

Every vessel's navigational passage should be planned in adequate detail to/from their berth and with contingency plans such as abort positions and anchorages where appropriate when navigating in the CLYDEPORT area of jurisdiction. This should be in accordance with **ANNEX 25 - Guidelines For Voyage Planning - IMO Resolution A.893(21)**. The four stages of passage planning namely Appraisal, Planning, Execution and Monitoring which logically follow each other.

Masters and Officers of the watch shall use the above guidelines for voyage planning, implementing the following measures to ensure that they understand the risks to which they are exposed and take effective measures to reduce such risks including ensuring that there is a systematic organisation onboard that provides for:

- a. Comprehensive briefing of all concerned with the navigation of the vessel.
- b. Regular monitoring of the vessel's position with the use of different methods to check against error in any one system.
- c. Using the information available from plots of other traffic to ensure against over-confidence, bearing in mind that with the number of ferries and fishing vessels in this area other vessels may alter course and/or speed.
- d. Ensuring that the optimum and systematic use is made of all appropriate information that becomes available to the navigational staff.
- e. Ensuring that the intentions of a Pilot are fully understood and acceptable to the vessel's navigational staff and that the Pilot is fully supported especially during periods of restricted visibility or heavy traffic.

Pilots and Masters shall allow sufficient time for the explanation of the Passage Plan and the Master/Pilot exchange to be completed. The Harbour Master may from time to time make passage plan checks on vessels not subject to compulsory pilotage and always following an incident.

Pre-arrival/departure checks should be completed in good time prior to arrival within Clydeport waters or departure from their berth. This shall include reporting of accurate vessel draft for arrival/departure and any vessel defects.