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DEPARTMENT OF
ECOLOGY
State of Washington

CARGO AND PASSENGER VESSEL
BOARDING CHECKLIST

IMO / LLOYD'S NO.	NAME OF VESSEL	
DATE	LOCATION OF INSPECTION **PORT:** _____ **PLACE:** _____ **Latitude:** _____ **Longitude:** _____	☐ **PORT SIDE TO** ☐ **STBD SIDE TO** ☐ **AT ANCHOR** ☐ **IN DRYDOCK** ☐ **AGROUND** ☐ **UNDERWAY**
FLAG		
INSPECTED BY _____ _____ _____	NAME OF MASTER/ ATTENDING PERSONNEL _____ _____ _____	

COMMENTS

_____

_____

_____

_____

_____

_____

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_____

BUNKERING? ☐YES ☐ NO   **PREVIOUSLY BOARDED?** ☐ YES ☐ NO

Department of Ecology inspectors use this Boarding Checklist to evaluate vessel operating and management conditions to determine if such conditions pose a substantial risk to the marine environment or public health and safety.

NO.	SUBJECT	RATE	REMARKS
1.0	**INITIAL BOARDING INFORMATION**		

Initial observations:

Gangway arrangement safe?	**Y N**	
Mooring arrangement adequate?	**Y N**	
Ship aware of visit?	**Y N**	Agent present? **Y N** Agent Name:

Verify flag _____   Owner/operator per Master's documentation: _____
Verify class _____   Source documentation: _____

2.0	CERTIFICATES (Optional)		With Agent
International Loadline Certificate (ILC)	Issue date: Expiry date: Full Term Interim Conditional Provisional	
Ship Safety Equipment Certificate (SEC) [SOLAS requirement]	Issue date: Expiry date: Full Term Interim Conditional Provisional	
Ship Safety Construction Certificate (SCC) [SOLAS requirement]	Issue date: Expiry date: Full Term Interim Conditional Provisional	

International Oil Pollution Prevention Certificate (IOPP)
        OWS Throughput: _____
        Incinerator Capacity _____
	Issue date: Expiry date:
	 Full Term Interim Conditional Provisional	

International Air Pollution Prevention Certificate (IAPP)	Issue date: Expiry date: Full Term Interim Conditional Provisional	
International Sewage Pollution Prevention Certificate (ISPP)	Issue date: Expiry date: Full Term Interim Conditional Provisional	
Safe Manning Certificate (SMC) (Non-US) Certificate of Inspection (COI) (US)	Issued by: Issue date: Expiry date:	
Port State Control (PSC) Vessel Exam Results: Last Port visited: Date of last exam: Port State inspector:	Deficiencies (if applicable)	
SOPEP? **Y N** Quarterly drills conducted and logged? **Y N**	[See 4.8 for Contingency Plan Field Document requirements]	
Vessel General Permit (VGP) Inspections done: **Y N** Non-conformities: **Y N**	ISM Certificates **DOC** **SMC** Issue Date: _____ Issued By: _____ Issued To:	

NO.	SUBJECT	RATE	REMARKS
3.0	**PERSONNEL**		
3.1	**VESSEL CREWING** **IMO SAFE MANNING CERTIFICATE REQUIREMENT/COI FOR US FLAG**		Ref: SOLAS, Ch. V and V/14, reg. 13; IMO Resolution A.1047 (27) Principles of Minimum Safe Manning, ISM Code, par. 6.2; 46 CFR 15.415
3.1.1	Crewed below IMO Safe Manning Certificate (SMC) requirements.	**1 A**	
3.1.2	Crewing meets SMC requirements, but crew not fully STCW compliant.	**2 C**	
3.1.3	Vessel is crewed in accordance with the requirements of the vessels' flag state. Crew members should be certified in accordance with STCW '2010 for the position they are filling.	**3**	
3.1.4	Additional trained and rested personnel available to meet routine workload requirements.	**4**	Examples: junior third mate or radio officer assist master with paperwork, additional engineers on a UMS vessel to assist with maneuvering or bunkering, or length of contract rotations
3.1.5	Operator uses pool of dedicated fleet employees for crewing purposes.	**5**	Some manning companies work for many operating companies and place crew randomly as positions open up
3.2	**COMMUNICATIONS**		Ref: STCW; GMDSS
3.2.1	*English Proficiency* Evaluate through conversation and interviews		Ref: STCW Code A-II/1 & A-III/1 deck & eng. officers; 33 CFR 26.07 maintain radio listening watch; 33 CFR 161.12(b) VTS.
3.2.1.1	Individual Deck Officers have poor English communication ability.	**1 B**	Circle: Master, Chief Officer, Second Officer, Third Officer
3.2.1.2	At least one Deck and Engineering Officer are able to clearly understand and speak in English. Not all Deck and Engineering Officers are sufficiently proficient in English to perform responsibilities.	**2 C**	Officer Ranks: Sufficient proficiency includes ability to convey intentions/actions via standard marine communication phrases at a minimum
3.2.1.3	All officers who are required to communicate with pilots, persons ashore, and other vessels, are sufficiently proficient in the English language to accomplish their duties safely	**3**	Able to read and speak in English and clearly communicate ship safety and operational information internally and externally to other ships and groups
3.2.1.4	All Officers proficient in English. Only English is used on the bridge while pilot is embarked.	**4**	Conversational English ability evident
3.2.1.5	Entire crew proficient in English.	**5**	Talk with crewmembers upon boarding and during inspection.
3.2.2	*Common Language* **SMS Language**: **Common Language**:		Ref: SOLAS, Ch. II-1, reg. 26 ('96 amendments); ISM Code par. 6.6
3.2.2.1	Master's and/or Crew's SMS language ability inadequate.	**1 B**	
3.2.2.2	Manuals, instructions, signs and/or documents needed for the crew to perform their responsibilities are written in a language which they are unable to adequately read and understand.	**2 C**	List Items:
3.2.2.3	A common spoken and written working language is designated on board vessels with multi-national crews. All manuals, instructions, and placards on vessels with multi-national crews are printed in the designated common language understood by all crewmembers.	**3**	Interview crew, the common designated language should be understood by ALL.
3.2.2.4	English is the SMS language and is understood by the officers and crew.	**4**	
3.2.2.5	Manuals, Instructions, Placards, Signs, Documents observed are in both crews' common language and English, as appropriate.	**5**	Review operator SMS documents

CARGO AND PASSENGER VESSEL BOARDING CHECKLIST (ECY 050-38)

NO.	SUBJECT	RATE	REMARKS
3.3	**FITNESS**		
3.3.1	*Work Hours/Fatigue*		Ref: STCW Code A-VIII/1; 46 CFR 15.705, 15.710 & 15.1111 (US only)
3.3.1.1	Signs of excessive fatigue in Master, Chief Engineer or senior officers.	1 B	Example: Officer contact length of 6-9 months or higher.
3.3.1.2	Work hour/rest hour records are incomplete or inaccurate.	2 C	Verify by log entries, records, written policy, posted schedule. Work records may either be recorded as work hours or rest hours.
3.3.1.3	Records reflect actual hours worked or rested and are within STCW requirements.	3	STCW requirements: A seafarer must have a minimum of 10 hours rest in any 24 hour period and 77 hours in any 7 day period. Importantly, the 10 hours of rest may only be divided into 2 periods and one of those periods must be *at least* 6 hours long. The time between rest periods may not be longer than 14 hours
3.3.1.4	Additional officers onboard to handle peak workload times or company has specific policies to ensure known causes of fatigue are mitigated.	4	Junior third officer or radio officer on crew list may assist with paperwork or watch standing duties. Examples: crew changes are made to ensure jet lag is addressed, master can delay sailing or go to anchor to rest crew, bunkering is not scheduled upon arrival
3.3.1.5	Officers contracts no more than 4 months, ratings no more than 6 months.	5	
3.3.2	*Alcohol and Drug Use/Policy* Describe onboard policy:		Ref: RCW 90.56.540 (.06 BAC); 33 CFR 95.020 (.04 BAC); 46 USC 2302.
3.3.2.1	Evidence of drug/alcohol misuse/abuse in Washington waters.	1 A	
3.3.2.2	No/inadequate alcohol policy onboard, or alcohol use contrary to expressed policy.	2 B	
3.3.2.3	Written alcohol policy per CFR or similar, or U.S. Policy posted on board.	3	No drugs/0.04% BAC limit. 46USC2302, 3306, 7701, 33CFR95
3.3.2.4	"Zero Tolerance" policy for alcohol and drugs.	4	33CFR95.001(b)
3.3.2.5	Above criteria is met, plus onboard testing capability for alcohol and drugs, or random testing done.	5	Device used onboard: 46CFR16 Testing policy:
3.4	**TRAINING**		
3.4.1	*Training Program*		Ref: STCW A-I/14 and A-II/1, par. 6; ISM Code, par. 6.3 and 6.5 (Review vessel training manual, logbooks)
3.4.1.1	Incomplete training program. Familiarization, Refresher, or Job Specific training missing.	1 B	**Missing:** Familiarization, Refresher, Job Specific training
3.4.1.2	Job specific training limited to required drills.	2 C	Limited to firefighting, abandon ship.
3.4.1.3	Comprehensive training program includes Familiarization, Refresher and Job-Specific training. Training program should include shipboard management training consistent with the International Safety Management (ISM) code and STCW 2010 for all officers.	3	Training plan should meet all STCW 2010 standards of knowledge, understanding, and proficiency at the management, operational, and support levels.
3.4.1.4	Program includes a formal plan for comprehensive, continuous multiple subject training.	4	Computer based training program Y / N
3.4.1.5	Program includes Formal Mentoring, Advancement Training, or Shipboard Management.	5	.

No.	Subject	Rate	Remarks
3.4.2	*Familiarization*		Ref: STCW A-I/14 and A-VI/1; ISM Code, par. 6.3 (Review vessel training manual, master handover notes & logs)
3.4.2.1	Familiarization on Station Bill assignments only.	1 B	
3.4.2.2	Familiarization less than STCW requirements.	2 C	STCW requirement: familiar with assigned shipboard duty, vessel's arrangements, installations, equipment, procedures, and characteristics relevant to routine and emergency duties and responsibilities
3.4.2.3	Familiarization includes all STCW requirements (duties and responsibilities during all normal and emergency situations, and vessel arrangement familiarization, including escape routes from work and sleeping spaces) and operator's SMS requirements in a language understood by crew member.	3	Crew members familiar with garbage handling policy, drug and alcohol policy and operation of applicable equipment
3.4.2.4	Senior relief personnel overlap if they are new to vessel or have not sailed in the last year. All officers write turn over notes for relief.	4	Period of overlap:
3.4.2.5	Relief personnel visit company office for familiarization training in SMS before joining vessel.	5	
3.4.3	*Drills*		Ref: SOLAS, Ch. III, reg. 19 and reg. 30 (p/v only); ISM Code, par. 8.2 and 8.3; 46 CFR 199.180 (US only) (Review logs & operating manuals)
3.4.3.1	Drills less often than required by SOLAS and flag state or some required drills missing.	1 B	SOLAS requirement: monthly firefighting and abandon ship drills, plus training in use of life-saving and firefighting appliances and survival at sea
3.4.3.2	Drills meet SOLAS and flag state minimum requirements.	2	**Drills include**: structural failure, main engine failure, steering gear failure, electrical power failure, collision, shifting of cargo, fire, cargo jettisoning, flooding, man overboard, entry into enclosed spaces, enclosed space rescue, oil spill response, serious injury, terrorism, piracy, helicopter operations, heavy weather, emergency towing.
3.4.3.3	Drills meet SOLAS, flag state and ISM requirements. Drills evaluated and reviewed by all crew at conclusion of the drill.	3	
3.4.3.4	Vessel has loss of propulsion, loss of steering and oil spill notification drills at least 48 hours before entering WA waters.	4	
3.4.3.5	Additional onboard training drills provided by outside trainers.	5	Example: Onboard in person training conducted by external training company. Ship Management company takes work hours and fatigue into consideration when scheduling this additional training.
3.4.4	*Job-Specific Training*		Ref: STCW A-I/14, A-II/1 (OIC nav) and A-III/1 (OIC eng) (Review vessel and company training manual)
3.4.4.1	No formal program for job-specific training.	1 C	
3.4.4.2	Job-specific training done briefly as part of new crew familiarization.	2	
3.4.4.3	Comprehensive on-the-job specific training program.	3	SMS checklists plus systematic practical training and experience in the tasks, duties and responsibilities
3.4.4.4	Company has written procedures for identifying and addressing the training necessary to ensure personnel are competent in their jobs.	4	
3.4.4.5	Company has established written procedures to ensure new crew, or crew members given new assignments, are given proper familiarization and, if necessary, job specific training before assuming new assignments.	5	

NO.	SUBJECT	RATE	REMARKS
4.0	**MANAGEMENT** 46 CFR Subchapter B – US flag		
4.1	**SAFETY PROGRAM/MEETINGS**		Ref: ISM Code, par. 3.2, 5.1 and 6.4 (Review operation manuals, logs, QM certification)
4.1.1	Safety meetings are informal without any system for follow up on identified issues.	1 B	
4.1.2	Safety meetings held without involvement of unlicensed ratings.	2 C	Look for PPE use – hearing protection, hard hats, gloves
4.1.3	Has safety program with monthly meetings and entire crew represented.	3	Policy and procedures for safety meetings include measures to mitigate identified risks and to document follow-up actions
4.1.4	Program includes job risk analysis and job safety meetings are held when jobs are assigned.	4	
4.1.5	Senior officers are trained in accident prevention.	5	
4.2	**SAFETY/ENVIRONMENTAL MANAGEMENT SYSTEM**		Ref: SOLAS, Ch. IX; 33 CFR 96.390. ISM Code, Guideline 6 – Resources and Personnel
4.2.1	Senior officers not familiar with company's SMS, SMS not being followed, or SMS written in language crew cannot read.	1 A	
4.2.2	SMS inadequate.	2 B	
4.2.3	Functioning SMS program in place.	3	Last external audit Date: Last internal audit Date:
4.2.4	Company has additional management or environmental programs in place.	4	Examples: ISO 14001, ISO 9000, Qual Ship 21, Lloyds QMS, Green Award
4.2.5	Officers take an active role in improving the company's SMS.	5	
4.3	**MANAGEMENT OVERSIGHT**		Ref: ISM Code, par. 12; 33 CFR table 96.250(I) (US only) (Review logbook, vessel inspection record)
4.3.1	Rare/infrequent visits to vessel by management. Frequency, two or fewer/year.	1 C	
4.3.2	Occasional visits to vessel by management. Frequency, three or fewer visits/year.	2	
4.3.3	Management visits once per quarter to review operations, inspect the vessel, and talk with senior officers.	3	Date of last visit: Inspected by:
4.3.4	Management visits more often than once per quarter.	4	Frequency:
4.3.5	Management makes unannounced inspections of vessel(s), including check-rides.	5	
4.4	**POLLUTION PREVENTION**		Ref: STCW A-VIII/2, part. 11; ISM Code par. 3.2; 33 CFR part 151 (Review manuals, logbooks. Compare Oil Record Book with IOPP)
4.4.1	Pollution prevention program poorly organized, incomplete or program not followed.	1 B	
4.4.2	Basic pollution prevention program in place and with required training.	2	Separation of waste materials, OWS, Incinerator, Vessel General Permit
4.4.3	Complete waste oil handling, garbage management, VGP program in place and fully implemented with regular training.	3	**Oil Record Book: Sat / Unsat** **Garbage Log: Sat / Unsat**
4.4.4	Operator is ISO 14001 certified.	4	Verify certificate current status
4.4.5	All waste oil and solid waste materials sent ashore.	5	Verify receipts

NO.	SUBJECT	RATE	REMARKS
4.5	**PLANNED MAINTENANCE SYSTEM (PMS)**		Ref: SOLAS, Ch. III, reg. 20 & 52 (lifesaving appliances); ISM Code, par. 10; 33 CFR Table 96.250(j) (Review Planned Maintenance System records & engineroom logs)
4.5.1	Planned maintenance system inadequate or not followed.	**1** **C**	List any Class deficiencies:
4.5.2	Unstructured PMS.	**2**	
4.5.3	Established planned/preventive maintenance system with detailed record keeping.	**3**	Includes all machinery in matrix. Look for overdue items
4.5.4	PMS includes computerized spare parts inventory and class condition monitoring system.	**4**	
4.5.5	PMS accredited by class.	**5**	
4.6	**BALLAST TANK AND CARGO HOLD INSPECTION /SURVEY**		Ref: 46 CFR 91.40 (US Only) (Review Operation Manuals, Logbooks, Pms Records)
4.6.1	No schedule for ballast tank or cargo hold inspection.	**1** **C**	
4.6.2	Visual inspection of tanks & cargo holds performed at intervals longer than annually.	**2**	Last Inspection: Inspected by: Location:
4.6.3	Ballast tanks and cargo holds are inspected at least annually to detect potential structural failures, cracks, coating integrity, and excessive corrosion.	**3**	
4.6.4	Any potential problem areas are photo documented and scheduled for repair or re-exam on a schedule less than one year.	**4**	Look for documentation and process for non-conformities
4.6.5	Above plus operator participates in a risk review program in house or through P&I club.	**5**	Protection and Indemnity (P&I)
4.7	**ULTRASONIC GAUGING**		Ref: 46 CFR 91.40 and 40-3(D), (E) (US Only); SOLAS Ch. XI, reg. 2.
4.7.1	Ultrasonic gauging of hull and tanks, if required by class, not performed.	**1** **B**	
4.7.2	Ultrasonic gauging of hull and tanks performed at intervals greater than 3 years.	**2**	Last Inspection: Inspected by: Location:
4.7.3	Ultrasonic gauging of hull & tanks performed every 3 years or less or IACS Enhanced Hull Survey program.	**3**	IACS Enhanced Hull Survey program **Y / N**
4.7.4	Ultrasonic gauging for vessel under 15 years of age.	**4**	
4.7.5	More advance technology utilized.	**5**	Magnetic Flux measurement or Acoustic Emission Technology used to detect cracks and corrosion. Metal loss and corrosion damage maps are produced.

NO.	SUBJECT	RATE	REMARKS
4.8	**CONTINGENCY PLAN FIELD DOCUMENT**		
4.8.1	*Vessel Received Field Document*		REF: WAC 173-182
4.8.1.1	Field Document not onboard or Master unaware of Field Document and unable to implement the notification procedures.	1	*Field Doc. onboard* **Y / N** *Copy of Field Doc. left onboard* **Y / N**
4.8.1.2	No field document but Master is able to implement the notification procedures.	2	
4.8.1.3	Field Document understood by master and posted in a conspicuous location.	3	
4.8.1.4	Field Document is posted in several locations on ship and deck officers trained in proper use.	4	
4.8.1.5	Field Document is incorporated into the vessel's Federal Vessel Response Plan.	5	

NO.	SUBJECT	RATE	REMARKS
5.0	**OPERATING PROCEDURES**		
5.1	**BRIDGE OPERATING PROCEDURES/EQUIPMENT**		
5.1.1	*Equipment/Organization*		Ref: 33 CFR 164.35 – 164.43; SOLAS Ch. V, reg. 12
5.1.1.1	Any required equipment not functioning. Any SOLAS violations.	1 A	Specify which equipment:
5.1.1.2	Equipment in poor condition or improperly arranged or organized. Captain's standing orders or night orders unclear.	2 C	
5.1.1.3	Equipment appears well maintained. Meets U.S./International standards. Clearly written Captain's standing orders and night orders.	3	
5.1.1.4	Equipment exceeds standard requirements.	4	Specify additional equipment:
5.1.1.5	Integrated Bridge System (IBS).	5	
5.1.2	*Charts/Publications*		Ref: SOLAS Ch. V, reg. 20; 33 CFR 164.33; 46 CFR 97.05-5 (US only)
5.1.2.1	Charts or publications for voyage missing.	1 A	
5.1.2.2	Charts or publications for voyage not corrected and up-to-date.	2 B	
5.1.2.3	Charts and publications corrected, up-to-date and records maintained.	3	
5.1.2.4	Above criteria is met, plus electronic correction service.	4	Specify advanced systems:
5.1.2.5	Above criteria is met, plus vessel using integrated, advanced electronic charting system.	5	Examples: ECDIS, ECS

NO.	SUBJECT	RATE	REMARKS
5.1.3	*Equipment Error Checks*		Ref: SOLAS Ch. V, reg. 19-2 (steering gear); STCW A-II/1, A-II/2, and VIII/2 part 3-1; 33 CFR 164.25 (Verify by checking logs, records and standing orders)
5.1.3.1	No specified checks or checks made less frequently than daily.	1 B	
5.1.3.2	Equipment checks made daily.	2 C	
5.1.3.3	Radars, compass (gyro and magnetic), and repeaters checked at least once per watch for errors.	3	
5.1.3.4	All equipment checked once per watch.	4	
5.1.3.5	All equipment checked more often than once per watch.	5	
5.1.4	*Voyage Planning*		Ref: STCW A-VIII/2, part 2, IMO Res A.893(21) (Verify by checking standing orders, records, logs)
5.1.4.1	Voyage plan does not extend from berth to berth.	1 A	**IMO guidelines include:** berth to berth; intended route; areas of danger; routing and reporting systems; vessel traffic services; marine environmental protection areas; safe speed; speed alterations en route; minimum under keel clearance in restricted water depth; machinery status changed; course alteration points; method and frequency of position fixing; contingency plans for alternative action to place the vessel in deep water, proceed to a port of refuge or safe anchorage in the event of an emergency
5.1.4.2	Voyage plan covers berth to berth transit and meets STCW requirements, and meets key elements of IMO guidelines.	2 B	
5.1.4.3	Berth to Berth Voyage plan meets all listed elements of IMO guidelines.	3	
5.1.4.4	Voyage plan fully incorporates IMO guidelines and is discussed with all members of bridge team prior to entry into state waters and with the pilot upon boarding.	4	
5.1.4.5	Above criteria is met, plus vessel has integrated electronic navigation systems used in the planning and execution of its voyage.	5	
5.1.5	*Pilot Coordination*		Ref: STCW A-VIII/2, part 3-1; 33 CFR 164.11(k); RCW 88.16.155 (Verify by inspection of pilot cards and log book)
5.1.5.1	Master lacks English language skills to have meaningful exchange with pilot and/or no pilot card used for exchange.	1 B	
5.1.5.2	Master uses pilot card to guide exchange of information with pilot.	2	Voyage plan agreed upon and changed if necessary to reflect agreement
5.1.5.3	Master discusses all elements of pilot card and voyage plan with pilot.	3	
5.1.5.4	Documented pre-event discussion with entire bridge team. Only English used on bridge when pilot onboard.	4	
5.1.5.5	Entire bridge team is involved in exchange with pilot with job positions explained. English proficiency levels of bridge team discussed	5	

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NO.	SUBJECT	RATE	REMARKS
5.1.6	*Bridge Resource Management (BRM)*		Ref: STCW A-VIII/2, part 3-1 (B-VIII/2 recommended) (Verify by checking logs, standing orders, ops manuals)
5.1.6.1	Vessel has BRM references on bridge and officers are familiar with the BRM principles.	1 B	*Bridge Procedures Guide* International Chamber of Shipping *Bridge Team Management* AJ Swift
5.1.6.2	SMS clearly defines BRM and incorporates principles into written bridge procedures, checklists, and watch conditions.	2	
5.1.6.3	Bridge Resource Management (BRM) system consistent with STCW 2010 is in place and used.	3	BRM includes: 1. Formal underway watch conditions for open sea transits, coastal and restricted waters navigation, and restricted visibility conditions. 2. Watch composition for each condition. 3. Procedures for navigation with a pilot embarked. 4. Procedures for bridge team response to emergencies. 5. Clear delegation of duties, responsibilities and authority between bridge team members, including a clear policy for determining when the master has assumed control of the vessel from the deck watch officer or the state licensed pilot. 6. Procedures for both internal and external communication for each watch condition. 7. On-going monitoring and correction of the voyage plan and recording of significant deviations from the plan in the bridge log.
5.1.6.4	Company arranges for officers and ratings to attend BRM training together as a bridge team.	4	
5.1.6.5	Master uses opportunities on vessel to train officers and ratings in BRM principles, or company uses BRM computer refresher training onboard.	5	Examples: shiphandling, debriefing after a passage, and critiquing team performance
5.1.7	*Helmsman and Lookout*		Ref: STCW A-VIII/2, part 3-1; 46 CFR 15.1109 (Verify by checking logs, standing orders)
5.1.7.1	SMS has no formal watch composition requirements.	1 B	STCW, 46CFR 97.27& 97.16
5.1.7.2	SMS watch composition requirements do not include a separate lookout in restricted/ congested waters, or in restricted visibility.	2	
5.1.7.3	Lookouts are assigned no other duties and the helmsman does not serve as lookout.	3	
5.1.7.4	Familiarization training for helmsman includes job specific training in emergency steering procedures from the helm.	4	
5.1.7.5	Helmsman and lookout are included in the bridge team briefing and debriefing.	5	
5.2	DECK PROCEDURES		
5.2.1	*Ground Tackle Readiness*		Ref: ISM, STCW, and 33 CFR 164.11 (Verify by checking logs, standing orders)
5.2.1.1	Anchors not ready for use in WA waters.	1 B	
5.2.1.2	SMS requires anchors to be ready but vessel not following SMS.	2	
5.2.1.3	Anchors cleared and ready to drop before sea buoy, if safe to do so.	3	
5.2.1.4	Person standing by at focsle to drop anchor.	4	Required in Columbia River
5.2.1.5	Anchor brake and associated equipment is considered critical equipment in the PMS.	5	Check PMS records

CARGO AND **P**ASSENGER **V**ESSEL **B**OARDING **C**HECKLIST (ECY 050-38)

NO.	SUBJECT	RATE	REMARKS
5.2.2	*Anchor Watch*		Ref: STCW A-VIII/2, par. 51; 33 CFR 164.19 (Verify by charts, logs, standing orders)
5.2.2.1	Bridge is left unattended for any period while anchored.	1 B	33USC1221
5.2.2.2	Officer of the Watch not required on bridge at all times.	2	AB on bridge without licensed deck officer.
5.2.2.3	A licensed deck officer is standing watch on the vessel's bridge and monitoring the vessel's position while anchored in state waters.	3	Harbor Safety Committees have anchoring guidelines which the master should be aware of and following Ship positions manually plotted, swing circle determined, and electronic equipment set to alarm if vessel drags anchor
5.2.2.4	SMS has detailed procedures for master to follow when anchoring in poor weather, rivers, or along dangerous coastlines.	4	During gale warnings maintain a listening watch on the VTS working frequency, put the propulsion plant on standby, and be ready to provide immediate propulsion and maneuver.
5.2.2.5	When actual Storm Force Winds are occurring, Master is in the wheelhouse and vessel ready to get underway.	5	
5.2.3	*Safety Patrol*		Ref: STCW A-VIII/2, part 4, par. 90 (in port); SOLAS, Ch. II-2, reg. 40 (p/v only). (Verify by checking logs, standing orders)
5.2.3.1	Safety patrol rounds not required on a regularly scheduled basis.	1 C	
5.2.3.2	Safety patrol rounds conducted during hours of darkness but not conducted during daytime working hours.	2	
5.2.3.3	Safety patrol rounds of the vessel are conducted hourly while in port or at anchor and at least once per watch while underway	3	
5.2.3.4	Above criteria is met, plus crew members making rounds receive appropriate training and designated routes/spaces.	4	Training includes instruction to first notify the OOW before attempting corrective action
5.2.3.5	Above criteria is met, plus additional vessel monitoring devices used.	5	Camera surveillance, motion sensors, other, specify:
5.3	**EMERGENCY PREPAREDNESS**		
5.3.1	*Emergency Towing*		Ref: SOLAS, Ch.II-1, reg. 3-4 ('96 amendments). (Check designated equipment for condition)
5.3.1.1	No emergency towing plan or booklet.	1 C	
5.3.1.2	Generic (not ship-specific) emergency towing procedures.	2	
5.3.1.3	Emergency towing plan meets IMO Guidelines and drills are conducted twice annually.	3	Ship specific emergency towing plan booklet maintained on bridge, ships office and foscle
5.3.1.4	IMO compliant plan with drills plus dedicated emergency tow wire onboard.	4	
5.3.1.5	IMO compliant plan with drills plus functional, readily deployable emergency towing package maintained on one or both ends of ship.	5	
5.3.1.6	Element is not applicable to this vessel.	N/A	Required on cargo ships built after Jan 1, 2010 and passenger ships. For cargo ships constructed before Jan 1, 2010, implementation date is Jan 1, 2012.

NO.	SUBJECT	RATE	REMARKS
5.3.2	*Emergency Procedures*		Ref: SOLAS, Ch. III, reg. 8 and 37 ('96 amendments); ISM Code, par. 8; 33 CFR 164.25(d); 46 CFR 97.13 (US only) (Verify by standing orders, manuals, station bill)
5.3.2.1	Minimum Station Bill covering only Fire & Boat.	1 C	
5.3.2.2	Minimum but fewer procedures than a level 3.	2	
5.3.2.3	Station bill and procedures for most common emergencies. Checklists kept on bridge or engine room as appropriate and readily accessible to watch officer.	3	**Procedures for**: fire, abandon ship, oil spill, man overboard, collision, grounding, structural failure, loss of propulsion, loss of steering, loss of electrical power, gyro malfunction, emergency towing, loss of bridge throttle control, and heavy weather.
5.3.2.4	Additional emergency drills covered	4	Confined space rescue, flooding, helo operations and more.
5.3.2.5	Above criteria is met, plus documented use of emergency checklists/procedures during drills.	5	
5.4	**OIL TRANSFER PROCEDURES**		Ref: 33 CFR 155.720, 155.730, 155.750, 156.150 and 151.25; WAC 317-40. (Verify by Oil Record Book, Logs, Operating Manuals)
5.4.1	Oil Transfer Procedure does not meet CFR requirements.	1 A	*Bunker packet information left onboard:* **Y / N**
5.4.2	Oil Transfer Procedures meet CFR requirements including internal transfers.	2	**OTP must** be in language understood by crew and be posted. It must list: each product transferred; describe the transfer system and have a line diagram; description and procedure for emptying the discharge containment system, number of persons required; duties by title; assignments for tending the moorings. Procedures for: emergency shutdown; communications; topping off tanks, ensuring valves closed when completed; reporting discharges to water.
5.4.3	SMS Oil Transfer Procedures/checklists exceed CFR minimum standards	3	Face to face pre-transfer conference, team training, ensuring work/rest hours met, transfer plan including tanks, levels, sequence, sounding and topping off procedures
5.4.4	Above criteria is met, plus company has incorporated WAC 317-40 procedures into SMS.	4	
5.4.5	Above criteria is met, plus electronic gauging system with monitor in Engine Control Room.	5	Actual soundings should be used with electronic system as backup
5.5	**STABILITY CALCULATIONS & CARGO PLANNING**		Ref: SOLAS, Ch. VI, reg. 7 ('96 amendments); 46CFR78.17-22, 97.11-12 (Verify by inspecting records)
5.5.1	No calculations or pre-planning done.	1 B	
5.5.2	Final calculations only done. Incomplete/ inadequate pre-plan prepared.	2	
5.5.3	Vessel Master and Chief Officers prepare, update, and monitor stability plans for all cargo loading and unloading operations.	3	Plan Elements: transverse stability, longitudinal hull stress, sheer forces, bending moments, and ballasting.
5.5.4	Stability known by all deck officers. Frequent updates of load/discharge operation.	4	
5.5.5	Above criteria is met, plus electronic systems & stress verifications performed; shift updates.	5	
5.5.6	Element is not applicable to this vessel.	N/A	N/A to State Car Ferries

NO.	SUBJECT	RATE	REMARKS
6.0	**ENGINEERING PROCEDURES/SPACES**		
6.1	**MACHINERY AND SPACES**		Ref: SOLAS, Ch. I, reg. 11; SOLAS, Ch. III, regs. 20 and 36 ('96 amendments); ISM Code, par. 10.
6.1.1	Appears to be in serious condition, must be repaired before vessel can depart. MARPOL/ SOLAS violations.	**1 A**	
6.1.2	Need for more pro-active maintenance and/or some equipment not functioning.	**2 B**	*Details:*
6.1.3	Condition appears to be commensurate with age and service.	**3**	
6.1.4	Appears to be in better than average condition.	**4**	
6.1.5	Appears to be in excellent, like new condition.	**5**	
6.2	**ENGINEERING WATCH PRACTICES**		Ref: STCW A-III/1.4 and B-VIII/2, part 3-2. STCW 6/circ 7 20 May 2005
6.2.1	Lack of guidance posted in control/engine room, and/or language communications barrier for verbal or written guidance.	**1 A**	
6.2.2	STCW compliant Engine-room Resource Management system in place but not in practice.	**2 C**	
6.2.3	Engineroom Resource Management (ERM) system in place and fully utilized.	**3**	
6.2.4	ERM training includes simulator training tied into BRM simulator training for shipboard emergency management training.	**4**	
6.2.5	Company sends engineering officers and ratings to ERM class together as Engine Room Team.	**5**	
6.3	**ENGINEERING OPERATING PROCEDURES**		
6.3.1	*Electrical Systems*		Ref: SOLAS, Ch. II-1, reg. 42 (p/v) and 43 (c/v); 33 CFR 164.25 (Verify by log entries, computer printouts, ops manuals)
6.3.1.1	Maneuver on only one generator or any generators are inoperable or untested.	**1 A**	
6.3.1.2	Only Emergency Diesel Generator tested & proven within 12 hours of transiting WA waters.	**2 B**	EDG on standby confirmed? **Y/N**
6.3.1.3	All generators tested and proven plus two main generators online for maneuvering.	**3**	Total # of generators _____ # of generators for bow thruster _____
6.3.1.4	Generators have automatic start/sync/load sharing.	**4**	
6.3.1.5	Automated and maneuver with 2 generators plus 3rd generator on standby ready.	**5**	

NO.	SUBJECT	RATE	REMARKS
6.3.2	*Engine Room (E/R) Crewing*		Ref: STCW A-VIII/2, part 3-2 (Verify by log entries, standing orders, ops manuals)
6.3.2.1	Unattended during maneuvering.	1 B	
6.3.2.2	Only regular watch standers in Engine Room while maneuvering in Washington waters.	2 C	
6.3.2.3	Engine Room and/or Control Room manned by two Engineers and one rating while in WA waters.	3	
6.3.2.4	Above criteria is met, plus Unattended Machinery Spaces (UMS) automated engineroom with bridge control used.	4	UMS **Y / N** Control room outside engineroom? **Y / N**
6.3.2.5	Automated plus company has procedures to ensure engineering officers do not exceed work hour restrictions during long maneuvering periods.	5	Guidance on proper normal and emergency procedures with checklists available and properly utilized.
6.3.3	*Steering Gear Flat*		Ref: SOLAS, Ch. V, reg. 19-2; 33 CFR 164.11(t) and 164.25 (Verify by log entries, standing orders, ops manuals)
6.3.3.1	System malfunctioning or vessel failed to conduct CFR required testing.	1 A	CFR Testing: Test system alarms, swing and operate both pumps
6.3.3.2	Operating procedures inadequate.	2 A	List inadequacies:
6.3.3.3	Tests conducted per CFR and hourly rounds made while underway in WA waters.	3	Look for effective emergency procedures posted, legible and in common language plus telephone directory or dedicated phone.
6.3.3.4	Above criteria is met, plus video monitoring in Engine Control Room (ECR) / bridge.	4	
6.3.3.5	Above criteria is met, plus manned by competent person.	5	
6.3.4	*Fuel Oil Systems*		Ref: SOLAS, Ch. II-1, reg. 15 (Verify by checking logs, computer printouts)
6.3.4.1	Fuel oil system is not checked or made ready prior to transiting WA waters. Failure to use low sulfur fuel in Emission Control Area (ECA) or no formal written changeover procedure.	1 B	Interview engineer and check pre-arrival/departure checklists.
6.3.4.2	Backup pump in standby mode, settler and service tanks are full with fuel appropriate to the ECA.	2 C	
6.3.4.3	Above criteria is met, plus backup pump and fuel system inspected or tested ready for immediate use before transiting WA waters. ECA required fuel changeover completed.	3	No more than 12 hours prior to entry/departure Pumps, fuel tank levels and temperatures, Viscosity/temp controls
6.3.4.4	Engine Resource Management procedures & checklists include fuel system changeover.	4	Computer display & control of fuel system
6.3.4.5	Above criteria is met, plus automated fuel system monitoring in ECR.	5	
6.3.5	*Lube Oil Systems*		Ref: SOLAS, Ch. II-1, reg. 15 (Verify by checking logs, computer printouts)
6.3.5.1	Back-up lube oil pump untested.	1 B	Interview engineer and check pre-arrival/departure checklists.
6.3.5.2	Backup pump in standby mode but operation & alarms tested at regular machinery changeover only.	2 C	
6.3.5.3	Above criteria is met, plus backup pump and lube system inspected or tested ready for immediate use before transiting WA waters.	3	No more than 12 hours prior to entry/departure.
6.3.5.4	Engine Resource Management procedures & checklists include main & aux lube oil systems.	4	Computer display & control of lube oil system
6.3.5.5	Above criteria is met, plus automated lube system monitoring in ECR.	5	

NO.	SUBJECT	RATE	REMARKS
6.3.6	*Fuel and Lube Oil Strainers*		Ref: SOLAS, Ch. II-1, reg. 15 (Verify by checking logs, computer printouts)
6.3.6.1	Evidence of strainers unclean/clogged or not maintained.	1 B	Interview engineer and check pre-arrival/departure checklists.
6.3.6.2	Strainers not confirmed clean before entry and departure.	2 C	
6.3.6.3	Strainers cleaned within 12 hours prior to entry/departure.	3	Pulled and cleaned or cleaning cycle run
6.3.6.4	Engine Resource Management procedures and checklists include oil strainers.	4	
6.3.6.5	Vessel has functioning automatic self-cleaning fuel and lube oil strainers	5	
6.3.7	*Cooling Water (CW) System*		(Verify by logs, computer printouts)
6.3.7.1	Primary and back up circulating and CW pumps not lined up or are untested.	1 B	Interview engineer and check pre-arrival/departure checklists.
6.3.7.2	Backup pump in standby, but pump and system tested at regular machinery changeover only.	2 C	
6.3.7.3	Above criteria is met, plus backup pump & cooling system inspected or tested ready for use before transiting WA waters.	3	No more than 12 hours prior to entry/departure.
6.3.7.4	Engine Resource Management procedures and checklists include CW systems.	4	Computer display & control of lube oil system
6.3.7.5	Above criteria is met, plus automated cooling systems monitoring in ECR.	5	Seawater – Low temp – High temp – Aux CW systems
6.3.8	*Start/Control Air System*		(Verify by logs, computer printouts)
6.3.8.1	Control and Start air system not verified fully functional for maneuvering.	1 B	Interview engineer and check pre-arrival/departure checklists.
6.3.8.2	System lined up but untested within 12 hours of maneuvering.	2 C	
6.3.8.3	Control and start air system inspected or tested ready for use before transiting WA waters.	3	No more than 12 hours prior to entry/departure.
6.3.8.4	Engine Resource Management procedures & checklists include control/ starting air systems.	4	
6.3.8.5	Above criteria is met, plus control and start air system components tracked electronically and replaced in accordance with manufacturer's recommendations.	5	
7.0	**DECK** 46 CFR Subchapter B – US flag		
7.1	**DECK**		Ref: SOLAS, Ch. I, reg. 11 and Ch. II-1, reg. 3-1 ('96 amendments)
7.1.1	Serious deterioration of hull, piping, fittings and/or structural members. MARPOL/SOLAS violations.	1 A	
7.1.2	Attention needed to hull and/or structure.	2 C	
7.1.3	Condition appears to be commensurate with age and service.	3	
7.1.4	Appears to be in generally good condition.	4	
7.1.5	Appears to be in excellent condition.	5	

NO.	SUBJECT	RATE	REMARKS
8.0	**ACCOMMODATION** 46 CFR Subchapter B – US flag		
8.1	**ACCOMMODATION**		Ref: ILO 147 Convention; 46 CFR subpart 92.20 (US only)
8.1.1	Crew spaces not clean, equipment broken. ILO-147 violations.	**1** **B**	
8.1.2	Attention needed to sanitary conditions.	**2** **C**	
8.1.3	Condition appears to be commensurate with age and service.	**3**	
8.1.4	Appears to be in generally good condition.	**4**	
8.1.5	Appears to be in excellent condition.	**5**	

Acronyms:

BRM – Bridge Resource Management
C/E – Chief Engineer
CFR – Code of Federal Regulations
COI – Certificate of Inspection
DOC – Document of Compliance
E/R – Engine Room
ECR – Engine Control Room
ERM – Engineroom Resource Management
IACS – International Association of Classification Societies
IAPP – International Air Pollution Prevention
IBS – Integrated Bridge System
ILC – International Loadline Certificate
ILO – International Labor Organization
IMO – International Maritime Organization
IOPP – International Oil Pollution Prevention
ISM – International Safety Management
ISO – International Organization for Standardization

MARPOL – International Convention for the Prevention of Pollution from Ships
OWS – Oil Water Separator
P&I – Protection & Indemnity
PMS – Planned Maintenance System
PSC – Port State Control
QM – Quality Management
SEC – Ship Safety Equipment Certificate
SMC – Safe Manning Certificate
SMS - Safety Management System
SOLAS – International Convention for Safety of Life at Sea
SOPEP – Shipboard Oil Pollution Emergency Program
SSC – Ship Safety Construction Certificate
STCW – Standards of Training, Certification and Watchkeeping
UMS – Unmanned Machinery Space
VGP – Vessel General Permit
WA – Washington State

ISPS – International Ship and Port Facility Security

ADDITIONAL REMARKS / NOTES

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