



Pre-port Arrival Quick Reference and Downloadable Check List

MASTER'S OFFICE CERTIFICATES AND DOCUMENTATION

CERTIFICATES

Up to date and valid certificates and documents are available on board and properly endorsed.

The vessel's Master reviews the information to confirm that the agent has returned the original certificates.

Servicing certificates for firefighting and lifesaving equipment are available and indicate a current validity period.

Special attention should be paid to dates, capacities, and required supplements.

If the vessel has been issued an e-Certificate, anyone can quickly validate an e-Certificate by searching the ABS e-Certificate Online Database:

<https://ww2.eagle.org/en/rules-and-resources/e-certificate-online-database.html>

STANDARDS OF TRAINING, CERTIFICATION AND WATCHKEEPING (STCW)

The vessel's crew are trained and have the appropriate levels of training certification required for their position and areas of responsibility. Many flag Administrations require certificates to be issued by the vessel's flag State.

ISM AND ISPS CODE

The vessel's Master is fully conversant with the vessel's onboard Safety Management System (SMS) as well as the Ship Security Plan (SSP).

On-board maintenance, drills and exercises are carried out and documented as required by the SMS and SSP.

ILO MARITIME LABOUR CONVENTION

Master is conversant with the national requirements and company's measures ensuring compliance with the requirements of the Convention relative to seafarers' working and living conditions on board.

Periodic inspections of the accommodation, food and drinking water, all spaces and equipment used for storage and handling of food, including galley areas are carried out and are documented.

MANUALS, PLANS, RECORDS AND LOGBOOKS

Ship specific manuals and booklets are on board and up to date as applicable including:

- Applicable Maintenance Manuals
- Ballast Water Management Plan
- Bulk Carrier Booklet
- Bunker Delivery Note
- Cargo Record Book (MARPOL Annex II)
- Cargo Securing Manual
- Certificate of Compliance for VDR
- Coating Technical File - Required for Performance Standard for Protective Coatings (PSPC)
- Construction Drawings
- Continuous Synopsis Record
- Crude Oil Washing Operation and Equipment Manual (COW Manual)
- Dangerous Goods Manifest or Stowage Plan
- Damage Control Plans and Booklets
- EEDI Technical File
- Emergency Towing Procedure
- Fire Control Plan/Booklet
- Fuel Oil Changeover Procedure and Logbook
- Garbage Management Plan
- Garbage Record Book
- GMDSS Logbook
- Grain Loading Manual
- International Code of Signals and IAMSAR Manual, Volume III
- Life Saving Appliances and Fire Safety Training Manuals
- Loading Instrument Book
- Loading Manual
- Maneuvering Booklet
- Minimum Safe Manning Document
- Noise Survey Report
- Oil Discharge Monitoring and Control (ODMC) Operational Manual
- Oil Record Book Part I

Oil Record Book Part II

Onboard Training, Drills, Exercises and Maintenance Records

Ozone-Depleting Substances Record Book

Passenger Ships - Decision Support System for Masters

Passenger Ships - List of Operational Limitations

Passenger Ships - Search and Rescue Cooperation Plan

Procedure and Arrangements' Manual (P&A Manual)

Record Book of Engine Parameters

Record of Oil Discharge Monitoring and Control System for the Last Ballast Voyage

Records of Hours of Rest and Table of Shipboard Working Arrangements

Safety Data Sheets (Previously Material Safety Data Sheets)

Ship Construction File

Ship Security Plan and Associated Records

Ship Structure Access Manual

Shipboard Oil Pollution Emergency Plan (SOPEP) Including Updated Contact List

Shipboard Marine Pollution Emergency Plan (SMPEP)

Ship's Official Logbooks

Ship-Specific Plans and Procedures for Recovery of Persons in the Water

SSAS, LRIT and AIS Test Reports

STS Operation Plan and Records of STS Operations

Survey Planning Document (Including Enhanced Survey Report Files) - Required By ESP Oil Tankers, Bulk Carriers and Chemical Carriers

Trim and Stability Booklet

Type Approval Certificate & Manufacturer's Operating Manual for Incinerators

VOC Management Plan

PSC CATEGORIES: BRIDGE

NAUTICAL PUBLICATIONS

The latest publications are on board such as IMO publications and flag Administration regulations.

CHARTS

Charts, including tide tables, are up to date.

The latest Notice To Mariners are logged and updates made.

Electronic Chart Display and Information System (ECDIS) updates are current.

PASSAGE PLANS

Voyage passage plans (berth to berth including pilotage arrangements) are correctly documented and any revisions approved by Master.

LIGHTS, SHAPES AND SOUND SIGNALS

The List of Lights, International Code of Signals and Illustrated Table of Lifesaving Signals is available and the signaling lamp is in good working condition and has been tested on both emergency power supply and battery power.

All navigation lights are installed in their correct positions based on COLREG 1972 (e.g. Sternlight with an arc of 135°, Masthead Light with an arc of 225°, etc.).

Port and Starboard side light screens are painted matte black.

Ship's whistle, bell and gong are functional.

Shapes (black balls, cone, cylinder and diamond) are available as applicable per COLREGS'72.

MAGNETIC AND GYRO COMPASSES

The standard magnetic compass is adjusted for proper working condition, and the deviation card has been updated as required.

No excessive deviation errors.

The standard magnetic compass is free of air bubbles and the deviation log is maintained.

The lifeboat/rescue boat magnetic compass is in good working order.

The gyro compass is operational.

GMDSS, EPIRB VDR, SSAS LRIT AND AIS

Radio equipment is in good working order and has been serviced and tested by a recognized radio technician.

EPIRB is in proper working condition, programmed correctly, and the battery expiration date is displayed within the window.

The vessel's automatic identification system (AIS) is properly programmed, operational, and test report is available.

VDR annual performance test certificate is on board, and the VDR battery expiration date is confirmed.

LRIT is turned on and in working condition, and the test report is available.

SSAS is in working condition, and the test report is available.

Survival craft portable two-way VHF radiotelephone apparatus meet the requirements of Section 2.3.11 of MSC Res. 149(77).

RADAR TRANSPONDER

The radar transponder(s) is located in their proper location, operationally tested and the expiration date of batteries is confirmed.

RADARS, ECHO SOUNDER AND ECDIS

Radars and echo sounder are in proper working condition.

ECDIS audible alarms are fully functional.

BRIDGE NAVIGATIONAL WATCH ALARM SYSTEM (BNWAS)

BNWAS to be demonstrated that system is protected by security pass code (should be under control of Master).

Position of BNWAS reset buttons confirmed to be in compliance with Paragraph 4.1.3.1 and 5.1.4. of IMO Resolution, MSC. 128(75).

It should not be possible to initiate the reset function or cancel any audible alarm from any device, equipment or system not physically located in areas of the bridge providing proper look out.

Means of activating the reset function should only be available in positions on the bridge giving proper look out and preferably adjacent to visual indications. Means of activating the reset function should be easily accessible from the conning position, the workstation for navigating and maneuvering, the workstation for monitoring and the bridge wings.

DOCUMENTATION

Service records for life raft and fire extinguishing equipment are up to date.

Ship records from the Master's Log, primary and secondary steering gear testing, remote steering control, steering positions on the bridge, rudder angle indicator, steering gear failure alarms, control communications and control alarms, proper functioning of the emergency diesel generator, main propulsion ahead and astern testing.

THE BATTERY ROOM

Room is to be inspected for cleanliness and proper ventilation.

Battery room equipment is present and in good condition (gloves, eye protection, hydrometer, etc.).

Battery room electrical equipment is in good condition and rated for hazardous space.

PYROTECHNICS

All pyrotechnics and line throwing apparatus are within their validity dates, and the correct numbers are provided.

- Four (4) line throwing devices
- Twelve (12) rocket parachute flares
- Four (4) rocket parachute flares - each lifeboat
- Six (6) hand flares - each lifeboat
- Two (2) buoyant smoke signals - each lifeboat

PSC CATEGORIES: ACCOMMODATIONS

FIRE DAMPERS AND DOORS

The fire dampers are in good working condition, have been functionally tested and recently examined internally and externally.

Damper flaps are structurally sound with no edge wastage and sealing surfaces are functional.

The external ventilation trunk is marked to show damper flap position - OPEN or CLOSE.

The location of fire dampers can be found on the fire control plan.

Louver type dampers are tested to ensure louver contact and function.

Weathertight doors are closing properly, gasket seals are functional, and are in accordance with load line regulations.

Accommodation internal fire doors not tied back with 'hooks or line'.

FIREFIGHTING EQUIPMENT

The fire, smoke and heat detectors have been tested for proper operation.

Fire detection panel displays with no faults.

Fire stations have the appropriate equipment secured properly.

Fire hoses are not leaking and have been checked for dry rot and usability.

Fire hoses are of correct length and diameter for location (15m, 20m, etc.).

Fire main is in good condition and does not have patches or holes.

Fire main isolation (machinery space and deck/accommodation) and relief valves have been tested and are working properly.

Portable and fixed firefighting systems have been serviced as required, and extinguishers are properly marked with date of servicing.

Fixed firefighting systems have been serviced and do not have any loose hoses, and the system has been reactivated.

Visual examination is completed of fixed firefighting system nozzles.

Firemans outfits verified to be complete, examined and found intact and without any damages.

Fire fighters two-way portable radios are available as per SOLAS Chapter II-2, Regulation 10.10.4. (Resolution MSC.338(91)).

Emergency control stations are clean and equipped with applicable safety equipment

Remote and quick closing devices are in good operating order.

Foam systems where fitted have had analysis samples taken and are operationally ready.

Fixed water spray system suction valves are aligned and ready for immediate use.

Fixed firefighting systems operating instructions are posted and labels clearly visible.

Access to fixed CO₂ system.

key in glass box to be readily available

FIRE CONTROL PLANS

Fire control plans are up to date with appropriate IMO markings and symbols.

Fire control plan at vicinity of accommodation entrance correctly displayed.

Updated crew list.

IMMERSION SUITS AND LIFE JACKETS WITH LIGHTS AND WHISTLES

The correct number and location are clearly shown on the safety plan and are located on board including the additional units required at any watch or work stations which are located remotely.

CABLE PENETRATIONS

Cable penetrations in accommodation bulkheads (wheelhouse/radio room, Masters cabin etc.) are all effectively sealed.

PSC CATEGORIES: CARGO AREA

LIFERAFTS

Liferafts have been serviced by an approved servicing company.

Liferaft hydrostatic releases are correctly connected and have valid service certificates and/or expiry dates.

Liferafts are properly secured.

Launching arrangements are in good condition (as applicable) with no obstructions for float-free operation.

LIFESAVING EQUIPMENT

Lifebuoys - the correct number is identified by type with line (non-kinking), light or smoke signal as applicable and with legible vessel markings.

Lifebuoy lights when fitted in hazardous areas are to be intrinsically safe.

Bridge wing Man-Overboard smoke and lights ready for easy release and lifebuoys are of proper weight (not less than 4 Kg).

HATCH AND PONTOON COVERS AND ALL WEATHERTIGHT CLOSING APPLIANCES

Hatch covers and weathertight closing appliances are in proper working condition and have been checked for missing or damaged gaskets, cleats, wedges and securing devices.

Hatch and Pontoon covers are secured correctly.

Hatch cover non return drain valves where required are not blocked and fire caps are fitted.

Where required, there is safe access to the bow.

CARGO CONTROL ROOM

Oil Discharge and Monitoring Equipment (ODME) is fully functional and set-up in accordance with the operations manual.

Inert Gas System is functioning properly.

Gas detection system is functioning and no faults.

Tank overfill alarm is functioning.

PSC CATEGORIES: MAIN DECK

LIFEBOATS/RESCUE BOAT

The lifeboat (rescue boat) structure (hull integrity, seats/ thwarts, flooring, releasing hook connections to the boat, releasing gear, tiller/ gudgeons) has been checked for proper maintenance with no wastage or rot.

The engine is in good working condition and has been operationally tested, and fuel tank is full.

The lifeboat (rescue boat) equipment and supplies have been checked for proper quantity, expiration date and condition.

Lifeboat (rescue boat) painter is connected.

Lifeboats (rescue boat) have been lowered as per schedule and released from hooks to confirm release mechanisms are operational.

Required interior equipment has been accounted for.

Lifeboat seat belts are of contrasting colors.

Lifeboat window at helmsman's position has clear visibility.

Lifeboat hatches are maintained.

Lifeboat nonslip surfaces are maintained.

Air supply system is maintained, air bottles have minimum required pressure and free of visible corrosion, if applicable.

Lifeboat water spray fire-fighting system is maintained, if applicable.

Lifeboat drain plug is attached to lifeboat and its position is clearly indicated.

LIFEBOAT/RESCUE BOAT AND LIFERAFT DAVITS

Davits are in good working condition and have been operationally tested.

Davits have been checked for wastage, proper hoisting/lowering and braking function.

Sheaves and loose gear are not worn.

Wires have been serviced and changed out as necessary.

Limit switches and winches have been tested.

Launching instructions are clearly posted and located in way of emergency lighting.

Rescue boats stored mechanical power (accumulator) is pressurized and pressure gauges functioning.

DECK

Excessive corrosion, cracking, buckling – if found, should be immediately reported to the local ABS office.

Handrails are intact and in accordance with the load line regulation.

AIR PIPES AND VENTILATORS

Air pipes and closure devices are checked for wastage.

Closure devices have been opened and the flame screen checked.

SHORE CONNECTIONS

International shore connection is onboard and located as per the Fire Control Plan.

Electrical shore power connections have proper connections and are functioning.

MARPOL Annex I and IV standard discharge connections where required have proper fittings, are marked, and have proper intact drip coamings.

ACCOMMODATION LADDER

Accommodation ladders are free of any defects (fractured steps, side ropes etc.), and the gangway safety net has been prepared and correctly rigged.

Pilot ladders are in satisfactory condition.

VESSEL ACCESS

Gangway log book entries are maintained and up to date.

Areas with restricted access are clearly marked, locked or access controlled.

LOAD LINE – DRAFT MARKS

Port and Starboard Load Line marks checked for active deadweight and confirmed to be clearly visible.

Draft marks are clear to read.

PSC CATEGORIES: ENGINE ROOM

MAIN AND EMERGENCY FIRE PUMPS

The main and emergency fire pumps confirmed to be in proper working condition – gauges operational, priming pump functioning, remote starting is operational (if applicable) and pumps are capable of taking suction and maintaining the proper line pressure.

Operating instructions are posted in plain view.

MACHINERY SAFETY SYSTEMS

Safety Relief Valves are free from obstruction and are in operational condition.

All machinery safety systems are operational without alarms present.

Emergency shutdowns are functional.

All Tank sounding pipes are closed, and self-closing devices are working correctly.

ELECTRICAL INSTALLATION

Main and emergency switchboards, and feeder panels are clear of any low insulation readings.

Switchboards are to be provided with insulated matting and handles both in front and behind.

CLEANLINESS

Excess oil leaks from engines and/or in the bilges, in containment areas and FO/LO processing areas have been cleaned.

The sources of any excessive oil leaks have been rectified.

Repair damaged lighting and/or replace burned out bulbs.

Fire hydrants and hose stations are clean and in good working order.

No thermal insulation is oil soaked.

No oil-soaked rags are left on decks and in bilge wells.

Tools and equipment are stored properly, and emergency exits are clear.

MARPOL ANNEX I

Remaining capacity of slop and/or sludge tank is sufficient for the intended voyage.

No unauthorized discharge bypass fitted.

MARPOL ANNEX II

Cargo is not categorized.

No unauthorized discharge bypass fitted.

MARPOL ANNEX III

Absence of a Dangerous Cargo Manifest or detailed stowage plan before departure from port.

Stowage and segregation provisions of the IMDG Code chapters 7.1, 7.2, 7.4, 7.5 and 7.6 are not met.

Ship is carrying dangerous goods not in compliance with the Document of Compliance for carriage of dangerous goods of the ship.

Ship is carrying damaged or leaking dangerous goods packages.

Ship's personnel assigned to specific duties related to the cargo are not familiar with those duties, any dangers posed by the cargo and with the measures to be taken in such a context.

MARPOL ANNEX IV

Sewage treatment plant (STP) is fully operational, including aeration blowers, sight tube, alarm panel, pressure gauges, etc.

STP is approved and certified by the Administration.

STP is not leaking.

MARPOL ANNEX V

Garbage Management Plan (GMP) is available on board.

Garbage segregation containers are in satisfactory condition and marked in accordance with the GMP.

Garbage Record Book entries are up to date.

Incinerator alarms and safety devices are all fully operational.

Ship's personnel are familiar with disposal/discharge requirements of garbage management plan.

MARPOL ANNEX VI

The sulphur content of any fuel oil used on board ships is not to exceed the limit of 0.5% m/m.

The sulphur content of any fuel used on board is not to exceed 0.1% m/m while operating within a SOX emission control area as per the provisions of regulation 14.

Emission reduction by equivalent arrangements are met.

Statement of Compliance related to fuel oil consumption reporting is on board.

Ship's personnel are to be familiar with essential procedures regarding the operation of air pollution prevention equipment.

MAIN PROPULSION ENGINE

Components of the main propulsion engine are working correctly.

The emergency control station and engine side station are operating correctly.

Validate that emergency procedures can be carried out as applicable.

There are no visible engine oil leaks.

MARPOL Annex VI, technical files for each engine should be available.

The record book of engine parameters is being maintained by the Chief Engineer.

AUXILIARY ENGINES AND EQUIPMENT

Auxiliary engines and attachments have been tested to confirm that gauges, emergency shut downs, automatic changeovers and quick closing valves are operating properly.

Auxiliary engine fuel oil leakage alarms are working and drain valves are in closed position.

MARPOL Annex VI, the EIAPP certificates and NOx technical files for each engine are available, if applicable.

The record book of the engine parameters is being maintained by the Chief Engineers as applicable.

There are no visible engine oil leaks.

OILY WATER SEPARATOR EQUIPMENT

Confirmed that oily water separator equipment and 15 ppm alarm monitor have been operationally tested including automatic stopping devices, alarms, piping systems and gauges, and found properly functioning.

Confirm that no unauthorized piping or electrical modifications have been made.

Verify that the Oil Record Book entries have been made correctly and signed by the Chief Engineer and Master, as per MARPOL Annex I.

HIGH PRESSURE FUEL LINES

High pressure fuel lines are jacketed and spray shields are in place as required.

Means for collection of leakages is satisfactory.

Alarm in case of fuel line failure is operational.

PORTABLE AND FIXED FIREFIGHTING SYSTEMS

Systems have been serviced as required and extinguishers are properly marked with date of servicing.

Machinery space fire hoses are correct length (15m maximum).

Boiler burner location is provided with sand box.

Fire Doors have proper closing mechanisms and are not purposely held open.

MARPOL ANNEX IV (INCINERATORS)

Valid IMO Type Approval Certificate is available.

Manufacturer's operating manual is available.

Incinerator is functional, alarms and safety devices are all fully operational.

PSC CATEGORIES: WORK SPACES (PUMP ROOM, STEERING FLAT, ETC.)

EMERGENCY FIRE PUMPS

Operating instructions are posted in plain view.

Emergency Fire Pump - Short lengths of fire suction or discharge piping that penetrates the machinery space is enclosed in a substantial steel casing or are insulated to "A-60" class standards and shall be welded except for the flanged connection to the sea inlet valve.

STEERING GEAR

The main and emergency steering gear has been tested and is functioning properly with no visible hydraulic leaks.

Steering gear gyro compass repeater without deviation error.

Emergency steering gear change over procedure posted.

Handrails, gratings or other non-slip surfaces provided and maintained.

Means of communication between the navigation bridge and the steering compartment is operational.

EMERGENCY POWER

The emergency generator has been operationally tested and is capable of coming online automatically within 45 seconds.

Emergency generator fuel oil tank is full, and quick closing valve is operational.

Starting arrangements are fully operational, e.g. batteries, compressed air, hydraulic accumulator.

Emergency lighting is operationally tested, and any defective lights replaced.

A transitional source of power (as applicable) and emergency power batteries have been checked for proper operation.

PORTABLE AND FIXED FIREFIGHTING SYSTEMS

Systems have been serviced as required and extinguishers are properly marked with date of servicing.

STRUCTURAL FIRE PROTECTION

A-60 Insulation is intact in all areas (emergency escape trunks, etc.) and not damaged.

Cable and pipe penetrations are not compromised.

Fire doors are maintained.

PSC CATEGORIES: PORT ARRIVAL

PRE-ARRIVAL

Accidental damage that is suffered while sailing to the port of call must be submitted to the Port State with details on the circumstances of the accident, damage suffered, remedial action and information about notification to the flag State. Refer to Resolution A.1138(31) Procedures for Port State Control, 2019.

INCREASED CHANCES OF PORT STATE ACTIVITY

First time being in the region in the past year.

Vessel has not been inspected in the last 6 months.

Deficiencies were found during the most recent Port State inspections.

Vessel has been detained in the last year.

ISM CODE: PSC ISM-RELATED DEFICIENCIES

SAFETY AND ENVIRONMENTAL PROTECTION POLICY

The policy posters are displayed at prominent locations.

The policy is properly controlled, and the latest revision is in use.

Crew members are able to demonstrate a satisfactory level of awareness of the SEP policy.

Safety and environmental objectives established in the SMS are consistent with those contained in the policy statement.

On board procedures and practices support and contribute to the successful achievement of objectives established by the company.

COMPANY RESPONSIBILITIES AND AUTHORITY

Responsibility, authority, and lines of reporting of key personnel are clearly defined and documented.

Crew personnel are able to demonstrate a satisfactory level of awareness of their duties and responsibilities as detailed in the SMS.

If day-to-day operations of the vessel have been delegated to a management company, evidence of this delegation is available.

Requisitions for supply of stores, spares and requests for repairs are being followed up by the shore-based management in a timely manner.

There is evidence of follow up action and monitoring by shore-based management over documented and reported outstanding nonconformities and deficiencies.

DESIGNATED PERSONS

DPA has direct access to the company's top management.

Crew are aware of the identity and contact details of the DPA.

There is evidence to show that the DPA is engaged in monitoring the safety and pollution prevention aspects of all vessel operations.

MASTER'S RESPONSIBILITY AND AUTHORITY

The Master is fully conversant with the company's SMS.

Master is able to demonstrate familiarity with his/her role and responsibility under the ISM Code.

SMS contains a clear statement giving the Master overriding authority to take decisions relating to safety and pollution prevention and to ask for assistance from the company when needed.

Master is aware of where this overriding authority is documented and is able to explain the intent of this provision.

Master's review of the SMS has been carried out as specified in the SMS and that it is effective.

Master's standing and night orders are current and in accordance with SMS.

Master is verifying that crew is observing the procedures and processes specified in the company's SMS.

RESOURCES AND PERSONNEL

Crew on board meet or exceed the minimum safe manning criteria established by the flag Administration, and the vessel is appropriately manned in order to maintain safe operations on board under all conditions.

Officers and ratings hold valid certificates and endorsements as per STCW and Safe Manning Document.

SEAFARERS (STCW)

All crew hold valid medical fitness certificates.

Safety induction, shipboard familiarization and safety and cybersecurity training of crew have been carried out as per the SMS.

Crew members are able to effectively communicate as a team in the execution of their duties.

Crew members are able to demonstrate their familiarity with the SMS commensurate to their roles and responsibilities.

Shipboard officers are familiar with relevant rules and regulations covered by the SMS.

Ship security officers are qualified and hold valid certificates as required by the Administration and STCW.

Watchkeeping schedules have been established, and a record of hours of rest is being maintained as per the STCW and MLC.

SHIPBOARD OPERATIONS

The SMS contains documented procedures for key shipboard operations.

Roles and responsibilities have been clearly assigned to qualified personnel who are able to demonstrate their familiarity with assigned tasks.

Voyage passage planning is carried out from berth to berth.

Navigational charts and publications for the intended passage are available on board and have been updated to the latest notices to mariners.

Ship stability and stress calculations for different stages of the voyage are being carried out.

Bridge and engine room checklists (arrival, departure, testing controls, watchkeeping, etc.) are being followed.

Job Safety Analysis/toolbox talks are carried out per SMS risk assessment procedure.

Permit to work (hot work, entry into enclosed spaces, working aloft, lock out-tag out) procedures are being complied with.

Suitable personnel protective equipment is being used by the crew.

Procedures for cybersecurity are implemented.

Bunker and fuel transfer procedures are complied with.

Procedures for operations with low sulfur fuel oil are being followed.

The ballast water exchange plan is complied with as per regulations.

The waste management plan is properly implemented.

A safe means of embarkation and disembarkation is available.

EMERGENCY PREPAREDNESS

Crew emergency response plans and muster lists are current and up to date.

Personnel are familiar with their muster stations and assigned duties.

Contingency plans for potential emergency situations are available.

Drills as required by SOLAS and as per the company's SMS have been carried out.

Emergency exercises with the shore-based emergency response team have been carried out as required by the SMS.

Post-drill analysis to identify weaknesses and lessons learned is carried out for continuous improvement.

Personnel are able to carry out emergency drills effectively.

Emergency contact information for the shore-based emergency response team is updated and kept current.

All safety equipment is readily available and adequately maintained.

Fire control plans are up to date and current.

Means of escape and access are not obstructed.

REPORTS AND ANALYSES OF NONCONFORMITIES, ACCIDENTS AND HAZARDOUS OCCURRENCES

All Nonconformities, accidents, incidents, injuries and near misses are reported, and investigated to determine the root cause.

Timely corrective and preventive action is taken, records maintained and effectiveness verified.

Following a PSC detention, corrective action taken by the ship must not be limited to the PSC deficiencies. Actions should be taken to identify and resolve similar deficiencies.

MAINTENANCE OF THE SHIP AND EQUIPMENT

The vessel is clean, tidy, habitable and well illuminated.

There is no evidence of excessive corrosion and/or wastage on exposed decks and fittings.

The ship has implemented and is maintaining an effective planned and/or preventive maintenance system.

Inspection of the vessel is carried out as established in the SMS, and identified defects are being dealt with.

No unauthorized repairs, modifications or alterations have been carried out.

Machinery and hull defects including breakdowns have been reported to the company.

Reported defects are being monitored by the company, and timely corrective action is being implemented to rectify them.

Critical and standby equipment and systems have been identified and routine testing is being carried out.

A sufficient stock of spares and stores is available on board as required by the SMS.

Records of maintenance and test activities are available.

DOCUMENTATION

All class, statutory and other applicable trading certificates and documents relevant to the ship are available.

The latest revisions of the SMS manuals, procedures and records are readily available at relevant locations.

The latest editions of publications required by the vessel's flag Administration are available.

A copy of the company's ISM Document of Compliance with the latest endorsement is available.

Deck, engine, GMDSS and other applicable official log books are maintained and up to date.

The correct format of the Oil Record Book is in use on board and kept up to date.

Latest issue of the Continuous Synopsis Record (CSR) including old revisions of CSR are maintained on board.

Records of internal and external audits are available.

COMPANY VERIFICATION, REVIEW AND EVALUATION

Internal audits have been carried out at intervals not exceeding 12 months by auditors who are independent of areas audited.

Audit findings are being tracked to closure.

Timely corrective action has been taken to close out audit findings and action taken to prevent recurrence are effective.

Shore-based management is monitoring and providing the necessary support in implementation of corrective actions.

Individuals undertaking ISM related tasks (i.e. vendors) comply with SMS safety and environmental policies and procedures. Records of familiarization of these vendors are available.

Management reviews to verify the effectiveness of the SMS are being carried out and records are available.

INTERNATIONAL SHIP AND PORT FACILITY SECURITY (ISPS) CODE

There is an approved Ship Security Plan (SSP) on board, protected from unauthorized disclosure and all security measures are implemented for the applicable security level.

The vessel is operating at the appropriate security level as specified by the flag Administration or the Port State.

Master, Ship Security Officer (SSO) and crew members are aware of all levels of ship security and applicable procedures at each level.

SSO and other personnel with security duties are trained and certified in accordance with STCW requirements.

Master and SSO are aware of their responsibility of periodically reviewing security measures and recommending changes to the SSP as appropriate.

Access to ship is controlled and crew members on watch are familiar with the access control measures at each security level. This includes control measures applied at ladders, gangways, ramps, doors, side scuttles, hawse pipe, windows, ports, cranes, hoisting gears, etc. as applicable.

Restricted areas have been identified and crew members are aware of access control measures applied to these areas.

All security equipment necessary for maintaining the security levels, including all security equipment listed in the SSP, is in working condition.

Stores, spares, provisions are searched in accordance with the SSP, and crew members are aware of their responsibilities.

Shipboard security training and drills are periodically carried out in accordance with SSP.

Security incidents and breaches of security are documented, and timely corrective and preventive actions taken.

Following records of security activities are maintained on board and protected from unauthorized access or disclosure:

Training, drills and exercises.

Security threats and security incident reports.

Breaches of Security.

Changes in security level.

Communications relating to the direct security of the ship such as specific threat to the ship or to port facilities where the ship is, or has been.

Declaration of Security (DOS) for last 10 port calls.

Internal and external audit report(s).

Periodic reviews of Ship Security Assessment and Ship Security Plan.

Maintenance, calibration and testing of security equipment identified in the SSP including testing of the SSAS.

Any amendment to SSP are approved in accordance with flag State requirements.

Evidence of implementation of the amendments to the SSP.

ILO MARITIME LABOUR CONVENTION (MLC, 2006)

MINIMUM AGE

All seafarers onboard are at least 16 years of age or as required by flag State.

Seafarer under the age of 18 is not working at night (except under an approved training program).

Seafarer under the age of 18 is not carrying out tasks that are likely to jeopardize their safety or health.

MEDICAL CERTIFICATION

Seafarers are not allowed to work if they are not medically fit.

Seafarers have been issued a medical examination certificate by a qualified medical practitioner in accordance with the national law.

Medical certificate validity should not be more than two years for seafarer 18 years or more and one year for seafarer less than 18 years of age.

Seafarers holding color vision certificates does not exceed 6 years of validity or any other time frame impose by flag State.

Medical certificates are in the English language if the ship is engaged in international voyages.

QUALIFICATIONS OF SEAFARERS

Seafarers are trained or certified in accordance with the STCW convention, and minimum requirements of the Safe Manning Document (SMD) are met.

All seafarers have completed training for personal safety onboard ship.

SEAFARERS' EMPLOYMENT AGREEMENTS

Copy of seafarer employment agreement (SEA) and collective bargaining agreement (CBA) as applicable are available on board.

Each SEA is signed by the seafarer and the ship owner or an authorized representative of the shipowner.

SEA is written in the English language and does not contain any clause that violates seafarers' rights.

SEA is valid for the seafarers position onboard and not expired.

USE OF ANY LICENSED OR CERTIFIED OR REGULATED PRIVATE RECRUITMENT AND PLACEMENT SERVICE

Documentary evidence indicates that private recruitment and placement service(s) employing seafarers on behalf of the shipowner is (are) operated in accordance with the convention.

Private recruitment and placement services are licensed or certified or regulated in accordance with the convention.

Seafarers are not charged for recruitment and placement services.

HOURS OF WORK OR REST

Work schedule at sea and in port conforms to the hours of work or rest requirements of the convention. Any exceptions to the work or rest schedule are in accordance with the STCW and Flag state requirements.

Work schedule is written in English language and working language of the ship and posted in relevant locations.

Records of hours of work or rest are maintained in a format specified/accepted by the flag State.

MANNING LEVELS FOR THE SHIP

Seafarers are trained or certified in accordance with the STCW convention, and minimum requirements of the Safe Manning Document (SMD) or equivalent issued by the flag State are met. Sufficient number of seafarers are onboard to ensure safety and security under all conditions, taking into account seafarer fatigue and the particular nature and conditions of voyages undertaken.

ACCOMMODATION AND ONBOARD RECREATIONAL FACILITIES

Documentary evidence confirming that accommodation is built to the applicable national standard(s).

Heating, lighting, ventilation systems, and other fittings and fixtures are in good working condition.

Separate sleeping rooms and sanitary facilities are provided to men and women seafarers.

Sanitary facilities are adequate for number of personnel onboard and functional.

Hospital is maintained in accordance with the national requirements and used only for taking care of sick seafarers.

Laundry facilities are adequate and functioning correctly.

Noise and vibration including other ambient factors are controlled and within limits as specified under national requirements.

Periodic Inspection records of the accommodation, including mess rooms and recreational facilities are available.

Accommodation is clean, habitable and maintained in good condition.

FOOD AND CATERING

Food and drinking water of adequate quantity, nutrition and quality are provided.

Seafarers are not charged for food and drinking water.

Ship's cook is at least 18 years of age and trained and qualified for the position.

Periodic inspection records of food, drinking water, food preparation, storage and handling areas are available.

Catering facilities and food storage areas are hygienic and fit for the purpose.

HEALTH AND SAFETY AND ACCIDENT PREVENTION

Health and Safety Policy is available and understood by all seafarers.

Programs for prevention of occupational accidents, injuries, and diseases are implemented.

Safety committee meetings are periodically conducted and documented.

Personnel Protective Equipment (PPE) is available to seafarers.

A risk assessment (e.g. Job safety analysis/tool box talks) is carried out for the work assignment. Accidents are investigated and reported.

ON BOARD MEDICAL CARE

Seafarers are provided appropriate health protection and medical care, including dental care on board the ship at no cost.

Personnel with appropriate STCW qualification are on board to provide medical care or first aid (where medical doctors are not required to be carried on board).

Medical chest, medical supplies and equipment meets national requirements.

International Medical Guide for Ships and medical report forms are maintained on board.

ON-BOARD COMPLAINT PROCEDURES

Seafarers are provided with a copy of onboard complaint procedure in the working language of the ship.

Seafarers are familiar with the onboard complaint procedure, including prohibition on victimization for filing a complaint.

Seafarers understand that they have a right to file a complaint directly with the ship's Master or external authorities.

A complaint log, including disposition of each complaint, is maintained on board.

PAYMENT OF WAGES

Seafarers are paid regularly in accordance with SEA (including CBA if any), at least monthly.

Monthly wage slips are provided to each seafarer, and no unauthorized deductions are made.

Charges for remittances and allotments, including exchange rates, are in accordance with national requirements.

FINANCIAL SECURITY FOR REPATRIATION AND SHIPOWNER'S LIABILITY

Evidence of financial security for repatriation is available onboard and includes an attestation that the financial security meets the requirements of Standard A2.5.2.

Evidence of financial security for shipowner's liability in case of death or long-term disability of seafarers due to an occupational injury, illness or hazard is available, and includes an attestation that the financial security meets the requirements of Standard A 4.2.1

Financial security documents include name of the ship, port of registry, call sign, IMO number, name and address of the provider or providers of the financial security, contact details of the persons or entity responsible for handling seafarers' requests for relief, name of the shipowner, and period of validity of the financial security.

A copy of the Financial Security from each financial security provider is posted in a conspicuous place on board where it is available to the seafarers.

RESOURCES

IF YOUR SHIP IS DETAINED

Owners and representatives are to notify ABS when a vessel is being detained by a Port State Authority or flag Administration.

WESTERN HEMISPHERE

Houston, TX USA

P 1-281-877-6000, 6021 or 6027

WHSurveyMarine@eagle.org

WHSurveyOffshore@eagle.org

EASTERN HEMISPHERE

Shanghai, China

P 86-21-2327-0888

EHSurveydept@eagle.org