**Preparation for the Inspection**

**Vessel Inspection Questionnaire Responsible Persons**

Chapter 1 – General Information Master

Chapter 2 – Certification and Documentation Master

Chapter 3 – Crew Management Master

Chapter 4 – Navigation Master & Navigation Offc.

Chapter 5 – Safety Management Safety Offc., Chief Offc., Chief Eng. & Master

Chapter 6 – Pollution Prevention Chief Offc., Chief Eng., 2nd Eng. & Master

Chapter 7 – Structural Condition Master

Chapter 8 – Cargo and Ballast System Chief Offc.

Chapter 9 – Mooring Master & Chief Offc.

Chapter 10 – Communications Master & GMDSS Operator

Chapter 11 – Engine and Steering Compartments Chief Eng. & 2nd Eng.

Chapter 12 – General Appearance and Condition Master, Chief Offc. & Chief Eng.

Chapter 13 – Ice Operations Master & Chief Eng.

As per above duties and responsibilities, the ship’s officers are now to be ready to prepare for the inspection.

The shipboard team should have a meeting to delegate duties and responsibilities in preparation for the inspection.

Before the vessel’s arrival at the port of inspection it is recommended that the Senior Officers hold a final meeting to discuss how the preparation has progressed. Any concerns should be discussed and addressed at this stage and where considered appropriate, the company must be advised and where necessary, a corrective action plan agreed with.

Should there be any equipment that is malfunctioning where spares are required and have been ordered, then documented evidence will need to be made available to the inspector to this effect.