

GUARD VESSEL PRE-HIRE INSPECTION TEMPLATE

Vessel Name & Reg No:	
Client:	
Intended Operation of Vessel:	

Inspectors Name:	
Skippers Name:	
Date of Inspection:	
Place of Inspection:	

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Purpose

This document has been produced by the Marine Safety Forum in conjunction with the Scottish Fishermen's Federation (SFF) and the National Federation of Fishermen's Organisation (NFFO) to offer a common minimum standard and inspection framework from which to assess a vessel for a particular task or project on a short term basis or spot hire. It is not intended to replace a comprehensive annual inspection such as that of the Flag State or IMCA Small Vessel CMID but is to offer an inspection format for completion prior to, or at time of hire.

The results of this inspection together with the findings of the annual inspection provide an overview of vessel suitability specifically for the purpose of hire. Under normal circumstances this inspection should take around two to three hours.

Document Control & Ownership

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Inspector Competence

The qualifications, experience and knowledge of an Inspector should be appropriate to the type of vessel under review.

Inspector competence should be developed and administered by inspection companies. An individual's competence is a combination of three measurable factors:

- Qualifications
- Experience
- Verification

Qualifications

- Seagoing qualification at management level or appropriate qualification for the vessel type
- Inspection/audit qualification (IRCA or equivalent)

Experience

- A number of inspections conducted in tandem with a competent inspector
- A number of inspections being shadowed by a competent inspector
- Following the inspections, the inspector should be given feedback with remedial action taken as required
- A minimum number of 4 unaccompanied inspections per year to maintain competence

Note: An 'inspection' means, carrying out the inspection, discussing the results with the Skipper and compiling/delivering the report. Following up on any findings arising from the inspection is also seen as an integral part of the process.

Verification

- The inspector's employing company is to develop and administer a competence assurance scheme including mentoring.
- The inspector's client is to provide feedback to the inspector's employing company and audit the company scheme as necessary.

Inspection Summary / Findings

General Comments:

No.	Details	Close Out Category	Close Out Action	Date

Close Out Category Definitions

P = Prior to sailing

1 = Within 1-month window

3 = Within 3-month window

Skippers Comments

I declare that the answers provided in relation to the questions contained within this inspection report are full and accurate and hereby accept the above findings from today's Guard Vessel Inspection.

Project Specific Brief provided: YES / NO

Skippers Name:		Skippers Signature:	
Inspectors Name:		Inspectors Signature:	
Checked by – Name:		Checked by Signature:	

1. Documentation & Vessel Certification				
No	Check	Yes	No	Remarks / Comments
1.1	Vessel specification completed (see Section 8)			
1.2	Confirm that crew are aware of and will operate to the current revision of the Vessel Operating Companies Manual. <i>Inspector to note which manual is in use.</i>			
1.3	Vessel contract and project papers on-board discussed and understood			
1.4	Company policy on substance abuse <i>Confirm all crew are aware of policy and flyer(s) on display</i>			
1.5	Confirm that Flag State inspection for the vessel is in date. <i>Inspector to review and comment on non-conformities</i>			
1.6	Is there a documented Garbage Management Plan as per MARPOL Regulations?			
1.7	<u>Vessel Certification:</u>	Issue Date	Expiry Date	Remarks / Comments
	Load Line Exemption			
	Certificate of Registry			
	Fishing Vessel Certificate <i>Review and comment on last annual self-certification</i>			
	Radio Licence Certificate			
	Stability Book			
	Guardship Stability			
1.8	Other			

2. Manning, Competency & Crew Certification

No	Check	Yes	No	Remarks / Comments				
2.1	Has the safe manning requirement been defined for the intended scope and will the vessel be manned in accordance with this so as to satisfactorily carry out the operation / intended scope safely and effectively for the full duration?							
2.2	Name	Date of Birth	Marine Cert. <i>Validity & Type</i>	First Aid Y/N	Fire Fighting Y/N	H&S/S Awareness Y/N	Sea Survival Y/N	Comments
	Skipper							
	Engineer							
	Deckhand							
	Deckhand							
	Deckhand							
	Deckhand							
2.3	Confirm if it is the regular personnel that will be sailing with the vessel for the intended scope:							
	Skipper							
	Mate							
	Engineer							
2.4	Are any of the crew that will be sailing on the guard trip on prescribed medication? <i>If so:</i> a) <i>Is the skipper aware of the effect that this medication may have on Watch Keeping / other Guard Vessel related duties?</i> b) <i>Has the individual an adequate supply of this medication for the scheduled duration of the intended scope?</i>							
2.5	Other							

3. Safety Management & Safety Equipment				
No	Check	Yes	No	Remarks / Comments
3.1	Risk Assessments <i>Comment on date of last review and whether there are Task Specific Risk Assessment(s) available (and suitable) for intended scope of work</i>			
3.2	Is there a safety regime on-board for the use / wearing of Personal Flotation Devices (PFDs) and appropriate PPE?			
3.3	Are Safety Drills up to date and held regularly? <i>List date(s) and types of most recent drills</i>			
3.4	If there is a crew of 5 or more sailing with the vessel is there a crew muster list prepared and posted?			
3.5	Have there been any accidents, incidents, or breakdowns in the last 12 months? <i>If yes; what corrective / preventative action(s) were taken?</i>			
3.6	Safety Equipment (* = Service Receipt Required)			
Item	Quantity	Expiry / Service Date	Remarks / Comments	
Liferafts*				
HRUs for Liferafts				
Life Buoys & Smoke Marker				
EPIRB				
HRU for EPIRB				
Pyrotechnics <i>(plus SOLAS Chart No. 1 or No.2 as applicable)</i>				
Line Throwers				
Immersion/Survival Suits*				
Lifejackets				
Fire Extinguishers*				
Fire Blanket in Galley				
Pumping arrangements (Fire & Bilge etc.) <i>Confirm all pumping normal and emergency arrangements and test minimum of 1</i>				
Bilge Alarm(s) Tested				
Fixed Fire Fighting System*			Type:	
Compass (date last corrected – deviation card)				
Medical Kit* <i>Has the Kit been checked and items confirmed as correct and in date? Note category/class and Pharmacy receipt date</i>				
Navigation Lights & Sound Signals			Checked/tested:	

4. Stability				
No	Check	Yes	No	Remarks / Comments
4.1	Is the Skipper aware of the 'Guardship Stability – Notice to Skipper' contained within the vessels Guardship Stability Booklet? <i>Skipper to confirm that the vessel will be loaded as per the noted conditions. If there is any alteration to the noted conditions, the Skipper must confirm that he is aware of the effect that any deviation will have on the vessels stability.</i>			
4.2	Does the vessel have a closed shelter deck? <i>If so what arrangements for the removal of entrapped water are there? Confirm operation.</i>			
4.3	Are all escape hatches, watertight doors, deadlights, scuppers etc. in good working order and properly tested?			
4.4	Tank vents fitted and in good order?			
4.5	Other			

5. Operations / Miscellaneous				
No	Check	Yes	No	Remarks / Comments
5.1	Is there a defined watch keeping regime for offshore? <i>Who mans the bridge, what hours are worked and what competencies will be taking a bridge watch?</i>			
5.2	Comment on 'dead-man' watch keeping alarm arrangements and the testing regime			
5.3	Has a project specific briefing been provided by either the Guard Vessel Company or the Charterers representative?			
5.4	How many Guard Vessel jobs has the vessel and Skipper conducted in the last 12 months?			
5.5	Are the Vessels weather operating criteria for remaining on guard station understood and acceptable for the intended scope?			
5.6	Are publications / Charts on-board? <i>Check for appropriate electronic and paper charts</i>			
5.7	Is there an up to date Almanac on-board?			
5.8	Is the latest KIS-UKCS update installed on the vessels electronic fishing plotter?			
5.9	Does the FishSAFE have the current update loaded?			
5.10	Are there suitable functioning binoculars on-board?			
5.11	Is there a camera available on-board?			
5.12	Is there a fully functional Search Light on-board? <i>Note type and test / confirm operation</i>			

6. General Condition & Maintenance				
No	Check	Yes	No	Remarks / Comments
6.1	Hull <i>General condition, suitability, and maintenance checked etc.</i>			
6.2	Decks <i>Are decks and stairways in good state of repair throughout to minimise the likelihood of slips, trips, and falls?</i>			
6.3	Galley <i>General condition, suitability, and maintenance checked etc.</i>			
6.4	Accommodation <i>What provisions are made for escape from berthing compartment(s)? Check emergency escape routes are clear.</i> <i>Is the vessel fitted with proper sanitary equipment (shower & toilet) of sufficient standard for the duration of the scope?</i> <i>Are smoke detectors fitted etc.</i>			
6.5	Engine Room and Machinery Space(s) <i>General condition, suitability, and maintenance checked etc.</i>			
6.6	Are there any signs of significant sea water ingress in any compartment? <i>Are all berthing compartments maintained to an acceptable standard and free from damp?</i>			
6.7	Is there a documented schedule for critical equipment maintenance? <i>Is there a defined and appropriate list of critical equipment?</i> <i>Note when was the last critical maintenance performed on critical equipment such as main engines/generators and if there is anything due during intended hire period</i>			
6.8	Are there any engine room maintenance records available?			
6.9	Is there a person on-board primarily responsible for the repair and maintenance of the machinery?			
6.10	When was the vessel last slipped/major maintenance carried out?			
6.11	Other			

7. Charterers Specific Requirements				
No	Check	Yes	No	Remarks / Comments
7.1				
7.2				
7.3				
7.4				

8. Vessel Details & Specification				
8.1	<u>Vessel Details:</u>			
Name				
Fishing Vessel Number				
Date Built				
Date of any Major Modifications				
Hull				
Length				
Breadth				
Depth				
Tonnage (Gross & Net)				
Main Engine Type & hp/kw				
Auxiliary Engine Type & hp/kw				
Cruising Speed				
Fuel Oil Capacity				
Freshwater Capacity <i>Is there sufficient water on-board for all crew members for the maximum duration of the voyage? (49.5 ltrs per person per day)</i>				
Lube Oil Capacity				
Call Sign				
Satellite Phone No.				
Broadband No.				
Telex No. / Email				
Skipper				
Owner				
Accommodation (No. of Persons)				
8.2	<u>Electronics:</u>			
8.3	Are all items as listed below (where required for intended scope) functioning correctly?	Yes	No	Remarks / Comments
	Radar (1)		Main Radio (1)	
	Radar (2)		Main Radio (2)	
	Plotter (1)		VHF (1)	
	Plotter (2)		VHF (2)	
	DGPS		Mobile Tel	
	Echo Sounder		Sat Tel	
	FishSAFE		Telex / Email	
	AIS		Navtex	
8.4	<u>Additional Comments:</u>			

9. Photographs