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| Port assessment | Port: |  | Date: |  |

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|  | Port Assessment |
| Name | TRank, Function, Skills, Qualifications |
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| Personal Equipment (tick items used) | | | |
| Hard hat (Helmet) |  | Personal floatation devices |  |
| Goggles |  | Protective suits |  |
| Gloves (rubber and leather) |  | Flashlights |  |
| High-visibility jackets (or vests) |  | Money in local currency |  |
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| Tools (Equipment) (tick items used) | | | |
| Communications and Electronics | | Navigation | |
| SafetyNet receiver |  | GPS handheld |  |
| NAVTEX receiver |  | Compass |  |
| Phone ( Sat phone, cell phone, etc.) |  | Parallel rule |  |
| Internet |  | Sextant |  |
| Smartphone with apps |  | Camera |  |
| PLB |  | Laptop with SOLAS publications |  |
| Utility/laptop backpack - waterproof |  | Binoculars |  |
| Plug adapter for region/Chargers for all electronic equipment |  |  |  |
| SOLAS Publications | | Other Publications | |
| Charts |  | Internet |  |
| Sailing directions |  | Google Earth |  |
| ALRS |  | Port authority docs |  |
| NP 100 Mariner’s Handbook |  | Visit guides |  |
|  |  |  |  |
| Charts and Publications details (chart numbers, issue dates etc.) | | | |
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| No. | Navigation (1 of 2) | Y | N | NA | VS | Remarks |
| 1 | Are lights/leading lights functioning and in correct position? |  |  |  |  |  |
| 2 | Are buoys and other aids to navigation functioning and in correct position? |  |  |  |  |  |
| 3 | Is a RACON available and operating? |  |  |  |  |  |
| 4 | Are seamarks still visible? |  |  |  |  |  |
| 5 | Have water depths at port entry points, channels and berths been verified? (note latest updates and limitations) |  |  |  |  |  |
| 6 | Are there any indications that the fairway conditions have been changed? |  |  |  |  |  |
| 7 | Are there any navigational limitations? |  |  |  |  |  |
|  | a. Traffic |  |  |  |  |  |
|  | b. Bridges |  |  |  |  |  |
|  | c. Locks |  |  |  |  |  |
|  | d. Berths |  |  |  |  |  |
| 8 | Are there any navigational restrictions? (sunken vessels, mines, damages etc.) |  |  |  |  |  |
| 9 | Is current tidal information available and verified? |  |  |  |  |  |
| 10 | Is information about currents available and verified? (weather, tide, local conditions etc.) |  |  |  |  |  |

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| No. | Navigation (2 of 2) | Y | N | NA | VS | Remarks |
| 11 | Are communication channels available? (VTS, harbour master, pilots etc.) |  |  |  |  |  |
| 12 | Any work in progress which hampers vessel traffic? (dredging, surveys, construction works etc.) |  |  |  |  |  |
| 13 | Is a 24/7 navigation possible? |  |  |  |  |  |
| 14 | Are navigational warnings available? (which means) |  |  |  |  |  |
| 15 | Is pilot service functioning? ( Harbour pilot / sea pilot service) |  |  |  |  |  |
| 16 | Are pilots working as defined? |  |  |  |  |  |
| 17 | Are fender surfaces in good condition? |  |  |  |  |  |
| 18 | Are tugs working as defined? |  |  |  |  |  |
| 19 | Radio equipment working as defined? |  |  |  |  |  |
| 20 | Radar equipment working as defined? |  |  |  |  |  |
| 21 | Are there any damages inside the port area? |  |  |  |  |  |
| 22 | Are damages hampering pattern of life? |  |  |  |  |  |
| 23 | What kind of dangers are present within the port area? |  |  |  |  |  |
| 24 | Are wracks or other dangers located within the port basin? |  |  |  |  |  |
| 25 | Is there any relevant information provided by the force protection team? |  |  |  |  |  |

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| No. | Safety & Security (1 of 2) | Y | N | NA | VS | Remarks |
| 1 | Is the port ISPS certified and is the certificate still valid? |  |  |  |  |  |
| 2 | Is there a security company available? ( Describe capabilities) |  |  |  |  |  |
| 3 | Is the port equipped with a camera (CCTV) system? |  |  |  |  |  |
| 4 | Is the jetty area fenced off? |  |  |  |  |  |
| 5 | Are fences and entrance gates intact? |  |  |  |  |  |
| 6 | Can movements of people from/to the ship effectively be controlled? |  |  |  |  |  |
|  | a. Describe dock workers /terminal personnel shift changes |  |  |  |  |  |
|  | b. Describe check-in procedure |  |  |  |  |  |
| 7 | Are the cargo transfer area and all mooring points adequately illuminated? |  |  |  |  |  |
| 8 | Is the area provided with an alternative safe escape way? |  |  |  |  |  |
| 9 | Is there a permanent safe ladder below low water level? |  |  |  |  |  |
| 10 | Is shore-based mooring equipment available? |  |  |  |  |  |
| 11 | Is documentation about the underwater quay side structure available and what is the latest inspection date? |  |  |  |  |  |
| 12 | Are the working areas free from obstructions? |  |  |  |  |  |
| 13 | Is a fire protection system provided? (specify location) |  |  |  |  |  |

AXP-05(C) (NAVY) (AIR)

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| No. | Safety & Security (2 of 2) | Y | N | NA | VS | Remarks |
| 14 | Is the fire protection system automated & sufficient? (e.g. foam available etc.) |  |  |  |  |  |
| 15 | Can fire water pumps be started from different and safe locations? |  |  |  |  |  |
| 16 | Is safety equipment functioning and easily accessible? (fire hydrants & monitors, etc.) |  |  |  |  |  |
| 17 | Are sufficient life buoys available at each berth? |  |  |  |  |  |
| 18 | Is there an evacuation procedure in place? |  |  |  |  |  |
| 19 | Are First Aid and Muster Stations available and adequately marked? |  |  |  |  |  |
| 20 | Is there a safe access to the ship(s)? ( gangway(s) provided by shore) |  |  |  |  |  |
| 21 | Can a helicopter landing zone / pad be established within port area? |  |  |  |  |  |
| 22 | Is the port listed in the IMO database for secure ports? (note UN locator code), <http://www.unece.org/cefact/locode/service/location.html> |  |  |  |  |  |
| 23 | Are any irregularities reported regarding port operations? |  |  |  |  |  |
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| No. | Operational Capabilities (1 of 3) | Y | N | NA | VS | Remarks |
| 1 | Are there specific operation hours? (note details) |  |  |  |  |  |
| 2 | Are mooring plans available for each berth? |  |  |  |  |  |
| 3 | Are appropriate mooring personnel available? |  |  |  |  |  |
| 4 | Are bunker facilities available? |  |  |  |  |  |
| 5 | Is there an area available for temporary fuel storage? |  |  |  |  |  |
| 6 | Are tugs boats available, notice to move? |  |  |  |  |  |
| 7 | Are there terminals suitable for: (note limitations) |  |  |  |  |  |
|  | a. Container operations? |  |  |  |  |  |
|  | b. RoRo operations? |  |  |  |  |  |
|  | c. General cargo operations? (included heavy lift and project cargo) |  |  |  |  |  |
|  | d. Passenger transfer? |  |  |  |  |  |
|  | e. Small vessels and crafts (Distance between pier and Mean Low-Water Line?) |  |  |  |  |  |
| 8 | Can Dangerous Goods be handled safely? ( Annex C - Safety and Security reference) |  |  |  |  |  |
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| No. | Operational Capabilities (2 of 3) | Y | N | NA | VS | Remarks |
| 9 | Are warehouse capacities suitable for :(note limitations) |  |  |  |  |  |
|  | a. Reefer cargo? ( Note temperature range) |  |  |  |  |  |
|  | b. General cargo? |  |  |  |  |  |
|  | c. Dangerous goods? |  |  |  |  |  |
|  | d. Container packing? |  |  |  |  |  |
| 10 | Are outdoor storage capacities available? (note limitations) |  |  |  |  |  |
|  | a. Suitable for containers? |  |  |  |  |  |
|  | b. RoRo cargo? |  |  |  |  |  |
|  | c. General cargo? |  |  |  |  |  |
|  | d. Dangerous goods? |  |  |  |  |  |
|  | e. Reefer containers? |  |  |  |  |  |
| 11 | Are the terminal surfaces in acceptable condition? |  |  |  |  |  |
|  | a. Maximal allowable load (mt/m²) |  |  |  |  |  |
|  | b. RoRo ramp load capacity (mt/m²) and dimensions |  |  |  |  |  |
|  | c. Suitable for service listed under Question #10? |  |  |  |  |  |

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| No. | Operational Capabilities (3 of 3) | Y | N | NA | VS | Remarks |
| 12 | What kind of cargo gear is available? (note number and capacity and readiness for use) |  |  |  |  |  |
|  | a. Fork lifts / Van Carriers |  |  |  |  |  |
|  | b. Reach stackers |  |  |  |  |  |
|  | c. MAFI trucks and trailers |  |  |  |  |  |
|  | d. Cranes (mobile, container etc.) |  |  |  |  |  |
|  | e. Shear legs |  |  |  |  |  |
|  | f. Heavy-lift trailers / Straddle carriers |  |  |  |  |  |
| 13 | Is a railway service available? |  |  |  |  |  |
| 14 | Is electrical shore power available? (note current, voltage and connectors) |  |  |  |  |  |
|  | a. Ship - Shore connections? |  |  |  |  |  |
|  | b. Terminal operations? |  |  |  |  |  |
| 15 | Are repair and service capabilities available? (note details) |  |  |  |  |  |
| 16 | Is an alternative power backup available? (diesel gen) |  |  |  |  |  |

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| No. | Tanker Terminal (1 of 2) | Y | N | NA | VS | Remarks |
| 1 | Is the cargo transfer area on the jetty of closed construction to contain product releases? |  |  |  |  |  |
| 2 | Is a small-vehicle access possible? |  |  |  |  |  |
| 3 | Is the dock structure protected by a cathode protection system? |  |  |  |  |  |
| 4 | Are quick release hooks installed and are these operable? |  |  |  |  |  |
| 5 | Is the capacity of the mooring equipment and substructures adequate for the mooring loads considering the maximum allowable ship size that can berth? |  |  |  |  |  |
| 6 | Can combustible and/or flammable products be handled at the marine facility? |  |  |  |  |  |
| 7 | Are Marine Loading Arms (MLA) installed? (note flange diameter, pressure rating and system) |  |  |  |  |  |
| 8 | Are hoses used for product transfer? (note diameter, pressure rating and system) |  |  |  |  |  |
| 9 | Are vapour balancing systems used for loading or discharging hazardous products to or from the ship? |  |  |  |  |  |
| 10 | Are precautions taken to avoid incompatibility of vapours? |  |  |  |  |  |
| 11 | Is the dock equipped with a crane to handle small parts (spool pieces, hoses etc.) to or from the ship? |  |  |  |  |  |
| 12 | Is the max. lifting capacity displayed at the crane? (note max. lifting capacity) |  |  |  |  |  |
| 13 | Is crane operation easy to learn; can the crane be operated by untrained personnel? |  |  |  |  |  |
| 14 | Is the operating procedure and lifting diagram readily available at the dock? |  |  |  |  |  |

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| No. | Tanker Terminal (2 of 2) | Y | N | NA | VS | Remarks |
| 15 | Is a gas monitoring system installed and working? |  |  |  |  |  |
| 16 | Is an area electrical classification plan available? |  |  |  |  |  |
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| No. | Contacts (1 of 3) | Contact details (name, address, phone, mail etc.) – mark on map using No. as given on the left | VS |
| 1 | Port Authority/Harbour Master |  |  |
| 1.1 | Harbour Master (Terminal) |  |  |
| 1.2 | Harbour Master (Terminal) |  |  |
| 1.3 | Harbour Master (Terminal) |  |  |
| 2 | Bunker Services |  |  |
| 3 | Fire Department |  |  |
| 4 | Lines Men / Mooring Companies |  |  |
| 5 | Pilot Organisation |  |  |
| 5.1 | Pilot Station |  |  |
| 5.2 | Pilot Station |  |  |
| 5.3 | Pilot Station |  |  |
| 6 | Security Office (Port Facility) |  |  |
| 7 | Security Agencies |  |  |
| 8 | Ship Supplier |  |  |

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| No. | Contacts (2 of 3) | Contact details (name, address, phone, mail etc.) – mark on map using No. as given on the left | VS |
| 9.1 | Shipping Agency |  |  |
| 9.2 | Shipping Agency |  |  |
| 9.3 | Shipping Agency |  |  |
| 9.4 | Shipping Agency |  |  |
| 10.1 | Shipping Company |  |  |
| 10.2 | Shipping Company |  |  |
| 10.3 | Shipping Company |  |  |
| 11.1 | Terminal Operator |  |  |
| 11.2 | Terminal Operator |  |  |
| 11.3 | Terminal Operator |  |  |
| 12.1 | Tug Boat Company |  |  |
| 12.2 | Tug Boat Company |  |  |
| 13 | Coast Guard |  |  |
| 14 | SAR Center |  |  |

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| No. | | Contacts (3 of 3) | Contact details (name, address, phone, mail etc.) – mark on map using No. as given on the left | VS |
| 15 | Police/Border Control | |  |  |
| 16 | Customs | |  |  |
| 17 | Hydrographic Office | |  |  |
| 18 | National Navigational Warning Coordinator | |  |  |
| 19 | Ops Center | |  |  |
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| No. | Miscellaneous | Y | N | NA | VS | Remarks |
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| No. | Action List (1 of 2)  Action Items, Observations, Recommendations | Action by,  Responsibilities | | Due Date,  Rev. Due Date | Prio\* | Status |
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| \*) Priorities: C - CRITICAL – This Action item has to be completed before the mission can start.  S - SIGNIFICANT – This Action item has to be completed as soon as possible.  M - Minimal – This Action item can be executed with next routine work. | | | | | | |

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| --- | --- | --- | --- | --- | --- |
| No. | Action List (2 of 2)  Action Items, Observations, Recommendations | Action by,  Responsibilities | Due Date,  Rev. Due Date | Prio\* | Status |
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| \*) Priorities: C - CRITICAL – This Action item has to be completed before the mission can start.  S - SIGNIFICANT – This Action item has to be completed as soon as possible.  M - Minimal – This Action item can be executed with next routine work. | | | |  |  |