

CAUTION: This small signposted form outside of the regulations. Do not stick any lists or other placards on this sign unless you are the master and know the correct rules.  
Photos of the instructions for different scenarios in the pilothouse. These are in every pilothouse in the fleet.

1/12/12  
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UNITED STATES OF AMERICA  
WA  
Vessel Number: 643291  
Certificate of SOLAS  
WSDOT  
Washington State Ferries

## PRE-ARRIVAL CHECK LIST

This checklist has been established to assist the Master in ensuring compliance with standardized vessel arrival procedures.

- **If the Master is not present on the bridge**, the Mate shall verify vessel position, approach, and speed, as per Standing Watch Orders.
- **Contact the terminal** on the VHF portable or base radio to confirm slip availability and to receive information, including vehicle load and make-up or any special operations or circumstances affecting arrival. At this time, inform the terminal staff of intentions to hold any emergency drills while in the dock.
- **Contact operational berthed vessels**, as per limits of approach.
- **Notify the engine room**, via the PH/EOS intercom (pilothouse control vessels) - **do not** make the landing unless the EOS is properly manned and standing by.
- **Slow the vessel at an appropriate the distance** from the dock, but not less than one-quarter mile out.
- **Ensure that a witness** is present on the bridge.
- **Ensure that an arrival announcement** has been made on the PA system.
- **Sound the landing signal** (one long and two shorts) on the whistle, as conditions allow.
- **Begin backing in early** enough to check and ensure control/propulsion system response.
- **After landing, note time** and make an appropriate log entry.
- **Use rudder to hold vessel in position** for gangway or special loading conditions.
- **Notify the deck crew** that the vessel is fully in the slip, working ahead and that the apron and gangway may be safely put aboard.
- **After vessel is in position** against the dolphin, and prior to unloading, make "slip" lines fast.
- **Ensure that the bridge is properly manned** while the passengers or vehicles are being loaded/unloaded.

Form No. DECK 3-A (1/12)



## PRE-DEPARTURE CHECK LIST

This check list has been established to assist the Master in ensuring vessel and terminal readiness prior to getting underway on each sailing.

- Contact VTS** as appropriate.
- Sound whistle or deck call bell** approximately one minute prior to getting underway.
- Confirm with terminal personnel** that all loading is completed and ready to commence shore closure procedures.
- Traffic arms down.**
- Car deck apron up.**
- Gangway ashore.**
- Hoses and shore connections ashore.**
- Mooring lines cast off.**
- Licensed deck officer and quartermaster** in offshore pilothouse.
- All clear from offshore pilothouse.**
- All clear from deck.**
- Note time** and commence trip.

**WSF DOCK HEADINGS**  
**Automobile Slips**

Dock	Heading	Dock	Heading
Anacortes, West Slip	210° T	Bainbridge, #1 Slip	280° T
Anacortes, East Slip	210° T	Bainbridge, #2 Slip	284° T
Anacortes, West Tie-Up Slip	230° T	Bainbridge, Aux. Slip	284° T
Anacortes, East Tie-Up Slip	247° T	Eagle Harbor, Slip A	280° T
Lopez	222° T	Eagle Harbor, Slip B	290° T
Shaw	193° T	Eagle Harbor, Slip C	295° T
Orcas	333° T	Eagle Harbor, Slip D	295° T
Friday Harbor, Main Slip	211° T	Eagle Harbor, Slip E	350° T
Friday Harbor, Tie-Up Slip	223° T	Eagle Harbor, Slip F	350° T
Sidney, B.C.	315° T	Pier 52, Slip #1	085° T
Port Townsend, Main Slip	325° T	Pier 52, Slip #2	085° T
Port Townsend, Aux. Slip	310° T	Pier 52, Slip #3	090° T
Keystone	350° T	Bremerton, #1 Slip	327° T
Mukilteo	157° T	Bremerton, #2 Slip	327° T
Clinton, N. Slip	185° T	Fauntleroy	090° T
Clinton, S. Slip	330° T	Vashon, West Slip	180° T
Edmonds	112° T	Vashon, East Slip	210° T
Kingston, #1 Slip	300° T	Vashon, Tie-Up Slip	230° T
Kingston, #2 Slip	302° T	Southworth	217° T
Kingston, #3 Slip	330° T	Point Defiance	180° T
		Tahlequah	018° T





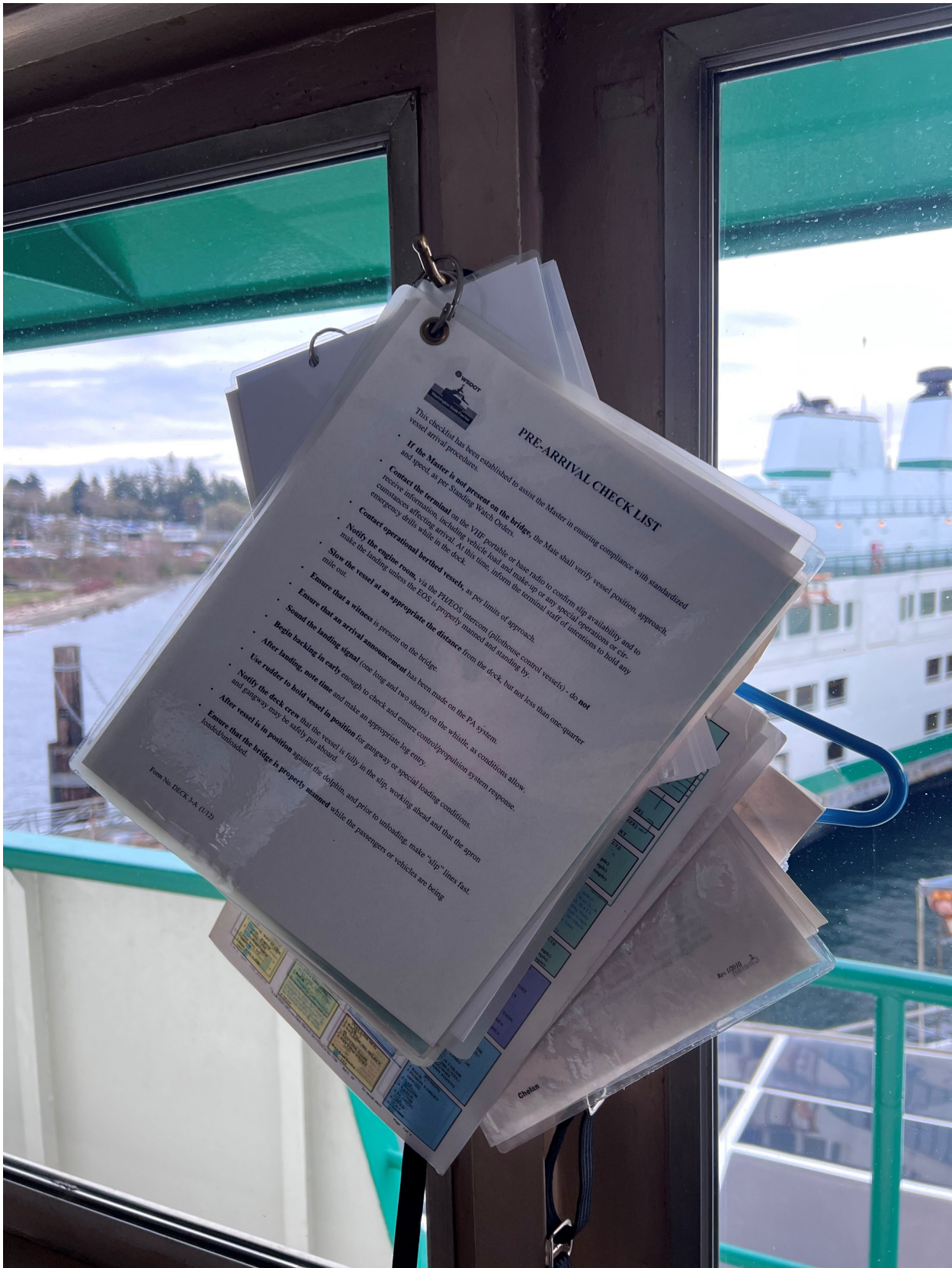
## BRIDGE WATCH STANDING ORDERS

- Maintain knowledge of the vessel's position at all times and set courses to allow for the effects of wind and current.
- Ensure that the Helmsman steers correct courses and that steering gear responds properly to helm orders.
- Avoid the use of hard over rudders while making full headway. Use a maximum of 25 degrees rudder for routine course changes.
- Avoid using the bow rudder to sheer the vessel until most of the headway is off.
- While underway in all weathers, have radars tuned in and operating in the control pilothouse.
- Continuously monitor VHF channels 5A, 14, or 11, 13, and 79A.
- A licensed deck officer must be present on the bridge prior to transferring control and at all times while underway.
- While on watch, never leave the pilothouse without a proper relief.
- Call the Master when:
  - ◇ An emergency occurs aboard.
  - ◇ Another vessel needs assistance.
  - ◇ Approaching limited visibility or heavy weather.
  - ◇ A breakdown of machinery, steering gear, or other essential navigation equipment occurs.
  - ◇ A questionable situation or serious doubt develops.
  - ◇ A situation arises making it more prudent to deviate from the normal routing, as in the San Juan Islands.
- Unless the Master authorizes a deviation or alternate route, use only the following routes or channels while operating in the San Juan Islands:
  - ◇ Rosario Strait – Thatcher Pass – Lopez Sound
  - ◇ Harney Channel – Upright Channel – Wasp Pass
  - ◇ San Juan Channel – Spieden Channel
  - ◇ Haro Strait – Sidney Channel
- Maintain the pilothouse logbook, recording indicated times, unusual occurrences or any other information pertinent to the navigation of the vessel.
- Be familiar with, and follow, VTS and Rosario Strait Tanker rules as they apply to WSF.
- Obey the Rules of the Road, but apply them prudently. In assessing any situation, consider the following:
  - ◇ The size and maneuverability of the other vessel.
  - ◇ Proximity of other vessels and the affect your actions will have on them.



## BRIDGE WATCH STANDING ORDERS

- In a meeting or crossing situation with other large commercial type vessels, with a CPA of less than one mile, every effort should be made to contact the other vessel on VHF Ch. 13 to make passing arrangements. Do **not** pass less than one mile ahead of any larger, less maneuverable deep-draft vessel unless that vessel has been contacted and arrangements clearly made and understood. Such radio contacts should be attempted as early as possible to allow ample time to resolve or respond to any confusion that may arise.
- Bridge to bridge navigational information, such as passing arrangements, even between ferries, must be made using VHF Ch. 13, as per VTS rules.
- Some circumstances may make it necessary to slow or stop the engines, even backing to take all way off, but in doing so, due regard shall be had for the set and drift of the current and for any anticipated leeway.
- Have due regard for possible wake damage and slow vessel sufficiently to produce minimum wake when circumstances require or when requested to do so.
- Keep passengers and crew, including the engine room, informed of reasons for delays or other unusual events.
- When approaching a fog bank or when visibility closes to less than one mile, inform the Master.
- When visibility closes to one-half (1/2) mile or less:
  - ◇ Slow the vessel as needed to proceed at a safe speed.
  - ◇ Have the engines ready to maneuver, telegraph on standby.
  - ◇ Plot and continuously monitor radar targets.
  - ◇ Inform the engine room and pertinent VTS.
  - ◇ Post lookout with portable radio.
  - ◇ Sound appropriate whistle signals.
  - ◇ Turn on the navigation lights.
  - ◇ Close the watertight doors.
- When approaching or operating in heavy weather:
  - ◇ Call the Master.
  - ◇ Use secondary route, as circumstances dictate; notify VTS and the Operations Center of intentions.
  - ◇ Adjust course and speed to reduce stress on vessel and passenger discomfort.
  - ◇ Contact engine room and make an announcement on PA system.
  - ◇ Close watertight doors.
  - ◇ Verify that vehicles are blocked, stanchions and webbing are in place, hatches and loose gear are secured; assign sailors to monitor car deck and cabin areas.



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- **Contact operational berthed vessels**, as per limits of approach.
- **Notify the engine room** via the PHOTOS intercom (if above control vessels) - do not make the landing unless the EOC is properly named and standing by.
- **Slow the vessel at an appropriate distance** from the dock, but not less than one-quarter mile out.
- **Ensure that a witness is present** on the bridge.
- **Ensure that an arrival announcement** has been made on the PA system.
- **Sound the landing signal** (one long and two shorts) on the whistle, as conditions allow.
- **Begin backing in early** enough to check and ensure control/proposition system response.
- **Use rudder to hold vessel in position** for gangway or special loading conditions.
- **Notify the deck crew** that the vessel is fully in the slip, working ahead and that the apron and gangway may be safely put aboard.
- **After vessel is in position against the dolphin** and prior to unloading, make "slip" lines fast.
- **Ensure that the bridge is properly named** while the passengers or vehicles are being loaded/unloaded.

Form No. DECK-3A (1/13)

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