

16.5 Pilot card and manoeuvrability data Approval Process

16.5.1.1 Initial Visit

- 1) Agent to put visit into QSHIPS and attach completed [F5373 - VTS Pre Arrival - Port of Mackay](#) form.
- 2) Agent to attach Pilot Card & Manoeuvrability Data (advance & transfer) documents to ship visit.
- 3) Agent to notify Pilots, RHM and VTS with attachments Pilot Card & Manoeuvrability Data via email.
- 4) Pilots / RHM assess and reply to agent & cc VTS.
- 5) VTS to edit in Ship Remarks (General) in format MKY APP 21072019

16.5.1.2 Repeat Visit

Agent enters visit into QSHIPS and submits pre-arrival form with change details filled.

Option 1

RORO/Passenger vessel or any vessel over 200m LOA
First visit Repeat visit

Pilot Card and Manoeuvrability Data
First visit Submit Pilot Card and Manoeuvrability Data to Agent. Repeat visit Has Pilot Card and Manoeuvrability Data changed?
No Yes Please resubmit Pilot Card and Manoeuvrability Data

Note: All documentation is to be submitted to VTS via Agent.
Additional remarks/information:

VTS to approve based on:

- Previous approval in QSHIPS - Ship Remark (General).
- Documents are attached to ship.
- No changes to ships arrangements.

Option 2

RORO/Passenger vessel or any vessel over 200m LOA
First visit Repeat visit

Pilot Card and Manoeuvrability Data
First visit Submit Pilot Card and Manoeuvrability Data to Agent. Repeat visit Has Pilot Card and Manoeuvrability Data changed?
No Yes Please resubmit Pilot Card and Manoeuvrability Data

Note: All documentation is to be submitted to VTS via Agent.
Additional remarks/information:

If the pilot card and manoeuvrability data has changed the agent is to follow the same process as an initial visit.