PORT STATE INSPECTION CHECKLIST

Note: The checklist contained in this section 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 checklist or its own checklist.

This checklist 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 of the ship.

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.

A  SHIP’S DETAILS

During inspection, following information should be collected / confirmed:

<table>
<thead>
<tr>
<th>Name of ship</th>
<th>Flag of ship</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of ship</td>
<td>Call sign/MMSI</td>
</tr>
<tr>
<td>IMO number</td>
<td>Gross tonnage</td>
</tr>
<tr>
<td>Deadweight</td>
<td>Date keel laid</td>
</tr>
<tr>
<td>Classification society</td>
<td>IMO company No. &amp; company details</td>
</tr>
<tr>
<td>Number of crew</td>
<td>Nationality of crew</td>
</tr>
<tr>
<td>Type of cargo</td>
<td>Next port of call</td>
</tr>
<tr>
<td>Date of last PSC inspection</td>
<td>Place of last PSC inspection</td>
</tr>
<tr>
<td>Others</td>
<td></td>
</tr>
</tbody>
</table>

B  CERTIFICATES AND DOCUMENTS

The following certificates and documents, not exhaustive, whenever applicable, should be checked during initial inspection:

1  Ship Certificate
<table>
<thead>
<tr>
<th>Certificate</th>
<th>Issued by</th>
<th>Date of Issue</th>
<th>Date of Expiry</th>
<th>Last Survey by</th>
<th>Place</th>
</tr>
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<tbody>
<tr>
<td><strong>Load Line 66</strong></td>
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<tr>
<td>International Load Line Certificate</td>
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<tr>
<td><strong>SOLAS 74</strong></td>
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<tr>
<td>Cargo Ship Safety Certificate</td>
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<tr>
<td>Cargo Ship Safety Construction Certificate</td>
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<tr>
<td>Cargo Ship Safety Equipment Certificate</td>
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<tr>
<td>Cargo Ship Safety Radio Certificate</td>
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<tr>
<td>High Speed Craft Safety Certificate</td>
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<tr>
<td>INF Certificate of Fitness</td>
<td>NA</td>
<td>NA</td>
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<tr>
<td>Minimum Safe Manning Document</td>
<td>NA</td>
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<td>Mobile Offshore Drilling Unit Safety Certificate</td>
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<td>Passenger Ship Safety Certificate</td>
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<td>Special Purpose Ship Safety Certificate</td>
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<td><strong>ISM Code</strong></td>
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<td>Document of Compliance (DOC)</td>
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<tr>
<td>Safety Management Certificate (SMC)</td>
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<tr>
<td><strong>ISPS Code</strong></td>
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<td>International Ship Security Certificate</td>
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<td><strong>MLC 2006</strong></td>
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<td>Maritime Labour Certificate (MLC)</td>
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<tr>
<td><strong>BC/IBC Code</strong></td>
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<tr>
<td>Certificate of Fitness for the Carriage of Dangerous Chemicals in Bulk</td>
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<tr>
<td>International Certificate of Fitness for the Carriage of Liquefied Gases in Bulk</td>
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<td><strong>GC/IGC Code</strong></td>
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<td>Certificate of Fitness for the Carriage of Liquefied Gases in Bulk</td>
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<tr>
<td>International Certificate of Fitness for the Carriage of Liquefied Gases in Bulk</td>
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### Certificate Issued by

<table>
<thead>
<tr>
<th>Certificate</th>
<th>Issued by</th>
<th>Date of Issue</th>
<th>Date of Expiry</th>
<th>Last Survey Date</th>
<th>Surveyed by</th>
<th>Place</th>
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<tr>
<td>MARPOL 73/78</td>
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<tr>
<td>International Air Pollution Prevention Certificate (IAPP)</td>
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<tr>
<td>International Energy Efficiency Certificate (IEE)</td>
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<tr>
<td>International Oil Pollution Prevention Certificate (IOPP)</td>
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<td>International Pollution Prevention Certificate for the Carriage of Noxious Liquid Substances in Bulk (NLS)</td>
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<td>International Sewage Pollution Prevention Certificate (ISPP)</td>
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<tr>
<td>AFS</td>
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<td>International Anti-Fouling System Certificate (AFS)</td>
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<td>Tonnage 69</td>
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<td>CLC 92</td>
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<td>Certificate of Insurance of Civil Liability for Oil Pollution Damage</td>
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### 2 Crew Certificates

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<tr>
<th></th>
<th>Valid</th>
<th>COC</th>
<th>Valid Flag Endorsement</th>
<th>Tanker endorsement</th>
<th>GMDSS</th>
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<tbody>
<tr>
<td>Master &gt;500GT</td>
<td>II/2</td>
<td></td>
<td></td>
<td>V/1</td>
<td>GOC/ROC</td>
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<tr>
<td>Chief Officer &gt;500GT</td>
<td>II/2</td>
<td></td>
<td></td>
<td>V/1</td>
<td>GOC/ROC</td>
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<tr>
<td>Officer NW</td>
<td>II/1</td>
<td></td>
<td></td>
<td>V/1</td>
<td>GOC/ROC</td>
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<tr>
<td>Ratings NW</td>
<td>II/4</td>
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<td>NA</td>
<td>V/1</td>
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<tr>
<td>C/Eng &gt;3000kW</td>
<td>III/2</td>
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<td></td>
<td>V/1</td>
<td></td>
</tr>
<tr>
<td>2/Eng &gt;3000kW</td>
<td>III/2</td>
<td></td>
<td></td>
<td>V/1</td>
<td></td>
</tr>
<tr>
<td>Officer EW</td>
<td>III/1</td>
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<td></td>
<td>V/1</td>
<td></td>
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<tr>
<td>Rating EW</td>
<td>III/4</td>
<td></td>
<td>NA</td>
<td>V/1</td>
<td></td>
</tr>
</tbody>
</table>

NA
ANNEX I

Note:
1. Valid CoC – The Certificate of Competency (CoC) kept on board, must be an original with an English translation included.
2. Valid Flag Endorsement – The flag State must recognize any certificate issued by another party to any officer serving under its flag.
3. Tanker Endorsement – Tanker endorsements or certificates are required for officers and certificates for ratings assigned specific duties related to cargo operations to show compliance with (Reg. V/1-1 and V/1-2).
4. Masters, Chief Engineers, Chief Officers and Second Engineers and any other person with immediate responsibility for loading, discharge and care in transit and handling of cargo require a tanker endorsement to show compliance with Reg. V/1-1 and V/1-2.
5. The minimum requirement for a vessel operating in sea area A3, is for one navigating officer to hold a valid GMDSS GOC and all others to hold valid GMDSS ROC certificates.

3 Other certificates and documents

Bulk Carrier Booklet (SOLAS reg.VI/7.2) satisfactory Yes/No
Bunker delivery notes (MARPOL Annex VI reg.18.3) satisfactory Yes/No
Cargo Gear Record Book (ILO Convention No. 32 art.9.2(4) and ILO Convention No. 152 art.25) satisfactory Yes/No
Cargo Record Book (MARPOL Annex II reg.15) satisfactory Yes/No
Cargo Securing Manual (SOLAS reg.VI/5.6) satisfactory Yes/No
Certificate of insurance or any other financial security in respect of civil liability for Bunker oil pollution damage (BUNKERS 2001 art.7.2) satisfactory Yes/No
Certificate of Registry or other document of nationality (UNCLOS art.9.1.2) satisfactory Yes/No
Certificates as to the ship's hull strength and machinery installations issued by the classification society in question (only to be required if the ship maintains its class with a classification society) satisfactory Yes/No
Certificates loading and unloading equipment (ILO Convention No. 134 art.4.3(e) and ILO Convention No. 32 art.9(4)) satisfactory Yes/No
Continuous Synopsis Record (SOLAS reg.XI-1/5) satisfactory Yes/No
Copy of the Document of compliance issued by the testing facility, stating the date of compliance and the applicable performance standards of VDR (voyage data recorder) (SOLAS reg.V/18.8) satisfactory Yes/No
Damage control plans and booklets (SOLAS reg.II-1/19) satisfactory Yes/No
Dangerous goods special list or manifest, or detailed stowage plan (SOLAS reg.II-2/19 and ILO Convention No. 134 art.4.3(h)) satisfactory Yes/No
Declaration on AFS (AFS 2001 Annex 4 reg.5) satisfactory Yes/No
ANNEX I

Document of authorization for the carriage of grain (SOLAS reg.VI/9) satisfactory

Document of compliance Dangerous Goods (SOLAS reg.II-2/19.4) satisfactory

Engine International Air Pollution Prevention Certificate (EIAPPC) (Nox Technical Code 2008 reg.2.1.1.1) satisfactory

Fire control plan (SOLAS reg.II-2/15.2.4) satisfactory

Fire safety operational booklet (SOLAS reg.II-2/16.3.1) satisfactory

For oil tankers, the record of oil discharge monitoring and control system for the last ballast voyage (MARPOL Annex I reg.31.2) satisfactory

For passenger ships, List of operational limitations (SOLAS reg.V/30.2) satisfactory

For ro-ro passenger ships, information on the A/A-max ratio (SOLAS reg.II-1/8-1) satisfactory

Garbage Management Plan (MARPOL Annex V reg.9.2) satisfactory

Garbage Record Book (MARPOL Annex V reg.9.3) satisfactory

Loading/Unloading Plan for bulk carriers (SOLAS reg.VI/7.3) satisfactory

Log-book for fuel oil change-over (MARPOL Annex VI reg.14.6) satisfactory

LRIT Conformance Test Report satisfactory

Manoeuvring Booklet and information (SOLAS reg.II-1/28.2) satisfactory

Medical certificates (ILO Convention No. 73) satisfactory

Oil Record Book, parts I and II (MARPOL Annex I regs.17 and 36) satisfactory

Procedures and Arrangements Manual (chemical tankers) (MARPOL Annex II reg.14.1) satisfactory

Record book of engine parameters (Nox Technical Code reg.6.2.2.7.1) satisfactory

Record of AFS (AFS 2001 Annex 4 reg.2) satisfactory

Records of hours of work or rest of seafarers (ILO Convention No.180 part II art. 8.1) satisfactory

Reports of previous port State control inspections satisfactory

SAR coordination plan for passenger ships trading on fixed routes (SOLAS reg.V/7.3) satisfactory

Shipboard Oil Pollution Emergency Plan (MARPOL Annex I reg.37.1) satisfactory

Ship's log-book with respect to the records of drills, including security drills, and the log for records of inspection and maintenance of life-saving appliances and arrangements and firefighting appliances and arrangements (SOLAS regs.III/19.5 and 20.6) satisfactory

Stability information (SOLAS reg.II-1/5-1 and LLC66/88 reg.10) satisfactory

Statement of compliance Condition Assessment Scheme (CAS) (MARPOL Annex I regs.20.6 and 21.6.1) satisfactory

Survey Report Files (in case of bulk carriers or oil tankers) (SOLAS reg.XI/2) satisfactory

Table of shipboard working arrangements (STCW Code Section A-VIII/1.5 and ILO Convention No. 180 art. 5.7) satisfactory
Technical files (Nox Technical Code 2008 reg.2.3.6) satisfactory Yes/No
Type approval certificate of incinerator (MARPOL Annex VI reg.16.6) satisfactory Yes/No
Unattended machinery spaces (UMS) evidence (SOLAS reg.II-I/46.3) satisfactory Yes/No

C AREAS FOR INSPECTION

1 EXTERNAL HULL

Hull Condition (Hull Structure Rudder& Propeller) satisfactory Yes/No
Hull Marking’s
(Load Line Marks, Draft Marks, Ship’s Name, Port of Registry, IMO Number) satisfactory Yes/No
Accommodation Ladder & Side Netting satisfactory Yes/No
Pilot Transfer Arrangement satisfactory Yes/No

2 HOURS OF REST AND FATIGUE

Watchkeeping schedule posted (in an easily accessible area) Yes/No
Rest periods comply with STCW requirements Yes/No
Rest periods reflect actual hours worked Yes/No
Watchkeepers on first and subsequent watch sufficiently rested Yes/No
No issues with the navigation plan/equipment that may compromise watchkeepers ability to perform effectively Yes/No

3 ISM CODE

Designated Person Ashore Defined satisfactory Yes/No
Master’s Review of ISM System satisfactory Yes/No
SMS Manuals, Audit Reports and Document Control satisfactory Yes/No
Documented Emergency Procedures satisfactory Yes/No

4 MARITIME SECURITY

Gangway / Access Control / Visitor's Register satisfactory Yes/No
Control of Access to Restricted Area satisfactory Yes/No
Records of Last 10 Ports of Call satisfactory Yes/No
Security Drill Record satisfactory Yes/No
5  WHEELHOUSE/NAVIGATION DECK

Navigational Charts & ECDIS satisfactory  Yes/No
Passage Plans & Voyage Information satisfactory  Yes/No
Nautical Publications. e.g. NTM, Sailing Directions, etc. satisfactory  Yes/No
Navigational Aid Equipment e.g. Radar, AIS, VDR, Echo Sounder, Portable Daylight Signaling Lamp, Shapes, Sound Signals, Windscreens & Wipes, etc. satisfactory  Yes/No
Gyro & Magnetic Compasses & Deviation Records satisfactory  Yes/No
Navigational Light Panel & Light Signals satisfactory  Yes/No
Communication with Engine Room & Steering Gear Room satisfactory  Yes/No
Fire Detection Panel satisfactory  Yes/No
Fire Fighting Arrangement satisfactory  Yes/No
Alarm (General & Emergency) satisfactory  Yes/No
Safety Equipment, e.g. Life Jackets, Immersion Suits, Parachute Signals, Line Throwing Apparatus, etc. satisfactory  Yes/No
Muster List, Warning Notices/Signs, Watchkeeping Schedule satisfactory  Yes/No
BNWAS satisfactory  Yes/No

6  RADIO

Power Sources (General & Emergency) & Battery Condition satisfactory  Yes/No
406 EPIRB & Annual Service Report satisfactory  Yes/No
MMSI Reception satisfactory  Yes/No
MF/HF Radio Installation satisfactory  Yes/No
On Air Radio Check DSC satisfactory  Yes/No
VHF Installations satisfactory  Yes/No
Radar Transponders (2 sets) satisfactory  Yes/No
Two-way Radio Telephone Apparatus (3 Sets) satisfactory  Yes/No
Facilities for Receiving Maritime Safety Information satisfactory  Yes/No

7  COMPASS DECK

Standard Magnetic Compass satisfactory  Yes/No
Antenna satisfactory  Yes/No
Masts & Attachments satisfactory  Yes/No
Vent Closures satisfactory  Yes/No
8  EXTERNAL SUPERSTRUCTURE & DECK

- Engine Room Skylight & Access Hatches satisfactory: Yes/No
- Funnel Flap Operation satisfactory: Yes/No
- Ventilation Fans /Dampers for Engine Room satisfactory: Yes/No
- Emergency power source satisfactory: Yes/No
- Fire Hydrants /Hoses /Nozzles satisfactory: Yes/No
- Accommodation Vent Closure satisfactory: Yes/No
- Battery Stowage Condition & Battery Room Vent satisfactory: Yes/No
- Weathertight Doors, Weather Doors & Frames satisfactory: Yes/No
- External Accommodation Stairways satisfactory: Yes/No
- Man-overboard with Light & Smoke Signal satisfactory: Yes/No
- Fire Control Plan Outside Accommodation satisfactory: Yes/No
- Lifebuoys/Lines /Ignition Lights satisfactory: Yes/No
- Emergency Generator & Starting Means satisfactory: Yes/No
- Emergency Lights satisfactory: Yes/No
- EPIRB satisfactory: Yes/No

9  BOAT DECK

- Lifeboat Stowage & Release Arrangements satisfactory: Yes/No
- Boat Preparation & Overside Lights satisfactory: Yes/No
- Launching Instructions satisfactory: Yes/No
- Embarkation Ladder satisfactory: Yes/No

10  SURVIVAL CRAFT

- Stowage Release & Launching Arrangements satisfactory: Yes/No
- Lifeboat/Rescue Boat Hull/Attachments satisfactory: Yes/No
- Lifeboat/Rescue Boat Equipment satisfactory: Yes/No
- Lifeboat/Rescue Boat Engine satisfactory: Yes/No
- Operational Readiness satisfactory: Yes/No
- Life Rafts & Liferaft Securing Arrangement satisfactory: Yes/No

11  MAIN DECK

- Load Line Closing Devices satisfactory: Yes/No
- Crew Protection (e.g. Guardrails & Bulwarks) satisfactory: Yes/No
12  FIXED FIRE FIGHTING SYSTEM

Storage Room/System General Condition satisfactory  Yes/No
Operating Instructions satisfactory  Yes/No

13  EMERGENCY FIRE PUMPS

Emergency Fire Pump Condition & Operation satisfactory  Yes/No
Fire Hydrants & Fire Hoses satisfactory  Yes/No
Engine Room Fire Main Isolating Valve satisfactory  Yes/No

14  FIRE CONTROL STATION

Fire Fighter's Outfits satisfactory  Yes/No
Remote Stops/Fuel Shutoffs satisfactory  Yes/No
International Shore Connection satisfactory  Yes/No
Fixed Fire Suppression System Controls satisfactory  Yes/No

15  STEERING GEAR COMPARTMENT

Change Over Instructions satisfactory  Yes/No
Emergency Steering satisfactory  Yes/No
Communications to Wheelhouse satisfactory  Yes/No
Overall Condition satisfactory  Yes/No

16  ENGINE ROOM

Engine Room Fire Doors satisfactory  Yes/No
Fire Appliances* (e.g. Fire Fighting & Fire Detection) satisfactory  Yes/No
Safety Equipment (e.g. Lifejackets, Immersion Suits) satisfactory  Yes/No
Escape Routes and EEBDs satisfactory  Yes/No
Emergency Lights satisfactory  Yes/No
Main Engine, Generators & Engines satisfactory  Yes/No
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<thead>
<tr>
<th>Topic</th>
<th>Satisfactory Status</th>
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<tbody>
<tr>
<td>Boiler &amp; Associated Systems</td>
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<tr>
<td>Machinery &amp; Equipment (e.g. Pumps, Purifiers, etc.)</td>
<td>Yes/No</td>
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<td>Fuel Oil High Pressure Pipe Protection</td>
<td>Yes/No</td>
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<td>Quick Closing Valves (e.g. F.O. &amp; L.O. Tanks)</td>
<td>Yes/No</td>
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<td>Valves (incl. O/B Discharge Valves), Piping &amp; Fittings</td>
<td>Yes/No</td>
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<td>Self Closing Devices /Valves (e.g. for Sounding Pipes)</td>
<td>Yes/No</td>
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<tr>
<td>Bilges/Tank Top Cleanliness</td>
<td>Yes/No</td>
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<tr>
<td>Alarms (e.g. Emergency, Machinery &amp; Equipment)</td>
<td>Yes/No</td>
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<tr>
<td>Electrical Safety</td>
<td>Yes/No</td>
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<tr>
<td>Muster List, Warning Notices/Signs, Watchkeeping Schedule</td>
<td>Yes/No</td>
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<td><strong>MARPOL (POLLUTION PREVENTION)</strong></td>
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<td>Oily Water Separator &amp; Associated Equipment</td>
<td>Yes/No</td>
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<td>15 PPM Oil Content Meter (including Alarm)</td>
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<td>Garbage Arrangements</td>
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<td>Sewage Treatment System</td>
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<td>Air Pollution Prevention Arrangements</td>
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<td><strong>ACCOMMODATION/CATERING</strong></td>
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<td>Cleanliness /Hygiene</td>
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<td>Sanitary Arrangements</td>
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<td>Mess &amp; Recreation Facilities</td>
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<td>Food &amp; Food Storage</td>
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<td>Fire Fighting Arrangements</td>
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<td>SOLAS Training Manual</td>
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<td>Emergency Lights</td>
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<td>Safety Equipment (e.g. Lifejackets &amp; Immersion Suits)</td>
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<td>Fire Dampers</td>
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<td>Overall Condition</td>
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<td><strong>MARITIME LABOUR CONVENTION 2006</strong></td>
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<td>Minimum Age verified</td>
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<td>Medical Certificates</td>
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<td>Training and Qualifications</td>
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<td>Seafarers Employment Agreements (SEA)</td>
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Recruitment and Placement satisfactory  
Yes/No

Hours of work and hours of rest satisfactory  
Yes/No

Manning levels satisfactory  
Yes/No

Accommodation and recreational facilities satisfactory  
Yes/No

Food and Catering satisfactory  
Yes/No

Health and Safety Protection satisfactory  
Yes/No

Medical Care on board ship satisfactory  
Yes/No

Repatriation Arrangement verified  
Yes/No

On Board Complaint procedure satisfactory  
Yes/No

Social Security satisfactory  
Yes/No

Payment of Wages satisfactory  
Yes/No

20 ADDITIONAL FOR PASSENGER SHIPS

Emergency Plans satisfactory  
Yes/No

Lifeboats & Inventories satisfactory  
Yes/No

Lifejackets for Passengers (Adults, Children & Infants) satisfactory  
Yes/No

Zone Isolation Operation satisfactory  
Yes/No

Watertight Doors Local & Remote Controls satisfactory  
Yes/No

Procedures & responsibilities for incident response satisfactory  
Yes/No

Sprinkler Auto Pump Cut-In satisfactory  
Yes/No

Sprinkler Station Alarms satisfactory  
Yes/No

Passenger Cabin Emergency Information satisfactory  
Yes/No

Evacuation Direction Signs satisfactory  
Yes/No

Rescue & Fast Rescue Boat satisfactory  
Yes/No

Emergency Drills Demonstration satisfactory  
Yes/No

21 ADDITIONAL FOR BULK CARRIERS

Enhanced Survey Records satisfactory  
Yes/No

Shippers declaration on board satisfactory  
Yes/No

Cargo Hold Hatch Covers & Locking Devices satisfactory  
Yes/No

Inspection of main deck satisfactory  
Yes/No

Compliance with the IMSBC Code satisfactory  
Yes/No

Cargo Hold(s) inspection satisfactory  
Yes/No

Electrical equipment and cabling/gas sampling points satisfactory  
Yes/No

Internal inspection of Ballast Tanks satisfactory  
Yes/No
Procedures and responsibilities for cargo operations satisfactory  Yes/No
Loading instruments/Loading Booklet satisfactory  Yes/No
Water Ingress Alarm System satisfactory  Yes/No
Grain Loading Booklet /Document of Authorization satisfactory  Yes/No
De-Watering Arrangement satisfactory  Yes/No

22 ADDITIONAL FOR RO-RO CARGO SHIPS

Shell Doors Locking and Sealing Arrangements satisfactory  Yes/No
Vehicle Deck Drainage satisfactory  Yes/No
Fire Fighting Arrangements satisfactory  Yes/No
Fire Protection Arrangements satisfactory  Yes/No
Water Fog and Foam Applicators satisfactory  Yes/No
Cargo Securing Arrangements satisfactory  Yes/No
General Structural Inspections satisfactory  Yes/No
Ramp/Bulwarks/Guard Rails satisfactory  Yes/No

23 ADDITIONAL FOR GAS/CHEMICAL/OIL TANKERS

Procedures & responsibilities for cargo handling operations satisfactory  Yes/No
Inert Gas System satisfactory  Yes/No
Fire protection for cargo tanks deck area satisfactory  Yes/No
Oil Discharge Monitoring Equipment satisfactory  Yes/No
Pump room and pump room ventilation system satisfactory  Yes/No
Venting, purging, gas-freeing & ventilation satisfactory  Yes/No
Portable oxygen/gas measuring instruments satisfactory  Yes/No
Emergency towing arrangement satisfactory  Yes/No

24 ADDITIONAL FOR SHIPS CARRYING CONTAINERS AND GENERAL CARGOES

Cargo Securing Arrangements satisfactory  Yes/No
Carriage of Dangerous Goods satisfactory  Yes/No
Navigation bridge visibility satisfactory  Yes/No