



Lloyd's  
Register

Working together  
for a safer world

# Port state inspections pocket checklist Revision 3

Reducing the risk of port state control detentions

In conjunction with: **UK P&I CLUB** 



# Introduction

In conjunction with an industry partner, the UK P&I Club, we have compiled this checklist following analysis of deficiencies found by port state control (PSC) officers on ships classed by Lloyd's Register (LR).

**To help reduce the risk of your ship being detained we strongly recommend that you include, as a minimum, the items on page 4 as part of your final checks before voyage and port entry. These checks will help to ensure that the items continue to conform to international convention requirements. It is strongly advised that all other items in this checklist are checked on an ongoing basis.**

For convenience, the deficiencies have been listed by distinct areas on a ship. This means that each crew member can take responsibility for their own area. The checklist is re-usable.

This is the first in our series of pocket checklists to help you comply with international convention requirements. For information about the other checklists in the series please visit **[www.lr.org/psc](http://www.lr.org/psc)** or **[www.ukpandi.com](http://www.ukpandi.com)**

Latest news on classification and regulatory matters which affect you, including port state control, is published in our Class News bulletins. To subscribe to this service go to **[www.lr.org/classnews](http://www.lr.org/classnews)**

Lloyd's Register Group Limited, its affiliates and subsidiaries and their respective officers, employees or agents are, individually and collectively, referred to in this clause as 'Lloyd's Register'. Lloyd's Register assumes no responsibility and shall not be liable to any person for any loss, damage or expense caused by reliance on the information or advice in this document or howsoever provided, unless that person has signed a contract with the relevant Lloyd's Register entity for the provision of this information or advice and in that case any responsibility or liability is exclusively on the terms and conditions set out in that contract.

# Are you prepared for a port state control inspection?

PSC Officers always commence their inspection in the Master's office. It is essential that certification is up-to-date, original and valid. All other necessary documents and manuals should, where required, be approved and on board.

If equipment is broken or missing, or the ship has suffered damage en-route, the Master must notify the port authorities prior to port entry. If the port authorities are informed of the problem and of any permanent or temporary remedies agreed with the flag administration, the vessel should not be detained. However, if notice is not given before entry, the port state has clear grounds for inspection, possibly leading to a detention.

**If your ship is detained, or appears to be in the process of being detained, you should contact the nearest Lloyd's Register office immediately for assistance.**

The major PSC organisations publish their criteria for targeting a ship on their web sites. Ship owners and operators should use these criteria to calculate the risk profile of their ships.

Paris MOU – [www.parismou.org](http://www.parismou.org)

Tokyo MOU – [www.tokyo-mou.org](http://www.tokyo-mou.org)

USCG – <http://homeport.uscg.mil/mycg/portal/ep/home.do>

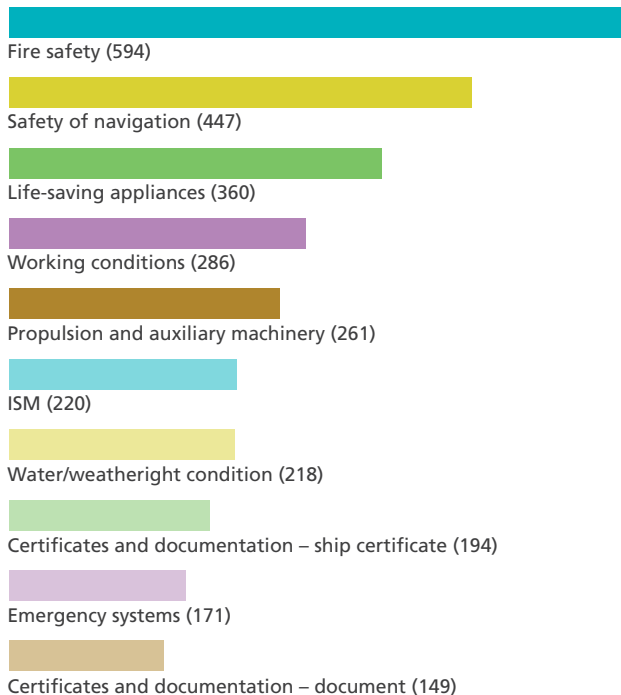
Other MOUs include Abuja, Black Sea, Caribbean, Indian Ocean, Mediterranean, Riyadh and Vina del Mar.

A ship operator may disagree with the findings of the PSC authority and the majority of the regional PSC organisations have guidelines on how to appeal against a detention. These can also be found on the above websites.

**The 2012 edition of IMO Procedures for Port State Control also provides guidelines on detentions. [ISBN: 978-92-801-1550-5]**

# Most common deficiencies

Below are the most common deficiencies (by number) found by PSC officers on LR classed ships during the period 2012 – 2014.



# 1. Master's office/responsibilities

- Certificates, documents and records**
  - all trading certificates, documents and records available, in date, appropriately completed and approved, as required
- Standards of Training, Certification and Watchkeeping (STCW)**
  - all personnel appropriately certificated with documents available
- Records of rest hours**
  - all available and up to date
- Minimum Safe Manning Document**
  - up to date and original copy available
- International Safety Management (ISM) emergency preparedness**
  - drills to be carried out regularly and effectively with documented evidence
- International Ship and Port Facility Security (ISPS)**
  - records and arrangements in accordance with requirements
- Shipboard Oil Pollution Emergency Plan (SOPEP)**
  - approved and up to date with contact details included

## Notes:

1. Photographic records, with dates, provide good evidence of drills being regularly held.
2. IMO MSC.1/Circ.1206 provides guidance on 'Measures To Prevent Accidents With Lifeboats'.

## 2. Bridge area

1.  **Charts**
  - valid, up to date and as required for the voyage
2.  **Nautical publications**
  - all available, appropriately completed and approved, as required
3.  **Magnetic compass**
  - easily readable and correctly adjusted (deviation card)
4.  **Lights, shapes, sound-signals**
  - in working order
5.  **Echosounder**
  - in working order
6.  **Global Maritime Distress and Safety System (GMDSS)**
  - in working order and reserve sources of power fully charged
7.  **Emergency Position Indicating Radio Beacon (EPIRB)**
  - in working order; updated maintenance records available
8.  **Fire detection cabinet**
  - alarms in working order

### **Note:**

If the echosounder is not functioning, ensure that a flag administration exemption has been received and is on board.

### 3. Life-saving appliances

- Lifeboats**
  - structure sound
- Lifeboat engines**
  - can start without difficulty
- Lifeboat inventory**
  - all as required and in date
- Lifeboat davits**
  - well maintained and in good working order
- Emergency lighting and batteries**
  - in place and functioning correctly
- Lifejackets**
  - correct number, correct location, with appropriate marking and in good condition
- Lifebuoys**
  - correct number, correct location, with appropriate marking and in good condition
- Inflatable liferafts**
  - clear of obstructions
  - weak link correctly positioned
  - hydrostatic release in date
- Embarkation arrangements for survival craft**
  - all in order as per requirements

#### Notes:

1. Engine must be able to start without 'magic spray' (engine spray).
2. It is recommended that decks at embarkation areas have a non-skid coating.

### 3. Life-saving appliances – continued



A correctly mounted Hydrostatic Release Unit (HRU) on an inflatable liferaft



An incorrectly mounted HRU on an inflatable liferaft. The painter should be attached to the HRU



## 4. Accommodation

1.  **Fire doors**
  - able to close tight and in good condition
2.  **Fire fighting equipment**
  - available, in place and in good working order
3.  **Fire control plan**
  - in place and up to date
4.  **Signs, indications  
(weathertight doors, fire detectors, fire dampers, ventilation)**
  - all in place and as required
5.  **Emergency lighting and batteries**
  - functioning correctly and in place
6.  **Sanitary facilities**
  - equipment in place, clean and functioning correctly



Sanitary facilities  
not fit for use

## 5. Deck area

- Decks**
  - well-maintained and not corroded, holed or wasted
- Railings and cat walks**
  - well-maintained and not corroded, holed or wasted
- Cargo and other hatchways**
  - weathertight
  - covers are in good condition
  - securing devices are in place and adequate
- Weathertight doors**
  - in good condition and securing correctly
- Ventilators, air pipes and casings**
  - clearly marked and in good working condition
- Winches, capstans and anchoring devices**
  - clearly marked and in good working condition
- Fire dampers, quick-closing devices and means of control**
  - clearly marked, easy to operate and corrosion-free
- Fire fighting equipment and appliances**
  - available, in place and in good working order with valid recharge date marked where appropriate
- Fixed fire extinguishing installation**
  - bottles correctly serviced and dated; release mechanisms in good condition and in place
- Rescue boats**
  - all in order as per requirements

## 5. Deck area – continued



A wasted engine room fire damper



A hole in a main deck – found masked with tape painted red

### Notes:

1. Corroded or non-operable fire dampers are one of the most common detaining items.
2. The condition of the hatchway covers and their closing devices are always checked during PSC inspections.

## 6. Working spaces

1.  **Emergency fire pump**
  - starts easily
  - delivers sufficient pressure at hoses
2.  **Emergency generator**
  - can be operated easily and connected to the switchboard
3.  **Lighting**
  - is adequate
4.  **Safe means of access**
  - is adequate

## 7. Engine room

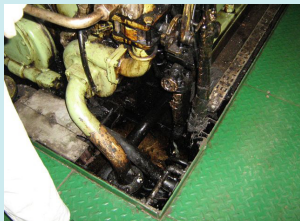
- Cleanliness**
  - clean, no oil leaks, clean bilges and tank tops and no oily rags
- Retention of oil on board**
  - correct tanks are being used and are emptied at port facilities
- Jacketed piping system for high pressure fuel lines**
  - approved system in place
  - leak tank alarm in working order
- Oil filtering equipment (oily water separator)**
  - working correctly, no illegal pipes
- 15 ppm alarm arrangements**
  - functioning as required
- Propulsion main engine**
  - all components functioning correctly
- Auxiliary engines**
  - all in working order
- Oil record book**
  - data correctly entered and entries up-to-date
- Fire pumps**
  - in working order with adequate pressure
- Steering gear**
  - functioning correctly

## 7. Engine room – continued

11.  **Signs, indications (weathertight doors, fire detectors, fire dampers, ventilation)**
  - all in place and as required
12.  **Emergency lighting and batteries**
  - functioning correctly and in place
13.  **Fire fighting equipment**
  - available, in place, in good working order with valid recharge date marked where appropriate
14.  **Watertight doors**
  - in good condition, securing correctly and (where applicable) capable of being closed remotely



Illegal pipe – sludge pump  
to overboard



A leaking auxiliary engine

## 8. Appendix – port state control target criteria

The targeting of a ship by PSC Officers is mostly determined by the questions listed below. If you answer “yes” to some or all of these questions the likelihood of your ship being inspected will increase.

1.  Is your ship registered with a flag on the MOU black list of flags?
2.  Are your ship's classification certificates issued by a 'non-recognised organisation'?
3.  Is your ship more than 10 years old?
4.  Has your ship's flag administration NOT ratified all conventions?
5.  Is your recognised organisation's class deficiency ratio above average?
6.  Has your ship NOT entered a port in the region during the last 12 months?
7.  Has your ship NOT been inspected in the last 6 months?
8.  Have any deficiencies been found during port state control inspections of your ship within the last 12 months?
9.  Has your ship been detained during the last 12 months (one or more detentions significantly increases the likelihood of an inspection)?
10.  Are there outstanding deficiencies from the last inspection of your ship?

Lloyd's Register (LR) is a global engineering, technical and business services organisation wholly owned by the Lloyd's Register Foundation, a UK charity dedicated to research and education in science and engineering. Founded in 1760 as a marine classification society, LR now operates across many industry sectors, with over 9,000 employees in 78 countries. LR has a long-standing reputation for integrity, impartiality and technical excellence. Our compliance, risk and technical consultancy services give clients confidence that their assets and businesses are safe, sustainable and dependable.

Lloyd's Register and variants of it are trading names of Lloyd's Register Group Limited, its subsidiaries and affiliates. Copyright © Lloyd's Register Group Limited, 2015. A member of the Lloyd's Register group.

To order additional copies of this pocket checklist and others in the series, please visit [www.lr.org/psc](http://www.lr.org/psc)

**Lloyd's Register EMEA**  
T +44 20 7709 9166  
E [emea@lr.org](mailto:emea@lr.org)

**Lloyd's Register Asia**  
T +852 2287 9333  
E [asia@lr.org](mailto:asia@lr.org)

**Lloyd's Register Americas, Inc.**  
T +1 281 675 3100  
E [americas@lr.org](mailto:americas@lr.org)

One of the world's largest P&I mutuals, the UK P&I Club currently insures around 225 million gross tons of owned and chartered ships in 60 countries.

The Club publishes loss prevention material through a wide range of media on topics such as hazardous cargo in containers, human error, personal injury and maritime security.

The full range of Club activities can be viewed at [www.ukpandi.com](http://www.ukpandi.com)

**London**  
T +44 20 7283 4646

**Hong Kong**  
T +852 2832 9301

**New Jersey**  
T +1 201 557 7300

**Piraeus**  
T +30 210 429 1200

**Tokyo**  
T +81 3 5442 6110

E [lossprevention.ukclub@thomasmiller.com](mailto:lossprevention.ukclub@thomasmiller.com)