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Bridge and engine sea watches

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Modified Seawatch (4.3.2)	Engineer on duty	Ch.Eng.			Ch.Eng.		Ch. Eng.	
	Motorman / Wiper	MM			MM		MM	
Manoeuvring Watch (4.3.3)	Chief Engineer	Ch.Eng.			Ch.Eng.		Ch.Eng.	
	Engineer on duty/	ELEC.			ELEC.		ELEC.	
	Motorman / Wiper	MM						

Master's Name:	Chief Eng's Name:	
Signature:	Signature:	

Hours of work and rest - deck ratings

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Hours of work and rest - master

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- 2. Rest hours may be divided into no more than two periods, one of which must be at least 6 hours in length.
- Exceptions may be permitted in cases of emergency or drill or in other overriding operational conditions.
- 4. The minimum period of 10 hours may be reduced to not less than 6 consecutive hours provided a reduction does not extend beyond 2 days and that not less than 70 hours rest are provided every 7 day period.

Drug and alcohol policy

4.1 DRUGS

4.1.1 The misuse of legitimate drugs of those prescribed in the 'Medical Chest' and the use, possession, distribution or the sale of illicit or unprescribed controlled drugs is prohibited and will not be condoned.

Any employee, ashore or on board the vessel, participating in these activities shall be liable for instant dismissal.

The prohibited substances referenced in this section, include, but are not limited to

Marijuana Cocaine Opiates Phencyclidine (PCP) Amphetamines Barbiturates

- 4.1.2 All board personnel shall be tested for use / abuse of drugs and other prohibited substances during pre-employment physical examination arranged by manning agents. A positive test will lead to rejection of the employment.
- 4.1.3 The use of prohibited substances must be avoided. These cause impaired ability to perform assigned duties on board.
- 4.1.4 If any crew member, as a result of controlled substance abuse, causes or contributes to unacceptable job performance or unusual behaviour, he/she shall be tested 'for cause' by the Master with the on-board test kit and immediately prohibited from work
- 4.1.5 It is the discretion of the Company to arrange unannounced testing of Master, Officers and Ratings for drugs.

4.2 ALCOHOL

4.2.1 All shipboard employees when signing their Contract of Employment confirm with this action that they are aware of the Company's "Drug and Alcohol Abuse Policy" and agree to comply accordingly.

Violation of this policy entitles the Company to terminate the Contract of Employment with immediate effect and without previous notice.

4.2.2 The Master shall use utmost discretion and personally maintain strict and direct control on the sale, distribution and consumption of alcohol to each individual on board.

This policy supports the principle that no person is impaired when performing designed duties.

A period of abstinence must be observed for appropriate intervals before scheduled watchkeeping or designated duties.

For each one unit of alcohol consumed, at least one hour of abstinence must be observed.

Approximate alcohol unit / hour conversions:	Volume	Units
Beer & Lager	Volumo	Onns
- Ordinary Strength Beer or Lager	10 oz	1
- Extra Strength Beer or Lager	10 oz	2.5
	30 cl	2.5
Spirit / Liquor	1 oz	1
	3 cl	1
Table Wine	10 oz	1
	30 cl	1
Sherry or Fortified Wine	6 cl	1

- 4.2.4 Alcohol impairment is a blood / alcohol concentration of 0,04 % or more. Visible effects of alcohol are imminent in a person's manner, disposition, speech, muscular movement and general behaviour and should be closely minded.
- 4.2.5 A person with visible or physical impairment due to alcohol shall be tested 'for cause' by the Master with the on-board test kit and removed from assigned responsibility, confined or restrained if required for safety of himself and persons around.
- 4.2.6 It is the discretion of the Company to arrange unannounced testing of Master, Officers and Ratings for alcohol. A positive test will lead to immediate dismissal.

4.3 GENERAL

- 4.3.1 It must be borne in mind that every person on board must be able to respond, when required, at any time to an emergency situation.
- 4.3.2 Alcohol and/or drug impairment may cost lives in the event of a shipboard emergency.
- 4.3.3 The Company must be informed without delay when a person on board the vessel is unable to perform duties as a result of drug / alcohol impairment. Full report of such an incident, countersigned by witnesses shall be made and forwarded from the next port of call.

4.4 UNANNOUNCED DRUG / ALCOHOL TESTING

4.4.1 An unannounced test will be carried out by a collector of a contracted Service and Testing Company upon request of the Company.

4.4.2 U.S. Coast Guard Alcohol Rules for U.S. Ports and Waters

- Consummation of alcohol within four (4) hours of watch standing or duty is prohibited.
- No crew member may be intoxicated while aboard the vessel.
- Intoxication is defined as 0.04 % or more blood alcohol content.
- The Master, Officers and Ratings shall not drink any kind of alcohol within 4 hours of sailing.
- Signs of intoxication by a crew member can lead to an alcohol test.
- Test results or the appearance of being intoxicated are sufficient to prove intoxication.
- Violation of the rules can result in fines up to \$ 5'000 and one year in prison.
- The U.S. Coast Guard does random checks to ensure compliance.

Note: Similar rules may be applied in many other countries where vessels are calling.

Operators' Instructions to the Master in Respect of USCG Alcohol Rules

The Master on board the vessel is bound not to sell or offer any alcohol from the ship's slop chest or bar to crew members and persons doing ship business (e.g. Agents, Stevedores, Cab drivers etc.) whilst the vessel is laying or navigating in U.S. waters.

Duties and responsibilities (safety and quality co-ordinator and operations manager)

Annex F

The Safety + Quality Co-ordinator

With regard to the Safety + Quality Management System (S+QMS) the Safety + Quality Co-ordinator is responsible for, but not limited to

- following up the Safety + Quality Management System (S+QMS), and recording of the 'Annual Management Review';
- writing, issuance, distribution of revision(s) and additions to the S+QMS Manual:
- preparation of the annual internal audit schedule and the ship-company annual communication training plan;
- carrying out the internal audits;
- monitoring the result of corrective action(s);
- monitoring IMO, national, flag state etc. rule makers and ISO standards.

Operations Manager

Operation Manager is the head of Operations Department. He is in charge of the fleet operation in view of navigation, communication and cargo care.

His duties includes also:

- crewing (supervising crewing activities, coordination of relief schedules, human resource development)
- navigation, cargo and ports (maintaining data base including navigational, cargo and port information, coaching and supporting vessels with above information)
- communication (monitoring and renewal certification of GMDSS and other communication equipment, development and maintenance a modern ship-shore and shore-ship communication setup and procedures)
- improvement (arranging of briefing with Master in Office, project management in view of crew performance improvement)
- legal (monitoring changes in local / international regulations and legislation followed by necessary actions ashore and in the fleet, handling stevedore and cargo claims)
- shipmanagement (maintaining updated ships data base, monitoring movements of company's vessels, handling operational matters with charterers, providing post fixture information to Commercial Department)
- alternate to Safety & Quality Coordinator/ Company Security Officer

MAIB 'Flyer'



FLYER TO SHIPPING INDUSTRY KATHRIN: GROUNDING



Photograph reproduced courtesy of FotoFlite

On 12 February 2006, the 2999grt combi freighter *Kathrin* was on passage from Aviles, Spain, to New Holland on the River Humber, England, when she grounded on the Goodwin Sands in the Dover Strait. The vessel remained aground for 15 minutes, before re-floating and continuing with her passage. Fortunately, there was no damage or pollution.

The grounding occurred in darkness after the vessel had crossed the south west traffic lane of the Dover Strait TSS. The master was alone on the bridge, and he had fallen asleep. The ship manager's written procedures required an additional lookout to be on the bridge during darkness, and for the watch alarm to be used, but neither of these instructions were complied with by any of the bridge watchkeepers on board *Kathrin*.

It is highly probable that the master of *Kathrin* consumed alcohol while on watch and was intoxicated. This was in contravention of the ship manager's alcohol policy, which only permitted its sea staff to consume alcohol up to a level commensurate within prescribed limits, and then only when not on duty. No alcohol test equipment was carried on board, and no arrangements had been made to facilitate random testing.

This was the second alcohol related incident on board *Kathrin* involving the master. In October 2005, the ship was fined \$3500 by Turkish authorities for violation of the rules regarding navigation and collision avoidance in the Dardanelles TSS, after the ship was detected by radar proceeding in the wrong direction in a traffic lane. The master had been alone on the bridge during darkness, had drunk alcohol during his watch, and had left the bridge unattended. He was found in his cabin, asleep.

During the MAIB investigation, a number of non-compliances, with respect to the company's written procedures were identified. Although both company and ship had recently been internally and externally audited, and the ship's operations manager had determined that the incident in October 2005 was due to the master being under the influence of alcohol, none of the non-compliances with written instructions regarding lookout, watch alarms, and leaving the bridge unattended, had been highlighted.

Safety Issues – Effectiveness of Safety Management Systems (SMS)

The operations or management manual lies at the heart of every SMS, yet unless the instructions it contains are complied with, its value is seriously diminished. Masters and crews must be made to understand that what is required in writing is actually meant, and is not simply a means of satisfying regulation. They must also be encouraged to 'embrace' the SMS and understand that it is a tool beneficial to their safety. Therefore, ship owners and managers should ensure that the control measures within their SMS such as audits, inspections, accident and hazardous incident investigation reports are sufficiently robust to promote a safety culture and validate that all written procedures are appropriate and strictly adhered to. The integrity and importance of the SMS may also be enhanced through a "package" of ship visits, senior officer seminars and visits to company offices.

Further details on the accident and the subsequent investigation can be found in the MAIB's investigation report, which is posted on its website:

www.maib.gov.uk

Alternatively, a copy of the report will be sent on request, free of charge.

Marine Accident Investigation Branch Carlton House Carlton Place Southampton, SO15 2DZ

Telephone 023 8039 5500

Email: maib@dft.gsi.gov.uk

September 2006