

Polski Rejestr Statków

ROUTINE MAINTENANCE CHECKLIST FOR THE MASTERS



MARCH 2007

	Date		Date		Date		Date		
1. SHIP'S CERTIFICATES AND LOG BOOKS									ACTION TAKEN
	Y	N	Y	N	Y	N	Y	N	
All Certificates are available on board and remain valid (see Annex to this Publication – List of certificates to be carried on board the ship).									
On board training and instructions									
On board drills									
Weekly routines									
Monthly routines									
3-monthly routines									
6-monthly routines									
Life-saving appliances testing									
Fire-fighting equipment testing									

	Date		Date		Date		Date		
2. CREW – CERTIFICATION AND WATCH KEEPING FOR SEAFARERS									ACTION TAKEN
	Y	N	Y	N	Y	N	Y	N	
Is the actual crew composition in accordance with the requirements as per Safe Manning Certificate ?									
Are the Master, deck officers, engineer officers and ratings in possession of a respective certificate of competence?									
Do certificates of the crew have endorsements by Flag as appropriate?									
Have the all persons performing GMDSS radio duties been appropriately qualified and certified?									
Are crewmembers in possession of valid medical examination certificates as appropriate?									
Have new crew members been made familiarised with their duties and the safety equipment onboard?									
Has the tanker and passenger ship crew held appropriate endorsements and/or documentary evidence of training?									
Has the arrangements of watch schedules and rest periods been properly made?									

	Date		Date		Date		Date		
3. CREW AND ACCOMMODATION (ILO 147)									
	Y	N	Y	N	Y	N	Y	N	ACTION TAKEN
Is the accommodation kept clean and tidy?									
Are the sanitary facilities in crew accommodation clean and in proper condition? (e.g. WC, wash basins, tube baths, showers)									
Are sick bay and medical locker complete and in condition as required?									
Are the ventilation, heating, lighting and air conditioning arrangements, in proper working condition?									
Is the table with working and rest hours posted?									
Are the records of working hours, rest hours available on board and are they in order? (signed by Master and crew member)									
Are the galley and provision rooms clean and without possible signs of vermin?									
Is the galley ventilation grease trap clean?									
Is all garbage collected, separated and disposed of in accordance with Garbage Management Regulations?									
Is the accommodation ladder incl. hoisting arrangements and safety net in good condition?									

	Date		Date		Date		Date		
4. FOOD AND CATERING (ILO 147)									
	Y	N	Y	N	Y	N	Y	N	ACTION TAKEN
Are the galleys and handling rooms kept clean and tidy?									
Has the adequate ventilation, heating and lighting been provided in galleys and handling rooms?									
Is the quantity and quality of the provisions been adequate to the number of crew and planned voyage?									
Is the potable water stored in appropriate conditions?									

	Date		Date		Date		Date		
5. WORKING SPACES AND ACCIDENT PREVENTION									ACTION TAKEN
	Y	N	Y	N	Y	N	Y	N	
Has the ventilation in working spaces been adequate and efficient?									
Has the lighting in working spaces been efficient?									
Has the safe means of access been provided to the ship and enclosed spaces?									
Has the machinery and electrical equipment been properly protected?									
Are the working spaces free of any obstruction?									
Have the danger areas been identified and properly marked?									

	Date		Date		Date		Date		
6. LIFE-SAVING APPLIANCES									ACTION TAKEN
	Y	N	Y	N	Y	N	Y	N	
Are lifeboats in satisfactory condition (markings, no rust, rot, wastage)?									
Are all required lifeboat equipment and provision available on board and are they in satisfactory condition?									
Are launching arrangements for lifeboats (e.g. davits, blocks, hooks, winches) in satisfactory condition?									
Have lifeboats been lowered and drills satisfactorily completed per regulations?									
Have lifeboats' davit wires been turned end for end or been renewed as required?									
Is lifeboat's hand propelling equipment operating satisfactorily?									
Are securing devices and release arrangements of free fall lifeboat if provided in satisfactory condition?									
Is rescue boat (if separate) properly marked, equipped, stowed and serviced?									
Is engine for lifeboat in operational condition, including sufficient volume of fuel oil in tank?									
Are all embarkation arrangements in satisfactory condition?									

Is each liferaft stowed and fastened so as to facilitate its proper and rapid launching?									
Are liferafts in sufficient number and proper position on board?									
Are liferafts in satisfactory condition?									
Are liferafts auto release systems in satisfactory working condition (including last service)?									
Are liferafts serviced at intervals not exceeding 12 months, at authorised service station?									
Are launching instructions for lifeboats and liferafts posted properly in launching stations?									
Is required number of lifebuoys, smoke signals, self ignition lights on board?									
Is lifebuoys condition and marking satisfactory?									
Are lifelines, smoke signals, self ignition lights (of proper date of expiry), quick release devices in satisfactory condition?									
Is required number (12) of parachute signals (of proper date of expiry) on board?									
Is required number of line throwing appliances (of proper date of expiry, placing and marking) on board?									
Is proper number of lifejackets on board?									
Are life-jackets' lights, whistles, retro reflecting tapes in satisfactory condition?									
Are life-jackets placed in properly marked places?									
Is required number of immersion suits in good condition on board?									
Are buoyancy tanks in lifeboats in satisfactory condition?									
Is required number of thermal protective aids available?									
Is required number of EEBD available and placed in proper plans?									
Are chemical protective suits and breathing apparatus available onboard?									
Are relevant atmospheric test meters provided?									

	Date		Date		Date		Date		
7. FIRE-FIGHTING ARRANGEMENT									ACTION TAKEN
	Y	N	Y	N	Y	N	Y	N	
Is main fire line in satisfactory condition (corrosion, damage, leakage)?									
Are fire hoses, nozzles, hose boxes in satisfactory condition (corrosion, damage, leakage)?									
Are fire hoses, nozzles in required number and positions?									
Are hydrant valve handles in satisfactory condition (corrosion, damage)?									
Are FO tank shut-off valves in operating condition?									
Is emergency stop of ventilation and oil pumps in operating condition?									
Is required number of portable fire extinguishers on-board?									
Are portable fire extinguishers and arrangement in satisfactory condition (including date of last test, reloading)?									
Is fixed fire-fighting system (pipes, gas cylinders, tanks, etc.) in operating and satisfactory condition?									
Is fixed fire-fighting system arrangement properly serviced (last service, test certificate)?									
Is fixed fire-fighting system properly placed and marked?									
Are main and emergency fire pumps with sufficient delivery pressure operating properly?									
Is the condition of pumps and prime movers satisfactory?									
Are fire dampers and doors (including handles) in operating condition?									
Is required number of fireman outfits and associated equipment on board?									
Is fireman equipment in satisfactory condition, ready for immediate use and with proper spares?									
Is fire-fighting equipment distributed according to fire control plan?									
Are fire alarm and detection systems working properly?									
Has paint locker got required fire extinguisher in satisfactory condition?									

Are luminescent emergency posters/IMO symbols properly posted?									
Is E/R cleaned of excessive oil, oily rags or other fire hazards?									
Are oxy/acetylene cylinders properly stored?									
Are explosive proof lights placed in required places?									
Are fire control plans in good condition, permanently exhibited in accessible location?									
Are fire dampers and doors properly marked?									
Is international shore connection available on board?									
Are breathing apparatus properly stored and in good condition?									
Is paint locker fire extinguishing system proper and operable?									

	Date		Date		Date		Date		
8. ACCIDENT PREVENTION									ACTION TAKEN
	Y	N	Y	N	Y	N	Y	N	
Is personal equipment provided on board in adequate number?									
Are warning notices provided in hazardous spaces?									
Have machinery parts been properly protected?									
Have the pipes/wires been properly insulated?									
Has the crew been adequately instructed with regard to the accident prevention?									

	Date		Date		Date		Date		
9. SAFETY IN GENERAL – stability, structure									ACTION TAKEN
	Y	N	Y	N	Y	N	Y	N	
Are fire control plans properly placed, marked with latest IMO symbols and up-dated as required?									
Are mess room, recreation room and each crew cabin provided with training manual?									
Are instructions for “on board maintenance of life-saving appliances” provided on board and is regular maintenance recorded?									

Are operating instructions illustrating procedures for operating appliances?									
Are operating instructions provided with IMO symbols?									
Are abandon ship training and drills being held as required and being logged properly?									
Are fire drills being held as required and being logged properly?									
Is communication system between W/H and E/R , W/H and steering gear room, W/H and radio room working properly and being tested at regular intervals?									
Is steering gear control system operating properly including all alarms?									
Are reports of testing steering gear being logged in log book?									
Is emergency steering gear control system operating properly?									
Are officers familiar with emergency steering gear?									
Are operating instructions for steering gear control exhibited in W/H & steering gear room?									
Is auto-pilot system operating properly?									
Is emergency source (emergency generator, batteries) in operating condition?									
Are emergency lights in operating condition?									
Is pilot ladder and embarkation arrangement in satisfactory condition?									
Is condition of ladders and escape hatches satisfactory?									
Are escape ways directing smooth to survival crafts?									
Is general emergency signal in accordance with SOLAS 74, Reg. 3/50?									
Is emergency generator operable and in satisfactory condition?									
Is muster list available, updated, exhibited in proper places (accommodation spaces, W/H and E/R)?									
Are documents and records relevant to the ISM Code available and up to date?									
Are all Deck Officers and Engineers certified as required by flag state?									

	Date		Date		Date		Date		
10. ALARM SIGNALS									ACTION TAKEN
	Y	N	Y	N	Y	N	Y	N	
Has the General Alarm been regularly tested?									
Are the records of testing ship's alarms (e.g. fire, abandon ship) available on board?									
Are public alarm systems as for general alarm and engineer's alarm of unmanned machinery system working properly?									

	Date		Date		Date		Date		
11. LOAD LINE									ACTION TAKEN
	Y	N	Y	N	Y	N	Y	N	
Are ventilators together with their closing appliances in satisfactory condition?									
Are air pipes including pipe heads, wire nets and operation of closing floats in satisfactory condition?									
Are companion ways, including water-tightness of doors, packing and hinge handles in satisfactory condition?									
Are closing appliances of cargo hatches in satisfactory condition?									
Are load line marks on sides of the vessel readily visible and do they conform to load line certificate?									
Is stability information available?									
Has the Information on Stability been approved on behalf of the Flag Administration? (Applicable to the Flags signatories to the Protocol 88 of the Load Line Convention)									
Is hull free of any damage?									
Are draught marks visible?									
Are coamings and hatch covers checked for corrosion?									
Is condition of windows and skylights checked?									
Have deck walkways, railing and platforms been checked for wastage and are they free of obstacles?									

	Date		Date		Date		Date		
12. HULL, MACHINERY AND CARGO GEAR									ACTION TAKEN
	Y	N	Y	N	Y	N	Y	N	
Have top side tanks been found in satisfactory condition?									
Have ballast tanks been found in satisfactory condition?									
Have cargo holds (frames, brackets, bulkheads, top tanks, etc.) been checked for structural damage, wastage, etc.?									
Have decks been checked for holes, wastage and corrosion?									
Has pipe arrangement on deck been found in satisfactory condition without wastage, corrosion, leakage?									
Are anchor cables in satisfactory condition?									
Are anchor windlasses operating properly and are they in satisfactory condition?									
Are mooring winches and ropes in satisfactory condition?									
Have chain lockers been checked for structural damage and wastage?									
Has electric cable arrangement on deck been found in satisfactory condition without corrosion, wastage, damage?									
Has electric cable arrangement in E/R been found in satisfactory condition ?									
Is main switchboard operating properly?									
Have insulating mats on the floor in front and back of main switchboard been found in satisfactory condition?									
Are electrical supplies checked for open circuits?									
Is there sufficient lighting of workspaces?									
Are fuel and oil tanks free of fouling which contributes to fire?									
Has main engine been found in operating condition?									
Is the M/E oil mist detector working correctly?									
Are main generators operating properly?									
Has auxiliary machinery been found in operating condition?									
If there are any machines or apparatus which require protection, is protection provided by guards and are they in place?									

Has pipe arrangement in E/R been found in satisfactory condition?									
Is E/R clean and free from oil in bilges and under generators?									
Is steering gear room door in satisfactory condition?									
Are sea chests and sea valves in good condition?									
Are hydraulic and other closing devices/watertight doors operating satisfactorily?									
Have all machinery alarm controls been found in operating conditions?									
Is Cargo Gear Book endorsed?									
Have Cargo Gear appliances (posts, booms, winches including loose gear) been found in satisfactory condition?									

	Date		Date		Date		Date		
13. NAVIGATIONAL EQUIPMENT									
	Y	N	Y	N	Y	N	Y	N	ACTION TAKEN
Is magnetic compass working properly and is compass deviation chart available and up to date?									
Is gyrocompass working properly?									
Is radar / ARPA working properly?									
Is GPS working properly?									
Is echo sounder working properly?									
Is communication equipment between wheelhouse and steering gear room and between wheelhouse and engine room working properly?									
Are navigation lights working properly?									
Is navigation lights failure alarm operable?									
Are nautical charts valid and corrected and are charts for intended voyages available?									
Are sailing directions, list of lights, tide tables, notice to mariners, radio signals and international code of signals available on board?									
Have required arrival/ departure tests of steering gear, general alarm, whistles, etc. been carried out?									
Are copies of all required international conventions on board (SOLAS, MARPOL, Load Line, etc.)?									
Are daily shapes and signalling sounds in satisfactory condition available on board?									

Is rudder angle indicator working properly?									
Is official log book entered properly?									
Are operational and maintenance manuals available?									
Is the crew capable of operating navigation aids?									
Is auto-pilot in order and provided with change-over instructions?									
Is steering gear and emergency steering gear in proper condition?									
Are emergency steering drills conducted and logged properly?									

	Date		Date		Date		Date		
14. RADIOCOMMUNICATION EQUIPMENT									ACTION TAKEN
	Y	N	Y	N	Y	N	Y	N	
Is valid Cargo Ship Safety Radio Certificate available on board ? Are all entries made correctly ?									
Is the number and composition of the equipment in accordance with Form R to the Certificate ? (if PRS issues the Certificate, there also should be available on board PRS Form, "Record of ship safety radio equipment")									
Is valid Radio Station licence available on board?									
Is Shore Based Maintenance agreement available on board?									
Are VHF and MF or MF/HF radio installations working properly ?									
Are DSC installations functional ?									
Is INMARSAT SES with EGC working properly ?									
Is required number of VHF GMDSS radiotelephone apparatuses on board and working properly ?									
Is EPIRB with hydrostatic release in satisfactory condition ?									
Has EPIRB been coded in accordance with IMO resolution A. 763 (18) ?									
Has the EPIRB been regularly tested? Has the 5-yearly test been carried out by the approved radio service company? Are records available on board ?									
Is battery room marked properly ?									

Is radio battery in satisfactory condition and has it been serviced according to servicing instructions ?									
Have GMDSS operators got valid licences ? Are they familiar with the GMDSS equipment ?									
Is required number of GMDSS operators on board ?									
Is current list of radio stations available ?									
Is radio antenna in good condition ?									
Is radio log book available and all entries are made appropriately ?									
Is correct number of radar transponders on board? Are they functional ?									
Is NAVTEX working properly and being used ?									
Is the air craft transmitter working properly (applicable to passenger vessels) ?									
Has bridge alarm panel been tested? Is it working properly ? (applicable to passenger vessels)									
Are the vessel's call sign, ship station identity and other codes, as applicable, for use of radio station posted ?									
The information on the ship's position is continuously and automatically provided to all relevant radiocommunication equipment?									

	Date		Date		Date		Date		
15. ACCOMMODATION									
	Y	N	Y	N	Y	N	Y	N	ACTION TAKEN
Have sanitary facilities been found satisfactory?									
Is air conditioning & ventilation working satisfactorily?									
Have hospital facilities been found satisfactory?									
Has medical equipment been found in required number and proper condition?									
Are electric outlets and fixtures in crew cabins in satisfactory condition?									
Have galley and mess-rooms been found in satisfactory condition?									
Are excessive garbage not being retained on board?									
Are there sufficient provisions on board? (quantity and quality)									

Is accommodation access in good condition (no sized doors and frozen dogs)?									
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16. MARPOL 73/78 Annex I	Date		Date		Date		Date		ACTION TAKEN
	Y	N	Y	N	Y	N	Y	N	
Is valid IOPP Certificate available on board?									
Is copy of the current MARPOL Convention available on board?									
Is there Shipboard Oil Pollution Emergency Plan available on board? Has it been approved by Flag or Recognized Organization?									
Has the SOPEP been regularly updated (e.g. List of national contact points, etc., details of Managers) by crew?									
Is Oil Record Book available on board and entries are made properly?									
Is the oily water separating equipment in accordance with the entries in the IOPPC Certificate?									
Has the vessel been equipped with Oily Water Separating equipment? (If not, has she been waived by Flag from the requirements of the Reg. 16?)									
Has the OWS been equipped with alarm and automatic stopping device? (applicable to ships of 10000 GT and above outside and within special areas, and applicable to ships of 400 GT and above but less than 10000 GT within special)									
Is oil discharge monitoring and 15 ppm alarm operating satisfactorily?									
Is oily water separator with arrangement working properly?									
Are all engineers familiar with manual operation of Oily Water Separator ?									
Are bilge and sludge pump arrangements in compliance with MARPOL regulations?									
Are oil/water interface detectors (for tankers) available on board and operating satisfactorily?									
Is standard discharge connection available on board?									
Is condition of piping arrangement on bilge line in E/R satisfactory?									

Is piping arrangement without damage or visible corrosion?									
Does the sludge tank have direct connection over-board?									
Have any illegal connections been made to the bilge system, if so, have they been disconnected?									
Is there adequate remaining capacity of bilge and slops/sludge tanks for intended voyage?									
Is Cargo Record Book (for chemical tankers) available on board and entries are made properly?									
Is a garbage log book maintained?									
Is all crew familiar with rules for the collection of garbage on board?									

	Date		Date		Date		Date		
17. MARPOL 73/78 Annex IV									ACTION TAKEN
	Y	N	Y	N	Y	N	Y	N	
Is this vessel to comply with requirements of MARPOL Annex IV?									
Is valid ISPPC/SPPCoC available on board?									
Are the sewage arrangements in accordance with entries into the Certificate?									
Has the sewage system scheme been approved by PRS?									
Has the vessel been equipped with standard discharge connection?									
Has the vessel been equipped with sewage treatment plant, comminuter, sewage incinerator? Are they working properly?									
Are the chemicals for water treatment stored properly?									
Is crew aware of their duties with regard to the control of access?									
Have the security drills been carried out? Is there evidence of the drills available on board? (At least once every 3 months and after considerable crew changes)									

[illegible]

	Date	Date	Date	Date	
19. MARPOL 73/78 Annex VI					
	Y	N	Y	N	ACTION TAKEN
Has the vessel been issued with International Air Pollution Prevention Certificate ? (applicable to ships > 400GT flying Flag of the country, which is Party to the Convention. The latest date of issuance is first dry-docking after 19 th of May, 2005)					
Has any engine been issued with Engine International Air Pollution Prevention Certificate ? (applicable to engines built/converted on or after 1 January 2000)					
Does the ship's equipment conform to the list given in the Annex to the Certificate ?					
Is there any installation containing ozone-depleting substance in use on board ?					

Have the procedures for bunker delivery and sampling of fuel oil been established and implemented ? (max. sulphur content - 4,5 %, and in SO _x Emission Control Areas – 1,5%)									
Is the crew familiar with their obligations concerning prevention of air pollution ?									
Have the fuel oil samples been retained on board? Are they identifiable ?									

	Date		Date		Date		Date		
20. ISM CODE									ACTION TAKEN
	Y	N	Y	N	Y	N	Y	N	
Are the requirements of the ISM Code applicable to the ship? (Passenger ships regardless the tonnage, other ships and mobile offshore drilling units of gross tonnage 500 and upwards)									
Are the ISM Certificates available on board? (Copy of the DOC and original of SMC are to be on board)									
Is the Safety Management Manual available on board?									
Is the documentation in a working language or language understood by the crew?									
Is the ISM documentation properly updated?									
Is all crew familiar with ISM requirements?									
Is the crew able to identify Company responsible for the operation of the ship? (It should be the same as stated on the SMC)									
Can the "Designated person" be identified by the senior officers?									
Is the crew aware of the Company safety and environmental policy?									
Is the Master aware of his responsibility and authority? (Documented evidence should be available on board)									
Does the ship have a routine maintenance system established and are the records available on board?									
Is the system of drills and exercises established on board and are the records available?									
Are the procedure of maintaining contact with Company in case of an emergency established?									
Have the procedures for internal audits been established and have they been carried out? (Records to be kept on board)									

Have all non-conformities (including outcomes from PSC inspections), accidents and hazardous situations been reported to the Company and has the appropriate corrective action been taken by the Company?									
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	Date		Date		Date		Date		
21. ISPS									ACTION TAKEN
	Y	N	Y	N	Y	N	Y	N	
Is the International Ship Security Certificate available on board, valid and properly endorsed?									
Is Continuous Synopsis Record, issued by Flag, available on board and properly filled?									
Is the Security documentation (e.g. Manual) found in order and complete?									
Is the crew aware of the current security level on board the vessel and in port?									
Is there any control of the access on board of the people and goods?									
Have the restricted access areas been established and are they marked properly?									
Is crew aware of their duties with regard to the control of access?									
Have the security drills been carried out? Is there evidence of the drills available on board? (At least once every 3 months and after considerable crew changes)									
Are the records of last 10 calls at port facilities available on board? Are they complete and in order? (They should include: security level at which ship operated, any special and additional measures which were taken, in case of ship/ship interface)									

Remarks/Notes/Comments:

Remarks/Notes/Comments:

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