



Offshore Vessel Inspection Database (OVID) Programme

**Vessel Inspection Questionnaires for Offshore
Vessels (OVIQ).**

2015

2nd Edition

17th September 2015

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SECTION 1

1.1 History of the OVID Programme

In 2009, OCIMF in conjunction with the Oil and Gas Producers (OGP) organisation started the development of the Offshore Vessel Inspection Database (OVID) for launching in early 2010, which will enable OCIMF members to submit their ship inspection reports to OCIMF for distribution to OCIMF members and certain qualifying non-OCIMF members.

Participation in the programme, as either an inspecting OCIMF Member or a programme recipient, was strictly voluntary and each programme recipient determines independently how to evaluate the information contained in the reports received from OCIMF.

Under the OVID Programme, the operator of any offshore ship that is the subject of a report was given a copy of that report and the opportunity to submit written comments relating to the report, to both the inspecting OCIMF Member and to OCIMF. The written comments submitted by the vessel operator forms part of the downloaded report.

Report recipients access the OVID System Index by computer and this permits the index to be viewed or downloaded. Any authorised recipient can download a report on any vessel at cost determined by the OCIMF Executive Committee, which may be adjusted from time to time.

1.2 Revisions to the Programme

The second edition of the Offshore Vessel Inspection Questionnaire (OVIQ) was launched on the 1st July 2015. This document details version 1.0.03 of the OVIQ2 template, however, the template and associated document may be amended from time to time as appropriate.

1.3 Uniform Vessel Inspection Procedure

The programme requires that participating submitting companies follow a uniform **Vessel Inspection Procedure**. This procedure has an ***Inspection Element*** and a ***Report Element***.

The ***Inspection Element*** uses a series of detailed inspection questionnaires as appropriate for the type of vessel inspected. These questionnaires address issues associated with safety and pollution prevention. Inspectors who are employed, or contracted by submitting companies must answer all these questions.

Questions are, in many cases, accompanied by guidance notes and/or references to source documents. Their purpose is to aid the Inspector's response.

The ***Report Element*** is developed from the completed electronic questionnaire that is submitted by the Inspector, either directly to the OVID web site, or to the submitting company for further processing prior to transmission to the vessel operator and to OVID.

SECTION 2

2.1 The Vessel Inspection Questionnaires, Inspector Manuals and OVIQ Computer Programmes

The 1st Edition of the OVID Vessel Inspection Questionnaires and their accompanying Inspection Reports were introduced in early 2010. The OVID system is comprised of two fundamental elements:-

These are:

1. The **Offshore Vessel Inspection Questionnaire (OVIQ)**, which is an inspection document which relates to the operations and procedures onboard the vessel. The OVID software has a 'Variant wizard' which generates a different question set applicable to the specific type of vessel being inspected. Currently there are 19 different vessel variants.

2. The **Offshore Vessel Particulars Questionnaire (OVPQ)**, which is a document that is completed by the vessel operator and OCIMF does not warrant the accuracy of any information contained within the OVPQ. The OVPQ is a detailed questionnaire of the permanent or semi permanent characteristics of the vessel. (LOA, height, tank capacities etc), and it is the operators' responsibility to update this document from time to time.

2.2 Inspector Manuals

The Manual reorganises the OVIQ key questions, and guidance notes to follow the order of the route that would normally be taken by an inspector in the course of an inspection.

The OVIQ Inspector Manuals will be used with this 2015 Edition that sets out the questions into the approximate order that an inspector is likely to encounter them during the course of an inspection. Selection of the questionnaire to be used for each particular inspection is made using a "Vessel Selection Wizard" incorporated into the OVID Report Editor software programme. This Wizard requires a series of questions to be answered. When the Wizard is completed, the appropriate questionnaire can be printed on a local printer. The questionnaire may be printed in A4 or Letter paper, or reduced to a size appropriate to be used with the OVID OVIQ Pocketbook which is issued to all OVID-Accredited inspectors. **These Questionnaires must be used during each inspection.** The inspection findings must be transferred from the pocketbook to the appropriate OVIQ computer programme after the inspection is completed.

SECTION 3

3.1 Using the OVID Vessel Inspection Questionnaires (“OVIQs”)

The inspection questionnaires used in this programme contain a series of questions related to safety and pollution prevention applicable to the type of vessel that is inspected. These questions are consecutively numbered and are logically grouped into separate chapters.

Each chapter contains a series of questions to be answered by the inspector. Questions *may* be accompanied by guidance, namely:

1. Guidance notes to inspectors;
2. Reference source(s) citing regulation(s) or industry guidelines pertaining to questions; and
3. An indicator to identify issues when an inspector comment is mandatory.

The above-mentioned guidance, regulatory/industry references amplify the questions and these are provided to assist the inspector to answer the questions.

If the guidance and references lead the inspector to conclude that the question should be answered positively, the box “**Yes**” in the OVIQ computer programme should be checked. On the other hand, if the guidance and any reference sources indicate to the inspector that the question should be answered negatively, the “**No**” box should be checked. Where appropriate, the “**Not Seen**” or “**Not Applicable**” box should be ticked.

The inspector *must* respond to all the questions appropriate to the type of vessel being inspected. ***Failure to do this will mean that the inspection report cannot be transmitted to the OVID Internet site for processing by the principal who commissioned the inspection.***

The inspector *must* insert an Observation when responding to any question where the response box is marked “**No**”. The Observation *must specify and explain* the reason why a negative response is made. Additionally, where a box is marked “**Not Seen**”, the reason for the “**Not Seen**” response *must* be given in the Observation section accompanying the question. In cases where a “**Not Applicable**” response is required, the “**Not Applicable**” response is treated in the same way as a “**Yes**” response and there is no requirement for the reason to be made in the Observations section accompanying the question. However, if, in the inspector’s judgment an explanatory comment is necessary, the inspector may make such comment in the “**Other Comments**” section accompanying the question ***provided such comment makes amplification to assist the understanding of a report recipient as to an issue associated with a specific question.*** In some cases, where the type of vessel being inspected results in one or more questions being not applicable to that type of vessel, the Report Editor is programmed to automatically answer those questions “**Not Applicable**”.

For some questions, the inspector is required to comment irrespective of how the question is answered. This requirement is flagged in the printed OVIQ by bold, highlighted, italic text in the guidance notes. In the electronic Report Editor software it is highlighted in yellow.

At the end of each chapter there is an Additional Comments section. If the inspector has additional comments in respect of subject matter that is not covered by the specific questions in the chapter, the inspector may make such comments in the Additional Comments section.

The above listed requirements are summarised below

Box	Option	Response
Y	Yes	Tick “ Yes ” if, in the inspector’s professional judgement assisted by the guidance (if provided), a positive response can be made to the question. If, in the inspector’s judgement the Yes response requires to be amplified with further positive comments, the inspector may record such comments in the Other Comments box. Inspectors should keep in mind, that unless an unusual situation needs to be positively described, then a “ Yes ” response without comment is adequate.
N	No	Tick “ No ” if, in the inspector’s professional judgement assisted by the guidance (if provided), a negative response should be made to the question.
NS	Not Seen	Tick “ Not Seen ” if the issue addressed by a question has not been seen or checked by the inspector. The reason why the topic or issue was not seen must be recorded in the Observations box.
NA	Not Applicable	Tick “ Not Applicable ” if the subject matter covered by the question is not applicable to the vessel being inspected. In some cases, the “ Not Applicable ” response is made automatically within the software and is subject to the type of vessel being inspected. If, in the inspector’s judgement the Not Applicable response requires to be amplified with further comments, the inspector may record such comments in the Other Comments box. If, in the inspector’s judgment an explanatory comment is necessary, the inspector may make such comment in the “ Other Comments ” section accompanying the question provided such comment makes amplification to assist the understanding of a report recipient as to an issue associated with a specific question.
	Observations and Other Comments	An Observation by the inspector is required for a “ No ” or “ Not Seen ” response. Where the question specifically calls for inspector comment irrespective of how the response box is checked, such comments are required to be recorded in the “ Other comments ” section that accompanies the question. Inspectors are free to record comments even where a box is checked “ Yes ” provided such comment makes amplification to assist the understanding of a report recipient as to an issue associated with a specific question.
	Additional Comments	The Additional Comments section at the end of each chapter may be used to record comments in respect of the chapter that are <i>additional</i> to those which the inspector may make when responding to the specific questions.

3.2 OVIQ Availability to Operators

Vessel operators, who require copies of the questionnaires set out in this programme, may obtain them directly from the www.ocimf.com <<http://www.ocimf.com>> web site at no cost to the vessel operator.

SECTION 4

Conduct of Inspections

4.1 Mandatory Inspection Requirements

The following mandatory inspection requirements **must** be followed by inspectors in the conduct of their shipboard inspection in order for reports to meet the requirements of the OVID Programme:

4.1.1. General Requirements

1. The inspector must introduce himself or herself to the Master or the Master's authorised deputy, explain the scope of the inspection and discuss the preferred order in which it will be carried out, prior to commencement of the inspection. Inspectors should co-operate fully to conduct the inspection in the order that will cause the least disruption to the vessel's operations. The inspector must be accompanied by a member of the ship's staff at all times during the course of the inspection.
2. The inspector must set a good example with respect to his or her own personal safety procedures whilst on board the vessel and in the terminal and must wear appropriate personal protection equipment at all times.
3. Electrical or electronic equipment of non-approved type, whether mains or battery powered, must not be active, switched on or used within any gas-hazardous or other hazardous areas. This includes torches, radios, mobile telephones, radio pagers, calculators, computers, photographic equipment and any other portable equipment that is electrically powered but not approved for operation in a gas-hazardous area. It should be borne in mind that equipment such as mobile telephones and radio pagers, if switched on, can be activated remotely and a hazard can be generated by the alerting or calling mechanism and, in the case of mobile telephones, by the natural response to answer the call. Any specific Terminal requirements must be adhered to.
4. Any Observations that the inspector intends to record in the OVIQ must be pointed out and discussed 'on site' at the time with the member of the ship's staff assigned to accompany the inspector. This ensures that the nature of the Observations are fully understood and can also avoid extended discussion at the end of the inspection.
5. On completion of the inspection, some Submitting Companies require the inspector to provide a list of the inspection findings in the form of written observations, others do not. In either case, the inspector must discuss the inspection findings with the Master or the Master's authorised deputy before leaving the vessel. Other than to prepare these observations, however, the inspector must not remain on the vessel to complete the inspection report.

4.1.2 Additional Requirements

In addition to the general mandatory requirements list above, the Inspector:-

1. **Must** respond by entering the requested information or by checking one response box for each question;
2. **Must**, where guidance to a question is provided, consider all the guidance to determine how the question should be answered;
3. **Must** carefully consider and provide a proper response to every question;
4. **Must** use objective evidence when answering each question (the assurance of the vessel's staff is insufficient evidence or proof);
5. **Must** include an explanatory Observation in the Observation section that accompanies a question when it is answered "**No**" or "**Not Seen**". Where the OVIQ question is answered "**Not Applicable**" or in cases where the guidance requires a comment regardless of how a question is answered, such comment must be recorded in the "**Comments**" section.
6. **Must not** use a "**Yes**" response to any question where an inspector's Observation or Other comment contains negative elements (if there is such negative Observation or Other comment then the answer to that question should be "**No**");

7. **Must not**, in any **Other Comment** or **Additional Comments**, include:
 - a. Any overall or partial ship rating or indication of ship acceptability / non-acceptability;
 - b. Any matter unrelated to the topic of a OVIQ chapter and, in particular, any matter unrelated to ship safety and pollution prevention; and,
 - c. Any overall chapter ending or other partial summary of the inspector's findings;
8. **Must** give the factual basis and specific reasons for any opinions or subjective comments made by the inspector.
9. **Must** note any deficiencies or inspector-observed conditions, to which action was taken whilst the inspector was on board, and
10. **Must not** offer any comments or opinions with regard to actions to be taken in respect of any efficiencies or observed conditions noted by the inspector.
11. **Must not** use the expression "we" in any Observation or Other comment unless the inspection was conducted by more than one inspector.
12. **Must not** at any time give any verbal indication of ship acceptability / non-acceptability.
13. **Must not** discuss or communicate by any means (verbal, written, electronic or otherwise) any findings, information gained or outcome of the inspection with any third party other than those with a legitimate involvement in the inspection process for that vessel.

4.2 Permitted Inspection Actions

Inspectors *may*:

- I. Include in the "Comments" section accompanying any question, inspector comments even where the question is answered with a "**Yes**" **provided** such comments give useful information to the report recipient;
- II. Respond to questions or provide comments on the basis of material not included in the guidance specified for the question but must note this reliance and explain reason for the reliance;
- III. Include in the "**Additional Comments**" for each chapter, any comments in respect of the subject matter not addressed by questions contained in the chapter additional to those that the inspector may make in response to the specific questions in the chapter; and
- IV. Respond to questions which are not applicable to either the vessel or its cargo by checking such questions "**Not Applicable**".

4.3 Other Inspection Requirements

1. Unless authorised by the OCIMF Inspecting Member and agreed by the vessel's operator, inspections should not take place at night. The inspector should consider requesting that equipment be run and tested to confirm that it is in operational order and that officers and crew are familiar with its operation, but must ensure that such requests do not cause delay or interfere with the safety and normal operation of the vessel.
2. It should be recognised that the overall objective of the inspection is to provide the user of an OVID Report with a factual record of the vessel's condition and standard of operation at the time of the inspection and, in turn, allow an assessment of the risk that use of the vessel might pose.
3. The scope of an OVID inspection is very much dependent on the size and complexity of the vessel, and as such there is no expected time frame for the completion of an OVID inspection. Inspectors must take into account the hours of rest requirements that must be observed and ensure that the OVID inspection does not interfere with these.
4. Under normal circumstances, an OVID inspection will take place when a vessel is alongside in port either idle or undergoing mobilisation or demobilisation. During the course of the inspection ballast/void tank entry is discouraged. Physical assessment of the condition of ballast tanks/void spaces etc can be made only in circumstances where the tank access hatches or plates can be removed and the tank internals sighted from the deck. In any event, actual tank access should only be made at the specific instructions of the inspecting company, with the authority of the Master and provided that port and terminal regulations allow. In all cases, the enclosed space entry procedures set out in ISGOTT Chapter 10 must be strictly observed.

SECTION 5

The Distributed Report

The responses recorded in the Vessel Inspection Questionnaires (the **Inspection Element**) serve as the basis for development of the second element of the Vessel Inspection Procedure (the **Report Element**) distributed under the programme. The inspector's completed OVIQ must be reviewed by the submitting company prior to processing in the OVID system and transmission to the vessel operator.

The processed OVIQ is automatically converted into a report after the submitting company has processed it in the OVID System. The report does not replicate the pages of the Vessel Inspection Questionnaire but is distributed in abbreviated form. It consists of a conversion of the inspector OVIQ responses into a uniform report format. The report is divided into three sections as follows:

- Section 1** General information - Contains the informational responses required in Chapter 1 of the OVIQ plus answers to certain questions from other OVIQ chapters where specific details or dates are required.
- Section 2** Questions marked "Yes" without comment. - Lists, by index number **only**, the questions in the OVIQ which have been checked with a "Yes" response, but without inspector comment.
- Section 3** Questions marked "No", "Not Seen", "Not Applicable" or otherwise commented upon and any chapter ending **Additional Comments**. - Contains; in their entirety, **(a)** All OVIQ questions which have been answered with a "No", or "Not Seen" response, as well as the comments made by the inspector to supplement such responses; **(b)** All other OVIQ questions which have otherwise been commented upon, together with the comment; and, **(c)** Any additional comments made at the end of the OVIQ chapters. .

General information

Vessel/unit particulars

1.1.1 Name of the vessel/unit

Note: Prefixes (MV, SS etc.) must not be used unless they are actually a part of the registered name of the vessel/unit. The name must be entered exactly as it appears on the Certificate of Registry.

1.1.2 IMO Number

1.1.3 Reg number

When vessel does not have an IMO number, record vessel registration number.

1.1.4 VIN (Vessel Identification Number)

1.1.5 Country of registration of vessel/unit

If a change of country of registration has taken place within the past 6 months, record the date of change and the previous country of registration in the Comments.

1.1.6 Gross tonnage

State if vessel/unit has not been measured.

1.1.7 Date vessel/unit delivered

1.1.8 Date of most recent major conversion, if applicable

Provide brief details of most recent major conversion.

1.1.9 Date of inspection

Note: If the inspection extends to two or more days, record the circumstances in the comments.

1.1.10 Place of inspection

1.1.11 Name of the company commissioning the inspection

1.1.12 Time the inspector boarded the vessel/unit

1.1.13 Time the inspector departed the vessel/unit

If the inspection took place over two or more days, in two or more sessions, or was carried out by more than one inspector, record the arrival and departure details in the chapter end Additional Comments.

1.1.14 Name of the inspector

1.1.15 Vessel/unit activity at time of inspection

If activity not listed select other and enter activity into comments

1.1.16 Is an up to date OCIMF OVPQ available on board?

1.1.17 Vessel/unit type

1.1.18 Geographic region vessel/unit normally operates in

1.1.19 Name of the vessel/unit's operator

Note: For the purpose of the OVID Programme, an 'Operator' is defined as the company or entity which exercises day to day operational control of, and responsibility for, a vessel/unit and, where applicable, holds the Document of Compliance under which the vessel/unit is named. The registered owner of a vessel/unit may or may not be the operator.

1.1.20 E-mail address of the operator

1.1.21 Date the current operator assumed responsibility for the vessel/unit

Additional Comments

1.99 Additional Comments

If the Inspector has comments in respect of the subject matter covered by the Chapter additional to those which the Inspector may make in response to the specific questions in the Chapter, the Inspector should include such additional comments in this section. Information of a non-confidential nature related to the circumstances surrounding the inspection should also be recorded here. Examples are the presence of the Operator's superintendent, unusual operations that hampered or curtailed the inspection, etc.

Certification and documentation

Certification

2.1.1 Are all the Class statutory certificates or flag state equivalent listed in the guidance, where applicable, valid and have the annual and intermediate surveys been carried out within the required range dates?

Inspector should undertake a spot check of certificates to validate OVPQ data.

Certificates may include the following:

- Certificate of Registry
- Certificate of Class
- SMS
- Document of Compliance. Note: where applicable, the issuing authority for the DoC and the SMC may be different organisations, but the name of the operator of the vessel/unit must be the same on both. There should be a copy (which need not be a certified copy) of the DoC on board.
- Loadline Certificate
- International Tonnage Certificate (ITC)
- Passenger Certificate

With respect to SOLAS certificates, if the language used is neither English nor French, the text shall include a translation into one of these languages. Note: Situations may arise in cases where a Recognised Organisation (RO) issues the original certificates and the vessel/unit's flag State Administration conducts subsequent annual surveys. In such cases, it is acceptable for the flag State to endorse the RO's certificates to attest that the annual surveys have been conducted.

2.1.2 Name of P and I Club

The name of the owner should be the same as that on the Certificate of Registry. A P and I Club Certificate of Entry should be provided to prove membership for the current year, which usually begins on the 20th February

Safety management

2.2.1 Does the vessel/unit have a formal safety management system?

The Company should ensure that the safety management system operating on board the vessel/unit contains a clear statement emphasising the Master's authority. The Company should establish in the safety management system that the Master has the overriding authority and the responsibility to make decisions with respect to safety and pollution prevention and to request the Company's assistance as may be necessary.

The inspector should undertake a spot-check of the list of contents of the procedures manuals to ensure that they are:

- relevant to the vessel/unit;
- user friendly;
- written in the working language of the crew.

And that they at least contain:

- a safety and environmental policy;
- emergency procedures;
- a description of the Master's and crew's responsibilities;
- operation plans;
- procedures for reporting non-conformities and for corrective action;
- maintenance programmes;
- procedures for auditing and reviews;
- programmes of drills,

The programme of drills must at least include emergency procedures for all credible emergency situations, such as, collision, grounding, flooding, heavy weather damage, structural failure, critical machinery failure, emergency towing, rescue from enclosed spaces, serious injury and medivac, and in addition abandon ship, man overboard, pollution clean up and ship security, including dealing with terrorism and piracy.

Occasionally the operator's procedures are available only in computerised versions. Ascertain whether there is access for all personnel to a computer and whether training has been given to all personnel in accessing the operator's procedures using one. In any case, a hard copy of the operator's navigation procedures should be available on the bridge. Make an Observation if paper and electronic systems differ.

2.2.2 Where appropriate, is there objective evidence that the safety management system complies with the requirements of the ISM Code?

If Vessel is ISM certified evidence would be by issuance of DOC and SMS certificates. If vessel is not required to comply with ISM, does it operate under an SMS which incorporates similar elements as ISM? Is there evidence of an independent verification of the vessels SMS where it is not ISM certified?

2.2.3 Does the operator's representative visit the vessel/unit at least bi-annually?

Record the date of the last visit, either Annual ISM or Technical/Marine Inspection. Verify that office managers have visited the vessel/unit to undertake a formal audit or inspection as per safety management system within the last six months

2.2.4 Is a recent operator's audit report available and is a close-out system in place for dealing with non-conformities?

Note: Satisfactory evidence should record that corrective action was taken to rectify non-conformities. A close-out system, which includes a time limit for corrective action, informing the operator when completed and the operator ensuring that it has been, should be in place and the inspector should ensure that the required actions have been made within the required time. Operator's audit observations should not be used as a means to record Observations unless there is no evidence of a close out system in place, at which point those observations should be listed in this question only.

2.2.5 Does the Master review the safety management system and report to the operator on any deficiencies?

Note: The Master's review should be carried out annually and documentary evidence should be available. Make an Observation if no formal notification of the review has been submitted to the company and/or if no appropriate feedback has been received from the company.

Class documentation and surveys

2.3.1 Date of departure from the last drydock or underwater inspection

State whether dry docking or underwater survey. In addition, if the last drydocking/underwater survey was unscheduled, record the date and the reason.

2.3.2 Is the vessel/unit free of conditions of class or recommendations, visas, memoranda or notations?

Record any conditions of class or recommendations, visas, memoranda or notations of any nature, including due dates as an Observation.

Publications

2.4.1 Are the publications listed in the guidance, as applicable to the vessel/unit, available?

The inspector should verify that all listed publications appropriate to the vessel/unit's size, operations and region of operation are provided.

The following list of publications is provided solely to assist in identification:

- SOLAS Consolidated Edition and Amendments
- International Ship and Port Facility Security Code
- International Safety Management Code
- International Standards for the Training, Certification and Watchkeeping of Seafarers
- MARPOL 73/78 Consolidated edition
- Bridge Procedures Guide
- Collision Regulations, Consolidated edition
- Ship's Routing
- International Code of Signals
- IAMSAR Manual (Volume III)
- International Medical Guide for Ships (or equivalent)
- IMDG Code
- Guide to Helicopter/Ship Operations
- Oil and Gas UK Emergency Response and Rescue Vessel Management Guidelines
- Oil and Gas UK Emergency Response and Rescue Vessel Survey Guidelines
- Guidelines for the Safe Management of Offshore Supply and Anchor Handling Operations
- Guidelines for the Safe Packing and Handling of Cargo to and from Offshore Locations
- Cargo Securing Manual
- Code of Safe Practices for Merchant Seamen
- IAGC Marine Geophysical Safety Manual
- IAGC Marine Environment Safety Manual
- UKOOA Guidelines for the Management of Helideck Operations
- CAP 437 Offshore Helideck Landing Area Guidance on Standards
- IMCA Guidance Documents
- MSF Guidance Documents

Additional Comments

2.99 Additional Comments

If the Inspector has comments in respect of the subject matter covered by the Chapter additional to those which the Inspector may make in response to the specific questions in the Chapter, the Inspector should include such additional comments in this section.

Crew and contractor management

General

3.1.1 Are both crew and contractors required to comply with the vessel/unit's safety management systems in full?

While on board the vessel/unit, all contract personnel should work within the vessel/unit's SMS and permit to work system. Verify if this requirement is included in the procedures/familiarization.

3.1.2 Is there a process in place to ensure that any proposed bridging documents integrate effectively with the vessel/unit's safety management system?

Check that the process provides guidance on addressing any conflicts between the vessel/unit's SMS and charterer's requirements. Check also that there is a formal means of verification that the Senior Staff on board understand the contents of the bridging document.

3.1.3 Are both crew and contractors required to comply with the vessel/unit's drug and alcohol policy and testing regime?

While on board the vessel/unit, all crew and contract personnel should comply with the vessel/unit's D and A policy, except if the Contractor's policy is more restrictive.

3.1.4 Is the drug and alcohol policy based on 'zero tolerance' (requiring zero Breath Alcohol Content(BAC) and zero drug content) for all on board the vessel/unit?

This would include zero blood alcohol content when boarding the vessel/unit at any time or being in possession at any time while on board.

3.1.5 Is there a 'for cause' and 'post incident' testing requirement?

3.1.6 Does the operator have a policy for unannounced drug and alcohol testing?

Verify if compliance against the policy can be demonstrated. Document the last recorded date of unannounced testing.

3.1.7 Is there a common language stipulated for on-board communication?

Record which language is stipulated.

3.1.8 Is there a system for ensuring communications between contractors, the vessel/unit's crew and third parties?

Where a common language is not spoken by all on board, arrangements should be in place to ensure the effectiveness of communications, without risking mis-understanding or ambiguity, at all times. This should include information on muster stations, emergency alarms and emergency procedures.

3.1.9 Is the safety management system documentation in the common language?

Crew-specific

3.2.1 Does the manning level meet or exceed that required by the Minimum Safe Manning Document?

Crew-specific (non barge)

3.3.1 Do documented procedures address scenarios which may require down-manning of non-essential personnel from the vessel/unit?

There should be specific groups identified as critical or non-critical with a hierarchy for controlled evacuation should it be deemed necessary, for example, if LSA equipment is compromised or on the onset of heavy weather.

3.3.2 Are the marine crew members appropriately qualified for the operations and equipment on board?

There should be documentary evidence that competency has been assessed by an appropriate authority for specialised positions such as crane drivers; banksmen; fork lift operators; riggers; Helideck crews; FRC crews; etc

3.3.3 Is there a competence assessment process for the marine crew on board?

There should be documentary evidence of periodic competence assessment. This system should assess the competency of all vessel personnel and be linked to future training and promotion requirements as necessary. Describe whether process is formal or informal and who is responsible for the assessments

3.3.4 Does the company operate a formal appraisal system for marine crew?

Comment if it is a developmental system; record an Observation if there is insufficient guidance for the assessor and/or the assessee cannot respond formally within the process.

3.3.5 Is HSSE awareness one of the appraised behaviours?

State who makes the assessment.

3.3.6 Do all crewmembers hold appropriate and valid certification and is this verified on joining vessel?

Inspector should undertake a spot check of crew certification

3.3.7 Are provisions made to provide the vessel/unit's crew with medical and first aid training and facilities?

There should be documentary evidence of training courses and competency assessments

3.3.8 Are GMDSS requirements met with regard to qualified radio operator personnel, watchkeeping, and designation for distress communications?

Every ship shall carry personnel qualified for distress and safety radio communication purposes to the satisfaction of the Administration. That person should not be the Master (SOLAS IV/16.1)

3.3.9 Do all personnel maintain hours of rest records and are the hours of rest in compliance with STCW or relevant authority requirements?

Inspector should ensure that the officers and crew are complying with the company work hours/rest policy and also if the policy reflect STCW (2010) or Relevant Authority for vessel minimum rest periods i.e. ILO Maritime Labour Convention (MLC) 2006 entering into force August 2013.

STCW requirements.

All persons who are assigned duty as officer in charge of a watch or as a rating forming part of a watch shall be provided a minimum of 10 hours rest in any 24-hour period. The hours of rest may be divided into no more than two periods, one of which shall be at least 6 hours in length.

The requirements for rest periods need not be maintained in the case of an emergency or drill, or in other overriding conditions. 'Overriding operational conditions' are defined (Section B VIII/1.1) as to mean only essential work which cannot be delayed for safety or environmental reasons, or which could not have been reasonably anticipated at the commencement of the voyage.

Notwithstanding the above, the minimum period of 10 hours may be reduced to not less than 6 consecutive hours provided that any such reduction shall not extend beyond 2 days and not less than 70 hours of rest are provided in each 7-day period. MLC requirements for limits on hours of work or rest shall be as follows:

(a) maximum hours of work shall not exceed:

(i) 14 hours in any 24-hour period; and

(ii) 72 hours in any seven-day period;

or

(b) minimum hours of rest shall not be less than:

(i) ten hours in any 24-hour period; and

(ii) 77 hours in any seven-day period.

Hours of rest may be divided into no more than two periods, one of which shall be at least six hours in length, and the interval between consecutive periods of rest shall not exceed 14 hours.

3.3.10 Have all deck officers attended bridge resource management courses?

Note: These should be formal shore-based courses and officers should have evidence of having attended them.

3.3.11 Have the Master and/or any officers with direct responsibility for ship handling received appropriate formal training in ship handling for the type of vessel/unit?

Make an Observation if the Master and/or any officers having responsibility for ship handling have been on this type of vessel/unit for less than 2 years sea time, without formal training, or if the type of operation/manoeuvring is new to them.

3.3.12 If the Master has been newly-hired within the last 12 months, did he receive appropriate pre-command training, including documented understanding of the Company's expectations?

As per OVMSA 3 - Stage 2.3 The Company aims to fill senior officer positions from within the company. This process is conducted by shore management and includes an introduction to company philosophy and structure, and an outline of expectations and defined responsibilities.

In-house induction in Company expectations and requirements may be demonstrable with an Appointment Letter indicating date of office visit / induction.

3.3.13 Have all the deck officers received documented training and competence assessment for the navigational equipment fitted on board?

Specify whether the documented training and competence assessment is on-board using mentor based on-the-job training with assessment, at a recognized shore-based establishment, formal on-board training with an external trainer, or CBT on board? This should apply to all equipment found on the bridge of the vessel and not just apply to Radar and ARPA but other things such as Electronic Charting Systems, GPS Echo Sounders etc.

- 3.3.14 Does the company have a documented disciplinary process which facilitates removal of personnel from the vessel/unit if deemed to be a risk?**
*This should include, as a minimum, non-compliance with SMS provisions, anti-social behaviour; alcohol/drug use; or ill discipline.
 Check that the Master has authority to take appropriate action and that he is required to inform the vessel/unit's operators of action taken.*
- 3.3.15 Does the company have a medical policy and medical procedures in place?**
This should specify certification requirements; when to report issues; vaccination requirements; who is responsible for welfare on board; and reporting of prescription and non-prescription drugs.
- 3.3.16 Does the company have procedures in place to promote high standards of housekeeping and hygiene awareness, particularly in food handling and storage?**
Confirm company procedures address all issues, including segregation of area from work dress to rest/recreational dress; appropriate provision of toilet facilities; linen changes weekly or better; and that good health and hygiene practices are publicised and enforced.
- 3.3.17 Are Food handlers trained?**
All Food handlers should have completed a hygiene course before commencing work. Records or copies of training should be available.
- 3.3.18 Are food handlers participating in health monitoring and inoculation programme?**
Personnel with GI illness, infections, colds, etc should be reassigned to non food duties. Food handlers should be immunised for Hep A and Typhoid. In addition, in areas where TB and worms are a risk this should be included.

Crew-specific (barges)

- 3.4.1 Is an adequate number of personnel required to be on board to perform anticipated marine operations?**
There should be sufficient marine crew to manage all planned concurrent marine operations with proper oversight as if each operation was a stand-alone duty.
- 3.4.2 Do procedures address scenarios which may require down-manning of non-essential personnel from the vessel/unit?**
There should be specific groups identified as critical or non-critical with a hierarchy for controlled evacuation should it be deemed necessary, for example, if LSA equipment is compromised or on the onset of heavy weather.
- 3.4.3 Are the marine crew members appropriately qualified for the operations and equipment on board?**
There should be documentary evidence that competency has been assessed by an appropriate authority for specialised positions such as crane drivers; banksmen; fork lift operators; riggers; Helideck crews; FRC crews; etc
- 3.4.4 Is there a competence assessment process for the marine crew on board?**
Describe whether formal or informal, and who is responsible for assessments
- 3.4.5 Does the company operate a formal appraisal system for marine crew?**
Comment if it is a developmental system; record an Observation if there is insufficient guidance for the assessor and/or the assessee cannot respond formally within the process.
- 3.4.6 Is HSE awareness one of the appraised behaviours?**
State who makes the assessment.
- 3.4.7 Is there evidence to confirm that the Master does not sign-on incorrectly certificated crew members or those without their original certificates, nor release incumbents?**
Confirm by sighting log book records that new personnel are signed on before relieved personnel depart.
- 3.4.8 Are provisions made to provide the vessel/unit's crew with medical and first aid training and facilities?**
There should be documentary evidence of training courses and competency assessments
- 3.4.9 Are GMDSS requirements met with regard to qualified radio operator personnel, watchkeeping, and designation for distress communications?**
Every ship shall carry personnel qualified for distress and safety radio communication purposes to the satisfaction of the Administration. That person should not be the Master (SOLAS IV/16.1)
- 3.4.10 Have all deck officers attended bridge resource management courses?**
Note: These should be formal shore-based courses and officers should have evidence of having attended them.

- 3.4.11 Have the Master and/or any officers with direct responsibility for ship handling received appropriate formal training in ship handling for the type of vessel/unit?**
Make an Observation if the Master and/or any officers having responsibility for ship handling have been on this type of vessel/unit for less than 2 years sea time, without formal training, or if the type of operation/manoeuvring is new to the them.
- 3.4.12 If the Master has been newly-hired within the last 12 months, did he receive appropriate pre-command training, including documented understanding of the Company's expectations?**
In-house induction in Company expectations and requirements may be demonstrable with an Appointment Letter (expectations of Company attached) indicating date of office visit / induction.
- 3.4.13 Have all the deck officers received formal documented training for the navigational equipment fitted on board?**
Specify whether the training is at a recognised shore-based establishment, formal on-board training with an external trainer, or CBT on board?
- 3.4.14 Does the company have a documented disciplinary process which facilitates removal of personnel from the vessel/unit if deemed to be a risk?**
*This should include, as a minimum, non-compliance with SMS provisions, anti-social behaviour; alcohol/drug use; or ill discipline.
Check that the Master has authority to take appropriate action and that he is required to inform the vessel/unit's operators of action taken.*
- 3.4.15 Does the company have a medical policy in place?**
This should specify certification requirements; when to report issues; vaccination requirements; who is responsible for welfare on board; and reporting of prescription and non-prescription drugs.
- 3.4.16 Does the company promote high standards of housekeeping and hygiene awareness, particularly in food handling and storage?**
Confirm company procedures address all issues, including segregation of area from work dress to rest/recreational dress; appropriate provision of toilet facilities; linen changes weekly or better; and that good health and hygiene practices are publicised and enforced.

Contractor-specific

3.5.1 Is there evidence of training contractors in the content of the vessel/unit's safety management system?

Look for records of training and sample responses from contractors. This question only applies to contractors who would sail on the vessel in some capacity and not those that come on board to conduct repairs/services during a port visit.

3.5.2 Is there evidence of all contractors being familiarised with the vessel/unit's emergency procedures and requirements?

This may be part of the initial induction process, and should include personal reference documents or records of induction. This question only references those contractors that would sail with a vessel and not those that show up in Port to perform repairs/services to the vessel while it is alongside.

3.5.3 Are contractors encouraged to be involved in the vessel/unit's safety management processes, such as safety meetings?

Look for evidence of participation or documented input to the agendas. If positively excluded from input, make comment as an Observation. This question only references those contractors that would sail with a vessel and not those that show up in Port to perform repairs/services to the vessel while it is alongside.

3.5.4 Is there evidence that contractor staff have appropriate training, rules of engagement and operational procedures for their plant, equipment and work scope onboard?

Is there evidence that contractor staff have appropriate training and rules of engagement operational procedures for their plant and equipment? This question only applies to contractors who would sail on the vessel in some capacity and not those that come on board to conduct repairs/services during a port visit.

3.5.5 Are documented procedures in place to verify the adequacy of contractor's equipment before first use?

Operator should have procedures in place to check certification and/or maintenance records of contractor equipment prior to operation. This question only applies to contractors who would sail on the vessel in some capacity and not those that come on board to conduct repairs/services during a port visit.

3.5.6 Have any additional hazards associated with contractor's operations and equipment been identified and risk assessed and appropriate control measures put in place?

Control measures should include appropriate medical training. Does the vessel have procedures in place to identify risk associated with contractors working onboard the vessel? This question only applies to contractors who would sail on the vessel in some capacity and not those that come on board to conduct repairs/services during a port visit.

3.5.7 Are contractors aware that they must comply with shipboard accident/incident reporting and investigation processes?

There should be a clear understanding that accidents and incidents amongst the contractor crew must be reported. This should be a statement within the induction documents. This question only applies to contractors who would sail on the vessel in some capacity and not those that come on board to conduct repairs/services during a port visit.

3.5.8 Do contractors supply appropriate PPE?

Does the PPE provided conform to the requirements of the work instructions, JSA's, PTW's, etc. for the work to be performed onboard and including equipment retire/renewal processes. This question only applies to contractors who would sail on the vessel in some capacity and not those that come on board to conduct repairs/services during a port visit.

Additional Comments

3.99 Additional Comments

If the Inspector has comments in respect of the subject matter covered by the Chapter additional to those which the Inspector may make in response to the specific questions in the Chapter, the Inspector should include such additional comments in this section.

Navigation

Navigation

4.1.1 Is the vessel/unit provided with comprehensive operator's navigation instructions and documented procedures?

The navigation, training and bridge procedures policies should be reviewed. The existence of established bridge organisation procedures and the professional application of ship handling and navigational practices in compliance with international regulations should be ascertained.

Bridge manuals and navigation procedures should include general information and requirements on bridge organisation, watchkeeping, navigation and navigation equipment, charts, pilotage and port arrival and departure procedures.

The operator's procedures should include at least the following:

- a clear statement that safety of life and the safety of the vessel/unit take precedence over all other considerations;
- allocation of bridge watchkeeping duties and responsibilities for navigating procedures;
- a clear definition of the duties of the watch-keeping officers;
- circumstances when the Master must be called;
- procedures for voyage planning and execution;
- chart and nautical publication correction procedures including, if appropriate, electronic chart corrections;
- procedures to ensure that all essential navigation equipment is available and fully operational;
- position reporting procedures;
- recording of voyage events.

Hard copies of the operator's navigation policy and procedures must be available on the bridge.

4.1.2 Do the vessel operating procedures require a minimum of two crew members, one being the Master or a suitably qualified and experienced officer, to be on the bridge throughout operations alongside an installation?

Should be available when within the 500 m zone. Best practice would be for both to be qualified deck officers.

4.1.3 Is there a documented procedure in place for entry of any vessels into the 500 m/ safety zone?

There should be a minimum of two personnel capable of maneuvering the vessel away from the installation. Procedure should include the use of checklists to confirm bridge and engine-room status and to limit operational activities on board, such as hot work, while in the 500 m/ safety zone.

4.1.4 Are check lists, such as those for pre-arrival, pre-departure, 500 m zone, watch handover and pilot-Master interchange being completed?

4.1.5 Do the vessel documented procedures clearly identify the actions to be followed when changing the manoeuvring position on the bridge, taking into account the physical location of the vessel in relation to the platform and/or the engine/generator status?

Procedures should include a requirement to test control functions in a safe location after changeover.

4.1.6 Does the operator provide guidance on minimum under keel clearance and squat?

The operator should supply guidance for under keel clearance.

4.1.7 Are deck log books correctly maintained and is an adequate record being kept of all the navigational activities both at Sea and in Port?

4.1.8 Are records maintained of preventive fire and security rounds completed after each watch?

Note: A lookout should not leave the bridge during the hours of darkness. Preventive fire and security rounds of the vessel/unit should typically be conducted after the end of each watch. On some modern vessels fire and security verification may be done by the use of CCTV

4.1.9 Are the vessel/unit's manoeuvring characteristics displayed on the bridge?

For all ships of 100 m in length and above, a pilot card, wheelhouse poster and manoeuvring booklet should be provided. (IMO Res. A.601 (15)).

For vessels/units of less than 100 metres in length, a manoeuvring diagram is not required by legislation but is a best practice and strongly preferred. Crew should be able to demonstrate familiarity with the manoeuvring characteristics of the vessel/unit.

4.1.10 Are there documented and clearly identified steering mode change over procedures in place?

Simple operating instructions with a block diagram showing the change-over procedures for remote control systems and steering gear power units shall be permanently displayed on the navigation bridge and in the steering gear compartment. (SOLAS V/26.3.1)

4.1.11 Has the Master written his own standing orders and are night orders being completed?

Standing Order and Night Order Books should be checked to ascertain that all officers are instructed as to their responsibilities. Standing orders should be written by the Master to reflect his own requirements particular to the vessel/unit, the trade and the experience of the deck officers aboard at the time. Night orders should be written every night where appropriate.

4.1.12 Do vessel/unit's officers demonstrate a full understanding of steering changeover practices?

Check that there is a ready means to identify which mode of steering is engaged.

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

4.1.14 Is there a documented procedure for checking and recording heading reference system errors?

Checking and recording should be appropriate for the equipment carried and the vessel/unit's operating area. Magnetic compass errors should be confirmed as being in general agreement with the deviation card.

4.1.15 Has a system been established to ensure that nautical publications and charts, paper and/or electronic, for the intended voyage are on board, current and corrected up-to-date?

All vessels/units should carry up to date official nautical charts, Sailing Directions, lists of lights, notices to mariners, tide tables and all other nautical publications necessary for the intended voyage/operations.

An on board chart and publication management system is recommended to ensure that records are kept of what charts and publications are carried and when they were last corrected.

Note relating to the specific use of electronic charts. To use ECDIS as a stand-alone system without paper charts, two fully independent, IMO type-approved vector chart systems are required.

4.1.16 Is a lookout maintained at all times when the vessel/unit is at sea?

Does the company have a policy that ensures a lookout is maintained at all times when the vessel/unit is at sea? Every vessel shall at all times maintain a proper look-out by sight and hearing as well as by all available means appropriate to the prevailing circumstances and conditions as to make a full appraisal of the situation and the risk of collision. (Colregs Rule 5) The look-out must be able to give his full attention to the keeping of a proper look-out and no other duties shall be undertaken or assigned which could interfere with that task. (STCW A-VIII/2-3.1/14)

The officer in charge of the navigational watch may be the sole look-out in daylight provided that on each occasion:

- the situation has been carefully assessed and it has been established without doubt that it is safe to do so;

- full account has been taken of all relevant factors including, but not limited to:

State of weather;

Visibility;

Traffic density;

Proximity of dangers to navigation; and

The attention necessary when navigating in or near traffic separation schemes;

- assistance is immediately available to be summoned to the bridge when any change in the situation so requires. (STCW A-VIII/2-3.1/15)

It is of special importance that at all times the officer in charge of the navigational watch ensures that a proper look-out is maintained. In a ship with a separate chartroom the officer in charge of the navigational watch may visit the chartroom, when essential, for a short period for the necessary performance of navigational duties, but shall first ensure that it is safe to do so and that a proper look-out is maintained. (STCW A-VIII/2-3.1/32)

4.1.17 Was a comprehensive passage plan available for the previous voyage and did it cover the full voyage from berth to berth utilising appropriate charts and publications?

Prior to proceeding to sea, the Master shall ensure that the intended voyage has been planned using appropriate charts and publications for the area concerned. (SOLAS V/34 and IMO Res. A.893)

Notes: The passage plan should be completed by an officer and checked by the Master.

Use of the Nautical Institute publication Bridge Team Management reinforces the recommendations contained in Chapter 2 of the ICS Bridge Procedures Guide.

Passage planning should be carried out on the chart, although there is a place for the use of a conning notebook, or some information gathered elsewhere. Excessive information in the navigational areas of a chart can be avoided by recording the information away from the track and drawing attention to it by a line or reference letter.

The following should be marked on the chart, where it enhances safe navigation:

- parallel indexing (not from floating objects unless they have been first checked for position);

- chart changes;

- methods and frequency of position fixing;

- prominent navigation and radar marks;

- no-go areas (the excessive marking of no-go areas should be discouraged - see below);

- landfall targets and lights;

- clearing lines and bearings;

- transits, heading marks and leading lines;

- significant tides or current;

- safe speed and necessary speed alterations;

- changes in machinery status;

- minimum under keel clearance;

- positions where the echo sounder should be activated;

Crossing and high density traffic areas;

- Safe distance off;

- Anchor clearance;

- Contingency plans;

- Abort positions;

- VTS and reporting points, etc.,

Charted passage planning information should not obscure printed details, nor should the information on charts be obliterated by the use of highlight or felt-tip pen, red pencil, etc.

No-go areas should be highlighted, but should be reserved for those areas where the attention of the navigator needs to be drawn to a danger such as shallow water or a wreck close to the course line. Extensive use of no-go areas should be discouraged. No-go areas vary with change of draft and tide and will therefore also vary with the time of passage. They should not therefore be permanently marked.

All courses previous to the last voyage should have been erased. Course lines must not be marked in ink, although it is acceptable to plot alter course positions in ink where these are frequently in use.

Charts of at least the complete previous voyage should be checked to determine that the vessel/unit has been safely navigated. The correct use of traffic separation zones, intervals between position fixes, maintenance of a safe distance off the coast, avoidance of prohibited areas and dangerous wrecks, adherence to printed notes on the charts, etc., will provide evidence of safe navigation.

4.1.18 Is the echo sounder recorder marked with a reference date and time on each occasion it is switched on?

Many modern electronic echo sounders have an in-built 24-hour memory which can be recalled. If an electronic memory is not provided, the echo sounder should be provided with a printed record. Where an electronic display history is provided to record trending and a VDR to record times, a "Y" response should be made, together with a short explanation in Other comments.

4.1.20 Do documented procedures clearly prohibit the use of offshore installations as way points?

Courses should not be set directly to an installation.

4.1.21 During Port Entry and Departure, was the position of the vessel/unit monitored ?

The safe progress of the vessel/unit as planned should be monitored closely at all times. This will also include track monitoring and regular fixing of the position of the vessel/unit, particularly after each course alteration, and monitoring underkeel clearance.

4.1.22 Is there a system for dealing with navigation warnings and are they being charted?

Notes: A system should be in place for monitoring navigational warnings appropriate to the vessel/unit's trading area and for ensuring relevant navigational warnings are brought to the attention of the watchkeeping officers.

Such a system must include an up to date filing system for Temporary and Preliminary Notices, Navarea and Navtex warnings. Relevant warnings must be charted and the chart they have been entered on must be recorded on the warning notice in order that the warning can be removed when the notice is cancelled.

Navtex warnings should be monitored by the officer on watch at the time of receipt. He should ensure that the system is maintained by initialling the warnings received to show that they have been checked as to whether they are relevant to the current voyage. Those which are relevant should be charted.

4.1.23 Is all navigation equipment in good order?

Note: Regardless of whether a vessel/unit is required by legislation to carry specific navigational equipment, if equipment is fitted then it should be operational. Such equipment may be a course recorder, off-course alarm, voyage data recorder, electronic chart display or engine order logger/printer. Random checks should be made to ensure that equipment is operational.

4.1.24 Are navigation lights in good order?

Note: Primary and secondary systems should be in good order, and there should be a procedure to check the navigation light failure alarm.

4.1.25 Are procedures in place and evidence available to ensure the Master / Chief Engineer has a documented handover?

Are handover notes completed and are they specific for the vessels operations? Verify last handover report.

Additional Comments

4.99 Additional Comments

If the Inspector has comments in respect of the subject matter covered by the Chapter additional to those which the Inspector may make in response to the specific questions in the Chapter, the Inspector should include such additional comments in this section.

Safety and security management

General

5.1.1 Are all crew members aware of the identity and contact details of the Designated Person Ashore (DPA) or appropriate shore-based contact?

5.1.2 Has a vessel/unit safety officer been designated and trained to undertake this role?

One of the primary functions of the safety officer is to inspect all areas of the vessel/unit on a regular basis for safety compliance and to report any deficiencies noted. The purpose is to raise awareness, prevent accidents and to identify regular occurrences that might require the operator's intervention on a fleet-wide basis. The function of the safety officer may not involve equipment maintenance, although it does include identifying equipment deficiencies. Safety Officer training can include in-house or formal shore based training. Training records must match the job description for the Safety Officer within the Safety Management System. The safety officer should work closely with any project-appointed HSE personnel.

5.1.3 Are the vessel/unit's officers familiar with the operation of fire fighting, life saving and other emergency equipment?

Note: Personnel should be familiar with the operation of the fixed fire fighting systems, the main and emergency fire pumps, the emergency steering gear, the donning and use of breathing apparatus and oxygen resuscitation equipment. Appropriate training records should be maintained.

5.1.4 Is personal protective equipment provided as required?

Note: PPE may include as boiler suits, safety footwear, gloves, eye and ear protection, safety harnesses, fall arrestors, and chemical protective equipment etc.

Procedures should include the company's requirements for the inspection and replacement of PPE.

5.1.5 Are the PPE requirements for tasks clearly defined?

Documented guidance relating to the use of equipment for specific tasks should be provided, preferably in the form of a matrix.

Working areas should have clear signs indicating PPE requirements.

5.1.6 Are regular safety meetings held, are the minutes recorded and does the operator provide shore management responses?

Safety meetings permit and record safety discussion among the vessel/unit's officers and , ratings and contractors where appropriate where these relate to safety. Although beneficial to crew (and could be included in the agenda), the primary function of Safety meetings should not be used for the purposes of instruction or training.

COSWP 2010 recommendations: 6-15 Crew - 1 member elected by officers and ratings together.

16+ Crew - 1 elected by officer, 1 by ratings.

Over 30 ratings - 1 elected by officers + 3 elected by rating, from deck, engine room and catering.

Safety Committee Meetings are only mandatory if safety reps are elected.

5.1.7 Does the vessel/unit have documented procedures for Man Overboard scenarios?

Check arrangements for raising the alarm and for deploying flotation and recovery equipment and appropriate checklist to be readily available on bridge

5.1.8 Is there a procedure for the reporting, investigation and close-out of accidents, incidents, non-conformities, including breaches of regulations and near misses?

Procedures should:

- Provide for the timely investigation of an incident or accident

- identify the people responsible for reporting an incident, authorising and conducting investigation and initiating subsequent corrective actions

- include guidance on the classification of all incidents, in line with recognised industry guidelines such as those issued by IMCA, OCIMF and OSHA

- provide incident investigation training to staff with this responsibility

- ensure that the root causes and factors contributing to an incident or accident are identified and that steps are taken to reduce the risk of a recurrence

- include provision for determining the actions needed to reduce the risk of related incidents

- ensure that incident and accident investigation findings are retained and periodically analysed to determine where improvements to management systems, standards, procedures or practices are required

- specify methods for determining whether liaison is needed with industry groups (such as classification societies or equipment manufacturers) to avoid similar incidents on other vessels

- ensure that lessons learnt from an incident or near miss investigation are shared among the fleet and used to facilitate improvements in safety and environmental performance.

(OVMSA Element 8)

Near misses or incidents should be investigated based on the potential of the incident.

Port State Control deficiencies should be recorded as non-conformities.

The use of any safety observation or behavioural based safety system should be noted.

5.1.9 Are smoking restrictions in place and are they being adhered to?

There should be no smoking at food preparation area. Common areas such as restrooms, cafeterias or conference rooms should be designated as non smoking. Restrictions should include specific controls when the vessel/unit is in the 500 m/ safety zone.

5.1.10 Is there an effective inspection and testing programme in place to ensure that all portable electrical equipment used on board is maintained in a satisfactory condition and included in the vessel PMS?

Is an annual audit of portable electrical equipment carried out? Reference: IEE Code of Practice for In-service Inspection and Testing of Electrical Equipment.

5.1.11 Is all loose gear on deck, in stores and in internal spaces properly secured?

5.1.12 Does the safety management system contain procedures to address the control of hazardous substances used on board the vessel/unit?

This to include the handling, storage and disposal of materials such as shipboard chemicals, lithium batteries, radioactive sources and biocides, together with appropriate formal training and qualification.

5.1.13 Does the Vessel/Unit Safety Officer undertake periodic inspection of all areas?

There should be records available that demonstrate that the Safety Officer carrying out a systemic inspection of all areas of the vessel/unit. Suitable records should be available and, where appropriate, defect/non-conformity reporting.

5.1.14 If there is a safety observation programme on board and is it being managed adequately?

Medical

5.2.1 Is the hospital clean and tidy and ready for immediate use?

Check that the space is not being used for storage or alternative accommodation.

5.2.2 Is an alarm system fitted in the hospital and is it regularly tested?

5.2.3 Is an officer designated as the dedicated officer to provide medical care on board?

State which officer is designated.

5.2.4 Is there a system for verifying and checking medical stores?

Record date last checked and by whom.

5.2.5 Are first aid kits readily available and subjected to regular inspection to confirm their contents?

Check Inspection records. Check the fire and safety plan for the minimum number and distribution of first aid kits. Check eye wash stations.

5.2.6 If cardiopulmonary resuscitation (CPR) equipment, including oxygen resuscitators and defibrillators is carried, is it in good condition and regularly tested?

Check Inspection records

5.2.7 Are personnel trained in the use of CPR equipment?

Check training and medical records

5.2.9 Is medical advice available 24hrs a day?

Dedicated Medical advice should be in place and available 24hrs a day. Emergency numbers should be posted or readily available

5.2.10 Is there a formal medical evacuation plan in place?

There should be evidence of a documented medical evacuation plan in place and this should be used during appropriate drills

5.2.11 Are medical drills carried out at periodic intervals?

It is recommended that medical drills are carried out at least biannually and records kept of participants along with drill report and any close out items.

Management of change

5.3.1 Is there a documented procedure in place for the management of change?

The procedure should apply to work arising from temporary and permanent changes to organisation, personnel, systems, process, procedures, equipment, products, materials or substances, and laws and regulations. Work should not proceed unless a Management of Change process is completed which should include, as applicable:

- *a risk assessment conducted by all impacted by the change*
- *development of a work plan that clearly specifies the timescale for the change and any controls*
- *measures to be implemented regarding:*
 - *equipment, facilities and process*
 - *operations, maintenance, inspection procedures*
 - *training, personnel and communications*
 - *documentation*
- *authorisation of the work plan by the responsible person(s) through to its completion*

5.3.2 Is there evidence to demonstrate that the MoC process is being properly applied?

For example, the addition or removal of vessel or contractor equipment and related changes to procedures. Confirm suitable records are in place where appropriate.

5.3.3 If any equipment required by operations is retro-fitted or temporarily installed, is there a formal process for assessing the integrity of connections to the vessel/unit's systems?

May include the requirement for Class approval.

Vessel/unit systems could include hydraulic, electrical, air, water, drainage and safety systems, such as fire detection.

Drills, training and familiarisation

5.4.1 Is there a documented procedure for the safety induction of new personnel, including contractors?

On-board training in the use of life-saving appliances, including survival craft equipment and in the use of the vessel/unit's fire extinguishing appliances shall be given as soon as possible after a person joins a vessel/unit.

Also are the following items covered in the Induction?

- *Emergency phone number*
- *HS and E information sources*
- *Notice/bulletin boards etc?*
- *Inductees met by Master?*
- *Who is the medic and what his working hours?*
- *Reporting of allergies to the Medic and any medication being taken.*
- *Mobile phones policy?*
- *Safety Reps? (if applicable)*
- *Introduction to Supervisor?*

5.4.2 Are emergency drills being carried out regularly?

Lifeboat and fire drills should be carried as required by the flag State.

Check that all personnel on board are required to routinely participate in drills.

Note: Emergency procedures should at least include collision, grounding, flooding, heavy weather damage, structural failure, fire, explosion, gas or toxic vapour release, critical machinery/equipment failure, re-start after partial or total power failure, rescue from enclosed spaces, serious injury and helicopter operations.

5.4.3 Is regular training in the use of life-saving equipment being undertaken and are appropriate records maintained for each person on board?

All personnel shall be given instructions which shall include but not necessarily be limited to:

- *use of lifejackets and thermal protective aids;*
- *launching and operation of survival craft;*
- *problems of hypothermia, first-aid treatment for hypothermia and other appropriate first-aid procedures;*
- *special instructions necessary for use of the vessel/unit's life-saving appliances in severe weather and severe sea conditions.*

5.4.4 Are 'grab bags' available in cabins?

Grab bags may contain, for example, smoke hoods, torch/flashlight or chemi-luminescent sticks or gloves as an aid for personnel to escape from smoke-filled accommodation. Grab bags is not a legal requirement but a good industry practice.

Ship security

5.5.1 Does the vessel/unit have an approved Ships Security Plan (SSP)?

5.5.2 If vessel/unit has an approved SSP, has a ship security officer been designated and do they hold appropriate certification?

STCW, Regulation VI/5 - Mandatory minimum requirements for the issue of certificates of proficiency for ship security officers

1 Every candidate for a certificate of proficiency as ship security officer shall:

.1 have approved seagoing service of not less than 12 months or appropriate seagoing service and knowledge of ship operations; and

.2 meet the standard of competence for certification of proficiency as ship security officer, set out in section A-VI/5, paragraphs 1 to 4 of the STCW Code.

2 Administrations shall ensure that every person found qualified under the provisions of this regulation is issued with a certificate of proficiency.

5.5.3 If the vessel/unit is NOT required to have an approved Ships Security Plan (SSP) because of vessel/unit's tonnage or trading area, are there Security Procedures in place?

Note: The deck watch should ensure that access to the vessel/unit is denied to all unauthorised persons.

5.5.4 Is a deck watch being maintained to prevent unauthorised access?

Note: The deck watch should ensure that access to the vessel/unit is denied to all unauthorised persons.

5.5.5 If required, are security drills carried out at regular intervals?

To ensure the effective implementation of the provisions of the ship security plan, drills should be conducted at least once every three months. In addition, in cases where more than 25% of the ship's personnel has been changed, at any one time, with personnel that has not previously participated in any drill on that ship within the last 3 months, a drill should be conducted within one week of the change. ISPS Code, Part B, 13.6

5.5.6 Are officers aware of the function of the ship security alert system and how to operate it?

Under no circumstances should enquiries be made as to the system details or location of activation points.

All ships constructed after 1st July 2004 shall be fitted with a ship security alert system. (SOLAS XI-2/6.1.1)

The ship security alert system shall, when activated, initiate and transmit a ship-to-shore security alert to a competent authority, which in these circumstances may include the Company, identifying the ship, its location and indicating that the security of the ship is under threat or it has been compromised. (SOLAS XI-2/6.2.1)*

It shall not send the security alert to other ships or raise the alarm on board and it shall continue until deactivated or reset. (SOLAS XI-2/6.2.2,3 and 4)

The ship security alert system shall be capable of being activated from the navigation bridge and in at least one other location. (SOLAS XI-2/6.3.1)

** Note: OVID defines Company as the vessel Operator.*

Control of work

5.6.1 Does the vessel/unit operate a documented permit to work (PTW) system?

A permit to work system should:

- cover all areas of the vessel/unit
- address vessel/unit crew and contractor work scopes
- define the scope of work
- identify hazards and assess risk
- establish control measures to eliminate or mitigate hazards
- link the work to other associated work permits or simultaneous operations
- be authorised by the responsible person(s)
- communicate the above information to all involved in the work
- ensure control over the return to normal operations

The system should cover, as a minimum, the following activities:

- hot work
- confined space entry
- hazardous tasks
- work involving high voltages
- working at height and over the side
- Lock Out/Tag Out processes
- the need for multiple permits
- work on stored systems containing stored energy e.g. pressure vessels

5.6.2 Does the PTW system specify roles and responsibilities?

e.g. Performing authority, Area Authority, Isolating Authority, Gas Tester, Fire Watch and Enclosed Space standby

5.6.3 Is there a register recording permits issued and isolations performed?

As best practice the register should record the permit number, area of work, summary of task, date/ time permit is issued, revalidated and finally cancelled on completion of work.

For isolations, the register should record the isolation certificate number, summary of equipment isolated date / time of issue and final cancellation.

5.6.4 Does the PTW system specify when shore management approval is required prior to work being carried out?

The system should require company management approval for higher risk activities, such as hot work in identified hazardous areas and work on critical equipment

5.6.5 Are the period of validity and requirements for revalidation specified on the permit?

Best practice limits a permit's validity to specified individuals on a single shift without formal revalidation.

5.6.6 Do personnel receive formal training in the use of the PTW system?

Procedures for crew Training to include specific training on an individual's roles and responsibilities.

5.6.7 Does the PTW system include an audit process?

Examples are audits by Safety officer /HES Representative and Master as well as those conducted by shore management representatives during vessel / unit visits. Check that there is an effective process of monitoring permit compliance on day-to-day basis.

5.6.8 Does the PTW or SMS include a "Stop the Job" policy or statement?

The policy or statement should develop and encourage a "Stop the job" culture if anyone feels unsafe or uncertain about any aspect of a task or operation

5.6.9 Does the PTW system include an effective isolation (Lock Out/Tag Out) process?

Any work on energy systems - mechanical, electrical, process, hydraulic and others - should not proceed unless:

- the method of isolation and discharge of stored energy are agreed and executed by a competent person(s)
 - any stored energy is discharged
 - a system of locks and tags is utilised at isolation points
 - a test is conducted to ensure the isolation is effective
 - isolation effectiveness is periodically monitored (is there evidence of positive isolation?)
- Check also if a long-term isolation record is maintained and if there is evidence of a policy for the temporary re-instatement of systems.*

5.6.10 Are documented procedures in place to ensure safe work on high voltage systems and do they address appropriate access arrangements?

High Voltage' is generally deemed to be >1000 volts (or less if company specifies).

5.6.11 If the vessel/unit has high voltage equipment, are staff suitably trained to perform maintenance on it?

HV Training and Awareness

Procedures should be in place and staff should be aware of potential hazards associated with high voltage systems.

Procedures may include, but are not limited to:

- *Awareness training to understand the risks of high voltage electricity*
- *Safe system of work for maintenance - procedures*
- *Repairs/maintenance of high voltage equipment only conducted by certified/competent persons*
- *Use of Lock Out / Tag Out system and warning signs during maintenance or repair*
- *Medical emergency procedures*

5.6.12 Are there specific documented procedures in place for any hot work on board?

Hot work' is defined as any work involving sources of ignition or temperatures sufficiently high to cause the ignition of a flammable gas mixture.

In conducting hot work:

- *the workspace and bilges shall be clean, dry and free of oil*
- *the vessel/unit should be outside the 500m or safety zone of an installation*
- *the workspace and enclosed spaces should be tested immediately prior to starting the Hot Work and shown to have an LEL of less than 1 percent*
- *all meters used shall be properly calibrated and their function tested just prior to being used*
- *the atmosphere should be monitored and ventilated throughout the hot work*
- *work pieces should be clamped into position and not held by hand*
- *fire resistant blankets should be used to shield other areas and prevent sparks from falling to lower levels*
- *fire hoses should be rigged and charged with water at all times*
- *a trained fire watch should be continually in attendance*
- *if outside machinery spaces/workshops, all cargo operations and oil transfers should be stopped*
- *if multiple repairs are to be carried out in different locations, each job should be planned and executed as an individual and separate repair*
- *all other work must be considered*

Gas testers should be trained and deemed competent.

A hotwork permit should cover the requirements for a fire watch and fire watchers should be trained and deemed competent. The fire watch should continue until there is no further danger.

Best practice is for hot work to stop well before a permit is due to expire to allow the fire watch to continue under its control.

5.6.13 Are users of welding equipment specifically trained and qualified for the equipment found on board?

5.6.14 If electric welding equipment is provided, is it in good order, inspected regularly and are written safety guidelines available on site?

Welding and other equipment used for hot work should be carefully inspected before each occasion of use to ensure that it is in good condition. Where required, it must be correctly earthed. Special attention must be paid when using electric arc equipment to ensure that:

- *electrical supply connections are made in a gas free space.*
- *existing supply wiring is to carry the electrical current demand without overloading, causing heating.*
- *insulation of flexible electric cables is in good condition.*
- *the cable route to the work site is the safest possible, only passing over gas free or inerted spaces.*
- *the welding return lead should be connected as near as practicable to the welding arc; metal rails, pipes and frames should not be used as part of the welding circuit unless they are a part of the work piece itself.*

5.6.15 If gas welding and burning equipment is provided, is it inspected regularly and in good order?

Check records of inspection.

Confirm that flashback arrestors are fitted and in good order.

5.6.16 Are spare oxygen and acetylene cylinders stored apart in a dedicated storage and is the storage in a clearly marked, well-ventilated position outside the accommodation and machinery spaces?

Notes: Oxygen will not burn or explode, it only supports combustion; however, a small amount of excess oxygen will allow materials which are not normally combustible to burn with ferocity. Industrial oxygen cylinders are painted blue. Acetylene is 92.3% carbon and 7.7% hydrogen, is lighter than air and is highly flammable with a LEL of 2.5%. Acetylene cylinders are painted maroon.

Oxygen and Acetylene should be kept in separate compartments except in the case of the cylinders that are in use, which may be stored in the same compartment. Cylinders should be stowed away from heat sources and should not be in heavy traffic areas to prevent accidental knocking over or damage from passing or falling objects. Valve caps should remain on cylinders not connected for use. Full and empty cylinders should be segregated. Cylinders should be stored with the valve end up. Storage areas should be free of combustible material and not exposed to salt or other corrosive chemicals. Check whether there is a procedure in place to verify the contents of gas cylinders.

5.6.17 Are there documented procedures in place covering the use of portable electrical equipment on deck?

Supply voltage should be documented by inspector. Procedure should also include controls on the use of wandering leads and their inspection and maintenance requirements.

5.6.18 Are all spaces that are classed as 'enclosed spaces' identified and clearly marked?

All spaces not normally ventilated should be considered as 'enclosed spaces'.

An enclosed space is any enclosed area that:

- is large enough for personnel to enter*
- has limited or restricted means of entry*
- is not designed for normal or continuous occupancy.*

It can be any space of an enclosed nature where there is a risk of death or serious injury from hazardous substances or dangerous conditions (e.g. lack of oxygen, machinery located within the space, etc).

Enclosed spaces include cargo tanks, bulk tanks, ballast tanks, fuel tanks, water tanks, lubricating oil tanks, slop and waste oil tanks, sewage tanks, cofferdams, duct keels, void spaces and trunkings, pipelines or fittings connected to any of these.

They also include any other item of machinery or equipment that is not routinely ventilated and entered, such as boilers and main engine crankcases.

5.6.19 Are there specific documented procedures in place for enclosed space entry?

Procedures should ensure that no person shall enter any enclosed space unless all other alternatives to entry have been considered and:

- a valid entry permit has been issued (Note: some permit systems may require a work permit in addition to an entry permit for work conducted in an enclosed space).*
- Lock Out/Tag Out of pipework and machinery has been completed with fully completed isolation tags and locks in place (as required).*
- the work space has been tested and found gas free*
- ventilation is maintained throughout entry and the atmosphere is monitored*
- adequate lighting, including a back-up source and safe access has been provided.*
- during the hazard assessment phase, the vessel/unit's contingency plan for enclosed space rescue should be reviewed to ensure it is appropriate for the specific entry, its contents discussed and the necessary equipment readily available.*
- an experienced person should be standing by who is capable of initiating the alarm/response procedure.*
- communications procedures have been agreed.*

MO(D)U Code IMO RESOLUTION MSC.358(92)

(Adopted on 21 June 2013) requires that by 1st Jan 2015 14.13 Enclosed space entry and rescue drills.

Crew members with enclosed space entry or rescue responsibilities should participate in an enclosed space entry and rescue drill to be held on board the unit at least once every two months.

Each enclosed space entry and rescue drill should include:

- 1 checking and use of personal protective equipment required for entry;*
- 2 checking and use of communication equipment and procedures;*
- 3 checking and use of instruments for measuring the atmosphere in enclosed spaces;*
- 4 checking and use of rescue equipment and procedures;*
- 5 instructions in first aid and resuscitation techniques.*

5.6.20 Are portable gas and oxygen analysers provided appropriate to the vessel/unit's operations and are they calibrated and in good order?

Check calibration records and that tests and inspections are included in the vessel/units planned maintenance system.

Check the availability of span gas on board.

5.6.21 Are personnel onboard trained in the use and calibration of portable oxygen and gas analysers?

Training records should be maintained.

5.6.22 Are there specific documented procedures covering working at height or overside work?

A permit may be required, for example, when any worker is:

- *exposed to a possible fall of two metres or more*
- *working near an exposed edge*
- *working outside of the vessel/units side railings*
- *working over the vessel/unit's side*
- *using scaffolding*

If fall arrest equipment is to be used it must have:

- *a proper anchor and suitably mounted*
- *a full body harness using double latch self locking snap hooks at each connection*
- *synthetic fibre lanyards*
- *a shock absorber*

A visual inspection of the fall arrest equipment should be completed prior to use and any damaged or activated components taken out of service?

Lifting equipment

5.7.1 Are up to date records maintained for the regular inspection, maintenance and testing of all lifting equipment/devices?

e.g. chain register/ lifting appliance register, planned maintenance system, etc.

Note: Lifting devices include:

- *Pedestal cranes*
- *Mobile cranes*
- *Overhead gantry cranes*
- *Loose lifting gear - chain hoists, lever hoists, slings, shackles, pendants etc.*
- *Wire line masts*
- *Draw works and travelling block*
- *Lifts for persons or goods*
- *Abseiling equipment*
- *Sling-sets attached to containers or pieces of equipment*
- *Runway beams and pad eyes to which lifting equipment is anchored or fixed*
- *Emergency escape equipment found on offshore installations such as lifeboats (including any davits, winches, ropes, etc.) and Donuts.*

Periodic inspection should be carried out in accordance with the relevant legislation and such inspections may be carried out by third parties.

All equipment, which requires thorough examination should have been identified.

Prior to using lifting equipment for the first time a thorough examination should be carried out, unless the equipment has not been used before and is not more than 12 months old.

A thorough examination must be carried out if the safety of the lifting equipment is dependant upon installation or assembly conditions.

All lifting equipment deteriorates in use and therefore a thorough examination must be carried out.

Examples of thorough examination intervals are:

- *every 6 months if the equipment is used for lifting persons*
- *every 6 months for lifting accessories (slings, shackles etc)*
- *every 12 months for all other lifting equipment (chain hoists, lever hoists etc)*

A thorough examination should also be carried out following exceptional circumstances which may have jeopardised the safety of the equipment, for example, following an overload or change out of a major load path item.

In addition to thorough examinations, where user risks have been identified inspections should be carried out. The inspection should include visual checks and function tests and be carried out by persons competent to do so.

5.7.2 Are test certificates available onboard for all items of loose lifting equipment including wire or webbing slings, shackles, eyebolts, etc?

Throughout the life of any piece of lifting equipment it must be accompanied by a valid certificate to show that it has been manufactured properly and, subsequently received thorough examination, to ensure continued integrity and fitness for safe use.

For small items of equipment such as small shackles, batch certificates may be issued.

5.7.3 Are safety devices associated with lifting appliances fully operational?

e.g. emergency stops, load and overload indicators, etc

5.7.4 Are cranes, derricks, pad eyes and other securing points clearly marked with their SWL?

Safe Working Load (SWL) - the maximum load that the equipment may safely lift.

If it is not possible to mark the equipment with the SWL, a coding system or labels may be used.

If the SWL is dependent upon the configuration of the equipment, the SWL for each configuration should either be marked on the equipment or the information kept with the equipment where it is readily available to the operator, for example load-radius charts.

Where the SWL changes with the operating radius of the equipment, a load-limiting device may need to be fitted to inhibit the equipment and provide visual and/or audible warnings.

Any structural element of a piece of lifting equipment which can be separated from the equipment (boom section, slew ring, etc.) should be marked to indicate the equipment of which it is a part.

Where a number of accessories are brought together and not dismantled, for example a spreader beam with slings and shackles, the assembly should be marked to indicate its safety characteristics.

Lifting equipment and accessories should be marked with any relevant safety information such as the thickness of plates, which may be lifted with a plate clamp.

Lifting equipment designed for lifting persons should be marked as such and the carrier should display the SWL and maximum number of persons, which may be carried.

5.7.5 Are all items of lifting gear marked with a unique identification?

The equipment should be hard-stamped - e.g. ferrules on wire slings: affixed with a metal plate - e.g. chain hoist; or painted onto the equipment - e.g. runway beams.

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

Check that it is being adhered to, i.e. no evidence of wrong colour/non-coded equipment in use, that non-coded/wrong colour equipment is segregated and access to same is denied. Where there is more than one winch in a drilling derrick it may be possible for a winch, which has not been designated for man-riding/personnel transfer, to be used for lifting of persons. In such a case all winches shall be clearly marked as either being suitable for lifting of persons or not.

5.7.7 Is there a programme for routine testing, i.e. start-up, daily, weekly and monthly checks of lifting equipment?

Including the use of check lists

5.7.8 Is there a documented procedure requiring that all lifting operations are properly planned?

The plan will need to address the risks identified during a risk assessment and should identify all resources, procedures and responsibilities necessary for safe operation.

The degree of planning will vary considerably depending on the type of lifting equipment and complexity of the lifting operation and degree of risk involved.

There are two elements to the plan: the suitability of the lifting equipment and the individual lifting operation to be performed.

As a means of minimising risk, the plan should consider the following areas:

- working under suspended loads
- breakdown in communication during blind lifting
- attaching/detaching the load
- environment and location
- proximity hazards
- lifting persons with non-dedicated equipment
- overloading
- pre-use checks by the operator
- deterioration in the condition of lifting accessories
- the experience, competence and training of all associated personnel.

Following a risk assessment and preparation of a standard instruction or procedure, the person using the equipment can normally plan routine lifts on an individual basis.

A routine plan should be reviewed on a regular basis to ensure that it remains valid.

For any lifting operation it is necessary to:

- (a) ensure that a risk assessment is in place*
- (b) select suitable equipment for the range of tasks*
- (c) plan the individual lifting operation*

Particular responsibilities are placed on the deck crew and crane operator to ensure that radio communication is maintained, especially during blind lifting.

Lifts utilising cranes, hoists, or other mechanical lifting devices should not commence unless:

- an assessment of the lift has been completed and the lift method and equipment has been determined by a competent person(s)
- operators of powered lifting devices are trained and certified for that equipment
- rigging of the load is carried out by a competent person(s)
- lifting devices and equipment have been certified for use within the last 12 months (at a minimum)
- the load does not exceed dynamic and/or static capacities of the lifting equipment
- any safety devices installed on lifting equipment are operational
- all lifting devices and equipment have been visually examined before each lift by a competent person(s)

5.7.9 Does the vessel/unit have a system in place for the quarantine of damaged or uncertified lifting equipment?

5.7.10 Are any personnel elevators (lifts) onboard the vessel included in the vessel/unit's PMS?

Records of certification, inspection and maintenance should be available.

Lifting equipment (barge)

5.8.1 Does the vessel/unit have a system in place for the quarantine of damaged or uncertified lifting equipment?

5.8.2 Is the vessel/unit equipped with service cranes covering all anticipated operations?

Located to minimise blind sectors.

5.8.3 Are any personnel elevators (lifts) onboard the vessel included in the vessel/unit's PMS?

5.8.4 Is an inspection and maintenance programme in place for other lifting equipment such as wire or webbing slings, shackles, eyebolts etc?

5.8.5 Are test certificates available onboard for all items of loose lifting equipment including wire or webbing slings, shackles, eyebolts, etc?

Throughout the life of any piece of lifting equipment it must be accompanied by a valid certificate to show that it has been manufactured properly and, subsequently received thorough examination, to ensure continued integrity and fitness for safe use.

For small items of equipment such as small shackles, batch certificates may be issued.

5.8.6 Are safety devices associated with lifting appliances fully operational?

e.g. emergency stops, load and overload indicators, etc

5.8.7 Are cranes, derricks, pad eyes and other securing points clearly marked with their SWL?

Safe Working Load (SWL) - the maximum load that the equipment may safely lift.

If it is not possible to mark the equipment with the SWL, a coding system or labels may be used.

If the SWL is dependent upon the configuration of the equipment, the SWL for each configuration should either be marked on the equipment or the information kept with the equipment where it is readily available to the operator, for example load-radius charts.

Where the SWL changes with the operating radius of the equipment, a load-limiting device may need to be fitted to inhibit the equipment and provide visual and/or audible warnings.

Any structural element of a piece of lifting equipment which can be separated from the equipment (boom section, slew ring, etc.) should be marked to indicate the equipment of which it is a part.

Where a number of accessories are brought together and not dismantled, for example a spreader beam with slings and shackles, the assembly should be marked to indicate its safety characteristics.

Lifting equipment and accessories should be marked with any relevant safety information such as the thickness of plates, which may be lifted with a plate clamp.

Lifting equipment designed for lifting persons should be marked as such and the carrier should display the SWL and maximum number of persons, which may be carried.

5.8.8 Are all items of lifting gear marked with a unique identification?

The equipment should be hard-stamped - e.g. ferrules on wire slings: affixed with a metal plate - e.g. chain hoist; or painted onto the equipment - e.g. runway beams.

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

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

Where there is more than one winch in a drilling derrick it may be possible for a winch, which has not been designated for man-riding, to be used for lifting of persons. In such a case all winches shall be clearly marked as either being suitable for lifting of persons or not.

5.8.10 Is there a programme for routine testing, i.e. start-up, daily, weekly and monthly checks of lifting equipment?

Including the use of check lists

5.8.11 Is there a procedure requiring that all lifting operations are properly planned?

The plan will need to address the risks identified during a risk assessment and should identify all resources, procedures and responsibilities necessary for safe operation.

The degree of planning will vary considerably depending on the type of lifting equipment and complexity of the lifting operation and degree of risk involved.

There are two elements to the plan: the suitability of the lifting equipment and the individual lifting operation to be performed.

As a means of minimising risk, the plan should consider the following areas:

- working under suspended loads*
- breakdown in communication during blind lifting*
- attaching/detaching the load*
- environment and location*
- proximity hazards*
- lifting persons with non-dedicated equipment*
- overloading*
- pre-use checks by the operator*
- deterioration in the condition of lifting accessories*
- the experience, competence and training of all associated personnel.*

Following a risk assessment and preparation of a standard instruction or procedure, the person using the equipment can normally plan routine lifts on an individual basis.

A routine plan should be reviewed on a regular basis to ensure that it remains valid.

For any lifting operation it is necessary to:

- (a) ensure that a risk assessment is in place*
- (b) select suitable equipment for the range of tasks*
- (c) plan the individual lifting operation*

Particular responsibilities are placed on the deck crew and crane operator to ensure that radio communication is maintained, especially during blind lifting.

Lifts utilising cranes, hoists, or other mechanical lifting devices should not commence unless:

- an assessment of the lift has been completed and the lift method and equipment has been determined by a competent person(s)*
- operators of powered lifting devices are trained and certified for that equipment*
- rigging of the load is carried out by a competent person(s)*
- lifting devices and equipment have been certified for use within the last 12 months (at a minimum)*
- the load does not exceed dynamic and/or static capacities of the lifting equipment*
- any safety devices installed on lifting equipment are operational*
- all lifting devices and equipment have been visually examined before each lift by a competent person(s)*

Offshore personnel transfer

5.9.1 Does the vessel/unit have documented personnel transfer and manriding procedures?

For all methods of transfer, a risk assessment should be carried out prior to operations to ensure that transfer can be completed in a safe manner.

Crane/Lifting Operations

- *A means of communication must be provided between the passenger and the lifting equipment operator. May be either hand signals or radio communication.*
 - *The equipment must be manned at all times during person-lifting operations.*
 - *Reliable means of rescue available in the event of equipment failure.*
 - *Appropriate supervision is made available for the operations.*
 - *Suitable PPE should be worn and Personnel Locator Beacons (PLB) should be considered and used if available*
- If a crane is to be used for lifting persons it should be class approved for Man Riding operations and the following must be in place:*

- *Free-fall capability lock-out*
- *Hoisting and lowering limiters*
- *Rated capacity indicator and limiter*
- *Schedule of daily inspections of the crane or winch and carrier by a competent person*
- *Is there instruction for all persons involved - passenger, operator, supervisor, etc*
- *Suitable PPE should be worn and Personnel Locator Beacons (PLB) should be considered and used if available*

Boat/Swing Rope Transfer

- *A suitable means of communication should be available throughout operation*
- *Dedicated transfer areas should be free from obstructions, debris and surfaces should be non slip*
- *Sufficient personnel should be available to assist during transfer*
- *Suitable Lifesaving Appliances should be available at or close to the transfer area*
- *Suitable PPE should be worn and Personnel Locator Beacons (PLB) should be considered and used if available*
- *Where appropriate, secondary lifelines should be used*
- *Where fitted, Swing Ropes should be knotted and checked as part of vessel's regular maintenance programme.*
- *Where fitted, Boat/Surfer landings should be in good order and regularly inspected as part of vessel's regular maintenance programme*

Reference

LAGC Marine Environment Safety Manual

IMCA M202 Guidance on transfer of Personnel to and from Offshore Vessels

5.9.2 Are all personnel transfer and manriding baskets subjected to an inspection and certification regime?

Sight certification and inspection records.

5.9.3 Have all personnel involved in lifting/man riding operations been trained and certified to carry out such operations?

Does the crane operator have a man riding endorsement? Have the crew undergone special training and certification by an independent verification body/company?

5.9.4 Where fitted, is the offshore personnel gangway certified and subject to an inspection programme?

5.9.5 Is there a formal check system for confirming who crosses the gangway, and is there an effective back up check system to ensure discrepancies are raised and addressed?

All procedures/checks should be positive action type, not a default system. A secondary check process should also be in place as a back-up. The Inspector should make an Observation if positive and secondary systems are not effectively operated.

5.9.6 If the gangway is stabilised, does the control function use a dedicated crew?

Inspector should make an Observation if Marine Control Room staff are expected to control gangway, DP systems and mooring winches concurrently

Life saving appliances

5.10.1 Are vessel/unit-specific life-saving equipment training manuals available?

A training manual shall be provided in each crew mess room and recreation room, or in each cabin. (SOLAS III/35.2)

The training manual shall contain instructions and information, in easily understood terms illustrated wherever possible, on the life-saving appliances provided in the vessel/unit and on the best methods of survival. Any part of such information may be provided in the form of audio-visual aids in lieu of the manual. The following shall be explained in detail:

- *donning of lifejackets, immersion suits and anti-exposure suits;*
- *muster at assigned stations;*
- *boarding, launching and clearing the survival craft and rescue boats;*
- *method of launching from within survival craft;*
- *release from launching appliances;*
- *illumination in launching areas;*
- *use of all survival equipment;*
- *with the assistance of illustrations, the use of radio life-saving appliances;*
- *use of drogues;*
- *use of engine and accessories;*
- *recovery of survival craft and rescue boats, including stowage and securing;*
- *hazards of exposure and the need for warm clothing;*
- *best use of survival craft facilities in order to survive;*
- *methods of retrieval, including the use of helicopter gear;*
- *all other functions contained in the muster list and emergency instructions; and*
- *instructions for repair of the life saving appliances. (SOLAS III/35.3)*

5.10.2 Are vessel/unit-specific life-saving equipment maintenance instructions available and are weekly and monthly inspections being carried out?

The following tests and inspections shall be carried out weekly and a report of the inspection shall be entered in the log-book:

- *all survival craft, rescue boats and launching appliances shall be visually inspected to ensure that they are ready for use.*

The inspection shall include, but is not limited to, the condition of hooks, their attachment to the lifeboat and the on-load release gear being properly and completely reset;

- *all engines in lifeboats and rescue boats shall be run for a total period of not less than 3 minutes, provided the ambient temperature is above the minimum temperature required for starting and running the engine. During this period of time, it should be demonstrated that the gearbox and gearbox train are engaging satisfactorily. If the special characteristics of an outboard motor fitted to a rescue boat would not allow it to be run other than with its propeller submerged for a period of 3 minutes, it should be run for such a period as prescribed in the manufacturer's handbook. In special cases, the Administration may waive this requirement for ships constructed before 1 July 1986;*

- *lifeboats, except free-fall lifeboats, on cargo ships shall be moved from their stowed position, without any persons on board, to the extent necessary to demonstrate satisfactory operation of launching appliances, if weather and sea conditions so allow;*

- *and the general emergency alarm shall be tested. (SOLAS III/20.6)*

All lifeboats, except free-fall lifeboats, shall be turned out from their stowed position, without any persons on board if weather and sea conditions so allow. (SOLAS III/20.7.1)

Monthly inspections. Inspection of the life-saving appliances, including lifeboat equipment, shall be carried out monthly using the checklist required by regulation 36.1 to ensure that they are complete and in good order. A report of the inspection shall be entered in the log-book. (SOLAS III/20.7.2)

Instructions for on-board maintenance shall be easily understood, illustrated wherever possible and as appropriate, shall include for each appliance:

- *a checklist for use when carrying out the monthly inspections required by SOLAS III/20.7.2 and III/36.1;*
- *maintenance and repair instructions;*
- *a schedule of periodic maintenance;*
- *a diagram of lubrication points with the recommended lubricants;*
- *a list of replaceable parts;*
- *a list of sources of spare parts; and*
- *a log for records of inspections and maintenance. (SOLAS III/36)*

5.10.3 Are muster lists displayed onboard?

Muster lists and emergency instructions shall be exhibited in conspicuous places throughout the vessel/unit including the navigation bridge, engine room and crew accommodation spaces. (SOLAS III/8.3)

The muster list shall show the duties assigned to the different members of the crew including:

- *closing of the watertight doors, fire doors, valves, scuppers, side scuttles, portholes and other similar openings in the ship;*
- *equipping of the survival craft and other life-saving appliances;*
- *preparation and launching of survival craft;*
- *general preparations of other life-saving appliances;*
- *muster of passengers;*
- *use of communication equipment;*
- *manning of fire parties assigned to deal with fires; and*
- *special duties assigned in respect to the use of fire-fighting equipment and installations. (SOLAS III/37.3)*

The muster list shall specify which officers are assigned to ensure that life-saving and fire appliances are maintained in good condition and ready for immediate use. (SOLAS III/37.4)

The muster list shall specify substitutes for key persons who may become disabled, taking into account that different emergencies may call for different actions. (SOLAS III/37.5)

The muster list shall be prepared before the vessel/unit proceeds to sea. (SOLAS III/37.7)

5.10.4 If vessel/unit has lifeboats, is there a maintenance and test schedule for lifeboat on-load release gear?

Lifeboat on-load release gear shall be:

- *maintained in accordance with instructions for on-board maintenance as required by SOLAS, Part B, Regulation 36.*
- *subjected to a thorough examination and operational test during the annual surveys required by regulations I/7 and I/8 by properly trained personnel familiar with the system; and*
- *operationally tested under a load of 1.1 times the total mass of the lifeboat when loaded with its full complement of person and equipment whenever the release gear is overhauled. Such over-hauling and test shall be carried out at least once every five years. (SOLAS III/20.11.2)*

Note: Of particular importance in the checking of lifeboats is the on-load release system fitted to enclosed lifeboats and the maintenance routines for them. A high percentage of accidents at sea are attributed to lifeboats and their release systems. Particular attention should be paid to the adherence to manufacturer's maintenance requirements.

5.10.5 If vessel/unit has lifeboats, are the lifeboats, including their equipment and launching mechanisms, in good order?

Each survival craft shall be stowed in a state of continuous readiness so that two crew members can carry out preparations for embarkation and launching in less than 5 minutes. (SOLAS III/13.1.3)

Each lifeboat shall be launched with its assigned operating crew aboard and manoeuvred in the water at least once every three months during an abandon ship drill. (SOLAS III/19.3.3.3)

In the case of a lifeboat arranged for free-fall launching, at least once every three months during an abandon ship drill, the crew shall board the lifeboat, properly secure themselves in their seats and commence launch procedures up to, but not including, the actual release of the lifeboat (i.e., the release hook shall not be released). The lifeboat shall then either be free-fall launched with only the required operating crew on board, or lowered into the water by means of the secondary means of launching with or without the operating crew on board. In both cases, the lifeboat shall thereafter be manoeuvred in the water by the operating crew. At intervals of not more than six months, the lifeboat shall either be launched by free fall with only the operating crew on board, or simulated launching shall be carried out in accordance with the guidelines developed by the Organization. (SOLAS III.19.3.3.4)

Emergency lighting for mustering and abandonment shall be tested at each abandon ship drill. (SOLAS III/19.3.3.9)

Falls used in launching shall be inspected periodically (Refer to Measures to prevent accidents with lifeboats (MSC.1/Circ.1206) with special regard for areas passing through sheaves, and renewed when necessary due to deterioration of the falls or at intervals of not more than 5 years, whichever is the earlier. (SOLAS III/20.4.1)

Each free-fall lifeboat shall be fitted with a release system which shall be designed to test the release system without launching the lifeboat. (LSA Code IV/4.7.6.4)

Each lifeboat shall be clearly marked with the number of persons for which the lifeboat is approved and the name and port of registry. Means of identifying the ship to which the lifeboat belongs and the number of the lifeboat shall be marked in such a way that they are visible from above. (LSA Code IV/4.4.9)

Notes: It is very important to check the lifting hooks and their associated structure, in particular the connections to the lifeboat keel. These are occasionally found to be severely wasted.

Lifeboat equipment is detailed in the LSA Code IV/4.4.8 and the general requirements for enclosed lifeboats in the LSA Code IV/4.6, although under SOLAS III/32.3.5 the totally enclosed lifeboats carried on ships constructed before 1st July 1986 need not comply with the requirements of the LSA Code IV/4.6.

Amendments to SOLAS III/19 (Emergency training and drills) and 20 (Operational readiness maintenance and inspections) came into force on 1st July 2006. The amendments concern the conditions in which lifeboat emergency training and drills should be conducted and introduce changes to the operational requirements for maintenance, weekly and monthly inspections so as not to require any persons to be on board, and servicing of launching appliances and on-load release gear.

5.10.6 Is there a documented procedure in place for the periodic inspection of davits, fall wires and brake mechanisms?

Check the PMS includes these items and addresses the periodic replacement of fall wires.

5.10.7 Are lifeboat (if fitted) and liferaft operating instructions displayed?

Posters or signs shall be provided on or in the vicinity of survival craft and their launching controls shall:

- illustrate the purpose of the controls and the procedures for operating the appliance and give relevant instructions or warnings;*
- be easily seen under emergency lighting conditions; and*
- use symbols in accordance with resolution A.760, as amended by MSC.82. (SOLAS III/9.2)*

5.10.8 If vessel/unit has a rescue boat, is the rescue boat, including its equipment and launching arrangement available for use and in good order?

Rescue boats shall be stowed in a state of continuous readiness for launching in not more than 5 minutes. (SOLAS III/14.1)

Notes: Rescue boat equipment is detailed in the LSA Code V/5.1.2.2, 3 and 4.

With respect to launching equipment, rescue boats should comply with the requirements of the LSA Code 4.4.7.6 (by LSA Code 5.1.1.1) and either have two release capabilities, one off-load and one on-load, or only one if the rescue boat can only be released when waterborne.

The on-load release shall be:

- protected against accidental or premature use;*
- to prevent a premature on-load release, on-load operation of the release mechanism should require a sustained and deliberate action by the operator;*
- to prevent an accidental release the mechanical protection (interlock) should only engage when the release mechanism is properly and completely set;*
- the release mechanism shall be so designed that crew members in the lifeboat can clearly observe when the release mechanism is properly and completely reset;*
- clear operating instructions should be provided with a suitable worded warning notice;*
- where a single fall or hook system is used for launching, the above requirements need not apply and a single capability to release the rescue boat only when it is waterborne.*

5.10.9 Where the vessel/unit is equipped with a fast rescue craft (FRC), is the equipment in good order and regularly maintained?

State date of last exercise. Confirm that the crew are trained in the operation of FRC.

5.10.10 Are liferafts in good order?

5.10.11 Are hydrostatic releases, where fitted, correctly attached?

Every liferaft shall be stowed with its painter permanently attached to the ship. (SOLAS III/13.4.1)

Each liferaft or group of liferafts shall be stowed with a float-free arrangement so that each floats free and if inflatable, inflates automatically when the ship sinks. (SOLAS III/13.4.2)

Liferafts shall be so stowed as to permit manual release of one raft or container at a time from their securing arrangements. (SOLAS III/13.4.3)

Note: Some hydrostatic release manufacturers recommend that each liferaft is fitted with its own individual hydrostatic release unit (HRU), to prevent the possibility, where more than one liferaft is utilising the same release, of one of the liferafts breaking the weak link before the second or subsequent liferafts have inflated. Where more than one liferaft is attached to a single HRU, each of the rafts must be fitted with its own weak link. Liferafts stowed in the forward part of the vessel do not require a HRU.

5.10.12 Are survival craft portable VHF radios and Search and Rescue Radar Transponders (SART's) in good order and charged?

At least 3 two-way VHF radiotelephone apparatus shall be provided on every cargo ship of 500 gross tonnage and upwards. (SOLAS III/6.2.1.1)

The two-way radiotelephone should be capable of operation on the frequency 156.800 MHz (VHF channel 16) and on at least one additional channel. (Res. A.890/3.1)

The source of energy should be integrated in the equipment and may be replaceable by the user. In addition, provision may be made to operate the equipment using an external source of electrical energy. (Res. A.890/12.1)

Equipment for which the source of energy is intended to be user-replaceable should be provided with a dedicated primary battery for use in the event of a distress situation. This battery should be equipped with a non-replaceable seal to indicate that it has not been used. (Res. A.890/12.2)

Equipment for which the source of energy is intended to be non-user-replaceable should be provided with a primary battery. The portable two-way radiotelephone equipment should be fitted with a non-replaceable seal to indicate that it has not been used. (Res. A.890/12.3)

At least one radar transponder shall be carried on each side of every cargo ship of 500 gross tonnage and upwards. The radar transponders shall be stowed in such locations that they can be rapidly placed in any survival craft (other than the forward liferaft). On ships equipped with free-fall lifeboats, one of the transponders shall be stowed in the free-fall lifeboat and the other located in the immediate vicinity of the navigation bridge so that it can be utilised on board and ready to transfer to any other survival craft. (SOLAS III/6.2.2)

Note: The requirements for survival craft two-way VHF radios are contained in IMO Res. A.809(19).

5.10.13 Are lifebuoys, lights, buoyant lines, quick release mechanisms and self-activating smoke floats in good order?

Cargo ships shall carry not less than the following numbers of lifebuoys:

- under 100 metres in length - 8;*
- between 100 metres and under 150 metres - 10;*
- between 150 metres and under 200 metres - 12;*
- 200 metres and over - 14. (SOLAS III/32.1.1)*

Lifebuoys shall be:

- so distributed as to be readily available on both sides of the ship and as far as practicable on all open decks extending to the ship's side;*
- at least one shall be placed in the vicinity of the stern; and*
- so stowed as to be capable of being rapidly cast loose and not permanently secured in any way. (SOLAS III/7.1.1)*

At least one lifebuoy on each side of the ship shall be fitted with a buoyant line, equal in length to not less than twice the height at which it is stowed above the waterline in the lightest seagoing condition, or 30 metres, whichever is the greater. (SOLAS III/7.1.2)

Not less than one half of the total number of lifebuoys shall be provided with self-igniting lights;

Not less than two of these shall also be provided with lifebuoy self-activating smoke signals capable of quick release from the navigating bridge;

Lifebuoys with lights and those with lights and smoke signals shall be distributed equally on both sides of the ship and shall not be the lifebuoys provided with lifelines. (SOLAS III/7.1.3)

Lifebuoys intended to operate the quick-release arrangement provided for the self-activated smoke signals and self-igniting lights shall have a mass sufficient to operate the quick release arrangement. (LSA Code II/2.1.1.7)

5.10.14 Are lifejackets in good order?

A lifejacket shall be provided for every person on board and, in addition, a sufficient number of lifejackets shall be carried for persons on watch and for use at remotely located survival craft stations. The lifejackets carried for persons on watch should be stowed on the bridge, in the engine control room and at any other manned watch station. (SOLAS III/7.2.1)
The lifejackets used in totally enclosed lifeboats, except free-fall lifeboats, shall not impede entry into the lifeboat or seating including operation of the seat belts in the lifeboat. (SOLAS III/7.2.3)
Lifejackets selected for free-fall lifeboats and the manner in which they are carried or worn, shall not interfere with entry into the lifeboat, occupant safety or operation of the lifeboat. (SOLAS III/7.2.4)
Make an Observation if more than one type of lifejacket is carried on board.

5.10.15 Are lifejacket donning instructions displayed?

Ensure instructions include all types of lifejacket carried on board.

5.10.16 If vessel is outfitted with immersion suits, are the immersion suits available for use and free of defects ?

An immersion suit or an anti-exposure suit, of an appropriate size, shall be provided for every person assigned to crew the rescue boat. If the ship is constantly engaged in warm climates where, in the opinion of the Administration thermal protection is unnecessary, this protective clothing need not be carried (SOLAS III/7.3)
An immersion suit complying with the requirements of section 2.3 of the LSA Code shall be provided for every person on board the ship. These immersion suits need not be required if the ship is constantly engaged on voyages in warm climates where, in the opinion of the Administration, immersion suits are unnecessary. (SOLAS III/32.3.2)
If a ship has any watch or work stations which are located remotely from the place or places where immersion suits are normally stowed, additional immersion suits shall be provided at these locations for the number of persons normally on watch or working at those locations at any time. (SOLAS III/32.3.3)

5.10.17 Are pyrotechnics, including line throwing apparatus, in date and in good order?

Not less than 12 rocket parachute flares shall be carried and be stowed on or near the navigation bridge. (SOLAS III/6.3)
A line throwing appliance complying with the requirements of section 7.1 of the Code shall be provided. (SOLAS III/18)
An illustrated table describing the life-saving signals shall be readily available to the officer of the watch. (SOLAS V/29) For Non-SOLAS vessels less pyrotechnics may be carried by local regulations and should be stated as such in observations if less than the above guidance is carried.

5.10.18 Are the locations of life saving appliances marked with IMO or equivalent certifying authority symbols ?

Containers, brackets, racks and other similar stowage locations for life-saving equipment shall be marked with symbols in accordance with IMO Res. A.760(18) indicating the devices stowed in that location for that purpose. If more than one device is stowed in that location, the number of devices shall also be indicated. (SOLAS III/20.10)

5.10.19 Is the LSA plan seen to be up to date and represent the current arrangements on the Vessel/Unit?

5.10.20 Is the vessel receiving alerts for LSA equipment?

** E.g. Vendors or USCG alerts regarding to LSA equipment.*

Fire-fighting

5.11.1 Are vessel/unit-specific fire training manuals available?

The training manual shall explain the following in detail:

- general fire safety practice and precautions related to the dangers of smoking, electrical hazards, flammable liquids and similar common shipboard hazards;*
- general instructions on fire-fighting activities and fire-fighting procedures, including procedures for notification of a fire and use of manually operated call points;*
- meanings of the vessel/unit's alarms;*
- operation and use of fire-fighting systems and appliances;*
- operation and use of fire doors;*
- operation and use of fire and smoke dampers; and*
- escape systems and appliances. (SOLAS II-2/15.2.3.4)*

A training manual shall be provided in each crew mess room and recreation room, or in each crew cabin. (SOLAS II-2/15.2.3.1)
The training manual shall be written in the working language of the ship. (SOLAS II-2/15.2.3.2)

5.11.2 Are vessel/unit-specific fire fighting equipment maintenance instructions available and are weekly and monthly inspections being carried out?

Maintenance, testing and inspections shall be carried out based on the guidelines in MSC/Circ.850

The maintenance plan shall be kept on board the ship and shall be available for inspection. (SOLAS II-2/14.2.2.2)

The maintenance plan shall include at least the following fire protection systems and fire fighting systems and appliances, where installed:

- fire mains, fire pumps and hydrants, hoses, nozzles and international shore connections;
- fixed fire detection and fire alarm systems;
- fixed fire extinguishing systems and other fire extinguishing appliances;
- automatic sprinkler, fire detection and fire alarm systems;
- ventilation systems, including fire and smoke dampers, fans and their controls;
- emergency shutdown of fuel supply;
- fire doors, including their controls;
- general emergency alarm systems;
- emergency escape breathing devices;
- portable fire extinguishers, including spare charges;
- fire fighter's-outfits;
- inert gas systems;
- deck foam systems;
- fire safety arrangements in cargo pump rooms; and
- flammable gas detectors.

(SOLAS II-2/14.2.2.3) and 14.4)

The maintenance programme may be computer-based. (SOLAS II-2/14.2.2.4)

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

The first periodical control of medium expansion foam concentrates stored on board should be performed after a period of 3 years and, after that, every year. (MSC/Circ.798/5.1)

A record of the age of the foam concentrates and of subsequent controls should be kept on board. Ref. T4/4.01 MSC.1/Circ.1312 Revised 10 June 2009

5.11.4 Is a fire control plan exhibited within the accommodation, is a copy available externally and is equipment correctly marked on it?

Note: The requirements for fire plans are contained in SOLAS II-2/15.2.4. IMO Resolution A.654(16) recommends the symbols to be used on fire control plans.

5.11.5 If vessel/unit is classified to carry Methanol or other alcohol based substances, is the vessel equipped with an appropriate foam extinguishing system?

5.11.6 Are fire mains, pumps, hoses and nozzles in good order and available for immediate use?

Check that isolating valves in fire and foam system lines are clearly marked and in good order.

5.11.7 Is the International shore fire connection readily available externally and is the location clearly marked?

The connection shall be of steel or other suitable material. The connection shall be kept aboard the vessel/unit together with a gasket of any material suitable, with four 16 mm bolts, 50 mm in length and eight washers. (FSS Code 2.2)

If fixed on a vessel/unit, the connection should be accessible from both sides of the vessel/unit and its location should be clearly marked. The shore connection should be ready for use whenever a vessel/unit is in port.

5.11.8 Are fixed fire detection and alarm systems, if fitted, in good order and tested regularly?

Notes: There should be a procedure for whenever a zone of a fire detection system is isolated to ensure that relevant personnel are aware of the isolation and the reason for it and to ensure that the zone is reinstated as soon as possible. The engine room should not be operated unmanned with any zone in the space isolated.

Spaces not covered by a fire detection system should be covered by regular fire patrols. Such patrols should not utilise the bridge lookout during the hours of darkness.

5.11.9 Are fixed fire extinguishing systems, where fitted, in good order and are clear operating instructions posted?

Check that relevant crew are familiar with operating procedures.

5.11.10 Is the emergency fire pump in full operational condition and are starting instructions clearly displayed?

Consistent with safety and without interfering with the vessel/unit's operations, request to witness the starting and operation of the emergency fire pump.

If a priming system has been fitted to the emergency fire pump, it must be class approved.

5.11.11 Are portable fire extinguishers in good order with operating instructions clearly marked?

Each extinguisher should be clearly marked with the following minimum information:

- name of the manufacturer;
- type of fire for which the extinguisher is suitable;
- type and quantity of extinguishing medium;
- approval details;
- instructions for use and recharge (it is recommended that operating instructions be given in pictorial form);
- year of manufacture;
- temperature range over which the extinguisher will operate satisfactorily; and
- test pressure. (FSS Code 4 and Res. A.602)

One of the portable fire extinguishers intended for use in any space shall be stowed near the entrance to that space. (SOLAS 2004 II-2/10.3.2.2)

For vessels constructed after 1st July 2002, spare charges shall be provided for 100% of the first ten extinguishers and 50% of the remaining fire extinguishers capable of being recharged on board. Not more than sixty total spare charges are required. Instructions for recharging shall be carried on board. (SOLAS 2004 II-2/10.3.3.1)

For fire extinguishers which cannot be recharged on board, additional portable fire extinguishers of the same quantity, type, capacity and number shall be provided in lieu of spare charges. (SOLAS 2004 II-2/10.3.3.2)

For vessels constructed before 1st July 2002, spare charges shall be provided in accordance with requirements specified by the Administration. (SOLAS 1974 II-2/6.2)

Note: Portable fire extinguishers must be hydrostatically tested every 10 years or lesser period if so required by the Administration. The date of the hydrostatic test must be stamped on the cylinder.

Certain administrations may have their own requirements for the carriage of portable extinguishers and spare charges.

5.11.12 Are firemen's outfits and breathing apparatus in good order, provided with fully charged cylinders and ready for immediate use?

A number of spare charges, suitable for use with the apparatus provided, shall be available on board to the satisfaction of the Administration. (SOLAS 74 II-2/17.1.2.2)

Two spare charges shall be provided for each required breathing apparatus.....cargo ships that are equipped with suitably located means for fully recharging the air cylinders free from contamination need carry only one spare charge for each required apparatus. (SOLAS 2004 II-2/10.2.5)

For vessels constructed before 1st July 2002, the breathing apparatus may be either a smoke helmet type, or a self-contained compressed air type. A number of spare charges suitable for use with the apparatus provided shall be available on board to the satisfaction of the Administration. (SOLAS 1974 II-2/17.1.2)

The outfits shall be kept ready for use in an easily accessible location that is permanently and clearly marked and, they shall be stored in widely separated positions. (SOLAS 1974 II-2/17.4 and SOLAS 2004 II-2/10.3.1)

Notes: Although SOLAS recommends 'widely separated positions', fire-fighting training advocates that breathing apparatus should be used by personnel in pairs.

Self-contained breathing apparatus should be checked for condition and satisfactory operation. With the apparatus charged and the cylinder valve closed, the drop in pressure should not be more than 10 bars in one minute. (Manufacturer's instructions)

Annual inspections should be carried out to ensure that the air quality of breathing apparatus air recharging systems is satisfactory. (MSC/Circ.850)

Breathing apparatus shall be a self-contained compressed air-operated breathing apparatus for which the volume of air contained in the cylinders shall be at least 1,200 l, or other self-contained breathing apparatus which shall be capable of functioning for at least 30 min. All air cylinders for breathing apparatus shall be interchangeable. (FSS Code 3.2.1.2)

Notes: Air cylinders should be charged to not less than 10% below full. BA air cylinders should be hydrostatically tested every 5 years or lesser period if so recommended by the manufacturer. (4-Year testing intervals are customary for some composite wound cylinders.) The hydrostatic test date must be stamped on the cylinder.

5.11.13 If fitted, are emergency escape breathing devices in good order and ready for immediate use?

*All ships shall carry at least two emergency escape breathing devices within accommodation spaces. (SOLAS II-2/13.3.4.2)
On all ships, within the machinery spaces, emergency escape breathing devices shall be situated ready for use at easily visible places, which can be reached quickly and easily at any time in event of fire. The location of EEBD's shall take into account the layout of the machinery space and the number of persons normally working in the spaces. (SOLAS II-2/13.4.3.1)
Spare emergency escape breathing devices shall be kept on board. (SOLAS II-2/13.3.4.1)*

Training in the use of the EEBD should be considered a part of basic safety training. (MSC/Circ.849)

Note: The requirements for EEBD's are contained in Chapter 3/2.2 of the FSS Code and MSC/Circ.849 and among other measures or definitions, stipulate:

- an EEBD is a supplied air or oxygen device only used for escape from a compartment that has a hazardous atmosphere and shall be of an approved type.*
- EEBDs shall not be used for fighting fires, entering oxygen deficient voids or tanks, or worn by fire-fighters. In these events, a self-contained breathing apparatus, which is specifically suited for such applications, shall be used.*
- the EEBD shall have a service duration of at least 10 min. The EEBD shall include a hood or full face piece, as appropriate, to protect the eyes, nose and mouth during escape.*
- hoods and face pieces shall be constructed of flame-resistant materials and include a clear window for viewing.*
- an inactivated EEBD shall be capable of being carried hands-free.*
- an EEBD, when stored, shall be suitably protected from the environment.*
- brief instructions or diagrams clearly illustrating their use shall be clearly printed on the EEBD. The donning procedures shall be quick and easy to allow for situations where there is little time to seek safety from a hazardous atmosphere.*
- maintenance requirements, manufacturer's trademark and serial number, shelf life with accompanying manufacture date and name of the approving authority shall be printed on each EEBD.*
- all EEBD training units shall be clearly marked.*

5.11.14 Are accommodation and ventilation fan emergency stops in good order and clearly marked to indicate the spaces they serve?

Record of Testing and/or inspection should be available.

5.11.15 Are fire flaps in good order and clearly marked to indicate the spaces they serve?

5.11.16 If vessel has FiFi notation, is the associated equipment in good order?

State notation class.

Check the condition of monitors, pumps, water spray, foam concentrate, etc

Inspector should ensure that the use of FiFi equipment does not render other equipment unusable i.e. tunnel thrusters not available?

On vessels with a FiFi II crew should be aware of potential risks of incorrect use of fire fighting equipment due to high pressure of monitors

5.11.17 Are Fire Doors Operational and part of a planned maintenance and inspection regime ?

Ensure Fire doors have not been prevented from opening or closing, are in good working order and included within any planned preventative maintenance and inspection regimes. Ensure Personnel are aware of the Safety Criticality of fire doors and their closing mechanisms.

Access

5.12.1 Is a safe means of access provided, including, where appropriate, the provision of a gangway, accommodation ladder, pilot ladder, safety net, lifebuoy and line?

Notes: Safety nets should be provided wherever there is a possibility of a person falling over or through the side rails of the gangway and should be rigged to prevent anyone falling between the vessel/unit and the quay. Where the rails provide protection, a safety net might not be necessary.

Regardless of whether the gangway is supplied by vessel or shore, it is the vessel/unit's responsibility to ensure that a safety net is rigged.

If the means of access are considered to be unsafe, then the inspector must not put him/herself at risk by going on board.

5.12.2 Does the vessel/unit have a set of documented procedures/guidance for helicopter winching operations?

There should be a plan in place for possible medivac or other abnormal operation involving helicopter transfer of goods or personnel by winch. Factors addressed should include location on deck for winch drop, personnel involved, communications protocol and recommended equipment ref. ICS Guide to Helicopter/Ship Operations.

5.12.3 Where the vessel/unit is not fitted with a helideck, and Chapter 8.14 is not applicable, does the vessel/unit have a set of procedures/guidance for helicopter winching operations in the event that they may need to be enacted?

There should be a plan in place for possible medivac or other abnormal operation involving helicopter transfer of goods or personnel by winch. Factors addressed should include location on deck for winch drop, personnel involved, communications protocol and recommended equipment ref. ICS Guide to Helicopter/Ship Operations.

Additional Comments

5.99 Additional Comments

If the Inspector has comments in respect of the subject matter covered by the Chapter additional to those which the Inspector may make in response to the specific questions in the Chapter, the Inspector should include such additional comments in this section.

Pollution prevention and environmental management

Pollution prevention

6.1.1 Is the Engine Room (Part I) Oil Record Book (ORB) and, if applicable, Part 2, correctly completed?

Notes: The IOPP Form A (2.2) indicates whether a vessel is fitted with a 15 ppm oily water separator and 15 ppm oil content meter fitted with an alarm and automatic stopping device. Discharge of bilges or transfer from a bilge holding tank to overboard through this equipment should be recorded in section D of the ORB. Section E should be used ONLY in cases where automatic starting systems that are activated by float switches in bilge wells or bilge holding tanks. ORB entries should be signed (not initialled) and each completed page should be signed by the Master.

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

Notes: Details of bilge and sludge tanks can be obtained from Form A of the IOPP Certificate, although the recording of bilge tanks (section 3.3) is not a MARPOL requirement and is therefore voluntary. Notwithstanding the foregoing, if an engine room bilge tank is used for the purposes of holding engine room residues, this tank and details of its contents must be recorded in the Oil Record Book Part I.

In Part 1, Section C should be used for the disposal of sludge and other oil residues such as drainage, leakage, exhausted oil etc. and this section should be completed weekly.

Section D (Non-Automatic Discharge) should be compiled for the disposal of bilge water as and when it occurs.

Masters should obtain from the operator of the reception facilities, which includes barges and tank trucks, a receipt or certificate detailing the quantity of tank washings, residues or oily mixtures transferred, together with the time and date of the transfer. This receipt or certificate, if attached to the Oil Record Book Part I, may aid the Master of the ship in proving that his ship was not involved in an alleged pollution incident. The receipt or certificate should be kept together with the Oil Record Book Part I.

6.1.3 Is the Oil Record Book free of any pollution incidents or violations?

6.1.4 If the disposal of engine room oily water or sludge to a shore facility has taken place, has the event been recorded in the Engine Room Oil Record Book, did the vessel/unit receive a statement or certificate of disposal from the shore facility and did it state the quantity disposed?

If no disposal to a shore facility has taken place, please describe method of disposal.

6.1.5 Are thruster seals free of hydraulic leaks?

6.1.6 Are there containment arrangements fitted around hydraulic machinery in case of leaks?

6.1.7 Is there evidence that the oily water separator control system and engine room bilge oily water separator/filtering system is maintained in good working order?

Check equipment logs and maintenance records.

6.1.8 Are specific warning notices posted to safeguard against the accidental opening of the overboard discharge valve from bilge pumping systems?

The overboard valve should be sealed and/or locked and provided with a warning notice indicating that the valve should not be opened without the authority of the chief engineer or Master. (Industry guidance: 'Oily Water Separators')

6.1.9 Are there any bilge spaces pumped directly overboard and are appropriate arrangements in place to monitor and prevent "contaminants" being discharged overboard ?

Examples of which would be pump room(s) bilges on vessel, that may be lined up to disch. Overboard. Pump room space is likely to also contain diesel pumps and lines with the potential of 'contamination' of the bilge space. Are appropriate controls in place

Shipboard oil and marine pollution emergency plans

6.2.1 Is an approved MARPOL Shipboard Oil Pollution Emergency Plan (SOPEP) or Shipboard Marine Pollution Emergency Plan (SMPEP) provided?

An SMPEP is not mandated by any legislation and is a best practice among vessels that do not have to comply with the below MARPOL regulation. Every oil tanker of 150 grt and above and every ship other than an oil tanker of 400 gt and above shall carry on board a shipboard oil pollution emergency plan approved by the Administration. (MARPOL Annex I/37).

The plan shall be written in the working language of the Master and officers and shall at least consist of:

- a) the procedure to be followed by the Master or other persons having charge of the ship to report an oil pollution incident;*
- b) the list of authorities or persons to be contacted in the event of an oil pollution incident;*
- c) a detailed description of the action to be taken immediately by persons on board to reduce or control the discharge of oil following the incident; and*
- d) the procedures and point of contact on the ship for co-ordinating shipboard action with national and local authorities in combating the pollution. (MARPOL Annex I/37.2)*

Every ship of 150 gt and above certified to carry noxious liquid substances in bulk shall carry on board a shipboard marine pollution emergency plan for noxious liquid substances approved by the Administration. (MARPOL Annex II/17)

The plan shall be written in a working language or languages understood by the Master and officers and shall at least consist of:

- a) the procedure to be followed by the Master or other persons having charge of the ship to report a noxious liquid substances pollution incident;*
- b) the list of authorities or persons to be contacted in the event of a noxious liquid substance pollution incident;*
- c) a detailed description of the action to be taken immediately by persons on board to reduce or control the discharge of noxious liquid substances following the incident; and*
- d) the procedures and point of contact on the ship for co-ordinating shipboard action with national and local authorities in combating the pollution. (MARPOL Annex II/17.2)*

In the case of ships to which regulation 17 of Annex II of the present Convention also applies, such a plan may be combined with the shipboard marine pollution emergency plan for noxious liquid substances required under regulation 17 of Annex II of the present Convention. In this case, the title of such a plan shall be "Shipboard marine pollution emergency plan".

(MARPOL Annex I/37.3 and Annex II/17)

Note: The plan is subject to re-approval after a change of management.

6.2.2 Is the IMO Coastal Contact List up to date and is the Master aware of port contact procedures ?

Notes: The IMO Coastal Contact List is published on 31st December and updated on 31st March, 30th June and 30th September each year. This information is published on the IMO web site at www.imo.org. Inspectors must ensure that the current update to the IMO Coastal Contact List has actually been published and sufficient time allowed for the document to be received on board prior to making an Observation.

6.2.3 Is there evidence that the vessel/unit has carried out regular drills and that the contents of the SOPEP/SMPEP Manual have been reviewed?

Drills in accordance with the requirements of the SOPEP or SMPEP should be held at regular intervals.

On vessels/units carrying noxious liquids, drills should also be regularly carried out in dealing with chemical spills.

Bulk liquid transfers

6.3.1 Is there evidence of a pre-transfer conference being held between the vessel/unit and the receiving/discharging facility before the transfer of Bulk Liquids begins?

This question references bulk transfers only and not bunkering/fuelling the vessel.

6.3.2 Are spill containment arrangements provided in way of bulk transfer manifolds?

If not permanent, comment on temporary arrangements provided.

This question references bulk transfers only and not bunkering/fuelling the vessel.

6.3.3 Are manifold spill containers, if provided, empty and are the drainage arrangements satisfactory?

6.3.4 If carried, are the hoses and connections used for the transfer of bulk liquids free of defects?

Focus on hydraulic fracture applications and other speciality services. Also applicable to OSV's which supply all or part of the hose string for transfer operations.

6.3.5 If carried, are all transfer hoses routinely tested?

Records to be sighted confirming regular tests for pressure. Confirm there is a process of routine inspection of hoses.

6.3.6 Are transfer hoses fitted with lifting saddles and stowed in racks?

If hose are stored on reels, Inspector is to make a comment in this section.

Lifting gear to be certified.

Check for inclusion of the hose collar/ hanging arrangement being included as an item of certified lifting equipment.

Inspector to mark NO to the question if the hose saddles /lifting gear is rig fabricated and lacks a load test SWL certification.

6.3.7 If carried on board, are transfer hoses fitted with flotation collars?

Especially those for hydrocarbon or NLS. Check also fitted with reflective tape. Number and distribution of floatation collars to be in accordance with guidance contained in GOMO

Ballast water management

6.4.1 Does the vessel/unit have an approved ballast water and sediments management plan?

Note: The International Convention for the Control and Management of Ships' Ballast Water and Sediments is a new international convention to help prevent the spread of harmful aquatic organisms carried by ships' ballast water, and will require all ships to implement a ballast water and sediments management plan. Some countries are introducing specific requirements for ballast water management and reporting, within their national limits, prior to the Convention coming into force.

6.4.2 Are records being maintained of all ballast water exchanges?

If vessel engaged in Cabotage trade only this can be NA. If vessel is trading or moves across international regions then there should be some record available.

Waste management

6.5.1 Does the vessel/unit have a garbage management plan and has garbage been handled and disposed of in accordance with MARPOL?

As of Jan 2013 Marpol has been updated. Every ship of 100 gross tonnage and above, and every ship which is certified to carry 15 persons or more, shall carry a garbage management plan which the crew shall follow. (MARPOL Annex V/9.2)

*Every ship shall display placards which notify the crew of the disposal requirements of garbage. (MARPOL Annex V/9.1.a)
The placards shall be written in the working language of the ship's personnel and, for ships engaged in voyages to ports or offshore terminals under the jurisdiction of other Parties to the Convention, shall also be in English, French or Spanish. (MARPOL Annex V/9.1.b)*

When garbage is mixed with other discharges having different disposal or discharge requirements the more stringent requirements shall apply. (MARPOL Annex V/5.3)

Waste receptacles should be constructed of non-combustible materials with no openings in the sides or bottom. (SOLAS 2004 II-2/4.4.2)

The disposal into the sea of all plastics, including but not limited to synthetic ropes, synthetic fishing nets, plastic garbage bags and incinerator ashes from plastic products which may contain toxic or heavy metal residues, is prohibited; (MARPOL Annex V/3.1(a))

The storage locations for garbage should be carefully selected to ensure that the garbage presents no potential hazard to adjacent spaces. Particular consideration should be given to the storage of garbage that is designated as 'special waste', such as batteries, sensors and fluorescent tubes, to ensure that only compatible materials are stowed together.

6.5.2 Does the Garbage Management Plan include documented procedures for collecting, storing, processing and disposing of garbage?

6.5.3 Has the Garbage Record Book been correctly completed?

Vessels less than 100 GRT that do not have to comply with MARPOL there should be a record entered in the vessel log book if the vessel does not use a Garbage record book.

The Garbage Record Book, whether as a part of the ship's official log-book or otherwise, shall be in the form specified in the appendix to this Annex; (MARPOL Annex V9/3)

(a) each discharge operation, or completed incineration, shall be recorded in the Garbage Record Book and signed for on the date of the incineration or discharge by the officer in charge. Each completed page of the Garbage Record Book shall be signed by the Master of the ship. The entries in the Garbage Record Book shall be at least in English, French or Spanish. Where the entries are also made in an official language of the State whose flag the ship is entitled to fly, these entries shall prevail in case of a dispute or discrepancy;

(b) the entry for each incineration or discharge shall include date and time, position of the ship, description of the garbage and the estimated amount incinerated or discharged;

(c) the Garbage Record Book shall be kept on board the ship and in such a place as to be available for inspection in a reasonable time. This document shall be preserved for a period of two years after the last entry is made on the record; (MARPOL Annex V 9/3)

Note: receipts for garbage landed ashore should be retained and filed on board.

6.5.5 Are controls in place to ensure that sewage treatment plant discharges comply with MARPOL or local requirements?

Where appropriate, controls should be in place to prevent the unauthorised discharge of sewage. Such measures shall ensure that all discharges comply with the requirements of MARPOL Annex IV and local requirements as applicable. Evidence may include, but not be limited to, procedures within SMS or vessel operating manual, Chief Engineer Standing Orders, crew training and appropriate signage/physical barriers. Alternatively, holding tank arrangements should be provided to facilitate disposal ashore.

Reference: MARPOL Annex IV, Chapters 1 and 3

Additional Comments

6.99 Additional Comments

If the Inspector has comments in respect of the subject matter covered by the Chapter additional to those which the Inspector may make in response to the specific questions in the Chapter, the Inspector should include such additional comments in this section.

Structural condition

General

7.1.1 Is the hull free from visible structural defects that warrant further investigation?

Inspection of the hull should include checking for any evidence of structural problems including collision/jetty contact damage or distortion from heavy weather.

7.1.2 Are weather decks free from visible structural defects that warrant further investigation?

Inspection of weather decks should include checking for any evidence of wastage, structural problems including evidence of contact damage or distortion from heavy weather

7.1.3 Where deck sheathing exists, are records available regarding removal of sheathing and checking of deck and sheathing condition?

7.1.4 Is the superstructure free from visible structural defects that warrant further investigation?

7.1.5 Are internal spaces free from visible structural defects that warrant further investigation?

Inspector is requested to pay particular attention to pump rooms. Request to sight UTI reports where applicable and any owners hull condition survey report or asset integrity reports. Is there evidence of a ballast tank and enclosed space entry programme that is in use and up to date.

7.1.6 If there has been any significant structural damage to the vessel/unit, have repairs been undertaken to the satisfaction of an attending Class surveyor?

Class records should be examined to confirm that class has been involved whenever significant damage has occurred or been repaired. For Local Cabotage vessels that are not classed inspector should ensure local Flag state inspectors or equivalent class inspectors have been involved with inspecting the vessel. If the vessel has never suffered any structural damage the inspector should respond NA.

7.1.7 If the vessel has any through-hull penetrations, are they in good order and subjected to Class approval?

Check that the planned maintenance system covers the checking and maintenance of valves and top plate assembly. If the vessel is not subject to class inspections ensure that the local Flag State have similarly approved any through hull penetrations and they are subject to regular inspection.

Stability

7.2.1 Is there a designated person responsible for cargo and/or ballast operations?

7.2.2 Are stability records maintained on board in line with the operators procedures?

Calculations should include transits. Check and comment on any anomalies. State if daily rounds and monthly manual stability calculations are conducted.

7.2.3 Is an approved stability book available onboard that includes both intact and damage stability scenarios?

State approving entity - Class or Flag State.

Some administrations may permit this information to be provided in the form of a simplified stability letter. Scenarios should cover likely credible events, including collision and hull breach.

7.2.4 Is a class/flag approved loading stability computer/software package in use?

If a class / flag approved loading stability computer / software package is not available, record in other comments, how stress and stability calculations are performed.

7.2.5 Are there records indicating that the operational accuracy of the stability computer/software package is tested regularly?

Class approved data should be used and the tests should be carried out at the annual survey.

Regular on-board testing should also take place and records attesting to this should be maintained

7.2.6 Is the vessel/unit free from any known stability limitations as noted in the stability book?

Depending on vessel/unit type, free surface effects may differ widely. Check for any limitations in number of slack tanks noted in stability booklet and that personnel responsible for ballast control and stability are aware of the limitations.

7.2.7 Is there a system of verifying and recording the calibration of tank gauging systems and level alarms ?

Report the frequency of manual soundings; Ensure that sounding tubes are not blocked and that sounding pipes are marked indicating the tank served and are fitted with a cap.

7.2.8 Do documented procedures require checking of differences between actual and calculated displacements and are records maintained?

Weight discrepancies (missing weights) should be assumed to be located at the maindeck level or above.

7.2.9 Are records available showing stability calculations have been undertaken for all stages of the voyage?

Where appropriate, records should be maintained to verify stability calculations at all stages of the voyage. Such stages could include; Port departure, Port arrival and discharge / backload of significant amounts of cargo. In all cases where deck cargo is carried, a realistic weight and location (including height and COG of cargo) should be given in the stability calculation and, where pipes are carried on deck, consideration should be given to water entrapment within tubular cargo. For the purposes of the stability calculation, a quantity of trapped water (equal to a certain percentage of the net volume) should be assumed in and around the pipes.

Reference

- IMO Resolution A.469 (XII) Guidelines for the Design and Construction of Offshore Supply Vessels

- IMO Resolution A.749 (18) Code on Intact Stability for All Types of Ships Covered by IMO Instruments

7.2.10 Is the vessel/unit's stability calculated on a regular basis?

7.2.11 Are chain lockers, or other spaces at risk of flooding fitted with flood detection and permanently installed means to pump out?

This should also include forward storerooms and those opening onto any weather deck

Structural modifications

- 7.3.1 Has the vessel/unit's Classification society or certifying authority been involved in assessing/approving any structural modifications to the vessel/unit?**
Class records should be examined to confirm that Class has been involved whenever significant modifications have occurred.
- 7.3.2 Is there evidence that the vessel/unit's stability information has been updated when structural or mission specific equipment modifications have taken place?**
Inspector should verify if stability changes have been approved by Class.
- 7.3.3 If applicable, are the vessel/unit's Master and Officers fully aware of the changes to stability information as a result of the structural or plant modifications?**
*Are changes tracked in Lightship data log?
Additions of structure and weight since the last inclining experiment or update to the stability book/programme shall be tracked in a light ship changes log maintained by the supervisor responsible for stability calculations. Inspectors should seek sight of the light ship changes register and confirm that items are tracked by location with weights VCG and LCG entered and it is up to date.
Supervisory personnel should demonstrate a clear understanding on the effect of structural additions on Variable Deck Load/Displacement.*
- 7.3.4 If structural modifications have been undertaken, do they agree with the details recorded on the OVPQ?**
Inspector should verify that the OVPQ has accurately recorded any modifications that have been made to the vessel/unit.

Additional Comments

7.99 Additional Comments

If the Inspector has comments in respect of the subject matter covered by the Chapter additional to those which the Inspector may make in response to the specific questions in the Chapter, the Inspector should include such additional comments in this section.

Operations

Survey

- 8.1.1 Are there documented procedures and general safety arrangements in place for activities on the exposed working decks?**
*Including requirements for PPE, lifejackets, lifebuoys. Check safety signage and availability of fall arrestor equipment for more than one person to use in open slip-ways.
CCTV monitoring of working areas and slip-ways from bridge and/or instrument room.*
- 8.1.2 Are arrangements in place for securing survey equipment on the working deck?**
All loose equipment should be appropriately secured and system in place to periodically check sea fastenings. Where appropriate, vessels should have completed;
 - Evaluation of strength and load distribution on deck with respect to Survey system and auxiliary equipment
 - Evaluation of sea fastening arrangement for the Survey system with respect to dynamic loading from vessel movement
- 8.1.3 Are risk assessments carried out for all survey operations?**
Check that assessments include equipment deployment and recovery operations.
- 8.1.4 Does the vessel/unit's Permit to Work/Lockout-Tagout documented procedure cover all survey equipment?**
e.g. lockout/tag-out procedures for HP system; procedures for protecting crew from electrocution from active or powered gun arrays under repair; lockout/tag-out system for gun array power (as necessary)
- 8.1.6 Are communications, including backup systems, suitable for operations on the working deck?**
Check communication equipment (intercoms, telephones and UHF/VHF hand-held radios) including backup arrangements for:
 - Communications between the working deck and the surveyors in the instrument room
 - Communication between the bridge and surveyors
- 8.1.7 Is fire detection/fire fighting equipment provided for seismic equipment and is it in good working order?**
Foam smothering, for oil-filled seismic streamers, including smoke/heat detectors in high-risk areas.

8.1.8 Are there specific documented procedures and equipment that address streamer oil spills?

Procedures and equipment (drainage to tank) for leakage of streamer oil from seismic streamer reels: availability of oil-spill kit.

Procedures for handling spillages of streamer oil and hydraulic oil.

8.1.9 Are documented procedures in place addressing the safety of High Pressure operations?

Comment on the adequacy and suitability of the following:

- high pressure (HP) air warning lights and audible alarms; and warning signage at all entrances to gun deck
- lockout/tag-out procedures for HP system
- procedures for protecting crew from electrocution from active or powered gun arrays under repair
- lockout/tag-out system for gun array power (as necessary)
- screen or cage should be around HP manifold in gun control cabinet
- eye wash stations on gun deck
- eye and ear protection to be worn when deploying and recovering air guns
- procedures to prevent the use of air guns when vessel is in the vicinity of divers
- 'Soft start' procedures to mitigate possible harm to marine mammals

8.1.10 Are effective documented procedures in place to address streamer handling?

Confirm that checks are made on in-sea and onboard survey equipment before deployment and recovery

- are checklists in use and regularly reviewed?

Procedures for recovery and deployment of all in-sea survey equipment, to include:

- towing arrangements and securing points
- checks on weather, water depth, possible obstructions and traffic
- checks of communications between deck, instrument room and bridge
- clear guidance on what work is permissible on the working deck during poor weather/sea conditions.

Procedures to include protecting crew from electrocution from active electronic streamers - power removed from streamer before opening sections on deck.

8.1.11 Are effective emergency procedures in place that address streamer handling activities?

Procedures for streamer handling in the following circumstances:

- black-out
- engine failure
- steering failure
- collapse of diverter equipment (as appropriate for multi-streamer vessels)
- tangled streamers (as appropriate for multi-streamer vessels)

Means of severing cable at point of deployment (appropriate to seabed or ocean bottom seismic survey vessels only)

Emergency stop buttons for streamer winches and hydraulic equipment.

8.1.12 Is the vessel equipped with emergency stop buttons for streamer winches and hydraulic equipment, are they in good order and regularly tested?

Note frequency and records of tests.

8.1.13 Are documented procedures in place for the use of small boats that include working from them, personnel transfer and the launch and recovery?

Procedures for transfer of personnel at sea, including:

- transfer only to occur if all parties agree
- transfer to comply with locally enforced regulations
- transfer only to occur if personnel being transferred are willing to be so

Procedures for launch, recovery and all normal operations of the small boat, including:

- test of radio communications before launch and recovery
- pre-launch 'toolbox' meeting
- use of appropriate launching and recovery arrangements

8.1.14 Is the equipment listed in the guidance available for use during small boat operations?

- dry suits, dedicated lifejackets and helmets
- maintenance equipment for boat and engine
- emergency equipment appropriate to climate and location

8.1.15 Is survey gear lifting equipment in good order, certified and regularly inspected?

Check inspection records.

8.1.16 Are there documented procedures covering the storage, handling and disposal of lithium batteries?

Procedures including:

- availability of suitable fire extinguishing equipment
- batteries stored correctly in designated areas for a defined limited period
- procedures established for handling lithium batteries
- personnel trained in handling lithium batteries and aware of special dangers thereof.

8.1.17 Are suitable safety arrangements in place on working deck to protect personnel against moving and/or high voltage machinery?

8.1.18 Are there suitable guards in place across stern ?

8.1.19 Is the survey control system integrated/connected with vessel/unit's bridge?

Do navigators/DPOs have displays showing operational status in relation to vessel/unit's position, and do survey personnel have full information on vessel/unit's track, position and propulsion status?

8.1.20 Does the vessel/unit have a Crew competence/training matrix that addresses Survey operations?

Spot check training, experience and certification records carried by personnel/crew

8.1.21 Does the vessel/unit have a competence matrix that addresses maintenance activities associated with the Survey equipment?

Spot check training, experience and certification records carried by personnel/crew

8.1.22 Are the instrument rooms / laboratories suitably designed, protected and in good order?

There should be two, properly marked emergency exits. Spaces should be covered with appropriate fire detection and extinguishing capability. Where appropriate, the emergency power cut off switch should be clearly marked and protected from inadvertent use.

8.1.99 Additional Comments

If the Inspector has comments in respect of the subject matter covered by the Chapter additional to those which the Inspector may make in response to the specific questions in the Chapter, the Inspector should include such additional comments in this section.

Geotechnical survey

8.2.1 Are there documented procedures and general safety arrangements in place for activities on the exposed working decks?

Geotechnical Procedures

The conduct of certain geotechnical operations, including core sampling, may involve the manual handling of samples from the main deck to laboratory or testing areas. Appropriate procedures and controls should be in place to ensure that such operations are appropriately managed and handling areas are well lit, free from obstructions, clearly marked and minimise handling where possible. If applicable, procedures should be in place to deliver lifting and handling training is in place and lifting/handling aids are provided.

8.2.2 Are arrangements in place for securing survey equipment on the working deck?

All loose equipment should be appropriately secured and system in place to periodically check sea fastenings. Where appropriate, vessels should have completed;

- Evaluation of strength and load distribution on deck with respect to Geotechnical system and auxiliary equipment
- Evaluation of sea fastening arrangement for the Geotechnical system with respect to dynamic loading from vessel movement

8.2.3 Are risk assessments carried out for all survey operations?

8.2.4 Does the vessel/unit's Permit to Work/Lockout-Tagout documented procedure cover all survey equipment?

e.g. lockout/tag-out procedures for HP system; procedures for protecting crew from electrocution from active or powered gun arrays under repair; lockout/tag-out system for gun array power (as necessary)

8.2.5 Are communications, including backup systems, suitable for operations on the working deck?

Check communication equipment (intercoms, telephones and UHF/VHF hand-held radios) including backup arrangements for:

- Communications between the working deck and the surveyors in the instrument room
- Communication between the bridge and surveyors

8.2.6 Are emergency procedures in place that address survey activities?

Procedures for the emergency recovery of seabed equipment, black-out, positioning failure. Procedure should also address the severing cables and hoses associated with seabed equipment. Includes use of emergency stops for overside equipment, hydraulic equipment and winches. Procedures should include location-specific requirements for instrument and compressor rooms, e.g. two exits, emergency stops, limitations on flammable materials.

8.2.7 Are documented procedures in place for the use of small boats that include working from them, personnel transfer and the launch and recovery?

Procedures for transfer of personnel at sea, including:

- transfer only to occur if all parties agree
- transfer to comply with locally enforced regulations
- transfer only to occur if personnel being transferred are willing to be so

Procedures for launch, recovery and all normal operations of the small boat, including:

- test of radio communications before launch and recovery
- pre-launch 'toolbox' meeting
- use of appropriate launching and recovery arrangements

8.2.8 Is the equipment listed in the guidance available for use during boat operations?

- dry suits, dedicated lifejackets and helmets
- maintenance equipment for boat and engine
- emergency equipment appropriate to climate and location

8.2.9 Is there a written documented procedure for transducer deployment and recovery?

Procedures available for raising and lowering of poles and the operation covered by a permit to work?

8.2.10 Is survey gear lifting equipment in good order, certified and regularly inspected?

Check inspection records.

8.2.11 Are there documented procedures for the launching and recovery of survey equipment, including use of checklists?

Checks made on in-sea and onboard survey equipment before deployment and recovery:

- Are checklists in use and regularly reviewed?

Procedures for recovery and deployment of all in-sea survey equipment, to include:

- checks on weather, water depth, possible obstructions and traffic
- checks of communications between deck, instrument room and bridge
- clear guidance on what work is permissible on the back deck during poor weather/sea conditions

8.2.12 Is all core sampling equipment and associated systems in good order and properly maintained?

To include coring unit, lifting arrangements and associated power and control systems.

8.2.13 Is all grab sampling equipment and associated systems in good order and properly maintained?

To include grab sampling unit, lifting arrangements and associated power and control systems.

8.2.14 Are there procedures in place for manual handling of samples?

The conduct of certain geotechnical operations, including core sampling, may involve the manual handling of samples from the main deck to laboratory or testing areas. Appropriate procedures and controls should be in place to ensure that such operations are appropriately managed and handling areas are well lit, free from obstructions, clearly marked and minimise handling where possible.

8.2.15 Do stability calculations address the impact of lifting operations associated with seabed activities?

Assessment to include impact of overside weights on GM.

8.2.16 Are the instrument rooms / laboratories suitably designed, protected and in good order?

There should be two, properly marked emergency exits. Spaces should be covered with appropriate fire detection and extinguishing capability. Where appropriate, the emergency power cut off switch should be clearly marked and protected from inadvertent use.

8.2.17 Is the geotechnical control system integrated/connected with vessel/unit's bridge?

Do navigators/DPOs have displays showing operational status in relation to vessel/unit's position, and do survey personnel have full information on vessel/unit's track, position and propulsion status?

- 8.2.18 Does the vessel/unit have a Crew competence/training matrix that addresses Geotechnical operations?**
Spot check training, experience and certification records carried by personnel/crew
- 8.2.19 Does the vessel/unit have a competence matrix that addresses maintenance activities associated with the Geotechnical equipment?**
Spot check training, experience and certification records carried by personnel/crew

- 8.2.20 Are video monitoring facilities for critical positions/operations of the geotechnical system in good order?**
Monitors should be at Lay Control and bridge conning position if vessel/unit's movement is critical

8.2.99 Additional Comments

If the Inspector has comments in respect of the subject matter covered by the Chapter additional to those which the Inspector may make in response to the specific questions in the Chapter, the Inspector should include such additional comments in this section.

Diving

- 8.3.1 Does the vessel/unit or dive spread module have a valid Dive System Safety Certificate?**
State authority issuing the certificate.
- 8.3.2 Has the system been surveyed in the last 12 months and has the Dive System Safety Certificate had its annual endorsement?**
- 8.3.3 Has the vessel/unit's record of equipment for the Cargo Ship Safety Equipment Certificate been endorsed with details of the hyperbaric rescue unit and its capacity?**
- 8.3.4 Is there appropriate documentation to verify the status of the air diving system against the requirements of IMCA D23?**
Ref IMCA D23 Design for Surface Orientated (Air) Diving Systems
- 8.3.5 Is there appropriate documentation to verify the status of the saturation diving system against the requirements of IMCA D24?**
Ref IMCA D24 Design for Saturation (Bell) Diving Systems
- 8.3.6 Are procedures in place for the control of the storage, handling and connection of breathing gas cylinders?**
- 8.3.7 Are all parts of the diving system that are sited on deck protected from the sea, icing or any damage that may result from other activities on board the vessel/unit?**
Freeboard should not be less than 1.5 metres - make an Observation if this is not the case.
- 8.3.8 Has an evaluation been carried out to ensure the vessel/unit will have sufficient intact and residual dynamic stability in all load conditions whilst the diving system and auxiliary equipment are installed on the vessel/unit?**
Inspector should sight calculation records.
- 8.3.9 Has an evaluation of the strength and load distribution on the deck of the vessel/unit been carried out with respect to diving system and auxiliary equipment placement?**
Inspector should sight records of assessment and calculation.
- 8.3.10 Has an evaluation of the sea fastening arrangement for the diving system, including auxiliary equipment, been carried out with respect to dynamic loading with vessel movement, including survival condition of the vessel/unit?**
Inspector should sight records of evaluation.
- 8.3.11 Has the sewage system for the saturation system been linked up with vessel/unit's sewage system and is it fully in compliance with MARPOL IV Regulations for the Prevention of Pollution by Sewage from Ships?**
If not connected to the ship's system, provide information on arrangements made.
- 8.3.12 Is the diving system and habitat protected from the effects of fire?**
Items to be checked include:
- structural fire protection (A60 bulkheads and doors)
- auto fire detection and alarms
- fixed fire extinguishing system
- portable fire extinguishers - one located by entrance to space containing the diving system.
- 8.3.13 Where pressure vessels are situated in enclosed spaces, is a manually actuated water spray system provided to cool and protect such pressure vessels?**
System should have an application rate of 10 l/m²/per minute of the horizontal projected area of the pressure vessel.

- 8.3.14 Where pressure vessels are situated on open decks, are sufficient means in place to provide a water spray?**
This may be provided by fire hose. If this is the case, check if hose is in place and the availability of sufficient hydrants.
- 8.3.15 Has the safety and integrity of the electrical connection of the diving system to the vessel/unit's system been formally assessed?**
Check that records of a formal assessment and regular maintenance and inspection are available.
- 8.3.16 Is the integrity of the electrical power supply to the diving system ensured in an emergency?**
*Check that the vessel/unit's emergency power source has sufficient electrical power capacity to supply the diving system and the emergency load for the vessel/unit at the same time?
 If the vessel/unit's emergency power source is not the dive system alternate source of power, state what the alternative source of electrical power is for the dive system in event of failure of main source?
 The alternative source of electrical power should be located outside the machinery casings to ensure its functioning in the event of fire or other casualty causing failure to the main electrical installation.*
- 8.3.17 Is the communication system arranged for direct two-way communication between the dive control stand and the bridge or DP control room and is a suitable back-up system available?**
- 8.3.18 Are formal hyperbaric chamber(s) evacuation contingency plans available?**
- 8.3.19 Have periodic training drills of the hyperbaric rescue system been carried out?**
State frequency of drills
- 8.3.20 Has the hyperbaric rescue unit been launched for test at annual survey or within the last 6 months as per IMCA guidelines?**
- 8.3.21 Where the primary means of launching depends on the ship's main power supply, is a secondary and independent launching arrangement provided?**
- 8.3.22 Have calculations been conducted to evaluate the dynamic snatch and impact loadings that may be encountered by the hyperbaric rescue unit on launch and recovery, in particular taking into consideration freeboard, sea height and worst case of trim and list?**
Where a diving system has been retro-fitted, check that formal calculations are available.
- 8.3.23 Do brakes on the handling system engage automatically in the event of power failure and are they provided with manual means of release?**
- 8.3.24 Are risk assessments carried out for all Diving operations?**
Check that assessments include equipment deployment, recovery operations, Operating in a SIMOPS environment, diving between anchor lines, use of habitats, conducting operations on live equipment etc.
- 8.3.25 Where diving equipment is situated on the working deck are there effective arrangements in place for securing it?**
- 8.3.99 Additional Comments**
If the Inspector has comments in respect of the subject matter covered by the Chapter additional to those which the Inspector may make in response to the specific questions in the Chapter, the Inspector should include such additional comments in this section.

Oil recovery

- 8.4.1 Is the vessel certified for oil recovery operations?**
State certification standard and body. If 'Yes', state date of certification and last inspection in the Comments section.
- 8.4.3 Has the Classification society approved an Oil Recovery Operations (ORO) Manual?**
- *Example contents of Manual:*
 - *operating and maintenance procedures, including steps to be taken in preparation for oil recovery operations*
 - *equipment, capacity data, guidance on how to operate vessel during recovery ops.*
 - *specific instructions that all portable equipment utilised for recovery operations is certified for use in gas hazardous atmosphere*
 - *instructions for mounting/securing portable equipment, blanking off of pipes, etc.*
 - *list of electrical equipment required to be disconnected during recovery operations*
 - *tank cleaning procedures for tanks used during recovery operations*
 - *Hazardous Area Plan*
 - *spill response equipment arrangement plan.*

- 8.4.4 Are tanks for recovered oil ready for immediate use?**
- 8.4.5 Is cabinet for electric supply to oil recovery equipment easily accessible and placed in a protected area?**
Check that outlet sockets mounted in the cabinet are in good condition, well maintained and ready for immediate use.
- 8.4.6 If fitted, is equipment such as booms, skimmers, air hoses for inflating boom, etc. well maintained?**
Check availability of air and power outlets.
- 8.4.7 If oil recovery equipment is not permanently fitted, are attachments for equipment or doubling plates welded to steel deck maintained and in good condition?**
- 8.4.8 If fitted, are liquid dispersant systems in good condition and are the crew familiar with the documented procedures for the use and operation of the system?**
Check the condition of storage arrangements, spray booms and pumps, etc. Check expiration date of dispersant if applicable and Name the type of dispersant carried
- 8.4.9 Have personnel been trained in oil recovery operations?**
*Formal training may be required, depending on area of operation.
Check that hazards of recovered oil (e.g. explosiveness, H2S) are addressed.
Inspector should verify that frequent training in the use of equipment is conducted on board.*
- 8.4.10 Are safety arrangements relating to the recovery and handling of hydrocarbons in place?**
For example, provision of deadlights for windows/portholes facing deck areas; fixed and portable fire-fighting equipment and appropriate Crew PPE.
- 8.4.11 Are recovered oil tanks (fixed and portable) provided with suitable ventilation arrangements?**
Check presence and condition of flame screens.
- 8.4.12 Has the oil recovery equipment been tested in exercises regularly?**
Record the date of the last full scale equipment deployment exercise.
- 8.4.13 Are documented procedures in place for the use of small boats that include working from them, personnel transfer and the launch and recovery?**
Procedures for transfer of personnel at sea, including:
- transfer only to occur if all parties agree
- transfer to comply with locally enforced regulations
- transfer only to occur if personnel being transferred are willing to be so
Procedures for launch, recovery and all normal operations of the small boat, including:
- test of radio communications before launch and recovery
- pre-launch 'toolbox' meeting
- use of appropriate launching and recovery arrangements
- 8.4.14 Are risk assessments carried out for all Oil Recovery operations?**
Check that assessments include installing additional equipment, equipment deployment and recovery operations, and storage of recovered oil on board.
- 8.4.99 Additional Comments**
If the Inspector has comments in respect of the subject matter covered by the Chapter additional to those which the Inspector may make in response to the specific questions in the Chapter, the Inspector should include such additional comments in this section.

Heavy lift

- 8.5.1 Does the vessel/unit have a competence/training matrix that addresses crane and ballast control operations?**
*Spot check training, experience and certification records.
Check that refresher training is in place for specialist positions such as offshore crane operators and ballast control operators.*
- 8.5.2 Does the company have documented procedures in place to ensure that the Master is provided with necessary pre-voyage guidance?**
Guidance should be provided on issues that include weather restrictions, voyage routing, motion limitations, project specific lift analysis and transport manual.

- 8.5.3 Does the vessel/unit have a competence/training matrix that addresses crane and lifting gear maintenance activities?**
*Spot check training and certification records.
 Check that the vessel/unit's crew are trained and certified for inspecting lifting equipment.*
- 8.5.4 Is there an effective lifting equipment management system in place?**
*To include:
 - the marking of all equipment to correspond to a certificate
 - availability of all certificates on board
 - clear criteria for retirement of wires
 - controls to prevent the unauthorised modification of lifting equipment.*
- 8.5.5 Are all lifting operations formally risk assessed?**
- 8.5.6 Are there documented procedures and general safety arrangements in place for activities on the exposed working decks?**
Including requirements for PPE, lifejackets, lifebuoys. Check safety signage and availability of fall arrestor equipment for more than one person to use in exposed areas.
- 8.5.7 Do the emergency procedures cover additional risks associated with the vessel/unit's heavy lift operations?**
*e.g. loss of stability/watertight integrity, loss of moorings/station keeping, emergency disconnect, helicopter accidents, severe weather, tidal waves, tsunamis, solitons?
 Procedures to be available onboard, evidence that personnel are familiar with them.*
- 8.5.8 Is there a competent person in charge of ballast control and stability calculations?**
All personnel involved in ballast control operations should be trained and certified in line with IMO Resolution A.891(21), includes, Barge Supervisor and Ballast Control Operator. Comprehensive Stability Courses have been developed and approved by the IADC / NI which after completion of specified seetime and completion of a log book may result in the issue of a Ballast Control Operator Certificate.
- 8.5.9 Can the Ballast Control Operators (BCO's) demonstrate knowledge of the vessel/unit's ballast system, the control of free surface effects and the consequences of inadvertent ballast shift?**
Demonstrated via induction and vessel specific training records. If semi-submersible, to be capable of taking unit to survival draft if required.
- 8.5.10 Is the stress and stability information included with the plan for current operations; have stability and where applicable, stress calculations been performed for the current operation and do the BCO's understand any limitations?**
Inspectors should determine that prior to transfer of cargo, calculations have been made for stress and stability conditions for the start, interim and completion of transfer conditions. Regular monitoring of stress and stability should be taking place throughout cargo transfer to ensure that the conditions have been maintained within design limits.
- 8.5.11 Is there an inclinometer located near the ballast control panel?**
- 8.5.12 Are draft gauges operating correctly?**
Check the procedure for calibration and cross reference to visual and loading computer values.
- 8.5.13 Is there a system for training and drills covering the stability issues associated with ballast, bilge and crane systems, in both normal and emergency conditions?**
Check that regular drills have taken place using the emergency ballast and bilge control system.
- 8.5.14 Is there a system of verifying and recording the calibration of tank gauging systems and level alarms ?**
Tanks should be manually sounded at least once per week and compared to remote reading gauges. Discrepancies should be recorded and available to the BCO. Ensure that sounding tubes are not blocked and that sounding pipes are marked indicating the tank served and are fitted with a cap.
- 8.5.15 Is there a system for recording changes to the vessel/unit's lightweight condition?**
Documented procedure with record sheets showing additions/deletions since last inclining experiment conducted.
- 8.5.16 Are lightweight changes effectively incorporated into stability calculations?**
System of cross checking to assure manual inputs. Inspector to verify that inventories of variable weights appear reasonable and accurate.
- 8.5.17 Are the ballast and bilge systems covered by an FME(C)A?**

- 8.5.18 Is there a system for controlling the override of bilge and ballast system alarms?**
To be covered in procedures and documented.
- 8.5.19 Is access to the ballast control panel restricted?**
System to be in place to prevent unauthorised operation of bilge and ballast system.
- 8.5.20 Is the ballast control position attended continuously during lift operations?**
Ballast station to be manned continuously to ensure prompt action can be taken when required.
- 8.5.21 Are all watertight doors, hatches and other openings on or near submersible decks in good order?**
Seals, locking devices and remote indicators should be in good order and fully functional.
- 8.5.22 Is there a positive feedback/checklist system for ensuring all such openings are secure for appropriate stages of the operation?**
Check past records for compliance with procedures and best practice
- 8.5.23 Is access to crane controls restricted?**
Security system should ensure that unauthorised operation is prevented
- 8.5.24 Is the main crane control console continuously attended by a qualified crane operator when lifting?**
- 8.5.25 Is there a system for monitoring crane status during use and when stowed?**
Crane should be regularly checked to see if slewing or rocking motions are controlled in a seaway; tension monitoring equipment should be operational
- 8.5.26 Are crane alarm systems all operational and in good order?**
- 8.5.27 Are there at least two ballast pumps available to pump out each ballast tank?**
The pumps should be physically separated so that loss or damage to one pump will not adversely affect the other pump. To be confirmed by FME(C)A.
- 8.5.28 Are pumphouse emergency bilge suction valves clearly marked, fitted with a position indicator and capable of remote operation?**
- 8.5.29 Is the emergency bilge suction and pump tested and are records maintained?**
Record method and date of last test.
- 8.5.99 Additional Comments**
If the Inspector has comments in respect of the subject matter covered by the Chapter additional to those which the Inspector may make in response to the specific questions in the Chapter, the Inspector should include such additional comments in this section.

Anchor handling

- 8.6.1 Does the vessel carry out risk assessments for each specific operation?**
- 8.6.2 Does the vessel have contingency plans for operations associated with anchor handling?**
- 8.6.3 Does the vessel have displayed on the bridge a document to show the acceptable vertical and horizontal transverse force/tensions to which the vessel can be exposed?**
Calculations should show the max acceptable tension in wire/chain, including traverse force, that can be accepted, the max force in the wire/chain as well as the point where the lateral force is assumed to be applied (towing pin/stern roller).
- 8.6.4 Is there a notice posted on the bridge giving instructions for emergency release procedures?**
To include, e.g. the operation of winch stops, wire release and the shutdown of associated systems.
- 8.6.5 Are emergency release systems regularly tested and records maintained?**
Comment on the frequency and nature of testing (under load or static) and crew familiarity with the nature of the release.
- 8.6.6 Does the vessel operating manual have a written procedure for safe anchor handling operations in differing water depths?**
Check, if appropriate, that deep water anchoring operations are included.
- 8.6.7 Does the vessel operating manual include written procedures for SIMOPS and tandem vessel operations?**
- 8.6.8 Is all anchor handling equipment secured when not in use?**

- 8.6.9 Does the vessel's operating procedure define a minimum of two deck officers capable of taking control of the vessel to be on the bridge throughout anchor handling operations?**
Vessel's operating procedures for bridge manning should be in line with industry standards such as NWEA/GOMO, which requires 2 deck officers to be present during anchor handling operations
- 8.6.10 If the vessel has a minimum freeboard requirement for safety on deck, is it specified in the operating manual?**
Open stern anchor handling vessels require special care with regard to minimum freeboard and maximum trim.
- 8.6.11 Has the effect of slack tanks been addressed within the stability manual?**
The stability manual should address the effect of slack tanks and the sequence for emptying fuel oil and potable water tanks.
- 8.6.12 Do documented procedures address the use of anti-roll tanks during anchor handling?**
The use of anti-roll tanks can adversely affect stability
- 8.6.13 Do the operating procedures address the use of Dynamic Positioning (if fitted)?**
Procedure should address when and where DP is used and the checks required prior to use.
- 8.6.14 Is there recorded evidence of regular testing, inspection and maintenance of all anchor handling equipment?**
- 8.6.15 Does the vessel have a tension gauge and/or tension limiter to monitor bollard pull and is it regularly calibrated?**
Inspector should check the vessels SMS for the company policy on frequency of calibration and State date of last calibration.
- 8.6.16 Are bollard pull figures available for when power is diverted to transverse thrusters or other large power consumers?**
Use of thrusters and/or winches may reduce the available power for main propulsion resulting in a reduced bollard pull.
- 8.6.17 If anchor handling pennant is not fitted with quick release, does the vessel have cutting gear readily available?**
- 8.6.18 Are tugger winches and wires in a satisfactory condition?**
*Check certification and inspection records. Inspector to check wire condition for broken wires, lack of grease, hand-spliced eyes, etc.
 Check that protection is provided for operators.*
- 8.6.19 Does the vessel have lifesaving appliances that are immediately accessible on the stern?**
- 8.6.20 Does the Master have appropriate anchor handling experience?**
Master should have a minimum of 2 years as Master in the previous 5 years onboard an AHT or AHTS. Master should have completed a minimum of 5 anchor operations e.g. Semisubmersible, Barge, Pipe lay, etc within that time frame.
- 8.6.21 Are records available confirming the formal training of winch operators?**
Training should include winch general design and operation; control systems; operating modes; pulling power and the impact on stability; emergency release systems; maintenance and the use of towing pins, shark jaws and associated torque-release equipment.
- 8.6.22 Where winches are not visible from the bridge, is there a system in place to enable remote monitoring?**
For example are remote video (CCTV) coverage of garage located winches available on the bridge
- 8.6.23 If applicable, is there evidence of rig move planning?**
Is the plan in line with the requirements of the Marine Safety Forum Guidelines for the Content of MOU Move and Anchor Handling Workscope or other similar industry guidelines.
- 8.6.24 Does the vessel have a policy/procedures to control the use of the DP system during anchor handling operations?**
Checklist to ensure redundancy in vessel systems, DP control system and position reference system, both within and without a 500m Safety Zone.
- 8.6.99 Additional Comments**
If the Inspector has comments in respect of the subject matter covered by the Chapter additional to those which the Inspector may make in response to the specific questions in the Chapter, the Inspector should include such additional comments in this section.

Towing/pushing

8.7.1 Is vessel fitted with fenders?

Fenders should be fitted in areas of the probable contact with another vessel's hull during towing assistance (e.g. pushing), ship-to-ship personnel or equipment transfer.

8.7.2 Does the vessel maintain a towing log in accordance with IMO guidelines?

reference MSC/Circ.884

8.7.3 Does the vessel adhere to the IMO guidelines with regard to the minimum breaking load (MBL) of the towline?

Bollard Pull (BP) less than 40 MBL = 3.0 x BP;

Bollard Pull (BP) = 40-90 MBL = (3.8-BP/50) BP;

Bollard Pull (BP) greater than 90 MBL = 2.0 x BP (all numbers in tonnes)

8.7.4 Does the vessel have a contingency plans in place that address towing and pushing activities?

The contingency plan should include e.g. measures to be taken following the loss of tow, towline parting, propulsion failure and the onset of adverse weather, including heaving to and taking shelter.

8.7.5 Does the vessel have a searchlight that can be directed from the vessel's main steering station and is it in good working order?

8.7.6 Does the vessel carry a spare towline, stretchers, shackles and associated equipment that meet all the requirements for the main gear?

8.7.7 Is the towing winch equipped with two drums and a redundant drive mechanism or equivalent procedures?

If the towing winch is equipped with two drums, check that the spare towline is stored on the winch drum, readily available for use.

Preference is to have on the drum, otherwise spare towline should be in position and so arranged to be easily, quickly and safely effected. If no redundant drive mechanism is fitted, ensure procedures include operating on a fixed towline basis.

8.7.8 Are all wire rope terminations on board made with hard eyes?

If any terminations use long nose, hand-spliced or spelter sockets, respond 'No' and provide an observation.

8.7.9 Is the winch fitted with equipment to measure the tension of the towline and is the information displayed in the wheelhouse?

8.7.10 Is a tow winch brake alarm fitted and audible in the wheelhouse?

Alarm to bet set for slippage/overloading of winch

8.7.11 Are records of inspection and service of the towline available on board?

8.7.12 Are emergency release systems regularly tested and records maintained?

Comment on the frequency and nature of testing (under load or static) and crew familiarity with the nature of the release.

8.7.13 If towline is not provided with quick release capability, does the vessel have cutting gear readily available?

8.7.14 Is the use of synthetic shock lines a normal operational procedure?

Inspector should comment if another type of shock absorber is used in lieu of shock lines.

8.7.15 If used, do synthetic shock lines have the capability to deal with the expected dynamic loads?

For pulls of less than 40 tonnes: 2 x MBL

For pulls greater than 90 tonnes: 1.5 MBL

Linear between above limits

8.7.16 Has the Master appropriate experience of towing/pushing operations on this particular type of vessel?

State Master's experience. For U.S. mariners (license endorsement or Towing Officer Assessment Record) or countries which require documented towing competence assessments or a towing endorsement on their license, is such license endorsement or documented assessment in place.

8.7.17 Are effective documented procedures in place for the use of small boats that include working from them, personnel transfer and the launch and recovery?

8.7.18 Are risk assessments carried out for all towing/pushing operations?

Check that assessments include equipment deployment and recovery operations.

8.7.19 Is the vessel fitted with necessary towing navigation lights for compliance with Collision Regulations?

8.7.20 If applicable, does the vessel have a suitable towing wire arrangement to prevent girting?

Risk assessment, procedures and checklists in place to address the issue of girting.

8.7.21 Is the vessel classed/certified for Towing and/or Pushing operations?

If yes, please state class or certifying notations.

8.7.22 Does the vessel have displayed on the bridge a document to show the acceptable vertical and horizontal transverse force/tensions to which the vessel can be exposed?

8.7.23 If applicable is there a system for prevention of chafing of the tow-wire?

8.7.99 Additional Comments

If the Inspector has comments in respect of the subject matter covered by the Chapter additional to those which the Inspector may make in response to the specific questions in the Chapter, the Inspector should include such additional comments in this section.

Supply

8.8.1 Is the vessel provided with operator's policy statements, guidance and documented procedures with regard to safe supply boat operations?

Specific to operational matters, such as cargo stowage, handling of cargo, IMDG and NLS.

8.8.2 Does the vessel carry out risk assessments for specific supply operations?

8.8.3 Is information readily available on maximum deck load capacity and deck strength?

8.8.4 Are officers aware of the need to arrange deck cargo and tank contents to minimise stern trim and maintain sufficient freeboard at the stern?

8.8.5 Does the operating manual include documented procedures for restoring stability in case unstable conditions develop during cargo operations and are the officers aware of corrective action to be taken?

8.8.6 Are officers aware of the dangers of entrapped water on deck particularly when carrying pipe cargoes?

8.8.7 Are officers aware of the effects of free surface particularly when transferring liquids at sea?

8.8.8 Has the deck area been marked to identify areas where cargo must not be loaded?

When loading deck cargoes care should be taken to avoid any obstruction to safety zones, freeing ports/drainage arrangements or doors and hatches

8.8.9 Is there a procedure and do the crew know how to deactivate the Personnel Locator Beacons (PLB)?

There should be evidence of training and exercises carried out on how to deactivate PLB's

8.8.10 Are Material Safety Data Sheets (MSDS) on board for all the products being handled and are all officers familiar with their content?

The cargo plan can be produced from a shore base planning group but there should be some evidence that the vessel crew/captain have reviewed this, know where the dangerous cargoes are located and found it acceptable.

8.8.11 Is there a system, including back-up, to ensure effective verbal communication between the vessel deck, vessel bridge and installation?

8.8.12 Are the emergency stops for bulk transfer pumps tested and are records available?

State date of last test.

8.8.13 Are all bulk cargo tanks, pumps, valves and pipeline systems in good order and fully tested as appropriate?

*Bulk cargo pipelines should be colour coded and free of soft patches or other temporary repairs.
Bulk cargo connections should be clearly marked/colour coded and blanked or capped when not in use*

8.8.14 Are there established routines to monitor ventilation from tanks containing hazardous or flammable materials, including oil based muds?

8.8.15 Is the level of lighting on the working deck adequate?

8.8.16 Are safe areas beyond the crash barriers clear of obstructions and easily accessible to the crew from the working deck?

8.8.17 Are tugger winches and wires associated with positioning cargo in a in good order?

*Check certification and inspection records.
Check that protection is provided for operators.
Check that the wire does not have a hand splice*

8.8.18 Is the deck cargo securing/lashing equipment in a good order?

Check records of inspection.

8.8.19 Are bulwarks, cargo stanchions and the deck sheathing free of defects?

8.8.20 Does the Vessel Operating procedures require vessel propulsion and machinery to be set up in such a way as to ensure maximum redundancy whilst carrying out supply operations?

Inspector to document what procedures are in place.

8.8.21 Has the vessel station keeping remained incident free within last 12 months?

If No then give details of incidents

8.8.22 Are hose connections and coupling colour codes compatible with Industry Guidelines?

Hoses should be clearly marked/stencilled as for what purpose they serve or colour coded in line with industry guidelines such as IMO OSV code or GOMO guidelines

8.8.23 Is the Bridge Team aware of industry guidelines for Handling of Cargo to and from Offshore Locations?

8.8.24 Are Data Cards on board for relevant installations?

Data Cards should contain information on crane operating limits, the location of prohibited areas, submerged obstacles, production risers, etc.

8.8.25 Does the vessel have a 500m entry check list and is it in line with Industry guidelines?

500m checklist should follow guidelines of GOMO or other industry standards.

8.8.26 Is there evidence that 500m Safety Zone pre-entry checks have been carried out in conjunction with the installation?

8.8.27 Does the pre-entry checklist cover redundancy setup for DP and non DP operations?

Expectation is that vessels where equipped will operate with an open bus tie breaker at all times when manoeuvring within a 500m safety zone.

8.8.28 Has the bulk cargo pumping and dry bulk systems been verified as operational?

8.8.29 Does the Vessel SMS include procedures on bulk backload procedures?

8.8.30 Have all potential hose snagging points been identified and suitable precautions put in place?

8.8.31 Does the vessel produce a cargo plan identifying all classes of cargo, including dangerous goods?

The cargo plan can be produced from a shore base planning group but there should be some evidence that the vessel crew/captain have reviewed this, know where the dangerous cargoes are located and found it acceptable.

8.8.32 Does the Vessel SMS include procedures on bulk hose handling?

Are hose hanging off pins fitted? Crew aware of use of hose hanging off procedures and Risk Assessment in place? Are procedures in line with GOMO or other industry guidelines?

8.8.99 Additional Comments

If the Inspector has comments in respect of the subject matter covered by the Chapter additional to those which the Inspector may make in response to the specific questions in the Chapter, the Inspector should include such additional comments in this section.

ERRV

8.9.1 Does the vessel have a valid ERRV certificate ?

State certifying authority, scope, operational area, date of certification and period of validity.

- 8.9.2 Does the vessel have an operations manual, work instructions and documented procedures covering all aspects of operation?**
The procedures should include the safe operation of the vessel in case of explosive or toxic atmosphere should occur due to blow-out or oil spill from offshore installations. There should also be Guidance for CPA and TCPA for errant vessels and when to report these to the installation. There should also be a copy of any field sharing procedures.
- 8.9.3 Is there a manual containing contingency plans for all credible scenarios associated with ERRV operations?**
*Do contingency plans assign roles to individual crewmembers?
 Check that roles are understood by relevant crewmembers.*
- 8.9.4 Is there a system for training and exercising against the scenarios in the contingency plan?**
*Check records for exercises and drills.
 Evidence should be available of regular drills both with the assigned installation and independently. These drills should test all equipment associated with survivor recovery in realistic scenarios. Evidence should be provided that the whole crew is following an onboard training course and copies of their training books should be sighted. A copy of Field Exercise performance standards should be onboard and records should demonstrate they are being met.
 Reference to Oil and Gas UK Emergency Response and Rescue Vessel Management Guidelines*
- 8.9.5 Are rescue zones kept clear, properly maintained and are marks in good condition and clearly visible?**
Rescue zones should be clear of thrusters and propellers. Maximum freeboard to be less than 1.75m.
- 8.9.6 Is lighting in way of the rescue zone satisfactory?**
- 8.9.7 Is access route from rescue zone to reception area free of any obstructions?**
- 8.9.8 Are the daughter craft/FRCs maintained and in good order?**
- 8.9.9 Is the launching equipment maintained in good order?**
Includes davits, winches, motors, certification of wire, SWL, etc.
- 8.9.10 Is the equipment for recovering personnel from the sea in good working order?**
*All crew to be provided with sufficient PPE appropriate for normal and emergency duties including head protection for all FRC crew.
 Safety harnesses for use in rescue zones should have strops suitably sized.
 Check condition of spare fuel storage cans (where used) and storage location.
 Launching apparatus and deck cranes to be in good condition and regularly tested to statutory requirements.
 Mechanical recovery devices should be in a state of continuous readiness and personnel should be familiar with their operation.*
- 8.9.11 Is there a procedure and do the crew know how to deactivate the Personnel Locator Beacons?**
There should be evidence of training and exercises carried out on how to deactivate PLB's
- 8.9.12 Does the company SMS contain Maximum weather parameters that the vessel can safely operate in while on station in the field ?**
- 8.9.13 Are additional lighting arrangements in good order?**
*Deck lighting (main and 24 volt) to prove operational;
 Searchlights operational with range and radius to meet relevant guidelines standard;
 Internal emergency lighting in survivors accommodation to prove satisfactory.*
- 8.9.14 Do medical facilities conform with Class and/or flag standard?**
*State which standard applies.
 Sight Annual certificate of inspection of medical inventory by medical equipment supplier, medical logbook, records of monthly stores checks, system in place for replacement of expired medicines.*
- 8.9.15 If fitted , is the Radar Early Warning System (REWS) operational and have the bridge officers received training on the system?**
REWS is an integrated system that is vessel, facility and shore based
- 8.9.16 Are reception areas, treatment rooms for injured personnel, accommodation facilities for rescued personnel and sanitary facilities clean and tidy?**
Check provision of decontamination area, survivor reception area, treatment area, recovery area (survivor bunks made-up ready for use) and sanitary area. Also check skin degreaser and soap available.

8.9.17 Is the area for helicopter winch zone clearly marked, free of obstacles and surface treated with non-slip coating?

Reference to Emergency Response and Rescue Vessel Management Guidelines

8.9.18 Has the vessel been involved in an oil spill exercise with an Installation within the year?

State date

8.9.19 Is the communication equipment appropriate and in good order?

Communication equipment may include the following:

- mobile maritime VHF radio.
- aeromobile VHF radio equipment for communication with helicopter aero mobile radio beacon
- intercom equipment between bridge, reception, medical treatment room accommodation for rescued personnel, rescue zone and accommodation.
- radio compass for maritime and aero mobile VHF emergency frequencies.
- telephone with head set for communication with doctor in hospital ashore.

8.9.99 Additional Comments

If the Inspector has comments in respect of the subject matter covered by the Chapter additional to those which the Inspector may make in response to the specific questions in the Chapter, the Inspector should include such additional comments in this section.

Accommodation/Flotel

8.10.1 Are there sufficient marine crew to operate mooring anchors, DP systems and gangway operations concurrently?

Inspector should check whether there is any limitation on mustering marine qualified personnel to move vessel at short notice.

8.10.2 Are station keeping parameters well publicised and adhered to?

Notices should be placed at Gangway, Control Room and prominently in public areas to remind all personnel of limitations.

8.10.3 Are all cabins either single, two person or 'shift segregated' to ensure no out of hours disturbances?

Operational procedures should ensure that cross shift cabins are avoided and that there is an effective means of planning who is appointed to each cabin. Procedures should also be in place to ensure that male/female segregation is appropriate.

8.10.4 Is a person designated as being in charge of personnel welfare on board?

The identification and contact information should be well publicised to all

8.10.5 Are mess rooms and common rooms clean and tidy with controls ensuring working gear is not worn?

8.10.6 Is there a fixed fire alarm and sprinkler system in accommodation areas?

Verify if alarm and sprinkler systems are tested regularly and if they are included in the Vessel PMS

8.10.7 Are additional regular fire rounds made by crew in all accommodation and service areas?

This should also include temporary accommodation modules.

8.10.8 Is the Flotels/accommodation barge classed as accommodation barge /flotel?

Verify if the flotel/accommodation barge is classed as accommodation barge or if the certificate includes the notation accommodation barge.

8.10.9 Is a POB control system in place?

Are procedures in place to control the POB - registration of passengers upon arrival

8.10.10 Are procedures available to control personnel movements between the flotel and the installation if connected?

8.10.11 Is the person in charge for the POB control trained for his task?

What training has been provided?

8.10.12 Is there a FME(C)A for the automatic gangway system?

FME(C)A should be independent from the supplier, or endorsed by a classification society or authority.

8.10.13 Has the automatic disconnect of the gangway system been tested to its full extent?

*Verify if the system fully retracts/lifts/slews to its extents.
State how frequently this is carried out and when it was last tested.*

- 8.10.14 Is there a functional design document detailing the normal and emergency disconnect operating philosophy of the automatic gangway?**
All automatic functions are defined through a logic diagram, or equivalent documentation.
- 8.10.15 Are the automatic gangway operating limits referenced against vessel motions and metocean conditions, and are they defined within an Activity or Site Specific Operating Guideline (ASOG/SSOG) which defines when gangway operations shall be suspended?**
ASOG/SSOG defines in metocean conditions and vessel motion the time to close the gangway, perform a manual disconnect and when to move the defined safe standoff position.
- 8.10.16 If fitted Is the maintenance of the automatic gangway included in the planned maintenance system of the flotel/accommodation barge?**
Verify if planned maintenance is carried out as per PMS system.
- 8.10.17 If fitted are emergency procedures in place for the disconnection of the gangway?**
When are these emergency procedures activated (weather limitations - loss of position - gas alarm) is the disconnection done by remote control or at the gangway? There is no initiation remote control reference of a gangway disconnect where it is automated.
- 8.10.18 Are specific changing rooms with lockers available in order to allow personnel changing work clothes prior entering the accommodation?**
Where are they located - have they direct access to the main deck?
- 8.10.19 If fitted is the garbage compactor and/or incinerator in good operational condition?**
- 8.10.20 Are smoke/fire detection systems available in all cabins and common places?**
Verify if alarm/detection systems are tested regularly and if they are included in the Vessel PMS.
- 8.10.21 Are public address and audio alarms operational inside the accommodation and common places?**
Verify if systems are operational and regularly tested weekly - monthly.
- 8.10.22 Are the noise level in the accommodation and common areas tested and recorded?**
Are measurements carried out at regular intervals monthly - annually - IMO resolution A.468(XII)?
- 8.10.23 Is evidence available that all materials used in the accommodations and common place are fire retardant?**
- 8.10.24 Is the available cabin space and layout in line with regulations?**
Available space should be in function of the number of occupants of the room ILO 92 regulations.
- 8.10.25 If fitted are additional temporary accommodation modules connected to the central sewage system of the unit?**
Verify if there is a connection to the central sewage system and if the additional units are included in the certification of the unit.
- 8.10.26 If fitted are spread mooring systems controlled from a central permanently manned control room?**
Are the different mooring systems directly visible or are CCTV systems in place - what is the manning of the control room.
- 8.10.99 Additional Comments**
If the Inspector has comments in respect of the subject matter covered by the Chapter additional to those which the Inspector may make in response to the specific questions in the Chapter, the Inspector should include such additional comments in this section.

Pipe lay

- 8.11.1 Does the vessel/unit have a competence/training matrix that addresses pipe laying and support operations?**
Spot check training, experience and certification records carried by personnel/crew
- 8.11.2 Does the vessel/unit have a competence/training matrix that addresses maintenance activities associated with the pipe laying equipment?**
Spot check training, experience and certification records carried by personnel/crew
- 8.11.3 Are the Abandonment and Recovery winch(es) fully operational and are wires certified?**
Check inspection records and wire certification.
- 8.11.4 Is the pipe tensioning equipment fully operational and has it been subjected to a FME(C)A?**
- 8.11.5 Are all load monitoring devices and alarm systems in good order and regularly tested?**
Check test records and alarm panels for isolations.
- 8.11.6 Is pipe lay control system integrated/connected with vessel/unit's bridge?**
Do navigators/DPOs have displays showing operational status in relation to vessel/unit's position, and do pipe lay ops personnel have full information on vessel/unit's track and propulsion status?
- 8.11.7 Are there voice communication systems available for the pipe lay system and are they in good order?**
There should be at least two independent systems in place
- 8.11.8 Are video monitoring facilities for critical positions/operations of the pipe lay system in good order?**
Monitors should be at Lay Control and bridge conning position if vessel/unit's movement is critical
- 8.11.9 Are local emergency stops for the pipe lay system available, in good order and regularly tested?**
Check test records.
- 8.11.10 If fitted is the pipe lay system data logger operational and in good order?**
- 8.11.11 Are all pipe lay equipment design, operational procedures and maintenance manuals available aboard, including a valid FME(C)A?**
Check that all manuals and instructions are current and in a language understood by the crew.
- 8.11.12 Are all pipe laying operations formally risk assessed?**
- 8.11.13 Does the vessel have project-specific contingency plans relating to pipe laying activities?**
Plans should include actions in case of pipe buckling or other damage during pipe laying.
- 8.11.14 Are all components of the pipe laying system included in the vessel/unit's planned maintenance system?**
Inspector should verify that the specialised equipment, such as the Abandonment and Recovery Winch, the pipe tensioning equipment, the stinger, the firing line conveyor system and the ancillary make up facilities are included in the planned maintenance system. Ancillary make up facilities include welding stations, x-ray and NDT equipment and coating equipment.
- 8.11.15 Does the vessel carry a full set of operating and maintenance manuals for the specialised equipment required for pipe laying operations?**
Check that manuals are in a language understood by the crew.
- 8.11.16 Are critical spare parts clearly identified and available on board or at short notice?**
- 8.11.17 Are hang-off platforms and other working platforms in good order?**
If retro-fitted or a temporary arrangement, check whether Class approved.
- 8.11.18 Is personnel access along pipe-laying working deck accessible and in good order?**
Access should be provided at key points, with good visibility, lighting, anti-skid flooring and protection from falls.
- 8.11.99 Additional Comments**
If the Inspector has comments in respect of the subject matter covered by the Chapter additional to those which the Inspector may make in response to the specific questions in the Chapter, the Inspector should include such additional comments in this section.

Cable lay

- 8.12.1 Does the vessel/unit have a competence/training matrix that addresses cable laying and support operations?**
Spot check training, experience and certification records carried by personnel/crew
- 8.12.2 Does the vessel/unit have a competence/training matrix that addresses maintenance activities associated with the cable laying equipment?**
Spot check training, experience and certification records carried by personnel/crew
- 8.12.3 Are all cable laying facilities and equipment properly maintained and in good order?**
Relevant equipment includes:
- loading shutes
 - loading tensioners
 - loading winches/back tension winches
 - carousels/baskets/reels
 - drive systems
 - dividing/packing system
 - pick-up arms and reeling controllers
 - feeding shutes and radius controllers
 - overboarding shutes/radius controllers
 - laying tensioner systems.
- 8.12.4 Are the Abandonment and Recovery winch(es) fully operational and are wires certified?**
Check inspection records and wire certification/identification.
- 8.12.5 Are all load monitoring devices and alarm systems in good order and regularly tested?**
Check test records and alarm panels for isolations
- 8.12.6 Are hang-off platforms and other working platforms in good order?**
Note: if retro-fitted or a temporary arrangement, check whether Class approved.
- 8.12.7 Is personnel access along lay spread route and on carousel in good order?**
Access should be provided at key points, with good visibility, lighting, anti-skid flooring and protection from falls
- 8.12.8 Is cable lay control system integrated/connected with vessel/unit's bridge?**
Do navigators/DPOs have displays showing operational status in relation to vessel/unit's position, and do cable Ops personnel have full information on vessel/unit's track and propulsion status?
- 8.12.9 Are there voice communication systems available for the cable lay system and are they in good order?**
There should be at least two independent systems in place
- 8.12.10 Are video monitoring facilities for critical positions/operations of the cable lay system in good order?**
Monitors should be at Lay Control and bridge conning position if vessel/unit's movement is critical
- 8.12.11 Are local emergency stops for the cable lay system available, in good order and regularly tested?**
Check test records.
- 8.12.12 If fitted are remote reading draft gauges operating correctly?**
- 8.12.13 Are all cable lay equipment design, operational procedures and maintenance manuals available aboard, including a valid FME(C)A?**
Check that all manuals and instructions are current and in a language understood by the crew.
- 8.12.14 Do the manuals contain a wide range of contingency procedures for credible scenarios?**
These should include emergency situations and limited functionality situations (power generation; vessel manoeuvrability and cable lay equipment problems
- 8.12.15 Are all cable lay operations formally risk assessed?**
- 8.12.16 Do operational records contain structural failure and collapse sequence data in case of overloads, and do operational procedures demand these are analysed and known throughout the operation?**
- 8.12.17 Are protective measures/barriers in place to ensure operator safety, in the event of system structural failure or collapse?**
- 8.12.18 Are all components of the cable laying system included in the vessel/unit's planned maintenance system?**
Check maintenance and test records.

8.12.19 Does the vessel carry a full set of operating and maintenance manuals for the specialised equipment required for cable laying operations?

Check that all maintenance instructions are current and in a language understood by the crew.

8.12.20 Are critical spare parts clearly identified and available on board or at short notice?

8.12.99 Additional Comments

If the Inspector has comments in respect of the subject matter covered by the Chapter additional to those which the Inspector may make in response to the specific questions in the Chapter, the Inspector should include such additional comments in this section.

Gravel/stone discharge

8.13.1 Are there documented procedures and general safety arrangements in place for activities on the exposed working decks, including access to cargo handling equipment and stowage areas?

Including requirements for PPE, lifejackets, lifebuoys. Check safety signage and availability of fall arrestor equipment for more than one person to use where open chutes, crane housings, or hose access areas may need to be accessed. Ensure safe walkway access between cargo holding areas.

CCTV monitoring of working areas and remote equipment from bridge and/or instrument room should be available.

8.13.2 Are there documented procedures for the loading, carriage and discharge of material, and are they complied with?

Should be ship specific and also include limitations such as wind/wave height and vessel movement

8.13.3 Are risk assessments carried out for all operations?

Check that assessments include deployment and recovery operations of equipment to direct cargo to seabed.

8.13.4 Are communications, including backup systems, suitable for operations on the working deck?

Check communication equipment (intercoms, telephones and UHF/VHF hand-held radios) including backup arrangements for:

- Communications between the working deck, stone handling areas and the navigators/surveyors in the bridge/control room*
- Communication between the bridge and surveyors*

8.13.5 Is all cargo handling equipment in good order and fully operational?

To include cargo stowage barriers; pushing blades and associated hydraulic power systems; grab cranes; fall-pipe systems including hoppers; fall-pipe ROV units and associated power supplies and heave compensation systems as appropriate

8.13.6 Does the vessel/unit have a competence/training matrix that addresses gravel/stone operations?

Spot check training, experience and certification records carried by personnel/crew

8.13.7 Does the vessel/unit have a competence/training matrix that addresses maintenance activities associated with the gravel/stone handling equipment?

Spot check training, experience and certification records carried by personnel/crew

8.13.8 Does the vessel/unit have onboard a copy of the Class Approved Cargo Operations Manual?

A Class approved Cargo Operation Manuals containing guidance for the safe operation of the vessel for both normal and emergency conditions should be provided.

8.13.9 Do the emergency procedures cover additional risks associated with the vessel's operations?

e.g. loss of stability/watertight integrity, loss of moorings/station keeping, discharge equipment failure or malfunction, helicopter accidents, severe weather, hydrodynamic events.

Procedures to be available onboard, evidence that personnel are familiar with them.

8.13.10 Is the stress and stability information included with the plan for current operations; have stability and stress calculations been performed for the current operation and do the cargo/ballast officers understand any limitations?

Inspectors should determine that prior to transfer of cargo, calculations have been made for stress and stability conditions for the start, interim and completion of transfer conditions. Regular monitoring of stress and stability should be taking place throughout cargo transfer to ensure that the conditions have been maintained within design limits.

8.13.11 Is there an inclinometer located near the ballast control panel?

8.13.12 Are draft marks clearly visible?

8.13.13 Is there a system of verifying and recording the quantity of stone/gravel in the cargo areas at any given time?

This should be aligned with ballast information to ensure that the vessel's stability can be readily verified in case of equipment malfunction

8.13.14 Is the ballast control position attended continuously when load/discharge operations are underway?

Ballast station to be manned continuously to ensure prompt action can be taken when required.

8.13.15 Do ballast system valves fail to the closed position in the event of power failure?

To prevent migration of ballast that could occur if valves creep open.

8.13.16 Can ballast system valves be operated in the event of power failure?

Via manual valves, stored pressure accumulators or hand power packs.

8.13.17 Is there a process for ensuring sea chest valves are regularly inspected and kept free of leaks and debris?

8.13.99 Additional Comments

If the Inspector has comments in respect of the subject matter covered by the Chapter additional to those which the Inspector may make in response to the specific questions in the Chapter, the Inspector should include such additional comments in this section.

ROV operations

- 8.14.1 Is there evidence that risk assessments are carried out for all specific tasks related to ROV operations?**
- 8.14.2 If the vessel has been modified to carry out ROV Operations, have the additional weights been included in the vessel's stability information?**
Changes to stability information to have Class approval and this should be evident in the vessel's stability booklet. Check that any limitations have been documented and that key personnel are aware of them. Example limitations may include restrictions on the number of slack tanks and/or requirements to have tanks full or empty during ROV operations.
- 8.14.3 If obstructions exist that impact on the views of ongoing operations from the vessels bridge, have CCTV cameras been installed?**
The CCTV cameras must be positioned such that the area obstructed by the ROV or supporting equipment is now visible on a TV screen that is clearly visible from the conning position
- 8.14.4 Is there a system, including back-up, to ensure effective verbal communication between the navigating bridge and ROV control station?**
Primary and back up communication systems must be independent of each other (a single VHF unit with a primary and back up channel does not meet this requirement)
- 8.14.5 Are protection rails fitted around the ROV work site?**
- 8.14.6 Are operational procedures for ROV operations included in the vessel's SMS or specific operations manual?**
*Do these procedures specify minimum manning in all departments while conducting ROV operations?
Do these procedures specify maximum environmental limits for launching, recovery and operations?
Where the ROV is operated by a third party how are their operating procedures approved and included within the vessels operating procedures?*
- 8.14.7 Does the vessel/unit have a crew competence/training matrix that addresses ROV operations?**
Spot check training, experience and certification records carried by personnel/crew.
- 8.14.8 Does the vessel/unit have a competence matrix that addresses maintenance activities associated with the ROV equipment?**
Spot check training, experience and certification records carried by personnel/crew.
- 8.14.9 Does the vessel have contingency plans in place that address ROV operations?**
The contingency plans may include for example; Loss of ROV, failure of communications or positioning, secondary recovery methods, recovery in adverse conditions, entanglement of ROV umbilical.
- 8.14.10 Are sea state limits clearly specified for the launching and recovery of ROV equipment?**
Where more than one ROV is fitted limits may differ depending on type (work/observation) of ROV and whether launch and recovery is over the side or through a moonpool.
- 8.14.11 Do the operational procedures address ROV operations within anchor patterns, during diving operations or close to subsea obstructions?**
- 8.14.12 Is the ROV system integrated and/or connected with vessel/unit's bridge to show the ROV position in relation to the vessel/unit?**
Do navigators/DPOs have displays showing operational status in relation to vessel/unit's position, and do ROV personnel have full information on vessel/unit's track and propulsion status?
- 8.14.13 Are suitable safety arrangements in place on ROV spread around moving machinery and high voltage equipment?**
This could include procedural barriers, physical barriers and signage
- 8.14.14 Are local emergency stops for the ROV system available, in good order and regularly tested?**
Check test records.
- 8.14.99 Additional Comments**
If the Inspector has comments in respect of the subject matter covered by the Chapter additional to those which the Inspector may make in response to the specific questions in the Chapter, the Inspector should include such additional comments in this section.

Icebreaker

- 8.15.1 Does the vessel carry out risk assessments for specific ice operations?**
- 8.15.2 Does the vessel have contingency plans that cover all anticipated operations while the vessel is working in ICE?**
- 8.15.3 Does the vessel's operating procedure include the need for checking the hull integrity and void spaces on a routine basis when operating in ice?**
- 8.15.4 Has the vessel been surveyed by Class within the last 12 months to confirm that the hull has not suffered damage?**
*State date of last survey.
Ice breakers should have a class survey annually; this to include appropriate structural inspections.*
- 8.15.5 Is there documentation to show that calculations and/or tests have been conducted to demonstrate that the vessel can maintain sufficient positive stability when performing ice breaking operations within approved limits?**
To take sufficient account of disturbances causing roll, pitch, heave or heel.
- 8.15.6 Does the vessel have a training manual on board for operating in cold regions?**
The manual should include ice recognition, safe navigation in ice, conduct of escorted operations and instructions for drills and emergency response.
- 8.15.7 Are ice breaking operational procedures included in the vessel's SMS or specific operations manual?**
Procedure should address safe speed in varying ice conditions and should clearly state the environmental limits for vessel operation.
- 8.15.8 Are the galley facilities outfitted for use by the crew during ice breaking operations?**
Galley equipment should be arranged to cope with violent vessel movements.
- 8.15.9 Do the vessel's shower and washroom facilities have provisions to ensure the safety of personnel using the facilities during ice breaking operations?**
Shower facilities should have non-slip decking, three rigid sides, handholds and insulation from exposed hot water pipes.
- 8.15.10 Does the vessel anchoring system have an independent means of securing the anchors?**
Ice breakers should have an independent means of securing the anchor so that the anchor cable can be disconnected for use as an emergency towing bridle.
- 8.15.11 In the stowed position, is the anchor protected so that it cannot be dislodged, jammed or do damage to the hull if it has a direct impact with ice?**
- 8.15.12 Are heat tracing systems installed and provided with temperature monitoring?**
Heat tracing systems should have a failure alarm at the manned control station
- 8.15.13 Does the vessel have on board line throwing apparatus in addition to that required for life-saving?**
Ice breakers should have line throwing apparatus that is capable of delivering messenger lines for transfer of towing equipment. Such line throwing equipment should be intrinsically safe in order that it may be safely used to make a transfer to a tanker.
- 8.15.14 If the vessel has undergone any repairs for ice damage in the last 12 months, have the repairs been approved by Class?**
Detail any repairs undertaken.
- 8.15.15 Are any additional design features such as azimuth thrusters, bubblers, water wash or heeling systems working and in good order?**
- 8.15.16 Is the vessel fitted with additional searchlights for illumination of the ice lead behind?**
The searchlights should be capable of being operated from the bridge.
- 8.15.17 If the vessel is fitted with low frequency radio equipment, are there at least two crew members trained in how to operate it?**
- 8.15.99 Additional Comments**
If the Inspector has comments in respect of the subject matter covered by the Chapter additional to those which the Inspector may make in response to the specific questions in the Chapter, the Inspector should include such additional comments in this section.

Well servicing and sub-sea operations

- 8.16.1 Are there documented procedures and general safety arrangements in place for activities on the exposed working decks, including moonpools if fitted?**
*Including requirements for PPE, lifejackets, lifebuoys. Check safety signage and availability of fall arrestor equipment for more than one person to use in exposed areas.
 CCTV monitoring of working areas should feed to bridge and operations control room.*
- 8.16.2 Are risk assessments carried out for all subsea operations?**
Check that assessments include equipment deployment and recovery operations.
- 8.16.3 Are communications, including backup systems, suitable for operations on the working deck?**
Check communication equipment (intercoms, telephones and UHF/VHF hand-held radios) including backup arrangements for:
 - Communications between the working deck and the Operations Control Room operators
 - Communication between the bridge and Operations Control Room
- 8.16.4 Does the vessel/unit have a competence/training matrix that addresses well servicing and sub-sea operations?**
Spot check training, experience and certification records
- 8.16.5 Does the vessel/unit have a competence/training matrix that addresses maintenance activities associated with the well servicing and sub-sea equipment?**
Spot check training, experience and certification records
- 8.16.6 Do the emergency procedures cover additional risks associated with the vessel/unit's operations?**
*e.g. loss of stability/watertight integrity, loss of moorings/station keeping, emergency disconnect, helicopter accidents, severe weather, tidal waves, tsunami, solitons?
 Procedures to be available onboard, evidence that personnel are familiar with them.*
- 8.16.7 Do all overboard cable and umbilical chutes appear in good order and are they properly secured?**
- 8.16.8 Are deck generators and tanks of gas/chemicals all clear of vessel/unit's heating, ventilation and air conditioning inlets?**
- 8.16.9 Is there a person in charge of ballast control and stability calculations?**
*Where applicable, is person suitably qualified under STCW95?
 All personnel involved in ballast control operations should be trained and certified in line with IMO Resolution A.891(21), includes, Barge Supervisor and Ballast Control Operator.*
- 8.16.10 Can the Ballast Control Operators (BCO's) demonstrate knowledge of the vessel/unit's ballast system, the control of free surface effects and the consequences of inadvertent ballast shift?**
*Demonstrated via induction and vessel specific training records. If semi-submersible, to be capable of taking unit to survival draft if required.
 BCO's should know the operating inclination limits of the ballast control system, this should be stated in onboard documentation.*
- 8.16.11 Can the vessel/unit's stability be calculated without extensive calculations?**
- 8.16.12 Is the stress and stability information included with the plan for current operations; have stability and where applicable, stress calculations been performed for the current operation and do the BCO's understand any limitations?**
Inspectors should determine that prior to specific operations involving the transfer of weights, calculations have been made for stress and stability conditions for the start, interim and completion of operations. Regular monitoring of stress and stability should be taking place throughout the operation to ensure that the conditions have been maintained within design limits.
- 8.16.13 Is there an inclinometer located near the ballast control panel?**
- 8.16.14 If Fitted, are draft gauges operating correctly?**
Procedure for calibration and cross reference to visual and loading computer values.
- 8.16.15 Are draft marks on vessel/unit clearly visible?**
- 8.16.16 Is there a system for managing manual inputs into the stability programme?**
System of cross checking should be in place to assure accurate weights and CoG of materials placed subsea or recovered from seabed, are manually input to keep stability model accurate. Inspector to verify that sample inventories of variable weights appear reasonable and accurate.

8.16.17 Is there a system for recording changes to the vessel/unit's lightweight condition?

Documented procedure with record sheets showing additions/deletions since last inclining experiment conducted.

8.16.18 Are the ballast and bilge systems covered by an FME(C)A?

8.16.19 Is there a system for controlling the override of bilge and ballast system alarms?

To be covered in procedures and documented.

8.16.20 Is access to the ballast control panel restricted?

System to be in place to prevent unauthorised operation of bilge and ballast system.

8.16.21 Is the ballast control position attended continuously during sub-sea operations?

Ballast station to be manned continuously to ensure prompt action can be taken when required.

8.16.22 Are all watertight doors, hatches and other openings in good order?

Seals, locking devices and remote indicators should be in good order and fully functional.

8.16.23 Is there a system for monitoring crane status during use and when stowed?

Crane should be regularly checked to see if slewing or rocking motions are controlled in a seaway; tension monitoring equipment should be operational

8.16.24 If Column Stabilised unit are there at least two ballast pumps available to pump out each ballast tank?

If column stabilised, the pumps should be physically separated so that loss or damage to one pump will not adversely affect the other pump. To be confirmed by FME(C)A.

8.16.25 Are pumproom emergency bilge suction valves clearly marked, fitted with a position indicator and capable of remote operation?

8.16.26 Is the vessel/unit equipped with service cranes covering all anticipated operations?

Located to minimise blind sectors.

8.16.27 Are all cement silos and associated valves, pumps, vents and air supplies fully tested and in good order?

8.16.28 Are all mud and brine tanks, pumps, valves and pipeline systems in good order and fully tested?

8.16.29 Is all deck mounted equipment, control skids and storage containers in good order and provided with appropriate cautionary signage?

Exhausts, dangerous chemicals, hot pipes, pressurised pipes, radioactive sources should all be identified and managed within the vessel/unit's SMS.

8.16.30 Are all connections and deck pipework for bulk products, such as water and fuel, colour coded and clearly marked at loading stations?

Includes all bulk products, both liquid and non-liquid.

8.16.31 Are any transfer hoses fitted with lifting saddles and stowed in racks?

All hoses should be suspended in arrangements that avoid sharp bends and protrusions wherever possible. Where fitted, the saddle and rack arrangement should be a permanent structure with appropriate foundations. All lifting gear used in the hose arrangement should be certified and inspected on a periodic basis.

Reference: Step Change 'Bulk Hose Best Practice Guidelines'

8.16.32 If carried on board, are transfer hoses fitted with flotation collars?

Especially those for hydrocarbon or NLS. Check also fitted with reflective tape.

8.16.33 Are hydrocarbon and NLS hoses, if carried, fitted with dry break couplings?

8.16.99 Additional Comments

If the Inspector has comments in respect of the subject matter covered by the Chapter additional to those which the Inspector may make in response to the specific questions in the Chapter, the Inspector should include such additional comments in this section.

Trenching

8.17.1 Does the vessel/unit have a competence/training matrix that addresses trenching and support operations?

Spot check training, experience and certification records carried by personnel/crew

8.17.2 Does the vessel/unit have a competence/training matrix that addresses maintenance activities associated with the trenching equipment?

Spot check training, experience and certification records carried by personnel/crew

8.17.3 Are all cable and umbilical chutes on deck in good order?

8.17.4 Are sea state limits specified for the launching and recovery of sub-sea equipment?

8.17.5 Are operational procedures for trenching included in the vessel's SMS or specific operations manual?

Do these procedures specify minimum manning in all departments while operating the trenching system?

Do these procedures specify maximum environmental limits for launching, recovery and operations?

8.17.6 Are there quick release arrangements for the sub-sea equipment?

Check that the arrangements do not include the use of pelican hooks or senhouse slips.

8.17.7 Does the vessel/unit carry spare towline, lifting gear, and umbilicals to recover the trencher and return it to service?

8.17.8 Are risk assessments conducted for each operation?

8.17.9 Are effective contingency plans in place for operational incidents?

These should include emergency situations and limited functionality situations (e.g. power generation; vessel manoeuvrability; trencher snagged on sea floor).

8.17.10 Is there a means in place to locate/track sub sea equipment effectively?

State means.

8.17.99 Additional Comments

If the Inspector has comments in respect of the subject matter covered by the Chapter additional to those which the Inspector may make in response to the specific questions in the Chapter, the Inspector should include such additional comments in this section.

Crew Boats

- 8.18.1 If vessel is registered as a High Speed Craft (HSC) as defined in SOLAS or other Code, does it have a valid HSC Safety Certificate?**
State Code if not SOLAS and issuing authority.
- 8.18.2 If registered as a High Speed Craft, does the vessel have a copy of the company's 'Permit to Operate High-Speed Craft'?**
State issuing authority.
- 8.18.3 Which HSC Code applies (1994 or 2000)?**
Note any limitations on service, for example, distance from safe port or speed in prevailing weather conditions. Check crew familiarity with limitations.
- 8.18.4 Have noise levels been assessed?**
- 8.18.5 Has the Vessel Motion Sickness Index, or equivalent, been calculated?**
Define any on-board monitoring systems which provide a real-time display or record of the MSI.
- 8.18.6 Are passenger cabin facilities suitable for the task?**
For example, fitted with aircraft style seats, safety belts, air-con, entertainment systems, toilet/wash facilities, smoking facilities, refreshments.
- 8.18.7 Are crew specifically trained for crew boat operations?**
For example, passenger transfer/control and evacuation. Additional STCW requirements for HSC. Induction and Safety Briefing videos.
- 8.18.8 Are effective security documented procedures in place?**
Procedures are in line with ISPS requirements.
- 8.18.9 Do documented procedures exist for personnel transfer and transit operations and define safe access routes?**
Including, for example, definition of safe access routes, segregation of passengers (ongoing and offgoing) and cargo, provision of handrails, deck marks, non-slip coatings, target area for frog/basket.
- 8.18.10 Is there a gated bulwark in way of personnel transfer areas?**
Where there is no gated bulwark are there suitable provisions for safe personnel access?
- 8.18.11 Are there lifebuoys and a man-overboard alarm on the personnel transfer deck?**
When was the man-overboard alarm last checked?
- 8.18.12 Are sufficient immersion suits or thermal protective aids carried?**
Depends on location. Covering crew and passengers.
- 8.18.13 Are passengers given a pre-embarkation and pre-disembarkation briefing?**
Passengers given specific briefing on do's and don'ts, signs posted, etc. Covering method of disembarkation, e.g. Surfer landing, Frog, Billy Pugh, pilot ladder etc.
- 8.18.14 If a Passenger Evacuation System is fitted, is it in good order?**
Record date last serviced.
- 8.18.15 Has a passenger evacuation exercise been conducted?**
Record date of last exercise.
- 8.18.16 Are emergency alarms audible in the passenger accommodation areas?**
- 8.18.99 Additional Comments**
If the Inspector has comments in respect of the subject matter covered by the Chapter additional to those which the Inspector may make in response to the specific questions in the Chapter, the Inspector should include such additional comments in this section.

Barge

8.19.1 Are the towing bridle and/or tow pads in satisfactory condition?

Connection to the barge should be by a two-legged bridle for raked bow barges; Model bow barges may use single tow pennant. This arrangement has proven to be the most efficient method for towing this type of barge. Breaking strength of each bridle leg or tow pennant should be at least 1.5 times that of the minimum required breaking strength of the main towing line and the angle formed by the two legs should not exceed 120 degrees. Bridles should be made of Grade 2 or higher welded stud link chain or EIPS or EEIPS IWRC (Independent Wire Rope Cores) wire rope and be fitted with sufficient chaffing protection.

8.19.2 If fitted is the Surge Protection gear in Satisfactory condition?

Surge chains should be Grade 2 or higher welded stud link chain and should be of the same grade and type and at least as large as that as that in the towing bridle. A synthetic shock line may be used as surge gear if rated at 1.3 times the breaking strength of the primary tow wire or hawser.

8.19.3 Is an emergency tow wire rigged on the barge?

Equipment should be in serviceable condition. Date of installation or last test should be recorded if available. Holding devices (clips) should be inspected for excessive corrosion. Only required on ocean going barges.

8.19.4 If fitted with a loading ramp is the ramp marked with a SWL?

There should be certification and a class approved calculation for the bow door arrangement.

8.19.5 If there is no permanent anchoring system installed, is an emergency anchor available?

Acceptable arrangements for small barges include an anchor fitted on a slanted billboard (e.g. , @ 60°) at the stern of the barge, secured for easy release. The cable should be secured and arranged so that it will payout unobstructed when the anchor is let go.

8.19.6 Is the barge fitted with at least four mooring bollards/stag horns on each side?

8.19.7 Are the Mooring fittings marked with SWL ?

8.19.8 Is the vessel fitted with necessary Towing Navigation Lights for compliance with Collision Regulations?

8.19.99 Additional Comments

If the Inspector has comments in respect of the subject matter covered by the Chapter additional to those which the Inspector may make in response to the specific questions in the Chapter, the Inspector should include such additional comments in this section.

Landing Craft

8.20.1 Is the Bow door clearly marked with the SWL?

There should be certification and a class approved calculation for the bow door arrangement.

8.20.2 Is there good visibility from the bridge, unaffected by the bow door?

In event that visibility is obstructed by the ramp, there may be viewing windows fitted into the ramp. If visibility is obstructed, it may be that the ramp has been lengthened without notification and approval of Class or the Flag State. Check against the GA drawing for the vessel.

8.20.3 Is there a written procedure in the vessels SMS to cover deployment and stowing of the ramp?

8.20.4 If fitted, are audible and/or visible alarms during ramp deployment and stowing in good working condition?

8.20.5 If fitted, are the visible indication in the wheel house confirming that the ramp is secured for sea in good working condition?

8.20.6 Are secondary securing arrangements fitted to the ramp?

Verify that there are robust secondary securing arrangements to lock the ramp in the closed position whilst in the seagoing mode.

8.20.7 Are the forecastle deck areas either side of the ramp fitted with safety rails?

The railing should be sufficient to permit personnel to safely operate the ramp and handle mooring lines.

8.20.8 Are the freeing ports clear and freely draining?

As a consequence of water being forced onto the deck, operators will sometimes fit hinging flaps, fixed rubber flaps or cowlings. The Inspector should verify that such devices do not limit the ability to freely drain water from the deck. Loss of stability through the free surface effect is a concern with this vessel type.

8.20.9 Is the bow area free of any significant damage?

By the very nature of the vessel design, frequent beachings may result in damage above and below the waterline. It is recommended that the Inspector look carefully in this area.

8.20.10 Is the vessel fitted with cooling systems and machinery that will allow auxiliary systems to operate in shallow waters or whilst grounded?

Keel cooling systems, air cooling and other specialist design features may allow the vessel to maintain services whilst grounded.

8.20.11 Are air pipes, ventilators, hatches etc on the main deck protected by railings?

The inspector should verify that this equipment is not damaged through cargo operations.

8.20.99 Additional Comments

If the Inspector has comments in respect of the subject matter covered by the Chapter additional to those which the Inspector may make in response to the specific questions in the Chapter, the Inspector should include such additional comments in this section.

Dredging

8.21.1 Are operational procedures for dredging included in the vessel's SMS or specific operations manual?

*Do these procedures specify minimum manning in all departments while operating in the dredging mode?
Do these procedures specify maximum environmental limits for launching, recovery and operations of the dredging equipment?*

8.21.2 Are sea state limits specified for the launching and recovery of dredging equipment?

Dependent on dredger type this could be lowering/recovery of cutter head or bucket, launching recovery of the drag head/arm, lowering and recovery of water injection equipment.

8.21.3 Are there documented procedures and general safety arrangements in place for activities on the exposed working decks?

*Including requirements for PPE, lifejackets, lifebuoys. Check safety signage and availability of fall arrestor equipment for more than one person to use where Piping, Davits, open chutes, crane housings, or hose access areas may need to be accessed. Ensure safe walkway access between cargo holding areas.
CCTV monitoring of working areas and remote equipment from bridge and/or instrument room should be available.*

- 8.21.4 Are there documented procedures for the dredging, carriage and discharge of material, and are they complied with?**
Should be vessel specific and also include limitations such as wind/wave height and vessel movement.
- 8.21.5 Are risk assessments carried out for all operations?**
Check that assessments include deployment and recovery operations of equipment to direct cargo to seabed.
- 8.21.6 Are communications, including backup systems, suitable for operations on the working deck?**
Check communication equipment (intercoms, telephones and UHF/VHF hand-held radios) including backup arrangements for:
- *Communications between the working deck, spoil handling areas and the navigators/surveyors in the bridge/control room.*
- *Communication between the bridge and surveyors.*
- 8.21.7 Is all cargo dredge spoil handling equipment in good order and fully operational?**
To include stowage barriers and associated hydraulic power systems; cranes; Dredging system (Cutter head, bucket or drag head/arm) and associated power supplies.
- 8.21.8 Does the vessel/unit have a crew competence/training matrix that addresses dredging operations?**
Spot check training, experience and certification records carried by personnel/crew.
- 8.21.9 Does the vessel/unit have a competence matrix that addresses maintenance activities associated with the dredging handling equipment?**
Spot check training, experience and certification records carried by personnel/crew.
- 8.21.10 Does the vessel/unit have onboard a copy of the Class Approved Cargo Operations Manual?**
A Class approved Cargo Operation Manuals containing guidance for the safe operation of the vessel for both normal and emergency conditions should be provided.
- 8.21.11 Do the emergency procedures cover additional risks associated with the vessel's operations?**
e.g. loss of stability/watertight integrity, loss of moorings/station keeping, discharge equipment failure or malfunction, severe weather, hydrodynamic events, recovery of injection system, recovery of cutter head or bucket, fluidization system, recovery of drag head system, degassing of spoils, dumping of spoils.
Procedures to be available onboard, evidence that personnel are familiar with them.
- 8.21.12 For Trailing Suction Hopper dredgers is the stress and stability information included with the plan for current operations; have stability and stress calculations been performed for the current operation and do the dredging/ballast officers understand?**
Inspectors should determine that prior to transfer of cargo, calculations have been made for stress and stability conditions for the start, interim and completion of transfer conditions. Regular monitoring of stress and stability should be taking place throughout cargo transfer to ensure that the conditions have been maintained within design limits.
- 8.21.13 Is there an inclinometer located near the dredging and/or ballast control panel?**
- 8.21.14 For Trailing Suction Hopper dredge are remote reading draft gauges operating correctly?**
Procedure for calibration and cross reference to visual and loading computer values.
- 8.21.15 Is there a system of verifying and recording the water injection rate (If applicable), discharge rate (i.e., Cutter suction dredge) or the quantity of dredge spoils in the hoppers at any given time?**
This should be aligned with ballast information to ensure that the vessel's stability can be readily verified in case of equipment malfunction.
- 8.21.16 Is the dredging and/or ballast control position attended continuously when dredge operations are underway?**
Dredging and/or Ballast station to be manned continuously to ensure prompt action can be taken when required.
- 8.21.17 Do Dredging (Spoil discharge or hopper) and/or ballast system valves fail to the closed position in the event of power failure?**
To prevent migration of ballast and/or spoils that could occur if valves creep open.
- 8.21.18 Can Dredging (Spoil discharge or hopper) and/or ballast system valves be operated in the event of power failure?**
Via manual valves, stored pressure accumulators or hand power packs.
- 8.21.19 Is there a process for ensuring sea chest and any overboard valves are regularly inspected and kept free of leaks and debris?**

8.21.20 Is there a means in place to track dredge equipment effectively when deployed?

State means.

8.21.21 Are remote shut downs of dredge pumps included in the Vessel PMS and are they operating correctly?

State when last tested.

8.21.22 Is the primary means for deploying the dredge equipment/drag head to the sea bed in good working order?

8.21.23 If applicable are all permits and licences onboard in order for the dredger to carry-out operations (i.e., spoils transport etc.)?

8.21.24 Is there a documented process for updating software packages that are integrated into the dredging system?

8.21.25 If applicable, is the vessels fluidization of spoils equipment fully operational and in good order?

State what method they use i.e water injection.

8.21.26 Are there documented procedures and general safety arrangements in place for personnel during dredging operations?

8.21.27 Is there a policy/procedure in place for pump room access?

8.21.28 Are effective procedures in place addressing the safety of High Pressure operations?

8.21.29 If applicable, are watertight securing arrangements fitted for the hoppers?

8.21.30 If applicable, are suitable measures in place on board the vessel to mitigate the overflow of hoppers?

e.g., free ports.

8.21.31 In the event of main lifting gear failure does the vessel/unit carry spare lifting gear to recover the dredge equipment and return it to service?

8.21.99 Additional Comments

If the Inspector has comments in respect of the subject matter covered by the Chapter additional to those which the Inspector may make in response to the specific questions in the Chapter, the Inspector should include such additional comments in this section.

Freighter

8.22.1 Are the hatches and all associated equipment are included within the vessels PM system?

(SOLAS requirement), these checks should not just be statutory checks but should be set up to be proactive, i.e. regular weekly greasing and inspections leading through to more detailed monthly, annual and 5 yearly checks. The scope of the annual class inspection covers the structural parts of the coamings and the hatch covers, in addition to examination of closing, sealing and securing devices. Look for any Conditions of Class.

8.22.2 Is regular hydrostatic leak testing carried out and are records available and in good order. Check the last records?

These are generally completed by the ship's crew prior to loading a more sensitive cargo, records should be made in the deck log book.

8.22.3 Is the vessel part of the "fitness for cargo programme"?

This will result in regular ultrasonic testing of the hatches accompanied with a certificate, check the last time it was done and comments. Also check who did the testing i.e. done by a shore based contractor.

Information Note:

The 'Fitness for Cargo Programme' is designed for Bulk Carriers and General Cargo Carriers. In the programme, the ship is assessed relative to a set of minimum requirements for cargo fitness and safety by review of documents, visual inspection, function testing, and tightness testing. The tightness testing performed in the 'Fitness for Cargo Programme' is done by the ultrasonic method, and if the vessel is free of non-compliances, a 'Fitness for Cargo Statement' will be issued.

8.22.4 Are the hatch covers and securing arrangements fully functional and proven to be operational without any defects?

The inspector should ask to see the hatches opened and verify the status of all seals and the operational status of equipment.

The following items should be checked:

Check for any steel -to-steel contact due to over compression of rubber

Check for missing or damaged rubber gaskets (get these replaced immediately minimum length of replaced gasket should be one metre)

Check retaining channels and compression bars in good condition

Are hatch coaming tops clean, free of debris, and the drainage channels free of any obstructions

Check cleats and wedges in serviceable conditions and correctly adjusted

Are hauling wires and chains adjusted correctly

Are wheels, cleats, hinge pins, haul wires and chain tension equipment well-greased

Check hydraulic oil regularly tested for contamination and deterioration

Is the hydraulic systems oil -tight

Is the oil tank of the hydraulic system filled to the operating level and with the correct oil

Any visible oil leaks

Check hatch cover cleats when the panels are closed.

Check for last chalk test or water test as per maintenance log

8.22.5 Are the sea fastenings being used on board as per those in the cargo documentation?

Compare the actual sea fastenings in use with those contained in the documentation e.g. cargo securing manual, Loadout manual, etc.

8.22.6 Are the (Lifting equipment) certificate files correct and show that only approved lashings are being used?

8.22.7 Are all temporary sea fastenings and lashings in good physical condition?

Carry out a physical inspection of the sea fastening and verify if the acceptance criteria is defined and being followed.

8.22.8 Are permanent fastenings such as those fitted onto the ship, pad eyes, etc; subject to load testing on a regular basis?

Verify that permanent fittings if used have been surveyed and load tested within the last 12 months. Where appropriate, vessel should be able to provide evidence that the following has been completed;

- *Evaluation of strength and load distribution on deck with respect to the cargo*
- *Evaluation of sea fastening arrangement for the cargo with respect to dynamic loading from vessel movement*

8.22.9 Have the crew been trained in the correct use and fitting of the type of lashings found onboard ?

Demonstrated via induction and vessel specific training records.

8.22.10 Have all sea fastening welds been subject to NDT and welds completed by an approved welder?

Inspect NDT records and any approved/coded welder certification.

8.22.11 Do the positions of all fastenings comply with the requirements in the Sea fastening plan?

Count the total number, or check them off against those on the sea fastening diagram, any changes have to be subject to further approval, MOC.

8.22.12 Are there procedures for inspecting lashings on a regular basis and are they being followed?

Discuss with onboard crew and verify how often lashings will be checked and what procedure is in place should they require them to be tightened at sea (completed risk assessment and JHA sheets).

8.22.13 Has the deck area been marked to identify areas where cargo must not be loaded?

When loading deck cargoes care should be taken to avoid any obstruction to safety zones, freeing ports/drainage arrangements or doors and hatches.

8.22.14 If fitted, are the cargo hold bilge pumping out arrangements fully functional?

Are there records to indicate regular testing of the cargo hold bilge pumping out arrangements available on board

8.22.15 If fitted, are non-return valves associated with the cargo hold bilge pumping system fully functional?

Are there records available to indicate regular testing and maintenance of the non-return valves associated with the cargo hold bilge pumping system

8.22.16 Are records available for the regular sounding of cargo hold bilges and void spaces?

8.22.17 If fitted, is the water ingress detection system fully operational?

8.22.18 If fitted, is the hold firefighting system and associated piping fully operational and maintenance records available on board?

8.22.19 Is the condition of hold bulkheads and framing in a good condition?

Do a spot check on hold condition, check for general condition, corrosion, condition of framing and any detached frames

8.22.20 If fitted with cargo deck cranes are deflection records for slewing bearing available on board and are they within manufacturer limits?

8.22.21 Are there procedures for isolating cargo hold bilge systems from engine room bilge systems and vessel ballast systems?

8.22.22 Are there procedures in place for emergency pumping out of hold bilges in an emergency?

8.22.99 Additional Comments

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Mooring

General

9.1.1 Are certificates available for all mooring ropes, wires, chains, shackles, etc.?

Test certificates for mooring lines and associated equipment should be kept in a file clearly indicating the location of each item.

9.1.2 Are there records of the inspection and maintenance of mooring ropes, wires and equipment?

Records should be kept of date placed in use, inspections, and any maintenance.

9.1.3 Are there sufficient marine crew to conduct safe mooring operations?

Crewing levels should take into account all mooring scenarios.

9.1.4 Is there a means of communication (primary and backup) to support mooring operations?

For example, UHF, VHF radios, telephones, tannoys, CCTV and talkback?

Mooring procedures.

9.2.1 Are alongside (Jetty/Dock) mooring procedures available?

Verify through SMS that procedures exist for mooring operations. Including appropriate risk assessments.

9.2.2 Are mooring lines secured to bitts turned up correctly?

The recommended method of turning up a rope on bitts is to take one or two full turns around the leading post before figure of eighting.

Note: Mooring lines must not be secured to winch warping drums.

9.2.3 Are all powered mooring lines correctly reeled on drums?

A band brake is designed to work in one direction only, so the line must always be reeled correctly onto the drum. Each arrangement should be assessed on a case-by-case basis with reference to the manufacturer's guidance. With lines correctly reeled, tension on the line should be in a direction that causes the free end of the band to be forced towards the fixed end, thereby forcing the two halves of the band together.

9.2.4 If fitted are all powered mooring lines secured on brakes and are the winches out of gear?

Winches should never be left in gear with the mooring winch band brake on. Hydraulic or electric drives can suffer severe damage should the brake render. Mooring drums should always be left disconnected from the winch drive whenever the mooring line is tensioned and the band brake is fully applied.

9.2.5 Are all mooring lines stowed neatly to minimise tripping hazards and are mooring areas clear and unobstructed?

Mooring ropes should be stowed on a grating away from chemicals and out of direct sunlight.

9.2.6 Are there sufficient mooring fittings available to enable deployment of fenders, if necessary?

9.2.7 If the vessel/unit is equipped with fenders for mooring alongside, are they in good condition?

Including the fender mooring pennants and pickup arrangements.

Equipment

9.3.1 If fitted are all mooring winches in good order?

Winches fully operable, covered by planned maintenance system. Winch guards to be in place. Check that winch foundations are in a satisfactory condition and that brake linings, drums and pins appear to be in good order.

9.3.2 Are mooring wires and ropes in good order?

Notes: Splicing of ropes is acceptable, but reduces the strength of the rope by about 10%. Splices in eyes and for repairs should have a minimum of 5 tucks.

Particular attention should be paid to the eyes of mooring wires. If there are more than three broken wires in any strand, or five in any adjacent strands in a length of wire 10 times the diameter, the damaged part requires removal and the wire re-splicing.

There should be a routine for the maintenance of wires and the lubrication of them using a preservative which will effectively penetrate the strands and wires.

9.3.3 If fitted are pedestal fairleads, roller fairleads and other rollers well greased and free to turn and are bitts and chocks free of grooving?

9.3.4 Are sufficient closed fairleads available for 'ship-to-ship' mooring?

9.3.5 Are appropriate stoppers available and in good condition?

Stoppers to be of a material appropriate to the ropes in use.

Anchoring equipment

9.4.1 Are windlasses, anchors, locking bars and cables in a good order condition and operating effectively?

Note: The condition of the locking bars should be checked to ascertain that they function correctly by locking the chain when the vessel/unit is at anchor to prevent the brake having to take the full load of the cable.

9.4.2 If fitted, are chain locker doors securely battened down?

9.4.3 If fitted, are spurling pipes normally secured to prevent water ingress?

Spread mooring

9.5.1 Does the vessel/unit have documented procedures for spread mooring with anchors?

To be available on board and include anchoring over or near to obstructions. Procedures should also include precautions to be taken during active mooring adjustments in adverse weather conditions.

9.5.2 Has an FME(C)A been carried out on spread moored systems?

9.5.3 Is certification available for mooring chains, wires and ancillaries for each leg?

9.5.4 Is there a system for monitoring and recording of mooring line tension and lineout/scope of spread moored systems and are records maintained?

9.5.5 Is there a system for maintenance and calibration of lineout, scope and tension meters and are records maintained?

9.5.6 Are the controls for local and, if applicable, remote winch/windlass operation in good order?

9.5.7 Are the emergency stops, if fitted, for winches/windlasses routinely tested and records maintained?

Additional Comments

9.99 Additional Comments

If the Inspector has comments in respect of the subject matter covered by the Chapter additional to those which the Inspector may make in response to the specific questions in the Chapter, the Inspector should include such additional comments in this section.

Communications

General

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

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

10.1.3 Can officers demonstrate a satisfactory understanding of how to operate communications equipment in an emergency?

10.1.4 Is a continuous listening watch maintained on VHF channel 16?

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

All two-way communication equipment which is capable of automatically including the ship's position in the distress alert shall be automatically provided with this information from an internal or external navigation receiver, if either is installed. (SOLAS IV/18)

If such a receiver is not installed, the ship's position and the time at which it was determined shall be manually updated at intervals not exceeding four hours, while the ship is underway, so that it is always ready for transmission by the equipment. (SOLAS IV/18)

10.1.6 Has the AIS been programmed with up-to-date voyage information?

10.1.8 Has a qualified person been designated to handle distress communications?

Every ship shall carry personnel qualified for distress and safety radiocommunication purposes to the satisfaction of the Administration. (SOLAS IV/16.1)

Note: That person should not be the Master.

10.1.9 Are periodical tests of communications equipment carried out and recorded as required?

The following tests should be carried out:

Daily:

- *the proper functioning of the DSC facilities without radiation of signals;*
- *battery voltage checks;*
- *printers.*

Weekly:

- *the proper function of the DSC facilities by means of a test call when within communication range of a coast station;*
- *where the reserve source of energy is not batteries, the reserve source to be tested.*

Monthly:

- *each Emergency Position Indicating Radio Beacon (EPIRB) to be tested to determine its capability to operate properly using the means provided on the device and without using the satellite system;*
- *each marine search and rescue transponder (SART) using the in-built test facility and checked for security and signs of damage;*
- *the security and condition of all batteries providing a source of energy for any part of the radio installation;*
- *the condition of all aerials and insulators;*
- *each survival craft two-way VHF equipment, on a frequency other than channel 16.*

10.1.10 Is the Radio Log being maintained correctly?

The following should be being recorded:

- *a summary of distress, urgency and safety communications;*
- *important incidents relating to the radio service;*
- *where appropriate, the position of the ship at least once per day;*
- *a summary of the condition of the radio equipment, including its sources of energy;*
- *personnel assigned responsibility for sending a distress alert instructed to operate properly all radio equipment on the ship;*
- *necessary instruction and information on the use of the radio equipment to relevant crew members;*
- *pre-sailing checks to ensure that all equipment is in an efficient working condition;*
- *the results of the testing of the DSC distress and safety radio equipment by means of a test call at least once a week;*
- *the results of the testing of the distress and safety radio equipment by means of a test at least once each day but without radiating any signal;*
- *the on-load and off-load daily test of the batteries;*
- *the results of the weekly hydrometer or load test of the batteries;*
- *the results of the monthly security check of each battery and its connections.*

10.1.11 If applicable, are radio emergency batteries in a satisfactory fully charged condition and the battery log completed up to date?

Where a reserve source of energy consists of rechargeable accumulator batteries, their capacity shall be checked, using an appropriate method, at intervals not exceeding 12 months, when the ship is not at sea. (SOLAS IV/13.6)

10.1.12 Are arrangements in place to ensure the availability of the radio equipment?

Inspector should make a comment if the vessel does not have duplication of equipment and is working to a Shore Based maintenance certificate only as indicated below.

On ships engaged on voyages in sea areas A1 and A2, the radio availability shall be ensured by using such methods as:

- *duplication of equipment; or*
- *shore based maintenance (the requirement on GMDSS vessels to have shore based maintenance does not infer there should necessarily be a contract but that maintenance should be carried out annually by a shore-based i.e. 'expert' organisation); or*
- *at-sea electronic maintenance capability; or*
- *a combination of these as may be approved by the Administration. (SOLAS IV/15.6)*

On ships engaged on voyages in sea areas A3 and A4, the radio availability shall be ensured by using a combination of at least two of the methods detailed above. (SOLAS IV/15.7)

Equipment

10.2.1 Is the communications equipment in good order?

Notes: The minimum requirements for radio equipment for the vessel/unit should be taken from the Radio Certificate and its attachment Form R or in Form C if the Safety Radio Certificate is combined in the Harmonised Certificate.

10.2.2 Is the satellite EPIRB fitted, armed and labelled correctly and inspected in accordance with the manufacturer's requirements?

The EPIRB shall be:

- *capable of transmitting a distress alert through the polar orbiting satellite service operating in the 406 MHz band;"*
- *installed in an easily accessible position;*
- *ready to be manually released and capable of being carried by one person into a survival craft;*
- *capable of floating free if the ship sinks and of being automatically activated when afloat; and*
- *capable of being activated manually. (SOLAS IV/7.1.6)*

Satellite EPIRBs shall be annually tested within 3 months before the expiry date, or 3 months before or after the anniversary date, of the Cargo Ship Safety Radio Certificate. The test may be conducted on board the ship or at an approved testing station; and subject to maintenance at intervals not exceeding five years, (SOLAS IV/15.9)

Notes: The vessel/unit's name, the serial number and the maritime mobile services identity (MMSI or 15 Hex ID) should be clearly indicated on the EPIRB.

The inspection of EPIRBs should include:

- *inspection of the housing to ensure it is undamaged;*
- *inspection of the hydrostatic release unit to ensure it is in good order and in date. Releases should be renewed after two years;*
- *inspection of the lanyard, which should be neatly stowed and not attached to the vessel/unit;*
- *ensuring that the markings remain clearly decipherable;*
- *checking the battery to ensure it is in good order and in date. The battery life for most EPIRBs is 5 years;*
- *carrying out a self test. Most EPIRBs have a self test facility which is usually a spring-loaded switch.*

When activated a light will indicate that the test circuits are operating correctly and sometimes this will also activate the strobe light. It is recommended that the self test switch be held for no more than 2 flashes of the strobe light, or no longer than 1 minute after the first self-test mode burst transmission.

When the self-test is activated on a 406 Mhz EPIRB, the EPIRB is allowed to radiate a single burst which is specially coded so that it is ignored by the COSPAS-SARSAT system.

The EPIRB must never be tested by actual operation. The annual testing of 406 MHz satellite EPIRBs required by SOLAS IV/15.9 requires test equipment capable of performing all the relevant measurements detailed in MSC/Circ 1040.

10.2.3 Is the vessel/unit equipped with sufficient portable radios for use on deck?

Note: Sufficient portable radios should be available to allow communications between the bridge/control rooms and all operational personnel.

10.2.4 Is there a copy of the IMO GMDSS Operators Handbook onboard?

Check latest edition is held onboard

10.2.5 Are there documented procedures for the use of communications equipment within 500 m/ safety zones?

Check that intrinsically safe portable radios are available for operations inside a 500 m zone of producing installations. GMDSS radios should not be utilised for this purpose.

Best practice is to utilise UHF, where possible.

Additional Comments

10.99 Additional Comments

If the Inspector has comments in respect of the subject matter covered by the Chapter additional to those which the Inspector may make in response to the specific questions in the Chapter, the Inspector should include such additional comments in this section.

Propulsion, power generation and machinery

Policies, procedures and documentation

11.1.1 Is the vessel/unit provided with operator's instructions and documented procedures?

Note: Engineering procedures should include at least the following:

- engine room organisation and operation;
- unmanned machinery space (UMS) operation, when applicable;
- reporting equipment deficiencies;
- engine room emergency preparedness and actions in the event of an emergency;
- ensuring that all essential engine room equipment is available and fully operational;
- planned maintenance;
- the control of spare parts.

11.1.2 Are the duties of the watch-standing officers and ratings clearly defined?

STCW/ISM as applicable

11.1.3 Is the engine logbook fully maintained in ink?

The personnel alarm should automatically give an alarm on the navigating bridge or in the officers' quarters as appropriate, if it is not reset from the machinery spaces in a period satisfactory to the Administration, but not exceeding 30 minutes. (IMO International Codes on Alarms and Indicators, 1995. 7.1.1)

11.1.4 If the machinery space is being operated manned, are there sufficient engineers on board?

Note: If the machinery space is certified for unmanned operation, it will be likely that the Safe Manning Certificate will allow a reduced number of engineers to be carried. Ensure that the manning level, if operating manned, is not at that reduced level.

11.1.5 If the chief engineer has written his own standing orders, have the watch engineers countersigned them as read and understood?

Notes: Standing order and night order books should be checked to ascertain that all officers are instructed as to their responsibilities. Standing orders should be written by the chief engineer to reflect the specific operator's requirements, as well as his own, particular to the vessel/unit, the trade and the experience of the engineering officers aboard at the time. It should be updated and signed by each chief engineer as they join the vessel/unit. Night orders should be written as and when they are required to supplement the standing orders.

11.1.6 Are there procedures to prevent uncontrolled entry into the engine compartment and machinery spaces?

Procedures should be in place to ensure that no-one enters the engine compartment alone, for example to carry out final evening checks during unattended periods, without first informing the bridge. There should be procedure in place to secure Engine Compartment and Machinery spaces when unattended without compromising safety. On vessels/units where a single engineer maintains a watch, there should be procedures as detailed above to regularly and frequently maintain contact with the bridge or cargo control room, unless a dead man alarm system is fitted.

11.1.7 Are there documented procedures to restart critical equipment?

Note: Written procedures should be readily available within the Engine Compartment and Machinery spaces which should be specific to the particular vessel/unit in order to identify relevant controls.

11.1.8 Are engineers familiar with restart procedures of Critical Equipment and are records available of exercises and drills?

11.1.9 Does the operator subscribe to a testing programme for fuel, HFO or MDO?

Check availability of analysis reports.

11.1.10 Does the operator subscribe to a lubricating oil testing programme?

Check availability of analysis reports.

11.1.11 Does the operator subscribe to a hydraulic oil testing programme?

Check availability of analysis reports.

11.1.12 Are detailed bunker transfer Procedures available?

Notes: All bunkering operations should be carefully planned and executed. Records should include receipts for all fuels received. Samples should be drawn. Personnel involved in the bunkering operation onboard should have no other tasks and should remain at their workstations during topping off. This is particularly important when bunkers are being loaded concurrent with cargo operations, so that conflicts of interest for operational personnel are avoided. Planning of bunkering operations should include the following:

- determining that there is space for the volume of bunkers to be loaded;*
- the maximum filling volume;*
- controls for the setting of bunker system valves;*
- determining loading rates for the start of loading, bulk loading and topping off;*
- arrangements of bunker tank ventilation;*
- internal tank overflow arrangements;*
- verification of gauging system operation and accuracy;*
- alarm settings on overfill alarm units;*
- communication with the supplier to establish when bunkering can be undertaken;*
- method of determining the temperature of the bunkers during loading;*
- communications procedure for the operation, including emergency stop;*
- changing over tanks during loading;*
- containment arrangements and cleanup equipment to be available;*
- manning requirement to execute the operation safely.*

An MSDS should be received and reviewed for each bunker consignment. It is preferable that a diagram of the fuel oil transfer piping be attached to the plan.

- personnel have necessary skills for gas bunkering operations;*
- gas detection systems have been function tested and records maintained;*
- emergency drills related to bunkering and LNG storage*

11.1.13 Is the dead man alarm system, where fitted, in good order and used as required?

11.1.14 If the machinery space is certified for unmanned operation, is it being operated in that mode?

If the machinery space is certified for unmanned operation but is not being operated in that mode, record an Observation and describe the reason why.

Policies, procedures and documentation (barges)

11.2.1 If the machinery space is certified for unmanned operation, is it being operated in that mode?

If the machinery space is certified for unmanned operation but is not being operated in that mode, record an Observation and describe the reason why.

11.2.2 In the case of UMS vessels, are machinery alarms and engineer's alarm systems regularly tested with results recorded?

11.2.3 Is the dead man alarm system, where fitted, in good order and used as required?

The personnel alarm should automatically give an alarm on the navigating bridge or in the officers' quarters as appropriate, if it is not reset from the machinery spaces in a period satisfactory to the Administration, but not exceeding 30 minutes. (IMO International Codes on Alarms and Indicators, 1995. 7.1.1)

11.2.4 Has the chief engineer written his own standing orders and are night orders being completed?

Notes: Standing order and night order books should be checked to ascertain that all officers are instructed as to their responsibilities. Standing orders should be written by the chief engineer to reflect the specific operator's requirements, as well as his own, particular to the vessel/unit, the trade and the experience of the engineering officers aboard at the time. It should be updated and signed by each chief engineer as they join the vessel/unit. Night orders should be written as and when they are required to supplement the standing orders.

11.2.5 Have the watch engineers countersigned the chief engineer's standing and night orders as read and understood?

11.2.6 Are there procedures to prevent uncontrolled entry into the engine room?

Notes: Procedures should be in place to ensure that no-one enters the engine compartment alone, for example to carry out final evening checks during unattended periods, without first informing the bridge. Contact should be maintained at predetermined periods.

Ratings should not be required to attend the engine room alone during unattended periods.

On vessels/units where a single engineer maintains a watch, there should be procedures as detailed above to regularly and frequently maintain contact with the bridge or cargo control room, unless a dead man alarm system is fitted.

11.2.7 Are there procedures to restart critical equipment?

Note: Written procedures should be readily available within the engine room which should be specific to the particular vessel/unit in order to identify relevant controls.

11.2.8 Are engineers familiar with restart procedures and are records available of exercises and drills?

11.2.9 Does the operator subscribe to a fuel oil testing programme?

Check availability of analysis reports.

11.2.10 Does the operator subscribe to a lubricating oil testing programme?

Check availability of analysis reports.

11.2.11 Does the operator subscribe to a hydraulic oil testing programme?

Check availability of analysis reports.

11.2.12 Are detailed bunker transfer instructions available?

Notes: All bunkering operations should be carefully planned and executed. Records should include receipts for all fuels received. Samples should be drawn.

Personnel involved in the bunkering operation onboard should have no other tasks and should remain at their workstations during topping off. This is particularly important when bunkers are being loaded concurrent with cargo operations, so that conflicts of interest for operational personnel are avoided.

Planning of bunkering operations should include the following:

- determining that there is space for the volume of bunkers to be loaded;*
- the maximum filling volume; Controls for the setting of bunker system valves;*
- determining loading rates for the start of loading, bulk loading and topping off;*
- arrangements of bunker tank ventilation;*
- internal tank overflow arrangements;*
- verification of gauging system operation and accuracy;*
- alarm settings on overfill alarm units;*
- communication with the supplier to establish when bunkering can be undertaken;*
- method of determining the temperature of the bunkers during loading;*
- communications procedure for the operation, including emergency stop;*
- changing over tanks during loading;*
- containment arrangements and cleanup equipment to be available;*
- manning requirement to execute the operation safely.*

An MSDS should be received and reviewed for each bunker consignment.

It is preferable that a diagram of the fuel oil transfer piping be attached to the plan.

For LNG fuelled vessels check that:

- the required operations and maintenance manual is on board;*
- personnel have necessary skills for gas bunkering operations;*
- a plan exists for system maintenance and testing;*
- the monitoring system is functioning;*
- high and low pressure alarms are functioning;*
- gas detection systems have been function tested and records maintained;*
- emergency drills related to bunkering and LNG storage have been undertaken;*
- a spill tray is in position in way of bunker manifold to contain any liquid spill.*

Planned maintenance

11.3.1 Is a planned maintenance system in place, being followed and is it up to date?

Notes: Although there is no specific requirement for any particular computer or paper-based planned maintenance system (PMS) to be provided, the Company should establish procedures to ensure that the vessel/unit is maintained in conformity with the provisions of the relevant Regulations and with any additional requirements which may be established by the Company and specified in the ISM Code Section 10.1.

Inspectors must ascertain that a PMS is in place and that it is accurate, up to date, effective and maintained in accordance with the requirements of the ISM Code and the Operator's procedures. Responsible personnel should be able to demonstrate familiarity with the system. The planned maintenance programme should include:

- details of maintenance schedules whether carried out according to running hours or calendar period, or if condition monitoring is used as a substitute;*
- details, referenced to equipment manufacturer's instructions or experience, of what maintenance is required;*
- historical data on maintenance and repair work which has been carried out;*
- spare parts inventory;*
- any proposed major repairs or overhauls should have a completion schedule, with spare parts verified as being on board or on order.*

11.3.2 Are items of critical equipment identified in the planned maintenance system?

11.3.3 Is an accurate and up to date inventory of spare parts being maintained?

Check that spare parts for critical equipment are specifically addressed.

The spare parts inventory should indicate minimum stock holdings and actual stock holdings. The Inspector should verify that stock takes are periodically performed. Are there spare parts for equipment specific to charter/contract obligations identified and carried onboard

Are there considerations given to the stowage of Electronic componentry onboard with specific regard to vibration, humidity, heat etc.

Safety management

11.4.1 Is an engineer's call alarm fitted and is it in good order and tested regularly and the results recorded?

Note: Inspectors should consider testing this critical alarm. A PA announcement prior to the test should be made.

11.4.2 Are emergency escape routes clearly marked, unobstructed and lit?

11.4.3 Is the level of lighting in all areas of the machinery spaces satisfactory and are the lights covered ?

Also ensure all lights in the engine compartment and machinery spaces are covered.

11.4.4 Are vessel/unit's engine/boiler exhausts fitted with spark arresters for safe operation?

As per the various classification construction rules, ALL Offshore Support Vessels should have engine exhaust outlets located as high as is practicable above the deck and are to be fitted with Spark Arresters. Procedures should be in place for regular checking and cleaning of spark arresters from accumulated soot.

Where the vessel is not fitted with spark arrestors is this clearly known, stated and managed though procedural process and operational limitations.

11.4.5 Do records indicate the regular testing of emergency equipment?

Notes: Emergency equipment will include, where fitted, the, emergency air compressor, emergency generator, emergency generator switchboard, emergency steering, quick closing valves, emergency stops, engineers alarms and bilge ejectors.

Testing of the emergency generator should be carried out under load, but to do this may require the vessel to be blacked out. This testing is not to be conducted during the inspection. Inspectors must establish that the operator has a requirement for this test and determine from records that it is carried out at least annually. Where fitted, the emergency air compressor should be regularly tested to the starting pressure of the diesel generator. The emergency air reservoir should be permanently maintained at the required pressure. Check individual training records to verify that training is carried out for the above emergency equipment.

11.4.6 Are machinery emergency stops and shut offs clearly marked and do records indicate that they have been regularly tested?

Note: Emergency stops include ventilation fans, fuel pumps and the quick closing valves for fuel and lubricating oil tanks. (Not to include drilling related equipment)

11.4.7 Are diesel engine high and low pressure fuel delivery pipes jacketed or screened?

External high pressure fuel delivery lines between the high pressure fuel pumps and fuel injectors shall be protected with a jacketed piping system capable of containing fuel from a high pressure line failure. A jacketed pipe incorporates an outer pipe into which the high pressure fuel pipe is placed, forming a permanent assembly. The jacketed piping system shall include a means for collection of leakages and arrangements shall be provided for an alarm to be given of a fuel line failure. (SOLAS II-2/4.2.2.5.2)

11.4.8 Are diesel engine exhausts and other hot surfaces in the vicinity of fuel, diesel, lubricating and hydraulic oil pipes protected against spray?

Surfaces with temperatures above 220 Celsius which may be impinged as a result of a leak from an oil system failure shall be properly insulated. (SOLAS II-2/4.2.2.6.1)

Precautions shall be taken to prevent any oil that may escape under pressure from any pump, filter or heater from coming into contact with heated surfaces. (SOLAS II-2/4.2.2.6.2)

11.4.9 Are hot surfaces, particularly diesel engines, free of any evidence of fuel, diesel and lubricating oil?

Note: Lagging and insulation should be in good condition and free from oil.

If there is evidence of oil leakage or oil soaked lagging this must be recorded as an Observation.

11.4.10 Are fuel and lubricating oil handling areas, including purifier rooms, if applicable, ventilated and clean?

Note: A significant number of major incidents occur as a result of engine room fires. It is of particular importance that purifier rooms and oil handling areas are maintained in a clean condition.

11.4.11 Are main engine bearing temperature monitors, or the crankcase oil mist detector, in good order?

Internal combustion engines of 2,250 KW and above or having cylinders of more than 300 mm bore shall be provided with crankcase oil mist detectors, or engine bearing temperature monitors, or equivalent devices. (SOLAS II-1/47.2)

Note: Testing of the detector alarm can be carried out either electronically or by removing a cover and blocking the sensor path.

11.4.12 Where hydraulic aggregate pumps (hydraulic power units -HP/Hydraulic Power Packs-HPP) are located within the main engine compartment, is an oil mist detector fitted?

Note: In vessels/units fitted with hydraulic pressure packs, pressure in the transmission pipes can be very high. If the aggregate pumps are located within the engine compartment it is advisable that an oil mist detector be fitted. Where the aggregate pumps are located within a dedicated, fully segregated compartment within the main engine compartment, the question should be answered N/A.

11.4.13 Are the main switchboard, alternators and other electrical equipment satisfactorily protected from water spray?

If the main switchboard is not located in the engine control room or other protected location, record in Other comments, the measures that have been taken to protect it from water spray.

Note: Risk due to water spray in the event of failure of sea water pipes, including fire mains and hydrants, should be assessed.

11.4.14 Is deck insulation provided to the front and rear of medium power (i.e. 220V to 1000V) electrical switchboards and is it in a satisfactory condition?

Where necessary non-conducting mats or gratings shall be provided at the front and rear of the switchboard. (SOLAS II-1/45.2)

Non-conducting deck coverings, such as non-conducting mats or gratings, suitable for the specific switchboard voltage should be installed for personnel protection at the front and rear of the switchboard and should extend the entire length of and be of sufficient width to suit, the operating space. (USCG 46 CFR 111.30-11)

Notes: The USCG requirements apply to switchboards exceeding 250 volts.

Some decks are made from insulating composite material and will not need extra insulation.

11.4.15 If fitted, are gauge glass closing devices on oil tanks of a self-closing, fail-safe type and not inhibited?

11.4.16 If fitted, are self-closing sounding devices to double bottom tanks in good order, closed and capped?

11.4.17 Are all items of moving machinery which may present a hazard provided with guards?

Grinders, air compressor belt drives, vent fans, lathe, drill press etc

11.4.18 Are workshop machine tools in a safe condition and is eye protection available?

11.4.19 Is all loose gear in the machinery spaces, stores and steering compartment properly secured?

11.4.20 Are chemicals properly stowed and are Material Safety Data Sheets available?

11.4.21 Are machinery spaces and steering compartments (where applicable) clean and free from obvious leaks and is the overall standard of housekeeping and lagging maintenance satisfactory?

Note: Workshops, compressor rooms, chemical stores, spare gear stores, electricians store/workshop should be checked. Safety notices and signs appropriate to the specific compartments should be posted.'

11.4.22 Are bilge systems operational and bilges free of oil, rubbish and sediment?

Note: Oily areas indicate a lack of maintenance and cleanliness. However, a small amount of oil in savealls should not be considered unsatisfactory.

11.4.23 Are bilge high level alarm systems regularly tested and are records maintained?

Note: Inspectors should consider requesting that this critical alarm be tested in their presence. It should be borne in mind that most bilge alarms are fitted with time delays. Note; Semi-Submersibles should have a system in place to test bilge alarms on a daily basis.

11.4.24 Are seawater pumps, sea chests and associated pipework in a satisfactory condition and free of hard rust and temporary repairs, particularly outboard of the ship-side valves?

Note: The condition of sea chests, sea water lines, storm valves and hull penetrations should be carefully checked to ensure that they are in good condition. Evidence of hard rust or deterioration should be recorded as an Observation.

11.4.25 Are valves and pipework marked or colour coded?

11.4.26 Is there a risk Assessment System in place for the carriage and handling of chemicals?

Have assessments been completed for all/new identified substances?

Reference COSHH or other industry best practice.

Have assessments been communicated to the relevant personnel?

Do personnel use the assessments?

Are re-assessments carried out and conveyed to the relevant personnel?

11.4.27 Is there a COSHH Assessment System in place?

Control of Substances Hazardous to Health (COSHH). Have assessments been completed for all/new identified substances?

Have assessments been communicated to the relevant personnel?

Do personnel use the assessments?

Are re-assessments carried out and conveyed to the relevant personnel?

Machinery status

11.5.1 Are all items of main, auxiliary and emergency plant in good order and reported to be fully operational?

Items of machinery may include:

- the main engine(s);
- auxiliary engines and generators;
- waste heat units;
- compressors, including main, instrument and emergency air compressors;
- purifiers and fuel oil handling equipment;
- sewage plant;
- bilge pumping arrangements and oily water separators;
- pipework, including steam, fuel, lubricating oil, seawater, sewage, drain and air pipes, etc;
- refrigeration and air conditioning machinery;
- hydraulic aggregate pumps;
- ventilation fans and trunking;
- stern tube and thruster sealing arrangements;
- burner, tubes, uptakes, exhaust manifolds and spark arrestors.

11.5.2 If applicable is the Engine Room local Engine control station in good order and are engineers familiar with the procedure for taking control from the bridge in an emergency?

Procedures should be readily available for this method of operation and tested as per Operators SMS.

11.5.3 Are concise starting instructions for the emergency generator, where fitted, clearly displayed?

Each emergency generating set arranged to be automatically started shall be equipped with starting devices approved by the Administration with a stored energy capability of at least three consecutive starts. A second source of energy shall be provided for an additional three starts within 30 minutes unless manual starting can be demonstrated to be effective. (SOLAS II-1/44.2)

Notes: These instructions are not for the use of the qualified engineering personnel, but for others who might be required to start the generator in an emergency.

Where the emergency generator cannot be effectively started manually and the starting source relies on a single starter motor, then an alternative means of applying the "charge", such as a duplicate starting system or spare starter motor, should be available

11.5.4 Where applicable, is the emergency generator fuel tank provided with sufficient fuel?

The generator should be capable of providing full load requirements for at least 18 hours. (SOLAS II-1/43.2)

Notes: This may not necessarily mean a full tank. A minimum quantity to provide sufficient fuel for this requirement should have been established.

If necessary, the emergency generator fuel tank should be charged with fuel designed for use in sub-zero temperatures. Every oil fuel pipe, which, if damaged, would allow oil to escape from a storage, settling or daily service tank situated above the double bottom, shall be fitted with a cock or valve directly on the tank capable of being closed from a safe position outside the space concerned in the event of a fire occurring in the space in which such tanks are situated. (SOLAS 74 II-2/15.2.5)

Oil fuel pipes, which if damaged would allow oil to escape from a storage, settling or daily service tank having a capacity of 500 litres and above situated above the double bottom, shall be fitted with a cock or valve directly on the tank capable of being closed from a safe position outside the space concerned in the event of a fire occurring in the space in which such the tanks are situated. (SOLAS 2004 II-2/4.2.2.3.4)

The controls for remote operation of the valve for the emergency generator fuel tank shall be in a separate location from the controls for remote operation of other valves for tanks located in machinery spaces. (SOLAS 2004 II-2/4.2.2.3.4)

11.5.5 Where an emergency generator is not fitted, are engine room emergency batteries in good order and fully charged?

The emergency batteries must supply the designed power load for up to 18 hours. check battery test/inspection records.

11.5.6 Is all electrical equipment including junction boxes and cable runs in good order?

11.5.7 Are switchboards free of significant earth faults?

Note: Class rules require a minimum insulation resistance of 1 megaohm (1 million ohms).

11.5.8 Are emergency electrical power supplies fully operational?

Emergency steering

11.6.1 If applicable is the steering gear/steering compartment(s) free from defects?

Refer to 11.4.21 for recording housekeeping observations

11.6.2 If applicable has the emergency steering arrangement been tested within the past three months and are the results recorded?

Emergency steering drills shall take place at least once every three months in order to practise emergency steering procedures. These drills shall include testing of direct local control arrangements.

11.6.3 If applicable are emergency steering changeover procedures clearly displayed locally and in the wheelhouse?

11.6.4 If applicable are officers familiar with the operation of the steering arrangement in the emergency mode?

All ship's officers concerned with the operation and/or the maintenance of steering gear shall be familiar with the operation of the steering systems and with the procedures for changing from one system to another. (SOLAS V/26.3.2) Note: The opportunity should be taken if possible to request that an officer demonstrates the operation of the emergency steering arrangement. Inspector to consider type and method of steering when answering this question

11.6.5 If applicable, is the steering gear emergency reserve tank fully charged?

For conventional steering gear: A fixed storage tank shall be provided having sufficient capacity to recharge at least one power actuating system including the reservoir. (SOLAS II-1/29.12.3)

Note: This may not necessarily mean a full tank. A minimum level to comply with these requirements should have been established.

11.6.6 If applicable are the arrangements for the provision of heading information adequate?

Ships with emergency steering positions shall at least be provided with a telephone or other means of communication for relaying heading information to such positions. (SOLAS 1974 V/12(f) and SOLAS 2004 V/19.2.1.9)

In addition, ships of 500 gt and upwards constructed after 1st February 1992 shall be provided with arrangements for supplying visual compass readings to the emergency steering position. (SOLAS 74 V/12(f) and SOLAS 2004 V/19.2.5.2)

11.6.7 If applicable are communication arrangements with the bridge satisfactory?

Check that the arrangements take into account noise levels within the space.

11.6.8 If applicable is there a means for indicating the rudder angle or thruster direction at the emergency steering position?

Thrusters include azimuth thrusters and water jets.

11.6.9 If applicable is access to the emergency steering controls unobstructed?

11.6.10 If applicable in steering compartments, are suitable handrails, gratings or other non-slip surfaces provided?

The steering gear compartment shall be provided with suitable arrangements to ensure working access to steering gear machinery and controls. These arrangements shall include handrails and gratings or other non-slip surfaces to ensure suitable working conditions in the event of hydraulic fluid leakage.

Additional Comments

11.99 Additional Comments

If the Inspector has comments in respect of the subject matter covered by the Chapter additional to those which the Inspector may make in response to the specific questions in the Chapter, the Inspector should include such additional comments in this section.

General appearance and condition

Hull, superstructure and external weather decks

12.1.1 Is the general condition, visual appearance and cleanliness of the hull satisfactory?

Is the hull free of oil staining, extensive coating breakdown or excessive marine growth?

12.1.2 Are hull markings clearly indicated and correctly placed?

The ship's identification number shall be permanently marked:

- in a visible place either on the stern of the ship or on either side of the hull, amidships port and starboard, above the deepest assigned load line or either side of the superstructure, port and starboard or on the front of the superstructure. The permanent marking shall be plainly visible, clear of any other markings on the hull and shall be painted in a contrasting colour. (SOLAS XI-1/3.5.1). The following should also be clearly indicated, where applicable:

- the vessel/unit's name;*
- loadlines;*
- draft marks;*
- thruster warnings;*
- tug push points.*

12.1.3 Is the general condition, visual appearance and cleanliness of the external decks satisfactory including non-slip surfaces in working areas and access routes?

12.1.4 Does the structure include arrangements designed to minimise hazards associated with falls from heights?

e.g. rails, platforms, back-scratchers

12.1.5 Is the general condition of service pipework satisfactory and is it free from significant corrosion and pitting and soft patches or other temporary repairs?

Notes: The following deck pipework, should be examined, particularly on the underside, for external indications of corrosion and for patching or accelerated wear caused by rope abrasion:

- hydraulic and pneumatic pipework;*
- fire mains and associated fittings;*
- compressed air lines;*
- bulk cargo lines.*

Pipe securing arrangements should be intact and permit free movement of the pipes as necessary.

Check the condition of pipe stands, clamps, supports and expansion arrangements?

12.1.6 Are all deck openings, including watertight doors and portholes, in a satisfactory condition and capable of being properly secured?

Are all watertight doors operating correctly, with seals in good condition?

12.1.7 Are there documented procedures for the operation of powered watertight doors which require doors to be left in the normally closed position?

All personnel should have received instruction in the operation.

Signs giving operating instructions should be posted on either side of the doorway

12.1.8 Are all watertight doors included in the planned maintenance system?

12.1.9 If fitted are all watertight door position indicators operating correctly?

Indicators should be available at remote operating and control stations.

12.1.10 Are all cable transits and bulkhead penetrations correctly assembled?

If the vessel/unit is DP3, cable transits should be double-glanded.

12.1.11 Is a programme in place that covers the periodic inspection of all tanks, void spaces, chain lockers and cofferdams, and their coatings?

e.g. bulk cargo tanks, bulk powder silos and tanks for cargo fresh water, drill water, mud, brine, fuel, Ballast, NLS and methanol.

12.1.12 Are fuel, ballast and other space vents and air pipes in a satisfactory condition, marked to indicate the spaces they serve and does visual evidence indicate regular maintenance?

Note: Vent heads should be regularly dismantled to prove that flame screens, where fitted are clean and in a satisfactory condition and that the closing device which prevents the ingress of water is also in good condition and operating correctly.

12.1.13 Is the general condition, visual appearance and cleanliness of the superstructure satisfactory?

Electrical equipment

12.2.1 Is deck lighting adequate?

Note: The level of deck lighting should be adequate to allow for:

- safe access to the various areas;*
- the safe use of mooring equipment;*
- monitoring of the deck area;*
- monitoring of all deck areas and the adjacent surrounding areas to prevent unauthorised access.*

12.2.2 Is the general condition of electrical equipment, including light fittings, conduits and wiring, satisfactory?

Internal spaces

12.3.1 Are internal spaces and storerooms clean and tidy?

12.3.2 Are the forecastle space, rope stores and after stores free of water?

Accommodation Areas

12.4.1 Is the accommodation clean and tidy?

Free of animal/insect infestation? Check procedures are in place to manage infestations?

12.4.2 Are alleyways free of obstructions and exits clearly marked?

12.4.3 Are public spaces, including smoke rooms, mess rooms, sanitary areas, food storerooms, food handling spaces, refrigerated spaces, galleys and pantries clean, tidy and in a hygienically satisfactory condition?

Notes: Unburned fuel or fatty deposits in galley ranges, within flue pipes and in the filters of galley extraction fans can cause fire and must be maintained in a clean condition.

Oil and deep fat fryers should be fitted with thermostats to cut off the electrical power and prevent overheating.

12.4.4 Are laundries and drying rooms free of accumulations of flammable materials that could constitute a fire hazard?

Dryers to be free from excessive lint build up.

12.4.5 Is the level of accommodation lighting satisfactory?

Check whether a lighting survey has been undertaken and randomly test emergency lights.

12.4.6 Is the condition of electrical equipment in the accommodation satisfactory?

No accommodation space or jury rigged electrical appliances or overloaded sockets.

12.4.7 Are personnel alarms in refrigerated spaces in good order and regularly tested?

State frequency of testing (e.g. monthly)

12.4.8 Do the food storage areas appear to be kept in good order?

Dry food kept > 6 inches from deck. Stored away from direct sunlight. No obvious signs of pest infestation. Sufficient lighting and ventilation. Evidence of regular cleaning/inspection

12.4.9 Are there adequate toilet facilities for all personnel onboard?

Approximate ratio: Where appropriate, there should be at least 1 toilet, wash basin and bath or shower for each six persons onboard. There should be separate facilities for each sex separated by solid partitions (extending from deck to deckhead).

Toilets should be cleaned daily

Reference

MLC Maritime Labour Convention 2006 - Regulation 3.1, Paragraph 11

12.4.10 Is suitable hot and cold water available?

Adequate supply of potable hot and cold running water is provided

12.4.11 Is there a system in place to allow separate washing of work and personal clothing?

There should be a system in place to ensure that work overalls/clothing is kept separate and avoids potential contamination of personal 'clean' clothing

12.4.12 Are food handlers wearing correct clothing?

Aprons should be worn in food preparation area, non-slip safety shoes and hair nets/restraints should be worn. Food handlers should be in clean clothing

12.4.13 Are fridge, freezer and dry store areas being maintained at suitable temperature?

Fridge (less than 5°C), Freezer (less than -18°C), Dry Store (around 10°C)

If defrosting is not an automatic process, equipment should be defrosted regularly to maintain its efficiency.

12.4.14 Are tests undertaken of the potable water system and is regular maintenance carried out and recorded for both domestic and supplied potable water?

Check that documented procedures are in place and records are maintained.

May include UV treatment and/or super chlorination.

If there is evidence and a policy in place for Drinking water and cooking water to be supplied by Bottled water, and that all other water tanks come from a municipal supply then this question should be answered NA.

Additional Comments

12.99 Additional Comments

If the Inspector has comments in respect of the subject matter covered by the Chapter additional to those which the Inspector may make in response to the specific questions in the Chapter, the Inspector should include such additional comments in this section.

Ice operations

General

13.1.1 Does the vessel/unit have a formal risk assessment process in place and are risk analysis conducted prior to each new operation in ice?

13.1.2 Does the vessel/unit have operating procedures that address winterisation issues?

State whether vessel has a winterisation notation issued by Class.

13.1.3 Does the vessel/unit's stability booklet take into consideration the effects of ice accretion?

13.1.4 Do the deck working areas have shelters for crew working in exposed areas or does the vessel have a policy for frequent breaks of deck watch to rest inside?

Crew should not be exposed to excessive cold and wind chill conditions.

13.1.5 Do operating procedures specify the lowest sustained operating temperature for the vessel/unit?

Wind chill factor should be taken into account when specifying limits.

13.1.6 Do operating procedures specify the maximum thickness of ice that the vessel/unit may operate in?

13.1.7 Does the vessel/unit have an emergency plan and enough resources on board in the event of an emergency and/or an extended ice entrapment?

The vessel should have sufficient and reliable facilities to maintain a life sustaining environment in case of a prolonged entrapment in ice or an emergency where the vessel loses propulsion. This would include emergency rations and stores, emergency source of power and fuel, etc.

Winterisation

13.2.1 Is the vessel/unit provided with anti-icing and de-icing equipment and/or heat tracing and are these systems in good order?

De-icing equipment includes: steam generators, steam hosing, hot water. Pumps used for de-icing should be provided with redundant arrangements. Manual equipment should also be available such as mallets, shovels, axes or even a snow blower. Storage of de-icing equipment should be easily accessible and if in exterior compartments protected from freezing. Anti-icing methods may include covers with or without heating, electric trace wiring, heating coils, steam generators, ice repellent coatings or self draining piping.

13.2.2 Is all mooring and anchoring equipment protected?

Winches, wires and ropes should have canvas covers to stop ice accretion. The clutches and engaging gears of winches should be well protected by substantial coatings of grease.

13.2.3 Is ancillary deck machinery, including cranes, protected?

13.2.4 Are all fluid systems (e.g. firemain, fresh water lines) that are prone to freezing capable of being fully drained?

Care should be exercised in the design of such systems to avoid fluid traps and to ensure that drain plugs are fitted and readily accessible. Check that procedures are in place to readily return drained systems to operating status.

13.2.5 Are there supplies of salt/sand on board to spread on walkways/gangways?

Needed to protect crew from slips and falls on icy deck

HSE and safety equipment

13.3.1 Are adequate supplies of protective clothing and thermal insulating materials provided for all persons on board?

Mitts, gloves, cold weather coveralls, head and eye protection to reduce loss of body heat, foot protection which is slip-resistant and insulated.

13.3.2 Are immersion suits provided for all personnel on board?

13.3.3 Are all means of escape from the accommodation or interior working spaces free from being rendered inoperable by ice accretion or by malfunction due to low external ambient air temperatures?

13.3.4 Are all escape routes built to dimensions to allow for persons wearing suitable protective clothing to pass unhindered?

13.3.5 Is the temperature rating of the liferafts consistent with the minimum temperature the vessel/unit is capable of operating in?

Life rafts need to be able to be launched in cold conditions. Release mechanisms should be heat traced or assured of operation down to min temp the vessel is operating in

13.3.6 Are the lifeboats and quick release gear suitable for the extremes of temperature that the vessel/unit is capable of operating in?

Lifeboats should be enclosed and heated.

13.3.7 Are survival craft engines equipped with means to ensure the engines start readily when required at the minimum anticipated operating temperature and have fuel suitable for use at the anticipated operating temperature?

13.3.8 Are fire extinguishing systems designed and located so that they are not made inaccessible or inoperable by ice or snow accumulation or low temperature? Such that precautions should be taken to prevent nozzles, piping and valves of any fire-extinguishing

Precautions should be taken to prevent nozzles, piping and valves of any fire-extinguishing system from becoming clogged by impurities, corrosion or ice build-up.

Unprotected water and foam extinguishers are rated for safe operations to +1C. If protected with ethylene glycol they are rate downward to -10C; if the additive "Kerrol" or equivalent is used they are rated for use down to -20C

13.3.9 Are fire hydrants and isolating valves for the fire mains accessible and, if exposed to the weather, protected from freezing spray and icing?

13.3.10 Are the closing apparatus for ventilation inlets and outlets designed and located to protect from ice or snow accumulation that could interfere with the effective closure of such systems?

Crew experience

13.4.1 Do documented procedures require the crew to receive familiarisation training prior to operations in severe sub-zero temperatures?

13.4.2 Are ice operating and training manuals available onboard including documented procedures in place detailing operations with ice breakers?

13.4.3 Does the vessel have a minimum of at least one Ice Navigator?

Ice Navigator is an individual that is in addition to being qualified under the STCW Convention, is specially trained and otherwise qualified to direct the movement of a ship in ice-covered waters. This should include documented evidence of having completed on the job training and may include simulation training. IMO recommends at least one be on board when operating in Polar Waters. OCIMF briefing paper for sub-zero regions recommends 4 years of ice experience at a minimum.

Bridge equipment

13.5.1 Does the vessel have sufficient heated wheelhouse windows?

In cold weather need to be able to prevent build up of ice on windows.

13.5.2 Are the bridge windows fitted with sun screens or protection from the glare of the sun?

13.5.3 Are bridge wings enclosed or protected to facilitate watchkeeping and conning?

State whether bridge wings are enclosed or protected.

13.5.4 Does the vessel have searchlights that are suitable for operation in ice and snow?

Searchlights need to be powerful enough to observe ice around the vessel/unit.

13.5.5 Does the vessel have a minimum of one ice radar and is it fully operational??

Ice radar is a 3 cm radar with software that enhances the image so that the ice cover can be assessed.

13.5.6 Does the vessel have equipment for receiving ice data?

Vessel should have INMARSAT equipment capable to receive ice charts. Fax or Internet

Hull, machinery and engine room

13.6.1 Are all sea chests provided with steam heating and back flushing to deal with blockages/ice slurry?

Sea chests should be designed to deal with the potential ingestion of slush ice and shall include back flush arrangements or similar to deal with blockage from seaweed and other materials. Sea chests should incorporate a back flush arrangement (inclusive of re-circ of hot water) or similar to deal with blockages/ice slurry.

13.6.2 Are there alternative sea chests at differing drafts?

Vessel operating in ice should have one side in-take sea chest and one bottom in-take

13.6.3 Is there a back up heating system or protective measures in all areas that contain essential equipment or systems required for the safe operation of the vessel?

Upon failure of the primary heating system there should either be an independent heat source or the equipment should be fabricated from materials that will not make it susceptible to brittle fractures under the anticipated loads and temperatures.

13.6.4 Are the emergency batteries for communications equipment and those stored in deck boxes properly stored, secured and protected from freezing conditions?

Emergency batteries should be protected from extreme low temperatures and the should be secured so that they do not have excessive movement caused during ice-transiting operations. Vents to battery lockers should be designed so that ventilation is not restricted by the accumulation of ice or snow?

13.6.5 Does the vessel/unit have a means of preventing ballast, potable water and drill fluids from freezing and is it operating correctly?

Heating coils in ballast tanks or other method, such as bubblers, for prevention of ice

13.6.6 Is bunker tank heating provided and is it fully operational?

13.6.7 Do engineering documented procedures clearly define the diesel oil specification for use in sub zero environment ?

13.6.8 Are main machinery air intakes protected from clogging by snow?

13.6.9 Are main engines capable of starting in low outside temperatures?

Additional Comments

13.99 Additional Comments

If the Inspector has comments in respect of the subject matter covered by the Chapter additional to those which the Inspector may make in response to the specific questions in the Chapter, the Inspector should include such additional comments in this section.

Helicopter operations

General

14.1.1 Is there documentary evidence to confirm that the helideck meets the requirements of CAP437?

Helideck is usually Approved/Certificated by CAA; FAA; or equivalent. Specify applicable jurisdiction/region for certification in Comments. Add regions/jurisdictions previously worked as a Comment

14.1.2 Is the helideck available for use at all times?

This does not include delays due to readiness of crew, weather or similar reasons.

If masts have to be dropped, helideck "wings" folded out, or other issues which would prevent an aircraft landing, an Observation should be made.

14.1.3 If the vessel/unit has re-fuelling facilities, are they certified?

14.1.4 Are all appropriate publications available on board?

These may include, for example:

- CAP 437;
- IATA/ICAO IAMSAR Manual;
- IATA Regulations;
- ICAO Heliport Manual;
- ICAO Convention on International Civil Aviation - Annex 14 Vol II (Heliports) and Annex 6 Part III (International Operations - Helicopters);
- IMO Resolution A.855(20) Standards for On-board Helicopter Facilities

Operational procedures

14.2.1 Do on-board marine operations procedures address helicopter operations?

The operations procedures should include strict controls on work authorisation/management and communication protocols between crane drivers, deck workers, helideck staff, navigators, engine room staff and any other groups whose work may affect equipment moves, atmosphere changes, or personnel proximity to helideck. Normally, the HLO should have working authority to control. Procedures should also include specifying control of heliops when meteorological conditions change substantially.

14.2.2 Do helideck crew have appropriate PPE?

Appropriate PPE and identification tabards should be provided and used. This would normally include HLO and HDAs wearing flame retardant overalls or proximity suits with safety helmet/visor or goggles, and the fire monitor crew with the same dress.

14.2.3 Are documented procedures in place for checking helideck, net tension, and inspecting helideck for debris prior to aircraft arriving?

Procedures should include issues such as:

- checking that helideck is taut (not possible to lift any part more than 250mm clear of deck, with a vertical pull by hand);
- all lighting should be functioning (perimeter and floodlights);
- perimeter nets should not be taut;
- helideck needs to be checked for loose objects and any such items removed.

14.2.4 Are documented procedures in place for controlling passenger access/egress at helideck?

All passenger routes to/from helideck should be well marked and final access to helideck should be positively controlled by helideck crew (e.g. gate or traffic light). Arriving passenger direction signs should be clear and detailed in what to do/not to do/where to go.

Crew training

14.3.1 Are formally qualified Helicopter Landing Officers (HLOs) available on board as required?

Formal training/certification should be demonstrable.

14.3.2 Are formally qualified Helideck Assistants (HDAs) available on board as required?

Formal training/certification should be demonstrable.

14.3.3 Are all heli-ops radio users trained and appropriately certificated?

If no formal qualifications held, users should be able to demonstrate some on-board training of expected radio user protocols and practices

14.3.4 Is pitch, roll, heave and weather data collated by trained and experienced personnel?

Weather observing, report assessment, movement monitoring should be conducted by trained and experienced personnel, in most cases the navigating officers on the vessel/unit. Where used, state details of Helideck Monitoring System.

Emergency response

14.4.1 Is the vessel/unit equipped with dedicated airband transceivers?

Must allow both operating frequency use for normal communicating with the aircraft and watch/emergency frequencies for flight watch and following.

14.4.2 Does the vessel/unit have dedicated flight following/watch personnel?

Qualified radio operating personnel should be available. Formal flightwatch/following instructions and records should be confirmed in place and correctly logged.

14.4.3 Is the vessel/unit fitted with appropriate navigation beacons?

Although (D)GPS or equivalent is commonplace, a vessel/unit should also have available a means of transmitting a non-directional beacon in the Aviation waveband, acceptable to the Authorities in the vessel/unit's vicinity.

14.4.4 Is the helideck firefighting and emergency equipment in good order and available for immediate use?

Equipment should include an AFFF foam system to helideck and foam monitors designed to knock out a fire within 30 seconds of activation; fireman's outfits (including breathing apparatus); crash box (hammers, bolt-croppers, hatchets, etc.); powder and CO2 extinguishers (including a unit with lance to reach engine intakes, should that be required by pilot)

Passenger/cargo management

14.5.1 Is there a formal documented procedure for briefing passengers?

Briefing details/CD's of helicopter types should be available to include: danger areas; boarding/exiting procedure; emergency procedures; use of seat belts; no loose objects/clothing; prohibited goods; documentation needs, etc.,

14.5.2 During muster trials, are there records to indicate that the vessel ensures that access/egress to the Helideck/muster station/reception area is not excessively compromised?

Observation should be made if no such planning appears to have been undertaken.

14.5.3 Are baggage scales formally calibrated and fully operational?

Check calibration records for consistency. Sample freight/baggage manifests for completeness

14.5.4 Is there evidence that the vessels Control of passengers ensures offsigners are all loaded out and on-signers need to be checked in and briefed?

Control of passengers needs to be demonstrated to ensure offsigners are all loaded out and on-signers need to be checked and briefed.

14.5.5 Is there a secure area for handling/storing checked freight/baggage?

Should be under the direct control of one appointed person - aspects of this may come under the vessel/unit's Security Plan, which the Inspector should be made aware of, but review of the SSP is not permitted.

Additional Comments

14.99 Additional Comments

If the Inspector has comments in respect of the subject matter covered by the Chapter additional to those which the Inspector may make in response to the specific questions in the Chapter, the Inspector should include such additional comments in this section.

DP operations

General

15.1.1 Does the vessel have on board a copy of the most recent FMEA ?

Class and IMCA guidance FMEA should not be more than 5 years old

15.1.2 Do the vessel procedures require a minimum of two DP operators to be on duty during DP operations?

15.1.3 Is a record of FMEA proving trials available on board, and has the report been endorsed by class?

The requirements of how often an FMEA should be conducted should be clearly defined and included in the Company SMS referencing IMO MSC/Circ 645 5.5.1.2 Periodical survey at intervals not exceeding five years to ensure full compliance with the applicable parts of the guidelines. A complete test should be carried out as required in IMO MSC/Circ 645 5.1.1.1.

15.1.4 Have the findings / recommendations (if any) from the proving trials been closed?

The requirements of how often an FMEA should be conducted should be clearly defined and included in the Company SMS referencing IMO MSC/Circ 645 5.5.1.2 Periodical survey at intervals not exceeding five years to ensure full compliance with the applicable parts of the guidelines. A complete test should be carried out as required in IMO MSC/Circ 645 5.1.1.1.

15.1.5 Does the vessel have on board a copy of the most recent DP trial report?

Record the trial data report authors.

15.1.6 Are the annual DP trials scheduled within a year +/- 3 months of the anniversary date?

If trials are undertaken on a continuous basis, answer 'No' and make an Observation. DP Annual Trials should be clearly defined and should be included in the Company SMS referencing IMCA M190 Annual Trial should be carried out within three months before or after anniversary date of the initial trial. The annual trial should ensure that the DP system has been maintained in accordance with applicable parts of the guidelines and is in good working order. Further an annual test of all important systems and components should be carried out to document the ability of the DP vessel to keep position after single failures associated with assigned equipment class.

15.1.7 Have findings / recommendations from the DP trial report been addressed and closed out as required?

15.1.8 Does the vessel have a system/process, for insuring that DP personal read and understand the DP documentation?

Confirm that the DPO's have signed an acknowledgement form, and the FME(C)A is written in a language appropriate for the DPOs, ETOs, engineers and electricians.

15.1.9 If modifications have been undertaken, has the FME(C)A been up-dated and the modifications proven by testing?

15.1.10 Does the vessel owner have a designated person within its management structure with responsibility for DP incident investigation, support and close out?

15.1.11 Is there a DP simulator for DPO offline training and is there a development programme in place?

15.1.12 Do the vessel operating procedures require a minimum of two, DPO's while operating on DP?

A minimum of two personnel capable of manoeuvring the vessel away from the location. Best practice would be for both to be qualified deck officers.

If a qualified DPO does not provide meal relief then the question should be answered 'No' and an observation made.

15.1.13 If the DP system is not classed, has the FMEA been assessed against IMO MSC.Circ 645?

FMEA should be clearly defined and should be included in the Company SMS referencing IMO MSC/Circ 645 5.5.1.1 with A complete survey of the DP system to ensure full compliance. A complete test of all systems and components and the ability to keep position after single failures associated with the assigned equipment class.

15.1.14 Do the failure modes meet IMO MSC Circ.645 with 'fail as set, or fail to zero'?

State failure mode.

15.1.15 Is there a DP software control policy and procedure in place on the vessel?

Do Field arrival tests include black start recovery tests?

Operations

15.2.1 In the last 12 months has the vessel operated without experiencing any loss of position incidents?

If the vessel has recorded any Yellow or Red condition DP alarms Inspector to Note and record all such incidents

15.2.2 In the last 12 months has the vessel operated without any events resulting in a reduction of DP capability?

Inspector to note how many advisory status occurrences.

15.2.3 Does the vessel use the IMCA Incident reporting system?

IMCA M 103 Rev 1, Appendix 1

15.2.4 Does the vessel carry out risk assessments for specific operations?

Including SIMOPS, external loads such as tuggers, relative/absolute position referencing, weather related contingencies, etc.

15.2.5 Are Manual thruster control levers and emergency stops located within easy reach of the DPO?

Inspector to comment if controls are not clearly marked. IMO MSC/Circ 645 3.4 reference

15.2.6 Can the health of the position reference systems be monitored by the DPO, independently of the DP control station?

Inspector to comment if DPO needs to leave the immediate vicinity of the DP desk to view health information.

15.2.7 Does the vessel have a vessel specific DP operating manual on board?

IMO Resolution 645 Operational Requirement Confirm that the manual is written in a language appropriate for the DP operators. State whether manual has been reviewed by Class; and not part of the MOM.

15.2.8 Have all personnel involved in DP operations read the manual?

Verify acknowledgement sheet has been signed by DPO's/ETO's/Electricians.

15.2.9 Are checklists in place to cover bridge, engine room and electrical systems operation e.g. 500 m safety zone/Field arrival/pre departure (DP set-up), DPO and engine room periodical changeovers?

Includes auto pilot, redundancy consideration, normally closed crossovers, switchable power supplies, generators, thrusters, position reference systems, environmental conditions etc. for both bridge and engine room.

15.2.10 Are DP Capability Plots in place to cover the normal and expected operations, and worst case failure?

Guidance is provided in IMCA M 140 "Specification for DP Capability Plots" and Marine Technology Society DP Operations Guidance.

15.2.11 Are DP footprints regularly recorded and compared against previous footprints and the DP Capability Plots?

IMCA M 140 - Specification for DP Capability Plots and MTS Operations Guidance DP Footprint Plots

15.2.12 Dependent on vessel activity and/or Client requirements are Activity Specific Operating Guidelines (ASOG) or Well Specific Operations Guidelines (WSOG) or Field Specific Operations Guidelines (FSOG) in place and utilized?

Check to confirm that all responsible parties have signed the WSOG e.g. Capt., Tool pusher and Company Drilling Foreman/Client representative. Are there defined limits set for yellow and red alert? Are termination of operations defined?

15.2.13 Is the DP control console located so that the DPO can also observe the controls, the external environment and the working operations of the vessel/unit?

If 'No', state whether CCTV is utilized.

IMCA M 103 Rev 1- 1.6.5 Position Control

IMCA M 103 Rev 1- 1.2 Scope of Dynamic Positioning, IMO MSC/Circ 645 - 3.4 DP Control System

15.2.14 Is a defined contingency matrix in place to cover weather limits and the cessation of operations?

Based upon the DP Capability Plots.

Equipment

15.3.1 Is the Dynamic Positioning control systems in good order?

Record the date of the last maintenance visit and review the report. Note any recommendations/deficiencies.

15.3.2 Are all position reference systems in good order?

IMCA M 103 Rev 1- 1 Principles for all DP Vessels

15.3.3 Are there procedures in place to eliminate common input to acoustics, e.g. gyros, VRU's?

Check that the consequences of switching sensors are considered.

- 15.3.4 Are the position reference systems provided with a schematic for power supply, external inputs/outputs and wiring diagrams and antennae placement?**
- 15.3.5 Are the positions of antenna, or position reference systems origins, and their offset from the vessel centre of rotation maintained in a single file?**
Check that file is readily available to DPO's, file maybe electronic.
- 15.3.6 Does each thruster have an independent emergency stop that is well protected against inadvertent operation?**
IMCA M 103 Rev 1, 1.6.1 Thrust units State date that emergency stops were last tested.
- 15.3.7 If fitted are the emergency stops alarmed against failure?**
Ref. IMCA M 103 (Built after DNV-2008/ABS-2012)
- 15.3.8 Does the vessel have a data recorder that records all DP parameters including operator keystrokes?**
IMCA M 103 Rev 1- 1.5 Operation, Training and Documentation Best practice for vessels engaged in sensitive DP operations. If a data recorder is not fitted, confirm that procedures are in place for securing relevant data in the event of a DP incident.
- 15.3.9 Is there a procedure and evidence of the regular checking of the secure power supply systems (UPS Battery systems)?**
IMCA M 103 Rev 1- 1.6.5 Position Control.
- 15.3.10 If vessel is DP class 2 or 3, does the DP system have a continuous analysis function checking that in terms of thruster and power can maintain position after the worst case failure? IMCA M 103 Rev 1- 1.6 Recommended for all vessels built after 1994.**
IMCA M 103 Rev 1- 1.6 Recommended for all vessels built after 1994.
- 15.3.11 Is the vessel fitted with drift off simulator as part of the DP control system?**
- 15.3.12 Is the bus bar configuration in accordance with the FMEA?**
Inspector to comment on whether the bus is open or closed.
- 15.3.13 Do the operational procedures include guidance on number of generators to be running at different power loads and are DPOs and engineers familiar with them?**
Guidance should include direction on optimum generator load and recommended 'spinning reserve' when variable loads are expected in critical position keeping situations.
- 15.3.14 Is the DP control system included within the Planned Maintenance System?**
Including all position reference systems, UPSs and sensors.
- 15.3.15 In the Operations manual are relative and/or absolute position references considered, do not conflict with project requirements, and defined for all anticipated vessel operations?**
DP Position References can be categorized as either Relative (which gives a position in relation to an unknown point of reference) or Absolute (which gives a geographical position). The type of Position Reference System to be used should be defined based on the most appropriate system(s) for the planned vessel operations. Examples of Relative systems could be systems such as; Fanbeam, Cyscan or RADius and Absolute position reference systems may be DGPS, Tautwire or Acoustic systems (USBL, SBL, LBL). Note: It should be noted that Acoustic systems can be considered relative when used with a mobile asset (e.g. ROV) and similarly, relative systems can be considered absolute if utilized on a fixed geographical position.
- Guidance*
IMCA M103 Guidelines for Design and Operation of Dynamically Positioned Vessels
Marine Technology Society DP Operations Guidance
- 15.3.16 Are there manual changeover switches fitted to acoustics (or other) to allow selection of specific Gyros and vertical reference units?**

15.3.17 Are relative and/or absolute position references considered and defined for operations?

DP Position References can be categorized as either Relative (which gives a position in relation to an unknown point of reference) or Absolute (which gives a geographical position).

The type of Position Reference System to be used should be defined based on the most appropriate system(s) for the planned vessel operations.

Examples of Relative systems could be systems such as; Fanbeam, Cyscan or RADius and Absolute position reference systems may be DGPS, Tautwire or Acoustic systems (USBL, SBL, LBL).

Note: It should be noted that Acoustic systems can be considered relative when used with a mobile asset (e.g. ROV) and similarly, relative systems can be considered absolute if utilized on a fixed geographical position.

15.3.18 Are consequence analysis alarms used as input to the contingency matrix?

Competence

15.4.1 Are the vessels crew qualified for DP Operations?

Confirm DP certification been issued by a recognised body, such as the Nautical Institute or Norwegian Petroleum Directorate experience from log books and questions. Confirm that Engineers and ETOs have appropriate training/guidance on how to operate/maintain plant when in DP mode. Nautical Institute QR code letters on board stating that the originals are at the Nautical Institute office and are under review are seen as equivalent to a DP certificate and are deemed acceptable. Where NI Quick Response code (QR) letters are in place the inspector SHALL make a supplementary comment detailing that certs were not sighted but NI QR letters were sighted.

15.4.2 Do all key personnel on board comply with the IMCA minimum requirements for experience and training?

IMCA M 117 Rev 1- The training and Experience of key DP personnel

15.4.3 Is there an Engineer and or Electronic Technician on-board with approved training on the DP system?

Confirm that Engineers and ETOs have appropriate training/guidance on how to operate/maintain plant when in DP mode. Ref IMCA M117 section 6. Sight certificates / records of DP system training from system manufacturer.

Additional Comments

15.99 Additional Comments

If the Inspector has comments in respect of the subject matter covered by the Chapter additional to those which the Inspector may make in response to the specific questions in the Chapter, the Inspector should include such additional comments in this section.

END OF DOCUMENT