**WELCOME ON BOARD**

**General Introduction**

The **"Shipboard Familiarization Program for Pollution Prevention & Safety Related Items"** Booklet, otherwise known as **“Welcome On Board”** is a personal checklist for all crew members to familiarize themselves with the location and the use of the personal and vessel's Safety, Life-Saving (LSA) and Fire Fighting appliances (FFA).

The “Welcome On Board” is divided into two parts:

**Part A**

(i) **Safety Briefing:** For the “New” crew joining vessel within 24 hours on board and prior departure from port.

(ii) **Training** in the use of LSA and FFA no later than 14 days on joining.

**Part B**

“Familiarization” by all crew members onboard must be accomplished No later than two months on joining (Crew already on board if not in compliance with Part A shall also comply immediately).

(a) This booklet is intended to help you become familiar with the ship and its safety equipment. Shortly after embarkation you will be taken on a guided safety tour, called a familiarization tour, around the vessel.

(b) A positive attitude to drills and exercises is expected from all members of the crew.

(c) On the Muster List you will find the duties assigned to you. Study this list and start filling in the answers in the safety checklists contained within this booklet. If in doubt - contact your Department Head or the Ship's Safety Officer.

(d) Get acquainted with your Working Clothes and Personal Protective Equipment (PPE) and use the appropriate items when at work.

(e) Note the Company's Drug and Alcohol Policy.

(f) General Regulations should be followed for the benefit of all on board.

(g) A requirement in the Company Safety Management System is that the persons involved must have knowledge about the system and understand its consequences. We advise you to pay special attention to safety and pollution prevention.

(h) In your cabin you will find your lifejacket. Use it for drills and emergencies.

Extra lifejackets are positioned on the bridge, forecastle, in the hospital, the steering gear room and / or engine control room. Ensure you check the life-saving apparatus plan in order to locate the strategically placed LSA equipment.

Familiarize yourself with using the vessel's safety, life-saving and Fire Fighting equipment. If you are in doubt about anything, ask the Safety Officer or one of the Senior Officers.

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | | |
| Date joined vessel: |  | | |
| Rank: |  | | |
| Date of Completion for Part A (i): |  | Crew Signature: |  |
| Date of Completion for Part A (ii): |  | Crew Signature: |  |
| Date of Completion for Part B: |  | Crew Signature: |  |
| Master: |  | | |
| Name of Ship: |  | | |

**Reminder/Guide:**

After completion of familiarization training and verification of all check lists, this “Page 1&2” must be completed and signed by Crew and countersigned by Master. Give to crew this “Welcome Onboard” check list for his personal record.

Completed copy of Page 1 & 2 shall be filed in File MO1as proof of proper familiarization done by officers and crew.

# CONTENTS

**Part A**

1. Safety Briefing
2. Training in the use of LSA and FFA

## Safety Briefing

Within **24 hours** after your arrival on board or before departure, the Safety Officer will give you a short briefing about safety and will arrange to take you on a familiarization tour around the vessel.

The Safety Officer will show / inform you about the following:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date of Briefing / Familiarization Tour: | | | | | |
|  | **Part A (i)** | | | | |
| 1 | Emergency plan, including Crew member’s duties (Muster list). | | | | |
| 2 | Fire / General Alarm / Abandon Ship Signals. | | | | |
| 3 | Location and activation of Fire Alarm buttons. | | | | |
| 4 | Life-Saving plan, Fire control plan, Gas Dangerous Zones (if on board). | | | | |
| 5 | Lifeboats and life rafts, procedures for launching. | | | | |
| 6 | Life jackets and Immersion suits, location and usage. | | | | |
| 7 | Muster and Fire stations with equipment including Breathing apparatus. | | | | |
| 8 | Emergency fire pump, Location and usage. | | | | |
| 9 | Emergency Exits. | | | | |
| 10 | Pollution prevention procedures and equipment. | | | | |
| 11 | Cargo pump emergency stops (Tanker). | | | | |
| 12 | Water spray activation points. | | | | |
| 13 | ESD activation points (Tanker – Emergency Shut-Down). | | | | |
| 14 | Hospital, location of resuscitation equipment, stretchers and medical bags. | | | | |
| 15 | Personal Protective Equipment Requirements. | | | | |
| 16 | Material Safety Data Sheets, Location (MSDS Certificate). | | | | |
| 17 | Hazardous Chemicals, Location. | | | | |
| 18 | Hazards associated with Cargo currently on board. | | | | |
| 19 | Smoking, drug and alcohol policy. | | | | |
| 20 | Waste Management Plan – treatment of garbage on board. | | | | |
| 21 | Stop Work Order program | | | | |
| 22 | Personal Protective Equipment Requirements | | | | |
| 23 | Electrical Safety – Use of personnel electrical equipment onboard, ship power supply | | | | |
| 24 | Cyber security best practices. | | | | |
| 25 | Company Work Permit System. | | | | |
|  | |  |  |  |  |
| Crew Member | |  | Safety Officer |  | Date |

**Part A (ii)**

In accordance with SOLAS Chapter 3 regulation 19 Section 4, training in the use of LSA and FFA shall be accomplished no later than 14 days after joining.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date of training: | | | | | |
| 1 | SOLAS Lifesaving Manual. | | | | |
| 2 | Fire / General Alarm / Abandon Ship Signals. | | | | |
| 3 | Location and activation of Fire Alarm buttons. | | | | |
| 4 | Muster and Fire stations with equipment including Breathing apparatus. | | | | |
| 5 | Fire extinguishers and hoses. | | | | |
| 6 | Foam station, Fixed Foam Monitors, Fixed Dry Powder Installation. | | | | |
| 7 | Emergency stop for accommodation and machinery space fans. | | | | |
| 8 | Emergency fire pump, Location and usage. | | | | |
| 9 | Location / Operation of emergency generator. | | | | |
| 10 | Emergency steering. | | | | |
| 11 | Closing arrangement for ventilation. | | | | |
| 12 | GMDSS Emergency comm. equipment (EPIRB, SART and portable VHF). | | | | |
| 13 | Bridge Front Water Curtain System (if fitted) – Location and Operation. | | | | |
| 14 | Fire Dampers, Location and Operation. | | | | |
| 15 | Watertight door / automatic closing doors – location and operation. | | | | |
| 16 | Life-Saving plan, Fire control plan, Gas Dangerous Zones (if on board). | | | | |
| 17 | Lifeboats and life rafts, procedures for launching. | | | | |
| 18 | Life jackets and Immersion suits, location and usage. | | | | |
|  | |  |  |  |  |
| Crew Member | |  | Safety Officer |  | Date |

***NOTE:*** After the briefing you must read this manual carefully and start to work on your checklist as soon as possible.