



# SAFETY MANUAL ABSTRACT



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# Safety Manual Abstract

## **A. Policy Statement**

Company Objectives and Policy

## **B. Shipboard - ISM Quality Management System**

- a) Responsibility of Master and Senior Officers
- b) Designated Person
- c) Organizational Flow Charts

Shipboard ISM Committee

- a) Training the Crew in ISM Procedures
- b) Quality Management System (QMS) Process
- c) Internal & External Audits
- d) QMS Process Interruptions or Failures
- e) Resolution of Non Compliances

Master's Review

Documentation and Control

Changes to the ISM System

Management Review

## **C. Shipboard Policy**

Vessel Documents and Certificates

- a) Destruction of Superseded Documents
- b) Certificates
- c) Transmittal Letters
- d) Remote Office Record Retention
- e) Posting of Instructions, Policy, Operational Memoranda and Documents

Training/Safety

- a) Training Requirements for Shipboard Personnel
- b) Fitness for Service
- c) Officer Turnover Notes
- d) New/Relieving – Officer/Crew Indoctrination
- e) Indoctrination Procedures for Contractors
- f) Passengers/ Surveyors
- g) Control of Narcotics and Weapons
- h) Injury/Serious Illness and Incident Reporting Procedure
- i) Personal Protective Equipment Policy
- j) Facial Hair Policy
- k) Smoking Policy

## Operations

- a) Vessel Casualty Reporting Procedures
- b) Pollution Reporting and Emergency Response Plan
- c) Notes of Protest
- d) Voyage Orders and Instructions
- e) Operational/Instruction Manuals
- f) Official Logbook
- g) Use of Hand Held Radios
- h) Shore Leave for Key Personnel
- i) Stowaways
- j) Work Hour Limitations
- k) Waste Disposal and the Garbage Management Manual
- l) Salvage – Lloyd's Open Form
- m) Vessel Safe Combinations
- n) Tampering with Cargo and/or Ship's Equipment

## Deck Department

- a) Personnel and Job Descriptions
- b) Deck Log Books
- c) Required Deck Log Book Entries
- d) Ballast Record Book
- e) Deck Machinery and Cargo Equipment
- f) Crew Training in Proper Use
- g) Vessel Stability
- h) Structural Monitoring System

## Deck Watch

- a) Responsibility of the Mate on Watch
- b) Maintaining Vessel's Position when Alongside and Anchored
- c) Gangway Access and Notice

## Mooring/Un-mooring/Anchoring Operations

- a) Mooring Lines, Windlass and Winches
- b) Equipment Operational Tests
- c) Proper Stowage of Lines
- d) Port Preparations
- e) Line and Chain Handling

## Maintenance, Repair and Inspection

- a) Winterizing Deck Lines in Freezing Weather
- b) Sea Trials
- c) Planned Maintenance in the Deck Department
- d) Maintenance of Deck, Pipelines, Holds and Superstructure
- e) Regular Testing of Inactive Functions
- f) Preparation of the Vessel Antenna Map

### Spare Parts

- a) Inventory
- b) Stowage
- c) Nameplates on Machinery
- d) Identification of Used Parts

### Navigation

- a) General
- b) Bridge Team Management
- c) Pilot Boarding and Exchange of Information
- d) Charts and Publications
- e) Control of Shipping Publications

### Bridge Equipment

- a) General
- b) Course Recorder
- c) Automatic Identification System
- d) Radar Units
- e) Weather Fax Machine
- f) Chronometers
- g) Barograph
- h) Signal Lights
- i) Lifeboat Radios
- j) GPS Receiver
- k) Ship's Clocks
- l) Intercom System
- m) Depth Recorder
- n) Gyro Compasses
- o) Navigation Lights, Day Shapes
- p) Flags
- q) Magnetic Compass
- r) VHF Radio
- s) Global Maritime Distress Safety System Units
- t) Voyage Data Recorder

### Required Bridge Log Books

- a) Official Log Book

### Voyage Passage Plan

- a) General
- b) AMVER Participation

### Weather Monitoring

- a) General
- b) Adverse Weather
- c) Additional Ballast in Heavy Weather

- d) Weather Routing
- e) Adverse Conditions While at Anchor or Moored

#### Bunker Requirements

#### Voyage Abstracts

#### Engagement of Tugs and Pilots

#### Steering System

- a) Officers and Crew Knowledge
- b) Rudder Loss Recognition Time
- c) Use of Auto-pilot
- d) Steering Tests and Drills
- e) Changing the Helm

#### Bridge Watch

- a) Master's Standing Orders
  - b) Bell Book
  - c) Underway
  - d) Vessel Position
  - e) Daily Equipment Tests
  - f) Duties of Lookout
  - g) Duties of Helmsman
  - h) Use of Radar
  - i) Anchoring and at Anchor
  - j) Bridge Watch at Anchor
  - k) Anchor Position Log Book
  - l) Pilotage
  - m) Pilotage Waters
  - n) Pilot Boarding
  - o) Pilot's Role
  - p) Master Acting as Pilot
  - q) Port Arrivals & Departures
  - r) Testing of Equipment
  - s) Tides and Currents
  - t) Notification of Escorts Tugs and Pilots
  - u) Notice of Protest
  - v) Port Log
  - w) Port Departures
  - x) Testing of Equipment
  - y) Tides and Currents
  - z) Vessel Safe for Sea
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- aa) Congested and Restricted Waters
  - bb) Assignment of Additional Officers
  - cc) Vessel Speed
  - dd) Under Keel Clearance
  - ee) Reduced Visibility

ff) Navigation in Close Proximity of Ice

Engine Department

a) Personnel and Job Description

Bunkering Operations

- a) Person in charge
- b) Pre-transfer Conference
- c) Oil Transfer Procedures
- d) Record and Samples
- e) Communications
- f) Note of Protest

Engine Logbooks

Engine Machinery

- a) Crew Training
- b) Maintenance, Repairs and Inspection
- c) Unattended Engine Room Maintenance

Spare Parts

- a) Inventory
- b) Storerooms
- c) Requisitions
- d) Nameplates on Machinery
- e) Identification of Used Parts
- f) Critical Spare Parts

Engine Room Watch

Emergency Diesel Generator

Fire Fighting System and Fire Pumps

Maneuvering Operations

- a) General
- b) Bell Book

Shipyard and Voyage Repairs

Planned/Preventative Maintenance

Regular Testing of Inactive Functions

Required Tests and Inspections

- a) Pre-maneuvering Tests
- b) Refrigeration Supply/Removal and Maintenance Logs
- c) Oily Water Separator: Policy and Precautions

Boiler Operations

- a) Boiler Water Testing
- b) Loading Distilled Water, Shipyard and Other
- c) Securing a Boiler at Sea

- d) Soot Blowers

#### Engine Room Cleanliness

#### Automation

#### Radio Department

- a) Duties and Responsibilities
- b) Statutes and Regulations
- c) Equipment Maintenance and Tests
- d) Required Radio Watches
- e) FCC Required Tests and Publications
- f) Spare Parts and Consumables.

#### Stewards Department

- a) Personnel and Job Descriptions
- b) Frequency of Storing of Subsistence Stores
- c) Working Hours
- d) Galley Equipment
- e) Laundry
- f) Galley Upkeep and Safety
- g) Inventory of Subsistence Stores
- h) Sanitation Inspections and Good Housekeeping
- i) Styrofoam Cups/Packing Materials, Prohibited

#### Storerooms, Freezers and Chill Boxes

- a) Storerooms
- b) Freezers and Chill Boxes

#### Personnel/Insurance

- a) Harassment Aboard Vessels
- b) Investigation Procedures Related to Incidents of Harassment
- c) Qualifications of Officers and crew
- d) Persons Aboard Other than Crew Members (Visitor's Policy)
- e) Requests for Medical Attention in U.S. Ports
- f) Criminal Conduct
- g) Crew Member Relief Policy
- h) Employee Background Check
- i) Family Medical Leave and Emergencies

#### Safety

- a) General
- b) Emergency Preparedness Manual
- c) Emergency Organization and Training
- d) SOLAS Manual
- e) Material Safety Data Sheets (MSDS)
- f) Inspections of Equipment

- g) Required Drills, Tests, Inspections
- h) Maintenance and repair of Equipment

#### Safety and ISM Meetings

- a) Near Miss Reporting
- b) Lost Time Incidents
- c) Accident/Incident Review by the On-Board Safety Committee

#### Breathing Apparatus - Facial Hair Policy

#### Hot Work Aboard Vessels

- a) General
- b) Hot Work Policy
- c) Responsibilities
- d) The Hot Work Permit

#### Confined Space Entry Procedures

- a) General
- b) Use of Atmosphere Sampling Devices
- c) Confined Space Rescue

#### Tag Out Procedure for Repairs

#### Inspection, Measuring and Test Equipment

- a) Calibration and Testing Equipment
- b) Machinery Alarms and Shutdown Devices
- c) Smoke/Fire Detection Alarm Systems
- d) Fixed and Portable Gas Detection Equipment
- e) Gauges and Tools
- f) Calibration of the Oily Water Monitor

#### Condition and Operation of Lifeboats, Life Rafts and Rescue Boat(s)

#### Hazardous Material Procedures

#### Diving Operations

#### Shipyards Safety

## Personal Protective Equipment

- a) Eye & Hearing Protection
- b) Fall Arrest & Protection Equipment
- c) Use of: Safety Shoes, Hard Hats, Belts, Etc.
- d) Back Support Belts
- e) Use of PPE by Visitors, Contractors, Surveyors

## Medical

- a) Medical Officer
- b) Maritime Medical Access (MMA) Service
- c) Medical Chest
- d) Controlled Drugs
- e) Medical Log Book
- f) Medical Waste

## Communications

### General

- a) Policy & Records
- b) Facsimiles, E-Mail & Telexes, Routing & Distribution.

### Correspondence

- a) Home Office
- b) Correspondence with Third Parties

## VHF/SATCOM

### General

### Emergency Communications

- a) 24 Hour Live Coverage
- b) Incident and Casualty Reports
- c) Media Contact by Officers and Crew