

## ANAVE – Circular de Régimen Interior

Madrid, 31 de mayo de 2016  
Ref: SMA 18/2016/ES

**Asunto: Publicación ABS - Guía para reducir las detenciones en inspecciones de *Port State Control*.**

Muy Srs. nuestros:

ABS nos ha hecho llegar la publicación adjunta, en inglés, titulada “*Guidance for Reducing Port State Detentions. Pre-Port Arrival Quick Reference*”, y que les enviamos por si fuera de su interés.

Muy cordialmente,

Manuel Carlier  
Director General

<<<

**Confidencialidad:** La información contenida en esta circular es confidencial y va dirigida exclusivamente a las empresas navieras asociadas a ANAVE para su uso interno. La copia o distribución pública, incluso por parte de las propias empresas asociadas, está en principio prohibida, salvo autorización expresa de ANAVE. En particular, queda expresamente prohibida la difusión de esta información por medios de comunicación pública escritos o electrónicos. Si por error recibe este e-mail se ruega su comunicación al remitente y su inmediata destrucción, no debiéndose enviar a otro destinatario.

**Confidentiality:** *The information contained in this message is confidential and addressed to ANAVE's member companies for their internal use only. Any dissemination or copying of this information, even by the member companies is in principle prohibited, unless expressly authorised by ANAVE. In particular, it is strictly forbidden the publication of this information by public media, either written or electronic. If you receive this message by error then you may not copy or deliver this message to anyone, but please destroy this message and notify us immediately.*

**Advertencia de seguridad:** Este mensaje ha sido comprobado por un sistema antivirus interno y externo regularmente actualizado. En todo caso, compruebe que todos los mensajes que recibe son filtrados por su propio sistema de seguridad antes de su apertura.

**Security warning:** *This email has been scanned for viruses by our regularly updated email security systems but, in accordance with good computer practice, please ensure that all messages received are checked by your own security systems before opening.*

>>>

CHECK FOR UPDATES



PSC  
DETENTIONS

DOCUMENTATION

PSC  
CATEGORIES

ISM  
CODE

ISPS  
ILO-MLC

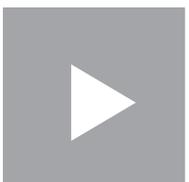
RESOURCES

# GUIDANCE FOR REDUCING PORT STATE DETENTIONS

PRE-PORT ARRIVAL QUICK REFERENCE

VERSION 1.0

**Our Mission:** The mission of ABS is to serve the public interest as well as the needs of our members and clients by promoting the security of life and property and preserving the natural environment.



## Pre-Port Arrival Quick Reference Guide

This quick reference guide is based on data gathered from ABS vessels that have been involved in Port State interventions or detentions.

The guide should be used by the vessel's crew prior to arrival into port. The categories and items identified in this guide are items that have been identified as top Port State detention items on board ABS classed vessels. This guide should be used in conjunction with the normal pre-port arrival and departure checks required by international regulations and in conjunction with on board routine maintenance programs.

If any of the items identified in this guide are not in good working condition, the crew should take appropriate steps to remedy the situation prior to arrival into port. The guide is organized according to major categories as well as items identified by Port State Control (PSC) as areas of concern. For each major category the top items have been identified for your easy reference.



PSC  
DETENTIONS

DOCUMENTATION

PSC  
CATEGORIES

ISM  
CODE

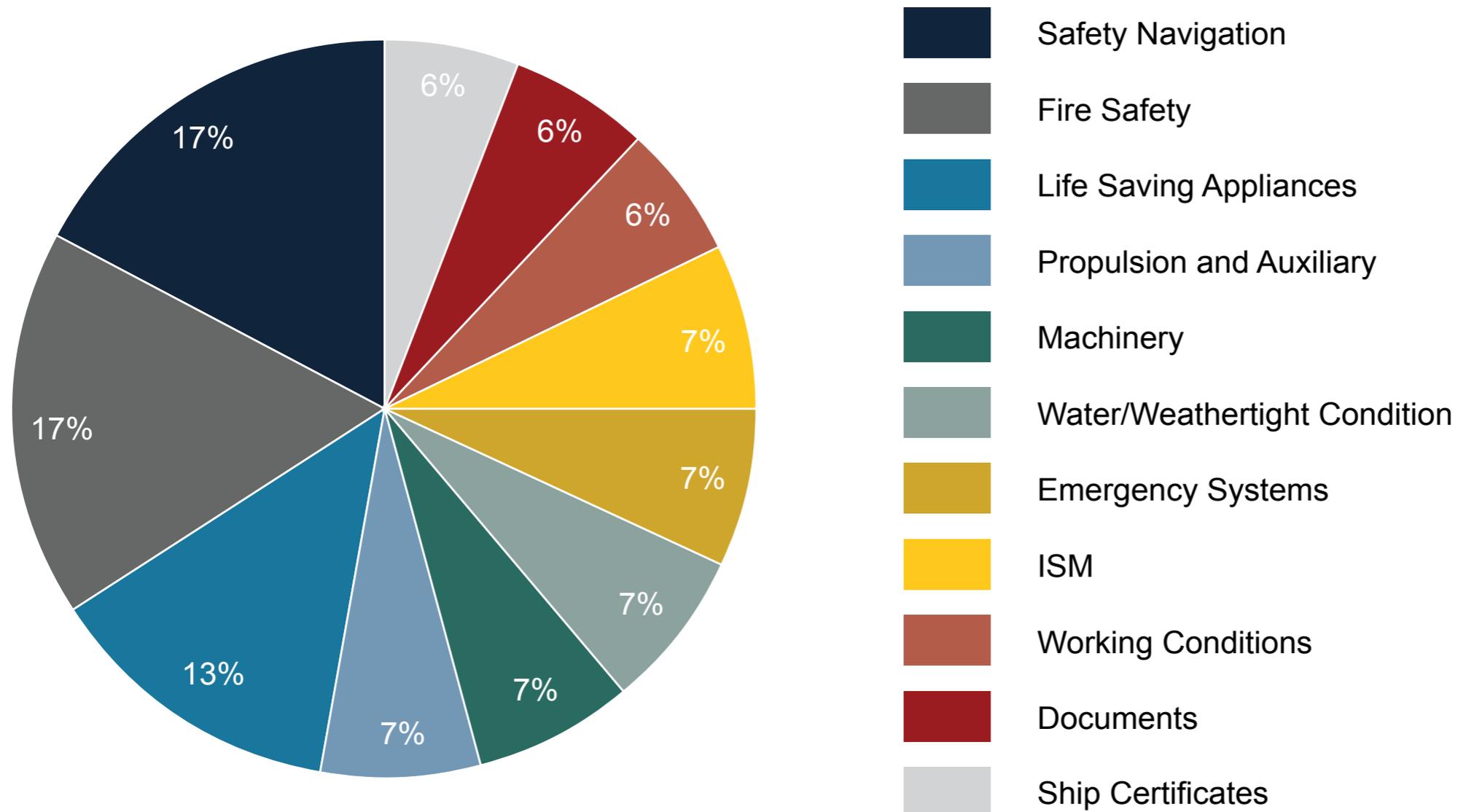
ISPS  
ILO-MLC

RESOURCES



## Top 11 Categories of Grounds for Detention for World's Fleet

January 2014 – December 2015



PSC  
DETENTIONS

DOCUMENTATION

PSC  
CATEGORIES

ISM  
CODE

ISPS  
ILO-MLC

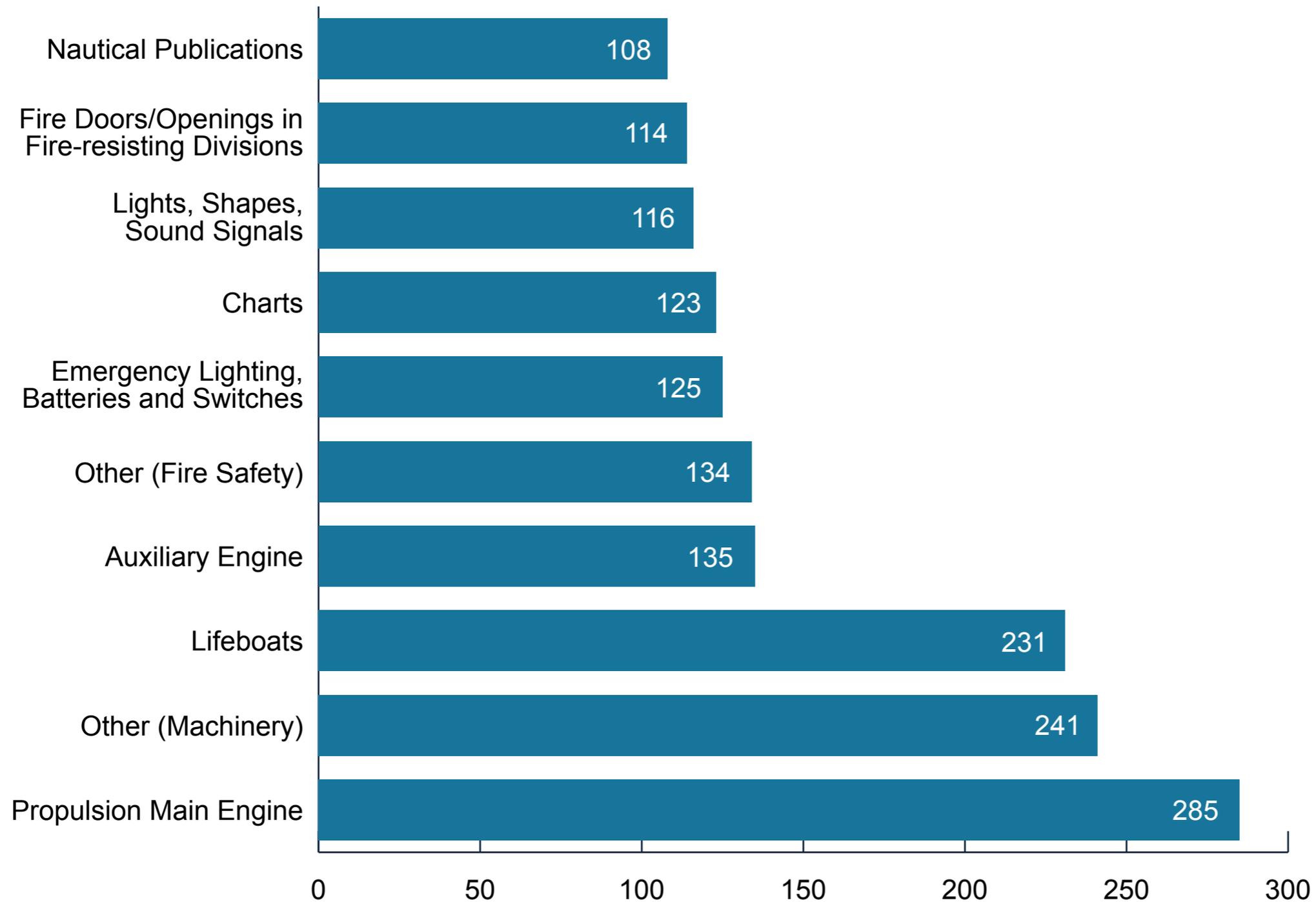
RESOURCES

2 OF 4



## ABS Top Ten Deficiencies During Port State Activity

January 2014 – December 2015



PSC  
DETENTIONS

DOCUMENTATION

PSC  
CATEGORIES

ISM  
CODE

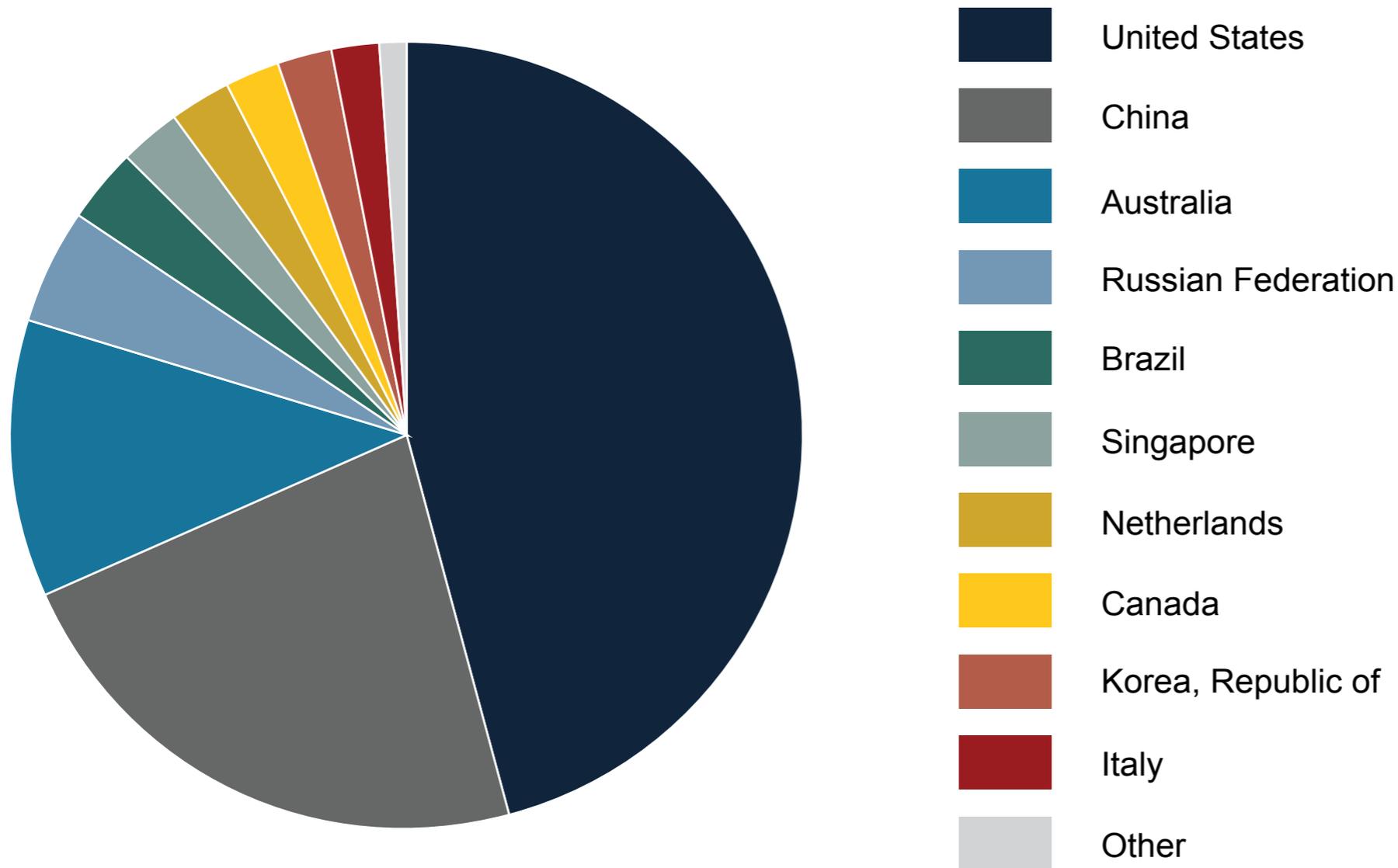
ISPS  
ILO-MLC

RESOURCES

3 OF 4



## Most Active Port States from January 2014 - December 2015



PSC  
DETENTIONS

DOCUMENTATION

PSC  
CATEGORIES

ISM  
CODE

ISPS  
ILO-MLC

RESOURCES

4 OF 4

[Back to PSC Detentions](#)



# MASTER'S OFFICE CERTIFICATES AND DOCUMENTATION

Port State Control officers typically begin inspections in the Master's office to confirm that the vessel and crew have all of the appropriate certificates and documents in accordance with applicable international and local requirements.

The following items should be verified as a minimum prior to the vessel entering port:

## CERTIFICATES

- Certificates and documents should be available on board, current and valid, and properly endorsed.
- The vessel's Master should review the information to confirm that the agent has returned the original certificates.
- Servicing certificates for firefighting and lifesaving equipment should be up to date and available.
- Special attention should be paid to dates, capacities, and required supplements.



PSC  
DETENTIONS

**DOCUMENTATION**

PSC  
CATEGORIES

ISM  
CODE

ISPS  
ILO-MLC

RESOURCES



## STCW

- The vessel's crew members are adequately trained and have the appropriate training certification. Many flag Administrations may require certificates to be issued by the vessel's flag State.

## ISM AND ISPS CODES

- The vessel's Master has a firm knowledge of the vessel's Safety Management System as well as the International Ship and Port Facility Security (ISPS) Code.
- Proper on board maintenance and drills are carried out and documented in the vessel's log book as required by the ISM and ISPS Codes.

## MANUALS

- The appropriate manuals and booklets are on board and up to date as applicable including:
  - Life Saving Appliances and Fire Safety Training manuals
  - Trim and stability booklet
  - Loading manual
  - Cargo securing manual
  - Survey planning document (including enhanced survey report files) - Required by ESP oil tankers, bulk carriers and chemical carriers
  - Shipboard Oil Pollution Emergency Plan (SOPEP) including updated contact list
  - Shipboard Marine Pollution Emergency Plan (SMPEP)
  - Grain loading manual
  - Damage control plan
  - Loading instrument book
  - Coating technical file - Required for Performance Standard for Protective Coatings (PSPC)
  - Emergency towing procedure
  - Garbage and Oil Record Book
  - Applicable maintenance manuals

## ILO MARITIME LABOUR CONVENTION

- Master is familiar with the national requirements and company's measures ensuring compliance with the requirements of the Convention relative to seafarers' working and living conditions on board.
- Periodic inspections are carried out and documented for accommodation, food and drinking water, all spaces and equipment used for storage and handling of food, including galley areas.

PSC  
DETENTIONS

DOCUMENTATION

PSC  
CATEGORIES

ISM  
CODE

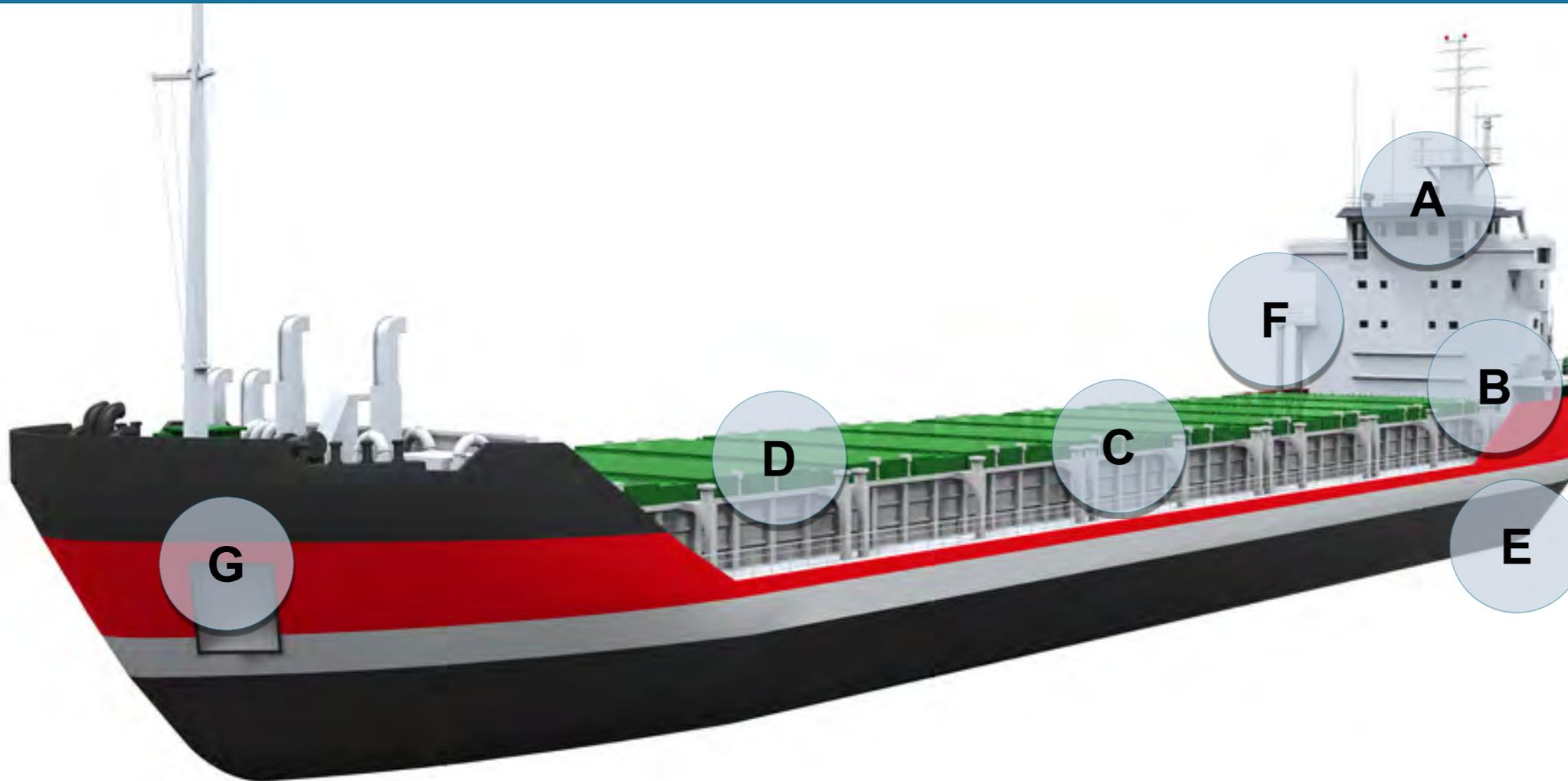
ISPS  
ILO-MLC

RESOURCES

2 OF 2



# PSC CATEGORIES



A. BRIDGE

B. ACCOMMODATION

C. CARGO AREA

D. MAIN DECK

E. ENGINE ROOM

F. WORK SPACES  
(Pump room, Steering flat, etc.)

G. PORT ARRIVAL

PSC  
DETENTIONS

DOCUMENTATION

PSC  
CATEGORIES

ISM  
CODE

ISPS  
ILO-MLC

RESOURCES



## NAUTICAL PUBLICATIONS

The latest publications are on board for ready reference such as IMO publications and flag Administration regulations

## CHARTS

Charts, including tide tables, are up to date. The Notice to Mariners is properly logged. Electronic charts should display the information systems

## PASSAGE PLANS

Voyage passage plans are correctly documented

## LIGHTS, SHAPES AND SOUND SIGNALS

The list of lights, international code of signals and illustrated table of lifesaving signals is legible and the signaling lamp is in good working condition, and has been tested on both emergency power supply and battery power

Lights are installed in correct location based on COLREG 1972 (e.g. Stern Lantern, Mast Head Lantern, etc.)

Port and Stbd side lights screens painted matte black

## MAGNETIC AND GYRO COMPASSES

The standard magnetic compass is adjusted for proper working condition and the deviation card has been updated. No excessive deviation errors

The standard magnetic compass is free of air bubbles

The lifeboat/Rescue boat magnetic compass is in good working order

The gyro compass is operational and the error book is maintained



*Compass that will not pass inspection*

PSC  
DETENTIONS

DOCUMENTATION

PSC  
CATEGORIES

ISM  
CODE

ISPS  
ILO-MLC

RESOURCES



## GMDSS, EPIRB AND AIS

Radio equipment is in good working order and is serviced and tested by a recognized radio technician

EPIRB is in proper working condition, programmed correctly and the battery expiration date is displayed within the window

The vessel's automatic identification system (AIS) is properly programmed and operational

VDR annual performance test certificate is on board

LRIT is in working condition and the test report is available

## RADAR TRANSPONDER

The radar transponder is located in the proper location, operationally tested and the expiration date of batteries is confirmed

## RADARS, ECHO SOUNDER AND ECDIS

Radars and echo sounder are in proper working condition

ECDIS audible alarms to be fully functional

## BRIDGE NAVIGATIONAL WATCH ALARM SYSTEM (BNWAS)

BNWAS to be demonstrated that system is protected by security pass code (should be under control of Master)

## DOCUMENTATION

Service Records for life raft and fire extinguishing equipment

Ships records from the Master's Log, primary and secondary steering gear testing, remote steering control, steering positions on the bridge, rudder angle indicator, steering gear failure alarms, control communications and control alarms, proper functioning of the emergency diesel generator, main propulsion ahead and astern testing

## THE BATTERY ROOM

To be inspected for cleanliness and proper ventilation

Battery room equipment present and in good condition (gloves, eye protection, hydrometer, etc.)

## PYROTECHNICS

Dates on flares are not to be expired and required amount are to be on board

PSC  
DETENTIONS

DOCUMENTATION

PSC  
CATEGORIES

ISM  
CODE

ISPS  
ILO-MLC

RESOURCES



## FIRE DAMPERS AND DOORS

The fire dampers are in good working condition, functionally tested and recently examined internally and externally

Damper flaps are structurally sound with no edge wastage

The external ventilation trunk is marked to show damper flap position – OPEN or CLOSE

The location of fire dampers can be found on the fire control plan

Louver type dampers tested to ensure louver contact and function

Weathertight doors are closing properly and in accordance with load line regulations

Accommodation internal fire doors not tied back with 'hooks'



*Fire damper that will not pass inspection*



PSC  
DETENTIONS

DOCUMENTATION

PSC  
CATEGORIES

ISM  
CODE

ISPS  
ILO-MLC

RESOURCES



## FIREFIGHTING EQUIPMENT

The fire, smoke and heat detectors have been tested for proper operation

Fire detection panel displays with no faults

Fire stations have the appropriate equipment secured properly

Fire hoses are not leaking and have been checked for dry rot and usability

Fire hoses are of correct length and diameter for location (15m, 20m, etc.)

Fire main is in good condition and does not have patches or holes

Isolation and relief valves are working properly

Portable and fixed firefighting systems have been serviced as required, and extinguishers are properly marked with date of servicing

Fixed firefighting systems have been serviced and do not have any loose hoses, and the system has been reactivated

Fire line isolating valve between the engine room (ER) and deck has been tested and is working properly

Foam systems where fit have had analysis samples taken and are operation ready

Fixed water spray system valves are aligned and ready for immediate use

Access to fixed CO<sub>2</sub> system (key in glass box) to be readily available



PSC  
DETENTIONS

DOCUMENTATION

PSC  
CATEGORIES

ISM  
CODE

ISPS  
ILO-MLC

RESOURCES



## FIRE CONTROL PLANS

Fire control plans are up to date with appropriate IMO markings and symbols

Emergency control stations are clean and equipped with applicable safety equipment

Remote and quick closing devices are in good operating order

## LIFE JACKETS WITH LIGHTS AND WHISTLES

The correct number and location are clearly shown on the safety plan and are located on board

## CABLE PENETRATIONS

Cable penetrations in accommodation bulkheads (wheelhouse/Radio Room, etc.) are all effectively sealed



PSC  
DETENTIONS

DOCUMENTATION

PSC  
CATEGORIES

ISM  
CODE

ISPS  
ILO-MLC

RESOURCES

3 OF 3



## LIFERAFTS

Liferafts have been serviced by an approved servicing company

Liferaft hydrostatic releases are correctly connected and have valid service certificates and/or expiry dates

Liferafts are properly secured. Launching arrangements are in good condition (as applicable) with no obstructions for float-free operation

## LIFESAVING EQUIPMENT

Lifebuoys – the correct number is identified by type with line, light or smoke as applicable and with legible vessel markings

Bridge wing Man-Overboard smoke and lights ready for easy release

## HATCH COVERS AND WEATHERTIGHT CLOSING APPLIANCES

Hatch covers and weathertight closing appliances are in proper working condition and have been checked for missing or damaged gaskets, cleats, wedges and securing devices

Hatches are tight and properly fitted

Where required, there is safe access to the bow

## CARGO CONTROL ROOM

Oil Discharge and Monitoring Equipment is functioning properly and has not been tampered with



PSC  
DETENTIONS

DOCUMENTATION

PSC  
CATEGORIES

ISM  
CODE

ISPS  
ILO-MLC

RESOURCES

1 OF 1



## LIFEBOATS/RESCUE BOAT

The lifeboat (rescue) structure (hull integrity, seats/thwarts, flooring, releasing hook connections to the boat, releasing gear, tiller/gudgeons) has been checked for proper maintenance with no wastage or rot

The engine is in good working condition and has been operationally tested, and fuel tank is full

The lifeboat (rescue) equipment has been checked for proper quantity, expiration date and condition

Lifeboat/Rescue boat painter is connected

Lifeboats (rescue) have been lowered as per schedule and released from hooks to confirm release mechanisms

Required interior equipment has been accounted for

Lifeboat seat belts are of contrasting colors

Lifeboat window at helmsman's position has clear visibility



*Lifeboat wire that will not pass inspection*



*Lifeboat that will not pass inspection*

PSC  
DETENTIONS

DOCUMENTATION

PSC  
CATEGORIES

ISM  
CODE

ISPS  
ILO-MLC

RESOURCES



## LIFEBOAT/RESCUE BOAT AND LIFERAFT DAVITS

Davits are in good working condition and have been operationally tested

Davits should be checked for wastage, proper hoisting/lowering and braking function

Sheaves and loose gear are not worn

Wires have been serviced and changed out as necessary

Limit switches and winches have been tested

Launching instructions are clearly posted, and located in-way-of emergency lighting

## DECK

Excessive corrosion, cracking, buckling – if found should be immediately reported to the local ABS office

Handrails are intact and in accordance with load line regulation

## AIR PIPES AND VENTILATORS

Air pipes and closure devices are checked for wastage

Closure devices have been opened and the flame screen checked



*Broken vent pipe that will not pass inspection*



*Vent head that will not pass inspection*

PSC  
DETENTIONS

DOCUMENTATION

PSC  
CATEGORIES

ISM  
CODE

ISPS  
ILO-MLC

RESOURCES



## SHORE CONNECTIONS

International shore connection is on board

Electrical shore connections have proper connections and are functioning

MARPOL Annex I and IV standard discharge connections where required have proper fittings, are marked, and have proper intact drip coamings

## ACCOMMODATION LADDER

Accommodation ladders are free of any defects (fractured steps, side ropes etc.) and the gangway safety net has been prepared and correctly rigged

## VESSEL ACCESS

Gangway log book entries maintained and up to date

Areas with restricted access clearly marked and locked

## LOAD LINE – DRAFT MARKS

Port and Stbd Load Line marks checked and confirmed clearly visible

Draft marks are clear to read



3 OF 3

PSC  
DETENTIONS

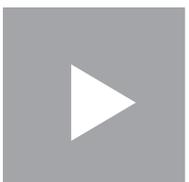
DOCUMENTATION

PSC  
CATEGORIES

ISM  
CODE

ISPS  
ILO-MLC

RESOURCES



## MAIN AND EMERGENCY FIRE PUMPS

The main and emergency fire pumps are to be in proper working condition – gauges operational, priming pump functioning, remote starting is operational (if applicable) and pumps are capable of taking sea suction and maintaining the proper line pressure

Operating instructions are posted in plain view

Visual examination of fixed firefighting system nozzles

## MACHINERY SAFETY SYSTEMS

Valves are free from obstruction and are in operational condition

All machinery safety systems are operational without alarms present

All FO Tank sounding pipes are closed, and self-closing devices are working correctly

## ELECTRICAL INSTALLATION

220v Main and emergency switchboards, and feeder panels are clear of any low insulation readings

Switchboards to be provided with insulated matting both in front and behind

## CLEANLINESS

Excess oil leaks from engines, bilges, containment areas and FO/LO processing areas have been cleaned. The sources of any excessive oil leaks have been rectified

Repair damaged lighting and/or replace burned bulbs

Fire hydrants and hose stations are clean and in good working order

No thermal insulation is oil soaked

No oil soaked rags are left in decks or bilge wells

Tools and equipment are stored properly and emergency exits are clear

## MARPOL ANNEX IV

Sewage treatment plant is fully operational, including aeration blowers, sight tube, alarm panel etc.

## MARPOL ANNEX V

Garbage Management Plan available on board

Garbage Record Book entries up to date

PSC  
DETENTIONS

DOCUMENTATION

PSC  
CATEGORIES

ISM  
CODE

ISPS  
ILO-MLC

RESOURCES



## MAIN PROPULSION ENGINE

Components of the main propulsion engine are working correctly

The emergency control station and engine side station are operating correctly

Validate that emergency procedures can be carried out as applicable

There are no visible engine oil leaks

MARPOL Annex VI, technical files for each engine should be available. The record book of the engine parameters should be updated by the Chief Engineer as applicable



## AUXILIARY ENGINES AND EQUIPMENT

Auxiliary engines and attachments have been tested to see that gauges, emergency shut downs, automatic changeovers and quick closing valves are operating properly

Auxiliary engine fuel oil leakage alarms are working and drain valves are in closed position

MARPOL Annex VI, the EIAPP certificates and technical files for each engine should be available. The record book of the engine parameters should be updated by the Chief Engineer as applicable.

There are no visible engine oil leaks

## OILY WATER SEPARATOR EQUIPMENT

Check to see that oily water separator equipment and 15 ppm alarm have been operationally tested including automatic stopping devices, alarms, piping systems and gauges, and found properly functioning

Confirm that no unauthorized piping or electrical modifications have been made

Verify that the Oil Record Book has been filled out correctly and signed by the Chief Engineer and Master, as per MARPOL Annex I

## HIGH PRESSURE FUEL LINES

High pressure fuel lines are jacketed and spray shields in place as required

PSC  
DETENTIONS

DOCUMENTATION

PSC  
CATEGORIES

ISM  
CODE

ISPS  
ILO-MLC

RESOURCES



## PORTABLE AND FIXED FIREFIGHTING SYSTEMS

Systems have been serviced as required and extinguishers are properly marked with date of servicing

Machinery space fire hoses are correct length (15m maximum)

Boiler burner location provided with sand box

Fire Doors have proper closing mechanisms and are not purposely open

## MARPOL ANNEX VI (Incinerators)

Valid IMO Type Approval Certificate available

Manufacturer's operating manual available

Incinerator alarms and safety devices all fully operational.



3 OF 3

[Back to PSC Categories](#)

PSC  
DETENTIONS

DOCUMENTATION

PSC  
CATEGORIES

ISM  
CODE

ISPS  
ILO-MLC

RESOURCES



## MAIN AND EMERGENCY FIRE PUMPS

The main and emergency fire pumps are to be in proper working condition – gauges operational, priming pump functioning, remote starting is operational (if applicable) and pumps are capable of taking sea suction and maintaining the proper line pressure

Operating instructions are posted in plain view

## STEERING GEAR

The main and emergency steering gear has been tested and is functioning properly with no visible hydraulic leaks

Steering gear gyro compass repeater without deviation error

## EMERGENCY POWER

The emergency generator has been operationally tested and is capable of coming online automatically within 45 seconds

Emergency generator fuel oil tank full and quick closing valve operational

Emergency lighting is operationally tested, and any defective lights replaced

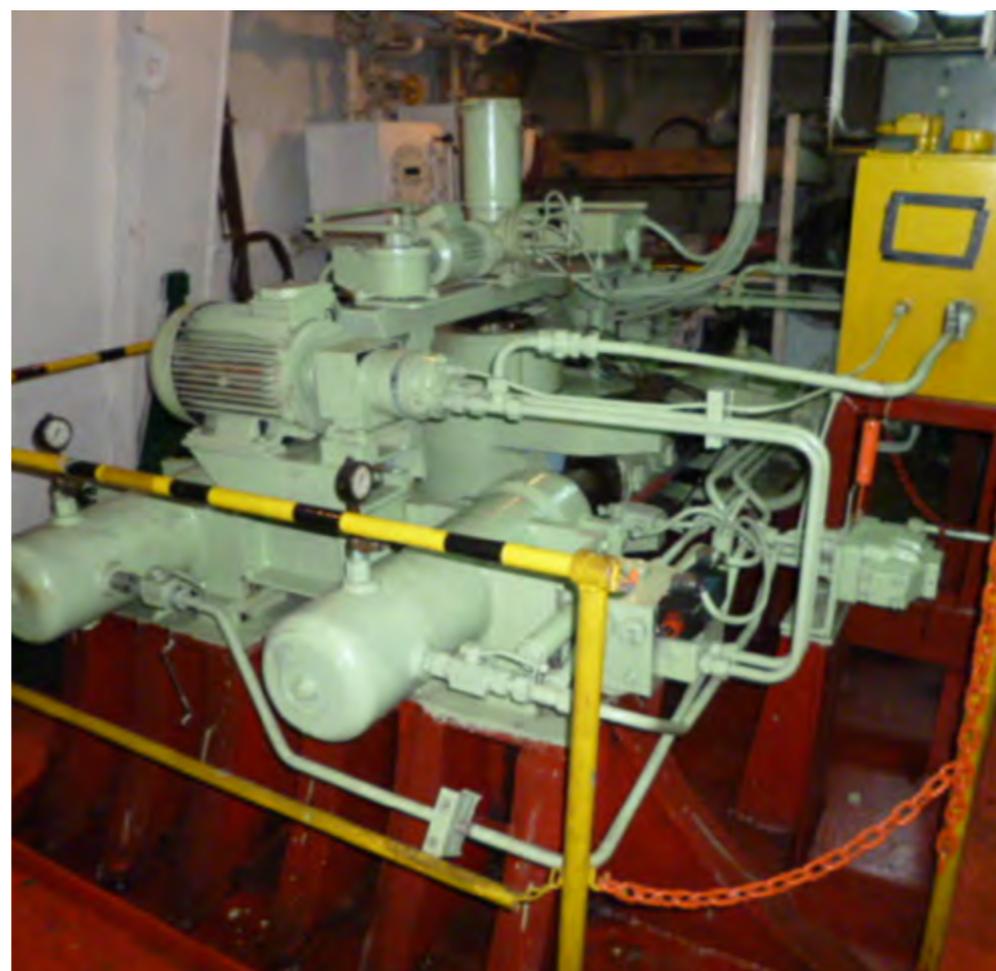
A transitional source of power (as applicable) and emergency power batteries have been checked for proper operation

## PORTABLE AND FIXED FIREFIGHTING SYSTEMS

Systems have been serviced as required and extinguishers are properly marked with date of servicing

## INSULATION

A-60 Insulation to be intact in all areas (emergency escape trunks, etc.)



1 OF 1

PSC  
DETENTIONS

DOCUMENTATION

PSC  
CATEGORIES

ISM  
CODE

ISPS  
ILO-MLC

RESOURCES



## PRE-ARRIVAL

Accidental damage that is suffered while sailing to the port of call must be submitted to the Port State with details on the circumstances of the accident, damage suffered, remedial action and information about notification to the Flag State

## INCREASED CHANCES OF PORT STATE ACTIVITY

First time being in the region in the past year

Have not been inspected in the last 6 months

Deficiencies were found at last Port State inspection

Vessel has been detained in the last year



PSC  
DETENTIONS

DOCUMENTATION

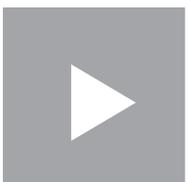
PSC  
CATEGORIES

ISM  
CODE

ISPS  
ILO-MLC

RESOURCES

1 OF 1



# REDUCING ISM-RELATED PORT STATE DETENTIONS



The data and statistics used in this quick reference guide have been derived from ISM-related deficiencies written during Port State interventions and detentions.

Detailed analysis of PSC findings has been carried out to identify the most common and recurring nonconformities, deficiencies and weaknesses. These have been listed against each element of the ISM Code and are designed to serve as leading indicators of an effective implementation of ISM Code requirements.

The guide has been designed primarily for use on board ships to quickly validate the health of the company's safety management system (SMS) at any given time. It can be used as an effective tool to prepare the vessel for PSC inspections, external or internal audits and to check the effective implementation of the ISM Code on a routine basis.

If any of the common nonconformities listed in this guide are identified on board, immediate corrective actions are recommended to be taken by the crew to rectify them directly. A record of any actions taken should be maintained to serve as evidence that the 'system' is effective and functioning correctly until the root cause of any deficiencies have been identified and addressed.

**CLICK FOR  
ISM CODES**

**PSC  
DETENTIONS**

**DOCUMENTATION**

**PSC  
CATEGORIES**

**ISM  
CODE**

**ISPS  
ILO-MLC**

**RESOURCES**

1 OF 2



**ISM Element 2**  
Safety and Environmental Protection Policy

**ISM Element 8**  
Emergency Preparedness

PSC  
DETENTIONS

**ISM Element 3**  
Company Responsibilities and Authority

**ISM Element 9**  
Reports and Analysis of Nonconformities,  
Accidents and Hazardous Occurrences

DOCUMENTATION

**ISM Element 4**  
Designated Person(s)

**ISM Element 10**  
Maintenance of the Ship and Equipment

PSC  
CATEGORIES

**ISM Element 5**  
Master's Responsibility and Authority

**ISM Element 11**  
Documentation

**ISM  
CODE**

**ISM Element 6**  
Resources and Personnel

**ISM Element 12**  
Company Verification, Review and Evaluation

ISPS  
ILO-MLC

**ISM Element 7**  
Shipboard Operations

RESOURCES



## Safety and Environmental Protection Policy

A Safety and Environmental Protection (SEP) policy, understood and supported by the crew, provides strong evidence of an overall effective implementation of the company's SMS.

### VERIFY THAT:

The policy posters are displayed at prominent locations

The policy is properly controlled and the latest revision is in use

Crew members are able to demonstrate a satisfactory level of awareness of the SEP policy

Safety and environmental objectives and targets established in the SMS are consistent with those contained in the policy statement

On board procedures and practices support and contribute to the successful achievement of objectives and targets established by the company



PSC  
DETENTIONS

DOCUMENTATION

PSC  
CATEGORIES

ISM  
CODE

ISPS  
ILO-MLC

RESOURCES

1 OF 1

[Back to ISM Code](#)



## Company Responsibilities and Authority

The provision of support, allocation of resources and overall commitment of the company is vital for the effective implementation of the SMS on board the vessel.

### VERIFY THAT:

Responsibility, authority and lines of reporting of key personnel are clearly defined and documented

Crew personnel are able to demonstrate a satisfactory level of awareness of their duties and responsibilities as detailed in the SMS

If day-to-day operations of the vessel have been delegated to a management company, evidence of this delegation is available

Requisitions for supply of stores, spares and requests for repairs are being followed up by the shore-based management in a timely manner

There is evidence of follow up action and monitoring by shore-based management over documented and reported outstanding nonconformities and deficiencies



PSC  
DETENTIONS

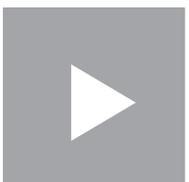
DOCUMENTATION

PSC  
CATEGORIES

ISM  
CODE

ISPS  
ILO-MLC

RESOURCES



## Designated Persons

As the custodian of the SMS, the ISM Code places a special responsibility on the designated person ashore (DPA). The nominated person must hold the relevant qualification and experience and demonstrate the commitment required by the position.

### VERIFY THAT:

Identity and contact details of the DPA have been reported to the flag Administration, if required

DPA has direct access to the top company management

Qualifications, experience and training of the DPA meets the IMO guidance contained in the Annex to MSC-MEPC.7/Circ.6

Crew are aware of the identity and contact details of the DPA

There is evidence to show that the DPA is engaged in monitoring the safety and pollution prevention aspects of all vessel operations

PSC  
DETENTIONS

DOCUMENTATION

PSC  
CATEGORIES

ISM  
CODE

ISPS  
ILO-MLC

RESOURCES

1 OF 1

[Back to ISM Code](#)



## Master's Responsibility and Authority

The Master has the responsibility to ensure that the requirements specified in the company's SMS are being observed. To this end, the Master needs to be completely familiar with the SMS and be given the necessary support and overriding authority to make decisions relating to safety and pollution prevention.

### VERIFY THAT:

Master is able to demonstrate familiarity with his/her role and responsibility under the ISM Code

SMS contains a clear statement giving the Master overriding authority to take decisions relating to safety and pollution prevention and to ask for assistance from the company when needed

Master is aware of where this overriding authority is documented and is able to explain the intent of this provision

Master's review of the SMS has been carried out as specified in the SMS and that it is effective

Master's standing and night orders are current and in accordance with SMS

Master is verifying that crew is observing the procedures and processes specified in the company's SMS



PSC  
DETENTIONS

DOCUMENTATION

PSC  
CATEGORIES

ISM  
CODE

ISPS  
ILO-MLC

RESOURCES



## Resources and Personnel

The SMS must ensure that all personnel including the crew are competent, properly qualified, medically fit and given the proper training and familiarization to safely and efficiently perform their assigned responsibilities.

### VERIFY THAT:

Crew on board meet or exceed the minimum safe manning criteria established by the flag Administration, and the vessel is appropriately manned in order to maintain safe operations on board under all conditions

Officers and ratings hold valid certificates and endorsements as per the International Convention on Standards of Training, Certification and Watchkeeping



### SEAFARERS (STCW)

All crew hold valid medical fitness certificates

The Master is fully conversant with the company's SMS

Safety induction, shipboard familiarization and safety training of crew have been carried out as per the SMS

Crew members are able to effectively communicate as a team in the execution of their duties

Crew members are able to demonstrate their familiarity with the SMS commensurate to their roles and responsibilities

Shipboard officers are familiar with relevant rules and regulations covered by the SMS

Company and ship security officers are qualified and hold valid certificates as required by the Administration

Watchkeeping schedules have been established and a record of hours of rest is being maintained as per the STCW

PSC  
DETENTIONS

DOCUMENTATION

PSC  
CATEGORIES

ISM  
CODE

ISPS  
ILO-MLC

RESOURCES

1 OF 1

[Back to ISM Code](#)



## Shipboard Operations

Key shipboard operations that can affect safety and pollution prevention must be backed by documented procedures with responsibilities assigned to qualified personnel.

### VERIFY THAT:

The SMS contains documented procedures for key shipboard operations

Roles and responsibilities have been clearly assigned to qualified personnel who are able to demonstrate their familiarity with assigned tasks

Voyage passage planning is carried out from berth to berth

Navigational charts and publications for the intended passage are available on board and have been updated to the latest notices to mariners

Ship stability and stress calculations for different stages of the voyage are being carried out

Bridge and engine room checklists (arrival, departure, testing controls, watchkeeping, etc.) are being followed

Permit to work (hot work, entry into enclosed spaces, working aloft, lock out-tag out) procedures are being complied with

Suitable personnel protective equipment is being used by the crew

Bunker and fuel transfer procedures are complied with

Procedures for operations with low sulfur fuel oil are being followed – as applicable

The ballast water exchange plan is complied with as per regulations

The waste management plan is properly implemented

A safe means of embarkation and disembarkation is available

An efficient gangway watch is maintained and access to the vessel is controlled

PSC  
DETENTIONS

DOCUMENTATION

PSC  
CATEGORIES

ISM  
CODE

ISPS  
ILO-MLC

RESOURCES



## Emergency Preparedness

The company should identify all potential emergency situations that can affect its fleet; develop contingency plans to mitigate adverse impact of emergencies; periodically test the contingency plans to validate their effectiveness; and train and familiarize the crew.

### VERIFY THAT:

Crew emergency response plans and muster lists are current and up to date

Personnel are familiar with their muster stations and assigned duties

Contingency plans for potential emergency situations are available

Drills as required by SOLAS and as per the company's SMS have been carried out

Emergency exercises with the shore-based emergency response team have been carried out as required by the SMS

Post-drill analysis to identify weaknesses and lessons learned is carried out for continuous improvement

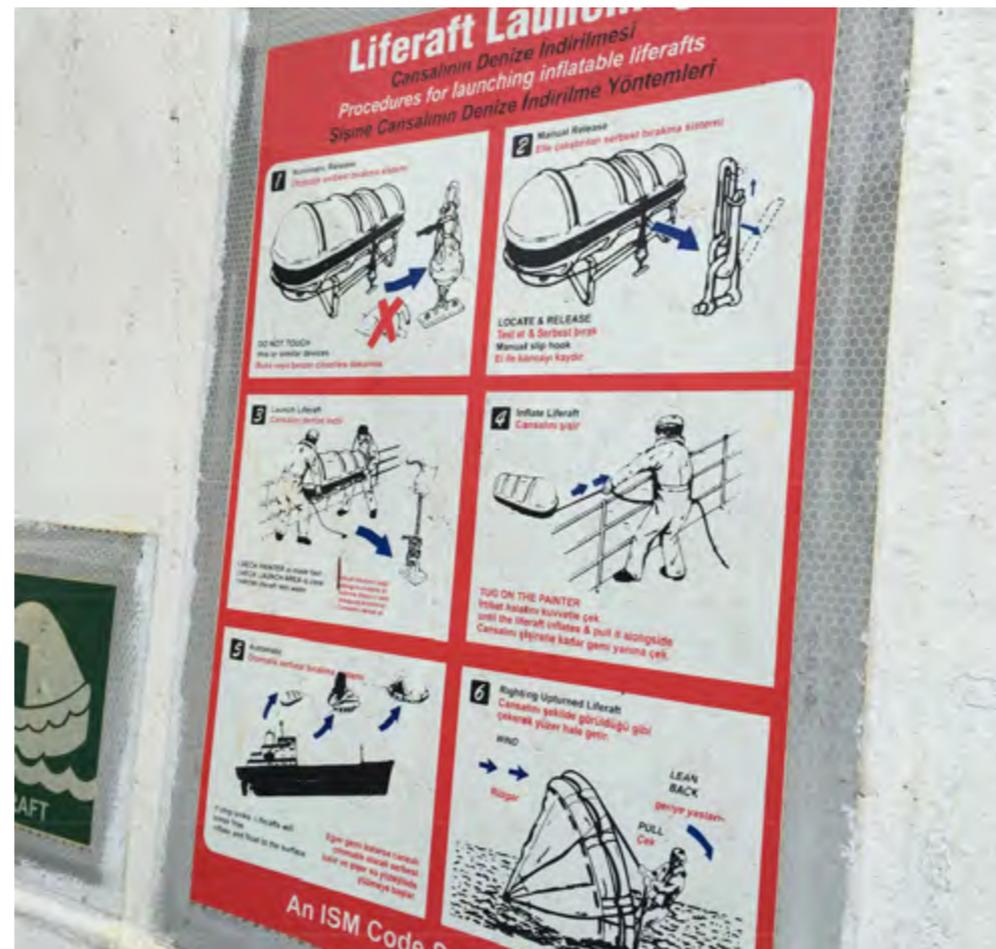
Personnel are able to satisfactorily demonstrate emergency drills

Emergency contact information for the shore-based emergency response team is updated and kept current

All safety equipment is readily available and adequately maintained

Fire control plans are up to date and current

Means of escape and access are not obstructed



PSC  
DETENTIONS

DOCUMENTATION

PSC  
CATEGORIES

ISM  
CODE

ISPS  
ILO-MLC

RESOURCES



## Reports and Analyses of Nonconformities, Accidents and Hazardous Occurrences

Accidents, incidents, near misses and nonconformities must be reported and analyzed to determine the root cause. Appropriate timely corrective actions must be taken to prevent recurrence. Data collected is to be used for trending and continuous improvement.

### VERIFY THAT:

- All accidents, incidents, injuries and near misses are being reported
- Accidents, incidents, injuries and near misses are being recorded and investigated to determine the root cause
- Timely corrective and preventive action is being taken and records maintained
- Reported accidents and incidents are being closed out in a timely manner after verification of effectiveness of action taken
- Follow-up actions and monitoring by shore-based management of reported cases and actions taken is evident
- Following a PSC detention, corrective action taken by the ship must not be limited to the PSC deficiencies. Action has been taken to identify and resolve other similar deficiencies existing on board



PSC  
DETENTIONS

DOCUMENTATION

PSC  
CATEGORIES

ISM  
CODE

ISPS  
ILO-MLC

RESOURCES

1 OF 1

[Back to ISM Code](#)



## Maintenance of the Ship and Equipment

This element addresses areas in the SMS where the highest percentage of nonconformities and deficiencies are identified. Nearly 30% of all PSC ISM-related deficiencies relate to inadequate maintenance. A vast majority of detainable PSC ISM deficiencies (Code 30) relate to maintenance of ship and equipment.

### VERIFY THAT:

The vessel is clean, tidy, habitable and well illuminated

There is no evidence of excessive corrosion and/or wastage on exposed decks and fittings

The ship has implemented and is maintaining an effective planned and/or preventive maintenance system (PPMS)

PPMS is up to date with minimum overdue maintenance items

Inspection of the vessel is carried out as established in the SMS and identified defects are being dealt with

All class, statutory and other required trading certificates are valid and up to date

No unauthorized repairs, modifications or alterations have been carried out

Machinery and hull defects including breakdowns have been reported to the company

Reported defects are being monitored by the company and timely corrective action is being implemented to rectify them

There is no accumulation of oily water residues in the machinery space bilges or on the tank tops

Air pipes, sounding pipes, ventilators and closing appliances are properly maintained and are fully operational

Lifeboat/rescue boat lowering winch/davits are being maintained/serviced and are in good operational condition

Critical and standby equipment and systems have been identified and routine testing is being carried out

A sufficient stock of spares and stores is available on board as required by the SMS

Records of maintenance and test activities are available

PSC  
DETENTIONS

DOCUMENTATION

PSC  
CATEGORIES

ISM  
CODE

ISPS  
ILO-MLC

RESOURCES

1 OF 1

[Back to ISM Code](#)



## Documentation

All documentation relating to the SMS must be controlled and available at all relevant locations to ensure safe and pollution-free operations.

### VERIFY THAT:

All class, statutory and other applicable trading certificates relevant to the ship are available

The latest revisions of the SMS manuals, procedures and records are readily available at relevant locations

The latest editions of publications required by the vessel's flag Administration are available

A copy of the company's ISM Document of Compliance with the latest endorsement is available

Deck, engine, GMDSS and other applicable official log books are maintained and up to date

The correct format of the Oil Record Book is in use on board and kept up to date

Latest issue of the Continuous Synopsis Record (CSR) including old revisions of CSR are maintained on board



PSC  
DETENTIONS

DOCUMENTATION

PSC  
CATEGORIES

ISM  
CODE

ISPS  
ILO-MLC

RESOURCES

1 OF 1

[Back to ISM Code](#)



## Company Verification, Review and Evaluation

The company must ensure that the SMS is effectively implemented and fosters continuous improvement through a system of internal audits and management reviews.

### VERIFY THAT:

Internal audits have been carried out at intervals not exceeding 12 months by auditors who are independent of areas audited

External audits have been carried out as required by the ISM Code

Audit reports are available on board

Audit findings are being tracked to closure

Timely corrective action has been taken to close out audit findings

Shore-based management is monitoring and providing the necessary support in implementation of corrective actions

The company has developed and implemented a procedure for risk assessments

Periodic verification has been performed to confirm that individuals undertaking delegated ISM-related tasks are acting in conformity with the company's responsibilities under the Code

Appropriate safeguards have been established against all identified risks to the ship, personnel and the environment

Management reviews to verify the effectiveness of the SMS are being carried out and records are available

PSC  
DETENTIONS

DOCUMENTATION

PSC  
CATEGORIES

ISM  
CODE

ISPS  
ILO-MLC

RESOURCES

1 OF 1

[Back to ISM Code](#)



# INTERNATIONAL SHIP AND PORT FACILITY SECURITY (ISPS) CODE

PSC detentions resulting from ISPS-related deficiencies are on the rise. To prevent these, vessels must implement the security measures as per the approved ship security plan. Access to the ship must be controlled through an efficient system of gangway watchmen, visitor identification and checking of personal belongings.

## VERIFY THAT:

There is an approved Ship Security Plan (SSP) on board and all security measures are implemented for the applicable security level

Master, Ship Security Officer (SSO) and crew members are aware of all levels of ship security and applicable procedures at each level

SSO and other personnel with security duties are trained and certified in accordance with STCW requirements

Master and SSO are aware of their responsibility of periodically reviewing security measures and recommending changes to the SSP as appropriate

Access to ship is controlled and crew members on watch are familiar with the access control measures at each security level. This includes control measures applied at ladders, gangways, ramps, doors, side scuttles, windows, ports, cranes, hoisting gears, etc. as applicable

Restricted areas have been identified and crew members are aware of access control measures applied to these areas

All security equipment necessary for maintaining the security levels, including all security equipment listed in the SSP is in working condition

Stores, spares, provisions are searched in accordance with the SSP and crew members are aware of their responsibilities

Shipboard security training and drills are periodically carried out in accordance with SSP

Security incidents and breaches of security are documented and timely corrective and preventive actions taken



PSC  
DETENTIONS

DOCUMENTATION

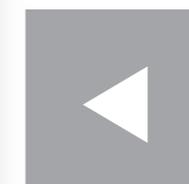
PSC  
CATEGORIES

ISM  
CODE

ISPS  
ILO-MLC

RESOURCES

1 OF 2



## FOLLOWING RECORDS OF SECURITY ACTIVITIES ARE MAINTAINED ON BOARD:

Training, drills and exercises

Security threats and security incident reports

Changes in security level

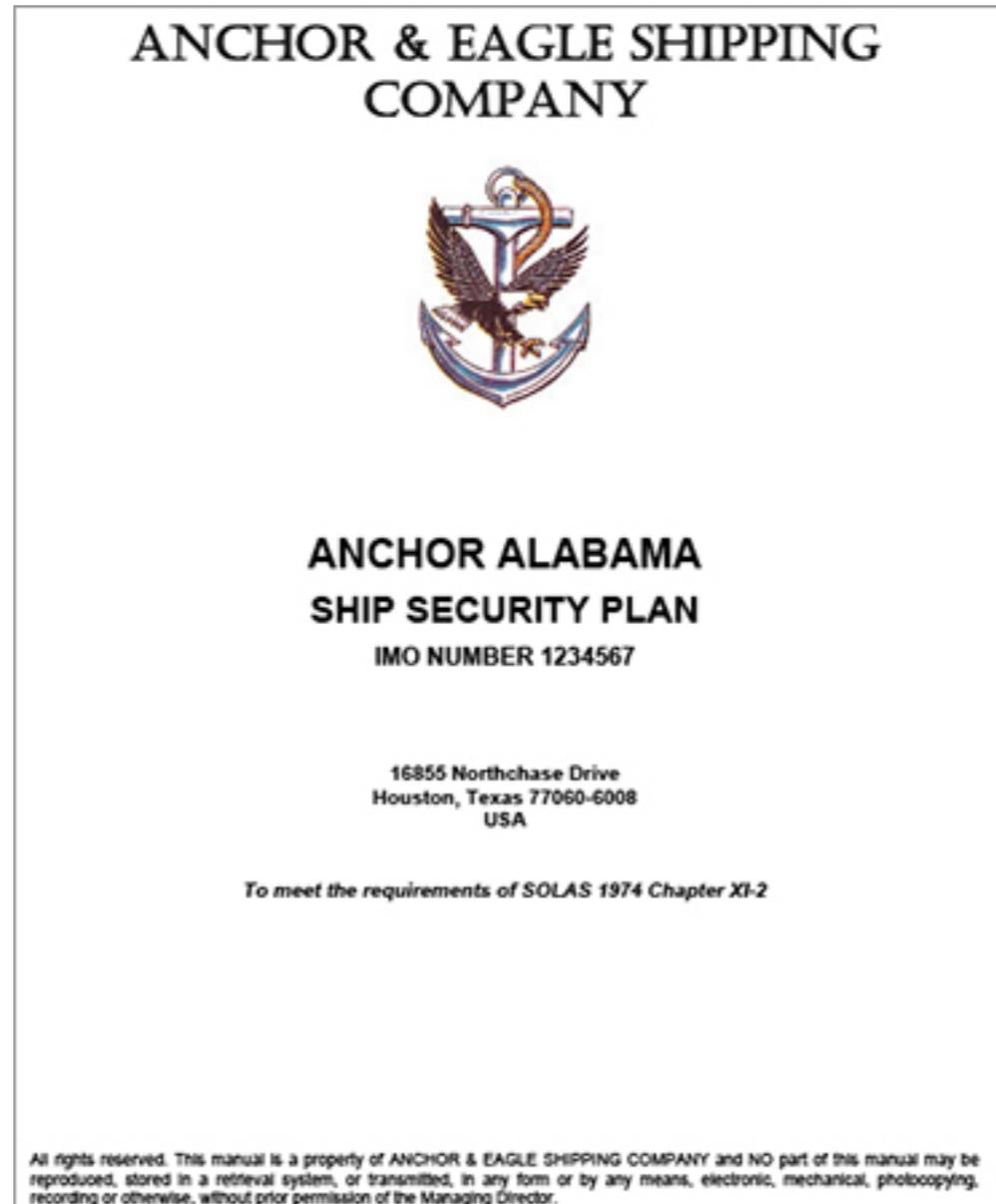
Communications relating to the direct security of the ship such as specific threat to the ships or to port facilities the ship is, or so has been

Declaration of Security (DOS) for last 10 port calls

Internal audit report(s)

Periodic reviews of Ship Security Assessment and Ship Security Plan

Maintenance, calibration and testing of security equipment identified in the SSP



PSC  
DETENTIONS

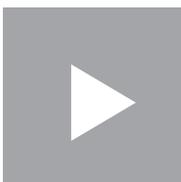
DOCUMENTATION

PSC  
CATEGORIES

ISM  
CODE

**ISPS  
ILO-MLC**

RESOURCES



## ILO Maritime Labour Convention (MLC, 2006)

The ILO MLC Convention entered into force on 20 August 2013. This Convention addresses the working and living conditions of the seafarers on board. General areas that are subject to a detailed inspection by a PSC officer are:

[Minimum age](#)

[Medical certification](#)

[Qualifications of seafarers](#)

[Seafarers' employment agreements](#)

[Use of any licensed or certified or regulated private recruitment and placement service](#)

[Hours of work or rest](#)

[Manning levels for the ship](#)

[Accommodation and on board recreational facilities](#)

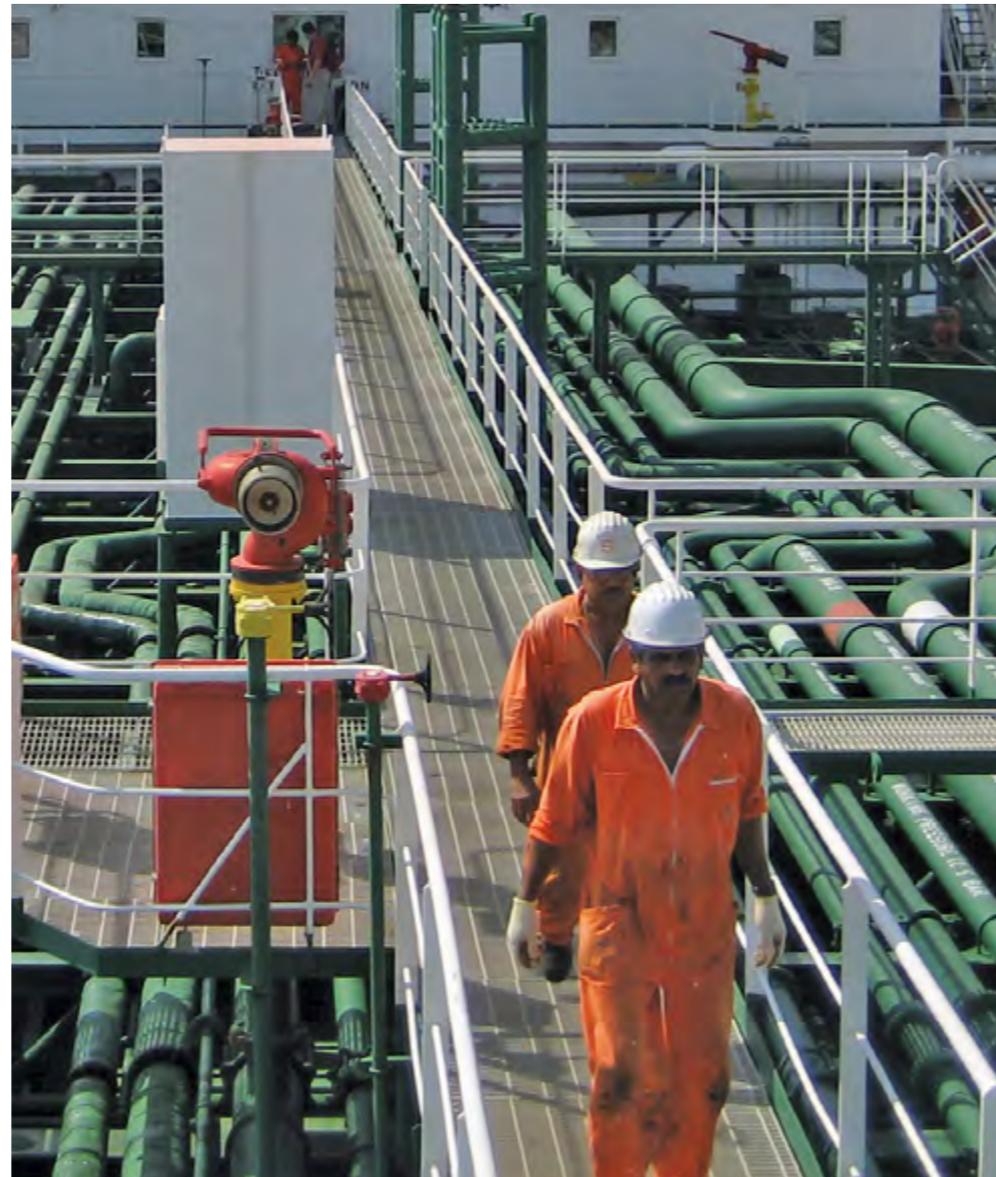
[Food and catering](#)

[Health and safety and accident prevention](#)

[On board medical care](#)

[On board complaint procedures](#)

[Payment of wages](#)



PSC  
DETENTIONS

DOCUMENTATION

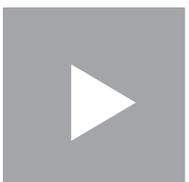
PSC  
CATEGORIES

ISM  
CODE

ISPS  
ILO-MLC

RESOURCES

1 OF 6



## Minimum age

### VERIFY THAT:

All seafarers onboard are at least 16 years of age or as required by flag state

Seafarer under the age of 18 not working at night (except under an approved training program)

Seafarer under the age of 18 not carrying out tasks that are likely to jeopardize their safety or health

## Medical certification

### VERIFY THAT:

Seafarer are not allowed to work if they are not medically fit

Seafarers have been issued a medical examination certificate by a qualified medical practitioner in accordance with the national law

Medical certificate validity should not be more than two years for seafarer 18 years or more and one year for seafarer less than 18 years of age

Seafarers holding color vision certificates do not exceed 6 years of validity or any other time frame impose by flag state

If the medical certificate has any restriction, seafarer do not attend to any task where the restriction applies

Medical certificates are in the English language if the ship is engaged in international voyages

PSC  
DETENTIONS

DOCUMENTATION

PSC  
CATEGORIES

ISM  
CODE

ISPS  
ILO-MLC

RESOURCES



## Qualifications of seafarers

### VERIFY THAT:

Seafarers are trained or certified in accordance with the STCW convention and minimum requirements of the Safe Manning Document (SMD) are met

All seafarers have completed training for personal safety onboard ship

## Seafarers' employment agreements

### VERIFY THAT:

Copy of seafarer employment agreement (SEA) and collective bargaining agreement (CBA) as applicable are available on board

Each SEA is signed by the seafarer and the ship owner or an authorized representative of the shipowner

All SEA address requirements of the Standard A 2.1 and are consistent with applicable national standard(s)

SEA is written in the English language and does not contain any clause that violates seafarers' rights

## Use of any licensed or certified or regulated private recruitment and placement service

### VERIFY THAT:

Documentary evidence indicates that private recruitment and placement service(s) employing seafarers on behalf of the shipowner is(are) operated in accordance with the convention

Private recruitment and placement services are licensed or certified or regulated in accordance with the convention

Seafarers are not charged for recruitment and placement services

## Hours of work or rest

### VERIFY THAT:

Work schedule at sea and in port conforms to the requirements of the convention.

Work schedule is written in English language and working language of the ship and posted in relevant locations

Records of hours of work or rest are maintained in a format specified/accepted by the flag state

PSC  
DETENTIONS

DOCUMENTATION

PSC  
CATEGORIES

ISM  
CODE

ISPS  
ILO-MLC

RESOURCES



## Manning levels for the ship

### VERIFY THAT:

Ship complies with the Safe Manning Document (SMD) or equivalent issued by the flag state

Sufficient number of seafarers are onboard to ensure safety and security under all conditions taking into account seafarer fatigue and the particular nature and conditions of voyages undertaken



## Accommodation and onboard recreational facilities

### VERIFY THAT:

Documentary evidence confirming that accommodation is built to the applicable national standard(s)

Heating, lighting, ventilation systems, and other fittings and fixtures are in good working condition

Separate sleeping rooms and sanitary facilities are provided to men and women seafarers

Sanitary facilities are adequate for number of personnel onboard and functional

Hospital is maintained in accordance with the national requirements and used only for taking care of sick seafarers

Laundry facilities are adequate and functioning correctly

Noise and vibration including other ambient factors are controlled and within limits as specified under national requirements

Periodic Inspection records of the accommodation, including mess rooms and recreational facilities are available

PSC  
DETENTIONS

DOCUMENTATION

PSC  
CATEGORIES

ISM  
CODE

ISPS  
ILO-MLC

RESOURCES



## Food and catering

### VERIFY THAT:

Food and drinking water of adequate quantity, nutrition and quality are provided

Seafarers are not charged for food and drinking water

Ship's cook is at least 18 years of age, and is trained and qualified for the position

Periodic inspection records of food, drinking water, food preparation, storage and handling areas are available

Catering facilities are hygienic and fit for the purpose



## Health and safety and accident prevention

### VERIFY THAT:

Health and Safety Policy is available and understood by all seafarers

Programs for prevention of occupational accidents, injuries, and diseases are implemented

Safety committee meetings are periodically conducted and documented

Personnel Protective Equipment (PPE) is available to seafarers

A risk assessment is taken into consideration for the work assignment

Accidents are investigated and reported



PSC  
DETENTIONS

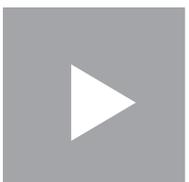
DOCUMENTATION

PSC  
CATEGORIES

ISM  
CODE

ISPS  
ILO-MLC

RESOURCES



## On board medical care

### VERIFY THAT:

Seafarers are provided appropriate health protection and medical care, including dental care on board the ship at no cost

Personnel with appropriate STCW qualification are on board to provide medical care or first aid (where medical doctors are not required to be carried on board)

Medical chest, medical supplies and equipment meets national requirements

International Medical Guide for Ships and medical report forms are maintained on board

## On board complaint procedures

### VERIFY THAT:

Seafarers are provided with a copy of on board complaint procedure in the working language of the ship

Seafarers are familiar with the on board complaint procedure including prohibition on victimization for filing a complaint

Seafarers understand that they have a right to file a complaint directly with the ship's Master or external authorities

A complaint log including disposition of each complaint is maintained on board

## Payment of wages

### VERIFY THAT:

Seafarers are paid regularly in accordance with SEA (including CBA if any), at least monthly

Monthly wage slips are provided to each seafarer and no unauthorized deductions are made

Charges for remittances and allotments, including exchange rates, are in accordance with national requirements

PSC  
DETENTIONS

DOCUMENTATION

PSC  
CATEGORIES

ISM  
CODE

ISPS  
ILO-MLC

RESOURCES

6 OF 6

[Back to ILO-MLC](#)



## If Your Ship Is Detained

Owners and representatives are to notify ABS when a vessel is being detained by a Port State Authority or flag Administration. If the owner does not notify ABS of a detention, then ABS reserves the right to suspend or cancel classification of the vessel or invalidate the applicable statutory certificates. ABS can assist the owner and/or Master with clearing the vessel from a Port State detention.

### AMERICAS DIVISION

Houston, TX USA  
Tel: 1.281.877.6000 6021 or 6027  
Email: [AmericasSurvey@eagle.org](mailto:AmericasSurvey@eagle.org)

### EUROPE DIVISION

London, UK  
Tel: 44.20.7294.3255  
Email: [ABSEuropeSurveyDept@eagle.org](mailto:ABSEuropeSurveyDept@eagle.org)

### GREATER CHINA DIVISION

Shanghai, China  
Tel: 86.21.2327.0888  
Email: [GCDSurvey@eagle.org](mailto:GCDSurvey@eagle.org)

### PACIFIC DIVISION

Singapore  
Tel: 65.6576.8700  
Email: [Pacific\\_Division\\_Survey@eagle.org](mailto:Pacific_Division_Survey@eagle.org)

## Industry Links

[Paris MOU](#)

[Tokyo MOU](#)

[United States Coast Guard](#)

[Mediterranean MOU](#)

[Black Sea](#)

[Indian Ocean](#)

## ABS Links

[Contact Us](#)

[Rules and Guides](#)

PSC  
DETENTIONS

DOCUMENTATION

PSC  
CATEGORIES

ISM  
CODE

ISPS  
ILO-MLC

RESOURCES

