

	FUJAIRAH OIL TANKER TERMINALS		
	Quality, Health, Safety, Environment and Security Management System		
	Document Title:	PRE-ARRIVAL & DEPARTURE MASTER COMPLIANCE	Revision No.:
Document No.:	FOTT / IMS / EL14 / OPS / F32	Revision Date:	20 NOV 2025

1. Port Safety Representative will board the vessel on berthing to carry out the initial Safety Inspection.
2. Master must submit the loading / discharge / stowage plan through nominated Agent as a part of Pre arrival document. In case of any change in plan after vessel berth; Master must immediately inform & submit the revised plan to FOTT through nominated Agent. (Not applicable to POF registered barges).
3. Master shall accommodate simultaneous tank gauging and safety inspection with the help of an additional ship officer along with Chief Officer to expedite the pre operation requirements without causing any delay.
4. Ship gangway must be ready with stanchions and safety net at deck level which can be immediately lowered after all fast.
5. Ship manifold must be ready with correct size of reducer if required and in accordance with PAQ/ also refer NTM-148 (latest version), section V, BERTH CONSTRUCTION & DESIGN CRITERIA, subsection D-2.1, 2.2, 2.3 & 4.1 for MLA sizes.
6. Master of the vessel must ensure that suitable arrangement is available for proper securing of MLA support jacks on deck to avoid MLA vibration during operation.
7. Protrusion on ship's hull (if any) must be declared in PAQ and Agent is also requested to arrange the Yokohama fenders prior vessel berthing.
8. Pilot shall be booked immediately upon cargo completion / MLA disconnection or on suspension of cargo operation due to any reason to avoid delay in unberthing.
9. All information must be completely and correctly filled in PAQ form.
10. Master must ensure that the vessel complies with NTM148 (latest version) and all National / International Rules & Regulations that may apply.
11. **The UAE is a country governed by strict laws. Offering incentives, souvenirs, rations, or any form of gesture to Port of Fujairah staff is strictly prohibited. Any master or ship crew found violating this regulation will be subject to legal consequences and a permanent ban from the port.**
12. **If you encounter any instance of misconduct or unprofessional behavior by Port staff during your vessel's call, please report it immediately via email at ott_csd@fujairahport.ae. The port management will assure the confidentiality of the report & take appropriate action against the responsible parties according to the Port's code of conduct.**

Vessel Name / IMO	
Master Name & Signature	
Agent Name & Signature	
Date	