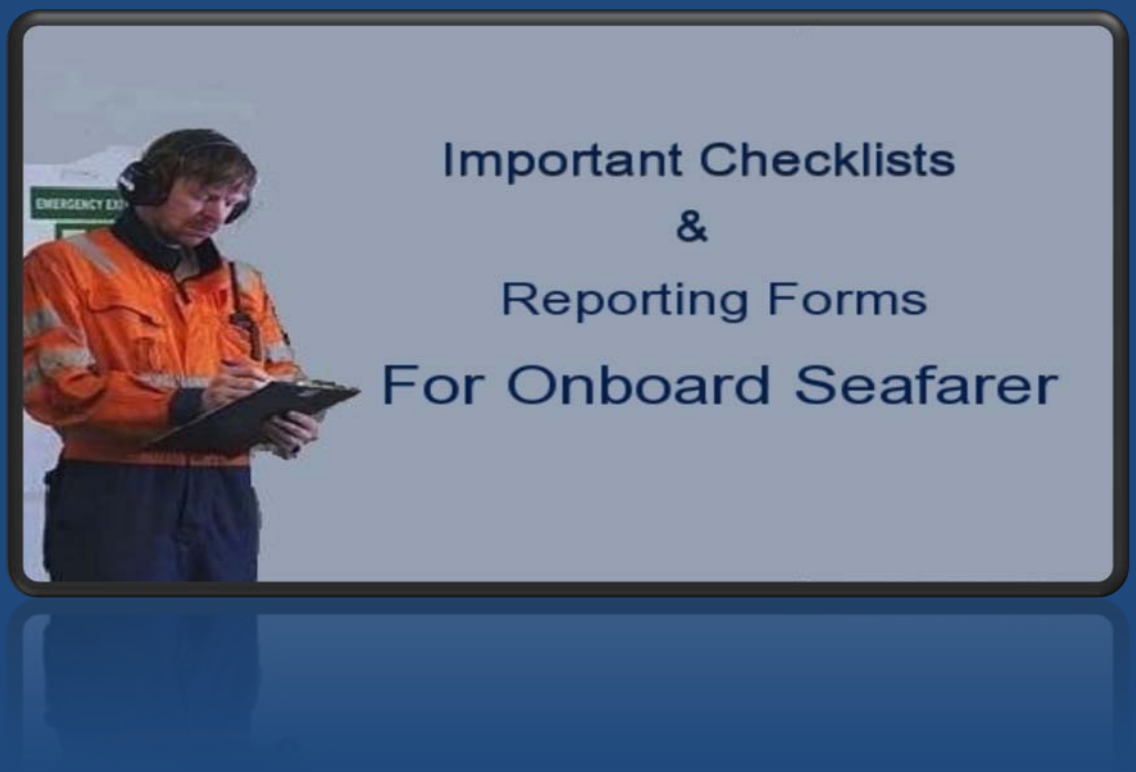
Important
Checklists & Reports Used On
Foreign Going Vessel



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PREFACE

Checklists make our lives organized!

When on ship an efficient watch and maintenance depends a lot on the level of organizing skills a maritime professional has.

Hard work is never enough while working at the sea. You have to be smart and efficient in order to avoid any kind of breakdown. And with a number of machines and systems present on board, it is always difficult to memorize each and every step of endless procedures and routine checks. This is when checklists and reports come handy.

We at Marine Insight firmly believe that the safety of an individual working on a ship should have the highest priority no matter what may come.

Our experience says that nothing can go wrong on ship if a step-by-step methodology of working is adapted. A systematic approach to work can only be followed when necessary instructions are presented to the crew members in some written form. This is a fool proof way to avoid any kind of errors while working on ships.

Keeping this mind, we have made a compilation of important checklists and reports that are used on board ships. The list comprises of information that would benefit both deck and engine officers.

Best thing would be to take a print out and carry it along with you while working on ships.

We hope that our endeavour not only helps in making your life easier but also lot safer.

Work Smarter, Sail Safer!

Contents

Chapter- I

General Ship Safety

Safety Committee Meeting Agenda and Minutes

AGENDA

The agenda must in accordance with procedure "Safety Committee Meetings" as per SMS manual of the ship

Vessel: _____ Date: _____ Report Number: _____

	Name	Rank
Chairman:		**Master (Captain)**
Secretary:		**Management officer**
		Crew representative
		First Engineer
		Chief Officer

AGENDA

1. MATTERS ARISING FROM PREVIOUS MEETING.
2. ACCIDENTS / INCIDENTS / INVESTIGATIONS.
3. MATTERS ARISING FROM AREA INSPECTION.
4. MASTERS REVIEW OF SAFETY MANAGEMENT SYSTEM
5. MATTERS REQUIRING COMPANY RESPONSE.
6. A.O.B including Fleet Safety Alerts.

Master: _____ _____ _____
(signature) (date)

Safety Officer: _____ _____ _____
(signature) (date)

Safety Committee Meeting Agenda and Minutes

MINUTES

Vessel: _____ Date: _____ Meeting report no. _____

The meeting was opened at by

1. MATTERS ARISING FROM PREVIOUS MEETING:
2. ACCIDENTS / INCIDENTS / INVESTIGATIONS:
3. MATTERS ARISING FROM AREA INSPECTION:
4. MASTERS REVIEW OF SAFETY MANAGEMENT SYSTEM: (This is applicable to vessels under Maersk Line, Limited (MLL) safety management only)
5. MATTERS REQUIRING COMPANY RESPONSE:
6. ANY OTHER BUSINESS (including Fleet Safety Alerts):
The meeting was closed at by _____

Master: _____ _____ _____
(signature) (date)

Safety Officer: _____ _____ _____
(signature) (date)

Port State Controls

Vessel: IMO Number: Vessel Type:

Report Number: Call Sign: Owner:

Year of Build: _____ Date of Inspection: _____

Class Society (ies): _____

PSC MOU (if known): _____

Place of Inspection (Port Code): _____

Type of Inspection: _____

Area Inspected _____

Detention: _____

Deficiencies: _____ Number if any _____

record all deficiencies in the Company Deficiency Record book

Code(s) of deficiency (ies) if Yes:	Codes for Actions taken by PSCO if deficiency

Response From Office

Date:		From:	
Origin of response:		**Office:**	

Checklist to Open Tank manhole Covers

Period From:		To:		
Tank/Compart	Cover Marking Details		Magnet no.	Reason For Opening

Responsible Officer _____ Name _____ Date _____ Signature

Authorized by Master _____ Name _____ Date _____ Signature

Authorized by Chief Eng. _____ Name _____ Date _____ Signature

All Manholes have been closed and personally checked by:

Responsible Officer _____ Name _____ Date _____ Signature

Master Notified _____ Name _____ Date _____ Signature

Chief Engineer Notified _____ Name _____ Date _____ Signature

Tank Condition Report

Vessel: Date of Inspection:

Repair Specification issued: Place :

lnspected by: Rank:

Tank No.: Type:	Coating: Colour:	% of specified surface					
		O	1	5	1O	25	>25
Forward bulkhead incl. stiffeners, stringers and brackets.	Mechanical damage to coating						
	Steel wastage						
	Sediment						
	Structural damage	Enter "Yes or No"					
Starboard bulkhead incl. stiffeners, stringers and brackets.	Mechanical damage to coating						
	Steel wastage						
	Sediment						
	Structural damage	Enter "Yes or No"					
Portside bulkhead incl. stiffeners, stringers and brackets.	Mechanical damage to coating						
	Steel wastage						
	Sediment						
	Structural damage	Enter "Yes or No"					
Below deck incl. stiffeners, stringers and brackets.	Mechanical damage to coating						
	Steel wastage						
	Sediment						
	Structural damage	Enter "Yes or No"					
Tank bottom incl. frames.	Mechanical damage to coating						
	Steel wastage						
	Sediment						
	Structural damage	Enter "Yes or No"					
Aft bulkhead incl. stiffeners, stringers and brackets:	Mechanical damage to coating						
	Steel wastage						
	Sediment						
	Structural damage	Enter "Yes or No"					
Access covers:	Damage to coating						
Remarks:							

HULL FAILURE

Scenario description

The vessel is en route to her next port, and she is travelling approx 21 miles away from the nearest coastal line.
Weather is force 8 from Solar Subsurface Weather SSW, decreasing with approx 3 meter seas. The vessel maintains good speed as per the weather condition considered.

When de-ballasting from heeling tank located on the port side of the ship, oil on the water was observed both from the bridge and from the deck.
There has been no bilge alarm, nor does the ship list or otherwise behave abnormally.

Details of Action to be Taken:

The Master was notified immediately and he orders ballast operation to be stopped and vessel speed reduced to half ahead.

Manual sounding of the heeling tank reveals traces of oil on the measure tape. Sounding of the fuel tank aft of the heeling tank shows less quantity than expected.

It was concluded that a leak exists between the fuel tank and the heeling tank. To verify this, the heeling tank was opened up for inspection.

Measurements for explosive vapours were taken before ventilation of the tank was commenced.

Visual inspection confirmed that the bulkhead between the two tanks had cracked and that oil was seeping into the heeling tank.

Transfer of fuel oil was initiated to get the level below the crack.

The Company was notified about the situation, as well as Canadian authorities, the P&I club and the Designated Person Ashore about the oil spill. (ref. SOPEP).

The development is continuously monitored during the transfer, and the seeping of oil into the heeling tanks diminishes as expected and finally stops when the level inside the fuel tank is below the crack. For safety reasons yet another 100 tonnes of oil is transferred.

The starboard heeling tank is also opened up for inspection and is also found to be contaminated. The heeling tanks are then sealed off from the rest of the ballast system to prevent further contamination.

The Canadian coast guard is kept informed and notified about the amount of oil discharged, the approximate size of the spill, drift direction, speed and so on.

The vessel's list is controlled with other ballast tanks and the voyage towards Halifax is resumed.

The Company is kept abreast of the development, and cleaning gangs are ordered for Halifax to clean the fuel tank sufficient to repair the crack and clean up the ballast system.

Checklist - Pre-Transfer of Bunker

This checklist must be filled in before a vessel receives bunkers from a bunker vessel or Shore Installation

Bunkering Vessel / Shore Installation Name: _____

Receiving Vessel: _____

Place of Bunkering: _____ Date of Bunkering: _____

Expected Time to Start Bunkering: _____

	Bunker Vessel	Receiving Vessel	Remarks
1. Have both the receiving vessel and the bunker vessel/shore Installation accepted the bunker area under the given weather forecast ?			
2. Is the bunker area outside normal traffic areas?			
3. Have port authorities been notified?			
4. Is there an agreed moorings plan and are both vessels following this plan?			
5. Is the bunker vessel equipped with sufficient fenders?			
6.Are watch personel appointed at the bunker station?			
7. Is the agreed ship to ship/shore communication system (VHF/UHF Radio) operative and a backup channel agreed on ?			
8. Are all scuppers on decks used for bunkering effectively plugged on board the receiving vessel and the bunker vessel?			
9. Have the bunker hoses been inspected and are the hoses appropriate for the service intended?			
10. Have all the tanks in the receiving vessel been measured and has the amount of bunkers to be transferred been agreed?			
11. Are all the valves on the receiving vessel lined up in the right position?			
12. Are all connections not in use between the vessels or vessel/shore shut down and blanked off?			
13. Are bunker hoses on both ends properly rigged?			
14. Are drip trays in position beneath the bunker hose on both ends and are they of a suitable size?			
15. Is a blank flange ready for use when the bunker hose is disconnected?			
16. Have responsible officers on vessel/vessel or vessel/shore agreed a maximum pumping rate and topping up rate?			
17. Has the responsible person onboard the bunker vessel or shore installation close to the emergency stop been instructed?			
18. Is equipment for prevention of oil pollution ready for use and in sufficient amount available?			
19. Is there a comprehensive oil pollution emergency plan and has it been checked to which authorities contact should be made in case of oil pollution.?			
20. Fire fighting equipment for immediate use ready?			
21. Are both vessels showing navigation signals for bunkering?			
22. Has Hydrogen Sulphide measurement in the bunker vessel's tanks been carried out and found to be below 200 ppm			
23. Is there a safe access between the vessels or vessel/ashore?			
24. High level alarms are not inhibited?			
25. Sounding pipe caps on, unless taking a reading?			

The Bunker Vessel/Shore Installation: I, the undersigned, have controlled all items on this checklist and, to the best of my knowledge, all records are correct.	The Receiving Vessel:I, the undersigned, have controlled all items on this checklist and, to the best of my knowledge, all records are correct.

_____ (Date) _____ (Signature) _____ (Date) _____ (Signature)

Chapter -II

Deck Department

Checklist - Before Arrival - Bridge

Vessel:

The following shall be carefully examined:

a tick indicates the check has been performed and appropriate action taken

N/A indicates the check is not appropriate to the vessel or prevailing conditions

Navigation			
Charts, Tide Tables, Sailing Directions		Reporting to VTS	

Instruments			
Gyro Repeaters		Course Recorder and Rudder Recorder running	
Bearing Diopters		AIS Updated	
Echo Sounder Forward and Aft		All Rudder Angle Indicators From All Locations (Including Bridge Wings)	

Communications			
VHF Radio Telephones		Aldis Lamp	
Walkie Talkies		Whistle No.1	
Telephones - Emergency Telephones		Whistle No.2	
Public Address System		Appropriate Flags/Day Signals Hoisted	

Mooring and Anchoring Arrangements			
Power on Deck		Mooring lines ready	
Anchors ready		Checked time for calling crew Time:	

Pilot Related Matters			
ETA Pilot Time:		Pilot contacted	
Pilot Ladder or Hoist ready with safety equipment		Pilot Ladder or Hoist sufficiently illuminated	
Pilot Card Prepared			

Engineer Related Matters			
Engine Telegraph and Emergency Telegraph		Stabilizers in "IN"	
Manoeuvring Printer Including Time Calibration		Azimuth thruster in "IN"	
Steering Gear and FU-NFU tested		Duty Engineer informed	

Port:

Checked by: Rank:

Date: Time:

Signature (Checker)

Checklist - Before Departure

Vessel:

A tick indicates the check has been performed and appropriate action taken. N/A indicates the check is not applicable to the vessel or prevailing conditions

The following shall be carefully examined:			
Navigation			
Charts, Tide Tables, Sailing Directions		Vessel Draft Forward	Aft
Instruments			
Navigation Lights		Master Gyro No. 1	
Binoculars		Master Gyro No. 2	
Bridge Watch Alarm		Gyro Repeaters	
Sextants		Course / Rudder Recorder running / calibrated	
ECDIS		Magnetic Compass	
Weather Facsimile		Bearing Diopters	
NAVTEX and EGC		Radar No.1 and ARPA	
Echo Sounder Forward and Aft		Radar No.2 and ARPA	
Log		Radar (s) Forward and/or Aft	
GPS		AIS Updated	
		GMDSS Tests/Checks Carried-Out	
Communications			
VHF Radio Telephones		Watchkeeping Receiver	
Walkie Talkies		Aldis Lamp	
Telephones - Emergency Telephones		Whistle No.1	
		Whistle No.2	
Mooring and Anchoring Arrangements			
Power on Deck		Anchors ready	
Pilot Disembarkation Arrangements			
Pilot Ladder or Hoist ready with safety equipment		Pilot Ladder or Hoist sufficiently illuminated	
Engine related matters			
Engine Telegraph and Emergency Telegraph		Stabilisers in "IN"	
Manoeuvring Printer Including Time Calibration		All Rudder Angle Indicators From All Locations (Including Bridge Wings).	
Steering Gear and FU-NFU tested			

Port: Date: Time:

Checked by: Rank:

Signature (Checker)

Master Checklist - Before Departure

Passage Plan prepared for entire voyage			
Master and Pilot exchange of information			
Pilot Card prepared			
Passage Plan for pilotage waters ready for presentation to Pilot			
Crew Onboard		Search for stowaways	
Ch. Eng. reported M.E ready and on Bridge Control		Stern thruster and ventilation	
Bow thruster and ventilation		Crane(s) Secured	
Carriers and RO/RO Vessels			
Water tight door aft closed and secured		Side doors closed and secured	
Stern ramp closed and secured		Side ramp closed and secured	
Cargo reported secure prior to departure			
Supply Vessels			
All hatches closed			
Upon completion of checks, entry to be made in vessel's Logbook.			

Port: Date: Time:

Master:

Signature

Checklist - US Navigable Waters

Before Entering & Getting Underway

Vessel _____

(a) Except as provided in paragraphs (b) and (c) of this section no person may cause a vessel to enter into or get underway on the navigable waters of the United States unless no more than 12 hours before entering or getting underway, the following equipment has been tested:	
(1) Operation of the main steering gear from within the steering gear compartment.	
(i) Each remote steering gear control system.	
(ii) Each steering position located on the navigating bridge.	
(iii) The main steering gear from the alternative power supply, if installed.	
(iv) Each rudder angle indicator in relation to the actual position of the rudder.	
(v) Each remote steering gear control system power failure alarm.	
(vi) Each remote steering gear power unit failure alarm.	
(vii) The full movement of the rudder to the required capabilities of the steering gear.	
(2) All internal vessel control communications and vessel control alarms.	
(3) Standby or emergency generator, for as long as necessary to show proper functioning, including steady state temperature and pressure readings.	
(4) Storage batteries for emergency lighting and power systems in vessel control and propulsion machinery spaces.	
(5) Main propulsion machinery, ahead and astern.	
(b) Vessels navigating on the Great Lakes and their connecting and tributary waters. Having once completed the test requirements of this sub-part, are considered to remain in compliance until arriving at the next port of call on the Great Lakes.	
(c) Vessels entering the Great Lakes from the St. Lawrence Seaway are considered to be in compliance with this sub-part if the required tests are conducted preparatory to or during the passage of the St. Lawrence Seaway or within one hour of passing Wolfe Island.	
(d) No vessel may enter, or be operated on the navigable waters of the United States unless the emergency steering drill described below has been conducted within 48 hours prior to entry and logged in the vessel logbook, unless the drill is conducted and logged on a regular basis at least once every three months. This drill must include as a minimum the following:	
(1) Operation of the main steering gear from within the steering gear compartment.	
(2) Operation of the means of communications between the navigating bridge and the steering compartment.	
(3) Operation of the alternative power supply for the steering gear if the vessel is so equipped.	
(92 Stat. 1471 (33 U.S.C. 1221 et seq.); 49 CFR 1.46(n)(4)) [CGD 77-183. 45 FR 18925, Mar. 24. 1980, as amended by CGD 83-004, 49 FR 4346, Oct. 29, 1984	

WHEN CHECKS HAVE BEEN COMPLETED CONFIRMATION ENTRY TO MADE IN LOG BOOK

Checked by: _____ Date: _____

Rank: _____ Time: _____

Checklist - GMDSS Verifying Continued Familiarization

Vessel: Date and Time

This GMDSS and Sat B check/training sheet shall ensure continued familiarization of GMDSS operators on board. GMDSS-equipment includes NAVTEX, Inmarsat-systems, portable VHF-radios, EPRIB and SART, VHF- and MF/HF. Whenever there is change of Officers, the relieving officer will demonstrate initial common knowledge about the GMDSS-equipment.

A few days after signing on the Master will be responsible for an evaluation in order to ascertain, that the officer is fully familiar with and capable of operating the ship specific GMDSS equipment according to the checklist below - and correct any possible lack of knowledge.

Continued familiarization of GMDSS Operators will also be an item to be verified During Bridge Discipline Meetings. The following list shall be a guideline for the familiarization / presentation:

	NAVTEX		
	Demonstrate:	**Tick/Cross**	**REMARKS**
1.	Demonstrate correct procedure for change of NAVTEX-station		
2.	Demonstrate use of available resources to find the nearest NAVTEX stations		
3.	Demonstrate correct procedure for setting message types		
	INMARSAT		
	Demonstrate or explain:		
4.	Demonstrate how to change between satellites		
5.	Demonstrate how to perform a link test.		
6.	Demonstrate how to transmit a message		
7.	Demonstrate how to view received/transmitted messages from the memory		
8.	Explain procedure for sending a distress message		
9.	Explain how to inset ships position, course, speed and time manually		
10.	Identify the signal strengths		
	FLEET F77		
11.	Explain in brief various call procedures (Normal call, Service call, Telefax)		
12.	Explain procedures for transmission and reception of a telephone distress call		
13.	Explain procedures for testing the distress alarm unit		
14.	Identify the location of the main communication unit including power ON / OFF switch		
15.	Demonstrate how to view alarms / messages on the display unit		
16.	Demonstrate how to change between satellites		
17.	Identify the signal strength on the display unit		
	PORTABLE VHF		
	Demonstrate:		
18.	Demonstrate how to operate and make a call on a channel other than Ch. 16		
	EPIRB and SART		
	Explain:		

19	Explain how to test and activate the SART		
20.	Explain how to activate the EPIRB		
	VHF-DSC		
	Demonstrate and explain:		
21	Demonstrate how to perform a function test		
22	Explain how to send a VHF Distress message		
23	Demonstrate procedure for sending a DSC call to a Coast		
24	Demonstrate use of available resources to find the nearest		
25	Demonstrate how to open a distress messages from the		
26	Demonstrate how to insert ship's position manually		
	VHF-Radio		
	Explain:		
27	Explain how to send a distress message		
28	What is the range of a VHF broadcast		
	MF/HF-DSC		
	Demonstrate or explain:		
29	Explain how to send a distress message by MF/HF-DSC		
30	Demonstrate how to activate the "watch" function		
31	Demonstrate how to open a distress messages from the		
	MF/HF-Radio		
	Explain:		
32	What is the emergency frequency for distress messages		
33	Explain how to activate the two-tone alarm signal		
34	Explain how to send a distress message by MF/HF-Radio		

Rank Name

New Joiner

Relieving Officer: _____ _____

Master: _____ _____

Stevedore Damage Report

Vessel: _____ Date:

Code: _____ Stevedore Damage Report No.:

Voyage: _____ Port: _____

Lashing Equipment		Pcs
A1.	Twistlock -	
A2.	Automatic Twistlock	
A3.	- Manual Twistlock	
A4.	Box Turnbuckles	
A5.	Lashing Rod (short)	
A6.	Lashing Rod (long)	
A7.	Horizontal Lashing	
A8.	Actuator Pole (Alu)	
A9.	Actuator Pole	
A10.	(Fiber) Stacking	
A11.	Cone Turnbuckle	
A12.	Spanner	
A13.		
A14.		

Rail & Working Areas		Mts.
B1.	Handrail on deck	
B2.	Handrail other	
B3.	Foot rails	
B4.	Cat Walk	
B5.	Reefer plug	
B6.	Safety chains	
B7.	Gangway	
B8.	Rail stanchion	
B9.	Hatch entrance	
B10.		
B11.		
B12.		
B13.		
B14.		

Cell Guides		Pos.
C1.	Cell Guide	
Damaged corner:		**Mrk.**
C2.	Starboard forward (e.g)	
C3.	Starboard aft (e.g)	
C4.	Port aft (e.g)	
C5.		
C6.		
C7.		
C8.		
C9.		
C10.		
C11.		
C12.		

Crane & Spreader		Mrk.	Hatch Cover		Mrk.	Hull & Superstructure		Mrk.
D1.	Wires*		E1.	Gasket*		F1.	In hull*	
D2.	Line Spreader*		E2.	Pontoon top*		F2.	Tank Top*	
D3.	Vessels Own Spreader		E3.	Pontoon side*		F3.	Vessel side*	
D4.	Derrick*		E4.	etc		F4.	Fender*	
D5.	Boom*		E5.			F5.	Communication Gear*	
D6.	Cable(s)*		E6.			F6.	Navigation Gear*	
D7.	Wire sheaves*		E7.			F7.	Navigation Gear*	
D8.	Crane sheaves*		E8.			F8.	etc	
D9.	etc		E9.			F9.		
D10.			E10.			F10.		
D11.			E11.			F11.		
D12.			E12.			F12.		
D13.			E13.			F13.		
D14.			E14.			F14.		

*** Remarks and Independent Survey required.**

Remarks and Descriptions:

Repair completed by Stevedore to Master's satisfaction:

Signature & Stamp	Signature & Stamp	Signature & Stamp
Maersk Appointed Agent	Master/ Vessel	Stevedore Representative

Chapter- III

Engine Department

Main Engine Bearing Report

Vessel IMO no.

Last examination: Date:	Place:	Bearing	Number*
This examination: Date:	Place:	Crosshead bearing	
Maximum interval to next examination	months	Crank bearing	
Reason for examination:		Main bearing	
Verified by:		*Use (A) or (F) with number to indicate from aft or forward.	

Dismantling	tick	Measurement
Check tools and lifting equipment		
Mark bearing covers, shells, bolts and nuts		
Measure the Clearance of the bearing		
Take bridge gauge where appropriate		
Opening pressure	units	

Conditions found	Good	For every machinery part please enter a ✓ or X in the "Good" column.
	tick / X	Remarks, enter if condition is unsatisfactory
Upper Shell		
Metal		
Metal without seizure		
Metal without cracks		
Oil grooves faultless		
Lower Shell		
Metal		
Metal without seizure		
Metal without cracks		
Oil grooves faultless		
Journal		
Shining (mirror finished)		
Without seizure		
Without corrosion		
Coin test (crosshead)		

Assembling			tick	Measurement
Lubricate bearing shells and journal				
Tighten with correct pressure		Enter units of measurement here:		
Check clearances (two persons, one of them to be the Chief Engineer)				
Check Bridge gauge				
Oil flow checked after assembly				

Running temperature tested by "feel over"/laser thermometer		
Bearing checked soonest possible		
Bearing checked after running for 1 hour after first check		
Bearing checked after running at full load for 5 minutes		
Special Remarks		

Engineer: Signature

Chief Engineer: Signature

External Survey and Running Test
- Diesel Engine

Vessel: _____ Group and Mach. No.: _____

Vessel Code: Class Item Code: _____

Report Serial No.: _____

Machinery: _____

Latest major overhaul date:	Total running hours:	Running hours since overhaul:	**0**
Latest 1000h check date:	Total running hours:	Running hours since 1000hr check:	**0**
Running test date:	Total running hours:		

Verified by:	Place:	Date:
Surveyed by:	Place:	Date:

Engine is prime mover for:				
Transmission in Order:				
Revolution (RPM):				
Power (kW):			Percent of Maximum Load:	
Vibrations (normal, high, dB or mm/sec)				
Cooling Water Inlet Temp.(^{o}C)				

Cylinder Number	Maximum Pressure	Compression Pressure	Fuel Pump Index	Exhaust Temperature	Cooling Water Outlet Temperature
	(Bar)	(Bar)		(^{o}C)	(^{o}C)

Remarks

External Survey and Running Test - Diesel Engine

Fuel consumption			kg/24
Fuel density at 15 °C			kg/m³
Fuel viscosity at engine			cSt
Fuel pressure at engine			Bar

Lubrication oil clean and free from water:

Lub. oil pressure			Bar
Lub. oil temp. before cooler			°C
Lub. oil temp. after cooler			°C
Lub. oil pressure drop over filter			Bar
Lub. oil sample ashore for test	Place:		Date:

	Charger no. 1			Charger no. 2		
Turbo-charger revolution			RPM			RPM
Exhaust temp. after turbine			°C			°C
Exhaust press. after turbine			mmW			mmW
Engine room temperature			°C			°C
Scav. air temp. after compressor			°C			°C
Scav. air press. after compressor			Bar			Bar
Scav. air temp. drop over cooler			°C			°C
Scav. air press. drop over cooler			mmW			mmW
Pressure drop over air filter			mmW			mmW

Shut down functions tested and function in order:

Cooling water temp: Lub. oil press: Overspeed: Vibration:

Alarm functions tested and function in order:

Cooling water temp: Lub. oil press.: Lub. oil: Lub. oil filter diff.:

Remarks

Chief Engineer: _____

Signature (Chief Engineer)

Pump Overhaul Report (Centrifugal)

Vessel: _____ Condition Report No.: _____

Vessel IMO No.: _____ Pump examined: _____

Serial No.: _____

Inspection Date:		Total Running Hours:	
Previous Inspection Date:		Total Running Hours:	
Main Reason for inspection:			
Surveyed/Verified by Surveyor:		Place:	Date:

Machinery part	Good Tick/X	Renewed Tick	Remarks
Pump casing			
Wear rings casing			
Wear rings impellers			
Impellers			
Shaft			
Liners			
Bearings			
Slide bearing			
Stuffing Box			
Mechanical seal compl.			
Stationary seal ring			
Seal plate			
Rotary seal ring			
Spring			
Pump base			
Motor spool			
Coupling			
Intermediate shaft with bulk head gas tight stuffing box			
Bulkhead bearing			
Self priming devices			
Pressure relief devices			
Pressure relief devices			
Pressure relief devices			
Pressure relief devices			
Electric Motor			Cleaned: / Megger tested: MΩ
Electric Motor Bearings			

Clearances (Diameter)	For/aft mm	Ps/sb mm	Comments
Seal rings			Spare parts ordered on Requisition Number
Impellers			

Chief Engineer _____ Signature (Chief Engineer)

Checklist - Before Departure - Engine Room

Vessel: _____ Date: _____

A tick indicates the check has been performed and appropriate action taken.
N/A indicates the check is not applicable to the vessel or prevailing conditions.

Has any part of propulsion machinery been dismantled during stay.		Aux Eng - Oil level, pressure and temp. in order	
If yes the engine must be turned by the turning gear at least 1 revolution after permission obtained by the OOW and the engine must be started two times - ahead and astern.		Fuel oil service tanks - Level sounded and recorded. Temperature in order - Water drained Off.	
Lub. oil sump main engines. Water free. Oil level in order, sounded and recorded.		Cylinder oil lubricators - Level and temp. in order.	
Capacity of running Generators sufficient		Whistle - Steam/air open/electric motor ready.	
Emergency generator ready and on auto start.		Lube. Oil level in reduction gear in order.	
Retractable Thruster Secured in Housed position.		FW. cooling system. Valves correctly set. All inlet/discharge valves open.	
Bow/stern thruster(s) ready		SW. cooling system - Valves correctly set. All inlet/discharge valves open.	
Alarms - All connected and tested and in order.		Turning gear disconnected and secured.	
Lub. oil system main engines - Valves correctly set		Level engine - pit/ tunnel - well acceptable. Bilge alarms tested - in order.	
Lub. oil system/pumps main engines - Pressure and temperature in order.		Engine room hoist, tools and heavy spare parts stowed and secured.	
Stern tube and seal - Lub. oil arrangement in order and ready for start.		Double bottom access openings secured in closed position.	
Cooling water systems/pumps - Pressure and temperature in order.		Telephone to Bridge - Tested in order	
Main engine - preheated. and temp in order.		Engine room telegraph and emergency telegraph Tested from Bridge / Engine, and in order.	
Fuel oil system.Viscosity in order/Valves correctly set.		Pitch propeller moved full ahead/astern before clutching in tail shaft.	
Fuel oil booster priming pumps/fuel valve cooling pump if appropriate - Pressure and temperature in order.		Steering Gear - Tested in conjunction with OOW.	
Fuel oil system main engine - Air bleed completed if appropriate		Starting air - Admission to main engine in order	
Boiler plant - Level and pressure in order - Safety devices connected.		Engine staff - Required number on duty	
Starting air compressors, auto start/stop in order.		Auxiliary blowers running	
FW Expansion tank., Water level in order.		Engines turned with starting air and open indicator. cocks.	
Starting air and control air - Pressure in order - Water drained Off.		Stand-by reported to Bridge for testing main engine.	
Starting air compressors - Ready for Service		Testing of engines to be carried out according to agreement with Master.	
Pressure in starting air vessels in order		lf this is not possible first manoeuvre is considered as test during which final control is to be carried out.	
lndicator cocks main engine - In order.		Definitive stand-by for departure reported to Master by Chief Engineer.	
Lub. oil system turbo chargers - Expansion tank level in order.		Manoeuvring.. Agreed with Master to be carried out from Bridge	
Piston cooling main engines- Outlets in order		Manoeuvring.. Agreed with Master to be carried out from Engine	
Upon completion of check, entry must be made in vessel's Engine Log book as follows:-" BEFORE DEPARTURE CHECKLIST COMPLETED". Date:..... Time:.....			

Completed by:- _____ Name (Engineer on Duty) Signature (Engineer on Duty) _____

Reviewed by: _____ Name (Chief Engineer) _____ Signature (Chief Engineer)

Bunker Note of Protest

Date:

TO: Bunker Supplier Company
Name Address

Receipt No.:

Dear Sirs,

NOTE OF PROTEST FOR BUNKERING ON THE (Date)

I, the Chief Engineer of the (Vessel Name) short received (quantity) tonnes of (Grade) out of the (Total quantity) tonnes requested on the (Date) The bunkers were supplied by the Bunker Barge Name on the (Date) at (Place).

Yours faithfully

Name:

(Chief Engineer)

Signature:

C.C to

Company Bunkering Department

Company name & Address

ACKNOWLEDGED RECEIPT

(Name of Master/Cargo Officer of Bunker Barge / Tanker (in Block Letters)

(Signature of Master / Cargo Officer of Bunker Barge/Tanker) (Date and Time)