



# THE REPUBLIC OF LIBERIA

## LIBERIA MARITIME AUTHORITY

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### **Master's Duties and General Guidance to ensure a Positive PSC Inspection/ PSC Compliance Checklist**

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This document is provided to assist Master's on their responsibilities and duties\* under Liberian Maritime Law and Regulations and provide Guidance to ensure a Positive Port State Control Inspection. A Pre-Arrival Compliance Checklist is also included to assist in verifying items that have been commonly found deficient, resulting in Port State deficiencies and detentions.

Port States are inspecting vessels with greater frequency and scrutiny. Master's shall ensure that non-conformities are reported to their Company Designated Person Ashore (DPA) in accordance with Safety Management System (SMS) procedures for investigating possible cause and implementing corrective action. Failure to report and implement corrective action of known non-conformities may result in detention for failure of SMS, resulting in unnecessary delays to the vessels schedule.

The attached Guidance for Positive Port State Control Inspection and Pre-Arrival Compliance Checklist are provided to minimize unnecessary detentions and delays.

#### **\*Master's Responsibilities and Duties**

##### **Maritime Law §296**

The Master shall, among others, have the following duties:

- (4) To assume full responsibility for the safety of the members of the crew and passengers, if any, and to take all necessary and appropriate steps in connection there with;
- (5) To assume full responsibility for the navigation of the vessel at all times;

##### **Liberian Regulation 2.35**

**Non-Compliance with International Conventions and Agreements; Penalty.**

- (1) Responsibility. It shall be the responsibility of owners and Masters to ensure that their vessels are in compliance with the requirements of all applicable International Conventions and Agreements.

**For the Master, Chief Engineer and Officers serving on Liberian Vessels: Failure to ensure the above may result in suspension or revocation of any endorsement, license, certificate or other document issued by Liberia.**

**For the Designated Person Ashore: Failure to ensure compliance with the SMS or International Conventions will result in either an additional Safety or MLC Inspections, or ISM and ISPS audit of the vessel and/or an Additional ISM audit of the Company.**

## **Guidance to ensure a Positive Port State Control Inspections**

*“A clean, orderly ship, with a trained and confident crew will ensure a positive PSC inspection”*

Ex PSC Inspector

- ❖ **It is essential that the conduct of the Master and crew be professional. A Port State Control Officers (PSCO good first impression of an orderly ship decreases the risk of an expanded inspection:**
  - The Master’s office shall be presentable and the records organized and available, and
  - Standards of dress shall be high. The vessel’s topside and engine room shall be clean and orderly.
- ❖ Meet PSCO(s) at embarkation and asked for identification (ISPS CODE) and escorted to the Master’s office.
- ❖ Require an opening meeting--even if not offered. Ensure a suitable business like atmosphere. All key staff should be present unless duty requires otherwise, in which case this should be explained.
- ❖ Properly introduce key officers/personnel who will assist in key elements of the inspection and request same courtesy from the lead PSC officer, if more than one in PSC party.
- ❖ The inspection procedure contemplated by the PSCO should be explained. If not, ask for an explanation.
- ❖ **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.**
- ❖ Escorting ship’s officers should act professional and knowledgeable of ships equipment and keep notes on deficiencies
- ❖ Request notification of irregularities as soon as possible in order to affect corrections “on the spot”.
- ❖ **Never intentionally misrepresent a condition to the PSCO.**
- ❖ Insist on a closing meeting--even if one is not offered.
  - Listen to what the senior boarding officer says about the boarding results
  - Compare it with what he writes--ask for clarification/corrections if necessary
  - Ensure by direct question-- “We see nothing here suggesting a detention”
- ❖ 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.
- ❖ Ensure the inspection team is escorted at debarkation.
- ❖ Be aware of cultural differences

Even when there are defects it is possible to prevent a detention. However, the Master, Crew, Company, Recognized Organization, and Flag must be proactive and show that they have identified the defect and are taking appropriate corrective action.

When equipment is not functioning as required and cannot be repaired prior to arrival in a port, it is essential to report these to the Company DPA in accordance with the vessels Safety Management System. A report must also be sent to the Liberian Administration at or +1 { prior to arrival. The Administration will issue a dispensation, if additional time is needed to affect permanent repair, and this may avoid a possible detention.

### **The following are examples of pre-existing deficiencies that resulted in detentions and could have been avoided had they been reported in advance and corrective action initiated:**

- Failure to report and take corrective action on existing inoperable rescue boat davit, rendering the rescue boat incapable of launching.
- Failure to report and take corrective action on existing inoperative electronic switchboard cards, which caused the engine room to be without required alarms.
- Failure to report and take corrective action on existing inoperative quick closing valves, fire dampers, fire detection sensor, cargo hold ventilator covers, and/or gooseneck vents.
- Failure to report and take corrective action on existing problems related to emergency generator.
- Failure to report and take corrective action on existing defective radio and communication equipment.
- Failure to report and take corrective action on existing defective Emergency fire pump.
- Failure to report and take corrective action on existing defective OWS.
- Failure to report and take corrective action on existing inoperative three way valves.
- Intentional overriding or disabling equipment and systems, such as, water mist fire-fighting systems, quick closing fuel supply valves, and bypassing the oily water separator oil content meter. Such actions endanger the safety of the crew, the ship and the environment and should not be tolerated.
- The crew was not able to successfully demonstrate the operation of the OWS, ECDIS and Emergency fire pump.



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### PRE ARRIVAL COMPLIANCE CHECKLIST

Ship's Name: \_\_\_\_\_  
 Ship's IMO No: \_\_\_\_\_

<b>Next port of call:</b> _____
<b>Date of call:</b> _____

Item	Common Detainable Deficiency	Response	Comments
<b>Port State inspection</b>	Last Port State inspection in the arriving jurisdiction Place & Date:		
<b>Record of Ship's Statutory Certificates incomplete</b>	Next ASI Due:		
	Next Class Survey Due:		
<b>EPIRB/SART</b>	Battery Expiry Date:		
<b>Missing Liberian certificates for Master and Officers</b>	Do the Officers have either a Liberian Certificate of Competency, Endorsement or CRA?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
<b>Missing Liberian Certification for the crew</b>	Do the Ratings required by the MSMC have either Liberian Endorsements, or copy of the application for the endorsement and their valid national certificate?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
<b>Manning</b>	Vessel is manned in compliance with the Minimum Safe Manning Certificate?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
<b>Insufficient hours of rest and possible fatigue</b>	Do the rest periods comply with STCW requirements? Note: The period is over any 7 days and not one calendar week.	YES <input type="checkbox"/> NO <input type="checkbox"/>	
<b>Provisions</b>	Are the provisions adequate for the intended voyage?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
<b>Allotments</b>	Records on board indicate allotments are made out to all crew up to the end of last month ?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
<b>Wages</b>	Have all ship's crew been paid their wages in full up to the previous month?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
<b>Crew Complaints</b>	Does the Crew have any complaints under MLC?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
<b>Missing record regarding a drill</b>	Fire Drill		
	Abandon Ship Drill		
	Enclosed Space Entry Drill		
<b>Lifeboat and Rescue boat</b>	Date lifeboat and Rescue boat lowered/maneuvered in the water. All attempts, even unsuccessful, recorded in log book?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
	Equipment inside the lifeboat(s)/Rescue boat is complete as required, no expired equipment inside the lifeboat(s) and rescue boat?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
	Lifeboat Engine Run? Steering Test?		
	Rescue Boat Engine Run? Steering Test?		
<b>Defective lifeboat launching arrangements</b>	Is there any corrosion or wastage of lifeboat davit or of sheaves and hooks?	YES <input type="checkbox"/> NO <input type="checkbox"/>	

	Lifeboat and rescue boat davit(s) incl. on load release gear are operational.	YES <input type="checkbox"/> NO <input type="checkbox"/>	
	Is the on load release gear operating normally?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
	Is the on load release gear properly set?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
<b>Liferafts</b>	HRU Expiry Date		
<b>Launching/Embarkation Instructions</b>	Are the launching and embarkation instructions posted next to the lifeboats and liferafts?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
<b>Charts/ Publications</b>	Chart Number for Intended Voyage		
	Last Chart update		
	Are all required publications are up to date?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
<b>If ECDIS is listed in the ship's Record of Equipment</b>	Is ECDIS being used for Navigation?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
	Last ECDIS Update?		
	Are the officers in charge of navigational watch appropriately trained and competent to use ECDIS?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
<b>Lack of maintenance</b>	Is the ship clean and orderly and do the records reflect that the SMS is being followed?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
<b>Defective fire dampers, quick or self-closing devices, remote controls, etc.</b>	Are handles and wires in good condition?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
	Do dampers and closing devices, to include fire screen doors, and watertight doors close correctly?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
<b>Fixed pressure Water-spraying and Water-mist Fire-Extinguishing Systems</b>	Is the water supply valve to automatic pump open and system charged?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
	Is the Fixed pressure Water-spraying/Water-mist Fire-Extinguishing System operating in accordance with Chap. 7 of FSS Code?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
<b>E/R fixed CO2 firefighting system</b>	System Operational?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
	Temporary safety pins used for installation and servicing removed and bottles connected?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
<b>Emergency Alarms</b>	Smoke/Flame Detectors Main Engine Oil Mist Detector Operational ?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
	Fire Alarm Panel Operational?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
<b>Fire doors</b>	Fires doors self closing?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
<b>Fire Hoses and Nozzles</b>	Leaking?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
<b>Fire Pumps inoperable/inefficient (Especially the Emergency fire pump)</b>	Are pumps individually tested with two hoses supplying water to the extremities of the vessel to ensure adequate pressure?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
<b>Marking of lifesavin and emergency equipment storage, vents, air pipes, etc.</b>	Is the equipment storage clearly marked and in good working condition?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
<b>Cleanliness of E/R</b>	Is the E/R clean? No oil leaks, clean bilges and tanktops, no oily rags, and no collection buckets or containers placed below machinery or pipes to collect seepage or leaks?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
	All bilge alarms in engine spaces incl. BT room and SG room are operational?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
<b>Quick Closing Valves</b>	Are the Quick Closing valves blocked open?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
<b>Sewage treatment system</b>	Sewage treatment system operational?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
<b>ECA use of compliant fuels</b>	Vessel trading in Emission Control Area has compliant fuel on board and initiated change over procedures?	YES <input type="checkbox"/> NO <input type="checkbox"/>	

<b>Garbage Disposal in Special Areas</b> <b>(MARPOL Annex V)</b> <b>(Special Areas: Med. Sea, Baltic Sea, Black Sea, Red Sea, "Gulfs" Areas, North Sea, Antarctic Area, Wider Caribbean region incl. Gulf of Mexico).</b>	Has uncommuted food wasted been disposed in a special area?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
<b>Emergency Generator or any self-contained power source that can be used for emergencies.</b>	Last Emergency Generator Test		
	Is Emergency Generator connecting properly to emergency switchboard?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
	Both means of starting in order?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
	Other self-contained power sources onboard (If any) are operational?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
	Low insulation alarm settings are properly set, no alarms on main and emergency switchboard?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
<b>Oily water separator &amp; 15 ppm alarm.</b>	Separator operable?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
	Last operation		
	Wasted discharge line?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
	Inside of discharge pipe oily and dirty?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
	Any by-pass line fitted to oil filtering equipment?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
	15 ppm alarm operable?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
	Automatic stopping device operable? (3 Way valve/pump stop/dual valves).	YES <input type="checkbox"/> NO <input type="checkbox"/>	
	Are the C/E and 2/E able to demonstrate the operation of the OWS?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
	Does the electronic record in the monitor reflect the record in the Oil record book?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
<b>Hydrostatic Testing</b>	Bunker/Cargo Line Hydrostatic Test Pressure & Date		
<b>Emergency Lighting</b>	Are there are any non-operational emergency lights?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
<b>Emergency Exits</b>	The emergency exits are free of any obstructions on the entire escape route?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
<b>Existing dispensations from this Administration:</b>			
<b>Condition of Class if any:</b>			
<b>Any outstanding deficiencies from last Port State Inspection?</b>			

**Comments: Comment regarding defective equipment, missing certificate, lack of provisions, missed servicing, test or inspections:**

**I certify that I have verified, prior to this port arrival, except as noted herein, the above items and other systems and equipment are either:**

- a. in conformance with applicable international regulations;**
- b. deficiencies have been reported to the company and the Liberian Administration at [safety@liscr.com](mailto:safety@liscr.com); and**
- c. corrective action has been taken.**

**Master's signature \_\_\_\_\_ Date \_\_\_\_\_**

**I certify that I have verified with the Master, prior to this port arrival, except as noted herein, the above items and other systems and equipment are either:**

- a. in conformance with applicable international regulations;**
- b. deficiencies have been reported to the company and the Liberian Administration at [safety@liscr.com](mailto:safety@liscr.com); and**
- c. corrective action has been taken.**

**DPA signature \_\_\_\_\_ Date \_\_\_\_\_**