

FORTNIGHTLY CHECK LIST OF SURVEY LAUNCH FOR MANNING, OPERATION & MAINTENANCE/ REPAIRING

1	Name of the Supervisor/Technical Assistant in charge of the vessel:				
2	Name of the Contractor:				
3	Date of Inspection/ checking & no. of the week:				
4	Name of the Survey Launch				
5	Total no. of anchors available & type with individual weight				
D	SURVEY LAUNCH	PLACE OF DEPLOYMENT-----			
1	Name of Master of Survey Launch -				
2	Name of Engine Driver-				
SI. NO.	GENERAL INFORMATION	YES	NO	IN CASE NO, SPECIFIED THE REASON	REMARKS
I	GERERAL MAINTENANCE				
1	Whether survey certificate is valid as per IV act.				
2	Whether Comprehensive Insurance of the Survey Launch is valid.				
3	When last date dry-docking completed.				
4	Whether all the crews as supplied by the Contractor are having Competency certificate as per IV Act.				
5	Whether all the crews are presence for the responding period of fortnight				
6	Whether all the crews are in dress code with safety shoes & helmet.				

Sl. NO.	GENERAL INFORMATION	YES	NO	IN CASE NO, SPECIFIED THE REASON	REMARKS
7	Whether Deck log book is maintained up to date.				
8	Whether Engine log book is maintained up to date.				
9	Whether HSD sounding checked & balance found as per log book.				
10	Whether Lub. Oil sounding checked & balance found as per log book.				
11	Whether Hydraulic oil sounding checked & balance found as per log book.				
12	Whether Grease checked & balance found as per log book.				
13	Whether Lub. Oil grade being using is as per recommendation of manufacturer of the Engine.				
14	Whether Hydraulic Oil/ gear oil grade being using is as per recommendation of manufacturer of hydraulic device.				
15	Whether Grease grade being using is as per recommendation of manufacturer of misc. equipment's.				
16	Whether general cleaning of all engines & machineries, piping's, floor, staircases, hand rails etc. are carried out every day & found maintained.				
17	Whether grounding take place during the fortnight. If so, please specify the reason and details of damages if happened.				

SI. NO.	GENERAL INFORMATION	YES	NO	IN CASE NO, SPECIFIED THE REASON	REMARKS
18	Whether appropriate balance of POL, store & other maintenance materials are available on board for emergent sailing of the Survey Launch. In case no, please specify the reason with minimum balance available.				
19	Whether transducer is working satisfactorily.				
20	Whether periodic inventory is checked with respect to handing over of the Survey Launch. If so, please specify the loss & damages of items/ materials if any.				
II	BATTERY				
21	Whether battery is well maintained with respect to full charged, terminal, clamp & having full distilled water as required.				
22	Whether batteries are available as per requirement of the engines, navigation & other purpose.				
III	BILGE				
23	Whether bilge is out & cleaned.				
24	Whether bilge pump is operational satisfactorily.				
25	Whether periodic servicing of bilge pump is carried out as required.				
IV	HEAT EXCHANGER				
26	Whether heat exchanger of Hy. Oil, Lub. Oil, gear Oil & Water have been cleaned at least once in a week Or there are any leakage from its seal or tubes.				

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V	AUX. ENGINE GEN. SET & HARBOUR ENGINE GEN. SET				
27	Whether Aux. & Har. Engines are working satisfactorily.				
28	Whether lub. Oil level in the sump of Aux. & Har. Engines are up to mark as indicated in the deep stick.				
29	Whether lub. Oil pressure, lub. Oil temp. & cooling water temperature of Aux.& Har. Engines are within the limit as recommended by manufacturer.				
30	Whether all filters alongwith lub. Oil has been changed as per service manual of the Aux. & Har. Engines.				
31	Whether all gauges of the engines are in operational.				
32	Whether all hoses including oil pipe etc. as fitted in the Aux. & Har. Engines are in operational condition.				
33	Whether overhauling/ repairing of the Aux. & Har. Engines are carried out as per service manual.				
34	Whether self-starters of the engines are working satisfactorily.				
35	Whether periodic servicing of self-starters of the engines is carried out as required.				
36	Whether dynamo/ battery chargers of the engines are working satisfactorily.				
37	Whether periodic servicing dynamo/ battery chargers of the engines are carried out as required.				

SI. NO.	GENERAL INFORMATION	YES	NO	IN CASE NO, SPECIFIED THE REASON	REMARKS
38	Whether alternators of the engines are operational satisfactorily.				
39	Whether periodic servicing of the alternators of the engines are carried out as required.				
40	Whether lub. Oil priming pumps are working satisfactorily.				
41	Please check & state whether exhaust of the Aux. & Har. Engines as per service manual or excessive.				
42	Whether lub. Oil, fuel oil, coolant & water leaks from both Gen. set Engines.				
43	Whether other defects i.e engine misfires, vibration, unusual engine noises, sudden changes in engine operating temperature or pressure, increase in oil & lub. Oil consumption etc. has been noticed during the operation & inspection.				
44	Whether excessive gases or smoke have been noticed from breather of the engines.				
45	Whether engines run in idle mode to warm up and proper Lubrication for 3-5 minutes.(note:- Do not idle the engines for excessively long periods. Idling more than 10 minutes can damage of the engines.				
46	Whether ensure before putting the generator on load that all power switches are in " off " mode on the switch board.				
47	Whether engines run in idle mode for 3-5 minutes after completion of work to allow Lubricating oil and water to carry heat away from the combustion chamber, bearings, shafts etc.				

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48	Whether apart from the above, other periodic maintenance is carried out as per service manual of the Aux. & Har. Engines.				
VI	MAIN ENGINES				
49	Whether Main Engines are working satisfactorily.				
50	Whether lub. Oil level in the sump of Main Engines is up to mark as indicated in the deep stick.				
51	Whether lub. Oil pressure, lub. Oil temp. & cooling water temperatures of Main Engines are within the limit as recommended by manufacturer.				
52	Whether all filters alongwith lub. Oil has been changed as per service manual of the Main Engines.				
53	Whether all gauges of the engines are in operational.				
54	Whether all hoses including oil pipe etc. as fitted in the Main Engines are in operational condition.				
55	Whether overhauling/ repairing of the Main Engines are carried out as per service manual.				
56	Whether self-starters of the engines are working satisfactorily.				
57	Whether periodic servicing of self-starters of the engines is carried out as required.				
58	Whether dynamo/ battery chargers of the engines are working satisfactorily.				

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59	Whether periodic servicing dynamo/ battery chargers of the engines are carried out as required.				
60	Whether lub. Oil priming pumps are working satisfactorily.				
61	Please check & state whether exhaust of the Main Engines as per service manual or excessive.				
62	Whether lub. Oil, fuel oil, coolant & water leaks from both Engines.				
63	Whether other defects i.e engine misfires, vibration, unusual engine noises, sudden changes in engine operating temperature or pressure, increase in oil & lub. Oil consumption etc. has been noticed during the operation & inspection.				
64	Whether excessive gases or smoke have been noticed from breather of the engines.				
65	Whether engines run in idle mode to warm up and proper Lubrication for 3-5 minutes. (Note:- Do not idle the engines for excessively long periods. Idling more than 10 minutes can damage of the engines.				
66	Whether engines run in idle mode for 3-5 minutes after completion of work to allow Lubricating oil and water to carry heat away from the combustion chamber, bearings, shafts etc.				
67	Whether apart from the above, other periodic maintenance is carried out as per service manual of the engines.				

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VII	GEAR BOXES				
68	Whether Gear boxes are working satisfactorily.				
69	Whether hy. Oil/ gear oil level in the chamber of Gear boxes is up to mark as indicated in the deep stick.				
70	Whether abnormal temp. & Pressure observed during the operation of Gear boxes. If so, please indicate the normal temp. & pressure as per service manual of the manufacturer.				
71	Whether any leakage observed during the operation of Gear boxes. If so, please indicate the specific reason.				
72	Whether abnormal sound observed during the operation of Gear boxes. If so, please indicate the specific reason.				
73	Whether abnormal vibration observed during the operation of Gear boxes. If so, please indicate the specific reason.				
74	Whether periodic servicing/ repairing works carried out as per service manual of Gear boxes.				
VIII	STERN GEAR UNITS				
75	Whether stern gear units are working satisfactorily.				
76	Whether bushes of stern gear units are working satisfactorily.				
77	Whether abnormal leaks of coolant have been noticed from bushes of stern gear units. If so, please specify the reason.				

SI. NO.	GENERAL INFORMATION	YES	NO	IN CASE NO, SPECIFIED THE REASON	REMARKS
78	Whether excess clearance between bushes & propeller shafts of stern gear units have been noticed. If so, please specify the reason.				
79	Whether required seal/ gland packing have been provided between bushes & propeller shafts.				
80	Whether abnormal sound observed during the operation of stern gear unit. If so, please indicate the specific reason.				
81	Whether abnormal vibration observed during the operation of stern gear unit. If so, please indicate the specific reason.				
82	Whether periodic repair are being done of stern gear unit.				
83	Whether propellers alongwith cort nozzles of stern gear unit are working satisfactorily.				
84	Whether periodic repair/ balancing are being done of propellers alongwith cort nozzles of stern gear unit				
IX	RUDDER UNIT				
85	Whether Rudder unit is working satisfactorily.				
86	Whether periodic repair/ maintenance of Rudder unit are carried out.				
87	Whether bushes of Rudder unit are working satisfactorily.				
88	Whether water leaks from bushes of Rudder unit. If so, Please specify the reason.				

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89	Whether abnormal sound observed during the operation of Rudder unit. If so, Please specify the reason.				
90	Whether bend is noticed during the operation of Rudder unit. If so, Please specify the reason.				
91	Whether proper greasing/ gland packing are provided as required in the Rudder unit.				
X	GREASE PUMP/GREASE GUN				
92	Whether grease pump/grease gun is working satisfactorily.				
XI	MISC. PUMPS				
93	Whether fresh water pump, sea water pump, sewage discharge pump, fuel oil transfer pump, emergency fire pump, bilge pump are operational satisfactorily.				
94	Whether periodical servicing/ repairing of fresh water pump, sea water pump, sewage discharge pump, fuel oil transfer pump, emergency fire pump and bilge pump are carried out as required or as per recommendation of manufacturer.				
95	Whether all the hand operated pumps/ semi rotary pumps are operational satisfactorily.				
96	Whether periodic servicing/ repairing of all the hand operated/ semi rotary pumps are carried out as required.				

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XII	OTHER ALLIED EQUIPMENTS OF MAIN DECK, WHEEL HOUSE				
97	Whether all the electrical line, panel board, tube lights, bulbs, sockets, switches etc. are operational satisfactorily.				
98	Whether all the D.C electrical line & its tube lights/ bulbs, switches etc. are operational satisfactorily.				
99	Whether all the navigational lights are operational satisfactorily.				
100	Whether all the ventilation systems are operational satisfactorily.				
101	Whether periodic servicing/ repairing of all the ventilation systems are carried out as required.				
102	Whether periodic calibration/maintenance of both side chains are carried out.				
103	Whether greasing of all machineries/equipment are carried out as required.				
104	Whether any abnormal corrosion of deck, side shell, engine room, rudder room & other hold observed & if so action taken for arresting the same by painting or otherwise.				
105	Whether all the valves are operational satisfactorily.				
106	Whether anchor winches/windlass are working satisfactorily.				
107	Whether periodically repair/maintenance are carried out as required of anchor winches/windlass.				

SI. NO.	GENERAL INFORMATION	YES	NO	IN CASE NO, SPECIFIED THE REASON	REMARKS
108	Whether motors of anchor winches/windlass are working satisfactorily.				
109	Whether periodically repair/ maintenance are carried out of motor of anchor winches/windlass.				
110	Whether all the cabins alongwith other fitted items are in well maintained. If not, please specify the short fall if any.				
111	Whether galley and its fitted items are well maintained. If not, please specify the short fall if any.				
XIII	FFA & LSA				
112	Whether all the fire extinguishers have been tested & re-filled & valid up to date as per IV act.				
113	Whether fire hose alongwith spray/jet nozzles are available in the Survey Launch .				
114	Whether fire pump is operational.				
116	Whether lifesaving boat is operational alongwith OBM.				

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117	Whether history book of the Survey Launch is maintained as per contract provision with respect to repair & maintenance work.				
118	Note:-General remark on the overall maintenance of the Survey Launch & its operational status				

ENGINE DRIVER
(Name & Signature)

D C O
(Name & Signature)

DREDGE MASTER
(Name & Signature)

SUP(M) /TA(M)
(Name & Signature)

DIRECTOR
(Name & Signature)