



**Australian Government**

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**Australian Maritime Safety Authority**

# **SHIP INITIAL INSPECTION CHECKLIST**

## **Port State Control**



Ship name

Port of inspection

Date

Inspector

Signature



**Inspection Times  
(SHIPSYS Mobile Users Only)**

	Date	Time
Commenced initial inspection	/ /20	
Completed initial inspection	/ /20	
Commenced detailed inspection	/ /20	
Completed detailed inspection	/ /20	



## General Details (SHIPSYS Mobile Users Only)

Owner (record owner's name from ship's registration papers or C.S.R)	
IMO registered owner number	Country
Charterer	
P&I club	
Agent	
Last special survey (dd/mm/yyyy)	
Port of registry	
Type of cargo	
Master advises that all equipment is operating satisfactorily and that the vessel is seaworthy YES / NO	
Master's signature	
Comments	
Scheduled departure date / /20	Time
Next port	ETA next port

## Crew Qualifications (SHIPSYS Mobile Users Only)

(Place a ✓ against the applicable certificates)

Rank	1	2	3	5
Master >500 GT	<input type="checkbox"/> II/2	<input type="checkbox"/>	<input type="checkbox"/> V <sup>4</sup>	GOC/ROC <input type="checkbox"/>
Chief Officer >500 GT	<input type="checkbox"/> II/2	<input type="checkbox"/>	<input type="checkbox"/> V <sup>4</sup>	GOC/ROC <input type="checkbox"/>
Officer NW	<input type="checkbox"/> II/1	<input type="checkbox"/>	<input type="checkbox"/> V	GOC/ROC <input type="checkbox"/>
Ratings NW	<input type="checkbox"/> II/4		<input type="checkbox"/> V	
C/Engineer >3000 kW	<input type="checkbox"/> III/2	<input type="checkbox"/>	<input type="checkbox"/> V <sup>4</sup>	
2/Engineer	<input type="checkbox"/> III/2	<input type="checkbox"/>	<input type="checkbox"/> V <sup>4</sup>	
Officer EW	<input type="checkbox"/> III/1	<input type="checkbox"/>	<input type="checkbox"/> V	
Rating EW	<input type="checkbox"/> III/4		<input type="checkbox"/> V	

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 recognise 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.



## DOCUMENTATION (SHIPSYS Mobile Users Only)

*(Place a ✓ against the applicable items inspected)*

- Appropriate cargo documentation
- Appropriate cargo publications
- Approved stability information
- Cargo Gear Record Book
- Cargo Record Book
- Cargo securing manual
- Continuous Synopsis Record
- Document of Authorisation (Grain)
- Document of Compliance (Dangerous Goods)
- Documented Safety Management System
- Enhanced survey report
- Evidence of annual test of 406 EPIRB/VDR/AIS
- Garbage management plan/record book
- International Civil Liability Insurance Certificate (Bunkers/oil pollution)
- Last PSC report
- LRIT conformance test report
- MASTREP Book
- Official log book entries, records of drills etc
- Oil Record Book(s)
- P&A Manual (Chemical Tankers)
- P&I Insurance (Certificate of Entry)
- REEFVTS Users Guide
- Ship type appropriate for the cargo
- Shore based radio equipment maintenance agreement
- SOPEP / SMPEP / SEEMP
- Survey report file

## AREA 1 - EXTERNAL HULL & PRE-BOARDING

1.1 Hull Condition  
Port/Starboard\* Side Alongside

1.2 Hull Markings

1.3 Accommodation Ladder & Side Netting

## AREA 2 - HOURS OF REST AND FATIGUE

2.1 Watchkeeping schedule posted  
(in an easily accessible area)

2.2 Rest periods comply with STCW  
requirements

2.3 Rest periods reflect actual hours worked

2.4 Watchkeepers on first and subsequent  
watch sufficiently rested

2.5 No issues with the navigation plan/equipment  
that may compromise watchkeepers ability to  
perform effectively

## AREA 3 - ISM CODE

3.1 Designated Person Ashore Defined

3.2 Master's Review of ISM System

3.3 Manuals, Audit Reports and Document Control

3.4 Documented Emergency Procedures

\*Delete as appropriate



## AREA 4 – WHEELHOUSE

4.1 Voyage Plan and Publications

4.2 Navigational Aids

4.3 Compass and Compass Deviation Records

4.4 Fire Detection Panel

4.5 Navigation Light Panel

4.6 BNWAS

## AREA 5 - RADIO

5.1 Correct MSI Reception

5.2 MF / HF DSC Radiotelephony

GMDSS equipment tested on batteries Yes/No\*

5.3 SART Inspection

5.4 Portable VHF Inspection

## AREA 6 - MONKEY ISLAND

6.1 Masts & Attachments

6.2 Vent Closures

6.3 Standard Compass

6.4 Antenna Inspection

\*Delete as appropriate



## AREA 7 - EXTERNAL SUPERSTRUCTURE & DECK

7.1 Accommodation Vent Closures

7.2 Battery Room

7.3 EPIRB

7.4 Battery Inspection

7.5 Weather Doors/Frames

7.6 Hydrants/Hoses/Nozzles

7.7 Engine Room Dampers

Identify which (if any) dampers were inspected and/or tested (e.g. port forward, stbd aft etc)

7.8 External Accommodation Ladders

7.9 Emergency Power Source  
Source - Batteries/Emergency Generator\*  
(no blackout) - sequence test carried out Yes/No\*

7.10 Funnel Damper Operation

Identify funnel dampers/closures which were inspected and/or tested (if any)  
(e.g. aft funnel, funnel top trapdoor etc)

7.11 Man-Overboard Light/Smoke

7.12 Fire Control Plan outside accommodation

7.13 Lifebuoy/Lines/Lights

7.14 Paint Locker

## AREA 8 - BOAT DECK

8.1 Boat Preparation & Overside Lights

8.2 Launching Instructions

8.3 Embarkation Ladder

\*Delete as appropriate



## AREA 9 - SURVIVAL CRAFT

- 9.1 Stowage Release & Launching Arrangements  
Identify which (if any) boats inspected (port/starboard/tree-fall)

- 9.2 Lifeboat/Rescue Boat Hull/Attachments
- 9.3 Lifeboat/Rescue Boat Equipment

- 9.4 Lifeboat/Rescue Boat Engine  
Identify which (if any) boats (e.g. port, starboard, tree-fall) and indicate if engine and clutch tests carried out on each

- 9.5 Operational Readiness
- 9.6 Life Rafts & Liferaft Securing Arrangement

## AREA 10 - MAIN DECKS

- 10.1 Load Line Closing Devices  
Identify which (if any) devices inspected/tested

- 10.2 Crew Protection
- 10.3 Deck Structures & Machinery

- 10.4 Mooring Arrangement (winches/ropes/wires)
- 10.5 Pilot Boarding Arrangements

- 10.6 Fire Main Condition

## AREA 11 - FIXED FIRE EXTINGUISHING SYSTEM

- 11.1 Type of System Fitted  
CO<sub>2</sub> / Foam / Dry - Powder / Hypermist\*

- 11.1 Operating Instructions
- 11.2 Overall Condition

\*Delete as appropriate





## **AREA 12 - EMERGENCY FIRE PUMPS**

- 12.1 **Emergency Fire Pump**  
If tested - method of test
- 12.2 **Engine Room Fire Main Isolating Valve**

## **AREA 13 - STEERING GEAR FLAT**

- 13.1 **Change Over Instructions**
- 13.2 **Emergency Steering**
- 13.3 **Overall Condition**
- 13.4 **Communications to Wheelhouse**

## **AREA 14 - ENGINE ROOM**

- 14.1 **Valves, Piping and Fittings**
- 14.2 **Engine Room Doors**
- 14.3 **Fire Appliances**
- 14.4 **Means of Escape (EERD)**
- 14.5 **Electrical Safety**
- 14.6 **Bilges/Tank Top Cleanliness**
- 14.7 **Self Closing Cocks/Valves**

## **AREA 15 - POLLUTION PREVENTION**

- 15.1 **Oil Filtering & Associated Equipment**
- 15.2 **Garbage Arrangements**
- 15.3 **Sewage Pollution Prevention**
- 15.4 **Air Pollution Prevention**



**AREA 16 - ACCOMMODATION/CATERING**

16.1 Cleanliness/Hygiene

16.2 Sanitary Arrangements

16.3 Mess & Recreation Facilities

16.4 Food & Food Storage

16.5 Fire Fighting Arrangements

16.6 Overall Condition

16.7 Fire Dampers

**AREA17 - FIRE CONTROL STATION**

17.1 Fireman's Outfit

17.2 Remote Stops/Fuel Shutoffs

17.3 International Shore Connection  
(individual or group)  
Identify which (if any) tested

17.4 Fixed Fire Suppression System Controls



**AREA 18 - ADDITIONAL FOR PASSENGER SHIPS**

- 18.1 Emergency Plans**
- 18.2 Zone Isolation Operation
- 18.3 Sprinkler Auto Pump Cut-In
- 18.4 Sprinkler Station Alarms
- 18.5 Lifeboats**
- Identify which (if any) boats inspected
- 18.6 Passenger Cabin Emergency Information
- 18.7 Evacuation Direction Signs
- 18.8 Emergency Lighting
- 18.9 Watertight Doors Local & Remote**
- Identify which (if any) doors tested
- 18.10 Rescue & Fast Rescue Boat
- 18.11 Emergency Drills Demonstration**
- 18.12 Procedures & responsibilities for incident response**



**AREA 19 - ADDITIONAL FOR BULK CARRIERS**

- 19.1 Shippers declaration on board
- 19.2 Loading instruments/Loading Booklet
- 19.3 Master's Report
- 19.4 Monitoring equipment: Oxygen, Gas, pH and Temperature
- 19.5 Adequacy of hold closing arrangements and ventilators**  
Give details of inspection and condition found
- 19.6 Electrical equipment and cabling/gas sampling points
- 19.7 Compliance with the IMSBC Code
- 19.8 Inspection of main deck
- 19.9 Cargo Hold(s) inspection**  
Holds inspected internally Yes / No\*  
If yes give details
- 19.10 Internal inspection of Ballast Tanks  
Tanks inspected internally Yes / No\*  
If yes give details
- 19.11 Enhanced Survey Records**  
Yes / No / N/A\*
- 19.12 Procedures and responsibilities for cargo operations
- 19.13 Water Ingress Alarm System
- 19.14 De-Watering Arrangement





**AREA 20 - ADDITIONAL FOR RO-RO'S**

20.1 Shell Doors Locking and Sealing Arrangements  
If carried out identify which doors inspected/tested

20.2 Vehicle Deck Drainage  
If carried out identify which drainage arrangements were tested

20.3 Ramp/Bulwarks/Guard Rails

20.4 Cargo Securing Arrangements

20.5 Fire Fighting Arrangements

20.6 Fire Protection Arrangements

20.7 General Structural Inspections

20.8 Water Fog and Foam Applicators

**AREA 21 - ADDITIONAL FOR GAS/CHEM/OIL TANKERS**

21.1 Procedures & responsibilities for cargo handling operations

21.2 I.G. System

System sighted in operation Yes/No\*

21.3 Pumphoom and pumphoom ventilation system

21.4 Venting, purging, gas-freeing & ventilation

21.5 Fire protection for cargo tanks deck area

21.6 Portable oxygen/gas measuring instruments

21.7 Emergency towing arrangement

21.8 Oil discharge monitor



**AREA 22 - ADDITIONAL FOR SHIPS CARRYING  
CONTAINERS AND GENERAL CARGOES**

- 22.1 Cargo Securing Arrangements
- 22.2 Dangerous Goods
- 22.3 Navigation bridge visibility

**AREA 23 - AUSTRALIAN VESSELS FSC  
ADDITIONAL REQUIREMENTS**

- 23.1 Medical Locker Certificate (MO 11)
- 23.2 Fire Fighting Appliance Certificates  
(MO15)
- 23.3 Portable extinguishers comply with AS  
and MO 15
- 23.4 Certificates of Medical Fitness (MO9)
- 23.5 Lift certificate (MO 12)
- 23.6 Liferaft Certificates (MO 25)

23.7 For Refrigeration licences the following

- must be in place:  
A vacuum pump  
– record the serial number here.....

A receptacle to pump-down the  
system gas

CFC gas leakage device available

All CFC bottles to be suitably marked  
and inspection/tests in date

23.8 Fixed oxy/acetylene installation (MO 12)



**AREA 24 MARITIME LABOUR CONVENTION 2006**

MDI: YES  NO

**MLC elements inspected during MDI:**

- 24.0 Certification
- 24.1 Minimum Age
- 24.2 Medical Certificates
- 24.3 Training and Qualifications
- 24.4 Recruitment and Placement
- 24.5 Seafarers Employment Agreements (SEA)
- 24.6 Wages
- 24.7 Hours of work and hours of rest
- 24.8 Entitlement to leave
- 24.9 Repatriation
- 24.10 Manning levels
- 24.11 Accommodation and recreational facilities
- 24.12 Food and Catering
- 24.13 Medical Care on board ship and ashore
- 24.14 Ship owners' liability
- 24.15 Health and Safety Protection
- 24.16 Social Security
- 24.17 On Board Complaint procedure









