Dear Master,

MV ………………………………………………………………………

Australia takes port State control (PSC) very seriously and considers it to be an essential tool in ensuring the safety and welfare of seafarers and protection of the marine environment. Thank you for your time and support in this process.

In undertaking my duties as a PSC inspector I commit that I will act with professionalism, integrity, honesty and courtesy whilst on board your ship.

Further I undertake to observe all fair and reasonable requests from you during my time on board. If at any time you think I have not acted appropriately please tell me and you can also provide your views to PSC@amsa.gov.au. I can assure you such communication will be taken seriously.

For your information, it is illegal to offer any inducements (bribes) to PSC inspectors. PSC inspectors will not only reject such offers but will report them to AMSA management, who will take appropriate action. AMSA acknowledges the generous spirit in which gifts are sometimes offered but to remove any possible misconceptions I am under strict instructions not to accept gifts. Please do not be insulted by this.

………………………………………………………………………………………………..

Date Name of Inspector Signature

DOCUMENTATION

To expedite the PSC inspection process AMSA finds it useful to give Masters these lists of documentation and other items that comprise the major part of our PSC inspections. If possible our PSC inspector will advise if a particular item is not required but it must be noted that the lists are not exhaustive. During this inspection kindly ensure a responsible member of the crew is available to accompany the PSC inspector at all times around the vessel.

It would be helpful if the following documentation could be assembled together in one location for the inspection:

- Ship’s Certificates
- Crew List
- Last PSC Inspection Report
- Officer and Crew Certificates of Competency with STCW endorsements and Certificates of Recognition
- Approved Stability Information
- Official Log Book
- Record of Drills
- ECDIS Certification and licences (Vessel / Company)
- Garbage Management Plan and Record Book
- Oil Record Book
- SOPEP Manual / SMPEP / SEEMP
- Class Survey Report (Including Enhanced Survey Documentation if Applicable)
- Master’s Review of ISM
- Gas Detector Calibration Certificate (Bulk Carriers and Oil Tankers)
- Cargo Securing Manual
- Cargo Gear Record Book
- SOLAS Training Manual
- Shipper’s Declaration / Cargo MSDS
- Cargo Loading / Discharge Plan
- Ship / Shore Safety Check List
- P & A Manual (Chemical Tankers)
- Document of Compliance (Dangerous Goods)
- Document of Compliance (Grain Loading)
- Document of Compliance IMSBC Code
- Annual Test Reports; EPIRB, AIS, VDR, LRIT Conformance Test Report
- Shore Based Maintenance Agreement (Radio Equipment)
- Copy of Watch Schedule (at Sea and In Port) and Hours of Rest Records
- P&I Certificate of Entry
- Continuous Synopsis Record
- International Civil Liability Insurance Certificate (Bunker/Oil Pollution)
I will also require to operationally test the following items of equipment as a minimum

- Funnel Flaps and Engine Room Fan Dampers
  (PLEASE UNLOCK FUNNEL ACCESS DOOR)
- Emergency Fire Pump (ARRANGE 1 FIRE HOSE FWD AND 1 FIRE HOSE AFT)
- Emergency Generator (No Blackout) - SEQUENCE TESTING
- Oily Water Separator (No Discharge Overboard)
- Fire control station / CO² Room
- Lifeboat Engines (PLEASE SEE LASHING PHOTO’S)
- GMDSS Radio
- Radar
- SART / EPIRB
- ECDIS

I will also require to access the lifeboats. I require that additional restraints are fitted to the lifeboats between the davits and the lifting gear to enhance safety whilst inside the boats. I will assess the arrangements provided prior to my entry into the lifeboats but you should determine the nature of the arrangements that you will use in this respect and you must ensure that the arrangements are removed after the inspection.

AMSA INSPECTORS ENTERING LIFEBOATS

The maritime industry is well aware of the number of incidents occurring world wide regarding lifeboat release arrangements. Predominately, the detentions relate to defective maintenance of the equipment. This equipment is often designed in such a way that clearances and the proper maintenance to these lifeboats is absolutely critical.

AMSA has instructed it’s inspectors that they should not rely solely on the boat harbour pins and gripes as being sufficient for an AMSA inspector to enter a lifeboat, unless it can be demonstrated to the AMSA inspector that lifeboat release arrangements are correctly set. If unable to be demonstrated, additional restraints will be required to be fitted.

The AMSA inspector will discuss this with the master early in a PSC or FSC inspection to avoid unnecessary delays. It is the master’s responsibility to determine the supplementary restraint arrangement, NOT the AMSA inspector’s; however, the AMSA inspector must be satisfied with the method used.

This requirement is for entry into the lifeboat when fully housed ONLY. The arrangement is to be removed immediately upon completion of the lifeboat inspection and under NO circumstances is the lifeboat to be swung out with the supplementary restraint fitted.

This requirement is a control mechanism AMSA has implemented to reduce the AMSA inspector’s exposure to risk.

AMSA notes the amount of work being undertaken at the IMO in regard to measures to prevent accidents with lifeboats and will continue to actively participate in the process of improving the level of safety onboard in general and specifically toward lifeboat arrangements.