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Pre-Arrival Checklist Requirements for Vessels Arriving in Paris MOU, U.S., and Tokyo MOU Ports

Applicable to: This FLEET SAFETY LETTER should be brought to the attention of ship-owners, ship managers, operators, Masters of Vanuatu-registered ships and Recognized Organizations

The Administration requires all owners, operators, and masters to utilize the attached pre-arrival checklist for all vessels arriving in the Paris MOU, United States, and/or the Tokyo MOU ports.
In light of the information provided in this Flag Safety Letter, we have attached the updated pre-arrival checklist, which will be used from this day forth.

Please ensure that the report is submitted no less than 48 hours prior to the vessel's arrival to the following email address: info@register-vu.com.

Port State Control (PSC) regimes worldwide are increasingly focusing on fire and abandon-ship drills, as well as voyage planning during their inspections. In response to this, owners/operators are urged to ensure that weekly drills involve different scenarios each week. This practice will enhance the crew's familiarity with the necessary procedures for fighting fires in various areas of the vessel, as well as the proper use of different equipment.

We would like to reiterate that vessels not in compliance with this FSL's requirements will face the applicable penalties as clearly outlined in Circulars 0010 and 0011. Furthermore, it is essential to note that the responsibility for non-compliance does not lie solely with the owner/operator.
In certain cases, penalties may extend beyond the owner/operator and may include actions such as the cancellation of the vessel's master endorsement.

We strongly advise all special agents, vessel owners, operators, and masters to exercise utmost diligence in ensuring strict adherence to the requirements specified in the FSL and the mentioned circulars.

For any inquiries or further assistance, please contact us at info@register-vu.com.

Berke Ayazli
by the direction of the
Assistant Commissioner of Maritime Affairs
The Republic of Vanuatu

THE REPUBLIC OF VANUATU
OFFICE OF THE ASSISTANT COMMISSIONER OF MARITIME AFFAIRS
PRE-ARRIVAL CHECKLIST

This form is to be submitted to VLAS-NY 48 hours prior to arrival in to any port in the United States, Paris MOU, and/or Tokyo MOU. Please email this form to Info@register-vu.com
Any errors in the items specified in this checklist are the sole responsibility of the master on board, and in the case of an error, the master may be subject to disciplinary action.

VESSEL NAME:	OFFICIAL NUMBER:	
PORT OF ARRIVAL:	DATE:	ETA:

	A. REQUIREMENTS FOR ALL VESSELS Note: Remarks section must be completed for any item which is answered "**NO**"	**Yes**	**No**	**N/A**
1	Are the vessel's statutory certificates on board, current and valid/endorsed?	☐	☐	☐
2	Has it been confirmed that there are no overdue Conditions of Class?	☐	☐	☐
3	Do officers and ratings required by the vessel's Minimum Safe Manning Certificate hold the appropriate and unexpired national and the Republic of Vanuatu documents for their capacities?	☐	☐	☐
4	Are charts up-to-date and the voyage plan prepared?	☐	☐	☐
5	Has it been confirmed that: (a) the Oily Water Separator (OWS), Oil Content Meter (OCM) and 3-way valve are fully operational including correct operation of alarms, piping systems and gauges; (b) crew is able to test the equipment in accordance with written test procedures; and, (c) all OCM seals are intact and not tampered?	☐	☐	☐
6	Has it been confirmed that no unauthorized piping or electrical modifications have been made to the OWS and or OCM?	☐	☐	☐
7	Has it been confirmed that all engine room alarm history, Oil Record Book (ORB) entries (including ORB entry signed by the officer in charge), OCM history and tank soundings match the dates and tank levels? Note: The use of "white out" is not permitted in ORBs.	☐	☐	☐
8	In the case of any deviation in 3 above, has it been investigated, corrected, and if necessary, reported to the Administration?	☐	☐	☐
9	Can the Engineering Department staff retrieve the "historical data" upon request by PSC authorities of Oil Content Meters (OCM) approved under the provisions of MEPC.107(49)?	☐	☐	☐
10	The sewage treatment plant is in good working condition without any leakage. An approved discharge rate table is kept onboard in the case where untreated sewage that has been stored in holding tanks is discharged. The 3-way valve opens inside and the quantity of chlorinate is sufficient. The crew is familiar with the sewage system and the treatment plant.	☐	☐	☐
11	Has it been confirmed that there are no fuel oil, lube oil or hydraulic leaks on operating machinery and no oil-soaked lagging?	☐	☐	☐
12	Fuel oil Sampling points are properly assigned and labeled, and close to the Main and Auxiliary engines			
13	Has it been confirmed that there are no soft patches on piping systems? Note: If found, contact the Administrator immediately.	☐	☐	☐
14	Has it been confirmed that there is no excessive bilge water in the engine room (or any other fire hazards in all machinery spaces), and that the bilge system including alarms, valves and emergency suction valves are operational?	☐	☐	☐
15	Has it been confirmed that the fire detection system is fully operational with no faults? Note: Vessel must have on board means to test smoke, heat, and flame detectors which is approved by the manufacturer.	☐	☐	☐
16	Has it been confirmed that there are no temporary covers or obstructions on any smoke or heat detectors for any reason?	☐	☐	☐
17	Has it been confirmed that, if applicable, the cargo hold fixed smoke detection and/or extraction system is connected and fully operational?	☐	☐	☐
18	Has it been confirmed that (a) all quick closing fuel valves are working properly without binding; (b) there are no temporary blocks to force valves in the open position; and (c) all pneumatic lines are connected?	☐	☐	☐
19	The steering gear, including the rudder angle indicator and emergency switch-over devices, is fully operational, with the steering gear alarm functioning and switch-over handling instructions posted.	☐	☐	☐

20	Communication systems between the bridge-engine room and the bridge-steering gear room are provided and working properly.	☐	☐	☐
21	Are all Bridge equipment such as NAVTEX, Echo Sounder, Radio Installation, AIS, BNWAS and RADARs fully operational?	☐	☐	☐
22	Are all Lifesaving & Fire Control Plans fully updated and posted through the vessel and they clearly readable & showing an approval.	☐	☐	☐
23	Has the steering gear been tested in all modes including local and emergency without binding or uncontrolled hydraulic oil leaks, and all steering alarms are fully operational?	☐	☐	☐
24	Is the ECDIS operating properly and secondary means of navigation has been provided?	☐	☐	☐
25	Have Nautical Charts, including ECDIS, and publications been updated to the most current Notice to Mariners and voyage plan properly prepared?	☐	☐	☐
26	Are the EPIRB in proper working condition and the battery is not expired? Is the AIS working properly? Is the VDR annual performance test certificate on board? Are search and rescue locating devices in working condition and the batteries are not expired?	☐	☐	☐
27	Have auxiliary generators (AG) been tested to confirm that gauges, emergency shut downs, automatic changeovers and quick closing valves are operating properly?	☐	☐	☐
28	Has the emergency generator been tested in all starting modes, and it is capable of coming online automatically and handling the electrical load? Are starting batteries fully charged and in good condition?	☐	☐	☐
29	Emergency fire pump (including prime mover, gauges operational, priming pump functioning, adequate deliver pressure maintained) in proper working condition with sufficient suction and water pressure. Exhaust lines are properly insulated, and the isolating valve operates normally.	☐	☐	☐
30	Has it been confirmed that during blackout the emergency lighting, navigation lights, general alarm, fire alarm, fire detection and fixed fire extinguishing system alarm are operational?	☐	☐	☐
31	Are fire dampers in good working condition? Are damper flaps free from any wastage? Are the ventilation trunks marked to show the flap position – OPEN or CLOSED? Can the location of the fire dampers be found on the fire control plan?	☐	☐	☐
32	Has it been confirmed that there are no cement boxes unless the vessel's Classification Society (Class) has fully documented it?	☐	☐	☐
33	Has it been confirmed that all lifeboat and rescue boat engines start immediately and the rudders have good freedom of movement and no binding? Note: Consideration must be given for extremely cold weather during the winter months.	☐	☐	☐
34	Has it been confirmed that all lifeboat windows have good visibility and are not partially obscured, hazed or opaque, and they have no cracks or fractures?	☐	☐	☐
35	Has it been confirmed that there no cracks or fractures in the lifeboat & rescue boat hulls or temporary repairs of any kind, and that any hatch rubber seal is in good condition?	☐	☐	☐
36	Have the rescue boats & lifeboats' equipment checked for proper quantity, expiration date & condition?	☐	☐	☐
37	Have lifeboats been lowered as per schedule and released from hooks to confirm operation of release mechanisms?	☐	☐	☐
38	Are all life raft painters secured properly to ensure "free floating" capability? This must be checked even after servicing.	☐	☐	☐
39	Are Life rafts and launching arrangements serviced by an approved servicing company, properly marked and in good working condition with no obstructions to float-free operation?	☐	☐	☐
40	Are launching arrangements for rescue boats and life rafts including limit switches in good condition and without wastage?	☐	☐	☐
41	Are Lifebuoys (including reflective tape, correct ship's name/home port, and lights with non-outdated batteries or smoke signals) available in sufficient amounts and good condition?	☐	☐	☐
42	Lifejackets (including whistles plus lights and non-outdated batteries) found in good condition and sufficient amount as per Certificate. Additional lifejackets are available on board.	☐	☐	☐
43	Immersion suits (including lights and special attachments) are available for all personnel onboard and stored in good condition. Additional suits are available at remote working stations as required.	☐	☐	☐
44	Are all firefighting suits in satisfactory condition with the face mask in good order? Has it been confirmed that rubber mask straps, jackets, pants and gloves do not have any holes or rips in the material, and aluminized coating intact and in good condition?	☐	☐	☐
45	Has it been confirmed that all fire screen doors fully closed and are not hold back in the open position?	☐	☐	☐
46	Has it been confirmed that there are no missing, paint covered or plugged fixed CO_2 / foam or water mist system nozzles?	☐	☐	☐
47	Applicable to vessels equipped with water mist systems: Has it been verified that all valves are in the correct alignment (OPEN) and that the system is FULLY operational? Also, that the system is in "AUTOMATIC MODE" and "ON", not in "MANUAL MODE"?	☐	☐	☐
48	Are Master, officers and crew ready for fire, abandon ship and confined space rescue drills as directed by PSC officers?	☐	☐	☐
49	Are the drill records maintained on board and signed by all crew members?	☐	☐	☐

50	Have the portable and fixed firefighting systems been serviced and the service certificate is on board?	☐	☐	☐
51	Have the fixed firefighting systems been serviced and the service certificate is on board?	☐	☐	☐
52	Is the ship equipped with sufficient Personal Protective Equipment and are all seafarers engaged on board familiar with it?	☐	☐	☐
53	Are crew accommodations (quarters, heads, bathing facilities and galley) clean and operating properly?	☐	☐	☐
54	Is the accommodation air conditioning and heating in working condition?	☐	☐	☐
55	Are the galley and messrooms clean and functional? Are the range hoods clean, free of excess grease and the fire extinguishing system functional?	☐	☐	☐
56	Have all seafarers signed a Seafarers' Employment Agreement (SEA) with the shipowner, with an original copy provided to each seafarer, and do they have a copy of the complaint procedure, with a complaints log maintained on board?	☐	☐	☐
57	The national requirements for normal working hours and minimum rest hours (or maximum work hours) are followed (refer to DMLC Part I). Records are available on board for each Seafarer and are signed by the Master (or person authorized by the Master).	☐	☐	☐
58	Ballast exchange and the ballast water treatment system are per the ballast water management plan and recorded in the ballast water record book. The quantity of chemical substances is sufficient.	☐	☐	☐
B. ADDITIONAL REQUIREMENTS (for tankers only)				
59	Is the Inert Gas Generator and/or Inert Gas System fully operational?	☐	☐	☐
60	Is Overboard Discharge Monitoring Equipment (ODME) fully operational?	☐	☐	☐
61	Has it been confirmed that the high alarm (95%) and high-high alarm (98%) are operational with audio-visual alarms as required?	☐	☐	☐
62	Is the fixed gas detection system fully operational?	☐	☐	☐

List of any non-operational equipment:
Remarks:
