

## GUIDANCE ON THE MANAGEMENT OF PORT STATE CONTROL INSPECTIONS

This guidance should be used in conjunction with the ship operator's procedures, including those contained in the ISM Code Safety Management System and the Ship Security Plan.



### ARE YOU GOING TO BE TARGETED?

If you can answer yes to any of the following questions then your ship will be considered for a Port State Control inspection at your next port of call.

- Is it more than 6 months since your ship last had a Port State Control inspection?
- Is your ship calling at a port in the particular Port State Control region for the first time?
- Is it more than 12 months since your ship last visited a port in the particular Port State Control region?
- Has the ship's classification been suspended or withdrawn during the last 6 months?
- Has your ship been involved in a collision, grounding or stranding prior to arrival?
- Have you failed to comply with any Coastal State requirements to report IMDG cargo on board?
- Was your ship involved in operations to discharge any harmful substances or effluents overboard during the voyage or has there been an alleged violation of local regulations?
- Was your ship contacted by VTS during the voyage whilst transiting a traffic separation scheme and requested to clarify the passage plan or instructed to adopt a different route?
- Has a crewmember or other person made a complaint about the safe operation of the ship?
- Has a crewmember or other person made a complaint about prevention of pollution?
- Has a crewmember or other person made a complaint about the shipboard living or working conditions?
- Has a pilot or a port authority official asked you about a deficiency which affects the safe navigation of the ship?
- Has your ship been detained and successfully completed the corrective action required and been released to sail from a previous port?

Port State Control regions often conduct concentrated inspection campaigns, or target ships of a certain type or age for expanded inspections. These will increase the likelihood of inspection. All the major Port State Control regions publish their targeting criteria and details of concentrated inspection campaigns.

### ARE YOU PREPARED FOR THE ARRIVAL OF A PORT STATE CONTROL OFFICER?

'Being prepared' is essential to control the situation effectively. Have you:

- Ensured that the condition and arrangements of the ship's hull, moorings and accommodation ladder create a favourable first impression on a Port State Control Officer?
- Trained the crew in a simple procedure to manage the unannounced arrival of a Port State Control Officer?
- Anticipated an inspection will take place and planned work accordingly so that a senior officer is available to take responsibility for the Port State Control Officer without keeping him waiting?
- Assembled the certificates and documents ready in the order that the Port State Control region lists them for inspection?
- Prepared a written Port State Control briefing note with the information that you wish to exchange with the Port State Control Officer?

The more ticks ✓ you have the better prepared you are.

### ARE YOU READY TO EXCHANGE INFORMATION WITH THE PORT STATE CONTROL OFFICER?

Present the Port State Control Officer with an up to date briefing of the ship's condition. Tell him:

- Where access is restricted due to safety or security reasons.
- What maintenance work is taking place.
- What accidents or near misses have been recorded recently.
- All deficiencies that you are aware of and the corrective action you have taken.
- If there are any sanitary problems or food storage problems and what action has been taken to solve them.

The more ticks ✓ you have the better prepared you are.

## IS THE SHIP PREPARED FOR A PORT STATE CONTROL INSPECTION?

The Port State Control Officer will conduct an initial inspection of the ship's condition and operations. Have you prepared for an initial inspection that includes the following:

- General condition of exposed decks?
- Life saving appliances?
- Fire fighting arrangements?
- Navigation and radio equipment?
- Pollution prevention equipment and measures, including the oily water separator?
- Machinery spaces?
- Cargo handling gear?
- Living and working conditions?
- Crew familiarity with essential ship operations?

The more ticks ✓ you have the better prepared you are.

## HAVE YOU PLANNED MAINTENANCE WORK WITH PORT STATE CONTROL IN MIND?

If your ship is likely to be targeted, plan the maintenance work that might be in progress during the port stay.

- Can the work can be done at sea where the housekeeping issues can be controlled without the added pressure of a Port State Control inspection? YES - Good  NO - Go to next
- Is the maintenance work controlled so that there will be no oily waste or housekeeping problem? YES - Good  NO - Go to next
- Is the maintenance work essential – if so, have you told the Port State Control Officer in advance of the work and the housekeeping measures? YES - Good  NO - Tell him!

## ARE YOU READY TO TAKE CONTROL OF THE PORT STATE CONTROL PROCESS?

To manage the Port State Control inspections you need to be polite, cooperative and assertive. To do this you need to know your facts and your rights.

- Are you aware of the IMO and ILO conventions under which the ship can be detained including amendments adopted and due to enter into force? They include: SOLAS; MARPOL; Load Line; STCW
- Are you ready to ask the Port State Control Officer to explain the nature of any deficiencies and what corrective action he requires the ship to take?
- Do you know that many of the major Port State Control regions publish guidelines on how the ship operator can appeal against detentions?

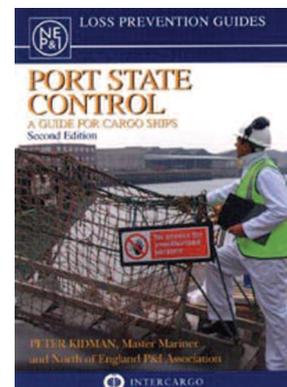
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## FURTHER INFORMATION

More detailed information about Port State Control targeting, inspection and deficiencies is contained in North of England's loss prevention guide Port State Control (2nd edition). Copies can be obtained from North of England's risk management department.

North of England P&I Association  
Risk Management Department  
The Quayside Newcastle upon Tyne NE1 3DU UK.

Telephone: +44 191 2325221  
Facsimile: +44 191 2610540  
E-mail: [risk.management@nepia.com](mailto:risk.management@nepia.com)  
[www.nepia.com](http://www.nepia.com)



## NORTH OF ENGLAND

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