### DOCUMENTATION

#### STATUTORY CERTIFICATES
Valid Statutory certificates available on board.

#### APPROVED TRIM & STABILITY INFORMATION
Confirmation of availability of trim and stability booklet approved by administration. IRS Rules, Part 3, Ch.1, Cl. 1.4

#### LOADING INSTRUMENT
Availability of an approved loading instrument together with it's operational manual and verification of test cases (IRS Rules, Part 3, Ch. 5, Cl. 1.3)

#### MANOEUVRING BOOKLET
Confirming that the manoeuvring booklet is on board and that the manoeuvring information is displayed on the navigating bridge

#### FIRE CONTROL PLANS
Verification of proper posting of fire control plans (including duplicate sets permanently stored in a prominently marked weathertight enclosures outside deckhouse

#### STEERING GEAR ENTRIES REQUIRED BY SOLAS/FLAG
Verification of entries made in the ship's log for departure.

#### DAMAGE STABILITY
Availability of damage stability information (Cargo vessel > 80 m length after 10/07/08 and length > 100 m from 01/02/1992)

#### LOADING MANUAL
Verified that vessel has an approved Loading Manual. (IRS Rules, Part 3, Ch. 5, Cl. 1.3)

#### I.G. SYSTEM OPERATIONAL MANUAL
Verification for availability of I.G. Instruction manual (operation, maintenance, safety, health hazard etc.)

#### ESP DOCUMENT
Availability of ESP documents on board

#### THE SHIP STRUCTURE ACCESS MANUAL
Checking the Ship Structure Access Manual of oil tankers of 500 G/T and over. (500 GT and over, constructed on or after 1st Jan. 2006)

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.
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.

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3. Repairs now recommended and remain outstanding.

4. Opportunity to examine/test was not provided this time. Remains outstanding.

**CONSTRUCTION DRAWINGS MAINTAINED ON BOARD**
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)

**EMERGENCY TOWING PROCEDURES**
Confirm that ship specific emergency towing procedures available on board.

**PROTECTIVE COATING OF DEDICATED BALLAST TANKS AS PER IMO PSPC**
Confirmation that the maintenance, repair and partial recoating of dedicated ballast tanks are recorded in the coating technical file.

**CORROSION PROTECTION OF CARGO OIL TANKS OF CRUDE OIL TANKER IN ACCORDANCE WITH IMO PSPC**
Confirmation that the maintenance, repair and partial recoating of cargo oil tanks of crude oil tankers are recorded in the coating technical file. (Applicable to crude oil tankers of 5000DWT and above for which building contract placed on or after 01/01/2013 or in absence of building contract, keel laid or at a similar stage of construction on or after 01/07/2013 or delivery is on or after 01/01/2016)

**PROTECTIVE COATINGS OF DEDICATED SEA WATER BALLAST TANKS**
Confirmation when appropriate that the maintenance of the protective coating is included in the overall ship’s maintenance scheme. (Applicable for oil tankers constructed on or after 1 July 1998 and not subject to IMO PSPC)

**CLASS CERTIFICATE**
Confirmation that the Class annual/Intermediate/renewal* survey completed satisfactorily and Class Certificate endorsed/interim certificate issued* on ________________________________

**WEATHER DECK**

**SUPERSTRUCTURES, DECKHOUSES & WHEELHOUSES**
Verification gas tight condition of wheelhouse doors and windows, fixed type side scuttles and windows in superstructure and deckhouse ends facing the cargo area and gas tight bulkhead penetrations

**CARGO, OILY SLOP & BALLAST TANK OPENINGS**
Openings including gaskets, covers, coamings, flame screens and fasteners examined for condition and signs of leakages

**CARGO TANK VENTING ARRANGEMENTS**
Pressure / Vacuum valves and mast risers including secondary means of venting (could be cargo tank pressure monitoring system, P/V valves or IG system P/V breaker) examined for proper operation, absence of oil carry over, flame screens, condition and maintenance records

**CARGO, COW, OILY SLOP & BALLAST TANK PIPING SYSTEMS**
Cargo, crude oil washing, bunker, ballast and vent piping systems including COW deck machines, valves, vent masts and headers visually examined and records of testing verified (no soft patches allowed)
Condition to be reported using number code as follows:

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3. Repairs now recommended and remain outstanding.

4. Opportunity to examine/test was not provided this time. Remains outstanding.

---

**EMERGENCY TOWING ARRANGEMENT**
Verification of ETA for condition and operational readiness (vessel more than 20,000 DWT.)

**WATER TIGHT DOORS AND CONTROLS**
Watertight doors in Water Tight bulkheads surveyed and local/remote controls including indicating lights and alarms

**FIRE DOORS AND CONTROLS**
Operation of manual/automatic fire doors, no holding back arrangements exist

**ANCHORING & MOORING EQUIPMENT**
Anchoring equipment & mooring equipment

**SOUNDING PIPES**
Sounding pipes, including self-closing devices on short sounding pipes

**HATCHWAYS, COAMING AND COVERS**
Examination and testing of hatchways on freeboard and superstructure decks including efficient condition of closing appliances

**WEATHER DECKS**
Examination of weather decks

**FREEBOARD MARKS**
Verification of freeboard marks

**VENTILATORS**
Examination and or testing of ventilators including efficiency of their closing appliances

**WINDOWS, SIDE SCUTTLES AND DEAD LIGHTS**
Examination and or testing of windows, side scuttles and dead lights

**SCUPPERS, SANITARY DISCHARGES, VALVES AND CONTROLS**
Examination scuppers and sanitary discharges and valves together with valves and their control gear

**SKYLIGHTS AND FIDDLERY OPENINGS**
Examination and or testing of skylights and fiddley openings including their closing appliances

**EXPOSED CASINGS, DECK HOUSES, COMPANION WAYS AND SUPERSTRUCTURES**
Examination and / testing of exposed casings, deck houses, companionways and superstructure bulkheads including closing appliances
### 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.**

---

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REFUSE CHUTES etc., AND OTHER OPENINGS</strong></td>
<td>Examination and/or testing including their closing appliances</td>
</tr>
<tr>
<td><strong>GUARD RAILS AND/OR BULWARKS</strong></td>
<td>Examination of the condition and arrangement</td>
</tr>
<tr>
<td><strong>FITTINGS FOR TIMBER DECK CARGOES</strong></td>
<td>Examination of the condition and arrangement</td>
</tr>
<tr>
<td><strong>WT BULKHEAD OPENINGS</strong></td>
<td>Watertight bulkheads penetrations examination as far as practicable for satisfactory condition</td>
</tr>
<tr>
<td><strong>TUNNEL</strong></td>
<td>Tunnel closing arrangements, lighting and notices</td>
</tr>
<tr>
<td><strong>MASTS AND STANDING RIGGING</strong></td>
<td>Masts, Derricks &amp; Crane columns including their standing rigging</td>
</tr>
<tr>
<td><strong>FLUSH DECK SCUTTLES</strong></td>
<td>Flush Deck scuttles including their closing appliances</td>
</tr>
<tr>
<td><strong>SAFE ACCESS TO BOW</strong></td>
<td>Verification of arrangements of safe access to bow and the paint applied should be of anti-slip type.</td>
</tr>
<tr>
<td><strong>COMPANIONWAYS</strong></td>
<td>Verification of Companionways and posting of appropriate notices.</td>
</tr>
<tr>
<td><strong>AIR PIPES</strong></td>
<td>Examination and/or testing of air pipes including efficiency of their closing appliances, weld connection between Air pipes and deck plating. Confirmation that vents from bunker tanks and ballast tanks (with cathodic protection) are equipped with flame screens.</td>
</tr>
<tr>
<td><strong>FREEING PORTS</strong></td>
<td>Examination of the condition and arrangement including shutters and crew protection bars</td>
</tr>
<tr>
<td><strong>GANGWAYS, LIFELINES AND ACCOMODATION LADDER</strong></td>
<td>Satisfactory examination of various items pertaining to lifelines, accommodation ladder, gangways, Davits, Winches. Verification of inspection and maintenance records. (<a href="#">IRS Rules Part 1 Ch.2, Cl.3.2.2.9 to 3.2.2.13</a>)</td>
</tr>
<tr>
<td><strong>CORROSION PREVENTION OF SEAWATER BALLAST TANKS</strong></td>
<td>Confirming that the corrosion prevention system fitted to dedicated ballast water tanks of oil tankers and bulk carriers is maintained (constructed on or after 1st July 1998)</td>
</tr>
</tbody>
</table>
| **UPGRADATION / REPAIR TO COATING** | 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. |
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/Cargo oil tank for which coating condition was upgraded to “GOOD” this time during survey are to be listed in the “Remark” section.

**ACCESS TO AND WITHIN SPACES IN, AND FORWARD OF, THE CARGO AREA OF OIL TANKERS AND BULK CARRIERS**

Confirming, when appropriate and as far as is practicable when examining internal spaces on oil tankers of 500G/T and over that the means of access to cargo and other spaces remain in good condition.

Checking, when appropriate, the provision of means of access to cargo and other spaces in accordance with the arrangements in the Ship Structures Access Manual of oil tankers of 500 G/T and over.

**NEW INSTALLATION OF MATERIALS CONTAINING ASBESTOS**

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

**TOWING AND MOORING EQUIPMENT**

Confirming that the towing and mooring equipment is properly marked with any restriction associated with its safe operation for ships constructed after 01/01/2007.

**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 3.2.2.14)

**MACHINERY 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. Leaks 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. Floor to be anti skid and guard rails.

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 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.

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 VERIFICATION RUNS
Towards completion of Special/Continuous Survey of Machinery, trial of main & auxiliary machinery

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including the steering gear & controls carried out to confirm satisfactory operation (In afloat condition).

SEA TRIAL
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.

ELECTRICAL INSTALLATION

ELECTRICAL EQUIPMENT IN DANGEROUS ZONES
Electrical equipment and cables in dangerous zones examined visually for condition and maintenance records verified for last insulation readings

EARTHING AND BONDING OF CARGO TANKS AND PIPING SYSTEM
Confirmation that independent cargo tanks and cargo piping systems intended for cargo with flash point not exceeding 60°C and not permanently connected to the hull of the ship are provided with bonding straps and these are maintained in good condition and not affected by high resistivity contamination e.g. corrosive products or paint.

ELECTRICAL SYSTEM
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

EMERGENCY SOURCE OF POWER
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

FIREFIGHTING ARRANGEMENTS

MAIN AND EMERGENCY FIRE PUMP
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)

FIREMAINS, HYDRANTS, HOSES, NOZZLES AND APPLICATORS
Condition of fire main (no soft patches or doublers) together with flanges and valves, hydrants, hoses, nozzles, applicators, spanners, relief valves and international shore connection

READINESS OF FIRE HYDRANTS, HOSES
Each hose complete with couplings, nozzle (dual-purpose nozzles where applicable) and tools kept ready for use

PORTABLE EXTINGUISHERS AND FOAM APPLICATORS
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

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<thead>
<tr>
<th>INERT GAS (NV) SYSTEM</th>
</tr>
</thead>
<tbody>
<tr>
<td>IG SYSTEM COMPONENTS AND PIPING</td>
</tr>
<tr>
<td>External examination of the condition of all components and piping for signs of corrosion and gas/effluent leakage including inert gas plant overboard discharges</td>
</tr>
<tr>
<td>SCRUBBER ROOM VENTILATION SYSTEM</td>
</tr>
<tr>
<td>Verification of the operation of scrubber room ventilation arrangement</td>
</tr>
<tr>
<td>DECK WATER SEAL</td>
</tr>
<tr>
<td>Verification of deck water seal for automatic filling/drainage and absence of water carry over and condition of non-return valve</td>
</tr>
<tr>
<td>INERT GAS BLOWERS</td>
</tr>
<tr>
<td>Verification of the proper operation of both inert gas blowers including test of interlocking feature of the soot blowers and automatic closure of gas pressure regulating valve when the IG blowers are stopped.</td>
</tr>
<tr>
<td>IG SYSTEM VALVES</td>
</tr>
<tr>
<td>Verification of the operation of all remotely or automatically controlled valves, (in particular the flue gas isolating valve/s)</td>
</tr>
<tr>
<td>IG SYSTEM INSTRUMENTATION, AUTOMATION &amp; ALARMS</td>
</tr>
<tr>
<td>Verification of the function of alarms and safety devices of the inert gas system (using simulated conditions, where necessary): Low water pressure to the scrubber, High gas temperature in inert gas main, High water level in the scrubber, Failure of inert gas blower, High oxygen content of gas in inert gas main, Low water level in deck water seal, Failure of power supply to gas regulating valve/IG main pressure and oxygen content indicators, Low gas pressure in inert gas main, High gas pressure in inert gas main. Check for the operational test of the inert gas system after performing the above checks satisfactorily.</td>
</tr>
<tr>
<td>CARGO PUMP / CONTROL ROOM</td>
</tr>
<tr>
<td>CARGO PUMP ROOM VENTILATION, CLEANLINESS Etc</td>
</tr>
<tr>
<td>Examination of cargo pump room(s) spaces for freeness from potential sources of ignition, access ladders and cargo pump room drainage arrangements; operation of the ventilation system (damper operation and flame screens) including interlocking arrangement to lighting</td>
</tr>
<tr>
<td>Verification that no oil leakages and no accumulation of oil in the cargo pump room. Leakages if any have been dealt and source of leakages rectified.</td>
</tr>
<tr>
<td>CARGO PUMP ROOM BULKHEADS</td>
</tr>
<tr>
<td>Examinations of all pump room bulkheads for signs of leakages and fractures and sealing arrangements of bulkhead penetrations, Temp. sensing devices for bulkhead glands and alarm.</td>
</tr>
<tr>
<td>PIPING IN CARGO PUMP ROOMS</td>
</tr>
<tr>
<td>Examination of the condition of cargo, bilge, ballast and stripping systems</td>
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CARGO PUMPS
Examination of Cargo pump/s bulkhead / deck glands, remote operation/shut down devices, pressure relief devices, pump foundations and temperature monitoring of glands, bearings & casings and associated alarm systems including stand-by means of pumping

CARGO HANDLING SYSTEM CONTROLS, INSTRUMENTATION & ALARMS
General examination of pressure gauges and relief devices on cargo pumps and discharge lines, local / remote controls of valves on cargo piping and cargo tank level indicator / alarm systems

CARGO PUMP ROOM GAS DETECTION/BILGE LEVEL MONITORING SYSTEM
Examinations of the monitoring & alarm system for concentration of hydrocarbon gasses and bilge level in cargo pump rooms

CRUDE OIL WASHING ARRANGEMENTS

TANK CLEANING MACHINES DRIVE UNITS
Verification of number of operational drive units available is as specified in COW operational manual, where the drive units are not integral with the tank cleaning machines

ISOLATION OF STEAM HEATERS FOR WATER WASHING
Verification of isolation arrangements of steam heaters for water washing of tanks, either by means of double shut off valves or clearly identifiable blanks

FLEXIBLE HOSES FOR SUPPLY OF OIL TO THE WASHING MACHINES
Verification of condition and storage of flexible hoses for supply of oil to the washing machines including records of pressure testing.

CRUDE OIL WASHING MACHINES
Confirmation that crude oil washing machines are operable by verification of the movement indicators and/or sound patterns or other approved means. In case the survey is held when crude oil washing is not being carried out this may be confirmed based on visual external examination of the machines and review of cargo operations log.

DEDICATED CLEAN BALLAST TANKS
Examination of tanks containing arrival / departure ballast water for effectiveness of crude oil washing and stripping.

CARGO TANK STRIPPING SYSTEM
Verification of the cargo tank stripping system by observing the tank level gauging system, hand dipping or other approved means

COMBINATION CARRIERS

GAS DETECTION ARRANGEMENTS
Verification of Gas detection arrangement in cofferdams.

ISOLATION ARRANGEMENTS
Verification of blanking arrangement for IG main, oil cargo and slop tank pipes, when carrying cargo other than oil.

OPERATIONAL NOTICES
## CONDITION TO BE REPORTED USING NUMBER CODE AS FOLLOWS:

<table>
<thead>
<tr>
<th>Condition</th>
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</tr>
</thead>
<tbody>
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<td>2</td>
</tr>
<tr>
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<td>3</td>
</tr>
<tr>
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<td>4</td>
</tr>
</tbody>
</table>

### ADDITIONAL CLASS NOTATION REQUIREMENT

#### ADDITIONAL CLASS NOTATIONS E.G. SPM, VCS etc.

**‘SPM’ NOTATION**
Components of the single point mooring system (bow chain stoppers, bow fairleads, winches and capstans), to verify their satisfactory condition, Hull structures supporting and adjacent to the components to the single point mooring system, to verify that there is no deformation or fracture.

### GENERAL

#### HOUSE KEEPING
i) Verification that general housekeeping / cleanliness in engine room, pump room, on deck, accommodation, hospital, galley, wash basins and toilets are satisfactory.
ii) Confirmation that no loose drums and no heavy items without securing/lashing on deck.
iii) Confirmation that Spare anchor where provided, its lashing bracket in good condition.

#### FLAG SPECIFIC REQUIREMENTS
Confirmation that flag specific requirements/instructions, if any are complied with.
Please Provide details in Remark section.

#### H.O. INSTRUCTIONS
Confirmation that H.O. Instructions pertaining to this survey if any communicated separately, have been compiled with.
Please Provide details in Remark section.

### 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

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4. **DAMAGE STABILITY:** - SOLAS Ch. II Part B-1 reg 25.1

5. **Manoeuvring Booklet:** - SOLAS 81 Amend / II-1 / Reg. 28

6. **The Ship Structure Access Manual:** - SOLAS 05 Amend / II-1 / Reg. 3-6

7. **Construction drawings maintained on board:** - SOLAS 05 Amend / II-1 / Reg. 3-7

8. **Loading/unloading booklet:** - SOLAS 96-98 Amend / XII / Reg. 8

9. **Towing and mooring equipment:** - SOLAS 05 Amend / II-1 / Reg. 3-8

10. **Corrosion prevention of seawater ballast tanks:** - SOLAS 05 Amend / II-1 / Reg. 3-2

11. **Access to and within spaces in, and forward of, the cargo area of oil tankers and bulk carriers:** - SOLAS 05 Amend / II-1 / Reg. 3-6

12. **NEW INSTALLATION OF MATERIALS CONTAINING ASBESTOS:** - SOLAS 05 Amend / II-1 / Reg. 3-5

Condition to be reported using number code as follows:

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