



PACIFIC MARINE SERVICES

For the initial audit for all vessels under Togo & PMS must to be Ready to the following requirements:-

A- For carrying out ISM - (SMC) initial Audit .

Documents required to be ready during Audit Time .

1- The following points consider Major : -

- a- Manuals according to the required including approvals to be ready
(manuals of the SMS including checklist record & SOPEP manual & SSP manual & STCW Manual & vessel risk assessment manual + Garbage management plan)
- b- Attend DPA period the time of the initial audit
- c- Interim audit reports issued by PMS including non conformities if there is.
- d- Original Certificates to be ready on board and valid.
- e- Vessel safety Certificates to be available on board and valid
- f- Internal audit plan to be ready according to the company SMS Manual
- g- Exercises operations records between company and vessels to be ready .
- h- SMS filing record schedule, (copy required).
- i- Shipboard safety management list for the office to be available and updating on board .
- j- crew endorsements and Certificates of proficiency, required by STCW, for rating crew to be available on shipboard

If any item(A) to (J) above is found unsatisfactory or any NC is found, an Initial audit will be suspended and the fees will be calculated on owner account.

2- The following points consider minor :

- a- Circulars of the flag and class to be available on board
- b- Requirements documents & records of the vessel to be ready including the following manuals :-
**(MARPOL 73/78 , International Conference on Load Lines,1966 , International Conference on Tonnage Measurement of Ships, 1969 , LSA Code, Fire training manuals , Safety training manuals , SOLAS training manuals)
(Deck maintenance record book , Cargo loading & discharging record book ,Vessel maintenance record book)**
If the copies of the above required documents available in the office confirmed by PMS.
- c- Ship's drawings as required & vessel instruction books to be available on board.
- d- Vessels Crew: 1- contracts 2- familiarization 3- medical.
- e- Company Policy signed by G.M to be available on board.
- f- closing appliances, L.S.A. & F.F.A to be clear including the machinery space and procedures to be clear on ship board.
- g- organization chart & contact details of the management to be available on board.
- h- plans & dry docking reports of the vessel to be ready.
- i- Risk Assessment according to the SMS procedure established to be available on ship board

If any item(A) to (h) above is found unsatisfactory or any NC is found, an Initial audit will be stopped and certificate will be continue extended.

3- The following points consider observations :

- a- if the technical engineer & supervisor not available in period initial audit
- b- watch schedule for watch keeping not comply with the required to be amendment



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For the initial audit for all vessels under Togo & PMS must to be Ready to the following requirements:-

B- For carrying out ISPS initial Audit .

Documents required to be ready during Audit Time.

- a- Attend CSO period the time of the initial audit.
- b- CSO & SSO Certificates to be available on ship board.
- c- Interim audit reports issued by PMS including non conformities if there is to be available on ship board .
- d- Internal audit plan to be ready & available on ship board.
- e- SSP Including approval copy to be available in the office
- f- Audit review reporting (Review SSA & Review SSP)
- g- Drills & exercises & Training Incidents location to be available in the office
- h- Declaration of the Company security Officer including contact details to be available on ship board
- i- security awareness certificates of the crew to be available on ship board
- j- Company Policy of the SSP to be signature by CSO Available and to be clear on ship board.
- k- Visitor card security instructions to be clear and available on shipboard
- l- IMO NO to be marked clear & security level to be mentioned clear on shipboard
- m- Ensure the development and maintenance of Ship Security Plans by
- n- Arrange for internal audits and reviews of security activities.
- o- Ensure that the deficiencies and non-conformities identified during the internal audits. (periodic reviews , security inspections and verifications of compliance,).

➤ **Major items**

The following items are detainable deficiencies by PSC. Emergency fire pumps, lifeboats, and fire-dampers are continuing to be the major items were most detainable deficiencies.

➤ **Focusing items during Ship Tour/Interview/Verification of documents in addition to ordinary verification.**

1.1-Documents

- A- Working/rest hours record
- B- Entries of Oil Record Book and Garbage management record book
- C- Trading Certificate & Crew Cert. including their compliance of Minimum Manning Cert
- D- Correction/preparation of Charts and Nautical Publications
- E- Voyage/passage plan (berth to berth)
- F- Record of boat and fire drills
- G- Reporting of non-conformities/deficiencies, response by the company and their preventive actions for avoiding recurrence.
- H- Report of internal audit which carried out prior external audit by RO

1.2-Condition and maintenance

- A- MF/HF, GMDSS, and INMARSAT-C with reserve source,
- B- Navigation lights and Emergency lighting
- C- Hatch coaming/cleat/hydraulic system of hatch cover
- D- Hydraulic system of Steering Gear
- E- Lifeboats including 'On-load release gear' and 'Batteries for engine'
- F- Lifebuoys with provision



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For the initial audit for all vessels under Togo & PMS must to be Ready to the following requirements:-

- G- Ventilators, fire dampers, fire fighting equipment, fire door, Fire detection/alarm system, Fire main pipe on deck and emergency fire pump
- H- Remote shut off/Self closing valves for oil tanks, Jacketed high pressure lines of main engine and emergency generator and general observation of piping in Engine room
- I- Oil filtering equipment with Oil content meter and Sewage treatment plant
- J- Cleanliness of machinery spaces

1.3-Familiarization

- A- Operation of ECDIS
- B- Oil content meter applied MPEC 107(49), if applied
- C- Boat and fire drill

To the pacific marine services office - administration department .

The company : _____

Have been reading all the above terms to implement for the carrying out initial audit.

And we will be ready on the date _____ To the carrying out initial audit for the vessel . _____ (SMC + SSC Certificates)

And this confirm by us to appoint the date _____ for start carrying out initial audit.

**For the company :
Name of the Applicant :**

Signature & stamp

Officially used for the PMS

Name of the auditor :

Confirm appointment on the date :

Signature of the auditor :

Copy to the account department of the PMS