



PSC Inspection Checklist for Hong Kong Registered Ships

Name of Ship	_____
IMO Number	_____
Official Number	_____
Call Sign	_____
Gross Tonnage	_____
Type of Ship	_____
Date of Keel Laid	_____
Date of Delivery	_____
Ship Dimensions (L x B x D) metres	_____
Ship's Classification Society	_____
RO issuing Company's DOC	_____
RO issuing Ship's SMC	_____
RO issuing Ship's ISSC	_____
Management Company	_____
Date of Inspection	_____
Place of Inspection (e.g. Port, Country, at sea)	_____
Expected Time of Arrival of US/Australian Port *	_____

* Delete as appropriate

EXPLANATORY NOTES ON COMPLETING THE CHECKLIST

1. It is the Management Company and the Master's responsibility to ensure that a Hong Kong registered ship is operated safely without marine pollution, and is implemented a safety management system effectively. This self-assessment checklist provides a framework for helping the Management Company, the Master and the Chief Engineer in assessing the physical condition of a Hong Kong registered ship, understanding how effective the safety management system is being implemented onboard. This checklist is **not exhaustive** and is only a general guidance suggesting what items to be checked or reviewed by the Management Company, the Master and the Chief Engineer.
2. Whenever a ship is to enter a US or Australia port, the checklist must be completed and signed by the ship's Master. It must also be endorsed by the DPA of the Management Company and returned to Cargo Ships Safety Section of the Marine Department before entering US or Australian port **for each voyage to USA or Australia**. For a vessel that has no PSC detention record within the previous 12 months the interval for submission between successive checklists should not be more than three (3) months. However for a vessel with PSC detention record within the previous 12 months the interval for submission between successive checklists should not be more than one (1) month.
3. If any one of the items in the checklist is 'NO', it implies that the safety, pollution prevention or security of the ship is adversely affected. The ship's Master shall record the details of the irregularities and propose the corrective actions accordingly. If there is doubt or difficulty in rectifying the irregularities, the Master should consult and inform the Management Company immediately.
4. The Management Company and/or the DPA shall give an executive summary and comment on the overall condition of the ship and deficiencies detected. In addition, measure to prevent PSC detention and a corrective action plan shall also be included.
5. Should any potential problems be identified or failure of any equipment or machinery that cannot be rectified before entering any port, the ship's Master or the Management Company should promptly notify the port authority, the flag Administration and the classification society, as appropriate, in advance to avoid detention. In the meantime, the ship's Master and the Management Company have to endeavour to rectify all deficiencies detected by taking appropriate corrective actions or temporary repairs. The ship's Master shall also enter the fact into the ship's log book.
6. The checklist should be kept by the ship's Master for necessary follow-up action and future reference.
7. After completing the checklist, the ship's Master shall send a copy of the checklist to the Management Company for vetting and further comment. The Management Company shall send the completed checklist with the relevant supporting documents (if any) to: Fax. No. (852) 2545 0556 or by electronic submission at ss_css@mardep.gov.hk.

N.B. If the spaces provided for the brief summary under each section or the executive summary are not sufficient, please feel free to attach additional sheets into this checklist.

Cargo Ships Safety Section, Marine Department
October 2010

1 Documentation and Records		YES	NO
1.1	All original copies of trading certificate available and valid		
1.2	CSR documents (incl. Form 1, 2 & 3) available for review		
1.3	All seafarers' National Certificates of Competency, GMDSS Operator's Certificates, Hong Kong Licenses for Officers, Certificate of Receipt of Application, Dangerous Cargo Endorsements and Medical Fitness Certificates available and valid		
1.4	Records of hours of work/rest for each crew member comply with STCW requirements and tally with vessel's operation logs		
1.5	All approved and required manuals/documents (e.g. stability, cargo securing, SOPEP, grain loading, garbage management, LRIT conformance test report, diesel engine technical files, VOC Management Plan, etc.) available for inspection and all contents updated		
1.6	All inspection/service records of LSA, FFA, navigation equipment and GMDSS radio equipment, and survey records available and valid		
1.7	All drill records (abandon ship, fire, steering gear, SOPEP, security, etc.) available		
1.8	Plans (Fire Control, Damage Control, etc.) and instructions (muster list, life-jackets donning, etc.) available		
<i>Any item above marked with "NO", please give a brief explanation and propose a corrective action plan below: -</i>			
2 Life-Saving Appliances		YES	NO
2.1	Lifeboats and rescue boat are structurally sound and properly stowed, inventory and ration adequate and in good condition, engines start without difficulty, davits (incl. wire falls) well maintained, release mechanisms in working order and in correct position, retro-reflective tapes provided, annual & 5-year thorough examinations done		
2.2	Liferafts and hydrostatic release units serviced, liferafts properly stowed, hydrostatic releases properly connected, launching arrangement (if fitted) in good working condition		
2.3	Sufficient lifebuoys provided and marked, smoke/lights and lifelines are in good working condition, quick release mechanisms are working properly		
2.4	Sufficient lifejackets and immersion suits are provided and marked, lights and whistles are attached and in working condition, retro-reflective tapes provided		
2.5	Means of embarkation for lifeboats and liferafts readily available, emergency lights at survival stations are working, overside lights in good working condition		
2.6	Donning instructions, launching instructions and IMO symbols are suitably posted		
2.7	LSA manufacturer's maintenance instructions and SOLAS training manuals available		
<i>Any item above marked with "NO", please give a brief explanation and propose a corrective action plan below: -</i>			
3 Fire-Fighting Appliances		YES	NO
3.1	Fire detectors and alarm panels (Bridge, E/R & Fire Control Station) in good working condition		
3.2	Fire lines (incl. hydrants) no leakage or temporary repair; E/R isolating valves in operating condition and clearly marked; fire-fighting gears (e.g. hoses, nozzles, spanners and tools) in good condition, international shore connection available		
3.3	Main and emergency fire pumps are easily started, in good operating condition, have sufficient suction and discharge pressures (with 2 hoses at remote/highest locations), legible operating instructions for emergency fire pump posted		
3.4	Fixed gas/foam/dry powder /water spray fire fighting installations in good working condition; visual and audible alarms tested; CO ₂ bottles, foam or dry powder reservoirs, etc. room ventilation and fire/thermal insulations in order; servicing not overdue and records available; legible operating instructions posted		

3.5	Portable/moveable fire extinguishers in good working condition, sufficient number and readily available; servicing not overdue and records available; sufficient spare charges and additional fire extinguishers available		
3.6	Fire doors in good working condition and not latched; fire dampers/ventilators not seized and clearly marked; skylights in good condition. FO/LO quick closing valves not latched and in good condition, E/R ventilation and FO pump remote stops tested and in good condition; fire insulations/resistant penetration in good condition		
3.7	EEBDs, BA sets and fireman's outfits in good working condition, readily available, servicing not overdue and records available; escape routes properly lighted (emergency lights), clearly marked and unobstructed		
3.8	Fire drill training schedule and records available		
<i>Any item above marked with "NO", please give a brief explanation and propose a corrective action plan below: -</i>			
4 Navigation Safety and Communication		YES	NO
4.1	Up-to-date and corrected nautical publications and charts available for the intended voyages; latest IMO and flag State required publications available		
4.2	All navigation equipment (e.g. radars, ARPA, magnetic/gyro compass, echo sounding device, speed log, bridge indicators, daylight signalling lamp, AIS, VDR, ECDIS, LRIT, etc.) are in good working condition; no overdue of annual servicing or expiry of batteries; inspection and testing records available		
4.3	GMDSS installations (e.g. VHF & MF/HF radio installations, NAVTEX receiver, INMARSAT-C, EPRIB, SART, etc.) in good working condition; no overdue of annual servicing or expiry of batteries; inspection and testing records (monthly, weekly and daily) available; GMDSS installation reverse power fully charged and tested weekly		
4.4	Berth to berth voyage plan prepared and approved by ship's Master;		
4.5	Valid compass deviation card and steering gear change-over procedure posted		
4.6	Navigational lights, shapes and sound signals in good working condition		
4.7	Engine telegraph, engine room and steering gear room communication operational		
4.8	Pilot ladders/hoist and arrangement for safe boarding, e.g. accommodation ladders, safety net and lights in good condition		
<i>Any item above marked with "NO", please give a brief explanation and propose a corrective action plan below: -</i>			
5 Machinery and Electrical		YES	NO
5.1	Main and auxiliary engines in good working condition; clean and free from leakage; hot surfaces insulated; instrumentation (e.g. safety valves and pressure gauges) in good working condition; remote and emergency starting system working properly		
5.2	Fuel oil and lubricating oil systems (including pumps, purifiers, filters, heaters and piping) maintained in satisfactory condition and free of any leakage		
5.3	Boilers (including valves, water, steam and fuel systems, gauge glass mountings) kept working properly; boiler and piping insulated; local and remote control of safety devices, automatic and manual control system, visual alarms/indicators in good condition; securing arrangements in position		
5.4	Bilge pumping system (auto start/stop), piping and valves together with high level alarms in operational condition		
5.5	Engine control room equipment and switchboards (incl. safety protections, protection against electrical shocks, conditions of indicator lights and instruments) maintained satisfactory		

5.6	Emergency generator in both manual and automatic modes tested and testing records maintained; fuel oil tank for emergency generator topped-up; starting batteries are charged; no irregularities on the emergency generator switchboard; all emergency lights (by battery or by e-generator) in good order		
5.7	Engine room clean and tidy; no oily bilge, oil residual and rags; all movable parts suitably protected/guarded; no flying electrical cables or junction boxes; dangerous of electrical shocks clear out; personal protection warnings posted and protective equipment (e.g. helmets, ear-plugs, goggles, gloves, etc.) are readily available		
<i>Any item above marked with "NO", please give a brief explanation and propose a corrective action plan below: -</i>			
6 Accommodation and ILO Requirements		YES	NO
6.1	Accommodation kept in clean and habitable condition and are free from any infestation; cabin and staircase doors can properly close and lock; no stores, equipment stores or cargoes are stowed in these places		
6.2	Galleys, pantries and food preparation areas are clean and free of any infestation with no blocked drain, flooring or tiling in good condition; range hood grease traps are cleaned; fridges kept in operating order, clean and regularly defrosted		
6.3	Hospital and sick bay are clean and free of any infestation ; equipment and instruments are clean and orderly; adequate medical equipment is available and that proper medicines are available and within validity dates; medical chest is stored in the medical locker and that instructions for use of medicines and equipment are available; hospital is not used as an extra cabin/store room		
6.4	Sanitary places are neat and clean; flushes and drainage are working and not leaking; floor tiles are in good condition; doors can properly close and lock; cold and hot water is ready available		
6.5	Accommodation spaces, working spaces and corridors are properly lit; ventilation and heating systems are in satisfactory operating order		
6.6	Adequate food and fresh water provided for the intended voyage, free of any infestation and insects; provision store and refrigerated store rooms conditions at a suitable temperature		
6.7	Electrical features are in satisfactory order; electrical cable connectors are maintained duly isolated to avoid risks of electrical shocks; no loose wiring		
<i>Any item above marked with "NO", please give a brief explanation and propose a corrective action plan below: -</i>			
7 Pollution Prevention		YES	NO
7.1	The general condition and functionality of the oily water separator in satisfactory condition; the oil discharge monitoring and control system and 15 ppm alarm (if fitted) tested; oil content meter calibrated; operating instructions of the installation permanently posted; no illegal by-pass piping; warning placards against prohibited discharges posted		
7.2	Bilge & sludge pumps operational; the volume of the bilge holding tank and sludge tank remains sufficient for the intended voyage; sludge discharge piping leading to deck for discharge ashore is not blocked		
7.3	Standard discharge connection is readily available, including the required number of bolts in the required dimensions		
7.4	Garbage reception facilities adequate and categorised; warning placards against prohibited discharges posted		
7.5	Oil record book, garbage record book, ODS record book, record book of engine parameters, bunker delivery note, etc. correctly entered and available for inspection		

Any item above marked with "NO", please give a brief explanation and propose a corrective action plan below: -

8 Load Line and Structures		YES	NO
8.1	Hull, cargo hold/cargo tank structures, deck fittings & equipment and pipe lines on weather decks free of apparent corrosion, pitting, cracking, deformation, fracture and leakage		
8.2	Load line marks clearly marked on shell plating on each side and correspond with ILLC		
8.3	Hatch covers, hatch coaming and stays absence of corrosion, deformation and fractures; hydraulic systems on deck in good condition without oil leakage; weather-tightness (incl. gaskets, gaskets lips, compression bars, drainage channels, etc.) in satisfactory condition		
8.4	Wooden covers or steel pontoons together with associated portable beams, carriers and sockets for the portable beams and their securing devices (incl. tarpaulins, cleats, battens and wedges, etc.) in good working condition		
8.5	Weather-tight doors and access hatches are absence of heavy corrosion and deformations; closing appliances (incl. gaskets and locking devices, etc.) not sized or damaged		
8.6	Remote operation of scuppers, inlets, discharges are satisfactorily and that non-return valves and manual closures are in satisfactory condition		
8.7	Guardrails, catwalks and bulwarks without corrosion, buckling and fractures		
8.8	Condition of the ventilators and air pipes coamings and covers, for absence of corrosion, holes and deformations; closing appliances/dampers are not seized or missing; gaskets, flaps and closing devices are in order; floats in the heads are free and in satisfactory condition; wire gauzes fitted to fuel oil tanks air pipes and in satisfactory condition		
8.9	Approved stability booklet available; loadline markings not submerged		

Any item above marked with "NO", please give a brief explanation and propose a corrective action plan below: -

9 Safety Management System		YES	NO
9.1	Safety Management Manual with updated version available at all relevant locations; company's safety & environmental policy displayed at prominent locations, e.g. Bridge, Mess Room, Engine Room, etc.		
9.2	Working language established for communication (including manuals, instructions, etc.); all crew members communicate effectively in execution of their duties		
9.3	DPA/Shore contact details readily available; Master, officers and ratings aware of the DPA		
9.4	Master familiar with his responsibilities and authority under SMS including over-riding authority; officers and ratings familiar with their responsibilities, specific duties, ship arrangements, installations, equipment and procedures		
9.5	Engine room and deck equipment maintenance records available; planned maintenance system established		
9.6	Records/plans/evidence of key shipboard operations available		
9.7	Records of crew familiarization of SMS available including job familiarisation, onboard training, instruction prior to sailing, familiarization with their specific duties, ship arrangements, installations, equipment and procedure; records of identification of training needs available including individual crew's performance evaluation and training		
9.8	Emergency situations identified and drills/training programme established; drills records (scenarios covered & frequency) available and review for each drill done		
9.9	Procedures of reporting accident, incident, non-conformity established; records (incl. responses by the company with corrective actions) showing the procedures implemented effectively available		
9.10	Master's review, internal and external audits conducted on time and records available; NC follow-up and corrective action taken/closed on time		
9.11	All documents properly controlled in accordance with SMS; obsolete documents removed		

Any item above marked with "NO", please give a brief explanation and propose a corrective action plan below: -

10 Ship Security		YES	NO
10.1	Ship Security Plan is available and properly protected from unauthorized access or disclosure		
10.2	Evidences showing Master's understanding of his responsibility and overriding authority to make decisions with respect to the safety and security of the ship available		
10.3	Certificate of Proficiency for Ship Security Officer is available; Evidence of SSO's understanding of his security duties and responsibilities in accordance with SSP; Contact details with CSO available		
10.4	Programmes & records for training, drills and exercises available; various types of security exercises with shore-based personnel conducted; specific security duties and responsibilities assigned to crew members; evidences showing crew members understand their ship security responsibilities and sufficient knowledge available		
10.5	Main power source and alternative power for the SSAS are properly maintained; SSAS operational and maintenance manuals available; activation of SSAS from the bridge and one other location working properly; Ship Security Alert Message can be addressed to the Administration; SSAS operational test conducted satisfactory		
10.6	Control of access to ship (incl. control of visitors and their belongings) implemented in an appropriate manner; access to restricted areas are monitored; upper deck, f'cle deck, poop deck and surrounding of the ship are monitored; handling of cargo and ship's stores are supervised; security communication is readily available; safety requirements are ensured even the security measures are in place; thoroughly searched for stowaways and established measures to prevent stowaways secreting on board		
10.7	Records of security activities maintained on board (e.g. training, drill and exercise; security threats and security incidents; breaches of security; changes in security level; communication relating to the direct security of the ship such as specific threats to the ship or to port facilities the ship; internal audits and reviews of security assessment; periodical review of the SSP; implementation of any amendments to the SSP; maintenance, calibration and testing of any security equipment; external audits; audit or review of findings closed out, etc.)		

Any item above marked with "NO", please give a brief explanation and propose a corrective action plan below: -

11. SOLAS Operational Requirements		YES	NO
11.1	Abandon Ship Drills: operational effectiveness of the drills for the officers and ratings in accordance with the muster list		
11.2	Fire Drills: operational effectiveness of the drills for the officers and ratings in accordance with the muster list; the officers and ratings familiar with the using of fireman outfits, BA sets, stretcher, etc.		
11.3	Effective communication among the officers and ratings during the drills		

Any item above marked with "NO", please give a brief explanation and propose a corrective action plan below: -

12. Executive Summary (To be completed by the DPA)

