



Maritec Tanker Management Private Limited

Vessel - Bitu Express (IMO: 9265689)

Inspection Type 001 - Vessel Internal Audit

Inspection Date 02 Jun 2023

Inspector Judas Fernandes

From Port Yalova

To Port Yalova

Hours Onboard 24 H

Avg Audit Findings 92 %

No of NCRs 0

No of observation 0



Crew Interview & Attendance Record

Staff Name	Rank	Remarks
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Auditor Signature

Judas Fernandes



Maritec Tanker Management Private Limited

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Negative Findings

Defect ID	Chapter	Category	Question	Answer Details	Is Critical	Status	Link
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Additional NCRs

Defect ID	NCR No	Observations	Date of Disposition	Status
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Additional Observations

Defect ID	Observations	Date of Disposition	Status
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Positive / Neutral Findings



Maritec Tanker Management Private Limited

Vessel - Bitu Express (IMO: 9265689)

Chapter: 01.00 - Vessel Internal Audit

Category: 01.01 - General Issues - Master's Office



Maritec Tanker Management Private Limited

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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 - No		
	NA		
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			

Category: 01.02 - Certificates – Documents



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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 - Yes		
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		



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02.01.17 - If the vessel has been enrolled in a CAP what hull rating has been awarded?	Grade - No		
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).	Grade - No		
02.01.19 - Has a Survey Plan for the CAS been completed and submitted 2 months prior commencement?	Grade - No		
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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Question	Answer Details	Is Critical	Link
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 - Yes		
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?	Grade - Yes		
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 - Yes		
04.01.09 - Check implementation of the Training Plan. Ensure that crew training is undertaken within the specified time frame	Grade - Yes		
04.01.10 - Has any training requirement been requested by employees? Check Company's response	Grade - Yes		
04.01.11 - Check methods/aids and audiovisual aids used for training	Grade - Yes		
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		
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			

Category: 01.05 - Emergency Response And Drills



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Question	Answer Details	Is Critical	Link
05.01.01 - Are drills conducted as per schedule?	Grade - Yes		
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		
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		
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		
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			

Category: 01.06 - Environmental Protection

Question	Answer Details	Is Critical	Link
06.01.01 - Environmental Protection	Grade - Yes		



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Question	Answer Details	Is Critical	Link
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		
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		



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Question	Answer Details	Is Critical	Link
06.01.18 - Is the operating manual for the incinerator available? Check IMO type approval Certificate	Grade - Yes		
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		
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		
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		



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Question	Answer Details	Is Critical	Link
06.01.31 - Date of last OWS test	Grade - Yes		
06.01.32 - Are Incinerator operations regularly recorded?	Grade - Yes		
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 - No		
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		
06.01.46 - Is there any oil leakage from the stern tube system? If yes, is it reported to the Company?	Grade - No		
06.01.47 - Check awareness of personnel about relevant SMS procedures	Grade - Yes		



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Vessel - Bitu Express (IMO: 9265689)

Question

Answer Details

Is Critical

Link

06.01.48 - Other Comments

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



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Question	Answer Details	Is Critical	Link
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?	Grade - Yes		
07.01.07 - Check NCRs identified by the last internal and external audits	Grade - Yes		
07.01.08 - Have all responsible personnel been informed on non conformities, near misses, etc	Grade - Yes		
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	Grade - Yes		
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)	Grade - Yes		
07.01.15 - Check records/database of all Risk Assessments conducted	Grade - Yes		
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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Question	Answer Details	Is Critical	Link
08.01.01 - Check Safety Officer's inspection records	Grade - Yes		
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		
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		
08.01.16 - Are the general condition, visual appearance and cleanliness of the external and internal spaces and the weather decks satisfactory?	Grade - Yes		



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Question	Answer Details	Is Critical	Link
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 - No NA		
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		
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		
09.01.06 - Is sufficient span calibration gas available for the fixed and portable analyzers onboard?	Grade - Yes		
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	Grade - No		
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

Question	Answer Details	Is Critical	Link
10.01.01 - Are written procedures for Cargo/Ballast and transfer practiced/known?	Grade - Yes		



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Question	Answer Details	Is Critical	Link
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		
10.01.11 - Is information on cargo loading limitations available?	Grade - Yes		
10.01.12 - Is information on maximum cargo loading rates and venting capacities posted in the CCR?	Grade - Yes		
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 - No		
	NA		



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Question	Answer Details	Is Critical	Link
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)	Grade - No		
10.01.15 - Is a cargo compatibility chart available?	Grade - No		
	NA		
10.01.16 - Check records of calibration of key cargo instrumentation and temperature and pressure gauges	Grade - No		
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?	Grade - No		
	NA		
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?	Grade - No		
10.01.23 - Are records maintained of previous COW operations?	Grade - No		
	NA		
10.01.24 - Do records indicate that the COW system has been pressure tested prior to use?	Grade - No		
	NA		
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)	Grade - No		
	NA		
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?	Grade - No		
	NA		
10.01.27 - Are the trim, the drafts and the mooring arrangement been checked during cargo operations?	Grade - Yes		



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Question	Answer Details	Is Critical	Link
10.01.28 - Is the calculation of the cargo volume in each tank possible?	Grade - Yes		
10.01.29 - If applicable, please produce ODME print out. Is there evidence of recent testing?	Grade - Yes		
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)	Grade - No NA		
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 - No NA		
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 - No		
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		



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Question	Answer Details	Is Critical	Link
10.01.38 - Are personnel aware of the requirements for the emergency shutdown system (ESD)?	Grade - No NA		
10.01.39 - Is the ESD system tested prior to cargo transfer and are records maintained?	Grade - No NA		
10.01.40 - Is a log kept of I.G. operations, test and maintenance?	Grade - No NA		
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	Grade - Yes		
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)	Grade - Yes		
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?	Grade - Yes		
10.01.48 - Are procedures provided for STS operations as per OCIMF/ICS STS Transfer Guide?	Grade - Yes		
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		



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Question	Answer Details	Is Critical	Link
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		
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 - No		
	NA		



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Question	Answer Details	Is Critical	Link
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)	Grade - Yes		
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)	Grade - No		
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)	Grade - No NA		
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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Question	Answer Details	Is Critical	Link
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 - Yes		
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?	Grade - No		
	NA		
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?	Grade - Yes		
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 - Yes		
11.01.21 - Other Comments			

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?	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?	Grade - Yes		
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 - No		
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 - No		
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		
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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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?	Grade - Yes		
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 - Yes		
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?	Grade - No		
12.01.58 - Is deck well maintained (main deck, pipe lines, deck fittings etc.)?	Grade - Yes		
12.01.59 - Check awareness of the department personnel about relevant procedures.	Grade - Yes		
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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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		
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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Question	Answer Details	Is Critical	Link
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		
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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Question	Answer Details	Is Critical	Link
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		
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?	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



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Vessel - Bitu Express (IMO: 9265689)

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 - No		
	NA		
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 - Yes		
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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Question	Answer Details	Is Critical	Link
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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Question	Answer Details	Is Critical	Link
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	Grade - Yes		
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?	Grade - Yes		
14.01.37 - Is the level of lighting in the pump room adequate?	Grade - Yes		
14.01.38 - Is the pump room clean, tidy and free of combustible material?	Grade - Yes		
14.01.39 - Are pump room fire and flooding dampers clearly marked as to their operation and in order?	Grade - Yes		
14.01.40 - Are pump room bilge high level alarms regularly tested and the results recorded?	Grade - Yes		
14.01.41 - Are the pump room bilges free of cargo product, leakages and excess oil residues?	Grade - Yes		
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	Grade - Yes		
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		



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Question	Answer Details	Is Critical	Link
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		
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 - Yes		
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 - Bitu Express (IMO: 9265689)

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 - Yes		
17.01.02 - Check if reports of repair works are kept in the respective files	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	Grade - Yes		