



IRCLASS
Indian Register of Shipping

SHIP MAINTENANCE CHECKLIST

(Recommended to be filled-in and retained on board)

Name of Ship	
Owner	
Month / Year	
Master Name / Sign	
Chief Engineer Name / Sign	



Almost all ocean going merchant ships are periodically inspected by flag state and/or their recognised organisation under provisions of conventions such as SOLAS, MARPOL, Load Lines, MLC etc. to ensure that they comply with respective Convention requirements. Deficiencies, when observed, are corrected prior to endorsement of certificate issued under such Conventions. This enables ships to trade safely.

Such deficiencies are caused by permitting the status of ship's hull, machinery, crew, life saving, fire fighting or pollution prevention equipment to fall below the standards required by International Conventions. Often these are due to long term neglect or mismanagement. However, more often it has been observed that such deficiencies are found with items that are not used or examined by ships staff on regular basis e.g. fire fighting and safety equipment (emergency fire pump, blower flaps etc.), emergency generator, structural wastage, pollution prevention system etc. This type of problem is common due to the ship's continual operation and as a result ship staff's priorities often lie with the cargo and main propulsion systems.

With the above in view the ship maintenance checklist was developed by IR Class (Indian Register of Shipping) to encourage ship staff for continued maintenance of such items. The Ship Maintenance Checklist has now been revised and the enclosed Ship Maintenance Checklist includes latest amendments to provisions under various Conventions such as GMDSS, Safety Management System under ISM Code, guidelines received from various Port State Control Authorities etc.

The checklist has been compiled based on a computer database of various port state control detention reports of Indian Ships. The database is created and being maintained by IR Class. Thus the checklist reflects the types of deficiencies generally being found on Indian Ships by port state control regimes at various parts of the globe.

It is anticipated that monthly verification of ship, its equipment and manning as per the checklist would enable ship's personnel and its owner to identify problem areas at an early stage and take necessary corrective actions. The corrective action taken or initiated (such as ordering of spare parts) may be recorded in brief in 'Remarks' column, whereas the 'Findings' column may be marked as satisfactory (Y); not satisfactory (X) or not applicable (-).

The checklist would serve the dual purpose or record as well as identification of section/department responsible for completing the corrective actions.

IRS believes use of this checklist with conscience would go a long way in maintaining ships at par with international convention requirements and keeping ships away from port state control detention net and associated loss of earning, high repair cost, detention cost and above all embarrassment.

The Checklist is a suggested tool for maintenance of ships and is not an IR Class requirement.

Should you have any comment or suggestion regarding this checklist please sent it to following address:

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Ship Maintenance Checklist



DOCUMENTATION

(1) As may be required by the Flag State Administration or Port State Authority
 PS- Passenger or Ro-Ro Passenger Vessels, OT- Oil tankers, CT-Chemical tankers, GC-Gas carriers, BC-Bulk carrier, CS-Container ship, RR-Ro-Ro Cargo vessels, GS- General cargo ships, HS- High speed crafts

CERTIFICATES											
Item No.	Certificates in latest format published by IMO	According to	PS	OT	CT	GC	BC	CS	RR	GS	HS
2.1	Classification Certificates	IRS Rules	X	X	X	X	X	X	X	X	X
2.2	Statutory Certificates										
2.2.1	International Load Line Certificate	ILLC	X	X	X	X	X	X	X	X	X
2.2.2	International Load Line Exemption Certificate(1)	ILLC	X	X	X	X	X	X	X	X	X
2.2.3	Passenger Ship Safety Certificate .and Exemption Certificate if any.	SOLAS I/12	X								
2.2.3.1	Record of Equipment (Form P)	SOLAS I/12	X								
2.2.4	Cargo Ship Safety Construction Certificate and Exemption Certificate if any.	SOLAS I/12, GMDSS amendments, Protocol '88 regulation I/12		X	X	X	X	X	X	X	
2.2.5	Cargo Ship Safety Equipment Certificate and Exemption Certificate if any. A record of Equipment (Form E) to be permanently attached.	SOLAS I/12, GMDSS amendments, Protocol '88 regulation I/12, Appendix		X	X	X	X	X	X	X	
2.2.6	Cargo Ship Safety Radio Certificate and Exemption Certificate if any. (for ≥ 300 gt and record of equipment (Form R)	SOLAS I/12, GMDSS amendments, Protocol '88 regulation I/12		X	X	X	X	X	X	X	
2.2.7	Safety Management Certificate (SMC) original	SOLAS IX/4; ISM Code paragraph 13.	X	X	X	X	X	X	X	X	X
2.2.8	Document of Compliance (DOC) copy.	SOLAS IX/4; ISM Code paragraph 13.	X	X	X	X	X	X	X	X	X
2.2.9	Cargo Ship Safety Certificate (as an alternative to Safety Construction Cert., , Safety Equipment cert., and Safety Radio certificates)	SOLAS reg. 1/12	X	X	X	X	X	X	X	X	
2.2.10	International Oil Pollution Prevention (IOPP) Certificate supplemented by a Record of Construction and Equipment for ships other than Oil Tanker (Form A) or for Oil Tanker	MARPOL Annex I/5	X	X	X	X	X	X	X	X	X
2.2.11	International Pollution Prevention Certificate for the Carriage of Noxious Liquid Substances in Bulk (NLS Certificate)	MARPOL II 11 & 12A		X	X						

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Item No.	Certificates	According to	PS	OT	CT	GC	BC	CS	RR	GS	HS
2.2.12	International Sewage Pollution Prevention (ISPP) Certificate	MARPOL IV/5; MEPC/Circ. 408	X	X	X	X	X	X	X	X	X
2.2.13	International Certificate of fitness for the carriage of Dangerous Chemicals in Bulk	IBC Code 1.5 MSC 16(58) & MEPC 40 (29)			X						
2.2.14	Certificate of fitness for the carriage of dangerous chemicals in Bulk	BCH Code 1.6 MSC 18 (58)			X						
2.2.15	International certificate of fitness for the carriage of liquefied gases in bulk	IGC Code 1.65 MSC 17(58)				X					
2.2.16	Certificate of fitness for the carriage of liquefied gases in bulk	IMO GC Code 1.56				X					
2.2.17	International Tonnage Certificate (1969)	Tonnage Article 7	X	X	X	X	X	X	X	X	X
2.2.18	Cargo Gear Register book and certificates	ILO 152	X	X	X	X	X	X	X	X	X
2.2.19	Certificates of insurance or other financial security in respect of liability for the removal of wrecks (wreck removal certificates)	International Convention on the Removal of Wrecks.	X	X	X	X	X	X	X	X	X
2.2.20	Engine International Air Pollution Prevention Certificate (EIAPP) for vsls built after 1.01.2000	MARPOL VI	X	X	X	X	X	X	X	X	X
2.2.21	International Air Pollution Prevention Certificate (IAPP)	MARPOL VI	X	X	X	X	X	X	X	X	X
2.2.22	International Anti-fouling System Certificate (IAFS)	AFS Annex 4 / 2	X	X	X	X	X	X	X	X	X
2.2.22.1	Record of Anti-fouling System (permanently attached with the IAFS)	AFS Annex 4, Appendix 1	X	X	X	X	X	X	X	X	X
2.2.22.2	Declaration of Anti-fouling System (AFS)	AFS Annex 4, Appendix 2	X	X	X	X	X	X	X	X	X
2.2.23	International Ballast Water Management Certificate(1) (if BWM implemented)	BWM Annex, Regulation E-2	X	X	X	X	X	X	X	X	X
2.2.24	Polar Ship Certificate (for ship plying in polar region)	Polar code	X	X	X	X	X	X	X	X	X

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OTHER STATUTORY CERTIFICATES											
Item No.	Certificates	According to	PS	OT	CT	GC	BC	CS	RR	GS	HS
2.3.1	Document of authorization for carriage of grain (may be incorporated in the grain loading manual)	SOLAS VI / 9					X	X		X	
2.3.2	Document of compliance with the Special Requirements for Ships carrying Dangerous Goods (for Dangerous Goods, except solid Dangerous Goods in bulk, for cargoes specified as Class 6.2 & 7 and Dangerous Goods in limited quantities)	SOLAS II-2 / 19.4, 2000 amendment					X	X	X	X	
2.3.3	High speed craft safety certificate	SOLASX/3 1994 HSC Code 1.8;2000 HSC Code 1.8									X
2.3.4	Dynamically supported craft permit to operate	IMO Res.A.373(X)									X
2.3.5	Unattended Machinery Spaces Document	SOLAS II-1/46.3	X	X	X	X	X	X	X	X	
2.3.6	Special Trade Passenger Ship Safety Certificate (1)	STP 71, Rule 5	X								
2.3.7	Special Trade Passenger Ship Space Certificate (1)	SSTP 73, Rule 5	X								
2.3.9	International Energy Efficiency Certificate (IEEC)	MARPOL VI	X	X	X	X	X	X	X	X	X
2.3.10	Maritime Labour Certificate (including DMLC Part I and DMLC Part II)	MLC 2006	X	X	X	X	X	X	X	X	X
2.3.11	Voyage Data Recorder System (VDRS) – Certificate of Compliance	SOLAS V/18.8	X	X	X	X	X	X	X	X	
2.3.12	International Ship Security Certificate (ISSC) or Interim International Ship Security Certificate	SOLAS, 2002 amendments, ISPS Code Part A section 19 & appendices	X	X	X	X	X	X	X	X	
2.3.14	Permit to operate High-Speed Craft	1994 HSC 1.9 2000 HSC 1.9									X
2.3.15	International Certificate of Fitness for carriage of INF cargo. (as applicable)	SOLAS VII/16, INF Code, MSC 88(71)									
2.3.16	Nuclear Cargo Ship Safety Certificate or Nuclear Passenger Ship Safety Certificate (in place of Cargo Ship Safety Certificate or Passenger Ship Safety Certificate)	SOLAS VIII/10									
2.3.17	Continuous Synopsis Record (CSR)	SOLAS XI-1/5, 2002	X	X	X	X	X	X	X	X	

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2.3.18	Pilot ladder certificate as per SOLAS V/23 or as per ISO 799:2004 available on board(vessel keel laid after 01/07/2012 and in case of equipment are entirely changed on existing vessel and delivered on board on or after 01/07/2012)	SOLAS, Chapter V/Reg.23	X	X	X	X	X	X	X	X	X	X	X
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2.4	MANNING CERTIFICATES										
Item No.	Certificates	According to	PS	OT	CT	GC	BC	CS	RR	GS	HS
2.4.1	Minimum Safe Manning Document	SOLAS V / 14 14.2, 2000 Amendments Regulation V/14.2	X	X	X	X	X	X	X	X	X
2.4.2	Certificates for Master, Officers, Ratings & Cook (original on board)	STCW	X	X	X	X	X	X	X	X	X
2.4.3	Endorsements for tankers	STCW		X	X	X					
2.4.4	Ratings certificates of proficiency in survival crafts	STCW	X	X	X	X	X	X	X	X	X
2.4.5	Radio Officer/Operators certificates of competency	STCW	X	X	X	X	X	X	X	X	X
2.4.6	Medical examination certificate for all crews	ILO 73	X	X	X	X	X	X	X	X	X
2.4.7	ECDIS training certificate to navigation officers (where ECDIS fitted)		X	X	X	X	X	X	X	X	X
2.4.8	Copy of applicable CBA (the CBA, or applicable sections of the CBA, in English on a ship that are on international voyage)	MLC Code	X	X	X	X	X	X	X	X	X
2.4.9	Copy of Seafarers' employment agreements (SEA) & Copy of account of wages	MLC Code	X	X	X	X	X	X	X	X	X

2.5	OTHER										
2.5.1	Certificate of Registry	FAL	X	X	X	X	X	X	X	X	X
2.5.2	Ship's radio station licence	ITU	X	X	X	X	X	X	X	X	X
2.5.3	Deratting Certificate and Exemption Certificate if any.	FAL	X	X	X	X	X	X	X	X	X
2.5.4	Document of Compliance for crew accommodations(1)	ILO 92,133, National Requirement	X	X	X	X	X	X	X	X	X

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2.5.5	Certificate of Insurance or Other Financial Security in Respect of Civil Liability for Oil Pollution Damage (1) (ships carrying > 2000 tons of oil in bulk as cargo) ; (2) each ship of greater than 1000 GT as per req. of Bunker conv. article 7	CLC 69 VII ; Bunker convention	X	X	X	X	X	X	X	X	X
2.5.6	TOVALOP Certificate	CLC 69 VII		X	X	X					
2.5.7	Noise Survey Report	IMO Res.A.468(XII) sec 4.3; Noise Code;; MSC	X	X	X	X	X	X	X	X	X
2.5.8	Safety Approval Plate (1)	CSC						X	X	X	X
2.5.9	Suez Canal Special Tonnage Certificate (1)	Suez Canal Regulations	X	X	X	X	X	X	X	X	X
2.5.10	Panama Canal Tonnage Certificate (1)	Panama Canal Regulations	X	X	X	X	X	X	X	X	X
2.5.11	Document of Compliance: Suez Canal (1)	Egyptian Regulations	X	X	X	X	X	X	X	X	X
Item No.	Certificates	According to	PS	OT	CT	GC	BC	CS	RR	GS	HS
2.5.12	Document of Compliance: Panama Canal (1)	Panama Canal Regulations	X	X	X	X	X	X	X	X	X
2.5.13	Document of Compliance: Kiel Canal (1)	German Regulations	X	X	X	X	X	X	X	X	X
2.5.14	Document of Compliance of Compliance: St Lawrence River (1)	Canadian Regulations	X	X	X	X	X	X	X	X	X
2.5.15	Condition Assessment Scheme (CAS) Statement of Compliance (issued by Administration to be accompanied by copy of CAS Final Report and Copy of relevant Review Record)	MARPOL I/13G, 2001 amendments, MEPC 95(46), MEPC 94 (46)		X							
2.5.16	Special Purpose Ship Safety Certificate (not mandatory) (<500 gt to indicate to what extent relaxations were accepted)	SOLAS I/12, 88 protocol, Resolution A.534(13) as amended by MSC/Circ 739									
2.5.17	Certificate of Fitness for Offshore Support Vessel (not mandatory)	MARPOL II/13 (4), Resolution A.673(16)									
2.5.18	Diving System Safety Certificate (not mandatory)	Resolution A.536(13)									
2.5.19	Dynamically Supported Craft construction and Equipment Certificate (not mandatory)	Resolution A.373(X)									X
2.5.20	Mobile Offshore Drilling Unit Safety Certificate (not mandatory)	Resolution A.414(XI), Resolution A.649(16) as modified by MSC 38(63)									

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2.5.21	Wing-in-Ground (WIG) Craft Safety Certificate (not mandatory)	MSC/Circ 1054 section 9										
2.5.22	Permit to operate WIG Craft. (not mandatory)	MSC/Circ. 1054 section 10										

MANUALS												
Item No.	Manual, Book, Record Book	According to	PS	OT	CT	GC	BC	CS	RR	GS	HS	
2.6.1	Loading and intact stability information booklet	SOLAS II-1/22, II-1/25.8; 1988 LL Protocol, regulation 10	X	X	X	X	X	X	X	X	X	
2.6.2	Grain loading stability booklet	SOLAS IV / 9					X			X		
2.6.3	Manoeuvring booklet and manoeuvring information	SOLAS II-1/28	X	X	X	X	X	X	X	X	X	
2.6.4	Lifesaving appliances training manual	SOLAS III / 35	X	X	X	X	X	X	X	X	X	
2.6.5	Instructions for on-board maintenance of life saving appliances	SOLAS III / 36	X	X	X	X	X	X	X	X	X	
2.6.6.	Cargo securing manuals	SOLAS, 2002 amendments, VI / 5.5, VII / 5, MSC/ Circ.745	X	X	X	X	X	X	X	X	X	
2.6.7	Damage control plan & booklets (There shall be permanently exhibited, for the guidance of the officer in charge of the ship, plans showing clearly for each deck and hold the boundaries of the watertight compartments, the openings therein with the means of closure and position of any controls thereof, and the arrangements for the correction of any list due to flooding. In addition, booklets containing the aforementioned information shall be made available to the officers of the ship. ship type & date of construction applicability dates as per SOLAS)	SOLAS II.1/23; 23-1, 25-8; II-1/19. MSC/Circ. 919	X	X	X	X	X	X	X	X	X	

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2.6.8	Shipboard oil pollution emergency plan (SOPEP) approved by Administration.	MARPOL I/26	X	X	X	X	X	X	X	X	X	X
2.6.9	Shipboard Marine Pollution Emergency Plan for Noxious Liquid Substances (SMPEP)	MARPOL II/16		X	X							
2.6.10	Instruction manuals for inert gas systems	SOLAS II-2		X	X	X						
2.6.11	Dedicated clean ballast tank operational manual (to the satisfaction of the Administration)	MARPOL I/13A		X								
2.6.12	Crude oil washing operation and equipment manual	MARPOL I/13B		X								
2.6.13	Procedures for existing tankers having special ballast arrangements	MARPOL I/13D		X								
2.6.14	Operational manual for oil discharge monitoring and control system (Approved by the Administration)	MARPOL I / 15(3)(C)		X								
2.6.15	Procedure and arrangement manual (P & A Manual)	MARPOL II/5:5A & 8; MEPC 18(22)		X	X							
Item No.	Manual, Book, Record Book	According to	PS	OT	CT	GC	BC	CS	RR	GS	HS	
2.6.16	Safety Management Manual	ISM Code SOLAS Ch.IX	X	X	X	X	X	X	X	X	X	X
2.6.17	Garbage Management Plan (ship of ≥ 400 gt certified to carry ≥ 15 persons)	MARPOL V / 9	X	X	X	X	X	X	X	X	X	X
2.6.18	Garbage Record Book (ship of ≥ 400 gt certified to carry ≥ 15 persons engaged in voyages to ports or terminals in other parties to the convention and every fixed & floating platforms engaged in exploration and exploitation of the sea-bed)	MARPOL V / 9	X	X	X	X	X	X	X	X	X	X
2.6.19	Fire control plan / Booklet	SOLAS II-2/15.2.4, 2000 Amendments	X	X	X	X	X	X	X	X	X	X
2.6.20	Emergency instructions and Muster lists	SOLAS III / 37	X	X	X	X	X	X	X	X	X	X
2.6.21	Emergency instructions of steering changeover procedures	SOLAS V / 26.3.1	X	X	X	X	X	X	X	X	X	X
2.6.22	Deck and Engine Room log books	SOLAS II-1/15.9.4, II-1/15.10.2, II-1/15. III /19.5	X	X	X	X	X	X	X	X	X	X
2.6.23	Fire Safety Training Manual	SOLAS, 2000 amendment, II-2 / 15.2.3	X	X	X	X	X	X	X	X	X	X
2.6.24	Radio log book	SOLAS	X	X	X	X	X	X	X	X	X	
2.6.25	Oil Record Book – Part I Machinery spaces operation (for Oil Tanker ≥ 150 gt and other than Oil Tanker ≥ 400 gt)	MARPOL I/20	X	X	X	X	X	X	X	X	X	X

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2.6.26	Oil Record Book – Part II Cargo/ballast operation (for Oil Tanker ≥ 150 gt)	MARPOL I/20		X								
2.6.27	Cargo record book (as part of Ship's Official Log Book or otherwise)	MARPOL II/9		X	X							
2.6.28	Dangerous goods manifest or stowage plan (copy of document to be made available before departure to the person or organization designated by the Port State Authority)	SOLAS 2002 amendment, VII/4.5, VII/7-2, MARPOL III/4					X	X	X	X		
Item No.	Manual, Book, Record Book	According to	PS	OT	CT	GC	BC	CS	RR	GS	HS	
2.6.29	Cargo information/operation	BCH 5.2.2; IBC 16.2.3; IGC 18.1.1; SOLAS reg VI/2 & XII/10			X	X	X					
2.6.30	Nautical charts / publications	SOLAS V/27	X	X	X	X	X	X	X	X	X	X
2.6.31	International Code of Signals / IAMSAR	SOLAS V/21	X	X	X	X	X	X	X	X	X	X
2.6.32	HSC Technical manuals (route operational manual, craft operating manual, training manual, maintenance manual, etc.)	SOLAS Ch. XI										X
2.6.33	Enhanced Survey Report file (ESR file for chemical tanker required as per class only)	SOLAS XI-1/2; 2002 amendments, Res A744(18)		X	X		X					
2.6.34	Bulk chemical (BCH) Code	BCH 5.2.1			X							
2.6.35	International Bulk Chemical (IBC) Code	IBC 16.2.1			X							
2.6.36	International Gas Carrier (IGC) Code	IGC 18.1.3				X						
2.6.37	Publications for ships fitted with radiotelegraph installations	ITU Convention	X	X	X	X	X	X	X	X	X	X
2.6.38	Publications for ships fitted with radiotelephone installations	ITU	X	X	X	X	X	X	X	X	X	X
2.6.39	Publications for ships fitted with GMDSS installations	ITU	X	X	X	X	X	X	X	X	X	X
2.6.40	Records of accidents to personnel	ILO 134/2.1	X	X	X	X	X	X	X	X	X	X
2.6.41	Record of lost time, first aid and near miss accidents	ILO 134/2.2	X	X	X	X	X	X	X	X	X	X
2.6.42	Ship Security Plan & associated record.	SOLAS XI-2/9 2002 amendment ISPS Code Part A, section 9 & 10	X	X	X	X	X	X	X	X	X	X
2.6.43	NOx Technical File	MARPOL VI	X	X	X	X	X	X	X	X	X	X
2.6.44	Record Book of Engine Parameters	MARPOL VI	X	X	X	X	X	X	X	X	X	X
2.6.45	On-Board Nox Verification Procedures	MARPOL VI	X	X	X	X	X	X	X	X	X	X

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2.6.46	On board training and Drill records	SOLAS, 2000 amendments II-2 / 15.2.2.5	X	X	X	X	X	X	X	X	X	X
2.6.47	Fire safety operational booklet	SOLAS, 2000 amendment, II-2 /16.2	X	X	X	X	X	X	X	X	X	X
2.6.48	Search and Rescue co-operation plan	SOLAS V/ 7.3, 2000 amendments.	X									
2.6.49	List of operational limitations	SOLAS V / 30, 2000 amendments.	X									
2.6.50	Decision Support System for Master's	SOLAS III/29	X									
2.6.51	Cargo Information	SOLAS VI/2, XII/8 10, MSC/Circ. 663	X	X	X	X	X	X	X	X	X	X
2.6.52	Bulk Carrier Booklet (endorsed by Administration or on its behalf) or alternatively contained in the intact stability booklet	SOLAS VI/7, XII/8, BLU Code					X					
Item No.	Manual, Book, Record Book	According to	PS	OT	CT	GC	BC	CS	RR	GS	HS	
2.6.53	Record of oil discharge monitoring and control system for last ballast voyage	MARPOL I / Reg. 15(3)(a)		X								
2.6.54	Hydrostatically Balanced Loading (HBL) Operational Manual	MARPOL I/13G, 2001 amendments MEPC 95(46)		X								
2.6.55	Subdivision and stability information (to comply with damage stability criteria)	MARPOL I/ 25		X								
2.6.57	Ship Energy Efficiency Management Plan (SEEMP)	MARPOL VI	X	X	X	X	X	X	X	X	X	
2.6.58	Ballast water treatment equipment approved manual placed on board	BWM Annex, Regulation B-1	X	X	X	X	X	X	X	X	X	
2.6.59	Ballast Water Record Book(1) (if BWM implemented) (may be an electronic record system, or that may be integrated into another record book or system)	BWM Annex, Regulation B-2	X	X	X	X	X	X	X	X	X	
2.6.60	Record of Ballast Water Operations(if BWM implemented)	BWM Annex, Appendix II	X	X	X	X	X	X	X	X	X	
2.6.61	IMSBC Code	SOLAS VI /1-2					X	X			X	
2.6.62	Coating technical file	SOLAS reg. II-1/3-2	X	X	X	X	X	X	X	X	X	
2.6.63	Construction drawings(ship constructed on or after 1 st Jan 2007)	SOLAS reg. II-1/3-7	X	X	X	X	X	X	X	X	X	
2.6.64	Ship construction file(oil tanker >150 m & Bulk carrier>150m as per SOLAS reg. II-1/3-10)	SOLAS reg. II-1/3-10										
2.6.65	Stability information	SOLAS reg. II-1/5 & 5-1	X	X	X	X	X	X	X	X	X	X

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2.6.66	Fire control plan / booklet	SOLAS reg. II-2/ 15.2.4 & 15.3.2	X	X	X	X	X	X	X	X	X	X
2.6.67	Maintenance plans (fire protection systems & fire fighting systems for tankers)	SOLAS reg. II-2/ 14.2.2 & 14.4		X								
2.6.68	Material Safety Data Sheets (MSDS)	SOLAS reg. VI / 5-1	X	X	X	X	X	X	X	X	X	
2.6.69	AIS test report	SOLAS reg. V / 18.9	X	X	X	X	X	X	X	X	X	X
2.6.70	Records of hours of rest	STCW code ,section A-VIII/1	X	X	X	X	X	X	X	X	X	X
2.6.71	Voyage data recorder system –certificate of compliance	SOLAS reg. V / 18.8	X	X	X	X	X	X	X	X	X	X
2.6.72	Ship security plan and associated records	SOLAS reg. XI-2/9 ;ISPS Code	X	X	X	X	X	X	X	X	X	X
Item No.	Manual, Book, Record Book	According to	PS	OT	CT	GC	BC	CS	RR	GS	HS	
2.6.73	Ozone depleting substance record book	Marpol Annex VI,reg 12.6	X	X	X	X	X	X	X	X	X	X
2.6.74	Fuel oil change over procedure and log book	Marpol Annex VI,reg 14.6	X	X	X	X	X	X	X	X	X	X
2.6.75	EEDI Technical file	Marpol Annex VI,reg 20	X	X	X	X	X	X	X	X	X	X
2.6.76	Permit to operate high speed craft	HSC Code,sec 1.9										X
2.6.77	Dangerous goods manifest or stowage plan (ships carrying dangerous goods in packaged form)	SOLAS reg. VII / 4.5	X				X	X		X	X	X
2.6.78	Record of navigational activities	SOLAS reg. V/ 26 & 28.1	X	X	X	X	X	X	X	X	X	X
2.6.79	Voyage data recorder system-certificate of compliance	SOLAS reg. V/ 18.8	X	X	X	X	X	X	X	X	X	X
2.6.80	Manufacturer's operating manual for incinerator if fitted	MARPOL Annex VI reg.16.7	X	X	X	X	X	X	X	X	X	
2.6.81	Bunker delivery note and representative sample	MARPOL Annex VI reg.18.6 & 18.8.1	X	X	X	X	X	X	X	X	X	X

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2.6.82	Record book of engine parameters	NOx Technical code para 2.3.4	X	X	X	X	X	X	X	X	X	X
2.6.83	Exemption certificate (when exemption granted to a ship under and in accordance with provisions of SOLAS)	SOLAS reg I/12.	X	X	X	X	X	X	X	X	X	
2.6.84	LRIT conformance test report	SOLAS reg V/19.1	X	X	X	X	X	X	X	X	X	
2.6.85	Ship specific plans and procedures for recovery of persons from the water	SOLAS reg. III/17-1	X	X	X	X	X	X	X	X	X	
2.6.86	Search and rescue cooperation plan (passenger ship)	SOLAS reg V/7.3	X									
2.6.87	List of operational limitations(passenger ship)	SOLAS reg V/30	X									
2.6.88	Decision support system for masters(passenger ship)	SOLAS reg III/29	X									
Item No.	Manual, Book, Record Book	According to	PS	OT	CT	GC	BC	CS	RR	GS	HS	
2.6.89	Record of oil discharge monitoring and control system for the last ballast voyage(for oil tanker >=150 tons)	MARPOL Annex I,reg 31		X								
2.6.90	Ship structure access manual (oil tanker=>500gt and bulk carrier =>20000gt)	SOLAS reg II-1/3-6		X			X					
2.6.91	Subdivision and stability information(oil tanker as per MARPOL Annex I reg 28)	MARPOL Annex I reg 28		X								
2.6.92	STS operation plan and records of STS operations(oil tanker)	MARPOL Annex I reg 41		X								
2.6.93	VOC management plan(oil tanker carrying crude oil)	MARPOL Annex VI reg 15.6		X								
2.6.94	Ships specific plans and Procedure for recovery of person	SOLAS ChIII Reg 17-1.	X	X	X	X	X	X	X	X	X	X
2.6.95	Air quality control manufacturer's instruction manual is provided for calibration, maintenance and testing of the system (including sensors) (where air quality control system is provided)	SOLAS Ch II-2/ Reg 20	X						X			
2.6.96	Polar Water Operational Manual (PWOM) with the hazards identified in the operational assessment being addressed properly is placed on board (for vessel operating in polar waters)	Polar code	X	X	X	X	X	X	X	X	X	X
2.6.97	Approved ballast water management plan(From 8 September 2017)	BWM Convention	X	X	X	X	X	X	X	X	X	X

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2.6.98	Ballast water record book(From 8 September 2017)	BWM Convention	X	X	X	X	X	X	X	X	X	X
2.6.99	Bunker operational manual (for vessel using gases or other low flashpoint fuel)	IGF code	X	X	X	X	X	X	X	X	X	X

TESTS, SERVICING AND DRILLS				
Item No.	Periodicity	Additional circumstances	According to	Nature of test / drill
2.7.1.1	Sailing from port	Within 12 hours before departure from port	SOLAS V / 26	Test of the steering gear and change over procedures
2.7.1.2		25% of the crew not having participated in abandon drill and fire drill in the previous month, drills to be carried out within 24 hours of the ship's leaving	SOLAS III / 19.3	Abandon ship drill and fire drill
2.7.1.3		On a ship where passengers are scheduled to be on board for more than 24 h,	SOLAS III/ 19.2.2	Musters of the passengers to take place within 24 h after their embarkation. Passengers to be instructed in the use of the lifejackets and the action to take in an emergency.
2.7.2.1	Weekly inspections, Drills and tests		SOLAS III / 20.6	Visual inspection of all survival crafts, rescue boats and launching appliances to ensure that they are ready for use
2.7.2.2			SOLAS III / 20.6	Engines in lifeboats and rescue boats to be run ahead and astern (At least 3 minutes)

Item No.	Periodicity	Additional circumstances	According to	Nature of test / drill
2.7.2.3			SOLAS III / 20.6	lifeboats, except free-fall lifeboats, on cargo ships to be moved from their stowed position, without any persons on board, to the extent necessary to demonstrate satisfactory operation of launching appliances, if weather and sea conditions so allow;
2.7.2.4			SOLAS III / 20.6	Test of general emergency alarm

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2.7.2.5		On passenger ship	SOLAS III / 30	Abandon ship drill and Fire drill (the entire crew need not be involved in every drill, but each crew member must participate in an abandon ship drill and fire drilleach month.)
2.7.3.1	Monthly drills and inspections		SOLAS III / 19.3	Every crew member to participate in at least one abandon ship drill and one fire drill every month.
2.7.3.2			SOLAS III / 20.7	Inspection of life saving appliances and lifeboat equipment
2.7.3.3		Emergency Escape Breathing Device	SOLAS II-2 / 13.3.4, 13.4.3	Practice during drill
2.7.3.4		Lifeboats	SOLAS III / 20.7	All lifeboats, except free-fall lifeboats, to be turned out from their stowed position, without any persons on board if weather and sea conditions so allow.
2.7.3.5	Bi- monthly drills	Enclosed space entry & rescue drill	SOLASIII; MSC.350(92)	Crew members with enclosed space entry or rescue responsibilities shall participate in an enclosed space entry and rescue drill to be held on board the ship at least once every two months.
2.7.4.1	Three monthly drills		SOLAS V / 19.2	Emergency steering gear test
2.7.4.2		For lifeboats other than free-fall lifeboats	SOLAS III / 19	Launching of each lifeboat and of the rescue boat
2.7.4.3		For Free-fall lifeboats	SOLAS III/ 19.3.3.4	During an abandon ship drill the crew to board the lifeboat, properly secure themselves in their seats and commence launch procedures up to but not including the actual release of the lifeboat (i.e., the release hook shall not be released). The lifeboat to then either be free-fall launched with only the required operating crew on board, or lowered into the water by means of the secondary means of launching with or without the operating crew on board. In both cases the lifeboat to thereafter be maneuvered in the water by the operating crew.
2.7.4.4		In addition to routine checks and tests	SOLAS V/26	Emergency Steering Drills
2.7.5	Six-monthly drills	Applicable to free-fall lifeboats	SOLAS III / 19.3.3.4	Free-fall lifeboat to be lowered to the water
2.7.6.1	Other operational requirements	Not later than 2 weeks after a crew joins the ship	SOLAS III / 19.4.1	On board training in the use of life saving appliances and fire-extinguishing appliances. All the ship's life-saving and fire-extinguishing appliances to be covered within any period of two months.
2.7.6.2		Intervals of not more than 4 months	SOLAS III / 19.4.3	Training for the use of davit launched liferafts
2.7.7.1	Periodic Servicing / Test	Inflatable liferaft, inflatable lifejacket, and marine evacuation system	SOLAS III/ 20.8	Servicing of every inflatable liferaft, inflatable lifejacket, and marine evacuation system at intervals not exceeding 12 months, provided where in any case this is impracticable, the Administration may extend this period to 17 months;
2.7.7.2		Hydrostatic Release Unit (HRU)	SOLAS III / 20.9	Hydrostatic release units, other than disposable hydrostatic release units. at intervals not exceeding 12 months, provided where in any case this is impracticable, the Administration may extend this period to 17 months;
Item No.	Periodicity	Additional circumstances	According to	Nature of test / drill
2.7.7.3		Launching Appliances	SOLAS III / 20.11	Thorough examination at annual survey including a dynamic test of the winch brake at maximum lowering speed. The load to be applied to be the mass of the survival craft or rescue boat without persons on board.
2.7.7.4		Launching Appliances	SOLAS III / 20.11	At intervals not exceeding five years, a dynamic test to be carried out with a proof load equal to 1.1 times the weight of the survival craft or rescue boat and its full complement of persons and equipment.

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2.7.7.5		Lifeboat or rescue boat on-load release gear, including free-fall lifeboat release systems	SOLAS III / 20.11	Thorough examination and operational test at annual survey by properly trained personnel familiar with the system
2.7.7.6		Lifeboat or rescue boat on-load release gear, including free-fall lifeboat release systems	SOLAS III / 20.11	operationally tested under a load of 1.1 times the total mass of the boat when loaded with its full complement of persons and equipment whenever the release gear is overhauled and such over-hauling and test to be carried out at least once every five years
2.7.7.7		Davit-launched liferaft automatic release hooks	SOLAS III / 20.11	Thorough examination and operational test at annual survey by properly trained personnel familiar with the system
2.7.7.8		Davit-launched liferaft automatic release hooks	SOLAS III / 20.11	operationally tested under a load of 1.1 times the total mass of the boat when loaded with its full complement of persons and equipment whenever the automatic release hook is overhauled and such over-hauling and test to be carried out at least once every five years.
2.7.7.9		Satellite EPIRBs on Passenger Ships		Annually tested for all aspects of operational efficiency, within 3 months before the expiry date of the Passenger Ship Safety Certificate. (The test may be conducted on board the ship or at an approved testing station)
2.7.7.10		Satellite EPIRBs on Cargo Ships		Annually tested for all aspects of operational efficiency, within 3 months before the expiry date, or 3 months before or after the anniversary date, of the Cargo Ship Safety Radio certificate. . (The test may be conducted on board the ship or at an approved testing station)
2.7.7.11		Satellite EPIRBs maintenance		At intervals not exceeding five years, to be performed at an approved shore-based maintenance facility.
2.7.7.12		air quality test	SOLAS II-2/ reg 20	air quality test is carried out and test result verifying the adequacy of the ventilation system is documented and kept with the ship's records
2.7.7.13		Crew training record (for vessel operating in polar waters)	Polar code part I-A/Ch. 8.3.3.3.3.7	crew training records or other equivalent documents for the use of the personal survival equipment and group survival equipment are placed on board
2.7.7.14		Basic and advance training (for vessel using gases or low flash point fuel) IGF	STCW CODE A-V/3	Record to show that crew underwent training associated with care ,use or emergency response to fuel onboard the ship.
2.7.7.15		Deck officer's ECDIS Training record available (if ECIDS provided on board)	STCW CODE	Record to show that crew underwent training associated with use of type of ECDIS provided on board.



CREW ACCOMMODATION, SAFETY AND HEALTH

ACCOMMODATIONS					
Item No.	Description	Periodicity	Type of Vessel	Findings	Remarks
3.1.1	Sleeping rooms, Mess rooms, recreation rooms and change room	Weekly	All vessels		
	<ol style="list-style-type: none"> 1. Sleeping rooms, Mess - rooms, recreation room and change room are kept in clean and habitable condition and are free from any infestation. 2. No stores, equipment or cargoes are stowed in these places. 3. In ships built after MLC 2006 comes into force for that flag, <ol style="list-style-type: none"> a. Individual sleeping room is provided for each seafarer unless exempted by the competent authority. b. Separate sleeping room is provided for men and for women. c. Each occupant is provided with a clothes locker, a drawer, a shelf and lockable by the occupant so as to ensure privacy. 4. Mess rooms are equipped with tables and appropriate seats, sufficient to accommodate the greatest number of seafarers likely to use them at any one time. 5. The tops of tables and seats is of damp- resistant material. 				
3.1.2	Ventilation and Heating systems	Weekly	All vessels		
	<ol style="list-style-type: none"> 1. Ventilation system is in satisfactory operating order. 2. Air conditioning system (where equipped) is in satisfactory operating order as per prescribed standard. <ol style="list-style-type: none"> a. Maintains a satisfactory temperature and relative humidity. b. Maintains sufficient air changes. c. Does not produce excessive noises or vibrations. d. The Air Conditioning system is clean and disinfected to prevent or control the spread of disease. e. Power for the operation of the air conditioning and other aids to ventilation is available at all times. 3. Heating system (where equipped) is in satisfactory operating order as per prescribed standard. <ol style="list-style-type: none"> a. The temperature in seafarer accommodation is at a satisfactory level. b. Radiators and other heating apparatus are placed and, where necessary, shielded to avoid risk of fire or danger or discomfort to the occupants. 4. All sanitary spaces have ventilation to the open air, independently of any other part of the accommodation. 				
3.1.3	Lighting	Weekly	All vessels		
	<ol style="list-style-type: none"> 1. In passenger ships, requirements for lighting are as per special arrangement permitted by competent authority. 2. Sleeping rooms and mess rooms is lit by natural light and provided with adequate artificial light, as per standard fixed by competent authority. 3. Electric light provided in the seafarer accommodation and where there are no two independent sources of electricity for lighting, additional lighting is provided by properly constructed lamps or lighting apparatus for emergency use. 4. In sleeping rooms an electric reading lamp is installed at the head of each berth. 5. Electrical features are in satisfactory order and electrical cables and cable connectors are maintained duly isolated to avoid risks of electrical shocks. 				

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3.1.4	Sanitary facilities	Weekly	All vessels		
	<ol style="list-style-type: none"> 1. Toilets are neat and clean, flushes are working and not leaking and floor tiles are in good condition. 2. The doors can properly close and be locked. 3. The floor drainage is in good condition. 4. Sanitary spaces are sufficiently lit, heated and ventilated. 5. Where there is more than one toilet in a compartment they are sufficiently screened to ensure privacy. 6. Hot and cold running fresh water is available in all wash places. 				
3.1.5	Laundry-facilities	Weekly	All vessels		
	<ol style="list-style-type: none"> 1. Condition of the spaces and sinks are neat and clean. <ol style="list-style-type: none"> 1. The laundry facilities provided for seafarers' use include: <ol style="list-style-type: none"> a. Washing machines; b. Drying machines or adequately heated and ventilated drying rooms; and c. Irons and ironing boards or their equivalent. 				
3.1.6	Galley, fridge room	Weekly	All vessels		
	<ol style="list-style-type: none"> 1. Galleys, pantries and food preparation areas are clean and free of any infestation with no blocked drain, damaged flooring or tiling. 2. Grease traps are found clean fridges are in operating order, clean and regularly defrosted. 3. Documented inspections are carried out of: <ol style="list-style-type: none"> a. Supplies of food and drinking water; b. All spaces and equipment for the storage and handling of food and drinking water; and c. Galley and other equipment for the preparation and service of meals. 				
3.1.7	Garbage disposal	Daily	All vessels		
	<ol style="list-style-type: none"> 1. Shipboard waste is disposed in compliance with the waste management plan. 2. Placard notifying crew and passengers of the garbage discharge requirements is displayed in working language and in English, French or Spanish. 3. Garbage discharge into the sea or to a reception facility, or a completed incineration, is promptly recorded in the Garbage Record Book and signed for on the date of the discharge or incineration by the officer in charge. 4. Each completed page of the Garbage Record Book signed by the master of the ship. 5. The entry for each discharge or incineration is made in the Garbage Record Book (include date and time, position of the ship, category of the garbage and the estimated amount discharged or incinerated); 6. Garbage Record Book preserved for a period of at least two years from the date of the last entry made in it; 				



CREW HEALTH					
Item No.	Description	Periodicity	Type of Vessel	Finding	Remarks
3.2.1	Medical equipment & Medical Chest	Monthly	All vessels		
	1. Adequate medical equipment is available and that proper medicines are available and within validity dates. 2. Medical chest is stores in the medical locker and that instructions for use of medicines and equipment are available. 3. For ships carrying dangerous goods, suitable antidotes for the cargoes being carried are available in sufficient number for the relevant cargoes.				
3.2.2	Hospital	Monthly	All vessels		
	1. Hospital and sick bay are clean and free of any infestation, and equipment and instruments are clean and orderly. 2. Call alarm to bridge is in working condition. 3. Hospital is used exclusively for medical purpose. 4. Hospital accommodation has easy access in all weather, provides comfortable housing for the occupant and conducive to their receiving prompt and proper attention. 5. Sanitary accommodation provided for exclusive use of the occupant comprises of a minimum of one toilet, one washbasin and one tub or shower.				
3.2.4	Food and catering	Daily	All vessels		
	1. There is adequate food and fresh water provided for the intended voyage, free of charge to the seafarers and free of any infestation and insects. 2. Refrigerated store rooms are in good condition, at a suitable temperature. 3. Fresh water bunkering filling pipe is provide with a closing device in satisfactory order and portable bunkering filling pipes is sufficiently flushed before receiving fresh water into the storage tank.				

CREW SAFETY					
Item No.	Description	Periodicity	Type of Vessel	Finding	Remarks
3.3.1	Protection of the crew	Weekly	All vessels		
	1. Guard rails and bulwarks on all exposed parts of the freeboard and superstructure decks are kept in satisfactory condition. 2. Stanchions ladders, gangways, etc. for access to and from living quarters and working spaces are kept in satisfactory condition. 3. Adequate provision of protective guards for rotating parts of the deck machinery including derricks and cranes, workshops, etc. 4. Warning signs are adequately posted in working spaces and ear protections are provided to the personnel working in excessively noisy spaces.				
3.3.2	Electrical outlet	Weekly	All vessels		
	1. Electrical outlets and fixtures fitted in crew working spaces are in satisfactory condition. 2. Provisional lighting devices are duly insulated in order to avoid the risk of electrical shocks.				



LIFE SAVING APPLIANCES					
Item No.	Description	Periodicity	Type of Vessel	Finding	Remarks
4.1.1	Lifeboats and rescue boats	Weekly	All vessels		
	General inspection of lifeboats and rescue boats 1. Condition of hull inside and outside. 2. Becketed Grab lines on both sides are in order. 3. Bilge keel rails on both sides are in good order. Reflective tapes on hull. 4. Engine, foundation, exhaust pipe in good order. 5. Propeller and shafting with clutch in good order. 6. Sufficient fuel for life boat engine. 7. Rudder stock, rudder, tiller and stern frame in good order. 8. Thwarts, side benches, crutch/rowlock holes and gunwales in good state. 9. Lifeboats and rescue boats marking. 10. Plug(s) with packing and a chain with indication of position. 11. Seating position clearly marked. 12. Bilge pump with hose in good order. 13. Visual condition of stowage. 14. Condition of onboard release mechanism in good order.				
4.1.2	Lifeboat inventory	Three Monthly	All vessels		
	Inspection of lifeboat equipment See GOI / IRS Safety Equipment Record and Annexes to the Record. A mast(s) with galvanized wire stays together with orange coloured sails marked for identification.				
4.1.3	Lifeboats and rescue boats launching arrangements	Monthly	All vessels		
	General inspection of lifeboat and rescue boat launching arrangements. 1. Conditions of deck plating and attachment of launching appliances to deck. 2. Condition of lifeboats/rescue boat launching appliances for absence of corrosion. 3. Condition of blocks, pad-eyes, and other loose fittings. 4. Operation of winch, brakes and recovery system (mechanical, pneumatic, etc.) 5. Last falls change (once every 5 years as a minimum). 6. Last falls end-to-end turn (once every 30 months as a minimum). 7. Condition of embarkation ladder on each side including securing arrangement. 8. Limit switch is in working condition. 9. Operating instruction in the vicinity of launching arrangement is available. 10. 2 sets of lifelines are fitted to davit spans. 11. Operation of emergency lighting of the embarkation deck. 12. Compliance of on-load release mechanism with paragraphs 4.4.7.6.4 to 4.4.7.6.6 of the LSA Code as amended by resolution MSC.320(89)				
Item No.	Description	Periodicity	Type of Vessel	Finding	Remarks
4.1.4	Liferafts and stowage arrangements	Monthly	All vessels		

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	General inspection of liferafts and stowage arrangements 1. Inflatable liferafts are serviced at intervals not exceeding 12 months. 2. Hydrostatic release gear has been serviced at intervals not exceeding 12 months. 3. Marking and fitting of retro-reflective tapes. 4. Condition of embarkation ladder including securing arrangement. 5. Float-free arrangement (absence of obstructions or unapproved fastening of the liferaft) 6. Proper fitting of weak link.				
4.1.5	Personal lifesaving appliances	Monthly	All vessels		
	Inspections of lifejackets, immersion, suits and thermal protective aids 1. There is a lifejacket for every person on board with retro-reflective tapes, lights and whistle. 2. Validity of lifejackets lights batteries. 3. There are additional lifejackets for persons on watch and for use at survival craft stations. 4. Marking of lifejackets. 5. Immersion suits are ready for immediate use and there are at least 3 sets for each lifeboat on board the ship; Immersion suits testing (air pressure test) at intervals not exceeding three years ,or more frequently for suits over ten years of age. 6. Thermal protective aids for persons on board are not provided with immersion suits, and is ready for				
4.1.6	Lifebuoys	Monthly	All Vessels		
	General inspection of lifebuoys and ancillaries 1. There are at least 8 lifebuoys with marking and retro reflective tapes. 2. There is one buoy with self lighting lights on each side. 3. There is one buoy with buoyant line of 30 meters in length on each side. 4. There is one buoy without attachment one each side. 5. There are two buoys with self igniting light and smoke signal on bridge wings with quick release gear. 6. Validity of smoke signals and the operation of release gear. 7. Required No. of buoys with marking and retro-reflective tapes: - Ship's Length < 100 m: 8 - 100 m < Ship's Length < 150 m: 10 - 150 m < Ship's Length < 200 m: 12 - Ship's Length > 200 m: 14 8. At least half of the total number of buoys are provided with self igniting lights. 9. Life Buoy marked with name and port of registry of vessel. 10. There is at least one buoy with a buoyant line on each side. (30 m or twice the height at stowage position above water level, whichever is the greater). 11. The remaining buoys are without attachment on both sides. 12. Two buoys with self igniting lights and smoke signals are capable of released by quick release gear, having a mass of at least 4 Kg on bridge wings. 13. Validity of smoke signals and the operation of quick release gear.				

Item No.	Description	Periodicity	Type of Vessel	Finding	Remarks
4.1.7	Pyrotechnics 1. There are at least 12 parachute rocket signals available on board within expiry date. 2. There are at least 4 line throwing devices available on board within expiry date.	Six Monthly	All vessels		



FIRE FIGHTING EQUIPMENT					
Item No.	Description	Periodicity	Type of Vessel	Finding	Remarks
4.2.1	Main fire pumps	Weekly	All vessels		
	Test of fire pumps 1. Fire pumps operate satisfactorily and proper pressure is maintained. 2. Pressure gauges are in good order. 3. Prime mover is in good working condition.				
4.2.2	Emergency fire pump	Weekly	All vessels		
	Inspection and test of emergency fire pump and compartment Checking the prime mover: 1. Starting and operating condition of the prime mover in good working order. 2. Heating arrangement for cold starting if any. 3. Service fuel tank capacity is sufficient to run the pump on full load for at least 3 hours. 4. There is a sufficient reserve of fuel outside the main machinery space to run the pump for an additional 15 hours. Checking the pump: 1. Operating condition of the priming system and/or non return valve in good order 2. Operating condition of the isolating valves and cocks in good order. 3. Operating condition of the pump at the required pressure (for at least 20 min.). Checking the space containing the emergency fire pump: 1. Boundaries of the spaces are insulated in accordance with structural fire protection regulations. 2. In case of direct access from the machinery spaces, there is suitable air-lock or remote control watertight door provided and in operating order.				
4.2.3	Fire Main	Monthly	All vessels		
	Inspection and test of fire main 1. Inspection and hammer testing of the fire main under pressure, with particular attention to: a. Areas where dirt may accumulate (entrapped areas in way of hatch coamings, stays) b. Areas prone to corrosion (lower parts of the pipe, crossing of coaming stays, areas of collars, etc....) 2. Valves isolating the fire main section in the machinery space from the other section(s) of the fire main in operating order.				
4.2.4	Hydrants, hoses and nozzles	Weekly	All vessels		
	General inspection of fire cabinets on deck, in the accommodations and in the machinery space; Hydrants: 1. Adequacy of hydrants and hoses couplings 2. Valves handles in operating condition Hoses and cabinets: 1. Fire cabinets and hose wheels in satisfactory condition. Spanners provided in each fire cabinet. 2. All hoses in place and in satisfactory condition. 3. Number of hoses in compliance with the fire control plan. Hoses ring seals in satisfactory condition. Nozzles: 1. Provided in the vicinity of the fire hose. 2. All nozzles in operating order. 3. Adequacy of nozzles. 4. All nozzles of a dual purpose type (spray/jet) incorporating a shut-off				

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<p>4.2.5</p>	<p>EEBD ; Breathing apparatus; Portable atmosphere testing instruments.</p>	<p>Monthly</p>	<p>All vessels</p>		
<p>Emergency Escape Breathing Device:</p> <ol style="list-style-type: none"> Nos. as per fire control plan EEBD maintained as per manufacturer instruction EEBD, when stowed is protected from the environment. <p>Breathing apparatus:</p> <ol style="list-style-type: none"> Is means of recharging breathing apparatus cylinders used during drills is to be provided or a suitable number of spare cylinders to be carried on board to replace (As required by SOLAS Ch.II-2 Reg.15.2.2.6) by 1 July 2019 Compressed air breathing apparatus to be fitted with an audible alarm and a visual or other device which will alert the user before the volume of the air in the cylinder has been reduced to no less than 200 l <p>Portable atmosphere testing instruments:</p> <ol style="list-style-type: none"> Are Appropriate portable atmosphere testing instrument/s (as a minimum capable of measuring concentrations of oxygen, flammable gases or vapours, hydrogen sulphide and carbon monoxide) available? (Will be required (SOLAS Ch.XI-1 Reg.7) on board from 01/07/2016. Instruments carried under other requirements may satisfy this regulation. Suitable means shall be provided for the calibration of all such instrument/s). Tankers equipped with minimum of two instruments, each capable of measuring both oxygen and flammable vapour concentration. Alternatively two portable instruments for measuring oxygen and two for measuring flammable vapour concentration – calibrated and working satisfactorily double hull spaces and double bottom spaces cannot be reliably measured using flexible gas sampling hoses, such spaces are fitted with permanent gas sampling lines. Suitable means are provided for the calibration of all portable atmosphere testing instruments. two certified safe type portable gas detectors suitable for the detection of gas fuel (compressed hydrogen and compressed natural gas) emissions from the tanks of vehicles are provided (when vehicles of said fuel are carried) 					
<p>4.2.6</p>	<p>Portable and semi portable fire extinguishers (foam, CO2, dry powder) and portable foam applicator units</p>	<p>Monthly</p>	<p>All vessels</p>		
<ol style="list-style-type: none"> Number of portable fire extinguishers of each type according to the fire control plan. Cylinders are in good condition, without serious corrosion. Fire extinguishers: Number and type of all fire extinguishers against the fire control plan. Content by hand weighing estimation. Next servicing due date and that the label is properly posted. Portable foam applicators units: Air-foam nozzle, condition of emulsifier tank and spare tank. Testing the applicator with water with particular attention to the priming on the emulsifier side. Foam testing as per requirements. 					





CONSTRUCTIVE FIRE PROTECTION					
Item No.	Description	Periodicity	Type of Vessel	Finding	Remarks
4.3.1	<p>Fire doors, fire dampers, means of escape, skylights, and fire detection</p> <p>General inspection of accommodation, various decks and machinery spaces with particular attention to fire doors, fire dampers, means of escape, skylights and portable and semi-portable fire extinguishers. Test at random of a number of fire detectors.</p> <p>Fire doors:</p> <ol style="list-style-type: none"> 1. They operate satisfactorily and are not obstructed. 2. Self-closing doors are not fitted with hold- back hooks. 3. Remote operation if fitted. <p>Fire dampers:</p> <ol style="list-style-type: none"> 1. Closing arrangements, including automatic means of closure when fitted, are in satisfactory order. <p>Skylights:</p> <ol style="list-style-type: none"> 1. Closure of opening in funnel which is normally allows exhaust ventilation (funnel Flap) 2. Closing arrangements including remote control and automatic means of closure when fitted are operating satisfactorily. <p>Means of escape:</p> <ol style="list-style-type: none"> 1. Means of escape is unobstructed, that steps and handrails are in satisfactory order and that lighting is operating properly. <p>Fire extinguishers</p> <ol style="list-style-type: none"> 1. They are stored in their assigned places, and found in satisfactory order. 	Weekly	All vessels		
4.3.2	Fire detection	Three Monthly	All vessels		
	<ol style="list-style-type: none"> 1. Complete test of the whole installation and detectors. 2. Manually operated call point. 				
4.3.3	International shore connection	Monthly	All vessels		
	<ol style="list-style-type: none"> 1. Condition of shore connection found satisfactory. 2. Shore connection with standard flange dimensions is available on board. 3. Four sets of bolts and nuts found in good condition. 4. One gasket packing is available on board and found in good condition. 				
4.3.4	Firefighter's outfit	Monthly	All vessels		

Ship Maintenance Checklist



	Checking the firefighter's outfit. 1. Two sets for cargo ships. four sets for tankers. 2. Stowage condition is in good order according to the fire control plan. 3. Protective clothing, boots and gloves, helmet, belt, electric safety lamp, axe. 4. Breathing apparatus with a smoke helmet or smoke mask, and air pump, with proper length of air hose, or a self contained compressed air operated breathing apparatus. 5. 200% spare air cylinders are available on board, and correctly charged. 6. There is a fireproof lifeline of sufficient length for each breathing apparatus attached by snap hook to belt. 7. Fire fighters communication: A minimum of two two-way portable radiotelephone apparatus for each fire party for fire-fighter's communication to be carried on board (as required by SOLAS Ch.II-2 Reg.10.10.4) not later than the first survey after 1 July 2018.Those two-way portable radiotelephone apparatus to be of an explosion proof type or intrinsically safe.				
4.3.5	Air quality control system for vehicle, special category and ro-ro spaces	Monthly	Passenger and cargo vessel.		
	1. where an air quality control system is provided is complying to MSC/Circ 1515 and working satisfactorily				
4.3.6	Two way Radio telephone	Monthly	All vessels		
	1. First survey after 1 July 2018, two-way portable radiotelephone apparatus to be provided on board of an explosion proof type or intrinsically safe for each fire party for fire-fighter's communication.				

FIRE FIGHTING / FIXED SYSTEMS					
Item No.	Description	Periodicity	Type of Vessel	Finding	Remarks
4.4.1	Fixed fire extinguishing arrangement in cargo spaces	Three Monthly	All vessels		

Ship Maintenance Checklist



	Inspection and test of fixed fire extinguishing systems 1. Fixed fire extinguishing room is properly marked and in satisfactory condition, free of improperly stored heavy items. 2. Operating instructions of the fixed extinguishing system are permanently posted. 3. Gas cylinders are complete and properly stowed. 4. External condition of gas cylinder found absence of heavy corrosion. 5. Next due weighting date of the cylinders (as a minimum once every 2 years). 6. Next due servicing date of the piping system. 7. Next due pressure testing of the cylinders. 8. Piping lines are in satisfactory order and that there is no heavy corrosion. 9. Testing the audible alarm for the release of gas. 10. Oil cum chemical tankers (150GT and over), when carrying biofuel blends containing more than 5 per cent of ethyl alcohol, Confirm that alcohol resistant foam is used for deck fire-fighting system				
4.4.2	Fixed fire extinguishing system in E.R.	Three Monthly	All vessels		
	Inspection and test of fixed fire fighting system 1. (for gas installations, see above) 2. Water spray system found satisfactory. 3. Operating instructions of the water spray system are permanently posted. 4. Operating order of the water feeding pump including its automatic starting in case of pressure drop in the system found satisfactory. 5. Pipelines are in satisfactory condition, showing no trace of corrosion or leakage. 6. Distribution valves outside the space are in operating condition. 7. Inspection of water nozzles at random and found in order. 8. Visual and Audible alarm automatic activation is functioning. 9. water quality is as per manufacturer water quality guidance and checked quarterly				
4.4.3	Fire extinguishing arrangement in paint locker	ROUTINE			
	Fire fighting system is in good order.				
4.4.4	Inert gas system	ROUTINE	Tanker		
	1. Inert gas system operating satisfactorily. 2. Alarms in the control panel function properly.				



NAVIGATION REQUIREMENTS					
Item No.	Description	Periodicity	Type of Vessel	Finding	Remarks
5.1.1	Compass	ROUTINE	All vessels		
	1. Standard Magnetic compass & Gyro Compass clearly readable by the helmsman at the main steering position. 2. Means of correcting heading & bearing to True bearing available at all times. 3. Communication available between the standard compass position and the main steering position. 4. Spare magnetic compass in good order. 5. Table/curve of residual deviation (every year) is available and deviation record is maintained. 6. Condition of the master gyro and gyro repeaters in good order. 7. Gyro-compass heading repeater available at emergency steering position. 8. Gyro-compass bearing repeater available for taking bearings on an arc of horizon of 360°.				
5.1.2	Radar	ROUTINE	All vessels		
	1. 9 Ghz radar with an electronic plotting aid operating satisfactory. 2. Additionally by ≥ 3000 gt ships: a. 3 Ghz radar (or a second 9 Ghz radar permitted by Administration) operating satisfactory. b. A second automatic tracking aid working satisfactory. 3. Performance monitor working satisfactorily Radar reflector or other mean on ships < 150 gt available to be detected by radar at both 9 & 3 Ghz.				
5.1.3	ARPA (Ships of ≥ 10,000 tons gross tonnage)	ROUTINE	All vessels		
	1. Automatic radar plotting aid available to plot automatically at least 20 other targets to determine collision risks and to simulate a trial manoeuvre. 2. Heading & track control system available to automatically control and keep to heading and / or straight track.				
5.1.4	Echo sounder	ROUTINE	All vessels		
	1. Operating condition satisfactory. 2. Measures and displays the available depth of water.				
5.1.5	Bridge indicators (Speed and distance log)	ROUTINE	All vessels		
	1. Speed & Distance measuring device available to indicate speed & distance through water. 2. Additionally by ≥ 50000 gt ships: a. Speed & distance measuring device available to indicate speed & distance over ground in forward and athwartship direction.				
5.1.6	Bridge indicators (Rudder, propeller, thrust, pitch & operational mode)	ROUTINE	All vessels		
	1. Indicators available and working satisfactory. 2. Indicators readable from the conning position.				

Ship Maintenance Checklist



5.1.7	Heading information to emergency steering position.	WEEKLY	All vessels		
	1. Condition of the compass at emergency steering position found satisfactory. 2. Condition of the cradle and lighting found satisfactory. 3. Communication system between the main steering position and emergency steering position found satisfactory.				
5.1.8	AIS	ROUTINE	All Vessels		
	1. Operating condition satisfactory 2. Working on both main and emergency source of power				
Item No.	Description	Periodicity	Type of Vessel	Finding	Remarks
5.1.9	RATE OF TURN INDICATOR (FOR SHIPS >50000 GRT)	ROUTINE	All Vessels		
	Rate of Turn Indicator is available and working condition satisfactory.				
5.1.10	PELORUS	ROUTINE	All Vessels		
	Available and able to take bearing over an arc of horizon of 360°.				
5.1.11	VOYAGE DATA RECORDER	ROUTINE	Passenger & RO- RO & Others ≥ 3000 gt		
	1. VDR Type approval Certificate available 2. Annual performance test report available 3. All feeds/inputs as per applicable performance standard of VDR Note: Cargo ships on international voyages may be fitted with simplified voyage data recorder (S-VDR)				
5.1.12	Description	Periodicity	Type of Vessel		
	Global Navigation Satellite System or Terrestrial Radionavigation System	ROUTINE	All Vessels		
Available to update and establish ship's position throughout for the intended voyage					
5.1.13	Description	Periodicity	Type of Vessel		
	BNWAS	ROUTINE	All Vessels		
1. Bridge navigational watch alarm system is available. 2. evidence available to show that BNWAS is operational whenever the ship is underway.					
5.1.14	Description	Periodicity	Type of Vessel		
	Integrated Bridge System (where fitted)	ROUTINE	All Vessels		
1. Failure of one sub-system is brought to the attention of the officer of watch immediately by audible and visual alarms. 2. Failure of one sub-system does not cause failure to any other sub-system. 3. Failure of one sub-system allows operation of other sub-system independently.					

Ship Maintenance Checklist



5.1.15	Description	Periodicity	Type of Vessel	
	LRIT	ROUTINE	All Vessels	
	1. System and equipment used transmits automatically the Identity of the ship; position of the ship (Latitude and Longitude) and Date and Time of position provided. 2. The system and equipment used is type approved by the Administration.			

SAFETY OF NAVIGATION

Item No.	Description	Periodicity	Type of Vessel	Finding	Remarks
5.2.1	Navigational lights	DAILY	All vessels		
	1. Main and emergency power in service and reserve lights available for : a. Fore & aft masthead lights b. Side lights c. Stern light d. Anchor lights e. Not-under-command lights f. Distribution panel. 2. Audio & Visual alarm working satisfactory.				
5.2.2	Black ball shapes,	ROUTINE	All vessels		
	At least 3 numbers are available and in satisfactory condition.				
5.2.3	Daylight signal	ROUTINE	All vessels		
	Is available and the condition is in good order. Working satisfactory on both emergency source and battery.				
5.2.4	Forecastle bell, gong	ROUTINE	All vessels		
	Is available and found in good condition.				
5.2.5	Whistle	ROUTINE	All Vessels		
	1. Is found working satisfactory. 2. When ship's bridge is totally enclosed, a sound reception system or other means is provided to enable the officer of watch to hear sound and to determine their direction.				

NAUTICAL PUBLICATIONS AND CHARTS

Item No.	Description	Periodicity	Type of Vessel	Finding	Remarks
5.3.1	Sailing directions	ROUTINE	All vessels		
	Sailing directions in use for the voyage are available and up to date.				
5.3.2	List of lights	ROUTINE	All vessels		
	Volumes of list of lights in use for the voyage are available and up to date.				
5.3.3	Notice to mariners	ROUTINE	All vessels		
	Notice to mariners in use for the voyage are available.				

Ship Maintenance Checklist



5.3.4	Tide Tables	ROUTINE	All vessels		
	Tide tables in use for the voyage are available and up to date.				
5.3.5	Nautical Charts	ROUTINE	All vessels		
	1. Nautical charts in use for the voyage are available and up to date. 2. ECDIS with back-up arrangements (where appropriate) for the voyage are available and up to date.				

PILOT BOARDING ARRANGEMENTS

Item No.	Description	Periodicity	Type of Vessel	Finding	Remarks
5.4.1	Pilot Transfer arrangement	MONTHLY (for each operation)	All vessels		
	1. Condition of side ropes, rubber steps, wooden steps and spreaders found in order. 2. Checking that the proper handholds are available.				
5.4.2	Accommodation ladder	MONTHLY (for each operation)	All vessels		
	Satisfactory condition including wires, sheaves and means of raising and lowering.				
5.4.3	Arrangement for safe boarding	MONTHLY (for each operation)	All vessels		
	Satisfactory condition and that the boarding arrangements are properly lit.				

PROTECTION AGAINST FLOODING

Item No.	Description	Periodicity	Type of Vessel	Finding	Remarks
6.1.1	Freeboard marks	MONTHLY	All vessels		
	They are clearly marked on shell plating on each side and correspond with ILLC.				
6.1.2	Cargo hatches coamings and covers	MONTHLY (after each cargo operations)	All vessels		

Ship Maintenance Checklist



	<p>Mechanically operated cargo hatch covers: Checking the satisfactory condition of:</p> <ul style="list-style-type: none"> - hatch covers, for absence of corrosion, deformation and fractures <p>-tightness devices of longitudinal, transverse and intermediate cross junctions (gaskets, gaskets lips, compression bars, drainage channels)</p> <ul style="list-style-type: none"> - clamping devices, retaining devices, cleating - chain or rope pulley - guides, guide rails and track wheels, stoppers, etc. - wires, chains, gypsies, tensioning devices - hydraulic systems essential to closing and securing - safety locks and retaining devices <p>Checking of the satisfactory operation of mechanically operated hatch covers:</p> <ul style="list-style-type: none"> - stowage and securing in open position - proper fit, locking and efficiency of sealing in closed condition (including hose testing in case of doubt) - operational testing of hydraulic and power components, wires, chains, and link drives <p>Portable covers, wooden or steel pontoons Checking the satisfactory condition of</p> <ul style="list-style-type: none"> - wooden covers and portable beams, carriers and sockets for the portable beams and their securing devices. - Steel pontoons - tarpaulins - cleats, battens and wedges - hatch securing bars and their securing devices - loading pads/bars and the side plate edge - guide plates and chocks - compression bars, drainage channels and drain pipes if any <p>Checking the satisfactory condition of the hatch coamings and stays:</p> <ul style="list-style-type: none"> - absence of plating corrosion and fractures, with particular attention to cut-out and notches, end stay brackets, fillet weld connection of the - coaming to the deck, and hatch coaming extension bracket 				
6.1.3	Ventilators	MONTHLY (after each cargo operation)	All vessels		
	<p>Checking of the condition of the coamings and covers, for absence of corrosion, holes and deformations Checking that the closing appliances/dampers are not seized or missing;</p> <p>Checking that the gaskets and closing devices are in order.</p>				
Item No.	Description	Periodicity	Type of Vessel	Finding	Remarks
6.1.4	Air pipes	MONTHLY (after each cargo operation)	All vessels		
	<p>Checking of the condition of the Coamings and heads, for absence of corrosion, holes and deformations Checking that the floats in the heads are free and in satisfactory condition. Checking that the flaps, seals and cleats are free and in satisfactory condition. For fuel oil tanks, checking that wire gauzes are in place and in satisfactory condition. Examination of automatic air pipe head (classification requirement)</p>				
6.1.5	Freeing ports	MONTHLY (after each cargo operation)	All vessels		
	<p>Checking the condition of the drainage arrangements</p>				

Ship Maintenance Checklist



6.1.6	Bulkwarks and stays, guard rails, life lines, gangways, passages	THREE MONTHLY	All vessels		
	Checking of the Condition for absence of corrosion, deformations, fractures with particular attention to the bulkwark stays ends				
6.1.7	Doors of all access openings in bulkhead at ends of enclosed superstructures	THREE MONTHLY	All vessels		
	Checking overall condition for absence of heavy corrosion and deformations. Checking effective watertightness: Checking that the gaskets are not hardened or painted over, the condition of channel bars and compression bars, Checking that no dogs are missing and that they are all free.				
6.1.8	Access hatches	THREE MONTHLY	All vessels		
	Checking overall condition for absence of heavy corrosion and deformations. Checking effective watertightness: checking that the gaskets are not hardened or painted over; the condition of channel bars and compression bars, checking that no dogs are missing and that they are all free. Checking the condition of hatch coamings, for absence of corrosion and fractures and checking that they have not been pierced even temporarily (unauthorised passage of piping, loose electrical cables, etc.)				
6.1.9	Manholes, flush scuttles	THREE MONTHLY	All Vessels		
	Checking the cover for absence of deformation. Checking that the studs and nuts are complete and in satisfactory condition.				
Item No.	Description	Periodicity	Type of Vessel	Finding	Remarks
6.1.10	Cargo ports and similar openings.	THREE MONTHLY	All vessels		
	Checking general condition and water tightness. Checking that the steel plating and attachments are in good condition and that there is no heavy corrosion.				
6.1.11	Scuppers, inlets, discharges	THREE MONTHLY	All vessels		
	Checking that remote operation means are operating satisfactorily and that non-return valves and manual closures are in satisfactory condition.				
6.1.12	Side Scuttles	THREE MONTHLY	All vessels		
	Checking the condition of the glass, the means of closure. Checking the deadlights and means of closure.				
6.1.13	Water level detector	MONTHLY (each cargo operation)	As indicated below		

Ship Maintenance Checklist



<p>On single hold cargo ship other than Bulk Carriers and ships < 80 m or < 100 m if constructed before 01/07/1998 and with single cargo hold:</p> <ol style="list-style-type: none"> gives audible and visual alarm when water level reaches 0.3 m from the hold deck. gives another audible and visual alarm when water level reaches 15% of the mean depth of the cargo hold. <p>On Bulk Carriers:</p> <ol style="list-style-type: none"> for each hold gives audible and visual alarm when water level reaches 0.5 m from the hold deck. for each hold gives another audible and visual alarm when water level reaches 15% of the mean depth of the cargo hold but not more than 2 m. alarms can be discriminated between the two different levels. Ballast tank forward of collision bulkhead gives audible and visual alarms at 10% of tank capacity. in any dry or void spaces (not chain cable lockers) gives audible and visual alarms at 0.1 m above deck. <p>On passenger ships carrying ≥ 36 persons and constructed on or after 01/07/2010: (guidelines as per MSC 1/Circ.1291)</p> <ol style="list-style-type: none"> gives audible and visual alarms in Navigation Bridge and / or Safety centre, indicating which water-tight space is flooded when the volume > ships moulded displacement per cm or 30 m³, whichever is greater. the design of the system is such that where an open sensor circuit results in an alarm condition. the system is supplied with main and emergency source of power supply and when there is failure of main power supply, it is indicated by an audible and visual alarm. documented operating, maintenance and testing procedure is available on board. sensor and equipment installed is accessible for testing (using direct or indirect method), maintenance and repair. 			
6.1.14	Stability Instrument	THREE MONTHLY	Tanker--Oil / chemical /gas
<ol style="list-style-type: none"> Oil Tanker & chemical tanker - after 1 January 2016 but not later than 1 January 2021 A stability instrument, capable of verifying compliance with intact and damage stability requirements, approved by the Administration (unless exempted) Gas carrier constructed prior 1st july 1986- after 1 January 2016 but not later than 1 January 2021 A stability instrument, capable of verifying compliance with intact and damage stability requirements, approved by the Administration (unless exempted) Gas carrier (constructed after 1st july 1986) after 1 July 2016 but not later than 1 July 2021 A stability instrument, capable of verifying compliance with intact and damage stability requirements, approved by the Administration(unless exempted) Document of approval has been provided for stability instrument. 			

HULL STRUCTURE					
Item No.	Description	Periodicity	Type of Vessel	Finding	Remarks
6.2.1	Shell Plating	THREE MONTHLY	All vessels		
	Checking for absence of corrosion in way of the plating and welds, and for absence of deformations, cracks.				

Ship Maintenance Checklist



6.2.2	Exposed deck	THREE MONTHLY	All vessels		
	<p>Checking for absence of corrosion in way of the plating and welds, and for absence of deformations, cracks.</p> <ul style="list-style-type: none"> - fracture at the hatch corner and at the connections of the hatch end beams and top side tanks. - corrosion, fracture and deformation of cross deck plating between hatches and the underdeck structure - corrosion and fracture of the deck plating around the foundations of deck fittings, toes of end/stay brackets of hatch coamings, toes of bulkwark stays especially at the expansion joints, the connections of air pipes, ventilators 				
6.2.3	Cargo holds	THREE MONTHLY	All vessels		
	<p>Checking of the condition of side shell frames and transverse bulkheads, tanktop plating for absence of corrosion, deformation, fracture, weld corrosion and detachment of frames and brackets, with particular attention to:</p> <ul style="list-style-type: none"> - corrosion, fracture and detachment of side shell frames on their webs - corrosion fracture and detachment at the toes of the upper and lower brackets of the side frames - fracture at the weld connections of the corrugated bulkhead to the stool - fracture at the other weld connections of transverse bulkheads or stools structure to boundaries. - corrosion at the mid-height and bottom of the transverse bulkheads <p>fracture at the transition regions with fore bulkhead due to discontinuities of the longitudinal structure.</p>				
Item No.	Description	Periodicity	Type of Vessel	Finding	Remarks
6.2.4	Ballast tanks	SIX MONTHLY	All vessels		
	<p>Checking of the coating condition with a general inspection. Further checking if the coating is in fair or poor condition of the ballast tanks condition for absence of corrosion, deformation, fracture with particular attention to: Corrosion of the internal structure of the top side tanks and inlets or outlets sea water valves due to the heat of upper deck and moisture in the tank.</p> <ul style="list-style-type: none"> - fracture at the corners of transverse webs side tank, hopper tank and at the transverse brackets where there is no transverse web - fracture in way of the connections of longitudinals to transverse webs, i.e. at the cut out of the transverse web in top side tank and hopper tank. - fracture in way of the knuckle between the inner bottom and hopper tank sloping plating. - fracture in the double bottom in way of the connections of the longitudinals to floors, i.e. at the cut out of floors and at the discontinuities of the longitudinals - fracture at the edge of the unreinforced openings and manholes. - fracture at the connections of the deck longitudinals to the bulkheads. 				
6.2.5	AFT/ FOREPEAK TANK	SIX MONTHLY	All vessels		

Ship Maintenance Checklist



	Checking of the condition for absence of corrosion, deformation, fracture, weld corrosion and detachment of frames, with particular attention to: <ul style="list-style-type: none"> - corrosion at the top of fore/aft peak - fracture of the side shell and damage of the internal structure in the fore peak due to collision - fracture of the internal structure of the aft peak due to propeller vibrations - inspection of the coating or anodes if applicable 				
6.2.6	Engine room	SIX MONTHLY	All vessels		
	Checking of the condition for absence of corrosion, deformation and fracture, with particular attention to: <ul style="list-style-type: none"> - corrosion of the inner bottom plating. corrosion and fracture at the web connections of side shell plating to the fore/aft bulkheads				
6.2.7	Other compartments: Bos'n store, deck stores.	SIX MONTHLY	All vessels		
	Checking of the condition for absence of corrosion, deformation and fracture with particular attention to: <ul style="list-style-type: none"> - corrosion at the bottom of f'cle spaces and bo'sun store - corrosion at the joint of the top of fore peak and the aft wall of f'cle. Corrosion and deformation at side shell platings of the f'cle due to rough seas or contact with other objects such as quay, buoy or other vessels.				
Item No.	Description	Periodicity	Type of Vessel	Finding	Remarks
6.2.8	Inner bottom and lower part of bulkheads and side shell structure	MONTHLY (after each cargo operation)	All vessels		
	Checking of the condition for absence of deformation and fractures due to damages during loading/unloading operations				
6.2.9	Superstructure end bulkhead	SIX MONTHLY	All vessels		
	Checking for absence of corrosion, deformation and fractures, with particular attention to lower part of superstructures and deck houses walls.				

MOORING ARRANGEMENTS					
Item No.	Description	Periodicity	Type of Vessel	Finding	Remarks
6.3.1	Anchor, chain and cables	MONTHLY	All vessels		
	1. Condition of Anchor, chain and cable found in good order: <ul style="list-style-type: none"> a. Absence of heavy wastage, cracks, missing studs and markings. b. Stowage condition is in order. 2. Condition of chain locker found satisfactory. 3. Bitter-end secured appropriately.				
6.3.2	Windlass	MONTHLY	All vessels		

Ship Maintenance Checklist



	<ul style="list-style-type: none"> - Operating condition of the winches and clutch in good order. - Condition of the brake lining and brake control, brake bands in good order - Condition of the windlass foundations, and gratings in good order. 				
6.3.3	Mooring system	MONTHLY	All vessels		
	<ol style="list-style-type: none"> 1. Operating condition of winches found satisfactory. and 2. foundations of winches and capstans found satisfactory condition. 3. fairleads, bollards and mooring bits found in satisfactory condition. 				

CARGO GEAR					
Item No.	Description	Periodicity	Type of Vessel	Finding	Remarks
6.4.1	Masts, posts, booms	MONTHLY (before each cargo operation)	All vessels		
	Condition of Masts, posts and booms found satisfactory. (no serious wear, no heavy corrosion or damage).				
Item No.	Description	Periodicity	Type of Vessel	Finding	Remarks
6.4.2	Loose gear (blocks, sheaves, hooks, shackles, wire ropes)	MONTHLY (before each cargo operation)	All vessels		
	<ol style="list-style-type: none"> 1. Condition of loose gear found satisfactory. <ol style="list-style-type: none"> a. No heavy wear, no corrosion or damage. b. Distinguishing numbers stamped on loose gear. c. All test certificates are available. 				

POLLUTION PREVENTION					
Item No.	Description	Periodicity	Type of Vessel	Finding	Remarks
7.4.1	Oily Water Separator	WEEKLY	All vessels ≥ 4000 gt and Oil Tankers ≥ 150 gt		
	<ol style="list-style-type: none"> 1. General examination carried out of the equipment (casing, pumps, valves and pressure indicators) 2. Testing of the separating equipment and of the oil discharge monitoring and control system or 15 ppm alarm and of automatic discharge stopping activation (3-Way valve) if fitted. 3. Calibration of the oil content meter carried out. 4. Sufficient supply of consumables for oil content recorder, if fitted. 5. Operating instructions of the installation are permanently posted. 6. No unauthorized bypass has been made to the oil filtering equipment 7. Proper entries are made in the Oil Record Book. 				
7.4.2	Discharge Piping	WEEKLY	All vessels		

Ship Maintenance Checklist



	1. Piping (no corrosion), 2. Warning placards against prohibited discharges, are satisfactorily posted. 3. operation of the valves.				
7.4.3	Sludge Pump and Tank	WEEKLY	All vessels		
	1. Testing of the sludge pump, and volume of the sludge tank remains sufficient for the intended voyage. 2. Condition of sludge discharge piping leading to deck for discharge ashore 3. No unauthorized piping leading from the sludge tank(s) to sea, wheather permanently or provisionally installed. In case of existing installation, such piping is suitably blanked off or permanently disconnected and warning placards are posted. 4. 1 st IOPP renewal survey after 1 January 2017 Arrangement in respect of oil residues (sludge) tank(s) to comply with MEPC. 266(68)				
7.4.4	Standard Discharge Connection	MONTHLY	All vessels		
	Standard discharge connection is readily available, including the required number of bolts in the required dimensions.				

POLLUTION PREVENTION FOR OIL TANKERS

Item No.	Description	Periodicity	Type of Vessel	Finding	Remarks
7.5.1	Oil discharge monitoring	MONTHLY (each operation)	Oil tankers		
	1. Testing of the installation, in terms of response time, alarms activation and zero setting/calibration, according to the maker's instructions. 2. Flushing of the sample probes and piping with fresh water. 3. Print out records are kept for at least 3 years and 4. Enough consumable for the recorder are available. 5. when biofuel blends containing 75 per cent or more of petroleum oil is carried on board confirm ODMCS complies with MEPC.240 (65).				
7.5.2	Oil water interface detector	MONTHLY (each operation)	Oil tankers		
	Availability and the satisfactory operating order of the oil water interface detector(s).				
7.5.3	Cargo piping and pumping	MONTHLY (each operation)	Oil tankers		

Ship Maintenance Checklist



	<ol style="list-style-type: none"> 1. Cargo piping are kept painted, clearly marked and free from any leakage and corrosion signs with the scrutinization on areas of difficult access. 2. Piping fittings for absence of leaks, seizure. 3. Drip trays in way of the cargo manifolds are in satisfactory condition. 4. Condition and validity of the cargo hoses. 5. No cross-connection permanently installed between cargo piping and segregated ballast piping. 6. Pressure/vacuum valves are kept in operational condition. 7. General inspection of the cargo pump room for absence of leakage, excessive oil residues and for operational order of the ventilation system. 8. Cargo pumps, stripping pumps, alarms, are kept in satisfactory operational order 				
7.5.4	Crude oil washing system	MONTHLY (each operation)	Oil tankers		
	<ol style="list-style-type: none"> 1. All components of the crude oil washing system such as piping, valves, washing machines are kept in satisfactory operational condition, free of leakage; 2. Examining deck mounted machines and their anchoring devices. For non-integral driving units, required number of operational drive units is provided. 3. Satisfactory condition of the isolating means of the steam heater. 				

MARPOL- Annex I / Prevention of Pollution by Oil					
Item No.	Description	Periodicity	Type of Vessel	Finding	Remarks
7.5.5	MARPOL Annex I	ROUTINE	All vessels		
	<p>Is the following equipment correct as per the Record of Construction and Equipment and working satisfactorily?</p> <ol style="list-style-type: none"> 1. Oily water separators, oil filters, process unit(s) 2. Oil content meter, automatic stopping device, pumps and associated piping 3. 15 ppm alarm arrangements 4. Indicators and recorders 5. Oil record book properly maintained using proper letter codes 6. Oil fuel and ballast water systems segregated 7. Standard discharge for oil residue sludge tanks provided 8. Adequate capacity in slop/sludge tanks for voyage 9. Homogenisers and sludge incinerators (if fitted) 10. No direct discharge overboard from sludge tank 				

Ship Maintenance Checklist



	<p>Additional items for oil tankers and combination carriers:</p> <ol style="list-style-type: none"> 1. Oil discharge monitoring and control system 2. Oil/water interface detectors 3. Approved Dedicated Clean Ballast Tank manual 4. Crude Oil Washing system, if fitted 5. Approved Crude oil washing operations and equipment manual 6. Approved Oil discharge monitoring and control system operations manual 7. Print outs from ODM equipment 8. Approved operational procedures for existing oil tankers having special ballast arrangements 9. ODM equipment set at 30 litres per nautical mile, alarms tested for ODM functions 10. Flow meter checked by pumping water between tanks with calculated level changes in tanks 11. Cargo & ballast piping, pumping & discharge arrangements 12. Engine room/bilge holding tank to slop tank pumping & piping arrangements 13. All pipe work found free from leaks, portable spool piece available (if required) 14. On oil tankers are the cargo pipelines, manifolds, ventilation lines, P/V valves, screens, risers or headers free from leaks and operating satisfactory. Drip trays in place in way of manifolds 15. Cargo pump room free from leakage, excess oil residues, and the ventilation system, cargo pumps, stripping pumps, controls and alarms all in good working condition 16. All relevant documents and type approval certificates readily available for the above items 17. Record of oil discharge monitoring & control system for last ballast voyage (MARPOL 73/78 Annex I Reg. 15.3(a)) 		
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MARPOL- Annex II / Control of Pollution by Noxious Liquids in Bulk					
Item No.	Description	Periodicity	Type of Vessel	Finding	Remarks
7.5.6	MARPOL Annex II	ROUTINE			
	<ol style="list-style-type: none"> 1. Pumping, stripping, underwater discharge outlet 2. Tank washing equipment 3. Cargo heating systems 4. Ventilation equipment/procedures 				

MARPOL- Annex III / Harmful Substances in Packages					
Item No.	Description	Periodicity	Type of Vessel	Finding	Remarks
7.5.7	MARPOL Annex III	ROUTINE			
	<p>The following points should be fully complied with when harmful substances are carried in packaged form:</p> <ol style="list-style-type: none"> 1. Packaging – adequate to minimise hazard to the marine environment 2. Marking and labelling – marked with correct technical name and labelled with their IMDG Code number and/or UN number to indicate the contents are a marine pollutant 3. Documentation – have a special list or manifest or a detailed stowage plan of harmful substances on board including details of their location 4. Stowage – properly stowed & segregated as per the IMDG Code and secured to minimize hazards to the marine environment. 				



MARPOL- Annex IV / Prevention of Pollution by Sewage from Ships					
Item No.	Description	Periodicity	Type of Vessel	Finding	Remarks
7.5.8	MARPOL Annex IV	ROUTINE	All vessels		
	<p>The following equipment should be in good condition, properly maintained, fully functional with appropriate spares, as required:</p> <ol style="list-style-type: none"> 1. Sewage treatment plant, if fitted 2. Sewage comminuting system, if fitted (system for shredding solid waste) 3. Holding tank, if fitted – fitted with means of visually indicating the tank content level 4. Sewage discharge connection – check suitable bolts and gaskets available 				

MARPOL- Annex V / Prevention of Pollution by Garbage from Ships					
Item No.	Description	Periodicity	Type of Vessel	Finding	Remarks
7.5.9	MARPOL Annex V	ROUTINE	All vessels		
	<p>The following points should be fully complied with to ensure the correct segregation, storage and disposal of garbage:</p> <ol style="list-style-type: none"> 1. Placards – ships must display placards (notices) in the working language of the ship and in English or French or Spanish, which inform the crew and passengers of the disposal requirements for garbage 2. Incinerator (if fitted) –equipment should be in good condition, properly maintained, fully functional with appropriate spares, as required 3. Stowage of material prohibited from being disposed of at sea – material should be stored in suitable receptacles prior to the material being disposed of in a port facility 4. Segregation of garbage on board – garbage to be segregated into suitably marked receptacles of an approved type 5. Plans of cargo residue retention and disposal and records of disposal 6. Garbage Record Book & Garbage Management Plan (MARPOL 73/78 Annex V Reg. 9). 				



MARPOL- Annex VI / Prevention of Air Pollution from Ships					
Item No.	Description	Periodicity	Type of Vessel	Finding	Remarks
7.5.10	MARPOL Annex VI	ROUTINE	All vessels		
	<p>Equipment should be in good condition, properly calibrated, maintained and fully functional with appropriate spares, as required:</p> <ol style="list-style-type: none"> 1. Fuel samples – must be retained on board until fuel is used or for 12 months, whichever is greater 2. Ozone Depleting (OD) substances – deliberate emissions are prohibited, including emissions in the course of maintaining, servicing, repairing and disposing of systems or equipment. OD's must be recovered from the systems prior to maintenance 3. NOx Direct Monitoring Equipment (if fitted) 4. Exhaust gas cleaning system NOx (if fitted) 5. Exhaust gas cleaning system SOx (if fitted) 6. Incinerator (if fitted) 7. Vapour Emission Control System (Tankers only) 8. Tank gauging 9. Pressure monitoring 10. Manifold markings 11. Electrical continuity 12. Means of isolating the VECS from the Inert Gas System 				

MACHINERY ARRANGEMENTS					
Item No.	Description	Periodicity	Type of Vessel	Finding	Remarks
8.1.1	Main engines and auxiliaries	ROUTINE	All Vessels		
	<p>Ensuring that main engines and auxiliary engines are kept in safe operating condition, clean and free from leakage, with a particular attention being paid to the following systems:</p> <ul style="list-style-type: none"> - Remote and emergency starting system working properly without air leakage, including operational condition of safety valves and pressure gauges, etc. - Fuel oil and lubricating oil systems (including pumps, purifiers, filters, heaters and piping) to be maintained in satisfactory condition, free of any leakage. - Fresh and sea water systems to be kept without any leakage, patches etc. - Exhaust gas system to be properly insulated and free of any leakage. - Safety devices operational. - Local and remote monitoring systems and temperature/pressure gauging systems to be kept in satisfactory operational condition. - Machinery control room equipment and indicators, alarms, etc. to be kept in satisfactory operational condition. 				
8.1.2	Boilers	ROUTINE	All vessels		

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	<p>Checking that auxiliary oil fired boilers and exhaust gas boilers and association systems are kept working properly, in particular as regards;</p> <ul style="list-style-type: none"> - Valves, water steam and fuel systems, gauge glass mountings - Boiler external insulation - Local and remote control of safety devices - Safety valves, automatic and manual control system - Manual and automatic starting systems - Local and remote visual alarms/indicators <p>Securing arrangements of the boiler, foundations, rolling and ramming stays.</p>				
8.1.3	Steering Gear	THREE MONTHLY (each departure)	All vessels		
	<p>1. Examination and test 12 hours before departure from port. 2. Three-monthly, test of the emergency steering gear.</p>				
8.1.4	Means of Communication	MONTHLY	All vessels		
	<p>Checking the satisfactory operational order of the means of communication between the navigation bridge and machinery control position and steering positions. (electric phones, telegraph, public address system, acoustic tube...)</p>				
Item No.	Description	Periodicity	Type of Vessel	Finding	Remarks
8.1.5	Fire Prevention	ROUTINE/ MONTHLY	All vessels		
	<p>Checking that the engine room is clean of rubbish and/or waste oil. Checking the condition of fire and/or smoke detection system Checking the emergency escape routes. Checking that fire hoses, nozzles, applicators and spanners are in their allocated location and in satisfactory condition. Checking that the main fire pump and emergency fire pump are kept in satisfactory operating condition. Checking that the fixed fire fighting system and portable fire extinguishers are kept in satisfactory condition and the due dates for servicing/testing Checking and testing the proper operation of local and remote control closing devices of fuel oil tanks outlets pipes. Checking and testing the local and remote control closing devices of ventilators, fans, funnel annular spaces, skylights, doorways, and tunnel. Checking the operation of the fire doors. Checking the condition of high pressure fuel pipes with particular attention of the pipe shielding, clamping from the high pressure pump to the injection valves and joints and couplings for absence of leakage/weeping.</p>				
8.1.6	Protection against flooding	MONTHLY	All vessels		
	<p>Checking that bilge pumping, piping and valves are in satisfactory operational order, free of any leakage. Test of the bilge flooding alarms and of the automatic start of the bilge pumps when fitted.</p>				
8.1.7	Personal Protection Guards and Fencing	ROUTINE/ MONTHLY	All vessels		

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	<p>Checking that insulation of exhaust pipes, thermal oil pipes, steam pipes and all hot surfaces in general is not damaged. Checking in general that all movable parts which may be a source of injury to the crew are suitably protected/guarded (such as rotating machinery, diesel engines in operation with rocket covers removed). Checking that engine room floor plating is free of excessive oily spills. Repairs of sources of leaks such as missing, damaged or loose shielding on fuel pipes, untightened flanges, damaged packing, etc. Checking that the electrical equipment is satisfactorily maintained with the view to prevention of electrical shocks, looking for damaged, overheated or loose wiring, unprotected junction boxes and fittings, missing rubber mats and guard rails around the switchboards. Checking that the personal protective equipment such as safety helmets, ear protection, eye protection, gloves, etc. are readily available in sufficient number in order. Checking that handrails, lifelines and ladders are in satisfactory order.</p>				
8.1.8	Miscellaneous equipment	ROUTINE/ MONTHLY	All vessels		
	<p>Checking that all auxiliary systems and equipment are in satisfactory condition, covering all aspects of operation, absence of leaks and safety devices.</p>				

ELECTRICAL ITEMS					
Item No.	Description	Periodicity	Type of Vessel	Finding	Remarks
8.2.1	<p>Lighting in E/R, accommodation spaces, control station, working room. Steering room and other spaces SOLAS II-1 Part-D</p>	WEEKLY	All vessels		
	<p>1. Checking that all spaces are properly lit and that lighting equipment is maintained in satisfactory condition with the view to preventing from electrical shocks. Repairs where necessary to be carried out (such as missing or broken lights, missing or damaged protective covers, unprotected switch panel or junction boxes, unprotected/loose electrical cables, damaged cable glands and electrical connections, etc.)</p> <p>2. For ships constructed on or after 1 January, 2016, spaces intended to carry vehicles with compressed Hydrogen or compressed natural gas, all electrical equipment and wiring including fans and other electrical equipment used in the ventilation ducts are of certified safe type</p>				
8.2.2	Electrical Cables	WEEKLY	All vessels		
	<p>Checking all electrical cables trays with a particular attention to the insulation and sources of fire ignition. Repairs to be carried out where necessary (such as damaged fixation on cable trays, damaged cable trays or cable conduits, unsatisfactory cable bulkhead glands, unsatisfactory electrical connections).</p>				
8.2.3	Emergency Lights	WEEKLY	All vessels		

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	1. Testing of the emergency lighting on battery source of power and on emergency generator source of power as applicable. 2. All emergency lights are in good order.				
8.2.4	Main and Emergency Switchboard	WEEKLY	All vessels		
	1. Main and emergency switchboards are maintained in satisfactory condition, clean and well protected. 2. Particular attention to be paid to safety protections tightening and cleanliness of bus bars, protection against electrical shocks, conditions of indicator lights and instruments.				
8.2.5	Intrinsically Safe Electrical Equipment	WEEKLY	Tankers & All vessels (in paint stores)		
	1. All intrinsically safe electrical equipment and associated electrical cables, with particular attention being paid to the protection of electrical cables, condition and proper tightening of lights, fixtures and absence of unauthorized wiring. 2. Tightening tools are readily available on board 3. Maintenance record book of electrical safety equipment is maintained up-to-date and that the maintenance recommended by the makers is duly carried out (to be carried out by the maker or by a recognised workshop).				
8.2.6	Megger Test	MONTHLY	All vessels		
	Insulation testing of all electrical equipment Records to be kept readily available.				

SAFETY RELATED MACHINERY ITEMS					
Item No.	Description	Periodicity	Type of Vessel	Finding	Remarks
8.3.1	Motors of Lifeboats and Rescue Boats	WEEKLY	All vessels		
	1. Starting and running test of lifeboats and rescue boats engines for at least three minutes. 2. Testing of engine gear in both ahead and astern positions. 3. If the starting is battery operated, the batteries are fully charged. 4. Sufficient level of fuel in the tank. 5. No exhaust gas, fuel oil or lube oil leaks.				
8.3.2	Emergency Generator	WEEKLY	All vessels		
	1. Testing of the emergency diesel generator in both manual and automatic modes, as applicable, for at least 20 minutes. 2. The compartment is kept in satisfactory condition of cleanliness, ventilation and that no materials are improperly stored inside. 3. Level of fuel in the tank is sufficient and that batteries are charged. 4. Coupling of the emergency generator on the emergency switchboard, 5. The operation and all emergency functions are satisfactory.				
8.3.3	Emergency Fire Pump	WEEKLY	All vessels		

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	<p>Inspection and test of emergency fire pump and compartment.</p> <p>1. Starting and operating condition of the prime mover.</p> <p>For diesel engine prime mover:</p> <p>1. The heating arrangement for cold starting if any. The service fuel tank capacity is sufficient to run the pump on full load for at least 3 hours.</p> <p>2. There is a sufficient reserve of fuel outside the main machinery space to run the pump for an additional 15 hours.</p> <p>For electric prime mover:</p> <p>1. Testing the emergency fire pump using the emergency source of power.</p> <p>Checking the pump:</p> <p>1. Operating condition of the priming system and or non return valve.</p> <p>2. Operating condition of the isolating valves and cocks.</p> <p>3. Operating condition of the pump at the required pressure with at least two required jets of water at the farthest possible extremities of the firemain are effectively produced.</p> <p>Checking the space containing the emergency fire pump:</p> <p>1. The boundaries of the spaces insulated are in accordance with structural fire protection regulations.</p> <p>2. In case of direct access from the machinery spaces, there is suitable air-lock or remote control watertight door provided and in operating order.</p>				
8.3.4	Diesel Driven Pumps of Fire Extinguishing System	WEEKLY	All vessels		
	When fitted, testing of diesel driven pumps for fire extinguishing purposes. Same operations as for emergency fire pumps to be carried out.				

RADIOTELEPHONE INSTALLATION					
Item No.	Description	Periodicity	Type of Vessel	Finding	Remarks
9.1.1	Radio telephone Station	DAILY	All vessels		
	<p>1. Operation order of the means of communication between the station and the navigation bridge, of the clock, of the independent powered emergency lighting.</p> <p>2. The card of instructions for the distress procedure is satisfactorily displayed and documents accordingly to radio regulations are available and up to date.</p>				
9.1.2	Radiotelephone Equipment	DAILY	All vessels		
	<p>1. Radiotelephone transceiver (2182 kHz and another frequency) for adequate power output and modulation with a coastal station.</p> <p>2. Testing of the alarm signal generating using the artificial antenna on a frequency other than 2182 kHz, and operation of the auto alarm.</p>				
Item No.	Description	Periodicity	Type of Vessel	Finding	Remarks
9.1.3	Source of Energy	DAILY	All vessels		
	<p>1. Examination of the energy source of power. If battery operated, the batteries installation, capacity, voltage, discharge current and charger.</p> <p>2. The batteries room is properly ventilated.</p>				
9.1.4	Antennae	WEEKLY	All vessels		

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	1. Antennae and their protection against breakage. 2. Spare antenna, or in the case of reserve antenna wire and insulator, same is stowed safely and ready for use.			
9.1.5	Radio Officer and Radio Logs and Records	DAILY	All vessels	
	Radio log book kept permanently updated in terms of incidents connected to radio services of importance for the safety of life at sea, details required by radio regulations, watch times, details of maintenance of batteries, VHF communicating relating to distress, urgency and safety of traffic.			

RADIOTELEGRAPHY INSTALLATION					
Item No.	Description	Periodicity	Type of Vessel	Finding	Remarks
9.2.1	Radio telegraphy station	DAILY	All vessels		
	Operating condition of the means of communication between the station and the navigating bridge, the clock, the independent powered emergency lighting, the electric lamp, spare tools and testing equipment.				
9.2.2	Radio telegraphy Equipment	DAILY	All vessels		
	<ol style="list-style-type: none"> 1. Operating the main and reserve installations. Testing of the reserve transmitter with the artificial antenna. 2. Testing of the automatic radiotelegraph alarm signal keying device on main and reserve transmitters. 3. Testing of the radio telegraph auto alarm through built in test generator and checking alarm bells in radio room, officers' sleeping accommodations and bridge. 				
9.2.3	Radio telephony Equipment	DAILY	All vessels		
	<ol style="list-style-type: none"> 1. Satisfactory operation of the radiotelephone transceiver on 2182 kHz. 2. Testing of the alarm signal generating device using artificial antenna on a frequency other than 2182 kHz and 3. Operation of the radiotelephone radio alarm. 				
9.2.4	Source of Energy	DAILY	All vessels		
	<ol style="list-style-type: none"> 1. Examination of the supplies from the main energy source of power (radiotelegraphy installation, charger, radiotelephony equipment). 2. Examination of the supply from the reserve source of electrical power to the reserve installation. If battery operated checking of the batteries installation, capacity, voltage discharge current, and charger; 3. The batteries room is properly ventilated. 				
9.2.5	Antennae	WEEKLY	All vessels		
	<ol style="list-style-type: none"> 1. Main antennae and their protection against breakage. 2. Sufficient antennae wire and insulators are provided and that same are stowed safely and ready for use. 3. Reserve of spare antenna. 				
9.2.6	Radio Officer and Radio Logs and Records	DAILY	All vessels		
	Radio log book kept permanently updated in terms of incidents connected to radio services of importance for the safety of life at sea, details required by radio regulations, watch times, details of maintenance of batteries, daily statement of bringing batteries up to their full charge condition, details of tests of reserve transmitter and reserve source of energy, VHF communications relating to distress, urgency and safety of traffic.				

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GMDSS INSTALLATION					
Item No.	Description	Periodicity	Type of Vessel	Finding	Remarks
9.3.1	Radio Installation –	DAILY	All vessels		
	1. Satisfactory operation of the independent lighting. 2. Satisfactory operation of the VHF control at bridge. 3. The call sign, the station identity and other required codes are clearly marked. 4. Operation and maintenance information regarding the radio equipment, and 5. Tools and spares are stowed and readily available.				
9.3.2	VHF Radio Installation	DAILY	All vessels		
	1. Operation of the VHF installation on the prescribed channels (DSC Channel 70, Radiotelephony Channels 6, 13 and 16) by using routine test calls to a coastal station or another ships and listening watches on other known stations.				
9.3.3	MF and MF/HF Radio Installation	DAILY	All vessels		
	1. Operation of the MF station on a number of prescribed frequencies (DSC frequency 2187.5 kHz and radiotelephony or direct printing telegraphy within either 1605 kHz and 400 kHz, or 4000 kHz and 27500 kHz). If fitted 2. Operation of the HF/MF installation on: Distress and safety frequencies using DSC, radiotelephony and direct printing telegraphy between 1605 kHz and 4000 kHz and between 4000 kHz and 27500v kHz. 3. after 1 January 2017 High frequency(HF) radio-communications equipment capable of operating narrow-band direct printing(NBDP), if fitted, to be updated to meet the new channeling arrangements contained in the 2012 Radio Regulations HF, Appendix 17, Part B, Sections II & III (HF Direct-printing telegraphy)				
9.3.4	INMARSAT Ship Earth Station	DAILY	All vessels		
	Operation of the ship earth station according to the approved test procedure.				
9.3.5	Source of Energy	DAILY	All vessels		
	1. Examination of the supply of the main source of power to the radio installation and to the charger of the batteries used as reserve source of energy. 2. Examination of the supply from the reserve source of electrical power. If battery operated, checking the batteries installation, capacity, voltage, discharge current, and the means for automatic charging. 3. The batteries room is properly ventilated.				
Item No.	Description	Periodicity	Type of Vessel	Finding	Remarks
9.3.6	Other GMDSS Installation	DAILY	All vessels		
	1. Adequate methods to ensure maintenance are available and applied: duplicated equipment, validity of the contract with a maintenance company or adequate manning. 2. Operation of the EGC facilities through incoming message or running the self test programme if provided. 3. Operation of the HF NBDP receiver through incoming message or running self-test programme if provided.				
9.3.7	Radio Officer and Radio Logs and Records	DAILY	All vessels		

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	Radio log book kept permanently updated in terms of incidents connected to radio services of importance for the safety of life at sea, details required by radio regulations, watch times, details of maintenance of batteries, daily statement of bringing batteries up to their full charge condition, details of tests of reserve transmitter and reserve source of energy, VHF communications relating to distress, urgency and safety of traffic.				
OTHER RADIO EQUIPMENT					
Item No.	Description	Periodicity	Type of Vessel	Finding	Remarks
9.4.1	Radio Telephone Distress	DAILY	All vessels		
	(Until 1 st February 1999). Checking the operation of the watch receiver, in particular, mute/demute functions, sensitivity against known coast station, audibility of the loud speaker.				
9.4.2	VHF Radio Telephone Installation	DAILY	All vessels		
	Operation of the VHF radiotelephone, in particular, the transmission quality and the power output through a test call with a coast station or another ship.				
9.4.3	NAVTEX Receiver	DAILY	All vessels		
	Testing the NAVTEX receiver by incoming message or running the self-test programme if provided.				
9.4.4	Satellite EPIRB	WEEKLY	All vessels		
	1. EPIRB Position and mounting for float free operation. 2. Condition of the battery and hydrostatic release device expiry date. 3. Self-test routine carried out according to the Manufacturers instructions. 4. The ship's identification number is clearly marked outside the EPIRB.				
9.4.5	Radio Life Saving Appliance	WEEKLY	All vessels		
	1. Operation of the VHF apparatuses on channel 16 with another VHF installation. 2. The expiry date of the batteries or their charge. 3. The position and mounting of the radar transponders and the expiry dates of the batteries.				

INTERNATIONAL SAFETY MANAGEMENT (ISM) CODE					
Item No.	Description	Periodicity	Type of Vessel	Finding	Remarks
10	ISM	ROUTINE	All vessels		

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	<ol style="list-style-type: none"> 1. Copy of valid Document of Compliance on board indicating operating company and ship type 2. Originals of Certificates of Competency and Training for Crew Members (STCW Art. X) available on board 3. Ship's crew able to demonstrate compliance with requirements in relation to the following activities and processes: <ol style="list-style-type: none"> 3.1 Manning levels appropriate to ship type, operations and Trade 3.2 Crew familiarization, including instructions required prior to sailing 3.3 Identification of training needs and provision of training on board 3.4 Emergency preparedness 3.5 Ability of crew members to communicate effectively 3.6 Provision of information in a working language or languages understood by the crew members 3.7 Reporting, investigation and analysis of non-conformities, accidents and hazardous occurrences 3.8 Internal audits, reviews, corrective action, etc. 3.9 Availability of valid documented procedures and instructions at all relevant locations 3.10 Maintenance and ready availability of appropriate Records Shipboard maintenance and inspection routines 3.11 Measures to promote the reliability of equipment and systems the sudden failure of which may result in hazardous situations 		
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LOAD LINE ITEMS					
Item No.	Description	Periodicity	Type of Vessel	Finding	Remarks
11	LOAD LINES	ROUTINE	All vessels		
	<ol style="list-style-type: none"> 1. Load line marks including the deck line, and draught marks, all clearly visible and correctly marked 2. Ship with timber load line markings, timber fittings in good condition 3. Vents & air pipes checked for damage and wastage, including condition of closing devices and flame screens 4. Cargo tank openings, covers and screens checked for damage and wastage 5. Lifelines in good condition 6. Weather tight doors checked for condition; e.g. corrosion, buckling of door and hinges, deterioration of gasket retaining channel, missing/deteriorated gasket and missing/frozen/corroded dogs/cleats/weather-water tightness 7. Main cargo hatch coamings and coaming stays checked for condition, e.g. corrosion and damage 8. Main hatch covers and access hatch covers checked for condition; e.g. corrosion and damage, deterioration/damage to retaining channels, missing/deteriorated gasket and missing/frozen/corroded dogs/cleats/weather-water tightness 9. Windows, sidescuttles and skylights checked for condition 10. Deadlights and storm covers, where fitted, checked for condition 				

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MLC ITEMS					
Item No.	Description	Periodicity	Type of Vessel	Finding	Remarks
12	MLC	ROUTINE	All vessels		



<p>Documentation</p> <ul style="list-style-type: none"> a) Is Working arrangement /duties displayed on Bridge? b) Are the CoCs of Officers endorsed as required by the Administration? c) Are all the Medical Certificates of seafarers on board valid? d) Are all the seafarers on board with valid SEA? e) Are the contract terms of seafarers in accordance with the SEA /CBA? f) Are the copies of all applicable CBAs on board? g) Are the Articles of Agreement filled completely and correctly? h) Are the records of daily hours of rest maintained and endorsed by appropriate persons? i) Are the Hours of work or rest in compliance with the requirements of the Administration / MLC 2006? <p>Living conditions</p> <ul style="list-style-type: none"> a) Are documented inspections carried out as per the requirements of Flag / DMLC Part II? <p>Including working of air conditioning units, Medical Oxygen cylinder readiness, working of Exhaust blower & Lights in the Hospital.</p> <p>Working Conditions</p> <ul style="list-style-type: none"> a) Is the housekeeping of E/R carried out and kept clean & tidy? b) Are safety instructions for grinding, drilling and lathe machines displayed & followed? c) Are all the safety railing in E/R in place? d) Are all the E/R floor plates secured properly? e) Are all the areas of E/R well lit and all lights working? f) Are all the switchboard in ECR checked regularly for proper insulation? g) Are all the electrical protective gloves in good condition for use? h) Are the accommodation ladder and its accessories maintained properly? <p>Are documented inspections carried out as per the requirements of Flag / DMLC Part II?</p> <p>Conditions of Employment</p> <p>Are monthly statements of wages given to all seafarers on board?</p> <p>Accommodation & Recreational facilities</p> <ul style="list-style-type: none"> a) Are crew & officers TV provided means to receive transmission by providing the necessary devices? b) Are all the taps, toilet flushes & shower in working order? <p>Are washing machines, irons and drying arrangements in proper working order?</p> <p>Food & Catering</p> <ul style="list-style-type: none"> a) Are regular inspections being carried out in galley & provision stores and disinfection done, if required? b) Are sufficient fresh fruits, vegetables and provisions available for the intended voyage? <p>Are the checks being carried out for good quality of provisions, vegetables and fruits?</p> <p>Health Protection</p> <ul style="list-style-type: none"> a) If chemicals are carried on board, are the MSDS available and the seafarers instructed accordingly? <p>Are Medicines on board as per the statutory requirements and valid Medical Chest Certificate available?</p> <p>B. After 18 January 2017 copies of valid financial security for seafarers available on board for Regulation 2.5 and 4.2.</p> <p>.</p>	
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Ship Maintenance Checklist



Polar Code					
Item No.	Description	Periodicity	Type of Vessel	Finding	Remarks
13	Polar code	ROUTINE	All vessels		
	1. Ships operating in Polar water confirm complies with the requirement of code in respect of structure; stability and subdivision; watertight and weather tight integrity; machinery installations; operational safety; fire safety/protection; life-saving appliances and arrangements; safety of navigation; communications; voyage planning; manning and training; prevention of pollution (both oil and noxious liquid substances); prevention of pollution from sewage from ships; and prevention of pollution by discharge of garbage from ships				