



**ROYAL CANADIAN MARINE
SEARCH & RESCUE**
Saving Lives on the Water

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RCM-SAR Annual Vessel Inspection

2019 Edition

Edition/Amendment	Approved by	Date
2013 Edition - Version 1	Graeme Bergh, Safety Officer	May15th 2013
Version 2; layout changes, additional items for Type II vessels, removal of SWL on towing bit	Graeme Bergh, Safety Officer	Oct 3 rd 2013
Version 3; layout changes, addition of access item	Graeme Bergh, Safety Officer	Oct 30 th 2013
Version 4; amend sections 1.4, 4.4, 5.11, 8.1, 8.16, 8.18, 11.2	Graeme Bergh, Safety Officer	March 27 th 2016
Version 5 (2018); amend sections 1.4, 2.1, 3, 4.4, 5.10, 5.11, 6.8, 6.12, 8.2, 8.12, 8.18, 9.4 and remove section 11 (repeat). Add PFD jig and fitness testing.	Marko Kessler, Safety Inspection Coordinator	April 5 th , 2018
Version 6 (2019); amend section 1.2, 3.3, 4.2, 4.6, 7.4, 8.16; re introduced section 3 added Critical items to crew safety items;8.17 8.18, 8.19, 8.20; added 2.7, 6.9, 6.10, 6.15, 6.16, 10.15, 10.16, 10.17, clarified number of other items.	Marko Kessler, Safety Inspection Coordinator	July 30, 2019

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Overview

The Royal Canadian Marine Search and Rescue (RCM-SAR) is committed to ensuring all vessels operating under its brand are conducting themselves to the highest health and safety standards. The first priority of all stations shall be to ensure the safety of their crew, the public and their vessel. In order to accomplish this, all stations must maintain their vessel and equipment to an acceptable operational standard. Safety inspection enables the station to discover its vulnerable areas and whether it may be in breach of a specific legal or system requirement.

Our comprehensive Safety inspection involves an initial critical evaluation of the stations existing systems for managing personnel, equipment and operations. We will inspect the structure and methods of operation and survey the workplace to identify hazards, unsafe acts or conditions and non-compliance with Regulations. We will then prepare a report on the findings with advice and agreed actions to be taken to comply with Safety Regulations, RCM-SAR policies and best operational practices.

Annual Vessel Inspection will replace old Bi-Annual, Annual and two-year audit (Sec 20.3, 20.4, 20.5 of the SMS Standing Procedures). By combining the three separate inspections into one annual in-depth inspection, we aim to simplify the process and thus create a more manageable program.

Frequency and Follow Up

Every station must complete an annual inspection for each vessel in operation at its station. The station leader will be contacted at least two weeks prior to the inspection date and either the Safety Coordinator or a Safety Representative will carry out the inspection. Each vessel will be issued a pass or fail and any non-conformity will be given a level of severity and subsequent completion date.

Items requiring attention will be categorized as either critical (red), priority (orange) , non-critical (yellow) or Observation (green).

Critical (red) items are considered very serious and will need to be fixed before the vessel can go back into operation -automatic out of service. All critical non-conformities will require a re-inspection by a Safety Representative and a sign off by the Safety Officer.

Priority (orange) items will be given a 30 days time frame for completion. The vessel will be able to operate as usual during this period.

Non-critical (yellow) items will require attention however they don't affect the overall operation or safety of the vessel. Non-critical items must be fixed within 90 days and the vessel can remain in service until they are rectified.

Observation (green) items will require attention however they don't affect the overall operation or safety of the vessel. Information items should be fixed before next scheduled annual inspection.

Station Unit / Location:	
Station Leader and Members Present During Audit:	
Auditor (s):	
Date of Audit:	
Name and Type of Vessel(s) Audited:	

1.0	Policy and Procedures	Yes/No	Comments
1.1	Maintenance log and plan?		
1.2	Vessel Log books completed?		
1.3	Manuals and technical data available?		
1.4	SOP's being followed?		
1.5	Plan for expiration dates?		

2.0	Organisation	Yes/No	Comments
2.1	Are regular meetings and training being carried out? Are minutes of meetings being taken and circulated to all members.		
2.2	Members uploading reports to the SMS and/or notifying appropriate management of incidents?		
2.3	Is the society providing the vessel with what it needs?		
2.4	Are recruitment activities taking place?		
2.5	Are there adequate members to regularly crew vessel?		
2.6	Fitness testing implemented?		
2.7	Station Maintenance Structure?		

3.0	Management and Supervision	Yes/No	Comments
3.1	Is appropriate training given to members prior to them participating in SAR activities? What record is there of this training?		
3.2	Are crew being managed and appraised on their performance? Is there any record of this?		
3.3	Is there a process to identify crew member weaknesses and plans to help crew members improve?		

4.0	Personal Protective Equipment	Yes/No	Comments
4.1	Is appropriate PPE being issued to members?		
4.2	Have members received proper training in use of PPE?		
4.3	PFD's <ul style="list-style-type: none"> • Condition and storage • Approved only (SALUS, NorthWater, Mustang) • One brand choice (Salus or NorthWater) 		
4.4	Dry Suits <ul style="list-style-type: none"> • Check integrity • Zippers greased • Approved only (Mustang or Ocean Rodeo) 		
4.4	Helmets <ul style="list-style-type: none"> • Gecko MK-10 or Gath 52-15 approved • Pro-Tec, Gecko (older) and Cascade acceptable (two models above are only approved when new helmets required) • 3M Reflective tape 		
4.5	Vests <ul style="list-style-type: none"> • Knife, mirror, whistle and strobe 		
4.6	PFD Competency Rig <ul style="list-style-type: none"> • General condition 		

5.0	Lifesaving Equipment	Yes/No	Comments
5.1	First aid box <ul style="list-style-type: none"> Check expiry and stowage 		
5.2	Fire extinguishers <ul style="list-style-type: none"> Check expiry and stowage One required in boathouse/shed/etc 		Critical Item
5.3	Buoyant heaving line		
5.4	Lifebuoy with 15m line		
5.5	Thermal Protective Aid (TPA)		
5.6	SAR Pump <ul style="list-style-type: none"> Securely Stowed Hoses and clamps 		
5.7	Spinal board <ul style="list-style-type: none"> At the station or vessel 		
5.8	AED (if applicable) <ul style="list-style-type: none"> Check battery, condition, pad expiration and stowage 		
5.9	Datum Marker Buoy (if applicable)		
5.10	Pyrotechnics (SOLAS only, no pistol style flares) <ul style="list-style-type: none"> At least 6 flares, 12 for over 9m, expiry SOLAS REQUIRED when existing flares expire 		Critical Item
5.11	EPIRB <ul style="list-style-type: none"> Check hydrostatic release expiry (2 years) and properly labelled, battery (5 years) Record EPIRB Registration number. Station to check if contacts are current with DND. 		Critical Item
5.12	Davit (if applicable) <ul style="list-style-type: none"> Approved Design Securely Stowed Good condition 		

6.0	Navigational Equipment	Yes/No	Comments
6.1	RADARS <ul style="list-style-type: none"> • Functioning • Check alignment 		Critical Item for Night Navigation
6.2	Sound signalling device		
6.3	VHF Radios <ul style="list-style-type: none"> • DSC, MMSI, GPS input • Post MMSI on Radio – LABEL 		Critical Item
6.4	Magnetic Compass <ul style="list-style-type: none"> • Deviation card recommended 		Critical Item
6.5	Illumination working on all equipment		
6.6	Charts and Publications <ul style="list-style-type: none"> • Correct charts onboard • Condition of Chart • Publications – at station • Tide table – on board 		
6.7	GPS <ul style="list-style-type: none"> • Check HDOP 		
6.8	Search Light		
6.9	Binoculars		
6.10	Chart Plotter		Priority
6.11	Navigation lights		Critical Item for night operation
6.12	Radio Direction Finder (if applicable)		
6.13	AIS (if applicable) <ul style="list-style-type: none"> • Operating properly • If not installed, procure and install within 1 year 		
6.14	Depth Sounder		
6.15	RADAR Reflector		

7.0	Electrical Systems	Yes/No	Comments
7.1	Interior lights		
7.2	Deck lights		
7.3	Batteries <ul style="list-style-type: none"> • Check fasteners securing batteries for corrosion • Access to batteries 		
7.4	Camera (s)		
7.5	Fan (s)		
7.6	Wipers		
7.7	Loud Hailer		
7.8	Fuse box/breaker		
7.9	Siren		
7.10	Blue Strobe light		
7.11	Intercom system (if applicable) <ul style="list-style-type: none"> • All headsets operational • Radio comms on headsets • Sufficient headsets for crew • If wireless – spare batteries 		
7.12	AIS-DMB receiver (if applicable) <ul style="list-style-type: none"> • Operational • Target shows on MFD • Operates on VHF ch.15 		

8.0	Engine Space / Mechanical Systems	Yes/No	Comments
8.1	Self-Righting Mechanism <ul style="list-style-type: none"> • Hoses, bottles, valves, bag housing, pull cord, swim away line on transom - if applicable Service records 		Critical Item
8.2	Fuel shut off valve		
8.3	Bilge pump <ul style="list-style-type: none"> • Automatic / Manual • Handheld pump 		

8.4	Racor filter <ul style="list-style-type: none"> • Clear type if outside of enclosed engine space • Clear ones acceptable if it has metal heat shield • Metal ones if in engine bay 		
8.5	Engine oil		
8.6	Coolant level (if applicable)		
8.7	Transmission oil (if applicable)		
8.8	Jet oil (if applicable)		
8.9	Leg oil (if applicable)		
8.10	Intake strainers (if applicable)		
8.11	Drive belt (if applicable)		
8.12	Kill cord (if applicable) <ul style="list-style-type: none"> • Spare cord 		Critical Item if equipped
8.13	Steering rod		
8.14	Fuel lines		
8.15	Yamaha (outboard only) <ul style="list-style-type: none"> • Check propeller • Flushing system (recommended) 		
8.16	Engine fire suppression system (Type II) <ul style="list-style-type: none"> • Original manufacturer equipment acceptable with annual inspection • No auto-activation fuse • Inspection records visible and current • Dampers • FirePro for newer vessels or reinstallation 		Critical Item
8.17	Engine block heaters (Type II)		
8.18	Engine Raw Water Hoses (Type II and III) <ul style="list-style-type: none"> • Condition/ Service records 		
8.19	Roll over engine protection system (Type II) <ul style="list-style-type: none"> • Check for corrosion • Wire Harness Integrity 		

8.20	ICE Shock Absorbers (Type I) <ul style="list-style-type: none"> Pressure check 		
8.21	ICE Shock Cage Integrity (Type I)		

9.0	Loose Gear	Yes/No	Comments
9.1	Boat hook		
9.2	Axe		
9.3	Lines		
9.4	Floating Basket stretcher (if applicable)		
9.5	Oxygen (if applicable)		
9.6	Paddle (if applicable)		
9.7	Flashlight		
9.8	Re-boarding ladder <ul style="list-style-type: none"> Ready to use Easily accessible 		
9.9	Tool kit		

10.0	General Vessel & Hull Condition	Yes/No	Comments
10.1	Cleats <ul style="list-style-type: none"> Check base for cracking, general condition 		
10.2	Towing Bit <ul style="list-style-type: none"> Check base for cracking, warping Stamped with safe working load 		
10.3	Anchor & Drogue <ul style="list-style-type: none"> General condition Drogue properly sized for vessel 		
10.4	Anchor chain <ul style="list-style-type: none"> How many shackles, condition of links, properly stowed 		

10.5	Tubes <ul style="list-style-type: none"> • Condition, clean, inflated properly 		
10.6	Paint <ul style="list-style-type: none"> • Last paint job, anti-fouling used 		
10.7	Anti-slip <ul style="list-style-type: none"> • Tread and non-slip paint in correct places and not worn out 		
10.8	Hull condition (waterline) <ul style="list-style-type: none"> • Severity of dents • Excessive growth • overall condition 		
10.9	Fenders <ul style="list-style-type: none"> • Adequate number and condition 		
10.10	Rubbing strake <ul style="list-style-type: none"> • Intact • level of wear 		
10.11	Windows <ul style="list-style-type: none"> • Intact • No cracks • No leaks 		
10.12	Towing Line <ul style="list-style-type: none"> • Length, condition (frayed, discoloured, varying widths, maximum %10 broken strands) 		
10.13	Vessel Access <ul style="list-style-type: none"> • Approach to vessel • Dock • Ramp 		
10.14	Vessel Top Speed <ul style="list-style-type: none"> • Below 40 knots 		
10.15	Vessel under way <ul style="list-style-type: none"> • How does vessel behave at higher speed? • Any stability issues? 		
10.16	Trailer Availability		
10.17	Check SMS list		

11.0 Infrastructure/Boathouse	
11.1	Condition of Infrastructure <ul style="list-style-type: none"> • Sturdy/safe • Maintenance • Has fire extinguisher

12.0 Summary and Recommendations	

Unit Representative:

Name (Print):

Signature:

Safety Inspector:

Name (Print):

Signature:
