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| | | Made by : QHSE |
| | | Approved by : MD |
| | | Rev. No : 0 |

NAVIGATION AUDIT CHECKLIST
(Procedures)

Vessel Name : MT BITU ATLANTIC

Auditor's Name : PANAIT MARIN

Auditor's Signature : 

From Date (dd/mm/yy) : 27-11-2018

To Date (dd/mm/yy) : 29-11-2018



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| 1 | Bridge Organisation | Y/N/NA | Responsible Person | Deadline |
|-----|--|--------|--------------------|----------|
| 1.1 | Is "Working language on board is English" BPG 1.2.11 Remarks if response is "No" | YES | | |
| 1.2 | Are Bridge Watch Conditions maintained in compliance with SMS? Remarks if response is "No": | YES | | |

| 2 | Passage Planning | Y/N/NA | Responsible Person | Deadline |
|-----|---|--------|--------------------|----------|
| 2.1 | Are Company's Passage Plan Forms in use? Remarks if response is "No": | YES | | |
| 2.2 | Is Passage Plan Appraisal checklist prepared by the Navigating Officer and verified by the Master? Remarks if response is "No": | YES | | |
| 2.3 | Is berth-to-berth Passage Plan prepared by the Navigating Officer and verified by the Master? Remarks if response is "No": | YES | | |
| 2.4 | Are Squat and UKC calculated for all critical points in the passage and attached to the passage plan document; prepared by the Navigating Officer and verified by the Master? Remarks if response is "No": | YES | | |
| 2.5 | Is procedure for use of Navarea warnings, Navtex warnings, other navigation warnings, Temporary and Preliminary Notices in passage planning and during the voyage well established? Remarks if response is "No": | YES | | |
| 2.6 | Does the vessel maintain a systematic T&P Notice, Navarea Warnings and Navtex Warning file? Remarks if response is "No": | YES | | |
| 2.7 | Does position fixing interval practiced on board take into consideration the distance from nearest navigational hazard? Remarks if response is "No": | YES | | |
| 2.8 | Are weather forecasts/warnings taken regularly, actioned and filed for record? Remarks if response is "No": | YES | | |

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| 2 | Watch keeping (continued) | Y/N/NA | Responsible Person | Deadline |
|------|---|---|--------------------|----------|
| 2.13 | <p>Are the following carried out at least one hour before departure port or the soonest thereafter and recorded in the Bridge Note Book:</p> <ul style="list-style-type: none"> - Confirm with ER that required number of generators are in operation (minimum 2), for departure port. - Verify berth to berth passage plan is available - Verify Under Keel Clearance calculations have been completed correctly for the time of departure - Check charts for intended voyage are updated and available and courses plotted berth to berth - Notify crew about time of departure? <p>Remarks if response is "No":</p> | <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> | | |
| 2.14 | <p>Navigation in Restricted Visibility</p> <ul style="list-style-type: none"> - Is there record that Master is notified about restricted visibility? - Is there a record of use of sound reception system in restricted visibility? - Is there a record of use of fog signals in restricted visibility? - Is there a record that additional lookouts are posted in restricted visibility? - Does vessel proceed at safe speed in restricted visibility? - Is SMS Checklist used in restricted visibility and are records available in the log book? <p>Remarks if response is "No":</p> | <p>YES</p> <p>N/A</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> | | |
| 2.15 | <p>Is Echo Sounder scale used appropriate?</p> <p>Remarks if response is "No":</p> | YES | | |
| 2.16 | <p>Is Astronomical Navigation practiced by navigators at sufficient frequency to ensure that emergency position fixing can be achieved in case of failure of electronic navigational instruments?</p> <p>Remarks if response is "No":</p> | YES | | |
| 2.17 | <p>Does magnetic compass deviation stated in the deviation card/table match closely with the actual deviations recorded in Compass Error Book?</p> <p>Remarks if response is "No":</p> | YES | | |

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| 2 | Watch Keeping (continued) | Y/N/NA | Responsible Person | Deadline |
|------|---|------------|--------------------|----------|
| 2.18 | Is compass error verified every watch at sea and additionally after any large alteration of course? Is verification of compass error recorded in the log book during each watch at sea and at anchor? If error is unobtainable, is this fact is recorded in the log book? Remarks if response is "No": | YES | | |
| 2.19 | Is more than one method of position fixing used, wherever available? Remarks if response is "No": | YES | | |
| 2.20 | Is watch handover procedure complied with? Is Checklist used for watch handover and recorded in log book each watch? Remarks if response is "No": | YES YES | | |
| 2.21 | Do all watch keepers know and comply with relevant legislation related to navigational duties? Remarks if response is "No": | YES | | |
| 2.22 | Are procedures for the Master to assume control from the duty officer complied? Is record is maintained in Bridge Note Book whenever Master takes over con and hands over con? Remarks if response is "No": | YES YES | | |
| 2.23 | Is Navigation equipment checked prior to departure, during voyage and before approaching coastal and congested waters and entering port? Is SMS Checklist – Navigation, Coastal Waters and TSS used and recorded in log book? Remarks if response is "No": | YES YES | | |

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| 2 | Watch Keeping(continued) | Y/N/NA | Responsible Person | Deadline |
|------|--|--------|--------------------|----------|
| 2.24 | Is ship reporting systems (certain geographical areas) complied with? Remarks if response is "No": | YES | | |
| 2.25 | Is magnetic and gyro compasses compared at least each watch and recorded in the log book? Remarks if response is "No": | YES | | |
| 2.26 | Are procedure and obligations for received distress messages complied with? Remarks if response is "No": | YES | | |
| 2.27 | Are obligations in relation to SAR operations complied with? Remarks if response is "No": | YES | | |
| 2.28 | Is the depth finder operated continuously when making a landfall and in coastal waters? Remarks if response is "No": | YES | | |
| 2.29 | Is test of astern propulsion done before commencing manoeuvring or approaching port (whichever is earlier) and is it recorded in the log book? Remarks if response is "No": | YES | | |
| 2.30 | Are all watch keeper provided a minimum rest period as per regulations? Remarks if response is "No": | YES | | |
| 2.31 | Are records maintained of fire rounds being completed after each watch? Remarks if response is "No": | YES | | |
| 2.32 | Is look out maintained at all times at sea? (One man bridge operation from sunset to sunrise is not permitted) Remarks if response is "No": | YES | | |
| 2.33 | Is there a record in the log book for completion of SMS Checklist – Daily | YES | | |

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| | tests and checks at noon, while the vessel is at sea? Remarks if response is "No": | | | |
|--|---|--|--|--|

| 3 | Pilot age | Y/N/NA | Responsible Person | Deadline |
|-----|--|--------|--------------------|----------|
| 3.1 | Are procedures for pilot boarding complied with? Remarks if response is "No": | YES | | |
| 3.2 | Is Master / Pilot information exchange carried out in compliance with procedures? Remarks if response is "No": | YES | | |
| 3.3 | If vessel has special features (e.g. flap rudder, thrusters, CP propellers characteristics), has specific limitations of these equipments been discussed with the pilot? Remarks if response is "No": | N/A | | |

| 4 | Bridge Equipment | Y/N/NA | Responsible Person | Deadline |
|-----|---|--|--------------------|----------|
| 4.1 | Is up-to-date version of the following publication available and is each publication corrected to the latest BA NTM available on board? - Radio lists - Charts - Sailing Directions - Lists of Lights - Notice to Mariners - Tide Tables - Chart Catalogue - Other Nautical Publications? Remarks if response is "No": | YES YES YES YES YES YES YES YES | | |
| 4.2 | Are appropriate Charts and nautical publications available for the intended voyage? BPG 4.11.1 Remarks if response is "No": | YES | | |
| 4.3 | Is the largest scale chart available and used for each passage? Remarks if response is "No": | YES | | |
| 4.4 | Is last position transferred from previous chart to next chart? Remarks if response is "No": | N/A - ECDIS PRIMARY | | |
| 4.5 | Are all cancelled charts and/or cancelled publications removed from the wheelhouse or its vicinity? Remarks if response is "No": | YES | | |



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| 4.6 | Is Notice to Mariners available on board for the last 2 calendar years? Remarks if response is "No": | YES | | |
| 4.7 | Is the echo sounder recorder marked with a reference date and time on each occasion it is switched on and for each significant event? Remarks if response is "No": | YES | | |

| 4 | Bridge Equipment (continued) | Y/N/NA | Responsible Person | Deadline |
|------|---|--------|--------------------|----------|
| 4.8 | Is the course recorder kept on at all times, except when vessel is alongside berth? Remarks if response is "No": | YES | | |
| 4.10 | Does vessel have at least two working GPS receivers (incl. one DGPS)? Remarks if response is "No": | YES | | |
| 4.11 | Is GPS datum set to WGS84? Remarks if response is "No": | YES | | |
| 4.12 | Are radar performance checks carried out each watch by shipboard personnel and recorded in the deck log book? (Vessels provided with a performance monitor shall record the value obtained and compare it to the original value.) Remarks if response is "No": | YES | | |
| 4.13 | Is risk assessment of "Use of ECDIS for Navigation" conducted at least once every three months? Remarks if response is "No": | YES | | |
| 4.14 | Is the static and dynamic information of AIS up-to-date at all times? Remarks if response is "No": | YES | | |
| 4.15 | Is sound reception system working? Remarks if response is "No": | YES | | |
| 4.16 | Is Autopilot operation on Transmitting Magnetic Compass tested every month and recorded in log book? Remarks if response is "No": | YES | | |

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| 4 | Bridge Equipment (continued) | Y/N/NA | Responsible Person | Deadline |
|------|--|--------|--------------------|----------|
| 4.17 | Are Master and Nav. Officers familiar with procedure for downloading VDR data? Remarks if response is "No": | YES | | |
| 4.18 | When was last random download of VDR data required by office? Remarks if response is "No": | YES | 20-10-18 | |
| | Additional Navigational Items identified: 1. 2. 3. 4. 5. Remarks if response is "No": | | | |

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