The Great Lakes – St. Lawrence Seaway System

Instructions & Guidelines to Shipmasters for completing the Seaway Ship Inspection Report

INTRODUCTION

The main purpose of the self-inspection program is to ensure that all ships are equipped in accordance with the Seaway's Practices & Procedures, applicable regulations made pursuant to the Canada Shipping Act and the US Code of Federal Regulations.

Maintaining shipboard equipment in good working order is not only mandatory but will also ensure safe and expeditious transits while protecting both the safety of navigation and Seaway structures.

INSPECTION CRITERIA FOR INLAND SHIPS

To be eligible for the Inland Ship Self-Inspection program, a ship must be ISM compliant and the shipowner/operator must have a recognized Quality Management System in place.

All Inland Ships must undergo an **Enhanced Ship Inspection** (ESI) by a Seaway Ship Inspector prior to its first transit of the Seaway. Every inland ship eligible for the self-inspection program shall be self-inspected once every two years thereafter.

A re-examination by a Seaway Ship Inspector shall be carried out if:

1. Ship undergoes significant structural change such as: lengthening, reengining, new cargo gear installation effecting visibility, etc.,
2. Ship has changed name, registry and/or owner,
3. Non-reported defects or deficiencies that affect the safe and efficient transit of the ship were found during routine spot checks.

INSPECTION CRITERIA FOR FOREIGN SHIPS

All foreign ships must undergo an **Enhanced Ship Inspection** (ESI) by a Seaway Ship Inspector prior to its first transit of the Seaway and at least once every two seasons thereafter. Foreign ships, deemed eligible for the self-inspection program, must perform a self-inspection prior to its first transit of the season after which they were subject to an ESI, i.e., interim seasons.

Foreign ships will be advised by the Seaway whether they will require an **ESI** or a **self-inspection** after the Seaway receives the ship's initial notice of inspection prior to arrival at CIP 2.

DOCUMENTATION & REPORTING – INLAND SHIPS

1. After conducting the self-inspection, the Company designated person shall provide the Seaway with completed (and signed) "Seaway Self-Inspection Report" form (SLSMC/GLS 20230906).
2. All noted defects, deficiencies and/or non-conformities found during the self-inspection are to be recorded on the self-inspection report form or on a Company Non-Conformity Report form and be sent by email to Niagara Regional Ship Inspectors at nrshipinspectors@seaway.ca .
3. A Niagara Regional Ship Inspector will advise the Company Designated Person "DPA" in writing of the time frame within which the defects and/or deficiencies must be corrected.
4. The Company Designated Person "DPA" shall provide a follow-up corrective action report indicating that the defect and/or deficiency has been corrected with supporting documentation., i.e., Technician's Reports, Service Reports and/or Master's/Chief Engineer's Statement of Fact.

DOCUMENTATION & REPORTING – FOREIGN SHIPS

1. After conducting the self-inspection, the Ship's master or agent shall provide the Seaway with completed (and signed) "Seaway Self-Inspection Report" form (SLSMC/GLS 20230906).
2. All noted defects, deficiencies and/or non-conformities found during the self-inspection are to be recorded on the self-inspection report form and be sent by email to Seaway Ship Inspectors at inspecteursvm@seaway.ca and vtc@dot.gov .
3. A Ship Inspector will advise the master and agent in writing of the time frame within which the defects and/or deficiencies must be corrected.
4. The ship's master and/or agent shall provide a follow-up corrective action report indicating that the defect and/or deficiency has been corrected with supporting documentation., ie., Technician's Reports, Service Reports and/or Master's/Chief Engineer's Statement of Fact.

DEFECTS & DEFICIENCIES

All defects and deficiencies must be corrected within the time frame indicated by the Seaway Ship Inspector on the Seaway Inspection (Defect/Deficiency) Report (form 1005-5-23). Failure to do so may result in the ship receiving a violation of the Seaway's Practices & Procedures.

Spot checks and audits may be conducted by Seaway Ship Inspectors/Enforcement Officers.

References: Seaway Practices & Procedures – sub-section 79(2) & Seaway Notice No.04 – 2023.

INSTRUCTIONS & GUIDELINES FOR COMPLETING THE REPORT FORM

General Notes

- Please ensure that all required boxes are completed.
- Items that do not apply should be marked N/A (not-applicable).
- Check boxes are to be marked with an X or checkmark only where the item is equipped and in good working order.
- **Section 2 – TRANSIT INFORMATION** should only be completed by Foreign Ships conducting a self-inspection.
- **Do not complete areas that are marked** - *"For Seaway Ship Inspector use only"*.

The following instructions and/or guidelines are provided to assist shipmasters and officers in completing the Seaway Self-Inspection Report form.

ITEM	INSTRUCTION/GUIDELINE
1. GENERAL INFORMATION	
Ship Name	Record the ship's official name as per the Certificate of Registry.
Ex-Name(s)	Record previous official names of the ship as per previous Certificates of Registry.
IMO No.	Record the ship's official IMO number as per the Certificate of Registry.
Registry/Flag State	Record the ship's port (flag) of registry as per the Certificate of Registry.
Ship Type	Record the type of ship as per the certificate of registry.
GRT	Record the ship's gross registered tonnage as per the Certificate of Registry, the International Tonnage Certificate or the US Tonnage Certificate.
Classification Society	Record the ship's Classification Society.
Owner/Operator	Record the ship's owner and/or operator.
Pre-clearance Agent	Record the agent that pre-cleared the ship for the *Seaway.*
Master's Name	Self-explanatory.
Ship's Cell Phone	Self-explanatory.
Ship's V-SAT Phone	Self-explanatory.
Ship's Email	Self-explanatory.
2. TRANSIT INFORMATION	
Section 2 to be completed by foreign ships conducting self-inspections only	
ETA Seaway	ETA for CIP 2.
Last Foreign Port of Call	Self-explanatory.
Great Lakes Ports of Call	Indicate all Great Lakes ports of call.
Present Cargo	Self-explanatory.
Drafts @ arrival to Seaway	Indicate the expected ship's drafts upon arrival in St. Lambert Lock.
Type of Deck Cargo	If applicable - Self-explanatory.
Height of Deck Cargo	If applicable - Self-explanatory.
Air Draft	Self-explanatory.
3. SHIP CONSTRUCTION & PARTICULARS	
Date of next scheduled dry docking:	Indicate the month/year of the ship's next scheduled dry-docking.
Required drafts to achieve 100% immersion of bow thruster & propeller, and for air draft ≤ 35.5 m	Indicate the required forward & aft draft to meet the following conditions: (a) bow thruster submerged, (b) propeller submerged, & (c) air draft ≤ 35.5 m. *Note: indicate the fwd & aft draft that meets all of the above conditions at once.*
The remainder of section 3 is for Seaway Ship Inspector's use only	

4. CERTIFICATES & DOCUMENTATION	
Safe Manning Document (SMD)	
Minimum number of Crew as per SMD	Indicate the minimum number of crew required as per SMD.
Minimum number of deck officers as per SMD	Indicate the minimum number of deck officers required as per SMD.
Minimum number of Engineers as per SMD	Indicate the minimum number of engineers required as per SMD.
Number of Crew aboard	
Deck Officers	Record the total number of deck officers aboard.
Engineers	Record the total number of engineers aboard.
Crew List – Total number	Record the total number of crew members aboard.
5. DECK – EQUIPMENT CHECKS, VERIFICATIONS & TIE-UP STRATEGY	
Mooring Equipment	Examine the winches and ensure all working machinery is well protected. Ensure there are no excessive leaks from hydraulic winches. Check to ensure that the drum can safely accommodate the total length of the specified mooring lines. Check that the lines are spooled properly to avoid pinching and backlashes. Check that mooring lines are not chafing on any part of the fairleads.
Type of Mooring Winches	Indicate the type of winches fitted on the ship. Examples: hydraulic, electric, windlass, capstan, cargo, etc.
Mooring Line Information	Indicate whether the ship's mooring lines are wire or synthetic. Indicate the diameter of the mooring lines. Indicate the breaking strength (BS) of the mooring line as per its certificate. Indicate the elastic elongation (EE as % of BS) of synthetic lines as per its certificate. Indicate the size of the spliced eyes on the mooring lines. *Note: minimum 2.4 m long splice for wire lines & 1.8 m for approved synthetic lines – Ref: Seaway Practices & Procedures – section 10.*
Hand/Heaving Lines	Indicate whether ship has proper hand/heaving lines. *Ref: Seaway Practices & Procedures – section 13.*
Type of Fairleads	Indicate the type of fairleads the ship is fitted with. Examples: Panama, closed chock, Port Colborne fairlead, single roller, double roller, etc. *Ref: Seaway Practices & Procedures – section 11 & Seaway Handbook – Ship Transit & Equipment Requirements – section 26.*
Roller Fairleads Free Turning	Verify that the rollers are free to turn by hand and sheaves and/or rollers are mounted flush with the hull.
Type & Size of Fenders	Indicate the type and size of fenders fitted to the hull for protection Ensure fenders have well tapered ends and are not damaged. Examples: ½ Round Steel-15cm, ½ Round Steel-10cm, flat steel rubbing bars, synthetic, portable, etc. *Ref: Seaway Practices & Procedures – section 7 & Seaway Handbook – Ship Transit & Equipment Requirements – sections 23 & 27.*
Protrusions Beyond the Ship Side (other than fenders)	Indicate if there are any protrusions beyond the ship side other than fixed fenders that may interfere with the ship's transit in the Seaway. If "YES", provide details including location & measurements.
Stern Anchor	Verify that the stern anchor is fitted, operational & ready for immediate use in the Seaway. *Ref: Seaway Practices & Procedures – section 15 & Seaway Handbook – Ship Transit & Equipment Requirements – section 17.*
Anchor Buoys	Verify that anchor buoys are fitted properly and ready for immediate use in the

	Seaway. *Ref: Seaway Practices & Procedures – section 14 & Seaway Handbook – Ship Transit & Equipment Requirements – section s 19.*
Steering Lights	Verify that steering lights are operational and visible from the wheelhouse and conning position. *Ref: Seaway Practices & Procedures – section 18.*
Draft Marks	Verify that the draft marks are correctly marked, painted and easy to read. *Ref: Seaway Practices & Procedures – section 6.*
Fire Control Plan stowed outside of accommodations	Confirm that a copy of the Fire Control Plan is permanently stowed in a prominently marked weather tight enclosure outside of the ship's deckhouse/accommodations for use by shore-side fire-fighting personnel.
Oil Tank Vent & Bunkering Station Containment	Ensure that the ship is fitted with proper containment and that the containment areas are relatively clean and are fitted with plugs if required.
Tie-Up Strategy	Indicate the ship's tie-up strategy for the Seaway approach walls and/or wharves. If the ship will be using its landing booms, indicate "Self"; if the ship will be using the services of a Seaway approved Third Party Service Provider, indicate "Third Party"; or if the ship is not fitted with landing booms (or unapproved landing booms) and will not be using the services of a third part provider, indicate "None". The ship must indicate separately its Tie-Up Strategy for both the MLO section of the Seaway and the Welland Canal. *Ref: Seaway Practices & Procedures – section 8.*
Landing Booms	Indicate if the ship is fitted with landing booms. *It is important that landing booms be maintained in good working conditions. It is recommended that prior to the first transit of each season, the boom goosenecks be lifted, cleaned and greased, shackles checked for wear, greased and tightened, spans, guys and landing ropes checked for deterioration and broken strands. Any doubtful items of equipment should be renewed immediately. Landing booms must be capable of swinging outboard on their own. To facilitate this, the kingposts are usually canted outboard one or two degrees.* *Ref: Seaway Practices & Procedures – section 8 & Seaway Handbook - Ship Transit & Equipment Requirements – section 20 for further details.*
Landing Boom Test Certificates	Ship must submit a copy of its latest (third party) load test certificates. The test certificate is valid for 5 years. *Ref: Seaway Practices & Procedures – section 8.*
Maintenance Records	Ship must submit a copy of its maintenance records for each landing boom. *Ref: Seaway Practices & Procedures – section 8.*
Crew Training Records	Ship must submit a copy of its crew training records for using landing booms. *Ref: Seaway Practices & Procedures – section 8.*
Third Party Service Provider	If the ship is using the services of a Seaway approved Third Party Service Provider, the ship must indicate its service provider for both the MLO section of the Seaway & the Welland Canal. *Ref: Seaway Practices & Procedures – section 8.*
6. BRIDGE	
Gyrocompass	Verify that the master gyrocompass and repeaters are operational and accurate; - error <1.5 degrees. A record of the gyrocompass error should be available on board. Indicate error on report form. *Note: Gyro errors greater than 2° must be serviced prior to transiting the Seaway.* *Ref: Seaway Practices & Procedures – sub-section 9(3).*
Standard/Magnetic	Verify that the compass is easily read from the main steering console and lit.

Compass	The date when the last deviation was checked as well as a record of compass error should be available.
Radars	Verify that all radars are operational. Indicate the number of "X" & "S" radars.
Echo Sounder	Verify that echo sounder is operational.
CPP Indicator	Verify that Controllable Pitch Propeller Indicator is easily read, lit and operational. *Ref: Seaway Practices & Procedures – section 17.*
Wrong Way Pitch Alarm	Test and verify that the alarm (audible & visual) is operational on the Bridge. The alarm indicator must be clearly marked. *Test Procedure:* Place telegraph to Ahead and when the indicator reaches the desired position, immediately move the telegraph to Astern. The alarm must activate within 8 seconds. *Ref: Seaway Practices & Procedures – section 17.*
Wrong Way Propeller Alarm	Test and verify that the alarm (audible & visual) is operational on the Bridge. The alarm indicator must be clearly marked. *Test Procedure:* Alarm must be tested manually by putting the engine in contrary direction to the command. The alarm must activate within 8 seconds. *Note:* *If the main engine can be operated in both controllable and fixed pitch modes, then the alarm must be tested in the primary mode of operation of the main engine.* *In case the ship operates the main engine on the secondary mode (propeller pitch locked in fixed mode and reversible main engine), then the wrong way alarm must also be fitted and operational.* *A note must be made in the Remarks section indicating that the main engine can be operated in both modes.* *Ref: Seaway Practices & Procedures – section 16.*
Whistle	Verify that the ship's whistle is operational.
Telegraph	Indicate if the ship is fitted with a telegraph and verify its operation.
Integrated telegraph/bridge control	Indicate if the ship is fitted with an integrated telegraph/bridge control and verify its operation.
Shaft RPM Indicator	Verify that it is operational, easily read and lit. *Ref: Seaway Practices & Procedures – section 16.*
Navigation Lights	Verify that all required navigational lights are operational.
GPS w/SBAS	Verify that the ship is fitted with a Global Positioning System (GPS) that is capable of receiving & using corrections from a Satellite Based Augmentation System (SBAS) such as WAAS. *Ref: Seaway Practices & Procedures – section 20.*
AIS Transponder	Verify that the ship's AIS is operational, accurate & transmitting using DGNSS. *Ref: Seaway Practices & Procedures – section 20.*
ECDIS	Indicate if the ship is fitted with an Electronic Chart Display & Information System (ECDIS). If YES, indicate the back-up system being used (2nd ECDIS, paper charts, etc.).
ECS	Indicate if the ship is fitted with an Electronic Charting System (non-ECDIS).
Charts & Publications	Verify that the latest edition of charts & publications on board and corrected to the most recent Notice To Mariners. Verify that a record of all chart corrections is maintained.
Seaway Handbook	Verify that the latest edition of the Seaway Handbook is on board.

	Indicate the Edition year.
VDR	Indicate if the ship is equipped with a Voyage Data Recorder.
	If YES, verify operation.
NAVTEX	Indicate if the ship is equipped with NAVTEX.
	If YES, verify operation.
VHF Radios	Verify that all VHF radios are operational on all Seaway frequencies.
	Indicate the number of VHF carried.
	Ref: Seaway Practices & Procedures – section 9.
GMDSS	Indicate if the ship is equipped with a Global Martine Distress & Safety System (GMDSS).
	If YES, confirm operation.
Anemometer	Indicate if the ship is equipped with an anemometer.
	If YES, verify operation.
DIS	Indicate if the ship is equipped with, and approved to use a Seaway Draft Information System (DIS).
	If YES, indicate if Initial Transit Checklist has been submitted or is being submitted with self-inspection report.
	Ref: Seaway Practices & Procedures – section 29.
Rudder Angle Indicator	Verify that it is operational, easily read and lit.
Steering Type	Indicate the type of steering.
	Examples: FU, NFU, Gyro (auto), electric, hydraulic, etc. – record all that apply.
Rudder Type	Indicate the type of rudder.
	Examples: single, double, balanced, semi-balanced, unbalanced, Becker, kort nozzle, azipod, z-drive, spade, etc. – record all that apply.
High Lift (angle) Rudder	Indicate if the ship is fitted with a High Lift (angle) Rudder.
	Steering Gear Tests
Steering Power Loss Alarm	Test & verify operation of steering power loss alarm.
Steering Phase Failure Alarm	Test & verify operation of steering phase failure alarm.
Steering Low Oil Alarm	Test & verify operation of steering loss oil alarm.
Steering Gear Operational Tests	Test the steering as follows:
	Move the rudder from 35° helm to 30° opposite helm and record the time taken. Multiple tests should be performed using each pump separately and both pumps together; - record the times.
	Note: The time taken must not exceed 28 seconds for power operated steering gears.
Rudder Operational Test	Verify that the ship's rudder can travel from 35° from one side to 35° to the other side.
NFU Operational Test	Verify that the Non-Follow-Up steering system is operational.
Maneuvering Information	***This box is for Seaway Inspector's use only*** *to verify that the maneuvering information required in Appendix 1 of the Seaway Handbook is properly displayed on the bridge.*
7. ENGINE ROOM	
Bridge/ER Communications	Verify that all modes (telephones, P.A. systems, etc.) are functional.
Steering Machinery Type	Indicate the type of steering machinery.
	Examples: electric, hydraulic, cable & chain, rotary vane, electro-hydraulic, 1, 2 or 4 rams, etc.
Emergency Steering Type	Indicate the type of emergency steering system.
	Examples: local, solenoid valves, tiller, lever, handwheel, push button, etc.
Emergency Steering Test	Indicate that an emergency steering test was performed and the system was found operational.

Propeller Type	Indicate the type of propeller. Examples: Fixed pitch, variable or controllable pitch, voith-schnieder, azipod, z-drive, etc.
Wrong Way Pitch Alarm	Test and verify that the alarm (audible & visual) is operational in the Bridge. The alarm indicator must be clearly marked. *Test Procedure:* Place telegraph to Ahead and when the indicator reaches the desired position, immediately move the telegraph to Astern. The alarm must activate within 8 seconds. *Ref: Seaway Practices & Procedures – section 17.*
Wrong Way Propeller Alarm	Test and verify that the alarm (audible & visual) is operational in the Bridge. The alarm indicator must be clearly marked. *Test Procedure:* Alarm must be tested manually by putting the engine in contrary direction to the command. The alarm must activate within 8 seconds. *Note:* *If the main engine can be operated in both controllable and fixed pitch modes, then the alarm must be tested in the primary mode of operation of the main engine.* *In case the ship operates the main engine on the secondary mode (propeller pitch locked in fixed mode and reversible main engine), then the wrong way alarm must also be fitted and operational.* *A note must be made in the Remarks section indicating that the main engine can be operated in both modes.* *Ref: Seaway Practices & Procedures – section 16.*
Wrong Way Engine Lock	Indicate if ship is fitted with a wrong way engine lock.
Reversible Engine	Indicate if the ship's main engine is reversible.
Bow Thruster	Indicate if the ship is fitted with a bow thruster. Indicate power rating. Verify & indicate that bow thruster is operational. *Note: Bow thruster operation effects the wind susceptibility for Seaway transit.*
Stern Thruster	Indicate if the ship is fitted with a stern thruster. Indicate power rating. Verify & indicate that stern thruster is operational.
Oily Water Separator/Filtering Equipment & Monitor	Indicate if the ship is equipped with a 15ppm oily water separator/oil filtering system fitted with a monitoring system & automatic stop.
Marine Sanitation Device	Indicate the type of system installed. Indicate the approval body. Indicate the MSD's rated capacity. *Ref: Seaway Practices & Procedures – section 19.*
Starting Air Compressors	Verify that all starting air compressors are operational.
Starting Air Receivers/Bottles	Verify that starting air receivers/bottles are opened for Seaway transit. Verify that starting air receivers/bottles are drained prior to Seaway transit.
Bilge Water Holding Tank	Indicate if ship fitted with a bilge water holding tank.
Bilge Water Holding Tank	Indicate the capacity of the bilge holding tank.
Ballast Water Treatment System	Indicate if the ship is fitted with a Ballast Water Treatment System. Indicate the type of system installed. Indicate the approval body (flag state, Classification Society, etc.)
Generators	Indicate the number of generators fitted. Indicate the output power of the generators.

	Indicate the number of generators required to be online to comply with Seaway's annual General Notice - *"Sufficient number of generators for the normal operation of the ship as well as supplying power to winches and/or bow thrusters must be operating in parallel and online at all times."*
Emergency Generator Test	Indicate that an emergency generator test was conducted and the emergency generator was found operational.
Emergency Fire Pump Test	Indicate that an emergency fire pump test was conducted and the emergency fire pump was found operational.
EEXI Requirements (MARPOL Annex VI)	
Overridable EPL	Indicate if the M/E is equipped with an overridable EPL (mechanical/electronic)
Mechanical EPL	Indicate if EPL is mechanical
Electronic EPL	Indicate if EPL is electronic
Overridable SHaPoLi	Indicate if the M/E is equipped with an overridable SHaPoLi
Note: Ships equipped with an EPL or SHaPoLi must override systems in Seaway waters (Seaway Notice 08-2023).	

8. TRANSIT CONDITIONS & BLOCK DIAGRAM REMARKS

This section for Seaway Ship Inspector use only

9. OTHER

Modifications to Ship Structure since last inspection	Indicate if any modification to the ship's structure since the last inspection report. Mark "No modifications" checkbox if applicable.
Remarks and/or non-conformities	Add any applicable remarks. Record any defects/deficiencies and/or non-conformities found during inspection. Record any special requirements required for transit.
Inspection Details	Record the date of the inspection. Record the time of the inspection. Record the location of where the inspection took place.
Print Name & Signature of Master	Self-explanatory.
DPA	*Required for Inland Self Inspection only* Indicate the company's designated person ashore (appointed by the company under ISM Code). DPA must sign the report prior to submission.
GLS Ship Inspector	Self-explanatory.
SLSMC Inspector	Self-explanatory.

10. ATTACHMENTS

Landing Boom Documentation	*Required for ships equipped & using landing booms* Submit copy of the Load Test Certificate for each landing boom (test valid for 5 years). Submit copies of maintenance records for landing booms. Submit copies of crew training records and/or certificates for using landing booms.
DIS Checklist	*Required for DIS Approved Ships* DIS equipped & approved ships must submit a completed DIS Checklist prior to first transit of the navigation season.
Inland Ship Ballast Water Management Report	*Required for Inland Self-Inspection Only* Attach a copy of the ship's Voluntary Inland Ship Ballast Water Management Report to the self-inspection report.
Mooring Diagram	*Seaway Ship Inspector will provide the ship with a copy of the approved mooring diagram during a physical/enhanced ship inspection.*