



REPUBLIC OF CROATIA  
**Ministry of the Sea, Transport and  
 Infrastructure**  
 Maritime Safety Directorate



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**Ref. Code: CIRC – MMPI - 007**

**SUBJECT: CIRCULAR - The preparation of the ship for PSC inspection**

**1. PURPOSE**

1.1. This Circular is intended to provide basic guidance to Masters and Seafarers when preparing themselves to undergo a Port State Control (PSC) inspection by providing several informative documents on typical deficiencies found on ships, its equipment or its crew and the application of checklists targeting these findings that can be used prior arrival to a designated port.

**2. DOCUMENTS ATTACHED**

2.1. Pre-Arrival Checklist

2.1.1. The checklist attached has been compiled from analyzing deficiencies found by Port State Control officers on Croatian flag ships. All deficiencies have led to a ship being detained.

2.1.2. Owners and companies are advised to use this checklist prior to their ships entering US, EU and Australian ports. This will significantly reduce the likelihood of the ship being detained.

2.1.3 The items on the checklist constitute the minimum points that should be checked to ensure the vessel conforms to international convention requirements, therefore it is strongly advised that all the items in this guide are checked prior to entering port.

2.1.4 For convenience, the deficiencies have been listed by distinct areas on a ship. This means that each crew member can take responsibility for their own area. The checklist is reusable.

2.1.5 The checklist should serve to supplement the ISM operation and maintenance procedures and should be used in conjunction with any in-depth PSC "Maintenance Guide Checklist" developed tool.

**Yes No**

**Pre-arrival PSC checklist**

**1. Master's office / responsibilities**

1. Certificates

- Original copies of all trading certificates and documents Available

2. STCW

- All officers should be in possession of their certificates of competence and endorsements or CRA's

- 3. SOPEP  
  - Approved, up to date and with contact details included
- 4. ISM emergency preparedness  
  - Drills to be carried out regularly and effectively with documented evidence

**Notes:**

- 1. PSC officers will always commence their inspection in the Master's office. It is essential that certification is up to date, valid and organized.
- 2. If machinery or equipment is damaged or not operating correctly, make a note of it. Also make a note of the corrective action. This will demonstrate to the PSC officer that you are aware of the problem and that you have procedures in place to report and rectify deficiencies.

**Pre-arrival PSC checklist**

**2. Bridge area**

- 1. Nautical publications  
  - Valid and as required for the voyage
- 2. Charts  
  - Correct charts for voyages being undertaken and corrected as necessary
- 3. Magnetic compass  
  - Easily readable and correctly adjusted (deviation card)
- 4. Lights, shapes, sound-signals  
  - In good working order
- 5. GMDSS  
  - In working order
- 6. EPIRB  
  - In working order; updated maintenance records available
- 7. Fire detection cabinet  
  - Alarms in working order

**Notes:**

- 1. PSC officers will always check the date of expiry of battery of all the equipment in the bridge that will require periodic inspection such as EPIRB, SART, two-way radios should always be charged.
- 2. Communication between the bridge and steering gear room and ruder indicator test is a drill exercise that is frequently conducted while at the bridge.

**Pre-arrival PSC checklist**

**3. Life-saving appliances**

- 1. Emergency lighting and batteries  
  - Functioning correctly and in place
- 2. Lifeboats  
  - Structure sound
- 3. Lifeboat engine  
  - Able to start without difficulty
- 4. Lifeboat davit  
  - Well maintained and in good working order
- 5. Lifeboat inventory  
  - All as required and supplies not expired
- 6. Lifebuoys  
  - Correct number and location and in good condition

- |  |   |
|--|---|
| 7. Lifejackets<br>- Correct number and location and in good condition  | <input type="checkbox"/> <input type="checkbox"/> |
| 8. Inflatable liferafts<br>- Clear of obstructions. Weak link correctly positioned and hydrostatic release in date | <input type="checkbox"/> <input type="checkbox"/> |

**Notes:**

1. PSC will not accept oil drums and wood pallets in way of muster stations, escape routes, life boats embarkation stations.
2. PSC will randomly ask a crew to provide a lifejacket to check if the light is operational and if provided with whistle.

**Pre-arrival PSC checklist**

**4. Accommodation**

- |   |   |
|---|---|
| 1. Fire doors<br>- Able to close tight and in good condition  | <input type="checkbox"/> <input type="checkbox"/> |
| 2. Firefighting equipment<br>- Available, in place and in good working order  | <input type="checkbox"/> <input type="checkbox"/> |
| 3. Fire control plan<br>- In place and up to date, EEBDS location marked  | <input type="checkbox"/> <input type="checkbox"/> |
| 4. Signs, indications (weathertight doors, fire detectors, fire dampers, ventilation)<br>- All in place and as required | <input type="checkbox"/> <input type="checkbox"/> |
| 5. Emergency lighting and batteries<br>- Functioning correctly and in place   | <input type="checkbox"/> <input type="checkbox"/> |
| 6. Sanitary facilities<br>- Equipment in place, clean and functioning correctly   | <input type="checkbox"/> <input type="checkbox"/> |

**Notes:**

1. Fire doors equipped with automatic closing devices should not be held open with shims nor ropes/wires by the crew, this practice is not allowed by PSC.
2. IMO signs indicating emergency exit routes and other safety equipment in the accommodation are always checked by PSC on the way to the Master's cabin or mess room.

**Pre-arrival PSC checklist**

**5. Deck area**

- |  |   |
|--|---|
| 1. Deck corrosion<br>- Ensure deck well maintained, not corroded, holed or wasted  | <input type="checkbox"/> <input type="checkbox"/> |
| 2. Railings, cat walks<br>- Ensure all well maintained, not corroded, holed or wasted  | <input type="checkbox"/> <input type="checkbox"/> |
| 3. Cargo and other hatchways<br>- Ensure weathertight and the covers are in good condition with securing devices adequate and in place | <input type="checkbox"/> <input type="checkbox"/> |
| 4. Weathertight doors and rubber sealing<br>- In good condition and securing correctly, rubber not painted                             | <input type="checkbox"/> <input type="checkbox"/> |
| 5. Ventilators, air pipes, casings<br>- Clearly marked and in good working condition   | <input type="checkbox"/> <input type="checkbox"/> |
| 6. Winches and capstans<br>- Clearly markings and in good working condition  | <input type="checkbox"/> <input type="checkbox"/> |
| 7. Fixed fire extinguishing installation<br>- Bottles correctly serviced and dated; release mechanisms in good condition and in place  | <input type="checkbox"/> <input type="checkbox"/> |

8. Firefighting equipment  
- Available, in place and in good working order with valid recharge date marked where appropriate

### Pre-arrival PSC checklist

#### 5. Deck area continued

9. Fire dampers, quick closing devices and means of control  
- Clearly marked, easy to operate and corrosion free
10. Signs, indications (weathertight doors, fire detectors, fire dampers, ventilation)  
- All in place and as required

#### Notes:

1. Corroded or non-operable fire dampers are one of the most common detainable items, sometimes a fresh paint will be an indication to the PSC officer that the crew may be hiding the real condition of the equipment on deck.
2. The condition of the hatchway covers and their closing devices are always checked during PSC inspections.

### Pre-arrival PSC checklist

#### 6. Working spaces

1. Emergency fire pump  
- Capable of being started easily and delivering sufficient pressure at hoses
2. Emergency generator  
- Able to be easily operated and connected to the switchboard
3. Lighting  
- Ensure adequate and with covers

#### Notes:

1. Loose wire, unprotected steam pipes or rotating machinery are hazard to the crew and PSC always check for safety hazards in the engine room.

### Pre-arrival PSC checklist

#### 7. Engine room

1. Retention of oil onboard  
- Ensure correct tanks are being used and emptied at port facilities
2. Cleanliness of engine room  
- Clean, no oil leaks, clean bilges and tank tops and no oily rags
3. Auxiliary engines  
- All in working order
4. Propulsion main engine  
- All components functioning correctly
5. Jacketed piping system for high pressure fuel lines  
- Approved system in place
6. Oil filtering equipment (oily water separator)  
- Working correctly, ensure no illegal pipe work

- 7. 15 PPM alarm arrangements
  - Functioning as required
- 8. Oil record book
  - Data correctly entered
- 9. Fire pumps
  - In working order with adequate pressure
- 10. Steering gear
  - Functioning correctly

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

**Pre-arrival PSC checklist**

**7. Engine room continued**

- 11. Signs, indications (weathertight doors, fire detectors, fire dampers, ventilation)
  - All in place and as required
- 12. Emergency lighting and batteries
  - Functioning correctly and in place
- 13. Firefighting equipment
  - Available, in place, in good working order with valid recharge date marked where appropriate
- 14. Weathertight doors
  - In good condition, securing correctly and capable of being closed remotely

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

**Notes:**

1. Oily rags, plastic containers and other sources of a fire should never be left in the engine room after work has been carried out, this will be a ground for detention by PSC.

**PSC Information Booklet**

**Background**

**Legal basis - Port State Control :**

All countries have the right to inspect ships of foreign flags visiting their ports to ensure that they meet IMO requirements regarding safety and marine pollution prevention standards. Thus, Port State Control is intended as a tool for any country to:

- a. control safety standards, safeguard the own territory against hazards to safety and the environment, and
- b. keep substandard ships off their coast.

These agreements establish rules for:

- a. training of inspectors,
- b. inspections with a common scope, amount of inspections per year
- c. general agreements on clear grounds for detaining a ship,
- d. a database system for exchanging information about inspected ships

**Legal Background:**

The right to inspect ships by port states is laid down in the following conventions:

- SOLAS Convention 74/78
- MARPOL Convention 73/78
- Loadline Convention 1966

STCW Convention 1995  
Collision Prevention Regulations 1972  
International Tonnage Convention 1969  
ILO MLC 2006

Note: All the above conventions have been ratified by Croatia.

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## **PSC Regional Agreements**

Agreement Areas with their members:

### **PARIS MOU:**

Belgium, Bulgaria, Canada, Croatia, Denmark, Estonia, Finland, France, Germany, Greece, Iceland, Ireland, Italy, Latvia, Netherlands, Norway, Poland, Portugal, Russian Federation, Slovenia, Spain, Sweden, United Kingdom

### **TOKYO MOU:**

Australia, Canada, Chile, China, Fiji, Indonesia, Japan, Republic of Korea, Malaysia, New Zealand, Papua New Guinea, Philippines, Russian Federation, Singapore, Thailand, Vanuatu, Vietnam, Hong Kong (China)

### **USCG**

## **PSC Procedure**

### **Boarding Procedures**

PSC Inspectors will board a ship without announcement and primarily check the ship's documents for completeness and validity.

If there are any grounds to believe that the ship is substantially not conforming to the international conventions, the inspector will carry out an expanded inspection of the ship's condition and the required equipment.

The Master will receive an official inspection report consisting of Form A and Form B.

1. Form A lists the ship's details, date of inspection, detention order and the validity of the relevant certificates.
2. Form B shows the list of detainable deficiencies including all deficiencies found (if any), with an action code which describes a timeframe for rectification for each deficiency.

If clear grounds are established that the ship forms a hazard to safety and/or the environment, the PSCO will have the right to detain the ship in port until the respective deficiencies have been rectified. The PSC authority will re-inspect by own inspectors to verify their rectification.

In case of detention, the PSC authority is entitled to inspection expenses related to inspection activities. Any detention has to be reported as soon as possible by the authority to Croatian Maritime Authority and the recognized organization if possible.

## **Inspection Campaigns**

The regional PSC MOU members from time to time agree to carry out special concentrated

inspection campaigns (CIC) for periods of generally 3 months.

Within such campaigns special attention will be paid to certain details during the regular inspections held onboard.

**Critical Areas:**

The statistics on the deficiencies found by PSC show that the majority of the deficiencies are found in the area of the Safety and MARPOL Equipment. We broke down these deficiencies by categories to discover the top ten findings PSC listed in their recent detention reports:

1. Charts, nautical publications
2. Lifeboats, rescue boats and inventory, launching arrangements
3. Fire main, hydrants, hoses and nozzles, emergency fire pump
4. Fire dampers
5. Fire and watertight doors
6. Generators, auxiliaries
7. Electrical equipment and emergency lighting
8. Cleanliness of engine room
9. Oil filtering equipment and 15 ppm alarm arrangements
10. Ventilators, air pipes and casings
11. Documentation (certificates, ORB, GRB, Testing of LSA,FF equipment, records od drills)

**ANY TECHNICAL PROBLEMS WITH SHIPS OCCURRED DURING VOYAGE INCLUDING EXPIRING CERTIFICATES, NAUTICAL PUBLICATIONS, SERVICES OF THE LSA, FF EQUIPMENT MUST BE REPORTED TO PSCO BEFORE INSPECTION.**

Date of inspection: \_\_\_\_\_  
Master's signature \_\_\_\_\_  
Deck officer's signature \_\_\_\_\_

Sincerely yours,

