


 <p>V. Ships Leisure S.A.M.</p> <p><u>V.SHIPS LEISURE S.A.M.</u> <u>LOCAL WORK INSTRUCTIONS</u></p> <p><u>Summary of Flag Requirements - Italy</u></p>		Version: 1 (01/13)
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1. Italy

1.1. PSC detention reporting procedure

Detention by any Port State must be reported to the Italian Administration immediately by sending a copy of the relevant inspection report to the following address:

Comando Generale del Corpo delle Capitanerie di Porto,

6° Reparto – Sicurezza della Navigazione

Via dell'Arte, 16 00144 Roma

Tel. +39 06 4548921

Fax. + 39 06 96519919

1.2. Italian Regulations for the Safety of Navigation and Human Life at Sea - DPR 435 – requirements

- (1) Copies of the DPR 435 document must be available onboard .





- (2) Log Books:

The following Log books must be onboard (In Italian, and in English if Italian is not the working language of the ship) and completed in the official language of the ship:

- **Italian Deck Log Book parts I to V ****
- **Safety Log Book**
- **Fire fighting Log**
- **Life-saving Log Book**
- Radio (GMDSS) Log Book
- Radar Log Book

*** Part XX of the Deck Log book must be completed in Italian.*

Those Log Books highlighted in bold require each page to be stamped in advance by the Italian Administration (or local Consulate).

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(3) LSA and FFA (specific equipment requirements are listed as per D 435 articles 90 to 99)

i. Fire Teams (Art.92 and Art.212)

- The fire team should comprise of a carpenter and an electrician and should constitute of:
 - 12 men for GT>20'000
 - 8 men for GT 10'000 -20'000
 - 4 men for GT 5'000 - 10'000

ii. The fire teams radios and portable lanterns are to be tested every 24 hrs

(4) Navigational Equipment (articles 131 to 143)

i. Transportation of motor vehicles

- Ro-Ro spaces requirements are listed in Art.175

(5) Muster List:

- i. The Muster List of the ship must be in the format specified in article 203.


(6) Servizi de Bordo:

- i. Article 30.4: If the vessel is not trading in Italian waters, the Master is authorised to carry out the Servizi de Bordo inspection every 15 months.
- ii. The completed Servizi de Bordo must be approved by the Consulate and then sent to the Port Authority of the registry of the vessel.

1.3. Document ITCG (safnav) Circ 097-2012

(1) Bridge Access

- i. Bridge access by personnel without operational functions (whether crew or passengers) is NOT permitted in conditions which require increased vigilance (ie during arrival/departure, restricted visibility, navigation in areas of concentrated traffic or in hazardous areas, any other time assessed as “critical” etc.), and any deviation from this requirement must be approved by the Master

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- ii. Posters shall be made available in all relevant locations such as service stations, ECR, bridge, crew public rooms etc.

(2) Passengers instructions

- i. Every passenger upon boarding shall be provided with a brochure containing all essential information related to the emergencies: such a document shall be made available in all languages of the guests on board
- ii. In addition to the requirements of SOLAS Reg. III/19.2, the safety information shall be supplied to the passengers through the video system of the ship, either in the cabins and in the public areas, to the embarkation of passengers and be repeated periodically during the voyage
- iii. Passengers' Boat Drill (Muster) before departure from home port and in case of further passenger embarkations in other ports of the voyage, shall be repeated for new passengers with the same procedures and before the departure of the ship

1.4. CSG69 Safety of Navigation (General Series n.) Circular Letter (02.08.2007)

- i. CSG69 Circular deals with instructions on the ISM Code application, per European Regulations 336/2006/EC, SOLAS Ch.IX and with issuance of DOC and SMC (Allegato 1, 2 and 3)
- ii. It contains some additional Legislative Decrees like N.314/1998 for implementation of EU Directive 94/57/EC on ships inspections and surveys, amending Directive 94/57/EC (Allegato 4)
- iii. It contains the ISM Code and IMO Guidance on its implementation with the following worthwhile notes:
 - Allegato 5 contains an earlier version of the ISM Code, which was revised and superseded in 2010
 - Allegato 6 contains IMO res. A.913(22) with guidelines on the implementation of the ISM Code by Administrations however these were revised and superseded by IMO Res. A.1022(26)

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iv. The Circular Letter also contains:

- In Allegato 7 a Declaration of Company which has assumed responsibility for the operation of the ship from the ship-owner per EU Commission Regulation 336/2006/EC
- In Allegato 8 the Italian Ministry of Transport ISM Code Certification Company Audit Report
- In Allegato 9 the Italian Ministry of Transport ISM Code Certification Ship Audit Report
- In Allegato 10 the ISM Code Ship Audit Checklist
- In Allegato 11 procedures for SMS verification

v. A copy of the complete CSG69 with all Attachments (Allegato 1 to 11) must be available (and is attached to this LWI)



CSG69.zip

1.5. Decree (Decreto Legislativo) 271 /99

(1) Responsibilities and authorities



- i. Designation of prevention/protection responsible persons and teams
- ii. A prevention/protection responsible person and team is to be designated
- iii. An annual meeting/ review "Prevention/Protection Policy"
- iv. A doctor in charge is to be established
- v. Company's Doctor inspection to be performed twice a year
- vi. Audits on board are to be attended by Company DPA; in case the DPA cannot attend the audit, another shore side person is to be delegated

(2) reports and analysis of non-conformities, accidents and hazardous occurrences

- i. Incident involving crew are properly recorded and there is a relevant approved register book and reporting procedures

(3) Risk Assessments

- i. A risk assessment plan is to be sent to the Italian Administration for approval

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(4) Safety Plan / Health and Safety Shipboard Working Environment Manual

- i. As required by D.L. 271/99, the Safety Plan / Health and safety shipboard working Environment Manual is to be included in the Company's SMS.
- ii. This Safety Plan / HSE Manual is inserted below as part of this Local Work Instruction and is to serve as an Appendix and in addition to procedures of the relevant ISM Manual (s)



1.6. Safety Plan / Health and Safety Shipboard Working Environment Manual per DL 271/99

i. National and International Regulations references

- Code of the Navigation (Art. 323);
- Legislative decree 626/94 (art. 16 and art.17) modified and integrated by the Legislative decree n. 242/96 art. 8s;
- Legislative decree 626/94 arts. 69;
- Royal Legislative Decree 13.12.33 ns. 1773 convert with the law n. 244 of 22.01.34 and integrated by the Law n. 1062 of 28.10.62;
- Risk Assessment Plan (DL);
- ILO 73 (1946 Seattle Convention)



ii. ISM Compliance

- i. The Company holding the Document of Compliance (DOC) provided by the ISM Code, will assume the duties and the responsibility provided by the D.L., Art.6 paragraph 5 from the point b) to the point q).
- ii. For the Company Organisation, duties and responsibilities of the key personnel ashore, please refer to chapter 3 of the Safety Management Manual, and the individual job descriptions



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iii. Master's responsibility

- i. The Master's responsibility and authority for the application of the DL Rules are here below listed:
 - a) Implementation of the Company Policy on board. He will therefore ensure that:
 - Copy of D.L., in Italian and/or English is posted in the Mess-rooms.
 - The shipboard personnel have a good knowledge of the Safety and Environmental Management Manual. With regard to this he will ensure that the Manual is read and understood by all personnel;
 - Safe operational procedures and working practices are adopted;
 - Information is given to personnel on the specific risks which they are exposed to in the course of normal working activities;
 - The shipboard duties are organised to reduce minimum fatigue factors;
 - To respect the daily work period on board, in conformity to National and International Laws;
 - Ensure personnel are equipped with the necessary Safety Personal Protective Equipment;
 - Ensure Safety Personal Protective Equipment is maintained in an efficient condition;
 - Ensure personnel are trained in the correct use of the working equipment as well as the Safety Personal Protective Equipment;
 - Ensure personnel are aware of the areas where they can be exposed to toxic and harmful agents for health;
 - Ensure personnel hygiene and safety of the work environment training is carried out regularly;
 - Ensure that the support documentation (operational manuals, VSL Bulletins, letters, updated information) is disseminated among the shipboard personnel;
 - Ensure the personnel, according to the duties and work responsibility on board, are informed on the contents of the safety risk assessment plan;
 - Ensure Emergency Drills are carried out. Additionally, he will verify the effectiveness and the co-ordination of the group participants to the drills;
 - Ensure all operations are regularly recorded as required by this Manual;

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- Ensure that the efficient conditions of the work environment are guaranteed and particularly the inspection and maintenance schedule of, where necessary, the shipboard equipment/machinery and the safety devices;
 - Ensure that he updates, or through a delegated Officer, the "Registro Infortuni-Injury Record Book". This records all accidents to crewmembers, including their type;
 - Ensure that there is available on board a suitable technical documentation and Rules Folder and an effective updating system is in force;
 - Ensure that the arrangements and the instructions quoted in the Risk Assessment Plan are complied with by all concerned personnel;
 - Ensure that there are discussions with the crewmembers, to check the documentation, to ask for periodic reports from the personnel who received the delegation and the responsibility.
- b) To motivate the crew in the compliance of the policy.
- c) To examine the procedures and the safety and hygiene of work environment instructions and to relate every comment or suggestion to the Owner/Company, in order to improve the Company policy;
- d) Issue of appropriate orders and instructions to the crew in simple and clear way, so that the objectives are reached (service orders, standing orders, night orders).
- e) To verify that the safety and hygiene work environment specific requirements and prevention accidents are observed.
- ii. Additionally, the Master has to ensure that personnel, as soon as possible after embarkation, receive the general and personal safety training, inherent to health, as per DL, National and International Rules (STCW 95 and ISM, where applicable, Italian regulations for the safety of navigation and life at sea etc.).
- iii. He must ensure that he receives information on his own duties and responsibility in the application of the DL on board in relation to his work, and that he is motivated to follow the Company Safety and Environmental policy.
- iv. The Master is responsible to relate to the Owner/Company, any problem, deficiency or anomaly that cannot be solved through the normal procedures and that, in his opinion, could compromise the hygiene, the health and the work safety on board.

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- v. The communications to the Owner/Company must be in writing, reporting the deficiencies/anomalies in the Monthly Safety Meeting Minutes. A copy of the communication must be kept onboard.
- vi. The Master is responsible to ensure that the Owner/Company receive the accident reports on company documentation.
- vii. The Master can assign specific duties mentioned in this section, based on his personal judgement, through the issue of written delegation instructions.
- viii. The crewmembers designated by the Master to perform the duties related to the safety of the work environment, are the staff that will be part of the Prevention and Protection Service.
- ix. The delegations of the duties, for the performing of the tasks assigned concerning the activities provided by the DL, will be given in writing and duly countersigned for acceptance.

iv. Duty and responsibility of shipboard personnel



i. General

Every crewmember must comply with the following general safety and work hygiene instructions:

- To follow the procedures and instructions provided in this Manual;
- Not to carry out on his own initiative, operations or manoeuvres which could compromise their own and other workers safety;
- To advise the person in charge of safety, whatever deficiency or anomaly found in safety devices and protection equipment, also informing the Representative to Safety (RESAL);
- To submit himself to the sanitary controls as per the Rules in force;
- To conform to the procedures provided in cases of emergency.

ii. Person responsible for the Safety Work Environment (RESAL)



- The ship-owner designates the Person Responsible for the Safe work environment (RESAL), who will accept the task signing the appointment letter.

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- The Person Responsible for the safety of the work environment on board is in charge of:
 - a) to participate in the periodic shipboard Meeting or safety Meeting;
 - b) to check the appliance of the instructions and procedures in hygiene and work safety matter, mentioned in this Manual and in the Safety Plan;
 - c) to perform periodic controls on board on the maintenance and efficiency of the work environment position, on the ground of the safety devices check list and that the results of such verification will be reported to the Owner/Company;
 - d) to perform, together with the Master, an analysis of injuries to personnel, assessing the type in order to identify new prevention measures;
 - e) to report to the Master any deficiency or anomaly found, that could compromise the hygiene, the health and the shipboard work safety, issuing a written non-conformity report.
- In the course of his duties he is supported by the shipboard prevention / protection service, regarding the actions to be undertaken, which will be recorded on the "Shipboard Safety Committee" or in the "Safety Meeting" Minutes.
- The reporting and filing of the documentation inherent the activity developed by the RESAL will be available in copy in the office.

iii. Representative to the Safety of the Work Environment (RASAL)

- The Representative of the Safety of the work environment (RASAL) is elected during the periodic meetings of the shipboard "Safety Committee" open to the whole crew or during the "Safety Meeting"
- A note in the minutes of the meeting reports the election of Representative by the crewmembers.
- At least one week before the election, it must be made known by posting in the mess-rooms, the names of the candidates.
- It is recommended to the Master, to record the RASAL election in the Deck Log (Giornale Parte II)
- In the case of signing off, resignations or revocation of the mandate, a new extraordinary Meeting will be held for the election of the new RASAL, as per the procedure above.

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- The tasks of the safety work environment representative are:
 - a) He collaborates with the shipboard prevention/protection service which he is part of;
 - b) During the periodic meetings, required in this Manual, he will propose suggestions and actions finalised to improve the system of prevention and protection and risks reduction.
 - c) He informs the crewmembers on the dispositions and the provisions taken regarding safety and prevention.

v. Shipboard Safety Committee



- i. The ship has nominated a "Safety Committee" with the following tasks, in addition to what is provided in the ISM Code in order to guarantee conformity to the D.L. Regulations:
 - To report the details of the crew member elected as RASAL during the Committee Meeting open to all crew.
 - To appraise the effectiveness of the procedures for the safety management of work environment and hygiene, and to propose possible improvements
 - To appraise the level of education and training of the shipboard personnel regarding the safety work environment and hygiene pointing out possible requirements and improvements.

vi. Safety Meeting



- A Safety Meeting takes place at least once per month with the attendance of all off duty personnel.
- A copy of the Minutes of the Meeting must be kept onboard and ashore.
- The recipients of the reports will be appraised of the content and decide the action to undertake after every request from the Master. If deemed necessary, the Owner/Company will be involved.

vii. Safety Work Environment Policy Revision

- i. At least once a year the Owner/Company summons a Meeting on board with the attendance of the Master, the RESAL, the RASAL, in order to examine:



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- That the measures adopted during the year, regarding the hygiene and the safety of the work environment on board, comply with what provided in the Safety Plan;
 - That the personal protection equipment on board, are suitable to the expected purposes;
 - That the programs set out for the education and the training of the shipboard personnel are effective and have reached the intended results;
 - It has been taken into consideration the possible introduction of new technologies that have involved or that could involve the necessity to update the existing procedures in hygiene and safe work practices
- ii. Records of the meetings must be taken, describing the discussed problems, the results, the conclusions and the actions
- iii. In relation to the decisions of the meetings, the Owner/Company can decide to issue instructions, circular letters or to prepare a revision of the Safety and Environmental Protection Manual
- iv. The Company, through the DPA, will disseminate new instructions on board.
- v. The implementation of the agreed actions is monitored and verified by the DPA.
- vi. The Ship Management (Master) will confirm the receipt of the new instructions, sent by the Company.

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viii. Reporting / Filing for the sections above

TITLE	VESSEL (Deck Dept)	OFFICE
ACCIDENT REPORTS	X	X
INJURY RECORD BOOK	X	
NON CONFORMITY REPORTS	X	X
SAFETY MEETING (Monthly and Occasional)	X	X
DELEGATIONS OF DUTIES (MASTER)	X	
REPORT MEETING SAFETY AND HYGIENE WORK ENVIRONMENT POLICY REVISION (TWICE YEARLY)	X	X
ELECTION OF RASAL – ACCEPTANCE LETTER	X	X
LETTER PREPARED BY COMPANY TO NOMINATE PERSON RESPONSIBLE FOR THE SERVICE OF PREVENTION/PROTECTION (RESAL)	X	X
ACCEPTANCE OF THE NOMINATION AS PERSON IN CHARGE FOR PREVENTION AND PROTECTION (RESAL)	X	X
LETTER PREPARED BY COMPANY TO NOMINATE PERSON RESPONSIBLE FOR THE SERVICE OF PREVENTION/PROTECTION (SAFETY OFFICER, STAFF CHEIF ENGINEER, HOTEL MANAGER)	X	X
ACCEPTANCE OF THE NOMINATION AS PERSON IN CHARGE FOR PREVENTION AND PROTECTION (SAFETY OFFICER, STAFF CHEIF ENGINEER, HOTEL MANAGER)	X	X
WORKPLACE WEEKLY INSPECTION	X	X
CV PERSONNEL PREVENTION / PROTECTION SERVICE	X	
COMPANY WORK INSTRUCTIONS	X	X

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ix. Competent Doctor

i. General :

- A Competent Doctor is defined as holding one of the qualifications listed in the D.L. 19/09/1994, n. 626 art. 2, letter d), as replaced by the D.L. 19/03/1996, n. 242 art. 2.
- The Competent Doctor for the shipboard personnel referred to in this Manual has been designated by the ship-owner and his name has been notified to the Ship's Master.
- As substitute of the D.L. 19/03/1996 no. 242 art. 2, copy of the Competent Doctor appointment and his qualifications required to cover the position as per D.L., are filed on board and in shore offices, for verification by the Control Organisations as required

ii. Responsibility



- The Competent Doctor is responsible for the sanitary checks of the shipboard personnel and he expresses fitness judgements in relation to the specific duty to be performed on board:
 - He carries out preventive checks to assess the absence of contra-indications to the specific employment, which the shipboard personnel are assigned.
 - According to an established annual program, he checks the state of health fitness of the shipboard personnel.
- The checks and specialist medical examinations referred to in the points above are performed through diagnostic investigations, clinical and biological examinations that take into consideration the necessary evaluations of the health risk expressed by the Competent Doctor.
- The doctor is responsible for the implementation and updating, for every crew member, a sanitary and risk card, which is filed in the company's office.
- He performs every six months, together the Person responsible of the safety on board (RESAL), a visit to the work environment on board, at the end of which a report is issued, which will be filed on board under the responsibility of the Master

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- In carrying out his activity of control, the Competent Doctor may have some collaboration, if he deems necessary, of specialist doctors designated by the ship-owner.
- He is responsible to inform the Owner, after the above-mentioned sanitary checks, expressing partial, temporary or total unfitness judgements of the crewmember as result of some situations of risk exposure. As a consequence the ship-owner will perform a new risk assessment and an environmental analysis, which will be finalised by the verification of the effectiveness of the new protection measures adopted.
- He is responsible to inform the crewmembers of the meaning of the checks which they have been submitted to, and of the necessity of the same. In informs on agents where exposure could have long term effects, and on the necessity to carry out sanitary checks after the cessation of the activity that involves the exposure to such agents. He informs on whatever is useful for the prevention of the worker's health.
- In relationship to the Risk Assessment Plan, the Competent Doctor will prepare, if deemed necessary, some protocols of sanitary checks for the located risks and he will give written instructions to the shipboard personnel.
- He will inform the crewmember on the results of the verification sanitary checks for the duty fitness and, on demand, he will issue a copy of it.
- He will communicate, during the annual prevention Meeting on board, the results of the clinical and instrumental checks and he will explain the meaning of the same

iii. Medical Checks

- Every crewmember is submitted to the following verifications:
 - Pre-engagement Medical examination (Cassa Marittima for Italian Seamen, Company Doctor for other nationality): to verify the medical fitness of the crewmember at the time of the embarkation, before being enrolled on board as per Code of the Navigation art. 323;
 - Periodic medical examination (Cassa Marittima for Italian Seamen only): biennial to verify the fitness of the same to the duty he will be employed on board, according to what established by the Rules in force;
 - Occasional examination (Competent Doctor, normally annual): for all shipboard personnel exposed to risk situation on board, identified in the risks

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assessment and showed in the technical report on the risks evaluation related to the working activity on board (D.L. art. 6, paragraph 1c),

- Examination to assess the results of the accident on board: on request of the IPSEMA.
- A certificate or other suitable documentation is available on board to prove the fulfilment of these requirements.
- A sanitary and risk card/folder is kept for every crewmember, under the responsibility of the "Sanimare" Doctor, in care of the SASN with the protection of the professional secrecy

iv. Reporting and filing (competent Doctor)

- The following documentation will be available on board in a dedicated folder under the responsibility of the Master, in the Master's office.
- The documentation required ashore, will be filed, as per below table, in the Owner/Company Office

TITLE	VESSEL (Deck Dept.)	V. SHIPS LEISURE	CREW OFFICE
APPOINTMENT OF COMPETENT DOCTOR	X	X	
CORRESPONDENCE OWNER/DOCTOR			X
SEAMAN SANITARY / RISK FOLDER		X	
REPORT VISIT COMPETENT DOCTOR ON BOARD, WORK ENVIRONMENT	X	X	
DOCUMENTATION PRE-ENGAGEMENT MEDICAL EXAMINATION.	X		X
DOCUMENTATION BIENNIAL MEDICAL EXAMINATION	X		X
DOCUMENTATION OCCASIONAL MEDICAL EXAMINATION (Competent Doctor)	X		X
DOCUMENTATION MEDICAL EXAMINATION AFTER ACCIDENTS (IPSEMA)	X		
INSTRUCTIONS COMPETENT DOCTOR / CREW ON HEALTH RISKS (as per report visit Competent Doctor onboard)	X	X	

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x. Certificates and Surveys

i. List of the certificates and documents to be held on board



- The Master will keep on board, under his responsibility the following documents / certificates as per DL Rules:
 - CERTIFICATE OF SAFETY OF THE WORKING ENVIRONMENT (Standard Model approved by the Ministry)
 - TERRITORIAL COMMITTEE/PORT AUTHORITY SURVEY RECORD BOOK (ART. 18 Standard Model approved by the Ministry)
 - SHIPBOARD RISK ASSESSMENT PLAN
 - INJURY RECORD BOOK (Standard Model approved by the Ministry)

ii. Periodic control of the certificates and documents

- The Company is responsible to comply with DL Rules regarding the Surveys Request and to keep all the certificates and documents, provided by the Rules, updated. He should give detailed operating instructions, to the technical personnel in order to follow up the expiration dates of certificates and the application to request the surveys.

iii. Survey by Territorial Committee

- First Survey
 - the survey is carried out on board of the ships and unity, as per dl section. 18 paragraph 1 a) and section 19.
 - the purpose of the survey is to verify that the following items comply with dl rules and accomplishment regulation (art.34):
 - materials used, the accommodations arrangement, working and service areas, inside climatic and environmental conditions of the mentioned areas, access and escape ways, the use of machinery and installations, the equipment as well as the sanitary equipment.

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- Periodical Survey
 - The periodical Survey is carried out every two years on the ships and unity, as per DL Section 18 Paragraph 1 b) and Section 20.
 - The surveys are carried out to ascertain that the ships are maintained, in respect of the working environment, in compliance either with the conditions in which they have been found during the first survey or with the rules provided by the DL and the regulation referred to in art. 34
- Random Survey
 - The surveys are carried out on board of the ship and unity, as per DL Section 18 Paragraph 1 c), section 21 and 33.
 - The surveys are carried out with the purpose of ascertaining the maintenance of the working environment compliance and whenever it should be necessary.

xi. Reporting / Filing

TITLE	Vessel (Deck Dept.)	OFFICE
CHECK LISTS CERTIFICATES / DOCUMENTS	X	X
INJURY RECORD BOOK	X	
SHIPBOARD RISK ASSESSMENT PLAN	X	X
CERTIFICATE OF SAFETY OF THE WORKING ENVIRONMENT	X	X
REQUEST APPLICATION FOR SURVEYS (FIRST / PERIODICAL / RANDOM	X	X



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1.7. Forms for DL 271/99 Compliance





1.8. Italian additional requirements - Guidelines for performing the audit onboard

- (1) Prevention/Protection Service responsible person has been designated for the ship.
Duties and responsibilities are contained in a procedure.
- (2) Company has designated one individual as Prevention/Protection Responsible Person.
- (3) Prevention/Protection onboard Representatives have been covered by following ranks for each Department.
- (4) A procedure exists establishing appointing criteria for Prevention/Protection Team personnel.
- (5) The motivation of the crew in implementation of DL 271/99 is achieved (e.g: by interviewing the crew , by holding meetings for implementation of DL 271/99; by induction of crew members at embarkation etc).
- (6) Safety Committee Meeting address the procedure for protection/prevention for health and safety of the working environment.
- (7) Objective evidence exist through the Safety Meeting Report minutes that education and training of shipboard personnel regarding the Health and safety of the working environment has been evaluated and suggestions for improvement or additional training have been addressed.
- (8) The responsible and representatives of the Protection/prevention service participate to the Shipboard Safety Meetings.
- (9) There is evidence on board of training and instruction program for crew members to comply with the requirements of law decree 271/99.
- (10) Training instructions of crew members on DL 271/99 are duly recorded.
- (11) As established by law decree 271/99 training is provided for new joining crew members/personnel assigned to new duties/new technology/new products or harmful substances carried out on board.
- (12) The Italian Crew Role Official Book contain proper notations of the names of the personnel in charge for Protection/Prevention Services and a declaration containing their own CV and duties assigned within the team.

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- (13) Evidence of “Occasional Physical Examination” for those seafarers working in risky areas indicated in the “Risk Assessment Plan”.
- (14) Documented evidence of “Follow up on Physical Exam after accident on board” if required by Administration.
- (15) Certificates of proficiency in Health and Safety of Ship Environment for seafarers are available (when applicable)
- (16) Company has developed plans and procedures for safety and health of shipboard personnel.
- (17) Risk Assessment Plan approved by the Administration is available on board
- (18) A “Health & Safety of working Environment Manual” or Safety Management System integrated procedures containing following key operations exist:
- Resting period for seafarers in accordance with requirements of 271/99 Law Decree.
 - Personal protective Equipment
 - dangerous works working into enclosed spaces
 - Safety Procedures and work instructions in accordance with “ Shipboard Risk Assessment Plan”
 - Safety signs and symbols
- (19) Resting periods of crewmembers are duly recorded and they have been found in compliance with art. 11 of Law decree 271/99.
- (20) A poster indicating working schedules of the crew members either at sea and in port is displayed in the crew public rooms.
- (21) Procedure for personal accident/injuries of shipboard personnel take into account the reporting requirements of the Administration; Public Health Office; Insurance relevant to the vessel’s Port of Registry (as required by Law decree 271/99)
- (22) The Accident Record Book is approved by the Administration
- (23) Accident record book is duly filled by the Master or deck officer holding Master’s written delegation of duties.
- (24) Amendments to the Risk Assessment Plan after initial approval have been done in accordance with art. 22 of law decree 271/99.
- (25) A practical first aid and medical guide is available on board.
- (26) Written instructions and eventual precautions and/or corrective/preventive measures have been taken on board following health hazards found on board by the Company’s Doctor.
- (27) A copy of the Italian Law Decree 271/99 “Health and Safety of the Shipboard Working Environment” is available in the office technical library.

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(28)A copy of the Regulation Booklet”(when it will be in force) for implementation of DL 271/99 is available in Company’s technical library.

(29)The intervals of the Company’s Doctor working environment inspections are carried out at least twice a year.

(30)An outcome of Company’s Doctor inspections on board is available.

(31)Following certificates/documents are included in the “Ship Certificate/Documents expiring List” foreseen in the SMS procedure:

- Working Environment safety certificate approved (*)
- Ship’s Project/Specification approved (*)
- Risk Assessment Plan of Working environment approved (*)
- Minutes or notations of inspections carried out by Local Authority Commission are reported in a document format approved by the Administration

(*) by the Administration

(32)There is evidence of copy of annual meeting to review onboard “Protection/Prevention Policy” with the participation of the Responsible of the Protection/Prevention Service and the members of the Protection/Prevention Service as required by Law decree 271/99.