

 Maritime & Coastguard Agency	FISHING VESSEL AIDE MEMOIRE – 15-24m SURVEY	Doc No MSF 5550
		Revision 0821
	Name of Vessel Name of Surveyor Date of Survey/Inspection	
INTRODUCTION AND BACKGROUND TO REQUIREMENTS		
Based on MSN 1872 and MSN1885		

CERTIFICATES AND RECORDS	
1	Valid Certificate of Registry (change of ownership and/or modifications, i.e., length/engine requires new/amended CoR)
2	Validity of existing exemptions
3	Previously open deficiencies closed or re-issued
4	Photograph of vessel
5	Safety Signage
6	SOLAS 1 Poster
7	Annual Self Certification
8	Check MMSI registered and correctly input into GMDSS radio. Emergency radio procedure posted up – Test Call. Does vessel carry Iridium (see MIN636 latest amendment and section 12.4.3 of MSIS27 Chapter 12)
9	Valid Radio licence – details of ownership correct?
10	Valid Servicing Certificates for Fire Appliances (MGN 276), Liferrafts etc
11	Risk Assessment conducted or copies on board, updated annually, since change of ownership, or fishing method. MGN 587
12	Has any fire occurred requiring operation of fixed fire-extinguishing systems or portable fire extinguishers since last survey
13	Written Risk Assessment for Man Overboard (ref to MGN 571) – any mitigating action to eliminate risk of MOB or PFDs worn
14	Crew aware of risk assessment
15	Crew aware of procedures for entry into dangerous (enclosed) spaces (see Chapter 15 of the Code of Safe Working Practices Entering dangerous (enclosed) spaces); and MGN 309(F) Fishing Vessels —The Dangers of Enclosed Spaces.
16	Written Health and Safety Policy if more than 5 crew
17	Hours of rest records
18	Man Overboard Risk Review conducted with skipper
19	Conduct Drills, including at least one MoB and recovery of unconscious person
20	Record of regular Drills – Muster lists
21	Shore power for fire and safety systems
22	EIAPP and technical file for new engines over 130kW
CREW CERTIFICATES AND TRAINING RECORDS	
23	Crew list & is it posted ashore?
24	Induction records
25	On board training records for vessel equipment
26	Emergency instructions available for each person on board. Copies of suitably up to date muster lists posted in conspicuous places and in a language understood by all on board and posters or signs in the vicinity of survival craft and their launching stations as appropriate
27	One crew holding Short range Radio Certificate (area 1)/Restricted GMDSS (Area 2)
28	Validity of Crew Certificates of Competency
29	Validity of crew training Certificates All fishermen – Basic Sea survival (or STCW A-VI/1-1) After 3 months at sea Basic Fire Fighting (or STCW A-VI/1-2), Basic First Aid (or STCW A-VI/1-3) and Basic Health and Safety (no STCW equivalent) After 2 years' experience Safety Awareness and risk assessment

30	Voluntary Training – Skippers U15m Certificate Nav Watchkeeping/Engine Room Watchkeeping Stability Awareness STCW Watch rating Certificate	
VESSEL		
HULL		
31	Stability – condition of vessel	
32	Hull condition – external/internal – no degradation, good maintenance	
33	Deck, bulkheads, frames condition – perforations/damage/unplugged holes/non slip	
34	Watertight Doors – condition and secure space watertight	
35	Watertight hatches/coamings – condition and secure space watertight	
36	Bulwarks – condition and adequate minimum height	
37	Skylights – can be closed from outside	
38	Bulkheads, frames, intact condition, SFP, no damage	
39	Buoyancy Tanks – no damage	
40	Fire doors, flaps, condition	
41	Scuttles, Portlight and Flush scuttles – hinged deadlights – can be closed watertight - exposed areas and in the forward bulkheads of freeboard deck erections shall be of the non-opening type	
42	Ventilators – height above deck, means of closure	
43	Air pipes – height above deck, means of closure, provision to prevent overpressure.	
44	Freeing Ports clear of obstruction – minimum area 3% of bulwark area	
45	Discharges – below freeboard deck with shut off or non-return valves, exhaust pipes in hull below deck non return valve device or flap to prevent water ingress	
46	Factory Deck – Tonnage Valves	
47	Gas Cylinders, storage, safety provisions	
48	Unauthorised modifications – no damage	
OUT OF WATER – INTERMEDIATE/RENEWAL		
49	Condition of Hull, Steel ultra-sonic test and report, Bilge Keels, Sea chests, Sacrificial Anodes	
50	Wood – condition of planking, nails, caulking etc	
51	Aluminium – condition, cracking etc	
52	GRP – condition, gel coat, damage, osmosis etc	
53	Stern Gear Condition – Report, shaft clearances, Lubrication, Propeller, Kort Nozzle	
54	Steering Gear condition, test, rudder stock, rudder, Clearances	
55	Condition of sea inlet and discharge valves/cocks	
56	Draught marks – condition/accuracy	
WHEELHOUSE/CABIN		
57	Windows – condition and to standard	
58	Doors – condition – able to open from both sides?	
59	Instructions for on board maintenance of LSA are on board – inspect any non-mandatory LSA i.e., immersion suits/thermal protective aids	
60	Table or curve of residual deviations for magnetic compass may be provided	
61	Operational and, where appropriate, maintenance manuals for all navigational equipment provided	
62	Where fitted, the magnetic compass	
63	Where fitted, Gyro Compass	
64	Where fitted, radar installation	
65	Where fitted, automatic radar plotting aid	
66	Where fitted, echo-sounding device	
67	Where fitted, speed and distance indicator	
68	Where fitted, rudder angle indicator	
69	Where fitted, propeller rate of revolution indicator	
70	Where fitted, variable pitch propeller pitch and operational mode indicator	
71	Where fitted, Automatic identification system	
72	Where fitted, voyage data recorder	
73	Where fitted, ECDIS	
74	Where fitted, GPS	
75	Vessel complies with MGN314 – if not ensure visibility is adequate	
76	Any accommodation facilities meet the requirements of MGN 413 ILO 188	
77	Garbage arrangements	

DECK	
78	Lifeboats, rescue boats, condition, equipment in boats to scale required and in date
79	Embarkation arrangements and launching appliances for each survival craft including relevant tests and overboard lights
80	Access to safety equipment
81	PFD servicing – MGN 548 non SOLAS, MGN 553 SOLAS
82	Encourage use of PFDs/lifelines even where risk assessment says risk of MOB eliminated
83	If PFD requires to be fitted with crotch strap: the crotch strap is in place and in good condition; is not tied up with tape, tie wraps, or any other means that would indicate that it is not being used; the crew are made aware of the dangers of wearing a PFD without the crotch strap being connected
84	Man Overboard – discuss means of recovering if single handed or recovery with crew
85	Pilot ladder/Boarding arrangements
86	Safety of operation of fishing gear, winches, wires, blocks, nets, lines etc (LOLER/PUWER)
MACHINERY	
87	Main and Auxiliary engines – securely mounted, condition, guards, exhaust, protected no exposed high temperature surfaces, fuel lines
88	Remote Stops - Test (including haulers/conveyors etc)
89	Condition of pipework, securing clips, skin fittings, sea cocks and their ease of operation
90	Electrical systems – alternators, motors etc
91	Electrical cables – condition/sealed container, securely clipped, electrically safe
92	Batteries – condition – Emergency and Radio, ventilated
93	MEGGAR Test record
94	Fire risks and hazards
95	Arrangements for oil fuel, lubricating oil, and other flammable oils.
96	Operation of remote means of closing valves on tanks that contain oil fuel, lubricating oil, and other flammable oils
97	Bunding arrangements
98	Bilge arrangements – means of discharging automatically from engine rooms
99	Fuel Filtering arrangements
100	Bilges – condition, no oil pumped overboard, Disposal arrangement for Oily Water
101	Fire extinguishing and special arrangements in the machinery spaces. Operation of the remote means of control provided for: - opening and closing of the skylights, release of smoke, closure of the funnel and ventilation openings, closure of doors, stopping of ventilation fans, stopping of oil fuel and other pumps that discharge flammable liquids
102	Fuel, Type, Stowage, signage, Shut-offs/jettisonable, safety issues
103	Compressed Air Systems Calibration of safety valves
LIFE SAVING APPLIANCES	
104	Lifejackets, with lights. 1 per person, with 2 spares. Lifejackets (inc, whistles, retro-reflective material and lights) PFDs to comply with EN ISO 12402, auto inflation and 150 Newtons buoyancy.
105	2 Liferrafts –(SOLAS/MED). Stowage, will it snag. Float free arrangements, HRU expiry. Service as required by MGN 548 or 553.
106	Handheld VHF Radio
107	2 Safety Harnesses or higher number to mitigate MOB risk assessment
108	Lifebuoys 1 with self-igniting light and smoke signal, 1 with 18m buoyant line
109	Parachute flares – 6 (MED/SOLAS). Must be in date and in waterproof container
110	Handheld flares – 4 (MED/SOLAS) must be in date and in waterproof container
111	Smoke Signals 2 – (MED/SOLAS) – must be in date and in waterproof container
112	2 Line Throwing apparatus (MED/SOLAS) – readily available
113	Man Overboard Recovery system – Instructions posted. Crew drilled in use. Readily available
114	LPG Gas Detection and alarm system, visible and audible alarm in space and control position. Test. Notice in space for action to take if alarm sounds
115	CO Alarms – All vessels with enclosed spaces with fired cooking or heating appliances or where engine exhausts run through wheelhouse or crew space. Lithium battery, tested, maintained, in date and BS EN 50291
116	406 MHz EPIRB –If 406 EPIRB is carried, then additional PLBs may be AIS. EPIRBs and PLBs must be Registered, unless PLB is AIS. Annual Test Certificate for EPIRB.
117	2 Bilge Pumps. Test. Two independent systems for every WT compartment
118	Bilge Alarms ¹ – Duplicate alarm required for ER. Audible and visual at helm/control. Test
119	Navigation lights and sound signals - as per MSN 1781 Amendment No.2 or any subsequent document
120	Charts/nautical publications for intended voyages and up to date

¹ If watertight bulkhead requires, sensors in main watertight compartments i.e. Fish Room, Machinery spaces and spaces with bilge suction but bilge water not checked visually, Test. No oil being pumped overboard/save-alls under filters, closure of fuel tank isolating valves when not in use.

121	Compass and deviation chart– check – all vessels	
122	Radar reflector – all vessels – Condition, if vessel less than 150gt, should be capable of detecting by radar at 9 and 3 GHz	
123	Signalling Lamp	
124	Anchor and Cable/warp – condition	
125	Medical Stores and kit	
126	Waterproof Torch	
FIRE DETECTION/FIGHTING		
127	Smoke Alarms (accommodation/engine spaces) - Decked vessels.	
128	Fire Detection system – audible and visual alarms (new build show location of fire. Cover machinery, galley, accommodation spaces. 2 power sources	
129	3 Fire extinguishers suitable for accommodation and 2 suitable for oil fires. Correct type, condition, adequately maintained, location	
130	Power operated Fire pump and hose – 15m ³ /hr at pressure 2 kg/m ²	
131	Fire pumps, fire main, hydrants, hoses and nozzles – jet of water produced at any part of the ship whilst required pressure maintained in fire main.	
132	1 Fire Blanket (if galley or cooking area)	
133	Fixed Fire fighting system for machinery space – suitable for class of fire, means of operation clearly marked, CO2/FM 200, capacity checked. Space gastight. Pipework clear. Advance warning audible and visual in space required. Serviced	
134	Fixed Fire fighting system for galley if SFP not at A30. Requires as per Machinery Spaces.	
135	LPG Flame failure devices and low pressure shut off valve	
STABILITY		
136	Stability book (or Roll Test Report)	
137	Inclining Test or Lightship check	
CM File Entries		
ALL VESSELS		
138	Crew position on shooting/hauling	
BEAM TRAWLERS		
139	Towing Height above deck	
140	Length of booms	
141	Length of beams	
142	No of scallop bags per side	
TRAWLERS		
143	Towing heights	
NETTER		
144	Where are bins stored	
145	Fish pounded	
STATIC GEAR: POTTERS, CREEELERS ETC		
146	Shooting, hauling method	
COMPLETION		
147	If any doubt before completion, contact local MO or Consultant FV surveyor	
148	Certificate Issued or endorsed	

Surveyor's Notes/Remarks