

ANNUAL SURVEY CHECKLIST FOR OTHER SHIP TYPES

Ship Name:

Report No.:

I.R. No.:

DOCUMENTATION
<p>APPROVED TRIM & STABILITY INFORMATION</p> <p>Confirmation of availability of trim and stability booklet approved by administration.</p>
<p>CARGO SECURING MANUAL</p> <p>Confirmation of availability of approved cargo securing manual.</p>
<p>STATUTORY CERTIFICATES</p> <p>Valid Statutory certificates available on board.</p>
<p>FIRE CONTROL PLANS</p> <p>Verification of proper posting of fire control plans (including duplicate sets permanently stored in a prominently marked weather tight enclosures outside deckhouse</p>
<p>LOADING MANUAL</p> <p>Verified that vessel has an approved Loading Manual. (IRS Rules, Part 3, Ch. 5, Cl. 1.3)</p>
<p>LOADING INSTRUMENT</p> <p>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)</p>
<p>STEERING GEAR ENTRIES REQUIRED BY SOLAS/FLAG</p> <p>Verification of entries made in the ship's log for departure Steering checks & Emergency Steering drills.</p>
<p>DAMAGE CONTROL PLANS</p> <p>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</p>
<p>DAMAGE STABILITY</p> <p>Availability of damage stability information (SOLAS Ch. II Part B-1 reg 25.1, Cargo vessel > 80 m length after 10/07/08 and length > 100 m from 01/02/1992)</p>
<p>HULL AND MACHINERY SURVEYS</p> <p>Verification that no CSH/CSM items are overdue.</p>
<p>MANOEUVRING BOOKLET</p> <p>Confirming that the manoeuvring booklet is on board and that the manoeuvring information is displayed on the navigating bridge</p>

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.

<p>CONSTRUCTION DRAWINGS MAINTAINED ON BOARD</p> <p>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 1st Jan. 2007)</p>
<p>EMERGENCY TOWING PROCEDURES</p> <p>Confirm that ship specific emergency towing procedures available on board.</p>
<p>FOR VESSELS SUBJECT TO IMO PSPC</p> <p>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.</p>
<p>OPERATING AND MAINTENANCE MANUAL (OMM) FOR RO-RO SHIPS</p> <p>Verification of the approved copy of operating and maintenance manual on board and possible modifications are included. It is to be verified that documented operating procedures for closing and securing doors are kept on board and posted at an appropriate place. The OMM is to be examined with special attention to the register of inspections and its contents as a basis for survey.</p>
<p>CLASS CERTIFICATE</p> <p>Confirmation that the Class annual/Intermediate/renewal* survey completed satisfactorily and Class Certificate endorsed/interim certificate issued*_ on</p>
<p>WEATHER DECK</p>
<p>MASTS AND STANDING RIGGING</p> <p>Masts, Derricks & Crane columns including their standing rigging</p>
<p>FIRE DOORS AND CONTROLS</p> <p>Operation of manual/automatic fire doors, no holding back arrangements exist</p>
<p>ANCHORING & MOORING EQUIPMENT</p> <p>Anchoring equipment & mooring equipment</p>
<p>SOUNDING PIPES</p> <p>Sounding pipes, including self closing devices on short sounding pipes</p>
<p>HATCHWAYS</p> <p>Examination and testing of hatchways on freeboard and superstructure decks including efficient condition of closing appliances.</p>
<p>WEATHER DECKS</p> <p>Examination of weather decks, ships side plating above water line.</p>
<p>FREEBOARD MARKS</p> <p>Verification of freeboard marks</p>

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<p>VENTILATORS</p> <p>Examination and or testing of ventilators including efficiency of their closing appliances</p>
<p>WINDOWS, SIDE SCUTTLES AND DEAD LIGHTS</p> <p>Examination and or testing of windows, side scuttles and dead lights</p>
<p>SCUPPERS, SANITARY DISCHARGES, VALVES AND CONTROLS</p> <p>Examination scuppers and sanitary discharges and valves together with valves and their control gear</p>
<p>SKYLIGHTS AND FIDDLEY OPENINGS</p> <p>Examination and or testing of skylights and fiddley openings including their closing appliances</p>
<p>EXPOSED CASINGS,DECK HOUSES, COMPANION WAYS AND SUPERSTRUCTURES</p> <p>Examination and / testing of exposed casings, deck houses, companionways and superstructure bulkheads including closing appliances</p>
<p>GUARD RAILS AND/OR BULWARKS</p> <p>Examination of the condition and arrangement, fittings & appliances for timber deck cargo</p>
<p>WT BULKHEAD OPENINGS</p> <p>Watertight bulkheads penetrations examination as far as practicable for satisfactory condition, watertight doors in watertight bulkheads</p>
<p>Towing and mooring equipment</p> <p>Confirming that the towing and mooring equipment is properly marked with any restriction associated with its safe operation. (Constructed on or after 1st Jan. 2007)</p>
<p>CARGO HATCH COVERS AND COAMINGS</p> <p>Cargo hatch covers and coamings including their closing appliances, stowage, fit & operation</p>
<p>AIR PIPES</p> <p>Examination and or testing of air pipes including efficiency of their closing appliances, weld connection between Air pipes and deck plating.</p> <p>Confirmation that vents from bunker tanks and ballast tanks (with cathodic protection) are equipped with flame screens.</p>
<p>GANGWAYS & LIFELINES</p> <p>Examination of the condition and arrangement including portable fittings.</p>
<p>FREEING PORTS</p> <p>Examination of the condition and arrangement including shutters and crew protection bars</p>

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NEW INSTALLATION OF MATERIALS CONTAINING ASBESTOS

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

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

GANGWAY AND ACCOMMODATION 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.6.2.2.9 to 6.2.2.13)

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 6.2.2.14)

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.

ADDITIONAL REQUIREMENTS FOR DRY CARGO SHIPS CARRYING CONTAINERS**STOWAGE AND SECURING ARRANGEMENTS FOR CONTAINERS**

i) Confirmation that cargo securing fittings including their weld attachments and supporting structures are in efficient condition.

ii) Confirmation that rod, wire or chain lashings, twistlocks, stackers, buttresses, shores, cell guides, other locking devices and container connectors used for securing containers are maintained in efficient condition.

iii) Confirmation that portable cargo securing devices are certified and assigned with a max, securing load.

VESSEL AGE BETWEEN 10-15 YEARS (GENERAL DRY CARGO SHIPS)**CARGO HOLDS:**

Overall survey of one forward and one after cargo hold and their associated tween deck spaces, if necessary TM should be carried out towards suspect and substantial corrosion areas as a consequence of previous special survey.

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VESSEL AGE ABOVE 15 YEARS (GENERAL DRY CARGO SHIPS)

CARGO HOLDS:

Overall survey of all cargo holds and tween deck spaces.

Close up survey of forward cargo hold and one selected cargo hold. (Min. 25% of frames, all piping and penetrations in cargo holds, including overboard piping are to be examined)

RO - RO SHIPS

SHELL AND INNER DOORS

Verification as far as practicable that the bow, inner, side shell and stern doors are maintained in a satisfactory condition. Confirm that no unapproved changes have been made to the bow, inner, side, and stern doors since the last survey.

STRUCTURAL EXAMINATION

Structural arrangement of doors including plating, secondary stiffeners, primary structure, hinging arms and welding. Shell structure surrounding the opening of the doors and the securing, supporting and locking devices including shell plating, secondary stiffeners, primary structure and welding. Hinges and bearings, thrust bearings, hull and door side supports for securing, supporting and locking devices are to be examined.

CLOSE UP SURVEYS

Minimum close up survey as per our rules part 1 ch.2 table 6.2.6.4 is to be carried out at every annual survey. NDT is to be carried out in the surrounding areas and for similar items as considered necessary by the surveyor if the crack is found.

SEALING ARRANGEMENT

Satisfactory examination of packing material/rubber gaskets and retaining bars or channels including welding is to be carried out.

DRAINAGE ARRANGEMENT

An examination of drainage arrangement including bilge wells and drain pipes is to be carried out.

FUNCTION TEST OF DOORS

Checking of the satisfactory operation of the bow, inner, side shell and stern doors during a complete opening and closing operation is to be carried out as applicable. Proper working of hinging arms and hinges, proper engagement of the thrust bearings, device for locking the door in the open position, securing supporting and locking devices, mechanical lock of the securing devices, proper locking of hydraulic securing devices in the event of a loss of the hydraulic fluid, according to the procedure provided by the OMM are to be checked satisfactorily. Correct indication of open/closed position of doors and securing/locking devices at navigation bridge and other control stations, isolating of the hydraulic securing/locking devices from other hydraulic systems. Confirmation that the operating panels inaccessible to unauthorized persons, verification of the notice plates on the operating panels, examination of electrical equipments for opening, closing and securing of doors are to be checked.

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MEASUREMENT OF CLEARANCES

Clearances of hinges, bearings, and thrust bearings are to be taken, where no dismantling is required. If dismantling is carried out, a visual examination of hinge pins and bearings together with NDT of the hinge pin is to be carried out. Clearances of securing, supporting and locking devices are to be measured, where indicated in the OMM.

FUNCTION TEST OF THE INDICATOR SYSTEM

Checking of the satisfactory operation of the indicator system is to be carried out by checking alarms, lamp test function on both the panels, verification that it is not possible to turn off the indicator light on both panels, fail safe performance, condition of sensors and protection from water, ice formation and mechanical damage.

TEST OF WATER LEAKAGE DETECTION SYSTEM

The system is to be checked including alarm on the navigation bridge and engine control room panel as per OMM. Test of television surveillance system where fitted is to be done satisfactorily.

TIGHTNESS TEST OF SHELL DOORS

A hose test or equivalent is to be carried out as deemed necessary by the surveyor.

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

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. Steering chains are verified for wear and tear and it was ensured wear is within 12% of the original rule diameter. 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

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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 economisers, 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. Vessels having single cargo hold and load line length less than 80 m, examination & random test of water ingress detection alarm system should be verified.

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 6.2.4.4)

FIRST START ARRANGEMENT

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

Sea Water Pipe Expansion Joints

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

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.

MACHINERY SPACE VENTILLATION

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Confirmation that machinery space ventilation is in good working condition.
<p>MACHINERY VERIFICATION RUNS</p> <p>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).</p>
<p>SEA TRIAL</p> <p>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.</p>
ELECTRICAL INSTALLATION
<p>ELECTRICAL SYSTEM</p> <p>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</p>
<p>EMERGENCY SOURCE OF POWER</p> <p>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</p>
FIREFIGHTING ARRANGEMENTS
<p>MAIN AND EMERGENCY FIRE PUMP</p> <p>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)</p>
<p>FIREMAINS, HYDRANTS, HOSES, NOZZLES AND APPLICATORS</p> <p>Condition of fire main (no soft patches or doublers) together with flanges and valves, hydrants, hoses, nozzles, applicators, spanners, relief valves and international shore</p>
<p>READINESS OF FIRE HYDRANTS, HOSES</p> <p>Each hose complete with couplings, nozzle (dual-purpose nozzles where applicable) and tools kept ready for use</p>
<p>PORTABLE EXTINGUISHERS AND FOAM APPLICATORS</p> <p>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.</p>
<p>SPARE CHARGES</p> <p>Availability of spare charge/s for each portable extinguisher or additional portable extinguishers of the same type</p>
<p>FIRE AND/OR SMOKE DETECTION SYSTEM</p> <p>Examine for proper functioning and possible testing</p>

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<p>REMOTE STOPPING OF FANS, OIL PUMPS, ETC</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>FIREMAN'S OUTFITS & EEBDS</p> <p>Verify that Fireman's outfits are complete and in good condition</p>
<p>FIXED FIRE FIGHTING SYSTEM</p> <p>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</p> <p>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.</p>
<p>CLOSING ARRANGEMENTS FOR SKYLIGHTS, FLAPS ETC</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>FIRE DOORS & CONTROLS</p> <p>Examination of any manual and automatic fire doors and proving their operations</p>
<p>MEANS OF ESCAPE</p> <p>Confirmation that the means of escape from accommodation, machinery and other spaces are satisfactory</p>
<p>GASEOUS FUEL FOR DOMESTIC PURPOSE</p> <p>Arrangements found in satisfactory condition.</p>
<p>GENERAL</p>
<p>HOUSE KEEPING</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>FLAG SPECIFIC REQUIREMENTS</p> <p>Confirmation that flag specific requirements/instructions, if any are complied with.</p> <p>Please Provide details in Remark section.</p>
<p>H.O. INSTRUCTIONS</p> <p>Confirmation that H.O. Instructions pertaining to this survey if any communicated separately, have</p>

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GUIDANCE NOTES

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. **Construction drawings maintained on board:** - SOLAS 05 Amend / II-1 / Reg. 3-7
9. **Cargo Ships except tankers:** - SOLAS 99/00 Amend / II-2 / Reg. 9.2.3
10. **Towing and mooring equipment :** - SOLAS 05 Amend / II-1 / Reg. 3-8
11. **New installation of materials containing asbestos:-** SOLAS 05 Amend / II-1 / Reg. 3-5

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