Familiarisation-tool  
*Safety familiarisation*   
Before you are deployed on board to perform work or assigned to be on watch duty, you must be informed of all safety procedures on board in the event of an emergency. The skipper and those involved must discuss and sign the document together.

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| --- | --- |
|  | Name of ship: |
|  | IMO number: |
| Task/duty | Skipper must test knowledge and check off the list |
| **Is able to:**  Communicate with other crew members about basic safety matters |  |
| Understand safety information, symbols, signs and alarm signals |  |
| **Knows what to do when:**  A person falls overboard, smoke or fire detection goes off, the fire or abandon ship alarm goes off. |  |
| Locate and put on life jackets and survival suits. |  |
| Locate collection stations and emergency escape routes. |  |
| Sound the alarm and use portable fire extinguishers. |  |
| Take immediate action when faced with an accident or other medical emergency before requesting further medical assistance. |  |
| Close and open fire doors and watertight doors on board except those in the hull |  |

*Familiarization on board*

A certain amount of time will be given to familiarize yourself with all the equipment and resources you will be working with, and to familiarize yourself with specific watch duty, safety, environmental and emergency procedures that are required to properly perform your duties. The location of the safety and rescue equipment differs per ship. To ensure that you are aware of your duties/ responsibilities and matters such as ship layout, ship installation, procedures, and all ship features relevant to your emergency and safety duties as soon as possible, you need to be able to locate the below mentioned things.

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|  | Name of ship: |
|  | IMO number: |
| Task/duty | Skipper must test knowledge and check off the list |
| **Watch duty procedures and regulations:** Visit the bridge, the crow’s nest (when applicable), the forecastle, poop deck and other working areas. |  |
| Is familiar with autopilot and other bridge equipment and readouts. |  |
| Can start up equipment that is required to perform the watch. |  |
| **Safety and emergency procedures:**  Reads and shows understanding of fire and safety regulations from the company/owner. |  |
| Recognizes the following alarms: Fire, general alarm and abandon ship. |  |
| Locates medical and first aid supplies. |  |
| Locates all firefighting equipment such as: alarm triggers, alarm bells, fire extinguishers, wet chemical fire extinguishers, fire arrows and hoses. |  |
| Locates line-throwing device. |  |
| Locates flares, hand flares and other pyrotechnics. |  |
| Locates breathing apparatus and firefighting suits and resources etc. |  |
| Locates EPIRB, SART and portable VHF equipment. |  |
| Locates respirators for evacuation. |  |
| Locates and understands the operation of the main propulsion emergency stop mechanism and other emergency stop valves. |  |
| Locates the CO2 chamber, control valves for admitting CO2, in the pump chamber, cargo tanks and holds. |  |
| Locates and understands the operation of the emergency fire pump. |  |
| **Environmental protection:** *Will be familiar with:* The procedures for the treatment of waste and other waste products. |  |
| The use of waste treatment equipment. |  |

Date:   
  
Name + signature skipper:   
  
  
  
  
Name + signature crew member: