

**Offshore Vessel Inspection Database (OVID)
Programme**

**Offshore Vessel Inspection Questionnaire, Third
Edition (OVIQ3) Small Craft**

17 September 2018

**7111
1.0.00**

Index

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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 third edition of the Offshore Vessel Inspection Questionnaire (OVIQ), was launched on the 1st July 2017. This document details version 7111 1.0.00 of the OVIQ3 Small Craft 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 3rd Edition of the OVID Vessel Inspection Questionnaires for Small Craft and their accompanying Inspection Reports were introduced in September 2018. 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 25 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 reorganizes 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 2018 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, where the guidance note is highlighted, the inspector is required to provide comment as required by the highlighted section of guidance. 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.org website 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 themselves 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 their communications, behavior, own personal safety procedures whilst on board the vessel, 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. It is recognised that on occasions this may not be possible, especially when leaving and joining the vessel is done by helicopter on vessels doing STS operations.
6. All inspectors must take into account their own rest hours and fatigue levels when conducting inspections. 'Back to back' OCIMF inspections are discouraged, and inspectors should complete and submit the report for one vessel before commencing an inspection on another vessel.

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.
14. **Must not** conduct any other inspection or be involved in the provision of any other services while conducting an OCIMF inspection.

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. Ship inspections shall not be conducted at night unless requested by the OCIMF Inspecting member. The vessel's operator must also concur that it is safe to carry out a night inspection and that this will not negatively impact the vessel's compliance with work and rest hour requirements.
2. Inspectors shall limit advance communications with vessels and vessel operators to that information necessary to arrange access and appropriate arrival to and from the vessel, or to communicate intended inspection plans. Inspectors shall not request information concerning the VIQ in advance of their arrival to a vessel. Inspectors shall not communicate with the vessel or vessel operator after completion of OCIMF inspection activities. Following an inspection all communication concerning the inspection shall be managed by the commissioning member.
3. 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. The inspector must ensure that such requests do not cause delay or interfere with the safety and normal operation of the vessel and do not contradict any ~~terminal~~-local requirements or regulations.
4. It should be recognised that the overall objective of the inspection is to provide the user of a 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.
5. The scope of an OVID inspection is dependent on the size and complexity of the vessel, and as such there is no minimum time period for the completion of an OVID inspection. The inspector must plan their time accordingly and make sufficient allowances to have a suitable period of time available for the inspection. Inspectors must take into account the hours of rest requirements for the vessel's staff that must be observed and ensure that the OVID inspection does not interfere with these.
6. 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 local requirements, asset requirements, facility or regulations allow. In all cases, the enclosed space entry procedures set out in Operator's Management System, associated PTW and Operational Risk Management procedures / practices outlined in GOMO Chapter 4 must be strictly adhered to.
7. Travel for ship inspections on behalf of OCIMF member companies must, at all times, be conducted in a safe manner with due regard to industry best practice and any agreements between the inspector and member companies. Inspectors must ensure that they are able to safely conduct an inspection without undue fatigue.
8. Inspectors considering other work or consultancy activity aboard a vessel before or after an OCIMF inspection must receive written / email approval in advance of all activities from the OCIMF member commissioning the OVID inspection. Approvals must be retained by the inspector for a minimum of 12 months after the report is published and be provided to OCIMF upon request. Where necessary, the relationship must be declared within the inspector's profile.
9. OCIMF accredited inspectors are not permitted to carry out concurrent inspection or assurance activities during an inspection commissioned by an OCIMF member. A non-exhaustive list of prohibited behavior:
 - An inspector shall not carry out 2 OVID inspections at the same time.
 - An inspector shall not carry out an OVID & CMID at the same time.
 - An inspector shall not carry out an OVID and any other operational assurance activity such as DP trials, FMEA, or any other consultancy work at the same time).

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 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

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 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

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 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

4.99 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

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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

Additional Comments

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