



Contingency Procedures / Checklists

STCW

26. FAMILIARIZATION FORM FOR OFFICERS (SAFETY)

Name:		Rank:	Port:
All <u>New Joining Deck/Engine/Electrical Officers</u> shall be familiar with the following Equipment and Key procedures that are applicable to M.V. _____. Each subject should be marked with an "X". Upon completion, the officer's knowledge shall be verified by the Master.			
<u>NOTE: Points 1 through 18 are to be completed PRIOR DEPARTURE (Part 1)</u>			
<u>Points 19 through 49 are to be completed WITHIN One Week. (Parts 2 and 3)</u>			
D= Deck Officer specific. E= Engineer Officer specific. I & P = Italian/Polish class specific			
Do you know/understand:		Part 1	
1	Have you taken a complete round together with the Reliever Officer and understood the General layout of the vessel?		<input type="checkbox"/>
2	Your immediate job responsibilities as handed over by the Relieved Officer?		<input type="checkbox"/>
3	Location of Fire Stations, Life Rafts, Lifeboat and Rescue Boat		<input type="checkbox"/>
4	Location and familiar with Safety information, like Safety Equipment Plan, Emergency Plan and Safety Signs?		<input type="checkbox"/>
5	Location of Fire/Emergency alarm buttons?		<input type="checkbox"/>
6	Location of all Lifejackets, Immersion Suits including your own?		<input type="checkbox"/>
7	Have tried out the immersion suit and it fits me, if not I will take up the matter with the Safety officer		<input type="checkbox"/>
8	All Exits Routes from accommodation to Deck and Location of EEBD equipment?		<input type="checkbox"/>
9	Normal/Emergency Exits/Escape Routes out of the Engine Room and Location of EEBD equipment?		<input type="checkbox"/>
10	Location of Fire Extinguishers and Fire Hoses/Hydrants?		<input type="checkbox"/>
11	Location of Mustering Station for Emergency Alarm/Fire Alarm and Abandon Ship Alarm?		<input type="checkbox"/>
12	Ability to communicate with all people on elementary safety matters?		<input type="checkbox"/>
13	That is strictly prohibited to throw any type of waste/garbage overboard –always consult your Head of department.		<input type="checkbox"/>
14	The location of Fire Alarm Panel (s)?		<input type="checkbox"/>
15	Location of Oil Spill Emergency Equipment and IMDG Emergency Equipment.		<input type="checkbox"/>
16	Familiar with (C/A) Controlled Atmosphere and location of Personal Oxygen Analyzers		<input type="checkbox"/>
17	Where is the MCA CODE OF SAFE WORKING PRACTICES for Merchant Seamen located?		<input type="checkbox"/>
18	Where is the INTERNATIONAL MEDICAL GUIDE for Ships located?		<input type="checkbox"/>
<u>Acknowledged Prior Departure (Part 1)</u>			
Signature:		Date/Time:	
Verified by Chief Engineer (Name/Sign):		Date:	
Verified by Master (Name/Sign):		Date:	



Part 2	
19	Location and understanding of LSA & FFA plan? <input type="checkbox"/>
20	The location and contents of Fire Wallet? <input type="checkbox"/>
21	Where is/ are the Emergency Locker / Emergency Headquarters located? <input type="checkbox"/>
22	The location of the Ship's Hospital and the Medical Locker? <input type="checkbox"/>
23	(E)Fire Fighting and Safety equipment especially related to Engine Room? <input type="checkbox"/>
24	(E)Where is the First Aid Kit in the Engine Room located? <input type="checkbox"/>
25	That you must have less than 0.04 % blood alcohol level during watchkeeping duty? <input type="checkbox"/>
26	Is smoking allowed only in authorized areas? <input type="checkbox"/>
27	You must wear proper Safety Gear in Engine Room/On Deck? <input type="checkbox"/>
28	(D)Location and operation of the Lifeboat VHF sets? <input type="checkbox"/>
29	That approved checklists are to be filled in for Hot work, Working Aloft, Over side/On Water, Tank/Enclosed Space Entry, Pilot doors? <input type="checkbox"/>
30	Location of the International Shore Connection? <input type="checkbox"/>
31	(D)Telephone numbers Fire Brigade, Police and Medical Emergency of the port? <input type="checkbox"/>
32	(D)The contact numbers/ access procedures for Port Control and Vessel's Agent? <input type="checkbox"/>
33	Where is the Co2 Room located? <input type="checkbox"/>
34	If you have been shown and know the operation of the Co2 Release? (1A/E & C/O only) <input type="checkbox"/>
35	The location and operation of the Emergency Fire pump? <input type="checkbox"/>
36	The type/location of fuel required to operate the Emergency Fire Pump and the Lifeboat engine? <input type="checkbox"/>
37	The locations and operation of the S.C.B.A sets on board? <input type="checkbox"/>
38	The location and understanding of all Fire Detection equipment? <input type="checkbox"/>
39	The location of the ship's Stretcher? <input type="checkbox"/>
40	The location of the Resuscitation Equipment? <input type="checkbox"/>
41	Where is the Safety Manual (SOLAS) permanently located? <input type="checkbox"/>
42	Have you read the Company Safety Manual on board? <input type="checkbox"/>
43	Have you read the relevant chapters in the Company QSMS manual related to you? <input type="checkbox"/>
44	The location, operation/testing and the danger of the auto-magnetic Fire Doors on board? <input type="checkbox"/>
Acknowledged (Part 2)	
Signature:	Date:
Verified by Chief Engineer (Name/Sign):	Date:
Verified by Master (Name/Sign):	Date:

Part 3 – All officers – Deck/Engine/Electrical – to complete within 7 days of embarking	
45	OLP e-learning Oil Record Book Part 1 (Code 0218) course, Done <input type="checkbox"/>
46	OLP Video Bilge Water Separator (2410), Viewed <input type="checkbox"/>
47	OLP e-learning Incident Investigation, Cause and effect (Code 0306), Done <input type="checkbox"/>
48	OLP e-learning Cyber Wellness (Code 0140) course, Done <input type="checkbox"/>
Acknowledged (Part 3)	
Signature:	Date:
Verified by Master (Name/Sign):	Date: