



ST KITTS & NEVIS INTERNATIONAL SHIP REGISTRY

The Saint Christopher & Nevis Merchant Shipping Act, Cap. 7.05
Department of Maritime Affairs



Pre-Arrival Checklist for St Kitts & Nevis flagged Vessels

NAME OF VESSEL	
OFFICIAL NUMBER:	
VESSEL IMO NUMBER:	
NAME OF PORT	
ETA INTO PORT	

NOTE:

1. This Administration invites companies and Masters, to report Flag State and Port Authorities in case there are any pending, malfunctioning, or missing items which require additional verification; in case you require a technical assistance from our side e.g., authorization letter from the Flag State please also inform us. Our main objective is to reduce the likelihood of a Detention by the PSC.
2. This checklist must be sent by email 96 hours before arrival at port to the SKANReg Technical division. For voyages that last less than 96 hours, said document must be sent at least 24 hours before arrival in port.
3. Submission of this checklist must be sent to pac@skanregistry.com
4. Failure to comply or omission of this documental requirement may lead to the Flag certificates to be revoked. In addition, any investigations required due to the non-compliance of this requirement will be charged at full cost to the owner's account.
5. Continued non-compliance may result in the management company being ineligible for a Document of Compliance under SKN.

SECTION 1 – CERTIFICATES & DOCUMENTATION

Documents to be checked and verified prior to arrival at Port.

	Valid & Correctly Endorsed, as applicable		
	YES	NO	N/A
Certificate of Registry			
Radio Station License			
Safe Manning Certificate			
Bunker Certificate			
Class Certificate			
Cert. of Insurance or other Financial Security in respect of civil Liability for Nairobi International Convention on the removal of wrecks			
Tonnage Certificate			
Load Line Certificate			
Safety Construction Certificate			
Safety Equipment Certificate			
Safety Radio Certificate			
IOPP Certificate			
Sewage Pollution Prevention Certificate			
Air Pollution Prevention Certificate			
Chemical Fitness Certificate			
Gas Fitness Certificate			
Grain Loading Certificate			
Document of Compliance with the Special Requirements for Ships Carrying Dangerous Goods			
Crew Accommodation Certificate			
Safety Management Certificate (SMC)			
Document of Compliance (DOC)			
International Ship Security Certificate (ISSC)			
Maritime Labour Certificate (MLC)			
Long Range Identification Tracking (LRIT)			
Antifouling System Certificate			

SECTION 2 - STANDARDS OF TRAINING, CERTIFICATION AND WATCHKEEPING (STCW)

Valid & Correctly Endorsed, as applicable			
	YES	NO	N/A
Crew on board is in accordance with the requirements as per Safe Manning Certificate			
Master, deck officers, engineer officers and ratings have a Certificate of competence available			
Officers' licenses have endorsements by the Flag Administration as appropriate			
Crew members have a valid medical examination Certificate			
New crew members on board are familiar with their duties, responsibilities and the safety equipment			
Rest hours documentation of the crew duly signed and readily available			
Table of working hours is posted and is easily accessible			

SECTION 3 – HULL

Checked and found in good condition, as applicable			
	YES	NO	N/A
Ship's side shell plates without damage and excessive wastage (as far as visible)			
Bulwarks, handrails and cat walks without signs of damage and excessive wastage			
Cargo holds structure without damages and excessive wastage (e.g. bulkheads, frames, brackets, tank tops etc.)			
Hatch cover arrangements including gaskets in good condition to close weather tight, without signs of wastage			
All closing appliances in good working condition			
Ventilators and air pipes including any closing appliances properly working without signs of damage or wastage and able to close air-tight			
Closing devices of all sounding pipes properly working			
Weather tight doors and small access hatches in good condition and close weather tight			
Draft marks and Plimsoll marks painted in different colour			
Plimsoll marks permanently marked on hull in accordance with the Load Line Certificate			

SECTION 4 – MACHINE & POLLUTION PREVENTION

Checked and found in good condition, as applicable

	YES	NO	N/A
Electric cable arrangements properly installed and insulated (no loosing wires)			
Light covers properly fixed			
Around the electrical main switchboard is provided an insulation mat			
Engine room in clean condition			
Main propulsion system is working properly			
Auxiliary engine and power system including 100% power redundancy working properly			
Emergency generator arrangement for immediate supply of electrical power working properly			
Jacketed piping system on high pressure fuel lines properly installed and alarms working			
Exhaust and vapour pipes properly insulated			
Engine alarm arrangements working properly			
All engines and piping systems free of leakage			
Anchoring equipment in good condition			
Mooring ropes in good condition			
Oily water separation system in good working condition together with testing arrangements and the crew is familiar with the system and its use			
15ppm alarm and stopping arrangements in good working condition			
Piping arrangements in good condition (no signs of damage and/or corrosion)			
Bilges and other machinery areas free of excessive oil			
Oil record book is updated, entries are correct and periodically signed by the Master (codes used are correct and tanks listed as per IOPP Certificate)			
Manuals for tankers, chemical tankers and gas carriers available on board			
SOPEP available and approved onboard (includes updated communication data of Focal Point List as per IMO)			
Sewage treatment plant in good working conditions			
SMPEP available on board (for ships certified to carry Noxious Liquid substances in bulk) with updated Focal Point List			
Garbage is collected and separated in closable bins as required and garbage record book entries are correct			
Onboard readily available proof that while navigating in restricted areas low sulphur fuel is used			
Crew is familiar with the sewage system and the treatment plan. Necessary drawings available on board.			

SECTION 5 – LIFE SAVING APPLIANCES

Checked and found in good condition, as applicable

	YES	NO	N/A
Lifeboats with all parts in good condition without wastage, blocks and release mechanisms properly maintained and the crew is familiar with safe use of launching and release gear			
Lifeboat inventory complete and in good condition with dates of expiration for pyrotechnics and foodstuff rations recorded and not outdated			
Rescue boats complete and in proper condition with the inventory stored as required			
Lifeboat/rescue boat engines in good working condition and starting easily			
Life rafts and launching arrangements in good working condition and properly marked			
Hydrostatic release for the rafts correctly connected and not outdated			
Equipment for embarkation for additional life raft available (raft at the bow)			
Launching arrangements for rescue boats and life rafts including limit switches in good condition and without wastage			
Annual thorough examination of the launching appliances and on-load release gear has been carried out and relevant documentation available onboard			
Embarkation ladders including their shackles and pad eyes on deck in good condition			
Wire falls of all launching/recovery arrangements in good condition and renewed as required			
Lifebuoys (including reflective tape, correct ship's name/home port and lights with non-outdated batteries or smoke signals) available in sufficient amount and in good condition			
"Heavy" lifebuoy (4.5kg) attached to the smoke/light buoy at bridge wings in a free fall arrangement			
Lifejackets (including whistles plus lights and non-outdated batteries) found in good condition and sufficient amount as per Certificate. Additional lifejackets available on board			
Line throwing appliances complete with expiration dates of the pyrotechnic units			
Parachute distress signals available on board in sufficient quantities and in good condition with expiration dates not outdated, found on the bridge in an appropriate containment which is marked appropriately			
Immersion suits (including lights and special attachments) available for all personnel onboard and stored in good condition. Additional suits available at remote working stations as required			

Emergency illumination at all survival craft stations sufficiently working also illuminating the ship's side and the instructions posted			
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SECTION 6 – FIRE-FIGHTING APPLIANCES

Checked and found in good condition, as applicable			
	YES	NO	N/A
Fire main piping and all hydrants in good condition without signs of corrosion or wastage and without soft patches. Also, couplings and valves free of leakages			
Fire pumps including prime mover in engine room in good working condition and with sufficient delivery of water pressure			
Emergency fire pump including prime mover in proper working condition with sufficient suction and delivered water pressure. Also, exhaust lines properly insulated.			
Fire stations (including equipment of hoses, nozzles, spanners) in good condition. More specifically, nozzle spray adjustments workable and hoses without deterioration			
Portable fire extinguishers available on board in good condition as per Fire & Safety Plan (due dates for required servicing recorded and not outdated)			
Fireman's outfit available in required number and good condition (i.e. complete with helmet, clothes, lifeline, lamp and other required requisites)			
Breathing apparatuses in good condition and ready to use with bottles including spare bottles filled			
Fixed firefighting systems for engine room and cargo spaces in good working condition (e.g. filling status of gas bottles or foam tanks).			
CO2 room properly locked and the key readily available			
Fire detection arrangements properly working at all detection points			
Fire extinguishing arrangement in paint locker as required in place and in proper working condition			
Fire dampers and ventilation closing appliances (e.g. gaskets, handles, screws and other) in good working condition. Fire flaps inside trunks checked and closing properly.			
Fire doors closing properly using their automatic closing devices and not fitted with hold-backs			
Quick closing devices for tank shut-off and emergency stop of pumps and fans in good working condition			
Emergency Escape Breathing Devices (EEBDs) available in required amount (plus additional training units) and distributed as per fire plan within superstructure and engine room and under full pressure			

International shore connection including reduces piece with appropriate bolts and nuts available as per Fire & Safety plan			
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SECTION 7 – NAVIGATION

Checked and found in good condition, as applicable			
	YES	NO	N/A
Nautical publications including pilot books, list of lights, sailing directions, tide tables, code of signals, IAMSAR books used for the next voyage updated to the latest available amendments/corrections			
Nautical charts to be used for the next intended voyage updated to the latest available Notice to Mariners (if applicable ECDIS system updated to latest amendments)			
System for correcting all nautical publications on board has been developed			
Passage plan from berth to berth available on board			
Navigational instruments (e.g. radar, echo sounder etc.) in proper condition			
Steering gear including rudder angle indicator as well as emergency steering gear including switch-over devices in good operating condition and the steering gear alarm functioning. Also, instructions for switch-over handling posted in vicinity			
Daylight shapes in operational condition			
Daylight signalling lamp and the independent power supply in good operational condition			
Automatic position indicator (e.g. GPS) available on board and in good condition			
Communication systems between bridge - engine room and bridge – steering gear room is provided and working properly			
NAVTEX receiver in good working condition and spare paper is available			
Echo sounder in good working condition			
Magnetic steering compass in good working condition and properly visible from steering position. Spare magnetic compass (if provided) in good working condition. Lastly, updated calibration table available.			
VDR (or S-VDR) installed correctly onboard and connected to respective devices.			
AIS system installed and constantly switched on.			
LRITS in good working condition and test documentation onboard as required.			
Navigational equipment verified is as required in the Safety Record "Form E"			

SECTION 8 – RADIO EQUIPMENT

Checked and found in good condition, as applicable			
	YES	NO	N/A
GMDSS transmitting and receiving equipment components including sources of energy in proper working condition			
Radio operator assigned onboard is familiar with cancellation procedures for false distress alarms.			
Radio log book is kept as required and includes records of tests			
Portable VHF hand held radios for survival craft including batteries with spares/ recharger are in good working condition.			
Antenna systems without any signs of corrosion or damage			
Radar Transponders in satisfying working condition and ready to be used in case of emergency. Also, they are serviced in accordance with manufacturer's requirements by shore service.			
Freefall boat arrangement (if onboard) is fitted with one Radar transporter within the freefall lifeboat			
EPIRB is correct and float free position. The life date of battery and hydrostatic release valid.			
EPIRP test certificate readily available			
Radio publications and manuals updated on board			
Radio License on board valid			
Reserve sources of energy (batteries) properly maintained and in working condition.			

SECTION 9 – SAFETY

Checked and found in good condition, as applicable			
	YES	NO	N/A
Working language of the ship established and recorded in the logbook			
Updated fire & safety plans posted in accommodation alleyways clearly readable and show a sign of approval. One copy if the plan is stored in marked and weather tight container outside the accommodation area.			
SOLAS training manuals available, with specific instructions for the appliances installed onboard and written in the working language.			
Instruction manuals for onboard maintenance of life-saving appliances available and understood by all crew members. Regular maintenance has been recorded.			
A plan or program of maintenance is readily available			

Operating instructions for lifesaving appliances posted on scene and under emergency lighting. Instructions written in a language understood by all crew members.			
Table of life saving signals poster on the bridge.			
Drills for fire fighting, abandon ship, rescue boat operation and oil spill fighting have been carried out satisfactorily and the dates are recorded in the logbook.			
Muster list is updated and written in the working language of the ship. Substitutes for key personnel are included and the muster list is posted on the bridge, in engine control room and accommodation spaces.			
Paint materials stored inside the designated paint locker only			
Escape ways accessible, free of obstructions and properly illuminated.			
IMO symbols properly used for marking escape ways and locations of emergency equipment.			
Pilot ladders and related boarding arrangements clean and in good condition.			
Crew working on the bridge is familiar with the steering gear switch-over procedures and with the use of emergency steering device.			
Key engine crew is familiar with emergency power arrangements			
Key persons for firefighting are familiar with starting emergency fire pump.			
Designated lifeboat/rescue boat crew is familiar with starting the engines.			
Public alarm systems as for general alarm are working properly.			
Engineer's alarm of unmanned machinery system is working properly.			

SECTION 10 – ISM

Checked and found in good condition, as applicable			
	YES	NO	N/A
Crew is familiar with the company's safety and environmental protection policy.			
ISM manual is readily available on board.			
All documentation available onboard is written in a language understood by the crew.			
Senior ship officers can identify the "designated person".			
Procedures and data are available and updated to establish contact with shore management.			
Programs for drills and training have been set-up and recorded.			
Familiarization records of new crew members are available onboard.			

Master can show his overriding authority.			
Non-conformities have been reported to the company and corrective actions have been taken by the company.			
Maintenance routine and records are readily available onboard.			
A copy of the DOC with the endorsement for the latest office audit is available onboard.			

SECTION 11 – ISPS

Checked and found in good condition, as applicable			
	YES	NO	N/A
Arrangements in place for controlling access to the ship for persons/going the next port			
Personnel responsible for controlling access to the ship is familiar with its duties			
Arrangements are in place to secure and control restricted areas specified in the SSP			
All entrances leading to restricted areas of the ship ready to be closed or secured			
Security Equipment maintained and tested as specified in the SSP			

SECTION 12 – MLC

Checked and found in good condition, as applicable			
	YES	NO	N/A
All seafarers on board have signed a Seafarers' Employment Agreement (SEA) with the ship-owner and an original copy is provided to each seafarer.			
The wages of each seafarer engaged on board the ship are paid in accordance with the SEA			
Hours of work and rest are available for each seafarer engaged on board the ship.			
The muster and drills are carried out at times that minimize the disturbance of rest periods and fatigue.			
The accommodation spaces are clean and provided with proper lighting and sufficient drainage.			
Sanitary facilities are hygienic and reasonable standard of comfort are met			
The galley is clean, hygienic and in good condition.			
Spaces used for the storage of food are clean, hygienic and in good condition.			
The ship is provided with sufficient amount of drinking water and food of nutritional value, quality and variety for the number of crew members on board.			
All seafarers are provided free of charge with health protection and medical care (including essential dental care) relevant to their duties.			

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DECLARATION

I, the undersigned Master, certify that I have verified, the abovementioned items, prior to the port arrival, and declare that all information completed is the truly condition of the Vessel.

Master name:

Vessel seal to be stamped