SAFETY MANUAL

ABSTRACT
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Safety Manual Abstract

A. Policy Statement
Company Objectives and Policy

B. Shipboard - ISM Quality Management System
a) Responsibility of Master and Senior Officers
b) Designated Person
c) Organizational Flow Charts
Shipboard ISM Committee
a) Training the Crew in ISM Procedures
b) Quality Management System (QMS) Process
c) Internal & External Audits
d) QMS Process Interruptions or Failures
e) Resolution of Non Compliances

Master’s Review
Documentation and Control
Changes to the ISM System
Management Review

C. Shipboard Policy
Vessel Documents and Certificates
a) Destruction of Superseded Documents
b) Certificates
c) Transmittal Letters
d) Remote Office Record Retention
e) Posting of Instructions, Policy, Operational Memoranda and Documents

Training/Safety
a) Training Requirements for Shipboard Personnel
b) Fitness for Service
c) Officer Turnover Notes
d) New/Relieving – Officer/Crew Indoctrination
e) Indoctrination Procedures for Contractors
f) Passengers/ Surveyors
g) Control of Narcotics and Weapons
h) Injury/Serious Illness and Incident Reporting Procedure
i) Personal Protective Equipment Policy
j) Facial Hair Policy
k) Smoking Policy
Operations
   a) Vessel Casualty Reporting Procedures
   b) Pollution Reporting and Emergency Response Plan
   c) Notes of Protest
   d) Voyage Orders and Instructions
   e) Operational/Instruction Manuals
   f) Official Logbook
   g) Use of Hand Held Radios
   h) Shore Leave for Key Personnel
   i) Stowaways
   j) Work Hour Limitations
   l) Salvage – Lloyd’s Open Form
   m) Vessel Safe Combinations
   n) Tampering with Cargo and/or Ship's Equipment

Deck Department
   a) Personnel and Job Descriptions
   b) Deck Log Books
   c) Required Deck Log Book Entries
   d) Ballast Record Book
   e) Deck Machinery and Cargo Equipment
   f) Crew Training in Proper Use
   g) Vessel Stability
   h) Structural Monitoring System

Deck Watch
   a) Responsibility of the Mate on Watch
   b) Maintaining Vessel's Position when Alongside and Anchored
   c) Gangway Access and Notice

Mooring/Un-mooring/Anchoring Operations
   a) Mooring Lines, Windlass and Winches
   b) Equipment Operational Tests
   c) Proper Stowage of Lines
   d) Port Preparations
   e) Line and Chain Handling

Maintenance, Repair and Inspection
   a) Winterizing Deck Lines in Freezing Weather
   b) Sea Trials
   c) Planned Maintenance in the Deck Department
   d) Maintenance of Deck, Pipelines, Holds and Superstructure
   e) Regular Testing of Inactive Functions
   f) Preparation of the Vessel Antenna Map
Spare Parts
   a) Inventory
   b) Stowage
   c) Nameplates on Machinery
   d) Identification of Used Parts

Navigation
   a) General
   b) Bridge Team Management
   c) Pilot Boarding and Exchange of Information
   d) Charts and Publications
   e) Control of Shipping Publications

Bridge Equipment
   a) General
   b) Course Recorder
   c) Automatic Identification System
   d) Radar Units
   e) Weather Fax Machine
   f) Chronometers
   g) Barograph
   h) Signal Lights
   i) Lifeboat Radios
   j) GPS Receiver
   k) Ship's Clocks
   l) Intercom System
   m) Depth Recorder
   n) Gyro Compasses
   o) Navigation Lights, Day Shapes
   p) Flags
   q) Magnetic Compass
   r) VHF Radio
   s) Global Maritime Distress Safety System Units
   t) Voyage Data Recorder

Required Bridge Log Books
   a) Official Log Book

Voyage Passage Plan
   a) General
   b) AMVER Participation

Weather Monitoring
   a) General
   b) Adverse Weather
   c) Additional Ballast in Heavy Weather
d) Weather Routing
e) Adverse Conditions While at Anchor or Moored

Bunker Requirements
Voyage Abstracts
Engagement of Tugs and Pilots
Steering System
   a) Officers and Crew Knowledge
   b) Rudder Loss Recognition Time
   c) Use of Auto-pilot
   d) Steering Tests and Drills
   e) Changing the Helm

Bridge Watch
   a) Master’s Standing Orders
   b) Bell Book
   c) Underway
   d) Vessel Position
   e) Daily Equipment Tests
   f) Duties of Lookout
   g) Duties of Helmsman
   h) Use of Radar
   i) Anchoring and at Anchor
   j) Bridge Watch at Anchor
   k) Anchor Position Log Book
   l) Pilotage
   m) Pilotage Waters
   n) Pilot Boarding
   o) Pilot's Role
   p) Master Acting as Pilot
   q) Port Arrivals & Departures
   r) Testing of Equipment
   s) Tides and Currents
   t) Notification of Escorts Tugs and Pilots
   u) Notice of Protest
   v) Port Log
   w) Port Departures
   x) Testing of Equipment
   y) Tides and Currents
   z) Vessel Safe for Sea

   aa) Congested and Restricted Waters
   bb) Assignment of Additional Officers
   cc) Vessel Speed
   dd) Under Keel Clearance
   ee) Reduced Visibility
ff) Navigation in Close Proximity of Ice

Engine Department
   a) Personnel and Job Description

Bunkering Operations
   a) Person in charge
   b) Pre-transfer Conference
   c) Oil Transfer Procedures
   d) Record and Samples
   e) Communications
   f) Note of Protest

Engine Logbooks

Engine Machinery
   a) Crew Training
   b) Maintenance, Repairs and Inspection
   c) Unattended Engine Room Maintenance

Spare Parts
   a) Inventory
   b) Storerooms
   c) Requisitions
   d) Nameplates on Machinery
   e) Identification of Used Parts
   f) Critical Spare Parts

Engine Room Watch

Emergency Diesel Generator

Fire Fighting System and Fire Pumps

Maneuvering Operations
   a) General
   b) Bell Book

Shipyard and Voyage Repairs

Planned/Preventative Maintenance

Regular Testing of Inactive Functions

Required Tests and Inspections
   a) Pre-maneuvering Tests
   b) Refrigeration Supply/Removal and Maintenance Logs
   c) Oily Water Separator: Policy and Precautions

Boiler Operations
   a) Boiler Water Testing
   b) Loading Distilled Water, Shipyard and Other
   c) Securing a Boiler at Sea
d) Soot Blowers

Engine Room Cleanliness
Automation

Radio Department
a) Duties and Responsibilities
b) Statutes and Regulations
c) Equipment Maintenance and Tests
d) Required Radio Watches
e) FCC Required Tests and Publications
f) Spare Parts and Consumables.

Stewards Department
a) Personnel and Job Descriptions
b) Frequency of Storing of Subsistence Stores
c) Working Hours
d) Galley Equipment
e) Laundry
f) Galley Upkeep and Safety
g) Inventory of Subsistence Stores
h) Sanitation Inspections and Good Housekeeping
i) Styrofoam Cups/Packing Materials, Prohibited

Storerooms, Freezers and Chill Boxes
a) Storerooms
b) Freezers and Chill Boxes

Personnel/Insurance
a) Harassment Aboard Vessels
b) Investigation Procedures Related to Incidents of Harassment
c) Qualifications of Officers and crew
d) Persons Aboard Other than Crew Members (Visitor’s Policy)
e) Requests for Medical Attention in U.S. Ports
f) Criminal Conduct
g) Crew Member Relief Policy
h) Employee Background Check
i) Family Medical Leave and Emergencies

Safety
a) General
b) Emergency Preparedness Manual
c) Emergency Organization and Training
d) SOLAS Manual
e) Material Safety Data Sheets (MSDS)
f) Inspections of Equipment
g) Required Drills, Tests, Inspections  
h) Maintenance and repair of Equipment

Safety and ISM Meetings  
a) Near Miss Reporting  
b) Lost Time Incidents  
c) Accident/Incident Review by the On-Board Safety Committee

Breathing Apparatus - Facial Hair Policy

Hot Work Aboard Vessels  
a) General  
b) Hot Work Policy  
c) Responsibilities  
d) The Hot Work Permit

Confined Space Entry Procedures  
a) General  
b) Use of Atmosphere Sampling Devices  
c) Confined Space Rescue

Tag Out Procedure for Repairs

Inspection, Measuring and Test Equipment  
a) Calibration and Testing Equipment  
b) Machinery Alarms and Shutdown Devices  
c) Smoke/Fire Detection Alarm Systems  
d) Fixed and Portable Gas Detection Equipment  
e) Gauges and Tools  
f) Calibration of the Oily Water Monitor

Condition and Operation of Lifeboats, Life Rafts and Rescue Boat(s)

Hazardous Material Procedures

Diving Operations

Shipyards Safety
Personal Protective Equipment
   a) Eye & Hearing Protection
   b) Fall Arrest & Protection Equipment
   c) Use of: Safety Shoes, Hard Hats, Belts, Etc.
   d) Back Support Belts
   e) Use of PPE by Visitors, Contractors, Surveyors

Medical
   a) Medical Officer
   b) Maritime Medical Access (MMA) Service
   c) Medical Chest
   d) Controlled Drugs
   e) Medical Log Book
   f) Medical Waste

Communications
General
   a) Policy & Records
   b) Facsimiles, E-Mail & Telexes, Routing & Distribution.

Correspondence
   a) Home Office
   b) Correspondence with Third Parties

VHF/SATCOM
General

Emergency Communications
   a) 24 Hour Live Coverage
   b) Incident and Casualty Reports
   c) Media Contact by Officers and Crew