


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

### 1. General

Detailed requirements for operating UK ships can be found in UK Regulations, Merchant Shipping Notices (MSN), Guidance to Surveyors and various publication including the Code of Safe Working Practices (COSWOP), MCA SOLAS V publication and Health and Safety leaflets; this detailed information is available on the MCA's web site at: [www.mcga.gov.uk](http://www.mcga.gov.uk)

Managers, masters, and seafarers serving in United Kingdom ships are welcome to contact the Maritime and Coastguard Agency by phone, fax or e mail for further advice and guidance on:.

Tel: + 44 (0) 870 6006 505,

Fax: + 44 (0) 178 2369 005

[infoline@mcga.gov.uk](mailto:infoline@mcga.gov.uk)

### 2. Crew

#### 2.1. **United Kingdom Certificates of Equivalent Competency**

(See MGN 221)

All officers who do not possess a UK Certificate of Competency must hold a United Kingdom Certificate of Equivalent Competency issued by the Maritime and Coastguard Agency.

#### 2.2. **Medical Certificates**



(See MSN 1815)

MSN 1815 has a list of countries whose medical certificates are accepted as equivalent to a UK medical certificate and is updated annually.

#### 2.3. **Leave**

(See MSN 1767)

The regulations state that a seafarer is entitled to paid annual leave of at least four weeks, or a proportion of four weeks in respect of a period of employment of less than

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one year. This may be taken in instalments but may not be replaced by a payment in lieu, except where the seafarer's employment is terminated.

#### 2.4. Crew Agreements

(See MGN 148)

The Merchant Shipping Act 1995, requires that every United Kingdom ship shall have an agreement in writing between each person employed and the person employing him. These official crew agreements are additional to and separate from any company contract or similar document. By signing the crew agreement the crew member is agreeing to be bound by the 'Code of Conduct for the Merchant Navy'. Once the crew agreement is opened there is a requirement to post up a copy of it in a conspicuous place. At the end of the crew agreement it must be closed and all persons on it who have not already done so must sign off.

#### 2.5. *Seafarers' Working and Living Conditions / ILO 178 inspections*



*(see MSN 1769)*

*UK registered vessels will be inspected initially at first ISM audit (following registration) and at intervals not exceeding 3 years afterwards. The Inspection Report must be posted up in a suitable position in the accommodation where it can be seen and read by all crew members.*

### 3. Logs and Publications

#### 3.1. Official Log Books

The Merchant Shipping (Official Log Book) Regulations 1981 make it a requirement to carry and keep an Official Log Book. The Official Log Book (OLB) has guidance notes on the front cover that should be read along with these guidance notes. It is essential that all the relevant entries are fully completed. It is an offence to fail to keep the Official Log Book or to make incorrect entries.

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### 3.2. GMDSS Log Book

All UK ships are required to carry a GMDSS log book. Instructions for completing the log book are contained in the book. GMDSS Log Books should be returned to the MCA with the Official Log Book and Crew Agreements when these are closed.

### 3.3. UK Publications required to be onboard

The following UK publications are required to be carried in addition to the standard IMO and UKHO Nautical Publications:

- Official Log Book (MCA)
- Crew Agreement forms (MCA)
- Code of Safe Working Practices (MCA) - 6 plus copies
- Merchant Shipping Notices, Marine Guidance Notes and Marine Information Notes (MCA) [Only (M) and (M+F) designated notices are required for Merchant ships]
  - *List of M-Notices - Index including searches can be accessed at:*  
[http://www.dft.gov.uk/mca/m-notice\\_index\\_-\\_including\\_searches.xls](http://www.dft.gov.uk/mca/m-notice_index_-_including_searches.xls)
- Operating and Maintenance Instructions for Navigational Aids Carried by the Ship
- Ship Captains Medical Guide (MCA)

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#### 4. Health and Safety

##### 4.1. **Safety Officials and Committees**

(See Code of Safe Working Practices (COSWOP) Chapter 3)

The Master is required to record the appointment of a Safety Officer in the official log book. The Safety Officer should have suitable training, be familiar with the statutory responsibilities for health and safety and with the principles and practice of risk assessment.

The Master is required to record the election of safety representatives to a safety committee in the Official Log Book, in the narrative section. A safety representative must be someone who has at least 2 years sea service since he was 18.



Those who are elected as safety representatives do not have to stay in that role for the whole voyage, others can be elected to take over. The safety representative should be briefed on his/her duties and responsibilities. They can:

- Participate in any investigations or inspections carried out by the Safety Officer subject to his agreement, or after notification to the Master, undertake similar investigations or inspections himself, whether or not they have been carried out by the Safety Officer,
- Consult with the Master and Safety Official on behalf of the crew on matters affecting occupational health and safety of crew members,
- Request through the safety committee an investigation by the Safety Officer of any such safety matter,
- Inspect any of the records required to be kept by the Safety Officer

##### 4.2. **Risk Assessments**

(COSWOP Chapter 1)

The Master should ensure that a risk assessment has been carried out to cover all work activities on board where there is a realistic risk of harm to personnel.

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#### **4.3. Hazardous Occurrences (“accidents”)- Reporting**

*This covers also vessels not registered in the UK but under the jurisdiction of an UK harbour master or a vessel that carries passengers to/from UK*

*(See MGN 458 as per the Merchant Shipping Accident Reporting and Investigation (ARI) Regulations 2012)*

##### *(1) Definition*

*An “accident” per ARI 2012 is defined as any marine casualty (including very serious marine casualties and serious marine casualties) or any marine incident. An “accident” also includes serious injuries as defined by the ARI Regulations.*

##### *(2) Reporting*

The Master or Operator is to report “Accidents” and Major Injuries by the quickest means possible (*ie telephone*) and as soon as possible after the occurrence to the Marine Accident Investigation Branch ( <http://www.maib.gov.uk> ), *see contact details below:*

##### *(3) Contact Details*

*Marine Accident Investigation Branch  
Mountbatten House, Grosvenor Square  
Southampton, SO15 2JU*

*Tel: (Office hours) 023 8039 5500 (within UK)*

*+44 23 8039 5511 (outside UK)*



*Fax: 023-8023-2459*

*e-mail: [maib@dft.gsi.gov.uk](mailto:maib@dft.gsi.gov.uk)*

*Internet: <http://www.maib.gov.uk>*

***24 hour accident reporting line only:***



***+44 23 8023 2527***

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#### *(4) Hazardous Occurrences Classification*



*“Accidents” may be classified (in order of severity) as follows: very serious marine casualties, serious marine casualties and marine incidents.*

- *a marine casualty, which is an event or sequence of events that has resulted in any of the following and has occurred directly by or in connection with the operation of a ship involving—*
  - *the death of, or serious injury to, a person;*
  - *the loss of a person from a ship;*
  - *the loss, presumed loss or abandonment of a ship;*
  - *material damage to a ship;*
  - *the stranding or disabling of a ship, or the involvement of a ship in a collision;*
  - *material damage to marine infrastructure external of a ship, that could seriously endanger the safety of the ship, another ship or any individual;*
  - *severe pollution (such that produces a major deleterious effect upon the environment), or the potential for such pollution to the environment caused by damage to a ship or ships, or*
- *a very serious marine casualty, which is an event or sequence of events that has resulted in any of the following and has occurred directly by or in connection with the operation of a ship involving*
  - *the total loss of a ship;*
  - *loss of life;*
  - *severe pollution, or*

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- *a serious marine casualty, which is an event or sequence of events that has occurred directly by or in connection with the operation of a ship but which does not qualify as a very serious marine casualty, that involves*
  - *fire;*
  - *explosion;*
  - *collision;*
  - *grounding;*
  - *contact;*
  - *heavy weather damage;*
  - *ice damage, or a suspected hull defect; resulting in any of the following*
    - *the immobilization of the main engines;*
    - *extensive accommodation damage;*
    - *severe structural damage including penetration of the hull under water rendering the ship unfit to proceed;*
    - *pollution;*
    - *a breakdown that necessitates towage or shore assistance*
- *a marine incident, which is an event or sequences of events other than those listed above which has occurred directly in connection with the operation of a ship that endangered, or if not corrected would endanger the safety of a ship, its occupants or any other person or the environment*
- *Passenger and Crew Injuries that have resulted in serious/ any other injury leading to any of the following:*
  - *any fracture, other than to a finger, thumb or toe,*
  - *any loss of a limb or part of a limb,*
  - *dislocation of the shoulder, hip, knee or spine,*



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- *loss of sight, whether temporary or permanent,*
- *penetrating injury to the eye,*
- *hypothermia or unconsciousness,*
- *resuscitation,*
- *requiring admittance to a hospital or other medical facility (being confined to a bed onboard) as an in-patient for more than 24 hours,*
- *incapacitation for more than three days, excluding the day of the accident*

#### *(5) Reporting Format*

*Having reported the incident by telephone, a completed accident report form should be e-mailed or faxed as soon as is practicable.*

*The Accident Reporting Form (ARF) available at:  
[http://www.maib.gov.uk/cms\\_resources/AccidentReportForm\\_vE1-1.doc](http://www.maib.gov.uk/cms_resources/AccidentReportForm_vE1-1.doc) should be used for the above. In case another narrative format is used, then the following information is to be reported as a minimum:*

- 1. Name of ship and IMO and official vessel number*
- 2. Type of ship;*
- 3. Date and time of the hazardous occurrence;*
- 4. Latitude and longitude or geographical position in which the accident occurred;*
- 5. Name and port of registry of any other ship involved;*
- 6. Number of people killed or seriously injured and associated type or types of casualty;*
- 7. Brief details of the hazardous occurrence including ship, cargo or any other damage;*
- 8. If the ship is fitted with voyage data recorder, the make and model of the recorder;*
- 9. Ports of departure and destination;*
- 10. Traffic separation scheme if appropriate;*

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*11. Place on board, and*

*12. The nature of any pollution that occurs as a result of a hazardous occurrence.*

*(6) Preservation of Evidence following a Hazardous Occurrence*

*Evidence shall be preserved such as charts, log books, recorded information relating to the period preceding, during and after the incident/marine casualty (including VDR data, CCTV cameras) and any documents or other records which might reasonably be considered pertinent*