



Maritec Tanker Management Private Limited

Vessel - Saint James LG (IMO: 9525170)

Inspection Type 001 - Vessel Internal Audit

Inspection Date 19 Aug 2023

Inspector Athma Gopaul

From Port Point Lisas Port

To Port Point Lisas Port

Hours Onboard

Avg Audit Findings 52 %

No of NCRs 0

No of observation 7

Crew Interview & Attendance Record

| Staff Name | Rank | Remarks |
|------------------------------------|-------|---------|
| 10548 - Giorgica Mardaru | MST | |
| 10651 - Alexey Krasikov | C/OFF | |
| 10662 - Eugenio Carou Maneiro | C/E | |
| 10622 - ANDREY KLEMENTYEV | 2/E | |
| 10333 - Rahul Saklani | AB | |
| 10577 - Nithin Valavath Sudhakaran | AB | |
| 10140 - Pramod Chamoli | C/CK | |
| 10416 - Aslam Thambigothi | OLR | |

Auditor Signature

Athma Gopaul



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Negative Findings

| Defect ID | Chapter | Category | Question | Answer Details | Is Critical | Status | Link |
|-----------|---------|----------|----------|----------------|-------------|--------|------|
|-----------|---------|----------|----------|----------------|-------------|--------|------|

Additional NCRs

| Defect ID | NCR No | Observations | Date of Disposition | Status |
|-----------|--------|--------------|---------------------|--------|
|-----------|--------|--------------|---------------------|--------|

Additional Observations

| Defect ID | Observations | Date of Disposition | Status |
|-----------|--|---------------------|---------|
| 0 | Emergency Generator has Oil Leak | | Pending |
| 0 | Gauges for HYD (5000psi) not on board | | Pending |
| 0 | Hyd Valves for Cargo System has oil leak | | Pending |
| 0 | Hydrophore Pump not working properly | | Pending |
| 0 | Sufficient number of Span Gases for portable gas detector not onboard. | | Pending |
| 0 | SW Piping Engine Room has Leak | | Pending |
| 0 | Tank #02 Temperature Gauge not working | | Pending |

Positive / Neutral Findings



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Chapter: 01.00 - Vessel Internal Audit

Category: 01.01 - General Issues - Master's Office

| Question | Answer Details | Is Critical | Link |
|--|----------------|-------------|------|
| 01.01.01 - Are the general condition, visual appearance and cleanliness of the hull satisfactory? | Grade - Yes | | |
| 01.01.02 - Is the Company's policy up dated, posted at public spaces and formally accepted/understood by all crewmembers? | Grade - Yes | | |
| 01.01.03 - Check records of ship's Safety and Environmental Committee meetings (every effort should be made to participate in a Committee meeting). | Grade - Yes | | |
| 01.01.04 - Check records of the Shore Safety Committee (SSC)/Management Review Committee (MRC) minutes/decisions forwarded to the vessel | Grade - Yes | | |
| 01.01.05 - Are the Master and crew able to describe what Safety and Environmental excellence means in practice? | Grade - Yes | | |
| 01.01.06 - Is the Master aware of his overriding authority and where is this stated in the SMS? | Grade - Yes | | |
| 01.01.07 - Is the Master aware of his obligation to submit an SMS review? Check records of previous Masters' reviews. | Grade - Yes | | |
| 01.01.08 - Check records of rest hours and watch schedules. Are they posted? Are they monitored by the Company? | Grade - Yes | | |
| 01.01.09 - Does the Master and the C/E regularly report all maintenance jobs, repair jobs and defects? Check records and follow up. | Grade - Yes | | |
| 01.01.10 - Have you received (written or verbal) complaints/protests/claims by clients, ratings, etc. since the last internal audit? | Grade - No | | |
| 01.01.11 - Have these been analyzed and all necessary corrective/preventive actions implemented? | Grade - Yes | | |
| 01.01.12 - Has the Master attended a ship-handling course? | Grade - Yes | | |
| 01.01.13 - Is the Master handing over form available and signed? | Grade - Yes | | |
| 01.01.14 - Has the Company representatives visited the vessel within the last six months? | Grade - Yes | | |
| 01.01.15 - Check Superintendent ship's inspection reports and compare with crew members inspection reports | Grade - Yes | | |
| 01.01.16 - Are there any deficiencies/repairs imposed by Company superintendents, the Class, PSC, etc. not yet rectified? If yes, what is the rectification schedule? Check tasks assignments. | Grade - No | | |
| 01.01.17 - Are the Master and crew familiar with the SMS procedures? Are the Master and crew aware of the Company objectives & policy and the concept of continuous improvement? | Grade - Yes | | |
| 01.01.18 - Other Comments | | | |



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Category: 01.02 - Certificates – Documents

| Question | Answer Details | Is Critical | Link |
|---|------------------|-------------|------|
| 02.01.01 - Are all ship's Certificates available, valid and properly filed? (Original copies available, validity, stamps, signatures, endorsements & entries. Continuous Synopsis Record (CSR): Ensure consistency of information). | Grade - Yes | | |
| 02.01.02 - Is a current Crew List available? | Grade - Yes | | |
| 02.01.03 - Is age verification made of newly joining crew? No person below the minimum age of 18 shall be employed or engaged or work on a ship. | Grade - Yes | | |
| 02.01.04 - Are the crewmembers paid on a Monthly basis and is a signed Monthly Statement of Account available for each crew member? | Grade - Yes | | |
| 02.01.05 - Are all crew members' employment contracts, including any applicable Collective Bargaining Agreement, available onboard and in the English language? | Grade - Yes | | |
| 02.01.06 - Are all crew members' employment contracts according to MLC standard A2.1.and are they signed by both sides? | Grade - Yes | | |
| 02.01.07 - Does the manning level meet or exceed that required by the Min. Safe Manning Certificate? (It should not be necessary for the Master or C/E to keep regular watches by adopting a three-watch system). | Grade - Yes | | |
| 02.01.08 - Are all seafarers' Certificates as per SMS available and valid (medical cards, Competency Certs, Flag endorsements, BTM, BRM, etc.)? Check competency in assigned duties. | Grade - Yes | | |
| 02.01.09 - Are there at least two officers onboard with GO certificate? | Grade - Yes | | |
| 02.01.10 - Is vessel's Cook properly certified? | Grade - Yes | | |
| 02.01.11 - Is documentation (certificate/license etc.) available onboard proving the compliance of the Manning Agent(s) with MLC 2006 requirements? | Grade - Yes | | |
| 02.01.12 - Is the MLC 2006 available onboard? | Grade - Yes | | |
| 02.01.13 - Is a copy of the applicable national provisions regarding repatriation available onboard? | Grade - Yes | | |
| 02.01.14 - Have any complaints been made? Have these been followed up and closed? | Grade - No | | |
| 02.01.15 - If the vessel is subject to the ESP, is the report file maintained? (An oil tanker > 5 years shall have a file of survey reports, the results of all scantling measurement and the statement of structural work carried out. This file shall be available 1 year prior vessel's 5th anniversary and accompanied by a Condition Evaluation Report (CER) with conclusions on structural condition of ship and its residual scantlings. 'Substantial corrosion' is wastage> 25% of allowable margins, but within acceptable limits. Each ES File must contain a CER for each ES carried out). | Grade - No NA | | |



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| 02.01.16 - If the vessel is over 130 m. and over 10 years old, has the criteria for longitudinal strength of the hull girder been met? (Evaluations are required at Safety Con. Cert. renewal surveys. Results are available within the CER). | Grade - Yes | | |
| 02.01.17 - If the vessel has been enrolled in a CAP what hull rating has been awarded? | | | |
| 02.01.18 - If the vessel is subject to CAS, are copies of the CAS Final Report and Review Record available? (Compliance with CAS is aligned to ESP concurrent with intermediate or renewal surveys. CAS is applied to all S/H tankers of 15 years or older). | | | |
| 02.01.19 - Has a Survey Plan for the CAS been completed and submitted 2 months prior commencement? | | | |
| 02.01.20a - Is the following documentation available on board - Main structural plans for cargo and ballast tanks | Grade - Yes | | |
| 02.01.20b - Is the following documentation available on board - Previous repair history | Grade - Yes | | |
| 02.01.20c - Is the following documentation available on board - Cargo and ballast history | Grade - Yes | | |
| 02.01.21 - Check (approved) manuals (T&S, Loading manual, ODME manual, IG manual, COW Operations & Equipment manual, P&A manual (for Ch. tankers), etc.) (The list of cargoes which the vessel is allowed to carry attached to CoF will include Appendix III substances, but that in P&A Manual will not. List in P&A Manual is different to that of CoF in that it contains info on miscibility (the percentage of the product which is soluble in water) and whether cargoes are suitable for cleaning by ventilation. That in CoF contains the conditions of carriage). | Grade - Yes | | |
| 02.01.22 - Is the library up to date and are all manuals and drawings prescribed in SMSM available? | Grade - Yes | | |
| 02.01.23 - Is an up to date index of Company's Circulars available? | Grade - Yes | | |
| 02.01.24 - Is a ship specific SOLAS training (LSA and FF) manual available in public spaces and up to date? Check crew awareness. | Grade - Yes | | |
| 02.01.25 - Other Comments | | | |

Category: 01.03 - Management Of Change - Document Control / Filing System



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|---|----------------|-------------|------|
| 03.01.01 - Check SMS filing system. Is the SMS available to all prescribed positions and up to date? | Grade - Yes | | |
| 03.01.02 - Check awareness of Officers for the filing system. Choose anyone of the department's files and ask an Officer to describe the numbering, the contained documents, the filing procedure, etc. | Grade - Yes | | |
| 03.01.03 - Master: Have you or other crew members ever submitted a written request for SMS revision? Check records and implementation of the relevant procedure. | Grade - No | | |
| 03.01.04 - Are the SMSM amended as per last amendment record? Are all superseded documents removed/ destroyed from areas of work and replaced by the amended controlled documents? | Grade - Yes | | |
| 03.01.05 - Is the SMS distributed to the persons noted on the distribution list? | Grade - Yes | | |
| 03.01.06 - Are all SMS prescribed forms been regularly sent to the Company? | | | |
| 03.01.07 - Other Comments | | | |

Category: 01.04 - Familiarisation – Handing Over – Training And Evaluation Procedures



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| Question | Answer Details | Is Critical | Link |
|--|--------------------|-------------|------|
| 04.01.01 - Are familiarization, handover and all other relevant SMS forms properly filed and dully signed? | Grade - Yes | | |
| 04.01.02 - Was there enough time for the familiarization of the new Master and Officers by their predecessors? | Grade - Yes | | |
| 04.01.03 - Are the duties and responsibilities relevant to the SMS known and accepted by all personnel? | Grade - Yes | | |
| 04.01.04 - Is the crew aware of the DPA/EMR name/contact details/duties and responsibilities? | Grade - Yes | | |
| 04.01.05 - Does the crew communicate satisfactorily in a common language? | Grade - Yes | | |
| 04.01.06 - Is the crew aware of the various alarms and signals (general alarm, fire alarm, UMS alarm, fire identification alarm, Sprinkler alarm, St. Gear alarm, M/E alarms, Dead man alarm, watertight doors alarm, etc.). Are the emergency sound signals posted? | Grade - Yes | | |
| 04.01.07 - Check appraisals and crew members' comments on their evaluations. | Grade - Yes | | |
| 04.01.08 - Are any issues (i.e. training needs) highlighted in appraisals given priority and resolved? | Grade - No | | |
| 04.01.09 - Check implementation of the Training Plan. Ensure that crew training is undertaken within the specified time frame | Grade - Yes | | |
| | Ocean Technologies | | |
| 04.01.10 - Has any training requirement been requested by employees? Check Company's response | Grade - No | | |
| 04.01.11 - Check methods/aids and audiovisual aids used for training | Grade - Yes | | |
| | Ocean Technologies | | |
| 04.01.12 - Is regular training to the use of LSA, FFE, critical systems and equipment, etc. and in survival at sea being undertaken? (Instructions given at drills and all the following shall be covered within 2 months: • Operation and use of inflatable liferafts; • Problems of hypothermia, first-aid treatment for hypothermia and other first-aid procedures; • Instructions for use of LSA in severe weather/sea conditions; • Operation/use of fire-extinguishing appliances, etc. Training on davit-launched liferafts & launching appliances at intervals of not more than 4 months). | Grade - Yes | | |
| | Weekly & Monthly | | |
| 04.01.13 - Is vessel equipped with ECDIS? Have all Deck Officers attended relevant training courses? | Grade - Yes | | |
| 04.01.14 - Check implementation of disciplinary procedures | Grade - Yes | | |
| 04.01.15 - Does the Master immediately advise Company of signed on and off crewmembers particulars and amends the crew list accordingly? | Grade - Yes | | |
| 04.01.16 - Are crew members timely replaced when they request so? What is the average interval required for effecting the replacement? | Grade - Yes | | |
| 04.01.17 - Other Comments | | | |



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Category: 01.05 - Emergency Response And Drills

| Question | Answer Details | Is Critical | Link |
|---|--|-------------|------|
| 05.01.01 - Are drills conducted as per schedule? | Grade - Yes Monthly | | |
| 05.01.02 - Does the Master evaluate the result of every drill to identify training needs and lessons learnt? | Grade - Yes | | |
| 05.01.03 - Have these evaluations identified any training needs for the crew? Check follows up. | Grade - Yes | | |
| 05.01.04 - Are the drills providing a comprehensive test of all communication and mobilization systems? | Grade - Yes | | |
| 05.01.05 - Are drills scenarios credible, realistic and with varied content and duration? (i.e. Fire drills include: reporting to stations & preparing for duties described in muster list, starting a fire pump, using at least the 2 required jets of water, checking fireman's outfit & other personal rescue equipment, checking relevant communication eq., watertight doors, fire doors, fire dampers & main inlets & outlets of vent. systems in drill area; and checking necessary arrangements for abandoning the ship). | Grade - Yes | | |
| 05.01.06 - Check that as far as is reasonable, rescue boats other than lifeboats which are also rescue boats are launched every 3 months with their assigned crew aboard and maneuvered in water. | Grade - Yes 24/07/2023 - last launch | | |
| 05.01.07 - Are drills participants familiar and trained with their roles and responsibilities? Check awareness of Emergency Procedures and Duties/Muster list. | Grade - Yes | | |
| 05.01.08 - Who are the Company's Emergency Response Team members? | Grade - Yes Francis Monteiro & Nawin Khaware (DPA & ALT DPA) | | |
| 05.01.09 - Is a system to provide a 24-hour damage-stability and structural-integrity assessment service available (in-house or under contract)? | Grade - Yes | | |
| 05.01.10 - Where can you find information pertaining to third parties that may be involved in emergencies (contact details for Rescue centers, salvage, towing, media consultants, Class societies, Flag States, etc.)? Check availability and that information is up to date. | Grade - Yes Posted in Various location | | |
| 05.01.11 - Has a SOPEP shore ship drill been carried out during the last 12 months? | Grade - Yes | | |
| 05.01.12 - Check records of fire rounds after each watch. (A lookout should not leave the bridge during the watch). | Grade - Yes | | |
| 05.01.13 - Are all Officers aware of the emergency procedures for dealing with leakage, spillage or fire involving the cargo? A sufficient number of them to be trained in first aid for cargoes carried. | Grade - Yes | | |
| 05.01.14 - Other Comments | Fire rounds - After Every Watch (4hrs) record in bridge log | | |



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Category: 01.06 - Environmental Protection

| Question | Answer Details | Is Critical | Link |
|--|----------------|-------------|------|
| 06.01.01 - Environmental Protection | Grade - Yes | | |
| 06.01.02 - Identify the Company's EMR, his duties and responsibilities. | Grade - Yes | | |
| 06.01.03 - Check implementation of environmental practices and improvements into shipboard activities. | Grade - Yes | | |
| 06.01.04 - Check familiarity of personnel with environmental aspects, impacts and targets. | Grade - Yes | | |
| 06.01.05 - Are all responsibilities relevant to EMS known and are they formally accepted? | Grade - Yes | | |
| 06.01.06 - Assess all records related to any failure of the EMS, including a review of non conformities and respective corrective/preventive actions. | Grade - Yes | | |
| 06.01.07 - Assess the policy, procedures, and current practices associated with the Master and C/E's capability to communicate regarding issues relating to the EMS with shore side personnel and the DPA, and review such communications. | Grade - Yes | | |
| 06.01.08 - Are the legal and other requirements list properly updated to include all applicable legislation? | Grade - Yes | | |
| 06.01.09 - Are purchasing and supply activities environmentally friendly? | Grade - Yes | | |
| 06.01.10 - Assess the policy, procedures and current practices to ensure that vendors, technicians, and other non-crew members follow SMS and EMS requirements regarding pollution prevention and environmental protection. | Grade - Yes | | |
| 06.01.11 - Check all EMS relevant records and reports. | Grade - Yes | | |
| 06.01.12 - Are there oil spill trays installed below the bunkering manifold and the bunker tanks vent heads? Are the drain plugs in position? | Grade - Yes | | |
| 06.01.13 - Is the Ballast Water Management Plan followed and are relevant records being maintained? Assess the policy, procedures and current practices. | Grade - Yes | | |
| 06.01.14 - Check records of training of crew on Environmental issues. Assess the frequency/adequacy of shipboard pollution prevention and environmental protection meetings and training. | Grade - Yes | | |
| 06.01.15 - Has the Garbage Record Book been correctly completed? Review garbage disposal receipts. Garbage Record Book is kept onboard 2 years. (Disposal into the sea of all plastics and incinerator ashes from plastic products is prohibited. If food waste is being disposed overboard, there must be strict separation in the galley. Ash disposal ashore or at sea should be recorded (start finish time, position, quantity, receiver and signed by responsible officer and each page by Master). The burning of plastic containing vinyl or PVC below 800oC may produce toxic emissions. Garbage incineration is prohibited in Baltic Sea). | Grade - Yes | | |



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| Question | Answer Details | Is Critical | Link |
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| 06.01.16 - Are there garbage disposal instruction and pollution prevention signs posted? | Grade - Yes | | |
| 06.01.17 - Are various hazardous solid waste (batteries, medical waste, fluorescent lamps, aerosol cans, chemical waste, old paint, pyrotechnics, fire detectors, plastic, etc.) adequately handled? | Grade - Yes | | |
| 06.01.18 - Is the operating manual for the incinerator available? Check IMO type approval Certificate | | | |
| 06.01.19 - Are specific warning notices posted to safeguard against the accidental opening of the overboard discharge valve from the OWS? (The overboard valve should be sealed and provided with a notice indicating that the valve should not be opened without the authority of the C/E or Master). | Grade - Yes Locked | | |
| 06.01.20 - Check bunkering procedures and their documentation | Grade - Yes | | |
| 06.01.21 - Check entries for bunkering in the Oil Record Book. | Grade - Yes | | |
| 06.01.22 - Are bunker samples (identification, storage, disposal) taken as per SMS requirements? | Grade - Yes | | |
| 06.01.23 - Are Bunker Delivery notes taken in accordance with MARPOL requirements? Check sulphur content | Grade - Yes | | |
| 06.01.24 - Are Officers aware of ECA requirements and Fuel Oil change procedures? | Grade - Yes | | |
| 06.01.25 - Compare entries for bunker tanks soundings/ROB data in the E/R logbook with actual figures | Grade - Yes | | |
| 06.01.26 - Assess the adequacy and performance of the OWS, Incinerator, Sewage System and any other pollution prevention equipment to handle the quantities and types of wastes developed during normal operations (this includes evaluation of capacities for all tanks or containers associated with the management of sludges, bilges and oily or other wastes. It includes evaluation of documentation tracking, maintenance and repair, modifications of all pollution prevention equipment and notifications of equipment failure to the Company. Assessment of adequacy and performance of OWS includes an operational test under actual operational conditions, as per manufacturer's recommendations. Test includes 1 hour of continuous processing of contents of Bilge Holding Tank without dilution, conducted in the presence of C/E or 2nd E/R. If an actual discharge is not feasible due to vessel's location, then discharge to be made to bilge or another tank as per procedures approved by Class. Soundings of Bilge Holding Tank to be made before and after the test and made a part of the audit record. All alarms to be recorded and retained and made a part of the audit record. All the above to be recorded in ORB) | Grade - Yes | | |
| 06.01.27 - Is the overboard discharge for the OWS secured? | Grade - Yes | | |
| 06.01.28 - Are environmental tags on overboard and intermediate flanges installed as necessary? (Bilge-Aux. Boilers-Sewage-Sludge piping system) | Grade - Yes | | |



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| 06.01.29 - Are related E/R Officers aware of the OWS, Incinerator, and etc. operation? | Grade - Yes | | |
| 06.01.30 - Check OWS, Incinerator, etc. maintenance records | Grade - Yes | | |
| 06.01.31 - Date of last OWS test | Grade - Yes | | |
| 06.01.32 - Are Incinerator operations regularly recorded? | | | |
| 06.01.33 - Compare entries for bilge/sludge tanks soundings in the E/R logbook with actual figures | Grade - Yes | | |
| 06.01.34 - Assess the policy, procedures, current practices and equipment used to maintain refrigeration units, including availability and status of refrigerant recovery units, procedures for recovering refrigerants and maintenance of a leak log | Grade - Yes | | |
| 06.01.35 - Check approved and up to date SOPEP/SMPEP/VRP | Grade - Yes | | |
| 06.01.36 - Is the oil pollution prevention equipment available to the SOPEP/SMPEP prescribed positions? | Grade - Yes | | |
| 06.01.37 - Does the plan include a description of equipment, its location, a plan for deployment, and specific crewmember duties for handling small spills? | Grade - Yes | | |
| 06.01.38 - Is the crew familiar with the use of the equipment and their duties according to the SOPEP/ SMPEP and emergency response plan? | Grade - Yes | | |
| 06.01.39 - Is double sided printing in non-official printings encouraged? | Grade - Yes | | |
| 06.01.40 - Are records concerning fresh water consumption kept? | Grade - Yes | | |
| 06.01.41 - Are the E/R bilge alarm tests regularly carried out and recorded in the relevant Test Log? | Grade - Yes | | |
| 06.01.42 - Are the bilge & sludge shore delivery receipts attached to the ORB? | Grade - Yes | | |
| 06.01.43 - Do quantities on receipts agree with the corresponding ORB entries? | Grade - Yes | | |
| 06.01.44a - Are the following entries regularly carried out in the E/R Logbook - • Extraordinary operations related to the bunker and E/R FO and LO tanks (when occurred): Records of the problem commencement and resolving, the treatment followed and waste products handling procedures must be kept | Grade - Yes | | |
| 06.01.44b - Are the following entries regularly carried out in the E/R Logbook - Unintended/accidental release of water, FO, LO from any E/R machinery (when occurred): Records include leakage date, quantity released, root cause and corrective/preventive actions | Grade - Yes | | |
| 06.01.45 - Is all equipment with oil to sea interface in good condition? | Grade - Yes | | |



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| 06.01.46 - Is there any oil leakage from the stern tube system? If yes, is it reported to the Company? | Grade - Yes | | |
| 06.01.47 - Check awareness of personnel about relevant SMS procedures | Grade - Yes | | |
| 06.01.48 - Other Comments | | | |

Category: 01.07 - Audits, Incidents, Ncrs, Near Misses, Etc



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|--|---------------------|-------------|------|
| 07.01.01 - Is the annual schedule for internal audits sent onboard on time? | Grade - Yes | | |
| 07.01.02 - Are audits performed in line with the audit schedule? | Grade - Yes | | |
| 07.01.03 - Is a near-miss reporting and hazards identification program followed and promoted? | Grade - Yes | | |
| 07.01.04 - Are significant safety deficiencies that cannot be rectified by ships' staff immediately reported? Does a full assessment of the situation undertaken with Management before the operation can continue? | Grade - Yes | | |
| 07.01.05 - Are deviations from agreed routines recorded and reported to Company for action if required? | Grade - Yes | | |
| 07.01.06 - Is there a copy of the last vessel internal and external audit available? | | | |
| 07.01.07 - Check NCRs identified by the last internal and external audits | | | |
| 07.01.08 - Have all responsible personnel been informed on non conformities, near misses, etc | | | |
| 07.01.09 - Are all NCRs thoroughly investigated, analyzed and properly closed out? Ensure corrective/ preventive actions are implemented. Ensure that all actionable items have been closed out as soon as is reasonably practicable | Grade - Yes | | |
| 07.01.10 - Are the Master and the Officers aware of the difference between non conformities, accidents and near misses? Are they aware of the reporting procedure? | Grade - Yes | | |
| 07.01.11 - Has the Master or crew reported any NCRs, incidents or near misses? Check follow up | Grade - Yes | | |
| 07.01.12 - Was any incident happened since last internal audit? If yes, check Company's reaction. Check all reports/records related to all incidents | | | |
| 07.01.13 - Are conclusions from investigations used to reduce the risk of any recurrence or related incidents? Check Company's follow up of such incidents and assistance provided to the ship | Grade - Yes | | |
| 07.01.14 - Are there at least 2 people on board who are capable of conducting incident investigations, risk assessments, etc.? (Check qualifications. Describe the basic steps to be followed during an investigation) | | | |
| 07.01.15 - Check records/database of all Risk Assessments conducted | Grade - Yes | | |
| | Bridge, CCR, Engine | | |
| 07.01.16 - Are all recognized potential hazards or otherwise undesirable operations in the risk-assessment programs fully documented and used to improve the SMS? | Grade - Yes | | |
| 07.01.17 - Other Comments | | | |

Category: 01.08 - Health And Hygiene



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|--|-------------------------------|-------------|------|
| 08.01.01 - Check Safety Officer's inspection records | Grade - Yes Chief Officer | | |
| 08.01.02 - Check periodic Health Risk Assessments/Job Hazards Analysis (monitoring of physical hazards, noise, inventorying hazardous materials, assessing human factors). Check health awareness campaigns to promote high standards of housekeeping and hygiene? | Grade - Yes | | |
| 08.01.03 - Are public spaces, smoke rooms, mess rooms, sanitary areas, food storerooms/handling spaces, refrigerators, galleys and pantries clean, tidy and in a hygienic condition?(Sanitary facilities: Sufficient, not damaged, clean. Galley/handling spaces: Clean, tidy and supply of hot & fresh cold water) | Grade - Yes | | |
| 08.01.04 - Are the galley's filters clean? (A cause of fires is accumulation of unburnt fuel or fatty deposits in galley ranges, within flue pipes & in filter cowls of galley vents. Oil & deep fat fryers fitted with thermostats to cut off the electrical power. Thermostats working, fire damper at lowest duct position, fan stop outside galley, fire extinguisher, fire blanket, etc.) | Grade - Yes | | |
| 08.01.05 - Ensure that the arrangement in any working space is satisfactory to prevent accidents and that there are always free entrances/escapes to and from such spaces | Grade - Yes | | |
| 08.01.06 - Is there an up to date inventory of medicines? (Locker as per flag requirements, no expired medicines) | Grade - Yes | | |
| 08.01.07 - Check Hospital (venting, alarm system, WC, sterilization equipment, resuscitation equipment O2, instruction manual, filled spare cylinders, mask with straps, anti-AIDS kit, medical gloves, first aid kit, Int. Medical Guide, etc.) | Grade - Yes | | |
| 08.01.08 - Is an Officer designated to take charge of medical care/hospital/medicines (Medical Officer)? | Grade - Yes Second Officer | | |
| 08.01.09 - Are Crew Medical Records available? | Grade - Yes | | |
| 08.01.10 - Is the stretcher store position marked? | Grade - Yes | | |
| 08.01.11 - Is a permanent arrangement provided for lifting an unconscious person from the pump room, including provisions of a suitable stretcher or harness and is it in order? | Grade - Yes | | |
| 08.01.12 - Is the Company D&A policy posted in the public spaces? | Grade - Yes | | |
| 08.01.13 - Check records of the unannounced alcohol tests carried out by the Master to all crew members | Grade - Yes | | |
| 08.01.14 - Record the date of the last unannounced D&A test by the external contractor | Grade - Yes | | |
| 08.01.15 - Are adequate resources available to care for the welfare of crew? (Accommodation, rest/recreation facilities, hygiene, air conditioning, access to ship/shore medical facilities, eligibility for compassionate leave, etc.) | Grade - Yes | | |



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Vessel - Saint James LG (IMO: 9525170)

| Question | Answer Details | Is Critical | Link |
|--|----------------|-------------|------|
| 08.01.16 - Are the general condition, visual appearance and cleanliness of the external and internal spaces and the weather decks satisfactory? | Grade - Yes | | |
| 08.01.17 - Are the accommodation spaces in good condition and clean? (Rails, cabin doors identified for each crew member, lifesaving labels, no uncovered lights, open doors securing hooks, ventilation & heating in order, etc.) | Grade - Yes | | |
| 08.01.18 - Is the deck, internal and working spaces lighting adequate? | Grade - Yes | | |
| 08.01.19 - Are the provision refrigerator spaces alarms and thermometers in good order? | Grade - Yes | | |
| 08.01.20 - Are posters/signs and other markings in proper places? | Grade - Yes | | |
| 08.01.21 - For vessels with an Ice Class notation: Are ALL crew provided with suitable clothing and training? (Vessels equipped to maintain temperature in accommodation, protect the hull, deck machinery, pipelines, ventilators, air inlets, sea inlets and ballast system against freezing. Means to receive and display ice charts & ice navigation info to be installed. Protection to prevent wheelhouse windows from freezing to be provided. If wheelhouse not totally enclosed, protected locations on bridge wings & searchlights on each bridge wing to be provided) | Grade - Yes | | |
| 08.01.22 - Are smoking regulations posted and being adhered to and are smoke rooms identified? (Designated smoking areas within accommodation or E/R should be agreed with the terminal. Notices should be posted in public areas stating which the smoking areas for this port are, and each smoking area should be identified at the access to the area. Smoking areas should not have doors or ports that open directly on open decks) | Grade - Yes | | |
| 08.01.23 - Are all ports and doors into passageways kept closed except when in use? | Grade - Yes | | |
| 08.01.24 - Are laundries free of accumulations of clothing that could constitute a fire hazard? | Grade - Yes | | |
| 08.01.25 - Is the use of all mechanical lighters, mobile phones, portable lighters with electrical ignition sources, etc. prohibited? | Grade - Yes | | |
| 08.01.26 - Other Comments | | | |

Category: 01.09 - Work Permits

| Question | Answer Details | Is Critical | Link |
|---|----------------|-------------|------|
| 09.01.01 - Are portable gas and oxygen analyzers appropriate to the cargoes being carried and are they in order? Check spares and suitable means for calibration. (At least 2 oxygen, % volume hydrocarbon, LEL and toxic gas analyzers for enclosed space or P/R entry. Vessels equipped with IG also carry 2 analyzers for measuring hydrocarbon content in an inert atmosphere.) | Grade - Yes | | |
| 09.01.02 - Are the portable gas and oxygen analyzers instruction manuals available? | Grade - Yes | | |



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| Question | Answer Details | Is Critical | Link |
|---|---|-------------|------|
| 09.01.03 - Are Officers familiar with their use and calibration? (Analyzers are checked for correct operation before each use. Nitrogen must generally be used when calibrating oxygen analyzers, but some multiple function analyzers use a test gas which serves all the functions of analyzer with one sample gas and which has oxygen 20.9%. In case of hydrocarbon gas analyzers, the correct test gas specified by the manufacturer must be used and Officers must know what the result of using that test gas should be) | Grade - Yes | | |
| 09.01.04 - Check records of regular testing and calibration of portable analyzers, as per manufacturers' recommendations. (There must be a routine for the replacement of parts i.e. filters at recommended intervals. The use of a self-test facility does not necessarily mean that an analyzer is operating correctly. It is possible for a machine to satisfactorily self-test, but then fail to register a lack of oxygen or the presence of gas. The only way to be sure that a machine is operating satisfactorily is to use a sample check gas. Crew to be aware whether or not these analyzers are in fact capable of doing so accurately. An analyzer designed to do so is the MSA Tankscope) | Grade - Yes Test - 25/07/2023 | | |
| 09.01.05 - Where toxic gases may be encountered, are appropriate toxic gas detection analyzers available and in order? (Personal H2S gas monitoring instruments for personnel engaged in cargo operations is recommended. Two toxic gas detectors are required on vessels carrying noxious liquids. There should be an adequate supply of valid tubes (e.g. Dragger tubes), specific to cargoes carried. An up to date inventory of tubes to be maintained. Personnel to be aware that some instrument sensors could be poisoned if exposed to high concentrations of CO2) | Grade - Yes Portable + Fixed Gas Detection | | |
| 09.01.06 - Is sufficient span calibration gas available for the fixed and portable analyzers onboard? | Grade - No On Order | | |
| 09.01.07 - Are hot work procedures in accordance with SMS requirements? Check Head Office approvals | Grade - Yes | | |
| 09.01.08 - Are pump room entry procedures including the checking of the atmosphere being complied with? A notice should be displayed at the P/R entrance with entry requirements | | | |
| 09.01.09 - Are all works for which a work permit is required carried out as per SMS procedures and latest industry requirements? | Grade - Yes | | |
| 09.01.10 - Is the electric welding equipment in good condition and instructions/safety guidelines posted? | Grade - Yes | | |
| 09.01.11 - Are Safety procedures being followed when using portable welding / burning equipment? | Grade - Yes | | |
| 09.01.12 - Other Comments | | | |

Category: 01.10 - Cargo And Other Operations



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Vessel - Saint James LG (IMO: 9525170)

| Question | Answer Details | Is Critical | Link |
|---|---------------------------|-------------|------|
| 10.01.01 - Are written procedures for Cargo/Ballast and transfer practiced/known? | Grade - Yes | | |
| 10.01.02 - Is the vessel free of inherent intact stability problems? (T&S manuals deal only with arrival and departure and crew members to be aware that stability problems may exist at intermediate stages during cargo transfers. Ascertain that vessel meets IMO intact stability criteria by requesting the C/O to demonstrate, using the class approved loading instrument, the intact stability at the worst case condition, i.e. all tanks slack and max. free surface) | Grade - Yes | | |
| 10.01.03 - Has a Cargo/Ballast plan been prepared (with detailed sequence of cargo and ballast transfer) and followed?(It covers all stages of transfer operations and contains: quantity & grade of each parcel, density, temperature and other properties, a plan of distribution, lines & pumps to be used, transfer rates and max. allowable pressures, critical stages of the operation, notice of rate change, venting requirements, stability & stress info, drafts and trims, ballast operations, Emergency stop procedures, Emergency spill procedures & spill containment & hazards of cargoes, and also, as required: Precautions against static generation, initial start-up rates, control of cargo heating systems, line clearing, COW procedures, UKC limits, bunkering & special precautions required for the particular operation) | Grade - Yes | | |
| 10.01.04 - Has the Cargo plan been signed by the watch Officers & Junior Officers to indicate understanding? | Grade - Yes | | |
| 10.01.05 - Are damage stability guidelines available? Is the Master aware of the worst damage stability condition? (Damage stability is assessed under the IBC Code) | Grade - Yes | | |
| 10.01.06 - Are cargo or ballast tanks free of sloshing or weight restrictions? Are Officers aware of the dangers of high free surface effects and the possibility of structural damage due to sloshing? | Grade - Yes | | |
| 10.01.07 - Are the Cargo Operations filing/records up to date and forwarded to the Company as required? Check forms/logbooks for completeness and accuracy of entries i.e. hourly rates, over side and P/R checks, valve position checks, etc | Grade - Yes | | |
| 10.01.08 - Is the ORB Part II updated as per MARPOL requirements? | Grade - Yes | | |
| 10.01.09 - If a loading computer or program is in use, is it Class approved? (It should calculate SF & BM in any load or ballast condition at specified readout points and should indicate the permissible values | Grade - Yes | | |
| 10.01.10 - Do records indicate that the loading computer is tested regularly for operational accuracy? (Class approved data should be used and the tests should be carried out at least quarterly) | Grade - Yes 29/07/2023 | | |
| 10.01.11 - Is information on cargo loading limitations available? | Grade - Yes | | |
| | Posted in CCR | | |
| 10.01.12 - Is information on maximum cargo loading rates and venting capacities posted in the CCR? | Grade - Yes | | |



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| Question | Answer Details | Is Critical | Link |
|---|--|-------------|------|
| 10.01.13 - Is the Cargo Record Book correctly completed and up to date? (When carrying chemicals under either a CoF or a NLS Cert.) | Grade - Yes Last Entry - 19/08/2023 | | |
| 10.01.14 - When an unfamiliar cargo is to be carried, is there a procedure (e.g. risk assessment) to review the cargo safety aspects and handling procedures? (For each chemical carried a review of the carriage requirements should have been made in order to ensure that the cargo plan contains all necessary information for the safe carriage of the product. The review should reference: IBC Code Ch. 17, CoF, P&A Manual and MSDS) | | | |
| 10.01.15 - Is a cargo compatibility chart available? | Grade - Yes Poster CCR | | |
| 10.01.16 - Check records of calibration of key cargo instrumentation and temperature and pressure gauges | Grade - Yes | | |
| 10.01.17 - Are legible and up to date pipeline and/or mimic diagrams of the cargo, IG and venting systems available in the CCR? | Grade - Yes | | |
| 10.01.18 - Is a tank cleaning plan established prior to cleaning operations? | | | |
| 10.01.19 - Is a completed ISGOTT Ship/Shore Safety checklist available and followed? | Grade - Yes | | |
| 10.01.20 - Is the verbal communication between the ship and the shore adequate? Are records of regular communications checks with the shore maintained? | Grade - Yes | | |
| 10.01.21 - Are Material Safety Data Sheets (MSDS) posted/available for all the products (including Crude Oil) being handled and are all Officers familiar with their use? | Grade - Yes | | |
| 10.01.22 - If the vessel is COW, has a checklist been completed and a COW plan prepared and followed? | | | |
| 10.01.23 - Are records maintained of previous COW operations? | | | |
| 10.01.24 - Do records indicate that the COW system has been pressure tested prior to use? | | | |
| 10.01.25 - Is the person in charge of COW operations suitably qualified? (i.e.: (a) Have at least 1 year of experience with duties on discharge of cargo and COW. Where his duties have not included COW, he shall have completed training in COW as per Res. A.446 (XI); (b) Have participated at least twice in COW one of which on the particular or in a similar ship; and (c) Be knowledgeable of contents of the Operations & Equipment Manual) | | | |
| 10.01.26 - Do records indicate that oxygen readings of the tanks to be crude oil washed have been checked by portable meter and found to be within maximum permissible limits? | | | |
| 10.01.27 - Are the trim, the drafts and the mooring arrangement been checked during cargo operations? | Grade - Yes | | |
| 10.01.28 - Is the calculation of the cargo volume in each tank possible? | Grade - Yes | | |



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| Question | Answer Details | Is Critical | Link |
|--|----------------|-------------|------|
| 10.01.29 - If applicable, please produce ODME print out. Is there evidence of recent testing? | | | |
| 10.01.30 - If the ODME has not been operational, was the fact recorded in the ORB? (The time of, and reason for, the failure and the time when the system was made operational again should be recorded in the ORB) | | | |
| 10.01.31 - Are decontamination showers and an eye-wash, where required, provided in marked locations? (For Chemical tankers on deck in convenient locations and operable in all ambient conditions) | Grade - Yes | | |
| 10.01.32 - Is the type of foam compound suitable for the cargoes which the vessel is certified to carry? (Ship should be provided with a fixed deck foam system. Only one type of foam should be supplied. For cargoes for which foam is not effective or incompatible, additional arrangements to the satisfaction of the administration should be provided. Regular protein foam should not be used) | Grade - Yes | | |
| 10.01.33 - Are weather forecasts received and assessed before commencing any operations? | Grade - Yes | | |
| 10.01.34 - Are emergency escape sets provided for every person on board, where required? (Ships intended for carriage of some Chemical cargoes shall be provided with suitable respiratory and eye protection for all on board: Filter type respiratory protection is unacceptable. SCBA duration of service > 15 minutes. Emergency escape respiratory protection should not be used for fire-fighting or cargo handling purposes and marked to that effect) | Grade - Yes | | |
| 10.01.35 - Is the accommodation air conditioning system maintained on partial re-circulation during cargo operations? (Accommodation should be kept under positive pressure to prevent entry of vapours. The operation of sanitary & galley extraction fans will cause vacuum, so the air conditioning intakes must not be kept fully closed) | Grade - Yes | | |
| 10.01.36 - Are all required external doors, ports and windows kept closed in port? (If doors have to be opened for access, they should be closed immediately after use. Where practical, a single door to be used in port. Doors that must be kept closed to be marked. Doors and openings can be open if vessel is storing provided there is no possibility of gas entering the accommodation and doors do not remain open for longer than necessary) | Grade - Yes | | |
| 10.01.37 - Are all cargo hoses and lines in order, tested annually to the design working pressure and marked accordingly? Check records of all hose tests and inspections. Every 2.5 years, pipelines to be tested to 1.5 times of their designed working pressure. (Each hose should be stenciled or marked with the date of testing, its specified max. working pressure and, if used in services other than the ambient temperature services, its max. and min. service temperature, as applicable. The specified max. working pressure should be > 10 bar gauge. This requirement applies to cargo hoses delivered after 1/7/02. Each hose should also be individually numbered) | Grade - Yes | | |
| 10.01.38 - Are personnel aware of the requirements for the emergency shutdown system (ESD)? | Grade - Yes | | |



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| Question | Answer Details | Is Critical | Link |
|---|----------------|-------------|------|
| 10.01.39 - Is the ESD system tested prior to cargo transfer and are records maintained? | Grade - Yes | | |
| 10.01.40 - Is a log kept of I.G. operations, test and maintenance? | Grade - No | | |
| 10.01.41 - Are the P/V valves in order, tight, inspected and cleaned as part of the PMS? (High jet cones and flaps should not be jacked open, particularly when loading. Verify that P/V valves are tight and venting system is operated as per SOLAS. High velocity vents are not fitted with flame screens and their correct operation relies on a pressure buildup within the compartment, which opens the valve at a predetermined level and then results in gas exit velocity > 30 m/sec. This provides protection against passage of flame (speed 7.5 m/sec). Request the manual lifting of P/V valves. P/V valves are checked for free movement prior operation as per Ship to Shore Safety Check List. Date of last overhaul) | NA | | |
| 10.01.42 - Check records of cargo system and equipment maintenance, including the overhaul of the non-return valve or equivalent fitted forward of the deck water seal, with positive means of closure. (As an alternative, an additional valve having such means of closure may be provided forward of the non-return valve to isolate the deck water seal from the IG main) | | | |
| 10.01.43 - Are cargo pumps and associated equipment fully operational? | Grade - Yes | | |
| 10.01.44 - Are scuppers properly plugged and is the deck area free of oil? | Grade - Yes | | |
| 10.01.45 - Are safety procedures related to cargo operations strictly adhered? | Grade - Yes | | |
| 10.01.46 - Are Ship-to-Ship transfer checklists completed and SMS procedures implemented (if applicable)? (Five checklists are used at time of transfer and when operation is planned: 1. Pre-fixture information; 2. Before operations commence; 3. Before run-in and mooring; 4. Before cargo transfer; and 5. Before unmooring) | Grade - Yes | | |
| 10.01.47 - Have senior deck Officers had open-water STS transfer experience within the last 12 months? | | | |
| 10.01.48 - Are procedures provided for STS operations as per OCIMF/ICS STS Transfer Guide? | | | |
| 10.01.49 - Please explain the voyage files for the last voyage. | Grade - Yes | | |
| 10.01.50a - Are voyage instructions and guidelines forwarded to the vessel regarding - Details for the next port and the attending agent? | Grade - Yes | | |
| 10.01.50b - Are voyage instructions and guidelines forwarded to the vessel regarding - Possible mooring and depth restrictions for the next port of call? | Grade - Yes | | |
| 10.01.50c - Are voyage instructions and guidelines forwarded to the vessel regarding - Information and Safety Data Sheets for the next cargo? | Grade - Yes | | |



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| Question | Answer Details | Is Critical | Link |
|--|----------------|-------------|------|
| 10.01.50d - Are voyage instructions and guidelines forwarded to the vessel regarding - Cargo loading / unloading particular requirements for the next cargo? | Grade - Yes | | |
| 10.01.50e - Are voyage instructions and guidelines forwarded to the vessel regarding - Expected bunkering operations? | Grade - Yes | | |
| 10.01.50f - Are voyage instructions and guidelines forwarded to the vessel regarding - Special navigation and sea traffic information? | Grade - Yes | | |
| 10.01.50g - Are voyage instructions and guidelines forwarded to the vessel regarding - Expected crew changes at next port? | Grade - Yes | | |
| 10.01.50h - Are voyage instructions and guidelines forwarded to the vessel regarding - Type and quantity of spare parts forwarded for delivery to the next port of call, etc. | Grade - Yes | | |
| 10.01.51 - Check awareness of crew for SMS procedures related to Static electricity precautions. (When a tank is maintained in an inert condition, when static non-accumulator cargoes are being handled, or when the tank atmosphere is non-flammable, no anti-static precautions are necessary. Question should only be completed for vessels carrying static accumulator cargoes in non-inert tanks. Static accumulator cargoes are all those except fuel with anti-static additive, heavy black fuel oils, crude oil, alcohols, ketones, residual fuel oils, black diesel oils and asphalts (bitumen). Some chemicals are known static accumulators i.e. Cumene, Cyclohexane, Diethylether, Heptanes, MTBE, Nonene, Octenes, Styrene, Toluene and Xylene. In case of doubt it shall be assumed that a product is a static accumulator) | Grade - Yes | | |
| 10.01.52 - Are precautions relating to maximum flow rates during initial loading being observed? (Depending upon the trade, a number of loading rates need to be determined for each cargo tank, which will be dependent on max. flow rates in cargo lines for different products and loading operations. The following flow rates may need to be calculated for each section of the cargo system: • A loading rate based on a linear velocity of 1 m/sec. at the tank inlet for the initial loading rate for static accumulator cargoes into non-inerted tanks; • A loading rate based on a linear velocity of 7 m/sec. for bulk loading static accumulator cargoes into non-inerted tanks; • A loading rate based on a linear velocity of 12 m/sec. for loading non-static accumulator cargoes and also for loading static accumulator cargoes into inerted tanks. This velocity is provided for guidance and is considered as a rate above which pipeline erosion may occur at pipe joints and bends) | Grade - Yes | | |
| 10.01.53 - Are required relaxation periods being observed? | Grade - Yes | | |
| 10.01.54 - Are metal tapes, UTI tapes, and other gauging or sampling devices bonded before being introduced into tanks?(UTI tapes which have quick couplings to connect the unit to the vapour lock may not require bonding wires. However, the internal bonding of such units should be checked every 6 months as per manufacturer's requirements) | | | |
| 10.01.55 - Are natural fiber ropes, as opposed to synthetic, used for dipping etc.? (Dipping, ullaging or sampling with non-metallic equipment lowered on clean natural fiber line is permissible at any time) | | | |



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| Question | Answer Details | Is Critical | Link |
|--|----------------|-------------|------|
| 10.01.56 - If portable tank cleaning hoses are used, are continuity tests carried out and the results recorded? (Portable tank washing hoses should have a bonding wire within them for electrical continuity. Hoses marked to allow identification. A record to be kept showing the date and result of electrical continuity testing. Hoses tested for electrical continuity in a dry condition prior to use for tank cleaning. Resistance < 6 ohms per meter length) | | | |
| 10.01.57 - Are cargo pipe joints bonded? (All gasketed cargo pipe joints and hose connections should be electrically bonded. Some gaskets are electrically conductive and bonding is not required) | Grade - Yes | | |
| 10.01.58 - Check awareness of personnel about relevant SMS procedures | Grade - Yes | | |
| 10.01.59 - Other Comments | | | |

Category: 01.11 - Mooring And Anchoring

| Question | Answer Details | Is Critical | Link |
|--|----------------|-------------|------|
| 11.01.01 - Is maintenance of mooring equipment completed annually as per PMS? Check records of inspection and maintenance of mooring bits, ropes, windlasses, winches, wires, etc. (Splicing of ropes is acceptable but reduces strength by 10%. Splices in eyes and for repairs should have a min. of 5 tucks. Attention to eyes of mooring wires. If more than 3 broken wires in any strand, or 5 in any adjacent strands in a length of wire 10 times the diameter, the damaged part requires removal & the wire re-splicing. Check routine for maintenance & lubrication of wires. Individually identified & tagged mooring lines allow tracing. A log of where they are deployed to be maintained. Vessel MUST be fitted with closed chocks. Smit type brackets are NOT acceptable) | Grade - Yes | | |
| 11.01.02 - Are certificates available for all mooring ropes and wires? (A file showing the locations of the winches should be maintained. Test certificates for mooring lines, Mandel/Tonsberg shackles and synthetic tails should show to which winch each component has been fitted) | Grade - Yes | | |



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|--|----------------|-------------|------|
| 11.01.03 - Check records of tests of winch brakes. (Winch brakes MUST be tested annually and the proper setting recorded. Winch brakes are normally designed to hold 80% of the line's min. breaking load and will be set in service to hold 60% of mooring line's min. breaking load. Brake holding capacity may be expressed in tonnes or as a percentage of a line's min. breaking load. The primary brake to be set to hold 60% of mooring line's min. breaking load. New equipment to be designed to hold 80% of line's min. breaking load, but can be adjusted down to 60%. Ideally, a brake should hold and render within a very small range and once it renders, should shed only enough load to bring the line tension back to a safe level. The band brake with screw is marginally satisfactory and requires care. Specifications to be available on winch drum to show the design holding capacity and the torque required on hand wheel or lever to achieve this. Where self-storing winches are fitted check awareness of the need to monitor the brake holding capacity to ensure that brakes will render well before ropes reach their min. breaking load and part. If mooring lines have a min. breaking load in excess of that for which the winch was originally designed, the brakes shall be set to render at 60% of min. breaking load of mooring line for which the winch was designed. If the overstrength line is of a greater diameter than the mooring line, full stowage on the drum must be made and in the case of split-drum winches, must not result in excess layers on the tension part of the drum when in use) | Grade - Yes | | |
| 11.01.04 - Are there emergency towing arrangements readily available for deployment forward and aft? | Grade - Yes | | |
| 11.01.05 - Are the emergencies towing-off wires (fire wires) of appropriate size, in a satisfactory condition and do they conform to OCIMF recommendations? | Grade - Yes | | |
| 11.01.06 - Is there a record of routine risk assessment to ensure that all anticipated mooring arrangements and equipment ensure the safety of shipboard personnel? | Grade - Yes | | |
| 11.01.07 - Are there spare mooring ropes and wires available? | Grade - No | | |
| | On Order | | |
| 11.01.08 - Is sufficient crew on board at all times to attend moorings? | Grade - Yes | | |
| 11.01.09 - Are there records of the inspection and maintenance of mooring bits, mooring ropes, windlasses, mooring winches, wires and equipment and are they in good condition? | Grade - Yes | | |
| 11.01.10 - Are moorings satisfactorily deployed and tended? | Grade - Yes | | |
| 11.01.11 - Are the mooring ropes properly reeled to the winch drums and secured/turned up correctly to the bits (one turn prior to figures of eight etc.)? | Grade - Yes | | |
| 11.01.12 - Are all powered mooring lines secured on brakes and are the winches out of gear? | Grade - Yes | | |
| 11.01.13 - On split drum winches are all the lines made fast with no more than one layer on each tension side of the drum? | Grade - Yes | | |



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| Question | Answer Details | Is Critical | Link |
|---|--|-------------|------|
| 11.01.14 - If mooring tails are fitted to wires, do they have proper connecting links and are they correctly fitted? | | | |
| 11.01.15 - Are all mooring lines stowed neatly to minimize tripping hazards and are mooring areas clear and unobstructed? | Grade - Yes | | |
| 11.01.16 - Do mooring winch foundations, brake linings, drums and pins in a satisfactory condition? | Grade - Yes | | |
| 11.01.17 - Are bitter end securing arrangements unobstructed and outside the chain locker? | Grade - Yes | | |
| 11.01.18 - Are the rollers rotating freely? | | | |
| 11.01.19 - Are the anchors ready for use? (anchor chain cables and stoppers in good condition) | Grade - Yes | | |
| 11.01.20 - Are anchors and chains in good condition? | Grade - No | | |
| 11.01.21 - Other Comments | Port Anchor to Change Port Anchor Flaks Bent - To Change Chain Lockers to be cleaned | | |

Category: 01.12 - Deck – Deck Officers And Crew

| Question | Answer Details | Is Critical | Link |
|---|---------------------------|-------------|------|
| 12.01.01 - Are all deck openings, watertight doors, portholes, etc., in order and capable of being properly secured? | Grade - Yes | | |
| 12.01.02 - Has a Safety Officer been designated and trained to undertake this role? | Grade - Yes | | |
| 12.01.03 - Are all alarms regularly tested (with the main and emergency source of power) and in order? | Chief Mate Grade - Yes | | |
| 12.01.04 - Is the vessel equipped with sufficient number of intrinsically safe portable radios? (to allow communications between CCR, the deck officer, the deck watch, Master and the pumpman) | Grade - Yes | | |
| 12.01.05 - Are the portable pumps on deck ready for use? | | | |
| 12.01.06 - Is personal protective equipment provided and being worn by all personnel, as appropriate? | Grade - Yes | | |
| 12.01.07 - Are all hand torches approved for use in gas-hazardous area? | Grade - Yes | | |
| 12.01.08 - Is all loose gear on deck, in stores and in internal spaces properly secured? | Grade - Yes | | |
| 12.01.09 - Are all emergency systems & equipment operational and are starting/operating instructions posted? | Grade - Yes | | |



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| Question | Answer Details | Is Critical | Link |
|---|-----------------------|-------------|------|
| 12.01.10 - Are all Officers familiar with LSA, FFE and all emergency and critical systems/equipment?(I.e. main and emergency fire pumps, steering gear in emergency mode, donning and use of BA and oxygen resuscitation eq., etc.) | Grade - Yes | | |
| 12.01.11 - Are alleyways free of obstructions and exits clearly marked? | Grade - Yes | | |
| 12.01.12 - Are the cables switchboards and other electrical equipment protected from spray and in order? | Grade - Yes | | |
| 12.01.13 - Is the fire plan available in the accommodation and in watertight containers outside the accommodation P&S? Does it correspond to the actual vessel condition? Is a crew list included? | Grade - Yes | | |
| 12.01.14 - Are the fire doors operating satisfactorily? | Grade - Yes | | |
| 12.01.15 - Are the Oxygen / Acetylene bottles located to a dedicated, marked and ventilated space, outside of the accommodation and the E/R? Are there instructions and warnings signs posted (bottles to be closed when not in use)? | Grade - Yes | | |
| 12.01.16 - Are vent fire flaps, vent fan stops and funnel dampers marked and in good condition? | Grade - Yes | | |
| 12.01.17 - Are the ventilation ducts and air pipes marked with serving space name and equipped with satisfactory closing arrangements? | Grade - Yes | | |
| 12.01.18 - Are inspection records for the Fixed Gas detection equipment available? | Grade - Yes | | |
| 12.01.19 - Are the muster stations clearly marked? | Grade - Yes | | |
| 12.01.20 - Are updated muster lists displayed on the bridge, E/R and accommodation spaces(to show duties assigned to crew: •Closing of watertight doors, fire doors, valves, scuppers, side scuttles, portholes, etc.; • Equipping of survival craft and other LSE; • Preparation and launching of survival craft; • General preparations of other LSE; • Muster of passengers; • Use of communication eq.; • Manning of fire parties assigned to deal with fires; and • Special duties assigned for use of FFE and installations. The muster list to specify which officers are assigned to ensure that LSA and FFE are in order/ ready for use and their substitutes. To be prepared before ship proceeds to sea) | Grade - Yes | | |
| 12.01.21 - Are ship-specific LSA maintenance instructions available and are weekly, monthly, etc. inspections being carried out? (A report of the inspection to be entered in the logbook. Instructions illustrated when possible and include for each appliance: • Maintenance & repair instructions; • A schedule of periodic maintenance; • A diagram of lubrication points with recommended lubricants; • A list of replaceable parts; and • A list of sources of spare parts) | Grade - Yes Weekly | | |
| 12.01.22 - Are there instructions for the use of the LSA and lifejacket donning instructions been posted in prominent locations? | Grade - Yes | | |
| 12.01.23 - Are the positions of the lifejackets marked? | Grade - Yes | | |



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Vessel - Saint James LG (IMO: 9525170)

| Question | Answer Details | Is Critical | Link |
|---|----------------|-------------|------|
| 12.01.24 - Are the lifejackets available to the forward store, the bridge and the engine control room in order, equipped with light, whistle and reflective tape and is the vessel's name written on them? | Grade - Yes | | |
| 12.01.25 - Are immersion suits in order? Are they distributed as per SOLAS requirements? | Grade - Yes | | |
| 12.01.26 - Are lifeboat and liferaft operating instructions displayed? (Be easily seen under emergency lighting conditions) | Grade - Yes | | |
| 12.01.27 - Are liferafts secured correctly, in good condition and ready for use? | Grade - Yes | | |
| 12.01.28 - Is there a manrope available to the forward liferaft? | | | |
| 12.01.29 - Are the liferaft hydrostatic release units valid, in good condition and correctly mounted? | Grade - Yes | | |
| 12.01.30 - Is the rescue boat, including its equipment and launching arrangement in order? | Grade - Yes | | |
| 12.01.31 - Are the lifeboats and their equipment in order and ready for use? (Check for expired equipment) | Grade - Yes | | |
| 12.01.32 - Is there a maintenance and test schedule for lifeboat on-load release gear? | Grade - Yes | | |
| 12.01.33 - Are the lifeboat embarkation ladders in good condition and ready for use? | Grade - Yes | | |
| 12.01.34 - Check the "man-overboard" lifebuoys and the release device | Grade - Yes | | |
| 12.01.35 - Are safety signs used according to IMO requirements? | Grade - Yes | | |
| 12.01.36 - Are lifebuoys, lights, buoyant lines, quick release mechanisms and self-activating smoke floats in order? (Lifebuoys shall be: • So distributed as to be available on P&S and as far as practicable on all open decks extending to ship's side; • At least one to be placed in vicinity of stern; and • Capable of being rapidly cast loose and not permanently secured. At least one lifebuoy on each side of the ship to be fitted with a buoyant line > twice the height at which it is stowed above waterline in lightest seagoing condition, or 30 m. whichever is greater. Half of total lifebuoys provided with self-igniting lights. Two also provided with lifebuoy self-activating smoke signals capable of quick release from bridge. Lifebuoys with lights & those with lights & smoke signals to be distributed equally on P&S and shall not be the lifebuoys provided with lifelines. Lifebuoys intended to operate the quick-release arrangement provided for the self-activated smoke signals and self-igniting lights shall have a sufficient mass) | Grade - Yes | | |
| 12.01.37 - Are there instructions for the use of the FFE been posted in prominent locations? | Grade - Yes | | |
| 12.01.38 - Are the fire lockers / stations marked and fully equipped? | Grade - Yes | | |



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| Question | Answer Details | Is Critical | Link |
|--|----------------|-------------|------|
| 12.01.39 - Are the fire extinguishers in order, valid and operating instructions posted on them? | Grade - Yes | | |
| 12.01.40 - Are the fireman outfits in order and their position clearly marked? | Grade - Yes | | |
| 12.01.41 - Are the BA sets ready for use and their bottles full? Are there spare bottled available? | Grade - Yes | | |
| 12.01.42 - Is there a BA compressor available and in order? | Grade - Yes | | |
| 12.01.43 - Are the fire pumps and the emergency fire pump operational and starting/operating instructions posted? | Grade - Yes | | |
| 12.01.44 - Are hoses and nozzles in order and ready for use? (Randomly select and check isolating valves) | Grade - Yes | | |
| 12.01.45 - Is there firefighting equipment available in the paint store and in good condition? (Fixed automatic or manually activated system or portable fire extinguisher) | Grade - Yes | | |
| 12.01.46 - Are EEBD's in accommodation (at least 2), P/R and E/R in order and ready for use? Training in their use is mandatory. Spares shall be kept. (Duration>10 minutes. Instructions or diagrams illustrating their use to be printed on EEBD. An EEBD, when stored, shall be protected from environment. Maintenance requirements, serial No. , date of manufacture and shelf life to be also printed. Training EEBD's to be marked) | Grade - Yes | | |
| 12.01.47 - Are ship-specific FFE maintenance instructions available and are weekly, monthly, etc. inspections being carried out? Check maintenance, testing and inspections. (Maintenance plan to include: Fire mains, fire pumps & hydrants, hoses, nozzles & Int. shore connections; Fixed fire detection & fire alarm systems; Fixed fire extinguishing systems & other fire extinguishing appliances; Automatic sprinkler, Vent. systems, including fire & smoke dampers, fans and their controls; Emergency shutdown of fuel supply; Fire doors and their controls; General emergency alarm systems; EEBDs; Portable fire extinguishers and spares; Fire fighter's-outfits; IG systems; Deck foam systems; Fire safety arrangements in cargo pump rooms; and Flammable gas detectors) | Grade - Yes | | |
| 12.01.48 - Check ship-specific fire safety operational booklets. (With crew's responsibilities for general fire safety while loading & discharging cargo & while under way. It shall provide reference to pertinent firefighting & emergency cargo handling instructions of IBC Code, IGC Code and IMDG Code, as appropriate. It shall include provisions for preventing fire spread to cargo area due to ignition of flammable vapours and procedures for cargo tank gas-purging and/or gas-freeing) | Grade - Yes | | |
| 12.01.49 - Are fixed fire detection & alarm systems in order and tested regularly? (There shall be a procedure for whenever a zone of fire detection is isolated to ensure that relevant crew is aware of isolation & reason and to ensure that zone is reinstated asap. The E/R shall not be operated unmanned with any zone in space isolated. Spaces not covered by fire detection shall be covered by regular fire patrols. Such patrols shall not utilise bridge lookout during darkness) | Grade - Yes | | |



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| Question | Answer Details | Is Critical | Link |
|--|---|-------------|------|
| 12.01.50 - Are the locations of LSE and FFE marked with IMO symbols and operating instructions posted (easily seen under emergency lighting conditions, symbols in accordance with IMO Res.A760)? (Containers, brackets, racks and stowage locations shall be marked. If more than one device is stowed in a location, the number of devices shall also be indicated) | Grade - Yes | | |
| 12.01.51 - Are all cargo derricks, cranes and other lifting equipment in order, marked (SWL) and has periodical testing and inspection been carried out? Check records and Register/Certificates of Lifting Appliances. Check records of operators' training (Cargo lifting eq. shall be load tested every 5 years & examined by a competent person annually. Other lifting eq. is not regulated except as required by Class, but shall be tested and examined similarly. The min. SWL for which test is required is 1 ton. A Chain Register is not required, but there must be records supporting test and examination) | Grade - No Cranes to be serviced | | |
| 12.01.52 - Check records of regular inspection and testing of lifting devices, wire slings, cranes, portable and beam chain blocks, pad eyes, lifting beams etc | Grade - Yes | | |
| 12.01.53 - Is the Garbage Management Plan followed? Is the relevant training been carried out? (Garbage collection points, garbage segregation / handling / disposal). If an incinerator is installed is the ash disposal ashore or at sea been recorded (start finish time, position, quantity, receiver and signed by responsible officer and each page by the master. Book is kept on board for 2 years) | Grade - Yes | | |
| 12.01.54 - Are there portable approved radios available and operational for mooring/cargo operations? | Grade - Yes | | |
| 12.01.55 - Are Officers familiar with operation of the steering gear in the emergency mode? | Grade - Yes | | |
| 12.01.56 - Do decks in working areas have clearly identified non-slip surfaces? | Grade - Yes | | |
| 12.01.57 - Is the helicopter landing /winching space marked? | | | |
| 12.01.58 - Is deck well maintained (main deck, pipe lines, deck fittings etc.)? | Grade - No Deck Maintenance Required | | |
| 12.01.59 - Check awareness of the department personnel about relevant procedures. | | | |
| 12.01.60 - Other Comments | | | |

Category: 01.13 - Bridge

| Question | Answer Details | Is Critical | Link |
|--|----------------|-------------|------|
| 13.01.01 - Is the bridge ventilation and lighting satisfactory? | Grade - Yes | | |
| 13.01.02 - Is there adequate lighting, ventilation, ITU publications, electric shock card & clock on the Bridge? | Grade - Yes | | |



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Vessel - Saint James LG (IMO: 9525170)

| Question | Answer Details | Is Critical | Link |
|--|---------------------------|-------------|------|
| 13.01.03 - Are there fire extinguishers available on the bridge and in the radio room? | Grade - Yes | | |
| 13.01.04 - Is the watch schedule posted on the bridge? | Grade - Yes | | |
| 13.01.05 - Are the duties of the watch-standing officers and ratings defined/posted? | Grade - Yes | | |
| 13.01.06 - Are the Master's day and night standing orders posted? Have the deck officers countersigned them as being read and understood? | Grade - Yes | | |
| 13.01.07 - Is a look-out maintained at all times when the vessel is at sea? (The OOBW may be the sole look-out in daylight provided that on each occasion: The situation has been assessed and it has been established that it is safe to do so; Full account has been taken of all relevant factors i.e. weather, visibility, traffic density, proximity of dangers to navigation and attention necessary when navigating in or near traffic separation schemes; Assistance is available to be summoned to bridge when any change so requires). | Grade - Yes | | |
| 13.01.08 - Is navigation and position fixing equipment in order? Are the weekly, monthly, etc. checks carried out and recorded? | Grade - Yes As per SMS | | |
| 13.01.09 - Are periodical tests of communications equipment being carried out? (Tests to be carried out: Daily: • The proper functioning of the DSC facilities without radiation of signals; • Battery voltage checks; • Printers. Weekly: • Function of DSC by means of a test call when within communication range of a coast station; • Where the reserve source of energy is not batteries, the reserve source to be tested. Monthly: • Each EPIRB tested to determine its capability to operate properly using the means provided on device and without using the satellite system; • Each SART using the in-built test facility and checked for security & signs of damage; • The security and condition of all batteries providing a source of energy for any part of the radio installation; • The condition of all aerials and insulators; • Each survival craft two-way VHF equipment, on a frequency other than channel 16) | Grade - Yes | | |
| 13.01.10 - Are there operating instructions posted for the various navigation and communication eq.? | Grade - Yes | | |
| 13.01.11 - Are the various alarms operational? Check alarms test schedules, checks carried out and dates/signatures. | Grade - Yes | | |
| 13.01.12 - Is the bridge visibility adequate, the wiper window operational and the side doors close gastight? | Grade - Yes | | |
| 13.01.13 - Are all check lists related to navigation correctly completed and properly filed? | Grade - Yes | | |
| 13.01.14 - Are all OOBW aware with the procedures related to these check lists? | Grade - Yes | | |



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| Question | Answer Details | Is Critical | Link |
|--|----------------|-------------|------|
| 13.01.15 - Is the Bridge log book correctly maintained with all required entries in ink and is a record being kept of all the navigational activities and incidents, both at sea and under pilotage? (Position, course and speed, times and positions when passing waypoints, land or sea marks, weather and sea conditions, incidents, pilot embarkation/disembarkation, times of attendance and connection /disconnection of tugs, times of berthing/unberthing, etc. An electronic chart display system with GPS input (provided the equipment is in order and the datum used in each case is the same) provides a good record of the navigational activities) | Grade - Yes | | |
| 13.01.16 - Is the Radar log properly maintained? | Grade - Yes | | |
| 13.01.17 - Is there a flag locker equipped with complete set of signalling flags? | Grade - Yes | | |
| 13.01.18 - Is the wheelhouse poster/ship's maneuvering characteristics posted on the bridge? | Grade - Yes | | |
| 13.01.19 - Are procedures for the testing of bridge equipment before arrival and departure followed? | Grade - Yes | | |
| 13.01.20 - Is the steering gear auto to manual change-over and emergency steering change-over procedure posted? | Grade - Yes | | |
| 13.01.21 - Is there a magnetic compass deviation card available and posted (updated annually)? Do errors recorded in compass error book agree (difference < 3 degree) with the deviation card? Are gyro and magnetic compass errors being taken at every watch and are they being recorded? (A comparison between magnetic & gyro headings shall be made at each course alteration & recorded in Bridge Logbook. Where weather conditions or traffic density makes it impractical, this should be noted in Bridge Logbook or Compass Error Book. The error of gyro shall be determined by external observations, celestial bearings, transits etc. and the gyro & magnetic compass headings then compared to determine the magnetic compass error. Where a gyro repeater is used to take a bearing, an accurate comparison between the repeater & master gyro shall be made) | Grade - Yes | | |
| 13.01.22 - Are all compass repeaters correctly adjusted? Are the indications of all gyro compass repeaters same with master gyro compass? | Grade - Yes | | |
| 13.01.23 - Is the GMDSS distress alarm operational and regularly tested? | Grade - Yes | | |
| 13.01.24 - Is the GMDSS shore based maintenance contract available and valid? | Grade - Yes | | |



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|---|---|-------------|------|
| 13.01.25 - Is the GMDSS Log being maintained correctly? (The following to be recorded: • A summary of distress, urgency & safety communications; • Important incidents relating to radio service; • Where appropriate, the position of ship at least once per day; • A summary of condition of radio eq., including its sources of energy; • Personnel assigned responsibility for sending a distress alert instructed to operate properly all radio eq.; • Necessary info on use of radio eq. to relevant crewmembers; • Pre-sailing checks to ensure all equipment is in working condition; • Results of testing of DSC distress & safety radio eq. by means of a test call at least once a week; • Results of testing of distress & safety radio eq. by means of test at least once each day but without radiating any signal; • The on-load and off-load daily test of batteries; • Results of weekly hydrometer or load test of batteries; • Results of monthly security check of each battery and its connections) | Grade - Yes | | |
| 13.01.26 - Check all internal communication systems (telephones, public address system) | Grade - Yes | | |
| 13.01.27 - Is the safety signals poster posted on the bridge? | Grade - Yes | | |
| 13.01.28 - Are all nautical publications of current edition and up to date? (Light lists, pilot books (with supplement), radio signals (for RDF), port entry information (last edition-no corrections allowed), tide tables (last edition–no corrections allowed), radio lists, sailing directions, Chart Catalogue, Int. Code of signals, Naut. Almanac, Ship's Routing, NtM, Annual Summary of NtM and all other publications necessary for the intended voyage) | Grade - Yes Electronic, Charts & Publication | | |
| 13.01.29 - Check system established to ensure that nautical publications and charts are on board and current. Check contract with chart agent | Grade - Yes | | |
| 13.01.30 - Is the chart correction procedure followed (Chart correction book updated, charts corrected according to the last Notice to Mariners, etc.)? Check UKC and calculation of Squat | Grade - Yes | | |
| 13.01.31 - Are all replaced charts and nautical publications destroyed/put apart? | Grade - Yes | | |
| 13.01.32 - Is there a passage plan available for the last voyage (berth to berth) and correctly completed? | Grade - Yes | | |
| 13.01.33 - Has the vessel been safely navigated and in compliance with international regulations? Were the charts used for the previous voyage appropriate (largest scale)? (Check charts of the complete previous voyage, use of correct traffic separation zones, chart preparation, course safe & highlighted, passing distances safe & highlighted, after course points highlighted, hazards highlighted & safe water limits marked, maintenance of safe distance off the coast, avoidance of prohibited areas & dangerous wrecks, adherence to printed notes on charts, etc.) | Grade - Yes | | |



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| Question | Answer Details | Is Critical | Link |
|--|----------------|-------------|------|
| 13.01.34 - Was position fixing satisfactory throughout the previous voyage and the frequency of plotted fixes in accordance with the passage plan? (The OOW: Uses dead reckoning techniques to check position fixes; Cross-checks position fixes using independent sources of information. This is important when electronic position fixing systems such as GPS are used; Uses visual navigation aids to support electronic position-fixing methods i.e. landmarks in coastal areas and celestial navigation in open waters. The safe progress of the ship along the planned tracks shall be closely monitored at all times. This will include regularly fixing the position of ship, particularly after each course alteration) | Grade - Yes | | |
| 13.01.35 - Are there more than one position fixing methods used/charted, where possible? Was radar parallel indexing used to monitor the position of the vessel? (Fixed points i.e. lighthouses & headlands shall be used in preference to floating objects, which shall be checked for position before being used for parallel indexing. Visual and radar position fixing and monitoring techniques should be used whenever possible. GPS positions should always be verified) | Grade - Yes | | |
| 13.01.36 - During pilotage was the position of the vessel adequately monitored? | Grade - Yes | | |
| 13.01.37 - Is the echo sounder operational and logging paper available? Was it in operation during approaching, prior departure and while in shallow waters? Is the start-stop date and time recorded? (The date and time of passing significant land or seamounts to be marked. Electronic echo sounders have an inbuilt 24-hour memory which can be recalled. If an electronic memory is not provided, there should be a printed record) | Grade - Yes | | |
| 13.01.38 - Has the GPS been adjusted to the correct datum? (GPS is referenced to WGS84 & GPS receiver shall maintain referenced to that datum. Hydrographic offices are changing charts to WGS84 and these charts include the legend "WGS84 positions can be plotted directly on this chart". Some charts contain info on lat. and long. Shift values that should be applied to GPS positions before charted. Occasionally these can be significant, and many charts still show land or obstructions in wrong position when compared with GPS data. Accuracy of positions using GPS can be affected by differences in datums, solar activity & powerful radar or radio transmissions, including deliberate jamming. Discrepancies in charted positions of obstructions can also introduce differences between GPS positions & traditional methods) | Grade - Yes | | |
| 13.01.39 - Is there an adequate system for dealing with navigation warnings, NAVTEX warnings, weather reports, etc. and are they being charted/properly filed? (Check adequacy and up to date filing system for Temporary & Preliminary Notices, Navaera and Navtex. Warnings must be charted and chart they have been entered on must be recorded on the warning notice in order that the warning can be removed when notice is cancelled. The OOW should sign the warnings received to show that they have been checked. Those which are relevant should be charted) | Grade - Yes | | |
| 13.01.40 - Is the Bridge equipment Battery logbook correctly completed? | Grade - Yes | | |



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| Question | Answer Details | Is Critical | Link |
|--|----------------|-------------|------|
| 13.01.41 - Are radio emergency batteries in a satisfactory condition and fully charged? | Grade - Yes | | |
| 13.01.42 - If applicable, is the emergency radio battery log up to date? (Where a reserve source of energy consists of rechargeable accumulator batteries, their capacity shall be checked every 12 months, when the ship is not at sea) | Grade - Yes | | |
| 13.01.43 - Is the rudder position indicator, the engine rpm indicator and the propeller pitch indicator visible from the bridge wings? | Grade - Yes | | |
| 13.01.44 - Are pyrotechnics and the line throwing apparatus in date and in order? (12 rocket parachute flares stowed on or near the bridge. Check line throwing appliance (with 4 projectiles, 4 lines and instructions). An illustrated table describing the life-saving signals shall be available to the OOW) | Grade - Yes | | |
| 13.01.45 - Are instructions for operating the digital selective calling (DSC) and satellite communications equipment in an emergency displayed? | Grade - Yes | | |
| 13.01.46 - Are survival craft portable VHF radios and SARTs in good order and charged? | Grade - Yes | | |
| 13.01.47 - Are VHF's provided with dedicated primary batteries, for use in the event of a distress, equipped with a non-replaceable seal to indicate that it has not been used? | Grade - Yes | | |
| 13.01.48 - Is a continuous listening watch maintained on VHF channel 16? | Grade - Yes | | |
| 13.01.49 - Are the vessel's Call Sign and Inmarsat ship station identity marked on the radio installation? | Grade - Yes | | |
| 13.01.50 - Are Officers aware of the requirements for position updating on two-way communications equipment? (All two-way communication equipment which is capable of automatically including ship's position in distress alert shall be automatically provided with this info from an internal or external navigation receiver. If such a receiver is not installed, the ship's position and time at which it was determined shall be manually updated every 4 hours, while ship is underway, so that it is always ready for transmission by the equipment) | Grade - Yes | | |
| 13.01.51 - Is the course recorder operational and set to local or GMT time? | Grade - Yes | | |
| 13.01.52 - Is the auto pilot off course alarm operational and daily checked? | Grade - Yes | | |
| 13.01.53 - Check if Daily Noon Report is transmitted to the Head Office as required. | Grade - Yes | | |
| 13.01.54 - Has a qualified GO been designated (not the Master) to handle distress communications? | Grade - Yes | | |
| 13.01.55 - Ensure that Satellite communications eq. normally operates at 1.6 GHz and the power levels generated are not sufficient to present an ignition hazard (they may be used whilst ship is in port). | Grade - Yes | | |



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|---|---|-------------|------|
| 13.01.56 - Is EPIRB fitted, armed, labelled correctly and inspected as per manufacturer's requirements? (In accessible position, ready to be manually released & capable of being carried by 1 person into a survival craft, capable of floating free if ship sinks, automatically activated when afloat & capable of being activated manually. EPIRB tested every 12 months with emphasis on frequency stability, signal strength & coding. The Flag may extend this to 17 months. Vessel's name, serial number & maritime mobile services identity (MMSI or 15 Hex ID) to be indicated on EPIRB. Inspection of EPIRB include: • Inspection of housing to ensure it is undamaged; • Inspection of hydrostatic release unit to ensure it is in order and in date. Releases to be renewed after 2 years; • Inspection of lanyard, which should be neatly stowed and not attached to ship; • Ensuring that markings remain decipherable; • Checking battery to ensure it is in order & in date; • Carrying out a self-test. Most EPIRB's have a self-test facility (usually a spring-loaded switch). When activated a light will indicate that test circuits are operating correctly and sometimes this will also activate the strobe light. The self-test switch is held for no more than 2 flashes of strobe light, or no longer than 1 min. after the first self-test mode burst transmission. When the self-test is activated on a 406 Mhz EPIRB, the EPIRB is allowed to radiate a single burst which is coded so that it is ignored by COSPAS-SARSAT. EPIRB must never be tested by actual operation. The annual testing of 406 MHz satellite EPIRB's required by SOLAS IV/15.9 requires test equipment capable of performing all measurements as per MSC/Circ. 1040) | Grade - Yes EPIRB Battery Expires Oct 2023 | | |
| 13.01.57 - Check records of Master's Navigational audits | Grade - Yes | | |
| 13.01.58 - Check records of independent Navigational audits | Grade - Yes | | |
| 13.01.59 - Are the GMDSS and other communication equipment antennae correctly installed and in order? | Grade - Yes | | |
| 13.01.60 - Are all books in bridge library according with inventory list and updated? | Grade - Yes | | |
| 13.01.61 - Are there operating instructions posted for the various bridge equipment? | Electronic Grade - Yes | | |
| 13.01.62 - Are VHF's provided with dedicated primary batteries, for use in the event of a distress, equipped with a non-replaceable seal to indicate that it has not been used? | Grade - Yes | | |
| 13.01.63 - Are fire patrols been carried out and recorded? | Grade - Yes | | |
| 13.01.64 - From the checks carried out are checklists correspond to the vessel actual condition? | Grade - Yes | | |
| 13.01.65 - Other Comments | | | |

Category: 01.14 - Engine Room



Maritec Tanker Management Private Limited

Vessel - Saint James LG (IMO: 9525170)

| Question | Answer Details | Is Critical | Link |
|--|------------------|-------------|------|
| 14.01.01 - Are the C/E and the other E/R staff familiarization and hand over forms available and signed? | Grade - Yes | | |
| 14.01.02 - Is the watch schedule posted in the E/R? | Grade - Yes | | |
| 14.01.03 - Are the E/R logbook correctly filled in and all SMS prescribed entries regularly carried out? | Grade - Yes | | |
| 14.01.04 - Is the engine movement (bell) book correctly maintained, up to date, with entries in ink? | Grade - Yes | | |
| 14.01.05 - Is the ORB correctly completed? (Delivery receipts, signatures, remaining quantity in sludge and bilge tanks coincides with entries C11 and adequate for the next voyage. Check of last shore delivery. Calculate the quantity that should be delivered based on operating hours). | Grade - Yes | | |
| 14.01.06 - Do the sludge and bilge tanks in Form B of the IOPP Cert. and those listed in ORB, agree? (In Part 1, the section C is used for the disposal of sludge and other oil residues i.e. drainage, leakage, exhausted oil, etc. and it should be completed at the end of each voyage or weekly if more than one voyage within the week. Sections D and/or E are used for disposal of bilge water. Receipts for all disposals to facilities to be attached) | Grade - Yes | | |
| 14.01.07 - If the disposal of E/R oily water or sludge to a cargo or slop tank has taken place, has this been recorded in both ORBs, was the receiving tank free of cargo and have the transfer arrangements been approved by Class? | Grade - No NA | | |
| 14.01.08 - Are all emergency systems & equipment operational and starting/operating instructions posted? | Grade - Yes | | |
| 14.01.09 - Is personal protective equipment provided and being worn by all personnel, as appropriate? | Grade - Yes | | |
| 14.01.10 - Are all hand torches approved for use in gas-hazardous area? | Grade - Yes | | |
| 14.01.11 - Are the duties of the watch-standing officers and ratings defined/posted? | Grade - Yes | | |
| 14.01.12 - Is an engineer's call alarm fitted, in order, tested regularly and the results recorded? (Sound on bridge, in duty engineer's quarters and in public rooms. If not answered within the specified period a back-up alarm system should be activated. A PA announcement prior to the test would be beneficial). | Grade - Yes | | |
| 14.01.13 - Do records indicate the regular testing of emergency equipment? (Emergency fire pump, main fire & foam pumps, emergency air compressor, emergency generator, emergency generator switchboard, emergency steering, quick closing valves, emergency stops and bilge ejectors. Testing of the emergency generator to be carried out under load, but to do this may require the vessel to be blacked out. This test is carried out annually. Where fitted, the emergency air compressor to be regularly tested to the starting pressure of the diesel generator. The emergency air reservoir to be permanently maintained at required pressure) | Grade - Yes | | |



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| 14.01.14 - Are there operating instructions of the LSA and FFE (emergency generator, fire pump, steering gear, and other emergency and critical equipment) posted? (Each emergency generating set arranged to be automatically started shall be equipped with starting devices with a stored energy capability of at least 3 consecutive starts. A second source of energy shall be provided for additional 3 starts within 30 minutes unless manual starting. Where the emergency generator starting source relies on a single starter motor, then a spare starter motor should be available) | Grade - Yes | | |
| 14.01.15 - Are the main deck, P/R, E/R and other fixed fire extinguishing systems in order? Are there operating instructions of the fixed fire extinguishing system posted outside protected spaces? | Grade - Yes | | |
| 14.01.16 - Are chemicals properly stowed and are MSDSs available? (PPE including a face shield, apron, gloves and an eye-wash should be provided at the place where chemicals are stored) | Grade - Yes | | |
| 14.01.17 - Is a proper storage and handling of ALL chemicals provided? (tidiness, designation, safety measures) | Grade - Yes | | |
| 14.01.18 - Check instructions and procedures for E/R emergency preparedness and actions in emergencies and for ensuring that all essential E/R equipment is available and operational | Grade - Yes | | |
| 14.01.19 - Are the required safety posters posted in the engine room workshop? | Grade - Yes | | |
| 14.01.20 - Is fixed piping for welding-cutting equipment steel welded and pipe work free of grease? | Grade - Yes | | |
| 14.01.21 - Are flashback arrestors fitted at the work station and are they in order? | Grade - Yes | | |
| 14.01.22 - Is the Engine store in order and all items secured to avoid moving in case of heavy seas? | Grade - Yes | | |
| 14.01.23 - Are the fixed fire detection and alarm systems in order and tested regularly? | Grade - Yes | | |
| 14.01.24 - Are the engine personnel aware of operation of the fixed fire detection and extinguishing system? | Grade - Yes | | |
| 14.01.25 - Are there F.O., hydraulic oil and L.O. analyses available at the intervals as per the SMSM? | Grade - Yes | | |
| 14.01.26 - Are the fire and foam line isolation valves marked and properly working? | Grade - Yes | | |
| 14.01.27 - Check the fire pump remote control starting devices. | Grade - Yes | | |
| 14.01.28 - Are the SMS procedures for the changing of the relief valve set pressure followed? | Grade - Yes | | |
| 14.01.29 - Are vent outlet protective or flame screens fitted as required? Are flame screens accessible and removable, in order, inspected and cleaned as per PMS and are there records available? Date of last overhaul(The vacuum valve of a P/V valve will be fitted with a flame screen) | Grade - Yes | | |



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| 14.01.30 - Are there safety goggles for chemicals in the battery room and safety instructions posted? (batteries must be deeply discharged often and then recharged) | Grade - Yes | | |
| 14.01.31 - Where an emergency generator is not fitted, are E/R emergency batteries in order and fully charged? The emergency batteries must supply the designed power load for up to 18 hours | | | |
| 14.01.32 - Is battery log book correctly completed? | Grade - Yes | | |
| 14.01.33 - Are the E/R bilge high level alarms regularly tested and the results recorded? | Grade - Yes | | |
| 14.01.34 - Are the E/R bilges dry and clean/free of oil? | Grade - Yes | | |
| 14.01.35 - Are the bilge overboard valves marked closed and sealed? (warning sign posted). | Grade - Yes | | |
| 14.01.36 - Is the pump room ventilation system working properly? | | | |
| 14.01.37 - Is the level of lighting in the pump room adequate? | | | |
| 14.01.38 - Is the pump room clean, tidy and free of combustible material? | | | |
| 14.01.39 - Are pump room fire and flooding dampers clearly marked as to their operation and in order? | | | |
| 14.01.40 - Are pump room bilge high level alarms regularly tested and the results recorded? | | | |
| 14.01.41 - Are the pump room bilges free of cargo product, leakages and excess oil residues? | | | |
| 14.01.42 - Are the E/R emergency stops and shut offs (ventilation fans, fuel pumps and the quick closing valves for fuel and lub. oil tanks) marked? Check test record. | Grade - Yes | | |
| 14.01.43 - Are the sounding pipe automatic closing arrangements closed and operational? | Grade - Yes | | |
| 14.01.44 - Are the Oily Water Separator (OWS) and alarm operational and operating instructions posted? | Grade - Yes | | |
| 14.01.45 - When in port is the OWS/Oil filtering equipment overboard discharge valve(s) closed/secured? | Grade - Yes | | |
| 14.01.46 - Check hazard/warning/pollution prevention notices posted | Grade - Yes | | |
| 14.01.47 - Check boiler testing frequency, and relevant records | | | |
| 14.01.48 - Is the fixed oxygen analyzer system calibrated? | Grade - Yes | | |
| 14.01.49 - Are records kept for maintenance jobs carried out by the crew or external subcontractors? | Grade - Yes | | |
| 14.01.50 - Check awareness of the department personnel about relevant procedures. Check awareness and implementation of the PMS and the Defect reporting system | Grade - Yes | | |



Maritec Tanker Management Private Limited

Vessel - Saint James LG (IMO: 9525170)

| Question | Answer Details | Is Critical | Link |
|---------------------------|----------------|-------------|------|
| 14.01.51 - Other Comments | | | |

Category: 01.15 - Steering Gear

| Question | Answer Details | Is Critical | Link |
|--|----------------|-------------|------|
| 15.01.01 - Are the steering gear room communication systems with the bridge (two systems) operational? | Grade - Yes | | |
| 15.01.02 - Is the steering gear equipment clean with no hydraulic leakages? | Grade - Yes | | |
| 15.01.03 - Is the steering compartment fitted with suitable handrails, gratings or other non-slip surfaces? | Grade - Yes | | |
| 15.01.04 - Are the arrangements for provision of heading information adequate? (Ships with emergency steering positions provided with a telephone or other means of communication for relaying heading information to such positions. In addition, ships provided with arrangements for supplying visual compass readings to the emergency. Steering position) | Grade - Yes | | |
| 15.01.05 - Is there a gyro compass repeater installed at the emergency steering gear position? | Grade - Yes | | |
| 15.01.06 - Is the rudder angle indicator operational and visible from the emergency steering position? | Grade - Yes | | |
| 15.01.07 - Is the entrance to the steering gear room free of obstacles and independent of the E/R? | Grade - Yes | | |
| 15.01.08 - Is the steering gear test prior to departure carried out and recorded? | Grade - No | | |
| 15.01.09 - Has the emergency steering gear been tested within the last 3 months? Check records (Drills include direct control within steering compartment, communications with bridge and, if applicable, operation of alternative power supplies) | Grade - Yes | | |
| 15.01.10 - Are emergency steering gear changeover procedures displayed in the steering compartment? | Grade - Yes | | |
| 15.01.11 - Are auto to manual steering changeover procedures clearly identified? Instructions with a block diagram for remote control systems and steering gear power units shall be displayed | Grade - Yes | | |
| 15.01.12 - Are officers familiar with operation of the steering gear in the emergency mode? | Grade - Yes | | |
| 15.01.13 - Other Comments | | | |

Category: 01.16 - Spares And Supplies



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Vessel - Saint James LG (IMO: 9525170)

| Question | Answer Details | Is Critical | Link |
|---|----------------|-------------|------|
| 16.01.01 - Are the SMS procedures and records for supply of spares kept? | Grade - Yes | | |
| 16.01.02 - Are there any urgently requested spares not delivered onboard? | Grade - Yes | | |
| 16.01.03 - Check verification on board by the Master and/or the C/E upon the delivery of purchased goods against the delivery receipt and confirmation of delivery communicated to the Office | Grade - Yes | | |
| 16.01.04 - Check Company's instructions for optimum spare parts inventory. Are spares levels reflecting vessels' trading area? | Grade - Yes | | |
| 16.01.05 - Is vessel supplied with necessary spares and supplies? Check records/inventories | Grade - Yes | | |
| 16.01.06 - Does the PMS and defect reporting system also monitor spares inventory and highlights any shortages? Check records | Grade - Yes | | |
| 16.01.07 - Is a comprehensive and up to date inventory of spare parts being maintained? | Grade - Yes | | |
| 16.01.08 - Are Master and local Agent informed about delivery details when goods are shipped by postal services? | Grade - Yes | | |
| 16.01.09 - Other Comments | | | |

Category: 01.17 - Dry-Docks (DD) And Repairs

| Question | Answer Details | Is Critical | Link |
|--|-----------------------------|-------------|------|
| 17.01.01 - Please describe the dry-docking procedure. How do you prepare pre-docking schedule reports? | Grade - No | | |
| 17.01.02 - Check if reports of repair works are kept in the respective files | New Takeover Grade - Yes | | |
| 17.01.03 - Check last DD spec/repairs file which should contain: List of work carried out by Yard/Repairers, reports of surveys carried out, thickness measurements (if applicable), survey planning document, list of work to be carried out by the crew, calibration/measurements taken by the yard, etc | Grade - Yes | | |
| 17.01.04 - Check familiarity of relevant personnel with DD planning and SMS relevant requirements | | | |