

PORT STATE INSPECTION CHECKLIST

Note: The checklist contained in this section is an example which may be used by an Authority which has not developed its own list. Each Authority is free to decide whether to use this checklist or its own checklist.

This checklist is intended to be an aid to memory and an indication of items to be inspected. It is not exhaustive and may be extended or curtailed at a port State control officer's discretion. Inspection of every item in each category is not required but the port State control officer is to inspect sufficient items in order to form an objective impression of the overall condition of the ship.

Port State control inspections should be carried out with the knowledge of the ship's master or his deputy. When exercising the port State inspection, the port State control officer should be accompanied by a responsible person nominated by the master or his deputy during the inspection.

A SHIP'S DETAILS

During inspection, following information should be collected / confirmed:

Name of ship	Flag of ship
Type of ship	Call sign/MMSI
IMO number	Gross tonnage
Deadweight	Date keel laid
Classification society	IMO company No. & company details
Number of crew	Nationality of crew
Type of cargo	Next port of call
Date of last PSC inspection	Place of last PSC inspection
Others	

B CERTIFICATES AND DOCUMENTS

The following certificates and documents, not exhaustive, whenever applicable, should be checked during initial inspection:

1 Ship Certificate

Certificate	Issued by	Date of Issue	Date of Expiry	Last Survey		
				Date	Surveyed by	Place
Load Line 66						
International Load Line Certificate						
SOLAS 74						
Cargo Ship Safety Certificate						
Cargo Ship Safety Construction Certificate						
Cargo Ship Safety Equipment Certificate						
Cargo Ship Safety Radio Certificate						
High Speed Craft Safety Certificate						
INF Certificate of Fitness			NA	NA	NA	NA
Minimum Safe Manning Document			NA	NA	NA	NA
Mobile Offshore Drilling Unit Safety Certificate						
Passenger Ship Safety Certificate				NA	NA	NA
Special Purpose Ship Safety Certificate						
ISM Code						
Document of Compliance (DOC)						
Safety Management Certificate (SMC)						
ISPS Code						
International Ship Security Certificate						
MLC 2006						
Maritime Labour Certificate (MLC)						
BC/IBC Code						
Certificate of Fitness for the Carriage of Dangerous Chemicals in Bulk						
International Certificate of Fitness for the Carriage Dangerous Chemicals in Bulk						
GC/IGC Code						
Certificate of Fitness for the Carriage of Liquefied Gases in Bulk						
International Certificate of Fitness for the Carriage of Liquefied Gases in Bulk						

Certificate	Issued by	Date of Issue	Date of Expiry	Last Survey		
				Date	Surveyed by	Place
MARPOL 73/78						
International Air Pollution Prevention Certificate (IAPP)						
International Energy Efficiency Certificate (IEE)						
International Oil Pollution Prevention Certificate (IOPP)						
International Pollution Prevention Certificate for the Carriage of Noxious Liquid Substances in Bulk (NLS)						
International Sewage Pollution Prevention Certificate (ISPP)						
AFS						
International Anti-Fouling System Certificate (AFS)						
Tonnage 69						
International Tonnage Certificate						
CLC 92						
Certificate of Insurance of Civil Liability for Oil Pollution Damage						

2 Crew Certificates

	Valid	COC ¹	Valid Flag Endorsement ²	Tanker endorsement ³		GMDSS ⁵	
Master >500GT	II/2			V/1 ⁴		GOC/ROC	
Chief Officer >500GT	II/2			V/1 ⁴		GOC/ROC	
Officer NW	II/1			V/1		GOC/ROC	
Ratings NW	II/4		NA	V/1		NA	
C/Eng >3000kW	III/2			V/1 ⁴			
2/Eng >3000kW	III/2			V/1 ⁴			
Officer EW	III/1			V/1			
Rating EW	III/4		NA	V/1			

Note:

1. Valid CoC – The Certificate of Competency (CoC) kept on board, must be an original with an English translation included.
2. Valid Flag Endorsement – The flag State must recognize any certificate issued by another party to any officer serving under its flag.
3. Tanker Endorsement – Tanker endorsements or certificates are required for officers and certificates for ratings assigned specific duties related to cargo operations to show compliance with (Reg. V/1-1 and V/1-2).
4. Masters, Chief Engineers, Chief Officers and Second Engineers and any other person with immediate responsibility for loading, discharge and care in transit and handling of cargo require a tanker endorsement to show compliance with Reg. V/1-1 and V/1-2.
5. The minimum requirement for a vessel operating in sea area A3, is for one navigating officer to hold a valid GMDSS GOC and all others to hold valid GMDSS ROC certificates.

3 Other certificates and documents

Bulk Carrier Booklet (SOLAS reg.VI/7.2) satisfactory	Yes/No
Bunker delivery notes (MARPOL Annex VI reg.18.3) satisfactory	Yes/No
Cargo Gear Record Book (ILO Convention No. 32 art.9.2(4) and ILO Convention No. 152 art.25) satisfactory	Yes/No
Cargo Record Book (MARPOL Annex II reg.15) satisfactory	Yes/No
Cargo Securing Manual (SOLAS reg.VI/5.6) satisfactory	Yes/No
Certificate of insurance or any other financial security in respect of civil liability for Bunker oil pollution damage (BUNKERS 2001 art.7.2) satisfactory	Yes/No
Certificate of Registry or other document of nationality (UNCLOS art.9.1.2) satisfactory	Yes/No
Certificates as to the ship's hull strength and machinery installations issued by the classification society in question (only to be required if the ship maintains its class with a classification society) satisfactory	Yes/No
Certificates loading and unloading equipment (ILO Convention No. 134 art.4.3(e) and ILO Convention No. 32 art.9(4)) satisfactory	Yes/No
Continuous Synopsis Record (SOLAS reg.XI-1/5) satisfactory	Yes/No
Copy of the Document of compliance issued by the testing facility, stating the date of compliance and the applicable performance standards of VDR (voyage data recorder) (SOLAS reg.V/18.8) satisfactory	Yes/No
Damage control plans and booklets (SOLAS reg.II-1/19) satisfactory	Yes/No
Dangerous goods special list or manifest, or detailed stowage plan (SOLAS reg.II-2/19 and ILO Convention No. 134 art.4.3(h)) satisfactory	Yes/No
Declaration on AFS (AFS 2001 Annex 4 reg.5) satisfactory	Yes/No

ANNEX I

Document of authorization for the carriage of grain (SOLAS reg.VI/9) satisfactory	Yes/No
Document of compliance Dangerous Goods (SOLAS reg.II-2/19.4) satisfactory	Yes/No
Engine International Air Pollution Prevention Certificate (EIAPPC) (Nox Technical Code 2008 reg.2.1.1.1) satisfactory	Yes/No
Fire control plan (SOLAS reg.II-2/15.2.4) satisfactory	Yes/No
Fire safety operational booklet (SOLAS reg.II-2/16.3.1) satisfactory	Yes/No
For oil tankers, the record of oil discharge monitoring and control system for the last ballast voyage (MARPOL Annex I reg.31.2) satisfactory	Yes/No
For passenger ships, List of operational limitations (SOLAS reg.V/30.2) satisfactory	Yes/No
For ro-ro passenger ships, information on the A/A-max ratio (SOLAS reg.II-1/8-1) satisfactory	Yes/No
Garbage Management Plan (MARPOL Annex V reg.9.2) satisfactory	Yes/No
Garbage Record Book (MARPOL Annex V reg.9.3) satisfactory	Yes/No
Loading/Unloading Plan for bulk carriers (SOLAS reg.VI/7.3) satisfactory	Yes/No
Log-book for fuel oil change-over (MARPOL Annex VI reg.14.6) satisfactory	Yes/No
LRIT Conformance Test Report satisfactory	Yes/No
Manoeuvring Booklet and information (SOLAS reg.II-1/28.2) satisfactory	Yes/No
Medical certificates (ILO Convention No. 73) satisfactory	Yes/No
Oil Record Book, parts I and II (MARPOL Annex I regs.17 and 36) satisfactory	Yes/No
Procedures and Arrangements Manual (chemical tankers) (MARPOL Annex II reg.14.1) satisfactory	Yes/No
Record book of engine parameters (Nox Technical Code reg.6.2.2.7.1) satisfactory	Yes/No
Record of AFS (AFS 2001 Annex 4 reg.2) satisfactory	Yes/No
Records of hours of work or rest of seafarers (ILO Convention No.180 part II art. 8.1) Satisfactory	Yes/No
Reports of previous port State control inspections satisfactory	Yes/No
SAR coordination plan for passenger ships trading on fixed routes (SOLAS reg.V/7.3) Satisfactory	Yes/No
Shipboard Oil Pollution Emergency Plan (MARPOL Annex I reg.37.1) satisfactory	Yes/No
Ship's log-book with respect to the records of drills, including security drills, and the log For records of inspection and maintenance of life-saving appliances and arrangements and firefighting appliances and arrangements (SOLAS regs.III/19.5 and 20.6) satisfactory	Yes/No
Stability information (SOLAS reg.II-1/5-1 and LLC66/88 reg.10) satisfactory	Yes/No
Statement of compliance Condition Assessment Scheme (CAS) (MARPOL Annex I regs.20.6 and 21.6.1) satisfactory	Yes/No
Survey Report Files (in case of bulk carriers or oil tankers) (SOLAS reg.XI/2) satisfactory	Yes/No
Table of shipboard working arrangements (STCW Code Section A-VIII/1.5 and ILO Convention No. 180 art. 5.7) satisfactory	Yes/No

Technical files (Nox Technical Code 2008 reg.2.3.6) satisfactory	Yes/No
Type approval certificate of incinerator (MARPOL Annex VI reg.16.6) satisfactory	Yes/No
Unattended machinery spaces (UMS) evidence (SOLAS reg.II-I/46.3) satisfactory	Yes/No

C AREAS FOR INSPECTION

1 EXTERNAL HULL

Hull Condition (Hull Structure Rudder& Propeller) satisfactory	Yes/No
Hull Marking's (Load Line Marks, Draft Marks, Ship's Name. Port of Registry, IMO Number) satisfactory	Yes/No
Accommodation Ladder & Side Netting satisfactory	Yes/No
Pilot Transfer Arrangement satisfactory	Yes/No

2 HOURS OF REST AND FATIGUE

Watchkeeping schedule posted (in an easily accessible area)	Yes/No
Rest periods comply with STCW requirements	Yes/No
Rest periods reflect actual hours worked	Yes/No
Watchkeepers on first and subsequent watch sufficiently rested	Yes/No
No issues with the navigation plan/equipment that may compromise watchkeepers ability to perform effectively	Yes/No

3 ISM CODE

Designated Person Ashore Defined satisfactory	Yes/No
Master's Review of ISM System satisfactory	Yes/No
SMS Manuals, Audit Reports and Document Control satisfactory	Yes/No
Documented Emergency Procedures satisfactory	Yes/No

4 MARITIME SECURITY

Gangway / Access Control / Visitor's Register satisfactory	Yes/No
Control of Access to Restricted Area satisfactory	Yes/No
Records of Last 10 Ports of Call satisfactory	Yes/No
Security Drill Record satisfactory	Yes/No

5 WHEELHOUSE/NAVIGATION DECK

Navigational Charts & ECDIS satisfactory	Yes/No
Passage Plans & Voyage Information satisfactory	Yes/No
Nautical Publications. e.g. NTM, Sailing Directions, etc. satisfactory	Yes/No
Navigational Aid Equipment e.g. Radar, AIS, VDR, Echo Sounder, Portable Daylight Signaling Lamp, Shapes, Sound Signals, Windscreens & Wipes, etc. satisfactory	Yes/No
Gyro & Magnetic Compasses & Deviation Records satisfactory	Yes/No
Navigational Light Panel & Light Signals satisfactory	Yes/No
Communication with Engine Room & Steering Gear Room satisfactory	Yes/No
Fire Detection Panel satisfactory	Yes/No
Fire Fighting Arrangement satisfactory	Yes/No
Alarm (General & Emergency) satisfactory	Yes/No
Safety Equipment, e.g. Life Jackets, Immersion Suits, Parachute Signals, Line Throwing Apparatus, etc. satisfactory	Yes/No
Muster List, Warning Notices/Signs, Watchkeeping Schedule satisfactory	Yes/No
BNWAS satisfactory	Yes/No

6 RADIO

Power Sources (General & Emergency) & Battery Condition satisfactory	Yes/No
406 EPIRB & Annual Service Report satisfactory	Yes/No
MMSI Reception satisfactory	Yes/No
MF/HF Radio Installation satisfactory	Yes/No
On Air Radio Check DSC satisfactory	Yes/No
VHF Installations satisfactory	Yes/No
Radar Transponders (2 sets) satisfactory	Yes/No
Two-way Radio Telephone Apparatus (3 Sets) satisfactory	Yes/No
Facilities for Receiving Maritime Safety Information satisfactory	Yes/No

7 COMPASS DECK

Standard Magnetic Compass satisfactory	Yes/No
Antenna satisfactory	Yes/No
Masts & Attachments satisfactory	Yes/No
Vent Closures satisfactory	Yes/No

8 EXTERNAL SUPERSTRUCTURE & DECK

Engine Room Skylight & Access Hatches satisfactory	Yes/No
Funnel Flap Operation satisfactory	Yes/No
Ventilation Fans /Dampers for Engine Room satisfactory	Yes/No
Emergency power source satisfactory	Yes/No
Fire Hydrants /Hoses /Nozzles satisfactory	Yes/No
Accommodation Vent Closure satisfactory	Yes/No
Battery Stowage Condition & Battery Room Vent satisfactory	Yes/No
Weathertight Doors, Weather Doors & Frames satisfactory	Yes/No
External Accommodation Stairways satisfactory	Yes/No
Man-overboard with Light & Smoke Signal satisfactory	Yes/No
Fire Control Plan Outside Accommodation satisfactory	Yes/No
Lifebuoy/Lines /Ignition Lights satisfactory	Yes/No
Emergency Generator & Starting Means satisfactory	Yes/No
Emergency Lights satisfactory	Yes/No
EPIRB satisfactory	Yes/No

9 BOAT DECK

Lifeboat Stowage & Release Arrangements satisfactory	Yes/No
Boat Preparation & Overside Lights satisfactory	Yes/No
Launching Instructions satisfactory	Yes/No
Embarkation Ladder satisfactory	Yes/No

10 SURVIVAL CRAFT

Stowage Release & Launching Arrangements satisfactory	Yes/No
Lifeboat/Rescue Boat Hull/Attachments satisfactory	Yes/No
Lifeboat/Rescue Boat Equipment satisfactory	Yes/No
Lifeboat/Rescue Boat Engine satisfactory	Yes/No
Operational Readiness satisfactory	Yes/No
Life Rafts & Liferaft Securing Arrangement satisfactory	Yes/No

11 MAIN DECK

Load Line Closing Devices satisfactory	Yes/No
Crew Protection (e.g. Guardrails & Bulwarks) satisfactory	Yes/No

Fire Main, Fire Hydrants, Fire Hoses & Nozzles satisfactory	Yes/No
Deck Structures, Cargo Hold & Access Hatches, Deck Houses satisfactory	Yes/No
Cargo Holds & Bosun Store Ventilators & Ventilation Fan satisfactory	Yes/No
Windlasses, Anchors & Cables, Mooring Winches & Ropes satisfactory	Yes/No

12 FIXED FIRE FIGHTING SYSTEM

Storage Room/System General Condition satisfactory	Yes/No
Operating Instructions satisfactory	Yes/No

13 EMERGENCY FIRE PUMPS

Emergency Fire Pump Condition & Operation satisfactory	Yes/No
Fire Hydrants & Fire Hoses satisfactory	Yes/No
Engine Room Fire Main Isolating Valve satisfactory	Yes/No

14 FIRE CONTROL STATION

Fire Fighter's Outfits satisfactory	Yes/No
Remote Stops/Fuel Shutoffs satisfactory	Yes/No
International Shore Connection satisfactory	Yes/No
Fixed Fire Suppression System Controls satisfactory	Yes/No

15 STEERING GEAR COMPARTMENT

Change Over Instructions satisfactory	Yes/No
Emergency Steering satisfactory	Yes/No
Communications to Wheelhouse satisfactory	Yes/No
Overall Condition satisfactory	Yes/No

16 ENGINE ROOM

Engine Room Fire Doors satisfactory	Yes/No
Fire Appliances' (e.g. Fire Fighting & Fire Detection) satisfactory	Yes/No
Safety Equipment (e.g. Lifejackets, Immersion Suits) satisfactory	Yes/No
Escape Routes and EEBDs satisfactory	Yes/No
Emergency Lights satisfactory	Yes/No
Main Engine, Generators & Engines satisfactory	Yes/No

Boiler & Associated Systems satisfactory	Yes/No
Machinery & Equipment (e.g. Pumps, Purifiers, etc.) satisfactory	Yes/No
Fuel Oil High Pressure Pipe Protection satisfactory	Yes/No
Quick Closing Valves (e.g. F.O. & L.O. Tanks) satisfactory	Yes/No
Valves (incl. O/B Discharge Valves), Piping & Fittings satisfactory	Yes/No
Self Closing Devices /Valves (e.g. for Sounding Pipes) satisfactory	Yes/No
Bilges/Tank Top Cleanliness satisfactory	Yes/No
Alarms (e.g. Emergency, Machinery & Equipment) satisfactory	Yes/No
Electrical Safety satisfactory	Yes/No
Muster List, Warning Notices/Signs, Watchkeeping Schedule satisfactory	Yes/No

17 MARPOL (POLLUTION PREVENTION)

Oily Water Separator & Associated Equipment satisfactory	Yes/No
15 PPM Oil Content Meter (including Alarm) satisfactory	Yes/No
Garbage Arrangements satisfactory	Yes/No
Sewage Treatment System satisfactory	Yes/No
Air Pollution Prevention Arrangements satisfactory	Yes/No

18 ACCOMMODATION/CATERING

Cleanliness /Hygiene satisfactory	Yes/No
Sanitary Arrangements satisfactory	Yes/No
Mess & Recreation Facilities satisfactory	Yes/No
Food & Food Storage satisfactory	Yes/No
Fire Fighting Arrangements satisfactory	Yes/No
SOLAS Training Manual satisfactory	Yes/No
Emergency Lights satisfactory	Yes/No
Safety Equipment (e.g. Lifejackets & Immersion Suits) satisfactory	Yes/No
Fire Dampers satisfactory	Yes/No
Overall Condition satisfactory	Yes/No

19 MARITIME LABOUR CONVENTION 2006

Minimum Age verified	Yes/No
Medical Certificates satisfactory	Yes/No
Training and Qualifications satisfactory	Yes/No
Seafarers Employment Agreements (SEA) satisfactory	Yes/No

Recruitment and Placement satisfactory	Yes/No
Hours of work and hours of rest satisfactory	Yes/No
Manning levels satisfactory	Yes/No
Accommodation and recreational facilities satisfactory	Yes/No
Food and Catering satisfactory	Yes/No
Health and Safety Protection satisfactory	Yes/No
Medical Care on board ship satisfactory	Yes/No
Repatriation Arrangement verified	Yes/No
On Board Complaint procedure satisfactory	Yes/No
Social Security satisfactory	Yes/No
Payment of Wages satisfactory	Yes/No

20 ADDITIONAL FOR PASSENGER SHIPS

Emergency Plans satisfactory	Yes/No
Lifeboats & Inventories satisfactory	Yes/No
Lifejackets for Passengers (Adults, Children & Infants) satisfactory	Yes/No
Zone Isolation Operation satisfactory	Yes/No
Watertight Doors Local & Remote Controls satisfactory	Yes/No
Procedures & responsibilities for incident response satisfactory	Yes/No
Sprinkler Auto Pump Cut-In satisfactory	Yes/No
Sprinkler Station Alarms satisfactory	Yes/No
Passenger Cabin Emergency Information satisfactory	Yes/No
Evacuation Direction Signs satisfactory	Yes/No
Emergency Lighting satisfactory	Yes/No
Rescue & Fast Rescue Boat satisfactory	Yes/No
Emergency Drills Demonstration satisfactory	Yes/No

21 ADDITIONAL FOR BULK CARRIERS

Enhanced Survey Records satisfactory	Yes/No
Shippers declaration on board satisfactory	Yes/No
Cargo Hold Hatch Covers & Locking Devices satisfactory	Yes/No
Inspection of main deck satisfactory	Yes/No
Compliance with the IMSBC Code satisfactory	Yes/No
Cargo Hold(s) inspection satisfactory	Yes/No
Electrical equipment and cabling/gas sampling points satisfactory	Yes/No
Internal inspection of Ballast Tanks satisfactory	Yes/No

Procedures and responsibilities for cargo operations satisfactory	Yes/No
Loading instruments/Loading Booklet satisfactory	Yes/No
Water Ingress Alarm System satisfactory	Yes/No
Grain Loading Booklet /Document of Authorization satisfactory	Yes/No
De-Watering Arrangement satisfactory	Yes/No

22 ADDITIONAL FOR RO-RO CARGO SHIPS

Shell Doors Locking and Sealing Arrangements satisfactory	Yes/No
Vehicle Deck Drainage satisfactory	Yes/No
Fire Fighting Arrangements satisfactory	Yes/No
Fire Protection Arrangements satisfactory	Yes/No
Water Fog and Foam Applicators satisfactory	Yes/No
Cargo Securing Arrangements satisfactory	Yes/No
General Structural Inspections satisfactory	Yes/No
Ramp/Bulwarks/Guard Rails satisfactory	Yes/No

23 ADDITIONAL FOR GAS/CHEMICAL/OIL TANKERS

Procedures & responsibilities for cargo handling operations satisfactory	Yes/No
Inert Gas System satisfactory	Yes/No
Fire protection for cargo tanks deck area satisfactory	Yes/No
Oil Discharge Monitoring Equipment satisfactory	Yes/No
Pump room and pump room ventilation system satisfactory	Yes/No
Venting, purging, gas-freeing & ventilation satisfactory	Yes/No
Portable oxygen/gas measuring instruments satisfactory	Yes/No
Emergency towing arrangement satisfactory	Yes/No

24 ADDITIONAL FOR SHIPS CARRYING CONTAINERS AND GENERAL CARGOES

Cargo Securing Arrangements satisfactory	Yes/No
Carriage of Dangerous Goods satisfactory	Yes/No
Navigation bridge visibility satisfactory	Yes/No