



CREW FAMILIARIZATION FOR MOORING SYSTEMS

MOORING FAMILIARIZATION MATRIX

Note:

- This form is made ship specific.
- Applicable areas to cover are provided in the form
- This must be completed for all crew joining the vessel and participating in mooring operations.
- This familiarization must be repeated every 6 months or after a mooring incident if considered necessary

Name of Crew		Rank	
Date joined		Date familiarization completed	
Date refresher training carried out		Remarks	

Part A – Immediate training upon joining before first mooring operation

Task to be familiarised	Master, C/O, 2nd Off and 3rd Off	Deck Crew	C/E, 2nd Eng, 3rd Eng	Engine crew	Riding Others	Initials of the trainer	Date completed and initials
High risk areas on board	Y	Y	Y				
Restricted areas during mooring operation	Y	Y	Y				
High and Low speed operation of winch	Y	Y	Y				
Operation of the winch using remote operation	Y	Y	Y				
Safe guards on the winches against injury	Y	Y	Y				
Correct operation of winch operation lever for hauling and slacking a rope	Y	Y	Y				
Correct direction of hauling and slacking	Y	Y					
Areas with “caught in between” hazards open gears, areas with less clearance between line and fairlead.	Y	Y					
Clutching and declutching of winches	Y	Y					
Communication methods during mooring	Y	Y					
Any ship specific signalling methods used on vessel	Y	Y					
Snap back zones and hazards	Y	Y	Y				



Part B: Training incorporated in this section must be completed within 1 month of joining.

Task to be familiarised	Master, C/O, 2 nd Off and 3 rd Off	Deck Crew	C/E, 2 nd Eng, 3 rd Eng	Engine crew	Saloon Riding Others	Initials of the trainer	Date completed and initials
LMP and contents	Y	Y	Y				
MSMP and contents	Y	Y	Y				
Brake testing Kit and its operation	Y	Y	Y				
Company Safe mooring guides and campaigns	Y	Y	Y	Y	Y		
Vessels incident reports and risk assessment for mooring operations and control measures	Y	Y	Y				
High and Low speed operation of winch and remote operation	Y	Y	Y				
Visibility and shadow areas from winch operation platform	Y	Y					
Safe guards on the winches against injury	Y	Y	Y				
Correct direction of hauling and slacking	Y	Y					
Procedure to activate emergency stops or levers	Y	Y	Y				
Effect of leaving winches in gear	Y	Y					
Correct connection of wires with tails	Y	Y					
Hazards of handling a tug line and procedures to make fast	Y	Y					
Correct application of brake / Use of Torque meters	Y	Y	Y				
Snap back zones and hazards	Y	Y	Y	Y	Y		