

GENERAL DETAILS - complete for all ships

1. General Details

Registered owner <i>(record owner's name from ship's registration papers)</i>	IMO registered owner number	Country
Charterer	P&I club	
Agent		
Last special survey (mm/yyyy)	Port of registry	
Type of cargo		
Scheduled departure date / /20	Time	
Next port	ETA next port	
Master advises that all equipment is operating satisfactorily and that the vessel is seaworthy YES / NO		Master's Signature
Comments		

Crew Qualifications *(Place a ✓ against the applicable certificates)*

Rank	Valid COC ¹	Valid Flag Endorsement ²	Tanker Endorsement ³	GMDSS ⁵	
Master >500 GT	II/2 <input type="checkbox"/>	<input type="checkbox"/>	V/1 ⁴ <input type="checkbox"/>	GOC/ROC <input type="checkbox"/>	<p>1. The Certificate of Competency (CoC) kept on board, must be an original with an English translation included.</p> <p>2. The flag State must recognise any certificate issued by another party to any officer serving under its flag.</p> <p>3. Tanker endorsements or certificates are required for officers and certificates for ratings assigned specific duties related to cargo operations to show compliance with (Reg V/1 para 1 & 4)</p> <p>4. Masters, Chief Engineers, Chief Officers and Second Engineers and any other person with immediate responsibility for loading, discharge and care in transit and handling of cargo require a tanker endorsement to show compliance with Reg V/1 para 2.</p> <p>5. The minimum requirement for a vessel operating in sea area A3, is for one navigating officer to hold a valid GMDSS GOC and all others to hold valid GMDSS ROC certificates.</p>
Chief Officer >500 GT	II/2 <input type="checkbox"/>	<input type="checkbox"/>	V/1 ⁴ <input type="checkbox"/>	GOC/ROC <input type="checkbox"/>	
Officer NW	II/1 <input type="checkbox"/>	<input type="checkbox"/>	V/1 <input type="checkbox"/>	GOC/ROC <input type="checkbox"/>	
Ratings NW	II/4 <input type="checkbox"/>		V/1 <input type="checkbox"/>		
C/Engineer >3000 kW	III/2 <input type="checkbox"/>	<input type="checkbox"/>	V/1 ⁴ <input type="checkbox"/>		
2/Engineer	III/2 <input type="checkbox"/>	<input type="checkbox"/>	V/1 ⁴ <input type="checkbox"/>		
Officer EW	III/1 <input type="checkbox"/>	<input type="checkbox"/>	V/1 <input type="checkbox"/>		
Rating EW	III/4 <input type="checkbox"/>		V/1 <input type="checkbox"/>		

2. Documentation

Note: Place a ✓ against the applicable items inspected

- ☐ Appropriate cargo publications
- ☐ Appropriate cargo documentation
- ☐ Approved stability information
- ☐ Cargo Gear Record Book
- ☐ Cargo Record Book
- ☐ Cargo securing manual
- ☐ Continuous Synopsis Record
- ☐ Document of Authorisation (Grain)
- ☐ Document of Compliance (Dangerous Goods)
- ☐ Documented Safety Management System
- ☐ Enhanced survey report
- ☐ Garbage management plan/record book
- ☐ Last PSC report
- ☐ Official log book entries, records of drills etc
- ☐ Oil Record Book(s)
- ☐ P&A Manual (Chemical Tankers)
- ☐ P&I Insurance (Certificate of Entry)
- ☐ Ship type appropriate for the cargo
- ☐ SOPEP
- ☐ Survey report file
- ☐ Shore based radio equipment maintenance agreement
- ☐ AUSREP Book
- ☐ REEFVTS Users Guide
- ☐ International Civil Liability Insurance Certificate
- ☐ Evidence of annual test of 406 EPIRB