**OFFICE CHECKLIST FOR NEW BUILD VESSEL**

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| --- | --- | --- | --- | --- |
| Vessel: |  |  | Prepared By (Name/Position): |  |
| Expected Day  of Delivery: |  |  | Date of Prepared: |  |

| Activity | PIC | Date Contacted | Date Confirmed | Date on Board | Remarks or contact details |
| --- | --- | --- | --- | --- | --- |
| **Function**: **Supplies** | | | | | |
| Confirm lube oil ROB and order additional, as required |  |  |  |  |  |
| Confirm bunker HFO/ LSMGO ROB and order additional, as required (for first voyage) |  |  |  |  |  |
| Confirm fresh/ potable/ distilled water ROB and order additional, as required |  |  |  |  |  |
| Order provisions, as required |  |  |  |  |  |
| Order consumable deck and engine stores, as required |  |  |  |  |  |
| Arrange chemical supplier |  |  |  |  |  |
| Arrange paint supplier |  |  |  |  |  |
| Arrange lube supplier / LO Sample Test Kit |  |  |  |  |  |
| **Function: Equipment** | | | | | |
| Arrange lube oil technician for marking tanks/ test procedure/ taking samples |  |  |  |  |  |
| Arrange water treatment technician to attend for samples/ marking and analysis |  |  |  |  |  |
| Arrange radio technician for EPIRB MMSI, AIS and SART change and radio survey |  |  |  |  |  |
| Arrange to program LRIT and SSAS |  |  |  |  |  |
| Arrange computer systems for network installation |  |  |  |  |  |
| Arrange Inmarsat number |  |  |  |  |  |
| Arrange new radio accounts |  |  |  |  |  |
| Arrange PMS system |  |  |  |  |  |
| Ensure means of measuring & monitoring ships performance is in place |  |  |  |  |  |
| Arrange SMS installation |  |  |  |  |  |
| Arrange LSA / FFA supplies |  |  |  |  |  |
| Arrange critical spares |  |  |  |  |  |
| Arrange portable cargo measuring instruments |  |  |  |  |  |
| Arrange portable VHF equipment |  |  |  |  |  |
| Arrange medical O2 resuscitator |  |  |  |  |  |
| Confirm supply of navigation charts |  |  |  |  |  |
| Supply TCC Standard List of Personal Protection and Safety Equipment to ensure vessel is in alignment with this company standard |  |  |  |  |  |
| **Function: Documents** | | | | | |
| Arrange Class for initial surveys |  |  |  |  |  |
| Send original provisional Certificate of Registry onboard |  |  |  |  |  |
| Ensure marking and carving notes are onboard vessel |  |  |  |  |  |
| Ensure radio station license is send to vessel |  |  |  |  |  |
| Register vessel’s name |  |  |  |  |  |
| Arrange Hull & Machinery (H&M) |  |  |  |  |  |
| Arrange Protection & Indemnity (P&I) |  |  |  |  |  |
| Arrange Civil Liabilities Certificate (CLC) |  |  |  |  |  |
| Arrange Civil Liabilities for Bunker Certificate (BCC) |  |  |  |  |  |
| Arrange Wreck Removal Certificate (WRC) |  |  |  |  |  |
| Obtain Letters: Declaration of Company Declaration of Designated Person, Declaration of Company Security Officer |  |  |  |  |  |
| Arrange external ISM/ISSC/MLC audit. |  |  |  |  |  |
| Arrange Pharmacy to prepare the Druggist certificate for Flag approval + Poison Chest |  |  |  |  |  |
| **Function: Manual** | | | | | |
| Prepare, approve and deliver to the vessel SOPEP / SEEMP |  |  |  |  |  |
| Prepare, approve and deliver VRP |  |  |  |  |  |
| Prepare, approve and deliver BWMP |  |  |  |  |  |
| Request Company Security Officer to prepare, approve and deliver a Ship Security Plan |  |  |  |  |  |
| Supply ship stamps |  |  |  |  |  |
| Agreed joining dates for senior ship staff |  |  |  |  |  |
| Agreed joining dates for junior officers and crew |  |  |  |  |  |
| Organize any riding technicians / service engineers to sail with the vessel |  |  |  |  |  |
| Confirm with the master about any time that may be required after delivery of the vessel for the crew to familiarize themselves |  |  |  |  |  |

**Notes:**

1. The Fleet Manager and Safety Manager are to jointly organize to facilitate the completion of this form.
2. The list is not all-compassing, additional items may be added on a separate list.

|  |  |  |  |
| --- | --- | --- | --- |
| **Fleet Manager:** |  | **Safety Manager:** |  |
| **Signature/ Date:** |  | **Signature/ Date:** |  |