



## PILOT-MASTER EXCHANGE OF INFORMATION CHECKLIST

### GENERAL INFORMATION

- Pilot introduction and introduction of apprentice pilot if applicable;
- Establish common communication language;
- Review the vessel's information card and consult additional references if necessary;
- Consult with the master to find out if there are errors or deficiencies (nav. aids, propulsion system, steering gear, etc.);
- Confirm the vessel's intended destination, vessel's current drafts and where/when the next pilot exchange will occur;
- Discuss briefly the ships specific manoeuvring characteristics (type of propeller, type of fuel being used, type of rudder and number of pumps, critical revolutions, bow thruster, etc.);
- Confirm the presence of a navigational officer on the bridge at all times that can understand and communicate in English. He/she will be responsible to monitor closely the helmsman/lookout in their functions and assist the pilot as required;
- Inform the master that the pilot will initiate communications with the Marine Communications and Traffic Services and other ships. The pilot will communicate to the bridge team the details and/or arrangements made for meeting and passing other ships;
- Communicate to the bridge team the VHF radio channels to be used along the transit.



### PASSAGE PLAN INFORMATION

- Inform master of expected weather conditions including wind/currents and other;
- Inform master of expected traffic/delays/restrictions and intended manoeuvres if applicable;
- Relay information regarding navigation notices and any local anomalies, if applicable;
- Request the notice time required for the crew to reduce the engine to manoeuvring speed, if applicable;
- Inform the master when his presence will be required on the bridge during the transit;
- Inform the anticipated times for lock/mooring/anchoring/tug manoeuvres and required personnel;
- Discussion with the master of the methods of execution anticipated for mooring, undocking, locking, use of tugs or any particular manoeuvres;
- Verify if the vessel has the Seaway mooring service;
- Inform master on arrangements for embarking or disembarking a pilot at the next station;
- Reference to the online accessible GLPA passage plan for the compulsory pilotage areas of the Great Lakes;
- Discussion of passage plan being used for information purpose and that the pilot can diverge of planned courses and speed whenever necessary;
- Discussion of any other items considered applicable regarding the transit.