REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRANSPORTATION

MARITIME INDUSTRY AUTHORITY

Inspection Checklist for Philippine-Registered Ships

Name of Ship _____

IMO Number _____

Official Number _____

Call Sign _____

Gross Tonnage _____

Deadweight Tonnage (for Tankers) _____

Type of Ship _____

Date of Keel Laid _____

Date of Delivery _____

Ship's Classification Society _____

RO issuing Company's DOC _____

RO issuing Ship's SMC _____

RO issuing Ship's ISSC _____

Ship Management Company _____

Date of Inspection _____

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

		ITEM	Yes	No	N/A	REMARK
I		**CERTIFICATION AND DOCUMENTATION**				
	1	Certificate of Registry				
	2	International Tonnage Certificate (1969)				
	3	Cargo Ship Safety Construction Certificate and Exemption Certificate if any				
	4	Cargo Ship Safety Equipment Certificate and Exemption Certificate if any -Record of Equipment (Form E)				
	5	Cargo Ship Safety Radio Certificate and Exemption Certificate if any -Record of Equipment (Form R)				
	6	Document of Compliance for the Carriage of Dangerous Goods				
	7	IMSBC Code Certificates (Group B, A, C)				
	8	Certificate of Fitness for the Carriage of Liquefied Gases in Bulk				
	9	Certificate of Fitness for Carriage of Dangerous Chemicals in Bulk				
	10	International Oil Pollution Prevention Certification -Record of Construction and Equipment (Form A or Form B)				
	11	International Pollution Prevention Certificate for the Carriage of Noxious Liquid Substances in Bulk				
	12	International Sewage Pollution Prevention Certificate -Approved Rate of Sewage Discharge (Applicable for sewage holding tanks only) -Type Approval Certificate of Sewage Treatment Plant				
	13	International Air Pollution Prevention Certificate -Record of Construction and Equipment				
	14	Engine Air Pollution Prevention Certificate -Records of Construction -Approved Technical Files				
	15	International Load Line Certificate (1966) and Exemption Certificate if any -Record of Conditions Assignment of Load Lines				
	16	AFS Certificate				
	17	Bunker Convention Certificate				
	18	Certificate of Class -Classification Survey Status				
	19	Survey Report File (ESP Ship's) -Reports of structural surveys -Condition evaluation report -Thickness measurement reports -Survey planning document -Main structural plans of holds and ballast tanks -Previous repair history -Inspection of ship's personnel				
	20	Copy of valid Document of Compliance (DOC)				
	21	Valid Safety Management Certification (SMC)				
	22	Valid International Ship Security Certificate				

		ITEM	Yes	No	N/A	REMARK
	23	Approved Ship Security Plan				
	24	Continuous Synopsis Record (CSR) Form A, B and C				
	25	Last 10 port of call MARSEC security level records				
	26	Certificate of SSO				
	27	Maritime Labour Certificate or Voluntary Maritime Labour Certificate				
	28	Approved DMLC I and/or DMLC II				
	29	Working Arrangements Table				
	30	Oil Record Book Part I and Part II filled out properly using letter codes				
	31	Cargo Record Book				
	32	Garbage Management Plan, Placards and Garbage Record Book				
	33	Approved Intact Stability Booklet				
	34	Approved Damage Stability Booklet (For the vessels; more than 100 m length built after February 1992, more than 80 m length July 1998)				
	35	Cargo Securing Manual				
	36	Crude Oil Washing Manual				
	37	Document of Authorization for the carriage of Grain				
	38	Grain Loading Manual				
	39	Approved "Shipboard Oil Pollution Emergency Plan (SOPEP)" is available and annexes are updated.				
	40	Approved "Shipboard Marine Pollution Emergency Plan (SMPEP)" is available and annexes are updated.				
	41	Procedures and Arrangements Manual (Dangerous Chemicals)				
	42	Operation Manual for LNG/LPG Carriers				
	43	Emergency Towing Procedures (tanker and passenger ships)				
	44	Reports of previous Port State Control Inspections				
	45	Manifest of Stowage Plan for Dangerous Goods				
	46	Damage Control Plans (the vessels built after 01.02.1992)				
	47	Official Deck Log Book. Following entries should be verified on Log Book; -Onboard Training and Instruction -Lifeboat falls -Steering Gear Test before departure -Communication system bridge to steering gear test -Full movement of rudder test -Safety Drills -Weekly/Monthly/Three Monthly/Six Monthly/Annual safety equipment checks -Lifeboat Engine test				
	48	Engine Log Book				
	49					

		ITEM	Yes	No	N/A	REMARK
	50	Radio Stations License				
	51	Medical Certificate				
	52	ODS Record Book				
	53	Lifeboat/Rescue Boat Launching Devices Servicing Certificates (annually/five yearly load tests)				
	54	Lifeboat On Load Release Gear Servicing Certificate				
	55	Liferaft Servicing Certificates				
	56	Liferaft Hydrostatic Release Certificates				
	57	Lifejacket Certificate				
	58	Fire Control Plans				
	59	Fire Training Manual, Fire Operational and Maintenance Booklet				
	60	Cargo Gear Booklet and Endorsements of Periodic Surveys -Cargo Gear Quinquennial Load Test Certificate				
	61	Approved rigging plan for cargo gear				
	62	Ship Sanitation Control Certificate (Ex. Deratting Certificate)				
	63	AIS Annual Test Report by Approved/Authorized Radio Surveying Company -AIS Testing Company "Authorization Letter" from Class Society or Manufacturer				
	64	LRIT Conformance Test Report				
	65	VDR / S-VDR Type Approval Certificate				
	66	Annual Test Report of EPIRB				
	67	Approved Bilge and Sludge Piping Plan				
	68	Approved Sewage Piping Plan Available				
	69	Capacity Plan (Compare Information on Stability Booklet)				
	70	Pilot Ladder Type Approval Certificate (Pilot Ladders on or after 01.07.2012)				
	71	Accommodation Ladders Load Test Report				
	72	Portable Gangway Load Test Report				
	73	ECDIS Type Approval Certificate				
	74	Ship Energy Efficiency Management Plan (SEEMP)				
		Nautical Publications				
	75	Charts up-to date with latest corrections				
	76	ECDIS up-to date with latest corrections				
	77	Sailing Directions up-to date with latest corrections				
	78	List of Lights up-to date with latest corrections				
	79	List of Radio Signals				

		ITEM	Yes	No	N/A	REMARK
	80	ITU Publications				
	81	Nautical Almanac				
	82	Notice to Mariners up-to date with latest corrections				
	83	Cumulative list of notice to mariners (Edition)				
	84	Chart Catalogue (yearly updated)				
	85	Tide Tables up-to date with latest corrections				
	86	International Code of Signals up-to date with latest corrections				
	87	IAMSAR Manual Volume III				
	88	IMO Publications - SOLAS - MARPOL - IMDG Code - Grain Code - BLU Code (for bulk carriers) - FSS Code - LSA Code - ISM Code - ISPS Code				
	89	ILO Publications - MLC, 2006				
	90	Flag Administration Circulars up-to date with latest corrections				
	91	Medical Guide latest edition				
II		**NAVIGATION**				
		The following navigation equipment should be checked to be in order;				
	1	Magnetic compasses (bubble in? foundation intact, lighting), Deviation Table and Error Log book				
	2	Communication system with main steering room working properly				
	3	Gyro compass (including repeaters) and error log book (Difference between master gyro and repeaters should be max. 0.5 degrees)				
	4	9 GHz Radar (a second 9 GHz radar or 3 GHz radar for GT>3000) (Effective diameter of screen min. 180 mm. for marine radars)				
	5	ARPA (for ships GT>10000) (GPS, Gyro-compass and speed log connected)				
	6	Course Recorder if fitted, spare papers for printers				
	7	Echo sounder working properly with operating times, ports recorded and available with spare paper and ink				
	8	Speed and distance indicator with input from heading device and Propeller revolution counter				
	9	Rate of turn indicator (for ships GT>50000)				
	10	Displays for rudder angle, propeller revolutions, thrust, pitch and other indicators visible at main steering station				
	11	Auto-pilot with change-over instructions				
	12	Sound signals (whistle, gong, bell) and shapes (2 black balls, 1 diamond shape at bridge, 1 block ball at fore-castle) in good				

		ITEM	Yes	No	N/A	REMARK
	13	Daylight signalling lamp independent from ship's power supply and working satisfactorily				
	14	NUC (Not Under Command) lights correctly positioned?				
	15	Top red light separate from NUC lights (for tankers only)				
	16	Navigation lights. Tested on main and emergency supply. Checked correct bulbs fitted; lenses clean; arc screens fitted, spares available with certificates, sidelight inboard screens painted matt black; securing brackets and mountings in good condition				
	17	Navigation light failure warning on bridge tested				
	18	Current edition of International Code of Signals available				
	19	Chart correction log being kept				
	20	Charts in use appropriate for the ships current voyage plan				
	21	Mechanical clocks (2 pcs.) for LMT and GMT				
	22	Signal Flags (complete set)				
	23	Country Flags				
	24	ECDIS updated also back-up paper charts provided				
	25	GPS working properly				
	26	Passage Plan from berth to berth for current voyage available and undersigned by all navigating officers				
	27	GMDSS equipment (Antennas, VHF installations, MF and HF Radio Installations, INMARSAT Ship earth stations, Navtex receiver, INMARSAT EGC receiver) in good condition, spare papers for printers is available				
	28	GMDSS batteries have been checked and found in good condition				
	29	Crew capable of operating NAVTEX and safety messages available for review				
	30	Satellite EPIRB clearly marked, able to float free, manual release fitted, Hydrostatic Release Unit within service. Can be manually activated.				
	31	Search and rescue locating devices are capable of operating with batteries in date (SART/AIS SART) min. 2 pcs>500 GT, 300 GT<1 pcs<500 GT				
	32	Line-throwing appliances have been checked for validity and quantity				
	33	Rocket parachute flares have been checked for validity and quantity				
	34	VDR fitted and annual performance test certificate on board				
	35	Radio Log properly filled (Ship particulars, routine tests or records available)				
	36	GMDSSS personnel have valid certificates and required number of operators on board				
	37	AIS fitted and updated for current voyage				
	38	Pilot ladder and embarkation arrangements in good condition				
	39	Pre-arrival and pre-departure tests been carried out and recorded to log books				
	40	Chronometer error log-book has been checked and found satisfactory				

		ITEM	Yes	No	N/A	REMARK
	41	Bridge Navigation and Watchkeeping Alarm System (BNWAS) checked and found satisfactory				
	42	Compass bearing device (Pelorus or Azimuth ring)				
	43	Automatic Tracking Aid (ATA) checked and found satisfactory (Ships above 500 grt, build later 01.07.2002)				
III		**LIFE SAVING APPLIANCES**				
	1	Muster Lists in working language of crew posted throughout ship showing duties of all crew members				
	2	Emergency instructions provided for each person onboard				
	3	Training Manuals available in crew mess rooms or cabins (SOLAS, Fire Training Manuals, Fire Maintenance/Operational Booklet)				
	4	Life Saving Appliances on-board maintenance instructions available				
	5	All pyrotechnics, smoke signals and line throwing appliances within manufacturer expire dates (12 parachute pyrotechnics at bridge, 4 pcs. line throwing apparatus)				
	6	Minimum 3 VHF Radiotelephone apparatus working satisfactorily, clip, case and antenna in good condition (2 min. <500gt) (together with spare batteries and separate charges for each radio with valid date)				
		Lifeboats, Rescue Boats and Launching Arrangements				
	7	Lifting hooks checked for condition				
	8	Boat structure visually checked for condition				
	9	Mechanical propulsion tested and operative				
	10	Portable exposure covers, supports and securing arrangements checked for condition				
	11	Number of persons approved to carry, name of the ship, number of lifeboat and port of registry clearly marked				
	12	Each seating position is clearly indicated				
	13	Totally enclosed lifeboat canopy and closing appliances checked for condition				
	14	The instructions for the hook release clearly posted in the working language for the crew.				
	15	Lifeboats fitted with retro-reflective material in good condition				
	16	All lifeboat equipment checked in accordance with LSA Code and found in accordance with the Record of Approved Cargo Ship Safety Equipment (Form E)				
	17	Lifeboat attachment brackets checked (thinned? or intact?)				
	18	Oars visually checked for condition				
	19	Position of drain valves clearly marked				
	20	Drain plugs fitted with chains one for each drain valve and 1 spare				
	21	Rudder, tiller and steering arrangements checked for condition				
	22	Bilge pumps tested and found satisfactory				
	23	Food rations all within expire date				
	24	Lifeboat pyrotechnics all within expire date and approved type				

		ITEM	Yes	No	N/A	REMARK
	25	Free-fall lifeboats Release and Recovery Arrangements in good condition				
	26	Free-fall lifeboats Closing Appliances in good condition, loose gear stowed				
	27	Free-fall lifeboats seats, anchorages and seat belts in good condition				
	28	Lifeboat engine starts readily				
	29	Lifeboat engine any starting aids provided				
	30	Lifeboat engine gearbox engages forward and astern				
	31	Lifeboat engine exhaust system found free of fuel, cooling system free of leaks and hot surfaces properly insulated, fire retardent cover exist for engine and protection covers for moving parts of engine and shaft exists.				
	32	Lifeboat engine properly serviced				
	33	Portable fire extinguisher suitable for oil fires within service period				
	34	Propeller guard checked for condition				
	35	Batteries and charging arrangement checked and found satisfactory				
	36	Water resistant instructions for starting and operating the engine clearly posted and in working language of crew				
	37	Survival craft launching instructions using IMO symbols posted				
	38	Lighting at muster stations adequate and supplied by emergency power source				
	39	Embarkation ladders Annual survey of satisfactory condition of embarkation ladder 5-yearly survey of load test of embarkation ladder				
	40	Lifeboat davits in good working condition				
	41	All blocks greased and rotating freely				
	42	Limit switches on davits tested and found satisfactorily				
	43	Davit winches tested, brakes working satisfactory				
	44	Free-fall lifeboat ramp and recovery arrangements where fitted in good working order, all moving parts correctly lubricated				
	45	Lifeboat is lowered to the embarkation deck and launching appliances and their connections are checked for proper operation				
	46	Skates and fenders fitted on lifeboat's body in satisfactory condition.				
	47	Tricing gear fixed between davit and boat and bowsing tackle readily available				
		Liferafts				
	48	Liferafts serviced intervals not exceeding 12 months at an approved service station				
	49	Containers free of cracks, marked with ships name, maker's name, serial no, last service date, number of persons and launching instructions				
	50	Liferaft painter permanently attached through weak link to the ship				
	51	The positions of liferafts are correct.				
	52	Hydrostatic connections are checked and found appropriate.				

		ITEM	Yes	No	N/A	REMARK
	53	Each liferaft lashing (other than the forward liferaft) fitted with a hydrostatic release unit (HRU)				
	54	If fitted with HRU, serviced at intervals not exceeding 12 months at a service station competent to service				
	55	Launching davits for davit launched liferafts, where fitted, in good working order with off-release hook of approved type				
		Rescue Boat				
	56	Rescue boat equipment checked in accordance with LSA Code and found complete as per Record of Approved Cargo Ship SAFEQ Form E)				
	57	Rescue boat properly marked and fitted with retro-reflective material				
	58	Rescue boat, if inflatable type, serviced in accordance with the manufacturer's instructions and kept fully inflated ready for use				
	59	Lifeboat engine starts readily				
	60	Propeller guard checked for condition				
	61	Rescue boat launching appliance in good working order, including on-load, off-load release hook of approved type				
		Personal Life Saving Equipment and Safety Equipment				
	62	Lifebuoys fitted with retro-reflective material, correctly stowed, ships name correctly marked				
	63	Lifebuoys with self-igniting lights (at least half of the total lifebuoys carried) lights working				
	64	Lifebuoys with self igniting lights and self activating smoke signals (at least 2 lifebuoys) capable of quick release from the navigating bridge, smoke signals within expire date, has sufficient weight to release signals and correctly placed for proper use				
	65	Lifejackets whistle and light, fitted with retro-reflective material, batteries within expire date				
	66	Lifejackets stowed in accessible and clearly marked places				
	67	Additional lifejackets positioned for persons on watch (Bridge & ECR) and for use at remotely located survival craft stations				
	68	Immersion Suits fitted with retro-reflecting material, inspected for condition, lights checked and found satisfactory				
	69	Immersion suits provided for every person on board (number stated on Safety Eq. Certificate) plus additional suits in remote working stations				
	70	Thermal protective aids in all survival craft inspected for condition (where applicable) (for passenger ships)				
	71	Fireman's outfit with axe, safety harness, fireproof life line, gastight torch and safety harness complete, all air cylinders charged, safety lamp batteries tested and found satisfactory				
	72	Two spare bottles for each SCBA available				
	73	Infant life jackets (for passenger ships) (at least 2,5% on voyages less than 24h, for each infant on voyages 24h or greater)				
	74	Lifejacket accessories for 140kg persons				
	75	Chemical tanker protective suits and breathing apparatus checked for number, location and condition				
	76	Atmospheric test meters and alarms (oxygen, hydrocarbons etc.) calibrated and these records available.				
IV		**FIRE PROTECTION, DETECTION AND EXTINCTION**				

		ITEM	Yes	No	N/A	REMARK
	1	Fire control plans permanently displayed in good condition and up-to-date with amendments				
	2	Duplicate set of plans permanently stored outside the deckhouse with recent crew list				
	3	Instructions for all fire-fighting equipment available in working language of crew				
	4	Main fire pump is tested with 2 hoses in connection				
	5	Emergency fire pump associated ship's side valves operating freely and fitted with spindles				
	6	Emergency fire pump starting system checked and instructions clearly displayed in working language of crew				
	7	Fire Main/Foam Line with expansion couplings checked for condition, inspected under pressure and found free from leaks				
	8	Isolating valves clearly marked and operational				
	9	Hydrants with hand wheels in good condition				
	10	Fire hoses, nozzles, tools and fire boxes found in good condition with no leaks, all correctly stowed				
	11	Sand boxes full and scoop in place				
	12	International Shore Connection readily available and location clearly marked				
	13	Fixed fire extinguishing arrangements for machinery and cargo spaces control rooms clearly marked and readily accessible.				
	14	Gas release alarm operating satisfactory. Clear instructions for operation posted in working language of crew. (All CO2 systems shall to be provided with two separate releasing controls)				
	15	Servicing records for fixed systems available including date of last recharge/sample test of foam (2 yearly)				
	16	Portable and non-portable fire extinguishers fully charged, properly stowed and within service dates. Servicing/inspection records available (yearly)				
	17	Paint locker fire extinguishing system checked and found satisfactory				
	18	Galley exhaust grease traps clean and dampers operational				
	19	Remote stops for ventilation fans, galley exhaust, boiler fans, oil fuel pumps and other pumps that discharge flammable liquids, operational and clearly marked				
V		**HULL AND FITTINGS**				
		Structure				
	1	No cracks, buckling or defects in the decks, bulkheads, cargo holds, shell plating, top side tanks, tanktop plating				
	2	Chain lockers checked for wastage				
	3	Hatch cover mechanism checked for hydraulic leaks				
	4	Hold access ladders checked for damage and wastage				
	5	Embarkation and disembarkation arrangements (gangways and accommodation ladders) are inspected and maintained in accordance with SOLAS Ch II-1, Reg. 3-9				
		Mooring Arrangements				
	6	Anchors and chain cables in good condition, properly stowed, hawse pipe and chain pipe covers in place				
	7	Windlass and mooring winches checked with respect to brake linings, guards, wastage of foundations, operating controls, hydraulic leaks				

		ITEM	Yes	No	N/A	REMARK
	8	Mooring ropes and wires in good condition				
	9	Fairleads in good condition and rollers free				
		Cargo Gear				
	10	Cargo gear surveys up-to-date				
	11	Derricks, cranes, masts and loose gear checked for condition				
	12	All ladders, walkways and handrails checked for condition				
	13	Winches used in association with lifting equipment in good condition				
	14	Safe working loads clearly marked				
		Load Line items				
	15	Load line marks including the deck line, and draught marks, all clearly visible and correctly marked (must be identical with the mark in the Load Line Certificate)				
	16	Ship with timber load line markings, timber fittings in good condition				
	17	Ventilators & air pipes checked for damage and wastage, including condition of closing devices and flame screens				
	18	Weathertight doors checked for condition; e.g. corrosion, buckling of door and hinges, deterioration of gasket retaining channel, missing/frozen/corroded dogs/cleats/weather-water tightness				
	19	Main cargo hatch coamings and coaming stays checked for condition, e.g. corrosion and damage				
	20	Main hatch covers and access hatch covers checked for condition; e.g. corrosion and damage to retaining channels, missing/deteriorated gasket and missing/frozen/corroded dogs/cleats/weather-water tightness (Hatch cover side cleats, cross joint wedges intact and operational? Rubber seals and retaining channels intact? Corner drains provided with non-return devices? Compression bars not misaligned?)				
	21	Windows, sidescuttles and skylights checked for condition				
	22	Deadlights and storm covers, where fitted, checked for condition				
	23	Water level/ ingress alarms (audio & visual) operating properly and protected				
	24	Prevention of blockage of drain openings in vehicle, special category and ro-ro spaces				
VI		**MACHINERY AND ELECTRICAL**				
		Machinery				
	1	Machinery spaces including steering gear space, pump room, tank tops and bilges free from excess oil or other fire hazard including accumulations of oily waste material and rags				
	2	Main machinery and essential auxiliaries operating satisfactorily and with no excessive fuel, lubricating oil, or water leakages				
	3	Shielding of high pressure oil fuel lines in place, alarm is working				
	4	Exhaust pipes properly insulated and the insulation free of any oil contamination				
	5	Steam pipes properly insulated				
	6	No excessive steam leaks				
	7	Boiler safety valve operating				

		ITEM	Yes	No	N/A	REMARK
	8	Boiler gauge glasses clean				
	9	Bilge pumping system operating satisfactorily				
	10	All sounding pipes in machinery spaces fitted with closing devices. If weighted lever cocks are used, the weights in place and levers not constrained in the open position				
	11	Cooling water piping systems examined for condition				
	12	Sea chests and sea valves in good condition				
	13	Remotely operated watertight doors, tested and found satisfactory				
	14	Communication between engine room/control room and bridge including telegraph satisfactory				
	15	Escape routes from machinery spaces not obstructed				
		Alarms				
	16	Engineer's alarm (audible in engineer's accommodation area)				
	17	Machinery alarms				
	18	Boiler alarm				
	19	General alarm to be audible throughout accommodation and normal crew working spaces (SOLAS III/B/I/6.4.3)				
		Electrical				
	20	Conduit for electric cabling on deck checked for condition				
	21	Main generators capable of being synchronized for condition (where applicable)				
	22	Electric cabling including junction boxes, throughout accommodation, machinery spaces and on deck to be checked for protection, insulation, support of cable runs, broken fittings or cables with bare ends, and found in satisfactory condition. Meger tests available.				
	23	Lighting and electrical installations in hazardous area e.g. battery rooms, paint lockers, acetylene and oxygen storage, verified to be of certified Safe Type and found in satisfactory condition				
	24	Ventilation of battery compartment satisfactory, natural ventilation fitted at ceiling.				
		Main and Emergency Switchboards				
	25	All protective devices (e.g. fuses, circuit breakers) present and in working order				
	26	Instrumentation and indicators correct and in working order				
	27	Equipped where necessary with non-conducting mats front and rear				
	28	No obstructions or equipment stored in or around switchboards				
		Emergency source of power - generator				
	29	Generator tested on load				
	30	Automatic start, if applicable, tested				
	31	Starting batteries and charging arrangements, where fitted, checked and charger operating correctly				
	32	Secondary means of starting tested				
		Emergency source of power - batteries				

		ITEM	Yes	No	N/A	REMARK
	33	Charger checked and operating correctly				
	34	Charge indicators fitted and working				
	35	Batteries tested on load				
		Emergency lighting				
	36	Emergency lighting and services examined working and found satisfactory (machinery spaces; escape ways, muster stations etc.)				
		Steering gear				
	37	No hydraulic leaks				
	38	Rudder angle indicators reading the same as the bridge and clearly visible at emergency steering position				
	39	Emergency steering gear change over and operation instruction clearly displayed				
	40	Communication with bridge operating satisfactorily				
	41	Steering gear tested within 12 hours of departure, instructions available for change over for remote steering gear control				
	42	Officers know emergency steering procedures				
VII		**MARPOL**				
	1	Is the Oil Filtering Equipment on board type approved according to the IOPP Certificate?				
	2	Is the Oil Filtering Equipment system effectively inspected, tested and maintained in accordance with the planned maintenance system on board?				
	3	Is the 15 ppm oil content alarm correctly adjusted and operating properly?				
	4	Is the automatic 3-way valve or stopping device at the outlet of the Oil Filtering Equipment functioning?				
	5	A sampling point is provided in a vertical section of the water effluent piping as close as is practicable to the 15 ppm Bilge Separator outlet.				
	6	Is the Oil filtering Equipment system free of illegal bypasses or unauthorized modifications?				
	7	If the incinerator is designated for burning oil residues, has it been marked in the IOPP Certificate?				
	8	If the auxiliary boiler is designated for burning oil residues, has been marked on the IOPP Certificate?				
	9	Are the sludge tanks free of illegal direct connection overboard?				
	10	Is there a standard discharge connection to enable sludge to be discharged to shore reception facilities?				
	11	Is there evidence that sludge and/or bilge water has been discharged to port facilities?				
	12	If sludge has not been discharged into port facilities, has the incinerator or auxiliary boiler been used for burning sludge on board?				
	13	Is there sufficient capacity remaining in the sludge and/or bilge water tanks for the intended voyage?				
VIII		**Additional Items for Bulk Carriers**				
		L : Length in accordance with article 2(8) in Load Line Convention and Load Line Certificate				
	1	Is an approved loading manual available?				

		ITEM	Yes	No	N/A	REMARK
	2	Is an approved loading & unloading sequence manual available? (For bulk carriers in accordance with SOLAS Chapter VI Part B Reg.7 & BLU Code)				
	3	Is an approved check condition pages of loading instrument available? (For ships L>150 m)				
	4	Is loading instrument approval document available? (For ships L>150 m)				
	5	Are class records indicating that the vessel is in compliance with SOLAS Chapter XII Reg.4.2 and Reg.6.1 (IACS URS 19,22 & 23) (For ships L>150 m)				
	6	If the vessel is not compliance with item 5, a triangle plate is to be fitted on the vessel's outer shell plate as described by SOLAS Chapter XII Reg. 8.3 and restriction is to be inserted on approval pages of all loading manuals and stability booklets.				
	7	Is the vessel equipped with water level detectors in all cargo holds and forecastle spaces as stipulated by SOLAS Chapter XII Reg.12? Bridge monitors were checked and found operational?				
	8	Is the vessel equipped with dewatering system in forecastle spaces as stipulated by SOLAS Chapter XII Reg.13? Remote controls were checked and found operational? All valves on the overboard piping are provided with remote control?				
	9	Are class records indicating that the vessel is in compliance with MSC Res. 146(77) (IACS URS 26, 27, 30, 31)?				
	10	Are shear forces and bending moments calculated and filed at every voyage?				
IX		**ISM**				
	1	Is the Safety Management documentation on board? (Manuals)				
	2	Is relevant documentation regarding the SMS in a working language or languages understood by the ship's personnel?				
	3	Is there evidence that the Master has carried out the review of the SMS?				
	4	Can senior officers identify the "designated person" and the means to contact that person?				
	5	Have the procedures for establishing and maintaining contact with shore management in an emergency been tested?				
	6	Are programs for drills and exercises to prepare for emergency actions available on board and are records available?				
	7	Have the procedures to report non-conformities, accidents and hazardous occurrences been followed?				
	8	Does the ship's SMS have a maintenance routine which includes the testing of stand by equipment and critical equipment/system and are records available?				
	9	Is there evidence of an effective maintenance system?				
	10	Are introduction/familiarization procedures for crew members carried out in accordance with documented procedures?				
	11	Are the crew members able to communicate effectively in the execution of their duties related to the SMS?				
	12	Is there evidence of repetitive deficiencies from previous PSC Inspections?				
	13	Are Master's Standing Orders, Night Orders available?				
	14	Personnel protective equipment (PPE) such as safety shoes, helmets, overalls, gloves, goggles , safety harnesses etc. are available and in use				
	15	Are internal safety audits on board and ashore carried out at intervals not exceeding 12 months?				
	16	Is there evidence of assessment of all risks to ships, personnel and the environment and establishment of the appropriate safeguards?				

		ITEM	Yes	No	N/A	REMARK
		PSC				
	1	Have the last two PSC deficiencies been dealt with?				
	2	Is there recurrence in the history of PSC deficiencies?				
		MLC				
	1	Are all seafarers over 16 years of age?				
	2	No seafarers below 18 years of age carry out/ employed in night work or dangerous work				
	3	Is the cook over 18 years of age?				
	4	Is a fully qualified cook (with a valid certificate/document of compliance) employed for ships with prescribed manning ≥ 10 Is the personnel trained and instructed in areas including food and personal hygiene, storage of food for ships with prescribed manning < 10				
	5	Do all seafarers have valid medical certificates to carry out their duties, and in English?				
	6	Have all seafarers completed personal safety onboard training?				
	7	Do all seafarers have valid Certificates of Competency including endorsements (Endorsement issued by Flag State not by Authorized Company)				
	8	Minimum Safe Manning Document (Is the ship manned accordingly?)				
	9	Do all seafarers have a copy of their employment agreement, signed and in English?				
	10	Are all seafarers paid regularly and in full in accordance with their SEA and CBA if exists? Are all seafarers given a monthly account of wage?				
	11	Do the records confirm that the maximum hours of work or minimum hours of rest is followed, and in English?				
	12	Is the food and drinking water served on the ship of appropriate quantity, nutritional value and quantity, in accord with national provisions, to cover the requirements of the ship and takes into account the differing cultural				
	13	Are medical personnel with appropriate qualifications (medical doctor or seafarers trained to administer medical care or medical first aid) on board?				
	14	Is there an approved medical form in use and is kept confidential?				
	15	Is the medicine chest, medical equipment and medical guide in compliance with national legislation and with valid dates? Is the ship's hospital tidy and medical records up-to-date?				
	16	Has a proper risk assessment been carried out for onboard occupational safety and health management?				
	17	Does the ship have onboard procedures for the fair, effective and expeditious handling of seafarer complaints?				
	18	Is ILO 92/133 certificate available on board?				
	19	Are the lighting, hot and cold water supply, drainage, heating and ventilation arrangements in the accommodation satisfactory?				
	20	Is the furniture and equipment in the sleeping rooms in satisfactory condition?				
	21	Are the mess rooms, sanitary facilities, laundry, hospital, recreational, catering facilities and provision facilities clean, hygienic and in satisfactory condition?				
	22	Are the frequent inspection records for accommodation, food and water facilities available?				

		ITEM	Yes	No	N/A	REMARK
	23	Records of frequent Ship Safety Committee Meetings available?				

NOTICE OF DEFICIENCY/IES

Item Number	Nature/Description of Deficiencies	Action Code

Flag State Officer/

_____	_____	_____
Signature over printed name Lead FSO	Signature over printed name FSO	Signature over printed name FSO

ACKNOWLEDGED BY:

_____	_____	_____
Signature over printed name	Rank/Position	Date

ACTION CODES

10____rectified
18____Withdrawal/Suspension of Safety Certificate
17____To rectify before leaving the port/temporary suspension of Safety Certificates
16____To rectify within 14 days
15____To rectify in the next port
14____To rectify within 30 days

	or letters, which provide the surveyors and administrative staff with up-to-date information on classification and related matters)		
7	*specifications and diagrams defining or amplifying service processes*		
8	*pro-forma reports, checklists and certificates appropriate to the activities covered by this certification*		
Quality Manual			
The ROS shall establish and maintain a quality manual that includes:			
Does the established quality manual are maintained and contains the following?			
1	*scope of the quality management system, including details of, and justification for any exclusions*		
2	*management statement on its policy and objectives for, and commitment to, quality*		
3	*description of the ROS areas of activity and competence*		
4	*general information about the organization and its head office (name, address, phone number, etc., and legal status)*		
5	*information on the RO's relationship to its parent or associated organizations (where applicable)*		
6	*charts describing the organization's structure*		
7	*management statement assigning a person designated who is responsible for the organization's quality management system*		
8	*relevant job descriptions*		
9	*policy statement on qualification and training of personnel*		
10	*documented procedures established for the quality management system, or reference to them*		
11	*description of the interaction between processes of the quality management system*		
12	*description of all other documents required by the quality management system*		
Control of Documents			
Documents required by the quality management system shall be controlled.			
Do the RO have a procedure in controlling all its documents?			
The provision of document control shall apply to any type of document, including but not limited to; electronic media and IT applications where said electronic media may affect the reliability of the service or of the recorded data			
Is there a provision for controlling all documents including electronic media and IT applications where said electronic media may affect the reliability of the service or of the recorded data?			
A documented procedure shall be established to define the controls needed to:			
Is the established procedure defined to control needed:			
1	*approve documents for adequacy prior to issue*		
2	*review and update as necessary and re-approve documents*		
3	*ensure that changes and the current revision status of documents are identified*		
4	*ensure that relevant versions of applicable documents are available at points of use*		
5	*ensure that documents remain legible and readily*		

with the quality policy.		
Are the objectives consistent with the policy of the RO?		
NOTE: The ROS shall in its planning consider the elements identified below, and use the result to evaluate the effectiveness of its standards and procedures and their impact on safety of life and property and the marine environment:		
1 that the planning of the quality management system is carried out in order to meet the requirements of the Administration and its quality management system;		
2 that the integrity of the quality management system is maintained when changes to the quality management system are planned and implemented;		
3 that the needs and expectations of the customers and other interested parties are considered, e.g. feedback the Administration and industry associations;		
4 the effectiveness of services based on statistics from detention, casualties, loss trends and feedback obtained from internal and external users		
5 the performance of the quality management system processes based on feedback from internal audits, non-conformities and internal comments;		
6 lessons learned from previous experience and deriving from an examination of survey reports, casualty investigations or external sources; and		
7 other sources of information which identifies opportunities for improvement.		
The ROS shall identify and plan the processes required for the quality management system, and determine the sequence and interaction of these processes.		
Is the processes required for the quality management system identified and planned accordingly?		
Is the sequence and interaction of these processes are determined?		
The ROS shall determine the requirements to be complied with and the criteria to ensure both the operation and control of these processes, including the criteria for acceptance, and evaluate the resources needed.		
Are the requirement to be complied to ensure the operation and control of these processes, including the criteria for acceptance, and evaluate the resources needed determined accordingly?		
The ROS shall plan and develop the processes required for statutory certification and services. Planning of the delivery of statutory certification and services shall be consistent with the requirements of other processes of the quality management system.		
Are processes required for statutory certification and services planned and develop consistent with the requirements of other processes of the quality management system?		
In planning the delivery of statutory certification and services, the ROS shall determine the following as appropriate:		
Does the process in planning the delivery of statutory certification and services consider, as appropriate:		
1 quality objectives and requirements for statutory certification and services;		
2 the need to establish processes and documents,		

Internal Communication		
The RO shall ensure that appropriate communication processes are established within the RO and that communication takes place regarding the effectiveness of the quality management system and statutory certification and services provided.		
Are the appropriate communication processes established within the RO and that communication takes place regarding the effectiveness of the quality management system and statutory certification and services provided?		
Communication/cooperation with flag State		
The RO shall establish appropriate communication processes with the authorizing flag State that, inter alia, address the following		
Does the established communication processes with the authorizing flag State that, inter alia, address:		
1 *information specified by the flag State in terms of authorization;*		
2 *classification of ships (assignments of class, changes and withdrawals), as applicable;*		
3 *cases where a ship did not in all respects remain fit to proceed to sea without danger to the ship or persons on board or presenting unreasonable threat of harm to the marine environment;*		
4 *information on all overdue surveys, overdue recommendations or overdue conditions of class, operating conditions or operating restrictions issued against their classed ships that shall be made available upon request by the authorizing flag State;*		
5 *other information as so specified by the authorizing flag State.*		
The RO shall allow participation in the development of its rules and/or regulations by the flag State.		
Is there a procedure to allow the Flag State to participate in the development of its rules and/or regulations?		
The RO shall determine, propose and, if agreed by the flag State, implement effective arrangements for communicating with a flag State in relation to:		
Are the arrangements for communication in the Flag State determined and implemented with regards to:		
1. *enquiries, contracts or other handling, including amendments;*		
2. *flag State feedback, including conformity issues pertaining to statutory certification and services?*		
Cooperation between ROs		
Under the framework established by the flag State, the ROs shall cooperate and share relevant experience with other ROs with the view to standardizing processes concerning statutory certification and services for the flag State, as appropriate.		
Is there a procedure for ROs to cooperate and share relevant experiences following with the view to standardizing processes concerning statutory certification and services for the flag State appropriate?		
Under the framework established by a flag State or a group of flag States, the organizations recognized by this State or these States shall establish and maintain appropriate technical and safety-related cooperation processes regarding statutory certification and services of ships, which may affect the validity of certificates issued by other ROs either in whole or in part on behalf of the		

Annex B – PART 1		
GENERAL REQUIREMENTS FOR RECOGNIZED ORGANIZATIONS (RO)		
	Y/N	**Remarks**
Rules and Regulations		
The ROs shall establish, publish and systematically maintain its rules or regulations, for the design, construction and certification of ships and their associated essential engineering systems		
Are there any established, published and systematically-maintained rules or regulations for the design, construction and certification of ships and their associated essential engineering systems?		
As well as provide for adequate research capability to ensure appropriate updating of the published criteria.		
Is there a provision for adequate research capability to ensure appropriate updating of the published criteria?		
Independence		
The ROs and its staff shall not engage in any activities that may conflict with their independence of judgement and integrity in relation to their certification and services.		
Does the RO prohibit its staff from engaging activities which may conflict with their independence of judgement and integrity in relation to their certification and services?		
The ROS and its staff responsible for carrying out the certification and services shall not be the designer, manufacturer, supplier, installer, purchaser, owner, user or maintainer of the item subject to the certification and services, nor the authorized representative of any of these parties.		
Are the ROs personnel involved in carrying out certification and services are involve/connected to parties being served by the RO?		
The ROs shall not be substantially dependent on a single commercial enterprise for its revenue.		
Are there any businesses that the RO is engaged in?		
What other business is the RO engaged in?		
Impartiality		
The personnel of ROs shall be free from any pressures, which might affect their judgement in performing statutory certification and services.		
Are there any mitigating measures from the RO to free all personnel performing statutory certification and services from any pressures which may affect their judgement?		
Procedures shall be implemented to prevent persons or organizations external to the ROS from influencing the results of services carried out.		
How does the RO protect its personnel from outside influences that may affect the result of the service carried out?		
How does the RO prevent external pressures from influencing the results of services carried out?		
All potential customers shall have access to certification and services provided by the ROS without undue financial or other conditions.		

reverification to demonstrate conformity to the requirements.		
Records of the nature of non-conformities and any subsequent actions taken, including exemption or equivalences obtained, shall be maintained.		
The RO shall comply with the instructions of the flag State detailing actions to be followed in the event that a ship is found not fit to proceed to sea without danger to the ship or persons on board, or presenting unreasonable threat of harm to the marine environment.		
The ROs shall cooperate with port State control Administrations where a ship to which the RO issued the certificates is concerned, in particular, in order to facilitate the rectification of reported deficiencies or other discrepancies.		
The RO responsible for issuing the relevant certificate shall, upon receiving a report of an accident or discovering a defect to a ship which affects the safety of the ship or the efficiency or completeness of its life saving appliances or other equipment, cause investigations to be initiated to determine whether a survey is necessary.		
IMPROVEMENT		
General		
The RO shall continually improve the effectiveness of its quality management system through the use of the quality policy, quality objectives, audit results, analysis of data, corrective and preventive actions and management review.		
Data analysis		
The objective of data analysis is to determine the cause of problems to guide effective corrective and preventive action. The RO shall:		
1 analyse data from various sources to assess performance against plans and goals and to identify areas for improvement;		
2 make use of statistical methodologies for data analysis, which can help in assessing, controlling, and improving performance of processes; and		
3 analyse the product requirements, as well as analysis of relevant processes, operations and quality records.		
Information and data from all parts of the RO shall be integrated and analysed to evaluate the overall performance of the quality management system.		
The results of analysis shall be documented and used to determine:		
1 trends;		
2 operational performance;		
3 customer satisfaction and/or dissatisfaction through complaints or other quality indicators (PSC detentions, flag State non-conformities, etc.);		
4 effectiveness and/or efficiency of processes; and		
5 performance of suppliers		
Sources of information		
The RO shall identify sources of information and establish processes for collection of information for planning continual improvement, corrective and preventive actions.		

given to complaints received in the past (either related to the location or in general) and to the results of previous internal audits and to the operation of the locations.		
Does the internal audit takes into consideration the following; 1. *complaints received in the past?* 2. *result of previous internal audit?* 3. *operation of the location?*		
The RO shall define the audit criteria, scope, frequency, and methods.		
Does the RO defines the audit criteria, scope, frequency, and methods?		
Auditors shall be suitably qualified and selected in order to ensure objectivity and impartiality of the audit process. Auditors shall not audit their own work.		
Are auditors conducting the audit are qualified and independent?		
The audit scope shall cover the processes for the statutory certification and services at various locations with a focus on verification of the efficient and effective implementation of the quality management system and applicable work processes at the individual location.		
1. *Is the audit scope cover all the processes for statutory certification and services?* 2. *Is the audit scope focus on the verification of the efficient and effective implementation of the quality management system and applicable work processes at the individual location?*		
The audit periods, which may be established according to the findings, shall ensure that each location is audited at least once per three years.		
Does the audit period cover all locations, at least one location per three year?		
A documented procedure shall be established to define the responsibilities and requirements for planning and conducting audits, establishing records and reporting results.		
Is there a documented procedure established to define the responsibilities and requirements for planning and conducting audits, establishing records and reporting results?		
Records of audits and their results shall be maintained.		
The management responsible for the area being audited shall ensure that any necessary corrections and corrective actions are taken without undue delay to eliminate detected nonconformities, observations (potential non-conformities) and their root causes.		
VERTICAL CONTACT AUDIT		
The RO shall carry out Vertical Contact Audits annually for each of the following processes:		
1 plan approval;		
2 new construction survey;		
3 in-service periodical survey/audit; and		
4 type approval (where applicable) or survey of other materials and equipment.		
Evidence of completion of VCAs and findings thereof, shall be formally recorded.		
MONITORING AND MEASUREMENT OF PROCESSES		

For the purpose of accountability to the flag State, the work performed by the sub-contracted organization or service supplier constitutes the work of the RO and shall be subject to the requirements incumbent upon the RO under this Code.		
Firms providing services on behalf of the owner of a ship or a mobile offshore drilling unit, the results of which are used by the RO in making decisions affecting the statutory certification and services shall be subject to approval and control by either the flag State or the RO in accordance with the procedures under their respective quality management system or the flag State requirements.		
CONTROL AND MONITORING OF MEASURING DEVICES		
The RO shall determine the monitoring and measurement to be undertaken and the monitoring and measurement equipment needed to provide evidence of conformity to the applicable requirements.		
Is there a documented standards for the monitoring and measurement to be undertaken and the monitoring and measurement equipment needed to provide evidence of conformity to the applicable requirements?		
The RO shall establish processes to ensure that monitoring and measurement can be carried out in a manner that is consistent with the monitoring and measurement requirements.		
Is there an established procedure to ensure that monitoring and measurement can be carried out in a manner that is consistent with the monitoring and measurement requirements?		
Where necessary to ensure valid results, measuring equipment shall:		
1 be calibrated or verified, or both, at specified intervals, or prior to use, against measurement standards traceable to international or national measurement standards; where no such standards exist, the basis used for calibration or verification shall be recorded;		
2 be adjusted or re-adjusted as necessary;		
3 have identification in order to determine its calibration status;		
4 be safeguarded from adjustments that would invalidate the measurement result; and		
5 be protected from damage and deterioration during handling, maintenance, and storage.		
The RO shall assess and record the validity of previous measuring results when the equipment is found not to conform to requirements. The RO shall take appropriate action on the equipment affected.		
Records of results of calibration and verification shall be maintained.		
When used in monitoring and measurement of specific requirements, the ability of computer software to satisfy the intended application shall be confirmed. This shall be undertaken prior to initial use and reconfirmed as necessary.		
Where an RO is verifying testing at manufacturers, builders, repairers or owners premises and reporting the same, the RO shall ensure that the measuring devices used in the process are identified and that evidence of		

Inputs relating to service requirements shall be determined and records maintained. These inputs shall include:		
Are there established procedure in determining and maintaining of records, to include the following		
1 *applicable statutory and regulatory requirements?*		
2 *where applicable, information derived from previous similar designs?*		
3 *other requirements essential for design and development, such as functional and performance requirements? and*		
4 *in-service experience with ships and mobile offshore drilling units obtained from within the RO itself and external sources?*		
The inputs shall be reviewed for adequacy. Requirements shall be complete, unambiguous and not in conflict with each other.		
DESIGN AND DEVELOPMENT OUTPUTS		
At suitable stages, systematic reviews of design and development of rules and standards shall be performed in accordance with planned arrangements to evaluate the ability of the results to meet requirements; and to identify any problems and propose necessary actions.		
Are systematic reviews performed in each stage of the design and development of rules and standard to meet the requirements?		
DESIGN AND DEVELOPMENT VERIFICATIONS		
Verification shall be performed in accordance with planned arrangements to ensure that the design and development outputs have met the design and development input requirements. Records of the results of the verification and any necessary actions shall be maintained.		
Is there any verification performed in accordance with planned arrangements to ensure that the design and development outputs have met the design and development input requirements?		
Is there any records of the results of the verification and any necessary actions maintained?		
CONTROL OF DESIGN AND DEVELOPMENT CHANGES		
Design and development changes shall be identified and records maintained.		
Does the design and development changes are identified, recorded and maintained?		
1 *The changes shall be reviewed, verified and validated, as appropriate, and approved before implementation.*		
2 *The review of the design and development changes shall include evaluation of the effect of the changes on the constituent parts and product already delivered.*		
3 *Records of the results of the review of changes and any necessary actions shall be maintained.*		
CONTROL OF PRODUCTION AND SERVICE PROVISIONS		
The RO shall ensure that all statutory certification and services are carried out under controlled conditions.		
Does the statutory certification and services are carried out under controlled conditions?		

including, inter alia, international instruments and appropriate procedures related to the delivery of statutory certification and services, as well as practical tutored training; it shall provide documented evidence of satisfactory completion of the training. As a minimum, the provisions in appendices 1 and 2 shall be met.		
Is the system in placed comprises with appropriate training courses including, inter alia 1. *international instruments and appropriate procedures related to the delivery of statutory certification and services?* 2. *practical tutored training?* 3. *provide documented evidence of satisfactory completion of the training?*		
Infrastructure		
The RO shall determine, provide, and maintain the infrastructure required to perform statutory certification and services in accordance with the requirements of the mandatory IMO instruments. Infrastructure includes, as applicable:		
Does the RO have a procedure to determine, provide, and maintain the infrastructure that includes		
1 *building, workspaces and associated utilities?*		
2 *process equipment (both hardware and software)?; and*		
3 *supporting services, including but not limited to transport, communication, training and information systems?*		
Systems (hardware and software) provided to the surveyor shall be identified and relevant training on their use shall be carried out and documented. Special consideration should be given to the situation where a surveyor is working out of a home-based office.		
Does the RO identify the system (hardware and software) and its relevant training to be used by the surveyor?		
Is special consideration given to situations where a surveyor is working out of a home-based office?		
Work Environment		
The RO shall be satisfied that the work environment is safe and effective to perform statutory certification and services. While it is understood that such environmental conditions are not provided by the RO, the environmental conditions under which the survey will be permitted to take place shall be made clear to the customer prior to survey commencing.		
Does the RO have the means to check and verify that the work environment is safe and effective prior performing statutory certification and services?		
Does the RO have an environmental conditions under which the survey will be permitted to take place shall be made clear to the customer prior to survey commencing?		
The RO shall determine the necessary working procedures required to perform statutory certification and services safely and effectively.		
Does the RO have an established procedure necessary to perform statutory certification and services safely and effectively?		
Training of staff on personal safety shall be carried out and documented.		

managerial and survey capabilities to accomplish the tasks being assigned and resources needed to implement the quality management system and to continually improve its effectiveness; and to enhance its performance in the delivery of statutory certification and services?		
The RO shall be able to document extensive experience in assessing the design, construction and equipment of ships and the capability to effectively perform statutory certification and services on behalf of a flag State.		
Is there a procedure to document extensive experience in assessing the design, construction and equipment of ships and the capability to effectively perform statutory certification and services on behalf of a flag State?		
The RO shall have the capacity to:		
1 *provide for the publication and systematic maintenance of rules and/or regulations for the design, construction and certification of ships and their associated essential engineering systems as well as the provision of an adequate research capability to ensure appropriate updating of the published criteria.*		
2 *The RO is required to maintain an up-to-date version of this publication in the English language; and*		
3 *allow participation in the development of its rules and/or regulations by representatives of the flag State and other interested parties.*		
Personnel		
The RO shall be equipped, at all times, with significant managerial, technical, support and research staff commensurate with the size of the fleet in its class, its composition and the organization's involvement in the construction, repair and conversion of ships.		
Is the composition and organizational structure in terms of managerial, technical, support and research staff commensurate with size of the fleet in its class relative in the construction repair and conversion of ships?		
The RO shall be capable of assigning to every place of work, when and as needed, the means and staff commensurate with the tasks to be carried out in accordance with the requirements of this Code and those of the flag State.		
Is there an adequate staff/personnel that can be assigned to every place of work as needed commensurate with the tasks to be carried out in accordance with the requirements of this Code and those of the flag State?		
The management of an RO shall have the competence, capability and capacity to organize, manage and control the performance of statutory certification and services in order to verify compliance with requirements relevant to the tasks delegated and shall, inter alia:		
Does the management have the competence capability and capacity to organize, manage and control the performance of statutory certification and services in order to verify compliance with requirements relevant to the tasks delegated and shall, inter alia?		
NOTE:		
1 *possess an adequate number of competent supervisory, technical appraisal and survey personnel;*		
2 *develop and maintain appropriate procedures and instructions;*		
3 *maintain up-to-date documentation on interpretation of the relevant instruments;*		
4 *give technical and administrative support to field staff; and*		

Such information shall include, inter alia:		
1 customer complaints;		
2 non-conformance reports;		
3 outputs from management reviews;		
4 internal audit reports;		
5 outputs from data analysis;		
6 relevant records;		
7 outputs from customer feedback and satisfaction measurements;		
8 process measurements;		
9 results of self-assessment; and		
10 in-service experience		
Corrective action		
The RO shall without undue delay take action to eliminate the causes of non-conformities in order to prevent recurrence.		
Corrective actions shall be appropriate to the effects of the non-conformities encountered and address all actual or potential effects of these.		
A documented procedure shall be established to define requirements for:		
1 reviewing non-conformities (including complaints);		
2 determining the cause of non-conformities;		
3 evaluating the need for action to ensure that non-conformities do not recur;		
4 determining and implementing action needed;		
5 records of the results of action taken; and		
6 reviewing the effectiveness of the corrective action taken.		
Preventive Action		
The RO shall take action to identify and eliminate the causes of potential non-conformities in order to prevent their occurrence.		
A documented procedure shall be established to define requirements for:		
1 determining potential non-conformities and their causes;		
2 evaluating the need for action to prevent occurrence of non-conformities;		
3 determining and implementing action needed;		
4 records of results of action taken; and		
5 reviewing the effectiveness of the preventive action taken.		
Examples of such methodologies may include risk analyses, trend analyses, statistical process control, fault-tree analyses, failure modes and effects and criticality analyses.		
QUALITY MANAGEMENT SYSTEM CERTIFICATION		
The RO shall develop, implement and maintain an effective internal quality management system that complies with the requirements of this Code and is based on appropriate parts of internationally recognized quality standards no less effective than the ISO 9000 series.		
The RO's quality management system shall be periodically assessed and certified in accordance with the		

Annex B – Part 2 A		
REQUIREMENTS FOR TRAINING AND QUALIFICATION OF RECOGNIZED ORGANIZATION'S TECHNICAL STAFF		
	Y/N	**REMARK**
Modules		
The RO shall define the required competence criteria for each relevant type of survey, and type of plan approval activity and audit to be performed.		
*Does the RO have a documented criteria for required competence for each relevant **type of survey**, and **type of plan approval activity and audit** to be performed?*		
The RO shall define the necessary theoretical and practical training modules required to meet the competence criteria defined for survey, plan approval and marine management systems audit staff. The training modules shall cover as a minimum:		
learning and competence objectives;		
scope of training; and		
evaluation criteria and pass requirements.		
*Is there a **theoretical and practical training modules** to meet the competence criteria defined for **survey, plan approval and marine management systems audit** staff?*		
*Does the module contains the **learning and competence objectives**, **scope of training, evaluation criteria and pass requirements**?*		
Through studying the training modules, trainees shall acquire and develop general knowledge and understanding applicable to different types of ships and types of work according to the flag State requirements, RO's rules and regulations and international conventions and codes.		
Does the RO have a system for assessment to determine if the trainees acquired and developed general knowledge and understanding applicable to different types of ships and types of work according to the flag State requirements, RO's rules and regulations and international conventions and codes?		
Theoretical training for survey and plan approval staff		
The objective of theoretical training is to ensure that familiarization with rules, technical standards or statutory regulations and any additional requirement specific to the type of survey or ships is sufficient for the areas of activity.		
Theoretical training shall include:		
general modules for theoretical training; and		

plans shall be documented.		
Is the additions or reductions in the individual training plans documented?		
In case of extension of areas of activity, the training plan shall be developed and documented accordingly.		
*Is there a documented procedure to **develop a training plan** in case of **extension of areas of activity**?*		
Note: Theoretical training may be received through classroom teaching, special seminars, individual training, self-study or computer-assisted training.		
Practical training for survey and plan approval staff (see appendix 2 for specific criteria for each certificate)		
General		
Practical training shall ensure the trainee is sufficiently proficient to carry out survey or design assessment work independently.		
Plan approval staff		
Practical training shall be commensurate with the complexity of design assessment (review of technical design of ships, review of technical documentation on materials and equipment) and shall be carried out under the supervision of a tutor.		
Practical training carried out shall be recorded		
Is the practical training for plan approval staff commensurate with the complexity of design assessment (review of technical design of ships, review of technical documentation on materials and equipment)? Is it done with supervision of a tutor? Is it recorded?		
Survey staff		
Practical training shall be commensurate with the complexity of the survey (types or categories of surveys, types of ships, specific subjects (hull, machinery, and electrical engineering)) and shall be carried out under the supervision of a tutor.		
Is the practical training for survey staff commensurate with the complexity of the survey (types or categories of surveys, types of ships, specific subjects (hull, machinery, and electrical engineering)? Is it done with supervision of a tutor? Is it recorded?		
Selection of particular surveys depends on the specialty/qualification to be granted and shall include classification and statutory types of surveys of the following, as appropriate:		
new construction;		
ships and mobile offshore drilling units in operation; and		

competence.			
Does the person perform examinations of theoretical training or witnessing practical competence is competent?			
	What are the minimum qualifications/competence for that person?		
Note: During examinations and tests, use of the relevant working documents (rules, conventions, checklists, etc.) by the trainee shall be considered allowable.			
Audit Staff			
Theoretical training			
Theoretical training should address the following:			
Is the theoretical training for audit staff address the following?			
	principles and practice of management systems auditing;		
	the requirements of the International Safety Management (ISM) Code and its interpretation and application; *mandatory rules and regulations and applicable codes, guidelines and standards recommended by the IMO, flag States, classification societies and maritime industry organization; and*		
	basic shipboard operations including emergency preparedness and response. The time spent on each topic and the level of detail that it is necessary to include will depend on the qualifications and experience of the trainees, their existing competence in each subject, and the number of training audits to be carried out.		
Note: The training may be modular in structure, in which case the period over which the theoretical training is delivered shall not exceed 12 months.			
Where appropriate, some elements may be delivered by means such as distance learning and e-learning. However, at least fifty per cent of the total theoretical training days shall be classroom-based in order to allow for discussion and debate and to allow candidates to benefit from the experience of the trainer.			
Examination			

NOTE: The methods of training effectiveness assessment may include monitoring, testing, etc., on the regular basis according to the RO's system.		
The criteria adopted by the RO for training effectiveness assessment shall be documented in the appropriate RO quality management system documents.		
Is the criteria for training effectiveness assessment documented in an appropriate QMS?		
NOTE: Evidence of training effectiveness assessment shall be provided.		
Maintenance of qualification		
The criteria adopted by the RO for maintenance or updating of qualifications shall be in accordance with and documented in the appropriate RO quality management system documents.		
Is the maintenance or updating of qualifications documented in an appropriate QMS?		
NOTE: Updating of qualifications may be done through the following methods:		
self-study (unassisted study);		
different courses and seminars organized in local offices and/or in the main offices of the RO;		
extraordinary technical seminars in case of significant changes in the RO's rules or international conventions, codes, etc. (with examination if required); and *special training on specific works or type of survey in some areas of the activity, which are determined by activity monitoring or by a long time absence of practical experience.*		
Maintenance of qualifications in accordance with these criteria shall be verified at annual performance review.		
Is the maintenance of qualification in accordance with these criteria are verified at the annual performance review?		
Activity monitoring		

review and corrective action.			
Does the report include necessary comments or findings?			
	Is there a procedure for the review and corrective action based on the comments and findings made?		
Method			
Activity monitoring shall be performed by personnel authorized to undertake activity monitoring.			
Are the personnel performing activity monitoring authorized to undertake the said activity?			
Preparation shall include familiarization with the processes, requirements and tools (e.g. software) associated with the activity to be witnessed during the activity monitoring.			
Does the monitoring method include familiarization with the processes, requirements and tools (e.g. software) associated with the activity?			
The monitoring process shall include a review of relevant performance information related to the individual's work. This may include: report and certificate accuracy, meeting objectives, received complaints, PSC detention feedback.			
Does monitoring process shall include a review of relevant performance information related to the individual's work?			
NOTE: This may include: report and certificate accuracy, meeting objectives, received complaints, PSC detention feedback.			
Survey, audit or plan approval activity selected for monitoring shall have an extent such as to cover a maximum possible range of activity and qualifications that can be monitored during the attendance.			
Monitoring shall include, but not be limited to, evaluation of the individual's:			
Does the monitoring include the evaluation of the individual's:			
	personal safety awareness;		
	understanding and application of the relevant requirements;		
	technical capabilities;		
	understanding of the related requirements;		

Support staff shall have training and/or supervision commensurate with the tasks they are authorized to perform.			
Do support staff have training and/or supervision commensurate with the tasks they are authorized to perform?			
Records			
Records shall be maintained for each surveyor/plan approval staff member, indicating:			
Are records maintained for each surveyor/plan approval staff member?			
	NOTE: Records should indicate the following:		
	formal education background;		
	professional experience prior to joining the RO;		
	evidence of theoretical training completed;		
	evidence of practical training completed;		
	evidence of examinations and tests;		
	professional experience during employment at the RO; and		
	periodical updating of knowledge?		

Annex B – Part 2 B		
SPECIFICATIONS ON THE SURVEY AND CERTIFICATION FUNCTIONS OF RECOGNIZED ORGANIZATIONS ACTING ON BEHALF OF THE FLAG STATE		
SCOPE		
This document contains minimum specifications for organizations recognized as capable of performing statutory work on behalf of a flag State in terms of certification and survey functions connected with the issuance of international certificates.		
The principle of the system described below is to divide the specifications required into different elementary modules with a view to selecting the relevant modules for each function of certification and survey.		
AREAS OF INTEREST COVERED BY ELEMENTARY MODULES		
Management		
Technical appraisal		
Surveys		
Qualifications and training.		
Management		
Module 1A: Management functions		
The management of the RO shall have the competence, capability and capacity to organize, manage and control the performance of survey and certification functions in order to verify compliance with requirements relevant to the tasks delegated and shall, inter alia:		
possess an adequate number of competent supervisory, technical appraisal and survey personnel;		
provide for the development and maintenance of appropriate procedures and instructions;		
provide for the maintenance of up-to-date documentation on interpretation of the relevant instruments;		
give technical and administrative support to field staff; and		
provide for the review of survey reports and provision of experience feedback.		
Technical appraisal		
Module 2A: Hull structure		
The RO shall have the appropriate competence, capability and capacity to perform the following technical evaluations and/or calculations pertaining to:		
longitudinal strength;		

capability and capacity to perform technical evaluations and/or calculations pertaining to:			
	life-saving appliances and arrangements;		
	navigation equipment;		
	fire detection and fire alarm systems and equipment;		
	fire-extinguishing system and equipment;		
	fire control plans;		
	pilot ladders and pilot hoists;		
	lights, shapes and sound signals; and		
	inert gas systems.		
Module 2H: Oil pollution prevention			
The RO shall have the appropriate competence, capability and capacity to perform technical evaluations and/or calculations pertaining to:			
	monitoring and control of oil discharge;		
	segregation of oil and ballast water;		
	crude oil washing;		
	protective location of segregated ballast spaces;		
	pumping, piping and discharge arrangements; and		
	shipboard oil pollution emergency plans (SOPEPs).		
Module 2I: NLS pollution prevention			
The RO shall have the appropriate competence, capability and capacity to perform technical evaluations and/or calculations pertaining to:			
	list of substances the ship may carry;		
	pumping system;		
	stripping system;		
	tank-washing system and equipment; and		
	underwater discharge arrangements.		
Module 2J: Radio			
The RO shall have the appropriate competence, capability and capacity to perform technical evaluations pertaining to:			
	radiotelephony;		
	radiotelegraphy; and		
	GMDSS.		
Alternatively, a professional radio installation inspection service company approved and monitored by the RO according to an established and documented programme may perform these services. This programme is to include the definition of the specific requirements the company and its radio technicians shall satisfy.			
Module 2K: Carriage of dangerous chemicals in bulk			

requirements the company and its radio technicians shall satisfy, including, inter alia, requirements for internal tutored training covering at least:			
	Radiotelephony;		
	radiotelegraphy;		
	GMDSS; and		
	initial and renewal surveys.		
Radio technicians carrying out surveys shall have successfully completed, as a minimum, at least one year of relevant technical school training, the internal tutored training programme of his/her employer and at least one year of experience as an assistant radio technician. For exclusive radio surveyors to the RO, equivalent requirements as above apply.			
SPECIFICATIONS PERTAINING TO THE VARIOUS CERTIFICATES			
Passenger ship safety certificate			
Initial certification, renewal survey			
Module Nos. 1A, 2A, 2B, 2C, 2D, 2F, 2G, 2J, 3A, 4A and 4B apply.			
A2.3.1.1 For this certification, the system shall cover practical tutored training on the following issues as appropriate for Technical Appraisal and Support staff (TS) and Field Surveyors (FS), respectively:			
	TS: SOLAS 74, as amended.		
	FS: SOLAS 74, as amended: initial survey, report, and issuance of certificate; and renewal survey, report- and issuance of certificate.		
Cargo ship safety construction certificate			
Initial certification, annual/intermediate, renewal surveys			
Module Nos. 1A, 2A, 2B, 2C, 2F, 3A and 4A apply.			
For this certification the system shall cover practical tutored training on the following issues as appropriate for Technical Appraisal and Support staff (TS) and Field Surveyors (FS), respectively:			
	TS: SOLAS 74 chapters II-1, II-2 and XII with any amendments and appropriate classification rules.		
	FS: Pertinent technical surveys (class surveys or similar), newbuilding: – Hull structure and equipment; and – Machinery and systems		

rules and regulations with which a company's safety management system and ships shall comply.			
For this certification, the system shall comply with the qualification and training requirements for ISM Code assessors contained in the Guidelines on Implementation of the International Safety Management (ISM) Code by Administrations.			
International load line certificate			
Initial certification, annual, renewal surveys			
Module Nos. 1A, 2A, 2C, 2D, 3A and 4A apply.			
For this certification, the system shall cover practical tutored training on the following issues as appropriate for Technical Appraisal and Support staff (TS) and Field Surveyors (FS), respectively:			
	TS: Calculation of freeboard and approval of drawings for conditions of assignment according to ILLC 1966.		
	FS: Pertinent technical surveys (class surveys or similar), newbuilding: – hull structural survey; – hull penetrations and closing appliances; and – stability/inclining test		
	FS: Pertinent technical surveys (class surveys or similar), ships in operation: – annual survey; – renewal survey; and – bottom survey.		
	FS: Measurement for load line/initial survey report.		
	FS: Conditions for assignment/initial survey report		
	FS: Load line marking verification/initial survey report.		
	FS: Load line annual survey.		
	FS: Load line renewal survey, report and issuance of certificate.		
International oil pollution prevention certificate			
Initial certification, annual, intermediate, renewal surveys			
Module Nos. 1A, 2A, 2B, 2C, 2H, 3A and 4A apply.			
For this certification, the system shall cover practical tutored training on the following issues as appropriate for Technical Appraisal and Support			

	certificate; – annual/intermediate survey and report; and – renewal survey, report and issuance of certificate.		
International certificate of fitness for the carriage of liquefied gases in bulk			
Initial certification, annual, intermediate, renewal surveys			
Module Nos. 1A, 2A, 2B, 2C, 2L, 3A and 4A apply.			
For this certification the system shall cover practical tutored training on the following issues as appropriate for Technical Appraisal and Support staff (TS) and Field Surveyors (FS), respectively:			
	TS: Approval of drawings and manuals according to International Code for the Construction and Equipment of Ships Carrying Liquefied Gases in Bulk (IGC Code).		
	FS: IGC Code: – initial survey, report and issuance of certificate; – annual/intermediate survey and report; and – renewal survey, report and issuance of certificate.		
International tonnage certificate (1969)			
Initial certification			
Module Nos. 1A, 2E and 4A apply.			
For this certification the system shall cover practical tutored training on the following issues as appropriate for Technical Appraisal and Support staff (TS) and Field Surveyors (FS), respectively:			
	TS: Measurement and computation of tonnage according to: – 1969 Tonnage Measurement Convention; and – Pertinent IMO resolutions.		