Annex A

Arrival and departure checklists

1.3.13 Pre Departure Routine

Portsmouth					
Arrival	**Initial**			**Departure**	**Initial**
QHM				15 mins to QHM	
VTS				15 minutes to E.R	
Master, Chief Officer Called				Red Zone	
VHF's on channel 11 & 12.				Radars & AIS set up (with Pax figure)	
VHF on wing, masters radio ready.				Gyro & GPS checked	
E.R 15 minutes. 4 steering pumps				Route in ECDIS	
Crew Called				Nav lights on	
Flags if Applicable				Drafts and Ballast Satisfactory	
Red Zone				Steering gear running and tested	
Arrival brief				Start engines	
ER Standby				Departure brief	
WTD closed				Car deck fans on sea mode	
Bridge wing windows and dimmers				Fire detection active	
Anchors Cleared				Shell doors on sea mode	
Stabilizer fins housed				car deck doors showing green lights	
Thrusters running				Stability calculations completed & Ok	
Thrusters & Pitch tested on wing				M.E & thrusters running & tested on bridge control	
Clearance to enter harbour				Passenger announcement	
Crew on Stations				Clearance to depart	
Time Checklist Completed				Time Checklist Completed	
Guernsey					
Arrival	**Initial**			**Departure**	**Initial**
Call GSY CG 1 Hour before				15 minutes to E.R	
Master & Chief Officer Called				Red zone	
VHF's on channel 12.				Radars & AIS set up (with Pax figure)	
VHF on wing, masters radio ready.				Gyro & GPS checked	
E.R 15 minutes. 4 steering pumps				Route in ECDIS	
Crew Called				Nav lights on	
Flags if Applicable				Drafts and Ballast Satisfactory	
Red Zone				Steering gear running and tested	
Arrival brief				Start engines	
E.R on standby, W.T.D closed				Departure brief	
Bridge wing windows and dimmers				Car deck fans on sea mode	
Anchors Cleared				Fire detection active	
Stabilizer fins housed				Shell doors on sea mode	
Thrusters running				car deck doors showing green lights	
Thrusters & Pitch tested on wing				Stability calculations completed & Ok	
Clearance to enter harbour				M.E & thrusters running & tested on bridge control	
Crew on Stations				Check offside berth clear	
				Passenger announcement	
				Clearance to depart	
Time Checklist Completed				Time Checklist Completed	

Annex B

Grounding and raking checklists

Grounding

	Action	**Carried out by**	
1	Stop Engines	Bridge	
2	Exhibit appropriate shapes/lights	Bridge	
3	Obtain status report from Engine Room	Bridge	
4	Anchors	Bridge	
5	Check all WT doors closed	Emergency teams	
6	Sound all tanks and compartments	Emergency teams	
7	Check for hull damage /leakage	Emergency teams	
8	Bilge pumping	Bridge /Engine Room	
9	Check position, nature of bottom etc	Bridge	
10	Take depth soundings round vessel	Emergency teams	
11	Check state of tide / weather	Bridge	
12	Tug assistance	Bridge	
13	Ballasting trimming	Bridge	
14	Propeller/rudder damage	Engine Room	
15	Damage Control and Stability Manuals	Bridge	
16	Pollution control SOPEP Manual	Emergency teams / Bridge	
17	Salvage arrangements	Bridge	
18	Surveyors / P&I Club	Bridge	

2.6 Grounding – Raking Damage

	Action	**Carried out by**	
1	Stop Engines Emergency Signal as (2) 16A18	Bridge	
2	Inform Engine Room/Status Report req. Monitor tank and void sites.	Engine Room	
3	Check Ships Position		
4	Inform Coast Guard, Company Passengers.		
5	Refer SOPEP Stability, C.M.P.		
6	Check draught: Position of Anchors. Exhibit appropriate signals.		
7	Check extent of Hull damage.		
8	Initiate damage control, i.e. Safety of Ship, Integrity of cargo.		
9	Considerations: - Changing ballast: trimming. Salvage: Tugs beaching etc. Evacuation of Passengers		

List of emergency drills

5.1.1 List of Emergency Drills and Intervals – Commodore Clipper

Code	Type of Drill	Period
A1	Full Abandon Ship Drill	Weekly
A2	Lifeboat & MES/Liferaft Instruction	2 Monthly
A4	Raft Survival and Rough Weather Handling	2 Monthly
E1	Rescue Boats Launch/Recovery with operating crew – per boat	3 Monthly
E2	Man Overboard Drill	3 Monthly
E3	Lifeboat Launch with Operating crew -per boat	3 Monthly
F1	Main Vehicle Deck Fire	One scenario weekly, in rotation
F2	Upper Vehicle Deck Fire	
F3	Main Engine Room Fire	
F4	Auxiliary Engine Room Fire	
F5	Oil Treatment Room Fire	
F6	Accommodation (fwd) Fire	
F7	Accommodation (aft) Fire	
F8	Galley Fire	
F9	Bow Thruster Room Fire	
F10	Forecastle Store Fire	
F11	Stabilizer Room Fire	
F12	Emergency Generator Room Fire – (Deck 10)	
F13	Paint Locker Fire	
F14	Steering Gear Fire	
M1	CPR & Defibrillator Training	2 Monthly
M2	Medical Emergencies, First Aid & Hypothermia Procedures	2 Monthly
G1	Helicopter Operations	6 Monthly
G2	Ship Security Drills (Type 1, 2 & 3) See SSP	Monthly
G3	Damage Control Drill	3 Monthly
G4	Casualty Recovery From Enclosed Space	2 Monthly
G5	Electrical Failure Procedures	6 Monthly
G6	M.E. Shut Down Procedures	6 Monthly
G7	Safety Knowledge Quiz	3 Monthly
G8	Ship Pollution Procedures Oil Spillage	6 Monthly
G9	Crowd Control Training/Refresher	3 Monthly

Where the period is given as weekly, it is to ensure that every crew member has the opportunity to attend that particular drill every month, as required by the regulations.

Drills are to be carried out in accordance with the “Plan of Emergency Drills”, which is kept in the Bridge Drill File. On completion of every emergency drill, the drill code details, review comments and recommendations on the individual drill, and list of crew in attendance, are inputted to the Crew Administration System (CAS) database as either a Single or Multiple drill entry.

Damage control checklist

5.1.1 Training Damage Control Drill Checklist – Commodore Goodwill

	PROCEDURE	COMPLETED
1.	Make Verbal Announcement, and sound the emergency signal.	
2.	Crew to report to Muster Point for appraisal and assessment of situation.	
3.	Command team assess damage survivability and other constraints using Damaged Stability Plan and manual (and other aids are available)	
4.	Check all available communications.	
5.	Ensure applicable watertight and fire doors closed.	
6.	Conduct training exercise.	
7.	Operation & instruction on use of bilge pumping systems.	
8.	Check knowledge of void spaces and access to.	
9.	Knowledge of whereabouts and use of submersible pumps.	
10.	Knowledge of whereabouts and use of oil spill response equipment.	
11.	As above for lifting and rescue equipment.	
12.	Wash up / review	

Annex E

Log of training and exercises

RECORDS OF MUSTERS, BOAT DRILLS AND FIRE DRILLS, TRAINING OF CREW, AND INSPECTIONS OF LIFE-SAVING APPLIANCES AND FIRE APPLIANCES AS REQUIRED BY THE MERCHANT SHIPPING ACTS, 1976 to 1992

NOTE.—The requirements for holding musters, including boat drills and fire drills, training, instruction, and inspections in various classes of ships are set out in the Merchant Shipping (Musters) Regulations 1980 (as amended). If a muster etc., is not held as required or only held in part a statement of (a) the reason why it was not held; or (b) the extent to which it was held; must be recorded. See also Merchant Shipping Notice No. M694 (as revised).

Date of muster, drill, training, instruction or inspection	Nature of muster, drill, training, instruction or inspection (including the condition in which the life-saving and fire appliances were found), and a record of the occasionss on which the lifeboats were swung out and lowered.	Date of entry	Signatures of master and member of crew
21.4.2014	CREW MUSTERED AT THEIR GENERAL EMERGENCY STATIONS FOLLOWED BY BOAT STATION MUSTER. CREW CHANGE 20-4-2014	21-4-2014	[redacted]
27.4.2014	SIMULATED FIRE IN ENGINE ROOM WORKSHOP CREW MUSTERED AT EMERGENCY STATIONS CABIN CREW BOMB SEARCH FOLLOWED BY ABANDON SHIP DRILL	27.4.2014	[redacted]
05.5.2014	SIMULATED FIRE IN ACCOMMODATION - FORWARD ZONE WITH CASUALTY SEARCH & RESCUE. CREW MUSTERED AT EMERGENCY STATIONS. FOLLOWED BY ABANDON SHIP DRILL.	05.5.2014	[redacted]
11.5.2014	CREW MUSTERED AT EMERGENCY STATIONS. OPERATIONAL CREW INSTRUCTED IN E/R FIRE FIGHTING PROCEDURES. CABIN CREW INSTRUCTED IN LAUNCH PROCEDURES FOR M.E.S & LIFEBOATS. FOLLOWED BY ABANDON SHIP DRILL.	12.5.2014	[redacted]
12.5.2014	SECURITY DRILL. 'WORKING PARTY CODE 1' PROCEDURES ACTIVE. & CREW MUSTERED. 'STAGE 1' & 'STAGE 2' BOMB SEARCH CONDUCTED BY CREW.	12.5.2014	[redacted]
21.5.2014	Crew mustered at Emergency Stations. Followed by Abandon ship Drill. Safety + security talk Held with Crew members.	21.5.2014	[redacted]
27.5.2014	Simulated Fire in Galley. Crew mustered at Emergency stations Followed by Abandon ship Drill	27.5.2014	[redacted]
02.6.2014	Crew mustered at their General Emergency Stations Followed by boat Station muster. Crew changed 01.6.14	02.6.2014	[redacted]
2/6/2014	PORT LIFEBOAT SWUNG OUT. CREW INSTRUCTED IN THEIR DUTIES.	2/6/2014	[redacted]
6/6/2014	DECK, CREW AND E.R. PERSONNEL TOGETHER WITH FIRST AID TEAM INSTRUCTED IN TANK ENTRY & EVACUATION.	6/6/2014	[redacted]
9.6.2014	CREW MUSTERED AT EMERGENCY STATION. SIMULATED FIRE IN FOC'SLE COMBINED WITH INSTRUCTIONS FOR DAMAGE CONTROL. FOLLOWED BY ABANDON SHIP DRILL STBD. LIFEBOAT SWUNG OUT, CREW INSTRUCTED.	9.06.2014	[redacted]
16.06.14	FRB SWUNG OUT, LOWERED + LIMIT SWITCHES TESTED.	16.06.14	[redacted]
16.06.2014	OPERATIONAL CREW MUSTERED. SIMULATED STABILIZER ROOM FIRE WITH BREATHING APPARATUS TRAINING. FOLLOWED BY DEMONSTRATION & QUESTIONNAIRE ON SHIP SECURITY PROCEDURES. BOMB SEARCH + ABANDON SHIP DRILL	16.06.2014	[redacted]
23.06.14	FULL CREW MUSTER FOR MOB DRILL. FRC DEPLOYED AND TAKEN AWAY BY OPERATIONAL CREW FOR TRAINING + CASUALTY RECOVERY.	23.06.14	[redacted]

RECORDS OF MUSTERS, BOAT DRILLS AND FIRE DRILLS, TRAINING OF CREW, AND INSPECTIONS OF LIFE-SAVING APPLIANCES AND FIRE APPLIANCES AS REQUIRED BY THE MERCHANT SHIPPING ACTS, 1976 to 1982

NOTE.—The requirements for holding musters, including boat drills and fire drills, training, instruction, and inspections in various classes of ships are set out in the Merchant Shipping (Musters) Regulations 1980 (as amended). If a muster etc., is not held as required or only held in part a statement of (a) the reason why it was not held; or (b) the extent to which it was held; must be recorded. See also Merchant Shipping Notice No. M694 (as revised).

Date of muster, drill, training, instruction or inspection	Nature of muster, drill, training, instruction or inspection (including the condition in which the life-saving and fire appliances were found), and a record of the occasionss on which the lifeboats were swung out and lowered.	Date of entry	Signatures of master and member of crew
23,06.14	SIMULATED FIRE IN EMERGENCY GENERATOR ROOM; CREW MUSTERED AND ENTRY MADE. FOLLOWED BY ABANDON SHIP DRILL	23.06.14	[redacted]
30.06.14	Simulated Fire in Paint Locker. Crew mustered & Trained in the use of Foam. Followed by ABandon SHIP DRILL	30.06.14	[redacted]
7.7.2014	STB LIFEBOAT LOWERED TO THE WATER WITH OPERATIONAL CREW. ENGINE/LIMIT SWITCHS ETC. TESTED	7-7-2014	[redacted]
8/7/2014	SIMULATED FIRE IN STEERING GEAR SPACE. SMOKE MACHINE TESTED. CABIN CREW INSTRUCTED IN CPR AND FIRST AID. FOLLOWED BY ABANDON SHIP DRILL	8/7/2014	[redacted]
14/07/2014	SECURITY DRILL. 'WORKING PARTY CODE 1' PROCEDURES ACTIVE & CREW MUSTERED. 'STAGE 1' BOMB SEARCH CONDUCTED BY CREW COMBINED WITH FIRE/EXPLOSION ON MAIN VEHICLE DECK 3. CREW INSTRUCTED IN DRENCHER SYSTEM PROCEDURES. FOLLOWED BY ABANDON SHIP DRILL.	14/07/2014	[redacted]
14/07/2014	PORT LIFEBOAT LOWERED TO THE WATER WITH OPERATIONAL CREW AND TAKEN AWAY. ENGINE/LIMIT SWITCHES TESTED	15/07/2014	[redacted]

Annex F

Extract of the Mariners' Handbook

CATEGORY OF ZONES OF CONFIDENCE (ZOC TABLE)

1	2	3	4	5
ZOC[1]	*Position Accuracy*[2]	*Depth Accuracy*[3]	*Seafloor Coverage*	*Typical Survey Characteristics*[5]
A1	**± 5m + 5% depth**	**0·5m + 1% depth** Depth (m) / Accuracy (m) 10 ± 0·6 30 ± 0·8 100 ± 1·5 1000 ± 10·5	Full area search undertaken. Significant seafloor features detected[4] and depths measured.	Controlled, systematic survey[6]. High position and depth accuracy achieved using DGPS or a minimum of three high quality lines of position (LOP) and a multibeam, channel or mechanical sweep system.
A2	**± 20m**	**1·0m + 2% depth** Depth (m) / Accuracy (m) 10 ± 1·2 30 ± 1·6 100 ± 3·0 1000 ± 21·0	Full area search undertaken. Significant seafloor features detected[4] and depths measured.	Controlled, systematic survey[6] achieving position and depth accuracy less than ZOC A1 and using a modern survey echo sounder[7] and a sonar or mechanical sweep system.
B	**± 50m**	**1·0m + 2% depth** Depth (m) / Accuracy (m) 10 ± 1·2 30 ± 1·6 100 ± 3·0 1000 ± 21·0	Full area search not achieved; uncharted features, hazardous to surface navigation are not expected, but may exist.	Controlled, systematic survey achieving similar depth but lesser position accuracies than ZOC A2 using a modern survey echo sounder but no sonar or mechanical sweep system.
C	**± 500m**	**= 2·0m + 5% depth** Depth (m) / Accuracy (m) 10 ± 2·5 30 ± 3·5 100 ± 7·0 1000 ± 52·0	Full area search not achieved; depth anomalies may be expected.	Low accuracy survey or data collected on an opportunity basis such as soundings on passage.
D	Worse than ZOC C	Worse than ZOC C	Full area search not achieved, large depth anomalies may be expected.	Poor quality data or data that cannot be quality assessed due to lack of information.
U	Unassessed - the quality of the bathymetric data has yet to be assessed.			

Extract of Guernsey Harbours risk register

Guernsey Harbours Risk Register

Risk Identification & Risk Register Allocation

PSD Risk Champion: [redacted]

Guernsey Harbour Risk Owner: [redacted]

Guernsey Harbour Risk Working Group: [redacted]

Risk ID	Risk description	Impact						Likelihood	Gross Risk Score	Risk Significance	Controls	Implementing Owner	Monitoring & Review Owner	Control Effectiven	Cont R
		Financial	Reputation	Continuity	H&S	Regulatory	Score								
15	Failure to maintain safe navigation at sea including navaids , hydrographic information and navigation communication resulting in deferred costs and heightened risk of an incident at sea.	4	5	2	5	4	5	2	10	3.5	Planned maintenance system. Skilled technical support, specialist equipment, knowledge and experience, equipment stores , international regulation compliance		[redacted]	2	