*This list is not exhaustive and only considers frequently occurring items*

**Concentrated Campaign**

1) Is there a PSC concentrated campaign program in the Country .......................................... Yes ☐

2) Has the checklist been completed........................................................................................ Yes ☐

3) Are defects notified to Fleet Cell .......................................................................................... Yes ☐

**Certificates & Administration**

**Ship’s Statutory certificates folder**

4) Complete and up to date? ......................................................................................................Yes ☐

5) LSA & FFA annual servicing in date and will remain valid for the next 2 ports ........................Yes ☐

6) **USA Only** – Documents in order

a) COFR ...................................................................................... Yes ☐ b) Approved VRP/NTVRP ........................................................... Yes ☐ c) VGP/Notice of Intent ............................................................. Yes ☐ d) SMFF Pre-fire Plan Certificate ................................................ Yes ☐ e) ENOA - Notice of Arrival filed ................................................ Yes ☐ f) Drills as per OPA 90(RACE etc.) ............................................. Yes ☐

g) USCG approved BWTS or extension documentation .............. Yes ☐

j) VGP inspections and sampling (BWTS, GW etc) performed…... Yes ☐

i) CSSVA – security requirements ................................................... Yes ☐

**Certificates for Master and Officers**

7) Officers Certificate of Competency correct? .......................................................................... Yes ☐

8) Flag Endorsement or CRA Valid? ............................................................................................ Yes ☐

**Certification for the crew**

9) Flag Endorsements or copy of the application? ......................................................................Yes ☐

10) Valid national certificate?.....................................................................................................Yes ☐

**MLC**

11) MLC audit report, Complaint Procedure displayed? ............................................................Yes ☐

12) Certificate of Insurance in respect of Ship-owners liability displayed?................................Yes ☐

13) Rest periods meet STCW/MLC requirements? .....................................................................Yes ☐

14) Non-compliance explained and compensatory rest given? .................................................Yes ☐

**Note:** Show only printed statements in ILO format signed by Master and seafarer.

**Drills**

15) Meeting SAF22, SOLAS, SOPEP, and VRP/NTVRP requirements?........................................Yes ☐

**Note:** Emergency drills are verified during PSC inspections so it important that the vessel has realistic fire and boat drills prior to arrival.

**LSA & FFA**

**Fire Control Plans**

16) Container in good condition? ...............................................................................................Yes ☐

17) IMO symbol and labeling in good condition? .......................................................................Yes ☐

**Fixed CO2 system, including any local systems such as Paint Locker, Galley etc.**

18) System Operational & ready for immediate use? ................................................................Yes ☐

19) Temporary safety pins removed and bottles connected?....................................................Yes ☐

**Fixed Foam firefighting system**

20) Verify system Operational? ..................................................................................................Yes ☐

**Fixed Water-mist Fire-Extinguishing Systems**

21) System charged & Water supply valve open? ......................................................................Yes ☐

22) Verify ready for immediate use? ..........................................................................................Yes ☐

**Check Fire Pumps (Especially the Emergency fire pump)**

23) Confirm all Crew members can start pump?........................................................................Yes ☐

24) Sufficient pressure to supply 2 hoses on deck?....................................................................Yes ☐

**Fire dampers, quick or self-closing devices, remote controls, etc**.

25) Check handles and wires in good condition? .......................................................................Yes ☐

26) Check labeled “open” /“closed” and IMO signage? .............................................................Yes ☐

27) Do all flaps close fully? .........................................................................................................Yes ☐

**Fire Doors**

28) Test all Self-closing devices?.................................................................................................Yes ☐

29) Confirm NO “tie-backs” in use? ...........................................................................................Yes ☐

30) IMO Symbols as per fire plan? ..............................................................................................Yes ☐

31) Check Rubber packing condition? ........................................................................................Yes ☐

**Fire Hoses and Hydrants**

32) Verify hose length (<15 m) in the ER? ..................................................................................Yes ☐

33) Confirm good condition, tools in place & no leaking hydrants? ..........................................Yes ☐

**Firefighting Suits**

34) Firefighting outfits in good condition .................................................................................. Yes ☐

35) Appropriate firefighting walkie talkies are available........................................................... Yes ☐

**Fuel and Lube oil Quick Closing Valves**

36) Test & confirm fully operational? .........................................................................................Yes ☐

**Emergency Generator**

37) Test all means of starting in order? ......................................................................................Yes ☐

38) Check other self-contained power sources onboard (If any) are operational? ...................Yes ☐

39) Verify ship staff can demonstrate on-load test? ..................................................................Yes ☐

40) Confirm insulation resistance >5 MOhms? .........................................................................Yes ☐

41) Fuel tanks full? ......................................................................................................................Yes ☐

**Life Rafts**

42) Confirm HRUs rigged correctly? ...........................................................................................Yes ☐

43) Check davits, including stored power, in good order? .........................................................Yes ☐

**Lifeboats / Rescue Boats**

44) Lifeboats lowered/launched as per SOLAS? .........................................................................Yes ☐

45) Verify life/rescue boat engine starts immediately? .............................................................Yes ☐

46) Confirm cold climate precautions for Engines?....................................................................Yes ☐

47) Confirm boats free of temporary repairs? ...........................................................................Yes ☐

48) Check Lifeboat steering systems good condition? ...............................................................Yes ☐

49) Launching and embarkation arrangement & poster good condition? .................................Yes ☐

50) Posters under emergency lighting? ......................................................................................Yes ☐

51) Check structure and engine for each lifeboat in good condition? .......................................Yes ☐

**Note:** Inspect, as applicable: bilge system, drain plugs, vent louvres, hatches, seats and seat belts, hull condition for unauthorized repairs

52) Fuel tanks full........................................................................................................................Yes ☐

**Lifeboat launching arrangements**

53) Check for any corrosion/wastage of sheaves/hooks? ..........................................................Yes ☐

54) Is on load release gear operating? .......................................................................................Yes ☐

55) Confirm on load release gear properly set? ........................................................................Yes ☐

**Emergency lightings and batteries**

56) Functioning correctly and marked EMGCY? .........................................................................Yes ☐

57) Check batteries in good conditions ......................................................................................Yes ☐

**Pollution Prevention**

**Oil Record Book entries**

58) Entries correct? (Bunkering, weekly entries etc.) ................................................................Yes ☐

59) CE verified ORB1 & each entry countersigned? ...................................................................Yes ☐

60) OWS related maintenance entry (If any)? ............................................................................Yes ☐

**Oily water separator & 15 ppm alarm**

61) Separator & 15 ppm alarm operable? ..................................................................................Yes ☐

62) Confirm Discharge line in good condition? ..........................................................................Yes ☐

63) Inside of discharge pipe clean? ............................................................................................Yes ☐

64) Verify NO by-pass line fitted to OWS?..................................................................................Yes ☐

65) Test automatic stopping device?..........................................................................................Yes ☐

66) Confirm all engineers able to demonstrate the operation of the OWS? .............................Yes ☐

67) Verify Company Seal and Flexible Hose Program implemented with records? ...................Yes ☐

**Sewage treatment system**

68) Operating satisfactory including dosing pump? ..................................................................Yes ☐

69) Verify that no modification affecting the validity of ISPP Certificate? .................................Yes ☐

**Note: USA only** - The Environmental Protection Agency (EPA) under the authority of the Clean Water Act (CWA) has designated certain water bodies as NDZ for treated and untreated sewage. A detailed list of all NDZ by state is available here: https://www.epa.gov/vessels-marinas-and-ports/no-discharge-zones-ndzs-state

**Garbage Disposal**

70) Records correct in latest edition of the GRB? ......................................................................Yes ☐

71) Training conducted & recorded in safety set? .....................................................................Yes ☐

72) Check metallic bins with cover & company placards posted? .............................................Yes ☐

73) Verify NO un-comminuted food waste disposed of in a special area? ................................Yes ☐

**Incinerator incl. operations and operating manual**

74) Confirm that type approval certificate & instruction manual available? .............................Yes ☐

75) Verify crew training records in operating incinerator? ........................................................Yes ☐

76) Test alarms & safety devices for incinerator? ......................................................................Yes ☐

**Compliant fuels**

77) ECA Compliant fuel on board and initiated appropriate change over procedures? ............Yes ☐

78) MARPOL VI records maintained? .........................................................................................Yes ☐

79) Compliant with local regulations (e.g. EU/EEA, China, Polar etc -see SAF77).......................Yes ☐

**SPRO**

80) **China Only** – SPRO in place? ................................................................................................Yes ☐

**Ballast Water**

81) IBWS issued and Plans approved by Class/Flag & reporting requirements followed? .... ..Yes ☐

82) **USA only** – Vessel compliant with BWT / BWE requirements?............................................Yes ☐

83) **Australia New Zealand** – Vessel compliant with the Bio-security Act / Bio-fouling? ..........Yes ☐

**Energy Consumption**

84) China only – Data collection for Energy consumption of Ships....................Form submitted ☐

**Engine room cleanliness and outfitting**

**Cleanliness of E/R**

85) Repair any oil leaks & remove oily rags? ..............................................................................Yes ☐

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

86) Inspect bilges/tank tops & confirm clean? ...........................................................................Yes ☐

87) Remove any buckets under machinery to collect leaks? .....................................................Yes ☐

88) Check lagging material in good order? .................................................................................Yes ☐

89) Hot surface shielding/screening in good order ...................................................................Yes ☐

**Inert gas System**

90) Examine Inert gas system in good condition? ......................................................................Yes ☐

91) Verify no signs of gas or effluent leakage? ...........................................................................Yes ☐

92) Test alarms and safety devices? ...........................................................................................Yes ☐

**Emergency steering position com./ compass reading**

93) Verify cleanliness of the steering gear room........................................................................Yes ☐

94) Verify no oil leakage & no material improperly stowed.......................................................Yes ☐

95) Correspondence of bridge and local rudder angle indicator................................................Yes ☐

96) Verify means of communication?.........................................................................................Yes ☐

97) Verify low-level alarm for hydraulic oil tank ........................................................................Yes ☐

98) Verify anti-slippery floor or grating and handrails I.W.O. steering gear ..............................Yes ☐

99) Confirm that Instruction for emergency and local control displayed ..................................Yes ☐

**Propulsion main engine**

100) Verify any alarms currently displayed on the control panels ...............................................Yes ☐

101)Quick closing valves tested .....................................................................................................Yes ☐

102)Shut off arrangements for ME and Auxiliary’s operation .......................................................Yes ☐

**Safety of Navigation**

**EPIRB/SART**

103)Check beacons functional? ..................................................................................................... Yes ☐

104)MMSI details marked?............................................................................................................ Yes ☐

**Charts/ Publications**

105)Confirm valid, up to date and as required for voyage? .......................................................... Yes ☐

106)Check publications up to date and correct edition? .............................................................. Yes ☐

**ECDIS**

107)Confirm ECDIS updated & Listed in Form –E? ........................................................................ Yes ☐

108)Passage planned and executed in ECDIS? .............................................................................. Yes ☐

**Note:** ECDIS passage plan must include all relevant detail such as no-go areas, Safety contours, alarms, reporting points, abort positions & echo sounder use etc.

109) Safety alarm setting as per voyage plan………………………………………………………………..Confirmed ☐

110) Manual fix by navigational watchkeepers………………………………………………………………….Regular ☐

111) Check Officers certificate/training required for ECDIS? ......................................................... Yes ☐

112) Bridge equipment annual service is up to date………………………………………………………….Checked ☐

**Watertight Integrity/Structural Strength**

**Vent heads**

113) Confirm operating correctly & in good condition including flame screens?......................... Yes ☐

114) Check disc floats of air pipes and closing devices move freely? ............................................Yes ☐

115) "Open-Shut" settings clearly marked? ...................................................................................Yes ☐

**Stability**

116) Approved stability information book available, including damage conditions? ................... Yes ☐

117) Confirm vessel loaded in accordance with the SIB? .............................................................. Yes ☐

118) Damage stability verified & worst case of damage for voyage known to Master ................ Yes ☐

**Water Tight Doors**

119) WTDs fully operational ......................................................................................................... Yes ☐

**Note:** Review previous deficiencies for more details on the scope for verification/examination

**Polar areas going vessels:**

120) IPCS available (first PSSC survey after 01Jan2018) .............................................................. Yes ☐

121) Officers familiarization (Assessment, PWOM, risk methodology (e.g. POLARIS) …............. Yes ☐

122) Deck officers have STCW polar basic/advanced training ..................................................... Yes ☐

**Some Reference Documents**

Prior to arrival in the relevant country you should familiarize yourself with the requirements in the following documents:

|  |  |
| --- | --- |
| Country | Documents |
| USA |  The American Club – Guide to Regulatory Compliance   33 CFR 164.25 |
| China |  CCS Information Bulletin 2018-01 (Tianjin Port)   Huatai Circular PNI1806 (Qingdao)   West of England P&I – Mobile Phone Inspections by  Authorities (Ningbo) |
| Australia & New Zealand |  A Guide for Seafarers on Ships Sailing in Australian Waters   Craft Risk Management Standard: Biofouling on Vessels  Arriving to New Zealand |

**Completion / Confirmation**

Send the completed checklist to your:

1) **Fleet Cell**

2) **DPA**, if defective or unconfirmed items are listed below in the comments section.

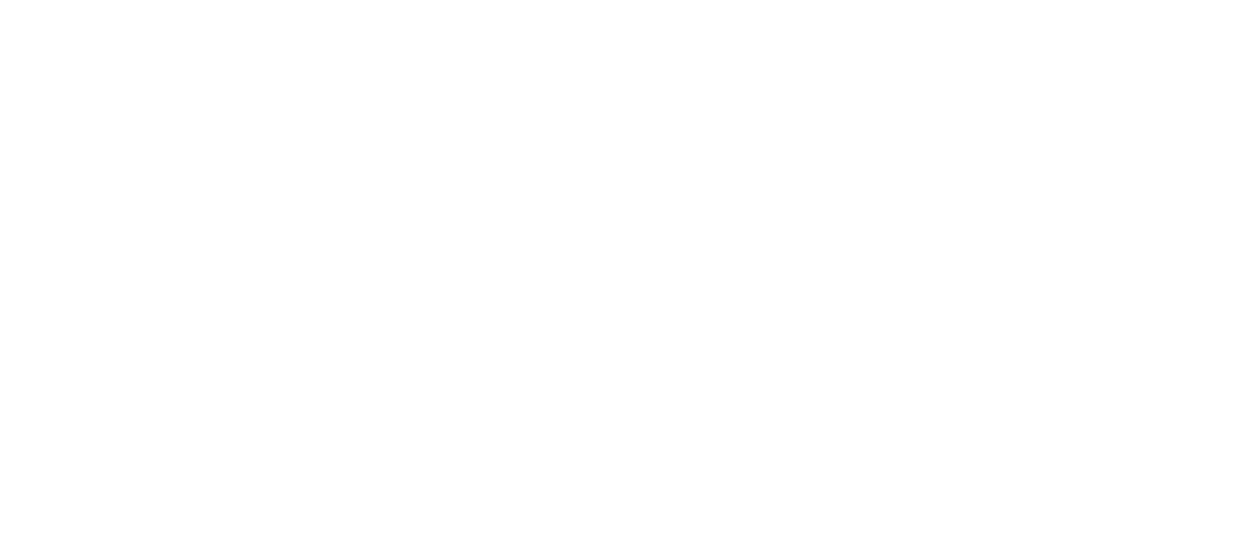
Please list and comment on:

 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.

**Comments:**

**Note:** All vessels are required to list any non-operational equipment or systems to the port state before arrival, regardless that you already hold flag/class dispensation. This must be agreed with your Superintendent prior to sending.



*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:**

**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:*

*a) in conformance with applicable international regulations;*

*b) deficiencies have been reported to the Company; and c) corrective action has been taken.*

**HSEQ Marine Manager/Supt Signature**:

**Date:**