

## Read and Digest

### Making arrangements before arriving

"Arrival at port" and "Departure from port" are two important aspects of a ship's voyage. Both procedures are critical because of a number of complexities involved. The engine and deck departments have to be prepared in advance in order to ensure the safety of the ship and the crew.

Before arriving at a port, the ship's crew has to plan and discuss all the matters required for safe berthing and cargo operation of the ship at the port.

There are guidelines to be followed before entering a port. It is important to pinpoint that officers in charge must use their knowledge and skills to ensure safe maneuvering and berthing of the ship. It is also imperative that the navigation officers thoroughly know their duties.

### Write numbers 1 to 6 to order the General Procedure before Entering a Port.

\_\_\_\_\_ Once this is done, the officer-in-charge would check the conditions of all the items mentioned in the "checklist for entering ports".

\_\_\_\_\_ All those involved with the berthing procedure would be assigned a "position" to carry out the duties and to guide the ship operations.

\_\_\_\_\_ All officers including deck cadets and crew members are assigned duties during berthing of the ship.

\_\_\_\_\_ The master of the ship will inform well in advance the "time of arrival" of the ship to the chief officer and the chief engineer.

\_\_\_\_\_ If needed, a meeting would be arranged with the senior officers or the officers in charge to discuss all matters necessary for ship's arrival at the port.

\_\_\_\_\_ The results of the checking procedure would be mentioned in the deck log book.