

FAMILIARISATION WITH BRIDGE EQUIPMENT

DATE	PLACE
BRIDGE CHECKLIST	
1.	Has the operation of the following equipment been studied and fully understood? <input type="checkbox"/>
	- bridge and deck lighting <input type="checkbox"/>
	- emergency arrangements in the event of main power failure <input type="checkbox"/>
	- navigation and signal lights, including <input type="checkbox"/>
	- searchlights, signalling lamp, morse light <input type="checkbox"/>
	- sound signalling apparatus, including <input type="checkbox"/>
	- whistles <input type="checkbox"/>
	- fog bell and gong system <input type="checkbox"/>
	- safety equipment, including <input type="checkbox"/>
	- LSA equipment including pyrotechnics, EPIRB and SART <input type="checkbox"/>
	- bridge fire detection panel <input type="checkbox"/>
	- general and fire alarm signalling arrangements <input type="checkbox"/>
	- emergency pump, ventilation and water-tight door controls <input type="checkbox"/>
	- internal ship communications facilities including <input type="checkbox"/>
	- portable radios <input type="checkbox"/>
	- emergency 'battery less' phone system <input type="checkbox"/>
	- public address system <input type="checkbox"/>
	- external communication equipment, including <input type="checkbox"/>
	- VHF and GMDSS equipment <input type="checkbox"/>
	- alarm systems on bridge <input type="checkbox"/>
	- echo sounder <input type="checkbox"/>
	- electronic navigational position fixing systems <input type="checkbox"/>
	- gyro compass/repeaters <input type="checkbox"/>
	- magnetic compass <input type="checkbox"/>
	- off-course alarm <input type="checkbox"/>
	- radar including ARPA <input type="checkbox"/>
	- speed/distance recorder <input type="checkbox"/>
	- engine and thrusters controls <input type="checkbox"/>
	- steering gear, including manual, auto-pilot and emergency changeover and testing arrangements (see annex A7) <input type="checkbox"/>
	- automatic track-keeping system, if fitted <input type="checkbox"/>
	- ECDIS and electronic charts, if fitted <input type="checkbox"/>
	- IBS functions if fitted <input type="checkbox"/>
	- Location and operation of ancillary bridge equipment (e.g. binoculars, signalling flags, meteorological equipment)? <input type="checkbox"/>
	- stowage of chart and hydro graphic publications? <input type="checkbox"/>
	Other checks: <input type="checkbox"/>
	AIS <input type="checkbox"/>
	LRIT <input type="checkbox"/>
OFFICER FAMILIARIZING	
OFFICER GIVING FAMILIARIZATION	

PREPARATION FOR SEA

BRIDGE CHECK LIST		
1.	Has a passage plan for the intended voyage been prepared? (see section 2)	<input type="checkbox"/>
2.	Has the following equipment been checked and found ready for use?	
	- Anchors	<input type="checkbox"/>
	- bridge movement book/course and engine movement recorder	<input type="checkbox"/>
	- echo sounder	<input type="checkbox"/>
	- electronic navigational position fixing systems	<input type="checkbox"/>
	- gyro/magnetic compass and repeaters	<input type="checkbox"/>
	- radar(s)	<input type="checkbox"/>
	- speed/distance recorder	<input type="checkbox"/>
	- clocks	<input type="checkbox"/>
3	Has the following equipment been tested, synchronised and found ready for use?	
	- bridge and engine room telegraphs including	<input type="checkbox"/>
	- rpm indicators	<input type="checkbox"/>
	- emergency engine stops	<input type="checkbox"/>
	- thrusters controls and indicators, if fitted	<input type="checkbox"/>
	- controllable pitch propeller controls and indicators if fitted	<input type="checkbox"/>
	- Communications facilities including	<input type="checkbox"/>
	- Bridge to engine room/mooring station communications	<input type="checkbox"/>
	- Portable radios	<input type="checkbox"/>
	- VHF radio communications with port authority	<input type="checkbox"/>
	- Navigation and signal lights, including	<input type="checkbox"/>
	- searchlight, signalling lamp, Morse light	<input type="checkbox"/>
	- sound signalling apparatus, including	<input type="checkbox"/>
	- whistles	<input type="checkbox"/>
	- fog bell and gong system	<input type="checkbox"/>
	- steering gear, including manual, auto-pilot and emergency changeover arrangements and rudder indicators (see annex A7)	<input type="checkbox"/>
	- window wiper/clear view screen arrangements	<input type="checkbox"/>
4	Is the ship secure for sea?	
	- cargo and cargo handling equipment secure	
	- all hull openings secure and watertight	<input type="checkbox"/>
	- cargo/passenger details available	<input type="checkbox"/>
	- stability and draught information available	<input type="checkbox"/>
	- Are all the crew on board and all shore personnel ashore?	<input type="checkbox"/>
	- Are the pilot disembarkation arrangements in place? (see annex A5)	<input type="checkbox"/>
	Other checks:	
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

PREPARATION FOR ARRIVAL IN PORT

BRIDGE CHECK LIST		
1.	In preparing the passage plan for arrival in port, has a pre-pilot age information exchange taken place? (see annexes A1 and A2)	
2	Has the passage plan been updated following receipt of the shore to ship pilot/master exchange form and all latest navigational warnings?	<input type="checkbox"/>
3	Has the ETA been sent with all relevant information required by local regulations (e.g. details of dangerous/hazardous goods carried)?	<input type="checkbox"/>
4	Is it necessary to rearrange cargo/ballast?	<input type="checkbox"/>
5	Has the following equipment been prepared and checked?	<input type="checkbox"/>
	- course and engine movement recorders	<input type="checkbox"/>
	- clock synchronization	<input type="checkbox"/>
	- communications with the engine control room and mooring stations	<input type="checkbox"/>
	- signaling equipment, including flags/lights	<input type="checkbox"/>
	- deck lighting	<input type="checkbox"/>
	- mooring winches and lines including heaving lines	<input type="checkbox"/>
	- pressure on fire main	<input type="checkbox"/>
	- anchors cleared away	<input type="checkbox"/>
	- stabilizers and log tubes housed, if fitted	<input type="checkbox"/>
	- has the steering gear been tested, and has manual steering been engaged in sufficient time for the helmsman to become accustomed before manoeuvring commences?	<input type="checkbox"/>
	- have the engines been tested and prepared for manoeuvring?	<input type="checkbox"/>
	- has the Pilot card (see annex A3) been completed and are the pilot embarkation arrangements (see annex A5) in hand?	<input type="checkbox"/>
	- have VHF channels for the various services (e.g. VTS, pilot, tugs, berthing instructions) been noted and a radio check carried out?	<input type="checkbox"/>
	- has the port been made fully aware of any special berthing requirements that the ship may have?	<input type="checkbox"/>
	Other checks:	
	-Has the main engine been tried out ahead and astern and ready to move in for maneuvering	<input type="checkbox"/>

EMBARKATION / DISEMBARKATION OF PILOT / PILOTAGE

DATE	PLACE
BRIDGE CHECK LIST	
1	Has it been agreed which side the pilot will embark/diseembark?
2	Have the pilot embarkation/diseembarkation arrangements been checked and found ready for use?
3	Has a deck officer been nominated to meet the pilot and conduct him to/from the bridge?
4	Immediately on arrival on the bridge, has the pilot been informed of the ship's heading speed, engine setting and draught? <input type="checkbox"/>
5	Has the pilot been informed of the location of lifesaving appliances provided on board for his use? <input type="checkbox"/>
6	Have details of the proposed passage plan been discussed with the pilot and agreed with the master, including <input type="checkbox"/>
	Radio communications and reporting requirements <input type="checkbox"/>
	Bridge watch and crew stand-by arrangements <input type="checkbox"/>
	Deployment and use of tugs. <input type="checkbox"/>
	Berthing/anchoring arrangements <input type="checkbox"/>
	Expected traffic during transit. <input type="checkbox"/>
	Pilot change-over arrangements, if any <input type="checkbox"/>
	Fender requirements <input type="checkbox"/>
7.	Has a completed Pilot Card (see VN – 04) been handed to the pilot and has the pilot been referred to the Wheelhouse Poster? <input type="checkbox"/>
8	Have the responsibilities within the bridge team for the pilot age been defined and are they clearly understood? <input type="checkbox"/>
9	Has the language to be used on the bridge between the ship, the pilot and the shore been understood? <input type="checkbox"/>
10	Are the progress of the ship and the execution of orders being monitored by the master and officer of the watch? <input type="checkbox"/>
11	Are the engine room and ship's crew being regularly briefed on the progress of the ship during the pilot age? <input type="checkbox"/>
12	Are the correct lights, flags and shapes being displayed? <input type="checkbox"/>
13	Other checks:
	-
	-
OFFICER ON WATCH	
MASTER	

PASSAGE PLAN APPRAISAL

BRIDGE CHECK LIST		
1.	Have navigation charts been selected from chart catalogue, including	
	- large scale charts for coastal waters	<input type="checkbox"/>
	- small scale charts for ocean passages	<input type="checkbox"/>
	- planning charts	<input type="checkbox"/>
	- routeing, climatic, pilot and load line zone charts	<input type="checkbox"/>
2.	Have publications been selected, including	
	- sailing directions and pilot books	<input type="checkbox"/>
	- light lists	<input type="checkbox"/>
	- radio signals	<input type="checkbox"/>
	- guides to port entry	<input type="checkbox"/>
	- tide tables and tidal stream atlas	<input type="checkbox"/>
3.	Have all navigation charts and publications have been corrected up to date, including	
	- the ordering of new charts/publications, if necessary	<input type="checkbox"/>
	- notices to mariners	<input type="checkbox"/>
	- local area warnings	<input type="checkbox"/>
	- NAVAREA navigational warnings	<input type="checkbox"/>
4.	Have the following been considered?	
	- ship's departure and arrival draughts	<input type="checkbox"/>
	- ship's cargo and any special cargo stowage/carriage restrictions	<input type="checkbox"/>
	- if there are any special ship operational requirements for the passage	<input type="checkbox"/>
5.	Have the following been checked?	
	- planning charts and publications for advice and recommendations on route to be taken	<input type="checkbox"/>
	- climatological information for weather characteristics of the area	<input type="checkbox"/>
	- navigation charts and publications for landfall features	<input type="checkbox"/>
	- navigation charts and publications for Ship's routeing schemes, ship reporting systems and vessel traffic services (VTS)	<input type="checkbox"/>
6.	Has weather routeing been considered for passage?	<input type="checkbox"/>
7.	Have the following preparations been made for port arrival?	<input type="checkbox"/>
	- navigation charts and publications studied for pilotage requirements	<input type="checkbox"/>
	- ship to shore master/pilot exchange form prepared (see annex A1)	<input type="checkbox"/>
	- pilot card updated (see annex A3)	<input type="checkbox"/>
	- port guides studied for port information including arrival/berthing restrictions	<input type="checkbox"/>
8.	Other checks:	<input type="checkbox"/>

NAVIGATION IN COASTAL WATERS

BRIDGE CHECK LIST		
1.	Have the following factors been taken into consideration in preparing the passage plan?	
	- Advice/recommendations in sailing directions	<input type="checkbox"/>
	- Ship's draught in relation to available water depths	<input type="checkbox"/>
	- Effect of "squat" on under keel clearance in shallow water	<input type="checkbox"/>
	- Tides and currents	<input type="checkbox"/>
	- Weather, particularly in areas renowned for poor visibility	<input type="checkbox"/>
	- Available navigational aids and their accuracy	<input type="checkbox"/>
	- Position fixing methods to be used	<input type="checkbox"/>
	- Daylight/night-time passing of danger points	<input type="checkbox"/>
	- Traffic likely to be encountered (flow, type, volume)	<input type="checkbox"/>
	- Any requirements for traffic separation/routing schemes	<input type="checkbox"/>
2.	Are local/coastal warning broadcasts being monitored?	<input type="checkbox"/>
3.	Is participation in area reporting systems recommended including VTS?	<input type="checkbox"/>
4.	Is the ship's position being fixed at regular intervals?	<input type="checkbox"/>
5.	Has equipment been regular checked/tested, including	<input type="checkbox"/>
	- gyro/magnetic compass errors	<input type="checkbox"/>
	- manual steering before entering coastal waters if automatic steering has been engaged for a prolonged period	<input type="checkbox"/>
	- radar performance and radar heading line marker alignment ?	<input type="checkbox"/>
	- echo sounder	<input type="checkbox"/>
6.	Is the OOW prepared to use the engines and call a look-out or a helmsman to the bridge?	<input type="checkbox"/>
7.	Have measures been taken to protect the environment from pollution by the ship and to comply with applicable pollution regulations?	<input type="checkbox"/>
8	Other checks:	
	-	<input type="checkbox"/>
	-	<input type="checkbox"/>
	-	<input type="checkbox"/>

NAVIGATION IN OCEAN WATERS

BRIDGE CHECK LIST		
1.	Is keeping a look-out being given due priority?	<input type="checkbox"/>
2.	Are NAVAREA, HYDROLANT AND HYDROPAC navigational warning broadcasts and other long-range weather reports being closely monitored?	<input type="checkbox"/>
3.	Are changes to the local weather being monitored and is the barometer regularly observed?	<input type="checkbox"/>
4.	Is participation in area reporting systems (e.g. AMVER) recommended?	<input type="checkbox"/>
5.	Is the ship's position being fixed at regular intervals?	<input type="checkbox"/>
6.	Are celestial navigational techniques being practised?	<input type="checkbox"/>
7.	Are gyro/magnetic compass errors and radar performance being regularly checked?	<input type="checkbox"/>
8.	Have radar techniques been practised (in clear visibility)	<input type="checkbox"/>
9.	Have preparations been made for landfall?	<input type="checkbox"/>
10.	Have measures been taken to protect the environment from pollution by the ship and to comply with applicable pollution regulations?	<input type="checkbox"/>
11.	Other checks:	
	-	<input type="checkbox"/>
	-	<input type="checkbox"/>
	-	<input type="checkbox"/>

ANCHORING AND ANCHOR WATCH

BRIDGE CHECK LIST		
1.	Has an anchoring plan been prepared taking into account	
	- Speed reduction in ample time	<input type="checkbox"/>
	- Direction/strength of wind and current	<input type="checkbox"/>
	- Tidal stream when maneuvering at low speeds	<input type="checkbox"/>
	- Need for adequate sea room particularly to seaward?	<input type="checkbox"/>
	- Depth of water, type of seabed and the scope of anchor cable required	<input type="checkbox"/>
	- Have the engine room and anchor party been informed of the time of 'stand-by' for anchoring?	<input type="checkbox"/>
	- Are the anchors, lights/shapes and sound signaling apparatus ready for use?	<input type="checkbox"/>
	- Has the anchor position of the ship been reported to the port authority?	<input type="checkbox"/>
2.	While at anchor, the OOW should	
	- Determine and plot the ship's position on the appropriate chart as soon as practicable	<input type="checkbox"/>
	- When circumstances permit, check at sufficiently frequent intervals whether the ship is remaining securely at anchor by taking bearings of fixed navigation marks or readily identifiable shore objects	<input type="checkbox"/>
	- Ensure that proper look-out is maintained	<input type="checkbox"/>
	- Ensure that inspection rounds of the ship are made periodically	<input type="checkbox"/>
	- Observe meteorological and tidal conditions and the state of the sea	<input type="checkbox"/>
	- Notify the master and undertake all necessary measures if the ship drags anchor	<input type="checkbox"/>
	- Ensure that the state of readiness of the main engines and other machinery is in accordance with the master's instructions	<input type="checkbox"/>
	- If visibility deteriorates, notify the master	<input type="checkbox"/>
	- Ensure that the ship exhibits the appropriate lights and shapes and that appropriate sound signals are made in accordance with all applicable regulations	<input type="checkbox"/>
	- Take measures to protect the environment from pollution by the ship and comply with applicable pollution regulations	<input type="checkbox"/>
3.	Other checks:	<input type="checkbox"/>
	-	<input type="checkbox"/>
	-	<input type="checkbox"/>

NAVIGATION IN RESTRICTED VISIBILITY

BRIDGE CHECK LIST		
1.	Has the following equipment been checked to ensure that it is fully operational?	
	- Radar, ARPA or other plotting facilities	<input type="checkbox"/>
	- VHF	<input type="checkbox"/>
	- For signalling apparatus	<input type="checkbox"/>
	- Navigation lights	<input type="checkbox"/>
	- Echo sounder, if in soundings	<input type="checkbox"/>
	- Watertight doors, as appropriate	<input type="checkbox"/>
2.	Have lookout(s) been posted and is a helmsman on standby?	<input type="checkbox"/>
3.	Have the Master and engine room been informed, and the engines put on standby?	<input type="checkbox"/>
4.	Are the COLREGS being complied with, particularly with regard to rule 19 and proceeding at a safe speed?	<input type="checkbox"/>
5.	Is the ship ready to reduce speed, stop or turn away from danger?	<input type="checkbox"/>
6.	If the ship's position is in doubt, has the possibility of anchoring been considered?	<input type="checkbox"/>
7.	Other checks:	<input type="checkbox"/>
	-	<input type="checkbox"/>
	-	<input type="checkbox"/>
	-	<input type="checkbox"/>

NAVIGATION IN HEAVY WEATHER OR IN TROPICAL STORM AREAS

BRIDGE CHECK LIST		
1.	Have the master, engine room and crew been informed of the conditions?	
2.	Have all moveable objects been secured above and below decks, particularly in the engine room, galley and in storerooms?	<input type="checkbox"/>
3.	Has the ship's accommodation been secured and all ports and deadlights closed?	<input type="checkbox"/>
4.	Have all weather deck openings been secured?	<input type="checkbox"/>
5.	Have speed and course been adjusted as necessary?	<input type="checkbox"/>
6.	Has the crew been warned to avoid upper deck areas made dangerous by the weather?	<input type="checkbox"/>
7.	Have safety lines/hand ropes been rigged where necessary?	<input type="checkbox"/>
8.	Have instructions been issued on the following matters?	<input type="checkbox"/>
	- monitoring weather reports	<input type="checkbox"/>
	- transmitting weather reports to the appropriate authorities or, in the case of tropical storms, danger messages in accordance with SOLAS	<input type="checkbox"/>
9	Other checks:	

NAVIGATION IN ICE

BRIDGE CHECK LIST		
1.	- Have the master, engine room and crew been informed of the ice conditions?	<input type="checkbox"/>
2.	- Have watertight doors been shut, as appropriate?	<input type="checkbox"/>
3.	- Has speed been moderated?	<input type="checkbox"/>
4.	- Has the frequency of sounding tanks and bilges been increased?	<input type="checkbox"/>
5.	- Have instructions been issued on the following matters?	<input type="checkbox"/>
	- Monitoring ice advisory service broadcasts	<input type="checkbox"/>
	- Transmitting danger messages in accordance with SOLAS	<input type="checkbox"/>
6.	- Other points:	<input type="checkbox"/>
	-	<input type="checkbox"/>
	-	<input type="checkbox"/>
	-	<input type="checkbox"/>

DAILY CHANGEOVER THE OF WATCH

BRIDGE CHECK LIST		
1.	When changing over the watch relieving officers should personally satisfy themselves regarding the following:	
	- Standing orders and other special instructions of the master relating to navigation of the ship	<input type="checkbox"/>
	- Position, course, speed and draught of the ship	<input type="checkbox"/>
	- Prevailing and predicted tides, currents, weather, visibility and the effect of these factors upon course and speed	<input type="checkbox"/>
	- Procedures for the use of main engines to manoeuvre when the main engines are on bridge control and the status of the watch keeping arrangements in the engine room	<input type="checkbox"/>
2.	Navigational situation, including but not limited to:	
	- The operational condition of all navigational and safety equipment being used or likely to be used during the watch	<input type="checkbox"/>
	- The errors of gyro and magnetic compasses	<input type="checkbox"/>
	- The presence and movements of ships in sight or known to be in the vicinity	<input type="checkbox"/>
	- The conditions and hazards likely to be encountered during the watch	<input type="checkbox"/>
	- The possible effects of heel, trim, water density and squat on under keel clearance	<input type="checkbox"/>
	- Any special deck work in progress	<input type="checkbox"/>
3.	Other points:	
	-	<input type="checkbox"/>
	-	<input type="checkbox"/>
	-	<input type="checkbox"/>

CALLING THE MASTER

BRIDGE CHECK LIST		
The OOW should notify the master immediately		
1.	If restricted visibility is encountered or expected	<input type="checkbox"/>
2.	If traffic conditions or the movements of other ships are causing concern	<input type="checkbox"/>
3.	If difficulties are experienced in maintaining course	<input type="checkbox"/>
4.	On failure to sight land, a navigation mark or obtain soundings by the expected time	<input type="checkbox"/>
5.	If, unexpectedly, land or a navigation mark is sighted or a change in soundings occurs	<input type="checkbox"/>
6.	On breakdown of the engines, propulsion machinery remote control, steering gear or any essential navigational equipment, alarm or indicator	<input type="checkbox"/>
7.	If the radio equipment malfunctions	<input type="checkbox"/>
8.	In heavy weather, if in any doubt about the possibility of weather damage	<input type="checkbox"/>
9.	If the ship meets any hazard to navigation, such as ice or a derelict	<input type="checkbox"/>
10	In any other emergency or if in any doubt	<input type="checkbox"/>
	Other points:	<input type="checkbox"/>
	-	<input type="checkbox"/>
	-	<input type="checkbox"/>
	-	<input type="checkbox"/>