

- Embarkation area
 - No obstructions SOLAS 74/78 III/11.7
 - Embarkation ladder
 - Launching instructions SOLAS 74/78 III/9
 - Emergency lighting
- Liferafts
 - Required number SOLAS 74/78 III/19
 - Stowage SOLAS 74/78 III/26
 - Float-free arrangement SOLAS 74/78 III/29
 - Hydrostatic release / weak link
 - Annual servicing (hydrostatic release and inflatable liferaft) SOLAS 74/78 III/19.8.1
 - Maximum 17 months SOLAS 74/78 III/19.9.1
 - Launching instructions posted SOLAS 74/78 III/9
 - Bow / stern station
 - Lashed down on deck or in marked location
 - Lifejackets available
- Lifebuoys (spot-check)
 - Condition SOLAS 74/78 III/19.2
 - Bridge location SOLAS 74/78 III/7.1
 - Quick release system
 - Smoke and light float
 - Deck location
 - 50% with waterlights
 - Retro-reflective tape SOLAS 74/78 III/30.2.7
- Lifejackets—watchstanders and crew (spot-check)
 - Condition SOLAS 74/78 III/19.2
 - Stowage SOLAS 74/78 III/7.2.2
 - Retro-reflective material SOLAS 74/78 III/30.2.7
 - Light SOLAS 74/78 III/27.2
 - Whistles SOLAS 74/78 III/32.1.6
- Line-throwing appliances (spot-check)
 - 4 charges SOLAS 74/78 III/17
- Pyrotechnics (spot-check)
 - 12 distress flares SOLAS 74/78 III/6.3

Notes: _____

- Immersion suits and thermal protective aids (spot-check)
 - Condition SOLAS 74/78 III/19.2
 - Retro-reflective material SOLAS 74/78 III/30.2.7

Fire Protection:

- Fire control plan
 - Permanently exhibited SOLAS 74/78 II-2/20
 - Language of flag state
 - Copy permanently stored in weathertight container outside deckhouse
- Portable fire extinguishers (spot-check)
 - Good condition / available for immediate use SOLAS 74/78 II-2/6.5
 - Located on stations
 - Serviced at periodic intervals
- International shore connection
 - Two required (some exceptions) SOLAS 74/78 II-2/19
 - Dead end corridors
- Means of escape from accommodation, machinery, and other spaces
 - Two required (some exceptions) SOLAS 74/78 II-2/45
 - Dead end corridors
- Fire doors (spot-check)
 - Machinery space and stair towers SOLAS 74/78 II-2/46
 - Not tied or blocked open SOLAS 74/78 II-2/47
 - Installed closure devices working
- Fire detection systems (spot-check)
 - Smoke / fire alarms SOLAS 74/78 II-2/13
 - Remote pull stations SOLAS 74/78 II-2/11.8
 - Smoke / flame / heat detectors and sensors SOLAS 74/78 II-2/53

Notes: _____

Ground Tackle:

- ◇ Anchor and windlass (spot-check)
 - Foundations
 - Drive units
 - Guards
 - Covers for moving parts
 - Brake pads
 - Deck fittings
 - Electrical (wiring) or hydraulic piping

- ◇ Mooring winches / capstans
 - Foundations
 - Cables / hooks
 - Boom
 - Brake
 - Electrical (wiring) or hydraulic piping
 - Ladders / rails

Cargo Operations:

- Cargo securing manual SOLAS 74/78 VI/5.6
SOLAS 74/78 VII/6.6

- Packaged hazmat
 - Hazmat containers stowed in accordance with stowage plan and DCM SOLAS 74/78 VII/6
49 CFR 176.30
 - Unsafe / damaged containers 49 CFR 176.50
 - Leaking / damaged packages SOLAS 74/78 VII/4
 - Placarding 49 CFR 172.50
 - "No Smoking" signs posted 49 CFR 176.60

- Bulk solid hazmat
 - Stowage conditions observed 46 CFR 148.03-11
 - Special additional requirements 46 CFR 148.04
 - Additional requirements of special permit 46 CFR 148.01-11

Notes: _____

- Oil and hazmat
 - Fuel oil and bulk lubricating oil discharge containment 33 CFR 155.320
 - Prohibited oil spaces 33 CFR 155.470

- Oily-water separating equipment, bilge alarm, and bilge monitor MARPOL Ax. I/16
33 CFR 155.380
 - Alarm, recorder
 - Standard Discharge Connection 33 CFR 155.430

- Marine sanitation device
 - Type (I, II, or III) 33 CFR 159.7
 - Nameplate 33 CFR 159.55
 - Placard 33 CFR 159.59

Machinery Spaces:

- Main and auxiliary machinery installations
 - General housekeeping SOLAS 74/78 I/11(a)
 - Fire hazards
 - Shock and electrical hazards SOLAS 74/78 II-1/45.1
 - Personnel hazards (moving parts not protected, hot surfaces, etc.) SOLAS 74/78 II-1/26
 - Leaking fuel oil piping or fittings
 - Sea chests, sea valves / spool pieces in good condition
 - Tank tops and bilges free of oil SOLAS 74/78 II-2/15
 - Watertight doors SOLAS 74/78 II-1/23
 - Hand / power operation
 - Local / remote control
 - Alarm

- Steering gear machinery SOLAS 74/78 II-1/29
 - Linkages
 - Hydraulic leaks
 - Ram guides
 - Lubrication

Notes: _____

Section 3: General Examination Items

Navigation Safety:

- Charts and publications for US waters/
intended voyage 33 CFR 164.33
 - Current and corrected charts
 - US Coast Pilot
 - Sailing directions
 - Coast Guard Light List
 - Tide tables
 - Tidal current tables
 - International Rules of the Road
 - Inland Rules of the Road
 - International Code of Signals
 - Plotting equipment 33 CFR 164.35
- Operationally test radar(s) and ARPA 33 CFR 164.35
33 CFR 164.37
33 CFR 164.38
 - 2 required if over 10,000 GT
 - Operate independently
 - ARPA acquires targets
- Compasses 33 CFR 164.35
 - Illuminated gyrocompass with repeater at stand
 - Illuminated magnetic compass
 - Current deviation table
- Test electronic depth sounding device and recorder 33 CFR 164.35
 - Accurate readout
 - Test all transducers
 - Continuous recorder (chart)
- Electronic position fixing device 33 CFR 164.41
 - Location accurate

Notes: _____

Section 5: Expanded Examination Items

Manuals and Instructions:

- Check for presence of the following documents
 - Instructions for maintenance and operation of all installations / equipment for fighting and containing a fire SOLAS 74/78 II-2/20
 - Training manual for lifesaving appliances SOLAS 74/78 III/18.2
SOLAS 74/78 III/51
 - Instructions for onboard maintenance of lifesaving appliances SOLAS 74/78 III/19.3
SOLAS 74/78 III/52
 - Stability booklet, associated stability plans and information SOLAS 74/78 II-1/22
ICLL 66 Reg. 10
- Cargo gear certificate
- Grain loading manual SOLAS 74/78 VI/9.1
 - Bulk vessel (stability and grain manuals often combined)
- Human Factors STCW Code
 - Determine if the appropriate crew members are able to understand the information given in manuals, instructions, etc., relevant to the safe condition of the ship and its equipment, and that they are aware of the requirements for maintenance, periodical testing, training, drills, and recording of logbook entries.

Safety Management System (SMS):

NOTE: Requirements and guidance for inspecting vessel Safety Management Systems are detailed in SOLAS 74/78, Chapter IX and NVIC 4-98.

- Documentation (may be in the form of a Safety Management Manual)
 - Controlled documents
 - Quality policy
 - Master of vessel familiar with SMS
 - Language understood by crew
 - Documentation identifies:
 - Written procedures kept on board vessel
 - Essential or critical equipment identified (or a separate manual containing this information)
 - Procedures for reporting non-conformities
 - Company's designated person(s) (name or title, and address)

Notes: _____

Manning:

- Officers' licenses current STCW 95 I/2
STCW 95 I/10
STCW 95 VI/1
STCW 95 VI/2
- Rest periods STCW 95 VIII/1
 - Review watch schedules

Logs and Manuals:

- Lifesaving equipment maintenance record SOLAS 74/78 III/19
 - Periodic checks as required
 - Visual inspection of survival craft / rescue boat and launching appliances
 - Operation of lifeboat / rescue boat engines
 - Lifesaving appliances, including lifeboat equipment examined
- Emergency training and drills SOLAS 74/78 III/18
 - Onboard training in use of lifesaving equipment (all crew members)
 - SOLAS training manual
 - Logbook records SOLAS 74/78 III/18.5
 - Weekly and lifeboat drills SOLAS 74/78 III/25
- Bridge log STCW 95 I/14
 - Pre-arrival tests conducted 33 CFR 164.25
 - Casualties (navigation equipment and steering gear failures reported) 33 CFR 164.53
 - Steering gear drills
 - Emergency steering drills
- Exemptions to SOLAS certificates SOLAS 74/78 I/4

Pollution Prevention Records:

- Current pollution prevention records
 - Person-in-charge 33 CFR 155.700
 - Transfer equipment tests and inspections 33 CFR 156.170
 - Declaration of Inspection 33 CFR 156.150

Notes: _____

- Audits
 - Internal audits conducted as specified by SMS
NOTE: Do NOT examine internal audit records.
 - External audit results reviewed
 - Status of open non-conformities relevant to deficiencies leading to detention
 - Status of implementation of corrective and preventative measure
- SMS review conducted by Master in accordance with procedures in SMS
 - Non-conformities identified
 - Report of non-conformity prepared and sent in accordance with procedures established by SMS

Navigation Safety:

- Test navigation equipment listed in Section 3 to the extent necessary to determine if equipment is operating properly.
- Human Factors (spot-check): determine if deck officers are familiar with the following items: STCW Table A-II
NVIC 3-98
 - Operation of bridge control and navigational equipment
 - Use of nautical publications and charts
 - Ship maneuvering characteristics
 - Lifesaving signals
 - Bridge procedures, instructions, manuals, etc.
 - Changing steering from automatic to manual and vice versa
 - Preparations for arrival and departure
 - Communications with engine room
 - Use of VHF
 - Raising the alarm
 - Abandon ship drill and fire drill

Notes: _____

Section 2: Certificates and Documents

Name of Certificate	Issuing Agency	ID #	Port Issued	Issue Date	Exp. Date	Endors. Date
Certificate of Documentation No Change	USCG					
Classification Document No Change						
Certificate of Financial Responsibility (COFR) No Change	USCG					
Safety Construction (SLC) No Change						
Safety Equipment (SLE) No Change						
Safety Radio (SLT) No Change						

Lifesaving Equipment:

- Liferafts/liferafts/rescue boats
 - Ensure effective operation of winches, davits, falls, sheaves, etc. (Lower at least one liferaft to the water.) SOLAS 74/78 III/19
 - Test liferaft and rescue boat flemming gear and/or engines
 - Verify presence/condition of liferaft equipment SOLAS 74/78 III/41
 - Retro-reflective tape SOLAS 74/78 III/11.4
 - Lighting
- Emergency communication equipment
 - 2-way VHF radiotelephone apparatus SOLAS 74/78 III/6.2
 - Radar transponders
 - Survival craft EPIRBs
 - Onboard communication and alarm system SOLAS 74/78 III/6.4
- Line-throwing appliance SOLAS 74/78 III/17.49
 - Specifications and equipment
- Pilot ladders and hoists in good condition SOLAS 74/78 V/17
- Distress signals SOLAS 74/78 III/6.3
 - 12 red rocket parachute flares

Notes: _____

Involved Parties & General Information:

Vessel's Representatives _____

Phone Numbers

Owner—Listed on DOC (if applicable), or COFR
No Change

Operator
No Change

- Firemen's outfits (spot-check) SOLAS 74/78 II-2/17.3
 - Two lockers
 - Two outfits
 - Protective clothing
 - Helmet, boots, and gloves
 - Lamp
 - Ax
 - Breathing apparatus and lifeline

- Fixed fire extinguishing arrangements in cargo spaces for vessels ≥ 2000 GT SOLAS 74/78 II-2/53.1
 - Vessels with ro-ro spaces SOLAS 74/78 II-2/53.2
 - Fixed fire detection and alarm system (vessels built after 01 FEB 92)
 - Fixed fire extinguishing system
 - Portable fire extinguishers and additional fire equipment
 - Ventilation system requirements
 - Explosion-proof fixtures

 - Vessels with cargo holds intended for carrying motor vehicles with fuel in their tanks SOLAS 74/78 II-2/53.3
 - Fixed fire detection and alarm system (vessels built after 01 FEB 92)
 - Fixed fire extinguishing system
 - Portable fire extinguishers and additional fire equipment
 - Ventilation system requirements
 - Explosion-proof fixtures

 - Vessels carrying dangerous goods in packaged or solid bulk form SOLAS 74/78 II-2/54
SOLAS 74/78 VIII/1-6
 - Special requirements (see Tables 54.1, 54.2, and 54.3 of II-2/54.2.3 for specific requirements)
 - Document of Compliance (flag state)

Notes: _____

- Main engine / vital auxiliaries (spot-check) SOLAS 74/78 II-1/27
 - F/O pumps / piping
 - S/W pumps / piping
 - J/W pumps / piping
 - L/O pumps / piping
 - Piston cooling pumps / piping
 - Air compressors / receivers
 - Fuel / oil purifiers
 - H/O heaters / transfer pump

- Steering gear alarms SOLAS 74/78 II-1/29
 - Low hydraulic oil
 - Loss of power
 - Loss of phase
 - Overload

- Human Factors: determine if personnel are familiar with the operation of the following items STCW Table A-III
 - Emergency generator:
 - Actions necessary before engine can be started
 - Different methods by which generator may be started
 - Stand-by generator engine:
 - Methods to start engine automatically or manually
 - Blackout procedures
 - Load-sharing system
 - Steering gear:
 - Action needed to bring main and auxiliary into operation
 - Changing steering from automatic to manual and vice versa
 - Bilge pumps:
 - Starting procedures for main and emergency bilge pump
 - Appropriate valves to operate
 - Fire pumps:
 - Starting procedures for main and emergency fire pumps
 - Appropriate valves to operate

Notes: _____

Total Time Spent Per Activity:

Regular Personnel (Active Duty)			
ACTIVITY TYPE	ACTIVITY	TRAINING	(PERS) MI

TOTAL ADMIN HOURS	TOTAL TRAVEL HOURS
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Reserve Personnel			
ACTIVITY TYPE	ACTIVITY	TRAINING	(PERS) MI

TOTAL ADMIN HOURS	TOTAL TRAVEL HOURS
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Auxiliary Resources	
TOTAL BOAT HOURS	TOTAL AIRCRAFT HOURS

Conversions:

Distance and Energy				
Kilowatts (kW)	X	1.341	=	Horsepower (hp)
Feet (ft)	X	3.281	=	Meters (m)
Long Ton (LT)	X	.98421	=	Metric Ton (t)
Liquid (NOTE: Values are approximate.)				
Liquid	bbbl/LT	m ³ /t	bbbl/m ³	bbbl/t
Freshwater	6.40	1.00	6.29	6.29
Saltwater	6.24	.975	6.13	5.98
Heavy Oil	6.77	1.06	6.66	7.06
DFM	6.60	1.19	7.48	8.91
Lube Oil	7.66	1.20	7.54	9.05
Weight				
1 Long Ton	=	2240 lbs	1 Metric Ton	= 2204 lbs
1 Short Ton	=	2000 lbs	1 Cubic Foot	= 7.48 gal
1 Barrel (oil)	=	5.61 ft = 42 gal = 6.29 m ³	1 psi	= .06895 Bar = 2.3106 ft of water
Temperature: Fahrenheit = Celsius (°F = 9/5 °C + 32 and °C = 5/9 (°F - 32))				
0	=	-17.8	80	= 26.7
32	=	0	90	= 32.2
40	=	4.4	100	= 37.8
50	=	10.0	110	= 43.3
60	=	15.6	120	= 48.9
70	=	21.1	150	= 65.6
200	=	93.3	250	= 121.1
300	=	148.9	400	= 204.4
500	=	260	1000	= 537.8
Pressure: Bars = Pounds per square inch				
1 Bar	=	14.5 psi	5 Bars	= 72.5 psi
2 bars	=	29.0 psi	6 Bars	= 87.0 psi
3 Bars	=	43.5 psi	7 Bars	= 101.5 psi
4 Bars	=	58.0 psi	8 Bars	= 116.0 psi
9 Bars	=	130.5 psi	10 Bars	= 145.0 psi