



# ST KITTS & NEVIS INTERNATIONAL SHIP REGISTRY

## MARITIME CIRCULAR – MC 119 22

### REMOTE SURVEY GUIDELINES

#### 1. Purpose

1.1. The purpose of this Maritime Circular is to provide guidelines for the remote surveys for vessels registered in Saint Kitts and Nevis International Ship Registry (SKANREG).

#### 2. Introduction

2.1. SKANREG has introduced a new remote inspection concept for vessels. As a result, the applicable flag state inspections can be conducted anywhere in the world without inspectors' physical attendance on board. By introducing remote inspections, many market & situation challenges can be tackled thereby saving travelling time and cost. This also enhances flexibility and efficiency of inspections. SKANREG recommends using Apps such as WhatsApp, Skype etc. to carry out live streaming for remote inspections, to reflect equipment condition, inspection process, operational tests and ship structure condition.

#### 3. Application

3.1. These guidelines will be applicable to the following flag state inspections which may be permitted using remote surveys techniques by SKANREG:

3.1.1. Flag State Inspections (FSIs)

3.1.2. PSC follow up inspections

3.1.3. Ad-Hoc Inspections (Additional ISM/ISPS audits, DOC additional Company audits etc)

3.1.4. Any other inspection as may be required/carried out by SKANREG

3.2. In all cases of request for inspections to be undertaken remotely, SKANREG Flag is to be informed, so that specific guidance can be provided as appropriate. Owners/Managers are to ensure that specific instructions from the Flag are considered for the conduct of the remote inspections.

3.3. Necessary coordination and preplanning with the ship/company will be necessary for efficient conduct of the inspections remotely.

#### 4. Definitions

4.1. **Remote Surveys** means the method of obtaining survey process information equivalent to that obtained from a site survey by applying digital and mobile internet technologies so as to realise the survey without surveyor's attendance. Remote Surveys to be carried out only by SKANREG authorized flag state inspectors or where required, by authorised surveyors of the Recognised Organisation.

4.2. **Livestreaming** means services using digital and internet technologies to receive synchronous transfer of audio and video. Applications such as "we Chat", "WhatsApp" or Skype can be used to carry out live streaming for remote survey.

4.3. **Survey Process information** means the contents of electronic documentation or live streaming which will reflect the ships' structure, the equipment condition or the inspection process. Electronic survey documentation may include survey photos, videos, documents & information as well as statements of the Master and the Chief Engineer

## 5. Remote surveys conducted by approved Flag State Inspectors

### 5.1. Pre-planning

5.1.1. SKANREG should determine if it is appropriate to perform an inspection remotely, considering criteria, such as:

5.1.1.1. availability of records in electronic format.

5.1.1.2. the ship has the capability to connect to the SKANREG Technical Dept. using information and communication technology (ICT) for gathering, storing, retrieving, processing and transmitting information.

This may include software and hardware such as smartphones, handheld devices, laptop computers, desktop computers, drones, video cameras, wearable technology, artificial intelligence, and others.

When ICT is proposed for the inspection activities, it shall be ensured that owners/managers have the necessary infrastructure to support the use of the ICT proposed. Livestreaming may be possible by a tablet or a mobile device with a good internet connection (4G) and Apps like Skype or Google Duo or Microsoft Teams.

The ship is to have access to satellite communication or 3G/4G/5G network for livestreaming or transfer of remote survey process information. The applicant is to carry out network test on board ship in advance to ensure smooth implementation of remote survey. This may not be required if the surveyor considers it unnecessary to have access to network.

5.1.1.3. in case the livestreaming is not possible or restricted to examination of certain section of the ship or its machinery or equipment, videography/photographs, data transferring, remote access either synchronously (in real time) or asynchronously and teleconferencing may be utilized

The applicants are responsible for ensuring to provide true and accurate information relating to remote survey and therefore undertake corresponding legal and economic responsibilities. SKANREG is entitled to terminate the remote survey for any ship that provided false survey process information, and to withdraw survey conclusion for any cheat or fraud behaviour found during remote survey.

5.1.2. Before initiating inspection remotely, it is important to define:

5.1.2.1. the schedule for the planned inspection, with list of records and documentation required by the Flag Administration in advance as well as during the inspection.

5.1.2.2. the desired scope of inspection.

- 5.1.2.3. the list of activities, areas, information and personnel to be involved.
  - 5.1.2.4. the list of items to be examined, operational tests / checks to be carried out and sharing this information and the relevant survey checklists with the ship in advance.
  - 5.1.2.5. the timeframe for conducting the inspection.
  - 5.1.2.6. a plan on how to review information that cannot be shared remotely (i.e. due to confidentiality or access issues).
- 5.1.3. The following are to be requested from the ship/company
- 5.1.3.1. Designated individual(s) that will facilitate, manage and coordinate the arrangements of the inspection.
  - 5.1.3.2. Relevant records and documentation as relevant based on the inspections
  - 5.1.3.3. Declaration by Master/Chief Engineer regarding condition of the vessel, its machineries and equipment based upon the examination held
  - 5.1.3.4. Known deficiencies with photographs, proposal for repairs, alternate arrangement and documents supporting proposals (spares ordered, arrangement with technician/repair yard etc.).
  - 5.1.3.5. Videography/photographs covering various sections of the ship, machinery spaces, accommodation spaces, wheelhouse to depict general condition of the ship and its equipment including videography/photographs of tanks and spaces, marking on ship side/load line including specific machinery/equipment as considered necessary.
  - 5.1.3.6. Proposal as to when the confirmatory inspection will be completed.
  - 5.1.3.7. Other evidence as deemed essential and necessary by the Administration.
- 5.1.4. The following electronic documents for remote survey are required to be in a format accepted by both parties
- 5.1.4.1. Technology planning should include:
    - 5.1.4.1.1. Determining the platform for hosting the inspection, to be agreed between SKANREG and the ship/company.
    - 5.1.4.1.2. Granting security and/or profile access to the SKANREG.
    - 5.1.4.1.3. Testing platform compatibility between the SKANREG and the ship/company prior to the remote inspection.
    - 5.1.4.1.4. Encouraging and considering the use of mobiles, tablets, personal computers, web cams, cameras etc. when physical evaluation of an event is desired or necessary.

5.1.4.1.5. Ensuring risk assessment is done and measures taken to ensure it is safe to use equipment in locations which may be unsafe due to possibility of presence of flammable gas.

5.1.4.2. Scheduling requires the following to be carefully considered:

5.1.4.2.1. Time zone acknowledgement and management to coordinate reasonable and mutually agreeable convening times.

5.1.4.2.2. A trial meeting using the same media platforms agreed upon should be conducted to ensure the scheduled inspection will perform as planned.

5.1.4.2.3. Proper security measures are to be taken, when applicable, to protect confidential information.

## 5.2. Inspection Forms

5.2.1. Inspections must always be reported on the official forms supplied by SKANREG. The sections that do not apply to the specific type of vessel are not to be used.

## 5.3. Conducting Remote Inspections

5.3.1. The survey, inspection should be facilitated in quiet environments, whenever possible, to avoid interference and background noise (i.e., speakerphones). Facilitation of the inspection should follow normal schedules.

5.3.2. The scope, planning, process and documentation is to be as per the relevant Survey checklist. SKANREG is to undertake review of the checklist(s) filled the remote surveys along with supporting documents and videography/photographs provided to arrive at specific area requiring further verification/checks.

5.3.3. A planning/opening meeting should be carried out to brief the responsible persons on ship/company in respect of the requirements, how the activities will be progressed, items and tests which will be witnessed and to confirm the arrangements.

5.3.4. Remote inspection is to include check of items to get information as normally obtained from a physical inspection. All findings are to be recorded and proposal for repairs, corrective actions are to be reviewed along with provision for alternate arrangement. Deferment of repairs as well as rectification period of the imposed deficiencies/findings will be assigned by the SKANREG after review of the applicable documentation/data.

## 5.4. Deficiencies & Rectification

5.4.1. Deficiencies have been categorized as follows:

5.4.1.1. Remarks: statement of fact made during surveys and substantiated by objective evidence

5.4.1.2. Minor Deficiencies: deficiencies which would not justify ship's detention by Port State Control or endanger the ship, its crew and the environment

- 5.4.1.3. Major Deficiencies: serious deficiencies which may lead to the ship's detention by Port State Control or endanger the ship affecting her structural integrity or safe operation, its crew and environment.

**Remarks**

SKANREG will ask the Master to close the Remarks, prior to departure of the ship or within an agreed time schedule.

**Minor Deficiencies**

The Master will be asked to rectify the deficiencies and to confirm to the SKANREG, prior to departure, when all deficiencies have been rectified. SKANREG may request again before departure, to check the correction of the deficiencies, if necessary, by the use of ICT. A follow up remotely inspection may also be carried out at ship's next port(s) of call, in order to be ascertained the correction of the deficiencies posed within the agreed due date.

**Major Deficiencies**

SKANREG may ask the ships' RO to carry out an occasional survey rectifying the imposed deficiencies. An expanded examination to the ship's hull, machinery and statutory surveys may be requested if deemed necessary. At the completion of the RO surveys, additional deficiencies may be imposed by the RO that affect the structural integrity of the ship, or pose a threat to the environment. Upon completion of the RO survey relevant report shall be provided to SKANREG and the ship's Statutory Certificates may be suspended.

The RO will have to perform a survey before re-issue and/or endorse the suspended Statutory Certificates, upon written consent by SKANREG

If the RO surveyor is not available at the port of inspection, SKANREG may authorize the vessel's departure (to her satisfaction for the correction of the major deficiencies) to next port, where a survey by the RO's surveyor shall be performed.

Any deficiencies noted, must be rectified by the Master, Owners and/or the Managers/Operators of the ship, within the agreed due date listed in the FSI report without undue delay.

SKANREG shall be informed by email for the proper rectification of the deficiencies. Photos and/or supporting documents reflecting the rectification of the deficiencies may also be requested to be submitted.

**5.5. Reporting the inspection**

After the ship has been inspected and findings have been agreed (if any) and within a period of 24 hours, the relevant report that will be prepared from SKANREG must be sent via mail to the vessel in order to be signed by Master and submitted back to the below email address:

[mail@SKANRegistry.com](mailto:mail@SKANRegistry.com)

**5.6. Cooperation from the Master and crew**

5.6.1. Master and crew of the ship subject to inspection, shall cooperate with the Administration during the inspection till completion of same. The below steps shall be followed:

5.6.1.1. Documents, certificates and publications referred to in Parts 9 to 12 of the Inspection Form must be readily available upon request to be presented.

5.6.1.2. The following should be made ready for the FSI:

5.6.1.2.1. The official Minimum Safe Manning Certificate,

5.6.1.2.2. The original National Certificate of Competence (C.O.C), SKANREG Certificate of Competency, Endorsement or Certificate of Receipt of Application for same for each officer.

5.6.1.2.3. For each crewmember: a SKANREG Seafarer's Identification Record Book

5.6.1.2.4. In the case of passenger ships the certificates of all survival craft/rescue boat crewmen in particular, and

5.6.1.2.5. A copy of the current crew list.

5.6.1.2.6. Navigation records, publications, charts, log books, Oil Record Book, Cargo 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 upon request.

5.6.1.2.7. A spot check of lifesaving, fire-fighting and general safety conditions covered by the SOLAS Certificates is to be carried out.

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

5.6.1.2.9. The pilot ladder and associated gear such as gunwale steps, lights, manropes, etc. should be accessible and in conformance with the regulations.

5.6.1.2.10. To facilitate the efficient conduct of safety inspections, one of the ship's staff shall be available to accompany/follow the remote survey at all times during the safety inspection.

Guidance pertaining to specific inspections is provided below

## Flag Safety Inspections

### General

- Remote survey can be used for the Flag Safety Inspections.
- Vessel is to be provided with relevant survey checklist/s so that a pre-check can be done by Chief Engineer/master and the checklist/s returned with their findings. A declaration is to be provided by Master that ship is in satisfactory condition and maintained meeting the Class & Statutory requirements.

### Principle requirements /Survey Process

- Ship's side shell plates without damage and excessive wastage (as far as visible)
- Bulwarks, handrails and cat walks without sign of damage and excessive wastage
- Steel hatch covers and associated equipment have been examined and in good condition;
- Holds internal condition including ventilation, lighting, piping, ladders etc has been examined and in satisfactory condition;
- Ballast tanks, side tanks and other tanks structural and coating condition are to be examined
- All closing appliances as well as closing devices of all sounding pipes are to be examined
- Ventilators and air pipes including any closing appliances properly working and without signs of damage or wastage
- Check that all applicable certificates are provided on board and are valid with all surveys up to date;
- Applicable manuals/plans are properly kept on board and approved as appropriate;
- Navigation Charts, LogBooks, Publications and Vessel's records as applicable provided on board and duly updated;
- The vessel is manned as per the onboard MSMC and all crew documents (COEs/COPs/SIRBs etc) available and valid as per the requirements;
- Officers' license has endorsements by the Flag Administration as appropriate;
- The crew is provided with SEAs as per the requirements and crew accommodations are in appropriate conditions;
- The SEA and CBA is in English language in case the ship is engaged in international voyages.
- The wages of each seafarer(s) engaged on board the ship are paid in accordance with the SEA and CBA, as applicable
- Each seafarer is provided with monthly statement of account that includes the monthly wage, additional payments, deductions and applied exchange rates. The monthly account does not indicate any unauthorized deductions.
- Hours of rest and work are properly posted and followed as per the requirements;
- All seafarers engaged on board the ship are entitled to repatriation after a maximum 12 months period, in case of termination of the agreement for justified reasons or when they cannot carry out their duties on board due to illness, injury etc. (refer to the SEA that should state the provisions for repatriation).
- Copy of the Financial security for repatriation (Regulation 2.5) and Financial security relating to shipowner's liability (Regulation 4.2) can be found on board and is easily accessible to seafarers.
- Spaces used for the storage of food are clean, hygienic and in good condition.

- The ship is provided with sufficient amount of drinking water and food of nutritional value, quality and variety for the number of crew members on board.
- The seafarer assigned a ship's cook is over 18 years of age, trained, qualified and food competent according to the requirements of the flag State.
- For ships with less than 10 seafarers, the seafarers assigned for handling and processing food in the galley is adequately trained or instructed in areas including food and personal hygienic as well as handling and storage of food onboard.
- The ship is equipped with sufficient Personal Protective Equipment and all seafarers engaged on board are familiar with it.
- All seafarers on board the ship have a copy of the complaint procedure.
- SMS on board is implemented in full aspects, SMS manual available on board and drills are carried out as per the requirements and properly recorded;
- New crew members on board are familiar with their duties, responsibilities and the safety/fire-fighting equipment on board
- Muster list is updated and written in the working language of the ship. Substitutes for key personnel are included and the muster list is posted on the bridge, in engine control room and accommodation spaces.
- All documentation available onboard is written in a language understood by the crew.
- Senior ship officers can identify the "designated person".
- Procedures and data are available and updated to establish contact with shore management
- Master can show his overriding authority.
- Non-conformities have been reported to the company and corrective actions have been taken by the company.
- Escape ways accessible, free of obstructions and properly illuminated
- Public alarm systems as for general alarm are working properly.
- Ship Security System is implemented in full aspects and security drills are carried out as per the requirements and properly recorded; Arrangements in place for controlling access to the ship for persons/going the next port
- Personnel responsible for controlling access to the ship is familiar with its duties.
- Arrangements are in place to secure and control restricted areas specified in the SSP.
- All entrances leading to restricted areas of the ship ready to be closed or secured.
- Security Equipment maintained and tested as specified in the SSP.
- All Navigation and Radio equipment has been examined/ tested by a qualified GOC operator on board/Radio firm with satisfactory results and same is in good working condition as well as spare parts & batteries available where necessary (i.e GMDSS equipment/Portable VHF's/ Radar transponders/Epirb device/ Navtex receiver/ Echo sounder / VDR/ S-VDR/ AIS/LRIT etc)
- System for correcting all nautical publications on board has been developed
- Passage plan from berth to berth available on board
- Steering gear including rudder angle indicator as well as emergency steering gear including switch-over devices in good operating condition and the steering gear alarm functioning. Also, instructions for switch-over handling posted in vicinity.
- Daylight shapes in operational condition. Daylight signaling lamp and the independent power supply in good operational condition.
- Communication and alarm systems on board have been tested and in good working condition (bridge-engine room & bridge-steering gear)



- Magnetic steering compass in good working condition and properly visible from steering position. Spare magnetic compass (if provided) in good working condition. Lastly, updated calibration table available.
- Radio operator assigned onboard is familiar with the equipment as well as with cancellation procedures for false distress alarms
- Antenna systems without any signs of corrosion or damage.
- Reserve sources of energy (batteries) properly maintained and in working condition.
- Fire-fighting equipment and Life-saving appliances on board have been tested and in satisfactory working condition. All service certificates are valid and IMO symbols/instructions are properly posted on board. All equipment is in line with the relevant statutory certificate;
- Lifeboats with all parts in good condition without wastage, blocks and release mechanisms properly maintained, and the crew is familiar with safe use of launching and release gear.
- Lifeboat inventory complete and in good condition with dates of expiration for pyrotechnics and foodstuff rations recorded and not outdated.
- Rescue boats complete and in proper condition with the inventory stored as required.
- Lifeboat/rescue boat engines in good working condition and starting easily.
- Life rafts and launching arrangements in good working condition and properly marked.
- Hydrostatic release for the rafts correctly connected and not outdated.
- Equipment for embarkation for additional life raft available (raft at the bow).
- Launching arrangements for rescue boats and life rafts including limit switches in good condition and without wastage.
- Annual thorough examination of the launching appliances and on- load release gear has been carried out and relevant documentation available onboard.
- Embarkation ladders including their shackles and pad eyes on deck in good condition.
- Wire falls of all launching/recovery arrangements in good condition and renewed as required.
- Lifebuoys (including reflective tape, correct ship's name/home port and lights with non-outdated batteries or smoke signals) available in sufficient amount and in good condition.
- "Heavy" lifebuoy (4.5kg) attached to the smoke/light buoy at bridge wings in a free fall arrangement.
- Lifejackets (including whistles plus lights and non-outdated
- batteries) found in good condition and sufficient amount as per Certificate. Additional lifejackets available on board
- Line throwing appliances complete with expiration dates of the pyrotechnic units.
- Parachute distress signals available on board in sufficient quantities and in good condition with expiration dates not outdated, found on the bridge in an appropriate containment which is marked as appropriate
- Immersion suits (including lights and special attachments) available for all personnel onboard and stored in good condition. Additional suits available at remote working stations as required.
- Fire main piping and all hydrants in good condition without signs of corrosion or wastage and without soft patches. Also, couplings and valves free of leakages.
- Fire pumps including prime mover in engine room in good working condition and with sufficient delivery of water pressure.
- Emergency fire pump including prime mover in proper working condition with sufficient suction and delivered water pressure. Also, exhaust lines properly insulated.

- Fire stations (including equipment of hoses, nozzles, spanners) in good condition. More specifically, nozzle spray adjustments workable and hoses without deterioration.
- Portable fire extinguishers available on board in good condition as per Fire & Safety Plan (due dates for required servicing recorded and not outdated).
- Fireman's outfit available in required number and good condition (i.e. complete with helmet, clothes, lifeline, lamp and other required requisites).
- Breathing apparatuses in good condition and ready to use with bottles including spare bottles filled.
- Fixed firefighting systems for engine room and cargo spaces in good working condition (e.g. filling status of gas bottles or foam tanks).
- CO2 room properly locked and the key readily available
- Fire detection arrangements properly working at all detection points.
- Fire extinguishing arrangement in paint locker as required in place and in proper working condition.
- Fire doors closing properly using their automatic closing devices and not fitted with hold-backs.
- Quick closing devices for tank shut-off and emergency stop of pumps and fans in good working condition.
- Emergency Escape Breathing Devices (EEBDs) available in required amount (plus additional training units) and distributed as per fire plan within superstructure and engine room and under full pressure.
- International shore connection including reduces piece with appropriate bolts and nuts available as per Fire & Safety plan.
- Fire dampers, deck areas, means of escape, deck lighting, mooring equipment, ladders, piping on exposed decks, deck stores have been examined and in satisfactory condition. Verification of load line marking, other markings on hull, examination and test of relevant equipment has been also carried out with satisfactory results;
- Pollution prevention equipment has been examined as appropriate
- Electric cable arrangements properly installed and insulated (no loose wires).
- Light covers properly fixed.
- Around the electrical main switchboard is provided an insulation mat.
- Engine room cleanliness has been checked and its' machinery has been properly operated, checked and tested by the Chief Engineer (pumps & generators including emergency ones, auxiliary machinery/ows/fixed fire systems/quick closing valves/emergency stops etc)
- Auxiliary engine and power system including 100% power redundancy working properly.
- Emergency generator arrangement for immediate supply of electrical power working properly.
- Jacketed piping system on high pressure fuel lines properly installed and alarms working.
- Exhaust and vapour pipes properly insulated
- Engine alarm arrangements working properly
- Oily water separation system in good working condition together with testing arrangements and the crew is familiar with the system and its use.
- 15ppm alarm and stopping arrangements in good working condition.
- Piping arrangements in good condition (no signs of damage and/or corrosion).
- Sewage treatment plant in good working conditions
- Garbage is collected and separated in closable bins as required and garbage record book entries are correct

- Onboard readily available proof that while navigating in restricted areas low sulphur fuel is used.
- There is no abnormal water/oil leakage in the engine room
- Accommodation areas, Galleys, Mess Rooms, Medical chest and workshop/storage spaces have been examined
- Anchoring equipment in good condition
- Mooring ropes in good condition
- A declaration may be requested to be received from the Master that additional safety requirements (Ventilation, Gas measuring, inerting, personnel protection equipment etc.) are in satisfactory operational condition

### **Required electronic documentation**

1. Crew list
2. Photos from major areas of the vessel as well as photos reflecting the posed deficiencies/observations
3. Copies of RO/RSO certificates
4. RO ISM audit report
5. MLC report
6. LRIT Conformance Test Report
7. Endorsements
8. SIRBs.

### **PSC follow up Inspections**

#### **General**

- Remote survey can be used for the PSC follow up Inspections .
- Vessel is to be provided with relevant survey checklist/s so that a pre-check can be done by Chief Engineer/master and the checklist/s returned with their findings. A declaration is to be provided by Master that ship is in satisfactory condition and maintained meeting the Class & Statutory requirements.

### **Principle requirements /Survey Process**

- Ship's side shell plates without damage and excessive wastage (as far as visible)
- Bulwarks, handrails and cat walks without sign of damage and excessive wastage
- Steel hatch covers and associated equipment have been examined and in good condition;
- Holds internal condition including ventilation, lighting, piping, ladders etc has been examined and in satisfactory condition;
- Ballast tanks, side tanks and other tanks structural and coating condition are to be examined
- All closing appliances as well as closing devices of all sounding pipes are to be examined
- Ventilators and air pipes including any closing appliances properly working and without signs of damage or wastage
- Check that all applicable certificates are provided on board and are valid with all surveys up to date;
- Applicable manuals/plans are properly kept on board and approved as appropriate;

- Navigation Charts, Log Books, Publications and Vessel's records as applicable provided on board and duly updated;
- The vessel is manned as per the onboard MSMC and all crew documents (COEs/COPs/SIRBs etc) available and valid as per the requirements;
- Officers' license has endorsements by the Flag Administration as appropriate;
- The crew is provided with SEAs as per the requirements and crew accommodations are in appropriate conditions;
- The SEA and CBA is in English language in case the ship is engaged in international voyages.
- The wages of each seafarer(s) engaged on board the ship are paid in accordance with the SEA and CBA, as applicable
- Each seafarer is provided with monthly statement of account that includes the monthly wage, additional payments, deductions and applied exchange rates. The monthly account does not indicate any unauthorized deductions.
- Hours of rest and work are properly posted and followed as per the requirements;
- All seafarers engaged on board the ship are entitled to repatriation after a maximum 12 months period, in case of termination of the agreement for justified reasons or when they cannot carry out their duties on board due to illness, injury etc. (refer to the SEA that should state the provisions for repatriation).
- Copy of the Financial security for repatriation (Regulation 2.5) and Financial security relating to shipowner's liability (Regulation 4.2) can be found on board and is easily accessible to seafarers.
- Spaces used for the storage of food are clean, hygienic and in good condition.
- The ship is provided with sufficient amount of drinking water and food of nutritional value, quality and variety for the number of crew members on board.
- The seafarer assigned a ship's cook is over 18 years of age, trained, qualified and food competent according to the requirements of the flag State.
- For ships with less than 10 seafarers, the seafarers assigned for handling and processing food in the galley is adequately trained or instructed in areas including food and personal hygienic as well as handling and storage of food onboard.
- The ship is equipped with sufficient Personal Protective Equipment and all seafarers engaged on board are familiar with it.
- All seafarers on board the ship have a copy of the complaint procedure.
- SMS on board is implemented in full aspects, SMS manual available on board and drills are carried out as per the requirements and properly recorded;
- New crew members on board are familiar with their duties, responsibilities and the safety/fire-fighting equipment on board
- Muster list is updated and written in the working language of the ship. Substitutes for key personnel are included and the muster list is posted on the bridge, in engine control room and accommodation spaces.
- All documentation available onboard is written in a language understood by the crew.
- Senior ship officers can identify the "designated person".
- Procedures and data are available and updated to establish contact with shore management
- Master can show his overriding authority.
- Non-conformities have been reported to the company and corrective actions have been taken by the company.
- Escape ways accessible, free of obstructions and properly illuminated

- Public alarm systems as for general alarm are working properly.
- Ship Security System is implemented in full aspects and security drills are carried out as per the requirements and properly recorded; Arrangements in place for controlling access to the ship for persons/going the next port
- Personnel responsible for controlling access to the ship is familiar with its duties.
- Arrangements are in place to secure and control restricted areas specified in the SSP.
- All entrances leading to restricted areas of the ship ready to be closed or secured.
- Security Equipment maintained and tested as specified in the SSP.
- All Navigation and Radio equipment has been examined/ tested by a qualified GOC operator on board/Radio firm with satisfactory results and same is in good working condition as well as spare parts & batteries available where necessary (i.e GMDSS equipment/Portable VHF/ Radar transponders/Epirb device/ Navtex receiver/ Echo sounder / VDR/ S-VDR/ AIS/LRIT etc)
- System for correcting all nautical publications on board has been developed
- Passage plan from berth to berth available on board
- Steering gear including rudder angle indicator as well as emergency steering gear including switch-over devices in good operating condition and the steering gear alarm functioning. Also, instructions for switch-over handling posted in vicinity.
- Daylight shapes in operational condition. Daylight signaling lamp and the independent power supply in good operational condition.
- Communication and alarm systems on board have been tested and in good working condition (bridge-engine room & bridge-steering gear)
- Magnetic steering compass in good working condition and properly visible from steering position. Spare magnetic compass (if provided) in good working condition. Lastly, updated calibration table available.
- Radio operator assigned onboard is familiar with the equipment as well as with cancellation procedures for false distress alarms
- Antenna systems without any signs of corrosion or damage.
- Reserve sources of energy (batteries) properly maintained and in working condition.
- Fire-fighting equipment and Life-saving appliances on board have been tested and in satisfactory working condition. All service certificates are valid and IMO symbols/instructions are properly posted on board. All equipment is in line with the relevant statutory certificate;
- Lifeboats with all parts in good condition without wastage, blocks and release mechanisms properly maintained, and the crew is familiar with safe use of launching and release gear.
- Lifeboat inventory complete and in good condition with dates of expiration for pyrotechnics and foodstuff rations recorded and not outdated.
- Rescue boats complete and in proper condition with the inventory stored as required.
- Lifeboat/rescue boat engines in good working condition and starting easily.
- Life rafts and launching arrangements in good working condition and properly marked.
- Hydrostatic release for the rafts correctly connected and not outdated.
- Equipment for embarkation for additional life raft available (raft at the bow).
- Launching arrangements for rescue boats and life rafts including limit switches in good condition and without wastage.
- Annual thorough examination of the launching appliances and on- load release gear has been carried out and relevant documentation available onboard.
- Embarkation ladders including their shackles and pad eyes on deck in good condition.

- Wire falls of all launching/recovery arrangements in good condition and renewed as required.
- Lifebuoys (including reflective tape, correct ship's name/home port and lights with non-outdated batteries or smoke signals) available in sufficient amount and in good condition.
- "Heavy" lifebuoy (4.5kg) attached to the smoke/light buoy at bridge wings in a free fall arrangement.
- Lifejackets (including whistles plus lights and non-outdated
- batteries) found in good condition and sufficient amount as per Certificate. Additional lifejackets available on board
- Line throwing appliances complete with expiration dates of the pyrotechnic units.
- Parachute distress signals available on board in sufficient quantities and in good condition with expiration dates not outdated, found on the bridge in an appropriate containment which is marked as appropriate
- Immersion suits (including lights and special attachments) available for all personnel onboard and stored in good condition. Additional suits available at remote working stations as required.
- Fire main piping and all hydrants in good condition without signs of corrosion or wastage and without soft patches. Also, couplings and valves free of leakages.
- Fire pumps including prime mover in engine room in good working condition and with sufficient delivery of water pressure.
- Emergency fire pump including prime mover in proper working condition with sufficient suction and delivered water pressure. Also, exhaust lines properly insulated.
- Fire stations (including equipment of hoses, nozzles, spanners) in good condition. More specifically, nozzle spray adjustments workable and hoses without deterioration.
- Portable fire extinguishers available on board in good condition as per Fire & Safety Plan (due dates for required servicing recorded and not outdated).
- Fireman's outfit available in required number and good condition (i.e. complete with helmet, clothes, lifeline, lamp and other required requisites).
- Breathing apparatuses in good condition and ready to use with bottles including spare bottles filled.
- Fixed firefighting systems for engine room and cargo spaces in good working condition (e.g. filling status of gas bottles or foam tanks).
- CO2 room properly locked and the key readily available
- Fire detection arrangements properly working at all detection points.
- Fire extinguishing arrangement in paint locker as required in place and in proper working condition.
- Fire doors closing properly using their automatic closing devices and not fitted with hold-backs.
- Quick closing devices for tank shut-off and emergency stop of pumps and fans in good working condition.
- Emergency Escape Breathing Devices (EEBDs) available in required amount (plus additional training units) and distributed as per fire plan within superstructure and engine room and under full pressure.
- International shore connection including reduces piece with appropriate bolts and nuts available as per Fire & Safety plan.
- Fire dampers, deck areas, means of escape, deck lighting, mooring equipment, ladders, piping on exposed decks, deck stores have been examined and in satisfactory condition.

Verification of load line marking, other markings on hull, examination and test of relevant equipment has been also carried out with satisfactory results;

- Pollution prevention equipment has been examined as appropriate
- Electric cable arrangements properly installed and insulated (no losing wires).
- Light covers properly fixed.
- Around the electrical main switchboard is provided an insulation mat.
- Engine room cleanliness has been checked and its' machinery has been properly operated, checked and tested by the Chief Engineer (pumps & generators including emergencies ones, auxiliary machinery/ows/fixed fire systems/quick closing valves/emergency stops etc)
- Auxiliary engine and power system including 100% power redundancy working properly.
- Emergency generator arrangement for immediate supply of electrical power working properly.
- Jacketed piping system on high pressure fuel lines properly installed and alarms working.
- Exhaust and vapour pipes properly insulated
- Engine alarm arrangements working properly
- Oily water separation system in good working condition together with testing arrangements and the crew is familiar with the system and its use.
- 15ppm alarm and stopping arrangements in good working condition.
- Piping arrangements in good condition (no signs of damage and/or corrosion).
- Sewage treatment plant in good working conditions
- Garbage is collected and separated in closable bins as required and garbage record book entries are correct
- Onboard readily available proof that while navigating in restricted areas low sulphur fuel is used.
- There is no abnormal water/oil leakage in the engine room
- Accommodation areas, Galleys, Mess Rooms, Medical chest and workshop/storage spaces have been examined
- Anchoring equipment in good condition
- Mooring ropes in good condition
- A declaration may be requested to be received from the Master that additional safety requirements (Ventilation, Gas measuring, inerting, personnel protection equipment etc.) are in satisfactory operational condition

### **Required electronic documentation**

1. Crew list
2. Photos from major areas of the vessel as well as photos reflecting the posed deficiencies/observations
3. Copies of RO/RSO certificates
4. RO ISM audit report
5. MLC report
6. LRIT Conformance Test Report
7. Endorsements
8. SIRBs.

### **Ad-Hoc Inspections (Additional ISM/ISPS audits, MLC inspection, DOC additional Company audits etc)**

## General

1. Remote survey can be used for the Ad-Hoc Inspections (Additional ISM/ISPS audits, MLC inspection, DOC additional Company audits etc).
2. Vessel is to be provided with relevant survey checklist/s so that a pre-check can be done by Chief Engineer/master and the checklist/s returned with their findings. A declaration is to be provided by Master that ship is in satisfactory condition and maintained meeting the Class & Statutory requirements.

## Principle requirements /Survey Process

### (aa) Additional DOC Audit

Following are to be verified:

- review of safety management system documentation, confirming that this meets the objectives of paragraph 1.2.3 of the ISM Code. Documentation is sent to the auditor electronically and reviewed by the auditor prior to audit.
- verification that the company has adequate technical staff and DPA meets the guidelines on qualifications, training and experience for the role.
- DOC audit assessment checklist is to be used for verification of the relevant items by tele-conferencing/ video chat /video live streaming or equivalent means.
- A statement is to be received from the Company confirming that the Company has plans to implement a safety management system meeting the full requirements of the ISM Code within a period not exceeding 12 months.

### (bb) Additional SMC Audit

Following are to be verified:

- copy of DOC / Interim DOC, for the relevant ship type is available on board, is valid and has annual endorsements (if applicable).
- vessel has valid Class and statutory certificates and no surveys or statutory notes are overdue.
- Mandatory documents required to be carried by the ship are available on board including specific documents required by this Flag Administration.
- the ship is manned as per requirements of minimum safe manning documents, by verification of latest crew list and crew certification.
- Interim SMC audit assessment checklist is used to verify the relevant items by tele-conferencing/ video chat /video live streaming or equivalent means.

A statement is to be received from the Master confirming that the safety management system is in place and meets the requirements of paragraph 14.4 of the ISM Code

### (cc) Additional ISPS Audit

Following are to be verified:

1. SSA has been carried out by the Company.



2. SSP has been submitted to RSO for approval and a copy of draft SSP is available on board.
3. Continuous Synopsis Record is maintained.
4. SSAS and security equipment specified in SSP are operational and fit for the intended service.
5. the ship is manned as per requirements of minimum safe manning documents, by verification of latest crew list and crew certification.
6. Mandatory documents required to be carried by the ship are available on board including specific documents required by this Flag Administration.
7. Interim ISPS audit checklist is to be used to verify the relevant items by tele-conferencing/ video chat /video live streaming or equivalent means.

A statement is to be received from the Master confirming that the security system is in place and meets the requirements of paragraph 19.4.2 of Part A of the ISPS Code.

### **(dd) Additional MLC Inspection**

Following are to be verified:

1. DMLC Part I and draft DMLC Part II are available on board and DMLC II has been submitted to RO for approval.
2. Financial security documents required as per Regulations 2.5.2 and 4.2 of MLC are available on board.
3. Mandatory documents required to be carried by the ship are available on board including specific documents required by this Flag Administration.
4. the ship is manned as per requirements of minimum safe manning documents, by verification of latest crew list and crew certification.
5. Interim MLC inspection check list is to be used to verify the relevant items by tele-conferencing/ video chat /video live streaming or equivalent means.

A statement is to be received from the Master confirming that:

1. The Accommodation air conditioning is working in order.
2. The stocks of food, provisions and drinking water are in sufficient quantity on board.
3. The Seafarer employment agreements of seafarers on board are valid / extended as per instructions of this flag administration and with the consent of seafarer.
4. The medical certificates of seafarers on board are valid / extended as per instructions of this flag administration.
5. There are no pending records of on-board complaints by seafarers.
6. The procedures as stated in DMLC part II are implemented on board and the objectives of MLC convention are met.

### **Required electronic documentation**

1. Crew list
2. Photos from major areas of the vessel as well as photos reflecting the posed deficiencies/observations
3. Copies of RO/RSO certificates

4. RO ISM audit report
5. MLC report
6. LRIT Conformance Test Report
7. Endorsements
8. SIRBs.

If you have any questions, please contact this office at [mail@skanregistry.com](mailto:mail@skanregistry.com)

Yours truly,



Liam Ryan  
*International Registrar of Shipping and Seamen*