

Appendix A

Manoeuvring checklists

Use these checklists as a guide to create tailored company and/or on board checklists to suit the particular needs of the ship type, trade and crew.

A1 – Preparations for arrival

Environmental			
Ref	Check	Status	Remarks
1	OWS stopped and overboard sealed	☐ Yes	
2	Sewage discharge changed over to tank. Overboard shut and locked	☐ Yes	
3	Grey water and all other relevant discharges closed and locked	☐ Yes	
4	If required, engines and boilers changed over to compliant fuel	☐ Yes	
Equipment checks (tested and ready for use)			
Ref	Check	Status	Remarks
5	Clocks synchronised with bridge	☐ Yes	
6	Bow thrusters	☐ Yes	
7	Emergency generator	☐ Yes	
8	Auxiliary engines	☐ Yes	
9	Steering gear	☐ Yes	
10	Steering gear pumps (if in local control)	☐ Yes	
11	Boiler	☐ Yes	
12	Air compressors	☐ Yes	
Before manoeuvring			
Ref	Check	Status	Remarks
13	Freshwater generator stopped	☐ Yes	
14	Fuel oil settling and service tanks topped up	☐ Yes	
15	Adequate level of lubricating oil in sump tanks checked	☐ Yes	
16	Reserve air bottle topped up	☐ Yes	

17	Air bottles of water drained	☐ Yes	
18	One standby auxiliary engine started	☐ Yes	
19	Additional machinery required such as steering pumps started	☐ Yes	
20	Watertight doors closed	☐ Yes	
21	All stabilisers housed	☐ Yes	
At standby			
Ref	Check	Status	Remarks
22	Control to bridge changed over as required	☐ Yes	
23	Main engine, auxiliary engine and boiler fuel oil flowmeter readings, settling and service tank levels and main engine revolution counter noted	☐ Yes	
24	Adequate manpower available as per SMS	☐ Yes	
During manoeuvring			
Ref	Check	Status	Remarks
25	Cooling water and air temperatures for engines maintained	☐ Yes	
26	Running machinery checked	☐ Yes	
Before anchorage			
Ref	Check	Status	Remarks
27	Water to anchor wash ready	☐ Yes	
Finished with engines			
Ref	Check	Status	Remarks
28	Main engine kWh and power meters, auxiliary engine and boiler fuel oil flowmeter readings, settling and service tank levels and main engine revolution counter noted	☐ Yes	
29	Main engine on engine room control	☐ Yes	
30	Additional engines stopped if not required	☐ Yes	
31	Stop additional equipment if not required	☐ Yes	



For slow speed two-stroke main engines			
Ref	Check	Status	Remarks
32	Main engine lube oil pumps stopped	☐ Yes	
33	Air starting valve closed	☐ Yes	
34	Air bottle valves shut, and system drained	☐ Yes	
35	Indicator valves open	☐ Yes	
36	Propeller clearance received from bridge	☐ Yes	
37	Engine turned on turning gear	☐ Yes	
38	Auxiliary blowers off	☐ Yes	
39	Scavenge and turbocharger drains open	☐ Yes	
40	Engine jacket cooling water pre-heating open	☐ Yes	
41	Lubricating pumps and exhaust gas boiler circulating pumps to run at least for two hours before stopping	☐ Yes	
42	Main engine turbocharger suction filter covered	☐ Yes	
43	Switch off ICOP system and MGPS where applicable	☐ Yes	

A2 – Preparations for departure

Engine room status			
Ref	Check	Status	Remarks
1	Loose gear lashed and secured for sea	☐ Yes	
2	Maintenance work on propulsion and power generation machinery complete	☐ Yes	
3	Work permits closed and chief engineer informed of any outstanding ongoing work in engine room	☐ Yes	
4	All hot work completed, permits closed	☐ Yes	
Machinery status (tested and ready for use)			
Ref	Check	Status	Remarks
5	Main engine	☐ Yes	
6	Auxiliary engines	☐ Yes	
7	Boilers	☐ Yes	
8	Air compressors	☐ Yes	
9	Pumps	☐ Yes	
10	Purifiers	☐ Yes	
11	Steering gear pumps	☐ Yes	
Operating fluids (tank level and temperature check, drained of water if applicable)			
Ref	Check	Status	Remarks
12	Starting and service air bottles	☐ Yes	
13	Fuel oil settling and service tanks	☐ Yes	
14	Lubricating oil sump tanks for main and auxiliary engines	☐ Yes	
15	Stern tube lube oil header tanks	☐ Yes	
16	Cylinder lube oil daily tank	☐ Yes	
17	Intermediate shaft bearing lube oil	☐ Yes	
18	Steering gear oil tanks	☐ Yes	
19	Engine turbocharger and governor oil	☐ Yes	



20	Air compressor lube oil	☐ Yes	
21	Bow thruster lube oil	☐ Yes	
22	Stabiliser lube oil	☐ Yes	
23	Purifier lube oil	☐ Yes	
24	Fuel oil purifier	☐ Yes	
25	Winch and windlass lube oil	☐ Yes	
26	Lube oil in various pumps	☐ Yes	
27	Expansion tanks for main and auxiliary engine jacket cooling water	☐ Yes	
28	Boiler condensate hot well	☐ Yes	
Preparation for standby departure			
Ref	Check	Status	Remarks
29	Steering gear checks carried out as per checklist A3	☐ Yes	
30	Clocks synchronised with bridge	☐ Yes	
31	Main engine turbocharger suction filter cover removed	☐ Yes	
32	Required number of auxiliary engines running	☐ Yes	
33	Exhaust gas boiler circulating pump running confirmed	☐ Yes	
34	Propeller clearance for trying out propulsion requested	☐ Yes	
35	Watertight doors closed	☐ Yes	
For slow speed two-stroke main engines			
Ref	Check	Status	Remarks
36	Indicator cocks open	☐ Yes	
37	Lubrication turned on	☐ Yes	
38	Engine turned on turning gear	☐ Yes	
39	Amps normal and no liquid from indicator cocks	☐ Yes	
40	Turning stopped and turning gear disengaged	☐ Yes	

41	Air starting line drained	☐ Yes	
42	Main control and starting air opened	☐ Yes	
43	Auxiliary blowers checked and started	☐ Yes	
44	Engine telegraph tested	☐ Yes	
45	Emergency communication systems tested	☐ Yes	
46	Main engine blown through	☐ Yes	
47	All scavenge and turbocharger drains shut	☐ Yes	
48	All indicator cocks closed and engine ahead and astern tried	☐ Yes	
49	Bridge informed that checks are complete	☐ Yes	
At standby			
Ref	Check	Status	Remarks
50	Control to bridge changed over as required	☐ Yes	
51	Main engine, auxiliary engine and boiler fuel oil flowmeter readings, settling and service tank levels and main and auxiliary engine kWh meter noted	☐ Yes	
During manoeuvring			
Ref	Check	Status	Remarks
52	Running machinery checked	☐ Yes	
53	Engine cooling water temperature maintained. Cooling water pumps run as required	☐ Yes	
Full away			
Ref	Check	Status	Remarks
54	Main engine, auxiliary engine and boiler fuel oil flowmeter readings, settling and service tank levels and main engine revolution counter noted	☐ Yes	
55	Additional auxiliary engines stopped if not required*	☐ Yes	
56	Additional equipment stopped if not required	☐ Yes	
57	Freshwater generation started as required	☐ Yes	

* In full away, with auxiliary engine power management in auto mode, non-required running auxiliary engines are automatically stopped with the load management programme.



A3 – Steering gear checks

Routine checks during operation			
Ref	Check	Status	Remarks
1	Oil levels in hydraulic oil tanks checked	☐ Yes	
2	Amperage of motors checked and confirmed within normal limits	☐ Yes	
3	Steering gear room clean and all loose items secure	☐ Yes	
4	Leaks checked for	☐ Yes	
5	Filter condition indicator checked and clean/change filter if required	☐ Yes	
6	Rudder stock greasing (if fitted) carried out	☐ Yes	
7	Means of communication between bridge and steering gear room established	☐ Yes	
Before departure			
Ref	Check	Status	Remarks
8	Communication with bridge checked and propeller is clear for steering test	☐ Yes	
9	Full movement of the rudder checked according to the required capabilities of the steering gear using:	☐ Yes	
10	1. Each individual motor/unit one by one; and	☐ Yes	
11	2. All steering motors/units together	☐ Yes	
12	Rudder angle indicator corresponds to the actual position of the rudder	☐ Yes	
13	Control system power failure alarms for all units checked	☐ Yes	
14	Condition of steering gear and its connecting linkages visually checked	☐ Yes	
15	Once checks are complete, entry made in engine room log book	☐ Yes	

Emergency steering drills (to be carried out at least once every three months)			
Ref	Check	Status	Remarks
16	Direct steering control from steering compartment checked	☐ Yes	
17	Communication with bridge checked (including emergency systems, e.g. sound-powered phones)	☐ Yes	
18	Date and time of drill recorded	☐ Yes	

