Operations (Marine Safety) Act 1994

This is the approved form to report a marine incident in Queensland. A ship's master must report a marine incident to a shipping inspector within 48 hours of the incident taking place, except in cases where the ship is lost or presumed lost in which case the incident must be reported by the ship's owner. If the initial report is not in the approved form a further report must be submitted using this form at the earliest opportunity. You should fill in all fields that are applicable. This form, and all supporting documents, should be returned to a Maritime Safety Queensland office, the Queensland Police Service or a Queensland Boating and Fisheries Patrol Office. Penalties apply for failing to report a marine incident.

Incident description

Position of incident
Date: / / Time: am/pm Body of water/Landmark: _____
Location: ☐ Inland waters (non-tidal) ☐ Smooth waters ☐ Partially smooth waters ☐ Offshore Latitude: _____ Longitude: _____

Type of incident

☐ Capsizing ☐ Swamping ☐ Flooding ☐ Person overboard ☐ Loss of stability ☐ Fire ☐ Explosion ☐ Structural/equipment failure ☐ Loss of ship¹

Collision:
☐ between ships
☐ with a fixed object
☐ with a floating object
☐ with an animal
☐ with an overhead obstruction
☐ with a submerged object
☐ with a wharf

Grounding:
☐ unintentional
☐ intentional

Onboard incident:
☐ fall within ship
☐ crushing or pinching
☐ other onboard incident

Other incident:
☐ person hit by propeller or ship
☐ water skiing incident
☐ parasailing incident
☐ diving incident
☐ close call/near miss
☐ other incident caused by the operation of the ship

¹ Loss of ship¹ should only be selected where the ship has disappeared and the location and circumstances of the loss are unknown. If the ship is an economic write-off this should be checked marked as 'Ship lost' below and on the next page.

Incident Severity Rating
☐ Fatality ☐ Serious injury² ☐ Ship lost³ ☐ Damage to property only⁴
Number of persons: _____ Number of persons: _____ Number of persons: _____ Number of persons: _____
² Requiring admission to hospital ³ Economic write-off or not recovered ⁴ No damage to any ships

Environmental conditions
Weather
☐ Clear ☐ Hazy ☐ Cloudy ☐ Rain ☐ Flood ☐ Visibility: ☐ Good ☐ Fair ☐ Poor
Water conditions
☐ Calm ☐ Choppy ☐ Rough ☐ Very rough ☐ Strong current or tidal flow ☐ Swell height (metres): _____
Wind speed
☐ None ☐ Light (1-6kts) ☐ Moderate (7-15kts) ☐ Strong (16-33kts) ☐ Gale (>33kts) Wind coming from: _____

Ships involved

Number of ships involved: _____ Note: if more than two ships were involved attach details on a separate page.

Own ship
Name of ship: _____
Official registration number: _____ Registering authority: _____
Length (metres): _____ Beam (metres): _____ Year built: _____
Number of passengers on board: _____ Number of crew on board: _____
Registration type
☐ Commercial passenger ☐ Commercial fishing ☐ Commercial non-passenger ☐ Commercial hire and drive ☐ Queensland Regulated ship

Other ship
Name of ship: _____
Official registration number: _____ Registering authority: _____
Length (metres): _____ Beam (metres): _____ Year built: _____
Number of passengers on board: _____ Number of crew on board: _____
Registration type
☐ Commercial passenger ☐ Commercial fishing ☐ Commercial non-passenger ☐ Commercial hire and drive ☐ Queensland Regulated ship

Additional information for commercial vessels: Commercial vessels must attach master's and engineer's logs and commercial passenger vessels must also attach a copy of the passenger manifest.

Office use only
File number: _____ Caseman number: _____ Received by (full name): _____ Received on: / /
Continued over page...

Ships involved - continued

Own ship
Ship description
☐ Motorboat ☐ PWC ☐ Rowing boat
☐ Sailing boat ☐ House boat
☐ Other (describe): _____
Engine
☐ Outboard ☐ Inboard (petrol) ☐ none
☐ Inboard/outboard ☐ Inboard (diesel)
☐ Other (describe): _____
Number of engines _____ **Total engine power** _____ HP/KW
Hull material
☐ Steel ☐ Timber ☐ Fibreglass/GRP ☐ Ferro-cement
☐ Marine alloy ☐ Other (describe): _____
Damage to ship
☐ Ship lost ☐ Moderate damage (damaged but ship remains seaworthy)
☐ Major damage (ship unseaworthy) ☐ Minor damage ☐ No damage

Other ship
Ship description
☐ Motorboat ☐ PWC ☐ Rowing boat
☐ Sailing boat ☐ House boat
☐ Other (describe): _____
Engine
☐ Outboard ☐ Inboard (petrol) ☐ none
☐ Inboard/outboard ☐ Inboard (diesel)
☐ Other (describe): _____
Number of engines _____ **Total engine power** _____ HP/KW
Hull material
☐ Steel ☐ Timber ☐ Fibreglass/GRP ☐ Ferro-cement
☐ Marine alloy ☐ Other (describe): _____
Damage to ship
☐ Ship lost ☐ Moderate damage (damaged but ship remains seaworthy)
☐ Major damage (ship unseaworthy) ☐ Minor damage ☐ No damage

People involved

Own ship
Ship owner's details
Owner's name: _____
Dedicated person ashore/operations manager (commercial only): _____
Telephone (business hours): _____ Telephone (after hours): _____
Address: _____
Email address: _____
Master's details
Master's name: _____
Gender: ☐ Male ☐ Female Date of birth: / /
Licence type and grade (for example, Master 5): _____
Licence number: _____ Issuing authority: _____
Issue date: / / Expiry date (if applicable): / /
Telephone (business hours): _____ Telephone (after hours): _____
Address: _____
Email address: _____

Other ship
Ship owner's details
Owner's name: _____
Dedicated person ashore/operations manager (commercial only): _____
Telephone (business hours): _____ Telephone (after hours): _____
Address: _____
Email address: _____
Master's details
Master's name: _____
Gender: ☐ Male ☐ Female Date of birth: / /
Licence type and grade (for example, Master 5): _____
Licence number: _____ Issuing authority: _____
Issue date: / / Expiry date (if applicable): / /
Telephone (business hours): _____ Telephone (after hours): _____
Address: _____
Email address: _____

Continued over page...

Own ship	Other ship
Watchkeeper/person at the helm Role <input type="checkbox"/> Crewmember <input type="checkbox"/> Passenger <input type="checkbox"/> Master (details as above) Name <input type="text"/>	Watchkeeper/person at the helm Role <input type="checkbox"/> Crewmember <input type="checkbox"/> Passenger <input type="checkbox"/> Master (details as above) Name <input type="text"/>
Gender <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="text"/> / <input type="text"/> / <input type="text"/> Licence type and grade (for example, Master 5) <input type="text"/>	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="text"/> / <input type="text"/> / <input type="text"/> Licence type and grade (for example, Master 5) <input type="text"/>
Licence number <input type="text"/> Issuing authority <input type="text"/>	Licence number <input type="text"/> Issuing authority <input type="text"/>
Issue date <input type="text"/> / <input type="text"/> / <input type="text"/> Expiry date (if applicable) <input type="text"/> / <input type="text"/> / <input type="text"/>	Issue date <input type="text"/> / <input type="text"/> / <input type="text"/> Expiry date (if applicable) <input type="text"/> / <input type="text"/> / <input type="text"/>
Telephone (business hours) <input type="text"/> Telephone (after hours) <input type="text"/>	Telephone (business hours) <input type="text"/> Telephone (after hours) <input type="text"/>
Address <input type="text"/> <input type="text"/>	Address <input type="text"/> <input type="text"/>
Email address <input type="text"/>	Email address <input type="text"/>

Note: attach name and complete contact details of any witnesses to the incident on a separate page

Note: if more than two people deceased or injured attach details on a separate page.

Name <input type="text"/>		Injury status <input type="checkbox"/> Fatality <input type="checkbox"/> Missing person <input type="checkbox"/> Serious injury ⁵ <input type="checkbox"/> Minor injury	
Gender	Date of birth	⁵ A serious injury is defined as one where the injured person was admitted to hospital. Nature of injury <input type="text"/> Name of hospital <input type="text"/>	
<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="text"/> / /	<input type="text"/>		
Address <input type="text"/>		Activity of injured or deceased person <input type="checkbox"/> Person in charge (Master) <input type="checkbox"/> Surfboard/surf-ski rider <input type="checkbox"/> Person at helm <input type="checkbox"/> Swimmer <input type="checkbox"/> Crew <input type="checkbox"/> Para-flier <input type="checkbox"/> Passenger on vessel <input type="checkbox"/> Diver <input type="checkbox"/> Water-skier <input type="checkbox"/> Other	
Telephone <input type="text"/>	Which ship was this person associated with? <input type="text"/>		

Deceased or injured person Name <input type="text"/>		Injury status <input type="checkbox"/> Fatality <input type="checkbox"/> Missing person <input type="checkbox"/> Serious injury 5 <input type="checkbox"/> Minor injury	
Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Date of birth <input type="text"/> / <input type="text"/> / <input type="text"/>	Nature of injury <input type="text"/>	Name of hospital <input type="text"/>
Address <input type="text"/>		Activity of injured or deceased person <input type="checkbox"/> Person in charge (Master) <input type="checkbox"/> Surfboard/surf-ski rider <input type="checkbox"/> Person at helm <input type="checkbox"/> Swimmer <input type="checkbox"/> Crew <input type="checkbox"/> Para-flier <input type="checkbox"/> Passenger on vessel <input type="checkbox"/> Diver <input type="checkbox"/> Water-skier <input type="checkbox"/> Other	
Telephone <input type="text"/>	Which ship was this person associated with? <input type="text"/>		

Privacy Statement: The Department of Transport and Main Roads collects information on this form to administer the register of ships under the Transport Operations (Marine Safety) Act. This information may be released by the department to people who have an interest that justifies access to the register, including people proposing to buy, sell, lease or insure the ship and, when relevant, litigants in matters about marine incidents, or the insolvency, or external administration, or fraudulent activity of the registered owner, or Family Court matters. Your personal information will not be disclosed to other third parties without your consent unless authorised or required by law.

Continued over page... Page 3 of 4 TRB Forms Area Form F3071 CFD V01 Aug 2016

A full description (including a diagram or chart extract) of the incident and events leading up to the incident are to be detailed in the space provided below (if insufficient space, please use separate pages, each extra page that is used is to be signed).

[illegible]

Owner's/Master's report

[illegible]

Assistance rendered/received at incident

Name, status and phone number of person who assisted in completion of form (if applicable) _____

Signature (Owner/Master) _____ Date ____/____/____

Signature (Owner/Master) _____ Date ____/____/____

Owner/Master name (please print) _____

Page 4 of 4 TRB Form A
Form 6/2011 CED - 301A Rev. 10

Owner/Master name (please print) _____ Page 4 of 4 TRB Form A Form 63071 CED, M01, Apr 2011

16.27 Gas Free Status

Please follow this link to access the official fillable PDF form: [F5202 - Gas Free Status Declaration](#)

This is a replica of the form and is not intended to be used

Master/agent

To be lodged to the VTS centre at least 48 hours prior to ship's ETA pilotage area.



Queensland
Government

Gas Free Status Declaration

Declaration required prior to acknowledgement of 'Gas Free' status

Master to declare

Has your ship any flammable liquid or gas cargo on board in bulk?

Yes ☐ No ☐

Have your empty cargo tanks been washed, vented and inspected for flammable residue?

Yes ☐ No ☐

Are your slop tank/s, pump room/s, and cargo pipe/s free of flammable residue?

Yes ☐ No ☐

Is your combustible gas indicator working and calibrated correctly?

Yes ☐ No ☐

Has the atmosphere in each pump room, cargo tank or residue space been tested with a combustible gas indicator and a zero reading obtained?

Yes ☐ No ☐

Can the atmosphere in each pump room, cargo tank or residue space be maintained with a zero gas reading?

Yes ☐ No ☐

Have you a current 'International Safety Guide for Oil Tankers and Terminals' (ISGOTT) manual on board?

Yes ☐ No ☐

Master/Agent's Name

Master/Agent's Signature

Date

Ship's Stamp


Privacy Statement: The Department of Transport and Main Roads is collecting the information on this form under the provisions of the Transport Operations (Marine Safety) Act 1994. The department may disclose this information to authorised departmental officers and officers of Queensland port authorities. Your personal information will not be disclosed to a third party without your consent unless required or authorised to do so by law.

16.28 Permission to Immobilise Main Engines

Please follow this link to access the official fillable PDF form: [F5198 - Permission to Immobilise Main Engines - Gladstone Region](#)

This is a replica of the form and is not intended to be used

(THIS FORM IS ONLY TO BE USED IF THE REQUEST CANNOT BE SUBMITTED BY THE AGENT WITHIN [QSHIPS](#))

	Queensland Government	Permission to Immobilise Main Engines - Gladstone Region
---	------------------------------	---

This form is only to be used if the request cannot be submitted by the agent within QSHIPS.

To: RHM Gladstone
Fax: 07 4971 5212
Email: vtsgladstone@msq.qld.gov.au

Ship	Master	Berth
<input type="text"/>	<input type="text"/>	<input type="text"/>

From	On	To	On
<input type="text"/> hrs	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> hrs	<input type="text"/> / <input type="text"/> / <input type="text"/>

Conditions on Issue

1. Prior to immobilising, advise 'Gladstone VTS' on VHF Channel 13.
2. Moorings to be tended throughout.
3. During daylight hours, fly signal letter flags 'R' over 'Y'.
4. On completion, advise 'Gladstone VTS'.
5. Master to ensure that the main engines are capable of operating at full power after immobilisation for arrival/departure manoeuvres.
6. Estimated time to mobilise main engine in an emergency:
 hours
7. If immobilisation is sought for consecutive days, approval is to be obtained to immobilise at the start of each day.

Date submitted	Signature: Master/Agent
<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/>

Approval by signature:

Regional Harbour Master (Gladstone)	Manager Vessel Traffic Management (Gladstone)
<input type="text"/>	<input type="text"/>

Distribution: Agent
Gladstone VTS

Privacy Statement: The Department of Transport and Main Roads is collecting the information on this form under the provisions of the Transport Operations (Marine Safety) Act 1994. The department may disclose this information to authorised departmental officers and officers of Queensland port authorities. Your personal information will not be disclosed to a third party without your consent unless required or authorised to do so by law.

TRB Forms Area Form F5198 CFD V01 Oct 2017

16.29 Example – Permission to Tank/Crude Oil Wash

Applications for approval by the Regional Harbour Master must be submitted via the [QSHIPS](#) programme.

PERMISSION TO CRUDE OIL WASH

Attention: The Master MV

Permission is granted to **CRUDE OIL WASH**

From hrs on/...../20.....

whilst berthed at

Subject to compliance with the following conditions

1. The Australian Standard
2. The Berth Operators Requirements

.....
Regional Harbour Master (Gladstone)

...../...../20.....

Distribution: Agent
Gladstone Port Control

16.30 Example – Chemist’s Certificate of Compliance

Fax completed declaration form to:

Gladstone Port Authority

Port Operations Officer..... Fax: +61 7 4972 3045Ph: +61 7 4976 1333

Tankers operating without inert gas:

- *Tankers operating without inert gas may only berth at a non-tanker berth provided all cargo tanks, slop tanks, cargo lines and associated pipe work are certified gas free by an independent chemist. That is, that the vessel is in a completely gas free condition.*

Tankers operating with inert gas:

- *The vessel's inert gas system MUST be fully operational so as to maintain a positive pressure in inerted tanks at all times. If work is to be carried out on the ship's inert gas installation or boiler or other sections of plant or piping which affect inert gas supply, an independent supply of inert gas is to be put into place and fully operational prior to repair work commencing.*
 - *Any tank, including slop tanks, containing high flash point cargo or residues, MUST have the ullage space maintained in an inert condition unless otherwise authorised by the Gladstone Ports Corporation.*
 - *All empty tanks that last carried a low flash cargo MUST be washed and/or gas freed and not have a vapour test reading in excess of the equivalent to 1% hydrocarbon as referenced to Hexane.*
 - *Any empty tank that last carried a low flash cargo and has not been gas freed MUST not have a hydrocarbon content exceeding 2% by volume.*
 - *Special conditions apply to slop tank(s) that contain low flash point slops/products.*
- a) **Wherever possible slops should be confined to a single designated slops tank.**
- b) **If the flash point is <60°C then the tank MUST be tested and certified that the content of low flash product within the slops does not exceed 5% of the tank’s volume.**
- c) **The ullage space of the slop tank MUST be inserted.**
- Positive inert gas pressure on tanks is to be maintained at all times and the oxygen content of the inert gas MUST not exceed 5%.
 - If a vessel's inert gas system were not operational, then she would be classed as a "tanker operating without inert gas" and is to follow the requirements as per a vessel of this type.

DECLARATION

I _____ of

_____ an independent chemist hereby
declare that I have examined the vessel _____ and it has met all
of the conditions as stated above at _____ hrs on ____ / ____ / ____.

Proposed Berth: _____ Proposed berthing details:

Arrival time/date at berth: _____ Departure time/date
at berth: _____

Signed _____ (an independent chemist) Return Fax

Number: _____

If the ship's tank contents status changes for any reason, a new "Chemist's
Certificate of Compliance" MUST be issued and approved. Permission is granted for
the vessel to berth in accordance with the details outlined in this declaration:

Authorised Officer

____ / ____ / ____
Date

16.31 Instructions to Masters of Ships Berthed Within Zone 1

To: The Master

C.C: AGENT

DATED: ____ / ____ / ____

Instructions to Masters of ships berthed within 800 metres of a nuclear powered warship berthed in the port of Gladstone.

A Nuclear Powered Warship, the _____ is berthed within 800 m of your vessel.

The vessel is due to depart on: _____

In case of a reactor accident in the vessel the Regional Harbour Master via GLADSTONE VTS on VHF channels 13 or 16 will advise. On receipt of such advice, you are requested to take the following action:

As far as possible, shut down ventilation or turn to recirculation and close hatches, scuttles, port holes, doors and openings, etc, to minimise the ingress of airborne radioactive material;

If non-essential personnel have access to transport they should self-evacuate to the assembly area, which is situated on _____. Emergency services personnel will direct your personnel to the assembly area.

All personnel remaining on board should seek shelter below decks until otherwise instructed. Ideal shielding is likely to be provided by your accommodation and/or engine room;

You should contact Gladstone VTS on VHF channel 13 or 16 if you have any queries.

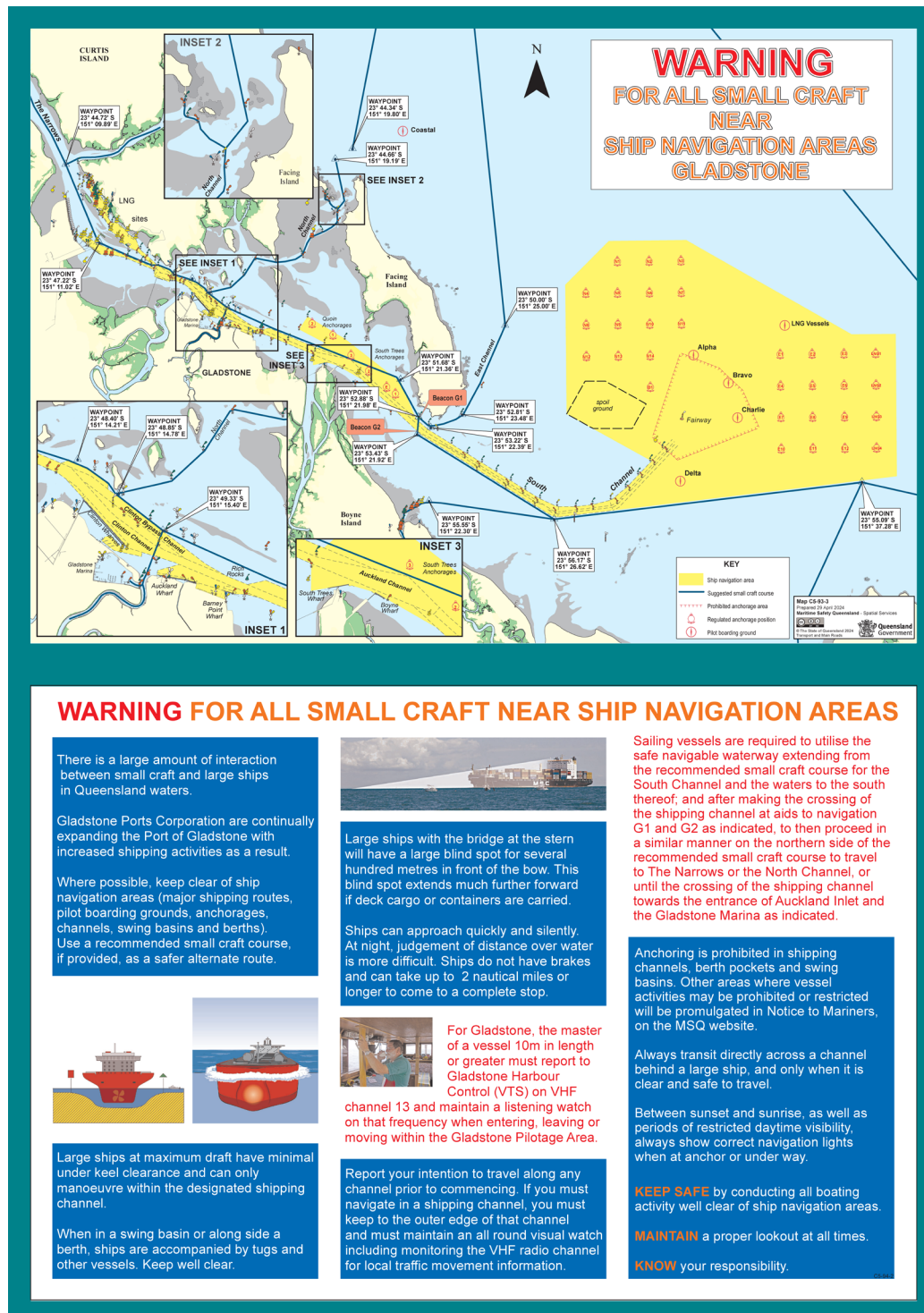
M (VTM)

p.p. Regional Harbour Master (Gladstone)

Dated :

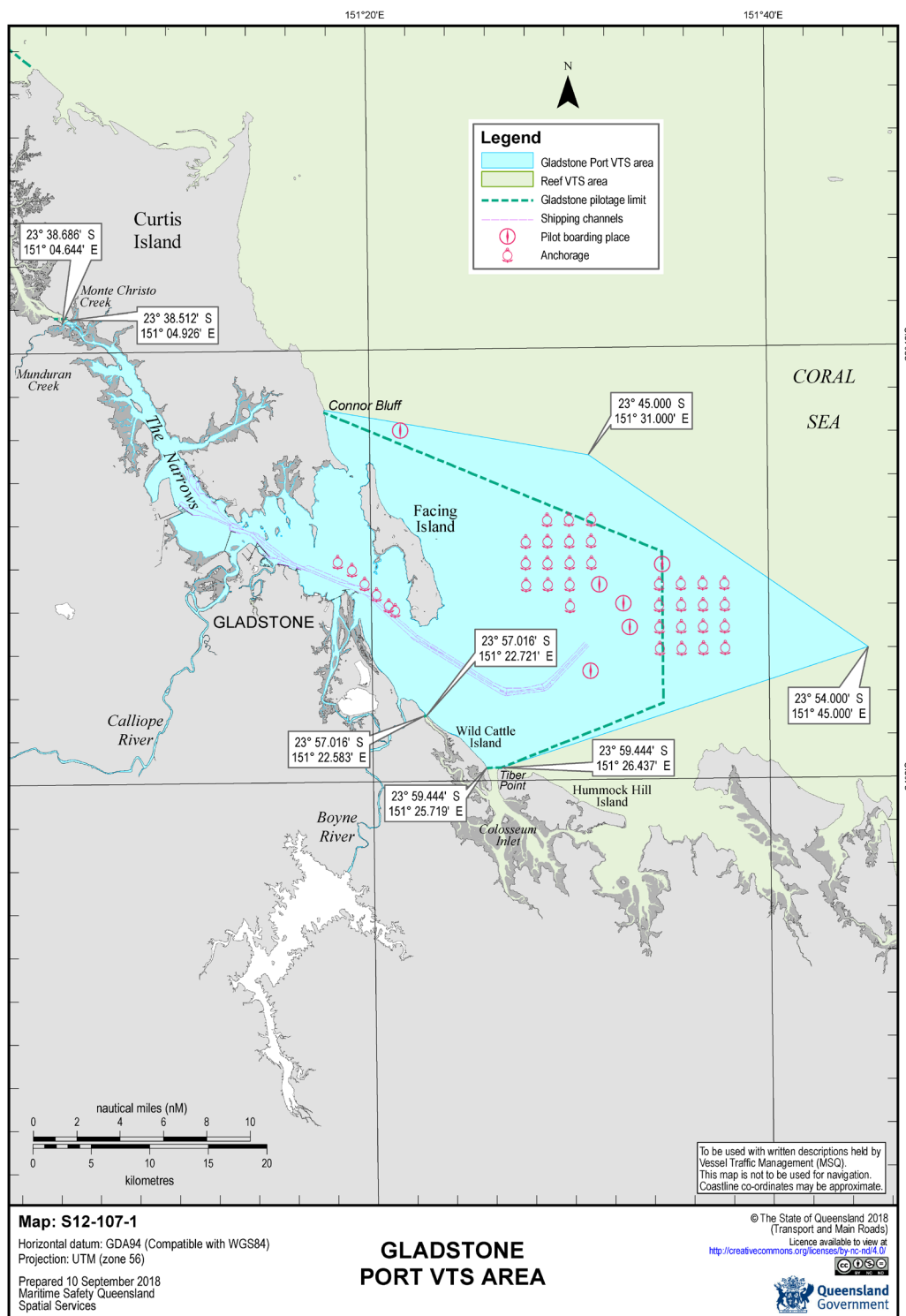
16.32 Small Craft Ship Navigation Areas and Recommended Courses

For a high resolution map please visit [Section 16.32 Small Craft Ship Navigation Areas and Recommended Courses - Gladstone: Port Procedures and Information for Shipping - Publications | Queensland Government](#)



16.33 Gladstone VTS Area


For a high resolution map please visit [Section 16.33 Gladstone VTS Area - Gladstone: Port Procedures and Information for Shipping - Publications | Queensland Government](#)



16.34 Port of Gladstone Vessel Questionnaire (Form 1)

Please follow this link to access the official fillable PDF form: [F5366 - Port of Gladstone Vessel Questionnaire](#)

This is a replica of the form and is not intended to be used

**Queensland
Government**

Port of Gladstone Vessel Questionnaire

A. Vessel Description

Vessel name	IMO number
Flag	Port of Registry
Call sign	Type of vessel
Type of hull	

B. Arrival/Departure Condition

	Arrival	Departure
Draft forward		
Draft mean		
Draft aft		
Displacement		

C. Classification

Classification society	Class notation
Does the vessel have a statement of compliance issued under the provisions of the Condition Assessment Scheme? If yes, what is the expiry date?	
If ship has Condition Assessment Program, what is the latest overall rating?	

D. Dimensions

Length Over All	Length Between Perpendiculars
Extreme breadth (Beam)	Moulded depth
Bow to Centre Manifold/Stern to Centre Manifold	Distance bridge front to centre of manifold

Parallel body distances:

	Lightship	Normal ballast	Summer Dwt
Forward to midpoint manifold			
Aft to midpoint manifold			
Parallel body length			
Net tonnage		Gross tonnage	

Port of Gladstone Vessel Questionnaire continued page 2 of 4**E. Loadline information**

Loadline	Freeboard (metres)	Draft (metres)	Deadweight (metric tons)	Displacement (metric tons)
Summer				
Winter				
Tropical				
Lighthouse				
Normal Ballast Condition				

F. Ownership and Operation

Registered owner - Full style	Technical operator - Full style
Commercial operator - Full style	Disponent owner - Full style

G. Navigational Equipment

	Operational Yes No		Operational Yes No
Radar 1		Up to date charts and publications	
Radar 2		Dual Axis Doppler log	
Gyro compass		GPS 1	
Compass Repeaters		GPS 2	
Gyro compass error		Electromagnetic log	
Standard compass		Rudder angle indicators (including Bridge Wings)	
AIS		M/E Rev indicators (including Bridge Wings)	
ECDIS			

H. Helicopters

Can the ship comply with the ICS Helicopter Guidelines?

Yes ☐ Is winching or landing area provided? Yes ☐ No ☐

No ☐

I. Mooring (Note: A copy of a Mooring Diagram for the specific terminal may be supplied in lieu of this section)

Mooring wires (on drums)	Number	Diameter (mm)	Material	Length (metres)	Breaking strength (metric tons)
Forecastle					
Main deck forward					
Main deck aft					
Poop deck					
Wire tails					
Forecastle					
Main deck forward					
Main deck aft					
Poop deck					
Mooring ropes (on drums)					
Forecastle					

Hand copies of this document are considered uncontrolled. Please refer to the Maritime Safety Queensland website for the latest version. Port Procedures and Information for Shipping - Gladstone, December 2022.

Page 1 of 4 LTSR Forms Area F5366 CFD V01 Apr 2023

Page 2 of 4 LTSR Forms Area F5366 CFD V01 Apr 2023

Port of Gladstone Vessel Questionnaire continued page 3 of 4

	Number	Diameter (mm)	Material	Length (metres)	Breaking strength (metric tons)
Main deck forward					
Main deck aft					
Poop deck					
Other mooring lines					
Forecastle					
Main deck forward					
Main deck aft					
Poop deck					
Mooring winches					
Forecastle	Number	Number of drums		Brake capacity (metric tons)	
		Single			
Main deck forward		Single, Double, Triple			
Main deck aft		Single, Double, Triple			
Poop deck		Single			
Mooring bits					
Forecastle	Number	SWL (metric tons)		Number	SWL (metric tons)
Main deck forward					
Closed chocks and/or fairleads of enclosed type					
Forecastle	Number	SWL (metric tons)		Number	SWL (metric tons)
Main deck forward					
J. Emergency towing system					
Type/SWL of Emergency towing system forward				Type/SWL of Emergency towing system forward	
K. Escort towage equipment					
Type/SWL of escort towing equipment Port Quarter				Type/SWL of Emergency towing system aft	
L. Escort tug					
What is SWL and size of closed chock and/or fairleads of enclosed type on stem?	Metric tons		What is SWL of bollard on poop deck suitable for escort tug?		
M. Anchors					
Number of shackles on port cable				Number of shackles on starboard cable	
N. Main engines					
Single	Twin			Single	Twin
Steam turbine		KW (HP) of main engine(s)			
Diesel					
Diesel electric		If diesel, number of consecutive starts			
		Is the vessel fitted with fixed or controllable propeller(s)?			
O. Steering gear					
Number of rudders		Time from hard over to hard over			

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Port of Gladstone Vessel Questionnaire continued page 4 of 4

P. Bow/Stern Thruster

BHP	KW	BHP	KW

What is brake horse power of bow thruster (if fitted)?

What is brake horse power of stern thruster (if fitted)?

Miscellaneous

Q. Engine Room

What type of fuel is used for main propulsion?

What type of fuel is used in the generating plant?

Capacity of bunker tanks IFO

Capacity of bunker tanks MDO

Capacity of bunker tanks MGO

R. Insurance/Indemnity requirements

Protection and Indemnity (P&I) Club full style

P&I Club insurance - Certificate of Currency covering liability for pollution, other incidents such as collision and removal of wreckage and liability for property damage (for not less than \$1 billion in respect to oil pollution liability and not less than \$150 million for all other liability).

Hull and Machinery insurance - Certificate of currency covering hull and machinery, collision liability, removal of wreckage and institute war and strikes insurance (for not less than the replacement value of hull and machinery, the removal of wreckage and collision liability).

Other Insurance - Certificate of Currency as reasonably required by Gladstone Ports Corporation or as otherwise required by law to be effected.

Indemnity Agreement (Tugs Bollard Pull) - A separate indemnity in favour of Maritime Safety Queensland (MSQ) and Gladstone Ports Corporation (GPC) in the prescribed form.

S. Port State Control

Date and place of last Port State Control inspection

Date

Place

Any outstanding deficiencies as reported by any Port State Control. Please provide details.

T. Recent operational history

Has vessel been involved in a pollution, grounding, serious casualty or collision incident during the past 12 months? Please provide details.

Last three cargoes/charterers/voyages (Last/second last/third last)

Notes:

- For initial calls at Gladstone all sections to be completed.
- For subsequent calls sections B, G, S and T only need to be completed.
- If any changes are made to this form subsequent to being submitted, then GPC and MSQ must be notified.

Declaration:

Signed (Master)

Print name

Date

Hard copies of this document are considered uncontrolled. Please refer to the Maritime Safety Queensland website for the latest version. *Port Procedures and Information for Shipping - Gladstone, December 2022.*

16.35 Vessel Pre-Arrival Condition Report (Form 2)

Please follow this link to access the official fillable PDF form: [F5375 - Vessel Pre-Arrival Condition Report](#)

This is a replica of the form and is not intended to be used



Queensland
Government

Vessel Pre-Arrival Condition Report

Documentation required for entry at 48 hours notice

The following questionnaire must be answered and submitted to the Harbour Master 48 hours prior to arrival at the Fairway Buoy.

Is the vessel free from leakage?

Yes ☐ No ☐

Comments

Are there any defects to the vessel, machinery and equipment that may affect safe pilotage, berthing cargo or ballast operations?

Yes ☐ No ☐

Comments

Are all gas detection analysers calibrated and operating correctly?

Yes ☐ No ☐

Comments

Are all cargo system emergency stops, with associated alarms and interlocks, tested and operating correctly?

Yes ☐ No ☐

Comments

Are all independent tank high level alarms tested and operating correctly?

Yes ☐ No ☐

Comments

Are all high and low pressure alarms tested and operating correctly?

Yes ☐ No ☐

Comments

Is the vessel ready to hold LNG or does the vessel have to carry out additional operations before loading? What are these operations? e.g. cool down

Yes ☐ No ☐

Comments


Expected quantity to be loaded in cubic metres

Expected time alongside berth

If any changes to the above conditions on the vessel occur after this declaration is made, the Regional Harbour Master, Gladstone must be informed.

Declaration:

 **Signed (Master)**



 **Print name**

 **Date**

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LTSR Forms Area F5375 CFD V01 Apr 2023

16.36 Terminal Pre-Arrival Confirmation Report (Form 3)

Please follow this link to access the official fillable PDF form: [F5376 - Terminal Pre-Arrival Confirmation Report](#)

This is a replica of the form and is not intended to be used



Queensland
Government

Terminal Pre-Arrival Confirmation Report

Acceptance of a vessel's call to a Gladstone LNG Jetty

	Yes	No	Date
1. Does the vessel have valid OCIMF vetting documentation, such as SIRE Report or similar (not more than one year old)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
2. Does the vessel have Mooring Winches BHC and a valid test certificate (not more than one year old)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
3. Does the vessel have a Mooring lines SWL test certificate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
4. Does the vessel have a Mooring analysis for the Port of Gladstone environmental conditions from a software program such as Optimoor? (Sister ship with the same BHC will be accepted)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
5. Has the vessel been accepted at the terminal to load LNG?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

Terminal Superintendent's signature

Print name

Date

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LTSR Forms Area Form F5376 CFD V01 Apr 2023

16.37 Deed of Indemnity – Port of Gladstone Escort Tugs

Please follow this link to access the official fillable PDF form: [F5374 - Deed of Indemnity - Port of Gladstone Escort Tugs](#)

This is a replica of the form and is not intended to be used

[Print Form](#) [Reset Form](#)

Our ref
Your ref
Enquiries John Fallon

Name and address:


Queensland Government
Department of
Transport and Main Roads

Please sign and return the following enclosed documents:

1. Duplicate of this letter
2. Deed of Indemnity.

Should you have any questions regarding this, please contact me at the Maritime Safety Queensland Gladstone office on 4971 5200.

Yours faithfully



John Fallon
Regional Harbour Master - Gladstone

Date:

Dear Captain/Madam/Sir,

Deed of Indemnity - Port of Gladstone Escort Tugs

Vessel
All Liquefied Natural Gas (LNG) vessels loading cargo in the Port of Gladstone will be required to connect two escort tugs which will be tethered in tandem when entering and departing the harbour. The process of Tethered Escort Towage (TET) has been extensively simulated to prove the feasibility of the operation in the Port of Gladstone. Tugs specifically designed for the task will be utilised for escort towage.

Background
This letter relates to *Chapter 9 Tug Requirements for LNG*, and *Appendix 16.39 Deed of Indemnity – Port of Gladstone Escort Tugs* (attached) of the Port Procedures and Information for Shipping – Gladstone (PPM Gladstone) as updated from time to time. The PPM Gladstone requires the use of escort tugs for LNG vessels entering the port.

For TET, all LNG vessels are required to be equipped with bitts, bollards, chocks and fairleads with a minimum Safe Working Load (SWL) of 150 tonnes.

Further matters
LNG vessels will transit all channels and cuttings with two approved escort tugs at speeds up to about 10 knots with tugs made fast. Although the decision as to where to make the tugs fast will be made after consultation between the pilots and the LNG vessel master, it is expected that both escort tugs should be attached on the stern (tandem deployment) for inbound and outbound transits of the port.

Four escort tugs should be ready to make fast between A1 and A5 subject to the discretion of the harbour pilot in charge in conjunction with the vessel's master. All tugs will be progressively released on departure between A5 and A1 also subject to the discretion of the harbour pilot in charge in conjunction with the vessel's master.

Requirements
The tug securing equipment on your vessel may require tethered escort tugs to exceed the equipment's maximum SWL.

It is a condition of approval of escort towage for your vessel, as described above, that you provide an indemnity in relation to any damage caused by the escort tugs to your vessel.

Read, acknowledged and agreed by:

Signature

On the _____ day of _____

Name

Master/Owner/Charterer

Company

Address

Contact details



Deed of Indemnity
Port of Gladstone - Escort Tugs

Responsible person	<input type="text"/>
	Name
	<input type="text"/>
	Master/Owner/Charterer - please choose
	<input type="text"/>
Company	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
Address	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
Email address and telephone contact details	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
Vessel	MV
	<input type="text"/>
	Name
	IMO Number
	<input type="text"/>
Number	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
being an LNG vessel fitted with bits, bollards, chocks and associated equipment rated at less than a 150 tonne safe working load.	

I, as (select applicable) of the above vessel hereby:

1. indemnify the Pilot, the Gladstone Ports Corporation Limited and the State of Queensland (represented by the Department of Transport and Main Roads - Maritime Safety Queensland) for any damage (including consequential loss) caused by escort tugs to the vessel's bits and associated equipment which arises directly as a result of any increase in the towage forces
2. acknowledge that this indemnity does not affect, and is in addition to any other indemnity provided by statute.

Executed as a Deed

For and on behalf of a company

Signed sealed and delivered

Company name

On the day of

in accordance with section 127 of the
Corporations Act 2001 (Cth):

Signature of director

Signature of company secretary/director

Full name of director

Full name of company secretary/director

For an individual

Signed sealed and delivered

On the day of

in the presence of:

Signature

Signature of witness

Full name of individual

Full name of witness

Seen and acknowledged

John A Fallon
Regional Harbour Master - Gladstone

/ /

16.38 Vessel Interaction Prevention CCF Berths

10 December 2021

Dear Captain

VESSEL INTERACTION PREVENTION CCF Berths

You are currently berthed at the Clinton Coal Facility (CCF), this places your vessel close to the channel used by outbound deep draft vessels departing the WICET coal terminal, or from deep draft vessels departing CCF1 (if you are berthed at CCF2, CCF3 or CCF4).



Whilst every effort will be made to reduce the effects of interaction of passing vessels on your vessel, it is important that you:

1. Follow the direction of Wharf Supervisors at CCF with respect to mooring lines,
2. Ensure your vessel is hard against fenders when a deep draft vessel from WICET or CCF1 is passing, and
3. Maintain a continuous watch on VHF channel 13.

Yours faithfully,

A handwritten signature in blue ink, appearing to read "John Fallon". The signature is stylized with large, sweeping loops.

John Fallon
Regional Harbour Master – Gladstone

Maritime Safety Queensland-Gladstone
Level 7, 21 Yarron Street
Gladstone Queensland 4580
PO Box 123 Gladstone Queensland 4680

Telephone: +61 7 43715200
Facsimile: +61 7 4971 5243
Website: www.msg.qld.gov.au
Email: Gladstone.RHM@msg.qld.gov.au

16.39 Barney Point Wharf Passing Vessel Interaction Prevention

24 June 2014

To Whom It May Concern

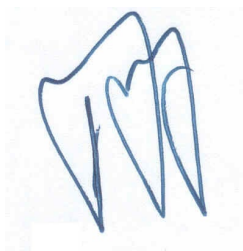


BARNEY POINT WHARF PASSING VESSEL INTERACTION PREVENTION

1. In April 2012 Gladstone Ports Corporation met with key stakeholders regarding Vessel Interaction at Barney Point and how best to mitigate the risk of vessels pulling away from the Berth, during passing by a deep draft vessel. The result of this meeting was a Memorandum, issued by GPC detailing additional requirements for vessels berthed alongside Barney Point when all of the following conditions are met:
 - a. Vessel passing Barney Point Wharf is >14.0m draft
 - b. Vessel at Barney Point Wharf is >13.5m deepest draft
 - c. Length Overall of vessel at Barney Point Wharf is >225m
 - d. Beam of vessel at Barney Point Wharf is ≥ 32 m
2. The requirements to be implemented when all the above conditions are met are:
 - a. A pilot is to be on board 30 minutes prior to the vessel passing,
 - b. A tug is to be ready to engage 30 minutes prior to the vessel passing and remain ready until the vessel has passed and is clear,
 - c. The vessel crew should tension lines and put them on the brake 30 minutes prior to the vessel passing and be clear of the deck 10 minutes prior, and
 - d. The gangway is to be raised until the vessel has passed and is clear.
3. In view of the continued risk of vessel interaction at Barney Point and to maintain safety, I am writing to advise that the decisions from the April 2012 meeting remain extant and that charges incurred will be sent to the Shipping Agency of the ship alongside Barney Point.
4. In addition since the introduction of the requirements of the Memorandum in 2012, additional requirements have been implemented to further mitigate risks. These include the requirement for vessels to have the starboard side anchor lowered underfoot at all times while made fast and for vessels to maintain 1.0m Under Keel Clearance at all times while alongside. These requirements will also continue to be enforced.

5. For your information, vessels berthing at Barney Point and the Clinton Coal Terminal are presented with a direction from myself by the Pilot on-board when they arrive. This direction lists the requirements for vessels alongside both facilities. A copy of this form is also enclosed.
6. Please don't hesitate to contact me any further information.

Yours faithfully,

A handwritten signature in blue ink, appearing to read 'John Fallon', is positioned above the printed name and title.

John Fallon
Regional Harbour Master – Gladstone

Maritime Safety Queensland-Gladstone
Level 7, 21 Yarron Street
Gladstone Queensland 4580
PO Box 123 Gladstone Queensland 4680

Telephone: +61 7 43715200
Facsimile: +61 7 4971 5243
Website: www.msg.qld.gov.au
Email: Gladstone.RHM@msg.qld.gov.au

16.40 DUKC Draft Request Form

Please follow this link to access the official fillable PDF form: [F5369 - DUKC Draft Request](#)

This is a replica of the form and is not intended to be used



Queensland
Government

DUKC® Draft Request

This form is to be completed by all vessels departing CCF or WICET with Draft >15m and all vessels arriving at FL1 with Draft >8.8m

The following vessel information is requested to ensure stability and vessel motion response characteristics are modelled correctly by the DUKC®. The vessel is responsible to supply accurate information to all fields as requested below.

Section 1: Vessel details

Name of ship

IMO

Expected arrival/departure:

Time

Date

Nominate the deepest draft at which the vessel wishes to arrive at/depart the berth:

Section 2: Vessel Stability Information at Arrival/Departure

Beam

LBP

LOA

Arrival/Departure displacement:

Arrival/Departure deadweight:

Drafts:

Fwd

Midships

Aft

GMf

GMs

(Transverse metacentric height corrected for free surface) (Transverse metacentric height)

KG

KM

(Vertical centre of gravity)

(Transverse metacentre above baseline)

Please note: GMs must be greater than GMf

GMs + KG = KM

Master Chief Officer's signature

Date

Vessel stamp

16.41 Pilot Ladder Checklist

Please follow this link to access the official fillable PDF form: [Pilot Ladder Checklist - Gladstone](#)

This is a replica of the form and is not intended to be used



Queensland
Government

Pilot Ladder Checklist For Gladstone

Vessel name: Date of pilot transfer

To the Master of the Vessel,

You and your crew are required to fully cooperate with the pilot launch crew to ensure the safe transfer of pilots to and from your vessel. You are responsible to ensure that the pilot ladder has been stored and maintained in good condition and that it is regularly inspected and certified by the manufacturer of the ladder that it complies with the requirements of SOLAS CH V- Regulation 23 - Pilot Transfer Arrangements Resolution A.1045 (27).

Maritime Safety Queensland supports all members of the pilot launch crew who decide not to transfer due to an unsafe ladder arrangement. Please note that any failure from you to provide a fully compliant pilot transfer arrangement will result in your vessel being rejected for pilot boarding, and additional charges may be levied to your vessel.

The Master of the Vessel is to ensure this Pilot Ladder Checklist has been completed and sent to the vessel's agent at least 72 hours prior to the planned pilot transfer taking place. The vessel's agent will enter the completed form into QSHIPS.

Item	Checks to be performed	Yes	No
1.	Have all pilot ladders been kept clean, properly maintained, stowed and inspected at least 72 hours prior to arrival at the port to ensure that they are safe to use?	<input type="checkbox"/>	<input type="checkbox"/>
2.	Are 'Certificates of Conformity' and 'Inspection Certificates' for pilot ladders maintained on-board the vessel?	<input type="checkbox"/>	<input type="checkbox"/>
3.	Are manufacturer's plates clearly visible with matching certification for each ladder?	<input type="checkbox"/>	<input type="checkbox"/>
4.	Are all pilot ladders only used for the embarkation and disembarkation of personnel?	<input type="checkbox"/>	<input type="checkbox"/>
5.	Is there a copy of International Maritime Pilots Association 'required boarding arrangements for pilots' poster displayed on board?	<input type="checkbox"/>	<input type="checkbox"/>
6.	Will the supervision of the rigging of the pilot ladder and of the pilot transfer arrangements be conducted by a responsible officer who has means of communication with the navigation bridge?	<input type="checkbox"/>	<input type="checkbox"/>
7.	Will the vessel provide a person to escort the pilot by a safe route to and from the navigation bridge?	<input type="checkbox"/>	<input type="checkbox"/>
8.	Will the pilot ladder and any operating mechanical equipment be tested prior to use?	<input type="checkbox"/>	<input type="checkbox"/>
9.	Are there at least two people (including one Officer) on the ship, near the pilot boarding area to assist pilot's embarkation/disembarkation?	<input type="checkbox"/>	<input type="checkbox"/>
10.	Are the ropes, heaving lines, splices and thimbles in good condition?	<input type="checkbox"/>	<input type="checkbox"/>
11.	Are the steps, spreaders and chocks in good condition and free of any coatings?	<input type="checkbox"/>	<input type="checkbox"/>
12.	Is the pilot ladder properly secured to the deck of ship?	<input type="checkbox"/>	<input type="checkbox"/>
13.	Is the deck area where the pilot disembarks clean and free of obstructions?	<input type="checkbox"/>	<input type="checkbox"/>
14.	Are the heaving line(s) in good condition and suitable for their intended use? Heaving line to be between 12-16mm diameter and fully inspected prior to use.	<input type="checkbox"/>	<input type="checkbox"/>
15.	Are man ropes of at least 28mm and no more than 32mm in diameter and securely rigged?	<input type="checkbox"/>	<input type="checkbox"/>
16.	Are the man ropes less than 24months old from the date of manufacture?	<input type="checkbox"/>	<input type="checkbox"/>
17.	Have the manropes been in service for less than 12 months?	<input type="checkbox"/>	<input type="checkbox"/>
18.	Is each pilot ladder less than 30 months old, or have they undergone the strength test as outlined in ISO 799-2019 with relevant certification?	<input type="checkbox"/>	<input type="checkbox"/>
19.	Is the pilot ladder tied to a strongpoint on the ship, resting on the parallel body of the ship and are the steps horizontal?	<input type="checkbox"/>	<input type="checkbox"/>

Pilot Ladder Checklist continued page 2 of 2

20.	Is there an additional back-up pilot ladder available on board the vessel? (this is not a current requirement but is considered best practice)	<input type="checkbox"/>	<input type="checkbox"/>
21.	Is the vessel capable and well-rehearsed in retrieving a man overboard?	<input type="checkbox"/>	<input type="checkbox"/>
22.	Is there a lifebuoy and self-igniting light available at the pilot boarding area?	<input type="checkbox"/>	<input type="checkbox"/>
23.	Is the boarding area adequately lit for pilot transfers at night?	<input type="checkbox"/>	<input type="checkbox"/>

Vessel Master's name Date

Vessel Master's signature