

# Phoenix Register of Shipping (PH.R.S.)

## NL 75/13 - MARITIME COOK ISLANDS GUIDANCE ON PSC INSPECTIONS BY THE USE OF PRE ARRIVAL CHECKLIST

### General Information

Refer to : MCI Shipowners - Operators, PHRS Representatives  
Ship Type : All vessels subject to MCI Circular 54/2013  
Attached Reference : MCI Pre Arrival Checklist 64-V.1A  
Action Date : Immediate

Dear All,

We would like to inform you that Maritime Cook Islands (MCI) Administration has just issued Circ. 54/2013 regarding the improvement of ships performance flying the Cook Islands Flag for the purpose of vessels preparation to PSC inspections by providing assistance and guidance to owners and operators in order MCI to minimize deficiencies and to prevent vessels detentions from PSC Authorities.

For the above reason and prior vessel's arrival to a port, the attached MCI Pre Arrival Checklist has been developed to assist crew regarding vessel preparation to PSC inspections, indicating the most common detainable deficiencies in order to be avoided detentions by the proper identification and report of such deficiencies to MCI Administration, Class and local PSC Authorities.

Shipowners / Operators are invited to note the aforementioned developments and ensure appropriate crew awareness.

At this point, we would like to thank you for your kind attention remaining at your disposal for any further clarification and/or further assistance you may need, without hesitating to contact with our Technical Dpt. ([mail@phrs.gr](mailto:mail@phrs.gr)).

PHRS External Dpt. - April 10<sup>th</sup> 2013, Piraeus, Greece



# COOK ISLANDS

## GENERAL GUIDANCE FOR MASTER'S TO ENSURE A POSITIVE INSPECTION / PSC COMPLIANCE CHECKLIST

Ship  
Registration  
FORM  
64 v.1A

**During visits by Port State Control Officers (PSCO) it is essential that the Master and crew conduct themselves in a professional manner at all times.**

1. If PSCO board the vessel they should be met at embarkation and asked for their identification (ISPS CODE) and escorted to the Master's office. Require an opening meeting- even if not offered. Ensure a suitable business like atmosphere.
2. Properly introduce key officers/personnel and ask for the same courtesy in return. Ensure that the lead in the official PSC party is identified. All key staff should be present unless duty requires otherwise, in which case this should be explained.
3. The inspection procedure contemplated by the PSCO should be explained. If not, ask for an explanation.
4. **Inform the PSCO of any problems with required equipment, including repairs and corrective action that is ongoing and/or dispensations that have been issued by the flag Administration, to allow time needed to affect repairs.**
5. Identify ship's officers who will assist in key elements of the inspection. Identify their PSCO counter-part.
6. Escorting ship's officers should always be professional and knowledgeable of the ship's equipment.
7. Escorting ship's officers should keep notes on deficiencies noted by the PSCO.
8. Request notification of irregularities as soon as possible in order to affect corrections "on the spot".
9. **Never** intentionally misrepresent a condition to the PSCO.
10. Insist on a closing meeting--even if one is not offered.
  - i. Listen to what the senior boarding officer says about the boarding results
  - ii. Compare it with what s/he writes--ask for clarification/corrections if necessary
  - iii. Ensure by direct question-- "We see nothing here suggesting a detention"
11. If the vessel is detained, notify the company immediately in accordance with company procedures. The flag Administration should also be notified as soon as possible.
12. Ensure the inspection team is escorted at debarkation.
13. **A good first impression of an orderly ship decreases the risk of an expanded inspection:**
  - i. The Master's office shall be presentable and the records organized and available, and
  - ii. Standards of dress shall be high. The vessel's topside and engine room shall be clean and orderly.

#### **14. Be aware of cultural differences**

Even when there are defects it is possible to prevent a detention. However, the Crew, Company, Recognized Organization, and Flag must be proactive and show that they have identified the defect and are taking appropriate corrective action. The items listed on the attached check list represent the most common deficiencies.

**When equipment is not functioning as required and cannot be repaired prior to arrival in a port, it is essential to contact Maritime Cook Islands Head Office or the Responsible Deputy Registrar, prior to arrival. Maritime Cook Islands will issue a dispensation to present to PSC in order to avoid a possible detention.**



# COOK ISLANDS PRE ARRIVAL CHECKLIST

Ship  
Registration  
FORM  
64 v.1B

SHIP'S NAME	IMO NUMBER	DATE

NEXT PORT OF CALL	
DATE OF CALL	

ITEM	COMMON DETAINABLE DEFICIENCIES	YES	NO	COMMENTS
Record of Ship's Statutory Certificates	Is the Statutory Certificate folder complete and up to date? It is preferable if there is an index in the front of the folder to assist the PSCO when reviewing these certificates.	<input type="checkbox"/>	<input type="checkbox"/>	
Crew Certificates	Do the Officers / ratings specified in the MSMC have valid Certificates of Competency, Endorsements or CRA (as applicable)	<input type="checkbox"/>	<input type="checkbox"/>	
Insufficient hours of rest and possible fatigue	Do the rest periods comply with STCW / MLC requirements? Note: The period is over any 7 days, not one calendar week	<input type="checkbox"/>	<input type="checkbox"/>	
Drill Records	Were all the drills done when required and recorded as required – are crew familiar with drills	<input type="checkbox"/>	<input type="checkbox"/>	
Maintenance	Is the ship clean and orderly and do the records reflect that the Safety Management System has been followed	<input type="checkbox"/>	<input type="checkbox"/>	
Fire Dampers - quick or self-closing devices, remote controls etc	Are the handles and wires in good condition	<input type="checkbox"/>	<input type="checkbox"/>	
	Do the dampers and closing devices include fire screen doors and do watertight doors close correctly?	<input type="checkbox"/>	<input type="checkbox"/>	

ECDIS is listed on the ships record of Equipment  (if ECDIS is not listed in the ships record of equipment but used for convenience only paper charts <b>MUST</b> be used for passage planning and navigation)	Is ECDIS being used for Navigation? (if not detainable deficiency)	<input type="checkbox"/>	<input type="checkbox"/>	
	Is the ECDIS using appropriate official electronic charts with latest updates and corrections	<input type="checkbox"/>	<input type="checkbox"/>	
	Are the officers in charge of navigational watch appropriately trained and component to use ECDIS	<input type="checkbox"/>	<input type="checkbox"/>	

ITEM	COMMON DETAINABLE DEFICIENCIES	YES	NO	COMMENTS
E/R fixed CO <sub>2</sub> firefighting system	System Operational?	<input type="checkbox"/>	<input type="checkbox"/>	
	Temporary safety pins used for installation and servicing removed and bottles connected	<input type="checkbox"/>	<input type="checkbox"/>	
Oily water separator & 15ppm alarm	Separator operable	<input type="checkbox"/>	<input type="checkbox"/>	
	Wasted discharged line	<input type="checkbox"/>	<input type="checkbox"/>	
	Inside of discharge pipe oily filtering equipment	<input type="checkbox"/>	<input type="checkbox"/>	
	Any by-pass line fitted to oil filtering equipment	<input type="checkbox"/>	<input type="checkbox"/>	
	15ppm alarm operable	<input type="checkbox"/>	<input type="checkbox"/>	
	Automatic stopping device operable	<input type="checkbox"/>	<input type="checkbox"/>	
	Are the C/E and 2/E able to demonstrate the operation of OWS	<input type="checkbox"/>	<input type="checkbox"/>	
	Does the electronic record in monitor reflect the record in the Oil Record book	<input type="checkbox"/>	<input type="checkbox"/>	
Fire Pumps operable / efficient (Especially the Emergency Fire Pump)	Are the pumps individually tested with two hoses supplying water to the extremities of the vessel and water pressure is checked	<input type="checkbox"/>	<input type="checkbox"/>	
Lifeboat launching arrangements	Is there any corrosion or wastage of lifeboat davit or of sheaves and hooks	<input type="checkbox"/>	<input type="checkbox"/>	
	Is the on load release gear operating normally	<input type="checkbox"/>	<input type="checkbox"/>	
	Is the on load release gear properly set	<input type="checkbox"/>	<input type="checkbox"/>	
Lifeboat engine operable	Is the lifeboat engine operating normally	<input type="checkbox"/>	<input type="checkbox"/>	
Marking of lifesaving and emergency equipment, vents, air, pipes etc.	Is the equipment storage clearly marked and in good working condition	<input type="checkbox"/>	<input type="checkbox"/>	

**When equipment is not functioning as required and cannot be repaired prior to arrival in a port, or another type of deficiency has been identified it is essential to contact Maritime Cook Islands Head Office or the Responsible Deputy Registrar, prior to arrival. Maritime Cook Islands will issue a dispensation to present to PSC in order to avoid a possible detention.**