



HIGH VOLTAGE SHORE CONNECTION (HVSC)* PRE-POWER TRANSFER CONFERENCE

*Also known as Alternative Maritime Power (AMP)

CONSTRUCTION AND MAINTENANCE DIVISION

NAME OF SHIP	DATE (mm/dd/yy):	TIME OF CONFERENCE
SHIP IMO No.	SUN <input type="checkbox"/> MON <input type="checkbox"/> TUES <input type="checkbox"/> WED <input type="checkbox"/> THURS <input type="checkbox"/> FRI <input type="checkbox"/> SAT <input type="checkbox"/>	
TERMINAL	BERTH	HVSC SHORE BOX/VAULT
<input type="checkbox"/> 11 KV <input type="checkbox"/> 6.6 KV	<input type="checkbox"/> CONNECTION <input type="checkbox"/> DISCONNECTION (skip Power Transfer Conference)	

POWER TRANSFER CONFERENCE INSTRUCTIONS: A Power Transfer Conference between the Ship Person in Charge (PIC) and the Port of Los Angeles (POLA) PIC shall be held prior to connecting a ship to shore power to review the details pertaining to high voltage shore connection/disconnection power transfer procedures. The Ship PIC and POLA PIC must initial each item as being discussed. In the comments area, describe any item(s) needing action, clarification, or further documentation. The original completed form must be submitted to POLA Division 147 by the end of the POLA PIC's shift, with a copy of the form being provided to the Ship PIC at the conference.

ITEM	INITIALS		ITEM	INITIALS	
	Ship PIC	POLA PIC		Ship PIC	POLA PIC
1. Ship PIC, single person with sufficient information, instructions, tools and resources to safely implement HVSC procedures, designated to communicate in English with the POLA PIC.			7. Ship E-stop testing requested? <input type="checkbox"/> Yes <input type="checkbox"/> No		
2. POLA PIC, single person with sufficient information, instructions, tools and resources to safely implement HVSC procedures, designated to communicate in English with the Ship PIC.			8. Communication mode? <input type="checkbox"/> Direct Verbal <input type="checkbox"/> Two-way radio <input type="checkbox"/> Cell phone <input type="checkbox"/> Other Channel/No./Other: _____		
3. Has the ship successfully transferred to and from high voltage shore power in compliance with IEC/ISO/IEEE 80005-1 procedures within the last 12-months? <input type="checkbox"/> Yes <input type="checkbox"/> No (If no, ship requires HVSC system safety verification)			9. Critical stages AMP voice communications: <input type="checkbox"/> Ready for cables on ship/shore <input type="checkbox"/> Lock-Out/Tag-Out Procedures for earth ground (connect & disconnect) <input type="checkbox"/> Authorization to transfer power (energize/de-energize) <input type="checkbox"/> Power transfer completed <input type="checkbox"/> Ready for E-stop testing, if requested		
4. Has the ship power infrastructure been modified since last successful high voltage ship to shore power transfer? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, explain in comment section)			10. During ship call if any power transfer issues arise call: POLA (310) 732-3550 ☎ Ship power transfer contact phone number: _____		
5. Has the shore power infrastructure been modified since last successful high voltage ship to shore power transfer? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, explain in comment section)					
6. Frequency 60 HZ, A-B-C Counter-Clockwise					
Comments:					

SHIP PIC/TITLE (print) _____	SIGNATURE _____
POLA PIC/PORT ELECTRICAL MECHANIC (print) _____	SIGNATURE _____

FOR PORT OF LOS ANGELES USE ONLY

MAINTSTAR WORK ORDER NUMBER: _____

POLA PIC ARRIVAL TIME: _____ HAND-OFF TIME: _____ HAND-OFF TIME: _____

Holiday 4 hr. Call-out
(If over 90 minutes in duration explain in comment section below)

POLA PIC DEPARTURE TIME: _____

POLA METER READING - MWH	TIME OF TRANSFER TO/FROM SHORE POWER FOR SHIP OPERATIONS
POLA PIC Initials: _____ 2nd Person Initials - Confirmation: _____ As needed: Additional Confirmation: Initials: _____	COMMENTS (continue on back if needed):