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Technical Department

**FROM: NOVAVERITAS NV TECHNICAL DEPARTMENT**

**TO: to all NV Surveyors & Auditors and technical personnel**

**DATE: March 20th, 2013**

**SUBJECT: Aide memoir for marine surveyors and auditors**

**A) INTRODUCTION**

This Aide Memoir is intended to serve Iamsa Group's Surveyors as a reference point, however, it is not a definitive checklist. Surveyors shall use their own professional judgment to examine different areas when inspecting a vessel.

**B) AT MASTER CABIN**

After the opening meeting, surveyors/auditors will start reviewing ship's certificates and associated documents. The idea of this review is to determine if:

- There are missing certificates
- There are certificates issued in not official language or not posted as required
- If the certificates have been issued according to IMO requirements and or Flag State regulations
- Minimum Safety Manning Certificate is applied for the ship
- Minimum rest periods are applied
- Crew endorsements are valid, translated and appropriated
- Medical examination is available for all crew
- If crew is familiar with Company Safety and Environmental Protection Policy
- If Safety Management documentation is available onboard (records, etc)

### **C) WALKING TOUR**

It is a very important activity during the inspection; Inspector shall verify the condition of Hull, decks, cargo handling, safe navigation, life saving appliances, etc. If some part is found in deficient condition, a picture shall be done as objective evidence. *(Pictures can be taken only under strict permission of Master, Chief Officer, and only if company's procedures allow it – in case technician's camera didn't comply with ship safety standard, surveyor/auditor will require to Chief Mate /Master to take pictures by using the approved ship's camera)*

### **D) EXTERNAL HULL and EXPOSED DECK**

Check the condition of Hull, Freeboard marks, accommodation ladder, mooring arrangements, deck plating, bulkheads and stays, guard-rail, hatch coamings hatchcovers, piping, vents, cofferdams, wicks, chains, bits, coamings, brackets, stiffeners.

### **E) SAFE CARGO HANDLING**

Cargo gear and all additional equipment, cargo securing devices, cargo winches, ladders, lights.

### **F) SAFE NAVIGATION AND RADIO EQUIPMENT**

Navigation equipment shall be tested, management of voyage charts and publications, last notice to mariners, last correction v/s last notice to mariners, records of drills, steering gear records, radio equipment, records of operation, 2 way VHF apparatus (GMDSS) batteries and condition of antennas, SART (test) , EPIRB, recent message for Navtex, AIS, GPS, validity of the table/curve of residual deviation, records in the compass error book, means of communication between bridge, main steering, engine room, expiry date and capacity of batteries of the reserve source of energy, position, marking and hydrostatic release of the EPIRB

### **G) LIFE SAVING APPLIANCES**

Life boat and rescue boat, launching arrangements, liferaft, hydrostatic valves, stowage of liferaft, personal lifesaving appliance, test how to dress on immersion suits, records of periodic inspections and drills, closer examination of the structural condition and stowage of the boat, closer examination of davits, falls, winches, and brakes, test the alarm system. Check the number of stowage of lifejackets, immersion suits, thermal protective aids, number of life-buoys, rockets, smoke signals and radar transponders.

### **H) FIRE FIGHTING SYSTEM**

Fire doors remote operation, means of escape, inert gas system (oil tankers), management of fire (interview officers in order to see if they are familiar with procedures), records of testing and drills, fire pumps, hydrants, fire hoses, extinguishers, test fire hoses with hydrants and coupling, fire dumpers and smoke flaps, quick closing remotely operated valves, emergency stop of fans and fuel

oil, fire detection and fire alarm, main and emergency fire pumps, the overall performance of the crew in case of fire.

#### **I) POLLUTION PREVENTION**

Test oily water separator and associated equipment, garbage arrangement, check oil record book, and garbage record book. Test the 15 ppm alarm. Oil record book

#### **J) CREW ACCOMODATION AND WORKING CONDITION**

Ventilation, heating, lighting, cabins, sanitary facilities, record of accommodation inspection, food, water, galleys, pantries, messroom, medical facilities, interview crew regarding their duties.

#### **K) ENGINE ROOM**

Main and auxiliary engine, piping, pumps, valves, cleanliness of machinery (free of oil – bilges clean), emergency escape routes, electric generators, cables, terminations, joint arrangement. Verification of housekeeping on engine room, plates, gratings, stairs, handrails, lighting, hot surfaces, bilges, emergency routes (free of obstruction). Finally check the familiarity of officers and rating in handling of equipment, knowledge of procedures (bridge, deck and engine), handling of power management features. Determine if personnel assigned specific duties onboard is familiar with those duties. Check if appropriate crew members understand the information given in manuals and instructions: make random questions to different rating about training manual, etc.

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