

100 Name <i>The official name of the port/terminal.</i>	200 State <i>When a country is subdivided whether district, county or state, full name to be included.</i>	300 Country <i>Full country name or if offshore, country within whose territorial boundary the port/terminal is located.</i>

410 Author <i>Your name. This information will NOT be published.</i>	420 Rank <i>Shipboard rank or whether agent, superintendent etc.</i>	430 Date <i>The date of the port visit, month and year</i>

430 **Charts and Publications**
Chart Numbers and Titles used, and any relevant information and references for pilots, light lists and other nautical publications. Specific information on availability and sourcing of locally published charts where necessary

2010 **Position**
Port/Terminal position given in latitude and longitude.

4500 **Port Limits**
The seaward boundaries of the port within which a vessel is considered to be an arrived ship and (subject to Charter-Party Terms) laytime will commence. Any special/unusual arrival requirements.

4600 **Documents**
ALL requirements necessary in order that Masters will be in a position to prepare all necessary documentation before arrival and thus ensure speedy clearance. (e.g. number of Crew Lists, Passenger Lists, Customs Documents, Health Documents, Manifests, Bills of Lading, Ships Papers, Ships Certificates, etc.).

4800 **Pilotage**
Manner in which vessel approaching the port applies for a Pilot. Contact details of Pilot Station, amount of advance notice of ETA required, and VHF channel to be used. If possible, a description of Pilot Boat; particular light or sound signals to be made by vessels requiring a Pilot; the exact area where the Pilot Boat is located or where the Pilot has to be taken on board and also any alternative area in the event of bad weather and when Pilot Boat not on usual station; details of any specific requirements on the part of Pilots with respect to boarding and safety measures; location of anchorage for vessel awaiting a Pilot.

5000 Restrictions

Details of any restrictions imposed upon entry, for example at night time, weather, or in accordance with state of tide and draft restriction.

5100 Max. Size

Maximum permissible length, breadth, and draft for any vessel entering the port or for oil-carriers proceeding to installations outside the main port area, also state of tide governing these dimensions.

5600 Tugs

Number and capacity of tugs available. Minimum number of tugs required for berthing and unberthing in relation to size of vessel plus any special requirements. Position where tugs normally join the vessel. Also whether usual for ships lines or tugs lines to be used, and if optional, the usual charge for use of tugs lines.

5700 Berthing

Details of available berths, including length of quay, depth alongside, maximum permissible ship-draft at Low Water (indicating whether Salt or Fresh Water), maximum size of vessel, whether load/discharge is by shore equipment or by ships own gear, and other relevant data, together with advice of cargoes handled at respective berths.

6400 Tankers

Details and specifications of connections; slop (residue) discharge facilities, capacities, and maximum receiving rate; S.G., A.P.I. and temperatures of local types of oil (loading ports only). Number of tanker berths, depth alongside and maximum permitted drafts at these berths, average load/discharge rates. Inert Gas System requirements, vapour return line availability. Prevailing wind on berth. If special moorings required. Are shore gangways available? What facilities and equipment available to combat oil spills? Availability of shore steam. Ship-to-ship transfer facilities.

67000 Density

Average salinity of water in the port.

6800 Fresh Water

Availability, method of delivery, rate of delivery, approximate cost per ton and who arranges delivery.

6900 Fuel

Grades (viscosities) available, amount of advance notice required, who arranges delivery and method of delivery. If bunkers supplied by vessel/barge, minimum/maximum quantity to be ordered.

8100 Airport

Distance from and name of airport and whether airport is served by regular airlines; otherwise number of flights per day or week and destinations.

18700 Services

Details of any special services available, e.g. tank-cleaning equipment, facilities for discharge of tank-washings, compass adjusting, radio and radar repairs, supply of charts, nautical publications, sounding paper, course recorder paper, availability of Notice to Mariners, availability of safety equipment, possibility of extension of certificates.

10100 General

Any other information that you feel may be of value to the Shipmaster that is not already covered by the previous questions, with particular reference to Local Time, Medical Facilities, Currency, Suppliers, Surveyors and Class Representatives.

10400 Authority

Name, address, telephone, fax, email, www and telex numbers, and other details of local Port Authority.

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Notes: Can the user please fill in the following details – North arrow. – A scale or known distance if possible.
The grid is marked every 10 mm.