# Common Marine Inspection Document

## Offshore support Vessel

## “Relume”

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| | |
|---|---|
| **Vessel name:** | OSV “Relume” |
| **IMO number:** | 9280720 |
| **Date inspected:** | 13th March 2016 |
| **Reference:** | BosOffshoreService 13032016 |

**IMCA M 149 from IMCA CMID Database Issue 9**
September 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 & Legislation

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

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

**IMCA** M 149 Issue 9 from IMCA CMID Database

This document supersedes all previous issues of the Common Marine Inspection Document (IMCA M 149), which are now withdrawn.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

The CMID will be periodically updated and suggestions for improvements are always welcome. We would anticipate collecting these suggestions together and updating the CMID at an interval of about one year. At that point the PDF version will also be updated and members notified of the changes. The updating of the database version will happen automatically and users need take no further action. It is our intention to notify member of such changes as they occur.

**www.imca-int.com**/marine

# Common Marine Inspection Document

IMCA M 149 from IMCA CMID Database Issue 9 - 07 Sep 2015

## Introduction

The purpose of the Common Marine Inspection Document (the 'CMID') is to provide the marine offshore industry with a standardised format for vessel inspection reports and to reduce the number of inspections carried out on individual marine vessels, through the adoption of a common inspection process. This can be achieved by making completed inspection reports available to those with a justifiable requirement to confirm a vessel's safety and environmental integrity status. The CMID inspection/audit process is not undertaken to assess a vessel's suitability for an industrial operation, rather its aim is to enable an assessment of the vessel's operating safety status, by examining all aspects of the safety management system in place onboard. This will include any observations with regard to the vessel's internal structural integrity; the safety of its personnel; and its compliance with environmental protection requirements (see note 1 below). Like all such audits the CMID process provides a 'snapshot' only of the state of the vessel and it must be recognised that inspectors can only report on what they find during the inspection.

When an inspection is requested for a vessel, the requesting company/organisation should first ascertain the date when the last CMID inspection was conducted and review the report if available and permitted to by the vessel operator. If the report is over 12 months old, a new inspection should be conducted. A competent and independent third party should complete the inspection. The inspector should preferably be an accredited vessel inspector (AVI) who is registered with the International Institute of Marine Surveying (IIMS) and has a valid 'in date' accreditation (see note 2).

Reviewing a previous report does not indicate that an updated inspection of the vessel is not required, even if it is less than 12 months old, but should at least be taken into consideration when assessing the degree/extent of any further inspection requirement.

This document contains supplementary sections for different vessel types and may be used as a basis for inspecting any type of vessel covered by the CMID criteria, i.e. 500grt and more, and/or 24m or more in length. *IMCA M 189 Marine Inspection for Small Workboats (MISW)* is designed for vessels less than 24m in length and/or less than 500grt, however, rigid adherence to these specifications is not mandatory and it is for agreement between vessel operator, client and inspector to select the most appropriate inspection process tool (see note 3).

The CMID is designed to be a 'live' document (see note 4) and can be used by the crew for internal preparations prior to an inspection (see note 5) and thereafter, by keeping it updated, can ensure that safety and environmental management system integrity is sustained so that the minimum amount of work is required at subsequent inspections.

In the CMID the abbreviations used are: NA = Not applicable; NS = Not seen.

## Notes

1. 1. This issue of the CMID has been adapted to reflect stakeholder recommendations and constitutes a complete update of the document including the re-introduction of vessel type supplements. Changes from the previous version are therefore not listed;

## Terminology Definitions

| | |
|---|---|
| Inspector/Auditor | The suitably qualified and experienced person (SQEP) inspecting the vessel. The technical knowledge, experience and competence of the person (or persons) performing the inspection (see note 1) should be appropriate to the type of vessel under review. |
| Inspector competence | Inspector competence is a key element of delivering consistently good CMID inspections.<br>● Qualifications;<br>● Experience;<br>● Verification.<br>**Qualifications**<br>● To hold or have held a Certificate of Competency or Certificate of Equivalent Competency, issued in accordance with STCW Reg. II/2 or III/2 (see note 2 below);<br>● Inspection/audit qualification (ISM or recognised equivalent) (see note 2).<br>**Experience**<br>● Minimum of one inspection understudying/observing a competent inspector;<br>● Minimum of one complete inspection supported by a competent inspector;<br>● For any ship type (see note 3) new to an inspector, they should carry out one inspection whilst being supported by a competent inspector;<br>● Following the inspections, the inspector should be given feedback and remedial action taken as required;<br>● A minimum of two fully completed inspections per year is considered the minimum to maintain currency. If this criterion is not met the inspector should undertake one complete inspection supported by a competent inspector.<br>**Notes**:<br>1. 'An inspection' means carrying out the inspection, discussing the results with the Master and writing/delivering the report.<br>2. Evidence of alternative appropriate marine or inspection/audit qualifying expertise may be accepted on a case by case basis.<br>3. 'Ship types' refers to offshore industry recognised type definition, e.g. emergency response rescue vessel, anchor handling tug supply vessel, diving support vessel, etc.<br>**Verification**<br>● A company providing inspection services should develop and administer a competence assurance scheme including mentoring;<br>● The inspector's client should provide feedback to the company and audit the company scheme if necessary The inspector should record completed inspection jobs in a logbook or equivalent auditable record document;<br>● The AVI scheme administered by IIMS is recognised by IMCA as having a verified competence standard for vessel inspectors due to the accreditation process used to assess the competence of those applying for membership. |
| 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 |
| CCTV | Closed circuit television |
| COSHH | Control of Substances Hazardous to Health |
| CSO | Company security officer |
| DP | Dynamic positioning |
| DPA | Designated person ashore |
| DPO | DP operator |
| 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 |
| HV | High voltage |
| ICS | International Chamber of Shipping |
| IIMS | International Institute of Marine Surveying |
| IMO | International Maritime Organization |
| INLS | International pollution prevention certificate for the carriage of noxious liquids substances in bulk |
| IOPP | International Oil Pollution Prevention Certificate |
| ISM | International Safety Management |
| ISO | International Organization for Standardization |
| ISPS | International Ship & Port Facility Security Code |
| LARS | Launch and recovery system |
| LOA | Length overall |
| LSA | Life-saving appliance |
| MARPOL | Merchant Shipping (Prevention of Oil Pollution) Regulations |
| MOB | Man overboard |
| NA | Not applicable |
| NS | Not seen |
| OWS | Oily water separator |
| P&I | Protection and indemnity |
| POB | Personnel onboard |
| PPE | Personal protective equipment |
| PTW | Permit to work |
| SECA | Sulphur emission control area |
| SIMOPS | Simultaneous operations |
| SMPEP | Shipboard Marine Pollution Emergency Response Plan |
| SMS | Safety management system |
| SOLAS | International Convention for the Safety of Life at Sea |
| 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 |
| UMS | Unmanned machinery space |
| VHF | Very high frequency |

## Inspection Process

The inspection should adhere to a recognised standard for auditing/inspection such as ISO 19011 (Guidelines for auditing management systems). It should be planned and undertaken in liaison with the vessel owner/operator 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 commercial and operational demands. Wherever possible the inspector should forward a working draft of the CMID to the vessel at least four weeks prior to the inspection date and should discuss the following in advance with the vessel owner/operator:

1. the timing and programme (opening meeting, scope of inspection and closing meeting);

2. the timing and programme (opening meeting, scope of inspection and closing meeting); approximate duration and format of the inspection;

3. the timing and programme (opening meeting, scope of inspection and closing meeting); approximate duration and format of the inspection; the personnel expected to be made available;

4. the timing and programme (opening meeting, scope of inspection and closing meeting); approximate duration and format of the inspection; the personnel expected to be made available; documentation expected to be made available for inspection (including previous inspection reports where available);

5. the timing and programme (opening meeting, scope of inspection and closing meeting); approximate duration and format of the inspection; the personnel expected to be made available; documentation expected to be made available for inspection (including previous inspection reports where available); requirement to observe operating plant, equipment or drills.

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

The inspector, should be accompanied by the vessel's personnel familiar with the area being inspected whenever appropriate. Equally, the appropriate personal protective equipment (PPE) is to be worn at all times and the inspector should be provided with all necessary safety information before commencing the inspection.

On conclusion, the inspector should provide the relevant owner/ operator's personnel with a verbal briefing and a brief written summary of the result of the inspection. The Master should be given the opportunity to comment and include notes on any findings in the report. The new CMID format includes the provision for the Inspector to include additional comments at the end of each section of the report. Ultimately, regardless of who has commissioned the inspection, the inspector is providing the Master of the vessel with an unbiased, objective assessment of the state of the vessel's safety management system and therefore has a critical role to play in improving safety onboard for all concerned.

In this latest version of the CMID report, the option to include additional comments by the inspector on areas not specifically covered in the question sets. The addition of such comments is not a mandatory requirement and where they have been included do not constitute 'findings'. Rather they serve to provide the Master and Vessel Operator with additional information the Inspector deems relevant to support the vessel safety and environmental management system.

Additionally in this version, 16 specific vessel role supplements have been included and when using the eCMID tool, the relevant supplements can be pre-selected and only these completed supplements will appear in the final published report. If an inspector is not using the eCMID tool and needs to download a PDF version of the report from the eCMID website, they will also be able to select the supplements they need for their report. When this document is downloaded from the publications section of the IMCA website users will need to select individual pages to print or print the whole document including all the supplements in which case they should only complete supplements which are relevant to the vessel that is being inspected leaving the remainder blank.

A number of questions within the core and supplementary sections require inspectors to make a comment on the subject even where a 'Yes' is recorded. These comments are made to provide greater detail for the report but do not appear as 'findings' or in the 'additional comments' section of the report.

Where an inspector selects a 'Not Seen' (NS) in response to a question, there should normally be a short explanatory comment made giving the reason why the objective evidence was not seen.

## Inspection Summary

| | | | |
|---|---|---|---|
| **Report completed by** *(inspector's name)* | Klaas Bos "Master all ships" | **Date** | 13th March 2016 |
| **Report audited by** *(auditor's name)* | BosOffshoreService | **Date** | 14th March 2016 |
| **Inspector's employer** | BosOffshoreService | | |
| **Company on whose behalf inspection is carried out** | Industrieweg 29, 4301 RS Zierikzee<br>P.O. Box 200, 4300 AE Zierikzee<br>The Netherlands<br>www.n-sea.com | | |
| **Report summary seen and discussed by** *(master or delegated representative's name)* | Vessel master Neil Michael and Chief Officer James Thompson | | |

**This inspection showed that the Relume is operated to a high standard in accordance with applicable legislation and industry guidance.**
**The lay-out of the vessel is far above the expected standard in the industry. The small scale of the company makes a great union.**
**From the report is selves no findings to report.**
**The vessel is utilized to the standard of the high standards of the Oil, Gas and windfarm industry.**

**Findings,**
**All rotating parts on the deck are more noticeable when they are painted with yellow and black stripes.**
**They are awaiting the signed Ballast management system, the draft version is onboard.**

**Supplement 2.**
**Is not answered although attached to allow the option of using it when diving operations will take place onboard.**

## Debrief

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

## Distribution

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

## Washup Meeting

A washup meeting took place after the inspection but no notes taken.

## 1. Vessel Particulars

| | Requested Information |
|---|---|
| **Name of vessel** | RELUME |
| **IMO number** | 9280720 |
| **Type of vessel** | Offshore Support Vessel |
| **(include detail of any special features)** | Buoy handling, hydrographic survey work, diving Support, ROV operations |
| **Previous name(s)** | Not applicable |
| **Vessel owner** | Menas Marine Services Limited |
| **Address** | 8/9 Lovat Lane, London, EC3R 8DW |
| **Tel** | +44 (0)20 72209520 |
| **Fax** | +44 20 9729 7287 |
| **Email** | info@ifan-maritime.org |
| **Vessel Operator (if not owner)** | Menas Marine Services Limited |
| **Address** | 8/9 Lovat Lane, London, EC3R 8DW |
| **Tel** | +44 (0)20 72209520 |
| **Fax** | +44 20 9729 7287 |
| **Email** | relume@relume-mmsl.com |
| **Date current vessel operator assumed responsibility for vessel** | The vessel has been christened September 2004 and handed over to his owners Middle East Navigation Aids Service, |
| **Manning Agent (if different from vessel operator)** | Eastern Light Ltd |
| **Address** | Flat 17D, unionway commercial centre, 283 queens road central, sheung wan, Hong Kong |
| **Tel** | +44 (0)20 72209520 |
| **Fax** | +44 20 9729 7287 |
| **Email** | info@ifan-maritime.org |
| **Flag** | Bahamas |
| **Port of registry** | Nassau |
| **Classification society (if vessel has changed class within the past six months, report date of change and previous classification society, in 'Additional comments')** | Lloyd's Register of Shipping □ 100A1,□ LMC, UMS, DP (AA), NAV, IBS<br>LLOYD'S SHIPPING REGISTER |
| **Class ID number** | |
| **Additional comments (include any additional specialized equipment vessel has onboard)** | 1. Advanced sonar equipment to enable hydrographic surveying<br>2. An IMO Class 2 Dynamic Positioning System to facilitate functions such as remote-operated vehicle (ROV) operations and geophysical surveys<br>3. Multiple electrical power points and a 25-tonne crane to enhance the ship's role as a multipurpose field support vessel<br>4. Deck space enough for the carriage of up to twelve (12) 20ft standard containers, 10 of which may be refrigerated. |
| **Hull type** | Steel, |
| **LOA** | 82,60 meter |
| **Beam** | 16,50 meter |
| **Maximum draught** | 4,50 meter |
| **Deadweight tonnage** | 890 ton |
| **Gross tonnage** | 3526 Gross ton |

| | |
|---|---|
| **Main engine horsepower and manufacturer** | Wartsila diesel 1317 Kw (1625 kVa) |
| **Number and type of main propellers** | 6 wartsila diesel engines 1 caterpillas engine |
| **Number of engines** | 7 engines in total |
| **Number of rudders** | Not applicable |
| **Number of generators** | 6 with a total capacity of 5750 kVa |
| **Kort nozzles fitted?** | 2 Rolls Royce (aquamaster) azimuth units of 1500 Kw each |
| **Bow thruster fitted (number and type)?** | 2 Rolls Royce (kamewa) Tunnel thruster units of 700 Kw each |
| **Stern thrusters fitted (number and type)?** | Not installed |
| **Other propulsors fitted (number and type)?** | Not applicable |
| **Rated bollard pull (as applicable)** | ---------- |
| **Type of bunkers** | Marine gas oil |
| **Bunker capacity** | 540 m3 |
| **Inmarsat number** | Fuel consumption 13 m3 full power 13 knots / 4 m3 in DP |
| **V-Sat number** | +87 376 344 6275 |
| **Vessel mobile phone number** | +44 20 376 91 458 |
| **Vessel email address** | Relumemaster@relume-mmsl.com |
| **Call sign** | C6TR4 |
| **Date of last owner's/operator's superintendent's visit to vessel** | Paul Dunn technical superintendent. 7th December 2015 intending visit the vessel within the coming month. |
| **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 no actions noted |
| **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** | Damen shipyard Schiedam Netherlands |
| **Date next dry docking due** | October 2017 |

## 2. Previous Inspections

| 2.1 | Has the vessel had a CMID inspection carried out within the previous 15 months? | Yes | No | NA | NS |
|---|---|---|---|---|---|
| | | ● | | | |

| | |
|---|---|
| Inspector | Date of last CMID 19th June 2015. 2 findings from the report. Finding closed-out checked and found OK |
| Master | The findings have been actioned and closed |
| Operator | |

State when and where the inspection was carried out.

Select NA when the vessel is a new build or has never had a CMID inspection.

| 2.2 | Does the vessel have onboard a copy of the most recent CMID report? | Yes | No | NA | NS |
|---|---|---|---|---|---|
| | | ● | | | |

| | |
|---|---|
| Inspector | A hardcopy of the previous CMID report executed by Petrofac is onboard. Together with the OVID 12/1/16 |
| Master | |
| Operator | |

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 | Has the vessel been subject to a port state inspection since the last CMID inspection? | Yes | No | NA | NS |
|---|---|---|---|---|---|
| | | ● | | | |

| | |
|---|---|
| Inspector | Last port state control inspection Rotterdam 18th May 2015. A ship's waste and cargo residues inspection has taken place in the Eemshaven 30th November 2015. Remarks have been closed-out |
| Master | |
| Operator | |

Inspector to comment on:

Where and when the inspection was carried out.

If a copy of the report is held onboard.

If there were any significant non-conformances and/or detention procedures

| 2.4 | Have any non-conformances from the port state control inspection been addressed and closed out? | Yes | No | NA | NS |
|---|---|---|---|---|---|
| | | ● | | | |

| | |
|---|---|
| Inspector | No non-conformances |
| Master | |
| Operator | |

List any findings from the inspection which have not been closed out.

| 2.5 | Has the vessel been subject to a P&I Club inspection since the last CMID inspection? | Yes | No | NA | NS |
|---|---|---|---|---|---|
| | | | ● | | |

| | |
|---|---|
| Inspector | |
| Master | |
| Operator | |

Where and when was the inspection carried out?

| 2.6 | Have any findings from the P&I inspection been addressed and closed out? | Yes | No | NA ⬣ | NS |
|---|---|---|---|---|---|
| Inspector | | | | | |
| Master | | | | | |
| Operator | | | | | |

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

| 2.7 | Additional Section 2 Comments. | Yes | No | NA | NS |
|---|---|---|---|---|---|
| Inspector | The audit findings from different audits have been closed-out and as far as practically possible sighted | | | | |
| Master | | | | | |
| Operator | | | | | |

## 3. Certification

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

| | |
|---|---|
| Inspector | The vessel is clear of conditions of class and any safety related memoranda. |
| Master | |
| Operator | |

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 |
|---|---|---|---|---|---|
| | | ● | | | |

| | |
|---|---|
| Inspector | Certification is controlled onboard by using the IMO certification list. As attached section 4 |
| Master | |
| Operator | |

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

Inspector should note any expired certificates or re-certification ongoing at the time of inspection.

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

| | |
|---|---|
| Inspector | |
| Master | |
| Operator | |

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 |
|---|---|---|---|---|---|
| | | ● | | | |

| | |
|---|---|
| Inspector | |
| Master | |
| Operator | |

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

| | |
|---|---|
| Inspector | A third party is contracted to carry out LOLER annual inspection. |
| Master | |
| Operator | |

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).

| 3.6 | Additional Section 3 Comments. | Yes | No | NA | NS |
|---|---|---|---|---|---|
| | | ● | | | |

| | |
|---|---|
| Inspector | The third party crane inspection has been carried out by CERTEX 24th February 2016 all pass the exemintation. |
| Master | |
| Operator | |

## 4. Index of Certificates

Lloyd's Register

# SURVEY STATUS: 9280720-RELUME
# FLAG: Bahamas
# DATE OF BUILD: 15/09/2004
# GROSS TONNAGE: 3,526
# CLASS STATUS: Classed

At: 13/03/16 14:39:28

| Status | MACHINERY | Due | Assigned | Range Date | Postponed | Reason | Survey Status |
|---|---|---|---|---|---|---|---|
| | CONTINUOUS MACHINERY (Main Engine Units Numbered From Forward) | 02/19 | 02/14 | 11/18-02/19 | | | |
| | DIRECTIONAL PROP. 1 p | 01/20 | 01/15 | | | | |
| | DIRECTIONAL PROP. 2 s | 01/20 | 01/15 | | | | |
| Status | HULL | Due | Assigned | Range Date | Postponed | Reason | Survey Status |
| | SPECIAL (III) | 14/09/19 | 15/09/14 | 15/06/19-14/09/19 | | | |
| | DOCKING | 09/10/17 | 10/10/14 | | | | |
| Due Soon | ANNUAL | 15/09/16 | 15/07/15 | 16/06/16-14/12/16 | | | |
| Due Soon | INTERMEDIATE | 15/09/16 | | 16/06/16-14/12/16 | | | |
| Status | STATUTORY | Due | Assigned | Range Date | Postponed | Reason | Survey Status |
| | MLC INTERMEDIATE | 03/07/20 | 12/08/15 | | | | |
| | MLC RENEWAL | 02/07/18 | 03/07/13 | | | | |
| Due Soon | LOAD LINE ANNUAL HARM. | 15/09/16 | 15/07/15 | 16/06/16-14/12/16 | | | |
| Due Soon | SAFCON ANNUAL/INT HARM. | 15/09/16 | 15/07/15 | 16/06/16-14/12/16 | | | |
| Due Soon | MARPOL OIL ANNUAL HARM. | 15/09/16 | 15/07/15 | 16/06/16-14/12/16 | | | |
| Due Soon | MARPOL AIR ANNUAL HARM. | 15/09/16 | 15/07/15 | 16/06/16-14/12/16 | | | |
| Due Soon | SAFETY EQUIP. ANNUAL HARM. | 15/09/16 | 15/07/15 | 16/06/16-14/12/16 | | | |
| Due Soon | RADIOTELE. PERIODICAL HARM. | 15/09/16 | 15/07/15 | 16/06/16-14/12/16 | | | |
| Due Soon | SAFCON INT. HARM. | 15/09/16 | | 16/06/16-14/12/16 | | | |
| Due Soon | MARPOL OIL INT. HARM. | 15/09/16 | | 16/06/16-14/12/16 | | | |
| Due Soon | MARPOL AIR INT. HARM. | 15/09/16 | | 16/06/16-14/12/16 | | | |
| Due Soon | SAFETY EQUIP. PERIODICAL HARM. | 15/09/16 | | 16/06/16-14/12/16 | | | |
| | PERIODICAL LL RENEWAL HARM. | 14/09/19 | 15/09/14 | | | | |
| | SAFCON RENEWAL HARM. | 14/09/19 | 15/09/14 | | | | |
| | MARPOL OIL RENEWAL HARM. | 14/09/19 | 15/09/14 | | | | |
| | MARPOL SEWAGE RENEWAL HARM. | 14/09/19 | 15/09/14 | | | | |
| | MARPOL AIR RENEWAL HARM. | 14/09/19 | 15/09/14 | | | | |
| | SAFETY EQUIP. RENEWAL HARM. | 14/09/19 | 15/09/14 | | | | |
| | RADIOTELE. RENEWAL HARM. | 14/09/19 | 15/09/14 | | | | |
| Status | ISM(SMC) / ISPS | Due | Assigned | Range Date | Postponed | Reason | Survey Status |
| | ISM (SMC) PERIODIC | 12/09/17 | | 13/03/17-11/03/18 | | | |
| | ISM (SMC) RENEWAL | 11/03/20 | 12/03/15 | 12/12/19-11/03/20 | | | |
| | ISPS PERIODICAL | 13/09/17 | | 14/03/17-12/03/18 | | | |
| | ISPS RENEWAL | 12/03/20 | 13/03/15 | 13/12/19-12/03/20 | | | |

**Condition of Class - None...**

**CoC Narratives - None...**

## Memo Narratives - Not selected...

## Masterlist Items due in the coming year - None...

## Outstanding Checklist Items - None...

RELUME CERTIFICATE REGISTER CLASS & FLAG STATE updated 07/03/16

IMO Unique Company and Registered Owner Identification Number Scheme MENAS assigned number 0010421

| No | CERTIFICATE | NUMBER | ISSUED AT | DATE | EXPIRY | Anl Due |
|---|---|---|---|---|---|---|
| 1 | Certificate of Registry | | London | 22/10/13 | | n/a |
| 2 | Continuous Synopsis Rec | CSR/03 25-10-2013 | London | 25/10/13 | | n/a |
| 3 | Int'l Tonnage Cert | ROT 0400030 | Rotterdam | 22/06/04 | | n/a |
| 3A | Cert Of Survey (BHMS) | ROT0400030A | Rotterdam | 22/06/04 | | n/a |
| 4 | Cert first entry class | | London | 07/12/04 | | n/a |
| 5 | Cert Of Class / Condition | ROT 1400527 | Rotterdam | 05/06/15 | 14/09/19 | 14/09/16 |
| 6 | Cargo Ship Safety Constr | ROT 1400480 | Rotterdam | 10/10/14 | 14/09/19 | 14/09/16 |
| 7 | Int'l Load Line Cert | ROT 1400480 | Rotterdam | 10/10/14 | 14/09/19 | 14/09/16 √ |
| 8 | Conditions of LL assignment | 9280720/02 | Rotterdam | 05/06/15 | | n/a |
| 9 | Cargo Ship Safety Equip SEC | ROT 1400527 | Rotterdam | 05/06/15 | 14/09/19 | 14/09/16 |
| 10 | Rec'd of Equipment (Form E) | 9280720/10 | Rotterdam | 24/04/15 | | n/a |
| 11 | Recd Approved CSSE | 9280720/08 | Rotterdam | 24/04/15 | | n/a |
| 12 | Radio Comms Licence | L636 22/10/2013 | London | 22/10/13 | | n/a |
| 13 | Cargo Ship Safety Radio | ROT 1400480 | Rotterdam | 10/10/14 | 14/09/19 | 14/09/16 |
| 13A | Survey Checklist Safety Radio | ROT 1500280 | Rotterdam | 14/07/15 | | |
| 13B | EPIRB Annual test | | Rotterdam | 14/07/15 | 14/07/16 | 14/07/16 |
| 13C | LRIT | SkyWave DMR-800 | PoleStar Global | 25/08/09 | | |
| 13D | Survey Checklist SSAS | ROT 1500280 | Rotterdam | 14/07/15 | 14/07/15 | 14/07/15 |
| 13E | AIS Annual test | ROT 1500280 | Rotterdam | 14/07/15 | 14/07/16 | 14/07/16 √ |
| 14 | Rec Equip CSSR (Form R) | 9280720/03 | Rotterdam | 10/10/14 | | n/a |
| 15 | App'd GMDSS radio install | 9280720/04 | Rotterdam | 14/07/15 | | n/a |
| 16 | GMDSS Maintenance | | Aberdeen | 17/09/15 | 16/09/16 | 16/09/16 |
| 17 | IOPP Cert | ROT 1400527 | Rotterdam | 05/07/15 | 14/09/19 | 14/07/16 |
| 17A | Bunker liability insurances | C6TR4/BLC/NaN | London | 04/03/15 | 20/02/16 | |
| 17B | Wreck Removal Assurance | 40526/ZZZ/3247/1510512 | MCA HQ | 14/04/15 | 20/02/16 | |
| 18 | IOPP sup (FORM A) | 9280720/05 | Rotterdam | 24/04/15 | | n/a |
| 19 | Special Purp Ship Safety | ROT 1400527 | Rotterdam | 05/06/15 | 14/09/19 | 14/09/16 |
| 20 | Equip for SPSC | 9280720/05 | Rotterdam | 24/04/15 | | n/a |
| 21 | Minimum Safe Manning | C6TR4/SM/001 | London | 05/03/14 | 04/03/19 | n/a |
| 22 | Safety Management Cert | ROT 1504101 | Rotterdam | 10/03/15 | 11/03/20 | |
| 23 | DOC (Doc Of Compliance) | SOU 1431394/BAH | Southampton | 28/07/14 | 02/08/19 | 27/07/15 |
| 24 | Intl Ship Security Cert | SOU 1531065 | Southampton | 23/04/15 | 12/03/20 | |
| 25 | Ship San Crl Exn & water test | gggkennemerland | Ijmuiden | 07/03/16 | 07/09/16 | 6 monthly |
| 26 | P&I, Hull Ins &War Risks | B0723E100162A14 | London | 20/02/15 | 20/02/16 | |
| 27 | Compliance for Sewage Poll Cert | ROT 1400527/A1 | Rotterdam | 29/10/15 | 14/09/19 | 14/09/16 |
| 28 | Garbage Poll Compl statment | FLU0202505/1 | Flushing | 15/09/04 | | n/a |
| 29 | Int. Air Pollution Prev. Cert | ROT 1400527 | Rotterdam | 24/04/15 | 14/09/19 | 14/09/16 |
| 29A | Int Air Poll Prev Supplement | 9280720/06 | Rotterdam | 24/04/15 | | n/a |
| 29B | EIAPP Certs | ROT 0900547 EA1-4 / ROT 1400527 EA 1-2 | Rotterdam | 15/12/09 24/04/15 | | n/a |
| 30 | Cert For Air Receivers | FLU 0402766 + Var | Flushing - Rotterdam | 15/09/04 | | n/a |
| 31 | Exempt Cert, Col Regs | ROT 1400480 | Rotterdam | 10/10/14 | 14/09/19 | |
| 32 | Exempt Cert Nav Br Vis | ROT 1400480 | Rotterdam | 10/10/14 | 14/09/19 | |
| 33 | Compliance Crew Accom | ROT 0900547/A1 | Rotterdam | 25/02/13 | | |
| 34 | DP Cert Lloyds | ROT 1500280/1 | Rotterdam | 15/05/15 | 5 yearly | |
| 35 | Integrated Bridge Nav | FLU0202505/2 | Rotterdam | 09/09/04 | | n/a |
| 36 | Flag State Verification DP | ROT 1500280 | Rotterdam | 16/05/15 | 16/05/20 | |
| 37 | Suez Tonnage | LPA0400525 | London | 10/09/04 | | n/a |
| 38 | 1/4ly listings updated by LR 02/03/16 | 39 List of Refrigerants | 40 Wheelhouse poster | | | n/a |
| 41 | Deviation Card | | Rotterdam | 13/08/15 | | |
| 42 | Intn'l Anti-Fouling Syst Cert | ROT 1400527 | Rotterdam | 24/04/15 | | |
| 43 | Last Interim Cert Hull & CSM | ROT 1400527 | Rotterdam | 29/07/15 | | |
| 44 | BHMS Annual Inspection | | Rotterdam | 09/12/15 | 15/12/16 | 15/12/16 |
| 44A | BHMS Inspection Report | | Rotterdam | 09/03/15 | | |
| 45 | Port State Inspections | Last inspection | Rotterdam | 18/05/15 | No Deficiencies | |
| 46 | Lloyds Survey checklist | From LR live when updated | | | | |
| 47 | Asbestos Free Cert | | Vlissingen Rotterdam | 28/03/03 | | |
| 47A | Asbestos Free Cert (Refit 2015) | | Schiedam Rotterdam | 26/05/15 | | |
| 48 | Machinery PMS Cert | LON 0700076 | London | 15/07/15 | 04/04/16 | |
| 49 | VDR Cert of Compliance | ROT | Rotterdam | 14/07/15 | 14/09/16 | 14/09/16 |
| 49A | VDR Survey Checklist | ROT 1500280 | Rotterdam | 14/07/15 | 14/09/16 | |
| 50 | Lloyds ISO 9001:2008 (Base) | MEA 1105298 | Dubai | 15/05/13 | 29/05/16 | |
| 51 | MLC Part 1 Compliance | C6TR4/MLC/001 | London | 24/04/13 | | |
| 52 | MLC Part 2 Company DMLC | SOU1300661 | Southampton | 19/06/13 | | |
| 52A | MLC Initial inspection Report | GLS1300502 | Glasgow | 03/07/13 | | 02/07/18 |
| 52A | MLC Intermediate ins Report | ROT1504380 | Schiedam | 12/08/15 | 2018 | |
| 53 | Maritime Labour Certificate | ROT1504380 | Schiedam | 12/08/15 | | 02/07/18 |
| 54 | MLC statement Compliance | SOU1333050 | Southampton | 03/07/13 | | 02/07/18 |
| 55 | SERS cert | 1140413 | LR London | 01/11/12 | | 31/10/18 |
| 56 | Intn'l Energy Efficiency Cert | GLS 1300876 | Glasgow | 10/10/13 | | n/a |
| 57 | Record of Const. for IEEC | 9280720/01 | Glasgow | 10/10/13 | | n/a |

## 5. ISM

| 5.1 | Does the vessel have an ISM Safety Management Certificate? | Yes | No | NA | NS |
|---|---|---|---|---|---|
| | | ● | | | |

| | |
|---|---|
| Inspector | Last ISM audit was done in July 2015, the technical director and safety director intend to get it done this quarter. |
| Master | |
| Operator | |

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

Comment on the Safety Management Certificate's date of issue and whether it is within its 5 year validity period and if an intermediate review has been completed between years 2 and 3.

| 5.2 | Are the DPA details available? | Yes | No | NA | NS |
|---|---|---|---|---|---|
| | | ● | | | |

| | |
|---|---|
| Inspector | DPA information of DPA on the bridge, messroom and maindeck |
| Master | |
| Operator | |

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 |
|---|---|---|---|---|---|
| | | ● | | | |

| | |
|---|---|
| Inspector | Policies have been signed and posted around the vessel on the safety board. |
| Master | |
| Operator | |

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 formalised company system for recording work and rest hours? | Yes | No | NA | NS |
|---|---|---|---|---|---|
| | | ● | | | |

| | |
|---|---|
| Inspector | Individuals record their hours of work. These records are signed at the end of a tri and retained onboard. |
| Master | |
| Operator | |

Note type of system in use.

This should be in accordance with STCW Code Section A-VIII/1; MLC; Seafarers' Hours Manning of Ships Convention 1996; IMO Guidelines.

Check that system is being applied.

| 5.5 | Is there a system in place for reporting non-conformances to the operator? | Yes | No | NA | NS |
|---|---|---|---|---|---|
| | | ● | | | |

| | |
|---|---|
| Inspector | Section 12 of the SMS system. Report will be discussed with the office and closed-out in an appropriate time. |
| Master | |
| Operator | |

Comment on type of system in use.

Note any non-conformances outstanding and responses to non-conformances raised.

| 5.6 | Does the system ensure that all non-conformances are closed out in an agreed period? | Yes ● | No | NA | NS |
|---|---|---|---|---|---|
| Inspector | Close out target are set when non-conformances are entered and discussed with the office. | | | | |
| Master | | | | | |
| Operator | | | | | |

Comment on timeframe specified in the system to have close outs completed in?

System should include provision for feedback action on any non-conformances from the vessel's shore management.

State how this feedback is provided.

| 5.7 | Is there a common language spoken onboard? | Yes ● | No | NA | NS |
|---|---|---|---|---|---|
| Inspector | The common language spoken onboard is English. All crew do have enough knowledge of the English language | | | | |
| Master | | | | | |
| Operator | | | | | |

If there is not a common language is provision made for critical safety and security information to be relayed internally between the crew?

| 5.8 | Are arrangements in place to ensure efficient communication between personnel on the vessel and third parties? | Yes ● | No | NA | NS |
|---|---|---|---|---|---|
| Inspector | The company and office are working close together one vessel and 4 people in the office, effective and efficient. | | | | |
| Master | | | | | |
| Operator | | | | | |

Where a common language is not spoken by all, arrangements should be made to ensure that orders and information can be relayed efficiently and without ambiguity eg. provision of a liaison Master.

Signs and warning notices or broadcasts should be in languages that all can understand.

| 5.9 | Does the vessel operator have a drug and alcohol policy? | Yes | No | NA | NS |
|---|---|---|---|---|---|
| Inspector | A zero tolerance policy is in place. Part of the contract, confirm that you agree with the terms and conditions of the company | | | | |
| Master | | | | | |
| Operator | | | | | |

Comment on how the operation of the policy is monitored and managed.

| 5.10 | Is there evidence that the workforce/marine crew is fully involved in safety management? | Yes ● | No | NA | NS |
|---|---|---|---|---|---|
| Inspector | Detailed safety meetings minutes were available on the computer and posted in the mess room. | | | | |
| Master | | | | | |
| Operator | | | | | |

Comment by example of evidence that the workforce/marine crew is fully involved in safety management?

Is there a ship safety committee?

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?

| **5.11** | Additional section 5 comments? | Yes | No ⬣ | NA | NS |
|---|---|---|---|---|---|
| Inspector | | | | | |
| Master | | | | | |
| Operator | | | | | |

## 6. HSE

| 6.1 | Is there evidence of full compliance with the company's HSE management system? | Yes ● | No | NA | NS |
|---|---|---|---|---|---|
| Inspector | They have access from publicaly available computers onboard.The inspection showed a high standard of housekeeping and attention to safety throughout. | | | | |
| Master | | | | | |
| Operator | | | | | |

Comment on whether key personnel appear to 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.

State the last internal audit of the vessel's SMS by the company's safety management organisation.

| 6.2 | Is there evidence of full compliance with the company's personal protective equipment policy? | Yes ● | No | NA | NS |
|---|---|---|---|---|---|
| Inspector | During the pre briefing a clear statement was made on PPE requirements. | | | | |
| Master | | | | | |
| Operator | | | | | |

Does the company have a personal protective equipment policy?

Comment on evidence of compliance.

NS only if evidence not provided - comment if this is the case.

| 6.3 | Are personnel joining the vessel given an appropriate safety induction? | Yes ● | No | NA | NS |
|---|---|---|---|---|---|
| Inspector | When attending the vessel a safety briefing was given. | | | | |
| Master | | | | | |
| Operator | | | | | |

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 |
|---|---|---|---|---|---|
| Inspector | Additional personel attending the vessel get a safety briefing and will and sign for it. | | | | |
| Master | | | | | |
| Operator | | | | | |

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

Are safety rules prominently displayed?

| 6.5 | Is there a bridging document or equivalent between vessel owners and external companies for contractors' employees working onboard to ensure responsibilities for Health and Safety are clearly defined and safety management systems aligned? | Yes ● | No | NA | NS |
|---|---|---|---|---|---|
| Inspector | It is client responsibility. Vessel SMS will be used at all time, in addition company SMS can be used. | | | | |
| Master | | | | | |
| Operator | | | | | |

Are arrangements in place for briefing and managing the safety of contractors?

Are any differences in safety rules understood by all concerned and where necessary prominently displayed?

| 6.6 | Does the vessel have a system for reporting and recording incidents, accidents and near misses? | Yes ● | No | NA | NS |
|---|---|---|---|---|---|
| Inspector | A reporting form is send by email to the office. There is no additional program. | | | | |
| | | | | | |
| Master | | | | | |
| Operator | | | | | |

Is there evidence that the reporting system is being used?

Is reporting of near misses encouraged?

Does the system identify responsibility for conducting investigations?

Is there an investigation procedure in place?

Does the investigation process include provision for training the investigating officer?

Is there evidence that 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?

| 6.7 | Do vessel specific emergency procedures exist covering, for example, fire, explosion, grounding, pollution? | Yes ● | No | NA | NS |
|---|---|---|---|---|---|
| Inspector | An entire manual, contingency rolls and responsibility is covered in the muster list. | | | | |
| Master | | | | | |
| Operator | | | | | |

Assess familiarity of officers and crew with the procedures.

Are drills routinely conducted with all vessel crews?

Does this take account of new/changes to crew?

Does the vessel have access to shoreside specialist support?

| 6.8 | Are risk assessments conducted onboard? | Yes ● | No | NA | NS |
|---|---|---|---|---|---|
| Inspector | A range of generic assessments are available, Task specific risk assessments are carried out onboard. | | | | |
| Master | | | | | |
| Operator | | | | | |

Comment on example of a recent risk assessments and whether 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?

Does this review include shoreside management where appropriate eg. for high risk activities?

Are risk assessment reviews copied to company management ashore?

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.

| 6.9 | Is risk assessment training provided to personnel on board? | Yes ● | No | NA | NS |
|---|---|---|---|---|---|
| Inspector | Instruction is given onboard by previous and onboard crew. | | | | |
| Master | | | | | |
| Operator | | | | | |

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

| 6.10 | Are onboard worksites assessed? | Yes ● | No | NA | NS |
|---|---|---|---|---|---|
| Inspector | It is part of the safety officer review on a quarterly basis | | | | |
| Master | | | | | |
| Operator | | | | | |

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 |
|---|---|---|---|---|---|
| Inspector | The requirement of LOLER, PUWER, COSHH etc are incooperated in the SMS. Monthly safety rounds | | | | |
| Master | | | | | |
| Operator | | | | | |

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

Comment if system in place provides crew with industry guidance notes:

Procedures for the management of chemical/oils brought onboard by third parties - material safety data sheets to be available:

Certificate of employer's liability available for third parties working on the vessel.

| 6.12 | Is there evidence that the output of risk assessments is applied at the work site? | Yes ● | No | NA | NS |
|---|---|---|---|---|---|
| Inspector | Toolbox talks depending the jobs to be carried out and held by the leader. | | | | |
| Master | | | | | |
| Operator | | | | | |

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

Comment on how post-task feedback is managed.

| 6.13 | Is there a formal management of change policy in place? | Yes ● | No | NA | NS |
|---|---|---|---|---|---|
| Inspector | | | | | |
| Master | | | | | |
| Operator | | | | | |

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 |
|---|---|---|---|---|---|
| Inspector | | | | | |
| | | | | | |
| | | | | | |

Master

Operator

Comment on the types of tasks covered by permits eg.

- Working at Height
- Diving
- Hot Work
- Radiation/electrical hazards
- Fuelling/bunkering
- Enclosed Space Access
- Stored energy eg. pressurised systems, tensioned lifting systems

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 effectively applied onboard? | Yes ● | No | NA | NS |
|---|---|---|---|---|---|
| Inspector | | | | | |
| Master | | | | | |
| Operator | | | | | |

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 |
|---|---|---|---|---|---|
| Inspector | A specific checklist, which is attached to the PTW, is used for confined space entry. Gas detection meters are available: deck officers are trained gas meter testers and span gasses are available on board. Dedicated breathing apparatus and rescue equipment is available for personnel entering enclosed spaces.<br>All enclosed spaces are labelled. | | | | |
| Master | | | | | |
| Operator | | | | | |

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

Atmosphere test should be conducted both before and during the access period.

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 |
|---|---|---|---|---|---|
| Inspector | Hotwork is controlled by permit to work | | | | |
| Master | | | | | |
| Operator | | | | | |

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?

Is a fire sentry system used to monitor adjacent spaces?

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 |
|---|---|---|---|---|---|
| Inspector | Lock-out tack-out system is onboard controlled by the engineers and electrician | | | | |
| Master | | | | | |
| Operator | | | | | |

Is there evidence of positive isolation?

Is a long term isolation record maintained?

Is there evidence of consistent application of the lock/tag out policy?

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

| 6.19 | Is there an asbestos management system or asbestos free certificate? | Yes ● | No | NA | NS |
|---|---|---|---|---|---|
| Inspector | Asbestos free certificate issued by builders. Last issued 15th May 2015 after the refit. | | | | |
| Master | | | | | |
| Operator | | | | | |

Is there a requirement for an asbestos management plan?

If yes, comment on the basic details of 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.

If there is no plan, the 'Asbestos Free' certification should be seen by the inspector.

| 6.20 | Are procedures for stowage and handling of chemicals and flammable/combustible materials in place and being consistently applied? | Yes ● | No | NA | NS |
|---|---|---|---|---|---|
| Inspector | It is part of the SMS | | | | |
| Master | | | | | |
| Operator | | | | | |

Evidence of appropriate Control of Substances Hazardous to Health (COSHH) procedures.

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.

Are chemical/toxic material spillage procedures in place and appropriate equipment (including PPE) available?

| 6.21 | Is the vessel provided with its own safe means of access? | Yes ● | No | NA | NS |
|---|---|---|---|---|---|
| Inspector | The gangway is part of the ships equipment. | | | | |
| Master | | | | | |
| Operator | | | | | |

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.

| 6.22 | Does the SMS specifically address hazards associated with slips, trips and falls? | Yes ● | No | NA | NS |
|---|---|---|---|---|---|
| Inspector | Routine area inspections are used to identify hazards. | | | | |
| Master | | | | | |
| Operator | | | | | |

Comment on whether 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.

| 6.23 | Is there evidence that safe working practices are being consistently applied to machinery spaces? | Yes ● | No | NA | NS |
|---|---|---|---|---|---|
| Inspector | There was no evidence of unsafe working practices during the audit | | | | |
| Master | | | | | |
| Operator | | | | | |

Note: Refer to section 15 Machinery Spaces.

Are safety areas 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;

| 6.24 | Additional section 6 comments? | Yes | No ⬣ | NA | NS |
|---|---|---|---|---|---|

| | |
|---|---|
| Inspector | |
| Master | |
| Operator | |

## 7. Security

| 7.1 | Is the vessel required to have an approved Ship Security Plan that meets ISPS requirements? | Yes ● | No | NA | NS |
|---|---|---|---|---|---|
| Inspector | The vessel does have an approved ISPS security plan | | | | |
| Master | | | | | |
| Operator | | | | | |

***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 12 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 any security procedures in place? | Yes | No | NA ● | NS |
|---|---|---|---|---|---|
| Inspector | | | | | |
| Master | | | | | |
| Operator | | | | | |

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?

- 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 |
|---|---|---|---|---|---|
| Inspector | The captain is the security officer onboard. | | | | |
| Master | | | | | |
| Operator | | | | | |

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 vessel's security operating level clearly indicated to all personnel? | Yes ● | No | NA | NS |
|---|---|---|---|---|---|
| Inspector | The security level is indicated on the bridge | | | | |
| Master | | | | | |
| Operator | | | | | |

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 |
|---|---|---|---|---|---|
| Inspector | | | | | |
| Master | | | | | |
| Operator | | | | | |

Verify security forms part of vessel formal induction process.

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

| 7.6 | Are new personnel checked to ensure they have completed STCW security training requirements? | Yes ● | No | NA | NS |
|---|---|---|---|---|---|
| Inspector | Security training certificate noted in the certification files. | | | | |
| Master | | | | | |
| Operator | | | | | |

NA if vessel not required to comply with STCW/ISPS.

Check with a sample of the crew.

As of 1 January 2014 new security training requirements came into effect. There are three levels of security training required depending on roles onboard:

- Security related familiarisation
- Proficiency in security awareness
- Proficiency in designated security duties

| 7.7 | Does the vessel have specific port security procedures covering visitors, storing and vessel gangway watchkeeping requirements? | Yes ● | No | NA | NS |
|---|---|---|---|---|---|
| Inspector | | | | | |
| Master | | | | | |
| Operator | | | | | |

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?

| 7.8 | Additional section 7 comments? | Yes ● | No | NA | NS |
|---|---|---|---|---|---|
| Inspector | A security check is executed on a monthly bases | | | | |
| Master | | | | | |
| Operator | | | | | |

## 8. Crew Management

| 8.1 | Based on a random sample, is the data in the crew qualification matrix accurate? | Yes ● | No | NA | NS |
|---|---|---|---|---|---|
| Inspector | The crew qualification matrix is kept onboard and updated by the crew onboard. The system is owned by the crewing agent. | | | | |
| Master | | | | | |
| Operator | | | | | |

Review data in Crew Qualification Matrix (section 9).

State size of sample ie. 10%, 50%, 75% etc.

Select NA if crew is not embarked or for unmanned barge

| 8.2 | Are the requirements of the Safe Manning Certificate being met? | Yes ● | No | NA | NS |
|---|---|---|---|---|---|
| Inspector | The safe manning has been met according thesafe manning certificate. | | | | |
| Master | | | | | |
| Operator | | | | | |

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 ● | NS |
|---|---|---|---|---|---|
| Inspector | The master is onboard for 10 years | | | | |
| Master | | | | | |
| Operator | | | | | |

Comments are required to describe training undertaken.

Discuss with Master his/her previous training and experience.

Is the Master experienced in the operational role of the vessel?

Inspector to use NS if Master is not onboard and no-one can verify this answer and make comment accordingly.

| 8.4 | Does the vessel operator have a competency assessment process in use onboard? | Yes | No ● | NA | NS |
|---|---|---|---|---|---|
| Inspector | The competed process is not written in a procedure. New starts are selected from the crewing agent presented information and CV and selected by onboard staff. The onboard crew gets an annual appraisal. | | | | |
| Master | | | | | |
| Operator | | | | | |

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

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

| 8.5 | Are GMDSS requirements met with regard to sufficient qualified personnel? | Yes ● | No | NA | NS |
|---|---|---|---|---|---|
| Inspector | | | | | |
| Master | | | | | |
| Operator | | | | | |

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

| 8.6 | Has provision been made to provide crew with medical and first aid training? | Yes ● | No | NA | NS |
|---|---|---|---|---|---|
| Inspector | First aid training certificate sighted from navigational officers.if required they will have a medic onboard. | | | | |
| Master | | | | | |
| Operator | | | | | |

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

Is there a first aid training plan in place?

When was the last time the medical/ first aid qualified personnel received any refresher training?

| 8.7 | Are the crew appropriately qualified for the operations and equipment on board? | Yes ● | No | NA | NS |
|---|---|---|---|---|---|
| Inspector | The crew onboard is appropriately qualified as there are DP operators, crane drivers, additional crew will be got from an agent when required. | | | | |
| Master | | | | | |
| Operator | | | | | |

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

| 8.8 | Are the crew's medical certificates valid? | Yes ● | No | NA | NS |
|---|---|---|---|---|---|
| Inspector | Certificates sighted and found in good order. | | | | |
| Master | | | | | |
| Operator | | | | | |

Comment if medical certificates are out of date or not held.

This question relates to the Medical Examination for Seafarers and not the Certificate for Medical care providers in the crew.

| 8.9 | Are all crew members engaged through authorised contracts? | Yes ● | No | NA | NS |
|---|---|---|---|---|---|
| Inspector | Thet are under the contract of Eastern lights. The agent is owned by the owner of the Relume. | | | | |
| Master | | | | | |
| Operator | | | | | |

Contracts should be in accordance with requirements of Maritime Labour Convention 2006.

| 8.10 | Is there an endorsed company complaints procedure in operation onboard the vessel? | Yes ● | No | NA | NS |
|---|---|---|---|---|---|
| Inspector | | | | | |
| Master | | | | | |
| Operator | | | | | |

Crew members should be aware of the formal complaints procedure and company complaints policy.

| 8.11 | Is there a common formal hours of rest record maintained and is it used correctly? | Yes ● | No | NA | NS |
|---|---|---|---|---|---|
| Inspector | The individual keep theis hours of work and have them signed off at the end of the trip | | | | |
| Master | | | | | |
| Operator | | | | | |

Review evidence of compliance.

To be in accordance with STCW requirements.

| 8.12 | Are crew members covered by an appropriate company insurance policy? | Yes ● | No | NA | NS |
|---|---|---|---|---|---|
| Inspector | | | | | |
| Master | | | | | |
| Operator | | | | | |

State whether there is a copy of the insurance policy publicly displayed.

| 8.13 | Additional section 8 comments? | Yes | No ● | NA | NS |
|---|---|---|---|---|---|
| Inspector | | | | | |
| Master | | | | | |
| Operator | | | | | |

## 9. Crew Qualifications

| Rank | STCW Certificate Details | Years with vessel operator | Years in rank | Months on vessel | DP Cert | GMDSS | Medical Certificate | FRC/ Cox swain | HLO |
|---|---|---|---|---|---|---|---|---|---|
| Master | Master unlimited | 10 | 26 | 118 | Yes | Yes | Yes | No | No |
| Chief Officer/SDPO | Master unlimited | 11 | 4 | 129 | Yes | Yes | Yes | No | No |
| 2nd Officer/SDPO | Master unlimited | 2 | 2 | 24 | Yes | Yes | yes | No | No |
| 2nd Officer/DPO | Master unlimited | 0 | 0 | 0 | Yes | Yes | Yes | No | No |
| 2nd Officer/DPO | Master unlimit | 2 | 2 | 21 | Yes | Yes | Yes | No | No |
| Chief Engineer | Chief engineer | 34 | 12 | 413 | No | no | Yes | No | No |
| 2nd Engineer | Chief engineer | 1 | 2 | 15 | No | No | Yes | No | No |
| 3rd Engineer | 2nd eng. mm | 1 | 1 | 13 | No | No | Yes | No | No |
| 3rd Engineer | 2nd eng. mm | 1 | 2 | 15 | No | No | Yes | Yes | No |
| ETO | | 9 | 15 | 112 | no | No | yes | no | No |
| Cook | Chief Cook | | | | | | | | no |
| | | | | | | | | | |
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An updated crew list needs to be requested before a contract comes in to force.

## 10. Life Saving Appliances

| 10.1 | Are survival craft operational and defect free? | Yes ● | No | NA | NS |
|---|---|---|---|---|---|
| Inspector | The forward MOB is under SOLAS and reported defect free | | | | |
| Master | | | | | |
| Operator | | | | | |

WARNING: Lifeboats should be secured by a fall arrestor device before any internal inspection is carried out.

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.

NA if survival craft are not embarked for docking period or other reasonable cause during extended period alongside.

| 10.2 | Are survival craft (including liferafts) planned maintenance tasks up to date? | Yes ● | No | NA | NS |
|---|---|---|---|---|---|
| Inspector | The onboard PMS is valled EMOS. All required LSE is part of the PMS | | | | |
| Master | | | | | |
| Operator | | | | | |

Lifeboats should have been lowered/tested 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 rafts should have valid inspection certificate(s)

Lifeboat launching drills should be conducted in accordance with the requirements stated in SOLAS Chapter III Part B Regulation 19.

| 10.3 | Are all life rafts available for immediate use? | Yes ● | No | NA | NS |
|---|---|---|---|---|---|
| Inspector | All liferafts resported available for immediate use | | | | |
| Master | | | | | |
| Operator | | | | | |

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 muster lists posted and correct? | Yes ● | No | NA | NS |
|---|---|---|---|---|---|
| Inspector | Muster list is posted correctly and add to the outdoor safety drawing when start sailing | | | | |
| Master | | | | | |
| Operator | | | | | |

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

Muster points should be clearly identified.

| **10.5** | Are sufficient serviceable immersion suits available? | Yes ● | No | NA | NS |
|---|---|---|---|---|---|
| Inspector | Stored at the musterstation together with the lifejackets. | | | | |
| Master | | | | | |
| Operator | | | | | |

(In accordance with MSC 152 (78) amendment to SOLAS Chapter III Regulation 23.3)

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

| **10.6** | Are sufficient serviceable life jackets available? | Yes | No | NA | NS |
|---|---|---|---|---|---|
| Inspector | Available at the muster stations | | | | |
| Master | | | | | |
| Operator | | | | | |

Where required are there sufficient numbers and sizes of life jackets for the crew and passengers?

Are the life jackets of the appropriate type ie. automatic inflation etc.

Are emergency use life jackets located in remote positions for emergency use?

| **10.7** | Is the man overboard/rescue boat, where fitted, operational and defect free? | Yes ● | No | NA | NS |
|---|---|---|---|---|---|
| Inspector | Last MOB drill 5th February 2016 in Den Helder | | | | |
| Master | | | | | |
| Operator | | | | | |

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 |
|---|---|---|---|---|---|
| Inspector | On the bridge, restroom and in the client area | | | | |
| Master | | | | | |
| Operator | | | | | |

Comment on whether 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 |
|---|---|---|---|---|---|
| Inspector | The manual is ships specific | | | | |
| Master | | | | | |
| Operator | | | | | |

Comment on the language used in the manual and whether this is suitable for the personnel carrying out maintenance.

| 10.10 | Is available LSA equipment free from defects? | Yes ● | No | NA | NS |
|---|---|---|---|---|---|
| Inspector | The LSA is part of the monthly safety round of the 2nd officer and is reported defect free. | | | | |
| Master | | | | | |
| Operator | | | | | |

State any identified defects.

| 10.11 | Is there a ship specific plan and procedure for the recovery of persons from the water? | Yes ● | No | NA | NS |
|---|---|---|---|---|---|
| Inspector | The emergency manual is vessel specific and describes the recovery of people and all credible scenarios | | | | |
| | | | | | |
| Master | | | | | |
| Operator | | | | | |

In accordance with SOLAS Reg III/17-I with effect from 1 July 2014.

Comment on completeness of available procedures.

Comment on crew's awareness of the procedures.

| 10.12 | Additional section 10 comments? | Yes | No ● | NA | NS |
|---|---|---|---|---|---|
| Inspector | | | | | |
| Master | | | | | |
| Operator | | | | | |

## 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 |
|---|---|---|---|---|---|
| Inspector | The fixed fire fighting installation is in the aft and main engine room, galley hood and in the paintlocker with Co2, galley with an additional sprinkler. | | | | |
| Master | | | | | |
| Operator | | | | | |

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.

Fixed firefighting system activation keys/controls to be available under suitable control procedures.

| 11.2 | Is sufficient fire fighting equipment available for use and defect free? | Yes ● | No | NA | NS |
|---|---|---|---|---|---|
| Inspector | Fire fighting as per class requirement and all reported defect free. Awaiting certificate | | | | |
| Master | | | | | |
| Operator | | | | | |

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 cylinders and spare cylinders available in accordance with SOLAS Annex III .

Sufficient fully charged spare air bottles should be available.

Are air cylinders in date for test?

Is a BA air compressor available?

Is BA compressor and charging panel in date for test?

Note last air quality check and confirm in date for use in accordance with regulations (eg. EN 12021)

Is there a Written Scheme of Examination for BA charging plant?

Are Emergency Escape Breathing Devices available, charged and crew trained?

| 11.3 | Are records of fire fighting equipment maintenance available? | Yes ● | No | NA | NS |
|---|---|---|---|---|---|
| Inspector | Records are part of the PMS | | | | |
| Master | | | | | |
| Operator | | | | | |

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?

Are BA compressor filters changed in accordance with manufacturer's instructions?

Is a hose register for flexile rubber hoses for breathing equipment available?

| 11.4 | Are fixed fire and gas detection systems fully operational and tested regularly? | Yes ● | No | NA | NS |
|---|---|---|---|---|---|
| Inspector | Fire and gas detection system is monthly checked | | | | |
| Master | | | | | |
| Operator | | | | | |

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 |
|---|---|---|---|---|---|
| Inspector | The operation of the onboard fire fighting equipment is trained as per IMO requirement. 20th February 2016 last drill | | | | |
| Master | | | | | |
| Operator | | | | | |

NS if a fire drill is not seen but will not appear in 'findings'.

Comment on recorded assessment and date of last fire drill.

Relevant vessel personnel to be familiar with the following:

1. donning and use of breathing apparatus
2. location and operation of ventilation isolation dampers
3. location and operation of ventilation fan emergency stops
4. operation of main and emergency fire pumps
5. operation of fixed fire fighting systems
6. emergency fuel shut-off system
7. operation of emergency steering gear
8. evacuation escape routes.

| 11.6 | Are measures in place to effectively isolate ventilation to enclosed spaces, e.g. engine room, accommodation, galley, storerooms? | Yes ● | No | NA | NS |
|---|---|---|---|---|---|
| Inspector | There is an emergency head quarter where you can isolate all the ventilation and fuel | | | | |
| Master | | | | | |
| Operator | | | | | |

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

Closing devices should have maintenance and testing programmes in place.

Are smoke control / clearance procedures available and understood by crew?

| 11.7 | Are vessel specific manuals and plans for fire-fighting equipment available and up to date? | Yes ● | No | NA | NS |
|---|---|---|---|---|---|
| Inspector | Manuals onboard and updated | | | | |
| Master | | | | | |
| Operator | | | | | |

Comment on 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 as required by SOLAS Reg II-2/15.2.3? (See question 4 - 26)

Are ship-specific fire safety operational booklets available as required by SOLAS Reg II-2/15.2.2.5?

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

| 11.8 | Are a minimum of two, intrinsically safe, two-way portable radios for each fire party for firefighters communication available onboard? (For vessels constructed on or after 1 July 2014) | Yes ● | No | NA | NS |
|---|---|---|---|---|---|
| Inspector | | | | | |
| Master | | | | | |
| Operator | | | | | |

In accordance with MSC91/22Add1. Ships constructed before 1 July 2014 shall comply with the requirements of this paragraph not later than the first survey after 1 July 2018.

| 11.9 | Additional section 11 comments? | Yes | No ● | NA | NS |
|---|---|---|---|---|---|
| Inspector | | | | | |
| Master | | | | | |
| Operator | | | | | |

## 12. Pollution Prevention

| 12.1 | Are SOPEP/SMPEP drills held at regular intervals? | Yes ● | No | NA | NS |
|---|---|---|---|---|---|
| Inspector | Last SOPEP drill held 24th February 2016 | | | | |
| Master | | | | | |
| Operator | | | | | |

Comment on intervals between and date of last drill.

Describe the last drill and who was involved.

| 12.2 | Are arrangements in place to prevent any spillages entering the water? | Yes ● | No | NA | NS |
|---|---|---|---|---|---|
| Inspector | The arrangements onboard are scuppers and a full oil spill kit | | | | |
| Master | | | | | |
| Operator | | | | | |

Comment on evidence of any leaks noticed during inspection.

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.

| 12.3 | Is the bilge oily water separator (OWS)/filtering system in good working order? | Yes ● | No | NA | NS |
|---|---|---|---|---|---|
| Inspector | The oily water separator is in good working order and used to pump the sludge over into other tanks | | | | |
| Master | | | | | |
| Operator | | | | | |

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 |
|---|---|---|---|---|---|
| Inspector | The vessel does have a waste garbage management plan with several locations to separate the waste | | | | |
| Master | | | | | |
| Operator | | | | | |

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 |
|---|---|---|---|---|---|
| Inspector | Awaiting the new ballast management system to come into force. | | | | |
| Master | | | | | |
| Operator | | | | | |

A plan is required in certain regional locations - inspector should be aware of the requirement locally.

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

| 12.6 | Is Oil Record Book(s) correctly completed and up to date? | Yes ● | No | NA | NS |
|---|---|---|---|---|---|
| Inspector | The oil record book has been sighted and found in good order | | | | |
| Master | | | | | |
| Operator | | | | | |

Comment on the evidence that oil transfer activities are 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?

See question 15.7.

| 12.7 | Is a fuel changeover procedure for entering Sulphur Emission Control Area (SECA) available and are records kept that this is being implemented? | Yes ● | No | NA | NS |
|---|---|---|---|---|---|
| Inspector | The vessel operates continuously in the southern North Sea SECA and only bunkers low sulphur fuel | | | | |
| Master | | | | | |
| Operator | | | | | |

Is there evidence that if required the procedure is controlled adequately?

The SECAs include North Sea / Baltic / North America.

| 12.8 | Are Bunker Delivery Notes and Representative Sample records available? | Yes ● | No | NA | NS |
|---|---|---|---|---|---|
| Inspector | | | | | |
| Master | | | | | |
| Operator | | | | | |

In accordance with MARPOL VI Reg. 18

| 12.9 | Is a list of equipment containing Ozone Depleting Substances available? | Yes ● | No | NA | NS |
|---|---|---|---|---|---|
| Inspector | The record of construction and equipment appended to the international air pollution prevention certificate shows that there is no equipment containing ozone depleting substances onboard | | | | |
| Master | | | | | |
| Operator | | | | | |

In accordance with MARPOL VI Reg. 12

| 12.10 | Additional section 12 comments? | Yes ● | No | NA | NS |
|---|---|---|---|---|---|
| Inspector | The computer based loading computer software onboard is from LOCOPIAS | | | | |
| Master | | | | | |
| Operator | | | | | |

## 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 |
|---|---|---|---|---|---|
| Inspector | Vessel was berthed port side to. As observed from the shore, the hull was free of obvious damage and paint coatings were in good order. | | | | |
| Master | | | | | |
| Operator | | | | | |

Comment on whether hull is 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 |
|---|---|---|---|---|---|
| Inspector | . | | | | |
| | | | | | |
| Master | | | | | |
| Operator | | | | | |

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 |
|---|---|---|---|---|---|
| Inspector | All deck openings are reported defect free. | | | | |
| Master | | | | | |
| Operator | | | | | |

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 |
|---|---|---|---|---|---|
| Inspector | | | | | |
| Master | | | | | |
| Operator | | | | | |

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 storerooms, handling and refrigerated spaces, galleys, mess rooms and pantries clean and tidy? | Yes ● | No | NA | NS |
|---|---|---|---|---|---|
| Inspector | | | | | |
| Master | | | | | |
| Operator | | | | | |

Test personnel alarms for refrigerated spaces.

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

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

Food storerooms 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 |
|---|---|---|---|---|---|
| Inspector | All galley personnel hold food hygiene certificcation | | | | |
| Master | | | | | |
| Operator | | | | | |

Comment on type and level of training given, e.g:

1. External professional course

2. In-company food hygiene training

| 13.7 | Is there evidence to show that the vessel is free of animal or insect infestation? | Yes ● | No | NA | NS |
|---|---|---|---|---|---|
| Inspector | The ships sanitation certificate is in date. September 2016 to be renewed. | | | | |
| Master | | | | | |
| Operator | | | | | |

Comment on procedures in place to address the potential for animal or insect infestation?

| 13.8 | Is the hospital clean and tidy? | Yes ● | No | NA | NS |
|---|---|---|---|---|---|
| Inspector | | | | | |
| Master | | | | | |
| Operator | | | | | |

Comment on 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.

If a Defibrillator is carried is it in full working order?

| 13.9 | Is the vessel lighting sufficient for the operations being conducted? | Yes ● | No | NA | NS |
|---|---|---|---|---|---|
| Inspector | | | | | |
| Master | | | | | |
| Operator | | | | | |

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?

| 13.10 | Additional section 13 comments? | Yes | No ● | NA | NS |
|---|---|---|---|---|---|
| Inspector | | | | | |
| Master | | | | | |
| Operator | | | | | |

## 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 |
|---|---|---|---|---|---|
| Inspector | The roles and responsibilities are in the SMS and they do have a master standing order. | | | | |
| Master | | | | | |
| Operator | | | | | |

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 |
|---|---|---|---|---|---|
| Inspector | Completed checklists sighted, they have their own pre entry check list. And comply to the GOMO | | | | |
| Master | | | | | |
| Operator | | | | | |

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 manoeuvering characteristics clearly displayed? | Yes ● | No | NA | NS |
|---|---|---|---|---|---|
| Inspector | Two posted on the bridge | | | | |
| Master | | | | | |
| Operator | | | | | |

Vessel manoeuvring characteristics should be displayed on the bridge.

| 14.4 | Are auto, manual and emergency steering changeover procedures displayed? | Yes ● | No | NA | NS |
|---|---|---|---|---|---|
| Inspector | The procedures are part of the bridge familiarization, emergency procedures are posted on the bridge. The last emergency steering check is done 7th of march and is done twice every 3 months down to the crew change set-up | | | | |
| Master | . | | | | |
| Operator | | | | | |

Comment on legibility, ease of access and completeness.

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

| | |
|---|---|
| Inspector | The deck logbook is maintained in ink and maintained properly |
| Master | |
| Operator | |

Logbooks books 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.

In accordance with SOLAS Reg II and III.

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

| | |
|---|---|
| Inspector | The master written standing orders have been counter signed by all crew. The standing order reflects all relevant occurance. |
| Master | |
| Operator | |

Standing order and Master's night order book should be checked to ascertain that 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.

Have deck officers countersigned the Master's standing orders and night orders as being read and understood?

| 14.7 | Has a system been established to ensure that nautical publications, charts and information are both onboard and current? | Yes ● | No | NA | NS |
|---|---|---|---|---|---|

| | |
|---|---|
| Inspector | A contract is in place with Global navigation solutions. Etc. are kept up to date |
| Master | |
| Operator | |

Comment on the system used to ensure that light lists, tide tables, pilot books, nautical almanac, charts catalogue and ship's routeing 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.

If ECDIS is fitted and in use have all corrections been uploaded and recorded?

(See IMO MSC.1/Circular. 1503 dated 24 July 2015 - ECDIS - Guidance for Good Practice)

| 14.8 | 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 |
|---|---|---|---|---|---|

| | |
|---|---|
| Inspector | Last passage plan sighted, the appraisal should be signed also by the master. Under keel clearance can be add to the passage plan. |
| Master | |
| Operator | |

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

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

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

| 14.9 | Is gyro and magnetic compass error log maintained and up to date? | Yes ● | No | NA | NS |
|---|---|---|---|---|---|
| Inspector | A log is kept in ink and updated when possible during voyage. | | | | |
| Master | | | | | |
| Operator | | | | | |

Comment on evidence to show that periodic checks of navigational equipment are made at sea.

Deviation curve(s) should be displayed.

| 14.10 | Are navigation warnings and weather forecasts available? | Yes ● | No | NA | NS |
|---|---|---|---|---|---|
| Inspector | Navtex, client forecast. | | | | |
| Master | | | | | |
| Operator | | | | | |

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

| 14.11 | Is radio and communications equipment available for use and free from defects? | Yes ● | No | NA | NS |
|---|---|---|---|---|---|
| Inspector | Radio equipment available and free of any defects. TDC shore site contractor till dec 2016 | | | | |
| Master | | | | | |
| Operator | | | | | |

GMDSS Manual for 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?

| 14.12 | Is a maintenance programme for radio and electronic equipment in place? | Yes ● | No | NA | NS |
|---|---|---|---|---|---|
| Inspector | The shore side contract is with TDC Aberdeen till December 2016 | | | | |
| Master | | | | | |
| Operator | | | | | |

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

| 14.13 | Are GMDSS logs maintained and up to date? | Yes ● | No | NA | NS |
|---|---|---|---|---|---|
| Inspector | The log is maintained in ink | | | | |
| Master | | | | | |
| Operator | | | | | |

Verify that the GMDSS log is being maintained.

| **14.14** | Is the standard equipment, including bridge, communications and navigation equipment as listed in SOLAS available for use and free from defect? | Yes ● | No | NA | NS |
|---|---|---|---|---|---|
| Inspector | Equipment as per solas requirement | | | | |
| Master | | | | | |
| Operator | | | | | |

Note any deficiencies in equipment.

| **14.15** | Additional section 14 comments? | Yes | No ● | NA | NS |
|---|---|---|---|---|---|
| Inspector | | | | | |
| Master | | | | | |
| Operator | | | | | |

## 15. Machinery Space

| 15.1 | Are main, auxiliary and emergency plant reported to be fully operational? | Yes ● | No | NA | NS |
|---|---|---|---|---|---|
| Inspector Master operator | All machinery spaces reported 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 |
|---|---|---|---|---|---|
| Inspector | AMOS Computer based PMS | | | | |
| Master | | | | | |
| Operator | | | | | |

Note type of system in use.

Comment on the number of routines outstanding.

Manufacturers' manuals should be on board, in the relevant language and appropriate for the plant fitted.

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 |
|---|---|---|---|---|---|
| Inspector | | | | | |
| Master | | | | | |
| Operator | | | | | |

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 |
|---|---|---|---|---|---|
| Inspector | As far as practically seen the area is free of fuel, hydraulic or lubricating oil | | | | |
| Master | | | | | |
| Operator | | | | | |

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 there are no potential sources of ignition in the vicinity of fuel, hydraulic and lubricating oil pipes.

Check that there are no unlagged/exposed hot surfaces above 220 degrees C in the vicinity of fuel, hydraulic and lubricating oil pipes. All machinery insulation and shielding should be properly fitted and fit for purpose.

| 15.5 | Are main switchboard, generators and critical electrical equipment protected against water spray? | Yes ● | No | NA | NS |
|---|---|---|---|---|---|

| | |
|---|---|
| Inspector Master operator | The switchboard is installed in a dedicated switchboard room. |
| | |
| | |

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.

Approved 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 |
|---|---|---|---|---|---|

| | |
|---|---|
| Inspector | All emergency electrical power is reported operational |
| Master | |
| Operator | |

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 |
|---|---|---|---|---|---|

| | |
|---|---|
| Inspector | All reported operational |
| Master | |
| Operator | |

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.

Check that the Oil Record Book is correctly completed for bilge pumping operations.

| 15.8 | In the case of Unmanned Machinery Spaces (UMS)in vessels, are machinery alarms and engineer's alarm systems regularly tested with results recorded? | Yes ● | No | NA | NS |
|---|---|---|---|---|---|
| Inspector | Alarm testing is controlled by the AMOS pms | | | | |
| Master | | | | | |
| Operator | | | | | |

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 |
|---|---|---|---|---|---|
| Inspector | | | | | |
| Master | | | | | |
| Operator | | | | | |

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 |
|---|---|---|---|---|---|
| Inspector | All machinery spaces were noted to be clean and well lit | | | | |
| Master | | | | | |
| Operator | | | | | |

Comment on general condition of machinery spaces.

Note Q 6.23

| 15.11 | Is the necessary technical information available for safe and efficient handling of bulk cargo and ballast? | Yes | No | NA ● | NS |
|---|---|---|---|---|---|
| Inspector | | | | | |
| Master | | | | | |
| Operator | | | | | |

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.

| 15.12 | Additional section 15 comments? | Yes | No ● | NA | NS |
|---|---|---|---|---|---|
| Inspector | | | | | |
| Master | | | | | |
| Operator | | | | | |

## 16. Mooring, Towing and Lifting Equipment

| 16.1 | Are mooring/towing practices appropriate for the size of vessel? | Yes | No | NA | NS |
|---|---|---|---|---|---|
| | | ⬣ | | | |
| Inspector | Certificates are kept in the crane book | | | | |
| Master | | | | | |
| Operator | | | | | |

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/towing equipment available for use and defect free? | Yes | No | NA | NS |
|---|---|---|---|---|---|
| | | ⬣ | | | |
| Inspector | | | | | |
| Master | | | | | |
| Operator | | | | | |

Comment on 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.

Mooring 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?

Are towing hawsers and wires maintained in accordance with manufacturer's instructions?

| 16.3 | Are anchors, cables and securing arrangements available for use and defect free? | Yes | No | NA | NS |
|---|---|---|---|---|---|
| | | ⬣ | | | |
| Inspector | | | | | |
| Master | | | | | |
| Operator | | | | | |

Comment on general state of anchor(s) and cable(s).

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

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

Chain locker spurling pipe cover(s) should be in place at sea to prevent chain locker flooding.

| **16.4** | Does the company have a lifting equipment management system in place? | Yes ● | No | NA | NS |
|---|---|---|---|---|---|
| Inspector | All ropes and deck machinery appeared to be in good condition | | | | |
| | | | | | |
| | | | | | |

Comment on system in use and include procedure for quarantining defective equipment.

Is a colour-coding or alternative system in use to identify 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.

Note how fixed lifting equipment is maintained.

Verify the programme for routine testing ie. start-up, daily, weekly and monthly checks.

| **16.5** | Does the vessel have a certified cargo securing manual? | Yes ● | No | NA | NS |
|---|---|---|---|---|---|
| Inspector | | | | | |
| Master | | | | | |
| Operator | | | | | |

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

| **16.6** | Additional section 16 comments? | Yes | No ● | NA | NS |
|---|---|---|---|---|---|
| Inspector | The cargo securing manual is approved by class 12th November 2015 | | | | |
| Master | | | | | |
| Operator | | | | | |

## 17. Construction and Stability

| 17.1 | Is a survey report file maintained onboard? | Yes | No | NA | NS |
|---|---|---|---|---|---|
| | | ● | | | |
| Inspector | Class status reports are available. | | | | |
| Master | | | | | |
| Operator | | | | | |

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 Intact Stability Book? | Yes | No | NA | NS |
|---|---|---|---|---|---|
| | | ● | | | |
| Inspector | The renewed stability book after the refit was approved 3rd July 2015 | | | | |
| Master | | | | | |
| Operator | | | | | |

Approved Intact Stability Book should be available including damage stability. (See Q 4.30)

| 17.3 | Are procedures in place to govern vessel stability through all stages of vessel operations? | Yes | No | NA | NS |
|---|---|---|---|---|---|
| | | ● | | | |
| Inspector | The procedures reflect the stages of the vessel in operation | | | | |
| Master | | | | | |
| Operator | | | | | |

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

Are damage control plans clearly exhibited on each deck and booklets containing this information available to ships' officers? (See Q 4-16)

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

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

Are records kept of previous loading conditions and stability calculations?

| 17.4 | Additional section 17 comments? | Yes | No | NA | NS |
|---|---|---|---|---|---|
| | | | ● | | |
| Inspector | | | | | |
| Master | | | | | |
| Operator | | | | | |

## Supplement 1. Dynamic Positioning

| S1.1 | Is the vessel's DP Class notation free from any Class imposed restrictions? | Yes ● | No | NA | NS |
|---|---|---|---|---|---|
| Inspector | Lloyds DP AA, No conditions of class | | | | |
| Master | | | | | |
| Operator | | | | | |

Comment on DP Class notation. DP Class imposed restrictions, if found, are to be stated.

NA if DP system is unclassed.

| S1.2 | Does the vessel have onboard a copy of the most recent DP trials report? | Yes ● | No | NA | NS |
|---|---|---|---|---|---|
| Inspector | The recent DP trial report is onboard. The report is from July 2015 | | | | |
| | | | | | |
| Master | | | | | |
| Operator | | | | | |

Inspector should verify that appropriate corrective action is being or 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.

| S1.3 | Does the vessel have onboard a copy of the most recent vessel DPFMEA or FMECA? | Yes ● | No | NA | NS |
|---|---|---|---|---|---|
| Inspector | Petrofac preformed the latest FMECA 19th May 2015 | | | | |
| Master | | | | | |
| Operator | | | | | |

Inspector should verify that appropriate corrective action is being or 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.

| S1.4 | Does the vessel have procedures for the conduct of field location arrival trials? | Yes ● | No | NA | NS |
|---|---|---|---|---|---|
| Inspector | Field arrival trial and mobilization trials. The mobilization trial is counter signed before coming on hire | | | | |
| Master | | | | | |
| Operator | | | | | |

Comment briefly on the field arrival trials procedure.

Note where not available and state reasons why.

| S1.5 | Does the vessel have onboard a DP Operations Manual? | Yes ● | No | NA | NS |
|---|---|---|---|---|---|
| Inspector | Vessel specific DP operations manual is available onboard | | | | |
| Master | | | | | |
| Operator | | | | | |

Comment on DP Operations Manual applicability to specific vessel.

State if the DPO's and engineers are familiar with the DP Operations Manual.

(DP Operations Manual contents are outlined in *IMCA M 109 - A Guide to DP-Related Documentation for DP Vessels)*

*Note where not available and state reason why.*

| S1.6 | Do the DP operators have access to the DP Capability Plots? | Yes ● | No | NA | NS |
|---|---|---|---|---|---|
| Inspector | | | | | |
| Master | | | | | |
| Operator | | | | | |

Inspector should check that the DP Capability Plots show the worst case failure (theoretical and practical footprints using *IMCA M 140 - Specification for DP Capability Plots)*.

Note where not available and state reasons why.

| S1.7 | Do the DP operators have the appropriate and valid DP qualification? | Yes ● | No | NA | NS |
|---|---|---|---|---|---|
| Inspector | All navigational officers onboard do have the appropriate DP qualification | | | | |
| Master | | | | | |
| Operator | | | | | |

Comment on the number of qualified DP operators

Have the DP operators signed a statement that say they have read and understand the vessels FMEA

If there are details of onboard training, give details

The qualification of the DPO will be dependent on the requirement of the vessel operator

| S1.8 | Does the vessel maintain a DP incident log? | Yes ● | No | NA | NS |
|---|---|---|---|---|---|
| Inspector | The vessel maintaince an incident log. Last incident reported 27/5/2013 | | | | |
| Master | | | | | |
| Operator | | | | | |

Inspector should check for recorded incidents, subsequent required actions and note of closed-out actions

| S1.9 | Are Activity Specific Operating Guidelines in place and available? | Yes ● | No | NA | NS |
|---|---|---|---|---|---|
| Inspector | ASOG is available. And made-up in conjunction with the client | | | | |
| Master | | | | | |
| Operator | | | | | |

Key operating document that defines the safe limit of DP ops. IMCA M103 refers

| S1.10 | Does the vessel have a DP data logger? | Yes ● | No | NA | NS |
|---|---|---|---|---|---|
| Inspector | | | | | |
| Master | | | | | |
| Operator | | | | | |

If not how are permanent records of DP operations produced?

| S1.11 | Are position reference systems operable and if not is there a maintenance process in effect to address any defects? | Yes ● | No | NA | NS |
|---|---|---|---|---|---|
| Inspector | All reference systems are reported operational and without any defects. | | | | |
| Master | | | | | |
| Operator | | | | | |

Comment on whether the maintenance procedure includes an estimated time to repair.

| S1.12 | Is the DP equipment maintenance log up to date? | Yes ● | No | NA | NS |
|---|---|---|---|---|---|
| Inspector | | | | | |
| Master | | | | | |
| Operator | | | | | |

Inspector to comment if any DP related equipment is not functional.

| S1.13 | Additional supplement comments? | Yes | No | NA | NS |
|---|---|---|---|---|---|
| Inspector | | | | | |
| Master | | | | | |
| Operator | | | | | |

## Supplement 2. Diving Support Vessels

| **S2.1** | Are there dive system operating and emergency procedures available? | Yes | No | NA | NS |
|---|---|---|---|---|---|
| Inspector | | | | | |
| Master | | | | | |
| Operator | | | | | |

Note: The inspector is not being asked to confirm the adequacy of these procedures, merely that they are present.

| **S2.2** | Is there safe access available around the diving system? | Yes | No | NA | NS |
|---|---|---|---|---|---|
| Inspector | | | | | |
| Master | | | | | |
| Operator | | | | | |

Does this include yellow marked walkways to the DDC if located onboard, from divers launch and recovery position?

Consideration shall be given to the safety of personnel operating around the dive system in terms of such things as slip and trip hazards, access steps, hand rails etc.

| **S2.3** | Is the hyperbaric lifeboat launched as part of a routine testing plan? | Yes | No | NA | NS |
|---|---|---|---|---|---|
| Inspector | | | | | |
| Master | | | | | |
| Operator | | | | | |

Comment on date of last launch on primary and secondary launch systems.

| **S2.4** | Is the storage of the oxygen gas quads in an open and well-ventilated area with adequate firefighting arrangements? | Yes | No | NA | NS |
|---|---|---|---|---|---|
| Inspector | | | | | |
| Master | | | | | |
| Operator | | | | | |

| **S2.5** | Are there written or electronic records available demonstrating that the plant and equipment is subject to regular planned maintenance? | Yes | No | NA | NS |
|---|---|---|---|---|---|
| Inspector | Dive system maintenance is controlled by TM Master planned maintenance system. | | | | |
| Master | | | | | |
| Operator | | | | | |

| **S2.6** | Has a Diving Equipment System Inspection Guidance Notes (DESIGN) document been completed within the last 12 months? | Yes | No | NA | NS |
|---|---|---|---|---|---|
| Inspector | | | | | |
| Master | | | | | |
| Operator | | | | | |

Note: The inspector is not being asked to confirm the adequacy of the document, merely that it is present.

| S2.7 | Is the primary and secondary means of communication between the bridge and dive control functioning? | Yes | No | NA | NS |
|---|---|---|---|---|---|
| Inspector | | | | | |
| Master | | | | | |
| Operator | | | | | |

Primary link must be hardwired, immediately available and unable to be interrupted.

One link must be able to be operated without need of external power supply ie. sound powered telephone

| S2.8 | Is oxygen analyser(s) fitted with alarms in areas that could potentially be oxygen deficient or excessively enriched where personnel may enter? | Yes | No | NA | NS |
|---|---|---|---|---|---|
| Inspector | | | | | |
| Master | | | | | |
| Operator | | | | | |

Inspector should ask to see a test of a random analyser alarm.

Are warning signs in place at the entrance for such areas?

| S2.9 | Additional supplement comments? | Yes | No | NA | NS |
|---|---|---|---|---|---|
| Inspector | | | | | |
| Master | | | | | |
| Operator | | | | | |

## Disclaimer

*This report is intended for the sole use of the person or company to whom it is addressed and no liability of any nature whatsoever shall be assumed to any other party in respect of its contents.*

*As to the addressee, be liable for any loss or damage whatsoever suffered by virtue of any act, omission or default (whether arising by negligence or otherwise) by the Company or any of its servants.*

*March 2016 Klaas Bos BosOffshoreService*