SAFETY AWARENESS

Circular 02/2020 (ISM)

Subject:	Familiarization on board
Reference:	ISM-Code 1.2.3 (Compliance management)
	6 (Resources and personnel)
	8 (Emergency preparedness)
	STCW
Attachments:	Safety Bulletin SB_2020-1_Familiarization on board
Date:	02.11.2020

Familiarization on board - more than just a statutory exercise

The purpose of the instruction is to familiarize crew members with safety-relevant and individual activity-related aspects on board. The obligation is subject to various regulations such as the STWC Convention or the ISM Code. On the one hand, the implementation fulfills legal requirements and, on the other hand, ensures that the crew members are informed and carry out their activities in a safety-conscious manner. In this way, they make a direct contribution to accident prevention and the avoidance of financial losses. The scope of the instruction respective familiarization always depends on the type of ship and its operations, it can be roughly divided into the following sub-areas:

1) Initial familiarization, which has to be carried out before the ship departs (such as tasks according to the muster list, muster stations, alarm signals, life-saving appliances, fire protection equipment).

2) Activity-related familiarization in the working and living areas of the crew member (e.g. workplace, work equipment / systems, operational processes on board, watch keeping, emergency procedures).

3) Further safety instruction in the handling of life-saving appliances and fire-fighting equipment within the first 14 days (see also SOLAS III Reg. 19.4).

4) Management-related instruction in the safety management system, environmental protection, energy management and other topics.

Furthermore, the rank on board determines the scope of familiarization. Not everyone has to be able to do everything. Officers usually have to pay more attention and obtain more responsibilities on board than ratings.

It is the duty of the shipping company to appoint a person to carry out the instruction and to define objectives in order to prevent a generalized and overloaded procedure. The shipping company should make the necessary information available to those entrusted with the instruction and should ensure that the administrative work for documentation and signing is kept to a minimum.

Objectives:

- Which objectives to be achieved for which rank on board?

- What is needed to achieve these objectives?

- Which method do I use to convey this content & when?

- How can I relieve the workload on board?

The initial phase of the boarding of a crew member can lead to a flood of information. As a shipping company, make sure that crew members can understand and reflect on content at a later point in time - e.g. through suitable documentation. It is more than just a statutory exercise.

In the following, you will find an overview of possible training topics that should be expanded to include individual details as well as individual issues relating to the cargo, the ship and the equipment.

Bundesrepublik Deutschland
Federal Republic of Germany

Berufsgenossenschaft Verkehrswirtschaft Post-Logistik
Telekommunikation
Dienststelle Schiffssicherheit

i DEUTSCHE
FLAGGE

1. Before departure:

see STCW A-VI/1 & ISM 6.3

Basic requirements

- ❑ communicate with other persons on board on elementary safety matters
- ❑ locate / unterstand safety information, symbols and signs
- ❑ training manual (availability) & other instruction
- ❑ knows what to do if
  - a person falls over board
  - fire / smoke is detected
  - fire and general alarm is sounded
  - alarm for abandoning ship is sounded
- ❑ muster station, embarkation station, emergency exits, escape routes, live saving vessels
- ❑ lifejacket / personal LSA (location, donning)
- ❑ alerting / sounding alarm
- ❑ use of portable extinguisher
- ❑ 1.Aid / medical emergency
- ❑ fire doors, watertight doors, watertight integrity and hull
- ❑ duties according to the muster list
- ❑ emergency plan

2. Working & living on board

Workplace

- ❑ workplace hazards
- ❑ hazardous tasks & area
- ❑ prohibited areas & access
- ❑ working alone
- ❑ working on height, outboards
- ❑ work permit system
- ❑ operating instructions / procedures
- ❑ hazardous substances & MSDS
- ❑ swell & heavy weather
- ❑ PPE / safe use of PPE
- ❑ hoist/cranes & means of transport
- ❑ working equipment & systems
- ❑ access to the ship
- ❑ behaviour on the terminal

Living area on board

- ❑ order on board
- ❑ living & recreational facilities
- ❑ smoking on board
- ❑ hygiene / infectious diseases

Watch keeping

- ❑ company requirements for bridge operation / engine operation
- ❑ standing order

Deck

- ❑ navigational & radio equipment, esp. ECDIS, VDR, track control
- ❑ steering gear / emerg. steering
- ❑ manoeuvring station, making fast, anchoring, tug operation, communication
- ❑ Bridge Resource Management

Engine

- ❑ control / automation / UMS
- ❑ alarm / monitoring
- ❑ engine / systems
- ❑ emergency stop / quick release
- ❑ bilge and fuel system
- ❑ OWS & sewage system
- ❑ power management

Service personnel

- ❑ catering & galley
- ❑ steward / cabin service
- ❑ spec. fire fighting equipment

Cargo / Passengers

- ❑ passenger care / emergency
- ❑ cargo hazards / dangerous goods
- ❑ cargo securing

3. further safety instructions

s.h. auch SOLAS III Reg. 19.4.1

- ❑ rescue & live saving appliances and vessels incl. their equipment and handling / operation
- ❑ search & rescue,
- ❑ fire fighting equipment
- ❑ fire fighting system incl. CO2 systems / evacuation
- ❑ fire protection & prevention

4. Management:

Special persons

- ❑ young seafarers / pregnant woman
- ❑ accompanying family members/ Pax / Service

Environmental protection & Energy

- ❑ SOPEP, OSRO & SPRO
- ❑ garbage (separation, treatment)
- ❑ oil & supplies
- ❑ ballast water
- ❑ bilge system
- ❑ ECA, SEEMP, CEEMP
- ❑ energy management

ISPS & Loss prevention

- ❑ SSP, locked state, access
- ❑ stowaways
- ❑ piracy
- ❑ drugs & smuggling

Management

- ❑ ISM SMS / postings
- ❑ policy
- ❑ drug & alcohol policy
- ❑ organization, hierarchy & responsibilities
- ❑ rules & requirements
- ❑ MLC working and living conditions
- ❑ contacts details incl. emergency response of the shipping company
- ❑ working language & rules of communication
- ❑ reporting hazards, incidents, near miss
- ❑ obligations of the employee
- ❑ risk assessment
- ❑ PMS Planned Maintenance System
- ❑ cyber security, social media requirements / data privacy protection
- ❑ customs regulations
- ❑ shore leave / local requirements ashore

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