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GENERAL CIRCULAR

1st Feb 2019

TO: The Fleet

Subject: FREQUENT OBSERVATIONS DUE TO OVERSIGHT.

In spite of all the preparation checklist's / Questionnaires vessels still fall short and land up with observations which can be easily avoided. The aim of this Circular is to draw attention to items which are frequently overlooked prior to an inspection. Hence we have tried to summarize below list to draw particular attention to avoid future repetitions of same. Kindly note the below list is not exhaustive and same shall be revised as required.

BRIDGE & ACCOMMODATION

1. All accommodation & Deck store doors to be sealed / locked accordingly.
2. All natural vents in accommodation to be shut during loading / discharging / tank cleaning / purging / inerting operations
3. All exhaust vents in accommodation to be shut during loading / discharging / tank cleaning / purging / inerting operations
4. All accommodation places to be maintained clean and tidy
5. All provision stores, refrigerator room & galley to be maintained in clean and hygienic condition
6. All fire doors in accommodation (not having automatic release arrangements) are always kept shut and not kept ajar or secured forcibly in open position
7. AC to be kept in partial re-circulation to avoid negative pressure in the accommodation.
8. All exits leading out of accommodation unblocked and free of stores
9. VHF/ MF/HF/ AIS to be switched to low power
10. Entries in Deck log book to include
 - Master on / off conn
 - Echo sounder switched on/OFF
 - Watch level changed
 - BWNAS switched on / off

11. Position fixing to be done by more than one means even on ECDIS where possible
12. Compass deviation in error log closely reflects to the deviation card

DECK

1. Master / officers / crew to be in Uniform / clean boiler suits.
2. PPE to be worn
3. Safety apron / Face Shield / Heat resistant boots / Heat resistant gloves to be kept standby at manifold
4. The Cargo manifolds are to be isolated from unauthorized persons walking in that area.
5. Anchor lashings to be removed & chain stoppers properly engaged
6. All deck scuppers in place and tightly secured
7. No oil or cotton rags lying on deck or in spill trays
8. All saveall tank to be drained and plugged including mooring winch saveall tanks. Also ensure the securing arrangements of drain plug is in place.
9. Gangway manned, security checks done for visitors and escorted to ships office
10. All cargo tank domes & hatches on deck must be kept tightly closed
11. Pumproom entry checklist completed and permit posted near pumproom.
12. A portable gas meter with sufficient hose length to be kept standby near entrance for gas check prior entry
13. Pumproom to be clean of oil. All pump casing / tank tops to be cleaned on departure discharge port.
14. All checklists / permits to be filled completely and by hand and not in computer.
15. Deck watch keepers to be manned with portable gas meters
16. Master / COF to be aware of the worst case damage scenario
17. All loadicator test conditions completed over a period of 6 months and records maintained
18. Work / rest hours are completed correctly and drills / trainings / safety meeting to reflect under work hours
19. Remote IG pressure sensors for cargo tanks to be set to correct pressure setting to meet secondary venting requirements
20. MSDS for cargo, bunkers, chemicals, paints posted in respective locations
21. All garbage to be stored in dedicated area.
22. Mooring winches if fitted with split drums no more than 4 turns on same.
23. If asked to open up a BW Tank manhole for internal inspection – ship staff to strictly follow the Tank Entry Safety Procedures (all too often this is requested by Vetting / PSC Inspectors solely to test the ship staff).

ENGINE ROOM

1. Engine room floor plates / safe all tanks to be maintained clean with no traces of oil.
2. No rags to be lying around and all material to be stored in a proper place
3. Work shop tidy with safety goggles / face shields in place
4. All sounding pipes in E/R must have their self closing mechanism & caps in place
5. All critical spares and critical stores inventory is updated.
6. Emergency generator rooms, fire stations, foam rooms not to be locked, same if required for security reasons to be sealed.
7. Ensure that the QCV's are not tied down with a wire or other means that would prevent it to be closed remotely.

Please read and discuss the above in the next Management & Safety meeting on board.

A copy of same to be maintained on Bridge / CCR / ECR and all department heads to ensure compliance with same prior to arrival port irrespective of whether an inspection / audit / vetting is planned or not.

QHSE

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