|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Return to Service Checklist**  **(after Dry -Wet Dock, Refit port or Extended Layup)** | | | | | | | |
| **SHIP:** | | | | **DATE:** | | | |
| **The Master shall ensure that the following items are checked and/or tested either by the designated ship’s staff or approved contractor, prior to entering service following annual refit or extended layup. Items required for fitness for sea are to be checked, tested and satisfactory prior to departure from shipyard.** | | | | | | | |
| **Technical Department** | | | | | | | |
| **LSA** | | **Verification method** | | | **Checked/ Tested By** | **Signed** | **Date** |
| 1 | Lifeboats engines |  | | |  |  |  |
| 2 | Rescue boats engines |  | | |  |  |  |
| **FIREFIGHTING** | | | | | | | |
| 3 | All fire pumps | |  | |  |  |  |
| 4 | Sprinkler pump | |  | |  |  |  |
| 5 | Sprinkler system operational | |  | |  |  |  |
| 6 | CO2 system operational | |  | |  |  |  |
| 7 | Emergency generator | |  | |  |  |  |
| 8 | Fire detection and alarm system | |  | |  |  |  |
| 9 | (at least one detector per section) | |  | |  |  |  |
| 10 | Machinery space remote stops | |  | |  |  |  |
| 11 | Quick closing valves | |  | |  |  |  |
| 12 | Machinery space ventilation dampers | |  | |  |  |  |
| 13 | Machinery space fire extinguishers | |  | |  |  |  |
| 14 | Machinery space hydrants and hoses | |  | |  |  |  |
| 15 | Machinery space fire doors | |  | |  |  |  |
| 16 | Machinery space emergency escapes | |  | |  |  |  |
| 17 | Hi Fog system | |  | |  |  |  |
| 18 | B A compressor | |  | |  |  |  |
| 19 | Corridors, doors and hatches in areas of escape routes clear of obstructions and not locked in the direction of escape | |  | |  |  |  |
| **ELECTRICAL** | | | **Verification method** | | **Checked/ Tested By** | **Signed** | **Date** |
| 20 | Machinery space emergency lighting | |  | |  |  |  |
| 21 | Machinery space supplementary lighting | |  | |  |  |  |
| 22 | Operation of UPS system | |  | |  |  |  |
| 23 | ECR 24v system | |  | |  |  |  |
| 24 | Bridge 24v system | |  | |  |  |  |
| 25 | P A System/Admaster | |  | |  |  |  |
| 26 | Annual lift certificates | |  | |  |  |  |
| 27 | Electrical lockers/cabinets security | |  | |  |  |  |
| 28 | Electrical locker housekeeping | |  | |  |  |  |
| 29 | Lift machinery rooms | |  | |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **EQUIPMENT** | | | **Verification method** | | **Checked/ Tested By** | **Signed** | **Date** |
| 30 | | Emergency air compressor |  | |  |  |  |
| 31 | | Steering Gear |  | |  |  |  |
| 32 | | Bilge pumps |  | |  |  |  |
| 33 | | Pneumatic bilge valves |  | |  |  |  |
| 34 | | Bilge alarms |  | |  |  |  |
| 35 | | Bilge alarms in voids |  | |  |  |  |
| 36 | | Sounding pipes |  | |  |  |  |
| 37 | | Water tight doors |  | |  |  |  |
| 38 | | O W S and overboard discharge v/v |  | |  |  |  |
| 39 | | Shell doors |  | |  |  |  |
| 40 | | Ventilation fan |  | |  |  |  |
| 41 | | EEBDS |  | |  |  |  |
| **SAFETY DEVICES** | | | **Verification method** | | **Checked/ Tested By** | **Signed** | **Date** |
| 42 | | Main Engines alarms & stops |  | |  |  |  |
| 43 | | Auxiliary Engines alarms & stops |  | |  |  |  |
| 44 | | Blackout emergency gen + stand by gen |  | |  |  |  |
| **FIRE RISK/PREVENTION** | | | **Verification method** | | **Checked/ Tested By** | **Signed** | **Date** |
| 45 | | Oil leakage |  | |  |  |  |
| 46 | | Condition of tank tops – oil |  | |  |  |  |
| 47 | | Condition of tank tops – water |  | |  |  |  |
| 48 | | Condition of tank tops – rags/debris |  | |  |  |  |
| 49 | | Gas leakage |  | |  |  |  |
| 50 | | Very hot surface insulation condition |  | |  |  |  |
| 51 | | Baffles/deflectors iwo oil pipe joints |  | |  |  |  |
| 52 | | Fuel/LO oil pipe vibration clamping |  | |  |  |  |
| 53 | | CEO infra-red hot spot check in way of all repairs during DD period |  | |  |  |  |
| 54 | | Save-alls free of oil |  | |  |  |  |
| 55 | | Flammable material removed from work areas |  | |  |  |  |
| 56 | | Funnel/Uptake spaces inspected |  | |  |  |  |
| 57 | | Fan rooms inspected |  | |  |  |  |
| **GENERAL** | | | | **Verification method** | **Checked/ Tested By** | **Signed** | **Date** |
| 58 | Security measures in place | | |  |  |  |  |
| 59 | Stores and spaces properly utilized as per their category (ie hazmat materials stored in dedicated lockers only) and housekeeping up to the required standard | | |  |  |  |  |
| 60 | Paintwork | | |  |  |  |  |
| 61 | Lighting levels | | |  |  |  |  |
| 62 | Sewage systems | | |  |  |  |  |
| 63 | Tank lids fitted | | |  |  |  |  |
| 64 | Chemical storage (H&S) | | |  |  |  |  |
| 65 | Loose items secured for sea | | |  |  |  |  |
| 66 | Tank Soundings Confirmed | | |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **OTHER SHIP OR REFIT SPECIFIC CHECKS** | | | | | | | | | **Verification method** | **Checked/ Tested By** | **Signed** | | **Date** | | | |
|  | | | | | |  | | |  |  |  | |  | | | |
|  | | | | | |  | | |  |  |  | |  | | | |
|  | | | | | |  | | |  |  |  | |  | | | |
|  | | | | | |  | | |  |  |  | |  | | | |
|  | | | | | |  | | |  |  |  | |  | | | |
|  | | | | | |  | | |  |  |  | |  | | | |
| **ITEMS REQUIRING ATTENTION** | | | | | | | | | | | **Rectified (Signed)** | | **Date** | | | |
|  | | | | | |  | | | | |  | |  | | | |
|  | | | | | |  | | | | |  | |  | | | |
|  | | | | | |  | | | | |  | |  | | | |
|  | | | | | |  | | | | |  | |  | | | |
|  | | | | | |  | | | | |  | |  | | | |
|  | | | | | |  | | | | |  | |  | | | |
|  | | | | | |  | | | | |  | |  | | | |
| **Deck Department / Safety Officer** | | | | | | | | | | | | | | | | |
| **LSA** | | | | | | | | **Verification method** | | **Checked/ Tested By** | **Signed** | | | | **Date** | |
| 1 | | | | | Lifeboats and equipment | | |  | |  |  | | | |  | |
| 2 | | | | | Rescue boats and equip including MOR | | |  | |  |  | | | |  | |
| 3 | | | | | Davits, brakes and rigging | | |  | |  |  | | | |  | |
| 4 | | | | | Lifebuoys, lights and lines | | |  | |  |  | | | |  | |
| 5 | | | | | Liferafts and weak link connections | | |  | |  |  | | | |  | |
| 6 | | | | | Lifejackets | | |  | |  |  | | | |  | |
| 7 | | | | | Signalling lamp | | |  | |  |  | | | |  | |
| 8 | | | | | Line throwing apparatus | | |  | |  |  | | | |  | |
| 9 | | | | | Bridge pyrotechnics | | |  | |  |  | | | |  | |
| 10 | | | | | Radio Survey | | |  | |  |  | | | |  | |
| 11 | | | | | VDR | | |  | |  |  | | | |  | |
| 12 | | | | | Bridge MOB lifebuoy +smoke/float P&S | | |  | |  |  | | | |  | |
| 13 | | | | | SARTS | | |  | |  |  | | | |  | |
| 14 | | | | | EPIRBS | | |  | |  |  | | | |  | |
| 15 | | | | | VHF (Marine and Air band) | | |  | |  |  | | | |  | |
| **FIREFIGHTING** | | | | | | | | **Verification method** | | **Checked/ Tested By** | **Signed** | | | **Date** | | |
| 16 | | | | Sprinkler system fully operational | | | |  | |  |  | | |  | | |
| 17 | | | | General alarm belt test | | | |  | |  |  | | |  | | |
| 18 | | | | Accommodation vent dampers and flaps | | | |  | |  |  | | |  | | |
| 19 | | | | Accommodation fire extinguishers | | | |  | |  |  | | |  | | |
| 20 | | | | Deck fire hoses, hydrant and nozzles | | | |  | |  |  | | |  | | |
| 21 | | | | Deck fire extinguishers | | | |  | |  |  | | |  | | |
| 22 | | | | Accommodation fire hoses, hydrant and nozzles | | | |  | |  |  | | |  | | |
| 23 | | | | Fire doors | | | |  | |  |  | | |  | | |
| 24 | | | | Fire Stations including BA sets | | | |  | |  |  | | |  | | |
| 25 | | | | Fire control plans | | | |  | |  |  | | |  | | |
| 26 | | | | International shore connection | | | |  | |  |  | | |  | | |
| 27 | | | | Fire Detection System fully operational | | | |  | |  |  | | |  | | |
| 28 | | | | Flammable material removed from work areas | | | |  | |  |  | | |  | | |
| 29 | | | | Housekeeping of all deck dept. areas | | | |  | |  |  | | |  | | |
| 30 | | | | Corridors, doors and hatches in areas of escape routes clear of obstructions and not locked in the direction of escape | | | |  | |  |  | | |  | | |
| **TRAINING** | | | | | | | | **Verification method** | | **Checked/ Tested By** | **Signed** | | | **Date** | | |
| 31 | | | | All crew familiarisation conducted | | | |  | |  |  | | |  | | |
| 32 | | | | All Fire Teams Trained | | | |  | |  |  | | |  | | |
| 33 | | | | All Lifeboat Prep Parties Trained | | | |  | |  |  | | |  | | |
| 34 | | | | All Soul Counters Trained | | | |  | |  |  | | |  | | |
| 35 | | | | All Stretcher Party Trained | | | |  | |  |  | | |  | | |
| 36 | | | | All Stairway and Alleyway Guides Trained | | | |  | |  |  | | |  | | |
| **LIGHTING** | | | | | | | | **Verification method** | | **Checked/ Tested by** | **Signed** | | | | | **Date** | |
| 37 | | Emergency lighting | | | | | |  | |  |  | | | | |  | |
| 38 | | Supplementary lighting | | | | | |  | |  |  | | | | |  | |
| 39 | | Overside lighting | | | | | |  | |  |  | | | | |  | |
| **NAVIGATION** | | | | | | | | **Verification method** | | **Checked/ Tested by** | **Signed** | | | | | **Date** | | |
| 40 | | Shapes | | | | | |  | |  |  | | | | |  | | |
| 41 | | Pilot ladder | | | | | |  | |  |  | | | | |  | | |
| 42 | | Bridge equipment checklist completed | | | | | |  | |  |  | | | | |  | | |
| 43 | | Passage plan | | | | | |  | |  |  | | | | |  | | |
| 44 | | Publications | | | | | |  | |  |  | | | | |  | | |
| 45 | | Charts corrected to Week \_\_\_\_ | | | | | |  | |  |  | | | | |  | | |
| **SECURITY** | | | | | | | | **Verification method** | | **Checked/ Tested by** | **Signed** | | | | | **Date** | | | | | |
| 46 | | Ship Security Plan in effect and no unauthorised persons remaining on board | | | | | |  | |  |  | | | | |  | | | | | |
| 47 | | CCTV operational | | | | | |  | |  |  | | | | |  | | | | | |
| **GENERAL** | | | | | | | | **Verification method** | | **Checked/ Tested by** | **Signed** | | | | | **Date** | | | |
| 48 | | Sounding pipe cocks and caps | | | | | |  | |  |  | | | | |  | | | |
| 49 | | Tank and void lids fitted | | | | | |  | |  |  | | | | |  | | | |
| 50 | | Void spaces inspected | | | | | |  | |  |  | | | | |  | | | |
| 51 | | Stores and spaces properly utilized as per their category (ie. hazmat materials stored in dedicated lockers only) and housekeeping up to the required standards | | | | | |  | |  |  | | | | |  | | | |
| 52 | | Scupper valves check for leakage | | | | | |  | |  |  | | | | |  | | | |
| 53 | | Adjust ballast | | | | | |  | |  |  | | | | |  | | | |
| 54 | | Divetime check | | | | | |  | |  |  | | | | |  | | | |
| 55 | | Winches and windlass op check | | | | | |  | |  |  | | | | |  | | | |
| 56 | | Stability computer | | | | | |  | |  |  | | | | |  | | | |
| 57 | | Tank soundings confirmed | | | | | |  | |  |  | | | | |  | | | |
| **OTHER SHIP OR REFIT SPECIFIC CHECKS** | | | | | | | | **Verification method** | | **Checked/ Tested by** | **Signed** | | | | | **Date** | | | |
|  | | |  | | | | |  | |  |  | | | | |  | | | |
|  | | |  | | | | |  | |  |  | | | | |  | | | |
|  | | |  | | | | |  | |  |  | | | | |  | | | |
|  | | |  | | | | |  | |  |  | | | | |  | | | |
| **ITEMS REQUIRING ATTENTION** | | | | | | | | | | | **Rectified (Signed)** | | | | | **Date** | | | |
|  | |  | | | | | | | | |  | | | | |  | | | |
|  | |  | | | | | | | | |  | | | | |  | | | |
|  | |  | | | | | | | | |  | | | | |  | | | |
|  | |  | | | | | | | | |  | | | | |  | | | |
|  | |  | | | | | | | | |  | | | | |  | | | |
|  | |  | | | | | | | | |  | | | | |  | | | |
| **Hotel Department** | | | | | | | | | | | | | | | | | | | |
| **GALLEY CLEANLINESS** | | | | | | | | **Verification method** | | **Checked/ Tested by** | | **Signed** | | | | **Date** | | | |
| 1 | | | | | | | Extraction system hoods and filters in place & clean |  | |  | |  | | | |  | | | |
| 2 | | | | | | | Extraction system gutters and drains clear |  | |  | |  | | | |  | | | |
| 3 | | | | | | | Supply louvres clean |  | |  | |  | | | |  | | | |
| 4 | | | | | | | Scuppers and deck grids clean |  | |  | |  | | | |  | | | |
| 5 | | | | | | | Hygiene standard all food outlets |  | |  | |  | | | |  | | | |
| 6 | | | | | | | Galley fire equipment monthly check list |  | |  | |  | | | |  | | | |
| **FIREFIGHTING – GALLEY** | | | | | | | | **Verification method** | | **Checked/ Tested by** | | **Signed** | | | | **Date** | | | | | |
| 7 | | | | | | | CO2 system operational |  | |  | |  | | | |  | | | | | |
| 8 | | | | | | | Hi Fog system operational |  | |  | |  | | | |  | | | | | |
| 9 | | | | | | | Fire extinguisher and blankets |  | |  | |  | | | |  | | | | | |
| 10 | | | | | | | Hydrants and hoses |  | |  | |  | | | |  | | | | | |
| 11 | | | | | | | Portable covers |  | |  | |  | | | |  | | | | | |
| 12 | | | | | | | Fire damper operation and labels |  | |  | |  | | | |  | | | | | |
| 13 | | | | | | | Electrical isolation switch |  | |  | |  | | | |  | | | | | |
| **FIREFIGHTING – GENERAL** | | | | | | | | **Verification method** | | **Checked/ Tested by** | | **Signed** | | | | **Date** | | | | | |
| 14 | | | | | | | Portable FFA in passenger spaces |  | |  | |  | | | |  | | | | | |
| 15 | | | | | | | Fire doors and shutters unobstructed |  | |  | |  | | | |  | | | | | |
| 16 | | | | | | | Corridors, doors and hatches in areas of escape routes clear of obstructions and not locked in the direction of escape |  | |  | |  | | | |  | | | | | |
| **REFRIGERATION AND COLD ROOMS** | | | | | | | | **Verification method** | | **Checked/ Tested by** | | **Signed** | | | | **Date** | | | |
| 17 | | | | | | | Temperatures correct |  | |  | |  | | | |  | | | |
| 18 | | | | | | | Alarm system and escape |  | |  | |  | | | |  | | | |
| 19 | | | | | | | Hygiene standard |  | |  | |  | | | |  | | | |
| **STORES** | | | | | | | | **Verification method** | | **Checked/ Tested by** | | **Signed** | | | | **Date** | | | |
| 20 | | | | | | | Chemical stores safely stowed |  | |  | |  | | | |  | | | |
| 21 | | | | | | | Store spaces housekeeping (H&S) |  | |  | |  | | | |  | | | |
| **ACCOMMODATION** | | | | | | | | **Verification method** | | **Checked/ Tested by** | | **Signed** | | | | **Date** | | | | |
| 22 | | | | | | | Crew accommodation standard |  | |  | |  | | | |  | | | | |
| 23 | | | | | | | Passenger accommodation standard |  | |  | |  | | | |  | | | | |
| 24 | | | | | | | Medical Room standard |  | |  | |  | | | |  | | | | |
| 25 | | | | | | | Chemical lockers standard |  | |  | |  | | | |  | | | | |
| 26 | | | | | | | Laundry(s) standard |  | |  | |  | | | |  | | | | |
| **LIGHTING** | | | | | | | | **Verification method** | | **Checked/ Tested by** | | **Signed** | | | | **Date** | | | | |
| 27 | | | | | | | Emergency lighting |  | |  | |  | | | |  | | | | |
| 28 | | | | | | | Supplementary lighting |  | |  | |  | | | |  | | | | |
| 29 | | | | | | | Low location lighting / Photo-luminescent strips |  | |  | |  | | | |  | | | | |
| **GENERAL** | | | | | | | | **Verification method** | | **Checked/ Tested by** | | **Signed** | | | | **Date** | | | | |
| 30 | | | | | | | Micros Terminals operating |  | |  | |  | | | |  | | | | |
| 31 | | | | | | | Crew Manifests sent to Head Office |  | |  | |  | | | |  | | | | |
| 32 | | | | | | | Passenger signage in place |  | |  | |  | | | |  | | | | |
| 33 | | | | | | | Stores securely stowed |  | |  | |  | | | |  | | | | |
| **OTHER SHIP OR REFIT SPECIFIC CHECKS** | | | | | | | | **Verification method** | | **Checked/ Tested by** | | **Signed** | | | | **Date** | | | | |
|  | | | | | | |  |  | |  | |  | | | |  | | | | |
|  | | | | | | |  |  | |  | |  | | | |  | | | | |
|  | | | | | | |  |  | |  | |  | | | |  | | | | |
|  | | | | | | |  |  | |  | |  | | | |  | | | | |
|  | | | | | | |  |  | |  | |  | | | |  | | | | |
| **ITEMS REQUIRING ATTENTION** | | | | | | | | | | | | **Rectified (Signed)** | | | | **Date** | | | | |
|  |  | | | | | | | | | | |  | | | |  | | | | |
|  |  | | | | | | | | | | |  | | | |  | | | | |
|  |  | | | | | | | | | | |  | | | |  | | | | |
|  |  | | | | | | | | | | |  | | | |  | | | | |
|  |  | | | | | | | | | | |  | | | |  | | | | |
|  |  | | | | | | | | | | |  | | | |  | | | | |

|  |
| --- |
| **RETURN TO SERVICE DECLARATION** |

**TO: MANAGING DIRECTOR VSHIPS LEISURE CC: Fleet manager**

SHIP: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ REFIT/PORT\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MASTER (sign) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TIME: \_\_\_\_\_\_

FLEET/TECHNICAL SUPERINTENDENT

(sign) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TIME: \_\_\_\_\_\_

We confirm that the vessel is ready to depart from dry - wet dock/ refit port/extended lay-up and that the joint inspection (yard, ship, superintendents) is agreed to confirm satisfactory standard.

---------------------------------------------------------------------------------------------------------------------------------

Return to service checklist has been completed with the following outstanding work: -

|  |
| --- |
|  |

**We confirm that the vessel is fit and ready for service and that all personnel are fully trained and familiarised with their duties.**

MASTER (sign): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TIME: \_\_\_\_\_\_

FLEET/TECHNICAL SUPERINTENDENT

(sign): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TIME: \_\_\_\_\_\_