BUREAU VERITAS Register: 11230J

Reviewed within the General Conditions of Bureau Veritas Marine & Offshore in order to check the compliance with the applicable requirements of MARPOLAnnex I Regulation 37 on behalf of the Administration of The Commonwealth of the Bahamas
The review of this document does not give rise to remark.

Port Everglades, 17-Jun-2019

SOPEP MANUAL

[Electronic document]
The authorised approving unit

M/V OCEAN NOVA
(IMO NO. 8913916)

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i - Revisions/Changes

REVISION SHEET

Revision No.	Revision Date	Chapter / Page / Section	Initials
0	06/2016	Initial Issue	CD
1	06/14/2019	Change of Owners Address, Added APPENDIX XI – Requirements of Polar Code Chapter 1, Paragraph 1.1.1, incorporated by reference to the PWOM Appendix 05 – Environmental Requirements	CD
2	20/11/2024	Change of Company Name and Address, Change of Owners Address, Ship Interest Contact list and Company Contact List updated	KS

ii. Ship Particulars

Name of Vessel:	M/V OCEAN NOVA
Official No.	8001294
IMO No.	8913916
Type of Vessel:	Passenger
LOA:	72.80 m
LBP:	66.83 m
Breadth:	10.99 m
Draft:	4.50 m
Gross Tonnage (ITC):	2,183 GT
Net Tonnage:	786 NT
Year built:	1992
Classification:	Bureau Veritas
Passengers:	98
Crew:	36
Flag State:	Bahamas
Port of Registry:	Nassau
Call Sign:	C6US3
Capacity (Pax/Crew)	Total 134 persons
Main Engines	1 x MAN B&W Alpha 6L28/32A 1 x 1470kW @ 775 rpm
Auxiliary Engines	2 x Scania DI12 45 M, 2 x 206 kW, Total 412kW, 380/220VAC, 50Hz 1 x Shaft Generator, 240kW
Propellers	1 x four bladed CPP, 2.4m dia., 255 rpm
Sewage Treatment	1 x DVZ MSD-II/300
Radio	GMDSS Sea Area: A1/A2/A3/A4 Faria – Watchdog - LRIT Furuno Felcom 15 – Inmarsat Furuno FS-1570/FS-2575 – MF/HF Tel Furuno FM-8500/FM-8700 – VHF 1 x McMurdo E-5 – EPIRB 1 x Jotron Tron 60s – EPIRB 2 x Jotron Tron SARTs MMSI 309 051 000

Owner	O. NOVA OWNER, LDA (ZONA FRANCA DA MADEIRA) Avenida do Infante n° 66 Edificio Quinta Avenida 2° andar, Salas “I” e “J” 9000-015 Funchal, Madeira Portugal
Manager	Anglo- Eastern Cruise Management Inc. 5220 Waterford District Dr. Suite 1090, Miami, FL 33126, U.S.A P: +1 (305) 441-9888 P: +1 (786) 272-3423

iii. Introduction

1. This Shipboard Oil Pollution Emergency Plan is provided to assist personnel in dealing with unexpected DISCHARGES OF OIL. Its primary purpose is to set in motion the necessary actions to stop or minimize the discharge and to mitigate its effects. Effective planning ensures that the necessary actions are taken in a structured, logical, safe and timely manner.

2. The plan makes use of flowcharts and checklists to guide the Master through the various actions and decisions which will be required in an incident response. The charts and checklists provide a visible form of information, thus reducing the chance of oversight or error during the early stages of dealing with an emergency situation. A copy of the SOPEP is located on the Bridge and maintained by the Chief Officer.

3. For ready reference a tank plan, pipeline diagram, and capacity plan are appended to the plan.

4. It must be noted by everyone concerned that the Plan is worthless unless the vessel personnel are familiar with its contents, trained in their responsibilities, and drilled in their duties. Being prepared for emergency response requires the commitment of ship management personnel on board on ashore.

5. For any Plan to be effective it has to be:
   - Familiar to those with key functions on board the ship.
   - Reviewed and updated regularly, and
   - Tested for viability in regular practices.

6. “Without interfering with shipowner’s liability, some coastal States consider that it is their responsibility to define techniques and means to be taken against an oil pollution incident and approve such operations which might cause further pollution, i.e. lightering. States are in general entitled to do so under the International Convention relating to Intervention on the High Seas in Cases of Oil Pollution Casualties, 1969 (Intervention Convention)”

iv. Company Policy

Anglo- Eastern Cruise Management Inc. works actively to prevent injury to persons or the environment, and to minimize any damage that may occur despite preventive measures. As outlined in this manual, precautions will be taken and will be continuously updated to ensure that the most effective procedures are maintained.

Anglo- Eastern Cruise Management Inc. also commits to acting in a responsible manner in the event of an oil pollution situation, either actual or probable.

This manual sets guidelines for the Master of the vessel and shore side management to enable the Company to handle an oil pollution emergency and states precautionary measures to be taken in the handling of oil and alternative pollutants.

Information set forth in this manual is reference from and complies with the following organizations:

SOLAS
IMO
MARPOL
Local Authorities
Flag State
Classification Society
Code of Federal Regulations

Reference is made to the vessel and Company's Quality Safety & Environmental System Manuals and directives.

SECTION 1

This plan is written in accordance with the requirements of Regulation 37, Annex 1 of the International Convention for the Prevention of Pollution from ships, 1973, as modified by the Protocol of 1978 relating thereto (MARPOL 73/78).

The purpose of the Plan is to provide guidance to the Masters and Officers on board the ship with respect to the steps to be taken when a pollution incident has occurred or is likely to occur.

The Plan contains all information and operational instructions required by the Guidelines*. The appendices contain names, telephone, fax numbers, etc. of all contacts referenced in the Plan, as well as reference material.

This plan has been approved by Class on behalf of the Administration and, except as provided below, no alteration or revision shall be made to any part of it without prior approval by Class.

Changes to Section 5 and the appendices will not be required to be approved by Class. Anglo- Eastern Cruise Management Inc. should maintain the appendices up to date.

This Plan will be regularly reviewed and updated. Revisions, other than those referred to in paragraph 5 above will be submitted to the Class/Flag for approval. Revisions will be the responsibility of Company's Quality Assurance Department and reviews will be carried out at intervals not exceeding 12 months.

*" Guidelines for the Development of Shipboard Oil Pollution Emergency Plans", (IMO Resolution MEPC. 54(32), March 6, 1992) as amended by Resolution MEPC.86 (44) adopted on March 13, 2000, and Resolution MEPC 137(53).

The Plan is likely to be a document used on board by the Master and officers of the ship. It must therefore be available in the working language or languages understood by the Master and officers. A change in the master and officers which brings about an attendant change in their working language or languages would require the issuance of the Plan in the new languages.

1.1 VESSEL'S OWNERS AND MANAGERS

The M/V OCEAN NOVA is owned by O. NOVA OWNER, LDA. The vessel is Operated and Managed by Anglo- Eastern Cruise Management Inc.

1.2 AUTHORITY OF THE MASTER

The authority of the Master is not altered by engaging spill response agencies; he remains in command of the vessel.

While the Master and crew of the vessel will be expected to cooperate fully with response agencies, and in all likelihood the Master will act as owners representative during the initial stages of a response effort until such time as the coordination of the response effort is taken up by the owners appointee, the safety of the vessel, passengers and crew remains highest priority and the Masters decision in these matters will remain final.

In the case of a casualty, legislation may exist in some countries requiring the Master to accept salvage services or instructions provided by the coastal country concerned.

In such cases the coastal state to which the occurrence has been reported may be expected to inform the Master of national requirements. However, the Master should also consult documents onboard, which might contain guidance, e.g. Coast Pilots, Notices to Mariners, etc.

This Plan should be stored onboard, on the bridge along with copies of vessel "Trim & Stability Book" and "Tank Plan".

Direct reference to these documents should be made in communications to the head office.

1.3 MARPOL 73/78

1.3.1 Regulation 15, MARPOL 73/78

REGULATION 15:
Any discharge into the sea of oil or oily mixtures from ships shall be prohibited except when all the following conditions are satisfied:

(i) the ship is not within a special area
(ii) the ship is proceeding en route
(iii) the oil content of the effluent is less than 15 parts per million; and
(iv) the ship has in operation an oil discharge monitoring and control system, oily water separating equipment, oil filtering system or other installation as required by Regulation 14."

The only exceptions, as stated in regulation 4, are as follows:

(a) the discharge into the sea of oil or oily mixture necessary for the purpose of securing the safety of a ship or of saving lives at sea; or

(b) the discharge into sea of oil or oily mixture resulting from damage to a ship or it's equipment:

(i) providing that all reasonable precautions have been taken after the occurrence of damage, or discovery of the discharge, for the purpose of preventing or minimizing the discharge; and

(ii) except if the owner or the Master acted either with intent to cause damage, or recklessly and with knowledge that damage would result; or

(c) the discharge into the sea of substances containing oil, approved by the Administration, when being used for combating specific pollution incidents in order to minimize the damage from pollution.

1.3.2 Regulation 37, MARPOL Annex 1

[Following is an excerpt from the above regulation]

Shipboard oil pollution emergency plan

(2) Such a plan shall be in accordance with guidelines developed by the Organization and written in the working language of the Master and officers. The plan shall consist at least of:

(a) the procedure to be followed by the Master or other persons having charge of the ship to report an oil pollution incident, as required in article 8 and Protocol I of the present Convention, based on the guidelines developed by the Organization;

(b) the list of authorities or persons to be contacted in the event of an oil pollution incident;

(c) a detailed description of the action to be taken immediately by persons on board to reduce or control the discharge of oil following the incident; and

(d) the procedures and point of contact on the ship for coordinating shipboard action with national and local authorities in combating the pollution.

1.4 ALTERNATIVE POLLUTANTS

While this document is described as a “Shipboard Oil Pollution Emergency Plan”, it should be borne in mind by all concerned with the contents herein, that under MARPOL 73/78, “the Master has a duty to report in the case of a discharge, or probable discharge, of all noxious liquid and/or harmful substances”.

While the passenger vessel can rarely be considered a transporter of noxious liquids and harmful substances in any great quantity, in addition to the fuel and lubricant bunkers carried, due consideration must be given to the various maintenance chemicals and paints etc. carried onboard with regard to their possible “pollution potential” in the event substantial spillage of such products should occur during loading or other operational procedures.

It is therefore essential that all responsible personnel be made aware of such potential and that the necessity to report any spillage of chemicals or paints be impressed upon those crewmembers in contact with them.

SECTION 2 REPORTING REQUIREMENTS

2.1 WHEN TO REPORT

If the vessel is involved in an incident which results, or may result, in discharge of a harmful substance to the sea, the Master is obliged under the terms of MARPOL 73/78 to report - without delay - details of the incident to the nearest coastal state by means of the fastest telecommunications channel available. (i.e. USCG National Response Center, Tel (800) 424-8802, (202) 267-2675-for discharges occurring in US waters or the National Contact in accordance with MSC-MEPC.6/Circ.14 latest edition as enclosed.

It must be borne in mind that the Master is required to report even when no actual spill has occurred, but the vessel situation is such there is a probability that one could occur.

Incidents requiring to be reported are:

a) Actual discharge
b) Probable discharge

The following descriptions of the above-mentioned incident types are intended as a guidance only to enable the Master to determine when a report to the nearest coastal state is required. If assessment is needed, contact the DPA.

On arrival in any port of call, the vessel should have onboard a current contact list with telephone numbers. If not, one should be requested from the port agent to include:

Port Agent
Oil Spill Contractor
Pilot
Tugboats
Fire Brigade
Ambulance

A vessel accident must be reported to the U.S. Coast Guard if it occurs upon, or the itinerary includes, the navigable waters of the U.S., its territories or possessions. Any appropriate Coastal State Authority should also be contacted. Appendix X provides instructions and copy of reporting form CG 2692 as well as Flag Administration Casualty Report form.

If such accident should be a collision between the M/V OCEAN NOVA and another vessel, resulting in oil spillage from only the other vessel, the Master of the M/V OCEAN NOVA has a duty to report the oil spill from the other vessel.

The reporting procedure to be followed by the Master or other person in charge of the ship after an oil pollution incident is based on guidelines developed by the INTERNATIONAL MARITIME ORGANIZATION. *

* “General principles for ship reporting system and ship reporting requirements, including Guidelines for reporting incidents involving dangerous goods, harmful substances and/or marine pollutants”, adopted by the International Maritime Organization by Resolution A.851/ (20)

2.1.1 Actual discharge (Casualty/Operational)

A discharge of oil, above the permitted level for whatever reason including those for the purpose of securing the safety of the vessel or saving life at sea, or

Situations:

Tank leakage due to collision or grounding damage.

Direct discharge to the sea in the event of tank or pipeline damage causing such flooding of bilges that vessel separation or salvage equipment is inadequate, to safety contain such spillage.

Direct discharge to the sea, to maintain vessel stability in the event of flooding from the sea due to collision or grounding damage.

Direct discharge to the sea to aid the retrieval or rescue of lifeboats or other craft in a sea state, which limits vessel ability to provide a safe lee for such a craft.

Actual discharge (operational)

Discharge of oil, above the permitted level for whatever reason including those for the purpose of securing the safety of a ship or saving life at sea; or

A discharge during the operation of the vessel, of oil, in excess of the quantity or instantaneous rate permitted under the present convention or MARPOL 73/78.

Situations:

Discharge to the sea during bunkering and transfer of oils due to overflow, equipment failure or accidental means.

Discharge to the sea due to failure of vessel oily water separator monitoring equipment.

Discharge to the sea due to excessive leakage, e.g. fractures.

Discharge to the sea from ballast tank due to structural failure or fracture between ballast and fuel tank.

2.1.2 Probable Discharge

As stated in 2.1 the Master of the vessel is obliged to file a report when faced with such circumstance or set of circumstances where, although no actual discharge has occurred, there is, in the Master's judgment the possibility that an actual discharge may occur.

It is not possible to set out precise definition of all the circumstances that would lead the Master to file a report under the term "Probable Discharge". As a general guideline, the Master should make a report in the following cases:

1. Damage, failure or breakdown which affects the safety of the vessel:
   Collision Explosion Containment System Failure
   Grounding Flooding Submerged/Foundered
   Fire Structural Failure Wrecked/Stranded
   Hazardous Vapor Release
2. Failure or breakdown of machinery or equipment which results in impairment to the safety of navigation:
   Loss of steering
   Loss of main propulsion
   Loss of main electrical power
   Loss of essential shipboard navigational aids

In brief, when faced with the dilemma of "Probable Discharge" and whether a report should be made the Master should take into account the following factors:

1. The nature of the damage, failure or breakdown of the ship, machinery, or equipment.
2. Vessel location and proximity to land or other navigational hazards.
3. Weather, tide, current and sea state.
4. Traffic density.

2.1.3 Follow Up Reports

Once the ship has transmitted the initial report to the nearest Coastal State, further reports should be regularly sent to the authorities and ship owner in order to keep them informed as the incident develops.

Follow up reports should include information of any significant changes in the ship's condition, the rate of release and spread of oil, weather conditions and details of agencies notified and any clean-up activities underway.

Owners should also be advised of contact details for the on-scene commander appointed to control the clean-up.

The latter is especially significant when the clean-up agency has been appointed by some authority other than the owner.

The flow of information to the authorities should be maintained and full cooperation extended to them. This should help to make the response more efficient, help to establish clearly who is doing what, identify any actions necessary of the ship or owners, and generally create a good working atmosphere.

The Master will inform the head office, coastal state and/or port authorities. Head office will inform other ship interest contacts.

On arrival at a port, the Master should request full details from the local agent concerning local reporting procedures. This information should include the names of officials at local administration center, local fire department, Port authority and local clean-up contractor with phone, fax numbers and email address.

Information on regularly visited ports to be included so that easy reference can be made. The Master is to ensure that the information contained in this appendix, relating to visited ports, is kept up to date.

2.2 INFORMATION REQUIRED

In case of an actual discharge or probable discharge scenario, primary reports to all parties are to follow the standing reporting format as laid down under MARPOL 73/78 whether submitted by telefax, telephone or other electronic means. Following initial reporting by the vessel, all subsequent official reporting will be conducted by the managing office.

IMO Resolution A.851 (20) provides the necessary detail.

2.2.1 Standard Format for Initial Report

The format and content of an initial report are given below.

The format is consistent with the General Principles for Ship Reporting Systems and Ship Reporting Requirements, including Guidelines for Reporting Incidents

Involving Dangerous Goods, Harmful Substances and or Marine Pollutants, adopted as A.851 (20) by the International Maritime Organization (IMO), and should be followed so far as possible.

(Note: The reference letters in the listing below do not follow the complete alphabetical sequence as certain letters are allocated to information required for other reporting formats.)

AA Name of vessel, call sign, ship's official number and flag.

BB Date and time (UTC) of incident

CC Vessel position, latitude and longitude. (Latitude in four digit group of degrees and minutes suffixed with N or S; Longitude in a five digit group of degrees and minutes suffixed with E or W)

DD Vessel position by true bearing, from a clearly identified landmark (bearing by first three digits and distance stated).

EE True course - as a three-digit group.

FF Speed in knots and tenths of knot as a three-digit group.

LL Route information - intended track

MM Radio communications - state in full names of stations / frequencies

NN Date and time of next report.

PP Type and quantity of bunkers onboard
- (I) Loading port and supplier
- (II) Specific gravity
- (III) Viscosity
- (IV) Quantity

QQ Brief details of defects, damage, deficiencies or other limitations
- (I) Condition of the ship as relevant
- (II) Ability to transfer ballast / fuel

RR Brief details of pollution, including estimate of quantity lost, whether loss is still continuing, position expressed as in (c) or (d)

SS Brief details of weather and sea conditions prevailing

TT Name, address, telephone, telefax and telex number of ships owner and representative

UU Details of length, breadth, tonnage, draught and type of vessel

XX Additional information:
- (I) Brief details of incident
- (II) Need for outside assistance - including medical
- (III) Actions being taken by vessel staff and vessel movement
- (IV) Number of crew and passengers and details of any injuries
- (V) Details of P & I Club and local correspondent
- (VI) Other relevant data

Note: clearly state if no outside assistance is required.

2.2.2 Additional Information

The following additional information should be sent to the Company either at the same time as the initial report or as soon as possible thereafter:

a. Further details of damage to ship or equipment
b. Whether damage is still being sustained
c. Assessment of fire risk and precautions taken
d. Number of casualties
e. Damage of other ships or property
f. Time (GMT) assistance was requested and time (GMT) assistance expected to arrive at the scene.
g. Name of salvor and type of salvage equipment

h. Whether further assistance required
i. Priority requirements for spare parts and other materials
j. Details of outside parties advised or aware of the incident
k. Any other important information.

2.2.3 Follow up Report

After transmission of the information in an initial report, as much as possible of the information essential for he safeguarding of life, protection of the ship and the marine environment, should be reported in a supplementary report to the coastal state and the Company in order to keep them informed of the situation as the incident develops. This information should include items P, Q, R, S and X, as appropriate.

The report should contain the following information:

BB Additional details on the condition of the vessel

CC Additional details on the ability to transfer Ballast, Fuel.

DD Additional details on the quantity, extent, and movement of the pollution and whether the discharge is continuing.

EE Any changes in the On-Scene Weather or Sea Conditions.

FF Actions being taken with regard to the discharge and the movement of the ship.

GG Any changes in the vessel's position.

HH Time of next follow-up report, or if this is the final report.

2.2.4 Example Format for Initial Report By Facsimile

AA

BB

DDHHMM

CC

LAT

dd mm N/S

LONG

ddd mm E/W

DD BEARING DISTANCE

ddd N miles

FROM

EE

ddd

FF

kn kn 1/10

LL

MM

NN D D H H M M

PP

QQ

RR

SS

DIRECTION DIRECTION

WIND SWELL

FORCE (Beauport) HEIGHT(m)

TT

UU

LENGTH: _____(m) BREADTH: _____(m) DRAUGHT: _____(m)

TYPE:

XX

2.3 HOW TO REPORT

2.3.1 Means of Communication

The initial report of an actual or probable pollution incident shall be prompt and by the most immediate and direct means available.

Do not delay reporting whenever pollution or an emergency that threatens pollution occurs. Even if all the desired information is not available, make the initial report, and submit the report when possible.

The preferred method of initial communication in reporting an actual or probable pollution incident is by voice via:

- INMARSAT/IRIDIUM
- HF or VHF Coast Station
- Cellular or Shore telephone

The initial verbal report shall always be confirmed by email or faxed report to the coastal state or port authorities and managers to ensure that confusion is minimized. Always request confirmation of receipt of any hard copy report transmitted.

If, for any reason, the verbal reporting is not possible, the report shall be sent by email or fax to whichever contact can be reached with a request that the message will be transmitted, if necessary, to the coastal state and/or local authorities and that this transmission is confirmed.

2.4 WHOM TO CONTACT

Should the vessel become involved in a pollution incident it is safe to assume that ships personnel will be fully engaged in taking steps to minimize any effects of casualty and with this in mind the contact lists have been prepared in an easy-to-follow format, listing relevant contacts which must be informed with preferred means of contact and, wherever possible, alternative contacts in the event of communication difficulties.

2.4.1 Coastal State Contact

This plan includes as Appendix I (in alphabetical order) a list of agencies or officials of Administrations responsible for receiving and processing reports. In the absence of a listed focal point, or where the responsible authority can’t be contacted by direct means with delay, the Master should contact the nearest

coast radio station, Rescue Co-ordination Center (RCC) by the quickest available means.

It must be remembered that, within the jurisdiction of the United States Coastal Waters, the

USCG National Response Center
(800) 424-8802
(202) 267-2675

must be informed, even when the vessel is in Port.

If in foreign waters, report to local Port State Contact.

2.4.2 Port Contact

If an oil spill occurs when the vessel is in port, whatever the cause, it is the Master's duty immediately to activate the vessel's Oil Pollution Prevention Team and report the incident.

Precise details of whom to notify locally have been appended as Port Contacts in Appendix I.

If more details are required, these should be obtained on arrival, but the following is a guide:

- Passenger terminal
- Local fire department
- Port Authority
- Vessel's local P&I representative (P&I Club List of correspondents is noted in relevant manual).
- Clean-up contractor

Details of authorized response contractors for various areas are found in Appendix II (I).

Direct contact by the vessel to any such contractor for the purpose of initiating a response is to be made only on receipt of specific instructions to do so, either from Governing Authorities and/or Managers.

In order to compile an adequate list, the Master should complete all the above details in the Appendices herein. Nevertheless, the Master must verify with the agent all the information.

2.4.3 Ship Interest Contacts

A list of ship interest contacts is detailed in Appendix II of the Plan and Company Contingency Plan.

All reports and copies of messages sent to coastal states and/or port authorities should be sent to the Managers.

Once initial reports have been made, the Manager will ensure that other interests such as Flag State authorities, P&I Club, and Classification Societies are notified and kept up to date on the incident.

2.4.4 Flag State / Port State Contact

Master to report any occurrence to the Flag State Administration by quickest possible means.

Bahamas Maritime Authority
120 Old Broad Street
London, EC2N 1AR
England, UK
Tel: +44 207 562 1340
Tel (24 Hour): +44 7977 471220
Emergency Email: ero@bahamasmaritime.com
Casualty Enquiries: casualty@bahamasmaritime.com
Technical Enquiries: tech@bahamasmaritime.com

2.4.5 Check List, Procedures

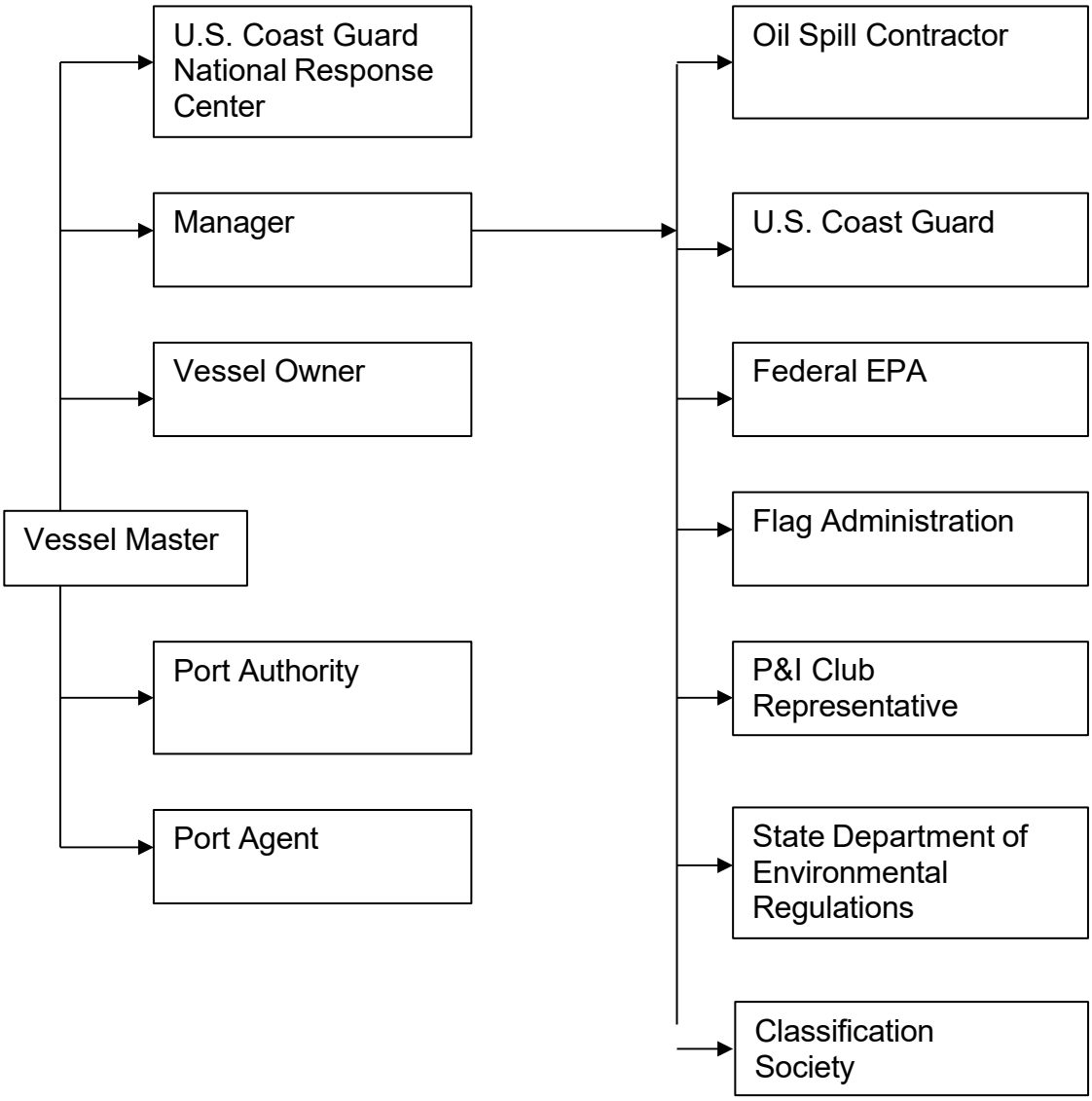
The following pages contain:

- Master's Notification Check List
- Reporting Procedure for Oil Spill Incidents within US waters.
- Reporting Procedure if Oil Spill Incident occurs on the High Seas.

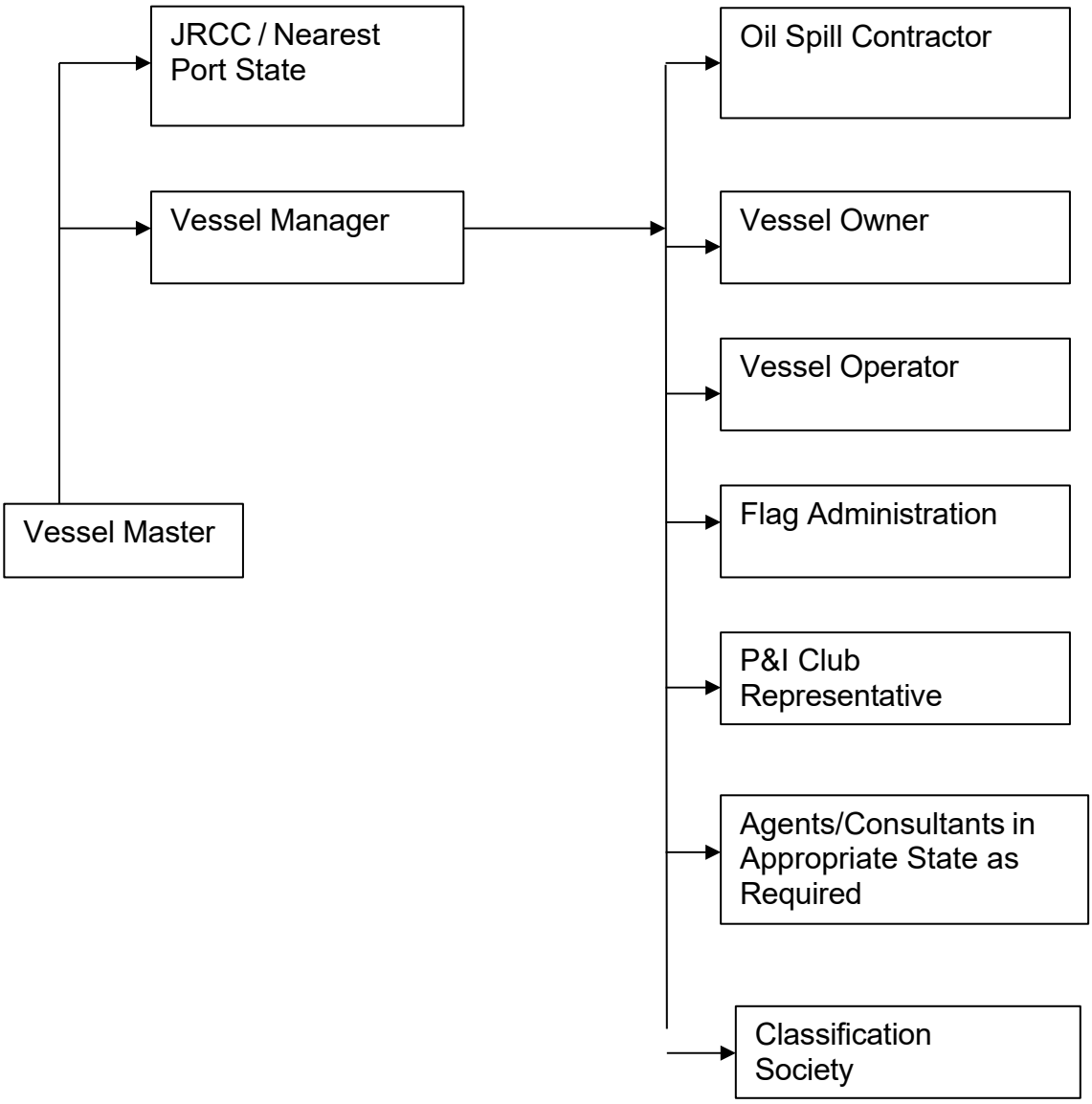
Master's Notification Checklist

	Contact	Notified by	Date	Time	Remarks
1	Coastal State Contacts (see Appendix I)				
2	Local or Port Authorities				
3	Qualified Individual (QI) (Gallagher Marine)				
4	Manager				
5	Local Agent				
6	P&I Club				
7	Flag Administration				
8	Classification Society				
9	Other surveyors, Hull & Machinery				
10	Other legal representatives				

Reporting Procedures if Oil Spill Incident Occurs within US Waters



Reporting Procedure if Oil Spill Incident Occurs on High Seas



SECTION 3 STEPS TO CONTROL DISCHARGE

As a general rule, in the case of any incident, vessel staff is almost always in the best position to take initial immediate steps to control any discharge of oil. Section 3 of the plan and associated appendices are intended to identify the roles of onboard responsible personnel, and as far as is practicable to provide guidance on procedures to be adapted in the case of both operational spills and casualty related spills.

3.1 PREVENTATIVE MEASURES

Appendix III provides guidance with regard to measures to be adhered to prior to bunkering/transfer operations, including advice of hardware items and clean-up materials that should always be kept at hand.

If despite adherence to proper procedures, an oil spill does occur, all bunkering/transfer operations should be stopped by the quickest means possible and should not be restarted until the source of the leak has been identified and cured, and hazards from the released oil have been eliminated. In most cases, the source of the leak will be obvious but, in some instances, such as spillage resulting from slight hull leakage, the source may be difficult to locate, requiring the services of a diver.

In any circumstance, the Master shall not authorize the use of dispersants, or other chemicals, on the water without the prior authorization of the appropriate shore authority.

3.2 OPERATIONAL SPILLS

- The crew shall maintain a close watch for the escape of oil at the commencement of and through bunkering.
- Bunker tanks that have topped up should be checked frequently during the remaining bunkering operation to avoid an overflow.
- If leakage occurs from a pipeline, valve, hose, or metal arm, operation through that connection shall be stopped until the cause has been ascertained and the defect remedied.
- If a pipeline hose or arm bursts, or if there is an overflow, all oil transfer operations shall be stopped immediately and shall not be re-started until the fault has been rectified and all hazards from the released oil have been eliminated. If there is any possibility of the released oil entering an engine room intake, appropriate preventive steps must be taken quickly.
- Any spill shall be reported to the Authorities and any adjacent ship.
- At the start of, and regular intervals, of fuel oil transfer operations, a watch

shall be kept to ensure that not oil is escaping through any valves.
- Prior to any bunkering operations, the prevention pollution team shall mobilize the onboard oil spill equipment

Whenever an oil spill occurs it is the duty of the person finding the spill to immediately inform the Master or responsible officer, who should call out the vessel's oil pollution prevention team. (See Appendix III)

3.2.1 Pipeline Leakage During Bunkering

Measures to implement immediately:

- Prior to bunkering all scupper openings in the vicinity of the bunker station are to be plugged or otherwise sealed
- Should leakage occur during bunkering of fuel oil or lube oil, Bunkering operations must be halted and close manifold valves, while necessary repairs and cleanup operations are made.
- Sound the emergency alarm, and initiate emergency response procedures
- Inform bunkering personnel about the incident

Further measures

- Consider whether to stop air intake into accommodation and Non-essential intakes to engine room
- Locate source of leakage, and begin clean - up procedures
- The leakage may not be immediately visible due to the pipeline situation, e.g. under floor plates, and the first warning received may be high bilge alarm of the affected compartment.
- Drain affected section of pipeline into an empty or slack tank

If the spilled oil is contained on board and can be handled by the Oil Pollution Prevention Team then:

- Use absorbents and permissible solvents to clean up oil spills on board
- Once free oil has been collected and removed all residues must be cleaned from the deck
- Ensure that any residues collected in the clean up operation are stored carefully prior to disposal.
- The contaminated materials must be suitably bagged for landing ashore.

3.2.2 Tank Overflow During Bunkering

Oil spill containment is installed under the fill connection and all fuel tank vents/overflows to collect any spills or overflows during fueling operations.

The fuel tanks are equipped with overflow pipes connected to the overflow tank.

Fuel tanks are fitted with sight glasses to monitor the level of fuel to assist with spill management. In addition, overflow alarms are connected to a centralized system.

In case of spills into the vent containments, the oil is removed by manual means and emptied into the dirty oil tank.

Measures to be implemented immediately:

- Should an overflow tank alarm be activated, stop promptly any bunker operations being undertaken and investigated.
- If necessary initiate emergency response procedures
- Inform bunkering personnel about the incident

Further measures

- Reduce the tank level by dropping bunkers into an empty or slack tank
- Begin clean up procedures
- Prepare portable “salvage” pumps if it is possible to transfer the overflowed oil into a slack or empty tank

If the spilled oil is contained on board and can be handled by the Oil Pollution Prevention Team, then:

- Use appropriate spill equipment to clean up oil spills on board
- Ensure that any residues collected in the clean up operation are stored carefully for proper disposal ashore
- Use appropriate personnel protective equipment (PPE) as necessary

3.2.3 Hull Leakage

Should spillage take place due to suspected hull leakage, measures should be taken to reduce the head of oil in the tank involved either by internal transfer or if necessary discharge ashore.

Should it not be possible to identify the specific tank from which leakage is occurring, the levels of all tanks in the vicinity should be reduced, taking into account vessel stability.

If it is suspected that leakage is due to either bottom or lower shell fracture, consideration should be given to reducing the tank level, if full, and pumping in a water bottom to the damaged tank to prevent further oil spillage.

It is important that the vessels fuel oil overflow tank be at all times empty and therefore available for use in emergency.

Due consideration should also be given to the possibility of having to utilize a ballast tank in emergency situation, for storage of fuel oil if no other fuel tanks are available or reserve fuel tank capacity is inadequate to meet the situation.

While the safety of the vessel and all personnel onboard is of paramount importance in any incident and no action should be taken to jeopardize the safety, all available means of minimizing spills must be considered.

Contamination of ballast tanks with fuel or fuel tanks with water are matters that can be remedied after the fact and these concerns are secondary to preventive measures and safety.

<u>Measures to be implemented immediately:</u>

- Stop all bunkering operations and close manifold valves
- Muster the Pollution Prevention Team and initiate emergency response procedures
- Inform bunkering personnel about incident

<u>Further measures</u>

- Use the Oil Pollution Prevention Team in attempt to locate the source of leakage

When the source of leakage is identified:

- Reduce the level of bunker oil by dropping or pumping oil into an empty or slack tank
- If the leakage is located below the waterline, call in divers for further investigation

If it is not possible specifically to identify the tank:

- The level of oil in the tanks in the vicinity of the suspected area should be reduced. Remember to consider the effect on hull stress and stability.

3.3 SPILLS RESULTING FROM CASUALTIES

In the event of a casualty, the Master's priority will be to ensure the safety of personnel and to take action to prevent escalation of the incident.

In casualties involving spills, immediate consideration should be given to measures aimed at preventing fire and explosion, such as altering course so that the ship is upwind of the slick or shutting air intakes as deemed necessary.

If the ship is aground, and cannot therefore maneuver, all possible sources of ignition should be eliminated and action taken to prevent flammable vapors entering accommodation and machinery spaces. When it is possible to maneuver, the Master in conduction with the appropriate shore authorities may consider moving the ship to a more suitable location in order to reduce the threat posed to any particularly sensitive area of shoreline or to facilitate emergency repair work or lightering operations if necessary.

Prior to considering remedial action, the Master must first obtain detailed information of damage sustained by the ship.

A visual inspection must be carried out and contents of all fuel and ballast tanks, void spaces, cofferdams etc. must be determined.

Indiscriminate opening of ullage plugs or tank covers must be avoided, especially in the case of grounding, as resultant flooding may lead to loss of buoyancy.

Having assessed the damage sustained and tank contents, the Master will be in a position to decide whether or not any action can be taken to prevent further spillage. When bottom damage is sustained, hydrostatic balance will be achieved fairly rapidly, especially if the damage is severe, in which case the time available for preventive action will often be limited.

In any event grounding or collision verify that all watertight doors between compartments are closed and kept closed until it is determined safe for them to be reopened.

By virtue of the structural configuration of passenger ships and their almost constant loading conditions, excessive hull girder stresses are not known to ever have caused casualties. However, hull stress should be considered in all cases of collision and grounding.

The following casualty situations are dealt with:

3.3.1	*	Grounding
3.3.2	*	Fire/Explosion
3.3.3	*	Collision
3.3.4	*	Hull Failure
3.3.5	*	Excessive List
3.3.6	*	Containment system failure
3.3.7	*	Submerged/Foundered
3.3.8	*	Wrecked/Stranded
3.3.9	*	Hazardous vapor release
3.3.10	*	Lightering Operations in case of Extensive Structural Damage

Casualty situations should also be referred to the Vessel's Contingency Plan.

3.3.1 Grounding

- This refers to an accidental foundering of the vessel. Intentional grounding is described under wrecked/stranded.

- In any event the Master will have to decide whether it is safe to remain in the position, or whether the vessel should be refloated by his own endeavor.

- To do this, he will have to take note of the following:

  - Will the vessel float on its own safely and be able to maneuver.
  - Is the vessel in an exposed position?
  - Will the vessel be at risk from current or excessive tidal ranges that may dislodge her, or alternatively move her further aground?
  - The results of sounding round, and is it possible to set the vessel further aground by taking on ballast, without risk to stress, stability, or intact tanks; or to secure her by setting ground tackle.
  - Is the area suitable for operations such as lightering, and how long will it be before outside help is available?
  - If there is risk of oil spill emergency plan should be activated.

Further information on the action to be taken when a ship is aground may be found in the ICS/OCIMF publication “Peril at Sea and Salvage - A Guide for Masters”.

Grounding Immediate Action

In the event of grounding, verify that all watertight doors are closed and propulsion machinery stopped and kept on “stand by”.

Situation Assessment

Prior to considering remedial action, the following information should be gathered in order to present the Master with as complete a picture as possible of vessel condition:

Extent to which vessel aground. Soundings should be taken around the ship and draughts forward, aft and amidships noted as well as the nature of the sea bed.

Damage assessment. A visual inspection should be carried out together with soundings of all fuel oil, lube oil, ballast water and fresh water tanks, void spaces and cofferdams likely to be affected.

Local Conditions:

- Tide, range and whether rising or falling
- Wind, strength and direction
- Sea and swell, height and direction
- Current
- Depth of water around vessel
- Weather forecast

Condition of vessel prior to grounding.

Fuel, lubes, ballast and fresh water amounts and dispositions.

Draughts, free floating.

Oil spillage. Type of oil and estimated leakage rate and amount lost.

Any oil spillage around the vessel must be carefully monitored, not only from the spill-reporting viewpoint, but also due to the risk of oil entering the engine room sea intakes. In order to prevent this, it may be deemed necessary to shut all engine room sea intakes and to secure the engine room.

Remedial Actions

Prompt refloating of the vessel will reduce the danger of further damage due to the effects of rising and failing tides and any possible deterioration in the weather.

Having fully assessed the situation and condition of the vessel, and if conditions are favorable, by referring to the data in the vessels “Trim and Stability Book” the Master will be able to determine the best course of action to take with regard lightering the ship and refloating, ensuring sufficient residual stability when free floating.

When on a lee shore, lightering should only take place under controlled conditions when the ship can be held against wind and current.

Due consideration must be given to the use of ships engines, ground tackle and/or tugs when refloating.

On refloating, the Master should liaise with local authorities and owners on the next course of action i.e. position to take up to minimize the effect of further pollution on local environment, temporary repairs etc.

The relevant checklist from Appendix V should be used.

3.3.2 Fire/Explosion

If an explosion or a fire occurs on board, inform the Master and assemble the vessel Fire and Damage Control Groups. Under the leadership of the Chief Officer initiate the necessary steps to bring the situation under control.

Such steps shall be:

- Sound the emergency alarm, deploy the vessel's Fire Emergency Teams, and follow the emergency procedures.
- Determine the extent of the damage, and decide what damage control measure can be taken.
- Determine whether there are casualties.
- Request assistance as deemed necessary
- Assess the possibility of pollution from oil leakage.
- If there is a spill of oil in connection with the fire or explosion, inform appropriate parties in accordance with Section 2 of this Plan.

The relevant checklist from Appendix V should be used.

3.3.3 Collision

Collision with Other Ship or Fixed/Floating Object

In any case of collision it must be remembered that the major threat may be posed by the other vessel and/or her cargo, and therefore it is imperative that communications are established with the other vessel as soon as possible. The Masters must then decide whether it is safer for the vessels to separate or remain together if locked, bearing in mind:

- The risk of either vessel sinking if separate.
- The risk of sparks igniting vapors as the vessels part.
- The risk of vapor build-up to either vessel if they remain together.
- The risk of increased pollution should they separate.
- The risk to other vessels in the area of either remaining locked or separating.
- Where personnel are concerned attention must be given to the nature of the vapors.

If there is risk of pollution then the oil pollution emergency plan should be activated.

Should damage occur resulting in any of these tanks being laid open to the sea oil will escape from the rupture as a result of displacement by seawater ingress.

If such damage occurs in port in may be possible for the ships containment boom to be deployed to minimize the spread of released oil while awaiting arrival of response agencies.

If such damage and ensuing spillage should occur during navigation in traffic channel or enclosed waters, and assuming no disablement, the Master, liaising with coastal/local authorities should direct the ship to a safe anchorage area to await owner's instruction.

The relevant checklist from Appendix V should be used.

3.3.4 Hull Failure (Flooding)

If vessel suffers severe structural hull failures:

- Sound the emergency alarm and muster the crew.
- Reduce speed in order to minimize stress on the hull.
- Assess the immediate danger of sinking or capsizing.
- Initiate damage control measures.

The Master should then assess the situation for pollution purposes as follows:

- If oil has spilled, or if it is necessary to jettison oil in order to maintain stability, inform the appropriate parties in accordance with section 2 of this Plan.
- If change in stability and stress cannot be calculated on board, contact the Manager and arrange for the necessary calculations to be carried out.
- Consider the forecast weather conditions and the effect they may have on the situation.

If the vessel is able to maneuver, consideration should be given to moving the ship to a more suitable location in order, for example, to undertake emergency repairs, lightering operation or to rescue the threat to shoreline areas.

Should the vessel lose one or more shell platting, develop major cracks, or suffer severe damage to the hull, the Master must immediately sound the General Alarm to call Passengers and Crew to their mustering /lifeboat stations, inform them of the situation, and prepare lifeboats for launching.

He shall then assess the situation, and confer with his senior officers.

The following questions should be asked:

Is the vessel in any immediate danger of sinking or capsizing?

IF YES:
- Immediately arrange to evacuate the vessel
- Send distress signal
- Notify Manager/Owner
- If there is, or likely to be, an oil spill in connection with the incident, generate oil spill initial report

IF NO:
- initiate damage control procedures as necessary:
- If the vessel has a list due to loss of ballast or buoyancy, is it necessary and possible to rearrange the ballast by internal transfer operation in order to get the vessel upright?
- Has the vessel lost buoyancy?
- Is there any abnormal change in the vessel's stability and stress situation?
- Can change in stability and stress situation be calculated on board?
- If not, contact the Manager and arrange for the necessary calculations to be carried out.

The relevant checklist from Appendix V should be used.

3.3.5 Excessive List

If excessive list occurs rapidly and unexpectedly it may be due to:

- Failure of an internal bulkhead between compartments
- Flooding of the engine room, where free surface can cause a list
- Failure of the hull plating
- Shift of cargo
- Damage through grounding or collision

Steps to be taken immediately

- Stop any cargo, bunkering or ballast operations in progress.
- Sound the emergency alarm and muster the crew.
- If under way, reduce speed or stop
- Establish reason for list

Further measures

- Sound all tanks and compare soundings with departure soundings.
- If oil has spilled, or it is necessary to jettison oil in order to maintain stability, inform the appropriate parties in accordance with section 2 of this plan.
- If possible, take corrective action to rectify the situation.

The relevant checklist from Appendix V should be used.

3.3.6 Containment system failure

Failure of systems designed to contain pollutants

This refers to any part of a system, which is designed to maintain such as Fuel oil, Gas oil, Lubricating oil or any other potentially pollutant substance. This can be a ruptured fuel oil pipe or cracked tank, a leaking sludge oil valve or similar.

Steps to be taken immediately

The aim is to shut of the failing system and stop the leakage. However, depending on the situation, the Master has to determine whether this is safe from a navigation point of view or if it even will worsen the situation. For example if a fuel oil pipe has ruptured on the starboard main engine, is it safe to stop that engine and maneuver on the port main engine only?

Further measures

Once the system has been shut off and/or the leakage has been stopped, the amount of spilled pollutant has to be determined and what further steps have to be taken. Can the spilled substance be collected in a sludge tank or similar? If the spilled substance cannot be contained part 2 of the plan has to be activated and concerned parties have to be notified.

The relevant checklist from Appendix V should be used.

3.3.7 Submerged/Foundered

This refers to a situation where the vessel has to be abandoned due to the fact that the vessel is or will be submerged or foundered. This can be caused by such as collision, grounding or any other hull failure, situations, which are described under different paragraphs in this chapter.
The aim is to prevent or mitigate the situation so a spill does not occur or will be minimized, after the vessel has been abandoned.

Steps to be taken immediately

Shut off any activity with the involvement of any pollutant.
Verify that all watertight doors are closed.
Close all valves to tanks or other containment facilities of pollutants.

Further measures

Immediately arrange to evacuate the vessel.
Send distress signal.
Notify manager/owner.
If there is, or likely to be, an oil spill in connection with the incident, generate oil spill initial report.

The relevant checklist from Appendix V should be used.

3.3.8 Wrecked/Stranded

- This refers to an intentional grounding, in order to save the vessel or similar situation.

- In any event the Master will have to decide whether it is safe to remain in the position, or whether the vessel should be re-floated by his own endeavor.

- To do this, he will have to take note of the following:

    - Will the vessel float on its own safely and be able to maneuver.
    - Is the vessel in an exposed position?
    - Will the vessel be at risk from current or excessive tidal ranges that may dislodge her, or alternatively move her further aground?
    - The results of sounding round, and is it possible to set the vessel further aground by taking on ballast, without risk to stress, stability, or intact tanks; or to secure her by setting ground tackle.
    - Is the area suitable for operations such as lightering, and how long will it be before outside help is available?
    - If there is risk of oil spill emergency plan should be activated.

Further information on the action to be taken when a ship is aground may be found in the ICS/OCIMF publication “Peril at Sea and Salvage - A Guide for Masters”.

Grounding Immediate Action

In the event of grounding, verify that all watertight doors are closed and propulsion machinery stopped and kept on “stand by”.

All double bottom tanks steam heating coils should be isolated, in case of damage that may result in contamination of boiler feed water.

Situation Assessment

Prior to considering remedial action, the following information should be gathered in order to present the Master with as complete a picture as possible of vessel condition:

Extent to which the vessel is aground. Soundings should be taken around the ship and draughts forward, aft and amidships noted as well as the nature of the sea bed.

Damage assessment. A visual inspection should be carried out together with soundings of all fuel oil, lube oil, ballast water and fresh water tanks, void spaces and cofferdams likely to be affected.

Local Conditions:

- Tide, range and whether rising or falling
- Wind, strength and direction
- Sea and swell, height and direction
- Current
- Depth of water around vessel
- Weather forecast

Condition of vessel prior to wrecking/stranding.

Fuel, lubes, ballast and fresh water amounts and dispositions.

Draughts, free floating.

Oil spillage. Type of oil and estimated leakage rate and amount lost.

Any oil spillage around the vessel must be carefully monitored, not only from the spill-reporting viewpoint, but also due to the risk of oil entering the engine room sea intakes. In order to prevent this, it may be deemed necessary to shut all engine room sea intakes and to secure the engine room.

Remedial Actions

Prompt re-floating of the vessel will reduce the danger of further damage due to the effects of rising and failing tides and any possible deterioration in the weather.

Having fully assessed the situation and condition of the vessel, and if conditions are favorable, by referring to the data in the vessels “Trim and Stability Book” the Master will be able to determine the best course of action to take with regard lightering the ship and re-floating, ensuring sufficient residual stability when free floating.

When on a lee shore, lightering should only take place under controlled conditions when the ship can be held against wind and current.

Due consideration must be given to the use of ships engines, ground tackle and/or tugs when re-floating.

On re-floating, the Master should be in contact with local authorities and owners on the next course of action i.e. position to take up to minimize the effect of further pollution on local environment, temporary repairs etc.

The relevant checklist from Appendix V should be used.

3.3.9 Hazardous vapor release

This chapter is not relevant for the M/V OCEAN NOVA, since it does not carry any substances, which can cause this type of situation. However if an incident of hazardous vapor release occur due to spill of oil / any chemical on board or due to fire, the Master’s priority is the safety of the personnel (passengers and crew) from exposure to such a hazard. Proper personnel protection equipment should be utilized by the crew to deal with these kinds of emergencies. The passengers on board should be relocated a position away from the hazard area.

The internal transfers: Internal transfers should take care of stresses and strength of the vessel.

Ship to Shore transfers: Should be in accordance with OCIMF guidelines and is to be coordinated with nearest Coastal State.

MITIGATING ACITIVITIES

Once the safety of both the ship and personnel has been addressed, the master can initiate the following mitigating activities;

a) Assessment and monitoring requirements

The Master proceeds with the following actions:

- Assesses the damage immediately and decides whether outside assistance is required or the situation can be dealt with by the means available on board.
- Sends an urgency or distress call, as appropriate, in case outside assistance is required. The coastal station contacts the nearest Rescue Co-ordination Center (RCC) automatically. However the master may also contact the RCC directly, if possible. If the vessel participates in the AMVER system, he immediately notifies it.
- Obtains the accurate position of the vessel and distance from shoal waters;
- Assesses weather conditions, tide and the state of the sea; and
- Foresees the movement of the oil spill and examines whether it is likely to affect the shore.

b) Personnel protection issues

- **Protective Equipment**

In the event of a casualty the Master's first priority is to ensure safety of **personnel**. For the protection of the crew members who are engaged in loading and discharging operations, the ship is having onboard all suitable protective equipment consisting of large aprons, special gloves with long sleeves, suitable footwear, coverall of oil/chemical-resistant material, and light-fitting goggles or face shields. The protective clothing and equipment cover all skin so than no part of the body is unprotected.

Work clothes and protective equipment is kept in easily accessible places and in special lockers. Such equipment should not be kept within accommodation spaces, with the exception of new, unused equipment and equipment which has not been used since undergoing a thorough cleaning process.

Protective equipment should be used in any operation, which may entail danger to personnel.

- **Threats to Health and Safety**

  Oil and Cargoes may be harmful if the liquid comes in contact with the skin, if their vapors are inhaled or if the liquid is swallowed. The seriousness of the effect depends on both the physical properties of the cargo and on its toxicity or irritant nature.

  Reference should be made to the “Data Sheets” of the particular oil/cargo/ Dangerous Goods.

- **Density – see relevant data sheet**

  Specific density of the oil/cargo and reaching pour point may affect its pump ability.

c) Containment and other response techniques

The Master should as soon as possible request the correct chemical name of the fuel oil/lube oil to be loaded and if this is not adequately covered by a data sheet, sufficient additional information relevant to its safe carriage should be obtained.

- Moorings: Moorings should be properly tended so as to keep the vessel securely alongside.
- Emergency towing-off wires: towing-off wires, positioned fore and aft, should be ready for use without adjustment should the ship need to be towed away in case of fire or other emergency.
- Notices: permanent notices should be displayed in conspicuous places on board, indicating where smoking and naked lights are prohibited.

Any spilled oil on board should be collected using absorbents or similar techniques. Chemical dispersants are not to be used with out prior permission of Coastal state

d) Isolation procedures

Master / oil spill coordinator must ensure that suitable procedures are followed to isolate the event further spill of oil and other casualties such as fires/ hazardous vapor release etc.

e) Decontamination of personnel

It should be impressed on all personnel involved in oil handling operations that they should wash thoroughly, especially before eating or smoking. Any contamination of the skin or eyes, no matter how slight, should be flushed away

immediately with copious quantities of water, preferably fresh. Delay may be dangerous.

Personnel should also be advised to vacate the area if they feel any symptoms of vapor exposure and to keep a regular watch for symptoms in others. Emergency treatment, correct for nearly all chemicals is:

- remove victim to fresh air,
- if breathing has stopped, or is weak or irregular, give artificial resuscitation.

Personnel should be provided with suitable protective clothing to safeguard against contact with harmful cargo that may be trapped in scale and sediment

- **Disposal or removed oil substances and clean up materials**

Oil substances on deck should be collected using empty drums/cans and portable pumps and drain into slop tanks and or use the drop valves if fitted. Then clean the deck using dispersant, absorbent pad and rags. Bag up oil waste for disposal ashore.

Use of oil dispersants and chemicals

Oil dispersant chemicals are not to be used outside the vessel without prior permission of Coastal states whose jurisdiction the vessel is situated during an incident.

Longitudinal Strength

Great care in casualty response must be taken to consider stability and strength when taking actions to mitigate the spillage of oil or noxious liquid substance or to free the ship if aground.

Internal transfers should be undertaken only with a full appreciation of the likely impact on the ship's overall longitudinal strength and stability. When the damage sustained is extensive, the impact of internal transfers on stress and stability may be impossible for the ship to assess. Master must contact VP Technical Operations/ Sr. Manager Technical Operations for shore assistance for computation of longitudinal strength.

Current cargo, bunker and ballast information, including quantities and specifications, is available in the ship’s office.

3.3.10 Lightering Operations in case of extensive structural damage

If the ship becomes disabled or stranded, it may be necessary to transfer all or part of the fuel to another ship, barge or tank truck. This operation should be planned with the vessel Master and the Office Emergency Management Team.

The office will coordinate the contacting/contracting the offloading vessel with related transfer equipment (hoses and pumps) to facilitate the transfer, if needed. Contact, equipment and arrangements with tank truck operators for possible fuel removal will also be considered depending on the vessel location.

The Management team will notify and coordinate with Coastal and Port State Authorities the intent to conduct lightering operations should the need arise.

The vessel will consider deballasting or the transfer of fresh water ballast to raise the vessel with respect to the waterline prior to transferring fuel.

If fuel oil must be lightened to another vessel either a Declaration of Inspection (DOI) or the Bunker Transfer Operations Checklist from Annex V should be completed and vessel bunker transfer procedures followed.

PRIORITY ACTIONS

The following provides guidance and information to masters on the priority actions required in the event of an operational spill and / or spill resulting from an accident in order to control or mitigate the discharge or probable discharge.

- Ensure safety of personnel and ship and take action to prevent escalation of the incident. In casualties involving spills, immediate consideration should be given to measures aimed at preventing fire, personnel exposure to toxic vapors , and explosion, such as altering course so that the ship is upwind of the spilled cargo, shutting down non-essential air intakes, etc. If the ship is aground, and cannot therefore maneuver, all possible sources of ignition should be eliminated and action should be taken to prevent toxic vapors or flammable vapors entering accomodation and engine-room spaces. When it is possible to maneuver, the master, in conjunction with the appropriate shore authorities, may consider moving the ship to a more suitable location, in order, for example, to facilitate emergency repair work or lightering operations, or to reduce the threat posed to any particularly sensitive shoreline areas.

- Assess and obtain detailed information on damage sustained by ship. A visual inspection should be carried out and all cargo tanks, bunker tanks and other compartments should be sounded. Care should be taking when opening spillage

plugs or sighting ports, especially when the ship is aground, as loss of buoyancy could result.

- Having assessed the damage sustained by the ship, the master will be in a position to decide what action should be taken to prevent or minimize further spillage. When bottom damage is sustained, hydrostatic balance will be achieved fairly rapidly, especially if the damage is severe, in which case the time available for preventative action will often be limited. When significant side damage is sustained in the way of oil tanks, cargo or bunkers will be released fairly rapidly until hydrostatic balance is achieved and the rate of release will then reduce and be governed by the rate at which oil is displaced by water flowing under the oil compartments, consideration may be given to transferring oil internally from damaged to intact tanks.

SECTION 4 NATIONAL AND LOCAL COORDINATION

4.1 Responsibilities

When a report concerning a pollution incident or emergency that threatens the environment is submitted to the Coastal State or local authorities, the Master maintains his primary responsibility for the safety of the passengers, crew and the vessel.

However, the Master must realize the extreme importance of coordination and cooperation with the national and local authorities. The national and local agencies that are charged with protecting the public interests exist for the purpose of ensuring adequate response. They possess valuable resources and information that can be of great assistance, even if the vessel (Owners/Managers) is responsible for providing the response contractors as in the case of the United States.

Should the vessel be involved in an incident at location where response is not organized by local authorities and undue delay may result due to communication difficulties between the head office response team and local agencies, the Master may be instructed to organize a response through direct communication with local agencies and/or response contractors.

The Master is responsible for the safety of the vessel and its operation at all times. He must also be aware that not all Coastal States address pollution incidents in the same manner.

4.2 COASTAL STATE RESPONDS TO POLLUTION INCIDENTS

4.2.1 Responsibilities

Since the Master is primarily responsible for the safety of the passengers, crew, and vessel, his priority is to ensure that the situation ion his vessel is under control and that the source of pollution or threat of pollution is correctly identified, and all necessary actions have been initiated to mitigate the actual or probable pollution incident, as well as to minimize danger to the vessel, if a casualty has occurred. (NOTE: Checklists for handling operational spills and casualties are contained in Appendix V)

Most coastal states have established marine pollution response to protect their coastal environment and without interfering with ship owner’s liability, some coastal states consider that it is their responsibility to define techniques and means to be taken against an oil pollution incident and approve such operations which might cause further pollution, i.e. lightering. States are in general entitled

to do so under the International Convention relating to Intervention on the High Seas in Cases of Oil Pollution Casualties, 1969 (International Convention). Therefore, the coastal state contact is absolutely essential in order to mobilize response resources for pollution containment, removal and other assistance.

The Master is the principle liaison with the national and local authorities until the representative from the Company arrives. It is imperative that all factual information required by coastal state authorities is transmitted promptly and accurately.

If there are any questions, the Master should contact the Company for advice.

4.3 THE VESSEL RESPONDS TO A POLLUTION INCIDENT INCLUDING MITIGATING ACTIVITIES

4.3.1 Responsibilities – Initiating the Clean-Up Response

In event of an incident, the Master, after assessing the situation, utilizing the contact lists supplied in Appendix I of the plan, must make the required initial reports to the relevant shore authorities and advise full details to the vessel managers. Authorization must be obtained from the coastal state before initiating mitigating actions.

Contact with the vessel managers will initiate the head office response procedure to ensure that all other interested parties, i.e. P&I clubs, legal, salvage, public relations, etc., are notified and kept advised of developments, as the Master monitors the situation.

The vessel managers' response procedure will also activate the necessary response agencies according to local or state regulations, where no local or state response is automatically initiated.

All vessel follow up reports will be directed to the relevant shore authorities, vessel managers, and involved response agencies.

In the absence of a listed focal point, or should any undue delay be experienced in contacting the responsible authority by direct means, the master should contact the nearest coastal radio station, designated ship movement reporting station, or Rescue Co-ordination Center (RCC) by the quickest available means.

Most coastal states have established marine pollution response to protect their coastal environment. Therefore, the coastal state contact is absolutely essential in order to mobilize response resources for pollution containment, removal and other assistance.

The Master is the principle liaison with the national and local authorities until the representative from the Company arrives. It is imperative that all factual information required by coastal state authorities is transmitted promptly and accurately.

In a few coastal states, primarily the United States, the vessel (its owner/Manager) is responsible for not only notifying the national and local authorities, but is also responsible for the spill responses.

The situation will be handled from the office for making necessary arrangements to provide the contractors and equipment to contain the spill, remove the oil from the water and clean up. In those cases, the Master will be promptly informed.

4.3.2 Personnel protection

It is the Masters responsibility to make sure that personnel involved with an oil spill is correctly protected by approaching the situation correctly as well as using protective equipment. Protective equipment is listed under 5.3 Ship carried response equipment. Should a person involved be exposed to a pollutant, consult and follow the MSDS sheet for the product, in order to correctly decontaminate the person. Appropriate MSDS's are located on the vessel's bridge. First aid group should always be alerted during an oil spill as well as other Mr. Skylight groups according to the emergency plan.

4.3.3 Responsibilities – Small Operational Spills

In most instances, the Master's initial report to harbor or local authorities will trigger the mobilization of the local response organization. It is not always practical for ship's personnel to be directly involved in the clean-up activities and their prime role is to provide as much information as is necessary to assist the response and cooperate fully with clean-up personnel.

However, when there is no local response or there is unreasonable delay in response being activated, the Master will consider, where practicable, the use of available shipboard materials to contain, or as far as is possible contain, or isolate the spillage and initiate clean-up procedures. This includes actions such as applying oil booms, use of absorbent pads, etc.

In cases of small operational spills, the vessel staff will take the necessary action to prevent oil escaping to sea and to clean up such onboard spillage.

Never wash spilled oil overboard.

Never use dispersant or other chemicals spilled on the water, their use may well contravene local regulations.

Contaminated material used for clean up has to be packed in plastic bags and being disposed of with approved shore side response organization. Retrieved oil is to be disposed of into the vessel's waste oil tank and pumped ashore as is customary for such a product.

4.3.4 Responsibilities – Larger Spills

In the case of larger spills, the vessel is even more restricted and in the case of a casualty, the safety of the vessel and all onboard takes priority. In such cases, the Master will be limited to reporting details to the relevant parties and requesting appropriate clean up response.

4.3.5 Response Actions

It is the Master's responsibility, in addition to the safety of the vessel, to be in charge of the spill response operations.

The Manager will ensure that:

- proper notifications have been made, qualified response contractors are engaged,
- effective liaison with national or local authorities is established,
- coordination with the P&I Club is maintained
- public affairs matters are handled in the best interests of the vessel
- all support necessary for the crew and vessel is arranged.

More detailed descriptions of response requirements from the vessel, in the coastal states that require the vessel to initiate spill response resources and management, are be contained in the Appendices.

4.4 SALVAGE

"Peril at Sea and Salvage – A Guide to Masters" is part of the vessels library, it should be referred to for further guidance regarding action to be taken during times of peril, in particular with saving lives and preventing damage to the ship, her cargo and environment.

In the event of dangerous situation, the crew's responsibilities are important in a casualty where a vessel is partially or fully disabled, and what constitutes dangerous conditions. A decision process should be outlined in the plan that will aid the master in determining when salvage assistance should be obtained. The decision process should include, but not be limited to the following:

.1 Nearest land or hazard to navigation;

.2 Vessel's set and drift;

.3 Location and time of impact with hazard based on vessel's set and drift;

.4 Estimated time of casualty repair; and

.5 Determination of the nearest capable assistance and its response time (i.e. or tug assistance, the time it will take to get on scene and secure the tow).

SECTION 5 ADDITIONAL INFORMATION

5.1 PLAN REVIEW PROCEDURES

Regular review of the Plan by the vessel's Manager should be done to ensure that the specific information contained herein is current.
Reviews will be recorded on page the record of Changes of this Plan.

5.1.1 Periodic Review

The Miami Office should review the Plan at least annually to identify changes in local Law or Policy, contact names and numbers or Company Policy
Revisions / Amendments to an approved SHIPBOARD OIL SPILL EMERGENCY PLAN are to be submitted for approval when changes Occur in any of the following:

- Whenever there is a change of vessel owner/manager
- Whenever there is a significant change in the vessel's configuration affecting the overall capacity of the vessel

5.1.2 Changes and Revisions

All comments, corrections and suggestions shall be directed to the Company's Quality Department.

Any changes or updates, which require a page change, shall be accompanied with a new list of effective pages. All approved changes shall be sent without delay to all holders.

5.2 TRAINING AND DRILL PROCEDURES

Appointed officers and crew are receiving training in implementing this Plan as part of regularly scheduled vessel's safety drills

5.2.1 Training Records

Crew training related to the implementation of this Plan Pollution Prevention, Vessel Casualties or Emergencies, will be recorded and kept on the vessel

5.2.2 Drill Program

The Plan shall be exercised as follows:

- Quarterly Drills shall include all parts of the Plan covering emergency procedures for oil spill mitigation.

5.3 SHIP CARRIED RESPONSE EQUIPMENT IN ORDER TO MITIGATE AN OIL SPILL

The equipment and resources maintained on board to clean up Operational deck spills

For prevention: Plugs, wedges, cement and sealing compounds.

For limitation: Absorbent booms and
Absorbent pads,

For clean up: Rags, saw dust, mops, buckets, heavy-duty plastic bags and scoops, hand net.

For Personnel Protection: Rubber boots, hard hats, rubber gloves, overalls, goggles.

A detailed list of onboard Oil Spill Equipment is contained in Appendix VIII

5.4 RECORD KEEPING AND SAMPLING PROCEDURE

As with any other incident that may eventually involve liability, compensation and reimbursement issues, it is essential that personnel onboard maintain a comprehensive, detailed record of events. When possible, the data should be supported with photographs.

The “Incident Log” table outlines the types of information expected to be recorded.

As a general rule in the case of an incident, but especially an incident when the vessel claims not to be responsible, it is useful to collect samples of all types of oil bunkered onboard along with samples of the spilled oil.

In order to establish the authenticity of such samples it is necessary to have such collections witnessed, preferably by an officer of the response authorities, and properly labeled and sealed.

Since local control authorities will probably require samples also, it would be appropriate for sampling to be carried out as a joint exercise where samples may be split between parties concerned and also authenticated in the same time.

The Master is responsible for keeping records of events, whenever there is a spill, or a substantial threat of a spill.

All relevant information shall be entered, including, but not limited to:

- When, where and what happened
- Notification made, and to whom
- Efforts made by the crew
- Assistance received and by whom

If possible, take pictures and / or video of important factors documenting events. Samples shall be properly marked with date and location, sealed, and always made in duplicate.

Sample will be most valuable if authenticated by someone not part of the crew, i.e. local authorities, harbormaster, terminal personnel, or pilot

The relative Check List of Appendix V should be used

5.5 PUBLIC AFFAIRS

Should a situation develop involving the vessel that attracts the attention of newspaper, radio, or television reporters, the proper handling of the media will make a profound difference on the effect the incident will have on the ship's personnel, the general public, and the Company.

Company policy prohibits the ship's personnel from giving out any information to the media without prior approval of the Company.

A designated company representative shall deal with the media and will issue a statement based on the facts available. The company will be responsible, through its designated representative, for keeping the public and the media informed. The following statement shall be given out, as the Master's statement, if an initial statement must be made:

MASTER'S PRESS STATEMENT

"We are at present cooperating with Authorities and making every effort to deal effectively with the situation at hand.

A representative of the Company will make available all relevant facts as soon as they can be reliably reported.

We are giving all of our attention to the situation in order to be sure it is controlled and its impact minimized."

1. GOVERNMENT INTERVENTION

The government of a country whose interests are threatened has a right to take action within its territorial waters in respect of a ship that has suffered a maritime casualty. In port or territorial waters the local port or harbor authority may have jurisdiction. The Master should comply with instructions given by the government or the authority, and a full report should be made to the managers. If any such instructions are, in the professional judgment of the Master, inadvisable or dangerous, he should question them and, if appropriate, register a protest to the government or authority.

If the ship is on the high seas, under the International Convention relating to Intervention on the High Seas in Cases of Oil Pollution Casualties, 1969 and the Protocol Relating to Intervention on the High Seas in Cases of Marine Pollution by Substances other than Oil, 1973, the government of any country that is threatened by pollution may take measures to prevent, mitigate or eliminate any grave and imminent danger of pollution. The Convention requires the government to consult, if possible, with other affected governments, including

that of the ship's Flag State and the owners of the ship and cargo if known to it. The measures taken must not be more than are reasonably necessary for the purpose and compensation is payable if damage is caused by excessive measures.

2. FORMAL INQUIRIES

If the government or any local authorities seek to institute a formal inquiry, or if steps are taken to arrest or detain the ship, her Master or any member of her crew, the managers should be informed immediately, so that appropriate action can be taken for the protection and representation of the personnel involved and of the owner or operator.

3. RECORDS

Detailed records should be kept of all events associated with an accident or machinery or equipment breakdown and the salvage services that are rendered. Such records may be in any form and all contemporary notes, whether on scraps of paper, in movement (bell) books or log books should be retained, together with engine movement, course, rudder angle, depth and any other records. Corrections can be made provided the original entry is struck through, the correction remains legible, and is initialed by the person making it. Appropriate entries should be made in the ship's deck and engine room logbooks and in the official log.

APPENDIX I – LIST OF COASTAL STATE CONTACTS

Reference IMO MSC-MEPC.6/Circ. XX - National Contact Points for Safety and Pollution Prevention Response, latest edition should be reviewed for international contact addresses of responsible national authorities for the receipt, transmission and processing of urgent reports on incidents involving hazardous substances including oil for ships to Coastal States.

(see attached separate document)

APPENDIX II - LIST OF SHIP'S INTEREST CONTACTS

(see attached separate document)

APPENDIX II (I) - AUTHORIZED RESPONSE CONTRACTORS

To be contracted as necessary due to the operation of the vessel

APPENDIX III – OIL POLLUTION PREVENTION TEAM

Duties of Oil Pollution Prevention Team

As a general rule, the following measures and precautions should be adhered to, in order to minimize the possibility of accident spillage of oils:

1. GENERAL

The following should be checked for correct operation on a regular basis and collectively on a monthly basis, the monthly inspection / tests are recorded in the engine logbook.

All weighted, self-closing sounding valves and self-closing test cocks of sounding pipes to be checked for correct operation.

Any self-closing drain valve fitted to oil tanks to be checked for correct operation.

All quick closing valves in oil lines or at tanks to be checked for correct operation both locally and from remote stations.

All remote motor stops for fuel transfer pumps, separators, booster pumps, circulating pumps and space ventilation to be checked for correct operation.

All machinery space bilge level alarms s, oil and fuel storage tank alarms to be tested for correct operation, as far as is practicable.

All machinery spaces ventilation duct dampers to be checked for correct operation.

2. PRIOR TO BUNKERING

The Master or his delegated responsible officer are to establish what responsibilities against oil spillage the fuel supplier carries and determine the exact location of interface of vessel / supplier responsibilities. The normal interface at the flange of the ship’s bunkering connection is not to be assumed always valid.

All relevant overflow tanks should be made empty, including scupper oil drain tanks.

The correct level of all tanks to be bunkered should be measured and recorded.

Any alarms / sight glass arrangements in overflow lines to be checked.
All bilge wells in machinery spaces to be confirmed empty and where applicable bilge pump operational mode to be placed in “Manual” (if “Auto” available).

All scupper openings in the vicinity of bunker stations which do not lead to a dedicated oil drain tank are to be securely sealed with appropriate plugs.

In the cross bunker station not to be used, all valves should be confirmed closed and all pipe connections capped or blanked.

All fixed and portable communications used by onboard personnel to be confirmed in good working order and set to dedicated channel. In the case of portable equipment, spare power packs to made readily available.

All involved onboard personnel to be fully advised of maximum tank levels allowed.

Vessel spill response equipment to be confirmed in good order and be readily accessible.

Communication system / codes, between bunker facility personnel and vessel personnel to be agreed.

3. EQUIPMENT

For sealing of scuppers - plugs, wedges, clamps.

For onboard mop up rags, sawdust, chemicals (Degreaser), buckets, brooms, shovels, hand net, plastic bags.

For spill overboard -
Absorbing pads
Absorbent boom

See Appendix VIII for specific equipment inventory listing

OIL POLLUTION TEAM AND RESPONSIBILITIES

The following crewmembers are in charge in the event of a spill – actual or probable – to bring the accident under control, limit outflows, organize onboard clean-up procedures and determine the additional manpower needed.

General Responsibilities	
RANK	**DUTIES**
Master	Overall in charge of operation on board. Report incident as required (section 2 of this plan). Remains as owner's senior representative until relieved by the Owner's Representative or Qualified individual.
Chief Officer	Vessel Coordinator for cleanup operations under the direction of the Master.
2nd officer Navigation	Secretary to Master. Transmit and receive reports as ordered by Master. Keep log of all events and progress.
2nd officer safety	In charge of deck operation. Shall keep Master informed and updated on the situation and the results from action taken to limit outflow.
Chief Engineer	In charge of bunker operation. Organize on board clean-up equipment. Start fire pumps as required.
1st Engineer	In charge of engine room, assist Chief Engineer. In tank overflow, if possible open up empty or slack tank.
Duty Engineer	Assist Chief Engineer. Ensure sufficient pressure to deck for portable pumps.
Engine Crew	Limit outflow by operating pumps/valves. Assist Chief Engineer. Make sure that the portable pumps are properly rigged and tested. Recover free flowing oil on deck by operating portable pumps.

BUNKERING PROCEDURES IN U.S. PORTS

These instructions have been written in order to reiterate the procedures that shall be observed onboard while the vessel is conducting bunkering operations in Ports under the jurisdictions of U.S. Law.

During the course of bunkering special attention shall be given to following paragraphs in 33-CFR (Code of Federal Regulations):

155.310, 155.320, 155.750 and 155.785
156.120, 156.125, 156.130, 156.150 and 156.160

In order to assist the person(s) in charge of bunkering operations reference shall be made to parts 154,155 and 156 of 33 CFR.

The vessel requires a sufficient number of persons, qualified in accordance with paragraph 155.710, to be on duty during all oil transfer and bunkering operations.

The person in charge, by title, shall be as follows:

Title and Name		Responsibility
1. Chief Engineer	_____	Overall responsibility for transfer and bunkering operations
2. 2nd. Engineer	_____	Operations in control room
3. Motorman/QM	_____	Operation on Deck
4. Motorman	_____	Perform tasks given by Ch. Eng.
5. Deck Officer	_____	In charge of deck watch.
6. AB	_____	Perform duties on deck (e.g check of moorings)

All oil transfer procedures shall be conducted in accordance with paragraph 155.750. A Declaration of Inspection (DOI) shall be completed prior to the commencement of Bunkering Operations. If a DOI is not initiated by the supplier, then the vessels bunkering checklist will be completed. Either a DOI form or Bunkering Procedures shall be completed whenever oil is transferred to or from the vessel.

In order to minimize the likelihood of important safeguard being overlooked, a bunkering check list (to be used by the Chief Engineer) is annexed to the form.

In the check list consideration is given to initial preparation, procedures prior to and during bunkering, as well as to measures to be observed on completion of bunkering.

To ensure that bunkering operations are conducted in accordance with instructions set forth in check list, each person shall report to the officer in charge (usually Chief Engineer) whenever a task has been completed.

1. Name of Each Product Transferred To or From the Vessel:

i. GENERIC OR CHEMICAL NAME

a. Marine Gas Oil (MGO)
b. Lubricating Oil

ii. CARGO INFORMATION AS DESCRIBED IN 33 CFR 154.310 (a)(5)(ii)

a. A description of the appearance of the products:
Marine Gas Oil is a thin, lightly viscous liquid, clear yellow to light in color.
Lubricating oil is a moderately thick, viscous liquid, clear yellow in color.

b. A description of the odor of the products:
Marine Gas Oil produces a very distinct “diesel” odor.
Lubricating Oil produces a very light odor, much like automobile oil.

c. The hazards involved in handling the products:
All fuel oils are highly flammable.
Lubricating oil is combustible.
All oils are marine pollutants.
Fuel Oils are eye and skin irritants.
Petroleum Hydrocarbon vapors may cause breathing difficulty.

d. Safe handling of the products:
There will be no smoking during transfer operations, except in designated “safe” areas.
No welding or hot work may be conducted during transfer operations.
Personnel involved in transfer operations will adhere to the guidelines contained herein.
Personnel should avoid breathing vapors from or direct contact with the products.
After completion of transfer, all products remaining in hoses should be allowed to gravitate back into the transferring vessel or facility.

e. In Case of Oil Spill
Immediately secure transfer operations and attempt to contain spill on deck as much as possible. Begin cleanup operations utilizing ship's drew. In the United States, immediately notify:

National Response Center – 1-800-424-8802
Local US Coast Guard Captain of the Port
Provide prompt medical attention.

f. When outside US waters, notify the appropriate Port State / National Contact Organization in accordance with Appendix I.

g. Firefighting agents effective on oil fires:
Aqueous Fire Fighting Foam
Carbon Dioxide Gas
Low velocity water fog

iii APPLICABILITY - The procedures contained herein apply to the transfer of oil products to or from this vessel.

2. Description of the Oil Transfer System:

i. A line diagram of this ship's transfer system is contained herein. This schematic includes all vents, valves, pumps, overflows, and control devices associated with this system.

ii. The location of bilge and ballast system isolation valves is noted on the piping schematic.

iii. Fixed containment exists under the fuel loading manifold.
A. Containment will be emptied as follows:
a. Following each transfer operation, all product spilled into the portable containment will be removed manually and placed into the dirty oil tank.
b. Residual oils will be wiped clean with rags and/or absorbent material.

OIL TRANSFER PROCEDURES EXAMPLE (From CFR 155.750)

The_____, registered in _____ handle Marine Diesel Oil, Fuel Oil and Lubricating Oil.

The vessel is equipped with two oil containers (dip trays) on _____Deck
The oil containers, wich have the capacity of_____m3 each, are located in Bunker station, at_____Deck on both side of the ship.

In addition each tank is connected to an overflow line and to the overflow tank.
The capacity of the overflow tank is _____mt.

The Fuel Oil / Transfer diagram is posted at _____Deck.

The shut off valve/or other isolation device is located at _____Deck (see diagram).

The deck containment shall be emptied by_____then drained back into the #_____fuel tank.

The maximum pumping pressure is: _____psi.

Communications: Portable VHF Radios Telephone

Agreed working Channel _____

Oil product transferred:

Generic Name	Chemical Name	Quantity (m3)

Persons in Charge of Bunkering Operations

Name	Title	Duty

The procedure must be followed during all internal and external oil transfer operations. They shall be posted and written in a language the crew understands.

In case of any oil spill, notify the U.S. Coast Guard by quickest possible means (VHF radio on channel 16), or telephone the National Response Center (NCR) at (800) 424-8802 or local U.S. Coast Guard Marine Safety Office, Miami (305) 535-8701, or Local Port State Control or the vessel local Agent and Managers.

Date and Place Signature

APPENDIX IV - BIBLIOGRAPHY, REFERENCES

The following publications provided additional assistance in the preparation of this Ship Oil Pollution Emergency Plan:

“Guidelines for the Development of Shipboard Oil Pollution Plans”, International Maritime Organization.

“Provisions Concerning the Reporting of Incidents Involving Harmful Substances Under MARPOL 73/78 33, CFR 155 & 156”

“Peril at Sea and Salvage: A Guide for Masters”, International Chamber of Shipping and Oil Companies International Marine Forum (ISC/OCIMF)

APPENDIX V - CHECK LISTS

A. General Oil Preventive Instructions

B. Equipment Failures

C. Grounding

D. Fire/Explosion

E. Collision

F. Hull Failure

G. Hull Leakage

H. Excessive List

I. Containment system failure

J. Submerged/Foundered

K. Wrecked/Stranded

L. Stress and Stability

M. Record Keeping and Sampling

N. Bunker Oil Transfer Operations

M = Master
C/E = Chief Engineer
C/O = Chief Officer
O/W = Officer of the Watch

CHECKLIST A – GENERAL OIL PREVENTIVE INSTRUCTIONS

ITEM	RESPONSIBLE PERSON	RADIO ADVICE	WRITTEN REPORT	DOCUMENTS EVIDENCE	CHECK
Consider the weather forecast; direction and force of wind, swell, tide, etc.	**M**	**X**	**X**		
Altering of course or speed and possible emergency stop	**M**				
Consider the possibility of sinking	**M**				
Ensure that the life saving appliances are ready for immediate use.	**C/O**				
Asses location of safe harbor	**M**				
Observe always llimitation requirements of the sea area, especially when navigating in special areas	**M**				
Setting the ship aground	**M**				
Anchoring	**M**				
Monitoring movements and possible breaking up of oil slick.	**C/O**				
Determine whether outside assistance is needed (eg. Towing, fire fighting teams, air transportation of injured	**M**				
Coordination and surveillance of salvage clean up operation and communication with assisting parties.	**M**				
Interrupt all work without impariing the safety onboard and check that the alarm has been sounded.	**C/O**				
Determine whether there are any casualties.	**C/O**				
Secure the funcion of the steering gear and essential navigation equipment.	**C/E**				
Secure the function of machinery and electrical generating system.	**C/E**				
Distribution of duties and radiotelephones.	**C/O**				
Alteration of Trim or Angle of Heel	**M**				
Fire Fighing procedures	**C/O**				
Soundings and inspections of tanks or other compartments in the damage area.	**C/O**				
Estimate the extent of oil spill and probability of additional release of oil.	**C/E**				
Commence clean up procedures as soon as possible.	**C/O,C/E**				
Transfer of oil from the damaged area into empty or slack tanks.	**2ND E**				
Check the possibility of transferring oil to another ship or barge.	**M**				
Conduct whatever possible onboard to stop the leakage.	**C/E**				
Record of events in the rough log	**O/W**				

CHECKLIST B – EQUIPMENT FAILURES (Propulsion, Steering, Control, Compass)

ITEM	RESPONSIBLE PERSON	RADIO ADVICE	WRITTEN REPORT	DOCUMENTS EVIDENCE	CHECK
PROPULSION					
Check proximity to other vesels, nearby hazards, sound whistle	**O/W**				
Call Master	**O/W**				
Inform Engine Room	**O/W**				
Check vessel's exposure to hazards after course/speed/anchor/signal	**M**				
Switch on VHF-Channel 16	**O/W**				
Determine extent of damage/risk	**M**	**X**	**X**		
Consider Alternative or Back-up system	**M**	**X**	**X**		
Note time of failure	**O/W**	**X**	**X**		
Fix vessel's position on chart, log it, and pass to crew member manning the GMDSS Station.	**O/W**	**X**	**X**		
Rudder and bow thrusters used to best navigational advantage	**O/W**				
Prepare for anchoring if in shallow water	**C/O**				
"Not Under Command" shapes and lights exhibited	**O/W**				
Warning broadcasted	**O/W**				
Check if spares required	**M**	**X**	**X**		
Assess implications and threat of oil spillage/loss of fuel	**M, C/E**	**X**	**X**		
Sound Emergency Alarm w/ Mr. Skylight "Code Alpha" Annoucement, per Emergency Plan Muster Stations	**O/W**				
Switch on Flood and Deck lights	**O/W**				
Sound all tanks and bilges	**C/O**				
Take samples of the spill	**3rd Eng.**				
Complete notification procedures on information from Master.	**O/W**	**X**	**X**		
Determine assistance needed (tug,salvage,navy,rescue)	**M**	**X**	**X**		
Assess vessel's seaworthiness and extent of problem	**M**	**X**	**X**		
Inform passengers – sequence of events	**M**				
Keep record and enter continuously any actions taken in the ship's rough log	**O/W**		**X**	**X**	
STEERING FAILURE					
Inform Engine Room and engage alternative or emergency steering system	**O/W**		**X**		
Call Master	**O/W**				
Display "Not Under Command" shapes or lights	**O/W**				
Make appropraite Sound Signal	**O/W**				
Take way off ship if necessary	**O/W**		**X**		
Broadcast warning	**O/W**				
Stop Engines if necessary	**O/W**		**X**		
Prepare for anchoring if in shallow water	**O/W,C/O**		**X**		
MAIN ENGINE FAILURE					
Inform Master	**O/W**				

Rudder and thruster used to best navigational advantage	**O/W**				
Prepare for anchoring if in shallow water	**O/W,C/O**				
Display "Not Under Command" shapes or lights	**O/W**				
Appropriate sound signal made	**O/W**				
Take way off ship if necessary	**O/W**				
Broadcast warning	**O/W**				
Assess weather, current, and drift	**M**	**X**	**X**		
Determine time required to repair	**C/E**	**X**	**X**		
Shore assistance required	**M**	**X**	**X**		
Surveyor attendance/report	**M**	**X**	**X**		
Photographs	**M**		**X**	**X**	
Drawings/diagrams	**C/E**		**X**	**X**	
Retain broken parts (if any)	**C/E**		**X**	**X**	
Time resumed passage	**M**	**X**	**X**	**X**	
Notifiy interested parties if delay anticipated	**M**	**X**	**X**	**X**	
BRIDGE CONTROL/TELEGRAPH FAILURE					
Switch to engineroom control system (if available)	**O/W**		**X**		
Duty engineer/engineroom informed	**O/W**				
Master informed	**O/W**				
Emergency communications established with engineroom	**O/W**		**X**		
GYRO FAILURE/COMPASS FAILURE					
Magnetic compass or any alternative means used for heading	**O/W**		**X**		
Master informed	**O/W**				
Person responsible for gyro maintenance informed	**O/W**				
Engine room informed	**O/W**				
Effect of failure on other navigational aids condsidered	**O/W**				

CHECKLIST C – GROUNDING

ITEM	RESPONSIBLE PERSON	RADIO ADVICE	WRITTEN REPORT	DOCUMENTS EVIDENCE	CHECK
Stop main engines "Emergency Stop", unless circumstances dictate otherwise.	O/W				
Call Master	O/W				
Advise Engine Room	O/W				
Make sure the WT-doors are closed and pools drained.	M		X		
Consider the possibility of sinking by checking depth valves in the grounding area.	M		X		
If there is a possibility of sinking consider anchoring to keep the ship aground.	M	X	X		
Consider ballasting to hold vessel in place.	M		X		
Sound emergency signal, deploy fire squads and damage control team- Follow up emergency procedures.	M,O/W, C/O				
Alert passengers to evacuate by using PA system.	M		X		
Ensure that lifesaving appliances are ready for immediate use.	C/O		X		
Evaluate from trim and angle of heel the nature and gradient of the seabed.	M	X	X		
Fix vessel's position on chart and time of incident.			X		
Record data of course recorder – chart data-logger.	O/W	X	X	X	
Keep record and enter continuously any actions taken in the ship's rough log	O/W		X	X	
Consider weather forecasting; direction and force of wind, swell, tide, etc.			X		
Evaluate essential effect of differences in tidal ranges at the grounding site.	M,O/W	X	X		
Switch on VHF Channel 16 and, if appropriate, Channel 13.	M, O/W				
Exhibit "Not Under Command" Lights/Shapes.	O/W		X		
Switch on Flood and Deck Lights	O/W				
Warn Vessels in Vicinity	M,O/W	X			
Take soundings and carry out inspections of all tanks and other compartments in the damage area.	C/O	X	X	X	
To determine the depth of the water, take soundings around the ship.	C/O,C/E	X	X	X	
Determine Stability	M,C/O	X	X	X	
Alter trim, angle of heel, or center of gravity of the ship by internal transfers of liquids.	M	X	X		
Transfer, if possible, oil from the damage area into empty or slack tanks.	M,C/E		X		
Call, if necessary, divers to evaluate the risks of refloating and freeing the ship.	M	X	X	X	
Evaluate the possibility to free the ship by its own means or whether outside assistance is needed (salvage, towing, etc.)	M	X	X		
Consider the possibility of transferring oil to another ship or barge.	M				
Check sea suctions.	C/E	X	X		

Check tailshaft for oil loss.	**C/E**	**X**	**X**		
Check propeller for damage.	**C/E**	**X**	**X**		
Check machinery and equipment for damage.	**C/E**	**X**	**X**		
Check for casualties.	**C/O**		**X**		
Co-ordination and surveillance of refloating/freeing operations and communication with assisting ship.	**M**	**X**	**X**		
Determine whether outside assistance is needed (eg. Air transportation of injured persons).	**M**	**X**	**X**		
Check for internal damage.	**C/E,C/O**	**X**	**X**	**X**	
Elliminate all possible sources of ignition.	**C/E,C/O**				
Carry out visual inspection of ship to determine the severity of the damage.	**C/O**	**X**	**X**	**X**	
Estimate from soundings the extent of the oil spill and probability of additional release of oil.	**C/E**	**X**	**X**	**X**	
Assess the possibility of pollution from oil leakage.	**C/E**	**X**	**X**	**X**	
Use SOPEP	**M**	**X**	**X**	**X**	
Log and record names of pilots and assisting tugs.	**O/W**		**X**	**X**	
Time of refloating	**O/W**	**X**	**X**		
Complete notification procedures on information from Master.	**M,O/W**	**X**	**X**		
Surveyor attendance and report.	**M**		**X**		
P&I Attendance and report.	**M**		**X**		
Conduct breathalyzer tests and take urine samples for analysis.	**M,C/O**		**X**	**X**	
Medical report.	**DOC**		**X**	**X**	

CHECKLIST D – FIRE/EXPLOSION

ITEM	RESPONSIBLE PERSON	RADIO ADVICE	WRITTEN REPORT	DOCUMENTS EVIDENCE	CHECK
Sound Emergency Alarm, deploy fire signals and Damage Conrol Team – Follow emergency procedures.	**O/W**				
Advise Master	**O/W**				
Alert passengers to evacuate by using PA system.	**M**		**X**		
Advise Engine room.	**O/W**				
Stop bunkering, transfer, or ballast operations.	**2Nd/E**	**X**	**X**		
Close all ventilation, forced draft, air conditioning systems.	**C/E**		**X**		
Isolate all electrical circuits involved.	**C/E**		**X**		
Appointed crew to search passenger/crew accommodations, cabin by cabin, and public areas.	**C/O**		**X**		
Check for absence/injured persons.	**C/O**		**X**		
Close automatic and self closing fire screen doors.	**M**		**X**		
Close all water tight doors (WTD)	**M**		**X**		
Consider course and speed to reduce draft and minimize fire spread.	**M**		**X**		
Vessel's position on chart available in radio room and other automatic distress transmitters, updated as necessary.					
Determine location of fire.	**M/C/O**		**X**		
Determine class of fire.	**M/ C/O**		**X**		
Commence fire fighting.	**M/C/O**		**X**		
Prepare lifeboats to embarkation station.	**C/O**		**X**		
Call for assistance to master's instructons (Determine whether outside assistance is needed (eg. Towing, firefighting teams, aire trainsportaion of injured persons, etc.)	**M,O/W**	**X**	**X**		
Consider the possibility of sinking	**M**	**X**	**X**		
Display "Not Under Command" lights or shapes.	**O/W**				
Assess cause and extent of damage.	**M,C/E**		**X**		
Warn vessels in vicinity	**O/W**		**X**		
Determine extent of casualties	**C/O**				
Coordinate with ships in the area.	**M**		**X**		
On extinguishing fire, asses the possibilities of pollution from oil leakage.	**M,C/E**	**X**	**X**		
Use SOPEP	**M,C/E**	**X**	**X**		
Complete notification procedures on information from Master.	**M,O/W**	**X**	**X**		
Check for space, and property affected by fire or water.	**C/E,C/O**	**X**	**X**		
Apparent extent of damage to vessel, hull, machinery, equipment.	**C/E,C/O**	**X**	**X**		
Inventory of used CO2 bottles, etc.	**C/O**	**X**	**X**		
Take photographs					
Spare parts required.	**C/E,C/O**	**X**	**X**		
Surveyor attendance, report	**M,C/E**	**X**	**X**		
P&I attendance, report	**M,C/E**				
Medical report	**DOC**				
Keep record and enter continuously any actions taken in the ship's rough log	**O/W**		**X**		

CHECKLIST E – COLLISION

ITEM	RESPONSIBLE PERSON	RADIO ADVICE	WRITTEN REPORT	DOCUMENTS EVIDENCE	CHECK
Ship manoeuver so as to minimize effects of collision.	**O/W**				
Stop Main Engine (unless circumstances dictate otherwise).	**O/W**				
Inform Master	**O/W**				
Advise Engine Room	**O/W**				
Manual Steering	**O/W**				
Sound Emergency Alarm	**M**				
Close WTD	**C/O, O/W**				
VHF on Channel 16 and, if appropriate, Channel 13.	**O/W,C/O**				
Warn vessels in vicinity	**O/W**				
Exhibit "Not Under Command" lights or shapes.	**O/W**				
Switch on flood and deck lights.	**O/W**				
Vessel's position at the time of incident.	**O/W**				
Heading of vessel at time of incident.	**O/W**				
Advise shore/harbor control.	**O/W**				
Consider weather forecasting, e.g. direction and force of wind, swell, tide, etc.	**M,O/W**				
Consider whether separation of the ships will endanger the stability or the floating ability.	**M,C/E, C/O**				
Consider whether separation of the ships may cause or increase the spillage of oil.	**M,C/E, C/O**				
Navigational measures when the ships are stuck to each other.	**M**				
Sound all tanks and bilges.	**C/O**				
Check for internal damage.	**C/E,C/O**				
Determine whether outside assistance is needed, (e.g. towing, fire fighting teams, air transportation of injured)	**M**				
Complete notification procedures on information from Master.	**M**				
Determine existence and extent of casualties.	**M**				
Check damage to hull.	**C/O,C/E**				
Mark course recorder and data logger with collision time.	**O/W**				
Fix vessel's position on chart, note time of contact, and enter record in log book.	**O/W**				
Keep record and enter continuously any actions taken in the ship's rough log	**O/W**				
Check log book records (course, speed, visibility) prior to collision.	**M**				
Estimate and record angle of impact.	**O/W**				
Record time of events prior to collision, sound signals, engine movements, etc.	**O/W**				
Record details of other vessel (name, flag, where from) take photos.	**C/O,O/W**				
Determine if other vessel needs assistance or stand by.	**M**				
Place other vessel on notice holding her owners responsible.	**M**				

Note Protest.	**M**				
Prepare for possible fire fighting procedures and eliminate all possible sources of ingition.	**C/O,O/W**				
When a threat of fire is imminent: Close fire flaps and the fans in the risk zone.	**C/O**				
In case of risk for fire, observe great caution when transferring oil from the damaged area into empty or slack tanks.	**M,C/O, C/E**				
Obtain statements from officer of the watch and other witnesses and note their names and addresses.	**M,C/O**				
Coordination and surveillance of salvage/clean-up operations and communication with the shipping company and assisting parties.	**M, C/O**				
Conduct breathalyzer tests and obtain urine samples for analysis.	**M,C/O,D**				
Take photographs.	**C/O**				
Prepare for qualified indIvidual.	**M**				

CHECKLIST F – HULL FAILURE

ITEM	RESPONSIBLE PERSON	RADIO ADVICE	WRITTEN REPORT	DOCUMENTS EVIDENCE	CHECK
Consider reducing speed	**O/W**				
Call master	**O/W**				
Advise Engine Room	**O/W**				
Consider altering course to minimize stress on the hull.	**O/W**				
Consider the possibility of sinking and ensure that the lifesaving appliances are ready for immediate use.	**M**				
Sound emergency alaram, deploy fire squads and damage control team – follow up emergency procedures.	**M**				
Alert passengers to evacuate by using PA system.	**M,C/O**				
Assess location of nearest safe haven.	**M**				
Determine extent of damage.	**C/O,C/E**				
Consider weather forecasting, e.g. direction and force of wind, swell, tide, etc.	**M,O/W**				
Monitor VHF on Channel 16	**O/W**				
Warn vessels in vicinity	**O/W**				
Exhibit lights/shapes	**O/W**				
Switch on flood/deck lights	**O/W**				
Determine casualties	**M,C/O**				
Fix vessel's position on chart, log it and pass it to communication officer.	**O/W**				
Determine whether outside assisatance is needed.	**M,C/O**				
Take soundings and carry out inspections of oil tanks and other compartments in the damaged area.	**C/O**				
Check whether the leakage is caused by damage or if there is malfunction of the oily water separator.	**C/E**				
Estimate from soundings the extent of oil spill and probability of additional release of oil.	**C/E**				
Activate SOPEP	**M**				
Coordination and surveillance of salvage/clean-up operations and communication with assisting parties.	**M**				
Begin clean-up procedures a ssoon as possible.	**C/E,C/O**				
Transfer, if possible, oil from the damaged area into empty or slack tanks.	**C/E**				
Check the possibility of transferring oil to another ship or barge.	**C/E**				
Determine ship's stability	**M,C/O**				
Take samples of spill	**C/E**				
Call for assistance to Master's instruction (determine whether outside assistance is needed, e.g. air transportation of injured persons)	**M**				
Complete notification procedures on information from Master.	**C/O**				
Keep record and enter continuously any actions taken in the ship's rough log	**C/O,O/W**				
Medical report.	**DOC**				

CHECKLIST G – HULL LEAKAGE

ITEM	RESPONSIBLE PERSON	RADIO ADVICE	WRITTEN REPORT	DOCUMENTS EVIDENCE	CHECK
Interrupt all bunkering operations and close the manifold valves in the polluted area.	**C/E**		**X**		
To ensure the effective actions are taken to control any discharge of oil, check that the alarm has been sounded and that all persons involved in bunkering operations are duly informed about the incident.	**C/E, 2nd/E**				
If the ship is in port or moored somewhere else, inform the terminal and persons in charge of bunkering operations about the incident.	**M,C/E**	**X**	**X**		
Locate source of leakage and begin clean-up procedures.	**C/E,C/O**		**X**		
Estimate the quantity of the oil discharge by sounding tranks and other compartments in the leakage area.	**C/E,2nd/E**		**X**		
In case of major leakage below the waterline, call in divers for further investigation.	**M**	**X**	**X**		
Consider whether to stop air intake into accommodation or engine room.	**C/E**		**X**		
If possible stop the leakage and transfer oil from the damaged area to empty tanks.	**C/E,2nd/E**		**X**		
If oil transfer operations on board are limited consider the possibility of transferring oil ashore.	**M,C/E**	**X**	**X**		
Use only permissible solvents in clean-up operations.	**C/E,C/O**				
Check whether it is necessary to obtain permssion from local authorities to continue normal operations.	**M,C/E**	**X**	**X**		

CHECKLIST H – EXCESSIVE LIST

ITEM	RESPONSIBLE PERSON	RADIO ADVICE	WRITTEN REPORT	DOCUMENTS EVIDENCE	CHECK
Consider reducing speed of the ship.	**M**				
Consider the danger of sinking or capsize.	**M**				
Ensure that the lofesaving appliances are ready for immediate use.	**C/O**				
Assess location of nearest safe haven.	**O/W**				
Consider weather forecasting, e.g. direction and force of the wind, swell, tide, etc.	**M**				
Determine whether outside assistance is necessary, e.g. towing.	**M**				
Coordination and surveillance of salvage/clean-up operations and communications with assisting parties.	**M**				
Interrupt non-essential work on board and check that the general Alarm has been sounded.	**C/O**				
Establish the reason for list, e.g. hull failure, fialure of WT bulkheads, construction.	**C/E**				
Establish the effect free surfaces have on the list.	**C/O**				
Reduce the list as soon as possible by internal transfers of liquids.	**M**				
Consider ballasting/deballasting to reduce the list.	**M**				
Take soundings and carry out inspections of all tanks and other compartments in the damage area.	**C/O**				
Call Master	**O/W**				
Determine cause of list.	**M**				
Assess effect of list on hull, machinery, pumps, pipes	**M**				
Sound General Alarm	**M**				
Determine existance of casualties	**C/O**				
Switch on Channel 16	**O/W**				
Exhibit lights/shapes	**O/W**				
Warn vessels in vicinity	**O/W**				
Switch on flood and deck lights	**O/W**				
Complete notification procedure on information from Master.	**O/W**				
Fix vessel's position on chart, log it and pass to radio room.	**O/W**				
Keep record and enter continuously any actions taken in the ship's rough log	**O/W**				
Estimate from soundings the extent of the oil spill and probability of additional release of oil.	**C/E**				
Transfer if possible oil from the damaged area into empty or slack tanks.	**M,C/E**				
Check the possibility of transferring oil to another ship or barge.	**M**				

CHECKLIST I – CONTAINMENT SYSTEM FAILURE

ITEM	RESPONSIBLE PERSON	RADIO ADVICE	WRITTEN REPORT	DOCUMENTS EVIDENCE	CHECK
Stop main engines "Emergency Stop", unless circumstances dictate otherwise.	**O/W**				
Call Master	**O/W**				
Advise Engine Room	**O/W**				
Consider ballasting to hold vessel in place.	**M**		**X**		
Sound emergency signal, deploy fire squads and damage control team- Follow up emergency procedures.	**M,O/W, C/O**				
Alert passengers to evacuate by using PA system.	**M**		**X**		
Ensure that lifesaving appliances are ready for immediate use.	**C/O**		**X**		
Fix vessel's position on chart and time of incident.			**X**		
Record data of course recorder – chart data-logger.	**O/W**	**X**	**X**	**X**	
Keep record and enter continuously any actions taken in the ship's rough log	**O/W**		**X**	**X**	
Consider weather forecasting; direction and force of wind, swell, tide, etc.			**X**		
Evaluate essential effect of differences in tidal ranges at the grounding site.	**M,O/W**	**X**	**X**		
Switch on VHF Channel 1 and, if appropriate, Channel 13.	**M,O/W**				
Exhibit "Not Under Command" Lights/Shapes.	**O/W**		**X**		
Switch on Flood and Deck Lights	**O/W**				
Warn Vessels in Vicinity	**M,O/W**	**X**			
Take soundings and carry out inspections of all tanks and other compartments.	**C/O**	**X**	**X**	**X**	
Determine Stability	**M,C/O**	**X**	**X**	**X**	
Alter trim, angle of heel, or center of gravity of the ship by internal transfers of liquids.	**M**	**X**	**X**		
Transfer, if possible, oil from the incident area into empty or slack tanks.	**M,C/E, 2/ E**		**X**		
Consider the possibility of transferring oil to another ship or barge.	**M**				
Check tailshaft for oil loss.	**C/E**	**X**	**X**		
Check for casualties.	**C/O**		**X**		
Determine whether outside assistance is needed (eg. Air transportation of injured persons).	**M**	**X**	**X**		
Check for internal damage.	**C/E,C/O**	**X**	**X**	**X**	
Elliminate all possible sources of ignition.	**C/E, 2/ E,C/O**				
Carry out visual inspection of ship to determine the severity of the damage.	**2/ E,C/O**	**X**	**X**	**X**	
Estimate from soundings the extent of the oil spill and probability of additional release of oil, if such has occurred.	**C/E, 2/ E**	**X**	**X**	**X**	
Assess the possibility of pollution from oil leakage.	**C/E,2/ E**	**X**	**X**	**X**	
Use SOPEP	**M**	**X**	**X**	**X**	

Log and record names of pilots and assisting tugs.	**O/W**		**X**	**X**	
Complete notification procedures on information from Master, if the situation so requires.	**O/W,M,O/W**	**X**	**X**		
Surveyor attendance and report.	**M**		**X**		
P&I Attendance and report.	**M**		**X**		
Conduct breathalyzer tests and take urine samples for analysis.	**M**		**X**	**X**	
Medical report.	**DOC**		**X**	**X**	

CHECKLIST J – SUBMERGED/FOUNDERED

ITEM	RESPONSIBLE PERSON	RADIO ADVICE	WRITTEN REPORT	DOCUMENTS EVIDENCE	CHECK
Stop main engines "Emergency Stop", unless circumstances dictate otherwise.	**O/W**				
Call Master	**O/W**				
Advise Engine Room	**O/W**				
Verify that WT-doors are closed and pools drained.	**M**		**X**		
Consider the possibility of sinking by checking depth valves in the grounding area.	**M**		**X**		
If there is a possibility of sinking consider anchoring to keep the ship aground.	**M**	**X**	**X**		
Sound emergency signal, deploy fire squads and damage control team- Follow up emergency procedures.	**M,O/W, C/O**				
Alert passengers to evacuate by using PA system.	**M**		**X**		
Ensure that lifesaving appliances are ready for immediate use.	**C/O**		**X**		
Evaluate from trim and angle of heel the nature and gradient of the seabed.	**M**	**X**	**X**		
Fix vessel's position on chart and time of incident.			**X**		
Record data of course recorder – chart data-logger.	**O/W**	**X**	**X**	**X**	
Keep record and enter continuously any actions taken in the ship's rough log	**O/W**		**X**	**X**	
Sent distress signal	**M.O/W**	**X**	**X**		
Switch on VHF Channel 1 and, if appropriate, Channel 13.	**M,O/W**				
Exhibit "Not Under Command" Lights/Shapes.	**O/W**		**X**		
Switch on Flood and Deck Lights	**O/W**				
Warn Vessels in Vicinity	**M,O/W**	**X**			
Take soundings and carry out inspections of all tanks and other compartments.	**C/O**	**X**	**X**	**X**	
Determine Stability	**M,C/O**	**X**	**X**	**X**	
Alter trim, angle of heel, or center of gravity of the ship by internal transfers of liquids.	**M**	**X**	**X**		
Transfer, if possible, oil from the incident area into empty or slack tanks.	**M,C/E, 2/ E**		**X**		
Check for casualties.	**C/O**		**X**		
Determine whether outside assistance is needed (eg. Air transportation of injured persons).	**M**	**X**	**X**		
Shut off any activity with the involvment of any pollutant	**C/E, 2/ E**	**X**	**X**		
Close all valves to tanks or other containment facilities of any pollutant	**C/E, 2/ E**	**X**	**X**		
Elliminate all possible sources of ignition.	**C/E, 2/ E,C/O**				
Carry out visual inspection of ship to determine the severity of the damage.	**2/ E,C/O**	**X**	**X**	**X**	
Estimate from soundings the extent of the oil spill and probability of additional release of oil.	**C/E, 2/ E**	**X**	**X**	**X**	
Assess the possibility of pollution from oil leakage.	**C/E, 2/ E**	**X**	**X**	**X**	

Use SOPEP	**M**	**X**	**X**	**X**	
Log and record names of pilots.	**O/W**		**X**	**X**	
Complete notification procedures on information from Master.	**M,O/W**	**X**	**X**		
P&I report.	**M**		**X**		
Conduct breathalyzer tests and take urine samples for analysis.	**M**		**X**	**X**	
Medical report.	**DOC**		**X**	**X**	

CHECKLIST K – WRECKED/STRANDED

ITEM	RESPONSIBLE PERSON	RADIO ADVICE	WRITTEN REPORT	DOCUMENTS EVIDENCE	CHECK
Stop main engines "Emergency Stop", unless circumstances dictate otherwise.	**O/W**				
Call Master	**O/W**				
Advise Engine Room	**O/W**				
Make sure the WT-doors are closed and pools drained.	**M**		**X**		
Consider the possibility of sinking by checking depth valves in the grounding area.	**M**		**X**		
If there is a possibility of sinking consider anchoring to keep the ship aground.	**M**	**X**	**X**		
Consider ballasting to hold vessel in place.	**M**		**X**		
Sound emergency signal, deploy fire squads and damage control team- Follow up emergency procedures.	**M,O/W, C/O**				
Alert passengers to evacuate by using PA system.	**M**		**X**		
Ensure that lifesaving appliances are ready for immediate use.	**M/C/O**		**X**		
Evaluate from trim and angle of heel the nature and gradient of the seabed.	**M**	**X**	**X**		
Fix vessel's position on chart and time of incident.			**X**		
Record data of course recorder – chart data-logger.	**O/W**	**X**	**X**	**X**	
Keep record and enter continuously any actions taken in the ship's rough log	**O/W**		**X**	**X**	
Consider weather forecasting; direction and force of wind, swell, tide, etc.			**X**		
Evaluate essential effect of differences in tidal ranges at the grounding site.	**M,O/W**	**X**	**X**		
Switch on VHF Channel 1 and, if appropriate, Channel 13.	**M,O/W**				
Exhibit "Not Under Command" Lights/Shapes.	**O/W**		**X**		
Switch on Flood and Deck Lights	**O/W**				
Warn Vessels in Vicinity	**M,O/W**	**X**			
Take soundings and carry out inspections of all tanks and other compartments in the damage area.	**C/O**	**X**	**X**	**X**	
To determine the depth of the water, take soundings around the ship.	**C/O,C/E**	**X**	**X**	**X**	
Transfer, if possible, oil from the damage area into empty or slack tanks.	**M,C/E, 2/ E**		**X**		
Call, if necessary, divers to evaluate the risks of refloating and freeing the ship.	**M**	**X**	**X**	**X**	
Evaluate the possibility to free the ship by its own means or whether outside assistance is needed (salvage, towing, etc.)	**M**	**X**	**X**		
Consider the possibility of transferring oil to another ship or barge.	**M**				
Alter trim, angle of heel, or center of gravity of the ship by internal transfers of liquids.	**M**	**X**	**X**		
Determine Stability	**M,C/O**	**X**	**X**	**X**	

Check sea suctions.	**C/E**	**X**	**X**		
Check tailshaft for oil loss.	**C/E**	**X**	**X**		
Check propeller for damage.	**C/E**	**X**	**X**		
Check machinery and equipment for damage.	**C/E**	**X**	**X**		
Check for casualties.	**C/O**		**X**		
Co-ordination and surveillance of refloating/freeing operations and communication with assisting ship.	**M**	**X**	**X**		
Determine whether outside assistance is needed (eg. Air transportation of injured persons).	**M**	**X**	**X**		
Check for internal damage.	**C/E,C/O**	**X**	**X**	**X**	
Elliminate all possible sources of ignition.	**C/E, 2/ E,C/O**				
Carry out visual inspection of ship to determine the severity of the damage.	**2/ E,C/O**	**X**	**X**	**X**	
Estimate from soundings the extent of the oil spill and probability of additional release of oil.	**C/E, 2/ E**	**X**	**X**	**X**	
Assess the possibility of pollution from oil leakage.	**C/E, 2/ E**	**X**	**X**	**X**	
Use SOPEP	**M**	**X**	**X**	**X**	
Log and record names of pilots and assisting tugs.	**O/W**		**X**	**X**	
Time of refloating	**O/W**	**X**	**X**		
Complete notification procedures on information from Master.	**M,O/W**	**X**	**X**		
Surveyor attendance and report.	**M**		**X**		
P&I Attendance and report.	**M**		**X**		
Conduct breathalyzer tests and take urine samples for analysis.	**M**		**X**	**X**	
Medical report.	**DOC**		**X**	**X**	

CHECKLIST L – STRESS AND STABILITY

ITEM	RESPONSIBLE PERSON	RADIO ADVICE	WRITTEN REPORT	DOCUMENTS EVIDENCE	CHECK
Provide initial vessel casualty report (departure heeling report).	**M**				
Provide initial damage assessment report	**M,C/O**				
Current load condition, ballast, heel	**M,C/O**				
Current ship situation: drift,trim, list	**M,C/O**				
Damage: location and extent from preliminary survey	**M,C/O**				
Provide follow-up damage assessment report; condition of ship,extent to which aground (soundings around the vessel) from detailed survey.	**M,C/O**				
Condition of the ship: Draft forward/amidships (P & S) and aft from detailed survey.	**M,C/O**				

CHECKLIST M – RECORD KEEPING AND SAMPLING

ACTION TO BE TAKEN	MASTER	CHIEF OFFICER	CHENG/1ENG
Log spill or substantial threat of spill by recording the following:			
When, where, and what happened?	X		
Notifications made to whom?	X		
Actions taken by crew	X		
Any assistance received (by whom)	X		
When authority transferred to qualified individual	X		
Document spill (video, photo)		X	
Sample spilled oil (safety permitting)			
Take duplicate samples from multiple locations			X
If possible, take samples and mark with date and location			X
Have non-crewmember authenticate samples (eg. USCG, harbormaster)			X
Submit one sample to USCG, if requested, or owner's representative (qualified individual)	X		

CHECKLIST N – BUNKER OIL TRANSFER OPERATIONS

ACTION TO BE TAKEN	YES	NO
INITIAL PREPARATION		
Have communications been established with shore personnel, maximum loading taste, maximum working pressure, and bunkers quantities fully agreed?		
Ensure all personnel are aware of intention to bunker and emergency response procedure.		
Ensure all fire precautions are observed.		
Establish common communication link between bunkering station, Duty Officer, and Engine room.		
Is ship securely moored and fendered?.		
Is written information about bunkering operations readily available?		
Are deck scuppers effectively plugged?		
Are oil spill dispersant/degreasers or detergents, portable transfer pumps or other means, oil pollution dry absorbent and/or absorbant oil pads to fight oil spills, readily available and location known by ship's staff engaged in the operation?		
Are drip trays in position below the bunker manifold connection?		
Are bunker manifold valves which are not being used properly closed and blank flanges fitted in position and oil tight?		
Has bunker line and valves system been properly checked and lined up?		
Is shore bunker hose properly connected to the ship's bunker manifold?		
Are Master and/or Staff Captain advised about the commencement of bunker operation?		
DURING BUNKERING		
Are bunker hose, loading arm and connections, checked and found oil tight?		
Is pressure in the supply line being frequently checked ensuring that the maximum working pressure is not exceeded?		
Are frequent ullages of the loading tanks being taken and empty tanks monitored to ensure that closed valves are oil tight?		
Are ullages of loaded tanks frequently checked to ensure that the final ullage is maintained?		
Is ample warning given to shore staff when loading rate is to be reduced before topping off the tanks?		
Is ample ullage space being left at the end of the bunkering operations to avoid possibility of oil spills on deck?		
ON COMPLETION OF LOADING BUNKERS		
Is ample warning being given to slow down the loading rate before the flow of bunkers is finally stopped?		
Is Master and/or Staff Captain advised about the completion of the operations?		
Are hose and/or loading arm drained before disconnecting?		
Is manifold valve closed?		
Are hose and/or loading arm blank flanged before being removed from the ship?		
Are the valves of the bunker system and all tank opening secured?		
BUNKERING FROM BARGE – PRIOR BUNKERING		
Have communications been established with barge personnel, maximum loading rate, maximum working pressure, and loading bunkers quantities fully agreed?		
Check all Bunker Tank high level alarms are functioning.		
Is ship securely moored and fendered able to support also the weight of the barge alongside the ship?		
Is barge properly moored and fendered alongside?		

Is written information about bunkering operations readily available?		
Are deck scuppers effectively plugged?		
Are oil spill dispersant/degreasers or detergents, portable transfer pumps or other means, oil pollution dry absorbent and/or absorbant oil pads to fight oil spills, readily available and location known by ship's staff engaged in the operation?		
Are drip trays below the bunker manifold connection?		
Are bunker manifold valves which are not being used properly closed and blank flanges fitted in position and oil tight?		
Has bunker barge hose properly connected to ship's bunker manifold?		
Are Master and/or Staff Captain advised about the commencement of bunker operations?		
Have measures been taken to prevent hose breakage due to vibration, pulsation, chafing, or rubbing with the deck edge of the ship's rails?		
Is a continuous watch on the Bridge maintained during the bunkering operations at anchor?		
Is the main engine(s) kept at stand by during the bunkering operations at anchor?		
Is the change of tide (if any) known in order to pay particular attention during the swinging of the ship under the effect of the current?		
Is the anchor position frequently checked by shore bearings?		
Is pressure in the supply line being frequently checked ensuring that the maximum working pressure is not exceeded?		
Are frequent ullages of the loaded tanks being taken and empty tanks monitored to ensure that closed valves are oil tight?		
Are ullages of loaded tanks frequently checked to ensure that the final ullage is maintained?		
Is ample warning given to barge staff when loading rate is to be reduced before "topping off" of the tanks?		
Is ample ullage being left at the end of bunkering operations to avoid possibility of oil spills on deck?		
ON COMPLETION OF LOADING BUNKERS		
Is ample warning being given to slow down the loading rate before the flow of bunkers ifs finally stopped?		
Is Master and/or Staff Captain advised about completion of the operations?		
Are hose and/or loading arm drained before disconnecting?		
Is manifold valve closed?		
Are hose and/or loading arm blank flanged before being removed from the ship?		
Are the valves of the bunker system and all tank openings secured?		

APPENDIX VI – DAMAGE STABILITY

Damage Stability and Hull Consideration

If the vessel is damaged or aground, and it is necessary to move bunkers or ballast to mitigate the problem, the Master shall calculate all relevant stability and longitudinal strength or ballast parameters prior to commencement of any movement.

If the Master has any doubt of the safety of the operation, he shall request assistance from the Manager. When performing shipboard mitigation measures, damage stability and longitudinal strength shall be considered. No bunker, or ballast transfer procedures shall commence until longitudinal strength and stability calculations have been made for the current conditions of the vessel and all parameters are within acceptable limits.

Vessel's deck officers shall be trained and qualified to perform stability calculations, consistent with the checklist requirements in Appendix V of this Plan.

Damage and Stability Books, General arrangements, and midships sections plans and any other relevant information are located at CMI offices.

Data required from the vessel at the time of incident to perform calculation of Damage Stability conditions are on the next page as follows:

Request for Damage Stability – Assistance

TO:		Cruise Management International, Inc.
FAX:		+1 786-650-0650
AA	FROM:	OCEAN NOVA, Call Sign - C6US3
BB	TIME:	Of report, use date, GMT
CC	SUBJECT:	Request for Damage Stability Assistance (Emergency of Casualty; Collision; Fire/Explosion; Hull Failure)
EE	POSITION:	Position or Location
FF	TIME OF INCIDENT:	Date, GMT

GG COURSE AT TIME OF INCIDENT:

HH SPEED AT TIME OF INCIDENT:

JJ DRAFT/LIST AT TIME OF INCIDENT:

KK DRAFT/LIST AFTER INCIDENT:

LL AFLOAT OR AGROUND: (State one)

MM WEATHER/SEA CONDITIONS:

NN DESCRIBE DAMAGE: (To extent known describe Hull Damage, Equipment Failure, Other Limitations on Vessel)

OO DESCRIBE ANY UNUSUAL HULL OR MACHINERY OPERATIONAL CHARACTERISTICS: (Yes/No; If Yes, give brief description)

PP FIRE – EXTENT/LOCATION: (Yes/No; If Yes, give brief description)

QQ OPERATIONAL CONDITION OF MAIN PROPULSION AND STEERING: (State status)

RR STATE ABILITY TO TRANSFER BALLAST OR BUNKERS: (Yes/No; If Yes, give brief description)

SS DEPARTURE STABILITY CONDITIONS AND DRAFT

TT CURRENT STABILITY CONDITIONS AND DRAFT: (List any changes from departure condition and current draft)

UU CREW ACTION: (Describe actions taken onboard to mitigate casualty and intended course of action.)

VV COMMUNICATIONS: (State onboard communications numbers and confirm that the GMDSS station is manned)

WW TIME OF NEXT REPORT: (State when you expect to file follow-up report)

APPENDIX VII - PLANS AND DRAWINGS

In any event of an incident and to ensure minimum confusion in communications to head office, as far as is possible, references should be made to the various plans appendiced under VII, the vessels Trim and Stability documents and vessel Damage Control Plans, copies of which, along with this Plan, are readily at hand in the head office, **as well as onboard the vessel on the vessel Bridge or vessel incident command center.**

1. General Arrangement Plan (see attached)
2. Tank Capacity Plan (see attached)
3. Bilge and Ballast Piping System Diagram (available onboard)
4. Fuel Oil System Diagram (available onboard)

5. APPENDIX VIII - LIST OF OIL SPILL RESPONSE EQUIPMENT

The vessel carries onboard the following equipment for spill prevention, limitation and clean-up:

For prevention:	Plugs, wedges and sealing compounds.
For limitation:	Absorbent booms Absorbent pads
For clean up:	Rags, saw dust, mops, buckets, heavy-duty plastic bags and scoops, hand net.
For personal protection:	Rubber boots, hard hats, rubber gloves, overalls, goggles

A list to be compiled onboard the vessel with the exact stations and materials there in.

APPENDIX IX - LIST OF OILS

Asphalt solutions
Blending stocks
Roofers flux
Straight run reside

Oils
Clarified
Crude oil
Mixtures containing crude oil
Diesel oil
Fuel oil No. 4
Fuel oil No. 5
Fuel oil No. 6
Residual fuel oil
Road oil
Transformer oil
Aromatic oil (excluding vegetable oil)
Lubricating oils and blending stocks
Mineral oil
Motor oil
Penetrating oil
Spindle oil
Turbine oil

Distillates
Straight run
Flashed feed stocks

Gas oil
Cracked

Gasoline blending stocks
Alkylates – fuel
Reformates
Polymer – fuel

Gasoline
Casinghead (natural)
Automotive
Aviation
Straight run
Fuel oil No. 1 (kerosene)
Fuel oil No. 1-D
Fuel oil No. 2
Fuel oil No. 2-D

Jet fuels
JP – 1 (kerosene)
JP – 3
JP – 4
JP – 5 (kerosene, heavy)
Turbo fuel
Kerosene
Mineral spirit

Naphtha
Solvent
Petroleum
Hearcut distillate oil

APPENDIX X - CASUALTY REPORTING

When in waters governed by the U.S., the vessel will complete a USCG Form 2692 Marine Accident Report in accordance with the guidelines provided.

In addition, see attached reporting instructions for the Bahamas Maritime Authority (BMA) Casualty Report Form.

OMB Control No. 1625-0001

U.S. DEPARTMENT OF HOMELAND SECURITY
U.S. COAST GUARD
CG-2692 (Rev. 06-04)

REPORT OF MARINE ACCIDENT, INJURY OR DEATH

RCS No. G-MOA
MISLE NOTIFICATION NUMBER

SECTION I. GENERAL INFORMATION

1. Name of Vessel or Facility	2. Official No.	3. Nationality	4. Call Sign	5. USCG Certificate of Inspection issued at:

6. Type *(Towing, Freight, Fish, Drill, etc.)*	7. Length	8. Gross Tons	9. Year Built	10. Propulsion *(Steam, diesel, gas, turbine...)*

11. Hull Material *(Steel, Wood...)*	12. Draft *(Ft. - in.)* FWD	AFT.	13. If Vessel Classed, By Whom: *(ABS, LLOYDS, DNV, BV, etc.)*	14. Date *(of occurrence)*	15. TIME *(Local)*

16. Location *(See Instruction No. 10A)*	17. Estimated Loss of Damage TO:
18. Name, Address & Telephone No. of Operating Co.	VESSEL _____ CARGO _____ OTHER _____

19. Name of Master or Person in Charge	USCG License ☐ YES ☐ NO	20. Name of Pilot	USCG License ☐ YES ☐ NO	State License ☐ YES ☐ NO

19a. Street Address *(City, State, Zip Code)*	19b. Telephone Number	20a. Street Address *(City, State, Zip Code)*	20b. Telephone Number

21. Casualty Elements *(Check as many as needed and explain in Block 44.)*

- ☐ NO. OF PERSONS ON BOARD _____
- ☐ DEATH - HOW MANY? _____
- ☐ MISSING - HOW MANY? _____
- ☐ INJURED - HOW MANY? _____
- ☐ HAZARDOUS MATERIAL RELEASED OR INVOLVED *(Identify Substance and amount in Block 44.)*
- ☐ OIL SPILL - ESTIMATE AMOUNT: _____
- ☐ CARGO CONTAINER LOST/DAMAGED
- ☐ COLLISION *(Identify other vessel or object in Block 44.)*
- ☐ GROUNDING ☐ WAKE DAMAGE
- ☐ FLOODING; SWAMPING WITHOUT SINKING
- ☐ CAPSIZING *(with or without sinking)*
- ☐ FOUNDERING OR SINKING
- ☐ HEAVY WEATHER DAMAGE
- ☐ FIRE
- ☐ EXPLOSION
- ☐ COMMERCIAL DIVING CASUALTY
- ☐ ICE DAMAGE
- ☐ DAMAGE TO AIDS TO NAVIGATION
- ☐ STEERING FAILURE
- ☐ MACHINERY OR EQUIPMENT FAILURE
- ☐ ELECTRICAL FAILURE
- ☐ STRUCTURAL FAILURE
- ☐ FIREFIGHTING OR EMERGENCY EQUIPMENT FAILED OR INADEQUATE *(Describe in Block 44.)*
- ☐ LIFESAVING EQUIPMENT FAILED OR INADEQUATE *(Describe in Block 44.)*
- ☐ BLOW OUT *(Petroleum exporation/production)*
- ☐ ALCOHOL INVOLVEMENT *(Describe in Block 44.)*
- ☐ DRUG INVOLVEMENT *(Describe in Block 44.)*
- ☐ OTHER *(Specify)* _____

22. Conditions

A. Sea or River Conditions *(wave height, river stage, etc.)*	B. WEATHER	C. TIME	D. VISIBILITY	E. DISTANCE *(miles of visibility)* _____
	☐ CLEAR ☐ RAIN ☐ SNOW ☐ FOG ☐ OTHER *(Specify)* _____	☐ DAYLIGHT ☐ TWILIGHT ☐ NIGHT	☐ GOOD ☐ FAIR ☐ POOR	F. AIR TEMPERATURE (F) _____ G. WIND SPEED & DIRECTION _____ _____ H. CURRENT SPEED & DIRECTION _____ _____

23. Navigation Information		24. Last Port Where Bound	24a. Time and Date of Departure
☐ MOORED, DOCKED OR FIXED ☐ ANCHORED ☐ UNDERWAY OR DRIFTING	SPEED AND COURSE _____	_____	

25. FOR TOWING ONLY	25a. NUMBER OF VESSELS TOWED	Empty	Loaded	Total	25b. TOTAL H.P. OF TOWING UNITS	25c. MAXIMUM SIZE OF TOW WITH TOW-BOAT(S)	Length	Width	25d. *(Describe in Block 44.)*
									☐ PUSHING AHEAD ☐ TOWING ASTERN ☐ TOWING ALONGSIDE ☐ MORE THAN ONE TOW-BOAT ON TOW

SECTION II. BARGE INFORMATION

26. Name	26a. Official Number	26b. Type	26c. Length	26d. Gross Tons	26e. USCG Certificate of Inspection Issued at:

26f. Year Built	26g. ☐ SINGLE SKIN ☐ DOUBLE	26h. Draft FWD	AFT	26i. Operating Company

26j. Damage Amount	26k. Describe Damage to Barge
BARGE _____ CARGO _____ OTHER _____	

PREVIOUS EDITION IS OBSOLETE

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SECTION III. PERSONNEL ACCIDENT INFORMATION

27. Person Involved	27a. Name *(Last, First, Middle Name)*	27c. Status
☐ MALE ☐ FEMALE ☐ DEAD ☐ INJURED ☐ MISSING	27b. Address *(City, State, Zip Code)*	☐ Crew ☐ Passenger ☐ Other

28. Birth Date	29. Telephone No.	30. Job Position	31. *(Check here if off duty)* ☐

32. Employer - *(if different from Block 18., fill in Name, Address, Telephone No.)*

33. Person's Time	YEAR(S)	MONTH(S)	34. Industry of Employer *(Towing, Fishing, Shipping, Crew Supply, Drilling, etc.)*
A. IN THIS INDUSTRY -			
B. WITH THIS COMPANY -			35. Was the Injured Person Incapacitated 72 Hours or More?
C. IN PRESENT JOB OR POSITION -			
D. ON PRESENT VESSEL/FACILITY -			36. Date of Death
E. HOURS ON DUTY WHEN ACCIDENT OCCURRED -			

37. Activity of Person at Time of Accident

38. Specific Location of Accident on Vessel/Facility

39. Type of Accident *(Fall, Caught between, etc.)*	40. Resulting Injury *(Cut, Bruise, Fracture, Burn, etc.)*
41. Part of Body Injured	42. Equipment Involved in Accident

43. Specific Object, Part of the Equipment in block 42., or Substance *(Chemical, Solvent, etc.)* that directly produced the Injury.

SECTION IV. DESCRIPTION OF CASUALTY

44. Describe how accident occured, damage, information on alcohol/drug involvement and recommendations for corrective safety measures. *(See instructions and attach additional sheets if necessary).*

45. Witness *(Name, Address, Telephone No.)*

46. Witness *(Name, Address, Telephone No.)*

SECTION V. PERSON MAKING THIS REPORT

47. Name (PRINT) *(Last, First, Middle)*	47b. Address *(City, State, Zip Code)*	47c. Title
		47d. Telephone No.
47a. Signature		47e. Date

FOR COAST GUARD USE ONLY — REPORTING OFFICE:

MISLE Incident Investigation Activity Data Entry: — MISLE Incident Investigation Activity Number (if applicable)

☐ NONE ☐ PRELIMINARY ☐ DATA COLLECTION ☐ INFORMAL ☐ FORMAL

Serious Marine Incident ☐ Yes ☐ No Major Marine Casualty ☐ Yes ☐ No	INVESTIGATOR *(Name)*	DATE	APPROVED BY *(Name)*	DATE

INSTRUCTIONS

FOR COMPLETION OF FORM CG-2692

REPORT OF MARINE ACCIDENT, INJURY OR DEATH

AND FORM CG-2692A, BARGE ADDENDUM

WHEN TO USE THIS FORM

1. This form satisfies the requirements for written reports of accidents found in the Code of Federal Regulations for vessels, Outer Continental Shelf (OCS) facilities, mobile offshore drilling units (MODUs), and diving. The kinds of accidents that must be reported are described in the following instructions.

VESSELS

2. A vessel accident must be reported if it occurs upon the navigable waters of the U.S., its territories or possessions; or whenever an accident involves a U.S. vessel; wherever the accident may occur. (Public vessels and recreational vessels are excepted from these reporting requirements.) The accident must also involve one of the following (ref. 46 CFR 4.05-1):

A. All accidental groundings and any intentional grounding which also meets any of the other reporting criteria or creates a hazard to navigation, the environment, or the safety of the vessel;

B. Loss of main propulsion or primary steering, or an associated component or control system, the loss of which causes a reduction of the maneuvering capabilities of the vessel. Loss means that systems, component parts, subsystems, or control systems do not perform the specified or required function;

C. An occurrence materially and adversely affecting the vessel's seaworthiness or fitness for service or route including but not limited to fire, flooding, failure or damage to fixed fire extinguishing systems, lifesaving equipment or bilge pumping systems;

D. Loss of life;

E. An injury that requires professional medical treatment (beyond first aid) and, if a crewmember on a commercial vessel, that renders the individual unfit to perform routine duties.

F. An occurrence not meeting any of the above criteria but resulting in damage to property in excess of $25,000. Damage cost includes the cost of labor and material to restore the property to the condition which existed prior to the casualty, but it does not include the cost of salvage, cleaning, gas freeing, drydocking or demurrage.

MOBILE OFFSHORE DRILLING UNITS

3. MODUs are vessels and are required to report an accident that results in any of the events listed by Instruction 2-A through 2-F for vessels. (Ref. 46 CFR 4.05-1, 46 CFR 109.411)

OCS FACILITIES

4. All OCS facilities (except mobile offshore drilling units) engaged in mineral exploration, development or production activities on the Outer Continental Shelf of the U.S. are required by 33 CFR 146.30 to report accidents resulting in:

A. Death;

B. Injury to 5 or more persons in a single incident;

C. Injury causing any person to be incapacitated for more than 72 hours;

D. Damage affecting the usefullness of primary lifesaving or firefighting equipment;

E. Damage to the facility in excess of $25,000 resulting from a collision by a vessel;

F. Damage to a floating OCS facility in excess of $25,000.

5. Foreign vessels engaged in mineral exploration, development or production on the U. S. Outer Continental Shelf, other than vessels already required to report by Instructions 2 and 3 above, are required by 33 CFR 146.303 to report casualties that result in any of the following:

A. Death;

B. Injury to 5 or more persons in a single incident;

C. Injury causing any person to be incapacitated for more than 72 hours.

DIVING

6. Diving casualties include injury or death that occurs while using underwater breathing apparatus while diving from a vessel or OCS facility.

A. COMMERCIAL DIVING. A dive is considered commercial if it is for commercial purposes from a vessel required to have a Coast Guard certificate of inspection, from an OCS facility or in its related safety zone or in a related activity, at a deepwater port or in its safety zone. Casualties that occur during commercial dives are covered by 46 CFR 197.486 if they result in:

1. Loss of life;
2. Injury causing incapacitation over 72 hours;
3. Injury requiring hospitalization over 24 hours.

In addition to the information requested on this form, also provide the name of the diving supervisor and, if applicable, a detailed report on gas embolism or decompression sickness as required by 46 CFR 197.410(a)(9).

Exempt from the commercial category are dives for:

1. Marine science research by educational institutions;
2. Research in diving equipment and technology;
3. Search and Rescue controlled by a government agency.

B. ALL OTHER DIVING. Diving accidents not covered by Instruction (6-A) but involving vessels subject to Instruction (2), VESSELS, must be reported if they result in death or injury causing incapacitation over 72 hours. (Ref. 46 CFR 4.03-1(c)).

HAZARDOUS MATERIALS

7. When an accident involves hazardous materials, public and environmental health and safety require immediate action. As soon as any person in charge of a vessel or facility has knowledge of a release or discharge of oil or a hazardous substance, that person is required to immediately notify the U. S. Department of Homeland Security's National Response Center (telephone toll-free 800-424-8802 - in the Washington, D.C. area call 202-426-2675). Anyone else knowing of a pollution incident is encouraged to use the toll-free telephone number to report it. If etiologic (disease causing) agents are involved, call the U.S. Public Health Service's Center for Disease Control in Atlanta, GA. (telephone 404-633-5313). (Ref. 42 USC 9603; 33 CFR 153; 49 CFR 171.15)

COMPLETION OF THIS FORM

8. This form should be filled out as completely and accurately as possible. Please type or print clearly. Fill in all blanks that apply to the kind of accident that has occurred. If a question is not applicable, the abbreviation "NA" should be entered in that space. If an answer is unknown and cannot be obtained, the abbreviation "UNK" should be entered in that space. If "NONE" is the correct response, then enter it in that space.

9. Once completed, deliver or mail this form as soon as possible to the Coast Guard Marine Safety, Marine Inspection or Activities Office nearest the location of the casualty or, if at sea, nearest the arrival port.

10. Amplifying information for completing the form:

A. Block 16 - "LOCATION" - Latitude and longitude to the nearest tenth of a minute should always be entered except in those rivers and waterways where a mile marker system is commonly used. In these cases, the mile number to the nearest tenth of a mile should be entered. If the latitude and longitude, or mile number, are unknown, reference to a known landmark or object (buoy, light, etc.) with distance and bearing to the object is permissible. Always identify the body of water or waterway referred to.

B. Tug or towboat with tow - Tugs or towboats with tows under their control should complete all applicable portions of the CG-2692. SECTION II should be completed if a barge causes or sustains damage or meets any other reporting criteria. If additional barges require reporting, the "Barge Addendum," CG-2692A, may be used to provide the information for the additional barges.

C. Moored/Anchored Barge - If a barge suffers a casualty while moored or anchored, or breaks away from its moorage, and causes or sustains reportable damages or meets any other reporting criteria, enter the location of its moorage in Block (1) of the CG-2692 and complete the form except for Blocks (2) through (13). The details will be entered in SECTION II for one barge and on the "Barge Addendum" CG-2692A, for additional barges.

D. SECTION III - Personnel Accident Information - SECTION III must be completed for a death or injury. In addition, applicable portions of SECTIONS I, II and IV must be completed. If more than one death or injury occurs in a single incident, complete one CG-2692 for one of the persons injured or killed, and attach additional CG-2692's, filling out Blocks (1) and (2) and SECTION III for each additional person.

E. BLOCK 44 - Describe the sequence of events which led up to this casualty. Include your opinion of the primary cause and any contributing causes of the casualty. Briefly describe damage to your vessel, its cargo, and other vessels/property. Include any recommendations you may have for preventing similar casualties. *ALCOHOL AND DRUG INFORMATION.* Provide the following information with regard to each person determined to be directly involved in the casualty: name, position aboard the vessel, whether or not the person was under the influence of alcohol or drugs at the time of the casualty, and the method used to make this determination. If toxicological testing is conducted the results should be included; if results are not available in a timely manner, provide the results of the toxicological test as soon as practical and indicate that this is the case in block 44 of the casualty form.

NOTICE: The information collected on this form is routinely available for public inspection. It is needed by the Coast Guard to carry out its responsibility to investigate marine casualties, to identify hazardous conditions or situations and to conduct statistical analysis. The information is used to determine whether new or revised safety initiatives are necessary for the protection of life or property in the marine environment.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number.

The Coast Guard estimates that the average burden for this report is 1 hour. You may submit any comments concerning the accuracy of this burden estimate or any suggestions for reducing the burden to: Commandant (G-MOA), U.S. Coast Guard, Washington, DC 20593-0001 or Office of Management and Budget, Paperwork Reduction Project (1625-0001), Washington, DC 20503

The Bahamas Maritime Authority

For Official Use		
BMA Ref:		
IMO GISIS Ref:		
Notification of Marine Casualty (Interested States)	Date	
	State	

CASUALTY REPORT FORM

The Merchant Shipping Act 1976 Sections 240A and 241 require Masters to report damage sustained by or accidents caused to Bahamian registered vessel. These include loss of life, total loss of vessel, serious injuries, and damages that affect the vessel seaworthiness or efficiency. Under the Act gives the Bahamas Maritime Authority the power to hold a Preliminary Investigation in matters such as damage to the vessel, any damage caused by the vessel, grounding of the vessel and abandonment of the vessel.

Pollution incidents must also be reported to the Coastal State.

Please return the completed form to:

Maritime Affairs
BAHAMAS MARITIME AUTHORITY
120 Old Broad Street
LONDON EC2N 1AR

OR

casualty@bahamasmaritime.com

Completing and signing this form does not constitute an admission of liability of any kind, either by the person making the report or any other person. For further assistance check http://www.bahamasmaritime.com/downloads/04bulltn.pdf

Section A: Incident Details

Date of Incident:	Time of incident *(UTC or Local time?)*:
Name of Vessel:	Casualty Category: **Please Select**
Location of incident *(e.g. Lat/Long, name of port or other geographic reference)*:	Others: *(Please specify)*

Light		Visibility		Sea State		Wind Force (Beaufort)	
Light	☐	Good (>5nm)	☐	Sheltered waters	☐	Force 0–3	☐
Semi dark	☐	Moderate (2 – 5nm)	☐	Calm	☐	Force 4–6	☐
Dark	☐	Poor (1 nm – 2nm)	☐	Moderate	☐	Force 7–9	☐
Artificial	☐	Fog – <1 nm please specify	☐	Rough	☐	Force 10–12	☐
Unknown	☐			Other	☐	> Force 12	☐
Did the incident occur within the port limits?						Wind Direction:	

Consequences of Incident *(tick as many boxes as apply)*:

Fatal Injury	☐	Non-Fatal Injury	☐	No injury or damage	☐
Vessel damaged	☐	Vessel lost or abandoned	☐	No pollution	☐
Pollution	☐				
Company Investigation commenced	☐				

** In the case of very serious and serious casualty VDR

VDR Preserved YES ☐

Form: CRF1 Rev 1 Dec 2010

Section B: Vessel Details

Ship Type: **Please Select**	IMO Number:	Call sign:
Year of build:		Official number:
Length of vessel:		Hull material:
Number of crew onboard:	Number of passengers onboard:	
Date and time of departure from last port:	Voyage from: to:	
If applicable, extent of damage sustained to your vessel / pollution caused:		
Name & address of manager or owner: Tel. No: Email:	If applicable, name & port of registry or flag of **any other vessel** involved:	

Section C: Details of person(s) Injured

(This section should also be completed if any person has been killed or missing)

How many person(s) suffered injuries preventing performance of normal full range of duties for 3 days or more after the day of the accident?		How many person(s) killed or missing?	

	1	2	3	4	5
Position (e.g. rank, rating, passenger)					
Gender (M/F)					
Age					
Kind of injury (or enter "fatal" or "missing" if appropriate)					
What was injured? (e.g. left leg, finger)					
Place on vessel where injury sustained					
Did injury mean 3 days or more off work or greater than 24hrs in hospital (Y/N)					
On duty (Y/N)*					
Hours on duty prior to accident*					
Duration of last off duty period*					
Days since last leave					

If more than 5 persons suffered reportable injuries please use a continuation sheet

* For operational staff only

Section D: Brief Description of Incident & Sequence of Events

Please continue on a separate sheet if required

Section E: Why it happened & follow up action
(Please continue on a separate sheet if required)

1. Please state why you think the incident happened.

2. Has any action been recommended by you or anyone else as a result of this accident and if so, what and by whom?

3 Subsequent Action Taken

4 By Whom ?

5 When ?

Section F: Signed Declaration

Person completing Form	Countersigned by a Responsible Officer	Designated Person
Name:	Name:	Name and address:
Position:	Position:	
Signature: not required if sending as eform	Signature: not required if sending as eform	
Date:	Date:	Tel No:
		Email:

Section G: *for completion if **MARPOL** related*

Consequences to the Environment (Pollution):

Source of Pollution:

Oil in Bunkers Type of Oil:	Quantity spilled: m³ / tonnes
Oil Cargo Type of Oil:	Quantity spilled: m³ / tonnes
Chemicals in Bulk Type of Chemical	Quantity spilled: m³ / tonnes
Others Please Specify	Quantity spilled: m³ / tonnes

Section H: *for completion if **PIRACY / Armed Robbery** related*

Consequences following Attack:

Status when Boarded (berthed / Anchored / Steaming		Owns Ships Speed (if underway)	
Type of Attack (boarded or attempted)		Ships Freeboard	
Consequences for Crew, Ship and Cargo: Any Crew injured / killed		Number of Pirates Armed	
Area of Ship under attack: (focsle / stern etc)		Were you in International Waters	
Nearest Coastal State			

Number of continuation sheets	

Form: CRF1 Rev 1 Dec 2010

APPENDIX XI – Requirements of Polar Code Chapter 1, Paragraph 1.1.1, incorporated by reference to the PWOM Appendix 05 – Environmental Requirements

It is noted herein, that the requirements of the Polar Code Chapter 1, Paragraph 1.1.1 have been incorporated into the vessels SOPEP Manual by reference to the class/flag approved Polar Water Operations Manual, Appendix 05 – Environmental Requirements

Ref. Polar Code Chapter 1, Paragraph 1.1.1 - In Arctic waters any discharge into the sea of oil or oily mixtures from any ship shall be prohibited.

This indicates that discharge into the sea of oil or oily mixtures from any ship is prohibited. Because this is an addition to MARPOL, the definition of oil and oily mixtures should be taken from the relevant definition in MARPOL, in this case MARPOL Annex I, Regulation 1.1 for the definition of oil and Annex I, Regulation 1.3 for the definition of oily mixture.

“1 Oil means petroleum in any form including crude oil, fuel oil, sludge, oil refuse and refined products (other than those petrochemicals which are subject to the provisions of Annex II of the present Convention) and, without limiting the generality of the foregoing, includes the substances listed in appendix I to this Annex.

Oily mixture means a mixture with any oil content.”

Note that the above text (from Chapter 1, Paragraph 1.1.1 of the Polar Code) indicates “Arctic waters”. This is because discharge of oil or oily mixture in the Antarctic is already prohibited under Annex I, Chapter 3, Regulation 15.4 of MARPOL. As such, Chapter 1, Paragraph 1.1.1 of the Polar Code prohibits discharge of mixture with any oil content from 1 January 2017 for all ships operating in polar regions except those exempt under Chapter 1, Paragraph 1.1.3 of the Polar Code. This means 0 ppm discharge.