

TO ALL FLEET VESSELS

Ref: DMA-SAPID/AIFI01/99/C1115

Date: 2020.07.28

In The Name Of God

Dear Captain
Good Day,

Pl's find attached file "**Circular letter - Port State Detention of Hong Kong Registered Ships Actions Required**" for your kind attention and necessary precaution measures.

You are requested to confirm receipt, discuss the contents in the next consolidated meeting on board & keep a copy in the file DA-11 .

BEST REGARDS

CAPT.A.Momeni.N.

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27 July 2020

To: All Masters of Hong Kong registered ships, Hong Kong Ship Managers,
Hong Kong Shipowners

Dear Sir/Madam,

Port State Detention of Hong Kong Registered Ships
Actions Required

Hong Kong Marine Department (MD) has been monitoring port State inspection results of Hong Kong registered ships (HK Ships) around the world. In 2020 up to today there are 29 ships detained by various port States and among them 12 in Australia (41%).

2. Upon reviewing the deficiencies, be it detainable deficiencies or not, we considered that with stepping up preparation before the ship entering port, chances of being detained and number of deficiencies recorded by the port State control officers can be reduced.

3. To assist HK ships to effectively prepare for PSC inspection, a PSC Inspection (Pre-arrival) Checklist (the Checklist) had been in place and shared among HK ships. To further enhance the Checklist, a statistical analysis of all deficiencies (including detainable deficiencies) issued in Australia from 2019 to 2020 has been conducted. The top 15 common deficiencies are identified. Such items are highlighted in red with asterisk in the latest version of the Checklist (July 2020).

4. We would like to draw your attention to Sections 2.3.6 and 2.3.7 of IMO Resolution A.1138(31) "Procedures for Port State Control 2019". All equipment is subject to failure and spares or replacement parts may not be readily available. In such cases prior to entering port, the authority of flag State and port State should be notified, safe alternative arrangements are made and plan to rectify the defects is drawn up. Such proactive actions will minimize the chances of ship being detained.

5. While MD may issue dispensations for equipment failure where considered justified, dispensations always come with a set of conditions in which one of them is to have the defect rectified at the first opportunity. Hence a plan to rectify the defect will certainly be requested by PSCO.

6. The Checklist will greatly help you to identify equipment failure. Please ensure to carry out thorough and genuine pre-arrival checks in accordance with the Checklist before your ship enters port.

7. Under the Flag State Quality Control (FSQC) system, based on ships' PSC performance and ports of call, MD will conduct special FSQC Audits (Pre-arrival) on board selected ships. Companies involved will be contacted separately.

8. Should you have any queries related to the Checklist, please do not hesitate to contact the Cargo Ships Safety Section as follows:

Telephone : (852) 2852 4510
Fax: : (852) 2545 0556
Email : ss_css@mardep.gov.hk

Yours faithfully,

No signature on website copy

(C. L. Fong)
Senior Surveyor of Ships/
Cargo Ship Safety Section
for Director of Marine

Encl: PSC inspection (pre-arrival) checklist (July 2020)



PSC Inspection (Pre-arrival) Checklist for Hong Kong Registered Ships

Name of Ship _____

IMO Number _____

Date of Inspection _____

Place of Inspection (e.g. Port, Country, at sea) _____

Port of Call in the US Australia * _____

Expected Time of Arrival _____

*** Select 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. **Those critical items with examples of common detainable deficiencies are printed in red, marked with “*” and highlighted in bold borders.**
2. This checklist shall be completed at least once every three (3) months when a ship is to enter a US or Australian port. It must be signed by the ship's Master and endorsed by the DPA of the Management Company, and then returned to Cargo Ships Safety Section of the Marine Department before entering the first US or Australian port. For a ship with PSC detention record in the last twelve (12) months, the interval shall be at least once every month.
3. **“YES” means the items in the checklist are in compliance/in order, and “NO” if otherwise.** If any one of the items 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, HKSARG
25 July 2020

| 1 Documentation and Records | | YES | NO | NA |
|---|---|------------|-----------|-----------|
| 1.1 | Original copies of trading certificate Cert. of Registry, Radio Station Licence, MSMC, Statutory Certificates (e.g. ITC, ILLC, SCC, SEC, SRC, IOPPC, ISPPC, IAPPC, EIAPPC, IEEC, IAFSC, SMC, ISSC, MLC, DMLC Part I & II, BWM), Class Cert., etc. | | | |
| 1.2 | CSR documents (incl. Form 1, 2 & 3) | | | |
| 1.3 | Seafarers' certificates National Certificates of Competency, GMDSS Operator's Certificates, Hong Kong Licenses for Officers, Certificate of Receipt of Application (CRA), Endorsement for certain types of ships (STCW Reg.V) (e.g. oil/chemical tanker, gas carrier, etc), Medical Fitness Certificates (in English translation) | | | |
| 1.4* | <u>RECORDS OF HOURS OF WORK/REST</u> <ul style="list-style-type: none"> • Check record of work and rest – must reflect actual hours of work and rest min. hours of rest: 10 hrs in any 24 hrs and 77 hrs in any 7-day; shipboard working arrangements posted; in English translation # Examples of detainable def.: not correspond to ship's logbook; insufficient hour of rest | | | |
| 1.5 | Approved and required manuals/documents log book, stability information, loading & unloading information, damage control plan (incl. damage control booklet), damage stability information, cargo securing manual, SOPEP, grain loading manual, garbage management plan, LRIT conformance test report, technical files for diesel engine NOx emission, VOC mgt. plan, SEEMP Part I & II, ballast water management plan, etc. | | | |
| 1.6 | Inspection/service records LSA, FFA, navigation equipment and GMDSS radio equipment, and survey records | | | |
| 1.7 | Drill records abandon ship, fire, steering gear, SOPEP, security, enclosed space entry, etc.) | | | |
| 1.8 | Plans and instructions Fire Control (in English or French translation), Damage Control, Maintenance, muster list, life-jackets donning, etc. | | | |
| <i>Item 1 (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 | NA |
| 2.1* | <u>LIFEBOATS & RESCUE BOAT AND LAUNCHING APPLIANCE</u> <ul style="list-style-type: none"> • Engine remote stop, transmission, ahead, astern and neutral tested; • Remote painter release tested; • On-load release safety reset, cover, corrosion on lifeboat hook checked • Freefall lifeboat release hook reset and its instruction checked • Lifeboat external – color, canopy light, windows glass; sprinkler system • Lifeboat internal – seat belt, search light, grab line; • Crew- able to demonstrate the operation of steering. | | | |
| 2.2 | Liferafts hydrostatic releases and its connection, launching arrangement (if fitted) | | | |
| 2.3* | <u>Lifebuoys</u> smoke/lights and lifelines; quick release mechanisms (MOB) | | | |
| 2.4 | Lifejackets and immersion suits lights and whistles; retro-reflective tapes | | | |
| 2.5 | Means of embarkation for lifeboats and liferafts escape routes clearly marked and unobstructed; emergency lights at escape routes and survival stations; embarkation lights | | | |
| 2.6 | Donning instructions, launching instructions and IMO symbols in working language and suitably posted | | | |
| 2.7 | LSA manufacturer's maintenance instructions and SOLAS training manuals in working language and available for every seafarer to assess, | | | |
| 2.8* | <u>OTHER (SAFETY IN GENERAL)</u> <ul style="list-style-type: none"> • Loose items stored in engine room, steering gear room, on deck are secured | | | |

Item 2 (Any item above marked with "NO", please give a brief explanation and propose a corrective action plan below)

| 3 Fire-Fighting Apparatus | | YES | NO | NA |
|----------------------------------|--|------------|-----------|-----------|
| 3.1 | Fire detection and alarm system control panels in Bridge, E/R & fire control station; detectors; sampling pipe | | | |
| 3.2 | Fire lines (incl. hydrants) E/R isolating valves clearly marked; fire-fighting gears (e.g. hoses, nozzles, spanners and tools); international shore connection | | | |
| 3.3 | MAIN AND EMERGENCY FIRE PUMPS (incl. priming pumps, valves & piping) sufficient discharge pressures with 2 hoses at remote/highest locations; operating instructions for emergency fire pump posted; tested weekly and prior to arrival # Examples of detainable def.: emergency fire pump | | | |
| 3.4 | Fixed firefighting systems and water spray/mist systems visual & audible alarms; ventilation and fire insulations in fire control station and CO ₂ /dry-powder/foam room; servicing records; operating instructions; piping; release control; cylinder/tank level | | | |
| 3.5 | Portable/moveable fire extinguishers number and location accordance with fire plan; servicing and records; sufficient spare charges and extinguishers | | | |
| 3.6* | <u>FIRE DOORS AND QUICK CLOSING VALVES</u> <ul style="list-style-type: none"> • self-closing doors should not latched; • FO/LO quick closing valves should not latched; • E/R ventilation and FO pump remote stops test; • fire insulations and cable penetration sealing are intact • Self-closing of all fire doors tested: Galley, Engine room, Purifier room, Generator room, Emergency escape trunks | | | |
| 3.6.1* | <u>FIRE DAMPERS / VENTILATORS</u> Marking, Corrosion, Closing operation to be checked: <ul style="list-style-type: none"> • Funnel flaps • Engine room • Purifier room • Bridge • Galley • Cargo holds • Cargo tanks • Ballast tanks • Fuel oil tank • Pump Room | | | |
| 3.7 | EEBDs, BA sets and fire-fighter's outfits servicing and records; at least 2 fire-fighter's outfits; 2 spare charges for each BA sets; spare cylinders to replace those used during drills or a recharging facility | | | |
| 3.8* | <u>OTHER (FIRE SAFETY)</u> <ul style="list-style-type: none"> • Check High temperature surfaces in engine room are protected: M/E, A/E, Boiler, Pipe of exhaust gas etc. • Ensure no large quantity of paint stored in steering compartment. • Check for oil accumulation on hot plate exhausts in galley | | | |

Item 3 (Any item above marked with "NO", please give a brief explanation and propose a corrective action plan below)

| 4 Navigation Safety and Communication | | YES | NO | NA |
|--|---|------------|-----------|-----------|
| 4.1* | <u>NAUTICAL PUBLICATIONS AND CHARTS</u> up-to-date and corrected and for the intended voyages; latest IMO and flag State required publications # Examples of detainable def.: chart/ENC & publication/e-NP not updated or avail. | | | |

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|---|--|------------|-----------|-----------|
| 4.2 | Navigation equipment radars, ARPA, magnetic/gyro compass, echo sounding device, speed log, bridge indicators, daylight signalling lamp, AIS, VDR, GPS receiver, LRIT, BNWAS, etc.; annual servicing; batteries; inspection and testing records | | | |
| 4.2.1* | ECDIS All ENC for intended voyage must be <ul style="list-style-type: none"> • up-to-date; • available. | | | |
| 4.3 | GMDSS installations VHF & MF/HF radio installations, NAVTEX receiver, INMARSAT-C, EPIRB, SART, antenna, etc.; annual servicing; batteries; inspection and testing records; reverse power fully charged | | | |
| 4.4 | LRIT LRIT Conformance Test Report | | | |
| 4.5 | Voyage plan (berth to berth) | | | |
| 4.6 | Compass deviation card and steering gear change-over procedure | | | |
| 4.7 | Navigational lights, shapes and sound signals | | | |
| 4.8 | Engine telegraph, engine room and steering gear room communication | | | |
| 4.9* | PILOT LADDERS / HOIST <ul style="list-style-type: none"> • check permanent marking on pilot ladder • check for compliance of pilot ladders • check manropes for correct size • check pilot ladder for defect • ensure step securing is not excessively loose on all steps • ensure strength test report is available • check if excessive clearance between chocks and steps, spreader bent. | | | |
| <i>Item 4 (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 | NA |
| 5.1 | Main and auxiliary engines clean and free from leakage; hot surfaces insulated; safety valves; temp. & press. gauges; fuel leakage alarm; oil mist detector; remote and emergency starting system | | | |
| 5.2 | Fuel oil and lubricating oil systems pumps, purifiers, filters, heaters and piping; free of any leakage | | | |
| 5.3 | Boilers valves, water, steam and fuel systems, gauge glass mountings; boiler and piping insulated; local and remote control of safety devices, auto and manual control system, visual alarms/indicators | | | |
| 5.4 | Bilge pumping system auto start/stop; piping and valves; high level alarms | | | |
| 5.5 | Engine control room equipment and switchboards safety protections, protection against electrical shocks, conditions of indicator lights and instruments | | | |
| 5.6* | EMERGENCY GENERATOR <ul style="list-style-type: none"> • check for starting automatically • check less than 45 second to energise emergency switchboard • sequence test | | | |
| 5.7 | ENGINE ROOM clean and tidy; movable parts protected/guarded; no flying electrical cables or junction boxes; danger of electrical shocks clear out; personal protection warnings and protective equipment (e.g. helmets, ear-plugs, goggles, gloves, etc.) <i># Examples of detainable def.: bilge oily; oil leaking; pipe lagging</i> | | | |

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| 5.8* | <u>ELECTRICAL</u> <ul style="list-style-type: none"> • check feeder panel insulation in engine control room and E.Gen room • check feeder panel for defective insulation meter • check portable electrical equipment (lights, extension cords, cutting saw etc) in unsafe condition (protection cover and earth connection missing, exposed wire) • check for missing insulated matting behind switchboard | | | |
| 5.9* | <u>AUXILIARY ENGINE</u> <ul style="list-style-type: none"> • Check Oil leakage – shaft seal, drip trays, • Check Water leakage • Check Instrumentation – proper readout of gages – pressure, temperature, level | | | |
| Item 5 (Any item above marked with “NO”, please give a brief explanation and propose a corrective action plan below) | | | | |
| 6 MLC Requirements | | YES | NO | NA |
| 6.1 | Accommodation clean and habitable; free from infestation; regular inspection by Master and keep records; sleeping room doors can properly close and lock; no stores, equipment stores or cargoes stowed in these places; one berth for each seafarer; separate sleeping rooms for males and females seafarers; appropriate recreational facilities | | | |
| 6.2 | Galleys, pantries and food preparation areas clean; no blocked drain; flooring or tiling; range hood grease traps cleaned; fridges in operating order, clean and regularly defrosted | | | |
| 6.3 | Medical care in-charged by a qualified seafarer; medicines chest, medical equipment and medical guide follow WHO Guide; medicines within expiry dates; seafarers not charged for medical services; instructions for use of medicines and equipment; hospital not used as an extra cabin/store room | | | |
| 6.4 | Sanitary places flushes and drainage; floor tiles; cold and hot water available in washbasin and shower head; separate places for males and females seafarers; | | | |
| 6.5 | Lighting, ventilation and heating systems (air conditioning system) | | | |
| 6.6 | Provision and refrigerated store rooms adequate food and drinking water and within expiry date; provided to seafarers free of charge; free from infestation and insects; store rooms at suitable temperature; ship's cook hold evidence of training and not under age of 18 | | | |
| 6.7 | Electrical electrical cable connectors avoid risks of electrical shocks; no loose wiring | | | |
| 6.8 | Minimum age no seafarer under age of 16; no night work for seafarer under age of 18 | | | |
| 6.9* | <u>SEAFARER'S EMPLOYMENT AGREEMENTS (SEA)</u> in English translation; contain items required by MLC A2.1.4 and DMLC Part I & II; original signed copy provided to seafarer; only one set of SEA valid for each seafarer ; copy of collective bargaining agreement (CBA) available if it forms all or part of SEA <i># Examples of detainable def.: two different sets of SEA</i> | | | |
| 6.10 | <u>RECRUITMENT AND PLACEMENT</u> manning agencies are licensed and meet MLC requirements; seafarer need not pay any charges for his employment <i># Examples of detainable def.: unofficial recruitment fee</i> | | | |
| 6.11 | Manning levels number and category of seafarer in accordance with MSMC | | | |
| 6.12 | Health and safety protection and accident prevention ship safety committee established; evidence of on-board programmes for prevention of occupational accidents, injuries and diseases; reports of occupational accident investigation | | | |
| 6.13 | On-board complaint procedures copy of procedures provided to all seafarers; in working language | | | |

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|---|--|------------|-----------|-----------|
| 6.14 | <u>PAYMENT OF WAGES</u> evidence of wages (incl. OT) being paid in full at monthly intervals in accordance with SEA; monthly account of wages (e.g. wage slip) given to seafarer and only one set of monthly account existing ; evidence of allotments being paid as per seafarer's instructions; reasonable charges for exchange and transmit and shown in monthly account <i># Examples of detainable def.: monthly account not avail.; wages not paid in full and at monthly interval; no evidence of allotment</i> | | | |
| 6.15 | Certificate of financial security under MLC A2.5.2 and A4.2.1 in English translation; a copy posted with ML cert and DMLC Part I & II in conspicuous place | | | |
| <i>Item 6 (Any item above marked with "NO", please give a brief explanation and propose a corrective action plan below)</i> | | | | |
| 7 Pollution Prevention | | YES | NO | NA |
| 7.1 | <u>OILY WATER SEPARATOR</u> oil discharge monitoring and control system and 15 ppm alarm (if fitted); oil content meter calibration report; operating instructions permanently posted; no illegal by-pass piping; warning placards against prohibited discharges posted <i># Examples of detainable def.: 15 ppm bilge alarm; OWS internal structure</i> | | | |
| 7.2 | Bilge & sludge pumps sufficient remaining volume of bilge holding tank and sludge tank for intended voyage; standard shore discharge connection; oil record book | | | |
| 7.3 | Prevention of Pollution by Harmful Substances Carried by Sea in Packed Form (MARPOL Annex III) e.g., marking and labelling of harmful substances; documentation relating to carriage of harmful substances; harmful substances properly stowed and secured | | | |
| 7.4* | <u>SEWAGE TREATMENT PLANT AND SYSTEMS</u> <ul style="list-style-type: none"> • Blower test • Aeration and scour air valves check for correct open/close position. • Sludge return line and Aeration line check for not blocked • Air blower relief valves test for open on high pressure • All pressure gauges check for read out • Check the use of the plant as per maker manual | | | |
| 7.5 | Garbage collecting facilities adequate and categorised; warning placards against prohibited discharges posted; garbage management plan and records; no abnormal accumulation of garbage | | | |
| 7.6 | <u>PREVENTION OF AIR POLLUTION FROM SHIPS (MARPOL ANNEX VI)</u> 1) ozone depleting substances (ODS) records; 2) sulphur content of fuel oil within limits (emission control areas); bunker delivery notes and oil samples kept 3 years and 1 year respectively or when it has been consumed, whichever later; 3) technical files for diesel engines NOx emission and record book of engine parameters according to on board NOx verification procedures; 4) incinerator condition; operating instructions permanently posted; <i># Examples of detainable def.: incinerator; sulphur content of fuel</i> | | | |
| <i>Item 7 (Any item above marked with "NO", please give a brief explanation and propose a corrective action plan below)</i> | | | | |
| 8 Load Line and Structures | | YES | NO | NA |
| 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; cargo hold gas sampling points; type approved hoses; identification marks of pipe lines; pressure-vacuum relief valves; etc. | | | |
| 8.2 | Load line marks clearly marked and correspond with ILLC; carriage of cargoes without overload | | | |

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|---|---|------------|-----------|-----------|
| 8.3* | <u>HATCH COVERS AND SECURING DEVICES, HATCH COAMING AND STAYS</u> <ul style="list-style-type: none"> • Securing cleat and its support - check for operation and distortion • Security pin – check for missing pin • Drain plug non-return valve - check for missing and seizing • Hatch structure – check for damage • Rubber packing – check for permanent deformation / set in • Crain channel – check for corrosion • Hatch covers – check for any gap between rubber packing and retaining bar | | | |
| 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.) | | | |
| 8.5 | <u>WEATHER-TIGHT DOORS AND ACCESS HATCHES</u> closing appliances (incl. gaskets and locking devices, etc.) not seized <i># Examples of detainable def.: access hatch cover</i> | | | |
| 8.6 | Scuppers, inlets, discharges and non-return valves remote operation and manual closures in satisfactory condition; bilge suction | | | |
| 8.7 | Guardrails, catwalks and bulwarks without corrosion, buckling and fractures | | | |
| 8.8 | Ventilators and air pipes coamings and covers closing appliances/dampers not seized; gaskets in order; floats in the heads not seized; wire gauzes fitted to fuel oil tanks air pipes | | | |
| 8.9 | Hydraulic systems on deck incl. hatch cover winches, cargo cranes, windlass and mooring winches, etc. without oil leakage | | | |
| <i>Item 8 (Any item above marked with “NO”, please give a brief explanation and propose a corrective action plan below)</i> | | | | |
| 9 Safety Management System | | YES | NO | NA |
| 9.1 | Safety Management Manual updated version available; company’s safety & environmental policy displayed at prominent locations, e.g. Bridge, Mess Room, Engine Room, etc. | | | |
| 9.2 | Working language incl. manuals, instructions, etc.); all crew members communicate <i>effectively</i> in execution of their duties | | | |
| 9.3 | DPA/Shore contact details Master, officers and ratings aware of the DPA | | | |
| 9.4 | Responsibilities and authority under SMS officers and ratings familiar with their responsibilities, specific duties, ship arrangements, installation, equipment and procedures; Master’s over-riding authority. | | | |
| 9.5 | Engine room and deck equipment maintenance records planned maintenance system established | | | |
| 9.6 | Key shipboard operations procedures records of completed checklists | | | |
| 9.7 | Records of crew familiarization of SMS and identification of training needs incl. job familiarisation, onboard training & instruction prior to sailing, familiarization with their specific duties, ship arrangements, installations, equipment and procedure; incl. individual crew’s performance evaluation and training | | | |
| 9.8 | Emergency situations and drills/training programme drills records (scenarios covered & frequency) available and review for each drill done | | | |
| 9.9 | Procedures of reporting accident, incident, non-conformity records (incl. responses by the company with corrective actions) showing the procedures implemented effectively | | | |
| 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 | | | |
| <i>Item 9 (Any item above marked with “NO”, please give a brief explanation and propose a corrective action plan below)</i> | | | | |

| 10 Ship Security | | YES | NO | NA |
|--|---|------------|-----------|-----------|
| 10.1 | Ship Security Plan available and properly protected from unauthorized access or disclosure | | | |
| 10.2 | Master's responsibility and overriding authority authority to make decisions with respect to safety and security of the ship | | | |
| 10.3 | Certificate of Proficiency for Ship Security Officer SSO's understanding of his security duties and responsibilities in accordance with SSP; Contact details with CSO | | | |
| 10.4 | Programmes & records for training, drills and exercises security exercises with shore-based personnel; specific security duties and responsibilities assigned to crew members; crew members understand their ship security responsibilities and sufficient knowledge | | | |
| 10.5 | SSAS main and alternative power source; operational and maintenance manuals; switches of activating SSAS from bridge and one other location; Ship Security Alert Message addressed to the competent authority (HKMRCC); in the last SSAS operational test | | | |
| 10.6 | Control of access to ship control of visitors and their belongings; monitor access to restricted areas e.g. upper deck, f'cle deck, poop deck and surrounding of the ship; supervise handling of cargo and ship's stores; security communication; measures to prevent stowaways | | | |
| 10.7 | Records of security activities on board 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. | | | |
| <i>Item 10 (Any item above marked with "NO", please give a brief explanation and propose a corrective action plan below)</i> | | | | |
| 11. SOLAS Emergency Training and Drills | | YES | NO | NA |
| 11.1 | <u>ABANDON SHIP DRILLS</u> once every month and within 24 hours of departure if more than 25% of crew not participated in previous month (SOLAS III/19); each lifeboat shall be launched and manoeuvred in water at every 3 months, additional simulated launching for free-fall lifeboat at every 6 months (SOLAS III/19.3.4.4) <i># Examples of detainable def.: duty & procedures not familiar; overdue</i> | | | |
| 11.2 | <u>FIRE DRILLS</u> once every month and within 24 hours of departure if more than 25% of crew not participated in previous month (SOLAS III/19); drill incl. starting of fire pump and using 2 jets of water; check of firemen's outfit and other rescue equipment, communication equipment, etc. <i># Examples of detainable def.: duty & procedures not familiar</i> | | | |
| 11.3 | Emergency steering gear drills carried out every 3 months | | | |
| 11.4 | <u>ENCLOSED SPACE ENTRY AND RESCUE DRILLS</u> carried out every 2 months (res.A.1050(27)); atmosphere testing instrument <i># Examples of detainable def.: duty & procedures not familiar; overdue</i> | | | |
| 11.5 | Effective communication among the officers and ratings during the drills | | | |
| 11.6 | Atmosphere testing instrument for enclosed spaces one portable for testing the space before entry and at regular intervals until all work is completed & one personal (PPE) for each person entering the space; measuring concentrations of oxygen, flammable gases or vapours, hydrogen sulphide and carbon monoxide; calibration & inspection records | | | |

| | | | | |
|--|--|------------|-----------|-----------|
| 11.7 | Personnel protection equipment decontamination shower and eye wash (if required), stretcher, medical first-aid equipment, respiratory protection for emergency escape purpose, and shelter in emergency, BA cylinder air compressor (if provided), etc.; inspection & records | | | |
| <i>Item 11 (Any item above marked with "NO", please give a brief explanation and propose a corrective action plan below)</i> | | | | |
| 12. Ballast Water Management | | YES | NO | NA |
| 12.1 | Ballast water management plan (BWMP) approved by R.O.; in working language and translation into English, French or Spanish; details of procedures & methods for management of ballast water & sediments; piping diagram; list of duties | | | |
| 12.2 | Ballast water record book (BWRB) in working language and translation into English, French or Spanish; kept on board at least 2 years; reflect actual ballast water situation and each operation; ballast water managed according to D-1, D-2 or D-4 as applicable | | | |
| 12.3 | Ballast water management procedures complied with BWMP; BW exchange as per Reg.B-4 (e.g. 200m in depth and 200/at least 50 nm from nearest land) with at least 95% volumetric exchange; BW treatment with D-2 standard (if applicable) | | | |
| 12.4 | Ballast water management system (BWMS) installed as per Reg.B-3; type approved cert. & original test result; particulars correspond to BWMP; no bypassed; self-monitoring device; treatment process (incl. filters, pumps, UV lights, back flushing equipment, active substances) | | | |
| 12.5 | Designated officer a designated officer nominated in BWMP; familiar with essential BWM procedures and operation of BWMS | | | |
| 12.6 | Sampling and access points in pipelines and ballast water tanks for analysis | | | |
| 12.7 | Prototype ballast water treatment technologies (Reg. D-4) (if applicable) Statement of Compliance issued by R.O. and valid; operated consistently as designed | | | |
| <i>Item 12 (Any item above marked with "NO", please give a brief explanation and propose a corrective action plan below)</i> | | | | |
| 13. Check Points for Bulk Carriers in addition to Item 1 to 12 | | YES | NO | NA |
| 13.1 | Water ingress alarm system water level alarms (audible and visual); Dewatering arrangement operate from navigation bridge or engine control room without traversing exposed decks | | | |
| 13.2 | Additional safety measures for carriage of solid dangerous goods in bulk (SOLAS II-2/19) immediate availability of water supply from fire main by remote control fire pumps; adequate power ventilation (at least 6 air changes per hour) & suitable wire mesh guards fitted over inlet and outlet ventilation openings, or natural ventilation provided in enclosed cargo spaces; personnel protection including 4 sets of full protective clothing resistant to chemical attack with additional 2 sets of SCBA | | | |
| 13.3 | Means of closing all ventilators and other openings leading to the cargo spaces | | | |
| 13.4 | Loading instrument (SOLAS XII/11) calibration & inspection records | | | |
| 13.5 | Oxygen analysis and gas detection equipment (SOLAS VI/3) when transporting a solid bulk cargo which is liable to emit a toxic or flammable gas, or cause oxygen depletion in the cargo space | | | |
| <i>Item 13 (Any item above marked with "NO", please give a brief explanation and propose a corrective action plan below)</i> | | | | |

| 14. Check Points for Tankers in addition to Item 1 to 12 | | YES | NO | NA |
|--|---|------------|-----------|-----------|
| 14.1 | Closing devices windows, door and other openings of wheelhouse, and those on exposed bulkheads of superstructures and deckhouse | | | |
| 14.2 | Cargo pump room lighting/ventilation inter-lock system, monitoring and alarm system for hydrocarbon/gas concentration , pump shaft gland, bearing and casing temperature, bilge level , etc. | | | |
| 14.3 | Venting system of cargo containment system pressure/vacuum relief valves; venting systems incl. spare fans or impellers for enclosed spaces and compartment in cargo area | | | |
| 14.4 | Cargo tank level indicators high liquid level alarms and overflow control, etc.; indicators/gauges/meters and alarms at cargo control room/station; calibration & inspection records | | | |
| 14.5 | Electrical and mechanical remote operating and shut-off device for cargo pumps, bilge pumps, ballast pumps and stripping pumps | | | |
| 14.6 | Fixed and portable gas detecting instruments SOLAS II-2/4.5.7 – min. 2 portable for both oxygen and flammable vapour; IBC Code Ch.13.2 – (depends on cargo) min. 2 portable for both toxic and flammable vapours / min. 1 portable if fixed system is installed; IGC Code Ch.13. 6 – min. 2 portable for the gases to be carried | | | |
| 14.7 | Earthing electrical bonding between pipings, hull structures and cargo tanks | | | |
| 14.8 | Electrical installations in hazardous areas interlocking device, explosion-proof lights, etc. | | | |
| 14.9 | Fixed fire extinguishing arrangements for cargo area on weather decks and pump room foam applicator, fixed dry powder system, water spray system; audible alarm for release of CO ₂ in pump room; additional 2 fire-fighter’s outfits (at least 4 sets on board in total); record of periodical control/test | | | |
| 14.10 | Emergency towing arrangements (for DWT ≥ 20000) both ends of the tanker capable of rapid deployment without main power on ship | | | |
| 14.11 | Tank cleaning system (for oil tankers DWT ≥ 20000) COW system, including piping, pumps, valves and deck machines; Operations and Equipment Manual | | | |
| 14.12 | Inert gas system (for oil tankers DWT ≥ 20000) inert gas generator, inert gas blower, scrubber room ventilation system, deck water seal, remote and automatic control valves, interlocking system between soot blower and shut-off valve on gas supply line, measuring system, alarm system and safety device | | | |
| 14.13 | Inert gas system (for chemical tankers/gas carriers) inert gas generating system; inert gas storage system; dry air installation; gases for compensating normal losses and drying agent, etc.; gas free and purging systems and gas collecting devices for cargo tanks | | | |
| 14.14 | Oil Discharge Monitoring Equipment (ODME) (for oil tankers) records of ODME operation; Oil/Water Interface Detector ; calibration & inspection records | | | |
| 14.15 | Prewashing system for noxious liquid substances (for chemical tankers) prewashing machines, tank washing pipelines and wash water heaters; stripping system | | | |
| <i>Item 14 (Any item above marked with “NO”, please give a brief explanation and propose a corrective action plan below)</i> | | | | |
| 15. Check Points for Gas Carriers in addition to Item 1 to 12 and 14 | | YES | NO | NA |
| 15.1 | Cargo handling systems safety devices, e.g. emergency shut-off devices; cargo heat exchangers, pressure vessels; cargo pumps, cargo gas compressors, cargo gas blowers and prime movers; piping and insulations; auto & manual stopping devices for cargo pumps and compressors; refrigerant equipment (pump & compressors, condensers, receiver, inter-coolers, oil separators & relief valves, etc.); drainage system for leaked cargo in interbarrier spaces and hold spaces | | | |

| | | | | |
|--|---|--|--|--|
| 15.2 | Gauging devices and associated alarms liquid level gauges, high level alarms and valves related to emergency shutdown system; temperature and pressure indication & alarms for cargo tanks, interbarrier spaces/hold spaces; safety devices related to use of cargo boil-off gas as fuel; calibration records | | | |
| 15.3 | Gas-tight bulkhead penetrations incl. gas-tight shaft sealing | | | |
| <i>Item 15 (Any item above marked with "NO", please give a brief explanation and propose a corrective action plan below)</i> | | | | |
| Item 16 OTHER (CARGO) | | | | |
| 16.1* | • All remote draft gauges check for proper operation and readout | | | |
| 17. General Observation and Comments of Ship Master <i>(To be completed by Ship Master)</i> | | | | |
| | | | | |
| | | | | |
| | | | | |

Signature of Ship Master : _____
()

Date : _____

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|--|
| 18. Executive Summary <i>(To be completed by DPA)</i> |
| |
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| |

Signature of DPA : _____
()

Date : _____