**WELCOME ON BOARD**

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**Part B**

To be complied within two months on onboard (Safety Officer shall monitor and record progress).

**1. Familiarization Information (STCW-AVI/I)**

Before being assigned to shipboard duties, all persons employed or engaged on board, shall undergo Familiarization information in personal survival techniques or receive sufficient information and instruction to be able to perform as specified below.

|  |  |
| --- | --- |
| 1. | Communicate with other persons on board on elementary safety matters and understand safety information symbols, signs and alarm signals. |
| 2. | Know what to do if: |
| 1. A person falls overboard. 2. Fire or smoke is detected. |
| 1. The fire or general alarm is sounded. 2. Gas alarm is detected |
| 1. Shore terminal emergency alarm sounds |
| 3. | Identify muster and embarkation stations and emergency escape routes. |
| 4. | Identify location and understand the use and donning of vessel’s lifejackets. |
| 5. | Raise the alarm and have basic knowledge of the use of portable fire extinguishers. |
| 6. | Take immediate action upon encountering an accident or other medical emergency before seeking further medical assistance on board. |
| 7. | Close and open the fire, weather tight and watertight doors fitted in the particular ship other than those for hull openings. |

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| --- | --- |
| **Date of Familiarization Information completed:** |  |
| **Signature:** |  |

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## 2. Emergency Alert Checklists & Verification

Make sure you can answer the following questions; where necessary write the answers in the boxes.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Checklist** | | | **Verified By (Signed & Date)** |
| 1. | How does the General Alarm sound? | | |  |
| 2. | How does the Fire Alarm sound? | | |  |
| 3. | How does the Gas Alarm sound? | | |  |
| 4. | What are your duties during life-saving/fire-fighting/pollution response exercises? | | |  |
| Life-saving: |  | |  |
| Fire-fighting: |  | |  |
| Pollution: |  | |  |
| 5. | Where are the emergency exits on board and where do they lead? | | |  |
| 6. | How does the CO2 Alarm sound? | | |  |
| 7. | Where are the fire stations located? | | |  |
| 8. | Where is the emergency escape equipment located? | | |  |
| 9. | Where is the pollution response equipment located? | | |  |
| 10. | Lifesaving Plan and Fire control Plan are posted: | | |  |
| 11. | Lifeboat instruction is situated: | |  |  |
| Lifesaving Training Manual (SOLAS) is in: | |  |  |
|  |  |

When you hear the sound of the alarm, make sure you know how to respond.

**3. Protection and Environment Work**

All work undertaken shall be carried out in accordance with the recommendations contained within the “Code of Safe Working Practices”.

A positive attitude to Protection and Environment work is expected from all crew members.

All persons on board shall comply with instructions, follow orders, show care and, in all other respects, do what they can to protect life, health and welfare in accordance with these instructions. All persons shall make use of personal protective equipment and otherwise contribute to the prevention of accidents and health injury. Further, all persons shall arrange their time off so as to be rested and otherwise capable of performing their work.

If an individual identifies a potential hazard to life, health, or environment and he/she cannot personally avert the hazard, then that individual must notify the Safety Officer or other responsible person without delay.

The Safety Officer shall engage himself / herself in matters relating to the working conditions of the crew members in conjunction with senior officers. He / she shall see that the work on board is performed in such a manner that due consideration is given to the safety and health of the employees, and make proposals for improvements, new protection measures etc. when necessary.

Toxic and other injurious substances and products shall be stored and used in such a way that users and others are protected and able to protect themselves from accident, injury or discomfort, as well as the risk of delayed injuries to health. All appropriate safety devices and equipment are to be checked as being in good order before commencing any work that involves injurious substances.

**If someone is exposed to a health hazard injury, accident, or feels particular discomfort in connection with the use of the chemical substances or products, this shall be reported without delay to the Master or person in charge of the work.**

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|  | **Checklist** | **Verified By (Signed & Date)** |
| 1. | The Company has been accredited with ISO14001: 2015 for environmental protection. A Green Pledge is signed by all crew members on board.in the month of April annually.  Newly joined crew must be made further aware of the Green pledge and its commitments as part of familiarization. |  |

## 4. Work Place Safety, Access, Gangways

* Every crewmember should ensure that all the transit areas on board the ship are clear, free from obstruction and safe for walking under all weather conditions.
* Spillage of oil or grease should be cleaned as soon as possible with sand, pellets or other suitable absorbent material spread over the area.
* All loose gear, equipment, objects or tools should be secured and lashed.
* In rough weather conditions, lifelines should be used at all times.
* All work areas should have adequate lighting to avoid accidents.
* Jacobs ladders or gangways should be well secured, equipped with safety nets and life buoys and be well lit during dark hours.
* Seaman should move on board the ship in a seaman like manner at all times to avoid unforeseen dangers and pay attention to prevailing weather conditions.
* When anything improper and/or faulty is noticed anywhere on board, it should be reported immediately to the officer on duty who will then take action.
* Dangers involved in entering enclosed or confined spaces due to lack of oxygen or the presence of toxic fumes, gases and vapours should be explained to the Ordinary Seaman. He should await orders from the responsible officer and follow the correct procedure.
* Never ever enter any enclosed spaces unsupervised.
* “NO ENTRY" to unauthorised persons should be strictly enforced while on gangway duty.
* Read and answer questions on Code of Safe Working Practices for Merchant Seaman.
* Correct use of walkie-talkies (clear and concise communication).

## 5. Working Aloft or Over-side

* Seaman under the age of 18 or with less than 12 months sea service should not work aloft unless accompanied or supervised by an experienced seaman.
* A safety harness with a lifeline should be used when working aloft.
* Duty Officer should be informed before working aloft to avoid dangers from radio transmission, radar operation or excessive emission from funnel.
* No work is to be done over-side when the vessel is underway. Harness should be worn and correct safety precautions taken when working close to ship’s side or on rails / bulwarks.
* Proper clothing should be worn to suit the weather conditions when working aloft.
* Care of tools while working aloft. Avoid accidents from the tools falling on the deck.

**6.** **Life-Saving Equipment**

Follow the safety drills and ordinary work and be familiar with the equipment.

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|  | **Checklist** | Verified By (Signed & Date) |
| 1. | Lifeboats with equipment.  Notes: |  |
| 2. | Life jackets and survival suits.  Notes: |  |
| 3. | Lifeboats, davits and how to launch the lifeboat.  Notes: |  |
| 4. | Life rafts with launching equipment.  Notes: |  |
| 5. | Start and use lifeboat / engine.  Notes: |  |
| 6. | Pyrotechnics how to use.  Notes: |  |
| 7. | Man overboard procedures, reporting and actions to be taken.  Notes: |  |
| 8. | GMDSS Emergency comm. equipment (EPIRB, SART and portable VHF).  Notes: |  |

## 7. Fire-Fighting and Breathing Apparatus

Follow the safety drills and ordinary work and be familiar with the equipment.

| **No.** | **Checklist** | **Verified By (Signed & Date)** |
| --- | --- | --- |
| 1. | Fire alarms.  Notes: |  |
| 2. | CO2 alarm.  Notes: |  |
| 3. | Gas Detector Alarm.  Notes: |  |
| 4. | Emergency exits.  Notes: |  |
| 5. | Hydrants, fire-hose stations.  Notes: |  |
| 6. | International coupling for shore-based hoses.  Notes: |  |
| 7. | Portable extinguishers, water, powder, CO2, foam.  Notes: |  |
| 8. | Breathing Apparatus.  Notes: |  |
| 9. | Fire protection equipment.  Notes: |  |
| 10. | Fixed Fire Fighting Installations.  Notes: |  |
| 11. | Fire pump (main & emergency).  Notes: |  |
| 12. | Foam System.  Notes: |  |
| 13. | Fixed Dry Powder System – location of hoses.  Notes: |  |
| 14. | Quick closing valves.  Notes: |  |
| 15. | ESD (Tanker – Emergency Shut-Down Point).  Notes: |  |
| 16. | Emergency stop of fans.  Notes: |  |
| 17. | Fire dampers.  Notes: |  |
| 18. | In port: Location of ship’s fire-plan / drawing.  Notes: |  |
| 19. | Water sprays activation points. |  |

**8. Pollution Prevention and Response**

Follow the safety drills and ordinary work and be familiar with the equipment.

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|  | **Checklist** | **Verified By (Signed & Date)** |
| 1. | Pollution response.  Notes: |  |
| 2. | Prevention, precaution.  Notes: |  |
| 3. | How to report when pollution occurs.  Notes: |  |
| 4. | Equipment – storage and use.  Notes: |  |
| 5. | The pollution tank-drainage system.  Notes: |  |
| 6. | Garbage disposal procedures and regulations.  Notes: |  |
| 7. | Understand the important meaning by using scuppers, etc.  Notes: |  |

**9.** **First Aid – Basic Knowledge**

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| Knowledge of how to render immediate first aid for the following: | | Verified By (Signed & Date) |
| 1. | The first aid ABC rules (Airway, Breathing and Circulation).  Notes: |  |
| 2. | Minor Burns.  Notes: |  |
| 3. | Bleeding.  Notes: |  |
| 4. | Recovery Position.  Notes: |  |
| 5. | Hypothermia (body temperature below 35ºC).  Notes: |  |
| 6. | Choking: Abdominal thrust.  Notes: |  |
| Familiar with the following major first aid techniques: | |  |
| 7. | The use of oxygen equipment.  Notes: |  |
| 8. | Preparing a stretcher.  Notes: |  |

Your knowledge of First Aid may be the difference between life and death.

**10. Safety and Safety Routines**

Follow the safety drills and ordinary work and be familiar with the equipment.

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|  | | **Checklist** | **Verified By (Signed & Date)** |
| 1. | | Knowledge of protection and environment work on board.  Notes: |  |
| 2. | | Safety Officer’s responsibilities.  Notes: |  |
| 3. | | Precautions when working aloft.   * Complete working aloft training   Notes: |  |
| 4. | | Precautions regarding hot work.  Notes: |  |
| 5. | | Precautions regarding cold work.  Notes: |  |
| 6. | | Precautions when entering enclosed spaces.  Notes: |  |
| 7. | | Storage and use of chemicals on board.  Notes: |  |
| 8. | | Use of protective clothing and equipment.  Notes: |  |
| 9. | | Knowledge of mooring arrangement, equipment and dangers.  Notes: |  |
| 10. | How to use mooring machinery and wire/ropes.  Notes: | |  |
| 11. | Ordinary mooring and fire wire.  Notes: | |  |

## 11. SMS Familiarization

##  Become familiar with SMS policies.

##  Become familiar with the SMS filing system.

##  Read the following documents in the SMS system and confirm that you have done so by signing at the bottom of this page:

|  |  |
| --- | --- |
| Document Title | |
|  | |
|  | |
|  | |
|  | |
|  | |
|  | |
|  | |
| I have read and understood all of the above documents. | |
| **Name:** |  |
| **Rank:** |  |
| **Signature:** |  |
| **Date of Completion:** |  |
| **Master:** |  |
| **Name of Vessel:** |  |