



The International Marine
Contractors Association

Guidance for The Initial and Refresher Familiarisation of Vessel Crews



The International Marine Contractors Association (IMCA) is the international trade association representing offshore, marine and underwater engineering companies.

IMCA promotes improvements in quality, health, safety, environmental and technical standards through the publication of information notes, codes of practice and by other appropriate means.

Members are self-regulating through the adoption of IMCA guidelines as appropriate. They commit to act as responsible members by following relevant guidelines and being willing to be audited against compliance with them by their clients.

There are two core activities that relate to all members:

- ◆ Safety, Environment & Legislation
- ◆ Training, Certification & Personnel Competence

The Association is organised through four distinct divisions, each covering a specific area of members' interests: Diving, Marine, Offshore Survey, Remote Systems & ROV.

There are also four regional sections which facilitate work on issues affecting members in their local geographic area – Americas Deepwater, Asia-Pacific, Europe & Africa and Middle East & India.

IMCA S&L 003

This report was prepared by IMCA's Safety & Legislation Core Committee, which became the Safety, Environment & Legislation (SEL) Core Committee in December 2000.

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The Initial and Refresher Familiarisation of Vessel Crews

This document sets out aspects that should be covered in familiarisation training of all personnel when they board a vessel. It covers both personnel new to a vessel (induction training) and refresher training for existing personnel. It may be appropriate to include project specific familiarisation as an additional part of the training/induction package.

This document offers examples of topics to be covered in familiarisation programmes. It is not intended to be used as a training document, rather it provides a checklist on topics the contractor should consider for inclusion in a familiarisation programme which should be adapted for the workforce and the vessel/work to be undertaken.

Types of Familiarisation

1 New Personnel

Vessel familiarisation - For personnel new to the vessel (including both company personnel and subcontractors) a detailed training programme will be required to ensure that each person is given suitable training to allow him to gain sufficient familiarity with the vessel. The familiarisation training may be spread over a number of days but introductory training should be given at the time such personnel join the vessel.

Attached at Annex 1 is a list of areas that should be included in the vessel familiarisation together with a sample checklist at Annex 2 of the completion of the training received.

Introductory training would normally include elements of emergency evacuation, fire prevention/protection/ fighting, vessel facilities, smoking drug and alcohol policy and the tour of the vessel.

2 Existing Personnel – After Leave

An individual (including both company personnel and sub-contractors) who is a regular employee on the vessel and returns to the vessel after a period of leave is unlikely to require additional familiarisation unless there have been changes in procedures/worksites which could have an effect on the person's safety.

3 Existing Personnel – After a Period of Absence

A individual who has been away from a particular vessel for an extended period (over six months) but who has had familiarisation training for that vessel previously is likely to require re-familiarisation. If nothing has changed, it can be assumed that he will regain familiarity more quickly than with the original training but all aspects should be covered. As with new personnel, introductory training should be given at the time such personnel join the vessel.

4 Regular Re-familiarisation Training

There is likely to be an ongoing requirement for updating some parts of the familiarisation training due to changes or loss of familiarity.

Re-fresher training should normally cover elements such as emergency procedures, fire prevention/protection/ fighting and accident prevention. Any changes in legislation should also be covered.

5 Project-Specific Familiarisation Training

Project-specific familiarisation training is also needed to ensure that personnel are familiar with the work-site and the type of work to be undertaken. This type of training will vary from work-site to work-site and from job to job. Although it is likely that vessel safety familiarisation and project familiarisation are the responsibility of different people on board the vessel, in some circumstances a common approach to the combined familiarisation is worth while considering.

Although project specific familiarisation will vary from site to site and on the type of work to be undertaken, the following sets out some generic topics for inclusion in the project specific training:

- ◆ Outline of the project
- ◆ Scope of work
- ◆ Project schedule
- ◆ Project organisation
- ◆ Performed risk analyses
- ◆ Reporting systems
- ◆ Hazardous operations
- ◆ Client requirements/philosophy
- ◆ Experiences from previous similar work
- ◆ Safety statistics from similar jobs
- ◆ Sub-contractor input – outline on equipment onboard and procedures

Project specific emergency preparedness plans

Induction for Joining a Vessel

To include:

1 Induction Briefing

- ◆ Safety, health and environment policy and safety management structure
- ◆ Overview of:
 - Company/client policies and organisation on the vessel
 - Health and safety requirements:
 - Emergency and contingency manuals
 - Drug and alcohol policy
 - Company/client bridging document –where appropriate
 - Accident/incident/unsafe act reporting procedure

2 Emergency Evacuation

- ◆ Emergency evacuation – alarms, signals, bells, whistles
- ◆ Escape routes
- ◆ Muster points
- ◆ Evacuation procedures by: helicopter, stand-by vessels, lifeboats, life rafts
- ◆ Abandonment drills
- ◆ Survival suits
- ◆ Life jackets
- ◆ Man-overboard procedures
- ◆ Water tight doors

3 Safety and Medical Organisation

- ◆ Safety organogram
- ◆ Medical facilities
- ◆ Actions in emergency
- ◆ Basic first aid requirements

4 Accident Prevention

- ◆ Permit to work
- ◆ Safety/risk assessment
- ◆ Management of change procedures
- ◆ Toolbox talks
- ◆ PPE
- ◆ Manual handling hazards and precautions
- ◆ Tool inspection before use
- ◆ Radiography
- ◆ Housekeeping
- ◆ Slips, trips and falls
- ◆ Welding/cutting safety
- ◆ Toxic areas
- ◆ Radioactive areas

5 Environmental Issues

- ◆ Company policy
- ◆ Waste management
- ◆ Pollution prevention (sea, air, onboard)
- ◆ Technical waste provision (oil, rubbish handling, incinerating)

6 Lifting

- ◆ Lifting and rigging procedures
- ◆ Colour coding
- ◆ Inspection programme
- ◆ Defects
- ◆ Safe practices
- ◆ Safe use of cranes

7 Fire Prevention/Protection/Fighting

- ◆ Care with smoking, ignition sources, housekeeping
- ◆ Fire fighting teams
- ◆ Reporting fires
- ◆ Use of fire extinguishers
- ◆ Emergency actions
- ◆ Drills

8 Working at Heights

- ◆ Scaffolding safety – approval to erect/use

9 Helicopter Operations

10 Relevant Legislation

- ◆ Relevant safety legislation – coastal state/flag state
- ◆ Appropriate codes of practice/industry
- ◆ MARPOL – waste and pollution at Sea
- ◆ Availability of advice and information regarding safety related legislation matters

11 Working together

- ◆ Vessel facilities
- ◆ Quiet areas
- ◆ Telephone procedures

12 Induction tour of vessel

- ◆ vessel layout/accommodation layout
 - escape routes
 - lifeboats
 - fire extinguishers/ BA
- indicate any specific hazards/ restricted areas

13 Documentation

- ◆ Vessel safety handbook
- ◆ Induction checklist

Example of Vessel Induction Checklist

Location: Date of Arrival

Name: ID No. (if applicable)

Cabin No.:

Job Description:

Checklist (note as applicable)

Description	Y/N	Remarks
Issue Vessel Safety Booklet (if applicable)		
PTW uncertified user trained		
Cabin Location/Accommodation Layout		
Muster Points		
General Vessel Alarms		
Telephone and Emergency Numbers		
Safety Equipment and Layout Plans		
Fire Extinguishers – method of operation		
Life Jacket Stowage		
Policy on Personal Protective Equipment (PPE)		
Incident/Unsafe Practices reporting		
Policy on Toolbox Talks		
Sick Bay		
Main Stores		
Route from Cabin to Muster Point		
Route from Muster Point to Lifeboats		
Abandonment Suits		
Emergency Escape Ladders		
Scramble nets/Knotted Escape Routes to the Sea		
Toxic Areas		
Radioactive Areas		

I have been escorted around the vessel and been made aware of all the points on this checklist

Employee's Signature:

Name:

Signature:

Date:

Escort's Signature

Name:

Signature:

Date: