



## PROJECT [REDACTED] TECHNICAL DUE DILIGENCE REPORT

<b>PROJECT</b>	[REDACTED]
<b>CLIENT</b>	<b>Isle of Man Treasury</b>
<b>CLIENT REFERENCE</b>	<b>TBC</b>
<b>BRAEMAR REFERENCE</b>	<b>GSS 325654</b>
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<b>REVISION NO.</b>	<b>001</b>

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## 1 BASIS OF REPORT

- 1.1 This report has been produced in connection with an agreement between Isle of Man Treasury (“the Client”) and Braemar Technical Services Limited (“Braemar”) dated 20 March 2018 (“the Agreement”).
- 1.2 The Agreement requires the provision of technical due diligence services relating to the assets held and specifically the marine assets operated by Isle of Man Steam Packet (“IOMSP”).
- 1.3 This report has been compiled on the basis of the terms and provisions of the Agreement, including the limitations of liability set out therein and in accordance with the schedule of services and deliverables as detailed in the Agreement.
- 1.4 This report is issued subject to the terms of the Agreement and the associated terms and conditions.
- 1.5 This report is not intended to act in any way as a recommendation to the Client to proceed or not to proceed with any transaction that may be contemplated as part of Project [REDACTED] which is a commercial decision solely for the Client to make.
- 1.6 This report reflects Braemar’s findings on the date of the report. Braemar does not accept any responsibility or obligation to update the report, correct any inaccuracies or provide any further information which may become known after the date of the report.
- 1.7 The most recently dated version of the report supersedes and replaces all prior versions, including any interim reports that may have been provided prior to release of this report and any comments provided to the Client in connection with the subject matter of the report.
- 1.8 No liability is accepted for any inaccuracy in respect of any estimates contained in this report as they have been provided for illustration purposes only and are in no way intended to be representative of any actual figures or amounts that may relate to the transaction contemplated by the Client.

## 2 DELIVERABLES & SCOPE OF WORK

- 2.1 Braemar was specifically tasked with a review of the marine aspects of the IOMSP operation only.
- 2.2 To achieve the requirements of the deliverables required under the scope of work detailed in the Technical Advisor & Due Diligence Proposal, Braemar undertook in-water and in-service general condition inspections of the two vessels owned and managed by IOMSP, an audit of the technical management office of IOMSP and a review of the documents and data that were provided to us relating to Project [REDACTED]. A third vessel inspection of the “ARROW”, which is on charter to IOMSP as a standby vessel.

2.3 The site visit to Douglas, IOM and the two owned vessels, was undertaken between the 27 and 29 March 2018 by three members of the Braemar Ferry Team;

[REDACTED]

2.4 The inspection of the chartered vessel was undertaken on 19 April 2018 by a member of the Braemar Ferry Team:

[REDACTED]

2.5 The IOMSP fleet comprises of one high speed catamaran (MANANNAN) and two conventional Ro-Pax ferries, one owned (BEN-MY-CHREE) and one chartered (ARROW). The vessels operate on four routes from Douglas to Heysham, Liverpool, Dublin and Belfast.

2.6 The fleet, routes and commercial specifications are stated in Table 1:

Vessel	Route	Year	IMO No.	Pax	Veh	GRT
BEN-MY-CHREE	Heysham,	1998	9170705	630	275	12747
MANNANAN	Liverpool, Belfast, Dublin	1998	9176072	871	200	5743
ARROW	Standby	1998	9119414	12	68	7606

**Table 1 – IOMSP Fleet - 13 April 2018**

2.7 General vessel condition inspections of these vessels were undertaken by the Braemar Ferry Team. The scope of the inspections was determined by the time made available for inspection by the vendor.

2.8 A standard format inspection was used on each vessel to provide consistency. Each inspection produces a series of scores derived from the individual responses to inspection items and this is designed to be objective and to allow strict comparison. However, in addition to the objective scoring system, there is the scope to weight vessels by applying the evidence gather by the inspector and which is demonstrated by comments included in each inspection. Photographs were taken during the inspections, these have been retained on file and are available on request. When all inspections are completed and comparisons are possible, a grading system is used to report on the condition of each vessel. Gradings were allocated according to the criteria set out in Table 2.

Grade	Condition	Description
7	Excellent	Fully reconditioned or new, incapable of operational and cosmetic improvement.
6	Very Good	Improvement to excellent will require significant investment.
5	Good	Well maintained and presented, improvement possible with minimal increase in present level of investment.
4	Acceptable	Basic sustainable operational condition, requiring ongoing maintenance and investment at present levels and above to prevent further deterioration.
3	Poor	Deficient and requiring immediate additional investment to maintain serviceable condition
2	Very Poor	Deficient and requiring immediate significant investment to maintain serviceable condition.
1	Unsatisfactory	Deficient and likely to be incapable of recovery without immediate substantial investment.

**Table 2 – Grading Criteria**

**2.9** A review of the management of the fleet was undertaken by the Braemar Ferry Team prior to the general vessel condition inspections. The following IOMSP employees participated in the management review:

- Fleet Operations Manager, DPA & CSO - [REDACTED]
- Ship Manager - [REDACTED]
- Ship Manager - [REDACTED]
- SMS Administration Manager - [REDACTED]
- HR Manager - [REDACTED]
- Crewing / Training Manager

**3 EXECUTIVE SUMMARY**

**3.1 Asset Condition**

The BEN-MY-CHREE and the MANNANAN have both been graded with a score of five (5) indicating that we have found both vessels to be in a well maintained and presented operational condition. They will, of course, require normal ongoing maintenance but with minimal increase in the present level of investment.

The ARROW has been graded with a score of four (4) in a sustainable operational condition, requiring ongoing maintenance and investment at present levels and above to prevent further deterioration.

Detailed comments on vessel condition are provided in the relevant sections of this report.

### **3.2 Capital Expenditure**

Capital expenditure is forecast to increase in FY2018 due to the commencement of annual drydocking of BMC to meet Flag and Class requirements.

Long term capex forecasting has not been provided.

### **3.3 Operational Performance**

The Company's management system is found to be good and clearly meets the needs of the organisation at this time.

### **3.4 Operational Expenditure**

The vessels operating costs are considered to be reasonable and under control for this type of ferry operation.

It is noted that there may be a significant increase in fuel costs for the BEN-MY-CHREE in 2020 when the vessel will have to start using 0.5% low sulphur fuel oil, which initially will be supplied at a higher cost than the present grade of fuel being used.

## **4 ASSET CONDITION**

Our assessment of asset condition is derived solely from the ship inspections that were undertaken during the site visit and which are appended to this report.

### **4.1 Vessel Gradings**

The owned vessels, BEN-MY-CHREE and the MANNANAN, have both been graded with a score of five (5) indicating that we have found both vessels to be in a well maintained and presented operational condition. They will of course require normal ongoing maintenance but with minimal increase in the present level of investment.

The chartered vessel, ARROW, has been graded with a score of four (4) indicating that we found the vessel to be in a sustainable operational condition, requiring ongoing maintenance and investment at present levels and above to prevent further deterioration.

Detailed comments on vessel condition are provided in the relevant sections of this report.

### **4.2 Vessel Condition Remarks - BEN-MY-CHREE (BMC)**

#### **Background of Vessel**

BMC is a Ro-Pax ferry, largely designed to carry freight, with two vehicle decks (decks 3 and 5) and two passenger accommodation decks (7 and 8). There are 20 four-berth cabins and crew accommodation for 22. Her freight capacity is 200 vehicles

The vessel was ordered in 1997 by Sea Containers for the Isle of Man Steam Packet Company. Costing around £24 million, she was built by van der Giessen de Noord of the Netherlands and launched on 4 April 1998.

At a gross tonnage of 12,741 she is the largest ship to enter service with the company. The vessel originally received a lot of criticism due to her low passenger capacity of 500 (carrying no more than 350 per sailing), and the fact she had no open deck for passengers. In 2004, the vessel underwent a refit carried out by Cammell Laird to increase passenger capacity with the addition of a new passenger module, this allowed a full capacity of 636 passengers to be carried. A new accommodation section containing the Legends café/bar, Niarbyl Quiet Lounge and toilets was added. The refit also created an outside deck space and modified the vessel's stern door.

At the time of our survey the BMC was in normal service. Inspection was undertaken whilst vessel was on scheduled passage Douglas-Heysam and Heysam-Douglas with ro-ro traffic and passengers on board.

The attending surveyors were [REDACTED] and [REDACTED] accompanied by the vessels superintendent [REDACTED]

### **Hull, Decks and Superstructure**

The vessel's general condition and visual appearance is good with some indications of surface rusting, appearance & cleanliness was found to be commensurate with the age of the vessel.

The visible underwater hull was found showing evidence of coating breakdown & some marine growth, which is considered normal and is to be expected following nearly two years of service since the last dry docking. The shell plating was found variously indented commensurate with the age of the vessel (noting a condition of class for shell plating repairs in one location)

The vessels superstructure was found to be in good condition with white coatings properly maintained and clean and visible decking areas clean and well coated.

The portside anchor chain roller was reported to be seized, and is scheduled to be rectified during the forthcoming drydock.

### **Vehicle Decks and Doors**

The condition of the vehicle decking coating was found to be in generally poor condition in many areas, where the epoxy deck coating has detached from the underlying steel forming significant recesses and holes in the surface of the deck coating. These areas have been addressed by grinding the edges and recoating with paint but will in the near future require complete removal and recoating. There is a significant risk that this coating damage may result in accelerated corrosion and reduction of the deck plating thickness, potentially resulting in the need for deck plating renewal once the coating has been removed and the decking properly surveyed.

Ro-ro doors and selected side shell doors inspected and found to be in sound condition.

### **Machinery Spaces**

The engine room, funnel uptakes, bow thruster space and steering gear rooms were all inspected and found to be in a good overall condition, with a reasonable and satisfactory level of cleanliness of all surfaces including the bilges, tank tops and underplating areas.

### **Public Spaces**

The BMC's passenger facilities are located over two decks 7 and 8 and centred on the main passenger area on Deck 7.

Deck 7 comprises of:

- Coast-to-Coast café
- Junior Shipmates children's play area
- Legends café/bar
- Ocean Avenue shop
- Manannan Premium Lounge
- Niarbyl Reserved Lounge
- Passengers with dogs lounge

Deck 8 comprises of:

- Manannan Executive Lounge
- Passenger cabins
- Outside deck

The general condition of all the public spaces was good to very good. The food preparation and service areas were clean, and all stores and food properly stowed.

### **Ballast and Fuel Tanks**

No tanks were surveyed due to the vessel being in service, specific tanks and spaces to be surveyed by Class during the forthcoming drydocking.

### **Engine Room Policies, Procedures and Documentation**

The vessel was found to be provided with adequate operator's instructions and procedures. ISM Safety Management Manual (SMM) inspected and found in good order and regularly checked and updated.

The engine room is continuously manned with a team of engineers forming a day and night shift, changeover of shifts is carried out in Douglas. The manning of the engine room is sufficient for the operating schedule of the vessel and is in excess of the statutory requirements of the minimum manning certificate.



This level of manning accounts for the generally well maintained and good condition of the engine room and machinery spaces. All of the engine room crew have extensive experience on the BMC and also crossover to the MAN regularly in order to maintain their experience and qualifications on both vessels.

### **Spare Part Inventory**

During our survey of the engine room and machinery spaces we noted that the vessel carries a large stock of spare parts for the main engines, auxiliary engines, boilers and purifiers etc. Further spare parts were cited in the warehouse ashore including 4 new propeller blades as spares for the controllable pitch propellers. In our opinion the stock level of spare parts held is in excess of what we would normally expect a shipping company to hold or carry onboard.

### **Statutory Certificates and Documentation**

Please refer to the appended Vessel Report for details of certificates and documentation onboard.

### **Conditions of Class**

The ship is classed with Lloyd's register and has two outstanding condition of class due this year as follows:

Due 05/2018 – damage to port side shell plating & internals

Due 04/2018 – fracture to No.20 E/R Port Aft HFO Service Tank

### **Main Engine and Auxiliary Engine Running Hours**

The running hours for the main and auxiliary engines are;

Port ME	101,899 hrs
Starboard ME	101,808 hrs
Port Gen	62,821 hrs
Centre Gen	64,642 hrs
Starboard Gen	74,851 hrs

These running hours are not considered to be excessive for a ferry operation, and providing the high standard and frequency of maintenance continues at the current level, there is considered to be no reason that the main and auxiliary machinery cannot operate safely and efficiently for another 50,000 hours.

### **Comments on the Drydocking Schedule for BMC**

In general, Classification Societies require vessels to be dry docked or slipped on a regular basis to allow for a 'bottom survey' of the ship's hull below the deepest load waterline and the survey of items such as steering gear, stern gear, etc. For passenger ships such as the BMC, the bottom surveys are required on an annual basis and the interval between any two successive bottom surveys should not exceed 15 months

(subject to the ship undergoing four bottom surveys in each five-year survey period). Subject to the age of the ship, and by prior agreement with the Classification Society, bottom surveys may be permitted while the ship is afloat whereby an approved diving contractor can undertake an in-water survey of the ship. Two successive in-water surveys are permitted provided the ship is dry docked at least twice in each five-year survey period.

In line with the operating schedule for the BMC, the ship has been subject to a bottom survey every 12 months, typically undertaken around March each year. With class approval, the ship has been dry docked on alternate years and has been subject to in-water surveys afloat in-between. The class approval for this survey regime has been subject to the age of the ship, and noting that the BMC will be 20 years of age in 2018, the ship will now be required to dry dock on an annual basis for a bottom survey.

Forecasted costings for the change in drydocking schedule have not been provided, but we don't expect to find any significant increase in overall cost, as the current biannual drydock costs will be spread over the annual docking. The time out of service will increase by a number of days which may have an impact on service schedules and require the use of the chartered vessel to cover for the time in drydock.

#### **4.3 Vessel Condition Remarks – MANANNAN (MAN)**

##### **Background of Vessel**

MAN is one of six 96-metre wave piercing catamarans (WPC) built by Incat of Tasmania, Australia. She was built as Incat hull 050 in 1998. Under the name Devil Cat, she operated for a short period as a commercial ferry for TT-Line. A spell followed crossing the Cook Strait as Top Cat. Then she was acquired by the US Navy and converted for military purposes.

On 19 May 2008, the IOMSP announced the purchase of the catamaran for £20 million, as the replacement for the fast craft Viking. Because of its previous use, the company said it had significantly fewer hours of service than a vessel of comparable age and was ideally suited for the planned service.

A £3 million refit, carried out by Burgess Marine in Portsmouth, provided a new aft accommodation module and the "Sky Lounge". The heavy military ramp was replaced with a new stern door and the helideck was removed. Following this, she arrived in Douglas on 11 May 2009.

##### **Survey**

At the time of our survey the MAN was in normal service. Inspection was undertaken whilst vessel was on scheduled passage Douglas-Dublin and Dublin-Douglas with ro-ro traffic and passengers on board.

The attending surveyors were [REDACTED] and [REDACTED] accompanied by the vessels

superintendent [REDACTED]. On passage the machinery spaces, and the bridge operation, procedures, certification and documentation were inspected. During the layover period in Douglas all of the void spaces in the hull structure were surveyed.

### **Hull, Decks and Superstructure**

The vessel's general condition and visual appearance was found to be good appearance & cleanliness was found to be commensurate with the age of the vessel.

The cabin area and upper decks on this type of vessel are built as a separate module to the main hull, and mounted on flexible rubber feet, this is to reduce noise and vibration coming from the machinery spaces. The void space between the two sections is sealed by a corrugated rubber skirt which was inspected all the way around and found to be in good condition.

### **Vehicle Decks and Doors**

The MAN was built with a single vehicle deck stretching across the whole length of the vessel, at the forward most section the deck forms a ramp and elevates into a higher deck that emanates above deck in the space forward of the cabin structure.

During the winter period 2014/2015 MAN was fitted with a removable mezzanine deck which created additional space for motorcycles during the TT and Festival of Motorcycling periods, allowing fans who have previously travelled as foot passengers the chance to bring their bikes by late March 2015, the number of motorcycles booked for the TT Festival was up 10% on the previous year. This decking was removed and stowed ashore in the workshop during our survey, the structure that supports it was inspected and found to be in good condition.

The vehicles decks are isolated from the hull structure by fire retardant panels fitted to the deckhead and transverse and longitudinal bulkheads. These panels were seen to be in the process of renewal with a new type of panel with lighter and better fire resistant properties than the original. The superintendent explained that the long term plan was to replace all of the panels. The original panels were noted as being in a fair condition and compliant with the regulations.

Vehicles board the vessel over the stern ramp which when stowed forms a door protecting the vehicle deck from water spray. The ramp and associated hydraulic machinery for raising and lowering was found to be in good condition without any apparent defects.

### **Machinery Spaces**

The MAN is fitted with four main engines driving four waterjets and 4 auxiliary engines for electrical power production. The engines are split between the two hulls with two main engines and two auxiliary engines in each. Our survey of both engine rooms found them both to be in a good clean condition. The bilge spaces were clear of debris

and oil/water and the pipework underneath the deck plating was found to be clean and free from defects and leaks. The survey was carried out with the main engines at the full operating speed of 940rpm. At this speed the engines appeared to be operating optimally, with all temperatures and pressures within the required parameters, there was no leakage from the exhaust system and turbochargers which was also found to be appropriately lagged and insulated. The electrical switchboards and distribution boards are fitted in the entrance space to the engine rooms in each hull called anterooms, these rooms and equipment were found to be in good, clean working condition with no apparent defects.

### **Public Spaces**

The MANANNAN's passenger facilities are located over two decks;

The lower deck comprises of;

- Blue Point café/bar
- Two Cinemas
- Coast-to-Coast café
- Junior Shipmates children's play area
- Ocean Avenue shop
- Lower outside deck

The upper deck or Sky Lounge comprises of;

- Manannan Executive Club Lounge
- Manannan Premium Lounge
- Niarbyl Reserved Lounge
- Upper outside deck

The general condition of all the public spaces was good to very good. The food preparation and service areas were clean, and all stores and food properly stowed.

Single airline type seats were fitted in rows in all cabin areas to maximise the seating space, the seats were found to be in generally good condition with a few showing signs of wear and tear. The carpets and bulkheads were found in good clean condition.

The spaces are temperature controlled by means of several independent air conditioning units. The cabin air was at a comfortable temperature during the two passages. The individual external units for the air conditioning machinery are fitted on the outside top deck in an area away from the passengers. Some of the outside units had obviously been replaced in the past due to corrosion from the harsh conditions outside. The superintendent reported that the units were being replaced on a regular basis, before their condition affected the operation.

### **Void Spaces, Ballast and Fuel Tanks**

In addition to the machinery rooms that occupy around a third of the after space in each of the hulls, the hulls forward of these are split into 5 watertight void spaces. The void spaces contain the fuel tanks, fire and drencher pumps, the sewage holding tanks and the fresh water storage and supply pumps. The forward void spaces also house the stabiliser "T" foils and their ancillary machinery.

All of these void spaces were entered and thoroughly inspect during our survey, particular attention was paid to the internal structural members, the frames and longitudinals, as historically and in our experience on similar vessels, these members can be subjected to high stresses and subsequently cracks can form requiring immediate repair by welding.

During our survey no such cracks were found and it was reported that there is no such a problem on this vessel as the builders Incat had learnt lessons from previous builds and had increased the strength of the structural members. The operation of the vessel at a reduced speed to its maximum capability is also considered to be a factor in the apparent and reported lack of structural failure in the void spaces. During the layover period in Dublin the four vehicle deck seawater drencher pumps which are situated in the void spaces were tested in our presence, the test was considered to be satisfactory.

#### **Engine Room Policies, Procedures and Documentation**

The vessel was found to be provided with adequate operator's instructions and procedures. ISM Safety Management Manual (SMM) inspected and found in good order and regularly checked and updated.

The vessel is fully manned during daily operations and has reduced manning during the extended layover period in Douglas during the night. The company employs full time engineering fitters who can be called at any time to work on the vessel for repairs.

This system of manning and the close proximity of the engineering workshop accounts for the well maintained condition of the machinery spaces and vehicle decks.

#### **Spare Part Inventory**

Spare parts for the MAN are kept in the warehouse ashore near the terminal in Douglas. During our survey we visited the stores and found the space to be well organized, with spares stowed on shelving and in proper boxes and containers.

A storeman is assigned to keep a tally on the stock of spares which is entered into a software database. Large items of spares for the BEN are also stored in the warehouse.

We have reviewed the stock list of parts for the MAN and have found that all of the parts necessary for the repair of a main engine breakdown are available; cylinder heads, pistons, connecting rods, camshaft sections bearings etc. This includes items that we would not normally expect a shipping company to hold in stock, such as main engine crankshaft of which there are two. In a normal operation if a crankshaft was condemned due to damage, the lead time for a spare to be supplied from the engine

manufacturers could be up to 3 months, this is not generally a stock item. The main engine turbocharger is another item that could fail in service, the stock for a turbocharger repair includes; a full cartridge, 2 diffusers and 2 nozzles rings as well as the necessary bearings and seals to completely overhaul a unit.

Hydraulic rams, actuators, valves and hoses for the steering and bucket control of the waterjets are also stocked.

In addition to the abundance of spares for the main engines and auxiliary generators there is a full stock of electrical switch and control gear components for the electrical switch boards, this stock will enable the engineers to rectify faults and make repairs over a layover period, rather than wait days for a makers technician to arrive with the parts.

### **Statutory Certificates and Documentation**

All statutory certification and documentation was found to be on board up to date and in good order.

### **Conditions of Class**

The MAN has no current Conditions of Class

### **Main Engine and Auxiliary Engine Running Hours**

The running hours for the main and auxiliary engines are;

Port Outer ME	36,772 hrs
Port Inner ME	35,939 hrs
Starboard Outer ME	37,087 hrs
Starboard Inner ME	37,529 hrs
No.1 Gen	27,016hrs
No.2 Gen	48,867 hrs
No.3 Gen	33,230 hrs
No.4 Gen	53,996 hrs

These running hours are significantly lower than we would expect for a vessel operating a ferry route, and can be accounted for the infrequent use of the vessel in the first 10 years of operation.

In our experience similar vessels to the MAN are currently being operated with main engines in excess of 100,000 hrs.

## **4.4 Vessel Condition Remarks - ARROW**

### **Background of Vessel**

ARROW is a 7,606 GT Ro-Ro ferry built by Astilleros de Huelva SA, Huelva, Spain in 1998 as Varbola for the Estonian Shipping Company, Tallinn. During a charter to Dart

Line she was renamed DART 6, reverting to VARBOLA when the charter ended. In 2005, she was sold to Malta and renamed RR ARROW. In 2007, she was sold to Seatruck Ferries, Heysham and renamed ARROW. The ARROW is currently on time charter from Seatruck and sub charterers to Condor Ferries in an emergency.

At the time of our survey on the 19 April 2018, the ARROW was in service covering for BMC which was in drydock at Cammell Laird, Liverpool. The inspection was undertaken whilst the vessel was on scheduled passage Douglas-Heysham and Heysham-Douglas with ro-ro traffic and passengers on board.

The attending surveyor was [REDACTED], accompanied by the vessels crew and IOMSPC ship manager, [REDACTED]

### **Hull, Decks and Superstructure**

The vessel's general condition and visual appearance is good with some indications of surface rusting, appearance & cleanliness was found to be commensurate with the age of the vessel.

No evidence of marine growth on the underwater hull was seen during passage and while alongside in Douglas.

The vessels superstructure was found to be in acceptable condition with white coatings properly maintained and clean and visible decking areas clean and well coated.

Some minor spots of corrosion were visible on the half pipe fendering at the stern and portside.

### **Machinery Spaces**

The engine room, funnel uptakes, bow thruster space and steering gear rooms were all inspected and found to be in a good overall condition, with a reasonable and satisfactory level of cleanliness of all surfaces including the bilges, tank tops and underplating areas.

### **Public Spaces**

The ARROW has no public spaces and is only certified to carry 12 passengers.

### **Ballast and Fuel Tanks**

Due to the vessel being in service, no ballast tanks were inspected. Ballast tank inspections had been carried out in line with the planned maintenance system and a full ultrasonic thickness test of the hull and structure plating was carried out during the drydocking in Greenock, UK, on 22 August 2017.

### **Engine Room Policies, Procedures and Documentation**

The vessel was found to be provided with adequate operator's instructions and procedures. The ISM Safety Management Manual (SMM) was reviewed and found in good order and regularly checked and updated.

The engine room is continuously manned with a full crew of engineers. The manning of the engine room is sufficient for the operating schedule of the vessel and is in accordance with the statutory requirements of the minimum manning certificate.

The vessel operates a planned maintenance system called 'Star Vessel Explorer', the system was checked and all items found up to date.

### **Spare Part Inventory**

The Star Vessel Explorer system also contains the spare parts inventory on board which was considered to be adequate for a vessel on short routes.

The vessel is supplied with spare parts sourced from the original equipment manufacturers.

### **Statutory Certificates and Documentation**

Please refer to the appended Vessel Report for details of certificates and documentation onboard.

### **Conditions of Class**

The ship is classed with DNV/GL and has one outstanding condition of class due this year as follows:

Due 9/2018 – starboard side of bottom vehicle ramp to be replaced

### **Main Engine Turbochargers**

During our survey of the engine room it was noted that there was a temporary vibration dampening system in place around the main engine turbochargers. A wire strop had been placed around the turbocharger casing and tensioned by a chain block anchored on the vessels structure.

The vessels owners Seatruck explained that the four sister vessels have all experienced vibration issues in the past in this area, which may have come from the initial design of these vessels. The securing strops have been fitted to reduce vibrations and provide extra support to the air cooler housing securing arrangement. Since fitting them there have been no further issues. Although not pretty the strops provide extra structural stiffening to the housing. Furthermore, it was explained that this arrangement has been in place for several years on these vessels and has passed through Class annuals, intermediates and renewal surveys without concern.

Taking this into account It is our opinion that this dampening arrangement does not present a significant risk to the reliability of the vessels operation.

## **5 CAPITAL EXPENDITURE**

Details of IOMSP forward capex assumptions have not been provided.

Future capex items will include the replacement of both vessels in the next 5 -10 years.



Charter renewal or replacement of the ARROW as a standby vessel. It is understood that the company have a plan to replace the vessel in the next two years, and on delivery of the new ferry the BMC would take the standby role from the ARROW.

Installation of an approved Water Ballast Treatment Plant for BMC by August 2022 (Est. cost £275K) – due to regulatory changes.

Possible installation of exhaust emission treatment plant to BMC by spring 2020 if plans for replacement are not seen through. This will depend on the availability of suitable low sulphur fuel in advance of the due dates.

## 6 OPERATIONAL PERFORMANCE

Our review of operational performance is derived from the site visit conducted at IOMSP offices in Douglas, during which our two team members [REDACTED] and [REDACTED] assessed the extent and effectiveness of:

- The management structure, policies and resources,
- The interdepartmental relations and communications,
- The safety management system (ISM), quality, environmental and health and safety policy,
- The technical management of the fleet vessels, maintenance, class status and repair schedules.

In this respect, all aspects of the Company's activities were reviewed, those that are connected with the selection and placement on board of suitable crew members and the existence and implementation of management procedures and oversight of their performance on board with a view to identifying possible shortcomings that will lead to an increased level of risk on board and factors that may combine to result in an incident that may threaten the successful performance of the managed vessels.

Our review comprised inspection of the following elements of IOMSP management;

- Policies & procedures
- Organisation & administration
- Designated person ashore (DPA)
- Quality management system
- Safety & security
- Crew & personnel
- Technical department
- Operations department
- Insurance & legal department
- Purchasing department
- Accounts
- Emergency response management

**6.1 General background and comments**

The management office is located adjacent to Douglas Harbour. Within Douglas Harbour, there are two linkspans on the berths for freight and passengers; Victoria Linkspan which is owned by the IOMSP, is used under license for which a fee is paid to the Isle of Man Government.

The other linkspan, which is called Edward Pier, is owned by the IOM Government. IOMSP uses this facility under a user agreement with IOM Government.

The fares for passengers and freight are set by the IOM Government. It would appear that the company operates a healthy profit against operational costs.

We understand that the user licence is due to expire in 2026. The vessels would ideally need to be replaced before 25 years use and it is understood that it would be desirable to renew the vessels and extend the user license to 2040 for reliable continuity of service.

We are satisfied that the risk factors of a ferry operation of this kind have been identified by this company and during this survey we referred to the four items listed in the first paragraph.

The personnel concerned displayed a knowledgeable, confident and committed team under the direction and in conjunction with the Fleet Operations Manager, [REDACTED]

It was interesting to note that both sea staff and shore staff have in the main longevity of service with the company. A good working arrangement and good communication is evident and personnel have become very competent and skilled in their disciplines. The Fleet Operations Manager appears very skilled, experienced and knowledgeable about the safe and technical operations of the vessels and it was therefore disappointing to hear that he is shortly due to retire. In our opinion this is crucial position in the company’s operations and his successor will need very careful consideration to obtain an individual of the same competence.

An opening meeting was held to explain the purpose of the survey and the planned agenda, the meeting was attended by the following:

- Fleet Operations Manager, DPA & CSO - [REDACTED]
- Ship Manager - [REDACTED]
- SMS Administration Manager - [REDACTED]
- HR Manager - [REDACTED]
- Braemar Consultant Surveyor - [REDACTED]
- Braemar Consultant & Marine Surveyor - [REDACTED]

Other Personnel in the building

Managing Director	-	[REDACTED]	7 years as MD previously Operations Manager since 1989.
Finance Director	-	[REDACTED]	
Commercial Director	-	[REDACTED]	
Financial Accountant	-	[REDACTED]	

Located in the Passenger Terminal

Shore Operations Manager	-	[REDACTED]
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There are also 10 employees in the workshop ashore of various disciplines including coded welders and machinists.

## 6.2 Policies & procedures

The company does not have an ISO Quality or Health and Safety accreditation, it was explained as not being necessary as the vessels had the International Safety Management (ISM) system in place, which was regularly audited by Class. All policies and procedures that form the ISM system were inspected and found to be in order and up to date.

The company operates a zero drug and alcohol policy for its crew members, and although no random checks are carried out breathalysers are available onboard.

Policies and procedural changes are communicated to the crew by means of official memorandums and circulars which are posted on the crew mess notice boards and filed in the relevant ISM folder.

The Company's policy or Mission Statement is dated 22 November 2012. We are advised that it has not required any changes since that date and it is argued that it therefore remains valid. Our comment is that if the policy is updated to the current year it displays a more positive attitude to an active policy to all concerned. We consider it should be reissued approximately every two years. A fully computerised system will make the control and alteration of such documents much easier.

## 6.3 Organisation & administration

All aspects of health and safety, environment, security and technical management are under the direction of The Fleet Operations Manager.

There is also a HR department, Administration, Shore Operations Department and Finance Department.

Key Personnel are identified and are there clearly defined measures in place to cope with temporary absences. Almost all of the Key Personnel are long serving employees of the company.

The Administration Manager is responsible for coordinating updates and regulatory changes which come from Lloyds Register, Det Norske Veritas, Maritime Coastguard Agency, Chamber of Shipping etc.

#### **6.4 Designated person ashore (DPA)**

This role which is key to the successful operation of the ISM is allocated to the Fleet Operations Manager, [REDACTED] and is deputised by one of the ship managers in his absence. [REDACTED] holds a Chief Engineers STCW certificate and is a qualified ISM auditor. The DPA carries out an annual risk assessment review and leads the investigation into any incident or casualty to reduce the risk of reoccurrence.

#### **6.5 Quality management system**

As the company operates an ISM system there is no ISO 9001 accreditation.

The ISM system was checked to ensure that there was a schedule of internal auditing to ensure that company policies and procedures are followed, we found that bridge management audits and internal audits were regularly carried out by a retired Captain or a Senior Master and recorded appropriately in the system

There are two internal ship inspections per year for BMC and one per year for MAN.

All ISM non- conformities were found to be closed and no reoccurring non- conformities were found. The HR and Administration Manager carry out ISM checks twice a year

to check the follow up of audits and close any open non- conformities or actions.

## 6.6 Safety & security

The designated Company Safety Officer (CSO) is [REDACTED]

Shore company safety meetings are conducted every 6 months and all departments attend with Masters of vessels invited to attend.

Shipboard safety meetings are conducted every 6 weeks (maximum interval of 42 days) with Master and Chief Engineer, Chief Officer (Safety and Security Officer) and Safety Representatives of the crew.

An Emergency Contingency Team exercise is carried out once a year.

In accordance with the requirements of the Passenger Vessel Certificate issued by the MCA, safety drills are carried out and witnessed annually by the MCA, IOM flag and Marine Ireland.

Ship Security Assessments for each vessel are reviewed annually with the Master, Chief Officer (SSO), CSO or deputy.

## 6.7 Crew & personnel

All shoreside personnel are directly employed by the company, while sea going personnel and crew are employed by Manx Sea Transport Guernsey.

A manning agency [REDACTED] is used when additional seasonal staff are required.

The minimum standards of education and training of the sea going crew and officers are maintained in accordance with the STCW requirements, with all seafarers re-certificated every 5 years.

There is also a roster system for the vessels officers who work 1 week on 1 off, 2 weeks on 2 weeks off or 3 weeks on 3 weeks off for Latvian Officers. 49% of seafarers are from IOM, 45% from the UK the remainder are other nationals from Europe.

The extremely high staff retention rates found, indicate that the crew and personnel management by the company is very good.

## 6.8 Technical department

The technical department of the company is headed by the Fleet Operations Manager, with two Ship Managers in charge of the technical operation of each vessel.

Both vessels use a Class approved planned maintenance system (PMS) called 'Marine Planned Maintenance' (MPM) from the company [REDACTED]

The PMS covers all aspects of shipboard maintenance and a close look at the system

showed that there were no overdue job items at the time. Maintenance is planned on a weekly basis with due items being closed off by the week end.

The PMS is duplicated in the head office but is read only, inputs can only be made on the vessels systems.

The planned maintenance system is used to record defects on the vessel such as worn or broken down machinery, hull structural damage, safety items, etc. These defects are rectified as soon as practically possible and those that cannot be dealt with while the vessels are in service are transmitted to the dry dock work list for remedial action.

The Ship Managers visit the vessels on a daily basis. Any defects/issues are reported verbally and by email in addition to being recorded in the PMS.

The PMS system provides the vessel engineers and Ship Managers with access to extensive maintenance records for both vessels, from new for BMC and from 04/2009 for MAN.

Maintenance of the main engines, auxiliary engines, waterjets etc. are carried out under the supervision and advice of the original equipment manufacturers (OEM) and OEM spare parts are always used in maintenance and repairs.

## 6.9 Operations

The times of vessels departures and arrivals are monitored by the operation department in the head office by a text message sent from the ship giving the status and the numbers of passengers and freight onboard. Due to the frequency and short length of the voyages daily reports from the vessels are not considered to be necessary. The operations department like the technical department operate in an efficient manner owing largely to the daily close proximity of the vessels to the head office and the daily visits by the Ship Managers.

## 6.10 Insurance & legal

The Chief Accountant is responsible for the insurance and legal aspects of the company's operations, The Chief Account reports to the Chief Financial Officer and the CEO.

The vessels hull & machinery insurance policy is written by [REDACTED]. There is a deductible of [REDACTED] for hull and an additional [REDACTED] for machinery. Employer's liability policy with [REDACTED] and P&I Cover is with [REDACTED]

The company's insurance claims over the last 5 years are listed below;

- August 2017: MAN in allision with Victoria Pier caused port sponson damage. Repairs were [REDACTED].

- February 2017: BMC in heavy weather was blown against the harbour wall. Cost of repair was considered to be below deductible.
- March 2016: MAN Contact with Victoria Pier structural damage to Port sponson which was repaired at the annual dry dock.
- July 2014: MAN Port Inner Main Engine suffered a crankshaft failure. Cost about £750,000.
- December 2013: BMC Port stabiliser fin damage cost £475,000.
- July 2013: [REDACTED]  
[REDACTED]

The frequency and size of the insurance claims listed are considered to be below the industry average for an operation of this type.

### 6.11 Purchasing department

When spare parts or stores are required a purchase order is created on board and countersigned before leaving vessel and sent to [REDACTED] Technical Assistant. The order is created in a software program called 'Dream'. Only the Fleet Operations Manager has the authority to authorise the purchasing of spare parts. The CFO is required to sign of items in excess of £50K.

Once authorized, the spares order is issued in Dream where it remains in status as 'issued' until the spares are received. Completed orders are managed by the accounts team where invoices are usually settled within 60 days (or within 30 days if required). For invoices where there is no P.O. the relevant invoices are be approved by the Budget holder.

### 6.12 Accounts

Reportedly there is a healthy budget for unexpected expenses related to vessel's operations and a major maintenance reserve account for significant expenditure of up to £7 million. The company also reportedly maintains a working capital reserve of £3 million.

It is our opinion that from what we have seen that the vessels operating costs are realistic and able to cover the vessels maintenance and operational needs without affecting safety and vessel reliability.

### 6.13 Emergency response management

The company maintains an Emergency Preparedness and Integrated Contingency Plan which is updated once a year.

Drills are carried out in accordance with a matrix. IOM flag state are involved and the

shore Coastguard, Belfast Coast Guard, IOM Harbour Control, and IOM emergency services.

In the event of an emergency onboard one of the vessels or in the ports the main office conference room is set up for use as an emergency control centre.

In the event of the building becoming inoperable the company has an agreed contract with [REDACTED] to provide alternative office provisions including phones desks computers etc.

The company's emergency response procedures and management are considered to be adequate.

## **7 OPERATIONAL EXPENDITURE**

### **7.1 Crew and Staff costs**

It is reported that staff costs are generally increased in line with the average rate of fare increases. In the first half of 2018 IOMSP have budgeted for an increase of 6.6% in line with the headline increase in standard fare, but have been agreed at 4%. The further budgeted increase is due to a small number of higher discretionary pay rises, a mix of promotions and a planned new recruitment of a management accountant. Other staff costs are forecast to rise significantly due to cyclic training costs of crew on the BMC and MAN. Training is reported to be cyclical as crew are required to maintain their qualifications. Salary agreements are made with appropriate crew union representation and it is reasonable to assume that these will continue into the future.

### **7.2 Operating Costs**

Fuel costs take into account the consumption rate for each vessel, the distance of each voyage and a budgeted rate per tonne of fuel based on the forward fuel curve (Platts European Wholesale Cost) provided by IOMSP fuel supplier, [REDACTED] IOMSP can levy a variable fuel surcharge on customers according to the budgeted fuel cost per freight metre, with the rate varying according to pre-agreed banding of freight costs per freight metre which increase annually in line with MRPI.

### **7.3 Insurance Costs**

IOMSP's 2018 year budget assumes that both vessels make a H&M claim during the year of [REDACTED] each and a P&L [REDACTED] this is possible but in 2017 there were no insurance claims.



#### 7.4 Forward Maintenance Plan

The forward maintenance plans for the vessels are significantly based on the 5-year cycle stipulated by the Classification Societies and specified in their respective Class Rules. This basically ensures that all items listed for hull (structure) and machinery are subject to inspection and recommended maintenance during this 5-year cycle. This applies equally to main engines, auxiliary engines, boilers, propellers & shafting, water jets, electrical distribution and switchboards, mooring winches, anchors and anchor winches, etc., etc. With regard to the hull/structure this applies to all structural equipment including plate-work, tanks (fuel, water, ballast, etc.) and void spaces must be opened up and inspected for good order with any damage to be made good.

These “survey cycles” are perpetual for the life of each vessel and at the present time BMC has just completed Year 2 of 5 (with the vessel dry docked in Birkenhead) and MAN is just commencing Year 1 of 5 (renewal surveys took place in February 2018).

Under Classification Society Rules & SOLAS regulations, all navigational equipment must be serviced and fully tested annually. This includes radars, echo sounders, speed logs, ECDIS (electronic charts) and other miscellaneous aids to navigation.

Under SOLAS regulations, all safety equipment must be serviced and tested annually. This includes all life-saving appliances (LSA), all fire prevention equipment and all fixed and portable fire-fighting equipment.

Under SOLAS regulations the underwater section of the ship’s hull must be inspected and any damage or deformities rectified. The wetted surface area (WSA) must be cleaned, prepared and protected with a pollutant-free antifouling compound and the sacrificial anodes renewed. All sea valves connected to the hull must be removed, overhauled, refitted and tested.

The vessel’s steel work requires cleaning preparing & re-painting on a regular basis. This includes ship’s sides, superstructure, outside decks, internal passenger decks, vehicle decks and vehicle bulkheads.

The maintenance plans for the vessels will also include the rectification of known defects and the rectification of emergent defects in addition to routine maintenance items such as the overhaul of air conditioning equipment and the cleaning of supply/exhaust ducting.

The above maintenance schedules form the basis for calculating annual budgets for both Company vessels.

Vessel maintenance is conducted via a Class & Flag State approved computer programme, ‘Marine Planned Maintenance’ (MPM) which covers all aspects and areas of the vessel. The MPM is split into three sections, Engineering, Deck & Safety, which is continuously updated by the vessels crew. The MPM is interrogated continuously by the designated Ship Managers (using a view only version of the program) and is assessed annually by the relevant Classification Society responsible for the vessel

(Lloyds Register for BMC and DNV-GL for MAN). A Declaration of Class is made by the relevant Classification Society on an annual basis for the Flag State (IoMSR) to confirm that each vessel is up to date and fully compliant with the regulatory requirements. The MPM system is available for inspection by any bona-fide surveyor, inspector or interested party by appointment. A daily status report is automatically transferred to the office “cloud” allowing continuous monitoring of each vessel’s maintenance status and noted defects.

Extraordinary costs anticipated with the short to medium term include:

1. Installation of an approved Water Ballast Treatment Plant for BMC by August 2022 (Est. cost £275K) – due to regulatory changes.
2. Possible installation of exhaust emission treatment plant to BMC by spring 2020. This will depend on the availability of suitable low sulphur fuel in advance of the due dates.

## **7.5 Future Vessel Replacement**

It is noted that both owned vessels (and likewise, the charter vessel) are now 20 years old and, although the owned vessels are maintained to a good standard and therefore should be capable of remaining in service for a further five to ten years (noting increased maintenance costs ongoing) without any significant concerns, it is our opinion that consideration should now be given to replacing the BEN, and possibly the MAN, in the near future.

From our discussions with IOMSP it is understood that it is their intention to replace both owned vessels subject to an extension to the single user licence agreement past the optional extension date of 2026.

To ensure continuity of service, a commitment to ordering replacement vessels should be made by 2023 on the basis that a newbuild tendering process can take up to twelve months and construction, outfitting and commissioning can take a further twenty-four months. A timely commencement to a replacement vessel program will allow options for alternative fuels and other technological innovations to be incorporated into the design and operation of the new vessels.

We note that the benefits of operating a high speed service vessel such as the MAN are offset by weather limitations which only allow these vessels to operate for part of the year. We also note the higher fuel cost associated with operating such vessels and on this basis it is our opinion that consideration should be given to replacing the MAN with a conventional displacement vessel such as the ‘BEN replacement’. Commissioning and operating two identical vessels can give savings during the design & build process as well as savings in operating costs, maintenance costs & spares requirements.

As part of the IOMSP future plans for the vessels, it is understood that BEN will be retained in the fleet as a stand-by vessel to replace the chartered vessel ARROW. In this

respect, BEN will need to be maintained in current certification in order to enter service with the minimum of delay. There will be a budgetary implication to maintaining the BEN as a stand-by vessel; however, there may be charter opportunities with Seatruck and Condor which can be used to offset maintenance costs.

## **8 APPENDIX**

The following appendices are attached to this report:

- 8.1 Office Management Assessment**
- 8.2 Vessel Survey Report BEN-MY-CHREE**
- 8.3 Vessel Survey Report MANANNAN**
- 8.4 Vessel Survey Report ARROW**



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**Instruction Date** : 20 March 2018  
**Our Ref Number** : GSS 325654  
**London Ref** : SM  
**Report Date** : 12 April 2018

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## FINAL REPORT

### ISLE OF MAN STEAM PACKET COMPANY LTD Office Management Risk Assessment Survey



**SURVEYED AT**  
**DOUGLAS I.O.M.**  
**ON**  
**27 & 28 MARCH 2018**

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## **OFFICE MANAGEMENT RISK ASSESSMENT SURVEY**

### **PURPOSE OF ASSESSMENT**

To assess the extent and effectiveness of:

1. The management structure, policies and resources
2. The interdepartmental relations and communications.
3. The safety management system (ISM), quality, environmental and health and safety policies.
4. The technical management of the fleet vessels, maintenance, class status, repair schedules.

In this respect, all aspects of the Company's activities are reviewed.

- Those that are connected with the selection and placement on board of suitable crew members.
- The existence and implementation of management procedures and oversight of their performance on board with a view to identifying possible shortcomings that will lead to an increased level of risk on board and factors that may combine to result in an incident that may threaten the successful performance of the managed vessels.

The extent of this survey, the opinions expressed in this report and any Recommendations arising are based solely on existing conditions as sighted on the days of survey attendance and information provided before, or during the site survey. No account is taken of possible alterations to the Management status / structure, fleet under Management or any modifications to procedures / tasks subsequently introduced.

Grade Letters, where assigned are based on actual conditions found, sighted or demonstrated. The meanings of the grade letters and the grades assigned in the legends on page No.4 have been amended to be relevant to the specific focus of this survey.

An Executive Summary and the narrative report follows thereafter.

### **SCOPE OF SURVEY**

This report is issued to provide interested parties with a detailed insight into the crew and office management and operation of the office. It will include but not be limited to:

- Background information on the company, the history, the ships and their operations.
- General overview of the management structure, the management policies and the resources, the number of ships per superintendent, the inter-relation of the
- Various departments, crewing, purchasing, technical, ISM etc., and the resources,
- Knowledge and experience within each department.
- A review of the safety management system and general ship management

## OFFICE MANAGEMENT RISK ASSESSMENT SURVEY

- Practices, reporting from ship to shore and the general flow of information.
- Review of class records, conditions of class, memoranda, due / overdue surveys –.
- Maintenance records, maintenance/ dry docking policy
- Crewing policy, crew retention, training and employment.
- Master & Chief Engineer, age , experience and qualifications
- Crew familiarisation, common language onboard living conditions
- Accident / defect reporting and corrective action implementation
- Loss prevention / fleet circular letters
- Internal and external audits, third party inspections.
- Past accidents and claims
- Future intentions, trading prospects
- Emergency Contingency and Response Plans and Arrangements

Each of the areas has been assigned a grading referenced to the table below;

Grade	Condition	Description
7	Excellent	Fully reconditioned or new, incapable of operational and cosmetic improvement.
6	Very Good	Improvement to excellent will require significant investment.
5	Good	Well maintained and presented, improvement possible with minimal increase in present level of investment.
4	Acceptable	Basic sustainable operational condition, requiring ongoing maintenance and investment at present levels and above to prevent further deterioration.
3	Poor	Deficient and requiring immediate additional investment to maintain serviceable condition
2	Very Poor	Deficient and requiring immediate significant investment to maintain serviceable condition.
1	Unsatisfactory	Deficient and likely to be incapable of recovery without immediate substantial investment.

**The lowest grading assigned will be the final grading shown on page 7 in the executive summary**

## OFFICE MANAGEMENT RISK ASSESSMENT SURVEY

### EXECUTIVE SUMMARY

**Office Management Risk Assessment Survey** is a Ship Management company based in Imperial Buildings, Douglas, Isle of Man. The Company was surveyed on .

The **Company** is claimed to be the oldest continuously operating passenger shipping company in the world, having been formed in 1830 to provide a regular and more reliable service than the previous service which could leave the island cut off for weeks at a time.

A brief history of its more recent ownership is as follows:

1996–2003 Sea Containers

2003–2005 Montague Private Equity

2005 Macquarie Bank acquired the company and later sold it to a syndicate of lenders in 2011 of which Novo Banco were the majority lender and now the majority shareholder

To the present date Novo Banco, set up by the Portuguese Bank Banco Espirito Santo are the major shareholder. The shareholders set up two holding companies.

The Shipmanagement company operates under the Holding Company called MIOM.

There are two owned vessels the High Speed Craft “MANANNAN” and the Ro Pax vessel “BEN-MY-CHREE”. These two vessels were both built in 1998. See separate reports on the owned vessels for further details.

There is a third vessel, “ARROW”, which is on long term charter from Seatruck Ferries; this vessel is manned and managed by Seatruck Ferries. It was also built in 1998.

The office is manned by sufficient staff including departmental heads for Safety and Security Management, Technical, Human Resources, Administration and Finance. There are two Ship Managers who deputise for the Fleet Operations Manager when he is absent. There is normally a Nautical Marine Ship Manager but he is due to retire from the company at the end of the month and a replacement is being considered. These personnel are contactable on a 24 hour basis. There is also a Financial Accountant in the office building.

At Board level is a Managing Director, Finance Director, and Commercial Director. With exception of the Shore Operations Manager who is located in the Passenger Terminal, all personnel are located in Imperial Buildings as shown in the photograph on the front page and below.

The building housing the offices was built in 1969 by the IOM Government and owned by them. It is understood that it is planned to be demolished as it is located on land that would be prime real estate for redevelopment. No actual plans are known about at the present time and the staff using the offices will be relocated.



## OFFICE MANAGEMENT RISK ASSESSMENT SURVEY



The office is located adjacent to Douglas Harbour. Within Douglas Harbour, there are two linkspans on the berths for freight and passengers; Victoria Linkspan which is owned by the Steam Packet Company, is used under license for which a fee is paid to the Isle of Man Government.

The other linkspan, which is called Edward Pier, is owned by the IOM Government. Steam Packet Company uses this facility under a user agreement with IOM Government.

The fares for passengers and freight are set by the IOM Government. It would appear that the company operates a healthy profit against operational costs.

We understand that the user licence is due to expire in 2026. The vessels would ideally need to be replaced before 25 years use and it is understood that it would be desirable to renew the vessels and extend the user license to 2040 for reliable continuity of service.

We are satisfied that the risk factors of a ferry operation of this kind have been identified by this company and during this survey we referred to the four items listed in Purpose of Assessment and also all of the headings under the Scope of Survey as listed.

The personnel concerned displayed a knowledgeable, confident and committed team under the direction and in conjunction with the Fleet Operations Manager, [REDACTED]

It was interesting to note that both sea staff and shore staff have in the main longevity of service with the company. A good working arrangement and good communication is evident and personnel have become very competent and skilled in their disciplines. The Fleet Operations Manager appears very skilled, experienced and knowledgeable about the safe and technical operations of the vessels and it was therefore disappointing to hear that he is shortly due to retire. In our opinion this is crucial position in the company's operations and his successor will need very careful consideration to obtain an individual of the same competence.

## OFFICE MANAGEMENT RISK ASSESSMENT SURVEY

This audit of Isle of Man Steam Packet Company Ltd. has been carried out on behalf of **IOMT** to establish the extent of compliance with ISM Procedures and good ship management practice by assessing the Office Management on this occasion. In this respect, all aspects of the Company's activities that are connected with the selection and placement on board of suitable crew members and the existence and implementation of management procedures and oversight of their performance on board were reviewed in a sampling process. This was carried out with a view to identifying possible shortcomings that will lead to an increased level of risk on board and factors that may combine to result in an incident that may threaten the successful performance of the managed vessels.

The extent of this survey, the opinions expressed in this report are based solely on existing conditions as sighted on the days of survey attendance and information provided after, or during the office survey. No account is taken of possible alterations to the Management status / structure, vessels under management or any modifications to procedures / tasks subsequently introduced.

Accordingly, the grading assigned to the vessel as a result of the assessment carried out on , at Douglas IOM is **"5"**.

The assessment is based on the operations; management and staff found on the vessel at the time of survey only and will need to be reassessed if any of these conditions change.

The vessels have been assessed separately and report on their conditions is in attached reports.

<b>Office Management Risk Assessment Survey IS ASSESSED AS ACHIEVING A</b>
<b>GRADE "5"</b>

For further details, please refer to the following pages.

## OFFICE MANAGEMENT RISK ASSESSMENT SURVEY

### PARTICULARS OF COMPANY

Address - Imperial Buildings, Douglas, Isle of Man,  
IM1 2BY

Telephone - 01624 645658

Company Registration No. - 2092V

An opening meeting was held to explain the purpose of the survey and the planned agenda,  
The meeting was attended by the following:

Fleet Operations Manager, DPA & CSO - [REDACTED]

Ship Manager - [REDACTED]

SMS Administration Manager - [REDACTED]

HR Manager - [REDACTED]

Crewing / Training Manager

Braemar Consultant Suveyor - [REDACTED]

Braemar Marine Consultant & Surveyor - [REDACTED]

#### Other Personnell in the building

Managing Director - [REDACTED] 7 years as MD previously  
Operations manager since 1989.

Finance Director - [REDACTED]

Commercial Director - [REDACTED]

Financial Accountant - [REDACTED]

Located in the Passenger Terminal  
Shore Operations Manager - [REDACTED]

Subsequent to the opening meeting we also met with [REDACTED] Ship Manager.

There are also 10 employees in the workshop ashore of various disciplines including coded welders and machinists.

### AREAS & ITEMS SURVEYED

Items marked with  in the Y column (Yes) were examined.

Items marked with  in the column (No) were either not examined or not applicable to the vessel. Comment required to explain.

Items marked with  in the R column have attracted recommendations that are attached to this report.

## OFFICE MANAGEMENT RISK ASSESSMENT SURVEY

1 POLICIES & PROCEDURES	Y	N	R	COMMENTS
Does the company have ISO 9001 Accreditation?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Not required as ISM certified.
Is the company a valid DOC Holder?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Isle of Man Ship Registry.
Date of the Last Annual verification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4 <sup>th</sup> verification carried out on 3 <sup>rd</sup> December 2017 by above
State types of ships listed in DOC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ro Pax and High Speed Craft
Does the Company have a "Mission Statement"	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Company Policy dated 22 Nov 2012
Does the Company publish Official Policy for the following?				
Health & Safety	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Quality Assurance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ISM
Environmental Protection	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ISM
Employment and retention of staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Operational crew for the fast ferry are permanent
Environmental Protection	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ISM
Competence Assurance & Assessment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Appraisals carried out
Code of Conduct	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Merchant Navy Code of Conduct & Compant Code of Conduct
Outsourcing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Internally managed.
Alcohol	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No alcohol permitted to be consumed onboard by crew members. Breathalysers available onboard.
Drugs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	New employees are subject to Eng 1 medical assessment to ensure there is no drug use before employment.
Does the Company publish an official Operation Manual including:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Route Specific: High Speed Code for fast ferry
Responsibilities for each department	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Job Description for the staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all Controlled Documents easily accessible and up to date per the revision history?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Maintained by the Administration Manager.

**OFFICE MANAGEMENT RISK ASSESSMENT SURVEY**

State the Number and the Date of the Last Revision	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	13 February 2018 CP Index
Is there a procedure for a Controlled Document Change	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Return of documents controlled. They are retained for 5 years.
Is there a system in place which assures that all the controlled documents are being properly updated when revisions are affected	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Undertaken by SMS Administration Manager
If Controlled Documents are in electronic format are there procedures established to protect unauthorized amendments	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Not yet computerised but actively looking at options.
Is there an Obsolete Documents file available	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As above, retained for 5 years.
Does the Company (or Departments) publish Official Circulars and Memos	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Produced by ██████████ For example updates on all aspects of company performance are produced 7 times per annum for Board Meetings.
Are the all above readily accessible to all employees	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Official Circulars and Memos are produced for heads of department and the crew's messroom as appropriate.
Is there a system in place which assures that the Policies are read and understood by all	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are the Policies signed by an appropriate senior Company Official	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are Policies reviewed on a regular basis by appropriate personnel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No update is made if there are no changes.
Reviews by Office personnel (state intervals)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Shore staff appraisals are carried out annually.
Reviews by Shipboard personnel (state intervals)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Carried out by Heads of Departments onboard and Ship Managers.
Feedback of Reviews	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Shown to personnel concerned and they are invited to comment and sign if they wish.
Is there an effective system in place which ensures matters of Policy are adhered to, and corrective action taken when necessary	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Code of Conduct

**AREA ASSESSED AS GRADE - "5"**

**OBSERVATION:** The Company's policy is dated 22 November 2012. We are advised that it has not required any changes since that date and it is argued that it therefore remains valid. Our comment is that if the policy is updated to the current year it displays a more positive attitude to an active policy to all concerned. We consider it should be reissued approximately every two years. A fully computerised system will make the control and alteration of such documents much easier.

**OFFICE MANAGEMENT RISK ASSESSMENT SURVEY**

2 ORGANISATION & ADMINISTRATION	Y	N	R	COMMENTS
Is there an Organogram available clearly detailing lines of reporting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Copy of Organogram requested.
Describe Company's Departments	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All aspects of health and safety, environment, security and technical management are under the direction of The Fleet Operations Manager.  There is also a HR department, Administration, Shore Operations Department and Finance Department.
Are there established procedures for the co-ordination between Departments	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	They are in close contact every day as they work in the same building (except for the Shore Operations Manager who is located in the adjacent Terminal Building).
Does senior Management appear committed to ensuring Policies are both understood and followed within the organisation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
How often are Meetings conducted	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Shore company safety meetings are conducted every 6 months and all departments attend with Masters of vessels invited to attend.  Shipboard safety meetings are conducted every 6 weeks (maximum interval of 42 days) with Master and Chief Engineer, Chief Officer (Safety and Security Officer) and Safety Representatives of the crew.
Board and/or Management Meetings	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7 to 8 times per year
Other	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Emergency Contingency Team exercise once per annum.
Are minutes being kept and distributed to all personnel as necessary	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Follow up of meetings' results	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All actions are closed out.
Have senior managers been appointed and made fully responsible for key areas such as	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**OFFICE MANAGEMENT RISK ASSESSMENT SURVEY**

Quality, Finance, Technical Management, Personnel Resources, HS&E, Legal Compliance				
Is there a system for reviewing Company Policies, structure etc. on a regular basis, and for implementing required changes identified during the reviews	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there an effective procedure for prioritizing inter-departmental requirements	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Small operation and all personnel in close proximity and communication is simplified.
Are the contracts to be signed reviewed by all Department Heads and their comments being addressed to as necessary	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Close contact with the Finance Department. Use OEM (Original Engine Manufacturer) for spares and repair/overhaul supervision.
Are "Key Personnel" identified and are there measures in place to cope with temporary absences	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Clearly defined.
How many years have the "Key Personnel" worked for this Company	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	██████████ 25 years up to rank of Chief Engineer, 12 years in the office as Technical Manager 3 years as DPA. Almost all ship and shore staff are long serving employees with the company.
Are there nominated personnel or Department assigned to the monitoring of the updates and/or changes of the regulations (such as SOLAS regulations updates/changes, MARPOL regulations updates/changes, Class Societies rules, National Rules, M Notices, etc)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The Administration Manager is responsible for coordinating updates and changes which come from Lloyds Register, Det Norske Veritas, Maritime Coastguard Agency, Chamber of Shipping etc.
Are there Communication Procedures established between Office and Managed vessels and vice-versa	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Daily contact via mobile phones. Ship's also SMS the DPA of departures and schedules, numbers and freight being carried. All aware to notify the DPA as soon as possible if there is an unforeseen incident or delay.
Do all "key-personnel" have constant access to vessel's messages sent to the Company and vice-versa	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All have laptops and mobile phones. There is a computer backup server.



**OFFICE MANAGEMENT RISK ASSESSMENT SURVEY**

Are vessel's messages being handled by Company's Personnel in a satisfactory way	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are there support procedures in place for times of expected concentrated shipboard activity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is Administration Staff aware of Company's construction and activities of each Department	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the Administration Staff able to identify the Company's "Key Personnel" and their duties	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do Company's Head Offices appear in good shape, providing satisfactory working conditions for the employees	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plan to relocate office staff and modernise their office arrangements. Existing building due to be demolished.
Are equipment (Offices, Computers, Communication Equipment, Stationery) found in working order serving as useful tools for accomplishing Company's tasks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Computer set up is subcontracted to a local IT company who provide backup systems and security software.
<b>AREA ASSESSED AS GRADE - "6"</b>				

**OFFICE MANAGEMENT RISK ASSESSMENT SURVEY**

<b>3 DESIGNATED PERSON ASHORE (DPA)</b>	<b>Y</b>	<b>N</b>	<b>R</b>	<b>COMMENTS</b>
Is there a nominated "Designated Person Ashore" (DPA) Give name	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	██████████
Briefly describe the qualifications of the DPA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1 <sup>st</sup> Class Certificate FIMarEST ISM Auditor trained by Lloyds Register
Briefly describe his position in the Company and his qualifications	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fleet Operations Manager 2015 to date. Previously Technical Manager 2003 to 2015. Prior to that Chief Engineer on the vessels.
Is the possible workload on the above person(s) considered manageable	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all personnel (shore & shipboard) able to identify the DPA, his duties and responsibilities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are they aware of his contact details in case of emergencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are "generic" company risk assessments regularly reviewed and maintained valid	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Annual Risk Assessment review. Investigation into any incident to reduce risk of reoccurrence
Was evidence sighted for DPA's involvement in Company's and managed vessels' activities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are there effective ways/channels of communication between DPA and Company's Departments	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>AREA ASSESSED AS GRADE - "6"</b>				

**OFFICE MANAGEMENT RISK ASSESSMENT SURVEY**

4 QUALITY MANAGEMENT SYSTEM	Y	N	R	COMMENTS
Is there a system of internal auditing to ensure that company policies and procedures are followed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Bridge management audits and internal audits carried out by a retired Captain or a Senior Master.</p> <p>There are two internal ship inspections per year for "BEN-MY-CHREE" and one per year for "MANANNAN".</p>
Are there open non-conformities from previous audits	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>The HR and SMS Administration Manager carried out shipboard audits to ensure there is closure of any previous actions raised.</p> <p>Non-conformities verified as closed out</p>
Are there relevant files available together with audit de-briefing and closing meeting minutes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are there re-occurring non-conformities	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Not found
External office audit history	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Annually
Are there re-occurring non-conformities	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Not usual
Are there actions taken after external office auditing (i.e. meetings, circulars, policies reviews, etc)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Discussed at Safety Management meetings
Shipboard auditing history	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are there open non-conformities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None open
Is there a system in place to assure implementation of Company's policies and procedures onboard managed vessels	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there a system in place for the follow up and closing down non-conformities raised during shipboard audits (internals and externals)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The HR and Administration Manager carry out ISM checks twice a year to check that follow up of audits and closing any open actions.
Are there separate audits files	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	For example the Consultant Captain carries out onboard Ship Security audits with the Chief Officer (SSO).

## OFFICE MANAGEMENT RISK ASSESSMENT SURVEY

Is there specific file to store non-conformities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are there "lessons to be learned" (actions for improvement) resulting from various non-conformities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are there established procedures for the familiarization of the office personnel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Very low turnover of staff.
Are there established procedures for the training of the office personnel (such as in-house seminars, etc)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Not applicable.
Are the office personnel aware of the non- conformity procedures	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are there on board training resources	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Training manuals on board in mess room and bridge.
Are all vessel's forms/reports reviewed by the qa department	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there a system in place to ensure that all the forms/reports (vessel's and office's) are filed and signed timely and according to the company's procedures	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Admin Manager keeps records.
Does QA department personnel visit the vessels	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the QA dept ensure the correct and accurate filing both in the office and onboard managed vessels	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As above.
Does the QA dept efficiently keep the iso/ism forms	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is communication between QA and other Departments considered efficient?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>AREA ASSESSED AS GRADE - "5"</b>				

**OFFICE MANAGEMENT RISK ASSESSMENT SURVEY**

<b>5 SAFETY &amp; SECURITY</b>	<b>Y</b>	<b>N</b>	<b>R</b>	<b>COMMENTS</b>
Are business, safety and security hazards formally identified, risk assessed and measures taken to reduce risk	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are “generic” Company risk assessments regularly reviewed and maintained valid	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Encompassed under ISM Audits and Flag Inspections.
Is there a nominated senior executive nominated as the direct contact for Ships Safety Officers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	██████████ is the CSO (Company Security Officer).
Is the ISM system both in the Office and on board easily manageable	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the ISPS system on board easily manageable	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there an Office Safety Committee established	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Not required as meetings take place with mixture of ship and shore staff.
State the Committee Members	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	See above.
How often are meetings conducted	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Twice a year
Are actions raised during Safety Meetings and Risk Assessments properly monitored by technical supervisors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there an effective follow up of vessel’s Safety Committee Meetings	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are there Occasional Safety Meetings onboard the managed vessels conducted? (e.g. before/during major repairs or on other occasions)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SMS suspended whilst vessel in dry-dock. Shipyard Procedures are adopted and enforced.
Is company’s feedback considered satisfactory	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all SOLAS training manuals and fire training manuals applicable to each vessel and approved?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reviewed annually and updated as/when required on receipt of updated standards, regulations, etc..
Are copies being kept and easily accessible in the Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are there effective procedures established to monitor and follow up the maintenance and service of the	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Part of the Marine Planned Maintenance system.

## OFFICE MANAGEMENT RISK ASSESSMENT SURVEY

Safety Equipment on board managed vessels				
Is there a system in place for updates on changes/amendments on the Regulations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are Muster Lists on board vessels according to Flag State Requirements and applicable to the type of the ship	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Verified during attendance on board both owned vessels.
Are Safety Drills onboard managed vessels carried out according to requirements	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Weekly.
Is the yearly drill plan available	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Has the Company established a procedure for the personnel who regularly visit the vessels to carry out safety drills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Witness safety drills once a year for IOM Flag, MCA and the Department of Marine Ireland
Are "Hot Work Permit" and "Entry to Enclosed Spaces" systems implemented on board managed vessels.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is documented evidence available in Company's Files	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the consumption of welding equipment (such as gases), coincide with the hot works carried out onboard and the relevant Hot Work Permits issued	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No gas bottles are carried onboard.
Prior to commencement of hot works on board the vessels is the Safety Department informed of the nature of the work, with additional instructions passed onboard as applicable	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is Personal Protection Equipment supplied by the Company to personnel adequate for the nature of operations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Has the Company declared that the Master has the overriding authority and responsibility to make decisions for the safety and security of his vessel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Masters' decisions supported.
Are there Ship Security Assessments for each managed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reviewed annually with the Master, C Off (SSO), CSO or deputy.

**OFFICE MANAGEMENT RISK ASSESSMENT SURVEY**

vessel and attached to each Security Plan				
Is there an effective system in place for the assessment of the continuing effectiveness of Ship's Security Plans and preparation of amendments in case required	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As above.
Are there procedures established for the maintenance of the security equipment available onboard managed vessels	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4 Times per year alarms tested. Internal ISPS check by external Consultant.
Are there procedures to ensure consistency between safety requirements and security requirements	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DPA/CSO notifies the Masters of all incidents. Status update sent weekly.

**AREA ASSESSED AS GRADE - "5"**

**OFFICE MANAGEMENT RISK ASSESSMENT SURVEY**

<b>6 CREW &amp; PERSONNEL</b>	<b>Y</b>	<b>N</b>	<b>R</b>	<b>COMMENTS</b>
Are all employees, including Crew, directly employed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Shore side personnel employed by IOM Steam Packet Co. Seafarers employed by MSTG Manx Sea Transport Guernsey.
Does the Company recruit through manning agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	██████████ used when additional staff is required during additional demand periods.
Are there procedures established for recruiting of shore – personnel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Job Centre or adverts in the newspapers.
Are roles and responsibilities clearly defined and documented for all ranks and grades	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Job descriptions defined.
Are minimum standards of education, training and experience documented for all ranks and grades	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	STCW 10 for ratings and officers.
Are there documented procedures for selection of any manning agencies employed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Their audited Certificate is sighted once per annum.
Prior to recruiting shipboard personnel are Technical Superintendents (or other personnel who regularly visit the vessels) consulted?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ship Managers sit in on interviews when for example recruitment of Engineer Officers required or other seafarers.
Is there personnel (shore based and shipboard) filing system established with comprehensive information	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Matrix for seafarers and shore side matrix. There is also a roster system for officers who work 1 week on 1 off, 2 weeks on 2 weeks off or 3 weeks on 3 weeks off for Latvian Officers. 49% of seafarers are from IOM, 45% from the UK the remainder other nationals from Europe.
Are there appraisal reports for Office Personnel	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	None reported.
Are there appraisal reports for Shipboard personnel by:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Master and Chief Engineer do these.
1. Ship's Commands	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fleet Captain does these
2. Company's Superintendents / Ship Managers	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Not considered necessary as they are in daily contact with the Fleet Operations Manager.



## OFFICE MANAGEMENT RISK ASSESSMENT SURVEY

Is it Company policy to strive to ensure continuity within the workplace, including on board ships	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes strong retention of staff ashore and afloat displays this.
Are senior ship's crew encouraged to attend Head Office for briefings	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2 safety management meetings per year Apr/May and November. Attendees ██████████ ██████████ ██████████ HR, 2 Masters and 2 CEO.
Is there a Policy for ensuring proper handovers & familiarization on board and sufficient rest prior to starting duty	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there a system in place to ensure that STCW requirements are fulfilled	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All seafarers re-certificated every 5 years
Are seagoing staff's Certificates and licenses examined and confirmed valid and comply with the requirements (flag endorsements, STCW requirements, etc	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	New personnel are checked through MCA or Seafarers Registry.
Is crew encouraged to undertake training in specialist techniques and practices, above those required by legislative requirements?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Captains carry out ship movement simulation training. Engineers also carry out simulated exercises for machinery failures.
Is the Company Code of Conduct and Disciplinary Procedures clearly set out	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Merchant Navy Code of Conduct by UK Chamber of Shipping.
Is there evidence that the Drug & Alcohol Policies are implemented	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	New employees are tested for drug use and Drug and Alcohol Medical Certificates required.
Are there records of unannounced Alcohol tests onboard the vessels	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Not carried out unannounced but alcohol breathalysers available to the Masters onboard
Are there actions taken when the Alcohol Policy is violated	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Immediately suspended
Is there a system in place to ensure that Health & Hygiene practices are followed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Environmental Health Inspections. Food Hygiene training for staff. Hazardous analysis and critical control points for food handling.
Are there sick-leave or holiday leave procedures for shore personnel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As per agreed terms and conditions.
Are Company Procedures clearly laid out, easily digestible and	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**OFFICE MANAGEMENT RISK ASSESSMENT SURVEY**

indexed for ease of finding information				
Are all levels of employees encouraged to contribute to Company Policies and Procedures	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes evidenced by retention of employees.
Are junior employees encouraged to take an active role in safety and risk management, and come forward with any concerns	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Not applicable.
State the duration of contract for Officers and Rating	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Officers and Ratings the same 1 on 1 off on owned vessels.
Are contracts signed according to ITF and/or Unions Collective Agreements, as applicable	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Agreements with RMT and Nautilus. Collective bargaining with UNITE.
Does the Company supply onboard managed vessel entertaining equipment (such as TV set, Videos, DVDs, etc)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**AREA ASSESSED AS GRADE - "6"**

**OFFICE MANAGEMENT RISK ASSESSMENT SURVEY**

<b>7 TECHNICAL DEPARTMENT</b>	<b>Y</b>	<b>N</b>	<b>R</b>	<b>COMMENTS</b>
Is there a Planned Maintenance System (PMS) established and applicable to each managed vessel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Both vessels use 'Marine Planned Maintenance' (MPM) from [REDACTED]
Does the PMS cover all aspects of shipboard maintenance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MPM covers deck, machinery and safety (LSA, fire, etc).
Are there outstanding maintenance matters according to PMS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No overdue work items noted. Work items shown in 'orange' when due and 'red' when overdue. Maintenance is planned on a weekly basis with due items being closed off by the week end.
Is the PMS easy operate	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Vessels provide automatic update on MPM twice-daily
Is the follow up of PMS satisfactory	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the PMS duplicated at the shore side base	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ship Managers have 'view only' versions on the MPM software.
Does the Technical Department consult other departments (such as Legal/Insurance, Accounting, Operations) prior to placing an order to a shipyard or to a major repairer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Specifications prepared by Ship Managers, reviewed by Fleet Manager and approved by Chief Finance Officer. Operations team are consulted on scheduling of work if this impacts on service.
Are there procedures for the preparation of dry-docking and/or majors repairs, such as	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SMS procedure SP/15 Repairs & Drydocking – includes relevant checklists
Composing of repair specification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Placing a firm booking to a shipyard	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Signing of Delivery Protocols for works completed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are there means of reporting of vessels' defects other than the ISM Technical Forms (such as telexes, e-mails, daily correspondence)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ship Managers visit vessels on a daily basis. Defects/issues reported verbally and by email.
Are these defects being followed – up by the responsible Company personnel and finally rectified in a satisfactory manner	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ship Managers either request crew to include repairs in MPM system, add repairs to a docking/maintenance schedule or arrange for immediate repair as necessary.

**OFFICE MANAGEMENT RISK ASSESSMENT SURVEY**

Is there an effective and easily accessible filing system for all technical aspects of the managed vessels	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ship Managers have access to extensive records for both vessels (from new for “BEN-MY-CHREE” and from 04/2009 for “MANANNAN”).
Is vessels’ technical history (previous major repairs, defects, etc) available and easily traced	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Comprehensive records maintained for machinery defects & recurring issues (e.g. stabilizers for “BEN-MY-CHREE”).
How often does the Company’s Superintendent visit the managed vessels	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Daily as a routine and nights/weekends as required.
Are superintendents’ work lists issued after each visit	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Not applicable.
Are they being properly followed up	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No applicable.
Are vessel’s technical (ISM) sent from managed vessels in a timely manner and according to company’s procedures	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Examples if vessel ISM reviewed at random e.g. ‘SM/92/06’ and ‘Permit To Work’ records – all in order.
Are these forms filed properly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are the defects reported in these forms followed up in an efficient manner	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the Company often consult manufacturers for maintenance and troubleshooting of machinery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Owners make extensive use of OEM expertise e.g. Ro-ro items with ██████████ MAN for generators, ██████████ for main engines, etc.
Do manufacturers service engineers often attend the managed vessels	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All maintenance/repairs undertaken under OEM supervision with OEM spares used throughout.
Does the Company sign contracts with specialized workshops/technicians for the maintenance of the machinery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Agreements in place with ██████████ & ██████████.
Class Matters	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	LR for “BEN-MYCHREE” and DnV for “MANANNAN”.
Are there relevant files with vessels’ Certificates and Class Survey Reports and/or ESP files	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Soft copies in office and hard copies on board both vessels.
Are all Certificates easily accessible and up to date	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

## OFFICE MANAGEMENT RISK ASSESSMENT SURVEY

Are there any due (or overdue) Class surveys	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	“BEN-MY-CHREE” due for drydocking – this scheduled for 04/2018.
Are there any due (or overdue) Conditions of Class? Are these followed up in a satisfactory manner	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	One condition of class for “BEN-MY-CHREE” (hull damage – due for next docking). None for “MANANNAN”.
Are there procedures for the preparation of the vessels prior to commencement of Class Surveys	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SMS Procedure SP/12 Vessel Certification & Surveys.
Port State Control Matters	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are there relevant files with the PSC Inspection Reports for each vessel? Are these files updated	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PSC records sighted – all up-to-date.
PSC History. Are there frequent detentions, what are the average deficiencies for the fleet	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No detentions noted. No deficiencies noted for preceding 18 months.
Is there an effective system established for the proper follow up and rectification of deficiencies found by PSC Inspections	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Deficiencies would be addressed by requesting crew to include repairs in MPM system, add repairs to a docking/maintenance schedule or arrange for immediate repair as necessary.
Are the nominated Office Personnel aware of the existing MOUs (Paris MOU, Tokyo MOU, USCG, etc) and their rules and their reporting system (deficiency codes, etc)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Technical staff showed good understanding of MOUs, etc.
Inspections by Other Parties (P&I, H&M, Flag State)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Both vessels have been inspected by other parties.
Is there a system established for the preparation and follow up of vessel's Inspections by the above mentioned parties	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Deficiencies would be addressed by requesting crew to include repairs in MPM system, add repairs to a docking/maintenance schedule or arrange for immediate repair as necessary.
<b>Technical Library</b>				
Are there plans, drawings, operation/maintenance manuals for each managed vessel available in the technical library	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ship Managers have access to extensive records for both vessels (from new for “BEN-MY-CHREE” and from 04/2009 for “MANANNAN”).
Are the above easily accessible	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**OFFICE MANAGEMENT RISK ASSESSMENT SURVEY**

Is there a database for monitoring and updating this library	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Not applicable.
Are service letters from engine makers provided to the Company? Are these being forwarded to the vessel?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	██████████ (Caterpillar & ██████████ engines) reported to be poor in issuing service letters but all other OEMs provide regular service letter/bulletins. Service letters/bulletins circulated to both vessels.
Is there an effective system established for monitoring the analysis results of Fuel and Lubricants	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	██████████ monthly analysis for “BEN-MY-CHREE”. “MANANNAN” uses single-source fuel supplies and undertakes onboard testing of MGO for bugs. Lube oil analysis via ██████████
Are vessels being advised of the analysis results and actions which might be deemed necessary to take	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Duplicate files on board vessels.
Are vessels’ fuel and lubricants consumptions being monitored satisfactorily	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Monitored on monthly basis for HFO, MGO, lube oil & CO emissions.
Is there a defect and shipboard non-compliance reporting scheme in place	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Covered by SMS procedures.
Is there a system to ensure that Pollution Prevention Policies are followed according to MARPOL requirements and included in the Company’s Procedures Manuals	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Addressed by Fleet Manager & SMS Administration Manager.
Are there records for disposal of waste oil to shore facilities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Oil Record Book.
Is there a system in place to ensure the correct filling of Oil Record books	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ad-hoc reviews by Ship Managers.
Are managed vessels certified for Oil and Air Pollution (if applicable)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As applicable.
Is there a system in place to monitor the inventory of the Oil Spill kits onboard managed vessels	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Monitored by vessel Safety Officer (Chief Officer).
<b>Vessel’s Casualty History</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are major casualties reported	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reported in accordance with SMS using incident reports.
Have they been handled in a satisfactory way	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>GMDSS Equipment</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**OFFICE MANAGEMENT RISK ASSESSMENT SURVEY**

Are all managed vessels fully GMDSS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is all equipment being serviced by approved companies and on time	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there a Shore Based Maintenance Agreement, signed for the maintenance of the GMDSS equipment and valid	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	██████████ (MCA approved) with radio surveys undertaken by ██████████ (IoM approved).
Is there an easily accessed data available in the Office for all the Bridge and Radio Equipment (brands, approved service stations, etc)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are communication procedures between Technical and other departments considered satisfactory and effective	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Technical & other departments work in same office suite. Satisfactory and effective communication noted.
Is there a system in place to ensure that all works scheduled by technical department comply with safety requirements	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	'Permit to Work' system operated by vessel Safety Officer with duplicate records retained by Technical Department.
<b>AREA ASSESSED AS GRADE - "6"</b>				

**OFFICE MANAGEMENT RISK ASSESSMENT SURVEY**

<b>8 OPERATIONS DEPARTMENT</b>	<b>Y</b>	<b>N</b>	<b>R</b>	<b>COMMENTS</b>
Are the chartering commitments of the vessels being arranged by the Company	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The "ARROW" is on a time charter arrangement.
Is there an effective system established to inform Company's Departments of vessel's schedule	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	When a vessel leaves port a text message is sent giving the status and the numbers of passengers and freight onboard.
Is there a system in place to ensure that vessels are provided with the required Admiralty Charts, Notices to Mariners and Nautical Publications applicable to vessel's operations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Company arrangements with suppliers. Administration department arranges distribution.
Are inventory lists of the above being maintained and up to date	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Suppliers send a list which is placed onboard.
Is the Operations Department aware of vessels' passage plans	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Straightforward as the vessel is on regular ferry passage.
How often are Position Reports forwarded from the vessel	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Not required.
Is the nominated company personnel aware of the specific rules and regulations (e.g. ballast management, oily water disposal, fuel in use, etc) and/or other aspects of interest (such as stowaways, pirates, etc) which apply to vessel's trading areas	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	RoPax vessel certificated. Oily Water Separator regularly examined.  If stowaways or other individuals on board illegally relative authorities would be alerted immediately. No issues reported.
Are ships' commands informed of the above in advance and guided for all actions that might be deemed necessary to take	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Aware and advised.
Is Operation Department aware of all vessels' Port activities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there a system in place to ensure that all precautions are being taken when heavy weather experienced, or when vessels navigate under non-regular circumstances (e.g. fog, narrow waters, etc)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Always support the Master's discretion if, for instance, he decides to cancel sailing for severe weather condition. Good forecasting provided.
Is Operation Department being copied with correspondence between vessels' Masters and Charterers	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Not applicable.



## OFFICE MANAGEMENT RISK ASSESSMENT SURVEY

Is there a system in place to guide/trigger ship's commands for the correct stowage / handling / carriage (as applicable) of the cargo? Pay particular attention when vessel is fixed to carry cargo other than the one it usually carries.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Freight carried on both vessels. Rolling vehicles lashed.
Is Operation Department being copied with correspondence between vessels' Masters and Charterers	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Not applicable.
Are port and sea stability calculations for each vessel being carried out also by Office Personnel?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No. Carried out on board using an approved computer programme before leaving each port to show stability is safe.
Alternatively are the above calculations which are carried out onboard, passed to the Company for review and comments	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Not required – above is satisfactory.
Is the proposed cargo plan for each vessel commented upon by Office Personnel	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Not required.
Is there a system in place to ensure that pre-commencement cargo check lists are being agreed between the vessel's Master and the cargo shipper/receiver prior to commencement of cargo operations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Restrictions on hazardous cargo as per IMDG Code.
Does the Operation department consult other departments (i.e. Technical, Legal/Insurance, QA) prior to fixing a cargo	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Not applicable.
Is there an effective system in place to ensure that all vessels' operations comply with safety requirements and apply to vessels' technical specifications	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Not Applicable.
Is communication between Operation Department and other departments considered satisfactory	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Small office environment easily managed.
<b>AREA ASSESSED AS GRADE - "5"</b>				

**OFFICE MANAGEMENT RISK ASSESSMENT SURVEY**

9 INSURANCE & LEGAL DEPARTMENT	Y	N	R	COMMENTS
Are all Company vessels covered with Insurance Policy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hull policy with [REDACTED] Deductible [REDACTED] for hull. Additional [REDACTED] for machinery. [REDACTED] Employer's liability [REDACTED] P&I Cover with [REDACTED] covering Personal Injury Claims.
To whom does Insurance/Legal department report	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Financial Accountant [REDACTED] reports to CFO / MD.
Is the Insurance Department Head a member of the Management Board	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there a system in place to ensure that Insurance/Legal Department is well informed of vessels' activities/operations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ship Managers in absence of Fleet Operations Manager report incidents to CFO or MD.
Is there a system in place to ensure that Insurance/Legal department is aware of the terms and clauses of the contracts signed by company's departments	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fleet Operations Manager responsibility.
Are there guidelines being passed to Superintendents, Masters, for specific cases	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Copies of P&I Certificates held onboard.
Is the communication between Insurance/Legal and other Departments considered satisfactory	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Good liaison with Fleet Operations Manager and HR.
Claims History	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See further information below.
Describe the Marine Claims for the last four years and the largest claim which occurred in 2007	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	February 2007 Collision in fog with owned vessel "SNAEFELL" and other vessel "ALASKA RAINBOW". Judged cause to be 50% each vessel at £4.2 million.
Critique of claims handling and process of investigations carried out into causation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reports reviewed and lessons learned.
Description the feedback loop and application of lessons learned	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lessons learned shared with ship's staff.

**OFFICE MANAGEMENT RISK ASSESSMENT SURVEY**

Appraisal of relationship between Office and ship's senior Officers before and after occurrences leading to claims	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Not examined.
<b>AREA ASSESSED AS GRADE - "5"</b>				

August 2017: "MANANNAN" Collision with Victoria Pier caused port sponson damage. [REDACTED]  
[REDACTED]

February 2017: "BEN-MY-CHREE" in heavy weather was blown against the harbour wall. [REDACTED].

March 2016: "MANANNAN" Contact with Victoria Pier structural damage to Port sponson which was repaired at the annual dry dock.

July 2014: "MANANNAN" Port Inner Main Engine suffered a crankshaft failure. Cost about £750,000.

December 2013: "BEN-MY-CHREE" Port stabiliser fin damage cost £475,000.

July 2013: [REDACTED]  
[REDACTED]

**OFFICE MANAGEMENT RISK ASSESSMENT SURVEY**

<b>10 PURCHASING DEPARTMENT</b>	<b>Y</b>	<b>N</b>	<b>R</b>	<b>COMMENTS</b>
Are there separate Spares and Supply Departments	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	N/A
If so, to whom does each department report	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A
Is there an effective system in place for processing vessel's requests and on-time deliveries	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Order created and countersigned before leaving vessel and sent to [REDACTED], Technical Assistant. Created in a programme called 'Dream'. Only [REDACTED] can authorise. See Below.
Are there specific procedures for emergency supplies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Some spares are identified as critical.
Is there a Policy for minimum inventory	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are systems in place for inventory monitoring and timely ordering of stores/spares	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Computer program.
Is it ensured that the urgent requests are being identified and processed accordingly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are there procedures for reporting the discrepancies found on the supplied parts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dealt with by [REDACTED]
Are the major spare parts being purchased from makers/OEM's	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are supplied parts accompanied by Certificates where necessary (Wire Ropes, Safety Equipment, major engine spare parts, etc)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Who finally approves the purchase prior to placing an order	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Only [REDACTED] can authorise
Is the Accounting Department being consulted for the payment or other terms prior to placing an order	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CFO required to sign off above £50k the usual budget limit.
<b>AREA ASSESSED AS GRADE - "5"</b>				

Once authorised issued in Dream, remains in status as issued until they are received. Finally completed in accounts. Usual accounting in 60 days but can be paid in 30 days if required. For invoices where there is no P.O. they can be approved by the Budget holder.

**OFFICE MANAGEMENT RISK ASSESSMENT SURVEY**

<b>11 ACCOUNTS</b>	<b>Y</b>	<b>N</b>	<b>R</b>	<b>COMMENTS</b>
Are there specific procedures for invoice processing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Purchase Orders process created by shore side and approved by budget up to 5% which does not need approval against budget.
Are there procedures established for immediate/urgent payments	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If urgent payment required the relevant manager can flag it up.
How are these emergency payments identified	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reliant on the relevant manager.
Are crew payments affected timely and according to contracts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Through payroll system, monitored by [REDACTED] HR Manager.
Are there outstanding invoices that may affect vessels' needs on routine or on emergency basis	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Prompt payment usually occurs within 30 days.
Is vessel's yearly budget being prepared timely	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Relies on Department Heads to prepare for budget before December.
Is it considered realistic	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If unrealistic it is discussed.
Which departments are being consulted	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All budget holders.
Is there a budget for unexpected expenses related to vessel's operations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Major maintenance reserve account for significant expenditure up to £7million. See also below.
Is vessels' running cost considered realistic and able to cover vessel's needs, without affecting safety and maintenance aspects	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Also maintain a working capital reserve of £3million.
<b>AREA ASSESSED AS GRADE - "5"</b>				

**COMMENT.**

Budget time process between August and December and 15 December it is submitted to the Board of Directors for share holders' approval.

**OFFICE MANAGEMENT RISK ASSESSMENT SURVEY**

<b>12 EMERGENCY RESPONSE MANAGEMENT</b>	<b>Y</b>	<b>N</b>	<b>R</b>	<b>COMMENTS</b>
Scope of the Emergency Preparedness and Integrated Contingency Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Updated once per year.
Are there Emergency Procedures & Guidelines	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Drills on a matrix. Flag State involved and the shore Coastguard, Belfast Coast Guard Isle of Man Harbour Control, IOM emergency service. See below for more info.
Is there an Integrated Contingency Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all vessels' Emergency Plans (such as SOPEP) complete with all information required and up to date	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reviewed on board both owned vessels. SOPEP Manuals approved by IoM Flag.
Are the above clear, concise and easy to use in crisis situations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does shipboard training / drills take into account all reasonably predictable emergency scenarios	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes including ISPS Code for bomb and terrorist threats.
Are Shipboard – Office Drills being regularly conducted	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Emergency Contingency Plan exercised within a 12 month period.
Are results being evaluated and briefed to all personnel involved	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Debrief of all personnel.
Are there guidelines available from other bodies, for example Underwriters	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes a list of contacts available.
Are reporting procedures placed as required by Authorities and other bodies for emergencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there a system in place to ensure that the managed vessels are constantly updated on the changes on the shore-based Emergency Response Team (duties, personnel, contacts, etc)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there a common language on board	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All speak English.
Is there shore personnel who speak the crew's native language (in case it's not the same)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Not required as all crew members are required to speak in English.

## OFFICE MANAGEMENT RISK ASSESSMENT SURVEY

Are there any arrangements in place with Emergency Response organisations, for example Lloyds Emergency Response	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In the file.
Are there emergency communication procedures established such as hot lines on 24-hr basis, or other means Is there a shore based ERT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Conference Room set up for use. If primary building became inoperable the company has an agreed contract with [REDACTED] to provide alternative office provisions including phones desks computers etc.
State the members and their duties	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As per organogram.
Are they aware of their duties	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do the shore based ERT conduct regular drills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As previously stated.
Are there tables of Emergency Support Services for the expected trading areas of each ship	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>AREA ASSESSED AS GRADE - "5"</b>				

### OTHER PARTIES INVOLVED IN AN EMERGENCY

IOM Ship Registry, IOM Government, Maritime Coastguard Agency, Department of Marine Dublin, Irish Marine Emergency Services. (IMES) Irish Coastguard, Class Societies Lloyds Register and DNV.

## Vessel Report “BEN-MY-CHREE”



Report Reference GSS 325864/BMC

Report Date 11 April 2018



## Scoring

Based on the inspection carried out, the ships technical condition has been graded as:-

**5**

The below table references the grading scale.

<b>Grade</b>	<b>Condition</b>	<b>Description</b>
7	Excellent	Fully reconditioned or new, incapable of operational and cosmetic improvement.
6	Very Good	Improvement to excellent will require significant investment.
5	Good	Well maintained and presented, improvement possible with minimal increase in present level of investment.
4	Acceptable	Basic sustainable operational condition, requiring ongoing maintenance and investment at present levels and above to prevent further deterioration.
3	Poor	Deficient and requiring immediate additional investment to maintain serviceable condition
2	Very Poor	Deficient and requiring immediate significant investment to maintain serviceable condition.
1	Unsatisfactory	Deficient and likely to be incapable of recovery without immediate substantial investment.

A detailed set of statistics and technical report follows with comments and photographic evidence of the vessels condition.

A large separate photo library of ships individual equipment can be supplied upon request.

## Ship Particulars

<b>Ship Name</b>	"BEN-MY-CHREE"				
<b>Managers contact and address</b>	Mr [REDACTED] Isle of Man Steam Packet Company Imperial Buildings, Douglas, IoM IM1 2BY				
<b>Survey request by</b>	IOMT				
<b>Vessel IMO Number</b>	9170705	<b>Call Sign</b>	MXLG6	<b>Deadweight</b>	4168
<b>ON Number</b>	730488	<b>MMSI Number</b>	23498300	<b>Gross Tonnage</b>	12747
<b>Class</b>	LR	<b>Flag</b>	IoM	<b>Vessel delivery Date</b>	03/07/98
<b>Hull Type</b>	Steel	<b>Ship Builder</b>	See notes	<b>Hull Number</b>	971
<b>Vessel Type</b>	Ro-Ro & Passenger	<b>Crew Compliment</b>	See notes	<b>Length</b>	119.5m
<b>Date of last Special Survey</b>	01/04/16	<b>Date of last Intermediate Survey</b>	20/03/17	<b>Breadth</b>	23.4m
<b>Surveyors Name</b>	[REDACTED] & [REDACTED]	<b>Surveyor's Email address</b>	[REDACTED]		
<b>Port(s) of inspection or details of voyage where inspection took place</b>	Vessel in service. Inspection undertaken whilst vessel was on scheduled passage Douglas-Heysham and Heysham-Douglas with ro-ro traffic and passengers on board.				
<b>Date of embarkation</b>	28/03/18	<b>Time of Embarkation</b>	08:00		
<b>Date of Disembarkation</b>	28/03/18	<b>Time of Disembark</b>	18:00		
<b>Master's Name</b>	[REDACTED]	<b>Chief Engineer's Name</b>	[REDACTED]		
<b>Other Info</b>	Superintendent – [REDACTED]				

Notes.

Shipbuilder Van der Giessen-De Nord Shipbuilding Division BV  
Klimpen aan den Yssel, Netherlands.

Port of Registry Douglas, IoM

Crew compliment 28 crew for 500 passengers  
36 crew for 630 passengers

# 1 Maintenance and Dry Docking

No.	Item	Comment	Pic	Checked Yes / No / NA
<b>General appearance and condition</b>				
1.0000	Is the general condition, visual appearance and cleanliness of the hull satisfactory?	General condition, appearance & cleanliness is commensurate with the age of the vessel		Yes
1.0001	Is the hull free of oil staining, extensive coating breakdown or excessive marine growth?	Vessel showing evidence of coating breakdown & some marine growth		Yes
1.0002	Are hull markings clearly indicated and correctly placed?			Yes
1.0003	Is the general condition, visual appearance and cleanliness of the weather decks satisfactory?			Yes
1.0004	Do decks in working areas have clearly identified non-slip surfaces?			Yes
1.0005	Is the general condition of service pipework satisfactory and is it free from significant corrosion and pitting and soft patches or other temporary repairs?			Yes
1.0006	Are pipe stands, clamps, supports and expansion arrangements satisfactory?			Yes
1.0007	Are all deck openings, including watertight doors and portholes, in good order and capable of being properly secured?			Yes
1.0008	Are fuel, ballast and other space vents and air pipes in good order and does visual evidence indicate regular maintenance?			Yes
1.0009	Are all vents and air pipes clearly marked to indicate the spaces they serve?			Yes
1.0010	Is the general condition, visual appearance and cleanliness of the superstructure satisfactory?	General condition, appearance & cleanliness is commensurate with the age of the vessel		Yes
<b>Survey and Repair History</b>				
1.0011	Are class certificates and survey reports adequately filed?	Hard copies retained on board vessel. Soft copies retained in office		Yes
1.0012	Is the vessel free of conditions of class or significant recommendations, memoranda or notations?	Two conditions of class – see comments.		No

1.0013	Are procedures in place to carry out regular inspections of cargo and ballast tanks, void spaces, trunks and cofferdams by the vessel's personnel and are records maintained?	Inspection records verified		Yes
<b>Enhanced Survey Program</b>				
1.0014	If the vessel is subject to the Enhanced Survey Program, is the report file adequately maintained?			NA
1.0015	Is a thickness measurement report available?			NA
1.0016	Are the main structural plans for cargo and ballast tanks available on board?			NA
1.0017	Is the previous repair history for cargo systems on board?			NA
1.0018	Is the previous repair history for ballast tanks on board?			NA
1.0019	Is the previous repair history for hull and structure on board?			NA
<b>Condition Assessment Scheme</b>				
1.0020	If the vessel is subject to the Condition Assessment Scheme (CAS), are copies of the Condition Assessment Scheme Final Report and Review Record available?			NA
1.0021	Has a Survey Plan for the CAS been completed and submitted by the operator?			NA
1.0022	Has the vessel been enrolled in a Classification Society Condition Assessment programme (CAP)?			NA
<b>Structural Condition</b>				
1.0023	Is the Enhanced Survey Program file free from any information that raises concerns relating to the vessel's structure?			NA
1.0024	Is the hull free from visible structural defects that warrant further investigation?			Yes
1.0025	Is the hull free from marine growth and fouling?			Yes
1.0026	Any signs of corrosion?			No
1.0027	Are Plimsoll marks in good order?			Yes
1.0028	Are weather decks free from visible structural defects that warrant further investigation?			Yes
1.0029	Describe general condition of forward and aft decks and those around the accommodation and engine casing.	Sound condition with no indications of damage, wastage or deterioration		Yes

1.0030	Is the superstructure free from visible structural defects that warrant further investigation?			Yes
1.0031	Are internal spaces free from visible structural defects that warrant further investigation?			Yes
1.0032	If any cargo and/or ballast tanks were sighted from the deck, were they in good order?	Ballast tanks not opened as vessel was in service at time of inspection		NA
1.0033	If any cargo and/or ballast tanks were inspected internally, were they in good order?	Ballast tanks not opened as vessel was in service at time of inspection		NA
1.0034	Condition of Forepeak tank after internal inspection	Not inspected as vessel was in service at time of inspection		NA
1.0035	Misc. top side tank inspected	Not built with top side tanks		NA
1.0036	Condition of double bottom tanks after inspection internally	Not inspected as vessel was in service at time of inspection		NA
1.0037	Cargo hold and hatch covers inspected			NA
1.0038	Cargo hold hatch coamings			NA
1.0039	Ladders/stairways inspected			Yes
1.0040	Weathertight doors and cargo access hatches inspected	Ro-ro doors and selected side shell doors inspected and found to be in sound condition		Yes
1.0041	Main deck	Evidence of coating deterioration and touch-up which could be indicative of deterioration in the main deck plating within ro-ro spaces		Yes
1.0042	Mezzanine decks			NA
1.0043	Shell plating condition	Shell plating variously indented commensurate with the age of the vessel (noting a condition of class for shell plating repairs in one location)		Yes
1.0044	Bulwarks and rails			Yes
1.0045	Forecastle deck	Clean, tidy & adequately marked.		Yes
1.0046	Aft mooring deck	Positioned on open ro-ro deck. Sectioned off and in sound condition.		Yes
1.0047	Hull Markings	Satisfactory noting that vessel is due to enter drydock in 04/2018		Yes
1.0048	Condition of side doors	Satisfactory where inspected.		Yes

<b>Mooring Equipment and documentation</b>				
<b>1.0189</b>	Are certificates available for all mooring ropes and wires?	Verified on board vessel		Yes
<b>1.0190</b>	Are any ropes or wires in use whose age exceeds the companies maximum working life?	Checked at random based on certificate dates		No
<b>1.0191</b>	Do all mooring ropes and where fitted, mooring wire tails, meet OCIMF guidelines?			Yes
<b>1.0192</b>	If one or more bow stoppers are fitted is a certificate attesting to the safe working load provided?	Incorporated as part of deck winch arrangements		No
<b>1.0193</b>	Are there records of the inspection and maintenance of mooring ropes, wires and equipment?	Covered within MPM planned maintenance system		Yes
<b>1.0194</b>	Is there a policy in place for the testing of winch brakes and are the results recorded?	Covered within MPM planned maintenance system		Yes
<b>1.0195</b>	Date of last mooring winch brake test.	Covered within MPM planned maintenance system		Yes
<b>1.0196</b>	Are moorings satisfactorily deployed and tended?	Witnessed during berthing/unberthing		Yes
<b>1.0197</b>	Are mooring lines secured to bitts and turned up correctly?			Yes
<b>1.0198</b>	Are all powered mooring lines correctly reeled on drums?			Yes
<b>1.0199</b>	Are all powered mooring lines secured on brakes and are the winches out of gear?			Yes
<b>1.0200</b>	On split drum winches are all the lines made fast with no more than one layer on each tension side of the drum?			NA
<b>1.0201</b>	If mooring tails are fitted to wires, do they have proper connecting links and are they correctly fitted?			NA
<b>1.0202</b>	Are all mooring lines stowed neatly to minimise tripping hazards and are mooring areas clear and unobstructed?			Yes
<b>1.0203</b>	Are mooring winches / capstans in good order?	Port side deck chain roller seized – scheduled to be rectified whilst in drydock 04/2018		Yes except as noted
<b>1.0204</b>	Do mooring winch foundations appear to be in good order?			Yes
<b>1.0205</b>	Do brake linings, drums and pins appear to be in good order?	Covered within MPM planned maintenance system		Yes
<b>1.0206</b>	Is the thickness of the remaining brake lining above minimum limits for that equipment?			Yes

1.0207	If mooring winches in a gas hazardous area are electrically powered, are motors Ex 'd' rated?			NA
1.0208	If mooring winches are electrically powered, are insulation tests carried out and the results recorded?	Covered within MPM planned maintenance system		Yes
1.0209	Are mooring wires, ropes and synthetic tails in good order?			Yes
1.0210	Are pedestal fairleads, roller fairleads and other rollers well greased and free to turn and are bits and chocks free of grooving?			Yes
1.0211	Is mooring equipment marked with its SWL?			NA
1.0212	Are windlasses, anchors, locking bars and cables in good order and operating effectively?			Yes
1.0213	Except whilst alongside, when locking bars should be in place, were the anchors cleared and ready for immediate use during port entry?			Yes
1.0214	Are the chain locker doors securely battened down?	Not sighted		NA
1.0215	Are bitter end securing arrangements unobstructed and outside the chain locker?	Not sighted		NA
1.0216	Is single point mooring (SPM) and associated equipment fitted to OCIMF recommendations?			NA
1.0217	If the vessel is equipped for mooring at single point moorings, does it meet the recommendations as applicable, contained in Mooring Equipment Guidelines (3rd Edition)?			NA
1.0218	If the vessel is fitted with a hydraulically operated bow stopper, are safeguards provided to prevent its accidental release?			NA
1.0219	Are emergency towing arrangements readily available for deployment at both ends of the vessel?			NA
1.0220	Has the vessel three copies of the emergency towing booklet and are they located correctly?	One copy located on Bridge		No
<b>Communications</b>				
1.0221	Are instructions for operating the digital selective calling (DSC) and satellite communications equipment in an emergency clearly displayed?	Displayed on Bridge		Yes
1.0222	Are the vessel's call sign and Inmarsat ship station identity clearly marked on the radio installation?			Yes

1.0223	Can officers demonstrate a satisfactory understanding of how to operate the equipment in an emergency?	Verified using training records		Yes
1.0224	Are officers aware of the requirements for position updating on two-way communications equipment?			Yes
1.0225	Are officers aware of the function of the ship security alert system and how it operates?			Yes
1.0226	Has a qualified person been designated to handle distress communications?	Role undertaken by Officer on watch		Yes
1.0227	Are the periodical tests of communications equipment being carried out as required?	Included in part of pre-departure checks		Yes
1.0228	Is the Radio Log being maintained correctly?			Yes
1.0229	If applicable, is the emergency radio battery log up to date?			NA
1.0230	When are the batteries due for renewal?			NA
1.0231	Is there a maintenance programme in place to ensure availability of the radio equipment?	Shore-based maintenance undertaken by [REDACTED] 03/2018		Yes
1.0232	Is the vessels public address system operational?	Observed in use whilst vessel was on ro-ro/pax service		Yes
1.0233	Is the communications equipment in good order?			Yes
1.0234	Does the vessel have weather routing system fitted?	JCR NCR-300A Navtex receiver. Scheduled route does not permit weather routing. Decision to depart is responsibility of Master of vessel.		NA
1.0235	Is the satellite EPIRB fitted, armed and labelled correctly and inspected in accordance with the manufacturer's requirements?	Two x Jotron Tron 60		Yes
1.0236	When is the EPIRB next due annual service?	03/2019		Yes
1.0237	Are radio emergency batteries in good order and fully charged?			Yes
1.0238	Are Lists of Radio Signals the latest edition and corrected up to date?			Yes
1.0239	Is the vessel equipped with sufficient intrinsically safe portable radios for use on deck?	Three hand-held VHF radios		Yes
1.0240	Compact Fluorescent Light bulbs used in lighting located far enough away from navigational and communications equipment to avoid causing interference?			NA



<b>Engine &amp; Steering Compartments Policies, Procedures and Documentation:</b>				
1.0241	Is the vessel provided with adequate operator's instructions and procedures?	ISM Safety Management Manual (SMM) inspected and found in good order		Yes
1.0242	Are the duties of the watch-standing officers and ratings clearly defined?	Standing Orders and the Operational Procedures Manual		Yes
1.0243	If the machinery space is certified for unmanned operation is it being operated in that mode?	The machinery space is operated in manned condition But has UMS option.		NA
1.0244	If the machinery space is being operated manned, are there sufficient engineers on board?	In excess of minimum manning requirements		Yes
1.0245	Are there adequate procedures to prevent uncontrolled entry into the engine room?	All doors are locked with digital push button code locks.		Yes
1.0246	Has the chief engineer written his own standing orders and are night orders being completed?			Yes
1.0247	Is the engine room log book adequately maintained?			Yes
1.0248	Have the watch engineers countersigned the chief engineer's standing and night orders as read and understood?			Yes
1.0249	Is the dead man alarm system, where fitted, in good order and used as required?	Not necessary as the machinery space is manned at all times.		No
1.0250	Is there a procedure to restart critical equipment?	SMM		Yes
1.0251	Does the operator subscribe to a fuel, lubricating and hydraulic oil testing programme, and is there a procedure in place to take into account the results?	██████████ provide analysis for Lube and Hydraulic Oils on a 3 monthly schedule Fuel oil tested by ██████ every 3 months		Yes
1.0252	Are detailed bunker transfer instructions available?			Yes
1.0253	Is the vessel able to safely comply with SECA legislation regarding use of low sulphur fuels in boilers?	Vessel does not operate in a SECA zone		No
1.0254	Are written instructions provided to control the change from residual to low-sulphur fuels?	Vessel does not operate in a SECA zone		No
<b>Planned Maintenance:</b>				
1.0255	Is a comprehensive and up to date inventory of spare parts being maintained?	Vessel carries extensive stock of spare parts. Inventories maintained local to stores locations. Additional spares carried in workshop close to Douglas		Yes

		Terminal – stock management system in use.		
1.0256	Is a planned maintenance system being followed and is it up to date?	Vessel uses MPM planned maintenance system for engine, deck & LSA items. Live system operated on board vessel with twice-daily updates sent to office		Yes
1.0257	How is the condition and quality of spare parts?	All in new/as new condition.		Yes
<b>Safety Management:</b>				
1.0258	Is an engineer's call alarm fitted and is it in good order and tested regularly and the results recorded?	Not necessary as machinery space is always manned.		NA
1.0259	Are emergency escape routes effectively marked, unobstructed and adequately lit?			Yes
1.0260	Is the level of lighting in all areas of the engine room satisfactory?			Yes
1.0261	Do records indicate the regular testing of emergency equipment?			Yes
1.0262	Is the fuel system fitted with valves that are capable of being closed from outside the machinery space and are they regularly tested and in good order?			Yes
1.0263	Are engine room emergency stops for ventilation fans clearly marked and do records indicate that they have been regularly tested?	Visually inspected and records checked		Yes
1.0264	Are diesel engine high and low pressure fuel delivery pipes adequately jacketed or screened?			Yes
1.0265	Are diesel engine exhausts and other hot surfaces in the vicinity of fuel, diesel, lubricating and hydraulic oil pipes protected against spray?			Yes
1.0266	Are hot surfaces, particularly diesel engines, free of any evidence of fuel, diesel and lubricating oil?			Yes
1.0267	Are purifier rooms and fuel and lubricating oil handling areas ventilated and clean?			Yes
1.0268	Are the remote shut down of ventilation, fuel pumps and purifiers tested and recorded in the PMS:	Records checked in the planned maintenance system		Yes
1.0269	If the vessel class notation allows UMS operation, are main engine bearing temperature monitors, or the crankcase oil mist detector, in good order?	Although manned at all times the main engines are fitted with oil mist detectors that are regularly tested.		Yes

1.0270	Where hydraulic aggregate pumps are located within the main engine compartment, is an oil mist detector fitted?			NA
1.0271	Are the main switchboard, alternators and other electrical equipment satisfactorily protected from water spray and are insulation resistance records for all equipment in the PMS?	As per Class requirements. Megger tests are in the PMS		Yes
1.0272	Is deck insulation provided to the front and rear of medium power (i.e. 220V and above) electrical switchboards and is it in good order?			Yes
1.0273	Are gauge glass closing devices on oil tanks of a self-closing, fail-safe type and not inhibited?			Yes
As per Class 1.0274	Are self-closing sounding devices to double bottom tanks in good order and closed?			Yes
1.0275	Is all moving machinery provided with effective guards where this presents a hazard?			Yes
1.0276	Do engine room machine tools have adequate eye protection available?	Warning signage posted as well		Yes
1.0277	Are records maintained for the regular inspection and testing of lifting devices?	Carried out by specialist subcontractor in Liverpool		Yes
1.0278	Is an inspection and maintenance programme in place for other lifting equipment such as wire slings?	As above carried out by [REDACTED]		Yes
1.0279	Is all loose gear in the machinery spaces, stores and steering compartment properly secured?			Yes
1.0280	Are machinery spaces and steering compartments clean and free from obvious leaks and is the overall standard of housekeeping and fabric maintenance satisfactory?			Yes
1.0281	Are bilges free of oil, rubbish and sediment?			Yes
1.0282	Are seawater pumps, sea chests and associated pipework in good order and free of hard rust and temporary repairs, particularly outboard of the ship-side valves?			Yes
1.0283	Is the bilge high level alarm system regularly tested and are records maintained?	Checked in the PMS		Yes
<b>Machinery status:</b>				
1.0284	Auxiliary engines and generators, including shafting and emergency generators where fitted and maintained to manufacturers recommendations	Maintained in accordance with PMS and Class survey requirements.		Yes

1.0285	Boilers, including waste heat and domestic boilers;			Yes
1.0286	Compressors including main, instrument and emergency air compressors;			Yes
1.0287	Purifiers and fuel oil handling equipment;			Yes
1.0288	The main engine(s) satisfactory state of repair maintained to manufacturers recommendations			Yes
1.0289	Inert gas plant, including the fans, scrubber, analyser and valves;			NA
1.0290	Sewage plant;			Yes
1.0291	Bilge			Yes
1.0292	Pipework, including steam, fuel, lubricating oil, seawater, sewage, drain and air pipes, etc.			Yes
1.0293	Refrigeration			Yes
1.0294	Hydraulic aggregate pumps;			Yes
1.0295	Ventilation fans and trunking;			Yes
1.0296	Any other items of machinery, including stand-by machinery.			Yes
1.0297	Main Engines - Records of major repairs or modifications?			Yes
1.0298	Auxiliary Engines - Records of major repairs or modifications?			Yes
1.0299	Is the engine side manoeuvring station in good order and are engineers familiar with the procedure for taking control from the bridge in an emergency?			NA
1.0300	Are running hours recorded in the PMS for essential machinery	Recorded in commentary		Yes
1.0301	Are insulation tests recorded in the PMS			
1.0302	Are crank shaft deflections recorded in the PMS	Carried out prior /post drydocking		No
1.0303	Are Lube oil analysis reports available on board and entered into the PMS?			Yes
1.0304	Are turbo charger maintenance recorded in the PMS			Yes
1.0305	Are crank shaft deflection records available			Yes
1.0306	Are automation systems, machinery monitoring devices alarms and shutdowns tested and are working correctly			Yes
1.0307	Is the oil mist detector working correctly			Yes

1.0308	Are the boiler (main and Aux) level alarms working correctly			Yes
1.0309	Are the main and aux boiler combustion control systems and monitoring working correctly?			Yes
1.0310	Records of scavenge space inspections and crank case inspections available.	Medium speed main engines		NA
1.0311	Are concise starting instructions for the emergency generator clearly displayed?			Yes
1.0312	Are the fuel pipes, lagging and exhaust pipes all in good order?			Yes
1.0313	Are the records of boiler and economiser cleaning in the PMS			Yes
1.0314	Incinerator and waste burning system working correctly	Garbage removed every call at Douglas		
1.0315	Fuel types and suitability procedures for testing/approval prior to use [REDACTED] etc			Yes
1.0316	Purification measures and control of viscosity			Yes
1.0317	Bunker tank measurement systems on board to minimise risk of comingling and or inadvertent bunkering of high sulphur fuel into dedicated low sulphur fuel oil tanks.	Operating outside of SECA zone using HS fuel oil only		NA
1.0318	Emission control systems			NA
1.0319	Are fuel additives used, and are they effective			No
1.0320	Emergency fuel shut off devices working correctly and tested	Reportedly tested in accordance with PMS and defect free		Yes
1.0321	Fuel transfer system, vents overflow and alarm arrangements			Yes
1.0322	Engine room and technical spaces cleanliness and housekeeping			Yes
1.0323	Proximity of hot surfaces to flammable liquids / lagging protection			Yes
1.0324	Storage of combustible gasses	Fixed Oxy/Acetylene system removed, portable pack retained onboard in workshop for emergency use.		Yes
1.0325	Is the emergency generator reserve fuel tank provided with sufficient fuel?			Yes
1.0326	Where an emergency generator is not fitted, are engine room emergency batteries in good order and fully charged?	Emergency Generator fitted		NA
1.0327	Is all electrical equipment including junction boxes and cable runs in good order with no temporary fixes or cables?			Yes

1.0328	Are switchboards free of significant earth faults and is maintenance and earths logged in the PMS?			Yes
1.0329	Is boiler water treatment log book available?	Boilers are thermal oil type		NA
<b>Steering Gear</b>				
1.0330	Has the emergency steering gear been tested within the past three months and are the results recorded?	Safety drill records sighted on the Bridge – matrix schedule for regular drills sighted		Yes
1.0331	Are emergency steering gear changeover procedures clearly displayed in the steering compartment and in the wheelhouse?			Yes
1.0332	Are officers familiar with operation of the steering gear in the emergency mode?			Yes
1.0333	Is the steering gear emergency reserve tank fully charged?			Yes
1.0334	Are the arrangements for the provision of heading information adequate?			Yes
1.0335	Are communications with the bridge satisfactory?	Sound powered telephone ER + Bridge + Steering gear spaces		Yes
1.0336	Is the rudder angle indicator clearly visible at the emergency steering position?			Yes
1.0337	Is access to steering gear unobstructed?			Yes
1.0338	Is the steering compartment fitted with suitable handrails, gratings or other non-slip surfaces?			Yes
<b>Electric Lighting</b>				
1.0339	Is deck lighting adequate?	Levels of deck lighting in working spaces, ro-ro decks, pax spaces, etc., noted to be adequate		Yes
1.0340	Is the general condition of electrical equipment, including conduits and wiring, satisfactory?	Sound condition where inspected		Yes
1.0341	Are light fittings in gas-hazardous areas Ex 'd' rated and in good order?			NA
<b>Engine Room House Keeping</b>				
1.0342	Is the engine room free of storage of combustible and hazardous materials			Yes
1.0343	Are internal spaces and storerooms clean, free from debris and tidy, ?			Yes
1.0344	Is the forecastle space free of water?			Yes
<b>Accommodation</b>				
1.0345	Is the accommodation clean and tidy?	Good standard of cleanliness observed throughout		Yes

1.0346	Are alleyways free of obstructions and exits clearly marked?	No obstructions noted. All exit routes clearly marked.		Yes
1.0347	Are public spaces, including smoke rooms, mess rooms, sanitary areas, food storerooms, food handling spaces, refrigerated spaces, galleys and pantries clean, tidy and in a hygienic condition?	Good standard of cleanliness observed throughout		Yes
1.0348	Are laundries free of accumulations of clothing that could constitute a fire hazard?			NA
1.0349	Is the level of accommodation lighting satisfactory?	Good standard of lighting observed throughout		Yes
1.0350	Is the condition of electrical equipment in the accommodation satisfactory?	Satisfactory where inspected		Yes
1.0351	Are personnel alarms in refrigerated spaces in good order and operational?	Refrigerator doors openable from inside units		NA
<b>Drydock reporting</b>				
1.0356	Is the last drydock, propeller and shaft bearings reports available?	Sighted during office audit		Yes

#### **Sectional comments for Maintenance and Dry docking**

##### Conditions of Class

- 1) Due 05/2018 – damage to port side shell plating & internals
- 2) Due 04/2018 – fracture to No.20 E/R Port Aft HFO Service Tank

Vessel previously dry docked every two years with in-water survey on alternate years. Vessel now 20 years old and from 2018 will require dry docking every year (with maximum interval between dry docking not exceeding 15 months).

## 2 Manning and Training

No.	Item	Comment	Pic	Checked Yes / No/ NA
<b>Crew Management</b>				
2.0000	Does the manning level meet or exceed that required by the Minimum Safe Manning Document?	Verified using Bridge & training records		Yes
2.0001	Are the STCW and flag Administration's regulations that control hours of work to minimise fatigue being followed?	Verified using Bridge records		Yes
2.0002	Do all personnel maintain hours of rest records and are the hours of rest in compliance with ILO or STCW requirements?	Verified using Bridge records		Yes
2.0003	Are all personnel able to communicate effectively in a common language?	Common working language is English		Yes
2.0004	Does the operator provide a training policy exceeding statutory requirements?	Training policy meets flag state requirements (ISM & DOC certification standard)		NA
2.0005	Have senior deck officers attended bridge team management courses?	Training records sighted on Bridge		Yes
2.0006	Has the master attended a ship handling course where applicable?			NA
2.0007	Are crew permanently assigned to a vessel or are crewing agents used?	See comments		NA
2.0008	Where the vessel carries chemicals, has a formal programme of regular and appropriate medical examinations for personnel been implemented?			NA
<b>Crew Qualifications</b>				
2.0009	If there is a qualification matrix, does this meet the minimum requirements?	Training requirements covered by training records and minimum levels of certification as required by flag state & Owners		NA
2.0010	Are officers with specific responsibility such as cargo operations in possession of the correct training certificates?	As applicable to ro-ro operations including carriage of dangerous goods and livestock		Yes
<b>Drug and Alcohol Policy</b>				
2.0011	What was the Operator's defined maximum level of blood alcohol content?	No alcohol permitted to be consumed onboard by crew members. Breathalysers available onboard		Yes
2.0012	What was the recorded frequency of unannounced drug testing?	New employees are subject to Eng 1 medical assessment to ensure there is no history of drug use before employment.		NA



2.0013	What was the recorded frequency of unannounced alcohol testing:	Only undertaken following reportable incidents		NA
2.0014	What was the date of the last unannounced on-board alcohol test			NA

**Sectional Comments for Manning and Training**

Deck crew, engine crew & senior services team are permanently assigned to vessel (noting that personnel can transfer between owner's vessels "MANANNAN" and "BEN-MY-CHREE" – this subject to 'transfer' familiarisation training). Seasonal services staff recruited using staffing agency.

### 3 Safety and Compliance

No.	Item	Comment	Pic	Checked Yes / No / NA
<b>Corporate Responsibility</b>				
3.0000	Do the operator's procedures manuals comply with ISM Code requirements?	Verified during office & vessel surveys		Yes
3.0001	Does the Operator's representative visit the vessel at least bi-annually? Record the date of the last visit.	Ship Manager visits vessel on daily basis (office is located adjacent to terminal)		Yes
3.0002	Is a recent operator's audit report available and is a close-out system in place for dealing with non-conformities?	Verified during office & vessel surveys		Yes
3.0003	Does the master review the safety management system and report to the operator on any deficiencies?	SMS Procedure 2.1/7 and form SM/92 in use		Yes
<b>Navigational Policy, Procedures and documentation</b>				
3.0004	Is the vessel provided with adequate operator's navigation instructions and procedures?			Yes
3.0005	Has the master written his own Standing Orders and are Bridge Orders being completed?	Annual review sighted – 25/02/18		Yes
3.0006	Have the deck officers countersigned the master's Standing Orders and Bridge Orders as being read and understood?	Verified by signatures in 'SMS Signatures File' retained on board vessel		Yes
3.0007	Are deck log books and engine movement (bell) books correctly maintained and is an adequate record being kept of all the navigational activities, both at sea and under pilotage?	Checked at random & found in order (note – vessel does not require engine movement log).		Yes
3.0008	Are the vessel's manoeuvring characteristics displayed on the bridge?	'Wheelhouse Poster' displays all relevant information.		Yes
3.0009	Are procedures in place for the testing of bridge equipment before arrival and departure?	Departure & arrive procedures in place		Yes
3.0010	Are records maintained of fire and safety rounds being completed after each watch?	'Fire & Security Patrol' completed on regular basis. Watch maintained on ro-ro deck whilst on passage.		Yes
3.0011	Are checklists for pre-arrival, pre-departure, watch handover, pilot-master exchange and pilot card effectively completed?	Verified on random basis. Pilot not required on this occasion as Master has suitable exemption		Yes

3.0012	Does the operator provide guidance on minimum under keel clearance and squat?	'Wheelhouse Poster' displays all relevant information		Yes
3.0013	Has the DPA contact details been displayed around the vessel	Sighted in various locations around the vessel		Yes
3.0014	Has the bridge been adequately manned at all stages of the voyage?	Verified during passage		Yes
3.0015	Are the bridge lookout arrangements adequate?			Yes
<b>Navigational Equipment</b>				
3.0016	Is vessel fitted with a bridge navigational watch alarm system (BNWAS)?	Martek Marine "Navgard"		Yes
3.0017	Was the bridge navigational watch alarm system (BNWAS) operational at all times when the vessel is at sea?			Yes
3.0018	Is the standard magnetic compass operational, properly maintained and adjusted?			Yes
3.0019	Is the gyro compass operating satisfactorily?	Yokogara Denshikiki Co Ltd KM014, Serial No., 0659		Yes
3.0020	Are auto to manual steering changeover procedures clearly identified?			Yes
3.0021	Is manual steering used during periods of river transits and when navigating through restricted waters?			Yes
3.0022	Are regular gyro and magnetic compass errors being taken and are they being recorded?			Yes
3.0023	Do the magnetic compass errors recorded in the compass error book broadly agree with the deviation card?			Yes
3.0024	A receiver for a global navigation satellite system or terrestrial navigation radio navigation system			Yes
3.0025	A Navtex receiver	JCR NCR-300A		Yes
3.0026	A whistle, bell	Signal Automatic whistle, 30cm bell on Forecastle and 50cm bell on Bridge		Yes
3.0027	Shapes	1 x black ball – Bosuns Stores, 4 x black balls – Wheelhouse, 1 x diamond - wheelhouse		Yes
3.0028	A properly adjusted standard magnetic compass.	██████████ Type SR3. Serial No.972049		Yes
3.0029	Date of last magnetic compass adjustment.	██████████ 05/05/16.		Yes
3.0030	A steering magnetic compass.			Yes

3.0031	Means for taking bearings.	Azimuth rings		Yes
3.0032	A spare magnetic compass.			NA
3.0033	A telephone.	Mobile telephone		Yes
3.0034	A daylight signalling lamp.	MNA – Solas approved		Yes
3.0035	An automatic identification system (AIS).	Saab R4-AIS		Yes
3.0036	A VHF radio.	Sailor 6222 (DCS Encoder, DSC Watch Receiver & Radio Telephone)		Yes
3.0037	A gyro compass and repeaters and what type are fitted Conventional / Fibre Optic?	P&S bridge wings. Analogue		Yes
3.0038	Date of last gyro service for each if required	██████ – 03/2018		Yes
3.0039	Date each sphere last changed in gyros if conventional type fitted.			NA
3.0040	Visual compass readings to the emergency steering position.			Yes
3.0041	Radar installation, ARPA	Northrup Grumman Vision Master FT (x 2)		Yes
3.0042	Auto Pilot Functional			Yes
3.0043	SART working OK on 10cm radar	Jotron Radar Transponder		Yes
3.0044	Date magnetrons last changed.			NA
3.0045	Number of spare magnetrons carried onboard.			NA
3.0046	Radar plotting equipment.	Integrated with radar displays		Yes
3.0047	An echo sounder.	Skipper GDS101		Yes
3.0048	A speed and distance indicator.	Sperry Marine Naviknot		Yes
3.0049	RPM, variable pitch indicators			Yes
3.0050	A rate of turn indicator.			NA
3.0051	A receiver for a global satellite navigation system or terrestrial navigation radio navigation system.	Sailor 6222 (x 2)		Yes
3.0052	Means of correcting heading and bearings to true at all times.			Yes
3.0053	A sound reception system.			Yes
3.0054	A voyage data recorder. (VDR)	Danelec Marine VDR (last annual performance test 16/03/18)		Yes
3.0055	Are the nav lights all working correctly and working the correct sense, i.e. correct switch for correct light?	Den Haan Rotterdam		Yes

<b>Charts and Publications</b>				
<b>3.0056</b>	Has a system been established to ensure that nautical publications and charts are on board and current?	Undertaken by Marine Manager		Yes
<b>3.0057</b>	If the vessel is provided solely with paper charts are all charts required for the trading areas of the vessel on board and are these fully corrected?	Vessel uses ECDIS with paper backup		Yes
<b>3.0058</b>	Were the charts used for the previous voyage appropriate?			Yes
<b>3.0059</b>	If the vessel is provided solely with paper charts, does the operator have procedures in place for the mandatory introduction of ECDIS?			NA
<b>3.0060</b>	If the vessel is equipped with an Electronic Chart Display and Information System (ECDIS), are the Master and deck watchkeeping officers able to produce appropriate documentation that generic and type-specific ECDIS familiarisation has been undertaken?	Training records sighted.		Yes
<b>3.0061</b>	If the vessel is provided solely with an Electronic Chart Display and Information System (ECDIS) does it meet the requirements of SOLAS?	Flag exemption pending installation of new ECDIS system – scheduled for 04/2018.		No
<b>3.0062</b>	If the vessel is provided with an Electronic Chart Display and Information System (ECDIS) that uses a paper chart back-up system, are the paper charts provided, adequate for the areas in which the ship trades and are they fully corrected?	Verified and found to be up-to-date.		Yes
<b>3.0063</b>	Are Lists of Lights, Tide Tables, Sailing Directions, the Nautical Almanac, the Annual Summary of Notices to Mariners and the Chart Catalogue the current editions and have they been maintained up to date where required?			Yes
<b>Navigation and planning</b>				
<b>3.0064</b>	Has the vessel been safely navigated and in compliance with international regulations?			Yes
<b>3.0065</b>	Is the echo sounder recorder marked with a reference date and time on each occasion it is switched on?	NA. Skipper GDS101 with LCD display.		Yes
<b>3.0066</b>	Was a comprehensive passage plan available for the previous voyage and did it cover the full voyage from berth to berth?			Yes

3.0067	Was position fixing satisfactory throughout the previous voyage and the frequency of plotted fixes in accordance with the passage plan?			NA
3.0068	Was radar parallel indexing used to monitor the position of the vessel?			NA
3.0069	During pilotage, was the position of the vessel adequately monitored?	Masters have pilot exemptions for Heysham & Douglas.		NA
3.0070	Has the GPS been adjusted to the correct datum?			Yes
3.0071	Is there an adequate system for dealing with navigation warnings and are they being charted?			Yes
<b>Safety Management</b>				
3.0072	Has a safety officer been designated and trained to undertake this role?	Chief Officer		Yes
3.0073	Are the ship's officers familiar with the operation of fire fighting, life saving and other emergency equipment?	Verified using training records		Yes
3.0074	Is personal protective equipment such as boiler suits, safety footwear, eye and ear protection, safety harnesses and chemical protective equipment etc. provided and as required, being worn?			Yes
3.0075	Do the ship's staff refer to the companies PPE matrix and is it displayed?			Yes
3.0076	Are all hand torches approved for use in gas-hazardous areas?			NA
3.0077	Are regular safety meetings held, are the minutes recorded and does the operator provide shore management responses?	Every 6 weeks (maximum interval 42 days)		Yes
3.0078	Is there a procedure for the reporting, investigation and close-out of accidents, incidents, non-conformities and near misses?	ISM SP/06 Rev 11 01/04/15		Yes
3.0079	Is a completed ISGOTT Ship/Shore Safety Check List (SSSCL) available and are its provisions being complied with?			NA
3.0080	Are smoking regulations posted and being adhered to and are smoke rooms adequately identified?	No smoking allowed in internal spaces. Public smoking areas on open deck areas		Yes
3.0081	Are external doors, ports and windows kept closed in port?			NA
3.0082	Is the accommodation space atmosphere being maintained at a higher pressure than that of the ambient air?			Yes

3.0083	Is all loose gear on deck, in stores and in internal spaces properly secured?			Yes
<b>Drills, Training and Familiarisation</b>				
3.0084	Is there a procedure for familiarization for new personnel?	Verified using training records		Yes
3.0085	Are drills for emergency procedures being carried out?	Matrix for planned emergency drills & training		Yes
3.0086	Are liferaft and fire drills regularly held?	Fire 25/03/18. Security & Abandon Ship 04/03/18		Yes
3.0087	Is regular training in the use of life-saving equipment being undertaken?	As part of emergency drills		Yes
3.0088	Are pollution clean-up drills regularly held to determine that the shipboard pollution plan is up- to-date and efficient and are there records?	SOPEP exercise 10/02/18		Yes
<b>Ships Security</b>				
3.0089	Are ship security records related to port calls being maintained?	Vessel operates on scheduled route with standard procedure in use		NA
3.0090	Are ship security records related to the ship security plan being maintained?			Yes
3.0091	Has the operator furnished the master with the information required by the ISPS Code?			Yes
3.0092	Has a ship security officer been designated?	Chief Officer		Yes
3.0093	Has the ship security officer received adequate training?			Yes
3.0094	Is an adequate deck watch being maintained to prevent unauthorised access?			Yes
3.0095	Are all visitors asked for photo identification on boarding and escorted from the gangway to the ship's office?	Visitors are pre-authorised and escorted whilst on board.		Yes
3.0096	Has a gangway notice been posted, at the shore end of the gangway where possible?			NA
<b>Enclosed and Machinery Spaces</b>				
3.0097	Are enclosed space entry procedures in accordance with guidelines?			Yes
3.0098	Engine room entry procedures being complied with?			Yes
3.0099	Engine room spaces adequately ventilated?			Yes
3.0100	Are Engine room fire and flooding dampers clearly marked as to their operation and in good order?			Yes

3.0101	Are permanent arrangements provided for lifting an incapacitated person from the cargo and, if applicable, the ballast pumproom, including provision of a suitable stretcher or harness and is the equipment in good order?	Stretcher – located on Bridge		NA
<b>Monitoring Non-Cargo Spaces</b>				
3.0102	Are spaces adjacent to cargo tanks, including pipe ducts, regularly monitored for accumulations of gas?			NA
3.0103	Where a fixed system to monitor flammable atmospheres in non-cargo spaces is fitted, are recorders and alarms in order?			NA
<b>Gas Analysing Equipment</b>				
3.0104	Are portable gas and oxygen analysers appropriate to the cargoes being carried and are they in good order?			NA
3.0105	Are officers familiar with use and calibration of portable oxygen and hydrocarbon analysers?	Tetra 3 Gas Detector H2S CO CH4 & O2		Yes
3.0106	Is there a record of regular testing and calibration of portable analysers?	Serviced 15/02/18		Yes
3.0107	Is sufficient span calibration gas available for the types of fixed and portable analysers on board?			NA
3.0108	On vessels fitted with an inert gas system, are instruments capable of measuring hydrocarbon content in an oxygen deficient atmosphere available, if required and in good order?			NA
3.0109	Where toxic gases may be encountered, are appropriate toxic gas detection analysers available and in good order?			NA
<b>Hot Work Procedures</b>				
3.0110	Are hot work procedures in accordance with the recommendations of SMS?			Yes
3.0111	Are hot work procedure forms correctly completed and signed off?	Reviewed and found in order		Yes
3.0112	Is electric welding equipment in good order and are written safety guidelines available on site?			NA
3.0113	Is gas welding and burning equipment in good order?	Gas not carried on board		NA
3.0114	Is fixed piping installed from the gas cylinders to the operating position?			NA



3.0115	Are flashback arrestors fitted at the cylinders and at the workstation and are they in good order?			NA
3.0116	Are spare oxygen and acetylene cylinders stored apart in a dedicated storage and is the storage in a clearly marked, well-ventilated position outside the accommodation and engine room?			NA
<b>Life Saving Equipment</b>				
3.0117	Are ship-specific life-saving equipment training manuals available?			Yes
3.0118	Are ship-specific life-saving equipment maintenance instructions available and are weekly and monthly inspections being carried out?			Yes
3.0119	Are muster lists and lifejacket donning instructions displayed?			Yes
3.0120	Is there a maintenance and test schedule for lifeboat on-load release gear?			Yes
3.0121	Are lifeboats, including their equipment and launching mechanisms, in good order?	Umoe Schat-Harding Type MPC34 100 persons (x 2) with Umoe Schat-Harding type MPC34 davits, 8.5mt SWL		Yes
3.0122	Are liferaft & MES operating instructions displayed?	Vessel not fitted with MES		Yes
3.0123	Is the rescue boat, including its equipment and launching arrangement, in good order?	Umoe Schat-Harding MOD R4.9 (x 1) & Umoe Schat-Harding Alusafe MOB600 FRB (x 1)		Yes
3.0124	Date lifeboats last in the water with testing of engines, steering and sprinkler systems.	25/03/18 when serviced		Yes
3.0125	Are liferafts in good order?	Liferafts International. 25 persons x 7 port & 7 starboard.		Yes
3.0126	Are hydrostatic releases, where fitted, correctly attached and in good order?			Yes
3.0127	Date liferafts next due annual service.	25/03/18		Yes
3.0128	Are survival craft portable VHF radios and Search and Rescue Locating Devices in good order and charged?	iCom portable VHF radios		Yes
3.0129	Are spare batteries available?			Yes
3.0130	Are lifebuoys, lights, buoyant lines, quick release mechanisms and self-activating smoke floats in good order?	5 without fittings, 7 with lights, 3 with buoyant lines, 2 with smoke/lights and quick-release		Yes
3.0131	Are lifejackets in good order?	Checked at random		Yes
3.0132	Are immersion suits in a good order?	Checked at random		Yes

3.0133	Are pyrotechnics, including line throwing apparatus, in date and in good order?			Yes
3.0134	Are the locations of life saving appliances marked with IMO symbols?			Yes
<b>Fire Fighting Equipment</b>				
3.0135	Are ship-specific fire training manuals available?			Yes
3.0136	Are ship-specific fire safety operational booklets available?			Yes
3.0137	Are fire fighting equipment weekly and monthly inspections being carried out?			Yes
3.0138	Are records available to show that samples of foam compound have been tested at regular intervals?			Yes
3.0139	Is a fire control plan exhibited within the accommodation, is a copy also available externally and is equipment correctly marked on it?			Yes
3.0140	Are fire mains, international shore connection, pumps, hoses and nozzles in good order and available for immediate use?			Yes
3.0141	Are isolating valves in fire lines clearly marked and in good order?			Yes
3.0142	Is the International shore fire connection readily available externally and is the location clearly marked?			NA
3.0143	Are the main deck, engine room and other fixed fire extinguishing systems, where fitted, in good order and are clear operating instructions posted?	Galley – 1 x 9kg CO2. Accommodation spaces – sprinklers over 7 zones, 84 m <sup>3</sup> /hr		Yes
3.0144	Are fixed fire detection and alarm systems in good order and tested regularly?	Salwico CS4000 with alarm panel on Bridge and secondary panel in ECR. Serviced 06/02/18		Yes
3.0145	Is the emergency fire pump in full operational condition and are starting instructions clearly displayed?	Main fire pump x 3 at 86/100 m <sup>3</sup> /hr located 1 x Engine Room and 2 x Auxiliary Engine Room		NA
3.0146	Are portable fire extinguishers in good order with operating instructions clearly marked?	Serviced 03/2018		Yes
3.0147	Are firemen's outfits and breathing apparatus in good order and ready for immediate use?			Yes
3.0148	Are breathing apparatus sets fitted with fully pressurised air cylinders?			Yes

<b>3.0149</b>	Are emergency escape breathing devices (EEBD's) in the accommodation, pump room and engine room in good order and ready for immediate use?			Yes
<b>3.0150</b>	Are accommodation and ventilation fan emergency stops in good order and clearly marked to indicate the spaces they serve?			Yes
<b>3.0151</b>	Are fire flaps in good order and clearly marked to indicate the spaces they serve?			Yes

**Sectional comments for Safety and Compliance**

Emergency generator – Caterpillar 3406 260Kw AT 1500RPM WITH Caterpillar SR4B 240Kw alternator and 2 x battery banks. Start-up witnessed.

## 4 Environmental Protection

No.	Item	Comment	Pic	Checked Yes / No / NA
<b>Material Safety Data Sheets (MSDS)</b>				
4.0000	Are Material Safety Data Sheets (MSDS) on board for all the cargo products being handled and are all officers familiar with their use?	Ro-ro only – freight subject to regulations for transport by road including correct marking of dangerous goods		NA
4.0001	Have Material Data Safety Sheets been provided for the bunkers currently on board?	Vessel uses single-source fuel supplier		NA
4.0002	Are chemicals properly stowed and are Material Safety Data Sheets available?	Limited number of chemicals carried on board in form of cleaning liquids, etc.		Yes
4.0003	Are Material Safety Data sheets provided for paints, protective coatings and all other corrosive or toxic materials that are carried on board?	Limited amount of paints & chemicals carried on board.		Yes
<b>Oil Record Books</b>				
4.0005	Are the Engine Room (Part I) and Cargo (Part II) Oil Record Books (ORBs) correctly completed?			Yes
4.0006	Do the sludge and bilge tanks designated in Form A or Form B of the IOPP Certificate and those listed in the Oil Record Book Part I, agree?			Yes
4.0007	Are the Oil Record Books free of any pollution incidents or violations?			Yes
4.0008	Have disposals of slops and dirty ballast been adequately recorded and were they in accordance with MARPOL?			Yes
4.0009	If the disposal of engine room oily water or sludge to a cargo or slop tank has taken place, has the event been recorded in both Oil Record Books, was the receiving tank free of cargo and have the transfer arrangements been approved by Class?			Yes
<b>Oil Spill</b>				
4.0010	Is an approved MARPOL Shipboard Oil Pollution Emergency Plan (SOPEP) or Shipboard Marine Pollution Emergency Plan (SMPEP) provided?	Flag state approved SOPEP manual on Bridge.		Yes
4.0011	Does the plan include a description of equipment, its location, a plan for deployment and specific crewmember duties for handling small spills?			Yes

4.0012	Is the IMO Coastal Contact List up to date, is the master aware of port contact procedures and has a contact list been made for this port?			Yes
4.0013	Is there an emergency Vessel Response Plan (VRP)?			Yes
4.0014	Name of the OPA-90 Qualified Individual (QI):	DPA - [REDACTED]		Yes
<b>Deck Area Pollution Prevention</b>				
4.0015	Are means readily available for dealing with small oil spills?	SOPEP equipment carried on board vessel.		Yes
4.0016	Is the vessel free from any visible bulkhead, valve or pipeline leakage liable to cause pollution?			Yes
4.0017	Are suitable spill containers fitted around all fuel, diesel and lubricating oil tank vents?	Bunds sighted on all tank vents		Yes
4.0018	Is a suitable containment fitted around hydraulic and other deck machinery?			Yes
<b>Ballast Water Management</b>				
4.0034	Does the operator have a Class approved ballast water and sediments management plan and are records being maintained of all ballast water exchanges?	Approved by LR on behalf of loM flag 22/08/17. Ballast water records maintained in soft copy format.		Yes
4.0035	Can the vessel check or sample segregated ballast prior to de-ballasting?			NA
4.0036	Are segregated ballast tanks free from evidence of oil?			NA
<b>Engine and Steering Compartments</b>				
4.0037	Are the engine room bilge oily water pumping and disposal arrangements in good order?			Yes
4.0038	Are emergency bilge pumping arrangements ready for immediate use; is the emergency bilge suction clearly identified and, where fitted, is the emergency overboard discharge valve provided with a notice warning against accidental opening?			Yes
4.0039	Are dedicated sludge pumps free from any connection to a direct overboard discharge?			Yes
4.0040	Is the oily water separator in good order?			Yes
4.0041	Are specific warning notices posted to safeguard against the accidental opening of the overboard discharge valve from the oily water separator?			Yes

4.0042	If the oily water separator is not fitted with an automatic stopping device, do entries in the Oil Record Book Part 1 indicate that it has not been used in a Special Area?	Fully Automatic, but not used as all oily water residues are pumped ashore in Douglas.		NA
4.0043	Are the arrangements for the disposal of steering compartment oily bilge water adequate?			Yes
<b>Garbage Management</b>				
4.0044	Does the vessel have a garbage management plan and has garbage been handled and disposed of in accordance with MARPOL?	All garbage discharged to Douglas terminal.		NA
4.0045	Has the Garbage Record Book been correctly completed?			NA
<b>Port State Inspections</b>				
4.0046	Port State control reports present?	PSC reports sighted – no evidence of recurring or significant deficiencies noted		Yes

#### Sectional comments for Environmental Protection

Vessel has Document of Compliance for Dangerous Goods issued by LR on 08/03/16 with an expiry of 31/03/21.

**Ballast water treatment plant.**

## 5 Regulatory and Other

No.	Item	Comment	Pic	Checked Yes / No / NA
<b>Certification and Documentation</b>				
5.0000	Certificate of Registry	IoM Government. 22/08/08		Yes
5.0001	Continuous Synopsis Record	Issued 07/01/11		Yes
5.0002	Certificate of Class	LR/ Issued 08/03/16. Expires 31/03/21. Endorsed 20/03/17		Yes
5.0003	Document of Compliance (DOC)	Issued 28/11/13. Expires 03/12/18. Endorsed 05/12/17		Yes
5.0004	Safety Management Certificate (SMC)	Issued 16/06/16. Expires 03/07/21		Yes
5.0005	Passenger Ship Certificate	Issued 27/04/17. Expires 30/04/18.		Yes
5.0006	Safety Radio Certificate			NA
5.0007	Safety Construction Certificate			NA
5.0008	International Ship Security Certificate	Issued 14/06/16. Expires 14/06/21		Yes
5.0009	International Oil Pollution Prevention Certificate	Issued 22/08/17. Expires 21/08/22.		Yes
5.0010	International Air Pollution Prevention Certificate	Issued 08/03/16. Expires 31/03/21.		Yes
5.0011	Minimum Safe Manning Document	Issued 16/06/16. Expires 03/07/21.		Yes
5.0012	Certificate of Fitness for the Carriage of Chemicals or Gas			NA
5.0013	Load Line Certificate	Issued 08/03/17. Expires 31/03/21. Endorsed 20/03/17.		Yes
5.0014	Civil Liability Convention (1992) Certificate	Issued 22/09/17. Expires 30/09/18.		Yes
5.0015	Name of P and I Club	British Marine		Yes
5.0016	Do the operator's procedures manuals comply with ISM Code requirements?			Yes
5.0017	Does the Operator's representative visit the vessel at least bi-annually? Record the date of the last visit.	Ship Manager visits vessel on daily basis during scheduled calls at Douglas. Visits nights & weekends as/when required during maintenance, et.		Yes
<b>Publications</b>				
5.0018	SOLAS Consolidated edition			Yes
5.0019	International Life Saving Appliance Code (LSA Code)			Yes
5.0020	International Code for Fire Safety Systems (FSS Code)			Yes
5.0021	International Ship and Port Facility Security			Yes

5.0022	International Safety Management Code (ISM Code) and the guidelines of the implementation of the ISM Code.			Yes
5.0023	International Standards on Training, Certification and Watchkeeping for Seafarers (STCW)			Yes
5.0024	IMDG code			NA
5.0025	Guidelines for the control of drugs and alcohol on board ships			Yes
5.0026	Guidelines on Fatigue			Yes
<b>Navigational Publications</b>				
5.0027	Bridge Procedures Guide			Yes
5.0028	Collision Regulations, Consolidated edition			Yes
5.0029	Bridge Team Management			Yes
5.0030	Ship's Routeing			Yes
5.0031	International Code of Signals			Yes
5.0032	International Aeronautical and Maritime Search and Rescue Manual, IAMSAR Manual			Yes
5.0033	Guide to Helicopter/Ship operations			NA
<b>Mooring Publications</b>				
5.0034	Mooring Equipment Guidelines			No
5.0035	Effective Mooring			No
5.0036	Recommendations for Equipment employed in the Bow Mooring of Ships at Single Point Moorings			NA
5.0037	Anchoring Systems and Procedures.			No
<b>Casualty History</b>				
5.0038	Casualty history - sourced from which on board documents	Incident reports		Yes
<b>Class Survey</b>				
5.0039	Class survey reports available on board?			Yes

#### Sectional comments for Regulatory & Other

Stability Manual – approved by LR 09/09/05

Class notation ✕100A1 CS 04/16 roll on roll off cargo and passenger ship ✕LMC UMS



# Vessel Report

## “MANANNAN”



**Report Reference GSS 325864/MAN**

**Report Date 11 April 2018**

## Scoring

Based on the inspection carried out, the ships technical condition has been graded as:-

**5**

The below table references the grading scale.

<b>Grade</b>	<b>Condition</b>	<b>Description</b>
7	Excellent	Fully reconditioned or new, incapable of operational and cosmetic improvement.
6	Very Good	Improvement to excellent will require significant investment.
5	Good	Well maintained and presented, improvement possible with minimal increase in present level of investment.
4	Acceptable	Basic sustainable operational condition, requiring ongoing maintenance and investment at present levels and above to prevent further deterioration.
3	Poor	Deficient and requiring immediate additional investment to maintain serviceable condition
2	Very Poor	Deficient and requiring immediate significant investment to maintain serviceable condition.
1	Unsatisfactory	Deficient and likely to be incapable of recovery without immediate substantial investment.

A detailed set of statistics and technical report follows with comments and photographic evidence of the vessels condition.

A large separate photo library of ships individual equipment can be supplied upon request.

## Ship Particulars

<b>Ship Name</b>	"MANANNAN"				
<b>Managers contact and address</b>	Mr [REDACTED] Isle of Man Steam Packet Company Imperial Buildings, Douglas, IoM IM1 2BY				
<b>Survey request by</b>	IOMT				
<b>Vessel IMO Number</b>	9176072	<b>Call Sign</b>	2BXX7	<b>Deadweight</b>	800
<b>ON Number</b>	740844	<b>MMSI Number</b>	235070199	<b>Gross Tonnage</b>	5743
<b>Class</b>	DnV	<b>Flag</b>	IoM	<b>Vessel delivery Date</b>	1998
<b>Hull Type</b>	Aluminium Catamaran	<b>Ship Builder</b>	See notes	<b>Hull Number</b>	050
<b>Vessel Type</b>	Ro-Ro PAX HSC	<b>Crew Compliment</b>	See notes	<b>Length O/A</b>	92.0m
<b>Date of last Special Survey</b>	20/03/18	<b>Date of last Intermediate Survey</b>	N/A	<b>Breadth</b>	26.58m
<b>Surveyors Name</b>	[REDACTED]	<b>Surveyor's Email address</b>	[REDACTED]	[REDACTED]	[REDACTED]
<b>Port(s) of inspection or details of voyage where inspection took place</b>	Vessel in service. Inspection undertaken whilst vessel was on scheduled passage Douglas-Dublin & Dublin-Douglas with ro-ro traffic and passengers on board. Returned to Liverpool as foot passengers.				
<b>Date of embarkation</b>	29/03/18	<b>Time of Embarkation</b>	07:00		
<b>Date of Disembarkation</b>	29/03/18	<b>Time of Disembark</b>	21:00 (Liverpool)		
<b>Master's Name</b>	[REDACTED]	<b>Chief Engineer's Name</b>	[REDACTED]		
<b>Other Info</b>	Superintendent – [REDACTED]				

Notes.

Shipbuilder                      Incat Australia Private Shipbuilding Limited  
Hobart, Australia.

Port of Registry                Douglas, IoM

Crew compliment                29 crew for 871 passengers  
27 crew for 773 passengers

23 crew for 577 passengers  
20 crew for 378 passengers

Total installed power 28,800kW

Service speed 40 knots

# 1 Maintenance and Dry Docking

No.	Item	Comment	Pic	Checked Yes / No / NA
<b>General appearance and condition</b>				
1.0000	Is the general condition, visual appearance and cleanliness of the hull satisfactory?	General condition, appearance & cleanliness is commensurate with the age of the vessel		Yes
1.0001	Is the hull free of oil staining, extensive coating breakdown or excessive marine growth?	Vessel recently completed drydocking		Yes
1.0002	Are hull markings clearly indicated and correctly placed?	Vessel recently completed drydocking		Yes
1.0003	Is the general condition, visual appearance and cleanliness of the weather decks satisfactory?			Yes
1.0004	Do decks in working areas have clearly identified non-slip surfaces?			Yes
1.0005	Is the general condition of service pipework satisfactory and is it free from significant corrosion and pitting and soft patches or other temporary repairs?			Yes
1.0006	Are pipe stands, clamps, supports and expansion arrangements satisfactory?			Yes
1.0007	Are all deck openings, including watertight doors and portholes, in good order and capable of being properly secured?			Yes
1.0008	Are fuel, ballast and other space vents and air pipes in good order and does visual evidence indicate regular maintenance?			Yes
1.0009	Are all vents and air pipes clearly marked to indicate the spaces they serve?			Yes
1.0010	Is the general condition, visual appearance and cleanliness of the superstructure satisfactory?	General condition, appearance & cleanliness is commensurate with the age of the vessel		Yes
<b>Survey and Repair History</b>				
1.0011	Are class certificates and survey reports adequately filed?	Hard copies retained on board vessel. Soft copies retained in office		Yes
1.0012	Is the vessel free of conditions of class or significant recommendations, memoranda or notations?			Yes
1.0013	Are procedures in place to carry out regular inspections of cargo and ballast tanks, void spaces, trunks and cofferdams by the vessel's personnel and are records maintained?	Inspection records verified		Yes

<b>Enhanced Survey Program</b>				
<b>1.0014</b>	If the vessel is subject to the Enhanced Survey Program, is the report file adequately maintained?			NA
<b>1.0015</b>	Is a thickness measurement report available?			NA
<b>1.0016</b>	Are the main structural plans for cargo and ballast tanks available on board?			NA
<b>1.0017</b>	Is the previous repair history for cargo systems on board?			NA
<b>1.0018</b>	Is the previous repair history for ballast tanks on board?			NA
<b>1.0019</b>	Is the previous repair history for hull and structure on board?			NA
<b>Condition Assessment Scheme</b>				
<b>1.0020</b>	If the vessel is subject to the Condition Assessment Scheme (CAS), are copies of the Condition Assessment Scheme Final Report and Review Record available?			NA
<b>1.0021</b>	Has a Survey Plan for the CAS been completed and submitted by the operator?			NA
<b>1.0022</b>	Has the vessel been enrolled in a Classification Society Condition Assessment programme (CAP)?			NA
<b>Structural Condition</b>				
<b>1.0023</b>	Is the Enhanced Survey Program file free from any information that raises concerns relating to the vessel's structure?			NA
<b>1.0024</b>	Is the hull free from visible structural defects that warrant further investigation?			Yes
<b>1.0025</b>	Is the hull free from marine growth and fouling?	Vessel recently completed drydocking		Yes
<b>1.0026</b>	Any signs of corrosion?	Vessel recently completed drydocking		No
<b>1.0027</b>	Are Plimsoll marks in good order?	Vessel recently completed drydocking		Yes
<b>1.0028</b>	Are weather decks free from visible structural defects that warrant further investigation?			Yes
<b>1.0029</b>	Describe general condition of forward and aft decks and those around the accommodation and engine casing.	Sound condition with no indications of damage, wastage or deterioration		Yes
<b>1.0030</b>	Is the superstructure free from visible structural defects that warrant further investigation?			Yes
<b>1.0031</b>	Are internal spaces free from visible structural defects that warrant further investigation?			Yes

1.0032	If any cargo and/or ballast tanks were sighted from the deck, were they in good order?	Ballast tanks not opened as vessel was in service at time of inspection		NA
1.0033	If any cargo and/or ballast tanks were inspected internally, were they in good order?	Ballast tanks not opened as vessel was in service at time of inspection		NA
1.0034	Condition of Forepeak tank after internal inspection	No Forepeak Tank		NA
1.0035	Misc. top side tank inspected	No top side tanks		NA
1.0036	Condition of double bottom tanks after inspection internally	No double bottom tanks		NA
1.0037	Cargo hold and hatch covers inspected			NA
1.0038	Cargo hold hatch coamings			NA
1.0039	Ladders/stairways inspected			Yes
1.0040	Weathertight doors and cargo access hatches inspected	Stern ramp closes off ro-ro deck – intentionally not fully sealed		Yes
1.0041	Main deck	Ro-ro deck appears to be in sound condition		Yes
1.0042	Mezzanine decks	Vessel has demountable mezzanine deck for stowage of motorbikes. All parts sighted on board vessel were in good condition.		Yes
1.0043	Shell plating condition	Shell plating generally in sound condition		Yes
1.0044	Bulwarks and rails			Yes
1.0045	Forecastle deck			NA
1.0046	Aft mooring deck	Located port & starboard aft. In sound condition.		Yes
1.0047	Hull Markings			Yes
1.0048	Condition of side doors			NA
<b>Mooring Equipment and documentation</b>				
1.0189	Are certificates available for all mooring ropes and wires?	Verified on board vessel		Yes
1.0190	Are any ropes or wires in use whose age exceeds the companies maximum working life?			No
1.0191	Do all mooring ropes and where fitted, mooring wire tails, meet OCIMF guidelines?			Yes

<b>1.0192</b>	If one or more bow stoppers are fitted is a certificate attesting to the safe working load provided?			NA
<b>1.0193</b>	Are there records of the inspection and maintenance of mooring ropes, wires and equipment?	Covered within MPM planned maintenance system		Yes
<b>1.0194</b>	Is there a policy in place for the testing of winch brakes and are the results recorded?	Covered within MPM planned maintenance system		Yes
<b>1.0195</b>	Date of last mooring winch brake test.	Covered within MPM planned maintenance system		Yes
<b>1.0196</b>	Are moorings satisfactorily deployed and tended?	Witnessed during berthing/unberthing		Yes
<b>1.0197</b>	Are mooring lines secured to bitts and turned up correctly?			Yes
<b>1.0198</b>	Are all powered mooring lines correctly reeled on drums?			Yes
<b>1.0199</b>	Are all powered mooring lines secured on brakes and are the winches out of gear?			NA
<b>1.0200</b>	On split drum winches are all the lines made fast with no more than one layer on each tension side of the drum?			NA
<b>1.0201</b>	If mooring tails are fitted to wires, do they have proper connecting links and are they correctly fitted?			NA
<b>1.0202</b>	Are all mooring lines stowed neatly to minimise tripping hazards and are mooring areas clear and unobstructed?			Yes
<b>1.0203</b>	Are mooring winches / capstans in good order?			Yes
<b>1.0204</b>	Do mooring winch foundations appear to be in good order?			Yes
<b>1.0205</b>	Do brake linings, drums and pins appear to be in good order?			NA
<b>1.0206</b>	Is the thickness of the remaining brake lining above minimum limits for that equipment?			NA
<b>1.0207</b>	If mooring winches in a gas hazardous area are electrically powered, are motors Ex 'd' rated?			NA
<b>1.0208</b>	If mooring winches are electrically powered, are insulation tests carried out and the results recorded?	Covered within MPM planned maintenance system		Yes
<b>1.0209</b>	Are mooring wires, ropes and synthetic tails in good order?			Yes
<b>1.0210</b>	Are pedestal fairleads, roller fairleads and other rollers well greased and free to turn and are bitts and chocks free of grooving?			Yes



1.0211	Is mooring equipment marked with its SWL?			NA
1.0212	Are windlasses, anchors, locking bars and cables in good order and operating effectively?			Yes
1.0213	Except whilst alongside, when locking bars should be in place, were the anchors cleared and ready for immediate use during port entry?			NA
1.0214	Are the chain locker doors securely battened down?			NA
1.0215	Are bitter end securing arrangements unobstructed and outside the chain locker?			Yes
1.0216	Is single point mooring (SPM) and associated equipment fitted to OCIMF recommendations?			NA
1.0217	If the vessel is equipped for mooring at single point moorings, does it meet the recommendations as applicable, contained in Mooring Equipment Guidelines (3rd Edition)?			NA
1.0218	If the vessel is fitted with a hydraulically operated bow stopper, are safeguards provided to prevent its accidental release?			NA
1.0219	Are emergency towing arrangements readily available for deployment at both ends of the vessel?			NA
1.0220	Has the vessel three copies of the emergency towing booklet and are they located correctly?			NA
<b>Communications</b>				
1.0221	Are instructions for operating the digital selective calling (DSC) and satellite communications equipment in an emergency clearly displayed?	Displayed on Bridge		Yes
1.0222	Are the vessel's call sign and Inmarsat ship station identity clearly marked on the radio installation?			Yes
1.0223	Can officers demonstrate a satisfactory understanding of how to operate the equipment in an emergency?	Verified using training records		Yes
1.0224	Are officers aware of the requirements for position updating on two-way communications equipment?			Yes
1.0225	Are officers aware of the function of the ship security alert system and how it operates?			Yes
1.0226	Has a qualified person been designated to handle distress communications?	Role undertaken by Officer on watch		Yes

1.0227	Are the periodical tests of communications equipment being carried out as required?	Included in part of pre-departure checks		Yes
1.0228	Is the Radio Log being maintained correctly?			Yes
1.0229	If applicable, is the emergency radio battery log up to date?			NA
1.0230	When are the batteries due for renewal?			NA
1.0231	Is there a maintenance programme in place to ensure availability of the radio equipment?	Shore-based maintenance contract with [REDACTED]		Yes
1.0232	Is the vessels public address system operational?	Observed in use whilst vessel was on ro-ro/pax service		Yes
1.0233	Is the communications equipment in good order?			Yes
1.0234	Does the vessel have weather routing system fitted?	JCR NCR-300A Navtex receiver. Scheduled route does not permit weather routing. Decision to depart is responsibility of Master of vessel.		NA
1.0235	Is the satellite EPIRB fitted, armed and labelled correctly and inspected in accordance with the manufacturer's requirements?	Jotron Tron 60S x two.		Yes
1.0236	When is the EPIRB next due annual service?	03/2019		Yes
1.0237	Are radio emergency batteries in good order and fully charged?			Yes
1.0238	Are Lists of Radio Signals the latest edition and corrected up to date?			Yes
1.0239	Is the vessel equipped with sufficient intrinsically safe portable radios for use on deck?	Three hand-held VHF radios		Yes
1.0240	Compact Fluorescent Light bulbs used in lighting located far enough away from navigational and communications equipment to avoid causing interference?			NA
<b>Engine &amp; Steering Compartments Policies, Procedures and Documentation:</b>				
1.0241	Is the vessel provided with adequate operator's instructions and procedures?	ISM Safety Management Manual (SMM) inspected and found in good order		Yes
1.0242	Are the duties of the watch-standing officers and ratings clearly defined?	Standing Orders and the Operational Procedures Manual		Yes
1.0243	If the machinery space is certified for unmanned operation is it being operated in that mode?	The machinery space is operated in manned condition But has UMS option.		Yes
1.0244	If the machinery space is being operated manned, are there sufficient engineers on board?	In excess of minimum manning requirements		Yes

1.0245	Are there adequate procedures to prevent uncontrolled entry into the engine room?	All doors are locked with digital push button code locks.		Yes
1.0246	Has the chief engineer written his own standing orders and are night orders being completed?	Vessel manned		NA
1.0247	Is the engine room log book adequately maintained?			Yes
1.0248	Have the watch engineers countersigned the chief engineer's standing and night orders as read and understood?			NA
1.0249	Is the dead man alarm system, where fitted, in good order and used as required?			NA
1.0250	Is there a procedure to restart critical equipment?			Yes
1.0251	Does the operator subscribe to a fuel, lubricating and hydraulic oil testing programme, and is there a procedure in place to take into account the results?	██████████ provide analysis for Lube and Hydraulic Oils on a 3 monthly schedule Marine Gas oil is used, no testing necessary.		Yes
1.0252	Are detailed bunker transfer instructions available?			Yes
1.0253	Is the vessel able to safely comply with SECA legislation regarding use of low sulphur fuels in boilers?			Yes
1.0254	Are written instructions provided to control the change from residual to low-sulphur fuels?			NA
<b>Planned Maintenance:</b>				
1.0255	Is a comprehensive and up to date inventory of spare parts being maintained?	Spares carried in workshop close to Douglas Terminal – stock management system in use.		Yes
1.0256	Is a planned maintenance system being followed and is it up to date?	Vessel uses MPM planned maintenance system for engine, deck & LSA items. Live system operated on board vessel with twice-daily updates sent to office		Yes
1.0257	How is the condition and quality of spare parts?	All in new/as new condition.		Yes

<b>Safety Management:</b>				
<b>1.0258</b>	Is an engineer's call alarm fitted and is it in good order and tested regularly and the results recorded?			NA
<b>1.0259</b>	Are emergency escape routes effectively marked, unobstructed and adequately lit?			Yes
<b>1.0260</b>	Is the level of lighting in all areas of the engine room satisfactory?			Yes
<b>1.0261</b>	Do records indicate the regular testing of emergency equipment?			Yes
<b>1.0262</b>	Is the fuel system fitted with valves that are capable of being closed from outside the machinery space and are they regularly tested and in good order?			Yes
<b>1.0263</b>	Are engine room emergency stops for ventilation fans clearly marked and do records indicate that they have been regularly tested?			Yes
<b>1.0264</b>	Are diesel engine high and low pressure fuel delivery pipes adequately jacketed or screened?			Yes
<b>1.0265</b>	Are diesel engine exhausts and other hot surfaces in the vicinity of fuel, diesel, lubricating and hydraulic oil pipes protected against spray?			Yes
<b>1.0266</b>	Are hot surfaces, particularly diesel engines, free of any evidence of fuel, diesel and lubricating oil?			Yes
<b>1.0267</b>	Are purifier rooms and fuel and lubricating oil handling areas ventilated and clean?	No purifiers fitted or necessary as the vessel operates on marine gas oil		NA
<b>1.0268</b>	Are the remote shut down of ventilation, fuel pumps and purifiers tested and recorded in the PMS:			Yes
<b>1.0269</b>	If the vessel class notation allows UMS operation, are main engine bearing temperature monitors, or the crankcase oil mist detector, in good order?			NA
<b>1.0270</b>	Where hydraulic aggregate pumps are located within the main engine compartment, is an oil mist detector fitted?			NA
<b>1.0271</b>	Are the main switchboard, alternators and other electrical equipment satisfactorily protected from water spray and are insulation resistance records for all equipment in the PMS?			Yes
<b>1.0272</b>	Is deck insulation provided to the front and rear of medium power (i.e. 220V and above) electrical switchboards and is it in good order?	Rubber matting fitted		Yes

1.0273	Are gauge glass closing devices on oil tanks of a self-closing, fail-safe type and not inhibited?			Yes
1.0274	Are self-closing sounding devices to double bottom tanks in good order and closed?	No Double bottom tanks		NA
1.0275	Is all moving machinery provided with effective guards where this presents a hazard?			Yes
1.0276	Do engine room machine tools have adequate eye protection available?			Yes
1.0277	Are records maintained for the regular inspection and testing of lifting devices?			Yes
1.0278	Is an inspection and maintenance programme in place for other lifting equipment such as wire slings?			Yes
1.0279	Is all loose gear in the machinery spaces, stores and steering compartment properly secured?			Yes
1.0280	Are machinery spaces and steering compartments clean and free from obvious leaks and is the overall standard of housekeeping and fabric maintenance satisfactory?			Yes
1.0281	Are bilges free of oil, rubbish and sediment?			Yes
1.0282	Are seawater pumps, sea chests and associated pipework in good order and free of hard rust and temporary repairs, particularly outboard of the ship-side valves?			Yes
1.0283	Is the bilge high level alarm system regularly tested and are records maintained?			Yes
<b>Machinery status:</b>				
1.0284	Auxiliary engines and generators, including shafting and emergency generators where fitted and maintained to manufacturers recommendations	Maintained in accordance with PMS and Class survey requirements.		Yes
1.0285	Boilers, including waste heat and domestic boilers;	No boilers fitted		NA
1.0286	Compressors including main, instrument and emergency air compressors;			Yes
1.0287	Purifiers and fuel oil handling equipment;	No purifiers fitted		NA
1.0288	The main engine satisfactory state of repair maintained to manufacturers recommendations			Yes
1.0289	Inert gas plant, including the fans, scrubber, analyser and valves;			NA

1.0290	Sewage plant;			NA
1.0291	Bilge			Yes
1.0292	Pipework, including steam, fuel, lubricating oil, seawater, sewage, drain and air pipes, etc.			Yes
1.0293	Refrigeration & air conditioning	Air conditioning units are situated on the outside deck of the vessel and have a tendency to corrode, these are replaced on annual replacement schedule		Yes
1.0294	Hydraulic aggregate pumps;			NA
1.0295	Ventilation fans and trunking;			Yes
1.0296	Any other items of machinery, including stand-by machinery.			Yes
1.0297	Main Engines - Records of major repairs or modifications?			Yes
1.0298	Auxiliary Engines - Records of major repairs or modifications?			Yes
1.0299	Is the engine side manoeuvring station in good order and are engineers familiar with the procedure for taking control from the bridge in an emergency?			NA
1.0300	Are running hours recorded in the PMS for essential machinery			Yes
1.0301	Are insulation tests recorded in the PMS			Yes
1.0302	Are crank shaft deflections recorded in the PMS	Not taken as engines are resilient mounted		
1.0303	Are Lube oil analysis reports available on board and entered into the PMS?			Yes
1.0304	Are turbo charger maintenance recorded in the PMS			Yes
1.0305	Are crank shaft deflection records available	Not taken as engines are resilient mounted		No
1.0306	Are automation systems, machinery monitoring devices alarms and shutdowns tested and are working correctly			Yes
1.0307	Is the oil mist detector working correctly	4 in total one for each main engine		Yes
1.0308	Are the boiler (main and Aux) level alarms working correctly			NA
1.0309	Are the main and aux boiler combustion control systems and monitoring working correctly?			NA
1.0310	Records of scavenge space inspections and crank case inspections available.			NA

1.0311	Are concise starting instructions for the emergency generator clearly displayed?	No emergency generator fitted as the vessel has 4 generators two in each hull		NA
1.0312	Are the fuel pipes, lagging and exhaust pipes all in good order?			Yes
1.0313	Are the records of boiler and economiser cleaning in the PMS			NA
1.0314	Incinerator and waste burning system working correctly			NA
1.0315	Fuel types and suitability procedures for testing/approval prior to use ( ) etc			NA
1.0316	Purification measures and control of viscosity	Marine gas oil used		NA
1.0317	Bunker tank measurement systems on board to minimise risk of comingling and or inadvertent bunkering of high sulphur fuel into dedicated low sulphur fuel oil tanks.			NA
1.0318	Emission control systems			NA
1.0319	Are fuel additives used, and are they effective			NA
1.0320	Emergency fuel shut off devices working correctly and tested			Yes
1.0321	Fuel transfer system, vents overflow and alarm arrangements			Yes
1.0322	Engine room and technical spaces cleanliness and housekeeping			Yes
1.0323	Proximity of hot surfaces to flammable liquids / lagging protection			Yes
1.0324	Storage of combustible gasses	No gasses stored onboard		NA
1.0325	Is the emergency generator reserve fuel tank provided with sufficient fuel?			NA
1.0326	Where an emergency generator is not fitted, are engine room emergency batteries in good order and fully charged?			NA
1.0327	Is all electrical equipment including junction boxes and cable runs in good order with no temporary fixes or cables?			Yes
1.0328	Are switchboards free of significant earth faults and is maintenance and earths logged in the PMS?			Yes
1.0329	Is boiler water treatment log book available:	No boilers fitted		NA
<b>Steering Gear</b>				
1.0330	Has the emergency steering gear been tested within the past three months and are the results recorded?	Safety drill records sighted on the Bridge – matrix schedule for regular drills sighted		Yes

1.0331	Are emergency steering gear changeover procedures clearly displayed in the steering compartment and in the wheelhouse?			Yes
1.0332	Are officers familiar with operation of the steering gear in the emergency mode?			Yes
1.0333	Is the steering gear emergency reserve tank fully charged?			NA
1.0334	Are the arrangements for the provision of heading information adequate?			NA
1.0335	Are communications with the bridge satisfactory?			Yes
1.0336	Is the rudder angle indicator clearly visible at the emergency steering position?			NA
1.0337	Is access to steering gear unobstructed?			Yes
1.0338	Is the steering compartment fitted with suitable handrails, gratings or other non-slip surfaces?			Y
<b>Electric Lighting</b>				
1.0339	Is deck lighting adequate?	Levels of deck lighting in working spaces, ro-ro decks, pax spaces, etc., noted to be adequate		Yes
1.0340	Is the general condition of electrical equipment, including conduits and wiring, satisfactory?	Sound condition where inspected		Yes
1.0341	Are light fittings in gas-hazardous areas Ex 'd' rated and in good order?			NA
<b>Engine Room House Keeping</b>				
1.0342	Is the engine room free of storage of combustibile and hazardous materials?			Yes
1.0343	Are internal spaces and storerooms clean, free from debris and tidy?			Yes
1.0344	Is the forecastle space free of water?			NA
<b>Accommodation</b>				
1.0345	Is the accommodation clean and tidy?	Good standard of cleanliness observed throughout		Yes
1.0346	Are alleyways free of obstructions and exits clearly marked?	No obstructions noted. All exit routes clearly marked.		Yes
1.0347	Are public spaces, including smoke rooms, mess rooms, sanitary areas, food storerooms, food handling spaces, refrigerated spaces, galleys and pantries clean, tidy and in a hygienic condition?	Good standard of cleanliness observed throughout		Yes
1.0348	Are laundries free of accumulations of clothing that could constitute a fire hazard?			NA



<b>1.0349</b>	Is the level of accommodation lighting satisfactory?	Good standard of lighting observed throughout		Yes
<b>1.0350</b>	Is the condition of electrical equipment in the accommodation satisfactory?	Satisfactory where inspected		Yes
<b>1.0351</b>	Are personnel alarms in refrigerated spaces in good order and operational?	Refrigerator doors openable from inside units		NA
<b>Drydock reporting</b>				
<b>1.0356</b>	Is the last drydock, propeller and shaft bearings reports available?	Sighted during office audit. Records as appropriate for waterjet propulsion & steering		Yes

#### **Sectional comments for Maintenance and Dry Docking**

Vessel required to dry dock on an annual basis (with no more the 15 months between successive dry docking).

## 2 Manning and Training

No.	Item	Comment	Pic	Checked Yes / No/ NA
<b>Crew Management</b>				
2.0000	Does the manning level meet or exceed that required by the Minimum Safe Manning Document?	Verified using Bridge & training records		Yes
2.0001	Are the STCW and flag Administration's regulations that control hours of work to minimise fatigue being followed?	Verified using Bridge records		Yes
2.0002	Do all personnel maintain hours of rest records and are the hours of rest in compliance with ILO or STCW requirements?	Verified using Bridge records		Yes
2.0003	Are all personnel able to communicate effectively in a common language?	Common working language is English		Yes
2.0004	Does the operator provide a training policy exceeding statutory requirements?	Training policy meets flag state requirements (ISM & DOC certification standard)		NA
2.0005	Have senior deck officers attended bridge team management courses?	Training records sighted on Bridge		Yes
2.0006	Has the master attended a ship handling course where applicable?			NA
2.0007	Are crew permanently assigned to a vessel or are crewing agents used?	See comments		NA
2.0008	Where the vessel carries chemicals, has a formal programme of regular and appropriate medical examinations for personnel been implemented?			NA
<b>Crew Qualifications</b>				
2.0009	If there is a qualification matrix, does this meet the minimum requirements?	Training requirements covered by training records and minimum levels of certification as required by flag state & Owners		NA
2.0010	Are officers with specific responsibility such as cargo operations in possession of the correct training certificates?	As applicable to ro-ro operations including carriage of dangerous goods and livestock		Yes
<b>Drug and Alcohol Policy</b>				
2.0011	What was the Operator's defined maximum level of blood alcohol content?	No alcohol permitted to be consumed onboard by crew members. Breathalysers available onboard		Yes
2.0012	What was the recorded frequency of unannounced drug testing?	New employees are subject to Eng 1 medical assessment to ensure there is no history of drug use before employment.		NA

2.0013	What was the recorded frequency of unannounced alcohol testing:	Only undertaken following reportable incidents		NA
2.0014	What was the date of the last unannounced on-board alcohol test			NA

**Sectional Comments for Manning and Training**

Deck crew, engine crew & senior services team are permanently assigned to vessel (noting that personnel can transfer between owners vessels "MANANNAN" and "BEN-MY-CHREE" – this subject to 'transfer' familiarisation training). Seasonal services staff recruited using staffing agency.

### 3 Safety and Compliance

No.	Item	Comment	Pic	Checked Yes / No / NA
<b>Corporate Responsibility</b>				
3.0000	Do the operator's procedures manuals comply with ISM Code requirements?	Verified during office & vessel surveys		Yes
3.0001	Does the Operator's representative visit the vessel at least bi-annually? Record the date of the last visit.	Ship Manager visits vessel on daily basis (office is located adjacent to terminal)		Yes
3.0002	Is a recent operator's audit report available and is a close-out system in place for dealing with non-conformities?	Verified during office & vessel surveys		Yes
3.0003	Does the master review the safety management system and report to the operator on any deficiencies?	SMS Procedure 2.1/7 and form SM/92 in use		Yes
<b>Navigational Policy, Procedures and documentation</b>				
3.0004	Is the vessel provided with adequate operator's navigation instructions and procedures?			Yes
3.0005	Has the master written his own Standing Orders and are Bridge Orders being completed?	Annual review sighted		Yes
3.0006	Have the deck officers countersigned the master's Standing Orders and Bridge Orders as being read and understood?	Verified by signatures in 'SMS Signatures File' retained on board vessel		Yes
3.0007	Are deck log books and engine movement (bell) books correctly maintained and is an adequate record being kept of all the navigational activities, both at sea and under pilotage?	Checked at random & found in order (note – vessel does not require engine movement log).		Yes
3.0008	Are the vessel's manoeuvring characteristics displayed on the bridge?	'Wheelhouse Poster' displays all relevant information.		Yes
3.0009	Are procedures in place for the testing of bridge equipment before arrival and departure?	Departure & arrive procedures in place		Yes
3.0010	Are records maintained of fire and safety rounds being completed after each watch?	'Fire & Security Patrol' completed on regular basis		Yes
3.0011	Are checklists for pre-arrival, pre-departure, watch handover, pilot-master exchange and pilot card effectively completed?	Verified on random basis. Pilot not required on this occasion as Master has suitable exemption		Yes
3.0012	Does the operator provide guidance on minimum under keel clearance and squat?	Underkeel information displayed on bridge. Squat not applicable.		Yes

3.0013	Has the DPA contact details been displayed around the vessel	Sighted in various locations around the vessel		Yes
3.0014	Has the bridge been adequately manned at all stages of the voyage?	Verified during passage		Yes
3.0015	Are the bridge lookout arrangements adequate?			Yes
<b>Navigational Equipment</b>				
3.0016	Is vessel fitted with a bridge navigational watch alarm system (BNWAS)?			NA
3.0017	Was the bridge navigational watch alarm system (BNWAS) operational at all times when the vessel is at sea?			NA
3.0018	Is the standard magnetic compass operational, properly maintained and adjusted?	Last tested 18/03/18		Yes
3.0019	Is the gyro compass operating satisfactorily?			Yes
3.0020	Are auto to manual steering changeover procedures clearly identified?			Yes
3.0021	Is manual steering used during periods of river transits and when navigating through restricted waters?			Yes
3.0022	Are regular gyro and magnetic compass errors being taken and are they being recorded?			NA
3.0023	Do the magnetic compass errors recorded in the compass error book broadly agree with the deviation card?			NA
3.0024	A receiver for a global navigation satellite system or terrestrial navigation radio navigation system			Yes
3.0025	A Navtex receiver	JRC NCR-333		Yes
3.0026	A whistle, bell	Whistle – manually controlled, compressed air		Yes
3.0027	Shapes			NA
3.0028	A properly adjusted standard magnetic compass.			Yes
3.0029	Date of last magnetic compass adjustment.	██████████ 18/03/18		Yes
3.0030	A steering magnetic compass.			Yes
3.0031	Means for taking bearings.			Yes
3.0032	A spare magnetic compass.			NA
3.0033	A telephone.	Mobile telephone		Yes

3.0034	A daylight signalling lamp.			Yes
3.0035	An automatic identification system (AIS).	Saab R4 Navigation System		Yes
3.0036	A VHF radio.	Sailor 6222 (DCS Encoder, DSC Watch Receiver & Radio Telephone)		Yes
3.0037	A gyro compass and repeaters and what type are fitted Conventional / Fibre Optic?	Sperry Marine		Yes
3.0038	Date of last gyro service for each if required	██████ – 03/2018		Yes
3.0039	Date each sphere last changed in gyros if conventional type fitted.			NA
3.0040	Visual compass readings to the emergency steering position.			NA
3.0041	Radar installation, ARPA	McMurdo G4		Yes
3.0042	Auto Pilot Functional			Yes
3.0043	SART working OK on 10cm radar	ACR/GME RLB-32		Yes
3.0044	Date magnetrons last changed.			NA
3.0045	Number of spare magnetrons carried onboard.			NA
3.0046	Radar plotting equipment.	Integrated with radar displays		Yes
3.0047	An echo sounder.	Skipper GDS11		Yes
3.0048	A speed and distance indicator.			Yes
3.0049	RPM, variable pitch indicators			Yes
3.0050	A rate of turn indicator.	Sperry Marine		Yes
3.0051	A receiver for a global satellite navigation system or terrestrial navigation radio navigation system.	Sailor 6222 (DCS Encoder, DSC Watch Receiver & Radio Telephone)		Yes
3.0052	Means of correcting heading and bearings to true at all times.			Yes
3.0053	A sound reception system.			Yes
3.0054	A voyage data recorder. (VDR)	██████ MDP-A3. Tested 16/03/18		Yes
3.0055	Are the nav lights all working correctly and working the correct sense, i.e. correct switch for correct light?			Yes

<b>Charts and Publications</b>				
<b>3.0056</b>	Has a system been established to ensure that nautical publications and charts are on board and current?	Undertaken by Marine Manager		Yes
<b>3.0057</b>	If the vessel is provided solely with paper charts are all charts required for the trading areas of the vessel on board and are these fully corrected?			NA
<b>3.0058</b>	Were the charts used for the previous voyage appropriate?			NA
<b>3.0059</b>	If the vessel is provided solely with paper charts, does the operator have procedures in place for the mandatory introduction of ECDIS?			NA
<b>3.0060</b>	If the vessel is equipped with an Electronic Chart Display and Information System (ECDIS), are the Master and deck watchkeeping officers able to produce appropriate documentation that generic and type-specific ECDIS familiarisation has been undertaken?	Training records sighted.		Yes
<b>3.0061</b>	If the vessel is provided solely with an Electronic Chart Display and Information System (ECDIS) does it meet the requirements of SOLAS?	Northrop Gruman Sperry Marine BV, type Visionmaster FT ECDIS. Marine Equipment Directive-Certificate of Conformity		Yes
<b>3.0062</b>	If the vessel is provided with an Electronic Chart Display and Information System (ECDIS) that uses a paper chart back-up system, are the paper charts provided, adequate for the areas in which the ship trades and are they fully corrected?			NA
<b>3.0063</b>	Are Lists of Lights, Tide Tables, Sailing Directions, the Nautical Almanac, the Annual Summary of Notices to Mariners and the Chart Catalogue the current editions and have they been maintained up to date where required?			Yes
<b>Navigation and planning</b>				
<b>3.0064</b>	Has the vessel been safely navigated and in compliance with international regulations?			Yes
<b>3.0065</b>	Is the echo sounder recorder marked with a reference date and time on each occasion it is switched on?	Contact LCD display		NA
<b>3.0066</b>	Was a comprehensive passage plan available for the previous voyage and did it cover the full voyage from berth to berth?			Yes

3.0067	Was position fixing satisfactory throughout the previous voyage and the frequency of plotted fixes in accordance with the passage plan?			NA
3.0068	Was radar parallel indexing used to monitor the position of the vessel?			NA
3.0069	During pilotage, was the position of the vessel adequately monitored?	Masters have pilot exemptions for Douglas, Dublin & Liverpool		NA
3.0070	Has the GPS been adjusted to the correct datum?			Yes
3.0071	Is there an adequate system for dealing with navigation warnings and are they being charted?			Yes
<b>Safety Management</b>				
3.0072	Has a safety officer been designated and trained to undertake this role?	Chief Officer		Yes
3.0073	Are the ship's officers familiar with the operation of fire fighting, life saving and other emergency equipment?	Verified using training records		Yes
3.0074	Is personal protective equipment such as boiler suits, safety footwear, eye and ear protection, safety harnesses and chemical protective equipment etc. provided and as required, being worn?			Yes
3.0075	Do the ship's staff refer to the companies PPE matrix and is it displayed?			Yes
3.0076	Are all hand torches approved for use in gas-hazardous areas?			NA
3.0077	Are regular safety meetings held, are the minutes recorded and does the operator provide shore management responses?	Every 6 weeks (maximum interval 42 days)		Yes
3.0078	Is there a procedure for the reporting, investigation and close-out of accidents, incidents, non-conformities and near misses?	ISM SP/06 Rev 11 01/04/15		Yes
3.0079	Is a completed ISGOTT Ship/Shore Safety Check List (SSSCL) available and are its provisions being complied with?			NA
3.0080	Are smoking regulations posted and being adhered to and are smoke rooms adequately identified?	No smoking allowed on board vessel		Yes
3.0081	Are external doors, ports and windows kept closed in port?			NA
3.0082	Is the accommodation space atmosphere being maintained at a higher pressure than that of the ambient air?			Yes



3.0083	Is all loose gear on deck, in stores and in internal spaces properly secured?			Yes
<b>Drills, Training and Familiarisation</b>				
3.0084	Is there a procedure for familiarization for new personnel?	Verified using training records		Yes
3.0085	Are drills for emergency procedures being carried out?	Matrix for planned emergency drills & training		Yes
3.0086	Are liferaft and fire drills regularly held?	Fire 01/10/17. Security exercise 05/09/17. Abandon ship drill 29/03/18 (witnessed)		Yes
3.0087	Is regular training in the use of life-saving equipment being undertaken?	As part of emergency drills		Yes
3.0088	Are pollution clean-up drills regularly held to determine that the shipboard pollution plan is up- to-date and efficient and are there records?	Damage exercise including pollution 08/10/17		Yes
<b>Ships Security</b>				
3.0089	Are ship security records related to port calls being maintained?	Vessel operates on scheduled route with standard procedure in use		NA
3.0090	Are ship security records related to the ship security plan being maintained?			Yes
3.0091	Has the operator furnished the master with the information required by the ISPS Code?			Yes
3.0092	Has a ship security officer been designated?	Chief Officer		Yes
3.0093	Has the ship security officer received adequate training?			Yes
3.0094	Is an adequate deck watch being maintained to prevent unauthorised access?			Yes
3.0095	Are all visitors asked for photo identification on boarding and escorted from the gangway to the ship's office?	Visitors are pre-authorised and escorted whilst on board.		Yes
3.0096	Has a gangway notice been posted, at the shore end of the gangway where possible?			NA
<b>Enclosed and Machinery Spaces</b>				
3.0097	Are enclosed space entry procedures in accordance with guidelines?			Yes
3.0098	Engine room entry procedures being complied with?			Yes
3.0099	Engine room spaces adequately ventilated?			Yes
3.0100	Are Engine room fire and flooding dampers clearly marked as to their operation and in good order?			Yes

3.0101	Are permanent arrangements provided for lifting an incapacitated person from the cargo and, if applicable, the ballast pumproom, including provision of a suitable stretcher or harness and is the equipment in good order?	Stretcher – located on Bridge		NA
<b>Monitoring Non-Cargo Spaces</b>				
3.0102	Are spaces adjacent to cargo tanks, including pipe ducts, regularly monitored for accumulations of gas?			NA
3.0103	Where a fixed system to monitor flammable atmospheres in non-cargo spaces is fitted, are recorders and alarms in order?			NA
<b>Gas Analysing Equipment</b>				
3.0104	Are portable gas and oxygen analysers appropriate to the cargoes being carried and are they in good order?			NA
3.0105	Are officers familiar with use and calibration of portable oxygen and hydrocarbon analysers?			Yes
3.0106	Is there a record of regular testing and calibration of portable analysers?	Tetra 3 H2S CO CH4 O2 & N gas detector. Calibrated 10/05/17 6 x Ventis MX4 – calibrated 27/02/18		Yes
3.0107	Is sufficient span calibration gas available for the types of fixed and portable analysers on board?			NA
3.0108	On vessels fitted with an inert gas system, are instruments capable of measuring hydrocarbon content in an oxygen deficient atmosphere available, if required and in good order?			NA
3.0109	Where toxic gases may be encountered, are appropriate toxic gas detection analysers available and in good order?			NA
<b>Hot Work Procedures</b>				
3.0110	Are hot work procedures in accordance with the recommendations of SMS?			Yes
3.0111	Are hot work procedure forms correctly completed and signed off?	Reviewed and found in order		Yes
3.0112	Is electric welding equipment in good order and are written safety guidelines available on site?			NA
3.0113	Is gas welding and burning equipment in good order?	Gas not carried on board		NA
3.0114	Is fixed piping installed from the gas cylinders to the operating position?			NA

3.0115	Are flashback arrestors fitted at the cylinders and at the workstation and are they in good order?			NA
3.0116	Are spare oxygen and acetylene cylinders stored apart in a dedicated storage and is the storage in a clearly marked, well-ventilated position outside the accommodation and engine room?			NA
<b>Life Saving Equipment</b>				
3.0117	Are ship-specific life-saving equipment training manuals available?			Yes
3.0118	Are ship-specific life-saving equipment maintenance instructions available and are weekly and monthly inspections being carried out?			Yes
3.0119	Are muster lists and lifejacket donning instructions displayed?			Yes
3.0120	Is there a maintenance and test schedule for lifeboat on-load release gear?	Vessel fitted with MES & liferafts only		NA
3.0121	Are lifeboats, including their equipment and launching mechanisms, in good order?	Vessel fitted with MES & liferafts only		NA
3.0122	Are liferaft & MES operating instructions displayed?	Vessel fitted with MES & liferafts only		NA
3.0123	Is the rescue boat, including its equipment and launching arrangement, in good order?	Zodiac RIBO420 & Deutsche Schlaunchboot 420 IRB. Serviced 04/2017. Davits serviced 5-year intervals		Yes
3.0124	Date lifeboats last in the water with testing of engines, steering and sprinkler systems.			NA
3.0125	Are liferafts in good order?	Liferafts & MES serviced 03/2018.		Yes
3.0126	Are hydrostatic releases, where fitted, correctly attached and in good order?	Expiry 03/2019		Yes
3.0127	Date liferafts next due annual service.	Liferafts & MES due 03/2019		Yes
3.0128	Are survival craft portable VHF radios and Search and Rescue Locating Devices in good order and charged?	iCom portable VHF radios		Yes
3.0129	Are spare batteries available?			Yes
3.0130	Are lifebuoys, lights, buoyant lines, quick release mechanisms and self-activating smoke floats in good order?			Yes
3.0131	Are lifejackets in good order?	Checked at random		Yes
3.0132	Are immersion suits in a good order?	Checked at random		Yes
3.0133	Are pyrotechnics, including line throwing apparatus, in date and in good order?	Checked at random		Yes

3.0134	Are the locations of life saving appliances marked with IMO symbols?	Checked at random		Yes
<b>Fire Fighting Equipment</b>				
3.0135	Are ship-specific fire training manuals available?			Yes
3.0136	Are ship-specific fire safety operational booklets available?			Yes
3.0137	Are fire fighting equipment weekly and monthly inspections being carried out?			Yes
3.0138	Are records available to show that samples of foam compound have been tested at regular intervals?			Yes
3.0139	Is a fire control plan exhibited within the accommodation, is a copy also available externally and is equipment correctly marked on it?			Yes
3.0140	Are fire mains, international shore connection, pumps, hoses and nozzles in good order and available for immediate use?			Yes
3.0141	Are isolating valves in fire lines clearly marked and in good order?			Yes
3.0142	Is the International shore fire connection readily available externally and is the location clearly marked?			NA
3.0143	Are the main deck, engine room and other fixed fire extinguishing systems, where fitted, in good order and are clear operating instructions posted?			Yes
3.0144	Are fixed fire detection and alarm systems in good order and tested regularly?	Autronica type BS-100 DYFI. Services 14/03/18		Yes
3.0145	Is the emergency fire pump in full operational condition and are starting instructions clearly displayed?	Fire pumps are situated in both hulls and as both hulls are independently supplied with power there is no requirement for an emergency fire pump.		NA
3.0146	Are portable fire extinguishers in good order with operating instructions clearly marked?			Yes
3.0147	Are firemen's outfits and breathing apparatus in good order and ready for immediate use?			Yes
3.0148	Are breathing apparatus sets fitted with fully pressurised air cylinders?			Yes
3.0149	Are emergency escape breathing devices (EEBD's) in the accommodation, pump room and engine room in good order and ready for immediate use?			Yes

3.0150	Are accommodation and ventilation fan emergency stops in good order and clearly marked to indicate the spaces they serve?			Yes
3.0151	Are fire flaps in good order and clearly marked to indicate the spaces they serve?			Yes

**Sectional comments for Safety and Compliance**

Portable fire extinguishers, breathing apparatus, escape sets, oxygen cylinders, foam applications, HP CO2, immersion suits – all inspected/services 14/03/18.

Fire detection system – smoke, heat & flame detectors plus call points.

## 4 Environmental Protection

No.	Item	Comment	Pic	Checked Yes / No / NA
<b>Material Safety Data Sheets (MSDS)</b>				
4.0000	Are Material Safety Data Sheets (MSDS) on board for all the cargo products being handled and are all officers familiar with their use?	Ro-ro only – freight subject to regulations for transport by road including correct marking of dangerous goods		NA
4.0001	Have Material Data Safety Sheets been provided for the bunkers currently on board?	Vessel uses single-source fuel supplier		NA
4.0002	Are chemicals properly stowed and are Material Safety Data Sheets available?	Limited number of chemicals carried on board in form of cleaning liquids, etc.		Yes
4.0003	Are Material Safety Data sheets provided for paints, protective coatings and all other corrosive or toxic materials that are carried on board?	Limited amount of paints & chemicals carried on board.		Yes
<b>Oil Record Books</b>				
4.0005	Are the Engine Room (Part I) and Cargo (Part II) Oil Record Books (ORBs) correctly completed?			Yes
4.0006	Do the sludge and bilge tanks designated in Form A or Form B of the IOPP Certificate and those listed in the Oil Record Book Part I, agree?	No sludge or bilge tanks fitted.		NA
4.0007	Are the Oil Record Books free of any pollution incidents or violations?			Yes
4.0008	Have disposals of slops and dirty ballast been adequately recorded and were they in accordance with MARPOL?	No ballast tanks fitted		NA
4.0009	If the disposal of engine room oily water or sludge to a cargo or slop tank has taken place, has the event been recorded in both Oil Record Books, was the receiving tank free of cargo and have the transfer arrangements been approved by Class?			NA
<b>Oil Spill</b>				
4.0010	Is an approved MARPOL Shipboard Oil Pollution Emergency Plan (SOPEP) or Shipboard Marine Pollution Emergency Plan (SMPEP) provided?	Approved by DnV 22/04/09 & reviewed for compliance with SMS requirements 23/02/16.		Yes
4.0011	Does the plan include a description of equipment, its location, a plan for deployment and specific crewmember duties for handling small spills?			Yes

4.0012	Is the IMO Coastal Contact List up to date, is the master aware of port contact procedures and has a contact list been made for this port?			Yes
4.0013	Is there an emergency Vessel Response Plan (VRP)?			Yes
4.0014	Name of the OPA-90 Qualified Individual (QI):	DPA - [REDACTED]		Yes
<b>Cargo Operations and Deck Area Pollution Prevention</b>				
4.0015	Are officers aware of the requirements of MARPOL with respect to the disposal of bilge water and cargo slops?			Yes
4.0016	Is the condition of scupper plugs satisfactory and are scuppers effectively plugged?			Yes
4.0017	Is the ship fitted with a main deck boundary coaming?			Yes
4.0018	Are means readily available for dealing with small oil spills?	SOPEP equipment carried on board vessel.		Yes
<b>Ballast Water Management</b>				
4.0034	Does the operator have a Class approved ballast water and sediments management plan and are records being maintained of all ballast water exchanges?	Vessel does not carry ballast.		NA
4.0035	Can the vessel check or sample segregated ballast prior to de-ballasting?			NA
4.0036	Are segregated ballast tanks free from evidence of oil?			NA
<b>Engine and Steering Compartments</b>				
4.0037	Are the engine room bilge oily water pumping and disposal arrangements in good order?			Yes
4.0038	Are emergency bilge pumping arrangements ready for immediate use; is the emergency bilge suction clearly identified and, where fitted, is the emergency overboard discharge valve provided with a notice warning against accidental opening?			Yes
4.0039	Are dedicated sludge pumps free from any connection to a direct overboard discharge?	Not fitted		NA
4.0040	Is the oily water separator in good order?	Calibrated 10/03/14		Yes
4.0041	Are specific warning notices posted to safeguard against the accidental opening of the overboard discharge valve from the oily water separator?	Not used on current voyages		Yes

4.0042	If the oily water separator is not fitted with an automatic stopping device, do entries in the Oil Record Book Part 1 indicate that it has not been used in a Special Area?			NA
4.0043	Are the arrangements for the disposal of steering compartment oily bilge water adequate?			Yes
<b>Garbage Management</b>				
4.0044	Does the vessel have a garbage management plan and has garbage been handled and disposed of in accordance with MARPOL?	All garbage discharged to Douglas terminal.		NA
4.0045	Has the Garbage Record Book been correctly completed?			NA
<b>Port State Inspections</b>				
4.0046	Port State control reports present?	PSC reports sighted – no evidence of recurring or significant deficiencies noted		Yes

#### Sectional comments for Environmental Protection

Vessel has Document of Compliance for Dangerous Goods issued by DnV on 020/03/18 with an expiry of 31/01/19.



## 5 Regulatory and Other

No.	Item	Comment	Pic	Checked Yes / No / NA
<b>Certification and Documentation</b>				
5.0000	Certificate of Registry	IoM Government. 22/05/17		Yes
5.0001	Continuous Synopsis Record	Issued 02/12/10		Yes
5.0002	Certificate of Class	DnV. Issued 20/03/18. Expires 31/01/23.		
5.0003	Document of Compliance (DOC)	Issued 28/11/13. Expires 03/12/18. Endorsed 05/12/17		Yes
5.0004	Safety Management Certificate (SMC)	Issued 08/10/14. Expires 26.10/19. Endorsed 24/10/17		Yes
5.0005	Passenger Ship Certificate	High-speed Craft Safety Certificate. Issued 20/03/18. Expires 31/01/23		Yes
5.0006	Safety Radio Certificate			NA
5.0007	Safety Construction Certificate			NA
5.0008	International Ship Security Certificate	Issued 08/10/14. Expires 26/10/19. Endorsed 24/10/17		Yes
5.0009	International Oil Pollution Prevention Certificate	Issued 20/03/18. Expires 31/01/23.		Yes
5.0010	International Air Pollution Prevention Certificate	Issued 20/03/18. Expires 31/01/23.		Yes
5.0011	Minimum Safe Manning Document	Issued 09/10/14. Expires 26/10/19.		Yes
5.0012	Certificate of Fitness for the Carriage of Chemicals or Gas			NA
5.0013	Load Line Certificate	Issued 20/03/18. Expires 31/01/23		Yes
5.0014	Civil Liability Convention (1992) Certificate	Issued 22/09/17. Expires 30/09/18.		Yes
5.0015	Name of P and I Club	British Marine		Yes
5.0016	Do the operator's procedures manuals comply with ISM Code requirements?			Yes
5.0017	Does the Operator's representative visit the vessel at least bi-annually? Record the date of the last visit.	Ship Manager visits vessel on daily basis during scheduled calls at Douglas. Visits nights & weekends as/when required during maintenance, et.		Yes
<b>Publications</b>				
5.0018	SOLAS Consolidated edition			Yes
5.0019	International Life Saving Appliance Code (LSA Code)			Yes
5.0020	International Code for Fire Safety Systems (FSS Code)			Yes
5.0021	International Ship and Port Facility Security			Yes

5.0022	International Safety Management Code (ISM Code) and the guidelines of the implementation of the ISM Code.			Yes
5.0023	International Standards on Training, Certification and Watchkeeping for Seafarers (STCW)			Yes
5.0024	IMDG code			NA
5.0025	Guidelines for the control of drugs and alcohol on board ships			Yes
5.0026	Guidelines on Fatigue			Yes
<b>Navigational Publications</b>				
5.0027	Bridge Procedures Guide			Yes
5.0028	Collision Regulations, Consolidated edition			Yes
5.0029	Bridge Team Management			Yes
5.0030	Ship's Routeing			Yes
5.0031	International Code of Signals			Yes
5.0032	International Aeronautical and Maritime Search and Rescue Manual, IAMSAR Manual (Volume			Yes
5.0033	Guide to Helicopter/Ship operations			NA
<b>Mooring Publications</b>				
5.0034	Mooring Equipment Guidelines			No
5.0035	Effective Mooring			No
5.0036	Recommendations for Equipment employed in the Bow Mooring of Ships at Single Point Moorings			NA
5.0037	Anchoring Systems and Procedures.			No
<b>Casualty History</b>				
5.0038	Casualty history - sourced from which on board documents	Incident reports		Yes
<b>Class Survey</b>				
5.0039	Class survey reports available on board?			Yes

**Sectional comments for Regulatory & Other**

Class Notation ✕1A1 HSLC Car ferry B E0 R1.

Craft Operating Manual – Issued 11/1998 with regular reviews & updates (most recent 03/2018).

Stability Manual – approved by DnV GL 19/04/17. Approved by DnV for compliance with HCS 2000 Ch.2.7 & 1994 HSC Ch.2.7. issued 27/06/16. Expires 26/06/21.

Cargo Securing Manual – IoM approval 27/10/11.

Permit to Operate High-Speed Craft – Issued by IoM Government on 20/03/18 with a validity to 31/01/23 – Category B Passenger Craft. Operating limits on Irish Sea between any two of the following ports: Douglas, Liverpool, Heysham, Belfast & Dublin.

## Vessel Report “ARROW”



**Report Reference GSS 325864/ARR**

**Report Date 23 April 2018**

## Scoring

Based on the inspection carried out, the ships technical condition has been graded as:-

**4**

The below table references the grading scale.

<b>Grade</b>	<b>Condition</b>	<b>Description</b>
7	Excellent	Fully reconditioned or new, incapable of operational and cosmetic improvement.
6	Very Good	Improvement to excellent will require significant investment.
5	Good	Well maintained and presented, improvement possible with minimal increase in present level of investment.
4	Acceptable	Basic sustainable operational condition, requiring ongoing maintenance and investment at present levels and above to prevent further deterioration.
3	Poor	Deficient and requiring immediate additional investment to maintain serviceable condition
2	Very Poor	Deficient and requiring immediate significant investment to maintain serviceable condition.
1	Unsatisfactory	Deficient and likely to be incapable of recovery without immediate substantial investment.

A detailed set of statistics and technical report follows with comments and photographic evidence of the vessels condition.

A large separate photo library of ships individual equipment can be supplied upon request.

## Ship Particulars

<b>Ship Name</b>	ARROW				
<b>Managers contact and address</b>	Seatruck Ferries Shipholding North Quay Heysham Morecambe LA3 2XF				
<b>Survey request by</b>	IOMT				
<b>Vessel IMO Number</b>	9119414	<b>Call Sign</b>	2GFG5	<b>Deadweight</b>	5,803
<b>ON Number</b>	9752	<b>MMSI Number</b>	235096892	<b>Gross Tonnage</b>	7606
<b>Class</b>	DNV/GL	<b>Flag</b>	Isle of Man	<b>Vessel delivery Date</b>	Aug 1998
<b>Hull Type</b>	Steel	<b>Ship Builder</b>	Ast de Huelva SA	<b>Hull Number</b>	---
<b>Vessel Type</b>	Ro-Ro cargo Ship	<b>Crew Compliment</b>	18	<b>Length(m)</b>	122.32
<b>Date of last Special Survey</b>	09/07/13	<b>Date of last Intermediate Survey</b>	05/10/2016	<b>Breadth(m)</b>	19.80
<b>Surveyors Name</b>	██████████		<b>Surveyors email address</b>	██████████ ██████████	
<b>Port(s) of inspection or details of voyage where inspection took place</b>			Douglas Isle of Man & Transit to Heysham Port		
<b>Date of embarkation</b>	19/4/18	<b>Time of Embarkation</b>	14:00		
<b>Date of Disembarkation</b>	19/4/18	<b>Time of Disembark</b>	23:20		
<b>Master's Name</b>	██████████		<b>Chief Engineer's Name</b>	██████████	
<b>Other Info</b>	IOMSP Ship Manager – ██████████				

# 1 Maintenance and Dry docking

No.	Item	Comment	Pic	Checked Yes/No/ NA
<b>General appearance and condition</b>				
1.0000	Is the general condition, visual appearance and cleanliness of the hull satisfactory?	Generally, in good condition with some signs of surface rusting	✓	Yes
1.0001	Is the hull free of oil staining, extensive coating breakdown or excessive marine growth?	Where seen in good condition. No marine growth noted on bulbous bow when viewed from above during passage. Access to stbd. side in port was not possible.	✓	Yes
1.0002	Are hull markings clearly indicated and correctly placed?	Where seen	✓	Yes
1.0003	Is the general condition, visual appearance and cleanliness of the weather decks satisfactory?	Unable to visually inspect all areas due to non-slip covering	✓	Yes
1.0004	Do decks in working areas have clearly identified non-slip surfaces?	Yes	✓	Yes
1.0005	Is the general condition of service pipework satisfactory and is it free from significant corrosion and pitting and soft patches or other temporary repairs?	Commensurate with age of vessel where seen	✓	Yes
1.0006	Are pipe stands, clamps, supports and expansion arrangements satisfactory?	Fair condition	✓	Yes
1.0007	Are all deck openings, including watertight doors and portholes, in good order and capable of being properly secured?		✓	Yes
1.0008	Are fuel, ballast and other space vents and air pipes in good order and does visual evidence indicate regular maintenance?	Good condition	✓	Yes
1.0009	Are all vents and air pipes clearly marked to indicate the spaces they serve?	Predominantly	✓	Yes
1.0010	Is the general condition, visual appearance and cleanliness of the superstructure satisfactory?	Where seen	✓	Yes
<b>Survey and Repair History</b>				
1.0011	Are class certificates and survey reports adequately filed?	Yes		Yes
1.0012	Is the vessel free of conditions of class or significant recommendations, memoranda or notations?	1 condition due 31/8/18 – relates to stbd side of bottom vehicle ramp strength- to be replaced		Yes

1.0013	Are procedures in place to carry out regular inspections of cargo and ballast tanks, void spaces, trunks and cofferdams by the vessel's personnel and are records maintained?	Yes		Yes
<b>Enhanced Survey Program</b>				
1.0014	If the vessel is subject to the Enhanced Survey Program, is the report file adequately maintained?			NA
1.0015	Is a thickness measurement report available?	Last carried out at Greenock UK 22/8/2017		Yes
1.0016	Are the main structural plans for cargo and ballast tanks available on board?	Yes		Yes
1.0017	Is the previous repair history for cargo systems on board?			NA
1.0018	Is the previous repair history for ballast tanks on board?	Class records, drydock reports & PM system		Yes
1.0019	Is the previous repair history for hull and structure on board?	Class records, drydock reports & PM system		Yes
<b>Condition Assessment Scheme</b>				
1.0020	If the vessel is subject to the Condition Assessment Scheme (CAS), are copies of the Condition Assessment Scheme Final Report and Review Record available?			NA
1.0021	Has a Survey Plan for the CAS been completed and submitted by the operator?			NA
1.0022	Has the vessel been enrolled in a Classification Society Condition Assessment programme (CAP)?			NA
<b>Structural Condition</b>				
1.0023	Is the Enhanced Survey Program file free from any information that raises concerns relating to the vessel's structure?			NA
1.0024	Is the hull free from visible structural defects that warrant further investigation?	Where seen. No ballast tank or void space inspection carried out	✓	Yes
1.0025	Is the hull free from marine growth and fouling?	Where seen	✓	Yes
1.0026	Any signs of corrosion?	Where seen, coating looked to be in good condition. Some minor spot corrosion on half piper fenders at stern and port side.	✓	Yes
1.0027	Are Plimsoll marks in good order?	Port side in good condition, stbd side not viewed	✓	Yes
1.0028	Are weather decks free from visible structural defects that warrant further investigation?	Acceptable condition	✓	



1.0029	Describe general condition of forward and aft decks and those around the accommodation and engine casing.	Acceptable condition with ongoing maintenance required to keep standard	✓	Yes
1.0030	Is the superstructure free from visible structural defects that warrant further investigation?	Where seen appears in acceptable condition	✓	Yes
1.0031	Are internal spaces free from visible structural defects that warrant further investigation?	Where seen appears in acceptable condition		Yes
1.0032	If any cargo and/or ballast tanks were sighted from the deck, were they in good order?	No access possible		No
1.0033	If any cargo and/or ballast tanks were inspected internally, were they in good order?	Refer UT report dated 22/08/2017		No
1.0034	Condition of Forepeak tank after internal inspection: -	No access possible		No
1.0035	Misc. top side tank inspected:			NA
1.0036	Condition of double bottom tanks after inspection internally	No access possible		No
1.0037	Cargo hold and hatch covers inspected:	Visual inspection of main deck hatch from above and below. No leaks apparent. Hatch cover top surface forms main car/trailer deck and was found variously pitted over the whole area. The pits were smooth and well coated and of no obvious concern to Class. This type of pitting cannot be avoided due to the nature of the heavy trucks/trailers	✓	Yes
1.0038	Cargo hold hatch combings			NA
1.0039	Ladders / Stairways inspected	Good condition	✓	Yes
1.0040	Weather tight doors and cargo access hatches inspected	Good condition	✓	Yes
1.0041	Main deck	Acceptable condition	✓	Yes
1.0042	Mezzanine decks			NA
1.0043	Shell plating condition	Where seen (port side external above water line) in acceptable condition	✓	Yes
1.0044	Bulwarks and rails	Acceptable condition	✓	Yes

1.0045	Forecastle deck	Acceptable condition, some minor corrosion on weld seams	✓	Yes
1.0046	Aft mooring (Poop) deck	Acceptable condition, some minor corrosion on weld seams	✓	Yes
1.0047	Hull Markings	Where seen in clear and legible	✓	Yes
1.0048	Condition of side doors	Acceptable		Yes
<b>Mooring Equipment and documentation</b>				
1.0189	Are certificates available for all mooring ropes and wires?	All in date		Yes
1.0190	Are any ropes or wires in use whose age exceeds the companies maximum working life?	No maximum working life stipulated by company. Equipment renewed based on visual and annual inspections		Yes
1.0191	Do all mooring ropes and where fitted, mooring wire tails, meet OCIMF guidelines?			NA
1.0192	If one or more bow stoppers are fitted is a certificate attesting to the safe working load provided?			NA
1.0193	Are there records of the inspection and maintenance of mooring ropes, wires and equipment?	Yes		Yes
1.0194	Is there a policy in place for the testing of winch brakes and are the results recorded?	No testing, visual inspection and recorded in PM system		Yes
1.0195	Date of last mooring winch brake test.			NA
1.0196	Are moorings satisfactorily deployed and tended?	Yes	✓	Yes
1.0197	Are mooring lines secured to bitts and turned up correctly?	Yes		Yes
1.0198	Are all powered mooring lines correctly reeled on drums?	Yes		Yes
1.0199	Are all powered mooring lines secured on brakes and are the winches out of gear?	Yes		Yes
1.0200	On split drum winches are all the lines made fast with no more than one layer on each tension side of the drum?			NA
1.0201	If mooring tails are fitted to wires, do they have proper connecting links and are they correctly fitted?			NA

1.0202	Are all mooring lines stowed neatly to minimise tripping hazards and are mooring areas clear and unobstructed?	Yes	✓	Yes
1.0203	Are mooring winches / capstans in good order?	Apparent good order. Witnessed operations at Douglas on departure & Hashem on arrival	✓	Yes
1.0204	Do mooring winch foundations appear to be in good order?	Yes	✓	Yes
1.0205	Do brake linings, drums and pins appear to be in good order?	Yes	✓	Yes
1.0206	Is the thickness of the remaining brake lining above minimum limits for that equipment?	Yes	✓	Yes
1.0207	If mooring winches in a gas hazardous area are electrically powered, are motors Ex 'd' rated?			NA
1.0208	If mooring winches are electrically powered, are insulation tests carried out and the results recorded?			NA
1.0209	Are mooring wires, ropes and synthetic tails in good order?	Yes		Yes
1.0210	Are pedestal fairleads, roller fairleads and other rollers well greased and free to turn and are bits and chocks free of grooving?	Apparently in good condition		Yes
1.0211	Is mooring equipment marked with its SWL?	No markings	✓	Yes
1.0212	Are windlasses, anchors, locking bars and cables in good order and operating effectively?	Yes	✓	Yes
1.0213	Except whilst alongside, when locking bars should be in place, were the anchors cleared and ready for immediate use during port entry?	Yes		Yes
1.0214	Are the chain locker doors securely battened down?	Yes		Yes
1.0215	Are bitter end securing arrangements unobstructed and outside the chain locker?	Yes	✓	Yes
1.0216	Is single point mooring (SPM) and associated equipment fitted to OCIMF recommendations?			NA
1.0217	If the vessel is equipped for mooring at single point moorings, does it meet the recommendations as applicable, contained in Mooring Equipment Guidelines (3rd Edition)?			NA
1.0218	If the vessel is fitted with a hydraulically operated bow stopper, are safeguards provided to prevent its accidental release?			NA

1.0219	Are emergency towing arrangements readily available for deployment at both ends of the vessel?			NA
1.0220	Has the vessel three copies of the emergency towing booklet and are they located correctly?	Yes	✓	Yes
<b>Communications</b>				
1.0221	Are instructions for operating the digital selective calling (DSC) and satellite communications equipment in an emergency clearly displayed?	Yes	✓	Yes
1.0222	Are the vessel's call sign and Inmarsat ship station identity clearly marked on the radio installation?	Yes	✓	Yes
1.0223	Can officers demonstrate a satisfactory understanding of how to operate the equipment in an emergency?	Yes		Yes
1.0224	Are officers aware of the requirements for position updating on two-way communications equipment?	Yes		Yes
1.0225	Are officers aware of the function of the ship security alert system and how it operates?	Yes		Yes
1.0226	Has a qualified person been designated to handle distress communications?	C/O		Yes
1.0227	Are the periodical tests of communications equipment being carried out as required?	Yes		Yes
1.0228	Is the Radio Log being maintained correctly?	Yes		Yes
1.0229	If applicable, is the emergency radio battery log up to date?			NA
1.0230	When are the batteries due for renewal?	Aug 18		Yes
1.0231	Is there a maintenance programme in place to ensure availability of the radio equipment?	Shore bases maintenance contract with company [REDACTED]		Yes
1.0232	Is the vessels public address system operational?	Witnessed use during survey		Yes
1.0233	Is the communications equipment in good order?	Witnesses Vhf use during departure and arrival		Yes
1.0234	Does the vessel have weather routing system fitted?			NA
1.0235	Is the satellite EPIRB fitted, armed and labelled correctly and inspected in accordance with the manufacturer's requirements?	Yes		Yes
1.0236	When is the EPIRB next due annual service?	Aug 18		Yes
1.0237	Are radio emergency batteries in good order and fully charged?	Yes		Yes
1.0238	Are Lists of Radio Signals the latest edition and corrected up to date?	Electronic download from internet		Yes

1.0239	Is the vessel equipped with sufficient intrinsically safe portable radios for use on deck?	Yes		Yes
1.0240	Are Compact Fluorescent Light bulbs used in lighting located far enough away from navigational and communications equipment to avoid causing interference?	Lights were incandescent, not fluorescent. All good		Yes
<b>Engine and steering compartments Policies, Procedures and Documentation</b>				
1.0241	Is the vessel provided with adequate operator's instructions and procedures?			Yes
1.0242	Are the duties of the watch-standing officers and ratings clearly defined?	Watch keeping duties posted in e/r & bridge		Yes
1.0243	If the machinery space is certified for unmanned operation is it being operated in that mode?	Fully manned, no UMS certificate		Yes
1.0244	If the machinery space is being operated manned, are there sufficient engineers on board?	3 engineers, electrician & motormen		Yes
1.0245	Are there adequate procedures to prevent uncontrolled entry into the engine room?	Yes		Yes
1.0246	Has the chief engineer written his own standing orders and are night orders being completed?	Yes	✓	Yes
1.0247	Is the engine room log book adequately maintained?	Yes		Yes
1.0248	Have the watch engineers countersigned the chief engineer's standing and night orders as read and understood?	Yes	✓	Yes
1.0249	Is the dead man alarm system, where fitted, in good order and used as required?	Yes		Yes
1.0250	Is there a procedure to restart critical equipment?	No		Yes
1.0251	Does the operator subscribe to a fuel, lubricating and hydraulic oil testing programme, and is there a procedure in place to consider the results?	Lube oil sampling via ██████████ Serv lubricant analysis. No fuel analysis carried out		Yes
1.0252	Are detailed bunker transfer instructions available?	Yes/ posted at bunker station		Yes
1.0253	Is the vessel able to safely comply with SECA legislation regarding use of low sulphur fuels in boilers?	Uses Diesel/gas oil for boilers		Yes
1.0254	Are written instructions provided to control the change from residual to low-sulphur fuels?			NA
<b>Planned Maintenance:</b>				
1.0255	Is a comprehensive and up to date inventory of spare parts being maintained?	Maintained in Star Vessel Explorer system		Yes

1.0256	Is a planned maintenance system being followed and is it up to date?	Star Vessel Explorer Planned maintenance system		Yes
1.0257	How is the condition and quality of spare parts?	OEM equipment reportedly supplied.		Yes
<b>Safety Management:</b>				
1.0258	Is an engineer's call alarm fitted and is it in good order and tested regularly and the results recorded?	Via dead man alarm system		Yes
1.0259	Are emergency escape routes effectively marked, unobstructed and adequately lit?	Yes	✓	Yes
1.0260	Is the level of lighting in all areas of the engine room satisfactory?	Adequate		Yes
1.0261	Do records indicate the regular testing of emergency equipment?	Yes		Yes
1.0262	Is the fuel system fitted with valves that are capable of being closed from outside the machinery space and are they regularly tested and in good order?	Tested every 3 months on rotational basis	✓	Yes
1.0263	Are engine room emergency stops for ventilation fans clearly marked and do records indicate that they have been regularly tested?	Yes	✓	Yes
1.0264	Are diesel engine high and low pressure fuel delivery pipes adequately jacketed or screened?	Yes	✓	Yes
1.0265	Are diesel engine exhausts and other hot surfaces in the vicinity of fuel, diesel, lubricating and hydraulic oil pipes protected against spray?	Yes	✓	Yes
1.0266	Are hot surfaces, particularly diesel engines, free of any evidence of fuel, diesel and lubricating oil?	Yes	✓	Yes
1.0267	Are purifier rooms and fuel and lubricating oil handling areas ventilated and clean?	No purifier room, common with engine room. Save-alls clean and free of oil	✓	Yes
1.0268	Are the remote shut down of ventilation, fuel pumps and purifiers tested and recorded in the PMS:	Yes		Yes
1.0269	If the vessel class notation allows UMS operation, are main engine bearing temperature monitors, or the crankcase oil mist detector, in good order?			NA
1.0270	Where hydraulic aggregate pumps are located within the main engine compartment, is an oil mist detector fitted?			NA

1.0271	Are the main switchboard, alternators and other electrical equipment satisfactorily protected from water spray and are insulation resistance records for all equipment in the PMS?	Yes. IR checks carried out on rotational basis		Yes
1.0272	Is deck insulation provided to the front and rear of medium power (i.e. 220V and above) electrical switchboards and is it in good order?	Yes		Yes
1.0273	Are gauge glass closing devices on oil tanks of a self-closing, fail-safe type and not inhibited?	All found in good order		Yes
1.0274	Are self-closing sounding devices to double bottom tanks in good order and closed?	All found operational with weighted cocks		Yes
1.0275	Is all moving machinery provided with effective guards where this presents a hazard?	All in good order		Yes
1.0276	Do engine room machine tools have adequate eye protection available?	Yes		Yes
1.0277	Are records maintained for the regular inspection and testing of lifting devices?	Yes		Yes
1.0278	Is an inspection and maintenance programme in place for other lifting equipment such as wire slings?	Yes		Yes
1.0279	Is all loose gear in the machinery spaces, stores and steering compartment properly secured?	Yes	✓	Yes
1.0280	Are machinery spaces and steering compartments clean and free from obvious leaks and is the overall standard of housekeeping and fabric maintenance satisfactory?	Yes	✓	Yes
1.0281	Are bilges free of oil, rubbish and sediment?	Found clean and dry	✓	Yes
1.0282	Are seawater pumps, sea chests and associated pipework in good order and free of hard rust and temporary repairs, particularly outboard of the ship-side valves?	No apparent temporary repairs. All machinery in operation or on standby		Yes
1.0283	Is the bilge high level alarm system regularly tested and are records maintained?	Weekly		Yes
<b>Machinery status:</b>				
1.0284	Auxiliary engines and generators, including shafting and emergency generators where fitted and maintained to manufacturers recommendations	Yes		Yes
1.0285	Boilers, including waste heat and domestic boilers	Yes		Yes

1.0286	Compressors including main, instrument and emergency air compressors	Yes		Yes
1.0287	Purifiers and fuel oil handling equipment	Yes		Yes
1.0288	The main engine satisfactory state of repair maintained to manufacturers recommendations	Yes		Yes
1.0289	Inert gas plant, including the fans, scrubber, analyser and valves			NA
1.0290	Sewage plant;	Yes		Yes
1.0291	Bilge	Where seen		Yes
1.0292	Pipework, including steam, fuel, lubricating oil, seawater, sewage, drain and air pipes, etc.	Externally where seen appeared in good order		Yes
1.0293	Refrigeration	No reported issues		Yes
1.0294	Hydraulic aggregate pumps			NA
1.0295	Ventilation fans and trunking	All reportedly in working order		Yes
1.0296	Any other items of machinery, including stand-by machinery			
1.0297	Main Engines - Records of major repairs or modifications?	PM system		Yes
1.0298	Auxiliary Engines - Records of major repairs or modifications?	PM system		Yes
1.0299	Is the engine side manoeuvring station in good order and are engineers familiar with the procedure for taking control from the bridge in an emergency?	Yes		Yes
1.0300	Are running hours recorded in the PMS for essential machinery	Monthly		Yes
1.0301	Are insulation tests recorded in the PMS	Yes	✓	Yes
1.0302	Are crank shaft deflections recorded in the PMS	Last taken 23/6/17- all within manufacturers stated limits	✓	Yes
1.0303	Are Lube oil analysis reports available on board and entered into the PMS?	Last analysis – 17 Jan 2018	✓	Yes
1.0304	Are turbo charger maintenance recorded in the PMS	Yes		Yes
1.0305	Are crank shaft deflection records available	See 1.0302 above		Yes
1.0306	Are automation systems, machinery monitoring devices alarms and shutdowns tested and are working correctly	Reportedly all functioning.		Yes
1.0307	Is the oil mist detector working correctly	Reportedly functioning correctly		Yes
1.0308	Are the boiler (main and Aux) level alarms working correctly	Reportedly functioning correctly		Yes



1.0309	Are the main and aux boiler combustion control systems and monitoring working correctly?	Reportedly functioning correctly		Yes
1.0310	Records of scavenge space inspections and crank case inspections available.			NA
1.0311	Are concise starting instructions for the emergency generator clearly displayed?	Yes	✓	Yes
1.0312	Are the fuel pipes, lagging and exhaust pipes all in good order?	Yes		Yes
1.0313	Are the records of boiler and economiser cleaning in the PMS	Yes		Yes
1.0314	Incinerator and waste burning system working correctly	Incinerator is out of use with no plans to reinstate it		Yes
1.0315	Fuel types and suitability procedures for testing/approval prior to use ( ) etc	No testing carried out due to small quantities being used		Yes
1.0316	Purification measures and control of viscosity	IFO 380- in use and purified at 98°C		Yes
1.0317	Bunker tank measurement systems on board to minimise risk of comingling and or inadvertent bunkering of high sulphur fuel into dedicated low sulphur fuel oil tanks.			NA
1.0318	Emission control systems			NA
1.0319	Are fuel additives used, and are they effective	No additives used		Yes
1.0320	Emergency fuel shut off devices working correctly and tested	yes		Yes
1.0321	Fuel transfer system, vents overflow and alarm arrangements	All reportedly functioning		Yes
1.0322	Engine room and technical spaces cleanliness and housekeeping	Good standard of housekeeping		Yes
1.0323	Proximity of hot surfaces to flammable liquids / lagging protection	Anti-splash tape on flanges etc	✓	Yes
1.0324	Storage of combustible gasses	Acetylene & oxygen stowed in separate lockers on poop deck	✓	Yes
1.0325	Is the emergency generator reserve fuel tank provided with sufficient fuel?	Yes		Yes
1.0326	Where an emergency generator is not fitted, are engine room emergency batteries in good order and fully charged?			NA
1.0327	Is all electrical equipment including junction boxes and cable runs in good order with no temporary fixes or cables?	Where seen, all as per best practice		Yes
1.0328	Are switchboards free of significant earth faults and is maintenance and earths logged in the PMS?	No earth faults		Yes

1.0329	Is boiler water treatment log book available?	Inspected and all in order. Results aren't inspected by chemical company, only onboard and superintendent	✓	Yes
<b>Steering Gear</b>				
1.0330	Has the emergency steering gear been tested within the past three months and are the results recorded?	03/03/18		Yes
1.0331	Are emergency steering gear changeover procedures clearly displayed in the steering compartment and in the wheelhouse?	Yes	✓	Yes
1.0332	Are officers familiar with operation of the steering gear in the emergency mode?	Yes		Yes
1.0333	Is the steering gear emergency reserve tank fully charged?	Yes		Yes
1.0334	Are the arrangements for the provision of heading information adequate?	Yes		Yes
1.0335	Are communications with the bridge satisfactory?	Yes		Yes
1.0336	Is the rudder angle indicator clearly visible at the emergency steering position?	Yes		Yes
1.0337	Is access to steering gear unobstructed?	Yes		Yes
1.0338	Is the steering compartment fitted with suitable handrails, gratings or other non-slip surfaces?	No hand rails		Yes
<b>Electric Lighting</b>				
1.0339	Is deck lighting adequate?	Yes		Yes
1.0340	Is the general condition of electrical equipment, including conduits and wiring, satisfactory?	Yes		Yes
1.0341	Are light fittings in gas-hazardous areas Ex 'd' rated and in good order?			NA
<b>Engine Room House Keeping</b>				
1.0342	Is the engine room free of storage of combustible and hazardous materials	Yes		Yes
1.0343	Are internal spaces and storerooms clean, free from debris and tidy?	Yes		Yes
1.0344	Is the forecastle space free of water?	Yes		Yes
<b>Accommodation</b>				
1.0345	Is the accommodation clean and tidy?	Yes	✓	Yes
1.0346	Are alleyways free of obstructions and exits clearly marked?	Yes	✓	Yes

<b>1.0347</b>	Are public spaces, including smoke rooms, mess rooms, sanitary areas, food storerooms, food handling spaces, refrigerated spaces, galleys and pantries clean, tidy and in a hygienic condition?	Yes	✓	Yes
<b>1.0348</b>	Are laundries free of accumulations of clothing that could constitute a fire hazard?	Yes	✓	Yes
<b>1.0349</b>	Is the level of accommodation lighting satisfactory?	Yes		Yes
<b>1.0350</b>	Is the condition of electrical equipment in the accommodation satisfactory?	Yes		Yes
<b>1.0351</b>	Are personnel alarms in refrigerated spaces in good order and operational?	Yes		Yes
<b>1.0352</b>	Main engine; records of modifications or major repair work	Yes		Yes
<b>1.0353</b>	Auxiliary engine; records of modifications or major repair work	Yes		Yes
<b>1.0354</b>	Technical Bulletins - ME - AE available on board?	Yes		Yes
<b>1.0355</b>	Oxy acetylene equipment safe and in good order?	Yes		
<b>Drydock reporting</b>				
<b>1.0356</b>	Is the last Drydock, propeller and shaft bearings reports available?	Aug 2017 – [REDACTED] services report for dry dock at Garvel Dock Greenock	✓	Yes

### **Sectional comments for Maintenance and Dry docking**

Both main engine turbochargers have wire strops wrapped around the turbo and foundation and tensioned with a chain block. Appears there can be excessive vibration.



### Dry-docking

Anchor chain calibrations taken and retained on file

Ship side valve overhauled – record retained on file

Tailshaft & rudder bearing clearances taken and retained on file

Turbocharger service report retained on file

Accommodation ladder report retained on file – Examination and load testing certification

## 2 Manning and Training

No.	Item	Comment	Pic	Checked Yes/No/ NA
<b>Crew Management</b>				
2.0000	Does the manning level meet or exceed that required by the Minimum Safe Manning Document?	Manning meets or exceeds mode requirements as per MCA agreement.	✓	Yes
2.0001	Are the STCW and flag Administration's regulations that control hours of work to minimise fatigue being followed?	Yes		Yes
2.0002	Do all personnel maintain hours of rest records and are the hours of rest in compliance with ILO or STCW requirements?	Yes		Yes
2.0003	Are all personnel able to communicate effectively in a common language?	Common language is English		Yes
2.0004	Does the operator provide a training policy exceeding statutory requirements?			Yes
2.0005	Have senior deck officers attended bridge team management courses?	All		Yes
2.0006	Has the master attended a ship handling course where applicable?	Simulator as above		Yes
2.0007	Are crew permanently Assigned to a vessel or are crewing agents used?	Crewing agent- Master has been assigned to vessel for around 18 years		Yes
2.0008	Where the vessel carries chemicals, has a formal programme of regular and appropriate medical examinations for personnel been implemented?			NA
<b>Crew Qualifications</b>				
2.0009	If there is a qualification matrix, does this meet the minimum requirements?	yes		Yes
2.0010	Are officers with specific responsibility such as cargo operations in possession of the correct training certificates?	Yes		Yes
<b>Drug and Alcohol Policy</b>				
2.0011	What was the Operator's defined maximum level of blood alcohol content? <sup>3.14</sup> What was the recorded frequency of unannounced drug testing:	Blood 20mg/100ml Breath 9µg/100ml Urine 27mg/100ml	✓	Yes

<b>2.0012</b>	What was the recorded frequency of unannounced drug testing:	3-Month unannounced frequency		Yes
<b>2.0013</b>	What was the recorded frequency of unannounced alcohol testing:	3-Month unannounced frequency		Yes
<b>2.0014</b>	What was the date of the last unannounced on-board alcohol test:	3-Month unannounced frequency		Yes

**Sectional Comments for Manning and Training**

### 3 Safety and Compliance

No.	Item	Comment	Pic	Checked Yes/No/ NA
<b>Corporate Responsibility</b>				
3.0000	Do the operator's procedures manuals comply with ISM Code requirements?	Yes		Yes
3.0001	Does the Operator's representative visit the vessel at least bi-annually? Record the date of the last visit.	Daily		Yes
3.0002	Is a recent operator's audit report available and is a close-out system in place for dealing with non-conformities?	Yes	✓	Yes
3.0003	Does the master review the safety management system and report to the operator on any deficiencies?	Yes		Yes
<b>Navigational Policy, Procedures and documentation</b>				
3.0004	Is the vessel provided with adequate operator's navigation instructions and procedures?	Yes		Yes
3.0005	Has the master written his own Standing Orders and are Bridge Orders being completed?	Yes	✓	Yes
3.0006	Have the deck officers countersigned the master's Standing Orders and Bridge Orders as being read and understood?	Yes	✓	Yes
3.0007	Is deck log books and engine movement (bell) books correctly maintained and is an adequate record being kept of all the navigational activities, both at sea and under pilotage?	No bell book- log books in good order		Yes
3.0008	Are the vessel's manoeuvring characteristics displayed on the bridge?	Yes	✓	Yes
3.0009	Are procedures in place for the testing of bridge equipment before arrival and departure?	Witnessed on departure Douglas and arrival Heysham. All adequate	✓	Yes
3.0010	Are records maintained of fire and safety rounds being completed after each watch?	In deck log book	✓	Yes
3.0011	Are checklists for pre-arrival, pre-departure, watch handover, pilot-master exchange and pilot card effectively completed?	Witnessed on departure Douglas and arrival Heysham. All adequate		Yes

3.0012	Does the operator provide guidance on minimum under keel clearance and squat?	Yes		yes
3.0013	Has the DPA contact details been displayed around the vessel	Yes		Yes
3.0014	Has the bridge been adequately manned at all stages of the voyage?	Yes		Yes
3.0015	Are the bridge lookout arrangements adequate?	Yes		Yes
<b>Navigational Equipment</b>				
3.0016	If a bridge navigational watch alarm system (BNWAS) is fitted is it operational at all times when the vessel is at sea?	Yes	✓	Yes
3.0017	If a bridge navigational watch alarm system (BNWAS) is fitted is it operational at all times when the vessel is at sea?	Yes	✓	Yes
3.0018	Is the standard magnetic compass operational, properly maintained and adjusted?	Yes		Yes
3.0019	Is the gyro compass operating satisfactorily?	Yes		Yes
3.0020	Are auto to manual steering changeover procedures clearly identified?	Yes		Yes
3.0021	Is manual steering used during periods of river transits and when navigating through restricted waters?	Witnessed on departure & arrival		Yes
3.0022	Are regular gyro and magnetic compass errors being taken and are they being recorded?	Yes		Yes
3.0023	Do the magnetic compass errors recorded in the compass error book broadly agree with the deviation card?	Yes		Yes
3.0024	A receiver for a global navigation satellite system or terrestrial navigation radio navigation system.	Yes		Yes
3.0025	A Navtex receiver.	Operational		Yes
3.0026	A whistle, bell	Operational		Yes
3.0027	Shapes.	Stowed behind bridge		Yes
3.0028	A properly adjusted standard magnetic compass.	Operational		Yes
3.0029	Date of last magnetic compass adjustment.	Every 2 years- last 16/6/15 therefore overdue		Yes
3.0030	A steering magnetic compass.	Yes		Yes



3.0031	Means for taking bearings.	Yes		Yes
3.0032	A spare magnetic compass.	Yes		Yes
3.0033	A telephone.	Yes		Yes
3.0034	A daylight signalling lamp.	Aldis		Yes
3.0035	An automatic identification system (AIS).	Yes		Yes
3.0036	A VHF radio.	Yes		Yes
3.0037	A gyro compass and repeaters and what type are fitted Conventional / Fibre Optic?	Conventional gyro		Yes
3.0038	Date of last gyro service for each if required	19 Dec 2017	✓	
3.0039	Date each sphere last changed in gyros if conventional type fitted.	original		Yes
3.0040	Visual compass readings to the emergency steering position.			
3.0041	Radar installation, ARPA			
3.0042	Auto Pilot Functional			
3.0043	SART working OK on 10cm radar	Tested	✓	Yes
3.0044	Date magnetrons last changed.	No information		Yes
3.0045	Number of spare magnetrons carried onboard.	1 carried as spare		Yes
3.0046	Radar plotting equipment.	Yes		Yes
3.0047	An echo sounder.	Yes	✓	Yes
3.0048	A speed and distance indicator.	Yes	✓	Yes
3.0049	RPM, variable pitch indicators	Yes	✓	Yes
3.0050	A rate of turn indicator.	Yes	✓	Yes
3.0051	A receiver for a global satellite navigation system or terrestrial navigation radio navigation system.	Yes	✓	Yes
3.0052	Means of correcting heading and bearings to true at all times.	Yes		Yes
3.0053	A sound reception system.	Yes		Yes
3.0054	A voyage data recorder. (VDR)	Yes	✓	Yes
3.0055	Are the nav lights all working correctly and working the correct sense, i.e. correct switch for correct light?	Yes		Yes
<b>Charts and Publications</b>				
3.0056	Has a system been established to ensure that nautical publications and charts are on board and current?	Yes. Last update 12/4/18		Yes

<b>3.0057</b>	If the vessel is provided solely with paper charts are all charts required for the trading areas of the vessel on board and are these fully corrected?	Paper, all up to date		Yes
<b>3.0058</b>	Were the charts used for the previous voyage appropriate?	Yes		Yes
<b>3.0059</b>	If the vessel is provided solely with paper charts, does the operator have procedures in place for the mandatory introduction of ECDIS?	Unknown		No
<b>3.0060</b>	If the vessel is equipped with an Electronic Chart Display and Information System (ECDIS), are the Master and deck watchkeeping officers able to produce appropriate documentation that generic and type-specific ECDIS familiarisation has been undertaken?			NA
<b>3.0061</b>	If the vessel is provided solely with an Electronic Chart Display and Information System (ECDIS) does it meet the requirements of SOLAS?			NA
<b>3.0062</b>	If the vessel is provided with an Electronic Chart Display and Information System (ECDIS) that uses a paper chart back-up system, are the paper charts provided, adequate for the areas in which the ship trades and are they fully corrected?			NA
<b>3.0063</b>	Are Lists of Lights, Tide Tables, Sailing Directions, the Nautical Almanac, the Annual Summary of Notices to Mariners and the Chart Catalogue the current editions and have they been maintained up to date where required?	All available and up to date		Yes
<b>Navigation and planning</b>				
<b>3.0064</b>	Has the vessel been safely navigated and in compliance with international regulations?	Yes		Yes
<b>3.0065</b>	Is the echo sounder recorder marked with a reference date and time on each occasion it is switched on?	Yes		Yes
<b>3.0066</b>	Was a comprehensive passage plan available for the previous voyage and did it cover the full voyage from berth to berth?	Yes	✓	Yes
<b>3.0067</b>	Was position fixing satisfactory throughout the previous voyage and the frequency of plotted fixes in accordance with the passage plan?	Yes		Yes

3.0068	Was radar parallel indexing used to monitor the position of the vessel?	Not on this occasion but reportedly on other routes		Yes
3.0069	During pilotage, was the position of the vessel adequately monitored?	Effectively monitored		Yes
3.0070	Has the GPS been adjusted to the correct datum?			No
3.0071	Is there an adequate system for dealing with navigation warnings and are they being charted?	Yes	✓	Yes
<b>Safety Management</b>				
3.0072	Has a safety officer been designated and trained to undertake this role?	Chief officer		Yes
3.0073	Are the ship's officers familiar with the operation of fire fighting, life saving and other emergency equipment?	Not able to ascertain during survey, however records indicate they are		Yes
3.0074	Is personal protective equipment such as boiler suits, safety footwear, eye and ear protection, safety harnesses and chemical protective equipment etc. provided and as required, being worn?	Yes		Yes
3.0075	Do the ship's staff refer to the companies PPE matrix and is it displayed?	Those present during survey were Aware of matrix		Yes
3.0076	Are all hand torches approved for use in gas-hazardous areas?			NA
3.0077	Are regular safety meetings held, are the minutes recorded and does the operator provide shore management responses?	Yes		Yes
3.0078	Is there a procedure for the reporting, investigation and close-out of accidents, incidents, non-conformities and near misses?	Yes		Yes
3.0079	Is a completed ISGOTT Ship/Shore Safety Check List (SSSCL) available and are its provisions being complied with?			NA
3.0080	Are smoking regulations posted and being adhered to and are smoke rooms adequately identified?	Yes		Yes
3.0081	Are external doors, ports and windows kept closed in port?	Yes		Yes
3.0082	Is the accommodation space atmosphere being maintained at a higher pressure than that of the ambient air??	Yes		Yes
3.0083	Is all loose gear on deck, in stores and in internal spaces properly secured?	Yes	✓	Yes

<b>Drills, Training and Familiarisation</b>				
<b>3.0084</b>	Is there a procedure for familiarization for new personnel?	Yes	✓	Yes
<b>3.0085</b>	Are drills for emergency procedures being carried out?	Yes		Yes
<b>3.0086</b>	Are liferaft and fire drills regularly held?	Yes		Yes
<b>3.0087</b>	Is regular training in the use of life-saving equipment being undertaken?	Yes		Yes
<b>3.0088</b>	Are pollution clean-up drills regularly held to determine that the shipboard pollution plan is up- to-date and efficient and are there records?	Yes		Yes
<b>Ships Security</b>				
<b>3.0089</b>	Are ship security records related to port calls being maintained?	Yes		Yes
<b>3.0090</b>	Are ship security records related to the ship security plan being maintained?	Yes		Yes
<b>3.0091</b>	Has the operator furnished the master with the information required by the ISPS Code?	Yes		Yes
<b>3.0092</b>	Has a ship security officer been designated?	Master designated		Yes
<b>3.0093</b>	Has the ship security officer received adequate training?	Yes		Yes
<b>3.0094</b>	Is an adequate deck watch being maintained to prevent unauthorised access?	Yes		Yes
<b>3.0095</b>	Are all visitors asked for photo identification on boarding and escorted from the gangway to the ship's office?	Yes.		Yes
<b>3.0096</b>	Has a gangway notice been posted, at the shore end of the gangway where possible?	None noted		Yes
<b>Enclosed and Machinery Spaces</b>				
<b>3.0097</b>	Are enclosed space entry procedures in accordance with guidelines?	Yes		Yes
<b>3.0098</b>	Engine room entry procedures being complied with?	Yes		Yes
<b>3.0099</b>	Engine room spaces adequately ventilated?	Yes		Yes
<b>3.0100</b>	Are Engine room fire and flooding dampers clearly marked as to their operation and in good order?	Yes		Yes

3.0101	Are permanent arrangements provided for lifting an incapacitated person from the cargo and, if applicable, the ballast pump room, including provision of a suitable stretcher or harness and is the equipment in good order?	No permanent arrangement noted. 1 stretcher provided		Yes
<b>Monitoring Non-Cargo Spaces</b>				
3.0102	Are spaces adjacent to cargo tanks, including pipe ducts, regularly monitored for accumulations of gas?			NA
3.0103	Where a fixed system to monitor flammable atmospheres in non-cargo spaces is fitted, are recorders and alarms in order?			NA
<b>Gas Analysing Equipment</b>				
3.0104	Are portable gas and oxygen analysers appropriate to the cargoes being carried and are they in good order?	Yes		Yes
3.0105	Are officers familiar with use and calibration of portable oxygen and hydrocarbon analysers?	Yes		Yes
3.0106	Is there a record of regular testing and calibration of portable analysers?			No
3.0107	Is sufficient span calibration gas available for the types of fixed and portable analysers on board?			
3.0108	On vessels fitted with an inert gas system, are instruments capable of measuring hydrocarbon content in an oxygen deficient atmosphere available, if required and in good order?			NA
3.0109	Where toxic gases may be encountered, are appropriate toxic gas detection analysers available and in good order?			NA
<b>Hot Work Procedures</b>				
3.0110	Are hot work procedures in accordance with the recommendations of SMS?	Yes		Yes
3.0111	Are hot work procedure forms correctly completed and signed off?	Yes		Yes
3.0112	Is electric welding equipment in good order and are written safety guidelines available on site?	Not inspected on this occasion		No
3.0113	Is gas welding and burning equipment in good order?	Not inspected on this occasion		No
3.0114	Is fixed piping installed from the gas cylinders to the operating position?	Yes		Yes

3.0115	Are flashback arrestors fitted at the cylinders and at the workstation and are they in good order?	Not inspected – lockers padlocked		No
3.0116	Are spare oxygen and acetylene cylinders stored apart in a dedicated storage and is the storage in a clearly marked, well-ventilated position outside the accommodation and engine room?	Yes	✓	Yes
<b>Life Saving Equipment</b>				
3.0117	Are ship-specific life-saving equipment training manuals available?	Yes	✓	Yes
3.0118	Are ship-specific life-saving equipment maintenance instructions available and are weekly and monthly inspections being carried out?	Yes	✓	Yes
3.0119	Are muster lists and lifejacket donning instructions displayed?	Yes	✓	Yes
3.0120	Is there a maintenance and test schedule for lifeboat on-load release gear?	Gravity boat		Yes
3.0121	Are lifeboats, including their equipment and launching mechanisms, in good order?	Appear in order	✓	Yes
3.0122	Are liferaft & MES operating instructions displayed?	Yes		Yes
3.0123	Is the rescue boat, including its equipment and launching arrangement, in good order?	Yes	✓	Yes
3.0124	Date lifeboats last in the water with testing of engines, steering and sprinkler systems.	12/2/18		Yes
3.0125	Are liferafts in good order?	Yes	✓	Yes
3.0126	Are hydrostatic releases, where fitted, correctly attached and in good order?	Yes	✓	Yes
3.0127	Date liferafts next due annual service.	Next service due – 11/18	✓	Yes
3.0128	Are survival craft portable VHF radios and Search and Rescue Locating Devices in good order and charged?	Yes		Yes
3.0129	Are spare batteries available?	Yes		Yes
3.0130	Are lifebuoys, lights, buoyant lines, quick release mechanisms and self-activating smoke floats in good order?	Apparent good order		Yes
3.0131	Are lifejackets in good order?	Some Sited but not inspected		No
3.0132	Are immersion suits in a good order?	Sited but not inspected		No

3.0133	Are pyrotechnics, including line throwing apparatus, in date and in good order?	Yes		Yes
3.0134	Are the locations of life saving appliances marked with IMO symbols?	Yes	✓	Yes
<b>Fire Fighting Equipment</b>				
3.0135	Are ship-specific fire training manuals available?	Yes		Yes
3.0136	Are ship-specific fire safety operational booklets available?	Yes		Yes
3.0137	Are fire fighting equipment weekly and monthly inspections being carried out?	Yes		Yes
3.0138	Are records available to show that samples of foam compound have been tested at regular intervals?	Annually checked by external company		Yes
3.0139	Is a fire control plan exhibited within the accommodation, is a copy also available externally and is equipment correctly marked on it?	Yes		Yes
3.0140	Are fire mains, international shore connection, pumps, hoses and nozzles in good order and available for immediate use?	Yes		Yes
3.0141	Are isolating valves in fire lines clearly marked and in good order?	Yes		Yes
3.0142	Is the International shore fire connection readily available externally and is the location clearly marked?	Not inspected		No
3.0143	Are the main deck, engine room and other fixed fire extinguishing systems, where fitted, in good order and are clear operating instructions posted?	Yes		Yes
3.0144	Are fixed fire detection and alarm systems in good order and tested regularly?	Yes		Yes
3.0145	Is the emergency fire pump in full operational condition and are starting instructions clearly displayed?	Yes		Yes
3.0146	Are portable fire extinguishers in good order with operating instructions clearly marked?	Yes		Yes
3.0147	Are firemen's outfits and breathing apparatus in good order and ready for immediate use?	Yes	✓	Yes
3.0148	Are breathing apparatus sets fitted with fully pressurised air cylinders?	Yes	✓	Yes

<b>3.0149</b>	Are emergency escape breathing devices (EEBD's) in the accommodation, pump room and engine room in good order and ready for immediate use?	Yes		Yes
<b>3.0150</b>	Are accommodation and ventilation fan emergency stops in good order and clearly marked to indicate the spaces they serve?	Yes	✓	Yes
<b>3.0151</b>	Are fire flaps in good order and clearly marked to indicate the spaces they serve?	Yes	✓	Yes

**Sectional comments for Safety and Compliance**

No testing of equipment carried out due to time restraints, only inspection of records and visual inspection



## 4 Environmental Protection

No.	Item	Comment	Pic	Checked Yes/No/ NA
<b>Material Safety Data Sheets (MSDS) Sheets</b>				
4.0000	Are Material Safety Data Sheets (MSDS) on board for all the cargo products being handled and are all officers familiar with their use?	Yes		Yes
4.0001	Have Material Data Safety Sheets been provided for the bunkers currently on board?	Yes		Yes
4.0002	Are chemicals properly stowed and are Material Safety Data Sheets available?	Yes		Yes
4.0003	Are Material Safety Data sheets provided for paints, protective coatings and all other corrosive or toxic materials that are carried on board?	Yes		Yes
4.0004	Are Watertight doors operational, alarms working, remote local control working with indications. Also check crew training records:			NA
<b>Oil Record Books</b>				
4.0005	Are the Engine Room (Part I) and Cargo (Part II) Oil Record Books (ORBs) correctly completed?	Yes		Yes
4.0006	Do the sludge and bilge tanks designated in Form A or Form B of the IOPP Certificate and those listed in the Oil Record Book Part I, agree?	Yes		Yes
4.0007	Are the Oil Record Books free of any pollution incidents or violations?	Yes		Yes
4.0008	Have disposals of slops and dirty ballast been adequately recorded and were they in accordance with MARPOL?	Yes		Yes
4.0009	If the disposal of engine room oily water or sludge to a cargo or slop tank has taken place, has the event been recorded in both Oil Record Books, was the receiving tank free of cargo and have the transfer arrangements been approved by Class?	Yes		Yes
<b>Oil Spill</b>				
4.0010	Is an approved MARPOL Shipboard Oil Pollution Emergency Plan (SOPEP) or Shipboard Marine Pollution Emergency Plan (SMPEP) provided?	Yes		Yes

4.0011	Does the plan include a description of equipment, its location, a plan for deployment and specific crewmember duties for handling small spills?	Yes		Yes
4.0012	Is the IMO Coastal Contact List up to date, is the master aware of port contact procedures and has a contact list been made for this port?	Yes		Yes
4.0013	Is there an emergency Vessel Response Plan (VRP)?	Yes		Yes
4.0014	Name of the OPA-90 Qualified Individual (QI):			
<b>Cargo Operations and Deck Area Pollution Prevention</b>				
4.0015	Are officers aware of the requirements of MARPOL with respect to the disposal of bilge water and cargo slops?	Yes		Yes
4.0016	Is the condition of scupper plugs satisfactory and are scuppers effectively plugged?	Yes		Yes
4.0017	Is the ship fitted with a main deck boundary coaming?			
4.0018	Are means readily available for dealing with small oil spills?	Yes		Yes
4.0019	Is the vessel free from any visible bulkhead, valve or pipeline leakage liable to cause pollution?	Yes		Yes
4.0020	Are cargo system, sea and overboard valves suitably lashed, locked or blanked and are they thoroughly checked to ensure that they are fully closed prior to commencement of cargo transfer?			NA
4.0021	If cargo sea suction valves are fitted, are adequate pollution prevention measures in place?			NA
4.0022	If cargo sea suction valves are fitted, are valve-testing arrangements provided, are they in good order and regularly monitored for leakage?			NA
4.0023	If ballast lines pass through cargo tanks are they tested regularly and the results recorded?			NA
4.0024	Are adequate manifold spill containers and gratings in place under the cargo manifolds, fitted with suitable drainage arrangements and are they empty?	Yes		Yes
4.0025	Are bunker pipelines tested annually?	Yes		Yes

4.0026	Are unused cargo and bunker pipeline manifolds fully bolted and are all drains and vents and unused gauge stems, suitably blanked or capped?	Yes		Yes
4.0027	Are suitable spill containers fitted around all fuel, diesel and lubricating oil tank vents?	Yes		Yes
4.0028	Is a suitable containment fitted around hydraulic and other deck machinery?	Yes		Yes
4.0029	Are the arrangements for the disposal of oily water in the focused and other internal spaces adequate?	Yes		Yes
4.0030	Are pump room bilge high level alarms fitted, regularly tested and the results recorded?			NA
4.0031	Are adequate arrangements provided for pipeline draining and the disposal of pump room bilge accumulations?	Yes		Yes
4.0032	If an ODME is fitted, is it in good order and is there evidence of recent testing?			NA
4.0033	If the ODME has not been operational, was the fact recorded in the Oil Record Book?			NA
<b>Ballast Water Management</b>				
4.0034	Does the operator have a Class approved ballast water and sediments management plan and are records being maintained of all ballast water exchanges?	Yes		Yes
4.0035	Can the vessel check or sample segregated ballast prior to de-ballasting?			NA
4.0036	Are segregated ballast tanks free from evidence of oil?			NA
<b>Engine and Steering Compartments</b>				
4.0037	Are the engine room bilge oily water pumping and disposal arrangements in good order?	Yes		Yes
4.0038	Are emergency bilge pumping arrangements ready for immediate use; is the emergency bilge suction clearly identified and, where fitted, is the emergency overboard discharge valve provided with a notice warning against accidental opening?	Yes		Yes
4.0039	Are dedicated sludge pumps free from any connection to a direct overboard discharge?	Yes		Yes
4.0040	Is the oily water separator in good order?	No OWS Fitted- only holding tank		NA

4.0041	Are specific warning notices posted to safeguard against the accidental opening of the overboard discharge valve from the oily water separator?	Yes		Yes
4.0042	If the oily water separator is not fitted with an automatic stopping device, do entries in the Oil Record Book Part 1 indicate that it has not been used in a Special Area?			NA
4.0043	Are the arrangements for the disposal of steering compartment oily bilge water adequate?	Yes		Yes
<b>Garbage Management</b>				
4.0044	Does the vessel have a garbage management plan and has garbage been handled and disposed of in accordance with MARPOL?	Yes		Yes
4.0045	Has the Garbage Record Book been correctly completed?	Yes		Yes
<b>Port State Inspections</b>				
4.0046	Port State control reports present?	Yes		Yes

**Sectional comments for Environmental Protection**

## 5 Regulatory and Other

No.	Item	Comment	Pic	Checked Yes/No/NA
<b>Certification and Documentation</b>				
5.0000	Certificate of Registry	Date of reg – 25/2/13	✓	Yes
5.0001	Continuous Synopsis Record	Last update 19 April 2018	✓	Yes
5.0002	Document of Compliance (DOC)	Valid until 23/6/18	✓	Yes
5.0003	Safety Management Certificate (SMC)	Valid until 06/04/23	✓	Yes
5.0004	Passenger Certificate and Domestic Safety Management Certificate.			NA
5.0005	Safety Radio Certificate, supplemented by Form R	Valid until 31/07/18	✓	Yes
5.0006	Safety Construction Certificate	Valid until 31/08/18	✓	Yes
5.0007	UKOPP Certificate	Valid until 31/07/18	✓	Yes
5.0008				
5.0009	Minimum Safe Manning Document	Valid until 25/05/21	✓	Yes
5.0010	Certificate of Fitness for the Carriage of Chemicals or Gas			NA
5.0011	Load Line Certificate	Valid until 31/08/18	✓	Yes
5.0012	Civil Liability Convention (1992) Certificate	Awaiting info		No
5.0013	Name of P and I Club:	North of England		Yes
5.0014	Do the operator's procedures manuals comply with ISM Code requirements?	Yes		Yes
5.0015	Does the Operator's representative visit the vessel at least bi-annually? Record the date of the last visit.	Daily at present		Yes
<b>Publications</b>				
5.0016	SOLAS Consolidated edition	Onboard		Yes
5.0017	International Life Saving Appliance Code (LSA Code)	Onboard		Yes
5.0018	International Code for Fire Safety Systems (FSS)	Onboard		Yes
5.0019	International Ship and Port Facility Security	Onboard		Yes
5.0020	International Safety Management Code (ISM Code) and the guidelines of the implementation of the ISM Code.	Onboard		Yes

5.0021	International Standards on Training, Certification and Watchkeeping for Seafarers (STCW)	Onboard		Yes
5.0022	IMDG code	Onboard		Yes
5.0023	Guidelines for the control of drugs and alcohol on board ships	Onboard		Yes
5.0024	Guidelines on Fatigue	Onboard		Yes
<b>Navigational Publications</b>				
5.0025	Bridge Procedures Guide	Onboard		Yes
5.0026	Collision Regulations, Consolidated edition	Onboard		Yes
5.0027	Bridge Team Management	Onboard		Yes
5.0028	Ship's Routeing	Onboard		Yes
5.0029	International Code of Signals	Onboard		Yes
5.0030	International Aeronautical and Maritime Search and Rescue Manual, IAMSAR Manual (Volume	Onboard		Yes
5.0031	Guide to Helicopter/Ship operations	Onboard		Yes
<b>Mooring Publications</b>				
5.0032	Mooring Equipment Guidelines	Onboard		Yes
5.0033	Effective Mooring	Onboard		Yes
5.0034	Recommendations for Equipment employed in the Bow Mooring of Ships at Single Point Moorings			NA
5.0035	Anchoring Systems and Procedures.	Onboard		Yes
<b>Casualty History</b>				
5.0048	Casualty History - sourced from which on board documents	None available		Yes
<b>Class Survey</b>				
5.0049	Class survey reports available on board?	Yes		Yes

**Sectional comments for Regulatory and other**

All relevant certs retained on file