



PRE-ARRIVAL INSPECTION CHECKLIST

Ship Name

Ship Type

IMO Number

Gross Tonnage

Ship's Classification Society

Next Port of Call

ETA

Date of Inspection

Master's Name

Master's Signature

Instructions: Please complete the checklist. Item(s) that is/are not applicable (NA) to the ship, please check the "NA" box. Completed checklist to be submitted to shipping@mpa.gov.sg.

A. CERTIFICATES, DOCUMENTS AND RECORDS	
The following original certificates, documents and records are available on board:	
Yes No NA	Yes No NA
1. Valid Trading Certificates	2. Up-to-date Official Log Book entries, records of drills etc
3. Approved Stability Booklet	4. Valid Shore Based Radio Equipment Maintenance Agreement
5. Up-to-date Continuous Synopsis Record	6. Valid Annual Test of 406 EPIRB/VDR/AIS
7. Valid Civil Liability Insurance Certificate (Bunkers/oil pollution)	8. Valid LRIT Conformance Test Report
9. Valid P&I Insurance	10. Valid Servicing Certificates for Firefighting Equipment and Lifesaving Appliances
11. Up-to-date Garbage Management Plan/Record Book	12. Up-to-date Oil Record Book
13. Approved SOPEP / SMPEP / SEEMP (If applicable)	14. Approved Cargo Securing Manual (If applicable)

B. STANDARDS OF TRAINING, CERTIFICATION AND WATCHKEEPING (STCW)

The following original certificates are available on board, valid and properly endorsed:

		A valid original copy must be kept onboard			
		CoC	CoE	GoC ¹	Tanker Endorsement ² (If Applicable)
Master >500 GT	II/2				
Chief Officer >500 GT	II/2				
Officer NW	II/1				
Ratings NW	II/4				
C/Engineer >3000 kW	III/2				
2/Engineer	III/2				
Officer EW	III/1				
Rating EW	III/4				

¹The minimum requirement for a vessel operating in sea area A3, is for one navigating officer to hold a valid GMDSS GOC and all others to hold valid GMDSS ROC certificates

² Masters, Chief Engineers, Chief Officers and Second Engineers and any other person with immediate responsibility for loading, discharge and care in transit and handling of cargo require a tanker endorsement to show compliance with Reg V/1-1 and V/1-2

C. LABOUR CONDITIONS

Yes | No | NA | Seafarers' Employment Agreements (SEAs)

- SEAs for all crew available onboard and signed by crew and shipowner, or authorised representative.
- Collective Bargaining Agreement (CBA) if applicable available on board.

Yes | No | NA | Wages

- Wages paid in accordance with SEA (and CBA, if applicable).
- Monthly statement provided to indicating their monthly wages and any authorised deductions, such as allotments.

Yes | No | NA | Work & Rest Hours

- Rest hour records comply with MLC requirements.
- Watchkeeping schedule posted at accessible area.

Yes | No | NA | Leave & Repatriation

- Crew working on board not exceeding 11 months¹.

Yes | No | NA | Medical Certification

- All crew member possession of valid medical fitness certificate (not more than 2 years).

D. WHEELHOUSE

Yes | No | NA | Charts, ECDIS, Nautical Publications, Notice to Mariners & Voyage Plan

- Valid, up to date and as required for the intended voyage.
- Voyage plan prepared from berth to berth.

Yes | No | NA | Compass & Compass Deviation Records

- Magnetic compass adjusted and in working conditions.
- Deviation card updated and kept near the conning position.
- Gyro compass operational, and the error book maintained.

Yes | No | NA | Fire Detection Panel

- Fire alarm and fire detection system in good working order with no abnormal alarms.
- Fire alarm and fire detection system able to operate using both AC and DC power.

Yes | No | NA | Navigation Light Panel, Shape & Sound Signals

- Daylight signal lamp, emergency lights and navigation lights in good working conditions.
- Navigation lights (Mast lights, Side lights, Stern Lights, Anchor light and Not under command light) properly fitted at

¹ Crew working on board exceeding 11 months, please notify MPA Seafarer's Management Department (mno@mpa.gov.sg) on crew repatriation arrangement.

the required angular sectors as shown in the drawing of navigation lights arrangements.

10. Pyrotechnics in correct numbers and not expired.

Yes | No | NA | BNWAS

11. Equipment working satisfactorily in accordance with IMO performance standard for BNWAS.

12. Security access for altering the operating mode restricted to the Master only.

E. RADIO EQUIPMENT

Yes | No | NA | GMDSS

1. Crew's familiarization in operating the MF/HF radio installation using both AC and DC power.

2. Radio equipment in good working order, serviced and tested by a recognised radio technician.

3. Radio log entries as required.

Yes | No | NA | AIS, VDR, LRIT, EPIRB, SART & Portable VHF

4. Equipment working properly with valid annual service test reports.

5. Conformance test report issued by the Administration kept onboard.

6. Equipment in good working order and the batteries operational and valid.

F. EXTERNAL SUPERSTRUCTURE & DECK

Yes | No | NA | Ventilators, Engine Room Dampers, Funnel Damper, Watertight and Weathertight Doors

1. Engine room dampers and funnel flaps not corroded, holed, or wasted.

2. Engine room dampers and funnel flaps position properly marked – OPEN or CLOSE and able to close properly via both local and remote means.

3. Ventilators, air pipes, casings and covers able to close properly and not corroded, holed, or wasted.

4. Watertight and weathertight doors in good condition & secure properly.

Yes | No | NA | Battery Room

5. Clean and with proper ventilation.

6. Battery room equipment present and in good condition (gloves, eye protection, hydrometer, etc).

Yes | No | NA | Fire Main, Hydrants, Hoses & Nozzles

7. Fire hoses not leaking and checked for dry rot & usability.

8. Fire hoses of correct length.

9. Fire main in good condition without holes or patches.

10. Isolation and relief valves working properly.

11. Fire line isolating valve between the engine room and deck working properly.

Yes | No | NA | Emergency Power Source

12. Able to connect to switchboard manually and automatically within 45 seconds.

13. No visible engine oil leaks and emergency generator able to run with load continuously.

14. Emergency generator fuel oil tank full and quick closing valve working properly.

15. Emergency generator able to start using both primary and second source of energy starting arrangement.

Yes | No | NA | Man-Overboard Light, Smoke signals & Lifebuoys

16. Lifebuoys in good condition with legible vessel markings.

17. Bridge wing MOB lifebuoys mass of not less than 4 kg.

18. Quick release arrangements for self-activating smoke signals and self-igniting lights attached to lifebuoys in good working condition with grabline of a non-kink type.

19. MOB smoke signals not expired.

Yes | No | NA | Fire Control Plan outside Accommodation

20. Fire control plan up to date with appropriate IMO markings & symbols.

21. Emergency control stations clean and equipped with applicable safety equipment.

Yes | No | NA | Paint Locker

22. Fire line isolating valve between the paint locker and deck, tested and working properly.

- 23. Fire sprinkler/CO2 system tested and working properly.
- 24. Electrical installation (i.e. lamp) in good conditions and intrinsically safe.

Yes | No | NA | Boat Preparation & Overside lights

- 25. All emergency embarkation lights in good working condition.

Yes | No | NA | Launching Instructions

- 26. Emergency illumination working & launching instructions properly illuminated.

Yes | No | NA | Embarkation Ladder

- 27. All embarkation ladders and shackles in good condition.

G. SURVIVAL CRAFT

Yes | No | NA | Stowage Release & Launching Arrangements

- 1. All on-load release gear operates normally and properly reset. (The instruction manual is to be strictly observed when checking the operation of the release gear.)
- 2. Davits in good working condition and operationally tested.
- 3. Davits checked for wastage, proper hoisting/lowering and braking function.
- 4. Sheaves and loose gear not worn.
- 5. Wires serviced and changed out as necessary.
- 6. Limit switches and winches tested and in working condition.
- 7. Launching instructions clearly posted and located in way of emergency lighting.

Yes | No | NA | Lifeboat & Rescue Boat Hull

- 8. Lifeboat/rescue boat's structure (hull integrity, seats/thwarts, flooring, releasing hook connections to the boat, releasing gear tiler/gudgeons) checked for proper maintenance with no wastage or rot.
- 9. Lifeboat/rescue boat engines able to start with No.1 & No.2 batteries independently.
- 10. Lifeboat/rescue boat engine fuel tank full and fuel level gauge in operable condition.
- 11. Lifeboat/ rescue boat inventory prepared as required and checked for proper quantity, expiration date and condition.
- 12. Lifeboat/rescue boat window at helmsman's position with good visibility.

Yes | No | NA | Operational Readiness

- 13. Crew is familiar with the starting of lifeboat/rescue boat engine.
- 14. Crew is familiar with the launching procedures of the lifeboat/rescue boat.
- 15. Proper documentation on the required drills/launchings.

Yes | No | NA | Life rafts & Securing Arrangement

- 16. Life raft(s) serviced by an approved servicing company with proper servicing certificates.
- 17. Life raft(s) properly secured and launching arrangements in good condition with no obstructions to float-free/manual operations.
- 18. Life raft(s) hydrostatic releases correctly connected with valid service certificates and/or expiry dates.

H. MAIN DECK

Yes | No | NA | Load Line & Watertight/Weathertight Arrangement

- 1. Hatch covers & weathertight closing appliances in proper working condition and checked for missing or damaged gaskets, cleats, wedges & securing devices.
- 2. Hatches are tight and properly fitted.
- 3. Draft & Plimsoll marks clearly marked as per load line certificates.
- 4. External ventilation trunk marked to show damper flap position – OPEN or CLOSE.
- 5. Clearly marked, easy to operate and corrosion free.
- 6. Ventilators, air pipes, sounding pipes casings and covers closing properly and with gasket, flame screen and closing devices in good condition.

Yes | No | NA | Crew Protection

- 7. Safe access to the bow (if applicable).

8. All railings, bulwarks and cat walks not corroded, holed, or wasted.

Yes | No | NA | Deck Structures & Fittings

9. Deck Structures well-maintained/painted and not corroded, holed, buckled, cracked, or wasted.

10. Pipe fittings and supports well-maintained/painted and not corroded or wasted.

Yes | No | NA | Mooring Arrangement

11. All winches, capstans, anchoring devices & ropes in good condition and not corroded, wasted, or deteriorated.

12. No visible hydraulic oil leaks through the piping and machinery connections.

Yes | No | NA | Pilot Boarding Arrangement

13. Accommodation ladders free of any defects (fractured steps, side ropes etc.) and the gangway safety net properly rigged.

14. All embarkation ladders and shackles in good condition.

I. FIXED FIRE EXTINGUISHING SYSTEM

Yes | No | NA | CO2 / Foam / Dry Powder / Hypermist

1. Systems have been serviced, do not have any loose fittings and properly marked with date of servicing.

2. Release mechanisms in good condition and in place.

3. Control Panel in good working order with no abnormal alarms.

4. Operating instructions posted in plain view.

5. Crew familiar with procedures of releasing of fixed fire extinguishing system.

6. All fixed fire extinguishing system are functional and readily available.

7. For vessels fitted with fixed CO2 fire extinguishing system:

- > Visual and audible alarms tested in working condition.
- > Cylinders fitted with pressure gauges are in the proper range.
- > Access to fixed CO2 system (key in glass box) readily available.

8. For vessels fitted with fixed foam fire extinguishing system:

- > All pressure gauges are in the proper range.
- > Foam systems (if fitted) samples analysis taken and operational ready.

J. EMERGENCY/MAIN FIRE PUMPS

1. In proper working conditions – gauges operational, priming pump functioning, remote starting, and pumps capable of taking sea suction and maintaining proper line pressure.

2. Operating instructions posted in plain view.

3. No leakages in glands, union connections, etc.

K. STEERING GEAR FLAT

1. Operating instructions posted in plain view.

2. Main & emergency steering gear tested and functioning properly with no visible hydraulic leaks.

3. Means of communication between the navigation bridge and the steering compartment operational.

L. ENGINE ROOM

Yes | No | NA | Valves, Piping & Fittings

1. High pressure fuel lines jacketed and spray shields in place, as required.

2. Leakage alarms in proper working order.

3. Thermal insulation on pipelines not soaked/covered with oil stains.

4. Oil mist detector in good working conditions.

Yes | No | NA | Engine Room Doors

5. Emergency exits clear and free from obstructions.

6. Fire doors properly closed with no holdbacks.

Yes | No | NA | Means of Escape (EEBD)

7. Stowage condition of EEBDs in good order.
8. Proper air pressure maintained for each EEBD.

Yes | No | NA | Electrical Safety

9. Rubber mats in place around electrical switchboards.
10. Main and emergency switchboards, and feeder panels clear of any low insulation readings.
11. Electric cabling and light cover properly arranged.
12. No loose wiring, plug sockets or tripping hazards.
13. Cable penetrations in accommodation bulkheads effectively sealed.

Yes | No | NA | Bilges & Tank Top Cleanliness

14. All tank tops and bilges clean and free of oil.
15. No excessive oil leaks from engines and machineries.
16. Bilge pumping system, piping and valves together with high level alarms in operational condition.

Yes | No | NA | Self-Closing Cocks & Valves

17. Quick closing devices for tank functioning properly working.

M. POLLUTION PREVENTION

Yes | No | NA | MARPOL Annex I

1. For vessel fitted with Oil filter equipment (OWS):
 - OWS is in operational condition.
 - 15 ppm alarm including automatic stopping devices, alarms, piping systems and gauges operationally tested and in functioning condition.
 - Calibration certificate kept onboard and up-to-date.
 - No unauthorized piping or electrical modifications.
 - Oil Record Book (ORB) part I filled up correctly and signed by the Chief Engineer and Master, as per MARPOL Annex I requirements.
2. For vessel fitted with Oil Discharge Monitoring and Control System (ODMCS):
 - Alarm for instantaneous rate of discharge of oil content not exceeding 30 liters per nautical mile and total quantity of discharge not exceeding 1/30000 of total quantity of the residue formed cargo operational tested, including automatic stopping devices, alarms, piping systems and gauges, and found properly functioning.
 - ORB part II filled up correctly and signed by the officer in-charge and Master, as per MARPOL Annex I requirements.

Yes | No | NA | SOPEP/SMPEP

3. Approval by current Flag Administration and with updated coastal contact list.
4. SOPEP equipment and procedures complied with during bunkering.

Yes | No | NA | Garbage Arrangements

5. Garbage properly segregated in accordance with Garbage Management Plan.
6. Garbage Management Plan available on board.
7. Garbage Record Book entries up to date and correctly filled by the officer in-charge.

Yes | No | NA | Sewage Pollution Prevention

8. Sewage Treatment Plant fully operational, including aeration blowers, sight tube, alarm panel etc, without any leakage and proper operating instructions of the installations permanently posted.
9. An approved discharge rate table kept onboard in the case there is a need to discharge untreated sewage stored in holding tanks.
10. Untreated sewage direct overboard valve kept close in port.

Yes | No | NA | Air Pollution Prevention

11. EIAPP certificates and technical files for main propulsion engines and auxiliary engines available.
12. The record book of engine parameters updated by the Chief Engineer as applicable.
13. Bunker delivery notes kept onboard for 3 years. Sulphur concentration of fuel oil used suitable in the trading area/for

the EGCS. Representative sample kept on board for a period of not less than 12 months from the time of delivery.

14. Fuel oil changed in accordance with the fuel oil change over procedure. Fuel oil change-over recorded properly during transit through an emission control area established for SOx and particulate matter control.

15. For vessel fitted with incinerator:

- > Incinerator alarms and safety devices all fully operational.
- > Type approval certificate and maker's manual available on board.

16. For vessel fitted with Exhaust Gas Cleaning System (EGCS):

- > EGCS is in good water conditions and with the wash water discharge parameters being monitored within the range specified in the ETM-B and maker's manual.
- > Nitrate discharge data and analysis certificate retained on board the ships as part of the EGCS record book.
- > Approved SOx Emission Compliance Plan (SECP), Onboard Monitoring Manual (OMM), Technical Manual (i.e. ETM-B) and EGCS Record Book available on board.

Yes | No | NA | Ballast Water Management Convention

17. Ballast management plan is available on board.

18. Ballast water record book is available on board and each operation concerning ballast water management is fully recorded in the ballast water record book by the officer in charge of the operation.

19. For vessel in compliance with ballast water D1 discharge standard:

- > Ballast water exchange carried out in accordance with the approved ballast water management plan.

20. For vessel in compliance with ballast water D2 discharge standard:

- > Ballast water management system is in good working condition.
- > Quantity of chemical substances sufficient for use by the ballast water management system.

N. ACCOMMODATION

Yes | No | NA | Sanitary Facilities

1. Toilets flush and floor drainages in good order.

2. Toilets & floors kept clean and in good condition without broken parts or tiles.

3. Shower Rooms, washbasins, laundry room – Spaces/rooms kept clean and facilities in good order.

4. Hot and cold water available in cabins.

Yes | No | NA | Mess & Reception Facilities

5. Mess rooms, recreation rooms and crew cabins kept clean and hygienic.

6. Furnishings & recreational facilities appropriate and in good condition.

Yes | No | NA | Food and Catering

7. Galley and food stores clean, hygienic without infestations.

8. Galley hood grease traps cleaned.

9. Temperature of refrigerator and freezers in accordance with requirements.

10. Food is of good quality and quantity.

Yes | No | NA | Hospital

11. Ship's hospital clean and hygienic and for medical use only.

12. Medical equipment and supplies provided and certified as per flag state's requirements.

Yes | No | NA | Life jackets & immersion suits

13. Correct number and location as per safety plan.

14. Life Jackets with lights and whistles in working condition and lights not expired.

15. Immersion suits in good condition.

Yes | No | NA | Fireman's Outfit

16. Fireman's outfit with SCBA & spare filled bottles in good working condition and stored at designated location in

accordance with Fire Control Plans and ready for use.

Yes | No | NA | International Shore Connection

17. MARPOL Annex I and IV standard discharge connections with their proper fittings, marked and stowed in designated locations as indicated in Fire Control Plan.
18. Electrical Shore Connections in good working conditions.

O. INTERNATIONAL SAFETY MANAGEMENT (ISM) CODE

1. Safety Management Manual available on board.
2. Master and crew members familiar with the company's safety management system.
3. Master review conducted and documented as per the company's safety management system.
4. Internal ship board safety audit carried out at intervals not exceeding twelve months.

P. INTERNATIONAL SHIP AND PORT FACILITY SECURITY (ISPS) CODE

1. Approved Ship Security Plan (SSP) available on board.
2. Master, Ship Security Officer (SSO) and crew members aware of all levels of ship security and applicable procedures at each level.
3. Access to ship is controlled and crew members on watch familiar with the access control measures at each security level.
4. Shipboard security training and drills carried out periodically in accordance with SSP and documented, with timely corrective and preventive actions taken on identified breached of security and security incidents.

If any of the above "No" are checked and cannot be complied with, please provide additional information including actions taken. In addition, please provide evidence that defect(s) have been reported to the flag and/or Classification Society for dispensation.

Q. ADDITIONAL INFORMATION

