A 004 VESSEL'S INTERNAL AUDIT CHECKLIST / REPORT

AUDIT CHECKLIST

Note: An "X" indicates that the auditee provided objective evidence in response to the auditor's question either by giving the correct answer or by producing the requested record(s).

A) GENERAL - MASTER - CREW	YES	NO	N/S
1. Is the general condition, visual appearance and cleanliness of the hull satisfactory?	☒	☐	☐
2. Is the vessel access safe (embarkation ladder equipped with safety net rope, lifebuoy with light, warning signs - Manila rope 2,5' circ.- no polypropylene ropes)? Check gangway deployment.	☒	☐	☐
3. Are the hull markings, draft marks, load line marks, bulbous bow, bow thruster mark, tug push points, pilot access points, etc. clearly indicated and correctly placed?	☒	☐	☐
4. Are the Company's policies up dated, posted and formally accepted by all crewmembers?	☒	☐	☐
5. Check records of Management Review Committee minutes/decisions forwarded to the vessel.	☒	☐	☐
6. Check records of ship's Safety Committee meetings (if possible participate in a meeting).	☒	☐	☐
7. Is the Company response to suggestions of the Committee satisfactory?	☒	☐	☐
8. Is the Master aware of his overriding authority and where is this stated in the IMS?	☒	☐	☐
9. Is the Master aware of his obligation to submit an IMS review? Check records.	☒	☐	☐
10. Records of rest hours and watch schedules. Are they posted? Are they monitored by the Company? (cross check with other records).	☒	☐	☐
11. Does the Master regularly report all maintenance jobs, repairs and defects? Check follow up.	Not Applicable		
12. Are there any deficiencies/repairs imposed by Company superintendents, vessel's Class, PSC, etc. not yet rectified? If yes, what is the rectification schedule? Check tasks assignments.	☐	☒	☐
13. Are the Master and crew familiar with the IMS procedures and aware of the Company's objectives & policy and the concept of continuous improvement?	☒	☐	☐

COMMENTS:

The vessel's general condition is very good.
The vessel is operating for two months. During these two months not any repairs or defects occurred.

B) CERTIFICATES - DOCUMENTS	YES	NO	N/S
1. Is the management agreement between the Owning and the Management Company available?	☒	☐	☐
2. Are all ship's Certificates available, valid and properly filed? (Original copies, stamps, signatures, endorsements & entries, proper filing, no expired certificates in the file. Check all CSR, ensure consistency of information).	☒	☐	☐
3. Is a current Crew List available?	☒	☐	☐
4. Is age verification and certificates checking made of newly joining crew? No person below the minimum age of 18 shall be employed or engaged or work on a ship.	☒	☐	☐
5. Are the crewmembers paid on a Monthly basis and is a signed Monthly Statement of Account available for each crewmember?	☒	☐	☐
6. Are all seafarers' Employment Agreements (SEA), including any applicable Collective Bargaining Agreements, available onboard and in the English language?	☒	☐	☐
7. Are all SEAs according to MLC standard A2.1 and are they signed by both sides?	☒	☐	☐
8. Does the manning level meet or exceed that required by the Minimum Safe Manning Certificate?	☒	☐	☐
9. Are all seafarers' Certificates available and valid? (Medical Certificates, Competency Certificates, Flag endorsements, etc. as per STCW and Company's requirements).	☒	☐	☐
10. Are there at least two Officers onboard with GO certificate?	☒	☐	☐
11. Is the vessel's Cook properly certified?	☒	☐	☐
12. Is documentation (certificate/license etc.) available onboard proving the compliance of the Manning Agent(s) with MLC 2006 requirements?	☒	☐	☐

E) DRILLS AND EMERGENCY PROCEDURES	YES	NO	N/S
1. Are drills conducted as per schedule?	☒	☐	☐
2. Does the Master evaluate every drill to identify training needs and lessons learnt? Check follow-up.	☒	☐	☐
3. Are the results of ship-shore drills (i.e. drills conducted outside the normal office hours) satisfactory as regards the communication and mobilization process?	Not Applicable		
4. Are rescue boats launched every 3 months with their assigned crew aboard and maneuvered in the water, as far as is reasonable?	☒	☐	☐
5. Are lifeboats, launched every 3 months with their assigned crew aboard and maneuvered in the water, as far as is reasonable? In case of free-fall lifeboat, does simulating launching take place on alternate 3-monthly intervals and is this in accordance with the IMO recommendations?	☒	☐	☐
6. Are drills participants familiar and trained with their roles and responsibilities? Check awareness of Emergency Response Procedures and Duties/Muster list. Are all crew aware of the emergency procedures as per SOPEP and familiar with the use of the equipment and their duties?	☒	☐	☐
7. Is information pertaining to third parties that may be involved in emergencies available (contact details for Rescue centers, salvage, towing, media consultants, Class Societies, Flag State, etc.)? Check availability and that information is up to date.	☒	☐	☐
8. Has a SOPEP ship shore drill been carried out during the last 12 months?	Not Applicable		
9. Are the muster stations clearly marked?	☒	☐	☐
10. Are updated muster lists displayed on the bridge, E/R and accommodation spaces (to show duties assigned to crew including: •Closing of watertight doors, fire doors, valves, scuppers, sidescuttles, portholes, etc.; • Equipping of survival craft and other LSE; • Preparation and launching of survival craft; • General preparations of other LSE; • Muster of passengers; • Use of communication equipment; • Manning of fire parties assigned to deal with fires; and • Special duties assigned for the use of FFE and installations. The muster list shall specify which Officers are assigned to ensure that LSA and FFE are in order/ ready for use and their substitutes. To be prepared before ship proceeds to sea).	☒	☐	☐
11. Are emergency instructions (i.e. instructions for the use of the LSA, lifejackets donning instructions, etc.) exhibited in conspicuous places throughout the vessel? (easily seen under em. lighting conditions).	☒	☐	☐
12. Check records of fire rounds after each watch (a lookout should not leave the bridge during the watch).	☒	☐	☐
13. Are the emergency sound signals posted?	☒	☐	☐
14. Is the crew aware of the various alarms and signals (general alarm, fire alarm, UMS alarm, fire identification alarm, Sprinkler alarm, St. gear alarm, M/E alarms, Dead man alarm, watertight doors alarm, etc.).	☒	☐	☐

COMMENTS:

The vessel is operating for two months. During these two months not any ship - shore drill performed.

F) AUDITS, NON-CONFORMITIES, INCIDENTS, NEAR MISSES, RISK ASSESSMENTS ETC.	YES	NO	N/S
1. Is the annual schedule for internal audits sent onboard on time and properly followed?	☒	☐	☐
2. Is a near-miss reporting and hazards identification program followed and promoted? Has the Master or crew reported any NCRs, incidents or near misses? Check follow-up.	☒	☐	☐
3. Are deviations from agreed routines recorded and reported to Company for action if required?	Not Applicable		
4. Check NCRs identified by the last internal and external audits (PSC deficiencies may be also recorded as NCRs and PSC reports should be retained for 2 years).	Not Applicable		
5. Are NCRs, Near Misses, etc. thoroughly investigated, analyzed and properly signed/closed out by responsible person(s) and the DPA? Verification of close-out of previous NCRs issued by internal or external auditors. Ensure corrective/preventive actions are implemented.	Not Applicable		
6. Check all open items. Is a rectification schedule available for open items?	Not Applicable		
7. Was any incident happened since last internal audit? If yes, check Company's reaction. Check all relevant reports/records.	Not Applicable		

B) CERTIFICATES - DOCUMENTS	YES	NO	N/S
13. Is the MLC 2006 available onboard?	☒	☐	☐
14. Is a copy of the applicable national provisions regarding repatriation available onboard?	☒	☐	☐
15. Have any MLC related complaints been made? Have these been followed up and closed?	☐	☒	☐
16. If the vessel is subject to the ESP, is the report file maintained? (A B/C > 5 years shall have a file of survey reports, results of all scantling measurement and statement of structural work carried out. File to be available 1 year prior vessel's 5th anniversary, accompanied by a Condition Evaluation Report (CER) with conclusions on structural condition of ship and its residual scantlings. Each ES File must contain a CER for each ES carried out).	☒	☐	☐
17. Is the vessel's library up to date and are all manuals / drawings prescribed in IMS available?	☒	☐	☐
18. Is an up-to-date list of Company's Circulars, Bulletins, Flag Circulars, etc., available?	☒	☐	☐
19. Is a ship specific SOLAS training (LSA and FFE) manual available in public spaces and up to date?	☒	☐	☐
20. Check awareness of the relevant personnel about the results of vessel's surveys (items passed, recommendations, Conditions of Class, copies of survey reports, Certificates, etc.)	☒	☐	☐

COMMENTS:

All vessel's and crew certificates checked and found in good order and valid. All MLC items are properly implemented. Vessel's library is updated.

C) MANAGEMENT OF CHANGE - DOCUMENT CONTROL / FILING SYSTEM	YES	NO	N/S
1. Check vessel's filing system.	☒	☐	☐
2. Is the IMS and other controlled manuals available to all prescribed positions and up to date?	☒	☐	☐
3. Check awareness of Officers for the filing system (choose anyone of the department's files and ask an Officer to describe the numbering system, the contained documents, the filing procedure, etc.).	☒	☐	☐
4. Is the IMS amended as per last amendment record? Are all superseded documents removed/ destroyed from areas of work and replaced by the amended controlled documents?	Not Applicable		
5. Select change cases and check the review process that led to their approval (check if changes were communicated to all those affected and all appropriate personnel received the required training due to these changes within a specified period. Check level of reviews and authorizations. Check time schedules for completion of changes).	Not Applicable		

COMMENTS:

Since the delivery of the vessel not any amendments to the IMS performed and not any change requests proposed by the vessel.

D) FAMILIARISATION - HANDING OVER - TRAINING AND EVALUATION PROCEDURES	YES	NO	N/S
1. Are familiarization, handover and all other relevant IMS forms properly filed and dully signed?	☒	☐	☐
2. Is the crew aware of the DPA's name/contact details/duties and responsibilities?	☒	☐	☐
3. Does the crew communicate satisfactorily in a common language?	☒	☐	☐
4. Are the crewmembers training needs continuously monitored and addressed?	☒	☐	☐
5. Is regular training to the use of LSA, FFE, critical systems, etc. and in survival at sea being undertaken?	☒	☐	☐
6. Are crew members timely replaced when they request so? Check the average time required for effecting the replacement.	Not Applicable		

COMMENTS:

Since the delivery of the vessel not any crew replacement has been requested.

F) AUDITS, NON-CONFORMITIES, INCIDENTS, NEAR MISSES, RISK ASSESSMENT ETC.	YES	NO	N/A
8. Are conclusions from investigations used to reduce the risk of any recurrence or related incidents? Check Company's follow up of such incidents and assistance provided to the ship.			Not Applicable
9. Are there at least 2 people on board who are capable of conducting Risk Assessments?	☒	☐	☐
10. Check records/database of all Risk Assessments conducted.	☒	☐	☐

COMMENTS:

The vessel frequently reports risk assessments and near misses to the company.

G) HEALTH AND HYGIENE	YES	NO	N/A
1. Check Safety Officer's inspection records, inspection of accommodation, etc.	☒	☐	☐
2. Is asbestos prohibited from being utilized onboard?	☒		
3. Are public spaces, smoke rooms, mess rooms, sanitary areas, food storerooms/handling spaces, refrigerators, galleys and pantries clean, tidy and in a hygienic condition?	☒	☐	☐
4. Are the galley's filters clean? (A cause of fires is accumulation of unburnt fuel or fatty deposits in galley ranges, within flue pipes & in filter cowls of galley vents. Oil & deep fat fryers fitted with thermostats to cut off the electrical power. Thermostats working, fire damper at lowest duct position, fan stop outside galley, fire extinguisher, fire blanket etc.).	☒	☐	☐
5. Check inventory of medicines (medicine locker as per flag, check expiration dates of medicines).	☒	☐	☐
6. Check Hospital (venting, alarm system, WC, sterilization equipment, resuscitation equipment O_2, instruction manual, filled spare cylinders, mask with straps, medical gloves, first aid kit, Int. Medical Guide, etc.)	☒	☐	☐
7. Is an Officer designated to take charge of medical care/hospital/medicines (Medical Officer)?	☒	☐	☐
8. Check records of the unannounced alcohol tests carried out to all crewmembers.	☒	☐	☐
9. Are adequate resources available to care for the welfare of crew? (Accommodation, rest/recreation facilities, hygiene, air conditioning, access to ship/shore medical facilities, eligibility for compassionate leave, menu, etc).	☒	☐	☐
10. Is the general condition, visual appearance, lighting and cleanliness of the external and internal spaces and the weather decks satisfactory? Check accommodation spaces. (Rails, cabin doors identified for each crewmember, lifesaving labels, no uncovered lights, open doors securing hooks, vent. & heating in order, etc.).	☒	☐	☐
11. Are the provision refrigerator spaces alarms and thermometers in good order?	☒	☐	☐
12. Are adequate food and potable water supplies ensured and free-of-charge for the ship's complement (taking in consideration forthcoming voyage)?	☒	☐	☐
13. Are smoking regulations posted and being adhered to and are smoke rooms identified?	☒	☐	☐
14. Are laundries free of accumulations of clothing that could constitute a fire hazard?	☒	☐	☐

COMMENTS:

High standards of living, health and hygiene conditions are maintained onboard.

H) WORK PERMITS AND SAFE WORKING PRACTICES	YES	NO	N/A
1. Are portable gas and oxygen analyzers available onboard?	☒	☐	☐
2. Are the portable gas and oxygen analyzers instruction manuals available?	☒	☐	☐
3. Are Officers familiar with their use and calibration? Check records of regular testing and calibration, as per manufacturers' recommendations.	☒	☐	☐
4. Is the available PPE onboard properly maintained and sufficient, taking in account extra sets that might be required for visitors / contractors / supernumeraries?	☒	☐	☐
5. Is Hot work permit documentation properly maintained?	☒	☐	☐
6. Is the crew properly trained for the applicable permit issuance system?	☒	☐	☐
7. Is the electric welding equipment in good condition and instructions/safety guidelines posted?	☒	☐	☐

COMMENTS:

Safe working practices are properly followed onboard.

I) CARGO AND OTHER OPERATIONS		YES	NO	N/S
1.	Have stability and stress calculations, been performed for the current cargo operation? Are any limitations understood by the cargo watch Officers? (For the start, interim and completion of transfer. Regular monitoring of stress & stability should be taking place throughout cargo transfer).	☒	☐	☐
2.	Has a Cargo/Ballast plan been prepared (detailed sequence) and followed?	☒	☐	☐
3.	Has the Cargo plan been signed by the watch Officers & Junior Officers to indicate understanding?	☒	☐	☐
4.	Are all Officers familiar with carriage requirements of cargoes on board?	☒	☐	☐
5.	Is a completed Ship/Shore Safety checklist available and followed?	☒	☐	☐
6.	Are the trim, the drafts and the mooring arrangement been checked during cargo operations?	☒	☐	☐
7.	Are weather forecasts received and assessed before commencing any operations?	☒	☐	☐
8.	Are safety procedures related to cargo operations strictly adhered to?	☒	☐	☐
COMMENTS:				
Cargo operations and relevant procedures/instructions are properly followed.				

J) MOORING AND ANCHORING		YES	NO	N/S
1.	Is maintenance of mooring equipment conducted as per PMS? Check records of inspection and maintenance of mooring ropes, windlasses, winches, wires, etc.	☒	☐	☐
2.	Check certificates of all mooring ropes and wires (Check files showing locations of winches. Test certificates for mooring lines, Mandel/Tonsberg shackles & synthetic tails should show to which winch each component has been fitted).	☒	☐	☐
3.	Are there spare mooring ropes and wires available?	☒	☐	☐
4.	If bow stopper(s) are fitted, is there a certificate attesting to the SWL?	☒	☐	☐
5.	If mooring winches are electrically powered, are insulation tests carried out and results recorded?	☒	☐	☐
6.	Check records of tests of winch brakes.	☒	☐	☐
7.	Do mooring winch foundations, brake linings, drums and pins in a satisfactory condition?	☒	☐	☐
8.	Are bitter end securing arrangements unobstructed and outside the chain locker?	☒	☐	☐
9.	Are the anchors ready for use? (anchor chain cables and stoppers in good condition)	☒	☐	☐
COMMENTS:				
Maintenance of mooring and anchoring equipment is of high standards.				

K) DECK - DECK OFFICERS AND CREW		YES	NO	N/S
1.	Has a Safety Officer been designated and trained to undertake this role?	☒	☐	☐
2.	Are all deck openings, watertight doors, etc. in order and capable of being properly secured?	☒	☐	☐
3.	Are all alarms regularly tested (with the main and em. source of power) and in order?	☒	☐	☐
4.	Are all emergency systems & equipment operational and are starting/operating instructions posted?	☒	☐	☐
5.	Are all stores and loose gear on deck, in stores and in internal spaces properly secured?	☒	☐	☐
6.	Are all Officers familiar with LSA, FFE and all emergency and critical systems/equipment?	☒	☐	☐
7.	Are alleyways free of obstructions and exits clearly marked?	☒	☐	☐
8.	Are the fire doors operating satisfactorily?	☒	☐	☐
9.	Is the fire plan available in the accommodation and in watertight containers outside the accommodation P&S? Is a crew list included?	☒	☐	☐
10.	Are Oxygen/Acetylene bottles located to a dedicated, marked and ventilated space, outside of the accommodation and the E/R? Are there instructions and warnings signs posted (bottles to be closed when not in use)?	☒	☐	☐
11.	Are vent fire flaps, vent fan stops and funnel dampers marked and in good condition?	☒	☐	☐
12.	Are the ventilation ducts and air pipes marked with serving space name and equipped with satisfactory closing arrangements?	☒	☐	☐
13.	Check records of test/maintenance of fixed fire fighting installation for holds (if applicable).	☒	☐	☐

K) DECK - DECK OFFICERS AND CREW	YES	NO	N/S
14. Are fixed fire detection & alarm systems in order and tested regularly?	☒	☐	☐
15. Are ship-specific LSA maintenance instructions available and are weekly, monthly, etc. inspections being carried out? Check maintenance, testing and inspections.	☒	☐	☐
16. Are the locations of LSA and FFE marked with IMO Res.A760 (as amended by MSC .82(70)) symbols and operating instructions posted?	☒	☐	☐
17. Are the lifejackets in order, equipped with light, whistle and reflective tape?	☒	☐	☐
18. Are there lifejackets available to the forward store, the bridge and the engine control room?	☒	☐	☐
19. Are liferafts secured correctly, in good condition and ready for use?	☒	☐	☐
20. Are the liferaft hydrostatic release units valid, in good condition and correctly mounted?	☒	☐	☐
21. Is the rescue boat, including its equipment and launching arrangement in order?	☒	☐	☐
22. Are the lifeboats and embarkation ladders in order and ready for use? (Check for expired equipment).	☒	☐	☐
23. Is there a maintenance and test schedule for lifeboat on-load release gear?	☒	☐	☐
24. Are immersion suits in a satisfactory condition? Are they distributed as per SOLAS requirements?	☒	☐	☐
25. Are lifebuoys, lights, buoyant lines, quick release mechanisms and self-activating smoke floats in order?	☒	☐	☐
26. Check the "man-overboard" lifebuoys and the release device.	☒	☐	☐
27. Are safety signs used according to IMO requirements?	☒	☐	☐
28. Are the fire lockers / stations marked and fully equipped? Are hoses and nozzles ready for use? (Randomly select and check isolating valves).	☒	☐	☐
29. Are the fire extinguishers in order, valid and operating instructions posted on them?	☒	☐	☐
30. Are the fireman outfits in order and their position clearly marked?	☒	☐	☐
31. Are the BA sets ready for use and their bottles full? Are there spare bottles available?	☒	☐	☐
32. Is there a BA compressor available and in order?	☒	☐	☐
33. Are the fire pumps and the em. fire pump operational and starting/operating instructions posted?	☒	☐	☐
34. Are EEBDs in accommodation (at least 2), E/R, etc., in order and ready for use? Training in their use is mandatory. Spares shall be kept. (Duration>10 minutes. Brief instructions or diagrams illustrating their use shall be printed on EEBD. An EEBD, when stored, shall be protected from the environment. Maintenance requirements, serial No., date of manufacture and shelf life shall be also printed. Training EEBD's shall be clearly marked).	☒	☐	☐
35. Are ship-specific FFE maintenance instructions available and are weekly, monthly, etc. inspections being carried out? Check maintenance, testing and inspections.	☒	☐	☐
36. Is there fire fighting equipment available in the paint store and in good condition?	☒	☐	☐
37. Check records of regular inspection and testing of lifting devices, wire slings, cranes, portable and beam chain blocks, pad eyes, lifting beams etc.	☒	☐	☐
38. Are all cargo derricks, cranes and other lifting equipment in order, marked (SWL) and has periodical testing and inspection been carried out? Check records.	☒	☐	☐
39. Do decks in working areas have clearly identified non-slip surfaces?	☒	☐	☐

COMMENTS:

All the above equipment checked and found in good condition.

L) BRIDGE	YES	NO	N/S
1. Are there fire extinguishers available on the bridge and in the GMDSS room?	☒	☐	☐
2. Is the watch schedule posted on the bridge?	☒	☐	☐
3. Are the Master's day and night standing orders posted/logged? Have the deck officers countersigned them as being read and understood? Are the Standing Orders in compliance with the Company's policies (e.g. for restricted visibility, CPA etc), or only deviating towards safety?	☒	☐	☐
4. Check instructions for calling the Master, for restricted visibility and for CPA. Are the Officers aware of the minimum Company's CPA requirements?	☒	☐	☐
5. Is a look-out maintained at all times when the vessel is at sea?	☒	☐	☐

	b) BRIDGE	YES	NO	N/S
6.	Is the position fixing carried out according the Company's requirements (check intervals of position fixing at various navigation conditions?	☒	☐	☐
7.	Are periodical tests of communications equipment being carried out?	☒	☐	☐
8.	Is the GMDSS Log being maintained correctly?	☒	☐	☐
9.	Are there operating instructions posted for the various navigation and communication equipment? Are instructions for the DSC and satellite communications equipment in an emergency displayed?	☒	☐	☐
10.	Are all alarms operational? Check alarms test schedules, checks carried out/dates/signatures.	☒	☐	☐
11.	Are all checklists related to navigation correctly completed and properly filed?	☒	☐	☐
12.	Is the Bridge logbook correctly maintained with all required entries in ink?	☒	☐	☐
13.	Is the Radar log properly maintained?	☒	☐	☐
14.	Is there a flag locker equipped with complete set of signalling flags?	☒	☐	☐
15.	Is the wheelhouse poster/ship's manoeuvring characteristics posted on the bridge?	☒	☐	☐
16.	Are procedures for the testing of bridge equipment before arrival and departure properly followed?	☒	☐	☐
17.	Is the steering gear auto to manual change over and em. steering change over procedure posted?	☒	☐	☐
18.	Is the GMDSS distress alarm operational and regularly tested?	☒	☐	☐
19.	Is the GMDSS shore based maintenance contract available and valid?	☒	☐	☐
20.	Check all internal communication systems (telephones, public address system).	☒	☐	☐
21.	Is the safety signals poster posted on the bridge?	☒	☐	☐
22.	Is there a magnetic compass deviation card available and posted (up date annually)? Are gyro and magnetic compass errors being taken at every watch and recorded in Compass Error Book & broadly agree (difference< 3 degree) with the deviation card? Are all compass repeaters correctly adjusted?	☒	☐	☐
23.	Are all nautical publications of current edition and maintained up to date?	☒	☐	☐
24.	Is the chart correction procedure followed (Chart correction book updated, charts corrected according to the last Notice to Mariners, etc.)? Are T&P Notices taken in account (as applicable)? Are all paper and where applicable electronic charts fully provided (last edition) and corrected for the intended voyage? Are all shallow waters for the indented voyage noted on charts? Check UKC and calculation of Squat and over-head clearance.	☒	☐	☐
25.	Are all superseded / out dated charts and nautical publications destroyed/put apart?	☒	☐	☐
26.	Is there a passage plan available for the last voyage (berth to berth) and correctly completed?	☒	☐	☐
27.	Were the charts used for the previous voyage appropriate (largest scale)?	☒	☐	☐
28.	Was position fixing satisfactory throughout the previous voyage and the frequency of plotted fixes in accordance with the passage plan?	☒	☐	☐
29.	Are there more than one position fixing methods used/charted, where possible? Was radar parallel indexing used to monitor the position of the vessel?	☒	☐	☐
30.	Is the echo sounder operational and logging paper available? Was it in operation during approaching, prior departure and while in shallow waters? Is the start–stop date and time recorded in the Bridge logbook?	☒	☐	☐
31.	Is the echo sounder recorder marked with a reference date and time on each occasion it is switched on?	☒	☐	☐
32.	Has the GPS been adjusted to the correct datum?	☒	☐	☐
33.	Is there an adequate system for dealing with navigation warnings, NAVTEX warnings, weather reports, etc. and are they being charted/properly filed?	☒	☐	☐
34.	Is the bridge equipment Battery log book correctly completed?	☒	☐	☐
35.	Are radio emergency batteries in a satisfactory condition and fully charged? If applicable, is the emergency radio battery log up to date?	☒	☐	☐
36.	Are GMDSS VHFs provided with dedicated primary batteries for use in the event of a distress, equipped with a non-replaceable seal to indicate that it has not been used?	☒	☐	☐
37.	Is the rudder position indicator, the engine RPM indicator and the propeller pitch indicator visible from the bridge wings?	☒	☐	☐

L) BRIDGE	YES	NO	N/S
38. Are pyrotechnics and the line throwing apparatus in date and in order?	☒	☐	☐
39. Are survival craft portable VHF radios and SARTs in good order and charged?	☒	☐	☐
40. Are the vessel's Call Sign and Inmarsat ship station identity marked on the radio installation?	☒	☐	☐
41. Are Officers aware of the requirements for position updating on two-way communications equipment?	☒	☐	☐
42. Check sufficient awareness of VDR/SVDR post-incident data retrieval	☒	☐	☐
43. Ensure awareness about BNWAS and correct implementation of settings and custody of keys.	☒	☐	☐
44. Is the course recorder operational and set to local or GMT time?	☒	☐	☐
45. Is the auto pilot off course alarm operational and daily checked?	☒	☐	☐
46. Is EPIRB fitted, armed, labelled correctly and inspected as per manufacturer's requirements?	☒	☐	☐

COMMENTS:

All Navigation Officers are aware of their duties and responsibilities. All Bridge equipment is in good working condition.

M) ENGINEROOM	YES	NO	N/S
1. Are the C/E and the other E/R staff familiarization and handing over forms available and signed?	☒	☐	☐
2. Is the watch schedule posted in the E/R?	☒	☐	☐
3. Is the E/R logbook correctly filled in and all IMS prescribed entries regularly carried out?	☒	☐	☐
4. Does the C/E regularly report all maintenance jobs, repairs and defects? Check records/follow up.	☒	☐	☐
5. E/R Filing System: Are the procedures for the PMS kept and the corresponding forms filled in?	☒	☐	☐
6. Have the watch engineers countersigned the C/E standing & night orders as read and understood?	☒	☐	☐
7. Is PPE provided and being worn by all personnel, as appropriate?	☒	☐	☐
8. Are the duties of the watch-standing officers and ratings defined/well understood?	☒	☐	☐
9. Is the engine movement (bell) book correctly maintained, up to date, with entries in ink and is an adequate record being kept of all the navigational activities, both at sea and under pilotage?	☒	☐	☐
10. Are all emergency systems and equipment operational and starting/operating instructions posted? Are there operating instructions of the LSA and FFE?	☒	☐	☐
11. Is an engineer's call alarm fitted, in order, tested regularly and the results recorded?	☒	☐	☐
12. Do records indicate the regular testing of emergency equipment?	☒	☐	☐
13. Is all E/R life saving and firefighting equipment in good condition and maintained as per PMS?	☒	☐	☐
14. Is the E/R personnel familiar with the operation of the LSA and FFE (lifeboat engines, em. fire pump, em. generator, em. St. gear, main and em. bilge pump, etc.)?	☒	☐	☐
15. Are the E/R automatic and manual fan emergency stop devices operational and regularly tested?	☒	☐	☐
16. Are the E/R emergency stops & shut offs (ventilation fans, fuel pumps and the quick closing valves for fuel and lub. oil tanks) clearly marked? (Test records to indicate that they have been regularly tested).	☒	☐	☐
17. Are the E/R fixed fire detection / extinguishing and alarm systems in order and tested regularly? Are there operating instructions posted outside protected spaces?	☒	☐	☐
18. Is the engine personnel aware of the operation of the fixed fire detection and extinguishing system?	☒	☐	☐
19. Are chemicals properly stowed and are MSDSs available?	☒	☐	☐
20. Is the Engine store in order and all items secured to avoid moving in case of heavy seas?	☒	☐	☐
21. Are the required safety posters posted in the engine room workshop?	☒	☐	☐
22. Is fixed piping for welding-cutting equipment steel welded and pipework free of grease?	☒	☐	☐
23. Are flashback arresters fitted at the work station and are they in order?	☒	☐	☐
24. Are there F.O., hydraulic oil and L.O. analyses available at the intervals prescribed by the IMS?	☒	☐	☐
25. Are the E/R fuel high pressure pipes adequately protected (double piping)?	☒	☐	☐
26. Are the fire line isolation valves marked and properly working?	☒	☐	☐

M. ENGINE ROOM	YES	NO	N/S
27. Check the fire pump remote control starting devices.	☒	☐	☐
28. Where an em. generator is not fitted, are E/R em. batteries in order and fully charged? The em. batteries must supply the designed power load for up to 18 hours.	☒	☐	☐
29. Is the ORB correctly completed?	☒	☐	☐
30. Check the Entries at the Engine log Book regarding the change over prior entering any ECA area.	☒	☐	☐
31. Do the sludge and bilge tanks in Form A of the IOPP Cert. and those listed in ORB, agree?	☒	☐	☐
32. Is the Oily Water Separator (OWS) and alarm operational and are operating instructions posted?	☒	☐	☐
33. When in port is the OWS/Oil filtering equipment overboard discharge valve(s) closed and secured?	☒	☐	☐
34. Are the E/R bilge high level alarms in order, regularly tested and the results recorded?	☒	☐	☐
35. Are the E/R bilges dry and clean/free of oil?	☒	☐	☐
36. Are the bilge overboard valves marked closed and sealed? (warning sign posted).	☒	☐	☐
37. Is the bilge emergency suction adequately marked?	☒	☐	☐
38. Is there a bilge shore connection available and in good condition?	☒	☐	☐
39. Is there a sewage plant available, in operation and in good condition?	☒	☐	☐
40. Is the sewage shore connection in good condition?	☒	☐	☐
41. Is the E/R ventilation system working properly?	☒	☐	☐
42. Is the level of lighting and noise in all areas of the engine room satisfactory?	☒	☐	☐
43. Is the E/R painted, clean, tidy, free of combustible material and without any leakages?	☒	☐	☐
44. Is the dead man alarm system in order and used as required? (Activated every 15 minutes).	☒	☐	☐
45. Are the sounding pipe automatic closing arrangements operational?	☒	☐	☐
46. Check boiler testing frequency and relevant records.	☒	☐	☐
47. Are records kept for maintenance jobs carried out by the crew and external subcontractors?	☒	☐	☐
48. Check awareness of the department personnel about the results of vessel's surveys (items passed, recommendations, Conditions of Class, copies of survey reports, Certificates, etc.)	☒	☐	☐
49. Ensure that testing and maintenance of critical systems are always carried out as per the PMS.	☒	☐	☐
50. Check pre-arrival and prior to sailing testing of main engine and steering gear.	☒	☐	☐
51. Is bunkering piping diagram posted at the bunker manifold (scuppers plugged, duties etc.)?	☒	☐	☐
52. Are the E/R emergency escapes adequately lit, clear of obstacles and clearly marked?	☒	☐	☐
53. Are the E/R tanks quick closing valves in good order and regularly tested?	☒	☐	☐
54. Are all E/R alarms in working order? Alarms test schedules carried out, dated and signatures.	☒	☐	☐
55. Is an engineer's call alarm fitted and is it in order and tested regularly and the results recorded?	☒	☐	☐
56. Is the E/R insulation in good condition (heat – sound)?	☒	☐	☐
57. Is the em. generator fuel tank level over 85%? Ditto for diesel engine driven emergency fire pump?	☒	☐	☐
58. Are the E/R glass tank level gauges adequately protected and closed when not in use?	☒	☐	☐
59. For UMS vessels are there safety instructions posted at the E/R entrances and ECR? Is there a checklist to be used prior to initiating UMS operation?	☒	☐	☐
60. Is there a procedure for bridge notification during E/R inspections, whilst the vessel is in UMS?	☒	☐	☐
61. Is there an alarm system for fuel leakages from M/E and D/Gs (fail-to-safety) installed?	☒	☐	☐
62. Are there any deficiencies imposed by Company's superintendents, the Class, PSC not rectified? If yes, what is the rectification schedule? Check maintenance tasks assignments.	☒	☐	☐
63. Are there safety goggles for chemicals in the battery room and safety instructions posted?	☒	☐	☐
64. Are the emergency batteries in good condition?	☒	☐	☐
65. Are all ballast, bilge, fire, fuel transfer pumps in good operating condition?	☒	☐	☐
66. Are all markings with IMO approved symbols?	☒	☐	☐
67. Are diesel engine exhausts and other hot surfaces in the vicinity of fuel, diesel, lubricating and hydraulic oil pipes protected against spray?	☒	☐	☐
68. Are purifier rooms and fuel and lubricating oil handling areas ventilated and clean?	☒	☐	☐

M) ENGINE ROOM	YES	NO	N/S
69. Are main engine bearing temperature monitors, or the crankcase oil mist detector, in good order?	☒	☐	☐
70. Are fuel, ballast and other space vents and air pipes in a satisfactory condition?	☒	☐	☐
71. Is there adequate awareness about bunkering operations, incl. H_2S/Benzene safety precautions?	☒	☐	☐
72. Is there adequate awareness about sulphur limits global requirements?	☒	☐	☐
73. Are available change-over procedures for switching the fuel oil in use, between the different FO qualities with respect to sulphur content?	☒	☐	☐
74. Check awareness of the department personnel about relevant procedures. Check awareness and implementation of the PMS and the Defect reporting system.	☒	☐	☐

COMMENTS:

All Engine Officers are aware of their duties and responsibilities. All Engine equipment is in good working condition.

N) STEERING GEAR	YES	NO	N/S
1. Are the steering gear room communication systems with the bridge (two systems) operational?	☒	☐	☐
2. Is the steering gear equipment clean with no leakages?	☒	☐	☐
3. Is the steering compartment fitted with suitable handrails, gratings or other non-slip surfaces?	☒	☐	☐
4. Are the arrangements for provision of heading information adequate?	☒	☐	☐
5. Is there a gyro compass repeater installed at the emergency steering gear position?	☒	☐	☐
6. Is the rudder angle indicator operational and visible from the emergency steering position?	☒	☐	☐
7. Has the em. st. gear been tested within the last 3 months and the results recorded?	☒	☐	☐
8. Are em. steering gear changeover procedures displayed in the steering compartment?	☒	☐	☐
9. Is the steering gear emergency reserve tank fully charged?	☒	☐	☐
10. Are officers familiar with operation of the steering gear in the emergency mode?	☒	☐	☐

COMMENTS:

Steering gear is in good condition.

O) ENVIRONMENTAL PROTECTION	YES	NO	N/S
1. Is the IMS available to all prescribed positions and up to date?	☒	☐	☐
2. Check familiarity of personnel with the name and contact details of EMR.	☒	☐	☐
3. Check familiarity of personnel with environmental aspects, impacts and targets.	☒	☐	☐
4. Are all responsibilities relevant to IMS known and are they formally accepted?	☒	☐	☐
5. Check implementation of environmental practices and improvements into shipboard activities.	☒	☐	☐
6. Check records related to promoting and monitoring of the energy conservation program.	☒	☐	☐
7. Are supplies environmentally friendly? Assess the policy and procedures to ensure that vendors, technicians, etc. and other non-crewmembers follow the IMS requirements.	☒	☐	☐
8. Check waste management program and waste reduction methods (e.g. purchasing in bulk to reduce packaging volumes, encouraging recycling initiatives, using non-disposable equipment). (Ensure that system for monitoring and reducing waste is effective and efficient. Check how Management promotes the use of equipment and practices that minimize waste generation, effluent-treatment systems, etc.).	☒	☐	☐
9. Are all crewmembers aware of the MARPOL requirements applicable to their duties e.g. disposal of bilges, air pollution, etc.?	☒	☐	☐
10. Are there oil spill trays installed below the bunkering manifold and the bunker tanks vent heads? Are the drain plugs in position?	☒	☐	☐
11. Is the Ballast Water Management Plan followed and are relevant records being maintained?	☒	☐	☐
12. Check records of training of crew on Environmental Protection issues. Assess the frequency and	☒	☐	☐

9) ENVIRONMENTAL PROTECTION	YES	NO	N/S
adequacy of shipboard pollution prevention and environmental protection meetings and training.			
13. Assess the adequacy of the policy, procedures and equipment, including storage capabilities used to manage solid wastes generated in all areas of the vessel and the effectiveness and implementation of the Garbage Management Plan. Has relevant training been carried out?	☒	☐	☐
14. Are there garbage disposal instruction and pollution prevention signs posted?	☒	☐	☐
15. Are adequate garbage boxes of non-combustible materials with no openings in the sides or bottom in all places? Are garbage containers covered, leak-proof and inside the railing?	☒	☐	☐
16. Check procedures for disposal and handling of cooking oil/chemicals/waste oil/cleaning agents	☒	☐	☐
17. Review Hazardous Waste Delivery Receipts and verify if these are properly completed. .	☒	☐	☐
18. Are various hazardous solid waste (batteries, medical waste, fluorescent lamps, aerosol cans, chemical waste, old paint, pyrotechnics, fire detectors, plastic, etc.) adequately handled?	☒	☐	☐
19. Has the Garbage Record Book been correctly completed? Review garbage disposal receipts and ensure that plastics are delivered ashore.	☒	☐	☐
20. Assess the adequacy of the procedures and equipment associated with cargo wastes management.	☒	☐	☐
21. Does the Company provide guidelines regarding the use of shipboard incinerators for the burning of polychlorinated biphenyls (PCBs) and polyvinyl chlorides (PVCs)? (MARPOL Annex VI, Reg. 16).	☒	☐	☐
22. Is the operating manual for the incinerator available? Check IMO type approval Certificate.	☒	☐	☐
23. Are specific warning notices posted to safeguard against the accidental opening of the overboard discharge valve from the Oil Water Separator (OWS)? (The overboard valve should be sealed and provided with a notice indicating that the valve should not be opened without the authority of the C/E or Master).	☒	☐	☐
24. Check bunkering procedures and their implementation (checklists, samples, ORB entries, etc.). Compare entries for bunker tanks soundings / ROB data in the E/R log book against actual figures.	☒	☐	☐
25. Assess the adequacy and performance of the OWS, Incinerator, Sewage System and any other pollution prevention equipment to handle the normal quantities and types of wastes (If possible, evaluate the capacities for all tanks/containers associated with the management of sludge, bilges and oily or other wastes. Assessment of adequacy/performance of OWS can include an operational test under actual conditions, as per manufacturer's recommendations. Test can include continuous processing of contents of Bilge Holding Tank without dilution. If actual discharge is not feasible due to vessel's location, then discharge made to bilge or another tank, as per procedures approved by Class. Soundings of Bilge Holding Tank to be made before and after the test. All alarms to be recorded and retained. All the above to be recorded in the ORB).	☒	☐	☐
26. Are the E/R bilge alarm tests regularly carried out and recorded in the relevant Test Log?	☒	☐	☐
27. Are the bilge, sludge, etc. shore delivery receipts attached to the ORB?	☒	☐	☐
28. Do quantities on receipts agree with the corresponding ORB entries?	☒	☐	☐
29. Is the A/C system properly maintained by experienced/competent personnel and working properly?	☒	☐	☐
30. Assess procedures and equipment used to maintain refrigeration units, availability and status of refrigerant recovery units, procedures for recovering refrigerants and maintenance of a leak log.	☒	☐	☐
31. Check approved/up to date SOPEP/NT-VRP (These can be combined. Name of OPA-90 qualified individual to be recorded. IMO Coastal Contact List up to date (published on 31/12, 31/3, 30/6 and 30/9). Master aware of port contact procedures. A contact list for this port is available to Master and posted on bridge with contact details of the DPA, ERT, port authorities, P&I, agent and the National pollution reporting centre from the Coastal Contact List).	☒	☐	☐
32. Is the oil pollution prevention equipment available to the SOPEP prescribed positions?	☒	☐	☐
33. Does the plan include a description of equipment, its location, a plan for deployment and specific crewmember duties for handling small spills?	☒	☐	☐
34. Is the sample piping clearly visible to the maximum possible extent?	☒	☐	☐
35. Are all equipment with oil to sea interface in good condition?	☒	☐	☐
36. If vessel is fitted with Halon fire extinguishing systems, has the Company developed plans for the replacement of such a system, especially if Halon has to be released at any time (only for vessels with non EU flags)?	☒	☐	☐
37. Assess the availability and content of various manuals, schematics and documents required in the use of all pollution prevention equipment and activities.	☒	☐	☐
38. Are related E/R Officers aware of the OWS, Incinerator, etc., operation?	☒	☐	☐

O) ENVIRONMENTAL PROTECTION	YES	NO	N/S
39. Check OWS, Incinerator, etc. maintenance records.	☒	☐	☐
40. Is the bilge piping matches the OWS piping diagram?	☒	☐	☐
41. Is the Sewage Treatment Plant in good condition?	☒	☐	☐
42. Are Incinerator operations regularly recorded?	☒	☐	☐
43. Is training provided for the Incinerator as per manufacturer's instructions?	☒	☐	☐
COMMENTS:			
Environmental procedures are highly maintained onboard.			

P) SPARES AND SUPPLIES	YES	NO	N/S
1. Are there any urgently requested spares not delivered onboard?	☐	☒	☐
2. Check verification on board by the Master and/or the C/E upon the delivery of previously purchased goods against the delivery receipt and confirmation of delivery communicated to the Office.	☒	☐	☐
3. Is vessel supplied with necessary spares and supplies? Check records/inventories.	☒	☐	☐
4. Is a comprehensive and up to date inventory of spare parts being maintained?	☒	☐	☐
COMMENTS:			
The requisition procedure is properly maintained.			

VESSEL'S AUDIT REPORT

Audit No./Year 01/2016

VESSEL'S PARTICULARS

VESSEL NENITA IMO NUMBER: 9172961 GT: 40042 DATE: 11/07/2016

Master's name: [redacted] C/E's name: [redacted]

OPERATION AT THE TIME OF AUDIT FLAG Marshall Islands

☐ REPAIRS AFLOAT	☒ LOADING	☐ DISCHARGING	☐ BUNKERING
☐ RIVER TRANSIT	☐ DEBALLASTING	☐ BALLASTING	☐ IDLE
	☐ AT ANCHOR	☐ AT SEA	☐ D/D

AUDIT DETAILS

ACTIVITIES AUDITED	AUDIT TYPE A	B	C	D	AUDIT DATE(S)	AUDITEE (S)	AUDITOR (S)
BRIDGE	☒	☐	☐	☐	11/07/16	[redacted]-MASTER [redacted]-C/O [redacted]-2/O [redacted]-3/O	[redacted]
DECK	☒	☐	☐	☐	11/07/16	[redacted]-MASTER [redacted]-C/O [redacted]-2/O [redacted]-3/O	[redacted]
ENGINE	☒	☐	☐	☐	12/07/16	[redacted]-C/E [redacted]-2/E [redacted]-3/E [redacted]-4/E	[redacted]
ACCOMMODATION/GALLEY	☒	☐	☐	☐	11/07/16	[redacted]-C/O [redacted]-COOK [redacted]/MSM [redacted]/MSM	[redacted]

Type: A. Internal B. Independent, C. Unscheduled, D. Other; please specify e.g. Distant ☐ Navigational ☐ Cargo ☐ etc.

FOLLOW UP FROM PREVIOUS AUDIT

DATE OF LAST INTERNAL AUDIT N/A NUMBER OF NCRs FOUND DURING LAST INTERNAL AUDIT N/A

NUMBER OF OBSERVATIONS FOUND DURING LAST INTERNAL AUDIT N/A

VERIFICATION OF CLOSE OUT AND IMPLEMENTATION OF CORRECTIVE/PREVENTIVE ACTIONS N/A

AUDIT RESULTS

NUMBER OF NON-CONFORMITIES 1 NUMBER OF OBSERVATIONS 0

LIST OF NON-CONFORMITIES AND OBSERVATIONS

N/C ID NUMBER	*DATE ISSUED*	*BRIEF DESCRIPTION*	*CLOSE OUT TARGET DATE*
01/16	10/07/2016	AT THE ECR PLATFORM ONE FIRE HOSE WAS NOT CONNECTED TO THE HYDRANT.	12/07/2016

AUDITOR'S GENERAL COMMENTS (both positive and negative)

This was the first audit on board the vessel since her delivery on May 2016. The purpose of the audit was to identify and verify the proper implementation of the company's IMS and established procedures. All records and documents checked on a sample basis. Various crew members were interviewed. All crew on board found aware

of their duties and responsibilities. Vessel's general condition is [redacted] satisfactory. During the audit not any NCRs or OBS have been identified.

LEAD AUDITOR *(name/title/signature)* [redacted] / TECHNICAL [redacted] ERINTENDENT

AUDITORS *(name/title/signature)* [redacted]

Distribution:

- ☒ *GM*
- ☒ *DPA*
- ☒ *Operations Department*
- ☒ *Master / Chief Engineer*
- ☒ *Technical Department*
- ☒ *Crew Department*
- ☒ *Purchasing Department*
- ☐ *Other*