



WASHINGTON STATE  
**Department of Ecology**  
 Spill Prevention, Preparedness, and Response Program  
 Prevention Section  
 P.O. Box 47600, Olympia, WA 98504-7600  
 Office Phone: (360) 407-7455, Fax: (360) 407-7288 or toll free 1-800-664-9184

## CARGO AND PASSENGER VESSEL BOARDING CHECKLIST

<b>IMO / LLOYD'S NO.</b>	<b>NAME OF VESSEL</b>	
<b>DATE</b>	<b>LOCATION OF INSPECTION</b>	<input type="checkbox"/> PORT SIDE TO <input type="checkbox"/> STBD SIDE TO <input type="checkbox"/> AT ANCHOR <input type="checkbox"/> IN DRYDOCK <input type="checkbox"/> AGROUND <input type="checkbox"/> UNDERWAY
<b>FLAG</b>	<b>PORT:</b> _____ <b>PLACE:</b> _____ <b>Latitude:</b> _____ <b>Longitude:</b> _____	
<b>INSPECTED BY</b> _____ _____ _____	<b>NAME OF MASTER/ ATTENDING PERSONNEL</b> _____ _____ _____	
<b>COMMENTS</b> _____ _____ _____ _____ _____ _____ _____ _____ _____ _____		
<b>BUNKERING?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO <span style="margin-left: 100px;"><b>PREVIOUSLY BOARDED?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO</span>		
Department of Ecology inspectors use this Boarding Checklist to evaluate vessel operating and management conditions to determine if such conditions pose a substantial risk to the marine environment or public health and safety.		

**CARGO AND PASSENGER VESSEL BOARDING CHECKLIST v.8.0 (ECY 050-38)**

No.	SUBJECT	RATE	REMARKS
-----	---------	------	---------

1.0.0.0	<b>INITIAL BOARDING INFORMATION</b>		
Initial observations:			
Gangway arrangement safe?		<b>Y N</b>	
Mooring arrangement adequate?		<b>Y N</b>	
Ship aware of visit?		<b>Y N</b>	Agent present? <b>Y N</b> Agent Name:
Verify flag _____		Owner/operator per Master's documentation: _____	
Verify class _____		Source documentation: _____	

2.0.0.0	<b>CERTIFICATES</b>			With Agent
International Loadline Certificate (ILC)		Issue date:	Expiry date:	
		Full Term    Interim    Conditional    Provisional		
Ship Safety Equipment Certificate (SEC) [SOLAS requirement]		Issue date:	Expiry date:	
		Full Term    Interim    Conditional    Provisional		
Ship Safety Construction Certificate (SCC) [SOLAS requirement]		Issue date:	Expiry date:	
		Full Term    Interim    Conditional    Provisional		
International Oil Pollution Prevention Certificate (IOPP)  OWS Throughput: _____ Incinerator Capacity _____		Issue date:	Expiry date:	
		Full Term    Interim    Conditional    Provisional		
International Air Pollution Prevention Certificate (IAPP)		Issue date:	Expiry date:	
		Full Term    Interim    Conditional    Provisional		
International Sewage Pollution Prevention Certificate (ISPP)		Issue date:	Expiry date:	
		Full Term    Interim    Conditional    Provisional		
Safe Manning Certificate (SMC) (Non-US) Certificate of Inspection (COI) (US)		Issued by:	Expiry date:	
		Issue date:		
Port State Control (PSC) Vessel Exam Results: Last Port visited: Date of last exam: Port State inspector:		Deficiencies (if applicable)		
SOPEP?		<b>Y N</b>	[See 4.8 for Contingency Plan Field Document requirements]	
Quarterly drills conducted and logged?		<b>Y N</b>		
Vessel General Permit (VGP) Inspections done: Non-conformities:		<b>Y N</b> <b>Y N</b>	ISM Certificates <b>DOC</b> <b>SMC</b>	
			Issue Date:	_____
			Issued By:	_____
			Issued To:	_____

**CARGO AND PASSENGER VESSEL BOARDING CHECKLIST v.8.0**

No.	SUBJECT	RATE	REMARKS
-----	---------	------	---------

<b>3.0.0.0</b>	<b>PERSONNEL</b>		
3.1.0.0	<b>VESSEL CREWING</b>	Ref: SOLAS, Ch. V, reg. 13; ISM Code, par. 6.2; 46 CFR 15.415	
3.1.1.0	IMO Safe Manning Certificate Requirement/COI for US flag		
3.1.1.1	Crewed below IMO Safe Manning Certificate (SMC) requirements.	<b>1 A</b>	
3.1.1.2	Crewing meets SMC requirements, but does not meet routine vessel workload requirements.	<b>2 C</b>	Work/rest hour records show if personnel are routinely working up to or over maximum hours to meet routine ship, cargo, or bunkering work requirements
3.1.1.3	Crewing meets SMC but operating company uses personnel with less training to meet routine ship workload requirements.	<b>3</b>	Other personnel include cadets, superintendents, or riders. Look at STCW certificates for training levels
3.1.1.4	Additional trained and rested personnel available to meet routine workload requirements.	<b>4</b>	Examples: junior third mate or radio officer assist master with paperwork, additional engineers on a UMS vessel to assist with maneuvering or bunkering, or length of contract rotations
3.1.1.5	Operator uses pool of dedicated fleet employees for crewing purposes.	<b>5</b>	Some manning companies work for many operating companies and place crew randomly as positions open up

<b>3.2.0.0</b>	<b>COMMUNICATIONS</b> Record Nationalities On Board or copy of Crew List		
3.2.1.0	<b>English Proficiency</b> Evaluate through conversation and interviews	Ref: STCW Code A-II/1 & A-III/1 deck & eng. officers; 33 CFR 26.07 maintain radio listening watch; 33 CFR 161.12(b) VTS.	
3.2.1.1	Individual Deck Officers have poor English communication ability.	<b>1 B</b>	Circle: Master, Chief Officer, Second Officer, Third Officer
3.2.1.2	At least one Deck and Engineering Officer are able to clearly understand and speak in English. Not all Deck and Engineering Officers are sufficiently proficient in English to perform responsibilities.	<b>2 C</b>	Officer Ranks: Sufficient proficiency includes ability to convey intentions/actions via standard marine communication phrases at a minimum
3.2.1.3	All Deck Officers and Engineering Officers sufficiently proficient in English to perform responsibilities.	<b>3</b>	Able to read and speak in English and clearly communicate ship safety and operational information internally and externally to other ships and groups
3.2.1.4	All Officers proficient in English. Only English is used on the bridge while pilot is embarked.	<b>4</b>	Conversational English ability evident
3.2.1.5	Entire crew proficient in English.	<b>5</b>	Talk with crewmembers upon boarding and during inspection.

3.2.2.0	<b>Common Language</b> Ref: SOLAS, Ch. II-1, reg. 26 ('96 amendments); ISM Code par. 6.6		
3.2.2.1	Master's and/or Crew's SMS language ability inadequate.	<b>1 B</b>	<b>SMS Language:</b>
3.2.2.2	Manuals, Instructions, Placards, Signs, Documents observed not in SMS language.	<b>2 C</b>	List Items:
3.2.2.3	Manuals, Instructions, Placards, Signs, Documents observed in SMS language.	<b>3</b>	Items in SMS language understood by appropriate crewmembers.
3.2.2.4	English is the SMS language.	<b>4</b>	
3.2.2.5	Crew receives language training for proficiency in the SMS language.	<b>5</b>	Review operator SMS documents and interview crew.

**CARGO AND PASSENGER VESSEL BOARDING CHECKLIST v.8.0 (ECY 050-38)**

No.	SUBJECT	RATE	REMARKS
3.3.0.0	<b>FITNESS</b>		
3.3.1.0	<b>Work Hours/Fatigue</b>		Ref: STCW Code A-VIII/1; 46 CFR 15.705, 15.710 & 15.1111 (US only)
3.3.1.1	Signs of excessive fatigue in Master, Chief Engineer or senior officers.	<b>1 B</b>	
3.3.1.2	Work hour/rest hour records are incomplete or inaccurate.	<b>2 C</b>	Verify by log entries, records, written policy, posted schedule. Work records may either be recorded as work hours or rest hours.
3.3.1.3	Records reflect actual hours rested and are within STCW requirements. Work hour records maintained for crew.	<b>3</b>	STCW requirements: not less than 10 hours of rest in any 24-hour period and 70 hours in any 7-day period. Rest hours may be divided into no more than two periods, one of which shall be at least 6 hours in length, and the intervals between consecutive periods of rest shall not exceed 14 hours.
3.3.1.4	Above plus work hours recorded for Master and Chief Engineer.	<b>4</b>	Additional personnel above the 3 mate/3 asst engineer level required for 8 hour watches. Junior third officer or radio officer on crew list may assist with paperwork or watch standing duties. Officers contracts less than 4 months, ratings less than 6 months
3.3.1.5	Company has specific policies to ensure vessel crew is rested.	<b>5</b>	Examples: crew changes are made to ensure jet lag is addressed, master can delay sailing or go to anchor to rest crew, bunkering is not scheduled upon arrival

3.3.2.0	<b>Alcohol and Drug Use/Policy</b> Describe onboard policy:		Ref: RCW 90.56.540 (.06 BAC); 33 CFR 95.020 (.04 BAC); 46 USC 2302.
3.3.2.1	Evidence of drug/alcohol misuse/abuse in Washington waters.	<b>1 A</b>	
3.3.2.2	No/inadequate alcohol policy onboard, or alcohol use contrary to expressed policy.	<b>2 B</b>	
3.3.2.3	Written alcohol policy per CFR or similar, or U.S. Policy posted on board.	<b>3</b>	No drugs/0.04% BAC limit.  46USC2302, 3306, 7701, 33CFR95
3.3.2.4	"Zero Tolerance" policy for alcohol and drugs.	<b>4</b>	33CFR95.001(b)
3.3.2.5	Previous plus onboard testing capability for alcohol and drugs, or random testing done.	<b>5</b>	Device used onboard: 46CFR16 Testing policy:

3.4.0.0	<b>TRAINING</b>		
3.4.1.0	<b>Training Program</b>		Ref: STCW A-I/14 and A-II/1, par. 6; ISM Code, par. 6.3 and 6.5 (Review vessel training manual, logbooks)
3.4.1.1	Incomplete training program. Familiarization, Refresher, or Job Specific training missing.	<b>1 B</b>	<b>Missing:</b> Familiarization, Refresher, Job Specific training
3.4.1.2	Job specific training limited to required drills.	<b>2 C</b>	Limited to firefighting, abandon ship.
3.4.1.3	Training program includes Familiarization, Refresher and Job-Specific training.	<b>3</b>	Examples: MARPOL, ISPS, PSC, Job Safety, Enclosed Space Entry, Sanitation, Garbage Management Plan, NTVRP, Emergency Procedures
3.4.1.4	Program includes a formal plan for comprehensive, continuous multiple subject training.	<b>4</b>	Computer based training program Y / N
3.4.1.5	Program includes Formal Mentoring, Advancement Training, or Shipboard Management.	<b>5</b>	.

**CARGO AND PASSENGER VESSEL BOARDING CHECKLIST v.8.0 (ECY 050-38)**

No.	SUBJECT	RATE	REMARKS
3.4.2.0	<b>Familiarization</b>		Ref: STCW A-I/14 and A-VI/1; ISM Code, par. 6.3 (Review vessel training manual, master handover notes & logs)
3.4.2.1	Familiarization on Station Bill assignments only.	<b>1 B</b>	
3.4.2.2	Familiarization less than STCW requirements.	<b>2 C</b>	STCW requirement: familiar with assigned shipboard duty, vessel's arrangements, installations, equipment, procedures, and characteristics relevant to routine and emergency duties and responsibilities
3.4.2.3	Familiarization includes all STCW requirements and operator's SMS requirements.	<b>3</b>	Crew members familiar with garbage handling policy, drug and alcohol policy and operation of applicable equipment
3.4.2.4	Senior relief personnel overlap if they are new to vessel or have not been on in the last year. All officers write turn over notes for relief.	<b>4</b>	Period of overlap:
3.4.2.5	Relief personnel visit company office for familiarization training in SMS before joining vessel.	<b>5</b>	

3.4.3.0	<b>Drills</b>		Ref: SOLAS, Ch. III, reg. 19 and reg. 30 (p/v only); ISM Code, par. 8.2 and 8.3; 46 CFR 199.180 (US only) (Review logs & operating manuals)
3.4.3.1	Drills less often than required by SOLAS and flag state or some required drills missing.	<b>1 B</b>	SOLAS requirement: monthly firefighting and abandon ship drills, plus training in use of life-saving and firefighting appliances and survival at sea
3.4.3.2	Drills meet SOLAS and flag state minimum requirements.	<b>2</b>	<b>Drills include:</b> structural failure, main engine failure, steering gear failure, electrical power failure, collision, shifting of cargo, fire, cargo jettisoning, flooding, man overboard, entry into enclosed spaces, serious injury, terrorism, piracy, helicopter operations, heavy weather
3.4.3.3	Drills meet SOLAS, flag state and ISM requirements. Drills evaluated and reviewed by all crew at conclusion of the drill.	<b>3</b>	
3.4.3.4	Additional onboard training drills provided by outside trainers.	<b>4</b>	
3.4.3.5	Vessel has loss of propulsion, loss of steering and oil spill notification drills at least 48 hours before entering WA waters.	<b>5</b>	

3.4.4.0	<b>Job-Specific Training</b>		Ref: STCW A-I/14, A-II/1 (OIC nav) and A-III/1 (OIC eng) (Review vessel and company training manual)
3.4.4.1	No formal program for job-specific training.	<b>1 C</b>	
3.4.4.2	Job-specific training done briefly as part of new joining familiarization.	<b>2</b>	
3.4.4.3	Comprehensive on-the-job formalized training program.	<b>3</b>	SMS checklists plus systematic practical training and experience in the tasks, duties and responsibilities
3.4.4.4	Onboard program includes on-going job-specific training sessions.	<b>4</b>	
3.4.4.5	Job-specific training program includes BRM / ERM team training, Shipboard Management.	<b>5</b>	

**CARGO AND PASSENGER VESSEL BOARDING CHECKLIST v.8.0 (ECY 050-38)**

No.	SUBJECT	RATE	REMARKS
-----	---------	------	---------

<b>4.0.0.0</b>	<b>MANAGEMENT</b>		
4.1.0.0 4.1.1.0	<b>SAFETY PROGRAM/MEETINGS</b>		Ref: ISM Code, par. 3.2, 5.1 and 6.4 (Review operation manuals, logs, QM certification)
4.1.1.1	Safety meetings are informal without any system for follow up on identified issues.	<b>1 B</b>	
4.1.1.2	Safety meetings held without involvement of unlicensed ratings.	<b>2 C</b>	Look for PPE use – hearing protection, hard hats, gloves
4.1.1.3	Has safety program with monthly meetings and entire crew represented.	<b>3</b>	Policy and procedures for safety meetings include measures to mitigate identified risks and to document follow-up actions
4.1.1.4	Program includes job risk analysis and job safety meetings held when jobs are assigned.	<b>4</b>	
4.1.1.5	Senior officers are trained in accident prevention.	<b>5</b>	

4.2.0.0 4.2.1.0	<b>SAFETY/ENVIRONMENTAL MANAGEMENT SYSTEM</b>		Ref: SOLAS, Ch. IX; 33 CFR 96.390. ISM Code, Guideline 6 – Resources and Personnel
4.2.1.1	Senior officers not familiar with company's SMS, SMS not being followed, or SMS written in language crew cannot read.	<b>1 A</b>	
4.2.1.2	SMS inadequate.	<b>2 B</b>	
4.2.1.3	Functioning SMS program in place.	<b>3</b>	Last external audit Date: Last internal audit Date:
4.2.1.4	Company has additional management or environmental programs in place.	<b>4</b>	Examples: ISO 14001, ISO 9000, Qual Ship 21, Lloyds QMS, Green Award
4.2.1.5	Officers take an active role in improving the company's SMS.	<b>5</b>	

4.3.0.0 4.3.1.0	<b>MANAGEMENT OVERSIGHT</b>		Ref: ISM Code, par. 12; 33 CFR table 96.250(l) (US only) (Review logbook, vessel inspection record)
4.3.1.1	Rare/infrequent visits to vessel by management. Frequency, two or fewer/year.	<b>1 C</b>	
4.3.1.2	Occasional visits to vessel by management. Frequency, three or fewer visits/year.	<b>2</b>	
4.3.1.3	Inspected by Port Capt/Eng/Marine Sup/ SMS Designated Person at least once/quarter.	<b>3</b>	Date of last visit: Inspected by:
4.3.1.4	Management visits more often than once per quarter.	<b>4</b>	Frequency:
4.3.1.5	Management makes unannounced inspections of vessel(s), including check-rides.	<b>5</b>	

4.4.0.0 4.4.1.0	<b>POLLUTION PREVENTION</b>		Ref: STCW A-VIII/2, part. 11; ISM Code par. 3.2; 33 CFR part 151 (Review manuals, logbooks. Compare Oil Record Book with IOPP)
4.4.1.1	Pollution prevention program poorly organized, incomplete or program not followed.	<b>1 B</b>	
4.4.1.2	Basic pollution prevention program in place and with required training.	<b>2</b>	Separation of waste materials, OWS, Incinerator, Vessel General Permit
4.4.1.3	Complete waste oil handling, garbage management, VGP program in place and fully implemented with regular training.	<b>3</b>	<b>Oil Record Book: Sat / Unsat</b> <b>Garbage Log: Sat / Unsat</b>
4.4.1.4	Operator is ISO 14001 certified.	<b>4</b>	Verify certificate current status
4.4.1.5	All waste oil and solid waste materials sent ashore.	<b>5</b>	Verify receipts



**CARGO AND PASSENGER VESSEL BOARDING CHECKLIST v.8.0 (ECY 050-38)**

No.	SUBJECT	RATE	REMARKS
4.8.0.0	<b>CONTINGENCY PLAN FIELD DOCUMENT</b>		
4.8.1.0	<b>Vessel Received Field Document</b>		Ref: WAC 173-182
4.8.1.1	Field Document not onboard or Master unaware of Field Document and unable to implement the notification procedures.	1	Field Doc. onboard Y / N Copy of Field Doc. left onboard Y / N
4.8.1.2	No field document but Master is able to implement the notification procedures.	2	Notification Drill conducted Y / N
4.8.1.3	Field Document understood by master and posted in a conspicuous location.	3	
4.8.1.4	Field Document is posted in several locations on ship and deck officers trained in proper use.	4	
4.8.1.5	Field Document is incorporated into the vessel's Federal Vessel Response Plan.	5	
4.8.1.6	Element is not applicable to this vessel.	N/A	

5.0.0.0	<b>OPERATING PROCEDURES</b>		
5.1.0.0	<b>BRIDGE OPERATING PROCEDURES/EQUIPMENT</b>		
5.1.1.0	<b>Equipment/Organization</b>		Ref: 33 CFR 164.35 – 164.43; SOLAS Ch. V, reg. 12
5.1.1.1	Any required equipment not functioning. Any SOLAS violations.	1 A	Specify which equipment:
5.1.1.2	Equipment in poor condition or improperly arranged or organized. Captain's standing orders or night orders unclear.	2 C	
5.1.1.3	Equipment appears well maintained. Meets U.S./International standards. Clearly written Captain's standing orders and night orders.	3	
5.1.1.4	Equipment exceeds standard requirements.	4	Specify additional equipment:
5.1.1.5	Integrated Bridge System (IBS).	5	

5.1.2.0	<b>Charts/Publications</b>		Ref: SOLAS Ch. V, reg. 20; 33 CFR 164.33; 46 CFR 97.05-5 (US only)
5.1.2.1	Charts or publications for voyage missing.	1 A	
5.1.2.2	Charts or publications for voyage not corrected and up-to-date.	2 B	
5.1.2.3	Charts and publications corrected, up-to-date and records maintained.	3	
5.1.2.4	Above plus electronic correction service.	4	Specify advanced systems:
5.1.2.5	Above plus vessel using integrated, advanced electronic charting system.	5	Examples: ECDIS, ECS

**CARGO AND PASSENGER VESSEL BOARDING CHECKLIST v.8.0 (ECY 050-38)**

No.	SUBJECT	RATE	REMARKS
5.1.3.0	<b>Equipment Error Checks</b>		Ref: SOLAS Ch. V, reg. 19-2 (steering gear); STCW A-II/1, A-II/2, and VIII/2 part 3-1; 33 CFR 164.25 (Verify by checking logs, records and standing orders)
5.1.3.1	No specified checks or checks made less frequently than daily.	<b>1 B</b>	
5.1.3.2	Equipment checks made daily.	<b>2 C</b>	
5.1.3.3	Radars, compass (gyro and magnetic), and repeaters checked at least once per watch for errors.	<b>3</b>	
5.1.3.4	All equipment checked once per watch.	<b>4</b>	
5.1.3.5	All equipment checked more often than once per watch.	<b>5</b>	

5.1.4.0	<b>Voyage Planning</b>		Ref: STCW A-VIII/2, part 2, IMO Res A.893(21) (Verify by checking standing orders, records, logs)
5.1.4.1	Voyage plan does not extend from berth to berth.	<b>1 A</b>	<b>IMO guidelines include:</b> berth to berth; intended route; areas of danger; routing and reporting systems; vessel traffic services; marine environmental protection areas; safe speed; speed alterations en route; minimum under keel clearance in restricted water depth; machinery status changed; course alteration points; method and frequency of position fixing; contingency plans for deep water, port of refuge or safe anchorage
5.1.4.2	Voyage plan covers berth to berth transit and meets STCW requirements, and meets key elements of IMO guidelines.	<b>2 B</b>	
5.1.4.3	Berth to Berth Voyage plan meets all listed elements of IMO guidelines.	<b>3</b>	
5.1.4.4	Voyage plan fully incorporates IMO guidelines and is discussed with all members of bridge team prior to entry into state waters and with the pilot upon boarding.	<b>4</b>	
5.1.4.5	Above plus vessel has integrated electronic navigation systems into its planning and execution of its voyage.	<b>5</b>	

5.1.5.0	<b>Pilot Coordination</b>		Ref: STCW A-VIII/2, part 3-1; 33 CFR 164.11(k); RCW 88.16.155 (Verify by inspection of pilot cards and log book)
5.1.5.1	Master lacks English language skills to have meaningful exchange with pilot and/or no pilot card used for exchange.	<b>1 B</b>	
5.1.5.2	Master uses pilot card to guide exchange of information with pilot.	<b>2</b>	Voyage plan agreed upon and changed if necessary to reflect agreement
5.1.5.3	Master discusses all elements of pilot card and voyage plan with pilot.	<b>3</b>	
5.1.5.4	Entire bridge team is involved in exchange with pilot with job positions explained. English proficiency levels of bridge team discussed.	<b>4</b>	
5.1.5.5	Documented pre-event discussion with entire bridge team. Only English used on bridge when pilot onboard.	<b>5</b>	
5.1.5.6	Element is not applicable to this vessel.	<b>N/A</b>	N/A to car ferries

**CARGO AND PASSENGER VESSEL BOARDING CHECKLIST v.8.0 (ECY 050-38)**

No.	SUBJECT	RATE	REMARKS
5.1.6.0	<b>Bridge Resource Management (BRM)</b>		Ref: STCW A-VIII/2, part 3-1 (B-VIII/2 recommended) (Verify by checking logs, standing orders, ops manuals)
5.1.6.1	Master and/or deck officers are not familiar with BRM principles.	<b>1 B</b>	Certificates:
5.1.6.2	Vessel has BRM references on bridge and officers are familiar with the BRM principles.	<b>2</b>	<i>Bridge Procedures Guide</i> International Chamber of Shipping <i>Bridge Team Management</i> AJ Swift
5.1.6.3	SMS clearly defines BRM and incorporates principles into written bridge procedures, checklists, and watch conditions.	<b>3</b>	
5.1.6.4	All deck officers have received formal BRM training which includes simulator training.	<b>4</b>	
5.1.6.5	Master uses opportunities on vessel to train officers and ratings in BRM principles.	<b>5</b>	Examples: shiphandling, debriefing after a passage, and critiquing team performance

5.1.7.0	<b>Helmsman and Lookout</b>		Ref: STCW A-VIII/2, part 3-1; 46 CFR 15.1109 (Verify by checking logs, standing orders)
5.1.7.1	SMS has no formal watch composition requirements.	<b>1 B</b>	STCW, 46CFR 97.27& 97.16
5.1.7.2	SMS watch composition requirements do not include a separate lookout in restricted/ congested waters, or in restricted visibility.	<b>2</b>	
5.1.7.3	Lookout and helmsman are separate and helmsman is not relied upon as a principal lookout when steering or on autopilot.	<b>3</b>	
5.1.7.4	Familiarization training for helmsmen includes job specific training in emergency steering procedures from the helm.	<b>4</b>	
5.1.7.5	Helmsman and lookout are included in the bridge team briefing and debriefing.	<b>5</b>	

5.2.0.0	<b>DECK PROCEDURES</b>		
5.2.1.0	<b>Ground Tackle Readiness</b>		Ref: ISM, STCW, and 33 CFR 164.11 (Verify by checking logs, standing orders)
5.2.1.1	Anchors not ready for use in WA waters.	<b>1 B</b>	
5.2.1.2	SMS requires anchors to be ready but vessel not following SMS.	<b>2</b>	
5.2.1.3	Anchors cleared and ready to drop before sea buoy, if safe to do so.	<b>3</b>	
5.2.1.4	Person standing by at focsle to drop anchor.	<b>4</b>	Required in Columbia River
5.2.1.5	Anchor brake and associated equipment is considered critical equipment in the PMS.	<b>5</b>	Check PMS records

**CARGO AND PASSENGER VESSEL BOARDING CHECKLIST v.8.0 (ECY 050-38)**

No.	SUBJECT	RATE	REMARKS
5.2.2.0	<b>Anchor Watch</b>		Ref: STCW A-VIII/2, par. 51; 33 CFR 164.19 (Verify by charts, logs, standing orders)
5.2.2.1	Qualified and English speaking anchor watch on bridge. Officer of the Watch available by radio at all times. Second anchor not ready for letting go.	<b>1 B</b>	33USC1221
5.2.2.2	Officer of the Watch not required on bridge at all times, but is assigned to roving watch at least. Second anchor ready.	<b>2</b>	VHF Channel 5A or 14 (as applicable) for USCG VTS Puget Sound and Channel 13 for bridge-to-bridge navigation safety communications
5.2.2.3	Officer of the Watch is on bridge at all times continuously monitoring vessel's position and VHF.	<b>3</b>	Harbor Safety Committees have anchoring guidelines which the master should be aware of and following Ship positions manually plotted, swing circle determined, and electronic equipment set to alarm if vessel drags anchor
5.2.2.4	SMS has detailed procedures for master to follow when anchoring in poor weather, rivers, or along dangerous coastlines.	<b>4</b>	During gale warnings maintain a listening watch on the VTS working frequency, put the propulsion plant on standby, and be ready to provide immediate propulsion and maneuver.
5.2.2.5	When actual Storm Force Winds are occurring, Master is in the wheelhouse and vessel ready to get underway.	<b>5</b>	
5.2.2.6	Element is not applicable to this vessel.	<b>N/A</b>	N/A to State car ferries

5.2.3.0	<b>Safety Patrol</b>		Ref: STCW A-VIII/2, part 4, par. 90 (in port); SOLAS, Ch. II-2, reg. 40 (p/v only). (Verify by checking logs, standing orders)
5.2.3.1	Safety patrol rounds not required on a regularly scheduled basis.	<b>1 C</b>	
5.2.3.2	Safety patrol rounds conducted during hours of darkness but not conducted during daytime working hours.	<b>2</b>	
5.2.3.3	Safety patrol rounds conducted at least once per watch (or every four hours) 24 hours per day, in port, at anchor, and at sea.	<b>3</b>	
5.2.3.4	Above plus crew members making rounds receive appropriate training and designated routes/spaces.	<b>4</b>	Training includes instruction to first notify the OOW before attempting corrective action
5.2.3.5	Above plus additional vessel monitoring devices used.	<b>5</b>	Camera surveillance, motion sensors, other, specify:

5.3.0.0	<b>EMERGENCY PREPAREDNESS</b>		
5.3.1.0	<b>Emergency Towing</b>		Ref: SOLAS, Ch.II-1, reg. 3-4 ('96 amendments). (Check designated equipment for condition)
5.3.1.1	No emergency towing plan or booklet.	<b>1 C</b>	
5.3.1.2	Generic (but not ship-specific) emergency towing procedures not meeting IMO Guidelines.	<b>2</b>	
5.3.1.3	Emergency towing plan meets IMO Guidelines and drills are conducted twice annually.	<b>3</b>	Ship specific emergency towing plan booklet maintained on bridge, ships office and foscle
5.3.1.4	IMO compliant plan with drills plus dedicated emergency tow wire onboard.	<b>4</b>	
5.3.1.5	IMO compliant plan with drills plus functional, readily deployable emergency towing package maintained on one or both ends of ship.	<b>5</b>	
5.3.1.6	Element is not applicable to this vessel.	<b>N/A</b>	Required on cargo ships built after Jan 1, 2010 and passenger ships. For cargo ships constructed before Jan 1, 2010, implementation date is Jan 1, 2012.

**CARGO AND PASSENGER VESSEL BOARDING CHECKLIST v.8.0 (ECY 050-38)**

No.	SUBJECT	RATE	REMARKS
5.3.2.0	<b>Emergency Procedures</b>		Ref: SOLAS, Ch. III, reg. 8 and 37 ('96 amendments); ISM Code, par. 8; 33 CFR 164.25(d); 46 CFR 97.13 (US only) (Verify by standing orders, manuals, station bill)
5.3.2.1	Minimum Station Bill covering only Fire & Boat.	<b>1 C</b>	
5.3.2.2	Minimum but fewer procedures than a level 3.	<b>2</b>	
5.3.2.3	Station bill and procedures for most common emergencies.	<b>3</b>	<b>Procedures for:</b> fire, abandon ship, oil spill, man overboard, collision, grounding, structural failure, loss of propulsion, loss of steering, loss of electrical power, gyro malfunction, emergency towing, loss of bridge throttle control, confined space rescue, flooding, heavy weather and helo operations.
5.3.2.4	Station bill and procedures for conditions specified above plus Emergency Squads and dedicated Rescue Boat(s).	<b>4</b>	
5.3.2.5	Above plus documented use of emergency checklists/procedures during drills.	<b>5</b>	

5.4.0.0	<b>OIL TRANSFER PROCEDURES</b>		Ref: 33 CFR 155.720, 155.730, 155.750, 156.150 and 151.25 (Verify by Oil Record Book, Logs, Operating Manuals)
5.4.1.0			
5.4.1.1	Oil Transfer Procedure does not meet CFR requirements.	<b>1 A</b>	<b>Bunker packet information left onboard: Y / N</b>
5.4.1.2	Oil Transfer Procedures meet CFR requirements including internal transfers.	<b>2</b>	<b>OTP must</b> be in language understood by crew and be posted. It must list: each product transferred; describe the transfer system and have a line diagram; description and procedure for emptying the discharge containment system, number of persons required; duties by title; assignments for tending the moorings.  Procedures for: emergency shutdown; communications; topping off tanks, ensuring valves closed when completed; reporting discharges to water.
5.4.1.3	SMS Oil Transfer Procedures/checklists exceed CFR minimum standards.	<b>3</b>	Face to face pre-transfer conference, team training, ensuring work/rest hours met, transfer plan including tanks, levels, sequence, sounding and topping off procedures
5.4.1.4	Previous plus procedures incorporate WAC 317-40.	<b>4</b>	
5.4.1.5	Previous plus electronic gauging system with monitor in Engine Control Room.	<b>5</b>	Actual soundings should be used with electronic system as backup

5.5.0.0	<b>STABILITY CALCULATIONS &amp; CARGO PLANNING</b>		Ref: SOLAS, Ch. VI, reg. 7 ('96 amendments); 46CFR78.17-22, 97.11-12 (Verify by inspecting records)
5.5.1.0			
5.5.1.1	No calculations or pre-planning done.	<b>1 B</b>	
5.5.1.2	Final calculations only done. Incomplete/ inadequate pre-plan prepared.	<b>2</b>	
5.5.1.3	Stability/loading reviewed each watch. Complete pre-plan/intermediate plan.	<b>3</b>	Plan Elements: transverse stability, longitudinal hull stress, sheer forces, bending moments, and ballasting.
5.5.1.4	Stability known by all deck officers. Frequent updates of load/discharge operation.	<b>4</b>	
5.5.1.5	Previous plus electronic systems & stress verifications performed; shift updates.	<b>5</b>	
5.5.1.6	Element is not applicable to this vessel.	<b>N/A</b>	N/A to State Car Ferries

**CARGO AND PASSENGER VESSEL BOARDING CHECKLIST v.8.0 (ECY 050-38)**

No.	SUBJECT	RATE	REMARKS
-----	---------	------	---------

6.0.0.0 ENGINEERING PROCEDURES/SPACES			
6.1.0.0 6.1.1.0	<b>MACHINERY AND SPACES</b>		Ref: SOLAS, Ch. I, reg. 11; SOLAS, Ch. III, regs. 20 and 36 ('96 amendments); ISM Code, par. 10.
6.1.1.1	Appears to be in serious condition, must be repaired before vessel can depart. MARPOL/ SOLAS violations.	1 A	
6.1.1.2	Need for more pro-active maintenance. Some equipment not functioning.	2 B	<i>Details:</i>
6.1.1.3	Condition appears to be commensurate with age and service.	3	
6.1.1.4	Appears to be in better than average condition.	4	
6.1.1.5	Appears to be in excellent, like new condition.	5	

6.2.0.0 6.2.1.0	<b>ENGINEERING WATCH PRACTICES</b>		Ref: STCW A-VIII/2, part 3-2
6.2.1.1	No formal organizational guidance, plans or procedures or language communications barrier for verbal or written guidance.	1 A	
6.2.1.2	General Standing Orders posted in Control Room and/or Engine Room.	2 C	
6.2.1.3	Complete current standing orders posted, including watch responsibilities for all equipment.	3	Orders include: watch conditions & composition, communication, duties & authorities, procedures & responsibilities, emergency response, watch relief, and inspection/maintenance/operation of critical equipment
6.2.1.5	Above plus extensive guides, workbooks, sounding logs.	4	
6.2.1.4	Engineroom Resource Management (ERM) system in place.	5	Guidance on proper normal and emergency procedures with checklists available and properly utilized.

6.3.0.0 ENGINEERING OPERATING PROCEDURES			
6.3.1.0	<b>Electrical Systems</b>		Ref: SOLAS, Ch. II-1, reg. 42 (p/v) and 43 (c/v); 33 CFR 164.25 (Verify by log entries, computer printouts, ops manuals)
6.3.1.1	Maneuver on only one generator or any generators are inoperable or untested.	1 A	
6.3.1.2	Only Emergency Diesel Generator tested & proven within 12 hours of transiting WA waters.	2 B	Generators changed to MDO for maneuvering? <b>Y/N</b> EDG on standby confirmed? <b>Y/N</b>
6.3.1.3	All generators tested and proven plus two main generators online for maneuvering.	3	Total # of generators ____ # of generators for bow thruster ____
6.3.1.4	Generators have automatic start/sync/load sharing.	4	
6.3.1.5	Automated and maneuver with 2 generators plus 3 <sup>rd</sup> generator on standby ready.	5	

**CARGO AND PASSENGER VESSEL BOARDING CHECKLIST v.8.0 (ECY 050-38)**

No.	SUBJECT	RATE	REMARKS
-----	---------	------	---------

6.3.2.0	<b>Engine Room (E/R) Crewing</b>		Ref: STCW A-VIII/2, part 3-2 (Verify by log entries, standing orders, ops manuals)
6.3.2.1	Unattended during maneuvering.	<b>1 B</b>	
6.3.2.2	Only regular watchstanders in Engine Room while maneuvering in Washington waters.	<b>2 C</b>	
6.3.2.3	Engine Room and Control Room manned by two Engineers and one rating while in WA waters.	<b>3</b>	
6.3.2.4	Above plus Unattended Machinery Spaces (UMS) automated engine room with bridge control used.	<b>4</b>	UMS <b>Y / N</b> Control room outside engine room? <b>Y / N</b>
6.3.2.5	Automated plus Engine room Resource Management (ERM) system in place and being followed.	<b>5</b>	Guidance on proper normal and emergency procedures with checklists available and properly utilized.

6.3.3.0	<b>Steering Gear Flat</b>		Ref: SOLAS, Ch. V, reg. 19-2; 33 CFR 164.11(t) and 164.25 (Verify by log entries, standing orders, ops manuals)
6.3.3.1	System malfunctioning or vessel failed to conduct CFR required testing.	<b>1 A</b>	CFR Testing: Test system alarms, swing and operate both pumps
6.3.3.2	Operating procedures inadequate.	<b>2 A</b>	List inadequacies:
6.3.3.3	Tests conducted per CFR and hourly rounds made while underway in WA waters.	<b>3</b>	Look for effective emergency procedures posted, legible and in common language plus telephone directory or dedicated phone.
6.3.3.4	Above plus video monitoring in ECR/bridge.	<b>4</b>	
6.3.3.5	Above plus manned by competent person.	<b>5</b>	

6.3.4.0	<b>Fuel Oil Systems</b>		Ref: SOLAS, Ch. II-1, reg. 15 (Verify by checking logs, computer printouts)
6.3.4.1	Fuel oil system is not checked or made ready prior to transiting WA waters.	<b>1 B</b>	Interview engineer and check pre-arrival/departure checklists.
6.3.4.2	Backup pump in standby mode, settler and service tanks are full.	<b>2 C</b>	
6.3.4.3	Above plus backup pump and fuel system inspected or tested ready for immediate use before transiting WA waters.	<b>3</b>	No more than 12 hours prior to entry/departure Pumps, fuel tank levels and temperatures, Viscosity/temp controls Separate main engine and aux gen fuel systems <b>Y / N</b>
6.3.4.4	Above plus automated fuel system monitoring in ECR.	<b>4</b>	Computer display & control of fuel system
6.3.4.5	Engine Resource Management procedures & checklists include fuel system changeover.	<b>5</b>	

6.3.5.0	<b>Lube Oil Systems</b>		Ref: SOLAS, Ch. II-1, reg. 15 (Verify by checking logs, computer printouts)
6.3.5.1	Back-up lube oil pump untested.	<b>1 B</b>	Interview engineer and check pre-arrival/departure checklists.
6.3.5.2	Backup pump in standby mode but operation & alarms tested at regular machinery changeover only.	<b>2 C</b>	
6.3.5.3	Above plus backup pump and lube system inspected or tested ready for immediate use before transiting WA waters.	<b>3</b>	No more than 12 hours prior to entry/departure.
6.3.5.4	Above plus automated lube system monitoring in ECR.	<b>4</b>	Computer display & control of lube oil system
6.3.5.5	Engine Resource Management procedures & checklists include main & aux lube oil systems.	<b>5</b>	

**CARGO AND PASSENGER VESSEL BOARDING CHECKLIST v.8.0 (ECY 050-38)**

No.	SUBJECT	RATE	REMARKS
-----	---------	------	---------

6.3.6.0	<b>Fuel and Lube Oil Strainers</b>		Ref: SOLAS, Ch. II-1, reg. 15 (Verify by checking logs, computer printouts)
6.3.6.1	Evidence of strainers unclean/clogged or not maintained.	<b>1 B</b>	Interview engineer and check pre-arrival/departure checklists.
6.3.6.2	Strainers not confirmed clean before entry and departure.	<b>2 C</b>	
6.3.6.3	Strainers cleaned within 12 hours prior to entry/departure.	<b>3</b>	Pulled and cleaned or cleaning cycle run
6.3.6.4	Vessel has functioning automatic self cleaning fuel and lube oil strainers.	<b>4</b>	
6.3.6.5	Engine Resource Management procedures and checklists include oil strainers.	<b>5</b>	

6.3.7.0	<b>Cooling Water (CW) System</b>		(Verify by logs, computer printouts)
6.3.7.1	Primary and back up circulating and CW pumps not lined up or are untested.	<b>1 B</b>	Interview engineer and check pre-arrival/departure checklists.
6.3.7.2	Backup pump in standby but pump and system tested at regular machinery changeover only.	<b>2 C</b>	
6.3.7.3	Above plus backup pump & cooling system inspected or tested ready for use before transiting WA waters.	<b>3</b>	No more than 12 hours prior to entry/departure.
6.3.7.4	Above plus automated cooling systems monitoring in ECR.	<b>4</b>	Computer display & control of lube oil system
6.3.7.5	Engine Resource Management procedures and checklists include CW systems.	<b>5</b>	Seawater – Low temp – High temp – Aux CW systems

6.3.8.0	<b>Start/Control Air System</b>		(Verify by logs, computer printouts)
6.3.8.1	Control and Start air system not verified fully functional for maneuvering.	<b>1 B</b>	Interview engineer and check pre-arrival/departure checklists.
6.3.8.2	System lined up but untested within 12 hours of maneuvering.	<b>2 C</b>	
6.3.8.3	Control and start air system inspected or tested ready for use before transiting WA waters.	<b>3</b>	No more than 12 hours prior to entry/departure.
6.3.8.4	Above plus system control air drier.	<b>4</b>	
6.3.8.5	Engine Resource Management procedures & checklists include control/ starting air systems.	<b>5</b>	

<b>7.0.0.0</b>	<b>DECK</b>		
7.1.0.0 7.1.1.0	DECK		Ref: SOLAS, Ch. I, reg. 11 and Ch. II-1, reg. 3-1 ('96 amendments)
7.1.1.1	Serious deterioration of hull, piping, fittings and/or structural members. MARPOL/SOLAS violations.	<b>1 A</b>	
7.1.1.2	Attention needed to hull and/or structure.	<b>2 C</b>	
7.1.1.3	Condition appears to be commensurate with age and service.	<b>3</b>	
7.1.1.4	Appears to be in generally good condition.	<b>4</b>	

