**FAMILIARIZATION INDUCTION**

**FOR NON-MARINE PERSONS (NMP) WORKING ONBOARD**

**(when over-nighting onboard)**

reference [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) > 9.1 Safety Training and Drills > [9.1.3 Safety Familiarisation of Non-Marine Persons Working Onboard](javascript:void(0);)

|  |  |  |
| --- | --- | --- |
| No. | Item | Remarks |
| **SAFETY** | | |
| 1 | Emergency alarms and signals onboard and actions required |  |
| 2 | Assigned Muster Station and route from cabin |  |
| 3 | Assigned Survival Craft and route from Muster Station |  |
| 4 | Lifejackets location and donning procedure |  |
| 5 | Entry into water, hypothermia |  |
| 6 | Emergency exits and escape routes from the intended work areas |  |
| 7 | Closing/Opening of Fire Screen Doors (FSD) |  |
| 8 | Closing/Opening of Water Tight Doors (WTD) (if any in the intended work area) |  |
| 9 | Precautions against obstructing FSDs and WTDs |  |
| 10 | Type, Location and use of Portable fire extinguishers and fire hoses around the intended work area |  |
| 11 | Actions to take in case of observance of: man overboard, fire or smoke, other emergency |  |
| 12 | Methods of raising alarms and emergency phone numbers onboard |  |
| 13 | Knowledge with relevant Safety Work Permits |  |
| 14 | Specific shipboard equipment safety instructions (if any going to be used) |  |
| 15 | Safety / Hazardous signage in the intended work areas |  |
| 16 | Drug and Alcohol Policy onboard |  |
| 17 | Harassment Policy onboard |  |
| 18 | Smoking Policy onboard |  |
| 19 | Attendance of a Passenger Muster and/or Fire and Abandon Ship drill |  |
| **ENVIRONMENTAL** | | |
| 1 | Garbage separation policy |  |
| 2 | Waste disposal policies and prohibitions |  |
| 3 | Safe use and storage of hazardous materials (including but not limited to chemicals) and MSDS |  |
| 4 | PPE requirements as per the intended work and the intended hazardous materials to be used |  |
| **SECURITY** | | |
| 1 | Restricted Areas and access to them (if in the intended work area) |  |
| **PUBLIC HEALTH** | | |
| 1 | Hygiene and sanitation policies |  |
| 2 | Hand washing, sneeze protocol, reporting GI incidents |  |

**I am aware of the above safety, environmental, security and public health procedures and understand that if am in doubt, I can and should contact the assigned Person In Charge of my work. I will also keep the Person in Charge informed about the location of my work.**

**Non Marine Person working onboard and over-nighting: Date: …………………..……**

Name: …............................ Occupation / Profession: ……………….. Company: …….………. Signature: …………..………

Ship’s Safety Officer or other delegated Officer: Name: ..………...….….. Rank: ……….……….... Signature: ………….………..