

**DATE: 11 October 2023**

**SUBJECT: Revised Pre-arrival information form Rev-1**

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This Harbour Masters Instruction applies to all vessels arriving at the Port of Fremantle.

The Pre-arrival information form has been revised to include updated information.

- Both Pre-Arrival Information form and the 48 hours' notice form are available on Fremantle Ports website: <https://www.fremantleports.com.au/shipping>
- As per existing requirements, the Pre-arrival Information form is to be completed and 1 uploaded into the Port Management Information System - VOYAGER no later than 7 days prior to the vessel's arrival, through the vessel's agents.
- The below mentioned supporting documents are to be uploaded into VOYAGER along with the Pre-arrival Information form;
  - Latest Class Survey Status report (Not more than 1 week old)
  - Pilot ladder Certificates of Compliance for both Pilot ladders (Not more than 30 months from date of manufacture).
  - Certificates for man-ropes (Not more than 12 months from date of manufacture).
  - Mooring Arrangement and General Arrangement Plans / Diagrams.
  - Mooring winch brake rendering test certificate (Not more than 24 months old).
  - Photos of pilot boarding arrangements (via 'Verification of Pilot Boarding Arrangements' word doc file, available here: <https://www.fremantleports.com.au/shipping>) . An example of expected photos is attached to this Appended to this Harbour Master instruction.
  - For vessels calling at the Kwinana Bulk Jetty - Application of facility use.
- The 48 hours' notice form is to be completed and 1 uploaded into the Port Management Information System - VOYAGER no later than 48 hours prior to the vessel's arrival, through the vessel's agents.
- Information provided by vessel's Master in the Pre-arrival information form and 48 hours' notice form is considered as a 'true and accurate declaration' of the vessel's operational condition by the vessel master. Any wilful misdeclaration may result in delays or cancellation to berthing operations and refusal to call at the Port of Fremantle for future voyages.
- For any malfunctioning equipment / machinery declaration that affects the vessel's statutory certificates, the following is required:
  - A Risk Assessment for the intended manoeuvring and cargo operations.
  - Flag state and classification society dispensation letters.
- Vessels with malfunctioning equipment / machinery may be subject to additional assessment and requirements which may include but not be limited to rectification prior to berthing, followed by physical verification of repairs and endorsement by the vessel's Classification Society. However, this will

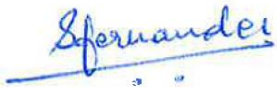
# HARBOUR MASTER'S INSTRUCTION

**08-2023**

be decided on a case-to-case basis taking into consideration, the criticality of the equipment and the risk to Fremantle Ports navigable waters and infrastructure.

The new forms are attached to this Harbour Master's Instruction for reference.

Any queries regarding the above process must be submitted to the email address:  
[harbourmaster@fremantleports.com.au](mailto:harbourmaster@fremantleports.com.au)



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**Capt. Savio Fernandes**

Harbour Master

## Verification of Pilot Boarding Arrangements

Please insert photos of the relevant pilot boarding arrangements below:

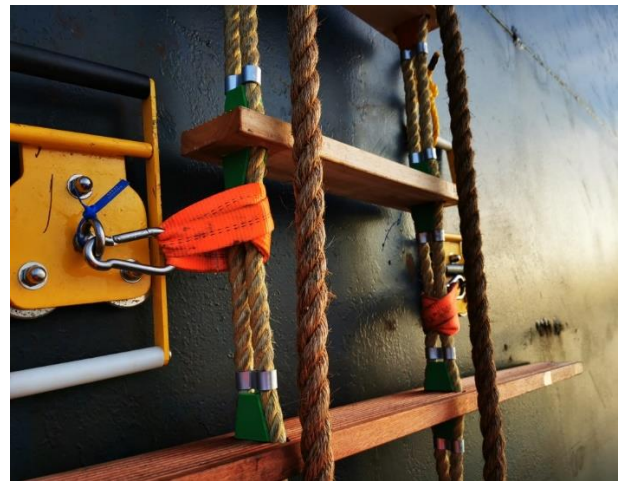
**Vessel Name:**

**Date:**

Boarding Area



Combination Ladder Arrangements  
(If Applicable)



Manropes



Securing strongpoints on deck for ladders and manropes



Trap Door Arrangement (If Applicable)



Port Side Pilot Ladder (Top Section)



Starboard Side Pilot Ladder (Top Section)



Port Side Pilot Ladder (Bottom Section)



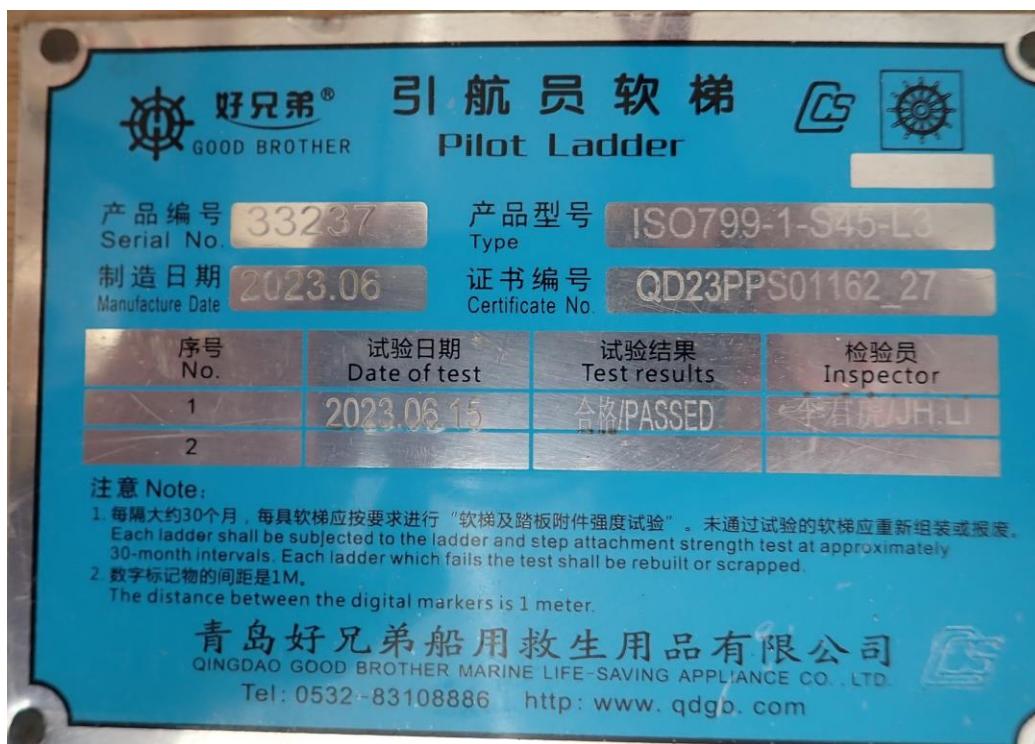
Starboard Side Pilot Ladder (Bottom Section)



Manufacturers Labelling - Port Ladder



Manufacturers Labelling - Starboard Ladder



Note: It is suggested that this document is saved as a PDF before uploading into Voyager