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MARINE DEPARTMENT

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7 August 2026

To: Shipowners, Ship Managers, Ship Masters and Classification Societies

Dear Sir / Madam,

Extended usage of PSC Inspection (Pre-arrival) Checklist for Hong Kong Registered Ships
(August 2026)

To uphold the standard of Hong Kong-registered ships (HK ships), the Marine Department (MD) is regularly reviewing the deficiencies identified by port state control (PSC) officers for HK ships and updating the PSC Inspection (Pre-arrival) Checklist (Checklist). The last updated Checklist (August 2026 version) is attached for industry use prior to port arrival.

In view of the increasing trend in PSC detentions of Hong Kong registered ships in Paris MOU, we will extend the coverage of current pre-arrival checklist arrangement to ships calling in Belgium and Germany in addition to the existing US and Australia. All ship masters and engineers are urged to carry out a thorough pre-arrival check in accordance with the Checklist before calling ports, especially ports in the US and Australia, as well as Belgium and Germany. The completed Checklist should be endorsed by the DPA of the management company before submission to the MD for scrutiny and necessary follow-up action.

We would like to remind if any failure of equipment that cannot be rectified prior to entering any ports, ship master or management company should promptly notify the local port authority, classification society and MD, as appropriate, in advance to avoid possible detention. The management company should submit application for dispensations to MD without delay if repair arrangement cannot be made timely due to lack of repair facilities or spare parts in the port.

MD will continue to work together with all shipping companies in taking appropriate measures to uphold the safety standards of HK ships. MD will review the Checklist and assess the ship information and recent performance and will identify whether a HK ship should be subjected to Pre-arrival Flag State Quality Control Audit (PAA) which will be conducted by our appointed surveyor at available occasion before calling ports in US and Australia, as well as Belgium and Germany. MD would absorb the cost of a PAA with courtesy.

同心協力，促進卓越海事服務
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If a ship is detained in Australia, Belgium, Germany and the US ports and later being revealed that a false declaration has been made in the Checklist or failed to submit the Checklist, without reasonable excuse, the ship's SMC will be withdrawn immediately and that the company HK-DOC may also be jeopardized.

The Marine Department and all Hong Kong registered shipowners, ship managers, ship masters and Classification Societies all share a common goal to uphold the quality of our registered ships and maintain the status in the White List or High Performance Standard of all MoUs and the US Coast Guard "QUALSHIPS 21". We therefore seek the cooperation of shipowners, ship management companies and crew on board to operate Hong Kong registered ships in compliance with international, local, and flag state requirements.

Should you have any queries related to the procedure and checklist, please do not hesitate to contact Senior Surveyor / Quality Assurance Section by email at ss_qa@mardep.gov.hk or by phone at 2852 4504.

Yours faithfully,

(No Signature on website copy)

(S.C. LAM)

Senior Surveyor of Ships / Quality Assurance
for Director of Marine

Encl.: PSC Inspection (Pre-arrival) Checklist for Hong Kong Registered Ships (August 2026 version)



PSC Inspection (Pre-arrival) Checklist for Hong Kong Registered Ships

Name of Ship	_____
IMO Number	_____
Date of Inspection	_____
Place of Inspection (e.g. Port, Country, at sea)	_____
Port of Call in the ☐ US ☐ Australia ☐ Belgium ☐ Germany *	_____
Expected Time of Arrival	_____

* Select as appropriate

EXPLANATORY NOTES ON COMPLETING THE CHECKLIST

1. It is the Management Company and the Master's responsibility to ensure that a Hong Kong registered ship is operated safely without marine pollution, and is implemented a safety management system effectively. This self-assessment checklist provides a framework for helping the Management Company, the Master and the Chief Engineer in assessing the physical condition of a Hong Kong registered ship, understanding how effective the safety management system is being implemented onboard. This checklist is not exhaustive and is only a general guidance suggesting what items to be checked or reviewed by the Management Company, the Master and the Chief Engineer. **Those critical items with examples of common detainable deficiencies are printed in red, marked with “*” and highlighted in bold borders.**
2. This checklist shall be completed **at least once every three (3) months** when a ship is to enter a US, Australian port, *German port and Belgian port*. It must be signed by the ship's Master and endorsed by the DPA of the Management Company, and then returned to Cargo Ships Safety Section of the Marine Department before entering the first US, Australian port, *German port and Belgian port*. *Only one checklist needs to be submitted if the ship calls at multiple ports within a three-month period.*
3. **“YES” means the items in the checklist are in compliance/in order, and “NO” if otherwise.** If any one of the items is ‘NO’, it implies that the safety, pollution prevention or security of the ship is adversely affected. The ship's Master shall record the details of the irregularities and propose the corrective actions accordingly. If there is doubt or difficulty in rectifying the irregularities, the Master should consult and inform the Management Company immediately.
4. The Management Company and/or the DPA shall give an executive summary and comment on the overall condition of the ship and deficiencies detected. In addition, measure to prevent PSC detention and a corrective action plan shall also be included.
5. Should any potential problems be identified or failure of any equipment or machinery that cannot be rectified before entering any port, the ship's Master or the Management Company should **promptly notify the port authority, the flag Administration and the classification society, as appropriate,** in advance to avoid detention. In the meantime, the ship's Master and the Management Company have to endeavour to rectify all deficiencies detected by taking appropriate corrective actions or temporary repairs. The ship's Master shall also enter the fact into the ship's log book.
6. The checklist should be kept by the ship's Master for necessary follow-up action and future reference.
7. After completing the checklist, the ship's Master shall send a copy of the checklist to the Management Company for vetting and further comment. The Management Company shall send the completed checklist with the relevant supporting documents (if any) to: Fax. No. (852) 2545 0556 or by electronic submission at ss_css@mardep.gov.hk.

N.B. If the spaces provided for the brief summary under each section or the executive summary are not sufficient, please feel free to attach additional sheets into this checklist.

Cargo Ships Safety Section
Marine Department, HKSARG
August 2026

o PSC inspection record		YES	NO	NA
o.o	Had the ship been detained over the last 12 months?			
o.1	Have all PSC inspection deficiencies been rectified?			
1 Documentation and Records				
1.1	Original copies of trading certificate Cert. of Registry, Radio Station Licence, MSMC, Statutory Certificates (e.g. ITC, ILLC, SCC, SEC, SRC, IOPPC, ISPPC, IAPPC, EIAPPC, IEEC, IAFSC, SMC, ISSC, MLC, DMLC Part I & II, BWM), Class Cert., etc.			
1.2	CSR documents (incl. Form 1, 2 & 3) updated			
1.3	Seafarers' certificates National Certificates of Competency, GMDSS Operator's Certificates, Hong Kong Licenses for Officers, Certificate of Receipt of Application (CRA), Endorsement for certain types of ships (STCW Reg.V) (e.g. oil/chemical tanker, gas carrier, etc), Medical Fitness Certificates (in English translation)			
1.4*	RECORDS OF HOURS OF WORK/REST [MLC Title 2, Regulation 2.3] • Check record of work and rest – must reflect actual hours of work and rest min. hours of rest: 10 hrs in any 24 hrs and 77 hrs in any 7-day; shipboard working arrangements posted; in English translation # Examples of detainable def.: Upon further questioning of the ship's crew, several crew members revealed working longer hours than captured in the "record of hours of rest of seafarers".			
1.5	Approved and required manuals/documents log book, stability information, loading & unloading information, damage control plan (incl. damage control booklet), damage stability information, cargo securing manual, SOPEP, grain loading manual, garbage management plan, LRIT conformance test report, technical files for diesel engine NOx emission, VOC mgt. plan, SEEMP Part I & II, ballast water management plan, etc.			
1.6	Inspection/service records LSA, FFA, navigation equipment and GMDSS radio equipment, and survey records			
1.7	Drill records [SOLAS regulation III/19] abandon ship, fire, steering gear, SOPEP, security, enclosed space entry, etc.			
1.8	Plans and instructions Fire Control (in English or French translation), Damage Control, Maintenance, muster list, life-jackets donning etc.			
Item o & 1 (Any item above marked with "NO", please give a brief explanation and propose a corrective action plan below)				
2 Life-Saving Appliances [LSA Code]		YES	NO	NA
2.1*	LIFEBOATS & RESCUE BOAT AND LAUNCHING APPLIANCE ^{Note 1} • Engine remote stop, transmission, ahead, astern and neutral tested; • No exhaust gas leakage, batteries condition checked • Launching systems are properly functioning including all mechanical, limited switch, hydraulic system, remote release wire etc. • On-load release safety correctly reset, cover, corrosion on lifeboat hook checked • Freefall lifeboat releast hook correctly reset and its instruction checked • Lifeboat external – color, canopy light, windows glass; sprinkler system • Lifeboat internal – seat belt, search light, grab line • Crew- able to demonstrate the operation of steering. # Examples of detainable def.: The rescue boat is kept with engine off the boat while underway, and would not start once connected to the rescue boat.			
2.2	Liferafts hydrostatic releases and its connection correctly set, launching arrangement and instruction readable (if fitted)			

¹ Note 1: Detainable deficiencies related to lifeboat and rescue boat and launching appliance, emergency generator and oily water separator on Hong Kong registered ships were repeatedly reported over the past few years.

2.3*	Lifebuoys smoke/lights and lifelines; quick release mechanisms (MOB)			
2.4	Lifejackets and immersion suits lights and whistles; retro-reflective tapes, zipper, appropriate size for crew # Examples of detainable def.: insufficient suitable size of immersion suits for ships' crew			
2.5	Means of embarkation for lifeboats and liferafts escape routes clearly marked and unobstructed; emergency lights at escape routes and survival stations; embarkation lights			
2.6	Donning instructions, launching instructions and IMO symbols in working language and suitably posted			
2.7	LSA manufacturer's maintenance instructions and SOLAS training manuals in working language and available for every seafarer to assess, updated if necessary.			
2.8*	OTHER (SAFETY IN GENERAL) - Loose items stored in engine room, steering gear room, on deck are secured - Check retro-reflective tapes condition for LSA, if fitted			
Item 2 (Any item above marked with "NO", please give a brief explanation and propose a corrective action plan below)				
3 Fire-Fighting Apparatus		YES	NO	NA
3.1	Fire detection and alarm system control panels in Bridge, E/R & fire control station; detectors; sampling pipe, free of alarm on the control panel, all detectors are operating # Examples of detainable def.: several smoke and flame detectors are covered with rags or plastic, rendering them unable to operate.			
3.2	Fire lines (incl. hydrants) E/R isolating valves clearly marked and tested; fire-fighting gears (e.g. hoses, nozzles, spanners and tools) tested and checked in place; international shore connection; no leakage			
3.3	MAIN AND EMERGENCY FIRE PUMPS (incl. priming pumps, valves & piping) sufficient discharge pressures with 2 hoses at remote/highest locations; operating instructions for emergency fire pump posted; tested weekly and prior to arrival; no leakage; # Examples of detainable def.: emergency fire pump discharges inadequate pressure.			
3.4	Fixed firefighting systems and water spray/mist/sprinkler / foam systems visual & audible alarms; ventilation and fire insulations in fire control station and CO ₂ /dry-powder/foam room; condition of CO ₂ pipes and its connections; servicing records; operating instructions; piping; release control; cylinder/tank level, nozzles and valves are checked			
3.5	Portable/movable fire extinguishers number and location accordance with fire plan; servicing and records; sufficient spare charges and extinguishers			
3.6*	FIRE DOORS AND QUICK CLOSING VALVES - self-closing doors should not be latched; - FO/LO quick closing valves should not be latched; - E/R ventilation and FO pump remote stops tested - fire insulations and cable penetration sealing are intact - Self-closing of all fire doors tested: Galley, Engine room, Purifier room, Generator room, Emergency escape trunks - Check quick-closing damper # Examples of detainable def.: Doors leading into engine room, through an Class A boundary, was found unable to fully self-close.			

3.6.1*	<u>FIRE DAMPERS / VENTILATORS</u> Marking, Corrosion, Closing operation to be checked: • Funnel flaps • Engine room • Purifier room • Bridge • Galley (no oil stain) • Cargo holds • Cargo tanks • Ballast tanks • Fuel oil tank • Pump Room <i># Examples of detainable def.: Found ventilation trunks in pump room severely wasted.</i>			
3.7	EEBDs, BA sets and fire-fighter's outfits servicing and records; at least 2 fire-fighter's outfits; 2 spare charges for each BA sets; spare cylinders to replace those used during drills or a recharging facility			
3.8*	<u>OTHER (FIRE SAFETY)</u> • Check High temperature surfaces in engine room are protected: M/E, A/E, Boiler, Pipe of exhaust gas and fuel etc. <i># Examples of detainable def.: oil-soaked lagging and missing lagging from high temperature pipe through the engine room specifically in the oil-purifier room and in the vicinity of the main engine.</i>			
Item 3 (Any item above marked with "NO", please give a brief explanation and propose a corrective action plan below)				
4 Navigation Safety and Communication		YES	NO	NA
4.1*	<u>NAUTICAL PUBLICATIONS AND CHARTS</u> up-to-date and corrected and for the intended voyages; latest IMO and flag State required publications <i># Examples of detainable def.: chart/ENC & publication/e-NP not updated or avail.</i>			
4.2	Navigation equipment radars, ARPA, magnetic/gyro compass, echo sounding device, speed log, bridge indicators, daylight signalling lamp, AIS, VDR, GPS receiver, LRIT, BNWAS, etc.; annual servicing; batteries; inspection, testing records <i>and no activated alarm;</i>			
4.2.1*	<u>ECDIS</u> All ENC for intended voyage must be • up-to-date; • available. • <i>Manual position fixing during coastal and pilotage navigation</i>			
4.3	GMDSS installations VHF & MF/HF radio installations, NAVTEX receiver and INMARSAT-C, EPIRB, SART, antenna, etc.; annual servicing; batteries; inspection and testing records; reverse power fully charged			
4.4	LRIT LRIT Conformance Test Report			
4.5	Voyage plan (berth to berth) • <i>the voyage plan and chart are ready</i>			
4.6	Compass deviation card and steering gear change-over procedure			
4.7	Navigational lights, shapes and sound signals			
4.8	Engine telegraph, engine room and steering gear room communication			

4.9*	PILOT LADDERS / HOIST • check permanent marking on pilot ladder • check for compliance of pilot ladders • check manropes for correct size <i>and its condition</i> • check pilot ladder for defect • ensure step securing is not excessively loose on all steps • ensure strength test report is available • check if excessive clearance between chocks and steps, spreader bent.			
Item 4 (Any item above marked with "NO", please give a brief explanation and propose a corrective action plan below)				
5	Machinery and Electrical	YES	NO	NA
5.1	Main and auxiliary engines clean and free from leakage; hot surfaces insulated <i>i.e exhaust gas pipes and Turbochargers etc</i> ; safety valves; temp. & press. gauges; fuel leakage alarm; oil mist detector; remote and emergency starting system Examples of detainable def.: excessive leaking from ship service generators, pooling oil under generators, oil soaked lagging, and plastic catch basins full of oil through out engine room.			
5.2	Fuel oil and lubricating oil systems pumps, purifiers, filters, heaters and piping; free of any leakage			
5.3	Boilers valves, water, steam and fuel systems, gauge glass mountings; boiler and piping insulated; local and remote control of safety devices, auto and manual control system, visual alarms/indicators, <i>check for safety valve, low water level alarm</i> ;			
5.4	Bilge pumping system auto start/stop; piping and valves; high level alarms, <i>free of oil in bilge wells</i>			
5.5	Engine control room equipment and switchboards safety protections, protection against electrical shocks, conditions of indicator lights and instruments			
5.6*	EMERGENCY GENERATOR^{Note 1} • check for starting automatically; <i>starting on the secondary means tested</i> • check less than 45 second to energise emergency switchboard • sequence test • <i>free of leakage from fuel oil, lube oil and water systems</i> • quick closing valve tested			
5.7	ENGINE ROOM clean and tidy; movable parts protected/guarded;; personal protection warnings and protective equipment (e.g. helmets, ear-plugs, goggles, gloves, etc.); <i>used oily rags properly store, non-combustible garbage bins, oil and sludge store in appropriate space; steel floor plate secured (lower platform)</i> <i>check overboards valves; no doubler on piping system; pressure gauges and thermometers</i> # Examples of detainable def.: stern tube leaking oil at an observable rate.			
5.8*	ELECTRICAL • check feeder panel insulation in engine control room and E.Gen room • check feeder panel for defective insulation meter • check portable electrical equipment (lights, extension cords, cutting saw etc) in unsafe condition (protection cover and earth connection missing, exposed wire) • check for missing insulated matting behind switchboard • <i>check electrical installation in general i.e.power socket, electrical connection, no flying electrical cables or junction boxes; danger of electrical shocks clear out</i> # Examples of detainable def.: There is exposed electrical wiring present in the engine room.			

¹ Note 1: Detainable deficiencies related to lifeboat and rescue boat and launching appliance, emergency generator and oily water separator on Hong Kong registered ships were repeatedly reported over the past few years.

5.9*	AUXILIARY ENGINE • Check Oil leakage – shaft seal, drip trays, • Check Water leakage • Check Instrumentation – proper readout of gages – pressure, temperature, level			
5.10	Purifier Room • Clean and tidy; no oil leakage;			
Item 5 (Any item above marked with “NO”, please give a brief explanation and propose a corrective action plan below)				
6 MLC Requirements		YES	NO	NA
6.1	Accommodation clean and habitable; free from infestation; regular inspection by Master and keep records; sleeping room doors can properly close and lock; no stores, equipment stores or cargoes stowed in these places; one berth for each seafarer; separate sleeping rooms for males and females seafarers; appropriate recreational facilities			
6.2	Galleys, pantries, lavatory and food preparation areas clean; no blocked drain; flooring or tiling; range hood grease traps cleaned; fridges in operating order, clean and regularly defrosted			
6.3	Medical care in-charged by a qualified seafarer; medicines chest, medical equipment and medical guide follow WHO Guide; medicines within expiry dates; seafarers not charged for medical services; instructions for use of medicines and equipment; hospital not used as an extra cabin/store room;			
6.4	Sanitary places flushes and drainage; floor tiles; cold and hot water available in washbasin and shower head; separate places for males and females seafarers;			
6.5	Lighting, ventilation and heating systems (air conditioning system)			
6.6	Provision and refrigerated store rooms adequate food and drinking water and within expiry date; provided to seafarers free of charge; free from infestation and insects; <i>vegetable, meat and fish</i> rooms at suitable temperature; ship's cook hold evidence of training and not under age of 18 ; <i>tidiness and hygiene of refrigerated store rooms</i>			
6.7	Electrical electrical cable connectors avoid risks of electrical shocks; no loose wiring			
6.8	Minimum age no seafarer under age of 16; no night work for seafarer under age of 18			
6.9*	SEAFARER'S EMPLOYMENT AGREEMENTS (SEA) in English translation; contain items required by MLC A2.1.4 and DMLC Part I & II; original signed copy provided to seafarer; only one set of SEA valid for each seafarer ; copy of collective bargaining agreement (CBA) available if it forms all or part of SEA, <i>crew working onboard not exceed the contract.</i> <i># Examples of detainable def.: two different sets of SEA</i>			
6.10	RECRUITMENT AND PLACEMENT manning agencies are licensed and meet MLC requirements; seafarer need not pay any charges for his employment <i># Examples of detainable def.: unofficial recruitment fee</i>			
6.11	Manning levels number and category of seafarer in accordance with MSMC			
6.12	Health and safety protection and accident prevention ship safety committee established; evidence of on-board programmes for prevention of occupational accidents, injuries and diseases; reports of occupational accident investigation <i>-checked insulation of steam pipes, the protective covers of rotating equipments including the cutting machine and grinding machine etc.</i>			
6.13	On-board complaint procedures copy of procedures provided to all seafarers; in working language			

6.14	PAYMENT OF WAGES evidence of wages (incl. OT) being paid in full at monthly intervals in accordance with SEA; monthly account of wages (e.g. wage slip) given to seafarer and only one set of monthly account existing ; evidence of allotments being paid as per seafarer's instructions; reasonable charges for exchange and transmit and shown in monthly account <i># Examples of detainable def.: monthly account not avail.; wages not paid in full and at monthly interval; no evidence of allotment</i>			
6.15	Certificate of financial security under MLC A2.5.2 and A4.2.1 in English translation; a copy posted with ML cert and DMLC Part I & II in conspicuous place			
6.16	Others mooring rope condition, winch and windlass condition			
Item 6 (Any item above marked with "NO", please give a brief explanation and propose a corrective action plan below)				
7	Pollution Prevention	YES	NO	NA
7.1*	<u>OILY WATER SEPARATOR</u> <i>Note 1</i> oil discharge monitoring and control system and 15 ppm alarm (if fitted); oil content meter calibration report; operating instructions permanently posted; no illegal by-pass piping; warning placards against prohibited discharges posted, pump and 3 way-valve tested, sample water flowing the measuring cell during operation; <i># Examples of detainable def.: 15 ppm bilge alarm; OWS internal structure</i>			
7.2	Bilge & sludge pumps sufficient remaining volume of bilge holding tank and sludge tank for intended voyage; standard shore discharge connection; oil record book <i># Examples of detainable def.: vessels had 55-gallons drum collecting recirculating lube oil sludge without ORB entries.</i>			
7.3	Prevention of Pollution by Harmful Substances Carried by Sea in Packed Form (MARPOL Annex III) e.g., marking and labelling of harmful substances; documentation relating to carriage of harmful substances; harmful substances properly stowed and secured			
7.4*	<u>SEWAGE TREATMENT PLANT AND SYSTEMS</u> - Blower test - Sludge return line and Aeration line check for not blocked - Air blower relief valves test for open on high pressure - All pressure gauges check for read out - Check the use of the plant as per maker manual including correct valves opened. - free of corrosion; valid and sufficient chemical dosage			
7.5	Garbage collecting facilities adequate and categorised; warning placards against prohibited discharges posted; garbage management plan and records; no abnormal accumulation of garbage; food waste			
7.6	<u>PREVENTION OF AIR POLLUTION FROM SHIPS (MARPOL ANNEX VI)</u> 1) ozone depleting substances (ODS) records; 2) sulphur content of fuel oil within limits (emission control areas); bunker delivery notes and oil samples kept 3 years and 1 year respectively or when it has been consumed, whichever later; 3) technical files for diesel engines NOx emission and record book of engine parameters according to on board NOx verification procedures; 4) incinerator condition; operating instructions permanently posted			

¹ Note 1: Detainable deficiencies related to lifeboat and rescue boat and launching appliance, emergency generator and oily water separator on Hong Kong registered ships were repeatedly reported over the past few years.

Item 7 (Any item above marked with "NO", please give a brief explanation and propose a corrective action plan below)				
8 Load Line and Structures		YES	NO	NA
8.1	Hull, cargo hold/cargo tank structures, deck fittings & equipment and pipe lines on weather decks free of apparent corrosion, pitting, cracking, deformation, fracture and leakage; cargo hold gas sampling points; type approved hoses; identification marks of pipe lines; pressure-vacuum relief valves; etc.			
8.2	Load line marks clearly marked and correspond with ILLC; carriage of cargoes without overload			
8.3*	HATCH COVERS AND SECURING DEVICES, HATCH COAMING AND STAYS • Securing cleat and its support - check for operation and distortion • Security pin – check for missing pin • Drain plug non-return valve - check for missing and seizing • Hatch structure – check for damage • Rubber packing – check for permanent deformation / set in • Hatch covers – check for any gap between rubber packing and retaining bar			
8.4	Wooden covers or steel pontoons together with associated portable beams, carriers and sockets for the portable beams and their securing devices (incl. tarpaulins, cleats, battens and wedges, etc.)			
8.5	WEATHER-TIGHT DOORS AND ACCESS HATCHES closing appliances (incl. gaskets and locking devices, etc.) not seized # Examples of detainable def.: access hatch cover			
8.6	Scuppers, inlets, discharges and non-return valves remote operation and manual closures in satisfactory condition; bilge suction, <i>check sounding pipes and its caps and self closing device</i>			
8.7	Guardrails, catwalks and bulwarks without corrosion, buckling and fractures			
8.8	Ventilators and air pipes coamings and covers closing appliances/dampers not seized; gaskets in order; floats in the heads not seized; wire gauzes fitted to fuel oil tanks air pipes			
8.9	Hydraulic systems on deck incl. hatch cover winches, cargo cranes, windlass and mooring winches, etc. without oil leakage			
8.10	Others <i>Manholes closed and secured, bolts, hitches, toogles condition checked</i> <i>Gangway with safety net and stanctions</i>			
Item 8 (Any item above marked with "NO", please give a brief explanation and propose a corrective action plan below)				
9 Safety Management System		YES	NO	NA
9.1	Safety Management Manual updated version available; company's safety & environmental policy displayed at prominent locations, e.g. Bridge, Mess Room, Engine Room, etc.			
9.2	Working language incl. manuals, instructions, etc.); all crew members communicate <i>effectively</i> in execution of their duties			
9.3	DPA/Shore contact details Master, officers and ratings aware of the DPA			
9.4	Responsibilities and authority under SMS officers and ratings familiar with their responsibilities, specific duties <i>during emergency</i> , ship arrangements, installation, equipment and procedures; Master's over-riding authority.			
9.5	Engine room and deck equipment maintenance records planned maintenance system established			
9.6	Key shipboard operations procedures records of completed checklists			

9.7	Records of crew familiarization of SMS and identification of training needs incl. job familiarisation, onboard training & instruction prior to sailing, familiarization with their specific duties, ship arrangements, installations, equipment and procedure; incl. individual crew's performance evaluation and training			
9.8	Emergency situations and drills/training programme drills records (scenarios covered & frequency) available and review for each drill done			
9.9	Procedures of reporting accident, incident, non-conformity records (incl. responses by the company with corrective actions) showing the procedures implemented effectively;			
9.10	Master's review, internal and external audits conducted on time and records available; NC follow-up and corrective action taken; <i>all non conformities have been closed</i>			
9.11	All documents properly controlled in accordance with SMS obsolete documents removed			
Item 9 (Any item above marked with "NO", please give a brief explanation and propose a corrective action plan below)				
10 Ship Security		YES	NO	NA
10.1	Ship Security Plan available and properly protected from unauthorized access or disclosure			
10.2	Master's responsibility and overriding authority authority to make decisions with respect to safety and security of the ship			
10.3	Certificate of Proficiency for Ship Security Officer SSO's understanding of his security duties and responsibilities in accordance with SSP; Contact details with CSO			
10.4	Programmes & records for training, drills and exercises security exercises with shore-based personnel; specific security duties and responsibilities assigned to crew members; crew members understand their ship security responsibilities and sufficient knowledge			
10.5	SSAS main and alternative power source; operational and maintenance manuals; switches of activating SSAS from bridge and one other location; Ship Security Alert Message addressed to the competent authority (HKMRCC); in the last SSAS operational test			
10.6	Control of access to ship control of visitors and their belongings; monitor access to restricted areas e.g. upper deck, f'cle deck, poop deck and surrounding of the ship; supervise handling of cargo and ship's stores; security communication; measures to prevent stowaways, <i>restricted area kept locked and maintain access point manned in port.</i>			
10.7	Records of security activities on board training, drill and exercise; security threats and security incidents; breaches of security; changes in security level; communication relating to the direct security of the ship such as specific threats to the ship or to port facilities the ship; internal audits and reviews of security assessment; periodical review of the SSP; implementation of any amendments to the SSP; maintenance, calibration and testing of any security equipment; external audits; audit or review of findings closed out, etc.			
Item 10 (Any item above marked with "NO", please give a brief explanation and propose a corrective action plan below)				
11. SOLAS Emergency Training and Drills		YES	NO	NA
11.1	<u>ABANDON SHIP DRILLS</u> once every month and within 24 hours of departure if more than 25% of crew not participated in previous month (SOLAS III/19); each lifeboat shall be launched and manoeuvred in water at every 3 months, additional simulated launching for free-fall lifeboat at every 6 months (SOLAS III/19.3.4.4) <i># Examples of detainable def.: duty & procedures not familiar; overdue</i>			

11.2	FIRE DRILLS once every month and within 24 hours of departure if more than 25% of crew not participated in previous month (SOLAS III/19); drill incl. starting of fire pump and using 2 jets of water; check of firemen's outfit and other rescue equipment, communication equipment, etc. <i># Examples of detainable def.: crew members could not find their firefighting equipment such as SCBA.</i>			
11.3	Emergency steering gear drills <i>-changeover to emergency control and alarms tested</i>			
11.4	ENCLOSED SPACE ENTRY AND RESCUE DRILLS carried out every 2 months (res.A.1050(27)); atmosphere testing instrument; enclosed space entry permit records <i># Examples of detainable def.: duty & procedures not familiar; overdue</i>			
11.5	Effective communication among the officers and ratings during the drills <i># Examples of detainable def.: no means of operational communication during fire drill.</i>			
11.6	Atmosphere testing instrument for enclosed spaces one portable for testing the space before entry and at regular intervals until all work is completed & one personal (PPE) for each person entering the space; measuring concentrations of oxygen, flammable gases or vapours, hydrogen sulphide and carbon monoxide; calibration & inspection records			
11.7	Personnel protection equipment decontamination shower and eye wash (if required), stretcher, medical first-aid equipment, respiratory protection for emergency escape purpose, and shelter in emergency, BA cylinder air compressor (if provided), etc.; inspection & records			
Item 11 (Any item above marked with "NO", please give a brief explanation and propose a corrective action plan below)				
12. Ballast Water Management		YES	NO	NA
12.1	Ballast water management plan (BWMP) approved by R.O.; in working language and translation into English, French or Spanish; details of procedures & methods for management of ballast water & sediments; piping diagram; list of duties			
12.2	Ballast water record book (BWRB) in working language and translation into English, French or Spanish; kept on board at least 2 years; reflect actual ballast water situation and each operation; ballast water managed according to D-1, D-2 or D-4 as applicable			
12.3	Ballast water management procedures complied with BWMP; BW exchange as per Reg.B-4 (e.g. 200m in depth and 200/at least 50 nm from nearest land) with at least 95% volumetric exchange; BW treatment with D-2 standard (if applicable)			
12.4	Ballast water management system (BWMS) installed as per Reg.B-3; type approved cert. & original test result; particulars correspond to BWMP; no bypassed; self-monitoring device; treatment process (incl. filters, pumps, UV lights, back flushing equipment, active substances, approval for designated purpose for ballast tank if any (i.e. storage of sewage)			
12.5	Designated officer a designated officer nominated in BWMP; familiar with essential BWM procedures and operation of BWMS			
12.6	Sampling and access points in pipelines and ballast water tanks for analysis			
12.7	Prototype ballast water treatment technologies (Reg. D-4) (if applicable) Statement of Compliance issued by R.O. and valid; operated consistently as designed			

Item 12 (Any item above marked with "NO", please give a brief explanation and propose a corrective action plan below)

13. Check Points for Bulk Carriers in addition to Item 1 to 12		YES	NO	NA
13.1	Water ingress alarm system water level alarms (audible and visual); Dewatering arrangement operate from navigation bridge or engine control room without traversing exposed decks <i># Examples of detainable def.: testing of the water ingress alarm and operation of dewatering system in bosun store</i>			
13.2	Additional safety measures for carriage of solid dangerous goods in bulk (SOLAS II-2/19) immediate availability of water supply from fire main by remote control fire pumps; adequate power ventilation (at least 6 air changes per hour) & suitable wire mesh guards fitted over inlet and outlet ventilation openings, or natural ventilation provided in enclosed cargo spaces; personnel protection including 4 sets of full protective clothing resistant to chemical attack with additional 2 sets of SCBA			
13.3	Means of closing all ventilators and other openings leading to the cargo spaces			
13.4	Loading instrument (SOLAS XII/11) calibration & inspection records			
13.5	Oxygen analysis and gas detection equipment (SOLAS VI/3) when transporting a solid bulk cargo which is liable to emit a toxic or flammable gas, or cause oxygen depletion in the cargo space			

Item 13 (Any item above marked with "NO", please give a brief explanation and propose a corrective action plan below)

14. Check Points for Tankers in addition to Item 1 to 12		YES	NO	NA
14.1	Closing devices windows, door and other openings of wheelhouse, and those on exposed bulkheads of superstructures and deckhouse			
14.2	Cargo pump room lighting/ventilation inter-lock system, monitoring and alarm system for hydrocarbon/gas concentration, pump shaft gland, bearing and casing temperature, bilge level, etc.			
14.3	Venting system of cargo containment system pressure/vacuum relief valves; venting systems incl. spare fans or impellers for enclosed spaces and compartment in cargo area			
14.4	Cargo tank level indicators high liquid level alarms and overflow control, etc.; indicators/gauges/meters and alarms at cargo control room/station; calibration & inspection records			
14.5	Electrical and mechanical remote operating and shut-off device for cargo pumps, bilge pumps, ballast pumps and stripping pumps			
14.6	Fixed and portable gas detecting instruments SOLAS II-2/4.5.7 – min. 2 portable for both oxygen and flammable vapour; IBC Code Ch.13.2 – (depends on cargo) min. 2 portable for both toxic and flammable vapours / min. 1 portable if fixed system is installed; IGC Code Ch.13. 6 – min. 2 portable for the gases to be carried			
14.7	Earthing electrical bonding between pipings, hull structures and cargo tanks			
14.8	Electrical installations in hazardous areas interlocking device, explosion-proof lights, etc.			
14.9	Fixed fire extinguishing arrangements for cargo area on weather decks and pump room foam applicator, fixed dry powder system, water spray system; audible alarm for release of CO ₂ in pump room; additional 2 fire-fighter's outfits (at least 4 sets on board in total); record of periodical control/test			

14.10	Emergency towing arrangements (for DWT ≥ 20000) both ends of the tanker capable of rapid deployment without main power on ship			
14.11	Tank cleaning system (for oil tankers DWT ≥ 20000) COW system, including piping, pumps, valves and deck machines; Operations and Equipment Manual			
14.12	Inert gas system (for oil tankers DWT ≥ 20000) inert gas generator, inert gas blower, scrubber room ventilation system, deck water seal, remote and automatic control valves, interlocking system between soot blower and shut-off valve on gas supply line, measuring system, alarm system and safety device <i># Examples of detainable def.: inert gas generator inoperable.</i>			
14.13	Inert gas system (for chemical tankers/gas carriers) inert gas generating system; inert gas storage system; dry air installation; gases for compensating normal losses and drying agent, etc.; gas free and purging systems and gas collecting devices for cargo tanks <i># Examples of detainable def.: PSCO observed multiple explosion proof lights in the gas dangerous space as indicated on the vessel's hazardous location plan missing the appropriate fittings/glands or fitted with improper glands.</i>			
14.14	Oil Discharge Monitoring Equipment (ODME) (for oil tankers) records of ODME operation; Oil/Water Interface Detector ; calibration & inspection records			
14.15	Prewashing system for noxious liquid substances (for chemical tankers) prewashing machines, tank washing pipelines and wash water heaters; stripping system			
Item 14 (Any item above marked with "NO", please give a brief explanation and propose a corrective action plan below)				
15. Check Points for Gas Carriers in addition to Item 1 to 12 and 14		YES	NO	NA
15.1	Cargo handling systems safety devices, e.g. emergency shut-off devices; cargo heat exchangers, pressure vessels; cargo pumps, cargo gas compressors, cargo gas blowers and prime movers; piping and insulations; auto & manual stopping devices for cargo pumps and compressors; refrigerant equipment (pump & compressors, condensers, receiver, inter-coolers, oil separators & relief valves, etc.); drainage system for leaked cargo in interbarrier spaces and hold spaces			
15.2	Gauging devices and associated alarms liquid level gauges, high level alarms and valves related to emergency shutdown system; temperature and pressure indication & alarms for cargo tanks, interbarrier spaces/hold spaces; safety devices related to use of cargo boil-off gas as fuel; calibration records			
15.3	Gas-tight bulkhead penetrations incl. gas-tight shaft sealing			
Item 15 (Any item above marked with "NO", please give a brief explanation and propose a corrective action plan below)				
Item 16 OTHER				
16.1*	• All remote draft gauges check for proper operation and readout			

17. General Observation and Comments of Ship Master *(To be completed by Ship Master)*

Signature of Ship Master : _____
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Date : _____

18. Executive Summary *(To be completed by DPA)*

Signature of DPA : _____
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Date : _____