
	<p>HEALTH, SAFETY, ENVIRONMENT AND QUALITY MANAGEMENT SYSTEM</p> <p>7.1. INTERNAL TECHNICAL INSPECTION PROCEDURE</p> <p>FLEET PROCEDURES MANUAL</p>	<p>Sect : 7.1 Page : 1 of 7 Date : 6-Aug-25 Rev : 10.1 Appr : DPA</p>
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TECHNICAL INSPECTION PROCEDURES

1. SCOPE

This procedure covers the technical inspection of vessels managed, owned or chartered by the Company or the parent company or subsidiaries thereof.

2. CONFIDENTIALITY

All internal inspection reports are confidential and the property of the Company.

3. RESPONSIBILITY AND AUTHORITY

3.1. Fleet Manager¹

The Fleet Manager² is responsible for and has the authority to provide the resources for technical inspections and appointing technical inspectors as may be required.

3.2. Ship Manager

3.2.1. The Ship Manager is responsible for:


- a. Preparing the inspection schedule
- b. Being in overall charge of the technical inspection
- c. Preparing and updating the Company Technical Inspection Report
- d. Monitoring and ensuring that action items are effectively closed out.
- e. Keeping management appraised of inspection findings.
- f. Preparing a technical inspection report

3.2.2. Has the authority to set and adjust the technical inspection schedule.

3.3. Master

The Master is responsible for providing the inspector with whatever assistance may be needed to effect the inspection and ensuring crewmembers are available for interview.

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3.3.1. The Master has the authority to:

- a. Stop or reschedule the inspection or part thereof if it adversely impacts on the safe operation of the ship, or if it is causing any undue delay or disruption to cargo operations.
- b. Constructively challenge the findings of the inspector.

3.4. Person(s) Being Audited

3.4.1. Is responsible for:

- a. Being open and answering the inspector's questions fully.
- b. Obtaining necessary records as may be require by the inspector.
- c. Demonstrating knowledge of appropriate system and procedures and the use of associated equipment.

3.4.2. Has the authority to:

- a. Temporarily stop the interview should it adversely impact on the safety of operation or delay cargo work.

4. OBJECTIVE

The objective of the Technical Inspection is to monitor vessel condition, ensure compliance with rules and regulations and to ensure the technical management of the ship is in accordance with company policy and standards and industry best practice.


5. SCOPE AND FREQUENCY OF TECHNICAL INSPECTION

A scheduled technical inspection should be conducted

- a. At least once a year on managed vessels;
- b. Annually on Company vessels chartered from a third-party owner/manager.

In addition, an unscheduled technical inspection of a vessel may be conducted if it is deemed necessary. The scope of this inspection will be set according to the need for the inspection e.g. follow up on the results of a previous inspection, in preparation for a ship third party inspection, or to identify potential opportunities for improvement etc.

An inspection schedule is prepared for each calendar year listing technical inspections. To assist with resource planning the schedule includes internal audits, known external or third-party audits. The schedule is a guide and is subject to change.

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This interval may exceed not more than 15 months, in exceptional circumstances where access to the vessel is no longer possible for example but not limited to the vessel operating in ports having travel / visa restrictions, pandemic (e.g. Covid19) outbreak worldwide, prevailing security outlook, trading in high-risk areas, extensive long anchorages, change in vessel's schedule without any notice or due to an event in the vessel's area of trade or world-wide such as war or pandemics etc.³

To ensure continued compliance with the company requirement in such situations, **remote inspection** shall be carried out. The remote inspection shall be carried out independently or jointly by Ship Manager and/or Marine Superintendent/DPA.⁴

Where practicable such remote inspection shall be followed by a physical shipboard inspection by the shore representative at the earliest opportunity.⁵

5.1. Remote Inspection Procedure⁶


- If a vessel had a remote internal audit recently, is on a very hectic trade, postponing of the technical inspection for maximum period of 3 months from audit date shall be considered to avoid additional pressure on the ship-staff.
- Inspection skill of Master and Chief Engineer Officer (CEO) shall be utilized for remote inspection.
- Ship Manager and/or Marine Superintendent/DPA shall schedule a conference call for opening meeting with ship staff which shall include Master, CEO, CNO and 2EO as minimum. Reason for remote inspection, scope, procedure, and timeline shall be discussed and agreed. A written inspection plan containing documents and picture submission required from vessel along with the relevant checklists shall be sent to the master.
- The inspection shall be conducted without any violation to crew rest hours and vessel operations. Inspection may stretch to few days to accommodate ship's busy schedule.
- Following the conference call, the Master and Chief Engineer Officer (CEO) shall begin inspection on board using the Inspection checklist.
- The previous inspections non-conformities/observations/deficiencies shall be verified for effective close out.
- Both Master & CEO shall take rounds on deck, engine room, bridge and accommodation.
- The Master & CEOs are encouraged to contact the office inspector for guidance at any time during the inspection if they are not clear on any requirement.
- Master shall send the testing of the lifeboat engines, emergency fire pump, emergency generator, emergency steering, OWS etc to the inspector through picture submission form

³ W 10 / 2021

⁴ W 10 / 2021

⁵ W 10 / 2021


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- At appropriate time during the inspection period one to one telephone calls shall be held by the office inspector with as many officers as possible and randomly selected ratings from each department for interview purpose. Where possible, use video calls using MS Team or Mobile phone for effective communication.
- Remote inspector shall review randomly the ship's documents filed in Sharepoint.
- Remote inspector shall review the planned maintenance (PMS), Risk Assessments, Emergency drill/training records, Incidents / Non-conformities / Near miss etc which are available online in [CFM or Mespas⁷](#).
- Remote auditor shall check if all the statutory, trading, crew certificates etc are valid.
- All SMS / ISPS / MLC forms shall be filed by vessel as per the Company filing system. These files / forms will be accessed and reviewed by the remote inspector through SHAREPOINT software.
- Inspector shall request master to submit scan copies of the randomly selected documents which shall include:

Pages from Deck and Engine logbook, Bell book, Port log (specific date/operations/ports), Oil Record Book Part I, Garbage & Ballast record books (specific dates/operations), Permits to work, Ship/Shore Bunker Safety Checklist for a recent operation.

- Inspector shall request master to submit pictures of the randomly selected equipment and areas which shall include:
 - Forecastle, main, poop deck areas and deck piping –bunker/hydraulic/fire lines
 - Mooring ropes, mooring winches, windlass, anchor cable showing condition
 - Engine room bottom platform, closeup photo of machinery as required, workshop with designated hot work area, purifier room, steering gear compartment, lifting gear, chemical locker, E/R crane, OWS, associated piping and overboard discharge valve with warning notice
 - Gangway and pilot ladder laid on deck
 - Fire control station, fireman outfit
 - Lifeboat, rescue boat, life rafts and their launching instructions
 - Garbage collection and stowage area
 - Accommodation – Galley, provision store, laundry room
- On completion of inspection, Master and CEO shall collate the findings and submit to the inspector along with any supporting documents/photos by email. The inspector shall then add his own findings and review the summary. Inspector may request for any additional documents, information from vessel as deemed necessary. A closing conference call shall then be scheduled to discuss the findings and to agree on action plan and timeline for close out.

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- The inspector shall prepare an inspection report. All supporting documents and pictures shall be attached to the inspection report. The report shall include a comment that inspection was conducted remotely with brief description of prevailing circumstances.


6. METHODOLOGY

- 6.1. The inspector determines the purpose and scope of the inspection and provides advance warning of the intended inspection to the Master in command of the ship to be inspected.
- 6.2. The inspector will hold an opening meeting with the Master and Chief Engineering Officer and as many other respective staff members that may be available to define the conduct and scope of the inspection and agree on an inspection plan.
- 6.3. The inspection plan is kept flexible to ensure the least disruption to the ship activities.
- 6.4. The inspector should usually convene or at least attend an on-board safety meeting, the purpose being to monitor the value of the meeting and to provide feedback from a management perspective.
- 6.5. When conducting a scheduled inspection of a ship the Technical Inspection Report will be used and a copy thereof should be placed in CFM⁸.
- 6.6. On completion of the inspection the inspector will hold a closing meeting with the Master and Chief Engineering Officer to present a summary of findings or conclusions, starting with positive elements and continuing with non-conformities and observations.
- 6.7. Master must sign section “A” of any Non-conformance Report that has been raised as an acknowledgement of its existence. This is not necessarily an acceptance of the non-conformity.

7. REPORTING OF TECHNICAL INSPECTIONS

- 7.1. On completion of the inspection the inspector will prepare a list of “Action Items,” a copy of which is to be left with the Master before leaving the vessel. A rough copy will suffice until a proper copy is available.
- 7.2. The inspector should submit a Technical Inspection Report as soon as is practicable and in any case not later than 30 days after completion of the inspection.
- 7.3. The inspector shall appraise the Marine Manager and DPA of the inspection findings.

⁸ W 03 / 2024

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7.4. A copy of the inspection report should be circulated to management and tabled for discussion during formal management meetings.

8. NON-CONFORMITY CLOSE OUT

Non-conformities and inspector's observations are handled as per the Non-conformance, Corrective and Preventive Action procedures.

The Ship Manager responsible for the inspected ship shall ensure that necessary corrective and preventive action is taken to close out non-conformities and to address the inspector's observations.