

## INSPECTION CHECK LIST

MSTS FORM 5041/2A (REV. 7-67)

DECK DEPARTMENT

NOTE: References to instructions are shown by basic number only.

NAME OF SHIP

DATE

1-9-66

## Section I. DEPARTMENT ADMINISTRATION (Publications and Records)

ITEM	YES	NO	REMARKS
<b>The following publications are on hand and corrected to date:</b> (COMSTSINST 5605.4 series)			
1. Rules and Regulations for Passenger Vessels (CG 256) (all passenger ships).	✓		
2. Rules and Regulations for Cargo and Miscellaneous Vessels (CG 257) (passenger and cargo vessels).	✓		
3. Load Line Regulations (CG 176) (all ships).	✓		
4. Rules and Regulations for Military Explosives and Hazardous Munitions (CG 108) (passenger and cargo ships).	✓		
5. Manual for lifeboatmen, Able Seamen, and Qualified Members of the Engine Department (CG 175) (all ships).	✓		
6. Laws Governing Marine Inspection (CG 227) (all ships).	✓		
7. Manual for the Safe Handling of Inflammable and Combustible Liquids (CG 174) (all ships).	✓		
8. Fire Fighting Manual for Tank Vessels (CG 329) (AOG's only).			
9. Rules and Regulations for Tank Vessels (CG 123) (AOG's only).			
10. Safety Equipment Manual (NAVEXOS P-422).	✓		
11. USCG 239 (Security of Vessels and Waterfront Facilities) NFDA #56 (Flammable Anesthetics Code).	✓		
12. MSTS Supply Instructions (NAVSANDA PUB 236).	✓		
13. Proceedings of the Merchant Marine Council (Current CG 129).	✓		
14. Lifeboat Training Guide (COMSTSINST 12410.1).	✓		
15. MSTS Damage Control Manual (COMSTSINST 3541.5).	✓		
16. MSTS Safety Manual (COMSTSINST 5100.17).	✓		
17. Deck Plans, including berthing and cargo, indexed.	✓		
18. Code of Federal Regulations Title 46 - shipping parts 146 to 149. (passenger and cargo ships).	✓		
<b>The following records are properly maintained:</b>			
19. Inspections of booms, rigging and rigging gear, to indicate material condition and safe operating limits.	✓		
20. Data on all cargo holds to indicate the capacity and type of cargo that may be stowed therein.	✓		
21. Data on deck load facilities to include arrangements and capacities both as to weight and cube.	✓		
22. Reports of damaged, lost or pilfered cargo.	✓		
23. Reports relative to unsatisfactory handling of cargo.	✓		
24. Required cargo documents.	✓		
25. Bridge and Engine Bell Book (MSTS Form 5211/3).	✓		
26. Ship's Hull History Card (NAVSHIPS 539).	✓		
27. Bridge-Gangway Log (MSTS Form 5211/11).	✓		
28. Ship's Deck Log (MSTS Forms 5211/6 thru 5211/9).	✓		
29. The deck log is free of any illegal erasures of entries.	✓		
30. Ship's log entries are legibly made and corrections are initialed by watch officers.	✓		
<b>The following fire and abandon ship drill items are logged at proper intervals:</b>			
31. Date and hour of drill.	✓		
32. Time length of drill.	✓		
33. Number of lifeboats swung out.	✓		
34. Length of time that motor and hand propelled lifeboats were operated.	✓		
35. Number of lengths of hose used.	✓		
36. Statement of condition of all firefighting and lifesaving equipment.	✓		
37. Operation and inspection of emergency diesel fire pumps, where installed.	✓		
<b>The following required tests, drills and inspections are entered in the ship's log at proper intervals:</b>			
38. Watertight door operation, including remote control mechanisms and indicators (weekly or daily depending upon duration of voyage). (Note: All passenger ships)	✓		
39. Valve and closing appliance operation (Weekly and prior to sailing). (Note: All passenger ships)	✓		
40. Loudspeaker systems (weekly). (Note: All passenger ships)	✓		
41. Steering gear, whistle and means of communication (within 12 hrs. prior to sailing).	✓		

**DECK DEPARTMENT**

Section I. DEPARTMENT ADMINISTRATION (Publications and Records) (continued)			REMARKS
ITEM	YES	NO	
42. Drafts and load-line markings (prior to sailing).	✓		
43. Hatches and other openings (when occurring).	✓		
44. Line-throwing appliance (quarterly test and drill in use of).	✓		
45. Internal combustion engine-driven emergency generators under load at least two hours (monthly).	✓		
46. Storage batteries for emergency lighting and power systems under emergency load (every six months).	✓		
47. Electric-power-operated lifeboat winches (quarterly).	✓		
48. Smoke-Detecting System including actual smoke tests in holds (quarterly).	✓		
49. Man overboard drill (monthly).	✓		
50. Steering casualty drill (monthly for each watch).	✓		
51. Collision drill (every two weeks).	✓		
52. Emergency lighting and power systems (weekly).	✓		
53. Ship maneuvering (monthly).	✓		
54. NBC defense drill (monthly).	✓		
55. Engineering casualty drill (weekly for each watch).	✓		
The following documents are on board:			
56. Certificate of Ownership.	✓		
57. USCG Certificate of Inspection (CG 841).	✓		
58. Deratization Certificate of Inspection.	✓		
59. Admeasurement Certificate.	✓		
60. International Load-Line Certificate (CGAL).	✓		
61. Panama Canal Tonnage Certificate.	✓		
62. Suez Canal Tonnage Certificate.	✓		
63. ABS Certificates of Classification of Hull and Machinery.	✓		
64. Stability Letters (if applicable).	✓		
65. Cargo Gear Register.	✓		
66. MERINT Reporting Procedures (OPNAV 94P-3, A, B).	✓		
67. MERINT Reporting Form (OPNAV 94P-3C).	✓		
68. Docking Reports and Docking Plans.	✓		
69. Damage Control Display Plans.	✓		
70. Current berthing arrangement is in accordance with ship's berthing plan.	✓		
71. Proposed changes to berthing and other plans are submitted to administrative commander.	✓		
Section I. DEPARTMENT ADMINISTRATION (Progress on Deficiencies)			
All deficiencies noted in the previous administrative inspection have been corrected. (If "No", list any remaining uncorrected deficiencies and reasons for not correcting in "Remarks" below).	✓		
REMARKS			
<p align="center"><b>Mark-percentage and grade assigned the Deck Department in regard to Department Administration:</b></p>			
SIGNATURE OF INSPECTOR		MARK-PERCENTAGE	WEIGHT FACTOR
			GRADE

## DECK DEPARTMENT

## Section II. CLEANLINESS AND PRESERVATION (Spaces and Equipment)

ITEM		YES	NO	REMARKS
The general condition of the following is satisfactory in every respect as to cleanliness and preservation:				
1. Ship's exterior.	✓			
2. Sides and waterlines.	✓			
3. Masts.	✓			
4. Rigging.	✓			
5. Gangways and accommodation ladders.	✓			
6. Bulkheads and bulkheads.	✓			
7. Cargo and boat booms.	✓			
8. Chocks, bitts, and cleats.	✓			
9. Cargo hatches, access hatches and doors.	✓			
10. Stairwells and ladders.	✓			
11. Deck lockers, racks, and cabinets.	✓			
12. Awnings and stanchions.	✓			
13. Lifelines and rails.	✓			
14. Ventilation cowls and screens.	✓			
15. Anchors, anchor chain, windlass, etc.	✓			
16. Mooring lines.	✓			
17. Rat guards.	✓			
18. Winches.	✓			
19. Towing engines and hawsers.	✓			
20. Decks, holds, lockers and storerooms.	✓			
21. Boats and associated equipment.	✓			
22. Drain wells, cofferdams and pipe tunnels.	✓			
23. Paint color schedule, interior and exterior is in accordance with current edition of COMSTSINST 4750.1 and 9280.3.	✓			
24. Paintwork is scrubbed to eliminate rust streaks, oil streaks, soot and excessive salt.	✓			
25. Paint is neatly applied.	✓			
26. Wires and lines are neatly stowed.	✓			
27. Rat guards and chafing gear are rigged on mooring lines.	✓			
28. Unused booms and associated rigging are cradled and properly stowed.	✓			
29. Scuppers, drains and waterways are free of dirt and trash.	✓			
30. The ship is free of Irish Pennants.	✓			
31. The ship is free of unsightly rusted or red leaded surfaces.	✓			
32. All topside gear is stowed neatly in its proper location.	✓			
33. All internal and external deck spaces, including troop spaces, are well-preserved, clean and orderly.	✓			
34. Plaques and awards are clean and shipshape.	✓			
35. Bulletin boards are neat and properly protected by plexiglass and frames where required.	✓			

## Section II. CLEANLINESS AND PRESERVATION (Progress on Deficiencies)

All deficiencies noted in the previous administrative inspection have been corrected. (If "No", list any remaining uncorrected deficiencies and reasons for not correcting in "Remarks" below).	✓	
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REMARKS

Mark-percentage and grade assigned the Deck Department in regard to Cleanliness and Preservation:

SIGNATURE OF INSPECTOR

MARK-PERCENTAGE

WEIGHT FACTOR

GRADE

## DECK DEPARTMENT

Section III. NAVIGATION (Organization)			REMARKS	
ITEM	YES	NO		
1. As evidenced by an examination of logs, records, files and equipment, the navigation activity appears to be well organized.				
2. Hydrographic and oceanographic observations are properly handled.				
3. Weather reports are properly made. (COMSTSINST 3140.1).				
Section III. NAVIGATION (Placards and Publications)				
The following are properly posted or available on or near the bridge level:				
4. Rules and regulations governing Navigation of the Panama Canal and Adjacent Waters.			<p>?</p> <p>100</p> <p>?</p>	
5. Station Bills, Drills and Reports of Masters (CG 809).	X			
6. Instructions for the use of the Gun and Rocket Apparatus for Saving Life from Shipwreck as practiced by the USCG (CG 811).	X			
7. Sound-signal Tabulation under International, Inland and Pilot rules (MSTS Form 3530/1).	X			
8. Vessel Inspection Record (CG 2832.)				
9. Life Preserver Instruction Card (MSTS Form 3131/3).	X			
10. Bill for getting underway in emergency.	X			
11. Harbor pollution regulations.	X			
12. Officers licenses (posted).	X			
13. Rules of the Road-International-Inland (CG 169).	X			
14. American Air Almanac.	X			
15. American Nautical Almanac.	X			
16. Towing Bill.				
Section III. NAVIGATION (Nautical Charts and Publications)				
The following are available in accordance with current allowance and corrected in accordance with current instructions (COMSTSINST 5605.4 series):				
17. Charts, Sailing Direction, and Coast Pilot Correction Record Card (NHO 5610/2). Reference H.O. 1-PCL and Notice to Mariners 8/67, paragraphs 882 and 934.	X			
18. Charts in use are corrected to latest Notice to Mariners received on board and of latest edition.	X			
19. HO sailing direction in use is corrected to latest Notice to Mariners received on board and change published.	X			
20. Coast Pilots in use are corrected to latest Notice to Mariners received on board and change published.	X			
21. Latest Fleet Guide editions are on board and corrected.	X			
22. Light Lists in use are corrected to latest Notice to Mariners received on board.	X			
23. 1-PCL is corrected to latest monthly bulletin on board and change published.	X			
24. Radio aids to navigation are corrected to latest Notice to Mariners received on board and change published.	X			
25. Loran publications/tables are in use, on board.	X			
26. DAPAC and/or Nemedri are corrected to latest Notice to Mariners if on board and in use.	X			
27. H.O. Pub. 1N contains the latest editions of regions and instructions.	X			
Section III. NAVIGATION (Logs and Records)				
The following are maintained in accordance with current instructions:				
28. Navigator's Workbook (MSTS Form 5211/13).	X			
29. Chronometer Record Book (Navigational Timepiece Rate Book) (NAVSHIPS 4270).	X			
30. Bearing Record Book (MSTS Form 5211/14).	X			
31. Fathometer Record.				
32. Magnetic Compass Table (NAVSHIPS 1104).	X			
33. Gyro Compass Service Record (NAVSHIPS 708).	X			
34. Captain's Night Order Book (MSTS Form 5211/12).	X			
35. The captain's Night Order Book contains standing orders to the mate on watch for at sea, in fog, at anchor, etc.			?	
Section III. NAVIGATION (Visual Communications)				
The following are available and in good condition:				
36. Signal halyards, properly rigged.	X			
37. Complete flag allowance with clean flags.	X			
38. Signal lights.	X			
39. Adapters and spare parts for signal lights.	X			
40. Spare signal flags and pennants.	X			
41.				
42. Sufficient U. S. ensigns and jacks.	X			
43. Deck officers are proficient in visual signals.	X			

**DECK DEPARTMENT**

Section III. NAVIGATION (Equipment and Spaces)			REMARKS
ITEM	YES	NO	
The condition of the following equipment is satisfactory with respect to cleanliness and preservation:			
44. Gyro compass and repeaters.	✓		
45. Magnetic compasses.	✓		
46. Binoculars.	✓		
47. Sextants and stadimeter.	✓		
48. Bearing circle, azimuth circle and alidade.	✓		
49. Psychrometer.	✓		
50. Loran.	✓		
51. Radar.	✓		
52. Fathometer.	✓		
53. Parallel rulers, dividers and drafting machine.	✓		
54. Lead line and drift lead (markings)	✓		
55. Navigational lights.	✓		
56. Emergency navigational lights.	✓		
57. Stop watches and comparing watches.	✓		
58. Fog gong and mechanical fog horn.	✓		
59. Three anchor balls.	✓		
60. Chronometers are within overhaul dates.	✓		
61. Work requests have been submitted for equipment operating improperly.			
62. Record of RDF calibration and verification is maintained.			
63. Corrected NAVSHIPS 1104 is posted in vicinity of each magnetic compass.			
64. Each magnetic compass aboard ship has been swung and adjusted in the past twelve months (BUSHIPS Technical Manual art. 9240.26).			
65. Highly pilferable items such as binoculars, watches and sextants are stowed in secure space when not in use.	✓		
The material condition of the following spaces is satisfactory:			
66. Bridge.	✓		
67. Pilot house.	✓		
68. Chart house.	✓		
69. Chart, publication, and instrument stowage.	✓		
70. Storerooms.	✓		
71. Gear lockers.	✓		
72. After steering station.	✓		
73. Pelorus stands.			
74. Gyro room.	✓		
Section III. NAVIGATION (Progress on Deficiencies)			
All deficiencies noted in the previous administrative inspection have been corrected. (If "No", list any remaining uncorrected deficiencies and reasons for not correcting in "Remarks" below).			
REMARKS			
Mark-percentage and grade assigned the Deck Department in regard to Navigation:			
SIGNATURE OF INSPECTOR	MARK-PERCENTAGE	WEIGHT FACTOR	GRADE

## DECK DEPARTMENT

Section IV. CARGO PROCEDURES (Loading Plan)			REMARKS
ITEM	YES	NO	
1. There is adequate coordination between MSTs loading activity and ship's officers regarding preliminary loading plan and peculiarities of ship's gear.			
2. Provisions are made for master's approval of loading plan and changes thereto.			
Consideration is given to the following factors in the loading plan:			
3. Stability.			
4. Structural Stress.			
5. List and Trim.			
6. Distribution of cargo.			
7. Proposed itinerary.			
8. Allowance for optional discharge if diverted from itinerary when known or required.			
9. Provision for increasing dead-weight lift capacity by reducing fuel and water.			
Section IV. CARGO PROCEDURES (Cargo Handling)			
10. Adequate written orders concerning cargo handling and stowage have been prepared for the guidance of all deck officers.			
Orders cover the following essential requirements:			
11. Booms properly rigged and topped with preventer guys and hatch-tent gantlines in accordance with customs of the port.	✓		
12. Timely removal of hatch wedges and tarpaulin by the ship's force.	✓		
13. Sets of hatch beams and pontoon bridles available at each hatch.	✓		
14. Fixed cargo lights on masts and in holds tested for operation and portable cargo lights available and ready for use.	✓		
15. Operational test of all cargo winches prior to rigging booms.	✓		
16. Assignment of responsible ship's personnel as watchmen in cargo holds, at hatches and cargo lockers when highly pilferable or special cargo is being loaded or unloaded.	✓		
17. In addition to the stationing of watchmen in cargo holds, additional safeguards, such as bars, strong-backs and locks are provided to protect U. S. Mail and other pilferable cargo.	✓		
18. Keys for pilferable cargo lockers are readily available to responsible ship's personnel.	✓		
19. Orders regarding checking and receipting for special cargo are adequate.	✓		
20. Provision is made for the inspection of cargo holds by a deck officer to ensure complete discharge and to report on the cleanliness and condition of holds to receive cargo.	✓		
Section IV. CARGO PROCEDURES (Cargo Officers)			
21. Chapters 17, 29, and 30 of BUSHIPS Manual are available to all deck officers.			?
22. Deck officers note changes in the stowage plan on the ship's copy concurrent with the loading plan.			?
23. Automotive equipment is inspected prior to acceptance to ensure that gasoline is drained from tanks and batteries are disconnected if required.			
24. There is adequate coordination between ship's officers and the loading activity regarding damaged, overcarried or missing cargo.			
25. Sufficient copies of necessary documents, i.e., manifests, cargo plans, hatch lists, receipts, etc., are obtained for ship's use and for representatives at port of discharge.			?
Prior to loading and unloading, deck officers consider and compute:			
26. Whether stability will be satisfactory.	✓		
27. Whether limiting draft will be exceeded.	✓		
28. Displacement, dead weight, and mean draft.	✓		
29. Metacentric height.	✓		
Section IV. CARGO PROCEDURES (Safety Measures)			
30. Cargo-handling personnel are thoroughly familiar with proper safety precautions.	✓		
31. Winches, nets, slings, and bridles and other cargo-handling gear are inspected for safe and efficient operation.	✓		
32. Ventilators, ladders and other fittings and equipment are adequately protected against damages while cargo is being worked.	✓		
33. Personnel have knowledge of and comply with USCG regulations pertaining to explosives and other dangerous cargoes on board vessels.	✓		
34. Adequate operating instructions and safety precautions are posted at all deck machinery.	✓		

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Section IV. CARGO PROCEDURES (Readiness to Handle Cargo)			REMARKS
ITEM	YES	NO	
Prior to commencing cargo operations, action is taken to ensure that:			
35. The ship is physically able to receive and discharge cargo in all reaches of the hatches, holds, and decks.			
36. Decks, ramps, ladders and gangways are free of ice and snow.			
37. Jacob's ladders are rigged and ready for use by stevedores.			
38. The ship is deballasted within limits of good seamanship to attain full deadweight cargo lift.			
39. Customs and consular regulations ( <i>where applicable</i> ) are properly complied with.			
40. There is strict compliance with inspector's or shore activity orders.			
41. Gangway and cargo handling parties are ready and cognizant as to when loading is to begin.			
Section IV. CARGO PROCEDURES (Stowage)			
42. Cargo is properly stowed to prevent damage and shifting.			
43. Special precautions are taken with regard to the stowage of fragile and ammunition cargoes.			
44. Sheathing in ammunition spaces is adequate.			
45. Deck cargo is properly secured and covered.			
46. Heavy lift cargo that is stowed below decks is braced, chocked, and lashed properly to conform with prudent stowage for the proposed voyage.			
Section IV. CARGO PROCEDURES (Petroleum Cargo) (MSTS P-105, CG 123 and CG 174)			
47. Written orders concerning the handling of petroleum cargo are adequate.			
To ensure readiness of the ship to expeditiously receive and discharge petroleum cargo at agreed times, orders provide for:			
48. Ship's tanks to be in proper condition to receive the intended cargo.			
49. Valves set and lined up.			
50. Bulkheads tight.			
51. Lines and valves not in use blinded and/or lashed closed.			
52. Loading and piping systems properly isolated.			
53. Pumps in proper working order.			
54. Ullage hold covers in place and flame screen inserted in ullage holes.			
55. Static bonding connections made.			
56. Cargo stations are adequately manned during loading and unloading operations.			
57. Table of longitudinal stresses, MSTS Form 3540-3, 4, 5 or 6, as applicable, is submitted each third loading (COMSTSINST 3540.3).			
58. Manifolds, valves, pipelines, safety equipment, pumps, etc., are efficiently operated.			
The following actions are properly carried out:			
59. "Bravo" flag flown and word passed.			
60. Smoking lamp out and word passed.			
61. Cargo evenly distributed to limit "Hog" or "Sag"			
62. Proper "Trim" kept while loading and underway.			
63. Ullage and temperature of tanks measured while loading and while underway to detect leaks within the ship or to gauge for transfers or discharge.			
64. Proper attention paid to load-line regulations.			
65. Proper thief sampling for water.			
66. Sen valves closed, lashed and sealed.			
67. Deck scuppers plugged and cemented while loading, discharging or transferring.			
68. Engineroom notified before starting or stopping pumps.			
69. Overboard discharges inspected for leaks.			
70. Pump room(s) inspected hourly while operating.			
71. Proper attention to loading or discharging rates and to safe topping off.			
72. Open valves, tanks, cofferdams, hose pressure, etc., inspected while loading, discharging, or transferring.			
73. Proper attention to prevent spills and proper handling of spills when they occur.			
74. Proper attention to protect cargo from ballast contamination.			
75. Adequate measures to ensure watertight integrity.			

DECK DEPARTMENT

Section IV. CARGO PROCEDURES (Petroleum Cargo) (continued)			REMARKS
ITEM	YES	NO	
76. Use of nonsparking tools and sparkproof flashlights.			
77. Adequate safety precautions rigidly enforced.			
78. There is a standard safety precautions check-off list.			
79. This list has been utilized for the last two loadings.			
Section IV. CARGO PROCEDURES (Records and Reports)			
80. Hull and machinery inspections and reports records are properly maintained.			
81. Records and reports of cargoes loaded, discharged, or transferred are properly maintained.			
Section IV. CARGO PROCEDURES (Cleanliness and Preservation)			
The following are maintained in clean and/or proper condition:			
82. Cargo pumps and cargo tanks.			
83. Cargo lines and valves.			
84. Safety devices.			
85. Atmospheric exhaust trunks.			
86. Expansion trunks and cargo tank access.			
87. CO <sub>2</sub> system: (a) CO <sub>2</sub> bottle room.			
(b) CO <sub>2</sub> manifold.			
The following are free from leakage and spillage:			
88. Cargo pump rooms.			
89. Cofferdams.			
90. Forepeak and forepeak tanks.			
91. Double bottoms and bilges.			
92. Tank decks.			
The following are maintained in proper condition:			
93. Hose stowage.			
94. Tank cleaning equipment.			
The following equipment is on board and in proper operating condition:			
95. Bonding cables.			
96. Fresh air masks.			
97. Water-finding paste.			
98. Copper, brass, or plastic shovels and buckets for mucking purposes.			
99. Gauging tapes and plumb bobs.			
100. Safety flashlights.			
101. Sparkproof tools.			
102. Windsails and power driven blowers.			
103. Thiefs for sampling.			
Section IV. CARGO PROCEDURES (Progress on Deficiencies)			
All deficiencies noted in the previous administrative inspection have been corrected. (If "No", list any remaining uncorrected deficiencies and reasons for not correcting in "Remarks" below).			
REMARKS			
Mark-percentage and grade assigned the Deck Department in regard to Cargo Procedures:			
SIGNATURE OF INSPECTOR		MARK-PERCENTAGE	WEIGHT FACTOR
			GRADE



## DECK DEPARTMENT

Section V. COMMUNICATIONS (Organization)			REMARKS
ITEM	YES	NO	
1. A watch bill is posted in the radio room.			
2. Written orders are available outlining the duties and responsibilities of radio personnel.			
3. Personnel are familiar with, and function in accordance with these written orders.			
4. Procedures are adequate to ensure proper handling of incoming and outgoing messages on a need to know basis.			
5. A destruction bill for classified matter is posted.			
6. Military circuits are used as the primary means for delivery of official traffic from the ship-to-shore stations.			
7. Prior to securing Mercast schedules, satisfactory arrangements are made for handling traffic to the ship while in port.			
8. Radio officers are thoroughly familiar with movement report procedures.			
9. Radio officers are familiar with the MERINT reporting procedures.			
10. Radio officers are familiar with special sailing instructions.			
11. Radio officers are familiar with communication plans for special projects and operations where applicable.			
12. Appropriate hydrographic schedules are copied.			
Section V. COMMUNICATIONS (Administration)			
13. All outgoing messages are edited properly in regard to abbreviations, conciseness and precedence.			
14. Message files are maintained in chronological date-time-group order.			
15. Stowage of classified matter meets the minimum requirements in effective edition of OPNAVINST 5510.1 series.			
16. Adequate instructions are posted inside each safe for guidance of personnel finding safes inadvertently left open.			
17. Safe combinations are changed as prescribed.			
18. Proper records of safe combination changes are maintained.			
19. Class "D" and "E" messages are properly abstracted.			
20. Abstracts are forwarded promptly.			
21. Emergency equipment operating instructions are adequate.			
22. Emergency equipment operating instructions are posted.			
23. Periods of radio silence are properly observed and logged.			
24. A custodian of the Naval Commercial Traffic Fund has been designated in writing by the master (COMSTSINST 2110.2, 1.11).			
25. Audits of Naval Commercial Traffic Funds are conducted.			
26. Radio operations appear to be properly administered. (Check number and type of communication improvement memoranda received).			
27. The Radio Room is posted as "Limited Area".			
28. The Ship Electronic Installation Record (NAVSHIP 4110) report is submitted as required, as evidenced by copies retained on file.			
29. ALMSTS message file is complete.			
30. Safety precautions, current artificial respiration procedures and Danger-High Voltage warning signs are posted in the vicinity of electronic equipment.			
31. Rubber matting is installed on deck, in all electronic spaces, and around all electronic equipment.			
32. Signs are posted prohibiting personnel from going aloft before obtaining permission from Mate on watch.			
33. Electronic Equipment History Cards (NAVSHIP 536) are maintained for each electronic equipment (RUSHIPS Technical Manual, are Chapter 67, Art. 127).			
34. Emergency instructions are adequate and posted (COMSTSINST P2110.2B, 1.26a).			
35. The Chief Radio Officer has provided step-by-step instructions to the First Officer in equipment operation in case of casualty to radio personnel (COMSTSINST 3120.2, paragraph 2-2-13).			
Section V. COMMUNICATIONS (Records and Publications)			
36. Files are properly maintained.			
37. Mercast messages are filed separately and in numerical sequence.			
38. Only authorized personnel are permitted to review message files.			
39. Communication circuit logs are properly maintained.			
40. Maintenance and instruction manuals are aboard for all electronic equipment for which the radio officer is responsible.			
41. The electronic allowance including radiacs is complete.			

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Section V. COMMUNICATIONS (Records and Publications) (continued)			REMARKS	
ITEM	YES	NO		
42. The electronic equipment allowance and requirement table is posted (COMSTSINST 2110.2, and COMSTSINST 9670.1 series).				
43. Log indicates that frequency meter is checked periodically.				
44. All log sheets are signed and pages numbered.				
The following required communications publications are aboard and current:				
45. OPNAV 94P-2, Naval Communications Bulletin.				
46. FCC Communications Act of 1934.				
47. International Radio Regulations, Geneva.				
48. List of Coast Stations.				
49. List of Ship Stations.				
50. FCC Rules and Regulations, Vol. I.				
51. FCC Rules and Regulations, Vol. IV.				
52.				
Section V. COMMUNICATIONS (Cleanliness and Preservation)				
53. The cleanliness and preservation of spaces and equipment is in accordance with current standards.				
Section V. COMMUNICATIONS (General Equipment)				
54. Radiac sets have been checked at a maintenance facility within a 6 month period.				
55. The general condition of the radio antenna system is satisfactory.				
Ship stays and rigging that affect radio antennas:				
56. Are properly bonded to ground.				
57. Have clean surfaces on insulators.				
58. Antennas are located & screened so as to minimize personnel hazards.				
59. There are no unauthorized personal antennas.				
60. Radio transmitters are calibrated on assigned frequencies.				
61. Required radio crystals are aboard.				
62. Electronic spare parts have been inventoried as required.				
63. The spare part allowance is complete.				
64. Spare parts are properly stowed and readily available.				
65. Fixed lifeboat radio equipment is adequately protected against moisture and heavy weather.				
66. Radio equipment batteries are at full charge or required voltage.				
67. The bridge visual indicator or bell functions in conjunction with the auto alarm.				
68. Auto alarm timing is within prescribed limits.				
69. Auto alarm keyer timing is within prescribed limits.				
70. Emergency radio equipment and test equipment is operative.				
71. All other equipment for which radio officer is responsible is operative.				
72. Lifeboat radio batteries are at full charge or required voltage.				
73. IC communication system between bridge and radio room is operative.				
74. The radio officer performs all required maintenance:	Daily			
	Weekly			
	Monthly			
	Quarterly			
75. All required records of preventive maintenance are available and up to date.				
Section V. COMMUNICATIONS (Progress on Deficiencies)				
All deficiencies noted in the previous administrative inspection have been corrected. (If "No", list any remaining uncorrected deficiencies and reasons for not correcting in "Remarks" below).				
REMARKS				
Mark-percentage and grade assigned the Deck Department in regard to Communications:				
SIGNATURE OF INSPECTOR		MARK-PERCENTAGE	WEIGHT FACTOR	GRADE