

August 2019

ClassNK

ARRIVAL CHECKLIST for Port State Control



Introduction

This checklist is based on a statistical analysis and investigation of the deficiencies pointed out by Port State Control officers onboard ships classed by NK.

To minimize the risk of your ship being detained by PSC, the checklist should be used by the vessel's crew prior to arrival into port. The items identified in this checklist focus on areas where deficiencies that have often resulted in PSC detention.

If any of the items identified in this checklist are not in good working condition, the crew should take appropriate steps to rectify the deficiencies noted prior to arrival into port. The checklist is organized according to distinct areas onboard ship for easy reference.

Please note that this checklist is an arrival checklist for port state control. Accordingly, it only covers select items as described above. A more detailed checklist (GOOD MAINTENANCE ON BOARD SHIPS etc. available for download from the [NK website](#)) should be used for routine onboard maintenance programs.

In consideration of more convenience for the users, this checklist has been prepared with smartphone app. Please download the app on your smartphone and use it, as well.

For iOS users



For Android users



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Documents

☐ **Crew Certificates**

Are valid crew certificates kept onboard?

- Crew certificates (STCW) and the Flag administration's endorsements
- Medical certificates

☐ **Ship Certificates**

Are the original certificates onboard and properly endorsed?

☐ **Manuals**

Are the appropriate manuals and booklets onboard and up-to-date, as applicable, such as training manuals, maintenance manuals, SOPEP, etc?

☐ **Contracts, Records, Certificates Issued by Service Suppliers**

Are documents for navigation/GMDSS equipment, fire safety systems, and life saving appliances kept onboard?

☐ **Logbooks**

Are ship drills (abandon ship, fire, steering, enclosed space entry), weekly/monthly tests and proper maintenance all recorded in the applicable logbooks?

☐ **Oil Record Book**

Is all maintenance work done for piping and the oil filtering equipment properly recorded in the oil record book?

☐ **Bunker Delivery Note**

Is sulphur concentration of fuel oil suitable in trading area? Are delivery notes kept onboard for 3 years after the fuel oil has been delivered?

☐ **Fuel Oil Change-Over**

Is fuel oil changed in accordance with the fuel oil change over procedure? Is fuel oil change-over recorded properly during transit through an emission control area established for SOx and particulate matter control?

☐ **Garbage Management**

Is stowage/disposal properly recorded in the garbage record book?

☐ **Ballast Water Management**

Are ballast exchange and the ballast water treatment system properly recorded in the ballast water record book? (Please refer to ClassNK Bulletin No.18)

☐ **Continuous Synopsis Record (CSR)**

Is the CSR up-to-date and kept onboard?

☐ **Safe Manning Document**

Is the minimum safe manning certificate provided onboard and the actual number of crew confirmed?

☐ **Seafarers' Employment Agreement (SEA)**

Are SEAs for all seafarers valid? Are copies of SEAs signed by both the seafarer and the ship-owner or ship owner's representative provided to all seafarers? In case the SEA is not in English, is an English translation of the SEA attached? Where a collective bargaining agreement (CBA) forms all or part of the SEA, is the CBA on board the ship with relevant provisions in English?

☐ **Work & Rest Hours**

Are records of daily hours of work and rest available and properly maintained, corresponding to the log book, endorsed by the Master or a person authorized by the Master? Are copies of records provided to all seafarers? Do work hours not exceed the prescribed maximum number of work hours? In case hours of rest are divided into two periods, is one of rest period at least six hours long?

☐ **Payment of Wages**

Do all seafarers receive their wages in full accordance with their employment agreements at no greater than monthly intervals? Are all seafarers given a monthly account of the payments due and the amounts paid, including wages, any additional payments, and any rate of exchange used, if applicable?

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Bridge

☐ **BNWAS**

Is the equipment working satisfactorily? Are security means protected so that access to the controls is restricted to the Master only?

[See additional info...\(p.15\)](#)

☐ **Charts**

Are original charts and/or ECDIS up-to-date? Is the last edition of Notice to Mariners kept onboard? (Please refer to ClassNK Bulletin No.8)

☐ **EPIRB / AIS / VDR / Echo Sounder / Radar Transponder (SART) / VHF**

Is the equipment in good working order? Are the batteries operational and in date?

☐ **Fire Detection**

Is the fire alarm and fire detection system in good working order?

[See additional info...\(p.15\)](#)

☐ **GMDSS**

Can the crew operate the MF/HF radio installation using both AC and DC power?

☐ **Lifejackets and Immersion Suits**

Are lifejackets and immersion suits in good condition? Are all lifejackets equipped with properly working lights and whistles? (Please refer to ClassNK Bulletin No.10)

☐ **M.O.B.(Man Overboard)**

Does M.O.B. have a mass of not less than 4kg? Are quick release arrangements for self-activating smoke signals and self-igniting lights attached to lifebuoys in good working condition? Are the buoyant smoke signals in date (not expired)?

☐ **Lights / Shapes / Sound-signals**

Are the daylight signal lamp, emergency lights, and navigation lights in good working condition? Are the navigation lights (Mast lights, Side lights, Stern light, Anchor light and Not under command light) properly fitted at the required angular sectors, as shown in the drawing of navigation lights arrangement?

[See additional info...\(p.16\)](#)

☐ **Line-throwing appliances / Distress flares**

Is all equipment in satisfactory condition with expiry dates?

☐ **LRIT**

Is the LRIT equipment working properly and satisfactorily? Is the conformance test report issued by the Administration or proper testing ASP kept onboard?

☐ **Magnetic Compass**

Is the magnetic compass adjusted for proper working conditions without any bubbles, and the deviation card updated? Is deviation card kept near the conning position?

☐ **Nautical Publications**

Are the latest nautical publications onboard for ready reference (tide tables, list of lights, list of radio signals, etc.)?

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Accommodations

☐ **EEBD**

Is the stowage condition of the EEBDs in good order and proper air pressure maintained?

☐ **Emergency Lighting**

Are the emergency lights in good working condition?

☐ **Fire Doors**

Do the self-closing devices on fire doors work properly without hold-back hooks when self-closing doors are required in accordance with SOLAS requirements? (Please refer to ClassNK Bulletin No.17)

[See additional info...\(p.16\)](#)

☐ **Fire Control Plan**

Is the fire control plan in place and up-to-date?

☐ **Fire Extinguishers**

Have all fire extinguishers been serviced as required and properly marked with the date of servicing?

☐ **Fire Fighting Equipment**

Are all fireman's outfits in good condition and torches in proper working order? Have all cylinders for breathing apparatuses been properly serviced? Is an onboard means of recharging breathing apparatus or a suitable number of spare cylinders for cylinders used during drills provided properly onboard?

☐ **Fire Protection Materials and Cable Penetrations**

Is the insulation on "A" class bulkheads and decks in good condition? Are cable penetrations in "A" or "B" class divisions in good condition?

[See additional info...\(p.17\)](#)

☐ **Lifejackets and Immersion Suits**

Are lifejackets and immersion suits in good condition? Are all lifejackets equipped with properly working lights and whistles? (Please refer to ClassNK Bulletin No.10)

☐ **Sanitary Facilities**

(Toilets)

Are flushing of toilets and floor drainages in good order? Are toilets and floors kept clean and in good condition without broken parts or tiles?

(Shower Rooms, Washbasins, Laundry Room)

Are spaces/rooms kept clean, and are facilities (washing machines, clothes dryers, etc.) in

good order? Is hot water available for use?

☐ **Ventilation and Heating**

Are air-conditioning systems and ventilation systems in good order?

☐ **Mess rooms, Recreation Room and Crew Cabins**

Are mess rooms, recreation room and crew cabins kept clean without rubbish? Are furnishings and recreational facilities in good condition?

☐ **Galley**

Is the galley kept clean and clear of any rubbish? Are floor tiles kept clean and not broken? Are range hoods and ventilation openings with wire nets kept clean of oil or other residue?

☐ **Food and Catering**

Are adequate quantities and suitable quality of food and water supplied on board? Are cold room temperature and cleanness in good order? Are inspections of the following items conducted at appropriate intervals and recorded?

- Supplies of food and drinking water,
- All spaces and equipment used for the storage and handling of food and drinking water,
- Galley and other equipment for the preparation and the service of meals.

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Outside of Accommodations

☐ **Emergency Lighting**

Are all emergency lights in good working condition?

☐ **Fire Dampers**

Are all fire dampers in good working condition and periodically examined internally? Are all damper flaps structurally sound?

[See additional info...\(p.17\)](#)

☐ **Fire Fighting Equipment**

Are all hose boxes, fire hoses, and nozzles in good condition? Do all hydrants operate normally?

[See additional info...\(p.18\)](#)

☐ **Funnel**

Is the funnel in good condition without any signs of corrosion? Is the funnel damper operating properly, and are "Open-Shut" settings clearly marked?

☐ **Ventilators**

Are external ventilation trunks in good condition without any signs of wastage? Are all "Open-Shut" settings clearly marked?

[See additional info...\(p.18\)](#)

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Survival Craft & Launching Arrangements

☐ Emergency Lighting

Are all emergency embarkation lights in good working condition?

[See additional info...\(p.19\)](#)

☐ Embarkation Arrangements for Survival Craft

Are all embarkation ladders and shackles are in good condition?

☐ Lifeboats

Is the lifeboat structure (hull, seats/thwarts, seat belts, flooring, release hook, release gear, retro-reflective tapes) properly maintained with no wastage, corrosion, or damage?

[See additional info...\(p.19\)](#)

☐ Lifeboat and Liferaft Davits

Are all davits not corroded and in good working condition? Are all sheaves and loose gear not worn and in good condition? Have all wires been serviced and changed out, as necessary? Are launching instructions clearly posted?

☐ Lifeboat Engine

Do all lifeboat engines operate normally (do the engines start within 2 minutes at ambient temperature of -15 degrees) with No.1 & 2 batteries separately?

[See additional info...\(p.20\)](#)

☐ Lifeboat Inventory

Is the lifeboat inventory prepared as required and all items not expired?

[See additional info...\(p.20\)](#)

☐ On-load Release Gear

One of top three detainable items by PSC

Do all on-load release gear operate normally and properly reset? (The instruction manual is to be strictly observed when checking the operation of the release gear.)

[See additional info...\(p.21\)](#)

☐ Liferrafts

Have all liferafts been serviced by an approved servicing company with proper servicing certificates? Are liferafts properly secured and launching arrangements in good condition with no obstructions to float-free operation? (Please refer to ClassNK Bulletin No.9)

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Steering Gear Room (incl. Emergency Fire Pump)

☐ **Emergency Fire Pump**

One of top three detainable items by PSC

Is the emergency fire pump in proper working condition (gauges operational, priming pump functioning, adequate deliver pressure maintained)? Does the isolating valve operate normally?

☐ **Emergency Lighting**

Are all emergency lights in good working condition?

☐ **Steering Gear**

Have the main and emergency steering gear been tested and confirmed to be functioning properly?

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Deck Area

☐ **Accommodation ladders and Pilot transfer arrangements**

Are accommodation ladders and Pilot transfer arrangements in good working condition and used properly?

[See additional info...\(p.21\)](#)

☐ **Air Pipes and Ventilators**

Are all air pipes and ventilators in good condition with no corrosion, cracks, or holes? Are disc floats of air pipes and closing devices not damaged or stuck? Are "Open-Shut" settings clearly marked? (Please refer to ClassNK Bulletin No.12)

[See additional info...\(p.22\)](#)

☐ **Cargo and Other Hatchways**

Are all hatch covers in good condition with securing devices sufficient for their intended purpose and in place? Has it been confirmed that there is no oil leakage from the jack up hydraulic cylinder? (Please refer to ClassNK Bulletin No.13)

[See additional info...\(p.22\)](#)

☐ **Decks**

Are all decks not corroded, holed, cracked, or buckled?

☐ **Fire Dampers**

Are all fire dampers in good working condition and periodically examined internally? Are all damper flaps structurally sound?

[See additional info...\(p.17\)](#)

☐ **Fire Main**

Has it been confirmed that there is no leakage present or detectable from the fire main without patches while in the running condition? (Please refer to ClassNK Bulletin No.16)

☐ **Fire Extinguishers**

Have all fire extinguishers been serviced as required and properly marked with the date of servicing?

☐ **Fire Fighting Equipment**

Are all hose boxes, fire hoses, and nozzles in good condition? Are all hydrants operating normally?

[See additional info...\(p.18\)](#)

☐ **Hatch Coamings and Bulwarks**

Has it been confirmed that all hatch coamings and bulwarks are not corroded, holed, cracked, or buckled?

[See additional info...\(p.23\)](#)

☐ **Lifebuoys**

Are body and marking of lifebuoys in good condition? Is grabline non-kink type? Is the lifebuoys ready to be thrown immediately?

☐ **Lifejackets and Immersion Suits**

Are all lifejackets and immersion suits in the bosn's store in good condition? Are all lifejackets equipped with properly working lights and whistles? (Please refer to ClassNK Bulletin No.10)

☐ **Navigation Lights**

Are all navigation lights (Mast lights, Side lights, Stern light, Anchor light and Not under command light) in good working condition? Are all navigation lights fitted properly at the required angular sectors, as shown in the drawing of navigation lights arrangement?

[See additional info...\(p.16\)](#)

☐ **Railings and Cat Walks**

Are all railings and cat walks not corroded, holed, or wasted?

[See additional info...\(p.23\)](#)

☐ **Weathertight Doors**

Are all weathertight doors in good condition and secured correctly?

☐ **Winches, Capstans and Anchoring Devices**

Are all winches, capstans, and anchoring devices in good condition?

[See additional info...\(p.24\)](#)

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Engine Room

☐ **Auxiliary Engines**

Are all auxiliary engines in good working order?

☐ **Cleanliness of Engine Room**

Are all tank tops and bilges clean? Are tools and equipment stored properly? Are emergency exits clear without any obstructions? Has it been confirmed that no oil leaks, deposits, or slicks are present anywhere?

[See additional info...\(p.24\)](#)

☐ **EEBD**

Is the stowage condition of EEBDs in good order? Is proper air pressure maintained for each EEBD?

☐ **Emergency Lighting**

Are all emergency lights in the engine room, engine control room, and escape trunk in good working condition? Are all light guards not damaged?

☐ **Emergency Shut-off Valves**

Do the emergency shut-off valves on FO tanks operate properly? (Please refer to ClassNK Bulletin No.15)

[See additional info...\(p.25\)](#)

☐ **Fire Doors**

Do the self-closing devices of fire doors work properly without hold-back hooks when self-closing doors are required in accordance with SOLAS requirements? (Please refer to ClassNK Bulletin No.17)

[See additional info...\(p.16\)](#)

☐ **Fire Extinguishers**

Have all fire extinguishers been serviced as required and properly marked with the date of servicing?

☐ **Fire Fighting Equipment**

Are all fireman's outfits in good condition and torches in good working order? Have all cylinders for breathing apparatus been properly serviced? Are onboard means of recharging breathing apparatus provided properly or a suitable number of spare cylinders available for use during drills?

☐ **Fire Protection Materials and Cable Penetrations**

Is the insulation on "A" class bulkheads and decks in good condition? Are cable penetrations

in "A" or "B" class divisions in good condition?

[See additional info...\(p.17\)](#)

☐ **Fire / Ballast Pumps**

Are all fire / ballast pumps in good working order with adequate pressure? (Please refer to ClassNK Bulletin No.18)

[See additional info...\(p.25\)](#)

☐ **Jacketed Piping System for High Pressure Fuel Lines**

Are high pressure fuel lines jacketed and spray shields in place, as required? Are leakage alarms in proper working order?

☐ **Lifejackets and Immersion Suits**

Are lifejackets and immersion suits in good condition? Are all lifejackets equipped with properly working lights and whistles? (Please refer to ClassNK Bulletin No.10)

☐ **Oil Filtering Equipment (Oily Water Separator)**

One of top three detainable items by PSC

Does the oil filtering equipment work properly? Are the casings of the oil filtering equipment and discharge line not corroded or wasted? Is the interior of the discharge lines clean, i.e. not oily or dirty? Has it been confirmed that no by-pass line has been fitted anywhere?

[See additional info...\(p.26\)](#)

☐ **Piping**

Has it been confirmed that all piping does not leak and is without any soft patches?

[See additional info...\(p.26\)](#)

☐ **Main Propulsion Engine**

Do all components of the main propulsion engine function correctly and properly?

☐ **Sewage Treatment Plant**

Is the sewage treatment plant in good working order without any leakage?

Is an approved discharge rate table kept onboard in the case where untreated sewage that has been stored in holding tanks is discharged? (Refer to ClassNK Technical Information, No.TEC-0758.)

Is the 3-way valve open inside? Is quantity of chlorinator sufficient?

☐ **15 PPM Alarm Arrangement**

Does the 15 ppm alarm function properly, including automatic stopping devices, alarm, and gauges? Is an up-to-date effective calibration certificate kept onboard? (Applies to MEPC.107(49) equipment.)

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Other Spaces

☐ **Batteries**

Are the specific gravity of the acid, liquid level and terminal voltage of batteries sufficient?

☐ **Emergency Lighting**

Are all emergency lights in good working condition?

☐ **Emergency Generator**

Is the emergency generator able to be easily operated, connected to switchboard, and can it be started with primary and secondary means separately?

☐ **Fixed Fire Extinguishing Installation**

Are bottles correctly serviced and dated? Are release mechanisms in good condition and in place? Is the fire protection system (fixed system or portable extinguisher) in the paint store in good working condition?

Are regular inspections/tests carried out and records thereof maintained properly?

[See additional info...\(p.27\)](#)

☐ **Ballast Water Treatment Plant**

Are ballast water treated in accordance with the ballast water management plan? Is ballast water treatment plant in good working order? Is quantity of chemical substances sufficient?

☐ **Garbage**

Is garbage stowed/disposed in accordance with the garbage management plan?

[See additional info...\(p.27\)](#)

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BNWAS

<BAD>

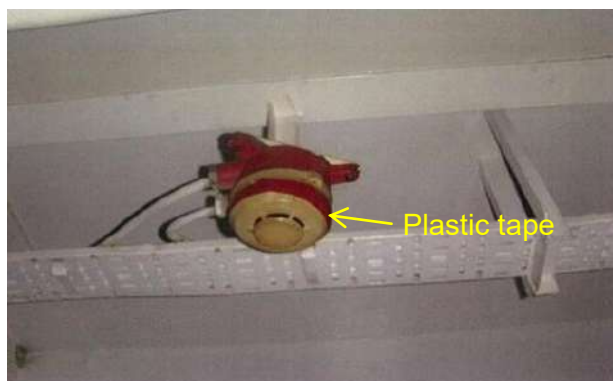


Keys left in BNWAS control board.
(Not properly secured.)

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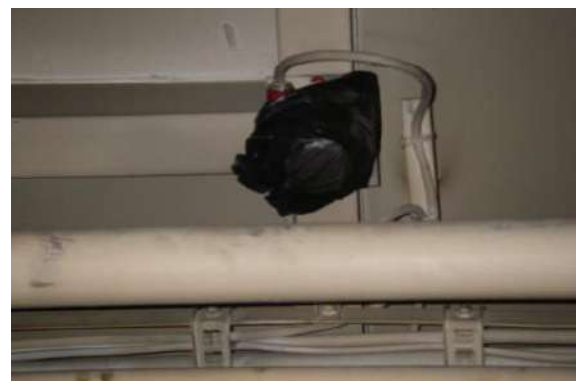
Fire Detection

<BAD>



Fire detector held together with plastic tape.

<BAD>



Smoke detector covered by plastic bag.

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Navigation Lights

<BAD>



Signal light missing.

<BAD><GOOD>



Signal light installed improperly as anchor light.
Correct masthead light is to cover a 225 degree arc of the horizon.

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Fire Doors

<BAD>



Unacceptable hold-back hook.

<BAD>



Worn-out and partially wasted fire door frame.

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Fire Protection Materials and Cable Penetrations

<BAD>



Deteriorated insulation on underside of deck.

<BAD>



Missing sealing material of cable penetration through deck.

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Fire Dampers

<BAD>



Fire damper flap wasted.

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Fire Fighting Equipment

<GOOD>



Properly fitted hose nozzle.

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<BAD>



Hose nozzle missing.

Ventilators

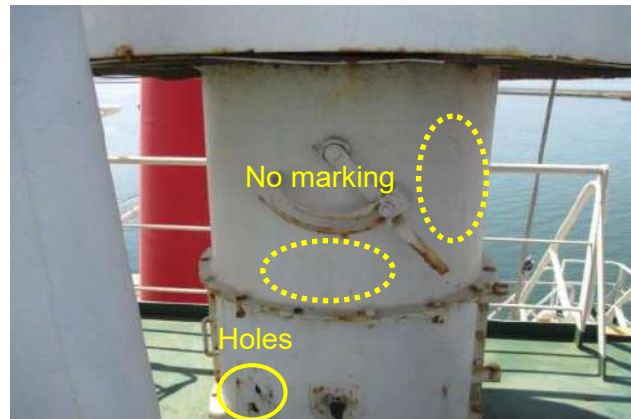
<GOOD>



"Open-shut" positions clearly marked on ventilation trunk.

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<BAD>



Holes in ventilation trunk and "Open-shut" positions not clearly marked.

Emergency Lighting

<GOOD>



Emergency lighting at embarkation station in good condition.

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Lifeboats

<BAD>



View through lifeboat window unclear.

<BAD>



Retro-reflective tape deteriorated.

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Lifeboat Engine

<GOOD>



Lifeboat engine to be started with No.1 & 2 batteries separately.

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Lifeboat Inventory

<BAD>



Moldy and stained drinking water tank in lifeboat.

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On-load Release Gear

<GOOD>



Proper reset position.

<BAD>



Improper reset position.

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Accommodation ladders and Pilot transfer arrangements

<BAD>



Broken pilot ladder.

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Air Pipes and Ventilators

<BAD>



Bolt unfastened and air pipe head leaking oil.

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<BAD>



Holes in ventilation trunk and "Open-shut" positions not clearly marked.

Cargo and Other Hatchways

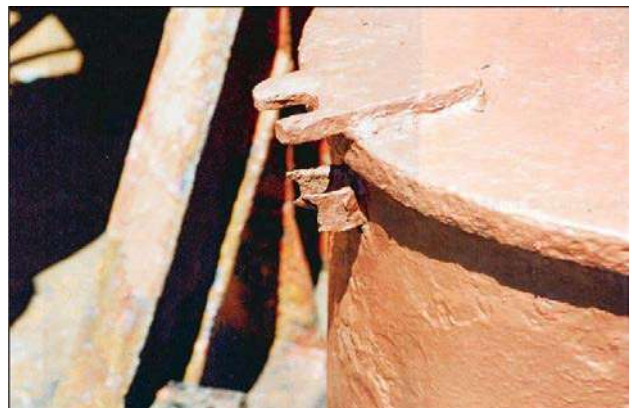
<BAD>



Hatch cover securing device wasted and badly corroded.

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<BAD>



Hatchway securing device missing.

Hatch Coamings and Bulwarks

<BAD>



Cracked hatch coaming end bracket.

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Railings and Cat Walks

<BAD>



Railing damaged.

<BAD>

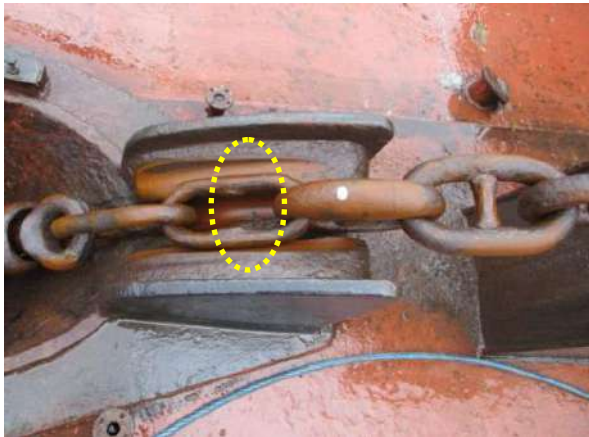


Catwalk cracked.

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Winches, Capstans and Anchoring Devices

<BAD>



Wasted common link with stud lost.

<BAD>



Poorly maintained windlass brake.

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Cleanliness of Engine Room

<BAD>



Tank top of engine room oily.

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Emergency Shut-off Valves

<BAD>

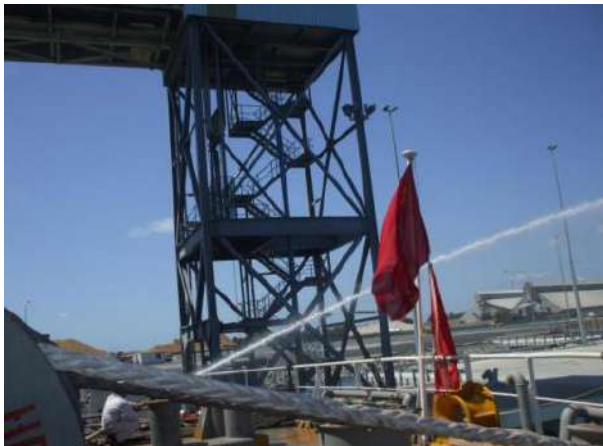


Valves improperly secured by wire.

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Fire Pumps

<GOOD>

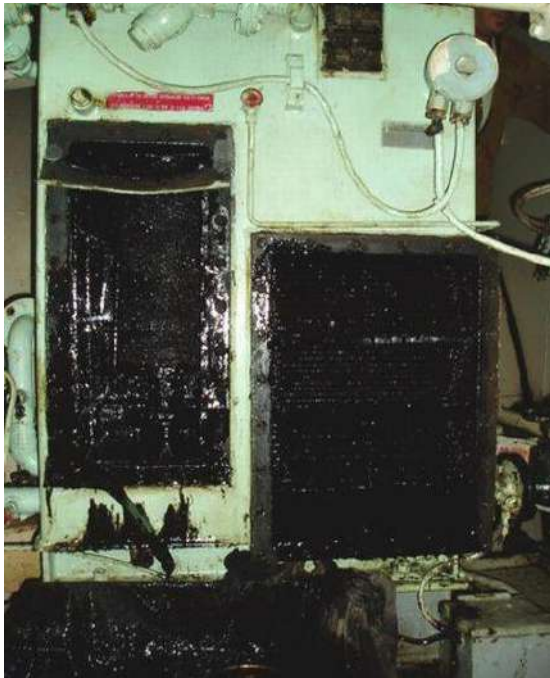


Adequate water pressure during fire pump hose test.

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Oil Filtering Equipment (Oily Water Separator)

<BAD>



Oily water separator clogged.

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Piping

<BAD>



Badly corroded and leaking piping.

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<BAD>



Pipe temporarily repaired with rubber patch.

Fixed Fire Extinguishing Installation

<GOOD>



Water supply valve always left open.
(Fixed Local Application Fire-Fighting
Systems)

<BAD>



Pilot lines for control of CO2 discharge
disconnected.
(Fixed CO2 Fire-Extinguishing System)

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Garbage and Garbage Management

<BAD>



Garbage drum worn out.

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ARRIVAL CHECKLIST for Port State Control

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