



Port d'Haltère Process Compliance Checklist

Pre-Arrival Documentation & Communication

Verification of required paperwork, communication with port authorities and stakeholders.

Estimated Arrival Date

Estimated Arrival Time

Advance Notice Form (ANF)

[📁 Upload File](#)

Vessel Type Confirmed?

- ☐ Confirmed
- ☐ Not Confirmed

Number of Containers (TEUs)

Special Handling Requirements

Write something...

Dangerous Goods Declaration Received?

☐ Yes

☐ No

Berth Assignment & Scheduling

Confirmation of berth assignment, adherence to scheduling protocols.

Scheduled Berth Arrival Date

Enter date...

Scheduled Berth Arrival Time

Berth Number Assigned

Enter a number...

Berth Type Confirmed

☐ Container

☐ Bulk

☐ RORO

☐ General Cargo

Berth Priority Level

- ☐ High
- ☐ Medium
- ☐ Low

Assigned Berth Coordinator Name

Write something...

Expected Berth Departure Date

Enter date...

Gangway and Mooring Operations

Safety and regulatory checks during gangway and mooring processes.

Gangway Angle (Degrees)

Enter a number...

Mooring Line Tension (kN)

Enter a number...

Gangway Condition

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor

Mooring Line Condition

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor

Mooring Start Time

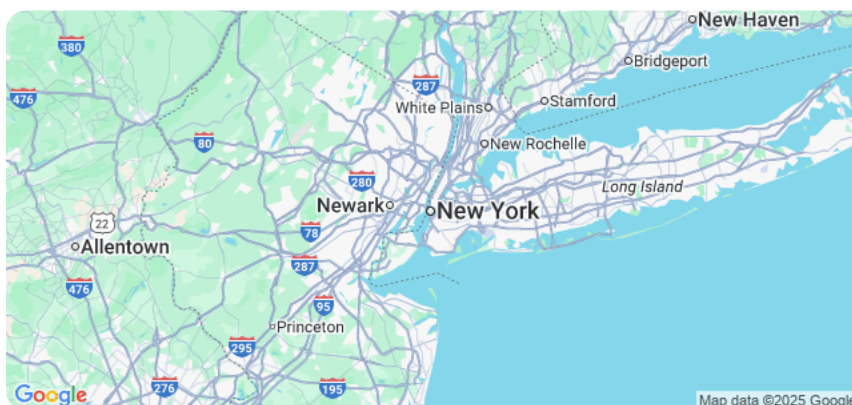
Enter date...

Gangway Deployment Time

Gangway Operator Signature

Gangway GPS Coordinates

[Set My Current Location](#)



Cargo Handling Procedures

Compliance with cargo handling regulations, including securing and marking.

Container Weight (KG)

Enter a number...

Cargo Securing Method(s)

☐ Lashing

☐ Bracing

☐ Shoring

☐ Blocking

Cargo Description & Marking Details

Write something...

Cargo Condition Upon Arrival


☐ Excellent

☐ Good

☐ Fair

☐ Poor

Cargo Handling Photos (Evidence)

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Number of Pallets Handled

Enter a number...

Security Protocols & Surveillance

Verification of security protocols and ongoing surveillance measures.

Security Personnel Count

Enter a number...

Surveillance System Status

- ☐ Operational
- ☐ Under Maintenance
- ☐ Non-Operational

Last Security Audit Date


Enter date...

Scheduled Patrol Start Time

Checked Perimeter Zones

- ☐ Zone A
- ☐ Zone B
- ☐ Zone C
- ☐ Zone D

Security Log Entries (Recent)

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Any Observed Security Concerns

Write something...

Customs Clearance & Inspections

Ensuring proper customs clearance and compliance with inspection requirements.

Arrival Date/Time

Enter date...

Customs Broker

☐ Broker 1

☐ Broker 2

☐ Broker 3

Declaration Number

Enter a number...

Description of Goods

Write something...

Harmonized System (HS) Code

- ☐ HS Code 1
- ☐ HS Code 2
- ☐ HS Code 3

Quantity

Enter a number...

Inspection Status

- ☐ Not Inspected
- ☐ Inspected - No Issues
- ☐ Inspected - Issues Found

Inspection Notes (if applicable)

Write something...

Post-Operation Reporting & Documentation

Accuracy and completeness of post-operation reports and documentation.

Date of Operation Completion

Enter date...

Time of Operation Completion

Total Cargo Volume (Cubic Meters)

Enter a number...

Number of Containers Handled

Enter a number...

Detailed Activity Log / Narrative Report

Write something...

Supporting Documentation (e.g., Manifests, Inspection Reports)

 Upload File

Operational Status (e.g., Complete, Partially Complete, Delayed)

- ☐ Complete
- ☐ Partially Complete
- ☐ Delayed

Signature of Supervising Officer

Environmental Compliance & Waste Management

Adherence to environmental regulations and proper waste disposal practices.

Estimated Fuel Consumption (Litres)

Enter a number...

Volume of Wastewater Generated (Litres)

Enter a number...

Waste Segregation Method Used

- ☐ Source Segregation
- ☐ Mixed Waste Sorting
- ☐ No Segregation

Waste Types Generated

- ☐ Oil/Grease
- ☐ Plastic
- ☐ Metal
- ☐ Paper/Cardboard
- ☐ Hazardous Waste


Date of Last Spill Prevention Training

Enter date...

Description of Waste Management Procedures

Write something...

Waste Manifest Records (Upload)

 Upload File

Personnel Training & Certification

Verification of personnel training and certifications for port d'haltère operations.

Relevant Training Programs Completed

- ☐ Port Security Awareness
- ☐ Cargo Handling Safety
- ☐ Emergency Response Training
- ☐ Customs Regulations Update
- ☐ Hazardous Materials Handling
- ☐ First Aid/CPR Certification

CPR/First Aid Certification Expiration Date

Enter date...

Number of Hours of Specific Training (e.g., Gangway Operations)

Enter a number...

Current Security Clearance Level (if applicable)

- ☐ None
- ☐ Tier 1
- ☐ Tier 2
- ☐ Tier 3

Upload Copy of Relevant Certification(s)

 Upload File

Date of Last Refresher Training

Enter date...

Emergency Response Procedures

Confirmation of accessible and functional emergency response plans.

Last Emergency Drill Date

Enter date...

Estimated Response Time to Alert

Number of Personnel Trained in First Aid

Enter a number...

Primary Communication Method

- ☐ Radio
- ☐ Phone
- ☐ Email
- ☐ PA System

Potential Emergency Scenarios Covered in Plan

- ☐ Fire
- ☐ Medical Emergency
- ☐ Security Breach
- ☐ Environmental Spill
- ☐ Severe Weather
- ☐ Equipment Failure

Brief Description of Evacuation Route(s)

Write something...

Copy of Emergency Contact List

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Confirmation of Emergency Procedure Review
