

## ANNUAL SURVEY CHECKLIST FOR BULK CARRIER

**Ship Name:**

**Report No.:**

**I.R. No.:**

### DOCUMENTATION

**APPROVED TRIM & STABILITY INFORMATION**

Confirmation of availability of trim and stability booklet approved by administration. (IRS Rules, Part 3, Ch.1, Cl. 1.4)

**FIRE CONTROL PLANS**

Verification of proper posting of fire control plans (including duplicate sets permanently stored in a prominently marked weather tight enclosures outside deckhouse)

**LOADING MANUAL**

*Verified that vessel has an approved Loading Manual.* (IRS Rules, Part 3, Ch. 5, Cl.1.3)

**LOADING INSTRUMENT**

Availability of an approved loading instrument together with its operational manual and verification of test cases. (IRS Rules, Part 3, Ch. 5, Cl. 1.3)

**STEERING GEAR ENTRIES REQUIRED BY SOLAS/FLAG**

Verification of entries made in the ship's log for departure Steering checks & Emergency Steering drills.

**DAMAGE STABILITY**

Availability of damage stability information. (Cargo vessel > 80 m length after 10/07/08 and length > 100 m from 01/02/1992)

**ESP DOCUMENT**

Availability of ESP documents on board

**STATUTORY CERTIFICATES**

Valid Statutory certificates available on board.

**DAMAGE CONTROL PLANS**

Verification that damage control plans are available

Applicable to all passenger vessels and for cargo vessels greater than 500 GT and constructed on or after 1st Feb 1992)

**MANOEUVRING BOOKLET**

Confirming that the manoeuring booklet is on board and the manoeuring information is displayed on the navigation bridge.

**CARGO SECURING MANUAL**

Confirmation of availability of approved cargo securing manual.

Condition to be reported using number code as follows:

1. When examined found to be satisfactory and/or examined/tested satisfactory and/or confirmed arrangements exist in satisfactory condition. No repairs considered necessary this time.
2. Repairs now recommended and were carried out satisfactorily. After repairs found to be satisfactory and/or examined/ tested satisfactorily and/or confirmed arrangements exist in satisfactory condition.
3. Repairs now recommended and remain outstanding.
4. Opportunity to examine/test was not provided this time. Remains outstanding.

**THE SHIP STRUCTURE ACCESS MANUAL**

Examining the Ship Structure Access Manual of bulk carriers of 20,000GT and over. (Constructed on or after 1<sup>st</sup> Jan. 2006)

**CONSTRUCTION DRAWINGS MAINTAINED ON BOARD**

Confirming that structural alterations performed, if any, have been approved by the classification society and reported on the as-built drawings kept on board (constructed on or after 1<sup>st</sup> Jan. 2007)

**CARGO SHIPS EXCEPT TANKERS**

Confirming, as far as practicable, that no changes have been made in the structural fire protection, examining any manual and automatic fire doors and proving their operation, testing the means of closing the main inlets and outlets of all ventilation systems and testing the means of stopping power ventilation systems from outside the space served

**LOADING/UNLOADING BOOKLET**

Confirming, for bulk carriers, that the loading/unloading booklet required in SOLAS regulation VI/7 is on board

Confirming, for bulk carriers with restrictions imposed with respect to the carriage of cargoes with a density of 1,780 kg/m<sup>3</sup> above, that a triangle is permanently marked at midship

**EMERGENCY TOWING PROCEDURES**

Confirm that ship specific emergency towing procedures available on board.

**FOR VESSELS SUBJECT TO IMO PSPC**

Confirmation that the maintenance, repair and partial recoating of dedicated ballast tanks and double side skin spaces, as appropriate, are recorded in the coating technical file. (IRS Rules Part 1 Ch.2, Cl 2.2.2.22)

**OWNER'S INSPECTION AND MAINTENANCE OF CARGO HATCH COVERS**

Confirmation that vessel is provided with maintenance plan for cargo hatch covers and coamings and record maintained for the inspection, maintenance and replacement of components.

**PROTECTIVE COATINGS OF DEDICATED SEA WATER BALLAST TANKS**

Confirmation when appropriate that the maintenance of the protective coating is included in the overall ship's maintenance scheme. (Applicable for bulk carriers constructed on or after 1 July 1998 not subject to IMO PSPC)

**CLASS CERTIFICATE**

Confirmation that the Class annual/Intermediate/renewal\* survey completed satisfactorily and Class Certificate endorsed/interim certificate issued\* on .....

**WEATHER DECK**

**FIRE DOORS AND CONTROLS**

Operation of manual/automatic fire doors, no holding back arrangements exist

**ANCHORING & MOORING EQUIPMENT**

Anchoring equipment & mooring equipment

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<p><b>SOUNDING PIPES</b></p> <p>Sounding pipes, including self closing devices on short sounding pipes</p>
<p><b>HATCHWAYS</b></p> <p>Examination and testing of hatchways (Access hatch) on freeboard and superstructure decks including efficient condition of closing appliances, side bow and stern doors, flush deck scuttles, ash shoots and other openings</p>
<p><b>WEATHER DECKS</b></p> <p>Examination of weather decks, ships side plating above water line.</p>
<p><b>FREEBOARD MARKS</b></p> <p>Verification of freeboard marks</p>
<p><b>VENTILATORS</b></p> <p>Examination and or testing of ventilators including efficiency of their closing appliances</p>
<p><b>WINDOWS, SIDE SCUTTLES AND DEAD LIGHTS</b></p> <p>Examination and or testing of windows, side scuttles and dead lights</p>
<p><b>SCUPPERS, SANITARY DISCHARGES, VALVES AND CONTROLS</b></p> <p>Examination scuppers and sanitary discharges and valves together with valves and their control gear</p>
<p><b>SKYLIGHTS AND FIDDLEY OPENINGS</b></p> <p>Examination and or testing of skylights and fiddley openings including their closing appliances</p>
<p><b>EXPOSED CASINGS, DECK HOUSES, COMPANION WAYS AND SUPERSTRUCTURES</b></p> <p>Examination and / testing of exposed casings, deck houses, companionways and superstructure bulkheads including closing appliances</p>
<p><b>GUARD RAILS AND/OR BULWARKS</b></p> <p>Examination of the condition and arrangement, fittings &amp; appliances for timber deck cargo</p>
<p><b>WT BULKHEAD OPENINGS</b></p> <p>Watertight bulkheads penetrations examination as far as practicable for satisfactory condition, watertight doors in watertight bulkheads</p>
<p><b>MASTS AND STANDING RIGGING</b></p> <p>Masts, Derricks &amp; Crane columns including their standing rigging</p>
<p><b>WATER TIGHT DOORS AND CONTROLS</b></p> <p>Watertight doors in Water Tight bulkheads surveyed and local/remote controls including indicating lights and alarms</p>

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**COMPANIONWAYS**

Verification of Companionways and posting of appropriate notices.

**CLOSEUP/OVERALL EXAMINATION OF CARGO HATCH COVERS AND COAMINGS**

Cargo hatch covers and coamings including their closing appliances, stowage, fit including efficiency of closing in sealed condition & operation including hatch cover sets within the forward 25% of the ship's length and atleast one additional set, such that all sets on the ship are assessed at least once in every 5-year period, are to be surveyed open, closed and in operation to the full extent on each direction at each annual survey to the extent as per the requirement IRS Rules Part 1 Ch.2, Cl.2.2.2.2 to 2.2.2.7. Drainage channels and non return valves for cargo hatch to be specially examined. Above mentioned examination carried out for cargo hatch covers for Hold nos (1,2,3,4,5,...etc)/all.

**AIR PIPES**

Examination and or testing of air pipes including efficiency of their closing appliances, weld connection between Air pipes and deck plating.

Confirmation that vents from bunker tanks and ballast tanks (with cathodic protection) are equipped with flame screens.

**GANGWAYS & LIFELINES**

Examination of the condition and arrangement including portable fittings.

**FREEING PORTS**

Examination of the condition and arrangement including shutters and crew protection bars

**CORROSION PREVENTION OF SEAWATER BALLAST TANKS**

Confirming that the corrosion prevention system fitted to dedicated ballast water tanks of oil tankers and bulk carriers is maintained

**NEW INSTALLATION OF MATERIALS CONTAINING ASBESTOS**

Confirming that new equipment containing asbestos was not fitted on board since last survey.

**ACCESS TO AND WITHIN SPACES IN, AND FORWARD OF, THE CARGO AREA OF OIL TANKERS AND BULK CARRIERS**

Checking, when appropriate, the provision of means of access to cargo and other spaces in accordance with the arrangements in the Ship Structures Access Manual of bulk carriers of 20,000 G/T and over.

Confirming, when appropriate and as far as is practicable when examining internal spaces on bulk carriers of

20,000 G/T and over, that the means of access to cargo and other spaces remain in good condition.

**GANGWAY AND ACCOMODATION LADDER**

Satisfactory examination of various items pertaining to accommodation ladder, gangways, Davits, Winches. Verification of inspection and maintenance records. (IRS Rules Part 1 Ch.2, Cl.2.2.2.16 to 2.2.2.20)

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**INTERNAL SPACES**

Verification of the permanent means of access where appropriate of the internal spaces as far as practicable. (IRS Rules Part 1 Ch.2, Cl 2.2.2.21)

**UPGRADATION / REPAIR TO COATING**

Confirmation that maintenance, repair and partial recoating had been done as per manufacturer's specification using acceptable coating system, suitable surface preparation and adequate film thickness under the supervision of coating manufacturer's representative/coating inspector. These had been verified through stage/patrol inspection during survey and considered acceptable.

Note: Ballast tank for which coating condition was upgraded to "GOOD" this time during survey are to be listed in the "Remark" section.

**OXYGEN AND GAS DETECTION EQUIPMENTS**

Confirmation that, when transporting a bulk cargo which is liable to emit a toxic or flammable gas, or cause oxygen depletion in the cargo space, an appropriate instrument for measuring the concentration of gas or oxygen in the air is provided. Verification that instructions for use of such equipments incl. operation by crew are available.

**ADDITIONAL REQUIREMENTS:**

Additional Annual survey requirements for the foremost cargo hold. (IRS Rules Part 1 Ch.2, Cl 2.2.3)

**VESSEL AGE OVER 10 YEARS****CARGO HOLDS:**

Single skin/other Bulk carrier: close up survey of forward cargo hold and overall survey of all cargo holds.

Double skin bulk carrier: Overall survey of two selected cargo holds. Examination of all piping and penetrations in cargo holds including overboard piping.

**VESSEL AGE ABOVE 15 YEARS****CARGO HOLDS:**

Overall survey of all cargo holds, close-up examination of a selected cargo hold in addition to the forward cargo hold. All piping and penetrations in cargo holds, including overboard piping are to be examined.

**MACHINERY SPACES****MACHINERY AND BOILER SPACES**

Machinery, boilers and other pressure vessels, associated piping systems and fittings are so installed and protected as to reduce to a minimum any danger to persons on board, due regard being given to moving parts, hot surfaces and other hazards

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**FIRE/EXPLOSION HAZARDS**

i) Propulsion system and auxiliary machinery, boilers, all pressurized systems (steam, pneumatic, hydraulic) and their associated fittings were examined to see whether they are being properly maintained and with particular attention to the fire and explosion hazards

ii) Verification that oil / water leakages, accumulation of oil, with potential source of ignition does not exist in the machinery spaces. Leakages if any have been dealt and source of leakages rectified.

iii) Confirmation that floor plates & gratings are secured and found to be in order.

**STEERING GEAR**

All main and auxiliary steering arrangements and their associated equipment and control systems were examined and tested. Confirmation that various alarms required for hydraulic power operated, electric and electro-hydraulic steering gears are, operating satisfactorily and that the recharging arrangements for hydraulic power operated steering gears are being maintained. Log entries made in accordance with statutory requirements were verified where applicable

**MEANS OF COMMUNICATION**

All means of communication between the navigating bridge and the machinery control positions including engine room telegraph, as well as the bridge and the main / alternative steering position, if fitted, are tested. Where ships having emergency steering positions there are means of relaying heading information and, when appropriate, supplying visual compass readings to the emergency steering positions. Confirmation that means of indicating the angular position of the rudder are operational

**BOILERS AND PRESSURE VESSELS**

Periodical Surveys of boilers and other pressure vessels have been carried out as required by the Rules and the safety devices have been tested. External visual examination. External examination of boilers including test of safety & protective devices and test of safety valve using it's relieving gear. For exhaust gas economizers, review of engine log book to verify that Chief Engineer has tested the safety valves at sea within the window period of Annual Survey

**REMOTE CONTROLS**

Means for the operation of the main and auxiliary machinery essential for propulsion and the safety of the ship, including when applicable, the means of remotely controlling the propulsion machinery from the navigating bridge and the arrangements to operate the main and other machinery from a machinery control room

**BILGE PUMPING ARRANGEMENT**

Examination of the bilge pumping systems and bilge wells including operation of each bilge pump (including hand pumps and eductors), extended spindles and level alarms, where fitted. Operational confirmation of emergency bilge suction and bilge-pumping system for each watertight compartment and drainage from enclosed cargo spaces situated on freeboard deck. Examination & test of water ingress detection alarm system for cargo holds. (IRS Rules Part 1 Ch.2, Cl 2.2.4.21)

**FIRST START ARRANGEMENT**

Operational confirmation of the means provided to bring the machinery into operation from the dead ship condition without external aid.

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**NORMAL OPERATION OF PROPULSION MACHINERY**

Confirming that the normal operation of the propulsion machinery can be sustained or restored even though one of the essential auxiliaries becomes inoperative (IRS Rules Part 1 Ch.2, Cl 2.2.4.4)

**AUTOMATION**

General Examination of automation equipment. Operation of safety devices, bilge level detection and alarm systems and control systems. Operational confirmation of the engineer's alarm that it is clearly audible in the engineer's accommodation

**SCHEDULE OF BATTERIES**

Schedule of batteries for essential and emergency services available on board and maintenance being done as per this schedule.

**FORWARD SPACE / TANK BILGE PUMPING SYSTEMS**

Examination and test of the pumping systems for draining and pumping ballast tanks forward of the collision bulkhead and bilges of dry spaces any part of which extends forward of the foremost cargo hold and of their controls. (IRS Rules Part 1 Ch.2, Cl 2.2.4.22)

**SEA WATER PIPE EXPANSION JOINTS**

Examining visually the condition of any expansion joints in sea water system.

**MACHINERY SPACE VENTILLATION**

Confirmation that machinery space ventilation is in good working condition.

**TOWING AND MOORING EQUIPMENT**

Confirming that the towing and mooring equipment is properly marked with any restriction associated with its safe operation for ships constructed after 01/01/2007

**MACHINERY VERIFICATION RUNS**

Towards completion of Special/Continuous Survey of Machinery, trial of main & auxiliary machinery including the steering gear & controls carried out to confirm satisfactory operation (In afloat condition).

**SEA TRIAL**

In case of major repairs to main propulsion machinery or steering gear, confirmation that a sea trial has been carried out satisfactorily to confirm proper operation of the relevant machinery in all respects.

**ELECTRICAL INSTALLATION**

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**ELECTRICAL SYSTEM**

General examination visually and in operation, as feasible, of the main electrical machinery, the emergency sources of electrical power, the switch gear, other electrical equipment including the lighting system. The precautions provided against shock, fire and other hazards of electrical origin for proper maintenance

**EMERGENCY SOURCE OF POWER**

The operation of the emergency source(s) of electrical power, including their starting arrangement, the systems supplied, and when appropriate, their automatic operation as far as practicable

**FIREFIGHTING/PROTECTION ARRANGEMENTS****MAIN AND EMERGENCY FIRE PUMP**

Verification that each Fire pump (including starting and priming arrangements) is capable of producing the required two jets of water (whilst also permitting the simultaneous operation of foam system on tankers)

**FIREMAINS, HYDRANTS, HOSES, NOZZLES AND APPLICATORS**

Condition of fire main (no soft patches or doublers) together with flanges and valves, hydrants, hoses, nozzles, applicators, spanners, relief valves and international shore connection

**READINESS OF FIRE HYDRANTS, HOSES**

Each hose complete with couplings, nozzle (dual-purpose nozzles where applicable) and tools kept ready for use

**PORTABLE EXTINGUISHERS AND FOAM APPLICATORS**

Confirmation that portable fire extinguishers correspond to the fire control plan w.r.t. number, type and location and that when examined were in good condition, fully charged and ready for use.

**SPARE CHARGES**

Availability of spare charge/s for each portable extinguisher or additional portable extinguishers of the same type

**FIRE AND/OR SMOKE DETECTION SYSTEM**

Examine for proper functioning and possible testing.

**FIXED FIRE FIGHTING SYSTEM (MACHINERY SPACE, PAINT LOCKER, DEEP FAT COOKING ETC.)**

i) Examination of fixed fire fighting system controls, piping, instructions and marking. Checking for evidence of proper maintenance and servicing including date of last systems tests

ii) Verification with regard to correct positioning (for in service condition) of safety pins where used on cylinder head discharge valves for fixed fire fighting CO2 system are in accordance with manufacture's instruction manual.

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<p><b>REMOTE STOPPING OF FANS, OIL PUMPS, ETC</b></p> <p>Verify that the remote controls for stopping fans and machinery and shutting off fuel supplies in machinery spaces are in working order</p>
<p><b>CLOSING ARRANGEMENTS FOR SKYLIGHTS, FLAPS ETC</b></p> <p>Examination of closing arrangements of ventilators, funnel annular spaces, skylights, doorways and tunnel where applicable, including condition of operating mechanism e.g. wire ropes, hydraulic piping etc</p>
<p><b>FIREMAN'S OUTFITS &amp; EEBDS</b></p> <p>Verify that Fireman's outfits are complete and in good condition</p>
<p><b>FIRE DOORS &amp; CONTROLS</b></p> <p>Examination of any manual and automatic fire doors and proving their operations</p>
<p><b>MEANS OF ESCAPE</b></p> <p>Confirmation that the means of escape from accommodation, machinery and other spaces are satisfactory</p>
<p><b>GASEOUS FUEL FOR DOMESTIC PURPOSE</b></p> <p>Arrangements found in satisfactory condition.</p>
<p><b>GENERAL</b></p>
<p><b>HOUSE KEEPING</b></p> <p>i)Verification that general housekeeping / cleanliness in engine room, on deck, accommodation, hospital, galley, wash basins and toilets are satisfactory.</p> <p>ii)Confirmation that no loose drums and no heavy items without securing/lashing on deck.</p> <p>iii)Confirmation that Spare anchor where provided, its lashing bracket in good condition.</p>
<p><b>FLAG SPECIFIC REQUIREMENTS</b></p> <p>Confirmation that flag specific requirements/instructions, if any are complied with.</p> <p>Please Provide details in Remark section.</p>
<p><b>H.O. INSTRUCTIONS</b></p> <p>Confirmation that H.O. Instructions pertaining to this survey if any communicated separately, have been compiled with.</p> <p>Please Provide details in Remark section.</p>

## GUIDENCE NOTES

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1. **APPROVED TRIM & STABILITY INFORMATION:-** SOLAS 88 Amend / II-1 / Reg. 22.
2. **FIRE CONTROL PLANS:** - SOLAS Ch. II-2, Reg. 15, part E, Cl. 2.4
3. **STEERING GEAR ENTRIES REQUIRED BY SOLAS:** - SOLAS 99/00 Amend / V / Reg. 26
4. **DAMAGE STABILITY:** - SOLAS Ch. II Part B-1 reg 25.1
5. **DAMAGE CONTROL PLANS:** - SOLAS 88/90 Amend / II-1 / Reg. 22-1
6. **Manoeuvring Booklet:** - SOLAS 81 Amend / II-1 / Reg. 28
7. **CARGO SECURING MANUAL:** - SOLAS 01-03 Amend / VI / Reg. 5
8. **THE SHIP STRUCTURE ACCESS MANUAL:** - SOLAS 05 Amend / II-1 / Reg. 3-6
9. **CONSTRUCTION DRAWINGS MAINTAINED ON BOARD:** - SOLAS 05 Amend / II-1 / Reg. 3-7
10. **LOADING/UNLOADING BOOKLET:** - SOLAS 96-98 Amend / XII / Reg. 8
11. **CARGO SHIPS EXCEPT TANKERS:** - SOLAS 99/00 Amend / II-2 / Reg. 9.2.3
12. **TOWING AND MOORING EQUIPMENT :** - SOLAS 05 Amend / II-1 / Reg. 3-8
13. **CORROSION PREVENTION OF SEAWATER BALLAST TANKS:** - SOLAS 05 Amend / II-1 / Reg. 3-2
14. **ACCESS TO AND WITHIN SPACES IN, AND FORWARD OF, THE CARGO AREA OF OIL TANKERS AND BULK CARRIERS:** - SOLAS 05 Amend / II-1 / Reg. 3-6
15. **NEW INSTALLATION OF MATERIALS CONTAINING ASBESTOS:-** SOLAS 05 Amend / II-1 / Reg. 3-5

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