SAF36 (Leisure) – SAFETY SELF ASSESSMENT

## Purpose

To provide an objective review of the vessel’s condition and crew safety awareness upon vessel command handovers.

## Intended Outcome

To have full visibility of the vessel’s condition and safety culture assuming responsibility as Master and Chief Engineer.

## Process

1. Complete a Safety Self-Assessment within two weeks of either a new Master or a new Chief Engineer joining the vessel. This is a requirement of your Letter of Instruction.
2. Enter any findings, **including those previously reported,** directly into Shipsure Inspection Manager.

**Note:** Ticked boxes indicate a positive answer.

1. Report any serious concerns, or lack of support, immediately to your DPA.

|  |  |  |
| --- | --- | --- |
| Vessel Name: | |  |
|  | |  |
| IMO Number: | |  |
|  | |  |
|  | |  |
| Start Date of Inspection: | |  |
|  | |  |
| End Date of Inspection: | |  |
|  | |  |
|  | |  |
| Master’s Name: | |  |
| Date joined vessel |  |
|  | |  |
| Chief Engineer’s Name | |  |
| Date joined vessel |  |
|  | |  |
| Safety Officer | |  |

**I confirm that all the areas within this report have been verified onboard this vessel and any defects have been reported to the Management Office through Shipsure.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Master’s Name |  | Master’s Signature |  | Date |
|  |  |  |  |  |
|  |  |  |  |  |
| Chief Engineer’s Name |  | Chief Engineer’s Signature |  |  |

SECTION 2 – CERTIFICATES & DOCUMENTATION

Certificates

1. Are all certificates held on board valid? Yes

List Certificates that are overdue below and plans for renewal.

List Certificates which require renewal within 3 months and confirm plans for renewal survey.

Print Out from Shipsure may be attached as objective evidence of Certificate Status.

Documentation & Publications

1. Confirm latest editions of following on-board:
   1. V.Ships Management System (VMS) Yes
   2. Bulletins & Circulars Yes, displayed and discussed
   3. Publications as per SAF08 Yes
   4. Class Status Yes
2. Confirm that following being maintained up-to date:
   1. Deck and Engine log books Yes
   2. Oil Record Book (Part I) Yes
   3. Safety Trainings/ Familiarizations/ Drills records Yes

**Comments:** (list any issues here)

SECTION 3 – CREW MANAGEMENT

1. Minimum Safe Manning Document requirements Met
2. Hours of Work :
   1. Monitored & Controlled Yes
   2. Accurate, printed and signed Yes
3. Official working language Established & communication effective
4. Drug & Alcohol Policy onboard tests (internal/ external) and records Available
5. Seafarer’s Employment Agreement (SEA)
   1. English Translation available Yes
   2. Signed by Seafarer and Shipowner Yes
   3. Standard collective bargaining agreement Onboard 
      * Onboard Yes
      * English Translation available Yes
      * Forms part or all of SEA Yes
   4. Conditions of employment Available
6. On board complaint procedures Available to all crew

**Comments:** (list any issues here)

SECTION 4 – NAVIGATION & COMMUNICATIONS

1. Quarterly Navigation Audits (SAF123) Completed
2. Defects noted in audit Closed

**Note:** If SAF123 is not completed this must be done ASAP!

1. Public address system Working
2. Hand held VHF’s Working

**Comments:** (list any issues here)

SECTION 5 – SAFETY MANAGEMENT

Safety Culture

1. Crew familiarisation training Completed ☐
2. Partner in Maritime Safety Program Meetings held on regular basis ☐
3. Just Culture policy Understood
4. Stop-the-Job authority Understood by all ranks

**Note:** Interview several crewmembers of different ranks to ensure understanding and importance of the Stop-The-Job authority

1. Electronic equipment in gas hazardous areas Intrinsically safe
2. Equipment for use in gas hazardous areas Intrinsically safe 
   1. Smart watches / fitness bands in gas hazardous areas Prohibited
3. Permit to Work system Enforced 
   1. Hot-work Included
   2. Enclosed space entry (See also below) Included
   3. Electrical work Included
   4. Work over-side Included
   5. Work aloft Included
   6. Copies of permits issued Kept
   7. Lock-Out / Tag-Out system
      * System In use
      * Records Maintained
4. Crew Safety Notebook Available and in use
5. Required Drills (SAF22)
   1. Emergency Done
   2. Lifeboat Done
   3. Fire Done
   4. Passenger musters Done

Records

1. Hazardous Occurrences reporting requirements
   1. Unsafe acts Crew familiar and made by all ranks
   2. Unsafe conditions Crew familiar and made by all ranks
   3. Near-Miss Crew familiar and made by all ranks
   4. Accidents Crew reporting to Office
   5. Incidents Crew reporting to Office
2. Hazzoc Module (Shipsure): Investigate open events awaiting office input Done ☐

Enclosed Space Entry

1. Procedures Understood by crew
2. Potentially dangerous areas / enclosed spaces Identified

Fire-Fighting Equipment

1. Fire control plan
   1. in accommodation Displayed
   2. external copy Available
   3. updated to last structural modification Correct
2. Fire Doors Can close and are free from obstruction
3. FFE lockers Good condition/ Not used for storage
4. Breathing apparatus sets & outfits Good condition 
   1. Breathing apparatus type Positive pressure
   2. Air Bottles Fully charged
   3. Spare face masks Onboard
5. Emergency Escape Breathing Devices (EEBDs) Good condition & ready to use 
   1. Located in correct spaces (accommodation, engine room & pump room) Yes
6. Fireman’s outfits
   1. Good condition & Ready to use
   2. Two-way portable radiotelephone apparatus 2 per fire party
7. Emergency fire pump Working
   1. Starting instructions Displayed
   2. Officers Able to operate pump
8. International Shore Connection Available
9. Fire Flaps / Dampers (Internal & External)
   1. Good condition
   2. Clearly marked
   3. Record of regular testing, inspection and maintenance
   4. Open / Closed positions & directions Clearly marked
   5. “Close Down” plan for vents & flaps Onboard
   6. Funnel flaps Good condition
   7. Tested
   8. Location of fire dampers Clearly marked in photo-luminescent sign
10. Fixed fire-extinguishing and fire detection systems:

CO2 systems

SPK/water mist

Fire detectors

Foam system

* 1. Operation by ship’s officers Demonstrated☐
  2. Operating instructions Displayed☐
  3. Tested & Working ☐

**Note:** Ensure no alarms, errors or malfunctions are present on the Bridge Fire detection panel

* 1. Water mist/spray/hi-fog systems In good condition/no leaks
  2. Isolation valve in OPEN position Yes
  3. Other Systems (Where carried) In good condition/no leaks

Type: …………………………………………………………...

Life Saving Appliances & Equipment

1. Spot checked for the following LSA appliances and equipment:
   1. LSA Lockers Checked
   2. Lifeboats Checked
   3. Rescue boat (incl. fast rescue boat) Checked
   4. Liferafts Checked
   5. Davits Checked
   6. MES (where fitted) Checked
   7. Lifebuoys Checked
   8. Life jackets Checked
   9. Immersion suits Checked

Other Emergency Equipment

1. Emergency Lighting

a) Good condition Checked

b) Operational Checked

1. Permanent arrangements for lifting an incapacitated person
   1. Crew aware
   2. Stretcher / harness Available
   3. Equipment Good condition

Ship Access

1. Gangway / accommodation ladders
   1. In good condition Yes
   2. (SWL) Displayed
   3. Maximum number of persons Displayed
2. Paint Lockers & Flammable Liquid Lockers:
   1. Lockers Good condition / Not used for storage
   2. Fixed fire extinguishing arrangement Available
   3. MSDS for paints Displayed in paint locker
   4. Fixed fire fighting system Operational from outside
   5. Instructions Displayed
   6. Valves Labelled

Gas Detection

1. Portable gas & oxygen analyser Working, tested, calibrated and records maintained
2. Toxic gas detection analysers Working, tested, calibrated and records maintained
3. Fixed gas detection system Working, tested, calibrated and records maintained

**Comments:** (list any issues here)

SECTION 6 – POLLUTION PREVENTION

1. Environmental Checklist (RSQ21) last completed:

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

* 1. Issues raised All items addressed and report closed

1. Oil Record Book:
   1. All entries as per Company Guidance on correct ORB entries (VSL Bull. 47) Yes ☐
   2. Soundings in the ORB agree with the sounding book? Yes ☐
2. Class / Flag approved SOPEP Up-to-date
3. Scupper plugs Good condition / Fitted where applicable
4. Small oil spill response equipment Onboard
5. Small chemical spill response equipment Onboard
6. OCM Tested/ Calibrated as required
7. Portable hose register Onboard
8. Seal register Maintained
9. Emergency bilge pumping arrangements Ready
10. Emergency bilge suction Identified
11. Emergency overboard discharge valve warning notice Displayed
12. Bunker pipelines
    1. Tested annually
    2. Test recorded
13. Ballast Water Management
    1. Approved Ballast Water Treatment System Fitted
    2. Ballast Water Treatment System Good condition
    3. Used when required
    4. System maintenance As per planned maintenance
14. SEEMP Plan Up-to-date
15. Biofouling and Antifouling system plan Up-to-date
16. Garbage Disposal
    1. Garbage receptacles Non-combustible material
    2. Garbage receptacles Marked per category & covered when not in use
    3. Garbage Record Book Up-to-date
    4. Garbage Management Plan Onboard
    5. MARPOL requirements for garbage disposal Met
17. Sewage and grey water system valves Numbered
18. Waste water treatment plant (s) Good condition
19. USCG VGP Up-to-date
20. Inventory of Hazardous Materials (IHM) Up-to-date
21. Ship Implementation Plan for Low Sulphur Fuels On-Board
22. Engine room oily water or sludge tank Recorded
    1. Class approval for arrangement Obtained

**Comments:** (list any issues here)

SECTION 7 – SECURITY

1. SSP and SSA updated Yes
2. Are officers aware of the function of the SSAS and how it operates Yes
3. are cyber security measures in place Yes

**Comments:** (list any issues here)

SECTION 8 – ALL VESSEL TYPES

1. Stability calculations Available
2. Stability Information Book
   1. Damage stability verification guidelines Available
   2. Damage stability on approved loading computer Loaded
   3. Inherent intact stability restrictions None
3. Stability computer In use
   1. Stability computer operational accuracy test Recorded
   2. Stability computer / programme Operational
   3. Certificate of approval Available
4. Damage stability approved Assessed
5. Ballast vents Overhauled

**Note:** See additional checks for vessel specific type

**Comments:** (list any issues here)

SECTION 8 – PASSENGER SHIP (Additional items)

1. Passenger areas Safe condition
   1. Warning and safety signs Posted
   2. Dangers (i.e. steps, raised coamings, door sills) Identified & properly marked
   3. Swimming pools Properly protected
   4. Crew areas Entry restricted
2. Securing of objects procedures In place
3. All (crew and pax) elevators Safe and maintained as required
4. Passenger manifests, crew lists and stability calculations Regularly sent to office
5. Tender and zodiac operations
   1. Boat certification and crew training requirements met
   2. Planning and preparations In place
   3. Monitoring In place

**Comments:** (list any issues here)

SECTION 9 – MOORING

1. Mooring System and Lines Management Plan Available/ updated
2. Mooring equipment Safe Working Load (SWL) Marked
3. Anchor windlass / systems design limitations Crew aware
4. Bitts & chocks Free of grooving
5. Entire mooring area marked as a snap-back zone Done
6. Brake linings Good condition
7. Drums Good condition
8. Pins Good condition
9. JSA for mooring operations Reviewed
10. Winch and winch foundations Good condition
11. Winch brake test Recorded
12. Brake setting indicators are in correct position Yes

**Comments:** (list any issues here)

SECTION 10 – ENGINE & STEERING COMPARTMENTS

1. Engine Room Staff
   1. Chief Engineer’s Standing Orders Signed
   2. Steering gear operation in an emergency Familiar
   3. Taking over manoeuvring controls in an emergency Familiar
   4. Safe operation of machinery procedures Familiar
   5. Full knowledge of emergency equipment Demonstrated
2. Critical Equipment
   1. Approved List signed by Fleet Superintendent On Board
   2. All Critical equipment operational Yes
   3. Risk assessment for any overdue critical machinery jobs In place
   4. Required spares available on board Yes

**Note:** All attempts at arranging repairs for non-operational critical equipment must be made prior to berthing. Do not rely on PSC accepting Flag dispensations or Class conditions.

1. Emergency equipment
   1. Fire pump Tested
   2. Main fire & foam pumps Tested
   3. Fire & foam lines Good condition
   4. Isolating valves Clearly marked
   5. Hydrants Unobstructed
   6. Caps easily removed
   7. Drilled
   8. Emergency air compressor Tested
   9. Emergency generator Starts using both methods
   10. Emergency generator switchboard Tested
   11. Emergency steering Tested
   12. Emergency stops Tested
   13. Engineer’s alarms Tested
   14. Bilge ejectors Tested
2. Watertight Doors (WTDs)
   1. Good condition
   2. Unobstructed and operated as per requirements
3. Loose gear including lube oil and oil in drums
   1. Machinery spaces Properly secured
   2. Stores Properly secured
   3. Steering compartment Properly secured
4. Machinery spaces and steering compartments
   1. Free of leaks and Clean
   2. Housekeeping and fabric maintenance Good
   3. Pipework Lagging Not oil soaked
5. Steering compartments
   1. Free of leaks and Clean
   2. Housekeeping and fabric maintenance Good
6. Bilge high-level alarm system Regularly tested and recorded
7. Bilge pumping arrangements Working
8. Oily water separator Working
   1. Tested as per VMS requirements Yes
   2. Set-up as per approved drawings Yes
   3. No signs of tampering with system Pipework appears intact
9. Oily Water Separator valves
   1. Numbered and sealed
10. Pipework
    1. Steam Good condition
    2. Fuel Good condition
    3. Lubricating oil Good condition
    4. Seawater Good condition
    5. Sewage Good condition
    6. Drain Good condition
    7. Air pipes Good condition
11. Stern tube sealing arrangements Good condition
12. Temporary repairs in place/soft patches Yes

**Comments:** (list any issues here)

SECTION 11 – GENERAL APPEARANCE & CONDITION

1. Hull
   1. General condition and cleanliness Good
   2. Shell doors condition Good
2. Weather decks
   1. General condition and cleanliness Good
   2. Deck working areas Clearly marked and non-slip surface
3. Service pipework
   1. Corrosion None
   2. Pitting None
   3. Soft patches None
   4. Temporary repairs None
4. Pipe stands Good condition
5. Clamps Good condition
6. Supports Good condition
7. Expansion arrangements Good condition
8. Electrical equipment
   1. General condition Good
   2. Conduits Good
   3. Wiring Good
   4. Deck lighting Tested (daytime or night-time)
9. Gas-hazardous areas’ light fittings
   1. Ex ‘d’ rated
   2. Working

**Note:** If general condition is NOT good, please contact your fleet cell immediately.

**Comments:** (list any issues here)

SECTION 12 – CURRENT CAMPAIGNS

1) Let’s Talk………………………..…………..All crew aware of campaign content and purpose☐

a) Date of last “Let’s talk” session: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2) Navigation 2020 refresh………..……All crew aware of campaign content and purpose☐

a) Date of last “Nav 2020” session: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3) Enviro Compliance 2020….……..…..All crew aware of campaign content and purpose☐

a) Date of last “Env. Compliance” session: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4) Other current campaigns as per V Ships HSEQ Weekly Updates (list below):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ☐

**Comments: (list any issues here)**