**Engine Immobilisation Request Form**

Port of Southampton

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| **Contact:** | **Email:** | **Telephone:** | **Availability:** |
| Soton VTS | [southamptonvts@abports.co.uk](mailto:Southamptonvts@abports.co.uk) | 02380 608208 | 24/7 |
| Port Planning | [port.planning@abports.co.uk](mailto:port.planning@abports.co.uk) | 02380 608208 | Office Hours |

**This request form provides provisional approval for engine immobilisation. Approval is required from Southampton VTS immediately prior to immobilising any vessel.**

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| **Ship Name and IMO Number** | *Ship Name and IMO number* |
| **Location/Berth** | *Location/Berth* |
| **Port Agency** | *Agency name, POC Name, Contact Details* |
| **Point of Contact** | *POC Name (Ships Master, Chief Engineer) and contact details* |

**Immobilisation Information**

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| **Start Date/ Time** | *Click or tap to enter a date. Type time value* AM | PM | TBC | |
| **End Date/ Time** | *Click or tap to enter a date. Type time value* AM | PM | TBC | |
| **Operation Type:** | Routine Maintenance |  Engine Repairs |  Other | |
| **Operation Details** | *Provide brief description immobilisation operation* | |
| **Time to Re-mobilise** | *In the event of an emergency how long would it take to re-mobilise the engine(s)?* | |
| **Dangerous Goods Onboard** | *State if any dangerous goods are onboard the vessel. If YES provide DG manifest alongside request form.* | |
| 1. I confirm the vessel will call “Southampton VTS” on VHF Channel 12 immediately prior to immobilising engines | | Yes |
| 1. I confirm the vessel will maintain power to winches and windlasses during the immobilisation | | Yes  No |
| 1. I confirm the vessel will maintain a listening watch on VHF Channel 12 at all times | | Yes |
| 1. I confirm testing of engines and equipment will be done in accordance with published [***Notice to Mariners***](https://www.southamptonvts.co.uk/Port_Information/Notices_to_Mariners/) | | Yes |
| I confirm Harbour Byelaws will be complied with:  (1) The master of a vessel shall not, except where his vessel is lying aground, take any steps to render his vessel incapable of movement without first notifying the harbour master and, subject as aforesaid, shall at all times keep his vessel so loaded and ballasted and in such condition that it is capable of being safely moved.  (2) Where a vessel (other than a small vessel) is at any time not capable of being safely moved by means of its own propulsive machinery, the master or owner shall as soon as reasonably practicable inform the harbour master forthwith and give to him any further information which the harbour master may require. | | Yes |
| Should prevailing weather or traffic conditions render immobilisation of engines unsafe, Southampton VTS may revoke any approval. | | |

**(Internal Use Only)**

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| Harbour Authority Review | | |
| Formal Risk Assessment / Method Statement Required? | | Yes  | No |
| Additional Action Required? | *Note actions required for approval* | |
| Outcome | Approved  | Rejected | |
| Assessor Name | *Name* | |
| Assessor Signature | *Assessor Signature*    *(Right Click and Paste Signature into above box)* | |
| Date | Click or tap to enter a date. | |
| Authorisation Number: | Click or tap here to enter text. | |