

- (a) the name and/or identification number of the vessel; and
  - (b) the name and address of each person on board the vessel.
- 13.1 On completion of loading of the ship and prior to its departure, the master shall determine the ship's trim and stability and also ascertain that the ship is in compliance with stability criteria in relevant regulations. The Authority may accept the use of an electronic loading and stability computer or equivalent means for this purpose.
- 13.2 The following doors, located above the margin line, shall be closed and locked before the ship proceeds on any voyage and shall remain closed and locked until the ship is at its next berth:
- .1 cargo loading doors in the shell or boundaries of enclosed superstructures;
  - .2 bow visors fitted in positions as indicated in .1;
  - .3 cargo loading doors in the collision bulkhead; and
  - .4 any weathertight ramps forming alternative closure to those defined in .1 to .3 inclusive;
- provided that where a door cannot be opened or closed while the ship is at the berth such a door may be opened or left open while the ship approaches or draws away from the berth, but only as far as may be necessary to enable the door to be immediately operated. In any case, the inner bow door must be kept closed.
- 13.3 Notwithstanding the requirements of 13.2.1 and 13.2.4, the Authority may authorise that particular doors can be opened at the discretion of the master, if necessary for the operation of the ship or the embarking and disembarking of passengers when the ship is at safe anchorage and provided that the safety of the ship is not impaired.
- 13.4 The master shall ensure that an effective system of supervision and reporting of the closing and opening of the doors referred to in 13.2 is implemented.
- 13.5 The master shall ensure, before the ship proceeds on any voyage, that an entry in the log book is made of the time of the last closing of the doors specified in 13.2 and the time of any opening of the doors in accordance with 13.3.

Form 1

APPENDIX A

Survey Authority

**EMERGENCY STATION LIST**

Name of Vessel .....

Crew Member Identification	Emergency Station	Emergency Duty Allocation

Date / /

Master

Amendment List No. 1 October 1993

## APPENDIX B

----- Survey Authority

**SURVIVAL CRAFT LIST**

Name of Vessel -----

Crew Member Identification	Survival Craft Station		Survival Craft Duty	
	Lifeboat	Liferaft	Lifeboat	Liferaft

## SCHEDULE I

**CREW EMERGENCY PRACTICE PROCEDURES**

1. On hearing the general emergency signal, or an equivalent order the crew members, except personnel on duty who, in the opinion of the Master, cannot be relieved from those duties shall proceed to their emergency station and report to the person in charge. Where possible the operation of non-essential electrical, heating and ventilation appliances should be stopped.
2. Every crew member shall wear a lifejacket.
3. The crew member in charge at the emergency station shall ensure that every person is wearing a lifejacket properly adjusted and secured.
4. After reporting to the emergency station, each crew member who has been assigned an emergency duty shall attend to such duty when so directed and then report back to his emergency station. Crew members not assigned specific emergency duties shall remain at their emergency station.
  - 4.1 Crew members assigned to take charge of a survival craft or a group of survival craft shall ensure that they are ready to be released.
    - 4.1.1. Crew members assigned to assist with the preparation of survival craft shall report to the person in charge of the survival craft and comply with any orders given by that person.
  - 4.2 Crew members assigned to fire fighting duties shall prepare that equipment for use.
  - 4.3 Crew members assigned to close hull openings, internal watertight doors, fire doors, fire dampers and ensure that the mechanical ventilation machinery is stopped, shall carry out that duty.
  - 4.4 Crew members assigned to passenger control shall simulate assisting and directing passengers to their emergency station(s) and maintain order in passages and on stairways.

**SCHEDULE II**  
**SURVIVAL CRAFT DRILLS**

1. At least half the total number of lifeboats carried shall, weather permitting:
  - (i) be lowered or placed at the embarkation position;
  - (ii) have the painters passed and made fast;
  - (iii) have the rudders fitted, plugs fitted or valves closed;
  - (iv) have the engine or mechanical propulsion system operated; and
  - (v) have the stores and equipment checked.
2. To comply with sub-clause 7.6 of this Section a lifeboat placed in the water shall be:
  - (i) manned with its crew; and
  - (ii) exercised at the discretion of the Master.
3. Liferrafts shall be checked to ensure that:
  - (i) painters are secured to a strong point on the vessel;
  - (ii) liferafts are free and clear for launching;
  - (iii) liferaft hydrostatic releases (where fitted) operate;
  - (iv) liferaft davits (where fitted) operate; and
  - (v) rigid liferafts are sound and stores and equipment are satisfactory.
4. Crew to be instructed in search and rescue and survival procedures including the operation of the survival craft and use of the equipment and stores.
5. Side ladders shall be rigged and checked.
6. Rescue boats (these are not survival craft) are swung out, lowered into the water and crew exercised at the discretion of the Master in accordance with sub-clause 7.7 of this Section.

**SCHEDULE III**  
**CREW FIRE DRILL**

A fire drill shall be conducted as follows:

- (a) A crew member appointed for that purpose by the Master shall direct a simulated attack on a fire which, for the purpose of the drill, shall be assumed to have occurred in a selected part of the vessel, this selected part should be varied from drill to drill.
- (b) On receipt of the fire warning the fire pumps shall be prepared.
- (c) The members of the crew forming the fire party shall be sent to the location of the assumed fire.
- (d) The fire party shall be exercised in fire fighting in the vicinity of the assumed fire by:
  - (i) suitable fire extinguishers being brought to the vicinity of the assumed fire; and
  - (ii) on a vessel having a fire hydrant using at least one fire hose supplied with water at working pressure from a fire pump.
- (e) Not less than once in each period of three consecutive months, a practical demonstration of the use of the portable fire extinguishers shall be given by expending the charge of at least one extinguisher of each type aboard which can be refilled aboard.
- (f) The crew shall be exercised in:
  - (i) the closing of doors, ventilating shafts and other openings so as to isolate the assumed fire from other parts of the vessel, and in particular stairways and liftshafts, and to reduce the supply of air to the assumed fire;
  - (ii) the use of breathing apparatus and safety lamps; and
  - (iii) any other emergency procedures considered necessary to combat the assumed fire.
- (g) The crew shall be instructed in the use of all fire fighting appliances provided in the vessel.

**SCHEDULE IV  
CREW COLLISION DRILL**

Collision drill shall be conducted as follows:

- (a) Bulkhead doors in the various sections of the vessel shall be closed immediately by members of the crew allotted to that duty.
- (b) A messenger from each party that has been allotted to a section of the vessel shall report to the Master, or to the officer appointed for that purpose by the Master, when all bulkhead doors in that section are closed.
- (c) Doors other than those in the shell, which were already closed at the commencement of the drill, shall be opened and then closed.
- (d) Nothing in the last preceding paragraph shall be taken to authorise the opening while the vessel is at sea of any watertight door or other contrivance which is required by the Authority to be kept closed.
- (e) An officer appointed by the Master to be the officer in charge of the drill shall indicate a section of the vessel where the emergency is assumed to have occurred for the purposes of the drill.
- (f) Members of the crew allotted to sounding duty shall immediately sound tanks and bilges in the section of the vessel indicated for the purposes of the drill.
- (g) A messenger from the sounding party shall communicate with, as required:
  - (i) the officer in charge of the drill; and
  - (ii) the Chief Engineer.
- (h) As many pumps as are available and operated from the engine room shall be connected to the section of the vessel indicated for the purposes of the drill.
- (i) A report shall be made to the bridge by messenger or other means when the pumps are ready for action.
- (j) Ship's side doors, side scuttles, valves and similar contrivances shall be closed as directed.
- (k) A report shall be made to the bridge by messenger or other means when the side doors, side scuttles, valves and similar contrivances have been closed.
- (l) The stability of the vessel shall be estimated assuming the damaged condition, including an assessment of the necessary corrective action to maintain an adequate positive stability condition.

**PART III—SAFETY OF NAVIGATION**

**13. Application**

13.1 This Part shall apply to all vessels.

**14. Automatic Pilot**

14.1 An automatic pilot shall not be used in areas of high traffic density, in conditions of restricted visibility and in other hazardous navigational situations unless it is possible to establish human control of the vessel's steering immediately.

14.2 In the circumstances set out in sub-clause 14.1, it shall be possible for the officer of the watch to have available without delay the services of a qualified helmsman who shall be ready at all times to take over steering control.

14.3 The change over from automatic to manual steering and vice versa shall be made by or under the supervision of a responsible officer.

14.4 In vessels which have an automatic pilot fitted the manual steering shall be tested after prolonged use of the automatic pilot, and before entering areas where navigation demands special caution.

**15. Operation of Steering Gear**

15.1 In areas where navigation demands special caution, vessels so fitted shall have more than one steering gear power unit in operation when such units are capable of simultaneous operation.