



ST. VINCENT AND THE GRENADINES

MARITIME ADMINISTRATION

CIRCULAR N° PSC 010

GUIDANCE FOR OPERATIONAL CONTROL ON FERRIES AND PASSENGER SHIPS

**TO: SHIPOWNERS & SHIPS' OPERATORS & MANAGERS
SURVEYORS TO FLAG STATE ADMINISTRATION**

Monaco, 03 May 2005.

The aim of this circular is to support Shipowners, ship's Operators and Managers to be prepared for Port State Control Inspection (Paris MOU).

To carry out operational control on ferries and passenger ships, scenarios have to be created.

These scenarios have as purpose to grant a correct and controlled carrying out of the operational control.

Operational Control is carried out in accordance with section 5.5 Annex 1 of the Memorandum of Understanding.

Ships subject to operational control are:

- Ferries and passenger ships built in accordance with SOLAS 60
- Ferries and passenger ships built in accordance with SOLAS 74
- Ferries and passenger ships built in accordance with the DSC or HSC Code.

According to the extent of the control, one or more Port State Control Officers will be on board.

Operational control starts in the Master's office. Master presents evidence of the last crew participation to emergency drills. PSCOs may ask documented evidence about crew members familiarisation and Basic Training (Personal Survival Techniques, Fire Prevention and Fire Fighting, Basic First Aid, personal safety and Social responsibility).

Master and PSCOs agree about areas and methods of operation control.

Master must not inform the crew about areas of operational control (a real emergency situation must be created).

While operational control is in progress, PSCOs could question the crew members within the purpose to get an impression of the safety awareness on board the ship (in particular crew members assigned to assist passengers).

ManOverBoard drill

As a suitable area is identified, PSCO requests to throw a life-buoy overboard. PSCO observes how the Master and crew manage the situation.

PSCO take note of the time from the throwing of the life-buoy to the launching of the rescue-boat.

PSCO observes if the crew is correctly dressed.

PSCO observes the communication between the Master and the rescue-boat.

PSCO observes the crew care in performing its duty.

Abandon ship drill

The Master activates the alarm from the bridge.

PSCOs observe the performance of the crew members assigned to evacuate passengers to the designated assembly stations.

PSCOs observe if all passenger areas and compartments are checked.

In the mean time PSCOs check if the lifeboats are prepared, boats engines started and lifeboats lowered to embarkation deck.

PSCOs observe if all crew members (in accordance with the Muster List) wear life jackets.

During the drill, PSCOs could question crew members about their duties (operators to life rafts launching devices, operators to davits, operators to life boats or MES systems).

Fire drill

As a suitable area is identified, one or more “injured/unconscious” persons are placed in the identified area.

One PSCO is in the identified area within the purpose to observe the performance of the research/rescue team.

One PSCO is on the bridge to observe how the Master is controlling the drill.

PSCO observes how the “injured/unconscious” persons are rescued, how the fire fighting team perform the fire fighting operations.

During the drill PSCO observes the following actions:

- fire alarm activated, fire doors closed and passengers informed.
- Passengers evacuated from the identified area by assigned crew members.
- Ventilation stopped and damper closed.
- Manning of control stations.
- Fire pump started.
- Ashore organisation informed by a designated person.
- How the fire fighting team assist the rescue team.
- How the rescue team perform the rescue operation
- How the “injured/unconscious” persons are evacuated and taken over by medical team.
- Fire extinguishing operation.
- How the fire fighting team leader reports to the bridge.
- Boundaries cooling.
- Electrical isolation.
- Low level lighting.

Common deficiencies are: lack of communication, control, incorrect use or handling of lifeboats, rescue boat or fire fighting equipment.

AIDE-MEMOIRE FOR OPERATIONAL CONTROL OF VARIOUS AREAS

MUSTER LIST

- Are crew members aware of their duties indicated in the Muster List?
- Are Muster Lists exhibited in conspicuous places throughout the ship, including navigation bridge, engine room and crew accommodation spaces?
- Specifies the Muster List the duties assigned to the different crew members?
- Specifies the Muster List which officers are assigned to ensure that life-saving and fire appliances are maintained in good conditions and are ready for immediate use?
- Specifies the Muster List the substitutes for key persons who may become disabled?
- Specifies the Muster List the duties assigned to crew members in relation to passengers in case of emergency?
- Is the Muster List approved?
- Is the Muster List up-dated?
- Is the Muster List in conformity with the crew list and/or safe Manning Document?
- Are the duties assigned to crew members manning the survival crafts in accordance with the regulations?
- Specifies the Muster List lifeboats and liferafts commanders and substitutes (deck officer or certified person).
- Are crew members familiar with their duties and aware of the location where to perform their duties?
- Are operating instructions satisfactory?
- Are IMO Symbols in place?

COMMUNICATION

- Are key crew members able to communicate with each other and with passengers especially in emergency situation?
- Which languages are the working languages?
- Are key crew members able to understand each other during inspection or drills?
- Are crew members assigned to assist passengers, able to give necessary information during drills?
- Are emergency training and drills recorded in logbook?

FIRE AND ABANDON DRILLS

- Are the crew members familiar with their duties and the proper use of the ship's installations and equipment?

FIRE DRILLS

- How was the fire alarm activated?
- Was the reporting of the fire (from the location to the bridge or damage control centre) satisfactory?

- When and how was the crew alarm sounded to summon the fire fighting parties to their stations?
- Was the behaviour of the fire fighting parties (equipment distribution and fighting the simulated fire) acceptable?
- Were the team leaders orders and reporting to the bridge and/or damage control centre acceptable?
- Was the fire fighting equipment complete?
- Were medical teams taking care of injured persons in a satisfactory manner?
- Was the use of stretchers through narrow passageways, doors, stairways etc. acceptable?
- Was the drill carried out as a real emergency?
- Was the manning and operation of the emergency generator, the CO2 room, the sprinkler and emergency fire pump acceptable?
- Was the operation of manually operated fire doors, watertight doors and fire dampers satisfactory ‘
- Are the crew members assigned to assist passengers able to explain their duties, meaning of various emergency signals, point out the two means of escape from the area and where the passengers are to report?
- Are crew members assigned to assist passengers able to communicate at least enough information to direct passengers to the proper muster and embarkation stations?

ABANDON SHIP DRILLS

- Are survival crafts manned and operated by the assigned crew members?
- Was the drill carried out as a real emergency?
- Were passenger and crew summoned to the muster station(s) with the required alarm?
- Were the passengers and crew members suitably dressed?
- Were the lifejackets correctly donned?
- Was at least one lifeboat lowered after the necessary preparation for launching?
- Was starting and operating the lifeboat engine(s) carried out satisfactorily?
- Was operation of life rafts' launching devices properly carried out?
- Was emergency lighting tested in the area?
- Are crew members familiar with the duties assigned to them during abandon ship operations?
- Have crew members in charge of survival crafts complete knowledge of operation and equipment of those crafts?
- Were two crew members able to carry out preparation for embarking and launching of each survival craft in less than 5 minutes?
- Does the equipment and crew performance indicate that abandoning can take place in 30 minutes?

DAMAGE CONTROL PLAN

- Is damage control plan provided?

- Are crew members familiar with the information given in the fire control plan or booklet?
- Are the fire control plans permanently exhibited or is a booklet supplied to each officer?
- Is one copy of the fire control plan readily available in an accessible position?
- Is the plan/booklet up-dated?
- Are the responsible officers (specially those assigned to related duties on the muster list) aware of the content of plan/booklet?
- Are the officers aware how to act in case of fire?
- Are officers in charge familiar with the main structural members forming part of the various fire sections and the means of access to the different compartments?

BRIDGE OPERATIONS

- Are officers in charge of navigation watch familiar with bridge control and navigation equipment, changing the steering mode from automatic to manual and vice versa and the ship's manoeuvring characteristics?
- Have such officers knowledge of location and operation of all safety and navigation equipment?
- Are they familiar with procedures applying to the navigation of the ship in all circumstances?
- Are they aware of all information in this respect available to them?
- Are all officers familiar with all information available to them, such as manoeuvring characteristics of the ship, life saving signals, up-date nautical publications, checklists concerning bridge procedures, instructions, manuals etc?
- Are all officers familiar with procedures, such as periodical tests and checks of equipment, preparation for arrival and departure, change over of steering modes, signalling, communications, manoeuvring, emergencies and logbook entries?
- HSC: are the weather conditions in the logbook within the limitations of the Permit to Operate? (maximum significant wave height).
- HSC: are procedures in place to obtain up-dated forecast regarding significant wave heights, covering a relevant period? Is there evidence of these procedures?

CARGO OPERATIONS if applicable (Ro-Ro passenger ferries)

- Are personnel assigned with specific duties related to the cargo and cargo equipment familiar with those duties, any dangers posed by the cargo and measures to be taken in such occasion?
- Is the Master provided with appropriate documented information on the proper stowage and safe carriage of cargo?
- Operations Manual; Cargo Securing Manual; Loading Manual: include these manuals all the relevant information for the safe loading/unloading operations in port as well as in transit conditions?

MACHINERY OPERATIONS

- Are responsible personnel familiar with duties related to operating essential machinery such as: emergency and stand by source of

- electrical power; steering gear emergency manoeuvre; bilge and fire pumps; any other equipment essential in emergency situation .
- Are the responsible personnel familiar with: emergency generators; actions necessary before start engines; procedure when the first attempt to start fail; stand-by generator engine; black out procedures; load sharing system.
 - Are the responsible personnel familiar with: what type of auxiliary steering gear system applies to the ship; how is indicated which steering gear unit is under operation; what action is needed to put the auxiliary steering gear in working condition.
 - Are the responsible personnel familiar with: bilge pumps; number and location of bilge pumps, including emergency bilge pumps; starting procedures for all these bilge pumps; appropriate valves to be operated; main causes of failure of bilge pump, operation and their possible remedies; fire pumps; number and location of fire pumps, including emergency fire pumps; starting procedures for all these fire pumps; appropriate valves to be operated.
 - Are the responsible personnel familiar with: starting and maintenance of lifeboat and/or rescue boats' engines; local control procedures for those system which are normally controlled from the navigation bridge ; maintenance procedure for batteries; emergency stop, fire detection system, alarm system and operation of watertight and fire doors.

MANUALS, INSTRUCTIONS, ETC

- Do appropriate crew members understand manuals, instructions etc. relevant to the safe condition and operation of the ship and its equipment?
- Are appropriate crew members aware of requirements for maintenance, periodical testing, training, drills, logbook entries?
- Are the following information provided in a language understood by the crew and are the crew members aware of contents and able to respond accordingly to:
 - Instruction concerning the maintenance and operation of all equipment and installations for the fighting and containment of fire?
 - Instructions to be followed in the event of an emergency (to be provided for every crew member and passenger on board)?
 - Illustrations and instructions (to be posted in passenger cabins and conspicuously displayed at muster stations and other passenger spaces) to inform passengers of their muster station, the essential action they must take in an emergency and method of donning lifejackets?
 - Posters and signs (to be provided on or in the vicinity of survival crafts and their launching controls) illustrating the purpose of controls and the procedures for operating the appliances and giving relevant instructions and warning?
 - Instructions for on board maintenance of life-saving appliances?
 - Training manuals (to be provided in each messroom and recreation room or in each cabin) containing instructions and information, in easily understood terms illustrated wherever possible on the life-saving appliances provided in the ship?

- Stability booklet associated stability plan and stability information?

OILY MIXTURES FROM MACHINERY SPACES

- Have all operational requirements of Annex I of MARPOL 73/78 been met, taking into account:
 - The quantity of oil residues generated?
 - The capacity of sludge and bilge water holding tanks?
 - The capacity of the oily water separator?
- Are the entries into the Oil record Book correct?
- Has the use of reception facilities been verified?
- Have the Master noted any alleged inadequacy of such reception facility?
- Are the responsible officers familiar with the handling of sludge and bilge water?
- Is the ullage of the sludge tank sufficient for the expected generated sludge during the next intended voyage?
- Is all oily bilge water retained on board for subsequent discharge to reception facilities? (for ships exempted from Reg. 16(1) and (2) of Annex I of MARPOL).

DANGEROUS GOODS AND HARMFUL SUBSTANCES IN PACKAGED FORM (Ro-Ro Passenger ships, if applicable)

- Are the required shipping documents for carriage of dangerous goods and harmful substances in packaged form provided on board?
- Are dangerous goods and harmful substances properly stowed, segregated?
- Are crew members involved familiar with their essential actions to be taken in an emergency involving such packaged cargo?
- Does the ship comply with SOLAS reg. II-2/54 (Consolidated edition 2001)?
- Are crew members involved familiar with the provisions of Annex III of MARPOL on carriage of harmful substances in packaged form which are identified in the IMDG Code as marine pollutants?
- Are such goods labelled and stowed in accordance with Annex III of MARPOL?
- Are the dangerous goods stowed in conformity with the Document of Compliance ‘
- Is inadvertent pumping of leaking flammable or toxic liquids prevented in case such substances are carried in under-deck cargo spaces?
- Are ship’s personnel familiar with the relevant provisions of the Medical First Aid Guide and the Emergency Procedures for ships carrying dangerous goods?

GARBAGE

- Have all operational requirements of Annex V of MARPOL been met?
- Have reception facilities been used?
- Have the Master noted any alleged inadequacy of such facilities?
- Are the ship’s personnel familiar with Res. MEPC 59(33) in particular section 3 “Minimising the amount of potential garbage“ and section 4 “shipboard garbage handling and storage procedures“?

- Are the ship's personnel familiar with the disposal and discharge requirements under annex V of MARPOL inside and outside a special area?
- Are the ship's personnel aware of the areas determined as special areas under Annex V of MARPOL?
- Are the ship's personnel familiar with the procedure of the garbage management plan for collecting, storing, processing and disposing of garbage and with the keeping of the Garbage Handbook?