

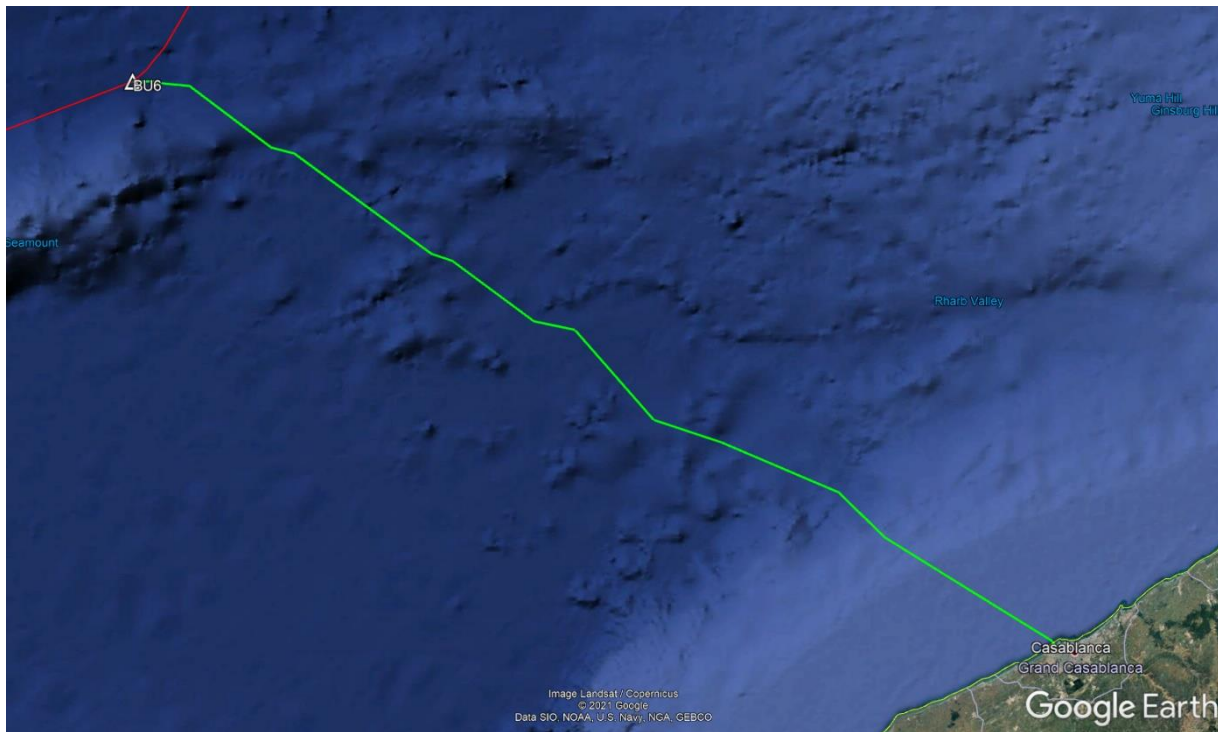
# ELLALINK

## Segment 12 – Casablanca Branch

Prepared by:



Presented to:



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## IT Intrepid Contingency Plan

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## 1.0. Responsibilities and Emergency Organisation

### 1.1 Introduction

The procedures contained in this area of the VMS deal with all aspects of shipboard safety for which the Master holds over-riding authority in the event of an emergency. It has been written to assist ships' colleagues in establishing and maintaining safe working practices, to increase safety awareness and offer guidance and instruction in as many areas as possible including the protection of the environment.

This manual has been written in accordance with various international regulations, codes of practices and maritime conventions such as SOLAS and MARPOL. Such publications must be read in conjunction with the contents of these VMS procedures. In particular, the International Safety Guide for Oil Tankers and Terminals (ISGOTT) is to be referenced and complied with for tankers, and the ICS Tanker Safety Guides for Chemical Tankers and Liquefied Gases.

Reference is also to be made in the safety sections of the relevant ship-specific operating instructions within the VMS.

**Note:** The contents of this area of the VMS are to be read in conjunction with the Company's Quality Policy and Environmental Policy. The Policies on board ships applies to all persons whilst on board Company managed vessels and will apply regardless of the geographical location of any individual ship.

### 1.2 Responsibilities

#### 1.2.1 Personal Safety

It is the responsibility of everyone to take reasonable care of their own safety and those of other persons who may be affected by his/her actions, or lack of actions.

The shipboard management team is to actively promote and encourage a strong health, safety and hygiene culture on board and at all times must lead by example, ensuring that they are seen to be complying with procedures at all times and by wearing correct PPE as required.

#### 1.2.2 Master

The master is responsible for the following:

- Implementation of the Safety and Environmental policy.
- Ensuring Heads of Departments maintain up-to-date knowledge of relevant legislation and other information.

- Ensure changes to the VMS, are passed to all relevant personnel within their department.
- Providing suitable accommodation, equipment and other facilities for the ship's Health Safety & Environmental Committee and Safety Officer.
- Distribution of workload to enable the Safety Officer to undertake safety functions.
- Ensuring a proper standards of health and hygiene are maintained in accordance with Preventative Health & Safety
- Conduct weekly checks along with form ADM 34

**Note:** Ensure log entry of weekly inspections.

**Note:** If ISO 14001 accredited, the Master is responsible for maintaining the ship's Environmental Programme, overseeing the activities of the shipboard EMS Team and relaying relevant information to the regional management office.

### 1.2.3 Chief Officer

The Chief Officer is responsible for the following:

- Recording incidents and dangerous occurrences.
- Maintaining accident reports and statistics.
- Ensuring that all safety equipment on board is maintained to a high standard.
- The promotion of safe working practices including the use of safety equipment and protective clothing throughout the ship.
- Monitoring of safety standards by regular inspections.
- The health and safety of visitors and contractors by laying down written specific procedures to be followed during their period on board.

## 1.3 Emergency Organisation

### 1.3.1 Emergency Organisation & Emergency Party Responsibility

The term "Emergency Organisation" refers to all of the ship's Crew directly involved with the safety of the vessel in the event of an emergency and whose names appear in the Emergency Stations section of the Ship's Muster List.

The Emergency Organisation is to take whatever action is necessary and if possible to tackle the emergency. During an emergency the Master may consider it prudent to order all non-essential personnel off the ship. In such situations the Master is to

ensure that means are available for the remaining personnel to disembark, should their efforts fail.

The Master and Chief Engineer Officer must act in close co-operation to secure the safety of the ship and her cargo and the lives of those on board.

**Note:** Every crew member with assigned emergency duties shall be familiar with these duties before the voyage begins.

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### 1.3.2 Changes in Personnel

When new personnel join, the Ship's Muster List is to be amended immediately to show the change.

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### 1.3.3 Emergency Parties

Personnel should be allocated duties within the following parties depending upon the number of personnel on board.

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### 1.3.4 Bridge Party

This party is to consist of the following personnel and is to normally muster on the bridge.

- Master
- Third Officer
- ABs

They are to be responsible for co-ordinating the emergency. The Third Officer shall be responsible for all external communications to and from the ship, and this duty is to be clearly indicated in the muster list. The safe navigation of the vessel must be considered.

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### 1.3.5 Emergency Party

In all ships a single Emergency Party is to be formed which is to consist of the following if carried:

- Chief Officer
- Second Engineer Officer
- Chief Petty Officer/Bosun
- Rating

- Rating
- Rating

It is the Company's Policy that the Chief Officer and Second Engineer Officer must always be No.'s 1 and 2 of the Emergency Party by virtue of their experience and shipboard responsibilities.

In the event that the Chief Officer or Second Engineer Officer is not available then the Second Officer and Third Engineer will deputise.

---

### 1.3.6 Engine Room Party

This party is to normally consist of the following personnel.

- Chief Engineer
- 3rd Engineer
- Electrician
- Ratings

**Caution:** Prior to entering the Engine room personnel are to check with the bridge to ensure that the emergency is not within the Engine room.

---

### 1.3.7 Standby / First Aid Party

When selecting the Emergency Parties the Master must consider the experience and physical fitness of each person.

Standby personnel must be trained in supportive action required to back-up the Emergency Party, including knowledge of equipment available at Emergency Headquarters and supplementary stations:-

- Formation of a secondary fire fighting party
- Boundary cooling
- Stretcher handling and oxygen resuscitation techniques

Members of this party may be required to prepare lifeboats for launching, form a stretcher party and/or back-up party to assist the main emergency team or to act as required by the Master.

The Second Officer is to be available to take charge of this party.

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### 1.3.8 Muster Stations



Suitable locations are to be designated for the Emergency Parties to muster at. In considering these locations the following points are to be considered. They are to have reasonable access to:

- The Upper Deck
- The Accommodation
- The Machinery Spaces

On some vessels, it may be convenient to have all parties mustering at the same area. Locations are to be in a position where they are unlikely to be cut off by fire and in the case of tankers and gas carriers by gas or toxic fumes.

Consideration is to be given to having muster locations on gas tankers inside the accommodation.

The Emergency Party is to muster in a location where emergency equipment is readily available.

Communications are to be readily available. In the event that a particular muster station cannot be used the party is to muster at a location as close as possible.

Each muster station is to be provided with an updated Muster List so that fast, accurate musters and checking of party members can be made.

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### 1.3.9 Boat Stations

The Boat Stations section of the Company's Muster List must contain the name of every person in the ship. In selecting lifeboat crews, particular attention must be paid to even distribution of Officers and Ratings from all departments, with an Officer or Rating who holds a Lifeboat Certificate allocated to each boat.

## 2.0 Contingency Planning and Emergency Procedures

### 2.1 Introduction

The following section is for guidance to the Master in the event of an incident. It does not however overrule the Master's authority. The Master has absolute authority to take whatever action he considers necessary for the safety of life, the ship, her cargo and environment.

**Note:** The Master has complete authority to seek salvage assistance without reference to the Company if he considers this necessary.

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## 2.2 Responsibilities

### Master

The master is responsible for the following:

- Effective training of the Emergency Party & exercising the contingency plans according to the companies training scheduled.
  - Ensuring crewmembers fully understand their respective duties in an emergency.
  - Reviewing the emergency response plan post drill/emergency to verify its effectiveness.
- 

## 2.3 Shipboard Oil Pollution and Contingency Plans

Plans Required for Emergency Contingency Plan (ECP):

- SOPEP – All vessels excluding Chemical Tankers
- SMPEP – Chemical Tankers & LPG Carriers

} Includes: [Copy of Lloyds open form 2020](#)



See - [SOPEP / SMPEP Checklists](#)

Vessel trading within 200 miles of USA also require:

- Vessel Response Plan (VRP)

VRP notifications (templates supplied within the VRP) are to be prepared and kept on the Bridge in the vicinity of the radio station. This ensures that the initial information required by the Qualified Individual (QI) can be quickly relayed to the QI.

**Note:** Special plans are also required for certain areas e.g., California.

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## 2.4 General Muster List, Fire Plans and System Layout Plans

### General Muster List Procedure

The Master is responsible for this procedure.

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1. Ensure muster list is compiled

**Note:** Muster list to be in company format and compiled appropriately for the complement and reflecting the requirements and as of the vessel.

2. Confirm Muster lists are displayed:

- A. Bridge

- B. Engine Control Room
- C. At least two decks within the accommodation
3. Ensure most suitable officer and ratings selected for Emergency Party
4. Confirm Emergency Party Muster Station contains required equipment
5. Ensure personnel assigned to the following Muster Stations:
  - A. Bridge Party
  - B. Engine Room Party
  - C. Standby Party
6. Confirm [Emergency Instruction Cards \(SAF 19\)](#) are displayed in each cabin

## Fire Plans Procedure

The Master is responsible for this procedure.

1. Confirm fire plans and fire/gas detection system layout plans are legible
2. Ensure plans are displayed:
  - A. Bridge
  - B. Engine Control Room
  - C. Internally within the accommodation
  - D. Externally to the accommodation
  - E. At the gangway or other point of access to the vessel

**Caution:** Plans must be displayed in the places on board as required by IMO regulations and Class requirements.

# Contingency Planning Drawings and Documents Procedure

The Master is responsible for this procedure.

1. Ensure two sets of drawings are maintained on Bridge
2. Confirm each set is contained in separate folders marked:
  - A. Ship's Contingency Drawings – **Ship**
  - B. Ship's Contingency Drawings – **Shore**

## **Warning!**

*These drawings must not be used for any other purpose.*

**Note:** If spare drawings are not available on board arrangements are to be made with the Company for photocopies to be made.



See - [Attached Documents](#) for a list of drawings / documents.

3. Ensure Appendix II of the SOPEP/SMPEP is updated for each port arrival:
  - A. Display in the cargo control room

## 2.5 Communications

- Communication must be clear and concise
- Masters must pass whatever information is available at the time to the relevant parties

## **Warning!**

*In the USA incidents must be reported to the USCG within 30 minutes, failing which, Owners may lose their ability to limit their liability.*

If the Master is incapacitated or unable to make the calls, another officer must make the required notification.

## 2.6 Crew Welfare

### 2.6.1 Ship

In the event of a serious incident, the crew may require to be taken ashore. In such situations it is very important for the wellbeing of the crew that they stay together and do not discuss the incident with anyone unless in the presence of a Company Lawyer.

## 2.6.2 Shore

The Company will arrange, through their Agents, for suitable accommodation, meals, medical assistance and personal requirements.

Where repatriation is required, this is to be arranged at the earliest opportunity, however it is not to take place until after all statements have been taken.

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## 2.7 Statements

In the event of a serious incident different parties will require statements from the Master and Crew.

Statements must not be given until lawyer representing the Owners/Company are present.

The Master and other crew may be subject to Drug and Alcohol testing by the Authorities.

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## 2.8 Media

As most incidents happen close to the shore, a large number and variety of interested third parties will be in communication with the vessel's Master and senior officers.

Masters and Bridge Teams should be aware that the media may try to telephone their vessel to obtain information during, or following, an incident or accident. This is happening with greater frequency during casualty situations.

The ship's communication systems must only be used for contact with emergency services and other urgent correspondence.

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## Media Procedures

The Master is responsible for this procedure.

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1. Store media statements beside comms. equipment:
  - A. If "Information Centre" **not** established
    - "Thank you for your call. Everyone onboard the ship is extremely busy at the moment dealing with the current situation. We have to free up this line immediately but we are happy to give you the number of our management office who will be able to help you. The number is (give office telephone number). Thank you. (close line)."
  - B. If "Information Centre" established

- ▶▶ “Our Company has established an “Information Centre” to deal with media and public information calls. They have the latest information and will be happy to assist you. The number you require is (give telephone number). We now have to free up this telephone line. Thank you (close line).”

**Note:** Office will inform the vessel if “Information Centre” has been established and provide telephone number.

2. If crew have access to internet in cabins:
  - A. Determine methods to block crew network
  - B. Post procedures to block network:
    - Bridge
    - Server
3. Ensure crew only respond to media with prepared statement from above

### **Warning!**

*There are legal implications in making comments which will be broadcast and published within minutes of any media call.*

4. Notify Ship Management Technical Office of media interest

**Note:** If the incident results in you or your crew having to go ashore, a similar stance must be taken, directing any enquiries to the management.

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## 2.9 Emergency Procedures

### 2.9.1 Emergency Party Duties

The contingency plans are guidelines rather than rigid directions.

The actions of each member of the emergency party may vary due to:

- Nature of the emergency
- Emergency party member being a casualty

The Master may also decide that minor variations are appropriate in the light of experience gained during drills and exercises. However the principle is to be retained of using the plans as a framework to ensure that, in either a genuine emergency, or a training exercise, each member of the ship’s crew acts confidently and without delay.

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### 2.9.2 Discovering an Emergency

Anyone on board who discovers an emergency must:

1. Operate the nearest alarm switch.
2. Ensure the Deck Officer on duty is informed without delay as to the nature and location of the emergency, and then proceed to his Emergency Station.
3. In the case of a minor fire, after the alarm has been raised, an attempt should be made to tackle it with minor fire appliances (e.g. portable extinguishers, fixed reel hoses). In the case of a more serious fire, doors should be shut and the area secured before evacuating it.
4. Personnel must not take risks, which may endanger their lives or that of any other Crewmember.

## Alarm Signals Procedure

The Master is responsible for this procedure.

1. Ensure all personnel know the meaning of all alarm signals

**Note:** All alarm signals are shown on the Muster list.

2. Conduct regular alarm testing
- A. Verbally give the 'Abandon Ship' signal

**Note:** In the case of his incapacity, the officer in charge does this.

### 2.9.3 When the Emergency Alarm Sounds

On hearing the alarm, all personnel are to proceed to their allocated muster station as detailed on the Muster List. All personnel are to be suitably dressed in preparation wearing boiler suits, safety helmets and safety shoes. Lifejackets are also to be collected at this time. No personal effects are to be collected from cabins.

#### All personnel:

- Muster at their assigned location

#### First officer at muster location:

- Establish communications with the bridge
- Determine the nature and location of the emergency

#### Chief Engineer and Electrical Officer:

- Contact bridge by telephone

**Warning!**

*If not in the Engine Room when alarm sounds contact the bridge before entering the engine room.*

**Bridge officer on watch:**

- Remain on the bridge until relieved

**Engine room watchkeepers:**

- Remain on watch until relieved, unless the emergency is located in the Engine Room

**UMS Duty Engineer:**

- Contact the bridge prior to entering the Engine Room

**Supernumeraries:**

- Proceed muster position and further instructions

**Master:**

- Inform the Engine Room of location and type of emergency if outside of Machinery Spaces

**Emergency Party:**

- Collect required equipment
- Proceed to the scene of the emergency
- On leaving the emergency headquarters, use portable VHF transceivers to communicate with the bridge

**Engine Room Party:**

- Ensure sufficient water pressure for fire-fighting purposes.
- Ensure sufficient electrical power available

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### 2.9.4 Emergency Organisation in Port

In most ports, local authorities state that the Senior Fire Officer automatically assumes control of the emergency operation.

Retain a sufficient number of crew on board to ensure Emergency Party compliments are met. The numbers required will be decided by the Master in conjunction with the on board management team, taking into consideration:

- Type of ship
- Ships operations
- Number of personnel ashore



**Note:** The Officer of the Watch must be aware of the number of personnel ashore.

#### When the Emergency Alarm Sounds - in port

All members of the ship's Crew will muster on deck outside the Emergency Muster Point with the following exceptions:

#### Master:

- Proceed to the Bridge.

**Note:** If the Master is ashore the Senior Deck Officer is to man the Bridge.

#### UMS Duty Engineer:

- Contact the bridge prior to entering the Engine Room

#### Engine room watchkeepers:

- Remain on watch until relieved, unless the emergency is located in the Engine Room

#### 2nd Engineer Officer:

- If on watch, join the Emergency Party as soon as relieved by a designated Engineer Officer.

Supernumeraries, visitors and shore labour:

- Proceed ashore as directed by ships colleagues

An Emergency Party is to be formed from the assembled ship's Company.

If emergency <b>inside</b> machinery spaces?	▶▶ Senior Engineer Officer directs operations
If emergency <b>outside</b> machinery spaces?	▶▶ Senior Deck Officer directs operations

The Bridge is to be used as the main communications control position, and VHF link is to be established with shore authorities. If there is a possibility of the Bridge becoming isolated due to the emergency, the communications centre is to transfer to another suitable space.

Any information available on the Bridge from the fixed fire detection equipment must be passed to the Emergency Party without delay.

The Engineer Officer on watch is to ensure that sufficient water for fire fighting is provided, and if required additional electrical power.

## “Emergency Information” Procedure - In Port

The Master is responsible for this procedure.

1. Ensure “Emergency Information” contains:
  - A. Fire plan
  - B. General Arrangement Plan
  - C. Crew List
  - D. Cargo Plan
  - E. Up-to-date TEC 22 / 22a
2. Confirm “Emergency Information” container is:
  - A. Weatherproof
  - B. Painted red
  - C. Marked as “ Emergency Information”
3. Obtain from local agents details of Fire Service facilities
  - A. Promulgated as soon as possible after arrival in port



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## Emergency Party Procedures – In Port

The Officer in charge of the Emergency Party is responsible for this procedure.

1. Inform the Bridge of the emergency situation and manpower available.
2. Proceed to the site of the emergency
3. Take suitable equipment from the Emergency Headquarters
4. Take immediate steps to contain the emergency.
5. Pass the following information to the Senior Fire Service Officer:
  - A. Location and type of emergency
  - B. Action already taken
  - C. Equipment and manpower available
  - D. Details of stability
  - E. Details of cargo
  - F. Tank disposition
  - G. Number of casualties / persons not accounted for

### 2.9.5 Non-Ship Personnel

## Emergencies Procedure - Non-Ship's Personnel

The Chief Officer is responsible for this procedure.

1. Ensure all non-ship personnel are instructed on:
  - A. Sound of the emergency alarm.
  - B. Their emergency muster station
  - C. Protective equipment, if required.
  - D. Procedures for abandoning ship.

**Note:** This information is also to be posted at the gangway

2. Provide each non-ship personnel with [SAF34](#)

- A. Including any additional information
3. Provide Safety Familiarisation to non-ship personnel intending to sail

## 3.0 Contingency Drills, Training and Tests

### 3.1 Introduction

Carry out exercises and training as detailed in Form [Form SAF24](#) (Exercise and Drill Matrix).

**Note:** Flag Administration may require additional drill requirements. Likewise, tankers subject to SIRE or CDI inspections may also require additional drills. Record these in the appropriate section of SAF24.

### 3.2 Records

Record the following in the 'Ships Safety and Training Record Book' and deck logbook:-

- Dates
- Details of drills
- On board training

**Note:** Record in log book if a full muster, drill or training session is not held at the appointed time, stating the circumstances and the extent of the muster, drill or training session held.

### 3.3 Drills

#### **Warning!**

*The Master must hold emergency exercises as frequently as is necessary until he is satisfied with the standard of proficiency achieved by the emergency organisation.*

**Note:** Drills shall, as far as practicable, be conducted as if there were an actual emergency.

#### 3.3.1 Abandon Ship Drill

##### Minimum Frequency

Every crewmember shall participate in at least one abandon ship drill every month and if either:

◆ 25% of crew not participated in abandon ship and fire drills on board in the previous month.



Conduct drills within **24 hours of ship leaving port**

◆ Ship entering service or significant modification of safety equipment / arrangements **or** New crew engaged



Conduct drills **before sailing**

### **Warning!**

*Where possible, to enhance safety, drills are to be conducted during daylight hours.*

### Requirements

**Note:** Before placing persons on board a lifeboat, it is recommended that the boat first be lowered and recovered without persons on board to ascertain that the arrangement functions correctly.

*Refer to SOLAS - Chapter III - Reg 19 - section 3*

Each abandon ship drill shall include:

- Summoning of crew to muster stations with the alarm required by regulation 6.4.2 followed by drill announcement on the public address or other communication system and ensuring that they are made aware of the order to abandon ship
- Reporting to stations and preparing for the duties described in the muster list
- Checking that crew are suitably dressed
- Checking that lifejackets are correctly donned
- Lowering of at least one lifeboat after any necessary preparation for launching
- Starting and operating the lifeboat engine;
- Operation of davits used for launching lifecrafts
- Instruction in the use of radio life-saving appliances

Different lifeboats shall, as far as practicable, be lowered in compliance with the requirements of paragraph 3.4.1.5 at successive drills.

Emergency lighting for mustering and abandonment shall be tested at each abandon ship drill.

### 3.3.2 Fire Drills

#### Minimum Frequency

Every crewmember shall participate in at least one fire drill every month and if:

- ◆ 25% of crew not participated in abandon ship and fire drills on board in the previous month.



Conduct drills within **24 hours of ship leaving port**

- ◆ Ship entering service or significant modification of safety equipment / arrangements

- ◆ New crew engaged.



Conduct drills **before sailing**

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#### Requirements

*Refer to SOLAS - Chapter III - Reg 19 - sections 3.2 and 3.5*

Plan Fire drills ensuring regular practice in emergencies that may occur depending on the type of ships and the cargo.

**Drill plans to include different areas every time such as fire on deck, cargo tanks, the engine room, pump room and accommodation.**

Each fire drill shall include:

- Reporting to stations and preparing for the duties described in the muster list required by regulation 8
- Starting of a fire pump, using at least the two required jets of water to show that the system is in proper working order
- Checking of fireman's outfit and other personal rescue equipment
- Checking of relevant communication equipment
- Checking the operation of watertight doors, fire doors, fire dampers and main inlets and outlets of ventilation systems in the drill area
- Checking the necessary arrangements for subsequent abandoning of the ship

The equipment used during drills shall immediately be brought back to its fully operational condition and any faults and defects discovered during the drills shall be remedied as soon as possible.

### 3.3.3 Enclosed Space Entry & Rescue Drill

#### Minimum Frequency

**Two months.**

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#### Requirements

*Refer to SOLAS - Chapter III – Reg. 19 - sections 3.6*

Crew members with enclosed space entry or rescue responsibilities shall participate in an enclosed space entry and rescue drill.

Each enclosed space entry and rescue drill shall should test the feasibility of the rescue plan under different and difficult circumstances and include:

- Review of company enclosed space entry procedures
- Action to take when a person in distress seen in enclosed space (i.e. do not attempt a rescue single-handedly)
- Checking and use of personal protective equipment required for entry
- Checking and use of communication equipment and procedures
- Checking and use of instruments for measuring the atmosphere in enclosed spaces
- Checking the suitability, including the length, of sampling hoses of portable detectors for gas measurement at all levels in double bottom spaces
- Checking and use of rescue equipment and procedures
- Instructions in first aid and resuscitation techniques
- Recognition of the signs of adverse health effects caused by exposure to hazards during entry;
- Identification / recognition, evaluating and controlling hazards associated with entry into enclosed spaces of the hazards

- **Rescue team members should be:**

- • Prepared for the physical and technical demands of rescues in enclosed spaces
- • Well trained in all rescue team duties, familiar with onboard emergency procedures and capable of meeting any role within the rescue team
- • Familiar with rescue equipment, which should be easily and quickly deployed

- **Composition of the rescue team:**

- • Team Leader - a senior officer who directs the rescue effort and should not enter the space.
- • Entry Team – number kept to minimum, but at least two should enter.



- • Backup Team – one assists Team leader with communications and record keeping. Ensure the entry team has the equipment and support necessary.
- Note: Back-up personnel for the Team Leader and Entry Team shall be identified in case someone is unavailable
- **Team Leader/ Back-up team –**
- Nobody shall enter the space without the team leaders permission
- Monitor the Entry Team
- Ensure spare air cylinders available
- Rig rescue equipment, remove casualties by the most appropriate means
- Monitor space atmosphere
- Communicate with ships command team
- Arrange additional lighting, ventilation and improve access where possible
- **Entry Team –**
- Check casualties breathing
- If atmosphere unsafe provide an independent air supply to casualties
- Remove any casualty not breathing as soon as possible for resuscitation
- Casualties who are breathing should have any injuries assessed before removal from the space

**Caution:** If entering an enclosed space during drills a Permit to Work must be issued.

**Caution:** Oxygen resuscitation equipment should not be used in enclosed spaces or in the dangerous areas on tankers due to the hazard of oxygen enrichment and the increased risk of fire or explosion in inflammable or explosive atmospheres. The casualty should be removed to a safe area to administer oxygen resuscitation.

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### 3.3.4 Boat Drills

**Warning!**  
 Do not use hanging-off pennants during training exercises.  
 Where possible, drills are to be conducted during daylight hours.

#### Minimum Frequency

Launching of rescue boat	<b>Monthly</b>
Manoeuvring of each lifeboat in water	<b>Three Months</b>
Free-fall lifeboat lowering in the water	<b>Three Months</b>
Free-Fall lifeboat free-fall launching	<b>Six Months*</b>

\*If freefall lifeboat launching is deemed impractical, an extension to the required frequency may be permitted by application to the Flag Administration.

#### Requirements

During required drills the following must be conducted:

- Training to ensure all officers and crewmembers are familiar with the correct operation of on load release system.
- Functioning of limit switches

<b>Launching of rescue boat</b>	<i>Refer to SOLAS - Chapter III - Reg 19 - section 3.4.6</i> As far as is reasonable and practicable, rescue boats other than lifeboats which are also rescue boats, shall be launched each month with their assigned crew aboard and manoeuvred in the water.
<b>Manoeuvring of each lifeboat in water</b>	<i>Refer to SOLAS - Chapter III - Reg 19 - sections 3.3.3</i> Each lifeboat shall be launched, and manoeuvred in the water by its assigned operating crew, at least once every three months during an abandon ship drill.
<b>Free-fall lifeboat lowering in the water</b>	<i>Refer to SOLAS III - Reg 19 - section 3.4.4</i> At least once every three months during an abandon ship drill the crew shall board the lifeboat, properly secure themselves in their seats and commence launch procedures up to but not including the actual

	release of the lifeboat. Then either free-fall launched with only the required operating crew on board, or lowered into the water by means of the secondary means of launching with or without the operating crew on board. In both cases the lifeboat shall be manoeuvred in the water by the operating crew.
<b>Free-fall lifeboat free-fall launching</b>	<i>Refer to SOLAS III - Reg 19 - section 3.4.4</i> At intervals of not more than six months, the lifeboat shall either be launched by free-fall with only the operating crew on board, or simulated launching shall be carried out.

### 3.3.5 Man-Overboard Drill

#### Minimum Frequency

**Three Months\***

\*Liberian Flag requirement.

#### Requirements

Routine man-overboard drills should be conducting to ensure the crew is familiar with the plans, procedures and equipment for recovery of persons from the water.



**See** – [Plans and Procedures for Recovery of Persons from Water](#)

### 3.3.6 Emergency Steering Drill

#### Minimum Frequency

Three Months

#### Requirements

*Refer to SOLAS - Chapter V - Reg 26 - section 4*

Drills to include:

- Direct control within the steering gear compartment
- Communications procedure with the navigation bridge
- Where applicable, the operation of alternative power supplies

### 3.3.7 Use of Engine Drill

#### Minimum Frequency

**Four Months**

### Requirements

In open sea, clear of traffic and in fair weather conditions with vessel operating at Full Ahead Manoeuvring speed.

- All navigational officers to gather on bridge
- Engine (s) on full bridge control with engineers present in engine-room with additional generator on switchboard if required for auxiliary blowers
- Execute stop engine (s)

## 3.4 Training

### 3.4.1 Responsibilities

The **Master & Chief Engineer** are responsible for ensuring all crew are trained in the use of:

- Lifeboats
- Davits
- Release gear
- Fast-Rescue Boats

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### 3.4.2 Davit Launched Lifecrafts

#### Minimum Frequency

Four Months.

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#### Requirements

*Refer to SOLAS - Chap III - Reg 19 - section 4.3*

Where a training liferaft is not carried a suitable weight can be used to simulate the raft. The training /drill should include:

- Engaging the automatic release hook
- Turning the crane to launching position
- Simulating (explaining) the liferaft - hook attaching, inflating, embarking and lowering procedure

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### 3.4.3 Fast Rescue Boats

#### Minimum Requirements

Weekly

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#### Requirements

Refer to MSC/Circ.1161

The frequency and regularity of training is important and as far as is reasonable and practicable, fast rescue boat systems and crews should be exercised weekly.

### 3.4.4 Life-Saving Appliances & Fire Fighting Equipment

#### Minimum Frequency

All appliances covered every two months.

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#### Requirements

Refer to SOLAS - Chap III - Reg 19 - section 4.1 & 4.2

Instructions in the use of the ship's fire-extinguishing appliances, life-saving appliances, and in survival at sea shall be given at the same interval as the drills. Individual instruction may cover different parts of the ship's life-saving and fire-extinguishing appliances, but all the ship's life-saving and fire-extinguishing appliances shall be covered within any period of two months.

Every crew member shall be given instructions which shall include but not necessarily be limited to:

- Operation and use of the ship's inflatable liferafts
- Problems of hypothermia, first-aid treatment for hypothermia and other appropriate first-aid procedures
- Special instructions necessary for use of the ship's life-saving appliances in severe weather and severe sea conditions
- Operation and use of fire-extinguishing appliances
- Risks associated with enclosed spaces and onboard procedures for safe entry into such spaces

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### 3.4.5 Enclosed Space Entry & Rescue Training

#### Minimum Frequency

Two Months\*

\* Can be conducted at the same time as the enclosed space entry & rescue drill.

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#### Requirements

- Watch the video: Gard - Enclosed Space Entry
- Listen to podcast: Safety Message - Enclosed Space Entry
  - Hold discussion related to the podcast



See - [Enclosed Space Entry Training Content](#)

#### Discuss / review:

- Enclosed space entry procedures
- Responsibilities of workers entering an enclosed space
- Hazards associated with entry into dangerous spaces, and the precautions to be taken
- Hazard assessment, particularly for permit issuers
- Recognition of the circumstances and activities likely to lead to the presence of a dangerous atmosphere

Safety instructions and training shall consider and include a review and briefing of the following primary mistakes made by personnel that have led to casualties:

- Entering an enclosed space without advising other persons of intent
- Entering an enclosed space without ensuring the space is adequately ventilated
- Attempting to enter an enclosed space to give aid to a person or persons inside the space, without first taking the necessary safety precautions.

### 3.4.6 Gas Detector Familiarisation

#### Minimum Frequency

Two Months

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#### Requirements

Personnel who are required to use portable gas detection equipment to determine the presence of potentially harmful atmospheres in the workplace and personnel who are tasked with maintenance and calibration of the devices should engage in Gas Detection familiarisation and record this on SAF24/ SAF26.

Familiarisation to include:

- General information about the use of detection devices
  - Appropriate handling of the devices
  - Care, maintenance and calibration of the devices
  - Practical training: The participants have the opportunity to use acquired know-how in practice (using the devices).
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## 3.4.7 Emergency Towing Operations

### Minimum Frequency

Three Months

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### Requirements

Training/familiarisation shall be conducted, including:

- Aft and Forward Emergency Towing Arrangement (when fitted)
  - Emergency Towing procedure using forward chain stopper + ship's chain
  - Emergency Towing procedure using mooring bitts (ship's or tug's lines) both when ship's energy is available or not).
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## 3.4.8 Mooring Operations

### Minimum Frequency

Three Months

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### Requirements

Following points to be reviewed:

- Duties of every body
- Communication with bridge
- Communication / standardised signs between each mooring guy
- Wear PPE
- Check of condition of mooring equipment and mooring lines
- Snap-back danger zone
- Proper use of stoppers (rope or chain stopper)
- Proper way to transfer wire from storage to working drum
- Proper way to turn a mooring rope on bollards
- Proper use of winch tork / "speed"
- Proper connection of rope tail link (Tonsberg or Mandal shackle)
- PROPER TIGHTENING OF BRAKES (to the index set after brake test)

### 3.4.9 Lifting Operations

#### Minimum Frequency

Three Months

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#### Requirements

Following points to be reviewed:

- Check of condition and suitability (SWL) of lifting equipment
- Test of safety devices prior use
- Communication / standardised signs
- Wear PPE
- Proper use of shackles and slings

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### 3.4.10 Compliance Video Viewing

#### Minimum Frequency

Monthly

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#### Requirements

All personnel to view at least one video per month and complete the corresponding case study discussion where applicable.

Compliance video titles:

- Environmental Compliance 2018
- Calling the Master
- Fire Safety
- The Final Barrier
- Navigational Safety & Case Study
- Incident Case Study - Tank Cleaning (Tankers only)

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## 3.5 Tests

### Lifeboat Tests

#### Minimum Frequency

Moving each lifeboat from stowed position	<b>Weekly</b>
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Turn out each lifeboat from stowed position	<b>Monthly</b>
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## Requirements

Moving each lifeboat from stowed position	<p><b>Refer to SOLAS III - Reg 20 - section 6.3</b></p> <p><b>Lifeboats, except free-fall lifeboats, on cargo ships shall be moved from their stowed position, without any persons on board, to the extent necessary to demonstrate satisfactory operation of launching appliances, if weather and sea conditions so allow</b></p>
Turn out each lifeboat from stowed position	<p><b>Refer to SOLAS - Chapter III - Reg 20 - section 7.1</b></p> <p><b>All lifeboats, except free-fall lifeboats, shall be turned out from their stowed position, without any persons on board if weather and sea conditions so allow.</b></p>

## Drills & Training Process

The Master is responsible for this process.

1. Plan drills so they are performed without unnecessary risk.
  - A. Review manufacturers instruction
  - B. Use mannequins for simulated casualties, not colleagues!
2. Check equipment used in drill is maintained
3. Conduct drill at a safe pace
4. Ensure all personnel are familiar with SOLAS Training Manual
5. Ensure ships company are familiar with company's system of emergency organization
  - A. Confirm instruction given on the following:
    - Procedure to raise the alarm.
    - Correct action upon discovering a fire or a casualty in an enclosed space.
    - Preparation and lowering of lifeboats and liferafts
    - Closing-down procedures for all spaces including reporting the fact that this has been affected

- Correct use of minor fire-fighting appliances and rescue appliances.
- 6. Conduct training & drills for each type of emergency described in the SOPEP & VRP



Use form [SAF 24](#) (Exercise and Drill Matrix)

**Note:** Ensure every crew member participates in at least one abandon ship drill and one fire drill every month.

- 7. Review drills using form [SAF 25](#)

### **Warning!**

*Failure to carry out drills in a satisfactory manner can result in detention of the vessel under Port State control procedures.*

- 8. Record contingency training & drills in:
  - A. 'Ships Safety and Training Record Book' (SSTRB)
  - B. Deck logbook

**Note:** The Company or its representatives can initiate unannounced drills. These drills will exercise all resources and responses to the emergency. It is important that these drills are treated as realistically as possible.

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## Fast Rescue Boat Training & Drill Process

The Master is responsible for this process.

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- 1. Conduct initial training for all persons involved in operation including:
  - A. Assessment of the boat and launching equipment for immediate launch and operation
  - B. Understanding the safe operation of the winch, brakes, falls, painters, motion compensators and other equipment as fitted
  - C. Understanding the safety precautions during launching and recovery
  - D. Knowledge of procedures for launching and recovery in various weather conditions
- Keep records of person proficient in the launch & recovery of fast rescue boat
- 2. Produce RA for rescue boat operation, considering:
  - A. Reliability, type and complexity of equipment
  - B. Proven level of expertise of the rescue boat crew as demonstrated during drills
  - C. The prevailing weather conditions.
  - D. Communications
- Prior to each drill RA to be reviewed by:

- (i) Master
  - (ii) Person in charge of rescue boat
3. Conduct on drills & training in accordance with:
- ▶▶ See – [SAF 24](#)
4. Keep records of drills & training including:
- A. Dates & times
  - B. Names
  - C. Operational status of ship
  - D. Sea & weather conditions