



Oil Companies International Marine Forum

OCIMF Report Template

OVIQ3 Small Craft

7111

1.0.00

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 Place of inspection

1.1.10 Name of the company commissioning the inspection

1.1.11 Time the inspector boarded the vessel/unit

1.1.12 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.

1.1.13 Name of the inspector

1.1.14 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.

1.1.15 E-mail address of the operator

1.1.16 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 Where applicable, are all the statutory and trading certificates listed in the guidance valid?

Inspector should undertake a spot check of relevant certificates and be aware of domestic equivalence.

Certificates may include the following:

- Certificate of Registry
- Flag state certificate
- Certificate of Class
- Loadline Certificate
- Tonnage Certificate
- Safe Manning Certificate
- ISM Document Of Compliance (DOC)
- Passenger Ship Safety Certificate
- Certificates of Insurance – P&I
- Hull and Machinery insurance certificate
- Radio Station Licence

Where applicable Inspector should check that annual and intermediate surveys have been carried out within the required range date.

2.1.2 Name of Classification society, if applicable

If the vessel has changed class within the past 6 months, record the previous classification society and the date of change as an Observation. State if vessel is not classed.

Safety management

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

The Company should ensure that a fit for purpose safety management system is implemented onboard.

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

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

And that they contain:

- emergency procedures;
- operation procedures;
- maintenance programmes;
- incident reporting procedure; and
- programmes of drills.

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 SMC certificates.

Inspector should give status of operator and vessel with regards to ISM certification (SMC and DOC).

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

Satisfactory evidence should record that corrective action was taken to rectify non-conformities within stipulated closeout timeframe. 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.

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

The Master's review should be carried out annually and documentary evidence should be available.

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 If applicable, 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.

2.3.3 Does the person in command or his delegate have knowledge of the vessel's stability calculations / condition?

Person in command should have basic understanding of vessel stability. State how this knowledge is achieved. E.g. formal training, vessel experience.

Additional Comments

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Crew and contractor management

General

3.1.1 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.

Crew-specific

3.2.1 Does the manning level meet or exceed that required by the operations the vessel is engaged in?

Inspector to record minimum and actual manning.

Crew-specific (non barge)

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

Inspector should undertake a spot check of crew certification.

3.3.2 Are Personnel hours of rest records retained in compliance with applicable regulations and are the records retained?

Inspector should undertake a spot check of records to confirm compliance with applicable regulations.

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

This process is conducted by shore management and should include outlining of expectations and defined responsibilities.

3.3.4 Have all the deck officers received documented training for the navigational equipment fitted on board?

The documented training may be records of familiarisation, on-the-job training, training provided by shore based personnel, or CBT on board.

3.3.5 Have the crew member(s) received Medical First Aid training?

Training can be supplied by in house trainers.

Additional Comments

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Navigation

Navigation

4.1.1 Is the vessel provided with operator instructions and procedures with regard to safe navigation?

The navigation, training and bridge procedures policies should be reviewed and found relevant for the vessels trading and operational area.

4.1.2 Are navigation check lists being completed?

Example of checklist: pre-arrival, pre-departure, 500 m zone, and watch handover.

4.1.3 If applicable, Does 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.

4.1.4 Is the deck logbook maintained up to date?

The inspector may accept logs in either written or electronic format where flag state permits electronic recording.

4.1.5 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.

4.1.6 Does the vessel have the relevant nautical charts and publications for the proposed area of operation and are they maintained up-to-date?

All vessels/units should carry up to date official nautical charts and all other nautical publications necessary for the intended voyage/operations.

If an electronic chart plotter or alternate mechanism is used, inspector to check that present charts pertinent to the area of operations are up to date

Local area requirements for plotters and interface with other aids like AIS should be considered and confirmed.

4.1.7 If fitted, are Master and deck officers familiar with the operation of the ECDIS system on board?

The Master and deck officers should be familiar with the operation of the ECDIS. Master and deck officers should be able to demonstrate the operation of the ECDIS. If no ECDIS system is fitted on board, answer the question 'NA'

4.1.8 Is there a passage plan prepared for routes that the vessel navigates?

Prior to proceeding on passage, the Master shall ensure that the intended voyage has been planned using appropriate charts and publications for the area concerned.

Planning to be relevant for the vessel trade and operations.

4.1.9 Are up-to-date navigation warnings and weather forecasts available?

Watch keeping officer should be monitoring navigational warnings appropriate to the vessel/unit's proposed area of operations.

4.1.10 Is all navigation equipment in good order?

Regardless of whether or not 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 Radar, Echo Sounder, Gyro/Magnetic Compass, VHF, ECDIS / ENC, AIS, GPS / DGPS, Helm Indicator, Tachometer, Anemometer, Binoculars, Day Signal Lamp, etc.

4.1.11 Are navigation lights, day signals and flags adequate in number as required by flag state and in good operational condition?

Where fitted, primary and secondary systems should be in good order, and there should be a procedure to check the navigation light failure alarm.

4.1.12 Are all sound signals in good operational condition?

Examples: Gong, Air/Electric Horn, PA system, loud hailer, etc.

4.1.13 Is there a fixed or portable search light fitted and is it in good operating condition?

4.1.14 Are the clear view screen and window wipers in good order?

Additional Comments

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Safety and security management

General

5.1.1 Is contact details of the Designated Person Ashore (DPA) or appropriate shore-based contact clearly posted onboard?

Shore based contact details of key personnel should be provided. DPA contact details apply for operator holding ISM DOC.

5.1.2 Are instructions available for the operation of Life Saving Appliances (LSA) , Fire Fighting Appliance (FFA) and other emergency equipment on board and are the crew familiar with these?

Instructions should be available for the operation of Life Saving Appliances (LSA) , Fire Fighting Appliance (FFA) and other emergency equipment on board

Crew should be familiar, as applicable, 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 life saving appliances such as lifejacket, pyrotechnics.

Where liferafts are carried, crew should be familiar with their launching and operation

Consistent with safety and without interfering with the Vessel's operations, sample familiarity of key personnel with the operation of LSA /FFA equipment

5.1.3 Are sufficient personal protective equipment provided on board?

PPE may include as boiler suits, safety footwear and helmets, gloves, eye and ear protection, safety harnesses, and chemical protective equipment.

5.1.4 Are the following documents available for review1. HSSE Meetings2. Tool Box Talk3. Job Safety Analysis4. Risk Assessment

For regular HSSE meetings, minutes recording agenda and decided actions should be kept.

For critical activities, risk assessment and job safety analysis must be undertaken and discussed during toolbox talks.

5.1.5 Is there at least one boat hook available for recovering lines or to assist in rescuing personnel who fall overboard?

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

Check arrangements for deploying flotation and recovery equipment. Check that appropriate checklist is readily available on bridge. MSC.1/Circ.1447 ""Guidelines for the development of plans and procedures for recovery of persons from the water"" can be used as reference guidelines.

5.1.7 Are there records on board showing that accidents, incidents, non-conformities, including breaches of regulations and near misses are reported, investigated and closed out?

Check evidences that reporting and investigation is effective. Near misses or incidents should be investigated based on the potential of the incident.

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

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

5.1.9 Is all loose gear on deck, in stores and in internal spaces as applicable, properly secured?

5.1.10 Is there a risk Assessment System in place for the carriage and handling of hazardous substances/chemicals?

This should include the handling, storage and disposal of materials such as shipboard chemicals, lithium batteries, radioactive sources and biocides. Eyes and skin protection should be available to protect from accidental exposure or contact.

Medical

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

Check Inspection records.

5.2.2 Is medical advice available 24hrs a day?

Medical advice should be available 24hrs a day. Emergency numbers for tele-medical services / similar arrangement, should be posted or readily available.

Drills, training and familiarisation

5.4.1 Is there evidence that new personnel, including contractors, receive safety induction?

Check familiarisation check-list and records. On-board training shall be given as soon as possible after a person joins a vessel. Such training should cover:

- *what to do if a person falls overboard,*
- *what to do if fire or smoke is detected,*
- *identification of muster and liferaft stations,*
- *location and donning of life jackets,*
- *use of the vessel's fire extinguishing appliances.*

5.4.2 Are emergency drills carried out as required and are records maintained?

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 include collision, grounding, flooding, 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, medical evacuation and helicopter operations.

Ship security

5.5.1 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?

Security procedures should be based on a risk assessment of the trading area. Procedures should contain guidance on:

- *access control; and*
- *recommended behaviour in case of security incident.*

Control of work

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

The system should cover, as applicable, the following activities:

- hot work
- enclosed space entry
- work involving high voltages,
- working at height and over the side
- work on stored systems containing stored energy e.g. pressure vessels

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

Training on PTW system can be conducted by vessel operator shore personnel, on job training, or e-learning. PTW training records should be available.

5.6.3 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.

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

Check that flashback arrestors are fitted and in good order. Flashback arrestors should be fitted at both the cylinders and workstation as recommended by the USA Operational Safety and Health Admin (OSHA), the UK Health and Safety Executive and other national safety authorities where long lengths of piping between the cylinders and the blowtorch are involved.

5.6.5 Where applicable, 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.

5.6.7 Are portable gas and oxygen analysers available and, where provided, appropriate to the vessel/unit's operations, calibrated and in good order?

Check calibration records are available .

Calibration equipment should be carried on board unless calibration is conducted on shore in accordance with manufacturer's recommendations

Lifting equipment

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

Periodic inspection should be carried out in accordance with the relevant legislation and industry code. e.g. Code of Safe Working Practice. Such inspections may be carried out by third parties.

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

*The inspection should include visual checks, function tests, load tests as appropriate and carried out by a competent person
Test certificates should be available for loose lifting equipment
Safe Working Load (SWL) of lifting equipment and fittings must clearly marked.*

Lifting gear should be marked with a unique identification

5.7.2 Are safety devices associated with lifting appliances fully operational?

e.g. emergency stops.

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

Check that system is being adhered to. Wrong colour/non-coded/damaged equipment must be quarantined.

Offshore personnel transfer

5.9.1 Does the vessel/unit have documented procedures for transfer of personnel offshore?

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. As applicable, methods of personnel transfer can be either by man riding crane, boat landing or swing rope.

Throughout the operation as minimum a boat hook and lifebuoy, with self igniting light and buoyant line, should be kept readily available for use in case of emergencies.

All personnel to be transferred should be briefed by crew.

Personnel to be transferred should wear lifejackets and other personal protective equipment suitable for the environmental conditions of operations area.

5.9.2 Are there records of inspection and maintenance of life saving appliances?

*Instructions for on-board inspection and maintenance shall be easily understood, illustrated wherever possible.
Such inspection can be reported in the log-book*

Life saving appliances

5.10.1 Are muster lists displayed onboard?

Muster list(s) must be clearly posted and updated before the ship sails. It should describe for each crew the allocated assembly station, survival craft station and emergency duty, as well as all emergency signals and action, if any, to be taken on hearing such signals.

5.10.2 Are liferafts, where fitted, in good order and within due date?

Number of liferafts carried shall be in compliance with flag state requirements taking into account area of operations.

Check inspection records.

5.10.3 Are hydrostatic releases, where fitted, correctly attached?

Check that liferaft(s) is not lashed in cradles and will float free to automatically inflate if the ship sinks.

As applicable, every liferaft shall be stowed with its painter permanently attached to the vessel. Liferafts shall be so stowed as to permit manual release of one raft or container at a time from their securing arrangements.

5.10.4 If fitted, are survival craft portable VHF radios and Search and Rescue Radar Transponders (SART's) in good order and charged?

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

They 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. Check that primary battery expiry date is not expired.

The radar transponder(s) should be stowed in such locations that they can be rapidly placed in survival craft. Check that SART(s) battery dates are not expired.

5.10.5 Are lifebuoys, lights, and buoyant lines in good order?

Number of lifebuoys shall be in compliance with flag state requirements taking into account area of operations.

5.10.6 Are lifejackets in good order?

Number of lifejackets shall be in compliance with flag state requirements; as a minimum a lifejacket shall be provided for every person on board.

5.10.7 Are lifejacket donning instructions displayed?

Ensure instructions include all types of lifejacket carried on board.

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

Number of immersion suits carried shall be in compliance with flag state requirements taking into account area of operations.

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

Number of pyrotechnics and life throwing apparatus shall be in compliance with flag state requirements taking into account area of operations. However, independent of local legislation requirements, vessel shall carry the following minimum number of pyrotechnics:

- 4 x parachute flares*
- 6 x red hand flares*
- 2 x smoke signals (buoyant or hand held)*

5.10.10 Are the locations of life saving and fire fighting 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)

5.10.11 Are LSA & FFA plans, where applicable, available and conspicuously posted?

LSA & FFA plans should be up to date and represent the current arrangements on board.

Fire-fighting

5.11.1 Are there records of inspection and maintenance of Fire Fighting Appliances?

Maintenance, testing and inspections should be carried out based on the guidelines in MSC/Circ.850. The maintenance plan shall be kept on board the ship and available for inspection. It should cover all the fire protection systems and fire fighting systems and appliances the vessel is fitted with.

The maintenance programme may be computer-based.

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

If fitted, check that isolating valves in fire and foam system lines are clearly marked and in good order.

Industry best practice is to have fire nozzle of dual type (Jet & Spray) . Make an observations if dual type fire nozzle is not available

5.11.3 If fitted, are fixed fire detection and alarm systems in good order and tested regularly?

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.

5.11.4 If fitted, are fixed fire extinguishing systems in good order and are clear operating instructions posted?

Check that relevant crew are familiar with operating procedures. Inspectors shall check that the procedures as posted and written for operation are relevant to the systems and equipment and can be followed logically and any equipment requiring operation is marked legibly

5.11.5 If fitted, is the emergency fire pump in full operational condition and are starting instructions clearly displayed?

Consistent with safety and without interfering with the Vessel'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 Flag State or Class approved. Inspectors shall check that the procedures as posted and written for operation are relevant to the equipment and can be followed logically and any equipment requiring operation is marked legibly.

5.11.6 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)*

Number of portable extinguishers and carriage of spare charges should be in accordance with Flag State requirements.

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.

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

Provided approved by Flag State, 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. (Flag state)

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 - refer Flag State guidance if available.

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

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)

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.

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

Record of Testing and/or inspection should be available.

Access**5.12.1 Is there a safe means of access to the vessel?**

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.

Additional Comments**5.99 Additional Comments**

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Pollution prevention and environmental management

Pollution prevention

6.1.1 Does vessel carry a spill kit to address operational spills? (e.g. bunkering)

Spill kit should include absorbent pads and boom

6.1.2 Are there containment arrangements fitted around machineries, fuel manifolds and vents to control spills in case of leaks?

6.1.3 Are there arrangements in place for the handling and monitoring of Oily Waste and to prevent ""contaminants"" discharge overboard?

Record controls in place to prevent the unauthorised discharge of oily waste. (mandatory comment highlight yellow)

Such measures shall ensure that all discharges comply with the applicable requirements (Flag state or alternate)

Check equipment logs and maintenance records. Inspectors shall validate if the operation and testing of the OWS, if fitted, is included in the PMS; Record as an observation if it is not included in the PMS.

Waste management

6.5.1 Are arrangements in place for collecting, storing, and disposing of garbage?

6.5.2 Are there adequate arrangements in place for handling and discharge of sewage in accordance with 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 applicable requirements (Flag state or alternate)

Additional Comments

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Structural condition

General

7.1.1 Are the hull, weather decks, internal compartments and superstructure 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.

Where applicable, there should be a procedure in place to inspect vessel's internal compartments (freshwater tanks, fuel tanks, void spaces.....). Inspector should sample reports if available but not attempt enclosed space entry

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

Class records should be examined to confirm that class has been involved whenever significant damage has occurred or been repaired. For vessels that are not classed, inspector should ensure that local Flag state inspectors or equivalent class inspectors have been involved in inspecting the vessel.

If the vessel has never suffered any structural damage the inspector should respond NA.

Stability

7.2.1 Are stability conditions periodically checked in accordance with operators procedures?

Where appropriate, records should be maintained to verify stability calculations at least for Port departure, Port arrival and when the vessel has loaded / discharged significant amounts of cargo.

Where appropriate, check that due consideration has been given to deck cargoes, free surface effects, risk of water entrapment in tubulars when undertaking stability calculations.

7.2.2 Is an approved stability book available onboard?

If a specific stability book or stability letter is available state the approving entity, Class or Flag State. Any alternative local certification can also be considered

Record as an observation if none of the above are available.

Additional Comments

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Mooring

General

9.1.1 Are the ropes, wires and equipment in good order and are there records of the inspection and maintenance available?

Certificates for ropes, wires and records of inspections and maintenance should be available.

A Condition based retirement requirement should be in place

Mooring procedures.

9.2.1 Are mooring lines secured to bitts turned up correctly?

If double bitts are available, 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.

9.2.2 Are all mooring lines stowed neatly to minimise tripping hazards and are mooring areas clear and unobstructed?

9.2.3 Is the general condition of fixed and temporary fenders on hull satisfactory with no metal protrusion on the ship side?

Fender securing arrangements such as pad eyes, chains etc. should be visually checked without compromising personal safety of the Inspector

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.

There should be a policy in place for the testing of winch brakes and results recorded.

Record as an observation if last test date is not available.

9.3.2 Are all bollards, fairleads and chocks maintained in good order, free of grooving and marked with SWL?

9.3.3 Does the vessel have an anchor and is there sufficient anchor cable for the proposed area of operation?

Additional Comments

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Communications

General

- 10.1.1 **Can crew demonstrate a satisfactory understanding of how to operate communications equipment in an emergency?**
- 10.1.2 **Is a continuous listening watch maintained on VHF channel 16?**

Equipment

- 10.2.1 **Is the communications equipment in good order?**

Where available, 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.

Local authority certification must be used as reference in case above is not applicable or available

- 10.2.2 **Is the vessel/unit equipped with sufficient portable radios for use?**

Sufficient portable radios should be available to allow effective communications during operations

- 10.2.3 **If applicable, 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 production installations and rigs while engaged in drilling operations.

Additional Comments

10.99 Additional Comments

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Propulsion, power generation and machinery

Policies, procedures and documentation

11.1.1 Is the vessel/unit provided with operator's instructions, documented procedures and operating manuals for machinery onboard?

Machinery procedures should include at least the following:

- guidelines on engine room operations;
- manufacture documentation;
- procedures to restart critical equipment
- reporting equipment deficiencies;
- engine room emergency preparedness
- planned maintenance and control of critical spare parts.;
- bunker transfer procedures.

11.1.2 If applicable, is the engine logbook maintained up to date?

In compliance with Flag State requirements. The inspector may accept logs in either written or electronic format where flag state permits electronic recording. Hand written logbooks must be entered in ink

Planned maintenance

11.3.1 Is a planned maintenance system in place, being followed and is it up to date?

Inspectors must ascertain that a PMS (computer or paper based) is in place and that it is accurate and maintained up to date. As minimum the PMS should contain the following:

- list of equipment;
- details of maintenance schedule and history;
- inventory of critical spares.

11.3.2 Is an up to date inventory of critical spare parts being maintained?

Critical spare parts should be outcome of formal risk assessment and inventory should include both operational and safety critical spares

Safety management

11.4.1 Are emergency escape routes, where applicable, clearly marked, unobstructed and lit?

11.4.2 Is the level of lighting in the machinery spaces satisfactory?

Also ensure all lights in the engine compartment and machinery spaces are covered.

11.4.3 Is the engine exhaust in good condition and where applicable, fitted with spark arrestors?

Engine Exhausts may not be fitted with Spark Arrestors for In-Shore Support Vessels not engaged in carrying flammable goods or not entering within 500m of Hazardous facilities

11.4.4 Do records indicate the regular testing of emergency equipment?

Emergency equipment will include, where fitted, the following:

- emergency air compressor;*
- emergency generator;*
- emergency steering;*
- quick closing valves;*
- emergency stops;*
- engineers alarms*
- bilge pumping equipment*

11.4.5 Are machinery emergency stops and shut offs clearly marked and do records indicate that they have been regularly tested?

Emergency stops include ventilation fans, fuel pumps and the quick closing valves, as applicable. Check that emergency stops are adequately protected from inadvertent activation

11.4.6 Are diesel engine exhausts and other hot surfaces in the vicinity of fuel, diesel, lubricating and hydraulic oil pipes protected against spray?

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.

11.4.7 Are the main switchboard, alternators and other electrical equipment satisfactorily protected from water spray?

Electrical installations should be checked for satisfactory protection from water spray. Equipment should be reviewed for simple electrical installation safety (loose wires, proper door cover).

11.4.8 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

11.4.9 Is all loose gear in the machinery spaces, stores and steering compartment properly secured?

11.4.10 Are chemicals properly stowed and are Safety Data Sheets available?

SDS should be readily available in hard copy format

11.4.11 Are machinery spaces clean and free from obvious leaks and is the overall standard of housekeeping satisfactory?

11.4.12 Are bilges free of oil, rubbish and sediment and is pumping system operational?

Oily areas indicate a lack of maintenance and cleanliness. However, a small amount of oil in savealls should not be considered unsatisfactory.

11.4.13 If fitted, are bilge high level alarm systems operational, regularly tested and are records maintained?

Inspectors should consider requesting that this critical alarm be tested in their presence

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;
- compressors and emergency air compressors;
- purifiers and fuel oil handling equipment;
- sewage plant;
- bilge pumping arrangements and oily water separators;
- general pipework,
- air conditioning machinery;
- ventilation fans and trunking;
- stern tube and thruster sealing arrangements;
- exhaust manifolds

11.5.2 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. Corresponding marking should be available on the tank

11.5.3 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.

Emergency steering

11.6.1 If applicable, is emergency steering system in good order, tested periodically and crews familiar with its operation?

The opportunity should be taken if possible to request that an officer demonstrates the operation of the emergency steering arrangement.

Additional Comments

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General appearance and condition

Hull, superstructure and external weather decks

12.1.1 Is the general condition, visual appearance and cleanliness of the hull, superstructure and weather decks including non-slip surfaces in working areas satisfactory?

Check that hull is free of oil staining, extensive coating breakdown or excessive marine growth.

12.1.2 Where applicable, are hull markings clearly indicated and correctly placed?

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?

The following pipework, should be examined, particularly on the underside, for external indications of corrosion and for patching:

- hydraulic 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.

12.1.6 Are all deck openings, including watertight doors and portholes, in a satisfactory condition and capable of being properly secured?

Watertight doors should be operating correctly, with seals in soft unbroken condition.

12.1.12 Are all the vent pipes for fuel tanks protected against flame ingress by a suitable gauze diaphragm and protected against water ingress by a goose neck or other efficient means?

Vent heads should be regularly inspected and flame screens, where fitted, checked for cleanliness. Closing device which prevents the ingress of water should be in good condition and operating correctly.

Electrical equipment

12.2.1 Is the level of lighting in accommodation spaces and working areas on main deck satisfactory?

The level of lighting should be adequate to allow for:

- safe access to the various areas;
- the safe use of mooring equipment;
- monitoring of the deck area;

12.2.2 Is the general condition of electrical equipment, including light fittings, conduits and wiring, satisfactory?

Accommodation Areas

12.4.3 Where applicable, are public spaces, including smoke rooms, common toilets, mess rooms, sanitary areas, storerooms, food handling spaces, refrigerated spaces, galleys and pantries clean and in a hygienic condition?

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.

If fitted, oil and deep fat fryers should be equipped with thermostats to cut off the electrical power and prevent overheating. Inspector to make observation if accommodation is not well ventilated and covered by air conditioning if appropriate

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