

# MAR 11 (Leisure) PRE ARRIVAL CHECKLIST

## Introduction

All vessels shall complete this checklist **prior to arrival** PSC “High Risk Areas” - USA, China, Australia / New Zealand, Russia, Ukraine, and Canada regardless of vessel flag.

**Note:** For **Liberia flag** vessels, the Administration accept submission of this form instead of RLM258 for calls in USA, Australia and China  
For **Panama flag** vessels, the Administration accept submission of this form instead of MMC-381 for calls in USA.

Ship Name:		Next Port of Call:	
Ship IMO Number:		Date of Port Call:	

### Caution

*Any defects found on board that are statutory i.e covered by certification, must be reported to the ship management office. The Flag Administration and the Port State authority must also be informed before vessel arrival. Failure to do so will result in an ISM-related PSC finding and DETENTION.*

## Part 1: First impressions

It is important to remember that the PSC Officers inspection starts OFF the vessel. Their attitude can be determined to what he experiences approaching and boarding the vessel so the first preparations to be made is ensuring all are aware that the following must be in order.

### Gangway and Moorings



- 1) In Good Condition .....Confirmed ☐
- 2) All crew aware of required rigging arrangements in port .....Confirmed ☐

### Access Control

- 3) All crew recently trained in access control .....Confirmed ☐
- 4) All crew aware that PSC Officer should be accompanied by senior officer  
during inspection / tour of the vessel .....Confirmed ☐

### Appearance of all officers and crew

- 1) All crew aware of importance of wearing proper uniforms and working gear .....Confirmed ☐

**Note:** Working Gear consists of Company pattern boiler suits, safety shoes and protective clothing and equipment as appropriate.

### Cleanliness of public, living and working areas



- 1) General Public areas in good condition .....Confirmed ☐

*All above verified by Master - Signature:*

*Date:*


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## Part 2: Top Detention Items

**Note:** Must be completed by all vessels for all PSC High Risk Areas

### Life Saving Appliances

#### Lifeboats

- 
- 1) Operational .....Confirmed ☐
    - a) Lifeboat engines .....Start immediately ☐
    - b) Cold climate precautions for engines ..... Yes ☐
    - c) Fuel tanks ..... Full ☐
  - 2) All components in good condition.....Confirmed ☐
    - a) Boats free of temporary repairs / soft patches. .... Yes ☐
    - b) Lifeboat steering systems .....Good condition ☐
    - c) Batteries .....Good condition ☐
  - 3) As per original design .....Yes: No modifications ☐
    - a) Lifeboat release gear ..... Set correctly ☐
  - 4) Signage as Required .....Confirmed ☐
    - a) Launching and embarkation arrangement & poster .....Good condition ☐
    - b) Posters under emergency lighting ..... Yes ☐
  - 5) Lifeboats (as per SOLAS)..... Launched & Lowered ☐
    - a) Date when LB was last tested in the water.....Date:.....
    - b) Date when rescue boat was last tested in the water.....Date:.....

**Caution:** If launching / testing / drills not completed, have details been recorded in the logbook and has Flag been notified?

- 
- 6) Rescue boat engines.....Start immediately ☐

**Note:** Fast Rescue Boats - An effective operational test is to submerge the motor leg in water to a depth which will cover the cooling inlet ports. The cooling water pump condition and circulation is verified by observing the cooling water flow through the water flow indication (tell-tale) hole. Submit photos of testing.

#### Lifeboat launching arrangements

- 1) Operational .....Confirmed ☐
- 2) All components in good condition .....Confirmed ☐
  - a) Corrosion/wastage of sheaves/hooks .....Checked ☐
- 3) As per original design .....Yes: No modifications ☐
- 4) Signage as Required .....Confirmed ☐
- 5) On load release gear ..... Working ☐
- 6) On load release gear ..... Properly set ☐
- 7) Davit launch limit switches..... Good order ☐
- 8) Emergency lighting .....Functioning correctly and marked as "Emergency" ☐


#### Liferafts

- 
- 1) Liferaft securing arrangements ..... Properly connected ☐


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## Fire Safety

### Fire Doors

- 1) Operational .....Confirmed ☐
  - a) Self-closing devices ..... Tested ☐
- 2) All components in good condition .....Confirmed ☐
  - a) Rubber packing ..... Good condition ☐
- 3) As per original design .....Yes: No modifications ☐
  - a) NO "tie-backs" in use .....Confirmed ☐
-  → 4) Signage as Required .....Confirmed ☐

### Fire dampers, including remote controls mechanisms

- 1) Operational .....Confirmed ☐
  - a) All flaps..... Close fully ☐
-  → 2) All components in good condition .....Confirmed ☐
- 3) As per original design .....Yes: No modifications ☐
- 4) Signage as Required .....Confirmed ☐
  - a) Labelled "open" / "closed" .....Confirmed ☐

**Note:** Submit photographs of engine room dampers fully closed (Include photo from inside funnel demonstrating no daylight showing through closed dampers)

### Fire-Fighting Equipment

Include: Fixed fire fighting systems, fire detection panels, fire mains and fire-fighting suits and equipment.

- 1) Operational .....Confirmed ☐
- 2) All components in good condition .....Confirmed ☐
- 3) As per original design .....Yes: No modifications ☐
- 4) Signage as Required .....Confirmed ☐

 → **Submit photos of Fixed firefighting arrangements on board showing operating instructions.**

**Note:** All face masks should be in good order, no dry rotted rubber mask straps. Jackets, pants and gloves must not have any holes or rips in the material.

## Marpol Compliance (Annex V)

### Marpol Annex V : Garbage Management

-  → 1) Garbage Storage in compliance with Garbage Management Plan .....Confirmed ☐


*All above verified by Safety Officer - Signature:*

*Date:*

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## Emergency Systems


### Emergency generator

- 
- 1) Operational .....Confirmed ☐
  - 2) All components in good condition .....Confirmed ☐
  - 3) As per original design .....Yes: No modifications ☐
  - 4) Signage as Required .....Confirmed ☐
  - 5) All means of starting .....Tested ☐
  - 6) Other self-contained power sources on board (If any) ..... Operational ☐
  - 7) Ship staff can demonstrate on-load test..... Yes ☐

**Note:** SOLAS II-1 The emergency generator must supply power to the emergency switchboard within a maximum of 45 seconds automatically.


- 8) Insulation resistance .....>5 MOhms ☐
- 9) Fuel tanks ..... Full ☐

### Emergency Fire Pumps

- 
- 1) Operational .....Confirmed ☐
  - 2) All components in good condition .....Confirmed ☐
  - 3) As per original design .....Yes: No modifications ☐
  - 4) Signage as Required .....Confirmed ☐
  - 5) All D&E crewmembers can start pump .....Confirmed ☐
  - 6) Sufficient pressure to supply 2 hoses on deck ..... Yes ☐
  - 7) Seawater Suction Valve Remote from Outside Engine room ..... Confirmed ☐

## Marpol Compliance (Annex I & VI)

### Marpol Annex I: Oily water Separator (OWS)

- 
- 1) Operational .....Confirmed ☐
  - 2) All components in good condition .....Confirmed ☐
    - a) Discharge line ..... Good condition ☐
  - 3) As per original design .....Yes: No modifications ☐
    - a) NO by-pass line fitted to OWS ..... Yes ☐
  - 4) Signage as Required .....Confirmed ☐
  - 5) Separator & 15 ppm alarm..... Working ☐
  - 6) Inside of discharge pipe .....Clean ☐
  - 7) Automatic stopping device.....Tested ☐

**Note:** Correct operation of the 3-way valve and sensor flushing interlocks must be verified

- 8) All engineers able to demonstrate the operation of the OWS ..... Yes ☐

**Note:** Including the 15ppm alarm of the OCM and showing the data memory of the OCM.

- 9) Company Seal and Flexible Hose Program implemented with records ..... Yes ☐

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## Marpol Annex I: Oil Record Book entries

- 1) Entries (Bunkering, weekly entries etc.) .....Correct ☐
- 2) CE verified and signed each page of the ORB ..... Yes ☐
- 3) Each entry ..... Signed by the engineer in charge of the operation ☐
- 4) OWS related tests (Also record any failures if any) ..... Recorded ☐

## Marpol Annex VI : Low Sulphur Fuel Regulations

- 1) IAPP supplement updated to reflect compliance method.....Confirmed ☐
- 2) Three (3) years of BDN records available .....Confirmed ☐
- 3) BDN shows Sulphur content no greater than 0.5% (or 0.1% for ECA) Sulphur.....Checked ☐

**Note:** Unless Scrubber fitted and operational

- 4) Change over procedures are properly recorded in the ER logbook..... Yes ☐
- 5) All ER crew are fully familiar with the changeover procedure.....Tested ☐

**Note:** Where fitted, Exhaust Gas Scrubber should be fully operational and all necessary records up to date


## Engine Room & Auxiliary Equipment

### Leaks & ER Housekeeping

- 1) Oil leaks ..... Any existing leaks to be fixed ☐
- 2) Oily rags..... Removed ☐

**Note:** Where the vessel is required to change over to LSFO or LSMGO, make additional checks for leakages after changeover and prior to arrival in port.

- 3) Bilges/tank tops.....Clean ☐
- 4) Buckets under machinery to collect leaks..... Removed ☐
- 5) Lagging material .....Good condition ☐

 **Note:** Submit photographs of insulation condition at various locations, especially on fuel lines and near turbochargers of main engine and auxiliary engines

- 6) Hot surface shielding/screening.....Good condition ☐
- 7) Engine Alarm Panel ..... Fully Operational ☐
- 8) Bunkering Pipes ..... Tested Annually / Dates marked on pipes ☐
- 9) ER workshop .....Clean ☐

### Fuel and Lube Quick Closing Valves, including remote controls mechanisms

- 1) Tested and Operational.....Confirmed ☐

**Caution:** Carefully plan tests – do not jeopardise safe navigation!

- 2) All components in good condition .....Confirmed ☐
  - a) Handles and wires..... Good condition ☐
- 3) As per original design .....Yes: No modifications ☐
- 4) Signage as Required .....Confirmed ☐

### Auxiliary Engines

- 1) All auxiliary engines in working order and taking rated load..... Verified ☐

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**Note:** Auxiliary Engine Performance Tests must be fully up to date. Monthly test at maximum sustainable load (min 80% MCR)

- 2) Automatic starting..... Tested ☐
- 3) Planned maintenance items ..... Complete ☐
- 4) Critical spare parts ..... Complete ☐
- 5) Insulation and fuel spray shielding ..... Good order ☐

*All above verified by Chief Engineer - Signature:*

*Date:*

## Crew Familiarity with Equipment & Machinery

- 1) All crew inductions completed so they are fully familiar with the operation of relevant equipment & machinery o/b .....Confirmed ☐

## Emergency Preparedness drills

- 2) All officers & crew are trained in fire, abandon ship & confined space rescue drills ..Confirmed ☐

## MLC & Hours of Work & Rest

### MLC Compliance

- 1) Collective Bargaining Agreement (CBA) or Conditions of Service (COS)..... Available on Board ☐

**Note:** Must contain latest clause relating to arrangements should a seafarer become captive because of an act of piracy, hijacking or armed robbery.

- 2) Seafarer Flag endorsement or Certificate of Receipt of Application (CRA) ..... Original onboard ☐
- 3) MLC Self-Assessment ..... Completed and Findings closed ☐

**Note:** Master must complete ADM33 every January and July AND review prior to entry to HR Ports.

- 4) Seafarers Employment Agreement (SEA) ..... Available on Board and terms complied with ☐
- 5) Accommodation & Galley cleanliness ..... Inspected ☐
- 6) Provisions ..... Sufficient for intended voyage / Good Quality ☐

### Hours of Work & Rest

- 1) Work schedule C630A ..... Updated & posted ☐
- 2) Records of hours of work or rest:
  - a) Accurate Records ..... Maintained and entered in Shipsure ☐
  - b) Review and approval of W&R Hrs ..Completed prior to arrival in port ☐
- 3) Work & Rest hours non-Compliance
  - a) Non-Compliance ..... Recorded in Shipsure with reason for N/C ☐
  - b) Compensatory Rest ..... Details recorded in Shipsure ☐

**Note:** If non-compliance occurs regularly, adjust work schedule of person. If master unable to resolve, advise the company - DPA shall acknowledge. The Master has the authority and the support of the Company's management to:

- Stop the ship;
- Ensure fatigued personnel not engaged in critical operations

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*All above verified by Master - Signature:*

*Date:*

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## Part 3: Additional Checks by Country

**Note:** Vessels shall complete these additional items depending on country of destination. These items are based on re-occurring findings in the VGroup fleet between 01/01/2020 – 31/12/2020

### USA – Top 5

- 1) Main engine ..... Fully Operational ☐
- 2) Oil filtering equipment ..... In Good order ☐
- 3) Certificates for Master and officers
  - a) Officers Certificate of Competency. Available on board and valid ☐
  - b) Flag endorsement or CRA ..... Valid ☐
- 4) Fire control plan
  - a) Container ..... In Good condition ☐
  - b) IMO symbol and labelling ..... Good condition ☐
- 5) Steering gear
  - c) Steering gear room ..... Clean ☐
  - d) NO oil leakage & NO material improperly stowed .... Confirmed ☐
  - e) Comms between bridge and Steering Room Tested & Operational ☐
  - f) Low-level alarm for hydraulic oil tank ..... Tested & Operational ☐
  - g) Anti-slippery floor or grating and handrails I.W.O. steering gear Fitted ☐
  - h) Instruction for emergency and local control ..... Displayed ☐

### Canada – Top 5

- 1) Emergency lighting ..... See Details above ☐
- 2) Fire Doors ..... See "Fire Doors" Section above ☐
- 3) Safe Means of Access ..... See "Gangways & Moorings" Section above ☐
- 4) Magnetic Compass ..... Checked to ensure no air bubble in sphere ☐
- 5) SOLAS training manual vessel specific and correct LSA equipment included ..... Confirmed ☐

#### **Additional for Canada:**

- 6) ADM33 (MLC2006 Self Assessment) ..... Completed ☐  
*Owing to recent attention to MLC 2006 issues by PSC, it is required that the Form is completed in full prior to arrival regardless when last done to comply with VMS requirement.*

### China –Top 5

- 1) Emergency lighting ..... See Details above ☐
- 2) Auxiliary engine ..... See details above ☐
- 3) Lifeboats ..... See details above ☐
- 4) Sewage treatment plan - No modification affecting the validity of ISPP Certificate ..... Confirmed ☐
- 5) Fire Doors ..... See Details above ☐



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## Australia & New Zealand – Top 5

- 1) Crew trained in Helicopter Drill prior to Arrival at Pilot Station (Where Applicable) ..Confirmed ☐
- 2) Pilot Ladder and gangways..... In Good Condition ☐
- 3) Publications ..... Up to Date / Fully Corrected Sailing Directions available ☐
- 4) Ballast Tank Vents ..... In Good Condition ☐
- 5) Watertight Doors : Hydraulic & other closing devices in Good Condition.....Confirmed ☐

### Additional for Australia:

- 6) ADM33 (MLC2006 Self Assessment) ..... Completed ☐  
*Owing to recent attention to MLC 2006 issues by PSC, it is required that the Form is completed in full prior to arrival regardless when last done to comply with VMS requirement.*

## Russia – Top 5

- 1) Lights, shapes, sound-signals
  - a) All navigation and signal lights..... Confirmed ☐
  - b) National flags ..... Good order ☐
- 2) AIS
  - a) Mandatory information ..... Displayed correctly ☐
  - b) Antenna and support foundation ..... Good order ☐
- 3) Magnetic Compass ..... Correctly adjusted ☐
- 4) Safe Access – Gangways..... Good order ☐
- 5) Load line and draught marks..... Good order ☐

## Ukraine – Top 5

- 1) Latest Edition of Nautical Publications ..... Verified ☐
- 2) Cleanliness of Engine Room & free of minor oil leaks ..... Good order ☐
- 3) Incinerator fully operational and reaches 600°C within 5 minutes ..... Good order ☐

**Note:** Ensure type-approval certification on board.

- 4) Security – Access Control ..... Good order ☐

**Note:** Conduct additional access control training prior to arrival. PSCO may use fake ID / business cards to catch out the gangway watch. PSCO may also try to board while gangway watch distracted by other visitors / operations such as provisions or bunkering.

- 5) Logbooks and Record Books daily pages signed by Master ..... Good order ☐



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## Part 4: Concentrated Inspection Campaigns

**Note:** PSC Concentrated Campaigns usually run from September to November each year. The subject of the campaign will be advised in advance

- 1) Campaign checklist .....Completed ☐  
2) Defects identified ..... Reported to office ☐

### Current Concentrated Campaigns

**Shanghai MSA's Concentrated Inspection Campaign (CIC) on Propulsion and Auxiliary Machinery**

**The inspection date:** Commencing from 15 March 2021 and ending on 15 June 2021.

**Note:** The schedule for CICs for the coming years will be:

- 2021 CIC on Stability (in general)
- 2022 CIC on STCW
- 2023 CIC on Fire Safety

## Part 5: Completion / Confirmation

Send the completed checklist to your:

- 1) **Fleet Management Cell.**  
2) **DPA**, if defective or list below in the comments section unconfirmed items.

**Comments:**

Please list and comment on:

- any of the above checks which have not or cannot be positively confirmed and;
- any other defects which may be identified during the PSC inspection. i.e. defective equipment, missing certificate, lack of provisions, missed servicing, test or inspections.

*I have verified, prior to this port arrival, except the above items which are either:*

- in conformance with applicable international regulations and Company SMS;
- Deficiencies have been reported to the company; and
- Corrective action has been taken.

**Master's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Chief Engineer's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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## Management Office Confirmation

*I certify that I have verified with the Master, prior to this port arrival, except as noted herein, the above items and other systems and equipment are either:*

- in conformance with applicable international regulations;
- deficiencies have been reported to the Company /
- Communication Plan agreed with Fleet Cell for reporting defects to Class Flag and relevant PSC authority
- corrective action has been taken.
- The DPA is aware of any defects listed
- Walk through with management Team

Marine Supt Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Note:** For **Liberia** flagged vessels, copy of this form must be sent to the Administration prior to arrival at [prevention@liscr.com](mailto:prevention@liscr.com) **AFTER** review and signature by the fleet cell.

For **Panama** flagged vessels, copy of this form must be sent 96hrs before arrival to U.S ports at [psc@amp.gob.pa](mailto:psc@amp.gob.pa) **AFTER** review and signature by the fleet cell. For voyages less than 96 hours, send at least 24 hours before arrival.

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## Annex 1: Managing a PSC Inspection

First impressions are of critical importance. The following will give an impression of an orderly ship and decreases the risk of an expanded inspection:

- Safe access
- Security checks
- Presentable Master's office
- Organized records
- Crew dressed appropriately
- Clean and orderly vessel's topside and engine room
- No obvious or imminent dangers or operations ongoing with a risk of injury / incident

### PSC Inspection Procedure

- 1) Conduct Gangway ISPS identification/briefing & escort PSCO to Master

**Caution:** *A senior officer must escort PSCOs at all times.*

- 2) Hold an opening meeting with all key staff

**Note:** Unless duty requires otherwise, in which case this should be explained.

- 3) Introduce key officers/personnel to the lead PSC officer
- 4) Request explanation of the inspection procedure
- 5) Keep notes of any deficiencies

**Caution:** *Do not argue or refuse to comply with a PSC Officer request.*

- a) Request notification of irregularities at earliest for possible correct "on the spot"

**Caution:** *Do not intentionally misrepresent a condition to the PSCO.*

- 6) Insist on a closing meeting, even if one is not offered
- 7) Listen to what the PSCO says about the inspection results
  - a) If necessary, ask for clarification/corrections
- 8) Challenge politely findings which you believe incorrect

**Note:** All findings must be provided with a reference to a specific rule or regulation.

- 9) Report to VCG:
  - a) any equipment not functioning as required
- 10) Escort the inspection team to disembarkation

### COVID-19 Reminder!

*The Master has the authority to prohibit boarding of the vessel – or to request a person on board disembark - to anyone:*

- whose temperature exceeds 37.5 °C
- who refuses to wear PPE
- who does not agree to comply with shipboard restrictions.

*All persons who fail to comply with instructions relating to Covid- for above reasons shall be reported to their source Company.*