**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**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **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, 2nd Off and 3rd Off** | **Deck Crew** | **C/E, 2nd Eng, 3rd 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** |  |  |