

Hatch Covers - Inspection & Maintenance

Printable checklist and record form

GENERAL REFERENCE - NOT A COMPANY-APPROVED SMS FORM

This form is not an operating, maintenance, enclosed-space entry or voyage permit. Apply cover manuals/drawings, SMS, PMS and class requirements. Report defects to the master/technical office; this checklist does not replace required testing or authorised acceptance.

1. Documents and safety

Vessel / IMO

Voyage / date

Hatch / panel / side

Checked by / rank

Maker / model / cover type

Manual / drawing revision

Permit / isolation / risk-assessment reference

Check / verification	OK	Open	N/A*
1. Ship-specific maker/model, cover type and panel identities verified.			
2. Current manual, drawings and PMS instructions available.			
3. Operating sequence and load/weather restrictions verified from manual.			
4. Control authority, communications and exclusion zone established.			
5. Movement envelope, tracks and hatch tops clear of obstructions.			
6. Required open-position mechanical securing verified.			
7. Maintenance isolation and stored-energy controls verified.			
8. Access, fall, enclosed-space and rescue precautions planned as applicable.			

* 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. System components and defects

Vessel / hatch / panel

Date / place

PMS / instruction reference

Measurement / photo record reference

Gasket / spare identification

Maker criteria / tolerance reference

Defect report / work-order reference

Check / verification	OK	Open	N/A*
9. Panel/coaming cracks, distortion and corrosion checked.			
10. Bearing pads, alignment, locators and stoppers checked.			
11. Gasket, retainer, corner and joint defects recorded.			
12. Mating surface/contact imprint assessed to maker criteria.			
13. Cleats/locks and connections checked against manual.			
14. Drain channels, outlets and non-return valves checked.			
15. Hoses/cylinders and type-specific operating components checked.			
16. Defects located; work order, responsibility and repair plan 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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3. Testing, closure and records

Vessel / hatch / panel

Date / place

Test method / report reference

Checked by / rank

Check / verification	OK	Open	N/A*
17. Suitable test method, scope and acceptance basis established.			
18. Operator competence and equipment/calibration records verified.			
19. Method reference/settings and reading locations included in report.			
20. Repaired locations and affected system rechecked/retested.			
21. Cargo/obstructions removed and drainage routes verified again.			
22. Closing sequence, every panel/lock and related openings verified.			
23. Photos, test report, PMS and open-defect records linked.			
24. Known defects reported; required authorised acceptance 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: IMCS AMVP manual note; UK P&I/IMCS Risk Focus: Hatch Covers; MacGregor Sealing Solutions; Gard testing guidance. Also verify vessel manual/SMS.

Chalk contact alone is not proof of tightness. This form is not a certificate or class report.