

# Notice to Master



Dear Master,

Welcome to XXX Port!

Entitled to the right of appealing, you also have the right to check identity cards of PSCO before the inspection. For the purpose of integrity, professionalism and transparency, law enforcement reorders (body cameras) will be used during the inspection.

CHINA MSA firmly refuses any attempts of bribery and reports any blatant cases to the authority.

Any other individual or organization including agents shall not require the ship to pay the fee to change information relating to PSC inspection. Please report to us upon discovery of the above behavior.

**1. Initial inspection:** PSCO will conduct an initial inspection firstly and inspect the certificates and documents according to the Appendix 12 (LIST OF CERTIFICATES AND DOCUMENTS) of Resolution A.1119 (30). It would be helpful if the following documentation could be available for inspection:

- Ship's Particulars;
- IMO Crew list in English;
- Ship's Certificates, which may be in hard copy or electronic form;
- Reports of previous port state control inspections;
- Officers & Crew Certificates of Competency, STCW endorsements or applications;
- Records of work/rest periods;
- Ship's drills record, including enclosed space entry/rescue drills and security drills, and the log for records of inspection and maintenance of life-saving appliances and fire-fighting equipment;
- Oil Record Book;
- SOPEP/SMPEP;
- Garbage Record Book;
- Logbook for fuel oil change-over / Bunker delivery notes;
- Dangerous goods special list or manifest, or detailed stowage plan ( If applicable );
- DMLC Part I & II;
- Seafarers' employment agreements(SEA), CBA;
- Medical certification of seafarers / On-board medical record / 24 hours medical service;
- Recruitment and placement certificate;
- Accommodation space / Food and catering check list;
- Wages list;
- Safety committee record;
- Financial security for repatriation / Financial security for relating to ship owners' liability;
- Ballast Water Management Plan;
- Ballast Water Record Book.

**2. More detailed inspection:** During the initial inspections, if PSCO has clear grounds for believing that the condition of the ship or its equipment does not correspond substantially with the particulars of the certificates or that the master or crew is not familiar with essential shipboard procedures, a more detailed inspection should be carried out. Moreover, PSCO may require to operationally test the following items of equipment but not limited:

- Engine room fire dampers, funnel flaps, quick-closing valves;
- Emergency fire pump;
- Emergency generator (no black-out);
- Emergency steering system;
- Lifeboat / rescue boat engines;
- Oily water separator (no discharge overboard);

- Sewage treatment plant;
- Radio / Navigation equipment;
- Ballast Water Management System.

**3. Drills:** PSCO may require crewmembers to conduct the following drills when necessary:

- Fire-fighting drills;
- Abandon ship drills;
- Enclosed space entry and rescue drills;
- Emergency steering drills;
- Security drills.

**4. Professional judgement:** PSCO will apply the PSC procedures and the convention requirements in a consistent and professional way and interpret them pragmatically when necessary.

**5. Follow-up inspection:** Subject to the requirement of the T-MOU, outstanding deficiency(ies) can only be closed in the database upon physical verification by PSCO(s) through a follow-up inspection, which is to check rectification of deficiency(ies) found during previous initial inspection(s) of the vessel. The follow-up inspection normally will be subjected to an initial PSC inspection at the same time or solely arranged during working time according to your application. The record of follow-up inspection should be confirmed by a signature of PSCO(s) and a rectangle stamp against each outstanding deficiency marked as rectified. In case of detention or the announcement of deficiency that must be confirmed before departure, the vessel will not be allowed to proceed to sea until follow-up inspection is compulsorily conducted after those deficiencies have been fully rectified.

**6. Action codes:** Action codes are divided into two groups, i.e. deficiency action codes and PSC inspection action codes. Deficiency action codes describe actions that have been or are to be performed on specific deficiencies. PSC Inspection action codes describe actions performed by the PSCO as a result of an inspection.

Deficiency Action Codes	PSC Inspection Action Codes
10 deficiency rectified	26 competent security authority informed
15 rectify deficiency at next port	27 ship expelled on security grounds
16 rectify deficiency within 14 days	40 next port informed
17 rectify deficiency before departure	50 flag state/consul informed
18 rectify deficiency within 3 months	55 flag state consulted
30 detainable deficiency	70 recognized organization informed
46 rectify detainable deficiency at agreed repair port	85 investigation of contravention of discharge provisions
48 as in the agreed flag State condition	151 ILO informed
49 as in the agreed rectification action plan	152 seafarers' organization informed
99 other (specify)	155 ship owner representative informed

**7. Download PSC Report:**

**7.1 QR-CODE**-Electronic PSC Report can be downloaded by scanning the "QR-CODE" on the PSC Report;

**7.2 Download code**-Web Version Electronic PSC Report with deficiency photos can be got from the official website which is provided on the PSC report by entering the download code beneath the QR-CODE.

Master confirms that can read and understand all above information. Meanwhile, master advises that all equipment is operating satisfactorily and that the vessel is seaworthy. If not, master declares defects as following:

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**If the disagreement cannot be resolved within reasonable time or anything in doubt, please contact with us via e-mail (24 hours) or phone (working time) as follows:**

**E-mail:** xxx@shmsa.gov.cn (Local E-Mail, used for further communication with local PSC Office)  
 pscshanghai@shmsa.gov.cn (Regional E-Mail)

**Telephone:** +86-21-xxx (xxx Office)

**+86-21-66072786 or 66072782 ( Shanghai MSA )**

**Master's signature:** \_\_\_\_\_ **Date and Time:** \_\_\_\_\_

**(PSCO will take photo or ask for a photocopy of this declaration)**