



WASHINGTON STATE  
**Department of Ecology**  
 Spill Prevention, Preparedness and Response Program  
 Prevention Section  
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**CARGO AND PASSENGER VESSEL  
 BOARDING CHECKLIST – SHORT FORM**

<b>IMO NO:</b>	<b>NAME OF VESSEL:</b>	<b>DATE:</b>
<b>FLAG:</b>	<b>LOCATION OF INSPECTION:</b>	
<b>INSPECTED BY:</b> _____	<b>COMMENTS:</b> _____	

Copies of: Ship Particulars **Y / N** SMC **Y / N** Minimum Manning **Y / N**

No.	Accepted Industry Standard	1-5	Comment
3.2.1	English Proficiency		
3.2.2	Common Language		
3.3.1	Work Hours/Fatigue		
3.4.1	Training Program		
3.4.2	Familiarization		
3.4.3	Drills		
4.4	Pollution Prevention		<b>Oil Record Book Sat / Unsat</b> <b>Garbage Log Sat / Unsat</b>
4.5	Planned Maintenance System		Critical equipment testing records. Arrival/Departure checklists.
4.8	Contingency Plan Field Document		<b>Field Document Onboard Y / N</b>
5.1.1	Bridge Equipment/Organization		
5.1.2	Charts/Publications		
5.1.4	Voyage Planning		
5.1.6	Bridge Resource Management		
5.3.2	Emergency Procedures		
5.4.	Oil Transfer Procedures		Internal oil transfer procedures
6.1	Machinery and Spaces		
6.2	Engineering Watch Practices		Checklists. E/R specific emergency procedures. ERM.

Accepted Industry Standard	References
English Proficiency	STCW Code A-II/1 & A-III/1; 33 CFR 26.07; 33 CFR 161.12(b) (3) All Deck and Engineering Officers sufficiently proficient in English to perform responsibilities.
Common Language	SOLAS, Ch. II-1, reg. 26 ('96 amendments); ISM Code par. 6.6 (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.
Work Hours/Fatigue	STCW Code A-VIII/1; 46 CFR 15.705, 15.710 & 15.1111 (US only) (3) Records reflect actual hours rested, within STCW requirements. [STCW: not less than 10 hours of rest in any 24-hour period and 77 hours in any 7-day period. Rest hours may be divided into no more than two periods, one of which shall be at least 6 hours in length, and the intervals between consecutive periods of rest shall not exceed 14 hours.]
Training Program	STCW A-I/14 and A-II/1, par. 6; ISM Code, par. 6.3 and 6.5 (3) Training program includes Familiarization, Refresher and Job-Specific training.
Familiarization	STCW A-I/14 and A-VI/1; ISM Code, par. 6.3 (3) Familiarization includes all STCW requirements and operator's SMS requirements in a language understood by crew member.
Drills	SOLAS, Ch. III, reg. 19 and 30 (p/v only); ISM Code, par. 8.2 and 8.3; 46 CFR 199.180 (US only) (3) Drills meet SOLAS, flag state and ISM requirements. Drills evaluated and reviewed by all crew. [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, serious injury, terrorism, piracy, helicopter operations, heavy weather, emergency towing]
Pollution Prevention	STCW A-VIII/2, part. 11; ISM Code par. 3.2; 33 CFR part 151 (3) Complete waste oil handling, garbage management, VGP program in place and fully implemented with regular training.
Planned Maintenance System	SOLAS, Ch. III, reg. 20 & 52; ISM Code, par. 10; 33 CFR Table 96.250(j) (3) Established PMS with detailed record keeping.
Contingency Plan Field Document	WAC 173-182 (3) Field Document understood by master and posted in a conspicuous location.
Bridge Equipment/Organization	33 CFR 164.35 – 164.43; SOLAS Ch. V, reg. 12 (3) Equipment well maintained, meets U.S./Intl standards. Clearly written standing and night orders.
Charts/Publications	SOLAS Ch. V, reg. 20; 33 CFR 164.33; 46 CFR 97.05-5 (US only) (3) Charts and publications corrected, up-to-date and records maintained.
Voyage Planning	STCW A-VIII/2, part 2 (3) Berth to Berth Voyage plan meets all listed elements of IMO guidelines. [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 actions to bring the ship to deep water, port of refuge or safe anchorage]
Bridge Resource Management	STCW A-VIII/2, part 3-1 (B-VIII/2 recommended) (3) BRM system consistent with STCW 2010 in placed and used. [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.]
Emergency Procedures	SOLAS, Ch. III, reg. 8 and 37; ISM Code, par. 8; 33 CFR 164.25(d); 46 CFR 97.13 (US only) (3) Station bill and procedures for most common emergencies. Checklist kept on bridge or in engine room as appropriate. [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, confined space rescue, flooding, heavy weather and helo operations.]
Oil Transfer Procedures	33 CFR 155.720, 730, and 750, 156.150, and 151.25 WAC 317-40 (3) SMS Oil Transfer Procedures/checklists exceed CFR minimum standards.
Machinery and Spaces	SOLAS, Ch. I, reg. 11; SOLAS, Ch. III, regs. 20 and 36 ('96 amendments); ISM Code, par.10 (3) Condition appears to be commensurate with age and service
Engineering Watch Practices	STCW A-VIII/1.4 and B-VIII/2, part 3-2. STCW.6/circular 7, 20 May 2005 (3) Complete current standing orders posted, including watch responsibilities for all equipment.

**NOTES/ ADDITIONAL REMARKS**

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