



ACS Guidelines No.10

Guidelines for Port State Control Detention Prevention



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Guidelines for Port State Control Detention Prevention

FOREWORD

Port State Control Authorities regularly perform inspections to ascertain the compliance of the ships with the relevant IMO regulations & instruments. If the Port State Control Officer detects issues/items which are not compliant with the IMO regulations, then such issues/items are classified as deficiencies. Deficiencies of a serious nature can lead to detention of the ship. Such detentions result in financial losses to the ship owner/operator. It is possible to prevent detentions if good practices are followed to maintain the ship & equipment and engage a competent crew.

The present guidelines provide typical good practices by which detention of ships by Port State Control Authorities can be prevented. The guidelines are divided into two parts. Part A of the guidelines provides common good practices to be ensured from the ship and the Owner/Management Company side. Part B of the guidelines provides example checklists which can be used by the shipowner/operator/manager for self-evaluation. The present guidelines are aimed at assisting shipowners to take necessary preventive steps to avoid detention of their ships.

**Feedback from the industry on the contents of ACS guidelines is welcomed anytime.
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DISCLAIMER

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ACS is an association of seven Classification Societies headquartered in Asia:
BKI, CCS, IRS, KR, NK, VR and SCM.

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PART A

Guidelines for PSC Detention Prevention

1. GOOD PRACTICES ONBOARD SHIP

1. Self-inspection

The purpose of conducting a self-inspection is to ensure that all shipboard personnel are familiar with the procedures, processes and equipment to be inspected by the PSC such as:

- a. Conduct actual on-board inspection with checklist (See Part B for an example PSC Check List for self-evaluation)
(The PIC should understand the significance and the purpose of each item to be checked)
- b. Be prepared with the documentation/corrective action taken on deficiencies detected previously if it is a follow-up PSC inspection

2. Procedure when major deficiencies are detected before Dep./Arr. at the Port

- a. Consider the possibility of repair/rectification of the deficiencies on board (RO/OEM should be consulted before undertaking the same as applicable)
- b. Consult the shore side regarding feasibility of repairs at the Port/Other facility if on-board repairs cannot be carried out
- c. Reporting to Port State Control / relevant RO
- d. Recording in Deck Log Book & Eng. Log Book

3. Maintenance of the records

- a. Working Hour Record

(Especially, bunker supply/ Arr. & Dep. port/ Passing the narrow channel, etc.,)

- b. Oil Record Book, Garbage record book
- c. Reports & Communication records (with shore side, RO, flag administration etc.).

4. Positive attitude

- a. Voluntary participation in periodical emergency drill(s)
- b. Pro-active efforts for improving safety and working conditions onboard the ship etc.
- c. Self training, upgrading the crew's working familiarization, etc.,)
- d. Captain & C/E onboard presence during PSC inspection

5. Active & Positive attitude for PSC inspection

- a. friendly attitude to PSCO
- b. Prompt rectification (if possible) of the deficiencies & detention items or preparation of a rectification/repair plan in case the deficiencies cannot be rectified immediately(contact with shore side)
- c. Do not attempt to/conceal the self-identified detention items
- d. Feedback to PSCO & RO (if applicable) regarding rectification results
- e. (If deemed appropriate) Contact the management company or the Office of the RO as applicable

2. GOOD PRACTICES BY OWNER OR MANAGEMENT COMPANY

1. Active support & management for the Ship

- a. Motivation of the ship's crew
- b. Active support to ship for rectification of the identified deficiencies

- c. Collection of information relevant to PSC (in form of latest IMO regulations, PSC circulars, flag state circulars, RO/Classification Society guidelines, Technical bulletins etc.) & dissemination to the ship
- d. Checking the vessel's condition through periodical internal audits and inspections, etc., reviewing the outcomes and taking the necessary correcting actions.
- e. Verifying the effectiveness of the Ship's Safety management system.

2. Others

- a. Reviewing the need of RO/Class' PSC Pre-inspection
- b. (If deemed appropriate) Contact the nearest RO/Class' Branch Office at the earliest
- c. Reviewing & rescheduling ship's operation schedule for shore-side inspection & audit (at daytime)
(Considering crew's fatigue & limitation of shore-side inspection & audit at night time)
- d. Establish and continually review the company's technical support system

PART B
SAMPLE CHECK-LIST FOR SELF-EVALUATION BY OWNER

<ul style="list-style-type: none"> • For a ship involved on international voyages, it is recommended to perform the self-evaluation according to this checklist at least once in every 2 months. • The Master should notify any accident/incident, defects and relevant repairs undertaken on board which affect the ship to the following at the earliest: <ul style="list-style-type: none"> ○ Owner/Ship Manager ○ Recognized Organization/Classification Society ○ Port State Control Authority (if the repairs are undertaken in response to the rectification of the deficiencies) • Relevant evidence of the accident, defects and repairs which may include photographs/videos should be maintained and kept ready by the Master 			
1 ISPS			
	Item	Recommended Checks	Result*
1.1	Security Level Display	Display of Security level near gangway	
1.2	Gangway Watch	Provision of continuous & strict gangway watch	
1.3	Visit Log	Identification of visitors (Visit Log and Photo ID of the visitors to be maintained)	
1.4	Control of restricted areas	Control of restricted areas in accordance with levels set by SSP Restriction of access to prohibited areas (entrances sealed and/or proper measures taken)	
1.5	Security Drills	Records to demonstrate that security drills have been conducted	
1.6	Ship Security Plan (SSP)	Approved SSP is available onboard	
2 Meeting Room			
	Item	Recommended Checks	Result*
2.1	Ship & Crew Certificates	Original certificates, Validity on date & Contents	
2.2	Manuals (Stability booklet, Loading manual, Cargo securing manual, life saving appliances & fire safety training manual, emergency towing procedures, damage control plan,	Original copy as approved by administration/RO on board	

	maintenance manuals etc. as applicable)		
2.3	Survey report File (for ESP surveys only)	Classification Society/RO report Thickness measurement report Survey programme (till completion)	
2.4	SOPEP, SMPEP	List of national operational contacts (duly updated) Approved Plan	
2.5	Oil Record Book/Garbage Record Book/Ballast Water Record Book	Accurate logging of data (Especially comparison with tank soundings and Oil record book) in accordance with the relevant regulations Quantity of Incinerated residues (shore/onboard) Note: In case of electronic records, these must be properly maintained.	
2.6	Garbage management plan, Ballast water management plan, Ship Implementation Plan for IMO 2020 Sulphur cap	Approved plan maintained on board	
2.7	Rest hours of crew	Verification that crew is not over-worked (rest hours provided to the crew are not less than the minimum requirements)	
2.8	MLC related matters	Verification that Sea-farer employment agreements are properly implemented (e.g. payment of wages on time, medical care/coverage provided etc.)	
2.9	Cargo Information	Verification for cargo weights (e.g. containerships)	
2.10	Familiarization of crew	Crew is trained and familiarized regarding their onboard duties and responsibilities (including the cybersecurity related aspects)	
2.11	Safe Manning	Certificate provided onboard for safe manning and the number of crew in accordance with the requirements	
2.12	Continuous Synopsis Record (CSR)	Updated CSR available onboard	
2.13	Bunker Delivery Note or FONAR (as applicable)	Maintenance of records onboard	
3	Bridge		
	Item	Recommended Checks	Result*
3.1	Chart & Notice to Mariner	Latest editions of the navigation charts are available onboard	
3.2	Nautical Publications	Lights list List of radio signals Tide Table Sailing Direction IAMSAR	
3.3	Deck Log book	Training records (Abandon Ship drill, Fire Drill, Emergency Steering drill, enclosed space entry etc.), Maintenance records	

3.4	Lifejacket & Immersion suits	In good condition Lighting & Whistles in working condition Marking Approved by administration	
3.5	Standard Magnetic Compass	Lighting Adjusted for proper working conditions No bubbles within the display Deviation card updated and available	
3.6	VHF/MF/HF Radio	In good working condition and regularly serviced BQ/RQ test in Emergency Reserve of power & Report Successful operation	
3.7	EPIRB	In good working order & Test Report Validity date of HRU and Battery Location	
3.8	AIS, Echo Sounder, (S) VDR	In good working order AIS is properly programmed Annual test certificate for VDR available on Ship	
3.9	Water Ingress System (if installed)	In good working order Remote control function of valves Functionality of Alarms/Indicators	
3.10	Daylight Signal Lamp	Operability by emergency source of power Operability on both ship sides Portable battery and at least 3 spare illuminants (keels laid after 01/07/2002)	
3.11	Fire alarm & Fire detection system	Functionality & good working condition Operability by emergency power source Alarm in 2 minutes MCP distance Check for control fault alarm cleared	
3.12	Navigation Light Panel	Alarm test Pilot Lamp Operability by emergency power source	
3.13	Emergency Lighting	Functionality & good working condition Verification of intactness and absence of damage	
3.14	ECDIS	In good working order Operational tests Identified as a critical item on the SMS manual and maintain periodical checks Familiarization of the deck officers, also maintain training records Version checking of ENCs	
3.15	Watch Keeping schedules	Watch keeping schedules and procedures established and posted on Bridge	

3.16	Deck Officer's familiarization with navigation equipment	Familiarization of deck officers with navigational equipment's operation and maintenance	
3.17	Bridge Navigational Watch Alarm System	In good working order Security means in place to permit access to controls only to Master	
3.18	LRIT	In good working order Test report is available	
4	Wing Bridge		
	Item	Recommended Checks	Result*
4.1	Quick release Life-buoy	Verification of Quick release mechanism Self-igniting light and self-activating smoke signals Expiration date	
4.2	Navigational light	Black Paint on light screens as applicable Properly fitted at the required angles No damage Operability using emergency source of power	
5	Outside of Accommodation		
	Item	Recommended Checks	Result*
5.1	Battery Room	General cleanliness and ventilation Reserve condition for GMDSS Recharging SG of Electrolyte Connecting cable Explosion-proof lamp	
5.2	Emergency generator room	Functioning & Operability Gauges Isolate valve from fuel Sufficient fuel quantity to operate for 18 hrs Blackout test ACB testing	
5.3	E/R Ventilator and E/R Funnel damper	Damper moving/corrosion Maintenance considering manufacturer's gap standard (typical: 3-4 mm) Visual check of the flaps (especially for ships calling at Australian ports) No leakage from the control line	
6	Survival Craft & Launching arrangements		

	Item	Recommended Checks	Result*
6.1	Access route to survival craft	Verification of absence of obstacles on the way Embarkation ladders are in good condition	
6.2	Lifeboat's hull, marking & painting	Check for holes/cracks Correct Markings Condition of hull (skate fender, bilge keel)	
6.3.1	Davit (lifeboat, rescue boat)	Checks for excessive corrosion Limit switch Greasing for moving parts	
6.3.2	Davit (Davit-launched liferaft – if fitted)	Checks for excessive corrosion Limit switch Greasing for moving parts By independent source (davit arm rotating angle for combined type)	
6.4	Sheave & loose gear	Good Working condition Check for Hole/excessive corrosion	
6.5	Winch & Foundation	Lower brackets, Bolt/Nut Fall renew (every 5 years) Winch brake Records of annual inspection and dynamic winch tests	
6.6	Lifeboat Engine	Repair (if not started immediately) Running (3 mins) and propulsion (FWD & AFT) F.O level and tank Battery recharged (if required) Two independent engine starting system	
6.7	Open type-Lifting hook assembly	Verify the condition of the Lifting Hook Assembly	
6.8	Enclosed type (freefall type)	Working Correct re-setting according to manufacturer's standard Stowage of lifeboat	
6.9	Lifeboat equipment	Fire extinguisher Validity & Quantity of the inventory items Wooden seat rotten	
6.10	Lifeboat lowering	Drills & Tests (as applicable) conducted and records maintained Remote lowering Brake Water-spray (if req.) Check for emergency lowering condition of Rescue boat	
6.11	Winch & Motor	In good working order	

		No oil / air leakage from winches and motors	
6.12	Fire Drill and Abandon Ship drill	Crew familiarity Instructions displayed	
6.12.1	Major checking point during Fire Drill: The crew member's reporting to the control station(bridge) and initial fire extinguishing in small fire only Communication between the fire location and the control station(bridge) Confirmation of the name of the crew wearing fireman's outfit, the pressure for air bottle of BA and the time conducted by the officer at the fire site Duty of the rescue team and the way of rescuing/carrying the injured crew/deceased crew Responsibility of the crew member in charge at the fire location		
6.12.2	Major checking point during Abandon Ship Drill: Launch of the survival craft within required time period * preparation for embarking and launching by 2 crews in less than 5 min. (SOLAS III/13.1.3)* Cargo ship: 10 min. for lifeboats and davit-launched liferafts (SOLAS III/31.1.5)* Passenger ship : 30 min. for lifeboats and davit-launched liferafts (SOLAS III/21.1.4) Retrieving of the Personal belongings for each crew (certificates, documents etc) Familiarization of the assigned duty for each crew Familiarization of the survival craft launching procedure (Commander, Substitute for commander and Bos'n)		
6.13	Liferaft	Serviced regularly by approved agency – valid certificates maintained onboard Releases properly serviced and valid certificates maintained onboard Securing of liferafts onboard and no obstacles to hinder operation	
7	Inside of Accommodation		
	Item	Recommended Checks	Result*
7.1	Door with self-closing device	No holding Back in accordance with SOLAS requirements In good working condition	
7.2	Insulation	In good condition No missing/ omission No breakaway Cable penetrations in good condition	
7.3	Fixed Fire extinguisher system – CO2	Serviced regularly and dates clearly marked Bottle contents (In case of Low press. Type, also chiller) Hydro Test date Crew familiarity Insulation Safety pin location according to manufacturer's standard Remote Control Line	
7.4	Fire, smoke & heat Detectors	Detector test Audible/Visible alarm Confirm number of detector	

7.5	Isolating Valve	Location Moving part Marking	
7.6	Fireman’s outfit	Separate Stowage Bottle/cylinder pressurized date & contents(incl. spare) (properly serviced) in good condition and working order Belongings / Emergency lights /Familiarization with wearing the Fireman's Outfits	
7.7	MLC related matters	Cleanliness of crew cabins, galley, and other rooms Good ventilation and air-conditioning Clean and hygienic bedding, adequate artificial light, hot and cold Running water, suitable and sufficient toilet provisions, and showers in Proper condition. Adequate food and supplies	
7.8	Portable firefighting equipment	Serviced regularly and dates clearly marked Spare Charges	
7.9	Fire Control Plan	Updated Fire Control Plan available	
7.10	Life jacket	In good working condition Lights and whistles functional	
7.11	EEBD	Proper stowage condition and air pressure maintained	
8	Main Deck & Cargo Hold (Bulk Carrier and General Dry Cargo Ships)		
	Item	Recommended Checks	Result*
8.1	International shore connection	Retaining with required items	
8.2	Ventilator	Damper moving/corrosion Coaming Vent Cover Open-Shut settings clearly marked ** Especially, when checking the condition of all fire dampers & ventilators of Ro-Ro ship’s cargo holds	
8.3	Air pipe	Coaming(trace of leakage) Ball/disc float not stuck or damaged Height	
8.4	Fire main line	Hole/trace of leaking Corrosion Valve moving Patching	
8.5	Main deck	Corrosion/hole	

		No crack Paint condition	
8.6	Small hatch	Weathertightness Closing Device Corrosion/hole	
8.7	Hatch cover	Corrosion/hole Packing Weathertightness(Hose Test)	
8.8	Hatch coaming, stay, stiffener	Corrosion/hole Crack	
8.9	Bulwark and handrail	Corrosion/hole Crack	
8.10	Cleats for hatch cover	Corrosion/hole Socket corrosion Clearance(Auto type)	
8.11	Fixed CO2 gas pipeline	Corrosion/hole Crack	
8.12	Cargo holds –Overall survey	Corrosion/hole(especially under the cross deck) Leakage Repair by crew(Re-welding or Doubler plates) Conner plate	
8.13	Pilot embarkation arrangements & accommodation ladders	In good condition	
8.14	Fire hoses, nozzles	In good working condition Hydrants operating properly	
8.15	Railings, Walkways	Not corroded or damaged	
9	Fore-Castle Deck		
	Item	Recommended Checks	Result*
9.1	Ventilator	Damper moving/corrosion Coaming Vent Cover Open-Shut settings clearly marked	
9.2	Air pipe	Coaming(trace of leakage) Ball/disc float not stuck or damaged Height	
9.3	Small Hatch	Weathertight Closing Device	

		Corrosion/hole Packing	
9.4	Navigational lights	Required angle No damage	
9.5	Bed plate of windlass/Winch	①Bed plate(Corrosion/hole) Brake pad Drum condition	
9.6	Dewatering System (if installed)	Remote control V/V working Sensor working	
9.7	Winches, Capstans, anchoring devices	In good working condition	
9.8	Railings & walkways	Not corroded or damaged	
10	Bosun Store		
	Item	Recommended Checks	Result*
10.1	Anchor Pipe and Air pipe for F.P.T	Corrosion/hole(trace of leaking)	
10.2	Chain Locker wall	Corrosion/hole	
10.3	F'cle deck/ Weather tight door/Wall	No penetrating light from outside Bosun store	
10.4	Life Jackets	Lighting & Whistles Marking Ship name/Port of Reg. Good Condition Approval by FS	
11	Poop Deck		
	Item	Recommended Checks	Result*
11.1	Navigational lights(Incl. Anchor Light)	Required angle No damage	
11.2	Air pipe	Coaming(trace of leakage) Floating Ball in Head not stuck or damaged	
11.3	Small Hatch	Weathertight Closing Device Corrosion/hole Packing	
12	Steering Gear Room and Emergency Fire Pump Room		
	Item	Recommended Checks	Result*

12.1	Em'cy lighting	Operating Test No damage	
12.2	Main & Emergency Steering Gear	Verify Functionality of high level bilge alarm L.O tank& alarm for Hyd. pump Em'cy steering operational No visible hydraulic leakage	
12.3	Em'cy fire pump	Starting(several time if possible, Instructing the caution of low draft starting. Self-ejecting function incl. vacuum pump, check for any leakage) Suction pressure Two jets of water(Fore/Bridge) oProtection of suction or discharge piping penetrating E/R Overhauling the exhaust pipe if necessary Operation of isolating valve	
13	Engine Room		
	Item	Recommended Checks	Result*
13.1	Fire detector	Detector Test Audible/Visible alarm	
13.2	Portable fire extinguisher	Contents replacing date/servicing date Working test(Sampling) Hydro test date Spare Charges	
13.3	Emergency escape trunk	Insulation condition Self-closing fire door Em'cy lighting functioning properly oInstallation for GT 1000 and above(Keel laid on or after 1984.9.1)	
13.4	Emergency lighting	Working Test No damage	
13.5	Quick Closing / Shut-off valve	Verification of Working condition	
13.6	Insulation, Lagging	No missing areas No breakaway/omission Hot space insulation (Insulation: High Temp. Fuel pipes and fitting connections, and steam pipes) Permanent Repair and/or replacement required for the temporarily repaired areas(including cemented pipes and/or fitting connections)	

13.7	Jacketed pipe for high pressure fuel	No missing part Drain box alarm & leakage alarms in working order Spray shields installed	
13.8	Oil filtering equipment	Functioning of 15ppm alarm Functioning of Auto-stop devices Certificate of calibration available and valid (as applicable) Is the discharge pipe clean(Cleaning inside) No corrosion of the casings & discharge pipes Filter & Inner condition Use maker’s filter & spare filter Crew’s familiarity for equipment(operating and alarm test) Close the discharge valve Shore connection(flange size) Operation Manual posting	
13.9	Direct line for discharging oily bilge	To ensure no improper or untreated discharge	
13.10	E/Room (Cleanliness)	Bilge Quantity To be delivered to offshore if excessive No Oil/water leakage of Main/Aux. machineries No residual and oily rags No oil leaks from outer surface of welded fuel oil tanks (pin hole) Tools and equipment properly stored Emergency escape/exit free from obstructions	
13.11	Sewage treatment plant equipment	Good working condition Level alarm Pump operation Crew’s familiarity with equipment operation (operating and alarm test) Air diffuser & circulation line Confirmation of calculation sheet on Sewage discharge rate Shore connection(flange size)	
13.12	Ballast Water Treatment System	Valid Type Approval Certificate Designated person in charge of operation of BWTS BWMS equipment in good working condition Pump operation Crew familiar with equipment operation and maintenance requirements Easy access for PSCO to take sample	

13.13	Exhaust Gas Cleaning System (If installed)	Valid Type Approval Certificate Good Working Condition Continuous functionality of Monitoring systems Valid Type Approval Certificate of Washwater treatment equipment Good working condition of the washwater treatment equipment Crew familiar with equipment operation & maintenance (EGCS as well as Washwater Treatment)	
13.14	Watch-keeping schedules (for ship underway or at port)	Watch-keeping schedules established and posted	
13.15	Familiarization with engine room machinery	Familiarization with Engine Room Machinery (operations, maintenances, and any relevant record)	
13.16	Main and Auxiliary Engine Components	Proper functioning of all components	
13.17	Main and Emergency Fire Pumps	In good working condition Adequate pressure is available	
13.18	Life Jackets & Immersion suits	In good working condition Lights and whistles functional	
13.19	EEBD	Proper stowage condition and air pressure maintained	
14	Other Spaces		
	Item	Recommended Checks	Result*
14.1	Paint Store	Fire extinguisher/Water Sprinkler Explosion-proof light Ventilator Paint in designated area	
15	Remarks		
	Confirm the Ship Officers' familiarization with maintenance procedure for safety equipment Ship crew's familiarization with the Company's Guidance for PSC detention prevention. Verification of SMS Manual for SPC Inspection		

During Drydocking when the deck is in poor condition, if deemed necessary, surveyor may request for sandblasting to be carried out before survey.

*Result: Satisfactory/Not Applicable/Deficiency found and rectified