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Pre-port Arrival Quick Reference
and Downloadable Checklist:
Passenger Vessels



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PSC CATEGORIES: DOCUMENTATION

CERTIFICATES AND DOCUMENTATION

Certificates, including the exemption certificate and documentation, are available on board, current, valid, and properly endorsed.

The approved documentation for the alternative design was applicable, and the flag documented acceptance of alternative arrangements and procedures is provided (reference SOLAS II-1/55, II-2/17, III/38, V/3).

The Master is to ensure that all required documentation for port clearance is retained on board prior to the vessel sailing, as there could be a scenario where ship's agent/third party has picked up one or more documents for port clearance before it is delivered to the ship.

Service records for firefighting systems, including low-location lighting (LLL), and lifesaving equipment (i.e., life rafts) are valid and readily available.

Special attention should be paid to certificates, records and supplement entries, i.e., issue/expiry/completion date of survey, correct reference date for forms (Form R, E, P, A, B, F as applicable), gross register tonnage (grt)/deadweight tonnage (DWT) information, etc.

If the vessel has been issued with eCertificates, stakeholders should have the ability to validate e-Certificates by searching for the ABS eCertificate Online Database or the flag's website as appropriate.

<https://ww2.eagle.org/en/rules-and-resources/e-certificate-online-database.html>

Ship's arrival checks and records are maintained as applicable, e.g., Master's log, primary and secondary steering gear testing, remote steering control, steering positions on the bridge, rudder angle indicator, steering gear failure alarms, control communications and control alarms, proper functioning of the emergency diesel generator, main propulsion ahead and astern testing records, etc.

List of certificates and documents required to be carried on board (as applicable) can be accessed through the International Maritime Organization (IMO) document MSC.1/Circ 1646, as linked.

[MSC.1/Circular.1646 – List of Certificates and Documents Required to be Carried on Board Ships, 2022 – \(27 June 2022\)](#)

STANDARDS OF TRAINING, CERTIFICATION AND WATCHKEEPING (STCW)

The vessel's crew members are adequately trained and have the appropriate training certification. National licenses and certificates of recognition by flag Administrations, as applicable, are available for verification. All logbooks are completed in permanent ink, with records filled in at the required frequency. This includes Bridge Watch, Global Maritime Distress and Safety System (GMDSS), Ballast Water Management (BWM), Engine Logbook and Oil Record Books.

ISM AND ISPS CODES

The vessel's Master, officers, engineers and ratings are familiar with the vessel's Safety Management System (SMS) and Ship's Security Plan assigned duties. For passenger vessels, this includes, in addition to the ship's crew personnel working in restaurants, bars, galleys, entertainment venues, youth clubs, spas, housekeeping and casino.

Verify that personnel are familiar with the ship's safety procedures (e.g., communications, protection against potential hazards, accident prevention, operation of watertight doors), environmental protection procedures (e.g., prohibitions on pollutant discharge and the collection, storage, processing and disposal of garbage), security procedures (e.g., reporting security incidents, actions to take when recognizing a security threat, security-related communications, crew access to passenger cabins) and emergency response procedures (e.g., actions upon encountering an accident or medical emergency, man overboard, escape routes, mustering and embarkation, and detection of fire or smoke).



Check that crew members are familiar with the layout of the ship and with the location and operation of any firefighting systems and appliances they may be required to use, including manually operated call points, fire doors and fire dampers.

Onboard maintenance and drills are carried out and documented in the vessel's logbook as required by the ISM and ISPS Codes.

Declaration of Security (DOS) and Declaration of Inspection (DOI) for the current facility interface.

ILO MARITIME LABOUR CONVENTION

The Master is familiar with the national requirements and the company's measures ensuring compliance with the requirements of the Convention relative to seafarers' working and living conditions on board.

Periodic inspections are carried out and documented for accommodation, food and drinking water, all spaces and equipment used for storage and handling of food, including galley areas.

MANUALS AND RECORDS

Manuals and booklets are on board and up to date as applicable, including:

Lifesaving Appliances and Fire Safety Training manuals (ship-specific)

Trim and stability booklet

Loading manual

Shipboard Oil Pollution Emergency Plan (SOPEP), including updated contact list

Shipboard Marine Pollution Emergency Plan (SMPEP), CoC (Confirmation of Compliance), SoC (Statement of Compliance), reference MARPOL Annex VI

Grain loading manual

Damage control plan

Polar Code Vessels Operation Manual, ship-specific operating procedure (Polar Code Ch. 2) as applicable

All ships, regardless of length, constructed on or after 1 January 2009:

References: SOLAS Chapter II-1, Regulation 19; IMO MSC.1/Circ.1245; IMO MSC/Circ.919.

Approved computer program or arrangement for shore-based support

Have a plan for cooperation with appropriate search and rescue services in the event of an emergency in accordance with SOLAS V/7.3

Loading instrument book. Coating technical file — required for Performance Standard for Protective Coatings (PSPC) (reference MSC.215(82), as amended by resolution MSC.557(108)

Emergency towing procedure

Garbage Management Plan

Garbage and Oil Record Book

Note: If an electronic record book is used instead of an official hard copy, a copy of the "Declaration of MARPOL Electronic Record Book" must be available on board.



Ballast Management Plan and Record Book

Battery maintenance records

Shell doors operation and maintenance manual

Lifting appliances certification record in accordance with SOLAS II-1/3-13

Review of the last three years of port State and flag State inspection reports

Guidelines for Safe Access to tanker bows, including gas carriers and chemical tankers (SOLAS II-1/3-3)

Applicable maintenance manuals

Fire control plans and other relevant emergency plans, as well as instructions (e.g., muster list, lifejacket donning instructions, etc.), are available and properly posted on board.

Safe Return to Port Operational Manuals and Procedures, including Decision Support System

The International Code of Signals and an up-to-date copy of Volume III of the International Aeronautical and Maritime Search and Rescue (IAMSAR) Manual

SURVEY AND REPORT

Last PSC reports are properly filed, and evidence of rectification is available, including the date of each corrective action, in line with the deficiencies' deadline/limit date.

Survey reports by flag, class and recognized companies.

PSC CATEGORIES: BRIDGE

NAUTICAL PUBLICATIONS

The publications are to be on board for the intended voyage reference, such as IMO publications and flag Administration regulations and circulars.

The IMO publications can be accessed using the following link: [IMO ePublications](#)

CHARTS

Charts, including tide tables and sailing directions, are up to date for the intended voyage.

The Notices to Mariners are properly logged.

Electronic charts display the information systems.

PASSAGE PLANS

Voyage passage plans are correctly documented as per the safety management system (SMS).

LIGHTS, SHAPES AND SOUND SIGNALS

Lights are installed in the correct location based on COLREG 1972 (e.g., Masthead light, Sidelights, Stern light, Towing light (as applicable), All-around light, Flashing light, etc.).

**Note:**

Masthead light: A white light placed on top of the vessel, shining forward and to both sides (unbroken light over an arc of 225° around the vessel).

Sidelights: A red light on the port (left) side and a green light on the starboard (right) side, visible from directly ahead to slightly behind the vessel's sides (22.5° abaft the beam).

Stern light: A white light at the back of the vessel, shining directly behind (135° across the stern).

Towing light: A yellow light, similar to the stern light, is used when towing another vessel.

All-round light: A light (any color) that shines 360° around the vessel.

Flashing light: A light that flashes at least 120 times per minute (used for specific purposes, like navigation or warnings).

The port and starboard sidelight screens are painted matte black.

Shapes and sounds are maintained, e.g., three balls, one diamond, one cylinder, one gong, one bell, a ship's whistle, etc.

MAGNETIC AND GYRO COMPASSES

The standard magnetic compass is adjusted for proper working conditions, and the deviation card has been updated. During navigational passage, compass error is recorded at every watch. The deviation card is updated when there are structural changes, new equipment is installed, after compass adjustment, or every 12 months.

No excessive deviation errors. Compare the heading taken by the officer on watch against the ship's compass deviation curve.

The standard magnetic compass is free of air bubbles.

The lifeboat/rescue boat magnetic compass is in good working order.

The gyro compass, gyro compass repeaters (also known as gyro compass bearing repeater): usually located at bridge wings (steering gear room, wheelhouse as applicable) are operational, and the compass error book is maintained for record keeping of deviation as applicable during navigational passage, considering the sea and weather conditions.)

GMDSS, EPIRB, SSAS AND AIS

Radio equipment is in good working order and is serviced and tested by a recognized radio technician.

Confirm that the watchkeeping crew is familiar with testing HF/MF GMDSS equipment, including sending a test call to a coast station.

GMDSS installation reverse power is fully charged and tested weekly.

Note: Ref. SOLAS IV/14,15; MSC/Circ.955; Res.A.1119(30)/Ap.9/3.3.2.

Check for inspection and testing records, radio log entries (annual servicing, crew monthly, weekly, daily, etc.).

Check batteries for expiration dates.

Reserve source of energy for radio installations.

- Check that accumulator batteries have proper ventilation and temperature control.
- Check the correct operation of the battery charging or UPS arrangements.
- Check that the battery capacity is checked at least every 12 months.



Confirm that the shore-based radio equipment maintenance agreement is available on board.

EPIRB is in proper working condition, programmed correctly and the battery expiration date is displayed within the window. Verify that the EPIRB is in a float-free position and accessible to the ship's crew without using a vertical ladder (SOLAS IV/7.1.6; IV/15.9).

Note: For passenger vessels, perform an annual test within three months before passenger ship safety certificate (PSSC) expiry date.

The vessel's automatic identification system (AIS) is properly programmed and operational. Include a copy of the annual test report on board.

VDR annual performance test certificate is on board.

LRIT is in working condition, and the test report is available.

SSAS is in working condition, officers/engineers having security duties are aware of its activation points.

RADAR TRANSPONDER

The radar transponder is in the proper location, operationally tested and the expiration date of batteries is confirmed.

RADARS, ECHO SOUNDER AND ECDIS

Radars and echo sounders are in proper working condition.

The ECDIS audible alarms are fully functional.

For the Polar Code, the ship must comply with the following:

- A second independent echo-sounding device
- An independent radar system operating in the 3 GHz range
- At least two searchlights are controllable from the conning position
- A suitable means to de-ice conning position windows
- Equipment is provided to receive ice and weather charts
- Equipment can display ice imagery

BRIDGE NAVIGATIONAL WATCH ALARM SYSTEM (BNWAS)

The BNWAS is to demonstrate that the system is protected by a security pass code (should be under the control of the Master). This is to include an operation test. Physical location is to be confirmed (isolated from the rest of the bridge) and verified to be unobstructed.

THE BATTERY ROOM

Room is to be inspected for cleanliness and proper ventilation.

Battery room safety equipment is present and in good condition (gloves, eye protection, hydrometer, etc.). Equipment ratings are chosen either from Group IIC Class T1 (reference ISO/IEC80079-20-1) or types suitable (Ex) for Zone 1 hazardous areas (reference ISO/IEC60079).

PYROTECHNICS

Dates on flares are not expired, and the required amount is to be placed on board (i.e., navigating bridge or near: 12 rocket parachute flares, each lifeboat and rigid liferaft: four red parachute flares, six red hand flares, two buoyant smoke signals).



PSC CATEGORIES: ACCOMMODATIONS

FIRE DAMPERS AND DOORS

The fire, smoke and shut-off dampers are in good working condition, functionally tested and recently examined internally and externally.

Smoke extraction systems in atriums are functional.

Damper flaps are structurally sound with no edge wastage.

The external ventilation trunk is marked to show damper flap position — OPEN or CLOSE.

The location of fire dampers can be found on the fire control plan.

Louver-type dampers are tested to ensure louver contact and function.

Weathertight, watertight doors are closing properly and in accordance with load line, SOLAS regulations.

Accommodation internal fire doors; check for manual and automatic. Confirm that fire doors are self-closing and self-latching, verify that no hold-back arrangements are fitted on self-closing doors except those that can be released remotely.

Verify that the appropriate position is reflected on the control panel.

Check all fire screen doors are remotely closing from the bridge, safety center sequences, and closing time. All doors should fully close within 20 to 40 seconds.

Fire doors approved without a sill as part of the frame and installed after 1 July 2010 may have a gap of up to 12 millimeters (mm) under the leaf; in such cases, check that a non-combustible sill is fitted beneath the door and that floor coverings do not extend underneath the closed door.

Verify that sliding fire doors close at 0.1-0.2 m/s. When activated remotely, an alarm sounds for 5 to 10 seconds before closing. If fitted with a safety bar, the door must not reopen more than 1 meter (m) after contacting an obstruction. The doors must allow for 20 moves (10 cycles) on reserve power supply.

Verify that roller shutters close on reserve power supply.

Records available for weekly checks and self-closing adjustments

Public address (PA) system tested and confirmed operational and clearly audible throughout all required areas (accommodation spaces, public spaces, service spaces, control stations and open decks).

Note: The PA system should be periodically tested in all shipboard areas to ensure that emergency announcements are clearly audible throughout: accommodation spaces, public spaces, service spaces, control stations, open decks.

The PA system should override the general alarm. The general alarm shall continue to function after it has been triggered until it is manually turned off or is temporarily interrupted by a message on the public address system (SOLAS II-2/ 12.3, 15.3, III/ 6.5, 19).

Check that waste receptacles are constructed of non-combustible materials with no openings in their sides or bottoms.

Note: Combustible waste receptacles may be used in galleys, pantries, bars, garbage handling/storage spaces and incinerator rooms, provided they are intended solely for the collection of wet waste, glass bottles and metal cans, and are suitably marked.

Check that furniture and furnishings on cabin balconies are constructed of non-combustible materials, unless the balconies are protected by both a fixed pressure water-spraying system and a fixed fire detection and alarm system.



Check that, for passenger ships constructed on or after 1 July 2008, partial bulkheads separating adjacent cabin balconies can be opened by the crew from either side to facilitate firefighting.

Check that stairway enclosures, passenger corridors and crew corridors are free of furniture, except for fixed seating limited to a maximum of six seats per deck in each stairway enclosure. Drinking fountains, decorative plant arrangements, statues and other items such as paintings and tapestries are permitted in corridors and stairways, provided they are securely fixed and do not reduce the required width of escape routes.

Check that no combustible materials are stored in Category 10 spaces (e.g., HVAC spaces and electrical lockers), and that flammable liquids are stored in approved lockers or Category 14 spaces.

Saunas with temperatures normally varying between 80°–120° C (176°–248° F).

Check that sauna doors open outwards by pushing and examine the timer installation for electrically heated ovens. Where a dry pipe water-mist or sprinkler system is required by FSS Code/Chapter 8 and fitted with nozzles containing glass bulbs, verify that the operating temperature of the sprinkler heads does not exceed 140° C, which typically corresponds to bulbs containing blue liquid; bulbs containing mauve (purple) or black liquid are not compliant.

Check that the 30 mm air gap between the oven and the non-combustible plate above the oven. Verify the 500 mm air gap between the oven and combustible linings, or a 30 mm air gap if the combustible material is protected by a non-combustible plate.

Verify that dampers installed behind ceilings or linings are properly indicated, are capable of being closed from outside the spaces being ventilated, are easily accessible, and are prominently and permanently marked to show their operating position, and that their inspection hatches are in satisfactory condition.

Check that galley ventilation systems are fitted with a readily removable grease trap for cleaning, or with an alternative approved grease removal system, and the condition of the fixed fire-extinguishing system installed within the ventilation ducts. Also, verify the condition of the following controls located outside the galley, close to the galley entrance: ventilation fan shutdowns, fire damper controls and fire-extinguishing system controls.

Check the condition of the readily removable filters in laundry ventilation systems (for cleaning purposes) and verify the proper operation and location of the remote controls for fire dampers and ventilation fan shutdowns.

FIREFIGHTING EQUIPMENT

The fire, smoke and heat detectors, and call points have been tested for proper operation.

Fire detection panel displays in each Main Vertical Fire Zone with no faults. Check battery condition and SRtP redundancy in each MVZ.

Room-in-room alarms and notifications in two-deck spaces are in order.

Check the records of the weekly testing and inspection of all indicators on the fire detection and fire alarm control panels.

Fire stations/mobile fire groups have the appropriate equipment secured properly.

Fire hoses are not leaking and have been checked for dry rot and usability.

Fire hoses are of correct length and diameter for location (minimum 10 m), but not more than 20 m in other spaces and open deck, 25 m for open deck on ship breadth in excess of 30 m, 15 m in machinery spaces, etc.).

Check that fire hoses are not moved from their locations and that those located on the open deck are connected to hydrants in interior locations of the ship.

Hoses, nozzles, spanners and tools are available and in good condition.

The fire main is in good condition and does not have patches or holes.

Isolation and relief valves are working properly. Check all fire line risers.



Portable and fixed firefighting systems have been serviced as required, and extinguishers are properly marked with the date of servicing. Hoses, connections and horns should be checked for cracks and deformation. Gauges should be working and have legible readings, with no signs of deterioration. Check for location and number as per the fire control plan. Sufficient spare charges and additional fire extinguishers are available.

Number of firefighter outfits must match the approved fire control plan. Flag State requirements to be followed, i.e., European Union (EU) ships must comply with the Marine Equipment Directive (MED). The MED requires new protective, non-reflective firefighting clothing to meet EN 469:2020 requirements after 25 August 2024.

Confirm that firemen's outfits are complete, in satisfactory condition, stowed in accordance with the fire plan and ready for immediate use, including correct operation of the low-pressure warning device and whistle. The outfits shall be kept in easily accessible, permanently and clearly marked locations.

Self-contained breathing apparatus (SCBA) shall be checked for condition and proper operation; with the apparatus charged and the cylinder valve closed; the pressure drop shall not exceed 10 bar in one minute. Annual inspections for air quality are carried out in accordance with MSC/Circ. 850.

Yearly air quality test of breathing apparatus (BA) compressors.

Helicopter fire locker inspection.

Galley exhaust ducting, firefighting system and dampers.

Minimum two explosion-proof or intrinsically safe portable radiotelephones for firefighters' communication as applicable.

Fixed firefighting systems have been serviced, flexible hoses for the CO₂ system have been replaced every 10 years, and there are no loose hoses; the system has been reactivated.

Spaces for fixed CO₂ or other fixed gas, foam, dry powder or water spray firefighting system controls shall be in good working condition, visual and audible alarms tested, extinguishing agent containers properly filled and marked, ventilation and thermal insulation in order, servicing up to date with records available, and clear operating instructions legibly posted.

Sprinkler heads and water mist nozzles shall be checked to confirm they are in good condition, not damaged, missing, painted over or otherwise obstructed, and are appropriate for their location, including verification of the condition and tightness of couplings to mist/sprinkler heads, in accordance with SOLAS II-2/14.1.1.

Check that means are provided to prevent the operation of valves by unauthorized persons (e.g., alarms or locked doors), that a list or plan is available showing the spaces served by each section, and that the system is charged to the required pressure by checking the gauges at the section valves.

Foam systems, where fitted, have had analysis samples taken and are operationally ready.

High-pressure water mist (e.g., hi fog) systems are in working condition without any alarm. Backup N₂ systems, section valves, etc., are in order. Spare nozzles as per the FSS code are available.

Fixed water spray system lines are set for intended use; valves are ready for immediate use.

Check sprinkler systems in covered mooring decks.

Deep fat fryer safeties.

Access to fixed CO₂ system (key in glass box) to be readily available.

Paint locker check for fire detection, alarm and automatic sprinkler system.

Passenger vessels check for additional fixed fire detection and alarm system requirements, including checking system indicators and observing operating instructions that are readily available at all relevant panels and stations, e.g., atrium.



Note: The atrium in passenger ships shall be fitted with a smoke extraction system in accordance with SOLAS II-2/8.5. The system shall be automatically activated by the required smoke detection system and shall also be capable of manual operation. The extraction fans shall be sized so that the entire atrium volume can be exhausted in no more than 10 minutes.

FIRE CONTROL PLANS

Fire control plans are up to date with appropriate IMO markings and symbols. Fire control plans are posted in a conspicuous location in the accommodation and in weathertight containments near the evacuation stations.

Emergency control stations are clean and equipped with applicable safety equipment.

Remote and quick closing devices are in good operating order.

MEANS OF ESCAPE

Check escape routes in accordance with the fire control plan, with routes kept free of blocking materials and obstructions, required signs in place, doors not obstructed, not capable of being locked and stairways kept clear of any unauthorized storage.

Check that doors fitted in escape routes open in the direction of escape and that no door along any designated escape route requires a key to be unlocked when moving in the direction of escape.

Proper labeling of escape way, exit and emergency exit.

Check that for normally closed escape doors from public spaces (e.g., halls, restaurants, lounges), the condition of the quick-release devices and that they operate when force is applied in the direction of escape. Quick-release mechanisms should not incorporate any locking device, set screw or other arrangement that could prevent latch release.

Check that escape routes are marked by lighting or photoluminescent strip indicators placed not more than 300 mm above the deck.

Low-location lighting is operational.

Photoluminescent strips and indicators are not blocked and remain visible along the entire escape route.

Escape route signs clearly identify exits from control stations, accommodation spaces and service spaces.

Escape signage (lighted or photoluminescent) is arranged so that at least one sign is visible from all areas within the space, enabling passengers and crew to identify routes of escape.

Machinery spaces: check safe means of escape, including escape trunks and easily visible emergency escape breathing devices (EEBDs).

Verify that muster stations provide ready access to embarkation stations, have sufficient space for the marshaling and instruction of passengers, and that alleyways, stairways, and exits leading to both muster and embarkation stations are fitted with emergency lighting. Additionally, verify that the following illustrations and instructions are posted at each muster station: muster station identification, essential actions to be taken in an emergency and the method of donning life jackets.

LIFE JACKETS WITH LIGHTS AND WHISTLES

The correct number and location are clearly shown on the safety plan and are located on board. Life jacket lights expiry dates to be checked.

CABLE PENETRATIONS

Cable penetrations in accommodation bulkheads (wheelhouse/radio room, accommodation trunk, etc.) are all effectively sealed.



PSC CATEGORIES: OUTSIDE ACCOMMODATIONS

LIFERAFTS

Liferafts and marine evacuation system (MES), if applicable, have been serviced by an approved service company.

Liferaft hydrostatic releases are correctly connected and have valid service certificates and/or expiry dates.

Liferafts are properly secured.

Launching arrangements are in good condition (as applicable) with no obstructions for float-free operation.

LIFESAVING EQUIPMENT

Lifebuoy — the correct number is identified by type with line, light or smoke as applicable, and with legible vessel markings (number of lifebuoy for cargo ships, minimum 8 nos. for L(length) <100 m; 10 nos. for 150 m > L > 100 m; 12 nos. for 200 > L > 150; 14 nos. for L > 200. This may vary based on vessel type and flag additional requirements.

Note: Pilot lifebuoy as per MSC.1/Circular.1331 and MSC.1/ Circular 1618 are not to be considered as part of the SOLAS required lifebuoy.

At least one lifebuoy on each side of the vessel is to be fitted with a non-kinking buoyant heaving line of at least 8 mm diameter. The length should be at least twice the distance from the lightest sea-going waterline to the stowage position or 30 m, whichever is greater.

At least half of the total number of lifebuoy are to be fitted with self-igniting lights for a period of at least two hours. Additionally, at least two of these lifebuoy are fitted with self-activating signals that emit high visibility smoke for at least 15 minutes.

If the lifebuoy is intended to operate the quick-release arrangements provided for self-activated smoke signals and self-igniting lights, its mass should not be less than 4 kg.

PSC CATEGORIES: LIFEBOAT DECK

LIFEBOATS/RESCUE BOATS/TENDERBOATS

The lifeboat (rescue) structure (hull integrity, seats/ thwarts, flooring, releasing hook connections to the boat, releasing gear, tiller/gudgeons) has been checked for proper maintenance with no wastage or rot.

The engine is in good working condition and has been operationally tested, and the fuel tank is full.

The lifeboat (rescue boat) equipment has been checked for proper quantity, expiration date and condition. Equipment includes pyrotechnics (parachute flares, hand flares, smoke signals, etc.); oars, thole pins and crutches; boathooks; bailers and buckets; survival manual; compass and binnacle; sea-anchor, hawser and tripping line; painters; hatchets; water and de-salting apparatus; dipper; drinking cup; food rations; electric torch, spare batteries, bulb; daylight signal mirror; life-saving signals; whistle, sound signal; anti-sickness medicine and seasickness bag; radar reflector; thermal protective aids (TPA); first-aid outfits; jackknife; tin-openers; rescue quoits; manual pump; flashing tackle; engine tools; portable fire extinguisher; search light.

Lifeboat/rescue boat painter is connected.

Lifeboats (rescue) have been lowered as per schedule and released from hooks to confirm release mechanisms.

Required interior equipment has been accounted for.

Lifeboat safety belts are of contrasting colors (contrasts with the belts for seats immediately adjacent). (LSA Code 4.6.3.1)



Free-fall lifeboats fitted with safety harnesses at each seat are of contrasting color against the seat color and designed to hold a person (securely in place during a free-fall launch and lifeboat in capsized position). (LSA Code 4.6.3.1)

Lifeboat window at helmsman's position has clear visibility.

Lifeboat hatches are maintained.

Lifeboat nonslip surfaces are maintained.

Air supply system (if provided) is maintained with required pressure readable. Bottles are not corroded.

Sprinkler system confirmed functional and sprinklers free of damage or blockage.

All lifeboats and tender boats are maneuvered and tested in the water once a month. Any oversized lifeboats or alternative arrangements are to be considered.

LIFEBOAT/RESCUE BOAT AND LIFERAFT DAVITS

Davits are in good working condition and have been operationally tested.

Davits should be checked for wastage, proper hoisting/lowering and braking function.

Sheaves and loose gear are not worn.

Wires have been serviced and changed out as necessary.

Limit switches and winches have been tested.

Launching instructions are clearly posted and located in way of emergency lighting.

The launching mechanism shall be inspected for satisfactory operation. The launching mechanism shall be so arranged that it may be actuated by one person from a position on the ship's deck (except for secondary launching appliances for free-fall lifeboats, from a position within the survival craft or rescue boat). When launched by a person on the deck, the survival craft or rescue boat shall be visible to that person. (LSA Code 6.1.2.2)

Note: The cargo ships not fitted with stored mechanical power, the manual hoisting from the stowed position and turning out to the embarkation position of the rescue boat does not need to be actuated from a position within the rescue boat. The hoisting up of a dedicated rescue boat from its stowed position should be considered as part of launching preparation, but not part of the launching process. Therefore, manual hoisting up prior to embarkation may be acceptable for subsequent slewing out. (MSC.1/Circ.1693)

MARINE EVACUATION SYSTEM

Verify the six-yearly rotational deployment of MES, SOLAS III.20.8.2.

Check launch arrangements, maintenance records and operational instructions.

DECK

Excessive corrosion, cracking or buckling, if found, should be immediately reported to the [local ABS office](#).

Handrails are intact and in accordance with the load line regulation. Rails fitted on superstructure and freeboard decks shall have three courses. The opening below the lowest course of the guard rails shall not exceed 230 mm (9 inches), and other courses shall not be more than 380 mm (15 inches).

Handrails on the sides of the deck are fitted with a supporting bracket at every third stanchion



AIR PIPES AND VENTILATORS AS APPLICABLE THROUGHOUT CABINS AND SPACES

Air pipes and closure devices are checked for wastage and proper operation.

Closure devices have been opened and the flame screen checked.

SHORE CONNECTIONS

At least one international shore connection for firefighting is on board. Unit includes flange, gasket, bolts, nuts, washers (bolts and nuts; 4 nos., each 16 mm diameter, 50 mm length).

Electrical shore connections have proper connections and are functioning.

MARPOL Annex I and IV standard discharge connections, where required, have proper fittings, are marked and have proper intact drip coamings (MARPOL Annex I; bolts and nuts; 6 nos., each 20 mm diameter with suitable length, MARPOL Annex IV; bolts and nuts; 4 nos., each 16 mm diameter with suitable length).

LADDERS

Accommodation ladders (also known as gangways) are free of any apparent defects (fractured steps, side ropes, etc.), and the gangway safety net has been prepared and correctly rigged. Records of five verified yearly load tests and confirm marking of load tests correspond to the test certificate.

Pilot ladders are free from any apparent defects (rigging and securing arrangements are maintained, including shackles that are free from rust and corrosion; treads and stoppers are not disintegrated/dislodged; rope construction type, size, and knots are maintained per manufacturer instructions, and chaffing protection on the knife-edge). To confirm the date of testing or replacement. Pilot ladder over 30 months old subject to ladder and step attachment strength test (SOLAS V/23.2.3 and ISO 799-1:2019).

Embarkation ladders are free from any apparent defects (rigging and securing arrangements are maintained, including shackles that are free from rust and corrosion; treads and stoppers are not disintegrated/dislodged; rope construction type, size, and knots are maintained per manufacturer instructions).

Personnel descent devices: examine condition and placement according to the approved safety plan.

LOAD LINE — DRAFT MARKS

Port and Starboard load line marks checked and confirmed to be clearly visible.

Draft marks are clear to read.

PSC CATEGORIES: ENGINE ROOM

MAIN FIRE PUMPS

The main fire pumps are to be in proper working condition — gauges operational, priming pump functioning, remote starting is operational (if applicable) and pumps are capable of taking sea suction and maintaining the required line pressure to supply at least two fire hoses operating simultaneously at the most remote and highest locations.

Isolating valves on the fire main shall be clearly marked, properly maintained and easily operable.

Operating instructions are posted in plain view.



IGF CODE VESSEL (IF APPLICABLE)

Check that airlocks are mechanically ventilated to maintain overpressure relative to adjacent hazardous areas or spaces, that they provide free and unobstructed passage and are not used for storage, that doors are self-closing without hold-back devices and that a permanently installed gas detector is fitted (ref IGF Code/ regulation 5.12).

Verify the availability of maintenance procedures for the fuel containment system and for electrical equipment installed in hazardous locations, as well as documentation for bunkering operations, including transfer procedures, emergency actions, bunker safety checklists and bunker delivery notes (reference IGF Code/ Regulation 18).

MACHINERY SAFETY SYSTEMS

Valves are free from obstruction and are in operational condition.

All main and auxiliary machinery safety systems are operational without permanent display of alarms present (excluding maintenance work).

All fuel oil (FO) tank sounding pipes are closed and quick closing valves (QCVs) are working correctly (i.e., QCVs are not blocked or permanently obstructed). For pneumatically operated QCVs, the supply from the tank is always in an open position.

ELECTRICAL INSTALLATION

Main and emergency switchboards, and feeder panels are clear of any low insulation readings. No loose or pulled-out wires are visible, especially during ongoing maintenance.

Switchboards are to be provided with insulated matting both in front and behind. Enclosures are in place and secure.

Maintenance and testing records for breakers are maintained.

Cable penetrations between fire division zones are effective with no signs of deterioration.

CLEANLINESS

Excess oil leaks from engines, bilges, containment areas and FO/LO processing areas have been rectified and areas cleaned.

Repair damaged lighting and/or replace burned bulbs.

Fire hydrants and hose stations are clean and in good working order.

Thermal insulation is to be properly secured, not to be oil-soaked.

No oil-soaked rags are left on decks, in the bilge or bilge wells.

Tools and equipment are stored properly, and emergency exits are clear.

POLLUTION PREVENTION BY SEWAGE SYSTEM (MARPOL ANNEX IV)

Sewage treatment plants are fully operational, including aeration blowers, sight tube, alarm panel, etc.

Sewage treatment system is operational and not leaking.



POLLUTION PREVENTION BY GARBAGE SYSTEM INCLUDING GARBAGE HANDLING ROOM (MARPOL ANNEX V)

Garbage Management Plan is available on board.

Garbage Record Book entries are up to date.

Area containing receptacles is clean or orderly.

Garbage handling room: verify that a MARPOL Annex V placard is displayed, informing the crew of garbage discharge requirements. Check that the ship's procedures for collecting, storing, processing, and disposing of garbage are followed.

Garbage handling room: confirm that only food waste is discharged at sea where permitted, and that discharge of other garbage types (e.g., plastics, cooking oil, lining/packing materials, paper, rags, glass, metal, bottles, crockery and similar refuse) is prohibited. If the ship's Garbage Management Plan requires sorting and recycling, verify that garbage is separated according to the IMO-recommended separation for recyclable material.

Verify the proper separation and handling of hazardous garbage, including oily rags, light bulbs, acids, chemicals and batteries.

MAIN PROPULSION SYSTEM

Components of the main propulsion engine are working correctly.

The emergency test control station and/or engine side test station are operating correctly with validation of the last test record.

There are no visible engine oil leaks.

Vessel fitted with exhaust gas cleaning system, wash water scrubber, and overboard to be subject to externally close-up examination. If any sign of deterioration should be addressed.

MARPOL Annex VI, applicable technical files for each applicable main and auxiliary engines should be available.

The record book of the engine parameters should be updated by the Chief Engineer as applicable.

AUXILIARY ENGINES AND EQUIPMENT

Engines and attachments have been tested to confirm that gauges, emergency shutdowns, automatic changeovers and QCVs are operating. The FO supply valves for the diesel generators (D/Gs) can be remotely isolated/closed from a secure position away from the D/Gs.

Engine FO leakage alarms are working, and drain valves are in the closed position.

Engine safety devices (low-pressure, high-temperature alarms, low-low-pressure shutdown) tested and confirmed to be effectively operating.

MARPOL Annex VI, the EIAPP certificates and technical files for each engine should be available.

The record book of the engine parameters should be updated by the Chief Engineer as applicable.

There are no visible engine oil leaks.



OILY WATER SEPARATOR (OWS) EQUIPMENT (MARPOL ANNEX I)

Check to see that oily water separator equipment and 15 parts per million (ppm) alarm have been operationally tested, including automatic stopping devices, alarms, piping systems and gauges, and found properly functioning.

Confirm that no unauthorized piping or electrical modifications have been made per the original equipment manufacturer (OEM).

The OWS installed on or after 1 January 2005, during testing to confirm; (i) receive of a bilge alarm within five seconds between an alteration of sample being supplied to the 15 ppm bilge alarm and the ppm display showing the correct response (ii) automatic stop of overboard discharge valve within 20 seconds overall response time (inclusive of five seconds response time for the alarm) between an effluent discharge from the 15 ppm bilge separator exceeding 15 ppm, and the operation of the automatic stopping device preventing overboard discharge (MEPC. 107(49)/4.2.6/ 6.2.1).

Effluent sampling line to the oil content monitor is uninterrupted. If cock is fitted, it should always be in the open position and so labeled (reference MEPC. 107(49)).

Confirm a sampling point is located on a vertical section of the water effluent piping as close as possible to the 15 ppm Bilge Separator outlet (reference MEPC. 107(49)/6.1.1).

Verify that the Oil Record Book has been filled out correctly and signed by the Chief Engineer and Master, as per MARPOL Annex I.

HIGH-PRESSURE FUEL LINES

High-pressure fuel lines are jacketed and spray shields in place as required.

PORTABLE AND FIXED FIREFIGHTING SYSTEMS

Systems have been serviced as required, and extinguishers are properly marked with the date of servicing. The firefighting system is readily available to use at all times.

Water mist/water spray nozzles are free from any obstructions in the engine room, accommodation space and open deck (as applicable).

Machinery space fire hoses are the correct length (15 m maximum).

Boiler burner location is provided with sand box.

Visual examination of fixed firefighting system nozzles.

Check EEBDs are placed in accordance with the fire safety plan, with annual service records available and up to date, and user instructions printed on each unit. Training EEBDs shall be clearly marked (SOLAS II-2/13.3.4 and 13.4.3. The pressure in EEBD cylinders, including spares, shall be sufficiently charged.

INCINERATORS (MARPOL ANNEX VI)

Valid IMO Type Approval Certificate is available.

Manufacturer's operating manual is available.

Incinerator alarms and safety devices are all fully operational, i.e., interlocks, trips and shutdowns.

Refractory for combustion chambers and doors are maintained.

Confirm there are no leaks.



INSULATION

A-60 Insulation is intact in all areas (emergency escape trunks, etc.).

Check “A” class bulkhead fire insulation and fire-resistant penetrations for signs of deterioration and verify that any repairs, if applicable, have been properly restored to the required standard.

A-60 Insulation for steel and aluminum structures, deck or bulkhead insulation must extend at least 450 mm beyond any penetration, intersection or endpoints (SOLAS II-2/9.3.4).

PSC CATEGORIES: WORK SPACES (STEERING FLAT/AZIPOD ROOM, EMERGENCY GENERATOR ROOM, ETC.)

EMERGENCY FIRE PUMP(S)

The emergency fire pumps are in proper working condition — gauges operational, priming pump functioning, remote starting is operational (if applicable) and pumps are capable of taking sea suction and maintaining the proper line pressure.

Operating instructions are posted in plain view.

In cases where the sea chest for the emergency fire pump is fitted inside the machinery space, and the suction valve is operated from a position within the same compartment as the emergency fire pump, verify/confirm that the suction pipe within the machinery space is enclosed in a substantial steel casing or insulated to A-60 structural fire protection standards. In addition, confirm that the remote operation of the suction valve from the compartment containing the emergency fire pump is fully functional.

STEERING GEAR/AZIPOD ROOM

The main and emergency steering gear has been tested and is functioning properly with no visible hydraulic leaks.

Note: When applicable, check that from 30° to 35°, the maximum moving time should not exceed 28 seconds. Regular steering gear test as defined in SOLAS Ch. V reg. 26 is to be performed 12 hours before leaving the port. Steering gear tests are carried out at least once every three months and recorded.

Verify that emergency steering instructions are clearly posted in the steering gear compartment and that a steering gear block diagram is prominently displayed on the bridge. In addition, confirm that the emergency steering position remains readily accessible at all times, with no obstructions such as spare parts, ropes, or other equipment hindering safe and rapid access.

Verify that communication between the emergency steering position and the bridge is clear and audible, and confirm that any visual indications related to emergency steering are operating correctly

Azipod System (If Applicable)

- Thrust, slewing, and propulsion bearing conditions are acceptable based on oil condition, vibration and temperature analysis.
- Lubricating oil system: oil coolers are effective, with no leaks. Filters are properly maintained and correctly labeled.
- Cooling system: air cooler is effective, with no cooling water leaks. Heat exchangers are properly maintained.
- Mechanical brake conditions and emergency locking arrangements are properly maintained.
- Propulsion motor insulation resistance is within acceptable limits (IR- insulation resistance and PI- polarized index values).
- Full rotation tested (360° if permitted).



The steering gear gyro compass repeater should have no deviation error.

The steering gear compartment must be equipped with suitable arrangements to help ensure safe working access to the steering gear machinery and controls. These arrangements are required to include handrails, along with either gratings for walking on or another type of non-slip surface, to provide safe working conditions in the event of hydraulic fluid leakage (SOLAS II-1/29.13).

EMERGENCY POWER

The emergency generator has been operationally tested and is capable of coming online automatically within 45 seconds. In many designs, a “test switch” is used to simulate the blackout condition for testing purposes. However, in some cases, it has been found that even though the “test switch” was used for testing, when a true blackout occurred, the emergency generator did not properly auto-start and transfer the electrical load to the emergency generator due to actual circuit was not energized (SOLAS II-1/42.3.1)

Note: For passenger ships, the emergency source of electrical power must be capable of supplying, with allowance for starting currents and transient loads, all services essential for safety in an emergency, taking into account those that may need to operate simultaneously. In particular, it must be able to supply, for at least 36 hours, emergency lighting at every muster and embarkation station and over the ship’s sides; along all alleyways, stairways and exits leading to those stations; in all accommodation and service alleyways, stairways, exits and personnel lift cars; in machinery spaces and main generating stations, including their control positions; in all control stations and machinery control rooms; at each main and emergency switchboard; at all stowage positions for firemen’s outfits; at the steering gear; and at the fire pump, sprinkler pump and emergency bilge pump, including their motor starting positions. For the same 36-hour period, it must also supply navigation lights and other collision-prevention lights required by the applicable collision regulations. In addition, for at least 30 minutes, it must be able to supply power to all required power-operated watertight doors, including their indicators and warning signals, and to the emergency arrangements for bringing passenger lift cars to deck level for escape, noting that the lift cars may be brought to deck level sequentially in an emergency.

Confirm that the emergency generator room, engine power having more than 375 KW (not the alternator), is provided with a fixed fire extinguishing system as considered under Category A machinery space.

Emergency generator FO tank is full, and if over 500L, the fitted QCV is operational.

Emergency lighting is operationally tested, and any defective lights are replaced.

Tests are to be carried out on the emergency lighting when supplied from both the battery system and the emergency generator, as applicable. This includes verification of the correct operation of transitional emergency lighting (provided during the changeover from the main source of power to the emergency source) and any supplementary emergency lighting provided in addition to the main emergency lighting system. The batteries serving the emergency lighting are to be checked to confirm that they are in good condition and fully charged, with proper functioning of their charging and monitoring arrangements.

Special consideration is to be given to the emergency lighting provided at muster and embarkation stations, observing that these areas, together with their access routes (alleyways, stairways, and exits), are adequately illuminated from the emergency source of power to support safe mustering and survival craft operations. The emergency searchlight is to be verified for correct operation, sufficient lighting performance, and free movement in all intended directions without sticking, corrosion or seizure. In addition, emergency lighting in the engine-room escape trunk and steering gear compartment is to be checked to confirm reliable operation, adequate illumination of escape routes and working positions, and continuous supply from the designated emergency power source.

A transitional source of power (as applicable) and emergency power batteries have been checked for proper operation. The voltage drop after 30 minutes under full connected load shall not exceed 12 percent.

Check the operation and condition of the low-level emergency lighting.

Note: SOLAS II-2/13,3,2,5 requires that all passenger ships carrying more than 36 passengers be fitted with LLL, so that passengers can readily identify escape routes when normal or emergency lighting is less effective due to smoke. In line with IMO Resolution A.752(18), paragraph 9, all LLL systems are to be visually examined and checked at least once a week, with records kept, and any missing, damaged, or inoperable sections promptly



replaced. In addition, the luminance of LLL systems is to be tested on board at least once every five years. If any individual luminance reading does not meet the guideline requirements, measurements are to be taken at a minimum of ten equally spaced locations within the space. If more than 30 percent of these readings fail to meet the requirements, the LLL in that space is to be replaced; if between 20 percent and 30 percent fail, the LLL is either to be rechecked after one year or replaced

PORTABLE AND FIXED FIREFIGHTING SYSTEMS

Systems have been serviced as required, and extinguishers are properly marked with the date of service.

Safety Arrangements for POLAR Code Ship Part I-A/ Ch. 4, 6, and 11

- Galley cooking equipment is fitted with grab rails on the fronts for safe use during ice operations.
- Deep fat fryers are located separately from hotplates or other hot surfaces.
- Deep fat fryers are provided with oil-tight lids.
- Towing arrangements include a line-throwing appliance suitable for transferring messenger lines and towing equipment.
- Portable water and foam extinguishers are not located where they can be exposed to freezing temperatures.
- Adequate protective clothing for polar conditions is provided for the crew.
- Adequate thermal insulation materials (e.g., for shelters, survival) are provided.
- Personal Survival Kits (PSK) are stowed so they can be easily retrieved in an emergency.
- Group Survival Kits (GSK) are stowed so they can be easily retrieved in an emergency.
- The PSK inspections are carried out at least annually.
- The GSK inspections are carried out at least annually.
- Manual inflation pumps are provided in a warm space near the liferafts

PSC CATEGORIES: PORT ARRIVAL

PRE-ARRIVAL

Accidental damage that is suffered while sailing to the port of call must be submitted to the port State with details on the circumstances of the accident, damage suffered, remedial action and information about notification to the flag State.

INCREASED CHANCES OF PORT STATE ACTIVITY

First time being in the region in the past year.

Vessel has not been inspected in the last six months.

Deficiencies were found at last port State inspection.

Vessel has been detained in the last year.

Periodic inspections by memorandum of understanding (MoU) countries are determined based on risk profile. The generic factors used for the risk factors are age, ship type, inspection frequency based on last attendance and their findings. These determine the future inspection window, e.g., high-risk ships (between five and six months from the last inspection), standard-risk ships (between 10 and 12 months from the last inspection), and low-risk ships (between 24 and 36 months from the last inspection).



ISM CODE: PSC ISM-RELATED DEFICIENCIES

ISM ELEMENT 2: SAFETY AND ENVIRONMENTAL PROTECTION POLICY

A Safety and Environmental Protection (SEP) policy, understood and supported by the crew, provides strong evidence of an overall effective implementation of the company's SMS.

The policy posters are displayed at prominent locations.

The policy is properly controlled, and the latest revision is in use.

Crew members can demonstrate a satisfactory level of awareness of the SEP policy.

Safety and environmental objectives and targets established in the SMS are consistent with those contained in the policy statement.

Onboard procedures and practices support and contribute to the successful achievement of objectives and targets established by the company.

ISM ELEMENT 3: COMPANY RESPONSIBILITIES AND AUTHORITY

The provision of support, allocation of resources and overall commitment of the company is vital for the effective implementation of the SMS on board the vessel.

Responsibility, authority and lines of reporting of key personnel are clearly defined and documented.

Crew personnel can demonstrate a satisfactory level of awareness of their duties and responsibilities as detailed in the SMS.

If day-to-day operations of the vessel have been delegated to a management company, evidence of this delegation is available.

Requisitions for supply of stores, spares and requests for repairs are being followed up by the shore-based management in a timely manner.

There is evidence of follow up action and monitoring by shore-based management over documented and reported outstanding nonconformities and deficiencies.

ISM ELEMENT 4: DESIGNATED PERSONS

The ISM Code places a special responsibility on the designated person ashore (DPA). The nominated person must hold the relevant qualification and experience, and demonstrate the commitment required by the position.

Identity and contact details of the DPA have been reported to the flag Administration, if required.

The DPA has direct access to the top management of the company.

Qualifications, experience and training of the DPA meets the IMO guidance contained in the Annex to MSC-MEPC.7/Circ.6.

The crew are aware of the identity and contact details of the DPA.

There is evidence to show that the DPA is engaged in monitoring the safety and pollution prevention aspects of all vessel operations.



ISM ELEMENT 5: MASTER'S RESPONSIBILITY AND AUTHORITY

The Master has the responsibility to ensure that the requirements specified in the company's SMS are being observed. To this end, the Master needs to be completely familiar with the SMS and be given the necessary support and overriding authority to make decisions relating to safety and pollution prevention.

Master can demonstrate familiarity with their role and responsibility under the ISM Code.

The SMS contains a clear statement giving the Master overriding authority to take decisions relating to safety and pollution prevention and to ask for assistance from the company when needed.

Master is aware of where this overriding authority is documented in the SMS and can explain the intent of this provision.

Master's review of the SMS has been carried out as specified in the SMS and that it is effective.

Master's standing and night orders are current and in accordance with SMS.

Master is verifying that crew is observing the procedures and processes specified in the company's SMS.

ISM ELEMENT 6: RESOURCES AND PERSONNEL

The SMS must ensure that all personnel, including the crew are competent, properly qualified, medically fit and given the proper training and familiarization to safely and efficiently perform their assigned responsibilities.

Crew on board meet or exceed the minimum safe manning criteria established by the flag Administration, and the vessel is appropriately manned in order to maintain safe operations on board under all conditions.

Officers and ratings hold valid certificates and endorsements as per the International Convention on Standards of Training, Certification and Watchkeeping (STCW).

Passenger ship vessels require mandatory training and qualification requirements of masters, officers, ratings and other personnel. These include crowd management (reference STCW A-V/2).

If applicable, IGF Code vessels require mandatory training and qualification requirements of masters, officers, ratings and other personnel (STCW A-V/3).

If applicable, POLAR Code vessels require mandatory training and qualification requirements of master and deck officers (STCW A-V/4) .

All crew hold valid medical fitness certificates.

The Master is fully conversant with the company's SMS.

Shipboard familiarization and safety training of crew have been carried out as per the SMS.

Crew members can effectively communicate as a team in the execution of their duties.

Crew members can demonstrate their familiarity with the SMS commensurate to their roles and responsibilities.

Shipboard officers are familiar with relevant rules and regulations covered by the SMS.

Company and Ship Security Officers (SSO) are qualified and hold valid certificates as required by the Administration.

Watchkeeping schedules have been established, and a record of hours of rest is being maintained as per the STCW and MLC requirements (per Regulation 2.3 of the convention in addition to others; (i) maximum hours of work shall not exceed 14 hours on any 24-hour period and 72 hours in any seven day period, or (ii) minimum hours of rest shall not be less than 10 hours in any 24 hours period and 77 hours in any seven day period).



ISM ELEMENT 7: SHIPBOARD OPERATIONS

Key shipboard operations that can affect safety and pollution prevention must be backed by documented procedures with responsibilities assigned to qualified personnel.

The SMS contains documented procedures for key shipboard operations, including enclosed space entry procedures. A list of enclosed spaces and their markings at entrances should be specified.

Roles and responsibilities have been clearly assigned to qualified personnel who are able to demonstrate their familiarity with assigned tasks.

Voyage passage planning is carried out from berth-to-berth.

Navigational charts and publications for the intended passage are available on board and have been updated to the latest notices to mariners. Periodic updates to ECDIS are carried out as applicable.

Ship stability and stress calculations for different stages of the voyage are being carried out.

Bridge and engine room checklists (arrival, departure, testing controls, watchkeeping, etc.) are being followed.

Permit to work (hot work, entry into enclosed spaces, working aloft, lock out-tag out) procedures are being complied with.

Suitable personnel protective equipment is being used by the crew.

Bunker and fuel transfer procedures are complied with.

Procedures for operations with low sulfur fuel oil are being followed, as applicable.

The ballast water exchange plan is complied with as per regulations.

The waste management plan is properly implemented.

A safe means of embarkation and disembarkation is available.

Wheel House (WH) poster, Maneuvering booklet, Pilot Card, as applicable, are available.

The EPL/SHaPoLi procedure (if applicable).

ISM ELEMENT 8: EMERGENCY PREPAREDNESS

The company should identify all potential emergency situations that can affect its fleet, develop contingency plans to mitigate the adverse impact of emergencies, and periodically test the contingency plans to validate their effectiveness and train and familiarize the crew.

Crew emergency response plans and muster lists are current and up to date, posted at the appropriate places in accommodation and muster stations.

Muster Lists and Emergency Instructions are posted and legible. Emergency instructions shall be available for each person on board, the muster list shall be posted in conspicuous places, and signs or posters shall be posted in the vicinity of survival crafts and their launching stations — all in commonly understood language(s).

Personnel are familiar with their muster stations and assigned duties.

Contingency plans for potential emergency situations are available.

Drills, as required by SOLAS and as per the company's SMS, have been carried out, i.e., every month — abandon ship and fire drill; every two months — enclosed space entry and rescue drill, every three months — emergency steering drills, damage control drill for passenger ships. Frequency of drills may vary based on the vessel type, individual flag Administration requirements. Example of drills follows:

- Verify that abandon ship and fire drills were conducted and recorded within 24 hours of departure from the previous port whenever there was a crew change exceeding 25 percent, Ship Drills records referring to information for lifeboats maneuvered in water within the last three months.



- Weekly abandon ship and fire drills.
- Check that the ship's procedure for the passenger muster and safety briefing required to take place prior to, or immediately upon, departure. Review the passenger safety briefing announcement script/recording to confirm that it includes instructions on the use of lifejackets, actions to take in an emergency and the location of the ship's medical facilities.
- Weekly closure of all watertight doors.
- Verify that effective means of communication are operational between the safety center and all relevant control stations, and that up-to-date emergency contact lists are available in the safety center.
- Emergency exercises with the shore-based emergency response team have been carried out as required by the SMS. Emergency Contact Lists available for the company contacts and for the port of arrival/inspection.
- Quarterly safe return to port drills.
- Quarterly damage control drills and yearly support from shore side.
- Triannual training on davit-launched liferaft operation.

Post-drill analysis to identify weaknesses and lessons learned is carried out for continuous improvement.

Personnel are able to satisfactorily demonstrate preparedness during emergency drills.

Emergency contact information for the shore-based emergency response team is updated and kept current.

All safety equipment is readily available and adequately maintained.

Fire control plans are up to date and current.

Means of escape and access are not obstructed. In case the engine room emergency escape trunk is not at the same level as the lowest platform, detailed evacuation procedures are to be included in the SMS and/or other instructions by the flag Administration (applicable to vessels with KL on/or after 1 January 2016).

ISM ELEMENT 9: REPORTS AND ANALYSIS OF NONCONFORMITIES, ACCIDENTS AND HAZARDOUS OCCURENCES

Accidents, incidents, near misses and nonconformities must be reported and analyzed to determine the root cause. Appropriate timely corrective actions must be taken to prevent recurrence. Data collected is to be used for trending and continuous improvement.

Recurrence data collected is to be used for trending and continuous improvement.

All accidents, incidents, injuries and near misses are reported.

Accidents, incidents, injuries and near misses are recorded and investigated to determine the root cause.

Timely corrective action, including actions to prevent recurrence, are taken and records maintained.

Nonconformities reported accidents and incidents are closed out in a timely manner after verification of effectiveness of action taken.

Follow-up actions and monitoring by shore-based management of reported cases and actions taken are evident.

Following a PSC or flag detention, corrective action taken must not be limited to the deficiencies identified by external authorities. Action is taken to identify and resolve other similar deficiencies which may exist on board.



ISM ELEMENT 10: MAINTENANCE OF THE SHIP AND EQUIPMENT

This element addresses areas in the SMS where the highest percentage of nonconformities and deficiencies are identified. A vast majority of detainable PSC ISM deficiencies (Code 30) relate to ship maintenance and equipment.

The vessel is clean, tidy, habitable and well illuminated.

There is no evidence of excessive corrosion and/or wastage on exposed decks and fittings.

The ship has implemented and is maintaining an effective planned and/or preventive maintenance system (PPMS).

Overdue maintenance items are periodically reviewed and addressed as appropriate.

Inspection of the vessel is carried out as established in the SMS and identified defects are dealt with.

No unauthorized repairs, modifications or alterations have been carried out.

Machinery and hull defects, including breakdowns, have been reported to the company.

Reported defects are being monitored by the company and timely corrective action is implemented to rectify them.

There is no accumulation of oily water residues in the machinery space bilges or on the tank tops.

Air pipes, sounding pipes, ventilators and closing appliances are properly maintained and are fully operational.

Lifeboat/rescue boat lowering winch/davits are being maintained/serviced and are in good operational condition.

Critical and standby equipment and systems have been identified, and routine testing is carried out.

A sufficient stock of spares and stores is available on board as required by the SMS.

Records of maintenance and test activities are available.

ISM ELEMENT 11: DOCUMENTATION

All documentation relating to the SMS must be controlled and available at all relevant locations to ensure safe and pollution-free operations.

All class, statutory and other applicable certificates relevant to the ship are available and valid.

The latest revisions of the SMS manuals, procedures and records are readily available at relevant locations.

The latest editions of publications required by the vessel's flag Administration are available.

A copy of the company's ISM DoC with the latest endorsement is available.

Deck, engine, GMDSS and other applicable official logbooks are maintained and up to date.

The correct format of the Oil Record Book is in use on board and kept up to date. Electronic record books can be used if authorized by flag Administration (MEPC.314(74)).

Latest issue of the Continuous Synopsis Record (CSR), including previous versions of CSR are retained on board.



ISM ELEMENT 12: COMPANY VERIFICATION, REVIEW AND EVALUATION

The company must ensure that the SMS is effectively implemented and fosters continuous improvement through a system of internal audits and management reviews.

Internal audits have been carried out at intervals not exceeding 12 months by qualified auditors who are independent of areas audited.

External audits have been carried out as required by the ISM Code.

Audit reports are available on board.

Audit findings are being tracked to closure.

Timely corrective action, including action(s) to prevent recurrence, has been taken to close out audit findings.

Shore-based management is monitoring and providing the necessary support in the implementation of corrective actions.

The company has developed and implemented a procedure for risk assessments.

Periodic verification has been performed to confirm that individuals undertaking delegated ISM-related tasks are acting in conformity with the company's responsibilities under the code.

Appropriate safeguards have been established against all identified risks to the ship, personnel and the environment.

Management reviews include discussion on the effectiveness of the SMS and records are available.

PSC CATEGORIES: INTERNATIONAL SHIP AND PORT FACILITY SECURE (ISPS) CODE

Ship must implement the security measures as per the approved ship security plan.

There is an approved Ship Security Plan (SSP) on board, and all security measures are implemented for the applicable security level.

Master, SSO and crew members are aware of all levels of ship security and applicable procedures at each level.

The SSO and other personnel with security duties are trained and certified in accordance with STCW requirements.

Master and SSO are aware of their responsibility of periodically reviewing security measures and recommending changes to the SSP as appropriate.

Access to the ship is controlled and crew members on watch are familiar with the access control measures at each security level. This includes control measures applied at ladders, gangways, ramps, doors, side scuttles, windows, ports, cranes, hoisting gears, etc., as applicable.

Restricted areas have been identified, and crew members are aware of access control measures applied to these areas.

All security equipment necessary for maintaining the security levels, as listed in the SSP, is in working condition.

Stores, spares, provisions are searched in accordance with the SSP, and crew members are aware of their responsibilities.

Shipboard security training and drills are periodically carried out in accordance with SSP.

Security incidents and breaches of security are documented, and timely corrective and preventive actions are taken.



Following records of security activities are maintained on board:

Training, drills and exercises.

Security threats and security incident reports.

Changes in security level.

Communications relating to the security of the ship such as specific threats to the ships or to port facilities are received in timely manner.

Declaration of Security (DOS) for last 10 port calls.

Internal audit report(s).

Periodic reviews of Ship Security Assessment and SSP.

Maintenance, calibration and testing of security equipment identified in the SSP.

PSC CATEGORIES: ILO MARITIME LABOUR CONVENTION (MLC, 2006)

MINIMUM AGE

All seafarers on board are at least 16 years of age or as required by the flag State.

Seafarer under the age of 18 is not working at night (except under an approved training program).

Seafarers under the age of 18 are not carrying out tasks that are likely to jeopardize their safety or health.

MEDICAL CERTIFICATION

Seafarers are not allowed to work if they are not medically fit.

Seafarers have been issued a medical examination certificate by a qualified medical practitioner in accordance with the national law.

Medical certificate validity should not be more than two years for seafarers 18 years or more and one year for seafarers less than 18 years of age.

Seafarers holding color vision certificates does not exceed six years of validity or any other time frame imposed by flag State.

Seafarers with restrictions on their medical certificates do not attend to any task where the restriction applies.

Medical certificates are in the English language if the ship is engaged in international voyages.

QUALIFICATIONS OF SEAFARERS

Seafarers are trained or certified in accordance with the STCW convention, and minimum requirements of the Safe Manning Document (SMD) are met.

All seafarers have completed training for personal safety on board the ship.



SEAFARER EMPLOYMENT AGREEMENTS (SEA)

Copy of seafarer employment agreement (SEA) and collective bargaining agreement (CBA) as applicable are available on board.

Each SEA is signed by the seafarer and the shipowner or an authorized representative of the shipowner.

All SEA address requirements of the Standard A 2.1 and are consistent with applicable national standard(s).

The SEA is written in the English language and does not contain any clause that violates seafarers' rights.

USE OF ANY LICENSED OR CERTIFIED OR REGULATED PRIVATE RECRUITMENT AND PLACEMENT SERVICE

Documentary evidence indicates that private recruitment and placement service(s) employing seafarers on behalf of the shipowner is (are) operated in accordance with the convention.

Private recruitment and placement services are authorized by the member State in whose territory they operate or certified in accordance with Regulation 1.4 of the convention.

Seafarers are not charged for recruitment and placement services.

HOURS OF WORK OR REST

Work schedule at sea and in port conforms to the requirements of the convention.

Work schedule is written in the English language and working language of the ship and posted in relevant locations.

Records of hours of work or rest are maintained in a format specified/accepted by the flag State (per Regulation 2.3 of the convention in addition to others; (i) maximum hours of work shall not exceed 14 hours on any 24-hour period and 72 hours in any seven day period, or (ii) minimum hours of rest shall not be less than 10 hours in any 24-hour period and 77 hours in any seven day period).

MANNING LEVELS FOR THE SHIP

Ship complies with the SMD or equivalent issued by the flag State.

A sufficient number of seafarers are on board to ensure safety and security under all conditions, considering seafarer fatigue and the nature and conditions of voyages undertaken.

ACCOMMODATION AND ONBOARD RECREATIONAL FACILITIES

Documentary evidence confirming that accommodation is built to the applicable national standard(s).

Heating, lighting, ventilation systems and other fittings and fixtures are in good working condition.

Separate sleeping rooms and sanitary facilities are provided to men and women seafarers.

Sanitary facilities are adequate for the number of personnel on board and functional.

The hospital is maintained in accordance with the national requirements and used only for taking care of sick seafarers.

Laundry facilities, recreational facilities, and amenities, including social connectivity (i.e., internet access), are adequate and function correctly.

Noise and vibration, including other ambient factors, are controlled and within limits as specified under national requirements.

Periodic inspection records of the accommodation, including mess rooms and recreational facilities, are available.



FOOD AND CATERING

Food and drinking water of adequate quantity, nutrition and quality are provided.

Seafarers are not charged for food and drinking water.

Ship's cook is at least 18 years of age and trained and qualified for the position.

Periodic inspection records of food, drinking water, food preparation, storage and handling areas are available.

Catering facilities are hygienic and fit for this purpose. Confirm that the cleanliness is maintained in the galley, pantry, food storage area, stock control area, etc.

HEALTH AND SAFETY AND ACCIDENT PREVENTION

Health and Safety Policy is available and understood by all seafarers.

Programs for prevention of occupational accidents, injuries and diseases are implemented.

Safety committee meetings are periodically conducted and documented.

Personnel protective equipment (PPE) is available to seafarers.

A risk assessment is taken into consideration for the work assignment.

Accidents are investigated and reported.

ONBOARD MEDICAL CARE

Seafarers are provided with appropriate health protection and medical care, including dental care on board the ship at no cost.

Personnel with appropriate STCW qualifications are on board to provide medical care or first aid (where medical doctors are not required to be carried on board).

Medical chests, medical supplies and equipment meet national requirements.

International Medical Guide for Ships and medical report forms are maintained on board.

ONBOARD COMPLAINT PROCEDURES

Seafarers are provided with a copy of the onboard complaint procedure in the working language of the ship.

Seafarers are familiar with the onboard complaint procedure, including the prohibition on victimization for filing a complaint.

Seafarers understand that they have a right to file a complaint directly with the ship's Master or external authorities.

A complaint log, including disposition of each complaint, is maintained on board.

PAYMENT OF WAGES

Seafarers are paid regularly in accordance with SEA (including CBA if any), at least monthly.

Monthly wage slips/pay stubs are provided to each seafarer, and no unauthorized deductions are made.

Charges for remittances and allotments, including exchange rates, are in accordance with national requirements.



FINANCIAL SECURITY FOR REPATRIATION AND SHIPOWNER LIABILITY

Evidence of financial security confirms that financial security is available on board and includes an attestation from the financial security provider that the financial security meets the requirements of Standard A 2.5.2. Standard A 4.2.1.

Financial security documents include the name of the ship, port of registry, call sign, IMO number, name and address of the provider or providers of the financial security, contact details of the persons or entity responsible for handling seafarers' requests for relief, name of the shipowner and period of validity of the financial security.

A copy of the financial security is posted in a conspicuous place on board where it is available to the seafarers. Where more than one financial security provider provides cover, the document provided by each provider are carried on board.

PSC CATEGORIES: USCG FOREIGN PASSENGER SPECIFIC VERIFICATION

Review the ship's logbook for completion of the emergency steering drill in accordance with 33 CFR 164. Review COTP waiver(s), if applicable.

For ships operating in applicable Alaskan waters, spot-check completion of Sewage and Graywater Discharge Record Book entries in accordance with 33CFR159.315.

Check for compliance with passenger vessel security and safety requirements in accordance with 46 USC §3507 and §3508, for ships authorized to carry 250 or more passengers:

- Verify completion of log entries for all complaints of crimes.
- Verify completion of crime scene preservation training for designated crewmember(s).

Verify compliance with passenger vessel security and safety requirements in accordance with 46 USC §3507, for ships authorized to carry 250 or more passengers.

- Verify ship rails are not less than 42 inches above the deck. This pertains to deck-edge rails around all open-air decks at the deck edge overboard that are available for passenger use, such as public decks and passenger cabin balconies.
- Verify passenger and crew cabin doors are fitted with peep holes or other means of visual identification.
- Verify passenger and crew cabin doors are equipped with security latches and time-sensitive key technology for ships with keel laid date after 27 July 2010.
- Verify the security guide is available to passengers, which may be in the form of electronic or print media. Verify that embassy and consulate information for each country the vessel will visit is available in each passenger cabin.

Passenger vessel security and safety requirements 46 USC 3507, Medical First Aid and Medical Care STCW A-VI/4

Verify sexual assault forensic examination procedures with the medical center team, and the use of adequate equipment and materials for medical examination, administration of anti-retroviral medications, and preservation of medical evidence. Verify the medical staff has the license and training required by §3507(d)(3).

Verify presence of automated external defibrillator (AED) in the medical center.

Information Note:

Exam Process USCG: Foreign vessels operating in U.S. waters are subject to inspection under Title 46 United States Code (U.S.C.) Chapter 33. Reciprocity is accorded to vessels of countries that are parties to the International Convention for the Safety of Life at Sea (SOLAS) (46 U.S.C. 3303). In addition, certain provisions of U.S. pollution prevention and navigation safety regulations (33 Code of Federal Regulations (CFR) Parts 154-156 and Part 164, respectively) apply to foreign vessels operating in U.S. waters. The applicability of many of these laws and regulations has been modified by international conventions.



- Title 46 USC 3505 prohibits a foreign vessel from departing a U.S. port with passengers who are embarked at that port if the vessel does not comply with SOLAS.
- Foreign Passenger Vessels (FPV) that embark passengers at U.S. ports or that visit U.S. ports with U.S. citizens embarked as passengers must be verified on an annual basis before the COC expires, and at least once during the period of validity of the COC.
- The USCG performs examinations to ensure FPVs continue to maintain all systems per applicable regulations. Examinations also ensure the systems examined during the Initial Certificate of Compliance (ICOC) are maintained and the recognized organization (RO) and flag administration have performed annual renewal surveys.
- Exams are conducted in a holistic manner, viewing shipboard materiel condition combined with ship operations as a single system. This system, when combined with the aspects of human factors and influences form the overall ability to operate safely.

Note: The USCG personnel facilitate examinations on FPVs to ensure proper, prescribed operation of required equipment and systems. Only authorized vessel crew members activate equipment and systems.

Confirm the vessel is scheduled for exam after evaluating the arrival notice:

- Exams to be conducted in accordance with Foreign Passenger Examiner Tactics, Techniques and Procedures (TTP)
- A minimum of three qualified FPVs per exam and one qualified Port State Control (PSC) examiner is required to make up the examination team.
- Units unable to provide sufficient qualified members to lead each section of the exam should exercise one of the following options: Request assistance from nearby units or Request assistance from the Cruise Ship National Center of Expertise (CSNCOE).
- As dates allow, coordinate with other ports on the vessel's itinerary to conduct/complete a required examination at a later port call. In no case may an exam be moved back past the expiration date of the vessel's COC.

PSC CATEGORIES: ROLL ON/ROLL OFF (RO/RO) PASSENGER VESSEL

OPERATIONAL PROCEDURES, DRILLS AND TRAINING

Check emergency procedures specific to garage fires available. The SMS procedures include ro/ro deck fire and car deck ventilation shutdown.

Confirm the crew is familiar with garage fire response and equipment and is familiar with the steps and drencher activation.

Check that the records of fire drills include scenarios in ro/ro spaces.

Guidance: Recent drills involving vehicle deck; evaluation and corrective actions recorded.

Night orders/standing orders reflect risks of ro/ro spaces.

Guidance: Watchkeeping guidance on patrols, ventilation, hot work, and vehicle deck access (Reference: SMS Manual, SOLAS II-2/15: III/19: V/34).

GENERAL ARRANGEMENT AND ACCESS

The ro/ro and vehicle spaces identified in GA plans/Fire plans (Ref: SOLAS II-2/15, 20: FSS Code Ch. 13.)

Means of escape from garages clear, marked and unobstructed. Doors, stairways, and ladders are accessible; exit signage is illuminated; and no locking devices restrict escape from inside. Ref: SOLAS II-2/13: III/11.

Watertight/weathertight doors and ramps are operational.



Guidance: Test operation, indicators on the bridge, local control, alarms; condition of seals and securing devices (Ref: SOLAS II-1/13, II-1/15, LL convention).

Drainage arrangements in ro/ro decks are effective.

Guidance: Scuppers/drains not clogged; arrangements to prevent accumulation of water and flammable liquids (Ref: SOLAS II 2/20.6; MSC.1/Circ.1430).

Clear identification of main drainage points, signage, i.e., “KEEP CLEAR - DRAIN”/“DO NOT OBSTRUCT - DRAIN”/and verification of the condition of the easily removable grating, screen or other means installed over each drain opening.

Guidance:

- An easily removable grating, screen or other means should be installed over each drain opening in the protected spaces to prevent debris from blocking the drain. The total open area ratio of the grating to the attached drain pipe should be at least 6:1.
- The grating should be raised above the deck or installed at an angle to prevent large objects from blocking the drain. No dimension of the individual openings in the grating should be more than 25 mm.
- No grating or screen is required when a fixed mechanical system is provided to unblock the drainage system, or when other than a gravity drain system is provided with its own filter.
- A clearly visible sign or marking should be provided not less than 1,500 mm above each drain opening stating, “Drain opening — do not cover or obstruct.” The marking should be in letters at least 50 mm in height (Ref: MSC.1/Circ.1320 — Guidelines for the drainage of firefighting water from closed vehicle and ro/ro spaces and special category spaces of passenger and cargo ships).

STRUCTURAL FIRE PROTECTION AND FIRE CONTROL PLANS

Structural fire protection boundaries are intact (A 60/A 0 as required).

Guidance: Check fire insulation present, not damaged; no unapproved openings, penetrations properly sealed (Ref: SOLAS II 2/9; FTP Code).

Fire doors and closures in boundaries of ro/ro/vehicle spaces are operational.

Guidance: Self closing, hold back devices released, no wedges; remote closing works if fitted (Ref: SOLAS II 2/9.4, 9.5).

Approved fire control plan available, updated and posted.

Guidance: Garage area correctly shown with fire divisions, equipment, and control stations (Ref: SOLAS II 2/15.2.4).

FIXED FIRE EXTINGUISHING SYSTEMS

Fixed fire extinguishing system for ro/ro/vehicle spaces fitted and ready (e.g., water based drencher/sprinkler, foam or equivalent).

Guidance: Correct type for ro/ro spaces, system in service, isolation valves open, alarms functional (Ref: SOLAS II 2/20.6; FSS Code Ch. 7 and 8).

Control stations and release controls are accessible and clearly marked.

Guidance: Manual release controls protected against accidental operation but were quickly accessible; instructions were posted (Ref: SOLAS II 2/10.4).

Piping, nozzles and drencher coverage are adequate and unobstructed.

Guidance: No corrosion/leakage; nozzles not painted over or blocked by cargo/structures (Ref: FSS Code Ch. 7 and 8; MSC.1/Circ.1432).



Maintenance and periodic tests carried out and recorded.

Guidance: Last function tests documented; annual/5 year tests in line with IMO guidance (Ref: SOLAS I/14; MSC.1/Circ.1432).

FIRE DETECTION AND ALARM

Fire detection system installed in ro/ro/vehicle spaces and operational.

Guidance: Smoke/heat detectors correctly arranged; no disabled zones; panel shows “healthy” status (Ref: SOLAS II 2/7; FSS Code Ch. 9).

Manual call points, alarm devices, and indicators accessible and labeled.

Guidance: No obstruction; clear identification; alarms audible throughout relevant areas (Ref: SOLAS II 2/7.2; FSS Code).

Alarm transmission to the bridge/control station confirmed.

Guidance: Test an alarm from the garage to confirm the indication on the main fire detection panel and the audible alarm (Ref: SOLAS II 2/7).

VENTILATION AND SMOKE CONTROL

Mechanical ventilation for ro/ro/vehicle spaces is in good order.

Guidance: Capacity meets design; fans operational; no excessive noise/vibration; ducts in good condition (Ref: SOLAS II 2/20.3).

Ventilation shutdown and fail safe arrangements.

Guidance: Remote stops from the control station are identified and tested; automatic shutdown on fire alarm where required (Ref: SOLAS II 2/20.3; II 2/16).

Air inlets/outlets and exhaust points are not obstructed.

Guidance: No cargo, vehicles, or structures blocking airflow; protective grilles in place (Ref: SOLAS II 2/20.3.2).

Arrangements for smoke extraction (if fitted) are operational.

Guidance: Fans and dampers tested; controls clearly marked (Ref: SOLAS II 2/20.3; ship specific Fire Safety Plan).

FIREFIGHTING EQUIPMENT (PORTABLE AND MOBILE)

Fire hose reels and hydrants in garages are available and ready.

Guidance: Correct number and coverage; hoses connected, no visible damage; nozzles and spanners in place (Ref: SOLAS II 2/10.2).

Portable fire extinguishers are suitable and correctly distributed.

Guidance: Foam/powder types for vehicle fires; pressure in green range; accessible, properly secured and labeled (Ref: SOLAS II 2/10.3; FSS Code Ch. 4).

Mobile foam or water monitors (if required) available.

Guidance: Correct positioning to cover garage; hoses/foam supply ready (Ref: SOLAS II 2/10.2.1.6; ship's Fire Safety plans).

Firefighters' outfits and BAs are set and ready.



Guidance: Enough outfits for required teams; BA sets charged; spare cylinders available (Ref: SOLAS II 2/10.10; FSS Code Ch. 3).

ELECTRICAL INSTALLATIONS AND IGNITION SOURCES

Electrical equipment in the garage is suitable for the environment and protected.

Guidance: No damaged lights, junction boxes or cables; explosion protected where required (Ref: SOLAS II 1/45; II 2/4.2).

Socket outlets and extension lead controlled and secured.

Guidance: No unauthorized connections; no domestic multi plugs; cables not running through water or sharp edges (Ref: SOLAS II 2/4.2).

No smoking policy and ignition control measures enforced.

Guidance: "No smoking" signs posted; compliance verified; hot work in garage only under permit (Ref: SOLAS II 2/4.2; ISM Code).

VEHICLE OPERATIONS AND CARGO SECURING

Loading/unloading procedures established and followed.

Guidance: Safe traffic flow; guidance for drivers; supervision by the ship's staff (Ref: SOLAS II 2/20.1; ISM procedures).

Vehicle securing arrangements adequate and used.

Guidance: Lashings in good condition; enough lash points; securing plan available and applied (Ref: SOLAS II 1/5 1 (where applicable)); Cargo Securing Manual.

Fuel in vehicles and machinery is controlled.

Guidance: Rules for fuel quantity, LPG/CNG vehicles, motorcycles, etc., are displayed and enforced (Ref: SOLAS II 2/20.3; IMO guidelines on CNG/LNG/LPG vehicles (as applicable)).

Car deck closed during voyage where required.

Guidance: Doors/ramps closed and secured; bridge indicators show closed status (Ref: SOLAS II 1/23; II 1/21; II 2/20).

DANGEROUS GOODS (IF CARRIED ON RO/RO DECKS)

Dangerous goods documentation, stowage plan and segregation in order.

Guidance: IMDG Code compliance, manifest available; segregation from accommodation and ignition sources (Ref: SOLAS II 2/19; IMDG Code).

Marking and labeling dangerous goods are correct.

Guidance: Placards and labels visible and not damaged (Ref: IMDG Code).

Additional firefighting provisions for dangerous goods are provided.

Guidance: Extra extinguishers, special procedures as per IMDG and the ship's plan (Ref: SOLAS II 2/19; FSS Code).



HOUSEKEEPING AND GENERAL SAFETY

Garage is kept tidy, with no unnecessary combustibles.

Guidance: No storage of spare paints, chemicals, or rubbish; designated lockers are used instead (Ref: SOLAS II 2/4.2).

Clear marking of lanes, emergency exits and equipment.

Guidance: Floor markings visible; equipment and escape routes signed; photoluminescent markings where provided (Ref: SOLAS II 2/13; IMO Res. A.752(18) (LSA location markings)).

Lighting is adequate in all areas of the garage.

Guidance: Normal and, where applicable, emergency lighting is sufficient and operational (Ref: SOLAS II 1/42, 43).

BILGE AND DRAINAGE SYSTEM IN RO/RO PASSENGER “GARAGE”

Verify that approved drawings (fire control plan, drainage/bilge plan) showing drainage/bilge for the garage are on board and match the actual arrangement.

Guidance: Check that scuppers, bilge wells and associated piping in the garage correspond to the latest approved plan (Ref SOLAS II 2/20; MSC.1/Circ.1320 (Guidelines for drainage of fire fighting water)).

GARAGES ABOVE THE BULKHEAD DECK (OPEN OR SEMI-ENCLOSED RO/RO DECKS)

Check scupper overboard discharges are fitted with discharge valves with a positive means of closing operable from above the bulkhead deck.

Guidance: Locate valve operators (hand wheels/remote controls) above the bulkhead deck. Confirm they are functional (where testing is practicable) and clearly marked (Ref. SOLAS II 2/20.6.1.4.1-20.6.1.4.2).

Confirm procedure to check that scupper discharge valves are kept open while at sea, and operation of these valves is recorded in the logbook.

Guidance: Verify valve position (open) by indicator or physical check. Review logbook entries for any closing/opening of scupper valves (e.g., for port operations) (Ref SOLAS II 2/20.6.1.4.2; MSC.1/Circ.1234).

Confirm garage deck drainage paths are not obstructed by cargo securing arrangements, ramps or permanent structures.

Guidance: Physically inspect around scuppers for blocked gratings, cargo lashings or equipment stored over drains (Ref. SOLAS II 2/20.6.1.4.1 (rapid discharge concept)); PSC practice.

Check bilge wells in the garage are clean, accessible and fitted with strainers.

Guidance: Open at least one access cover if possible: Verify strainer condition, absence of heavy debris and clear access for cleaning (Ref. MSC.1/Circ.1320/ 3.2.1 (rapid collection)).

Ensure the garage bilge system is arranged in accordance with general SOLAS bilge pumping arrangement requirements.

Guidance: Confirm that: (1) the bilge system prevents back flooding from sea/ballast; (2) pipes and valves are accessible; (3) materials are suitable; and (4) the garage is included as a drained cargo space (Ref. SOLAS II 1/Reg. 35 1.2.1-2.6 (bilge pumping arrangements)).

Confirm drainage and bilge piping from the garage does not allow flooding from sea/ballast spaces into the garage.



EXAMPLE OF DEFICIENCIES

Emergency fire pump inoperative, e.g., unable to build pressure, self-priming pump nonfunctional.

Lifeboat, rescue boat inoperative, i.e., engine unable to start, emergency release mechanism defective or hull damaged

Fire doors are not closing properly or are fitted with hooks and kept open.

Oily water separator (OWS) is malfunctioning.

Oil Discharge monitoring equipment (ODME) is malfunctioning.

Fuel oil, lubricating oil, quick closing valves nonoperational, blocked permanently or obstructed.

Collective Bargaining Agreement (CBA)/Seafarer Employment Agreement (SEA) is missing for seafarers.

Working and rest hours are not maintained. Seafarer working/rest hours don't match actual work hours, e.g., logbook or worksheet.

Sounding pipes not fitted with a permanent closure means (e.g., fitted with a wooden plug).

Wasted ventilators, ventilators, nonreturn valves inoperative or missing.

Exhaust manifold lagging, missing or disintegrated (e.g., for main engine, auxiliary engines).

Insulation on piping is damaged/disturbed.

Insulation in the emergency escape trunk is missing and/or not in accordance with SOLAS requirements.

Cleanliness of cold rooms and/or inoperable alarms.

Poor drill execution.

Fire doors in main vertical zone bulkheads, galley boundaries, and stairway enclosures are not self-closing or are not capable of closing with an angle of inclination of up to 3.5° opposing closure.

Fire doors in main vertical zone bulkheads, galley boundaries and stairway enclosures have an approximate closure time of:

- More than 40 seconds, or
- Less than 10 seconds from the beginning of their closing movement.

Double-leaf doors in main vertical zone bulkheads, galley boundaries and stairway enclosures, equipped with a latch, do not close in the correct sequence, preventing the door from closing completely.

Fire doors or roller-shutter fire doors in main vertical zone bulkheads, galley boundaries, and stairway enclosures do not operate in remote-release mode from the continuously manned central control station (either not operating at all, not operating in groups, or not operating simultaneously as required).

Fire doors are damaged (e.g., deformed frames, damaged seals, defective hinges, warped leaves) and/or do not close and latch properly.

Self-closing cabin doors in "B"-class divisions are held open unattended using hooks, wedges or other unauthorized hold-back devices.

Fire doors are missing key lock cylinders or are otherwise incomplete, affecting proper operation and/or fire integrity.

Escape routes are obstructed and not safely clear of obstacles (e.g., items, boxes, furniture, cleaning trolleys stored in corridors, or doors obstructed by equipment or materials).

Low-location lighting along escape routes is damaged, missing or incomplete, resulting in discontinuities in the escape guidance.



Escape doors from public spaces are fitted with locking devices that prevent the release of the latch when pressure is applied to the releasing device (e.g., panic bars not operating as intended or additional locks fitted).

Escape doors open in the direction opposite to the direction of escape, contrary to requirements for safe evacuation.

Combustible materials are stored in prohibited spaces, such as:

- Spaces of fire risk category (10), or
- Storage under stairways/within escape stair enclosures, contrary to fire safety and segregation requirements.

Crew members are not familiar with the layout of the ship and the location and operation of firefighting systems and appliances they may be required to use.

Mess rooms, galley, laundry, spa or similar service crew are not familiar with:

- The location of portable fire extinguishers in their areas, and/or
- The operation of installed fire-suppression systems (e.g., galley fixed systems, local application systems).

Crew members with assigned emergency duties are not familiar with their specific duties as defined in the muster list/emergency plan.

Crew members in mess, laundry, galley, spa or similar areas are not familiar with the ship's waste management procedures for hazardous waste generated by their department (e.g., oily rags, chemicals, aerosols, contaminated packaging).

Crew members are not familiar with the ship's procedures for medical response to passenger injury (e.g., initial actions, reporting, communication with medical staff).

Crew members are not familiar with the ship's procedures for the safe operation of the ship, including:

- Safety
- Environmental protection, and
- Security measures



RESOURCES

IF YOUR SHIP IS DETAINED

ABS is ready to assist the owner and/or Master with clearing the vessel from a port State detention. Owners and representatives are reminded of their obligation to notify ABS, in accordance with the ABS *Rules for Building and Classing Marine Vessels* 1-1-8/5, when a vessel is being detained by a port State authority or flag Administration. If the owner does not notify ABS of a detention, ABS reserves the right to suspend or cancel classification of the vessel or invalidate the applicable statutory certificates.

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