



Zanzibar Maritime Authority

Flag State Inspection Checklist

Name of Vessel:

IMO No.:

Flag:

Call Sign:

Grt:

Owner/Management Company:

1. Certificate and Documents

No.	Certificates/Documents	Next Due date	Expiry Date	N/A	Yes	No	Remarks
All required certificates must be valid and respectively endorsed							
1.1	Certificate of Registry						
1.2	Radio Station License						
1.3	Class Certificate						
1.4	Minimum Safe Manning Document						
1.5	International Tonnage Certificate (1969)						
1.6	International Load Line Certificate						
1.7	International Load Line Exemption Certificate						
1.8	Cargo Ship Safety Construction Certificate						
1.9	Cargo Ship Safety Equipment Certificate						
1.10	Cargo Ship Safety Radio Certificate						
1.11	Exemption Certificate(s)						
1.12	International Oil Pollution Prevention Certificate						
1.13	International Sewage Pollution Prevention Certificate						
1.14	International Air Pollution Prevention Certificate						
1.15	International Anti-fouling System Certificate						
1.16	International Pollution Prevention Certificate for the Carriage of Noxious Liquid Substances in Bulk (NLS Certificate)						
1.17	International Energy Efficiency Certificate						
1.18	Document of Authorization for the Carriage of Grain						
1.19	Fitness for the Carriage of Dangerous Chemicals in Bulk						
1.20	Fitness for the Carriage of Liquefied Gases in Bulk						
1.21	Document of Compliance with the Special Requirements for Ships Carrying Dangerous Goods						
1.22	Certificate of Insurance or Other Financial Security in Respect of civil liability for Oil Pollution Damage						
1.23	Document of Compliance (Copy)						
1.24	Safety Management Certificate						

1.25	International Ship Security Certificate (ISSC) or Interim International Ship Security Certificate						
1.26	Continuous Synopsis Record (CSR)						
1.27	Bunker Convention Certificate (BCC)						
1.28	Wreck Removal Convention Certificate (WRC)						
1.29	DMLC Part I						
1.30	DMLC Part II						
1.31	Maritime Labour Convention Certificate (MLC 2006)						
1.32	Crew Accommodation Inspection Certificate (CAIC)						
1.33	Medical Chest Certificate						

Any Additional Comments:

2. Manning (STCW Requirements)

No.	Item	Yes	No	Remark
2.1	Is the ship manned according to the Safe Manning Document?			
2.2	Deck and Engineer officers hold appropriate certificates?			
2.3	Are the designated radio operators hold valid certificates of competence (G.O.C) ?			
2.4	Are the required documentation(s) for personnel with designated duties in order? (Re: Muster list)			
2.5	Are crew members in possession of valid medical examination certificates by Flag State (not older than 2 years)?			
2.6	Have new crew members been made familiarized with their duties and the safety equipment on-board?			
2.7	Watch duty schedule posted?			
2.8	Are the records of daily hours of rest of crew maintained on-board?			

Any Additional Comments:

3. Safety in General – Operational Requirements

No.	Item	Yes	No	Remark
3.1	Is the approved Intact Stability booklet and associated stability information available on-board			
3.2	Is the approved grain loading manual available on-board?			
3.3	Is the approved Loading/Unloading manual available on-board?			
3.4	Is the Cargo Securing Manual provided on-board?			
3.5	Is the Enhanced Survey Programme report file available on-board? (applicable to Bulk Carriers and Oil Tankers)			
3.6	Is a Fire Safety Training Manual provided in each crew mess room or in each crew cabin?			
3.7	Are up-to-date fire control plans posted in accommodation alleyways, are clearly readable and show a sign of approval?			
3.8	Is one copy stored in a prominently marked and weather tight container outside the deckhouse?			
3.9	Is a Fire safety operational booklet provided in each crew mess room or in each crew cabin? (Maybe combined with the Fire Safety Training Manual)			
3.11	Is a Training Manual containing instruction and information on the life saving appliances provided on-board and understood by all crew members?			
3.12	Are Operating Instructions for lifesaving appliances posted?			
3.13	Are they in a language understood by all crew members?			
3.14	Have regular drills for fire fighting, abandon ship and rescue boat operation been carried out satisfactorily as required?			
3.15	Are they recorded in the logbook?			
3.16	Have drills for use of emergency steering gear and switch-over procedures been carried out?			
3.17	Are they recorded in the logbook?			
3.18	Are up-to-date muster lists written in a language understood by the crew members?			
3.19	Are public alarm systems as for general alarm and engineer's alarm of unmanned machinery system working properly?			
No.	Item	Yes	No	Remark
3.20	Are all paint materials stored inside the designated paint locker only?			
3.21	Are all escape ways accessible and free of obstructions and are they properly illuminated?			
3.22	Are IMO symbols properly used?			
3.23	Are pilot ladders and related boarding arrangements clean and in good condition?			
3.24	Is the crew familiar with the use of all lifesaving and firefighting equipment?			
3.25	Are the emergency power arrangements working and maintained properly?			
3.26	Is the key engine crew familiar with emergency power arrangements?			

3.27	Are key persons for firefighting familiar with starting the emergency fire pump?			
3.28	Is the designated lifeboat/rescue boat crew familiar with starting the engines?			
3.29	Are approved Ship Security Plan and associated records provided on-board?			
Any Additional Comments:				

4. Life saving Appliances

No.	Item	Yes	No	Remark
4.1	Are lifeboats with all parts in proper condition without wastage; are blocks and release mechanisms properly maintained as necessary?			
4.2	Are the inherent buoyancy tanks undamaged?			
4.3	Are the fitted life lines in good condition?			
4.4	Are retro reflective tapes properly fitted, as required, on bottom, sides and top, and in satisfactory condition?			
4.5	Is lifeboat inventory complete, serviced and in good condition?			
4.6	Are dates of expiration for pyrotechnics and foodstuff rations recorded and not outdated?			
4.7	Is sufficient fuel for 24 hours continuous operation, provided for each motor lifeboat?			
4.8	Are rescue boats complete and in good condition?			
4.9	Is the inventory as required stored in the boat?			
4.10	Are lifeboat/rescue boat engines in good working condition?			
4.11	Are life rafts and launching arrangements in good condition?			
4.12	Is the hydrostatic release unit for the rafts properly connected (weak link) and still valid?			
4.13	Is a ladder or other means for embarkation for the additional life raft at the bow (if appropriate) readily available?			
4.14	Are launching arrangements for lifeboats/rescue boats and life rafts, including limit switches, in good condition and without wastage?			
4.15	Are the embarkation ladders satisfactory and lighting systems working with main and emergency sources?			
4.16	Are the lifeboat launch appliances subjected to thorough annual examination and dynamic test? Is relevant report and checklist, by approved service provider, available on-board?			
No.	Item	Yes	No	Remark
4.17	Are the lifeboat launch appliances subjected to thorough examination and dynamic test within 5 years? Is relevant report and checklist, by approved service provider, available on-board?			

4.18	Is the lifeboat on load-release gear subjected to annual thorough examination and operational testing? Is relevant report and checklist, by approved service provider, available on-board?			
4.19	Is the lifeboat on load-release gear subjected to a thorough examination and operational testing under overload, whenever overhauled and anyway within 5 years? Is relevant report and checklist, by approved service provider, available on-board?			
4.20	Are wire falls of all launching/recovery arrangements in good condition and turned/renewed as required?			
4.21	Has reversal/renewal of falls/crane wires been recorded?			
4.22	Are life buoys (including reflective tape, correct ship's name/home port, self igniting lights and smoke signals with non-outdated batteries) available in sufficient amount and in good condition?			
4.23	Is a "heavy" life buoy (4.5kg) attached to the smoke/light-buoy at bridge wings in a free-fall arrangement?			
4.24	Are the lifejackets stowed in accessible and clearly marked places?			
4.25	Are additional lifejackets, included in the above, provided for persons on watch, stowed on the bridge, in the engine control room and at any other manned watch station?			
4.26	Are suitable accessories available to allow the secure of lifejackets for persons weighing up to 140 kg and with chest girth of up to 1.75 m, in case the lifejackets provided are not designed for such persons?			
4.27	Are line throwing appliances with valid expiration dates?			
4.28	Are parachute distress signals available in sufficient amount and in good condition with valid expiration dates placed on the bridge in an appropriate dispenser which is marked?			
4.29	Are immersion suits and thermal protective aids available in required amount and in good condition?			
Any Additional Comments:				

5. Bridge & Navigation Equipment

No.	Item	Yes	No	Remark
5.1	Are nautical publications including pilot books, list of lights, sailing directions, tide tables, code of signals, IAMSAR vol.III updated?			
5.2	Are nautical charts to be used for the intended voyage updated?			
5.3	Is the radar installation in operational condition?			
5.4	Is the second radar installation, if fitted, in operational condition?			
5.5	Is the Automatic Radar Plotting Aid (ARPA) in operational condition?			
5.6	Is a G.P.S receiver provided and in good working condition?			

5.7	Is the Automatic Identification System (AIS) operational?			
5.8	Is the AIS annual test report available?			
5.9	Is a Long Range Identification and tracking system (LRIT) operational?			
No.	Item	Yes	No	Remark
5.10	Is the LRIT conformance test report provided on-board?			
5.11	Is a Voyage data recorder system (VDR/S-VDR) fitted and in working condition?			
5.12	Is the VDR/S-VDR certificate of compliance provided on-board?			
5.13	Is the echo-sounding device working properly and spare paper and ink provided?			
5.14	Are the navigation lights incl. duplication and failure alarm working?			
5.15	Are the speed and distance indicators working?			
5.16	Is the steering gear including rudder angle indicator as well as emergency steering gear functioning? Are instructions for handling posted in vicinity?			
5.17	Is the propellers rate of revolution indicator operational?			
5.18	Is the rate of turn indicator working?			
5.19	Are communication systems between bridge and engine room and steering gear room in working condition?			
5.20	Is the magnetic steering compass in good condition?			
5.21	Is an updated deviation table available?			
5.22	Is the gyrocompass in good condition?			
5.23	Are suitable arrangements provided for supplying visual compass readings to the Emergency steering position?			
5.24	Are means of taking bearings over 360° (pelorus or compass bearing device) available on board?			
5.25	Is an illustrated table describing the life-saving signals, readily available to the officer of the watch?			
5.26	Is the daylight signaling lamp (ALDIS) and the independent power supply in good operational condition?			
5.27	Are daylight shapes in operational condition?			
5.28	Are records of navigational activities, including drills and pre-departure tests, maintained on board?			
Any Additional Comments:				

6. GMDSS / Radio Equipment

No.	Item	Yes	No	Remark
6.1	Are updated ITU publications provided on-board?			
6.2	Are the main and reserve GMDSS equipment including sources of energy in working condition?			
6.3	Are operating manuals for radio equipment provided on-board?			
6.4	Is the radio station lighting (independent of the main and emergency sources) in working condition? Are the call sign, ship station identity and other required codes, clearly marked?			
6.5	Are portable VHF hand held radios, for survival craft, including batteries with spares / re-charger in good working condition?			
6.6	Are Radar Transponders (SARTs) in working condition? Is the expiration date of battery still valid?			
6.7	Is the 9 GHZ radar capable of receiving signals from SART?			
No.	Item	Yes	No	Remark
6.8	Are SARTs serviced in accordance with manufacturer's requirements?			
6.9	Is, in case of a freefall boat arrangement, one SART permanently stowed within the freefall lifeboat?			
6.10	Is the EPIRB installed in easily accessible position, ready to be manually activated, capable of floating free and being automatically activated when afloat?			
6.11	Is the expiration date of EPIRB's battery and hydrostatic release unit, still valid?			
6.12	Is the required GMDSS MF/DSC installation, capable of transmitting and receiving distress alerts and distress traffic?			
6.13	Is (are) the required GMDSS INMARSAT (with EGC receiver) installation(s) capable of transmitting and receiving distress and safety alerts and distress and safety traffic?			
6.14	Is the required GMDSS MF/HF/DSC (with Direct Printing Telegraph) installation capable of transmitting and receiving distress alerts and distress traffic?			
6.15	Is the duplicate GMDSS radio equipment, ensuring the availability of functional requirements, in order and operational?			
6.16	Is a valid Shore based maintenance contract, available on-board?			
6.17	Are radio operators familiar with the use of the GMDSS equipment?			
6.18	Are radio operators familiar with cancellation procedures for false distress alarms?			
6.19	Is the fitted radio equipment complying with the Record of Equipment?			
6.20	Is the installed NAVTEX capable of receiving and printing Maritime Safety information?			
6.21	Is the INMARSAT EGC receiver, capable of receiving and printing Maritime Safety information, where NAVTEX coverage is not provided?			
6.22	Is the radio reserve source of energy, including automatic charger unit, available at all times and in operational condition?			

6.23	Are all GMDSS radio installations capable of being connected to the reserved source of power?			
6.24	Is a Radio Logbook, properly filled, maintained on-board?			
Any Additional Comments:				

7. Fire Fighting Arrangements

No.	Item	Yes	No	Remark
7.1	Is all equipment described on fire plans, available for immediate use and positioned in the right place?			
7.2	Is the fire detection and alarm system in working condition?			
7.3	Are fire main piping and all hydrants in good condition?			
7.4	Are couplings and valves free of leakages?			
7.5	Are fire pumps in engine room including emergency fire pump in proper working condition and with sufficient delivery of water pressure?			
7.6	Are all fire stations equipped with required equipment?			
7.7	Are nozzle spray adjustments workable and hoses without deterioration?			
7.8	Are portable fire extinguishers available in sufficient amount?			
7.9	Are due dates for required servicing recorded and not outdated?			
No.	Item	Yes	No	Remark
7.10	Are spare charges for fire extinguishers or spare extinguishers provided?			
7.11	Are fireman's outfits available in sufficient amount, complete and stored in widely separated positions?			
7.12	Are fixed fire fighting systems for engine room and cargo spaces in proper working condition?			
7.13	Have filling status of gas bottles or foam tanks been checked?			
7.14	Is the CO2 room properly ventilated, clear of improperly stored items, with sufficient lighting and closable with a spare key available?			
7.15	Is the CO2 control box clearly marked, including posted instructions, and locked? Is the key located in a box with break-glass-type located adjacent to the control box?			
7.16	Are the last test records of the systems available?			
7.17	Are all fire dampers and ventilation closing arrangements in proper working condition?			
7.18	Are all fire doors closing properly by their automatic closing devices?			
7.19	Are all quick closing devices for shutting-off fuel and lube oil suction pipes and emergency stop of pumps and fans, in proper working condition?			

7.20	Is the paint locker fire extinguishing arrangement working properly?			
7.21	Are Emergency Breathing Devices (EEBDs) available in required amount (plus additional training unit) and as per fire plan within superstructure and engine room?			
7.22	Is the international shore connection including reducer piece with appropriate bolts and nuts as per safety plan available?			
Any Additional Comments:				

8. Hull & Machinery

No.	Item	Yes	No	Remark
8.1	Is the structure of cargo holds with regard to bulkheads, frames, brackets, tank tops etc. without damages and excessive wastage?			
8.2	Are the local and remote controls of watertight doors and relevant indicators, operational?			
8.3	Are electric cable arrangements properly installed and insulated?			
8.4	Are light covers properly fixed on all lamps?			
8.5	Is the engine room, with regard to work and fire safety, in a generally clean condition?			
8.6	Are the main propulsion system as well as auxiliary engine and power system in proper working condition?			
8.7	Are the anchor and chain cables in satisfactory condition?			
8.8	Is the anchor windlass (including foundations, winches, brakes, etc) in proper working condition?			
8.9	Are the mooring arrangements (including winches, capstans, brakes, etc) as appropriate?			
8.10	Are ropes and wires in good condition?			

Any Additional Comments:

9. Load Line

No.	Item	Yes	No	Remark
9.1	Are bulwarks, guardrails and gangways, without signs of damage and excessive wastage?			
9.2	Are hatchways coamings, including stiffeners, and hatch covers without signs of excessive wastage?			
9.3	Are the hatchways closing arrangements in good condition and capable of tight closing?			
9.4	Are ventilators and air pipes (including automatic air pipe heads) without signs of damage and excessive wastage and fitted with efficient watertight closing appliances?			
9.5	Are weather tight doors including keyhole closing devices and small access hatches weather tight?			
9.6	Are draft marks and Plimsoll marks painted in contrasting color?			

Any Additional Comments:

10. Marpol

No.	Item	Yes	No	Remark
10.1	Is the Oil Record Book provided on-board and filled as appropriate?			
10.2	Is an approved Shipboard Oil Pollution Emergency Plan (SOPEP) provided on-board, including updated National Operational Contact Points?			
10.3	Is the oily water separation system in proper working condition and without any illegal by-pass piping?			
10.4	Is the testing arrangement in proper working condition?			
10.5	Is the crew in charge familiar with the system and its use?			
10.6	Is (if installed) 15 ppm alarm and automatic closing system in proper working condition?			
10.7	Has the incinerator suitable for burning oil residues been marked in the IOPP certificate?			
10.8	Is the manufacturer's Operating manual for the incinerator(s) provided?			
10.9	Has the auxiliary boiler suitable for burning oil residues been marked in the IOPP certificate?			
10.10	Has the sludge pipeline a standard discharged connection to enable pipes of reception facilities?			
10.11	Is the International Shore Connection on-board?			
10.12	Are engine room bilges and other machinery areas free of excessive oil matters?			
10.13	Are Bunker Delivery Notes and representative samples kept on-board?			
10.14	Is a ship-specific Ship Energy Efficiency Management Plan (SEEMP) provided on-board?			
10.15	Is a Garbage Management Plan provided on-board?			
10.16	Is the Garbage Record Book provided on-board and filled as appropriate?			
10.17	Are the specially required manuals for tankers, chemical tankers and gas carriers available?			
10.18	Is Cargo Record Book available?			
10.19	Is the Sewage Treatment plan available?			
10.20	Is the Sewage Unit in good condition?			

11. ISM Requirements

No.	Item	Yes	No	Remark
11.1	ISM certification on board (DOC/SMC)?			
11.2	Are certificates and particulars in order?			
11.3	Is Safety Management documentation (e.g manual) readily available on board?			

11.4	Can senior officers identify the Company responsible for the operation of the ship and does this correspond with the entity on the ISM certificates?			
11.5	Can senior officers identify the "designated person"?			
11.6	Are procedures in place for establishing and maintaining contact with shore management in an emergency?			
11.7	Are programmes for drills and exercises to prepare for emergency actions available on board?			
11.8	Can the master provide documented proof of his responsibilities and authority, which must include his overriding authority?			
11.9	Does the ship have a maintenance routine and are records available?			
11.10	Is the crew familiar with the company's safety and environmental protection policy?			
11.11	Are programs for drills and training available and are such actions recorded?			
11.12	Are records available about familiarization of new crew members?			
11.13	Have Non-conformities been reported to the company and corrective action been taken by the company?			
Any Additional Comments:				

12. Ship Security

No.	Item	Yes	No	Remark
12.1	Is a valid ISSC or Interim ISSC on board and issued by the ship's Administration, an Organization authorized by it, or by another government at the Administration's request?			
12.2	If there is a subsequent Interim ISSC, is it clear that it was issued for a valid reason such as change of operator or flag (rather than as a means of avoiding full compliance with ISPS)?			
12.3	Is the ship currently operating at the same or higher security level than the port facility?			
12.4	Does there appear to be an effective system of control of access to restricted areas such as the bridge, the engine room, etc. of the vessel?			
12.5	Is the security plan on board and approved?			
12.6	Do records exist for the last ten calls at port facilities, including the records of any ship to ship operations as appropriate?			
12.7	Are the restricted areas controlled or monitored?			
12.8	Are key members of ship's crew able to communicate effectively with each other on security matters?			
12.9	Are records available to indicate that security drills have been carried out at the appropriate intervals, taking into account of crew changes?			

Any Additional Comments:

13. Accommodation – Working and Living Conditions

No.	Item	Yes	No	Remark
13.1	Is a copy of the Maritime Labor Convention (MLC 2006), provided on-board?			
13.2	Is a valid Maritime Labor Certificate (MLC) provided on-board?			
13.3	Are all seafarers provided with a copy of their seafarers' employment agreement (SEA) signed by both the seafarer and the shipowner or shipowner's representative?			
13.4	Are Seafarers paid at no greater than monthly intervals and in full for their work in accordance with their employment agreements or collective bargaining agreement?			
13.5	Are the seafarers is given a monthly account (such as a wage slip) of wage.			
13.6	Is a copy of the national provisions on repatriation, provided on board, accessible to seafarers?			
13.7	Are there records of seafarers' a) hours of work? b) hours of rest?			
13.8	Is food and drinking water of appropriate quality, and sufficient quantity for the intended voyage, provided?			
13.9	Are Galleys and Catering facilities hygienic and generally fit for purpose?			
13.10	Are there on-board records to confirm that frequent and documented inspections are made, by the master, of: a) supplies of food and drinking water, b) spaces used for handling and storage of food, c. galleys and other equipment used in the preparation and service of meals.			
13.11	Is the number of sleeping rooms and berths in accordance with the crew list?			
13.12	Are accommodation spaces and recreational facilities maintained in clean and habitable condition?			
13.13	Are ventilation, heating and lighting in accommodation spaces, adequate?			
13.14	Are sanitary facilities adequate, in acceptable condition and functioning?			
13.15	Are laundry facilities adequate and functioning correctly?			
13.16	Is the hospital accommodation, if required, being used to accommodate persons who are not sick?			
13.17	Is the ship equipped with sufficient medical supplies including a medicine chest and equipment, including either the most recent edition of the <i>International Medical Guide for Ships</i> or a medical guide as required by national laws and regulations.			
13.18	Are medical report forms, provided on-board?			
13.19	Is there at least one seafarer on board (who is trained and qualified to the requirements of STCW) to be in charge of medical care?			

13.20	Are relevant occupational safety, health and accident prevention notices and official instructions, posted on the ship in a location that will bring it to the attention of seafarers?			
13.21	Is the appropriate protective equipment available and in satisfactory condition, for seafarers to use.			
13.22	Is a reporting procedure for occupational accidents provided on-board?			
13.23	Are all seafarers provided with a copy of the on-board complaint procedures, applicable on the ship?			
<i>Any Additional Comments:</i>				

List of Deficiencies

General Comments

Date & Place of Inspection:

Name of Flag State Inspector:

Signature & Stamp: