THE REPUBLIC OF LIBERIA

LIBERIA MARITIME AUTHORITY

Office of
Deputy Commissioner
of Maritime Affairs

Marine Notice

INS-001
Rev. 03/25

TO: **ALL SHIPOWNERS, OPERATORS, MASTERS AND OFFICERS OF MERCHANT SHIPS, AND AUTHORIZED CLASSIFICATION SOCIETIES**

SUBJECT: **Safety Inspections of Liberian Ships**

Reference: **(a) Maritime Regulation 7.191**
(b) Maritime Regulation 10.296(6)

Supersedes: **Marine Notice INS-001, dated 02/25**

The following changes have been included:

(a) The following changes have been made: Paragraph 2.4 has been removed.

PURPOSE:

To inform all parties of the Administration's policy regarding flag State vessel safety inspections.

APPLICABILITY:

This Notice applies to all Liberian flag vessels and vessels entering the registry.

REQUIREMENTS:

1.0 Initial Safety Inspections

All Liberian vessels are required to undergo an initial safety inspection within 90 days:

.1 After registration (if it is registered in lay-up, upon reactivation);
.2 Upon re-registration resulting in both change of ownership and management;
.3 Prior to resuming service at the end of a lay-up period in excess of six months;
.4 Following any substantial structural alteration.

Exceptions: Vessels which have been accepted in the Registry with special conditions are required to carry out the Initial Safety Inspection upon registration or in less than 30 days.

2.0 Annual Safety Inspections

Pursuant to the requirements of reference (a), all Liberian vessels, including passenger vessels and high speed passenger ferries, are required to undergo an annual safety inspection with the following exceptions:

.1 Unmanned barges;
.2 Pleasure yachts not engaged in the carriage of passengers for hire; and
.3 Vessels fishing in waters under the jurisdiction of Liberia.

3.0 Bi-annual Safety Inspections

3.1.1 Vessels in the Liberian Registry that have been detained by Port State Control must undergo bi-annual safety inspections (i.e. at least every six months) for a duration of 36 months.

3.1.2 Vessels in the Liberian Registry that have been issued Flag State Operational Controls, either in the form of Flag State Control or Flag State Detention Letters, must undergo bi-annual safety inspections (i.e. at least every six months) for a duration of 24 months.

3.1.3 Vessels registered on or after 1 June 2024 which have been accepted with previous low performance flag state and/or port state inspection reports and/or are managed by a low performing company are required to undergo bi-annual safety inspections (i.e. at least every six months).

4.0 Periodic Safety Inspections

Special purpose or uniquely constructed vessels may be required to undergo periodic inspection at assigned intervals of less than one year.

4.1 Quarterly Inspections

4.1.1 Livestock carriers are required to undergo quarterly safety inspections (i.e. at least every three months) and more frequently if there are issues concerning safety or security found during one of these inspections.

4.1.2 Vessels in the Liberian Registry with poor flag state and/or port state performance are required to undergo quarterly safety inspections (i.e. at least every three months).

4.1.3 Notwithstanding paragraph 3.1.3 above, vessels registered on or after 1 June 2024 which have been accepted with previous low performance flag state and/or port state inspection reports and/or are managed by a low performing company may be required to undergo quarterly safety inspections (i.e. at least every three months) in lieu of bi-annual safety inspections.

5.0 Special Safety Inspections

In addition to the above, a Liberian flagged vessel may also be required to undergo a special or unscheduled safety inspection at any time.

6.0 Nautical Inspectors

Inspections are carried out under the direction of the Marine Audit and Inspection Coordination Division, Office of the Deputy Commissioner, by duly appointed Nautical Inspectors.

7.0 Procedures

7.1 It is the responsibility of owners and Masters to present their vessels for timely inspection when the required inspection is due by contacting the Audit and Inspection Coordination Division at email: audit@liscr.com. This Division should be advised as to the vessel's next available port, ETA and Agent information. The owner or Master of a vessel may also request inspection of his vessel by prior arrangement with a Nautical Inspector in the port where the vessel will be available for such purpose. The names and locations of the Administration's Offices and Nautical Inspectors are available on the Administration's website: www.liscr.com. Note: The Audit and Inspection Coordination Division must be informed anytime the inspector is contacted, preferably by keeping the Division (email: audit@liscr.com) copied in all emails to prevent a duplication of effort and to ensure follow up when needed.

7.1.1 Owners or operators of vessels and MODU's engaged in the offshore seabed resource exploration, development and production industries operating in remote or hard to reach areas where a Nautical Inspector is not available, as confirmed by Audit and Inspection Division (email: audit@liscr.com) and vessels not expressly covered by the Safety of Life at Sea Convention (SOLAS) 1974, as amended, may have their vessels inspected in accordance with the Alternate Inspection Program defined in Marine Notice **INS-002**.

7.2 To more closely follow the requirements of SOLAS, the regulation requiring weekly fire and boat drills will be amended to require weekly fire and boat drills only for passenger vessels and the crew on cargo vessels to attend fire and boat drills once a month with weekly safety training sessions which should include training as outlined in **SAF-004**.Vessels not inspected by the due date will be considered as "overdue" and follow-up procedures will be initiated by the Fleet Performance Department. This may include an additional DOC and/or SMS verification audit.

8.0 Annexes

The annexes hereto are provided as information for owners and Masters, to facilitate the conduct of safety inspections.

ANNEX I - Guidance for Masters (Safety Inspection of Ships)
ANNEX II - Sample Report of Safety Inspection Forms (Form 252E, Revised 04/24)
ANNEX III - A separate form for additional checklist to be used for tankers (Form 252T, Rev.02/24)
ANNEX IV - A separate form for additional checklist to be used for passenger ships (Form 252P, Rev.09/24)

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ANNEX I

SAFETY INSPECTION OF SHIPS: GUIDANCE FOR MASTERS

1. Documents, certificates and publications referred to in Parts A & B of the Inspection Form must be readily available, preferably in a central location, for examination and verification by the Nautical Inspector.

2. Publications referred to in Part B are obtainable from the sources listed in Marine Notice ADM-002. Publications obviously not applicable to a vessel need not be produced; e.g., dry cargo vessels need not obtain tanker safety publications, but OBO type ships should obtain them.

3. The following should be made ready for the inspector:
   a) The official Minimum Safe Manning Certificate,
   b) The original National Certificate of Competence (C.O.C), Liberian Certificate of Competency, Endorsement or Certificate of Receipt of Application for same for each officer.
   c) For each crewmember: a Liberian' Seafarer's Identification Record Book with appropriate Special Qualification Stickers,
   d) In the case of passenger ships the certificates of all survival craft/rescue boat crewmen in particular, and
   e) A copy of the current crew list and the ship's emergency station bill.

4. Navigation records, publications, charts, log books, Oil Record Book, Cargo Record Book, Ballast Water Record Book, training records (to include fire and abandon ship drills, weekly safety training exercises and security drills) and all similar material must be available for inspection, preferably in one location, such as the chart room.

5. Nautical Inspectors have the authority, and have been instructed accordingly, to make a spot check of lifesaving, fire-fighting and general safety conditions covered by the SOLAS Certificate. The Master will be instructed to call in the Classification Society for examination and/or verification as may be necessary.

6. The Master should have lifeboats uncovered and vessel's firefighting equipment and appliances in their normally stowed positions ready for the Nautical Inspector's examination. Sufficient crew should be on board and shall be prepared to conduct such emergency drills as circumstances may dictate and permit.

7. The engine room must be clean and free of oil leaks before any inspection. Additionally, documentation such as the Statement of Compliance for the Consumption of Oil, the SEEMP, BDNs and records related to energy efficiency of the ship must be up to date.

8. The pilot ladder and associated gear such as gunwale steps, lights, manropes, etc. should be accessible and in conformance with the latest requirements in SOLAS Regulation V/23.

9. To facilitate the efficient conduct of safety inspections, one of the ship's staff shall be available to accompany the Nautical Inspector at all times during the safety inspection.

10. If safe to do so, the inspector will take at least the following photographs of the ship:

    a) From the Shore: bow, quarter, and stern,
    b) On Board: Bridge/Wheel House, Weather Deck from both the Bow and Bridge, Lifeboats and Launching Apparatus, and any damage, defect, or area of concern.

ANNEX II

	LIBERIA MARITIME AUTHORITY **RECORD OF INSPECTION**	**LISCR, LLC** **Attn: Audit Department** 22980 Indian Creek Dr., Suite # 200 Dulles, VA 20166 USA Phone: +1-703-790-3434 Fax: +1-703-790-5655 **Email: audit@liscr.com**

This Inspection is intended to assist owners in always maintaining vessels in compliance with the applicable safety & pollution prevention provisions of **SOLAS**, **MARPOL**, **STCW**, **MLC** and the **Liberian Maritime Regulations**.
NOTE: The Nautical Inspector will complete this report after each inspection **(A separate additional checklist to be used for tankers, gas carriers, LNG fueled and passenger vessels if applicable)**. The names of both the Nautical Inspector and the Master shall be entered in the bottom of the report. The original report will be retained on board and the nautical inspector will send a copy to Audit at LISCR, Dulles, Virginia, USA as an attachment to an email sent to audit@liscr.com. If serious deficiencies are found, the inspector shall immediately notify the Prevention Department at prevention@liscr.com or **+1(703) 790-3434.**
After hours, please contact the Duty Officer at dutyofficer@liscr.com or **+1(703) 963-6216**

Name of Vessel					**Gross Tonnage**	
IMO No.		**Managing Owner / Operator / Or Bareboat Charterer Name and Address:**				
Ship Type						
Year Built						
Date of Inspection		**Tel**		**Email**		
Port of Inspection				**Next Port**		
Previous Inspection Place		**Previous Inspection Date**				
Inspection Type	Initial ☐	Annual ☐	Special ☐	Bi-Annual ☐	Other	
Purpose:	Regular ☐	PSC Pre-Emptive ☐	PSC Follow Up ☐	**Special Inspection Program:**		
Remote Inspection:	Yes ☐	No ☐	**Place and Date of Last PSC:**			

Summary:

☐	The inspector did not find any deficiencies. We wish to commend you, the vessel's master, and crew for maintaining a high standard of safety on board this vessel.
☐	The inspector did not find any deficiencies but does have some recommendations. Please see the list on the next page. We encourage you to follow the recommendations.
☐	The Inspector's list of deficiencies, recommendations, and recommended corrective actions are listed on the next page. Please send your Corrective Action Report regarding the listed deficiencies to the Administration at Prevention@liscr.com within **(30) thirty days.**
☐	The inspector found serious deficiencies which must be corrected before the vessel is allowed to sail. The serious deficiencies are noted on the list on the next page. This ship may also be required to have a Special Inspection; the Administration will contact you to schedule it if necessary.

1. The Master shall read the report carefully, and if there are any disagreements, he should discuss them with the auditor.
2. The Company designated Person Ashore should also read the report, and if he has any disagreement with the findings, he is to contact the Prevention department. An email should be sent to prevention@liscr.com with the DPA's comments.
3. Inspectors shall include photographs of the following:
   a) From the Shore: Bow Quarter and Stern
   b) On Board: Bridge/Wheelhouse, Weather Deck from both the Bow and Bridge, Lifeboats and Launching Apparatus
   c) Any Deficiencies or areas of concern.

IMPORTANT NOTICE

THE INSPECTION REPORT DOES NOT CONSTITUTE CERTIFICATION, WARRANTY OR OTHER REPRESENTATION AS TO THE SEAWORTHINESS OF THE VESSEL DESCRIBED HEREIN, NOR DOES IT RELIEVE ANY PERSON OR ORGANIZATION FROM THEIR RESPECTIVE RESPONSIBILITIES AND OBLIGATIONS TO ENSURE THAT THE VESSEL IS MAINTAINED IN A SEAWORTHY CONDITION.

Time started: _____	**Name of Inspector/ MID Number:** _____	**Name of Master or Representative:** _____
Time completed: _____	**Signature:** _____	**Signature** _____

No.	DEF. CODE	DEFICIENCIES	ACTION TAKEN
			Deficiency Rectified
			Deficiency Rectified
			Rectify deficiencies prior to movement.
			Rectify deficiencies prior to movement.
			Select
			Select
			Select
			Select
			Select
			Select
			Select
			Select
			Select
			Select
			Select

No.	CODE	RECOMMENDATIONS	REMARKS

PART A - STATUTORY CERTIFICATES-SHIP DOCUMENTS-PUBLICATIONS-PLANS, etc.

Class Society: Select	**RO:** LIBERIA	**RSO:** LIBERIA	**ILO RO:** LIBERIA	**Yes**	**No**	**N/A**
Applicable Statutory Certificates are Valid/Present and have been properly endorsed?				☐	☐	☐
Has the Vessel Performance Report been completed?				☐	☐	☐
Calibration certificate for BWMS components				☐	☐	☐
Conformance Test Report (CTR)/12-month validity – Annual Test completed?				☐	☐	☐
CSR: All versions are onboard, and the latest version contains up to date information. SOLAS XI-1/5				☐	☐	☐
For Bulk Carriers and Oil Tankers, Hull Survey Report (See ESP Code - A.1049(27), as amended)				☐	☐	☐
Dangerous Goods Manifest and Stowage Plan (SOLAS VII/4,5 and 7.2; MARPOL Annex III/4)				☐	☐	☐
Liberian Maritime Legislation available on board (RLM 300)? Hard Copy or Soft Copy?				☐	☐	☐
Required Publications up to date?				☐	☐	☐
Ballast Water Management Plan (BWMP) approved by the Administration				☐	☐	☐
Evidence of financial security under MLC Regulations 2.5.2 and 4.2				☐	☐	☐
SOPEP/SMPEP approved by the Administration or Class				☐	☐	☐
Approved SEEMP Part II, Part III, and CoC issued to the ship (Cargo Ships ≥ 5000 GT)?				☐	☐	☐
Statement of Compliance related to FO Consumption Reported (IMO DCS)/(EU MRV) & CII?				☐	☐	☐
Statement of Compliance on Inventory of Hazardous Materials (IHM) (EU 1257/2013)				☐	☐	☐
International Certificate of IHM (after 26 June 2025)				☐	☐	☐
IHM Expert Company: **Date of last attendance:** **Name of IHM Expert Company:**						
Towing and Mooring Arrangements Plan (SOLAS II-1/3-8)				☐	☐	☐
Procedures for inspection of mooring equipment and lines				☐	☐	☐
Private Maritime Security Company (PMSC): **Date of last attendance:** **Name of PMSC:**						
Lifeboat/Rescue boat launching appliances and release gear: **Date of last attendance:** **Name of the Service Provider**:						

Comments:

PART B - ISM/ISPS CODE

☐	Copy of the current editions of the ISM and ISPS codes on board and guidance from Liberia?	
☐	Does the Master understand and perform his safety management system responsibilities?	
☐	Is the Ship's Safety Officer and/or Ship's Safety Committee designated by the Master?	
☐	Are there records of Safety Meetings?	Date of last meeting:(dd/mm/yyyy)
☐	SMS manual on board?	
☐	Is the approved SSP on board?	
☐	Did the crew check and record your ID on boarding?	
☐	Are restricted areas identified?	
☐	Are there records of internal audits?	Date of last audit:(dd/mm/yyyy)
☐	Are there records of external audits?	Date of last audit:(dd/mm/yyyy)
☐	Records of communication between vessel and company for inoperable equipment/requisitions	
☐	Annual Ship/Shore Security Exercise	
☐	Have conditions been satisfied of any open dispensations and PSC been informed?	
☐	Security Officer Designated in writing has Liberian special qualification endorsement or other evidence of approved training	

Record any outstanding nonconformities ISM or ISPS:

PART C - MANNING

Note: On the attached crew list, identify any officer whose CoC or Liberian Endorsement has expired, or who does not have a Liberian Endorsement, COC, or Certificate of Receipt of Application (CRA). This is a major nonconformity & must be corrected before departure

☐	Is there at least the minimum crew as required by Minimum Safe Manning Certificate?
☐	Table of shipboard working arrangements is posted as required
☐	Official record of hours rested/worked? (Check random sampling)
☐	GMDSS - One Radio Electronic Operator or 2 Deck/Nav Officers w/ General Operator certificates
☐	ECDIS- Generic Training Certificates + Type Specific Training Certificates (See 6.18 of RLM118)
☐	Master/Chief Engineer Handover Forms
☐	Is there a copy of the Seafarer's Employment Agreement on board? (Check random sampling)
☐	All crew members holding valid Seafarer's Identification Books or CRA?
☐	All crew members holding valid Medical Examination Certificates (MLC 1.2)?
☐	Min. number of persons holding any needed Special Qualifications as required by MSMC/type of vessel
☐	Crew received safety and security awareness training when they came on board?
☐	Master, officers, and crew able to communicate effectively w/ inspector, other officials, each other, visitors, & passengers
☐	All plans/signs include an English translation if in the common language used on board other than English in accordance w/SOLAS V/14

Comments:

PART D - LOGBOOKS – BRIDGE, ENGINE ROOM and RECORDS	
☐	Working language in use on board to include documents, manuals, plans and signs.
☐	Date Port/STBD/Free Fall lifeboat last lowered and maneuvered in water (dd/mm/yyyy)
☐	Boat and Fire Drills attended by crew monthly (SOLAS III/19.3)
☐	D/L Lifeboat moved from stowed (once a week) (SOLAS III/20.6.3)
☐	D/L Lifeboat turned out from stowage (once a month) (SOLAS III/20.7.1)
☐	LSA weekly & monthly inspections: (SOLAS III/20 .6 and 20.7)
☐	Rescue Boat Tested Weekly
☐	Safety Training held: Weekly/Monthly
☐	Bridge/Engine Room Official Logbooks properly maintained
☐	GMDSS Logbook (Check Liberia Issue RLM-126)
☐	Enclosed space entry drill Last Drill:(dd/mm/yyyy)
☐	Security Drills conducted quarterly (ISPS Code) Last Drill:(dd/mm/yyyy)
☐	Ship's articles: Name, rank, port and date of on-signers and off-signers
☐	Steering Gear Test (Arrival/Departure)
☐	Emergency Steering Drills (Quarterly) Last Drill:(dd/mm/yyyy)
☐	Company annual drill schedule followed
☐	ORB Part I/Machinery Spaces (Check Original Liberia issued RLM-121)
☐	BWRB - Appropriate entries recorded (Check Original Liberia issued RLM-124)
☐	Garbage Record Book – (Check Original Liberia issued RLM-125/125A)
☐	Approved Electronic Record Books (check Liberian approval letter)
☐	Updated maneuvering charts/posters with overridable/non- overridable SHaPoLi/EPL
☐	OMM (use of reserve power recorded and reported to the Administration/next port state)

PART E - RADIO COMMUNICATIONS EQUIPMENT SOLAS IV

Areas: A1 ☐ A2 ☐ A3 ☐ A4 ☐ **Comments:**

☐	GMDSS equipment operational/testing requirements (SOLAS IV/7 to 11 and IMO Resolution A.702 (17))					**Comments:**
☐	Reserve sources of energy for radio and navigation equipment in good order					
☐	Is the radio station in working order?					
☐	Valid Radio Station License displayed?					
☐	Ships with NBDP installed have replacement equipment installed (1st radio survey o/a 1 Jan 2024)					
		A1	**A2**	**A3-Satellite Service**	**A3-HF**	
☐	VHF with DSC	X	X	X	X	
☐	DSC with receiver channel 70	X	X	X	X	
☐	MF telephony with MF DSC		X	X		
☐	DSC watch receiver MF 2187,5 kHz		X	X		
☐	Recognized Mobile Satellite Service with EGC			X		
☐	MF/HF telephony with DSC and NBDP				X	
☐	DSC watch receiver MF/HF				X	
☐	Duplicated VHF with DSC			X	X	
☐	Duplicated Recognized Mobile Satellite Service			X	X	
☐	NAVTEX received 518 kHz		X	X		
☐	EGC receiver	X (1)	X (1)		X	
☐	Float-free satellite EPIRB	X	X	X	X	
☐	Search and Rescue Locating Devices	X (2)	X (2)	X (2)	X (2)	
☐	Handheld GMDSS VHF Receivers	X (3)	X (3)	X (3)	X (3)	

PART F - NAVIGATION, CHARTS, PUBLICATIONS AND RECORDS

Navigational Charts:		**Publications**	
☐	Electronic Charts Last update:	☐	Pilot Books/ Sailing Directions
☐	Backup Electronic Charts Last update:	☐	List of Lights/Radio Aids
☐	Paper Charts Last update:	☐	Tide Tables
☐	Chart List or Catalog	☐	Nautical Almanac
☐	Notices to Mariners		

Voyage or Passage Planning (berth to berth)	
☐	Completed
☐	Security considered as part of the voyage planning
☐	Environmental concerns included in passage plan

Comments:

PART G - NAVIGATIONAL AIDS (SOLAS V/19 & 20

Requirements for	All Ships	>or = 500 GT	>or = 3000 GT	>or = 10,000 GT	>or = 50,000 GT	Operational "Y" for Yes, "N" for No or N/A
Standard Magnetic Compass	X	X	X	X	X	Select
Spare Magnetic Compass		X	X	X	X	Select
Pelorus	X	X	X	X	X	Select
Means of correcting Bearings to true	X	X	X	X	X	Select
ECDIS with Back up	X	X	X	X	X	Select
Nautical publications with backup	X	X	X	X	X	Select
GPS/GNSS receiver	X	X	X	X	X	Select
Sound reception system (enclosed bridge)	X	X	X	X	X	Select
Telephone to emergency steering	X	X	X	X	X	Select
Daylight Signal Lamp		X	X	X	X	Select
BNWAS		X	X	X	X	Select
Automatic Identification System (AIS)		X	X	X	X	Select
Echo Sounder			X	X	X	Select
Gyro Compass		X	X	X	X	Select
Gyro repeater at emergency steering		X	X	X	X	Select
Rudder Angle Indicator		X	X	X	X	Select
Propeller indicator, pitch, & revolution						Select
Speed and Distance Measuring Device through water		X	X	X	X	Select
9 GHz Radar		X	X	X	X	Select
3 GHz Radar or second 9 GHz			X	X	X	Select
Electronic Plotting Aid		X	X	X	X	Select
Automatic Radar Plotting Aid				X	X	Select
Automatic Tracking Aid (ATA)			X	X	X	Select
Second ATA				X	X	Select
Rate of turn indicator					X	Select
Speed and Distance Measuring Device over ground					X	Select
Heading or track control system.				X	X	Select
LRIT	Verify Broadcasting: LRIT@liscr.com					Select
VDR						Select
Navigation light indicator display						Select
Maneuvering data on bridge	YES ☐	NO ☐				Select
SSAS	Verify Confirmation Email from Administration					Select

Comments:

PART H - GENERAL SAFETY – (SOLAS II-2; III; the LSA, and FSS Codes)

☐	Pilot embarkation arrangements.
☐	Abandoned Ship Drill (Carried out during Inspection)
☐	Fire Drill (carried out during Inspection)
☐	Equipment maintenance and training manuals

Lifeboats	Freefall Yes ☐ No ☐					
	P/Stern	STBD		Rescue boat		
Condition	☐	☐	Select	Condition	☐	Select
Inventory	☐	☐	Select	Inventory	☐	Select
Operation	☐	☐	Select	Operation	☐	Select
Davits	☐	☐	Select	Davits	☐	Select

☐	Annual Thorough Examination and Testing
☐	5-year operational testing of on-load release gear

Liferafts		1	2	3	4	5	6
Add remarks related to the condition of the LR under "**Comments**"	Stowage	☐	☐	☐	☐	☐	☐
	Inspection	☐	☐	☐	☐	☐	☐
	HRU / Weak Link	☐	☐	☐	☐	☐	☐
	Davits	☐	☐	☐	☐	☐	☐

Other LSA Equipment	
☐	Lifejackets/TPA's
☐	Immersion suits:
☐	Lifebuoys
☐	Pyrotechnics
☐	Line throwing equipment
☐	Muster List and Emergency Instructions

Comments:

FIRE SAFETY		Comments:
☐	Fixed and portable extinguishers	
☐	Emergency Fire Pump	
☐	EEBDs	
☐	Firefighter's Outfits	
☐	Foam analysis	
☐	Emergency escape clearly marked, illuminated and unobstructed	
☐	Fixed Fire Detection System & Means for Testing	
☐	Fire Alarm Panels Operational	
☐	Installed Fire Extinguishing System *(water mist operational, etc.)*	
☐	Fire dampers clearly marked and open/closed properly	
☐	Fire door(s) clearly marked and working properly	
☐	International Shore Connection and Accessories	
☐	Two-way portable VHF explosion proof or intrinsically safe	
PART I - MEDICINE CHEST AND MEDICAL PUBLICATIONS		
☐	Fully stocked (valid) with clear instructions / Medical Chest Certificate	**Comments:**
☐	International Medical Guide – latest edition	
☐	Medical Logbook (up to date)	
☐	Supplement to IMDG Code or equivalent publication	
☐	Dedicated Hospital room provided with natural independent ventilation	
PART J - CREW ACCOMMODATIONS		
☐	Air Conditioning/Heating/Ventilation	**Comments:**
☐	Lighting adequate with fixtures and wiring in good order	
☐	Access and emergency escape markings	
☐	Sanitary spaces clean and have hot/cold water:	
☐	Drinking Water (sufficient supply of clean/potable waters)	
☐	Galley (cleanliness/grease traps/range hoods)	
☐	Provisions adequate, properly stored, and sufficient for the voyage	
☐	Crew Spaces clear of ship's stores or equipment	
☐	Record of weekly inspections	
☐	Water Quality Testing	
PART K - GENERAL: OVERALL CONDITION OF VESSEL (PLEASE PHOTOGRAPH GENERAL CONDITION & ALL CONCERNS)		
Checked condition of decks and superstructure:		
☐	Load Line mark, deck line & draft mark clearly marked	**Comments:**
☐	Weather Deck including forecastle	
☐	Cargo gear /cargo manifold	
☐	Mooring equipment well maintained, ropes & wires in good condition	
☐	Winch brakes	
☐	Anchors and anchor windlass	
☐	Electrical fixtures, alarms, and lighting	
☐	Non-conductive mats provided at the front and rear of the switchboard	
☐	Openings; hatches, doors, pipe penetrations, vents	
☐	Watertight Doors	
☐	Upper decks including bridge	
☐	Pump room or Cargo room as applicable	
☐	Water Ingress detectors & remote pumping (SOLAS XII/12)	
☐	Portable gas detecting equipment tested (SOLAS XI-1/7)	

PART L – CONDITION OF ENGINE ROOM AND MACHINERY SPACES		
☐	Engine Control Room	**Comments:**
☐	Electrical Systems (outlets, fittings, junction boxes, bonding straps)	
☐	Lighting	
☐	Ventilation	
☐	Alarm Panel is fully functional	
☐	Protective guards around moving parts	
☐	Main engine free of oil/water leaks	
☐	Auxiliary Engines free of oil/water leaks	
☐	Boiler (Auxiliary, Exhaust Gas)	
☐	Oil Mist Detection System	
☐	Fuel lines / Fuel Leakage Alarm	
☐	Purifiers Space	
☐	Pumps	
☐	Piping for fresh and seawater systems	
☐	Sea chest	
☐	Bilges clean and dry	
☐	Machinery space free from significant oil and/or water leaks	
☐	Pressure vessels relief valves	
☐	Low sulfur fuel change over for ECA recorded (MARPOL Annex VI)	
☐	Bunker Delivery Notes showing Sulphur limit value, MARPOL samples sealed/retained/stored properly	
☐	Insulation	
☐	Emergency Generator starting and remote shut off valve	
☐	PMS system – No overdue maintenance items	
☐	Oil Water Separator (OWS) / 15 PPM alarm / Automatic stopping device	
☐	Steering Gear operation	
☐	Incinerator	
☐	Quick closing valves operational (fuel oil-lube oil) and not blocked	
☐	Sewage Treatment Plant	
☐	Workshop tools/machines protective gear / warning signs	

General Comments:

ANNEX III

TANKERS ONLY (Oil, Chemical and Product Carriers)				
No.	**Item**	**Y**	**N**	**NA**
CERTIFICATES, MANUALS, AND RECORDS				
1	Inter./ Certificate of Fitness (Chemicals) -IBC Code	☐	☐	☐
2	International Pollution Prevention Certificate IAPP - NLS Certificate	☐	☐	☐
3	P & A Manual (NLS Tankers only)	☐	☐	☐
4	COW Manual approved and crew aware of the requirements within the manual	☐	☐	☐
5	Oil Record Book Part II (oil tankers) (Check original Liberia issued RLM 121A)	☐	☐	☐
6	Cargo Record Book (NLS)	☐	☐	☐
7	Tank Vessel Response Plan TVRP (Only applicable to vessels visiting US ports)	☐	☐	☐
8	VOC management plan	☐	☐	☐
9	STS Manual approved	☐	☐	☐
10	SMPEP-NLS	☐	☐	☐
11	Ship-to-ship transfer checklists and are there records of STS operations maintained	☐	☐	☐
12	Officers and crew who have immediate responsibility for cargo transfer, in possession of the Certificates of Specialized Training (STCW) as applicable to the type of cargo being carried	☐	☐	☐
13	Records of regular inspections of cargo and ballast tanks, void spaces, and cofferdams by the vessel's personnel and are maintained.	☐	☐	☐
14	Crew aware of safe entry procedures into the pump room, compressor rooms and trunk spaces as applicable	☐	☐	☐
CARGO				
15	Oil discharge monitoring equipment ODME operational: Print-outs available.	☐	☐	☐
16	Inert Gas System (IGS) and tests of Inert Gas System (IGS) audible and visual alarms and shutdowns (high O2, high gas temp, blower failure, high gas pressure)	☐	☐	☐
17	O2 analyzer including calibration certificate valid	☐	☐	☐
18	If the vessel is provided with a nitrogen generator/bottle manifold system, are the officers and crew aware of the specific hazards associated with nitrogen gas?	☐	☐	☐
19	Cargo Tanks are in an inert condition, if required by cargo type	☐	☐	☐
20	Liquid level in the deck seal at the correct level, clearly visible	☐	☐	☐
21	Crude Oil Washing (COW) system and all associated COW equipment in good operational condition	☐	☐	☐
22	Previous COW operation records maintained	☐	☐	☐
23	P/V valves in good order, inspected and cleaned as part of the PMS	☐	☐	☐
24	When installed, check the general condition of P/V Breaker and the gauge is legible. The pressure observed here should be comparable to pressure readings in CCR.	☐	☐	☐
25	Tank gauging equipment	☐	☐	☐
26	Annex 1 and 2 overboard valves and cargo system sea valves suitably secured, thoroughly checked closed prior to commencement of cargo transfer, and where provided, sea valve-testing arrangements in order and regularly monitored for leakage	☐	☐	☐
27	Cargo, ballast and stripping pumps, educators and their associated instrumentation and controls including temperature monitoring, in good order and is there recorded evidence of regular testing.	☐	☐	☐
28	Cargo tank high level and overfill alarms in good order and their records of regular testing	☐	☐	☐
29	Emergency cargo pump shutdown system in good order and is there recorded evidence of regular testing	☐	☐	☐
30	Cargo and bunker samples locker situated within the main cargo area and is it in good order	☐	☐	☐
31	Pump room bilge high level alarms fitted, regularly tested and the results recorded.	☐	☐	☐
32	Bilge pump in good order and can it be operated from a position outside the pump room	☐	☐	☐
FIREFIGHTING SYSTEM				
33	Fixed high-expansion foam fire extinguishing system	☐	☐	☐
34	Fixed deck foam system includes operational tests of foam monitors, isolation valves are open and in good condition, and hoses or portable applicators are available for shadow areas on deck.	☐	☐	☐
35	Vapor Control System (VCS)	☐	☐	☐
36	Fixed gas detection instruments	☐	☐	☐

GENERAL				
37	Duplicate portable gas detection equipment suitable for the cargoes carried, and officers' familiar with the operation, calibration and is the equipment being maintained in accordance with manufacturers and industry recommendations	☐	☐	☐
38	Approved stability instrument for intact and damage stability (Oil, Chemical carriers)	☐	☐	☐
39	Electricals on deck (bonding straps on piping systems and condition of explosion proof lights)	☐	☐	☐
40	The decontamination shower and eye station are in good working order, the First Aid kit is valid (MFAG), and two additional SCBAs with hazmat suits appropriate for the cargoes carried onboard are present and in good condition.	☐	☐	☐

Annex IV

Passenger Ships only			
	Y	**N**	**NA**
PART A. FLAG STATE INSPECTION DESIGNATED SHIPBOARD OFFICER			
1. Rank:	☐	☐	☐
2. Duties:	☐	☐	☐
3. Does he/she stand watch?	☐	☐	☐
4. Are records of on-board maintenance of life-saving appliances available and properly maintained? 4.1 Are checklists for inspections used? 4.2 Are maintenance, troubleshooting and repair instructions provided? 4.3 Are Diagrams, parts lists and spare parts available?	☐	☐	☐
PART B. EMERGENCY FIRE SQUAD			
1. How many fire zones are on board?	☐	☐	☐
2. How many squads on board?	☐	☐	☐
3. Number of persons in each squad:	☐	☐	☐
4. Condition and location of emergency gear: 4.1 Are at least two spare charges for each breathing apparatus? 4.2 Are all air cylinders interchangeable?	☐	☐	☐
5. Number of complete Fireman's outfits: 5.1 At least two outfits in each main zone?	☐	☐	☐
5.2 Are the inventories of the fire stations available and monitored by the assigned crew?	☐	☐	☐
5.3 Are the EEBDs properly located as per Fire Safety Plan?	☐	☐	☐
5.4 Are the equipment in accordance with the approved ships safety plan?	☐	☐	☐
PART C. ACCOMMODATIONS			
1. Are crew members in the accommodation areas readily identifiable to passengers by uniforms or otherwise?	☐	☐	☐
2. Are there sufficient life-jackets in staterooms? (as per LSA approved Plan)	☐	☐	☐
3. Are there instructions for wearing life-jackets and locations of muster stations?	☐	☐	☐
4. Are there signs to lifeboats stations posted in passenger areas?	☐	☐	☐
5. Are the accommodation covered by firefighting/fire detection and alarm systems?	☐	☐	☐
PART D. MEANS OF ESCAPE	☐	☐	☐
1. Are there procedures on board for locating and rescuing passengers trapped in their staterooms?	☐	☐	☐
2. Is there a corridor, lobby, or part of a corridor from which there is only one route of escape?	☐	☐	☐
3. Are means of escape such as stairways and exits clearly marked?	☐	☐	☐

ANNEX IV

PART E. MUSTER LIST/EMERGENCY CARDS/FIRE CONTROL PLANS AND BOOKLETS	☐	☐	☐
1. Are the plans conspicuously posted?	☐	☐	☐
2. Are they in the official language of the crew?	☐	☐	☐
3. Are all safety instructions in the language of the ship?	☐	☐	☐

4. Do crew members have individual emergency cards indicating emergency duties? 5 Are duties of crew (as applicable in the Muster List) clearly shown/described including: 5.1 closing of the watertight doors, fire doors, valves, scuppers, side scuttles, skylights, portholes and other similar openings in the ship? 5.2 safety duties/position on survival crafts and other life-saving appliances? 5.3 preparation and launching of survival craft? 5.4 general preparation of other life-saving appliances? 5.5 muster of passengers? 5.6 use of communication equipment? 5.7 manning of fire parties assigned to deal with fires? 5.8 special duties assigned in respect of the use of fire-fighting equipment and installations? 5.9 Special duties assigned in respect of special needs people?	☐	☐	☐
7. Does the muster list show which officers are assigned to ensure that life saving and fire appliances are maintained in good condition and ready for immediate use? 7.1 Does muster list indicate alternates to responsible officers who may become incapacitated or needed elsewhere in an emergency?	☐	☐	☐
8. Are responsible officers familiar with fire control plans and damage control booklets? 9. Are Fire Control Plans and Damage Stability Booklets readily available?	☐	☐	☐
PART F. LIFEJACKETS/TPA'S IMMERSION SUITES			
1. Are the instructions for correctly donning the lifejackets through the vessel available?	☐	☐	☐
2. Are the lifejackets suitable for children available?	☐	☐	☐
3. Are the life jackets fitted with approved lights/whistles/retro-reflective material?	☐	☐	☐
4. Are the storage of spare life jackets properly marked?	☐	☐	☐
5. Are the lifejackets available for the persons on watch?	☐	☐	☐
6. Are the immersion suits/TPAs available on the lifeboats (only open type lifeboats)	☐	☐	☐
PART G. FIRE PROTECTION, FIRE DETECTION, EXTINGUISHING SYSTEMS & FITTINGS			
1. If CO_2, is room/s unlocked? 1.1 If locked, is a key box nearby or by an alternative means to open the door?	☐	☐	☐
2. Are the compartments covered by system clearly indicated?	☐	☐	☐
3. Are the location of control valves clearly indicated?	☐	☐	☐
4. Is the Language of plans and instructions as per shipboard language?	☐	☐	☐
5. Are control/valves labeled?	☐	☐	☐
6. Under whose control is the fire station, and do all officers know location of controls/valves and understand operation of system?	☐	☐	☐
7 Is Each fire patrol member equipped with a portable two/way radio	☐	☐	☐
8 Are the number of fire stations as per Fire Safety Plan?	☐	☐	☐
9 Spot check crew to see if they know the location of fire stations and lifeboat embarkation stations.	☐	☐	☐
10 Location of main and auxiliary fire pumps:	☐	☐	☐
11 Do all watch engineers know location and how to operate the fire pumps?	☐	☐	☐
12 Location of the Emergency Generator (and Additional generator, if provided):	☐	☐	☐
13 Are the emergency and safety detection equipment fitted on the navigation bridge such as ventilation stops, water tight doors closing from remote, side shell doors, fire doors , fire pumps and availability of fire control plan and damage stability plan in good working	☐	☐	☐

conditions?			
14. Is the Public Address (PA) system properly working?	☐	☐	☐
15. Is the SFP intact? Random checks to be carried out in different areas of the ship	☐	☐	☐
16. Are the self-closing arrangements of the fire doors working properly?	☐	☐	☐
17 Are the Sprinkler/high fog/Water mist systems properly maintained and in good working conditions?	☐	☐	☐
18 Are the low pressure and low-level alarms properly working?	☐	☐	☐
19 Are the section valves properly maintained? Spots check to be carried out throughout the ship	☐	☐	☐
20 Are the sprinkler/high fog heads in proper working conditions and the type as per FCP?	☐	☐	☐
21 Is the ship`s ventilation provided with an emergency stop located in the emergency station, ECR and navigation Bridge?	☐	☐	☐
22 Is the fire main (including hydrants, hand wheels, etc) in proper working condition? Check to be carried out on the fire hoses, lockers and boxes	☐	☐	☐
23 Are the fire hoses in good working conditions? Random check to be carried out	☐	☐	☐
PART H. WATER-TIGHT, WEATHER TIGHT , SHEEL DOORS, PORTHOLES AND FIRE SCREEN DOORS IN MAIN VERTICAL ZONES AND STAIRWAYS	☐	☐	☐
1. Check for remote and manual operation (local and from upper decks): 1.1 Do they operate properly? 1.2 Is the visible and audible alarm working properly?	☐	☐	☐
2. Does shaft tunnel(s) door have a remote or automatic control? 3. Is the manual operating method of W/T Doors known by the assigned crew?	☐	☐	☐
4. Are the side shell doors in good working condition? (seals, compression bar, opening and closing arrangements , pins, etc)	☐	☐	☐
5. Are the portholes located on the lower decks in crew and passenger area fitted with facilities for closing?	☐	☐	☐
PART I. VENTILATION SYSTEMS, SOUNDING PIPES AND TANK VENTILATION			
1. Locations of remote control:	☐	☐	☐
2. Damper operating system type:	☐	☐	☐
3. Are the galley duct ventilation control and fire extinguishing system including: 3.1 grease trap readily removable for cleaning, unless an alternative grease removal process? 3.2 fire damper located in the lower end of the duct? 3.3 arrangements operable from within the galley for shutting off the exhaust fans? 3.4 fixed means for extinguishing a fire within the duct? 3.5 suitably located hatches for inspection and cleaning?	☐	☐	☐
4. Are officers and crew aware of the location of ventilation controls?	☐	☐	☐
5. Are proper instructions posted to shut down the ventlation?	☐	☐	☐
6. Are oil transfer pumps, oil fuel unit pumps and other similar pumps fitted with remote controls situated outside the space concerned?	☐	☐	☐
7. Are the sounding pipes in engine spaces in good working conditions?	☐	☐	☐
8. Is the location of fuel tank quick closing emergency valves clearly indicated?	☐	☐	☐
9. Is the Main Atrium smoke extraction properly working?	☐	☐	☐
10. Are the tank ventilation system properly checked and maintained?	☐	☐	☐

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PART J. EMERGENCY GENERATOR (EG) & ADDITIONAL EMERGENCY (AEG) GENERATOR (if fitted on board)			
1. Check source of power: Switchover method:	☐	☐	☐
2. Is the EG (and AEG, if fitted) properly running? (running test with no load to be conducted)	☐	☐	☐
3. Is the EG and AEG rooms properly provided with a way of communication?	☐	☐	☐
PART K. GENERAL HOUSEKEEPING			
1. Are the lockers and storerooms clean?	☐	☐	☐
2. Are the passageways and stairwells for recesses or lockers free of unauthorized storage of combustibles/furniture?	☐	☐	☐
3. Are the cold rooms maintaining the foreseen temperature?	☐	☐	☐
PART L. LIFEBOATS/LIFERAFTS/RESCUE BOATS/TENDER BOATS /RECOVERY OF PERSONS FROM WATER			
1. Are the lifeboats and rescue boats properly marked?	☐	☐	☐
2. Are the general conditions of the survival crafts including rescue boats and MOR (means of rescue, if fitted on board) fit for their purpose?	☐	☐	☐
3. Are the ship-specific plans and procedures for recovery of persons from the water available?	☐	☐	☐
4. Are the liferafts properly connected to the painter line and hydrostatic release?	☐	☐	☐
PART M. PRACTICE MUSTERS/DRILLS			
1. How was the performance of officers and crew at fire and abandon ship drills?	☐	☐	☐
2. Does each crew member participate in at least one abandon ship drill and one fire drill every month? 3 Does Crew members with enclosed space entry or rescue responsibilities participate in an enclosed space entry and rescue drill to be held on board the ship at least once every two months?	☐	☐	☐
4. Are different boats/liferafts used for drills?	☐	☐	☐
5. Are drills performed within 24 hours of leaving port if more than 25% of crew have not participated in a drill within previous month?	☐	☐	☐
6.0 Are the musters of passengers made within 24 hours of leaving port? (Prior to the departure for CLIA members) 6.1 Are passengers instructed in the use of lifejackets and action to be taken in an emergency? 6.2 Is order kept in passageways and stairways? 6.3 Is the flow of passengers in passageways controlled properly and effectively?	☐	☐	☐
Does each abandon ship drill include at least: 7.1 summoning of passengers and crew to muster stations with the alarm required and ensuring that they are made aware of the order to abandon ship specified in the muster list? 7.2 reporting to stations and preparing for the duties described in the muster list? 7.3 checking that passengers and crew are suitably dressed? 7.4 checking that lifejackets are correctly donned? 7.5 lowering of at least one lifeboat after preparation for launching? 7.6 starting and operating the lifeboat engine? 7.7 operation of davits used for launching liferafts? 7.8 a mock search and rescue of passengers trapped in their staterooms? Verify the implementation of the Company procedures related to special needs persons 7.9 instruction in the use of radio life-saving appliances?	☐	☐	☐

Annex IV

PART N. ON-BOARD TRAINING AND INSTRUCTIONS			
1.0 Have the Ro/Ro passenger vessels-senior officers and every person on board assigned responsibility for embarking passengers, loading, discharging, securing cargo or closing hull openings ,evidence of training in passenger safety, cargo safety and hull integrity? 1.1 Passenger vessel, masters, officers, ratings and all other personnel on muster lists to assist passenger in emergencies (including Ro/Ro passenger ships) have evidence of training in; 1.2 Crowd management? 1.3 Safety induction and Familiarization on the job? 1.4 Safety training (for those persons providing direct service to those passengers in passenger spaces) 1.5 Passenger safety? 1.6 Crisis management and human behavior?	☐	☐	☐
2.0 Is the on-board training in the use of davit-launched liferafts given every four months? 2.1 Is the training liferaft (demo raft) conspicuously marked? 2.2 Are training manuals available to the crew? 2.3 If fitted with a marine evacuation system, (MES) are training aids in the use of the system on board?	☐	☐	☐
3.0 Decision support system for masters of passenger ships: 3.1 Is there a decision-support system for emergency management on the navigation bridge and is it able to present a list of recommended actions to be carried out in foreseeable emergencies? 3.2 Is there a printed or computer based emergency plan or plans for emergency situations that include the following main groups of emergencies: .1 fire, damage to ship and pollution; .2 unlawful acts threatening the safety of the ship and the security of its passengers and crew; 3.3 personnel accidents, cargo-related accidents and emergency assistance to other ships.	☐	☐	☐
4. Training record: are proper log entries made, and training records maintained on board?	☐	☐	☐