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| **Report Reference Number:** |       |
| **Vessel Name:** |       |
| **IMO Number:** |       |
| **Intended Operation of Vessel:** |       |
| **Last Annual Inspection Date:** | **OVID:** | Select Date | **CMID:** | Select Date |

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| --- | --- |
| **Inspectors Name:** |       |
| **Inspectors Signature:** |       |
| **Masters Name:** |       |
| **Masters Signature:** |       |
| **Date of Inspection:** |       |
| **Place of Inspection:** |       |
| **Vessel Telephone No:** |       |
| **Vessel E-mail Address:** |       |

Document custodian

Marine Safety Forum: Secretary

**ERRV**

**PRE-HIRE INSPECTION TEMPLATE**

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# Purpose

This document has been produced by the MSF to offer an inspection framework from which to assess a vessel for a particular task or project or term charter. It is not intended to replace a comprehensive annual inspection such as that of the OCIMF OVID or IMCA eCMID 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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The document is subject to regular reviews to ensure that it remains up to date and relevant to industry standards and best practice. Any requests, suggestions or otherwise should be addressed to secretary@marinesafetyforum.org

# Inspector Competence

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

Inspector competence is self-administered by inspection companies and should be aligned with an industry recognised competence framework or accreditation standard. An individual’s competence is a combination of three measurable factors:

* Qualifications
* Experience
* Verification

## Qualifications

* Seagoing qualification at management level or appropriate experience 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
* For any new ship type, the inspector should carry out further inspections whilst being shadowed by a suitably competent inspector
* Following the inspections, the inspector should be given feedback with remedial action taken as required
* A minimum number (3-4) of unaccompanied inspections per year to maintain competence

***Note:*** *An ‘inspection’ means, carrying out the inspection, discussing the results with the Master and compiling/delivering the report.*

## 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.

## Abbreviations

|  |  |
| --- | --- |
| COSHH | Control of Substances Hazardous to Health Regulations |
| FRC | Fast Rescue Craft |
| MOB | Man over Board |
| MSDS | Material Safety Data Sheet |
| MSF | Marine Safety Forum |
| LOLER | Lifting Operations and Lifting Equipment Regulations |
| PAT | Portable Appliance Testing |
| PPE | Personal Protective Equipment |
| PUWER | Provision and Use of Work Equipment Regulations |

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| Inspection Summary / Observations |
|       |
| Masters Comments |
|       |
| **Is the Vessel Considered to be:** **‘Fit for Purpose’?** | Providing all of the above observations and/or remarks have been followed up, the charterer considers the vessel to be ‘Fit for Purpose’ |
| **Yes** [ ]  | **No** [ ]  |
| If vessel is not deemed Fit for Purpose please give reason below |
|       |

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| Safety Management |
| No | Check | Yes | No | Remarks / Comments |
|  | Has vessel a current Certificate of Survey issued by Flag Administration. State Class A, B or C |[ ] [ ]        |
|  | Confirm that the Bridge Team are aware of and operating to the current revision of the ‘ERRV Survey & Management Guidelines |[ ] [ ]        |
|  | Master briefed that all crew have an obligation to ‘Stop the Job’ at any time they have a safety concern and/or for any reason, the agreed plan is not being followed.Confirm that a satisfactory level of safety management is being demonstrated through spot sampling of any of the below:* Safety Meetings
* Permit to Work
* Safe Job Analysis
* Risk Assessment
* Pre Job Meeting / Toolbox Talk
* Intervention / Stop the Job
 |[ ] [ ]        |
|  | Confirm that drills are compliant with the company emergency preparedness plan. e.g. Emergency, Collision, Grounding, Abandonment, Fire, MOB, Emergency Steering, SOPEP |[ ] [ ]        |
|  | Confirm that Master and Crew are part of an OODTP. Documentary evidence (as required by OPITO) (sample crew-members) |[ ] [ ]        |
|  | Check the vessel/installation recovery and rescue exercise documentation for the last trip, to check that response times within performance standards can be met |[ ] [ ]        |
|  | Sight evidence that safe-working practices are being demonstrated on-board |[ ] [ ]        |
|  | Confirm that charterer’s marine documentation has been provided and is understood |[ ] [ ]        |
|  | Confirm ERRV Data Cards are on board for relevant installations and that 500 metre Safety Zone pre-entry checks are being carried out, in conjunction with the installation |[ ] [ ]        |
|  | Charterer’s Emergency Response Procedures and / or plans are on board and bridge / rescue craft crews all familiar with contents. |[ ] [ ]        |
|  | Has vessel documentary evidence of Validation and Verification trials. |[ ] [ ]        |
|  | Provide date of the last LOLER inspection |[ ] [ ]        |
|  | Are PUWER assessments carried out? |[ ] [ ]        |
|  | Is PAT testing carried out for electrical tools and appliances? |[ ] [ ]        |
|  | Other       |[ ] [ ]        |

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| Safety |
| No | Check | Yes | No | Remarks / Comments |
| 1.
 | Are the vessel crew aware of requirement to report all accidents, incidents and near misses? |[ ] [ ]        |
|  | Confirm that the language for all operational and emergency communication is English and all crew are fluent in conversational English.*Comment if there are any observations on communications during the inspection.* |[ ] [ ]        |
|  | Does the vessel receive copies of industry and MSF safety flashes? *If not provide and discuss where relevant* |[ ] [ ]        |
|  | COSHH: Check dedicated storage is provided for chemicals that are in use. MSDS sheets are available, adequate and appropriate PPE is available and that all such products are stored in the dedicated area.Are separate dispensing jugs used for different chemical types to prevent cross contamination or potentially harmful reactions? |[ ] [ ]        |
|  | Chemical segregation: Confirm safe storage of Oxygen, Acetylene and rescue craft petrol. |[ ] [ ]        |
|  | Paint locker: ensure a deluge system is fitted if the internal floor area is greater than 4m2, appropriate signs, and sea-fastening arrangements. |[ ] [ ]        |
|  | Check that life-saving apparatus and fire-fighting equipment is in good condition, has been serviced annually and is in the correct location. |[ ] [ ]        |
|  | Ensure all rescue / recovery equipment, is operational and in good condition |[ ] [ ]        |
|  | Ensure slip, trip and fall hazards are identified, highlighted and/or fitted with barriers where possible. |[ ] [ ]        |
|  | Pilot ladder(s) – Checked, good condition?Is there a lifebuoy and line available for deployment?Is the ships side clear of fenders at the pilot ladder access?Where a pilot is required for departure, check rigging of pilot ladder and comment. |[ ] [ ]        |
|  | Ensure all rotating machinery has protective guards fitted including tugger winches? |[ ] [ ]        |
|  | Ensure all mooring ropes are in good condition, turned up on bitts and not on windlass drum-ends. |[ ] [ ]        |
|  | Other       |[ ] [ ]        |

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| Manning / Experience & Qualifications – *(Align with ERRV Management Guidelines)* |
| No | Check | Yes | No | Remarks / Comments |
|  | Confirm manning levels meet safe manning requirements and is satisfactory to carry out the operations / contract requirements safely and effectively for the full duration |[ ] [ ]        |
|  | Confirm that vessel fully complies with MLC 2006 |[ ] [ ]        |
|  |
|  | **Time in years / months** | **OPITO Required training / certification** | **Remarks / Comments** *(Complete for oncoming crew if a change is planned during the period of charter)**(include other relevant training e.g. Command & Control, Ship Handling, BRM)* |
|  | **Industry** | **Rank** | **Vessel** |  |  |
| **Master** |       |       |       |       |       |
| **Ch. Mate** |       |       |       |       |       |
|  **2nd Off** |       |       |       |       |       |
| **Ch. Eng** |       |       |       |       |       |
| **2nd Eng** |       |       |       |       |       |
| **Coxswains** |       |       |       |       |       |
| **Advanced Medical Aiders** |       |       |       |       |       |
|  |
|  | Do deck officers maintain an “MSF Ship Handling Record Book” or equivalent? |[ ] [ ]        |
|  | Date of next crew change and copy of current crew list. |[ ] [ ]        |
|  | Where a crew change is intended during the period of the proposed charter confirm as far as possible that adequate time and resources will be available for a handover and operational continuity |[ ] [ ]        |
|  | Confirm emergency response training matrix is compliant with industry standards (obtain copy) |[ ] [ ]        |
|  | Deck crew experienced in deck operations (multi-role) |[ ] [ ]        |
|  | Does Master & Deck Officers hold appropriate certification, including endorsements for Multi-role ERRV Operations (where applicable) |[ ] [ ]        |
|  | Check that an appropriate number of crew have Coxswain and FRC Boatman certificates in line with the ERRV Group Manning level |[ ] [ ]        |
|  | Date of next crew change, and copy of current crew list |[ ] [ ]        |
|  | Other       |[ ] [ ]        |

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| Ship Security / External visitors |
| No | Check | Yes | No | Remarks / Comments |
|  | Are security checks in place for personnel boarding the vessel? i.e. was the gangway manned when the inspector arrived? |[ ] [ ]        |
|  | Is the vessels security considered adequate for the area of operation taking into consideration any local threats? |[ ] [ ]        |
|  | Are Visitors/Contractors given Security/safety induction and issued with pass? |[ ] [ ]        |
|  | Is the vessel’s Permit to Work system being used for 3rd party contractors and Risk Assessments being submitted. |[ ] [ ]        |
|  | Other       |[ ] [ ]        |

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| Stability |
| No | Check | Yes | No | Remarks / Comments |
|  | Ensure the Stability Booklet is on board and is Class / Flag approved. |[ ] [ ]        |
|  | Check that the vessel is being operated in accordance with the Stability Booklet. |[ ] [ ]        |
|  | Have there ever been any stability-related incidents on-board the vessel? |[ ] [ ]        |
|  | Can the vessel demonstrate that stability has been assessed for the intended voyage? |[ ] [ ]        |
|  | Other       |[ ] [ ]        |

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| Planned Maintenance System & Machinery Status (including all critical systems) |
| No | Check | Yes | No | Remarks / Comments |
|  | Is the Planned Maintenance System up to date?Demonstrate awareness of / procedure for defect reportingAny overdue maintenance task? |[ ] [ ]        |
|  | Is main and auxiliary machinery operable? |[ ] [ ]        |
|  | Is all navigation equipment operable? |[ ] [ ]        |
|  | Are all steering gear operable?Has emergency steering gear been tested on a 3 monthly basis?Are instructions for emergency steering clearly posted? |[ ] [ ]        |
|  | Confirm crew familiarity with emergency power generation arrangements.Are instructions for starting of the emergency generator clearly posted? |[ ] [ ]        |
|  | Other       |[ ] [ ]        |

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| General Condition / Appearance |
| No | Check | Yes | No | Remarks / Comments |
|  | Is vessel clear of any conditions of class or memoranda? |[ ] [ ]        |
|  | Are machinery spaces adequately maintained and is there adequate heat-shielding around potential sources of ignition? |[ ] [ ]        |
|  | Are bilges free from water / oil build up? |[ ] [ ]        |
|  | Is the hull condition satisfactory? |[ ] [ ]        |
|  | Are weather and working decks in a satisfactory condition for the operation to be performed safely? |[ ] [ ]        |
|  | Are the accommodation spaces and galley in good condition?Comment on the housekeeping standard |[ ] [ ]        |
|  | Is the treatment room fully prepared for use and kept locked? |[ ] [ ]        |
|  | Vessel helicopter operation area (s) (clear zone) free from obstructions |[ ] [ ]        |
|  | Check if all equipment to recover survivors and/or casualties are in good working order and free of defects |[ ] [ ]        |
|  | Check the FRC condition and equipment and maintenance records |[ ] [ ]        |
|  | List any special ERRV rescue equipment which is installed on board |[ ] [ ]        |
|  | Check if the rescue zone is free from obstructions.Check that the rescue zone gate(s) can be opened easily (if applicable). |[ ] [ ]        |
|  | Provisions and medicine available for the immediate use for survivors? |[ ] [ ]        |
|  | Other       |[ ] [ ]        |

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| Cargo Operations (Cargo Carrying Vessels only) |
| No | Check | Yes | No | Remarks / Comments |
|  | Are the bridge team aware of “Best Practice for the Safe Packing & Handling of Cargo to & from Offshore Locations” |[ ] [ ]        |
|  | Is cargo-handling gear in good condition? |[ ] [ ]        |
|  | Are pennants, shackles, etc. certificated? |[ ] [ ]        |
|  | Is there an approved up to date Cargo Securing Manual on board? |[ ] [ ]        |
|  | Is there sufficient cargo-securing equipment available and is it compliant with the Cargo Securing Manual? |[ ] [ ]        |
|  | Hose-handling - Are deck crew member’s familiar with the methods and handling of charterer’s bulk transfer equipment? |[ ] [ ]        |
|  | Are the vessels hose connection and coupling colour codes compatible with the Installation Data Card and G-OMO? |[ ] [ ]        |
|  | Is all cargo transfer equipment operational? |[ ] [ ]        |
|  | Wet bulk waste procedures - Are the Charterer’s procedures on-board and understood? |[ ] [ ]        |
|  | Provide details and dates of the last sampling and analysis of cargo / potable water tanks. |[ ] [ ]        |
|  | Provide details and dates of the last sampling and analysis of cargo fuel tanks. |[ ] [ ]        |
|  | Other       |[ ] [ ]        |

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| Towing & Heading Control Operations (where applicable) |
| No | Check | Yes | No | Remarks / Comments |
|  | Are the crew familiar with Tandem Towing Guidelines (latest version) |[ ] [ ]        |
|  | Has the Master been briefed on the work-scope the vessel is being chartered for and has the vessel been given an approved copy of the procedures/scope of work? *are “Trigger Points” identified within the procedures?* |[ ] [ ]        |
|  | Is the work-scope within the capabilities and experience of the vessel and crew? |[ ] [ ]        |
|  | Are Risk Assessments relevant to the planned work-scope and is the project Stage 1 Risk Assessment available for reference? |[ ] [ ]        |
|  | Are bridge team members fully familiar with the location and operation of the winch emergency release mechanism, its operation and controls?*Instructions are to be clearly posted nearby to the release controls.* |[ ] [ ]        |
|  | Are tow-wires, work-wires and tugger-wires certificated and of suitable size and length?Is the tow wire log maintained?Are work-wire / tow-wire terminations in good condition, properly terminated, steel ferrules, with swivels and associated jewellery?*NB: Aluminium ferrules are not acceptable.* |[ ] [ ]        |
|  | Check that if spooling gear is fitted, it is in good condition. |[ ] [ ]        |
|  | Is Gog / Gob Eye fitted and operational. |[ ] [ ]        |
|  | Check the operability of towing-pins |[ ] [ ]        |
|  | Check operability of mechanical stoppers. *Ensure that the correct size of inserts are available for the intended work-scope.* |[ ] [ ]        |
|  | Encourage the Master to offer on-going feedback during and after the operation on what went well and/or to identify areas for improvement.  |[ ] [ ]        |
|  | Are there sufficient shackles, split pins and lead plugs on-board for the intended work scope? |[ ] [ ]        |
|  | Is there welding and burning equipment available and are crew qualified to use it? |[ ] [ ]        |
|  | Other       |[ ] [ ]        |

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| --- |
| Charterers Specific Requirements |
| No | Check | Yes | No | Remarks / Comments |
|  |       |[ ] [ ]        |
|  |       |[ ] [ ]        |
|  |       |[ ] [ ]        |
|  |       |[ ] [ ]        |
|  |       |[ ] [ ]        |
|  |       |[ ] [ ]        |
|  |       |[ ] [ ]        |