



Antigua and Barbuda Maritime Administration

Miscellaneous Circular
No. 2018 – 005
Rev 7
3 July 2023

SUBJECT: U.S. Coast Guard - Port State Control Regime: Pre-Arrival Checklist for Vessels calling to the United States of America

REFERENCE:

- a) [Miscellaneous Circular 2014-004](#) *Port State Control Inspection Defect Reporting*
- b) [Directive 001-2014](#) *Port State Control Reporting Directive 2014*
- c) *International Safety Management (ISM) Code (1998), as referred to by the International Convention on the Safety of Life at Sea (SOLAS) (1974), as amended.*
- d) *Antigua and Barbuda Merchant Shipping Act (MSA) 2006 Section 115 and associated Regulations (Statutory Instruments, Directives and Circulars, as applicable)*
- e) *Other related International Regulations concerned, e.g., MARPOL, STCW, MLC (as applicable)*
- f) *United States Federal Regulations, as referred to in the U.S. Coast Guard Marine Safety Manual Vol. II*

TO: Ship-owners, operators, masters and officers of Antigua and Barbuda flagged ships, and recognized organizations

1. PURPOSE

This Circular provides information in respect of the U.S. Coast Guard Foreign Vessel Inspection and Compliance Policy to implement relevant measures to be more prepared. The aim is to increase the performance of all clients, stakeholders, their vessels, and this Administration, to prevent undue delays and detention.

2. APPLICATION

This Circular applies to all Antigua and Barbuda flagged Ships.

3. BACKGROUND

The United States federal regulations provide the authority to the United States Coast Guard to perform inspections on foreign flagged vessels when calling at US ports.

Details can be obtained from the Policy and Guidance Section as published by the U.S. Coast Guard Port State Control Division.

See also:

<https://www.dco.uscg.mil/Our-Organization/Assistant-Commandant-for-Prevention-Policy-CG-5P/Inspections-Compliance-CG-5PC-/Commercial-Vessel-Compliance/Foreign-Offshore-Compliance-Division/PSC1/>

In order to enhance the performance of Antigua and Barbuda flagged vessels in respect of compliance with relevant provisions, when inspected by the U.S. Coast Guard, ADOMS clients and stakeholders will be required to implement procedures as outlined in this Circular, prior to and when calling at any U.S. ports.

4. OBLIGATIONS AND GUIDANCE/RESPONSIBILITIES

1. It is the Shipowner's primary responsibility to ensure the compliance of their vessels registered under the flag of Antigua and Barbuda with all national and international requirements, as applicable. It is then the Master's responsibility to ensure that this is carried out on the vessel under his/her command.
2. Where the operation of a vessel has been delegated fully or partially to third parties, they are then considered responsible to ensure compliance with the relevant requirements applicable to and within the scope of their mandate. It is again deemed the master's responsibility to ensure that these requirements are met on the vessel under his/her command.
3. Guidance for Masters, Officers, Shipowners and Ship Managers when calling at a U.S. Port, in general:
 1. Owners, Managers and Crews must be aware of the status of their Vessel, Shipping Company and Charterer as per the targeting scheme of the U.S. Coast Guard for Port State Inspection. Information can be obtained from: <https://www.dco.uscg.mil/Our-Organization/Assistant-Commandant-for-Prevention-Policy-CG-5P/Inspections-Compliance-CG-5PC-/Commercial-Vessel-Compliance/Foreign-Offshore-Compliance-Division/Port-State-Control/targetmgmt/>
 2. Masters and Officers should be familiar with the U.S. Coast Guard Inspection Guidelines / Job Aids, pertaining to their particular type of vessel. Information can be obtained from: <https://www.dco.uscg.mil/Our-Organization/Assistant-Commandant-for-Prevention-Policy-CG-5P/Inspections-Compliance-CG-5PC-/Commercial-Vessel-Compliance/Foreign-Offshore-Compliance-Division/Port-State-Control/jobaid/>
 3. It should be ensured that all documentation is well kept, organized, available and presentable. A standard of tidiness shall also apply to the vessel, its equipment and crew. This begins at the gangway or embarkation ladder, where any visitors, e.g. boarding inspectors, shall be identified, issued a visitors' card, logged and then accompanied to the ship's or master's office, as required.

4. The checklist, as contained in the annex to this Circular, shall be completed by the vessels relevant management / officers, signed, dated and confirmed by the master / chief officer and the responsible Designated Person Ashore (DPA)/ Deputy DPA, prior to any port call in the United States of America. It shall be filed and kept available by the company for at least three years. The correct completion of this checklist may be subject to a further check by flag State inspectors during their required inspections and the details will be checked against the related PSC Report of Inspection forms, as retained onboard. In addition, flag Recognised Organisations (ROs) may also review the correct completion of this checklist, during their ship and company ISM audits and a non conformity (NC) may be raised if not in compliance.
 5. Exemptions from this requirement may be requested for vessels calling at the U.S. more frequently than twice per month or every fourteen days. Such are evaluated by the ADOMS Technical Division and approved on an individual basis, considering the previous PSC performance of the subject vessel.
 6. Note: All the above mentioned links and related information made available by third parties are subject to change. ADOMS therefore bears no liability for comprehensiveness and correctness, hence interested parties shall keep track of any changes.
4. When being inspected by Port State Control:
1. Both an opening and closing meeting shall be required, where all key staff shall be present unless special duty, leave or rest requires otherwise, in which case this must be explained. All parties shall be given an opportunity to properly introduce themselves. The intended schedule and procedures of the inspection shall be outlined and noted, in advance.
 2. At the opening meeting the inspectors shall be informed of any deficiencies, shortcomings, malfunctions, ongoing maintenance, exemptions, and temporary permissions etc. in advance. This should be recorded. During the inspection, the escorting officers should take notes on any mentioned or recorded deficiencies and report these at once to the Master. Any shortcomings should be addressed immediately and, if possible, corrected on the spot. In the closing meeting the results should be discussed, and any ambiguities should be clarified. It shall become clear what the specific deficiencies (if any) are and if the vessel will be detained or not.
 3. Report the inspection to the company's DPA/Management and ADOMS (reporting@adomsiid.org), if required. The checklist contained in the Annex shall be included.

Issued by

Antigua and Barbuda
Department of Marine Services and Merchant Shipping
(ADOMS) St. John's

ANNEX

PSC Pre-Arrival Checklist for Vessels calling to the U.S.

Inspection Item	Potential Deficiency	Check / Result	Comment(s)
Last U.S. Port State Control Inspection	Last Port State Control Inspection in the United States (Place & Date):		
Ship's Statutory Certification and Inspections	Next ASI Due:		
	Next Class Survey Due:		
Temporary Permissions	TP in place and in date?		
	If reissued risk assessment or corrective action plan available ?		
EPIRB & SART	Battery Expiry Date / Last testing:		
GMDSS	equipment operational including on reserve source of energy		
Certification for Officers	All Officers holding either an Antiguan and Barbudan CoC, Endorsement or Confirmation of Application?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
Certification for Crew	All Ratings required by the MSMC hold an Antiguan and Barbudan Seafarers Book and their valid national CoC?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
Manning	Vessel is manned in compliance with the Minimum Safe Manning Certificate?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
Insufficient hours of rest and possible fatigue	Rest periods comply with STCW requirements? Note: The period is over any 7 days and not one calendar week.	YES <input type="checkbox"/> NO <input type="checkbox"/>	
Provisions	Provisions adequate for the intended voyage?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
Allotments	Records on board indicate allotments are made out to all crew up to the end of last month?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
Seafarers Employment	Do all seafarers have signed SEAs onboard ?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
Wages	All ship's crew been paid their wages in full up to the last month?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
Crew Complaints	Does the Crew have any complaints under MLC outstanding or pending?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
Last drills carried out	Fire Drill:		
	Abandon Ship Drill:		
	Enclosed Space Entry Drill:		

Lifeboat and Rescue boat	Date lifeboat and Rescue boat lowered/maneuvered in the water. All attempts, even unsuccessful, recorded in log book?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
	Equipment inside the lifeboat(s), rescue boat complete, no expired equipment inside the lifeboat(s) and rescue boat?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
	Last LB Engine Run / Steering Test :		
	Last RB Engine Run / Steering Test :		
Lifeboat launching appliances	Corrosion or wastage of lifeboat davit or of sheaves and hooks, etc.?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
	Lifeboat and rescue boat davit(s) incl. on load release gear operational?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
	On load release gear operating normally?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
	On load release gear properly set?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
Life-Rafts	Hydrostatic Release Unit Expiry Date(s) o.k.?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
Launching/Embarkation Instructions	All launching and embarkation instructions posted next to the lifeboats and life-rafts?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
Charts/Publications	All Charts / No. at largest scale available for desired Voyage?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
	All required publications up to date?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
If ECDIS listed in the Record of Ship's Equipment	ECDIS being used for Navigation?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
	All required ECDIS charts and electronic publications available and updated?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
	Are the officers in charge of navigational watch appropriately trained and competent for ECDIS?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
Maintenance and Safety Management	Is the ship clean and orderly and do the records reflect that the SMS is being followed?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
Hull and weathertight closures	Hull and structure in sound condition?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
	All hatches, doors, air pipes, vents, deadlights etc. in good condition and sealing correctly?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
Fire dampers, closing devices,	Handles and wires in good condition?	YES <input type="checkbox"/> NO <input type="checkbox"/>	

remote controls, etc.	All dampers and closing devices, incl. fire screen doors, and watertight doors closing correctly?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
Fixed pressure / Water-spraying and Water-mist Fire- Extinguishing Systems	Water supply valve to automatic pump open and system charged?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
	Fixed pressure Water-spraying / Water-mist Fire-Extinguishing System operational?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
E/R fixed CO2 firefighting system	E/R fixed FF System operational?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
	Temporary safety pins used for installation and servicing removed and bottles connected?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
Emergency Alarms	Smoke/Flame Detectors Main Engine Oil Mist Detector	YES <input type="checkbox"/> NO <input type="checkbox"/>	
	Fire Alarm Panel operational?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
Fire doors	Fires doors self-closing as required and locks fully engaged in door frames?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
Fire mains	Fire main isolation valves are in proper condition and functionality checked during fire drills ?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
Fire Hoses and Nozzles	No leaking, wear and tear, corrosion?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
Fire Pumps / Emergency fire pump	Pumps individually tested with 2 hoses supplying water to the extremities w. enough pressure?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
Marking of lifesaving and emergency equipment storage, vents, air pipes, etc.	All equipment storage clearly marked and in proper condition?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
Cleanliness of E/R	E/R clean? No oil leaks, clean bilges and tank tops, no oily rags, no buckets and/or storage containers below machinery or pipes?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
	All bilge alarms in all engine and machinery spaces are operational?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
Quick Closing Valves	Quick Closing valves operational?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
Sewage treatment system	Sewage treatment system operational?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
Use of compliant fuel	Vessel trading in Emission Control Area has compliant fuel on board and initiated changeover procedures? No HFO piping connected to MDO storage and vise-versa? (unless class approved)	YES <input type="checkbox"/> NO <input type="checkbox"/>	
Garbage disposal (MARPOL Annex V) and record keeping	All waste disposal in accordance with requirements? Garbage record book accurately filled out?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
	Last Testing and Operation:		

Emergency generator or self-contained power source for emergencies	Emergency generator properly connected to emergency switchboard?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
	Both means of starting in o.k.?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
	Self-contained power sources onboard (if any) are operational?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
	Low insulation alarm properly set, no alarms on main and emergency switchboard?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
Oily water separator & 15 ppm alarm.	OWS operational?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
	Last operation	YES <input type="checkbox"/> NO <input type="checkbox"/>	
	Wasted discharge line?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
	Inside of discharge pipe oily and dirty?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
	No by-pass line fitted to any oil filtering equipment?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
	15 ppm alarm operable?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
	Automatic stopping device operable? (3 Way valve/pump stop/dual valves).	YES <input type="checkbox"/> NO <input type="checkbox"/>	
	C/E and 2/E able to demonstrate the operation of the OWS?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
	Electronic record in the monitor reflects recordings in the oil record	YES <input type="checkbox"/> NO <input type="checkbox"/>	
	sampling point installed in a vertical section of the outlet pipe, as close as possible to the 15-ppm bilge separator outlet.	YES <input type="checkbox"/> NO <input type="checkbox"/>	
Hydrostatic Testing	Bunker / Ballast / Cargo Line Hydrostatic Test Pressure & Date	YES <input type="checkbox"/> NO <input type="checkbox"/>	
Emergency Lighting	All emergency lighting operational?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
Emergency Exits	Emergency exits are free of any obstructions on the entire escape route?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
Existing dispensations/exemptions/ temp. permissions from the Administration, if any:			
Condition(s) of Class, if any:			
Outstanding deficiencies from last Port State Inspection, if any:			
Comments, if any: (e.g. regarding defective equipment, missing certificate, lack of provisions, missed servicing, testing or inspections)			

We herewith jointly certify that, prior to this port arrival, except as noted in the, all above items and other systems and equipment are either:

- a.** in full compliance with all applicable international and specific regulations
or
- b.** all mentioned deficiencies have been reported to the company/shore-based management and authorities (if applicable, incl. ADOMS) and corrective action has been initiated.

Vessel Name and IMO No:

(Stamp)

Masters / Chief Officers signature _____ Date _____
DPA / Deputy / Alternate DPA signature _____ Date _____