



**SHIPOWNERS**

## ▶ SINGLE DELIVERY VOYAGE PREPARATION

**The Club is often approached by Members requesting technical advice in preparation for Single Delivery Voyages (SDV). Such SDVs mostly pertain to Members taking ownership/management of a vessel and then sailing it under its own power, usually crossing international waters and open seas, to its intended port/area of operation.**

Preparation for such voyages is a critical task involving detailed planning and co-ordination between various stakeholders. To assist our Members in preparing for such voyages, the Club has created a template checklist from an operational perspective. We trust that Members will find this checklist useful in providing guidance to their personnel, whether ashore or on board.

*The Club would like to emphasise that the checklist below is for guidance purposes only and to complement, not replace, any statutory requirements or Members' own due diligence and individual operating procedures.*

**INITIAL STEPS**

Once a vessel take over is being considered, preparations for the delivery voyage should start.

	Check	Remarks
An initial Kick-off meeting of various departments (Commercial, Operations, Technical, Crewing, Purchasing etc.) to gain a clear understanding of the task on hand and clarity of roles, responsibilities and timelines.		
Principal terms to be laid out and agreed upon. As a minimum standard, these to include:		
<ul style="list-style-type: none"><li>▪ Vessel Particulars</li></ul>		
<ul style="list-style-type: none"><li>▪ Vessel status, installations, peculiarities</li></ul>		
<ul style="list-style-type: none"><li>▪ Port of take over</li></ul>		
<ul style="list-style-type: none"><li>▪ Destination of delivery voyage</li></ul>		
<ul style="list-style-type: none"><li>▪ Tentative schedule of the delivery voyage</li></ul>		
<ul style="list-style-type: none"><li>▪ Crewing Arrangements</li></ul>		
<ul style="list-style-type: none"><li>▪ Vessel's maintenance records, statutory records (as per Flag requirement), plans, manuals, drawings, and inventory of critical spares to be obtained</li></ul>		
Take over procedures and associated checklists to be drawn up (if not already in place).		
Appropriate insurance cover confirmed to be in place for the entire duration of the voyage.		

<b>RISK ASSESSMENT</b>		
<p>Many work-related incidents can be easily avoided by undertaking a proper <a href="#">Risk Assessment</a>. Such assessments assume greater importance in cases such as SDVs, which may not be considered as a routine operation.</p> <p>A comprehensive Risk Assessment can be used as a reference document in preparation for the voyage having identified possible risks, consequences of those risks and application of adequate control measures.</p>		
	Check	Remarks
Involves all pertinent departments (Commercial, Operations, Technical, Crewing, Purchasing etc.)		
Aspects to consider (including but not limited to) when assessing the risk:		
<ul style="list-style-type: none"> <li>▪ Vessel Particulars and condition including suitability and readiness of the vessel for the voyage</li> </ul>		
<ul style="list-style-type: none"> <li>▪ Current Class status, outstanding surveys, conditions and memorandums</li> </ul>		
<ul style="list-style-type: none"> <li>▪ Operational limitations</li> </ul>		
<ul style="list-style-type: none"> <li>▪ Crewing matters</li> </ul>		
<ul style="list-style-type: none"> <li>▪ Weather conditions</li> </ul>		
<ul style="list-style-type: none"> <li>▪ Safety of life, property and environment</li> </ul>		
<ul style="list-style-type: none"> <li>▪ Security Assessment</li> </ul>		
All risks identified are to be assessed with all suitable preventive measures agreed upon and implemented		

<b>APPLICABLE REQUIREMENTS AND RULES</b>		
<p>It is imperative to comply with all applicable statutory requirements and rules of the Flag State and the Classification Society/Certification Authority. In this regard, ensure clear understanding of applicable requirements and rules from the outset.</p>		
	Check	Remarks
Confirm Flag and Class (or Certifying Authority) for the voyage		
Liaise with Flag and Class (or Certifying Authority) on the necessary approvals, exemptions or extensions.		
Amend all manuals, plans, drawings, as required, and seek the necessary approvals.		
Consider the difference in regulations between domestic and international requirements (if vessel being taken over has traditionally sailed only in domestic waters)		
All the necessary navigational, machinery, pollution prevention, radio and safety equipment, as required, by applicable requirements and rules to be provided and confirmed as operational		
All necessary certification confirmed to be in order.		

<b>CREWING</b>		
Knowledge, experience and adherence to good seamanship by the vessel crew plays an important role in a smooth and successful SDV. Therefore, planning of matters related to crewing in a critical task in the initial stages of preparing for the SDV.		
	Check	Remarks
Consider whether and confirm delivery crew is Member's own, seller's crew or a professional delivery crew.		
Compliance with applicable Minimum Safe Manning Requirements		
Consider the possibility of the hand over crew to sail parallel with delivery crew		
Are crew experience in Single Delivery Voyages? If not, have they been suitably briefed and prepared?		
Pre joining briefing to include:		
<ul style="list-style-type: none"> <li>▪ Voyage preparation</li> </ul>		
<ul style="list-style-type: none"> <li>▪ Identify Vessel/Client specific requirements</li> </ul>		
<ul style="list-style-type: none"> <li>▪ Crew composition</li> </ul>		
<ul style="list-style-type: none"> <li>▪ Procedures to follow - possible new guidelines (internal or external)</li> </ul>		
Make up of crew to be ascertained - are any additional crew (such as fitter etc.) required.		
Suitable time allowed for crew to take over the vessel including familiarity with the equipment.		
Check on quarantine or any other local restrictions for take-over crew.		

<b>PASSAGE PLANNING</b>		
A proper passage plan is vitally important for any voyage. Members may refer to the club issued <a href="#">bulletin on Passage Planning</a> for further guidance.		
	Check	Remarks
To be drawn up 'berth to berth' by a competent person.		
Is to be reviewed and agreed upon by all relevant personnel prior to the commencement of the voyage.		
Are crew experience in Single Delivery Voyages? If not, have they been suitably briefed and prepared?		
Weather assessment and monitoring:		
<ul style="list-style-type: none"> <li>▪ To ascertain if an external weather routing service to be employed.</li> </ul>		
<ul style="list-style-type: none"> <li>▪ Confirmation that, as a minimum, all weather monitoring equipment, as required statutorily are available.</li> </ul>		
<ul style="list-style-type: none"> <li>▪ All weather monitoring equipment are functional.</li> </ul>		
<ul style="list-style-type: none"> <li>▪ Crew are familiar with the operation of the weather monitoring equipment.</li> </ul>		
<ul style="list-style-type: none"> <li>▪ Clear instructions have been provided to the crew regarding monitoring of weather reports including maintaining suitable logs and taking the necessary actions.</li> </ul>		
<ul style="list-style-type: none"> <li>▪ Any limiting weather conditions, as identified either via the Risk Assessment or basis conditions set by Flag/Class (Certifying Authority) have been made known to all relevant parties.</li> </ul>		
<ul style="list-style-type: none"> <li>▪ Prevailing or seasonal conditions, such as effects of tides, currents etc have been assessed.</li> </ul>		
Navigational Equipment – available, operational and familiar to crew.		
Radio Equipment – available, operational and familiar to crew.		
All charts and publications as required for the voyage are available and fully corrected.		
Includes port of refuge, no-go areas, points of no-return and any other operational limitation of the vessel or operational conditions imposed by Flag/Class (such as maximum distance from shore).		
List of emergency contact points along the route have been provided.		
If bunkering or stores replenishment is required en-route, suitable ports have been identified.		

<b>EMERGENCY PREPAREDNESS</b>		
An emergency on board a vessel can be tackled efficiently if the crew is adequately trained and prepared for it together with the emergency equipment being in a state of readiness. Familiarity of the ship crew with the procedures and emergency equipment, prior departing on the SDV, is of paramount importance.		
	Check	Remarks
Contingency plans and muster lists created.		
Relevant safety and pollution prevention drills, training and briefing carried out (and logged) prior departure.		
Crew training manual / familiarity of crew with emergency procedures has been confirmed.		
Inventory of Life Saving Appliance (LSA), Fire Safety Systems (FSS) and Pollution prevention and containment equipment to be checked against applicable statutory (international and local) regulations and rules.		
'In -service' status of all LSA/FSS items (such as Lifeboats, Life rafts, Life Jackets, Immersion Suits, Pyrotechnics, Portable Fire Extinguishers, Fire hoses/nozzles, Fixed Fire Fighting, etc) confirmed.		
Fire pump(s) tested and confirmed as operational.		
Emergency generator (or applicable alternate source of power) tested and confirmed operational.		
Oily Water Separator (OWS), Oil Detection Monitoring Equipment (ODME) checked for proper operation and alarm sounding.		
Testing of all alarms carried out.		
Weather-tight integrity of the vessel checked and confirmed in order.		
Watertight integrity of internal spaces checked and confirmed in order.		
An assessment of possible security threats (such as pilferage, piracy, stowaways), along the route, carried out and suitable measures put in place.		

<b>SUPPLIES</b>		
In addition to operational preparedness, arrangement of supplies plays an important part in ensuring the readiness of the vessel and its crew to undertake an SDV. The supplies need to be planned well to ensure that there are no unnecessary delays in the schedule of the vessel and that, at the time of departure, the vessel and its crew are fully equipped.		
	Check	Remarks
Charts and Publications		
Logbooks and other stationery		
Provisions and catering supplies		
Fresh water		
Bunker supplies		
Deck and Engine department supplies		
Spare Parts and Critical Spare Parts		
LSA / FSS related supplies and servicing		
Radio or Navigational equipment		
Medical Supplies		

<b>COMMONLY NOTED DEFECTS</b>		
Listed below are some commonly noted defects that have been observed during surveys in relation to preparing for such voyages.		
	Check	Remarks
New vessel name and Port of Registry not marked on hull and other equipment (such as LSA).		
New Flag Ensign not displayed.		
Indicators of control/alarm panels at Wheelhouse and Engine Room are in the incorrect language.		
Garbage placards and Garbage Record Book not provided.		
Sewage and all overboard connections not checked – illegal connections or modifications noted; not sealed where required.		
Suitable checks on machineries not carried out:		
<ul style="list-style-type: none"> <li>▪ No record of running hours</li> <li>▪ Last done/Next due dates for servicing not available</li> <li>▪ Past overhaul and maintenance reports not available</li> <li>▪ Operation manuals not available</li> <li>▪ Vessel's plans and drawings not available</li> <li>▪ Leaks noted in machinery</li> <li>▪ Crew lacks familiarity with the vessel's system and plans</li> </ul>		

We welcome all feedback on this or any other Loss Prevention guidance. Please feel free to [contact the team](#) should you have any further queries on this matter.