

Things to check before you arrive in port

Pilotage plan	Remarks
Port pre-booked if necessary	
Pre-arrival documentation completed and sent if applicable	
Pilotage plan updated with additional info received since departure	
Pilot arrangements completed if necessary	
Appropriate scale charts prepared	
Equipment checks (tested and ready for use)	Remarks
Electronic navigation aids and magnetic compass	
Echo sounder	
Whistle	
Radar	
Internal communications, e.g. radio, agreed signaling with the bow	
Navigation lights, shapes and sound signals as required	
Signaling equipment including flags, search lights and signal lamps	
Engine(s)/propulsion (ahead and astern)	
RPM and ROT indicators	
Steering gear	
Thrusters	
Anchors cleared and ready for use	
Before arrival	Remarks
Port and VTS channels monitored and contacted if required	
Crew briefed on expected maneuvers and ready	

All hatches and doors closed	
Engine started	
Manual steering engaged	
Sails dropped	
Mooring lines and fenders ready	
Lookout posted at the bow if clear view may be obstructed in port	