



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 black 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 bowing 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.				