



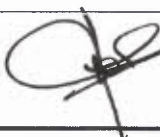
OFFSHORE PROJECTS and OPERATIONS

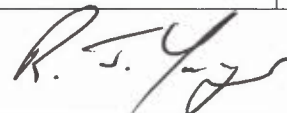
OSV RELUME

COMMON MARINE INSPECTION DOCUMENT (CMID)

Friday 19th June 2015

MMS-MAR-15-0085-RJY

Approval	Name: Captain Dave Jones	Date: 22/06/2015
Marine Manager	Signature: 	

Originator	Name: Richard J. Younger	Date: 22/06/2015
Marine Technical Superintendent	Signature: 	



DISTRIBUTION LISTING

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Rev. No.	Description of Change	Author	Q.A.		Approved	Date
			Tech.	Admin		
00	For Issue	RJY	DJ	SC	DJ	22/06/2015
01						
02						
03						

ASSOCIATED DOCUMENTS

Document No.	Document Title

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Common Marine Inspection Document



Vessel name:	OSV RELUME
IMO number:	9280720
Date inspected:	19th June 2015



The International Marine Contractors Association (IMCA) is the international trade association representing offshore, marine and underwater engineering companies.

IMCA promotes improvements in quality, health, safety, environmental and technical standards through the publication of information notes, codes of practice and by other appropriate means.

Members are self-regulating through the adoption of IMCA guidelines as appropriate. They commit to act as responsible members by following relevant guidelines and being willing to be audited against compliance with them by their clients.

There are two core activities that relate to all members:-

- ◆ Competence & Training
- ◆ Safety, Environment and Legislation

The Association is organised through four distinct divisions, each covering a specific area of members' interests: Diving, Marine, Offshore Survey, Remote Systems and ROV.

There are also five regional sections which facilitate work on issues affecting members in their local geographic area – Asia-Pacific, Central and North America, Europe and Africa, Middle East and India and South America.

IMCA M 149 Issue 8

This document supersedes all previous issues of the Common Marine Inspection Document (IMCA M 149), which are now withdrawn.

This latest issue has been produced as the result of discussion by a cross-industry steering committee and workgroup which has resulted in a complete update of the document.

www.imca-int.com/marine

The information contained herein is given for guidance only and endeavours to reflect best industry practice. For the avoidance of doubt no legal liability shall attach to any guidance and/or recommendation and/or statement herein contained

Common Marine Inspection Document

IMCA M 149 Issue 8 – May 2011

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Introduction

The purpose of the Common Marine Inspection Document (the 'CMID') is to provide an industry format for vessel inspection reports and to reduce the number of inspections carried out on individual marine vessels, together with the adoption of a common inspection standard for the offshore marine industry. This can be achieved by sharing inspection reports. If there is a requirement to inspect a vessel, the company requesting the inspection should first ascertain the date when the last inspection was conducted, using the format of this document and the availability of the report. If the report is more than one year old then a new inspection should be conducted. A competent and independent third party should complete the inspection.

Using the report does not waive any rights to inspect the vessel, but the inspection report can be taken into consideration when assessing the degree of any further inspection that might be required.

A significant part of the international offshore industry has accepted this document as the standard for vessel inspections and, as such, when requesting copies of recent inspections they will expect them to be in this format.

This document does not contain specialist sections for different vessel types, but may be used as a basis for inspecting any type of vessel.

It is intended that the CMID should be treated as a living document, in that some parts can be completed by the crew prior to an inspector's arrival and thereafter the vessel's crew can keep it updated wherever possible, so that the minimum amount of work is required at each inspection.

Notes

- 1 This issue of the CMID follows cross-industry discussion which has resulted in a complete update of the document. Changes from the previous version are therefore not listed.
- 2 IMCA M 189/S 004 – *Marine Inspection Checklist for Small Workboats* – may be appropriate for other vessels.
- 3 The vessel owner has the right to comment on the findings.
- 4 Further topic - and vessel-specific reports are being developed by IMCA.
- 5 The electronic version of this report, ready for completion by inspectors, is available via the IMCA website at www.imca-int.com/cmids.
- 6 For information on obtaining the printed CMID and related documents see www.imca-int.com/publications.
- 7 In the CMID the abbreviations used are:- NA = not applicable; NS = not seen.
- 8 Any questions highlighted grey indicate that a comment is mandatory on the e-CMID version even where a Yes answer is provided.

Terminology Definitions

Inspector The person (or persons) inspecting the vessel. The technical knowledge, experience and competence of the person (or persons) performing the inspection should be appropriate to the type of vessel under review.

Inspector competence Inspector competence is a key part of delivering a consistently good CMID. Competence is self administered by the inspection companies and forms part of the IMCA competence framework. The individual's competence is a combination of three sections:

- ◆ qualifications;
- ◆ experience; and
- ◆ verification.

Qualifications

- ◆ Seagoing qualification at management level or appropriate qualification for the vessel type;
- ◆ Inspection / audit qualification (IRCA or equivalent).

Experience

- ◆ A number of inspections in tandem with a competent inspector;
- ◆ A number of inspections shadowed by a competent inspector;
- ◆ For any new ship type, the inspector should carry out further inspections whilst being shadowed by a suitably competent inspector;
- ◆ Following the inspections, the inspector should be given feedback with remedial action taken as required;
- ◆ A minimum number of inspections per year (3-4) to maintain competence.

Note: 'An inspection' means carrying out the inspection, discussing the results with the Master and writing / delivering the report.

Verification

- ◆ Inspector company to develop and administer a competence assurance scheme including mentoring;
- ◆ The inspector's client to provide feedback to the company and audit the company scheme if necessary.

International voyage A voyage from a country to a port or place outside such country or the converse.

Operator The word 'operator' has been used throughout this document as meaning either the company, operator or manager responsible for the vessel.

Abbreviations

AIS	Automatic Identification System
ARPA	Automatic Radar Plotting Aid
BA	Breathing Apparatus
CSO	Company Security Officer
DP	Dynamic Positioning
DPA	Designated Person Ashore
DSC	Digital Selective Calling
EEBDs	Emergency Breathing Devices
FMEA	Failure Modes and Effects Analysis
FMECA	Failure Modes and Effects Criticality Analysis
FRC	Fast Rescue Craft
GMDSS	Global Maritime Distress and Safety System
H&M	Hull and Machinery
HAV	Hand Arm Vibration
HLO	Helideck Landing Officer
ICS	International Chamber of Shipping
IMCA	International Marine Contractors Association
IMO	International Maritime Organisation
INLS	International pollution prevention certificate for the carriage of Noxious Liquids Substances in bulk
IOPP	International Oil Pollution Prevention Certificate
ISM	International Safety Management
ISPS	International Ship & Port Facility Security Code
LOA	Length Overall
LSA	Life Saving Appliance
MARPOL	Merchant Shipping (Prevention of Oil Pollution) Regulations
MOB	Man Overboard Boat
OWS	Oily Water Separator
P&I	Protection and Indemnity
POB	Personnel Onboard
PPE	Personal Protective Equipment
PTW	Permit To Work
SIMOPS	Simultaneous Operations
SMS	Safety Management System
SOLAS	International Convention for the Safety of Life at Sea
SMPEP	Shipboard Marine Pollution Emergency Response Plan
SOPEP	Shipboard Oil Pollution Emergency Response Plan
SSO	Ship Security Officer
STCW	International Convention on Standards of Training, Certification and Watchkeeping for Seafarers
SWL	Safe Working Load
TBT	Tributyltin
UKOOA	UK Offshore Operators Association – now Oil & Gas UK
UMS	Unattended Machinery Space
VHF	Very High Frequency

Inspection Process

The inspection should be planned and undertaken in liaison with the vessel owner to maximise the use of resources, while creating the least disruption to ongoing activities. Sufficient flexibility should be built into the programme to reflect changing operational demands. To this end, the inspector and vessel owner should discuss in advance:

- ◆ the timing and programme (opening meeting, scope of inspection and closing meeting);
- ◆ approximate duration and format of the inspection;
- ◆ the personnel to be made available;
- ◆ vessel's documentation requiring to be viewed (including previous inspection reports where available);
- ◆ if in doubt, the inspector may ask for the equipment in question to be operated.

The inspector should satisfy him / herself that, through the inspection process, shore-based management has demonstrated a satisfactory commitment to the vessel's health, safety and environmental issues. This can be achieved through observation and conversation with the vessel's crew with matters relevant to them.

Throughout the inspection, the inspector, where possible and appropriate, should be accompanied by the vessel owner's personnel familiar with the area being inspected.

On conclusion, the inspector will provide the relevant operator's personnel with a verbal briefing and a brief written summary of the result of the inspection. The Master has the right to comment and include notes on the findings.

Inspection Summary

Report completed by <i>(Inspector's name)</i>	Richard J. Younger	Date	19th June 2015
Inspector's Employer	Petrofac Marine Services		
Company on whose behalf inspection is carried out	MMSL		
Report Summary seen and discussed by <i>(Master's name)</i>	John Heale	Date	19th June 2015

Inspector's Findings	Master's Comments (at time of debrief)
<p><u>6.21 – Paint Store</u></p> <p>This is in the process of refurbishment following extensive refit. The locker should have 'In Use' and 'New' paint segregation with all shelving restraint bars replaced.</p>	Agreed
<p><u>11.1 – CO₂ Room</u></p> <p>At present both the supply and exhaust are taken from the top of the room.</p> <p>The exhaust fan trunking should be extended to floor level to remove any heavier than air CO₂ accumulation.</p> <p>Closed out 21/06/2015 - PMS</p>	Agreed

Debrief

The inspector should discuss the inspection findings with the Master before leaving the vessel.

Distribution List for Reports

A written copy summarising the findings should be left on the vessel inspected.

A copy of the *final* report to be distributed as follows:

- 1 Vessel
- 2 Vessel owner
- 3 The party who commissioned the inspection, if not the vessel owner, such as an oil company client

I Vessel Particulars

	Requested Information
Name of vessel	RELUME
IMO number	9280720
Type of vessel	Offshore Support Vessel
<i>(include detail of any special features)</i>	
Previous name(s)	
Vessel owner	Menas Marine Services Limited
Address:	8 / 9 Lovat Lane, London. EC3R 8DW
Telephone:	+44 (0)20 7220 9520
Fax:	
E-mail:	
Vessel operator	As Above
Name:	
Address:	
Telephone:	
Fax:	
E-mail:	
Date current vessel operator assumed responsibility for vessel	2004
Manning agent	As Above
Address:	
Telephone:	
Fax:	
E-mail:	
Flag	Bahamas
<i>(If the vessel has changed flag within the past six months, report date of change and previous flat in 'Additional comments')</i>	
Port of registry	Nassau
Classification society: <i>(if vessel has changed class within the past six months, report date of change and previous classification society, in 'Additional comments')</i>	Lloyds Register
Class ID number	
Additional comments <i>(include any additional specialised equipment vessel has onboard)</i>	<p>Vessel is equipped with:-</p> <p>1 x AHC Crane Starboard Side Main Deck Rated at 25 tonnes @ 12m</p> <p>1 x Telescopic Crane Port Side Main Deck Rated as follows:- 13.25 tonnes @ 12m 2.5 tonnes @ 30m</p> <p>1 x Telescopic Stores Crane Port Side Fwd - Navigation Deck Level Rated at 1.17 tonnes @ 8.63m</p>
Hull type	Steel
LOA	82.60 m
Beam	16.50 m
Maximum draft	4.50 m

	Requested Information
Deadweight tonnage	890
Gross tonnage	3526
Main engine horsepower and manufacturer	4434 KW – Wartsila
Number of engines	4
Number and type of main propellers	2 x Rolls Royce Azimuth Thrusters - US 205/3500
Number of rudders	n/a
Number of generators	2 x 750 KW Wartsila (Aft Engine Room)
Kort nozzles fitted?	Yes
Bow thruster fitted (number and type)?	2
Stern thrusters fitted (number and type)?	N/A
Other propulsors fitted (number and type)?	N/A
Rated bollard pull (as applicable)	N/A
Type of bunkers	MGO
Bunker capacity	540 m ³
Daily fuel consumption	13m ³ @ 13 knots / 4m ³ on DP
Potable water capacity	146 tonnes
Can vessel make potable water?	80m ³ per day. Reverse Osmosis Plant
Inmarsat number	+87 376 344 6275
V-Sat number	+44 20 376 91 458
Vessel mobile phone number	N/A
Vessel email address	Relume_master@relume-mmsl.com
Call sign	C6TR4
Date of last owner's / operator's Superintendent's visit to vessel	4th June 2015
Name of the vessel's P&I club	British Marine Managers
Date of last port state inspection (see also 2.6 below)	18th May 2015 (Rotterdam)
Name and contact details for designated person ashore (DPA)	John Hughes
Date of last dry docking or in water survey	30th April 2015
Location of last dry docking or in water survey	Schiedam, Netherlands
Date next dry docking due	October 2017

2 Previous Inspections

2.1	Date of last CMID inspection	Yes ✓	No		
Last CMID 09/04/2014.					

2.2	Does the vessel have onboard a copy of the most recent CMID report?	Yes ✓	No	NA	NS
Copy sited. All actions closed out.					

Inspector should review the previous report and verify that appropriate corrective action has been taken on any findings. Actions not closed out are to be carried forward to this report under the original date.

Note where not available and state why.

2.3	Does the vessel carry a DP system?	Yes ✓	No		NS
K-Pos DPC2I system. Class Notation:- +I00A1, +LMC, UMS,DP(AA), IBS					

If yes, state class notation and go to questions 2.4 and 2.5.

If no, go to question 2.6.

2.4	Does the vessel have onboard a copy of the most recent DP trials report?	Yes ✓	No	NA	NS

Inspector should review the previous report and verify that appropriate corrective action has been taken on any findings. Actions not closed out are to be carried forward to this report under the original date.

Note where not available and state reasons why.

2.5	Does the vessel have onboard a copy of the most recent vessel DPFMEA or FMECA?	Yes ✓	No	NA	NS
MMS-MAR-15-0029-RJY-R01. Dated 20/05/2015. 2 x 'B' Recommendations noted. All closed out.					

Inspector should review the previous report and verify that appropriate corrective action has been taken on any findings. Actions not closed out are to be carried forward to this report under the original date.

Note where not available and state reasons why.

2.6	Date and place of last Port State Control inspection.	Yes ✓	No	NA	NS
18/05/2015, Rotterdam. No actions noted.					

3 Certification

3.1 Is the vessel clear of conditions of class and any safety related memoranda?	Yes ✓	No	NA	NS
--	----------	----	----	----

No CCs or memoranda outstanding.

Give details of conditions of class outstanding and any safety related memoranda.

3.2 Have the certificates and documentation listed in the Index of Certificates (Section 4) been checked and verified as in date?	Yes ✓	No	NA	NS
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Random sample was checked. All in order.

Inspector should review the Index of Certificates (Section 4) and confirm whether all appropriate certificates are in date.

Inspector should note any expired certificates or recertification ongoing at the time of inspection.

3.3 Does the vessel maintain an indexed library of procedures and publications?	Yes ✓	No	NA	NS
---	----------	----	----	----

Documents are available on bridge PC and IFAN website.

Review documents carried to ensure all correct documents, including consolidated publications, are available.

3.4 Are publications carried in accordance with statutory requirements and IMCA recommendations?	Yes ✓	No	NA	NS
--	----------	----	----	----

Publications checked and are in order with regular updates from the company.

3.5 Is the chain register / lifting appliance register up to date?	Yes ✓	No	NA	NS
--	----------	----	----	----

All up to date.

Items such as cranes, derricks and pad eyes must be clearly marked with their SWL.

Test certificates should be onboard for all items of lifting equipment including chain blocks, strops, ropes, shackles. (NB: may have a batch certificate for small shackles.)

4 Index of Certificates

Certificate	Applicable to Vessel Type Y / N	Date of Expiry	Certification Guidance
International Tonnage Certificate (1969)	Y	22/06/2004	
International Load Line Certificate	Y	14/09/2019	
International Load Line Certificate Exemption	N		
Cargo Ship Safety Construction Certificate	Y	14/09/2019	
Intact stability booklet	Y		
Cargo Ship Safety Equipment Certificate	Y	23/09/2015	
Cargo Ship Safety Radio Certificate	Y	14/09/2019	
Cargo Ship Safety Radio Exemption Certificate	N		
Damage control booklets	Y		
Minimum Safe Manning Document	Y	04/03/2019	
Cargo securing manual	Y		
International Oil Pollution Prevention Certificate	Y	14/09/2019	
Offshore support vessel Certificate of Fitness (for hazardous and noxious liquids); or International Pollution Prevention Certificate for the Carriage of Noxious Liquid Substances in Bulk (INLS Certificate)	N		
Document of Compliance with the special requirements for ships carrying Dangerous Goods	N		
Dangerous Goods Manifest or Stowage plan	N		
Garbage management plan and garbage record book	Y		
Diving Systems Safety Certificate	N		
Dynamically Supported Craft Construction and Equipment Certificate	N		
Oil Record Book	Y		
Shipboard Oil Pollution Emergency Plan	Y		
Shipboard Marine Pollution Emergency Plan	N		
International Air Pollution Prevention Certificate	Y	14/09/2019	
Safety Management Certificate	Y	11/03/2020	
Document of Compliance (copy)	Y	02/08/2019	
Noise Survey Report	N		
Continuous Synopsis Record	Y		
International Ship Security Certificate (copy)	Y	12/03/2020	
Ship Security Plan (not for examination - content secure to vessel)	Y		
Cabotage - if applicable	N		
Anti-fouling / TBT Free - if applicable	Y		
MARPOL IV / V / VI - if applicable	Y	IV 14/09/2019	
Ship Sanitation Certificate – Derat	Y	03/09/2015	
Ballast Water Management Plan	Y		
P&I	Y	20/02/2016	
H&M Insurance certificate	Y	31/01/2016	
Employer Liability insurance	N		
Locally applicable additional certificates	Y		

5 ISM

5.1	Does the vessel have an ISM Safety Management Certificate?	Yes ✓	No	NA	NS
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Expiry date:- 11/03/2020.

Review most recent internal audit. Confirm that any proposed corrective actions have been implemented.

5.2	Are the DPA details available?	Yes ✓	No	NA	NS
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Posted on bridge.
DPA (1) John Hughes – Safety Director.
DPA (2) Albert Howard – Company Secretary.

Confirm that the correct details of Designated Person Ashore (DPA) are displayed prominently.

5.3	Does the vessel display current health, safety and environment policies signed by management?	Yes ✓	No	NA	NS
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All posted at main deck and signed.

Workforce / marine crew should be aware of current health, safety and environmental policies.
Are the policies available and the most recent revision?

5.4	Is there a system in place for reporting non-conformances to the operator?	Yes ✓	No	NA	NS
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Ships SMS System Procedures Section 9.0.

Note type of system in use.
Note any non-conformances outstanding and responses to non-conformances raised.

5.5	Does the system ensure that all non-conformances are closed out in an agreed period?	Yes ✓	No	NA	NS
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System has non-conformance close outs within an agreed time period.

What time frame does the system require to have close outs completed in?

5.6	Are procedures in place that address response to any noted non-conformances?	Yes ✓	No	NA	NS
SMS Section 9.0 – noted in Master's monthly report and tracking.					
5.7	Is feedback reported to the vessel?	Yes ✓	No	NA	NS
Tracked via ISM monthly inspections.					
System should include provision for feedback on action on any non-conformances from the vessel's shore management. How is this feedback provided?					
5.8	Are arrangements in hand to ensure efficient communication between all persons on the vessel and third parties?	Yes ✓	No	NA	NS
Various nationalities on board. Common Language is English. All signage posted in English.					
Where a common language is not spoken by all, arrangements should be made to ensure that orders and information can be transferred efficiently and without ambiguity, e.g. provision of a liaison Master. Signs and warning notices should be in language(s) understood by all.					
5.9	Does the vessel operator have a drug and alcohol policy?	Yes ✓	No	NA	NS
SMS Section 7.9. Random spot checks conducted.					
Establish how the operation of the policy is monitored.					
5.10	Is there evidence that the workforce / marine crew is fully involved in safety management?	Yes ✓	No	NA	NS
Safety meetings are held monthly – most recent was 24/05/2015. Next scheduled 20/06/2015. Either whole crew attend or department heads depending on the issues at hand. Items that are identified in meetings are given time frames to close out and evidence supported.					
Look for evidence demonstrating active workforce / marine crew involvement. Safety meetings – note the stated frequency of the meetings and verify by reference to the minutes. Establish who attends the safety meetings. Is there evidence of issues being identified and closed?					

6 HSE

6.1	Is there evidence of full compliance with the company's HSE management system?	Yes ✓	No	NA	NS
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All crew are aware of safety management system and sign to confirm on their induction. Smoking regulations are in place and policy displayed in public areas. Relevant safety signs are placed appropriately.

Key personnel should have knowledge of the safety management system appropriate to their duties.

Sufficient crew should be onboard at time of inspection trained to handle emergency situations. Check that procedures address minimum manning requirements in port.

All loose gear on and below deck should be safely secured.

Smoking regulations should be in place and complied with.

Safety signs and relevant safety information should be prominently displayed.

6.2	Is there evidence of full compliance with the company's personal protective equipment policy?	Yes ✓	No	NA	NS
------------	---	----------	----	----	----

PPE policy in place. All personnel sighted wearing correct PPE during inspection.

Does the company have a personal protective equipment policy? Note evidence of compliance.

6.3	Are personnel joining the vessel given an appropriate safety induction?	Yes ✓	No	NA	NS
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Crew safety induction part of familiarisation introduction to vessel. New personnel are given a safety tour with an experienced crew member.

Is there evidence of crew and contractor inductions?

Are inductions aligned to the vessel type, operation and structure?

Is a safety tour part of the induction process for personnel joining?

6.4	Are personnel visiting the vessel given an appropriate safety briefing?	Yes ✓	No	NA	NS
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All visiting personnel are given a safety briefing.

Are arrangements in place for briefing / managing the safety of visitors?

Are safety rules prominently displayed?

6.5	Does the vessel have a system for reporting and recording incidents, accidents and near misses?	Yes ✓	No	NA	NS
<p>Incident, accidents and near misses are reported via the AMOS system. Work prompt observation cards are in place for and brought to attention during safety meetings.</p> <p>Is there evidence that the reporting system is being used? Is reporting of near misses encouraged? Does the system identify responsibility for conducting investigations?</p>					
6.6	Is there evidence that the vessel complies with the system for reporting and investigating incidents, accidents and near misses?	Yes ✓	No	NA	NS
<p>All incidents are reported via a RELUME INCIDENT / ACCIDENT / NEAR MISS / or HAZARDOUS OCCURRENCE REPORT FORM. Last incident No. 002/15 - Watertight Integrity. Dated 11th June 2015.</p> <p>Is there is an investigation process in place? Does the investigation process include provision for training? Is there evidence that onboard personnel have undergone the training? Is there evidence of a system that identifies root cause during investigations? Are the results and findings promulgated both within and outside the company?</p>					
6.7	Do vessel specific emergency procedures exist covering, for example, fire, explosion, grounding, pollution?	Yes ✓	No	NA	NS
<p>All listed in Section 6 of the SOPEP Manual:- Pipeline Leakage, Tank Overflow, Hull Leakage, Grounding / Stranding, Fire / Explosion, Collision, Hull Fracture, Ship Submerged / Foundered/ Wrecked, Hazardous Vapour Release. SMS - EMERGENCY PROCEDURES Manual Section – SC02. A drill matrix is in place. This is received annually with new drills inserted when identified. Last Drill:- Fire Drill - Emergency Generator Room - 18/06/2015.</p> <p>Assess familiarity of officers and crew with the procedures. Are drills routinely conducted with all vessel crews? Does the vessel have access to shoreside specialist support?</p>					
6.8	Are risk assessments conducted onboard?	Yes ✓	No	NA	NS
<p>Risk assessments in place – both generic and task bases. RAs are continually accessed / reviewed during PTW toolbox talks. Stop the job process is encouraged.</p> <p>View recent risk assessments, comment if they are generic and / or task based. Determine what input the workforce / crew has in the process. Is there a process for reviewing new and existing tasks? If possible, view the risk assessment for an operation presently underway. Is there a process to stop work when there is a change in conditions? Perform random spot checks to determine if risk assessments have identified hazards and that any mitigation identified has been implemented.</p>					

6.9	Is risk assessment training provided to personnel on board?	Yes ✓	No	NA	NS
<p>Master is IOSH trained. Senior officers train personnel in risk assessment.</p>					

Does the risk assessment training provide an understanding of the company's risk assessment policy?

6.10	Are the worksites assessed?	Yes ✓	No	NA	NS
<p>Work sites are assess both prior to work commencing and continually throughout the work process.</p>					

Are workplace health risks, from operations and products, to both employees and contractors controlled?

6.11	Does the work management system address regulatory requirements and industry guidance?	Yes ✓	No	NA	NS
<p>All up to date regulatory documentation is in place.</p>					

Are assessments conducted for substances hazardous to health, display screen equipment, radiation, noise, manual handling, lifting equipment management systems, SIMOPS, HAV?

6.12	Is there evidence that the output of risk assessments is applied at the work site?	Yes ✓	No	NA	NS
<p>Task specific risk assessments are review during the toolbox talk prior to work commencing.</p>					

Check if a system of pre / post task safety meetings / toolbox talks is in place.

How is post task feedback managed?

6.13	Is there a formal management of change policy in place?	Yes ✓	No	NA	NS
<p>A formal management of change procedure is in place. Section 3 of SMS Risk Management Manual.</p>					

Does the vessel have a formal management of change process?

Comment on the level of risk assessment required by the process.

Comment on the process that exists, including the apparent level of use.

6.14	Is a permit to work (PTW) system in use onboard?	Yes ✓	No	NA	NS
<p>A well established Permit to Work system is in place covering hot work, confined space, overside work, cold work, high pressure work, working aloft, critical systems, energy isolation.</p> <p>Separate checklists for employed for confined space and energy isolation, with LOTO for energy isolation.</p> <p>RAs are cross-referenced to the specific PTW via a numbering system.</p>					

Describe the types of tasks covered by permits.

How are isolations identified and managed?

Are permits audited?

Have personnel received formal training in the PTW system?

How are risk assessments linked to the permit system?

6.15	Is the permit system applied onboard?	Yes ✓	No	NA	NS
<p>The PTW system applies to all onboard and all contractors.</p> <p>Permit to Work records filed on the bridge. Isolation records filed in MCR.</p> <p>Any PTW is only valid for a maximum of 12 hours, after which time it is closed and a new permit issued.</p>					

At the time of inspection, comment on the number of tasks managed by permit.

The inspector should try to confirm that the relevant permit controls are in place at the worksite.

6.16	Are enclosed spaces and controls for entry identified onboard?	Yes ✓	No	NA	NS
<p>A separate PTW is employed for enclosed space entry.</p> <p>All enclosed spaces are identified as such via notices posted at entry points.</p>					

Entry permit system should be in use (to include testing of atmosphere for oxygen and toxic gases) with records available for inspection.

Atmosphere measuring instrumentation should be calibrated; a process should be in place for ensuring staff are trained and aware of limitations of gas meters.

All records should be fully completed and signed off when work completed.

Enclosed spaces should be adequately ventilated during entry.

Vent fans should be available and be operated in extraction mode when in use.

What type of breathing apparatus is available; if there are limitations on its use, is there a process for ensuring staff are aware of these limitations?

What rescue equipment is made available for use and where will it be located?

Dangerous or potentially dangerous enclosed spaces should be identified and labelled with procedures in place for entry. Check for evidence of awareness training for all staff.

6.17	Are specific procedures used for hot work?	Yes ✓	No	NA	NS
-------------	--	----------	----	----	----

Hot work has a specific category within the PTW system on board.

Comment on the system in use.

Comment on the system requirements for PPE and confirm that the required equipment is available for use.

All records should be fully completed and signed off when work completed.

Welding equipment should be routinely inspected with documented inspection records and safety guidelines available.

Are flashback arrestors fitted?

Spare gas and oxygen bottles should be stored apart in dedicated storage lockers that are clearly marked and in a well-ventilated position outside accommodation and engine room.

Cylinders should be appropriately colour coded.

6.18	Is there a lock-out / tag-out policy in place?	Yes ✓	No	NA	NS
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LOTO is a specific separate part of PTW policy.
The LOTO cabinet is sited in the MCR.
A separate 'Long Term' energy isolation log is kept.



6.19	Is there evidence of consistent application of the lock-out / tag-out policy?	Yes ✓	No	NA	NS
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All energy isolation PTWs issued are kept on file in the MCR.

Is there evidence of positive isolation?

Is a long term isolation record maintained?

Is there evidence of a policy for the temporary re-instatement of systems?

6.20	Is there an asbestos management system?	Yes	No ✓	NA	NS
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An asbestos free certificate has been issued by Damen Ship Repair.
See Appendix.

Is there a requirement for an asbestos management plan?

If no, the 'Asbestos Free' certification should be seen by the inspector. If yes, is the management plan in place, with marked general arrangement plans available?

Are warning signs displayed and an asbestos log maintained?

Check for awareness of the appropriate legislation in respect of asbestos onboard.

6.21 Are procedures for stowage and handling of chemicals and flammable / combustible materials in place and being consistently applied?	Yes ✓	No	NA	NS
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All chemicals are stowed in a locked chemical locker with MSDS and COSHH documentation on site.

Observation:- Paint Store. This is in the process of refurbishment following extensive refit. The locker should have 'In Use' and 'New' paint segregation with all shelving restraint bars replaced.

Copies of material safety data sheets should be at storage locations.

Does the vessel have access to specialist advice?

Personal safety equipment should be available and locations clearly defined.

Location of cleaning stations should be identified.

Risk assessment should have been conducted.

Warning notices should be displayed.

Secure stowage should be provided where required.

Chemicals should be stowed away from ropes or other materials that might be contaminated in the event of spillage.

Incompatible chemicals should have separate stowage.

6.22 Is the vessel provided with its own safe means of access?	Yes ✓	No	NA	NS
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2 x Accommodations ladders provided port and starboard + a ship's gangway.
At the time of audit a yard supplied gangway was in use.

Over-side accommodation ladders should be available for use, free from defect and properly rigged.

Gangway should be available for use, free from defect and, when in use, should be properly rigged and attended with a safety net and a life buoy with lifeline placed near the gangway or accommodation ladder.

Pilot ladders should be available for use, free from defect and properly rigged. If not in use, ladders should be properly stowed to minimise damage.

6.23 Does the SMS specifically address hazards associated with slips, trips and falls?	Yes ✓	No	NA	NS
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All trip hazards a clearly highlighted, no grating was seen to missing and all were secured correctly.

Note if a programme to detect and minimise hazards is in force.

Note if hazards that cannot be eliminated are clearly marked.

Comment on any apparent hazards that have not been eliminated or marked.

Note if personnel are wearing footwear contradictory to signage in their location.

Check for the following hazards:

- ◆ unsecured, buckled or missing gratings or plates;
- ◆ missing handrails or unguarded drops;
- ◆ worn treads on ladders;
- ◆ spillages of liquid left untreated;
- ◆ showers without grabrails or non-slip deck surfaces.

6.24	Is there evidence that safe working practices are being consistently applied to machinery spaces?	Yes ✓	No	NA	NS
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Correct PPE worn. Emergency escapes well posted.
 Safe working practices are in place as per the company procedures and Chief Engineers Standing Orders.
 All machinery is correctly guarded.



- Are safety area inspections conducted that include machinery spaces?
- Are warning signs in place indicating where hearing protection is required?
- Comment on whether machinery space PPE requirements are specified and complied with.
- Engine room machine tools should have eye protection measures in place.
- Guards should be in place on exposed shafts / gears.
- Are emergency escape routes clearly marked, unobstructed and well lit?
- Engine room emergency stops / shut-offs should be clearly marked and regularly tested with tests recorded.
- Is an engineer's call alarm fitted and is it in good order and tested regularly and the results recorded?
- Gauge glass closing devices on oil tanks should be of self-closing, fail-safe type.
- Self-closing devices on double bottom sounding pipes should be operational.
- Is there a set of Chief Engineer's standing orders posted and countersigned?
- Does the Chief Engineer maintain a night order book? If so, this should be checked as providing instruction for situations likely to be encountered.
- Has the Chief Engineer written his own standing orders and are night orders being completed? Have the watch engineers countersigned the Chief Engineer's standing and night orders as read and understood?
- Watertight doors should be in full working order and operating / warning notices posted.

7 Security

7.1	Is the vessel required to have an approved Ship Security Plan that meets ISPS requirements?	Yes ✓	No	NA	NS
<p>ISPS system is in place. Approved copy on board. Master is SSO.</p>					

Note: Inspectors are not authorised to see individual Ship Security Plans and should not request to view them.

ISPS Code applies to the following types of ships engaged on international voyages:

- ◆ passenger ships, including high speed passenger craft
- ◆ cargo ships, including high speed craft, of 500 gross tonnes and upwards
- ◆ mobile offshore drilling units.

Verify a valid International Ship Security Certificate is being carried onboard.

Confirm that an onboard security review has been conducted in the last twelve months by the Company Security Officer and the Ship Security Officer to ensure that the plan is aligned with operational requirements in the area of vessel operation.

If no, go to question 7.2 only; if yes, go to question 7.3 onwards.

7.2	If the vessel is not required to have an approved Ship Security Plan because of vessel's tonnage or trading area, are there security procedures in place?	Yes	No	NA ✓	
<p>N/A</p>					


If a vessel is not required to have a Ship Security Plan, verify that security procedures are in place onboard covering:-

- ◆ company security obligations
- ◆ Company Security Officer or representative
- ◆ vessel security obligations
- ◆ Vessel Security Officer
- ◆ Ship Security Plan
- ◆ responding to a security incident
- ◆ reporting and follow up of security incidents
- ◆ port and vessel operations
- ◆ visitor management
- ◆ restricted or controlled areas
- ◆ training, drills and exercises.

7.3	Is there an appointed Ship Security Officer and Company Security Officer?	Yes ✓	No	NA	NS
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SSO:- Master

CSO:- Paul Dunn



Verify there is a company appointed Security Officer. All vessels are required to have an officially appointed Ship Security Officer.

Verify that the Ship Security Officer has been formally trained and certificated for ISPS Ship Security Officer roles.

Verify roles and responsibilities of Company Security Officer are documented and defined.

Verify that roles and responsibilities of Ship Security Officer are documented and defined.

Verify that the company security reporting responsibilities documented and clearly defined.

7.4	Is the ship security operating level clearly indicated to all personnel?	Yes ✓	No	NA	NS
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Level I in force during audit.
Displayed at gangway and all public rooms.

Verify that ship operational security level is clearly communicated to all personnel and how.

7.5	Are personnel joining or visiting the vessel given a security induction?	Yes ✓	No	NA	NS
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This is part of the vessel familiarisation procedures.

Verify security forms part of vessel formal induction process.

Confirm security duties and responsibilities are covered in vessel formal induction process.

7.6	Does the vessel have specific port security procedures covering visitors, storing and vessel gangway watchkeeping requirements?	Yes ✓	No	NA	NS
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All visitors are signed in at the head of the gangway and escorted to the bridge (OOW).

Is a visitors' log maintained and comment on where this is located when the vessel is in port?

Confirm that security badges are issued to all visitors while the vessel is in port.

Confirm that a gangway watch is maintained.

Confirm that random searches of visitors' baggage are conducted.

Is there signage at the gangway?

8 Crew Management

8.1	Based on a random sample, is the data in the crew qualification matrix accurate?	Yes ✓	No	NA	NS
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Random sampling proved accurate.

Review data in crew qualification matrix.

8.2	Is the safe manning certificate signed and stamped by the relevant flag state?	Yes ✓	No	NA	NS
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Safe Manning Certificate posted on the bridge, signed on behalf of Bahamas Flag.



Note actual number of crew and compare with safe manning certificate.

8.3	If the Master has been promoted within the last 12 months, did he / she receive appropriate pre-command training?	Yes ✓	No	NA	
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Master has been on board for 14 months.

Has served as Master on three separate occasions - received one week handover with offgoing Master prior to taking command this time.

State training given.

Discuss with Master his / her previous training and experience.

8.4	Are adequate personnel on board to perform anticipated marine operations?	Yes ✓	No	NA	NS
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Minimum manning requirement 11.

12 on board at time of audit.

Three Deck Officers can cover 24 hours continuous watch.

Engine room has UMS system in place.

Comment on the watchkeeping arrangements. How are the bridge and engine room watches manned when the vessel is operational?

Review the ship handling experience of relevant officers.

8.5	Does the vessel operator have a competency assessment process?	Yes ✓	No	NA	NS
Assessments carried out by the Master / company on a six monthly basis.					

Comment on the type of scheme in use. Is the system compliant with STCW 95?

Review evidence of the competency scheme completion if available onboard and identify where the evidence is held, if unavailable.

8.6	Are GMDSS requirements met with regard to sufficient qualified personnel?	Yes ✓	No	NA	NS
All Deck Officers have valid GMDSS certification. GMDSS logbook up to date. Last tested:- 10/06/2015.					

Review as per attached current crew appendix and ensure that the nominated responsible personnel have valid certification.

8.7	Has provision been made to provide crew with medical and first aid training?	Yes ✓	No	NA	NS
All included within the training matrix. Medical Locker Conformity Certificate issued 09/06/2015. During client operations a 3rd party Medic is employed.					

Review as per attached current crew appendix and ensure that the nominated responsible personnel have valid certification.

8.8	Are the crew appropriately qualified for the operations and equipment on board?	Yes ✓	No	NA	NS
All are suitably qualified.					

Note specialist qualifications, e.g. DPO, crane driver, FRC coxswain, rigging slinging and banksmen or other vessel specific requirements. Review as per attached current crew appendix.

8.9	Does the vessel operator have a policy to control hours worked and to minimise fatigue?	Yes ✓	No	NA	NS
Hours of rest policy is on board. Hours of work are all up to date and file on bridge.					

8.10	Is there evidence to confirm compliance with the company policy and regulatory requirements controlling hours of work and periods of rest?	Yes ✓	No	NA	NS
Hours of work are all up to date and file on bridge.					

Review evidence of compliance.

Review any breaches and reporting / management follow up.

9 Crew Qualifications

Rank	Name	Certificate Details	Years with Vessel Operator	Years in Rank	Months on Vessel	DP Certificate	GMDSS	Medical Certificate	FRC / Coxswain	HLO	Other
Master	John Heale	CoC0054020	1	<1	7	4026	GG102 47	825088	N/A	N/A	
Chief Officer	Roddy MacKay	CoC0063201	5	1	30	16943	GG034 438	904246	N/A	N/A	
2 nd Officer	Iain Matheson	CoC0038726	1	9	7	12046	GG311 90	871943	N/A	N/A	
2 nd Officer	Gari Selgis	LM000475	1	13	7	21643	RS 001556 -4	821318	N/A	N/A	
Chief Engineer	Gavin Dillon	CoC0009794	11	11	66	N/A	N/A	851085	N/A	N/A	
2 nd Engineer	James Woods	CoC00011458	11	11	66	N/A	N/A	854532	N/A	N/A	
3 rd Engineer	Bobby Slater	CoC0058967	1	7	7	N/A	N/A	895271	N/A	N/A	
3 rd Engineer	Allan White	CoC0062695	<1	3	6	N/A	N/A	841339	N/A	N/A	
ETO	Gary Kelly	N/A	<1	16	4	N/A	N/A	828416	N/A	N/A	
Bosun	Alo Lang	AB Certificate - AD000853 Crane - 21/02/2014	1	17	13	N/A	N/A	3790120 2763	N/A	N/A	
AB	Jaroslav Zielinski	0062273	1	4	13	N/A	N/A	331	N/A	N/A	
Motorman	Lukias Maziak	UMS-54165-117311- 400/2013	1	2	8	N/A	N/A	491/2014	N/A	N/A	
Cook	Janis Kinne	204/14	<1	<1	1	N/A	N/A	AE46684 41	N/A	N/A	

10 Life Saving Appliances

10.1	Are all survival craft operational and defect free?	Yes ✓	No	NA	NS
<p>MOB boat reported defect free. Last launched:- 05/05/2015.</p>					

Lifeboats should be ready for immediate use. Internally they should be clean, dry and tidy.

All small equipment should be secured and stored in lockers or watertight containers as appropriate.

Large equipment should be suitably secured.

All equipment should be readily accessible, including medicines not stowed on board.

Contents of lockers should be clearly identified.

Communications equipment, where fitted, should be operable.

Perform a random check to ensure that food and water, and pyrotechnics are in date.

Lifeboat operating instructions should be prominently displayed.

10.2	Are survival craft, including life rafts, planned maintenance tasks up to date?	Yes ✓	No	NA	NS
<p>All life rafts overhauled / inspected by 3rd Party - April 2015. All MOB boat maintenance up to date.</p>					

Lifeboats should have been lowered as appropriate for the lifeboat type.

Engines and electrical equipment should be tested.

Lowering equipment and associated items should be operational and defect free.

Review any outstanding planned maintenance tasks.

Is there a maintenance and test schedule for lifeboat on-load release gear?

Life raft should have a valid inspection certificate.

A davit life raft launch exercise should be conducted every six months.

10.3	Are all life rafts available for immediate use?	Yes ✓	No	NA	NS
<p>4 x 25 man life rafts in place port and starboard, all correctly rigged ready for immediate launch. HRU due for renewal August 2015.</p>					

Casings should be in good condition.

Are life rafts stowed as per the LSA plans?

Boarding ladders should be in good condition (check for missing steps, rope deterioration and lashings where required).

Hydrostatic releases, if fitted, should be correctly attached, in good condition and in date.

Life raft operating instructions should be prominently displayed.

10.4	Are all life raft planned maintenance tasks up to date?	Yes ✓	No	NA	NS
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3rd Party Inspection / Certification:- April 2015.

Review any outstanding planned maintenance tasks.
 Life raft should have a valid inspection certificate.
 A davit life raft launch exercise should be conducted every six months.

10.5	Are muster lists posted and correct?	Yes ✓	No	NA	NS
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Posted on all decks.
 Vessel is down manned at present so only one Fire Party in operation.

Muster lists should be displayed and up to date; verify accuracy of muster lists against current POB.
 Muster points should be clearly identified.

10.6	Are immersion suits available?	Yes ✓	No	NA	NS
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All located at upper deck aft.
 66 available plus two on bridge, three in MCR and one in aft ER.
 72 in total.

Where required, are there sufficient numbers and sizes of immersion suits for the crew?

10.7	Is the man overboard / rescue boat, where fitted, operational and defect free?	Yes ✓	No	NA	NS
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Reported defect free.

Crew should have received onboard training in MOB use and hazards to SOLAS requirements.
 Personal protective equipment to be provided for all crew including head protection.
 Check condition of spare fuel storage cans / tanks and suitability of storage location.
 Launching apparatus should be operational and defect free.
 Communications equipment should be operable.
 Drills should be held at regular intervals; comment on date of last drill.

10.8	Are training manuals onboard describing LSA equipment and its correct operation?	Yes ✓	No	NA	NS
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All updated February 2015. Files kept on bridge.

Do the manuals provide equipment specific information relevant to installed equipment?

Are manuals in a language understood by vessel personnel?

10.9	Are ship specific life-saving equipment maintenance instructions available?	Yes ✓	No	NA	NS
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All sighted on board. Specific to vessel.
Instruction for use posted at stations.

Are the manuals in a language understood by vessel personnel?

11 Fire Fighting Appliances

11.1	Is the vessel provided with fixed fire fighting equipment in accordance with applicable regulations for vessel type?	Yes ✓	No	NA	NS
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Hi-Fog, deep fat fryer CO₂ and main CO₂ systems:- serviced / inspected by 3rd party March 2015. Wilhelmsen Ships Services, Rotterdam.

Observation:- CO₂ Room At present both the supply and exhaust are taken from the top of the room.

The exhaust fan trunking should be extended to floor level to remove any heavier than air CO₂ accumulation.



Exhaust trunking at floor level



Closed out 21/06/2015. PMS

Fire mains, pumps, hoses and nozzles should be available for use and defect free. Conduct physical inspection of a random number of hoses.

Emergency fire pump should be fully operational. Starting instructions should be clearly displayed.

International ship / shore fire connection should be readily available and its location clearly marked.

Operating instructions for fixed systems should be clearly displayed.

Crew should be familiar with operation of fixed systems.

Isolating valves in fire / foam system lines should be clearly marked and operational.

11.2	Is all fire fighting equipment available for use and defect free?	Yes ✓	No	NA	NS
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All reported operational.

Three firemen's outfits.

All portable extinguishers serviced by 3rd party and in date.

Portable fire extinguishers should be in apparent good order with operating instructions clearly marked.

Firemen's outfits, including breathing apparatus, should be in good condition and ready for immediate use.

Breathing apparatus sets should be ready for immediate use with fully charged air bottles.

Sufficient fully charged spare air bottles should be available.

Is a BA air compressor available?

Note last air quality check.

Are EEBDs available, charged and crew trained?

11.3	Are records of fire fighting equipment maintenance available?	Yes ✓	No	NA	NS
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Weekly and monthly tests / inspections made.

Inspection records and inventory lists should be maintained and kept up to date.

Are records available to show that samples of foam compound have been tested at regular intervals?

11.4	Are fixed fire and gas detection systems fully operational and tested regularly?	Yes ✓	No	NA	NS
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All reported defect free.
Fire heads tested on a monthly rotational basis.
Last tested:- 18/06/2015

Establish operational condition of fire detection and alarm systems throughout vessel.

If a system to monitor flammable atmospheres in non-cargo spaces is fitted, are recorders, alarms and manufacturers' test procedures in order?

The inspector should comment if portable monitoring equipment is used, detailing the system of periodic sampling and record keeping.

11.5	Are vessel personnel familiar with the operation of fire fighting, life saving and other emergency equipment?	Yes ✓	No	NA	NS
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All personnel are suitably trained in the use/operation of fire fighting, life saving and other emergency equipment.
Last drill:- Fire drill – emergency generator room:- 18/06/2015.

Note last fire drill.

Relevant vessel personnel to be familiar with the following:

- ◆ donning and use of breathing apparatus
- ◆ location and operation of ventilation fans emergency stops
- ◆ location and operation of ventilation isolation dampers
- ◆ operation of main and emergency fire pumps
- ◆ operation of fixed fire fighting systems
- ◆ emergency fuel shut-off system
- ◆ operation of emergency steering gear
- ◆ evacuation escape routes.

11.6	Are measures in place to effectively isolate ventilation to enclosed spaces, e.g. engine room, accommodation, galley, store rooms?	Yes ✓	No	NA	NS
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Fire dampers and fan stops all reported operational.
Last tested:- March 2015 – Lloyds Class Annual Survey.

Vent fan stops should be operational (spot check) and clearly marked.

Closing devices should have maintenance and testing programmes in place.

11.7	Are vessel specific manuals and plans for fire fighting equipment available and up to date?	Yes ✓	No	NA	NS
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New updated Fire / Control and Safety Plans posted on all decks.
Awaiting Class Approval.

Note last updating of plans.

Do all plans have the same revision number?

Are ship specific fire training manuals available in a language understood by crew?

Are ship specific fire safety operational booklets available?

Are fire control plans exhibited within the accommodation and available outside the accommodation?

12 Pollution Prevention

12.1	Are SOPEP / SMPEP drills held at regular intervals?	Yes ✓	No	NA	NS
<p>Held as per drill matrix. Last drill:- 09/05/2015.</p>					

State interval and date of last drill.

Describe the last drill and who was involved.

12.2	Are arrangements in place to prevent any spillage entering the water?	Yes ✓	No	NA	NS
<p>SOPEP equipment sited throughout the vessel. Forecastle deck, main deck, tween deck store, Savalls in place for all FO tanks.</p>					

What pollution prevention equipment is available for immediate use?

Is there a bunkering procedure?

Anti-pollution warning notices should be posted.

Unused bunker pipeline connections, drains and vents and unused gauge stems should be suitably blanked or capped.

Suitable containment should be fitted around hydraulic deck machinery.

During fuel transfer operations, scuppers should be plugged or dammed.

Are there arrangements in place to prevent spillages from tank vents?

Bilge overboard valves should be suitably marked. Specific warning notices should be posted to safeguard against the accidental opening of bilge overboard discharge valves. Valves should be lashed and sealed.

Comment on evidence of any leaks noticed during inspection.

12.3	Is the bilge oily water separator / filtering system in good working order?	Yes ✓	No	NA	NS
<p>OWS 15 ppm system. New calibrated detection cell fitted 08/010/2014. 3rd party – DECMA Hamburg GmbH.</p>					

Confirm that the OWS is functional.

Comment on last test and any OWS planned maintenance outstanding.

Are notices posted to warn of the dangers of the accidental opening of the overboard discharge valve?

Has the OWS been fitted with an automatic stopping device?

12.4	Does the vessel have a waste / garbage management plan?	Yes ✓	No	NA	NS
<p>This is part of the vessel's SMS system – Garbage Management Manual.</p>					

Comment on whether a plan is available onboard.

If available, comment on where the plan is located and who has responsibility for compliance.

Does the plan contain procedures for the collecting, storage, processing and disposing of garbage?

Are the garbage disposal records complete and up to date?

12.5	Does the vessel have a ballast water management plan?	Yes ✓	No	NA	NS
<p>Vessel is FW ballast exclusively. Awaiting Class decision on ballast water treatment requirements.</p>					

Is the plan approved by the relevant flag state or classification society?

12.6	Are oil record book(s) correctly completed and up to date?	Yes ✓	No	NA	NS
<p>Inspected and all entries appear to be fully completed. Each completed page in the oil record book is signed by the Master.</p>					

Are all the activities signed off by the person performing the task and is each completed page endorsed by the Master?

If any pollution incidents have occurred in the last twelve months, note how they were closed out and any preventative measures that were put in place.

Do the sludge and bilge tanks designated in Form B of the IOPP Certificate and those listed in the Oil Record Book Part I, agree?

13 General Appearance

13.1	Are there arrangements in place to address the general condition, visual appearance and cleanliness of the hull?	Yes ✓	No	NA	NS
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Vessel hull coatings are in good overall condition with continuous ongoing fabric maintenance.

Draught marks, ship's name, POR, load line marking, etc. in good order.

Hull should be visibly free of extensive coating breakdown.

Hull should be free of fractures or indentations which may significantly weaken the structure or affect the watertight integrity.

Are all hull markings, namely vessel name, loadlines, draft marks and warning signs, correctly placed and legible?

13.2	Are there arrangements in place to address the general condition, visual appearance and cleanliness of the weather decks?	Yes ✓	No	NA	NS
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All accessible areas of the vessel are inspected on a monthly rolling basis. This includes checking for any evidence of wastage, structural problems, collision contact or distortion from heavy weather, etc.

Good use of non-slip surfaces on external stairways, etc.

Inspection of weather decks should include checking for any evidence of wastage, structural problems, collision contact or distortion from heavy weather on fore end of accommodation.

The deck should be well lit.

Chain locker doors should be firmly battened down.

Moorings and other equipment should be securely stowed.

Forecastle space, lockers and holds should be free of water.

Manual sounding points should be identified and easily opened and closed.

Non-slip surfaces should be provided on external walkways.

Ladders and walkways should be in good condition.

Check condition of wood sheathing and T-bars.

13.3	Are all deck openings, including watertight doors and portholes, defect free and capable of being properly secured?	Yes ✓	No	NA	NS
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No deficiencies noted. All packing material and locking arrangements in good condition.

Chain locker battened down.

Bridge windows should be effectively sealed and, where vulnerable to wave action, provided with shutters.

Are vents and air pipes on freeboard deck in good condition and fitted with closing devices to prevent ingress of water?

Closing devices, packing material and locking arrangements should be complete and free of defects.

Are closing devices included in the planned maintenance system?

Securing arrangements of ends of vessel's own anchor chains, when visually accessible, are unobstructed.

Chain locker doors should firmly battened down.

13.4	Are there arrangements in place to address the general condition, visual appearance and cleanliness of the accommodation?	Yes ✓	No	NA	NS
All alleyways found clean and free from obstructions. Good programme of trip hazard and low headroom highlighting in evidence.					

Alleyways should be free of obstructions and areas of low headroom to be properly marked.

All exits, including escape routes, should be clearly marked.

Fittings such as central radio and TV antennas, lights, emergency lighting, domestic piping and isolation valves, should be identified and in apparent good physical condition.

Check for any improvised rigging of radio / TV aerials or antennas.

13.5	Are food store rooms, handling and refrigerated spaces, galleys, mess rooms and pantries clean and tidy?	Yes ✓	No	NA	NS
<p>All found in good order. Alarms tested as per PMS schedule.</p> <p>Temperature records maintained, both of fridge / freezer temperatures.</p> <p>Extinguishing media in apparent good order, CO₂ – 3rd Party Inspection March 2015. Wilhelmsen Ships Services, Rotterdam.</p>					
					

Test personnel alarms for refrigerated spaces.

Gratings or duckboards, if fitted in store rooms and refrigerated spaces, should be free from defects.

Are galley, fridge and store room decks clean, dry and free from defects?

Food store rooms and refrigerated spaces should be in a hygienic condition. Carry out random check of food stocks to ensure stock is being rotated and is not out of date.

Refrigerated spaces should be maintained at an appropriate temperature: frozen meat -15/-18°C; fish room -18/-25°C; veg. +2/+4°C; flour <8°C; deep freeze -18°C.

Galley extraction grills should be clean and free from grease.

Galley fire extinguishing systems should be available for immediate use and free of defects. The catering workforce should be aware of locations and means of operation.

Crockery should be free from defects which may contain contamination.


Food preparation areas should be tidy and clean.

13.6	Are galley personnel trained in food hygiene practices?	Yes ✓	No	NA	NS
All galley staff have attended hygiene courses and hold certificates.					

State any training given.

13.7	Is there evidence to show that the vessel is free of animal or insect infestation?	Yes ✓	No	NA	NS
<p>Vessel has valid ship sanitation certificate. Port State Inspection – March 2015.</p>					

13.8	Are procedures in place to address the potential for animal or insect infestation?	Yes ✓	No	NA	NS
<p>Rat guards are available for use if local regulations or anticipated conditions in port warrant their use.</p>					

13.9	Is the hospital clean and tidy?	Yes ✓	No	NA	NS
<p>Hospital was found in a clean and tidy condition. Hospital Medicines Conformity certificate dated 09/06/2015.</p>					
					

- Note how medical stores are verified and checked.
- Hospital should be ready for immediate use.
- First aid kits should be readily available.
- Hospital alarm should be in working order.
- Suitable stretcher for marine use should be available.
- Oxygen resuscitation equipment should be available for immediate use where fitted.

13.10	Is the vessel lighting sufficient for the operations being conducted?	Yes ✓	No		NS
<p>Lighting is sufficient in all work areas with additional portable lighting available when necessary.</p>					

- Has a lighting survey been conducted onboard?
- Has the lighting survey addressed all areas onboard including accommodation?
- Are arrangements in place to provide suitable levels of lighting to cover all vessel operations, in particular vessel access, work at height, safe navigation in all parts of the vessel, highlighting of hazards?

14 Bridge, Navigation and Communications Equipment

14.1	Is the vessel provided with operator policy statements, instructions and procedures with regard to safe navigation?	Yes ✓	No	NA	NS
Operator policy states the responsibilities and duties of each officer and is signed off by the bridge team. Bridge team management is covered in policy.					

Review the policies and procedures to ascertain if the duties of the watch standing officers are clearly defined. A copy of the policies and procedures should be on the bridge.


Does the policy cover bridge team management?

14.2	Does the vessel have written procedures for entry into a 500 metre zone?	Yes ✓	No	NA	NS
Procedures are used on board. Appropriate checklists are used (pre-entry, handover - six hourly). Records sighted.					

Procedure should detail what tests are conducted prior to entry.

A checklist should be in use to assist the conduct and recording of tests.

Results of tests should be reported to the appropriate installation.

14.3	Are vessel manoeuvring characteristics clearly displayed?	Yes ✓	No	NA	NS
Displayed on the bridge. Pilot card available.					
					

Vessel manoeuvring characteristics should be displayed on the bridge.

14.4	Are auto, manual and emergency steering changeover procedures displayed?	Yes ✓	No	NA	NS
Displayed on the Fwd Bridge Console. Last test:- 3rd April 2015.					

14.5	Is the deck logbook fully maintained in ink, both at sea and in port?	Yes	No	NA	NS
		✓			

Sited, maintained in ink, up to date and signed by Master.

Logbooks should be checked to ensure that rough logs in pencil are not being maintained and that the logbooks are up to date, with entries properly made in ink.

14.6	Has the Master written his / her own standing orders and are night orders being completed?	Yes	No	NA	NS
		✓			

Master's standing orders and night orders were sited. Signed off by Master and Deck Officers.

Standing order and Master's night order book should be checked to ascertain that all officers are certain as to their responsibilities; whether standing orders issued by the operator are endorsed by the Master and signed by all deck officers and whether the Master's specific instructions are supplemented by instructions contained in the night order book pertaining to situations to be encountered.

14.7	Have the deck officers countersigned the Master's standing orders and night orders as being read and understood?	Yes	No	NA	NS
		✓			

Signed off by all Deck Officers.

14.8	Is the standard equipment, including bridge, communications and navigation equipment as listed in SOLAS available for use and free from defects?	Yes	No	NA	NS
		✓			

All as per SOLAS requirements. No deficiencies reported.

Note any deficiencies in equipment.

14.9	Has a system been established to ensure that nautical publications, charts and information are both onboard and current?	Yes	No	NA	NS
		✓			

3rd Party contract employed for Nautical Publications, Thomas Gunn – Voyager Ver. 4.0. ECDIS updates by DVD.

Determine the system used to ensure that light lists, tide tables, pilot books, nautical almanac, charts catalogue and ship's routing are the current editions.

Latest notices to mariners should be onboard and dated within previous two months.

Charts in use should be appropriate for the port.

Charts should be provided for ports of refuge.

14.10	Is a comprehensive passage plan available for the previous voyage and did it cover the full voyage from berth to berth?	Yes ✓	No	NA	NS
Last voyage passage plan – DP trials off Rotterdam. Berth to berth.					

Note the system of passage planning in use and how the passage plan is produced, whether this is manually or by computer.

14.11	Is a comprehensive passage plan available for the current voyage and does it cover the full voyage from berth to berth?	Yes ✓	No	NA	NS
Ready developed and in place for coming voyage when known.					

Passage plan should be prepared by an appropriate officer and verified by Master.

Passage plan information should be readily available for watchkeepers' use.

14.12	Is gyro and magnetic compass error log maintained and up to date?	Yes ✓	No	NA	NS
Last entry November 2014. Vessel has been in dock since. Full compass swing to be completed on departure.					

Evidence should be available to show that periodic checks of navigational equipment are made at sea.

Deviation curve(s) should be displayed.

14.13	Are navigation warnings and weather forecasts available?	Yes ✓	No	NA	NS
NAVTEX, Sat 'C' and Internet. During projects a 12 hourly weather forecast is provided by the client.					

Note source, i.e. Navtex, weather facsimile or others.

14.14	Is radio and communications equipment available for use and free from defects?	Yes ✓	No	NA	NS
All reported operational.					

Handbook for GMDSS operations should be available.

Are instructions for operating the digital selective calling (DSC) and satellite communications equipment in an emergency clearly displayed?

Are the vessel's call sign and Inmarsat ship station identity clearly marked on the radio installation?

Is a continuous listening watch maintained on VHF channel 16?

Are officers aware of the requirements for position updating on two-way communications equipment?

Are the periodical tests of communications equipment being carried out as required?

14.15	Is a satisfactory maintenance programme for radio and electronic equipment in place?	Yes ✓	No	NA	NS
3rd Party maintenance programme. TDC Aberdeen. Expires - 16/09/2016.					

Outline the maintenance programme followed, e.g. onboard maintenance by competent person or by maintenance contract, etc.

14.16	Are GMDSS logs maintained and up to date?	Yes ✓	No	NA	NS
GMDSS log maintained and up to date.					

Verify that the GMDSS log is being maintained.

15 Machinery Space

15.1	Are all items of main, auxiliary and emergency plant reported to be fully operational?	Yes ✓	No	NA	NS
All reported fully operational.					

Record those items of machinery not operational, and why.

All fluid transfer and storage systems, e.g. hydraulic oil, oil fuel, cooling water and water supplied for domestic purposes, should be leak-free.

All valves and pipelines should be identified by tagging, colour coding or similar.

Is the vessel provided with operator's instructions and procedures?

15.2	Is there a planned maintenance system in use?	Yes ✓	No	NA	NS
<p>Amos Business Suite Ver. 10.0.20 is the planned maintenance system in use.</p> <p>All routine maintenance was completed up to date.</p> <p>All machinery manuals are available as hard copy and electronically from within the PM system, all in English.</p>					

Note type of system in use.

Comment on the number of routines outstanding.

Manufacturers' manuals should be onboard and appropriate for the plant fitted.

All manufacturers' manuals should be in a language understood by the engineering workforce.

Is an inventory of spare parts being maintained?

Do records indicate the regular testing of equipment?

15.3	Is the engine logbook fully maintained in ink, both at sea and in port?	Yes ✓	No	NA	NS
All fully maintained in ink as required.					

Logbooks should be checked to ensure that they are up to date with entries made in ink.

Compare entries in the main logbook with entries in the rough log.

15.4	Are hot surfaces and exposed lagging free of any evidence of fuel, hydraulic or lubricating oil?	Yes ✓	No	NA	NS
<p>No deficiencies noted. All lagging in place and oil free.</p> <div style="display: flex; justify-content: space-around;">    </div>					

All lagging should be free from oil, grease or other flammable contaminants and maintained without exposed hot surfaces.

Is there a programme for inspection of lagging?

Check that potential sources of ignition in the vicinity of fuel, hydraulic and lubricating oil pipes are properly insulated and shielded against spray should a pipe or hose fracture.

15.5	Are main switchboard, generators and critical electrical equipment protected against water spray?	Yes ✓	No	NA	NS
<p>Main switchboard is located in the MCR and fully protected. Auxiliary switchboards are all enclosed and protected from water spray with rubber insulation matting in place.</p>					

Risk due to water spray in the event of failure of sea water pipes including fire mains and hydrants should be assessed. If main switchboard is not located in engine control room or other protective location, note in 'Comments'.

Main switchboard and generators should be protected against water spray.

Insulated decking / grating to front and rear of switchboards greater than 220v should be in place and in good condition.

Electric motors critical to the propulsion or steering of the vessel should be protected against water spray.

15.6	Are emergency electrical power supplies fully operational?	Yes ✓	No	NA	NS
<p>All reported fully operational. Emergency generator is test run on a weekly basis and tested on load three monthly. Blackout procedures are posted.</p>					

Emergency starting arrangements should be regularly tested and proved to be operational.

Instructions should be available to maintain / restore main plant in the event of emergency.

There should be records of equipment being regularly tested.

Emergency generator fuel tank should be fully charged.

Emergency generator should be tested regularly on load – last test?

Concise starting instructions for emergency generator should be clearly displayed.

Is there a 'black start' procedure and are personnel familiar with its content?

15.7	Is the bilge system operational?	Yes ✓	No	NA	NS
<p>All tested on a weekly basis from within the PMS.</p>					

Are the engine room bilge oily water pumping and disposal arrangements available for use?

Bilge system normal discharge should be via OWS without bypass and not directly overboard.

Are emergency bilge pumping arrangements ready for immediate use; is the emergency bilge suction clearly identified and, where fitted, is the emergency overboard discharge valve provided with a notice warning against accidental opening?

Bilge level alarms should be regularly tested and records maintained.

15.8	In the case of UMS vessels, are machinery alarms and engineer's alarm systems regularly tested with results recorded?	Yes ✓	No	NA	NS
<p>Alarm sounds in Duty Engineer's cabin and mess room. If it is not answered by Duty Engineer within a specific time frame the alarm is escalated to "Call all Engineer". ER is fully manned at all times within the 500M zone. Last tested:- 18/06/2015.</p>					

Duty cycles to be clearly defined.

UMS alarms should be relayed to duty engineer's cabin and public spaces, e.g. mess room.

15.9	Is the steering gear / steering compartment free from defects?	Yes ✓	No	NA	NS
<p>Steering is via aft propulsion azimuth units. All reported fully operational.</p>					

Emergency steering gear should have been tested quarterly and tests recorded – last test date?

Instructions for the changeover of steering gear from remote to local operation should be clearly displayed in steering flat.

All deck and engineer officers should be familiar with operation of steering gear in normal and emergency modes.

All steering gear hydraulic reservoirs should be charged to normal operating levels.

Communications with the bridge should be satisfactory.

The rudder angle indicator should be clearly visible at the auxiliary / emergency steering position.

Access to steering gear should be unobstructed.

The steering gear save-all should be free of spilt oil.

Are there duckboards in the steering flat?

15.10	Are all machinery spaces clean and free from obvious leaks?	Yes ✓	No	NA	NS
<p>All machinery spares are kept clean and tidy to a very high standard with no obvious signs of leakage.</p>					

Comment on general condition of machinery spaces.

15.11	Is the necessary technical information available for safe and efficient handling of bulk cargo and ballast?	Yes ✓	No	NA	NS
<p>System drawings are kept in both hard copy and electronic formats. FO and ballast monitoring systems are position in the MCR.</p>					

Are transfer systems for cargo and ballast (including bulk cargo) and associated monitoring and control systems pumps fully operational?

Ballast operations should be monitored and controlled to prevent tank overflow or over pressurisation.

Engineering drawings for vessel should be readily available onboard, legible and up to date.

Valves should be clearly identified.

16 Mooring and Lifting Equipment

16.1	Are mooring practices appropriate for the size of vessel?	Yes ✓	No	NA	NS
Vessel was moored correctly for her size.					

Are certificates available for all mooring ropes and wires?

Are mooring lines flaked out to minimise tripping hazard?

Are mooring lines secured to bitts and not to drum ends?

Are spare mooring ropes available?

Is the vessel securely moored at berth with moorings arranged to take into account anticipated conditions?

Moorings should be tended regularly, especially at berths where there is a large tidal difference.

16.2	Is all mooring equipment available for use and defect free?	Yes ✓	No	NA	NS
All reported fully operational. Ropes were tended correctly throughout the audit.					

The inspector should assess the conditions of all mooring equipment, brakes, wires and lines. Note the date when brake bands were last inspected and whether a policy is in place for testing brakes.

Moorings ropes should be available for use and defect free.

Are they stowed out of direct sunlight?

Fairleads, rollers, bitts and chocks should be in available for use and defect free.

Deadmen and roller fairleads should be well greased and free to turn with little evidence of grooving.

Winch seatings and connections to deck should be sound.

Are appropriate stoppers available?

16.3	Are anchors, cables and securing arrangements available for use and defect free?	Yes ✓	No	NA	NS
All reported fully operational.					

Anchor chain stoppers should be available for use and defect free.

Anchors should be cleared and ready for immediate use during port entry.

16.4	Does the company have a lifting equipment management system in place?	Yes ✓	No	NA	NS
<p>In place, colour system used on board. Colour RED is used February 2015 to February 2016.</p> <p>3rd Party Inspection in place – CERTEX Lifting Products and Services UK. Last inspection carried out:- 19/02/2015.</p> <p>Quarantine box in use.</p> <div style="display: flex; justify-content: space-around;">   </div>					

Note system in use and system for quarantining equipment.

Is a colour coding or alternative system in use to identify inspected lifting equipment?

Check that it is being adhered to, i.e. no evidence of wrong colour / non-coded equipment in use, that non-coded / wrong colour equipment is segregated and access to same denied.

16.5	Is there evidence of that the provisions of the lifting equipment management system are being adhered to?	Yes ✓	No	NA	NS
<p>Monthly checks are in place for all lifting equipment. Records are filed on bridge.</p>					

Note how fixed lifting equipment is maintained.

Verify the programme for routine testing, i.e. start up, daily, weekly and monthly checks.

16.6	Does the vessel have a certified cargo securing manual?	Yes ✓	No	NA	NS
<p>Awaiting Class approval for Cargo Securing Manual.</p>					

Is the manual carried onboard certified by appropriate authority, i.e. classification society or flag state?

17 Construction and Stability

17.1	Is a survey report file maintained onboard?	Yes ✓	No	NS
<p>Vessel has just undergone an extensive repair period. All repair work fully documented. Regular structural inspections are carried out by vessel senior staff. The vessel is FW ballast. All tanks have been inspected and coatings are in good order.</p>				

Is the documentation available onboard? Information contained should include:

- ◆ previous repair history
- ◆ inspections by vessel personnel of structural deterioration and leakages detected in bulkheads and pipes
- ◆ condition of coatings and / or corrosion prevention systems
- ◆ a summary of the results of the tank coating surveys, including date conducted and tanks inspected. Any deficiencies or areas of substantial corrosion should be recorded.

17.2	Is there an approved stability book?	Yes ✓	No	NA	NS
<p>Following the fitting of a new 25T crane and ancillary equipment an inclining experiment was conducted by Class:- 12/04/2015. Awaiting final Class approval of Stability Book.</p>					

Approved stability book should be available including damage stability.

17.3	Are procedures in place to govern vessel stability through all stages of the operation?	Yes ✓	No	NA	NS
<p>Stability calculations carried out using Class approved Stability Programme (LOCOTIAS) on an independent laptop. Awaiting final Class approval of Stability Book.</p>					

The officer in charge of ballast transfer operations should understand the number of tanks that may be slack for vessel to remain stable.

Note how the officer in charge can establish stability conditions without extensive calculations.

If stability calculation programme is used, verify that it has classification society approval.

Are records kept of previous loading conditions and stability calculations?

18 Helidecks

18.1	Does the vessel have a helideck?	Yes	No ✓		
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If yes, answer questions 18.2 to 18.7.

18.2	Do onboard procedures address helicopter operations?	Yes	No	NA ✓	NS
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Is relevant regional helicopter operational guidance onboard, such as:

- ◆ ICAO Annex 14 and CAP 437
- ◆ UKOOA Guidance for the Management of Offshore Helideck Operations
- ◆ ICS Guide to Helicopter / Ship Operation
- ◆ Operator Procedures for Helicopter Operations and Winching.
- ◆

18.3	Is the helideck appropriately certified and approved?	Yes	No	NA ✓	NS
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State in Comments section what the certification covers including helicopter types.

If the vessel has been operational in another region, confirm the relevant requirements being complied with at the time of inspection.

18.4	Is the helideck fire fighting equipment available for immediate use and free of defects?	Yes	No	NA ✓	NS
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Verify the condition of the following:

- ◆ dry powder and compressed gas extinguishers
- ◆ foam extinguishing systems – has foam concentrate and mixing induction system been tested as satisfactory within the last 12 months?
- ◆ total fire protection suit (sizes available for personnel onboard), including breathing apparatus
- ◆ emergency equipment box with an inventory of equipment available. Confirm that all the equipment is accounted for.

18.5	Has the helideck crew been allocated and trained to an appropriate aviation authority standard under which the vessel is operating?	Yes	No	NA	NS
				✓	

Detail the aviation authority standard.

Crew should include:

- ◆ HLO, fireman, baggage handler, fire valve attendant and loaders (if required), training records should be onboard
- ◆ note the training provided to the HLO and firemen
- ◆ drills should be held for helicopter deck crew and records kept.

18.6	Is there a formal procedure for briefing passengers?	Yes	No	NA	NS
				✓	

Briefing should include:

- ◆ who is in charge
- ◆ approach to helicopter
- ◆ correct clothing to be worn and securing of loose articles
- ◆ emergency procedures / exits
- ◆ DVDs for varying types of helicopters to be onboard, a note should be made of the DVD supplier.

18.7	Are appropriate checks made before helicopter arrival?	Yes	No	NA	NS
				✓	

Verify that the records exist of checks taking place and that they include:

- ◆ deck and surrounds clear of loose article
- ◆ helideck net in good condition and correctly tensioned
- ◆ crane stowed and secured
- ◆ work boat and covers lashed
- ◆ fire fighting equipment ready
- ◆ lighting working
- ◆ communications working
- ◆ baggage weighing equipment calibrated and ready for use.

19 Appendix

19.1 Asbestos Free Certificate



DAMEN SHIPREPAIR ROTTERDAM

May 26, 2015

Subject: Certificate of Asbestos free

Dear sir/miss,

With the following confirmation, Damen Shiprepair Rotterdam B.V. (the "Contractor") hereby states that during the refit of the vessel "Reluine", owned by the Middle East Navigation Aids Service ("MLNAS"), in the period of November 2014 until May 2015.

That the said vessel, refitted in accordance with the said shipbuilding agreement, does not include any asbestos nor compounds containing asbestos which are incorporated in any of the delivery.

For and on behalf of the Contractor,

Tobias Koekstra

Project manager

DAMEN SHIPREPAIR ROTTERDAM

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Registered in the Dutch Chamber of Commerce, no. 1901 958, under the law of 1990, incorporated in the Netherlands. Damen Shiprepair Rotterdam B.V. is a public limited liability company with a share capital of 100,000,- Euro. Damen Shiprepair Rotterdam B.V. is a public limited liability company with a share capital of 100,000,- Euro. Damen Shiprepair Rotterdam B.V. is a public limited liability company with a share capital of 100,000,- Euro. Damen Shiprepair Rotterdam B.V. is a public limited liability company with a share capital of 100,000,- Euro.