

Training on Report Quality check

Following Documents to be used as reference for Report Review.

- 1 Vessel Inspection Questionnaires (Version 7.0.07-22 Feb 2019)
- 2 Vessel Particular Questionnaire (of Vessel)
- 3 Officer matrix (of Vessel)
- 4 Refer to Equasis site (for PSC inspection data)
- 5 List of observations
- 6 Miscellaneous Publications
- 7 Client Report processing requirements (for client specific requirement)

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Points to be noted during report review.

- 1 Check that the Ship's name (compare with VPQ info), Port of Inspection is spelt correctly
- 2 In general- The report should be checked for spelling, grammatical errors, word spacing and line spacing.
- 3 In all cases reports should be written in past tense.
- 4 Ideal date format to be used in report is DD MMM YYYY in the report eg 20 Oct 2020
- 5 Names of any ship/shore staff in the report should not be stated, only ranks eg Marine Superintendent, Master etc.
- 6 Check that the same comments are not repeated in more than one VIQ question, e.g same comments in 2.15 and 11.1 for condition of Hull
- 7 Check that report does not contain non-value added info or info already mentioned in the.
E.g 6.21. If the vessel is provided with an approved Ballast Water Treatment System, is the system in good order, used where required and are officer's familiar with the safe operation of the same? Comments: Ballast Water Treatment System was approved. /// Instead; Comments: The details of the ballast water treatment system on board was as follows: (a) Manufacturer: Techcross; (b) Make: Electro-Cleen system; (c) Model: Ex-ECS (300+450); (d) Process: Electrolysis.
The International Ballast Water Management Certificate mentioned only D2 (Treatment) as the approved ballast water management methods. The Ballast Water Treatment System was in use at the time of the inspection.

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| 8 | Acronyms should be as far as possible avoided except the ones which are very commonly used e.g. IGS, COW, etc. |
| 9 | If the same observation fits under multiple questions, Observation to be raised only in one of the question and the other question to be commented as: Refer to observation in xx. |
| 10 | Mode: Check that the correct mode is selected, e.g If a CPP cargo is carried by a Type 2 Chemical / Product tanker and Chemical mode is selected then check for appropriate reason in comments section in 1.16 or 1.99. / Refer to VIQ pg 96 para 2 for guidance on this aspect. |

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11	<p>Operational Variants: Check that correct variants are selected or deselected, Some of the common errors are: -Crude/Product tanker with COW system, carrying CPP, COW variant not selected</p> <p>-Ice operations not selected (class notation in VPQ will indicate if vessel classed for Ice Ops)</p> <p>-Vessel not fitted with IG carrying CPP / Static Accumulator in non-inert tanks should be selected.</p> <p>-For LNG vessels, GCU, Reliquefaction plant details can be found in VPQ of vessel (to check for selection)</p>
12	<p>Night Time Inspection: In case due to operational reasons inspection is carried out outside normal hours (2300 -0600 hrs.), Comments should mention that Permission was granted by all concerned parties including OM, Inspection was planned such that ship's staff and Inspector's rest hours were adjusted accordingly and the reason for the Night time inspection clearly mentioned</p>
13	<p>Inspection time taken: Time should tally with arrival/departure times and breaks taken; if time taken is not within OCIMF recommended 08-10 hours, reason for same should be clearly mentioned in the comments section.</p>

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| 14 | Check 3.1; Actual manning with Online Matrix, if officers+engineers, Nationality are matching. Also Check Online Matrix for following: -Admin acceptance, if same flag and Nationality, should be NA, -Advance Certificate as per tanker type, -All types should be equal or more than tanker type. - Months tour, not more than 11 months. |
| 15 | VPQ info: Report info, especially chapter 1 info to be compared. |
| 16 | Chapter 1 entries to be thoroughly checked, especially Inspection timing, date/year, UTC time, VPQ info to be compared for Dwt, delivery date, operator name and take over date, dry dock date. |

Most likely Not Applicable Responses in VIQ 7

- ❖ **2.1.9:** NA for gas carriers or pure chemical carriers with no Oil notation.
- ❖ **2.8:** CAP (if vessel's age less than 15 years)
- ❖ **2.11:** If no engine room connection to Slop tanks or no records of such transfer then NA
- ❖ **2.12:** NA if VOC plan not provided e.g., for gas carriers and most product carriers.
- ❖ **2.16: Not Seen /** if ballast tanks could not be sighted for reasons: due to terminal restrictions, remote inspection, ballast tank manholes located in void spaces (gas carriers)
- ❖ **3.7:** Only if vessel is not fitted with ECDIS, GRT<3k, then NA (**rare**)
- ❖ **4.11:** Only if vessel is not fitted with VDR (check year of construction and GRT <3k; refer to page 36 of VIQ), then NA (**rare**)

Most likely Not Applicable Responses in VIQ 7

- ❖ **4.14, 4.15, 4.17:** Only if vessel is not fitted with ECDIS, GRT<3k, then NA (**rare**)
- ❖ **5.17 to 5.20:** No pump room of any type.
 - ❖ *-5.17, 5.18: For Gas carriers check for Yes for enclosed-type Compressor rooms*
- ❖ *-5.17, 5.18: For vessels fitted with trunk spaces, check for Yes*

Most likely Not Applicable Responses in VIQ 7

- ❖ **5.36:** For gas carriers if not provided in Engine room, then NA
- ❖ **6.2, 6.3:** On gas carriers, if no bunkering operations, then NA.
- ❖ **6.4:** On gas carriers only, NA.
- ❖ **6.5:** Ballast line not through cargo/bunker area, then NA
- ❖ **6.11 and 6.12:** No pump room
- ❖ **6.19:** OWS fitted with ASD, then NA
- ❖ **6.21 & 6.22:** If no BWTS fitted, then NA
- ❖ **7.6:** If vessel is not fitted with standalone security communications, then NA

Most likely Not Applicable Responses in VIQ 7

Chapter 8- Oil

- ❖ **8.9:** NA for vessels with cargo pump room
- ❖ **8.29:** Check for NA as per IG system fitted
- ❖ **8.30:** Check for NA, vessel constructed (keel laid date) before 2016
- ❖ **8.31:** Check for NA as per vessel ops
- ❖ **8.33, 8.34:** Check for NA as per vessel ops
- ❖ **8.36:** Check for NA as per vessel COW records
- ❖ **8.49:** If no cargo hoses carried, then NA
- ❖ **8.52:** If no STS operations, then NA
- ❖ **8.55:** If no STS operations, then NA

Most likely Not Applicable Responses in VIQ 7 - Chapter 8- Chemicals:

- ❖ **8.12:** If cargo did not require Inhibitor, then NA
- ❖ **8.19:** No cargo or ballast pump room fitted, then NA
- ❖ **8.28:** Fixed tank gauge fitted, then NA
- ❖ **8.30, 8.32, 8.34:** IG fitted but not in use, then NA
- ❖ **8.35, 8.36:** Check for NA, if double block and bleed valves fitted.
- ❖ **8.62:** If no cargo hoses provided, then NA.

Most likely Not Applicable Responses in VIQ 7 - Chapter 8- LPG:

- ❖ **8.4 & 8.5:** NA if not certified for NLS cargoes
- ❖ **8.5:** NA if certified for NLS cargoes but CRB shows nil entries.
- ❖ **8.13:** If cargo did not require Inhibitor, then NA
- ❖ **8.23:** On fully pressurized vessel, check for NA
- ❖ **8.32:** Refrigerated vessels, NA; NA in other type of vessels if not fitted.
- ❖ **8.33:** On fully pressurized vessel, NA
- ❖ **8.43:** Check for NA, as per cargoes certified to carry.

Most likely Not Applicable Responses in VIQ 7 - Chapter 8- LPG:

- ▶ **Thumb rule for void spaces for different LPG carriers, variation may occur as per vessel void space fittings, cargo carried and operations.:**
- ▶ **Fully pressurized:**
- ▶ **8.45, 8.46, 8.47, 8.48, 8.49: NA**
- ▶ **Semi-Pressurized:**
- ▶ **8.47, 8.48, 8.49: NA**
- ▶ **Fully Refrigerated:**
- ▶ **8.44, 8.45, 8.46: NA**
- ▶ **8.54:** if Liquid sensor not fitted, then NA
- ▶ **8.72:** If no own cargo hoses carried then NA
- ▶ **8.76:** If no STS operations, then NA
- ▶ **8.79:** If no STS operations, then NA

Most likely Not Applicable Responses in VIQ 7 - Chapter 8- LNG:

- ▶ **8.50:** Check for NA if no liquid sensor
- ▶ **8.58 & 8.59:** If reliquefaction system not fitted then NA
- ▶ **8.75:** If no own cargo hoses carried then NA
- ▶ **8.79:** If no STS operations, then NA
- ▶ **8.81:** If no STS operations, then NA

Most likely Not Applicable Responses in VIQ 7 -

- ▶ **10.2:** If engine room not certified for UMS then NA
- ▶ **10.4:** If engine room not certified for UMS then NA
- ▶ **10.11:** Exhaust gas cleaning system not fitted, then NA
- ▶ **10.21:** If vessel is non-UMS and OMD not fitted, then NA
- **10.22:** Hydraulic aggregate pumps not fitted or fitted in separate compartment, then NA
- ▶ **10.36:** Emergency Generator fitted, then NA
- ▶ **10.44:** If power-operated watertight doors not fitted, then NA
- ▶ **11.15:** On small vessels, if Hospitals not provided, then NA
- ▶ **11.17:** On small vessels, if portable refrigerators provided, then NA

Most likely Not Applicable Responses in VIQ 7 -

- ▶ **9.9:** If bitts not in use, then NA
- ▶ **9.11:** If Split drums not fitted, then NA
- ▶ **9.12:** If single mooring rope fitted without tails, then NA
- ▶ **9.16:** Hydraulic powered winches, then NA
- ▶ **9.21:** If anchor is in use or lashed as per terminal requirement, then NA
- ▶ **9.25, 9.26, 9.27:** If not designed for SPM ops, then NA, (like gas carriers, some small sized vessels)
- ▶ **9.27:** Vessels other than above, NA if manual bow stopper
- ▶ **9.28:** If dwt less than 20k, not fitted with ETA at both ends, then NA

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Thank You