M/V MINERVA

**PLANNED MAINTENANCE INSTRUCTIONS**

**FOR**

**DECK EQUIPMENT**

**PLANNED MAINTENANCE RECORD CHART**

**PLANNED MAINTENANCE INSTRUCTIONS**

The choice of Planned Maintenance System implemented onboard will be decided by the Technical Superintendent and the Master, at the time of Start up, or at any time change appears necessary. Where the Company has provided the Planned Maintenance System on Forms OP 27 & OP 29, the following instructions are to be followed.

The Planned Maintenance Instructions for Deck Equipment are designed to run in annual cycles.

The date on which a planned maintenance item is completed should be entered in the appropriate box.

The Planned Maintenance Record Chart duly filled in will show which maintenance schedules have been completed.

The frequency at which planned maintenance routines must be carried out is indicated on the chart by the non-shaded areas.

The "Original" Planned Maintenance Record Chart is to be retained on board in the Ship's Deck Planned Maintenance File.

A copy of the Planned Maintenance Record Chart for the previous year is to be sent to the Technical Department

on the 1st of January each year. A copy of the Deck Equipment Planned Maintenance Monthly Report OP 29 is to be sent to the Technical Department with the monthly mail.

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| **WEEKLY ITEMS** | Year: | | | | | | | | | | | | | | | | | | | | | | | |
| J | | F | | M | | A | | M | | J | | J | | A | | S | | O | | N | | D | |
| W1. Analysis of FW for E-Coli  (FOM 780.4.8) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **MONTHLY ITEMS** | Year: | | | | | | | | | | | | REMARKS |
| J | F | M | A | M | J | J | A | S | O | N | D |
| M1. Forward Mooring Winches – Greasing |  |  |  |  |  |  |  |  |  |  |  |  |  |
| M2. Forward Mooring Ropes – Visual Inspection |  |  |  |  |  |  |  |  |  |  |  |  |  |
| M3. Guillotine & Cable Stoppers – Greasing |  |  |  |  |  |  |  |  |  |  |  |  |  |
| M4. Hawse Pipe Rollers – Greasing |  |  |  |  |  |  |  |  |  |  |  |  |  |
| M5. Aft Mooring Winches – Greasing |  |  |  |  |  |  |  |  |  |  |  |  |  |
| M6. Aft Mooring Ropes – Visual inspection |  |  |  |  |  |  |  |  |  |  |  |  |  |
| M7. Crane – Greasing & Visual Inspection |  |  |  |  |  |  |  |  |  |  |  |  |  |
| M8. Funnel Deck Steel Doors – Hinges & Dogs |  |  |  |  |  |  |  |  |  |  |  |  |  |
| M9. Deck Air Connections – Inspect & Grease |  |  |  |  |  |  |  |  |  |  |  |  |  |
| M10. Main Deck Forward Steel Door – Hinges & Dogs |  |  |  |  |  |  |  |  |  |  |  |  |  |
| M11. Starboard Gangway – Greasing & Visual Inspect.\* |  |  |  |  |  |  |  |  |  |  |  |  |  |
| M12. Port Gangway – Greasing & Visual Inspection\* |  |  |  |  |  |  |  |  |  |  |  |  |  |
| M13. Starboard Pontoon – Greasing & Visual Inspection\* |  |  |  |  |  |  |  |  |  |  |  |  |  |
| M14. Port Pontoon – Greasing & Visual Inspection\* |  |  |  |  |  |  |  |  |  |  |  |  |  |
| M15. A Deck Aft Steel Doors’ Hinges & Dogs |  |  |  |  |  |  |  |  |  |  |  |  |  |
| M16. B Deck Gangway Shell Door Starboard – Greasing |  |  |  |  |  |  |  |  |  |  |  |  |  |
| M17. B Deck Gangway Shell Door Port – Greasing |  |  |  |  |  |  |  |  |  |  |  |  |  |
| M18. B Deck Provision Shell Door Starboard – Greasing |  |  |  |  |  |  |  |  |  |  |  |  |  |
| M19. B Deck Provision Shell Door Port – Greasing |  |  |  |  |  |  |  |  |  |  |  |  |  |
| M20. Fresh Water Bunkering Hoses – Chlorination |  |  |  |  |  |  |  |  |  |  |  |  |  |
| M21. Aft Stbd. Crane – Greasing & Visual Inspection |  |  |  |  |  |  |  |  |  |  |  |  |  |
| M22. Aft Port Crane – Greasing & Visual Inspection |  |  |  |  |  |  |  |  |  |  |  |  |  |
| M23. Bridge Window Protections – Greasing & Actuation |  |  |  |  |  |  |  |  |  |  |  |  |  |
| \*FOM312 complete and in good order, as per manufacturers’ instructions,and no bent stanchions, no worn guard ropes, free moving parts and appropriately greased, good condition of wires and lifting equipment, no wastage, deformation or fractures |  |  |  |  |  |  |  |  |  |  |  |  | Competent person |

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| **QUARTERLY ITEMS** | **Year:** | | | | | | | | | | | | REMARKS |
| J | F | M | A | M | J | J | A | S | O | N | D |
| Q1. Dry Tank 1201 Starboard |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Q2. Dry Tank 1201 Port |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Q3. Dry Tank 1202 Starboard |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Q4. Dry Tank 1202 Port |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Q5. Dry Tank 1203 Centre |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Q6. Dry Tank 1204 Centre |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Q7. Log Transducer |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Q8. Dry Tank 1206 Starboard |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Q9. Dry Tank 1207 Port |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Q10. Dry Tank 3015 Starboard |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Q11. Dry Tank 3015 Port |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Q12. Chain Locker Starboard |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Q13. Chain Locker Port |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Q14. Fwd Roller Leads & Bitts – Greasing |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Q15. Aft Roller Leads & Bitts – Greasing |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Q16. Spare Anchor Shackle & Securing |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Q17. B Deck Brow – Rig & Inspect |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Q18. Disinfection of Showerheads |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Q19. Zodiac Cranes Hydraulic Hoses |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **SIX MONTHLY ITEMS** | **Year:** | | | | | | | | | | | | REMARKS |
| J | F | M | A | M | J | J | A | S | O | N | D |
| H1. Hose Test on all Starboard Shell Doors |  |  |  |  |  |  |  |  |  |  |  |  |  |
| H2. Hose Test on all Port Shell Doors |  |  |  |  |  |  |  |  |  |  |  |  |  |
| H3. Starboard Windlass – Brake Linings |  |  |  |  |  |  |  |  |  |  |  |  |  |
| H4. Port Windlass – Brake Linings |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **ANNUAL ITEMS** | **Year:** | | | | | | | | | | | | REMARKS |
| J | F | M | A | M | J | J | A | S | O | N | D |
| A1. Forepeak (4002) – Inspect |  |  |  |  |  |  |  |  |  |  |  |  |  |
| A2. Ballast Tanks 3020 & 3021 – Inspect |  |  |  |  |  |  |  |  |  |  |  |  |  |
| A3. Ballast tank 3015 - Inspect |  |  |  |  |  |  |  |  |  |  |  |  |  |
| A6. Aft Peak – Inspect |  |  |  |  |  |  |  |  |  |  |  |  |  |
| A7. Heeling Tanks (P & S) – Inspect |  |  |  |  |  |  |  |  |  |  |  |  |  |
| A8. Technical FW Tank 3112 - Inspect |  |  |  |  |  |  |  |  |  |  |  |  |  |
| A9. Technical FW Tank 3113 - Inspect |  |  |  |  |  |  |  |  |  |  |  |  |  |
| A10. Ballast Tank 30141 – Inspect |  |  |  |  |  |  |  |  |  |  |  |  |  |
| A11. FW Tank 3121 – Annual Maintenance |  |  |  |  |  |  |  |  |  |  |  |  |  |
| A12. FW Tank 3122 – Annual Maintenance |  |  |  |  |  |  |  |  |  |  |  |  |  |
| A13. FW Aft Tank – Annual Maintenance |  |  |  |  |  |  |  |  |  |  |  |  |  |
| A14. Disinfection of FW Distribution System |  |  |  |  |  |  |  |  |  |  |  |  |  |
| A15. Annual Shore Testing of FW Sample |  |  |  |  |  |  |  |  |  |  |  |  |  |
| A16. Cable Securing – Test & Grease |  |  |  |  |  |  |  |  |  |  |  |  |  |
| A17. Wire Stays – Inspect, Clean & Dress |  |  |  |  |  |  |  |  |  |  |  |  |  |
| A18. Mast Stays – Inspect, Clean & Dress |  |  |  |  |  |  |  |  |  |  |  |  |  |
| A 19. gangways and accommodation ladders thoroughly examined incl. undersides and hoisting wires |  |  |  |  |  |  |  |  |  |  |  |  | As part of the PSSC |

N.B.: All Ballast tanks are to be flushed with seawater at least once prior to inspection.

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| **BI-ANNUAL ITEMS** | REMARKS |
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| B1. Zodiac Crane Hydraulic Hoses Replacement | More frequently if required |

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| **FIVE- YEARLY ITEMS** | REMARKS |
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| F1. gangways, accommodation ladders and any winches operationally tested to their specified maximum design load (FOM 312) | Competent person |
| F2 gangways hoisting wires renewed unless changed earlier due to deterioration (FOM 312) | Competent person |