



REPUBLIC OF LIBERIA

Marine Notice

BUREAU OF MARITIME AFFAIRS

INS-004
Rev. 4/05

**TO: ALL SHIPOWNERS, OPERATORS, MASTERS AND OFFICERS OF
MERCHANT SHIPS, AND AUTHORIZED CLASSIFICATION SOCIETIES**

SUBJECT: Operational/Safety Checklist for SOLAS 74/78 Requirements.

Reference: Maritime Regulations 7.191

Supersedes: Marine Notice INS-004 dated 11/02

PURPOSE:

This Notice provides a reproducible copy of this Operational/Safety Checklist in the RLM-300 to facilitate the inspection of safety equipment as required by the 1974 SOLAS Convention, Chapter III, Regulation 20.6 and 20.7 and other parts of SOLAS. The Administration strongly recommends the use of this format or a company sponsored planned maintenance system.

APPLICABILITY:

This Notice applies to Masters as it is their responsibility to ensure that all safety equipment, including lifesaving and firefighting gear, is always in good condition and available for immediate use. Masters should also be aware that Port State Control inspections are focusing greater attention to the condition of lifesaving and firefighting equipment, based on the fact that these areas continue to generate the greatest number of deficiencies on the average for all vessels inspected by Port State Authorities.

REQUIREMENTS:

1.0 Master's Responsibility

Immediately upon assuming command and in accordance with Maritime Regulation 10.296(7), the master should appoint one of his officers as the designated safety officer to make the weekly and monthly checks of equipment as required by SOLAS. If used, the form is to be signed by the designated safety officer and reviewed by the master at the end of each month.

2.0 Record Retention and Availability

- 2.1 The signed copy should be retained in the master/safety officer's file and should be made available to our nautical inspector when he boards the vessel to inspect. The master can also show this report to any Port State inspector or official that may visit his vessel as evidence of maintenance of equipment.
- 2.2 The master should send the original to the owner/operator at convenient intervals to assure shore side management that all of the equipment is being maintained in serviceable condition and no delays should be expected due to Port State intervention with respect to any of these items.

3.0 Corrective Action

Should corrective action require company assistance, such as furnishing spare parts, new equipment or arranging shoreside labor, the master should immediately requisition an order to maintain operational readiness at all times and to avoid being cited for any deficiencies. We are fully confident that owners will respond to and cooperate with the master by taking immediate corrective action.

4.0 Benefits

- 4.1 If each master adopts a positive attitude and insists that his designated safety officer conduct these examinations in an effective manner, all equipment can be maintained defect-free and the master, with complete confidence, can welcome inspection of this equipment by any inspection body.
- 4.2 The master may also find the checklist to be valuable reference material for utilization during general safety meetings held with the officers and crew.

5.0 Log Book Entry

The date of these inspections shall be entered into the Log Book as required by SOLAS.

ANNEX
OPERATIONAL/SAFETY CHECKLIST
SOLAS and MARPOL

Month of: _____

SHIP'S OPERATIONAL SAFETY READINESS

Ship's Name: _____

O.N. _____

Operator/Agent: _____

Master: _____

CHECKLIST 1 - PRIMARY LIFESAVING EQUIPMENT/SURVIVAL CRAFT						
	WEEK					
ITEM	SOLAS REFERENCE	CHECK BOX ✓	CHECK BOX ✓	CHECK BOX ✓	CHECK BOX ✓	CHECK BOX ✓
1. Operational Readiness	Regulation III/20	☐	☐	☐	☐	☐
2. Survival Craft	Chapter III					
- Number & Type	Regulations III/10,11,14 & 15	☐	☐	☐	☐	☐
- Embarkation Area	(Passenger Vessels)	☐	☐	☐	☐	☐
- Davits/Launching Gear	III/21, 23, 24 or 26	☐	☐	☐	☐	☐
- Instructions (posted)	(Cargo Vessels)	☐	☐	☐	☐	☐
- Falls	III/12,13,16, 31, 33	☐	☐	☐	☐	☐
- Condition	III/9	☐	☐	☐	☐	☐
- Required Equipment	Regulation III/20.4	☐	☐	☐	☐	☐
- Marking	Regulation III/20	☐	☐	☐	☐	☐
4. Liferafts	Chapter III					
- Condition	Regulation III/20.8	☐	☐	☐	☐	☐
- Stowage	Regulations III/12, 13,	☐	☐	☐	☐	☐
- Launching	16, 21, 23, 24 & 26	☐	☐	☐	☐	☐
- Launching Gear	Regulation III/31, 33,	☐	☐	☐	☐	☐
- Hydrostatic Releases	34 & 20.10	☐	☐	☐	☐	☐
- Marking	Regulation III/20.9.1	☐	☐	☐	☐	☐
5. Rescue Boats	Chapter III					
- Condition	Regulations III/20, 34 & 36	☐	☐	☐	☐	☐
- Stowage	Regulation III/14, 23,	☐	☐	☐	☐	☐
- Launch & Recover	31	☐	☐	☐	☐	☐
- Falls	Regulation III/17	☐	☐	☐	☐	☐
	Regulation III/20.4	☐	☐	☐	☐	☐

6. Communication	Chapter III & Chapter IV					
- VHF Radiotelephone	Regulation III/6.2 Regulation IV/7-11 Regulation IV/13.6.2 & 15.9	☐	☐	☐	☐	☐
- EPIRB Batteries		☐	☐	☐	☐	☐
- Radar Transponder		☐	☐	☐	☐	☐
- Location/Mounting		☐	☐	☐	☐	☐
- Emergency Source of Power		☐	☐	☐	☐	☐
7. Visual Signals & Smoke Signals	Regulation III/6.3 & 7.1	☐	☐	☐	☐	☐
8. Emergency alarms	Regulations III/6.4 & 6.5	☐	☐	☐	☐	☐
9. Line Throwing Apparatus	Regulation III/18	☐	☐	☐	☐	☐
10. Training; Manuals & Drill - NOTE: during drills, a demonstration that key crew members on passenger vessels are acquainted with the damage control	Regulations III/19 & 35	☐	☐	☐	☐	☐
11. Maintenance/Instructions	Regulation III/36	☐	☐	☐	☐	☐
12. Muster List & Emergency Instructions	Regulation III/8, 37	☐	☐	☐	☐	☐
Remarks:						
Corrective Actions Needed:						

CHECKLIST 2 – PERSONAL LIFESAVING EQUIPMENT						
	WEEK					
TEM	SOLAS REFERENCE	CHECK BOX ✓	CHECK BOX ✓	CHECK BOX ✓	CHECK BOX ✓	CHECK BOX ✓
1. Operational Readiness	Chapter III Regulation 20	☐	☐	☐	☐	☐
2. Lifebuoys	Chapter III					
- Number & Type	Regulations III/7.1,	☐	☐	☐	☐	☐
- Location	22.1	☐	☐	☐	☐	☐
- Condition	and	☐	☐	☐	☐	☐
- Marking/Reflective Tape	Regulation III/20.10	☐	☐	☐	☐	☐
- Quick Release	Regulation III/32.1	☐	☐	☐	☐	☐
- Lights	Regulations III/7.1	☐	☐	☐	☐	☐
- smokes						
- lifelines						
3. Lifejackets	Chapter III					
- Number & Type	Regulation III/7.2, 22.2	☐	☐	☐	☐	☐
- Location	or, 26.5	☐	☐	☐	☐	☐
- Condition	and	☐	☐	☐	☐	☐
- Marking/Reflecting Tape	Regulation III/20.10	☐	☐	☐	☐	☐
- Lights/smokes/lifelines	Regulation III/32.2	☐	☐	☐	☐	☐
4. Immersion Suits	Chapter III					
- Number & Type	Regulation III/7.3, 22.4	☐	☐	☐	☐	☐
- Location	Regulation III/20.10	☐	☐	☐	☐	☐
- Condition	and	☐	☐	☐	☐	☐
	Regulation III/32.3					
Remarks:						
Corrective Action Needed:						

CHECKLIST 3 - FIREFIGHTING EQUIPMENT						
	WEEK					
ITEM	SOLAS REFERENCE 2004 Consolidated edition	CHECK BOX ✓	CHECK BOX ✓	CHECK BOX ✓	CHECK BOX ✓	CHECK BOX ✓
1. Readiness/Availability	Regulation II-2/14	☐	☐	☐	☐	☐
2. Dampers, Vents, Fans & Remote Control	Regulations II-2/ 9.7	☐	☐	☐	☐	☐
3. Firemain Integrity (Weekly)	Chapter II-2-Part C Regulation 7					
- Pumps (Operational)	Regulation II-2/ 10.2.2	☐	☐	☐	☐	☐
- Station (Outfitted)		☐	☐	☐	☐	☐
4. Fixed Gaseous Fire Extinguishing Systems	Chapter II-2- Part C					
- CO ₂ (Proof of servicing & inspection)	Regulation II-2/ 10.4, 10.5, 10.7 & 14	☐	☐	☐	☐	☐
5. Foam Fire Extinguishing Systems	Chapter II-2					
- Proof of sample testing	Regulations II-2/10.8.1 & Fire Safety Code	☐	☐	☐	☐	☐
6. Portable Extinguishers	Chapter II-2-Part C					
- Required Number	Regulation II-2/10.3	☐	☐	☐	☐	☐
- Location		☐	☐	☐	☐	☐
7. Fire detection Systems	Chapter II-2-Part C					
- Operational	Regulations II-2/7	☐	☐	☐	☐	☐
- Alarms		☐	☐	☐	☐	☐
- Testing	Regulation II-2/7.3.2	☐	☐	☐	☐	☐
8. Fireman's Outfit	Chapter II-2-Part C					
- Required Number	Regulation II-2/ 10.10	☐	☐	☐	☐	☐
- Location		☐	☐	☐	☐	☐
- Breathing Apparatus	MSC Circ 850	☐	☐	☐	☐	☐
9. Fire Control Plans	Regulation II-2/15.2.4	☐	☐	☐	☐	☐
10. International Shore Connection	Regulation II-2/10.2.1.7	☐	☐	☐	☐	☐
11, Vertical Fire Zone Boundaries	Chapter II-2					
- Intact	Various Regulations	☐	☐	☐	☐	☐
- Fire Doors	MSC-Circ.850	☐	☐	☐	☐	☐

12. General Fire Protection	Chapter II-2	☐	☐	☐	☐	☐
- Housekeeping - Stowage - Flammable Stores - Instructions Posted	Various Regulations	☐	☐	☐	☐	☐
13. EEBDs	MSC Circ. 849	☐	☐	☐	☐	☐
Remarks:						
Corrective Actions Needed:						
CHECKLIST 4 - EMERGENCY SYSTEMS AND EQUIPMENT						
	WEEK					
ITEM	SOLAS REFERENCE 2004 Consolidated edition	CHECK BOX ✓	CHECK BOX ✓	CHECK BOX ✓	CHECK BOX ✓	CHECK BOX ✓
1. Emergency Generator	Chapter II-1 Part D					
- Type - Condition - Back-out and re-start of Emergency Generator - Inspection of Emergency Lights	Regulation II-1/42-45	☐	☐	☐	☐	☐
2. Operation of Emergency Fire Pump	Chapter II-2- Part C					
- Location - Able to provide adequate pressure to two hoses connected at different locations.	Regulation II-2/10.2.1.6 and II-2/ 10.2.2.3.2.1	☐	☐	☐	☐	☐
3. Watertight Doors	Chapter II-1 Part B and B1					
- Number & Type - Condition - Operational Test - Test of Indicators/Alarms	Regulation II-1/15 (Passenger Vessels) Regulation II-1/25 - 9 (Cargo Vessels)	☐	☐	☐	☐	☐

4. Machinery Space Remote Emergency Stops	Chapter II- 2					
- Opening & closing of skylights, funnels, etc. - Closing power operated doors or actuating release mechanism on doors other than power operated watertight doors. - Stopping ventilating fans, and - Stopping forced and induced draft fans, oil fuel transfer pumps, oil fuel unit pumps and other similar fuel pumps.	Regulations II-2/5.2, and 9.7.5.14	☐	☐	☐	☐	☐
Remarks:						
Corrective Actions Needed:						
CHECKLIST 5 – GAS, OIL AND CHEMICAL TANKERS						
	WEEK					
ITEM	SOLAS REFERENCE	CHECK BOX ✓	CHECK BOX ✓	CHECK BOX ✓	CHECK BOX ✓	CHECK BOX ✓
1. Cargo tank monitoring safety devices	Chapter VI & VII					
O ₂ Monitoring, explosimeter and chemical detection equipment	Regulation VI/3 and Chapter VII	☐	☐	☐	☐	☐
- Number & Type adequate - Calibration completed - Number of gas tubes adequate for the cargos carried	International Bulk Chemical Code and, International Gas Carrier Code, as applicable	☐	☐	☐	☐	☐
2. Cabin Escape Sets	Chapter VII					
- Suitable for cargo carried - Adequate number, and - Operational	International Bulk Chemical Code and, International Gas Carrier Code as applicable	☐	☐	☐	☐	☐
Remarks:						

Corrective Actions Needed:

CHECKLIST 6 - STRUCTURAL ASSESSMENT

	WEEK					
ITEM	SOLAS REFERENCE	CHECK BOX ✓	CHECK BOX ✓	CHECK BOX ✓	CHECK BOX ✓	CHECK BOX ✓
1. Structural assessment check for	Chapter I					
- Excessive corrosion of deck - Corrosion in ballast tanks (as available) - General assessment of safety structure on the basis of reports of survey, condition evaluation reports	Regulation I/11	☐	☐	☐	☐	☐

Remarks:

Corrective Action Needed:

CHECKLIST 7 - NAVIGATION SAFETY

	WEEK					
ITEM	SOLAS REFERENCE 2004 Consolidated edition	CHECK BOX ✓	CHECK BOX ✓	CHECK BOX ✓	CHECK BOX ✓	CHECK BOX ✓
1. Navigation Equipment	Chapters IV & V					
- Type required (Radar, ARPA, VDR, Gyro, Magnetic Compass, Echo Sounder, etc.) - Operational	Regulation V/19	☐	☐	☐	☐	☐
2. Charts, Notice to Mariners, Light List, Radio Aids Up-to-Date		☐	☐	☐	☐	☐

3. International Code of Signals and IAM SAR Manual	Regulation V/21					
4. Pilot Ladders	Regulation V/23	☐	☐	☐	☐	☐
5. Voyage Data Recorder	Regulation IV/18.8					
6. Steering Gear	Chapter V					
- Tests	Regulation V/26.1	☐	☐	☐	☐	☐
- Drills	Regulation V/26.4	☐	☐	☐	☐	☐
Remarks:						
Corrective Actions Needed:						
CHECKLIST 8 - POLLUTION PREVENTION						
	WEEK					
ITEM	MARPOL REFERENCE	CHECK BOX ✓	CHECK BOX ✓	CHECK BOX ✓	CHECK BOX ✓	CHECK BOX ✓
1. Oil Record Book(s)	ANNEX I					
- Complete	Regulation 20 and/or	☐	☐	☐	☐	☐
- Up-to-date	Annex II, Regulation 9	☐	☐	☐	☐	☐
2. Discharge Monitoring Equipment	Annex I					
- Operating	Regulation 16 and/or	☐	☐	☐	☐	☐
- Records	Annex II, Regulation 5	☐	☐	☐	☐	☐
- Test of Oil Water Separator, Alarms and Monitors		☐	☐	☐	☐	☐
3. Sewage Treatment Plant	Annex IV	☐	☐	☐	☐	☐
4. Garbage Management Plan	Annex V	☐	☐	☐	☐	☐
5. Prevention of Air Pollution Certificate valid?	Annex VI	☐	☐	☐	☐	☐
Engine International Air Pollution Certificate valid?	Regulation 13 and NOx Technical Code	☐	☐	☐	☐	☐
- Bunker Delivery Notes	Regulation 18 and	☐	☐	☐	☐	☐
- Fuel Oil Samples	Resolution MEPC.96(47)	☐	☐	☐	☐	☐

- Fuel Oil Change over Record if operating in SOx Emission Control Area	Regulation 14	☐	☐	☐	☐	☐
6. Ballast Water Management Plans in Effect	Assembly Resolution A.868 (20) dated 28 November 1997	☐	☐	☐	☐	☐
Remarks:						
Corrective Actions Needed:						
CHECKLIST 9 - SAFETY MANAGEMENT CODE						
	WEEK					
ITEM	SOLAS REFERENCE	CHECK BOX ✓	CHECK BOX ✓	CHECK BOX ✓	CHECK BOX ✓	CHECK BOX ✓
1. Safety Management System	Chapter IX					
- Internal audits being conducted	Regulation 5.0	☐	☐	☐	☐	☐
- Nonconformities reported		☐	☐	☐	☐	☐
- Company responding to reports		☐	☐	☐	☐	☐
- Master aware of ISM Code Responsibilities		☐	☐	☐	☐	☐
- Crew aware of ISM Code Responsibilities		☐	☐	☐	☐	☐
2. Certificates	Regulation 6.0	☐	☐	☐	☐	☐
Remarks:						
Corrective Actions Needed:						

Signed: _____
Master

Ship's Safety Officer

Date: _____

Date: _____