	<b>M. 3.50 – NAVIGATION AUDIT CHECK LIST</b>	Date : 10/08/2018
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		Made by : QHSE
		Approved by : MD
		Rev. No : 0

**NAVIGATION AUDIT CHECKLIST (B)**


(Documentation)

Vessel Name : BITU ATLANTIC

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Auditor's Name : PANAIT MARIN

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Auditor's Signature : 

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From (Date) : 28-11-2018

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To (Date) : 30-11-2018

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5	Documentation, Notices & Posters	Y/N/NA	Responsible Person	Deadline
5.1	<p>Are the following Registers and Logs maintained up-to-date on a regular basis?</p> <ul style="list-style-type: none"> <li>a) Bridge Note Book (Movement or Bell Book)</li> <li>b) Radar Maintenance Log</li> <li>c) Compass Error Observation Book</li> <li>d) Chronometer Rate Journal</li> <li>e) GMDSS Log</li> <li>f) Master's Order Book</li> <li>g) Deck Log Book?</li> </ul> <p>Remarks if response is "No":</p>	<p>YES</p> <p>YES</p> <p>YES</p> <p>N/A</p> <p>YES</p> <p>YES</p> <p>YES</p>		
5.2	<p>Is a record of navigation equipment checks made in the ship "Log Book" and are findings recorded? BPG 3.2.5</p> <p>Remarks if response is "No":</p>	YES		
5.3	<p>Before commencing the voyage, are entries routinely made in log book and Bridge Note Book, as appropriate, for details of all data relating to the general condition of the ship, such as:</p> <ul style="list-style-type: none"> <li>- Manning and provisioning, IMO Res. A 916(22)</li> <li>- Cargo aboard, IMO Res. A 916(22)</li> <li>- Draught, IMO Res. A 916(22)</li> <li>- Result of stability/stress checks when conducted, IMO Res. A 916(22)</li> <li>- Inspections of controls, IMO Res. A 916(22)</li> <li>- Steering gear, IMO Res. A 916(22)</li> <li>- Navigational equipment; and IMO Res. A 916(22)</li> <li>- Radio- communication equipment? IMO Res. A 916(22)</li> </ul> <p>Remarks if response is "No":</p>	<p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p>		

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5.4	Has Master carried out random checks of Charts and Publication corrections and recorded the same in the log book? Remarks if response is "No":	YES		
5.5	Has the ship-specific list of spaces that are required to be covered during safety rounds by lookout, identified by the Master and known to the Officer In-charge of a Navigational Watch and persons on lookout? Remarks if response is "No":	YES		

5	Documentation, Notices & Posters (continued)	Y/N/NA	Responsible Person	Deadline
5.6	<p>During the voyage, are entries routinely made in log book and Bridge Note Book, as appropriate, for details related to the voyage should be recorded, such as:</p> <ul style="list-style-type: none"> <li>- courses steered and distances sailed, IMO Res. A 916(22)</li> <li>- position fixings, IMO Res. A 916(22)</li> <li>- weather and sea conditions, IMO Res. A 916(22)</li> <li>- changes to the voyage plan, IMO Res. A 916(22)</li> <li>- details of pilots (including pilot's embarkation/disembarkation with name of pilot), IMO Res. A 916(22)</li> <li>- entry into areas covered by, and compliance with, ship routing or reporting systems, IMO Res. A 916(22)</li> <li>- times of attendance and/or connection and disconnection of tugs,</li> <li>- times of berthing and un-berthing,</li> <li>- hazardous occurrences and accidents,</li> <li>- Manual Steering tested each watch?</li> </ul> <p>Remarks if response is "No":</p>	<p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p>		
5.7	<p>On special events, are entries routinely made in log book and Bridge Note Book as appropriate, for details about special, such as:</p> <ul style="list-style-type: none"> <li>- death and injuries among passengers and crew and passengers,</li> <li>- malfunctions of shipboard equipment and aids to navigation,</li> <li>- potentially hazardous situations,</li> <li>- emergencies and distress messages received,</li> </ul>	<p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p>		

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	– SAR operations conducted? Remarks if response is "No":	YES		
5.8	When the ship is at anchor or in a port, are entries routinely made in log book and Bridge Note Book, as appropriate, for operational matters, such as: – cargo operations – administrative matters – safety and security of the ship should be recorded. – anchor bearings and position? Remarks if response is "No":	YES YES YES		

5	Documentation, Notices & Posters (continued)	Y/N/NA	Responsible Person	Deadline
5.9	Is Auto/Manual steering changeover procedure, in English, prominently displayed on the bridge? Remarks if response is "No":	YES		
5.10	Is emergency steering changeover procedure displayed on the bridge? Remarks if response is "No":	YES		
5.11	Are instructions and procedure for familiarisation in respect of bridge equipment, publications and procedures available? Is P&T Checklist 4.03a – Familiarisation with Bridge Equipment completed for each bridge watchkeeping officer and is it effective? Remarks if response is "No":	YES YES		
5.12	Is procedure to check navigation light failure alarm posted close to navigation light panel? Remarks if response is "No":	YES		
5.13	Is there a notice posted in the vicinity of the AIS instructing that it should be switched off at tanker terminals or be operating at low power? Remarks if response is "No":	YES		
5.14	Is there a notice posted in the vicinity of the VHF instructing that the VHF should be switched off at tanker terminals or be operating at low power? Remarks if response is "No":	YES		
5.15	Have all bridge watchkeeping officers acknowledged with signature the contents of "standards regarding watchkeeping" provided at the beginning of the Captain's Night Order Book? Remarks if response is "No":	YES		

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5.16	Are Standing Orders and daily Night Orders issued by the Master and is it acknowledged by all bridge watch keeping officer? Remarks if response is "No":	YES		
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5	Documentation, Notices & Posters (continued)	Y/N/NA	Responsible Person	Deadline
5.17	Does Master's standing order clearly specify the following: - the watch officer has unrestricted access to navigation systems? - the watch officer has unrestricted access to communication systems? - the watch officer has unrestricted access to engines? Remarks if response is "No":	YES YES YES		
5.18	Has manoeuvring information been posted in the wheelhouse? Remarks if response is "No":	YES		
5.19	Are bridge watch arrangements defined and prominently posted? Remarks if response is "No":	YES		
5.20	Are GMDSS operating guidance for Masters of Ships in Distress situations displayed on the Bridge? Remarks if response is "No":	YES		
5.21	Is the Distress Signal Table Displayed in the Wheelhouse? Remarks if response is "No":	YES		
	Additional Navigational Items Identified: 1. 2. 3. 4. 5. 6. Remarks if response is "No":			

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