



ST KITTS & NEVIS INTERNATIONAL SHIP
REGISTRY

The Saint Christopher & Nevis Merchant Shipping Act Cap 7.05
Department of Maritime Affairs



FLAG STATE INSPECTION REPORT

VESSEL NAME	INSPECTION LOCATION	DATE OF INSPECTION	LAST INSPECTION DATE

NAME OF INSPECTOR:	ID NUMBER

- NOTE:
- 1. This inspection form is to be signed by the Inspector and the Master of the vessel. The original shall remain onboard and be kept by the Master as one of the vessels official documents.
 - 2. See Annex 1, for the list of documentary evidence that should be attached to this checklist.
 - 3.

SECTION A – VESSEL PARTICULARS			
SKN Official Number	IMO / CaribShip No	Radio Call Sign	MMSI Number
Gross Tons (ITC69)	Net Tons (ITC69)	Year of Build	Vessel Type
Total Engine Output (KW)	Trading Area	Details of Trading Area	
	☐ Restricted ☐ Unrestricted		

SECTION B – CLASSIFICATION / RECOGNISED ORGANISATION DETAILS		
Classification Society	Class Notations (if any)	RO issuing Statutory Certification
RO issuing DOC	RO issuing SMC	RO issuing ISSC

SECTION C – ISM MANAGERS / OPERATING COMPANY			
Company Name:			
Company IMO Number			
Address (As per DOC):			
Telephone:		Fax:	
Email Address:			
DPA Name:		Mobile Number:	
Email Address:			
CSO Name:		Mobile Number:	
Email Address			
MLC Contact Person:		Mobile Number	
Email Address			

* If the DPA/CSO/MLC person is the same, there is no need to complete all questions.

NOTE: Neither the inspection nor the report constitutes a certification, warranty or other representation as to the seaworthiness of the vessel described herein nor do they relieve any person or organisation from their responsibilities and obligations to ensure that the vessel is maintained in a seaworthy condition.

Signed by

Name of the Inspector:

Name of the Master / Ship’s Stamp:

SECTION D – VESSEL DOCUMENTS (FLAG, CLASS & STATUTORY CERTIFICATES)			
FLAG STATE CERTIFICATES			
Certificate	On Board and Valid	Date of Issue	Date of Expiry
Certificate of Registry	☐ Yes ☐ No ☐ Na		
Minimum Safe Manning	☐ Yes ☐ No ☐ Na		
Ship Radio License	☐ Yes ☐ No ☐ Na		
Continuous Synopsis Record	☐ Yes ☐ No ☐ Na		
Civil Liability (Oil)- blue cards are valid and accessible	☐ Yes ☐ No ☐ Na		
Civil Liability (Bunker) blue cards are valid and accessible	☐ Yes ☐ No ☐ Na		
Wreck Removal blue cards are valid and accessible	☐ Yes ☐ No ☐ Na		
MLC & DMLC (Part 1&2)	☐ Yes ☐ No ☐ Na		
LRIT Conformance Test (valid onboard)	☐ Yes ☐ No ☐ Na		
DPA Declaration Form (dully endorsed by the administration) Form	☐ Yes ☐ No ☐ Na		
CSO Declaration Form (dully endorsed by the administration) Form	☐ Yes ☐ No ☐ Na		
Remarks / Notes:			

CLASSIFICATION & STATUTORY CERTIFICATES			
Certificate	Status (FT or ST)	Date of Issue	Date of Expiry
Certificate of Class			
ITC 69			
Load Line			
Cargo Ship Safety Construction			
Passenger Ship Safety			
Special purpose ship safety			
Mobile offshore drilling unit safety			
High speed craft safety and permit to operate			
Cargo Ship Safety Radio			
Cargo Ship Safety Equipment			
Certificate of Fitness – Dangerous Chemicals in Bulk			
Certificate of Fitness – Liquefied Gases in Bulk			
Document of Authorisation – Carriage of Grain			
DOC – Dangerous Goods			
Inventory of hazardous materials			
IOPP			
IOPP Supplement			
IAPP			
IAPP Supplement			
IEEC			
ISPPC			
IPPC – Noxious Liquid Substance in Bulk			
Garbage Pollution			
Ballast Water Management Certificate			
AFS or Statement of Compliance			
DOC (ISM)			
SMC			
ISSC			
Class Survey Status & Conditions			
Remarks / Notes :			

PORT STATE CONTROL REPORTS (LAST 3 OR REPORTS WITHIN LAST 12 MONTHS)					
Date	Port of Inspection	Detained	No. of Deficiencies		Any Outstanding?
		☐ Yes ☐ No			
		☐ Yes ☐ No			
		☐ Yes ☐ No			
If the vessel was detained, was a CAP presented to the attention of the Administration?		☐ YES / ☐ NO	Date Presented	dd /mm/ yyyy	
Remarks or Notes:					

SECTION E – VESSEL DOCUMENTS (PLANS, MANUALS AND RECORDS)		
Part 1- PLANS & MANUALS		
	Onboard & Valid	Remarks or Notes:
Approved General Arrangement plan (sighted)	☒ Yes ☐ No ☐ N/A	
Approved Intact Stability Booklet	☐ Yes ☐ No ☐ N/A	
Approved Damage Stability Booklet (as applicable)	☐ Yes ☐ No ☐ N/A	
Approved Damage Control Documents (as applicable)	☐ Yes ☐ No ☐ N/A	
Loading and Unloading Sequences (for Bulk Carriers)	☐ Yes ☐ No ☐ N/A	
Loading Manual with Strength Data (as applicable)	☐ Yes ☐ No ☐ N/A	
Loading Instrument Software (as applicable)	☐ Yes ☐ No ☐ N/A	
Emergency Response Service Manual and Contact Details (for	☐ Yes ☐ No ☐ N/A	
Grain Stability/Loading Manual and Certificate (as applicable)	☐ Yes ☐ No ☐ N/A	
Muster List & Emergency Instructions	☐ Yes ☐ No ☐ N/A	
Fire Control Plan & Booklets	☐ Yes ☐ No ☐ N/A	
Means of Escape procedure	☐ Yes ☐ No ☐ N/A	
Guide of Enclosed Lifeboat Launching Procedure (if applicable)	☐ Yes ☐ No ☐ N/A	
Fire Equipment Booklet of Instructions	☐ Yes ☐ No ☐ N/A	
SOPEP – Ro Approval & Date of Approval	☐ Yes ☐ No ☐ N/A	
Dangerous Goods Special list, Manifest or Detailed Storage Plan	☐ Yes ☐ No ☐ N/A	
ESP (Enhanced Survey Plan) and Executive Hull Summary Report	☐ Yes ☐ No ☐ N/A	
Garbage Management Plan (as amended Jan 2013)	☐ Yes ☐ No ☐ N/A	
Hull, Machinery, Piping and Electrical Plans (as built)	☐ Yes ☐ No ☐ N/A	
SOLAS Training Manual (Jan 2013 amendments)	☐ Yes ☐ No ☐ N/A	
Shipboard Management Documentation, such as:	☐ Yes ☐ No ☐ N/A	
Safety Management System Manual (ISM)	☐ Yes ☐ No ☐ N/A	
Cargo Handling Procedure	☐ Yes ☐ No ☐ N/A	
A) Contingency Plan	☐ Yes ☐ No ☐ N/A	
B) Ship Security Plan (ISPS)	☐ Yes ☐ No ☐ N/A	
C) Cargo Securing Manual	☐ Yes ☐ No ☐ N/A	
Other Plans – SEEMP Part I	☐ Yes ☐ No ☐ N/A	
SEEMP PART II	☐ Yes ☐ No ☐ N/A	
SEEMP PART III	☐ Yes ☐ No ☐ N/A	
Other Plans – Ozone Depleting Substances Book	☐ Yes ☐ No ☐ N/A	
Emergency Towing Booklet	☐ Yes ☐ No ☐ N/A	
Certificates & Documentation - Crew Certificate	☐ Yes ☐ No ☐ N/A	
MLC – Complaints Procedure Poster	☐ Yes ☐ No ☐ N/A	
MLC – Hours of Work & Rest Poster	☐ Yes ☐ No ☐ N/A	
MLC – Work routine posted	☐ Yes ☐ No ☐ N/A	
Procedure & Arrangement (P&A) Manual	☐ Yes ☐ No ☐ N/A	
Other:		

Part 2 - RECORDS		
	Onboard & Valid	Remarks or Notes:
Compass Error Book (Magnetic & Gyro)	☐ Yes ☐ No	
Chronometer Rate Book	☐ Yes ☐ No	
Radar Logbook	☐ Yes ☐ No	
Radar Maintenance Book	☐ Yes ☐ No	
Bridge Bell Book	☐ Yes ☐ No	
Engine Room Bell Book	☐ Yes ☐ No	
Engine Room Logbook	☐ Yes ☐ No	
Radio Logbook for GMDSS	☐ Yes ☐ No	
GMDSS Maintenance Book	☐ Yes ☐ No	
Garbage Record Book (Jan 2013)	☐ Yes ☐ No	
Oil Record Book – Part 1	☐ Yes ☐ No	
Oil Record Book – Part 2	☐ Yes ☐ No	
Cargo Record Book (MARPOL Annex II)	☐ Yes ☐ No	
Masters Standing Orders	☐ Yes ☐ No	
Maintenance records of main and auxiliary machinery	☐ Yes ☐ No	
Engine Room logbook in use & signed by Chief Engineer	☐ Yes ☐ No	
Machinery Failure alarms and safety trip tests	☐ Yes ☐ No	
Emergency Steering Gear test	☐ Yes ☐ No	
UMS alarm system test	☐ Yes ☐ No	
Machinery space closing & fan dampers test	☐ Yes ☐ No	
Remote pump and fan stop & remote closing valves test	☐ Yes ☐ No	
Rate of Discharge – Approved by the Administration	☐ Yes ☐ No	
Part 3 - PUBLICATIONS AND CHARTS		
	Onboard & Valid	Last Publication
Navigational Charts	☐ Yes ☐ No	
Pilot Charts	☐ Yes ☐ No	
Pilot Books / Sailing Directions	☐ Yes ☐ No	
IMO Routing Schemes	☐ Yes ☐ No	
SOLAS (Fire and LSA Guides)	☐ Yes ☐ No	
IMO Port State Procedures	☐ Yes ☐ No	
Radio Aids to Navigation	☐ Yes ☐ No	
List of Coast Stations (List IV)	☐ Yes ☐ No	
CCSS Code or other applicable	☐ Yes ☐ No	
ISM Code	☐ Yes ☐ No	
ISPS Code	☐ Yes ☐ No	
Navigational Charts	☐ Yes ☐ No	
IMDG Code	☐ Yes ☐ No	
ISGOTT (Tankers)	☐ Yes ☐ No	
IGC Code	☐ Yes ☐ No	
Notice to Mariners	☐ Yes ☐ No	
Nautical Almanac	☐ Yes ☐ No	
Tide Tables	☐ Yes ☐ No	
Navigational Tables	☐ Yes ☐ No	
MARPOL	☐ Yes ☐ No	
COLREGS	☐ Yes ☐ No	
International Code of Signals	☐ Yes ☐ No	
IAMSAR Manual Vol. III	☐ Yes ☐ No	
List of Ship Stations (List IV)	☐ Yes ☐ No	
IMO STCW 78/95	☐ Yes ☐ No	
List of Radio Determination and Special Service Stations (List VI)	☐ Yes ☐ No	
Call Signs and Numerical Identities of Stations used by the Maritime & Mobile Satellite Services (List VII A)	☐ Yes ☐ No	
Maritime Circular Letters of St Kitts & Nevis	☐ Yes ☐ No	
International Medical Guide for Ships (WHO) Latest Edition	☐ Yes ☐ No	
Remarks or Notes		

Part 4 - Logbooks		
	Onboard & Valid	Last Drill Date / Last Entry
Fire Drills	☐ Yes ☐ No	
Abandon Ship Drills	☐ Yes ☐ No	
Draft & Surroundings	☐ Yes ☐ No	
Accidents	☐ Yes ☐ No	
Arrivals & Departures	☐ Yes ☐ No	
Weather & Sea Conditions	☐ Yes ☐ No	
Helmsman on Duty	☐ Yes ☐ No	
Lookout on Duty	☐ Yes ☐ No	
Oil Spill Drill	☐ Yes ☐ No	
Operation of Watertight Doors	☐ Yes ☐ No	
Emergency Steering Drills	☐ Yes ☐ No	
Inspection of LSA	☐ Yes ☐ No	
Security Drills & Familiarisation / Briefing	☐ Yes ☐ No	
Security Exercises	☐ Yes ☐ No	
GMDSS logbook	☐ Yes ☐ No	
Remarks or Notes:		

SECTION F – Hull Structure Maintenance and Condition Assessment						
Select as appropriate and write remarks as applicable						
1	Main Deck Weather Decks	-		14	Closing devices/watertight doors	-
2	Tween Deck Fo'c'sle, Poop Deck	-		15	Cargo Tank Vent system	-
3	Air Pipes and Vents on Decks	-		16	Safe Access to bow (tankers)	-
4	Electric Cable Conduit	-		17	Permanent Means of Access	-
5	Deck and Bos'n Stores	-		18	Wheelhouse Doors/ Windows	-
6	Crew Protection	-		19	Water level detectors on single hold cargo ships	-
7	Piping/Valves on Deck	-		20	Pump Room	-
8	Ballast, Cargo, Fuel Tanks	-		21	Cargo Pump Room	-
9	Condition of Damages on Frames	-		22	Remote pump control system	-
10	Condition of Damages on Bulkheads	-		23	ESP Records/EHS	-
11	Condition of Corrosion/ Cracks on Hull	-		24	Water Ingres Alarm System (Bulkер)	-
12	Cargo Area Segregation	-		25	Triangle Mark (Bulkер)	-
13	Opening to Cargo Area	-		26	IMO No. Marking	-
Remarks, Specify Hull damage impairing seaworthiness, General Condition of the Hull Structure /Attach Evidence as addendum						
SECTION G – Load line and Watertight Integrity						
Select as appropriate and write remarks as applicable						
1	Overloading Verification	-		11	Access hatches	-
2	Freeboard marks	-		12	Ventilators, air pipes, casings	-
3	Watertight and Weathertight Doors	-		13	Bulwarks and stays, guard rails, and freeing ports	-
4	Windows, side scuttles and deadlights	-		14	Lifelines	-
5	Superstructure end bulkhead	-		15	Railing, gangway, walkway / safe passage	-
6	Machinery space openings	-		16	Scuppers, inlets and discharges	-
7	Manholes / flush scuttles	-		17	Stowage incl. uprights, lashing, etc (timber)	-
8	Deckhouses, companionways with openings	-		18	Uprights, lashings	-
9	Doors of all access openings	-		19	Access hatches	-
10	Cargo Covers (hatchway-, portable-,	-				
Remarks, Specify Conditions that are affecting the Loading and Watertight Integrity of the Ship/Attach Evidence as addendum						
SECTION H – Propulsion/Machinery/Engine Room/Steering Gear System						
Select as appropriate and write remarks as applicable						
1	Propulsion Main engines	-		10	Fuel Oil Pipe Leak Alarm	-
2	Auxiliary/Generator engines	-		11	Gauges, thermometers	-
3	Boilers	-		12	Bilge pumping arrangements	-
4	Stern Tube Seal	-		13	UMS	-
5	Piping including insulation material	-		14	Insulation wetted through	-
6	Bilge lines	-		15	Operation of machinery	-
7	Cleanliness of E/R	-		16	Fuel Oil Arrangements	-
8	Automatic Control System	-		17	Steering Gear Function	-
9	Jacketed High Pressure Fuel Oil Pipes	-		18	Other (machinery)	-
Remarks, Attach Evidence as addendum						
SECTION I – Electrical System and Arrangement						
Select as appropriate and write remarks as applicable						
1	Lighting in control station, working, steering	-		6	Anti-explosion lights in dangerous spaces, pump	-
2	Lighting in accommodation spaces	-		7	Emergency lights	-
3	Insulating mats around MSB	-		8	Penetration in fire – resisting divisions	-
4	Emergency cables	-		9	Insulation resistance (monthly records)	-
5	Lighting in E/R	-				
Remarks, Attach Evidence as addendum						

SECTION J – Mooring/Towing Arrangement						
Select as appropriate and write remarks as applicable						
1	Anchor & chain cables	-		4	Windlass	-
2	Mooring system	-		5	Towing & Mooring Plan (for vessel constructed on or after 1 Jan 07)	-
3	Emergency Towing Arrangements (ETA) and procedures	-				
Remarks, Attach Evidence as addendum						

SECTION K – MARPOL Annex I Verification						
Select as appropriate and write remarks as applicable						
1	Control of discharge of oil	-		12	COW operations and equipment manual	-
2	Retention of oil on board	-		13	Double hull construction	-
3	Segregation of oil and water ballast	-		14	Hydrostatically balanced loading	-
4	Oil filtering equipment	-		15	Condition Assessment Scheme	-
5	Pumping, piping and discharge arrangements	-		16	Pollution report - MARPOL Annex I	-
6	Pump room bottom protection	-		17	Ship type designation	-
7	Oil discharge monitoring and control system	-		18	Oil and oily mixtures from machinery spaces	-
8	15 PPM alarm arrangements	-		19	Loading, unloading & cleaning procedures cargo spaces of tankers	-
9	Oil / water interface detector	-		20	Suspected of discharge violation	-
10	Standard discharge connection	-		21	Other (MARPOL Annex I)	-
11	SBT, CBT, COW	-				
Remarks, Attach Evidence as addendum						

SECTION K – MARPOL Annex II Verification – If applicable						
Select as appropriate and write remarks as applicable						
1	Efficient stripping	-		6	Ventilation procedures / equipment	-
2	Residue discharge systems	-		7	Pollution report - MARPOL Annex II	-
3	Tank washing equipment	-		8	Ship type designation	-
4	Prohibited discharge of NLS slops	-		9	Other (MARPOL Annex II)	-
5	Cargo heating systems - cat. Y substances	-				
Remarks, Attach Evidence as addendum						

SECTION K – MARPOL Annex III Verification – If applicable						
Select as appropriate and write remarks as applicable						
1	Packaging	-		4	Stowage	-
2	Marking and labelling	-		5	Other (MARPOL - Annex III)	-
3	Documentation (MARPOL Annex III)	-				
Remarks, Attach Evidence as addendum						

SECTION K – MARPOL Annex IV Verification						
Select as appropriate and write remarks as applicable						
1	Sewage treatment plan	-		3	Sewage discharge connection	-
2	Sewage comminuting and disinfecting system	-		4	Other (MARPOL Annex IV)	-
Remarks, Attach Evidence as addendum						

SECTION K – MARPOL Annex V Verification						
Select as appropriate and write remarks as applicable						
1	Garbage	-		3	Garbage management plan	-
2	Placards	-		4	Other (MARPOL Annex V)	-
Remarks, Attach Evidence as addendum						

SECTION K – MARPOL Annex VI Verification						
Select as appropriate and write remarks as applicable						
1	Technical Files and if applicable, monitoring manual	-		8	Incinerator incl. operations and operating manual	-
2	Record book engine parameters	-		9	Volatile Organic compounds in tankers	-
3	Approved doc exhaust gas cleaning system	-		10	Operational proc. for engines or equipment	-
4	Bunker delivery notes	-		11	Ozone depleting substances	-
5	Type approval certificate of incinerator	-		12	Approved method	-
6	Diesel engine air pollution control	-		13	Sulphur oxides	-
7	Quality of fuel oil	-		14	Other (MARPOL ANNEX VI)	-
Remarks, Attach Evidence as addendum						

SECTION L – Fire Fighting Appliances/Fire Safety Construction						
Select as appropriate and write remarks as applicable						
1	Fire prevention and structural integrity	-		13	Means of control (opening, pumps) Machinery spaces	-
2	Inert gas system	-		14	Fire-dampers	-
3	Division – decks, bulkheads and penetrations	-		15	Ventilation	-
4	Main vertical zone	-		16	Jacketed high pressure lines and oil leakage alarm	-
5	Fire doors/openings in fire-resisting divisions	-		17	International shore-connection	-
6	Fire detection	-		18	Means of escape	-
7	Ready availability of firefighting equipment	-		19	Crew alarm	-
8	Fixed fire extinguishing installation	-		20	Fire control plan	-
9	Firefighting equipment and appliances	-		21	Operation of Fire protection systems	-
10	Personal equipment	-		22	Maintenance of Fire protection systems	-
11	Emergency escape breathing Device and disposition	-		23	Evaluation of crew performance (fire drills)	-
12	Fire pumps and its pipes	-		24	Other (fire safety)	-
Remarks, Attach Evidence as addendum						

SECTION M – MLC and Crew Welfare				
Select as appropriate and write remarks as applicable				
			COMPLIANCE	
M.1	MLC Certificate & DMLC	Valid MLC Certificate on board	☐ Yes ☐ No	
		DMLC Part I on board and valid	☐ Yes ☐ No	
		DMLC Part II on board and valid	☐ Yes ☐ No	
		Certificates endorsed at required intervals	☐ Yes ☐ No	
M.2	Minimum Age (Reg 1.1)	No seafarers under 16 years employed	☐ Yes ☐ No	
		Seafarers under 18 not assigned hazardous work	☐ Yes ☐ No	
		Night work restrictions for under-18s observed	☐ Yes ☐ No	
M.3	Medical Certification (Reg 1.2)	All seafarers hold valid medical certificates	☐ Yes ☐ No	
		Medical certificates not expired (max 2 years)	☐ Yes ☐ No	
		Medical certificates in English or translated	☐ Yes ☐ No	
M.4	Manning Levels (Reg 2.7)	Valid Minimum Safe Manning Certificate on board	☐ Yes ☐ No	
		Actual crew meets minimum safe manning	☐ Yes ☐ No	
		Crew list matches Safe Manning Certificate	☐ Yes ☐ No	
M.5	Seafarers' Employment Agreements (Reg 2.1)	All seafarers have signed SEAs	☐ Yes ☐ No	
		SEAs in English and seafarer's language	☐ Yes ☐ No	
		SEAs contain all required information	☐ Yes ☐ No	
		Seafarers received copy of their SEA	☐ Yes ☐ No	
M.6	Wages (Reg 2.2)	Seafarers paid in accordance with SEAs	☐ Yes ☐ No	
		Wages paid at least monthly	☐ Yes ☐ No	
		Monthly wage statements provided	☐ Yes ☐ No	
		Allotment facilities available (if requested)	☐ Yes ☐ No	
		No unauthorized deductions from wages	☐ Yes ☐ No	
		Review wage payment records (sample crew)	☐ Yes ☐ No	
M.7	Hours of Work & Rest (Reg 2.3)	Table of shipboard working arrangements posted	☐ Yes ☐ No	
		Hours of rest records maintained for all crew	☐ Yes ☐ No	
		Minimum 10 hours rest in 24-hour period	☐ Yes ☐ No	
		Minimum 77 hours rest in 7-day period	☐ Yes ☐ No	
		Rest periods ≤2 divisions (one ≥6 hours)	☐ Yes ☐ No	
		Interval between rest periods ≤14 hours	☐ Yes ☐ No	
		Review rest hour records (past 3 months, sample crew)	☐ Yes ☐ No	
		Exceptions properly documented (emergency/drill)	☐ Yes ☐ No	
			COMPLIANCE	
M.8	Entitlement to Leave (Reg 2.4)	SEAs specify paid annual leave (≥2.5 days/month)	☐ Yes ☐ No	

		Shore leave granted when in port (where safe)	☐ Yes ☐ No	
		Leave records maintained (accrued and taken)	☐ Yes ☐ No	
M.9	Repatriation (Reg 2.5)	Certificate of financial security for repatriation posted	☐ Yes ☐ No	
		SEAs specify repatriation entitlements	☐ Yes ☐ No	
		Repatriation policy covers required circumstances	☐ Yes ☐ No	
		Maximum period on board specified in SEA	☐ Yes ☐ No	
		No seafarers forced to advance repatriation costs	☐ Yes ☐ No	
		Verify no crew exceed max time on board	☐ Yes ☐ No	
M.10	Ship Loss/Foundering (Reg 2.6)	Certificate of financial security for abandonment posted	☐ Yes ☐ No	
		Seafarers aware of compensation rights (2 months wages)	☐ Yes ☐ No	
M.11	Accommodation (Reg 3.1)	Sleeping rooms adequate size, ventilation, heating	☐ Yes ☐ No	
		Individual berths (no double bunks for adults)	☐ Yes ☐ No	
		Adequate headroom (≥203 cm)	☐ Yes ☐ No	
		Lockers, mirror, seating provided	☐ Yes ☐ No	
		Mess rooms separate from sleeping rooms	☐ Yes ☐ No	
		Mess rooms adequate size with seating, tables	☐ Yes ☐ No	
		Refrigerator and hot beverage facilities available	☐ Yes ☐ No	
		Sanitary facilities: adequate toilets, washbasins, showers	☐ Yes ☐ No	
		Hot and cold running water in sanitary facilities	☐ Yes ☐ No	
		Laundry facilities available and functional	☐ Yes ☐ No	
		Recreation facilities provided (TV, books, etc.)	☐ Yes ☐ No	
		Accommodation clean, well-maintained, pest-free	☐ Yes ☐ No	
		Adequate lighting and heating	☐ Yes ☐ No	
		Accommodation located above load line	☐ Yes ☐ No	
M.12	Food & Catering (Reg 3.2)	Galley equipment adequate and functional	☐ Yes ☐ No	
		Food storage adequate (refrigerated and dry)	☐ Yes ☐ No	
		Sufficient food quantity and quality	☐ Yes ☐ No	
		Food variety considers cultural/religious needs	☐ Yes ☐ No	
		Adequate drinking water supply available	☐ Yes ☐ No	
		Galley and stores clean, pest-free, hygienic	☐ Yes ☐ No	
		Food handlers trained/instructed in food safety	☐ Yes ☐ No	
		Food handlers hold valid medical fitness cert	☐ Yes ☐ No	
M.13	Health & Safety (Reg 4.3)	OSH policy and program in place	☐ Yes ☐ No	
		Risk assessments conducted for shipboard operations	☐ Yes ☐ No	
		PPE provided at no cost to seafarers	☐ Yes ☐ No	
		Safety training provided for assigned duties	☐ Yes ☐ No	
		Accident/injury records maintained	☐ Yes ☐ No	
		Medical equipment/supplies adequate (WHO Guide)	☐ Yes ☐ No	
		Medical chest properly stocked, not expired	☐ Yes ☐ No	
		Designated medically trained person on board	☐ Yes ☐ No	
M.14	Shore-based Welfare (Reg 4.4)	Shore leave granted where practicable and safe	☐ Yes ☐ No	
		Access to shore welfare facilities facilitated	☐ Yes ☐ No	
M.15	Complaints Procedure (Reg 5.1.5)	On-board complaints procedure established	☐ Yes ☐ No	
		Complaints procedure poster displayed	☐ Yes ☐ No	
		Seafarers aware of right to make complaints	☐ Yes ☐ No	
		Complaints records maintained (review log)	☐ Yes ☐ No	
		Complaints handled fairly, no victimization	☐ Yes ☐ No	
M.16	Crew Interviews	Interview sample of crew in confidence	☐ Yes ☐ No	
		Assess crew morale and well-being	☐ Yes ☐ No	
		Verify crew aware of MLC rights	☐ Yes ☐ No	
		Check for signs of intimidation/harassment	☐ Yes ☐ No	

Note: Special attention shall be paid to the following item:

- SEAs
- Payment of wages timely and in full.
- Repatriation arrangements
- Complaints procedure

SECTION N – SAFE MANNING REQUIREMENTS						
Select as appropriate and write remarks as applicable						
1	Deck Officers Competency	-		7	Hours of Work	-
2	Engine Officers Competency	-		8	Watch Schedule Publication/Poster	-
3	Other Officers Competency	-		9	Record of Mandatory Drills and Exercise	-
4	Deck Ratings Competency	-		10	Watch/Deck Log Reconciliation	-
5	Engine Ratings Competency	-		11	Minimum Safe Manning Compliance	-
6	Other Ratings Competency	-				
Remarks, Attach Evidence as addendum						

SECTION O – Additional checks – Passenger Vessels						
Select as appropriate and write remarks as applicable						
1	Emergency plans	-		7	Evacuation direction signs	-
2	Zone isolation operation	-		8	Emergency lighting	-
3	Sprinkler Auto Pump cut-in	-		9	Watertight doors, local & remote; identify which doors were tested	-
4	Sprinkler station alarms	-		10	Rescue and Fast Rescue Boat	-
5	Lifeboats; identify which boats were inspected	-		11	Emergency drills demonstration	-
6	Passenger cabin emergency information	-		12	Procedures & responsibilities for incident response	-
Remarks, Attach Evidence as addendum						

SECTION P – Additional checks – Bulk Carriers						
Select as appropriate and write remarks as applicable						
1	Shippers' declaration on board	-		7	Cargo hold(s) internal inspection	-
2	Loading instruments / Loading operations Manual	-		8	Enhanced Survey records	-
3	Master's Report	-		9	Water Ingress Alarm System	-
4	Monitoring equipment: Oxygen gas, pH and Temperature	-		10	De-watering arrangement	-
5	Adequacy of hold closing arrangements and ventilators	-		11	Procedures and responsibilities for cargo operations	-
6	Electrical equipment and cabling / gas sampling points	-				
Remarks, Attach Evidence as addendum						

SECTION Q – Additional checks – Oil/Chemical/Gas Carriers Tanker						
Select as appropriate and write remarks as applicable						
1	Procedures and responsibilities for cargo handling operations	-		5	Fire protection for cargo tanks deck area	-
2	L.G. system signed, in operation	-		6	Portable oxygen / gas measuring instruments	-
3	Pumproom and pumproom ventilation system	-		7	Emergency towing arrangement and procedures	-
4	Venting, purging, gas-freeing and ventilation	-		8	Oil discharge monitor	-
Remarks, Attach Evidence as addendum						

SECTION R – Additional checks – RO-RO Vessels						
Select as appropriate and write remarks as applicable						
1	Shell doors locking and sealing arrangements	-		5	Fire fighting arrangements	-
2	Vehicle Deck drainage	-		6	Fire protection arrangements	-
3	Ramp / bulwarks / guard rails	-		7	General structural inspections	-
4	Cargo securing arrangements	-		8	Water fog and foam applicators	-
Remarks, Attach Evidence as addendum						

SECTION S – Additional checks – General Cargo /Container Vessels						
Select as appropriate and write remarks as applicable						
1	Cargo securing arrangements	-		3	Navigation bridge visibility	-
2	Dangerous goods	-				
Remarks, Attach Evidence as addendum						

SECTION T – AIDS TO NAVIGATION & COMMUNICATIONS			
Is the vessel equipped for GMDSS?	☐ Yes ☐ No		
Certified Sea Areas:	GMDSS A1 ☐	GMDSS A1+A2 ☐	GMDSS A1+A2+A3
Type of Maintenance	Shore Based Agreement ☐		Radio Officer ☐
Duplicated System	VHF ☐ HF/MF ☐ Inmarsat SES ☐		

Equipment (I = Installed, O = Operational)			
	I	O	Remarks
Magnetic Compass			Last Adjusted:
Gyro Compass - Master			Last Adjusted:
Radar (9 GHz)			
Radar Plotting Facilities			
Automatic Radar Plotting Aid			
Echo Sounding Device			
Rudder Angle Indicator & Rate of Revolution of each Propeller			
Device to indicate speed and distance			
Rate of turn Indicator			
Signal Flags and Day shapes			
Daylight Signalling Lamp			
Engine Room Telegraph			
Radio Navigation System			
VHF Radio Installation capable of transmitting and receiving.			
MH or MF/HF Radio Installation capable of transmitting and receiving. (LSD/DCS or Radiotelephony or Direct Printing Telegraphy)			
Two-way Radio communications using the aeronautical frequencies			
INMARSAT SES Installation with:			
A) Entrance Group Calling			
B) Direct Printing Telegraphy			
C) Radiotelephony			
Ship to Shore Distress Alerts			
NAVTEX Receiver			
Satellite EPIRB / VHF EPIRB			
Radar Transponder			
Portable Waterproof VHF			
Voyage Data Recorder or SVDR			
Ship Security Alert System (SSAS)			
LRIT			
AIS			
BNWAS			

SECTION U – LIFE SAVING APPLIANCES

Location of Life-boats	Quantity	Capacity (Persons)	Motor Present?	Type	Last Date Lowered	Visible Condition
Port						
Starboard						
Freefall						
Annual Maintenance of lifeboat davits and winches by a recognised company	Date	Name of Company	5 yearly load test of lifeboat davits and winches by recognised company	Date	Name of Company	

Rescue Boat	Quantity	Capacity (Persons)	Engine Tested	Appropriate Stowage	Last Date Lowered	Visible Condition

Location of Life-rafts	Quantity	Capacity (Persons)	With Hydrostatic Releases?	Date of Last Service	Visible Condition
Port			☐ Yes ☐ No		
Starboard			☐ Yes ☐ No		
Other			☐ Yes ☐ No		

Marine Evacuation Systems	Initial Deployment	Date of Last Service
	☐ Yes ☐ No	

Are the operating instructions for the survival craft visible? ☐ Yes ☐ No

Personal Life Saving Appliances	Quantity	Reflective Tape	Lights	Lifelines	Smoke Signals	Visible Condition
LIFEBUOYS		☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Good ☐ Satisfactory ☐ Poor
STANDARD LIFE JACKETS		☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Good ☐ Satisfactory ☐ Poor

CHILDREN'S LIFE JACKETS		☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Good ☐ Satisfactory ☐ Poor
EXTRA LARGE LIFEJACKETS (140KG)		☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Good ☐ Satisfactory ☐ Poor
IMMERSION SUITS		☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Good ☐ Satisfactory ☐ Poor
THERMAL PROTECTIVE AIDS		☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Good ☐ Satisfactory ☐ Poor

Signals	Quantity	Expiration Date
Rocket Parachute Flares		
MOB Signal		
Line-throwing appliances		
Number of Rockets		

Drills	Performed	Result	Additional Comments
Rocket Parachute Flares	☐ Yes ☐ No	☐ Good ☐ Satisfactory ☐ Poor	
MOB Signal	☐ Yes ☐ No	☐ Good ☐ Satisfactory ☐ Poor	
Line-throwing appliances	☐ Yes ☐ No	☐ Good ☐ Satisfactory ☐ Poor	
Number of Rockets	☐ Yes ☐ No	☐ Good ☐ Satisfactory ☐ Poor	

Note to Inspector: Conditions of any of the above items shall be verified.

SECTION V – DRILLS

All inspectors shall ensure that at least one drill is exercised in person during an inspection to satisfy the Administration of the below requirements.

SKANReg shall take all necessary measures to secure observance of international rules and standards by ships entitled to fly its flag and by entities and persons under its jurisdiction so as to ensure compliance with its international obligations. Such measures should include ensuring that the ship's complement can effectively coordinate activities in an emergency situation and in the performance of functions vital to safety or to the prevention or mitigation of pollution.

Drill Name	Frequency	Compliance Checklist	Drill Carried Out by Inspector	Remarks
Fire Drill	Monthly	☐ Yes ☐ No	☐ Yes ☐ No	
Abandon Ship Drill	Monthly	☐ Yes ☐ No	☐ Yes ☐ No	
Lifeboat/Liferaft Drill	Every 3 months	☐ Yes ☐ No	☐ Yes ☐ No	
Emergency Steering Drill	Every 3 months	☐ Yes ☐ No	☐ Yes ☐ No	
Watertight Door Drill	Weekly	☐ Yes ☐ No	☐ Yes ☐ No	
Enclosed Space Entry/Rescue Drill	Every 2 months	☐ Yes ☐ No	☐ Yes ☐ No	
Muster Drill	Regularly	☐ Yes ☐ No	☐ Yes ☐ No	
Blackout Drill	As needed	☐ Yes ☐ No	☐ Yes ☐ No	
Engine Room Flooding Drill	As needed	☐ Yes ☐ No	☐ Yes ☐ No	
Intact Stability Drill	As needed	☐ Yes ☐ No	☐ Yes ☐ No	
Man Overboard Drill	As needed	☐ Yes ☐ No	☐ Yes ☐ No	

SECTION W- INSPECTOR OBSERVATIONS

Observations to report?	☐ Yes ☐ No
-------------------------	--

Please enter your observation below

SECTION X- RECORDED DEFICIENCIES

Vessel Name	Official Number	Date of Inspection	Place / Port of Inspection

Deficiencies found and follow up actions:

#	Defective Item	Nature of Defect and Additional Comments	Action Required Code ¹	PMOU / TMOU Deficiency Code ²	ISM
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐

Name of Inspector	Signature	Date

Name of Master	Signature	Date

¹ Actions required: FSI to stipulate the required timeframe for each stated defect recorded, to be rectified. Codes to be used can be found on the following page² Appropriate Code of PMOU, TMOU, etc. may be entered here

TIME FRAME CODES

Code	Description
RBD	Rectify Before Departure
RNP	Rectify at Next Port
R14	Rectify within 14 Days
RCD	Rectified

SECTION Y - DECLARATIONS

I, the below stated inspector and in my professional opinion, declare the vessel is in the following condition

Very Good	Good	Satisfactory	Poor
☐	☐	☐	☐

Note: Neither the inspection nor the report constitutes a certification, warranty or other representation as to the seaworthiness of the vessel described herein nor do they relieve any person or organisation from their responsibilities and obligations to ensure that the vessel is maintained in a seaworthy condition.

Inspector Name & ID	
Date of Report	
Signature	

Master / Representative Name	
Signature & Stamp	

Notice to Masters: Masters are required to review all entries in this report prior to the signing. It is recommended that the Master discusses with the Inspector any findings that are disputed during their inspection and agree remedial works.

ANNEX 1: DOCUMENTARY EVIDENCE THAT MUST BE ATTACHED TO THIS CHECKLIST.**Note to Inspector:**

1. Please verify and check the boxes for all supporting documents/data attached to this report and to be forwarded to SKAN via email.

2. Random samples of SEAs, work/rest hours, payment records, endorsements, and SIRBs are requested.

#	Item Description	Category / Source	Attached
1.	Crew List	Crew Welfare & MLC Compliance	☐
2.	Copy of Seafarers' Employment Agreements (SEA)	Crew Welfare & MLC Compliance	☐
3.	Most Recent MLC Inspection/Audit Report	Crew Welfare & MLC Compliance	☐
4.	Seafarers' Working and Resting Arrangements Poster/Records	Crew Welfare & MLC Compliance	☐
5.	Payment / Wage Records	Crew Welfare & MLC Compliance	☐
6.	Copies of RO / RSO Certificates	Classification & Statutory Evidence	☐
7.	RO ISM Audit Report	Classification & Statutory Evidence	☐
8.	LRIT Conformance Test Report (CTR)	LRIT	☐
9.	Endorsements	Crew Certification	☐
10.	Seafarers' Identification & Record Books (SIRBs)	Crew Certification	☐
11.	Photographs: Major Areas (<i>Main Deck, Hull(as visible), Bridge, Engine, Accommodations, Sanitary Facilities, Cabins</i>)	General Vessel Condition	☐
12.	Photographs of Recorded Deficiencies / Observations	General Vessel Condition	☐