**SHIPBOARD CHECKLIST FOR NEW BUILD VESSEL**

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

| Activity | Checked | Supply | Repair | PIC | Start Date | Completion  Date | Remarks |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Function: Supplies** | | | | | | | |
| Check bulk oil stored (no. of drums, supplier) |  |  |  |  |  |  |  |
| Check bunkers |  |  |  |  |  |  |  |
| Check fresh/ potable/ distilled water |  |  |  |  |  |  |  |
| Check provisions |  |  |  |  |  |  |  |
| Check consumables: tools etc…for Deck, Engine and Hotel (minimum required stock of tools available on board, both pneumatic /hydraulic and hand tools, and status) |  |  |  |  |  |  |  |
| Check bed linens/ towels |  |  |  |  |  |  |  |
| Check cabin stores soaps/ powders supplies |  |  |  |  |  |  |  |
| Check chemicals supplies |  |  |  |  |  |  |  |
| Check gas bottles supplies |  |  |  |  |  |  |  |
| Check paint supplies |  |  |  |  |  |  |  |
| Check lube supplies |  |  |  |  |  |  |  |
| Check medical supplies |  |  |  |  |  |  |  |
| Check vessel certificates and documents |  |  |  |  |  |  |  |
| Check medical Oxygen resuscitator supplies |  |  |  |  |  |  |  |
| Check chart folios for trading area |  |  |  |  |  |  |  |
| Check navigation publications and statutory publications Marpol, SOLAS etc. onboard |  |  |  |  |  |  |  |
| Check stationery related to Chartroom (navigation triangles, dividers, chart correction printer) |  |  |  |  |  |  |  |
| Confirm all SMS related documentation is onboard |  |  |  |  |  |  |  |
| Confirm LRIT and SASS tested |  |  |  |  |  |  |  |
| Check hard copy manuals onboard (Refer to separate checklist provided) |  |  |  |  |  |  |  |
| Arrange cash to master (CTM) |  |  |  |  |  |  |  |
| **Function: Equipment** | | | | | | | |
| Check computer network (TCC standard, specifications, functionality) |  |  |  |  |  |  |  |
| Check spare loadicator computer delivered on onboard |  |  |  |  |  |  |  |
| Check that PMS is set up |  |  |  |  |  |  |  |
| Plan for PMS identification of parts and spares |  |  |  |  |  |  |  |
| Check LSA/ FFA to TCC standard (quantity, condition) |  |  |  |  |  |  |  |
| Check critical spares (status) |  |  |  |  |  |  |  |
| Check portable cargo instruments (TCC standard, functionality) |  |  |  |  |  |  |  |
| Check emergency GMDSS equipment |  |  |  |  |  |  |  |
| Check portable UHF equipment - walkie talkies (TCC standard, functionality) |  |  |  |  |  |  |  |
| Check main propulsion (performance) |  |  |  |  |  |  |  |
| Check generators (performance) and power management system |  |  |  |  |  |  |  |
| Check integrated automation system – IAS (performance, condition) |  |  |  |  |  |  |  |
| Check loggers and printers corresponding to IAS and related alarms (condition, paper stock) |  |  |  |  |  |  |  |
| Check bridge navigation equipment, Radars, ECDIS, AIS, GPS(status) |  |  |  |  |  |  |  |
| Check loggers and printers corresponding to navigation equipment and related alarms (condition, paper stock…) |  |  |  |  |  |  |  |
| Check cargo equipment, IGS, stripping system, ODME, automation system (performance, condition) |  |  |  |  |  |  |  |
| Verify with the site team that all pressure testing of cargo related pipelines (cargo line / bottom line / cargo and ballast valves / MARPOL line / COW line / heating coils / all drain lines for cargo system) should be carried out, and duly certified with certificates included in on board documentation. |  |  |  |  |  |  |  |
| Check mooring ropes/ wire (quantity, condition & certificates ) |  |  |  |  |  |  |  |
| Check lifeboats and contents (as per SOLAS) |  |  |  |  |  |  |  |
| Check lifeboats, while water borne, if possible (as per SOLAS) |  |  |  |  |  |  |  |
| Check galley equipment (functionality, hygiene) |  |  |  |  |  |  |  |
| Check operation of fire pumps |  |  |  |  |  |  |  |
| Check operation of emergency generators |  |  |  |  |  |  |  |
| Check recreational equipment (quantity, condition, secured) |  |  |  |  |  |  |  |
| Check SOLAS safety training manuals (ship-specific) |  |  |  |  |  |  |  |
| Check personal protective equipment (PPE) available for all crew and compulsory minimum stock as per TCC standard |  |  |  |  |  |  |  |
| Compile HPVQ/ OCIMF/ Q88 |  |  |  |  |  |  |  |
| Check USCG Serious Marine Incident Drug & Alcohol Test Kit on board (for vessels that might trade to the USA) |  |  |  |  |  |  |  |
| **Function: Physical Changes** | | | | | | | |
| Acquire stencils for naming: |  |  |  |  |  |  |  |
| Lifebuoys |  |  |  |  |  |  |  |
| Life jackets |  |  |  |  |  |  |  |
| Lifeboats |  |  |  |  |  |  |  |
| Port bow |  |  |  |  |  |  |  |
| Starboard bow |  |  |  |  |  |  |  |
| Stern |  |  |  |  |  |  |  |
| Name boards |  |  |  |  |  |  |  |
| Port of Registry |  |  |  |  |  |  |  |
| Confirm funnel markings |  |  |  |  |  |  |  |
| Acquire paint for marking the above |  |  |  |  |  |  |  |
| Check provision rooms (temperature, hygiene) |  |  |  |  |  |  |  |
| Assign cabin spaces  (incoming personnel) |  |  |  |  |  |  |  |
| Confirm that riding technicians / service engineers have been arranged to sail with the vessel (if required) |  |  |  |  |  |  |  |
| Confirm with the Team about any time that may be required after delivery of the vessel for the crew to familiarize themselves |  |  |  |  |  |  |  |
| Confirm arrangements made for Safety Orientation |  |  |  |  |  |  |  |

**Notes:**

1. The Master and Chief Engineer shall meet with the Site Manager on arrival at the ship yard.
2. The list is not all-encompassing, additional items may be added on a separate list.
3. Check with the Fleet Manager/Safety Manager for the items that are missing and/or not supplied
4. Daily morning meeting to be conducted to discuss and provide updates to the above checklist.
5. When communication by email is possible, vessel is to send the latest updated form to office.