



# Making waves

IVSS CAMPAIGN NOV 2024



TAMAR SHIP MANAGEMENT



ISLAND VIEW  
SHIPPING SERVICES

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## 1. CIC 2024 - CREW WAGES AND SEAFARER EMPLOYMENT AGREEMENTS UNDER MLC

The Member Authorities of the Tokyo and the Paris Memoranda of Understanding (MoU) on Port State Control has launched a joint Concentrated Inspection Campaign (CIC) on Crew Wages and Seafarers' Employment Agreements (MLC, 2006).

The purpose of the campaign is:

- to create awareness within the shipping industry about the requirements on Crew Wages and Seafarer Employment Agreements (MLC); and
- to verify that ships comply with these requirements.

This inspection campaign will be held for three months, commencing from 1 September 2024 and ending 30 November 2024. The campaign will examine specific areas related to Crew Wages, Seafarers' Employment Agreements and financial securities (repatriation and shipowners' liability) (MLC, 2006) during regular Port State Control inspections.

Please go through the attached checklist and confirm if the vessel is complying with all the items. Kindly liaise with the crewing department if there are any issues.

## 2. RIYADH MOU CIC – LIFTING APPLIANCES

The Member Authorities of the Memorandum of Understanding on Port State Control in the Riyadh MOU Region (RMOU) has initiated a Concentrated Inspection Campaign (CIC) focusing on Ships' Lifting Appliances.

This CIC will be conducted over a three-month period, commencing on 1 September 2024 and concluding on 30 November 2024.

The primary objective of the CIC is to ensure that ship crew members are adequately trained and familiar with various types of crane equipment, capable of identifying potential hazards promptly, and knowledgeable about the appropriate actions to take in emergency situations. Furthermore, it aims to confirm that all crew members possess the necessary qualifications for their respective roles and have access to current safety manuals that outline best practices for each task. The campaign also seeks to ensure that periodic maintenance of the ship's lifting equipment and devices is performed by the crew.

Port State Control Officers (PSCOs) will utilize a list of 10 questions to assess the adequacy and compliance of Ships' Lifting Appliances and equipment with relevant requirements, ensure that the master and crew members are familiar with operations concerning these appliances, and verify that the equipment is properly maintained and functional.

Please go through the attached checklist and confirm if the vessel is complying with all the items.

### 3. CYBER SECURITY

The Office will be sending video training links to each vessel along with the instructions by email. Once received all crew on board shall view the cybersecurity videos.

Typically, the video's will be made available on the Master's Laptop, CEO's PC and Admin 1 pc. We propose that the Engine Dept. must watch the video on the CEO's PC likewise the Deck Dept. will watch on Admin 1.

The Office will be providing details of the video to be viewed shortly. A poster will also be made available to be displayed.

### 4. KARCO TRAINING

The ship staff shall conduct the following training modules this month:

- **HEBEI SPIRIT**
- **SULPHUR CAP 2020**
- **SAFETY MANAGEMENT -VOL 1**

The duration of each title is only about 10-15 minutes.

Training must be carried out in two sessions (based on work/rest hours) to ensure all crew are able to attend. Each session must be opened and concluded by a Senior Officer.

After the training, the Senior Officer should have an interactive session with the crew, discuss questions and the crew can also share their experience (Reflective learning). Once the training is completed, each crew shall log on individually and an assessment must be completed, and the records must be exported to KARCO system.

The Master can contact IT department and support team ([support@karcoservices.com](mailto:support@karcoservices.com)) for any queries regarding KARCO.

Records of training to be maintained in form 3.2.3

### 5. AMSA – VOYAGE PLANNING

Please find attached AMSA notice 09/2024 - Voyage Planning and Execution within Planned Navigation Corridors

AMSA recognizes the need for reasonable use of the safety margins outside the planned navigation corridor. However, unreasonable, and systematic use of the safety margins may indicate the need to reassess the voyage planning practices.

A deficiency may be considered where an Australian PSC Officer finds:

- unreasonable and systemic use of the safety margins outside of the planned navigation corridor.
- no consideration given in voyage planning to the variation in XTD/XTL depending on confined or open waters.

The Master shall conduct training on attached “**Voyage Planning and Execution within Planned Navigation Corridors**” to all deck officers.

Records of training to be completed on form 3.2.3 and filed onboard.

## 6. SHARE POINT UPDATES

As we roll out the revised SMS to replace the TAMAR system, we will be working on a common SharePoint across the fleet.

The advantage of this is paper records aboard no longer filed aboard, but rather on the web. The office uses exactly the same system and will post all documents for your vessel directly into the system.

The reverse is also true. There is no need to email documents to the office that are entered into SharePoint. If you have filed your month end reports, simply send a mail saying month end report file in SharePoint. The people in the office can arrange their search functions, and favorites to easily access the files they need to see regularly.

## 7. CREW INJURY

Please note that on one of our managed vessels the Oiler was operating the grinding machine to work on a flange when he accidentally struck his index finger with the rotating disc, resulting in a laceration.

First aid was provided onboard and the oiler was sent ashore for medical treatment.

The Oiler was signed off on medical grounds and was repatriated home.



## Root Causes

- Failure to Follow Procedure/instructions: Proper PPE was not used while performing the task. Cotton gloves was used which was inappropriate for the job activity. The Company's PPE matrix was not complied with which contributed to the severity of the injury.
- Improper Operation of Tool/Equipment/Machinery/Device: The AB did not have adequate control of the tool during the grinding operations.
- Lack of situational awareness: The crew did not maintain proper situational awareness while conducting the job activity. A momentary lapse of concentration resulted in the injury.

## Preventive Actions

1. PPE appropriate to job activity must be worn at all times. During the toolbox meeting, use of PPE must be strictly enforced. PPE to be properly donned. The condition of PPE shall be checked prior use. Reference shall be made to company PPE matrix. Cotton gloves are not to be used when using the grinding machine. The Master is to stress the importance of using PPE during each safety meeting. Compliance for the same shall be verified by safety officer. Offenders will be warned, and strict disciplinary action will be taken against REPEATED offenders who do not comply with PPE requirements.
2. Many injuries are caused due to crew positioning themselves in the pinch points or "line of fire" when carrying out their work. Awareness of the hazards is the first defence. The first priority should be to eliminate these hazards entirely if possible but if not, focus on moving out of the pinch points/ line of fire.
3. Toolbox meeting / Risk assessment shall be carried out prior doing any maintenance task. The crew shall be alert, watch out and be aware of pinch points that are present in the work environment, including those associated with equipment or machinery in use and/or nearby.
4. The crew shall maintain situational awareness whenever placing the fingers, hands, toes, or feet between any objects and pay close attention to their work and not attempt to short cut safety procedures. A momentary loss or lack of concentration often leads to an accident.

Kindly discuss this incident report and the preventive actions with all crew at next opportunity and take applicable measures to prevent recurrence.

## 8. RIGHTSHIP SECTION 3 – NAVIGATION

RIGHTSHIP has commenced inspection of dry vessels using their checklist (RISQ) which is uploaded on the landing page of SHEQ. The RIGHTSHIP inspection is similar to the OCIMF SIRE inspection on tankers.

There are 17 chapters in the RIGHTSHIP questionnaire.

The Company will send guidance for each section as part of the monthly campaign.

For this month, the Master shall go through the attached “ NAVIGATION” checklist and ensure if the vessel is in compliance with all the items.

## 9. INCOMPLETE SMS FORMS / INACCURATE ENTRIES IN THE FORMS

During internal audits we have observed that many SMS forms have not been completed fully and many sections have been left blank. In addition, many entries were found inaccurate.

Examples are as follows:

- Pilot card
- Passage plan form
- Form 2.3.2 – Loading/ Discharging sequence (Visual drafts not recorded)
- Garbage record book
- Oil record book
- Rest hours
- Ballast water record book
- Permit to work

Incomplete or inaccurate forms can result in the following:

- PSC deficiencies (for example - Oil record book entries inaccurate)
- Cause incidents (for example - Draft information provided to the pilot in the pilot card was inaccurate resulting in grounding)
- Limit the Company’s liability in the event of an unfortunate incident like collision (for example - passage plan did not consider fishing traffic, Implementation section not completed)

We request officers on board to pay attention in detail when completing any form.

All entries shall be made and if any section is not applicable it shall be mentioned as NA.

On forms where signature is required, Signature should only be fixed once the above has been complied with.

We recommend that where practical, entries are checked by another officer in important forms like pilot card, passage plan, stowage plan etc. so as to avoid one man error.



Kindly discuss this section with all officers and ensure compliance.

### Incomplete passage plan form

HEALTH, SAFETY, ENVIRONMENT AND QUALITY MANAGEMENT SYSTEM											
PASSAGE PLANS - IMPLEMENTATION											
REPORTING FORMS MANUAL										Form	1.3.1
CHARTS	Chart Corrected upto	NO-GO Areas (As per BTM Practical Guide Diag 1)	Margins Of Safety (As per BTM Practical Guide Diag 2)	Chart Change (Clearly Marked)	Under Keel Clearance (Is Filled TSM 002 - available if applicable)	Wheel-Over Position (As per BTM Practical Guide Diag 4 WOP)	Parallel Index (As per BTM Practical Guide Diag 5)	Abort Position / Contingency Plan advocated	Position Fixing Method & Interval	T&P Notices	Duty Officer's Initials

Navigation bar: Departure Port Info | Berth to Pilot | Dep Tide | UKC Restricted at Berth | Dep UKC Restricted 1 | Dep Air Draft | Sea Passage

### Incomplete pilot card

HEALTH, SAFETY, ENVIRONMENT AND QUALITY MANAGEMENT SYSTEM		Form : 1.5.2A
PILOT CARD		Date : 04-Jun-24
STANDARD FORMS		Rev No : 10.2
MASTER/PILOT INFORMATION EXCHANGE - A1		Appr By : BMM
<b>SHIP IDENTITY</b>		
Name	IVS SUNBIRD	Call Sign: 9V3262
Agent	Hachinohe Kowan Unso Kaisha	Flag: SINGAPORE
Cargo	CONCENTRATES	Year Built: 2015
Ship Type	GENERAL CARGO	IMO No.: 9736042
Last Port	VANCOUVER, CANADA	
<b>ADDITIONAL SHIP'S CONTACT INFORMATION</b>		
Telephone:	VSAT +1(904) 900-6637	Email: IVSSUNBIRD.MASTER@grindrodfleet.com
Other means of contact	IRIDIUM +881677739143 / VHF CH 16	
<b>PILOT BOARDING INSTRUCTIONS</b>		
Date/arrival time at pilot boarding station		
Time/Position pilot will board		
Embarkation side	Approach course and speed	
Requested boarding arrangement		
<b>BERTH AND TUG DETAILS</b>		
Intended berth and berthing prospects		
Side alongside	Estimated transit time to berth	
Tug rendezvous position	Number of tugs	
Tug arrangement	Total bollard pull	
Mooring lines to be sent ashore using: Mooring boat: Heaving lines:		
Attach template showing mooring lines, leads and sequence of sending same.		
<b>LOCAL WEATHER AND SEA CONDITIONS (At the Pilot boarding station and at Berth)</b>		
Tidal information (Heights and Times)	As per passage plan	
Expected currents	As per passage plan	
Forecast weather	As per latest ECG and advice from port control	
Water density		
<b>DETAILS OF THE PILOTAGE and BERTHING PLAN</b> including abort points and emergency plans		
Max. approach speed at 5 cables to berth	Knots (considering wind, current, displacement, draft, UKC etc)	
Max. speed while approaching berth	Knots	
Max. berthing athwartship/lateral speed	Knots (considering tugs assistance, fenders etc)	
<b>REGULATIONS</b> (VTS Reporting, Anchor/Look-out attendance, Maximum Allowable Draught)		



## 10. CSM CLOSE OUTS

All Root Cause, Closeouts and Preventative entries into CSM must be comprehensive enough to show the item has been fully understood and addressed aboard.

Corrective action must include progress photographs, PO scans, Delivery Notes, Service Reports, close out photographs and drawing attachments. They must be **correctly titled and dated** in the corrective action section, and not filed as a “fruit salad of untitled documents at the end”. This is neither professional nor helpful when reviewing the incident to consider close out.

Preventative measures must also be well thought out and considered by the management team aboard. Narratives in the text blocks must be clear and preferred to be in bullet points. Any close out that requires more description should be attached as a document. We encourage as much information as is possible to help us understand the magnitude of the issue faced by the vessel crew.

Before final close out the following must be addressed by the office:

- Do the Officers and Crew understand the issue and has the defect been fully addressed?
- Do we have enough information to understand what went wrong?
- Is the Preventative Action possible and practical and does it address the root cause?
- Does this need to be brought to the attention of sister vessels, or all vessel to prevent this happening again?
- Do we need to review the SMS or our PMS?
- Do we need any Training, or Fleet Campaigns?

Only then do we consider closing the report

During office audits these closeouts may be reviewed by external auditors.

## 11. KVH SYSTEMS

We will be rolling out a new communication vendor across the fleet. This package will include V Sat and Star link connections.

The Canny Carloine has received her equipment and will be commissioned in the near future. IVS Kestrel will receive hers in Stockton on arrival, and IVS Atsugi will be fitted on delivery to our fleet.

We will be delivering containers of equipment to Singapore, Rotterdam and Richards Bay soon (as hub ports), for distribution to the ships.

The requirements from the vessels will be to submit an up-to-date Antenna drawing (so technicians can find the best position for the Star link position). A stub piece needs to be made to fit between the present V Sat dome footprint and the KVH dome footprint. IT will be discussing the dates for your vessel as the equipment arrives at the hub ports.

## 12. SAFE WORKING PRACTICE

We have recently had incidents which have highlighted the need for us to think before we act regarding certain jobs.

### **Complacency is one of the biggest killers in our industry.**

Complacency is when jobs with known dangers are done regularly, and slowly become “normal” in our minds. Because we do them all the time, we subconsciously start to take short cuts, not paying attention to checklists, common sense and procedures.

### **“Just Quickly”**

Another killer is the “just quickly” mindset. A little job will only take a few minutes, can turn into a lengthy job if all the correct risk assessments are done, permits are filled out, safety equipment is positioned and the toolbox talk is held.

There is a very good reason it will take a long time. We need to ensure it is safe to do the job. We need to ensure we understand all the dangers and hazards are. We need to ensure everyone is aware the job is being done and that no other job is going to interfere with this job.

The list is endless of people killed “just quickly” doing a job.

A few examples.

- Crewmember servicing dogs on a booby hatch, drops a dog into the hold. He can see it on the cargo and goes to collect it. Dies from lack of oxygen.
- The electrician called because the forecandle light failed. The ship is berthing. He climbs the mast to change it and falls to his death.
- Second Mate taking photos of hold cleaning leans over coaming to get better view. A tented hatch cover hydraulic hose bursts and he is squashed by the cover closing.
- CNO taking aft draught on a Jacobs ladder climbs down and ladder breaks. No one even knows he is on the ladder. The ladder is discovered broken later. He is never seen again.
- The ballast valve will not open. Engineer goes into the duct keel to repair remote controller. He died from lack of oxygen.
- Rigging a gangway before arrival in port, outer handrail would not lift. Bosun passed the AB who was not wearing correct PPE, to help lift it. He lost balance and fell overboard and drowned.

Unfortunately the list is endless.

We need to always make sure we are not pressurized to prioritize operational requirements over safety.

Safety First....the rest will follow on.

## **Safety and Safety Management**

Safety is the everyone aboard' s responsibility. Anyone can stop an unsafe act. Everyone aboard is responsible for keeping themselves, their fellow crew mates and all visitors to the ship safe.

All contractors and stevedores aboard must be monitored and stopped doing any unsafe acts.

Safety Management is the responsibility of the Senior Officers aboard. This refers to the implementation of the company Safety policies and procedures. It also includes the preparation of risk assessments, permits to work, monitoring of the tasks undertaken, documenting the safety permits and filing of the records.

We will be rolling out a **Safety STOP!** system in the next month, which highlights everyone's authority and responsibility for Safety.

## **Common Procedures where procedures are bypassed**

### **Enclosed Spaces.**

Testing of the atmosphere is not done at agreed intervals. This is a very important aspect of the permit. The atmosphere of the enclosed space can change due to a number of reasons. Some of these reasons are obvious, but others may not be noticed. Always remember if you are feeling tired or drained in an enclosed space, you need to get out into fresh air. There is a good chance your body is telling you it needs more oxygen.

Due to the framing of some spaces such as double bottoms, there is a chance of pockets spaces without enough oxygen. The construction of the space must be considered when deciding how to ventilate, and where to test the atmosphere of the space.

Some gases are heavier than air and may sit as blankets in space. Testing must be done with this in mind. Even a partially opened hold can have pockets of gas on the surface, or in pockets.

### **Working at Height: Working aloft is any job that is 2 meters or more above the walking deck.**

A certified four-point safety harness must be used. It must be always hooked onto a strong point. The harness with two hooks is the preferred type aboard. A fall preventer should also be used. These two should not be hooked onto another person, or onto the same strong point as the harness. Persons working at height should ensure any tools, spares or equipment need for the job are lifted and secured at the job site. People should not be working below.

The greatest danger is climbing to the work site and leaving the work site. The person working aloft should have a handheld radio, to summons help with any extra tools or spares required.

When working near the funnel, funnel fumes must be considered and any change in course and wind direction must be relayed to the person aloft. No one must work in fumes.

### **Tented Hatch Covers:**

It is common practice to tent hatch covers to allow ventilation and light into the cargo hold, before and during hatch cleaning. Under no circumstances should anyone place themselves, or any part of their body, between the cover and the coaming. Any hydraulic hose/system failure may result in the cover closing. Track way stoppers supplied by the hatch cover manufacturers will NOT ensure this does not happen. These are designed to be effective when covers are open in the parked position only.

Airlines portable pump hoses and water hoses can be passed through the gap, but crew must be careful to be well clear.

**Planning.** Any job that involves using a Permit to work should be carefully considered by the Management team aboard, before permission to go ahead is given. The following should be included in the decision:

- Does this job need to be done now? If not leave for when there are more jobs to be done on the same permit. *An example would be:* Bracket on the air line is wasted. Airline is going to be renewed on next voyage. Do temporary cold repair on bracket and do the whole job on one permit when replacing the line.
- A ladder step is found to have a hole in it and needs replacement. Inspect the area around the step and see if there are any other items that need hot work. A vent could be seized, or the handrail is bent, or a door hook is broken. Include all these on the same permit.
- Priority jobs are those that affect items that cover the Codes (SOLAS/MARPOL/LOAD LINE/MLC). These will affect the seaworthiness of the ship and the safety of the crew and must be fixed as soon as possible. If the ship cannot fix them straight away, a Condition of Class must be obtained as soon as they are found. Liaise with your Ship Manager regarding high priority defects.

**Failing to Plan is Planning to Fail**

## 2024 - CIC ON CREW WAGES AND SEAFARERS' EMPLOYMENT AGREEMENTS (MLC)

NO	QUESTION	ACTION TO BE TAKEN	MLC REFERENCE / SMS REFERENCE / GUIDANCE	Verified by Master	Remarks / Concerns if any
1	Is the seafarer given a SEA signed by both the seafarer and the shipowner or a representative of the shipowner?	<ul style="list-style-type: none"> <li>• Signed original version or copy of the SEA signed by both the seafarer and the shipowner or the shipowner representative is provided onboard for all seafarers</li> <li>• Seafarers are given the opportunity to examine and seek advice on the SEA before signing, then each SEA has been willingly signed by the seafarer.</li> <li>• SEA signed and held by the seafarer is same as the SEA provided by the master.</li> <li>• SEA are valid for the period in which the seafarer is on board.</li> <li>• SEA consistent with the seafarer's current position.</li> </ul>	MLC 2006 / Std.A2.1.1	<input type="checkbox"/>	
2	Is the seafarer able to access information regarding their employment conditions on board?	<ul style="list-style-type: none"> <li>• Clear information on employment conditions can be obtained by all seafarers.</li> <li>• MLC Certificate , Last MLC Class audit report / (DMLC) part I and II displayed in a conspicuous place (Crew mess room, noticeboard)</li> </ul>	MLC 2006 / Std.A2.1.1(d)  MLC 2006 / Std.A2.1.3  MLC 2006 / Std.A5.1.3.12	<input type="checkbox"/>	
3	Are standard form of seafarers' employment agreements and parts of any applicable collective bargaining agreements	<ul style="list-style-type: none"> <li>• SEA / CBA provided to seafarer in English.</li> </ul>	MLC 2006 / Std.A2.1.2	<input type="checkbox"/>	

## 2024 - CIC ON CREW WAGES AND SEAFARERS' EMPLOYMENT AGREEMENTS (MLC)

	<p>subject to port State control under Reg.5.2, available in English?</p>	<ul style="list-style-type: none"> <li>• Copy of the applicable CBA is available on board when the applicable CBA form all or part of the SEA.</li> </ul>			
4	<p>Does the seafarers' employment agreement include all the required elements specified in the MLC, 2006?</p>	<ul style="list-style-type: none"> <li>• SEA does not contain any clauses that violates seafarers' rights</li> <li>• SEA is consistent with the DMLC parts I and II</li> <li>• SEA incorporates the following information, at a minimum:               <ol style="list-style-type: none"> <li>1. <i>the seafarer's full name, date of birth or age, and birthplace;</i></li> <li>2. <i>the shipowner's name and address;</i></li> <li>3. <i>the place where and date when the SEA is entered into;</i></li> <li>4. <i>the capacity in which the seafarer is to be employed;</i></li> <li>5. <i>the amount of the seafarer's wages or formula used for calculating them;</i></li> <li>6. <i>the amount of paid annual leave or formula used for calculating it;</i></li> <li>7. <i>the termination conditions of the agreement, including notice period, etc.;</i></li> <li>8. <i>the health and social security protection benefit to be provided;</i></li> <li>9. <i>the seafarer's entitlement to repatriation;</i></li> <li>10. <i>reference to any applicable collective bargaining agreement; and</i></li> <li>11. <i>any other particulars required by national law.</i></li> </ol> </li> </ul>	<p>MLC 2006 / Std.A2.1.4 (a-k)</p>	<input type="checkbox"/>	



## 2024 - CIC ON CREW WAGES AND SEAFARERS' EMPLOYMENT AGREEMENTS (MLC)

5	Do particulars included in the seafarers' employment agreement comply with MLC, 2006 requirements?	<p>SEA includes the following particulars that comply with MLC, 2006 requirements:</p> <ul style="list-style-type: none"> <li>• Shipowner's details consistent with the MLC Certificate;</li> <li>• Amount of paid annual leave, e.g. calculated base of a minimum of 2.5 calendar days per month, etc.;</li> <li>• Seafarer's entitlement to repatriation, e.g. require the seafarer to make an advance payment towards the cost of repatriation at the beginning of seafarer's employment, etc; and</li> <li>• Any applicable CBA.</li>   <li>• SEA must specify the circumstances where the seafarer is entitled to repatriation, including:             <ol style="list-style-type: none"> <li>1. <i>SEA expired while abroad;</i></li> <li>2. <i>SEA terminated by shipowner or by seafarer for justified reasons; and</i></li> <li>3. <i>Seafarer no longer able to carry out duties.</i></li> </ol> </li> </ul>	<p>MLC 2006 / Std.A2.4.2</p> <p>MLC 2006 / Std.A2.5.1</p> <p>MLC 2006 / appendix A5-II MLC Certificate</p>	<input type="checkbox"/>	
6	Are wage or salary payments made to the seafarer at no greater than monthly intervals?	<ul style="list-style-type: none"> <li>• Seafarers' wages paid in full at not more than monthly intervals in accordance with their SEA and any applicable CBA.</li>   <li>• Only one set of wage payment accounts are used.</li> </ul>	MLC 2006 / Std.A2.2.1	<input type="checkbox"/>	
7	Have seafarers been given a status of accounts and wages paid on at least a monthly basis?	<ul style="list-style-type: none"> <li>• Documents to confirm the individual wage payments including monthly account (such as wage slip) provided to seafarers.</li> </ul>	MLC 2006 / Std.A2.2.2	<input type="checkbox"/>	

## 2024 - CIC ON CREW WAGES AND SEAFARERS' EMPLOYMENT AGREEMENTS (MLC)

		<ul style="list-style-type: none"> <li>• Rate of exchange used where payment has been made in a different currency or at a rate different from the one agreed is in the monthly account or a wage slip.</li> <li>• Seafarers have the right to receive a monthly account record that clearly outlines their monthly wage, as well as any authorized deduction such as allotments.</li> </ul>			
8	Are wage or salary payments in accordance with any applicable CBA or SEA?	<ul style="list-style-type: none"> <li>• Seafarers paid regularly and in full as per their SEA and/or applicable CBAs.</li> <li>• SEA, payroll records, and wage accounts (slips) available to verify wage payments.</li> <li>• Base and overtime wages paid according to the recorded work/rest hours in consistent with the DMLC parts I, DMLC parts II and/or applicable CBA.</li> <li>• Evidence for correct wages payment (monthly accounts such as slips) is provided to seafarers.</li> <li>• Seafarer's monthly account includes wages paid, amount due , additional payments such as bonus, and specify the exchange rate when the payment is paid in a currency or at a rate different from the agreement</li> </ul>	<p>MLC 2006 / Std.A2.2.1</p> <p>MLC 2006 / Std.A2.2.2</p>	<input type="checkbox"/>	
9	If payments made to a seafarer include deductions, are they in accordance to the MLC, 2006?	<ul style="list-style-type: none"> <li>• Reliable system in place to transmit seafarer's wages to their families, e.g. bank statements, etc.</li> <li>• Wages allotted (a portion if desired by seafarer) to their families at regular intervals; and allotments remitted directly to their nominated recipients in due time.</li> <li>• No unauthorized deductions were</li> </ul>	<p>MLC 2006 / Std.A2.2.1</p> <p>MLC 2006 / Std.A2.2.3</p> <p>MLC 2006 / Std.A2.2.4</p> <p>MLC 2006 / Std.A2.2.6</p>	<input type="checkbox"/>	

## 2024 - CIC ON CREW WAGES AND SEAFARERS' EMPLOYMENT AGREEMENTS (MLC)

		<p>made and the charges for remittance services reasonable and based on the prevailing market or official exchange rate in accordance with SEA. (Deductions from seafarers' remuneration only permitted according to national laws/regulations/CBA and the seafarer has been informed)</p> <ul style="list-style-type: none"> <li>• Evidence available to clearly demonstrate any deduction, e.g. postage expenses, goods supplies, etc., made from the seafarer's wages, accompanied by confirmation from the seafarer.</li> <li>• Wages not deducted for the transportation costs associated with the seafarer's travel to and from the ship for the purpose of their employment.</li> <li>• Any remittance of pay to a seafarer's family/dependent/legal beneficiary including service charges and exchange rates recorded and available for inspection</li> <li>• Monetary fines against seafarers are prohibited, except those authorized by national laws/CBA</li> </ul>			
10 A	<p>Is a certificate or documentary evidence of <b>financial security</b>, issued by the financial security provider, available on board in the event of compensation for <b>death and long-term disability</b>?</p>	<ul style="list-style-type: none"> <li>• Vessel to display both these financial security certificates issued by P&amp;I club on notice boards / crew smoke room ( Latest valid certificate MLC 2.5.2 / 4.2.1).</li> <li>• Certificates to be filed in CSM.</li> </ul>	<p>MLC 2006 / Std. A4.2.1 MLC 2006, Std. A2.5.2.7 SMS REFERENCE - PERSONNEL MANUAL/11 FINANCIAL SECURITY</p>	<input type="checkbox"/>	

## 2024 - CIC ON CREW WAGES AND SEAFARERS' EMPLOYMENT AGREEMENTS (MLC)

		<ul style="list-style-type: none"> <li>All officers and crew shall be familiar with these certificates</li> </ul>			
10 B	<p>Is a certificate or documentary evidence of <b>financial security</b>, issued by the financial security provider, available on board in the event of the <b>repatriation</b>?</p>	<p>CERTIFICATE OF INSURANCE OR OTHER FINANCIAL SECURITY IN RESPECT OF SHIPOWNERS' LIABILITY AS REQUIRED UNDER REGULATION 4.2 STANDARD A4.2.1 PARAGRAPH 1 (b) OF THE MARITIME LABOUR CONVENTION 2006 AS AMENDED</p> <p>CERTIFICATE OF INSURANCE OR OTHER FINANCIAL SECURITY IN RESPECT OF SEAFARER REPATRIATION COSTS AND LIABILITIES AS REQUIRED UNDER REGULATION 2.5.2, STANDARD A2.5.2 OF THE MARITIME LABOUR CONVENTION 2006 AS AMENDED</p>		<input type="checkbox"/>	

### MISCELLANEOUS:


#### Following to be posted in Crew mess room /Notice board

- DMLC I
- DMLC II
- LAST MLC INSPECTION REPORT BY CLASSIFICATION SOCIETY
- MLC certificate
- Financial security certificate's ( MLC 2.5.2 / 4.2.1) issued by P&I CLUB
- CBA

## 2024 - CIC ON SHIPS LIFTING APPLIANCES


NO	QUESTION	ACTION TO BE TAKEN	SMS REFERENCE / GUIDANCE	Verified by Master	Remarks / Concerns if any
1	Are all relevant documentation for the ship's lifting appliances, including cargo operation manuals, approved lifting gears certificates, and loading instrument function documentation, available on board the ship?	<ul style="list-style-type: none"> <li>• Check Register of Lifting Appliances and Cargo Handling Gear (Chain Register) is updated for annual examination and 5 yearly load test.</li> <li>• Check load test certificates of the cargo/provision cranes and ER trolley</li> <li>• Check hoist and luffing wires certificates</li> <li>• Check crane maker's manual</li> <li>• Check grab (if provided) maker's manual</li> <li>• Check Loading Computer Software Certificate and Test Conditions</li> </ul>		<input type="checkbox"/>	
2	Is the cargo gears record logbook and loose gears conformance test report of all the ship's lifting devices available onboard the ship?	<ul style="list-style-type: none"> <li>• Check cargo gears certificates are available matching with the marking of the cargo and loose gears.</li> <li>• Certificates for chain blocks and shackles</li> <li>• Mark shackles and slings with Identification marks and record on certificates</li> </ul>		<input type="checkbox"/>	
3	Are the inspection reports for the lifting appliances, including those conducted by the classification society and the ship's crew, available onboard the ship?	<ul style="list-style-type: none"> <li>• Register of Lifting Appliances and Cargo Handling Gear (Chain Register) endorsed by Class surveyor for annual examination and five yearly load test.</li> <li>• PMS maintenance records – monthly/quarterly/annual – Rocking test records</li> <li>• Inspection of lifting gears Form 6.6.20 (IVSS Form)</li> </ul>		<input type="checkbox"/>	

## 2024 - CIC ON SHIPS LIFTING APPLIANCES

4	Are the lifting appliances maintained and working in good condition?	<ol style="list-style-type: none"> <li>1. Check cranes are marked with SWL and operational angles.</li> <li>2. Check crane maintenance is carried out as per PMS and records are available.</li> <li>3. Check and test limit switches, keep test record.</li> <li>4. Hook clasp is operational</li> <li>5. Inspect wire and sheeves condition, these are in good visual condition.</li> <li>6. Check access to the crane cabin is safe</li> <li>7. Check greasing of the gears, sheaves and gears, these should not be dry or show sign of rust</li> <li>8. Crane hooks, shackles markings are visible and matching with certificates</li> <li>9. Check crane cabin and fittings inside are operational</li> <li>10. Carry out cargo cranes check using pre-arrival Form 2.3.7 (IVSS SMS).</li> </ol>		<input type="checkbox"/>	
5	Are the ship's communications devices maintained and working in good condition??	<ul style="list-style-type: none"> <li>• Check portable radio/PA system operational.</li> <li>• Crew aware of crane operational signals</li> <li>• Watch keepers carrying portable radio with them.</li> </ul>		<input type="checkbox"/>	
6	Are the safety operation procedures available onboard the ship?	<ul style="list-style-type: none"> <li>• Check crane operation instructions are posted in crane cabin with warnings.</li> <li>• Refer company SMS procedure</li> <li>• Bulk Cargo loading/unloading sequence Form 2.3.2 (IVSS Form)</li> </ul>	<p>Cargo manual – Chapter 22 – Cargo crane wires and sheaves</p> <p>Attached poster to be posted on each crane</p>	<input type="checkbox"/>	 CRANE SAFETY POSTER .docx
7	Is the master's order for cargo operations available onboard the ship?	<ul style="list-style-type: none"> <li>• Master's standing orders to contain a section on cargo/port operations which includes – supervision of the cargo operation, stowage and cargo gears, bunkering operation, de-ballasting/ballasting operation,</li> </ul>		<input type="checkbox"/>	



## 2024 - CIC ON SHIPS LIFTING APPLIANCES

		vessel draft/trim/UKC monitoring, weather/tidal stream condition, readiness of fire fighting equipment, gangway manned, monitoring surrounding environment and anti-pollution measures in place, tending mooring, deck safety/security rounds, compliance with local regulations, action in case of an emergency etc			
8	Is cargo operation Risk Assessment available onboard the ship??	<ul style="list-style-type: none"> <li>• Ensure Risk Assessment on cargo operation is carried out at each port and RA is available.</li> </ul>		<input type="checkbox"/>	
9	Have the lifting appliances on the ship been inspected for oil leaks and cleanliness?	<ul style="list-style-type: none"> <li>• Check the hydraulic pipes are rust free and well painted.</li> <li>• Check the condition of hydraulic flexible hoses and connectors.</li> <li>• Check hydraulic machinery for oil leaks and ensure piping and machinery area is kept clean. Any oil around is to be wiped out.</li> </ul>		<input type="checkbox"/>	
10	Are the ship's crew and shore operators properly familiarized with the cargo and lifting appliances operations?	<ul style="list-style-type: none"> <li>• Ensure crew members are familiar with the lifting appliances which they operate.</li> <li>• Ensure deck crew has completed Cargo Crane Familiarization using Form 4.1.2A 1 (IVSS SMS) and Provision crane using Form 4.1.2A (IVSS SMS).</li> </ul> <p>Ensure Engine staff has completed training on Provision and Engine room crane using Form 4.1.2A (IVSS SMS).</p>	Laminated copy to be kept onboard and discussed with shore personnel	<input type="checkbox"/>	 SHORE CREW FAMILIARIZATION.doc



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# 09/2024 - Voyage Planning and Execution within Planned Navigation Corridors

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## Purpose

To ensure that navigation corridors are used appropriately when planning on ECDIS, and to ensure that a voyage plan approved by the ship's Master is executed within the planned navigation corridor so far as is reasonably practicable.

## Guidance for

- Ship operators
- Masters
- Officers Of the Watch (OOW's)
- Recognised organisations

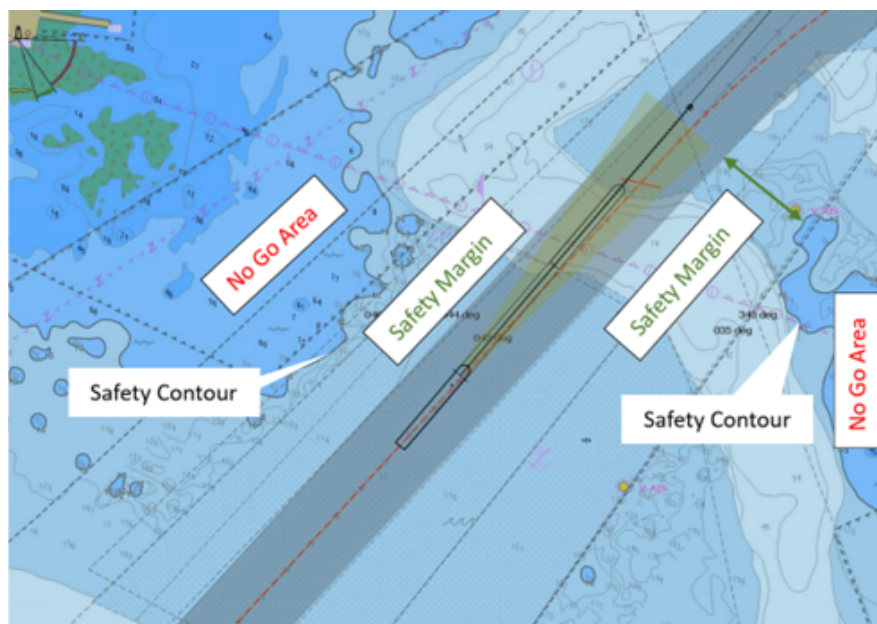
- Flag states

## Voyage Planning with XTD/XTL (cross track distances or limits)

*“Voyage and passage planning includes appraisal, i.e. gathering all information relevant to the contemplated voyage or passage; detailed planning of the whole voyage or passage from berth to berth, including those areas necessitating the presence of a pilot; execution of the plan; and the monitoring of the progress of the vessel in the implementation of the plan”. IMO Guidelines for Voyage Planning (Res A.893(21)).*

Having made a full appraisal of the intended voyage, a detailed passage plan is to be plotted on an ECDIS whilst also factoring in the intended XTD/XTL from berth to berth for each leg. This determines the planned navigational corridor for each leg of the passage that is electronically checked for charted hazards using the route check function. Any specific dangers that are identified can then be considered and amended as necessary prior to the Master’s final approval of the overall passage plan and start of the voyage.

When a bridge team is monitoring and executing the voyage, remaining within the planned navigation corridor is intended to minimise workload as it readily indicates pre-checked waters where the ship can safely navigate.



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The safety contour setting, which should be set at the safety depth, is used to define a generally “No-Go” area i.e. where the ship may be in imminent danger and should avoid where possible. Note that this setting uses the closest available chart contour that is at least as deep as the setting entered, for example if the chart has contours at 10m and 15m and the safety contour setting is 11m, then the safety contour on the chart will be the 15m contour. Depth soundings that are equal to or shallower than the safety depth will be black and must always be avoided (soundings deeper than the safety depth are grey).

## **Guidance for departing from the Planned Navigation Corridor into the Safety Margin.**

The voyage is expected to be executed in accordance with the voyage plan, and monitored to remain within the planned navigation corridor so far as is reasonably practicable. Any departure from the approved voyage plan is to be carefully considered.

An adequate balance between the width of the planned navigational corridor and the safety margin is to be determined for each leg of the voyage plan by taking into account:

- GNSS accuracy.
- Vessel's characteristics.
- ENC's Zone of Confidence (ZoC).
- Expected traffic conditions.

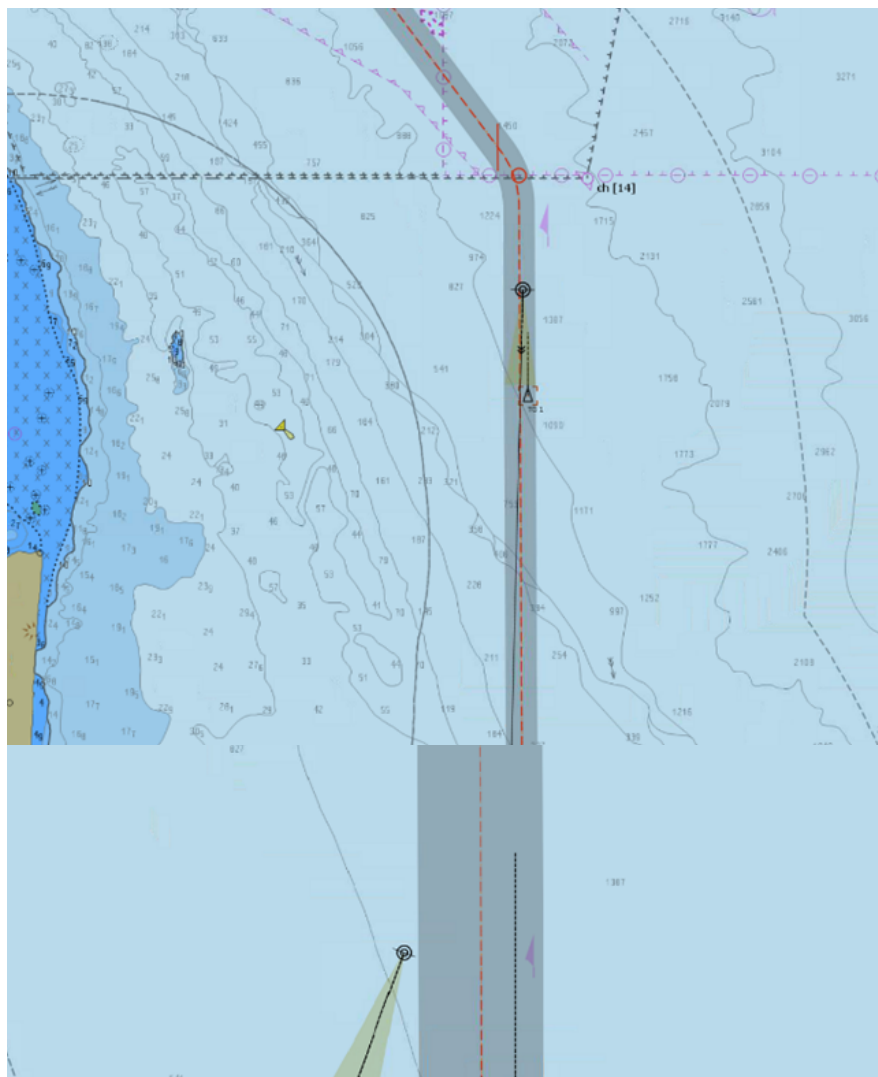
Areas outside of the planned navigation corridor up to No-Go areas are considered a safety margin available for unplanned/unforeseen circumstances. Departing from the approved navigation corridor into the safety margin requires additional caution to maintain situational awareness since this area has electronically verified, pre checked or approved by the Master.

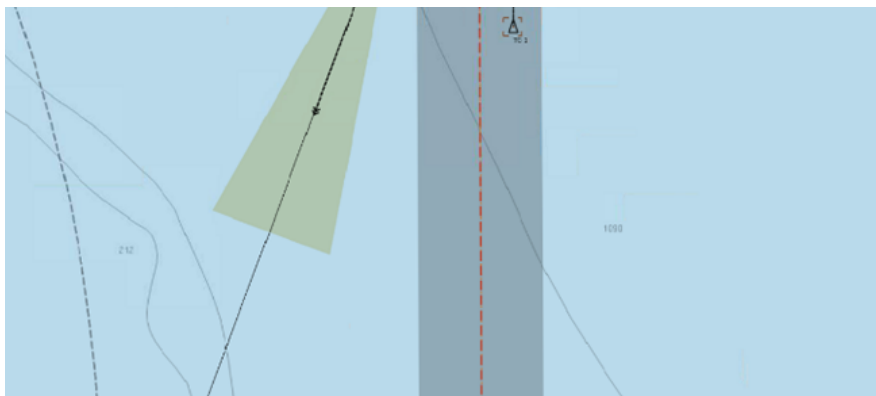
When it is necessary to immediately use the safety margin outside the planned navigation corridor, a visual check and assessment of the ECDIS should be made by the bridge team and a plan discussed/agreed by all to execute a deviation and return as soon as possible given the circumstances. The use of ECDIS look ahead functionalities in such cases becomes paramount.

Should a non-urgent deviation from the voyage plan be identified, the Master is to be consulted and the voyage plan amended prior to leaving the planned navigation corridor.

Recording reasons for departing from the approved voyage plan will aid verification of sound navigation practices.

AMSA recognises the need for reasonable use of the safety margins outside the planned navigation corridor. However, unreasonable, and systematic use of the safety margins may indicate the need to reassess the voyage planning practices.





## Port State Control (PSC) inspections

Voyage planning requirements giving effect to SOLAS requirements are established in Australian legislation in Marine Order 27.

A deficiency may be considered where an Australian PSC Officer finds:

- unreasonable and systemic use of the safety margins outside of the planned navigation corridor.
- no consideration given in voyage planning to the variation in XTD/XTL depending on confined or open waters.

## IMO references

A.893(21) – Guidelines for Voyage Planning

MSC.232(82) – Revised Performance Standards for Electronic Chart Display and Information Systems (ECDIS)

MSC.530(106) – Performance standards for Electronic Chart Display and Information Systems (ECDIS)

MSC.1/Circ.1503/Rev.2 ECDIS – Guidance for Good Practice

Last updated: 21 October 2024





Section 2: Certificate and personnel management

NO	QUESTION	GUIDANCE	REFERENCE / GUIDANCE	Verified by Master / Comments
3.1	Is practical guidance on navigational safety incorporated in the vessel manager's navigation instruction / procedures and are officer's familiar with the company's navigation procedures? (V)	<p style="text-align: center;"><b>Guide to Inspection</b></p> <p><b>The practical guidance on navigational safety shall include the following:</b></p> <ul style="list-style-type: none"> <li>&gt; Allocation of bridge watch keeping duties and responsibilities.</li> <li>&gt; Procedures for passage planning and navigation, including departures from the passage plan.</li> <li>&gt; Chart and nautical publication update and correction procedures.</li> <li>&gt; ECDIS procedure (including chart and software updates).</li> <li>&gt; Procedures to ensure that all essential navigation equipment and main and auxiliary machinery are available and fully operational.</li> <li>&gt; Ship position reporting procedures.</li> <li>&gt; Accident and near miss reporting procedures.</li> <li>&gt; Recording of relevant events and Voyage Data Recorder (VDR) policy.</li> <li>&gt; Use of Bridge Navigational Watch Alarm System (BNWAS) modes (automatic, manual, on and off) and procedures for ensuring correct operation.</li> <li>&gt; Bridge access and distraction prevention procedures.</li> <li>&gt; Procedures for familiarisation and effective handover when crew changes occur.</li> <li>&gt; Training and drill requirements.</li> <li>&gt; A system for identifying particular training needs.</li> <li>&gt; A procedure for when to call the Master to the bridge.</li> </ul> <p style="text-align: right;">(Bridge Procedure Guide 2022)</p> <p><b>The ECDIS procedure should include the following:</b></p> <ul style="list-style-type: none"> <li>&gt; Voyage planning and execution</li> <li>&gt; Watch-keeping with ECDIS</li> <li>&gt; Ensuring against over-reliance on ECDIS</li> <li>&gt; Chart Maintenance</li> <li>&gt; Departure and Arrival checks</li> <li>&gt; ECDIS failure and backup system</li> <li>&gt; Safety settings</li> <li>&gt; The use and reliability of CATZOC</li> <li>&gt; ECDIS display layers for various navigation conditions.</li> <li>&gt; Managing manual layers to ensure current important information is available and out-of-date material is archived or removed.</li> <li>&gt; Display T&amp;Ps NMs and use of AIO function.</li> <li>&gt; Where there is no appropriate safety contour available on the ENC</li> <li>&gt; Depth contour shading: two shade versus four-shade</li> <li>&gt; Define the XTC for various sea area, such as pilotage water, confined waters, coastal waters, and open water, for each leg of voyage.</li> <li>&gt; Post voyage review, so that any hazards or useful information discovered can be incorporated into future passage plans.</li> <li>&gt; The route validation</li> <li>&gt; A protocol for naming and identifying saved routes to avoid selecting and incorrect route.</li> <li>&gt; The frequency of, and preferred method for, position verification while using ECDIS.</li> </ul> <p>Where ECDIS is being used as the primary means of navigation it must be clearly stated as such by the company and a policy in the SMS.(Admiralty guide to ECDIS implementation, policy, and procedures, 2016)</p> <p>A checklist should be established with clear instructions on how to deal with sensory input failure of ECDIS and how it may affect safe navigation. This checklist should be kept in bridge.</p> <p style="text-align: right;">(ECDIS LTD, 2019)</p>	<p>Refer Nautical Manual(NM) for practical guidance on navigational safety and ECDIS Chapter 7B</p> <p>ECDIS failure contingency plan d</p> <p>Forms 1.3.1 - Passage Plan</p> <p>Form 1.3.2 ECDIS Safety settings</p> <p>ECDIS data of current passage plan is to be backed up in Bridge PC refer NM, 7B.0/section 38</p> <p>eGlobe ECDIS replay files are automatically deleted after 12 months refer 13.3 – eGlobe ECDIS maker's manual.</p> <p>Nautical manual - Chapter 16. Vessel at Anchor</p>	<input type="checkbox"/>



## Section 2: Certificate and personnel management

- Anchoring procedures must be incorporated in the navigation procedure and shall provide guidance on the following:
- > How to select a good anchorage location, planning the anchoring position and approach in different weathers and visibility condition; bridge team management; traffic density, negotiating overcrowded anchorages with additional risks of collision; safety of swing room, under keel clearance
  - > Keeping a safe anchor watch, including position-keeping, proper use of radar and GPS guard rings/alarms. OOW use of main engine.
  - > The minimum requirement for the Master's Bridge Orders.
  - > When to have the engineers on stand-by, the engine room manned, and the main engines on standby or ready for immediate use.
  - > Amount of cable, scope, holding ground, anchor holding power, proximity of shoreline, dangers of dragging anchor, and risk of collision and grounding.
  - > When the vessel is in ballast condition, the use of additional ballast.
  - > The use of two anchors
  - > The limitations on the anchoring equipment under heavy stress
  - > The use of anchors in an emergency
  - > Deep water anchoring
  - > Recognising when a dangerous situation is developing when at anchor and when to move
  - > Taking early and effective action
  - > Factors affecting a vessel when at anchor in heavy weather, including yawing and snatching
  - > Putting to sea in the advent of adverse and severe weather

(Standard Safety Bulletin on Safe Anchoring, 2008)

Special consideration should be taken to create a backup of ECDIS data on a regular basis so any part of the passage could be reviewed. The company SMS should include frequency and arrangement of ECDIS data backup.

(Recommendations on Usage of ECDIS and Preventing Incident, 2020)



Section 2: Certificate and personnel management

<p>3.2</p>	<p>Are the requirements of the master's standing orders explained to the deck officers? and are bridge order books (Night Order) being completed by the master and countersigned by the officers? (V &amp; M)</p>	<p style="text-align: center;"><b>Guide to Inspection</b></p> <p><b>Record a Finding if the detail of visibility criteria, calling the Master, minimum CPA and ECDIS display layers for various navigation conditions was not incorporated in the Master's standing order. The Master shall clearly highlight the potential safety risks involved in VHF radio communication between vessels and reliance on AIS communication information, for the purpose of collision avoidance. The VHF or AIS text facility should not be used for collision avoidance purpose. Master shall be called if the vessel is needed to exit the XTC.</b></p> <p>The Master shall ensure that all situations requiring the Master's call are documented in the Master standing order in line with the Bridge Procedures Guide checklist C2.17 "calling the Master". The Master should explain particular requirements to the Bridge team in the Master's Standing Orders. These orders should be drafted to support the SMS.</p> <p>Company and Masters' Standing Orders should be read by all Bridge Team members upon joining the ship, signed, and dated. A copy of the orders should be available on the bridge for reference.</p> <p>In addition to Master's Standing Orders, specific instructions will be needed. At least at daily intervals, the Master should write in the bridge order book what is expected of the OOW for that period. These orders should be signed by each OOW when taking over a watch, to confirm that they have read, understood, and will comply with the orders.</p> <p>The OOW should brief other members of the Bridge Team, as appropriate, on any activities or requirements for the forthcoming watch. The Master may also issue night orders for periods when the Master is resting, and specific information about the current leg of the passage should be included in them.</p> <p style="text-align: right;">(Bridge Procedure Guide, 2022)</p> <p>There is an expectation that bridge order book entries are made by the Master at least daily when the vessel is at sea.</p> <p>AIS information overlaid on ECDIS should be used as an identification tool and not as a collision avoidance tool.</p> <p style="text-align: right;">(Recommendations on Usage of ECDIS and Preventing Incident, 2020)</p>	<p>MASTER'S DAY AND NIGHT BRIDGE ORDERS – Nautical manual – chapter 4 - BRIDGE ORGANISATION – Section 11</p> <p>MASTER'S DAY AND NIGHT BRIDGE ORDERS – To be written daily by the Master when vessel is at anchorage or at sea</p> <p>Master's Standing Orders to capture items highlighted in yellow, refer sample of Master's Standing Orders in NM, Chapter 5.0 / section 20.</p> <p>Calling the Master – Nav B17 which should be referred in the Standing Orders.</p>	<p style="text-align: center;"><input type="checkbox"/></p>
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Section 2: Certificate and personnel management

<p>3.3</p>	<p>Is the maneuvering information displayed on bridge and the bridge logbooks , bell book , radar performance book , change of watch at sea checklist correctly maintained.</p>	<p style="text-align: center;"><b>Guide to Inspection</b></p> <p>The OOW shall be familiar with the difference between X-Band (3 cm) and S-Band (10 cm) radars, as well as their characteristics and limitations, such as the impact of different weather conditions on their performance and shallow and blind sectors. For all ships of 100 metres in length and over and all chemical tankers and gas carriers regardless of size, a pilot card, wheelhouse poster and manoeuvring booklet should be provided.</p> <p>(Provision and display of manoeuvring information on board ships, 2011)</p> <p>The OOW should be familiar with the handling characteristics and stopping distances of the ship. In addition, the OOW should know how these characteristics are affected by the current and anticipated machinery status. Information regarding the manoeuvring characteristics should be recorded on the Pilot Card and on the Wheelhouse Poster and the manoeuvring booklet. Please refer to Bridge Procedure Guide Checklists C1.2 and C1.3. (Bridge Procedure Guide, 2022)</p> <p>All ships engaged on international voyages shall keep on board a record of navigational activities and incidents including drills and pre-departure tests. When such information is not maintained in the ship's logbook, it shall be maintained in another form approved by the Administration. (SOLAS 1974, regulations V/26 and V/28.1)</p> <p>The quality of the radar picture needs to be checked regularly. This may be done automatically using a performance monitor. (Bridge Procedure Guide, 2022)</p> <p>The following should be recorded in the bridge logbook:</p> <ul style="list-style-type: none"> <li>&gt; Navigational information including positions at regular intervals and method of position fixing, courses steered, allowances made for compass error, leeway and set.</li> <li>&gt; Record of course, distance and speed made good, and course and distance to go should be completed daily.</li> <li>&gt; Full set of routine weather observations, with a report of sea and swell conditions, should be entered at the end of each watch.</li> <li>&gt; Details of severe weather met during the voyage, and the action taken should be recorded.</li> <li>&gt; Full details of any matters which might affect the cargo and its condition.</li> </ul> <p>RightShip recommends that the performance of the radar(s) when operational should be checked and recorded by the OOW at the end of each watch unless this contradicts the makers recommendations. A numeric, percentage, graphical, or other measurement value should be recorded.</p> <p>Before taking over a navigation watch, the incoming officer should positively confirm the ECDIS configuration against the passage plan requirement. The outgoing officer should highlight any changes to the ECDIS configuration outside the passage plan parameters.</p> <p>If an ECDIS alarm must be disabled for any reason, this should be recorded on a formal tracking form to be handed over to subsequent watches and approved by the Master. (Recommendations on Usage of ECDIS and Preventing Incident, 2020)</p> <p>The communicated ECDIS configuration by the officer of watch should be documented.</p> <p>Change of Watch at Sea checklist should be used as per section C2 (Checklist C2.16) of the Bridge Procedure Guide and at any other time required by the SMS.</p> <p>Rightship recommends that the ECDIS display setting should be incorporated into the Change of Watch at Sea checklist.</p>	<p>OOW to familiarize with the difference between X-band and S-band radars, refer NM/7.0 Navigation Equipment/section 6. Radar and ARPA</p> <p>Record in deck logbook as given in the guidance</p> <p>Refer Bridge checklists Forms – Pilot card/Wheelhouse poster/NavB16/NavB 18,</p> <p>Ensure maneuvering booklet is also available in addition to Wheelhouse poster</p>	<p style="text-align: center;"><input type="checkbox"/></p>
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Section 2: Certificate and personnel management

<p>3.4</p>	<p>Have operational checks on navigational equipment been done and are checklists being effectively completed when preparing for sea and prior to port entry? (V)</p>	<p style="text-align: center;"><b>Guide to Inspection</b></p> <p>Operational checks on navigational equipment should be undertaken when preparing for sea and prior to port entry as per section C ( Checklists C2.1,C2.6 and C2.7) of the Bridge Procedure Guide and at any other time required by the SMS.</p> <p>Before entering restricted or coastal waters, it is important also to check that full control of engine and steering function is available.</p> <p style="text-align: right;">(Bridge Procedure Guide, 2022)</p>	<p>Ensure compliance with Bridge checklists Nav B 01/ 06/ 07/ 08 / 10</p> <p>Compliance to be recorded in deck log book</p>	<p style="text-align: right;"><input type="checkbox"/></p>
<p>3.5</p>	<p>Are there records indicating that routine tests and checks of bridge equipment are being undertaken regularly? (V)</p>	<p style="text-align: center;"><b>Guide to Inspection</b></p> <p>Daily tests and checks of bridge equipment should be undertaken, including the following:</p> <ul style="list-style-type: none"> <li>&gt; Manual steering should be tested at least once per watch (as per Checklist C2.1 of BPG).</li> <li>&gt; Gyro and magnetic compass errors should be checked and recorded at least once a watch when this is possible.</li> <li>&gt; The synchronisation of all compass repeaters, including repeaters at the emergency steering position, should be regularly checked.</li> <li>&gt; To ensure adequate performance, information from electronic equipment should always be compared and verified against information from different independent sources; and</li> <li>&gt; All available positioning systems and sources (GNSS, DGNS, satellite communications terminals with integrated GNSS, and terrestrial radio navigation aids) should be cross checked.</li> </ul> <p>Checks should confirm that the equipment is functioning properly and that it is successfully communicating with any other bridge system to which it is connected:</p> <ul style="list-style-type: none"> <li>&gt; Built-in test facilities should be used frequently, including alarm self-test functions.</li> <li>&gt; Configuration settings should be checked and confirmed to be in accordance with the SMS and the passage plan; and</li> <li>&gt; Operational settings and alarms should be correctly set and checked on the equipment and/or the BNWAS.</li> </ul> <p style="text-align: right;">(Bridge Procedure Guide, 2022)</p>	<p>Refer Bridge checklists Forms – NavB01/06/07/08/11/12 /13/14/15/16/17/18/22 for the test and checks of bridge equipment</p> <p>Nautical Manual – chapter 7B-ECDIS/ 3.2. Monitoring Accuracy of GNSS Position</p> <p>Nautical Manual/7.0 Navigation Equipment/section 11. Echo Sounder/section 13. GPS</p>	<p style="text-align: right;"><input type="checkbox"/></p>



**Section 2: Certificate and personnel management**

<p>3.6</p>	<p>Has the master/pilot information exchange been taking place effectively and is the standard pilot card being completed as required? (V)</p>	<p align="center"><b>Guide to Inspection</b></p> <p>The pilot and the Master should exchange information regarding the pilot's intentions, the ship's characteristics, and operational factor as soon as practicable after the pilot has boarded the ship.</p> <p>For an effective Master/Pilot information exchange, use should be made of the MPX checklist (Checklist C1.1 of Bridge Procedure Guide). It is essential that the MPX result in clear and effective communication and should cover:</p> <ul style="list-style-type: none"> <li>&gt; Presentation of a completed standard Pilot Card (Checklist C1.2 of Bridge Procedure Guide);</li> <li>&gt; The pilotage plan and the circumstances when deviation from the plan may be required.</li> <li>&gt; Any amendments to the plan should be agreed, and any changes in individual Bridge Team responsibilities made before pilotage commences.</li> <li>&gt; Updates on local conditions such as weather, depth of water, tides and tidal streams.</li> <li>&gt; An update on traffic conditions.</li> <li>&gt; Ship's dimensions and manoeuvring information should be provided in the form of the Wheelhouse Poster (Checklist C1.3 of Bridge Procedure Guide). A manoeuvring booklet containing more detailed information should also be available on the bridge.</li> <li>&gt; Any unusual ship handling characteristics and machinery, navigational equipment and crew limitations that could affect the safe conduct of pilotage and berthing.</li> <li>&gt; Information on berthing arrangements including the use, characteristics and number of tugs, mooring boats, mooring arrangements and other external facilities.</li> <li>&gt; Contingency plans should also be considered. These should identify possible abort points in the event of a malfunction or a shipboard emergency; and</li> <li>&gt; Formal confirmation of the working language.</li> </ul> <p align="right">(Bridge Procedure Guide, 2022)</p>	<p>Refer Form 1.5.2A - Pilot Card A2 / Master/Pilot information exchange A1</p>	
<p>3.7</p>	<p>Does the vessel's manager produce a guideline for under keel clearance and air draft clearance? (V)</p>	<p align="center"><b>Guide to Inspection</b></p> <p><b>Inspector should verify the accuracy of the UKC calculation.</b></p> <p>The UKC policy should incorporate the minimum allowed under-keel clearance for both coastal, river navigation and while alongside, including guidance on the action to be taken in shallow water to ensure the minimum clearance is maintained. The required minimum air draft for passing under bridges or overhead cables must be defined by the vessel's manager. The vessel's manager's guidelines shall cover the calculation of Dynamic Under Keel Clearance (DUKC) and air draft. The UKC Calculation on board shall take CATZOC information in the account.</p> <p>The CATZOC value highlights the accuracy of data presented on charts. With six categories, it informs the user about how far they can rely on the chart when planning a passage or conducting navigation.</p> <p>Companies should set out their minimum UKC and procedures for operating within different values of CATZOC in the SMS. ( Bridge Procedure Guide ,2022)</p> <p>For each Zone of Confidence (ZOC) value, reference shall be made to either Hydrographic publication UKHO NP 5012 or figure 3.8 of the Bridge Procedure Guide 2022.</p>	<p>Refer Nautical Manual/Chapter 10B.0 Under Keel and Over Head Clearance Form 1.3.1 - Passage Plan for UKC calculation</p> <p>OJT 79 for UKC calculation</p> <p>Refer NM/7B.0 ECDIS/6.6 and 6.7 CATZOC</p> <p>Form 1.3.2 for CATZOC correction calculation</p>	<p align="center"><input type="checkbox"/></p>



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3.8	Are the fire and safety rounds being conducted at the end of each watch? (V)	<p style="text-align: center;"><b>Guide to Inspection</b></p> <p>No other activity or duties should be allowed to interfere with keeping a proper look-out. The officer of watch should not be the sole look-out during hours of darkness.</p> <p style="text-align: right;">(Bridge Procedure Guide, 2022)</p> <p>In areas not covered by a fire detection system, regular fire patrols should be conducted. Such patrols should avoid using the bridge lookout during the hours of darkness.</p>	<p>Refer Form NAV B2 Bridge Manning Matrix. Atleast 2 personnel on bridge during hours of darkness</p> <p>Refer NM, CH -6 . Duties of the OOW , 4.5 Lookout</p> <p>Nautical Manual/4.0. Bridge Organization /section 8. Sole Look-out.</p> <p>Refer NM, CH -6 . Duties of the OOW, 6. Fire Rounds.</p> <p>Fire and safety rounds shall be recorded in the table provided in deck logbook.</p>	<input type="checkbox"/>
3.9	Does the manning level in the bridge at all stages of the voyage and anchor meet or exceed that required by the Bridge Manning Matrix and are lookout arrangements adequate? (V)	<p style="text-align: center;"><b>Guide to Inspection</b></p> <p>The recommended form and example of the Bridge Manning Matrix is contained in the Bridge Procedures Guide. The Bridge Manning Matrix shall be posted in the Bridge.</p> <p>Under the STCW Code, the Officer of the Watch (OOW) may, in certain circumstances, be the sole look-out in daylight conditions. Clear guidance on the conduct of sole look-out should be included in the SMS.</p> <p style="text-align: right;">(Bridge Procedure Guide, 2022)</p>	<p>Nautical Manual/4.0. Bridge Organization /section 8. Sole Look-out.</p> <p>Ensure Form NAV B2 Bridge Manning Matrix is posted in bridge.</p>	<input type="checkbox"/>
3.10	Is navigation equipment in good order? (V)	<p style="text-align: center;"><b>Guide to Inspection</b></p> <p><b>Record a Finding if the magnetron of radar was not changed as per manufacturer recommendation.</b></p> <p>The ship-borne navigational systems and equipment shall comply with SOLAS Chapter V Regulation 19. The navigation equipment when fitted in the bridge, regardless of whether a vessel is required by legislation to carry such equipment, should be operational.</p> <p>Random checks should be made to ensure that equipment is operational.</p>	<p>Please check interval of renewal of magnetron of X BAND and S BAND radar as per makers manual.</p> <p>X BAND= 4,000hrs and S BAND= 7,000hrs</p> <p>Ensure magnetrons of both radars are renewed well in time as per maker requirement.</p> <p>Ensure all bridge equipment are operational and PMS in bassnet updated</p>	<input type="checkbox"/>



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<p>3.11</p>	<p>Are navigation lights, emergency navigation lights, shapes and signalling equipment in working order? (V)</p>	<div style="background-color: #2c3e50; color: white; text-align: center; padding: 5px;"><b>Guide to Inspection</b></div> <p>The OOW is responsible for ensuring that the navigation lights, emergency navigation lights and signalling equipment are in working order and are ready for immediate use at all times. The condition of lights, flags and shapes should be checked at regular intervals. Sound signalling equipment should be checked daily and maintained in an operational condition. (Bridge Procedure Guide, 2022)</p> <p>A procedure for testing of the navigation light failure alarm should be posted on the bridge.</p> <p>The signalling lamp should have 3 spare bulbs and a portable battery pack.</p> <p style="text-align: center;">(PERFORMANCE STANDARDS FOR DAYLIGHT SIGNALLING LAMPS, 2000)</p>	<p>Prepare and post the procedure for testing of the navigation light failure alarm, the fuse for each navigation light is to be identified and marked inside the panel. After the fuse of a navigational light is removed, the alarm of the corresponding light should sound. Pls send us the procedure.</p> <p>Refer Nautical manual , chapter 6. Duties of the Officer of The Watch (OOW)/section 5.1.8 for checking navigational equipment,</p> <p>Refer Nautical manual, chapter 7.0 Navigation Equipment/ section 4 . Daily Tests – Lights , Whistle, General Alarm</p> <p>NAV B16 – Change of watch at sea - Navigation lights, shapes and sound signals</p> <p>Ensure signaling lamp has 3 spare bulbs and a portable battery pack</p>	<input type="checkbox"/>
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<p>3.12</p>	<p>Was the Bridge Navigational Watch Alarm System operational when the ship was underway and at anchor, and required tests conducted and recorded accordingly? (V)</p>	<div style="background-color: #2c3e50; color: white; text-align: center; padding: 5px; font-weight: bold;">Guide to Inspection</div> <p>The BNWAS must be operational whenever the ship is underway and should be used at anchor. Use of Bridge Navigational Watch Alarm System (BNWAS) modes (automatic, manual, on and off) and procedures for ensuring correct operation should be incorporated in the company navigation procedure. The operation of the BNWAS should be part of the departure checklist and a key, if supplied, should be kept with the Master when switched on.</p> <p style="text-align: right;">(Bridge Procedure Guide, 2022)</p> <p>If a failure (e.g., internal communication failure) of, or power supply failure to, the BNWAS is detected, it is to be indicated by visual and audible alarms. Means are to be provided to allow the repeat of this indication on a central alarm panel, if fitted.</p> <p>The means of selecting the Operational Mode and the duration of the Dormant Period should be security protected so that access to these controls should be restricted to the Master only. The BNWAS should be powered from the ship's main power supply. The malfunction indication, and all elements of the Emergency Call facility, if incorporated, should be powered from a battery-maintained supply.</p> <p>If a malfunction of, or power supply failure to, the BNWAS is detected, this should be indicated. Means shall be provided to allow the repeat of this indication on a central alarm panel if fitted.</p> <p style="text-align: right;">(Resolution MSC.128 (75) Performance Standard For a BNWAS, 2002)</p>	<p>Refer Nautica Manual/ 7.0. Navigation Equipment/section 21. BNWAS.</p> <p>Refer item 2.29 in departure checklist Form Nav B6. - <b>BNWAS kept ON and switching ON date / time recorded in logbook</b></p> <p>Test the first stage, second stage and third stage alarm in remote locations on monthly basis as per PMS in BASSnet/Routine Tasks</p> <p>Activation and deactivation of the system is to be accomplished either by password or by key as applicable to the design of the equipment strictly under the Masters direct control.</p> <p>The means (password or key) for selecting the operational mode and the duration of the dormant period or alarm settings should be protected so that access to these controls is restricted to the Master only. The Master shall always have the key under his custody.</p> <p>The Master should not reveal this password to any of the bridge watchkeepers.</p>	<input type="checkbox"/>
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<p>3.13</p>	<p>Where fitted are the standard magnetic compass, gyro compass and Global Navigation Satellite System compass, operational, adjusted and properly maintained? (V &amp; M)</p>	<p style="text-align: center;"><b>Guide to Inspection</b></p> <p><b>Record a Finding if the gyro compass was not serviced as per manufacturer recommendation.</b> The magnetic compass is generally fitted above the navigating bridge on the centreline and fitted with a periscope so that the compass is readable from the helmsman's position. Where the magnetic compass is needed to provide heading outputs to other bridge systems, a transmitting magnetic compass (TMC) is fitted. TMC outputs should be corrected for compass error and the TMC should be tested once a week.</p> <p>A compass deviation card should be maintained on the bridge. The deviation will need to be determined and the compass adjusted at intervals during the ship's life, particularly after any major steel conversion work to the ship. Caution should be observed when using the magnetic compass on ships that carry or have recently carried magnetic cargoes such as iron ore and steel.</p> <p>Compass safe distances are specified on all electrical bridge equipment and provide the minimum distances from the magnetic compass that equipment can be installed.</p> <p>A TMC may have variation automatically applied. However, this correction will not include deviation. When correcting TMC outputs for compass error, care should be taken to ensure that the correct values for variation and deviation are applied.</p> <hr/> <p>The gyro compass should be run continuously. Should a gyro compass stop for any reason, it should be restarted and subsequently regularly checked and only relied on again when it has "settled" and the error is known. Where the gyro has no direct speed log or position input, manual corrections should be made as required. The gyro will support a number of repeaters, including a required repeater at the emergency steering position. Gyro repeaters on the bridge should be checked against the main gyro at least once per watch and after significant manoeuvring. Other repeaters should be checked frequently.</p> <p>A Global Navigation Satellite System (GNSS) compass provides an alternative to a gyro compass as a non-magnetic transmitting heading device able to provide heading data to AIS, radar and automatic plotting aids. A GNSS compass or equivalent is required on ships navigating in polar waters at latitudes above 80 degrees. (Bridge Procedure Guide, 2022)</p> <p>If the observations for a magnetic compass on a vessel show a deviation of the compass on any heading of more than 5 degrees, the compass must be adjusted by a qualified compass adjuster or the Master of the vessel to correct the deviation. If the compass is adjusted by the Master, RightShip recommends that the compass adjustment be checked by a qualified compass adjuster at the next available opportunity.</p> <p>All magnetic compasses shall be swung and adjusted at least:</p> <ul style="list-style-type: none"> <li>&gt; Every two years.</li> <li>&gt; After dry docking; or</li> <li>&gt; After significant structural work.</li> </ul> <p style="text-align: right;">(BS ISO 25862:2019, 2019)</p> <p>Where flag States have their own requirements then these should be followed.</p>	<p>All gyro repeaters including shall be checked once per watch and compared with main gyro.</p> <p>Compass error shall be recorded in compass error log book.</p> <p>Steering gear repeater shall also be checked frequently.</p> <p>For Singapore flag vessels , If deviation is more than 5 deg , Company to be informed and Compass to be adjusted by shore facility.</p> <p>For MI flag vessels , If deviation is more than 3 deg , Company to be informed and Compass to be adjusted by shore facility.</p> <p>Magnetic compass shall also be adjusted after every drydocking</p> <p>Company has contract with Sofiomarine for the annual maintenance of the Gyro.</p> <p>Deviation curve shall be drawn annually and posted on bridge.</p> <p>Last gyro annual service date:</p> <p>Last magnetic compass adjusted ashore date:</p>	
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3.14	Where manual steering is engaged, is the change over from auto steering, and vice versa, recorded? (V)	<p style="text-align: center;"><b>Guide to Inspection</b></p> <p><b>Times and locations of engaging hand steering should be recorded in the deck logbook or bell book.</b></p> <p>Manual steering should be used whenever appropriate including in:</p> <ul style="list-style-type: none"> <li>&gt; Areas of high traffic density.</li> <li>&gt; Conditions of restricted visibility; and</li> <li>&gt; Any other potentially hazardous situations and particularly when an automatic steering system may provide insufficient control.</li> <li>&gt; Manual steering should be tested once per watch as per the checklist C2.1 of the Bridge Procedures Guide.</li> </ul> <p style="text-align: right;">(Bridge Procedure Guide, 2022)</p> <p>Examples of other potentially hazardous situations are river transits and when navigating through restricted waters.</p>	<p>Refer bridge checklist Form Nav B1 Steering Gear Test Routines for each watch.</p> <p>Refer Nautical Manual/ 10.0. Navigation General / 3.1. Manual Steering and Helmsman</p> <p>Times And locations of engaging hand steering should be recorded in deck log book or bell book</p>	<input type="checkbox"/>
3.15	Are deck officers familiar with the procedure to preserve the VDR data in the event of an incident and is there a company policy within the SMS relating to the playback of VDR data? (V)	<p style="text-align: center;"><b>Guide to Inspection</b></p> <p>Watch-keeping officers should understand and be familiar with the procedures for preserving records as required by the SMS.</p> <p>Company policy relating to the playback of VDR data should be contained within the SMS. Playback of VDR data may provide a tool for analysing the performance of the Bridge Team. A mistake as long as it is not intentional or caused by carelessness, should normally be treated as a learning opportunity. A 'just' culture should give personnel the confidence to admit any mistakes or 'near misses', and this leads to a safer working environment.</p> <p>Testing is required annually and should always be carried out following repair or maintenance work to the VDR or to any source providing data to the VDR. Preserving records.</p> <p style="text-align: right;">(Bridge Procedure Guide, 2022)</p>	<p>Refer Nautical Manual/ 7.0. Navigation Equipment / section 20 VDR</p> <p>All deck officers shall be familiar with the procedure to preserve the VDR data in the event of an incident</p> <p>Procedures to be kept near VDR</p> <p>Ensure shore based <b>annual performance test</b> report and <b>certificate of compliance</b> are onboard</p>	<input type="checkbox"/>



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<p>3.16</p>	<p>Is a chart and publication management system being implemented to ensure that all charts, nautical publications, and other publications on board are current, maintained and up to date? (V &amp; M)</p>	<p style="text-align: center;"><b>Guide to Inspection</b></p> <p>RightShip recommends that a shore-based company be engaged to provide navigation support services including ENC's, paper charts and marine publications, so as to ensure that those on board are up to date with the latest edition available.</p> <p>Use of a chart and publication management system will help to ensure that charts and publications are effectively maintained. A management system should record the charts, publications and licences/ permits carried, and when the charts and other publications were last corrected. Licences and permits are available from the hydrographic office that produced the ENC or RNC. Licensing arrangements usually include:</p> <ul style="list-style-type: none"> <li>&gt; Pre-pay licensing based on intended use. Normally licences and permits are specific to a ship and typically allow a chart to be viewed for a period of 3,6 or 12 months on that ship;or</li> <li>&gt; Dynamic or pay as you sail(PAYS) licensing based on actual passage. Ships have access to all charts for planning purposes but only pay for charts that they use during navigation.</li> </ul> <p>Licences and permits should be managed using the ship's chart management system. <span style="float: right;">(Bridge Procedure Guide, 2022)</span></p> <p>The Weekly Notice to Mariners Section VIII and the README file contains important safety information relating to ENCs and ECDIS. The file is included on all ENC media but some ECDIS may not be able to display it; it can however be read on any standalone PC. The vessel's officers should all be aware of the recent content of the file and be able to demonstrate the practical application of the information. <span style="float: right;">(Admiralty Guide to ECDIS Implementation, Policy and Procedures, 2016)</span></p> <p>The chart and publication management system shall cover the ENC management and correction process, including safety measures, to avoid viruses. NP133C Admiralty ENC Maintenance Record book should be available on board.</p> <p>An effective ENC management system should be in place on board to record ECDIS identification numbers and when licences/ permits were received on board and should include a record of when the ENCs were last updated. This is generally part of ECDI software logging. <span style="float: right;">(Recommendations on Usage of ECDIS and Preventing Incident, 2020)</span></p>	<p>Chartworld is contracted for ENC/publications/weekly updates</p> <p>Keep NP 133C updated and ECDIS cyber security risk assessment filed in it.</p> <p>Refer Nautical manual/7B-ECDIS/ 28. Chart Updating</p> <p>Officers to be familiar with weekly README file and demonstrate practical application of the information</p>	
<p>3.17</p>	<p>Were appropriate charts and publication used for the previous voyage? (V)</p>	<p style="text-align: center;"><b>Guide to Inspection</b></p> <p>Vessel should obtain licences for and use the largest scale of ENCs available for all stages of each passage. <span style="float: right;">(Recommendations on Usage of ECDIS and Preventing Incident, 2020)</span></p> <p>Only up-to-date official charts and publications should be used for the appraisal, planning, execution, and monitoring of a passage plan.</p> <p>For coastal and pilotage planning and for plotting each course alteration point, large scale charts should be used. Any additional charts and publications needed for the intended passage should be identified and obtained before departure.</p> <p>For ocean passage planning and open water legs, the largest scale charts that are appropriate should be used <span style="float: right;">(Sections 2.3.1 Bridge Procedure Guide, 2016)</span></p> <p>Photocopied/scanned copies of official paper charts (whether subsequently corrected to latest notices to mariner or not) are NOT regarded as satisfying the SOLAS chart carriage requirement.</p> <p>The following publications shall be available on board and referred to when the primary means of navigation is ECDIS:</p> <ul style="list-style-type: none"> <li>&gt; NP 231 Admiralty Guide to the Practical Use of ENC's.</li> <li>&gt; NP 5012 Admiralty Guide to ENC Symbols Used in ECDIS</li> </ul> <p>The Seafarers Handbook for Australian Waters (AHP20) is an official nautical publication providing mariners with important maritime information from various Australian government agencies, under the cover of one combined reference. It is expected that all commercial vessels operating in Australian waters carry and refer to the publication.</p>	<p>Refer Nautical manual/ 7B-ECDIS/ 5. ENC Ordering and Updating</p> <p>Large scale charts to be used for all stages of the passage.</p> <p>All charts and publications to be onboard prior departure.</p> <p>Form 5.4.0 Technical Publication List, Check latest editions of NP 231, NP 5012 and AHP20 are available on board.</p> <p>AHP20 to be updated from Australian website and entries to be made in front section.</p>	<p><input type="checkbox"/></p>



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<p>3.18</p>	<p>Can the master and watch-keeping officer demonstrate a familiarity with the use of ECDIS? (V)</p>	<p style="text-align: center;"><b>Guide to Inspection</b></p> <p>The Master and watch keepers should be able to demonstrate their competency with the operation of ECDIS. This can be established by requesting use of basic functionality of the ECDIS in the presence of the inspector. These functions may include:</p> <ul style="list-style-type: none"> <li>&gt; Safety setting</li> <li>&gt; Setting voyage plan</li> <li>&gt; Checking voyage plan</li> <li>&gt; Interrogating chart updates</li> <li>&gt; ENC symbol identification</li> <li>&gt; Manual position fixing (NP5012/NP232)</li> <li>&gt; AIS and or Radar overlay if fitted</li> <li>&gt; Understanding the limitations of operating in RCDS mode</li> <li>&gt; Knowledge of SCAMIN and how it is displayed</li> <li>&gt; Knowledge of CATZOCs</li> <li>&gt; Familiarity of deck officers with contingency action in case of ECDIS failure.</li> <li>&gt; Setting of safety frame/safety cone</li> <li>&gt; Creating parallel index lines</li> <li>&gt; Route checking and management of alarms</li> <li>&gt; Handling unresolved ENC update errors</li> </ul>	<p>Refer Nautical manual/7B-ECDIS, Form 1.3.2 – ECDIS Safety Settings, Emergency Contingency plans – 38.00 ECDIS Malfunction or Failure</p> <p>NAV B04 – ECDIS FAMILIARIZATION</p> <p>CBT training</p> <p>Refer maker manual and familiarize with these functions.</p>	<p style="text-align: right;"><input type="checkbox"/></p>
<p>3.19</p>	<p>Is the ECDIS of an approved type and does it meet the SOLAS requirement?(M)</p>	<p style="text-align: center;"><b>Guide to Inspection</b></p> <p>Where an ECDIS is being used to meet the chart carriage requirements of SOLAS, it must:</p> <ul style="list-style-type: none"> <li>&gt; Be type approved.</li> <li>&gt; Use up-to-date electronic nautical charts (ENC);</li> <li>&gt; Be maintained so as to be compatible with the latest applicable International Hydrographic Organisation (IHO) standards; and</li> <li>&gt; Have adequate, independent back-up arrangements in place.</li> </ul> <p>According to SOLAS regulation V/18, ECDIS units on board ships must be type approved. Type approval is the certification process that ECDIS equipment must undergo before it can be considered as complying with IMO performance standards. The process is carried out by flag Administration-accredited type-approval organisations or marine classification societies in accordance with the relevant test standards developed by, inter alia, the International Electro- technical Commission (IEC) (e.g., IEC 61174).</p> <p style="text-align: right;">(MSC.1/Circ.1503/Rev.1, ECDIS – GUIDANCE FOR GOOD PRACTICE, 2017)</p> <p>Information related to current standards and latest software related to ENC and ECDIS are available on the <a href="#">IHO web site</a>.</p> <p>The IHO has issued a new version of the ECDIS presentation library edition 4.0. There will be no need to run the IHO ENC/ ECDIS data presentation and performance checks on the ECDIS.</p> <p>The inspector should check the version of the IHO Standards installed on the ECDIS to confirm it is current.</p>	<p>Check type approval certificate is available.</p> <p>Check version of the ECDIS presentation library edition 4.0 in ECDIS</p>	<p style="text-align: right;"><input type="checkbox"/></p>



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<p>3.20</p>	<p>Are T&amp;P NMs and navigation warnings being used correctly in voyage planning and monitoring? (V)</p>	<div style="background-color: #2c3e50; color: white; text-align: center; padding: 5px; font-weight: bold;">Guide to Inspection</div> <p>Some ECDIS have a feature to automatically import navigational warning from Sat-C or NAVTEX terminals. Navigation Officers should verify that navigation warning information is currently displayed.</p> <p>Specific details of a critical navigational warning should be plotted and made alarmable by using the look-ahead feature to highlight the navigational hazard for the Officer of the Watch. (Recommendations on Usage of ECDIS and Preventing Incident, 2020)</p> <p>Ensure the vessel has access to all necessary T&amp;P NM information and that this is documented.</p> <hr/> <p>Where relevant to the voyage plan, T&amp;P corrections should be inserted on the ECDIS display using manual corrections. The ADMIRALTY Information overlay (AIO) provides easy reference to T&amp;P information; this can be displayed on a range of ECDIS or on back of bridge systems such as ADMIRALTY e-Navigator. (Admiralty Guide to ECDIS Implementation, Policy and Procedures, 2016)</p> <p><b>Inspectors should check if the system is installed and verify if relevant notices are effectively managed.</b></p> <p>The overlay is displayed as a single layer on top of the basic ENC. This ensures that users have the most up to date T&amp;P information available regardless of where they are in the world.</p> <p>T&amp;P NMs are delivered on a weekly basis on the update DVD or with the online/email updates, depending on requirements.</p> <p>The information contained in the Overlay is important navigational information that should be used when planning a voyage and may be referred to when navigating. The Admiralty Information Overlay contains all Admiralty T&amp;P NMs in force worldwide and additional ENC P (EP) NMs, which relate specifically to ENCs. (Admiralty Guide to ECDIS Implementation, Policy and Procedures, 2016)</p> <p>Navigation officer should not entirely rely on AIO as they may not be updated, and applicable T&amp;P notices should be verified against weekly notices to mariners. (Recommendations on Usage of ECDIS and Preventing Incident, 2020)</p>	<p>Refer Nautical manual/7B-ECDIS/28.4 and 28.5 . Admiralty Information Overlay (AIO) , Navwarnings</p> <p>Check if NAVWARNING is imported from NAVTEX</p> <p>2nd Officer need to carry out the following actions:-</p> <ul style="list-style-type: none"> <li>- Weekly ENC and AIO updates</li> <li>- Double check AIO updates affecting route and plot T&amp;P NMs affecting route as user object layer.</li> <li>- Update and load CIO+ NavArea warning as user object layer</li> <li>- Double check eNTM for any updates affecting route and not included in ENC updates and AIO</li> <li>- Plot T&amp;P NMs affecting route as user object layer</li> <li>- Route Check for Safety Checks</li> </ul> <p>Check if NAV warnings from EGC are also plotted</p> <p>Critical Nav warnings &amp; T&amp;P notices shall be made alarmable using Look ahead feature.</p>	<input type="checkbox"/>
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<p>3.21</p>	<p>Has the vessel been safely navigated in compliance with international and inland regulations? (V)</p>	<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;"><b>Guide to Inspection</b></p> <p>ENC's/Charts of the last voyage should be checked by the inspector to assess whether the vessel has been safely navigated. The inspector shall consider following when assessing the last voyage charts:</p> <ul style="list-style-type: none"> <li>&gt; Largest scale charts to be available with route plotted.</li> <li>&gt; Record of weather forecast.</li> <li>&gt; Appropriate measures to be taken to comply with environmental requirements and regulations.</li> <li>&gt; Safety and alarm setting of ECDIS.</li> <li>&gt; Maintenance of safe distance off the coast, from prohibited area and dangerous wrecks.</li> <li>&gt; Adequate bridge manning to ensure a proper look-out.</li> <li>&gt; Ship's position confirmation at appropriate intervals.</li> <li>&gt; Weather monitoring by making regular barometer observations.</li> <li>&gt; NAVAREA navigational warning broadcasts where applicable checked.</li> <li>&gt; Participation in area reporting systems; and</li> <li>&gt; Gyro and magnetic compass errors and radar performance checked properly.</li> <li>&gt; Correct minimum layers of ECDIS according to the company SMS.</li> </ul> <p>If an appropriate safety contour is not available on the ENC, a manual alarmable contour should be drawn as a manual layer on the ENC that should always be selected and displayed during the passage. (Recommendations on Usage of ECDIS and Preventing Incident, 2020)</p> </div>	<p>Please comply with the mentioned points, for ECDIS refer NM, chapter 7B.0</p> <p>Passage plan form 1.3.1 A shall clearly specify the environmental requirements and regulations.</p> <p>Ensure ECDIS safety and alarm settings are completed as per company form 1.3.2</p> <p>If an appropriate safety contour is not available on the ENC, a manual alarmable contour should be drawn as a manual layer on the ENC that should always be selected and displayed during the passage.</p>	<p style="text-align: center;"><input type="checkbox"/></p>
<p>3.22</p>	<p>Are records available to show that the echo-sounder recorder is being switched on prior to each approach to shallow water, port entry and departure and has the echo sounder remained in operation while the vessel has been transiting in shallow waters? (V)</p>	<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;"><b>Guide to Inspection</b></p> <p>The echo sounder should always be used when making a landfall and kept switched on in coastal and pilotage waters. If the echo sounder is fitted with a shallow water alarm, the alarm should be set to an appropriate safe depth to warn of approaching shallow water. It is important to check the units of soundings on the echo sounder are the same as those on the chart in use. The depth alarm on the echo sounder should not be set to a value lower than the ship's sailing draft. (Bridge Procedure Guide, 2022)</p> <p>The date and time of switching on should be marked on the recorder chart.</p> <p>The echo sounders may have an internal memory and record data from the past 24 hours, in which case the recorder is not required.</p> </div>	<p>Refer Nautical manual/ 7.0. Navigation Equipment / section 11. Echo Sounders</p> <p>The echo sounder depth shall be compared with the charted depth at different ranges and scales for testing the performance of the echo sounder. At least one comparison of depths shall be recorded in deck log book during each watch where applicable.</p>	<p style="text-align: center;"><input type="checkbox"/></p>



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<p>3.23</p>	<p>Was the berth-to-berth passage plan of the previous voyage comprehensive and approved by the master? (V)</p>	<div style="background-color: #2c3e50; color: white; text-align: center; padding: 5px; font-weight: bold;">Guide to Inspection</div> <p>When using ECDIS for passage planning, the following factors should be considered:</p> <ul style="list-style-type: none"> <li>&gt; Availability of and access to the required up-to date ENCs and RNCs for the intended passage. This should include identification of areas where ECDIS may need to be in raster chart display system (RCDC) mode and where paper charts might therefore be required;</li> <li>&gt; If reusing a previous passage plan, the need to recheck the route to confirm that it remains safe and no changes are necessary;</li> <li>&gt; An appropriate large scale ENC or RNC should be used when planning a route;</li> <li>&gt; Making sure that any old or previous routes are removed from the display;</li> <li>&gt; The need to select chart symbols (pick report) on ENCs to get additional detailed safety and navigational information;</li> <li>&gt; Applying a maximum acceptable cross track distance (XTD) to each leg of a route. This should comply with any requirements in the SMS and be appropriate for the area;</li> <li>&gt; Calculating safety depths and safety contour and setting them up in line with the under keel clearance (UKC) requirements in the SMS;</li> <li>&gt; Setting estimated time of arrival (ETA) information manually or using route planning tools. If this is set incorrectly, it may affect tidal data and time dependent information for the route;</li> <li>&gt; Applying current and tidal data, if integrated with ECDIS and up to date, to the route; and</li> <li>&gt; Checking information about the vessel's characteristics and confirming it as correct. This includes details about draft (including any allowance for squat or additional safety margins), turn radius and vessel dimensions;</li> <li>&gt; The passage plan should be saved, backed up and locked to prevent unauthorised editing.</li> <li>&gt; The Master should check and approve the passage plan. The person responsible for the passage plan shall brief the bridge team. This must all be documented in accordance with Bridge Procedures Guide check list C.2.9.</li> </ul> <p>The <u>shallow contour</u> value must be equal to or more than the lowest draft of the ship.</p> <p>The officer of watch shall consider following when calculating <u>the safety contour</u>:</p> <ul style="list-style-type: none"> <li>&gt; The ship's sailing draft and trim</li> <li>&gt; Expected squat or allowance for squat</li> <li>&gt; UKC as per company SMS</li> <li>&gt; Expected height of tide</li> </ul> <p>By setting a <u>safety depth</u>, spot soundings are highlighted in grey (deep waters) or black (shallow waters) when compared with the safety depth value entered by the OOW.</p> <p>-In calculating the ship's safety depth, it is also important to consider the category zone of confidence (CATZOC) value of the chart in use.</p> <p style="text-align: right;">(Bridge Procedure Guide ,2022)</p> <p>Route validation is a critical aspect of a passage plan. The route validation involves the following stages:</p> <ul style="list-style-type: none"> <li>&gt; Visual checks</li> <li>&gt; Manual and auto-validation features</li> <li>&gt; Cross-checks by the bridge team</li> <li>&gt; Final validation and authorisation by the Master</li> <li>&gt; Re-validation along the route.</li> </ul> <p>The Master should only authorise the plan once all stages of visual check and route validation have been completed.</p> <p style="text-align: right;">(Recommendations on Usage of ECDIS and Preventing Incident, 2020)</p> <p>The route validation check of previous voyage should be documented and reviewed by inspector.</p> <p>The following should be marked on the paper chart and/or ENCs:</p> <ul style="list-style-type: none"> <li>&gt; No-go areas</li> <li>&gt; Course alterations and wheel over points</li> <li>&gt; Parallel Indexing</li> <li>&gt; Aborts and contingencies</li> <li>&gt; Change in engine status</li> <li>&gt; Minimum UKC</li> <li>&gt; Use of echo sounder</li> <li>&gt; Safe speed</li> <li>&gt; Air draft</li> <li>&gt; Reporting points</li> <li>&gt; Considerations relating to the protection of the marine environment</li> <li>&gt; Strong tide and current</li> <li>&gt; Look-ahead zone.</li> </ul>	<p>Refer Nautical Manual 7B ECDIS</p> <p>8.0. Voyage Preparation</p> <p>9.0. Passage Planning</p> <p>Forms 1.3.1 Passage plan/1.3.2 ECDIS Safety Setting</p> <p>Chapter 16. Vessel at Anchor</p>	
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		<p>A list of ENCs used for the intended voyage should be part of passage plan. The parameters for the look-ahead zone should be planned so that the size of the zone is appropriate for the vessel's speed and manoeuvring characteristics. They should be set for each leg of the passage and should consider conditions such as proceeding from ocean to coastal waters, pilotage areas or speed. The look-ahead zone should be reassessed in CATZOC area that have reduced position accuracy (such as B, C, D, U) to ensure the vessel has a sufficient safety margin.</p> <p>Amendment to the passage plan should be officially documented and specific changes recorded on the passage plan form, according to company SMS. Alarm-setting parameters should be agreed by the Master and bridge team at the passage planning stage and captured in the relevant passage plan form.</p> <p style="text-align: right;">(Recommendations on Usage of ECDIS and Preventing Incident, 2020)</p> <p>The following marine environmental factors shall be taken into account during an appraisal of the passage plan:</p> <ul style="list-style-type: none"> <li>&gt; Ballast water management</li> <li>&gt; Emission Control Areas (ECA)</li> <li>&gt; MARPOL Special Areas</li> <li>&gt; National or regional requirements</li> <li>&gt; Particularly Sensitive Sea area(PSSA)</li> <li>&gt; Garbage disposal</li> <li>&gt; Port reception facility</li> </ul> <p style="text-align: right;">( Bridge Procedure Guide , 2022)</p>		
3.24	Have the parallel index techniques been used when monitoring the passage in coastal and pilotage waters, particularly in conditions of restricted visibility or at night? (V)	<p style="text-align: center;"><b>Guide to Inspection</b></p> <p>The following techniques should be used when monitoring the passage in coastal and pilotage waters, particularly in conditions of restricted visibility or at night:</p> <ul style="list-style-type: none"> <li>&gt; Parallel indexing, which is recommended to ensure the ship's track is maintained.</li> <li>&gt; Radar bearings; and</li> <li>&gt; Radar ranges.</li> </ul> <p style="text-align: right;">(Bridge Procedure Guide, 2022)</p>	Refer OJT 077 on Parallel Indexing  NAUTICAL MANUAL , 9.0.PASSAGE PLANNING  NAUTICAL MANUAL , 7B.0. ECDIS , 3.2  Form NAV B13-RESTRICTED VISIBILITY CHECKLIST	<input type="checkbox"/>



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<p>3.25</p>	<p>Was the track of the ship monitored at sea and during the pilotage? (V)</p>	<p align="center"><b>Guide to Inspection</b></p> <p>Radar overlays should be used for position verification at regular interval, as defined by company SMS requirements, and for various navigation conditions such as in open waters, confined waters, fairways/channels, or pilotage waters.</p> <p>Position plotting should also be undertaken using traditional techniques, using lines of position to plot visual /radar fixes. This will act as a cross check and will be recorded on the ECDIS data log. (Recommendations on Usage of ECDIS and Preventing Incident, 2020)</p> <p>Compliance with the passage plan should be closely monitored by the OOW:</p> <ul style="list-style-type: none"> <li>&gt; To check that the ship's position is maintained within an authorized XTD, including following alterations of course to avoid collision or following a planned course alteration;</li> <li>&gt; By fixing the ship's position at the frequency based on existing conditions and the proximity of navigational hazards;</li> <li>&gt; By cross checking the ship's position using all appropriate means including;</li> <li>&gt; By visual and/or radar fixing techniques using ranges and bearing of charted objects;</li> <li>&gt; By echo sounder to monitor charted depths and contours; and</li> <li>&gt; By monitoring the integrity of information displayed on navigation equipment.</li> </ul> <p align="right">( Bridge Procedure Guide, 2022)</p>	<p>Position to be verified by LOP / visual fixes , radar fixes , radar overlays etc.</p> <p>NAUTICAL MANUAL , 7B.0. ECDIS , 3.2 , Monitoring Accuracy of GNSS Position in ECDIS Ocean : 2 HRS Coastal – 30 MIN Confined – 12 MIN</p> <p>NAUTICAL MANUAL , 9.0.PASSAGE PLANNING , 6. MONITORING</p>	<p align="center"><input type="checkbox"/></p>
<p>3.26</p>	<p>Is the Global Navigation Satellite System (GNSS) set to the correct Geodetic Datum, and are officers aware of the errors and alarms associated with GNSS? (V)</p>	<p align="center"><b>Guide to Inspection</b></p> <p><b>A GNSS is a satellite-based system that provides continuous worldwide position, time and speed(over ground) information. Two systems that give near global coverage are available to ships:</b></p> <ul style="list-style-type: none"> <li>&gt; Global Positioning system (GPS) operated by the United States; and</li> <li>&gt; Global Navigation Satellite System (GLONASS) operated by the Russian Federation.</li> </ul> <p><b>Other satellite systems recognized as components of the World-Wide Radio Navigation System (WWRNS) are:</b></p> <ul style="list-style-type: none"> <li>&gt; BeiDou Navigation Satellite System (BDS) operated by China; and</li> <li>&gt; Galileo Global Satellite System (Galileo) operated by the EU.</li> </ul> <p>GNSS generally have a based accuracy in the order of 15-25 meters. Differential GNSS receivers offers greater navigational accuracy by applying corrections received from ground based reference stations.</p> <p>The OOW should be familiar with the GNSS system used on board. The GNSS system should indicate its current operating status and any associated alarms or errors. Some common errors are:</p> <p><b>Dilution of precision error (DOP):</b> This error occur when fewer satellites are available to the ship. It is common when sailing in area with high mountains such as Alaska or Norway.</p> <p><b>Receiver autonomous integrity monitoring (RAIM):</b> This error relates to the quality of the data being sent to the GNSS receiver. If the system detects a drop in quality, it will alert the user.</p> <p><b>GNSS jamming or spoofing:</b> This can happen in an area of increased military presence. The OOW may notice a position jump on ECDIS or, when cross- checking position, the GNSS position may be unreliable.</p> <p><b>Multi path error:</b> Similar to the DOP error. The GNSS receiver may be blocked or receiving a double signal. This could be due to interference by structure, mountains, etc.</p> <p><b>-ENCs use WGS 84 as the geodetic datum. Many GNSS receivers have internal facilities to transform positions between different geodetic datum, eliminating the need to apply datum offsets manually.</b></p> <p align="right">( Bridge Procedure Guide, 2022)</p>	<p>Refer Nautical manual/ 7.0. Navigation Equipment / 13. GPS. GPS position should not be used for accuracy evaluation when HDOP value exceed 4.</p> <p>DOP value 1-2 is considered excellent.</p> <p>Deck officers to familiarize with GPS errors – Jamming and Spoofing, DOP, Multipath error , RAIM.</p> <p>Familiarize with the GPS display for HDOP value and alert</p> <p>Ensure both GPS are indicating WGS 84 GEODETIC DATUM</p>	<p align="center"><input type="checkbox"/></p>



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3.27	Does the vessel utilise a weather routeing service? (V)	<p style="text-align: center;"><b>Guide to Inspection</b></p> <p>Weather routeing allows the Master and the bridge team to follow a passage plan that avoids the worst weather in the interest of safety and fuel consumption efficiency.</p> <p>Weather routeing predicts the movement of weather systems associated with poor conditions and rough seas. The most favorable route is then planned, taking these systems into consideration.</p> <p>The main benefits of weather routeing are:</p> <ul style="list-style-type: none"> <li>&gt; Increase safety;</li> <li>&gt; Better conditions for cargo or passengers</li> <li>&gt; Fuel and time saving; and</li> <li>&gt; Reduced costs overall</li> </ul> <p>Weather routeing is an aid to navigation and the Master should always consider routeing information as well as applying good seamanship.</p> <p>The safety of the ship, its crew and its cargo or its passengers should always have priority over the ETA.</p> <p>The bridge team should be familiar with dedicated software for weather routeing on board.</p> <p style="text-align: right;">( Bridge Procedure Guide ,2022)</p>	<p>Fleet Weather is contracted for weather routing service and weather information is available in the Stratum Podium program.</p> <p>All officers to familiarize with the Stratum Podium program</p> <p>Nautical manual – chapter 8 – voyage preparation , section 7 – weather routing</p>	<input type="checkbox"/>
3.28	Are there procedures in place to limit the use of cell phones, personal electronic devices, the internet, and email on the bridge?	<p style="text-align: center;"><b>Guide to Inspection</b></p> <p>A quiet bridge to allow VHF radio calls and sound signals to be heard.</p> <p>The company should have a written policy requiring that mobile phones or other personal electronic devices should only be used on the bridge in circumstances approved by the Master. While on some occasions the use of mobile phones or personal electronic devices may be permitted, the company policy should minimise the distraction resulting from such devices by, in general, limiting their use to operationally necessary circumstances.</p> <p>Where internet and email services are available on the bridge, the Company should have a policy to manage their use. Access to internet and email use by bridge watch keepers should generally be limited to those circumstances where it is necessary for the safe navigation of the ship, in order to minimise distraction that might be caused to the Bridge Team.</p> <p>Internet access and email on the bridge should usually be restricted to:</p> <ul style="list-style-type: none"> <li>&gt; Updates for nautical charts and publications, licences and permits.</li> <li>&gt; Weather information.</li> <li>&gt; Navigational warnings; and</li> <li>&gt; Information relevant to the ship's operations and passage plan.</li> </ul> <p style="text-align: right;">(Bridge Procedure Guide, 2022)</p>	<p>Refer Nautical manual/ 10.0. Navigation General/ 28. Distractions on the Bridge.</p> <p>Ensure company poster on distraction is posted in wheelhouse</p>	<input type="checkbox"/>