

Cargo Hold Preparation & Cleaning

Printable checklist and record form

GENERAL REFERENCE - NOT A COMPANY-APPROVED SMS FORM

This form is not an entry, chemical-use, discharge or loading permit. Apply the vessel SMS, cargo documents, product SDS/TDS and approved work plan. Stop and escalate any uncertainty or non-conformity.

1. Planning and safety

Vessel / IMO

Voyage / date

Port / hold number

Checked by / rank

Previous cargo

Next cargo

Required cleanliness standard / instruction reference

Check / verification	OK	Open	N/A*
1. Previous and next cargo and relevant cargo documents identified.			
2. Charterer/shipper and port conditions and cleanliness standard confirmed.			
3. Applicable SMS risk assessment and work permits identified.			
4. Enclosed-space entry procedures and atmosphere-testing plan verified.			
5. Isolation, ventilation, attendant and communications assessed.			
6. Rescue arrangements and personnel readiness confirmed.			
7. Time, fresh water, equipment and personnel assessed as adequate.			
8. Hold damage, coating condition and residue traps recorded.			

* N/A: Not applicable; record the reason in the notes. An unmarked item is not verified.

Open items / actions / N/A reasons and record references

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2. Products, equipment and waste plan

Vessel / hold number

Voyage / date

Coating maker / system / condition

Approved work-plan reference

Exact product / manufacturer

SDS and TDS revisions

Documented application conditions / verified by

Check / verification	OK	Open	N/A*
9. Actual labelled product identified; current SDS and TDS available.			
10. Product, cargo and actual hold-coating compatibility verified.			
11. PPE and exposure risks included in the risk assessment using the SDS.			
12. Dilution, contact time, temperature and rinsing verified from product documents.			
13. No product mixing; equipment and application method appropriate.			
14. If using a barrier, cargo/moisture compatibility and later removal confirmed.			
15. Cargo HME declaration, cleaning agent and mixture waste plan assessed.			
16. Permitted disposal route / reception facility and records identified.			

* N/A: Not applicable; record the reason in the notes. An unmarked item is not verified.

Open items / actions / N/A reasons and record references

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3. Final inspection and handover

Vessel / hold number

Voyage / date

Survey / acceptance criteria and reference

Checked by / rank

Check / verification	OK	Open	N/A*
17. Residues and transferable staining checked against acceptance criteria.			
18. Loose rust, paint flakes and structural defects checked.			
19. Underdeck structures, frames, ladders and shadow areas inspected.			
20. Bilge wells, covers and strainers checked.			
21. Chemical residue, odour and dryness assessed against applicable criteria.			
22. Required infestation and hatch-cover checks completed.			
23. Photographs, defects, corrective actions and waste records completed.			
24. Required survey/acceptance and loading authority verified separately.			

* N/A: Not applicable; record the reason in the notes. An unmarked item is not verified.

Open items / actions / N/A reasons and record references

Checked by / date: _____ Reviewed by / date: _____

Sources: West P&I; - Cargo Hold Cleaning; IMO - MARPOL Annex V; IMO MSC.581(110). Also verify the current product SDS/TDS and vessel SMS.

Completion of this form is not survey acceptance or company operational approval.