



SFF - Shipboard Familiarisation Form

Issue No:	6	Amendment No:	1
Issue Date:	12 - 2016	Amendment Date:	07-2018

SFF - Shipboard Familiarisation Form: Instructions

This form is to be completed for EVERY individual sailing with the vessel.

1. Print a copy of this form.
2. Fill in the name of the ship, the name and rank of the seafarer, and the date of joining.
3. Ensure each item is show/explained to the seafarer and they have confirmed understanding before checking It off.
Note: Each item should be completed within the time frame indicated at the top the section.
4. Once the entire form is completed (including SSF SES where applicable). It should be signed by the Safety Officer, Seafarer, and Chief Engineer (when familiarising engine room personnel).
5. Finally the form should be scanned and sent to the Personnel Department, a copy should be filed, and the original given to the seafarer.

Notes

- The Master is responsible under the provisions of STCW to ensure that sufficient time is allocated for the above familiarisation procedure.
- For ships sailing with a single engine officer, the engine rating (Wiper / Motorman) must be trained by the Chief Engineer to take over in the event of the Chief Engineer becoming incapacitated. A copy of the SFF SSE form must be completed and attached to this form.
- Unless employed as OS/Cook, the cook does not have to complete section 3.
- Additional crew e.g. crane drivers / fitters should be familiarised with any relevant items from section 3.

Distribution

Original: Seafarer
Copy: SSFS File No.7
Copy: Personnel Department

When printing, scanning, or submitting this form, this instruction page is not to be included



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Ship: _____

Joining Seafarer Name: _____

Port: _____

and Rank / Position: _____

Section 1 - Emergency Procedures <i>(To be completed by all Seafarers within 24 hrs or before the vessel leaves port if under 24hrs)</i>		✓
Explain alarm signals, symbols, and signs		
Explain fire and abandon-ship muster stations, arrangements, and emergency teams		
Explain crew member's / supernumerary's specific actions / duties during emergencies		
Location of escapes and escape routes		
Location and use of lifejackets and immersion suits		
Date Completed:		

Section 2 - General <i>(To be completed by all Seafarers before commencing any duties)</i>		✓
Explain ISM Code / Company SMS / Safety and Environmental Policy / Drug and Alcohol Policy		
Identity, function and contact details of DPA & CSO and other essentials of the Company SMS		
Explain the Company Security Policy and Ship Security Plan and security duties, as per SSP <i>Including: Identity of SSO, current threats, security related info, recognition of weapons/dangerous items/suspect behaviour, emergency procedures, security equipment, monitoring vessel security, gangway procedures, searches</i>		
Location and operation of SSAS		
Location and operation of critical watertight / weather tight & fire doors		
Location and operation of life-boat, life-rafts and rescue boat		
Location and operation of fixed and portable fire fighting appliances		
Location and operation of breathing apparatus		
Location of emergency radio equipment		
Location of medical equipment		
Procedures for Enclosed Space Entry and Rescue from an Enclosed Space		
Explain garbage disposal arrangements and location of garbage containers		
Explain the Health and Safety at Work Policy; Importance of protective clothing; Safe Work Permit arrangements; Risk Assessments		
Explain crewmember's specific position in the organisation of duties / watch-keeping arrangements		
Know what to do if:	• Fire or smoke is detected	
	• Oil / water leak or other damage is detected	
	• A person falls overboard, or an accident / medical emergency occurs	
	• An unauthorised person, or stowaway or a suspicious item is found	
Date Completed		



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Section 3 - Operational Duties

(To be completed by any seafarer involved with operation of the vessel, within **one week** of joining)

Bridge / Deck Personnel & Engine Room Personnel			✓
Propulsion and Manoeuvring Controls			
Steering / Emergency Steering Controls			
Communication Equipment and Alarms			
Service Spaces and Stores / Spares / Tools / Paint etc.			
Bridge / Deck Personnel	✓	Engine Room Personnel	✓
Lighting and Signalling Equipment		Main Engine and Shaft Generator	
Bridge Equipment (AIS, ECDIS, VDR etc.)		Auxiliary Engines and Generators	
Records, Certificates, Books and Publications		Emergency Generator	
Mooring Arrangements and Machinery		Air Compressors	
Deck Structure and Layout		FO / DO / LO Purification Plant	
Holds, Tanks, Entrances		Oily / Bilge Water Separator (5/15ppm)	
Hatches (Pontoon or Hydraulic Folding Types)		Fresh Water Generator	
Gantry Crane		Economiser	
Rigging and Operating Gangway		Tanks and Systems (FO, Ballast, Bilge etc.)	
Pilot Ladder and Liferaft Ladders		Pumps, Filters, Coolers, Heaters etc.	
Correct use of stability software ³		Air Conditioning Plant	
Moveable Bulkheads, Tweendecks ¹		Refrigeration Plant	
Cargo Cranes - driving, operation, safety ¹		Sewage Treatment System	
Dehumidifying Plant ¹		Domestic Boiler ¹	
		Incinerator Plant ¹	
		Single Engineers Supplement Attached ²	

Date Completed:

¹ As applicable to individual ships³ Deck Officers only² For ships sailing with a single engineering officer

Joining Seafarer

Name	
Signature	

Responsible Officer

Name & Rank	
Signature	