

PORT STATE INSPECTIONS POCKET CHECKLIST Revision 1

Reducing the risk of Port State Control detentions



In conjunction with:

UK P&I CLUB 

**Lloyd's
Register**

LIFE MATTERS

Introduction

In conjunction with an industry partner, the UK P&I Club, we have compiled this checklist following analysis of deficiencies found by Port State Control officers on ships classed by Lloyd's Register.

To help reduce the risk of your ship being detained, as a minimum, we would strongly recommend that you include the items on the chart on page 4 as part of your final checks prior to voyage and port entry. These checks will help to ensure that the items continue to conform to international convention requirements. It is strongly advised that all other items in this checklist are checked on an ongoing basis.

For convenience, the deficiencies have been listed by distinct areas on a ship. This means that each crew member can take responsibility for their own area. The checklist is re-usable.

This is the first in our series of pocket checklists to help you comply with international convention requirements. For information about the other checklists in the series please visit www.lr.org/psc or www.ukpandi.com

Latest news on classification and regulatory matters which affect you, including port state control, is published in our *Classification News* bulletins. To subscribe to this service go to www.lr.org/classnews

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Are you prepared for a Port State Control Inspection?

PSC officers always commence their inspection in the Master's office. It is essential that certification is up-to-date and valid. All other necessary documents, records and manuals should, where required, be approved and on board.

If equipment is broken or missing, or the ship has suffered damage en route to the port, the Master must notify the port authorities prior to port entry. If the port authorities are informed of the problem and of any permanent or temporary remedies agreed with Class or the flag State, the vessel should not be detained. However, if notice is not given before entry, the Port State has clear grounds for inspection, possibly leading to a detention.

If your ship is detained, or appears to be in the process of being detained, you should contact the nearest Lloyd's Register Group office immediately for assistance.

The major PSC organisations publish their criteria for targeting a ship on their web sites. Shipowners and operators should use these criteria to calculate the target rating of their ships.

Paris MOU – www.parismou.org

Tokyo MOU – www.tokyo-mou.org

USCG – <http://homeport.uscg.mil/mycg/portal/ep/home.do>

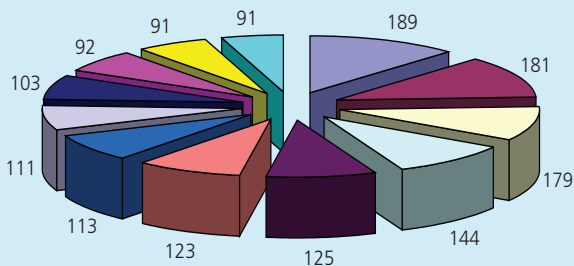
Other MOUs include Abuja, Black Sea, Caribbean, Indian Ocean, Mediterranean, Riyadh and Vina del Mar.

A ship operator may disagree with the findings of the PSC Authority and the majority of the regional PSC organisations have guidelines on how to appeal against a detention. These can also be found on the above web sites.

IMO Procedures for Port State Control, Appendix 1 also provides guidelines on detentions [ISBN: 92-801-5099-5].

Most common deficiencies

The following are the most common deficiencies (by number) found by Port State Control officers during the period 2009–2011 on ships classed by Lloyd's Register.



- Maintenance of the ship and equipment [189]
- Auxiliary engine [181]
- Lifeboats [179]
- Nautical publications [144]
- Cleanliness of engine room [125]
- Ventilators, air pipes, casings [123]
- Propulsion main engine [113]
- Charts [111]
- Emergency lighting, batteries and switches [103]
- Fire dampers [92]
- Fire fighting equipment and appliances [91]
- Oil filtering equipment [91]

1. Master's office / responsibilities

1. **Certificates, documents and records**
 - all trading certificates, documents and records available, in date, appropriately completed and approved, as required
2. **Standards of Training, Certification and Watchkeeping (STCW)**
 - all personnel appropriately certificated with documents available
3. **Records of rest hours**
 - all available and up to date
4. **Safe Manning Document**
 - up to date and original copy available
5. **International Safety Management (ISM) emergency preparedness**
 - drills to be carried out regularly and effectively with documented evidence
6. **International Ship & Port Facility Security (ISPS)**
 - records and arrangements in accordance with requirements
7. **Shipboard Oil Pollution Emergency Plan (SOPEP)**
 - approved and up to date with contact details included

Notes:

1. Photograph records, with dates, provide good evidence of drills being regularly held.
2. IMO MSC.1/Circ.1206 provides guidance on 'Measures To Prevent Accidents With Lifeboats'.

2. Bridge area

1. **Charts**
 - valid, up to date and as required for the voyage
2. **Nautical publications**
 - all available, appropriately completed and approved, as required
3. **Magnetic compass**
 - easily readable and correctly adjusted (deviation card)
4. **Lights, shapes, sound-signals**
 - in working order
5. **Echosounder**
 - in working order
6. **Global Maritime Distress and Safety System (GMDSS)**
 - in working order and reserve sources of power fully charged
7. **Emergency Position Indicating Radio Beacon (EPIRB)**
 - in working order; updated maintenance records available
8. **Fire detection cabinet**
 - alarms in working order

Note:

If the echosounder is not functioning, ensure that a flag State exemption has been received and is on board.

3. Life-Saving appliances

1. **Lifeboats**
 - structure sound
2. **Lifeboat engine**
 - can start without difficulty
3. **Lifeboat inventory**
 - all as required and in date
4. **Lifeboat davits**
 - well maintained and in good working order
5. **Emergency lighting and batteries**
 - functioning correctly and in place
6. **Lifejackets**
 - correct number, correct location, with appropriate marking and in good condition
7. **Lifebuoys**
 - correct number, correct location, with appropriate marking and in good condition
8. **Inflatable liferafts**
 - clear of obstructions
 - weak link correctly positioned
 - hydrostatic release in date
9. **Embarkation arrangements for survival craft**
 - all in order as per requirements

Note:

1. Engine must be able to start without 'magic spray' (engine spray).
2. Recommend decks at embarkation areas have a non-skid coating.

3. Life-Saving appliances, continued



Correctly mounted Hydrostatic Release Unit (HRU) on an inflatable liferaft



Incorrectly mounted HRU on an inflatable liferaft. The painter should be attached to the HRU

4. Accommodation

1. **Fire doors**
 - able to close tight and in good condition
2. **Fire fighting equipment**
 - available, in place and in good working order
3. **Fire control plan**
 - in place and up to date
4. **Signs, indications (weathertight doors, fire detectors, fire dampers, ventilation)**
 - all in place and as required
5. **Emergency lighting and batteries**
 - functioning correctly and in place
6. **Sanitary facilities**
 - equipment in place, clean and functioning correctly



Sanitary facilities
not fit for use

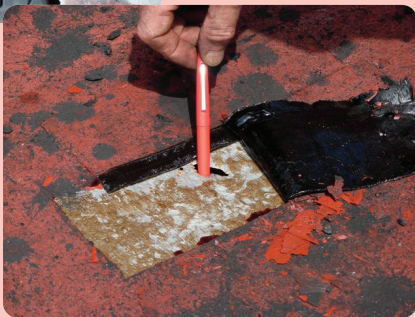
5. Deck area

- Deck corrosion**
 - ensure deck well maintained and not corroded, holed or wasted
- Railings, cat walks**
 - ensure all are well maintained and not corroded, holed or wasted
- Cargo and other hatchways**
 - ensure weathertight and the covers are in good condition with securing devices adequate and in place
- Weathertight doors**
 - in good condition and securing correctly
- Ventilators, air pipes, casings**
 - clearly marked and in good working condition
- Winches, capstans and anchoring devices**
 - clear markings and in good working condition
- Fire dampers, quick-closing devices and means of control**
 - clearly marked, easy to operate and corrosion-free
- Fire fighting equipment and appliances**
 - available, in place and in good working order with valid recharge date marked where appropriate
- Fixed fire extinguishing installation**
 - bottles correctly serviced and dated; release mechanisms in good condition and in place
- Rescue boats**
 - all in order as per requirements

5. Deck area, continued



Wasted engine room fire damper



Main deck holed - found masked with tape painted in red

Notes:

1. Corroded or non-operable fire dampers are one of the most common detaining items.
2. The condition of the hatchway covers and their closing devices are always checked during PSC inspections.

6. Working spaces

1. **Emergency fire pump**
 - capable of being started easily and delivering sufficient pressure at hoses
2. **Emergency generator**
 - able to be easily operated and connected to switchboard
3. **Lighting**
 - ensure it is adequate
4. **Safe means of access**
 - ensure it is adequate

7. Engine room

1. **Cleanliness of engine room**
 - clean, no oil leaks, clean bilges and tank tops and no oily rags
2. **Retention of oil on board**
 - ensure correct tanks are being used and they are emptied at port facilities
3. **Jacketed piping system for high pressure fuel lines**
 - approved system in place
 - leak tank alarm in working order
4. **Oil filtering equipment (oily water separator)**
 - working correctly, ensure no illegal pipes
5. **15 PPM alarm arrangements**
 - functioning as required
6. **Propulsion main engine**
 - all components functioning correctly
7. **Auxiliary engines**
 - all in working order
8. **Oil record book**
 - data correctly entered
9. **Fire pumps**
 - in working order with adequate pressure
10. **Steering gear**
 - functioning correctly
11. **Signs, indications (weathertight doors, fire detectors, fire dampers, ventilation)**
 - all in place and as required

7. Engine room continued

- 12. **Emergency lighting and batteries**
 - functioning correctly and in place
- 13. **Fire fighting equipment**
 - available, in place, in good working order with valid recharge date marked where appropriate
- 14. **Weathertight doors**
 - in good condition, securing correctly and capable of being closed remotely



Illegal pipe - sludge pump to overboard



Leaking auxiliary engine

8. Appendix: Port State Control target criteria

The targeting of a ship by Port State Control officers is mostly determined by the factors listed below. Answering yes to some or all of these questions will increase the likelihood of your ship being inspected.

1. Is your ship registered with a flag on the MOU black list of flags?
2. Are your ship's classification certificates issued by a 'non-recognised organisation'?
3. Is your ship more than 10 years old?
4. Has your ship's flag State NOT ratified all conventions?
5. Is your recognised organisation's class deficiency ratio above average?
6. Has your ship NOT entered a port in the region during the last 12 months?
7. Has your ship NOT been inspected in the last 6 months?
8. Has your ship been detained during the last 12 months (one or more detentions significantly increases the likelihood of an inspection)?
9. Have any deficiencies been found during Port State Control inspections of your ship within the last 12 months?
10. Are there outstanding deficiencies from the last inspection of your ship?

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