

Dear Captain,

The time taken for inspection (and the cost to your Owners/managers) can be reduced by the state of preparedness of the ship for inspection. Please take the time to familiarise yourself with the latest edition of the RightShip Inspection Questionnaire which should be on board and ensure the vessel is ready to provide the necessary physical/objective evidence or documentation to support the response to each and every question.

While not exhaustive you should have the following documents and records available for sighting:

Documents that will be reviewed at the master's office:

- > Employment agreements of one crew and one officer
- > The ship's Trading Certificates and Certificates of Insurance.
- > Oil Record Book, Garbage Logbook.
- > Latest class survey status, Class certificates, Quarterly reports, Special Survey record file.
- > PSC Inspection file.
- > Last Flag inspection record.
- > Ship's manager SMS manuals.
- > Last ISM and vessel's manager DOC Certificate renewal.
- > Last Internal ISM audit, master review file.
- > Last 3 visit dates of operator representative, type of audit done.
- > Verification of incident/accidents with investigation and their close out documents.
- > Drug and alcohol policy and test records.
- > Work and rest hours records.
- > Copy of crew list.
- > Cargo hold, ballast and void space inspection record file.
- > Officers and engineers' licences approved by Flag administration and other certificates, i.e., Safety officer, security officer, ship handling, etc.
- > Enclosed space entry file, risk assessment files.
- > Drill matrix, drill record file including plans and procedures for recovery of persons from the water.
- > LSA and FFA test and inspection certificates.
- > SOLAS training and equipment maintenance.
- > Ship's security file, stowaway search file, cyber security procedures and related documents.
- > Hot work procedures, checklist, risk assessment.
- > SOPEP manual, ballast water management plan.
- > Mooring maintenance files including test record of mooring winch rendering load.
- > Seafarer employment agreement (SEA) of officers and crew (Inspector will check the SEA of an officer and a crew), including monthly statement of wages.
- > Accommodation inspection checklist/record
- > Company's medical record file (evidence of seafarers have visit the doctor at port)
- > Inventory of provision (meat room, fish room and vegetable room)

Documents that will be reviewed at the Navigation Bridge:

- > Navigation instructions/procedures.
- > Master standing order, night order book, deck logbook, bell book, radar performance record book.
- > Navigation checklists.
- > UKC policy.

Documents that will be reviewed at the Ship's officer:

- > Procedures/instructions related to cargo operation.
- > Port logbook.
- > Stability and loading booklet.
- > Test record of loading computer.
- > Cargo loading/unloading plan.
- > Maintenance records of hatch covers, accommodation ladders, gangway, pilot ladders.
- > Sounding books.
- > Test records of lifting appliances, chain blocks, slings, etc.
- > Certificates / Maintenance and Testing of Gas Measuring Equipment.
- > Laboratory testing of hydraulic oil of the hatch cover system.

Documents that will be reviewed at the Chief engineer's office/Engine Control Room:

- > Procedures/instructions related to machinery space.
- > Plan maintenance system.
- > Energy Efficiency Management Plan.
- > Laboratory testing of fuel oils, lubes, hydraulic oils etc.
- > Engine room's operation checklists.
- > Engine logbook, night order book, standing instruction.
- > Bunker /lubricating oil loading plan.
- > Records of alarms test.
- > Fuel oil change over procedures.
- > Spare parts' inventory.
- > Inspection, test records of lifting appliances in engine room.

The actual tank and hold access for physical assessment of the condition of ballast tanks, void spaces and cargo holds can be made only with the authority of the master and provided that port and terminal regulations allow. In all cases, the enclosed space entry procedures set out in Resolution A.1050 (27) (Revised Recommendations for Entering Enclosed Spaces Aboard Ships) must be strictly observed.

Testing of the atmosphere should be carried out with calibrated equipment by persons trained in the use of the equipment. Manufacturer's instructions should always be followed. The space should be tested before any person enters it and at regular intervals until the work is completed. Ideally, the atmosphere of the space should be tested at different levels to obtain a representative sample of the atmosphere.

Before any enclosed space is entered, it should be properly ventilated by opening as many access points as possible. Ventilation should be continuous, effective and commensurate with the size, configuration and location of the space. Natural ventilation may be acceptable in some circumstances, e.g., where a small space opens up directly to fresh air. However, most enclosed spaces will require mechanical ventilation.

Thanking you, your officers and crew in advance for the co-operation.

