A tool developed by RINA to assist owners prepare their
ships for port State control inspections

PSC Self-Assessment Checklist

for use by on-board personnel

NOVEMBER 2016
THIRD EDITION

SHIP'S NAME:

APPLIED ON:

BY:

SIGNATURE:

The Pre-Arrival Checklist does not in any way replace or cover the scope of class and/or statutory surveys carried out by RINA, the flag State or by RINA on behalf of the flag State. It is not exhaustive and contains those items which according to the information in RINA possession are more frequently inspected and/or found defective during port State control inspections. It is given for guidance only. Its completion is not a requirement of RINA nor is it required by the flag State or any port State. Its use does not exempt the owner from the application of routine on-board maintenance procedures and operations. It does not exempt RINA from checking the same items during class and statutory surveys. RINA declines all responsibility for any damage derived from the use of the Pre-Arrival Checklist.

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INSTRUCTIONS FOR USE

GENERAL

The items listed in this guide are items that have been identified as top ground for detention items on board RINA classed vessels.

The aim of this guideline is to support ship owners in minimizing the risk of detention of the ship by checking most common deficient items.

This guide should not be considered as substitute of maintenance and periodical checks required by international and national regulations, it is recommended that the on-board personnel apply the Self-Verification Checklist regularly every one or two months.

If an item is found defective due to a voyage damage, it is recommended that this is promptly managed and explicitly indicated in the ship's logbook. PSC of the port of call is to be promptly informed with details of the circumstances, the damage suffered, temporary measures and notification to flag Administration.

Voyage damages if not promptly communicated to the PSC of the port of call can cause the detention of the ship.

USE OF CHECKLIST

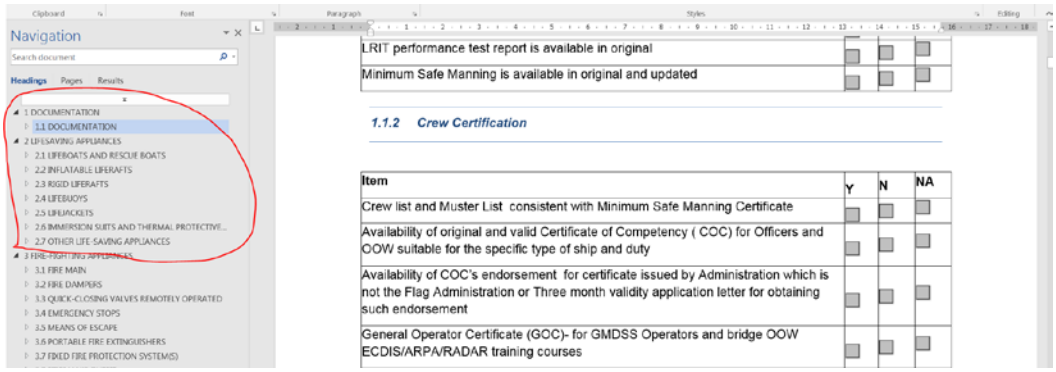
FILLING IN FORMS

If the on-board personnel are unable to rectify an unsatisfactory item, the relevant "N" box in the checklist should be crossed.

For each "N" box crossed, it is recommended that an entry be made in the ship's logbook. Notes on items "N" checked can be entered in narrative final page

NAVIGATION IN FORM

Clicking on left menu the user can navigate the document going directly to the section selected.



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1 DOCUMENTATION

1.1 DOCUMENTATION

1.1.1 Ships Certificates - List in Annex 1

Item	Y	N	NA
Valid Class certificate	☐	☐	☐
Valid Statutory certificates	☐	☐	☐
Availability of original and valid certificates	☐	☐	☐
Endorsement for periodical surveys within ranges date including last two dry-dock surveys on safety construction certificate	☐	☐	☐
Consistency of data and figures between certificates	☐	☐	☐
ESP File for Oil Tankers, Chemical Tankers and Bulk Carrier is available on board	☐	☐	☐
LRIT performance test report is available in original	☐	☐	☐
Minimum Safe Manning is available in original and updated	☐	☐	☐

1.1.2 Crew Certification

Item	Y	N	NA
Crew list and Muster List consistent with Minimum Safe Manning Certificate	☐	☐	☐
Availability of original and valid Certificate of Competency (COC) for Officers and OOW suitable for the specific type of ship and duty	☐	☐	☐
Availability of COC's endorsement for certificate issued by Administration which is not the Flag Administration or Three month validity application letter for obtaining such endorsement	☐	☐	☐
General Operator Certificate (GOC)- for GMDSS Operators and bridge OOW ECDIS/ARPA/RADAR training courses	☐	☐	☐
Certificate of Proficiency in survival craft, rescue boats and fast rescue boat	☐	☐	☐
Training courses: basic – advanced - specialized	☐	☐	☐

1.1.3 Lifesavings/ Firefighting

Item	Y	N	NA
Servicing certificates for lifesaving appliances (lifeboats, liferafts, immersion suits etc..) are available and are not expired	☐	☐	☐

Servicing certificates for fixed and portable fire-fighting equipment are available and not expired: • Fixed CO2/Foam/powder systems • Fire extinguishers • EEBDs and • Breathing apparatus	☐	☐	☐

1.1.4 Bunker

Item	Y	N	NA
Bunker delivery notes with Sulphur content are available and with a sulphur percentage compatible with the voyage area	☐	☐	☐

1.1.5 Manuals - List in Annex 2

Item	Y	N	NA
Availability on board as appropriate	☐	☐	☐
Manuals drafted specific for the ship	☐	☐	☐
Valid approval of manuals by current Flag Administration	☐	☐	☐
The following instructions are available: • Firefighting systems • Steering gear • Autopilot • Emergency stops, quick closing valves and emergency generator • Launching appliances	☐	☐	☐
Required copy of manuals available on board and distributed as necessary	☐	☐	☐

1.1.6 Logbook and Record Books entries - List in Annex 3

Item	Y	N	NA
Oil record book is properly filled in and countersigned	☐	☐	☐
Drills, maintenance and inspections are properly recorded with requested periodicity	☐	☐	☐
Ship working language is recorded in the Log Book	☐	☐	☐

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2 LIFESAVING APPLIANCES

2.1 LIFEBOATS AND RESCUE BOATS

2.1.1 General examination

Item	Y	N	NA
Number and type in accordance with Record E (SE)	☐	☐	☐
Rescue boat included in the number of lifeboats	☐	☐	☐
Lifeboat properly marked: dimension – capacity –name & port of registry – call sign (on top only for partially enclosed and closed type)	☐	☐	☐
Hull –drain valves – grab line – handrail - lifeline - skates –hook or suspension eye – rigid cover – painters – thwarts - side benches - crutch holes - gunwales	☐	☐	☐
Stern frame, rudder stock and blade, gudgeons, pins, tiller and associated fittings	☐	☐	☐
Propeller , shafting, gear with clutch	☐	☐	☐
Buoyancy compartments water tight and secured to the boat	☐	☐	☐
Retro-reflective material fitted on top of the gunwale, on the outside of the hull, on the bottom, on top of rigid cover	☐	☐	☐
Lifeboat ready for use, neat with equipment properly stowed	☐	☐	☐
Condition of bilge pump: suitable suction and delivery pipe provided.	☐	☐	☐
Thorough examination of support of suspension hook/eye or release mechanism and relevant connection to the hull: wastage, pitting corrosion, loose bolt, thinned or deformed brackets	☐	☐	☐
Release mechanism including relevant remote control system Offload/On Load Type (*) (*) delete as appropriate	☐	☐	☐
Release mechanism operating instruction played including on load release activation and interlock	☐	☐	☐
Release mechanism reset properly and ready for use	☐	☐	☐
Availability and maintenance condition of oars	☐	☐	☐
Completeness and good maintenance condition of lifeboat equipment [List in annex 4]: • Food ration • Water • parachute	☐	☐	☐
Canopy and relevant stanchion for open type lifeboat	☐	☐	☐
Expiry date of food rations, water and distress signals as follows: • Food ration • Water • Parachute flare • Hand flare • Smoke signals	☐	☐	☐

Lifeboat engine and relevant foundation, casing including spare and tool for minor adjustments	☐	☐	☐
Exhaust gas pipe on board and insulated as necessary	☐	☐	☐
Starting device: manual crank/ battery (*) (*) delete as appropriate	☐	☐	☐
Fuel tank and supply line	☐	☐	☐
Availability of suitable amount of fuel for the requested autonomy (24h)	☐	☐	☐
Breathing air bottles in good condition and charged: pressure gauge indication (for tankers only)	☐	☐	☐
Water spray system in order: pump condition – pump clutch – sea chest valve – spray piping and nozzles (for tankers only)	☐	☐	☐
Operating instruction and IMO Symbols	☐	☐	☐
Fitting for recharging starting and service batteries	☐	☐	☐

2.1.2 Operational tests

Item	**Y**	**N**	**NA**
Engine and propeller operational test ahead/astern	☐	☐	☐
Operational test of the rudder	☐	☐	☐
Operational test of the bilge pump	☐	☐	☐

2.1.3 Launching appliances

Item	**Y**	**N**	**NA**
Review of service chart for last inspection carried out pursuant Reg. III/20.11(Annual Thorough Examination and test)	☐	☐	☐
Visual examination of davits: foundation and connection to deck – head of arms – greasing point: no wastage of arms' plating especially in the area underneath the pulleys, no wastage on basement and connecting brackets – no deformation	☐	☐	☐
Visual examination of sheaves and blocks: free movement - no wastage on blocks plate – no crack or fracture on pulleys and sheaves - no loose or worn out pins	☐	☐	☐
Visual examination of davit winches: casing – connection to deck – wire drum- brake lever – self lowering device (if fitted)	☐	☐	☐
Falls in good condition and properly wound on the winch drum: broken wirer – oxidation - loose wires - distortion	☐	☐	☐
Period from last fall renewal not exceeding 5 years	☐	☐	☐
Launching instruction displayed	☐	☐	☐

2.1.4 Embarkation arrangement

Item	Y	N	NA
General condition of side ropes and steps	☐	☐	☐
Proper and sound connection to the ship	☐	☐	☐
Adequate length to reach the water (10°Trim & 20°List)	☐	☐	☐
Means to prevent discharge of water onto the crafts	☐	☐	☐
Lighting supplied by emergency source of power at Muster station, Embarkation station and areas of water onto which the crafts will be launched	☐	☐	☐
IMO symbols Green and Blue series	☐	☐	☐

2.1.5 Inventory - List in Annex 4 and Annex 5

Item	Y	N	NA
Lifeboat equipment complete, in good order and properly stowed	☐	☐	☐
Rescue boat equipment complete, in good order and properly stowed	☐	☐	☐

2.2 INFLATABLE LIFERAFTS

2.2.1 Visual Examination

Item	Y	N	NA
Number and type in accordance with Record E (SE)	☐	☐	☐
Visual examination of embarkation arrangements: embarkation ladder – emergency lighting	☐	☐	☐
IMO Symbols Green and Blue series	☐	☐	☐
Stowage conditions	☐	☐	☐
Marking of container: • Maker's name • Serial number • Approval authority • SOLAS • Type of emergency pack • Date of last service • Length of painter • Mass of the packed liferaft, if greater than 185 kg; • Max. permitted height of stowage above waterline • Launching instruction	☐	☐	☐
Proper lashing and hydrostatic release unit	☐	☐	☐
Weak link properly fitted to ensure inflation and free floating of liferaft	☐	☐	☐

Stowage area within the reach of the launching appliance (for launchable type only)	☐	☐	☐
Easy side to side transfer when foreseen: no obstruction	☐	☐	☐

2.2.2 Servicing

Item	Y	N	NA
Last service date and availability of service report chart (12 month with possible max. extension up to 17 months)	☐	☐	☐
Expiration date or last service date of hydrostatic release unit	☐	☐	☐

2.3 RIGID LIFERAFTS

2.3.1 Visual examination

Item	Y	N	NA
Number and type in accordance with Record E (SE)	☐	☐	☐
Overall condition of liferaft (absence of cracks, defects and wear particularly in proximity of cradles)	☐	☐	☐
Retro-reflective material fitted	☐	☐	☐
Lashings and fast release hook	☐	☐	☐
Condition of hydrostatic release unit	☐	☐	☐
Stowage conditions	☐	☐	☐
Marking of container: • Name and port of registry of the ship • Maker's name • Serial number • Approval authority • Number of persons is permitted to accommodate • SOLAS • Type of emergency pack • Length of painter • Max. permitted height of stowage • Launching instruction	☐	☐	☐

2.3.2 Servicing

Item	Y	N	NA
Expiration date or last service date of hydrostatic release unit	☐	☐	☐

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2.4 LIFEBUOYS

2.4.1 Visual examination

Item	Y	N	NA
Number and type in accordance with Record E (SE)	☐	☐	☐
Location and type in accordance with Safety Plan	☐	☐	☐
Marking: Type Approval, MED, name of the vessel	☐	☐	☐
Retro-reflective material fitted	☐	☐	☐
Check and test self-igniting lights	☐	☐	☐
Buoyant line properly attached (30 m length)	☐	☐	☐
Man overboard self-activating light and smoke signal in proper order and not expired	☐	☐	☐
Man overboard quick release mechanism from the bridge wings in order and operable	☐	☐	☐

2.5 LIFEJACKETS

2.5.1 Visual examination

Item	Y	N	NA
Number and type in accordance with Record E (SE)	☐	☐	☐
Marking: Type Approval, MED, name of the vessel	☐	☐	☐
Proper stowage and condition	☐	☐	☐
Retro-reflective material and whistle fitted	☐	☐	☐
Check and test self-igniting lights	☐	☐	☐
Required number of lifejacket for children(10% of passengers on board)	☐	☐	☐
Sufficient number of extra size jacket or devices to adapt the standard ones	☐	☐	☐

2.6 IMMERSION SUITS AND THERMAL PROTECTIVE AIDS

2.6.1 Visual examination

Item	Y	N	NA
Number in accordance with Record E (SE)	☐	☐	☐
Pressure test carried out according to flag administration requirements not expired	☐	☐	☐
Marking: Type Approval, MED	☐	☐	☐
Retro-reflective material fitted	☐	☐	☐

Proper stowage and condition	☐	☐	☐

2.7 OTHER LIFE-SAVING APPLIANCES

2.7.1 Parachute rockets

Item	Y	N	NA
No.12 parachute rockets in addition to those provided in lifeboats; expiration date not overdue	☐	☐	☐

2.7.2 Line-throwing appliance

Item	Y	N	NA
Line-throwing appliance with at least 4 charges and lines : expiration date not overdue	☐	☐	☐

2.7.3 Radar transponders

Item	Y	N	NA
No.2 placed on the bridge	☐	☐	☐
Battery expiration date not overdue	☐	☐	☐
Operational test in accordance with the manual	☐	☐	☐

2.7.4 Two-way VHF - Apparatus for survival craft

Item	Y	N	NA
No. 3 sets of portable two-way vhf radiotelephone apparatus compliant with performance standards for survival craft	☐	☐	☐
Operation on Channel 16	☐	☐	☐
Expiry date of battery not overdue, battery charger available	☐	☐	☐

3 FIRE-FIGHTING APPLIANCES

3.1 FIRE MAIN

3.1.1 Fire Plan

Item	Y	N	NA
Up to date fire plan specific for the ship permanently displayed	☐	☐	☐

Availability of plan stowed in weather tight container outside accommodation	☐	☐	☐
Plan filed in language required by Administration: working language with translation in English or French if different	☐	☐	☐
Use of IMO symbols	☐	☐	☐

3.1.2 Emergency fire pump

Item	**Y**	**N**	**NA**
Location in accordance with Fire Plan	☐	☐	☐
Operating instruction displayed	☐	☐	☐
Access and pump room neat and in order: no obstruction and ready for use	☐	☐	☐
Identification of sea chest valve and relevant control: local / remote (*) (*) delete as appropriate	☐	☐	☐
Electric power supply: connection to emergency switchboard – breaker in order and labelled	☐	☐	☐
Motor driven pump: • Fuel tank: level gauge – quick closing valve/ remote closing device – fuel distribution – flexible hoses • Fuel availability: three hours autonomy plus additional fuel for 15 h should be available on board • Starting system by compressed air: bottles and recharging system and distribution line – air dryer if fitted • Starting system by battery: record of battery checks – battery charger • Exhaust gas pipe tight and properly insulated: no gas leakage, no hot spots	☐	☐	☐
Priming system for low water column head on suction line	☐	☐	☐
Pressure gauges fitted on both suction and delivery pipe and in working condition	☐	☐	☐
Crew familiar with pump operation	☐	☐	☐
Test of emergency fire pump	☐	☐	☐

3.1.3 Main fire pump(s)

Item	**Y**	**N**	**NA**
Fire pumps in working condition	☐	☐	☐
Fire pump connections properly bolted and valves identified	☐	☐	☐
Pressure gauges on suction and delivery in working condition	☐	☐	☐
Working test of all pumps designated as fire pump: adequate delivery pressure, evaluation of leakage from shaft seal, evaluation of vibration	☐	☐	☐
Proper operation of dual jet nozzles: spray and jet mode.	☐	☐	☐

3.1.4 Fire main

Item	Y	N	NA
Proper general maintenance and condition.	☐	☐	☐
Indication and marking [IMO Symbols]	☐	☐	☐
Accessibility: no obstruction – ready for use	☐	☐	☐
Examination of piping and fittings on exposed deck as well as within accommodation, engine room and service spaces.	☐	☐	☐
Piping fully bolted: no leakages from pipe and hydrants	☐	☐	☐
Absence of unauthorized temporary repair, i.e. cement boxes – clamps – plaster or metallic filler.	☐	☐	☐
Number and location of hydrants and fire hosed as per fire plan and clearly marked with IMO symbols	☐	☐	☐
Insulation valve to engine room in order and clearly marked	☐	☐	☐
Insulation valves on main deck line at each 40 m (Tankers only)	☐	☐	☐
Fire hoses size [Diam. and Length] and integrity [material and end fittings]	☐	☐	☐
Nozzles in good condition with proper coupling type. In general only one type of connection is allowed.	☐	☐	☐
Fire hose boxes in good condition, well supported, clearly colored and marked, complete with proper set of hose, nozzle and spanner key.	☐	☐	☐
Hydrants clearly colored and marked; complete with spindle wheel or handle.	☐	☐	☐
Comprehensive working test checking jet from at least two hoses as spread as possible	☐	☐	☐
Check fire hydrants, hoses and nozzles under pressure (no leakage)	☐	☐	☐

3.1.5 International shore connection

Item	Y	N	NA
Availability on board	☐	☐	☐
Location clearly marked and in accordance with fire plan	☐	☐	☐
One gasket packing available	☐	☐	☐
4 bolts (16mm diameter, 50mm in length) and 8 washers available	☐	☐	☐

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3.2 FIRE DAMPERS

3.2.1 General examination

Item	Y	N	NA
Flap and relevant rod in order – rod properly fit in its support	☐	☐	☐
Flaps, multiple fin flaps and disks free to move and closing properly	☐	☐	☐
Lever, screwed wheel and wire control properly connected and to assure proper working condition	☐	☐	☐
Remote pneumatic or hydraulic control in proper working condition, pistons in place and properly connected– no fluid leakage	☐	☐	☐
Position indication clearly marked: Open - Closed	☐	☐	☐
Casing of free standing damper in order and tight: no holes – no wastage – proper connection to deck	☐	☐	☐
Hinged cover type damper: • Cover properly fitted with hinges and dogs • Cover free to move and closing properly – no deformation • Gasket in place and in good condition	☐	☐	☐

3.2.2 Operational test

Item	Y	N	NA
Operational test of all disk type and flap type dampers including those fitted on funnel	☐	☐	☐
Operational test of all hinged dampers including those fitted on cargo hold hatch coaming, as applicable	☐	☐	☐

3.3 QUICK-CLOSING VALVES REMOTELY OPERATED

3.3.1 General examination

Item	Y	N	NA
Location of remote control in accordance with fire plan	☐	☐	☐
Operating instruction specific for the system and properly displayed including legend for valves identification	☐	☐	☐
Type of remote control: hydraulic/pneumatic/wire (*) (*) delete as appropriate	☐	☐	☐
Availability of driving fluid and proper storage: hydraulic oil/compressed air (*) (*) delete as appropriate	☐	☐	☐
Wire in sound condition: pulley greased and free to rotate.	☐	☐	☐

Valves properly connected to actuating system: no fluid leakage – no loose wire (*) (*) delete as appropriate	☐	☐	☐
Local control fitted in place and in working condition	☐	☐	☐
Valve and closing device are free from obstruction, neither blocked nor tied and ready for use	☐	☐	☐

3.3.2 Operational test

Item	Y	N	NA
Test of closing device and reset mechanism	☐	☐	☐

3.4 EMERGENCY STOPS

3.4.1 General examination

Item	Y	N	NA
Location of emergency stops in accordance with fire plan (outside E. R.)	☐	☐	☐
Operating instruction specific for the system and properly posted including legend for identification of users: • ventilation • supply pump (*) • transfer pump (*) • purifier (*) • draught fan • boiler burner (*) for oil fuel and, for keel laid > 01/07/2002, also for lub & thermal oil	☐	☐	☐

3.4.2 Operational test

Item	Y	N	NA
Test of emergency stops	☐	☐	☐

3.5 MEANS OF ESCAPE

3.5.1 General examination

Item	Y	N	NA
Escape routes free from obstructions	☐	☐	☐
Escape route lighted by emergency source of power	☐	☐	☐
Escape routes clearly identified and marked (IMO symbols Green series)	☐	☐	☐

Steps and handrails in good condition	☐	☐	☐

3.6 PORTABLE FIRE EXTINGUISHERS

3.6.1 General examination

Item	Y	N	NA
Number and type in accordance with fire plan	☐	☐	☐
Location in accordance with fire plan	☐	☐	☐
Location clearly identified and marked with IMO symbols Red series	☐	☐	☐
Extinguisher stowed and rigged in position and ready for use	☐	☐	☐
Verification of the condition of cylinders (no corrosion)	☐	☐	☐
Hoses and nozzles in good condition	☐	☐	☐
Cylinders provided with service label	☐	☐	☐
Fire extinguishing medium and or charge in due course of validity	☐	☐	☐

3.7 FIXED FIRE PROTECTION SYSTEM(S)

3.7.1 General examination

Item	Y	N	NA
Location of control station as per fire plan; access free from obstruction	☐	☐	☐
Operating instruction displayed and specific for the system	☐	☐	☐
Control and actuators clearly marked, accessible and ready for use	☐	☐	☐
Mechanical ventilation (exhaust) in working condition, when fitted	☐	☐	☐
Room clean and neat: no stuff stored inside	☐	☐	☐
Lighting, supplied by emergency source of power, in working condition with all bulbs in place	☐	☐	☐
Means of communication	☐	☐	☐

3.7.2 CO2 High Pressure system

Item	Y	N	NA
Condition of cylinders, manifold and discharge line: securely supported, fully bolted, no corrosion	☐	☐	☐
Bottles connected to manifold and secured to the bottle rack	☐	☐	☐
Flexible hoses in order: no superficial crack – no sharp bent	☐	☐	☐

Remote release device: wire or CO2/Nitrogen gas system] (*) delete as appropriate	☐	☐	☐
Local and remote release device fitted to ensure the proper sequence of activation including interlock between opening of distribution valve and of bottles discharge	☐	☐	☐
Time delay device: mechanical lock (screw) or CO2 Nitrogen gas system (small capacity bottle with rupture disk) (*) delete as appropriate	☐	☐	☐
Pre discharge alarm	☐	☐	☐
Date of last content check and hydrostatic test not overdue	☐	☐	☐

3.7.3 CO2 Low Pressure system

Item	**Y**	**N**	**NA**
Insulation of CO2 vessel in order and protected. No cold spot	☐	☐	☐
Level gauge, pressure gauge and thermometer to check CO2 content in working condition	☐	☐	☐
Foundation of vessel not wasted	☐	☐	☐
Deck plating underneath the CO2 vessel dry and not wasted	☐	☐	☐
CO2 compressor in working condition and ready to use	☐	☐	☐
Test of automatic start and stop switch by pressure gauge	☐	☐	☐

3.7.4 Low Expansion Foam System

Item	**Y**	**N**	**NA**
Container for foam in order fitted with means to check the amount of foam stored inside	☐	☐	☐
Requested quantity of foam liquid stored in the tank	☐	☐	☐
Foam liquid mixer adjusted for the proper percentage of mixture: 3% or 6%	☐	☐	☐

3.7.5 High Expansion Foam System

Item	**Y**	**N**	**NA**
Foam generator in order and properly connected to sea water and foam lines	☐	☐	☐
Dampers on discharge duct in working condition	☐	☐	☐
Remote control panel and switchboard in order and properly labelled	☐	☐	☐

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3.8 FIREMAN'S OUTFIT

3.8.1 General examination

Item	Y	N	NA
Two sets each consisting of personal equipment and breathing apparatus available 4 sets available on oil tankers, chemical tankers and gas tankers < 5000 m3 5 sets available on gas tankers > 5000 m3	☐	☐	☐
Each set stored in accordance with Fire Plan: location as widely separated as possible	☐	☐	☐

3.8.2 Personal equipment

Item	Y	N	NA
Protective clothing available	☐	☐	☐
Boots and gloves available	☐	☐	☐
Rigid helmet available	☐	☐	☐
Electric safety lamp available (minimum burning period 3 hours)	☐	☐	☐
One axe available	☐	☐	☐
Fireproof lifeline and snap hook available	☐	☐	☐

3.8.3 Breathing apparatus

Item	Y	N	NA
Self-contained compressed air operated breathing apparatus	☐	☐	☐
Spare charges available and or recharging compressor	☐	☐	☐
Smoke helmet or smoke mask with air pump and air hose available (as an alternative to the self- contained compressed air operated breathing apparatus)	☐	☐	☐

3.9 PAINT LOCKER

3.9.1 Deck area < $4m^2$

Item	Y	N	NA
Portable fire extinguishers (CO_2 or dry chemical powder) available near accesses	☐	☐	☐

3.9.2 Deck area > 4m^2

Item	Y	N	NA
Fixed fire extinguishing system operated from outside the locker fitted	☐	☐	☐

3.9.3 Electrical equipment

Item	Y	N	NA
Lighting fittings, fire detector, heating appliances, ventilator motors inside the paint locker of explosion- proof safe type (ships built on or after 1.9.84)	☐	☐	☐

3.10 FIRE DOORS

3.10.1 General examination

Item	Y	N	NA
Fire doors are in proper condition with self-closing system properly working as per fire control plan	☐	☐	☐
For doors provided with magnet disenergization of magnet was satisfactorily tested	☐	☐	☐
When the door closes it is properly closing with latching (i.e. engaging the locking pin)	☐	☐	☐
Fire doors are not tied back with hooks	☐	☐	☐

3.11 FIXED FIRE DETECTION SYSTEM

3.11.1 General examination

Item	Y	N	NA
Fire detection system is properly working and no faults are indicated on fire detection panel	☐	☐	☐
No loops are disabled	☐	☐	☐

3.12 INERT GAS SYSTEM (for oil tankers only)

3.12.1 General examination in ER

Item	Y	N	NA
Up take valves (for flue gas system) – discharge and recirculation valves in order and with remote control (pneumatic) in order: no leakage	☐	☐	☐
I.G. Fans (at least two) in working condition	☐	☐	☐

Scrubber water supply by at least two pumps; sight glass in order and not blinded	☐	☐	☐
Fixed oxygen analyzer provided with span gas for calibration	☐	☐	☐
I.G. generator (if fitted) in good order including built in burner, ventilator and scrubber	☐	☐	☐
Control instrument , including alarm sensor fitted and in working condition	☐	☐	☐

3.12.2 General examination on Main Deck

Item	Y	N	NA
I.G. line on main deck in order: no corrosion, no holes, no unauthorized repair (soft patch, clamps)	☐	☐	☐
Deck seal in order with no leakage	☐	☐	☐
Mechanical automatic non return valve in place after deck seal	☐	☐	☐
P/V Breaker filled in (glycol) and provided with level indicator	☐	☐	☐
Delivery line to cargo tank fitted with valve provided with suitable means of locking	☐	☐	☐
Shore connection provided with blank flange fully bolted and clearly marked	☐	☐	☐
Portable oxygen analyzers available and in working condition: calibration record	☐	☐	☐

3.12.3 Control Room Panel

Item	Y	N	NA
Synoptic control panel in working condition: lamps, lamp test function , alarm buzzer	☐	☐	☐
IG content and I.G. pressure recorder: paper and ink available	☐	☐	☐

3.12.4 Working test

Item	Y	N	NA
Test of system including check of alarm and safety devices: system trip – automatic switch to recirculation mode	☐	☐	☐
Check the proper setting of alarms	☐	☐	☐
Check of proper working condition of recorder	☐	☐	☐
Check proper working condition of automatic control of valves	☐	☐	☐

4 LOAD LINE APPLIANCES

4.1 MAIN DECK

4.1.1 Exposed decks

Item	Y	N	NA
General condition in order: no leakages from piping - no wasted portion of exposed deck and superstructure	☐	☐	☐
Absence of deformation and buckling	☐	☐	☐
Stiffening system, when fitted externally, well connected to plating, free from deformation	☐	☐	☐
Decks properly maintained and painted	☐	☐	☐
Plating free from oily residues	☐	☐	☐
No obstruction in passage ways, no stuff stored on open deck (i.e. empty drums, disposed machinery parts, pipe and plates) especially in service area such as mooring station – manifold – fire hydrants – hatch cover maneuvering control	☐	☐	☐

4.2 HATCHES

4.2.1 Hatch coamings

Item	Y	N	NA
Hatch coaming in sound condition: no holes – no wasted areas	☐	☐	☐
Coamings stiffening system and stays in order: no deformation - no wastage – no thinned edges- proper connection to deck	☐	☐	☐
Hatch coaming's top flat bar including compression bar and gutter in good order: no deformation – no wastage i.w.o. cleat/securing device penetration and i.w.o. wheel track – no occlusion of gutter and drain hole – compression bar in place and connected – cover stopper in sound condition	☐	☐	☐
Cargo hold ventilator fitted with weather tight cover: cover not deformed – gasket in place and in good condition – hinges and dogs in working condition and greased	☐	☐	☐

4.2.2 Hatch covers

Item	Y	N	NA
Hatch cover overall condition and weather tightness: no holes on top and side plating – no wasted areas - no buckling – no notch damage – no soft patches	☐	☐	☐
Internal stiffening in order: no detachment/deformation – no thinned edge	☐	☐	☐
Gasket and relevant containment : longitudinal and transversal	☐	☐	☐
Closing and securing device: rod cleats available, fitted in place	☐	☐	☐
Wheels and relevant support: pin and bush in order and greased – wheels neither cracked nor deformed – wheels not loose	☐	☐	☐
Hinges and relevant support between hatch covers' panels	☐	☐	☐
Hatch covers operated by hydraulic pistons:	☐	☐	☐

• tightness of hydraulic pistons and piping: no leakage - sound connection of the pistons with both ship structure and hatch cover - no crack – no wastage – no deformation			
Hatch covers operated by chain: • chain links in good condition: no excessive wear / deformation - connection to hatch cover • maintenance and working condition of air/hydraulic capstan	☐	☐	☐

4.3 AIR PIPES AND VENTILATORS

4.3.1 Air pipes

Item	Y	N	NA
Air vent in good condition: connection to deck – no wastage - no holes – heads in order and efficient.	☐	☐	☐
Verification of effectiveness of means of closure	☐	☐	☐
Identification of tanks served	☐	☐	☐
Spill containment box and flame net for air vents fitted on tanks intended for flammable liquid	☐	☐	☐
Examination and test of P/V valves fitted on cargo tanks: both pressure and vacuum device not stuck and free to move	☐	☐	☐

4.3.2 Ventilators

Item	Y	N	NA
External examination: no corrosion – no soft patchs	☐	☐	☐
Verification of effectiveness of means of closure	☐	☐	☐

4.4 OPENINGS

4.4.1 Access hatchways

Item	Y	N	NA
Overall condition and weather tightness of coamings and covers: no corrosion – no deformation – no thinned edge	☐	☐	☐
Gasket in place and efficient: containment in order	☐	☐	☐
Hinges, rods and dogs in place and operational: not seized – free to move connection to deck in sound condition	☐	☐	☐

4.4.2 Doors and windows

Item	Y	N	NA
Doors in proper maintenance condition without deformation and weather-tight	☐	☐	☐
All handle, hinges, dogs and wedges in place, in order and greased	☐	☐	☐
Gasket in place and relevant containment in order	☐	☐	☐
Windows in place and weather tight: no cracks – no patches	☐	☐	☐
Availability of shield as requested	☐	☐	☐
Closed type window on superstructure front bulkhead and within three meter from cargo area (for tankers only)	☐	☐	☐

4.4.3 Manholes and flush scuttles

Item	Y	N	NA
General examination: no corrosion - no deformation	☐	☐	☐
All bolts and nuts in place	☐	☐	☐
Identification of space served	☐	☐	☐

4.5 PROTECTION OF THE CREW

4.5.1 Handrails and bulwarks

Item	Y	N	NA
Bulwark in good condition: no deformation – no stays bracket cracked, detached or wasted	☐	☐	☐
Winches at mooring station fitted with platform and handrail: oil drip trays in place and clean – no oil residues	☐	☐	☐
Fairleads and rollers in order, free to rotate and greased	☐	☐	☐
Ladder with steps and handrail in good condition	☐	☐	☐
Handrails continuous without interruption complete with courses in satisfactory condition: non wastage - no missing stanchions - no deformation jeopardizing efficiency	☐	☐	☐
Access to bow in proper condition: catwalk and lane on main deck with anti-slippery surface.	☐	☐	☐

5 MACHINERY

5.1 General

5.1.1 Steering gear

Item	Y	N	NA
Steering gear room neat and in order: no obstruction -spare, tool, rope properly stowed and rigged as necessary	☐	☐	☐
Floor free from oily residues	☐	☐	☐
No hydraulic oil leakage from steering gear and hydraulic oil storage tank	☐	☐	☐
Low level alarm for hydraulic oil tank	☐	☐	☐
Anti-slippery floor or grating and handrails i.w.o. steering gear	☐	☐	☐
Instruction for emergency and local control displayed	☐	☐	☐
Means of communication with bridge	☐	☐	☐
Heading information (Keel laid > 01/02/1992)	☐	☐	☐
Test of emergency steering gear including test of communication system	☐	☐	☐
Correspondence of bridge and local rudder angle indicators	☐	☐	☐
Test of loss of power and oil low level alarm with repetition on bridge	☐	☐	☐

5.1.2 E.R. Cleanliness

Item	Y	N	NA
Bilges dry and clean – no rags – no spool pipes abandoned	☐	☐	☐
Bilge wells and bilge suctions free from obstruction	☐	☐	☐
Bilge alarm sensor in place and operational	☐	☐	☐
Flooring, platform including ladder clean and free from oily and slippery residues	☐	☐	☐

5.1.3 E.R. Outfitting

Item	Y	N	NA
Engine room neat and in order	☐	☐	☐
No obstruction on passage ways	☐	☐	☐
Spares and tool properly stowed and rigged as necessary	☐	☐	☐
Electrical panel and distribution boxes properly supported and complete with cover and closing devices	☐	☐	☐
Ceiling light in place with bulb and cover	☐	☐	☐
Smoke and fire detector properly fitted with sensor	☐	☐	☐
Ventilation duct with relevant grating	☐	☐	☐
No flexible hoses connected and in use	☐	☐	☐

Hydrants with no leakage	☐	☐	☐
Fire hoses – nozzle and spanner key in place	☐	☐	☐
Poster and symbols displayed: IMO red and green series	☐	☐	☐
Engines' control instrument fitted in place and in working condition: Pressure gauges – thermometer – rpm counter	☐	☐	☐
Pressure gauges fitted on suction and delivery pipe of pumps	☐	☐	☐
Boiler's instrument control: steam pressure gauges – fuel oil pressure gauged – steam temperature – water level indicator	☐	☐	☐
Electrical starter panel with amperometer – voltmeter in working condition	☐	☐	☐
Exhaust gas pipes of internal combustion engines and boilers properly insulated: no gas leakage – no hot spot	☐	☐	☐

5.1.4 Sounding pipes

Item	**Y**	**N**	**NA**
Indication of tank served	☐	☐	☐
Automatic blanking device: counterweight (oil fuel tanks only) for ship with keel laid > 01/02/1992	☐	☐	☐
Small diameter self-closing control cock (oil fuel tanks only) for ship with keel laid > 01/02/1992	☐	☐	☐
Closing device: cap	☐	☐	☐

6 ELECTRICAL EQUIPMENT

6.1 General

6.1.1 Switchboard and wire

Item	**Y**	**N**	**NA**
No unprotected switch panel and junction box	☐	☐	☐
No exposed wires	☐	☐	☐
Wires tied on cable trays	☐	☐	☐
No damaged cable trays	☐	☐	☐
No unauthorized/temporary wiring	☐	☐	☐
Electrical cable conduit (particularly on weather deck) in good condition (no cracks, no holes)	☐	☐	☐

6.1.2 Switchboard

Item	Y	N	NA
Insulation mats provided in the front and behind at main and emergency switchboards	☐	☐	☐
Indicators, lights and meters in working condition	☐	☐	☐

6.1.3 Batteries

Item	Y	N	NA
Condition, charge status, proper storage	☐	☐	☐
Battery room neat and in order	☐	☐	☐
Ex Type lights – Exhaust vent far from ignition	☐	☐	☐

6.2 Emergency source of electrical power

6.2.1 General examination

Item	Y	N	NA
Emergency generator room neat and in order: no obstruction – no storage of equipment and spares	☐	☐	☐
Users' switch labelled	☐	☐	☐
Emergency light within: • Escape routes and stairways • Control station including fixed firefighting system control room • Engine room • Steering gear room • Emergency D/G room • Emergency fire pump room • Firemen's outfits lockers • Navigation bridge • GMDSS station • Muster and embarkation station	☐	☐	☐
Insulation mat i.w.o. switchboards	☐	☐	☐
Availability and test of telephone/means of communication	☐	☐	☐
Portable fire extinguisher: type and number – last service	☐	☐	☐

6.2.2 Diesel generator

Item	Y	N	NA
Fuel supply: tank level gauge – quick closing valve – fuel distribution (flexible hoses)	☐	☐	☐

Exhaust gas pipe tight and properly insulated: no gas leakage, no hot spot	☐	☐	☐
Air intake and relevant damper	☐	☐	☐
Fixed firefighting system (if fitted): type – date of last service	☐	☐	☐

6.2.3 Starting system

Item	Y	N	NA
By compressed air: bottles - recharging system - distribution line – air dryer if fitted	☐	☐	☐
By battery: • Record of battery check • Batteries properly connected for the requested voltage • Battery charger • Condition, charge status, storage • Battery room neat and in order: • Ex Type lights – Exhaust vent far from ignition	☐	☐	☐
Working test of emergency source of power including automatic start	☐	☐	☐
Working test of Second mean for starting manual hydraulic or second battery set (*) delete as appropriate	☐	☐	☐

7 POLLUTION PREVENTION

7.1 OILY WATER SEPARATOR

7.1.1 General

Item	Y	N	NA
Identification of equipment and approval standard as described in relevant type approval certificate and recorded under item 2.3.1 of Supplement to IOPP Certificate	☐	☐	☐
Identification of oil content meter and approval standard as described in relevant type approval certificate and recorded under item 2.3.3 of Supplement to IOPP Certificate	☐	☐	☐
Capacity of equipment as recorded under item 2.4 of Supplement of IOPP Certificate	☐	☐	☐
Cleanliness and tightness	☐	☐	☐
Absence of unauthorized connection to other system	☐	☐	☐

Piping system and connection thereof including: • cross check, if fitted, of bilge tank position and volume towards capacity plan and oil record book - part I • absence of physical modifications/alterations • absence of signs of corrosions and/or leaks • operation of pressure gauges and level switches • connection of suction pipe to bilge tank and/or bilge wells only • absence of connection to sludge tank • sampling line for oil content meter • compressed service air piping for pneumatic control • discharge line of separated oil to sludge tank	☐	☐	☐

7.1.2 Operational test

Item	Y	N	NA
Operational test including check of ppm alarm and automatic stopping device. Such device could either stop the supply pump of equipment or switch in recirculation mode (return to bilge) the three way valve fitted on discharge line of the equipment	☐	☐	☐
Alarm should be audible by personnel working in engine room or in the engine control room and , in case of unattended machinery spaces, be acknowledged and transferred by automation system	☐	☐	☐

7.2 OIL DISCHARGE MONITORING AND CONTROL SYSTEM

7.2.1 General

Item	Y	N	NA
Availability of approved ODME manual	☐	☐	☐
Visual examination of control cabinet including check of synoptic panel with lamp , alarms, key pad for data entry (speed, rate of discharge, ppm)	☐	☐	☐
Recorder fitted with paper: three year record shall be kept on board	☐	☐	☐
Visual examination of sampling pump and associated piping including oil content meter and flowmeter	☐	☐	☐
Visual examination of overboard discharge valve and recirculation valve including relevant hydraulic control system: no oil leakage, indication of valve status	☐	☐	☐
Visual examination of sampling pump shaft' gas tight penetration (E.R. versus Pump Room)	☐	☐	☐

7.2.2 Testing

Item	Y	N	NA
Run calibration test	☐	☐	☐
Simulation of automatic discharge stop by manual entry of data	☐	☐	☐

SHIP: DATE: PERSON:

7.3 SLUDGE TANK

7.3.1 General

Item	Y	N	NA
Review of capacity plan/stability booklet for location and capacity of the sludge tank(s)	☐	☐	☐
Correspondence of location and capacity of sludge tank(s) as recorded under item 3.1 of IOPP certificate	☐	☐	☐
Correspondence of location of sludge tank(s) as recorded in the Oil Record Book	☐	☐	☐
Identification of sludge tank(s)	☐	☐	☐
Sounding pipe with relevant closing device	☐	☐	☐
Absence of discharge connection to overboard	☐	☐	☐
Absence of discharge connections to the bilge system, oily bilge water holding tank(s), tank top or oily water separators	☐	☐	☐
Fitting of dedicated pump and relevant piping arrangement to: • ashore discharge line leading on main deck and fitted to accommodate the international shore connection flange • mixing tank(s) for auxiliary boilers or incinerators if any	☐	☐	☐
Absence of unauthorized connection	☐	☐	☐

7.4 SEWAGE TREATMENT SYSTEM

7.4.1 General

Item	Y	N	NA
Identification of equipment and approval standard as described in relevant type approval certificate	☐	☐	☐
Cleanliness and tightness	☐	☐	☐
Absence of corrosion, leakages, soft patches	☐	☐	☐
Proper working condition of the sewage pump, disinfectant pump	☐	☐	☐
Disinfectant tank is properly filled	☐	☐	☐

7.4.2 Raw sewage discharge rate

Item	Y	N	NA
In case raw sewage can also be discharged at sea availability of approved discharge rate table and check that discharge rate is compatible with sewage pump	☐	☐	☐

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8 SAFETY OF NAVIGATION

8.1 Documentation

8.1.1 Nautical publication

Item	Y	N	NA
Availability of latest edition of annual catalogue of chart and publication(i.e. Catalogue of Admiralty Chart and Publications): list and detail of nautical publication to be provided in board depending the trading area of the ship	☐	☐	☐
Availability of latest revision of publication as detailed in the catalogue: • Charts • Sailing directions • List of lights and fog signals • List of radio signals • Tides table	☐	☐	☐
Availability of Notice to Mariners: weekly publication containing updates to nautical charts and publications	☐	☐	☐
Availability of 6 month publication " Cumulative list of Notice to Mariners"	☐	☐	☐
Availability of yearly publication "Annual Summary of Admiralty Notices to Mariners"	☐	☐	☐
Correction and update of charts and publications duly and timely done and properly recorded in the correction logbook. Corrections are recorded both on the charts and in the dedicated logbook Correction to be made in accordance with notice to mariners instruction	☐	☐	☐
Electronic charts and publications: suitability for ECDIS system and relevant electronic back up system	☐	☐	☐
Availability of adequate selection of ENC – Electronic Navigational Charts – for the intended voyage	☐	☐	☐
Officers in charge of navigational watch using ECDIS system provided with certificate of training and, for apparatus different from that one used to obtain the certificate, record of familiarization with apparatus fitted on board	☐	☐	☐
Availability of charts' updates issued by organizations recognized by Flag. Administration, including separate storage – automatic application – record of updates applied - date of application	☐	☐	☐

8.1.2 Navigational records

Item	Y	N	NA
Number and date of last Notice to Mariner corrections applied	☐	☐	☐
Voyage plan filled in properly: way points – chart numbers – sailing restriction and warning	☐	☐	☐

Charts and publication for the intended voyage updated with the latest release of Notice to Mariners	☐	☐	☐
Position Fixes and separation zone traced on the charts	☐	☐	☐

8.2 Equipment

8.2.1 Radar(s)

Item	Y	N	NA
Radar(s) operational	☐	☐	☐
Plotting facilities available	☐	☐	☐
Blind sectors displayed	☐	☐	☐
Automatic Radar Plotting Aid (ARPA) operational	☐	☐	☐

8.2.2 ECDIS

Item	Y	N	NA
Apparatus and back-up system updated with latest correction	☐	☐	☐

8.2.3 BNWAS

Item	Y	N	NA
Setting of dormant time and reset system	☐	☐	☐
Alarm transfer system in working condition	☐	☐	☐
Acknowledge and reset system	☐	☐	☐

8.2.4 LRIT-AIS

Item	Y	N	NA
LRIT conformance test report issued by Flag Administration in original available on board	☐	☐	☐
AIS annual test report available on board and not expired	☐	☐	☐

8.2.5 VDR

Item	Y	N	NA
Interface and input from other navigational equipment	☐	☐	☐
Location and proper fitting of recording microphones	☐	☐	☐

Annual performance report available on board and not expired	☐	☐	☐

8.2.6 Echo-sounder- Heading and track control

Item	Y	N	NA
Echo sounder operational	☐	☐	☐
Heading and track control operating and switch over instruction displayed	☐	☐	☐

8.2.7 Daylight signaling lamp

Item	Y	N	NA
Lamp available and in working condition	☐	☐	☐
Test on both emergency circuit and battery, check plugs are compatible	☐	☐	☐

8.2.8 Magnetic compass(es)

Item	Y	N	NA
Liquid level satisfactory: no air bubbles	☐	☐	☐
Voice pipe between standard compass position and main steering position in good condition (if fitted)	☐	☐	☐
Light for binnacle and reflection tube	☐	☐	☐
Table/curve of residual deviation available and deviation record maintained	☐	☐	☐
Compass correction logbook	☐	☐	☐

8.2.9 Gyrocompass(es)

Item	Y	N	NA
Gyrocompass and repeaters in operational condition with reading compatible with magnetic compass readings	☐	☐	☐

8.2.10 Indicators

Item	Y	N	NA
Speed and distance indicators in working condition	☐	☐	☐
Rudder angle indicator operational	☐	☐	☐
Propeller(s) rate of revolution indicators operational	☐	☐	☐
Variable pitch propeller/operational mode indicator operational	☐	☐	☐
Rate of turn indicator operational	☐	☐	☐

8.2.11 Navigation lights and signals

Item	Y	N	NA
Fore & aft masthead lights, side lights, stern light, anchor lights, not-under-command lights in working condition	☐	☐	☐
Distribution panel and relevant alarms in working condition	☐	☐	☐
Test on main and emergency source of power	☐	☐	☐
Three (3) sets of black ball shapes and one (1) diamond shape available	☐	☐	☐
Alarm for faulty lamp	☐	☐	☐
Whistle, bell and gong available	☐	☐	☐

8.2.12 Miscellaneous

Item	Y	N	NA
Fault alarm and power alarm not displayed on the apparatus display	☐	☐	☐
Lamp test and self-test device, when fitted, in working condition	☐	☐	☐
Light and buzzer in working condition	☐	☐	☐
Supply from emergency power supply	☐	☐	☐
Consistency of data displayed in different apparatus	☐	☐	☐

9 SAFETY SYSTEMS

9.1 Water level detectors

Item	Y	N	NA
Water ingress panel is properly working and no faults are indicated, test button is working	☐	☐	☐

9.2 Dewatering system

Item	Y	N	NA
Draining and pumping system forward of the collision bulkhead are properly working and tested	☐	☐	☐

SHIP: DATE: PERSON:

10 RADIO EQUIPMENT

10.1 GENERAL

Item	Y	N	NA
Test lighting	☐	☐	☐
Call sign, station identity and other required codes clearly marked	☐	☐	☐
Charge of batteries	☐	☐	☐

10.2 VHF radio installation

Item	Y	N	NA
Check VHF DSC operation (channel 70)	☐	☐	☐
Check VHF T+R operation (channels 6,13,16)	☐	☐	☐
Check VHF DSC operation (channel 70) watch receiver	☐	☐	☐

10.3 MF radio installation

Item	Y	N	NA
Check MF DSC operation (frequency 2187.5 KHz)	☐	☐	☐
Check MF T+R operation (frequency 2182 KHz)	☐	☐	☐

10.4 NAVTEX - INMARSAT

Item	Y	N	NA
NAVTEX receiver: run self-test program	☐	☐	☐
INMARSAT run self-test program for: • EGC facility • Ship earth station	☐	☐	☐

10.5 Satellite EPIRB

Item	Y	N	NA
Position and mounting for float free operation	☐	☐	☐
Ship's identification number clearly marked	☐	☐	☐
Batteries valid (to be serviced every 4 years)	☐	☐	☐

Hydrostatic release mechanism valid (to be serviced every 2 years)	☐	☐	☐
Transmitter test according to the manufacturer instruction manufacturer's instructions	☐	☐	☐

10.6 Radio Log Book - Shore base Maintenance

Item	Y	N	NA
Entries and test properly recorded in the radio logbook	☐	☐	☐
Up dated shore based maintenance contract in course of validity	☐	☐	☐

11 MLC

11.1 Minimum age

Item	Y	N	NA
Persons below the age of 16 shall not be employed or engaged or work on a ship	☐	☐	☐
Seafarers under the age of 18 shall not be employed or engaged or work where the work is likely to jeopardize their health or safety	☐	☐	☐
Special attention must be paid to the safety and health of seafarers under the age of 18, in accordance with national laws and regulations	☐	☐	☐
Night work for seafarers under the age of 18 is prohibited, except to the extent that an exemption has been made by the competent authority under Standard A1.1, paragraph 3, in the case of training programs (exemption to be made available on board)	☐	☐	☐

11.2 Medical certification

Item	Y	N	NA
Seafarers are not allowed to work on a ship unless they are certified as medically fit to perform their duties	☐	☐	☐
For seafarers working on ships ordinarily engaged on international voyages the certificate must be provided as a minimum in English	☐	☐	☐
The medical certificate must have been issued by a duly qualified medical practitioner recognized by the relevant Competent Authority	☐	☐	☐
The period of validity for a certificate is determined under the national law of the flag State in accordance with the following: • two-year maximum for medical certificates except for seafarers under 18; then it is one year; • six-year maximum for a colour vision certificate (Standard	☐	☐	☐

SHIP: DATE: PERSON:

11.3 Training & Qualification

Item	Y	N	NA
All seafarers must be trained or certified* as competent or otherwise qualified to perform their duties in accordance with flag State requirements (*STCW training & certification is accepted to meet the requirements)	☐	☐	☐
All seafarers must have successfully completed training for personal safety on board ship	☐	☐	☐

11.4 Seafarers Employment Agreement (SEA)

Item	Y	N	NA
All seafarers must have a copy of their seafarers' employment agreement (SEA) signed by both the seafarer and the shipowner or shipowner's representative (evidence of contractual or similar arrangements is to be made available)	☐	☐	☐
A SEA must, at a minimum, contain the matters set out in Standard A2.1, paragraph 4(a)–(k) of the MLC, 2006 which are: • Seafarer's full name, date of birth or age and place of birth; • Shipowner's name and address; • The place where and date when the SEA is entered into; • The capacity in which the seafarer is employed; • The amount of the seafarer's wages or, where applicable, the formula used for calculating it; • The termination of the agreement and the condition thereof; • The health and social security protection benefits to be provided to the seafarer by the shipowner; • The seafarer's entitlement to repatriation; • Reference to collective bargaining agreement, if applicable	☐	☐	☐
Seafarers must also be given a document containing a record of their employment on the ship	☐	☐	☐
A copy of the SEA is to be made available on board	☐	☐	☐
Where a collective bargaining agreement forms all or part of the SEA, the agreement must be on board the ship with relevant provisions in English	☐	☐	☐

11.5 Recruitment and placement services

Item	Y	N	NA
Where a shipowner has used a private seafarer recruitment and placement service it must be licensed or certified or regulated in accordance with the MLC, 2006	☐	☐	☐
Seafarers shall not be charged for use of these services	☐	☐	☐
Shipowners using services based in States not party to the MLC, 2006, must ensure, as far as practicable, that these services meet the requirements of the MLC, 2006 (evidence of compliance to be made available)	☐	☐	☐

SHIP: DATE: PERSON:

11.6 Hours of work or rest

Item	Y	N	NA
The minimum hours of rest* must not be less than ten hours in any 24-hour period, and 77 hours in any seven-day period, if the relevant national law relates to hours of rest, or, if the relevant national law relates to hours of work, the maximum hours of work** must not exceed 14 hours in any 24-hour period and 72 hours in any seven-day period (* Hours of rest means time outside hours of work; this term does not include short breaks; ** Hours of work means time during which seafarers are required to do work on account of the ship; ***With respect to the national standards implementing Standard A2.3)	☐	☐	☐
Hours of rest may be divided into no more than two periods, one of which must be at least six hours; the interval between consecutive periods of rest must not exceed 14 hours	☐	☐	☐
Muster, firefighting and lifeboat drills or trainings shall be conducted in a manner that minimizes the disturbance of the rest period of the seafarers and does not induce fatigue	☐	☐	☐
When a seafarer is on call, such as when a machinery space is unattended, the seafarer shall have an adequate compensatory rest period if the normal period of rest is disturbed by call-outs to work	☐	☐	☐
Shipboard working arrangement to be posted in an easily accessible place and for every position shall be written at least in English language and contain, as a minimum: • The schedule of service in port and at sea; • The maximum hours of work or the minimum hours of rest prescribed by the relevant flag	☐	☐	☐
The Master has the right to suspend the schedule of the hours of rest of the seafarers due to safety reasons until the situation has been restored and to ensure that involved seafarers are provided with an adequate period of rest	☐	☐	☐

11.7 Manning levels

Item	Y	N	NA
Ships must have a sufficient number of seafarers employed on board to ensure that ships are operated safely, efficiently and with due regard to security under all conditions, taking into account concerns about fatigue and the particular nature and conditions of voyage	☐	☐	☐
Ships as a minimum must comply with the manning levels as stated in the SMD or equivalent issued by the competent authority	☐	☐	☐

11.8 Accommodation

Item	Y	N	NA
Ships must be in compliance with the minimum standards established by the MLC, 2006, providing and maintaining decent accommodation and recreational facilities for seafarers working or living on ships, or both, consistent with promoting seafarers' health and well-being	☐	☐	☐
New ships: to be applied the requirements related to construction and layout stated in MLC 2006 Reg.3.1 as implemented by relevant national legislation (if any)	☐	☐	☐
Existing ships: For ships that were in existence before entry into force of the MLC, 2006, for the flag State: these ships may still be inspected in connection with seafarers' accommodation and recreational facilities to verify that the ship: - meets the standards set out in ILO Conventions n° 92, 133 or 147 (if applicable in the flag	☐	☐	☐

State) (Regulation 3.1, paragraph 2) or any applicable national requirement; and - provides and maintains decent accommodation and recreational facilities for seafarers working or living on board, or both, consistent with promoting the seafarers' health and well-being			
Protecting guards for rotating parts fitted and in good condition	☐	☐	☐
Warning signs adequately posted	☐	☐	☐
Ear protection available in excessively noisy spaces	☐	☐	☐
Heating, lighting , drainage and ventilation in good working condition	☐	☐	☐
Accommodation: • in clean and habitable condition; • free from infestation; • not stored for stowing equipment or cargo	☐	☐	☐
Toilettes: • neat and clean; • flushing working properly; • floor tiles in good conditions; • Doors can properly close and lock • Floor drainage in good condition	☐	☐	☐
Showers and laundries working properly	☐	☐	☐
Hospital/infirmary: • Number of beds as prescribed by the national law; • neat and clean; • dedicated toilette can properly close and lock; • rooms/beds not to used as crew cabin	☐	☐	☐
Frequent documented inspections to be carried out for demonstrating the on going compliance of the accommodation (condition of the equipment and cleanness of the accommodation)	☐	☐	☐
Evidence that measures are being taken on the ship to monitor noise and vibration levels in seafarers' working and living areas	☐	☐	☐

11.9 Recreational facilities

Item	**Y**	**N**	**NA**
Appropriate recreational facilities as adapted to meet the needs of seafarers who must live and work on the ship shall be provided on board for the benefit of the seafarers	☐	☐	☐

11.10 Food and catering

Item	**Y**	**N**	**NA**
Food to be provided free of charge to seafarers during the period of engagement	☐	☐	☐
Seafarers employed as ship's cooks* with responsibility for preparing food must be trained and qualified for their positions (* "Ship's cook" means a seafarer with responsibility for food preparation) (dispensation/exemption to have the ship's cook provided by relevant Competent Authority, if any, is to be made available on board)	☐	☐	☐
Seafarers working as ships' cooks must not be under the age of 18	☐	☐	☐
Frequent and documented inspections of food, water and catering facilities must be carried	☐	☐	☐

out by the master or a designate person			
Visual observation of catering facilities, including galleys and storerooms, to check that they are hygienic and fit for purpose	☐	☐	☐
Evidence concerning how drinking water quality is monitored and the results of such monitoring	☐	☐	☐
Menu plans together with visual observation of food supplies and storage areas to ensure that the food supplied is of an appropriate quality (for example, not out of date) and quantity and nutritional value and is varied in nature	☐	☐	☐

11.11 Health and safety and accident prevention

Item	**Y**	**N**	**NA**
The working, living and training environment on ships must be safe and hygienic and conform to national laws and regulations and other measures for occupational safety and health protection and accident prevention on board ship. Reasonable precautions are to be taken on the ships to prevent occupational accidents, injuries and diseases including risk of exposure to harmful levels of ambient factors and chemicals as well as the risk of injury or disease that may result from the use of equipment and machinery on the ship	☐	☐	☐
Ships must have an occupational safety and health policy and program to prevent occupational accident injuries and diseases, with a particular concern for the safety and health of seafarers under the age of 18	☐	☐	☐
A documented ship safety committee, that includes participation by the seafarer safety representative, is required (for ships with five or more seafarers)	☐	☐	☐
Risk evaluation is required for on-board occupational safety and health management (taking into account relevant statistical data)	☐	☐	☐

11.12 Medical care on board and ashore

Item	**Y**	**N**	**NA**
Seafarers must be covered by adequate measures for the protection of their health and have access to prompt and adequate medical care, including essential dental care, whilst working on board	☐	☐	☐
Health protection and care are to be provided at no cost to the seafarer, in accordance with national law and practice	☐	☐	☐
Shipowners are to allow seafarers the right to visit a qualified medical doctor or dentist without delay in ports of call, where practicable	☐	☐	☐
Documents (such as the SMD and crew list) to confirm that: a qualified medical doctor is working on board (in the case of ships that carry 100 or more people and that are ordinarily engaged in voyages of more than three days' duration); Or where ships are not required to carry a medical doctor, they have at least one seafarer on board (who is trained and qualified to the requirements of STCW) to be in charge of medical care or is competent to provide medical first aid as part of their regular duties.	☐	☐	☐

Evidence that medical report forms are carried on board the ship	☐	☐	☐
Evidence that procedures are in place for radio or satellite communications for medical assistance	☐	☐	☐
Latest edition of the Medical Guide available on board	☐	☐	☐
Inventories of the required medicines and medical equipment to be made available on board	☐	☐	☐

11.13 On board complaint procedures

Item	Y	N	NA
Availability of an on-board procedures for the fair, effective and expeditious handling of seafarer complaints alleging breaches of the requirements of the MLC, 2006 (including seafarers'rights)	☐	☐	☐
All seafarers to be provided with a copy of the on-board complaint procedures applicable on the ship (Standard A5.1.5,paragraph 4), in the working language of the ship	☐	☐	☐
The procedure shall contain: • the path to be followed in order to fill a complaint; • the on board reference person; • contact details of the shipowner's reference person; • contact details of the Competent Authority reference person/office; • contact details of the reference person in the Country of residence of each seafarer	☐	☐	☐
Evidence that victimization of seafarers for filing complaints under the MLC, 2006, is prohibited	☐	☐	☐

11.14 Payment of wages

Item	Y	N	NA
Seafarers must be paid at no greater than monthly intervals and in full for their work in accordance with their employment agreements	☐	☐	☐
Seafarers are entitled to an account each month indicating their monthly wage and any authorized deductions such as allotments	☐	☐	☐
No unauthorized deductions, such as payments for travel to or from the ship	☐	☐	☐
Charges for remittances/allotment* transmission services must be reasonable and exchange rates in accordance with national requirements (* An allotment is an arrangement whereby a proportion of seafarers' earnings are regularly remitted, on their request, to their families or dependents or legal beneficiaries whilst the seafarers are at sea)	☐	☐	☐

11.15 Compliance and enforcement

Item	Y	N	NA
A copy of the MLC 2006 to be present on board (hard copy or electronically) and made available for consultation to all seafarers	☐	☐	☐

For those ships subject to inspection and certification process the following documents are to be made available and in course of validity: • Maritime Labour Certificate (MLC)(maximum 5 years validity subject to intermediate inspection between 2nd and 3rd anniversary date); • Declaration of Maritime Labour Compliance (DMLC) Part I issued by the relevant competent authority • Declaration of Maritime Labour Compliance (DMLC) Part II prepared by the shipowner identifying the measures adopted to satisfy the requirements stated in DMLC Part I	☐	☐	☐
For those ships subject to inspection process only the following document is to be made available and in course of validity: report of inspection (maximum 3 years validity)	☐	☐	☐
Copy of MLC Certificate, DMLC Part I and II for inspected and certified ships or copy of report of inspection for inspected ships to be posted in the conspicuous places on board the ship for easy consultation by all seafarers	☐	☐	☐
Availability of any exemptions/substantial equivalences, if any, granted by the relevant Competent Authority	☐	☐	☐
Availability on board of the result of the inspections and related deficiencies found (if any) together with the date when the deficiencies were found to be remedied .	☐	☐	☐

12 ISM

12.1 Safety and Environmental Protection Policy

Item	**Y**	**N**	**NA**
Policy posters are placed at prominent locations and in the last revision in use	☐	☐	☐
Crew members can demonstrate a satisfactory level of knowledge of theSafety and Environmental Protection Policy	☐	☐	☐
On board procedures and practices are applied and contribute to the achievement of objectives of the company	☐	☐	☐

12.2 Company Responsibilities and Authority

Item	**Y**	**N**	**NA**
Responsibility, authority and lines of reporting of key personnel are clearly defined and documented	☐	☐	☐
Crew personnel are able to demonstrate a satisfactory level of knowledge of their duties and responsibilities as foreseen in the SMS	☐	☐	☐
In case operations of the vessel have been delegated to a management company, evidence of this delegation is to be available	☐	☐	☐
Requisitions for supply of stores, spares and requests for repairs are properly followed up by the management company in a timely manner	☐	☐	☐
There is evidence of follow up actions and monitoring by management company over documented and reported outstanding nonconformities and deficiencies	☐	☐	☐

SHIP: DATE: PERSON:

12.3 Designated Person(s)

Item	Y	N	NA
Identity and contact details of the DPA have been duly communicated to the flag Administration, when required	☐	☐	☐
DPA has direct access to the top company management	☐	☐	☐
Qualifications, experience and training of the DPA complies with the IMO guidance in the Annex to MSC-MEPC.7/Circ.6	☐	☐	☐
Crew knows the identity and contacts of the DPA	☐	☐	☐
DPA is properly following and monitoring the safety and pollution prevention aspects of the vessel	☐	☐	☐

12.4 Master's Responsibility and Authority

Item	Y	N	NA
Master is able to demonstrate familiarity with his role and responsibilities under the ISM Code	☐	☐	☐
SMS clearly provides to the Master overriding authority to take decisions relating to safety and pollution prevention and Master has knowledge of it	☐	☐	☐
Master's standing orders are properly posted and in accordance with SMS	☐	☐	☐
Master is verifying that crew is following the procedures and processes of SMS	☐	☐	☐

12.5 Resources and Personnel

Item	Y	N	NA
Crew on board meet or exceed the minimum safe manning criteria	☐	☐	☐
Officers and ratings hold valid certificates and endorsements	☐	☐	☐
All crew hold valid medical fitness certificates	☐	☐	☐
Safety induction, shipboard familiarization and safety training of crew are carried out as per the SMS and crew members are able to effectively communicate for their duties	☐	☐	☐
Shipboard officers are familiar with relevant rules and regulations covered by the SMS	☐	☐	☐
Company and ship security officers are qualified and hold valid certificates as required by the Administration	☐	☐	☐
Watchkeeping schedules have been established and a record of hours of rest is being maintained as per the STCW	☐	☐	☐

12.6 Plans for Shipboard Operations

Item	Y	N	NA
The SMS contains procedures for foundamental shipboard operations	☐	☐	☐

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Roles and responsibilities have been clearly assigned to personnel who are able to demonstrate their familiarity with assigned duties	☐	☐	☐
Voyage passage plan are prepared from berth to berth	☐	☐	☐
Nautical charts and publications for the intended voyage passage are available on board and have been updated to the latest notices to mariners	☐	☐	☐
Ship stability and stress calculations are carried out for the intended voyage	☐	☐	☐
Bridge and engine room checklists (arrival, departure, testing controls, watchkeeping, etc.) are being followed	☐	☐	☐
Bunker and fuel transfer procedures are available and properly followed	☐	☐	☐
The ballast water exchange plan is carried out as applicable	☐	☐	☐
An efficient gangway watch is maintained and access to the vessel is controlled	☐	☐	☐

12.7 Emergency Preparedness

Item	Y	N	NA
Crew emergency response plans and muster lists are posted and updated	☐	☐	☐
Personnel are familiar with their muster stations and assigned duties	☐	☐	☐
Contingency plans for potential emergency situations are available	☐	☐	☐
Drills as required by SOLAS and as per the SMS are carried out	☐	☐	☐
Emergency exercises with the shore-based emergency response team are carried out as per SMS	☐	☐	☐
Personnel are able to satisfactorily demonstrate emergency drills	☐	☐	☐
Emergency contact information for the shore-based emergency response team is updated and kept current	☐	☐	☐

12.8 Reports and Analyses of Non conformities, Accidents and Hazardous Occurrences

Item	Y	N	NA
All accidents, incidents, and near misses are reported and root cause analysis is done to avoid recurrence	☐	☐	☐
Follow-up actions and monitoring by shore-based management of reported cases and actions taken is evident	☐	☐	☐
Following a PSC detention, root cause analysis is done and corrective actions are taken	☐	☐	☐

12.9 Maintenance of the Ship and Equipment

Item	Y	N	NA
The vessel is clean, tidy, and well illuminated	☐	☐	☐

SHIP: DATE: PERSON:

There are no traces of excessive corrosion and/or wastage on exposed decks and fittings	☐	☐	☐
An effective maintenance plan is performed and the vessel is inspected out as foreseen in the SMS. Defects identified are being dealt with	☐	☐	☐
All class, statutory and other required trading certificates are valid and up to date	☐	☐	☐
No unauthorized repairs, modifications have been carried out by crew	☐	☐	☐
All defects including breakdowns are duly reported to the company and corrective actions are timely implemented	☐	☐	☐
Machinery spaces are kept dry and clean	☐	☐	☐
Critical equipment and systems are identified and routine testing is carried out as per SMS	☐	☐	☐
Spares and are available on board as necessary and required by the SMS	☐	☐	☐
Periodical test activities are properly recorded	☐	☐	☐

12.10 Documentation

Item	**Y**	**N**	**NA**
All class, statutory and other applicable trading certificates are available	☐	☐	☐
Latest revisions of the SMS manuals, procedures and records are available	☐	☐	☐
Latest editions of publications required by the Flag Administration are available	☐	☐	☐
A copy of the ISM Document of Compliance with the latest endorsement is available	☐	☐	☐
Deck, engine, GMDSS and other applicable log books are available and updated	☐	☐	☐
Oil Record Book is properly filled in and signed in the format requested by the Flag Administration	☐	☐	☐
Continuous Synopsis Record (CSR) including old revisions of CSR are available in original	☐	☐	☐

12.11 Company Verification, Review and Evaluation

Item	**Y**	**N**	**NA**
Internal audits have been carried out at intervals not exceeding 12 months	☐	☐	☐
External audits have been carried out as per ISM Code	☐	☐	☐
Audit reports are available on board	☐	☐	☐
Audit findings are properly managed with timely corrective actions	☐	☐	☐
Management is monitoring and providing the necessary support in implementing corrective actions	☐	☐	☐
The company has implemented a procedure for risk assessments	☐	☐	☐
Appropriate safeguards have been established against all identified risks to the ship, personnel and the environment	☐	☐	☐
Management reviews to confirm the effectiveness of the SMS are regularly carried out and recorded	☐	☐	☐

SHIP: DATE: PERSON:

13 ISPS

13.1 General

Item	Y	N	NA
An approved Ship Security Plan (SSP) is available on board and security measures are implemented for the applicable security level	☐	☐	☐
Master, Ship Security Officer (SSO) and crew members are aware of all levels of ship security and applicable procedures	☐	☐	☐
SSO and other personnel with security duties are properly certified according to STCW requirements	☐	☐	☐
Access to ship is controlled. Control measures are applied at ladders, gangways, ramps, doors, etc. as applicable	☐	☐	☐
Restricted areas are identified and crew members knows access control measures	☐	☐	☐
All security equipment requested according to the security level are in good working condition	☐	☐	☐
Shipboard security training and drills are periodically carried out as requested	☐	☐	☐

14 COMMENTS

Narrative free text

SHIP: DATE: PERSON:

15 Annex 1 - LIST OF SHIP CERTIFICATES AND DOCUMENTS

No.	Document	all	bca	oil	che	gas	gen
1	Class	X					
2	International Load Line Certificate	X					
3	International Load Line Exemption Certificate	X					
4	Cargo Ship Safety Construction Certificate	X					
5	Cargo Ship Safety Equipment Certificate	X					
6	Cargo Ship Safety Radio Certificate	X					
7	Safety Management Certificate (ISM Code)	X					
8	International Ship Security Certificate (ISSC – ISPS Code)	X					
9	Copy of Document of Compliance (ISM Code) updated with endorsement for last Company audit	X					
10	International Oil Pollution Prevention Certificate (IOPPC- MARPOL Annex I)	X					
11	International Pollution Prevention Certificate (NLS/IPPC- MARPOL Annex II)			X (*)		X (**)	
12	International Sewage Prevention Pollution (ISPPC – MARPOL Annex IV)	X					
13	International Air Pollution Prevention Certificate (IAPPC – MAARPOL Annex VI)	X					
14	Engine International Air Pollution Prevention Certificate (EIAPP – MARPOL Annex VI) (1)	X					
15	International Energy efficiency Certificate (IEEC – MARPOL Annex VI) (2)	X					
16	International Certificate of Fitness for the Carriage of Dangerous Chemicals in Bulk (ICOF Chem - IBC Code)				X		
17	International Certificate of Fitness for the Carriage of Liquified Gases in Bulk (ICOF Gas - IGC Code (3)					X	
18	Certificate of Fitness for the Carriage of Liquified Gases in Bulk (COF Gas - GC Code) (4)					X	
19	International Tonnage Measurement Certificate	X					
20	Cargo Gear Register Book and Certificate (ILO 152)	X					
21	Document of Compliance for the Carriage of Grain		X				X
22	Document of Compliance for ships carrying Dangerous Goods (5)		X				X
23	Statement of the carriage in bulk of cargo listed in IMSBC Code (6)		X				X
24	International Anti Fouling system certificate (IAFSC –	X					

SHIP: DATE: PERSON:

	AFC Convention)						
25	Safe Manning Document (SOLAS Ch.V)	X					
26	Certificates for Master, Chief Mate, Watch Officers and Ratings	X					
27	Rating certificates of proficiency in survival craft (lifeboatmen)	X					
28	Certificates for Chief Engineer, 2nd Engineer, Watch Engineer Officers	X					
29	Endorsements for tankers			X	X	X	
30	Radio Officers/Operators certificates of competency	X					
31	Medical examination certificates for all crew members	X					

(*) when the oil tanker is carrying products that are listed in the Ch. 18 of the IBC Code
(**) when the gas carrier is carrying products that are listed also in the Ch. 17 of the IBC Code
(1) For internal combustion engines of 130 kW power and above not intended for emergency services and lifeboats and rescue boats
(2) For ships:
   a. Which the building contract is placed on or after 01/01/2013 or
   b. The keel of which is laid on or after 01/07/2013 or
   c. Delivered on or after 01/0772015 and
   d. For existing ship not included in the above at the first intermediate or renewal survey, whichever is first, on or after 01/01/2013.
(3) For ships whose keel was laid on or after 01/07/1986
(4) For ships whose construction contract has been signed after 31/10/1976 and whose keel has been laid before 01/07/1986
(5) Carriage in compliance with SOLAS 74/88 Reg. II-2/54 or SOLAS 74/00 Reg. II-2/19 with for ships whose keel was laid on or after 01/07/1986
(6) Carriage in compliance with IMSBC Code of cargo listed in this Code:
   a. All cargoes including dangerous ones for ships whose keel was laid before 01/07/1986
   b. Cargo other than dangerous goods for ships whose keel was laid on or after 01/07/1986

all	=	all ships	che	=	chemical tankers
bca	=	bulk carriers	gas	=	gas tankers
oil	=	oil tankers	gen	=	general cargo

SHIP: DATE: PERSON:

16 Annex 2 - LIST OF MANUALS BOOKLETS AND PUBLICATIONS

No.	Document	all	bca	oil	che	gas	gen
1	Loading manual	X					
2	Approved trim and stability booklet	X					
3	Approved damage stability booklet		X	X	X	X	
4	Approved grain loading stability booklet		X				X
8	Approved SOPE Plan	X					
9	Approved SMPEP				X		
10	Approved SEEMP (Ship Energy Efficiency Management Plan)	X					
11	Approved Oil Discharge Monitoring and Control System (ODMS) manual manual			X			
12	Approved Dedicated Clean Ballast Tank (CBT) operational manual			X			
13	Approved Crude Oil Washing (COW) operation and equipment manual			X			
14	Approved P&A Manual				X	X(*)	
13	Approved Cargo Securing Manual (if cargo units are carried)		X				X
14	Approved NOx technical file for internal combustion engines	X					
13	Safety Management Manual	X					
14	Oil Record Book Part I (machinery spaces operation)	X					
15	Oil Record Book Part II (cargo-ballast operation)			X			
16	Cargo Record Book				X		
17	Inert Gas System (IGS) instruction manual			X			
18	Cargo information/operation				X		
19	Operational procedures for special ballast arrangements			X			
20	International Bulk Chemical (IBC) Code (for ships built on or after 1.7.86)				X		
21	International Gas Carrier (IGC) Code (for ships built on or after 1.7.86)					X	
22	Manoeuvring booklet and information (for ships built on or after 01.09.1984)	X					
23	General catalogue for the nautical publications	X					
24	Charts and publications for the intended voyage	X					

SHIP: DATE: PERSON:

25	Notices to Mariner and chart correction logbook	X					
26	International Code of Signals	X					
27	Radio license	X					
28	Radio logbook	X					
29	Operating manuals for radio equipment	X					
30	ITU publications	X					
31	Enhanced Survey Programme Report File		X	X	X		
32	Bunker delivery notes for Low Sulfur oil fuel	X					
33	Deck logbook	X					
34	Engine room logbook	X					
35	Fire plans	X					
36	Muster lists	X					
37	IMO Posters/Signs: Red (Fire and Lifesaving) – Green (Escape) – Blue (Survival crafts and launching appliances)	X					
38	Lifesaving appliances training manual	X					
39	Instructions for on board maintenance of lifesaving appliances	X					
40	Instructions for on board maintenance of fire-fighting appliances	X					
41	Operational instructions for emergency steering change-over procedure	X					
42	Operational instruction for fixed firefighting system	X					

(*) when the gas carrier is carrying products that are listed also in the Ch. 17 of the IBC Code

all = all ships
bca = bulk carriers
oil = oil tankers
che = chemical tankers
gas = gas tankers
gen = general cargo

SHIP: DATE: PERSON:

17 Annex 3 - LOGBOOK ENTRIES

No.	Item		Frequency
1	Working Language		
2	**Steering gear**	Operational test and change-over procedures	12 hours before departure
		Emergency steering gear test (direct control from steering gear compartment, communication, alternative power supply)	Three-monthly
3	**Lifesaving appliances**	Inspection of lifesaving appliances and lifeboat equipment using the checklist given in the "Instructions for On-board Maintenance" (see Appendix 2, item 6)	Monthly
		On-board training in the use of lifesaving and fire-fighting appliances	2 weeks after embarkation
4	**Lifeboats and rescue boats**	Operation of lifeboat and rescue boat engines ahead and astern (for at least 3 minutes)	Weekly
		Launching of each lifeboat and rescue boat	Three-monthly
		Launching of free-fall lifeboat (if fitted)	Six-monthly
		On-board training in the use of davit launched liferafts	Interval of 4 months
5	**Launching appliances** starting from 01.07.1998	Annual thorough examination	Annual
		Dynamic test with load of the winch brake upon completion of the annual thorough examination	Annually
		Dynamic test with 1.1 overload of the winch brake upon completion of the annual thorough examination	Quinquennial
6	**Lifeboat on-load release gear** starting from 01.07.1998	Annual thorough examination and test	Annual
		Operational test with 1.1 overload of the release gear upon completion of the annual thorough examination and whenever the release gear is overhauled	Qinquennial
7	**General alarm**	Test of general emergency alarm	Weekly
8	**Drills**	Abandon ship drill	Monthly
		Fire drill	Monthly
9	**Fire-fighting appliances**	Inspection of breathing apparatus	Monthly

NOTE:
Additional entry may be specifically requested as per Flag Administration requirement.

SHIP: DATE: PERSON:

18 Annex 4 - LIFEBOAT INVENTORY (a)

	Item	Date ship's keel laid			
		before 26.5.65	between 26.5.65 and 25.5.80	between 25.5.80 and 1.7.86	after 1.7.86
		Required number			
1	Boarding ladder	1	1	1	1
2	Buoyant oars, thole pins and crutches	(b)	(b)	(b)	suffic.
3	Boat hooks	1	1	1	2
4	Bailer (buoyant if keel laid after 1.7.86)	1	1	1	1
5	Buckets	2	2	2	2
6	Survival manual	-	-	-	1
7	Efficient compass in binnacle provided with means of illumination	1	1	1	1
8	Sea-anchor (with shock-resistant hawser and tripping line if keel laid after 01.07.86)	1	1	1	1
9	Painters of 15 m/twice distance stowed lifeboat/waterline (not free-fall lifeboats)	2	2	2	2
10	Hatchets	2	2	2	2
11	Fresh water in watertight receptacles (litres per person)	3	3	3	3
12	Rustproof dipper with lanyard	-	-	-	1
13	Rustproof graduated drinking vessel	-	-	-	1
14	Food ration in airtight packaging (ration per person)	1	1	1	1
15	Rocket parachute flares	2	4	4	4
16	Hand flares	6	6	6	6
17	Buoyant smoke signals	2	2	2	2
18	Waterproof Morse electric torch with spare batteries and bulb	1	1	1	1
19	Daylight signalling mirror with instructions	1	1	1	1
20	Copy of life-saving signals (on waterproof card/in waterproof container if keel laid after 01.07.1986)	-	1	1	1
21	Whistle	-	1	1	1
22	First-aid outfit in waterproof case	1	1	1	1
23	Anti-seasickness medicine (doses per person)	-	-	-	6
24	Seasickness bag (per person)	-	-	-	1
25	Jack-knife with lanyard (with tin-opener if keel laid after 01.07.1986)	1	1	1	1
26	Tin-openers	-	-	-	3
27	Buoyant rescue quoits with 30 m buoyant line	-	-	-	2

28	Manual pump	1	1	1	1
29	Set of fishing tackle	-	1	1	1
30	Tools for minor adjustment to the engine and its accessories	-	-	-	suffic.
31	Portable fire extinguisher (only motor lifeboats if keel laid between 25.05.1980 and 01.09.1984)	1	1	1	1
32	Searchlight	-	-	-	1
33	Radar reflector or radar transponder stowed in lifeboat	-	-	-	1
34	Thermal protective aids (percentage of persons) but not less than 2	-	-	-	10
35	Efficient 15 m painters suitable for towing (free-fall lifeboats)	-	-	-	2
36	Lamp with oil for 12 hours	1	1	1	-
37	Mast with galvanised wire stays and orange sails	1	1	1	-
38	Vessel with 4,5 l oil attachable to the sea anchor	1	1	1	-
39	Buoyant heaving lines	2	2	2	-
40	Cover of a highly visible colour for protection against exposure	-	1	1	-

(a) When a lifeboat and its launching appliance are replaced after 01.07.1998 on ships constructed before 01.07.1998, such lifeboat shall comply with the relevant requirements in force after 01.07.1998. If the launching appliance is not replaced, the lifeboat may be of the same type as that replaced.

(b) A single banked complement of buoyant oars, two spare buoyant oars and a buoyant steering oar; one set and a half of pins or crutches attached to the lifeboat by lanyard or chain, a boat hook.

19 Annex 5 - RESCUE BOAT INVENTORY (a)

		Date ship's keel laid
	Item	after 01.07.1986 (no specific requirements for ships
		Required number
1	Automatic draining valve with cap or plug attached with lanyard	1
2	Rudder and tiller	1
3	Buoyant lifeline around the rescue boat	1
4	Handholds underside the hull	2
5	Release mechanism for hooks	1
6	Release device for forward painter	1
7	Watertight lockers for storage of small items	1
8	Arrangement for towing liferafts	sufficient
9	Buoyant oars or paddles to make headway in calm seas	sufficient

10	Thole pins and crutches attached with lanyard or equivalent arrangements	for each oar
11	Buoyant bailer	1
12	Efficient compass in binnacle provided with means of illumination	1
13	Sea-anchor and tripping line with hawser of adequate strength (10 m length)	1
14	Painter of sufficient length and strength attached to the release device	1
15	Buoyant line for towing liferafts (50 m length)	1
16	Waterproof Morse electric torch with spare batteries and bulb	1
17	Whistle	1
18	First-aid outfit in waterproof case	1
19	Buoyant rescue quoits with 30 m buoyant line	2
20	Searchlight	1
21	Efficient radar reflector	1
22	Thermal protective aids	10% persons / 2 (the greater)
23	Boat-hook (rigid rescue boats)	1
24	Bucket (rigid rescue boats)	1
25	Knife or hatchet (rigid rescue boats)	1
26	Buoyant safety knife (inflated rescue boats)	1
27	Sponges (inflated rescue boats)	2
28	Efficient manually operated bellows or pump (inflated rescue boats)	1
29	Punctures repair kit in suitable container (inflated rescue boats)	1
30	Safety boat-hook (inflated rescue boats)	1

(a) When a rescue boat and its launching appliance are replaced after 01.07.1998 on ships constructed before 01.07.1998, such rescue boat shall comply with the relevant requirements in force after 01.07.1998. If the launching appliance is not replaced, the rescue boat may be of the same type as that replaced.