

Self Checklist for Shipboard Safety Management System

Note: This Checklist indicates items to be included at least in the samples at self-checking.

Name of Ship	
Name of Company	
Type & Date of Audit	* Refer to SOLAS IX/1
Place of Audit	Bulk carrier: If "ESP" is assigned to a dry cargo ship within Class Notation, the ship is "Bulk carrier" in terms of the ISM Code, otherwise the ship is "Other Cargo Ship". However, it is to be confirmed whether or not the instruction from a flag state on the application of the Resolution MSC.277(83) "Clarification of the term "Bulk Carrier" and guidance for application of regulations in SOLAS to ships which occasionally carry dry cargoes in bulk" has been adopted on case by case basis.
Name of Auditor(s)	
Type of Ship #	
Purpose of Ship (in case of Other Cargo Ship)	[Note] Recently, some "Other cargo ships" are assigned with "ESP" at the owner's option. If there are any doubts, it shall be checked according to the definition of Bulk Carrier specified in SOLAS IX/1.6, i.e. ships constructed with single deck, top-side tanks and hopper side tanks in cargo spaces and intended primarily to carry dry cargo in bulk; or ore carrier; or combination carrier.
DOC Number	
DOC issuer	If there is a discrepancy of the vessel types between SC/SE and the SMC, the "Explanatory Note" is available from ClassNK/Safety Management Systems Department.

Following items to be verified at the beginning of audit.

☐ Is there a copy of valid DOC placed onboard the ship? (DOC shall NOT be an Interim.)

In the case of Initial Audit

☐ Are there any records which show that SMS onboard the ship has been implemented for, at least 3 months since the issue of Interim SMC and that an internal audit has been executed?

Notice: The parts of checklist which are not used during audit should be deleted by lines appropriate according to the audit scope.

SELF-CHEK-SHIP-# (2016.3)

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No.	Items to be checked	Result			Remarks if there is no already one to be specified on the document	Score
		Yes	No	N/A		
1. Shipboard Part						
1.1 Bridge						
1.1.1	Are there any Navigation equipment or radio equipment left inoperative/ malfunctioned?	☐	☐		If Yes, go to 10.1.1 up to 10.1.4	10
1.1.2	Are updated versions of nautical publications and IAMSAR Manual (Volume III) available?	☐	☐		SOLAS 1977/2.4.2.2	10.1.1
1.1.3	Are maritime safety information from NAVTEX or EGC checked regularly?	☐	☐			9
1.1.4	Are nautical charts, ENC/ENCENC status and Notice to Mariners controlled properly?	☐	☐			9
1.1.5	Are standing order or night order issued regularly by the master?	☐	☐			9
1.2 Accommodation Space						
1.2.1	Are there any crew accommodation facilities left inoperative/ malfunctioned? (Common toilets, Shower & toilet in cabins etc.)	☐	☐		If Yes, go to 10.1.1 up to 10.1.4	10
1.2.2	Are posted Master lists updated? (Bridge: Engine Room: Accommodation:)	☐	☐		SOLAS 1977/2	8.2
1.2.3	Is SOLAS training manual controlled properly? (Office Room: Recreation Room:)	☐	☐		SOLAS 1977/2	8.2
1.2.4	Are ship's drawings and instruction books controlled properly?	☐	☐		SOLAS 1977/2	10.1.1
1.2.5.1	Is posted plan and log garbage disposal written in language understood by crew?	☐	☐		MARPOL 73/78	8.6
1.2.5.2	Are there distinctively marked garbage receptacles to receive garbage for recycling? Any receptacles on deck area, pump deck or areas exposed to the weather should be secured on the ship and have lids that are tight and securely fixed.	☐	☐		MARPOL 73/78/2	8.6
1.2.6	Is watch schedule for watchkeeper posted?	☐	☐		ISPS 10/12/13	9
1.2.7	Is hospital accommodation ready for emergency use?	☐	☐			9
1.2.8	Are medications properly controlled?	☐	☐			9
1.3 On deck						
1.3.1	Are closing appliances, LRA and FFA maintained properly? ☐ Lifeline ☐ Rescue Boat ☐ Fire Dampers (Refer to Annex F.1)	☐	☐		If Yes, go to 10.1.1 up to 10.1.4	10
1.3.2	Are coating / painting of hull parts and equipments maintained properly?	☐	☐			10
1.3.3	Are there any damaged or corroded / rusted equipment on hull parts?	☐	☐		If Yes, go to 10.1.1 up to 10.1.4	10
1.3.4	Are there any temporarily repaired parts?	☐	☐			10
1.4 Engine room / Steering room						
1.4.1	Are there any machinery and equipment left with their function inoperative? (Refer to Annex F.1) ☐ Fire Pump ☐ Emergency Fire Pump ☐ Oil/Water Separator system	☐	☐		If Yes, go to 10.1.1 up to 10.1.4	10.2
1.4.2	Are escape route and escape trunk from engine room secured?	☐	☐		SOLAS 1977/2.3	8.2
1.4.3	Is operating instruction of steering changerover posted?	☐	☐		SOLAS 1977/2.3	8.2
1.5 Interview with officers and/or ratings during tour through						
1.5.1	Interview with the Officer and/or Rating for	Deck			Engine	
1.5.2	When did the join?	Rank: Date:			Rank: Date:	
1.5.3	Did he undergo familiarization training just after joining?	Yes ☐ / No ☐			Yes ☐ / No ☐	
1.5.4	Was essential instruction prior to sailing given to him?	Yes ☐ / No ☐			Yes ☐ / No ☐	
1.5.5	When did the last participate in an abandon ship drill?	Date: Yes ☐ / No ☐			Date: Yes ☐ / No ☐	
1.5.6	Does he know his assigned duties in emergency?	Yes ☐ / No ☐			Yes ☐ / No ☐	
1.5.7	Does he know how to donning and use fireman outfit and/or breathing apparatus including	Yes ☐ / No ☐			Yes ☐ / No ☐	
		Deck			Engine	
		Rank: Date:			Rank: Date:	
		Yes ☐ / No ☐			Yes ☐ / No ☐	
		Yes ☐ / No ☐			Yes ☐ / No ☐	
		Date: Yes ☐ / No ☐			Date: Yes ☐ / No ☐	
		Yes ☐ / No ☐			Yes ☐ / No ☐	
		Yes ☐ / No ☐			Yes ☐ / No ☐	
		Deck			Engine	
		Rank: Date:			Rank: Date:	
		Yes ☐ / No ☐			Yes ☐ / No ☐	
		Yes ☐ / No ☐			Yes ☐ / No ☐	
		Date: Yes ☐ / No ☐			Date: Yes ☐ / No ☐	
		Yes ☐ / No ☐			Yes ☐ / No ☐	
		Yes ☐ / No ☐			Yes ☐ / No ☐	

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Tobias Bleicker



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