**MOORING AUDIT FORM**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Vessel: |  |  | Period : |  |
| Name of Auditor: |  |  | Voyage : |  |

| **Rating Matrix** | |
| --- | --- |
| **Rating No.** | **Explanation** |
| 1 | Not compliant, risk level requires immediate action. Comment required with suggested remedial action. |
| 2 | Not compliant, risk level requires remedial action |
| 3 | Not compliant with company standards but compliant with minimum industry standards. Comment with justification/suggested area for improvement |
| 4 | Compliant with company standards |
| 5 | Exceeds company standards and expectations |
| N/A | Not Applicable |
| NS | Not Seen |

| **No.** | **Checks** | **Rating** | **Remarks / Observation** | **Reference Document** |
| --- | --- | --- | --- | --- |
| **1.** | **Mooring** |  |  |  |
| 1.1 | Are there records of inspection and maintenance of mooring ropes, wires, tails and other equipment? Are the canvas covers of tails intact? |  |  |  |
| 1.2 | Is regular testing of winch brakes carried out and results recorded? |  |  |  |
| 1.3 | 'Are 'Snap-back' areas marked as per the best practices? |  |  |  |
| 1.4 | 'Are mooring areas covered with anti-skid coatings? |  |  |  |
| 1.5 | Are markings on winches and windlasses adequate? (Pay out, Heave, BHC, BRP, Last tested.) |  |  |  |
| 1.6 | Are mooring winch, brake linings, drums and pins in good order? |  |  |  |
| 1.7 | Are mooring lines being tended to regularly, taking into account the cargo operations, tides/currents and prevailing weather conditions. Are brakes tightened to the preset rendering limit as marked? |  |  |  |
| 1.8 | Are there records of JHA for mooring operations identifying hazards, including those associated with mooring lines and potential equipment failure within the snapback area? |  |  |  |
| 1.9 | Does pre-mooring plan discussion include: mooring arrangements and layout, anchoring methods, use of main engine (and thrusters if fitted) |  |  |  |
| 1.10 | Is there record of tool box talk prior mooring operations? |  |  |  |
| 1.11 | Are roles and responsibilities discussed among team before mooring operations? |  |  |  |
| 1.12 | Verify safe handling of ship's lines or tug lines when making fast or letting go? Identify use of suitable strong points for making tugs fast and designated tug push points. |  |  |  |
| 1.13 | Are the crew at the mooring stations donning proper PPE? |  |  |  |
| 1.14 | Does the crew use the correct hand signals during handling the ropes? |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **2** | **Mooring : Alongside** |  |  |  |
| 2.1 | Are all mooring wires made fast with no more than one layer on the tension drum of the winch? |  |  |  |
| 2.2 | Are mooring tails connected to wires, with joining shackles properly connected as per design? |  |  |  |
|  |  |  |  |  |
| **3** | **Mooring SBM** |  |  |  |
| 3.1 | Is single point mooring (SPM) and associated equipment fitted to OCIMF recommendations? |  |  |  |
| 3.2 | Is there a record of constant watch keeping on the bow during SBM operations and are the watchman’s familiar with reporting procedures? |  |  |  |
|  |  |  |  |  |
| **4** | **Mooring STS** |  |  |  |
| 4.1 | Are ship-to-ship mooring transfer checklist completed? |  |  |  |
| 4.2 | Does the Risk Assessment and Job Hazard Analysis include emergency plan? |  |  |  |
| 4.3 | If chaffing tails are provided are they fitted correctly? |  |  |  |
| 4.4 | Are duty officers familiar with environmental parameters in accordance with Company Specific Requirements |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |
| --- |
| **Auditor - Brief Summary of the overall mooring audit and recommendation** |
| **Comments:** |
| **Observations:** |

Notes: 1. Audit is to be conducted by the MSD Superintendent/Safety Manager at least once every 12 months.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Auditor:** |  |  |  |
| **Signature:** |  |  |  |
| **Date:** |  |  |  |