AHV / PSV
PRE-HIRE INSPECTION TEMPLATE

Report Reference Number:				
Vessel Name:				
Vessel Type (AHT/AHTS/PSV):				
Intended Operation of Vessel:				
Last Annual Inspection Date:	**OVID:**		**CMID:**	

Inspectors Name:	
Inspectors Signature:	
Masters Name:	
Masters Signature:	
Date of Inspection:	
Place of Inspection:	
Vessel Telephone No:	
Vessel E-mail Address:	

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Purpose

This document has been produced by the MSF to offer an inspection framework from which to assess a vessel for a particular task or project on a short term basis or spot hire. It is not intended to replace a comprehensive annual inspection such as that of the OCIMF OVID or IMCA CMID but is to offer an inspection format for completion prior to, or at time of hire.

The results of this inspection together with the findings of the annual inspection provide an overview of vessel suitability specifically for the purpose of hire. Under normal circumstances this inspection should take around one to two hours.

Document Control & Ownership

The document is subject to regular reviews to ensure that it remains up to date and relevant to industry standards and best practice. Any requests, suggestions or otherwise should be addressed to secretary@marinesafetyforum.org

Inspector Competence

The qualifications, experience and knowledge of an Inspector should be appropriate to the type of vessel under review.

Inspector competence is self-administered by inspection companies and should be aligned with an industry recognised competence framework or accreditation standard. An individual's competence is a combination of three measurable factors:

- Qualifications
- Experience
- Verification

Qualifications

- Seagoing qualification at management level or appropriate qualification for the vessel type
- Inspection/audit qualification (IRCA or equivalent)

Experience

- A number of inspections conducted in tandem with a competent inspector
- A number of inspections being shadowed by a competent inspector
- For any new ship type, the inspector should carry out further inspections whilst being shadowed by a suitably competent inspector
- Following the inspections, the inspector should be given feedback with remedial action taken as required
- A minimum number of unaccompanied inspections per year (3-4) to maintain competence

Note: *An 'inspection' means, carrying out the inspection, discussing the results with the Master and compiling/delivering the report.*

Verification

- The inspector's employing company is to develop and administer a competence assurance scheme including mentoring.
- The inspector's client is to provide feedback to the inspector's employing company and audit the company scheme as necessary.

Inspection Summary / Observations
Masters Comments

Is the Vessel Considered to be: 'Fit for Purpose'?		Providing all of the above observations and/or remarks have been followed up, the charterer considers the vessel to be 'Fit for Purpose'
Yes	**No**	

1. Safety Management				
No	Check	Yes	No	Remarks / Comments
1.1	Confirm that the Bridge Team are aware of and operating to the current revision of the 'Guidelines for Offshore Marine Operations' (G-OMO) including: • UKCS Supplement and • Adverse Weather Working Policy (AWWP)			
1.2	Master briefed that all crew have an obligation to 'Stop the Job' at any time they have a safety concern and/or for any reason, the agreed plan is not being followed. Confirm that a satisfactory level of safety management is being demonstrated through spot sampling of any of the below: • Safety Meetings • Permit to Work • Safe Job Analysis • Risk Assessment • Pre Job Meeting / Toolbox Talk • Intervention / Stop the Job			
1.3	Confirm that drills are compliant with the company emergency preparedness plan. e.g. Emergency, Collision, Grounding, Abandonment, Fire, MOB, Emergency Steering, SOPEP			
1.4	Sight evidence that safe-working practices are being demonstrated on-board			
1.5	Confirm that charterer's marine documentation has been provided and is understood			
1.6	Confirm Data Cards are on board for relevant installations and that 500 metre Safety Zone pre-entry checks are being carried out, in conjunction with the installation			
1.7	Has the vessel been inspected in accordance with an industry standard format within the last 12 months? *Give action target dates and details of any outstanding observations / findings / non-conformities*			
1.8	Provide date of the last LOLER inspection			
1.9	Are PUWER assessments carried out?			
1.10	Is PAT testing carried out for electrical tools and appliances?			
1.11	Other			

2. Safety				
No	Check	Yes	No	Remarks / Comments
2.1	Are the vessel crew aware of requirement to report all accidents, incidents and near misses?			
2.2	Confirm that the language for all operational and emergency communication is English. *Comment if there are any observations on communications during the inspection.*			
2.3	Does the vessel receive copies of industry and MSF safety flashes? *If not provide and discuss where relevant*			
2.4	COSHH: Check dedicated storage is provided for chemicals that are in use. MSDS sheets are available, adequate and appropriate PPE is available and that all such products are stored in the dedicated area. Are separate dispensing jugs used for different chemical types to prevent cross contamination or potentially harmful reactions?			
2.5	Paint locker: ensure a deluge system is fitted if the internal floor area is greater than 4m2, appropriate signs, and sea-fastening arrangements.			
2.6	Check that life-saving apparatus and fire-fighting equipment is in good condition, has been serviced annually and is in the correct location.			
2.7	Ensure slip, trip and fall hazards are identified, highlighted and/or fitted with barriers where possible.			
2.8	Pilot ladder(s) – Checked, good condition? Is there a lifebuoy and line available for deployment? Is the ships side clear of fendering at the pilot ladder access? Where a pilot is required for departure, check rigging of pilot ladder and comment.			
2.9	Ensure all rotating machinery has protective guards fitted including tugger winches?			
2.10	Ensure all mooring ropes are in good condition, turned up on bitts and not on windlass drum-ends.			
2.11	Other			

3. Manning / Experience & Qualifications – *(Align with GOMO Competence Requirements)*

No	Check	Yes	No	Remarks / Comments
3.1	Confirm manning levels meet safe manning requirements and is satisfactory to carry out the operations / contract requirements safely and effectively for the full duration			
3.2	Confirm that vessel fully complies with MLC 2006			

3.3	**Time in years / months**			**DP Cert. e.g. Full**	**DP hours on desk**	**Remarks / Comments** *(Complete for oncoming crew if a change is planned during the period of charter)* *(include other relevant training e.g. Winch Operator, Project Experience, DP Maintenance)*
	Industry	**Rank**	**Vessel**			
Master						
Ch. Mate						
1st / 2nd Off						
1st / 2nd Off						
Ch. Eng						
1st / 2nd Eng						
Deck Crew - Av.						

3.4	Do deck officers maintain an "MSF Ship Handling Record Book"?			
3.5	Date of next crew change and copy of current crew list. *Inspector to note in comments if this change falls within the period of charter.*			
3.6	Where a crew change is intended during the period of the proposed charter confirm as far as possible that adequate time and resources will be available for a handover and operational continuity			
3.7	Other			

4. Ship Security / ISPS				
No	Check	Yes	No	Remarks / Comments
4.1	Are security checks in place for personnel boarding the vessel? i.e. was the gangway manned when the inspector arrived?			
4.2	Is the vessels security considered adequate for the area of operation taking into consideration any local threats?			
4.3	Other			

5. Stability				
No	Check	Yes	No	Remarks / Comments
5.1	Ensure the Stability Booklet is on board and is Class / Flag approved.			
5.2	Check that the vessel is being operated in accordance with the Stability Booklet.			
5.3	Have there ever been any stability-related incidents on-board the vessel?			
5.4	Have stability calculations for the intended operation been performed and are anticipated loads within vessel limits?			
5.5	Other			

6. Planned Maintenance System & Machinery Status (including all critical systems)				
No	Check	Yes	No	Remarks / Comments
6.1	Is the Planned Maintenance System up to date? Demonstrate awareness of / procedure for defect reporting			
6.2	Is main and auxiliary machinery operable?			
6.3	Is all navigation equipment operable?			
6.4	Are all steering gear operable? Has emergency steering gear been tested on a 3 monthly basis? Are instructions for emergency steering clearly posted?			
6.5	Confirm crew familiarity with emergency power generation arrangements. Are instructions for starting of the emergency generator clearly posted?			
6.6	Other			

7. General Condition / Appearance

No	Check	Yes	No	Remarks / Comments
7.1	Is vessel clear of any conditions of class or memoranda?			
7.2	Are machinery spaces adequately maintained and is there adequate heat-shielding around potential sources of ignition?			
7.3	Are bilges free from water / oil build up?			
7.4	Is the hull condition satisfactory?			
7.5	Are weather and working decks in a satisfactory condition for the operation to be performed safely?			
7.6	Are the accommodation spaces and galley in good condition? Comment on the housekeeping standard			
7.7	Are the hospital / medical lockers fully prepared for use and kept locked?			
7.8	Other			

8. Cargo Operations

No	Check	Yes	No	Remarks / Comments
8.1	Are the bridge team aware of “Best Practice for the Safe Packing & Handling of Cargo to & from Offshore Locations”			
8.2	Is cargo-handling gear in good condition?			
8.3	Are pennants, shackles, etc. certificated?			
8.4	Is there an approved up to date Cargo Securing Manual on board?			
8.5	Is there sufficient cargo-securing equipment available and is it compliant with the Cargo Securing Manual?			
8.6	Hose-handling - Are deck crew member’s familiar with the methods and handling of charterer’s bulk transfer equipment?			
8.7	Are the vessels hose connection and coupling colour codes compatible with the Installation Data Card and G-OMO?			
8.8	Is all cargo transfer equipment operational?			
8.9	Wet bulk waste procedures - Are the Charterer’s procedures on-board and understood?			
8.10	Provide details and dates of the last sampling and analysis of cargo / potable water tanks.			
8.11	Provide details and dates of the last sampling and analysis of cargo fuel tanks.			
8.12	Other			

9. Towing & Anchor Handling Operations				
No	Check	Yes	No	Remarks / Comments
9.1	Are the crew familiar with MSF Guidelines for the Content of MOU Move and Anchor Handling Work Scopes?			
9.2	Has the Master been briefed on the work-scope the vessel is being chartered for and has the vessel been given an approved copy of the rig-move procedures/scope of work? *are "Trigger Points" identified within the procedures?*			
9.3	Is the work-scope within the capabilities and experience of the vessel and crew?			
9.4	Are Risk Assessments relevant to the planned work-scope and is the project Stage 1 Risk Assessment available for reference?			
9.5	Ensure that a vessel specific Anchor-Handling Manual is on-board , up to date and contains at least the following; • Available certified bollard pull • Reduced bollard pull due to high thruster electrical load • Heeling force information • Method, schedule and recorded dates of work wire/tow-wire emergency release tests			
9.6	Are bridge team members fully familiar with the location and operation of the winch emergency release mechanism, its operation and controls? *Instructions are to be clearly posted nearby to the release controls.*			
9.7	Are tow-wires, work-wires and tugger-wires certificated and of suitable size and length? Is the tow wire log maintained? Are work-wire / tow-wire terminations in good condition, properly terminated, steel ferrules, with swivels and associated jewellery? *NB: Aluminium ferrules are not acceptable.*			
9.8	Check that spooling gear is fitted and in good condition.			
9.9	Check the operability of towing-pins			
9.10	Check operability of mechanical stoppers. *Ensure that the correct size of inserts are available for the intended work-scope.*			
9.11	Check that the vessel has the correct size of chain handling gypsies (wildcats) fitted, suitable for the proposed scope of work			
9.12	Advise J-Hook and grapnel, type and SWL			
9.13	Encourage the Master to offer on-going feedback during and after the move on what went well and/or to identify areas for improvement. *NB: The rig team may hold a post rig-move review meeting/call with the attendant AHVs, before the vessels depart location.*			

9.14	Are there sufficient shackles, split pins and lead plugs on-board for the intended work scope?			
9.15	Is there welding and burning equipment available and are crew qualified to use it?			
9.16	Other			

10. Dynamic Positioning				
No	Check	Yes	No	Remarks / Comments
10.1	Confirm that the Bridge Team are aware of, and are operating to, IMCA 182MSF “Guidelines for the Safe Operation of DP Offshore Supply Vessels”			
10.2	Confirm that the training and experience of key DP personnel meets industry standards. The inspector is to comment on the number of Category ‘A’ and Category ‘B’ DPO’s as detailed in IMCA 182MSF			
10.3	Are all control systems for the DP system and independent joystick operable? Review DP incidents, DP Manual, Logbook, Capability plots, DP Footprints (if applicable)?			
10.4	Has the vessel conducted independently verified annual DP proving trials within 3 months of the anniversary date?			
10.5	Have all recommendations from the annual DP proving trials been closed out?			
10.6	Has a complete survey including proving trials been carried out within the last 5 years and the FMEA reviewed by Class? Have there been any significant changes to the vessels DP and Power management systems since the FMEA was conducted?			
10.7	Have any of the vessels engineers or the electro technical officer attended an approved DP technician’s maintenance course appropriate to the system on-board?			
10.8	Have there been any DP incidents in last 12 months? If so have they been reported to IMCA?			
10.9	Does the vessel operate in an “open bus tie” configuration or substantial equivalent? *NB: if the vessel operates in “closed bus” configuration then this mode must have been verified in the FMEA trials*			
10.10	Confirm the fuel system will be configured to ensure independent supply to prime-movers for DP operations?			
10.11	Are bridge and engine-room officers familiar with the DP Critical Mode of Operation (CAMO) as defined in the vessels FMEA report?			
10.12	Are bridge and engine room officers familiar with the vessel specific Activity Specific Operations Guidance (ASOG) for the intended scope of work as per IMCA M 220			
10.13	Other			

11. Charterers Specific Requirements				
No	Check	Yes	No	Remarks / Comments
11.1				
11.2				
11.3				
11.4				
11.5				
11.6				
11.7				