

Ship/Shore Pre-Arrival Safety Checklist

Vessel Details

Vessel Name		IMO Number	
Call Sign		ETA	
Berth No.		Cargo	

Contacts

Ship Representative		Shore Representative	
Contact Number		Contact Number	

Checklist

No.	Item	Check (Yes/No)	Remarks
1	Berthing plan and mooring arrangements agreed		
2	Communication system established between ship and shore		
3	Emergency procedures discussed and agreed		
4	Fire-fighting equipment ready and checked on both sides		
5	Ship/Shore connection arrangements in place		
6	Cargo transfer procedures reviewed and agreed		
7	Documentation exchanged		
8	Personal protective equipment in use		
9	Relevant warning signs displayed		
10	Other (specify)		

Signatures

Ship Representative		Date/Time	
Shore Representative		Date/Time	