**„Last-Minute-Checks“ before Vetting Inspection – Certificates and Documentation (VIQ Ch. 2,3,5 & 6)**

* Ship statutory certificates and flag state certificates incl. ESP file available
* Check, whether all Continuous Synopsis Records (CSR) are available and amendments properly filled up
* Crew Matrix and Crew list ready to present to the inspector
* HVPQ (OCIMF Vessel’s Particular Questionnaire) properly filled in and ready
* Crew certificates and licenses available and ready to present to the inspector
* Last unannounced Drug and Alcohol Test and last internal alcohol test
* Safety Officer (Ch.Offc.) **MUST** have a Safety Officer Training Certificate
* Certificate folder available (incl. Firefighting and Lifesaving equipment, Mooring lines, cargo hoses, calibration equipment, gas detectors, annual foam test, UTI’s etc. )
* Company manuals and company standing orders
* SMPEP / SOPEP
* Risk Assessment Manual
* MLC folders
* Garbage Management Manual
* Ballast Water Management Manual
* Stability – and Damage Stability manuals and approval letters available
* Proper records of work and rest hours **MUST** be available
* Internal – and External Audit Reports are available and findings properly closed out
* Inspection reports by company representative’s (i.e. Superintendent) available
* Port State Control reports (in case of any deficiency recorded during a PSC inspection, make sure that a non-conformity report has been generated onboard the ship)
* Last drill records (general drills)
* Last free fall launching and maneuvering lifeboat
* Last launching and maneuvering rescue boat
* Last Safety Committee Meeting Report
* Last Safety Meeting Report
* Incident reports (near-miss, accidents etc.)
* Defect Reports incl. Risk Assessment
* Master’s Management Review
* Check Fuel Tank for Rescue boat is filled with sufficient Gazoline !!!
* Check proper Steering of Life boat and start of Engine for both FFB & Rescue Boat!

General advice:

***Pls. present to the inspector only that documents he is asking for. If he is asking for a single document then show him only that single document and NOT the complete folder!***