**M/V MINERVA**

**PLANNED MAINTENANCE INSTRUCTIONS**

**FOR**

**LIFE SAVING APPLIANCES AND SYSTEMS**

**(Solas Chapter III, Regulation 20, including additional Flag State**

**specific requirements as applicable)**

**PLANNED MAINTENANCE RECORD CHART**

**PLANNED MAINTENANCE INSTRUCTIONS**

The Planned Maintenance Instructions for Life Saving Appliances and Systems are designed to run in one year cycle.

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.

Unless otherwise specified, all maintenance will be carried by a “competent person” as defined in [Operations](http://srv-glas301:82/Leisure/content/parent%20category%20topics/procedures_and_operations.htm) > [Safety Management](http://srv-glas301:82/Leisure/content/parent%20category%20topics/procedures%20and%20operations/safety_management.htm) > [Safety Equipment & Maintenance](http://srv-glas301:82/Leisure/content/parent%20category%20topics/procedures%20and%20operations/safety%20equipment%20&%20maintenance.htm) > Lifesaving Appliances (LSA), Tenders & Zodiacs and related Planned Maintenance

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

A copy of the Planned Maintenance Record Chart for the previous year is to be sent to the Safety and Quality Department on the 1st of January each year.

**LIFE SAVING APPLIANCE SYSTEM**

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| WEEKLY ITEMS | **Year** | | | | | | | | | | | | | | | | | | | | | | | | REMARKS |
|  | J | | F | | M | | A | | M | | J | | J | | A | | S | | O | | N | | D | |  |
| W 1 All survival craft, rescue boats and launching appliances shall be visually inspected to ensure that they are ready for use. The inspection shall include, but is not limited to, the condition of hooks, their attachment to the lifeboat and the on-load release gear being properly and completely reset |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | Safety Officer |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| W 2 Lifeboat Engines - shall be run for a total period of not less than 3 min; it should be demonstrated that the gear box and gear box train are engaging satisfactorily |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | Staff Engineer |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| W 3 Rescue boat engines |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | Staff Engineer |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| W 4 Aldis Signalling Lamp & Search lights, Loud Hailers |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 2nd Officer / |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | Navigator |
| W 5 Various Lifeboat/rescue boat |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | Safety Officer |
| Equipments |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| W 6 Anchor and Pin condition |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | Staff Captain |
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**LIFE SAVING APPLIANCE SYSTEM**

| MONTHLY ITEMS | **Year** | | | | | | | | | | | | **REMARKS** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| J | F | M | A | M | J | J | A | S | O | N | D |
| M1 Lifeboat/Rescue boat/Liferaft Davits |  |  |  |  |  |  |  |  |  |  |  |  | Safety Officer |
| M2 Lifeboat/ Rescue boat and liferaft Embarkation Lights |  |  |  |  |  |  |  |  |  |  |  |  | Chief Electrician |
| M3 Lifejackets - complete and in good order |  |  |  |  |  |  |  |  |  |  |  |  | Safety Officer |
| M4 Lifeboat/Rescueboat Equipment (small gear) - complete and in good order, Lifeboat Rations / Water supply  Inflatable lifejackets recommended checks (if no manufacturer specific): service indicator is green; signs for wear, damages, tears, holes etc.(if in doubt inflate bladder by the tube and check for loss of pressure); seams securely sewn; straps and hardware in good order; CO2 cylinders firmly secured and free of rust; all auto-inflation components armed and within expiry dates; lifejacket re-packed as per manufacturer’s instructions; pull-tab lanyard accessible |  |  |  |  |  |  |  |  |  |  |  |  | Safety Officer |
| M5 Lifeboat and Rescue boat start batteries |  |  |  |  |  |  |  |  |  |  |  |  | Safety Officer/ Chief Electrician |
| M6 Lifebuoys and Lights, Pyrotechnics (bridge/lifeboats), Immersions Suits, TPA’s, Line throwing appliances |  |  |  |  |  |  |  |  |  |  |  |  | Safety Officer |
| M7 Emergency Steering Gear |  |  |  |  |  |  |  |  |  |  |  |  | Safety Officer |
| M8 EPIRB’s – Radar Transponders, Navtex – GMDSS’s VHF –Aerial VHF, SARTs |  |  |  |  |  |  |  |  |  |  |  |  | Radio Officer |
| M9 Liferafts |  |  |  |  |  |  |  |  |  |  |  |  | Safety Officer |
| M10 Eye Wash stations and First Aid boxes |  |  |  |  |  |  |  |  |  |  |  |  | Safety Officer/ Nurse |
| M11 GMDSS station battery test |  |  |  |  |  |  |  |  |  |  |  |  | Radio officer/ Chief Electrician |
| M12 All lifeboats, shall be turned out from their stowed position, without any persons on board if weather and sea conditions so allow |  |  |  |  |  |  |  |  |  |  |  |  | Safety Officer |
| M13 Lifeboat and Liferaft embarkation ladders |  |  |  |  |  |  |  |  |  |  |  |  | Safety Officer |
| M14 Liferaft lashing arrangements (slip hook, buckles, straps, pad eyes etc. incl. HRU) visually inspected for proper tension, deterioration, corrosion, wastage, free of dirt/ oil/, grease etc. |  |  |  |  |  |  |  |  |  |  |  |  |  |
| M15 Gangways and accommodation ladders |  |  |  |  |  |  |  |  |  |  |  |  | Safety Officer |
| M16 Talk Back Master Station |  |  |  |  |  |  |  |  |  |  |  |  | Chief Electrician |
| M17 Bridge Windows and their fittings |  |  |  |  |  |  |  |  |  |  |  |  | Staff Captain (inspect if glass and supporting elements (frame, fixtures, gaskets etc) are structurally strong with a sound integrity, free from compromising corrosion etc or other damage |
| M18 Spare glasses for external windows and side scuttles, and portable deadlights |  |  |  |  |  |  |  |  |  |  |  |  | As per [Operations](http://srv-glas301:82/Leisure/content/parent%20category%20topics/procedures_and_operations.htm) > [Safety Management](http://srv-glas301:82/Leisure/content/parent%20category%20topics/procedures%20and%20operations/safety_management.htm) > [Safety Equipment & Maintenance](http://srv-glas301:82/Leisure/content/parent%20category%20topics/procedures%20and%20operations/safety%20equipment%20&%20maintenance.htm) > Lifesaving Appliances (LSA), Tenders & Zodiacs and related Planned Maintenance |

**LIFE SAVING APPLIANCE SYSTEM**

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| **QUARTERLY ITEMS** | **Year** | | | | | | | | | | | | **REMARKS** |
|  | J | F | M | A | M | J | J | A | S | O | N | D |  |
| Q1 Pilot Ladders – Lifeboat & liferaft Embarkation ladders |  |  |  |  |  |  |  |  |  |  |  |  | Safety Officer |
| Q2 Lifeboat Water |  |  |  |  |  |  |  |  |  |  |  |  | Safety Officer |
| Q3 Gyro Compass |  |  |  |  |  |  |  |  |  |  |  |  | 2nd Officer/ Navigator |
| Q4 Immersion suits and crew lifejackets |  |  |  |  |  |  |  |  |  |  |  |  | Safety Officer |
| Q5 Rescue Boat Davits Hydraulic Hoses and Pipes |  |  |  |  |  |  |  |  |  |  |  |  | Staff Engineer |
| Q6 Emergency lighting |  |  |  |  |  |  |  |  |  |  |  |  | Chief Electrician |
| Q.7 Lifeboats lowered to the water and operated by assigned crew |  |  |  |  |  |  |  |  |  |  |  |  | Safety Officer |
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**LIFE SAVING APPLIANCES SYSTEM**

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| **SIX MONTHLY ITEMS** | **Year** | | | | | | | | | | | | **REMARKS** |
|  | J | F | M | A | M | J | J | A | S | O | N | D |  |
| H1 Navigational Shapes |  |  |  |  |  |  |  |  |  |  |  |  | 2nd Officer/Navigator |
| H2 Navigational Lights and Sound Signals |  |  |  |  |  |  |  |  |  |  |  |  | 2nd Officer/Navigator |
| H3 Inflatable Life rafts |  |  |  |  |  |  |  |  |  |  |  |  |  |
| H4 Lifeboat Hulls |  |  |  |  |  |  |  |  |  |  |  |  | Safety Officer |
| H5 Lifeboats Falls & Lifting Hooks - On Load Release (visual only) |  |  |  |  |  |  |  |  |  |  |  |  | Safety Officer |
| H6 Lifeboat Rope Work, Wires & Ladders |  |  |  |  |  |  |  |  |  |  |  |  | Safety officer |
| H7 Emergency Steering Gear & Compass |  |  |  |  |  |  |  |  |  |  |  |  | Engineer in charge |
| H8 Hand & Deep Sea Leads |  |  |  |  |  |  |  |  |  |  |  |  | Safety Officer |
| H9 Lifeboat/Rescue boat Compass |  |  |  |  |  |  |  |  |  |  |  |  | Safety Officer |
| H10 Visual inspection of the winch brake of survival craft |  |  |  |  |  |  |  |  |  |  |  |  | Staff Engineer / Chief Electrician  Six monthly or after every 30 lowerings of a survival craft, whichever is earlier |
| H11 SART test (lifeboat & bridge), EPIRB auto test |  |  |  |  |  |  |  |  |  |  |  |  | Radio Officer/ Safety Officer |
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**LIFE SAVING APPLIANCES SYSTEM**

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| **ANNUAL ITEMS** | **Year** | **REMARKS** |
| A1 Liferafts |  | Safety Officer/ Manufacturer’s representative or other competent person appropriately trained and certified |
| A 2 Lifeboat Winch Brakes |  | Staff Engineer |
| A 3 Pyrotechnics |  | Safety Officer |
| A 4 Inflatable lifejackets |  | Manufacturer’s representative or other competent person appropriately trained and certified |
| A 5 Hydrostatic release units |  | Safety Officer |
| A6 Thorough examination of launching appliances and on-load release gear ; operational test of the on-load release gear and a dynamic test of the winch brake at max lowering speed with an empty boat ; thorough examination of falls and wires used in launching appliances including wires paid out completely, de-greased, close-up examined for corrosion/ defects especially stationary areas (i.e. parts resting on sheaves/ locking devices etc.), greased and re-wound on drum |  | Manufacturer’s representative or other competent person appropriately trained and certified  Design review by lifeboat RRS manufacturers and performance test witnessed by Flag or RO to be completed by July 1, 2013. |
| A7 Immersion suits - air pressure test for suits over 10 years of age |  | Safety Officer |
| A 8 Lifebuoy battery change |  | Safety Officer |
| A 9 Passenger lifejacket inspection |  | Safety Officer |
| A10 Thorough examination of pilot ladders, gangways, accommodation ladders and any associated lifting equipment, davits, fittings and winches will be as part of the Passenger Ship’s Safety Certificate Survey |  | Manufacturer’s representative or other competent person appropriately trained and certified |
| A11 Lifejackets – check there is no compression from stowage, loss of resiliency (ie lifejacket is excessively hard, stiff or its foam brittle) or shrinkage in size (indicated by wrinkling of the coating or loose fitting shell) |  |  |
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| **BI-ANNUAL ITEMS** | **Year** | **REMARKS** |
| B1. Rescue Boats Davits Hydraulic Hoses Replacement |  | Staff Engineer (more frequently if required) |
| **EVERY DRY DOCKING OR THREE YEARLY ITEMS** | **Year:** | **REMARKS** |
| 1 Immersion suits - air pressure test for suits less than 10 years of age |  | Safety officer |
| 2. All vessel’s windows and portholes and their fittings |  | Structural inspection for sound integrity by a specialized Company (including associated shutters, deadlight covers, storm covers etc and their adequate thickness) |
| **FIVE YEARLY ITEMS** | **Year** | **REMARKS** |
| F1. Falls and wires used in launching appliances renewedunless renewed earlier due to deterioration (stainless steel falls, whose service life for marine use as per manufacturer’s statement exceeds 5 years may be retained in use for the stated periods if end-for-ending is performed as specified by manufacture) |  | Manufacturer’s representative or other competent person appropriately trained and certified |
| F2 Launching appliances  Dynamic test of the winch brake and on-load release gear at maximum lowering speed with a proof load 1.1 times the max working load / full complement  Davit winches anti-reverse bearings renewed as per manufacturer recommendations (or every 5 years if no specific recommendations from manufacturer) |  | Manufacturer’s representative or other competent person appropriately trained and certified |
| F3 Wires used on gangways and accommodation ladders to be renewed unless renewed earlier due to deterioration |  | Manufacturer’s representative or other competent person appropriately trained and certified |
| F4 Gangways, accommodation ladders and any winches to be operationally tested to their specified maximum design load |  | Manufacturer’s representative or other competent person appropriately trained and certified |