**Inspector’s Boarding**

* **YOU DO NOT GET A SECOND CHANCE TO CREATE A FIRST IMPRESSION -**

Initial impressions matter and it is important that the inspector gains a positive impression of the vessel.

It must be remembered that as soon as the inspector sees and approaches the vessel, the visual inspection begins. Therefore, it is imperative all are well prepared and remember. From first sighting of the vessel to arriving in the Master’s / ship’s office the inspector will have gained a first impression. Therefore, it is a priority that preparations must include the following:

* The gangway / accommodation ladder is safely and correctly rigged
* Gangway warning sign for visitors posted and visible from shore
* The gangway is properly attired in the correct personal protective equipment (PPE)
* The inspector is greeted with respect and requested for identification
* The gangway watch shall proceed with security checks, safety briefing, and ensure the inspector’s mobile telephone is switched off
* The inspector should sign in and be provided with a visitor’s badge
* Once boarding formalities are complete, the inspector is escorted to the Master’s or ship’s office
* Provide the inspector with full co-operation, all necessary assistance and hospitality
* The inspector will discuss the purpose, route and likely duration of the inspection
* Inspectors will also advise what items of equipment will need to be demonstrated in their presence i.e. lifeboat engine, emergency generator, bilge separator and oil mist detector alarms, etc.

The inspection Close-out Meeting:

This meeting is an extremely important aspect of the inspection and should be attended by both the Master and Chief Engineer. This is the time when any observations made by the inspector can be reasonably discussed, which in some cases may result in observations being deleted. The purpose of the close-out meeting is to remove any doubt or misunderstandings to any observations the inspector has made during the inspection. Not all oil majors allow their inspectors to leave a list of observations on board. Therefore, notes should be carefully written by the Master that can be accurately reported back to the company in detail.

The close-out meeting should be carried out in an open and amicable manner.

On completion of the inspection and close-out meeting the inspector should be safely escorted to the vessel’s access point (gangway).