ENGINEERING CHECKS – MONTHLY/ QUARTERLY

ONE FORM TO BE COMPLETED EACH YEAR. UPDATED FORM TO BE SENT TO THE OFFICE AT THE END OF EACH MONTH.

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| **MONTHLY CHECKS** | **JANUARY** | **FEBRUARY** |
| **ID** | **Alarm** | **Rank** | **Date** | **Signature** | **Name** | **Note** | **Date** | **Signature** | **Name** | **Note** |
| 01 | Operate Cargo Bilge Alarms | OWE |  |  |  |  |  |  |  |  |
| 02 | Verify First Aid Kit | OWE |  |  |  |  |  |  |  |  |
| 03 | Verify Eye Wash Equipment  | OWE |  |  |  |  |  |  |  |  |
| 04 | Operate Emergency Genr on load | ETO |  |  |  |  |  |  |  |  |
| 05 | Check CO2 System | 2E |  |  |  |  |  |  |  |  |
| 06 | Operate CO2 Rm Fan | ETO |  |  |  |  |  |  |  |  |
| 07 | Operate Paint Rm Fan | ETO |  |  |  |  |  |  |  |  |
| 08 | Operate Bunker O’Flow Alarm | ETO |  |  |  |  |  |  |  |  |
| 09 | Operate Quick Closing v/v | CE |  |  |  |  |  |  |  |  |
| 10 | Verify Hold Smoke Alarm | CE |  |  |  |  |  |  |  |  |
| 11 | Operate Emergency Fan Stops | 2E |  |  |  |  |  |  |  |  |
| 12 | Check Electrical Cords and Tools | ETO |  |  |  |  |  |  |  |  |
| 13 | Domestic Fridge Alarm  | ETO |  |  |  |  |  |  |  |  |
| 14 | Check all sounding pipes dead weight v/vs | OWE |  |  |  |  |  |  |  |  |
| 15 | Check all sounding pipe caps | OWE |  |  |  |  |  |  |  |  |
| 16 | Verify all Fire Sensor Checked over period | ETO |  |  |  |  |  |  |  |  |

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| **QUARTERLY CHECKS** | **QUARTER 1** | **QUARTER 2** |
| **ID** | **Alarm** | **Rank** | **Date** | **Signature** | **Name** | **Note** | **Date** | **Signature** | **Name** | **Note** |
| 01 | Operate Cargo Bilge Alarms | OWE |  |  |  |  |  |  |  |  |
| 02 | Verify First Aid Kit | OWE |  |  |  |  |  |  |  |  |
| 03 | Verify Eye Wash Equipment  | OWE |  |  |  |  |  |  |  |  |
| 04 | Operate Emergency Genr on load | ETO |  |  |  |  |  |  |  |  |
| 05 | Check CO2 System | 2E |  |  |  |  |  |  |  |  |
| 06 | Operate CO2 Rm Fan | ETO |  |  |  |  |  |  |  |  |
| 07 | Operate Paint Rm Fan | ETO |  |  |  |  |  |  |  |  |
| 08 | Operate Bunker O’Flow Alarm | ETO |  |  |  |  |  |  |  |  |
| 09 | Operate Quick Closing v/v | CE |  |  |  |  |  |  |  |  |
| 10 | Verify Hold Smoke Alarm | CE |  |  |  |  |  |  |  |  |
| 11 | Operate Emergency Fan Stops | 2E |  |  |  |  |  |  |  |  |

WHERE A JOB RESULTS IN COMMENTS, PLACE A TICK IN THE “NOTE” COLUMN AND COMMENT ON PAGE 7/8/9

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| **MONTHLY CHECKS** | **MARCH** | **APRIL** |
| **ID** | **Alarm** | **Rank** | **Date** | **Signature** | **Name** | **Note** | **Date** | **Signature** | **Name** | **Note** |
| 01 | Operate Cargo Bilge Alarms | OWE |  |  |  |  |  |  |  |  |
| 02 | Verify First Aid Kit | OWE |  |  |  |  |  |  |  |  |
| 03 | Verify Eye Wash Equipment  | OWE |  |  |  |  |  |  |  |  |
| 04 | Operate Emergency Genr on load | ETO |  |  |  |  |  |  |  |  |
| 05 | Check CO2 System | 2E |  |  |  |  |  |  |  |  |
| 06 | Operate CO2 Rm Fan | ETO |  |  |  |  |  |  |  |  |
| 07 | Operate Paint Rm Fan | ETO |  |  |  |  |  |  |  |  |
| 08 | Operate Bunker O’Flow Alarm | ETO |  |  |  |  |  |  |  |  |
| 09 | Operate Quick Closing v/v | CE |  |  |  |  |  |  |  |  |
| 10 | Verify Hold Smoke Alarm | CE |  |  |  |  |  |  |  |  |
| 11 | Operate Emergency Fan Stops | 2E |  |  |  |  |  |  |  |  |
| 12 | Check Electrical Cords and Tools | ETO |  |  |  |  |  |  |  |  |
| 13 | Domestic Fridge Alarm  | ETO |  |  |  |  |  |  |  |  |
| 14 | Check all sounding pipes dead weight v/vs | OWE |  |  |  |  |  |  |  |  |
| 15 | Check all sounding pipe caps | OWE |  |  |  |  |  |  |  |  |
| 16 | Verify all Fire Sensor Checked over period | ETO |  |  |  |  |  |  |  |  |

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| **QUARTERLY CHECKS** | **QUARTER 3** | **QUARTER 4** |
| **ID** | **Alarm** | **Rank** | **Date** | **Signature** | **Name** | **Note** | **Date** | **Signature** | **Name** | **Note** |
| 01 | Operate Cargo Bilge Alarms | OWE |  |  |  |  |  |  |  |  |
| 02 | Verify First Aid Kit | OWE |  |  |  |  |  |  |  |  |
| 03 | Verify Eye Wash Equipment  | OWE |  |  |  |  |  |  |  |  |
| 04 | Operate Emergency Genr on load | ETO |  |  |  |  |  |  |  |  |
| 05 | Check CO2 System | 2E |  |  |  |  |  |  |  |  |
| 06 | Operate CO2 Rm Fan | ETO |  |  |  |  |  |  |  |  |
| 07 | Operate Paint Rm Fan | ETO |  |  |  |  |  |  |  |  |
| 08 | Operate Bunker O’Flow Alarm | ETO |  |  |  |  |  |  |  |  |
| 09 | Operate Quick Closing v/v | CE |  |  |  |  |  |  |  |  |
| 10 | Verify Hold Smoke Alarm | CE |  |  |  |  |  |  |  |  |
| 11 | Operate Emergency Fan Stops | 2E |  |  |  |  |  |  |  |  |

WHERE A JOB RESULTS IN COMMENTS, PLACE A TICK IN THE “NOTE” COLUMN AND COMMENT ON PAGE 7/8/9

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| **MONTHLY CHECKS** | **MAY** | **JUNE** |
| **ID** | **Alarm** | **Rank** | **Date** | **Signature** | **Name** | **Note** | **Date** | **Signature** | **Name** | **Note** |
| 01 | Operate Cargo Bilge Alarms | OWE |  |  |  |  |  |  |  |  |
| 02 | Verify First Aid Kit | OWE |  |  |  |  |  |  |  |  |
| 03 | Verify Eye Wash Equipment  | OWE |  |  |  |  |  |  |  |  |
| 04 | Operate Emergency Genr on load | ETO |  |  |  |  |  |  |  |  |
| 05 | Check CO2 System | 2E |  |  |  |  |  |  |  |  |
| 06 | Operate CO2 Rm Fan | ETO |  |  |  |  |  |  |  |  |
| 07 | Operate Paint Rm Fan | ETO |  |  |  |  |  |  |  |  |
| 08 | Operate Bunker O’Flow Alarm | ETO |  |  |  |  |  |  |  |  |
| 09 | Operate Quick Closing v/v | CE |  |  |  |  |  |  |  |  |
| 10 | Verify Hold Smoke Alarm | CE |  |  |  |  |  |  |  |  |
| 11 | Operate Emergency Fan Stops | 2E |  |  |  |  |  |  |  |  |
| 12 | Check Electrical Cords and Tools | ETO |  |  |  |  |  |  |  |  |
| 13 | Domestic Fridge Alarm  | ETO |  |  |  |  |  |  |  |  |
| 14 | Check all sounding pipes dead weight v/vs | OWE |  |  |  |  |  |  |  |  |
| 15 | Check all sounding pipe caps | OWE |  |  |  |  |  |  |  |  |
| 16 | Verify all Fire Sensor Checked over period | ETO |  |  |  |  |  |  |  |  |

WHERE A JOB RESULTS IN COMMENTS, PLACE A TICK IN THE “NOTE” COLUMN AND COMMENT ON PAGE 7/8/9

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| **MONTHLY CHECKS** | **JULY** | **AUGUST** |
| **ID** | **Alarm** | **Rank** | **Date** | **Signature** | **Name** | **Note** | **Date** | **Signature** | **Name** | **Note** |
| 01 | Operate Cargo Bilge Alarms | OWE |  |  |  |  |  |  |  |  |
| 02 | Verify First Aid Kit | OWE |  |  |  |  |  |  |  |  |
| 03 | Verify Eye Wash Equipment  | OWE |  |  |  |  |  |  |  |  |
| 04 | Operate Emergency Genr on load | ETO |  |  |  |  |  |  |  |  |
| 05 | Check CO2 System | 2E |  |  |  |  |  |  |  |  |
| 06 | Operate CO2 Rm Fan | ETO |  |  |  |  |  |  |  |  |
| 07 | Operate Paint Rm Fan | ETO |  |  |  |  |  |  |  |  |
| 08 | Operate Bunker O’Flow Alarm | ETO |  |  |  |  |  |  |  |  |
| 09 | Operate Quick Closing v/v | CE |  |  |  |  |  |  |  |  |
| 10 | Verify Hold Smoke Alarm | CE |  |  |  |  |  |  |  |  |
| 11 | Operate Emergency Fan Stops | 2E |  |  |  |  |  |  |  |  |
| 12 | Check Electrical Cords and Tools | ETO |  |  |  |  |  |  |  |  |
| 13 | Domestic Fridge Alarm  | ETO |  |  |  |  |  |  |  |  |
| 14 | Check all sounding pipes dead weight v/vs | OWE |  |  |  |  |  |  |  |  |
| 15 | Check all sounding pipe caps | OWE |  |  |  |  |  |  |  |  |
| 16 | Verify all Fire Sensor Checked over period | ETO |  |  |  |  |  |  |  |  |

WHERE A JOB RESULTS IN COMMENTS, PLACE A TICK IN THE “NOTE” COLUMN AND COMMENT ON PAGE 7/8/9

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| **MONTHLY CHECKS** | **SEPTEMBER** | **OCTOBER** |
| **ID** | **Alarm** | **Rank** | **Date** | **Signature** | **Name** | **Note** | **Date** | **Signature** | **Name** | **Note** |
| 01 | Operate Cargo Bilge Alarms | OWE |  |  |  |  |  |  |  |  |
| 02 | Verify First Aid Kit | OWE |  |  |  |  |  |  |  |  |
| 03 | Verify Eye Wash Equipment  | OWE |  |  |  |  |  |  |  |  |
| 04 | Operate Emergency Genr on load | ETO |  |  |  |  |  |  |  |  |
| 05 | Check CO2 System | 2E |  |  |  |  |  |  |  |  |
| 06 | Operate CO2 Rm Fan | ETO |  |  |  |  |  |  |  |  |
| 07 | Operate Paint Rm Fan | ETO |  |  |  |  |  |  |  |  |
| 08 | Operate Bunker O’Flow Alarm | ETO |  |  |  |  |  |  |  |  |
| 09 | Operate Quick Closing v/v | CE |  |  |  |  |  |  |  |  |
| 10 | Verify Hold Smoke Alarm | CE |  |  |  |  |  |  |  |  |
| 11 | Operate Emergency Fan Stops | 2E |  |  |  |  |  |  |  |  |
| 12 | Check Electrical Cords and Tools | ETO |  |  |  |  |  |  |  |  |
| 13 | Domestic Fridge Alarm  | ETO |  |  |  |  |  |  |  |  |
| 14 | Check all sounding pipes dead weight v/vs | OWE |  |  |  |  |  |  |  |  |
| 15 | Check all sounding pipe caps | OWE |  |  |  |  |  |  |  |  |
| 16 | Verify all Fire Sensor Checked over period | ETO |  |  |  |  |  |  |  |  |

WHERE A JOB RESULTS IN COMMENTS, PLACE A TICK IN THE “NOTE” COLUMN AND COMMENT ON PAGE 7/8/9

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| **MONTHLY CHECKS** | **NOVEMBER** | **DECEMBER** |
| **ID** | **Alarm** | **Rank** | **Date** | **Signature** | **Name** | **Note** | **Date** | **Signature** | **Name** | **Note** |
| 01 | Operate Cargo Bilge Alarms | OWE |  |  |  |  |  |  |  |  |
| 02 | Verify First Aid Kit | OWE |  |  |  |  |  |  |  |  |
| 03 | Verify Eye Wash Equipment  | OWE |  |  |  |  |  |  |  |  |
| 04 | Operate Emergency Genr on load | ETO |  |  |  |  |  |  |  |  |
| 05 | Check CO2 System | 2E |  |  |  |  |  |  |  |  |
| 06 | Operate CO2 Rm Fan | ETO |  |  |  |  |  |  |  |  |
| 07 | Operate Paint Rm Fan | ETO |  |  |  |  |  |  |  |  |
| 08 | Operate Bunker O’Flow Alarm | ETO |  |  |  |  |  |  |  |  |
| 09 | Operate Quick Closing v/v | CE |  |  |  |  |  |  |  |  |
| 10 | Verify Hold Smoke Alarm | CE |  |  |  |  |  |  |  |  |
| 11 | Operate Emergency Fan Stops | 2E |  |  |  |  |  |  |  |  |
| 12 | Check Electrical Cords and Tools | ETO |  |  |  |  |  |  |  |  |
| 13 | Domestic Fridge Alarm  | ETO |  |  |  |  |  |  |  |  |
| 14 | Check all sounding pipes dead weight v/vs | OWE |  |  |  |  |  |  |  |  |
| 15 | Check all sounding pipe caps | OWE |  |  |  |  |  |  |  |  |
| 16 | Verify all Fire Sensor Checked over period | ETO |  |  |  |  |  |  |  |  |

**Notes/ Comments**

Add new pages as required.

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| **Job ID** | **Date** | **Name** | **Comment** |
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**Notes/ Comments**

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**Notes/ Comments**

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**Confirmation**

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| **JANUARY** | **Chief Engineer:** I have reviewed the record above, and where defects have been identified I have recorded these appropriately. | **Name** | **Signature** | **Date** |
| **FEBRUARY** | **Chief Engineer:** I have reviewed the record above, and where defects have been identified I have recorded these appropriately. | **Name** | **Signature** | **Date** |
| **MARCH** | **Chief Engineer:** I have reviewed the record above, and where defects have been identified I have recorded these appropriately. | **Name** | **Signature** | **Date** |
| **APRIL** | **Chief Engineer:** I have reviewed the record above, and where defects have been identified I have recorded these appropriately. | **Name** | **Signature** | **Date** |
| **MAY** | **Chief Engineer:** I have reviewed the record above, and where defects have been identified I have recorded these appropriately. | **Name** | **Signature** | **Date** |
| **JUNE** | **Chief Engineer:** I have reviewed the record above, and where defects have been identified I have recorded these appropriately. | **Name** | **Signature** | **Date** |
| **JULY** | **Chief Engineer:** I have reviewed the record above, and where defects have been identified I have recorded these appropriately. | **Name** | **Signature** | **Date** |
| **AUGUST** | **Chief Engineer:** I have reviewed the record above, and where defects have been identified I have recorded these appropriately. | **Name** | **Signature** | **Date** |
| **SEPTEMBER** | **Chief Engineer:** I have reviewed the record above, and where defects have been identified I have recorded these appropriately. | **Name** | **Signature** | **Date** |
| **OCTOBER** | **Chief Engineer:** I have reviewed the record above, and where defects have been identified I have recorded these appropriately. | **Name** | **Signature** | **Date** |
| **NOVEMBER** | **Chief Engineer:** I have reviewed the record above, and where defects have been identified I have recorded these appropriately. | **Name** | **Signature** | **Date** |
| **DECEMBER** | **Chief Engineer:** I have reviewed the record above, and where defects have been identified I have recorded these appropriately. | **Name** | **Signature** | **Date** |