**GANGWAY & ACCOMMODATION LADDER CHECKLIST**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Vessel:** |  |  | **Date:** |  |
| **Port / Location:** |  |

|  |  |  |
| --- | --- | --- |
| Items to consider | Yes | No |
| **Preparatory work** |  |  |
| Assemble a sufficient number of experienced personnel | **** | **** |
| Arrange supervision of less experienced personnel | **** | **** |
| Discuss work plan and allocate tasks | **** | **** |
| Ensure lifejackets and safety harnesses are worn as necessary | **** | **** |
| Check that boarding arrangements will be clear of working areas | **** | **** |
| Check for obstructions likely to impede lowering/positioning | **** | **** |
| Place lifebuoy with light and buoyant line with float close by | **** | **** |
|  |  |  |
| **Rigging** |  |  |
| Test and position lighting arrangements | **** | **** |
| Check that ladder is sufficiently stable | **** | **** |
| Check that angle of inclination is satisfactory | **** | **** |
| Check safety net for wear and defects | **** | **** |
| Fit safety net correctly to span gap between ladder and vessel | **** | **** |
| Check stanchions for distortion | **** | **** |
| Ensure all stanchions are inserted/raised and locked as appropriate | **** | **** |
| Inspect rope guardrails for wear and ensure ropes are pulled tight | **** | **** |
| Ensure bottom platform is level (accommodation ladders, where fitted) | **** | **** |
| Check boarding arrangements are free of oil, grease and ice | **** | **** |
| Ensure that lifting equipment/bridle does not cause an obstruction | **** | **** |
| Post sailing board | **** | **** |
| Position and secure additional steps if required | **** | **** |
| Post notices warning of additional steps as appropriate | **** | **** |
| Rope off any gaps in bulwark or railings (gangways) | **** | **** |
| Verify that safe access exists at shore side end of ladder | **** | **** |
| Verify that safe access exists at shipboard end of ladder | **** | **** |
| Examine ladder closely for signs of distortion, cracks or corrosion | **** | **** |
| Examine hoisting wires and equipment for wear and damage | **** | **** |
| Report and record all defects found and equipment replaced | **** | **** |
| **Tendering** |  |  |
| Check regularly whether repositioning is required | **** | **** |
| Check regularly whether safety net/rope guardrails require adjustment | **** | **** |
| Watch out for potential obstructions ashore | **** | **** |
| Carry out regular checks to ensure that safe access is maintained | **** | **** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Chief Officer:** |  |  | **Master:** |  |
| **Signature/Date:** |  |  | **Signature:** |  |