

ISM
Technical Notice
No. **12/2015**
DATED: 24.02.2015

SUBJECT:
**PORT STATE INSPECTIONS
AND ISM-RELATED DEFICIENCIES**

PSC
Inspections
and
Inspections

Related
deficiencies

An **effective** Safety Management System (SMS) onboard, well **supported by company resources**, will significantly **reduce the likelihood** of the ship being **detained**. Port State Control detentions due to ISM failures are becoming more common as the authorities are combining deficiencies to justify detaining the ship.

The data and statistics used in this circular have been **sourced from ISM-related deficiencies posed during Port State Control** inspections and detentions. These have been listed against main areas of a Safety Management System and are designed to serve as leading indicators of an effective implementation of the SMS.

Area of SMS

Certificates,
documentation
and manuals

- All required **classification, statutory** and other trading certificates are valid and readily available
- **DOC** (with endorsements), **SMC, ISSC, CSR** (file of previously issued CSR's is complete)
- **ISM manuals**, procedures and instructions are available in the **latest revisions**
- Ship's **library, documentation and manuals** are valid, complete, updated and available as applicable and as required by the procedures and Flag Administration
- The **approved Ship Security Plan (SSP)** is available, including evidence of the approval (Approval Letter and Report)
- Servicing **certificates for firefighting and lifesaving** equipment **should be up-to-date and available**

Notes:

Reference to required certification and documentation can be found in MSC/Circular.1151 (as amended or superseded).

The relevant procedures, instructions and records must be in the **working language** or languages **understood** by all personnel.

<p>Area of SMS</p> <p>System Management Records</p>	<ul style="list-style-type: none"> • Master's Reviews are carried out as required and any weakness identified with proper company's follow up • Internal audits (annually) are held as required, NCs identified followed up and restored accordingly • External audits are held as required, reports are available • Evidence of risk assessments • There is evidence of follow up action and monitoring by shore-based management
<p>Area of SMS</p> <p>Resources and Personnel</p>	<ul style="list-style-type: none"> • The number of personnel meets the requirements of the Minimum Safe Manning Certificates • Up-to-date crew list is available • STCW certification is available as required for all personnel • Medical fitness certificates are available for all personnel • Crew members have received joining familiarization and other required training (records available) • Crew are familiar with their duties and responsibilities as per SMS/SSP and officers are familiar with the identity of the DPA • The SSO and the crew are trained and certified in accordance with STCW security requirements and are familiar with their duties • All personnel can communicate effectively in the working language • Work and rest hours are as required and accurate records • Master's responsibility and authority is clearly defined
<p>Area of SMS</p> <p>Emergency Preparedness</p>	<ul style="list-style-type: none"> • All seafarers are fully familiar with their emergency duties (alarm signals, muster station duties) and all emergency equipment is to be well maintained and ready for use • The Muster List is up to date, Fire Control plans are up to date, SOPEP updated, Specific Emergency Towing Booklet available • A programme for Drills and Exercises is in place. Drills and exercises are held and documented as required • Drills and exercises reviewed, evaluated and lessons learned identified • Emergency escapes are free from any obstruction • Emergency contact details for the company are readily available • Personnel are able to satisfactorily demonstrate emergency drills

Area of SMS

 Shipboard
 Operations

- Procedures are available for **all key shipboard operations**
- **Responsibilities and duties** are clearly assigned to qualified personnel
- All personnel are **familiar** with their duties and responsibilities
- Procedures are **implemented effectively and records** maintained as required
- **Voyage passage** planning is carried out from berth to berth
- **Navigational charts and publications** for the intended passage are available on board and have been updated to the latest notices to mariners
- **Bridge and engine room checklists** (arrival, departure, testing controls, watchkeeping, etc.) are being followed
- **Permit to work** (hot work, entry into enclosed spaces, working aloft) procedures are being complied with
- Suitable **personnel protective equipment** is being used by the crew
- **Bunker and fuel transfer** procedures are complied with
- Procedures for operations with **low sulfur fuel oil** are being followed – as applicable
- The **ballast water exchange plan** is complied with as per regulations
- The **garbage management plan** is properly implemented
- **Safe means of embarkation** and disembarkation is available
- An **efficient gangway watch** is maintained and access to the vessel is controlled
- Deck, engine, GMDSS and other applicable official **log books** are maintained and up to date
- The **Oil Record Book** (correct format), **Garbage Record Book**, are in use on board and kept up to date
- Radio personnel aware of how to **transmit distress alert under GMDSS**

Area of SMS

 Reports
 & Analyses of Non
 conformities,
 Accidents
 & Hazardous
 Occurrences

- All **accidents, incidents**, injuries and near misses are being reported, **recorded and investigated** to determine the root cause
 - **Reported accidents** and incidents are being **closed out** in a timely manner after **verification** of effectiveness of action taken
 - **Follow-up actions and monitoring by shore-based** management of reported cases and actions taken is evident
- Following a PSC inspection/detention**, corrective action taken by the ship must not be limited to the PSC deficiencies. Action has been taken to identify and resolve other similar deficiencies existing on board.

Area of SMS

**Inspection and
Maintenance**

- **Inspection and preventative maintenance** of all equipment, machinery and structures are carried out **as required by the SMS**
- Maintenance and inspection routines are carried out **by competent officers** / personnel and under supervision of heads of department
- All **Life Saving** Appliances and **Fire Fighting** Equipment are in **good working** condition and ready for immediate use
- **Records** of inspection, maintenance, testing and calibration are readily available
- Identified **defects and deficiencies** are acted promptly and their **status is controlled**, including the appropriate **follow up**
- **Defects** and deficiencies have been **reported** to the company, Class Society, Flag administration, RO, as appropriate
- **Critical equipment** are identified and their maintenance is carried out as required
- Sufficient **spare parts** are available
- **Status of requisitions** is controlled being followed up by the shore-based management in a timely manner
- **Housekeeping, cleanliness and hygiene** are satisfactory in all areas

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INSB Class
International Naval Surveys Bureau