



## Using the Interactive Checklist

for SEAGOING ships only (Requirements in Annex 3 of Green Award Regulations)

### Introduction

Since the majority of ships and offices are equipped with computers today, we will continue to issue our booklet "Seacure for Operations" and the Appendices electronically (as a downloadable file). People familiar with the Green Award scheme know that the Appendices contain the Green Award requirements in a checklist format. The advantage of an electronic issue is that a self-assessment can easily be carried out by shore staff or sea staff in order to determine if Green Award certification is feasible or to prepare themselves for a Green Award ship survey or office audit. The same list will be used by the Green Award surveyors/auditors.

The downloadable file is available on <http://www.greenaward.org><sup>1</sup>.

### Interactive ship survey / office audit checklists

The set up of the checklists for all sea-going ship types are identical. Table 1 below indicates which checklists are interactive.

Table 1

Checklist	Interactive	Not interactive	Interactive Scoring
Basic Office	x		
Ranking Office	x		x
Basic Ship	x		
Ranking Ship	x		x
Visual		x	

- *Basic Checklist*

In the Basic Checklist (see Table 2 below), for both office and ship, cells following a question represent a department or position in the office or on board the ship. If the department/person concerned complies, the cells can be coloured green. Red is used for non compliance. To colour a cell green, select the cell and touch keyboard button **A**. To colour a cell red, select the cell and touch keyboard button **S**.

Table 2

104	DESIGNATED PERSONS									
104.1	Is/are (a) designated person(s) assigned in the office?									
104.3	Is objective evidence available that the safety and environmental aspects of the operation of each ship is monitored and that the required adequate resources and shore-based support is applied?									

<sup>1</sup> URL for downloading <http://www.greenaward.org/69-downloads>

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- Blue indicator

In the Basic and Ranking Checklist for both office and ship, the blue cell (next to the maximum ranking score) is an indicator (see Table 3 below). It disappears when compliance or non-compliance is given for each item and it remains blue when an item in the checklist is overlooked.

Table 3

0	0	0	0									0	10
												0	10
												0	20
												0	10
<b>Total score</b>												0	50
<b>Minimum ranking score required for element 2300 = 30</b>													

- Ranking checklist

In the Ranking checklist, the same keys can be utilised in order to indicate compliance or non-compliance. However in this list, a score is automatically allocated for compliance. See Table 4.

For each element (eg. element 1500 below) a certain minimum score must be obtained. This is shown in red at the bottom of the element. If the minimum score is not obtained, the total score obtained for that element will turn magenta.

The total score for each element will automatically be transferred to Total Scores at the end of the Checklist. In the far right column, the maximum obtainable score for each question is given.

Table 4

0	0	0	0	0	0							25	25
												10	10
												15	15
												0	5
												0	10
												0	15
<b>Total score</b>												50	80
<b>Minimum ranking score required for element 1500 = 60</b>													





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- Elements with no minimum score

Several elements in the checklists have no minimum scores. The minimum scores for those elements are “0” and findings will *not* be issued. Those elements are highlighted in orange with black stripes through the cell. See Table 7 below. All these elements are intended to provide recognition to companies and ships that take the extra initiative by complying on a non-minimum element.

**Table 7**

0																									0	20
																									0	30
																									0	20
																									0	20
<b>Total score</b>																					0	90				
Minimum ranking score required for element 5430 = 0																										