



TUVALU SHIP REGISTRY

Singapore Operations Office:
10 Anson Road #25-16, International Plaza, Singapore 079903
Tel: (65) 6224 2345 Fax: (65) 6227 2345
Email: info@tvship.com Website: www.tvship.com

MARINE CIRCULAR 8-2005

January 2005

FOR: Shipowners, Classification Societies, Ship Masters and the Shipping Community

SUBJECT: Self-Inspection Programme

Purpose:

The purpose of this Marine Notice is to provide guidance for developing a basic safety inspection programme for any vessel within the Tuvalu fleet. It describes basic safety considerations for the most common areas of inspections and lays out the guidelines for submission of Self-Inspection Programme materials for Administration approval.

Applicability:

This Marine Notice applies to all Tuvalu flagged vessels not required to undergo an Annual Safety Inspection. Those vessels include:

- Unmanned barges;
- Private yachts not engaged in trade or the carriage of passengers for hire;
- Vessels engaged in fishing in the waters of Tuvalu; and Cargo vessels under 400 gross tons.

This Administration feels that regardless of the size and service of a vessel flying the flag of Tuvalu, a safety inspection programme should be in place to ensure the safety of the crew and the vessel and to protect the environment. For vessels that are not required to have an inspection by external inspectors, a self-inspection programme that is sanctioned by the Administration is viewed as a viable alternative to ensure all Tuvalu vessels are operated in a safe manner.

GENERAL PROVISION:

Almost all inspection programs address four (4) basic areas of consideration:

- Life saving
- Fire fighting
- Pollution prevention
- Navigation safety



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Therefore, vessel owners should develop a routine inspection programme that covers these areas to ensure that their vessels are operated in the safest manner possible.

When developing a self-inspection programme, the following should be included as items to be inspected at least on an annual basis, preferably on the occasion of the anniversary date of vessel registration.

1.0 Inspection of Lifesaving equipment:

- **Lifejackets -**
 - approved type;
 - free from dry rot;
 - straps will secure the lifejacket without breaking;
 - flotation material is in good condition;
 - retro-reflective tape, lights and whistles are in good condition;
 - one lifejacket is available for each person on board; and
 - instructions for proper donning of lifejackets posted in a conspicuous location.

- **Ring buoys -**
 - approved type;
 - light, lines, and markings in satisfactory condition; and
 - if smoke type, smoke canister is in good condition and not past expiration date.

- **Survival craft -**
 - approved type;
 - sufficient size to accommodate everyone on board;
 - serviced per manufactures recommendation; and
 - launching appliances, if any, properly maintained and in good working condition.

- **EPIRB -**
 - serviced; and
 - properly mounted.

- **Radar Transponder**
 - Serviced;
 - Properly mounted

2.0 Inspection of fire fighting equipment:

- **Portable extinguishers-**
 - approved type;
 - serviced per manufactures recommendations; and
 - proper type for the location.



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- **Fixed system-**
 - alarms tested;
 - sprinkler (discharge) heads unobstructed;
 - ventilation closures in good operating condition;
 - CO₂ cylinders or other medium filled to proper capacity;
 - piping, valves, and controls in good condition;
 - required number of fire pumps; and
 - pump, hydrants, hoses and nozzles in good condition and ready for use.

- **Fire and smoke detection systems-**
 - alarms tested; and
 - sensors tested.

- **Structural fire protection-**
 - bulkheads, insulation, and penetrations properly maintained to retard the spread of fire.

3.0 **Inspection of navigational equipment:**

- **Radar(s) -**
 - serviced as required; and
 - tested.
 - Radar logs to be filled

- **Charts and Publication -**
 - current editions; and
 - updated.

- **Communications -**
 - effective for area of operation;
 - properly maintained; and
 - tested.
 - Log book available and entries made

4.0 **Inspection of pollution prevention equipment:**

- **Oil water separator -**
 - tested; and
 - properly maintained.
 - Log book available and entries made frequently

- **Marine Sanitation Device -**
 - approved type; and
 - properly maintained.



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- **Garbage -**
 - retained on board; and
 - disposed of properly.
 - Log book kept and entries made as necessary

- **Overboard Discharges -**
 - for discharge of clean water only; and
 - properly secured if necessary.

PERSONNEL CONSIDERATIONS:

Along with the inspection of equipment, the competence of the personnel assigned to the vessel must also be addressed in any safety system. The self-inspection programme should describe each position on board and the requirements of that position.

5.0 Crew Requirements

Each vessel should have on board a sufficient number of personnel to allow the vessel to safely carry out its intended service.

- **Master, Skipper or Person-in-charge**
 - holds proper certificate for size and type of vessel, or in some cases has company certificate for the position held;
 - appears familiar with the characteristics and stability of the vessel;
 - displays knowledge of safe navigation and operation of the vessel; and
 - has owner's authority to control the vessel's movement and the performance of the crew.

- **Other deck officers-**
 - hold proper certificate for size and type of vessel, or company certification in some cases;
 - appear familiar with the characteristics and stability of the vessel; and
 - display knowledge of safe navigation and operation of the vessel.

- **Deck hands -**
 - hold proper certificate for the job assigned, or company certification in some cases; and
 - displays knowledge of particular job assignment.

- **Chief Engineer-**
 - hold proper certificate for size and type, or company certification in some cases;
 - displays knowledge of main and auxiliary power supplies; and
 - has owner's authority to act in this position and to direct the performance of the engineering crew.

- **Other Engineering personnel**
 - hold proper certificate for size and type, or company certification in some cases.



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6.0 Communications Requirements

In addition to having an adequate crew that is deemed capable of performing as required for the intended service of the vessel, provisions must be made to ensure someone is capable of operating all communications equipment on board.

SUBMISSION OF SELF-INSPECTION PROGRAMME MATERIALS OF APPROVAL:

All Tuvalu vessels engaged in commercial are required to submit materials pertaining to a Self-Inspection programme to the Administration for approval. This material should include:

- Inspection Instructions
- Sample logbook entries
- Inspection checklists

Requirements:

- 1.0** At the termination of each voyage, or not less frequently than semi-annually, the Radio Log shall be forwarded to the ship owner and/or operator.
- 2.0** The Accounting Authority (QRC), which has the responsibility for settling radio traffic charges, should receive a copy of the Radio Log each month.
- 3.0** All such logs must be retained for a period of at least two (2) years from the date of receipt. In the event of a casualty occurring during a voyage covered by such Logbook, it shall be retained for so long as instructed by the Maritime Administrator.