



General Maintenance Checklist

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General Maintenance Checklist

This list is provided to owners for guidance purposes only and is intended to supplement the owners own operation and maintenance procedures. The list has been compiled from analysis of port State control reported deficiencies.

This checklist does not apply to Passenger Ships.

This checklist is not ship or ship type specific nor is it part of Class ARS classification service and may include items which do not apply to a particular ship.

This checklist is issued subject to the terms and conditions shown below.

TERMS AND CONDITIONS

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CERTIFICATION AND DOCUMENTATION

IMO Resolution A.787(19) Appendix 4 lists the following certificates and documents which to the extent applicable, may be expected to be checked during a port State control inspection. Additional documents associated with the relevant certificate have been indicated in italics.

Are the following certificates and documents where applicable, on board, valid, approved where necessary, and appropriately endorsed.	Date of last endorsement (if applicable)	On Board (Yes/No)
International Tonnage Certificate (1969)		Yes/No
Cargo Ship Safety Construction Certificate and Exemption Certificate if any		Yes/No
Cargo Ship Safety Equipment Certificate and Exemption Certificate if any		Yes/No
<i>Record of Equipment (Form E), to be permanently attached to the Certificate</i>		Yes/No
<i>Record of Approved Cargo Ship Safety Equipment</i>		Yes/No
Cargo Ship Safety Radio, Radiotelegraphy or Radiotelephony Certificate and Exemption		Yes/No
<i>Certificate if any Record of Equipment (Form R), to be permanently attached to the</i>		Yes/No
<i>Certificate Record of Approved GMDSS Radio Installation (Form 21.16 or 21.38)</i>		Yes/No
Cargo Ship Safety Certificate		Yes/No
<i>Record of Equipment</i>		Yes/No
Document of Compliance for the Carriage of Dangerous Goods (SOLAS 74 Reg. II-2/54)		Yes/No
International Certificate of Fitness for the Carriage of Liquefied Gases in Bulk (Form 2214N) ; or, Certificate of Fitness for the Carriage of Liquefied Gases in Bulk		Yes/No
International Certificate of Fitness for the Carriage of Dangerous chemicals in Bulk; or, Certificate of Fitness for the Carriage of Dangerous Chemicals in Bulk		Yes/No
International Oil Pollution Prevention Certificate		Yes/No
<i>Record of Construction and Equipment (Form A or Form B)</i>		Yes/No
International Pollution Prevention Certificate for the Carriage of Noxious Liquid Substances in Bulk		Yes/No
Sewage Pollution Prevention Certificate		Yes/No
Air Pollution Prevention Certificate		Yes/No
<i>Record of Construction and Equipment</i>		Yes/No
Engine Air Pollution Prevention Certificate		Yes/No
<i>Records of Construction</i>		Yes/No
<i>Approved technical files</i>		Yes/No
International Load Line Certificate (1966) and International Load Line Exemption Certificate if any		Yes/No
<i>Record of Conditions of Assignment of Load Lines</i>		Yes/No
Oil Record Book Part I (Machinery Space Operations)		Yes/No
<i>Part II (Cargo/Ballast Operations)</i>		Yes/No
Cargo Record Book (required only for carriage of Noxious Liquid Substances in bulk)		Yes/No
Minimum Safe Manning Document		Yes/No
<i>Certificates of Competency including any dangerous goods endorsement. Originals available with English translation where required, revalidated as necessary</i>		Yes/No
<i>Medical Certificates (ILO Convention No.73 concerning Medical Examination of Seafarers) are valid</i>		Yes/No
Intact stability booklet, associated stability plans and stability information		Yes/No
<i>Document of authorisation for the carriage of grain</i>		Yes/No
Shipboard Oil Pollution Emergency Plan (SOPEP) (Marpol 73/78, Annex I, Reg.26)		Yes/No
Certificate of Class		Yes/No
<i>Classification Survey Status.</i>		Yes/No
Reports of previous port State control inspections		Yes/No
Survey Report File as required by IMO Resolution A.744(18) 'Guidelines on the Enhanced Programme of Inspections during surveys of Bulk Carriers and Oil Tankers', consisting of: <i>Reports of structural surveys Condition evaluation report Thickness measurement reports Survey planning document</i>		Yes/No

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ADDITIONAL CERTIFICATION AND DOCUMENTATION

Certificates and documents additional to IMO Resolution A.787(19) which where applicable should be readily available for inspection at the discretion of the port State control officer (PSCO)	Date of last endorsement (if applicable)	On Board (Yes/No)
Certificate of Registry		Yes/No
Certificate of Insurance or other Financial Security in Respect of Civil Liability for Oil Pollution Damage (Oil Tankers)		Yes/No
Suez Canal Certificate		Yes/No
Panama Canal Certificate		Yes/No
De-rat certificate or de-rat exemption certificate		Yes/No
Procedures and Arrangements Manual (NLS/Dangerous Chemicals)		Yes/No
Canada Arctic Waters Pollution Prevention Act		Yes/No
USA Vapour Emissions Control Systems		Yes/No
USCG Letter of Compliance		Yes/No
US Tank examination letter		Yes/No
Manifest or Stowage Plan for Dangerous Goods		Yes/No
Cargo Stowage and Securing Manual		Yes/No
Code of Safe Practice for Solid Bulk Cargoes		Yes/No
Damage control plans required on ships built 1-Feb-92 and after permanently displayed, booklets to be carried and available to ship's officers		Yes/No
Official log book, if required to be carried		Yes/No
Manoeuvring booklet (with information displayed on the bridge)		Yes/No
Current editions of SOLAS, MARPOL and Load Line conventions		Yes/No
Radio log entries		Yes/No
Radio station license		Yes/No
Radio operators' certificates of competence		Yes/No
Medical locker certificate		Yes/No
Liferaft servicing certificates		Yes/No
Liferaft hydrostatic release certificates		Yes/No
Are the following supporting documentation to the Survey Report File, as required by IMO Resolution A.744(18) 'Guidelines on the Enhanced Programme of Inspections during surveys of Bulk Carriers and Oil Tankers', available ?		
main structural plans of holds and ballast tanks		Yes/No
previous repair history		Yes/No
cargo and ballast history		Yes/No
inspections by ship's personnel with reference to:		Yes/No
- structural deterioration in general		Yes/No
- leakages in bulkheads and piping		Yes/No
- condition of coating or corrosion-prevention system, if any		Yes/No
Cargo Gear		
Vessels trading to Ports in the Middle East are advised to contact destination ports in advance to check specific local requirements (especially applicable to vessels over 15 years old)		
Register of Ship's Lifting Appliances and Cargo Handling Gear or equivalent National Authority Form complete with the following as applicable:		Yes/No
Certificate of Test and Thorough Examination of Lifting Appliances		Yes/No
Certificate of Test and Thorough Examination of Derricks used in Union Purchase		Yes/No
Certificate of Test and Thorough Examination of Loose Gear before being taken into use, and of such gear after it has been altered or required		Yes/No
Certificate of Test and Thorough Examination of Wire Rope, before being taken into use		Yes/No
Certificate of Test and Thorough Examination of Fibre Rope, before being taken into use		Yes/No
Certificate of Classification of Lifting Appliances and Associated Gear		Yes/No
Certificate of Fitness of Cargo Gear		Yes/No
Certificate for Personnel Lifts		Yes/No
Survey and Control of Personnel Lifts		Yes/No

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LOG BOOK ENTRIES

The following log book entries may be subject to port State control verification:	Last Date
On board training and instruction:	
Records regarding on-board training and instruction of new crew members in the use of the ship's life saving appliances including survival craft equipment, and in the use of the ship's fire-extinguishing appliances, not later than two weeks after joining the ship. On board training in the use of davit-launched liferafts at intervals of not more than four months on every ship fitted with such appliances	
Lifeboat falls:	
Falls used in launching turned end for end at intervals of not more than 30 months, and renewed when necessary, or at intervals of not more than 5 years (unless stainless steel or Flag State requirements differ)(SOLAS III/B/I/20.4). Falls certificate readily available	
Within 12 hours before departure from port:	
Steering gear test (SOLAS V/26)	
Communication system bridge to steering gear compartment (SOLAS V/26)	
Full movement of rudder (SOLAS V/26)	
Visual inspection of steering linkage (SOLAS V/26.2.2)	
Within 24 hours of leaving port:	
Crew musters for abandon ship and fire drills, if more than 25% of the crew have not participated in abandon ship and fire drills on board the ship in the previous month	
Weekly:	
Visual inspection of all survival craft, rescue boats and launching appliances including proper & complete resetting of on-load release gear (SOLAS III/B/I/20.6.1)	
Lifeboats (except free-fall) on cargo ships moved from stowed position, without any persons on board, to check satisfactory operation of launching appliances if sea conditions allow (SOLAS III/B/I/20.6.3)	
All engines in lifeboats and rescue boats run ahead and astern for a total period of not less than 3 min provided the ambient temperature is above the minimum temperature for starting the engine, unless waived by flag States (for ships constructed before 1-July-86). <i>Reference to the lifeboat operation manual should be made to ensure that in the case of lifeboats fitted with water lubricated stern tube bearings that these are not damaged by dry running. In such cases it is recommended (unless otherwise specified in manufacturer's manual) that during the 3 minute total engine running time that the gearbox be engaged ahead and astern briefly to ensure correct operation of the gearbox/clutch</i>	
General Alarm system test (SOLAS III/B/I/20.6.4)	
Monthly:	
Life saving appliances including lifeboat equipment checks (SOLAS III/B/I/20.7.1)	
All lifeboats (except free-fall) turned out from stowed position if weather & sea conditions allow (SOLAS III/B/I/20.7.2)	
Crew musters for abandon ship and fire drills (SOLAS III/B/I/19.3.2)	
Emergency lighting for mustering and abandonment tested at each abandon ship drill (SOLAS III/B/I/19.3.3.9)	
Rescue boats other than life boats which are also rescue boats launched and manoeuvred in the water as far as is reasonable and practicable (SOLAS III/B/I/19.3.3.6)	
Three Monthly:	
Emergency steering drills (SOLAS V/26)	
Lifeboats launched and manoeuvred in the water (SOLAS III/B/I/19.3.3.3)	
Rescue boats other than life boats which are also rescue boats, launched and manoeuvred in the water – maximum permissible interval (SOLAS III/B/I/19.3.3.6)	
Six Monthly:	
Free-fall lifeboats launched by free-fall with only required operating crew aboard and manoeuvred in the water (maximum permissible interval unless flag	
Annually:	
Every inflatable liferaft, inflatable lifejacket and marine evacuation system (SOLAS III/B/I/20.8.1) and hydrostatic release unit (SOLAS III/B/I/20.8.9) serviced by approved	
Marine Evacuation Systems (MES) (where fitted)	
Each MES to be deployed from ship on a rotational basis at intervals set by Administration, each MES to be deployed at least once every 6 years	
Each crew member to be trained in use of MES in accordance with SOLAS III/B/I/19.3.3.8	
On-board training aids in use of MES provided (SOLAS III/B/V/35.4)	

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INTERNATIONAL SAFETY MANAGEMENT (ISM) CODE		
	Remarks	Yes/No
Copy of valid Document of Compliance on board indicating operating company and ship type		Yes/No
Valid Safety Management Certificate on board		Yes/No
Originals of Certificates of Competency and Training for Crew Members (STCW Art. X) available on board		Yes/No
Ship's crew able to demonstrate compliance with requirements in relation to the following activities and processes:		Yes/No
Manning levels appropriate to ship type, operations and trade		Yes/No
Crew familiarisation, including instructions required prior to sailing		Yes/No
Identification of training needs and provision of training on board		Yes/No
Emergency preparedness		Yes/No
Ability of crew members to communicate effectively		Yes/No
Provision of information in a working language or languages understood by the crew members		Yes/No
Reporting, investigation and analysis of non-conformities, accidents and hazardous occurrences		Yes/No
Internal audits, reviews, corrective action, etc.		Yes/No
Availability of valid documented procedures and instructions at all relevant locations		Yes/No
Maintenance and ready availability of appropriate records		Yes/No
Shipboard maintenance and inspection routines		Yes/No
Measures to promote the reliability of equipment and systems the sudden failure of which may result in hazardous situations		Yes/No

INTERNATIONAL SHIP AND PORT FACILITY SECURITY (ISPS) CODE and related provisions		
	Remarks	Yes/No
Valid International Ship Security Certificate on board		Yes/No
Evidence of approval of the Ship Security Plan by, or on behalf of, the Administration		Yes/No
Evidence of the appropriate review and approval of amendments to the Ship Security Plan		Yes/No
Ship's crew able to demonstrate compliance in relation to:		Yes/No
The procedures and measures specified in paragraph A/9.4 of the ISPS Code		Yes/No
The maintenance on board of the records specified in paragraph A/10.1 of the ISPS		Yes/No
The language and security requirements relating to records (ISPS Code A/10.2, A/10.3, A/10.4)		Yes/No
The designation, duties and responsibilities of the Ship Security Officer (ISPS Code A/12)		Yes/No
The specific provisions relating to training, drills and exercises (ISPS Code A/13)		Yes/No
Continuous Synopsis Record (SOLAS XI-1 Regulation 5)		Yes/No
Installation, capability and testing of the Ship Security Alert System (SOLAS XI- Regulation 6)		Yes/No

MANNING		
Items For Checking	Remarks	Yes/No
Number and composition of the crew in accordance with the safe manning document		Yes/No
Number of persons on board does not exceed the number detailed on the Safety Equipment certificate for which life -saving appliances are provided		Yes/No

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ACCOMMODATION

Items For Checking (for guidance please consult ILO C92, ILO C133 and ILO C147 and give due consideration to the forthcoming Maritime Labour Convention, 2006).	Remarks	Yes/No
Cabins, mess rooms, hospital/sick bay, clean and habitable, free of any infestation, and all doors closing properly		Yes/No
Heating available for voyages in cold climates, ventilation working including exhaust fans for sanitary facilities		Yes/No
Adequate lighting available throughout accommodation		Yes/No
Toilets/showers/washrooms/bathrooms, clean, in working order, supplied with hot water, with no leakages, no defective/broken/missing fittings, doors to toilets in order. No blocked drains, no excessive garbage not being retained on board (MARPOL Annex V)		Yes/No
No ship's stores or equipment stored in crew spaces		Yes/No
Hospital not being used for any other purposes		Yes/No
Medical locker properly stocked and with instructions regarding use of medicines/equipment		Yes/No
Refrigerator, hot beverage & cool water facilities available to crew		Yes/No
Recreation accommodation provided for officers & ratings		Yes/No
Laundry facilities appropriate to size of crew & normal duration of voyage		Yes/No

FOOD AND CATERING

Items For Checking (reference ILO C68)	Remarks	Yes/No
Galleys, pantries and food preparation areas, clean and free of any infestation, with no blocked drains, no damaged flooring/tiling		Yes/No
Heating, ventilation and hot water supply in order		Yes/No
Galley equipment clean, grease traps in place/clean		Yes/No
Provision rooms clean and free of any infestation		Yes/No
Fridges kept clean and defrosted		Yes/No
Fresh water bunkering/filling pipe has closing device and separate filling hose provided (Load Line Convention)		Yes/No
Adequate food and potable water for voyage		Yes/No

WORKING SPACES

Items For Checking	Remarks	Yes/No
All working spaces have adequate lighting available, together with adequate ventilation		Yes/No

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LIFE SAVING APPLIANCES

Are the following in good condition, working order and available in correct number as per the Record of Approved Cargo Ship Safety Equipment	Remarks	Yes/No
Muster lists including manning of fire parties and emergency procedures in a language understood by the crew, posted in conspicuous places throughout the ship, including (SOLAS III/B/I/8):		Yes/No
navigating bridge		Yes/No
engine room		Yes/No
crew accommodation spaces		Yes/No
Muster lists showing duties assigned to crew members (SOLAS III/B/V/37)		Yes/No
Emergency instructions provided for each person on board (SOLAS III/B/I/8)		Yes/No
Training manuals concerning life-saving appliances and the best method of survival, available in each crew mess room and recreation room or in each crew cabin (SOLAS III/B/V/35). From 1 Jul 2008, these are to be in the working language of the ship (Res. MSC. 216(82))		Yes/No
Instructions for on-board maintenance of life-saving appliances (SOLAS III/B/V/36)		Yes/No
Bridge distress signals (12 red parachute flares) correctly stowed and within manufacturer's expiry date (SOLAS III/B/I/6.3)		Yes/No
Line throwing appliances with 4 rockets and lines within manufacturer's expiry date (SOLAS III/B/I/18)		Yes/No
Two-way VHF radiotelephone apparatus working satisfactorily (3 minimum unless <500 gt cargo ship when minimum is 2) (SOLAS III/B/I/6.2.1)		Yes/No
Radar transponders working satisfactorily with batteries in date (2 minimum, 1 per side where they can be rapidly placed in survival craft, unless <500 gt cargo ship when minimum is 1) (SOLAS III/B/I/6.2.2)		Yes/No
Equipment for 2-way communication between emergency control stations, muster and embarkation stations and strategic positions on board (SOLAS III/B/I/6.4.1)		Yes/No
Lifeboats:		
Lifting hooks checked for condition and efficiency of attachment to boat		Yes/No
Boat structure visually checked for condition		Yes/No
Buoyancy tanks/casings or built-in buoyancy, checked for condition (LSA Code 4.4.4)		Yes/No
Must clamp, rigging, sail, where fitted, in good condition		Yes/No
Mechanical propulsion/Fleming gear, where fitted, tested and operative		(Yes/No)
Portable exposure covers, supports and securing arrangements, where required on open boats, to be checked for condition		Yes/No
Totally enclosed lifeboat canopy and closing appliances to be checked for condition		Yes/No
Tricing pendants if required fitted of correct length to bring boat alongside embarkation deck		Yes/No
Bowsing tackles provided, if necessary		Yes/No
Painters rigged (2, in good condition) near bow (LSA Code 4.4.8.7)		Yes/No
Heavy weather recovery straps provided, with instructions for use		Yes/No
Hanging-off pendants provided with instructions for use		Yes/No
Hanging-off pendants suspension points fitted to davits		Yes/No
Hanging-off pendants attachment points fitted to lifeboat hook assemblies		Yes/No
If fitted with self contained air supply, the air bottles correctly charged and fitted with gauges		Yes/No
If fitted with water spray system, the system checked and found satisfactory		Yes/No
The instructions for the hook release clearly posted and in the correct language for the crew. Release control clearly marked (SOLAS III/B/I/9)		Yes/No
Fitted with retro-reflective material		Yes/No
2 manually controlled lamps fitted (1 internal, 1 external), each with power supply for at least 12 hours (LSA Code 4.4.7.10-11)		Yes/No
Means of collecting rainwater plus (where required by Administration) manual desalinator (LSA Code 4.4.7.5)		Yes/No
All equipment checked and found in accordance with the Record of Approved Cargo Ship Safety Equipment (Form 2092 SE1), including the following items:		Yes/No
Oars checked for condition (not required for free-fall lifeboats) (LSA Code 4.4.8.1)		Yes/No
Thole pin, or crutches or equivalent provided for each oar and attached to boat by lanyards or chains (LSA Code 4.4.8.1)		Yes/No
Position of drain valves clearly marked (LSA Code 4.4.7.1)		Yes/No

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LIFE SAVING APPLIANCES <i>continued</i>		
Drain plugs fitted with chains, one for each drain valve and 1 spare (LSA Code 4.4.7.1)		Yes/No
Rudder, filler and steering arrangements checked for condition (LSA Code 4.4.7.2)		Yes/No
Buoyant grab lines becketed around the outside of boat (or other suitable handholds in lieu of these), checked for condition (LSA Code 4.4.7.3)		Yes/No
Bilge pump tested and found satisfactory		Yes/No
Food rations all within expiry date		Yes/No
Lifeboat pyrotechnics all within expiry date and of approved type		Yes/No
Skates and fenders checked for condition (LSA Code 4.4.7.9)		Yes/No
Bilge grab rails, where fitted, checked for condition		Yes/No
Free-fall lifeboats:		
Launch track, release and recovery arrangements in good condition		Yes/No
Closing appliances in good condition, loose gear stowed		Yes/No
Seats, anchorages and seat belts in good condition		Yes/No
Lifeboat Engine:		
Starts readily (LSA Code 4.4.6.2)		Yes/No
Any starting aids provided (LSA Code 4.4.6.2)		Yes/No
Gearbox engages forward and astern (LSA Code 4.4.6.5)		Yes/No
Exhaust system found free from fuel/cooling system leaks and exhaust/hot surfaces properly insulated		Yes/No
Engine properly serviced		Yes/No
Drive belts for auxiliaries correctly adjusted (generator/water pumps)		Yes/No
Engine transmission and accessories enclosed in fire retardant casing (LSA Code 4.4.6.9)		Yes/No
Portable fire extinguisher suitable for oil fires within service period		Yes/No
Propeller guard checked for condition (LSA Code 4.4.6.7)		Yes/No
Batteries and charging arrangement checked and found satisfactory (LSA Code 4.4.6.2)		Yes/No
Water resistant instructions for starting and operating the engine clearly posted and in the correct language for the crew (LSA Code IV/4.4.6.12)		Yes/No
Embarkation arrangements:		
Survival craft launching instructions using IMO symbols posted on or in the vicinity of the survival craft and their launching controls (SOLAS III/B/1/9)		Yes/No
Lighting at muster and embarkation stations adequate and supplied by emergency power		Yes/No
Area of water into which survival craft are launched provided with adequate lighting, including forward liferaft (if any)		Yes/No
Lighting at alleyways, stairways and exits giving access to muster and embarkation stations adequate		Yes/No
Embarkation ladders in good condition (including one for forward liferaft)		Yes/No
Launching Appliances:		
Lifeboat davits in good working condition		Yes/No
All pulleys greased and rotating freely		Yes/No
Limit switches on davits tested and found satisfactory		Yes/No
Lifeboat falls free from paint and greased		Yes/No
Davit winches tested, brakes working satisfactorily		Yes/No
Free-fall lifeboat ramp and recovery arrangements, where fitted, in good working order, all moving parts correctly lubricated		Yes/No
Rescue boat launching appliance in good working order (if carried as separate boat from the ship's lifeboats), including on-load, off-load release hook of approved type		Yes/No
Launching davits for davit launched liferafts, where fitted, in good working order with off-load release hook of approved type		Yes/No

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LIFE SAVING APPLIANCES *continued*

Inflatable liferafts:		Yes/No
Serviced at intervals not exceeding 12 months at an approved service station – correct SOLAS pack (A & B) provided		Yes/No
Painter permanently attached through weak link to the ship (SOLAS III/B/1/13.4.1)		Yes/No
Capable of manual release, e.g. fitted with senhouse slip		Yes/No
Correctly stowed in cradle and able to float free; i.e. no overhead awning or other obstruction. Each liferaft lashing other than the forward six man liferaft, fitted with a hydrostatic release unit (HRU) (SOLAS III/B/III/31.1.4)		Yes/No
If fitted with an HRU, serviced at intervals not exceeding 12 months at a service station competent to service them		Yes/No
Rescue boat (if carried as separate boat from the ship's lifeboats):		
Equipment checked and found complete as per the Record of Approved Cargo Ship Safety Equipment		Yes/No
Properly marked		Yes/No
Fitted with retro-reflective material		Yes/No
If of inflatable type, serviced in accordance with the manufacturer's instructions and kept fully inflated ready for use		Yes/No

PERSONAL LIFE-SAVING APPLIANCES AND SAFETY EQUIPMENT

Note: Retro-reflective material fitted to lifejackets, lifebuoys and immersion suits should be in accordance with IMO Resolution A.658 (16) or flag State equivalent

Are the following in good condition, working order and available in correct number as per the Record of Approved Cargo Ship Safety Equipment	Remarks	Yes/No
Lifebuoys (SOLAS III/B/1/7.1):		
without attachments, fitted with retro-reflective material, correctly stowed, ships name correctly marked		Yes/No
with self-igniting lights (at least half of total lifebuoys carried), fitted with retro-reflective material, lights working, correctly stowed, ships name correctly marked		Yes/No
with self-igniting lights and self-activating smoke signals (at least 2 lifebuoys), capable of quick release from the navigating bridge, fitted with retro-reflective material, lights working, correctly stowed, ships name correctly marked, smoke signals within expiry date, sufficient weight to release signals		Yes/No
Lifejackets:		
With whistle (LSA Code 2.2.1.8) and light, fitted with retro-reflective material, batteries within expiry date		Yes/No
Stowed in accessible and clearly marked places (SOLAS III/B/1/7.2.2)		Yes/No
Inflatable lifejackets are within their service period		Yes/No
Additional lifejackets positioned for persons on watch (Bridge and Engine Control Room) (SOLAS III/B/1/7.2.2)		Yes/No
Additional lifejackets positioned for use at remotely located survival craft stations (SOLAS III/B/1/7.2.2)		Yes/No
All lifejackets of a type that will not impede movement or lifeboat boarding, including seatbelt operation in free-fall lifeboats (SOLAS III/B/1/7.2)		Yes/No
Other personal safety equipment:		
Immersion suits fitted with retro-reflective material, inspected for condition, zips tested, correctly stowed and ready for immediate use. Lights checked and found satisfactory		Yes/No
Immersion suit of appropriate size provided for every person on board (number as detailed on Safety Equipment Certificate) plus additional suits in working stations remote from where these immersion suits are stowed (unless this requirement is waived by the flag Administration)		Yes/No
Thermal protective aids in all survival craft (number equal to greater of 10% craft capacity or 2), fitted with retro-reflective material, inspected for condition (where practicable), correctly stowed and ready for immediate use		Yes/No
Fireman's outfits complete, ready for immediate use, all air cylinders charged, safety lamp batteries tested and found satisfactory		Yes/No
Chemical tanker protective suits and breathing apparatus checked for number, location and condition		Yes/No
Atmospheric test meters and alarms (oxygen, hydrocarbons etc.)		Yes/No

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FIRE PROTECTION, DETECTION AND EXTINCTION

Are the following in good condition/working order and correct number as per the Record of Approved Cargo Ship Safety Equipment	Remarks	Yes/No
Fire control plans:		
Available in the official language of the flag State. If the language is neither English nor French, a translation into one of those languages is included (SOLAS II-2/E/15.2.4)		Yes/No
Plans in good condition and easily read, kept up-to-date with any amendments using the latest IMO symbols, permanently exhibited in an accessible location		Yes/No
Duplicate set of plans permanently stored in a prominently marked weathertight container outside the deckhouse. Container checked for ease of opening (SOLAS II-2/E/15.2.4.2)		Yes/No
Manual/Instructions for the maintenance and operation of all the fire fighting equipment and installations on board, in a language understood by the crew, readily available in an accessible position (SOLAS II-2/E/14.2)		Yes/No
Main fire pumps and valves		Yes/No
Emergency fire pump:		
Ship's side valves operating freely and fitted with extended spindles where necessary		Yes/No
Diesel powered pumps correctly maintained with fuel and water services and exhaust system in good condition free from leaks		Yes/No
If electric powered, the pump is capable of being run from the emergency source of power		Yes/No
If required, relief valve checked and operative		Yes/No
Starting system checked and instructions clearly displayed and understood by crew		Yes/No
Fire Main /Foam Line:		
Checked for condition		Yes/No
Expansion couplings checked for condition		Yes/No
Inspected under pressure and found free from leaks		Yes/No
Hydrants with handwheels in good condition		Yes/No
Relief valves in good condition		Yes/No
Isolating valves clearly marked and operational		Yes/No
Appliances:		
All fire appliances located in compliance with the fire control plan		Yes/No
Fire-hoses checked and found in good condition with no leaks and of non-perishable material		Yes/No
All nozzles of dual purpose type (i.e. spray/jet type) incorporating a shut-off checked and found operable		Yes/No
Hoses, nozzles and tools all correctly stowed; fire boxes in good condition		Yes/No
Sand box and scoops, where installed. Sand box full and scoop in place		Yes/No
International shore connection readily available and location clearly marked		Yes/No
Fixed fire extinguishing arrangements for machinery and cargo spaces using: CO2/Halon/Foam/Pressure water spray/Automatic sprinkler/Dry powder. Control rooms clearly marked and readily accessible. Gas release alarm including time delay for CO2/Halon operating satisfactory. Clear instructions for operation posted in a language understood by the crew.		Yes/No
Portable and non-portable fire extinguishers fully charged, properly stowed and within service dates. Servicing/inspection records available		Yes/No
Paint locker fire extinguishing system checked and found satisfactory		Yes/No
Galley exhaust grease traps clean and dampers operational		Yes/No
Remote stops for ventilation fans, galley exhaust, boiler fans, oil fuel pumps and other pumps that discharge flammable liquids, operational and clearly marked		Yes/No
Quick closing valves on the tanks for oil fuel, lubricating oil and other flammable liquids, operational. Where operating mechanism employs wires and pulleys, the wires to be checked		Yes/No
Ventilation and funnel dampers, operational and clearly marked		Yes/No
Fixed detection and alarm systems; means of triggering smoke or heat detectors available; check for missing/damaged/non-functioning detectors; records of previous testing available to ensure that all detector heads are tested in rotation		Yes/No
Inert gas system:		
Generator, scrubber, valves, pipework, blowers, control system, deck seal, alarms and overboard discharge in good condition and operating satisfactory		Yes/No

General Maintenance Checklist

FIRE PROTECTION, DETECTION AND EXTINCTION *continued*

Structural fire protection:		Yes/No
Bulkheads and insulation arrangements checked and found satisfactory		Yes/No
Self-closing doors other than remote release, operating satisfactorily and no holdback hooks fitted		Yes/No
Remote release doors all operating satisfactorily		Yes/No
Means of escape:		
From accommodation, machinery and other spaces. Ladders and hatches checked for condition; trunks, alleyways and stairways unobstructed. Emergency lighting checked and		Yes/No
Cylinders containing Acetylene or Oxygen:		
Stored in approved permanent stowage facilities on or above uppermost continuous deck and outside of machinery space		Yes/No
Empty cylinders stored as for full cylinders		Yes/No
Storage space clearly marked		Yes/No
Carriage of Dangerous Goods		
The required additional requirements have been checked, including the electrical equipment and wiring, boundary insulation, provision of protective clothing, portable appliances, testing of the water supply, bilge pumping system and water spray system if any		Yes/No

ACCIDENT PREVENTION

	Remarks	Yes/No
Protective guards for rotating parts of machinery, winches, properly secured in place		Yes/No
Engine room workshop unobstructed with moving parts of tools guarded		Yes/No
Hand rails, guard rails and floor plates in machinery spaces properly secured in place		Yes/No
Floor plates in machinery spaces, oil free and non-slip		Yes/No
Hot surfaces adequately insulated		Yes/No
Electric wiring properly insulated, protected and secured		Yes/No
Personal protective clothing and equipment available		Yes/No
Safety signs posted in crew areas		Yes/No
Are Safety Meetings being held, where appropriate		Yes/No
No naked lights		Yes/No

MISCELLANEOUS

	Remarks	Yes/No
Classification surveys up-to-date. No Conditions of Class overdue		Yes/No
No outstanding deficiencies from previous port State control inspections overdue		Yes/No

General Maintenance Checklist

HULL AND FITTINGS		
Structure:	Remarks	Yes/No
No known cracks, buckling or defects in the decks, bulkheads, cargo holds, shell plating, top side tanks, ballast tanks, tanktop plating		Yes/No
Forepeaks and chain lockers checked for wastage		Yes/No
Hatch cover mechanism checked for hydraulic leaks		Yes/No
Hold access ladders checked for damage and wastage		Yes/No
Mooring Arrangements:		
Anchors and chain cables in good condition, properly stowed, hawse pipe and chain pipe covers in place		Yes/No
Windlass and mooring winches checked with respect to brake linings, guards, wastage of foundations, operating controls, hydraulic leaks		Yes/No
Mooring ropes and wires in good condition		Yes/No
Fairleads in good condition and rollers free		Yes/No
Emergency Towing Arrangements (tankers of not less than 20,000 dwt)		
Approved emergency towing arrangements fitted at both ends of ship		Yes/No
For tankers constructed on or after 1 July 2002, arrangements capable of rapid deployment in absence of main power and easy connection to towing ship. At least one of the emergency towing arrangements pre-rigged ready for rapid deployment		Yes/No
Cargo Gear:		
Cargo gear surveys up-to-date		Yes/No
Derricks, cranes, masts and loose gear checked for condition		Yes/No
All ladders, walkways and handrails checked for condition		Yes/No
Winches used in association with lifting equipment in good condition		Yes/No
Safe Working Loads clearly marked		Yes/No

PILOT BOARDING ARRANGEMENTS (SOLAS V/23)		
	Remarks	(Yes/No)
Pilot ladders; steps and spreaders checked for condition including non slip surface; ropes checked for condition		Yes/No
Accommodation ladder where fitted (SOLAS V/23.3.3.2), checked for condition		Yes/No
Pilot hoist (where fitted, SOLAS V/23.3.2) in good working condition		Yes/No
Adequate overside lighting (SOLAS V/23.8)		Yes/No
Lifebuoy with light and heaving line provided close by (SOLAS V/23.7)		Yes/No
Gates in bulwarks or guard rails checked together with handholds and any bulwark ladder or platform and handhold stanchions, and found satisfactory		Yes/No

General Maintenance Checklist

MACHINERY AND ELECTRICAL		
Machinery	Remarks	Yes/No
Machinery spaces including steering gear space, tank tops and bilges free from excess oil or other fire hazard including accumulations of oily waste material and rags. Drip trays and save <u>alls emptied</u>		Yes/No
Main machinery and essential auxiliaries operating satisfactorily and with no excessive fuel, lub oil, or water leakages		Yes/No
Shielding of high pressure oil fuel lines in place		Yes/No
Are the gauge glasses used for indicating the level of liquid in tanks containing oil fuel, lubricating oil and flammable liquids of approved type, with self closing valves at the lower end <u>of the gauge glass and where necessary the top. Checked and in good condition</u>		Yes/No
Exhaust pipes properly insulated and the insulation free of any oil contamination		Yes/No
Steam pipes properly insulated		Yes/No
No excessive steam leaks		Yes/No
Boiler safety valve easing gear connected		Yes/No
Boiler gauge glasses clean		Yes/No
Bilge pumping system operating satisfactorily		Yes/No
All sounding pipes in machinery spaces fitted with closing devices If weighted lever cocks are used, the weights in place and levers not constrained in the open position		Yes/No
Cooling water piping systems examined for condition		Yes/No
Sea chests and sea valves in good condition		Yes/No
Remotely operated watertight doors, tested and found satisfactory		Yes/No
Communication between engine room/control room and bridge including telegraph		Yes/No
Escape routes from machinery spaces not obstructed		Yes/No
Electrical:		
Adequate earthing arrangements provided for all electrical equipment (as applicable)		Yes/No
Bonding straps in position where required		Yes/No
Conduit for electric cabling on deck checked for condition		Yes/No
Main generators capable of being synchronised (where applicable)		Yes/No
Electric cabling including junction boxes, throughout accommodation, machinery spaces and on deck to be checked for protection, insulation, support of cable runs, broken fittings or cables with bare ends, and found in satisfactory condition. Insulation Resistance readings available		Yes/No
Lighting and electrical installations in hazardous areas e.g. paint lockers, acetylene and oxygen storage, verified to be of certified Safe Type and found in satisfactory condition		Yes/No
Ventilation of battery compartment satisfactory		Yes/No
Main and Emergency Switchboards:		
All protective devices (e.g. fuses, circuit breakers) present and in working order		Yes/No
Instrumentation and indicators correct and in working order		Yes/No
Equipped where necessary with non-conducting mats front and rear		Yes/No
No obstructions or equipment stored in or around switchboards		Yes/No
Sides, rear and where necessary front, adequately guarded against access to live conductors		Yes/No
Emergency source of power – generator:		
Generator tested on load		Yes/No
Automatic start, if applicable, tested		Yes/No
Starting batteries and charging arrangements, where fitted, checked and charger operating		Yes/No
Secondary means of starting tested		Yes/No
Emergency source of power – batteries:		
Charger checked and operating correctly		Yes/No
Charge indicator fitted and working		Yes/No
Batteries tested on load		Yes/No
Emergency lighting:		
Emergency lighting and services examined working and found satisfactory		Yes/No

General Maintenance Checklist

MACHINERY AND ELECTRICAL *continued*

Steering gear:	Remarks	Yes/No
No hydraulic leaks		Yes/No
Rudder angle indicator reading the same as the bridge and clearly visible at emergency steering position		Yes/No
Emergency steering gear change over and operation instruction clearly displayed		Yes/No
Communications with bridge operating satisfactorily		Yes/No
Ship's heading at emergency steering position the same as the reading at the bridge		Yes/No

ALARMS

N.B Audible and visual indication of the following to be confirmed as functional:	Remarks	Yes/No
Fire alarm		Yes/No
Steering gear alarm		Yes/No
Engineer's alarm (audible in engineer's accommodation area)		Yes/No
Where applicable, Bridge and/or Engine Room dead man's alarms		Yes/No
Inert gas alarm		Yes/No
UMS alarm with connection to engineers' public rooms and to each of the engineers' cabins (including high level bilge alarms in engine room)		Yes/No
Machinery alarms such as oil mist detector		Yes/No
Boiler alarm		Yes/No
Where bells are used, the condition of the striker checked and found satisfactory		Yes/No
General Alarm to be audible throughout accommodation and normal crew working spaces (SOLAS III/B/1/6.4.3 as amended, enters into force 1 July 2008)		Yes/No

LOAD LINE ITEMS

Note:

(a) Ships have been detained by port State control due to overloading

(b) When multiple load line certificates have been issued to the ship, those not in use are to be stowed separately from the current certificate

Are the following in good condition/working order and correct as per the Conditions of Assignment of Load Lines (C11(IMO)) (Form 2026)?	Remarks	Yes/No
Load line marks including the deck line, and draught marks, all clearly visible and correctly marked		Yes/No
Ship with timber load line markings, timber fittings in good condition		Yes/No
Vents & air pipes checked for damage and wastage, including condition of closing devices and flame screens		Yes/No
Cargo tank openings, covers and screens checked for damage and wastage		Yes/No
Lifelines in good condition		Yes/No
Weather-tight doors checked for condition; e.g. corrosion, buckling of door and hinges, deterioration of gasket retaining channel, missing/deteriorated gasket and missing/frozen/corroded dogs/cleats/weather-water tightness		Yes/No
Main cargo hatch coamings and coaming stays checked for condition, e.g. corrosion and damage		Yes/No
Main hatch covers and access hatch covers checked for condition; e.g. corrosion and damage, deterioration/damage to retaining channels, missing/deteriorated gasket and missing/frozen/corroded dogs/cleats/weather-water tightness		Yes/No
Windows, sidescuttles and skylights checked for condition		Yes/No
Deadlights and storm covers, where fitted, checked for condition		Yes/No

General Maintenance Checklist

NAVIGATION AND SIGNALLING

The extent to which the following equipment is fitted, together with details of manufacturer and type, will be indicated on the Record of Approved Cargo Ship Safety Equipment.

The equipment should be checked to be in order and as listed on the form.	Remarks	Yes/No
Magnetic compasses		Yes/No
Magnetic compass table of residual deviation and check bearings		Yes/No
Gyro compass and error check log book		Yes/No
Radars		Yes/No
Automatic radar plotting aid (ARPA)		Yes/No
Course recorder, if fitted		Yes/No
Echo sounder		Yes/No
Speed and distance indicator		Yes/No
Propeller revolution counter		Yes/No
Controllable-pitch propeller pitch and operational mode indicator		Yes/No
Rate of turn indicator		Yes/No
Auto-pilot (including change over instructions)		Yes/No
Radio direction finder		Yes/No
2182 kHz homing on RDF (ships operating in sea areas A1 and A2, SOLAS IV/C/9.1.1.2)		Yes/No
Sound signals and shapes		Yes/No
Daylight signalling lamp and the source of power (emergency generator or battery)		Yes/No
Navigation lights. Test on main and emergency supply. Check correct bulbs fitted; lenses clean; arc screens fitted; spares available with certificates; sidelight inboard screens painted matt black; securing brackets and mountings in good condition		Yes/No
Navigation light failure warning on bridge tested		Yes/No
Current edition of International Code of Signals		Yes/No
Charts Charts corrected up to latest Notices to Mariners received Chart correction log being kept Charts in use appropriate for the ship's current itinerary		Yes/No
Nautical publications. The up-to-date editions of all nautical publications corrected to the latest Weekly Notices to Mariners for the current voyage including Sailing directions and supplements, Lists of Lights, Lists of Radio Signals, Tide Tables, Nautical Almanac, IAMSAR Manual Vol. III		Yes/No
Operational and, where appropriate, maintenance manuals, provided for all navigational equipment		Yes/No

General Maintenance Checklist

RADIO (GMDSS)		
Are the following in good condition, working order?	Remarks	Yes/No
Antennas		Yes/No
VHF installations (SOLAS IV/C/7.1.1)		Yes/No
MF Radio installation		Yes/No
MF/HF Radio installations		Yes/No
INMARSAT ship earth station		Yes/No
Satellite EPIRB 406 MHz (1.6 GHz discontinued with effect from 1 Dec 2006). Clearly marked and accessible. Able to float free. Manual release fitted. Hydrostatic release unit within service. Can be manually activated		Yes/No
NAVTEX receiver (SOLAS IV/C/7.1.4)		Yes/No
INMARSAT EGC receiver (SOLAS IV/C/7.1.5)		Yes/No
Radar transponder capable of operating in 9GHz band (SOLAS IV/C/7.1.3)		Yes/No
Radiotelephone alarm signal generator, operable from normal navigation position (SOLAS IV/C/7.1.1.1)		Yes/No
Radiotelephone distress frequency watch receiver (SOLAS IV/C/7.1.2)		Yes/No
Reserve source of power (Radio battery and charger(s)) (SOLAS IV/C/13)		Yes/No
Each radio installation provided with permanently arranged electrical lighting independent of ship's main and emergency power sources (SOLAS IV/C/6.2.4)		Yes/No
Manuals/spares/tools for radio equipment maintenance provided (SOLAS IV/C/15.4)		Yes/No

General Maintenance Checklist

MARPOL		
Is the following equipment correct as per the Record of Construction and Equipment and working satisfactorily?	Remarks	Yes/No
Oily water separators, oil filters, process unit(s)		Yes/No
Oil content meter, automatic stopping device, pumps and associated piping		Yes/No
15 ppm alarm arrangements		Yes/No
Indicators and recorders		Yes/No
Oil record book properly maintained using proper letter codes		Yes/No
Oil fuel and ballast water systems segregated		Yes/No
Standard discharge for oil residue sludge tanks provided		Yes/No
Adequate capacity in slop/sludge tanks for voyage		Yes/No
Homogenisers and sludge incinerators (if fitted)		Yes/No
No direct discharge overboard from sludge tank		Yes/No
Additional items for oil tankers and combination carriers:		
Oil discharge monitoring and control system		Yes/No
Oil/water interface detectors		Yes/No
Approved Dedicated Clean Ballast Tank manual		Yes/No
Crude Oil Washing system, if fitted		Yes/No
Approved Crude oil washing operations and equipment manual		Yes/No
Approved Oil discharge monitoring and control system operations manual		Yes/No
Print outs from ODM equipment		Yes/No
Approved operational procedures for existing oil tankers having special ballast arrangements		Yes/No
ODM equipment set at 30 litres per nautical mile, alarms tested for ODM functions		Yes/No
Flow meter checked by pumping water between tanks with calculated level changes in		Yes/No
Cargo & ballast piping, pumping & discharge arrangements		Yes/No
Engine room/bilge holding tank to slop tank pumping & piping arrangements		Yes/No
All pipework found free from leaks, portable spool piece available (if required)		Yes/No
On oil tankers are the cargo pipelines, manifolds, ventilation lines, P/V valves, screens, risers or headers free from leaks and operating satisfactory. Drip trays in place in way of manifolds		Yes/No
Cargo pump room free from leakage, excess oil residues, and the ventilation system, cargo pumps, stripping pumps, controls and alarms all in good working condition		Yes/No
All relevant documents and type approval certificates readily available for the above items		Yes/No
Record of oil discharge monitoring & control system for last ballast voyage (MARPOL 73/78 Annex I Reg. 15.3(a))		Yes/No
Annex II Control of Pollution by Noxious Liquids in Bulk		
Pumping, stripping, underwater discharge outlet		Yes/No
Tank washing equipment		Yes/No
Cargo heating systems		Yes/No
Ventilation equipment/procedures		Yes/No
Annex III Harmful Substances in Packages		
The following points should be fully complied with when harmful substances are carried in packaged form.		Yes/No
Packaging – adequate to minimise hazard to the marine environment		Yes/No
Marking and labelling – marked with correct technical name and labelled with their IMDG Code number and/or UN number to indicate the contents are a marine pollutant		Yes/No
Documentation – have a special list or manifest or a detailed stowage plan of harmful substances on board including details of their location		Yes/No
Stowage – properly stowed & segregated as per the IMDG Code and secured to minimise hazards to the marine environment		Yes/No

General Maintenance Checklist

MARPOL continued		
Annex IV Prevention of Pollution by Sewage from Ships	Remarks	Yes/No
The following equipment should be in good condition, properly maintained, fully functional with appropriate spares, as required.		Yes/No
Sewage treatment plant, if fitted		Yes/No
Sewage comminuting system, if fitted (system for shredding solid waste)		Yes/No
Holding tank, if fitted – fitted with means of visually indicating the tank content level		Yes/No
Sewage discharge connection – check suitable bolts and gaskets available		Yes/No
Annex V Prevention of Pollution by Garbage from Ships		
The following points should be fully complied with to ensure the correct segregation, storage and disposal of garbage.		Yes/No
Placards – ships must display placards (notices) in the working language of the ship and in English or French or Spanish, which inform the crew and passengers of the disposal requirements for garbage		Yes/No
Incinerator (if fitted) – equipment should be in good condition, properly maintained, fully functional with appropriate spares, as required		Yes/No
Stowage of material prohibited from being disposed of at sea – material should be stored in suitable receptacles prior to the material being disposed of in a port facility		Yes/No
Segregation of garbage on board – garbage to be segregated into suitably marked receptacles of an approved type		Yes/No
Plans of cargo residue retention and disposal and records of disposal		Yes/No
Garbage Record Book & Garbage Management Plan (MARPOL 73/78 Annex V Reg. 9)		Yes/No
Annex VI Prevention of Air Pollution from Ships		
Equipment should be in good condition, properly calibrated, maintained and fully functional with appropriate spares, as required.		Yes/No
Fuel samples – must be retained on board until fuel is used or for 12 months, whichever is greater		Yes/No
Ozone Depleting (OD) substances – deliberate emissions are prohibited, including emissions in the course of maintaining, servicing, repairing and disposing of systems or equipment. OD's must be recovered from the systems prior to maintenance		Yes/No
NOx Direct Monitoring Equipment (if fitted)		Yes/No
Exhaust gas cleaning system NOx (if fitted)		Yes/No
Exhaust gas cleaning system SOx (if fitted)		Yes/No
Incinerator (if fitted)		Yes/No
Vapour Emission Control System (Tankers only)		Yes/No
Tank gauging		Yes/No
Pressure monitoring		Yes/No
Manifold markings		Yes/No
Electrical continuity		Yes/No
Means of isolating the VECS from the Inert Gas System		Yes/No

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