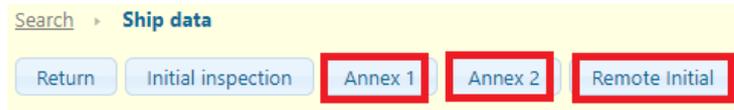


Creating remote initial inspection report

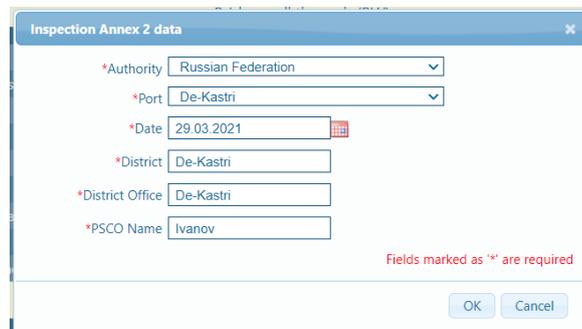
To create a remote initial inspection report, it is required to find the ship firstly. Then enter the page “Ship data” and click the button “Remote initial” at the top or at the bottom of the page.

The Checklist for documents and certificates (Annex 1 of the Guidance on remote PSC inspections) and the checklist on ship’s equipment and its condition (Annex 2 of the Guidance on remote PSC inspections) are available for printing on every ship page under the buttons “Annex 1” and “Annex 2”.



Upon clicking the button “Remote initial” a new window “Inspection Annex 2 data” will appear. Set values of fields concerning inspection data according to the following step-list:

- Set field marked “Authority” by selecting the authority from the drop-down list (“set” means “fill in a field if it is empty or change value if it’s necessary”);
- Set field marked “Port” by selecting the port from the drop-down list;
- Set field marked “Date of inspection” by clicking the icon located on the right of the field. A calendar will appear. Use it and choose the date;
- The field “District” and “District Office” are filled in automatically;
- Set field marked “PSCO name”.

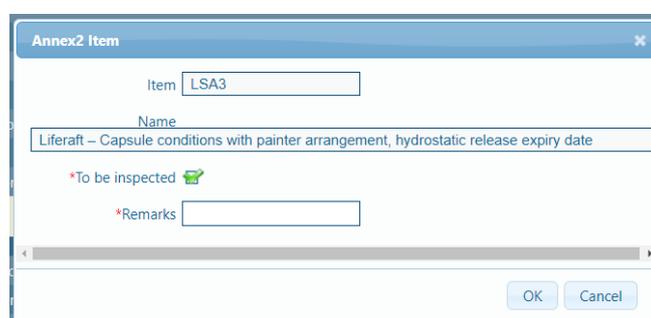
A screenshot of a form titled 'Inspection Annex 2 data'. It contains several input fields: 'Authority' (dropdown menu with 'Russian Federation' selected), 'Port' (dropdown menu with 'De-Kastri' selected), 'Date' (text field with '29.03.2021' and a calendar icon), 'District' (text field with 'De-Kastri'), 'District Office' (text field with 'De-Kastri'), and 'PSCO Name' (text field with 'Ivanov'). A red note at the bottom right says 'Fields marked as * are required'. 'OK' and 'Cancel' buttons are at the bottom.

Click OK button to close the window.

A form for filling in the Checklist on ship’s equipment and its condition for Remote initial inspection (Annex 2 form) will open. For filling in the Annex 2 form click the icon  located on the right of the section.

Bridge walkthrough (BW)			
Item	Name	To be inspected	Remarks
BW1	Voyage planning - course laid up on paper charts or ECDIS applies to your ship	No	
BW2	ECDIS-ENGs with correction,base display, all sensors are working. Edition of Presentation Library	No	
BW3	Rudder/RPM indicator – visible and in working condition	No	
BW4	Echo Sounder and Speed log – in working condition	No	
BW5	Sound and fog signal, lights and shapes – working conditions/available	No	
BW6	BNWAS – control units in working condition	No	
BW7	Radio equipment – MF/HF, INMARSAT, VHF radio, Portable GMDSS radio and batteries, emergency power etc.	No	
BW8	Water ingress alarm (if applicable) – no prewarning and alarms	No	
BW9	De-watering system (if applicable – valves for FPT/Bosun store in open/shut condition)	No	

Mark the fields “To be inspected”, if applicable. Click the OK button to confirm.

A screenshot of a form titled 'Annex2 Item'. It contains several input fields: 'Item' (text field with 'LSA3'), 'Name' (text field with 'Liferaft – Capsule conditions with painter arrangement, hydrostatic release expiry date'), '*To be inspected' (checkbox with a green checkmark icon), and '*Remarks' (text field). 'OK' and 'Cancel' buttons are at the bottom.

To close the Annex 2 window and to proceed with creating the remote initial inspection follow the steps below:

- 1/ Click the button “save” located at the top or at the bottom of the page;
- 2/ Go to the ship data page by clicking the button “return”;
- 3/ Find the table “Annex 2 for remote initial”;

You can Edit the Annex 2 form and print it out by clicking the icon  in the column “Edit Annex 2”, if needed.

Annex2 for Remote Initial									
Date	Released	Authority	Place	Type	Detention	District	District Office	PSCO Name	Supporting Documentation
30.03.2021		Russian Federation	Moskalvo	test					

4/ Click the icon  in the column “Create Remote Initial” to proceed with entering data for remote PSC inspection. Remote initial Inspection report form will appear.

For editing Inspection data click the icon  located on the right of the section.

REPORT ON INSPECTION IN ACCORDANCE WITH THE
 MEMORANDUM OF UNDERSTANDING ON PORT CONTROL
 (Remote initial inspection)

Inspection data									
Date	Released	Authority	Place	Type	Detention	District	District Office	PSCO Name	Supporting Documentation
30.03.2021		Russian Federation	Nakhodka	Remote initial	no	Nakhodka	Nakhodka	test	no

Ship data										
Name	IMO number	MMSI	Callign	Classification society	Flag	Type	Date Keel Laid	Deadweight	Tonnage	Name Of Ship Master
CALIX	9219458	356051000	3FHG6	KOREAN REGISTER	Panama	Bulk carrier	11.05.2000	46644	27011	GIM SA MIN

Company data					
Name	IMO number	Residence	Registration	Phone	E-mail
Kyungwon Shipping Co Ltd	5836967			+82 51 442 4655	kw@kwship.com

Certificates							
Code	Nature	Issued RO	Surveyed RO	Date of issue	Date of expire	Date of survey	Surveyed Port
510	Safety Management Certificate	Isthmus Bureau of Shipping, S.A. (139)		29.01.2018	11.12.2022		
511	International Ship Security	Panama (PA)	Algeria (DZ)	15.12.2017	11.12.2022	23.05.2018	TEST
512	Minimum Safe Manning Document	Panama (PA)		07.06.2017			
523	Tonnage	Panama (PA)		30.11.2015			
529	International Anti-Fouling System	KOREAN REGISTER (158)	KOREAN REGISTER (158)	06.04.2010		10.09.2013	HUANGDAO
532	International Energy Efficiency (IEE)	KOREAN REGISTER (158)		12.12.2015			
533	Maritime Labour Certificate	Isthmus Bureau of Shipping, S.A. (139)		29.01.2018	11.12.2022		

#	Code	Nature	Remarks	Conventions	Actions	Responsible RO	IDM Related

- Set the item “Detention” (if applicable) by clicking on the appropriate checkbox. If the checkbox is selected mistakenly, uncheck it by repeated clicking;
- Attach supporting documentation by checking the box “Supporting Documentation” and clicking the button “Browse”, if needed.

Inspection data
Fields marked as "*" are required

* Authority

* Port

* Date

Released

Detention

Supporting Documentation

* District

* District Office

* Add PSCO

Enter ship data, company data, ship’s certificates and deficiencies similar to creation of a standard PSC inspection according to the paragraphs 2.5.2, 2.5.3, 2.5.4, 2.5.5 of the APCIS user guide.

The filled in remote PSC inspection report can be saved to Draft section for editing it later by clicking the button “Save to draft”. The inspection can be submitted to the database by clicking the button “Send”.

The non-validated inspection will be marked by orange color.

Inspections										
Type	Date	Place	Ship Name	Callign	MMSI	Flag	Deficiencies	Detention	Pictures	Videos
<input checked="" type="checkbox"/>	29.03.2021	Nevelsk (Russian Federation)	QJ SHAN	V3NY6	312445000	BZ	0	no	no	no
<input type="checkbox"/>	13.08.2020	Moskalvo (Russian Federation)	QJ SHAN	V3NY6	312445000	BZ	3	no	no	no
<input type="checkbox"/>	04.11.2018	Nakhodka (Russian Federation)	QJ SHAN	V3NY6	312445000	BZ	0	no	no	no
<input checked="" type="checkbox"/>	04.11.2018	Nakhodka (Russian Federation)	QJ SHAN	V3NY6	312445000	BZ	3	no	no	no
<input type="checkbox"/>	07.09.2018	Chiba (Japan)	QJ SHAN	V3NY6	312445000	BZ	6	no	no	no
<input type="checkbox"/>	23.03.2018	Weihai (China)	QJ SHAN	V3NY6	312445000	BZ	2	no	no	no

The inspection is validated by attaching a copy of the inspection report (scanned or electronic version in PDF format generated from APCIS) signed by the ship master and/or the represented senior officer. To validate the inspection, go the Ship data page and open the inspection by clicking on it. The inspection report form will open.

Return Edit Delete Print **Validate Remote Initial**

REPORT ON INSPECTION IN ACCORDANCE WITH THE
MEMORANDUM OF UNDERSTANDING ON PORT CONTROL
(Remote initial inspection)
InspectionID(967570)

Inspection data

Date	Submitted	Released	Authority	Port	Type	Detention	District	DistrictOffice	PSCO name	Supporting Document
29.03.2021	29.03.2021		Russian Federation	Nevelsk	Remote initial	no	Sakhalin, Kamchatka & Kuril isl	Nevelsk	Test	no

Ship data

Ship Name	IMO number	MMSI	Callign	Classification Society	Flag	Type	Date Keel Laid	Deadweight	Tonnage	Name Of Ship M
QJ SHAN	9581198	312445000	V3NY6	Intermaritime Certification Services, ICS Class	Belize	General cargo/multipurpose	27.10.2008	5800	3728	ZHOU JIAN

Company details

Name	IMO number	Residence	Registered	Phone	Fax	Email
Blue Ocean Ship Management Co Ltd	5354078	China	China	+86 631 893 5811	+86 631 893 5611	management@boship.com

Print out the report by clicking the button “print”, and have it signed by the ship master.

Click the button “Validate Remote initial”, and a browse window for selecting the signed Forms A and B will appear. Select the relevant signed report for saving it to the APCIS. As soon as the report is uploaded the inspection will be validated, and the orange color of the inspection line in the “Inspections” table on the ship data page will be changed to the standard blue color.