



WASHINGTON STATE  
**Department of Ecology**  
 Spill Prevention, Preparedness, and Response Program  
 PREVENTION SECTION  
 PO Box 47600, Olympia, WA 98504-7600  
 Office: (360) 407-7455, Fax: (360) 407-7288 or toll free 1-800-664-9184

## FISHING VESSEL BOARDING CHECKLIST

<b>IMO / LLOYD'S NO.</b>	<b>NAME OF VESSEL</b>	<b>CASE NUMBER</b>
<b>DATE</b>	<b>LOCATION OF INSPECTION</b>	<input type="checkbox"/> PORT SIDE TO <input type="checkbox"/> STBD SIDE TO <input type="checkbox"/> AT ANCHOR <input type="checkbox"/> IN DRYDOCK <input type="checkbox"/> AGROUND <input type="checkbox"/> UNDERWAY
<b>FLAG</b>	<b>PORT:</b> _____ <b>PLACE:</b> _____ <b>Latitude:</b> _____ <b>Longitude:</b> _____	
<b>INSPECTED BY</b>	<b>NAME OF MASTER/ATTENDING PERSONNEL</b>	<b>Aleutian Trade Act (ATA) Vessel?</b> <input type="checkbox"/> YES – See 2.1.0.0, Page 1 <input type="checkbox"/> NO
<b>COMMENTS</b>		
_____ _____ _____ _____ _____ _____ _____		
SAFETY REPORT? <input type="checkbox"/> YES <input type="checkbox"/> NO              BUNKERING? <input type="checkbox"/> YES <input type="checkbox"/> NO              PREVIOUSLY BOARDED? <input type="checkbox"/> YES <input type="checkbox"/> NO		
<p><b>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.</b></p>		

FOR OFFICE USE ONLY:

**CARGO AND PASSENGER VESSEL BOARDING CHECKLIST v.6.0**

No.	SUBJECT	RATE	REMARKS
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*or (TTY) at 711 or 1-800-833-6388.*

1.0.0.0 1.1.0.0	<b>INITIAL BOARDING INFORMATION</b>		
1.1.1.0	<i>Initial observations of vessel:</i>		
1.1.2.0	Gangway arrangement safe?	<b>Y / N</b>	
1.1.3.0	Mooring arrangement adequate?	<b>Y / N</b>	
1.1.4.0	Ship aware of visit?	<b>Y / N</b>	
1.1.5.0	Agent Present?	<b>Y / N</b>	Name:
1.1.6.0	Verify Flag and Class	<b>Y / N</b>	
1.1.7.0	Owner/Operator (note changes)	<b>Y / N</b>	

2.0.0.0 2.1.0.0	<b>CERTIFICATES</b>			Check if Doc. With Agent
2.1.1.0	Certificate of Documentation	Issue Date: Full Term    Interim	Expiry Date: Conditional    Provisional	<input type="checkbox"/>
2.1.2.0	Certificate of Compliance [Processor Only]	Issue Date: Full Term    Interim	Expiry Date: Conditional    Provisional	<input type="checkbox"/>
2.1.3.0	Certificate of Class [Built/Conv. > 7/27/90]	Issue Date: Full Term    Interim	Expiry Date: Conditional    Provisional	<input type="checkbox"/>
2.1.4.0	Loadline Certificate (LC)	Issue Date: Full Term    Interim	Expiry Date: Conditional    Provisional	<input type="checkbox"/>
2.1.5.0	International Oil Pollution Prevention Certificate (IOPP) [International Voyages, > 400 GT]	Issue Date: Full Term    Interim	Expiry Date: Conditional    Provisional	<input type="checkbox"/>
2.1.6.0	Certificate of Financial Responsibility (COFR)	Effective Date: Issued to:	Expiry Date:	<input type="checkbox"/>
2.1.7.0	Oil Transfer Procedures	<b>Y / N</b>		
2.1.8.0	SOPEP Quarterly drills conducted and logged?	<b>Y / N</b>		
2.1.9.0	Letter of Compliance [Vessels that Dispense Fuel]	<b>Y / N</b>		
2.2.1.0 ATA	Biennial Exam Letter of Compliance	<b>Y / N</b>	Inspected Under: Subparts A, B, C, G Subparts A, B, C, D C.O.I.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
2.2.2.0	Drill Instructor Certificates	<b>Y / N</b>		
2.2.3.0	First Aid/CPR Certificates [2-16 POB = 1, 17-49 = 2, 50+ = 4]	<b>Y / N</b>		

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No.	STANDARD/DOCUMENTATION	RATING	PTS	REMARKS
3.0.0.0	<b>CONTINGENCY PLAN FIELD DOCUMENT</b>			
3.1.0.0	<i>Vessel Received Field Document</i> Copy of field document left on board: <input type="checkbox"/>			
3.1.1.0	Document onboard prior to entering state waters.	Fail <input type="checkbox"/> Pass <input type="checkbox"/> Exceed <input type="checkbox"/>		
3.2.0.0	<i>Vessel Possesses and Understands Field Document</i>			
3.2.1.0	Document understood by crew and posted in a conspicuous and accessible location.	Fail <input type="checkbox"/> Pass <input type="checkbox"/> Exceed <input type="checkbox"/>		
4.0.0.0	<b>OPERATING PROCEDURES</b>			
4.1.0.0	<i>Navigation Watch Composition</i> (Review Log/other records/interviews)			
4.1.1.0	<1600 GT licensed officer + lookout. >1600 GT licensed officer + lookout + helmsman or Ecology-approved Integrated Bridge System (IBS).	Fail <input type="checkbox"/> Pass <input type="checkbox"/> Exceed <input type="checkbox"/>	2	
4.1.2.0	No duties that interfere with lookout.	Fail <input type="checkbox"/> Pass <input type="checkbox"/> Exceed <input type="checkbox"/>	1	<i>Licensed Officer may not serve as lookout.</i>
4.2.0.0	<i>Navigation Watch Procedures</i> (Review Log/other records)			
4.2.1.0	Written procedures or standing orders for safe navigation and restricted visibility.	Fail <input type="checkbox"/> Pass <input type="checkbox"/> Exceed <input type="checkbox"/>	2	<i>Navigation in traffic separation schemes, open harbor/bays, restricted waterways. Restricted visibility and safe speed defined.</i>

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No.	STANDARD/DOCUMENTATION	RATING	PTS	REMARKS
4.2.2.0	Gyro & magnetic compass courses every 6 hours; more often if necessary.	Fail <input type="checkbox"/> Pass <input type="checkbox"/> Exceed <input type="checkbox"/>	1	
4.2.0.0 <i>Navigation Watch Procedures (continued)</i>		<i>(Review Log/other records/interviews)</i>		
4.2.3.0	Vessel position & weather observations every 6 hours.	Fail <input type="checkbox"/> Pass <input type="checkbox"/> Exceed <input type="checkbox"/>	1	
4.3.0.0 <i>Navigational Readiness</i>		<i>(Review Log/other records)</i>		
4.3.1.0	Voyage Planning: Review of current charts, navigational pubs., notices to mariners, navigational aids & VTS procedures.	Fail <input type="checkbox"/> Pass <input type="checkbox"/> Exceed <input type="checkbox"/>	3	<i>Charts/pubs current [46 CFR 28.225]. Tracklines on charts. Light List, Coast Pilot, Tidal Current Tables, Tide Tables, VTS Handbook reviewed.</i>
4.3.2.0	Tests/inspections of navigation, communication, bridge control & alarms systems no more than 12 hours before operating in state waters.	Fail <input type="checkbox"/> Pass <input type="checkbox"/> Exceed <input type="checkbox"/>	2	<i>Checklist/log [33 CFR 164.25].</i>
4.3.3.0	Compare gyro & magnetic compasses & gyro repeaters. Determine radar range error if practicable.	Fail <input type="checkbox"/> Pass <input type="checkbox"/> Exceed <input type="checkbox"/>	1	<i>Comparison/errors logged and/or posted.</i>
4.3.4.0	Procedures for loss of propulsion/steering/electrical power reviewed.	Fail <input type="checkbox"/> Pass <input type="checkbox"/> Exceed <input type="checkbox"/>	1	
4.4.0.0 <i>Ground Tackle Readiness</i>		<i>(Review Checklist/interviews)</i>		
4.4.1.0	Anchors ready to drop & crew member available.	Fail <input type="checkbox"/> Pass <input type="checkbox"/> Exceed <input type="checkbox"/>	1	<i>Inspect ground tackle.</i>

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No.	STANDARD/DOCUMENTATION	RATING	PTS	REMARKS
4.5.0.0	<i>Anchor Watch</i>			<i>(Review training record/interviews)</i>
4.5.1.0	Licensed officer or trained crew member monitoring traffic, communications, vessel position & ground tackle.	Fail <input type="checkbox"/> Pass <input type="checkbox"/> Exceed <input type="checkbox"/>	2	<i>Crew member trained in operation of radar, radios, ground tackle if not licensed officer.</i>
4.6.0.0	<i>Security Rounds</i>			<i>(Review Log/standing orders/other records)</i>
4.6.1.0	Every 6 hours when underway or anchored, daily when moored. Master designates spaces, including steering gear when underway.	Fail <input type="checkbox"/> Pass <input type="checkbox"/> Exceed <input type="checkbox"/>	2	<i>Vessels in lay-up not affected if adequate fire/flooding monitoring [review monitoring system/response to alarms].</i>
5.1.0.0	<i>Engineering Watch Composition &amp; Procedures</i>			<i>(Review Log/other records/interviews)</i>
5.1.1.0	Licensed engineer or properly trained engineer on watch or immediately available.	Fail <input type="checkbox"/> Pass <input type="checkbox"/> Exceed <input type="checkbox"/>	2	<i>"Immediately available" means capable of responding to problems promptly &amp; properly</i>
5.1.2.0	Major equipment temperatures/pressures logged every 6 hours.	Fail <input type="checkbox"/> Pass <input type="checkbox"/> Exceed <input type="checkbox"/>	1	
5.2.0.0	<i>Engineering Readiness</i>			<i>(Review Log/other records)</i>
5.2.1.0	Tests/inspections of propulsion/steering/electrical systems, per 33 CFR 164.25, no more than 12 hours before operating in state waters.	Fail <input type="checkbox"/> Pass <input type="checkbox"/> Exceed <input type="checkbox"/>	2	<i>Propulsion includes fuel oil, lube lube oil, cooling water &amp; main engine start systems. Electrical includes standby/emerg. generator &amp; auto switch.</i>
5.2.0.0	<i>Engineering Readiness (continued)</i>			<i>(Review Log/other records)</i>
5.2.2.0	Procedures for loss of propulsion/steering/electrical power reviewed.	Fail <input type="checkbox"/> Pass <input type="checkbox"/> Exceed <input type="checkbox"/>	1	

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No.	STANDARD/DOCUMENTATION	RATING	PTS	REMARKS
5.2.3.0	Fuel & oil tank levels determined & recorded no more than 12 hours before operating in state waters.	Fail <input type="checkbox"/> Pass <input type="checkbox"/> Exceed <input type="checkbox"/>	1	
5.3.0.0	<i>Stability (Review stability book/documents/interview Master)</i>			
5.3.1.0	Stability information system per 46 CFR 28.530 regardless of date keel laid or conversion.	Fail <input type="checkbox"/> Pass <input type="checkbox"/> Exceed <input type="checkbox"/>	3	<i>Information must be easy to read &amp; understand Samples of various loaded conditions.</i>
5.4.0.0	<i>Emergency Procedures (Review station bills/emergency instructions/fire plans)</i>			
5.4.1.0	Emergency instructions for firefighting, flooding, abandon ship, man overboard & heavy weather per 46 CFR 28.265.	Fail <input type="checkbox"/> Pass <input type="checkbox"/> Exceed <input type="checkbox"/>	2	
5.4.2.0	Fire plans with vessel arrangement/location of firefighting equipment posted.	Fail <input type="checkbox"/> Pass <input type="checkbox"/> Exceed <input type="checkbox"/>	2	
5.4.3.0	Written procedures for oil spills & loss of propulsion/steering/electrical power.	Fail <input type="checkbox"/> Pass <input type="checkbox"/> Exceed <input type="checkbox"/>	2	<i>WSMC field doc. acceptable for oil spill response if readily available &amp; understood by key personnel.</i>
5.4.0.0	<i>Emergency Procedures (continued) (Review station bills/emergency instructions/fire plans)</i>			
5.4.4.0	Written procedures for being towed in an emergency, including specific equipment to be used.	Fail <input type="checkbox"/> Pass <input type="checkbox"/> Exceed <input type="checkbox"/>	1	
5.5.0.0	<i>Emergency Equipment (Interviews)</i>			

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No.	STANDARD/DOCUMENTATION	RATING	PTS	REMARKS
5.5.1.0	Damage control equipment for minor unintentional flooding. Personnel trained in use.	Fail <input type="checkbox"/> Pass <input type="checkbox"/> Exceed <input type="checkbox"/>	1	<i>Inspect kit/locker for appropriate plugs &amp; patches.</i>
5.5.2.0	Installed emergency lighting in engine room & interior passageways.	Fail <input type="checkbox"/> Pass <input type="checkbox"/> Exceed <input type="checkbox"/>	1	<i>Inspect emergency lighting.</i>
5.5.3.0	Two complete fireman's outfits per 46 CFR 28.205. Personnel trained in use.	Fail <input type="checkbox"/> Pass <input type="checkbox"/> Exceed <input type="checkbox"/>	1	<i>Inspect fireman's outfits. Outfits must include SCBA &amp; 2 cylinders.</i>
5.6.0.0	<b>Vessel Access</b> <i>(Inspect access/review fire plan)</i>			
5.6.1.0	Safe access/appropriate lighting while moored per 29 CFR 1915.74 & 1918.21.	Fail <input type="checkbox"/> Pass <input type="checkbox"/> Exceed <input type="checkbox"/>	1	<i>Gangway or accommodation ladder if practical.</i>
5.6.2.0	Fire plan at access points.	Fail <input type="checkbox"/> Pass <input type="checkbox"/> Exceed <input type="checkbox"/>	1	<i>Plan must include general vessel arrangement &amp; location of firefighting equipment.</i>
6.0.0.0	<b>PERSONNEL POLICIES</b>			
6.1.0.0	<b>Fatigue</b> <i>(Review Log/other records/interviews)</i>			
6.1.1.0	10 hours off-watch per day, 6 hours consecutive, for navigation & engineering watchstanders.	Fail <input type="checkbox"/> Pass <input type="checkbox"/> Exceed <input type="checkbox"/>	3	<i>Sample documentation: personal logs, time sheets, supervisor logs. Off-watch exceptions: emergencies &amp; drills.</i>
6.2.0.0	<b>Alcohol &amp; Drug Policy/Program</b> <i>(Review policy/programs)</i>			
6.2.1.0	Policy prohibits use on board vessel.	Fail <input type="checkbox"/> Pass <input type="checkbox"/> Exceed <input type="checkbox"/>	2	<i>Policy posted or otherwise provided to crew.</i>

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No.	STANDARD/DOCUMENTATION	RATING	PTS	REMARKS
6.2.2.0	Testing, training & employee assistance program per federal requirements.	Fail <input type="checkbox"/> Pass <input type="checkbox"/> Exceed <input type="checkbox"/>	2	<i>Testing includes random &amp; pre-employment for drugs, plus probable cause &amp; post incident for drugs/alcohol [.04 BAC].</i>
6.3.0.0 <i>Orientation Training</i>		<i>(Log/other records/interviews)</i>		
6.3.1.0	Emergency & safety orientation per 46 CFR 28.265 & 270(a) prior to getting underway for new crew members.	Fail <input type="checkbox"/> Pass <input type="checkbox"/> Exceed <input type="checkbox"/>	3	<i>Abandon ship, emergency signals, survival equip., distress calls, crew responsibilities, rough weather, anchoring, man overboard &amp; firefighting.</i>
6.3.2.0	MARPOL awareness training.		1	<i>Focus on Annex I (oil) &amp; Annex V (plastics/garbage).</i>
6.3.3.0	Position-specific training for proper operation of navigation, propulsion, steering & electrical power equipment.	Fail <input type="checkbox"/> Pass <input type="checkbox"/> Exceed <input type="checkbox"/>	1	<i>Applies only to equipment operated by navigation &amp; engine watchstanders.</i>
6.4.0.0 <i>Drills &amp; Instructions</i>		<i>(Log/other records)</i>		
6.4.1.0	Per 46 CFR 28.265 & 270.	Fail <input type="checkbox"/> Pass <input type="checkbox"/> Exceed <input type="checkbox"/>	2	<i>Abandon ship, firefighting, flooding, man overboard &amp; heavy weather monthly.</i>
6.4.2.0	Semi-annual oil spill response/emergency towing drills.	Fail <input type="checkbox"/> Pass <input type="checkbox"/> Exceed <input type="checkbox"/>	1	
6.5.0.0 <i>English Proficiency</i>		<i>(Interviews)</i>		
6.5.1.0	Officers/crew members standing anchor watch sufficiently proficient in English to accomplish their duties safely.	Fail <input type="checkbox"/> Pass <input type="checkbox"/> Exceed <input type="checkbox"/>	2	

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7.0.0.0	<b>MANAGEMENT PRACTICES</b>			
7.1.0.0	<i>Management System</i>		<i>(Log/other records, Interview vessel officers)</i>	
7.1.1.0	Company-wide exchange of public health/safety, & environmental protection information. Participation by corporate & vessel management.	Fail <input type="checkbox"/> Pass <input type="checkbox"/> Exceed <input type="checkbox"/>	2	<i>Review policies/safety manuals/newsletters/meeting minutes, etc.</i>
7.1.2.0	Management visits semi-annually.		1	
7.13.0	Review of operating & management issues with vessel officers during management visits.	Fail <input type="checkbox"/> Pass <input type="checkbox"/> Exceed <input type="checkbox"/>	1	

7.2.0.0	<i>Pollution Prevention</i>		<i>(Review Oil Record Book, Garbage Log)</i>	
7.2.1.0	Spill containment & clean-up equipment for 1/2 barrel on-deck spill.	Fail <input type="checkbox"/> Pass <input type="checkbox"/> Exceed <input type="checkbox"/>	2	<i>Inspect equipment: Typical equip: absorbents [25 pads, 2 socks, 2 pillows], storage [3 bags], scupper plugs, swabs, buckets. Objective is to contain spill on deck.</i>
7.2.2.0	Oil transfer & garbage logs per MARPOL.	Fail <input type="checkbox"/> Pass <input type="checkbox"/> Exceed <input type="checkbox"/>	1	<i>Account for all oil transfers &amp; garbage disposal. Note: Waste Management Plan [33 CFR 151.57] &amp; Prohibited Discharge Stickers [33 CFR 155.159 &amp; 450].</i>

7.3.0.0	<i>Planned Maintenance &amp; Inspections</i>		<i>(Review Log/other records)</i>	
7.3.1.0	Annual inspections by third party or operator representative.	Fail <input type="checkbox"/> Pass <input type="checkbox"/> Exceed <input type="checkbox"/>	1	<i>May be combined with Coast Guard inspection.</i>
7.3.2.0	Planned maintenance schedules and/or periodic tests/dewatering & firefighting equipment.	Fail <input type="checkbox"/> Pass <input type="checkbox"/> Exceed <input type="checkbox"/>	1	

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No.	STANDARD/DOCUMENTATION	RATING	PTS	REMARKS
7.4.0.0	<i>Watertight &amp; Structural Fire Protection</i>			
7.4.1.0	Maintain procedures for, and obtain, technical approval of all structural modifications and repairs.	Fail <input type="checkbox"/> Pass <input type="checkbox"/> Exceed <input type="checkbox"/>	2	<i>Review modification documents.</i>
7.4.2.0	Watertight & fire boundaries maintained tight, consistent with standards for hull, deck, or bulkhead penetrated.	Fail <input type="checkbox"/> Pass <input type="checkbox"/> Exceed <input type="checkbox"/>	1	<i>Inspect bulkheads, decks &amp; hull.</i>