

Port of Port Hedland Synchronised / Standardised Vessel Vetting Form and Pre – Berthing Checklist Requirements

Number: PH 02/26

Date Issued: 04/03/2026

Date of effect:	04/03/2026
Details:	Port of Port Hedland Synchronised / Standardised Vessel Vetting Form and Pre-Berthing Checklist Requirements
Former Notice:	N/A
Charts & Publications:	N/A
Further Notice:	N/A

1. PURPOSE

This Marine Safety Bulletin introduces the harmonised safety assurance framework for vessels calling at the Port of Port Hedland through the mandatory use of:

- a) Port Hedland Vessel Vetting Form, and
- b) Port Hedland Pre-Berthing Checklist

These requirements establish a single, standardised safety verification process across all Port Hedland terminals to ensure consistent assessment of vessel condition, machinery reliability, and manoeuvring readiness prior to port operations.

2. BACKGROUND

For an extended period, industry stakeholders (Ship Owners, Technical Managers, operators and Port Terminals) have requested alignment and standardisation of the documentation required across the Port of Port Hedland.

This Marine Safety Bulletin represents a significant step forward in synchronising and standardising the port's vetting and pre-berthing verification processes. The standardised forms reduce duplication, remove inconsistencies between terminal requirements, and enhance risk management.

All Port Hedland terminals have reviewed and accepted the forms and are committed to applying them consistently.

The forms are controlled documents issued by Pilbara Ports.

No terminal, operator, or third party may amend, vary, or replace these documents unilaterally. Any modification will only be made by Pilbara Ports following review of operational risks or changes in operating conditions.

3. APPLICATION

Effective **1st May 2026**, all vessels calling at the Port of Port Hedland must comply with both:

- a) The Port Hedland Vessel Vetting Form, and
- b) The Port Hedland Pre-Berthing Checklist

Failure to comply may result in berth delays, operational restrictions, or refusal of entry as determined by the Harbour Master.

PART A – PORT HEDLAND VESSEL VETTING FORM

Form Link

4. SUBMISSION REQUIREMENTS

The Vessel Vetting Form shall be completed:

- a) **Every voyage** for non-regular callers; or
- b) **Every 90 days** for regular callers trading consecutively to Port Hedland.

Submission and primary verification remain the responsibility of the receiving terminal. Pilbara Ports Harbour Master Team may request a copy at any stage, including during berth application assessment.

5. STRUCTURE OF THE VETTING FORM

The Port Hedland Vessel Vetting Form consists of two distinct sections:

5.1 Mandatory Sections / Tabs – Port Requirement (Yellow Tabs)

The following sections / tabs constitute Port of Port Hedland mandatory safety requirements and must be completed by all vessels without exception.

These sections / tabs are relied upon by the Harbour Master for the channel integrity and its related risk assessment and suitability for port entry and berthing.

- Vessel Details
- Main Engine and Auxiliary Engines
- Auxiliary Machinery
- Lube Oil Analysis
- Physical Machinery Inspection (as applicable)

Failure to accurately complete the mandatory sections may result in refusal of entry, operational restriction, or delay.

5.2 Terminal Request Sections – Terminal Operational Requirement

Additional sections within the form may be requested by individual terminals. **(All red tabs)**

Completion of these sections may still be required by the terminal as part of their berth acceptance process.

6. MACHINERY PHYSICAL INSPECTION REQUIREMENT

A **machinery physical inspection** is required if any of the following conditions apply:

6.1 Trigger Criteria

A – First or Infrequent Caller

The vessel has not called at the Port of Port Hedland within the previous 24 months.

B – Recent Machinery Failure (Other Ports)

The vessel has experienced a main engine, auxiliary engine, or steering gear breakdown at another port and/or at sea within the previous 3 months prior to arrival at Port Hedland.

C – Machinery Failures During Previous Port Hedland Call

The vessel experienced a main engine, auxiliary engine, emergency generator or steering gear failure during its last call at Port Hedland.

D – PSC Detention

Detentions arising primarily from the crew's inability to operate machinery, failure of the Safety Management System following a major deficiency or machinery breakdown, or where the vessel's seaworthiness is adversely affected.

E – Harbour Master Risk-Based Determination

Determined by the Harbour Master Marine Team due to operational risk, vessel condition, performance history, poor technical manager performance, or repeated failures across vessels under the same management

6.2 Inspection Location and Timing

The inspection may be conducted:

- a) Up to 30 days prior to arrival; or
- b) At discharge Port anchorage or at Port Hedland anchorage upon arrival

Machinery inspections conducted under this Bulletin must be carried out at anchorage only.

Pilbara Ports reserves the right to require re-verification where there is evidence of machinery deficiency, incident history, detention, or material change in vessel condition.

6.3 Inspection Scope

The inspection verifies redundancy, reliability and blackout-prevention capability and shall include:

Main Engine

Main Engine – Operational Condition and Readiness Verification

Inspection shall include verification and functional testing of:

- Air starting system, including starting air compressors, receivers, associated control air supply, and air dryers where fitted
- Fuel oil system integrity, including FIVA operation
- Engine control and automation systems redundancy verification
- Exhaust valve drop-down test (where applicable and safely practicable)

Auxiliary Generators

- Operational condition of all generators
- Performance test at minimum 75% rated capacity
- Parallel operation redundancy confirmation
- Test records available

Emergency Generator

- Automatic start and on-load blackout simulation test
- Fully operational condition

Steering Gear

- Both steering pumps operational simultaneously
- Telemotor operation verified
- Steering alarms tested
- Changeover and redundancy confirmed

Records must be available for verification.

Note: Pilbara Ports reserves the right to require additional testing, verification, clarification, or expanded scope where deemed necessary in the interest of navigational safety, channel integrity, or operational risk management.

7. THIRD-PARTY VETTING AND INSPECTION COMPANIES

All third-party vetting organisations conducting vetting for vessels intending to call Port Hedland must utilise the Port Hedland Vessel Vetting Form.

Any third-party inspection company conducting a machinery inspection under this Bulletin must have its inspection scope reviewed and approved / accepted by Pilbara Ports.

Reports issued outside the accepted scope will not be accepted as satisfying the requirements of this Bulletin.

Note: Inspection companies conducting anchorage inspections must maintain a documented and implemented Safety Management System covering personnel transfer arrangements (including boat and helicopter transfer), associated risk assessments, emergency response procedures, and communication protocols. Pilbara Ports may request evidence of such system at any time.

PART B – PORT HEDLAND PRE-BERTHING CHECKLIST

[Form Link](#)

8. PURPOSE

The Pre-Berthing Checklist confirms operational readiness of propulsion, manoeuvring systems, and critical safety equipment immediately prior to arrival.

The checklist provides direct operational assurance relied upon for pilotage and berthing decisions.

9. COMPLETION REQUIREMENTS

The checklist shall be completed **48 ~ 24 hours prior to pilot boarding** and submitted to the receiving terminal and agent.

The vessel shall report any defect immediately to Pilbara Ports and the terminal.

The Master declares that the vessel is safe for manoeuvring and berthing and acknowledges Pilbara Ports will rely on this declaration for operational decisions.

10. SUBMISSION AND VERIFICATION

The Port Hedland Vessel Vetting Form and the Pre-Berthing Checklist shall be submitted by the vessel master and/or its managers to the respective receiving terminal in accordance with that terminal's established process.

Pilbara Ports does not require routine submission of these forms.

The receiving terminal remains responsible for verification in accordance with its berth acceptance process.

Pilbara Ports may, at its discretion, request copies of either form and any supporting evidence, including photographs, records, or log entries, for specific vessels, for the purposes of incident investigation, compliance review, or periodic assurance of system effectiveness.

11. REPLACEMENT OF EXISTING FORMS

Effective **1 May 2026**, these documents replace all existing vessel vetting forms and terminal-specific pre-berthing checklists previously used within Port Hedland.

12. COMPLIANCE

These requirements are issued under the authority of the Harbour Master in accordance with the *Port Authorities Act 1999* (WA).

All Port Hedland terminals and vessel operators are required to comply.

Note: Acceptance of any Vessel Vetting Form, Pre-Berthing Checklist, or machinery inspection report by Pilbara Ports does not constitute certification of the vessel's condition and does not relieve the vessel Owner, Operator, or Master of their statutory obligations or responsibility for the safe condition and operation of the vessel, including the obligation to report any malfunction or deficiency affecting safe navigation or port operations to Pilbara Ports and AMSA directly or via your local agent.

Any questions or feedback regarding this Marine Safety Bulletin should be addressed to the Port Hedland Marine Operations team.

Thank you.



Behrouz Daei Zadeh
Harbour Master East (Port Hedland)