

# Reducing the risk of Port State Control detentions

A pre-port arrival pocket checklist for  
ship owners and operators



# Pre-port arrival pocket checklist

## Introduction

This checklist is compiled from analysing deficiencies found by Port State Control officers on Lloyd's Register Group classed ships. All the deficiencies have led to a ship being detained.

Owners and operators are advised to use this checklist prior to their ships entering port. This will significantly reduce the likelihood of the ship being detained.

**As a minimum, the items on the chart on page 3 should be checked to ensure they conform with international convention requirements. It is strongly advised that all other items in this guide are also checked prior to entering port.**

For convenience, the deficiencies have been listed by distinct areas on a ship. This means that each crew member can take responsibility for their own area. The checklist is re-usable.

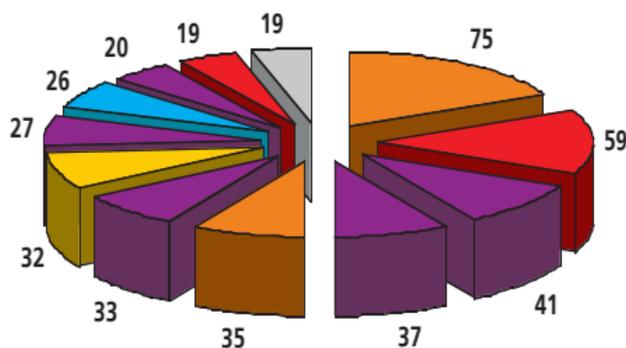
This 'aide mémoire' is to supplement the owners own operation and maintenance procedures and should be used in conjunction with the in-depth PSC 'Maintenance Guide Checklist', available through your local Lloyd's Register Group office.

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# Pre-port arrival pocket checklist

## Detaining items

The most common detaining deficiencies (by number) found by Port State Control on Lloyd's Register Group classed ships in 2004



- 0745 fire-dampers, valves, quick closing devices, means of control [75]
- 0610 lifeboats [59]
- 1730 oil filtering equipment [41]
- 0740 fire pumps [37]
- 1275 ventilators, air pipes, casings [35]
- 1420 cleanliness of engine room [33]
- 0221 certificates for masters and officers [32]
- 1430 auxiliary engine [27]
- 2550 maintenance of the ship and equipment [26]
- 0710 fire prevention [20]
- 0630 launching arrangements for survival craft [19]
- 0739 emergency fire pump [19]

The 4 digit code numbers listed immediately above are those used by the Port State Control Authorities



# Pre-port arrival pocket checklist

## 1. Master's office / responsibilities

1. **□ Certificates**  
Original copies of all trading certificates and documents available
2. **□ STCW**  
All personnel adequately certificated and documents available
3. **□ SOPEP**  
Approved, up to date and with contact details included
4. **□ ISM emergency preparedness**  
Drills to be carried out regularly and effectively with documented evidence

### Notes:

1. PSC officers will always commence their inspection in the Master's office. It is essential that certification is up to date and valid.
2. If machinery or equipment is damaged or not operating correctly, make a note of it. Also make a note of the corrective action. This will demonstrate to the PSC officer that you are aware of the problem and that you have procedures in place to report and rectify deficiencies.

# Pre-port arrival pocket checklist

## 2. Bridge area

1.  **Nautical publications**  
Valid and as required for the voyage
2.  **Charts**  
Correct charts for voyages being undertaken and corrected as necessary
3.  **Magnetic compass**  
Easily readable and correctly adjusted (deviation card)
4.  **Lights, shapes, sound-signals**  
In good working order
5.  **GMDSS**  
In working order
6.  **EPIRB**  
In working order; updated maintenance records available
7.  **Fire detection cabinet**  
Alarms in working order

# Pre-port arrival pocket checklist

## 3. Life saving appliances

1.  **Emergency lighting and batteries**  
Functioning correctly and in place
2.  **Lifeboats**  
Structure sound
3.  **Lifeboat engine**  
Able to start without difficulty
4.  **Lifeboat davit**  
Well maintained and in good working order
5.  **Lifeboat inventory**  
All as required and in date
6.  **Lifebuoys**  
Correct number and location and in good condition
7.  **Lifejackets**  
Correct number and location and in good condition
8.  **Inflatable liferafts**  
Clear of obstructions. Weak link correctly positioned and hydrostatic release in date

# Pre-port arrival pocket checklist

## 4. Accommodation

1.  **Fire doors**  
Able to close tight and in good condition
2.  **Fire fighting equipment**  
Available, in place and in good working order
3.  **Fire control plan**  
In place and up to date
4.  **Signs, indications (weathertight doors, fire detectors, fire dampers, ventilation)**  
All in place and as required
5.  **Emergency lighting and batteries**  
Functioning correctly and in place
6.  **Sanitary facilities**  
Equipment in place, clean and functioning correctly

# Pre-port arrival pocket checklist

## 5. Deck area

1.  **Deck corrosion**  
Ensure deck well maintained, not corroded, holed or wasted
2.  **Railings, cat walks**  
Ensure all well maintained, not corroded, holed or wasted
3.  **Cargo and other hatchways**  
Ensure weathertight and the covers are in good condition with securing devices adequate and in place
4.  **Weathertight doors**  
In good condition and securing correctly
5.  **Ventilators, air pipes, casings**  
Clearly marked and in good working condition
6.  **Winches and capstans**  
Clear markings and in good working condition

*continued overleaf*

# Pre-port arrival pocket checklist

## 5. Deck area continued

7.  **Fixed fire extinguishing installation**  
Bottles correctly serviced and dated; release mechanisms in good condition and in place
8.  **Fire fighting equipment**  
Available, in place and in good working order with valid recharge date marked where appropriate
9.  **Fire dampers, quick closing devices and means of control**  
Clearly marked, easy to operate and corrosion free
10.  **Signs, indications (weathertight doors, fire detectors, fire dampers, ventilation)**  
All in place and as required

### Notes:

1. Corroded or non-operable fire dampers are one of the most common detaining items.
2. The condition of the hatchway covers and their closing devices are always checked during PSC inspections.

# Pre-port arrival pocket checklist

## 6. Working spaces

1.  **Emergency fire pump**  
Capable of being started easily and delivering sufficient pressure at hoses
2.  **Emergency generator**  
Able to be easily operated and connected to switchboard
3.  **Lighting**  
Ensure adequate



# Pre-port arrival pocket checklist

## 7. Engine Room

1.  **Retention of oil on board**  
Ensure correct tanks are being used and emptied at port facilities
2.  **Cleanliness of engine room**  
Clean, no oil leaks, clean bilges and tank tops and no oily rags
3.  **Auxiliary engines**  
All in working order
4.  **Propulsion main engine**  
All components functioning correctly
5.  **Jacketed piping system for high pressure fuel lines**  
Approved system in place
6.  **Oil filtering equipment (oily water separator)**  
Working correctly, ensure no illegal pipe work
7.  **15 PPM alarm arrangements**  
Functioning as required

*continued overleaf*

# Pre-port arrival pocket checklist

## 7. Engine room continued

8.  **Oil record book**  
Data correctly entered
9.  **Fire pumps**  
In working order with adequate pressure
10.  **Steering gear**  
Functioning correctly
11.  **Signs, indications (weathertight doors, fire detectors, fire dampers, ventilation)**  
All in place and as required
12.  **Emergency lighting and batteries**  
Functioning correctly and in place
13.  **Fire fighting equipment**  
Available, in place, in good working order with valid recharge date marked where appropriate
14.  **Weathertight doors**  
In good condition, securing correctly and capable of being closed remotely

# Being prepared for a Port State Control inspection

Port State Control is the inspection of foreign ships in national ports to verify that the condition of the ship and its equipment complies with the requirements of international regulations and that the ship is manned and operated in compliance with these rules.

**If your ship is detained, or appears to be in the process of being detained, contact your local Lloyd's Register Group office immediately.**

The major PSC organisation's publish the criteria they use for targeting a ship on their websites. Ship owners and operators should use the criteria to calculate the target rating of their ships.

Paris MOU - [www.parismou.org/](http://www.parismou.org/)

Tokyo MOU - [www.tokyo-mou.org/](http://www.tokyo-mou.org/)

USCG - [www.uscg.mil/hq/g-m/pscweb/index.htm](http://www.uscg.mil/hq/g-m/pscweb/index.htm)

Vina del Mar Agreement - [www.acuerdolatino.int.ar/](http://www.acuerdolatino.int.ar/)

Mediterranean MOU - [www.medmou.org](http://www.medmou.org)

Indian Ocean MOU - [www.iomou.org](http://www.iomou.org)

From time to time, a ship operator may disagree with the findings of the Port State Control Authority. If this is the case, the majority of the regional Port State Control organisation's have published guidelines on appealing detentions. These guidelines can also be found at the above websites.

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