

**AMSA**  
**805**



**Australian Government**  
**Australian Maritime Safety Authority**

# DCV Inspection Checklist

## a Ship and inspection

**Vessel name**

**Unique Identifier**

**Date**

**Location**

**Inspector**

**Master / Persons in charge – name**

**Master / Persons in charge – email**

**Owner / Operator – Name (COO / number)**

**Owner / Operator – email**

**Use the checklists below as a guide during vessel inspection. Tick areas that have been inspected.**

## **b** General details

**Engine(s) type & KW**

**Last survey**

**Class**

**Vessel Type**

**Hull Material**

**Dimensions (Length, Breadth)**

**Anything to declare**

**Time start**

**Time finish**

**Priority**

**Operational monitoring**

**Comments**


**Vessel type**

☐ Existing ☐ Non survey ☐ Transitional ☐ New

**C**

- ☐
- Logbook

**d**

- ☐ Gangway or a safe means of access

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### Comments

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- ☐ Wheelhouse windows (not obstructed, all round arc of visibility)
- ☐ Navigation / ECS / Charts
- ☐ Depth Sounder
- ☐ Compass / deviation checks
- ☐ Radar
- ☐ AIS
- ☐ Radio/communication (VHF, HF, Sat phone)
- ☐ Radio test call
- ☐ Emergency power source
- ☐ EPIRB (float free, installed appropriately)
- ☐ Navigation Lights
- ☐ Horn (sound signal)
- ☐ Rudder indicator
- ☐ Fire control panel (alarm test)
- ☐ Onboard communication and alarm system
- ☐ Audible high bilge alarm

### **Safety Equipment**

- ☐ Means of rescue for persons overboard
- ☐ Medical supplies
- ☐ Life jackets (pictorial instruction)
- ☐ Dinghy/rescue
- ☐ Life raft
- ☐ Buoyant appliance
- ☐ Launching arrangements and hydrostatic
- ☐ Lifebuoy
- ☐ Torches
- ☐ Equipment stowage and signage
- ☐ Equipment available for timely deployment
- ☐ Distress signals (flares)

### Comments

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### Comments

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- ☐ Mooring arrangement, bollards/ cleats
- ☐ Hatch covers / securing devices
- ☐ Guardrails / bulwarks
- ☐ Freeing ports
- ☐ Sill height / coamings
- ☐ Persons overboard protection
- ☐ Weather tight doors
- ☐ Watertight doors (marking)
- ☐ Air pipes / vents
- ☐ Heat shield (exhaust Lagging)
- ☐ Cranes / machinery
- ☐ Winches
- ☐ Ladders and heights access

- ☐ Bulkhead doors / access / marking
- ☐ Bulkhead penetrations
- ☐ Access
- ☐ Lighting
- ☐ Air quality
- ☐ Confined space marking

[illegible]

### Comments

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## Area 4 – Fire safety

- ☐ Fire detection system / smoke alarms
- ☐ Fixed fire extinguishers
- ☐ Portable fire extinguishers
- ☐ Fire flaps / vents
- ☐ Main / emergency fire pump
- ☐ Fire hoses / nozzles
- ☐ Remote stops, air / fan remote shutoff
- ☐ Engine room insulation
- ☐ Fire buckets
- ☐ Means of escape
- ☐ Galley fire safety

## Area 5 – Accommodation

- ☐ Equipment secured (escape routes)
- ☐ Protection from weather / sea / noise
- ☐ Ventilation / heating / lighting
- ☐ Mess room / galley safety
- ☐ LPG detectors / flame failure devices
- ☐ General cleanliness
- ☐ Toilets / showers
- ☐ Seating (passenger)
- ☐ Stairways / ladders / emergency escape

## Comments


### Comments

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## Area 6 – Engineering

- ☐ Machinery / pipe identification
- ☐ Instruments / alarms
- ☐ Operating Instructions
- ☐ Fuel shut off
- ☐ Fuel piping / breathers / filters /gauges
- ☐ Valves / seawater piping / hose clamps
- ☐ Bilge pump system / manifold
- ☐ Tanks (portable, fuel, potable water)
- ☐ Steering gear
- ☐ Oil accumulation in bilge
- ☐ Personnel protection (guards)
- ☐ Exhaust and lagging

## Area 7 – Electrical

- ☐ Switchboards
- ☐ RCD'S
- ☐ Cables secured / protected
- ☐ Fittings / plugs / sockets
- ☐ Portable equipment (test tag)
- ☐ Battery isolation
- ☐ Battery securing
- ☐ Battery modifications (lithium)
- ☐ Shore power connections

## Comments

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### Comments

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## **k**    **Area 8 – MARPOL**

- ☐ Placards identifying requirements
- ☐ Oil disposal plan / record book
- ☐ Garbage management plan / record book
- ☐ Sewage holding / disposal
- ☐ Bins available
- ☐ EIAPP compliance (>130kw)

## **l**    **Area 9 – Safety management system**

### **Schedule 1**

## **1**    **Vessel and contact details**

- 1.1 ☐ Owner contact details
- 1.2 ☐ UVI
- 1.3 ☐ Type of vessels
- 1.4 ☐ Area of operation

## **2**    **Risk assessment**

- 2.1 ☐ Risk assessment, including the determination of appropriate crewing, is readily accessible to the master and crew
- 2.2 ☐ Key daily crew tasks
- 2.3 ☐ Potential risks
- 2.4 ☐ When a lifejacket must be worn by any person on board
- 2.5 ☐ Person responsible to ensure actions carried out
- 2.6 ☐ Created in consultation with Master and crew

### Comments

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**3**

## **Owner's responsibility and authority statement** (class 4 N/A)

- 3.1 ☐ Owner's responsibility & authority statement (class 4 N/A)
- 3.2 ☐ Detail on persons assigned responsibility
- 3.3 ☐ Lines of communication

**4**

## **Designated person**

- 4.1 ☐ The owner of the vessel must designate a person, or more than one person
- 4.2 ☐ to be responsible for monitoring the safety of the vessel
- 4.3 ☐ Direct access to the highest levels of the entity responsible for the operation
- 4.4 ☐ Contactable by the master and crew of the vessel

**5**

## **Master's responsibility and authority statement** (class 4 N/A)

- 5.1 ☐ Statement
- 5.2 ☐ Owners' assistance

### **Comments**


### Comments

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## Appropriate crewing for vessels other than Class 4 and larger vessels (class 4 N/A)

6.1 ☐ Determine the appropriate crewing for each kind of operation

6.2 ☐ Minimum crewing

- 6.3 ☐ safety training that familiarises the person with safety matters duties on board,
- 6.4 ☐ induction and familiarisation with key onboard operations to establish maintain and verify competence
- 6.5 ☐ training in emergency procedures to establish, maintain and verify the ability of the person to respond rapidly and effectively in an emergency
- 6.6 ☐ emergency drills conducted with a frequency determined by the risk assessment and the name and signature of any person participating recorded

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### Comments

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## Procedures for onboard operations (class 4 N/A)

(class 4 N/A)

- 7.1 ☐ Key operations readily accessible
- 7.2 ☐ Pre-operating checks
- 7.3 ☐ Passenger safety induction
- 7.4 ☐ Passenger monitoring
- 7.5 ☐ Lifejacket wear
- 7.6 ☐ Passenger count
- 7.7 ☐ Radio Watch procedure

## Emergency preparedness

- 8.1 ☐ Emergency plans developed and onboard
- 8.2 ☐ Assembly areas
- 8.3 ☐ Information displayed (lifejackets)
- 8.4 ☐ Emergency procedures available
- 8.5 ☐ Assigned crew (class 4 N/A)

## Comments

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### Comments

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## Follow-up on hazards and non-conformances

- 9.1 ☐ Records of each event
- 9.2 ☐ Incident investigation procedure and preventative actions
- 9.3 ☐ Customer complaints

## Maintenance of vessel and equipment

- 10.1 ☐ Maintenance program
- 10.2 ☐ Records of maintenance

## Documentation (class 4 N/A)

- 11.1 ☐ Logbook entries including passenger counts
- 11.2 ☐ Passenger manifest (>12 hrs)
- 11.3 ☐ Crew documents (including COCs)
- 11.4 ☐ Recreational records in vessel log

## Verification, review and evaluation

- 12.1 ☐ Record of revisions
- 12.2 ☐ Review of system every 12 months

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