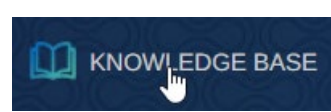
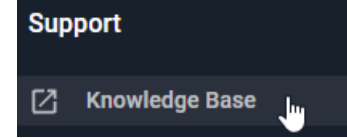




Sep. 2021

Vessel-Check Guide for New Vessel Managers

Introduction



[Click picture for HELP \(Knowledge Base\)](#)

[Click picture for portal](#)

The Vessel-Check portal is an online tool for managing a vessel's biofouling information, it is based on IMO Guidelines.

Once a vessel's profile is complete, Users need only update the BIOFOULING RECORD BOOK with performed management actions to ensure their vessel has reduced the risk of transferring an Invasive Marine Species to as low as reasonably practicable. The information is secure and private. The portal can output a Risk Assessment Report as well as an Information Report for sending to relevant parties.

Subscribed authorities (government biosecurity agencies, resource managers) have access to Vessel-Check and can ONLY review vessel information for their inbound ports via port nominations. Importantly....

- We recommend that you complete 1 Vessel profile to understand the workflows,
- Each defined Niche, needs a management action AND a record book entry,
- The portal is very easy to edit, change, upload documents, delete entry's and delete documents.

You will need

- A Vessel-Check account (FREE) – [here is how](#)
- A vessel (without a Vessel-Check profile) registered to your account – [here is how](#)
- Knowledge of the vessel's niches, management actions & records
- Vessel documentation – BMP, AFC certificate, evidence to support the record book



Vessel-Check Guide for New Vessel Managers

Step 1 – VESSEL PARTICULARS

[Click picture for portal](#)

The screenshot illustrates the 'VESSEL PARTICULARS' workflow. On the left, the 'Fleet' sidebar has 'Vessel Info' circled in red. The main content area shows 'TEST VESSEL 3' with 'OWNER DETAILS' and 'Contact Details: TEST VESSEL' sections. In the 'OWNER DETAILS' section, the 'Edit' button is circled in red. In the 'Contact Details' form, the 'Save' button is circled in red. Blue arrows indicate the flow from the 'Vessel Info' menu to the 'OWNER DETAILS' section, and then to the 'Contact Details' form.

Step 2 – OPERATING PROFILE

The screenshot illustrates the 'OPERATING PROFILE' workflow. On the left, the 'OPERATIONAL PROFILE' menu item is circled in red. The main content area shows the 'Operating Profile' section with a '+ Add Operating Profile' button circled in red. A blue arrow points to the 'CREATE OPERATING PROFILE' form. In this form, the 'Typical Vessel Speed (Knots)' field is annotated with 'Average values' and the value '20' is circled in red. The 'Period Berthed (Days)' field is annotated with '65' and circled in red, and the 'Period at Sea (Days)' field is annotated with '300' and circled in red. The 'End Date' field is annotated with 'Current calendar year' and the date '31/12/2020' is circled in red. The 'SAVE' button at the bottom right is circled in red.



Vessel-Check Guide for New Vessel Managers

Step 3 – Add Layup Periods

ONLY after cleaning event

[Click picture for portal](#)

Operating Profile

Start Date	End Date	Period Berthed
1/1/2021	31/12/2021	65

+ Add Layup Period

Eco Region	Start Date	End Date	Actions
No records available			

Click here for Layup definition

Layup's are characterised by reduced crew & possible machinery shutdown, typically 10 days or more



CREATE A LAYUP PERIOD

Start Date: 01/07/2021

End Date: 15/07/2021

Cancel **Save**

Completed Operating Profile with 2 Layup Periods

FLEET / TEST VESSEL 3

VESSEL PARTICULARS OPERATIONAL PROFILE NOMINATION HISTORY USER MANAGEMENT

Operating Profile **+ Add Operating Profile**

Start Date	End Date	Period Berthed	Period Underway	Speed	Actions
1/1/2021	31/12/2021	65	300	20	

+ Add Layup Period

Eco Region	Start Date	End Date	Actions
Leeuwin	30/6/2021	14/7/2021	
Southern Java	31/7/2021	14/8/2021	

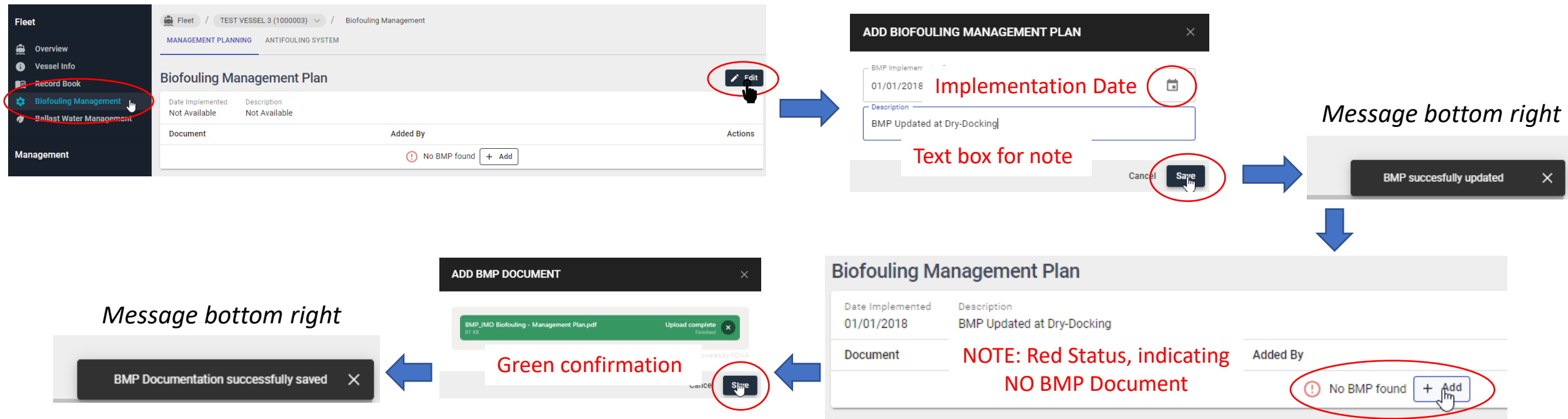
Example, 2 Layup Periods



Vessel-Check Guide for New Vessel Managers

Step 4 – Biofouling Management Plan

[Click picture for portal](#)



Message bottom right

Message bottom right

BMP Documentation successfully saved

Green confirmation

NOTE: Red Status, indicating NO BMP Document

Fleet / TEST VESSEL 3 (1000003) / Biofouling Management

MANAGEMENT PLANNING ANTIFOULING SYSTEM

Biofouling Management Plan

Date Implemented	Description	Added By	Actions
01/01/2018	BMP Updated at Dry-Docking		Edit
BMP_JMO Biofouling - Management Plan.pdf		Alex Robertson (alro@vessel-check.com)	

- BMP Documentation complete with**
- correct implementation date, and
 - BMP Document



Vessel-Check Guide for New Vessel Managers

Step 5 – Internal Sea Water System

[Click picture for portal](#)

The Vessel has an Internal Sea Water System

No Yes

Default is Yes
 If Yes, **MUST** have a Seawater intake NICHE
AND a Record Book entry

Step 6 – Planned Niche Management

Add Niches

[Add Niche HELP](#)

add **ALL NICHE'S** first
 8 NICHE'S this profile, 6 external, 2 internal

Planned Niche Management

Main Area Sub Area Status Actions

No records found + Add

Steering and propulsion

ADD NICHES

Select

- Steering and propulsion
- Seawater intakes and internal seawater cooling systems
- Hull appendages & fittings
- External Hull Surface

Rudder

ADD NICHES

- None
- Chain locker
- Anchor chain
- Stem tube seal
- Rudder
- Rope guard
- Bow/Stern thrusters-Tunnel

Draw a box to show NICHE location & **Add Niche**

ADD NICHES

Steering and propulsion

Rudder

Draw a niche area on the diagram

Clear

Add Niche

Message bottom right

Niche added successfully



Vessel-Check Guide for New Vessel Managers

[Click picture for portal](#)

Step 6 Cont'd – Planned Niche Management

Add Niches

Continue adding NICHES

Propeller NICHE

Seawater intakes... / Sea strainer(s) NICHE

CP anodes NICHE

Sea chests NICHE

Hull NICHE

Bow/Stern thrusters-Tunnel NICHE

Seawater intakes... / Internal pipework and internal... NICHE

Message bottom right after each NICHE added



Vessel-Check Guide for New Vessel Managers

Step 7 – Add Planned Management, Dry-dock Cleaning

[Click picture for portal](#)

Planned Niche Management				
		Search	+ Add Niche	
Main Area	Sub Area	Status	Actions	
>	Steering and propulsion	⚠	⋮	
>	Steering and propulsion	⚠	⋮	
>	Seawater intakes and internal seawater cooling systems	⚠	⋮	
>	Seawater intakes and internal seawater cooling systems	⚠	⋮	
>	Hull appendages & fittings	⚠	⋮	
>	Hull appendages & fittings	⚠	⋮	
>	External Hull Surface	⚠	⋮	



+ Add Niche

Status	Actions
⚠	⋮
⚠	⋮
⚠	⋮

⋮

- Edit
- + Add Management Action
- Delete



ADD MANAGEMENT ACTION



Adding Management Action for Steering and propulsion – Rudder

Type: Dry-dock Cleaning

Interval (Months): 60

Notes: **Optional add notes**

- In-water Clean
- Proactive Cleaning
- In-water Inspection
- UWILD (non-IMS)
- Dry-dock Inspection
- Dry-dock Cleaning**

Dry-dock Cleaning

ADD MANAGEMENT ACTION

Adding Management Action for Steering and propulsion – Rudder

Type: Dry-dock Cleaning

Interval (Months): 60

Notes: **Optional add notes**

Cancel **Save**



Successfully added management action

Message bottom right

Arrow opens Niche to see Type

Planned Niche Management				
		Search	+ Add Niche	
Main Area	Sub Area	Status	Actions	
>	Steering and propulsion	✓	⋮	
Type		Interval	Description	
Dry-dock Cleaning		60		
>	Steering and propulsion	⚠	⋮	
>	Seawater intakes and internal seawater cooling systems	⚠	⋮	
>	Seawater intakes and internal seawater cooling systems	⚠	⋮	

Green Status = OK
Red Status = Not OK (NO Management Action)

Edit or Delete



Status	Actions
✓	⋮
⚠	⋮

⋮

- Edit
- Delete



Vessel-Check Guide for New Vessel Managers

Step 7 Cont'd – Dry-dock Cleaning for ALL Niches

[Click picture for portal](#)

Planned Niche Management			
Main Area	Sub Area	Status	Actions
>	Main Area		
>	Steering and propulsion	Rudder	✓
>	Steering and propulsion	Bow/Stern thrusters-Tunnel	!
>	Seawater intakes and internal seawater cooling systems	Internal pipework and heat exchanger	!

ADD MANAGEMENT ACTION [X]

Adding Management Action for Steering and propulsion – Bow/Stern thrusters-Tunnel

Type: Dry-dock Cleaning

Interval (Months): 60

Notes: Optional add notes

Cancel [Save]

Repeat for ALL NICHES

Planned Niche Management			
Main Area	Sub Area	Status	Actions
>	Steering and propulsion	Rudder	✓
>	Steering and propulsion	Bow/Stern thrusters-Tunnel	✓
>	Seawater intakes and internal seawater cooling systems	Internal pipework and heat exchanger	✓
>	Seawater intakes and internal seawater cooling systems	Sea strainer(s)	✓
>	Hull appendages & fittings	CP anodes	✓
>	Hull appendages & fittings	Sea chests	✓
👉	External Hull Surface	Hull	✓

Type	Interval	Description	ctions
Dry-dock Cleaning	60		

Green Status = OK

Successfully added management action [X]

Message bottom right

Completed
Dry-dock cleaning at 60-month interval for ALL NICHES



Vessel-Check Guide for New Vessel Managers

Step 8 – Other Regular Planned Niche Management

[Add Management Action HELP](#)

[Click picture for portal](#)

Internal Niche Example (MGPS system check every 2 months)

Planned Niche Management				Search	+ Add Niche
>	Main Area	Sub Area	Status	Actions	
>	Steering and propulsion	Rudder	✓	⋮	
>	Steering and propulsion	Bow/Stern thrusters-Tunnel	✓	⋮	
>	Seawater intakes and internal seawater cooling systems	Internal pipework and heat exchanger	✓	⋮	
>	Seawater intakes and internal seawater cooling systems	Sea strainer(s)	✓	⋮	

Edit

+ Add Management Action

Delete

Adding Management Action for Seawater intakes and internal seawater cooling systems – Internal pipework and heat exchanger

Type

Internal seawater cooling system inspected and cleaned

Dry-dock Inspection

Dry-dock Cleaning

MGPS Operation

Internal seawater chemical dosing (Manual)

Internal seawater freshwater flushing (Manual)

ADD MANAGEMENT ACTION

Adding Management Action for Seawater intakes and internal seawater cooling systems – Internal pipework and heat exchanger

Type

MGPS Operation

Interval (Months)

2

Notes

Optional add notes

Cancel Save

Complete, MGPS system check every 2 months, 2 internal niches

⋮	Seawater intakes and internal seawater cooling systems	Internal pipework and heat exchanger	✓	⋮
Type	Interval	Description	Actions	
Dry-dock Cleaning	60		⋮	
MGPS Operation	2		⋮	
⋮	Seawater intakes and internal seawater cooling systems	Sea strainer(s)	✓	⋮
Type	Interval	Description	Actions	
Dry-dock Cleaning	60		⋮	
MGPS Operation	2		⋮	

Message bottom right

Successfully added management action



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Vessel-Check Guide for New Vessel Managers

MANAGEMENT PLANNING Complete

[Click picture for portal](#)

Fleet / TEST VESSEL 3 (1000003) / Biofouling Management

MANAGEMENT PLANNING ANTIFOULING SYSTEM

Biofouling Management Plan

Date Implemented	Description
01/01/2018	BMP Updated at Dry-Docking
Document	Added By
BMP_IMO Biofouling - Management Plan.pdf	Alex Robertson (alro@vessel-chec

The Vessel has an Internal Sea Water System

Planned Niche Management

>	Main Area	Sub Area
>	Steering and propulsion	Rudder
>	Steering and propulsion	Bow/Stern thrusters-Tunnel
>	Seawater intakes and internal seawater cooling systems	Internal pipework and heat exchanger
>	Seawater intakes and internal seawater cooling systems	Sea strainer(s)
>	Hull appendages & fittings	CP anodes
>	Hull appendages & fittings	Sea chests
>	External Hull Surface	Hull

Planned Niche Management

Search + Add Niche



Expand all with this arrow

	Main Area	Sub Area	Status	Actions
>	Steering and propulsion	Rudder	✓	⋮
	Interval	Description		Actions
	60	Dry-dock Cleaning		⋮
>	Steering and propulsion	Bow/Stern thrusters-Tunnel	✓	⋮
>	Seawater intakes and internal seawater cooling systems	Internal pipework and heat exchanger	✓	⋮
∨	Seawater intakes and internal seawater cooling systems	Sea strainer(s)	✓	⋮
Type	Interval	Description		Actions
Dry-dock Cleaning	60			⋮
MGPS Operation	2			⋮
>	Hull appendages & fittings	CP anodes	✓	⋮
>	Hull appendages & fittings	Sea chests	✓	⋮
>	External Hull Surface	Hull	✓	⋮



Vessel-Check Guide for New Vessel Managers

Step 9 – ANTIFOULING SYSTEM

[Click picture for portal](#)

Fleet / TEST VESSEL 3 (1000003) / Biofouling Management

MANAGEMENT PLANNING **ANTIFOULING SYSTEM**

Antifoulant Coating

Product	Application Date	Expected Life	Niches	Documentation	Status	Actions
No records found <input type="button" value="+ Add"/>						

ADD ANTIFOULANT INFORMATION

Search Manufacturer *
Jotun Paints Inc.

Search Coating Types *
Biocidal

Search Products *
SeaQuantum Ultra

Date of Application *
01/01/2018 **Application Date!!!**

Expected life
5 Years **Life (default is 5 Years)**

Other Specifications

Select Niches **Select relevant NICHES**

- Steering and propulsion (Rudder)
- Steering and propulsion (Bow/Stern thrusters-Tunnel)
- Hull appendages & fittings (Sea chests)
- External Hull Surface (Hull)

Cancel

Message bottom right

Successfully added AFC

Antifoulant Coating

Product	Application Date	Expected Life	Niches	Documentation	Status
Name: SeaQuantum Ultra Coating: Biocidal Manufacturer: Jotun Paints Inc.	01/01/2018	5 Years	4 Niches	Not provided <input type="button" value="+ Add"/>	!

**Status RED
ADD Evidence**

ATTACH AFC DOCUMENTATION

Drag & Drop **multiple** files or [Browse](#)

Evidence_AFC.pdf
50 KB
Upload complete
Finished

Powered by PQINA

GREEN, upload done

Cancel

Message bottom right

AFC Documentation successfully added



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Vessel-Check Guide for New Vessel Managers

Step 10 – BIOFOULING RECORD BOOK

[Biofouling Record Book HELP](#)

[Click picture for portal](#)

Dry-dock Cleaning – ALL NICHES

CREATE NEW RECORD BOOK ENTRY

Location: Singapore (SGSIN)

Action Type: Contingency

Date: 01/01/2018

Action: Dry-dock Cleaning

Select Niches: ALL Niche's

Description: Standard Dry-docking over 10 days at XXXXXXX shipyard

Person Responsible: Master

I confirm that the information is correct

Cancel Save

Message bottom right

Successfully added Record

Dry-dock Cleaning

Standard Dry-docking over 10 days at XXXXXXX shipyard

Date: 01/01/2018 Location: Singapore (SGSIN) Recorded By: Master

External Hull Surface Hull Hull appendages & fittings Sea chests Hull appendages & fittings CP anodes Seawater intakes and internal seawater cooling systems Sea strainer(s) Seawater intakes and internal seawater cooling systems Internal pipework and heat exchanger Steering and propulsion Bow/Stern thrusters-Tunnel Steering and propulsion Rudder

Status RED, ADD Evidence

Record book entry missing required documentation.

ATTACH BM RECORD DOCUMENTATION

GREEN, upload done

Evidence_Dry-dock_Cleaning.pdf 102 KB Upload complete

Cancel Save

Message bottom right

Record book documentation successfully added



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Vessel-Check Guide for New Vessel Managers

Step 10 cont'd – BIOFOULING RECORD BOOK

[Biofouling Record Book HELP](#)

[Click picture for portal](#)

MGPS Operation – 2 Internal Niches

Biofouling Record Book

- Contingency - Planned Offline Record Book **+ Add Record**

Dry-dock Cleaning
Standard Dry-docking over 10 days at XXXXXXX shipyard
Date: 01/01/2018 Location: Singapore (SGSIN) Recorded By: Master

External Hull Surface Hull Hull appendages & fittings Sea chests Hull appendages & fittings CP anodes Seawater intakes and internal seawater cooling systems Sea strainer(s) Seawater intakes and internal seawater cooling systems Internal pipework and heat exchanger Steering and propulsion Bow/Stern thrusters-Tunnel Steering and propulsion Rudder

Evidence_Dry-dock_Cleaning.pdf

CREATE NEW RECORD BOOK ENTRY

Location: **At Sea (UNWAY)** **At Sea or Under Way option**

Action Type: Contingency

Date: **01/09/2021**

Action: **MGPS Operation**

Select Niches: **Seawater intakes and internal seawater cooling systems Internal pipework and heat exchanger Seawater intakes and internal seawater cooling systems Sea strainer(s)** **Select Niche's**

Description: **System check**

Person Responsible: **Engineer**

I confirm that the information is correct

Cancel **Save**

Message bottom right

Successfully added Record

MGPS Operation
System check
Date: 01/09/2021 Location: At Sea (UNWAY) Recorded By: Engineer

Seawater intakes and internal seawater cooling systems Sea strainer(s) Seawater intakes and internal seawater cooling systems Internal pipework and heat exchanger

Record book entry missing required documentation. **Status RED, ADD Evidence**

Add

ATTACH BM RECORD DOCUMENTATION

GREEN, upload done

Evidence_inspection.pdf 50 kb Upload complete Finished

Powered by PDFcrowd

Cancel **Save**

Message bottom right

Record book documentation successfully added



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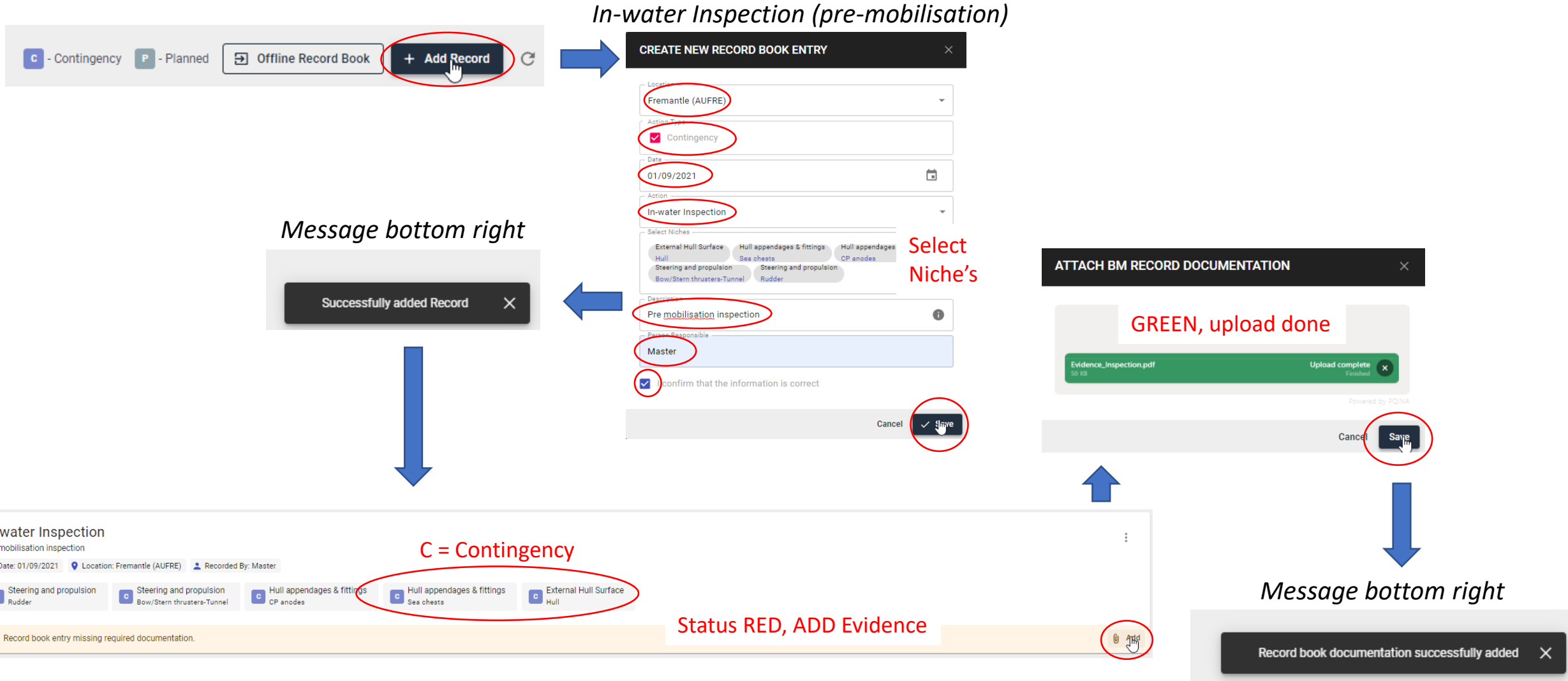
Vessel-Check Guide for New Vessel Managers

[Biofouling Record Book \(Contingency\) HELP](#)

[Click picture for portal](#)

Step 10 cont'd – BIOFOULING RECORD BOOK, CONTINGENCY RECORD – VERY USEFUL

Use CONTINGENCY records for ad-hoc and unstructured records (not planned actions)





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Vessel-Check Guide for New Vessel Managers

BIOFOULING RECORD BOOK Complete

[Click picture for portal](#)

Fleet / TEST VESSEL 3 (1000003) / Record Book

BIOFOULING RECORD BOOK BALLAST WATER RECORD BOOK

Biofouling Record Book C - Contingency P - Planned Offline Record Book + Add Record

In-water Inspection
Pre mobilisation inspection

Contingency Date: 01/09/2021 Location: Fremantle (AUFRE) Recorded By: Master

- C** Steering and propulsion Rudder
- C** Steering and propulsion Bow/Stern thrusters-Tunnel
- C** Hull appendages & fittings CP anodes
- C** Hull appendages & fittings Sea chests
- C** External Hull Surface Hull

Evidence_Inspection.pdf

MGPS Operation
System check

Planned Date: 14/08/2021 Location: At Sea (UNWAY) Recorded By: Engineer

- P** Seawater intakes and internal seawater cooling systems Internal pipework and heat exchanger
- P** Seawater intakes and internal seawater cooling systems Sea strainer(s)

Evidence_Inspection.pdf

Dry-dock Cleaning
Standard Dry-docking over 10 days at XXXXXXXX shipyard

Planned Date: 01/01/2018 Location: Singapore (SGSIN) Recorded By: Master

- P** External Hull Surface Hull
- P** Hull appendages & fittings Sea chests
- P** Hull appendages & fittings CP anodes
- P** Seawater intakes and internal seawater cooling systems Sea strainer(s)
- P** Seawater intakes and internal seawater cooling systems Internal pipework and heat exchanger
- P** Steering and propulsion Bow/Stern thrusters-Tunnel
- P** Steering and propulsion Rudder

Evidence_Dry-dock_Cleaning.pdf

Contingency

Planned

Planned

3 vertical dots to edit

- Edit
- + Attach Documents
- Delete



Vessel-Check Guide for New Vessel Managers

Step 11 – Get a risk report

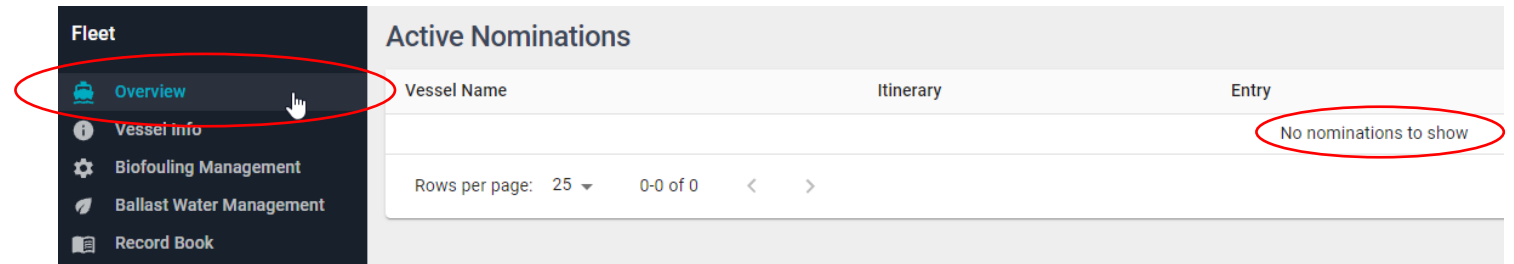
[View and download risks HELP](#)

[The science behind the risk metrics HELP](#)

[FAQs to understand high risk scores HELP](#)

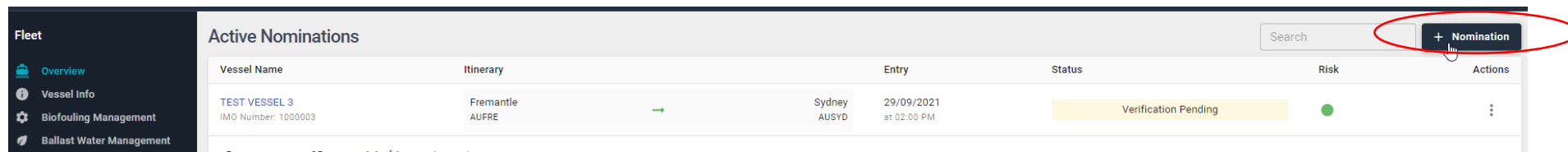
[Click picture for portal](#)

Risk reports are generated (and automatically recalculated daily) for Active [port] Nominations for the ports monitored by Vessel-Check (~120 ports globally). The Overview menu shows Active Nominations



Active [port] Nominations are created in 2 ways;

1. Automatically via a vessels onboard Type 1 AIS System when the 5-letter UN/LOCODE port code is input as a destination port (in this case, the nomination will automatically appear in Active Nominations)
2. Manually using the Vessel-Check manual nomination function – [see help docs here](#)



Active [port] Nominations are future dated or today's date and remain active for 2 days after the port entry date – they are then closed and removed from Active Nominations. If your vessel has an Active Nomination, you can see and download a Vessel-Check Biofouling Risk Report for that nomination. You can also edit the vessels profile with updated information and a new/updated risk report will be available the following day.