

OnePort Guidelines for Vessel Masters entering our Ports

Port Authority, NSW

November 2022



Guidelines for Vessel Masters entering our Ports

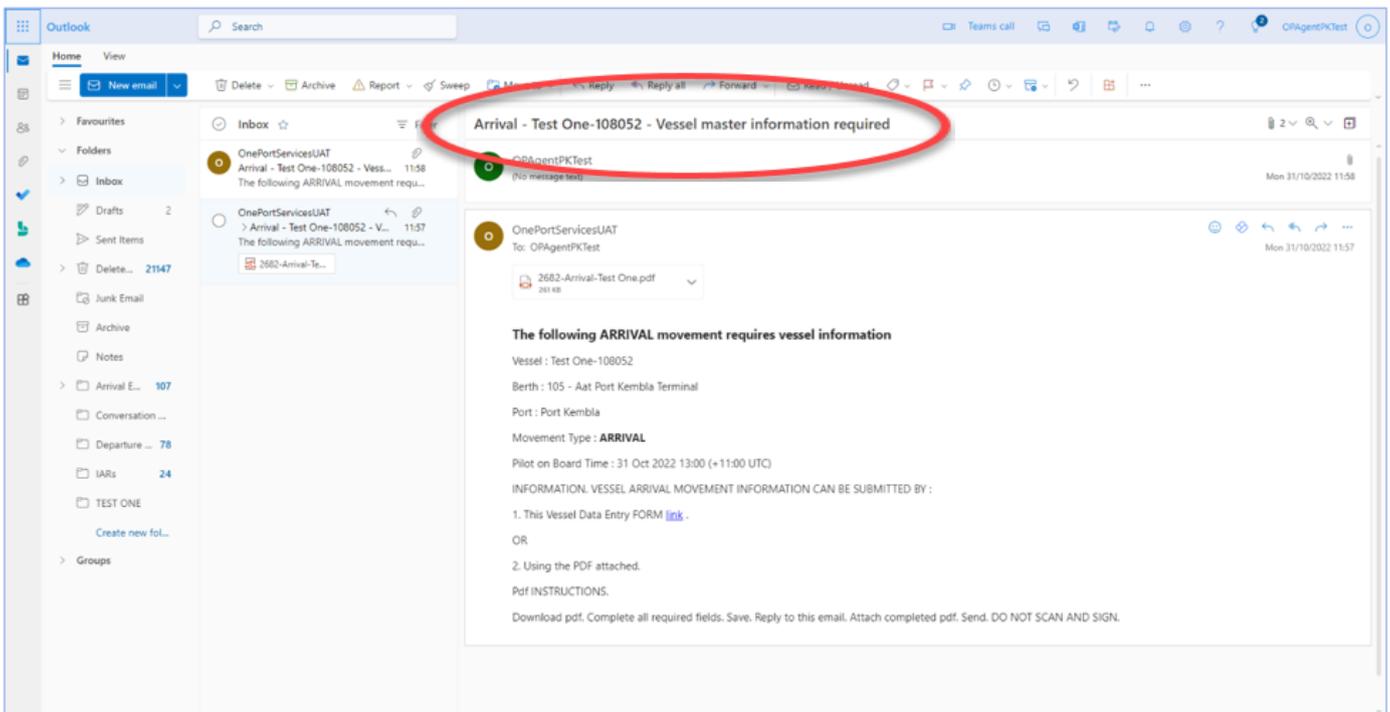
Below is a guide on how to complete a Masters Declaration for Vessel Masters entering our Ports.

- Please also see video link that explains what is required when entering the Port <https://youtu.be/hSoMnccunpk>
- This can also be found on the Port Authority, OnePort public website OnePort | Port Authority New South Wales (portauthoritiesw.com.au)

On approach to our Ports

When your agent enters a booking for your vessel an automated “ARRIVAL” email will be sent to the vessel Master. The “ARRIVAL” email contains the “ARRIVAL” Masters Declaration. The Masters Declaration must be completed a minimum of 6 hours prior to your vessels arrival.

Arrival email example



Email information

Information in the email heading will contain:

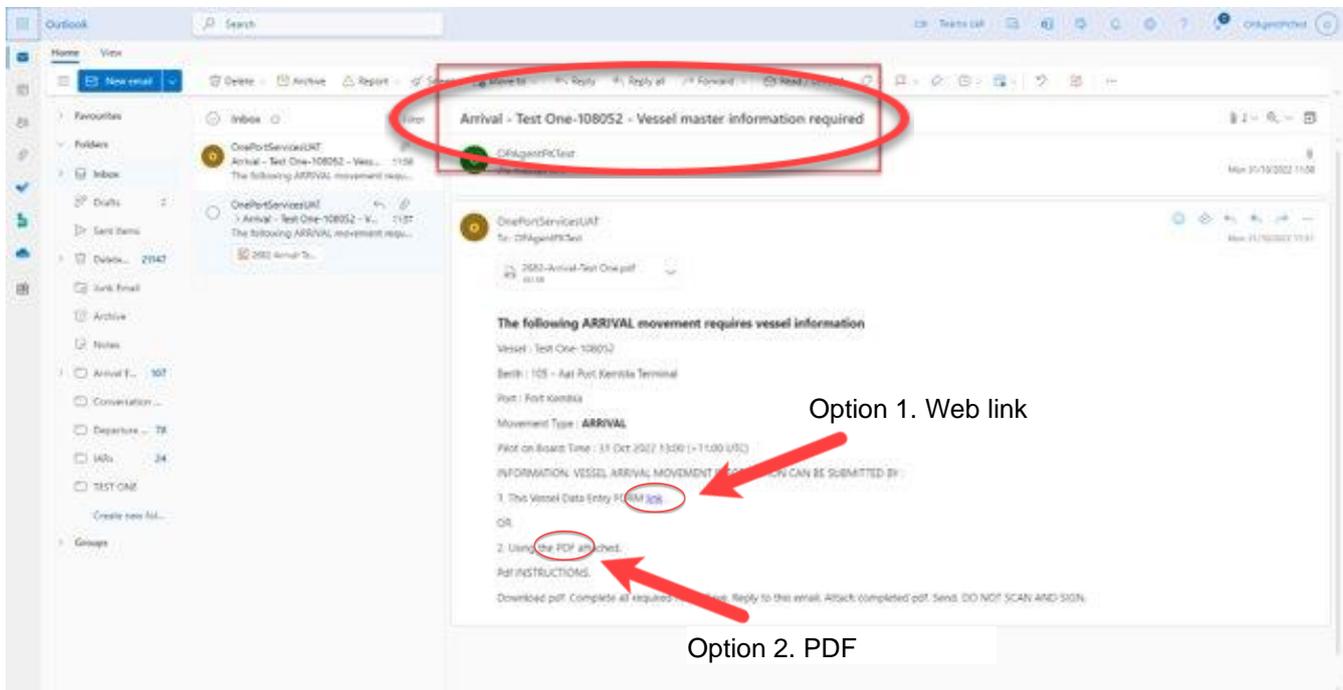
- Movement type
- Vessel name
- IMO
- Vessel master information required.

Option 1. Web link

Information in the email content includes:

- A link
- A pdf
- Movement details
- Masters must submit the Masters Declaration using one of the two options “Link” or “pdf.”

Option 2. PDF



Submitting your Masters Declaration

There are two options to submit your vessel "Arrival" Masters Declaration.

- Option 1 - via the Weblink
- Option 2 - PDF attachment

Arrival - Test One-108052 - Vessel master information required

 OPAgentPKTest
(No message text)

 OnePortServicesUAT
To: OPAgentPKTest

 2682-Arrival-Test One.pdf
261 KB

The following ARRIVAL movement requires vessel information

Vessel : Test One-108052
Berth : 105 - Aat Port Kembla Terminal
Port : Port Kembla
Movement Type : **ARRIVAL**
Pilot on Board Time : 31 Oct 2022 13:00 (+11:00 UTC)
INFORMATION. VESSEL ARRIVAL MOVEMENT INFORMATION CAN BE SUBMITTED BY :

1. This Vessel Data Entry FORM [link](#) .  Option 1. Web link

OR

2. Using the [PDF attached](#).  Option 2. PDF

Pdf INSTRUCTIONS.
Download pdf. Complete all required fields. Save. Reply to this email. Attach completed pdf. Send. DO NOT SCAN AND SIGN.

How to complete the Masters Declaration using the [Weblink](#)

- Left Click on the Link. This will open a Masters Declaration.
- Complete all required fields marked with a red asterix (*)
- When all required fields are filled. Select submit.

Option 1. Web link



Fw: Arrival **Vessel master information required**

 OPAgentPKTest
To  Melissa Lane

 262 KB

Subject: Arrival - Vessel master information required

The following ARRIVAL movement requires vessel information

Vessel :
Berth : 103 - Aat Port Kembla Terminal
Port : Port Kembla
Movement Type : **ARRIVAL**
Pilot on Board Time : 10 Nov 2022 09:30 (+11:00 UTC)
INFORMATION. VESSEL ARRIVAL MOVEMENT INFORMATION CAN BE SUBMITTED BY :

1. This Vessel Data Entry FORM [link](#) .
- OR
2. Using the PDF attached.
Pdf INSTRUCTIONS.
Download pdf. Complete all required fields. Save. Reply to this email. Attach completed pdf. Send. DO NOT SCAN AND SIGN.

Option 1. Web link





Port Authority of New South Wales

Arrival Master Declaration Newcastle

Vessel:	
IMO:	
Call Sign:	
Movement ID:	

A red * indicates a required field that must contain a response;

Arrival Vessel Information

Displacement: *	<input type="text"/>	t
Fore Draft: *	<input type="text"/>	m
Mid Draft: *	<input type="text"/>	m
Aft Draft: *	<input type="text"/>	m
Mast Down Air Draft:	<input type="text"/>	m
Max Air Draft:	<input type="text"/>	m
Container Stack Height:	<input type="text"/>	m
Beam: *	<input type="text"/>	m
Bow to Gangway : *	<input type="text"/>	m
Bow to Bridge: *	<input type="text" value="7"/>	m
KG (Vertical Metacentre): *	<input type="text"/>	m
GM (Metacentric Height (Solid)): *	<input type="text"/>	m
GM(f) (Metacentric Height (Fluid)): *	<input type="text"/>	m
GM(f) = GM – FSC(Free surface correction)		
KM (Transverse Metacentre): *	<input type="text"/>	m
KM = KG + GM		
LBP (Length Between Perpendiculars): *	<input type="text"/>	m
Lines Type: *	<input type="text" value="Select"/>	
Pilot Ladder Type: *	<input type="text" value="Pilot Ladder"/>	
Bow Thruster Power: (if available)	<input type="text" value="0"/>	kw
Available Bow Thruster power (%): (if available)	<input type="text"/>	
Stern Thruster Power: (if available)	<input type="text" value="0"/>	kw
Available Stern Thruster Power: (%): (if available)	<input type="text"/>	
Bitts Safe Working Load: *	<input type="text"/>	t
Fair/Panama Leads Safe Working Load: *	<input type="text"/>	t
Is the vessel suitably trimmed by the stern? *	<input type="text" value="Select"/>	
Is the vessel in ballast? *	<input type="text" value="Select"/>	
Conditions of Class: *	<input type="text"/>	
Security Level: *	<input type="text"/>	
Helicopter Pilotage Capable: *	<input type="text" value="Select"/>	

All fields with a red asterisk (*) must contain a response. Then select SUBMIT.

Is the below equipment fully operational, in good working order and in compliance with the appropriate Statutory requirements?

Main Engine Operating astern: *	Select v
Does the vessel have any current defect to any critical Navigational or propulsion equipment: *	Select v
Navigational or propulsion equipment Defect Details: *	<input type="text"/>
Is Propeller fully immersed? *	Select v
Bow Thruster Operational: *	Select v
Stern Thruster Operational: *	Select v
Number of steering Motors Running: *	<input type="text"/>
Steering (Follow Up / Non Follow Up / Emergency): *	Select v
Steering Gear Operational: *	Select v
ECDIS Operational: *	Select v
Does the vessel have a primary and Secondary ECDIS with ENC cells and *	Select v
If No to above does the vessel have onboard an updated paper chart AUS195 of the port? *	Select v
Gyro Compass Operational: *	Select v
Gangway Operational: *	Select v
Mooring/Winches Operational : *	Select v
VHF Operational: *	Select v
Pilot Card Available: *	Select v
Pilot ladder rigged in accordance with IMO and SOLAS requirements: *	Select v
Anchors ready for Emergency: *	Select v
Dead Slow Ahead Speed:(kn) *	<input type="text"/> kn
Crew Standby Forward: *	Select v

All fields with a red asterix (*) must contain a response. Then select SUBMIT.

Health and Safety Information

1a - What was your last port of call? *	<input type="text"/>
1b - What date did you depart? *	dd/mm/yyyy <input type="text"/>
2a - What was your second last port of call? *	<input type="text"/>
2b - What date did you depart? *	dd/mm/yyyy <input type="text"/>
3 - Are there crew or passengers aboard who are currently COVID-19 positive?*	Select v
4 - Are any crew members whose role includes interaction with the Pilot COVID-19 positive?*	Select v
If you answered YES to questions 3 or 4 above, please answer questions 5 and 6 below;	
5 - Have you informed the vessel agent of the health status of your vessel?*	Select v
6 - Has your agent updated the pre-arrival report (PAR) to show changed health status?*	Select v
If you answered YES to any of the above questions 3 to 6, please provide additional relevant details: *	<input type="text"/>

I have read and agree to the conditions contained within the Harbour Masters Directions, and Instructions (if any) *

Submit

How to complete the Masters Declaration using the PDF

- Download the PDF (Note: works best in ADOBE and not using your browser)
- Complete all required fields marked with a red asterisk (*)
- Save the document
- Do not SCAN and SIGN
- Select Reply or Reply all (to include your agent)
- Attach your completed pdf
- Select send

Option 2. PDF

The screenshot shows an Outlook email interface. The main pane displays an email from OnePortServicesUAT with the subject "Arrival - Clover Ace-9363950 - Vessel master information required". The email body contains the following text:

Berth : 103 - A... Kembra Terminal
Port : Port Kembla
Movement Type : **ARRIVAL**
Pilot on Board Time : 10 Nov 2022 09:30 (+11:00 UTC)
INFORMATION. VESSEL ARRIVAL MOVEMENT INFORMATION CAN BE SUBMITTED BY :
1. This Vessel Data Entry FORM [link](#) .
OR
2. Using the PDF attached.
Pdf INSTRUCTIONS.
Download pdf. Complete all required fields. Save. Reply to this email. Attach completed pdf. Send. DO NOT SCAN AND SIGN.

The email also includes a PDF attachment named "64107-Arrival-Clover Ace.pdf" (262 KB) and a "Download" button. A red arrow points to the "Download" button, and another red arrow points from the text "Download PDF" to the PDF attachment icon.

ARRIVAL MASTERS DECLARATION

Port:
 Movement Type: Arrival
 Berth: E1
 Vessel: -
 IMO:
 Call Sign: i
 Movement ID: i

A red (*) indicates a required field that must contain a response.

VESSEL ARRIVAL INFORMATION

Displacement (t):		*
Fore Draft (m):		*
Mid Draft (m):		*
Aft Draft (m):		*
Mast Down Air Draft (m):		*
Max Air Draft (m):		*
Container Stack Height (m):		*
Beam (m):		*
Bow To Gangway (m):		*
Bow To Bridge (m):		*
KG (Vertical Metacentre) (m):		*
GM (Metacentric Height (Solid)) (m):		*
GM(f) (Metacentric Height (Fluid)) (m):		*
GM(f)(m) = GM – FSC(Free surface correction)		*
KM (Transverse Metacentre) (m):		*
KM(m) = KG + GM		*
LBP (Length Between Perpendiculars) (m):		*
Lines Type:	<input checked="" type="radio"/> Synthetic <input type="radio"/> Wire	*
Pilot Ladder Type:	<input checked="" type="radio"/> Pilot Ladder <input type="radio"/> Combination Ladder <input type="radio"/> Arrival Other (Helicopter)	*
Vessel Helicopter Capable:	<input type="radio"/> Yes <input checked="" type="radio"/> No	*
Bow Thruster Power: (kw) (if available)	0	*
Available Bow Thruster power (%) (if available)		*
Stern Thruster Power: (kw) (if available)	0	*
Available Stern Thruster Power: (%) (if available)		*
Bits Safe Working Load: (t)		*
Fair/Panama leads SWL: (t)		*
Security Level (1/2/ or 3):		*
Is the vessel suitably trimmed by the stern?	<input type="radio"/> Yes <input checked="" type="radio"/> No	*
Is the vessel in ballast?	<input type="radio"/> Yes <input checked="" type="radio"/> No	*
Conditions of Class:		*

All fields with a red asterisk (*) must contain a response. Then SAVE.

IS THE BELOW EQUIPMENT FULLY OPERATIONAL, IN GOOD WORKING ORDER AND IN COMPLIANCE WITH THE APPROPRIATE STATUTORY REQUIREMENTS?

Main Engine Operating Astern:	<input type="radio"/> Yes <input checked="" type="radio"/> No	*
Does the vessel have any current defect to any critical Navigational or propulsion equipment:	<input type="radio"/> Yes <input checked="" type="radio"/> No	*
Navigational or propulsion equipment		*
Defect Details:		*
Is Propeller fully immersed?	<input type="radio"/> Yes <input checked="" type="radio"/> No	*
Bow Thruster Operational:	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Limited Capacity <input type="radio"/> Not Applicable	*
Stern Thruster Operational:	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Limited Capacity <input type="radio"/> Not Applicable	*
Number of steering Motors Running:		*
Steering (Follow Up / Non Follow Up / Emergency):	<input type="radio"/> Yes <input checked="" type="radio"/> No	*
Steering Gear Operational	<input type="radio"/> Yes <input checked="" type="radio"/> No	*
ECDIS Operational	<input type="radio"/> Yes <input checked="" type="radio"/> No	*
Does the vessel have a primary and Secondary ECDIS with ENC cells and ?	<input type="radio"/> Yes <input checked="" type="radio"/> No	*
If No to above does the vessel have a full set of updated paper chart AUS195 of the port	<input type="radio"/> Yes <input checked="" type="radio"/> No	*
Gyro Compass Operational	<input type="radio"/> Yes <input checked="" type="radio"/> No	*
Gangway Operational	<input type="radio"/> Yes <input checked="" type="radio"/> No	*
Mooring/Winches Operational	<input type="radio"/> Yes <input checked="" type="radio"/> No	*
VHF Operational	<input type="radio"/> Yes <input checked="" type="radio"/> No	*
Pilot Card Available:	<input type="radio"/> Yes <input checked="" type="radio"/> No	*
Pilot ladder rigged in accordance with IMO and SOLAS requirements?	<input type="radio"/> Yes <input checked="" type="radio"/> No	*
Anchors ready for Emergency	<input type="radio"/> Yes <input checked="" type="radio"/> No	*
Dead Slow Ahead Speed (kn):		*
Crew Standby Forward	<input type="radio"/> Yes <input checked="" type="radio"/> No	*

HEALTH AND SAFETY INFORMATION

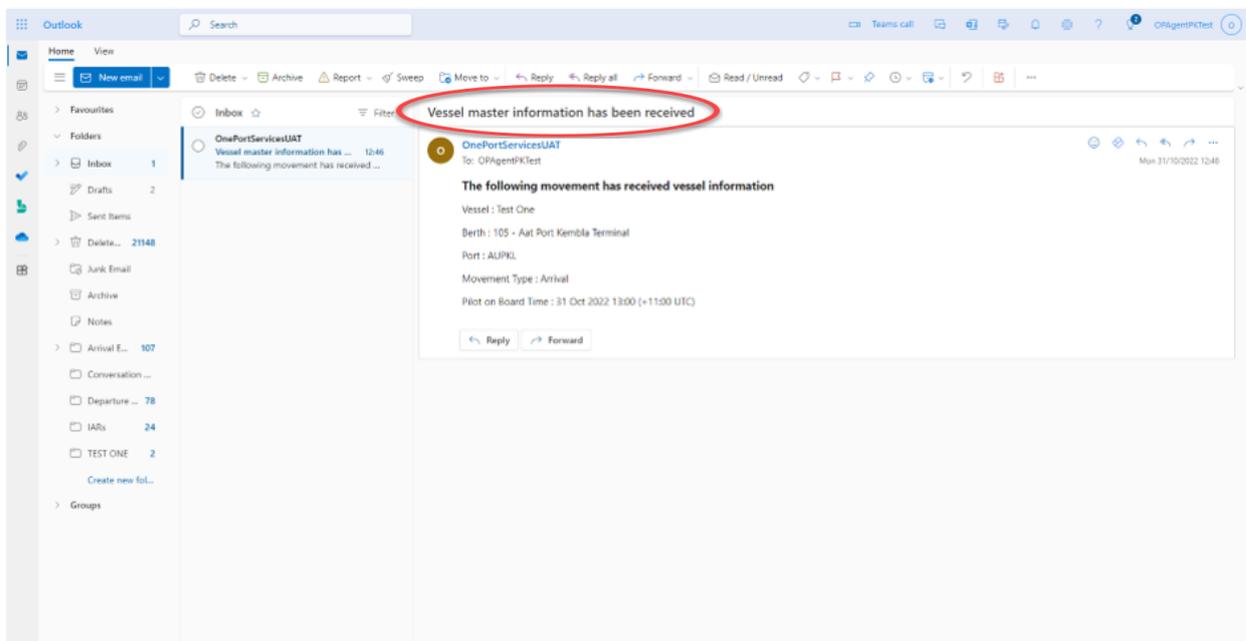
1a - What was your last port of call?		*
1b - What date did you depart?		*
2a - What was your second last port of call?		*
2b - What date did you depart?		*
3 - Are there crew or passengers aboard who are currently COVID-19 positive?	<input type="radio"/> Yes <input checked="" type="radio"/> No	*
4 - Are any crew members whose role includes interaction with the Pilot COVID-19 positive?	<input type="radio"/> Yes <input checked="" type="radio"/> No	*
If you answered YES to questions 3 or 4 above, please answer questions 5 and 6 below;		
5 - Have you informed the vessel agent of the health status of your vessel?	<input type="radio"/> Yes <input checked="" type="radio"/> No	*
6 - Has your agent updated the pre-arrival report (PAR) to show changed health status?	<input type="radio"/> Yes <input checked="" type="radio"/> No	*
If you answered YES to any of the above questions 3 to 6, please provide additional relevant details:		*

I have read and agree to the conditions contained within the Harbour Masters Directions , and Instructions (if any).

Master Declaration submitted successfully

When the information is successfully submitted:

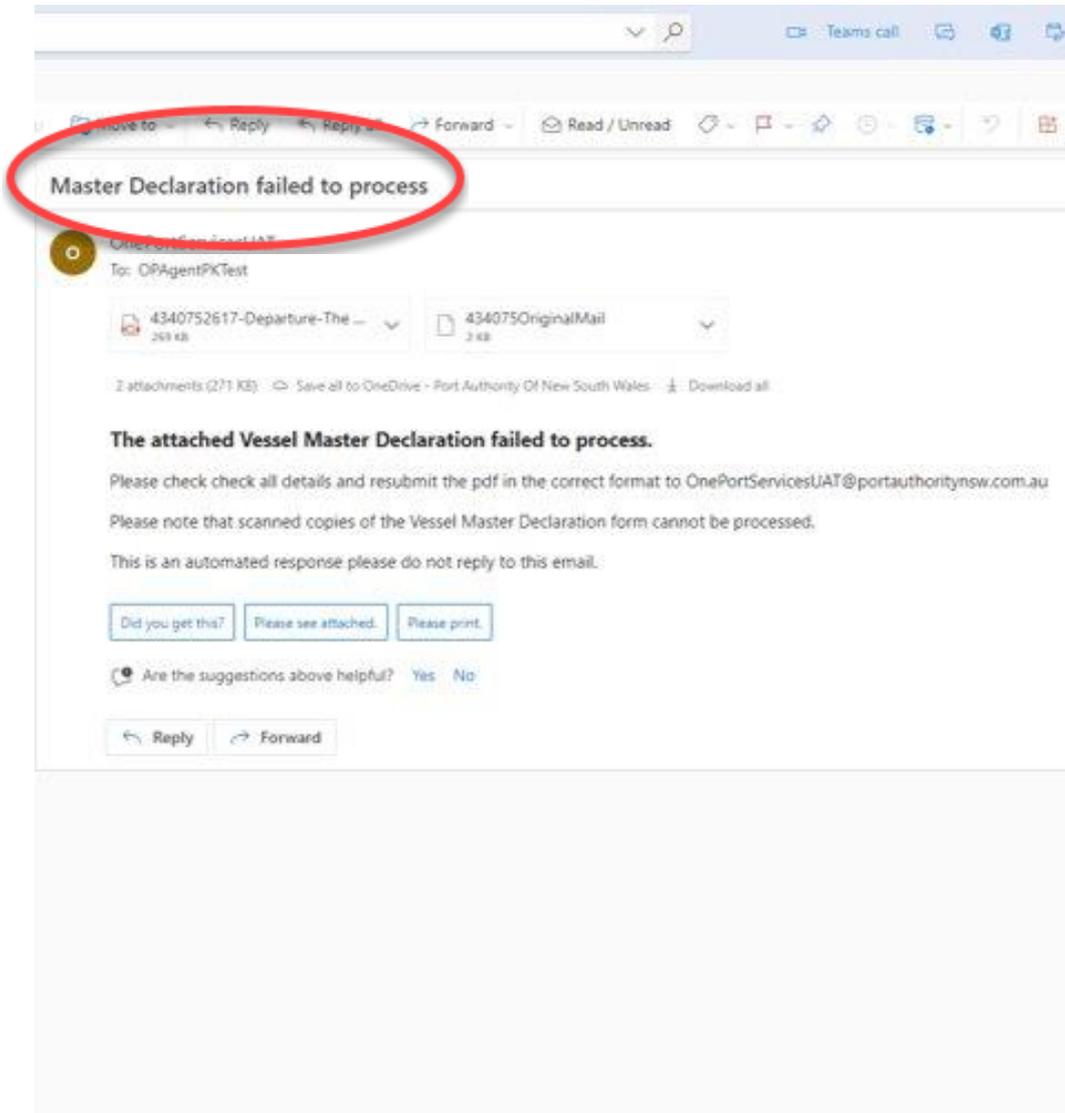
- You will receive a reply email confirming the information has been successfully received
- The email may take up to 15 minutes to appear in your inbox
- It will show a message that says *“The following movement has received vessel information”* in addition to:
 - Vessel Name
 - Berth
 - Port
 - Movement Type
 - Pilot on board time



Master Declaration submission unsuccessful

When the information is unsuccessfully submitted:

- You will receive an email stating “Masters Declaration failed to process.”



Editing submitted Masters Declarations

You may need to update your Masters Declaration after it has been submitted or VTS may ask you to update information.

To edit the link:

- Select the link in the Movement email. The previously submitted responses will appear in the Masters Declaration.
- Add/update information in the information fields
- Select Submit

To edit the pdf

- Open the downloaded pdf that was previously sent
- Add/update information in the information fields
- Save
- Reply to movement email
- Attach updated pdf

Master Declaration submission unsuccessful

Please check that:

- All required fields marked with a red asterisk (*) have a response
- If using the pdf, check the pdf to ensure that all answers were saved in the attachment
- Scanned or copied PDFs cannot be processed. Do not SCAN and SEND the pdf
- The link or pdf you are using is for this visit and not from a previous visit to Port.

The image shows a screenshot of a 'Master Declaration' form. A large red 'X' is superimposed over the center of the form, indicating that the submission was unsuccessful. The form contains various sections with input fields and radio buttons. The sections include:

- Vessel Information (NUMBERS ONLY):** Fields for Displacement (tonnes), Fore Draft (metres), Mid Draft (metres), Aft Draft (metres), Max. Gun Ho Draft (metres), Max. Air Draft (metres), Container Max. height (metres), Max. length (metres), Bow to Gangway (metres), Bow to Bridge (metres), H/G (Metres) (Metacentric height) (metres), G/M (Metacentric height) (metres), S.M.T. (Metacentric height) (metres), S.M.T. + G.M. + F.S.C. (metres), H/M (Metacentric height) (metres), H/M + H/G + G.M. (metres), LBP (Length between perpendiculars) (metres), Lines Type, P.M.L. Ladder Type, Vessel Helicopter Deck, Bow Thruster Power (kW), Stern Thruster Power (kW), Bow Side Working Load (kN), Stern Side Working Load (kN), Security Level, and Conditions of Class.
- Health and Safety Information:** Questions about COVID-19 onboard, crew health, and safety equipment. Includes radio buttons for Yes/No and Limited Capacity/Not Applicable.
- Operational Status:** Questions about engine running, steering gear, ECDIS, primary/secondary ECDIS, updated paper chart, gyro compass, gangway, mooring winches, VHF, fire card, P.M.L. Ladder, and fire drills.

At the bottom left, there is a checkbox that is checked: "I have read and agreed to the conditions contained within the Harbour Master's instructions".

In Port Requirements

Once you have arrived in Port and your vessel is alongside the system will send you an email for the Masters Declaration to be completed for the next movement your agent has booked in our system. All Masters Declarations can be completed as shown in the examples above, via link or PDF.

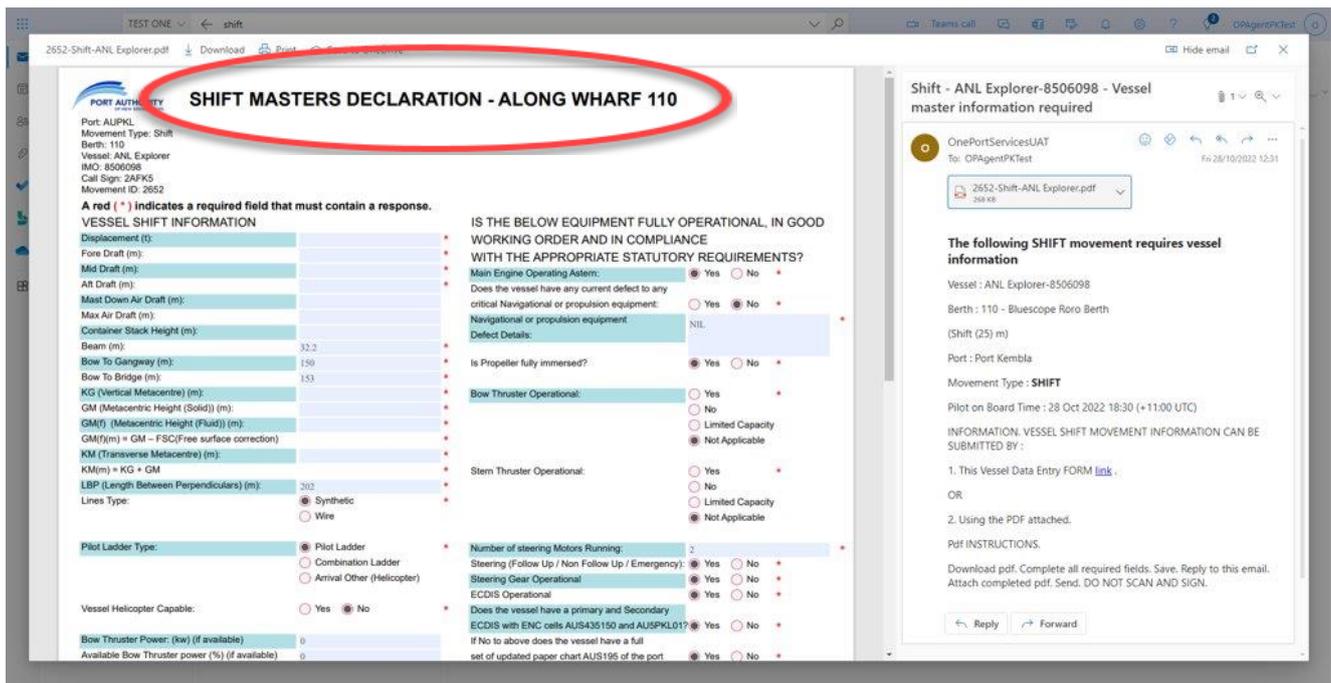
Other types of Movement in Port that require a Masters Declaration to be completed include:

- Shift
- Removal
- Departure

The email will clearly state which movement the Masters Declaration must be completed for in the:

- Email SUBJECT
- pdf Name in email attachment
- pdf
- Link Heading
- Email Content

See "Shift" example below.



See "Removal" example below.

The screenshot shows an Outlook interface with an email titled "2642-Removal-Tai Xing.pdf". The main content is a "REMOVAL MASTERS DECLARATION - FROM 106 TO 107" form. The form includes a header with the Port Authority logo and details for Port: AUPKL, Movement Type: Removal, Berth: 106, Vessel: Tai Xing, IMO: 9930909, Call Sign: VRUJ2, and Movement ID: 2642. A red circle highlights the title "REMOVAL MASTERS DECLARATION - FROM 106 TO 107".

The form is divided into two main sections: "VESSEL REMOVAL INFORMATION" and "IS THE BELOW EQUIPMENT FULLY OPERATIONAL, IN GOOD WORKING ORDER AND IN COMPLIANCE WITH THE APPROPRIATE STATUTORY REQUIREMENTS?". The first section contains various fields for vessel specifications, such as Displacement (t), Draft (m), and LBP (Length Between Perpendiculars) (m). The second section contains a series of yes/no questions regarding the operational status of various pieces of equipment, including the Main Engine Operating Astern, Propeller, and Thrusters.

To the right of the form is an email notification from OnePortServicesUAT to OPAgentPKTest, dated Thu 27/10/2022 12:15. The subject is "Removal - Tai Xing-9930909 - Vessel master information required". The email body states: "The following REMOVAL movement requires vessel information" and provides details for Vessel: Tai Xing-9930909, Berth: 106 - Aat Port Kembla Terminal, Port: Port Kembla, and Movement Type: REMOVAL. It also includes instructions for submitting the information, such as using the PDF instructions and attaching the completed form.

See "Departure" example below.

The screenshot shows an Outlook interface with an email titled "2640-Departure-Tai Xing.pdf". The main content is a "DEPARTURE MASTERS DECLARATION Port Kembla" form. The form includes a header with the Port Authority logo and details for Port: AUPKL, Movement Type: Departure, Berth: 107, Vessel: Tai Xing, IMO: 9930909, Call Sign: VRUJ2, and Movement ID: 2640. A red circle highlights the title "DEPARTURE MASTERS DECLARATION Port Kembla".

The form is divided into two main sections: "VESSEL DEPARTURE INFORMATION" and "IS THE BELOW EQUIPMENT FULLY OPERATIONAL, IN GOOD WORKING ORDER AND IN COMPLIANCE WITH THE APPROPRIATE STATUTORY REQUIREMENTS?". The first section contains various fields for vessel specifications, such as Displacement (t), Draft (m), and LBP (Length Between Perpendiculars) (m). The second section contains a series of yes/no questions regarding the operational status of various pieces of equipment, including the Main Engine Operating Astern, Propeller, and Thrusters.

To the right of the form is an email notification from OnePortServicesUAT to OPAgentPKTest, dated Thu 27/10/2022 12:35. The subject is "Departure - Tai Xing-9930909 - Vessel master information required". The email body states: "The following DEPARTURE movement requires vessel information" and provides details for Vessel: Tai Xing-9930909, Berth: 107 - Aat Port Kembla Terminal, Port: Port Kembla, and Movement Type: DEPARTURE. It also includes instructions for submitting the information, such as using the PDF instructions and attaching the completed form.

Trouble shooting and support

What if I don't receive the email?

- Check your Junk and Spam folder. If it is not there, advise your agent who will be able to follow up for you or alternatively contact VTS and ask them to resend to you.

What if I have no internet reception or am having IT issues?

- Please wait until you are closer to Port to submit the pdf or link. The VTS requires the Masters Declaration a minimum of 6 hours prior to your pilot boarding.
- Remember you can contact VTS on approach.

Port Authority of NSW

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