

AUSTRALIAN MARITIME SAFETY AUTHORITY

Dear Captain,

To expedite the PSC inspection process we often find it useful to give you this list of documentation and other items that comprise the major part of our PSC inspections. If possible our PSCO will advise if a particular item is not required and it must be noted that the lists are not exhaustive. During this inspection kindly ensure a responsible member of the crew is available to accompany me at all times around the vessel.

It would be helpful if the following documentation could be assembled together in one location for inspection:

- Ships Certificates
- Last PSC inspection report
- Officers & Crew Certificates of Competency, STCW endorsements and Certificates of Recognition
- Appropriate Cargo Publications and Loading plan *SHIP SHORE CHECKLIST*
- Approved stability information *SHIPPER'S DECLARATION*
- Class Survey report file (including Enhanced Survey report file where required)
- Records of drills (official log book) — *MAINTENANCE RECORDS* *LSA*
- Garbage management plan and record book *FFB*
- Oil record book
- SOPEP *SHIPS PARTICULARS*
- P&I Insurance (Certificate of Entry) *CREW LIST*
- Shore based radio equipment maintenance agreement
- Cargo gear record book
- Cargo securing manual
- Document of Compliance (Dangerous Goods)
- Annual test certificate (or evidence of testing) of 406 EPIRB

I may also require to operationally test the following items of equipment:

- Engine room fire dampers, funnel flaps,
- Emergency fire pump
- Emergency generator (no black-out)
- Emergency steering system
- Oily water separator (no discharge overboard)
- Lifeboat engines

I will advise as soon as possible if I require access to the lifeboats - kindly refer overleaf for further information regarding additional restraints that will be required in this event. I do NOT require the hook release system to be operated whilst these additional restraints are fitted.