

**The Republic of Palau**  
**Palau International Ship Registry**  
*“The Sea Lane to Prosperity”*

**MARINE CIRCULAR 15-004 GUIDANCE ON PORT STATE CONTROL  
INSPECTION AND COMPLIANCE CHECKLIST**

To: ALL SHIPOWNERS, MANAGERS, OPERATORS, MASTERS AND RECOGNIZED ORGANIZATION

Subject: GUIDANCE ON PORT STATE CONTROL INSPECTION AND COMPLIANCE CHECKLIST

1. INTRODUCTION

1.1 Palau International Ship Registry, in its constant pursuit of continuous improvement has been reviewing the PSC performance of vessels registered with the Palau Flag after the first review it has been noted that detentions to Palau registered vessel is increasing which will result on the Flag being gray or black listed, position that we need to avoid by focusing on preventive actions that will allow the vessel to have a detention-free Port State Control Inspection. At the same, Palau Flag Administration is assured that by adhering to the preventive actions listed in this Marine Circular, the safety of the crew, vessels and the environment will also be ensured.

1.2 Available records show that most vessels are detained for any other of the following reasons:

- 1.2.1 Lifeboat davits and or release mechanism defective,
- 1.2.2 Emergency fire pump defective (does not draw water or insufficient pressure)
- 1.2.3 Emergency generator not working properly,
- 1.2.4 Logs and/or record books not maintained,
- 1.2.5 Communications equipment defective,
- 1.2.6 One or more officers did not have a Certificate of Endorsement
- 1.2.7 Nautical Charts and/or publications outdated,
- 1.2.8 Emergency lights/lighting defective,
- 1.2.9 Fire main leaking or defective,
- 1.2.10 No proof of fire-fighting or lifesaving equipment being serviced,
- 1.2.11 Various air pipe vents or flaps wasted or inoperative,
- 1.2.12 Rubber gaskets on vent pipe covers deteriorated,
- 1.2.13 Quick closing valves frozen or hard to operate,
- 1.2.14 Oil Water Separator and/or 15PPM alarm not functioning properly,
- 1.2.15 Closing devices for doors, access covers and hatch covers missing or defective,
- 1.2.16 Rubber gaskets for doors, access covers and//or hatch covers deteriorated
- 1.2.17 Repairs on deck completed without the notification and /or supervision of class,
- 1.2.18 Warbnings, notices and instructions that should be posted are missing,
- 1.2.19 Deck Machinery and or steering gear leaking hydraulic oil and
- 1.2.20 Sanitary and/or galley facilities inadequate

In order to take proactive actions towards upcoming and unannounced PSC Control Inspections, This Administration has developed the attached checklist which is to be completed before arrival of the vessel in port. The Checklist should be completed by the Master prior to departure of the vessel from port or during her voyage to next port.

During the process of completing the Checklist if the Master notices a deficiency that may be a cause for detention, the Master is to notify the Recognized Organization and the Flag Administration. As per *IMO Resolution 1052(27) provision 2.3.7* states that if a Master advises his Administration, Class and Local Port State Authorities of a deficiency that has, or may, impact the vessel's seaworthiness, that deficiency should not be considered as grounds for detention, unless the ship intends to sail with the deficiency un-addressed.

In the case that a defective device or equipment is noted or a problem with the vessel's Certificates including Flag, Statutory or Crew arise, this Administration should be contacted immediately. PISR will work with the Owner, Managers, Operators and Recognized Organization in many possible ways in order to prevent a detention.

The attached checklist is be used to inspect the ship thoroughly as part of the on board preparation prior to PSC Visits.

In addition if a required equipment on board is not operating properly or is defective, the vessel operator or Master should contact the Administration and request a dispensation. If the malfunctions happens while the vessel is at sea and before the vessel's arrival in port issuance of a dispensation may prevent a PSC detention.

## 2. ADDITIONAL INFORMATION

- 2.1 For further information or to request a Dispensation, Official Authorization, Exemption or any additional information from the Flag Administration Technical Department please contact:

Marisabel Arauz Park  
Technical Manager  
Palau International Ship Registry  
16701 Greenspoint Park Drive, Suite 155  
Houston, Texas, 77060  
P: 281 876 9533  
Mobile: 504 460 9487  
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SELF ASSESSMENT PRE ARRIVAL COMPLIANCE CHECKLIST  
TO BE CARRIED OUT BY MASTER

SHIP NAME:

IMO NO.:

DATE:

NEXT PORT OF CALL:

Item	YES / NO Comments
Ship Certificates and Documents	<input type="checkbox"/> Certificate of Registry, SSL and MSMC are valid? <input type="checkbox"/> Statutory Certificates are valid and annual endorsements done as required? <input type="checkbox"/> Plans (SOPEP, SSP, Cargo Securing Manual, Grain Loading Manual, GMP) are on board, readily accessible and approved when required? <input type="checkbox"/> CSR is up to date and includes all previous CSR's?  *Findings on the above should be recorded and the managing company and Flag Administration shall be quickly contacted.
Crew Certification	<input type="checkbox"/> Do Officers on board have Palau Certificates of Endorsements <input type="checkbox"/> Do the Crew onboard meets the requirements of the Minimum Manning Certificate? <input type="checkbox"/> Contract Agreements for existing and new crew seafarers are up to date?  *Findings on the above should be recorded and the managing company and Flag Administration shall be quickly contacted.
Live Saving Appliances	<input type="checkbox"/> Lifeboats and its engine are in good conditions <input type="checkbox"/> Lifeboat on load release mechanism properly set <input type="checkbox"/> Life rafts in good condition, hydrostatic releases and service dates valid? <input type="checkbox"/> Lifejackets/Immersion suits as provided in the quantity needed and properly stowed? <input type="checkbox"/> Life buoys are as required: number, condition, markings, lights, etc <input type="checkbox"/> Embarkation ladder is in good condition, deck area clear of obstructions.  *Findings on the above should be recorded and the managing company and Flag Administration shall be quickly contacted
Firefighting Equipment:	<input type="checkbox"/> Main and Emergency fire pump are in working conditions and as required <input type="checkbox"/> No leaks in fire main and stations. <input type="checkbox"/> Fixed Fire Fighting system in good conditions (Including E/R) <input type="checkbox"/> Portable Fire Fighting system in good condition and in proper location <input type="checkbox"/> Fireman's outfit are as required. <input type="checkbox"/> Alarm systems are checked and in working conditions  *Findings on the above should be recorded and the managing company and Flag Administration shall be quickly contacted
Engineering	<input type="checkbox"/> Engine Room and machinery spaces are clean. <input type="checkbox"/> High pressure FO piping is jacketed <input type="checkbox"/> Bilge pump and bilge alarm are working properly <input type="checkbox"/> Spaces have sufficient light and ventilation <input type="checkbox"/> Controls are clearly identified, in working language. <input type="checkbox"/> Emergency generator starts easily and takes emergency electrical load as required. <input type="checkbox"/> Remote and quick closing valves tested and working properly.  *Findings on the above should be recorded and the managing company and Flag Administration shall be quickly contacted

Pollution Prevention	<input type="checkbox"/> Oil Record Book available with entries in good order, up to date and signed by officer and Master <input type="checkbox"/> OWS Equipment tested and operating properly <input type="checkbox"/> 15 PPM monitor alarm is operating properly. <input type="checkbox"/> No pipes or hoses that could be used as illegal bypass to OWS / 15 PPM monitor <input type="checkbox"/> Connection for discharge to reception facility available <input type="checkbox"/> Sewage Treatment plant is approved <input type="checkbox"/> GMP and record book entries are up to date <input type="checkbox"/> Crew familiarized with the Garbage (incinerator) operating procedures  *Findings on the above should be recorded and the managing company and Flag Administration shall be quickly contacted
Load Line	<input type="checkbox"/> Loading / stability manual approved, latest intact stability information available <input type="checkbox"/> Exterior doors and hatches, sounding tubes and other opening re in good condition and with adequate seal. <input type="checkbox"/> Loadline and Freeboard marks properly arranged and readable  *Findings on the above should be recorded and the managing company and Flag Administration shall be quickly contacted
Accommodations	<input type="checkbox"/> The Galley is clean <input type="checkbox"/> Sanitary systems, sinks, toilets, showers are in good working conditions <input type="checkbox"/> Hospital Room is properly stocked <input type="checkbox"/> Lighting is sufficient and as required  *Findings on the above should be recorded and the managing company and Flag Administration shall be quickly contacted
Weather Deck	<input type="checkbox"/> Cargo Hatchways/ covers in good order, no cracks, buckling to coamings <input type="checkbox"/> Anchoring/ Mooring devices are in good conditions <input type="checkbox"/> Railing/ cat walk in good conditions <input type="checkbox"/> Ventilators, air pipes, casing tight, in good operating conditions <input type="checkbox"/> Electrical fitting, insulation and cables in good conditions <input type="checkbox"/> No leaking haudralic lines <input type="checkbox"/> Pilot / Accommodation ladder in good conditions <input type="checkbox"/> Means of escape are marked with no obstructions  *Findings on the above should be recorded and the managing company and Flag Administration shall be quickly contacted
Navigation & Communications	<input type="checkbox"/> Radars are operational <input type="checkbox"/> Gyro compass is operational <input type="checkbox"/> Magnetic Compass readable and calibrated <input type="checkbox"/> Echo sounder operating properly <input type="checkbox"/> Radio / GMDSS main, MF, MF/HF are operating <input type="checkbox"/> VHF Fixed/portable equipment working properly <input type="checkbox"/> EPIRB battery valid and in working conditions <input type="checkbox"/> All charts and publications are up to date <input type="checkbox"/> Lights, shapes and sound signals working properly. <input type="checkbox"/> Emergency source of power adequate and available  *Findings on the above should be recorded and the managing company and Flag Administration shall be quickly contacted
Log Books and Record Books	<input type="checkbox"/> Official log book <input type="checkbox"/> Engine, Radio, Medical and Visitors log was kept.  *Findings on the above should be recorded and the managing company and Flag Administration shall be quickly contacted
Drills and Exercises	<input type="checkbox"/> Fire and abandon ship drills/ exercises and training are properly recorded and carried out <input type="checkbox"/> Fire Control Plan posted as required. <input type="checkbox"/> Muster list to date  *Findings on the above should be recorded and the managing company and Flag Administration shall be quickly contacted

Signs, Marking and Alarms	<input type="checkbox"/> All required marking are evident <input type="checkbox"/> Muster list up to date <input type="checkbox"/> Alarms tested and working  *Findings on the above should be recorded and the managing company and Flag Administration shall be quickly contacted
ISM and ISPS Code	<input type="checkbox"/> SSO on board and certified <input type="checkbox"/> SSP is available and up to date <input type="checkbox"/> Evidence available for maintenance, schedule, testing etc. <input type="checkbox"/> Access to vessel is controlled <input type="checkbox"/> Restricted areas are clearly marked  *Findings on the above should be recorded and the managing company and Flag Administration shall be quickly contacted
ADDITIONAL COMMENTS:	

Flag to be notified YES / NO

Recognized Organization to be notified YES / NO

Managing Company to be notified YES / NO