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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?  |   |   |   |   |   |
| 17 |   |   |   |   |   |   |
| 18 |   |   |   |   |   |   |
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| 21 |   |   |   |   |   |   |
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| 23 |   |   |   |   |   |   |
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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  |   |   |
| 20 |   |   |   |
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| 22 |   |   |   |
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| No. | Miscellaneous | Y | N | NA | VS | Remarks |
| 1 |   |   |   |   |   |   |
| 2 |   |   |   |   |   |   |
| 3 |   |   |   |   |   |   |
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| No. | Action List (1 of 2)Action Items, Observations, Recommendations | Action by,Responsibilities | Due Date,Rev. Due Date | Prio\* | Status |
| 1 |   |   |   |   |   |
| 2 |   |   |   |   |   |
| 3 |   |   |   |   |   |
| 4 |   |   |   |   |   |
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| 6 |   |   |   |   |   |
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| 10 |   |   |   |   |   |
| 11 |   |   |   |   |   |
| 12 |   |   |   |   |   |
| 13 |   |   |   |   |   |
| \*) 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 |
| 15 |   |   |   |   |   |
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| 17 |   |   |   |   |   |
| 18 |   |   |   |   |   |
| 19 |   |   |   |   |   |
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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.  |  |  |