

# Common Marine Inspection Document

<b>Vessel name:</b>	
<b>IMO number:</b>	
<b>Date inspected:</b>	



**The International Marine Contractors Association (IMCA) is the international trade association representing offshore, marine and underwater engineering companies.**

IMCA promotes improvements in quality, health, safety, environmental and technical standards through the publication of information notes, codes of practice and by other appropriate means.

Members are self-regulating through the adoption of IMCA guidelines as appropriate. They commit to act as responsible members by following relevant guidelines and being willing to be audited against compliance with them by their clients.

There are two core activities that relate to all members:

- ◆ Competence & Training
- ◆ Safety, Environment & Legislation

The Association is organised through four distinct divisions, each covering a specific area of members' interests: Diving, Marine, Offshore Survey, Remote Systems & ROV.

There are also four regional sections which facilitate work on issues affecting members in their local geographic area – Americas Deepwater, Asia-Pacific, Europe & Africa and Middle East & India.

### **IMCA M 149 Issue 7**

This document supersedes all previous issues of the Common Marine Inspection Document (IMCA M 149), which are now withdrawn.

This latest issue has been produced as the result of discussion by a cross-industry steering committee and workgroup which has resulted in a complete update of the document.

**[www.imca-int.com/marine](http://www.imca-int.com/marine)**

*The information contained herein is given for guidance only and endeavours to reflect best industry practice. For the avoidance of doubt no legal liability shall attach to any guidance and/or recommendation and/or statement herein contained.*

# Common Marine Inspection Document

IMCA M 149 Issue 7 – March 2009

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## Introduction

The purpose of the Common Marine Inspection Document (the 'CMID') is to provide an industry format for vessel inspection reports and to reduce the number of inspections carried out on individual marine vessels, together with the adoption of a common inspection standard for the offshore marine industry. This can be achieved by sharing inspection reports. If there is a requirement to inspect a vessel, the company requesting the inspection should first ascertain the date when the last inspection was conducted, using the format of this document and the availability of the report. If the report is more than one year old then a new inspection should be conducted. A competent and independent third party should complete the inspection.

Using the report does not waive any rights to inspect the vessel, but the inspection report can be taken into consideration when assessing the degree of any further inspection that might be required.

A significant part of the international offshore industry has accepted this document as the standard for vessel inspections and, as such, when requesting copies of recent inspections they will expect them to be in this format.

This document does not contain specialist sections for different vessel types, but may be used as a basis for inspecting any type of vessel.

It is intended that the CMID should be treated as a living document, in that some parts can be completed by the crew prior to an inspector's arrival and thereafter the vessel's crew can keep it updated wherever possible, so that the minimum amount of work is required at each inspection.

## Notes

- 1 This issue of the CMID follows cross-industry discussion which has resulted in a complete update of the document. Changes from the previous version are therefore not listed;
- 2 Reference to IMCA M 167 – *Guidance on use of the Common Marine Inspection Document* – as updated to reflect Issue 7 of the CMID will be of assistance;
- 3 IMCA M 189/S 004 – *Marine inspection checklist for small workboats* – may be appropriate for other vessels;
- 4 The vessel owner has the right to comment on the findings;
- 5 Further topic- and vessel-specific reports are being developed by IMCA;
- 6 The electronic version of this report, ready for completion by inspectors, is available via the IMCA website at [www.imca-int.com/cmids](http://www.imca-int.com/cmids)
- 7 For information on obtaining the printed CMID and related documents see [www.imca-int.com/publications](http://www.imca-int.com/publications)
- 8 In the CMID the abbreviations used are: NA = not applicable; NS = not seen.

## Terminology Definitions

Inspector	The person (or persons) inspecting the vessel. The technical knowledge, experience and competence of the person (or persons) performing the inspection should be appropriate to the type of vessel under review.
Inspector competence	<p>Inspector competence is a key part of delivering a consistently good CMID.</p> <p>Competence is self administered by the inspection companies and forms part of the IMCA competence framework. The individual's competence is a combination of three sections:</p> <ul style="list-style-type: none"><li>◆ qualifications;</li><li>◆ experience; and</li><li>◆ verification.</li></ul> <p>Qualifications</p> <ul style="list-style-type: none"><li>◆ Seagoing qualification at management level or appropriate qualification for the vessel type;</li><li>◆ Inspection/audit qualification (IRCA or equivalent).</li></ul> <p>Experience</p> <ul style="list-style-type: none"><li>◆ A number of inspections in tandem with a competent inspector;</li><li>◆ A number of inspections shadowed by a competent inspector;</li><li>◆ For any new ship type, the inspector should carry out further inspections whilst being shadowed by a suitably competent inspector;</li><li>◆ Following the inspections, the inspector should be given feedback with remedial action taken as required;</li><li>◆ A minimum number of inspections per year (3-4) to maintain competence.</li></ul> <p>Note: 'An inspection' means carrying out the inspection, discussing the results with the Master and writing/delivering the report.</p> <p>Verification</p> <ul style="list-style-type: none"><li>◆ Inspector company to develop and administer a competence assurance scheme including mentoring;</li><li>◆ The inspector's client to provide feedback to the company and audit the company scheme if necessary.</li></ul>
International voyage	A voyage from a country to a port or place outside such country or the converse.
Operator	The word 'operator' has been used throughout this document as meaning either the company, operator or manager responsible for the vessel.

## Abbreviations

AIS	Automatic identification system
ARPA	Automatic radar plotting aid
BA	Breathing apparatus
CSO	Company security officer
DP	Dynamic positioning
DPA	Designated person ashore
DSC	Digital selective calling
EEBDs	Emergency breathing devices
FMEA	Failure modes and effects analysis
FMECA	Failure modes and effects criticality analysis
FRC	Fast rescue craft
GMDSS	Global Maritime Distress and Safety System
H&M	Hull and machinery
HAV	Hand arm vibration
HLO	Helideck landing officer
ICS	International Chamber of Shipping
IMCA	International Marine Contractors Association
IMO	International Maritime Organization
INLS	International pollution prevention certificate for the carriage of noxious liquids substances in bulk
IOPP	International Oil Pollution Prevention Certificate
ISM	International Safety Management
ISPS	International Ship & Port Facility Security Code
LOA	Length overall
LSA	Life saving appliance
MARPOL	Merchant Shipping (Prevention of Oil Pollution) Regulations
MOB	Man overboard boat
OWS	Oily water separator
P & I	Protection and indemnity
POB	Personnel onboard
PPE	Personal protective equipment
PTW	Permit to work
SIMOPS	Simultaneous operations
SMS	Safety management system
SOLAS	International Convention for the Safety of Life at Sea
SMPEP	Shipboard Marine Pollution Emergency Response Plan
SOPEP	Shipboard Oil Pollution Emergency Response Plan
SSO	Ship security officer
STCW	International Convention on Standards of Training, Certification and Watchkeeping for Seafarers
SWL	Safe working load
TBT	Tributyltin
UKOOA	UK Offshore Operators Association – now Oil & Gas UK
UMS	Unattended machinery space
VHF	Very high frequency

## Inspection Process

The inspection should be planned and undertaken in liaison with the vessel owner to maximise the use of resources, while creating the least disruption to ongoing activities. Sufficient flexibility should be built into the programme to reflect changing operational demands. To this end, the inspector and vessel owner should discuss in advance:

- ◆ the timing and programme (opening meeting, scope of inspection and closing meeting);
- ◆ approximate duration and format of the inspection;
- ◆ the personnel to be made available;
- ◆ vessel's documentation requiring to be viewed (including previous inspection reports where available);
- ◆ if in doubt, the inspector may ask for the equipment in question to be operated.

The inspector should satisfy him/herself that, through the inspection process, shore-based management has demonstrated a satisfactory commitment to the vessel's health, safety and environmental issues. This can be achieved through observation and conversation with the vessel's crew with matters relevant to them.

Throughout the inspection, the inspector, where possible and appropriate, should be accompanied by the vessel owner's personnel familiar with the area being inspected.

On conclusion, the inspector will provide the relevant operator's personnel with a verbal briefing and a brief written summary of the result of the inspection. The Master has the right to comment and include notes on the findings.

## Inspection Summary

<b>Report completed by</b> <i>(inspector's name)</i>		<b>Date</b>	
<b>Inspector's employer</b>			
<b>Company on whose behalf inspection is carried out</b>			
<b>Report summary seen and discussed by</b> <i>(master's name)</i>		<b>Date</b>	

<b>Inspector's findings</b>	<b>Master's Comments (at time of debrief)</b>

### Debrief

The inspector should discuss the inspection findings with the Master before leaving the vessel.

### Distribution List for Reports

A written copy summarising the findings should be left on the vessel inspected.

A copy of the *final* report to be distributed as follows:

- 1 Vessel
- 2 Vessel owner
- 3 The party who commissioned the inspection, if not the vessel owner, such as an oil company client

## I Vessel Particulars

	Requested Information
<b>Name of vessel</b>	
<b>IMO number</b>	
<b>Type of vessel</b>	
<i>(include detail of any special features)</i>	
<b>Previous name(s)</b>	
<b>Date of inspection</b>	
<b>Port of inspection</b>	
<b>Vessel operation at time of inspection</b> (e.g. mobilising, loading, discharging, bunkering, repairs or idle)	
<b>Vessel owner</b>	
Address:	
Tel:	
Fax :	
E-mail:	
<b>Vessel operator</b>	
Name:	
Address:	
Tel:	
Fax:	
E-mail:	
<b>Date current vessel operator assumed responsibility for vessel</b>	
<b>Manning agent</b>	
Address:	
Tel:	
Fax:	
E-mail:	
<b>Flag</b>	
<i>(if the vessel has changed flag within the past six months, report date of change and previous flag in 'Additional comments')</i>	
<b>Port of registry</b>	
<b>Classification society</b> <i>(if vessel has changed class within the past six months, report date of change and previous classification society, in 'Additional comments')</i>	
<b>Class ID number</b>	
<b>Additional comments</b> <i>(include any additional specialised equipment vessel has onboard)</i>	
Hull type	
LOA	
Beam	
Maximum draft	
Deadweight tonnage	
Gross tonnage	
Main engine horsepower and manufacturer	
Number of engines	
Number and type of main propellers	
Number of rudders	

	Requested Information
Number of generators	
Kort nozzles fitted?	
Bow thruster fitted (number and type)?	
Stern thrusters fitted (number and type)?	
Other propulsors fitted (number and type)?	
Rated bollard pull (as applicable)	
Type of bunkers	
Bunker capacity	
Daily fuel consumption	
Potable water capacity	
Can vessel make potable water?	
Inmarsat number	
V-Sat number	
Vessel mobile phone number	
Vessel email address	
Call sign	
Date of last owner's/operator's superintendent's visit to vessel	
Name of the vessel's P&I club	
Date of last port state inspection (see also 2.6 below)	
Name and contact details for designated person ashore (DPA)	
Date of last dry docking or in water survey	
Location of last dry docking or in water survey	
Date next dry docking due	

## 2 Previous Inspections

<b>2.1</b>	Date of last CMID inspection			
	Comments			Date:

<b>2.2</b>	Does the vessel have onboard a copy of the most recent CMID report?	Yes	No	NA	NS
	Comments				

Inspector should review the previous report and verify that appropriate corrective action has been taken on any findings. Actions not closed-out are to be carried forward to this report under the original date.

Note where not available and state why.

<b>2.3</b>	Does the vessel carry a DP system?	Yes	No	NA	NS
	Comments				

If yes state class notation and go to question 2.4 and 2.5.

If no go to question 2.6.

<b>2.4</b>	Does the vessel have onboard a copy of the most recent DP trials report?	Yes	No	NA	NS
	Comments				

Inspector should review the previous report and verify that appropriate corrective action has been taken on any findings. Actions not closed-out are to be carried forward to this report under the original date.

Note where not available and state reasons why.

<b>2.5</b>	Does the vessel have onboard a copy of the most recent vessel FMEA or FMECA?	Yes	No	NA	NS
	Comments				

Inspector should review the previous report and verify that appropriate corrective action has been taken on any findings. Actions not closed-out are to be carried forward to this report under the original date.

Note where not available and state reasons why.

<b>2.6</b>	Date and place of last Port State Control inspection	Yes	No	NA	NS
Comments					

If vessel was detained, or significant deficiencies were listed, record the reason for detention or nature of those deficiencies.

### 3 Certification

<b>3.1</b>	Is the vessel clear of conditions of class and any safety related memoranda?	Yes	No	NA	NS
Comments					

Give details of conditions of class outstanding and any safety related memoranda.

<b>3.2</b>	Have the certificates and documentation listed in the Index of Certificates (Section 4) been checked and verified as in date?	Yes	No	NA	NS
Comments					

Inspector should review the Index of Certificates (Section 4) and confirm whether all appropriate certificates are in date.

Inspector should note any expired certificates or recertification ongoing at the time of inspection.

<b>3.3</b>	Does the vessel maintain an indexed library of procedures and publications?	Yes	No	NA	NS
Comments					

Review documents carried to ensure all correct documents, including consolidated publications, are available.

<b>3.4</b>	Are publications carried in accordance with statutory requirements and IMCA recommendations?	Yes	No	NA	NS
Comments					

<b>3.5</b>	Is the chain register/lifting appliance register up to date?	Yes	No	NA	NS
Comments					

Items such as cranes, derricks and pad eyes must be clearly marked with their SWL.

Test certificates should be onboard for all items of lifting equipment including chain blocks, strops, ropes, shackles (NB: may have a batch certificate for small shackles).

## 4 Index of Certificates

<b>Certificate</b>	<b>Applicable to vessel type Y/N</b>	<b>Date of expiry</b>	<b>Certification Guidance</b>
International Tonnage Certificate (1969)			
International Load Line Certificate			
International Load Line Certificate Exemption			
Cargo Ship Safety Construction Certificate			
Intact stability booklet			
Cargo Ship Safety Equipment Certificate			
Cargo Ship Safety Radio Certificate			
Cargo Ship Safety Radio Exemption Certificate			
Damage control booklets			
Minimum Safe Manning Document			
Cargo securing manual			
International Oil Pollution Prevention Certificate			
Offshore support vessel Certificate of Fitness (for hazardous and noxious liquids); or International Pollution Prevention Certificate for the Carriage of Noxious Liquid Substances in Bulk (INLS Certificate)			
Document of Compliance with the special requirements for ships carrying Dangerous Goods			
Dangerous Goods Manifest or Stowage plan			
Garbage management plan and garbage record book			
Diving Systems Safety Certificate			
Dynamically Supported Craft Construction and Equipment Certificate			
Oil Record Book			
Shipboard Oil Pollution Emergency Plan			
Shipboard Marine Pollution Emergency Plan			
International Air Pollution Prevention Certificate			
Safety Management Certificate			
Document of Compliance (copy)			
Noise Survey Report			
Continuous Synopsis Record			
International Ship Security Certificate (copy)			
Ship Security Plan (not for examination – content secure to vessel)			
Cabotage – if applicable			
Anti-fouling/TBT Free – if applicable			
MARPOL IV/V/VI – if applicable			
Ship Sanitation Certificate – Derat			
Ballast Water Management Plan			
<b>P&amp;I</b>			
H&M Insurance certificate			
Employer Liability insurance			
Locally applicable additional certificates			

## 5 ISM

<b>5.1</b>	Does the vessel have an ISM Safety Management Certificate?	Yes	No	NA	NS
Comments					

Review most recent internal audit. Confirm that any proposed corrective actions have been implemented.

<b>5.2</b>	Are the DPA details available?	Yes	No	NA	NS
Comments					

Confirm that the correct details of designated person ashore (DPA) are displayed prominently.

<b>5.3</b>	Does the vessel display current health, safety and environment policies signed by management?	Yes	No	NA	NS
Comments					

Workforce/marine crew should be aware of current health, safety and environmental policies.

Are the policies available and the most recent revision?

<b>5.4</b>	Is there a system in place for reporting non-conformances to the operator?	Yes	No	NA	NS
Comments					

Note type of system in use.

Note any non-conformances outstanding and responses to non-conformances raised.

<b>5.5</b>	Does the system ensure that all non-conformances are closed out in an agreed period?	Yes	No	NA	NS
Comments					

What timeframe does the system require to have close outs completed in?

<b>5.6</b>	Are procedures in place that address response to any noted non-conformances?	Yes	No	NA	NS
Comments					

<b>5.7</b>	Is feedback reported to the vessel?	Yes	No	NA	NS
Comments					

System should include provision for feedback on action on any non-conformances from the vessel's shore management.

How is this feedback provided?

<b>5.8</b>	Are arrangements in hand to ensure efficient communication between all persons on the vessel and third parties?	Yes	No	NA	NS
Comments					

Where a common language is not spoken by all, arrangements should be made to ensure that orders and information can be transferred efficiently and without ambiguity, e.g. provision of a liaison Master.

Signs and warning notices should be in language(s) understood by all.

<b>5.9</b>	Does the operator have a drug and alcohol policy?	Yes	No	NA	NS
Comments					

Establish how the operation of the policy is monitored.

<b>5.10</b>	Is there evidence that the workforce/marine crew is fully involved in safety management?	Yes	No	NA	NS
Comments					

Look for evidence demonstrating active workforce/marine crew involvement.

Safety meetings – note the stated frequency of the meetings and verify by reference to the minutes.

Establish who attends the safety meetings.

Is there evidence of issues being identified and closed?

## 6 HSE

<b>6.1</b>	Is there evidence of full compliance with the company's HSE management system?	Yes	No	NA	NS
Comments					

Key personnel should have knowledge of the safety management system appropriate to their duties.

Sufficient crew should be onboard at time of inspection trained to handle emergency situations. Check that procedures address minimum manning requirements in port.

All loose gear on and below deck should be safely secured.

Smoking regulations should be in place and complied with.

Safety signs and relevant safety information should be prominently displayed.

<b>6.2</b>	Is there evidence of full compliance with the company's personal protective equipment policy?	Yes	No	NA	NS
Comments					

Does the company have a personal protective equipment policy? Note evidence of compliance.

<b>6.3</b>	Are personnel joining the vessel given an appropriate safety induction?	Yes	No	NA	NS
Comments					

Is there evidence of crew and contractor inductions?

Are inductions aligned to the vessel type, operation and structure?

Is a safety tour part of the induction process for personnel joining?

<b>6.4</b>	Are personnel visiting the vessel given an appropriate safety briefing?	Yes	No	NA	NS
Comments					

Are arrangements in place for briefing/managing the safety of visitors?

Are safety rules prominently displayed?

<b>6.5</b>	Does the vessel have a system for reporting and recording incidents, accidents and near misses?	Yes	No	NA	NS
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Comments
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- Is there evidence that the reporting system is being used?
- Is reporting of near misses encouraged?
- Does the system identify responsibility for conducting investigations?

<b>6.6</b>	Is there evidence that the vessel complies with the system for reporting and investigating incidents, accidents and near misses?	Yes	No	NA	NS
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Comments
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- Is there is an investigation process in place?
- Does the investigation process include provision for training?
- Is there evidence that onboard personnel have undergone the training?
- Is there evidence of a system that identifies root cause during investigations?
- Are the results and findings promulgated both within and outside the company?

<b>6.7</b>	Do vessel specific emergency procedures exist covering, for example, fire, explosion, grounding, pollution?	Yes	No	NA	NS
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Comments
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- Assess familiarity of officers and crew with the procedures.
- Are drills routinely conducted with all vessel crews?
- Does the vessel have access to shoreside specialist support?

<b>6.8</b>	Are risk assessments conducted onboard?	Yes	No	NA	NS
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Comments
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- View recent risk assessments, comment if they are generic and/or task based.
- Determine what input the workforce/crew has in the process.
- Is there a process for reviewing new and existing tasks?
- If possible, view the risk assessment for an operation presently underway.
- Is there a process to stop work when there is a change in conditions?
- Perform random spot-checks to determine if risk assessments have identified hazards and that any mitigation identified has been implemented.

<b>6.9</b>	Is risk assessment training provided to personnel on board?	Yes	No	NA	NS
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Comments
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Does the risk assessment training provide an understanding of the company's risk assessment policy?

<b>6.10</b>	Are the worksites assessed?	Yes	No	NA	NS
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Comments
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Are workplace health risks, from operations and products, to both employees and contractors controlled?

<b>6.11</b>	Does the work management system address regulatory requirements and industry guidance?	Yes	No	NA	NS
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Comments
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Are assessments conducted for substances hazardous to health, display screen equipment, radiation, noise, manual handling, lifting equipment management systems, SIMOPS, HAV?

<b>6.12</b>	Is there evidence that the output of risk assessments is applied at the work site?	Yes	No	NA	NS
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Comments
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Check if a system of pre/post task safety meetings/toolbox talks is in place.

How is post task feedback managed?

<b>6.13</b>	Is there a formal management of change policy in place?	Yes	No	NA	NS
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Comments
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Does the vessel have a formal management of change process?

Comment on the level of risk assessment required by the process.

Comment on the process that exists, including the apparent level of use.

<b>6.14</b>	Is a permit to work (PTW) system in use onboard?	Yes	No	NA	NS
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Comments
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Describe the types of tasks covered by permits.  
 How are isolations identified and managed?  
 Are permits audited?  
 Have personnel received formal training in the PTW system?  
 How are risk assessments linked to the permit system?

<b>6.15</b>	Is the permit system applied onboard?	Yes	No	NA	NS
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Comments
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At the time of inspection, comment on the number of tasks managed by permit.  
 The inspector should try to confirm that the relevant permit controls are in place at the worksite.

<b>6.16</b>	Are enclosed spaces and controls for entry identified onboard?	Yes	No	NA	NS
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Comments
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Entry permit system should be in use (to include testing of atmosphere for oxygen and toxic gases) with records available for inspection.  
 Atmosphere measuring instrumentation should be calibrated; a process should be in place for ensuring staff are trained and aware of limitations of gas meters.  
 All records should be fully completed and signed off when work completed.  
 Enclosed spaces should be adequately ventilated during entry.  
 Vent fans should be available and be operated in extraction mode when in use.  
 What type of breathing apparatus is available; if there are limitations on its use, is there a process for ensuring staff are aware of these limitations?  
 What rescue equipment is made available for use, and where will it be located?  
 Dangerous or potentially dangerous enclosed spaces should be identified and labelled with procedures in place for entry. Check for evidence of awareness training for all staff.

<b>6.17</b>	Are specific procedures used for hot work?	Yes	No	NA	NS
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Comments
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Comment on the system in use.  
 Comment on the system requirements for PPE and confirm that the required equipment is available for use.  
 All records should be fully completed and signed off when work completed.

Welding equipment should be routinely inspected with documented inspection records and safety guidelines available.

Are flashback arrestors fitted?

Spare gas and oxygen bottles should be stored apart in dedicated storage lockers that are clearly marked and in a well-ventilated position outside accommodation and engine room.

Cylinders should be appropriately colour coded.

<b>6.18</b>	Is there a lock-out/tag-out policy in place?	Yes	No	NA	NS
Comments					

<b>6.19</b>	Is there evidence of consistent application of the lock-out/tag-out policy?	Yes	No	NA	NS
Comments					

Is there evidence of positive isolation?

Is a long-term isolation record maintained?

Is there evidence of a policy for the temporary re-instatement of systems?

<b>6.20</b>	Is there an asbestos management system?	Yes	No	NA	NS
Comments					

Is there a requirement for an asbestos management plan?

If no, the 'Asbestos Free' certification should be seen by the inspector. If yes, is the management plan in place, with marked general arrangement plans available?

Are warning signs displayed and an asbestos log maintained?

Check for awareness of the appropriate legislation in respect of asbestos onboard.

<b>6.21</b>	Are procedures for stowage and handling of chemicals and flammable/combustible materials in place and being consistently applied?	Yes	No	NA	NS
Comments					

Copies of material safety data sheets should be at storage locations.

Does the vessel have access to specialist advice?

Personal safety equipment should be available and locations clearly defined.

Location of cleaning stations should be identified.

Risk assessment should have been conducted.

Warning notices should be displayed.

Secure stowage should be provided where required.

Chemicals should be stowed away from ropes or other materials that might be contaminated in the event of spillage.

Incompatible chemicals should have separate stowage.

<b>6.22</b>	Is the vessel provided with its own safe means of access?	Yes	No	NA	NS
Comments					

Over-side accommodation ladders should be available for use, free from defect and properly rigged.

Gangway should be available for use, free from defect and, when in use, should be properly rigged and attended with a safety net and a life buoy with lifeline placed near the gangway or accommodation ladder.

Pilot ladders should be available for use, free from defect and properly rigged. If not in use, ladders should be properly stowed to minimise damage.

<b>6.23</b>	Does the SMS specifically address hazards associated with slips, trips and falls?	Yes	No	NA	NS
Comments					

Note if a programme to detect and minimise hazards is in force;

Note if hazards that cannot be eliminated are clearly marked;

Comment on any apparent hazards that have not been eliminated or marked;

Note if personnel are wearing footwear contradictory to signage in their location;

Check for the following hazards:

- ◆ unsecured, buckled or missing gratings or plates;
- ◆ missing handrails or unguarded drops;
- ◆ worn treads on ladders;
- ◆ spillages of liquid left untreated;
- ◆ showers without grabrails or non-slip deck surfaces.

<b>6.24</b>	Is there evidence that safe working practices are being consistently applied to machinery spaces?	Yes	No	NA	NS
Comments					

Are safety areas inspections conducted that include machinery spaces?

Are warning signs in place indicating where hearing protection is required?

Comment on whether machinery space PPE requirements are specified and complied with;

Engine room machine tools should have eye protection measures in place;

Guards should be in place on exposed shafts/gears;

Are emergency escape routes clearly marked, unobstructed and well lit?

Engine room emergency stops/shut-offs should be clearly marked and regularly tested with tests recorded;

Is an engineer's call alarm fitted and is it in good order and tested regularly and the results recorded?

Gauge glass closing devices on oil tanks should be of self-closing, fail-safe type;

Self-closing devices on double bottom sounding pipes should be operational;

Is there a set of chief engineer's standing orders posted and countersigned?

Does the chief engineer maintain a night order book? If so, this should be checked as providing instruction for situations likely to be encountered;

Has the chief engineer written his own standing orders and are night orders being completed? Have the watch engineers countersigned the chief engineer's standing and night orders as read and understood?

Watertight doors should be in full working order and operating/warning notices posted.

## 7 Security

<b>7.1</b>	Is the vessel required to have an approved Ship Security Plan that meets ISPS requirements?	Yes	No	NA	NS
Comments					

ISPS Code applies to the following types of ships engaged on international voyages:

- ◆ passenger ships, including high speed passenger craft
- ◆ cargo ships, including high-speed craft, of 500 gross tonnes and upwards
- ◆ mobile offshore drilling units.

Verify a valid International Ship Security Certificate is being carried onboard.

*(Note: Inspectors are not authorised to see individual ship security plans and should not request to view them.)*

Confirm that an onboard security review has been conducted in the last twelve months by the Company Security Officer and the Ship Security Officer to ensure that the plan is aligned with operational requirements in the area of vessel operation.

If no, go to question 7.2 only; if yes go to question 7.3 onwards.

<b>7.2</b>	If the vessel is not required to have an approved Ship Security Plan because of vessel's tonnage or trading area, are there security procedures in place?	Yes	No	NA	NS
Comments					

If a vessel is not required to have a Ship Security Plan, verify that security procedures are in place onboard covering:

- ◆ company security obligations
- ◆ Company Security Officer or representative
- ◆ vessel security obligations
- ◆ Vessel Security Officer
- ◆ Ship Security Plan
- ◆ responding to a security incident
- ◆ reporting and follow up of security incidents
- ◆ port and vessel operations
- ◆ visitor management
- ◆ restricted or controlled areas
- ◆ training, drills and exercises.

<b>7.3</b>	Is there an appointed Ship Security Officer and Company Security Officer?	Yes	No	NA	NS
Comments					

Verify there is a company appointed Security Officer. *All vessels are required to have an officially appointed Ship Security Officer.*

Verify that the Ship Security Officer has been formally trained and certificated for ISPS Ship Security Officer roles.

Verify roles and responsibilities of Company Security Officer are documented and defined.  
 Verify that roles and responsibilities of Ship Security Officer are documented and defined.  
 Verify that the company security reporting responsibilities documented and clearly defined.

<b>7.4</b>	Does vessel have a ship security alert system installed?	Yes	No	NA	NS
Comments					

Confirm date of last test.

<b>7.5</b>	Does the Ship Security Officer maintain security records onboard?	Yes	No	NA	NS
Comments					

Verify that the SSO maintains records of communication made with regards to the following:

- ◆ records of communications with Port Facility Security Officers
- ◆ records of communications with Company Security Officers
- ◆ declarations of security
- ◆ details of security incidents
- ◆ details of security training
- ◆ details of security drills.

<b>7.6</b>	Is the ship security operating level clearly indicated to all personnel?	Yes	No	NA	NS
Comments					

Verify that ship operational security level is clearly communicated to all personnel and how.

<b>7.7</b>	Are personnel joining or visiting the vessel given a security induction?	Yes	No	NA	NS
Comments					

Verify security forms part of vessel formal induction process.

Confirm security duties and responsibilities are covered in vessel formal induction process.

<b>7.8</b>	Does the vessel have specific port security procedures covering visitors, storing and vessel gangway watchkeeping requirements?	Yes	No	NA	NS
------------	---	-----	----	----	----

Comments
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Is a visitors' log maintained and comment on where this is located when the vessel is in port?

Confirm that security badges are issued to all visitors while the vessel is in port.

Confirm that a gangway watch is maintained.

Confirm that random searches of visitors' baggage are conducted.

Is there signage at the gangway?

<b>7.9</b>	Is security considered as part of the vessel passage planning requirements?	Yes	No	NA	NS
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Comments
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Confirm that security is considered as one of the critical parts of vessel passage planning requirements.

Verify that high risk security areas are marked on charts as part of the passage planning process.

Verify the company has security procedures for transit through high risk security areas.

## 8 Crew Management

<b>8.1</b>	Based on a random sample, is the data in the crew qualification matrix accurate?	Yes	No	NA	NS
Comments					

Review data in crew qualification matrix. See Section 8.

<b>8.2</b>	Is the safe manning certificate signed and stamped by the relevant flag state?	Yes	No	NA	NS
Comments					

Note actual number of crew and compare with safe manning certificate.

<b>8.3</b>	If the Master has been promoted within the last 12 months, did he/she receive appropriate pre-command training?	Yes	No	NA	NS
Comments					

State training given.

Discuss with Master his/her previous training and experience.

<b>8.4</b>	Are adequate personnel on board to perform anticipated marine operations?	Yes	No	NA	NS
Comments					

Comment on the watchkeeping arrangements. How are the bridge and engine room watches manned when the vessel is operational?

Review the ship handling experience of relevant officers.

<b>8.5</b>	Does the vessel operator have a competency assessment process?	Yes	No	NA	NS
Comments					

Comment on the type of scheme in use. Is the system compliant with STCW 95?

Review evidence of the competency scheme completion if available onboard and identify where the evidence is held, if unavailable.

<b>8.6</b>	Are GMDSS requirements met with regard to sufficient qualified personnel?	Yes	No	NA	NS
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Comments
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Review as per attached current crew appendix and ensure that the nominated responsible personnel have valid certification.

<b>8.7</b>	Has provision been made to provide crew with medical and first aid training?	Yes	No	NA	NS
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Comments
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Review as per attached current crew appendix and ensure that the nominated responsible personnel have valid certification.

<b>8.8</b>	Are the crew appropriately qualified for the operations and equipment on board?	Yes	No	NA	NS
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Comments
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Note specialist qualifications, e.g. DPO, crane driver, FRC coxswain, rigging slinging and banksmen or other vessel specific requirements. Review as per attached current crew appendix.

<b>8.9</b>	Does the vessel operator have a policy to control hours worked and to minimise fatigue?	Yes	No	NA	NS
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Comments
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<b>8.10</b>	Is there evidence to confirm compliance with the company policy and regulatory requirements controlling hours of work and periods of rest?	Yes	No	NA	NS
-------------	--	-----	----	----	----

Comments
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Review evidence of compliance.

Review any breaches and reporting/management follow up.



## 10 Life Saving Appliances

<b>10.1</b>	Are all survival craft operational and defect free?	Yes	No	NA	NS
Comments					

Lifeboats should be ready for immediate use. Internally they should be clean, dry and tidy.

All small equipment should be secured and stored in lockers or watertight containers as appropriate.

Large equipment should be suitably secured.

All equipment should be readily accessible, including medicines not stowed on board.

Contents of lockers should be clearly identified.

Communications equipment, where fitted, should be operable.

Perform a random check to ensure that food and water, and pyrotechnics are in date.

Lifeboat operating instructions should be prominently displayed.

<b>10.2</b>	Are survival craft planned maintenance tasks up to date?	Yes	No	NA	NS
Comments					

Lifeboats should have been lowered as appropriate for the lifeboat type.

Engines and electrical equipment should be tested.

Lowering equipment and associated items should be operational and defect free.

Review any outstanding planned maintenance tasks.

Is there a maintenance and test schedule for lifeboat on-load release gear?

<b>10.3</b>	Are all life rafts available for immediate use?	Yes	No	NA	NS
Comments					

Casings should be in good condition.

Are life rafts stowed as per the LSA plans?

Boarding ladders should be in good condition (check for missing steps, rope deterioration and lashings where required).

Hydrostatic releases, if fitted, should be correctly attached, in good condition and in date.

Life raft operating instructions should be prominently displayed.

<b>10.4</b>	Are all life raft planned maintenance tasks up to date?	Yes	No	NA	NS
-------------	---	-----	----	----	----

Comments
----------

Review any outstanding planned maintenance tasks.  
 Life raft should have a valid inspection certificate.  
 A davit life raft launch exercise should be conducted every six months.

<b>10.5</b>	Are muster lists posted and correct?	Yes	No	NA	NS
-------------	--------------------------------------	-----	----	----	----

Comments
----------

Muster lists should be displayed and up to date; verify accuracy of muster lists against current POB.  
 Muster points should be clearly identified.

<b>10.6</b>	Are immersion suits available?	Yes	No	NA	NS
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Comments
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Where required, are there sufficient numbers and sizes of immersion suits for the crew?

<b>10.7</b>	Is the man overboard/rescue boat, where fitted, operational and defect free?	Yes	No	NA	NS
-------------	--	-----	----	----	----

Comments
----------

Crew should have received onboard training in MOB use and hazards to SOLAS requirements.  
 Personal protective equipment to be provided for all crew including head protection.  
 Check condition of spare fuel storage cans/tanks and suitability of storage location.  
 Launching apparatus should be operational and defect free.  
 Communications equipment should be operable.  
 Drills should be held at regular intervals; comment on date of last drill.

<b>10.8</b>	Are training manuals onboard describing LSA equipment and its correct operation?	Yes	No	NA	NS
-------------	--	-----	----	----	----

Comments
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Do the manuals provide equipment-specific information relevant to installed equipment?  
 Are manuals in a language understood by vessel personnel?

<b>10.9</b>	Are ship-specific life-saving equipment maintenance instructions available?	Yes	No	NA	NS
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<p>Comments</p>
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Are the manuals in a language understood by vessel personnel?

## 11 Fire Fighting Appliances

<b>11.1</b>	Is the vessel provided with fixed fire fighting equipment in accordance with applicable regulations for vessel type?	Yes	No	NA	NS
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Comments

Fire mains, pumps, hoses and nozzles should be available for use and defect free. Conduct physical inspection of a random number of hoses.

Emergency fire pump should be fully operational. Starting instructions should be clearly displayed.

International ship/shore fire connection should be readily available and its location clearly marked.

Operating instructions for fixed systems should be clearly displayed.

Crew should be familiar with operation of fixed systems.

Isolating valves in fire/foam system lines should be clearly marked and operational.

<b>11.2</b>	Is all fire fighting equipment available for use and defect free?	Yes	No	NA	NS
-------------	---	-----	----	----	----

Comments

Portable fire extinguishers should be in apparent good order with operating instructions clearly marked.

Firemen's outfits including breathing apparatus should be in good condition and ready for immediate use.

Breathing apparatus sets should be ready for immediate use with fully charged air bottles.

Sufficient fully charged spare air bottles should be available.

Is a BA air compressor available?

Note last air quality check.

Are EEBDs available, charged and crew trained?

<b>11.3</b>	Are records of fire fighting equipment maintenance available?	Yes	No	NA	NS
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Comments

Inspection records and inventory lists should be maintained and kept up to date.

Are records available to show that samples of foam compound have been tested at regular intervals?

<b>11.4</b>	Are fixed fire and gas detection systems fully operational and tested regularly?	Yes	No	NA	NS
-------------	--	-----	----	----	----

Comments

Establish operational condition of fire detection and alarm systems throughout vessel.

If a system to monitor flammable atmospheres in non-cargo spaces is fitted, are recorders, alarms and manufacturers' test procedures in order?

The inspector should comment if portable monitoring equipment is used, detailing the system of periodic sampling and record keeping.

<b>11.5</b>	Are vessel personnel familiar with the operation of fire fighting, life saving and other emergency equipment?	Yes	No	NA	NS
Comments					

Note last fire drill.

Relevant vessel personnel to be familiar with the following:

- ◆ donning and use of breathing apparatus
- ◆ location and operation of ventilation fans emergency stops
- ◆ location and operation of ventilation isolation dampers
- ◆ operation of main and emergency fire pumps
- ◆ operation of fixed fire fighting systems
- ◆ emergency fuel shut-off system
- ◆ operation of emergency steering gear
- ◆ evacuation escape routes.

<b>11.6</b>	Are measures in place to effectively isolate ventilation to enclosed spaces, e.g. engine room, accommodation, galley, storerooms?	Yes	No	NA	NS
Comments					

Vent fan stops should be operational (spot check) and clearly marked.

Closing devices should have maintenance and testing programmes in place.

<b>11.7</b>	Are vessel specific manuals and plans for fire-fighting equipment available and up to date?	Yes	No	NA	NS
Comments					

Note last updating of plans.

Do all plans have the same revision number?

Are ship-specific fire training manuals available in a language understood by crew?

Are ship-specific fire safety operational booklets available?

Are fire control plans exhibited within the accommodation and available outside the accommodation?

## 12 Pollution Prevention

<b>12.1</b>	Are SOPEP/SMPEP drills held at regular intervals?	Yes	No	NA	NS
Comments					

State interval and date of last drill.

Describe the last drill and who was involved.

<b>12.2</b>	Are arrangements in place to prevent any spillage entering the water?	Yes	No	NA	NS
Comments					

Describe the last drill and who was involved.

What pollution prevention equipment is available for immediate use?

Is there a bunkering procedure?

Anti-pollution warning notices should be posted.

Unused bunker pipeline connections, drains and vents and unused gauge stems should be suitably blanked or capped.

Suitable containment should be fitted around hydraulic deck machinery.

During fuel transfer operations, scuppers should be plugged or dammed.

Are there arrangements in place to prevent spillages from tank vents?

Bilge overboard valves should be suitably marked. Specific warning notices should be posted to safeguard against the accidental opening of bilge overboard discharge valves. Valves should be lashed and sealed.

Comment on evidence of any leaks noticed during inspection.

<b>12.3</b>	Is the bilge oily water separator/filtering system in good working order?	Yes	No	NA	NS
Comments					

Confirm that the OWS is functional.

Comment on last test and any OWS planned maintenance outstanding.

Are notices posted to warn of the dangers of the accidental opening of the overboard discharge valve?

Has the OWS been fitted with an automatic stopping device?

<b>12.4</b>	Does the vessel have a waste/garbage management plan?	Yes	No	NA	NS
Comments					

Comment on whether a plan is available onboard.

If available, comment on where the plan is located and who has responsibility for compliance.

Does the plan contain procedures for the collecting, storage, processing and disposing of garbage?

Are the garbage disposal records complete and up to date?

<b>12.5</b>	Does the vessel have a ballast water management plan?	Yes	No	NA	NS
Comments					

Is the plan approved by the relevant flag state or classification society?

<b>12.6</b>	Are oil record book(s) correctly completed and up to date?	Yes	No	NA	NS
Comments					

Are all the activities signed off by the person performing the task and is each completed page endorsed by the Master?

If any pollution incidents have occurred in the last twelve months, note how they were closed out and any preventative measures that were put in place.

Do the sludge and bilge tanks designated in Form B of the IOPP Certificate and those listed in the Oil Record Book Part I, agree?

### 13 General Appearance

<b>13.1</b>	Are there arrangements in place to address the general condition, visual appearance and cleanliness of the hull?	Yes	No	NA	NS
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Comments

Hull should be visibly free of extensive coating breakdown.

Hull should be free of fractures or indentations which may significantly weaken the structure or affect the watertight integrity.

Are all hull markings, namely vessel name, loadlines, draft marks and warning signs, correctly placed and legible?

<b>13.2</b>	Are there arrangements in place to address the general condition, visual appearance and cleanliness of the weather decks?	Yes	No	NA	NS
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Comments

Inspection of weather decks should include checking for any evidence of wastage, structural problems, collision contact or distortion from heavy weather on fore end of accommodation.

The deck should be well lit.

Chain locker doors should be firmly battened down.

Moorings and other equipment should be securely stowed.

Forecastle space, lockers and holds should be free of water.

Manual sounding points should be identified and easily opened and closed.

Non-slip surfaces should be provided on external walkways.

Ladders and walkways should be in good condition.

Check condition of wood sheathing and T-bars.

<b>13.3</b>	Are all deck openings, including watertight doors and portholes, defect free and capable of being properly secured?	Yes	No	NA	NS
-------------	---	-----	----	----	----

Comments

Bridge windows should be effectively sealed and, where vulnerable to wave action, provided with shutters.

Are vents and air pipes on freeboard deck in good condition and fitted with closing devices to prevent ingress of water?

Closing devices, packing material and locking arrangements should be complete and free of defects.

Are closing devices included in the planned maintenance system?

Securing arrangements of ends of vessel's own anchor chains, when visually accessible, are unobstructed.

Chain locker doors should firmly battened down.

<b>13.4</b>	Are there arrangements in place to address the general condition, visual appearance and cleanliness of the accommodation?	Yes	No	NA	NS
Comments					

Alleyways should be free of obstructions and areas of low headroom to be properly marked.

All exits, including escape routes, should be clearly marked.

Fittings such as central radio and TV antennas, lights, emergency lighting, domestic piping and isolation valves, should be identified and in apparent good physical condition.

Check for any improvised rigging of radio/TV aerials or antennas.

<b>13.5</b>	Are food storerooms, handling and refrigerated spaces, galleys, mess rooms and pantries clean and tidy?	Yes	No	NA	NS
Comments					

Test personnel alarms for refrigerated spaces.

Gratings or duckboards, if fitted in storerooms and refrigerated spaces, should be free from defects.

Are galley, fridge and storeroom decks clean, dry and free from defects?

Food storerooms and refrigerated spaces should be in a hygienic condition. Carry out random check of food stocks to ensure stock is being rotated and is not out of date.

Refrigerated spaces should be maintained at an appropriate temperature: frozen meat -15/-18°C, fish room -18/-25°C, veg. +2/+4°C, flour <8°C, deep freeze -18°C.

Galley extraction grills should be clean and free from grease.

Galley fire extinguishing systems should be available for immediate use and free of defects. The catering workforce should be aware of locations and means of operation.

Crockery should be free from defects which may contain contamination.

Food preparation areas should be tidy and clean.

<b>13.6</b>	Are galley personnel trained in food hygiene practices?	Yes	No	NA	NS
Comments					

State any training given.

<b>13.7</b>	Is there evidence to show that the vessel is free of animal or insect infestation?	Yes	No	NA	NS
Comments					

<b>13.8</b>	Are procedures in place to address the potential for animal or insect infestation?	Yes	No	NA	NS
Comments					

<b>13.9</b>	Is the hospital clean and tidy?	Yes	No	NA	NS
Comments					

Note how medical stores are verified and checked.  
Hospital should be ready for immediate use.  
First aid kits should be readily available.  
Hospital alarm should be in working order.  
Suitable stretcher for marine use should be available.  
Oxygen resuscitation equipment should be available for immediate use where fitted.

<b>13.10</b>	Is the vessel lighting sufficient for the operations being conducted?	Yes	No	NA	NS
Comments					

Has a lighting survey been conducted onboard?  
Has the lighting survey addressed all areas onboard including accommodation?  
Are arrangements in place to provide suitable levels of lighting to cover all vessel operations, in particular vessel access, work at height, safe navigation in all parts of the vessel, highlighting of hazards?

## 14 Bridge, Navigation and Communications Equipment

<b>14.1</b>	Is the vessel provided with operator policy statements, instructions and procedures with regard to safe navigation?	Yes	No	NA	NS
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Comments

Review the policies and procedures to ascertain if the duties of the watch standing officers are clearly defined. A copy of the policies and procedures should be on the bridge.

Does the policy cover bridge team management?

<b>14.2</b>	Does the vessel have written procedures for entry into a 500-metre zone?	Yes	No	NA	NS
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Comments

Procedure should detail what tests are conducted prior to entry.

A checklist should be in use to assist the conduct and recording of tests.

Results of tests should be reported to the appropriate installation.

<b>14.3</b>	Are vessel manoeuvring characteristics clearly displayed?	Yes	No	NA	NS
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Comments

Vessel manoeuvring characteristics should be displayed on the bridge.

<b>14.4</b>	Are auto, manual and emergency steering changeover procedures displayed?	Yes	No	NA	NS
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Comments

<b>14.5</b>	Is the deck logbook fully maintained in ink, both at sea and in port?	Yes	No	NA	NS
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Comments

Logbooks books should be checked to ensure that rough logs in pencil are not being maintained and that the logbooks are up to date, with entries properly made in ink.

<b>14.6</b>	Has the Master written his/her own standing orders and are night orders being completed?	Yes	No	NA	NS
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Comments
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Standing order and Master's night order book should be checked to ascertain that all officers are certain as to their responsibilities; whether standing orders issued by the operator are endorsed by the Master and signed by all deck officers, and whether the Master's specific instructions are supplemented by instructions contained in the night order book pertaining to situations to be encountered.

<b>14.7</b>	Have the deck officers countersigned the Master's standing orders and night orders as being read and understood?	Yes	No	NA	NS
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Comments
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<b>14.8</b>	Is the standard equipment, including bridge, communications and navigation equipment as listed in SOLAS available for use and free from defects?	Yes	No	NA	NS
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Comments
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Note any deficiencies in equipment.

<b>14.9</b>	Has a system been established to ensure that nautical publications, charts and information are both onboard and current?	Yes	No	NA	NS
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Comments
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Determine the system used to ensure that light lists, tide tables, pilot books, nautical almanac, charts catalogue and ship's routing are the current editions.

Latest notices to mariners should be onboard and dated within previous two months.

Charts in use should be appropriate for the port.

Charts should be provided for ports of refuge.

<b>14.10</b>	Is a comprehensive passage plan available for the previous voyage and did it cover the full voyage from berth to berth?	Yes	No	NA	NS
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Comments
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Note the system of passage planning in use and how the passage plan is produced, whether this is manually or by computer.

<b>14.11</b>	Is a comprehensive passage plan available for the current voyage and does it cover the full voyage from berth to berth?	Yes	No	NA	NS
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Comments	
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Passage plan should be prepared by an appropriate officer and verified by Master;  
Passage plan information should be readily available for watchkeepers' use.

<b>14.12</b>	Is gyro and magnetic compass error log maintained and up to date?	Yes	No	NA	NS
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Comments	
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Evidence should be available to show that periodic checks of navigational equipment are made at sea.  
Deviation curve(s) should be displayed.

<b>14.13</b>	Are navigation warnings and weather forecasts available?	Yes	No	NA	NS
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Comments	
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Note source, i.e. Navtex, weather facsimile or others.

<b>14.14</b>	Is radio and communications equipment available for use and free from defects?	Yes	No	NA	NS
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Comments	
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Handbook for GMDSS operations should be available.  
Are instructions for operating the digital selective calling (DSC) and satellite communications equipment in an emergency clearly displayed?  
Are the vessel's call sign and Inmarsat ship station identity clearly marked on the radio installation?  
Is a continuous listening watch maintained on VHF channel 16?  
Are officers aware of the requirements for position updating on two-way communications equipment?  
Are the periodical tests of communications equipment being carried out as required?

<b>14.15</b>	Is a satisfactory maintenance programme for radio and electronic equipment in place?	Yes	No	NA	NS
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Comments	
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Outline the maintenance programme followed, e.g. onboard maintenance by competent person or by maintenance contract, etc.

<b>14.16</b> Are GMDSS logs maintained and up to date?	Yes	No	NA	NS
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Comments
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Verify that the GMDSS log is being maintained.

## 15 Machinery Space

<b>15.1</b>	Are all items of main, auxiliary and emergency plant reported to be fully operational?	Yes	No	NA	NS
Comments					

Record those items of machinery not operational, and why.

All fluid transfer and storage systems, e.g. hydraulic oil, oil fuel, cooling water and water supplied for domestic purposes, should be leak-free.

All valves and pipelines should be identified by tagging, colour coding or similar.

Is the vessel provided with operator's instructions and procedures?

<b>15.2</b>	Is there a planned maintenance system in use?	Yes	No	NA	NS
Comments					

Note type of system in use.

Comment on the number of routines outstanding.

Manufacturers' manuals should be onboard and appropriate for the plant fitted.

All manufacturers' manuals should be in a language understood by the engineering workforce.

Is an inventory of spare parts being maintained?

Do records indicate the regular testing of equipment?

<b>15.3</b>	Is the engine logbook fully maintained in ink, both at sea and in port?	Yes	No	NA	NS
Comments					

Logbooks should be checked to ensure that they are up to date with entries made in ink.

Compare entries in the main logbook with entries in the rough log.

<b>15.4</b>	Are hot surfaces and exposed lagging free of any evidence of fuel, hydraulic or lubricating oil?	Yes	No	NA	NS
Comments					

All lagging should be free from oil, grease or other flammable contaminants and maintained without exposed hot surfaces.

Is there a programme for inspection of lagging?

Check that potential sources of ignition in the vicinity of fuel, hydraulic and lubricating oil pipes are properly insulated and shielded against spray should a pipe or hose fracture.

<b>15.5</b>	Are main switchboard, generators and critical electrical equipment protected against water spray?	Yes	No	NA	NS
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	Comments
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Risk due to water spray in the event of failure of sea water pipes including fire mains and hydrants should be assessed. If main switchboard is not located in engine control room or other protective location, note in 'comments'.

Main switchboard and generators should be protected against water spray.

Insulated decking/grating to front and rear of switchboards greater than 220v should be in place and in good condition.

Electric motors critical to the propulsion or steering of the vessel should be protected against water spray.

<b>15.6</b>	Are emergency electrical power supplies fully operational?	Yes	No	NA	NS
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	Comments
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Emergency starting arrangements should be regularly tested and proved to be operational.

Instructions should be available to maintain/restore main plant in the event of emergency.

There should be records of equipment being regularly tested.

Emergency generator fuel tank should be fully charged.

Emergency generator should be tested regularly on load – last test?

Concise starting instructions for emergency generator should be clearly displayed.

Is there a 'black start' procedure and are personnel familiar with its content?

<b>15.7</b>	Is the bilge system operational?	Yes	No	NA	NS
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	Comments
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Are the engine room bilge oily water pumping and disposal arrangements available for use?

Bilge system normal discharge should be via OWS without bypass and not directly overboard.

Are emergency bilge pumping arrangements ready for immediate use; is the emergency bilge suction clearly identified and, where fitted, is the emergency overboard discharge valve provided with a notice warning against accidental opening?

Bilge level alarms should be regularly tested and records maintained.

<b>15.8</b>	In the case of UMS vessels, are machinery alarms and engineer's alarm systems regularly tested with results recorded?	Yes	No	NA	NS
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	Comments
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Duty cycles to be clearly defined.

UMS alarms should be relayed to duty engineer's cabin and public spaces, e.g. mess room.

<b>15.9</b>	Is the steering gear/steering compartment free from defects?	Yes	No	NA	NS
Comments					

Emergency steering gear should have been tested quarterly and tests recorded – last test date?

Instructions for the changeover of steering gear from remote to local operation should be clearly displayed in steering flat.

All deck and engineer officers should be familiar with operation of steering gear in normal and emergency modes.

All steering gear hydraulic reservoirs should be charged to normal operating levels.

Communications with the bridge should be satisfactory.

The rudder angle indicator should be clearly visible at the auxiliary/emergency steering position.

Access to steering gear should be unobstructed.

The steering gear save-all should be free of spilt oil.

Are there duckboards in the steering flat?

<b>15.10</b>	Are all machinery spaces clean and free from obvious leaks?	Yes	No	NA	NS
Comments					

Comment on general condition of machinery spaces.

<b>15.11</b>	Is the necessary technical information available for safe and efficient handling of bulk cargo and ballast?	Yes	No	NA	NS
Comments					

Are transfer systems for cargo and ballast (including bulk cargo) and associated monitoring and control systems pumps fully operational?

Ballast operations should be monitored and controlled to prevent tank overflow or over pressurisation.

Engineering drawings for vessel should be readily available onboard, legible and up to date.

Valves should be clearly identified.

## 16 Mooring and Lifting Equipment

<b>16.1</b>	Are mooring practices appropriate for the size of vessel?	Yes	No	NA	NS
Comments					

Are certificates available for all mooring ropes and wires?  
 Are mooring lines flaked out to minimise tripping hazard?  
 Are mooring lines secured to bitts and not to drum ends?  
 Are spare mooring ropes available?  
 Is the vessel securely moored at berth with moorings arranged to take into account anticipated conditions?  
 Moorings should be tended regularly, especially at berths where there is a large tidal difference.

<b>16.2</b>	Is all mooring equipment available for use and defect free?	Yes	No	NA	NS
Comments					

The inspector should assess the conditions of all mooring equipment, brakes, wires and lines. Note the date when brake bands were last inspected and whether a policy is in place for testing brakes.  
 Mooring ropes should be available for use and defect free.  
 Are they stowed out of direct sunlight?  
 Fairleads, rollers, bitts and chocks should be in available for use and defect free.  
 Deadmen and roller fairleads should be well greased and free to turn with little evidence of grooving.  
 Winch seatings and connections to deck should be sound.  
 Are appropriate stoppers available?

<b>16.3</b>	Are anchors, cables and securing arrangements available for use and defect free?	Yes	No	NA	NS
Comments					

Anchor chain stoppers should be available for use and defect free;  
 Anchors should be cleared and ready for immediate use during port entry.

<b>16.4</b>	Does the company have a lifting equipment management system in place?	Yes	No	NA	NS
Comments					

Note system in use and system for quarantining equipment.  
 Is a colour-coding or alternative system in use to identify inspected lifting equipment?

Check that it is being adhered to, i.e. no evidence of wrong colour/non-coded equipment in use, that non-coded/wrong colour equipment is segregated and access to same denied.

<b>16.5</b>	Is there evidence of that the provisions of the lifting equipment management system are being adhered to?	Yes	No	NA	NS
	Comments				

Note how fixed lifting equipment is maintained.

Verify the programme for routine testing, i.e. start-up, daily, weekly and monthly checks.

<b>16.6</b>	Does the vessel have a certified cargo securing manual?	Yes	No	NA	NS
	Comments				

Is the manual carried onboard certified by appropriate authority, i.e. classification society or flag state?

## 17 Construction and Stability

<b>17.1</b>	Is a survey report file maintained onboard?	Yes	No	NA	NS
Comments					

Is the documentation available onboard? Information contained should include:

- ◆ previous repair history
- ◆ inspections by vessel personnel of structural deterioration and leakages detected in bulkheads and pipes
- ◆ condition of coatings and/or corrosion prevention systems
- ◆ a summary of the results of the tank coating surveys, including date conducted and tanks inspected. Any deficiencies or areas of substantial corrosion should be recorded.

<b>17.2</b>	Is there an approved stability book?	Yes	No	NA	NS
Comments					

Approved stability book should be available including damage stability.

<b>17.3</b>	Are procedures in place to govern vessel stability through all stages of the operation?	Yes	No	NA	NS
Comments					

The officer in charge of ballast transfer operations should understand the number of tanks that may be slack for vessel to remain stable.

Note how the officer in charge can establish stability conditions without extensive calculations.

If stability calculation program is used, verify that it has classification society approval.

Are records kept of previous loading conditions and stability calculations?

## 18 Helidecks

<b>18.1</b>	Does the vessel have a helideck?	Yes	No	NA	NS
Comments					

If yes, answer questions 18.2 to 18.7.

<b>18.2</b>	Do onboard procedures address helicopter operations?	Yes	No	NA	NS
Comments					

Is relevant regional helicopter operational guidance onboard, such as:

- ◆ ICAO Annex 14 & CAP 437
- ◆ UKOOA Guidance for the Management of Offshore Helideck Operations
- ◆ ICS Guide to Helicopter/Ship Operation
- ◆ operator procedures for helicopter operations and winching.

<b>18.3</b>	Is the helideck appropriately certified and approved?	Yes	No	NA	NS
Comments					

State in comments section what the certification covers including helicopter types.

If the vessel has been operational in another region, confirm the relevant requirements being complied with at the time of inspection.

<b>18.4</b>	Is the helideck fire-fighting equipment available for immediate use and free of defects?	Yes	No	NA	NS
Comments					

Verify the condition of the following:

- ◆ dry powder and compressed gas extinguishers
- ◆ foam extinguishing systems – has foam concentrate and mixing induction system been tested as satisfactory within the last 12 months?
- ◆ total fire protection suit (sizes available for personnel onboard), including breathing apparatus
- ◆ emergency equipment box with an inventory of equipment available. Confirm that all the equipment is accounted for.

<b>18.5</b>	Has the helideck crew been allocated and trained to an appropriate aviation authority standard under which the vessel is operating?	Yes	No	NA	NS
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Comments
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Detail the aviation authority standard.

Crew should include:

- ◆ HLO, fireman, baggage handler, fire valve attendant and loaders (if required), training records should be onboard
- ◆ note the training provided to the HLO and firemen
- ◆ drills should be held for helicopter deck crew and records kept.

<b>18.6</b>	Is there a formal procedure for briefing passengers?	Yes	No	NA	NS
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Comments
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Briefing should include:

- ◆ who is in charge
- ◆ approach to helicopter
- ◆ correct clothing to be worn and securing of loose articles
- ◆ emergency procedures/exits
- ◆ DVDs for varying types of helicopters to be onboard, a note should be made of the DVD supplier.

<b>18.7</b>	Are appropriate checks made before helicopter arrival?	Yes	No	NA	NS
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Comments
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Verify that the records exist of checks taking place and that it includes:

- ◆ deck and surrounds clear of loose article
- ◆ helideck net in good condition and correctly tensioned
- ◆ crane stowed and secured
- ◆ work boat and covers lashed
- ◆ fire fighting equipment ready
- ◆ lighting working
- ◆ communications working
- ◆ baggage weighing equipment calibrated and ready for use.