Marine Inspection for Small Workboats

(Common Marine Inspection Document for Small Workboats)

Workboat name:	
IMO number:	
Date inspected:	

International Marine Contractors Association
www.imca-int.com

IMCA M 189 Rev. 3
June 2016

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The International Marine Contractors Association (IMCA) is the international trade association representing offshore, marine and underwater engineering companies.

IMCA promotes improvements in quality, health, safety, environmental and technical standards through the publication of information notes, codes of practice and by other appropriate means.

Members are self-regulating through the adoption of IMCA guidelines as appropriate. They commit to act as responsible members by following relevant guidelines and being willing to be audited against compliance with them by their clients.

There are two core activities that relate to all members:
- Competence & Training
- Safety, Environment & Legislation

The Association is organised through four distinct divisions, each covering a specific area of members' interests: Diving, Marine, Offshore Survey, Remote Systems & ROV.

There are also five regional sections which facilitate work on issues affecting members in their local geographic area – Asia-Pacific, Central & North America, Europe & Africa, Middle East & India and South America.

IMCA M 189 Rev. 3

This document supersedes all previous issues of the Marine Inspection Checklist for Small Workboats, which are now withdrawn.

This latest issue has been produced as the result of discussion by a cross-industry steering committee and workgroup which has resulted in a complete update of the document and the addition of vessel-specific supplements.

www.imca-int.com/marine

If you have any comments on this document, please click the feedback button below:

feedback@imca-int.com

Date	Reason	Revision
February 2002	Initial publication	
December 2007	Due to the revision of the small vessel code	Rev. 1
May 2012	New layout to reflect the CMID layout and to facilitate its subsequent inclusion on the CMID database	Rev. 2
June 2016	Addition of vessel-specific supplements	Rev. 3

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Introduction

Purpose

The purpose of the Marine Inspection for Small Workboats (the 'MISW') is to provide the offshore marine industry with a standardised format for vessel inspection reports and to reduce the frequency of inspections on individual vessels. This can be achieved by making inspection reports available to those with justifiable requirement to confirm a vessel's safety and environmental integrity status. The MISW inspection/audit process is not undertaken to assess a vessel's suitability for operations, rather its aim is to enable an assessment of the vessel's operating safety status, by examining all aspects of the safety management system (SMS) in place onboard. This will include any observations with regard to the vessel's internal structural integrity; the safety of its personnel; and its compliance with environmental protection requirements.

When an inspection is requested for a vessel, the requesting company/organisation should first ascertain the date when the last inspection using the MISW format was conducted and review the report if available. If the report is over 12 months old, a new inspection should be conducted. A competent and independent third party should complete the inspection.

Reviewing a previous report does not waive any right to conduct an inspection of the vessel, but should at least be taken into consideration when assessing the degree/extent of any further inspection requirement.

This document contains supplementary sections for different vessel types and may be used as a basis for inspecting any type of vessel covered by the MISW criteria, i.e. less than 500 gross tonnage and/or less than 24m and are therefore not required to comply with the International Safety Management (ISM) or the International Ship and Port Facility Security (ISPS) codes, although the principles outlined within the two codes are worth following.

The MISW may be treated as a 'live' document and can be used by the crew for internal preparations prior to an inspection and thereafter keep it updated, so that the minimum amount of work is required at subsequent inspections.

In this document 'small workboat' means a small vessel in commercial use for purpose other than sport or pleasure, including a dedicated pilot vessel. These small workboats could be used for various appropriate tasks such as inshore survey, repair of remote equipment, shallow water air dive support, construction support, dredgers and personnel transfer.

Notes

1. This document – IMCA M 189/S 004 – *Marine inspection for small workboats (Common marine inspection document for small workboats)* – follows the structure of IMCA M 149 – *Common marine inspection document*;
2. The vessel operator has the right to comment on the findings;
3. IMCA M 149 may be appropriate for other vessels – www.imca-int.com/media/73731/imcam149-issue_9.0.pdf;
4. In the inspection report, the abbreviations used are: NA = not applicable; NS = not seen;

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Terminology Definitions

Inspector/Auditor	The suitably qualified and experienced person inspecting the vessel. The technical knowledge, experience and competence of the person (or persons) performing the inspection (see note 1) should be appropriate to the type of vessel being inspected.
Inspector competence	Inspector competence is a key part of delivering consistently good MISW inspections. The accredited vessel inspector (AVI) scheme administered by the International Institute of Marine Surveying (IIMS) provides an assured level of competence of inspectors accepted into its scheme and IMCA recommends the services of an accredited inspector are used. Alternatively, competence may be self-administered by companies providing inspection services and which should be based on the IMCA competence framework (P03). The individual's competence should be a combination of three sections: ♦ qualifications; ♦ experience; ♦ verification. **Qualifications** ♦ Seagoing qualification at management level or appropriate flag state qualification for the vessel type (see note 2); ♦ Inspection/audit qualification (ISM or recognised equivalent) (see note 2). **Experience** ♦ Minimum of one inspection understudying/observing a competent inspector; ♦ Minimum of one complete inspection supported by a competent inspector; ♦ For any vessel type (see note 3) new to an inspector, they should carry out one inspection whilst being supported by a competent inspector; ♦ Following the inspections, the inspector should be given feedback and remedial action taken as required; ♦ A minimum of two fully completed inspections per year is considered the minimum to maintain currency. If this criterion is not met the inspector should undertake one complete inspection supported by a competent inspector. Notes: 1. 'An inspection' means carrying out the inspection, discussing the results with the Master and writing/delivering the report. 2. Evidence of alternative appropriate marine or inspection/audit qualifying expertise may be accepted on a case by case basis; 3. 'Vessel types' refers to offshore industry recognised type definitions, e.g. emergency response rescue vessel, anchor handling tug supply vessel, diving support vessel, etc. **Verification** ♦ A company providing inspection services should develop and administer its own competence assurance scheme including mentoring; ♦ The inspector's client should provide feedback to the company and audit the company scheme if necessary; ♦ The inspector should record completed inspection jobs in a logbook or equivalent auditable record document; ♦ The AVI scheme administered by IIMS is recognised by IMCA as having a verified competence standard for vessel inspectors due to the accreditation process used to assess the competence of those applying for membership.
International voyage	A voyage from a country to a port or place outside such country or the converse.
Operator	The word 'operator' has been used throughout this document as meaning either the company, operator or manager responsible for the vessel.

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Abbreviations

AVI	Accredited vessel inspector
CMID	Common marine inspection document
COLREG	Convention on International Regulations for Preventing Collisions at Sea
DP	Dynamic positioning
DPO	DP operator
EPIRB	Emergency position indicating radio beacon
FFA	Firefighting apparatus
FMEA	Failure modes and effects analysis
FMECA	Failure modes and effects criticality analysis
GRT	Gross register tonnage
H&M	Hull and machinery
HRU	Hydrostatic release unit
IIMS	International Institute of Marine Surveying
IMCA	The International Marine Contractors Association
IMDG	International Maritime Dangerous Goods Code
IMO	International Maritime Organization
ISM	International Safety Management
ISO	International Organization for Standardization
ISPS	International Ship & Port Facility Security Code
ISS	International Ship Security
LOA	Length overall
LSA	Life-saving appliance
MARPOL	Merchant Shipping (Prevention of Oil Pollution) Regulations
MISW	Marine inspection for small workboats
MMSI	Maritime Mobile Service Identity
MOB	Man overboard
MSI	Maritime safety information
NA	Not applicable
Navtex	Navigational telex – a system used for the broadcast of localised MSI using radio telex
NS	Not seen
P&I	Protection and indemnity
POB	Persons onboard
PPE	Personal protective equipment
SART	Search and rescue transponder
SMS	Safety management system
SOLAS	International Convention for the Safety of Life at Sea
STCW	International Convention on Standards of Training, Certification and Watchkeeping for Seafarers
SWL	Safe working load
VHF	Very high frequency

Inspection Process

The inspection should adhere to a recognised standard for auditing/inspection such as ISO 19011 (*Guidelines for auditing management systems*). It should be planned and undertaken in liaison with the vessel owner/operator to maximise the use of resources, while creating the least disruption to ongoing activities. Sufficient flexibility should be built into the programme to reflect changing operational demands. Wherever possible the inspector should forward a working draft of the MISW to the vessel at least four weeks prior to the inspection date and should discuss the following in advance with the vessel owner/operator:

- the timing and programme (opening meeting, scope of inspection and closing meeting);
- approximate duration and format of the inspection;
- the personnel expected to be made available;
- documentation expected to be made available for inspection (including previous inspection reports where available);
- any requirement to observe operating plant, equipment or drills.

The inspector should confirm that, through the inspection process, shore-based management has demonstrated a satisfactory commitment to the vessel's health, safety and environmental issues. This should be achieved through observation and discussion with the vessel's crew on relevant matters.

The inspector should be accompanied by the vessel's personnel familiar with the area being inspected whenever appropriate. Equally, the appropriate personal protective equipment (PPE) is to be worn at all times and the inspector should be provided with all necessary safety information before commencing the inspection.

On conclusion, the inspector should provide the vessel's key personnel with a verbal briefing and a brief written summary of the result of the inspection. The Master should be given the opportunity to comment on any findings to be included in the report. Ultimately, regardless of who commissioned the inspection, the inspector is providing an unbiased, objective assessment of the state of the vessel's safety management system at the time of the inspection and therefore has a critical role to play in improving safety onboard for all concerned.

In this version of the MISW report there is the option to include additional comments by the inspector on aspects not specifically covered in the standard question sets. The addition of such comments is not mandatory and, where they have been included, do not constitute findings. Rather they serve to provide additional information the inspector deems relevant to support the vessel safety and environmental management system.

Additionally in this version, five specific vessel supplements have been included and when using the eCMID tool (for MISW), the relevant supplements can be pre-selected and only these selected supplements will appear in the final published report. If an inspector needs to download a PDF version of the report from the eCMID website, they will also be able to select the supplements they need.

A number of questions within the core and supplementary sections require inspectors to make a comment on the subject even when a 'Yes' is recorded. These comments are made to provide added value for the report but do not appear as findings or in the Additional Comments section of the report.

Where an inspector selects 'Not Seen' (NS) or 'Not Applicable' (NA) in response to a question, there should normally be a short explanatory comment made to explain why the option was selected.

Inspection Summary

Report completed by *(inspector's name)*		**Date**	
Inspector's employer			
Company on whose behalf inspection is carried out			
Operator company			
Report summary seen and discussed by *(Master's or delegated representative's name)*		**Date**	

Inspection findings

Master's comments

Debrief

The inspector shall discuss the inspection findings with the Master before leaving the vessel. The Master's comments form should be completed and submitted with the final report as an attached image file.

Distribution List for Reports

A written copy summarising the findings should be left on the vessel inspected.

A copy of the *final* report to be distributed as follows:

1. Vessel;
2. Vessel operator;
3. The party who commissioned the inspection, if not the vessel operator, such as an oil company client.

Further information on the eCMID processes can be found on the eCMID database (www.imcacmid.com) under Help and Support, where the user guides for inspectors, operators and clients can be downloaded.

1 Vessel Particulars

	Requested Information
Name of vessel	
IMO number or Official number	
Type of vessel *(LOA, GRT, engines, berths, and include detail of any special features)*	
Previous name(s)	
Vessel owner/operator	
Name:	
Address:	
Tel:	
Fax:	
E-mail:	
Date current vessel operator assumed responsibility for vessel	
Manning agent	
Address:	
Tel:	
Fax:	
E-mail:	
Flag	*(if the vessel has changed flag within the past six months, report date of change and previous flag)*
Port of registry	
Classification Society (if applicable) *(if the vessel has changed class within the past six months, report date of change and previous classification society)*	
Class ID number	**Category:**
Workboat Certificate *(details of operating code e.g. MCA Workboat Code - include max. distance from shore, day trips only, etc.)*	
Issued (on date):	**Valid until:**
Issued By:	**Last annual inspection:**
Total allowance number of persons on board (PoB)	

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ALLOW SPACE TO INSERT VESSEL'S PHOTOGRAPH HERE

Additional comments/observations

This space may be used to record any general comments the inspector wishes to make which are not covered elsewhere

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2 Index of Certificates and Documents

Certificates	Applicable to vessel type Y/N	Date of Expiry	Certificate does not expire
Asbestos free certificate			
Classification society certificate			
Certificate of Registration			
Certificates of insurance – Protection and indemnity (P&I)			
Employer's liability insurance certificate			
Flag State certificate/National Safety Certificate			
Hydrostatic release certificate – life raft #1			
Hydrostatic release certificate – life raft #2			
Hydrostatic release certificate – life raft #3			
Hydrostatic release certificate – life raft #4			
Hull and machinery (H&M) insurance certificate			
IMDG Code – document of compliance for the carriage of dangerous goods			
Minimum Safe Manning Certificate			
Passenger Liability (up to 12 passengers) – Athens Convention insurance certificate			
Passenger Ship Safety Certificate			
Potable water quality test certificate			
Radio Survey Report			
Radio station licence			
Servicing certificate – life raft #1			
Servicing certificate – life raft #2			
Servicing certificate – life raft #3			
Servicing certificate – life raft #4			
Ship Sanitation Control Exemption Certificate			
Test and thorough examination of lifting equipment Certificates			
Tonnage Certificate			
Workboat or Load Line Certificate			

3 Inspection

3.1	Has the vessel been subject to a port state inspection since the previous MISW inspection?	Yes	No	NA	NS
	Comments				

Comment on where and when the inspection was carried out. If vessel was detained, or significant deficiencies were listed, record the reason for detention or nature of those deficiencies.

None of the response options will generate a finding.

3.2	Has the vessel undergone a MISW inspection or any other type of independent vessel inspection within the previous 12 months?	Yes	No	NA	NS
	Comments				

Comment if an inspection has occurred in the last 12 months and record the name of the Inspector Company, date and relevant findings (if any).

Comment on the type, authority, date and content of the independent inspection.

State if the certificate is dated and note the expiry date.

If the vessel is new and has not been subjected to independent inspection, the inspector can use NA.

If no inspection has been carried out and this should normally have been completed, the inspector should select 'No' and state the reason, e.g. required by industry guidelines. In this case the finding will be recorded.

3.3	Does the vessel have a copy of the most recent MISW onboard or any other type of vessel inspection report?	Yes	No	NA	NS
	Comments				

Comment if the operator's policy is for a copy of the report to be held onboard and verify that appropriate corrective action has been taken on any findings.

Actions not closed-out are to be carried forward to this report under the original date.

Note where not available and state why.

List any pending conditions of class and/or class memoranda (if any).

'No' does not generate a finding.

3.4	Additional Section 3 comments?	Yes	No		
	Comments				

4 Logbooks

4.1	Is the vessel required to have a radio logbook?	Yes	No	NA	NS
	Comments				

Comment if no radio logbook is available for use.

Comment on condition and state of the logbook.

'No' does not generate a Finding.

4.2	Does the vessel have appropriate logbook(s) (e.g. official/deck/engine)?	Yes	No	NA	NS
	Comments				

Comment on condition and state of logbooks.

4.3	Additional Section 4 comments?	Yes	No		
	Comments				

5 Weather-tight Integrity

5.1	Is it possible to secure all openings to prevent the ingress of water whilst at sea?	Yes	No	NA	NS
	Comments				

Comment if there is unreasonable difficulty doing this.

5.2	Are doors located above the weather deck, which give access to spaces below, weather-tight and able to be operated from either side?	Yes	No	NA	NS
	Comments				

Comment on the state and condition of seals, fastening and securing fittings.

5.3	If there are any opening skylights fitted, can they be effectively secured from either side?	Yes	No	NA	NS
	Comments				

Note the condition of fastening and securing fittings for the skylights.

5.4	Are blanks available for securing in place, in the event of breakage of a skylight?	Yes	No	NA	NS
	Comments				

Note the stowages for the blanks and their ease of access in an emergency.

5.5	If any opening or port-lights are below the weather deck, are there dead-lights or blanks available to be secured in place?	Yes	No	NA	NS
	Comments				

5.6	Can all opening port-lights be effectively secured?	Yes	No	NA	NS
	Comments				

Comment on the condition of securing arrangements and fittings.

5.7	Are all weather-tight closures to ventilators in full working order?	Yes	No	NA	NS
	Comments				

5.8	Does the hull and structure of the vessel appear in a good state of repair?	Yes	No	NA	NS
	Comments				

Comment on the state and condition of the hull and superstructure (visual observation).

5.9	When a deck is fitted with bulwarks such that water may be trapped, are there effective draining ports?	Yes	No	NA	NS
	Comments				

5.10	Are sea inlets and discharges below the waterline fitted with a seacock or other effective means of closure?	Yes	No	NA	NS
	Comments				

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5.11	Is there evidence of any water leaking into the vessel below decks? ('Yes' generates an entry in the Findings section)	Yes	No	NA	NS
	Comments				

Comment on the evidence of leaking and if possible include a photograph.

This should not be confused with water brought down from the upper deck during wet conditions.

Leaking from internal fresh water supplies should be reported in machinery or accommodation sections.

5.12	If the vessel has a self-righting capability are all safety criteria being met?	Yes	No	NA	NS
	Comments				

Note whether correct means of crew, passenger and cargo securing arrangements are fitted and serviceable.

Note whether appropriate services for recovery from inversion are fitted and serviceable.

5.13	Additional Section 5 comments?	Yes	No		
	Comments				

6 Machinery and Electrical

6.1	Are engine/generator machinery and spaces clean and well maintained?	Yes	No	NA	NS
	Comments				

6.2	Are vent pipes for fuel tanks protected against water ingress by a goose neck or other efficient means?	Yes	No	NA	NS
	Comments				

6.3	Are vent pipes for fuel tanks protected against flame ingress by a suitable gauze diaphragm?	Yes	No	NA	NS
	Comments				

6.4	Are there means available to effectively control fuel spillages or leaks from permanent or temporary equipment?	Yes	No	NA	NS
	Comments				

6.5	Is there a safe means of isolating the fuel supply in the event of an emergency?	Yes	No	NA	NS
	Comments				

Comment on the means used and the ease of access to/operation of isolation method.

6.6	Are there any fuel or oil leaks in the machinery spaces? ('Yes' generates an entry in the Findings section)	Yes	No	NA	NS
	Comments				

Comment on the evidence that leakage has occurred and any indication of control measure/mitigation.

Caution: Inspector to be aware of hazard/risk of fire depending on circumstances.

A photograph should only be taken if it is safe to do so.

6.7	Are the bilges free from oil?	Yes	No	NA	NS
	Comments				

Note: Inspector should ask the reason(s) why the bilges are oily and record above.

6.8	When batteries are the sole means of starting the propulsion engine, are there at least two sets of batteries available?	Yes	No	NA	NS
	Comments				

Comment on the state and condition of battery arrangements.

6.9	Are there safe means of isolating electrical supplies?	Yes	No	NA	NS
	Comments				

6.10	Are electrical systems protected from water?	Yes	No	NA	NS
	Comments				

Comment on the state and effectiveness of protection.

6.11	Are battery spaces adequately ventilated?	Yes	No	NA	NS
	Comments				

6.12	Are all batteries secured firmly to prevent movement?	Yes	No	NA	NS
	Comments				

6.13	Is there adequate and appropriate PPE for personnel checking/maintaining the batteries (e.g. face shields, rubber gloves)?	Yes	No	NA	NS
	Comments				

6.14	Is effective emergency lighting provided to allow escape from below/under-deck to allow essential activities to be conducted?	Yes	No	NA	NS
	Comments				

6.15	If steering by remote control, are there effective means of emergency steering?	Yes	No	NA	NS
	Comments				

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6.16	Are there two fully working bilge pumps?	Yes	No	NA	NS
	Comments				

Comment on the condition of bilge pumps and pumping arrangements.

6.17	Is at least one bilge pump available for duty in an emergency?	Yes	No	NA	NS
	Comments				

Note: The pumps and sources of power, if power-driven, should be in widely separated spaces so that any single event does not disable all the pumping systems.

6.18	Is an operating bilge alarm fitted in watertight spaces containing machinery or in cargo holds?	Yes	No	NA	NS
	Comments				

6.19	Are operating manuals available for the machinery?	Yes	No	NA	NS
	Comments				

Comment on whether the manuals are in a language that can be understood by the crew.

6.20	Are adequate tools and the manufacturers' recommended emergency spares available for the machinery?	Yes	No	NA	NS
	Comments				

Comment if emergency spares are not as per manufacturers' recommendations (if known).

6.21	Are maintenance records available for the onboard equipment?	Yes	No	NA	NS
	Comments				

Comment on the state and condition of records.

6.22	Are there any untreated hazards in the engine room?	Yes	No	NA	NS
	Comments				

Comment on any hazards that appear to have been overlooked or remains a hazard due to inadequate mitigation, e.g. missing or damaged lagging on hot surfaces, loose floor plates, unguarded rotating machinery etc.?

Note: SOLAS: All surfaces above 220°C are to be insulated or equivalent protected in order to avoid ignition of flammable fluids. Reference MSC.1/Circ.1321, 11 June 2009 – *Guidelines for measures to prevent fires in engine-rooms and cargo pump-rooms*.

Typical hot surfaces on engine 'body' are as follows: indicator valves (if fitted), cylinder covers, exhaust pipe from each cylinder, tie in to exhaust manifold, exhaust manifold in particular overlaps between steel sheets and laggings, foundation and lifting lugs on exhaust ducts, turbochargers, in particular flanges to such, cut outs for pressure/temperature sensors, etc.; housing surfaces of floodlights.

6.23	Additional Section 6 comments?	Yes	No		
	Comments				

7 Stability

7.1	If required does the vessel have an approved stability information booklet onboard?	Yes	No	NA	NS
	Comments				

7.2	If the vessel is required to carry an approved stability booklet, is there a competent person and appropriate system available to calculate the vessel's stability?	Yes	No	NA	NS
	Comments				

Competence should be based on requirements of operating area whether by international, national or industry standards as applicable.

7.3	Are any stability records available to show the effects of adding or removing loads on the vessel?	Yes	No	NA	NS
	Comments				

Comment on the condition of records and the date of the most recent review.

Comment on the system of review of records by company management.

7.4	Are the crew familiar with the stability issues with regards to winches and lifting operations?	Yes	No	NA	NS
	Comments				

7.5	Additional Section 7 comments?	Yes	No		
	Comments				

8 Freeboard

8.1	If required by Flag State, is the vessel marked with a deck line and freeboard mark?	Yes	No	NA	NS
	Comments				

Note: National authorities may require markings – the inspector should ascertain any requirements applicable to the vessel.

8.2	If the vessel is not marked with a deck line and freeboard mark, has the safe maximum draught been determined?	Yes	No	NA	
	Comments				

8.3	Additional Section 8 comments?	Yes	No		
	Comments				

9 Escape

9.1	Are there at least two means of escape from any manned/normally occupied space?	Yes	No	NA	NS
	Comments				

Note on the ease of access to escape routes.

Note: 'No' will appear in the Findings section – if two means of escape are not realistically practical due to vessel type select 'NA' and add a comment to explain.

9.2	Are means of escape clearly marked and the escape route adequately illuminated?	Yes	No	NA	NS
	Comments				

9.3	If there are not at least two means of escape, are there fire detectors fitted in the space?	Yes	No	NA	NS
	Comments				

9.4	Additional Section 9 comments?	Yes	No		
	Comments				

10 Fire

10.1	Are fire detectors, where fitted, in working order?	Yes	No	NA	NS
	Comments				

10.2	Is there a procedure for testing fire detectors and is it complied with?	Yes	No	NA	NS
	Comments				

Comment on the testing regime in use if applicable.

10.3	If no fire detectors are fitted, are adequate procedures in place to detect smoke or fire?	Yes	No	NA	NS
	Comments				

Comment on what these alternative procedures are.

10.4	Is the vessel's fire pump(s) working and available?	Yes	No	NA	NS
	Comments				

This may be a manual or power driven pump.

10.5	Is a working emergency fire pump available outside the machinery space?	Yes	No	NA	NS
	Comments				

10.6	If fitted can fire hose(s) deliver a jet of water to any part of the vessel?	Yes	No	NA	
	Comments				

10.7	If available does the jet/spray nozzle work properly on the fire hose?	Yes	No	NA	NS
	Comments				

10.8	Are the required number and correct type of portable fire extinguishers available on the vessel as defined in the safety plan and with valid service certificates?	Yes	No	NA	NS
	Comments				

Comment on the number and type of fire extinguishers as required by the vessel's safety plan.

Comment on the condition of the extinguishers and the system for maintaining them.

10.9	Is there a fixed firefighting system for the engine room?	Yes	No	NA	NS
	Comments				

Comment on the type of firefighting system fitted and method of operation.

Note: If there is no fixed firefighting system for the engine room due to type of vessel select 'NA' and explain how engine room firefighting is effectively conducted.

10.10	Is there a fire blanket in the galley/pantry/cooking area?	Yes	No	NA	NS
	Comments				

10.11	Do the crew members know how to operate the firefighting equipment?	Yes	No	NA	NS
	Comments				

10.12	Additional Section 10 comments?	Yes	No		
	Comments				

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11 Radio

11.1	Is the radio equipment in good working order?	Yes	No	NA	NS
	Comments				

Note: Radio installation in accordance with the requirements as stated in vessel's radio licence.

Safety radio equipment should be tested at regular intervals, e.g. prior to sailing, weekly or monthly.

11.2	Is the crew familiar with the correct operation of the radio equipment?	Yes	No	NA	NS
	Comments				

11.3	Is an emergency position indicating radio beacon (EPIRB) fitted? Is the hydrostatic release unit (HRU), if fitted, correct?	Yes	No	NA	NS
	Comments				

11.4	Is a search and rescue transponder (SART) fitted?	Yes	No	NA	NS
	Comments				

Note: The fitting of an SART may be a recommendation or a requirement depending upon the local maritime administration.

11.5	If operating in a Navtex area, is a Navtex receiver fitted?	Yes	No	NA	NS
	Comments				

Note: NAVTEX is a system used for the broadcast of localised marine safety information (MSI) by radio TELEX.

11.6	Are the required crew members with an approved certificate for operation of the radio equipment onboard?	Yes	No	NA	NS
	Comments				

11.7	Are cards available giving a clear summary of the radio telephone distress, urgency and safety procedures?	Yes	No	NA	NS
	Comments				

Comment on whether these are available in languages appropriate to the national content of the crew.

11.8	Are there clear instructions for the operation of the hand held VHF radios?	Yes	No	NA	NS
	Comments				

11.9	Are the batteries for the radio station in good working condition and securely stowed?				
	Comments				

11.10	Are sealed spare batteries for the hand held VHF radio(s) available and charged?	Yes	No	NA	NS
	Comments				

Comment on the number of spare batteries and the routine for checking battery life.

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11.11	Is the vessel's call sign and Maritime Mobile Service Identity (MMSI) clearly displayed?	Yes	No	NA	NS
	Comments				

11.12	Additional Section 11 comments?	Yes	No		
	Comments				

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12 Navigation Equipment

12.1	Are navigation lights fitted and in working order?	Yes	No	NA	NS
	Comments				

Note: Including secondary system if fitted.

12.2	Is there a means of making an efficient sound signal?	Yes	No	NA	NS
	Comments				

12.3	Are navigational day shapes available?	Yes	No	NA	NS
	Comments				

12.4	Does the magnetic compass have a valid deviation card?	Yes	No	NA	NS
	Comments				

Note: Confirm that the recorded deviation corresponds with the actual deviation. If no deviation record is maintained, comment if the last adjustment was within the last two years.

A fluxgate compass should be an acceptable alternative to the magnetic compass.

12.5	Does the light work on the magnetic compass?	Yes	No	NA	NS
	Comments				

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12.6	Is a global navigation satellite system or a terrestrial radio navigation system available?	Yes	No	NA	NS
	Comments				

'No' does not generate a finding.

12.7	Is there means of measuring the speed through the water and/or distance covered?	Yes	No	NA	NS
	Comments				

12.8	If an echo sounder is fitted is it in working order?	Yes	No	NA	NS
	Comments				

Note: Other means to measure the depth of water may be used.

12.9	Are approved, current, corrected charts available?	Yes	No	NA	NS
	Comments				

Note: An electronic chart plotting system complying with appropriate maritime administration requirements may be fitted in place of a chart outfit.

12.10	Are current tide tables available?	Yes	No	NA	NS
	Comments				

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12.11	Is there a tidal stream atlas available for the area of operation?	Yes	No	NA	NS
	Comments				

12.12	Is there a copy of the list of radio signals available for the area of operation?	Yes	No	NA	NS
	Comments				

Comment on the correction date of the document.

12.13	Is a copy of the International Code of Signals available?	Yes	No	NA	NS
	Comments				

Note: Compliance may be demonstrated through the use of a consolidated appropriate publication such as a nautical almanac.

12.14	Is an efficient waterproof signalling lamp suitable for Morse signalling provided?	Yes	No	NA	NS
	Comments				

12.15	Is an efficient radar reflector fitted?	Yes	No	NA	NS
	Comments				

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12.16	Is there a working fixed or portable searchlight for a vessel that may operate in darkness?	Yes	No	NA	NS
	Comments				

12.17	Does the vessel have an anchor as required by relevant regulations sufficient anchor cable for the proposed area of operation?	Yes	No	NA	NS
	Comments				

12.18	Additional Section 12 comments?	Yes	No		
	Comments				

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13 Navigation

13.1	Is the vessel provided with operator policy statements, instructions and procedures with regard to safe navigation?	Yes	No	NA	NS
	Comments				

13.2	Does the vessel have written procedures for entry into a 500-metre zone?	Yes	No	NA	NS
	Comments				

13.3	Are up-to-date navigation warnings and weather forecasts available?	Yes	No	NA	NS
	Comments				

Comment on the routine for how these are provided to the vessel.

13.4	Additional Section 13 comments?	Yes	No		
	Comments				

14 Accommodation

14.1	Is all heavy equipment in the accommodation secured?	Yes	No	NA	NS
	Comments				

14.2	Is there an efficient working ventilation system for confined spaces that may be entered by personnel?	Yes	No	NA	NS
	Comments				

Note: IMCA SEL 034 – *Working in confined spaces* (DVD) – refers.

14.3	Are there adequate stowage facilities for personal effects/luggage for the passengers when embarked?	Yes	No	NA	NS
	Comments				

14.4	If a pantry or tea and coffee making facilities are provided, is the area(s) clean and appropriate for safe use?	Yes	No	NA	NS
	Comments				

14.5	Are there adequate toilet facilities for the proposed passengers?	Yes	No	NA	NS
	Comments				

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14.6	Is the vessel to be at sea for more than 24 hours? If yes, questions 14.9 to **Error! Reference source not found.** should be answered.	Yes	No		
	Comments				

'No' does not generate a finding.

14.7	Is there a galley/pantry/cooking area with adequate means for preparing food, a stove for cooking and a sink?	Yes	No	NA	NS
	Comments				

14.8	Is there adequate means for the safe storage and handling of food supplies, including frozen and chilled where required?	Yes	No	NA	NS
	Comments				

14.9	Is there adequate ventilation to all accommodation spaces including air conditioning and/or sufficient means of heating if appropriate?	Yes	No	NA	NS
	Comments				

14.10	Is there adequate electric lighting?	Yes	No	NA	NS
	Comments				

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14.11	Is there an adequate supply of fresh drinking water?	Yes	No	NA	NS
	Comments				

14.12	Is there a bunk or cot for all those that will be onboard?	Yes	No	NA	NS
	Comments				

14.13	Additional Section 14 comments?	Yes	No		
	Comments				

15 Safety of Personnel

15.1	Does the crew have access to and use appropriate personal protective safety equipment?	Yes	No	NA	NS
	Comments				

Comment on the availability of safety equipment and how this is determined.

15.2	Is there a safe means of access to and from the workboat?	Yes	No	NA	NS
	Comments				

Comment on the procedures in place for the briefing of passengers on the safe methods of transferring to and from the vessel when at sea.

Note: IMCA SEL 025/IMCA M 202 – *Guidance on the transfer of personnel to and from offshore vessels and structures* – refers.

15.3	Is there evidence of full compliance with the company's HSE management system?	Yes	No	NA	NS
	Comments				

Comment on whether key personnel have knowledge of the safety management system appropriate to their duties.

Note: All loose gear on and below deck should be safely secured away.

Smoking regulations should be in place and complied with.

Safety signs and relevant safety information should be prominently displayed.

15.4	Are risk assessments conducted onboard where necessary?	Yes	No	NA	NS
	Comments				

Note if training in the conduct of risk assessments is provided to personnel.

15.5	Does the safety management system address regulatory requirements and industry guidance?	Yes	No	NA	NS
	Comments				

Note if risk assessments are conducted for substances hazardous to health, display screen equipment, radiation, noise, manual handling, lifting equipment management systems, SIMOPS as applicable.

Note if there is a system in place to provide crew with industry guidance notes

E.g. For procedures for the management of chemicals/oils brought onboard by third parties – material safety data sheets etc.

E.g. Certificate of employer's liability available for third parties working on the vessel.

15.6	Is there a formal management of change policy in place?	Yes	No	NA	NS
	Comments				

Comment on the process if one exists, including the apparent level of use.

'No' does not generate a finding.

15.7	Is a permit to work (PTW) system in use onboard?	Yes	No	NA	NS
	Comments				

Comment on the types of tasks covered by permits and whether there is evidence that the system is effectively applied.

e.g:

- working at height
- diving
- hot work
- radiation/electrical hazards
- fuelling/bunkering
- enclosed space access
- stored energy, e.g. pressurised systems, tensioned lifting systems.

Note:

- How isolations are identified and managed
- Use of a 'tag out' system
- Training in the PTW system

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15.8	Are there adequate guardrails around the deck?	Yes	No	NA	NS
	Comments				

Note: The use of temporary guardrail arrangements may be in place and where these are used suitable provisions and additional safety measures should be complementary to these temporary arrangements.

15.9	Are there at least two safety harnesses onboard and additional harnesses for all those required to work on deck?	Yes	No	NA	NS
	Comments				

Comment on the routine in use for maintenance and the replacement of harnesses.

15.10	Are enclosed spaces and controls for entry identified onboard?	Yes	No	NA	NS
	Comments				

Note:

Entry permit system should be in use (to include testing of atmosphere for oxygen and toxic gases) with records available for inspection.

This atmosphere test should be conducted both before and during the enclosed space entry to ensure acceptable limits are maintained throughout the operation.

Atmosphere measuring instrumentation should be calibrated; a process should be in place to ensure staff are trained and aware of limitations of gas meters.

Records should be fully completed and signed off when work is completed.

Enclosed spaces should be adequately ventilated before and during entry.

Vent fans should be available and be operated in extraction mode when in use.

Appropriate breathing apparatus available; if there are limitations on its use, is there a process for ensuring users are aware of these limitations?

Rescue equipment available for use.

15.11	Is the surface of the working deck non-slip?	Yes	No	NA	NS
	Comments				

15.12	Are procedures used for carrying out hot work on the vessel?	Yes	No	NA	NS
	Comments				

Note:

Requirements for PPE and confirm available for use.

Records fully completed including signatures.

Welding equipment should be routinely inspected, inspection recorded.

Flashback arrestors fitted.

Fire sentry system used to monitor adjacent spaces and compartments.

Spare gas and oxygen bottles stored apart in dedicated stowages, clearly marked and outside accommodation and machinery spaces.

Cylinders colour coded.

15.13	Are personnel provided with protective clothing appropriate to the prevailing air and sea temperatures?	Yes	No	NA	NS
	Comments				

15.14	If the mean seawater temperature is 15°C or less, is there an approved survival suit for each person on board?	Yes	No	NA	NS
	Comments				

Note: Survival suit may include an approved immersion suit, dry suit or floatation suit to ISO 15027-1.

Immersion suits can be supplied by the passengers themselves.

15.15	Have measures been taken to prevent personnel being exposed to noise levels that exceed 80dB (A)?	Yes	No	NA	NS
	Comments				

Comment on the provision of ear defenders and the appropriate signage to areas greater than 80dB (A).

Note: Reference IMO Resolution A.468(XII) (1981) – *Code on noise levels on-board ships* – which became mandatory for new ships on 1 July 2014.

15.16	Are noise-warning signs posted as appropriate?	Yes	No	NA	NS
	Comments				

15.17	Is a safety briefing/induction given to all personnel who embark for a voyage covering such items as the use of life jackets and procedures to be followed in the case of an emergency?	Yes	No	NA	
	Comments				

Note:

Evidence of crew and contractor inductions.

Induction appropriate to the vessel, operation and structure.

Includes a safety tour process for new personnel.

15.18	Are personnel visiting the vessel given an appropriate safety briefing?	Yes	No	NA	NS
	Comments				

Note:

Arrangements in place for briefing/managing the safety of visitors.

15.19	Is there a bridging document or equivalent between vessel owners and external companies for contractors' employees working onboard to ensure responsibilities for health and safety are clearly defined and safety management systems aligned?	Yes	No	NA	NS
	Comments				

Note arrangements in place for briefing/managing the safety of contractors.

15.20	Are formal written emergency procedures provided for man-overboard, collision, emergency towing, grounding, fire, explosion, gas or toxic vapour release?	Yes	No	NA	NS
	Comments				

Comment on the suitability and crew awareness of the procedures available.

15.21	Are adequate and valid medical stores provided?	Yes	No	NA	NS
	Comments				

Note: Consider using company standards or the information given in local maritime administration guidance or regulation e.g. MSN 1768 (UK), Maritime Rules Part 50 (New Zealand).

15.22	Are procedures for control, stowage and handling of chemicals and flammable/combustible materials in place and being consistently applied?	Yes	No	NA	NS
	Comments				

Note:

Evidence of appropriate Control of Substances Hazardous to Health (COSHH) or equivalent procedures.

Copies of material safety data sheets should be available.

Specialist advice available.

Chemicals should be stowed away from ropes or other materials that might be contaminated in the event of spillage.

15.23	Is there an asbestos management system?	Yes	No	NA	NS
	Comments				

Note if there is a requirement for an asbestos management plan

If yes, comment on the basic details and availability of general arrangement plans.

Are warning signs displayed and an asbestos log maintained?

If there is no plan where one is applicable an 'asbestos free' certification should be available.

15.24	Does the Safety Management System specifically address hazards associated with slips, trips and falls?	Yes	No	NA	NS
	Comments				

15.25	Additional Section 15 comments?	Yes	No		
	Comments				

16 Crane

16.1	Is there a valid test certificate for the crane if fitted?	Yes	No	NA	NS
	Comments				

Note: Refer to IMCA M 187 – *Guidelines for lifting operations*.

16.2	Is the crane wire appropriately rated for the crane's safe working load (SWL) rating plate?	Yes	No	NA	NS
	Comments				

16.3	Is there a competent crane operator onboard?	Yes	No	NA	NS
	Comments				

Comment on whether the crew responsible for handling loads are competent in slinger/banksman skills.

Note: Refer to IMCA M 187 – *Guidelines for lifting operations*.

Are the crew associated with handling loads competent in slinger/banksman techniques?

16.4	Additional Section 16 comments?	Yes	No		
	Comments				

17 Manning

17.1	Does the crew have valid certificates of competency as required, including flag state endorsements if applicable?	Yes	No	NA	NS
	Comments				

Note: E.g. certificate issued by the flag or coastal state, a certificate as a yachtmaster offshore (motor) or a boatman's licence for the appropriate area. Reference IMCA C 017 – *Guidance on competence assurance and assessment: Marine roles for small workboats*.

17.2	Is the manning in compliance with vessel's Minimum Safe Manning Certificate, or as otherwise required as per flag state requirements?	Yes	No	NA	NS
	Comments				

17.3	Is there a person onboard familiar with the operation and maintenance of the main propulsion machinery?	Yes	No	NA	NS
	Comments				

17.4	Is there at least one person onboard who holds an approved medical first aid certificate?	Yes	No	NA	NS
	Comments				

17.5	Has the person in command and any member of the crew who is liable to use the radar/electronic navigations systems/electronic chart plotters undertaken appropriate training in its use?	Yes	No	NA	NS
	Comments				

Note: This may not be a requirement of flag or coastal state authorities.

17.6	Are the crew members able to satisfactorily demonstrate operation of life-saving appliances and firefighting equipment?	Yes	No	NA	NS
	Comments				

17.7	Are periods of crew hours of work and rest recorded?	Yes	No	NA	NS
	Comments				

Note: Under MLC and STCW requirements ship-owners are required to individually record crew hours of work and rest. (MLC Regulation 2.3 and STCW A viii/1 refer)

17.8	Additional Section 17 comments?	Yes	No		
	Comments				

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18 Reporting

18.1	Are accidents and incidents investigated and reported in accordance with relevant Flag State and/or Coastal State and operator's requirements?	Yes	No	NA	NS
	Comments				

18.2	Is there evidence of near misses being reported, investigated and followed up?	Yes	No	NA	NS
	Comments				

18.3	Additional Section 18 comments?	Yes	No		
	Comments				

19 Clean Seas

19.1	Are adequate arrangements in place to prevent the discharge of sewage in prohibited areas?	Yes	No	NA	NS
	Comments				

19.2	Are prohibited areas for sewage discharge identified?	Yes	No	NA	NS
	Comments				

19.3	Are arrangements in place for the retention of garbage onboard?	Yes	No	NA	NS
	Comments				

19.4	Is there a Garbage Management Plan in place and associated Garbage Record Book maintained?	Yes	No	NA	NS
	Comments				

Note: MARPOL requirement for vessels >100 GT or certified to carry 15 persons or more.

19.5	Are arrangements in place for the handling of oily wastes?	Yes	No	NA	NS
	Comments				

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19.6	Are arrangements in place for the prevention of discharge of oil/oil-contaminated water overboard?	Yes	No	NA	NS
	Comments				

Comment on the suitability and effectiveness of arrangements.

Note: Vessels may be fitted with automatic bilge pump arrangements and procedures should be in place to prevent the accidental discharge of oil via such systems.

19.7	Additional Section 19 comments?	Yes	No		
	Comments				

20 Life-Saving Appliances

20.1	Is/are there a life raft(s) onboard sufficient for the proposed maximum POB?	Yes	No	NA	NS
	Comments				

If no life raft is fitted, comment on the intended method to abandon the vessel at sea if required to do so.

20.2	Is the number and type of life buoys as required and are they in satisfactory condition?	Yes	No	NA	NS
	Comments				

Note: Refer to the vessel's Fire & Safety Plan.

20.3	Is there an approved life jacket for every person carried on the workboat?	Yes	No	NA	NS
	Comments				

20.4	Are there the required number and type of pyrotechnic distress signals onboard the workboat?	Yes	No	NA	NS
	Comments				

20.5	Is effective emergency lighting provided to illuminate survival craft launching and embarkation areas?	Yes	No	NA	NS
	Comments				

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20.6	Is effective emergency lighting provided to illuminate man-overboard (MOB) rescue equipment and recovery area?	Yes	No	NA	NS
	Comments				

Comment on the condition, effectiveness and ease of operation.

Note any provision of emergency lighting for man-overboard rescue.

20.7	Is there a thermal protective aid for every person carried on the workboat?	Yes	No	NA	NS
	Comments				

20.8	Are there effective means to recover a person from the water?	Yes	No	NA	NS
	Comments				

20.9	Are life-saving signal tables available?	Yes	No	NA	NS
	Comments				

Note: SOLAS No.1 poster and/or No.2 card or similar.

20.10	Is there a means of sounding a general alarm in the event of an emergency?	Yes	No	NA	NS
	Comments				

Comment on the suitability and effectiveness of the alarm if fitted.

Notes:

1. Alarm should be audible in all spaces personnel may be located.
2. Some national authorities require an alarm to be fitted – inspectors should have knowledge of current applicable regulations.

20.11	Is there a training manual for use of life-saving appliances (LSA)?	Yes	No	NA	NS
	Comments				

Comment on whether the training manual includes ship-specific equipment and is in the appropriate language.

20.12	Are there instructions for onboard maintenance of the LSA and firefighting apparatus (FFA)?	Yes	No	NA	NS
	Comments				

Note: These may be contained in a dedicated manual or the builders' supplied vessel operation manual.

20.13	Is a record of emergency training drills and exercises maintained?	Yes	No	NA	NS
	Comments				

Note: Some national authorities require that emergency exercises and drills are recorded showing who participated and when the exercise or drill took place. Inspectors should have knowledge of the requirements applicable to the vessel.

20.14	Is there an up to-date onshore/offshore emergency response plan/manual?	Yes	No	NA	NS
	Comments				

Note: A plan for the response by onshore personnel to an emergency occurring on the vessel at sea should be in place as part of the company's safety management system.

20.15	Additional Section 20 comments?	Yes	No		
	Comments				

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21 Mooring and Berthing

21.1	Are there adequate mooring points on the workboat?	Yes	No	NA	NS
	Comments				

21.2	Is there a sufficient number of mooring lines in good condition?	Yes	No	NA	NS
	Comments				

21.3	Are mooring winches and fairleads in good condition?	Yes	No	NA	NS
	Comments				

Note: The condition of winches and fairleads and evidence of maintenance should be checked.

21.4	Is adequate fendering available?	Yes	No	NA	NS
	Comments				

Note: The provision of suitable and sufficient fenders is often overlooked on small workboats.

21.5	Additional Section 21 comments?	Yes	No		
	Comments				

22 Sea Anchor

22.1	Is a suitable sea anchor available and ready for immediate use?	Yes	No	NA	NS
	Comments				

Note: If no, is one required for the size of workboat for the proposed area of operation?

22.2	Additional Section 22 comments?	Yes	No		
	Comments				

23 Security

23.1	Is the workboat required to have an approved ship security plan that meets (ISPS) Code requirements?	Yes	No	NA	NS
	Comments				

23.2	Additional Section 23 comments?	Yes	No		
	Comments				

Supplement 1 Dynamic Positioning

S1.1	Is the vessel's DP class notation free from any class imposed restrictions?	Yes	No	NA	NS
	Comments				

Comment on the vessel's DP class notation. DP class restrictions, if any, should be stated.

Note: If the vessel does not have a DP notation, the inspector should select NA and add a comment accordingly.

S1.2	Does the vessel have onboard a copy of the most recent DP trials report?	Yes	No		NS
	Comments				

Note: The inspector should review the previous report and verify that appropriate corrective action has been taken on any findings. Actions not closed-out are to be carried forward to this report under the original date.

Note where not available and state reasons why.

'No' does not generate a finding.

S1.3	Does the vessel have onboard a copy of the most recent vessel DP failure modes and effects analysis (FMEA) or failure modes, effects and criticality analysis (FMECA)?	Yes	No	NA	NS
	Comments				

Note: The inspector should review the previous report and verify that appropriate corrective action has been taken on any findings. Actions not closed-out are to be carried forward to this report under the original date.

Note where not available and state reasons why.

'No' does not generate a finding.

S1.4	Does the vessel have a programme for field arrival trials?	Yes	No	NA	NS
	Comments				

Note: The inspector should briefly describe the field arrival trials. Note where not available and state reasons why.

S1.5	Does the vessel have onboard a DP operations manual?	Yes	No	NA	NS
	Comments				

Note: The DP operations manual is specific to the vessel. State if the DPOs and engineers are familiar with the DP operations manual. The DP operations manual contents are outlined in IMCA M 109 – *A guide to DP-related documentation for DP vessels*. Note where not available and state reasons why.

S1.6	Do the DP operators have access to the DP capability plots?	Yes	No		NS
	Comments				

Note: The inspector should check that the DP capability plots show the worst case failure (theoretical and practical footprints using IMCA M 140 – *Specification for DP capability plots*). Note where not available and state reasons why.

S1.7	Do the DP operators carry the appropriate DP qualification?	Yes	No	NA	NS
	Comments				

Comment on the number of qualified DP operators.

Comment on whether the DP operators signed a statement to say that they have read and understood the vessel's FMEA.

Note: Details of onboard training should be noted.

S1.8	Does the vessel maintain a DP incident log?	Yes	No	NA	NS
	Comments				

Note: The inspector should check for recorded incidents, subsequent required actions and note of closed-out actions.

S1.9	Is the DP equipment maintenance log up to date?	Yes	No	NA	NS
	Comments				

Note: The inspector should comment if any DP related equipment is not functional.

S1.10	Additional Supplement comments?	Yes	No	NA	NS
	Comments				

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Supplement 2 Towing

S2.1	Is there a suitable towage point arrangement on the workboat, allowing it carry out towing operations safely?	Yes	No		NS
	Comments				

S2.2	Are there suitable certificated towing lines?	Yes	No	NA	NS
	Comments				

S2.3	Are there protected areas provided for crew working on the stern during a towing operation?	Yes	No	NA	NS
	Comments				

S2.4	Is there a safe method to release the towing rope?	Yes	No		NS
	Comments				

Comment on the suitability and adequacy of the safety of the procedure, including whether it is understood by the crew members and is subject to adequate testing procedure.

Note: The inspector should look for evidence that the release system is understood and tested.

S2.5	Is there a towing operations manual and does it reference vessel stability?	Yes	No	NA	NS
	Comments				

S2.6	Are the crew familiar with the vessel's towing procedures?	Yes	No	NA	NS
	Comments				

S2.7	Does the vessel have emergency towing procedures?	Yes	No	NA	NS
	Comments				

S2.8	Does the vessel have a valid Bollard Pull Test Certificate?	Yes	No	NA	NS
	Comments				

Note: Comment only required if local regulations require specific conditions to be met such as the age of the certificate, e.g. some authorities require re-testing after a specific period.

Select NA if not required.

S2.9	Is there a system to prevent girding/girting?	Yes	No	NA	NS
	Comments				

Note: Towing from amidships on conventionally propelled vessels should be avoided – use of systems such as gob wire should be in place.

S2.10	Additional Supplement comments?	Yes	No	NA	NS
	Comments				

Supplement 3 Diving

S3.1	Does the vessel have a procedure for the secure mooring and recovery of moorings?	Yes	No	NA	NS
	Comments				

S3.2	Does the vessel have procedures for the safe use of engines and DP (if fitted)?	Yes	No	NA	NS
	Comments				

S3.3	Does the vessel have a planned procedure for the recovery of a diver?	Yes	No		NS
	Comments				

Note: Arrangements should also be in place to recover an injured or unconscious diver from the water to the deck.

If the inspector is not familiar with diving procedures they should only consider the observable feasibility of the recovery procedure and avoid any subjective assessment.

S3.4	Do the crew have an understanding of the stability implications when carrying a dive spread?	Yes	No	NA	NS
	Comments				

S3.5	Does the vessel carry the International Signal(s) that diving is underway?	Yes	No		NS
	Comments				

Note: This will typically be the signal flag Alpha or 'Diver Down' flag, suitable lights (if relevant), etc.

S3.6	Has a Diving Equipment System Inspection Guidance Notes (DESIGN) document been completed within the last 12 months?	Yes	No	NA	NS
	Comments				

Note: The inspector is not being asked to confirm the adequacy of the document, merely that it is present.

'No' does not generate a finding.

If a mothercraft is present there should be a DESIGN document for the dive system on the small vessel and a separate DESIGN document for the elements of the dive system on the mothercraft, e.g. decompression chamber.

S3.7	Does the vessel have emergency procedures for diver decompression illness?	Yes	No	NA	NS
	Comments				

Note: Twin-lock air recompression chamber complying with the requirements of IMCA D 023 – *DESIGN for surface orientated (air) diving systems* – should be readily available on the vessel or mothercraft in a short time period.

If the inspector is not familiar with diving procedures they should only consider the observable feasibility of these procedures and avoid making any subjective assessment.

S3.8	Does the vessel carry a first aid kit and an oxygen administration set?	Yes	No	NA	NS
	Comments				

S3.9	Additional Supplement comments?	Yes	No	NA	NS
	Comments				

Important references relating to this supplement as follows:

IMCA D 015 – *Mobile/portable/daughtercraft surface supplied systems*

IMCA D 023 – *DESIGN for surface orientated (air) diving systems*

IMCA D 040 – *DESIGN for mobile/portable surface supplied systems.*

Supplement 4 Anchor Handling

S4.1	Is the anchor handling winch appropriately certified?	Yes	No	NA	NS
	Comments				

Note: Check correct machinery guards and emergency stops are fitted.

S4.2	Are the anchor handling equipment maintenance records up to date?	Yes	No	NA	NS
	Comments				

Comment on the completeness of the maintenance records relating to all anchor handling equipment including wires.

Note if any equipment maintenance is out of date.

S4.3	Is the anchor handling deck area clearly visible from the bridge?	Yes	No	NA	NS
	Comments				

Comment on the lighting to cover the work areas.

S4.4	Is the deck area sheathing free from any significant damage?	Yes	No	NA	NS
	Comments				

Note: The inspector should check sheathing for potential trip hazards.

S4.5	Are there protected areas provided for crew working on the stern?	Yes	No	NA	NS
	Comments				

Comment if there is provision for deck crew safety lines.

S4.6	Is there a safe method to release the anchor handling winch?	Yes	No	NA	NS
	Comments				

Note: The inspector should confirm that the procedure is understood by the operating crew and that the procedure is the subject of a testing schedule.

S4.7	Additional Supplement comments?	Yes	No	NA	NS
	Comments				

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Supplement 5 Barges (Non-self-propelled)

S5.1	Is the main towing bridle including chains/wires/shackles/Smit brackets and recovery winch certificated and in satisfactory condition?	Yes	No		NS
	Comments				

S5.2	Is emergency towing apparatus and equipment certificated and in a satisfactory condition?	Yes	No	NA	NS
	Comments				

Note: The inspector should make an objective assessment of the condition of the equipment.

S5.3	Is there an emergency recovery system available for the tow?	Yes	No	NA	NS
	Comments				

S5.4	Is the towing gear included in a planned maintenance system?	Yes	No	NA	NS
	Comments				

Comment on the provision of spares available.

S5.5	Is adequate fendering available and in a satisfactory condition?	Yes	No	NA	NS
	Comments				

S5.6	Do the navigation lights and shapes meet local and COLREG requirements?	Yes	No	NA	
	Comments				

Comment on the provision of adequate electrical power arrangements.

S5.7	Is the deck equipment/machinery (if fitted) in a satisfactory condition?	Yes	No	NA	
	Comments				

Note: When deck equipment such as fairleads, bollards, mooring fittings, generators, cranes, pumps, etc. is fitted, the inspector should make an objective assessment of the adequacy and condition of the fitted equipment/machinery.

S5.8	Are the vessel's handrails adequate to prevent personnel falling overboard?	Yes	No	NA	
	Comments				

S5.9	Is there a safety induction procedure for workers who board the barge?	Yes	No	NA	
	Comments				

S5.10	Is there a suitable arrangement for anchoring the vessel if needed?	Yes	No	NA	NS
	Comments				

Note: Inspector should describe the arrangements for deploying and recovering the anchor(s).

S5.11	Is there a suitable arrangement for boarding the vessel at sea?	Yes	No	NA	NS
	Comments				

Note: Inspector should note the permanent and temporary provisions for boarding the vessel at sea (e.g. pilot ladders, fixed ladders).

S5.12	Additional Supplement comments?	Yes	No		
	Comments				