**VESSEL:**

**DELIVERY PORT / DATE:**

**Dear (Observers Name and Rank)**

**Dear (Observers Name and Rank)**

You have been assigned as the Pre-Delivery Observers for the (Vessel’s Name) entry to V.Ships (Office) Management which is scheduled to take place at (Port of Delivery) on or around (Date).

Use these notes as a guide during the pre-delivery inspection of the vessel. They also detail the operations to be carried out as soon as possible after delivery.

Please be reminded that, if you do not receive the co-operation of the Seller’s ship’s staff during the pre-delivery period, you should alert V.Ships. In many cases the official handover between crews will take no more than a few hours, therefore it will be important for you to obtain maximum information and advantage during your period on board as Pre-Delivery Observers. You should be permitted to see anything you want, provided it does not interfere with the operation of the vessel.

Please find below a list of questions for which we require information from you during your time on board**. The list is not exhaustive and it would be appreciated if you could provide as much relevant operational information as possible.**

Please also advise your mobile phone number, plus email address of the vessel once you are onboard in order we can keep in contact. My contact details are as below:

|  |  |
| --- | --- |
| **Direct e-mail:** |  |
| **Vessel Control Group e-mail:** |  |
| **Office Direct Tel:** |  |
| **Mobile Tel:** |  |
| **Fax:** |  |

Please jointly provide estimated ROB’s of stores, provisions, etc. at arrival delivery port. Basis this, please prepare lists of stores and provisions required at delivery port and fax / e-mail into V.Ships (Office). Please keep your requirements basic and minimal at this stage. We will review at delivery.

Please periodically call the vessel superintendent to brief on the overall situation on board.

If there are any issues / non-cooperation from the existing staff, immediately contact your superintendent or the undersigned.

On completion of the below checks complete VMS Form **OPS 13** and email back to office listing your observations, defects or deficiencies. The consecutive number / assigned code / due date must be maintained for each item while filling up OPS 13.

Deck Officer Observer Checks

## Safety Equipment:

1. Familiarise yourself with location/operation/shipboard records of all fire-fighting and lifesaving equipment onboard.
2. Report any defects

## Cargo System Operation (Tanker):

1. If possible, observe cargo work before official delivery to V. Ships.
2. Check all pumps/lines/valves, CGOPP Trips, previous cargo logs and documentation, date and last tests.
3. Familiarise yourself with the operation of the cargo computer, vessels stress limitations.
4. Check vessels cargo measurement systems.
5. Check number and types of reducers.
6. Check tank-cleaning equipment, fixed and portable.
7. Familiarise yourself with layout of pumproom.
8. Read the COW Manual and ensure the operations of the washing machines are understood.

## Cargo Equipment (Bulk Carrier and Container):

1. Conduct inspection of Hatch Covers including structural condition, cleating arrangements, packing’s and packing channels and opening and closing systems and equipment.
   1. Verify condition of container shoes and fittings.
2. If Cargo Cranes installed, verify operation and condition of hydraulic pumps, motors and controls.
3. Review Cargo Gear Register and confirm all cranes and lifting appliances are currently certificated.
   1. Record any surveys due in the next three months.
4. Verify if spare wires, luffing and hoisting, are available onboard and their number, condition and certification status.

## Windlasses/Mooring Winches, Equipment:

1. Check number/condition of wires and ropes, also certification of the same.
2. Check Bow Stoppers and SBM Mooring Equipment.

## Bridge Equipment and Radio Room:

1. Check all equipment is operational.
2. Check Chart Folios, Chart Corrections, publications held.

**Note**: Including ECDIS if fitted.

1. Check all appropriate notices are posted on the bridge.
2. Check Deck and Radio Logs.

**Note:** Ensure Deck and Radio Logs are left onboard.

1. Check Bridge Night Order Book.

## Ballast Systems

1. Check operation of pumps, location of valves.
2. Record any problems recently reported in deballasting.
3. Record when Ballast Tanks last inspected.

## IG System (Tanker):

1. Check IG Recorder and Log.
2. Check when IG Blowers were last washed and Scrubber Tower last inspected.

## Deck Maintenance

1. Check paint systems on deck/overside.
2. Check any greasing programmes onboard.

## Trading Certificates and Official Documentation

1. Become familiar with Trading Certificates expiry status.
2. Check any expiry dates of Certificate of Registry or Radio Station License.
3. Are there any conditions of Class on the Vessel?
4. Check Vessel Equipment Certification.

## Charter Party/Voyage Instructions

1. Read current Charter Party and voyage instruction. Make sure you know whom to contact.
2. Read Master’s existing Voyage Files, past commercial correspondence.
3. Check speed/consumption required on present trade.
4. Check past logs and investigate reasons for any recent shortfall in performance.

## Medical Locker

1. Check contents of the locker and its certificate.
2. Verify availability, type and location of Drugs and Alcohol Kit.

## Inventories

1. Check and agree quantities (and prices if appropriate) with the Sellers Master of the following:
   1. Deck/Engine/Cabin Stores
   2. Canteen Bond
   3. Provisions
   4. Safe
   5. Loose equipment on bridge/in Radio Room/Cargo Control Room, (e.g.walky talkies, binoculars, and gas detection equipment). Also recreational gear in Accommodation – TV’s/radios/videos/typewriters.
   6. Fresh water
   7. Slops

Engineer Officer Observer Checks

1. Record:
   1. All grades of lubricants on board
   2. Present luboil supplier
   3. Estimated ROB’s of all oils (by grade), fuels (IFO and MDO) and water at arrival delivery port.
   4. ROB’s of paints and current supplier
   5. ROB’s of Chemicals and current supplier
   6. ROB’s of Gases and current supplier
2. Confirm vessel has two full sets of drawings and technical manuals on board, (one in use and one clean copy).
3. PMP - Does vessel operate some form of running hours / paper based system? If so, request access and advise any items overdue / due in next three months together with list of spares necessary to effect overhaul.
   1. If not a paper based system advise what PMP system is fitted e.g. Amos D / TM Master etc.
4. Record survey requirements for next three months.
5. Request to view the vessel’s PSC records.
6. Record:
   1. Daily luboil consumptions for ME and Generators
   2. Fuel consumptions for ME, Generators and Boilers at sea and in port, loaded and in ballast
7. Record scope and nature of maintenance required to main deck hydraulic system pipelines together with any spares required including part numbers, manufacturer etc.
8. Record pressure drop on Main Engine Air Cooler at present output
9. Is FW generator operational?
   1. Record:
      * Design output
      * Current tonnes / 24 hrs output
10. Are main engine and generators operating within normal parameters?
    1. If permitted, record performance data for main engine and generators
11. Confirm all generators can take max load or at least a 80% of their max design rated load.
12. Stern tubes – any leakage observed / recorded fwd or aft?
    1. Is Hydrox or similar emulsifying oil on board?
13. Record any unusual vibrations in service from any of the major machinery items
14. Check satisfactory performance of Main and Auxiliary Engine Turbochargers
    1. Are they water / dry media washed regularly? If so, record frequency and method.
15. Record for ME and Generators:
    1. Total running hours to date
    2. Running hours since last overhauls (specify maintenance intervals)
    3. Date of next major overhauls
       * Record cylinder liner running hours to date and wear rate / 1000 hours operation as determined at last overhaul.
16. Familiarise yourself with procedures for conducting steering gear tests

## Coastguard / PSC Preparations

1. Record date of vessels last USCG examination
   1. Record any deficiencies noted
2. Check Vessels condition against V. Ships Standard USCG Checklist, e.g. Sight Oil Transfer Procedures, Manoeuvring Data, Log Entries tests.
3. Check all necessary publications onboard

## Oil Spill Equipment and Contingency Plans

1. Record location and quantities of equipment
2. Check availability of Spill Contingency Plan
3. Check if dedicated Spill Contingency Centre on board

## Oil Record Book & Cargo Record Book

1. Sample random entries ensuring they adhere to the latest MEPC.1/Circ.736/Rev.2. (SEP 13.9)
2. Check if burning of sludge in incinerator is recorded in ORB
3. Where required, ensure ORB Part II entries are correctly recorded
4. Where required, ensure Cargo Record Book entries are correctly recorded

## Ballast Tank and Void Space Inspections

1. Examine ballast tank, void space condition / inspection records
   1. Record areas of concern ref steel condition / coatings condition.

## Cargo Hold Inspections (Bulk Carriers and Container)

1. Inspect cargo holds or in the event that they are unavailable request that inspection records be made available for review.

**Note:** If physical inspection is possible, pay particular attention to the condition of ladders and platforms, pipes and fittings and the main the structure for damage.

* 1. Provide an assessment of coating condition.

1. Test and familiarise yourself with the cargo hold bilge alarms
2. Container Vessels - Inspect Cell Guides for damage and tank tops for fractures in way of landing pads.

## Emergency Fire Pump, Emergency Generator, Emergency Air Compressor

1. Inspect and verify the performance of the Emergency Fire Pump including:
   1. Its ability to be started remotely and self-prime at both laden and ballast drafts
   2. Ability to supply two fire hoses simultaneously at the extremities of the vessel
2. Inspect and verify the performance of the Emergency Air Compressor and its ability to charge the Auxiliary Engine Starting Air Receiver.
3. Verify the operation of the Emergency Generator, including:
   1. Auto starting and connection to the Emergency Switch Board
   2. Confirm the Secondary Means of Starting is functional
   3. Confirm Fuel Tank level maintained and the level gauge is functional

## Oily Water Separator, ODME and Incinerator

1. Check operation of Oily Water Separator (OWS)
   1. Confirm correct operation of the 15PPM alarm and monitor.
2. Check OWS spares inventory, particularly the availability of a spare 15PPM Monitor and Coalescer unit / charge, if applicable.
3. Record date when 15PPM monitor was last calibrated ashore
4. Check operation of Incinerator in all modes, dry waste, sludge and MDO mix and sludge only.
5. If fitted ensure the ODME is fully operational with all manuals and records available

## Main, Auxiliary Engine and Boiler Operation on Ultra Low Sulphur Fuels

**Note:** At Ports within the coastal waters of the North America, European Union and other designated Emission Control Areas vessel are required to burn fuels of sulphur content 0.5%S and 0.1%S, at sea and in port.

1. Confirm Main and Auxiliary Engines and Boilers are capable of operating on these grades of fuel.
   1. If modifications have been made ensure they were carried out in accordance with Makers specifications and Approved by Class
2. Familiarise yourself with the fuel change over procedures for Main and Auxiliary Engines and Boilers
   1. Record locations of the system valves that require to be opened / closed to effect the change over
3. Ensure the time required for change of fuel type is in line with the guidance given in VMS Fleet Operations 4.13.3. Including the rate of change of temperature should not exceed 2 degrees Centigrade / Minute.

Items to Complete upon Handover

1. Conduct lifeboat and fire drills.
   1. Operate Emergency Fire-pump and Emergency Generator.
   2. Familiarise crew with location and operation of all Safety Equipment
   3. Post new Muster Lists
2. Open up Crew Articles of Agreement.
3. Record time/date of take-over of Management in Deck ,Official and Oil/Cargo Logbooks
4. Conduct and record engine room tank soundings.
5. Advise Charterer that:
   1. Vessel is on passage to next port
   2. Management has transferred to V. Ships
6. Implement standard V. Ships filing onboard.

**Note**: Files should have been supplied at delivery port.

1. Confirm all necessary V. Ships forms are onboard.

**Note**: Forms should have been supplied at delivery port.

1. Ensure Officers and Crew are familiar with the requirements of the V. Ships SMS Manuals
2. Advise V. Ships of problems found which were not apparent before or at delivery

Warning!

**Do not** operate the Engine Room in the UMS mode for at least 10 days after handover or at the Chief Engineers discretion.

1. Test main propulsion plant ahead and astern, prior to departure
2. Take oil samples and land at first suitable port after handover.

**Note**: Ensure the samples are representative of the charge and not taken from some ‘static’ point in the system.

1. Record Main Engine performance data as soon as possible
   1. Submit to relevant Management Office

Do not be afraid to ask for any advise/help from V.Ships as soon as the delivery has taken place. Remember that both owners and charterers will expect the vessel to continue trading, as if there had not been any change of management.

Regards,

(Name)

(Title)

for V.Ships (SMO)

Mobile number: (insert)

e-mail: (insert)