This report to be completed as below table.

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| --- | --- | --- | --- | --- |
|  | **Superintendent 6 monthly inspection** | **Entering Management** | **Annually** | **Other Visit / On request** |
| **OPS03 Environmental Section** | **X** |  |  |  |
| **RSQ 21 Section 1** |  |  |  | **X\*\*\*** |
| **RSQ 21 (Full report)** |  | **X\*** | **X\*\*** |  |

*\*Can be completed by observers prior takeover, during takeover or by on-board trainer if sailing with vessel on takeover*

*\*\*The Superintendent (Fleet and HSEQ) are responsible for ensuring that this is carried out.*

*\*\*\*RSQ21 Section 1 can be completed by any competent person attending the vessel at the request of FM, FS or HSEQ.*

The Superintendent is to discuss the inspection and the findings with the Master and Chief Engineer. All deficiencies are to be recorded in detailed the Defect List (copy to be left on board) which will also be attached to the report and action dates agreed with the Master and Chief Engineer. The Defects must be uploaded to the ShipSure defect report program. The system area used for all deficiencies should be “6. Pollution Prevention”. The inspection type is “Environmental Compliance Report (RSQ21).”

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| **Vessel Name** |  | **Date / Location** |  |
| **Management Office** |  | **Name & Position of Inspector** |  |
| **Vessel Type** |  |

**SECTION 1**

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| **General** | **Y/N** | **Date (if Appl)** | **Remarks (if any)** |
| Last Environmental Spot Check (Section 1)? |  |  |  |
| Last Environmental Audit (Section 1 and Section 2)? |  |  |  |
| Company environmental policies posted? |  |  |  |
| OWS training CBT on board? |  |  |  |
| Environmental compliance DVD on board? |  |  |  |
| Senior Staff aware of their Environmental responsibilities? |  |  |  |
| Declarations of Environmental Compliance on file – C606a/b? |  |  |  |
| Water Pollution Notices posted as per VGroup and Marpol (and for USA per USCG/CFR)? |  |  |  |

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| **Last Time…..** | **Date** | **Records in Order (Y/N)** |
| ... Bunkers Taken? |  |  |
| … Sludge pumped ashore? |  |  |
| … OWS use for overboard discharge? |  |  |
| … Garbage incinerated? |  |  |
| ... Garbage Discharged ashore ? |  |  |
| … Evaporation from Incineration Tank (if allowed by IOPPC)? |  |  |

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| **Oil Record Book – Check and Confirm that…** | **Y/N** | **Remarks (if any)** |
| Engine Officers completed the ORB as per the Company’s latest training presentation "Guidance on Correct Oil Record Book Codes Entries", part of the onboard training package. |  |  |
| Officer responsible for the transfer signed the entry? |  |  |
| CE countersigned each correction entry and completed page? |  |  |
| Each completed page signed by Master? |  |  |

**ORB – For the most recent two complete pages and any partly completed page to the present date, verify the following:**

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| Logbook in good condition? |  |  |
| Tanks are correctly identified as per IOPPC? |  |  |
| Dates are in the correct format (dd-MONTH-yyyy)? |  |  |
| Calculations checked and are correct? |  |  |
| Soundings in the ORB agree with the sounding book? |  |  |
| ER ship automation (where fitted) logs/printouts agree with alarms / OWS operation in ORB |  |  |
| The correct codes being used? |  |  |
| The only tanks used are as per IOPPC (except for some I code entries) |  |  |

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| **Garbage Record Book** | **Y/N** | **Remarks (if any)** |
| Garbage management placards are on display and disposal records are maintained in the "Garbage Disposal Record Book"? |  |  |
| Entries for disposal of food waste at sea are made in compliance with Marpol V special areas for distances from baselines |  |  |

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| **MARPOL Annex VI Records** |  |  |
| For 2020 Global Sulphur Cap, indicate compliance Method | **SCRUBBER ☐ COMPLIANT FUEL ☐ LNG☐** | |
|  | **Y/N** | **Remarks (if any)** |
| Vessel carrying Low Sulphur compliant fuel? |  |  |
| Fuel systems segregated to prevent fuel contamination of different grades? |  |  |
| Vessel has Bunker delivery Notes for last bunkering? |  |  |
| Sampling points identified? |  |  |
| Crew trained in LSFO Change-over / SECA & Low sulphur operations? |  | *(For V.Ships vessels -  MANDATORY for all office & seafarers and implemented from 1st October 2019)* |
| If ECA, correct fuel in use and changeover carried out correctly? |  |  |

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| **MARPOL Security Seal** | **Y/N** | **Remarks (if any)** |
| Confirm that the RA identifying high risk areas where seals are to be fitted available and reviewed within the last 12 months |  |  |
| Spot check and confirm that if identified per the RA - the flanges on the sewage tank inspection/manhole covers, any blanks or flanges of the grey water section of the sewage treatment plant are tagged with numbered seals. |  |  |
| Spot check and confirm that flanges on any OWS discharge lines are drilled and fitted with numbered Security Seals and that the location of all seals are shown clearly on a drawing and a record kept of Serial Numbers and Installation |  |  |
| Spot check flanges for evidence of recent removal. |  |  |
| Confirm that portable pumps and hoses properly secured |  |  |

| **OWS** | **Y/N** | **Remarks (if any)** |
| --- | --- | --- |
| Witness an operational test of the OWS and confirm that the C/E is fully aware of his responsibilities in respect of the OWS unit operation and maintenance |  |  |
| On completion of OWS operational test, run for fixed period from bilge tank to alternative tank.  Calculate amount transferred and from this rate being achieved.  In ORB check amounts transferred by OWS and confirm these in line with calculated rate. |  |  |
| Check minimum spares onboard when were the Coalescer filters (if applicable for the OWS) last changed |  |  |
| Check Supplement of IOPP Form A to verify whether OCM approved in accordance with Res MEPC.60(3) or MEPC 107(49).  For OCM approved for MEPC 60(3)  There is no dilution of the processed oily water sample line to OCM.  If the vessel uses a source tank to supply oily water to OWS, the source tank level should drop proportionally in comparison to the capacity of the OWS for period of time the equipment was run.  For OCM approved for MEPC 107(49)  Check if the OWS effluent is visibly clean. Ask the crew to obtain a sample of OWS effluent in clean container. The sample should be similar in appearance to the outlet flow from the OCM and should have no visible surface oil. |  |  |
| Check and confirm that the Oil Content Monitor (OCM) is fully operational. Report on when was the Oil Content Monitor was last calibrated (12 months) and treated bilge samples last drawn and landed for analysis (12 months) and how they compared to the OCM reading (no more than +/- 5ppm) |  |  |
| Check and confirm that a 15ppm sample line has been installed in the OWS overboard line upstream of the 3-way valve |  |  |
| Check (or simulate) that when OCM reading reaches 15ppm – threeway valve/solenoids close the overboard discharge (can be with some delay up to 20sec) |  |  |
| Check that the use of any manual flushing valve for the OCM is controlled by means of securing device and only used when OWS is NOT discharging overboard |  |  |
| Check and confirm the last section of pipe before overboard is painted white on the inside and has no traces of oil. |  |  |

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| **Oil to Sea Interfaces** | **Y/N** | **Remarks (if any)** |
| Check log if checks done on weekly basis and no unexplained losses / top-ups |  |  |
| Spot check some OTSI header tanks readings with last level recorded in log |  |  |

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| **ER Machinery spaces** | **Y/N** | **Remarks (if any)** |
| During a walk-around confirm that no excessive leakages of oil or other liquids and bilges reasonably clean and no hazard |  |  |
| Verify if liquids overflows or spillages on tank top / bilges in machinery spaces (e.g. like black or grey water) are considered as bilge water and managed accordingly |  |  |

**Additional Comments (Section 1)**

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| **Signed:** |  | **Date:** |  |
|  |  |  |  |
| **Name:** |  | **Position:** |  |

**SECTION 2**

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| **Certification** | **Y/N** | **Date / Remarks (if any)** |
| Last IOPP Annual Survey? |  |  |
| Expiry Date? |  |  |
| IOPP Supplement on board and correct? |  |  |
| International Sewage Pollution Certificate? |  |  |
| International Anti-Fouling System Certificate? |  |  |

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| **MARPOL – Information on ‘Special Areas’ posted** | **Y/N** | **Date / Remarks (if any)** |
| Annex V - Garbage? |  |  |
| Annex VI - ECAs? |  |  |

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| **ShipSure Environmental Manager/ Other Records** | **Y/N** | **Date / Remarks (if any)** |
| Is vessel using the Advance Notification and Inadequate waste receptions forms? |  |  |
| Vessel using S/S Module to record waste discharges? |  |  |

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| **Company Planned Maintenance System** | **Y/N** | **Date / Remarks (if any)** |
| The PMS specifies checks for the OWS/OCM and other Marpol Equipment as per manufacturers service intervals? |  |  |
| Are maintenance schedules (including work completed) available for all environmental equipment including:  Incinerator  Pulpers/Grinders  Valves & Flappers on overboard chutes |  |  |

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| **Garbage Record Book** | **Y/N** | **Date /Remarks (if any)** |
| Is vessel using the Advance Notification and Inadequate waste receptions forms? |  |  |
| Training records available in the management of shipboard generated waste ? (Garbage Record Book) |  |  |
| Garbage Management posters displayed in a position visited by all crew members and passengers? |  |  |
| Appropriate disposal records are maintained in the “Garbage Disposal Record Book”? |  |  |
| Garbage “Types” segregated in clearly marked receptacles? |  |  |
| Is Comminuter / pulper operational and in use? |  |  |
| Incinerated garbage recorded in Garbage Record Book? |  |  |

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| **Ballast Water Management Plan and Record Book** | **Y/N** | **Date /Remarks (if any)** |
| Is the plan approved? |  |  |
| Ballast Water Record Book been completed? |  |  |
| Training records available? |  |  |
| Biofouling Management Plan and Record Book completed? |  |  |
| Ballast Exchange procedures available ? |  |  |
| For USA: USCG BWTS installed or extension available; if BWTS installed – used for USA and sampling done per VGP? |  |  |

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| **MARPOL Security Seal Logbook including Flexible Hose & Portable Pump Inventory (TEC 34)** | **Y/N** | **Date /Remarks (if any)** |
| Risk assessment identifying high risk areas where seals are to be fitted?  Reviewed on annual basis? |  |  |
| Random check that bilge piping system valves and flange bolts and connecting rods of remotely operated valves are fitted with numbered seals which are recorded on the seal log? |  |  |
| Seals fitted in such a way to prevent partial removal of flanges without breaking seal (double seal/tightly fitted)? |  |  |
| Are breakable seals used on emergency bilge suctions? |  |  |
| Register of portable pumps and hoses (TEC 34) maintained? |  |  |
| All other seals in use registered in the Official Seal Record Log on board? Log reviewed on weekly basis by Master? |  |  |
| Seal environmental posters on display? |  |  |
| Sufficient spare seals available on board? |  |  |

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| **Vessel General Permit** | **Y/N** | **Date /Remarks (if any)** |
| Spot check on VGP records including comprehensive annual inspection? |  |  |
| Is a dry dock inspection report available (VGP 4.1.4)? |  |  |
| Grey water samples analysis carried out if a medium pax ship (>100 pax) will discharge in VGP waters |  |  |
| EALs (environmentally acceptable oils) in oil to sea interfaces or exemption letters? |  |  |
| Sacrificial anodes of less toxic type in use or justifying records of the reason of use of aluminium or zinc anodes instead of less toxic alternatives (aluminium > magnesium) |  |  |
| Crew and pax VGP familiarisation available |  |  |

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| **Inventory of Hazardous Materials/ Ship Recycling (for EU flagged ships or ships using EU prts)** | **Y/N** | **Date /Remarks (if any)** |
| Inventory of Hazardous materials (part I) and relevant certificate available and up-to date? |  |  |
| Are the MD and Suppliers’ Declaration of Conformity properly filed? |  |  |
| For ships going for recycling IHM parts II and III, and Ready for Recycling Certificate available? |  |  |

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| **ODS Record Book** | **Y/N** | **Date /Remarks (if any)** |
| Correctly filled out and sighted? |  |  |

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| **Equipment** | **Date /Remarks (if any)** |
| Oily Water Separator: | Make:  Rated Discharge Capacity:  Last Inspected/ Tested: |
| Oily Content Monitoring System: | Make:  Last Inspected/ Tested |
| Incinerator : | Make:  Rated Capacity:  Last Inspected/ Tested |
| Evaporation Method (if applicable) | Designed tank fitted with heating coils  Approximate rated capacity  Mention in the IOPP Supplement 3.2.3 as approved method |

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| **Oily Water Separator** | **Y/N** | **Date / Remarks (if any)** |
| OWS fitted on board, operational and regularly tested? |  |  |
| Instructions for testing the OWS and procedures for running the OWS, per manufacturer’s instructions d available at point of use? |  |  |
| OWS installation has not been modified or if so was Class approved? |  |  |
| Does rated capacity match that stated in IOPP Form A/Form B? |  |  |
| Spot check on engineering officer’s familiarity with equipment including knowledge to demonstrate use and test system? |  |  |
| Is specific OWS instruction in C/E standing Orders complied with? |  |  |
| |  | | --- | | Where possible, witness operational test of OWS & OCM. .  Verify 3-way interlock valve (where fitted) installed correctly and schematic drawing endorsed by Class  Verify system automatically re-circulates (3-way valve) or shuts down when >15ppm. Verify proper operation of valve.  Verify proper operation of system backflush or oil purge cycle. | |  |  |
| Last change of filter (if coalescent type)  Availability of spare parts or filters  Last change of sacrificial anodes (if applicable) |  |  |

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| **Oil Content Monitoring System** | **Y/N** | **Date /Remarks (if any)** |
| Is the OWS system fitted with approved Oil Content Meter (15ppm) and operational? |  |  |
| Has the OCM had annual calibration **and** treated bilge water samples landed in accordance with VMS Requirements (12 months) and results verified against OCM reading (max +/- 5ppm)? |  |  |
| (Date) Annual Check:  Last 5 Year calibration by manufacturer or representative: |  |  |

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| **Sewage Handling** | **Y/N** | **Date /Remarks (if any)** |
| If identified by a RA - Are sewage tank inspection / manhole covers and any blanks or flanges of the grey water section of the sewage treatment plant, tagged with numbered seals. |  |  |
| Sewage treatment plant fully operational? |  |  |
| Operating Instructions available and legible? |  |  |
| Survey of equipment carried out in past 5 years? |  |  |
| Maintenance Records and ordering of required spares in order? |  |  |

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| **Exhaust Gas Scrubber** | | | **Y/N** | **Date /Remarks (if any)** | | |
| Operational? | | |  |  | | |
| Operating Instructions available and legible? | | |  |  | | |
| Modifications/ Drawings ? Plans approved by Class? | | |  |  | | |
| Survey of equipment carried out in past 5 years? | | |  |  | | |
| Maintenance Records and ordering of required spares in order? | | |  |  | | |
| **Signed:** |  | **Date:** | | |  |
|  |  |  | | |  |
| **Name:** |  | **Position:** | | |  |

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|  | **DEFECT LIST**  **All defects must be entered into the SHIPSURE database; Extensions may be given upon approval of the Head of Leisure HSEQ** | | | |
| Item | Defect | Corrective Action | Due Date | Person Responsible |
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