**CONTRACTOR/RIDING CREW/SUPERNUMERARY SAFETY FAMILIARIZATION CHECKLIST**

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| **Vessel:** |  |  | **Date :** |  |

To be completed for familiarization of Contractor/Riding crew/Supernumerary.

| **Checklist** | | **Tick (** √ **)** |
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| 1. | Location of own cabin, life jacket |  |
| 2. | Restrictions explained on use of Mobile Phones, Photo/Video Cameras, & Radios, lighters etc. |  |
| 3. | Smoking Regulations and designated smoking areas |  |
| 4. | Understand the compliance of Permit to Work System |  |
| 5. | PPE requirements |  |
| 6. | Understand the Lock Out/Tag In system |  |
| 7. | Recognise Alarm Signals (All Alarms & Emergency Signals explained) |  |
| 8. | Know muster position for abandon ship and emergency and escape route |  |
| 9. | Know what to do if Abandon ship/Emergency Signals are sounded |  |
| 10. | Briefing on the Company Environmental Management System and practices |  |
| 11. | Garbage Management Plan – treatment of garbage on board. |  |
| 12. | Hazards of cargo and Chemicals on board. |  |
| 13. | Issuance of security pass |  |
| 14. | Contractors/Riding Crew/Supernumerary are not allowed to touch any safety equipment without consulting the responsible officer. |  |
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|  | **Additional familiarization when sailing onboard** |  |
| 1. | Tour of accommodation (Common area) and engine room assigned areas |  |
| 2. | Understand lifejacket donning instructions |  |
| 3. | Location of own cabin, life jacket |  |
| 4. | Location of spare life jackets. |  |
| 5. | Survival suits (immersion suits) location and usage. |  |
| 6. | Lifeboat familiarisation |  |
| 7. | Security familiarisation and location of Safe Haven |  |
| 8. | Attending the tool box meeting held by Officer in charge/Supervisor |  |
| 9. | Explain the company Drug and Alcohol policy and procedure |  |
| 10. | Observe the garbage segregation and disposal requirement |  |
| 11. | Identify of SSO/Safety Officer/Environmental officer |  |
| 12. | Participate in the ship’s drill |  |

I confirm that I have read and agree to comply with the regulations and instructions including all safety/security instructions currently in force on this vessel.

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| Name & Signature of Contractor/Riding crew/Supernumerary: |  |  | Date and Time of completion: |  |
| Signature of Safety Officer: |  |  | Signature of Master: |  |