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PORT STATE INSPECTION CHECK LIST*

Note: The check list contained in this chapter is an example which may be used by an Authority which has not developed its own list. Each Authority is free to decide whether to use this check list or its own check list. If its own check list is used, such list should contain at least all items included in the following list.

This check list is intended to be an aid to memory and an indication of items to be inspected. It is not exhaustive and may be extended or curtailed at a port State control officer's discretion. Inspection of every item in each category is not required but the port State control officer is to inspect sufficient items in order to form an objective impression of the overall condition.

Port State control inspections should be carried out with the knowledge of the ship's master or his deputy. When exercising the port State inspection, the port State control officer should be accompanied by a responsible person nominated by the master or his deputy during the inspection.

SECTION A INITIAL CONTROL**1 SHIP'S DETAILS**

Before and during inspection, following information should be collected:

Name of ship	Flag of ship
Type of ship	Call sign
IMO number	Gross tonnage
Deadweight	Year of build
Classification society	Company
Number of crew	Nationality of crew
Type of cargo	Next port of call
Date of last PSC inspection	Place of last PSC inspection
Others	

2 CERTIFICATES AND DOCUMENTS

As initial control, following certificates and documents, whenever applicable, should be checked:

SOLAS 74

	Issued by	Date of Issue	Date of Expiry	Last Survey		
				Date	Surveyed by	Place
Passenger Ship Safety Certificate				N/A	N/A	N/A
Cargo Ship Safety Equipment Certificate						
Cargo Ship Safety Construction Certificate						
Cargo Ship Safety Radio Certificate						
Cargo Ship Safety Certificate						
Minimum Safe Manning Document			N/A	N/A	N/A	N/A

* Last update was made during revision in 2001, approved by the Committee at its 10th meeting.

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	Issued by	Date of Issue	Date of Expiry	Last Survey		
				Date	Surveyed by	Place
High Speed Craft Safety Certificate and Permit to Operate						

ISM Code

	Issued by	Date of Issue	Date of Expiry	Last verification		
				Date	Audited by	Place
Document of Compliance						
Safety Management Certificate						

Load Line 66

	Issued by	Date of Issue	Date of Expiry	Last Survey		
				Date	Surveyed by	Place
International Load Line Certificate (1966)						

GC/IGC Code

	Issued by	Date of Issue	Date of Expiry	Last Survey		
				Date	Surveyed by	Place
Certificate of Fitness for the Carriage of Liquefied Gases in Bulk						
International Certificate of Fitness for the Carriage of Liquefied Gases in Bulk						

BCH/IBC Code

	Issued by	Date of Issue	Date of Expiry	Last Survey		
				Date	Surveyed by	Place
Certificate of Fitness for the Carriage of Dangerous Chemicals in Bulk						
International Certificate of Fitness for the Carriage of Dangerous Chemicals in Bulk						

MARPOL 73/78

	Issued by	Date of Issue	Date of Expiry	Last Survey		
				Date	Surveyed by	Place
International Oil Pollution Prevention Certificate (IOPP)						
International Pollution Prevention Certificate for the Carriage of Noxious Liquid Substances in Bulk (IPP) (NLS)						

Tonnage 69

	Issued by	Date of Issue
International Tonnage Certificate (1969)		

Other certificates and documents

Oil Record Book (part I and II) satisfactory	Yes/No
Cargo Record Book satisfactory	Yes/No
Certificates of Competency satisfactory	Yes/No
Medical Certificate, cf. ILO Convention No.73 concerning Medical Examination of Seafarers	Yes/No
Stability information satisfactory	Yes/No
Shipboard Oil Pollution Emergency Plan satisfactory	Yes/No
Ship's Class Certificate satisfactory	Yes/No
Survey Report Files (in case of bulk carriers or oil tankers) satisfactory	Yes/No
Ro-Ro passenger ships information on the A/A-max ratio satisfactory	Yes/No
Document of Compliance (SOLAS 74, Regulation II-2/54) satisfactory	Yes/No
Dangerous Goods Special List or Manifest, or Detailed Stowage Plan satisfactory	Yes/No
Document of authorization for the carriage of grain satisfactory	Yes/No
Special purpose ships safety certificate satisfactory	Yes/No
Safety certificate for mobile offshore drilling units satisfactory	Yes/No
Record of oil discharge monitoring and control system for last ballast voyage (for oil tankers) satisfactory	Yes/No
Muster list, fire control plan and for passenger ships, a damage control plan satisfactory	Yes/No
Ship's log book with respect to the records of tests and drills and the log for records of inspection and maintenance of lifesaving appliances and arrangements satisfactory	Yes/No
Procedures and Arrangement (P&A) Manual (chemical tankers) satisfactory	Yes/No
Cargo securing manual satisfactory	Yes/No
Certificate of registry or other document of nationality satisfactory	Yes/No
Garbage management plan satisfactory	Yes/No
Garbage record book satisfactory	Yes/No
Bulk carrier booklet (SOLAS chapter VI reg.7) satisfactory	Yes/No
Previous PSC inspection reports available	Yes/No

3 PROCEDURAL NOTE ON INITIAL CONTROL

The port State control officer should, at earliest possible opportunity, ascertain the year of build and size of the ship to be inspected for the purpose of determining which provisions of the conventions are applicable.

Before boarding, the port State control officer may gain, from its appearance in the water, an impression of its standard of maintenance from such items as the condition of paintwork, corrosion or pitting or unrepaired damage and its loading condition.

On the way to the master's room, the port State control officer may further look into the condition of such items as fire-fighting appliances and life-saving appliances on deck, stowage of the fire control plan, muster list and watertight doors.

On boarding and introduction to the master or his deputy, the port State control officer should examine the ship's relevant certificates and documents as listed in 2, and furthermore satisfy himself that the crew and the overall condition of the ship, its equipment, machinery space and accommodation, and hygienic conditions on board, meets the provisions of the relevant instruments.

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If the certificates are valid and the port State control officer's general impression and visual observations on board confirm a good standard of maintenance, the port State control officer should generally confine the inspection to reported or observed deficiencies, if any.

However, if the port State control officer's general impressions or observations on board has clear grounds for believing that the ship, its equipment or its crew do not substantially meet the requirements, the port State control officer should proceed to a more detailed inspection.

The above procedural note is only provided as minimum requirements for initial control. In practice, the scope and extent of initial control are up to the instructions given to port State control officers by the Administrations.

SECTION B MORE DETAILED INSPECTION

1 DRILLS

Monthly Fire and abandon ship drills held and logged	Yes/No
Three monthly emergency steering drills held and logged	Yes/No

2 ACCOMMODATION

Cleanness of accommodation satisfactory	Yes/No
Ventilation, heating and lighting satisfactory	Yes/No
Sanitary facilities satisfactory	Yes/No
Mess rooms, galley and crew cabins satisfactory	Yes/No
Medical equipment and sick bay satisfactory	Yes/No

3 FOOD AND CATERING

Quality and quantity of food satisfactory	Yes/No
Handling room satisfactory	Yes/No
Fresh water satisfactory	Yes/No

4 LIFESAVING APPLIANCES

Lifeboats/Rescue boat condition satisfactory	Yes/No
Lifeboats stowage and launching arrangement satisfactory	Yes/No
Lifeboats inventory satisfactory	Yes/No
Lifeboat's engines inspected	Yes/No
Liferafts condition satisfactory	Yes/No
Liferafts stowage and launching arrangement satisfactory	Yes/No
Distress flares inspected	Yes/No
Quantity and condition of lifebuoys satisfactory	Yes/No
Quantity, stowage and condition of lifejackets satisfactory	Yes/No
Immersion suits and thermal protective aids satisfactory	Yes/No
2-way radiotelephone apparatus for survival craft satisfactory	Yes/No
Line-throwing appliances satisfactory	Yes/No
Emergency/Muster lists displayed	Yes/No
Launching instructions for survival craft displayed	Yes/No
Marine evacuation system satisfactory	Yes/No
Means of recovery of survivors satisfactory	Yes/No
Helicopter landing/pick-up area satisfactory	Yes/No

5 FIREFIGHTING EQUIPMENT

Fire main, hydrants, monitors, valves and associated pipework satisfactory	Yes/No
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Fire hoses and nozzles satisfactory	Yes/No
Fire extinguishers satisfactory	Yes/No
Fixed fire extinguishing system satisfactory	Yes/No
Emergency fire pump inspected	Yes/No
Emergency fire pump tested	Yes/No
Fire control plan displayed	Yes/No
Firemen's outfits satisfactory	Yes/No
Remote stop and closing devices satisfactory	Yes/No
Jacketed piping system for high pressure fuel lines inspected	Yes/No
Fire dampers and machinery space closing arrangements satisfactory	Yes/No
International shore connection sighted	Yes/No

6 SAFETY IN GENERAL

Fire control plan and muster list satisfactory	Yes/No
Training manual and instructions satisfactory	Yes/No
Means of escape inspected and satisfactory	Yes/No
Pilot ladder satisfactory	Yes/No
Gangway and accommodation ladder satisfactory	Yes/No
Damage control plan satisfactory	Yes/No
Weather limitations for HSC operation respected	Yes/No
Weather forecasts checked before voyage (HSC)	Yes/No

7 LOAD LINE/HULL STRUCTURE

Load lines and freeboard marks inspected	Yes/No
Deck plating and general structure satisfactory	Yes/No
Weathertight doors satisfactory	Yes/No
Hatch covers/securing devices satisfactory	Yes/No
Hatch coamings satisfactory	Yes/No
Bulkheads, frames and plating of cargo holds satisfactory	Yes/No
Ventilators/air pipes satisfactory	Yes/No
Shipside rails/bulwarks satisfactory	Yes/No

8 ENGINE-ROOM AND MACHINERY

Boilers' condition and operation satisfactory	Yes/No
Engine-room cleanliness satisfactory	Yes/No
Main and auxiliary machinery satisfactory	Yes/No
Emergency power source inspected	Yes/No
Emergency power source tested on load	Yes/No
Steering gear satisfactory	Yes/No
Emergency steering change over instructions displayed	Yes/No

9 MOORING ARRANGEMENTS

Windlass, anchors and cables satisfactory	Yes/No
Mooring ropes and wires satisfactory	Yes/No

10 NAVIGATION

Shipborne navigational equipment satisfactory	Yes/No
Radar inspected in good condition	Yes/No
Gyro and magnetic compass satisfactory	Yes/No
Lights, shapes and sound signals satisfactory	Yes/No

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Ship's charts and nautical publications adequate and up to date

Yes/No

11 RADIO EQUIPMENT

Radio equipment corresponding to the radio certificate and fulfilling the functional requirements	Yes/No
VHF installation satisfactory	Yes/No
Satellite EPIRB inspected and satisfactory	Yes/No
Sources of energy satisfactory	Yes/No
MF radio installation satisfactory	Yes/No
MF/HF radio installation satisfactory	Yes/No
Inmarsat ship earth station satisfactory	Yes/No
Facilities for receiving marine safety information satisfactory	Yes/No
VHF EPIRB satisfactory	Yes/No
No. and competency of GMDSS operators satisfactory	Yes/No
Maritime Mobile Service Identities (MMSI) of radio installations correct	Yes/No
Radar transponders satisfactory	Yes/No
Antenna condition satisfactory	Yes/No
Maintenance/duplication of equipment satisfactory	Yes/No
Operational requirements relating to GMDSS satisfactory	Yes/No
Radio log inspected and satisfactory	Yes/No

12 ACCIDENT PREVENTION

Access to ship and working spaces satisfactory	Yes/No
Deck openings and machinery presenting hazards to personnel satisfactorily protected	Yes/No
Warning notices or signs displayed	Yes/No

13 MARPOL

Oily water separator installation inspected	Yes/No
Oily water separator installation tested	Yes/No
Standard discharge connection satisfactory	Yes/No
Sludge tank/retention facility satisfactory	Yes/No
COW Operation and Equipment Manual satisfactory	Yes/No
Double hull construction requirements complied	Yes/No
Garbage treatment satisfactory	Yes/No
Sewage treatment satisfactory	Yes/No
Officers familiar with Garbage management and keeping of Garbage Record Book	Yes/No

14 ADDITIONAL ITEMS FOR OIL TANKERS, CHEMICAL AND GAS CARRIERS

Inert gas systems arrangements satisfactory	Yes/No
Inert gas system manual and operations log sighted	Yes/No
Pump room and ventilation system satisfactory	Yes/No
Venting and piping system satisfactory	Yes/No
Cargo tank lids satisfactory	Yes/No
Compressor room and ventilation system satisfactory	Yes/No
Minimal quantities and adequate securing of loose gear on the weatherdeck checked.	Yes/No
Oil discharge monitoring system satisfactory	Yes/No

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15 ADDITIONAL ITEMS FOR PASSENGER SHIPS

Emergency plans available	Yes/No
Proficiency of emergency teams satisfactory	Yes/No
Emergency instructions and signs in passenger cabins and public spaces in appropriate languages.	Yes/No
Working language established and recorded in log book	Yes/No
List of operational limitations documented and readily available	Yes/No
Decision support system for masters satisfactory	Yes/No
Plan for cooperation with search and rescue services satisfactory	Yes/No

16 ADDITIONAL ITEMS FOR BULK CARRIERS

Endorsement of bulk carrier booklet satisfactory	Yes/No
Triangle mark satisfactory	Yes/No
Cargo hold water level alarm satisfactory	Yes/No
Loading instrument satisfactory	Yes/No
Officers familiar with cargo holds flooding scenario and instructions on evacuation preparedness	Yes/No

17 ISM CODE

Safety Management System on board satisfactory (refer to Section 6-1 of the Manual)	Yes/No
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18 STCW

Watchkeeping schedules posted	Yes/No
Rest period requirements complied with	Yes/No

19 OPERATIONAL REQUIREMENTS

Damage control, abandon ship and firefighting satisfactory	Yes/No
Communication between key crew members and with passengers on board satisfactory	Yes/No
Navigation, radio and machinery operation satisfactory	Yes/No
Cargo operation satisfactory	Yes/No
Information on proper cargo carriage/stowage available	Yes/No