

(The PSC Guidance for Masters and the pre-arrival checklist have been issued in accordance with Circular Letter CAM/05/2014 of the Luxembourg Maritime Administration)

<http://www.maritime.lu/sites/maritime.lu/files/files/pdf/circ052014.pdf>

GENERAL GUIDANCE FOR MASTERS TO ENSURE A POSITIVE OUTCOME OF A PSC INSPECTION

- ❖ **During the visits carried out by Port State Control Officers (PSCO's), it is vital that the conduct of the Master and the behavior of the ship's crew remain professional at all times.**
- ❖ When PSCO's board the ship they should be met at embarkation, asked for their identification (ISPS Code) and then accompanied to the Master's office. Require an opening meeting - even if one is not offered. Ensure a suitable business like atmosphere.
- ❖ Properly introduce key officers / staff and ask for a similar courtesy in return. Make sure that the lead of the PSC inspection team is clearly identified. All key personnel of the ship should be present unless duty requires otherwise, in which case this should be explained.
- ❖ The inspection plan and the procedures envisaged by the PSCO should be explained before the inspection takes place. If not, ask for clarification in this matter.
- ❖ **Inform PSCO's of any problems concerning the ship's equipment, including repairs and corrective actions that are ongoing and/or derogations that may have been issued by the Flag Administration, to allow the necessary time for carrying out the repairs.**
- ❖ Identify ship's officers who will assist in key elements of the inspection. Identify their PSCO counter-parts.
- ❖ Officers accompanying PSCO's should always be professional and knowledgeable of the ship equipment.
- ❖ Officers accompanying PSCO's should keep notes on deficiencies raised and noted during the inspection.
- ❖ Request notification of irregularities and/or deficiencies as soon as possible in order to perform corrective actions "on the spot".
- ❖ Never intentionally misrepresent a condition to the PSCO.
- ❖ Insist on a closing meeting - even if one is not offered.
 - Listen carefully to what the senior boarding officer has to say about the inspection results
 - Compare it with what he writes down in the report - ask for clarification and/or corrections if necessary
 - Ensure by direct questioning - "We see nothing here suggesting the detention of the ship"
- ❖ If however the ship is detained, notify the company immediately in accordance with the current procedures in place. The flag Administration should also be notified as soon as possible.

- ❖ Make sure that the PSC inspection team is accompanied when leaving the ship.
- ❖ **A good first impression of an orderly ship decreases considerably the risk of a more detailed / expanded inspection to take place:**
 - The Master's office shall always be presentable in a decent manner and the ship's records organized and promptly available, and
 - Standards of dress shall be high. All the accommodation and working spaces, including the engine room, on board the ship shall be clean and orderly.
- ❖ **Be aware of cultural differences:**

Even when deficiencies are raised, it is still possible to prevent the detention of a ship. However, Crew, Company, Recognized Organization and Flag must be proactive and clearly show to PSCO's that they have identified the deficiencies and they are taking appropriate corrective action.

The items shown in the attached checklist represent the most common deficiencies spotted by PSCO's whenever they get on board of a ship. Whenever equipment is not functioning as required and for a reason cannot be repaired until the ship calls her next port, it is of paramount importance to contact protrack-safety@maritime.lu (if possible) prior to arrival, so appropriate decision(s) and action(s) can be taken to avoid a potential detention.

Thank you for your cooperation.

On behalf of the Luxembourg Maritime Administration,
SeaNet Maritime Services SARL

http://www.maritime.lu/sites/maritime.lu/files/files/pdf/legislation/reg_circulaires/005_SeaSafe_Program.pdf

PRE-ARRIVAL COMPLIANCE CHECK-LIST (LUXEMBOURG FLAG SHIPS)

Company Name (ISM):	
Ship's Name:	RO / RSO:
Year of Construction:	Next port of call:
IMO No.:	ETA (day / hour): UTC
Call Sign :	Date of PAC:

N°	ITEM	COMMON / DETAINABLE DEFICIENCY	YES/NO (fill out each bracket individually)	COMMENTS
01	Record of ship Statutory Certificates incomplete	Is the folder of the Statutory certificates complete and up to date? (Best if there is an index in the front page of the folder to assist the PSCO to check the ship documentation)	YES / NO	
02	Certification of officers and ratings	Are all the Seafarers documents in line with the 2010 Manila Amendments to the STCW Convention?	YES / NO	
03	Luxembourg Endorsements for Master & Officers (and ratings, if required)	Do the Master & Officers have a Luxembourg Endorsement Attesting the Recognition of a CoC / CoP? Otherwise, have they received a CRA?	YES / NO	
04	ISPS Certificates of seafarers	Do all the seafarers hold a CoP in accordance with STCW VI/5 or VI/6?	YES / NO	
05	Medical Certificates of seafarers	Are the Medical certificates of seafarers available on board?	YES / NO	
06	Contracts of employment of seafarers	Are the Seafarers Employment Agreements (SEA's) of the crew available on board?	YES / NO	
07	Insufficient hours of rest and possible fatigue	Do the rest periods of the crew on board comply with the requirements of both the STCW and MLC 2006 Conventions?	YES / NO	
08	Missing records regarding drills or exercises	Were drills and exercises carried out by the crew when required and recorded accordingly?	YES / NO	
09	Lack of maintenance	Is the ship clean and orderly and do the records reflect that the Safety Management System is being followed?	YES / NO	

10	Defective dampers, quick or self-closing devices, remote controls, etc...	Are handles and wires in good conditions?	YES / NO	
		Do dampers and closing devices (including fire screen doors and watertight doors) close correctly?	YES / NO	
11	If ECDIS is listed in the ship's Record of Equipment (Form E of Cargo Ship Safety Equipment Certificate)	Is ECDIS being used by the Master & deck officers as the <u>primary means</u> for navigation? (if no detainable deficiency)	YES / NO	
		Is ECDIS using appropriate official electronic charts with latest updates and corrections?	YES / NO	
		Are the Master & deck officers in charge of a navigational watch appropriately trained and competent to use ECDIS?	YES / NO	
12	Navigation paper charts	Are navigation paper charts used as the <u>primary means</u> for navigation by the Master & deck officers?	YES / NO	
		Are navigation paper charts available on board and updated according to the latest edition of the Notices to Mariners?	YES / NO	
13	Fixed pressure water spraying and water-mist fire-extinguishing systems	Is the water supply valve to automatic pump open and the system charged?	YES / NO	
		Is the fixed pressure water-spraying / water-mist fire extinguishing system operating properly? (see FSS Code Chapter 7)	YES / NO	
14	Engine Room fixed CO2 fire fighting system	Is the system operational?	YES / NO	
		Are the officers able to demonstrate the modus operandis of the installation?	YES / NO	
15	Oil Water Separator and 15 ppm alarm	Are the separators operational?	YES / NO	
		Have the discharge line and the overboard valve (and protection) been checked?	YES / NO	
		Is the inside pipe of discharge oily and dirty?	YES / NO	
		Is any by-pass line fitted to oil filtering equipment? (if yes detainable deficiency)	YES / NO	
		Is the 15 ppm alarm operational?	YES / NO	
		Is the automatic stopping device operational?	YES / NO	

		Are the Chief & the Second Engineer able to demonstrate the operation of the OWS?	YES / NO	
		Does the electronic record in the monitor reflect the record in the oil record book?	YES / NO	
16	Fire pumps inoperable/inefficient (especially the emergency fire pump)	Have the fire pumps been tested with two hoses supplying water to the extremities of the ship? Has the water pressure been checked?	YES / NO	
17	Defective lifeboat / rescue-boat and launching arrangements	Is there any corrosion or wastage of lifeboat davit or of sheaves and hooks?	YES / NO	
		Is the on load release mechanism operating normally?	YES / NO	
		Is the on load release mechanism properly set?	YES / NO	
18	Inoperable lifeboat / rescue-boat engine	Is the engine running properly?	YES / NO	
19	Marking of the lifesaving and emergency equipment storage, vents, air pipes, etc ...	Is the equipment storage clearly marked and in good working condition?	YES / NO	
20	Cleanliness of Engine Room	Is the engine room clean? Clean bilges and tank tops, no oil leaks, no oily rags and no collection buckets or containers placed below machinery or pipes to collect seepage or leaks.	YES / NO	
21	Emergency generator or any self-contained power source that can be used for emergency.	Has the Emergency Generator recently been tested	YES / NO	
		Both means of starting in order?	YES / NO	
		Other self-contained power sources on board (if any) are operational?	YES / NO	
22	Sewage treatment system	Is the system operational?	YES / NO	
23	Garbage disposal in special areas (MARPOL Annex V) Special areas: Med.Sea, Baltic Sea, Black Sea, Red Sea, "Gulfs" areas, North Sea, Antarctic area, Wider Caribbean regions – inc. Gulf of Mexico, any other ...)	Can the food comminuter be operated by the crew?	YES / NO	
		Has uncomminuted food waste been disposed in a special area?	YES / NO	

