

Chapter 1. General Particulars

- 1.1: Vessel Variant.
- 1.2: Is the inspected vessel subject to USA Regulations?
- 1.3: Name of Vessel.
- 1.4: IMO number.
- 1.5: International or Local Registered Number.
- 1.6: Official Number or Vessel Identification Number.
- 1.7: Date of the inspection.
- 1.8: Port of the inspection.
- 1.9: Geographic region where the vessel normally trades.
- 1.10: Flag.
- 1.11: Deadweight.
- 1.12: Gross tonnage.
- 1.13: Date the vessel was delivered.
- 1.14: Name of the Company commissioning the inspection.
- 1.15: Name of the inspector. (For use of Inspecting Company only)
- 1.16: Time the inspector boarded the vessel.
- 1.17: Time the inspector departed the vessel.
- 1.18: Hull type.
- 1.19: Vessel's operation at the time of the inspection.
- 1.20: Products being handled.
- 1.21: Name of the vessel's Operator.
- 1.22: Address of the vessel's Operator.
- 1.23: Telephone number.
- 1.24: Fax number.
- 1.25: Email address.
- 1.26: Date the Operator assumed control of the vessel.
- 1.27: Does the data entered in the Barge and Tug Particulars Questionnaire appear to be accurate and up to date?
- 1.28: Additional comments

Chapter 2. Certification and Documentation

2.1: Has the vessel been provided with national or international trading certificates?

For Remote Inspection:

Inspector to check documents uploaded:

1. National or International trading certificates

2.2: Has the vessel been provided with a Certificate of Registry?

2.3: Has the vessel been provided with a Continuous Synopsis Record?

2.4: If applicable, has the vessel been provided with a Document of Compliance (DoC)?

2.5: If applicable, has the vessel been provided with a Safety Management Certificate (SMC)?

2.6: Has the vessel been provided with a Safety Equipment Certificate, supplemented by Form E?

2.7: Has the vessel been provided with a Safety Radio Certificate, supplemented by Form R?

2.8: Has the vessel been provided with a Safety Construction Certificate?

2.9: Has the vessel been provided with an IOPP Certificate, supplemented by Form A or B?

2.10: If an IOPPC has been issued, what is the vessel's designation as recorded in the IOPP Certificate, Form B, Question 1.11?

2.11: Has the vessel been provided with a Statement of Compliance supplement?

2.12: Has the vessel been provided with a Loadline Certificate?

2.13: Has the vessel been provided with an International Ship Security Certificate?

2.14: Has the vessel been provided with an International Sewage Pollution Prevention Certificate?

2.15: Has the vessel been provided with an International Tonnage Certificate?

2.16: Has the vessel been provided with a Minimum Safe Manning Document?

2.17: Has the vessel been provided with an International Anti-fouling System Certificate, or Statement of Compliance?

2.18: Has the vessel been provided with an Engine Air Pollution Prevention Certificate, with supplement?

2.19: Has the vessel been provided with a Certificate of Fitness for the Carriage of Chemicals?

2.20: Has the vessel been provided with a Certificate of Fitness for the Carriage of Gas?

2.21: Has the vessel been provided with a Noxious Liquid Substances Certificate?

2.22: Has the vessel been provided with a Civil Liability Convention (1992) Certificate?

2.23: What is the Name of vessel's P and I Club?

2.24: Does the vessel possess a US Certificate of Financial Responsibility?

2.25: What is the USCG Certificate of Compliance date of expiry?

2.26: Is the vessel Qualship certified?

2.27: What was the date of the last USCG Certificate of Inspection?

2.28: Does the vessel carry a USCG Certificate of Documentation?

2.29: Does the vessel carry a USCG Certificate for Marine Vapour Recovery System?

2.30: Is the vessel registered with a Classification Society?

For Remote Inspection:

Inspector to check documents uploaded:

1. Copy of latest Class Certificate

2.31: Which Classification society is the vessel registered with?

2.32: What is the date of expiry of Class Certificate?

2.33: What was the date of the last Intermediate Survey?

2.34: What was the date of the last Annual Survey?

2.35: What was the date of the last Survey Report or Quarterly Summary?

2.36: What was the date of the last Special Survey?

2.37: What is the date of the next Special Survey?

2.38: Is the vessel free of outstanding USCG 835 non-conformities?

2.39: Is the vessel operating within its certificate renewal dates applicable to drydocking and structure?

2.40: Is the Loading Record Book complete and up to date?

2.41: Is the vessel approved for the carriage of USCG Sub-chapter O and D cargoes?

2.42: Is the General Arrangement Plan available and legible?

2.43: Is a Damage Stability Plan on board?

2.44: What is the interval between scheduled drydockings?

2.45: What was the date of departure from the last scheduled drydock?

For Remote Inspection:

Inspector to check documents uploaded:

1. Latest Class survey status report

2.46: What was the date of last port State control inspection?

2.47: Was the last port State control inspection report free of non-conformities?

For Remote Inspection:

Inspector to check documents uploaded:

1. Last Port State Control Inspection Report

2.48: If propane gas is used for cooking and/or heating, is the equipment operated outside of a gas-hazardous area; is a certificate provided and is it valid?

2.49: Has the Operator provided operating policies and procedures, and are these being followed?

For Remote Inspection:

Inspector to check documents uploaded:

1. Copy of policies and procedures

2.50: Additional comments

Chapter 3. Crew Management

3.1: Has the vessel been issued with an International Safety Management Certificate?

3.2: If the vessel has been provided with a Minimum Manning Document (MMD) does the actual manning meet or exceed the MMD requirements?

3.3: If the vessel is unmanned, record the names and addresses of the company, or companies providing the manpower?

3.4: If the vessel is manned, complete the attached crew matrix for all officers and ratings

3.5: If the vessel is manned, are personnel directly employed by vessel's Operator?

3.6: Are policies relating to work and rest periods in place and are they being complied with?

For Remote Inspection:

Inspector to check documents uploaded:

- 1. Inspector to randomly identify ships staff and request for records of Rest hours for the last 1 month uploaded on the repository*
- 2. Records of Violation / Non-conformance to STCW rest hour if any.*

3.7: Does the Operator or the contractor supplying personnel, have a Drug and Alcohol policy that meets or exceeds OCIMF guidelines?

For Remote Inspection:

Inspector to check documents uploaded:

- 1. Vessel Operators Drug and Alcohol policy and procedures*

3.8: What was the date of the last unannounced alcohol test?

For Remote Inspection:

Inspector to check documents uploaded:

- 1. Date of last unannounced alcohol test conducted onboard including Master and Initiated by Office, for the last one year*
- 2. Date of last unannounced test by External agency.*
- 3. Records of any violation of Alcohol policies / procedures in the last one year*

3.9: What is the frequency of unannounced drug testing?

Inspector to check documents uploaded:

- 1. Copy of unannounced drug testing frequency from procedures*
- 2. Dates of last 3 years unannounced drug testing conducted for all onboard the vessel including Master*

3.10: What was the date of the last unannounced test for drugs?

For Remote Inspection:

Inspector to check documents uploaded:

- 1. Date of last unannounced drug test conducted onboard including Master and Initiated by Office.*
- 2. Records of any violation of Drug policies / procedures in the last one year*

3.11: Additional comments

Chapter 4. Navigation and Communications

4.1: Is an up to date Operator's Navigational and Bridge Organization Manual on board that lists the duties of the watchkeeping responsible persons?

For Remote Inspection:

Inspector to check documents uploaded:

1. Copy of Operator's Navigational and Bridge Organization Manual

4.2: Are the duties of watch keeping responsible persons and persons in charge clearly defined?

For Remote Inspection:

Inspector to check documents uploaded:

1. Induction / familiarization checklist / records

4.3: If applicable to the type of vessel, is the navigational equipment appropriate and operating satisfactorily?

For Remote Inspection:

Inspector to check documents uploaded:

1. List of navigation equipment onboard the vessel and operational status of the same
2. Copies of records of inspection / maintenance of Nav . Equipment

4.4: Is an operational magnetic compass with light provided?

4.5: Is an operational gyro compass with repeaters provided?

4.6: Is an operational GMDSS provided?

4.7: Is an operational Global Navigation System receiver (GNS) provided?

4.8: Is an operational Terrestrial Navigation System receiver (TNS) provided?

4.9: Is an operational main engine RPM indicator provided?

4.10: Is an operational 3cm radar provided?

4.11: Is an operational 10cm radar provided?

4.12: Is an operational VHF Radio provided?

4.13: Are operational hand-held radios (walkie talkies) provided?

4.14: Is an operational search light provided?

4.15: Are operational sound signals provided?

4.16: Is an operational depth sounder provided?

4.17: Is an operational speed and distance indicator provided?

4.18: Is a rudder angle indicator provided?

4.19: Is a rate of turn indicator provided?

4.20: Are operational navigation lights and signals provided?

4.21: Is an operational single side band (SSB) radio provided?

4.22: Is an operational Digital Selective Calling (DSC) Communications system fitted?

4.23: Is an operational ARPA system provided?

4.24: Is an operational Automatic Identification System (AIS) provided?

4.25: Is an operational NAVTEX system provided?

4.26: Is an operational automatic pilot provided?

4.27: Are appropriate optical signals/daylight shapes provided?

4.28: Is an operational internal communication system provided?

4.29: Is an operational general alarm provided?

4.30: Are operational binoculars provided?

4.31: Are local regulations relating to navigation and collision avoidance provided, and are these adequate for the vessel's trading area?

4.32: Are the navigation charts, light lists, tide tables and pilot books provided, adequate for the vessel's trading area?

4.33: If an ECDIS system is fitted, is it fully operational and are fully operational backup components provided?

For Remote Inspection:

Inspector to check documents uploaded:

- 1. Copy of form E of safety equipment certificate*
- 2. Copies of inspection, maintenance and/or repairs conducted*

4.34: Are emergency steering gear changeover instructions posted and are they clearly understood?

For Remote Inspection:

Inspector to check documents uploaded:

- 1. Photograph of posted emg. Steering gear changeover*

Interview Required:

- 2. Telephone interview with random one or two ships officer to validate their familiarity*

4.35: If a bow or stern thruster is fitted, are operating instructions provided and are the directions of thrust clearly indicated on the operating console?

4.36: Are the air draughts clearly displayed in the wheelhouse?

4.37: Are local navigation warnings received on board on a regular basis, and readily available to the navigators?

For Remote Inspection:

Inspector to check documents uploaded:

- 1. Copies of local navigational warnings received*
- 2. Evidence of implementation during the voyage e.g. update passage plan , marking on navigation charts etc.*

Interview Required:

- 3. Telephone interview with random one or two ships deck officer to validate their familiarity*

4.38: Was a comprehensive passage plan available for the previous voyage and did it cover the full voyage from berth to berth?

For Remote Inspection:

Inspector to check documents uploaded:

- 1. Copy of last voyage passage plan.*
- 2. Copy of Bell / Movement book for the last voyage*
- 3. Photographs of last voyage paper navigation charts and screenshot of electronic navigation charts of the last voyage*

4.39: Are compass errors ascertained each watch when the vessel is operating in open waters?

4.40: Are the intervals between position fixes appropriate to the vessel's location?

For Remote Inspection:

Inspector to check documents uploaded:

- 1. Photographs of last voyage paper navigation charts and screenshot of electronic navigation charts of the last voyage*

4.41: Additional comments

Chapter 5. Safety Management

5.1: Is the deck area free of visible safety deficiencies?

5.2: Does the Operator provide adequate personal protection equipment, (PPE) appropriate to the cargo(es) being carried; are instructions for its use provided, and is it being used correctly?

5.3: Is a Quality Manual (Safety Management Manual) available on board and are personnel familiar with its contents?

5.4: Are all responsible persons aware of the emergency procedures for dealing with leakage, spillage or fire involving the cargo?

5.5: Are places where smoking is permitted adequately identified, are smoking regulations being observed, and are doors and other means of access kept closed?

5.6: Is the IMO Coastal Contact list or local equivalent provided?

5.7: Is the vessel provided with a safe means of access?

5.8: Is loose gear on deck or in internal spaces properly secured?

5.9: Is an operational emergency lighting system provided?

5.10: Is an operational accommodation gas detection system provided?

5.11: Is an Emergency Plan posted?

5.12: Is sufficient fire fighting equipment on board, including hoses, nozzles, firemen's outfits, breathing apparatus and portable extinguishers and is it in satisfactory condition, and ready for immediate use?

5.13: If fitted, are fixed fire, smoke and gas detection systems and emergency systems fully operational, tested, and are the inspection records up to date?

For Remote Inspection:

Inspector to check documents uploaded:

- 1. Copies of documents recording last testing of fixed fire, smoke and gas detection systems and emergency systems in the last month*
- 2. Copies of inspection, maintenance and/or repairs conducted*

5.14: If a fixed fire fighting system is installed, is it in satisfactory condition?

For Remote Inspection:

Inspector to check documents uploaded:

- 1. Copies of documents recording last testing of fixed fire fighting system in the last month*
- 2. Copies of inspection, maintenance and/or repairs conducted*

5.15: If fitted, is the type of foam compound suitable for the cargoes which the vessel is certified to carry?

For Remote Inspection:

Inspector to check documents uploaded:

- 1. Copy of last fixed foam sample analysis certificate*

5.16: Do records and personnel demonstrate effective firefighting and safety training and competence?

5.17: Is the vessel provided with a deck water spray system?

5.18: Is an operational General Alarm system provided?

5.19: Is the emergency stop for the accommodation ventilation system clearly marked?

5.20: Is all required lifesaving equipment on board; is it in satisfactory condition and ready for immediate use and are personnel familiar with its operation?

5.21: Are survival suits provided for all personnel?

5.22: Are safety ropes and equipment available to effectively undertake rescue from enclosed spaces?

5.23: Are emergency escape sets provided for every person on board where required?

5.24: Are Material Data Safety Sheets (MSDS) provided specifically for the cargoes being carried and are they posted?

5.25: Are all personnel aware of the emergency procedures for dealing with leakage, spillage or fire involving the cargo?

For Remote Inspection:

Inspector to check documents uploaded:

- 1. Copies of emergency procedures*
- 2. Copy of programme of drills to cover emergencies for dealing with leakage, spillage or fire involving the cargo*
- 3. Copies of documents recording when last mentioned Emergency drill(s) were conducted*

Interview Required:

- 4. Telephone interview with random one or two ships staff to validate their familiarity*

5.26: Is the vessel provided with appropriate safety and protective equipment required by the IBC and BCH Codes?

5.27: If appropriate to the cargoes carried, are gas-tight proximity suits or chemical resistance suits available and in satisfactory condition?

5.28: Is continuous communication between the barge and tug, or the barge and dock, being maintained?

5.29: Are dangerous cargo signals (red flag or red light) displayed?

5.30: Are procedures in place to respond to a breakout from the berth during cargo operations?

Inspector to check documents uploaded:

- 1. Copies of extracts from procedures w.r.t response to a breakout from the berth during cargo operations*

5.31: Are procedures in place to keep the accommodation space free of gas?

5.32: Are procedures in place to respond to the development of dangerous concentrations of gas?

For Remote Inspection:

Inspector to check documents uploaded:

- 1. Copies of extracts from procedures w.r.t response to the development of dangerous concentrations of gas*

5.33: Are procedures in place to respond to a burst cargo hose or cargo pipeline fracture?

5.34: Are procedures in place to respond to a cargo tank overflow?

For Remote Inspection:

Inspector to check documents uploaded:

- 1. Copies of extracts from procedures w.r.t response to cargo tank overflow*
 - 2. Telephone interview with random one or two ships staff to validate their familiarity*
- Interview Required*

5.35: Are procedures in place to respond to cargo leakage into an adjoining space?

5.36: Are procedures in place to respond to a failure of the steering gear?

For Remote Inspection:

Inspector to check documents uploaded:

- 1. Copies of extracts from procedures w.r.t response to failure of the steering gear*
 - 2. Telephone interview with random one or two ships staff to validate their familiarity*
- Interview Required*

5.37: Are procedures in place to respond to collision or grounding that results in pollution?

For Remote Inspection:

Inspector to check documents uploaded:

- 1. Copies of extracts from procedures w.r.t response to collision or grounding that results in pollution*

5.38: Are procedures in place to respond to situations that involve the jettisoning of cargo?

5.39: Are procedures in place to respond to incidents involving nitrogen?

5.40: Are procedures in place to ensure that oxygen levels are safely controlled during nitrogen purging?

5.41: Are procedures in place to ensure that self-reacting products are handled safely?

5.42: If a pump room is installed, does it meet controlling international, national and local regulations?

5.43: Are the cargo pumps fitted with emergency stops and are these tested regularly?

For Remote Inspection:

Inspector to check documents uploaded:

- 1. Copies of latest test records for emergency cargo pump shut down*

5.44: Are the maximum cargo pump operating temperatures displayed at the cargo control position?

5.45: Are means provided for the testing of void spaces for explosive and/or toxic gases?

5.46: Do personnel demonstrate familiarity with the operation and calibration of portable gas detection instruments?

5.47: Are emergency eye bath, sprays and decontamination showers available and in satisfactory condition?

5.48: At what frequency do personnel undergo medical examinations?

5.49: Are emergency first aid kits available?

5.50: When an unfamiliar cargo is to be carried, is there a procedure to review the safety aspects and handling procedures?

5.51: Are satisfactory safety procedures provided for cargo transfer, entering pumprooms, cargo tanks, enclosed and other dangerous spaces, and for hot work?

For Remote Inspection:

Inspector to check documents uploaded:

- 1. Copies of extracts from Company's procedures for permit to work*
- 2. Copies of latest completed each type of permit*
- 3. Copies of Company approvals to conduct hot work outside designated workshop*
- 4. Copies of extracts from company procedures for pump room and enclosed space entry*
- 5. Copies of extracts from company safety procedures for cargo transfer*

5.52: If the vessel is certified to carry benzene, are warning signs posted and is the restricted zone marked?

5.53: Do the responsible persons understand the dangers associated with cleaning tanks that have previously contained toxic products?

5.54: Are the dangers associated with tank cleaning clearly understood?

For Remote Inspection:

Inspector to check documents uploaded:

- 1. Copy of last tank cleaning plan*
 - 2. Telephone interview with random one or two ships deck officer to validate their familiarity*
- Interview required:*

5.55: Are cargo tank atmospheres controlled during tank cleaning?

5.56: Are deck atmospheres regularly monitored for gas accumulations during cargo transfer and tank cleaning operations?

5.57: If COW is being conducted, is it in accordance with the procedures described in an approved Crude Oil Washing Equipment and Operations Manual?

For Remote Inspection:

Inspector to check documents uploaded:

- 1. Copy of extract from company procedures w.r.t COW*
- 2. latest records of testing of COW line.*
- 3. Copies of Latest inspection, maintenance, overhaul records of COW system*
- 4. Copies of latest completed COW checklists*

5.58: Are any hydrant-type connections to the Crude oil washing lines securely closed and capped?

5.59: If fitted, are outside air conditioning units type-approved for use in gas-hazardous areas?

5.60: Has the vessel been issued with an approved Ship Security Plan?

5.61: Are measures in place to prevent unauthorised boarding?

5.62: Additional comments

Chapter 6. Pollution Prevention

6.1: Is the vessel provided with Oil Record Books?

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

For Remote Inspection:

Inspector to check documents uploaded:

1. Copy of approved SOPEP / SMPEP
 2. Copies of documents recording last SOPEP / SMPEP Drills conducted
 3. Familiarization / Induction records with SOPEP / SMPEP
 4. Copies of latest emergency contact list filed within SOPEP / SMPEP
 5. Telephone interview with random one or two ships staff to validate their familiarity
- Interview required:

6.3: Is the vessel provided with a USCG approved Vessel Response Plan (VRP)?

6.4: Is suitable equipment provided to deal with small oil spills?

For Remote Inspection:

Inspector to check documents uploaded:

1. List of spill equipment available onboard
2. Photos of Spill equipment including portable oil spill pumps and dump valves arrangement where applicable

6.5: Are anti-pollution notices posted?

6.6: Are bulkheads, pipelines and the hull, free of visible leaks?

6.7: If fitted, are hydraulic lines on deck free of visible leaks?

6.8: Is a perimeter spill rail fitted; are scuppers in place and are they liquid tight?

For Remote Inspection:

Inspector to check documents uploaded:

1. Photos of spill rail if fitted
2. Random Photo's of condition of scuppers and plugs if fitted
3. Copies of records demonstrating regular tests for integrity of scuppers (if fitted)

6.9: Are all the cargo manifolds provided with spill trays?

6.10: Are all hose connections and manifold blank flanges fully bolted?

6.11: Are spill savealls installed around bunker and diesel tank vents?

6.12: Are decks free of oily material?

6.13: If so required, is the vessel provided with a containment boom?

6.14: If fitted, are tank side overboard discharge valves lashed or sealed in the fully closed position?

For Remote Inspection:

Inspector to check documents uploaded:

1. Photo of Overboard valves, Anti-pollution warning notices posted, including seal (numbers) where applicable
2. Copy of seals recorded in ORB

6.15: If fitted, and cross-connected to the cargo system, are sea suction valves fitted with test gauges, and are records of tests for cargo leakages maintained?

6.16: Are bilge water and cargo slops handled in accordance with MARPOL or in accordance with the requirements of the local authorities?

6.17: Is the engine space free of unauthorised overboard discharges and any evidence that unlawful oil discharge has taken place?

6.18: Are receipts maintained for each disposal of garbage?

6.19: Are sampling connections, valves, caps or plugs properly secured to pipeline drains and vents?

6.20: Are sampling connections, valves, caps or plugs in satisfactory condition?

6.21: Additional comments

Chapter 7. Structure

7.1: If the vessel is enrolled in a structural survey programme, are records available?

7.2: If structural survey records are available, do they record that the hull thickness measurements are within acceptable limits?

For Remote Inspection:

Inspector to check documents uploaded:

- 1. Latest class survey status report*
- 2. Conditional Evaluation report and Executive Hull Summary records.(No Thickness and other records required)*

7.3: Are records available to indicate regular inspection and testing of tank coatings and/or stainless steel tanks?

For Remote Inspection:

Inspector to check documents uploaded:

- 1. Latest Vessels Tank(s) [cargo and ballast tanks, void spaces, trunks and cofferdams] Inspection Report(s)*

7.4: Additional comments

Chapter 8. Cargo Handling

8.1: Is the vessel provided with company policy statements, instructions and procedures with regard to safe cargo operations?

For Remote Inspection:

Inspector to check documents uploaded:

1. Copy of company policy statements, instructions and procedures with regard to safe cargo operations

8.2: Has a Ship/Shore Safety Check List (SSSCL) been properly completed and have those items that require reinspection, been inspected at the appropriate intervals?

For Remote Inspection:

Inspector to check documents uploaded:

1. Copies of last completed load and discharge operation SSSCL

8.3: Have written loading, discharge or ballast transfer plans, as appropriate, been prepared for the current operations?

For Remote Inspection:

Inspector to check documents uploaded:

1. Copies of last load and discharge cargo plans
2. Copy of Cargo Record Book for the last voyages

8.4: If the cargo is required to be inhibited, is the required information available?

8.5: Are legible and up to date pipeline and/or mimic diagrams of the cargo system, inert gas system and venting system available in the cargo control position?

8.6: Is information readily available to the responsible persons relating to maximum loading rates and venting capacities?

8.7: Is the Cargo Record Book correctly completed and up to date?

8.8: Are the cargoes being carried listed on the Certificate of Fitness?

8.9: Is there a Procedures and Arrangements Manual available?

8.10: Are the responsible persons familiar with the carriage requirements for the cargoes on board and chemicals in general?

8.11: If the cargoes being carried are not listed on the Certificate of Fitness, are these cargoes loaded with the approval of a competent authority?

8.12: Are the dangers associated with co-mingling non-compatible cargoes in slop tanks and drip trays considered?

8.13: Are safe and effective procedures in place for the effective stripping (final draining) of tanks at the end of cargo discharge?

8.14: Are safe and effective procedures in place for changing cargo grades?

8.15: Are safe and effective procedures in place for ballasting and de-ballasting?

8.16: Are safe and effective procedures in place for Ship to Ship (STS) cargo transfer operations?

For Remote Inspection:

Inspector to check documents uploaded:

1. Copies of completed STS checklist for the latest STS cargo operations

8.17: If fitted, is the general condition of the cargo tank heating system satisfactory?

8.18: Are safe and effective procedures in place for gas freeing?

8.19: As applicable, are cargo pumps, booster pumps, ballast pumps and stripping pumps, eductors and their associated instrumentation and controls in satisfactory operational condition, free of leaks and is there evidence of regular testing?

For Remote Inspection:

Inspector to check documents uploaded:

1. Copies of latest inspection, test / calibration records of cargo pumps, booster pumps, ballast pumps and stripping pumps, eductors and their associated instrumentation and controls
2. latest copies of any inspection, maintenance and/or repairs conducted

8.20: Have satisfactory column/cofferdam purging routines been established where deep well pumps are fitted?

8.21: Are tank domes and associated fittings in a satisfactory condition and free from leaks and corrosion?

8.22: If fitted, is the Emergency Shut-Down (ESD) System fully operational?

For Remote Inspection:

Inspector to check documents uploaded:

1. Copy of latest testing records of ESD
2. Copy of latest inspection, maintenance, overhaul of ESD

8.23: Are powered valves set to close within 20-30 seconds?

8.24: Is an emergency discharge method available?

8.25: If so required, are static electricity precautions being observed?

8.26: If the vessel is equipped with derricks or hose handling booms, are they in satisfactory condition, marked with Safe Working Load and are they regularly tested?

For Remote Inspection:

Inspector to check documents uploaded:

1. Copies of test certificates for cranes and associated lifting equipment
2. Copies of Chain register
3. Copies of inspection, maintenance and/or repairs conducted
4. Photographs of SWL marked on cranes and associated lifting equipment

8.27: Are cargo pipelines in satisfactory condition?

8.28: If multiple cargoes are being handled, are signs placed at each cargo manifold, identifying the grade of cargo?

8.29: Are cargo pipelines free of soft patches or other temporary repairs?

8.30: Are cargo pipelines tested annually to 1.5 times their normal working pressure and are the results recorded?

For Remote Inspection:

Inspector to check documents uploaded:

1. Copies of latest testing records of cargo pipe lines
2. Copies of inspection, maintenance and/or repairs conducted if any

8.31: If the vessel uses its own cargo hoses, are they in good order, pressure tested annually to their design working pressure, and is a record of all hose tests and inspections maintained on board?

For Remote Inspection:

Inspector to check documents uploaded:

1. Company procedures on maintenance and testing for cargo hoses.
2. Records of testing of cargo hoses.
3. Copies of manufacturers certificates for all cargo hose onboard

8.32: Is the cargo system, including fittings on the tank domes, free of leaks?

8.33: If refrigerated cargoes are carried, is a means of hydrate control provided, and is a

supply of freezing depressant maintained onboard?

8.34: Where fitted, is cargo tank insulation reported to be in good condition?

8.35: Are submerged electrical cargo pumps, if fitted, isolated from their electrical supply during gas-freeing operations?

8.36: Are sample lines for both liquid and vapour provided and are they fitted with valves and caps?

8.37: Is low temperature pipework adequately insulated from the hull structure?

8.38: If any cargo or vapour lines are insulated, is the insulation in a satisfactory condition?

8.39: Where cargo or vapour lines are isolated from the structure, are joints electrically bonded?

8.40: Are cargo and vapour line expansion arrangements in a satisfactory condition?

8.41: Are liquid and vapour lines free to move inside their clamps?

8.42: Are pipeline drains fitted with valves and caps, and in a satisfactory condition?

8.43: Are relief valves fitted to the cargo pipeline system in a satisfactory condition?

8.44: Are manifolds properly supported?

8.45: If cargo segregations using blank flanges are fitted, are the flanges fully bolted?

8.46: Are the correct product-related packings and gaskets used for every cargo transfer?

8.47: Are the valves serving the cargo and ballast system in satisfactory operational condition?

For Remote Inspection:

Inspector to check documents uploaded:

- 1. Copies of latest test records of cargo and ballast system valves*
- 2. Copies of inspection, maintenance and/or repairs conducted*

8.48: Is the vessel free from unauthorised connections between the bunker, ballast and cargo systems?

8.49: Are the cargo pumps fitted with temperature sensors?

8.50: Are operational pressure gauges fitted at the cargo manifolds outboard of the manifold valves on both onshore and offshore sides?

8.51: Are remote and local, temperature and pressure sensors and gauges in satisfactory operational condition?

8.52: Are satisfactory records maintained of the calibration of key cargo instrumentation, including temperature and pressure gauges?

8.53: Is the cargo conditioning (reliquefaction) plant and associated machinery and instrumentation in good order?

8.54: Is the compressor room well lit; are the light fittings suitable for use in gas-hazardous areas and are they in a satisfactory condition?

8.55: Is the motor room access system maintaining a positive pressure and is it operating satisfactorily?

8.56: If the motor room access is located in a gas-hazardous area, is it provided with an air-lock suitably alarmed to warn if both doors are opened at the same time?

8.57: Is the gas detection equipment in a satisfactory condition?

For Remote Inspection:

Inspector to check documents uploaded:

- 1. Copies of latest test records of Gas detection equipment*
- 2. Copies of inspection, maintenance and/or repairs conducted*

8.58: Are fixed gas detection sample points fitted at the appropriate levels for the cargo being carried?

8.59: Are cargo compressors isolated from the cargo when carrying Propylene Oxide?

8.60: Are void space seals, where fitted, in a satisfactory condition?

8.61: Is the environmental control of void spaces satisfactory?

8.63: Is the oxygen and hydrocarbon content of the interbarrier spaces regularly monitored and are the results recorded?

8.64: Is the interbarrier space nitrogen purging system in good order?

8.65: Is the pressure in the interbarrier spaces being maintained at a sufficient level to prevent ingress from the external atmosphere?

8.66: Are the relief valves for the hold spaces and primary and secondary barriers in satisfactory condition?

For Remote Inspection:

Inspector to check documents uploaded:

- 1. Copies of latest test/calibration records of relief valves for the hold spaces and primary and secondary barriers*
- 2. latest copies of any inspection, maintenance and/or repairs conducted*

8.67: If a cargo heating system is fitted and is in use at the time of the inspection, is it properly insulated, in a satisfactory operational condition and free of leaks?

8.68: If diesel engines are installed on the open deck, are these certificated and approved by a recognised authority and situated outside the gas-hazardous area?

For Remote Inspection:

Inspector to check documents uploaded:

- 1. Copies of certificate and approval by a recognised authority if Diesel engine are situated outside the gas-hazardous area*

8.69: Are tank access openings, flame screens and standpipes in satisfactory condition?

8.70: Are tank calibration tables available and approved by a recognised authority?

8.71: Are cargo tank and/or other gauging points clearly identified?

8.72: If fixed cargo level measuring equipment is fitted, is it operational, certified and regularly calibrated?

For Remote Inspection:

Inspector to check documents uploaded:

- 1. Copies of certificate by a recognised authority for fixed cargo level measuring equipment*
- 2. latest copies of any inspection, maintenance and/or repairs conducted*

8.73: Are cargo tanks provided with an overfill protection system (High Level Alarms) and is the system fully operational?

For Remote Inspection:

Inspector to check documents uploaded:

- 1. Copies of latest test records for cargo tank high level and overfill alarms*
- 2. Copies of inspection, maintenance and/or repairs conducted*
- 3. Copies for recorded documents of being used for both cargo loading and discharging*

8.74: Is the cargo high level alarm system operated during both loading and discharging?

8.75: Is the cargo tank overfill alarm system independent of both the gauging devices and the high-level alarm system?

8.76: Are bunker tanks provided with an overfill protection system (High Level Alarms) and is the system fully operational?

For Remote Inspection:

Inspector to check documents uploaded:

1. Copies of latest test records for bunker tanks overfill protection system (High Level Alarms)
2. Copies of inspection, maintenance and/or repairs conducted
3. Copies for recorded documents of being used during bunkering and internal bunker transfer operations

8.77: Are personnel aware of the relationship between tank filling limits and cargo temperature?

8.78: Are portable measuring tapes and/or sticks available?

8.79: If fixed tank gauges are not fitted, are sufficient portable tapes provided to simultaneously gauge each tank being worked?

For Remote Inspection:

Inspector to check documents uploaded:

1. Inventory of portable tapes onboard
2. Copies of latest test and calibration records of portable tapes
2. latest copies of inspection, maintenance and/or repairs conducted

8.80: Are vapour locks, if fitted, calibrated and certified by a competent authority?

8.81: If slip tubes are fitted, are they used only in emergencies?

8.82: Is a reference thermometer carried and is its certificate valid?

8.83: If a flow meter is fitted, is it operational AND calibrated in accordance with the requirements of the approving authority?

8.84: Are records kept of the calibration of key cargo instrumentation, including temperature and pressure gauges?

8.85: Is the responsible person in charge familiar with the term 'reference temperature', and has it been determined for this cargo?

8.86: If the vessel is fitted with a cargo venting system, is it in a satisfactory operational condition?

8.87: Is the vessel capable of operating in a closed condition if volatile or toxic products are handled, including ullaging and sampling?

8.88: If the vessel is handling volatile or toxic cargoes, is it operating in a closed condition at the time of the inspection?

8.89: Are the P/V valves in good order, fitted with flame screens, inspected and cleaned as part of a regular maintenance routine, and are there records to support this?

For Remote Inspection:

Inspector to check documents uploaded:

1. Copies of Latest inspection, maintenance, overhaul records of P/V valves
2. Copies of latest recorded document of testing of PV valves
3. Photograph of P/V valve flame screens

8.90: If cargo tank inlet valves are fitted which permit the isolation of individual tanks from the venting system, are these provided with positive locking arrangements and are the keys under the control of a responsible person?

8.91: Is the venting system provided with full-flow secondary means of cargo tank protection against over, or under-pressurisation in the event of accidental closure of the inlet valve?

For Remote Inspection:

Inspector to check documents uploaded:

1. Details of Primary and Secondary cargo tank venting
2. Copies of Latest inspection, maintenance, calibration records of Primary and Secondary cargo tank venting system / equipment.
3. Photograph of isolation of individual tanks from the common venting system
4. Photograph status of isolation valves board in CCR

8.92: If an inert gas system is fitted are its components in a satisfactory condition?

For Remote Inspection:

Inspector to check documents uploaded:

1. Copies of Latest inspection, maintenance, calibration records of IG system including non-return valve(s). instrumentation, alarms, trips and pressure and oxygen recorders
2. Copies of latest recorded document for testing of IG system

8.93: If the inert gas system is in use, is it operating satisfactorily?

8.94: If fitted, are nitrogen cylinders and associated pipework in a satisfactory condition?

8.95: If the vessel is equipped with a vapour-return system, is it operational and are personnel trained in its use?

8.96: Do tank hatches, tank cleaning apertures and sighting ports appear to be liquid and gas tight?

8.97: Additional comments

Chapter 9. Mooring

9.1: Is the vessel effectively moored?

9.2: Are pedestal fairleads, roller fairleads, and other mooring system rollers well greased and free to turn, and are bits and chocks free of grooving?

9.3: Are auxiliary mooring equipment, rollers, chocks and fairleads in a satisfactory condition?

9.4: Are the winches that are employed for mooring in a satisfactory condition?

For Remote Inspection:

Inspector to check documents uploaded:

- 1. Last mooring winches brake testing certificates*
- 2. Records of maintenance / repairs on mooring winch brakes lining, drums and pins.*
- 3. Photo of Mooring winch and brake linings status.*

9.5: Do personnel demonstrate evidence of being properly trained to moor the vessel correctly?

9.6: Are emergency towing-off pennants (Fire wires) in place and correctly rigged?

9.7: Are the mooring lines in satisfactory condition?

For Remote Inspection:

Inspector to check documents uploaded:

- 1. Copies of latest records documenting line inspections, retirements and wear zones management (where applicable)*

9.8: If synthetic tails are used in conjunction with wires, are they in satisfactory condition and is a suitable joining shackle used between the wire and the tail?

9.9: If fitted, are windlasses, anchors, locking bars and cables in satisfactory condition and operating effectively?

9.10: Additional comments

Chapter 10. Towing and Pushing Vessels

10.1: Does the tug have sufficient power for the barge(s) being handled?

For Remote Inspection:

Inspector to check documents uploaded:

1. Copy of document that includes tug horse power when built

10.2: Is the equipment provided, sufficient to handle the tow?

For Remote Inspection:

Inspector to check documents uploaded:

1. List of towing equipment with their manuals and test certificate (e.g. but not limited too: Towing/pushing equipment, tow hook, winches, hawsers and bridles etc.)

10.3: Do personnel demonstrate evidence of adequate training in towing operations and emergency procedures?

10.4: Do personnel demonstrate evidence of effective training and familiarity with the winch operation?

10.5: Is the funnel provided with an effective spark arrestor?

10.6: Do personnel demonstrate familiarity and adequate training to respond to emergency situations?

10.7: Does the height of eye from the tug wheelhouse provide sufficient visibility beyond the barge being towed or pushed?

10.8: Is the size and strength of the towing wire employed, adequate for its intended use?

For Remote Inspection:

Inspector to check documents uploaded:

1. Copy of towing wire manufacturers test certificate

10.9: Does minimum breaking load (MBL) of the towing wire size correspond to the maximum bollard pull of the tug?

For Remote Inspection:

Inspector to check documents uploaded:

1. Copy of towing wire manufacturers test certificate
2. Copy of document that includes tug horsepower when built

10.10: Is the towing wire in satisfactory condition?

10.11: Are the connections between tugs to barges and between barges being maintained in a satisfactory condition?

For Remote Inspection:

Inspector to check documents uploaded:

1. Records of inspection, maintenance / repairs on connectors between tugs to barges and between barges.
2. Photo of connections between tugs to barges and between barges.

10.12: Is a manufacturer's certificate provided for the towing wire(s) on board?

For Remote Inspection:

Inspector to check documents uploaded:

1. Copy of towing wire manufacturers test certificate

10.13: Is a spare towing wire or hawser on board?

10.14: Is the towing winch in a satisfactory condition and does it show evidence of proper maintenance?

10.15: Is the towing winch brake tested annually and are details of the rendering results recorded?

For Remote Inspection:

Inspector to check documents uploaded:

1. Last towing winches brake testing certificate
2. Records of inspection, maintenance / repairs on towing winch brakes lining, drums and pins.
3. Photo of towing winch and brake linings status.

10.16: If the winch is fitted with an alarm indicating wire pay-out, is this operational?

10.17: Is a record of inspection of the towing wire maintained; is it up to date and does it contain details of condition and dates of lubrication?

For Remote Inspection:

Inspector to check documents uploaded:

1. Copies of latest records documenting towing line inspections, retirements and maintenance (includes lubrication)

10.18: Is the barge fitted with towing points and a bridle?

10.19: Is the bridle composed of at least Grade 2 stud link chain or IWRC wire?

For Remote Inspection:

Inspector to check documents uploaded:

1. Copy of certificate(s) of bridle

10.20: Is the bridle protected from chafing at the deck edge?

10.21: Is a spare pennant or surge chain provided and if fitted, is the surge chain at least the same grade and size as the main bridle?

10.22: If fitted, is the synthetic shock line at least 1.3 times the strength of the main tow wire/hawser

For Remote Inspection:

Inspector to check documents uploaded:

- Copy of test certificate(s) for
- a) synthetic shock line
 - b) Main tow wire/hawser

10.23: Are the bridle ends, tow wire and surge chain connections appropriate for the current service?

10.24: Is a record maintained of the number of towing miles/hours of the towing wire, and is this usage within the stipulated life of the wire?

For Remote Inspection:

Inspector to check documents uploaded:

1. Copy of records which includes number of towing miles/hours of the towing wire, and is this usage within the stipulated life of the wire.

10.25: Is the barge fitted with an emergency towing system?

10.26: Is the towing wire termination in good condition and free of damage, deformation, or significant corrosion?

10.27: Is the towing wire sufficiently protected from chafing at the stern rail for the current service?

10.28: Is the tug/barge pushing connection acceptable for the current service?

For Remote Inspection:

Inspector to check documents uploaded:

1. Photo of tug/barge pushing connection)
2. Copy of test certificate for tug/barge pushing connection
3. Copies of latest records documenting tug/barge pushing connection inspections, retirements and maintenance (includes lubrication)

10.29: If separate push winches are utilised, are they being properly maintained and are they in satisfactory working order?

10.30: Do the two bridle legs form an angle less than 120 degrees?

10.31: Is the breaking strain of the bridle at least 1.3 times the breaking strain of the towing wire?

Inspector to check documents uploaded:

1. Copy of test certificate(s) for
 - a) Bridle
 - b) Towing wire/hawser

10.32: Can the emergency towing system be deployed by the tug personnel when the barge is unmanned?

10.33: If the inspected vessel is an articulated tug/barge unit, is the tug/barge connection system maintained in satisfactory condition?

For Remote Inspection:

Inspector to check documents uploaded:

1. Photo of articulated tug/barge connection system
2. Copy of test certificate for articulated tug/barge connection system
3. Copies of latest records of inspection, documenting articulated tug/barge connection system inspections, retirements and maintenance (includes lubrication)

10.34: If manned, do the barge personnel maintain 24hour radio communication with the tug?

10.35: Additional comments

Chapter 11. Machinery

11.1: Is the general cleanliness and housekeeping in the engine space satisfactory?

11.2: Is a planned maintenance system being followed, and is it up to date?

For Remote Inspection:

Inspector to check documents uploaded:

1. Copy of extracted outstanding / overdue PMS routines
2. List of minimum required spares not available onboard the vessel

11.3: Is the machinery space free from visible safety deficiencies?

11.4: Are all electrical wiring and plugs intrinsically safe and megger tested regularly?

11.5: Is the engine space adequately lit?

11.6: If the vessel is provided with an emergency diesel generator, is it in satisfactory operational condition?

For Remote Inspection:

Inspector to check documents uploaded:

1. Copies of documents recording testing of Emergency diesel generator
2. Copies of inspection, maintenance and/or repairs conducted

11.7: Is the main engine machinery space equipment in a satisfactory operational condition?

11.8: Are the emergency main fuel stops prominently marked and operational?

11.9: Are the boiler fuel emergency stops operational?

11.10: If fitted, are the batteries in satisfactory condition?

11.11: Is the fire pump in satisfactory condition and operational?

11.12: Are safety devices and alarms operational?

11.13: Are bilge alarms operational?

11.14: If fitted, are the pump room gas detection systems operational?

For Remote Inspection:

Inspector to check documents uploaded:

1. Copies of documents recording last testing of pump room gas detection system
2. Copies of inspection, maintenance and/or repairs conducted

11.15: Are the pumproom ventilation fans shut-down arrangements operational?

11.16: Is the emergency steering gear operational?

For Remote Inspection:

Inspector to check documents uploaded:

1. Copies of Engine Log and/or Bell book records for steering gear testing carried out in the last voyage
2. Copies of Engine Log and/or Bell book records for last Emg. Steering Drills carried.
3. Photo of posted operating instruction and block diagram for change over of steering.
4. Copies of inspection, maintenance and/or repairs conducted

11.17: Is the engine room alarm operational?

11.18: Is the engine room instrumentation in satisfactory operation condition?

11.19: If a fixed engine room fire extinguishing system is fitted, is it in satisfactory operational condition?

For Remote Inspection:

Inspector to check documents uploaded:

1. Copies of documents recording last testing of fixed fire, extinguishing systems
2. Copies of inspection, maintenance and/or repairs conducted

11.20: Is all moving machinery provided with effective guards where this presents a hazard?

11.21: Are hazard/warning notices posted?

11.22: Are the emergency escape exits clearly marked, unobstructed and adequately lit?

11.23: Are fuel oil tanks, slop tanks and drums clearly labelled?

11.24: Are flammable/combustible materials properly stored?

11.25: Are bilges clean and free of excessive oil waste?

11.26: Is the oily water separator arrangement and overboard discharge operated correctly?

For Remote Inspection:

Inspector to check documents uploaded:

- 1. Photo of OWS 3way valve and surrounding piping*
- 2. latest Testing and Calibration records*
- 3. Last services / repairs records*
- 4. Familiarization / induction records*
- 5. Photo of Overboard valves, including seal (numbers) where applicable*
- 6. Copy of OWS records made within ORB*

11.27: Is electrical wiring and equipment approved for intended service and free from exposed electrical shock hazards?

11.28: Is the condition of the steering compartment satisfactory?

11.29: Is the operation of the steering equipment satisfactory?

11.30: Do the engine room and steering room control systems appear to be satisfactory?

11.31: Is the engine room emergency equipment in fully operational condition and are operating instructions clearly displayed?

For Remote Inspection:

Inspector to check documents uploaded:

- 1. Copies of last testing of emergency equipment records.*
- 2. Photo of posted operating instruction and/or block diagram of emergency equipment*

Interview Required:

- 3. Telephone interview with random one or two ships engineering officer to validate their familiarity*

11.32: Is the electrical power supply adequate?

11.33: If fitted, do emergency generators have two independent means of starting?

11.34: Are the fire main, fire pump, and sea chest valves clearly marked and labelled?

11.35: Additional comments

Chapter 12. General Appearance

12.1: Is the general condition and cleanliness of the hull satisfactory?

For Remote Inspection:

Inspector to check documents uploaded:

Photographs of Hull :

- a) Port and Starboard (fore, midship and aft)
- b) Bow (Port and Stbd)
- c) Stern

Note: Important

i) Vessels are not required to stop engines and use L/B or R/B to take photos of hull out at sea

ii) Vessels are not required to rig stages and go aloft ship sides to take photographs.

iii) Photos taken from main deck using selfies (if available) is sufficient.

iv) Where practical / feasible and if terminal permits then taking photos from shore and using shore launch is acceptable.

12.2: If permanent fendering is fitted is it a satisfactory condition?

12.3: Does the structural appearance and cleanliness of the weather deck appear to be satisfactory?

For Remote Inspection:

Inspector to check documents uploaded:

Photographs of:

- a) Main deck - Port and Starboard (fore, midship and aft)
- b) Fore Castle deck
- c) Poop deck

12.4: Is the general condition of service pipework satisfactory, is it free from significant corrosion, pitting, soft patches or other temporary repairs?

12.5: Does the overall appearance of the superstructure appear to be satisfactory?

12.6: Does the internal appearance of the superstructure appear to be satisfactory?

12.7: Does the internal appearance of the machinery compartment appear to be satisfactory?

12.8: Additional comments

Chapter 13. Packed Cargoes

13.1: Does the vessel have a cargo securing manual ?

13.2: Is the vessel free of stability problems?

13.3: Are suitable safety notices posted?

13.4: Does the vessel have a stability plan approved by a competent authority to carry deck cargoes?

For Remote Inspection:

Inspector to check documents uploaded:

- 1. Copy of stability plan approved by a competent authority to carry deck cargoes*

13.5: Is the portable tank andamp; framework certified for the carriage of product by a competent authority?

For Remote Inspection:

Inspector to check documents uploaded:

- 1. Copy of approval/certificate from competent authority for the carriage of product in portable tank and framework*
- 2. Photographs of Securing points on tanks / framework and the vessel, including Earth bonding wires.*

13.6: If fitted, have portable tanks undergone all statutory tests within the last 5 years?

For Remote Inspection:

Inspector to check documents uploaded:

- 1. Copies of all test certificates of portable tank(s) onboard*
- 2. Photograph of portable tanks, metal marking plate.*

13.7: If fitted with tank framework, are these fitted with adequate strengthened fixing/lifting points?

13.8: If the cargo is carried in containers, are these in a satisfactory condition?

13.9: If the cargo is carried in a tank vehicle, is the vehicle in sound structural condition andamp; free of defects?

13.10: Is the tank vehicle properly secured in accordance with a Cargo Securing Manual?

13.11: Are tie-down attachments adequate to secure tank vehicles and prevent movement?

13.12: Are securing points on the vehicle adequately marked ?

13.13: Is the vehicle fitted with the appropriate number of securing points for the gross weight of the vehicle?

13.14: Are drums and packages in satisfactory condition, free of leaks and clearly marked showing the cargo they contain?

13.15: Are drums stowed and lashed securely?

13.16: Are electric lights and fittings located in the vicinity of the tank in satisfactory condition and are they of the explosion-proof type?

13.17: Additional comments

Appendix

List of Documents and Photographs for Remote Inspection – BIQ5-International

	Document	Question
1.	National or International trading certificates	2.1
2.	Copy of latest Class Certificate	2.3
3.	Latest Class survey status report	2.45
4.	Last Port State Control Inspection Report	2.47
5.	Copy of policies and procedures	2.49
6.	Inspector to randomly identify ships staff and request for records of Rest hours for the last 1 month uploaded on the repository	3.6
7.	Records of Violation / Non-conformance to STCW rest hour if any.	3.6
8.	Vessel Operators Drug and Alcohol policy and procedures	3.7
9.	Date of last unannounced alcohol test conducted onboard including Master and Initiated by Office, for the last one year	3.8
10.	Date of last unannounced test by External agency.	3.8
11.	Records of any violation of Alcohol policies / procedures in the last one year	3.8
12.	Copy of unannounced drug testing frequency from procedures	3.9
13.	Dates of last 3 years unannounced drug testing conducted for all onboard the vessel including Master	3.9
14.	Date of last unannounced drug test conducted onboard including Master and Initiated by Office.	3.1
15.	Records of any violation of Drug policies / procedures in the last one year	3.10
16.	Copy of Operator's Navigational and Bridge Organization Manual	4.1
17.	Induction / familiarization checklist / records	4.2
18.	List of navigation equipment onboard the vessel and operational status of the same	4.3
19.	Copies of records of inspection / maintenance of Nav . Equipment	4.3
20.	Copy of form E of safety equipment certificate	4.33
21.	Copies of inspection, maintenance and/or repairs conducted	4.33
22.	Photograph (date / time stamped) of posted emg. Steering gear changeover	4.34
23.	Telephone interview with random one or two ships officer to validate their familiarity	4.34
24.	Copies of local navigational warnings received	4.37
25.	Evidence of implementation during the voyage e.g. update passage plan , marking on navigation charts etc.	4.37
26.	Telephone interview with random one or two ships deck officer to validate their familiarity	4.37
27.	Copy of last voyage passage plan.	4.38
28.	Copy of Bell / Movement book for the last voyage	4.38
29.	Photographs of last voyage paper navigation charts and screenshot of electronic navigation charts of the last voyage	4.38
30.	Photographs of last voyage paper navigation charts and screenshot of electronic navigation charts of the last voyage	4.40
31.	Copies of documents recording last testing of fixed fire, smoke and gas detection systems and emergency systems in the last month	5.13
32.	Copies of inspection, maintenance and/or repairs conducted	5.13

33.	Copies of documents recording last testing of fixed fire fighting system in the last month	5.14
34.	Copies of inspection, maintenance and/or repairs conducted	5.14
35.	Copy of last fixed foam sample analysis certificate	5.15
36.	Copies of emergency procedures	5.25
37.	Copy of programme of drills to cover emergencies for dealing with leakage, spillage or fire involving the cargo	5.25
38.	Copies of documents recording when last mentioned Emergency drill(s) were conducted	5.25
39.	Telephone interview with random one or two ships staff to validate their familiarity	5.25
40.	Copies of extracts from procedures w.r.t response to a breakout from the berth during cargo operations	5.30
41.	Copies of extracts from procedures w.r.t response to the development of dangerous concentrations of gas	5.32
42.	Copies of extracts from procedures w.r.t response to cargo tank overflow	5.34
43.	Telephone interview with random one or two ships staff to validate their familiarity	5.34
44.	Copies of extracts from procedures w.r.t response to failure of the steering gear	5.36
45.	Telephone interview with random one or two ships staff to validate their familiarity	5.36
46.	Copies of extracts from procedures w.r.t response to collision or grounding that results in pollution	5.37
47.	Copies of latest test records for emergency cargo pump shut down	5.43
48.	Copies of extracts from Company's procedures for permit to work	5.51
49.	Copies of latest completed each type of permit	5.51
50.	Copies of Company approvals to conduct hot work outside designated workshop	5.51
51.	Copies of extracts from company procedures for pump room and enclose space entry	5.51
52.	Copies of extracts from company safety procedures for cargo transfer	5.51
53.	Copy of last tank cleaning plan	5.54
54.	Telephone interview with random one or two ships deck officer to validate their familiarity	5.54
55.	Copy of extract from company procedures w.r.t COW	5.57
56.	latest records of testing of COW line.	5.57
57.	Copies of Latest inspection, maintenance, overhaul records of COW system	5.57
58.	Copies of latest completed COW checklists	5.57
59.	Copy of approved SOPEP / SMEP	6.2
60.	Copies of documents recording last SOPEP / SMPEP Drills conducted	6.2
61.	Familiarization / Induction records with SOPEP / SMPEP	6.2
62.	Copies of latest emergency contact list filed within SOPEP / SMPEP	6.2
63.	Telephone interview with random one or two ships staff to validate their familiarity	6.2
64.	List of spill equipment available onboard	6.4
65.	Photos of Spill equipment including portable oil spill pumps and dump valves arrangement where applicable	6.4
66.	Photos of spill rail if fitted	6.8
67.	Random Photo's of condition of scuppers and plugs if fitted	6.8
68.	Copies of records demonstrating regular tests for integrity of scuppers (if fitted)	6.8
69.	Photo of Overboard valves, Anti-pollution warning notices posted, including seal (numbers) where applicable	6.14
70.	Copy of seals recorded in ORB	6.14
71.	Latest class survey status report	7.2
72.	Conditional Evaluation report and Executive Hull Summary records.(No Thickness and other records required)	7.2
73.	Latest Vessels Tank(s) [cargo and ballast tanks, void spaces, trunks and cofferdams] Inspection Report(s)	7.3

74.	Copy of company policy statements, instructions and procedures with regard to safe cargo operations	8.1
75.	Copies of last completed load and discharge operation SSSCL	8.2
76.	Copies of last load and discharge cargo plans	8.3
77.	Copy of Cargo Record Book for the last voyage	8.3
78.	Copies of completed STS checklist for the latest STS cargo operations	8.16
79.	Copies of latest inspection, test / calibration records of cargo pumps, booster pumps, ballast pumps and stripping pumps, eductors and their associated instrumentation and controls	8.19
80.	Latest copies of any inspection, maintenance and/or repairs conducted	8.19
81.	Copy of latest testing records of ESD	8.22
82.	Copy of latest inspection, maintenance, overhaul of ESD	8.22
83.	Copies of test certificates for cranes and associated lifting equipment	8.26
84.	Copies of Chain register	8.26
85.	Copies of inspection, maintenance and/or repairs conducted	8.26
86.	Photographs of SWL marked on cranes and associated lifting equipment	8.26
87.	Copies of latest testing records of cargo pipe lines	8.30
88.	Copies of inspection, maintenance and/or repairs conducted if any	8.30
89.	Company procedures on maintenance and testing for cargo hoses	8.31
90.	Records of testing of cargo hoses	8.31
91.	Copies of manufacturers certificates for all cargo hose onboard	8.31
92.	Copies of latest test records of cargo and ballast system valves	8.47
93.	Copies of inspection, maintenance and/or repairs conducted	8.47
94.	Copies of latest test records of Gas detection equipment	8.57
95.	Copies of inspection, maintenance and/or repairs conducted	8.57
96.	Copies of latest test/calibration records of relief valves for the hold spaces and primary and secondary barriers	8.66
97.	Latest copies of any inspection, maintenance and/or repairs conducted	8.66
98.	Copies of certificate and approval by a recognised authority if Diesel engine are situated outside the gas-hazardous area	8.68
99.	Copies of certificate by a recognised authority for fixed cargo level measuring equipment	8.72
100.	Latest copies of any inspection, maintenance and/or repairs conducted	8.72
101.	Copies of latest test records for cargo tank high level and overfill alarms	8.73
102.	Copies of inspection, maintenance and/or repairs conducted	8.73
103.	Copies for recorded documents of being used for both cargo loading and discharging	8.73
104.	Copies of latest test records for bunker tanks overfill protection system (High Level Alarms)	8.76
105.	Copies of inspection, maintenance and/or repairs conducted	8.76
106.	Copies for recorded documents of being used during bunkering and internal bunker transfer operations	8.76
107.	Inventory of portable tapes onboard	8.79
108.	Copies of latest test and calibration records of portable tapes	8.79
109.	Latest copies of inspection, maintenance and/or repairs conducted	8.79
110.	Copies of Latest inspection, maintenance, overhaul records of P/V valves	8.89
111.	Copies of latest recorded document of testing of PV valves	8.89
112.	Photograph of P/V valve flame screens	8.89
113.	Details of Primary and Secondary cargo tank venting	8.91
114.	Copies of Latest inspection, maintenance, calibration records of Primary and Secondary cargo tank venting system / equipment.	8.91
115.	Photograph of isolation of individual tanks from the common venting system	8.91

116.	Photograph status of isolation valves board in CCR	8.91
117.	Copies of Latest inspection, maintenance, calibration records of IG system including non-return valve(s). instrumentation, alarms, trips and pressure and oxygen recorders	8.92
118.	Copies of latest recorded document for testing of IG system	8.92
119.	Last mooring winches brake testing certificates	9.4
120.	Records of maintenance / repairs on mooring winch brakes lining, drums and pins	9.4
121.	Photo of Mooring winch and brake linings status.	9.4
122.	Copies of latest records documenting line inspections, retirements and wear zones management (where applicable)	9.7
123.	Copy of document that includes tug horse power when built	10.1
124.	List of towing equipment with their manuals and test certificate (e.g. but not limited too: Towing/pushing equipment, tow hook, winches, hawsers and bridles etc.)	10.2
125.	Copy of towing wire manufacturers test certificate	10.8
126.	Copy of towing wire manufacturers test certificate	10.9
127.	Copy of document that includes tug horse power when built	10.9
128.	Records of inspection, maintenance / repairs on connectors between tugs to barges and between barges	10.11
129.	Photo of connections between tugs to barges and between barges .	10.11
130.	Copy of towing wire manufacturers test certificate	10.12
131.	Last towing winches brake testing certificate	10.15
132.	Records of inspection, maintenance / repairs on towing winch brakes lining, drums and pins .	10.15
133.	Photo of towing winch and brake linings status.	10.15
134.	Copies of latest records documenting towing line inspections, retirements and maintenance (includes lubrication)	10.17
135.	Copy of Certificate(s) of bridle	10.19
136.	Copy of test certificate(s) for: a) Synthetic shock line b) Main tow wire/hawser	10.22
137.	a) Synthetic shock line	10.22
138.	b) Main tow wire/hawser	10.22
139.	Copy of records which includes number of towing miles/hours of the towing wire, and is this usage within the stipulated life of the wire.	10.24
140.	Photo of tug/barge pushing connection)	10.28
141.	Copy of test certificate for tug/barge pushing connection	10.28
142.	Copies of latest records documenting tug/barge pushing connection inspections, retirements and maintenance (includes lubrication)	10.28
143.	Copy of test certificate(s) for	10.31
144.	a) Bridle	10.31
145.	b) Towing wire/hawser	10.31
146.	Photo of articulated tug/barge connection system	10.33
147.	Copy of test certificate for articulated tug/barge connection system	10.33
148.	Copies of latest records of inspection, documenting articulated tug/barge connection system inspections, retirements and maintenance (includes lubrication)	10.33
149.	Copy of extracted outstanding / overdue PMS routines	11.2
150.	List of minimum required spares not available onboard the vessel	11.2
151.	Copies of documents recording last testing of Emergency diesel generator	11.6
152.	Copies of inspection, maintenance and/or repairs conducted	11.6
153.	Copies of documents recording last testing of pump room gas detection system	11.14
154.	Copies of inspection, maintenance and/or repairs conducted	11.14
155.	Copies of Engine Log and/or Bell book records for steering gear testing carried out in the last voyage	11.16

156.	Copies of Engine Log and/or Bell book records for last Emg. Steering Drills carried.	11.16
157.	Photo of posted operating instruction and block diagram for change over of steering.	11.16
158.	Copies of inspection, maintenance and/or repairs conducted	11.16
159.	Copies of documents recording last testing fixed fire, extinguishing systems	11.19
160.	Copies of inspection, maintenance and/or repairs conducted	11.19
161.	Photo of OWS 3way valve and surrounding piping	11.26
162.	Latest Testing and Calibration records	11.26
163.	Last services / repairs records	11.26
164.	Familiarization / induction records	11.26
165.	Photo of Overboard valves, including seal (numbers) where applicable	11.26
166.	Copy of OWS records made within ORB	11.26
167.	Copies of last testing of emergency equipment records.	11.31
168.	Photo of posted operating instruction and/or block diagram of emergency equipment	11.31
169.	Telephone interview with random one or two ships engineering officer to validate their familiarity	11.31
170.	<p>Photographs of Hull :</p> <p>i) Vessels are not required to stop engines and use L/B or R/B to take photos of hull out at sea</p> <p>ii) Vessels are not required to rig stages and go aloft ship sides to take photographs.</p> <p>iii) Photos taken from main deck using selfies (if available) is sufficient.</p> <p>iv) Where practical / feasible and if terminal permits then taking photos from shore and using shore launch is acceptable.</p> <p>v) Where practical / feasible and if terminal permits then taking photos from shore and using shore launch is acceptable.</p>	12.1
171.	a) Port and Starboard (fore, midship and aft)	12.1
172.	b) Bow (Port and Stbd)	12.1
173.	c) Stern Note: Important	12.1
174.	Photographs of :	12.1
	a) Main deck - Port and Starboard (fore, midship and aft)	12.1
	b) Fore Castle deck	12.1
	c) Poop deck	12.1
175.	Copy of stability plan approved by a competent authority to carry deck cargoes	13.4
176.	Copy of approval / certificate from competent authority for the carriage of product in portable tank and framework	13.5
177.	Photographs of Securing points on tanks / framework and the vessel, including Earth bonding wires.	13.5
178.	Copies of all test certificates of portable tank(s) onboard	13.6
179.	Photograph of portable tanks, metal marking plate	13.6