SHIP INSPECTION REPORT

CHEMICAL TANKER

Sixth Edition
2007

SHIP INSPECTION REPORT

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INTRODUCTION

BACKGROUND

This Ship Inspection Report (SIR) has been developed as part of the CEFIC “Safety and Quality Assessment System for the Management of Ship Operations”.

For assessment purposes, the SIR should be read in conjunction with the Vessel Particulars Questionnaire (VPQ).

The aim of the SIR is to give an accurate assessment of the ship at the time the inspection is carried out. The SIR is essentially a quality assessment of the ship, its operations and personnel which also incorporates essential aspects of safety and

Compliance with statutory, recommended and desirable items are identified within the SIR. Observations to all negative answers are listed in Section B (Inspection Summary). The Inspector may additionally remark on any answer or section deserving further expansion and on any conditions or occurrences observed during the inspection which were contrary to safe working practices. Inspectors are encouraged to document positive items and best practices that are noted onboard, as well as items that have been corrected prior to completion of the inspection.

The SIR does not attempt to pass or fail the ship for any particular purpose but rather to give an assessment of conformance at the time of the inspection as measured against internationally accepted standards.

THE Inspector

The highest standards of ethical behaviour are expected from CDI Inspectors. The findings presented in the SIR are to be regarded as confidential and the property of the Shipowner and on no account shall the Inspector discuss the contents of the

The Inspector should be an observer only and should not interfere or become involved in the operation of the ship or be a party in any discussion between the ship, terminal, port authorities etc.

The Inspector shall not operate any equipment or advise on any operational or constructional matters or give any advice on how a particular non compliance or observation may be corrected. The Inspector may request equipment to be run or

A courteous and considerate approach is expected of the Inspector in all dealings with the Master, his crew and any representative from the shore. The Inspector should take care to ensure that his actions do not in any way delay or interfere

The Inspector is expected to set a good example in all respects, including safety, during the period onboard. The Inspector must produce proper identification upon boarding when requested, and as appropriate for the location, utilise protective clothing and equipment including boiler suit, safety helmet, safety shoes, safety gloves, ear protectors and goggles / safety

The ship's safety procedures and notices displayed on board the ship must be complied with by the Inspector. The Inspector shall not enter restricted areas unless the Master's permission has been obtained and any relevant permits / checklists have been completed correctly. An Inspector shall not enter an enclosed space unless the procedures detailed in Tanker Safety Guide (Chemicals) Chapter 3 are fully complied with.

INTRODUCTION

STRUCTURE OF THE SIR

All questions are written as statements and are categorized as either **Statutory** (referenced to International Regulations), **Recommended** (referenced to industry Codes of Practice), or **Desirable** (required by CDI participants). In addition, questions are asked which are for information only and are non-scoring.

Within a hard copy SIR, statutory questions are identified by "**S**", recommended questions by "**R**", desirable questions by "**D** ' and non-scoring questions by "**NS**". Within the electronic version of the SIR, check boxes for statutory questions are highlighted in red, recommended questions in yellow, desirable questions in green and non-scoring questions in white.

A "No" answer to a question which is graded statutory does not necessarily imply that the ship, Master or crew are not in compliance with flag or port state requirements.

When a non-scoring question is answered "No", this should not be interpreted that the ship, Master, crew or operation is deficient in anyway. Some non-scoring questions are used as lead questions to other questions which are scoring. Non-scoring questions, in general, do not have a N/A option. When a non-scoring question is marked "No", then any follow on supplementary questions are to be marked N/A, unless other specific instructions are given in the question.

Questions within the SIR which clearly do not apply to the ship should be marked as N/A. Examples of non applicable questions are where an operational assessment is required of equipment fitted and the ship does not carry the equipment

Questions categorized as statutory and recommended are cross referenced in the SIR to the relevant IMO Conventions, codes, resolutions and marine industry recommendations. Requirements of individual Flag States are not identified.

Questions are divided into three groups VPQ, SI and I, and are identified by shading around the answer boxes:

VPQ (Heavy shading) Vessel Particulars Questions may be completed by the Shipowner or shipboard personnel, at any time prior to the inspection. VPQ are not subject to inspection but the Inspector may change answers and enter observations or remarks where contrary evidence is noted.

SI (Light shading) Self-Inspection questions may be completed by the shipboard personnel of ships having two previous reports, under the same Technical Operator, active on the database. Ships eligible for Self-Inspection carry the suffix (S) on the database. SI questions will be subject to audit by the Inspector.

I (No shading) Inspection questions are for full inspection by the Inspector.

Following upload of the SIR by the Inspector, the CDI electronic database gathers the results from the three scoring categories and produces a report summary with graphical performance diagram. At this stage, the Shipowner may enter comments against the Inspector's observations and remarks, as well as any other negatives identified in the report.

The report summary, performance diagram, summary of observations and remarks, and the Shipowner's comments are available to users of the CDI system having electronic access to the completed report.

INSPECTION PROCEDURES

Inspections using the CDI system can only be carried out by CDI Accredited Inspectors appointed by CDI Marine Inspection Department. Inspection requests must be made via the website facility at: www.cdi.org.uk.

Consecutive inspections of the same ship with the same Inspector are not permitted where the technical management of the vessel has remained unchanged. This includes occasions when an Inspector has carried out a "pre-inspection" on the vessel prior to the vessel undergoing a CDI inspection. It is the responsibility of the Inspector to verify that he did not carry out the

Prior to the inspection taking place, the Shipowner should enter the ship's VPQ to the database. VPQ data need only be entered once and can be periodically updated by the Shipowner at any time. SIR's of ships having no VPQ, can not be accepted onto the "active" database and will remain inaccessible until such time as the VPQ data is entered. In cases where no VPQ data has been entered, arrangements can be made through CDI Administration for entry of the data.

Prior to the inspection being carried out, the Shipowner must declare to the Inspector as to whether the ship is eligible for Self-Inspection. It is the responsibility of the Inspector to verify the eligibility. It is the responsibility of the Shipowner to ensure that the semi-completed SIR will be presented to the Inspector on boarding. Failure to provide a semi-completed SIR will result in

Where the Inspector finds that SI questions have been completed incorrectly, the Inspector has the right to revert the entire inspection or just the specific section, at his discretion, to total inspection.

The time taken for inspection, can be greatly reduced by the state of preparedness of the ship. The latest edition of the SIR should be on board and, as applicable, VPQ and SI questions should have been completed. To help expedite first time inspections the Shipowner may consider having a representative on board during the inspection.

An inspection shall not normally be carried out during the night when the ship's key personnel may be expected to take a period of rest. The only exception to this is when special arrangements have been made with the Shipowner and the Master prior to the Inspector boarding the ship.

For additional general information on the conduct of inspections, reference should be made to the "Code of Practice for the Organizing and Conducting Inspections of Tankers" which is jointly published by CEFIC, SIGTTO, ICS, INTERTANKO, IPTA

INTRODUCTION

OPENING MEETING

On boarding the ship, the Inspector shall identify himself / herself to the Master (or his representative). The Inspector shall outline the objectives and requirements of the inspection. For whatever reason, it remains the prerogative of the Master to decline the inspection. The Inspector and the Master (or his representative) should agree the sequence for the inspection. The Inspection should be planned and carried out in a manner which will not conflict with the safe operation of the ship. Regulations concerning the working hours of the crew shall be respected by the Inspector. The Inspector should establish

During the inspection, it is recommended that the Inspector is accompanied at all times by a responsible and suitably qualified person(s), nominated by the Master.

Proper planning at the Opening Meeting will enable the inspection to be carried out efficiently and with the minimum of disruption to the normal working of the ship.

Should a superintendent (representing either the Shipowner, Technical or Commercial Operator) be present, then the Inspector will liaise with the superintendent. The superintendent must not however interfere with the inspection procedure or answer questions which are addressed to the Master, officers or crew. Information provided by the superintendent, of which the Master and Officers have no apparent knowledge will be disregarded.

THE INSPECTION

It is a requirement that all questions (statements) in the SIR are answered. Sampling of questions within the report, other than audit of SI questions, is not permitted. However, sampling within a particular question is permitted. For example, when assessing the question on the condition of lifejackets, the Inspector is not expected to examine all lifejackets on board, but only a sufficient number to make an assessment on the condition overall.

When the ship is in operation, some areas may not be capable of inspection, e.g. cargo and ballast tanks. When any question is not addressed due to operational reasons, the N/A check box should be marked and a note made in the relevant Remarks

Each question must have one of its check boxes marked. This includes questions which are for Information only.

Items in the report which are marked "Information only" and require data to be entered, must be completed.

For any item marked as a No (other than lead-in questions), an observation must be made in the Inspection Summary (Section

With the exception of "familiarity" type questions which by their nature are subjective, answers, observations and remarks must be based on objective evidence. Objective evidence is defined as qualitative or quantitative information, records or statements of fact which is based on observation, measurement or test and which can be verified.

The assurance of ship's staff should not be accepted by the Inspector as compliance with a particular question, without objective evidence being produced to support their assertions.

Where a question requires 'a procedure', evidence will be sought to verify that the procedure is implemented. Similarly, evidence will be sought to verify written records. In both these cases, where inspection evidence is contrary to the procedure and/or written record, the initial question will be marked as No.

An Inspector may request the demonstration or test of a particular piece of equipment. Should the request be refused, then this should be noted in the relevant Remarks section, together with the reason for refusal.

Requests for a test of equipment should not be made where this will result in a major disruption to the ship's normal operations. i.e. stopping cargo operations, blackout etc.

CREW KNOWLEDGE AND PROFICIENCY CHAPTERS

seek evidence of knowledge and proficiency. The purpose of the interview is to ensure that personnel can demonstrate sufficient depth of knowledge and familiarity with the policies, procedures, and equipment onboard, as laid down in their job description.

For any item marked as a 'No', an observation must be made to fully describe the reason for the finding.

The final question in these chapters is provided to allow the Inspector to document the results of questioning which has taken him outside the scope of the existing questions for the relevant subject.

CLOSING MEETING

On completion of the inspection, the Inspector will hold a closing meeting with the Master (or his representative). At the closing meeting the Inspector shall provide the Master with the Record of Negative Answers matrix form detailing all questions answered "No" and the Summary of Observations and Remarks as per Section B of the SIR.

The Inspector shall discuss with the Master (or his representative) the answers given in the SIR and if requested to do so, explain how the answers have been determined. Should a "No" answer, an observation or a remark be contested, then the Inspector shall give the Master the opportunity to produce objective evidence to satisfy the requirement. If satisfactory evidence of compliance is produced, then the answer to the question may be amended. Answers to questions, or the Summary of Observations and Remarks, should not be amended after the Inspector leaves the ship.

The Master should be requested to sign the Record of Negative Answers matrix form and the Summary of Observations and Remarks to signify he has received them. The Master's signature is for receipt only and does not infer that the Master agrees with assessment or observations.

The Master (or his representative), must be given the opportunity to comment in writing on the contents of the SIR and the Summary of Observations and Remarks. Any written comments from the Master (or his representative) shall be recorded on, or attached to, the Summary of Observations and Remarks. Where the Master (or his representative), chooses to make written comment, this must be accompanied by his signature.

The Inspection does not result in a pass or fail. The SIR is for consideration by a potential Charterer only. The Inspector shall not indicate to the Master, Superintendent or any other person, the standard of the ship or the possible eventual outcome of the

PROCESSING THE REPORT

During, or on completion of the inspection, the Inspector shall enter all the inspection data, list of Observations and Remarks (together with any comments from the Master), into his computer terminal and then up-load the report to the CDI database in accordance with the procedures governing control of the CDI database system.

The SIR must be uploaded to the CDI database as soon as is practically possible after the inspection.

Except in exceptional circumstances (or when instructed by CDI), copies of the Record of Negative Answers matrix form and list of Observations and Remarks should not be faxed, or transmitted by any other means, to any person or business who is not the Shipowner or Charterer initiating the inspection. SIR data is privy to the accredited Inspector (which includes persons employed by the Inspector or under the direct control of the Inspector), the Shipowner and if the inspection is initiated by a Charterer, the Charterer. Persons who do not have approved access to the SIR data on the electronic database, are not

The use of the electronic database provides a level of security for the SIR data which is easily compromised if information is faxed or mailed to uncontrolled third parties.

The Inspector is responsible for the security of the SIR data between the time of carrying out the inspection and uploading the data to the CDI database. The Inspector shall ensure that a back up of the SIR Data is available in the event that the original SIR Data is lost prior to uploading to the CDI Database.

After uploading SIR data to the CDI database all hard copy SIR data which includes the completed questionnaire, Record of Negative Answers matrix form and, if applicable, the Summary of Observations and Remarks shall be retained by the Inspector for a period of thirteen months. Thereafter, the documents may be disposed of in a safe and secure fashion.

The Inspector will be advised by CDI if hard copy SIR data is to be forwarded to CDI for review or other purposes.

VALIDITY OF REPORT

The report is valid for thirteen months, after which it is archived. If at any time within the thirteen month period, the technical management of the ship is transferred, the SHIP OPERATOR is required to advise CDI and, subject to verification of the ISM Certification, the report may be prematurely archived.

On a rare occasion, a vessel may be inspected while not conducting cargo operations. For the purpose of CDI, inspection operations are defined as: "Transfer of Cargo and Tank Cleaning". In these cases, the validity of the report

LIST OF ABBREVIATIONS

LIST OF ABBREVIATIONS USED IN THE SIR

APBS	Accident prevention on board ships at sea and in port (second edition) International Labour Office, Geneva (ILO)
ARPA	Automatic Radar Plotting Aid
BCH	Code for the Construction and Equipment of Ships Carrying Dangerous Chemicals in Bulk (IMO)
BPG	International Chamber of Shipping Bridge Procedure Guide
CCP	Clean Petroleum Products
CDI	Chemical Distribution Institute
CEFIC	European Chemical Industry Council
CFC	Chloro/Fluoro Compound
CFR	Code of Federal Regulations (USCG)
CLC	International Convention on Civil Liability for Oil Pollution Damage 1969/1984 (Certificate of Insurance)
COE	Certificate of Entry
COF	Certificate of Fitness
COLREGS	International Regulations for Preventing Collisions at Sea 1972 as amended (IMO)
COSWP	MCA Code of Safe Working Practices
CSR	Continues Synopsis Record
D/B	Double Bottom
D	Desirable
DOC	Document of Compliance
DSC	Digital Selective Calling
DWT	Deadweight
ECDIS	Electronic Chart Display and Information System
EGC	Code for Existing Ships Carrying Liquefied Gases in Bulk
EGC	Enhanced Group Calling
EPIRB	Emergency Position - Indicating Radio Beacon
ER	Engine Room
ESD	Emergency Shut-down
FAL	Convention on Facilitation of International Maritime Traffic
FFE	Fire Fighting Equipment
FMC	Certificate of Financial Responsibility (Water Pollution) (USCG).
FSS	International Code for Fire Safety Systems
GMDSS	Global Maritime Distress and Safety System (IMO)
GN	Guidance Note
GPS	Global Positioning System
HNS	Hazardous and Noxious Substance
HSO	Guide to Helicopter/Ship Operations (ICS)

LIST OF ABBREVIATIONS

I	Inspection Question
IAMSAR	International and Aeronautical Search and Rescue Manual (IMO)
IBC	International Code for the Construction and Equipment of Ships Carrying Dangerous Chemicals in Bulk (IMO)
ICS	International Chamber of Shipping
IG	Inert Gas
IGC	International Code for the Construction and Equipment of Ships Carrying Liquified Gases in Bulk (IMO)
ILO	International Labour Organization
IMDG	International Maritime Dangerous Goods Code
IMGS	International Medical Guide for Ships
IMO	International Maritime Organization
INMARSAT	International Maritime Satellite Organization
IOPP	International Oil Pollution Prevention Certificate
IPP NLS	International Pollution Prevention Noxious Liquid Substance Certificate
ISGOTT	International Safety Guide for Oil Tankers and Terminals
ISM	International Safety Management Code (IMO)
ISO	International Standards Organization
ISPS	International Ship and Port Security
LEL	Lower Explosive Limit
LFL	Lower Flammable Limit
LGSP	Liquid Gas Sampling Procudures (SIGTTO)
LL	Load Line Convention (IMO)
LLMC	Limitation of Liability for Marine Claims
LOC	Letter of Compliance (USA)
LOF 95	Lloyds Standard Form of Salvage Agreement
LSA	Life Safety Appliances
MARPOL	International Convention for the Prevention of Pollution from Ships (Consolidated Edition 1997) (IMO)
MFAG	Medical First Aid Guide
MSA	Mine Safety Appliances
NAVTEX	Navigational Warning Service Receiver
N/A	Not applicable or not addressed
NI	Nautical Institute
NLS	Noxious Liquid Substance
NS	Non-scoring
OCIMF	Oil Companies International Marine Forum
OOW	Officer of the Watch
P&A	Procedures and Arrangements Manual
P&I	Protection and Indemnity Club
R	Recommended
Res	IMO Assembly Resolution

LIST OF ABBREVIATIONS

S	Statutory
SALCON	Salvage Convention 1989, (IMO)
SART	Search and Rescue Transponder
SATCOM	Satellite Communication Receiver/Transmitter
SI	Self Inspection Question
SIGTTO	Society of International Gas Tanker and Terminal Operators
SIR	Ship SIR (Chemical) and (Gas)
SMS	Safety Management System
SMC	Ship Management Certificate
SOLAS	Safety of Life at Sea Convention (IMO)
SOPEP	Shipboard Oil Pollution Emergency Plan
SQAS	Safety and Quality Assessment System
SSSCL	Ship/Shore Safety Checklist for Safe Transport, Handling and Storage of Dangerous Substances in Port Areas
SSTG	ICS/OCIMF Ship to Ship Transfer Guide
STCW 95	Standards of Training Certification and Watchkeeping Convention (IMO)
SWL	Safe Working Load
TLV	Threshold Limit Value
TSG (C)(G)	Tanker Safety Guide (Chemicals) and (Gas) (ICS)
UKC	Under Keel Clearance
UMS	Unmanned Machinery Space
USCG	United States Coast Guard
VHF	Very High Frequency
VPQ	Vessel Particulars Questionnaire
WHO	World Health Organization

		SHIP INSPECTION REPORT - Chemical Tanker				
	Ref.	INSPECTION REPORT DATA	Yes	No	N/A	Cat

Ship Name: _____

The name of the ship at the time of inspection. If name is changed during the inspection, or has recently been changed, the previous name should be recorded preceded by "EX", e.g. "MAGIC DAWN" EX "ANYNAME".

Port of Inspection: _____

Date of Inspection: _____
The date when inspection is completed.

Date of VPQ: _____

Inspected by: _____

Time onboard: _____

Time departed: _____

Information A Superintendent is on board ☐ ☐ NS

If Yes:-

Name of Superintendent: _____

Representing: _____

The contents of this inspection report are based on a visual assessment of the ship and operations as found at the time of the inspection.

The report is given in good faith, without prejudice and any responsibility is limited to the exercise of reasonable care.

Section A		GENERAL INFORMATION				
A.1	Ref.	General Information and Communications	Yes	No	N/A	Cat

Section A is for Information only and therefore is not subject to any scoring

A.1.1 Name of Ship: _____

A.1.2 IMO Number: _____

A.1.2 ***The IMO Number is a 7 digit number used for ship identification purposes. This number should not be confused with the Ship Registration Number used by some flag administrations and classification societies. Although some flag administrations and classification societies use the IMO number for Ship Registration and identification purposes, others do not.***

The IMO number is used as the principal ship identifier on the CDI electronic data base.

A.1.3 Flag: _____

A.1.4 Port of Registry: _____

A.1.5 Previous Names: _____

_____

_____

A.1.6 Classification Society: _____

A.1.7 The Class has remained unchanged for the last two years ☐ ☐ NS

If No:

A.1.8 Name of previous Class Society: _____

A.1.9 Date of change: _____

A.1.10 Name of Owner: _____

Address of Owner:

_____

_____

_____

Country: _____

Telephone No.: _____

Fax No.: _____

e-mail: _____

A1.10 ***This should give details of the ship's registered owner as per the certificate of registry.***

Telephone / fax numbers etc. should detail the full international number, including the country and area codes.

A.1.11 Name of Technical Operator: _____

Address of Technical Operator:

_____

_____

_____

Country: _____

Telephone No: _____

Fax. No: _____

e-mail: _____

A.1.11 ***This should give details of the organization responsible for the technical operation of the ship. This may be the same as the details required in A.1.10. Evidence of this should be sought from the statutory certification on board.***

Section A		GENERAL INFORMATION				
A.1	Ref.	General Information and Communications	Yes	No	N/A	Cat

A.1.12 Name of Commercial Operator:

_____

A.1.12 ***This should give details of the organization responsible for the commercial operation of the ship. This may be the same organization as detailed in A.1.10 or A.1.11 or may be a Time Charterer of the ship or an organization which handles a pooling arrangement for various owners / managers.***

Address of Commercial Operator:

_____

_____

_____

Country: _____

Telephone No.: _____

Fax. No.: _____

e-mail: _____

A.1.13 Date Technical Operator assumed responsibility for the ship:

_____

A.1.14 Date of delivery: _____

A.1.15 There have been no major conversions to the ship ☐ ☐ NS

If No, give details:

_____

_____

_____

_____

A.1.15 ***Major conversion means: a conversion of an existing ship which substantially alters the dimensions or the carrying capacity of the ship, which changes the type of ship or the intent under the administration is to substantially prolong it's life.***

A.1.16 Type of Charter: Voyage / Time (Delete as appropriate)

Section A.		GENERAL INFORMATION				
Chemical						
A.2	Ref.	**Operations during Inspection**	Yes	No	N/A	Cat

A.2.1 Terminal: _____

Operation(s) being conducted:

A.2.2 Information — Loading ☐ ☐ NS

A.2.3 Information — Discharging ☐ ☐ NS

A.2.4 Information — Tank Cleaning ☐ ☐ NS

A.2.5 Cargo(es) handled: (generic names)

_____
_____
_____
_____
_____
_____
_____
_____

A.2.5 ***The generic names of cargo(es) handled by the vessel at the terminal and on board should be indicated. Individual grade names should not be used as this information may be commercially sensitive. Examples of names used could be:***

- ***Clean petroleum products (CPP)***
- ***Black petroleum products (BPP)***
- ***Mineral oils (MO)***
- ***Chemicals (Chem)***
- ***Vegetable oils (VO)***

A.2.6 Operations in this port other than cargo operations:

_____
_____
_____

A.2.6 ***Insert details of voyage repairs, crew change, change of ownership/management etc.***

Section B.		INSPECTION SUMMARY				
B.	Ref.	**Closing Meeting, Observations and Remarks**	Yes	No	N/A	Cat

Record of Negative Answers matrix form provided to the Master ☐ ☐ NS

The Record of Negative Answers matrix form shall be completed by the Inspector and given to the Master on completion of the inspection. All scoring questions answered "No" in the report shall be indicated on the form.

The Inspector shall request that the Master (or his representative) sign the form to confirm receipt. If the Master (or his representative) declines to sign the form, this shall be noted on the form by the Inspector.

Summary of Observations and Remarks provided to the Master ☐ ☐ NS

The Summary of Observations and Remarks should be completed by the Inspector and a copy given to the Master on completion of the inspection.

For those Negative Answers requiring an explanation, the explanation shall take the form of an observation.

The Inspector may make objective remarks to any answer or section deserving further expansion.

Observations and remarks should be numbered consecutively, but need not be sorted. It is a function of the electronic database to sort and present the Observations and Remarks.

The Inspector shall request that the Master (or his representative) sign the form to confirm receipt. If the Master (or his representative) declines to sign the form, this shall be noted on the form by the Inspector.

Any comments the Master (or deputy) wishes make on the SIR or List of Observations and Remarks should be noted on the List of Observations and Remarks. Any comments must be accompanied by the Master's (or deputy's) signature.

Observations and remarks discussed with the Master ☐ ☐ NS
Observations and remarks discussed with the on board Superintendent ☐ ☐ ☐ NS

Section B.		INSPECTION SUMMARY
B.	Ref.	**Closing Meeting, Observations and Remarks**

Summary of Observations and Remarks

Included are:-

1. Observations to negative answers requiring explanation.
2. Remarks to any answer or section deserving further expansion.
3. Remarks on significant conditions or occurrences observed during the inspection which are contrary to established safe working practice.

Additional pages may be supplemented if required.

Section B.		INSPECTION SUMMARY
B.	Ref.	**Closing Meeting, Observations and Remarks**

Section B.		INSPECTION SUMMARY
B.	Ref.	Closing Meeting, Observations and Remarks

Section C.		NEW BUILDING				
C.	Ref.	New Building	Yes	No	N/A	Cat

Section C is only applicable to an inspection conducted on a new vessel prior to it carrying first cargo. The remainder of the inspection questionnaire should also be completed. It is recognised that completion of the entire questionnaire at this time will result in many NO or N/A answers plus observations. Please note: when a question calls for provision of records on board, and no records are present due to age of vessel, question will be answered N/A.

C.1 The vessel is classed as (including Notations):

_____

_____

_____

_____

C.2 Build Yard: _____

C.3 Steel Cutting Date: _____

C.4 Delivery Date: _____

The following Officers have stood by in the Building Yard for the number of weeks indicated:

C.5	Information only	Master:	____	☐	☐		NS
C.6	Information only	Chief Officer:	____	☐	☐		NS
C.7	Information	Second Officer:	____	▭	▭		NS
C.8	Information only	Third Officer:	____	☐	☐		NS
C.9	Information	Chief Engineer:	____	▭	▭		NS
C.10	Information only	First Engineer:	____	☐	☐		NS
C.11	Information only	Second Engineer:	____	☐	☐		NS
C.12	Information only	Third Engineer:	____	☐	☐		NS
C.13	Information	Fourth Engineer:	____	▭	▭		NS

Section C.		NEW BUILDING				
C.	Ref.	New Building	Yes	No	N/A	Cat
		The following personnel have been identified as members of the Site Team:				
C.14	Information	Site Manager	☐	☐		NS
		If Yes:				
C.15		Name: _____				
C.16		Nationality: _____				
C.17		Employee/Contractor: _____				
C.18		Years with Company: _____				
C.19		Years of newbuild experience: _____				
C.20		Date of arrival on Site: _____				
C.21	Information	Engineer Superintendent	☐	☐		NS
		If Yes:				
C.22		Name: _____				
C.23		Nationality: _____				
C.24		Employee/Contractor: _____				
C.25		Years with Company: _____				
C.26		Years of newbuild experience: _____				
C.27		Date of arrival on Site: _____				
C.28	Information	Hull Superintendent	☐	☐		NS
		If Yes:				
C.29		Name: _____				
C.30		Nationality: _____				
C.31		Employee/Contractor: _____				
C.32		Years with Company: _____				
C.33		Years of newbuild experience: _____				
C.34		Date of arrival on Site: _____				
C.35	Information	Coating Superintendent	☐	☐		NS
		If Yes:				
C.36		Name: _____				
C.37		Nationality: _____				
C.38		Employee/Contractor: _____				
C.39		Years with Company: _____				
C.40		Years of newbuild experience: _____				
C.41		Date of arrival on Site: _____				
C.42	Information	Other Superintendent	☐	☐		NS
		If Yes:				
C.43		Name: _____				
C.44		Nationality: _____				
C.45		Employee/Contractor: _____				
C.46		Years with Company: _____				
C.47		Years of newbuild experience: _____				
C.48		Date of arrival on Site: _____				

Section C.		NEW BUILDING				
C.	Ref.	New Building	Yes	No	N/A	Cat
C.49		Sea Trials have been adequately performed without outstanding deficiencies	☐	☐		NS
		If Yes:				
C.50		Date _____				
		(If NO: list outstanding deficiencies in Remarks)				
C.51		An Interim Class Certificate was sighted	☐	☐		NS
		If Yes:				
C.52		List any Conditions of Class/ Recommendations /Memos/Change of Notations in Remarks				
C.53		The Harmonised Vessel Particulars Questionnaire (HVPQ) has been completed	☐	☐		NS

Section 1.		CERTIFICATION, MANNING, ETC				
Chemical						
1.1	Ref.	Ship Certification	Yes	No	N/A	Cat

The inspector should determine the validity of a Certificate with respect to the expiry date and any endorsements on the certificate. Any error in Certification or documentation will result in a NO answer, supported by an observation

Original certificates should be sighted by the Inspector. Photocopies of certificates should not be accepted, except in exceptional circumstances, or where specified below.

One circumstance when a photocopy may be accepted is when there is clear evidence that the original certificate(s) has been removed from the ship by the agent (or other official) for the purpose of port entry / clearance and there is no possibility of sighting the original certificate prior to completion of the inspection.

When the Inspector makes an assessment based on a photocopy of a certificate, a comment must be made in the Remarks section.

The following certificates and documentation are on board, are valid and have been sighted:

1.1.1		IMO Certificate of Fitness:	☐	☐	☐	S
1.1.1	***IBC 1.5.4, BCH 1.6***	***The Certificate of Fitness is issued according to BCH requirements for ships built before 1st July 1986.IBC requirements apply for ships built after 1st July 1986.***				
1.1.2		Issuing Authority:_____				
1.1.3		Issued according to: *BCH / IBC Code (Delete as appropriate)*				
1.1.4		Cargoes presently being handled are listed on the COF	☐	☐	☐	S
1.1.4	***SOLAS VII Reg 10 MARPOL***	***For vessels only carrying Clean Petroleum Product cargoes, this question to be marked not applicable.***				
1.1.5		Certificate of Registry	☐	☐	☐	S
1.1.6	Tonnage Conv.1969	Tonnage Certificate	☐	☐	☐	S
1.1.7	SOLAS I, 10&12 (a)(ii)	Cargo Ship Safety Construction Certificate	☐	☐	☐	S
1.1.8		Cargo Ship Safety Equipment Certificate	☐	☐	☐	S
1.1.8	***SOLAS I, 8 & 12 (a)(iii)***	***For this question to be answered Yes, the equipment list detailing the safety equipment on board must be available with the certificate.***				
1.1.9		Cargo Ship Safety Radio Certificate	☐	☐	☐	S
1.1.9	***SOLAS I 12 a(iv)***	***For this question to be answered Yes, the equipment list detailing the Radio equipment on board must be available with the certificate.***				
1.1.10	LL 16-19	Loadline Certificate	☐	☐	☐	S
1.1.11		IOPP Certificate	☐	☐	☐	S
1.1.11	***MARPOL I Reg 5***	***For this question to be answered Yes, Form B must be available and correctly completed.***				

Section 1.		CERTIFICATION, MANNING, ETC				
Chemical						
1.1	Ref.	Ship Certification	Yes	No	N/A	Cat
1.1.12	CLC 92	Certificate of Insurance in respect of Civil Liability for Oil Pollution	☐	☐	☐	S
1.1.13		Issued by : _____				
1.1.14		USCG Certificate of Compliance	☐	☐		NS
1.1.14	***Information only***	***This question should be answered to identify if the ship has a valid USCG Certificate of Compliance. This question is for information only and is non-scoring. A Certificate of Compliance can only be obtained after USCG inspection. To be answered Yes, the Certificate of Compliance must have been issued within the last two years. Any limitations or outstanding deficiencies noted in the CoC should be recorded in the remarks.***				
1.1.15		USCG Certificate of Financial Responsibility (Water Pollution)	☐	☐	☐	NS
1.1.15	***Information only***	***This question is for information only and is non - scoring.***				
1.1.16		P & I Certificate of Entry	☐	☐		R
1.1.17		Name of Club: _____				
1.1.18		Minimum Safe Manning Document (or equivalent)	☐	☐	☐	S
1.1.18	***SOLAS V, 14.2, Res A 890***	***Some Flag States do not indicate Minimum Manning level requirements. In this case the answer should be "No".***				
1.1.19		Unattended Machinery Space Certificate	☐	☐	☐	R
1.1.19	***Information only***	***This question is only applicable to ships which operate, or are designed to operate, with a periodically unattended machinery space. Certification to operate with an unattended machinery space may be incorporated in a Class certificate or may be as a separate document.***				
1.1.20	Class Rules	Continuous Machinery Survey	☐	☐	☐	R
1.1.21		A Register of lifting appliances is completed correctly and up to date	☐	☐	☐	S
1.1.21	***ILO 152 COSWP 7.8***	***This register should detail the examination and testing of all lifting appliances on board, including engine room cranes, deck cranes, derricks, etc. The document may take different formats including loose leaf form. ILO 152 Art.22 states that every lifting appliance item of loose gear shall be tested in accordance with National laws before being put into use for the first time. Lifting gear forming part of a ship's equipment shall be retested once every five years. Art.23 states that lifting appliances and loose gear shall be thoroughly examined and certified by a competent person at least once every 12 months.***				
1.1.22		Copy of Document of Compliance	☐	☐		S
1.1.23		Issued by:-_____				
1.1.24		Safety Management Certificate	☐	☐		S
1.1.25		Issued by: _____				
1.1.22/25	***SOLAS IX Reg 4 and 4.3, ISM***	***Both documents must be checked for uniformity of information. The copy of the DOC is not required to be certified.***				

Section 1.		CERTIFICATION, MANNING, ETC				
Chemical						
1.1	Ref.	Ship Certification	Yes	No	N/A	Cat
1.1.26		ISPS Certificate	☐	☐		S
1.1.26	***ISPS 19***	***Checking and correctness of information in CSR (Continuous Synopsis Record)***				
1.1.27		IAPPC Certificate	☐	☐		S
1.1.27		***Only applicable for ships where keel was laid on or after 15 May 2005, and for existing ships after the 1st upcoming drydock after 15 May 2005, and not later than 15 May 2008 (an in-water survey is not regarded as a drydock).***				
1.1.28		EIAPPC Certificates	☐	☐	☐	S
1.1.28		***Only applicable for ships where keel was laid on or after 1 January 2000, or where any major conversion of engines was made after that date. In addition, only applicable to engines over 130 kW, and does not apply to engines solely installed for emergency use.***				
1.1.29		Anti-fouling Certificate	☐	☐		S
1.1.30		ISPP (International Sewage Pollution Prevention) Certificate	☐	☐	☐	S
1.1.30		***ISPP Certificate is required for new and existing ships of 400 gt and above or ships which are certified to carry more than 15 persons, engaged in international voyages. Existing ships will be required to comply with the provisions by 27 September 2008.***				
1.1.31		Company ISO9000 Accreditation	☐	☐		NS
1.1.32		Accredited by:_____				
1.1.33		Company ISO14000 Accreditation	☐	☐		NS
1.1.34		Accredited by:_____				
1.1.31/34		***Validity of ISO9000/14000 certificates is five years with annual audit plan.***				
		Last Port State Control Inspection:				
1.1.35		Date: _____				
1.1.36		Port: _____				
1.1.37		All deficiencies from past Port State Control inspections have been closed out	☐	☐		NS
		If no:				
1.1.38		List of outstanding deficiencies:				
		_____				
		_____				
		_____				
		_____				
		_____				
1.1.39		The vessel has not been detained as a result of the last Port State inspection	☐	☐		NS
1.1.40		If no, list reasons for detention:				
		_____				
		_____				
		_____				
		_____				

Section 1.		CERTIFICATION, MANNING, ETC				
Chemical						
1.2	Ref.	Information	Yes	No	N/A	Cat
1.2.1-12		***Manuals and documents listed in these questions should be available on board in either hard copy or electronic form. They should be sighted by the Inspector. All obsolete publications should be removed or properly marked as "Un-controlled".***				
1.2.1		SOLAS Training Manuals (LSA and FSS)	☐	☐	☐	S
1.2.1	***SOLAS: III Reg 35,II-2 Reg 15.2.3***	***SOLAS Training Manuals should be available in crew mess rooms and must be ship specific.***				
1.2.2	SOLAS: III Reg 36,II-2 Reg 14.2.2	LSA and FSS instructions for on board maintenance	☐	☐	☐	S
1.2.3		Loading and stability manuals/data	☐	☐	☐	S
1.2.3	**IBC 2.2.5 BCH 2.2.1**	**Loading and Stability Manuals must correctly reflect the ships name and be endorsed with flag approval.**				
1.2.4	IBC 2.2.5 BCH 2.2.1	Damage / survival stability data guidelines	☐	☐	☐	S
1.2.5	IBC 16.1 BCH 5.1	Data on cargo loading limitations	☐	☐	☐	S
1.2.6	MARPOL Annex II Standards P & A Preamble	Procedures and Arrangements Manual	☐	☐	☐	S
1.2.7	ISM 11-11.2.3	There is a system in effect to control publications on board	☐	☐	☐	S
1.2.8		The latest edition of the IBC Code and, if applicable, the BCH Code is available onboard and has been sighted.	☐	☐		S
1.2.8	***IBC 16.2.1 BCH 5.2***	***All ships to have a copy of the IBC code on board. Ships built prior to 1st July 1986 must also have a copy of the BCH code. Copies should be the latest edition of IBC Code 1998 edition and BCH 1993 Edition. The ship's Flag State equivalents of the IMO publications are acceptable.***				
1.2.9	IMO	The latest edition of the IAMSAR Vol.3 is available onboard and has been sighted.	☐	☐		R
1.2.10		Regulations for the Prevention of Pollution (MARPOL 73/78 Consolidated Edition) with applicable amendments.	☐	☐	☐	R
1.2.10	***IMO***	***MARPOL may be separate books or may be incorporated in a consolidated edition.***				
1.2.11		SOLAS Convention, with applicable amendments (including LSA Code and FSS Code)	☐	☐	☐	R
1.2.11	***IMO***	***SOLAS should be the edition or editions applicable to the ship, based on year of building. The ship's Flag State equivalent of the IMO publication is acceptable.***				
1.2.12		Medical First Aid Guide for Use in Accidents involving Dangerous Goods	☐	☐	☐	R
1.2.12	***IMDG Code***	***The Medical First Aid Guide should be readily available on board. The guide may be as contained in the IMO International Maritime Dangerous Goods Code (IMDG) supplement or as a separate book. The ship's Flag State equivalent is acceptable.***				

Section 1.		CERTIFICATION, MANNING, ETC				
Chemical						
1.2	Ref.	Information	Yes	No	N/A	Cat

1.2.13 The latest editions of the following publications are onboard ☐ ☐ R

1.2.13 ***Inspectors should spot check the library on the vessel to ensure that the vessel has the latest edition and amendments of all appropriate publications, which should include: (list publication and edition or other appropriate detail, and incorporate following guidance notes when appropriate)***

- International Safety Guide for Oil Tankers and Terminals (ISGOTT)
- ICS Guide to Helicopter / Ship Operations (ICS HSO)
- International Regulations for Preventing Collisions at Sea (COLREGS)
- Ships' Routeing (IMO)
- International Convention on Standards of Training, Certification and Watchkeeping for Seafarers (STCW95)
- International Code of Signals (SOLAS V Reg 21)
- Ship to Ship Transfer Guide {Petroleum} (OCIMF / ICS)
- Effective Mooring (OCIMF)
- Mooring Equipment Guidelines (OCIMF)
- International Medical Guide for Ships (or equivalent) (WHO)
- International Safety Management Code(SOLAS IX ISM)
- IAMSAR Vol.3 (IMO)
- Bridge Procedures Guide (ICS)
- Clean Seas Guide for Oil Tankers (OCIMF / ICS)
- Bridge Team Management (NI)
- I.A.L.A. Buoyage Systems (IMO)

1.2.14 Information If no, how many items were not satisfactorily recorded? _____

Section 1.		CERTIFICATION, MANNING, ETC				
Chemical						
1.3	Ref.	Certification of Personnel	Yes	No	N/A	Cat
1.3.1	SOLAS V Reg 14	Manning complies with or exceeds the level required by the Minimum Safe Manning Document (or equivalent)	☐	☐	☐	S
1.3.2		Total Officers: - Deck _____ - Engine _____ - Other _____				
1.3.3		Nationality of Officers: _____ _____ _____				
1.3.4		Total Ratings: - Deck _____ - Engine _____ - Other _____				
1.3.5		Nationality of Ratings: _____ _____ _____				
	STCW	There is sufficient manning to provide 2 personnel (one officer and one rating) on each Watch:				
1.3.6		At sea	☐	☐		S
1.3.7		During Cargo Operations	☐	☐		R
1.3.8	STCW 95 Art 6	The Master's Certificate of Competency is valid for the rank	☐	☐		S
1.3.9	STCW 95 Art 6	The Chief Engineer's Certificate of Competency is valid for the rank	☐	☐		S
1.3.10	STCW 95 Art 6	The Chief Mate's Certificate of Competency is valid for the rank	☐	☐		S
1.3.11	STCW 95 Art 6	The Second Engineer’s Certificate of Competency is valid for the rank	☐	☐	☐	S
1.3.12	STCW 95 Art 6	The Second Mate's Certificate of Competency is valid for the rank	☐	☐		S
1.3.13	STCW 95 Art 6	The Third Mate's Certificate of Competency is valid for the rank	☐	☐	☐	S

1.3.1-13

Compare requirements of minimum safe manning certificate with crew numbers presently on board.
Qualifications of Officers
The Certificates of the Master and officers must be examined to ensure they are valid for the ship and Flag State Endorsement.
The Certificate of Competency / License of the Master and deck officers must be valid for the size of ship and trading location. The Certificate of Competency / License of engineering officers must be valid for the type and power of the ship.

1.3.1-13 Cont'd

Certificate held

Certificate held should be stated in terms of class equivalency where the following terms should be used:

Deck:

Class 1: ***Entitles the holder to act as Master on a ship of any size, with unlimited trading range***

Class 2: ***Entitles the holder to act as Chief Mate on a ship of any size with unlimited trading or may entitle the holder to act as Master on a ship but with restrictions on size or trading area.***

Class 3: ***Entitles the holder to act as officer in charge of a navigational watch on a ship of any size with unlimited trading but may also entitle the holder to act as Chief Mate, or possibly Master, on a ship but with restrictions on size or trading area.***

Class 4: ***Entitles the holder to act as officer in charge of a navigational watch on any ship***

Engine:

Class 1: ***Entitles the holder to act as Chief Engineer on a ship of any power***

Class 2: ***Entitles the holder to sail as Second Engineer on a ship of any power but may also entitle the holder to act as Chief Engineer on a ship with a restriction on power***

Class 3: ***Entitles the holder to act as officer in charge of an engineering watch on a ship of any power but may also entitle the holder to act as Second Engineer, or possibly Chief Engineer, on a ship with a restriction on power***

Class 4: ***Entitles the holder to act as officer in charge of an engineering watch on a ship of any power***

Specialised Training

Masters, Chief Engineer officers, Chief Mates, Second Engineer officers and any person with immediate responsibility for loading, discharging and care in transit or handling of cargo shall have the chemical, gas or petroleum specialized training appropriate to the cargoes being carried. Therefore, unless it can be demonstrated that any Second or Third officer holding only a basic Tanker Familiarisation Course certificate is NOT in charge of the cargo operation, the relevant question must be answered NO. Rest hours of Master and Chief Officer should therefore be checked.

Section 1.		CERTIFICATION, MANNING, ETC				
Chemical						
1.3	Ref.	Certification of Personnel	Yes	No	N/A	Cat
1.3.14	SOLAS IV Reg 16.1	The required number of GMDSS licensed operators are carried.	☐	☐	☐	S
1.3.15	STCW95	Additional officers possess appropriate certification	☐	☐	☐	S
1.3.16	STCW 95 Reg II/4	Ratings forming part of a navigational watch possess appropriate certification	☐	☐	☐	S
1.3.17	STCW 95 Reg III/4	Ratings forming part of an engine room watch possess appropriate certification	☐	☐	☐	S
1.3.18	SOLAS IX ISM 6.7	The ship's personnel are able to communicate effectively in the execution of their duties.	☐	☐		S
1.3.19	Information	The common language is _____				
1.3.20		Officers attend refresher courses for statutory training	☐	☐	☐	D
1.3.21		Ratings attend refresher courses for statutory training	☐	☐	☐	D
1.3.22		Officers attend training courses exceeding statutory requirements	☐	☐		D
1.3.23		Ratings attend training courses exceeding statutory requirements	☐	☐		D

Specialised Training

Electronic Chart Display System Training

When the ship is fitted with and Electronic Chart Display System, the Master and all officers who keep a navigation watch must produce evidence of having received training in the use of an Electronic Chart Display System. Evidence of training should be in the form of a Certificate. The Certificate may be issued by a Nautical College, other training establishment or by the system's manufacturer.
When the ship is not fitted with an Electronic Chart Display System, the questions may be answered N/A.

Shiphandling

For the Master and Chief Mate, a course certificate or a relevant stamp and notation in a seaman's book must be produced as evidence of attendance at a ship handling course.

English Proficiency

The Master and deck officers should be able to demonstrate a level of proficiency in English, spoken and written, which will enable them to exchange communications relevant to the safety of life at sea and ship / shore liaison.
Engineer officers should be able to demonstrate a proficiency in English which will enable them to exchange communications relevant to ship / shore liaison.
There should be at least one officer proficient in English on each Watch in order to ensure safe operations throughout transfer operations and while at sea.

1.3.24 The Crew Matrix

Deck Officers					
Rank	Master	Chief Off.	2nd Off.	3rd Off.	Extra Off.
Nationality					
Certificate of Competency					
Issuing Country					
Administration Acceptance					
Tanker Certification					
STCW V para 1 or 2 for current cargo					
Radio Qualification (GMDSS)					
ECDIS Training					
Years with Operator					
Year in Rank					
Year on this type of Tanker					
Year on all types of Tanker					
Months on vessel this tour of du ty					
English Proficiency					
Engine Officers					
Rank	Chief Eng.	1st Eng.	2nd Eng.	3rd Eng.	Elect.
Nationality					
Certificate of Competency					
Issuing Country					
Administration Acceptance					
Tanker Ce rtification					
STCW V para 1 or 2 for current cargo					
Radio Qualification					
Years with Operator					
Year in Rank					
Year on this type of Tanker					
Year on all types of Tanker					
Months on vessel this tour of duty					
English Proficiency					

Section 1.		CERTIFICATION, MANNING, ETC				
1.4	Ref.	Radio and Communications	Yes	No	N/A	Cat
1.4.1		A certificated operator is designated to have primary responsibility for radio communications during distress incidents	☐	☐	☐	S
1.4.1	***SOLAS IV Reg 16.1***	***This may be contained in a Company operating manual or in orders written by the Master. The person shall also be identified on the Emergency Muster List. The person may be identified by name or by rank.***				
1.4.2		Portable intrinsically safe radio handsets are provided to deck watchkeepers	☐	☐	☐	R
1.4.2	***ISGOTT 4.8.2.2***	***Radio handsets should contain a manufacturer's plate or other marking, or a certificate for each radio should be available on board, indicating the set was manufactured as an intrinsically safe device. Radio sets should also be in an operational condition which ensures that their intrinsically safe classification has not been compromised.***				
1.4.3		GMDSS Station (applicable to the area) is fitted and appears operational	☐	☐	☐	S
1.4.3	***SOLAS IV Reg 8, 9, 10 & 11***	***As a guidance for inspection, the GMDSS station should include the following general equipment (Note: exact configuration is dependent on area):***				

- VHF Radio installation
- DSC encoder
- DSC watch receiver
- Radio telephony
- MF Radio installation
- DSC encoder
- DSC watch receiver
- Radio telephony
- MF/HF Radio installation
- DSC encoder
- DSC watch receiver
- Radio telephony
- Direct printing telegraphy
- INMARSAT ship/earth station
- Secondary means of alerting
- Facilities for the reception of maritime safety information
- Navtex receiver
- EGC receiver
- HF direct printing radio telegraph receiver
- Satellite EPIRB
- COSPAS SARSAT
- INMARSAT
- VHF Epirb
- Ships Radar transponder
- Telex
- Fax

Section 1.		CERTIFICATION, MANNING, ETC				
1.4	Ref.	Radio and Communications	Yes	No	N/A	Cat
1.4.4		A GMDSS Radio Log is maintained up to date	☐	☐	☐	S
1.4.4	***STCW B VIII/2 3-3***	***As a minimum, the GMDSS Radio Log should provide details of:***				
		-Training of persons assigned to send distress alerts				
		-General training given to relevant crew members with regard to distress and safety procedures				
		-Operational status of the communication equipment				
		-Details of daily, weekly and monthly tests of equipment and batteries				
1.4.5		The main transmitting aerials are earthed / grounded during cargo operations	☐	☐	☐	R
1.4.5	***SSSCL***	***Grounding of GMDSS equipment may be a keyboard function, or alternatively may be achieved by manually operated isolation switch.***				
1.4.6		VHF/UHF radio equipment is operating at low power setting when required.	☐	☐	☐	R
1.4.6	***TSG 2.21.1 ISGOTT 4.8.2.2***	***If a VHF or UHF is being used while the vessel is conducting cargo operations, or is operating nearby other vessels conducting cargo operations, the power output should be reduced to 1 watt or less.***				
1.4.7	SOLAS IV Reg 6 2.5	Communication equipment is clearly marked with the call sign, ship station identity an other applicable codes	☐	☐	☐	S
1.4.8	IMO GMDSS Handbook Annex 8-12	Operating guidance for distress situations is displayed in close proximity to the communications equipment	☐	☐	☐	R
1.4.9	SOLAS IV Reg 13 .2 STCW 95 B-VIII/2 3-3 33.3	Batteries (and fittings) used as a reserve source of energy for the radio installation are in apparent good condition	☐	☐	☐	R
1.4.10	STCW 95 B-VIII/2 3-3 33	Condition of the reserve source of energy for the radio installation is regularly recorded	☐	☐	☐	R

Section 1.		CERTIFICATION, MANNING, ETC				
1.4	Ref.	Radio and Communications	Yes	No	N/A	Cat
1.4.11		Inspections / tests of the EPIRB(s) are recorded	☐	☐	☐	R
1.4.11	***SOLAS IX ISM 10.2.1 STCW B-VIII/2 3-3.14.1***	***Prior to sailing, the fact that this equipment is in an efficient working condition is to be recorded in the radio log. A routine record of inspection and testing should also be available. Where the design of the EPIRB does not permit a function test to be carried out, then a check should be made of the date stamp on the equipment to ensure it is still valid.***				
1.4.12		There are at least two correctly located radar transponders (SARTs)	☐	☐	☐	S
1.4.12	***SOLAS III Reg 6.2.2***	***A SART may be incorporated into the 406MHz EPIRB.On ships carrying at least two radar transponders and equipped with freefall lifeboat, one of the transponders shall be stowed in the freefall lifeboat and the other located in the immediate vicinity of the navigation bridge.***				
1.4.13	SOLAS III Reg 6.2.1.1	At least three two-way VHF radiotelephone apparatus are on board for use in the survival craft	☐	☐	☐	S
1.4.14	SOLAS III Reg 6.2.1.1	The survival craft two-way VHF radiotelephone apparatus operates on VHF Ch. 16 and on at least one other channel	☐	☐	☐	S
1.4.15		Corrections of Radio Lists are up to date to latest Notices to Mariners received	☐	☐	☐	S
1.4.15	***SOLAS V Reg 27***	***The Lists of Radio Signals should be corrected in the same manner as the other Nautical Publications.***				

Section 1.		CERTIFICATION, MANNING, ETC				
Chemical						
1.5	Ref.	Surveys and Drydocking	Yes	No	N/A	Cat

For the purpose of completing this section, the inspector should examine all related records. Chapter 15 exclusively deals with inspection of internal spaces. Guidance on coating condition is provided.

1.5.1		If applicable, the ship is surveyed under the Enhanced Survey Programme (ESP).	☐	☐	☐	S
1.5.2		There is an Enhanced Survey Report File on board maintained up to date.	☐	☐	☐	S
1.5.1-2	***MARPOL Annex I, 13G3 Res.A.744 (18)AnnexB***	***While examining the Enhanced Survey Report file, the inspector must focus on any indications of repairs on structural failures and be cautious to clearly differentiate between repairs on failure and damage.***				
		To be answered in the affirmative, the file must contain the following:				
		A survey planning document, issued 12 -15 months prior to completion date of the periodic survey.				
		Reports on structural surveys, based on annual, intermediate, periodic and occasional surveys.				
		A condition evaluation report, issued on completion of the last periodic survey (executive summary).				
		A condition evaluation report, issued on completion of the last periodic survey (executive summary).				
		Thickness measurement reports as required for the intermediate and periodic surveys.				
		A statement of structural work carried out				
1.5.3	MARPOL Annex I, 13G3 Res.A.744(18) AnnexB	If applicable, the ship is surveyed under the Conditional Assessment Scheme (CAS).	☐	☐	☐	S
		There are records of the condition of coatings and corrosion prevention for the following spaces:				
1.5.4		Cargo Tanks	☐	☐	☐	D
1.5.5		Ballast Tanks	☐	☐	☐	D
1.5.6		Void Spaces	☐	☐	☐	D
1.5.7		Cofferdams	☐	☐	☐	D
1.5.4-7		***The ship's records of tank inspection/condition reports should be examined. If such records do not exist, or if greater than twelve months since last inspection, these should be answered as NO.***				
1.5.8		All of the above spaces are recorded as being in good to fair condition *(If NO, pertinent details must be listed in the remarks)*	☐	☐	☐	D
1.5.8		***For guidance:***				
		GOOD-Minor spot rusting				
		FAIR-Local breakdown and or light rusting over 20% of the area, but less than defined for Poor.				
		POOR-General breakdown of coating over 20% and areas of hard scale over 10%				

Section 1.		CERTIFICATION, MANNING, ETC				
Chemical						
1.5	Ref.	**Surveys and Drydocking**	Yes	No	N/A	Cat
1.5.9		Records show the ship to have no areas of substantial corrosion	☐	☐	☐	D
1.5.9		***Substantial Corrosion is defined as areas where 75-100% of acceptable corrosion margins are wasted.***				
1.5.10		Records show the ship to have no areas subject to annual inspection as a result of structural surveys (*If NO, pertinent details must be listed in the remarks*)	☐	☐	☐	D
1.5.11		The Class Quarterly Report on board is less than four months old	☐	☐	☐	D
1.5.12		The ship is free of conditions of class or other conditions pertaining to statutory requirements *(If NO, pertinent details must be listed in the remarks)*	☐	☐	☐	R
1.5.12		***Inspectors must be particularly aware of Class extensions to structural items, full details of which must be recorded in the remarks. OTHER CONDITIONS PERTAINING TO STATUTORY REQUIREMENTS, refers to conditions that may have been imposed following Flag State or Port State inspections.***				
1.5.13		The last hull survey was carried out in drydock.	☐	☐	☐	D
1.5.13		***The last hull survey may have been carried out afloat, in which case, this should be answered as No with an appropriate remark. In-water surveys are not acceptable for vessels over 15 years of age.***				
		If Yes:				
1.5.14		Date of last drydock_____				
1.5.14		***This should be taken from the Class Status Report as the last credited drydocking.***				

Section 2.		MANAGEMENT AND PERSONNEL				
2.1	Ref.	Administration	Yes	No	N/A	Cat
2.1.1		The Company has a written, signed and current statement of policy reflecting their attitude and commitment to Safety, Environmental Protection, Health and Quality.	☐	☐		S
2.1.2		The statement of policy is displayed or available in a public place onboard.	☐	☐	☐	D
2.1.1-2	***SOLAS IX ISM 2.1 ISM 11.3 ISO 9002***	***Policy statements signed by an executive of the Company (President / Chairman / Chief Executive or other person with executive powers) should be sighted. This may be in the form of a single or multiple policy statements.***				
2.1.3		Operating manuals are relevant to the ship	☐	☐		S
2.1.3	***SOLAS IX ISM 7***	***Operating manuals should be clearly related to type of ship and the Company providing them.***				
2.1.4		Operating manuals are written in a working language or languages understood by the ship's personnel	☐	☐		S
2.1.4	***SOLAS IX ISM 6.6***	***Information in the operations manuals must be in working language of the vessel.***				
		Operating manuals give specific guidelines on:				
2.1.5		Shipboard operations	☐	☐		S
2.1.5	***SOLAS IX ISM 7***	***Operating manual(s) should contain procedures for various shipboard operations. These may include, but not be limited to, the following:*** ***- Navigation procedures*** ***- Engine Room operations*** ***- Maintenance*** ***- Cargo operations*** ***- Deck operations etc.*** ***Operating manuals in hard copy or computer maintained are acceptable.***				
2.1.6		Safety procedures	☐	☐		S
2.1.6	***SOLAS IX ISM 7***	***Safety procedures for potentially hazardous shipboard operations may include:*** ***- Permit to work systems*** ***- Helicopter operations*** ***- Wearing of protective clothing and equipment*** ***- Hygiene*** ***- Working aloft etc.*** ***- Emergency procedures***				
2.1.7		Shipboard management	☐	☐	☐	D
2.1.7		***Examples of shipboard management procedures which may be included in operating manuals are:*** ***- Ship reporting requirements*** ***- Compliance with Flag and class requirements*** ***- Crew arrangements*** ***- Work schedules to prevent fatigue*** ***- Shipboard meetings*** ***- Crew appraisals*** ***- Training***				

Section 2.		MANAGEMENT AND PERSONNEL				
2.1	Ref.	Administration	Yes	No	N/A	Cat
2.1.8		Operating manuals are available in English	☐	☐		NS
2.1.9		A formal reporting system between ship and Company is established	☐	☐		S
2.1.9	***SOLAS IX ISM 9***	***A formal reporting system should be identified. Included in the system should be the times and nature of reports to Company or other interested parties. The format of reports should also be included. The manner of reporting should also be highlighted i.e. Telex/ Fax or mail etc.***				
2.1.10		The Master is instructed that he has overriding authority and the responsibility to make decisions with respect to safety and pollution prevention.	☐	☐		S
2.1.10	***SOLAS IX ISM 5.2***	**This instruction to the Master should be included in a Company operating manual.**				
2.1.11	ISM 1.2.3	A Company manual contains guidance regarding rest periods in accordance with STCW	☐	☐		S
2.1.12		Records of hours of work or rest for each crew member are available on board	☐	☐		R
2.1.12	***STCW 95, B-VIII/1.4*** ***ILO C180***	***Records of hours of work or rest periods should be available on board to demonstrate compliance with the STCW 95 recommendations for preventing fatigue as a minimum. This includes the Master and all other officers.***				
2.1.13		Hours worked are in compliance with STCW95	☐	☐		S
2.1.13	***STCW 95, A-VIII/1***	***If the 2nd or 3rd Officer(s) do not hold an advanced chemical qualification, and are supervised by the Master or Chief Officer during cargo operations, the Master's and Chief Officer's hours of rest should be further verified to comply with STCW. Course certificates are acceptable in lieu of having an advanced certificate issued by Flag.***				
2.1.14		Rest periods are observed before taking over a watch	☐	☐		S
2.1.14	***STCW 95,A-VIII/1***	***Evidence, in the form of records of hours of work or rest, should be obtained to demonstrate that the rest period requirements for watchkeeping personnel, as detailed in STCW 95, are being complied with.***				
2.1.15		SMS documentation identifies required training in supporting SMS	☐	☐		S
2.1.15	***SOLAS IX ISM 6.5***	***There should be evidence of on board training, emergency drills and checking of certification.***				
2.1.16		There are records to indicate that Officers and Ratings, including the Master, receive familiarization training as required by STCW 95	☐	☐		S
2.1.16	***STCW 95, A-1/14, SOLAS IX ISM 6***	***There should be evidence from on board records that persons newly employed on board are made familiar with shipboard equipment, operating procedures and other arrangements needed for the proper performance of their duties.***				
2.1.17		Watch schedules, drawn up in accordance with STCW, are posted where they are easily accessible	☐	☐		S
2.1.17	***STCW 95, A-VIII/1***	***Watch schedules detailing the working hours of all watchkeeping officers and ratings should be posted in an easily accessible location on board.***				
2.1.18		A Company manual(s) details the respective roles of ship personnel.	☐	☐		S
2.1.18	***ISM 6.6***	***Where respective role descriptions do not exist for a particular rank or rating, this question must be answered 'No' and details given in the remarks.***				

Section 2.		MANAGEMENT AND PERSONNEL				
2.1	Ref.	Administration	Yes	No	N/A	Cat
2.1.19		A Company manual contains guidelines to the Master on his responsibilities during a salvage operation on his own ship	☐	☐	☐	R
2.1.19	***SALCON 89***	***This instruction should be contained in a Company Operating Manual and should detail the Masters responsibilities, level of authority and actions in the event of salvage of his own ship.***				
2.1.20		A copy of the current Lloyds Open Form - Salvage Agreement is available on board	☐	☐	☐	D
2.1.21		During the inspection it was apparent that there was harmonious working relationships amongst the officers and ratings	☐	☐	☐	D
2.1.22		A Company representative(s) conducts internal audits of the ship	☐	☐		S
2.1.22	***SOLAS IX ISM 12.1***	***There must be documentary evidence, either in the form of a report, or an entry in a record book to indicate a company representative has audited the ship.***				
2.1.23		Internal audits are carried out every _____ months				
2.1.24	SOLAS IX ISM 12.5	Copies of the internal audit reports are available on board, and show that a close out system is in place	☐	☐		S
2.1.25	SOLAS IX ISM 9.1	A Company manual contains procedures for the reporting of non-conformities, accidents and hazardous situations	☐	☐		S
2.1.26		A performance appraisal system for officers and ratings is in use	☐	☐	☐	R
2.1.27		Time interval of reporting is _____ months				
2.1.27	***STCW 95, Res 8.2***	***A formal system of reporting on the job performance should be in place. This should take the form of a detailed report sheet, covering all aspects of a person's job performance. Guidelines on how and when to complete the appraisal should be available. There should be evidence that the appraisal system is in use.***				
		The expected service time on board is:				
2.1.28		Officers: ____ months				
2.1.29		Ratings: ____ months				
2.1.30		Do senior officers return to the same vessel on a rotational basis, or rotate on vessels of similar class within the company fleet?	☐	☐	☐	D
2.1.31		Are junior officers and ratings rotated on vessels of similar class within company fleet?	☐	☐	☐	D
2.1.32		If senior officers do not return to same vessel on a rotational basis, are changes of Master, Chief Officer, Chief Engineer and Second Engineer organised to avoid a full change of officers at same time?	☐	☐	☐	D
2.1.33		Do officers regularly return to Operator's vessels?	☐	☐	☐	D
2.1.34		Do ratings regularly return to Operator's vessels?	☐	☐	☐	D
2.1.30-34		***The term "class" refers to vessel of similar design, size, and equipment. The term "fleet" refers to vessels operating under the same technical management.***				

Section 3.		BRIDGE				
3.1	Ref.	Navigation and Bridge Organization	Yes	No	N/A	Cat
3.1.1		There is a Company Manual detailing navigation procedures and bridge organization	☐	☐		S
3.1.1	***STCW 95 B-VIII/2 3-1/4***	***A manual issued by the Company detailing bridge procedures should be available. This Manual should specify the Company's requirements for the navigation of the ship and should at least address all the advice given by IMO in STCW 95 and ICS in the Bridge Procedures Guide.***				
3.1.2		The Master has established his own bridge standing orders	☐	☐	☐	R
3.1.2	***SOLAS IX, ISM 7, ICS BPG***	***This may take the form of Master's standing orders or general advice on the manner in which the navigation officers are to perform their duties. It must be in written form.***				
3.1.3		The duties of the watch officer are clearly defined in the bridge procedures	☐	☐	☐	S
3.1.3	***SOLAS IX ISM 7 ICS BPG***	***Company bridge procedures and / or the Master's Standing Orders should provide comprehensive instructions as to the manner in which the officer of the watch is to perform his duties.***				
3.1.4		Officers countersign bridge procedures and standing orders	☐	☐	☐	D
3.1.4	***SOLAS IX ISM 7 ICS BPG***	***There should be evidence in the form of a written record to indicate that bridge officers have read and understood the Company bridge procedures and Master's Standing Orders.***				
3.1.5		Basic watch conditions are defined	☐	☐		S
3.1.5	***STCW 95 B-VIII/2 3-1/5.1***	***This should detail the manning level of the bridge under various conditions - i.e. leaving or entering port, navigation in restricted visibility with either high or low density traffic, clear weather navigation etc.***				
3.1.6		There is a watch handover procedure	☐	☐		S
3.1.6	***STCW 95 A-VIII/2 3-1/21***	***This procedure should be available, preferably in the Company bridge procedures manual and should detail in specific terms the manner in which the navigation watch is to be handed over. It should detail the requirements of both the relieved and relieving officer.***				
3.1.7		Inspection rounds are undertaken after the watch and reported to the bridge	☐	☐	☐	D
3.1.7		***There should be written records or log book entries to indicate that inspection rounds are undertaken.***				
3.1.8		The occasions on which the Master is to be called to the bridge are clearly defined	☐	☐		S
3.1.8	***STCW 95 B-VIII/2 3-1.4***	***These should be detailed in the Company Bridge Procedures, Master's Orders or in a separate document issued by the Master.***				
3.1.9		A bridge order book is kept by the Master	☐	☐	☐	D
3.1.9		***There is evidence of regular entries. These need not necessarily be daily.***				
3.1.10		Officers countersign the Master's orders	☐	☐	☐	D
3.1.11		Is the Logbook correctly completed.	☐	☐		D
3.1.11		***The log book should be completed in ink and free from correction fluid. Corrections should be in 'strike-through' and initialled.***				

Section 3.		BRIDGE				
3.1	Ref.	Navigation and Bridge Organization	Yes	No	N/A	Cat
3.1.12		Passage planning is conducted from berth to berth	☐	☐		S
3.1.12	***STCW 95, A-VIII/2 3***	***There must be evidence from charts, notebooks and past records that passage planning is carried out from berth to berth. In port passage plans developed by, or in association with the pilot are acceptable providing there is evidence that the Master has approved the plan and has considered it a safe plan.***				
3.1.13		Passage planning is in accordance with industry recommendations and guidelines	☐	☐	☐	R
3.1.13	***BPG***	***Passage planning should be carried out to the standard described in the ICS Bridge Procedures Guide. As appropriate for the ship and the passage, passage plans should include:*** ***- Tracks with heading notation*** ***- Leading lines, parallel index distances*** ***- Waypoints with wheel over positions, when applicable*** ***- Danger areas*** ***- Expected under keel clearance in shallow water areas*** ***- Identification of features to be used in position fixing*** ***- Other useful information for the navigation of the ship*** ***When this question is answered No, the missing elements from the passage plan must be recorded in the observation.***				
3.1.14		Intervals of position fixing are clearly defined within the passage plan	☐	☐	☐	R
3.1.14	***BPG***	***The maximum position fixing interval should be defined in the passage plan. Where the navigational circumstances may change on a particular leg, i.e. proximity to obstructions or shoals, then the position fixing interval should be amended accordingly.***				
3.1.15		Navigation warnings are taken into account in passage planning and during the voyage	☐	☐		S
3.1.15	***STCW 95 A-VIII/2.5***	***There must be evidence that navigation warnings are made use of with details being noted on the relevant charts. There should be a system in place for the filing and updating of all navigation warnings.***				
3.1.16		The position is fixed at sufficiently frequent intervals to ensure that the ship follows the planned course	☐	☐		S
3.1.16	***STCW 95 A- VIII/2 3-1/24***	***There must be evidence that the position of the ship has been fixed at regular intervals during the previous voyage. The frequency of position fixing should ensure that the ship's position is effectively monitored in relation to the proximity of navigation hazards when the speed and draft of the ship are taken into account.***				

Section 3.		BRIDGE				
3.1	Ref.	Navigation and Bridge Organization	Yes	No	N/A	Cat
3.1.17		More than one method of fixing position was used during deep sea passages	☐	☐	☐	D
3.1.17		***There must be evidence that at least two independent methods are used for fixing the ship's position when in open sea. The evidence should consist of plotted positions on the chart together with identification of the position fixing system/method used (log book or work book entries). Where the vessel carries only one electronic position fixing aid suitable for deep sea navigation then evidence should be produced to show that celestial observations are carried out.***				
		If Yes:				
3.1.18		The methods used were: _____ _____				
3.1.18		***State the methods used during a segment of the voyage examined. This should be a notation of the systems used in position fixing and not a list of the navigational aids available for position fixing.***				
3.1.19		More than one method of fixing position was used in coastal waters	☐	☐		S
3.1.19	***STCW 95 A - VIII/2 1 47 3.***	***There must be evidence that at least two independent methods are used for fixing the ship's position in coastal waters.***				
		If Yes:				
3.1.20		The methods used were: _____ _____				
3.1.20		***State the methods used during a segment of the voyage examined. This should be a notation of the systems used in position fixing and not a list of the navigational aids available for position fixing.***				
3.1.21		The watch officer has unrestricted access to navigation systems	☐	☐		S
3.1.22		The watch officer has unrestricted access to communication systems	☐	☐		S
3.1.23		The watch officer has unrestricted access to use of the engines	☐	☐		S
3.1.21-23	***STCW 95 A-VIII/2 3-1.29***	***This should be stated in the Company Bridge Procedures or Master's orders.***				
3.1.24		The depth finder is operated when making a landfall and in coastal waters	☐	☐	☐	R
3.1.24	***STCW 95 A-VIII/2 3-1.36, BPG***	***To assess this question an examination should be made of the echo sounder recorder paper, the log book, or an electronic history log to ascertain when the depth finder was operated. In the absence of any objective evidence of operation, the question should be answered "No".***				
3.1.25		Charts in use are appropriate for the intended voyage	☐	☐	☐	S
3.1.25	***SOLAS V Reg 27***	***A sample of future voyage charts should be examined for being the largest scale available, latest edition, and properly corrected. In cases where the future voyage is not known or has not been planned at the time of inspection, this question should be answered as N/A.***				

Section 3.		BRIDGE				
3.1	Ref.	Navigation and Bridge Organization	Yes	No	N/A	Cat
3.1.26		The Navtex is operating on the appropriate station(s) for the ship's location	☐	☐	☐	S
3.1.26	***SOLAS IV Reg 7 1.4***	***The Navtex operating status should be examined to establish which stations are selected for current reception. The station for the ships location must be included on this list.***				
3.1.27		The Navtex is programmed to receive navigation warnings and weather forecasts	☐	☐	☐	R
3.1.27	***STCW 95 A-VIII/2 5, BPG***	***Recent Navtex printouts should be examined for navigational warnings and weather forecasts. In the absence of any printouts the Navtex operating status should be examined to establish that the Navtex is programmed for the reception of navigational warnings and weather forecasts.***				
3.1.28		Navtex navigation warnings are correctly managed and filed.	☐	☐	☐	R
3.1.28	***STCW 95 A-VIII/2 5, BPG***	***In-force navigational warnings should be retained onboard for as long as the vessel remains within a particular area. All navigating officers must be able to demonstrate familiarity and operation of the system and management of the warnings.***				
3.1.29		The ship subscribes to weather routeing services or has a weather fax that appears to be operational	☐	☐	☐	D
3.1.29	***Res A 528 (13)***	***This question is applicable for ship undertaking ocean passages. There should be evidence of participation in weather routing in the form of past telexes etc. In the case of a ship engaged solely in coastal passages this question will be N/A.***				
3.1.30		Master / pilot information exchange procedures are in use	☐	☐	☐	S
3.1.30	***STCW 95 A - VIII/ 1.49***	***3. The procedure should be identified within the Company Bridge Procedures. There must be evidence of a formal Master / Pilot information exchange. This will normally take the form of a pilot information exchange card. Evidence should be found that the system is used, i.e. copies of used exchange cards or log entries when the procedure has been completed.***				
3.1.31		Ship maintains full navigation procedures when the pilot is onboard	☐	☐	☐	S
3.1.31	**STCW 95 A - VIII/ 1.49**	***3. The answer to this question will be determined with reference to the bridge movement book and port entry charts.***				
3.1.32		Exchange procedures for the Master to assume control from the duty officer are clearly defined and recorded	☐	☐		S
3.1.32	***STCW 95 A-VIII/2 3-1 23.3***	***This procedure must be stated in the Company Bridge Procedures or as part of the Master's orders***				
3.1.33	STCW 95 A-VIII/2 3-1 31	A record of compass errors is maintained	☐	☐		S
3.1.34	SOLAS V Reg 19.2.1.3	A magnetic compass deviation card / table is available on the bridge	☐	☐		S
3.1.35		Date of last swing to check deviation: _____				
3.1.36		Magnetic and gyro compasses are compared at least each watch	☐	☐		S
3.1.36	***STCW 95 A-VIII/2 3-1.34.2***	***This should be established from the log entries made by each Officer of the Watch.***				

Section 3.		BRIDGE				
3.1	Ref.	Navigation and Bridge Organization	Yes	No	N/A	Cat
3.1.37		Magnetic compass error is determined at least once per watch and, when possible, after any major alteration of course	☐	☐		S
3.1.37	***STCW 95 A-VIII/2 3-1.34.2***	***This refers to magnetic compass observations and not comparisons with the gyro. This should be established from entries in a compass error book or other suitable record. This record should be complete and up to date. Due allowance must be made for the occasions on which a compass error cannot be ascertained (visibility, weather, traffic density).***				
3.1.38		Navigation equipment is checked before each voyage and before entering port	☐	☐		S
3.1.38	***STCW 95 A-VIII/2 1.33***	***This should be in the form of a completed checklist or other evidence that the individual checks have been made.***				
3.1.39		A record of navigation equipment checks and findings is made in the ship's Log Book	☐	☐		S
3.1.39	***STCW 95 A-VIII/2 3-1.33***	***It is acceptable for details of the navigation equipment checks and findings to be maintained in a separate record book provided reference is made to the checks and the record book in the ship's log book.***				
3.1.40	BPG	Testing of astern propulsion before entering port is recorded	☐	☐	☐	R
3.1.41	SOLAS V Reg 26.6	Testing of the steering gear before departure is recorded	☐	☐		S
3.1.42	SOLAS V Reg 26.6	Testing of the emergency steering at least every three months is recorded	☐	☐		S
3.1.43		Maneuvering information is posted in the wheelhouse	☐	☐		S
3.1.43	***SOLAS II-I Reg 28.3 BPG 3.17.2***	***The manoeuvring information for the ship must be posted in the wheelhouse. The information must be legible and in a form which is easy to understand and should include stopping times, ship headings and distances recorded during trials. In the case of a ship with multiple propellers the results of trials to determine the ability to navigate and manoeuvre with one or more propellers inoperative.***				
3.1.44	SOLAS V Reg 26.3.1 BPG 4.3.2	Auto / manual steering changeover procedure is displayed on the bridge	☐	☐		S
3.1.45	SOLAS V Reg 26.3.1 BPG 4.3.2	Emergency steering changeover procedure is displayed on the bridge	☐	☐		S
3.1.46	Information	The ship is fitted with an Electronic Chart Display System	☐	☐		NS
3.1.47	Information	The Electronic Chart Display is incorporated in an approved ECDIS	☐	☐	☐	NS
3.1.47		***An ECDIS system must be approved by the flag administration, details of the manufacturer and the model must be entered, together with the approval body. If the Electronic Chart Display System is not a type approved ECDIS, state the manufacturer and model. If the ship is fitted with an Electronic Chart Display System which is not a type approved ECDIS, then paper charts must also be carried to satisfy the requirements of SOLAS V Reg 27.***				
3.1.48		There is a paper chart kit onboard for the ship's intended and previous voyages	☐	☐	☐	S
3.1.48	***SOLAS V Reg 27***	***Charts must be available for the ship's previous and intended voyages. If the ship is fitted with an approved ECDIS, the condensed portfolio of charts must comply with the approval.***				

Section 3.		BRIDGE				
3.1	Ref.	Navigation and Bridge Organization	Yes	No	N/A	Cat
3.1.49		Corrections of charts (paper and / or electronic) are up to date to latest Notices to Mariners received	☐	☐		S
3.1.49	***SOLAS V Reg 27***	***Paper Charts:***				
		Sufficient charts available for use should be examined to ensure corrections have been made. This examination should extend to identifying the actual correction on the chart and not just the correction number which may be applied at the foot of the chart. The application of selected corrections on the chart is not acceptable. ***A system should be in place such that updated notices are received within 2 months of publishing.***				
		If the Master or Navigation Officer states that not all charts are corrected then a system must be in place to identify corrections applicable to all charts available for use. This system must be up to date and correct. Charts for the intended voyage must be corrected up to date. If the correction system is not correct, then the question must be answered "No".				
		Where the ship is not in receipt of the latest Notices to Mariners, making due allowance for postal delays resulting from its trading pattern, this should be noted in the Remarks.				
		Electronic Charts: ***There must be evidence that the approved ECDIS has been updated to the last Notice to Mariners received. Evidence may be taken from the Electronic Chart Display System, or if this is not available, from a correction log maintained on board.***				
3.1.50		Corrections of Nautical Publications are up to date to latest appropriate Notices to Mariners	☐	☐		S
3.1.50	***SOLAS V Reg 27***	***The nautical publications carried which are subject to correction by Notices to Mariners must be up to date. This includes Lists of Lights, Sailing Directions (Pilot Books), Temporary and Preliminary notice file and Navigation Warning file. The latest available correction should be received not more than 2 months from the date of publication or issue.***				
3.1.51		The ship subscribes to a chart and nautical publication update service	☐	☐	☐	D
3.1.51		***There should be evidence that the ship automatically receives new editions of charts and other nautical publications as part of a service provided by a chart agent.***				
3.1.52	SOLAS IX ISM 7	There are Company procedures covering the correction and / or renewal of charts and nautical publications	☐	☐	☐	R
3.1.53		The ship has guidelines / graphs regarding squat	☐	☐	☐	R
3.1.53	***BPG 3.17.2***	***Guidelines / graphs should be available on the bridge.***				
3.1.54		The Master and bridge officers are aware of the conditions which create squat	☐	☐	☐	D
3.1.54		***This question should be assessed following a discussion with the Master and if possible some of the bridge officers.***				

Section 3.		BRIDGE				
3.1	Ref.	Navigation and Bridge Organization	Yes	No	N/A	Cat

3.1.55		The Company provides guidance on minimum Under Keel Clearance (UKC)	☐	☐	☐	D
3.1.55		***This may be in the form of guidance given in a Company operating manual, circular letter or other information from the Company to the ship and should highlight the requirement to maintain adequate under keel clearance when draft, size of ship, shape of hull, speed and accuracy of hydrographic information are taken into consideration.***				
3.1.56-59		***These questions are only applicable when the equipment is fitted. If the equipment listed is fitted and is not in an operational condition, the question must be answered "No", regardless of the fact that SOLAS, Flag or Class may not require its fitting.***				
3.1.56	SOLAS V Reg 19/20	The operational condition of the appropriate equipment appears satisfactory:	☐	☐		S
3.1.56-57		***When possible, the equipment should be observed in operation. A request for an operational demonstration should be made to the Master. A member of the ship's staff, not the Inspector, should operate the equipment. Equipment should not be operated when this may result in an unsafe condition. E.g. operating a radar during cargo operations, unless the Master, in consultation with the terminal manager, has established the conditions under which the radar installation may be used and approved its use. Equipment assessed includes:***				
		- Magnetic compass - Radar No 1 - Radar No 2 - ARPA/Anti collision system - Plotting device - Echo sounder - Echo sounder recorder - Speed log - Distance indicator - Gyro compass - Gyro bridge wing repeaters - Off Course or Off Heading Alarm(s) - Voyage Data Recorder (VDR) - Automatic Identification System (AIS) - Rudder angle indicator - Rudder angle indicator on bridge wings				
		Note: If the rudder angle indicator is not visible from the normal conning position on the navigating bridge, then the rudder angle indicator should not be considered to be in a satisfactory operational condition and the question should be answered "No" and an observation made. A rudder angle indicator incorporated in the steering console for the use of the helmsman will not normally meet the requirements of this question.				
3.1.57	Information	If no, how many items were not satisfactorily recorded? _____				

Section 3.		BRIDGE				
3.1	Ref.	Navigation and Bridge Organization	Yes	No	N/A	Cat
3.1.58		The operational condition of the appropriate equipment (when fitted), appears satisfactory:	☐	☐	☐	R
3.1.58-59		***When possible, the equipment should be observed in operation. A request for an operational demonstration should be made to the Master. A member of the ship's staff, not the Inspector, should operate the equipment. Equipment should not be operated when this may result in an unsafe condition. Equipment assessed includes:***				
		- Electronic Chart Display System - Integrated Navigation System (INS) - Loran C - GPS - Transverse Doppler - Rate of turn indicator - Course Recorder - RPM indicator - RPM indicator on bridge wings - Engine room printer - Gyro autopilot - Anemometer - Controllable pitch indicator - Controllable pitch indictor on bridge wings - Bow thruster and indicator - Stern thruster and indicator - Dead-man alarm / vigilance system for the bridge watchkeeper				
3.1.59		If no, how many items were not satisfactorily recorded? _____				
3.1.60		The operational condition of all navigation lights and alarms is satisfactory	☐	☐		S
3.1.60	***Col reg 1990 ISM 10.1***	***Lights must be correctly aligned and unobscured across their arcs of visibility. Lockers, platforms, mast head structures and access ladders must be in satisfactory condition, and should be visually examined for damage and corrosion. When possible, main and emergency navigation lights should be switched on and checked.***				
3.1.61	Colreg1990	Navigational shapes are readily available for hoisting and are in satisfactory condition	☐	☐		S
3.1.62	SOLAS V Reg 2.2.2	The operational condition of the Aldis signalling lamp is satisfactory	☐	☐	☐	S
3.1.63	SOLAS II-1 Reg 37	The operational condition of all communication links between Bridge and Engine Room is satisfactory	☐	☐	☐	S

Section 3.		BRIDGE				
3.1	Ref.	Navigation and Bridge Organization	Yes	No	N/A	Cat
3.1.64		Input from the speed log to the anti collision system is speed through the water.	☐	☐	☐	S
3.1.64	***SOLAS V Reg 19.2.8***	***This is a requirement for vessels of 10000grt and over. However, if the vessel irrespective of size, is fitted with an ARPA, input from the speed log should be through the water.***				
3.1.65		The AIS display and keyboard should be available to the mariner at the position from which the ship is normally operated	☐	☐	☐	R
3.1.65	***SOLAS V SN/Circ.227***	***If the AIS feeds directly to the radar, this question should be marked N/A.***				
3.1.66		AIS is operating at a low power setting of 1 watt or less when required.	☐	☐		R
3.1.66	***TSG 2.21.1 ISGOTT 4.8.2.2***	***When the vessel is conducting cargo operations, or is operating nearby other vessels conducting cargo operations, the power output should be reduced to 1 watt or less. If the AIS does not have a low power setting, this question should be marked NO.***				

Section 3.		BRIDGE				
3.2	Ref.	Crew Knowledge and Proficiency	Yes	No	N/A	Cat
		The Inspector will interview various members of the crew to seek evidence of knowledge and proficiency. The purpose of the interview is to ensure that personnel can demonstrate sufficient depth of knowledge and familiarity with the policies, procedures, and equipment onboard, as laid down in their job description.				
3.2.1		Bridge watchkeeping officers are familiar with the international collision regulations	☐	☐		S
3.2.1		***Examples of items the Inspector may question include:*** ***- Restricted visibility*** ***- Sound signals*** ***- Day and nighttime signals*** ***- Traffic separation schemes*** ***- Stand-on/Give Way vessels***				
3.2.2		Bridge watchkeeping officers are familiar with buoyage systems	☐	☐		S
3.2.2		***Examples of items the Inspector may question include:*** ***- A and B systems*** ***- Cardinal marks, Lateral marks, Safe water marks, etc.*** ***- Characteristics***				
3.2.3		Bridge watchkeeping officers are familiar with procedures for handing over or taking charge and his duties when he is in charge	☐	☐		S
3.2.3		***Examples of items the Inspector may question include:*** ***- Navigating with a pilot embarked*** ***- Master taking over the charge of the bridge*** ***- Master handing over the charge of the bridge***				
3.2.4		Bridge watchkeeping officers are familiar with the company procedures and Master's standing orders for being called to the bridge	☐	☐		S
3.2.5		Bridge watchkeeping officers are familiar with the operation of all bridge equipment	☐	☐		S
3.2.5		***Examples of items the Inspector may question include:*** ***- Radars*** ***- GPS*** ***- ARPA*** ***- Steering gear changeover*** ***- Main engine controls*** ***- Communications equipment*** ***- UMS systems and changeover***				
3.2.6		Bridge team personnel are familiar with the Bridge Procedures Guide	☐	☐		S
3.2.6		***Examples of items the Inspector may question include:*** ***Information that should be routinely reported to the Master or bridge team leader*** ***Deviations from the voyage plan and/or reacting to unforeseen circumstances***				
3.2.7		Personnel are familiar with the applicable emergency procedures as listed in the Guidance Notes for 7.1.2	☐	☐		S
3.2.7		***The inspector should randomly select a representative sample of emergency procedures to discuss***				
3.2.8		Bridge team personnel are familiar with other aspects of the bridge and navigational policies and procedures	☐	☐	☐	S
3.2.8		***This question is intended to cover any other area questioned by the inspector not covered by the questions in this chapter. If answered No, the inspector should note the issues identified.***				

Section 4.		MOORING				
4.1	Ref.	Mooring	Yes	No	N/A	Cat
4.1.1		The Company has procedures on safe mooring which reflect industry standards	☐	☐	☐	R
4.1.1	***OCIMF Mooring Guide***	***Procedures for safe mooring should be contained in a Company manual. These procedures may include:*** ***- Safety precautions during mooring operations*** ***- General mooring arrangements*** ***- The avoidance of mixed moorings in the same service*** ***- Same service lines of similar length*** ***- Use of tails*** ***- Correct layering on drums*** ***- Correct reeling on drums*** ***- Testing of brakes etc.*** ***- Care, maintenance and renewal of mooring lines***				
4.1.2		The ship is moored in accordance with industry standards	☐	☐	☐	R
4.1.2	***OCIMF Mooring Guide***	***The answer to this question will be assessed following an inspection of the actual moorings of the ship. The inspection of the moorings should confirm:*** ***- Moorings of differing materials or lengths not be used in the same service*** ***- Self tensioning winches should not be used in automatic mode.*** ***- When synthetic tails are fitted to wires they are at least 25% stronger than the wire and not longer than 11m.*** ***- The angle of dip between ship and shore is not excessive.*** ***- Mooring ropes turned up on bitts should have two round turns around both posts before the rope is turned up in a figure of eight.*** ***- Stoppers are of the correct type for the moorings in use.***				
4.1.3		While in port, ship's staff maintain a regular inspection of the moorings	☐	☐	☐	R
4.1.3	***TSG (C) 2.3& SSSCL***	***This should be assessed by observation during period onboard.***				
4.1.4		There are sufficient crew available to safely moor the ship	☐	☐	☐	R
4.1.4	***OCIMF Mooring***	***This should be assessed following a general discussion on mooring practices. A reduced manning situation is only acceptable in cases where the mooring equipment and layout has been designed for the purpose. As a guide there should be at least:*** ***- A competent person to supervise the operation at each mooring station.*** ***- A person to tend each winch control which is in operation.*** ***- A person to tend any rope being hove in on a drum end, with a second person available to clear bights of rope away from the winch area and apply stoppers as required.*** ***- Sufficient persons available to run out the moorings.***				
4.1.5		While in port, deck machinery is ready for use at all times	☐	☐	☐	D
4.1.5		***The mooring winches must be available for starting without the need for the engine room staff to increase the power generation on board.***				

Section 4.		MOORING				
4.1	Ref.	Mooring	Yes	No	N/A	Cat
4.1.6		The ship has a maintenance programme for the mooring equipment	☐	☐	☐	S
4.1.6	***SOLAS IX ISM 10.1***	***There must be evidence of a written programme for the regular maintenance and inspection of the mooring equipment.***				
4.1.7	Information	The ship is fitted with self storing mooring winches	☐	☐		NS
		If Yes:				
4.1.8		There is a schedule for the testing of the winch brake holding and rendering capacities	☐	☐	☐	R
4.1.8	***OCIMF Mooring***	***Within the mooring equipment maintenance programme should be a section dedicated to the systematic testing of the winch brake holding and rendering capacities.***				
4.1.9		There are records indicating the testing of winch brakes	☐	☐	☐	S
4.1.9	***SOLAS IX ISM 10.1***	***The test refers to the rendering point of the winch.***				
		If Yes:				
4.1.10		Winch brakes are tested every _____ months				
4.1.11		All mooring lines are correctly spooled on mooring drums	☐	☐	☐	R
4.1.11	***OCIMF Mooring***	***All lines on drums must be reeled on to the winch drum in the correct direction, i.e. pulling against the fixed point of the brake when under tension.***				
		This requirement may not apply to drums fitted with disc brakes.				
4.1.12	ISGOTT 23.3.1	The mooring winches appear in good working condition	☐	☐	☐	R
4.1.13	ISGOTT 23.3.1	The windlass appears in good working condition with bearings greased etc.	☐	☐	☐	R
4.1.14		Both anchors are in place	☐	☐	☐	D
4.1.15		The anchor cable stoppers appear in good condition	☐	☐	☐	D
4.1.16	ISGOTT 23.4.2.5	Anchors are cleared for use when entering port	☐	☐	☐	R
4.1.17		Condition of moorings appears satisfactory	☐	☐		S
4.1.17	***SOLAS IX ISM 10.1***	***This question should be assessed by visual observation. In general moorings should NOT be considered satisfactory if:***				
		- Synthetic ropes have multiple splices.				
		- Synthetic ropes have strands damaged or cut.				
		- Synthetic ropes have signs of abrasion burning.				
		- Synthetic ropes tainted with oil, paint or detergents.				
		- Wire rope show signs of poor maintenance.				
		- Wire rope(s) show dry or darkened areas or other signs of corrosion.				
		- Wire rope(s) have more than two broken strands in a length equal to 8 diameters of the wire.				
		- Wire rope(s) show signs of wear around the eye.				
		- The securing arrangement (anchor point) to a winch is unsatisfactory.				
		- There is a tendency towards separation of the strands or wires.				
		Observations must identify the winch(es) with the defect mooring(s)				

Section 4.		MOORING				
4.1	Ref.	**Mooring**	Yes	No	N/A	Cat
4.1.18	OCIMF Mooring Guide	Synthetic mooring tails are fitted on wires	☐	☐	☐	NS
		If Yes:				
4.1.19	OCIMF Mooring	Synthetic mooring tails appear to comply with OCIMF guidelines	☐	☐	☐	R
4.1.20		Synthetic mooring tails are connected to wires with a non friction connection	☐	☐	☐	R
4.1.20	***OCIMF Mooring***	***Typical non friction connections are Mandal or Tonsberg shackles.***				
4.1.21	OCIMF	Certificates are available for all mooring wires and ropes	☐	☐		R
4.1.22		Emergency towing off wires (fire wires) appear in good condition	☐	☐	☐	R
4.1.22	***TSG (C) 2.4***	***The emergency towing wires should be assessed as above. In addition the wires should be of strength and length for use under emergency towing conditions. OCIMF recommend:*** ***- Wires of 6 x 36 construction with an independent wire rope core.*** ***- For ships over 20,000 DWT the wire's diameter should be at least 28mm with a length of at least 45m.***				
4.1.23		Emergency towing off wires (fire wires) are properly rigged	☐	☐	☐	R
4.1.23	***TSG (C) 2.4***	***Unless Port regulations require otherwise, the eye of the emergency towing wires should be not more than 1 metre above and not below the waterline. There should be retained on deck, between the bollards and the fairlead, sufficient slack to enable a tug to make fast and tow effectively. The slack should be prevented from running out by a rope yarn or other means which can be easily broken. The wire must be made fast by either an eye on the bitts or properly turned up. The slack on deck must be positioned away from normal working areas so that the bights formed do not present a hazard to personnel.***				
4.1.24	SOLAS IX ISM 10.1	Fairleads and rollers are free and well greased	☐	☐	☐	S
4.1.25	Information	The ship is over 20,000 DWT	☐	☐		NS
		If Yes:				
4.1.26		The ship is fitted with an emergency towing arrangement at both ends of the ship	☐	☐	☐	S
4.1.26	***SOLAS II-1 Reg 3-4***	***Ships should be fitted at both bow and stern with a strong point and fairleads to facilitate towing from either side. A chafing chain should be supplied and stowed in such a way that it can be connected rapidly to the strong point. The chain should be of sufficient length to ensure that any towing pennant remains outside the fairlead during the towing operation.***				
4.1.27		Decks in the mooring areas have a non slip surface	☐	☐	☐	D
4.1.27		***This may be by means of non slip paint, non slip abrasive patches or other suitable alternative.***				

Section 4.		MOORING				
4.2	Ref.	**Crew Knowledge and Proficiency**	Yes	No	N/A	Cat
4.2.1 - 4		***The Inspector will interview various members of the crew to seek evidence of knowledge and proficiency. The purpose of the interview is to ensure that personnel can demonstrate sufficient depth of knowledge and familiarity with the policies, procedures, and equipment onboard, as laid down in their job description.***				
4.2.1		Personnel are aware of routine for tending of moorings	☐	☐		S
4.2.2		Personnel are aware of safety issues related to mooring	☐	☐		S
4.2.3		Personnel are aware of the purpose and proper rigging for towing off wires	☐	☐		S
4.2.4		Personnel are familiar with other aspects of mooring equipment, policies and procedures	☐	☐	☐	S
4.2.4		***This question is intended to cover any other area questioned by the inspector not covered by the questions in this chapter. If answered No, the inspector should note the issues identified.***				

Section 5.		CARGO OPERATIONS				
Chemical						
5.1	Ref.	Cargo Transfer Operations	Yes	No	N/A	Cat
5.1.1	TSG (C) 5.4.3	Ship / Shore Safety Checklist, including Part B - Bulk Liquid Chemicals, has been completed correctly	☐	☐	☐	R
5.1.2	SSSCL	Requirements of the SSSCL are being observed	☐	☐	☐	R
5.1.3		The ship has the relevant terminal regulations available	☐	☐	☐	R
5.1.4		P & A Manual is readily available and up to date	☐	☐		S
5.1.4	***MARPOL II Standards P & A Preamble 8***	***This must be the manual approved by Flag Administration or Classification Society on behalf of Flag Administration.***				
5.1.5		If the vessel has a Vapour Emission Control System (VECS), an approved VECS Manual must be readily available and up to date	☐	☐	☐	S
5.1.5	***MARPOL Annex 6, Reg 15***	***If the ship has a VECS but does not have a VECS Manual approved by Flag or Class, this question should be answered NO. If the ship does not have a VECS, this question should be answered N/A.***				
5.1.6		Cargo operational procedures are available	☐	☐		S
5.1.6	***SOLAS IX TSG (C) 5 ISGOTT11.1, 11.3, 11.4, 11.6 & 11.8***	***The cargo operational procedures should give specific guidance to be followed during cargo handling operations and on the sea passage and should include but not be limited to:***				
		- Preparations for loading				
		- Loading operations				
		- Cargo Measurement Standards and procedures				
		- Care of the cargo on the loaded passage				
		- Preparations for discharge				
		- Discharge operations				
		- Ballast passage				
		- Tank Cleaning				
5.1.7		Cargo compatibility information is available	☐	☐	☐	S
5.1.7	***IBC 16.2.3.1 BCH 5.2.2 a***	***For this question to be answered Yes, the ship must have on board a chemical compatibility chart or some other guide to chemical compatibilities. A chart should provide as a minimum, details of chemicals which, if mixed, will produce a reaction which may be unsafe. An example of an acceptable chart is that published by the USCG. Guides, which may be in hard copy or computer based, providing details of reactivity between individual chemicals or groups of chemicals are also acceptable, provided the level of information meets that given on the USCG Compatibility Chart.***				
5.1.8		The cargo information required by the Chemical Code is available	☐	☐	☐	S
5.1.8	***IBC 16.2.3 BCH 5.2.2***	***Safety Data Sheet (SDS) or other information giving data for the safe carriage of the cargo should be on board and available to all. This information should include at least the following:***				
		- full description of the physical and chemical properties				
		- action to be taken in the event of spills or leaks				
		- counter measures against personal contact				
		- fire fighting procedures and media				
		- procedures for cargo transfer, tank cleaning, gas freeing and ballasting				
		- cargo commodity information (i.e. density, temperature etc.)				

Section 5.		CARGO OPERATIONS				
Chemical						
5.1	Ref.	Cargo Transfer Operations	Yes	No	N/A	Cat
5.1.9		When applicable, a Certificate of Protection (Inhibitor Certificate) is available	☐	☐	☐	S
5.1.9	***IBC 15.13.3 16.2.3***	***A Certificate must be provided to the vessel prior to commencement of loading, and must contain the information as required in the IBC Code, including:*** ***- The name and amount of additive present*** ***-Whether the additive is oxygen dependent*** ***-Date additive was added to the product*** ***-Duration of effectiveness*** ***-Any temperature limitations qualifying the additive's effective lifetime, and*** ***-The action to be taken should the length of the voyage exceed the effective lifetime of the additives***				
5.1.10		Technical information for the cargo monitoring equipment is available	☐	☐	☐	D
5.1.10		***The manuals or instruction books should give specific guidance on the operation and maintenance of all cargo monitoring equipment including when applicable level gauges, temperature readout system, pressure system etc.***				
5.1.11		Technical information for the cargo handling equipment is available	☐	☐	☐	D
5.1.11		***The manuals or instruction books should give specific guidance on the operation and maintenance of all components of the cargo handling system including pumps, pipelines, valves etc.***				
5.1.12		A reliable loading and stability information booklet is available on board	☐	☐	☐	S
5.1.12	**SOLAS II-1 Reg 25-8,1**	***This must be the manual approved by Flag Administration or Classification Society on behalf of Flag Administration. A manual approved as stated is considered to be "reliable".***				
5.1.13		There is an approved computer system for intact stability	☐	☐	☐	D
5.1.13		***The computer system or the programme used on a standard personal computer, must be approved by a competent body. Non approved stability programmes developed on board are not acceptable.***				
		If yes:				
5.1.14		The system includes damage stability assessment	☐	☐	☐	D
5.1.15		Stability and stress calculations have been made prior to commencement of the current cargo transfer operation	☐	☐	☐	S
5.1.15	***SOLAS II-1 Reg22***	***There should be evidence that a stress and stability calculation has been made for the current cargo operation. This may be in either written form or may be stored on a computer. There should also be evidence that this procedure is in common use.***				
5.1.16		Are stability limitations included in the current operational instructions	☐	☐	☐	R
5.1.16	***ISGOTT 11.2***	***Evidence should be sought to verify that the stability condition is preplanned and monitored throughout the cargo operation and critical conditions identified.***				
		If yes:				
5.1.17		Do these instructions reference the ship's loading and stability data	☐	☐	☐	R
5.1.17		***Stability information may be referenced in the intact and damage stability manuals, the Certificate of Fitness, the ship's cargo operations manual and the ship's approved stability computer***				

Section 5.		CARGO OPERATIONS				
Chemical						
5.1	Ref.	Cargo Transfer Operations	Yes	No	N/A	Cat
5.1.18		A written cargo stowage plan is available	☐	☐	☐	S
5.1.18	***IBC 16.2.3***	***This may be in the form of a tank layout diagram or table showing the cargo distribution on board. This may be in written form or contained within a specialized computer programme.***				
5.1.19	IBC 16.1	Cargo filling limits are available and being followed	☐	☐	☐	S
5.1.20	TSG (C) 5.4.2	There is a written load/discharge plan for the current cargo operation	☐	☐	☐	R
5.1.21		There is evidence that a pre-load/discharge meeting is held onboard with all personnel conducting cargo operations.	☐	☐	☐	R
5.1.22		The duty officer has signed the load/discharge plan and is operating in compliance with the plan	☐	☐	☐	R
5.1.23		If changes are required to the load/discharge plan, a system is in place for updating the plan and ensuring that officers and crewmembers involved in the cargo operations are aware of the changes.	☐	☐	☐	R
5.1.21-23	***TSG (C) 5.4.2***	***The operational plan should include indications of the expected duration of the operation, the sequence in which the ship's tanks are to be loaded or discharged. The plan should also highlight any special considerations during the critical stages of the transfer, as well as the safety, health, and environmental implications of the cargoes being handled***				
5.1.24		When applicable, the appropriate information is available with the cargo stowage plan / operational instructions.	☐	☐	☐	S
5.1.24	***IBC 16.2.3***	***This information should include the following, as appropriate:*** ***- Customer*** ***- Loading port*** ***- Discharge port*** ***- N2 / IG requirements*** ***- Cargo pollution category*** ***- Prewash of cargo tanks requirement*** ***- Cargo viscosity, if required by IBC*** ***- Cargo melting point, if required by IBC*** ***- Cargo vapour pressure*** ***- Heating requirements*** ***- Heating limitations*** ***- Cooling requirements*** ***- Fire extinguishing agent*** ***- Cargo liquid density*** ***- Cargo vapour density*** ***- Cargo miscibility*** ***- Cargo tank filling limits*** ***- Tank coating material compatibility***				
5.1.25	MARPOL P & A	Up to date and legible drawings, pipeline diagrams and mimic diagrams are available	☐	☐	☐	S
5.1.26		Displays on cargo operations console are easily understood	☐	☐	☐	D
5.1.27		The ship is operating under closed conditions	☐	☐	☐	D
5.1.27		***This question may only be answered as N/A in the case of a ship handling vegetable oils, molasses, latex or similar products.*** ***In this instance, "closed conditions" includes the use of vapour locks*** If No or N/A:				
5.1.28		The ship can operate under closed conditions via the ship's venting system	☐	☐	☐	D

Section 5.		CARGO OPERATIONS				
Chemical						
5.1	Ref.	Cargo Transfer Operations	Yes	No	N/A	Cat
5.1.29	Information	A vapour return line is connected	☐	☐		NS
		If Yes:				
5.1.30	TSG (C) 5.4.1& ISGOTT 7.5 & 11.1.13	The ship is operating as per appropriate cargo transfer procedures	☐	☐	☐	R
5.1.31		IG is being used for cargoes requiring inert atmosphere	☐	☐	☐	D
5.1.31		***Reference should be made to the carriage instructions of the product, whether these be Regulatory or a charterer's requirement.***				
		If Yes:				
5.1.32		Oxygen content of the tank is _____				
5.1.33		High level alarms (95%) and High/High level alarms (98%) on cargo tanks interconnected to the cargo transfer are in the operating position.	☐	☐	☐	S
5.1.33	***IBC 15.19.6 & 15.19.7.2***	***Alarms should not be bypassed or overridden in the Cargo Control Room. High/high level alarms should be audible and visible from the cargo deck***				
5.1.34		Deckwatch is maintained throughout cargo operations	☐	☐	☐	R
5.1.34	***TSG (C) 2.5***	***This should be assessed by observation during period of inspection.***				
5.1.35		Crew on deck are properly dressed for the cargoes being handled	☐	☐	☐	D
5.1.35	***IBC 14.1***	***Protective clothing in relation to the current cargoes transferred.***				
5.1.36		The ship is provided with a secondary means for pressure/vacuum relief	☐	☐	☐	S
5.1.36	***IBC MSC 102(73) check IBC 8.3.3 (New one in force 1 Jan'07***	***Applies to vessels carrying cargoes having a flash point not exceeding 60 deg.C. Requires a secondary means of allowing full flow relief to prevent over or under pressurisation of cargo tank(s) in the event of failure or closure of primary venting system. Alternatively pressure sensors may be fitted in each cargo tank with display & alarm (audible and/or visible) for over or under pressurisation in cargo tank(s) in Cargo Control position.***				
5.1.37	SOLAS II-2 Reg 59.1.5	Vent system is fitted with devices to prevent the passage of flame	☐	☐		S
5.1.38		Heating coils can be blanked, when required	☐	☐	☐	S
5.1.38	***IBC 15.16.2***	***From an observation of the heating system it should be identified that heating coils (when fitted) can be blanked and the blanking arrangements appear in good condition.***				
5.1.39	MARPOL II Reg 3 IBC 1.5.4 BCH	Cargoes onboard or to be carried are approved for carriage and appear on the List of Approved Cargoes	☐	☐	☐	S
5.1.40	IBC 16.2.3.1	The ship displays Cargo Safety Data Sheets for the current cargoes	☐	☐	☐	S

Section 5.		CARGO OPERATIONS				
Chemical						
5.1	Ref.	Cargo Transfer Operations	Yes	No	N/A	Cat
5.1.41		There are records indicating that appropriate equipment is included in the planned maintenance and testing programme.	☐	☐	☐	S
5.1.41	***SOLAS IX ISM 10***	***Equipment should include:***				
		-Cargo valves				
		- P/V Valve				
		- Flame screens				
		- Cargo piping (including annual test date and test pressure)				
		- Venting piping				
		- Cargo hoses (including annual test date and test pressure)				
		- Heating coils				
		- Cargo pumps				
		- Vapour hoses				
		- Ventilating fans				
		There are records indicating the regular testing of the following systems:				
5.1.42	IBC 5.6.1.3	Remote/emergency cargo pump shutdown	☐	☐	☐	S
5.1.43		High level alarm	☐	☐	☐	S
5.1.44		High/high level alarm	☐	☐	☐	S
5.1.43-44		***Tested before load, activated before load / discharge.***				
5.1.45		Inert gas/N2 system	☐	☐	☐	S
5.1.46		Precautions are taken against nitrogen overpressure	☐	☐	☐	D
5.1.46	***TSG 5.7***	***The N2 supply should incorporate an appropriately set safety relief valve, or the flow rate should be regulated to allow adequate relief capacity while closely monitoring the tank pressure.***				
5.1.47	Information	The ship is fitted with a pump room	☐	☐		NS
5.1.47		***If the ship is not fitted with a pump room, the sub-questions should be answered N/A***				
		If Yes:				
		The appearance and condition of the following appear satisfactory:				
5.1.48	SOLAS II-2 Reg 59.3.2	Ventilation system	☐	☐	☐	S
5.1.49		Explosion proof lighting	☐	☐	☐	S
5.1.50	ISM 10.1	Pumping arrangements and other equipment	☐	☐	☐	S
5.1.51		Plates, gratings and ladders	☐	☐	☐	D
5.1.52	TSG (C) 5.3.2 ISGOTT	Bilges	☐	☐	☐	R
5.1.53	SOLAS II-2 Reg4.5.10.4.	Bilge Alarms	☐	☐	☐	S
5.1.54		Life Saving Appliances	☐	☐	☐	R
5.1.55		Fire Fighting Equipment	☐	☐	☐	S

Section 5.		CARGO OPERATIONS				
Chemical						
5.1	Ref.	**Cargo Transfer Operations**	Yes	No	N/A	Cat
5.1.56	Information only	The ship is fitted with a cargo pump room	☐	☐		NS
5.1.56		***If the ship is not fitted with a cargo pump room, the sub-questions should be answered N/A***				
		If Yes:				
		The appearance and condition of the following appear satisfactory:				
5.1.57	SOLAS II-2 Reg 4.5.10.1.1	Temperature sensing devices for bulkhead shaft glands, bearings and pump casings, with associated audible and visual alarms	☐	☐	☐	S
5.1.58	SOLAS II-2 Reg 4.5.10.1.3	Fixed hydrocarbon gas detection system with associated audible and visual alarms	☐	☐	☐	S
5.1.59	SOLAS II-2 Reg 4.5.10.1.2	Lighting/ventilation Interlock	☐	☐	☐	S
5.1.60	SOLAS II-2 Reg 63	Fixed fire extinguishing system	☐	☐	☐	S

Section 5.		CARGO OPERATIONS				
Chemical						
5.2	Ref.	**Ship to Ship Transfer Operations**	Yes	No	N/A	Cat
5.2.1		Company procedures for ship to ship cargo transfer operations are available	☐	☐		S
5.2.1	***SOLAS IX ISM 7***	***Company ship to ship transfer procedures should cover the following:*** ***- Establishment of person in overall charge of the operation*** ***- Compatibility of design of ships involved*** ***- Communications to be used*** ***- Berthing / unberthing procedures*** ***- Hose handling and cargo transfer operation procedure***				
5.2.2	TSG (C) 5.14	Company ship to ship cargo transfer procedures are in line with ICS guidelines	☐	☐	☐	R
5.2.3		Checklists are available for use during ship to ship cargo transfer operations	☐	☐	☐	D
5.2.4		Ship to ship cargo transfer operations are recorded in a logbook	☐	☐	☐	D
5.2.5	Information only	During the period of the inspection, a ship to ship cargo transfer operation took place	☐	☐		NS
		If Yes:				
5.2.6		Check lists were used during the ship to ship cargo transfer operation	☐	☐	☐	D
5.2.7		The ship to ship cargo transfer operation was conducted in a safe manner	☐	☐	☐	D

Section 5.		CARGO OPERATIONS				
Chemical						
5.3	Ref.	Cargo Custody	Yes	No	N/A	Cat
		Calibration Tables:				
5.3.1		Certified calibration tables are available	☐	☐		D
5.3.1		***The calibration tables in use should be certified as correct by either:***				
		1. National Measurement Authority or Flag State				
		2. Classification Society				
		3. Recognized cargo surveying company				
5.3.2		Calibration tables are calculated to: _____ (units)				
5.3.2		***Insert units used in tables. e.g. 0.5 cm or 1/4 inch***				
5.3.3		Trim and list corrections are available and applied	☐	☐	☐	D
5.3.3		***Both trim and list correction tables should be available. Where the ship is fitted with a computerized cargo monitoring measurement system the incorporation of trim and list corrections within the computer programme is also acceptable. There should be evidence from past cargo calculation sheets, either manual or computerized, which indicate that trim and list corrections are applied. On occasions when the ship may be upright and on even keel this should be identified as zero trim and zero list.***				
5.3.4		Float corrections (when applicable) are available and applied	☐	☐	☐	D
5.3.4		***This is applicable to ships which use float gauges for final cargo measurement calculations. There should be evidence from past calculation sheets that corrections are made to compensate for densities which are different to that used when calibrating the float gauge.***				
5.3.5		Readable and up to date plans are available showing the location of cargo measurement instruments, sensors, pressure gauges, thermometers etc.	☐	☐	☐	D
		Gauging Systems:				
5.3.6		Level gauges appear fully operational	☐	☐	☐	D
5.3.7		Stowage and grounding reference heights are available	☐	☐	☐	D
5.3.7		***Both the stowed and bottom reading of float type gauges should be available for reference. In the case of other types of gauge, e.g. radar, correct bottom reading for each tank should be available.***				
5.3.8		Records indicating satisfactory completion of level gauge calibration checks within the last 12 months are available	☐	☐	☐	D
5.3.8		***To check for scale factor error, level calibration checks should involve at least two reference points. However, only one reference point is required for radar level gauges as they are not subject to scale factor error. When assessing calibration check records, reference should be made to manufacturer's instructions.***				
5.3.9		Reference heights are permanently marked on the tank lid coaming (when applicable)	☐	☐	☐	D
5.3.9		***If calibration tables are referenced to a tank lid ullage port then the reference height should be marked on the tank lid coaming.***				

Section 5.		CARGO OPERATIONS				
Chemical						
5.3	Ref.	Cargo Custody	Yes	No	N/A	Cat
5.3.10		Manual ullaging reference points are located as per calibration tables	☐	☐	☐	D
5.3.10		***The datum from which manual cargo tank ullages are taken should be the point certified in the calibration tables. In cases where vapour locks or automatic gauges are used for final cargo figures then each ullage location should have certified tables.***				
		Temperature Measuring Equipment:				
5.3.11	TSG (C) 5.6.1	System for temperature measurement appears fully operational	☐	☐	☐	R
5.3.12		A reference thermometer or suitable calibration kit is available	☐	☐	☐	D
5.3.12		***The reference thermometer must be of a type which has a certificate of accuracy.***				
		If Yes:				
5.3.13		Records indicating satisfactory completion of shore calibration checks within the last 12 months are available	☐	☐	☐	D
5.3.13		***This should be a calibration check carried out by a competent body ashore. Calibration checks should be carried out by a competent body ashore for the appropriate temperature range. Competent bodies can include the manufacturer or their licensed service agent, or another organization approved by Class.***				
5.3.14		Portable thermometers are available and in good condition	☐	☐	☐	D
5.3.15		Records indicating satisfactory completion of calibration checks against reference thermometer within the last 12 months are available	☐	☐	☐	D
5.3.16	Information	The ship is fitted with a fixed remote reading temperature system:	☐	☐		NS
		If Yes:				
5.3.17		Records indicating satisfactory completion of calibration checks within the last 12 months are available	☐	☐	☐	D
5.3.17		***When assessing calibration check records, reference should be made to manufacturer's instructions.***				
		Pressure measuring equipment:				
5.3.18	TSG (C) J.5.1	System for pressure measurement appears fully operational	☐	☐	☐	R
5.3.19		A reference pressure gauge is available	☐	☐	☐	D
5.3.19		***The reference pressure gauge must be of a type which has a certificate of accuracy.***				
		If Yes:				
5.3.20		Records indicating satisfactory completion of shore calibration checks within the last 12 months are available	☐	☐	☐	D
5.3.20		***This should be a calibration check carried out by a competent body ashore.***				
5.3.21		Fittings and pressure gauges are available to measure the pressure in the vapour space of each cargo tank	☐	☐	☐	NS
5.3.21		***There should be a fitting on each cargo tank to attach a pressure gauge for measuring the pressure in the vapour space. A set of two or more pressure gauges should be available.***				
		If Yes:				
5.3.22		Records indicating satisfactory completion of calibration checks against reference pressure gauge within the last 12 months are available	☐	☐	☐	D

Section 5.		CARGO OPERATIONS				
Chemical						
5.3	Ref.	Cargo Custody	Yes	No	N/A	Cat
5.3.23	Information	The ship is fitted with fixed tank pressure gauging equipment: If Yes:	☐	☐		NS
5.3.24		Records indicating satisfactory completion of calibration checks within the last 12 months are available	☐	☐	☐	D
5.3.24		***When assessing calibration check records, reference should be made to manufacturer's instructions.***				
5.3.25		Portable sounding tape is in good condition	☐	☐	☐	D
5.3.26	SOLAS IX ISM 10.1	Portable ullage / temperature / interface devices appear in good working order	☐	☐	☐	S
5.3.27	SOLAS IX ISM 10.1	Vapour locks appear in good condition	☐	☐	☐	S
5.3.28	ISGOTT 11.8	There are sufficient UTI tapes for use with the vapour locks	☐	☐	☐	R
5.3.28		***Consideration should be given to the ship's fixed equipment. Where the UTI is carried for emergency use, then a single tape may be sufficient. However for ships using UTI as the primary means of gauging, then one per tank being worked plus one spare should be carried.***				
5.3.29		Number of operational UTI tapes carried: ____				
5.3.30		Cargo measurement calculations are made to the nearest : *1cm / 0.5cm / 0.1cm (Delete as appropriate)*				
5.3.31		Cargo measurement calculations are made to the nearest : *1° C / 0.5° C / 0.1° C (Delete as appropriate)*				
5.3.32		The cargo temperature in each tank is taken at a minimum of two levels and then averaged	☐	☐	☐	D
5.3.30-32		***These should be assessed from an examination of cargo calculation documentation***				
5.3.33		There are records to indicate that cargo tanks are inspected before loading	☐	☐	☐	D
5.3.33		***This may be a written record made by ship's staff or a tank cleanliness certificate issued by a cargo surveyor.***				
5.3.34		There is a wall wash test kit on board	☐	☐	☐	D
5.3.35		The Company provides tank cleaning procedures	☐	☐	☐	D
5.3.36		There is evidence that a cargo tank cleaning plan is established prior to tank cleaning operations	☐	☐	☐	D
5.3.37		The tank cleaning procedures specifically detail the cleaning of a cargo tank which has contained a flammable product	☐	☐	☐	R
5.3.37	***SOLAS IX ISM 7***	***The specific procedures may be contained in a separate Company manual or other document issued by the Company.***				
		If Yes:				
5.3.38		The Company safety procedures detailing the cleaning of a cargo tank reference the guidance detailed in TSG (C) 7 or ISGOTT Chapter 11.3	☐	☐	☐	R
5.3.38	***TSG (C) 7 ISGOTT 11.3***	***The Company procedures must reference the procedures contained in ISGOTT 11.3 The procedures maybe detailed in a Company manual or other Company document or maybe cross referenced to ISGOTT, provided that the wording clearly indicates that the Company adopt the tank cleaning procedures detailed in ISGOTT 11.3.***				

Section 5.		CARGO OPERATIONS				
Chemical						
5.3	Ref.	Cargo Custody	Yes	No	N/A	Cat
5.3.39	Information only	A chemical additive has been used during the cleaning of a cargo tank previously containing a flammable product If Yes:	☐	☐		NS
5.3.40	Information only	There is evidence established from written records that the tank was inert	☐	☐	☐	NS
5.3.41	TSG (C) 7.3.1	If the tank was not inerted, there are records to indicate that the cargo tank atmosphere was monitored prior to use of a chemical additive	☐	☐	☐	R
5.3.41		***The records should indicate in chronological order that monitoring was conducted before the use of chemical additives. A record such as a Enclosed Space Entry Permit issued prior to the inspection of a tank to assess chemical cleaning requirements would be acceptable***				
5.3.42	Information	Tank cleaning chemicals and / or solvents are carried on board If Yes:	☐	☐		NS
5.3.43		Tank cleaning chemicals and / or solvents are carefully identified and marked	☐	☐	☐	D
5.3.44		Tank cleaning chemicals and / or solvents are properly stored	☐	☐	☐	D
5.3.45	Information only	Steam has been injected into a cargo tank previously containing a flammable product If Yes:	☐	☐		NS
5.3.46		There is evidence that the tank was inert or gas free prior to the injection of steam.	☐	☐	☐	R
5.3.46	***ISGOTT 11.3.52 TSG (C) 7.3.6***	***This should be established from written records.***				
5.3.47		Tank gas freeing is carried out in accordance with required procedures	☐	☐	☐	R
5.3.47	***TSG (C) 7.7 New IBC 8,5***	***Documentation on gas freeing should be available, i.e. checklists or procedures. This should also be assessed during a general discussion on cargo operations.***				
5.3.48	TSG (C) 7.6	The Company provides guidelines on the care and maintenance of the tank cleaning equipment	☐	☐	☐	D
5.3.48		***Written guidelines should be available for the care and maintenance of the tank cleaning equipment. This should include the regular testing of tank cleaning hoses for electrical continuity.***				
5.3.49		When taking cargo samples the correct safety procedures are followed	☐	☐	☐	R
5.3.49	***ISGOTT 11.8***	***The operation is observed or specific written instructions are available detailing the procedure. It should be established if masks etc. are worn during the sampling of toxic cargoes.***				

Section 5.		CARGO OPERATIONS				
Chemical						
5.3	Ref.	Cargo Custody	Yes	No	N/A	Cat
5.3.50		The sample cage is clean and properly stored after use	☐	☐	☐	D
5.3.51		Cargo samples from ship's tanks are retained on board	☐	☐	☐	D
5.3.52		Cargo samples from the ship's manifold are retained onboard, or by special agreement, ashore	☐	☐	☐	D
5.3.51-52		***For these questions to be answered Yes, there should be evidence that cargo samples from the tanks and manifold are retained on board for at least the current voyage. Where there is written evidence that the Company have an established procedure for landing and storing samples ashore and there are receipts for samples landed, the question may also be answered Yes.***				
5.3.53		Cargo samples are properly stored in a suitable locker and are identified	☐	☐	☐	S
5.3.53	***IBC 16.5***	***The cargo sample locker should be located outside the accommodation. The locker should be designed so as to prevent sample bottles moving at sea, be constructed of a material resistant to the chemicals carried and have adequate ventilation arrangements. Incompatible samples should not be stowed close to each other.***				
5.3.54		Shore tank cargo samples, if carried, are stowed on board in the ship's sample locker	☐	☐	☐	D
5.3.55		There is a Company procedure for the disposal of samples and records are kept	☐	☐	☐	D
5.3.55		***The procedure should address both cargo custody and environmental disposal aspects***				
5.3.56		The Company provide guidance in the event of a cargo measurement discrepancy	☐	☐	☐	D
5.3.56		***There should be a specific written procedure available in the event of a discrepancy between ship and shore figures, detailing the steps to be taken to try to resolve the difference prior to a note of protest being issued.***				
5.3.57		A Company manual contains procedures for reporting any cargo non conformance	☐	☐	☐	D
5.3.57		***Examples of cargo non conformance may include discrepancies in quantity, quality, temperature and colour etc.***				
5.3.58		The Master has received written operational instructions for the execution of the voyage	☐	☐	☐	D

Section 5.		CARGO OPERATIONS				
Chemical						
5.4	Ref	Cargo Handling & Monitoring Equipment	Yes	No	N/A	Cat

These questions refer to the cargo tank external equipment.

5.4.1-3

Any defect in the equipment will result in a No answer. For questions answered as 'No', the details of the defect must be entered in the observation.

In assessing this section the physical condition and maintenance should not be considered satisfactory if:

- Pipelines show signs of leakage or repair
- Manifold pipelines are not marked with tank or pump number
- Valves are seized, difficult to operate or have wheels or indicators missing
- Bonding straps are broken or damaged
- Stripping system has been modified by ship staff to maintain operations
- Cargo pump controls are in poor condition
- Gaskets on tank lids, ullage ports etc. are passing
- Vapour locks pass in closed position
- Vent system drain cocks are seized or damaged
- High velocity vents fail to seat or lift correctly
- Flame screens are damaged
- N2 system leaking
- Electrical conduit or cable trays in poor condition (hanging cables, exposed cables, missing clamps, gas tight fittings, etc)

5.4.1 ISM 10 The condition of all cargo handling equipment appears satisfactory (as fitted) ☐ ☐ ☐ S

- Cargo pump
- Stripping system
- Pipelines
- Pipeline drains
- Tank valves
- Pressure / vacuum valve
- Venting and vapour return system
- High velocity vents
- Flame screens
- Vapour lock gauging / sampling
- Sampling pipe
- Tank hatch gasket
- Tank cleaning opening/inspection port gasket

5.4.2 Information If no, how many items do not exhibit a satisfactory condition? _____

Section 5.		CARGO OPERATIONS				
Chemical						
5.4	Ref	Cargo Handling & Monitoring Equipment	Yes	No	N/A	Cat

5.4.3	ISM 10	The condition of all other cargo equipment appears satisfactory (as fitted) - Tank cleaning main and connections - Tank cleaning hoses - Tank cleaning machines (portable) - Tank cleaning machines (fixed) - Tank cleaning heater - Cargo heating pipelines - Cargo heating coils / exchanger - Cargo heating control valves - Cargo cooling system - Nitrogen pipelines and connections - Steam pipelines and connections - Compressed air pipelines and connections - Hydraulic systems (pipelines, controls, actuators) - Emergency/remote cargo pump shut down - Electrical conduit and cable trays	☐	☐	☐	S
5.4.4		If no, how many items do not exhibit a satisfactory condition? _____				
5.4.5	ISM 10	The condition of all cargo monitoring equipment and systems appears satisfactory ***This question refers to cargo monitoring equipment and systems. An inspection should be made on the tank deck and (if applicable) the cargo control room.*** ***In assessing this section checks should be made on the operational state of the equipment.*** ***If practicable comparison and accuracy checks should be made at random on a selection of the monitoring equipment. Random operational tests should be requested to demonstrate the operation of the high level alarm system.*** Cargo Monitoring Equipment and Systems to be assessed (as fitted) includes: - Tank gauging system - Remote readout for above - Tank pressure system - Remote readout for above - Tank pressure alarm - Tank temperature system - Remote readout for above - High level alarm system - High / high level alarm system - Vapor return alarm system	☐	☐	☐	S
5.4.6	Information	If no, how many items do not exhibit a satisfactory condition? _____				

The Inspector will interview various members of the crew to seek evidence of knowledge and proficiency. The purpose of the interview is to ensure that personnel can demonstrate sufficient depth of knowledge and familiarity with the policies, procedures, and equipment onboard, as laid down in their job description.

Officers on cargo duty are familiar with:

5.5.1 STCW 95 1/14.3 B- Shipboard operations and cargo handling ☐ ☐ S

5.5.2 The requirements of drying, padding and inerting ☐ ☐ S

5.5.2 STCW 95 1/14.3 B- Officers and in particular the Chief Officer, should be familiar with the atmosphere control terms.

- Drying - Filling the cargo tank and pipelines with moisture - free gas or vapour with a dew point of -40oC or below
- Padding - Filling the cargo tank and pipelines with a liquid, gas or vapour which separates the cargo from air
- Inerting - Filling the cargo tank and pipelines with a gas or vapour which will not support combustion and which will not react with the cargo

5.5.3 The precautions required for reactive cargoes ☐ ☐ S

5.5.3 STCW 95 1/14.3 B- Officers, and in particular the Chief Officer, should be aware of how to use the chemical compatibility information on board. In cases where a reaction will occur between two chemicals they should be aware of the need to provide double separation in all aspects of the transfer and stowage of the cargo, segregation of the venting system and if applicable isolation from air, the need to ensure that the pipelines or tanks do not contain any materials which are identified as unsuitable on the data sheets, etc. They should also be aware of their responsibility to refuse to load any cargo for which they do not have sufficient information to establish the possibilities of reaction.

5.5.4 The precautions required for self - reactive cargoes ☐ ☐ S

5.5.4 STCW 95 1/14.3 B- Officers, and in particular the Chief Officer, should be aware of the requirement to have on board an inhibitor certificate prior to commencing to load any self-reactive cargo. They should also be aware of:

- the need to ensure that the pipelines or tanks do not contain any materials which are identified as unsuitable on the data sheets
- the effect which heat can have on a self-reactive cargo and ensure that stowage does not take place next to a heated cargo
- the need to closely monitor the temperature of self-reactive cargoes during the voyage
- the emergency procedure should a cargo start to self-react

5.5.5 STCW 95 1/14.3 B- The special heating requirements for the cargoes carried on board ☐ ☐ S

5.5.6 The effects of high density cargoes ☐ ☐ S

5.5.6 STCW 95 1/14.3 B- Officers and in particular the Chief Officer, should be aware of the maximum cargo density which may be loaded into the tanks or where that information may be found. They should be aware of the possibility of structural damage if the density limit is exceeded.

5.5.7			The hazards from corrosive cargoes	☐	☐		S
5.5.7	***STCW 95 1/14.3***	***B-***	***Officers and in particular the Chief Officer, should be aware of the three main hazards associated with corrosive cargoes:*** ***- Corrosivity hazard. The fact that normal construction materials will corrode at an excessive rate and so require the use of special materials for the cargo tanks and pipelines and heating coils*** ***- Fire Hazard. The fact that when metals corrode, hydrogen may be produced which forms a flammable mixture with air: that contact with materials such as cloth and sawdust may cause the substance to ignite: that some corrosive substances are in themselves combustible*** ***- Health Hazard. The fact that corrosive liquids will damage a person's skin, eyes and mucous membranes***				
5.5.8	STCW 95 1/14.3	B-	The handling of solidifying and high viscosity cargoes	☐	☐		S
5.5.9			The hazards of toxic cargoes	☐	☐		S
5.5.9	***STCW 95 1/14.3***	***B-***	***Officers should be aware that toxic cargoes are harmful, producing serious or fatal effects and that these may result from contact with the skin, ingestion or inhalation.***				
5.5.10			The special requirements regarding medical treatment following exposure to hazardous cargoes	☐	☐		S
5.5.10	***STCW 95 1/14.3***	***B-***	***Officers and in particular the Chief Officer, should be aware of how to identify the medical treatment required following exposure to hazardous cargo including the identification of the correct medicament to be used.***				
5.5.11	STCW 95 1/14.3	B-	Personnel protection for the current cargoes handled	☐	☐		S
5.5.12			Spill response	☐	☐		S
5.5.12	***STCW 95 1/14.3***	***B-***	***Officers should be aware of the actions necessary in the event of a spill, raising alarm, stopping cargo operations, handling spill and disposal of spill.***				
5.5.13	STCW 95 1/14.3	B-	Maximum loading rate for each tank	☐	☐		S
5.5.14	STCW 95 1/14.3	B-	Closed loading / discharging and closed sampling	☐	☐		S
5.5.15			The meaning of pollution category X, Y, Z and OS	☐	☐		S
5.5.15			***Officers, and in particular the Chief Officer, should be familiar with the effects on marine life and the environment of discharging tank washings from X, Y, Z and OS substances in to the sea and the means by which these substances can be safely disposed of at sea.***				
5.5.16	STCW 95 1/14.3	B-	Prewash requirements	☐	☐		S

Section 5.		CARGO OPERATIONS				
Chemical						
5.5	Ref.	Crew Knowledge and Proficiency	Yes	No	N/A	Cat
5.5.17		Hazards from electrostatic generation	☐	☐		S
5.5.17	***STCW 95 B-1/14.3***	***Officers should be aware of the possibility of static generation when low conductivity cargoes are handled and the need for reduced loading rates at the initial stages of loading a tank. They should also be aware of the need to allow a settling period after loading and prior to sampling and ullaging and the need to earth gauging and sampling equipment. There should also be recognition that synthetic ropes should not be used on sampling or ullaging equipment.***				
5.5.18	SSSCL	Officer(s) on cargo duty is aware of the communication procedures agreed with shore	☐	☐	☐	R
5.5.19	SSSCL	Officer(s) on cargo duty is aware of the emergency stop procedure agreed with shore	☐	☐	☐	R
5.5.20	ISGOTT SOLAS	Officer(s) on cargo duty are aware of the current operational instructions and the relationship to stress, stability and free-surface effects	☐	☐	☐	R
5.5.20	***ISGOTT SOLAS***	***This should include concurrent operations, including ballasting/deballasting, loading/discharging, and bunkering, as well as any critical conditions or limitations that have been identified (when appropriate)***				
5.5.21	TSG (C) 5.4.2	The duty officer is familiar with the load/discharge plan and the process used for updating the plan, along with any changes made to the plan	☐	☐	☐	R
5.5.22		The Duty Officer is aware of the proper operation of cargo monitoring equipment, including level gauges, temperature readouts, pressure system, etc. (as applicable)	☐	☐		R
5.5.23		The Duty Officer is aware of the proper operation of the high level alarms	☐	☐		R
5.5.24		The deckwatch personnel understand their responsibilities	☐	☐		R
5.5.25		All officers and crew involved in cargo operations should be familiar with the hazards associated with the cargoes being carried onboard	☐	☐	☐	R
5.5.26		All officers involved in cargo operations are familiar with the hazards of tank overpressurization, including the function and operation of a PV valve and the secondary means for pressure/vacuum relief	☐	☐		R
5.5.27		All crew are familiar with the hazards of handling nitrogen and other inert gases	☐	☐		R
5.5.28		All crew are familiar with the hazards of nitrogen overpressure, and the associated precautions that should be taken	☐	☐		R
5.5.29		Master and officers are familiar with appropriate aspects of ship to ship cargo transfer procedures	☐	☐		R
5.5.29		***Master and Chief Officer should be familiar with ship to ship transfer procedures. Other officers should be aware of Company policies/procedures associated with ship to ship transfer procedures.***				
5.5.30		Personnel responsible for tank cleaning understand tank cleaning procedures	☐	☐		D
5.5.30	***TSG (C) 2.20***	***The Chief Officer and other personnel responsible for tank cleaning should be aware that re-circulated wash water should not be used for tank cleaning purposes due to the possibility of electrostatic generator other than in fully inerted or gas free tanks.***				
5.5.31	TSG (C) 7.3.4	Personnel responsible for tank cleaning understand the dangers associated with the use of recirculated water during cleaning operations	☐	☐		R

Section 5.		CARGO OPERATIONS				
Chemical						
5.5	Ref.	Crew Knowledge and Proficiency	Yes	No	N/A	Cat
5.5.31	***TSG (C) 7.3.4***	***The Chief Officer and other personnel responsible for tank cleaning should be aware of the possible health hazards associated with use of tank cleaning with chemicals / solvents which may have a low TLV. They should also be aware that tank cleaning chemicals act as electrostatic generators and should therefore only be used to clean tanks which are in a non flammable condition.***				
5.5.32		Personnel responsible for tank cleaning understand the dangers associated with the use of chemicals or solvents during cleaning operations	☐	☐		R
5.5.32	***TSG (C) 7.4***	***The Chief Officer and other personnel responsible for tank cleaning should be aware that steam can act as a static generator and for this reason steam should never be injected into a non inert tank until it has been washed and gas freed to a level less than 1% LFL.***				
5.5.33	TSG (C) 7.3.6	Personnel responsible for tank cleaning understand the dangers associated with steaming cargo tanks	☐	☐		R
5.5.34	ISGOTT 11.8	Personnel are familiar with company procedures, proper techniques, hazards, protective equipment, and other aspects of taking, handling and storing samples	☐	☐		R
5.5.35		Personnel are familiar with the applicable emergency procedures as listed in the Guidance Notes for 7.1.2	☐	☐		S
5.5.35		***The inspector should randomly select a representative sample of emergency procedures to discuss***				
5.5.36		Personnel are familiar with other aspects of the cargo operation policies, procedures and hazards	☐	☐	☐	R
5.5.36		***This question is intended to cover any other area questioned by the inspector not covered by the questions in this chapter. If answered No, the inspector should note the issues identified.***				

Section 6.		ENGINE DEPARTMENT				
6.1	Ref.	Administration	Yes	No	N/A	Cat
6.1.1	SOLAS IX ISM 7, 10.1	The Company provides the Chief Engineer with written procedures covering Engine Room organization, operation and maintenance	☐	☐		S
6.1.2		The Chief Engineer has established his own Engine Room Standing Orders	☐	☐	☐	R
6.1.2	***SOLAS IX ISM 7***	***There should be detailed orders issued by the Chief Engineer covering the operation of the engine room***				
6.1.3		Duties of the watchkeeping engineers are clearly defined (Standing Orders)	☐	☐	☐	S
6.1.3	***STCW 95 A VIII/2 3-2.61 SOLAS IX ISM 7***	***A comprehensive list of the requirements and duties for the engineer on watch should be posted or be readily available in the engine room.***				
6.1.4		Watchkeeping engineers countersign Standing Orders	☐	☐	☐	D
6.1.5	STCW 95 A VIII/2 3-2.61	Minimum watchkeeping requirements are defined for ratings	☐	☐	☐	S
6.1.3-5		***UMS operation, does not exclude the ship from having these Standing Orders in place.***				
6.1.6	Information	The ship is classed for Unattended Machinery Space operation	☐	☐		NS
6.1.7		Is the ship operating UMS at sea	☐	☐	☐	D
6.1.7		***Evidence of this should be sought from Engine Room Log entries and Alarm Log printouts. If vessel is classed for UMS but is not operating UMS, inspector should document reasons in Remarks of this section.***				
		If Yes:				
6.1.8		There is a procedure in place for the UMS duty engineer to maintain contact with the bridge during periods when in the engine room	☐	☐	☐	D
6.1.9		There is a procedure in place for the UMS duty engineer to advise the bridge when returning to the accommodation following a period in the engine room	☐	☐	☐	D
6.1.8-9		***This should be detailed in the Company procedures or in the Chief Engineer's orders***				
6.1.10	STCW 95 A VIII / 1.5	Schedules for duty engineers are posted	☐	☐		S
6.1.11		There is a maintenance programme	☐	☐		S
6.1.11	***SOLAS IX ISM 10.1***	***There should be evidence that a maintenance programme is in place covering all critical equipment and systems. From the programme it should be possible to identify the maintenance schedule of all items, based either on running hours, calendar time or condition monitoring. The programme can be either paper or computer based but must demonstrate a systematic approach to all engine room maintenance.***				

Section 6.		ENGINE DEPARTMENT				
6.1	Ref.	Administration	Yes	No	N/A	Cat
6.1.12		Maintenance records are kept	☐	☐		S
6.1.12	***SOLAS IX ISM 10.2.4***	***Maintenance records for all items of machinery and functions in the engine room should be maintained in a way which will allow easy reference to past work. From the records it should be possible to identify individual pieces of equipment and the work carried out on them. A simple daily diary of work done in the engine room is not acceptable for the purposes of this question.***				
6.1.13		There is an inventory of spare parts	☐	☐	☐	D
6.1.13		***The inventory should cover all aspects of Engine Room stores and not just major items such as pistons, cylinder liners, etc.***				
6.1.14		There is a spare part replenishment system	☐	☐	☐	D
6.1.14		***There must be evidence of a systematic approach to the replenishment of stores, from the initial identification of a stores requirement, through ordering, to receipt of the stores and the subsequent amendment of an board inventory.***				
6.1.15	TSG (C) 2.12.4 APBS	Safety guidelines are available for use with welding apparatus and other equipment	☐	☐	☐	R
6.1.16		There are records indicating the regular inspection of lifting devices, chains, blocks and tackles, hooks and swivels etc.	☐	☐	☐	R
6.1.16	***APBS 20.3.4***	***From records, there should be evidence of the systematic and regular inspection of all lifting appliances for signs of wear, damage and corrosion etc. This may be included in a Register of lifting Appliances - (see 1.1.27). ILO 152 Art.23 states that all lifting appliances and loose gear shall be thoroughly examined and certified by a competent person at least once every 12 months.***				
6.1.17		The company subscribes to a fuel testing program	☐	☐	☐	R
6.1.17		***Bunker testing reports should be sighted***				
6.1.18	MARPOL VI Reg 18	Is there a system in place for the retention of bunker delivery notes and bunker fuel oil samples	☐	☐		S
6.1.18	***MARPOL VI Reg 18***	***Bunker delivery notes must be retained onboard for 3 years (beginning 19 May 2005). Sample storage must be suitable, and sample bottles must be appropriately labeled. Samples must be retained until the fuel is consumed or a minimum of 1 year after taking onboard (whichever is longer)***				
6.1.19	Information	Does the vessel have an approved exhaust gas cleaning system	☐	☐		NS
		If No:				
6.1.20	MARPOL VI Reg 14	Does the vessel use Low Sulphur Fuel (LSF) in Special Emission Control Areas (SECA)	☐	☐	☐	S
		If Yes:				
6.1.21	MARPOL VI Reg 14	Is there a ship-specific procedure for changing over to Low Sulphur Fuel	☐	☐	☐	S
6.1.22		Have proper logbook entries been made	☐	☐	☐	S
6.1.22	***MARPOL VI Reg 14***	***Logbook entries must include the volume of LSF in the fuel storage tank(s) and the date, time, and position of the ship when the fuel change operation is completed.***				
6.1.23	ISGOTT 25.1	Bunker loading and transfer procedures are readily available	☐	☐	☐	R
6.1.24	MARPOL VI Reg 14	The company considers atmospheric emissions when assessing bunkers and bunker suppliers	☐	☐	☐	R

Section 6.		ENGINE DEPARTMENT				
6.2	Ref.	Operations	Yes	No	N/A	Cat
6.2.1		There are records showing inspections / testing of fitted equipment are carried out at appropriate intervals	☐	☐	☐	S
6.2.1	***SOLAS IX ISM 10.2.4 MARPOL VI***	***There are records indicating checking / testing are carried out at appropriate intervals. The inspector should sample a representative number of items (at least 5). If any deficiencies are found, a NO should be recorded, the number of items found deficient entered, further sampling conducted, and a remark entered regarding each of the deficiencies.*** ***A statement in the log book such as "all safety checks carried out" is not to be considered acceptable unless the statement is supported by separate and completed check list which can be identified by date with the log book entry. Where there are multiple test points, tests of individual points should be identified.***				
		- 3 months Fuel oil pump emergency stops - 3 months Fuel oil tank quick closing devices - monthly Emergency generator - monthly Emergency batteries - monthly Main Fire Pump - monthly Emergency Fire Pump - annual Alternator switchboard safety devices - 3 months Accommodation and other spaces ventilation fan shutdown - 3 months Accommodation and other spaces ventilation inlet flap closing device - 3 months Engine room ventilation fan shutdown - 3 months Engine room ventilation fan inlet flap closing devices - annual Electrical circuit continuity - annual Bilge oily water separator / filtering equipment - *3 months Engineers alarm - 3 months Bilge alarm - 3 months Oil mist detector alarm - 3 months Purifier alarm - 3 months Fire detection and alarm - 3 months Cargo pump fire detection and alarm - 3 months Unattended Machinery Space extension alarms - 3 months Incinerator ****The engineer's call alarm is the alarm used for summoning engineering assistance to the engine room. This alarm may also be activated when the Unattended Machinery Space extension alarms go unanswered***				
6.2.2	Information	If no, how many items do not exhibit a satisfactory condition? _____				
6.2.3		Inspection of the steering gear for possible oil leaks is made daily and recorded	☐	☐	☐	R
6.2.3	***STCW 95 A-VIII/2 3-2.69***	***This should be recorded in a log book or other record kept for the purpose, or on a specific checklist.***				
6.2.4		The steering gear system is free of apparent hydraulic oil leaks	☐	☐	☐	D
6.2.5	SOLAS V Reg 26.3.1	Changeover procedures for the emergency steering gear are clearly displayed in the steering gear compartment	☐	☐	☐	S

Section 6.		ENGINE DEPARTMENT				
6.2	Ref.	Operations	Yes	No	N/A	Cat
6.2.6		Emergency hydraulic oil storage tank is fully charged	☐	☐	☐	S
6.2.6	***SOLAS II-I Reg 29.12.3***	***If the steering gear is not of a hydraulic power operated type, this question is to be marked N/A.*** ***The question refers to a fixed storage tank permanently connected by piping to the hydraulic system and having sufficient capacity to recharge at least one power actuating system including the reservoir.*** ***For the question to be answered Yes, the storage tank should be at least 90% full. If the tank is less than 90% full, ship's staff must be able to demonstrate that the contents are sufficient to recharge at least one power actuating system including the reservoir.***				
6.2.7	SOLAS V Reg 12 f	Arrangements have been made to supply heading information to the emergency steering position in the steering gear compartment	☐	☐	☐	S
6.2.8	Information only	There is a Gyro Repeater fitted in the Steering Gear Compartment	☐	☐		NS
		If Yes:				
6.2.9		The Gyro Repeater is correctly aligned with the Master Gyro	☐	☐	☐	D
6.2.10	SOLAS V Reg 26.2.3	The means of communication between the steering gear compartment and the bridge is in good operating condition	☐	☐		S
6.2.11	SOLAS II-I Reg 29.11.2	The rudder angle indication is recognisable in the steering gear compartment	☐	☐		S
6.2.12	SOLAS II-I Reg 29.13.1	Access to the steering gear is unobstructed	☐	☐	☐	S
6.2.13	SOLAS II-I Reg 29.13.2	Area around steering gear has handrails	☐	☐	☐	S
6.2.14	SOLAS II-I Reg 29.13.2	Area around steering gear has gratings or other non-slip surfaces	☐	☐	☐	S
6.2.15		Suitable hazard / warning notices are posted in the engine room	☐	☐		R
6.2.15	***APBS 5.5.1***	***Safety notices should be posted at all locations where a hazardous operation takes place. These should include notices at the entrance to the engine room requiring the wearing of ear protection and in if applicable a warning about the automatic starting of machinery. Notices should also be posted in the workshop areas and at locations where chemicals are handled. Physical hazards e.g. low beams etc. should be highlighted. The notices should conform to a standardized system of shape and colour. If there is a need to amplify or clarify the meaning of any symbols used in the signs and notices, then an appropriate text should be given below the sign. Any text should be given in English in addition to the common language(s) of the crew.***				
6.2.16		Machinery space emergency escape routes and exits are clearly marked, unobstructed, and adequately illuminated	☐	☐	☐	S
6.2.16	***SOLAS II-2 Reg 13***	***Emergency escape route out of the engine room must be clearly marked. As a guide at least one sign should be visible from each position in the engine room. The signs should conform to a standardized system and be luminous in darkness.***				

Section 6.		ENGINE DEPARTMENT				
6.2	Ref.	Operations	Yes	No	N/A	Cat
6.2.17		There is fixed piping from oxygen / acetylene cylinders to the operating position	☐	☐	☐	D
6.2.17		***Piping should be continuously welded, without screwed couplings or flanged connections.***				
6.2.18		Gas and oxygen cylinders are stowed apart in a well ventilated position outside the engine room and accommodation	☐	☐	☐	R
6.2.18	***ISGOTT 12.1***	***Some Flag Administrations do permit a limited number of Oxygen and Acetylene bottles to be stowed together***				
6.2.19		The location of oxygen and acetylene cylinders are clearly marked	☐	☐	☐	D
6.2.20	SOLAS IX ISM 7	Suitable protective clothing is available for hazardous jobs	☐	☐	☐	R
6.2.21	SOLAS II-2 Reg 15.2.6.1.3	Self closing type cocks on sounding pipes leading to double bottom tanks appear in good condition and are closed	☐	☐	☐	S
6.2.22	SOLAS II-2 Reg 15.2.6.2.2	Self closing type cocks on oil tank gauge glasses appear in good condition and are closed	☐	☐	☐	R
6.2.21-22		***The devices fitted to oil tank gauge glasses and sounding pipes leading to double bottom tanks must be in good operational condition. Ship's staff should be requested to demonstrate the operation of the self closing devices. Deadweight type and spring loaded type closing devices should return to the closed position when released.***				
6.2.23		There is a Company procedure for reporting maintenance non conformities	☐	☐		S
6.2.23	***SOLAS IX ISM 10.2.2***	***Examples of maintenance non conformances may include outstanding items, equipment failures, lack of spares etc.***				

Section 6.		ENGINE DEPARTMENT				
6.3	Ref.	**Machinery**	Yes	No	N/A	Cat
6.3.1		The appearance / condition of all of the equipment in the machinery space appears satisfactory	☐	☐		D
6.3.1		***The inspector should visually inspect each item listed below (as fitted). If any deficiencies are found, a NO should be recorded, and a remark entered regarding each of the deficiencies.***				
		To be considered satisfactory the items of equipment should have: ***The appearance of being operational*** ***No apparent long term oil, water or steam leaks*** ***All fitted temperature and pressure gauges in operational condition*** ***All electrical supply fittings in a safe condition*** ***No obvious hazards. e.g. safety guards missing*** ***All associated valves in operational condition and where appropriate identified with a label*** **** If practicable, the starting of the emergency generator should be demonstrated. It is not required to place the emergency generator on load.*** ***** Inspection of the switchboards, should cover the identification of earth faults and adequacy of deck insulation.*** ***It is not necessary to have a device activated. A visual examination is sufficient to establish the apparent condition and maintenance of the device. If there is doubt as to the operational condition, maintenance and test records should be examined.***				
		- Main engine (all levels) - Generators (engines and instruments) - Emergency generator (engines and instruments)* - Shaft generator (engines and instruments) - Main and emergency switchboards** - Boilers (primary, waste heat, etc.) - Compressors (engine room and control air) - Evaporator/calorifier - Oil purifiers (fuel and lubricating) - Fire/spray pump - General service pumps - Foam pump - Bilge pump - Oily-water separator/oil filtering equipment - Seawater cooling pumps - Ventilation fans and trunking - Air conditioning plant - Domestic refrigeration plant - Domestic freshwater pump and system - Oil transfer pumps (fuel and lubricating) - Fuel oil heating system (low pressure and high pressure) - Fuel system quick closing devices - Shielding for high pressure fuel lines - Boiler and steam range safety valves - ME shut down and control devices - Oil mist detectors - Incinerator - Workshop equipment - Other (list)				
6.3.2	Information	If no, how many items do not exhibit a satisfactory condition? _____				

Section 6.		ENGINE DEPARTMENT				
6.4	Ref.	**Machinery Spaces**	Yes	No	N/A	Cat
6.4.1		The appearance and housekeeping condition of the following spaces appear satisfactory	☐	☐		D
6.4.1		***The inspector should visually inspect each of the spaces shown below. If any deficiencies are found, a NO should be recorded, the number of items found deficient entered and a remark entered regarding each of the deficiencies.***				
		In assessing the general appearance and standard of housekeeping in the machinery spaces the following should be considered unsatisfactory:				
		- General paint work in poor or dirty condition				
		- Waste oil on plates, stairs or handrails				
		- Oil savealls not cleaned out				
		- Plates or gratings not secure or even				
		- Stairs, handrails or walkways damaged				
		- Tools not in use left lying about				
		- General rubbish for disposal not stored safely in one location				
		- Oily rags not stored in metal containers with lids				
		-Store rooms giving the impression of being untidy and disorganized				
		- Notices illegible				
		- Bilges full or containing large amounts of oil or sludge				
		- Crew amenities in poor condition e.g. drinking water fountains not operational, chairs damaged, changing rooms dirty, lockers broken etc.				
		- General level of lighting poor				
		- Spare parts or general stores encroaching on walkways or obstructing emergency routes or access points				
		Consideration should be given to maintenance taking place at the time. However in the case of storing, obstructed emergency routes and access points will result in a NO answer for the question.				
		If the inspector is unable to assess the condition in bilges, etc. due to poor lighting, dark colored painting, or any other reason, the inspector should note this in the observation.				
		Spaces to be inspected include, but is not limited to: - Engine room - Boiler flat - Generator flat - Purifier flat - Plates and gratings - Bilges - Control room - Workshop - Steering flat - Store rooms - Engineer's changing room - Ratings changing rooms - Oil storage tanks - Hydraulic power pack space - Incinerator space - Sewage space - Other (list)				
6.4.2	Information	If no, how many items do not exhibit a satisfactory condition? _____				

Section 6.		ENGINE DEPARTMENT				
Chemical						
6.5	Ref.	Crew Knowledge and Proficiency	Yes	No	N/A	Cat
		The Inspector will interview various members of the crew to seek evidence of knowledge and proficiency. The purpose of the interview is to ensure that personnel can demonstrate sufficient depth of knowledge and familiarity with the policies, procedures, and equipment onboard, as laid down in their job description.				
6.5.1		Engineering Officers are familiar with the company procedures and the Chief Engineer's standing orders.	☐	☐		R
6.5.2		The Engineering Officers are familiar with the procedures for changing over UMS responsibilities.	☐	☐		R
		The Engineering Officers are familiar with the MARPOL requirements and the associated company procedures with regards to:				
6.5.3		Operation of the oily water separator, overboard discharge, and recordkeeping requirements (Annex I)	☐	☐		S
6.5.4		Sewage treatment, disposal and recordkeeping requirements (Annex IV)	☐	☐		S
6.5.5		Garbage disposal and recordkeeping requirements (Annex V)	☐	☐		S
6.5.6		Use of low sulphur fuel and recordkeeping requirements (Annex VI)	☐	☐		S
6.5.7		Engineering Officers and Fitter (when carried) are familiar with the company hot work procedures	☐	☐		R
6.5.8		Engineering Officers are familiar with the procedures and operations for use of the equipment listed in the Guidance Notes for 6.2.1	☐	☐		S
6.5.9	SOLAS V Reg 26.3.1 - 2	Engineering Officers are familiar with the procedures and operations for use of the emergency steering gear	☐	☐		S
6.5.10		Personnel are familiar with the applicable emergency procedures as listed in the Guidance Notes for 7.1.2	☐	☐		S
6.5.10		***The inspector should randomly select a representative sample of emergency procedures to discuss***				
6.5.11		Personnel are familiar with other aspects of the engine department policies, procedures and hazards	☐	☐	☐	R
6.5.11		***This question is intended to cover any other area questioned by the inspector not covered by the questions in this chapter. If answered No, the inspector should note the issues identified.***				

Section 7.		OPERATIONAL SAFETY				
Chemical						
7.1	Ref	**Operational Safety**	Yes	No	N/A	Cat
7.1.1	STCW 95 A VIII.2.4	There is a procedure in place to ensure that appropriate crew are on board at all times to provide an adequate watch, safely work the ship and handle emergencies in port	☐	☐		S
7.1.2		Emergency procedures are available and adequate for each of the situations listed.	☐	☐		S
7.1.2	***SOLAS IX ISM 8.1***	***There should be readily available specific and detailed emergency procedures/plans for the incidents listed below. The inspector should take a random sample of at least 5 procedures for review. If any deficiencies are found, a NO should be recorded, a more thorough review conducted, the number of items found deficient entered, and a remark entered regarding each of the deficiencies.***				
		- Fire in accommodation - Fire in engine room - Cargo fire on deck - Fire on deck - Fire in pump room (when fitted) - Break away from jetty during cargo transfer - Hose burst, pipework fracture or cargo overflow - Tank leakage in double bottoms, side spaces, cofferdams, etc. - Toxic liquid release at sea or at anchor - Toxic liquid release at terminal - Collision - Grounding - Sea pollution - Electrical Power failure - Cargo jettisoning - Bunker spills - Major flooding - Steering gear failure - Main engine failure - Abandon ship - Man overboard				
7.1.3	Information	If no, how many items do not exhibit a satisfactory procedure? _____				
7.1.4	SOLAS IX ISM 8.2	There are programme and records to indicate that training drills and exercises to prepare for emergency actions are held	☐	☐		S
7.1.5		Dates of last two drills: _____ _____				
7.1.5		***The dates of the last two drills or emergency exercises regardless of type.***				

Section 7.		OPERATIONAL SAFETY				
Chemical						
7.1	Ref	Operational Safety	Yes	No	N/A	Cat
		Company emergency response procedures provide details of reporting to:				
7.1.6	MARPOL 73/78 Protocol	Authorities	☐	☐		S
7.1.7	SOLAS IX ISM 8	Company	☐	☐		S
7.1.8		Charterer	☐	☐	☐	D
7.1.9		Safety signs and / or notices are displayed on deck and in the accommodation	☐	☐	☐	R
7.1.9	***APBS 2.4.8***	***Safety notices should be posted at all locations where a hazard exists or hazardous operation takes place. The notices should conform to a standardized system of shape and colour. If there is a need to amplify or clarify the meaning of any symbols used in the signs and notices, then an appropriate text should be given below the sign. Any text should be given in English in addition to the common language(s) of the crew.***				
7.1.10		Smoking areas are clearly marked, procedures clearly displayed, and procedures are being complied with by personnel.	☐	☐	☐	R
7.1.10	***ISGOTT 4.2.2& TSG (C) 2.5.4***	***All areas in which smoking is permitted must be clearly identified and should be in accordance with the written permission given by the terminal. Areas in which smoking is permitted when the ship is at sea should also be identified. Procedures detailing when smoking is or is not permitted should be clearly displayed in a public location such as an alleyway used by all members of the crew or in the mess rooms. An assessment should be made as to compliance with normal smoking procedures when alongside a terminal. These include:-*** ***- no smoking outside accommodation*** ***- no smoking in alleyways*** ***- no smoking in any area unless designated as a smoking area etc.***				
7.1.11		There is a Company procedure to prohibit the use of portable non-intrinsically safe equipment in hazardous areas, and personnel are complying with the procedure and safe operating practices	☐	☐	☐	R
7.1.11	***ISGOTT 4.3 & TSG (C) 2.21.2***	***The procedure should prohibit use of all non intrinsically safe equipment which may include mobile telephones, radios, radio pagers, calculators, photographic equipment and any other portable equipment that is electrically powered but not approved for operation in hazardous areas.***				
7.1.12		When in use, metallic portable pumps are properly grounded	☐	☐	☐	D
7.1.13		Lighting on deck is adequate and in an operational condition	☐	☐	☐	R
7.1.13	***TSG (C) 2.5.2, 5.6.1.6***	***As a general guide, lighting on deck should be sufficient so that no working areas of the deck are in darkness or shadow and all obstructions are clearly visible. All lighting on deck should be in an operational condition. All lighting in cargo operational areas (including area around the stern manifold, when fitted) should be ExD rated and in proper condition. During daylight hours a request should be made for the deck lighting to be switched on.***				

Section 7.		OPERATIONAL SAFETY				
Chemical						
7.1	Ref	Operational Safety	Yes	No	N/A	Cat
7.1.14		Lighting in and around accommodation, in machinery spaces and all other working areas is adequate and in an operational condition	☐	☐	☐	R
7.1.14	***APBS 21.1.15***	***All lighting in and around accommodation, machinery spaces and all other working areas should provide a good level of illumination in order that work can be carried out in the space and obstructions or other hazards are clearly visible. Lighting should be in an operational condition with glasses / enclosures intact. Where lighting may not be in use permanently a request should be made for lighting to be switched on. This includes lighting in emergency lockers, store rooms, etc. Attention should be paid to the lighting of emergency escape routes.***				
7.1.15		The company has procedures for conducting risk assessment	☐	☐		S
7.1.15		***Procedures should define when a risk assessment is required to be conducted, especially prior to conducting new, non-routine or high-risk jobs.***				
7.1.16		Risk assessments are being carried out	☐	☐		S
7.1.16		***Vessel should provide evidence that risk assessment has been carried out. Evidence may be in the form of permits, procedures, or safety or pre-job meetings being held to address new, non-routine or high-risk jobs.***				
7.1.17		Company procedures and permits are in use and adequately/appropriately completed for: Entry into enclosed spaces	☐	☐	☐	S
7.1.17	***ISM Ch. 7 TSG (C) 3***	***Multiple cargo tanks may be shown on one permit, provided that for each individual tank pre-testing of the atmosphere has been carried out as per TSG 3.4, and recorded on the permit, and pre-entry requirements, as per TSG 3.3, are met. During work in the tank the tank atmosphere must be monitored at regular intervals and recorded. There should be a system to prevent additional tanks being added to the existing permit after it has been issued. For all enclosed spaces, other than cargo tanks, one permit per space is required.***				
7.1.18		Hot work	☐	☐	☐	S
7.1.19		Work on pipelines and pressure vessels	☐	☐	☐	R
7.1.20		Working aloft or outboard	☐	☐	☐	R
7.1.21		Working on electrical circuits	☐	☐	☐	R
7.1.17-21	***ISM Ch. 7 TSG (C) 2.12.2, ISGOTT 9.3***	***Company procedures must be in place to define appropriate work practices, and include the use of a permit. There must be written evidence that permits are in use in the form of previously completed permits.***				
7.1.22		Controls are in place for small craft alongside	☐	☐	☐	R
7.1.22	***ISGOTT 9.3***	***The controls may be in the form of a permit.***				
7.1.23		Up to date and complete Muster Lists and Emergency Instructions are displayed in required locations	☐	☐	☐	S
7.1.23	***SOLAS III Reg 8.3 & 37***	***The muster list should be posted in conspicuous places throughout the ship, including the navigating bridge, engine room and crew accommodation spaces. In cases where crew names are used, these should correspond with the crew list.***				

Section 7.		OPERATIONAL SAFETY				
Chemical						
7.1	Ref	Operational Safety	Yes	No	N/A	Cat
7.1.24	SOLAS III Reg 8.4.3	Lifejacket donning instructions are displayed	☐	☐	☐	S
7.1.25	IBC 14.2.6 BCH 3.16.8	There are records indicating the monthly inspection of breathing apparatus required by the chemical code	☐	☐	☐	S
7.1.26		There are records indicating breathing apparatus required by the chemical code has been inspected and tested by an expert within the previous year	☐	☐	☐	S
7.1.26	***IBC 14.2.6 BCH 3.16.8***	***The term "expert" should be taken to mean a representative of a recognized service company. If the "expert" is said to be a member of the ship's staff then a copy of his training certificate for breathing apparatus maintenance must be available on board.***				
7.1.27		There are records indicating the inspection of other safety equipment required by the chemical code	☐	☐	☐	S
7.1.27	***IBC 14.2 ISM Ch. 7***	***The safety equipment may include protective clothing, boots, gloves, goggles, fire proof line with belt and explosion proof lamp.***				
7.1.28		Dates of last two inspections: _____ _____				
7.1.29		A procedure is available on the bridge for use during helicopter operations	☐	☐	☐	R
7.1.29	***HSO 4.3.5 & 9.4***	***Procedure should be consistent with ICS/OCIMF Guide to Helicopter/Ship Operations.***				

Section 7.		OPERATIONAL SAFETY				
7.2	Ref.	Crew Knowledge and Proficiency	Yes	No	N/A	Cat
7.2.1	SOLAS IX ISM 8.2	Deck Officers and Ratings are familiar with the operation of the emergency generator (if fitted)	☐	☐	☐	S
7.2.2	SOLAS IX ISM 8.2	Deck Officers and Ratings are familiar with the operation of the emergency fire pump.	☐	☐		S
7.2.3		All personnel are aware of their duties as described in the Muster Lists	☐	☐		S
7.2.4		Personnel are familiar with other aspects of Operational Safety	☐	☐	☐	R
7.2.4		***This question is intended to cover any other area questioned by the inspector not covered by the questions in this chapter. If answered No, the inspector should note the issues identified.***				

Section 8.		HEALTH, SAFETY AND PERSONNEL PROTECTION				
8.1	Ref.	Health and Safety	Yes	No	N/A	Cat
8.1.1	SOLAS IX ISM 9.1	The ship maintains a record of all accidents to personnel	☐	☐	☐	S
		If Yes:				
		Records of accidents are maintained in the following categories:				
8.1.2		Lost time	☐	☐	☐	D
8.1.2		***A lost time accident is one where the injured person is absent from duty as a result of his injuries for more than one watch or half a working day.***				
8.1.3		Non lost time (medical treatment)	☐	☐	☐	D
		A non lost time accident is one where an injured person was able to return to his duties or was not absent from duty as a result of his injuries for more than one watch or half a working day.				
8.1.4	SOLAS IX ISM 9.1	The ship maintains a record of near miss incidents	☐	☐	☐	R
8.1.5		There is a formal accident and incident investigation procedure	☐	☐		S
8.1.5	***SOLAS IX ISM 9.1***	***A written investigation procedure, including terms of reference for the investigator, should be available. The procedure should be designed to establish the root cause of any incident in addition to any contributing factors. The procedure should also require the establishment of actionable recommendations designed to avoid a recurrence of the incident.***				
8.1.6	SOLAS IX ISM 6.5	There are Company procedures detailing on board safety training requirements	☐	☐		S
8.1.7		There are records indicating that on board safety training is carried out	☐	☐		S
8.1.7	***SOLAS IX ISM 6.5***	***From records there should be evidence that safety training, in addition to normal fire and boat drills, is carried out. This training may include use of chemical protection equipment, first aid, rescue of a person from an enclosed space etc.***				
8.1.8		There is a designated ship's safety officer	☐	☐	☐	S
8.1.8	***APBS 2.7.1***	***This person should be identified in Company procedures or in instructions issued by the Master.***				
8.1.9		There are records indicating that the Safety Committee promotes a programme to improve safety awareness onboard, and regular meetings are held	☐	☐	☐	S
8.1.9	***APBS 2.6.5 APBS 2.7.1 ISM 6.5***	***There should be evidence that the Safety Committee takes active steps to improve the safety awareness on board, including discussions on various topics such as incidents/accidents, safety improvements, and training. There should be evidence to show that issues identified in the meetings are appropriately addressed and closed out. Minutes of past meetings should be available.***				
8.1.10		Dates of last two meetings: _____ _____				
8.1.11		The medical locker is organized according to IMO / WHO / ILO guidelines	☐	☐	☐	R
8.1.11	***IMGS Ch.17***	***The medical locker should be organized to allow any medicine to be located with the minimum of time. This may be accomplished by organizing the medicines alphabetically, by generic name or in their constituent groups using letters, or using their IMGS number and storing them in numerical order. In either case a full list of the medicines carried must be available detailing their position of storage.***				

Section 8.		HEALTH, SAFETY AND PERSONNEL PROTECTION				
8.1	Ref.	Health and Safety	Yes	No	N/A	Cat
8.1.12		The person designated to take charge of medical care on board is suitably qualified	☐	☐	☐	S
8.1.12	***STCW 95 A-VI/4.4***	***Holders of STCW 95 certificates of competency are required to be suitably qualified as part of their certification. The person should be identified in Company procedures or in instructions issued by the Master.***				
8.1.13		The medical locker contains at least the required medicaments and surgical supplies	☐	☐	☐	S
8.1.13	***IMGS Ch 18 & 19***	***A random selection of medicines and surgical supplies should be checked against the carriage requirement. The carriage requirement is the figure used by a chemist when restocking the ship and should be sufficient to last approximately six months. Quantities may be less than the carriage requirement, but no items should be exhausted. Labelling of medicines and drugs must be in the common working language of the ship's complement.***				
8.1.14		There is an up to date inventory of drugs and medicines on board	☐	☐	☐	D
8.1.14		***The inventory must indicate the date of expiry.***				
8.1.15	IMGS Ch 17	Controlled drugs are stored in a secure locker	☐	☐	☐	S
8.1.16	IMGS Ch 1	A first aid kit is available in the medicine locker ready for swift transfer to the site of an accident	☐	☐	☐	S
8.1.17	IMGS Ch 1	A first aid kit is available on the bridge	☐	☐	☐	D
8.1.18	IMGS Ch 1	A first aid kit is available in the engine room	☐	☐	☐	D
8.1.19	IMGS Ch 1	A first aid kit is available in the galley	☐	☐	☐	D
8.1.20	IMGS Ch 1	A first aid kit is available in the cargo control room / ship's office	☐	☐	☐	D
8.1.16-20		***The medical first aid kit, as a minimum, should contain the following:*** ***-Individually wrapped wound plasters*** ***- Medium sterile dressings/compression pads*** ***- Large sterile dressings/compression pads*** ***- Bandages, including Tri-angular bandage*** ***- Cotton wool*** ***- Surgical tape*** ***- Safety pins*** ***- Alcohol wipes*** ***- Eye pads*** ***- Scissors***				
8.1.21		The hospital, when fitted, is clean, tidy and ready for use	☐	☐	☐	D
8.1.22		There is an up to date record of medical treatment	☐	☐	☐	D
8.1.23		The ship has medical first aid equipment including antidotes, if applicable, for the current cargo	☐	☐	☐	S
8.1.23	***IBC 14.2.9 BCH 3.16.11 IGC 14.3.2 MFAG***	***Expiry date of drugs should be checked***				
8.1.24	STCW 95 I/9	There is evidence indicating that officers have a regular medical examination	☐	☐	☐	S
8.1.25		If Yes: The interval between medical examinations is _____ month(s)				

Section 8.		HEALTH, SAFETY AND PERSONNEL PROTECTION				
8.1	Ref.	Health and Safety	Yes	No	N/A	Cat
8.1.26	STCW 95 I/9	There is evidence indicating that ratings have a regular medical examination	☐	☐	☐	S
		If Yes:				
8.1.27		The interval between medical examinations is _____ month(s)				
8.1.28		There are Company procedures requiring shipboard personnel to wear appropriate equipment	☐	☐	☐	S
8.1.28	***SOLAS IX ISM 7***	***A Company manual should contain procedures detailing the wearing of personal safety equipment. Guidance should be given on the locations or nature of work requiring specific equipment to be worn. Equipment may include, as applicable/appropriate: Boiler suit (coveralls), safety shoes, safety helmet, eye protection (goggles, etc.), ear protectors, safety harness, gloves, and other protective clothing.***				
8.1.29	ISGOTT 2.4.12 &TSG (C) 3.7	Oxygen detector(s) for personal use is carried on board	☐	☐	☐	R
		If Yes:				
8.1.30	ISGOTT 10.3 & 10.4	There are procedures covering the use of oxygen detector(s) for personal use	☐	☐	☐	R
8.1.31	ISGOTT 2.4.12 &TSG (C) 3.7	Gas detection equipment for personal use is carried on board	☐	☐	☐	R
		If Yes:				
8.1.32	ISGOTT 10.3 & 10.4	There are procedures covering the use of gas detection equipment for personal use	☐	☐	☐	R
8.1.29-32	***ISGOTT 2.4.12, 10.3 & 10.4 also TSG (C) 3.7***	***The use of self aspirating personal detectors for oxygen deficiency or hydrocarbon gas presence is recommended for any personnel entering enclosed spaces or other hazardous areas.***				
8.1.33		There are records indicating that spaces with a potential for the build-up of flammable/toxic vapours are monitored	☐	☐	☐	D
8.1.33		***These spaces may include deck houses, pump rooms, focsle spaces, cargo control rooms etc.***				
		There are Company safety procedures covering the following operations:				
8.1.34		Transferring flammable / toxic cargoes	☐	☐		S
8.1.34	***SOLAS IX ISM 7***	***A Company manual should contain procedures for the transferring of flammable or toxic cargoes. These procedures may include:***				
		- Requirements for personnel to wear protective equipment				
		- Requirements to check that cargoes which evolve highly toxic imperceptible vapours have had perceptible additives introduced				
		- Requirements to check on deck and in other spaces around the ship for traces of toxic or flammable vapours				
		- Requirements for restricted access to the deck etc.				
8.1.35		Working with power tools	☐	☐	☐	R
8.1.35	***APBS 12***	***A Company manual should contain procedures covering the use of power tools outside the engine room or accommodation. Procedures should include the precautions to be taken during the use of power tools and when applicable, the requirement to issue a hot work permit. Details should also be given of the types of tool permitted to be used on board.***				

Section 8.		HEALTH, SAFETY AND PERSONNEL PROTECTION				
8.1	Ref.	Health and Safety	Yes	No	N/A	Cat
8.1.36		Working with burning torches and / or welding equipment	☐	☐	☐	R
8.1.36	***APBS 13 ISGOTT 9.4***	***A Company manual should contain procedures for the use of both electric arc welding and gas burning. These procedures should include:***				
		- Detailed instructions on the use of the equipment				
		- The need for protection of other persons from the effects of welding or burning				
		- The need for an assistant to be present				
		- The circumstances in hot or humid weather when electric welding should cease				
		- Handling of gas cylinders				
		- Action if an acetylene bottle becomes hot				
		- Marking and care of hoses and other equipment				
		- The need to monitor spaces for leakages of acetylene or oxygen				
		- Firefighting equipment to be readily available				
		- Monitoring of adjacent spaces (above/below/either side)				
8.1.37		Dealing with static electricity	☐	☐	☐	R
8.1.37	***ISGOTT 3.0 TSG (C) D.3***	***A Company manual should contain procedures to counter the effects of static electricity.***				
		These procedures should include:				
		- Precautions when handling static accumulator cargoes				
		- Sampling and ullaging				
		- Tank cleaning				
		- Bonding - on board				
		- Isolation or Bonding - on board				
		- Use of inert gas				
		- Use of steam				
		- Use of synthetic materials				
8.1.38		Use of deck cranes	☐	☐	☐	D
8.1.38		***A Company manual should contain procedures detailing the operation of deck cranes or other lifting appliances.***				
		These procedures should include:				
		- Observance of SWL restrictions				
		- The requirement that only authorized persons may use the equipment				
		- Checks to be carried out prior to any operation				
		- Hand signals to be used				
8.1.39		Avoiding slips and falls	☐	☐	☐	D
8.1.39		***A Company manual should contain procedures designed to eliminate slips and falls on board.***				
		These procedures should include:				
		- The requirement to have non slip surfaces in working areas				
		- The requirement to clean up oil etc. from decks and walkways				
		- The requirement to keep access and working areas clear of obstructions				
		- The requirement to fence all openings through which a person may fall				
		- The use of a permit system when working aloft				

Section 8.		HEALTH, SAFETY AND PERSONNEL PROTECTION				
8.1	Ref.	Health and Safety	Yes	No	N/A	Cat
8.1.40		Securing walkways	☐	☐	☐	D
8.1.40		***A Company manual should contain procedures to ensure that walkways are kept in suitable condition and made safe when work is in progress.***				
8.1.41		The pilot ladder(s) appears in good condition	☐	☐	☐	S
8.1.41	***SOLAS V Reg23.2.1***	***The condition of the ladder should be assessed by visual examination. Wooden steps should be free of knots and not contain any cracks or other significant damage. The steps should provide a non - slip surface. This will preclude the use of painted steps. The ropes should be in good condition. Not more than two temporary replacement steps are permitted. Anti twist battens should be fitted.***				
8.1.42	SOLAS V Reg 23.4	There is a safe means of access from the top of the pilot ladder to the deck	☐	☐	☐	S
8.1.43	SOLAS V Reg 23.8	The area where the pilot ladder is rigged (port & starboard sides) is adequately illuminated at night	☐	☐	☐	S
8.1.44	SOLAS V Reg 23.7.1.2	A lifebuoy with self igniting light is available for use with the pilot ladder	☐	☐	☐	S
8.1.45	SOLAS V Reg 23.7.1.3	A heaving line is permanently available for use with the pilot ladder	☐	☐	☐	S
8.1.46		A gangway / accommodation ladder is safely and appropriately rigged when in use	☐	☐		R
8.1.46	***APBS 8 ISGOTT 16.4.2***	***The gangway should be safely rigged. A lifebuoy with a self-igniting light should be available by the ladder. Gangways and other means of access should be provided with an effective safety net where appropriate. When fitted, the safety net rigged under the gangway must be spread so as to catch a person falling over the top rope or rail and prevent them from falling into the water or onto the jetty, and must be in good condition and suitable for the purpose. Where possible, access to the ship should be situated aft of the manifold area. There should be a safe means of access from the top of the ladder to the deck. The ladder should be adequately illuminated and clear of obstructions.***				
8.1.47	OCIMF	The Company has a written policy on drug and alcohol abuse that is displayed onboard in a public location	☐	☐	☐	R
8.1.48	OCIMF	There are Company procedures detailing the testing of officers and crew for drugs and alcohol, including unannounced testing and testing after an incident onboard	☐	☐	☐	R
8.1.49		Required testing frequency for drugs is _____ months				
8.1.50		Required testing frequency for alcohol is _____ months				
8.1.51	OCIMF STCW 95 B-VIII/2 5.35	Company procedures detail the maximum acceptable alcohol level for any crew member	☐	☐	☐	R
		If Yes:				
8.1.52		The maximum level is _____(units)				
8.1.53	OCIMF/ STCW 95 B-VIII/2 5.35	Company procedures detail the required period of abstinence before watchkeeping	☐	☐	☐	R
		If Yes:				
8.1.54		The required period is _____ hours				

Section 8.		HEALTH, SAFETY AND PERSONNEL PROTECTION				
8.1	Ref.	Health and Safety	Yes	No	N/A	Cat
8.1.55	OCIMF	Company procedures prohibit the misuse of legitimate drugs as well as the use, possession, distribution or sale of illicit / unprescribed controlled drugs	☐	☐	☐	R
8.1.56	OCIMF	Company procedures detail on board alcohol distribution and consumption	☐	☐	☐	R
		If Yes:				
8.1.57		The procedures are displayed in a public location	☐	☐	☐	D
8.1.58		Company procedures detail the conduct of on board tests for alcohol	☐	☐	☐	D
8.1.59		Alcohol test equipment is available on board	☐	☐	☐	D
		If Yes:				
8.1.60		Senior officers have been trained in the use of the alcohol test equipment	☐	☐	☐	D
8.1.60		***There should be records indicating that senior officers have been trained in the use of alcohol test equipment. This training may be in the form of either:*** ***- Training by a training agency or equipment supplier's representative*** ***- Specific training material in written or video form***				
8.1.61		There are records indicating that unannounced testing for drugs and alcohol are carried out	☐	☐	☐	D
8.1.61		***The frequency of unannounced testing should be sufficient so as to serve as an effective deterrent to abuse.***				
		If Yes:				
8.1.62	Information only	Records indicate that the Master and all crew were tested for alcohol	☐	☐	☐	NS
8.1.63		Dates of last two alcohol tests: _____ _____				
8.1.64	Information	Records indicate that the Master and all crew were tested for drugs	☐	☐	☐	NS
8.1.65		Dates of last two drug tests: _____ _____				
8.1.66	COSWP Section 2 12.6 APBS 17.5	The company has procedures in place for handling substances hazardous to health	☐	☐		R
8.1.67		Substances hazardous to health, including engine room chemicals are safely stowed in a well ventilated area	☐	☐	☐	S
8.1.67	***APBS 5.2***	***These should be Company procedures, not specific to the ship. Substances (as fitted or used onboard) may include cleaning agents, detergents, boiler treatment chemicals, refrigerants, and asbestos. The question does not refer to substances carried as cargo.***				

Section 8.		HEALTH, SAFETY AND PERSONNEL PROTECTION				
Chemical						
8.2	Ref.	**Personnel Protection**	Yes	No	N/A	Cat
8.2.1		Where applicable, crew members were observed wearing the appropriate clothing and / or safety equipment	☐	☐	☐	D
8.2.1		***Equipment may include, as applicable/appropriate: Boiler suit (coveralls), safety shoes, safety helmet, eye protection (goggles, etc.), ear protectors, safety harness, gloves, and other protective clothing needed for specific tasks.***				
8.2.2	IBC 14.1.1 BCH 3.16.1 SOLAS IX ISM 10.1	Protective equipment for the protection of crew members is available on board and appears in good condition	☐	☐	☐	S
8.2.3	IBC 14.2.8 BCH 3.16.10 SOLAS IX ISM 10.1	When required by the Chemical Code, respiratory and eye protection for every person on board is available for emergency escape purposes and appears in good condition	☐	☐	☐	S
8.2.4	IBC 14.2.1 BCH 3.16	When required by the Chemical Code, there are on board at least three sets of personnel protection safety equipment	☐	☐	☐	S
	SOLAS IX ISM 10.1	All personnel protection safety equipment appears in good operating condition:				
8.2.5		Set 1	☐	☐	☐	S
8.2.6		Set 2	☐	☐	☐	S
8.2.7		Set 3	☐	☐	☐	S
8.2.8		Any additional sets carried	☐	☐	☐	S
8.2.5-7	***SOLAS IX ISM 10.1***	***A random inspection of the personnel protection safety equipment should confirm:*** ***- All BA sets are complete and interchangeable*** ***- Each BA set must be suitably charged to provide at least 1,200 litres of air and capable of operating for at least 30 minutes. Each BA set does not necessarily have to be full, provided at the current condition, it can provide sufficient air as described.*** ***- BA sets are free of leaks and in good condition*** ***- Protective equipment sets are complete and in good condition and suitable for the cargoes carried*** ***- Safety torch is operational*** ***- Safety line and belt are available and in good condition***				
8.2.9	IBC 14.2.9 BCH 3.16.11 SOLAS IX ISM 10.1	An oxygen resuscitator is available on board, ready for immediate use, and appears in good operating condition	☐	☐	☐	S
8.2.10	IBC 13.2 BCH 3.11.1	There are two or more oxygen analyzers available on board	☐	☐	☐	S
8.2.11	SOLAS IX ISM 10.1	All oxygen analyzers are calibrated as per manufacturer's instructions, calibration checks recorded, and appear in good operating condition	☐	☐	☐	S
8.2.12	IBC 13.2 BCH 3.11.1	There are on board at least two instruments designed for the testing of flammable vapours. (Combustible Gas Indicators)	☐	☐	☐	S
8.2.13		All instruments designed for the testing of flammable vapours are calibrated as per manufacturer's instructions, calibration checks recorded, and appear in good operating condition	☐	☐	☐	S
8.2.13	***SOLAS IX ISM 10.1 ISM 10.2.4***	***There should be evidence that calibrations checks are carried out using suitable calibration gas. Instrument self-calibration checks are not considered adequate.***				

Section 8.		HEALTH, SAFETY AND PERSONNEL PROTECTION				
Chemical						
8.2	Ref.	Personnel Protection	Yes	No	N/A	Cat
8.2.14	IBC 13.2 BCH 3.11.1	There are on board at least two instruments designed for the testing of toxic vapours	☐	☐	☐	S
8.2.15		All instruments designed for the testing of toxic vapours appear in a good operating condition and are suitable for the present cargoes	☐	☐	☐	S
8.2.15	***SOLAS IX ISM 10.1 IBC 13.2.3 BCH 3.11.1***	***This inspection shall also encompass: the sensor, the cable, hand pumps and extension tubes***				
8.2.16	SOLAS IX ISM 10.1	All toxic gas detector tubes (when carried) are within their expiry date	☐	☐	☐	S
8.2.17		When applicable, all instruments designed for the testing of toxic vapours are calibrated as per manufacturer's instructions, calibration checks recorded, and appear in good operating condition	☐	☐	☐	S
8.2.17	***SOLAS IX ISM 10.2.4***	***There should be evidence that calibrations checks are carried out using suitable calibration gas. Instrument self-calibration checks are not considered adequate.***				
8.2.18	Information only	An instrument suitable for the testing of flammable vapours in an oxygen deficient atmosphere is available on board	☐	☐	☐	NS
8.2.18		***e.g. MSA "Tank Scope" or equivalent.***				
		If Yes:				
8.2.19		All instruments for the testing of flammable vapours in an oxygen deficient atmosphere are calibrated as per manufacturer's instructions, calibration checks recorded, and appear in good operating condition	☐	☐	☐	S
8.2.19	***SOLAS IX ISM 10.1 ISM 10.2.4***	***There should be evidence that calibrations checks are carried out using suitable calibration gas. Instrument self-calibration checks are not considered adequate.***				
8.2.20	SOLAS IX IBC 13.2 BCH 3.11.1	All portable detection instruments have suitable extensions/hoses to allow testing of the compartment bottom from the deck level	☐	☐	☐	S
8.2.21	IBC 14.2.10 BCH 3.16.12	At least two decontamination showers and one eyewash are available on deck ***A request for the operation of the decontamination shower/eyewash should be made. If during the demonstration the water supply is found to have been isolated elsewhere on board, the question must be answered "No".***	☐	☐	☐	S
8.2.22	IBC 14.2.10 BCH 3.16.12	Decontamination showers and eyewashes will be able to operate in all ambient conditions	☐	☐	☐	S
8.2.23	SOLAS IX ISM 10.1	Decontamination showers and eyewashes appear in good operating condition	☐	☐	☐	S
8.2.24	IBC 14.2.10 BCH 3.16.12	The locations of the decontamination showers and eyewashes are clearly marked	☐	☐	☐	R
8.2.22-24	***IBC 14.2.10 BCH 3.16.12 SOLAS IX ISM 10.1***	***This should be by means of a re-circulation system or a fully heat traced line, or other appropriate means.***				
8.2.25		When appropriate, the manifold area and other key elevated working areas are protected by an appropriate handrail of at least 1 m and including a midrail	☐	☐	☐	D
8.2.25	***CSWP***	***Elevated platforms where there is a risk of falling over 2 meters should be protected by either permanent or removeable handrails. Removeable handrails should be maintained in place except when removal is necessary. Chains or wires when used as handrails must remain taut.***				

Section 8.		HEALTH, SAFETY AND PERSONAL PROTECTION				
Chemical						
8.3	Ref.	Crew Knowledge and Proficiency	Yes	No	N/A	Cat
		The Inspector will interview various members of the crew to seek evidence of knowledge and proficiency. The purpose of the interview is to ensure that personnel can demonstrate sufficient depth of knowledge and familiarity with the policies, procedures, and equipment onboard, as laid down in their job description.				
		Designated crew may be defined as those persons signing on work/entry permits. Includes all portable and fixed equipment used on board (oxygen, flammable, and toxic)				
8.3.1		Designated crew members are familiar with the use and calibration of gas detection instruments	☐	☐		R
8.3.2		Designated crew members are aware of the limitations of use of the gas detection equipment carried onboard	☐	☐		R
8.3.2		***Discussion should focus on verifying an understanding of the use and purpose of the instrument (eg. oxygen, flammable, toxic, inert, etc.).***				
8.3.3		Officers are familiar with the operation of the oxygen resuscitator	☐	☐	☐	R
8.3.4		Personnel are familiar with other aspects of Operational Safety	☐	☐	☐	R
8.3.4		***This question is intended to cover any other area questioned by the inspector not covered by the questions in this chapter. If answered No, the inspector should note the issues identified.***				

Section 9.		FIREFIGHTING				
Chemical						
9.1	Ref	Firefighting Equipment	Yes	No	N/A	Cat
9.1.1	SOLAS II-2 A, Reg 20	The fire control plan(s) is permanently displayed OR a copy of the fire control plan(s) is supplied to all officers and one copy is available on board in an accessible position	☐	☐	☐	S
9.1.2		All fire control plans are up to date	☐	☐	☐	S
9.1.2	***SOLAS II-2 A, Reg 20***	***Fire control plans drawn up after October 1989 should use the IMO graphical symbols. The inspector should spot check the plan against the installed equipment and systems***				
9.1.3	SOLAS II-2 A, Reg 20	Fire control plan(s) is available in the official language of the Flag State, as well as in either English or French	☐	☐	☐	S
9.1.4		All fire control plans are clearly legible	☐	☐	☐	D
9.1.5		Fire control plan(s) is permanently stored in a weathertight enclosure outside the deckhouse and is prominently marked	☐	☐	☐	S
9.1.5	***SOLAS II-2 A, Reg 20***	***The fire control plan for display outside the accommodation should be readily available to shoreside fire-fighting personnel. If not located at the access point to the ship its location should be clearly marked. The plan should also be legible and not damaged by water.***				
9.1.6	SOLAS II-2 A Reg 17	There are at least four fireman's outfits onboard	☐	☐	☐	S
9.1.7		All fireman's outfits are accessible, complete, ready for use, and in good condition	☐	☐	☐	S
9.1.7	***SOLAS II-2 A Reg 17***	***Complete outfits should be stored in at least two widely separate locations. Outfits should be stowed in clearly marked lockers which are not locked or for which the key is immediately available at the locker.*** ***Random inspections of the fireman's outfits should confirm that:*** ***- All BA sets are complete and interchangeable*** ***- Each BA set must be suitably charged to provide at least 1,200 litres of air and capable of operating for at least 30 minutes*** ***- BA sets are free of leaks and in good condition*** ***- Protective equipment sets are complete and in good condition*** ***- Approved safety torch is operational and giving a bright light*** ***- Safety line and belt are available and in good condition*** ***- BA sets are stowed in such a way that a person can be equipped in minimum time*** ***- BA sets are fully connected, free of leaks and with face and body straps extended*** ***- Details for the minimum requirements for fireman's outfits can be found in SOLAS II-2 A, Reg 17 and FSA Ch 3, 2.1.2 and 2.1.3, but should include suitable protective clothing, rubber boots and gloves or other electrically non-conducting material, a rigid helmet, an approved type lamp providing a minimum of at least 3 hours, an ax with a non-conductive handle, an approved BA set of at least 1,200 litres, a 30 metre lifeline, as well as other equipment that may be required by the administration.***				
9.1.8	SOLAS II-2 A Reg 17	Spare charges (air cylinders) are available for the breathing apparatus	☐	☐	☐	S
9.1.9	SOLAS MSC 850	Breathing apparatus air cylinders are stamped to indicate they have been pressure tested within the previous five years	☐	☐	☐	D

Section 9.		FIREFIGHTING				
Chemical						
9.1	Ref	Firefighting Equipment	Yes	No	N/A	Cat
9.1.10		When fitted, the breathing apparatus air cylinder compressor is fitted, in good order and available for use	☐	☐	☐	S
9.1.10	**SOLAS IX ISM 10.1**	***The air intake should be in a suitable position such that the intake always provide good air. If there is any doubt as to the condition of the BA compressor, the compressor should be tested***				
9.1.11	SOLAS II-2 Reg 13.4.3	There are sufficient Emergency Escape Breathing Devices (EEBD) in good condition, ready for use, and as indicated on the Fire Control Plan	☐	☐	☐	S
9.1.12		The main fire pump is in good order and available for use	☐	☐		S
9.1.12	***SOLAS IX ISM 10.1***	***If there is any doubt the Inspector should ask for a test.***				
9.1.13		If the ship is certified for Unattended Machinery Space operation, a remote start for the main fire pump is available, or the fire main is pressurized	☐	☐	☐	S
9.1.14		Emergency fire pump is in good order and available for use	☐	☐	☐	S
9.1.14	***SOLAS IX ISM 10.1***	***If practicable and permissible under local regulations, the operation of the emergency fire pump should be demonstrated.***				
9.1.15		Starting instructions for the emergency fire pump are displayed at the starting location	☐	☐	☐	D
9.1.16	SOLAS IX ISM 10.1	Fire/Foam main is in good condition and ready for use	☐	☐		S
9.1.17	SOLAS IX ISM 10.1	Fire/Foam hydrants are in good condition and ready for use	☐	☐		S
9.1.18	SOLAS IX ISM 10.1	Isolation valves in the fire / foam main are in good order and ready for use	☐	☐		S
9.1.19	SOLAS IX ISM 10.1	Fire hoses are in good order and ready for use	☐	☐		S
9.1.20	SOLAS II-2 Reg 4.7	All fire hoses have compatible couplings	☐	☐		S
9.1.21	SOLAS II-2 Reg 10.2.3.3.4 SOLAS IX ISM 10.1	Fire nozzles are of a dual purpose type (i.e. jet / spray) incorporating a shutoff, in good order, and ready for use	☐	☐	☐	S
9.1.22		International shore connection is in good order, ready for use, and the location clearly marked	☐	☐		S
9.1.22	***SOLAS II-2 Reg 10.2.1.7***	***The international shore connection must be complete with nuts and bolts and a suitable gasket.***				
9.1.23	SOLAS II-2 Reg 10.2.3.1.1	Fire stations are complete, in good condition and clearly marked	☐	☐	☐	S
9.1.24	SOLAS IX ISM 10.1	Machinery space fixed fire fighting system appears in good condition	☐	☐	☐	S
9.1.25		Operating instructions for the machinery space fixed fire fighting system are clearly displayed at the operating position(s)	☐	☐	☐	D
9.1.26	SOLAS IX ISM 10.1	Fire extinguishers, as fitted, appear in good condition:	☐	☐	☐	S

Section 9.		FIREFIGHTING				
Chemical						
9.1	Ref	Firefighting Equipment	Yes	No	N/A	Cat
9.1.27		Servicing of fire extinguishers is up to date	☐	☐	☐	S
9.1.27	***FSS Res A.602(15) 9***	***Hydraulic testing of portable CO_2/Halon fire extinguishers should take place 10 years from new date and thereafter every 5 years OR 5 years from when refilled and thereafter every 5 years. Hydraulic testing of portable water/foam/powder fire extinguishers should take place every 4 years. These periods may vary with the administration, in which case evidence of the Administration's law must be presented***				
9.1.28	SOLAS 11-2 Reg 10.3.3	Spare charges for fire extinguishers are available	☐	☐	☐	S
9.1.29	SOLAS IX ISM 10.1	The machinery space fire alarm system appears in good condition	☐	☐	☐	S
9.1.30	SOLAS IX ISM 10.1	The machinery space fire detection system (when fitted) appears in good condition	☐	☐	☐	S
9.1.31	SOLAS IX ISM 10.1	The accommodation fire alarm system appears in good condition	☐	☐	☐	S
9.1.32	SOLAS IX ISM 10.1	The accommodation fire detection system (when fitted) appears in good condition	☐	☐	☐	S
9.1.33	Information	A fixed foam firefighting system is installed for the cargo area	☐	☐		NS
9.1.34		If Yes:				
9.1.35		The quantity of foam on board appears to meet requirements	☐	☐	☐	R
9.1.35	***IBC 11.3.6***	***There should be at least 20 minutes supply of foam available for vessels with an Inert Gas System and 30 minutes for those without an Inert Gas System.***				
9.1.36	SOLAS IX ISM 10.1	The foam storage tank and associated equipment appears in good condition	☐	☐	☐	S
9.1.37	SOLAS IX ISM 10.1	Foam / water monitors and foam applicators appear in good condition	☐	☐	☐	S
9.1.38		Operating instructions for the foam system are posted at the operating position	☐	☐	☐	R
9.1.39	IMO MSC 798	If the foam is older than 3 years, records of annual foam testing are available	☐	☐	☐	S
9.1.40		The foam is compatible with the majority of cargoes the vessel is allowed to carry	☐	☐	☐	S
9.1.40	***BCH 3.14.2 IBC 11.3.2***	***Refer to IBC Chapter 17, column 'I' for foam types***				
9.1.41	Information only	A fixed dry powder firefighting system is installed for the cargo area	☐	☐		NS
9.1.42		If Yes:				
9.1.43	SOLAS IX ISM 10.1	Dry powder hoses and nozzles appear in good condition	☐	☐	☐	S
9.1.44	SOLAS IX ISM 10.1	Dry powder storage and activation system appears in good condition	☐	☐	☐	S
9.1.45		Nitrogen cylinders for dry powder system activation appear to be fully charged	☐	☐	☐	S
9.1.45	***SOLAS IX ISM 10.1***	***The inspector should check seals are intact and details of last and next inspection dates.***				
9.1.46		Operating instructions for the dry powder system are posted at all operating positions	☐	☐	☐	D

Section 9.		FIREFIGHTING				
Chemical						
9.1	Ref	Firefighting Equipment	Yes	No	N/A	Cat
9.1.47	Information only	A fixed water spray firefighting system is installed for the cargo area	☐	☐		NS
		If Yes:				
9.1.48	SOLAS IX ISM 10.1	Water spray system appears in good condition	☐	☐	☐	S
9.1.49	SOLAS IX ISM 10.1	Water spray nozzles do not appear to be blocked	☐	☐	☐	S
9.1.50		Water spray system activation points are clearly marked	☐	☐	☐	D
9.1.51	SOLAS IX ISM 10.2.4	Water spray system test records are available	☐	☐	☐	S
9.1.52	SOLAS II-2 Reg 10.6.3	Firefighting system for the paint locker(s) appears in good condition	☐	☐	☐	S
9.1.53		Firefighting system for flammable liquid locker(s) (when available) appears in good condition	☐	☐	☐	S
9.1.53	***SOLAS II-2 Reg 10.6.3***	***This should be the fire fighting system as approved by the ship's flag administration. In some cases this may be a portable fire extinguisher, but this must be operable from outside the protected space.***				
9.1.54	SOLAS IX ISM 10.2.4	Records for the inspection and maintenance of firefighting equipment are available, complete, and up-to-date	☐	☐		S

Section 9.		FIREFIGHTING				
Chemical						
9.2	Ref.	Crew Knowledge and Proficiency	Yes	No	N/A	Cat
		The Inspector will interview various members of the crew to seek evidence of knowledge and proficiency. The purpose of the interview is to ensure that personnel can demonstrate sufficient depth of knowledge and familiarity with the policies, procedures, and equipment onboard, as laid down in their job description.				
9.2.1	STCW 95 A-VIII 3-2 61.4	Officers are familiar with the operation of the machinery space fixed firefighting system	☐	☐		S
9.2.2	STCW 95 A-I/14.2.1.2	Officers are familiar with the operation of the cargo area fixed fire fighting system(s)	☐	☐		S
9.2.3		Personnel are familiar with the use of the other firefighting equipment carried	☐	☐	☐	S
9.2.3		***This question is intended to cover any other area questioned by the inspector not covered by the questions in this chapter. If answered No, the inspector should note the issues identified.***				

Section 10.		LIFESAVING				
10.1	Ref	Lifesaving Appliances	Yes	No	N/A	Cat

10.1.1		The lifeboat(s) and their equipment (as fitted) appear in good order	☐	☐	☐	S
10.1.1	***SOLAS IX ISM 10.1***	***Inspector should conduct a random sampling of the items shown below, as fitted. If problems are found, additional sampling should be conducted. For questions answered as 'No', the details of the defect must be entered in the observation.***				
		- Hull - Engine/Fuel - Propeller - Rudder - Oars - Crutches / thole pins - Painters - Ladder - Provisions - Small equipment - Lashings - Exposure Cover (This relates to the exposure cover carried on open lifeboats.) - Drain valve cap or plug - Drain valve cap or plug marking - Engine starting system - Engine transmission covers - Engine operating instructions are legible and mounted in a conspicuous place				
		FOR LIFEBOATS of an enclosed type**:-** - Seating positions are clearly marked - Seat belts appear in good condition - Surfaces on which persons might walk have a non-skid finish - Watertight hatches appear in good condition - Self contained air support system appears in good condition - Fire protection system appears in good condition - Marking, as a means of identifying ship and number of lifeboat from above, appears in good condition - Battery recharging system appears in good condition - Embarkation ladders appear in good condition (Not for free fall lifeboat)				
10.1.2	Information	If no, how many items were not in good order? _____				
10.1.3		There are records indicating the launching of the lifeboat(s) in compliance with Statutory requirements	☐	☐	☐	S
10.1.3	***SOLAS III Reg 19.5***	***Each lifeboat should be lowered into the water at least once every 3 months. Free-fall lifeboats should be launched at least once every 6 months. The administration can extend the time period for launching free-fall lifeboats to once a year, provided simulated launching takes place at least once every 6 months. In some cases, the administration may allow a vessel to launch lifeboats on a more infrequent basis, and this should be noted in the report, along with verification of the administration's allowance.***				

Section 10.		LIFESAVING				
10.1	Ref	Lifesaving Appliances	Yes	No	N/A	Cat
10.1.4	SOLAS IX ISM 10.0	The lifeboat davits appear in good condition. ***Inspector should conduct a random sampling of the items shown below, as fitted. If problems are found, additional sampling should be conducted. For questions answered as 'No', the details of the defect must be entered in the observation.*** - Lifeboat Release mechanism - Launching appliance - Launchways - Wheels and pulleys - Falls - Brake - Recovery motor - Cut out switch - Span wire - Life lines - Access ladder - Bowsing in pennant - Pennant quick release - Dock (harbour) pins - Periodic Servicing of Life boatdavits	☐	☐	☐	S
10.1.5	SOLAS IX ISM 10.1	If no, how many items were not in good order? _____				
10.1.6	information	A dedicated rescue boat is carried If Yes:	☐	☐		NS
10.1.7		The rescue boat is waterborne monthly	☐	☐	☐	S
10.1.7	***SOLAS III Reg 19.3.3.6***	***Monthly launching of dedicated rescue boat is to be carried out as far is reasonable and practicable, otherwise at least three monthly.***				
10.1.8	SOLAS III/B Reg 14.1	The rescue boat is ready for use in an emergency	☐	☐	☐	S
10.1.9		The rescue boat and its equipment (as fitted) appear in good order	☐	☐	☐	S
10.1.9	***SOLAS IX ISM 10.1***	***Inspector should conduct a random sampling of the items shown below, as fitted. If problems are found, additional sampling should be conducted. For questions answered as 'No', the details of the defect must be entered in the observation.*** - Engine/Fuel - Propeller - Rudder and tiller - Oars / paddles - Waterproof torch - Painter - Searchlight - Thermal protective aids - Other small equipment - Weathertight stowage - Towing arrangement - Launching and recovery equipment				
10.1.10	Information	If no, how many items were not in good order? _____ Liferafts: Port & Starboard side, Midship aft / Port & Starboard side / Port side, Midship aft / Starboard side, Midship aft / Port side / Starboard side / Midship aft / N/A *(Delete as appropriate)*				

Section 10.		LIFESAVING				
10.1	Ref	Lifesaving Appliances	Yes	No	N/A	Cat
10.1.11		Records indicate liferafts (if inflatable) has been serviced within the appropriate interval	☐	☐	☐	S
10.1.11	***SOLAS III Reg 20.8.1.1***	***Normal servicing schedule is every 12 months. However, some Administrations allow up to seventeen months, which can be verified from the certificates. In this case, provided the vessel is in compliance with the required frequency, the question should be noted as a YES and a comment entered regarding the actual frequency of inspections.***				
10.1.12		The liferaft(s) and their equipment, as fitted, appear in good condition.	☐	☐	☐	S
10.1.12	***SOLAS IX ISM 10.1***	***Inspector should conduct a random sampling of the items shown below, as fitted. If problems are found, additional sampling should be conducted. For questions answered as 'No', the details of the defect must be entered in the observation. If the distance between the fixed lifeboats and the bow exceeds 100 metres must have a liferaft fitted forward (suitable for at least 6 persons).***				
		- Container and seal - Painter - Launching cradle - Hydrostatic release unit - Painters appear correctly attached to weak links - Liferafts are free of obstructions - Liferafts are fitted with a separate watertight ID container, exterior to the liferaft container - Embarkation arrangement				
10.1.13	Information	If no, how many items were not in good order? _____				
10.1.14	SOLAS 1,8 12	The lifeboat/liferaft capacity is adequate for the number of persons onboard in compliance with the Safety Equipment Certificate	☐	☐	☐	S
10.1.15	SOLAS III Reg 9.2	Lifeboat operating instructions are displayed on or in the vicinity of the lifeboats	☐	☐	☐	S
10.1.16	SOLAS III Reg 9.2	Liferaft operating instructions are displayed on or in the vicinity of the liferafts	☐	☐	☐	S
10.1.17	SOLAS III Reg 9.2.3	Lifeboat and liferaft operating instructions use IMO recommended symbols	☐	☐	☐	S
10.1.18	SOLAS III Reg 11.4	Muster and embarkation station emergency lighting is operational	☐	☐		S
10.1.19		Lifejacket requirements appear to be in order	☐	☐	☐	S
10.1.19	***SOLAS IX ISM 10.1***	***Lifejackets must be complete with a whistle, light and retro-reflective tape. The light must also be within its expiry date.***				
10.1.20		Immersion suits and / or thermal protective aid requirements appear to be in order	☐	☐	☐	S
10.1.20	***SOLAS IX ISM 10.1 SOLAS III 32.3***	***Vessel must have sufficient immersion suits for every person onboard***				

Section 10.		LIFESAVING				
10.1	Ref	Lifesaving Appliances	Yes	No	N/A	Cat
10.1.21	SOLAS III Reg 32.1.1 Reg 7.1.2	The required number of lifebuoys are carried and correctly marked	☐	☐	☐	S
10.1.22	SOLAS III Reg 7.1.2 & 7.1.3 SOLAS IX ISM 10.1	Lifebuoys appear in good condition and are fitted, as required, with lines, lights or smoke signals	☐	☐	☐	S
		The following lifebuoy fittings appear in good operating condition:				
10.1.23	SOLAS IX ISM 10.1	Self-igniting lights	☐	☐	☐	S
10.1.24	SOLAS IX ISM 10.1	Self-activating smoke signals	☐	☐	☐	S
10.1.25	SOLAS IX ISM 10.1	Bridge wing quick releases	☐	☐	☐	S
10.1.26	SOLAS IX ISM 10.1	Buoyant lifelines	☐	☐	☐	S
10.1.27	SOLAS III Reg 18	There are at least four line throwing appliance projectiles and lines on board	☐	☐	☐	S
10.1.28	SOLAS IX ISM 10.1	All projectiles (and any ignitors) are within their expiry date	☐	☐	☐	S
10.1.29	SOLAS III Reg 6.3	There are at least 12 parachute flares stowed on or near the navigating bridge	☐	☐	☐	S
10.1.30	SOLAS IX ISM 10.1	Parachute flares are within their expiry date	☐	☐	☐	S
10.1.31		Accommodation emergency escape routes and exits are clearly marked, unobstructed, and adequately illuminated	☐	☐	☐	S
10.1.31	***SOLAS II-2 Reg 13.1 Reg 13.1.2 SOLAS III Reg 11.5***	***Escape routes to lifesaving appliances should be marked by IMO recommended symbols. At least one must be visible from any position in the alleyway. At any time, including storing, obstructed emergency escape routes will result in a NO answer.***				
10.1.32		A record of inspections and maintenance of each life-saving appliance is available	☐	☐	☐	S
10.1.32	***SOLAS III Reg 52.7***	***There should be evidence that a maintenance programme is in place covering all safety equipment and systems. From the programme it should be possible to identify the maintenance schedule of all items, based either on running hours, calendar time or condition monitoring. The programme can be either paper or computer based but must demonstrate a systematic approach to all safety equipment maintenance.***				
10.1.33	SOLAS III Reg 19.5	A report of a monthly inspection of the life-saving appliances is recorded in the log-book	☐	☐	☐	S
10.1.34		A stretcher of suitable design is readily available on board and appears in good condition	☐	☐	☐	S
10.1.34	***IBC 14.2.7 BCH 3.16.9 SOLAS IX ISM 10.1***	***The stretcher must be of a design which will enable its use in hoisting a person vertically from a space below deck such as a cargo tank, engine room, or bow thruster access trunking.***				
10.1.35	SOLAS 1 Reg 12 (v)	The actual number of personnel sailing on board is within the limits of the Safety Equipment Certificate (Attachment Form E)	☐	☐	☐	S

Section 10.		LIFESAVING				
Chemical						
10.2	Ref.	**Crew Knowledge and Proficiency**	Yes	No	N/A	Cat
		The Inspector will interview various members of the crew to seek evidence of knowledge and proficiency. The purpose of the interview is to ensure that personnel can demonstrate sufficient depth of knowledge and familiarity with the policies, procedures, and equipment onboard, as laid down in their job description.				
10.2.1		All crew members familiar with their Lifeboat station and muster duties.	☐	☐	☐	S
10.2.2		All deck officers aware of Lifeboat/raft launching procedures	☐	☐	☐	S
10.2.3		All personnel are familiar where lifebuoys are located and Man Overboard procedure	☐	☐	☐	S
10.2.4		Personnel are familiar with the use of the other Lifesaving appliances/equipment carried	☐	☐	☐	S
10.2.4		***This question is intended to cover any other area questioned by the inspector not covered by the questions in this chapter. If answered No, the inspector should note the issues identified.***				

Section 11.		ENVIRONMENTAL PROTECTION				
Chemical						
11.1	Ref	Environmental Protection	Yes	No	N/A	Cat
11.1.1		An approved Shipboard Marine Pollution Emergency Plan (SMPEP) is available on board	☐	☐	☐	S
11.1.1	***MARPOL II Reg 16***	***Approved Shipboard Marine Pollution Emergency Plans (SMPEP) are required from 1st January 2003 for all vessels of 150 grt and over which are certified to carry Noxious Liquid Substances. In answering this question, inspectors should ensure that the SMPEP contains updated lists of coastal state contacts (annually updated). Vessels carrying Annex 1 cargoes may combine the required SOPEP with the SMPEP.***				
		If Yes:				
11.1.2	MARPOL I Reg 26	There are records to indicate that SMPEP training drills are carried out	☐	☐	☐	R
11.1.3		Vessel has appropriate Vessel Response Plans (VRP) for the area it is trading in	☐	☐	☐	S
		If Yes:				
11.1.4		There are records to indicate that VRP training drills are carried out	☐	☐	☐	R
11.1.4		***The vessel may be required to have a Vessel Response Plan to meet the requirements of port States or other entities in its trading area. Examples include Panama, the US, and certain states within the US. If the vessel does not trade in these areas, the question should be noted as NA.***				
11.1.5	SOPEP 2.5.2.1	Company procedures for spill clean up are available	☐	☐	☐	S
11.1.6		There are Company procedures covering the use of oil dispersant overside	☐	☐	☐	D
11.1.7		There are Company procedures for the use of detergents in the Engine Room	☐	☐	☐	D
11.1.7		***Procedures should outline dangers and consequences of using detergents in the engine room, with respect to disposal through the oily water separator***				
11.1.8	MARPOL	There are company procedures for the disposal of tank washing/ballast in compliance with MARPOL requirements	☐	☐	☐	S
11.1.9	MARPOL	There are company procedures for the discharge limitations in special areas	☐	☐	☐	S
11.1.10	MARPOL	There are company procedures for tank pre-wash requirements	☐	☐	☐	S
11.1.11	MARPOL	There are company procedures for the use of the stripping system	☐	☐	☐	S
11.1.12		There are records indicating the testing / operation of the Oil Discharge Monitoring and Control System (when fitted)	☐	☐	☐	D
11.1.13		Dates of last two tests: _____ _____				
11.1.14	MARPOL I Reg 15.3b	An interface detector is available on board	☐	☐	☐	S
		The following (when applicable) appear correct and up to date:				
11.1.15		Cargo Record Book	☐	☐	☐	S
11.1.16		Oil Record Book Part 1 (machinery spaces)	☐	☐	☐	S
11.1.17		Oil Record Book Part 2 (cargo / ballast operations)	☐	☐	☐	S
11.1.15-17	***MARPOL II Reg 9.1 MARPOL I Reg 20.1***	***Any obvious errors in completion of the MARPOL Record Books will result in a NO answer and details must be entered in the list of observations. The use of pencil in the completion of MARPOL Record Books should not be considered acceptable.***				

Section 11.		ENVIRONMENTAL PROTECTION				
Chemical						
11.1	Ref	Environmental Protection	Yes	No	N/A	Cat
11.1.18		Company has in place a Garbage Management Plan	☐	☐	☐	S
11.1.18	***MARPOL V Reg 9.2***	***This plan may take the form of a simple flow diagram***				
11.1.19	MARPOL V Reg 9.2	Garbage Record Book is maintained up to date	☐	☐	☐	S
11.1.20	MARPOL V Reg 9.2	There are facilities on board for the separate collection of different garbage categories (plastics, food wastes, other garbage etc.)	☐	☐	☐	S
11.1.21	MARPOL II Ch.2.reg. 9	There is NO obvious evidence that the machinery space oily-water discharge monitoring system is being by-passed	☐	☐	☐	S
11.1.22	ISGOTT 24.7.2	When in port, the machinery space oily-water separator / oil filtering equipment overboard discharge valve(s) is closed and secured	☐	☐	☐	R
11.1.23		There is a written procedure for Engine Room staff to request permission from the Bridge OOW to commence discharge of permitted oily mixture overside, so as to ensure that discharges only take place in authorized geographical areas	☐	☐	☐	D
11.1.24		The arrangements for the disposal of bilge wells from spaces not serviced by the Engine Room oily-water separator system are adequate	☐	☐	☐	R
11.1.24		***These spaces could include the f'oscle space, bow thruster spaces, storage rooms containing oil, etc. Overboard discharges should be secured (locked, lashed, sealed, etc.), and appropriate notices posted.***				
11.1.25	ISGOTT 24.6.1 SSSCL A 12 TSG (C) 5.3.1	During cargo transfer operations, hoses / arms are properly secured using all available bolt holes	☐	☐	☐	R
11.1.26		All unused cargo and bunker manifolds, pipelines drains and vapor return lines and unused cargo pipeline connections are suitably blanked and/or isolated	☐	☐	☐	R
11.1.26	***ISGOTT 24.7.5 SSSCL A 14***	***If a vessel has arrangements such as a barge or stern line, these lines should be blanked or isolated. The stern cargo pipelines should be blanked or isolated forward of the aft accommodation when not in use.***				
11.1.27	ISGOTT 24.7.4 SSSCL A 13 TSG (C) 5.3.1	During cargo and/or bunkering operations, suitable spill containment is in place under each manifold in use	☐	☐	☐	R
11.1.28	SOLAS IX ISM 10.1	Cargo and bunker manifold spill containment equipment or fittings appear in good condition	☐	☐	☐	S
11.1.29		Arrangements to drain cargo and bunker manifolds appear satisfactory	☐	☐	☐	D
11.1.30	ISGOTT 24.7.3 SSSCL A 13	During cargo or bunker transfer operations, all deck scuppers appear to be effectively plugged	☐	☐	☐	R
11.1.31	ISM 10.1	Suitable and permanent spill containment is fitted around all fuel oil, diesel oil and lubricating oil tank vents and in good condition	☐	☐	☐	R
11.1.32		Suitable and permanent spill containment is fitted around all hydraulic deck machinery and in good condition	☐	☐	☐	R
11.1.32	***ISM 10.1***	***Wooden bungs are not considered appropriate for use in spill containment.***				

Section 11.		ENVIRONMENTAL PROTECTION				
Chemical						
11.1	Ref	Environmental Protection	Yes	No	N/A	Cat
11.1.33	IMO Res	The ship has in place a Ballast Water Management Plan	☐	☐	☐	R
11.1.34		The BWMP is ship-specific and approved by the Administration and/or Class	☐	☐	☐	R
11.1.34	***IMO Res A.868***	***Vessels may require a BWMP to meet the requirements of port States or other entities in its trading area. If the vessel does not trade in these areas, the question should be noted as NA.***				
11.1.35	IMO Res	There are records of ballast water exchange and/or treatment	☐	☐	☐	R
11.1.36	IMO Res A.868	If fitted, the equipment for ballast water treatment appears to be in working order	☐	☐	☐	R
11.1.37		A Company manual contains a policy on energy conservation	☐	☐	☐	R
11.1.37		***Details of this should be evident in company procedures/circulars indicating bunker specification in line with ISO standards.***				
11.1.38	Information	The ship is fitted with an exhaust gas or waste heat boiler	☐	☐		NS
11.1.39		Cargo cooling / heating procedures are available	☐	☐	☐	R
11.1.40		The Company has procedures for monitoring the performance of main and auxiliary machinery	☐	☐	☐	R
11.1.40		***There should be evidence that the Chief Engineer carries out on a regular basis, evaluation of the ship's engine performance against the design performance of the engine. In addition there should be evidence that the ship is required to submit comprehensive engine performance data to the Company office for evaluation by a marine superintendent or by the engine's manufacturer.***				
11.1.41		The Company provides energy conservation training to all crew	☐	☐	☐	R
11.1.41		***There should be evidence that the Company provide training programmes in energy conservation. This may be either on board ship or on shore. An on board training programme may consist of specific written material or video presentations. An on shore training program may form part of Company in-house training seminars.***				
11.1.42		The company has procedures for operating machinery/equipment in a safe and efficient manner	☐	☐		R
11.1.42		***Equipment should be operated in a manner that does not compromise safety.***				

Section 11.		ENVIRONMENTAL PROTECTION				
Chemical						
11.2	Ref.	**Crew Knowledge and Proficiency**	Yes	No	N/A	Cat
		The Inspector will interview various members of the crew to seek evidence of knowledge and proficiency. The purpose of the interview is to ensure that personnel can demonstrate sufficient depth of knowledge and familiarity with the policies, procedures, and equipment onboard, as laid down in their job description.				
11.2.1	STCW 95 A-I/14 2.1.2	Personnel are familiar with their SMPEP and/or VRP duties	☐	☐		S
11.2.2		Officers are familiar with procedures for the disposal of tank washing/ballast containing category X, Y, Z and OS residues	☐	☐		S
11.2.3		Officers are familiar with the discharge limitations in Special Areas	☐	☐		S
11.2.4		Officers are familiar with the procedures for tank pre-wash requirements	☐	☐		S
11.2.5		Responsible personnel are familiar with the use of the stripping system	☐	☐		S
11.2.2-5	***STCW 95 A-I/14 2.1.2***	***Responsible Officers (i.e. those responsible for a particular requirement) should have detailed understanding of the regulations and requirements. Other officers should have an awareness of the limitations and requirements of the regulations and company policies and procedures.***				
11.2.6	MARPOL V Reg 9.2	Personnel are aware of requirements for the collection and disposal of garbage	☐	☐		S
11.2.7		Personnel are familiar with other aspects of Environmental Protection	☐	☐	☐	R
11.2.7		***Personnel should have a basic understanding of the limitations of the disposal of residues overboard. This question is also intended to cover any other area questioned by the inspector not covered by the questions in this chapter. If answered No, the inspector should note the issues identified.***				

Section 12.		SECURITY				
12.	Ref	Security	Yes	No	N/A	Cat
12.1	ISPS	There is a designated Ship Security Officer (SSO) on board	☐	☐		S
12.2	ISPS	The SSO has received appropriate training and has a certificate of training	☐	☐		S
12.3		Is the SSO aware of his responsibilities as defined in the code.	☐	☐		S
12.3	***ISPS 12.2***	***Responsibilities of the SSO, as defined in the ISPS Code, shall include but are not limited to:*** ***Undertaking regular security inspections of the ship to ensure that appropriate security measures are maintained;*** ***Maintaining and supervising the implementation of the Ship Security Plan (SSP), monitoring the continuing relevance and effectiveness of the Plan, including the undertaking of internal audits and any amendments to the Plan;*** ***Co-ordinating the security aspects of the handling of cargo and ship's stores with other shipboard personnel and with the relevant Port Facility Security Officers (PFSO)*** ***Proposing modifications to the SSP;*** ***Reporting to the Company Security Officer (CSO) any deficiencies and non-conformities identified during internal audits, periodic reviews, security inspections and verifications of compliance, and implementing any corrective actions*** ***Enhancing security awareness and vigilance on board;*** ***Ensuring that adequate training has been provided to shipboard personnel, as appropriate;*** ***Reporting all security incidents;*** ***Co-ordinating implementation of the SSP with the CSO and the relevant PFSO;*** ***Ensuring that any security equipment is properly operated, tested, calibrated and maintained;***				
12.4	ISPS	Officers and crew are aware of the security level onboard and the meaning of the security level	☐	☐		S
12.5	ISPS	The current security level is displayed onboard	☐	☐		S
12.6		A watch is maintained to prevent persons gaining unauthorized access to the ship	☐	☐		S
12.6	***ISPS***	***This should be assessed on Inspector's own experience when boarding ship and by observation during the inspection. There must be evidence that boarding of the ship by persons from ashore is controlled.***				
12.7		Personnel assigned for access watch are not involved with cargo operations or other activities that may distract them from security responsibilities	☐	☐		R
12.8	ISPS	Personnel are aware of steps to be taken to prevent unauthorized access to the vessel	☐	☐		S
12.9	ISPS	There is a system in place to check visitors against recognised identification documents	☐	☐		S
12.10		A Visitors log is being maintained	☐	☐		S
12.10	***ISPS***	***The Visitors log should contain time in, name or signature of the visitor and time out.***				
12.11	ISPS	Shipboard security training has been carried out all personnel relevant to their duties onboard	☐	☐		S
12.12	ISPS	Security actions taken onboard are done in a way so as to not compromise safety	☐	☐		S

Section 13.		HULL				
13.	Ref	**Hull and Superstructure**	Yes	No	N/A	Cat

The appearance and maintenance condition of the following appears satisfactory:

13.1	Hull	☐	☐	☐	D
13.2	Hull markings	☐	☐	☐	D
13.3	Deck areas	☐	☐	☐	D
13.4	Cargo manifold area	☐	☐	☐	D
13.5	Superstructure	☐	☐	☐	D
13.6	Funnel	☐	☐	☐	D
13.7	Weathertight doors, ports and hatches	☐	☐	☐	D
13.8	Ballast tank and void space vents and marking	☐	☐	☐	D
13.9	Ventilation and fire flaps and marking	☐	☐	☐	D

13.1-9

In assessing the appearance and condition of the hull and superstructure the age of the ship should be taken into consideration. However the following should not be considered satisfactory:

- Large areas of contact damage on hull from tugs or jetties
- Damage to fore part due to heavy weather
- Areas of paint work on boot topping or top sides damaged

- Areas of hull and decks showing signs of excessive rusting
- Areas of accommodation and funnel showing signs of rusting
- General appearance of paint work poor
- Outside accommodation decks showing signs of poor maintenance
- Hull markings such as draught marks, bulbous bow warnings, bow thruster warnings, tug push points etc. not clearly marked
- Watertight doors, ports and hatches with rubber seals in poor condition or missing, securing arrangements damaged or missing

- Ballast tank and void space vents damaged or corroded
- Ventilation and fire flaps, seized, damaged or lashed open

Inspectors are encouraged to provide a general comment regarding the overall impression of the appearance and condition of the vessel.

Section 14.		ACCOMMODATION				
14.	Ref	Accommodation	Yes	No	N/A	Cat

The appearance and housekeeping standard of the following (when fitted) appears satisfactory:

14.1	Bridge	☐	☐	☐	D
14.2	Communications room	☐	☐	☐	D
14.3	Accommodations	☐	☐	☐	D
14.4	Sanitary facilities	☐	☐	☐	D
14.5	Mess Rooms	☐	☐	☐	D
14.6	Lounges	☐	☐	☐	D
14.7	Galley	☐	☐	☐	D
14.8	Pantries	☐	☐	☐	D
14.9	Dry stores	☐	☐	☐	D
14.10	Refrigerated stores	☐	☐	☐	D
14.11	Laundry / drying room	☐	☐	☐	D
14.12	Cargo control rooms	☐	☐	☐	D
14.13	Offices	☐	☐	☐	D

In assessing the appearance and condition of the accommodation the age of the ship should be taken into consideration. However the following should be recorded as observation and discussed with the Master.

- Decks in poor state of repair
- Decks showing a general lack of cleaning
- Toilet areas dirty or with fittings broken or missing
- Accommodation lighting poor or not operational
- Furniture and fittings broken or in a poor state of repair
- Poor hygiene standards in galley area
- Stores not tidy. Evidence of rotting food. Fridge operating temperatures too high. Fridge lights and alarms not working

- A general impression of low housekeeping standards
- Public alleyways used as drying rooms
- Public spaces untidy or used for storage
- Incorrect use of storage spaces

Inspectors are encouraged to provide a general comment regarding the overall impression of the appearance and condition of accommodation and internal spaces.

Section 15.		CARGO/BALLAST TANKS AND OTHER SPACES				
Chemical						
15.	Ref	Cargo/Ballast Tanks and Other Spaces Internal Condition	Yes	No	N/A	Cat

This section will not normally be assessed during a CDI inspection.

If no internal inspection is effected, the question should be answered as N/A.
On occasions on which such inspection is requested and feasible, the identity of tanks entered must be listed in 15.1 or 15.2, as appropriate.

The Inspector must comply with the Company's tank entry procedures. The ship, to the satisfaction of the inspector, must produce documentary evidence that tanks are certified suitable for entry and will remain so throughout the duration of the inspection. The ship must provide for any additional precautions that the Inspector may deem necessary. Should there be any doubt as to his/her own safety, the Inspector must refuse to enter the tank or tanks.

The inspector may use ship's own cargo tank inspection records to verify his findings.

Any defect in any tank will result in a No answer. For questions answered as 'No', the details of the defect must be entered in the observation.

15.1 The internal condition of all cargo tanks (including deck tanks) and equipment within, appears satisfactory. ☐ ☐ ☐ D

Identity of the cargo tanks (including deck tanks) entered:

_____
_____
_____
_____
_____
_____

15.1 ***Any defect in any tank will result in a No answer. If the question is answered as 'No', the details of the defect(s) and the tank identity must be entered in the observation. Aspects of the cargo tanks and associated equipment to be inspected include:***

Forward bulkhead
After bulkhead
Outboard bulkhead
Inboard bulkhead
Deckhead
Bottom
Internal frames
Ladders
Cargo filling line
Cargo pump
Stripping system
Heating coils
Tank washing machine
Cargo monitoring system sensors/fittings

Section 15.		CARGO/BALLAST TANKS AND OTHER SPACES				
Chemical						
15.	Ref	Cargo/Ballast Tanks and Other Spaces Internal Condition	Yes	No	N/A	Cat

15.2 The internal condition of all ballast tanks (and other spaces) and equipment within, appears satisfactory. ☐ ☐ ☐ D

Identity of the ballast tanks (and other spaces) entered:

_____
_____
_____
_____
_____
_____

15.2 ***Any defect in any tank/space will result in a No answer. If the question is answered as 'No', the details of the defect(s) and the tank/space identity must be entered in the observation. Aspects of the ballast tanks (and other spaces) and associated equipment to be inspected include:***

Forward bulkhead
Aft bulkhead
Outboard bulkhead
Inboard bulkhead
Deckhead
Bottom
Internal frames
Ladders
Pipelines, valves, filters and eductors systems
Heating lines
Venting system
Access
Monitoring system sensors/fittings (level, pressure, toxic, flammable, moisture, etc.)
Cabling and lighting where applicable