

Internal Audit Questions For Crew Members

Familiarisation

1. How and when did you get a familiarization, why is it necessary ?
Briefing by Ch. Off, since joining on board, for safety of life at sea
2. Did you have a familiarization of the vessel and her equipments as well ?
Yes, Familiar with the vessel and equipments.
3. According to STCW-95, what document is applied for crew change?
 - (i) Record of elementary Familiarization Training for Newly Joined Crew
 - (ii) Record of Specific Familiarization Training for Newly Joined Crew

Emergency Drills and Signals

1. Are you aware of the vessel's two Emergency Organization ?
Emergency Control team and Emergency Response team
2. You hear the signal 7 + 1 what does that mean and what you do ?
Emergency Signal ,
Wear outfit and Immediately proceed to Muster Station
3. What is the signal for Man Overboard ?
Three long blast on the whistle and / or alarm bells , announce by P/A
4. When you see a man falling overboard, what do you do ?
Immediately throw a lifebuoy and raise the alarm
Officer on watch muster the rescue crews and launch a boat
5. What is the signal for Fire onboard and after heard that signal what do you do ?
7-short and 1-long signal by General Alarm and announce by P/A
Wear outfit and immediately proceed to muster station and wait for instruction
6. What are the signals for Abandon engine room and Abandon ship and on hearing that signal what do you do ?
Continuous sounding of Fire alarm within the Eng. room
Verbally by the Master
Immediately goes out from engine room and operate remote stop and fuel shut-off according to the C/E instruction and depends on prevailing circumstances.
Should proceed to assigned embarkation points for survival craft
7. Where is your muster station (point) ?
B Deck /Port side
8. If fire or smoke is detected what do you do, Where do fire parties meet on the v/l ?
Raise the alarm, Report to Duty officer all available means, and if possible attempt to extinguish, closing all opening, Muster station .
9. What is your assigned duty during drill ?
According to the Muster List
10. What are you doing on seeing oil coming from an air vent on deck ?
Inform duty Officer and immediately try to stop such operation

5. Special requirements for working in cargo spaces ?
 - Do not enter cargo hold without Master permission
 - cargo space should always be well ventilated before entry is made
6. Are there any special requirements for paint lockers ?
 - paints and thinners must always be stored in closed tins / containers
 - not allowed to store paint drums and thinner other than paint store
 - used rags / cleaning cloths should not be kept in the paint locker
 - there shall be no naked light bulbs in the paint locker
 - regular inspection should be carried out by safety officer
7. Is deck maintenance necessary for safety or for quality ?

For safety and quality
8. When unsafe conditions are identified by you – whom will you contact ?

Duty officer and Ch. officer
9. You are working with a paint spray gun, how do you protect yourself ?

Full protective clothing, dust mask, goggle, glove, hard hat, safety shoes,
10. How do you protect yourself when you are working with needle hammer or scaling machines ?

Before start working, check any defects for safety, always work under supervision of authorize person,
wearing strong clothing , safety shoe , a hard hat , chipping goggle , ear protector
strong glove , dust mask ,
11. Why is the prompt arrival at muster station important ?

An Emergency situation is occurring on board, seriously treat to safety of life.
For head count, to observed missing person and obtain appropriate instruction
12. What safety measures you will take while you are working aloft & over side ?

Working aloft :

 - a safety harness with lifeline and other personal protective equipments
 - a safety net should be rigged when necessary
 - if require power shut off and warning notices posted for whistle , radar vicinity of radio aerials inform duty officer, for the funnel inform engineer

Working over side:

 - a safety harness with lifeline and other personal protective equipments
 - L/jacket should be worn and a lifebuoy with the line attached should be kept in the water nearby ready
 - work done by under super vision of authorize person
13. What is Enclose space?

An Enclose space is a space in which there is no continuous ventilation and where There is the possible of oxygen deficiency.(eg: F.O Tank, Fw tank,Ballast tank,void Space ,trank)
- 14.What is your preparation for entering enclosed space ?
 - Should obtain an enclosed space entry permit issued by the Safety Supervisor.

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8. What reason for is a D/P required ?
Safety and Pollution prevention aspects of the operation of each managed vessel. (safe operation the ship)
 9. Who is your safety officer ?
Ch. Officer
 10. Are you able to access SMS manual ?
ISMS
 11. Are you allowed to store paint drum and thinners other than paint store ?
Not allowed
 12. What is the meaning of N.C ?
"Non-conformity" means an observed situation where objective evidence indicated the non-fulfilment of a specified requirement
 13. Do you know a "permit to work" system ?
A system which requires step by step formal actions to be taken by people responsible for the work , ensuring the safety of those engaged in a high risk operation such as entry into enclosed space.
 14. What is the meaning of hot work ?
A permit to work should be issued for welding and flame cutting operations Elsewhere than in the work shop.
 15. What is the meaning of enclosed space ?
Dangerous space,
Spaces which may be open to atmosphere but allow gas concentrations to accumulate and could suffer from lack of oxygen.
 16. Is it necessary to report when you get small accident in deck ? to whom ?
Yes , Safety Officer
 17. How do you dispose garbage after collecting from your cabin ?
Need for sorting after collection and then delivered to a designated storage location.
 18. How do you segregate the garbage ?
According to the garbage management plan, segregate by garbage type ,
 19. Where do you dispose plastic ?
Plastic garbage drum at designated garbage collection point
 20. In port , can you overboard any cargo residue collected from the hold ?
No ,
 21. If you see any leakage of hydraulic oil on deck, what shall you do ?
Alert immediately by all possible means , inform duty officer
Position absorbent material , clean up materials and prevent any escaped oil

13. How do you understand regarding "Restricted Areas" ?

- Prevent unauthorized access
- Protect passengers, ship's personnel, and personnel from port facilities or other agencies authorized to be on board the ship
- Protect security-sensitive areas within the ship
- Protect cargo and ship's stores from tampering

*14. What are the vessel's restricted areas , How do restrict access to these areas ?

- Navigation Bridge (Radio space)
- Engine room (Including Engine Control Room)
- Steering gear room
- Emergency Generator room
- Gas Bottle Space
- Fresh Water/Drinking water Tank
- Air Condition room
- Fire Control Station

All entrance should be locked (Fire control station Seal instead of Lock)when unmanned , and made security patrol

*15. What are the access point to your ship and how to monitoring ?

- Gangway
- Pilot Ladder
- Anchor Pipe
- Mooring Chock
- Crane (Hoisting gear)

Lighting, watch keepers, security guard, deck watch, patrols, surveillance

16. What do you do if there is a security breach or security treat ?

For the crewmember; Inform SSO by VHF, Alert by all available means ,

At all time keep a sharp look out and observe and report to the duty officer any malfunctioning security equipment, suspicious persons, objects and activities.

- Activating the SSAS
- Calling emergency station
- Briefing all crews
- Informing the CSO , Flag state , contracting government of the Port State ,
- If higher than normal security treat, ship will be instructed by flag state or CSO to operate MARSEC levels 2 or 3
- SSO Take appropriate actions to reduce the treat
- Preparing to evacuate the ship or leave the port
- Using contingency plan
- Acting on instruction given by contracting government
- Breach of security and the action performed have to be documented by the SSO

17. On board security measures at each security level, what will be covering for ?

1. Access to the ship by ship's personnel, passengers, visitors etc..
2. Restricted areas on the ship
3. Handling of cargo

Suspension of embarkation or disembarkation

25. Who on board are assigned security duties ?
Master or SSO

26. What is the contents of Security Training ?

- Company security policy
- The meaning and consequential requirements of different security levels.
- Knowledge of current security threats and patterns.
- Recognition and detection of weapon, dangerous substances & devices.
- Recognition of characteristic and behavioural patterns of person who are likely to threaten security.
- Technique used to circumvent security measure.
- Security related communications
- Knowledge of the emergency procedures and contingency plans
- Operations of security equipment and systems
- Inspection, control and monitoring techniques
- Method of physical searches of personal effects, baggage, cargo and ship's stores

27. What signal for Calling Emergency Station
1 Long Signal by General Alarm and Announced by PA

MLC 2006

1. What is MLC 2006
Maritime Labour Convention, 2006
2. Where can find MLC Booklet
Officer mess, Crew mess, Bridge
3. How to appeal onboard complain in accordance with procedure
If that a seafarer's employment condition or Living condition violate the Agreement or contract while on board, The seafarer can submit a complaint to Master.
4. Do you understand the complaint procedure and Compliant Handling form, Where ?
Yes, in Essential file (Each crew carbin)
5. when you embarked and disembark?
6. what company is your manning company?
Lizstar shipping co., ltd
7. what company is your management company?
Daiichi Chuo Marine (DCM)

Alert by all possible means , Raise alarm , prevent any escape oil overboard.

11. What emergency drills have you participated in ?

Boat drill, Fire drill, Man overboard drill, Pollution drill, rescue from enclosed space drill, Emergency steering drill, Flooding drill etc.....

12. When was the last rescue from enclosed space drill ?

13. Are you able to start the Emergency Fire Pump ?

Yes

14. Can you start L/B Engine and Rescue boat Engine ?

Yes

15. Can you tell me the pre-use check points for B.A set ?

- facemask seal test
- leak test
- whistle test
- cylinder pressure test

16. Serviceable time for B.A set = **30 mins** (or) **20 mins** (depend on type)
Max air charging pressure = 14.7 Mpa(150 kg/cm²)

17. Warning (Alarm) pressure = about 3 Mpa(30 kg/cm²)

Occupational safety

1. What safety measures are you following in your daily work ?

- Use of protection equipment and clothing
- Removal of dangerous situations
- Abstain from dangerous actions and job situations.

2. What kind of protective clothing are you wearing at what opportunities ?

- Wearing Boiler suits , Safety shoes, Hard hat, Chipping goggles or welding visors, Ear protectors, Gloves
- Protective clothing, protect the body from harmful effects from exterior sources and unwanted incidents.

3. Special requirements for portable ladders ?

- should be soundly constructed and have adequate strength
- should not be use if any part is defective
- working from ladders should be avoided as far as practicable
- where it is necessary , a safety harness with a lifeline secured

4. Special requirements for ropes ?

- ropes should be inspected before use for signs of deterioration, undue wear or damage
- all rope employed for a particular job are resistant to attack by substances
- ropes should be stored away from heat and sunlight and in a separate compartment from container of substances capable of damaging them

- Prepare as per enclosed space entry permit checklist and permit to work should be received
 - effective ventilation should be maintained continuously
 - lifeline and harnesses are ready for immediate use
 - BA set and Rescue equipments are ready for immediate use
 - approved lighting system should be maintained
 - number of persons entering the space is kept to the minimum
 - provided means of communication and a system of signals agreed and understood
 - spare set of B.A and stand by party is in attendance for emergency
14. Safety standard for Enclosed space to be entered
 The concentration of Oxygen is 21 volume % or more
 Inflammable gas Less 1% LFL
 Carbon monoxide(Co2) Less 30ppm
15. You are working in the paint store, what is strictly for complying ?
 No smoking
16. Your grinding on deck, explain danger and protections you must take care of ?
- removal of dangerous situations such as fire or explosion
 - use of protection equipments and clothing
 - avoid dangerous actions

SMS system

1. What is ISM Code?
 International Safety Management Code
2. Objective of ISM?
 - Safety of Life at Sea
 - Safe Operation of ship
 - Protection of marine environment
3. What is SMS?
 Safety Management System
4. What is Original main objective of company SMS
 ZERO DEFECT,
5. Company SMS Policy
 Quality, Safety and Environmental protection Policy
6. Where can you see Company SMS Policy
 Bridge, Engine Control Room, Officer mess, Crew Mess, ship office
7. What is DPA and Who is the DPA ?
 Designated Person Ashore / Mr. H. Hirota

22. While you are opening hatch cover, one of the hydraulic hose was bust out and the oil spread on deck, what is your procedure?

Alert immediately by all possible means, immediately stop the pump and operation, inform duty officer, placed scupper plugs, position absorbent material, clean up material and prevent any escaped oil reaching to railing. Commence clean-up operation

23. According to Safety Health Standards, a meeting held before start of work is Tool Box Meeting

24. Preparation of Anchor windlass shall be in following procedures;
- Start pump at least 30 minutes before, then another 10 mins run without load.

SECURITY

* 1. What is meaning of ISPS Code?
International Ship and Port facility Security Code
Divided by two parts (part A is mandatory & part B is guidance)

* 2. What is the meaning of SSO, Who is that?
Ship Security Officer, Master (for liaison with the CSO and PFSO.)

* 3. What is the meaning of CSO, do you know the contact information?
Company Security Officer, Mr. Yo.Miki (liaison with the SSO and PFSO.)

* 4. What is the meaning of PFSO?
Port Facility Security Officer (liaison with the SSO and CSO.)

5. What is the meaning of DOS & when will you requesting?
Declaration of Security, purpose, to ensure an agreement reached between the ship and the port facility

7. What is the meaning of Safety?
Measures to prevent an incident that happens accidentally

8. What is the meaning of Security?
Measures to prevent an incident that happens intentionally

* 9. What is means of Security Level 1?
The ships (and ports) normally operate.

* 10. What is means of Security Level 2?
Provides for additional measures, there is assessed to be a heightened risk of a security incident

* 11. What is means of Security Level 3?
Is the highest level, apply for the period of time when there is assessed to be a probable or imminent risk of a security incident

* 12. Where can you find the Company Policy relative to security?
Bridge, Engine Control Room, Officer Mess, Crew Mess, Ship office.

4. Delivery of ship's stores
5. Handling unaccompanied baggage
6. Monitoring the security of the ship

18. When was the last time you participated in a security drill, and your duty, ?
()

19. How do you report security breaches or incidents ?

- For crew member ; report to SSO by VHF and alert all crews by all available means. Report to the duty officer if any suspicious persons, objects and activities.

20. How do you prevent unauthorized persons from coming on board ?

- Checking the identity of all persons seeking to board the ship, and confirming their reasons.
- Take place inspection and searching of persons, baggage, personal effects
- Segregating checked persons and unchecked persons
- All access points that should be secure or attended
- Securing or by locking , access to unattended spaces
- Properly entering visitors log
- Providing security briefing to all ship personnel

21. What do you do to search persons and their belongings ?

- Searching is to take place at area designated
- Observed suspicious behavior and physical searching is to be carried out
- At security level 1 ; random inspection, such as 5-20%
- At security level 2 ; Increase the frequency, such as 25-50% and detail Of inspection
- At security level 3 ; 100% and detail of inspection

22. What are your procedures to search unaccompanied baggage ? how do these become rigorous if security level increase ?

- All unaccompanied baggage to be search, before it is accepted on board the ship or leaving the ship
- Search baggage will be separated from non-searched
- Will be stored as per Master/ SSO decision on spot in a secured and safe area.
- At higher security level , preparing for restriction or suspension of unaccompanied baggage and refusal to accept.

23. What do you do if the port is at a higher security level than the ship ?

- DOS should be requested to port facility
- Security briefing all ship board personnel
- Increased ship security level same as to port security level
- Inform CSO and Administration ,
- Conducting the security measures as increased level according to the SSP

24. When would you limit shore to ship access to only one access point ?

At marsec level – 3 limiting access to a single controlled access point.

8. How about the condition of your cabin?

9. How about the condition of vibration and noise in your cabin?

10. How about the food? Is it enough quantity and quality?

11. Did the company(ship) required any payment for food, medicine, medical care and so on?

12. Do you know Hours of Work and Rest as per MLC 2006?

- Maximum hours of work shall not exceed

- (i) 14 hours in any 24 hours period and
- (ii) 72 hours in any seven day period

- Minimum Hours of Rest shall not be less than

- (i) 10 hours in any 24 hours period and
- (ii) 77 hours in any seven day period (STCW 70 hours)

13. How many hour of working a day? Have you been the working over 14 hours a day?

8 hours, NO

INTERNATIONAL SAFETY MANAGEMENT SYSTEM (SMS)

1. Do You know company policy for QSMS (Quality and Safety management System)?
 - Aiming at three ZERO
 - Zero Human Accidents
 - Zero Marine Casualty
 - Zero Oil Spill Pollution
2. Who is DP (Designated Person)?
 - Mr. H. Hirata
3. When did you join ?
 - At On
4. Did he undergo familiarization training just after joining?
 - Yes
5. Was Essential instruction prior to sailing given to you?
 - Yes
6. When was you participate in an abandon ship drill?
 - At On
 - My duty is
7. Does he know how to donning and use fireman outfit and / or breathing apparatus (including EEBD) ?
 - Yes. From Shipboard Education
8. Do you know your assigned duties in emergency?
 - Yes
9. Does he understand what alarm signals may sound in emergency?
 - Yes, 7short blasts followed by 1 long blast and announce by Master
10. Did he receive a copy of the records of daily rest hours endorsed by Master(or) person authorized by the Master?
 - Yes. File in our cabin.
11. How do you read Quality and Safety Management Manual & Procedure?
 - By i-SMS from Ship Office Computer (ID: crew and Password: crew.)
12. Management vessel Critical Equipment Onboard?
 - 1. Auto Pilot
 - 2. Main Engine
 - 3. Generator
 - 4. Steering Gear
 - 5. ECDIS
13. SEEMP : Ship Energy Efficiency Management Plan (According to MARPOL)
 EEOI : Energy Efficiency Operational Indicator
 (Amount of CO2 emission measured in grams per ton of cargo & ballast transported per nautical mile during actual ship operation.)

INTERNATIONAL SHIP AND PORT FACILITY SECURITY (I S P S)

1. Do you know company policy for Security?
 - To Safeguard the
 - o Safety and Security of Personnel
 - o Properties onboard the ships
 - o Relevant wide range regional communities
2. Security Level
 - Level-1 : Normal Level
 - Level-2 : Hightened Level (Hightened risk of a security incident for a period of time)
 - Level-3 : Exceptional Level (Security incident is probable or imminent in limited period)
3. Who is SSO (Ship Security Officer) ? Who is CSO (Company Security Officer)
 - SSO : Master , - CSO : Mr. N Tomono
4. When was the last Security drill/ training ? what item was carried out? What is your duty?
 - At On
 - Item was
 - I am Other Shipboard Personnel (OSP).
 - My duty is (As per SSO Instruction)
5. What are the vessel Restricted Area?
 - Navigation Space (Radio Space)
 - Engine Room (Including Control Room)
 - Steering Gear Room
 - Emergency Generator Room
 - Gas Bottle Space (Oxygen, Acetylene)
 - Air Condition Machine Room & Fire Control Station
6. Do you Know access points?
 - Gangway, Pilot Ladder, Mooring Lines, Anchor Chains, Crane (Provision)
7. How do you report security breaches or incidents? If unidentified person onboard?
 - Report to SSO by ship Telephone System or Transceiver and other appropriate method.
8. How do you identify persons coming onboard to ensure valid reason for being onboard?
 - As per visitor list posted.
9. What are your procedures to search personnel access & their effect in each Security level?
 - Level 1 : Random Inspections (5 to 20 %)
 - Level 2 : Random Inspections (25 to 50 %)
 - Level 3 : Detail Inspections (100 %)
10. What are your procedures to search accompanied baggage if Security level increase?
 - Level 1 & 2 : Not allowed onboard until be identified by appropriate way.
 - Level 3 : Refuse to accept
11. Did you read any information of Security Matter?
 - Yes, Posted in Mess Rooms and explained by SSO on shipboard meeting.
12. How do you do if someone tries to bring an unauthorized/ dangerous substances weapon onboard?
 - Report to duty officer and SSO. Act and check as per Bomb Threat Search Guide.

***** Security Signal : Continuous 1 Long Signal followed by Master's Announcement*****

