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 Documentation

- ☐ Certificate of Operation
- ☐ Certificate of Survey
- ☐ Load Line Certificate
- ☐ Certificates of Competency
- ☐ Non-Survey / EX40 Permit
- ☐ Approved stability information
- ☐ Life raft inspection certificate
- ☐ Fire system / extinguisher service reports
- ☐ Electrical compliance certificate
- ☐ Safety Management System available on board the vessel if it is reasonably practicable to do so given the size and use of the vessel
- ☐ Evidence of SMS implementation
- ☐ SMS annual review
- ☐ Logbook

d Area 1 – External hull and pre-boarding

- ☐ Hull condition Port / Stbd side alongside (visual while boarding)
- ☐ UVI number displayed
- ☐ Trim, overloading, draft marks
- ☐ Gangway or a safe means of access

Comments

Comments

e Area 2 – Wheelhouse

- ☐ 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

Miscellaneous

- ☐ Anchor
- ☐ Windlass
- ☐ Ropes
- ☐ Day shapes
- ☐ Bailer / Bucket
- ☐ Binoculars

Comments

Comments

f Area 3 – Deck

Above
- ☐ 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

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

Comments

Comments

g   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

h   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

i   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

j   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

Comments

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

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

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

Crewing

6.1 ☐ Determine the appropriate crewing for each kind of operation

6.2 ☐ Minimum crewing

Onboard induction, familiarisation and training

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

Comments

Comments

7 Procedures for onboard operations (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

8 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

Comments

9 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

10 Maintenance of vessel and equipment

10.1 ☐ Maintenance program
10.2 ☐ Records of maintenance

11 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

12 Verification, review and evaluation

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

Comments

Comments

Comments

Comments

Comments