Vessel:

Checklist commenced on [date/time]: at [location]:

**Caution:** Complete when wind speed>BF 7 or significant wave height>4 m, OR for smaller sized vessels – based on a specific assessment for max. weather limitations, OR when directed by Master

Master’s checks

1. Weather routeing service considered necessary &requested from office⬜
2. Speed reduced &course adjusted to avoid dangerous phenomena and prevent injuries done⬜

**Note:** Refer to VMS [Fleet Ops](http://srv-glas301:82/Leisure/content/parent%20category%20topics/procedures%20and%20operations/fleet_ops.htm) > [4.0 Marine Operations](http://srv-glas301:82/Leisure/content/parent%20category%20topics/procedures%20and%20operations/deck_operations.htm) > [4.1 Navigational Operations](http://srv-glas301:82/Leisure/content/vessel%20management%20system/fleet%20ops/marine%20operations/navigational%20operations.htm) > 4.1.8 Heavy Weather and associated Dangerous Phenomena. If tsunami expected head out to deep water (ideally > 100m)

1. Propulsion and steering controls, incl. associated cabling, on bridge and wings adequately protected against waves/ spray/ impact damage ensured⬜

**Note:** Consider if bridge windows could be broken by waves

1. Hand steering (additional pump motor) considered necessary &engaged⬜
2. Shore management, including DPA and Marine Planning and Port Operations informed& updated⬜

**Note:** Consider deviation from the intended route

1. Passengers and crew warned &instructed⬜

**Note:** Use PA or other means of communication as appropriate

1. Work activities on open decks suspended⬜

**Note:** Those strictly necessary for the safety of the ship are excepted, but shall be based on a Risk Assessment and form SAF113 “PTW on Deck in Adverse Weather” shall be used

1. Suspending of some passenger services to prevent accidents considered necessary⬜

**Note:** Coordinate with the Hotel Director

Staff Captain’s checks

1. Ballasting for deeper draft, lesser trim and list and avoidance of slamming considered& done⬜

**Note:** Beware of stiffer/ rigid ship if GM too high

1. Adequate stability as per ship’s operational limitations and requirements maintained⬜

**Caution:** Avoid partially empty tanks where possible to minimize free surface effects. Maintain trim, bending moments and shear forces within permissible ranges.

1. All new Heads of Department, supervisors and other shipboard staff warned and advised of heavy weather precautions via a brief meeting or e-mail done⬜
2. Written instructions to secure for heavy weather sent to all HoDs⬜
3. Appropriate scuttles closed⬜
4. Deadlights, shutters and windows/ portholes storm covers mounted in position⬜

**Note:** Consider if accommodation windows/ portholes not designed with storm-covers or deadlights can be damaged and take precautions as necessary

1. Weather tight doors and hatches closed &secured⬜
2. All watertight shell openings confirmed closed⬜
3. Halyards and standard rigging checked⬜

Staff Captain’s checks (continued)

1. Positive written report confirming securing completed (per [Operations](http://srv-glas301:82/Leisure/content/parent%20category%20topics/procedures_and_operations.htm) > [Safety Management](http://srv-glas301:82/Leisure/content/parent%20category%20topics/procedures%20and%20operations/safety_management.htm) > [General Work Precautions](http://srv-glas301:82/Leisure/content/parent%20category%20topics/procedures%20and%20operations/general_work_precautions.htm) > Securing of Objects and forms SAF102 and SAF103 “Objects requiring Securing – Guidance / Register”) received by:

|  |  |
| --- | --- |
| * 1. Chief Engineer ⬜ | at\_\_\_\_\_\_\_\_\_\_\_ |
| * 1. Hotel Director ⬜ | at\_\_\_\_\_\_\_\_\_\_\_ |
| * 1. Exec. Chef ⬜ | at\_\_\_\_\_\_\_\_\_\_\_ |
| * 1. Maiter D’ ⬜ | at\_\_\_\_\_\_\_\_\_\_\_ |
| * 1. F&B manager ⬜ | at\_\_\_\_\_\_\_\_\_\_\_ |
| * 1. Bar manager ⬜ | at\_\_\_\_\_\_\_\_\_\_\_ |
| * 1. House keeper ⬜ | at\_\_\_\_\_\_\_\_\_\_\_ |
| * 1. Shop manager ⬜ | at\_\_\_\_\_\_\_\_\_\_\_ |

|  |  |
| --- | --- |
| * 1. Hotel Controller ⬜ | at\_\_\_\_\_\_\_\_\_\_\_ |
| * 1. Photo Manager ⬜ | at\_\_\_\_\_\_\_\_\_\_\_ |
| * 1. Cruise Director ⬜ | at\_\_\_\_\_\_\_\_\_\_\_ |
| * 1. Doctor ⬜ | at\_\_\_\_\_\_\_\_\_\_\_ |
| * 1. IT Manager ⬜ | at\_\_\_\_\_\_\_\_\_\_\_ |
| * 1. Ch. Officer ⬜ | at\_\_\_\_\_\_\_\_\_\_\_ |
| * 1. Other ( ) ⬜ | at\_\_\_\_\_\_\_\_\_\_\_ |
| * 1. Other ( ) ⬜ | at\_\_\_\_\_\_\_\_\_\_\_ |

1. All securing arrangements of deck equipment i.e. anchors, lifeboats, life-rafts, mooring ropes (stow below deck), cranes or derricks, stores, paints, chemicals checked⬜
   1. Additional lashings on accommodation ladders and heavy equipment fitted⬜

**Note:** Refer to [Fleet Ops](http://srv-glas301:82/Leisure/content/parent%20category%20topics/procedures%20and%20operations/fleet_ops.htm) > [9.0 Safety Management](http://srv-glas301:82/Leisure/content/parent%20category%20topics/procedures%20and%20operations/safety_management.htm) > 9.6 Safe Working Practices > [9.6.9 Securing of Objects](javascript:void(0);) and forms SAF102 and SAF103 “Objects requiring Securing – Guidance / Register”

1. Swimming pools and Jacuzzis dumped⬜
2. Sounding pipes secured watertight⬜
3. All vulnerable vent covers closed⬜

**Note:** Coordinate with A/C Engineer and Hotel Engineer

1. “Deck Closed” signage at doors onto open deck posted as necessary⬜
2. Hand ropes in foyers rigged as necessary⬜
3. Gymnasiums closed⬜
4. Personnel without operational functions NOT admitted on the Bridge ensured⬜

**Note:** Consider imposing condition “Red”

1. Safety rounds organized⬜

Chief Engineer’s checks

1. All securing arrangements within machinery spaces i.e. gas bottle stowage, chemical and lube-oil drums, loose items in the work shop etc. checked⬜

**Note:** Refer to [Fleet Ops](http://srv-glas301:82/Leisure/content/parent%20category%20topics/procedures%20and%20operations/fleet_ops.htm) > [9.0 Safety Management](http://srv-glas301:82/Leisure/content/parent%20category%20topics/procedures%20and%20operations/safety_management.htm) > 9.6 Safe Working Practices > [9.6.9 Securing of Objects](javascript:void(0);) and forms SAF102 and SAF103 “Objects requiring Securing – Guidance / Register”

1. Maximum operating levels in all main and auxiliary engine lubricating sump tanks kept⬜
2. Personnel without operational functions NOT admitted in the ECR ensured⬜
3. All necessary lifts isolated⬜
   1. “Not in use” sign posted⬜

Bridge OOW’s checks

1. Frequent checking, assessing and hourly recording of meteorological data commenced⬜
2. As minimum condition Yellow on Bridge and ECR imposed⬜

**Note:** Refer to [Fleet Ops](http://srv-glas301:82/Leisure/content/parent%20category%20topics/procedures%20and%20operations/fleet_ops.htm) > [4.0 Marine Operations](http://srv-glas301:82/Leisure/content/parent%20category%20topics/procedures%20and%20operations/deck_operations.htm) > [4.1 Navigational Operations](http://srv-glas301:82/Leisure/content/vessel%20management%20system/fleet%20ops/marine%20operations/navigational%20operations.htm) > 4.1.4 Bridge (Team) Resource Management and relevant form SAF122

1. Additional lookout(s) posted⬜
2. Radar settings (range, clutter vs target detection) adjusted⬜
3. Adequate visibility out of bridge windows (via FW flushing, wipers, clear view devices etc.) provided⬜
4. Stabilizers extended⬜
5. Watertight doors closed⬜
6. Bridge wing control stands’ covers securing/lashing arrangements enhanced as necessary⬜
7. Completion of this checklist entered in the logbook⬜

Checklist completed on [date/time]: at [location]:

Bridge OOW: ................................................ Chief Engineer: ..............................................

Staff Captain: ............................................... Master: ...............................................

**Note:** Reassess changing circumstances above every watch and commence a new checklist as necessary