



**THE REPUBLIC OF LIBERIA**  
**LIBERIA MARITIME AUTHORITY**

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**19 May 2020**

**MARINE ADVISORY: 19/2020**

**TO: ALL OWNERS/OPERATORS AND MASTERS OF LIBERIAN FLAGGED VESSELS**

**Subject: Pre-Arrival Checklist - New Online Pre-Arrival Check list submission process**

**Dear Shipowner/Operator:**

The Liberian Registry has introduced a new way of submitting Pre-Arrival Check lists to the Administration.

**Purpose**

The purpose of this Advisory is to inform Owners/Operators that the Administration has developed its new Detention Prevention Program software to allow for easier interaction and submission of Pre-Arrival Check Lists. The Advisory also provides training on how to utilize and submit Pre-Arrival Check Lists with this new software.

**Discussion**

This newly developed software will make the submission of Pre-Arrival Check Lists much simpler. There is no longer a need to email Pre-Arrival Check Lists and wondering if the information was received by the Administration. Additionally, the system will reduce the number of Pre-Arrival Check Lists requests that vessel operators will receive and will make the entire process much easier without compromising the objective to enhance the quality and PSC performance of the Liberian flag fleet.

The Administration has developed guidance for vessel operators when they use the new software system to upload information for Pre-Arrival Check Lists. The guidance has been attached to this Marine Advisory for your use.

The new software system will be launched on May 20, 2020, and the vessel operators will soon after start to receive emails from our new software system requesting Pre-Arrival Check Lists.

Please contact the Fleet Performance Department at [Prevention@liscr.com](mailto:Prevention@liscr.com) if you have any questions.

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# Online Pre-Arrival Check list instructions for Owners/Operators

With the New Detention Prevention Program software, Operators are receiving a link through email for the Pre-Arrival check list. The link will be valid for 14 days after which the link will be expired. Operators are requested to process the online Pre-Arrival check list within the 14 days and at least 5 days prior to arrival if possible.

The majority of the questions are based on detainable findings, therefore please ensure that these questions are answered carefully after verification. If deficiencies exist, you are requested to report this to the Administration in order for the deficiencies to be properly addressed by issuance of dispensations, risk mitigating measures or other relevant measures.

Comment Section: Please enter a brief information if you have anything to report on that particular question.

A toggle switch is provided for most of the questions. Turning the switch to “Green” indicates the answer as “Yes” otherwise it’s a “No”.

**Question 1.** Require the date of last PSC inspection in the Arriving jurisdiction. That means if vessel is arriving to USA, please enter the date of last PSC inspection in USA.

	Item	Common Detainable Deficiency	Response	Comments
1	Port State Inspection	Last Port State inspection Date in the arriving jurisdiction.*	<input type="text"/>	<input type="text"/>

**Question 2 & 3.** Only Applicable if arriving to a US port. Please enter the number of LODs and COTP obtained from USCG during the last 365 days.

2	Port State Inspection	Number of USCG Letters of Deviation (LOD) in last 365 days.*	<input type="text"/>	<input type="text"/>
3	Port State Inspection	Number of USCG Captain of the Port (COTP) Orders in last 365 days.*	<input type="text"/>	<input type="text"/>

**Question 4.** Please enter last Class survey date and mention any recommendations or Condition of Class is in place.

4	Record of Ship's Statutory Certificates	Last Class Survey Date*	<input type="text"/>	<input type="text"/>
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**Question 5 & 6.** These questions related to MLC, on work hours and wages.

5	Hours of rest and possible fatigue	Do the rest periods comply with STCW requirements? Note: The period is over 7 days and not one calendar week.*	<input checked="" type="checkbox"/>	<input type="text"/>
6	Wages	Have all the ship's crew been paid their wages in full up to the previous month? *	<input checked="" type="checkbox"/>	<input type="text"/>

**Question 7.** Drills. Please confirm if all required drills are up to date, if missing any, please report that on the comment section.

7	Drills	Are all Fire, Abandon Ship and Enclosed space drills all up to date?*	<input type="checkbox"/>	<input type="text"/>
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**Question 8 & 9** are about life saving appliances.

8	Lifeboat and Rescue boat	Are your lifeboats and Recue boats tested and fully operational?*	<input type="checkbox"/>	<input type="text"/>
9	Liferafts	Hydro Static Release Units Up to date on all liferafts*	<input type="checkbox"/>	<input type="text"/>

**Question 10 & 11** are about navigational charts /publications.

10	Charts/ Publications	Are all required charts and publications up to date?*	<input type="checkbox"/>	<input type="text"/>
11	Navigation Charts	Are you using paper charts?	<input type="checkbox"/>	<input type="text"/>

**Question 12-17** related to fire and safety.

12	Fire dampers, quick or self-closing devices, remote controls, etc.	Are your fire doors and dampers operable and in good condition?*	<input type="checkbox"/>	<input type="text"/>
13	Fixed pressure Water-spraying and Water-mist Fire-Extinguishing Systems	Is the water supply valve to the automatic pump open and system charged?*	<input type="checkbox"/>	<input type="text"/>
14	Emergency Alarms	Smoke/Flame Detectors Operational?*	<input type="checkbox"/>	<input type="text"/>
15	Fire Pumps	Are fire pumps individually tested with two hoses supplying water to the extremities of the vessel to ensure adequate pressure?*	<input type="checkbox"/>	<input type="text"/>
16	Cleanliness of Engine Room	Is the Engine Room clean? No oil leaks, clean bilges and tank tops, no oily rags, and no collection buckets or containers placed below machinery or pipes to collect seepage or leaks?*	<input type="checkbox"/>	<input type="text"/>
17	Quick Closing Valves	Are the Quick Closing valves blocked open? Note: Obstructing the valves with fabricated devices will result in Detention*	<input type="checkbox"/>	<input type="text"/>

**Question 18** is about sewage treatment system functionality (MARPOL Annex IV).

18	Sewage treatment system	Sewage treatment system operational?*	<input type="checkbox"/>	<input type="text"/>
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**Question 19** is about ECA use of compliant fuels (MARPOL Annex VI).

19	ECA use of compliant fuels	If applicable, vessel trading in Emission Control Area has compliant fuel on board and initiated change over procedures?*	<input type="checkbox"/>	<input type="text"/>
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**Question 20** is on the functionality of emergency generators.

20	Emergency Generator	Is your Emergency Generator tested and operational? (Take special care to ensure that this system is fully operational, including ability to take a power load).*	<input type="checkbox"/>	<input type="text"/>
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**Question 21** is on the functionality of Oily Water Separator (MARPOL Annex I) which is one of the major detainable deficiency in the USA.

21	Oily water separator & 15 ppm alarm	Is your Oily water separator and all connected piping in good order and operational*	<input type="checkbox"/>	<input type="text"/>
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**Question 22 & 23** are on non-operational emergency lighting and emergency exits.

22	Emergency Lighting	Are there any non-operational emergency lights? *	<input type="checkbox"/>	<input type="text"/>
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23	Emergency Exits	Are the emergency exits free of obstructions for the entire escape route?*	<input type="checkbox"/>	<input type="text"/>
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**Question 24 & 25** are about any non-operational equipment or existing deficiencies which are not covered in this questionnaire. Please report such in the comment section and if more space is needed you can use the Staff note section.

24	Maintenance	Are there outstanding required maintenance items? (if yes, please note below.)*	<input type="checkbox"/>	<input type="text"/>
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25	Fill in box at bottom of the form	Comments regarding defective equipment, missing certificates, lack of provisions, missed servicing, overdue inspections and/or Conditions of Class:	<input type="text"/>	<input type="text"/>
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Agent information on the arriving port is requested with every Pre-Arrival check list to provide assistance if required without delay. Please do not forget to complete this section.

**Agent Contact Details:**

Contact Name

Phone Number

Email Address