



WASHINGTON STATE
 Department of Ecology
 Spill Prevention, Preparedness, and Response Program
 PREVENTION SECTION
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FISHING VESSEL BOARDING CHECKLIST

IMO / LLOYD'S NO.	NAME OF VESSEL	
DATE	LOCATION OF INSPECTION	
FLAG		
INSPECTED BY _____ _____ _____	NAME OF MASTER/ATTENDING PERSONNEL _____ _____	Aleutian Trade Act (ATA) Vessel? + YES + NO
COMMENTS _____ _____ _____ _____		
SAFETY REPORT? + YES + NO BUNKERING? +YES + NO PREVIOUSLY BOARDED? + YES + NO		
The purpose of this Boarding Checklist is to assist Department of Ecology inspectors evaluating vessel operating and management conditions to determine if such conditions pose a substantial risk to the marine environment or public health and safety.		

ECY 050-37 (rev. 12/2020)
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INITIAL BOARDING INFORMATION		
<i>Initial observations/impressions of vessel:</i>		
Gangway arrangement safe/good lighting?	Y / N	
Mooring arrangement adequate?	Y / N	
Owner/Operator (note changes)	Y / N	
CERTIFICATES (optional)		
International Oil Pollution Prevention Certificate (IOPP) [International Voyages, > 400 GT]		Issue Date: Expiry Date:
IOPP Form A, Supplement Incinerator max capacity:		Oily bilge water tank identification Volume
Oily Water Separator max capacity:		Oil residue (sludge) tank identification Volume
Certificate of Financial Responsibility (COFR)		Effective Date: Expiry Date:
Certified Safety Management System	Y / N	ISM, ISO, CLASS
Letter of Compliance [Vessels that Dispense Fuel]	Y / N	Expiry Date:
Biennial Exam Letter of Compliance	Y / N	Required for fish processors, ATA vessels, and vessels carrying a NMFS Observer: Expiry Date:
CONTINGENCY PLAN FIELD DOCUMENT		
<i>Vessel Field Document and Notification Placard</i>		<i>(Review records/interviews)</i>
Field document onboard prior to entering state waters.	Y / N	
Field document understood by crew and posted in a conspicuous and accessible location.	Y / N	

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I	OPERATING PROCEDURES		
I 1	<i>Navigation Watch Composition</i>		<i>(Review Log/other records/interviews)</i>
I 1.1	Fishing vessels greater than 300 GT and less 1600 GT have licensed officer + lookout.		
I 1.2	Fishing vessels greater than 1600 GT have licensed officer + lookout + helmsman If bridge system is integrated-helmsman not required		
I 1.3	Lookouts assigned no duties that interfere with lookout.		<i>The Licensed Officer on duty may not serve as assigned lookout.</i>
I 2	<i>Navigation Watch Procedures</i>		<i>(Review Log/other records)</i>
I 2.1	Vessel master has written procedures or standing orders for safe navigation and for operating in restricted visibility conditions.		<i>Best Practice: restricted visibility and safe speed defined.</i>
I 2.2	Daily log book entries or records of vessel position & weather observations. Gyro & magnetic compass courses recorded at least every 6 hours.		
I 3	<i>Navigational Readiness</i>		<i>(Review Log/other records)</i>
I 3.1	Documented voyage planning/readiness system prepared by licensed officers prior to voyage. Voyage planning includes a review of current charts, navigational pubs, and notices to mariners.		<i>Charts/pubs current [46 CFR 28.225]. Light List, Coast Pilot, Tidal Current Tables, Tide Tables, VTS Handbook reviewed. Track lines drawn on paper or electronic charts.</i>
I 3.2	Voyage plan includes a review of navigational aids.		
I 3.3	Voyage plan includes a review of weather and currents		
I 3.4	Voyage plan includes review of expected traffic and VTS procedures and communications.		

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I 3.5	Tests/inspections of navigation, communication, and bridge control & alarm systems no more than 12 hours prior to operating in state waters.		<i>Checklist/log for steering gear, internal coms, emergency gen, storage batteries, propulsion ahead and astern per 33 CFR 164.25</i>
I 3.6	Comparison of gyro & magnetic compass and master gyro & gyro repeaters conducted. Radar range error determined if applicable and practicable. Errors are recorded and/or posted for watch stander's use.		
I 3	<i>Navigational Readiness Continued</i>		<i>(Review Log/other records)</i>
I 3.7	Review of procedures for loss of propulsion/ steering/ electrical power conducted prior to voyage		
I 4	<i>Ground Tackle Readiness</i>		<i>(Review Checklist/interviews)</i>
I 4.1	Vessels anchors are ready to drop at all times		<i>When underway in Washington waters. Inspect ground tackle.</i>
I 4.2	A crew member is available to drop the anchor immediately if required		
I 5	<i>Anchor Watch</i>		<i>(Review training record/interviews)</i>
I 5.1	Licensed officer or trained crew member standing anchor watch and monitoring traffic, communications, vessel position, & ground tackle.		<i>Crew member trained in operation of radar, radios, ground tackle if not licensed officer.</i>
I 6	<i>Security Rounds</i>		<i>(Review Log/standing orders/other records)</i>
I 6.1	Security rounds conducted every 6 hours when underway or anchored		<i>Review monitoring system/response to alarms, logs</i>
I 6.2	Security rounds conducted at least daily when moored		
I 6.3	For vessels in lay-up, adequate fire/flood monitoring onboard and working (if adequate monitoring not available, daily rounds required.		

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I 6.4	Master designates spaces to be visited during security rounds		
I 6.5	Steering gear included in each round – when underway		
I 6.6	Crew understands the primary purpose of these rounds is to detect and report fires, flooding or other emergencies.		
I 7	<i>Engineering Watch Composition & Procedures</i>		<i>(Review Log/other records/interviews)</i>
I 7.1	Licensed engineer, or properly trained engineer, on watch or immediately available when operating in state waters.		<i>"Immediately available" means capable of responding to problems promptly & properly</i>
I 7.2	Daily vessel logs or records include major equipment operating conditions. Conditions such as temperatures/ pressures logged at least every 6 hours		

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I 8	<i>Engineering Readiness</i>		<i>(Review Log/other records)</i>
I 8.1	Tests/inspections of all critical vessel propulsion/ steering/ electrical systems, per 33 CFR 164.25, no more than 12 hours before operating in state waters.		<i>Propulsion includes fuel oil, lube oil, cooling water & main engine start systems. Electrical includes standby/emergency generator & auto switch, batteries</i>
I 8.2	Machinery tests and inspections are recorded		
I 8.3	Prior to operating in state waters, ER procedures for loss of propulsion/ steering/ electrical power are reviewed.		
I 8.4	Fuel & oil tank levels determined & recorded no more than 12 hours prior to operating in state waters.		
I 9	<i>Stability</i>		<i>(Review stability book/documents/interview Master)</i>
I 9.1	Stability information system per 46 CFR 28.530 regardless of date keel laid or conversion.		<i>46CFR28.530: intent is to provided vessel w/ enough info to maintain positive stability conditions: includes loading constraints and operating restrictions; is developed by qualified individual; in easily understood format and in language, units of measure, and rigor of calculations within master's abilities</i>
I 9.2	Stability books and documents easy to understand and include samples of various loading conditions		
I 10	<i>Emergency Procedures</i>		<i>(Review station bills/emergency instructions/fire plans)</i>
I 10.1	Emergency instructions outline crew member responsibilities for firefighting, flooding, abandon ship, man overboard and heavy weather per 46 CFR 28.265		<i>46CFR 28.265 Written instructions-survival craft; fire/ emergency/abandon-ship signals; immersion suit; distress calls; rough weather; hazardous bar crossing; flooding; anchoring; man overboard; firefighting</i>
I 10.2 I 12.2	Fire plans per 46 CFR § 116.530 with vessel arrangement & location of all firefighting equipment are conspicuously posted at access points while in port.		<i>46CFR116.530 - plan shows escape routes, areas of refuge, embarkation stations, compartment titles and hazard classification of accommodation and service spaces, and structural fire protection boundaries.</i>
I 10.3	Written procedures for responding to oil spills, loss of propulsion/ steering/ electrical power, and emergency towing		<i>Field doc. acceptable for oil spill response if readily available & understood by key personnel. Include specific equipment used for emergency towing</i>

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I 11	<i>Emergency Equipment</i>		<i>(Interviews)</i>
I 11.1	Damage control kit or locker with equipment for minor unintentional flooding. Personnel trained in use.		<i>Inspect kit/locker for appropriate plugs & patches.</i>
I 11.2	Two complete fireman's outfits per 46 CFR 28.205. Including SCBA and 2 spare cylinders.		
I 11.3	Installed emergency lighting in engine room and interior passageways		<i>Inspect emergency lighting</i>
I 11.4	All crew assigned to emergency duties trained to operate all emergency equip		
I 12	<i>Vessel Access</i>		<i>(Inspect access/review fire plan)</i>
I 12.1	Safe access/appropriate lighting while moored per 29 CFR 1915.74 & 1918.21.		<i>Gangway or accommodation ladder if practical.</i>
II	PERSONNEL POLICIES		
II 1	<i>Fatigue</i>		<i>(Review Log/other records/interviews)</i>
II 1.1	Navigation & engineering watch standers have 10 hours off-watch per day, 6 of which are consecutive		<i>Sample documentation: personal logs, time sheets, supervisor logs. Off-watch exceptions: emergencies & drills</i>
II 1.2	A system to document off watch periods to monitor and reduce fatigue		
II 2	<i>Alcohol & Drug Policy/Program</i>		<i>(Review policy/programs)</i>
II 2.1	Policy prohibits use on board vessel. Documented compliance with federal regulations for testing program, training and Employee Assistance programs.		<i>Policy posted or otherwise provided to crew. Testing includes random & pre-employment for drugs, plus probable cause & post incident for drugs/alcohol [.04 BAC].</i>
II 3	<i>Orientation Training</i>		<i>(Log/other records/interviews)</i>
II 3.1	Orientation training conducted & recorded for each crewmember who has not received previous orientation training on that specific vessel		Prior to getting under way

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II 3.2	Emergency & safety orientation per 46 CFR 28.265 & 270(a) prior to getting underway for new crew members. Training on MARPOL Annex I & V		<i>See I 10.1 Emergency Procedures for 46 CFR 28.265 and II 4.1 Drills & Instructions for 46 CFR 270(a) for list of training topics. MARPOL Annex I & V - oil pollution prevention, and ship waste management</i>
II 3.3	Position-specific training for navigation and engineering watch standers for the proper operation of navigation, propulsion, steering & electrical power equipment.		<i>Applies only to equipment operated by navigation & engine watch standers.</i>
II 4	<i>Drills & Instructions</i>		<i>(Log/other records)</i>
II 4.1	A drill and instruction program that complies with 46 CFR 28.265 & 270(a) (See <i>Emergency Procedures I 10.1 for 46 CFR 28.265</i>)		46 CFR 270(a) <i>Abandon ship, man overboard, fire, flood, launch survival craft, don immersions suits & fireman outfits, voice distress calls, activate general alarm, and report inoperative alarm and fire detections systems.</i>
II 4.2	Semi-annual oil spill response/emergency towing drills.		
II 5	<i>English Proficiency</i>		<i>(Interviews)</i>
II 5.1	Officers/crew members standing navigational and anchor watch sufficiently proficient in English to accomplish their duties safely.		
III	MANAGEMENT PRACTICES		
III 1	<i>Management System</i>		<i>(Log/other records, Interview vessel officers)</i>
III 1.1	Company-wide exchange of public health/safety, & environmental protection information. Participation by corporate & vessel management.		<i>Review policies/safety manuals/newsletters/meeting minutes, etc.</i>
III 1.2	Management visits at least semi-annually		
III 1.3	Management reviews operating & management issues with vessel officers during visits.		

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III 2	<i>Pollution Prevention</i>		<i>(Review Oil Record Book, Garbage Log)</i>
III 2.1	Spill containment & clean-up equipment for 1/2 barrel on-deck spill. Equipment adequate for preventing a spill from entering state waters.		<i>Inspect equipment. Typical equip: absorbent pads, socks, pillows, storage, scupper plugs, swabs, and buckets.</i>
III 2.2	Oil record book & garbage logs per MARPOL Annex I & V respectively.		<i>Check oil transfers & garbage disposal in Oil Record Book & Garbage Record Book. Look for Prohibited Discharge Stickers</i>
III 3	<i>Planned Maintenance & Inspections</i>		<i>(Review Log/other records)</i>
III 3.1	Annual inspections by third party or operator representative.		<i>May be combined with Coast Guard inspection.</i>
III 3.2	Documented planned maintenance program including schedules and/or periodic tests and inspections for propulsion, steering, electrical, dewatering & firefighting systems.		
III 4	<i>Watertight & Structural Fire Protection</i>		
III 4.1	Vessel maintains procedures for, and obtains technical approval of, all structural modifications and repairs.		<i>Review modification documents.</i>
III 4.2	Watertight and fire boundaries maintained tight, consistent with standards for hull, deck, or bulkhead penetrated.		<i>Inspect bulkheads, decks & hull.</i>

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