Common Marine Inspection Document

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Vessel name:	OPAL
IMO number:	9489479
Date inspected:	17 Oct 2017
Reference:	17W52133

International Marine Contractors Association

www.imca-int.com

IMCA M 149 from IMCA CMID Database Issue 10
July 2016

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 10 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This document supersedes all previous issues of the Common Marine Inspection Document (IMCA M 149), which are now withdrawn.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 10 - 08 Jul 2016

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 ha 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;

2. Information on the IIMS AVI scheme including the accreditation process and accredited inspectors is available via the CMID Inspector website at www.cmidvesselinspectors.com .

3. IMCA M 189 - Marine Inspection for Small Workboats - may be appropriate for other vessels;

1. 4. The electronic version of this report, ready for completion by inspectors, is available via the IMCA website at www.imca-int.com/cmid;

2.

3. 5. For information on obtaining the printed CMID and related documents see www.imca-int.com/publications

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.

The accredited vessel inspector (AVI) scheme administered by the International Institute of Marine Surveying (IIMS) provides an assured level of competence by inspectors accepted into its scheme and IMCA recommends the services of an accredited inspector. Alternatively, competence may be self-administered by companies providing inspection services and which should be based on the IMCA competence framework (P03). The individual's competence should be a combination of three sections:

- Qualifications;
- Experience;
- Verification.

Qualifications

- 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);
- Inspection/audit qualification (ISM or recognised equivalent) (see note 2).

Experience

- Minimum of one inspection understudying/observing a competent inspector;
- Minimum of one complete inspection supported by a competent inspector;
- For any ship type (see note 3) new to an inspector, they should carry out one inspection whilst being supported by a competent inspector;
- Following the inspections, the inspector should be given feedback and remedial action taken as required;
- 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.

Notes:

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

2. Evidence of alternative appropriate marine or inspection/audit qualifying expertise may be accepted on a case by case basis.

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.

Verification

- A company providing inspection services should develop and administer a competence assurance scheme including mentoring;
- 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;
- 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)*	Rutger Paul van der Spoel	**Date**	17 Oct 2017
Report audited by *(auditor's name)*	Mr Jan Robbert ten Veen	**Date**	20 Oct 2017
Inspector's employer	Van Woerkom, Nobels & Ten Veen	**CMID AVI ID Number**	183
Company on whose behalf inspection is carried out	Saipem SA		
Report summary seen and discussed by *(master or delegated representative's name)*	D. Klekowiecki		

At the mentioned date, vessel and crew were audited in Rotterdam, the Netherlands. The CMID audit was divided into various time sessions and inspection rounds, addressing all the vessel's departments.
During the audit, various routine works carried out by the crew and commissioning of one generator set, supervised by a class surveyor of Polish Shipping Register, was ongoing.

At time of the audit the full crew and fleet manager were on board and available for the IMCA CMID audit.
The Master and crew were prepared and showed good knowledge of the safety management system (SMS).

Please find below a summary of the Master's comments:
6.6 Does the vessel have a system for reporting and recording incidents, accidents
and near misses?
Inspector comment:
Latest report dated 9th October 2017.
No investigation procedure / process mentioned in the SMS, concerning provision for training, evidence of training, responsibility for conducting investigations.
Master comment:
Will be investigated.

6.17 Are specific procedures used for hot work?
Inspector comment:
No specific procedures for hot work mentioned in the SMS.
PPE is according the PPE matrix.
Master comment:
Will be investigated.

16.4 Does the company has a lifting management system in use?
Inspector comments:
Box for quarantining of defective equipment is in use.
No colour-coding system is in use, but a tagging system.
Various lifting belts found without correct tag.
All hoisting equipment is checked on a yearly basis by a third specialised company.
Master comment:
Will be investigated.

Inspection Findings

Question No	Section	Answer	Inspector's Comments	Masters's Comments	Operator's Comments
6.6	HSE	No	Yes	No	Yes
	Latest report dated 9th October 2017. No investigation procedure / process mentioned in the SMS, concerning provision for training, evidence of training, responsibility for conducting investigations.				
6.17	HSE	No	Yes	Yes	Yes
	No specific procedures for hot work mentioned in the SMS. PPE is according the PPE matrix. Oxygen / acetylene bottles properly stored.				
16.4	Mooring, Towing and Lifting Equipment	No	Yes	Yes	Yes
	Box for quarantining of defective equipment is in use. No colour-coding system is in use, but a tagging system.				

Question No	Section	Answer	Inspector's Comments	Masters's Comments	Operator's Comments
	Various lifting belts found without correct tag. All hoisting equipment is checked on a yearly basis by a third specialised company.				

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.

The completed report should be uploaded to the database for review by the vessel operator.

1. Vessel Particulars

	Requested Information
Name of vessel	OPAL.
IMO number	9489479
Type of vessel	TUG/SUPPLY/FIRE-FIGHTING 1 / SPECIAL PURPOSE SHIP
(include detail of any special features)	Not applicable
Previous name(s)	JAYA ACHIEVER
Vessel owner	Promas Shipping limited
Address	2 Airways house high street Sliema SLM 10 MALTA
Tel	
Fax	--
Email	--
Vessel Operator (if not owner)	Polskie Ratownictwo Okrętowe Spolka Z OO
Address	Miodowa 26, 81-558 Gdynia, Poland
Tel	0048586611815
Fax	0048586649931
Email	BIURO@PROGDYNIA.PL JB@PROGDYNIA.PL
Date current vessel operator assumed responsibility for vessel	22nd December 2009
Manning Agent (if different from vessel operator)	Same as operator
Address	--
Tel	--
Fax	--
Email	--
Flag	Malta
(if the vessel has changed flag within the past six months, report date of change and previous flag in 'Additional comments')	Not applicable
Port of registry	Valletta
Classification society (if vessel has changed class within the past six months, report date of change and previous classification society, in 'Additional comments')	Polski Rejestr Statków (Polish Register of Shipping)
Class ID number	101920
Additional comments (include any additional specialised equipment vessel has onboard)	Offshore crane Firefigting system with notation 1
Hull type	Single hull
LOA	59.25 m
Beam	14.95 m
Maximum draught	4.95 m
Deadweight tonnage	1,337
Gross tonnage	1,678
Main engine horsepower and manufacturer	2 x 1,920 kW Caterpillar diesel engines
Number and type of main propellers	2 x adjustable pitch propellers
Number of engines	2
Number of rudders	2
Number of generators	3
Kort nozzles fitted?	Yes

	Requested Information
Bow thruster fitted (number and type)?	1 bow thruster, electrically driven, power 371 kW
Stern thrusters fitted (number and type)?	No
Other propulsors fitted (number and type)?	Not applicable
Rated bollard pull (as applicable)	65 metric tonnes
Type of bunkers	DMA MGO
Bunker capacity	540 M3
Inmarsat number	+87 077 316 67 72 / +48588810094
V-Sat number	+88 1677742981
Vessel mobile phone number	+48 515 03 03 81
Vessel email address	OPAL@PROGDYNIA.PL
Call sign	9HA2265
Date of last owner's/operator's superintendent's visit to vessel	October 2017
Name of the vessel's P&I club	Shipowners
Date of last port state inspection (see also 2.6 below)	8th August 2017
Name and contact details for designated person ashore (DPA)	Jacek Bieganski tel. 0048665063684 e-mail. jacek.bieganski@progdynia.pl
Date of last dry docking or in water survey	December 2016
Location of last dry docking or in water survey	Gdynia, Poland
Date next dry docking due	30th March 2019

2. Previous Inspections

2.1	Has the vessel had a CMID inspection carried out within the previous 15 months?	Yes	No *	NA	NS
Inspector	Previous IMCA audit report dated the 14th April 2014.				
Master					
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	All findings from the IMCA report found and closed out.				
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 inspection was carried out in Trieste, Italy on the 8th August 2017. Copy of the report available.				
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	One deficiency found and closed out.				
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	No PI club inspection was carried out since last CMID audit.				
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	Please see question 2.5.				
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					
Master					
Operator					

3. Certification

3.1	Is the vessel clear of conditions of class and any safety related memoranda?	Yes *	No	NA	NS
Inspector	No outstanding condition of class and / or safety related memoranda issued.				
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	The certificates listed in the index found present on the vessel and were found in date.				
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	The register of publications was found checked on the 16th August 2017.				
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	Register in use, load test dated 14th December 2016. Deck crane is not marked with the SWL. A load chart is displayed on the deck crane, mentioning SWL in relation to the extension of the boom. Few pad eyes on deck found without marking, rectified during the audit. Bollards, etc. marked with appropriate SWL.				
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					
Master					
Operator					

4. Index of Certificates

Certificate	Applicable to vessel type Y/N	Date of issue	Cert does not have issue date Y/N	Date of expiry	Cert does not expire Y/N
AIS Annual Test Certificate - SOLAS Reg V/18.9	Yes	03 Jan 2017	No	03 Jan 2018	No
Ballast Water Management Plan	Yes	06 Sep 2010	No		Yes
Bunker Oil Civil Liability Certificate(Bunker Convention 2001 Art 7)	Yes	01 Apr 2017	No	01 Apr 2018	No
Cabotage – if applicable	No				
Cargo Securing Manual (SOLAS Reg VI/VII MSC.1/Circ 1353)	Yes	01 Feb 2009	No		Yes
Cargo Ship Safety Construction Certificate (SOLAS Reg I/12)	Yes	11 May 2017	No	30 Mar 2019	No
Cargo Ship Safety Equipment Certificate (SOLAS Reg I/12)	Yes	11 May 2017	No	30 Mar 2019	No
Cargo Ship Safety Radio Certificate (SOLAS Reg I/12)	Yes	11 May 2017	No	03 Mar 2019	No
Cargo Ship Safety Certificate (optional in lieu of 6, 7, 8)(1988 SOLAS Protocol Reg I/12)	No				
Certificate of Classification (As required by Flag state if vessel is classed)	Yes	11 May 2017	No	30 Mar 2019	No
Certificate of Crew Accommodation Inspection (ILO 92)	No				
Certificate of Fitness Offshore Support Vessel (for hazardous and noxious liquids)(Resolution A.673(16)/MARPOL Ann II Reg 13)	No				
Certificate of Registry - CLOS Art 91.	Yes	18 Nov 2016	No		Yes
Clean Air Certificate (for Breathing Gas systems)(if required by national authorities)	No				
Continuous Synopsis Record (SOLAS Reg XI-1/5)	Yes	05 Jan 2017	No		Yes
Diving Systems Safety Certificate (Resolution A.536(13)	No				
Document of Compliance (copy)(SOLAS/ISM Para 13)	Yes	13 Jun 2017	No		Yes
Document of Compliance with the special requirements for ships carrying Dangerous Goods (SOLAS Reg II-2/19.4)	Yes	11 May 2017	No		Yes
Dynamically Supported Craft Construction and Equipment Certificate (SOLAS / DSC Code / Resolution A.373(X))	No				
Employer Liability Insurance Certificate	No				
Engine International Air Pollution Prevention Certificate (incl. technical file and Record book of engine parameters if applicable)- MARPOL VI Sect. 30	Yes	11 May 2017	No	30 Mar 2019	No
Exemption Certificate (1) (SOLAS Reg I/12)	No				
Exemption Certificate (2) (SOLAS Reg I/12)	No				
Exemption Certificate (3) (SOLAS Reg I/12)	No				
Helideck Certificate of Survey - CAP 437 or ICAO Annex 14 Vol 2	No				
Hull and Machinery Insurance certificate	Yes	01 Apr 2017	No	31 Mar 2018	No
International Air Pollution Prevention Certificate	Yes	11 May 2017	No	30 Mar 2019	No
International Anti-fouling/TBT Free – if applicable AFS Convention Ann 4 Reg 2(I)	Yes	11 May 2017	No		Yes

Certificate	Applicable to vessel type Y/N	Date of issue	Cert does not have issue date Y/N	Date of expiry	Cert does not expire Y/N
International Energy Efficiency Certificate - MARPOL VI Reg 6	Yes	11 May 2017	No	30 Mar 2019	No
International Load Line Certificate (Load Line Convention)	Yes	11 May 2017	No	30 Mar 2019	No
International Load Line Certificate Exemption	No				
International Oil Pollution Prevention Certificate (MARPOL I)	Yes	11 May 2017	No	30 Mar 2019	No
International Pollution Prevention Certificate for the Carriage of Noxious Liquid Substances in Bulk (NLS Certificate)(MARPOL II Annex II Reg 9)	No				
International Sewage Pollution Prevention Certificate (MARPOL IV)	Yes	11 May 2017	No	30 Mar 2019	No
International Ship Security Certificate (SOLAS Reg XI-2/9.1.1/ISPS Code Part A)	Yes	17 Aug 2015	No	22 May 2020	No
International Tonnage Certificate (1969) (Tonnage Convention Art 7)	Yes	07 Feb 2017	No	30 Mar 2019	No
LRIT Conformance Test Report - SOLAS Reg V/19-1	Yes	17 Mar 2009	No		Yes
Maritime Labour Convention Certificate / Declaration of Maritime Labour Compliance (DMLC) Part 1 and 2 (MLC Reg 5.1.3)	Yes	31 Jul 2013	No	30 Jul 2018	No
Minimum Safe Manning Document (SOLAS Reg V/14.2)	Yes	28 Feb 2017	No	21 Dec 2019	No
Noise Survey Report (SOLAS Reg II-1/3-12 or Resolution A.468(XII))	Yes	30 Mar 2009	No		Yes
Offshore Support Vessel Certificate of Fitness (for hazardous and noxious liquids); or International Pollution Prevention Certificate for the Carriage of Noxious Liquid Substances in Bulk (NLS Certificate)(MARPOL 73/78 Annex II)	No				
Offshore Support Vessel Document of Compliance (Resolution MSC.232(82))	No				
Potable Water Quality Test Certificate	Yes	11 Jan 2017	No		Yes
Pressure Vessel Systems Certification (eg. for air breathing plant)(As required by national authorities)	No				
Protection & Indemnity Insurance Certificate	Yes	01 Apr 2017	No	01 Apr 2018	No
Radio Licence (ITUC Ch.V Reg 18)	Yes	25 Nov 2016	No	21 Dec 2017	No
Safety Management Certificate (ISM Para 13)	Yes	17 Aug 2015	No	22 May 2020	No
Ship Energy Efficiency Management Plan (SEEMP)(MARPOL VI Reg 22)	Yes	01 Dec 2012	No		Yes
Shipboard Marine Pollution Emergency Plan (MARPOL I Reg 37)	Yes	09 Dec 2009	No		Yes
Ship Sanitation Control Certificate/Exemption Certificate (IHR 2005)	Yes	24 Aug 2017	No	24 Feb 2018	No
Ship Security Plan (not for examination – content secure to vessel)(SOLAS Reg IX-2/4)(See Q 7.1)	Yes	15 Dec 2009	No		Yes
Shore Based Maintenance Certificate (GMDSS)(SOLAS IV Reg 15)	Yes	17 Dec 2016	No	16 Dec 2017	No
Special Purpose Ship Safety Certificate (2008 SPS Code)	Yes	11 May 2017	No	30 Mar 2019	No
Suez & Panama Canal Certificates	Yes	06 Jan 2010	No		Yes
Voyage Data Recorder Annual Performance Test Certificate (SOLAS Reg V/18.8)	No				

5. ISM

5.1	Does the vessel have an ISM Safety Management Certificate?	Yes *	No	NA	NS
Inspector	Safety management certificate issued on the 23rd April 2015 and with an expiry date of 22nd May 2020. Last internal audit dated 3rd August 2017. One observation noted and found closed out. External audit planned for end of 2017.				
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					
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					
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	Paper system is being used. Records of September available and signed. System in compliance with STCW.				
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	Non-conformances are reported via a so-called "Remedial working plan", (excel based form). No outstanding non-conformances reported, however 4 recommendations from operator's inspection dated May 2017 in progress.				
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	A standard timeframe of 3 months is used, however used timeframe is depending on the type of finding. Feedback from non-conformances reported via e-mail.				
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 on the vessel is Polish.				
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	SMS in the Polish and English language. All safety signs are in the English language, same applies to the official log books.				
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 alcohol and drug policy is in use. Random alcohol exhaled air test carried out, test records available. The Master is responsibly for monitoring and managing the policy. Last date of random testing : 18th October 2017.				
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	Latest safety management meeting dated 29th September 2017. Safety committee meetings are attended by the head of departments, (Master, Chief Officer and Chief engineer). Depending on the topics the Master invites all crew to attend the safety management meeting.				
Master					
Operator					

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

Eg. Note if there is 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.

That there is 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	Key personnel showed knowledge of the SMS. Smoking regulations were found in place. Safety signs and relevant safety information displayed.				
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	PPE matrix included in the SMS. Crew working on deck, wearing the appropriate PPE, according the matrix.				
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	Confirmation of conducting familiarisation and safe induction forms in use and records available.				
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	Basic safety briefing was received when boarding the vessel during the audit.				
Master					
Operator					

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

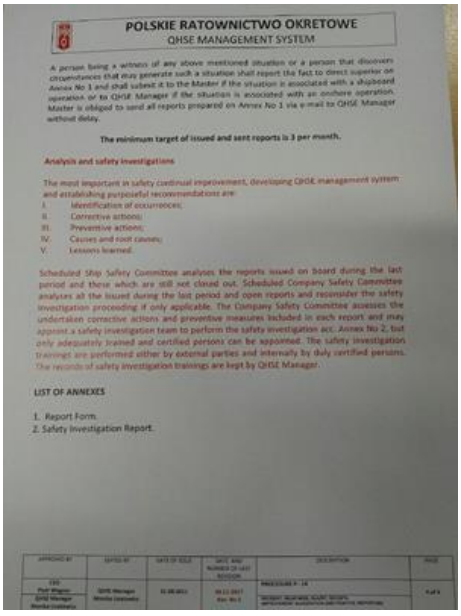
Are safety rules prominently displayed?

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	Reported that in the office standard procedures are used (internal act no. 3) defining responsibilities with subcontractors. Showed document was in the Polish language and translated by the fleet manager.				
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	Latest report dated 9th October 2017. No investigation procedure / process mentioned in the SMS, concerning provision for training, evidence of training, responsibility for conducting investigations.				
Master					
Operator	09 Nov 2017 - Jacek Bieganski - PROCEDURE P14 (INCIDENT, NEAR MISS, INJURY, NCCAPA, IMPROVEMENT SUGGESTIONS AND POSITIVE REPORTING) UPDATED ACCORDING TO REQUIREMENTS. IMPLEMENTED MEASURES / PROVISIONS FOR TRAINING , EVIDENCE OF TRAINING AND RESPONSIBILITY IF CONDUCTING INVESTIGATIONS. 27 Oct 2017 - Jacek Bieganski - REMARK IS BEING INVESTIGATED BY COMPANY QHSE . UPDATE TO SMS TO BE IMPLEMENTED ACCORDINGLY.				



POLSKIE RATOWNICTWO OKRETOWE
QHSE MANAGEMENT SYSTEM

A person being a witness of any above mentioned situation or a person that discovers circumstances that may generate such a situation shall report the fact to direct superior on Annex No 1 and shall submit it to the Master if the situation is associated with a shipboard operation or to QHSE Manager if the situation is associated with an onshore operation. Master is obliged to send all reports prepared on Annex No 1 via e-mail to QHSE Manager without delay.

The minimum target of issued and sent reports is 3 per month.

Analysis and safety investigations

The most important in safety continual improvement, developing QHSE management system and establishing purposeful recommendations are:

I. Identification of occurrences;
II. Corrective actions;
III. Preventive actions;
IV. Causes and root causes;
V. Lessons learned.

Scheduled Ship Safety Committee analyses the reports issued on board during the last period and these which are still not closed out. Scheduled Company Safety Committee analyses all the issued during the last period and open reports and reconsider the safety investigation proceeding if only applicable. The Company Safety Committee assesses the undertaken corrective actions and preventive measures included in each report and may appoint a safety investigation team to perform the safety investigation act. Annex No 2, but only adequately trained and certified persons can be appointed. The safety investigation trainings are performed either by external parties and internally by duly certified persons. The records of safety investigation trainings are kept by QHSE Manager.

LIST OF ANNEXES

1. Report Form.
2. Safety Investigation Report.

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	In total 20 different emergency procedures mentioned in the SMS. Drill schedule available. DPA can access a shore side specialist support, for example salvage company.				
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	Generic risk assessments (from the office) are available on the vessel. Job specific risk assessments are conducted on the vessel, however no register of conducted risk assessments available. A "stop the job" policy is in use.				
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	Reported that ship management receives a half yearly in-house training of the safety manual system in the office of the operator, with risk assessment training forming part.				
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	Generic risk assessments carried out.				
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					
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 in place.				
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	Management of change is handled via a suggestion for improvement procedure for changes to the SMS manual / procedures and for equipment (sub)contractors via procedure 6.				
Master	Changes are handle via the suggestion for improvement form mentioned in the SMS in procedure 14.				
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	The Permit to Work covers the following items; - entry into enclosed spaces - work with open fire - working at heights - diving operations - small boat operations - fitting of towed objects - lifting operations - electric maintenance - bunker operations - Repair or maintenance of safety equipment Risk assessments are not clearly linked with the permit to work system.				
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	This year in total 63 permits were issued. No permits were issued at time of the inspection.				
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	Enclosed spaces found marked. A enclosed space checklist is used together with the permit to work entry system. Measuring devices are calibrated on a yearly basis.				
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	No specific procedures for hot work mentioned in the SMS. PPE is according the PPE matrix. Oxygen / acetylene bottles properly stored.  				
Master	Will be investigated.				
Operator	09 Nov 2017 - Jacek Bieganski - THE WORK WITH NAKED FLAMES (HOT WORK) DESCRIBED IN DETAILS IN PROCEDURE 15 - DANGEROUS WORK PERMITS. PROCEDURE DESCRIBES THE CONDITIONS TO BE FULFILLED INORDER TO ALLOW ANY HOT WORA, ADDITIONALLY THE STOP THE JOB AND LOCKOUT- TAGOUT POLICY INCLUDED . 27 Oct 2017 - Jacek Bieganski - REMARK IS BEING INVESTIGATED BY COMPANY QHSE . UPDATE TO SMS TO BE IMPLEMENTED ACCORDINGLY.				

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	Mentioned in the SMS.				
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	An asbestos free certificate is available on the vessel.				
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	Chemicals are stored at various locations in the cement storage space. PPE and MSDS sheets available. No COSHH procedures in place.				
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 vessel is equipped with a gangway.				
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	Addresses in the safety management system. Apparent hazards that are not eliminated are clearly marked.				
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	Warning signs in found in place.				
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;

Has the chief engineer written his own standing orders and are night orders being completed? Have the watch engineers countersigned the chief engineer's standing and night orders as read and understood?

Watertight doors should be in full working order and operating/warning notices posted.

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	Ship security plan according ISPS requirements available.				
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	Please see question 7.1.				
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 Chief officer is the Ship Security Officer. The crew manager is the appointed Company Security Officer.				
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	Security (ISPS) level displayed throughout the vessel.				
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	Part of the vessel familiarisation.				
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	By the operator's crewing department and the Master.				
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	A gangway watch was found present, a visitor's log being maintained and a batch system in use.				
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					
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	Sample size of 25%.				
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	According the safe manning certificate minimum crew is : 10. Actual number of crew is: 12.				
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 has been sailing for approx. 17 years in the rank as Master.				
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	Described in procedure P-04 in the SMS. Training matrix according STCW requirements in use.				
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	All deck crew in the possesion of a GMDSS certificate.				
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	All according SCTW requirements.				
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	No specialist equipment on the vessel.				
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	Spot checked and found in date.				
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	According MLC requirements.				
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	Mentioned in the SMS under procedure 25.				
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					
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	Policy displayed in the mess room.				
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/ Coxswain	HLO
Master	Master cert 3000 and more	20 years	17 years	36	No	Yes	Yes	No	No
C/O	Master cert 500-3000 GT	9 years	3 years	20	No	Yes	Yes	No	No
OOW	OOW cert 500 GT and more	2 months	6 years	2	No	Yes	Yes	No	No
C/Eng	C/Eng cert 3000 kW and more	9 years	6 years	15	No	No	Yes	No	No
2/Eng	2nd eng cert 3000 kW and more	7 years	6 years	15	No	No	Yes	No	No
3/Eng	2nd eng cert 750-3000 kW	2 years	4 years	4	No	No	Yes	No	No
Bosun	AB cert of reg II/5 STCW	15 years	12 years	30	No	No	Yes	No	No
OS	OOW cert 500 GT and more	2 months	1 year	2	No	Yes	Yes	No	No
Fitter	Rating reg III/4 STCW	2 years	2 years	12	No	No	Yes	No	No
Cook	Rating reg II/4 STCW	2 months	2 months	2	No	No	Yes	No	No
A.B.	Rating reg II/4 STCW	3 months	3 months	1	No	No	Yes	No	No
Cadet	Rating reg II/4 STCW	1 year	3 months	2	No	No	Yes	No	No

10. Life Saving Appliances

10.1	Are survival craft operational and defect free?	Yes *	No	NA	NS
Inspector	The vessel is not equipped with lifeboats.				
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	Liferafts visually in order and were found in date.				
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					
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 lists displayed throughout the vessel.				
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	2 different sizes of immersion suits on the vessel.				
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					
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	MOB boat fitted and visually in order.				
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	Standard Brindle LSA training manuals made ship specific and available in the wheelhouse and in the mess room.				
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	Basic maintenance instructions available.				
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	Condition of LSA spot checked and found in order.				
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	A ship specific procedure mentioned in the SMS.				
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	Vessel equipped with fire-fighting equipment according the Fi-Fi 1 notation.				
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	BA air compressor available on the vessel. One BA-set spot checked and found in order.				
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	Recorded in the planned maintenance system.				
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 detecting system in working condition. Fire detectors tested on a monthly basis.				
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	No fire drill held. Date of last fire drill: 8th October 2017.				
Master					
Operator					

NA should only be used for un-manned vessels.

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					
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	Plans found with same revision numbers.				
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	Vessel constructed before 1st July 2014.				
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	SOPEP drills are held on a three monthly basis. Last SOPEP drill dated: 7th August 2017.				
Master					
Operator					

Review the Ship Marien Pollution Emergency Plan (MARPOL I Reg 37)

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	Bunker procedures available. Permit to work system in used when bunkering.				
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?

Emergency bilge suction valves should be suitably marked and specific warning notices should be posted to safeguard against the accidental opening. They can be fitted with a visible tag which does not prevent the operation of the valve.

12.3	Is the bilge oily water separator (OWS)/filtering system in good working order?	Yes *	No	NA	NS
Inspector	OWS reported functional. Last test of OWS reported: 29th September 2017. Overboard valve found with lock, no warning notice posted against accidental opening.				
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	Garbage record book found with entries up to date.				
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	Ballast water management plan approved by PRS class.				
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	Oil record book found with entries up to date.				
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	Reported that only low sulphur MGO is used on the vessel.				
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	No equipment mentioned on Ozone Depleting Substance list.				
Master					
Operator					

In accordance with MARPOL VI Reg. 12

12.10	Additional section 12 comments?	Yes	No *	NA	NS
Inspector					
Master					
Operator					

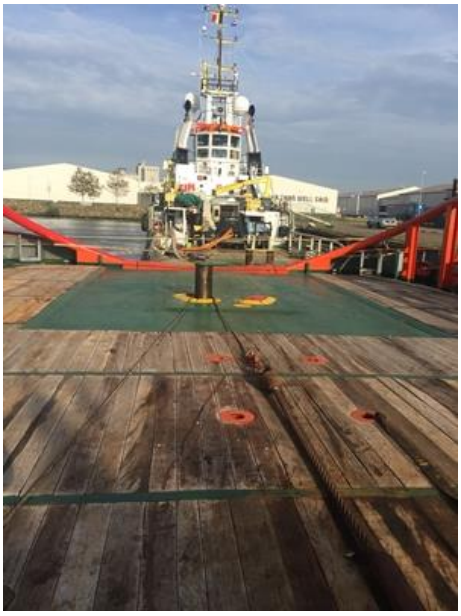
13. General Appearance

13.1	Are there arrangements in place to address the general condition, visual appearance and cleanliness of the hull?	Yes *	No	NA	NS
Inspector	The shell plating was as far as visible in good condition and without visual damage.				
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	The decks are checked on a regular basis during the general inspection round, according to the maintenance system. 				
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					
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	Accommodation found in order.				
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	Refrigeration alarms tested and found in working condition. Galley refrigerated spaces, etc. found clean and tidy. 				
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	The cook is in the possession of a cook certificate.				
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	Accommodation found neat and tidy. Ship sanitation certificate valid.				
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	Hospital found clean.				
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	Mentioned in operational procedures 6. Copies of procedures are available on the wheelhouse.				
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	Included in the SMS under procedure 12. Checklist is part of the procedure.				
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	Displayed on the wheelhouse.				
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	Displayed near the navigation console.				
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	Deck logbook in the English language and found with entries up to date.				
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	Standing orders and a night order book are in use and both countersigned by the deck officers.				
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	Paper charts are in use as primary means of navigation. Paper charts were found up to date until week: 39.				
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	Passage plan produced by means of computer. Of both two latest passage plans, no records available that plan was verified by the Master.				
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	Compass error logbook found with entries up to date.				
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	Via Navtex, weather facsimile, Internet, Sat-C.				
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	All reported in working condition.				
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	Shore based maintenance.				
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	Logbook found with entries up to date.				
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	All reported in operational condition.				
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	At time of the audit, generator no. 2 was being put back in service and class surveyor was on the vessel to witness the operational condition of the generator.				
Master					
Operator					

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	A computer based (Excel based) maintenance system is in use on the vessel. Planned maintenance system in the Polish language. Inventory is kept in a separate Excel list / program. Planned maintenance system, as far as could be ascertained due to Polish language, was found up to date. Safety weekly / monthly inspections recorded on paper system.				
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	Engine room logbook with entries found in the English language and with entries up to date. A daily work book is kept, in the Polish language. Weekly repair / work overview in the English language sent to the office of the operator.				
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					
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	Main switchboards situated inside the engine control room. 				
Master					
Operator					

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	Emergency generator is tested on a weekly basis and a black-out test is performed on a monthly basis.				
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	Bilge alarms are tested on a weekly basis.				
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	The vessel is not certified for UMS.				
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	Last emergency steering drill dated: February 2017. 				
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	Various works were in progress. Machinery space without obvious leaks. 
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	Spare mooring ropes available. Certificates of mooring ropes present on the vessel.				
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	Mooring equipment free of defects.				
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	Anchors ready for use and in visually good condition.				
Master					
Operator					

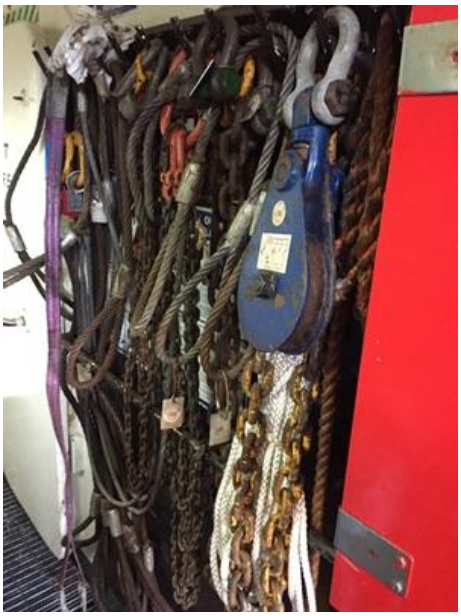
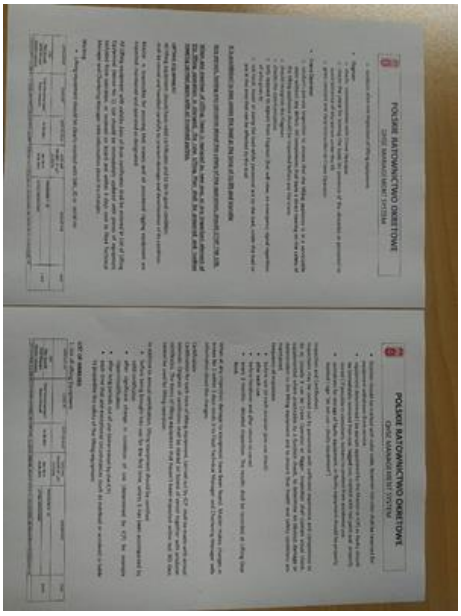
Comment on general state of anchor(s) and cable(s).

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	Box for quarantining of defective equipment is in use. No colour-coding system is in use, but a tagging system. Various lifting belts found without correct tag. All hoisting equipment is checked on a yearly basis by a third specialised company. 
Master	Will be investigated.
Operator	09 Nov 2017 - Jacek Bieganski - LIFING EQUIPMENT MANAGEMENT COVERED BY QHSE PROCEDURE P-13 - LIFTING OPERATIONS. PROCEDURE DESCRIBES : - THE COLOUR CODING / MARKINGS ACC TO COMPANY STANDARDS (RED COLOUR USED FOR NOT TO BE USED MATERIALS) - INSPECTION AND CERTIFICATION (DAILY, QUARTERLY, ANNUALLY) - TAGOUT POLICY - STORAGE AND REMOVAL FROM VESSEL DAMAGED/ NOT TO BE USED EQUIPMENT. 27 Oct 2017 - Jacek Bieganski - REMARK IS BEING INVESTIGATED BY COMPANY QHSE . UPDATE TO SMS TO BE IMPLEMENTED ACCORDINGLY. 

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	The cargo securing manual is signed by Polish Register of Shipping.				
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					
Master					
Operator					

17. Construction and Stability

17.1	Is a survey report file maintained onboard?	Yes *	No	NA	NS
Inspector	Files with repair history are available in the office and on the vessel.				
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	An intact and damage stability booklet is available on the wheelhouse. Booklets approved by class.				
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	As mentioned in the SMS. Stability calculations are made on the vessel by means of an Excel based program. This Excel based program is not class approved.				
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. Anchor Handling Vessels (AHVs)

S1.1	Are the Anchor Handling Winches appropriately certified?	Yes *	No	NA	NS
Inspector	The anchor handling winch is class approved. Emergency stops and emergency release fitted and tested on a monthly basis and records available.				
Master					
Operator					

Check guards fitted.

Emergency stops fitted

S1.2	Are the Anchor Handling equipment maintenance records up to date?	Yes *	No	NA	NS
Inspector					
Master					
Operator					

Inspector to visually inspect the maintenance records relating to all anchor handling equipment including wires.

Is any mission critical equipment reported to be defective/out of action.

S1.3	Is a clear deck policy in place for anchor handling?	Yes *	No	NA	NS
Inspector					
Master					
Operator					

Does this deal with measures to reduce the risk of snapback, recoil and personal injury to as low as reasonably practicable?

S1.4	Is the anchor handling deck area clearly visible from the bridge?	Yes *	No	NA	NS
Inspector	Clear view from the wheelhouse. Floodlights on the top of the wheelhouse and from the side.				
Master					
Operator					

Comment on lighting to cover the work areas

S1.5	Is the deck area sheathing free from any significant damage?	Yes *	No	NA	NS
Inspector	Wooden beams and steel deck sheeting without visual damage.				
Master					
Operator					

Inspector to check sheathing for potential trip hazards

S1.6	Are there protected areas provided for crew working on the deck?	Yes *	No	NA	NS
Inspector	Behind the crash rails. 				
Master					
Operator					

Comment on the provision for crew deck safety lines

S1.7	Is there a notice posted on the Bridge for emergency release procedures?	Yes *	No	NA	NS
Inspector	Basic sign near emergency release button posted.				
Master					
Operator					

Procedures should include the operation of winch stops, wire release and associated system shutdown

S1.8	Are there lifesaving appliances for the crew working on the stern?	Yes *	No	NA	NS
Inspector	Inflatable life jackets, life lines and radios.				
Master					
Operator					

Comment on numbers, type and suitability of LSA.

S1.9	Are there records held onboard which confirm that winch operators have been formally trained?	Yes *	No	NA	NS
Inspector	The Master and Chief Officer are operating the winch. In-house training is provided and records kept via the familiarisation forms.				
Master					
Operator					

S1.10	Are the maximum acceptable vertical and horizontal transverse forces defined and posted?	Yes *	No	NA	NS
Inspector	Mentioned in the anchor handling manual and displayed on the wheelhouse during the audit.				
Master					
Operator					

Comment on ease of access to this information.

S1.11	Are emergency release systems regularly tested and records maintained?	Yes *	No	NA	NS
Inspector	Emergency release system regular tested and records maintained.				
Master					
Operator					

There should be on-going proving of functionality and crew awareness.

S1.12	Additional supplement comments?	Yes	No *	NA	NS
Inspector					
Master					
Operator					

Supplement 2. Offshore Supply Vessels

S2.1	Is PPE available for crew appropriate to the types of cargo working conditions?	Yes *	No	NA	NS
Inspector	Vessel can carry dangerous goods and appropriate PPE is available, such as chemical suits, etc.				
Master					
Operator					

Comment on ease of access to and general condition of PPE.

S2.2	Are there cargo discharge rates available for all classes of liquid cargo?	Yes *	No	NA	NS
Inspector	Discharge rate for liquid mud: 2 x 70 m3 / hour. Discharge rate for bulk cement : 2 x 13 m3 / min. Discharge rate for fuel: 150 m3 / hour. Discharge rate for fresh water : 125 m3/hour. Discharge rate for drill water : 100 m3 / hour.				
Master					
Operator					

Discharge rates should state head and discharge pressures.

S2.3	Is there a cargo plan identifying all classes of permitted cargo, including dangerous goods?	Yes *	No	NA	NS
Inspector	Deck with marking for loading dangerous cargo.				
Master					
Operator					

Cargo should be loaded in accordance with loading plan

Vessel should have adequate procedures for handling dangerous goods i.e. PPE, data sheets

S2.4	Is there appropriately certified securing equipment available?	Yes *	No	NA	NS
Inspector					
Master					
Operator					

Securing points should be provided and in good condition

S2.5	Is the relevant industry guidance on board for the safe management and handling of cargo?	Yes *	No	NA	NS
Inspector	Mentioned in the Cargo Securing Manual.				
Master					
Operator					

Refer to Cargo Securing Manual (See Index of Certificates)

S2.6	Is the Deck area clearly visible from the bridge control position?	Yes *	No	NA	NS
Inspector	The deck area is clearly visible from the bridge control position. CCTV system in place for controlling towing winch.				
Master					
Operator					

If not does CCTV provide coverage of areas which are not clearly visible?

S2.7	Is there adequate lighting of the Deck area?	Yes *	No	NA	NS
Inspector					
Master					
Operator					

S2.8	Is the Deck sheathing area free from damage that could cause potential hazards to personnel?	Yes *	No	NA	NS
Inspector					
Master					
Operator					

S2.9	Is cargo deck perimeter free from projections likely to snag cargo while being transferred?	Yes *	No	NA	NS
Inspector					
Master					
Operator					

S2.10	Are crash barriers and guardrails free from potentially hazardous damage and are they fitted for optimum effect?	Yes *	No	NA	NS
Inspector	Crash barriers located at both sides of the aft work deck.				
Master					
Operator					

Check personnel access to safe areas beyond crash barriers

Safe areas should not be obstructed by pipelines, hatches, etc

S2.11	Is there a safe means of access to manifolds?	Yes *	No	NA	NS
Inspector					
Master					
Operator					

Check that manifolds are capped

Connections should be clearly marked / colour coded

S2.12	Is deck pipe work free from damage and heavy corrosion?	Yes *	No	NA	NS
Inspector	Pipelines spot checked and found free of soft patches and/or temporary repairs.				
Master					
Operator					

Confirm pipelines free of soft patches or other temporary repairs

S2.13	Is tugger winch and wire certificated and well lubricated?	Yes *	No	NA	NS
Inspector					
Master					
Operator					

Inspector should be provided with sufficient wire to make assessment of overall wire condition

S2.14	Are cargo tank inspection records available?	Yes *	No	NA	NS
Inspector	Frequency of tank inspection on an annual basis.				
Master					
Operator					

Comment on frequency of inspections and any documented coating / internal damage

S2.15	Are there documented procedures for the sampling and analysis of cargo tank contents?	Yes *	No	NA	NS
Inspector	Samples are taken before delivering the contents. Dedicated sampling point on the vessel is available.				
Master					
Operator					

Comment on the sampling routine for fresh/potable water and fuel tank analysis

S2.16	Are the main and stand-by agitators/recirculation system for oil based mud tanks reported to be operational?	Yes *	No	NA	NS
Inspector	System reported operational, however the system was reported to be never used on the vessel.				
Master					
Operator					

Comment on the last date of system operation and if there were any documented problems

S2.17	Are there procedures for the cleaning of cargo tanks to prevent contamination?	Yes *	No	NA	NS
Inspector	As part of the SMS.				
Master					
Operator					

S2.18	Are the cargo tanks appropriately identified and marked with safe working pressure?	Yes *	No	NA	NS
Inspector	Cement tanks are marked as such.				
Master					
Operator					

Tank identification and location should match the tank plan

S2.19	Is there safe access to the cargo tanks?	Yes *	No	NA	NS
Inspector	Yes.				
Master					
Operator					

Comment on lighting and tank access

Are access and egress routes to tanks clearly indicated / described in procedures?

Does the permit to work regime include requirements for confined space entry and PPE?

S2.20	Are the cargo tank system valves reported to be operational?	Yes *	No	NA	NS
Inspector	Reported that valves are checked on a monthly basis.				
Master					
Operator					

Comment on date of last system pressure test.

S2.21	Are the cargo tanks fitted with operational pressure gauges and relief valves?	Yes *	No	NA	NS
Inspector					
Master					
Operator					

S2.22	Additional supplement comments?	Yes	No *	NA	NS
Inspector					
Master					
Operator					