



G-B INTERNATIONAL

INTERNATIONAL SHIPS REGISTRY OF GUINEA-BISSAU

Pre-arrival checklist for Guinea-Bissau International Ships Registry (G-B I.S.R.) flagged vessels

(MAR CIR 03-2024) .

Vessel Name _____ IMO Number _____
 Previous Port _____ Date of Departure _____
 Port of Arrival _____ Date of Arrival _____
 Inoperative (out of service) equipment if any _____

- 1 Has your ship been detained in the last 12 months?

YES	NO
☐	☐
- 2 If the answer is yes, have all deficiencies been rectified already?

☐	☐
--------------------------	--------------------------
- 3 If the answer is no, please inform us which elements are still pending and if require any authorization letter from G-B. I.S.R.

- 4 Specify any condition of class, class notation, and/or Conditional Certificate (if any)

- 5 Are the following items working and maintained in proper condition per the applicable international regulations

No.	Area	Items to check and verify before port arrival	YES	NO	COMMENTS
1	Document Check	Vessel certificates (on board and duly endorsed, Statement of Compliance for IMO DCS reporting, SEEMP PART II)	☐	☐	
2		Crew certificates (not expired and proper endorsements)	☐	☐	
3		ISM previous deficiencies and non-conformities have duly followed up and closed. Flag State and Company informed	☐	☐	
4		ISM internal and external audits are held as required and reports are available on board	☐	☐	
5		SMS on board addresses cyber risk management	☐	☐	
6		Risk assessment records are available	☐	☐	
7		Personnel onboard meet the requirements of MSMC	☐	☐	
8		Work and rest hours records updated as required	☐	☐	
9		CSO and DPA contact details are available	☐	☐	
10		Continuous Synopsis Record (CSR) updated	☐	☐	
11		Seafarers Employment Agreements (SEA) valid and signed by all interested parties	☐	☐	
12		ISPS Security level set correctly as per Flag State and Port Authorities requirement	☐	☐	

13	Ballast water records are up to date and ballast plan is available	☐	☐	
14	Safety (fire, abandon, enclosed space, etc.) and Security	☐	☐	
15	Manuals (e.g. stability, SOPEP, damage control plan, etc.) available in the latest version	☐	☐	

No.	Area	Items to check and verify before port arrival	YES	NO	COMMENTS
16	Fire protection system check	Log books of firefighting equipment and Lifesaving appliances (LSA) are up to date	☐	☐	
17		Fire detectors, smoke detectors and heat detectors (with no temporary covers), and the crew must be familiarized with the procedures and equipment for test	☐	☐	
18		Fire dampers, Mechanical Ventilations (working and in good condition)	☐	☐	
19		Fixed fire extinguishing system (CO2 system connected and fully operational with no clogged or corroded nozzles)	☐	☐	
20		Fire doors not permanently locked, the self-closing device in good order (gas tight, no worn packing, etc.)	☐	☐	
21		Fire extinguishers (Adequate cylinder pressure, also those located in machine room spaces, service certificate valid)	☐	☐	
22		The fire main system in good condition (hoses and isolation valve)	☐	☐	
23		The fire pump and its pipes in good order (Good pressure on deck and remote means of operation working correctly)	☐	☐	
24		Quick closing valves in good order (Remote control devices)	☐	☐	
25		Muster lists and Fire Plans (updated and posted)	☐	☐	
26		All personnel familiar with signals, muster station and duties in case of emergencies	☐	☐	
27		Emergency escapes free of obstructions	☐	☐	
28	Life Saving Appliances check	Operational readiness of lifesaving appliances (engines, davits, and falls ready to use)	☐	☐	
29		Rescue boats and lifeboats are in good condition (Lifeboat windows have good visibility, steering, lights, compass, propeller protection, etc.)	☐	☐	
30		Lifejackets and immersion suits are in good condition and available for the total number of crewmembers on board	☐	☐	
31		Inflatable life rafts (hydraulic release unit, embarkation ladder, required lifeboat inventory as required, current service period, no expired equipment, etc.)	☐	☐	
32		Launching and recovery arrangements for survival craft in good condition (NOT Wasted/Holed davit or defective winch brake)	☐	☐	
33	P O	Gangway ladder and moorings (working and arranged properly)	☐	☐	

34	ISPS Access control procedures duly complied	☐	☐	☐	
35	Outside decks (clean and well-illuminated)	☐	☐	☐	
36	Pilot transfer arrangements	☐	☐	☐	
37	The garbage record book is up to date and all areas well maintained	☐	☐	☐	
38	Accommodations are clean, and in order, and no door hooks in place	☐	☐	☐	

No.	Area	Items to check and verify before port arrival	YES	NO	COMMENTS
39	On deck verification	Ventilators, air pipes, casings in good condition	☐	☐	
40		Weather-tight doors are in good condition and close properly	☐	☐	
41		Hatch covers in good condition	☐	☐	
42		Emergency source of power - Emergency Generator (able to start automatically and manually)	☐	☐	
43		Emergency lighting (batteries and switches in good condition)	☐	☐	
44		International shore connection and standard discharge connection in good condition	☐	☐	
45		General lighting in good condition (no burned bulbs)	☐	☐	
46	Bridge check	Nautical Publications (latest editions on board)	☐	☐	
47		Lights, shapes and signals working properly and available	☐	☐	
48		Radio equipment, GMDSS, VHF/DSC, MF/HF, EPIRB, AIS, VDR, Radar Transponder, Echo sounder, Speed log, NAVTEX, MMSI number, etc. in good working order	☐	☐	
49		Voyage data recorder (VDR/S-VDR) and ship security alarm system (SSAS) operational, tested and not showing system errors	☐	☐	
50		LRIT working satisfactorily (conformance test on board)	☐	☐	
51		Nautical charts and ECDIS updated (ECDIS was checked for last ENC updates, PPI cross checked in ECDIS, ECA entries positions cross checked, passage plan, etc.)	☐	☐	
52		Deck Logbook (duly updated and accurate, indicating the working language, entries for ECA (changeover), entries for sewage discharge, etc.)	☐	☐	
53	Engine Room check	Oil Record Book (duly updated and accurate)	☐	☐	
54		Steering gear in good order	☐	☐	
55		Air pipes and ventilators in good order	☐	☐	
56		Cleanliness of machinery spaces	☐	☐	
57		Oil water separator / oil filtering equipment (engine crew has to be able to test it). If PSCOs discover unapproved modifications to the oily water separator piping system, criminal prosecution of the vessel and its crew may result.	☐	☐	
58		Jacketed piping system for high pressure fuel lines	☐	☐	
59		Oil Content Meter (engine crew has to be able to test it)	☐	☐	

60	Avoid imprudent amount of bilge water, accumulation of oil, fuel leaks, oil soaked lagging in the engine room space	☐	☐	
61	Alarm system of bilge high level working well	☐	☐	
62	Oil mist detector alarm working well	☐	☐	
63	Sewage treatment plant (operative, blower working well, cleaning agents, etc.)	☐	☐	
64	Remotely operated shutoff valves (ROSOV)	☐	☐	

No.	Area	Items to check and verify before port arrival	YES	NO	COMMENTS
65	Engine Room check	Tankers Only	☐	☐	
66			☐	☐	
67			☐	☐	
68			☐	☐	
69	MLC	Sanitary facilities working well and clean	☐	☐	
70		Heating, air conditioning and ventilation in good order	☐	☐	
71		Hospital is clean and in order, medical chest is complete	☐	☐	
72		MLC Insurance certificates are valid	☐	☐	
73		Personal protective equipment (PPE)	☐	☐	
74		Stores available for the intended voyage and well kept (temperature and food segregation)	☐	☐	
75		Seafarers Employment Agreements (SEA) comply with collective bargain agreement (if applicable)	☐	☐	

6 This checklist must be sent 96 hours before the arrival to the below contact information. For voyages that last less than 96 hours, said document must be sent at least 24 hours before arrival in port.

The failure to comply or omission of this documental requirement may lead to administrative sanctions for the vessel Master and/or Chief Engineer that may result on suspension and/or revocation of licenses, endorsements and/or certificates. Vessel Company may be sanction in equal proportion.

I certify that I have verified, prior to the port arrival, that all items on this list are as expressed above in good working order, except the ones specifically mentioned otherwise;

Master Signature: _____	Vessel Stamp	DPA Signature: _____
Master Name: _____		DPA Name: _____
Date: _____		Email: _____
		24/7 Phone: _____
		Date: _____

This Check-list and any inquiries concerning the subject of this Circular or any other request should be directed to:

G-B ISR Operations Department

(tel: +30 210 4537950, +30 210 4537194, E-mail: ops@gbi-lb.org)

Clear Form