

PURPOSE

DOCUMENTS

PSC FOCUS

ISM CODE

ISPS CODE

MLC ILO

# ClassIBS

ISTHMUS BUREAU OF SHIPPING

GUIDANCE FOR REDUCING  
**PORT STATE DETENTIONS**

1995

# PURPOSE

## GUIDANCE FOR REDUCING PORT STATE CONTROL DETENTIONS

**In order to assist ship's operators ensuring their vessels are in compliance with class and international conventions, ClassIBS has created a list of the most frequent detainable items found during PSC inspections on ClassIBS classed vessels and other PSC statistics on different MoUs.**

This guide should be used by ship crew's members prior to arrival into port in conjunction with the normal pre-port arrival and departure checks required by international regulations and in conjunction with on board routine maintenance programs, and for preparation for class surveys to ensure efficient expedition of surveys.

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.

This guide may also be used by ClassIBS's inspector in conjunction with other Class and Statutory guidelines for verification of compliance with the international requirements.

In addition to the technical items listed in this guide, deficiencies related to failure of ISM are the most frequently recorded by the PSC.



Ensuring that an effective Safety Management System is properly implemented onboard is the best foundation to reduce the risk of detention. For reference this guide includes the Guidance for Reducing ISM-Related Port State Control Detentions & Additional Recommendations to Prevent Deficiencies Related to ISPS – ILO Requirements.

# PURPOSE

## Bearing in mind:

Crew's members and Ship's owners/operator should always remember to report any technical failures occurred during voyage to Port State Authorities in advance of port arrival to avoid detentions.

In case of detentions related to certificates issued by ClassIBS owner is obliged to inform IBS HO and/or Survey Sites office immediately and request surveyor attendance.

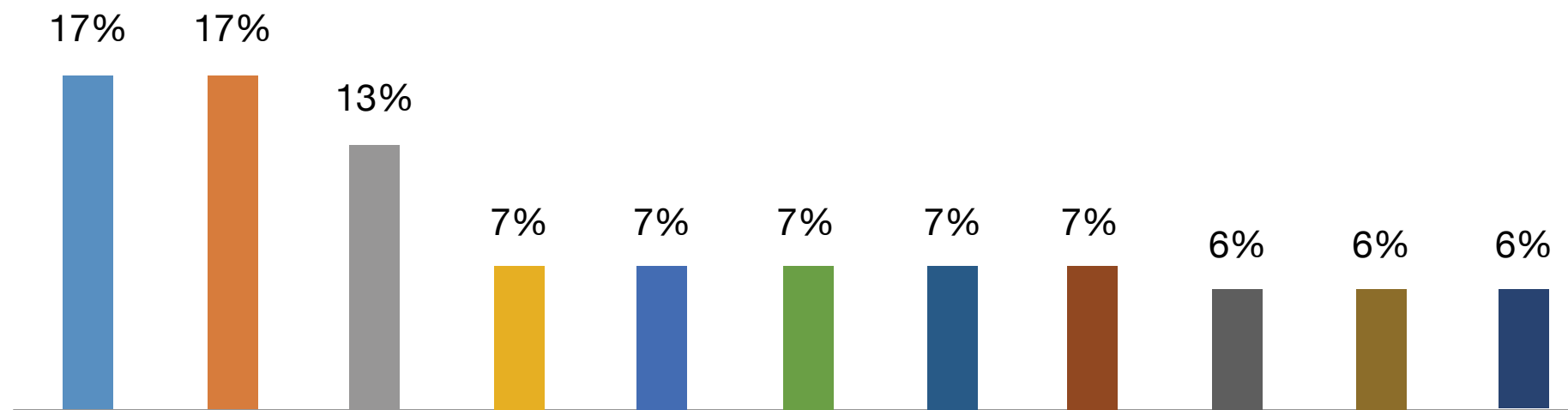
ClassIBS will then be in position to give prompt assistance for release of the vessel.

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# PURPOSE

## TOP 11 CATEGORIES OF GROUNDS FOR DETENTION FOR WORLD'S FLEET

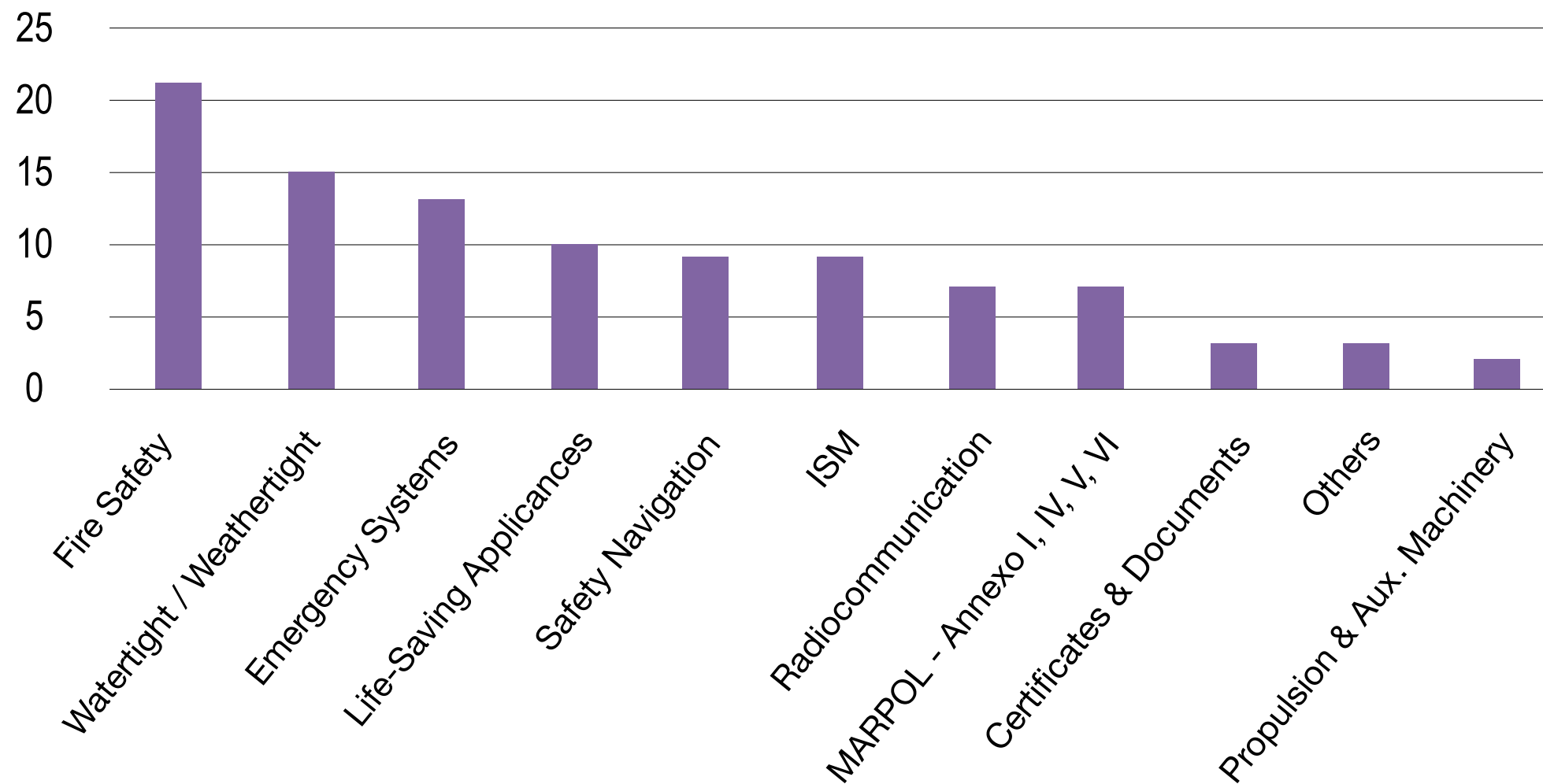


- Safety Navigation
- Fire Safety
- Live Saving Appliances
- Propulsion and Auxiliary
- Machinery
- Water/Weathertight
- Emergency System
- ISM
- Working Conditions
- Documents
- Ship Certificates



# PURPOSE

## MOST FREQUENT DETAINABLE DEFICIENCIES IBS Vessels: 2015 – 1st Quarter 2016



# DOCUMENTS

## CERTIFICATES & DOCUMENTS TO BE CARRIED ON BOARD

### Master / Ship's Office

Port State Control officers typically begin inspections in the Master's office or Ship'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, originally certificates and duly endorsed.
- 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.

#### 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 & 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.

# DOCUMENTS

## CERTIFICATES & DOCUMENTS TO BE CARRIED ON BOARD

### 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.

### 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, or SMPEP (Marine Pollution)
  - 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

# PSC FOCUS

## PSC Focus - Detainable items check list grouped in the following Categories:

CLICK A CATEGORY

I. BRIDGE

II. ACCOMMODATION

III. CARGO AREA

IV. MAIN DECK

V. ENGINE ROOM

VI. WORK SPACES

VII. PORT ARRIVAL



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## I. BRIDGE

### NAUTICAL PUBLICATIONS, CHARTS & PASSAGE PLANS

- The latest publications are on board for ready reference such as IMO publications and flag Administration regulations.
- Charts, including tide tables, are up to date. The Notice to Mariners is properly logged. Electronic charts should display the information systems.
- 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.

### 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.

# I. BRIDGE

## RADARS, RADAR TRANSPONDER, ECHO SOUNDER & ECDIS

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

## 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.

*Pictures for Ref.:*



Navigational Lights  
Acceptable / Non Acceptable



EPIRB Exp. Battery



ECDIS / BNWAS



Pyrotechnics

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## II. ACCOMODATIONS

### 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'.

### 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 CO2 system (key in glass box) to be readily available.

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## II. ACCOMODATIONS

### 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.

#### *Pictures for Ref.:*



Ventilation Trunks

### 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

- In accommodation bulkheads (wheelhouse/Radio Room, etc.) are all effectively sealed.



Fire Fighting Systems

#### *Pictures for Ref.:*



Fire Dampers Not Acceptable / Acceptable



Fixed FFE

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### III. CARGO AREA

#### LIFESAVING EQUIPMENT

- 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.
- 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.

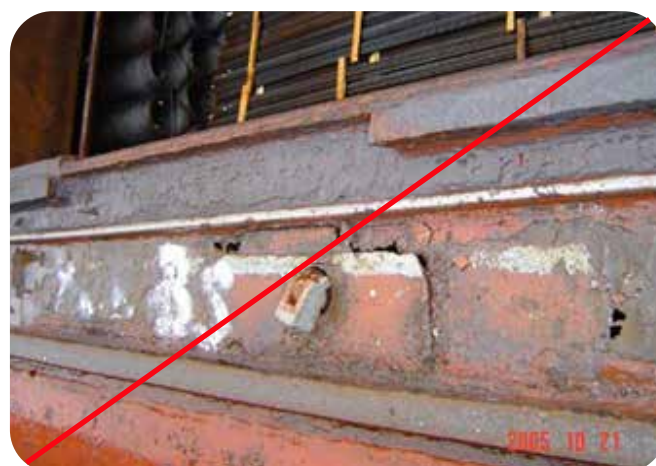
#### HATCH COVERS AND WEATHERTIGHT CLOSING APPLIANCES

- 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.

#### **Pictures for Ref.:**



Hatch covers and weathertight closing appliances not acceptable – Gap, wasted hatch way, heavy corrosion

## IV. MAIN DECK

### 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.
- Lifeboat seat belts are of contrasting colors.
- Lifeboat window at helmsman's position has clear visibility.

### 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 ClassIBS's Survey Site and/or HO.
- Handrails are intact and in accordance with load line regulation.

### AIR PIPES AND VENTILATORS

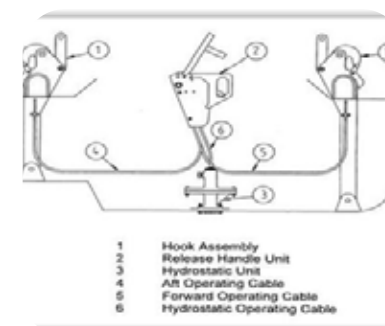
- Air pipes and closure devices are checked for wastage.
- Closure devices have been opened and the flame screen checked.

## IV. MAIN DECK

### 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.

### Pictures for Ref.:



On-Load release gear inadequate re-setting

### 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.



Lifeboat wire in poor condition, Life belt broken, window cracked

### 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.



Lifeboat hull, embarcation ladder in poor condition

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# IV. MAIN DECK

*Pictures for Ref.:*



Watertight doors, air vents and windows not acceptable



## V. ENGINE ROOM

### 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.
- 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.

## V. ENGINE ROOM

### 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.

## V. ENGINE ROOM

### PORTABLE AND FIXED FIREFIGHTING SYSTEMS

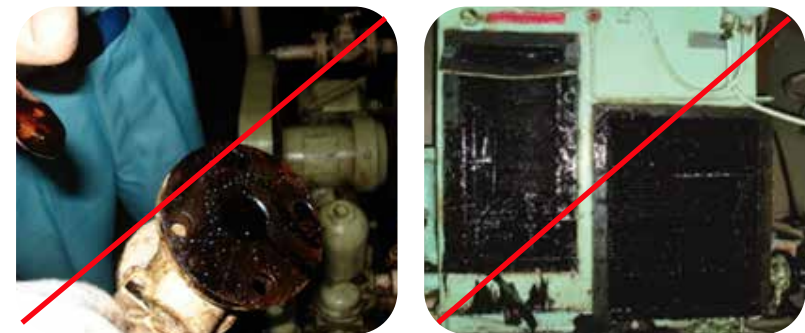
- Systems have been serviced as required and extinguishers are properly marked with date of servicing.
- Machinery space fire hoses are correct length (15m maximum).
- Boiler burner location provided with sand box.
- Fire Doors have proper closing mechanisms and are not purposely open.



Oily lagging in fuel piping, sea water pipe patched

### MARPOL ANNEX IV

- Valid IMO Type Approval Certificate available.
- Manufacturer's operating manual available.
- Incinerator alarms and safety devices all fully operational.

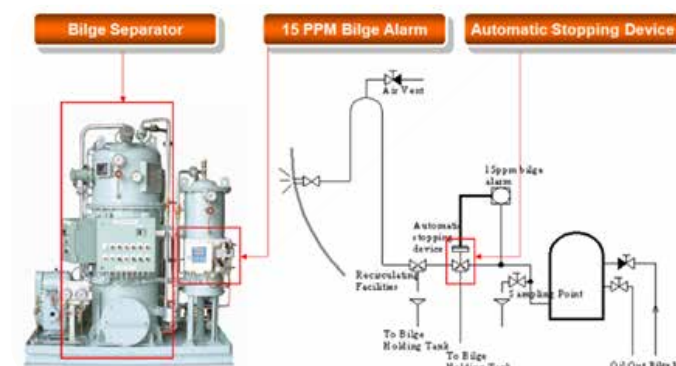


MARPOL (Oil Filtering Equipment) – Oil inside discharge pipe, OWS clogged

### Pictures for Ref.:



Dirty Machinery Spaces (Bilges, floors, main engine)



Oil Filtering Equipment

## VI. WORK SPACE (PUMP ROOM, STEERING ROOM, ETC.)

### 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.).

#### *Pictures for Ref.:*



Steering Gear with Hyd. Oil Leak  
Not acceptable / Acceptable



Emergency Fire Pump



Insulation at Eng. Room Bulkhead,  
Emergency escape acceptable.



Emergency Fire Pump

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## VII. PORT ARRIVAL

### 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.



# ISM CODE

## GUIDANCE FOR REDUCING ISM-RELATED PORT STATE CONTROL DETENTIONS

**The following guide is a quick reference derived from ISM-Related deficiencies noted by PSC Officers. Detailed analysis of PSC findings has been carried out to identify the most common and recurring nonconformities, deficiencies and weaknesses.**



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.



# ISM CODE

## PSC FOCUS ITEMS – ISM-Related Deficiencies

**Safety and Environmental Protection Policy**

**Emergency Preparedness**

**Company Responsibilities and Authority**

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

**Designated Persons (DPA)**

**Maintenance of the Ship and Equipment**

**Master's Responsibility and Authority**

**Documentation**

**Resources and Personnel**

**Company Verification, Review and Evaluation**

**Shipboard Operations**

# ISM CODE

## PSC FOCUS ITEMS – ISM-Related Deficiencies

The following items must be verified in order to confirm the effective implementation of the Safety Management System (SMS) on board the vessel.

### Safety and Environmental Protection Policy

- 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 Safety and Environmental Protection 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.

### Company Responsibilities and Authority

- 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.



# ISM CODE

**Designated Persons (DPA)** - *The nominated person must hold the relevant qualification and experience and demonstrate the commitment required by the position.*

- 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.
- 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.

**Master's Responsibility and Authority** - *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.*

- 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.

# ISM CODE

**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.*

- 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.
- 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.

# 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.*

- 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.

# ISM CODE

**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.*

- 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.

# ISM CODE

**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.*

- 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.

# ISM CODE

**Maintenance of the Ship and Equipment** – *this part addresses areas in the SMS where the highest percentage of nonconformities and deficiencies are identified. Most of detainable PSC ISM deficiencies (Code 30) are related to maintenance of ship and equipment.*

- 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.

# 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.

- 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 issuance of the Continuous Synopsis Record (CSR) including old revisions of CSR are maintained on board.

**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.

- 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.

# ISPS CODE

## ADDITIONAL RECOMMENDATIONS TO PREVENT DEFICIENCIES RELATED TO ISPS CODE – ILO REQUIREMENTS

### 1. 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.



- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> There is an approved Ship Security Plan (SSP) on board and all security measures are implemented for the applicable security level.</li> <li><input type="checkbox"/> Master, Ship Security Officer (SSO) and crew members are aware of all levels of ship security and applicable procedures at each level.</li> <li><input type="checkbox"/> SSO and other personnel with security duties are trained and certified in accordance with STCW requirements.</li> <li><input type="checkbox"/> Master and SSO are aware of their responsibility of periodically reviewing security measures and recommending changes to the SSP as appropriate.</li> <li><input type="checkbox"/> 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.</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Restricted areas have been identified and crew members are aware of access control measures applied to these areas.</li> <li><input type="checkbox"/> All security equipment necessary for maintaining the security levels, including all security equipment listed in the SSP is in working condition.</li> <li><input type="checkbox"/> Stores, spares, provisions are searched in accordance with the SSP and crew members are aware of their responsibilities.</li> <li><input type="checkbox"/> Shipboard security training and drills are periodically carried out in accordance with SSP.</li> <li><input type="checkbox"/> Security incidents and breaches of security are documented and timely corrective and preventive actions taken.</li> </ul> |
|--|--|



# ISPS CODE

## RECORDS OF SECURITY ACTIVITIES:

- 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.

# MLC ILO

## 2. 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



Maritime Labour  
 Convention  
 (MLC), 2006



# MLC ILO

## Minimum age

- 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

- Seafarers 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 imposed by flag state.
- If the medical certificate has any restriction, seafarers 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.

## Qualifications of Seafarers

- 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

- 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.

# MLC ILO

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

- 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

- 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.

## Manning levels for the ship

- Ship complies with the Safe Manning Certificate or equivalent document 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.

# MLC ILO

## Accommodation and onboard recreational facilities

- 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 on board 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.

## Food and catering

- 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

- 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.

# MLC ILO

## On board medical care

- 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

- 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

- 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.

## Bear in mind

Crew's members and Ship's owners/operator should always remember to report any technical failures, or marine incidents occurred during voyage to Port State Authorities in advance of port arrival to avoid detentions.

In case of detentions related to certificates issued by ClassIBS owner is obliged to inform IBS HO and/or Survey Sites office immediately and request surveyor attendance.

ClassIBS will then be in position to give prompt assistance for release of the vessel.

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