**Part I - Inspection Checklist**

**[additional items can be included in the checklist, which should be used as Aide Memoire only]**

**AREA 1: Accommodation Internal and External Decks**

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| **ACCOMMODATION** | | **LAUNDRIES / SAUNA / GYM** | |
| **Entrance and exits clear from obstructions** |  | **Equipment in good condition and functioning correctly** |  |
| **Lighting adequate, in good order and working correctly (incl. emergency lighting)** |  | **Guards in place and safety devices functioning** |  |
| **Ventilation louvers in good order and working correctly** |  | **All safety equipment clearly marked** |  |
| **Safety equipment clearly marked** |  | **All safety equipment stored correctly** |  |
| **Safety equipment stored correctly in accordance with ships safety plan** |  | **Gym, sport & equipment loose items secured** |  |
| **Projections / overhead obstructions clearly marked** |  | **Flooring/duck boards in good condition, all surfaces safe** |  |
| **Hand rails / safety rails checked** |  | **Drying areas in clean and in good condition** |  |
| **Stairwells clear and in good order, no storage of materials** |  | **Tumble drier filters being regularly checked and cleaned** |  |
| **Alleyway flooring clean, safe and covering in good order** |  | **Drying room heaters working and free from obstructions** |  |
| **Officers/crew mess/ recreation rooms and other public areas checked and found to be clean and in good order.** |  | **Sauna lighting in good order and heating devices proper secured and guards in place.** |  |
| **Public toilets checked and found to be clean , in good order & all equipment functioning correctly** |  |  |  |
| **A selection of crew cabins/toilets checked and found to be clean, in good order & all equipment functioning correctly** |  |  |  |
| **Cabin furniture/flooring and lighting in good condition** |  | **Adequate lighting and ventilation** |  |
| **Storage areas clean and in good order, shelving and fittings in good condition. Materials with hazardous properties are stored in spaces of adequate category** |  | **PPE condition, proper storage and use** |  |
| **Fire doors in sound condition and clear of obstruction** |  | **Entrance and exits clear from obstructions** |  |
| **Entrance and exits clear from obstructions** |  |  |  |
| **Adequate lighting and ventilation** |  | **Unsafe acts by crew members or other working personnel** |  |
| ***Tick boxes and report deficiencies, if any, in Part II*** | | | |

**AREA 2: Galley, Food & Beverage Storage Areas, Pantries, Refrigerated Areas**

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| **GALLEY** | | **REFRIGERATED AREAS** | |
| **Entrance and exits clear from obstructions** |  | **Fridge door seals & hold back hooks in good condition & locked in alarms working** |  |
| **Adequate lighting and ventilation** |  | **Handling spaces clean and dry** |  |
| **All safety equipment clearly marked & stored correctly** |  | **Fridge spaces clean and free from excessive ice build up** |  |
| **Fire blanket available and sound condition** |  | **Refrigerated foodstuffs properly covered****& correctly stowed** |  |
| **Projections / overhead obstructions clearly marked** |  | **Flooring and shelving in refrigerated and handling spaces clean, safe and in good condition** |  |
| **Hand rails / safety rails checked & in good order** |  | **Temperatures of refrigerated & handling spaces satisfactory** |  |
| **Galley clean and well painted, adequate supply of correct cleaning chemicals** |  | **Unsafe acts by crew members or other working personnel** |  |
| **Galley flooring and shelving/storage areas clean & in good condition** |  |  |  |
| **Galley equipment fixed and portable correctly guarded** |  |  |  |
| **Entrance and exits clear from obstructions** |  |  |  |
| **Adequate lighting and ventilation** |  |  |  |
| **DRY STORES** | | | |
| **Safety/Food hygiene notices clearly displayed** |  | **Flooring and shelving in dry storage areas clean and in good condition** |  |
| **Food temperature monitoring equipment available** |  | **Dry foodstuffs kept in air tight containers** |  |
| **Galley extractor filter gauze’s clean / good condition** |  | **Is a system of first in/last out being operated for foodstuffs** |  |
| **Stoves, work surfaces & flooring clean and in good order** |  | **Entrance and exits clear from obstructions** |  |
| **Proper segregation of raw & high risk food preparation areas/surfaces & utensils being carried out** |  | **Adequate lighting and ventilation** |  |
| **Hand washing facilities satisfactory** |  | **Unsafe acts by crew members or other working personnel** |  |
| **Entrance and exits clear from obstructions** |  |  |  |
| **Adequate lighting and ventilation** |  |  |  |
| **Dry storage areas clean and in good condition** |  |  |  |
| **Unsafe acts by crew members or other working personnel** |  |  |  |
|  | | | |
| **Has water quality been tested by Port Health in last 6months** |  | **Are procedures in place for reporting infectious diseases** |  |
| ***Tick boxes and report deficiencies, if any, in Part II*** | | | |

**AREA 3: Passengers Quarters on Deck 4,5,6,7 & 8 Reception, Stores, Hotel Deck, Photo Lab, Backstage areas**

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| --- | --- | --- | --- |
| **AREA 3: Passengers Quarters on Deck 2, 3 and 4, Reception, Stores.** | | | |
| **Entrance and exits clear from obstructions** |  | **Equipment in good condition and functioning correctly** |  |
| **Lighting in good order and working correctly** |  | **Guards in place and safety devices functioning** |  |
| **Ventilation louvers in good order and working correctly** |  | **All safety equipment clearly marked** |  |
| **Safety equipment clearly marked** |  | **All safety equipment stored correctly** |  |
| **Safety equipment stored correctly in accordance with ships safety plan** |  | **L.L.Lighting in place and sound condition** |  |
| **Projections / overhead obstructions clearly marked** |  | **Unsafe acts by crew members or other working personnel** |  |
| **Hand rails / safety rails checked** |  | **Sliding door in good operation condition** |  |
| **Stairwells clear and good order** |  | **Emergency escape clearly marked** |  |
| **Alleyway flooring clean and covering in good order** |  | **Electric devices properly connected / isolated without any improvisation** **electrical heaters on open decks (if fitted) with sound screens and safe** |  |
| **Passenger’s rooms and other public areas checked and found to be clean and in good order.** |  |  |  |
| **Public toilets checked and found to be clean, in good order & all equipment functioning correctly** |  |  |  |
| **A selection of passengers cabins/toilets/bathroom checked and found to be clean, in good order & all equipment functioning correctly** |  |  |  |
| **Cabin furniture/flooring and lighting in good condition** |  |  |  |
| **Storage areas clean and in good order, shelving and fittings in good condition** |  |  |  |
| **Fire doors in sound condition and clear of obstruction** |  |  |  |
| **P.A. operational** |  |  |  |
| **Adequate lighting and ventilation** |  |  |  |
| **Stores clean, in good order, adequately illuminated and ventilated. Materials with hazardous properties are stored in spaces of adequate category** |  |  |  |
| ***Tick boxes and report deficiencies, if any, in Part II*** | | | |

**AREA 4: Mooring Decks, Stern Ramp, Bow ramp, All Hydraulic Pack & Gears, Paint Locker, Garbage room**

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| --- | --- | --- | --- |
| **Entrance and exits clear to all spaces** |  | **Access doors free to operate and all fittings in good condition** |  |
| **Access ladders checked in good condition** |  | **Watertight door packing in good condition** |  |
| **Deck Lighting functioning and in good condition** |  | **Deck piping in good condition and free from leaks** |  |
| **Storage areas clean, adequately illuminated and ventilated** |  | **Deck areas clean, oil free and safe** |  |
| **Workshops clean, adequately illuminated and ventilated** |  | **Safety notices clearly displayed and in good condition** |  |
| **All safety equipment clearly marked** |  | **Fuel tank vent gauze’s in good condition** |  |
| **All safety equipment stored correctly in accordance with ships safety plan** |  | **All deck machinery fixed and portable have correct guards fitted** |  |
| **Fire hydrants free to operate and free from leaks** |  | **Gangway securing/lifting bracket condition** |  |
| **Projections/Overhead obstructions**  **clearly marked** |  | **Mooring decks marked as danger zones** |  |
| **Walkways and transit areas clean & clear of obstructions.** |  | **Emergency stops of equipment operable** |  |
| **Hand rails / safety rails secure and in good condition** |  | **No excessive exposure to negative factors (noise, vibration, radiation)** |  |
| **All loose/heavy items correctly secured** |  | **Garbage and hazwaste collected, stored and processed as per GMP** |  |
| **Paint and chemicals stored correctly in spaces with adequate protection/ category. If excessive quantity of hazmat – RA performed and controls put in place** |  | **PPE condition, proper storage and use** |  |
| **Manufacturers material safety data sheets correctly displayed** |  | **Unsafe acts by crew members or other working personnel** |  |
| ***Tick boxes and report deficiencies, if any, in Part II*** | | | |

**AREA 5: Machinery Spaces, Steering Flat, Workshops & Stores**

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| --- | --- | --- | --- |
| **Entrance and exits clear to all spaces** |  | **Appropriate Safety notices clearly displayed** |  |
| **Access ladders secure and free from obstruction and trip hazards** |  | **Paint and chemicals stored correctly in spaces with adequate protection/ category. If excessive quantity of hazmat – RA performed and controls put in place** |  |
| **Hand rails / safety rails secure and in good condition** |  | **Manufacturers material safety data sheets clearly displayed** |  |
| **All lighting working correctly and in good condition** |  | **Save alls/Tank top/bilges clean/ & free from significant oil accumulation** |  |
| **All ventilation fans in good order** |  | **Workshops clean, well lit and adequately ventilated** |  |
| **Projections / overhead obstructions clearly marked** |  | **Workshop machinery fixed correctly guarded and safety/warning notices posted** |  |
| **Walkways and transit areas free from obstructions and trip hazards** |  | Tools correctly stowed and in good condition |  |
| Machinery clean and free from significant leakage |  | **Stores areas clean well lit and adequately ventilated** |  |
| All machinery adequately guarded and guards in place |  |  |  |
| All loose/heavy items secured correctly |  | Unsafe acts by crew members or other working personnel |  |
| **All safety equipment clearly marked and correctly stored in accordance with ships safety plan** |  | **All Electric Panels 220/440Volt insulation mats provided** |  |
| **Fire hydrants free to operate and free from leaks** |  |  |  |
| **PPE available / properly stored/ good condition/ in use** |  |  |  |
| **Ear defenders available / being worn** |  |  |  |
| **Control room clean, well maintained and free from any obstruction** |  |  |  |
| ***Tick boxes and report deficiencies, if any, in Part II*** | | | |

**AREA 6: Bowthruster, F’csle Head Machinery Spaces, Fan rooms, Air conditioning spaces, Adjacent Workshops & Stores**

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| --- | --- | --- | --- |
| **Entrance and exits clear to all spaces** |  | **Appropriate Safety notices clearly displayed** |  |
| **Access ladders secure and free from obstruction and trip hazards** |  | **Paint and chemicals stored correctly in spaces with adequate protection/ category. If excessive quantity of hazmat – RA performed and controls put in place** |  |
| **Hand rails / safety rails secure and in good condition** |  | **Manufacturers material safety data sheets clearly displayed** |  |
| **All lighting working correctly and in good condition** |  | **Save alls/Tank top/bilges clean/ & free from significant oil accumulation** |  |
| **All ventilation fans in good order** |  | **Workshops clean, well lit and adequately ventilated** |  |
| **Projections / overhead obstructions clearly marked** |  | **Workshop machinery fixed correctly guarded and safety/warning notices posted** |  |
| **Walkways and transit areas free from obstructions and trip hazards** |  | Tools correctly stowed and in good condition |  |
| Machinery clean and free from significant leakage |  | **Stores areas clean well lit and adequately ventilated** |  |
| All machinery adequately guarded and guards in place |  | **Unsafe acts by crew members or other working personnel** |  |
| All loose/heavy items secured correctly |  | All Electric Panels 220/440Volt insulation mats provided |  |
| **All safety equipment clearly marked and correctly stored in accordance with ships safety plan** |  |  |  |
| **Fire hydrants free to operate and free from leaks** |  |  |  |
| **PPE available / properly stored/ good condition/ in use** |  |  |  |
| **Ear defenders available / being worn** |  |  |  |
| **Control room clean, well maintained and free from any obstruction** |  |  |  |
| ***Tick boxes and report deficiencies, if any, in Part II*** | | | |

**Part II - Inspection Report / Request of corrective actions**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Area inspected:** | | **Deck:** | | **Area responsibility assigned to:** | | | |
| **Date:** | | **Inspection No: ............................**  **[quarter/year]** | | | | | |
| Evidence that all corrective action have been cleared must be attached to the inspection report. | | | | | | | |
| **No** | **LIST OF DEFECTS/USAFE ACTS AND CONDITIONS** | | **Corrective**  **Action** | | **Person in charge** | **Target date** | **Date closed** |
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**Inspection Team Names/Ranks**

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| --- | --- | --- | --- | --- |
| **Staff Capt.:** | **Safety Officer:** | **Staff Engineer:** | **Hotel Director:** |  |
|  |  |  |  |  |