

## **IMO STANDARD MARINE COMMUNICATION PHRASES (SMCPs)**

1 The Maritime Safety Committee, at its sixty-eighth session (28 May to 6 June 1997), considered draft "Standard Marine Communication Phrases (SMCPs)" prepared by the Sub-Committee on Safety of Navigation and approved their dissemination by this circular.

2 The Committee invited Member Governments and international organizations concerned to conduct trials using the SMCPs attached hereto. Trials, preferably in non-English speaking areas, should be conducted on board ships, by maritime training institutes, search and rescue organizations, hydrographic offices, VTS personnel, pilots, port authorities and by any others involved in maritime communications who may be expected to use the SMCPs in the future.

3 Member Governments are requested to report the results of such experimental use of the SMCPs to the Organization as early as possible and preferably by March 1999 so as to be available for consideration in sufficient time before the forty-fifth session of the Sub-Committee on Safety of Navigation, which, in finalizing them, should take into account any comments thereon from the Sub-Committee on Standards of Training and Watchkeeping.

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**ANNEX**

**DRAFT IMO STANDARD MARINE COMMUNICATION PHRASES**

**CONTENTS**

**FOREWORD** (to be developed)

**INTRODUCTION**

**PART I - GENERAL**

- 1** Procedure
- 2** Spelling
- 3** Message Markers
- 4** Responses
- 5** Distress/urgency/safety signals
- 6** Standard organizational phrases
- 7** Corrections
- 8** Readiness
- 9** Repetition
- 10** Numbers
- 11** Positions
- 12** Bearings
- 13** Courses
- 14** Distances
- 15** Speed
- 16** Time
- 17** Geographical names
- 18** Ambiguous words

**PART II - GLOSSARY**

## **PART III - EXTERNAL COMMUNICATION PHRASES**

### **1 Distress communications**

#### **1.1 Distress messages involving**

- 1.1.1 fire, explosion
- 1.1.2 flooding
- 1.1.3 collision
- 1.1.4 grounding
- 1.1.5 list, danger of capsizing
- 1.1.6 sinking
- 1.1.7 disabled and adrift
- 1.1.8 armed attack/piracy
- 1.1.9 undesignated distress
- 1.1.10 abandoning vessel

#### **1.2 Search and rescue communications**

- 1.2.1 distress/urgency messages (specifying or supplementary to 1.1)
- 1.2.2 acknowledgement and/or relay of SAR-messages
- 1.2.3 performing/co-ordinating SAR-operations
- 1.2.4 finishing with SAR-operations

#### **1.3 Person overboard**

#### **1.4 Requesting medical assistance**

### **2 Urgency communications**

#### **2.1 Safety of a vessel, aircraft or other vehicle (other than distress) involving**

- 2.1.1 engines and equipment
- 2.1.2 cargo
- 2.1.3 ice damage

### **3 Safety communications**

#### **3.1 Warnings involving meteorological and hydrological conditions**

- 3.1.1 winds, storms, tropical storms; sea state
- 3.1.2 restricted visibility (due to mist/fog, precipitation)
- 3.1.3 ice
- 3.1.4 volcanic activities including earth and seaquakes
- 3.1.5 abnormal tides

### **3.2 Navigational warnings involving**

- 3.2.1 land- or seamarks
  - 3.2.1.1 defects
  - 3.2.1.2 alterations
  - 3.2.1.3 new and moved
- 3.2.2 drifting objects
- 3.2.3 electronic nav aids
- 3.2.4 seabottom characteristics, wrecks
- 3.2.5 miscellaneous
  - 3.2.5.1 cable, pipe and seismic/hydrographic operations
  - 3.2.5.2 diving operations, tows, dredging operations
  - 3.2.5.3 tanker transshipment
  - 3.2.5.4 off-shore installations, rig moves
  - 3.2.5.5 defective locks or bridges
  - 3.2.5.6 military operations
  - 3.2.5.7 fishery

### **3.3 Environmental protection communications**

## **4 Pilotage**

- 4.1 Pilot request
- 4.2 Embarking/disembarking pilot
- 4.3 Tug assistance

## **5 Specials**

### **5.1 Helicopter operations**

### **5.2 Ice-breaker operations**

- 5.2.1 ice-breaker request
- 5.2.2 ice-breaker assistance for convoy
- 5.2.3 ice-breaker assistance in close coupled towing

## **6 Vessel Traffic Service (VTS) Standard Phrases** (including Emergency Services and Allied Services)

### **Application of Message Markers**

### **6.1 Phrases for acquiring and providing data for a traffic image**

- 6.1.1 acquiring and providing routine traffic data
- 6.1.2 acquiring and providing distress traffic data

## **6.2 Phrases for providing VTS services**

- 6.2.1 information service
  - 6.2.1.1 navigational warnings
  - 6.2.1.2 navigational information
  - 6.2.1.3 traffic information
  - 6.2.1.4 routing information
  - 6.2.1.5 hydrographic information
  - 6.2.1.6 electronic navigational aids information
  - 6.2.1.7 meteorological warnings
  - 6.2.1.8 meteorological information
  - 6.2.1.9 meteorological questions and answers
- 6.2.2 navigational assistance service
  - 6.2.2.1 request, identification, begin and end
  - 6.2.2.2 position
  - 6.2.2.3 course
- 6.2.3 traffic organization service
  - 6.2.3.1 clearance, forward planning
  - 6.2.3.2 anchoring
  - 6.2.3.3 arrival, berthing and departure
  - 6.2.3.4 enforcement
  - 6.2.3.5 avoiding dangerous situations, providing safe movements
  - 6.2.3.6 canal and lock operations

## **6.3 Phrases between adjacent VTS**

## **6.4 Phrases for communication with emergency services and allied services**

- 6.4.1 emergency services (SAR, fire fighting, pollution fighting)
- 6.4.2 tug assistance
- 6.4.3 pilotage
  - 6.4.3.1 pilot request
  - 6.4.3.2 embarking/disembarking pilot

## **PART IV - ON-BOARD COMMUNICATION PHRASES**

### **Chapter A: Operative Shiphandling**

#### **1 Standard wheel orders**

#### **2 Standard engine orders**

#### **3 Handover of watchkeeping responsibilities**

- 3.1 Briefing on position, movement and draft
  - 3.1.1 position
  - 3.1.2 movements
  - 3.1.3 draft
- 3.2 Briefing on traffic situation in the area
- 3.3 Briefing on navigational aids and equipment status
- 3.4 Briefing on radiocommunications
- 3.5 Briefing on meteorological conditions
- 3.6 Briefing on standing orders and bridge organization
- 3.7 Briefing on special navigational events
- 3.8 Briefing on temperatures, pressures and soundings
- 3.9 Briefing on operation of main engine and auxiliary equipment
- 3.10 Briefing on pumping of fuel, ballast water, etc.
- 3.11 Briefing on special machinery events and repairs
- 3.12 Briefing on record keeping
- 3.13 Handing and taking over the watch or the conn

#### **4 Trim, list and stability**

#### **5 Pilot on the bridge**

##### **5.1 Propulsion system**

##### **5.2 Manoeuvring**

##### **5.3 Radar**

##### **5.4 Draft and air draft**

##### **5.5 Anchoring**

- 5.5.1 going to anchor
- 5.5.2 leaving the anchorage

##### **5.6 Tug assistance**

##### **5.7 Berthing and unberthing**

- 5.7.1 general
- 5.7.2 berthing
- 5.7.3 unberthing

## **Chapter B: Safety on Board**

### **1 General activities**

- 1.1 Raising alarm
- 1.2 Briefing crew and passengers
- 1.3 Checking status of escape routes
- 1.4 Checking status of lifeboats/life rafts
- 1.5 Ordering evacuation
- 1.6 Roll call
- 1.7 Ordering abandon vessel
- 1.8 In-boat procedures

### **2 Occupational safety**

- 2.1 Instruction
- 2.2 Practical occupational safety
- 2.3 Occupational accidents

### **3 Fire protection and Fire fighting**

#### **3.1 Fire protection**

- 3.1.1 checking status of equipment

#### **3.2 Fire fighting and drills**

- 3.2.1 reporting fire
- 3.2.2 reporting readiness for action
- 3.2.3 orders for fire fighting
- 3.2.4 cancellation of alarm

### **4 Damage control**

#### **4.1 Checking equipment status and drills**

#### **4.2 Damage control activities**

- 4.2.1 reporting damage
- 4.2.2 reporting readiness for action
- 4.2.3 orders for damage control
- 4.2.4 cancellation of alarm

### **5 Grounding**

- 5.1 Reporting groundings and ordering immediate actions
- 5.2 Reporting damage
- 5.3 Orders for refloating
- 5.4 Checking seaworthiness



## **6 Search and rescue**

- 6.1 Checking equipment status and drills
- 6.2 Person-overboard activities
- 6.3 Rescue operation - reporting readiness for assistance
- 6.4 Conducting search
- 6.5 Rescue activities
- 6.6 Finishing with search operations

## **Chapter C: Cargo and Cargo Handling**

### **1 Cargo handling procedure**

#### **1.1 Loading and unloading**

- 1.1.1 loading capacities and quantities
- 1.1.2 port/shipboard cargo handling gear and equipment
- 1.1.3 preparing to load/unload
- 1.1.4 operating cargo handling equipment and hatches
- 1.1.5 maintaining/repairing cargo handling equipment
- 1.1.6 briefing on stowage and securing

#### **1.2 Handling dangerous goods**

- 1.2.1 briefing on nature of dangerous goods
- 1.2.2 instructions on compatibility and stowage
- 1.2.3 reporting incidents
- 1.2.4 action in case of incidents

#### **1.3 Handling liquid goods, bunkers and ballast - pollution prevention**

- 1.3.1 preparing safety measures
- 1.3.2 operating pumping equipment
- 1.3.3 reporting and cleaning up pollutions
- 1.3.4 ballast handling
- 1.3.5 cleaning tanks

#### **1.4 Preparing for sea**

### **2 Cargo care**

#### **2.1 Operating shipboard equipment for cargo care**

#### **2.2 Taking measures for cargo care**

- 2.2.1 carrying out inspections
- 2.2.2 describing damage to the cargo
- 2.2.3 taking actions

## **Chapter D: Passenger Care**

### **1 Briefing/instruction**

#### **1.1 Conduct of passengers aboard**

- 1.1.1 general information on conduct of passengers aboard
- 1.1.2 briefing on prohibited areas, decks, spaces in the ship

#### **1.2 Briefing on safety regulations/preventive measures/communications**

- 1.2.1 general emergency alarm
- 1.2.2 preventing/reporting fire
- 1.2.3 PA announcements on emergency
- 1.2.4 person overboard
- 1.2.5 protective measures for children

### **2 Evacuation and boat drill**

- 2.1 Allocating/directing to assembly stations, describing how to escape
- 2.2 Briefing on how to dress and what to take to assembly stations
- 2.3 Performing roll call
- 2.4 Briefing on/demonstrating putting on life-jackets
- 2.5 Instruction on how to enter and to behave in lifeboats/ life rafts, giving corresponding orders
- 2.6 On-scene measures/actions in lifeboats/life rafts

### **3 Attending to passengers in an emergency**

- 3.1 Informing on present situation, raising confidence
- 3.2 Escorting helpless passengers

## **APPENDIX**

### **1 Standard Distress Message in the GMDSS**

- 1.1 Structure
- 1.2 Example

### **2 Standard Urgency Message in the GMDSS**

- 2.1 Structure
- 2.2 Example

### **3 Standard Safety Message in the GMDSS**

- 3.1 Structure
- 3.2 Example

### **4 Alphabetical Index (to be developed)**

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## INTRODUCTION

These SMCP have been compiled:

- to assist in the greater safety of navigation and of the conduct of ship,
- to standardize the language used in communication for navigation at sea, in port-approaches, in waterways, harbours and on board vessels.

These phrases are not intended to supplant or contradict the International Regulations for Preventing Collisions at Sea, 1972 or special local rules or recommendations made by IMO concerning ships' routing. Neither are they intended to supersede the International Code of Signals nor to supplant normal radiotelephone practice as set out in the ITU Regulations.

These SMCP meet the requirements of the STCW Convention, 1978, as revised, and of the SOLAS Convention, 1974, as revised, regarding verbal communications ; moreover, the phrases cover the communication relevant safety aspects laid down in these Conventions. Knowledge, understanding and the competence to use the SMCP are required by the STCW Convention, 1978, as revised, for officers in charge of a navigational watch on vessels of 500 gross tonnage or more. Use of the communication phrases should be made as often as possible in preference to other wording of similar meaning, and they should be part of instruction in maritime education and training.

In this way they are intended to become an acceptable safety language, using the English language, for the verbal interchange of intelligence between individuals of all maritime nations on the many and varied occasions when precise meanings and translations are in doubt, increasingly evident under modern conditions at sea. For that purpose the SMCP build on basic knowledge of the English language, and they have been drafted in a simplified version of maritime English intentionally reducing grammatical, lexical and idiomatic varieties to a tolerable minimum and standardized structures for the sake of the function of the SMCP, i.e. diminishing misunderstanding in safety related verbal communications.

The accompanying CD/Cassette could be helpful to familiarize with the correct pronunciation of the phrases.

The typographical conventions used throughout most of this communication phrases are as follows:

- ( ) **brackets** indicate that the part of the message enclosed within the brackets may be added where it is relevant, or they enclose a brief explanation of the preceding phrase;
- / **oblique stroke** indicates that the items on either side of the stroke are alternatives; and,
- ... **dots** indicate that the relevant information is to be filled in where the dots occur and (*italic letters*) indicate the kind of information requested.

## PART I - GENERAL

### 1 Procedure

When it is necessary to indicate that the SMCP are to be used, the following message may be sent:

"Please use Standard Marine Communication Phrases"

"I will use Standard Marine Communication Phrases"

### 2 Spelling

When in external communication spelling is necessary, only the following spelling table should be used:

Letter	Code	Letter	Code
A	<u>A</u> lfa	N	Nov <u>e</u> mber
B	<u>B</u> ravo	O	<u>O</u> scar
C	<u>C</u> harlie	P	<u>P</u> apa
D	<u>D</u> elta	Q	<u>Q</u> uebec
E	<u>E</u> cho	R	<u>R</u> omeo
F	<u>F</u> oxtrot	S	<u>S</u> ierra
G	<u>G</u> olf	T	<u>T</u> ango
H	<u>H</u> otel	U	<u>U</u> niform
I	<u>I</u> ndia	V	<u>V</u> ictor
J	<u>J</u> uliet	W	<u>W</u> hisky
K	<u>K</u> ilo	X	<u>X</u> -ray
L	<u>L</u> ima	Y	<u>Y</u> ankee
M	<u>M</u> ike	Z	<u>Z</u> ulu

Figure	Code word
0	Nadazero
1	Unaone
2	Bissotwo
3	Terrathree
4	Kartefour
5	Pantafive
6	Soxisix
7	Setteseven
8	Oktoeight
9	Novenine
Full stop	Stop
Decimal point	Decimal

### 3 Message Markers

In shore-to-ship and ship-to-shore communication or radio communication in general, the following eight Message Markers may be used ( also see "**Application of Message Markers**" given in section 6 "Vessel Traffic Service (VTS) Standard Phrases" of PART III):

- (i) Instruction
- (ii) Advice
- (iii) Warning
- (iv) Information
- (v) Question
- (vi) Answer
- (vii) Request
- (viii) Intention

#### **4 Responses**

- 4.1 When the answer to a question is in the affirmative, say:  
"Yes, ...." - followed by the appropriate phrase in full.
- 4.2 When the answer to a question is in the negative, say:  
"No, ..." - followed by the appropriate phrase in full.
- 4.3 When the information requested is not immediately available, say:  
"Stand by" - followed by the time interval within which the information will be available.
- 4.4 When the information requested cannot be obtained, say:  
"No information."
- 4.5 When an INSTRUCTION (e.g. by a VTS-Station, Naval vessel or other fully authorized personnel) or an ADVICE is given, respond if in the affirmative:  
"I will/can ..." - followed by the instruction or advice in full; and,  
if in the negative, respond:  
"I will not/cannot ..." - followed by the instruction or advice in full.

Example: "ADVICE. Do not overtake vessel ahead of you."  
Respond: "I will not overtake vessel ahead of me."

The responses to orders of special importance, however, are given in wording in the phrases concerned.

#### **5 Distress, urgency and safety signals**

- 5.1 MAYDAY is to be used to announce a distress message
- 5.2 PAN - PAN is to be used to announce an urgency message
- 5.3 SÈCURITÈ is to be used to announce a safety message

#### **6 Standard organizational phrases (see also section 4 of "SEASPEAK Reference Manual")**

- 6.1 "How do you read?"
- 6.1.1 "I read you ...
- |                |                            |                           |
|----------------|----------------------------|---------------------------|
| bad/one        | with signal strength one   | (i.e. barely perceptible) |
| poor/two       | with signal strength two   | (i.e. weak)               |
| fair/three     | with signal strength three | (i.e. fairly good)        |
| good/four      | with signal strength four  | (i.e. good)               |
| excellent/five | with signal strength five  | (i.e. very good)          |

- 6.2 When it is advisable to remain on a VHF channel/frequency say:  
"Stand by on VHF channel ... /frequency ... "
- 6.2.1 When it is accepted to remain on the VHF channel/frequency indicated, say:  
"Standing by on VHF channel ... "/frequency ... "
- 6.3 When it is advisable to change to another VHF channel/frequency, say:  
"Advise (you) change to VHF channel ... /frequency ... ",  
"Advise(you) try VHF channel .. /frequency."
- 6.3.1 When the changing of a VHF channel/frequency is accepted, say:  
"Changing to VHF channel ... /frequency ... ."

## **7 Corrections**

When a mistake is made in a message, say:  
"Mistake ..." - followed by the word:  
"Correction ... " plus the corrected part of the message.

Example: "My present speed 14 knots - mistake.  
Correction, my present speed 12, one-two, knots."

## **8 Readiness**

"I am /I am not ready to receive your message".

## **9 Repetition**

- 9.1 If any part of the message are considered sufficiently important to need safeguarding, say:  
"Repeat ... " - followed by the corresponding part of the message.

Example: "My draft 12.6 repeat one-two decimal 6 metres."  
"Do not overtake - repeat - do not overtake."

- 9.2 When a message is not properly heard, say:  
"Say again (please)."

## **10 Numbers**

Numbers are to be spoken in separate digits:  
"One-five-zero" for 150  
"Two decimal five" for 2.5

Note: Attention! When rudder angles e.g. in wheel orders are given, say:  
"Fifteen" for 15 or  
"Twenty" for 20 etc..

## **11 Positions**

- 11.1 When latitude and longitude are used, these shall be expressed in degrees and minutes (and decimals of a minute if necessary), north or south of the Equator and east or west of Greenwich.

Example: "WARNING. Dangerous wreck in position 15 degrees 34 minutes north  
61 degrees 29 minutes west."

- 11.2 When the position is related to a mark, the mark shall be a well-defined charted object. The bearing shall be in the 360 degrees notation from true north and shall be that of the position FROM the mark.

Example: "Your position bearing 137 degrees from Barr Head lighthouse  
distance 2.4 nautical miles."

## **12 Bearings**

The bearing of the mark or vessel concerned, is the bearing in the 360 degree notation from north (true north unless otherwise stated), except in the case of relative bearings. Bearings may be either FROM the mark or FROM the vessel.

Examples: "Pilot boat bearing 215 degrees from you."

Note: Vessels reporting their position should always quote their bearing FROM the mark, as described in paragraph 11.2 of this chapter.

- 12.1 Relative bearings

Relative bearings can be expressed in degrees relative to the vessel's head or bow. More frequently this is in relation to the port or starboard bow.

Example: "Buoy 030 degrees on your port bow."  
(Relative D/F bearings are more commonly expressed in the 360 degree notation.)

## **13 Courses**

Always to be expressed in 360 degree notation from north (true north unless otherwise stated). Whether this is to TO or FROM a mark can be stated.

## **14 Distances**

Preferably to be expressed in nautical miles or cables (tenths of a mile) otherwise in kilometres or metres, the unit always to be stated.

## **15 Speed**

- To be expressed in knots:
- 15.1 without further notation meaning speed through the water; or,
- 15.2 "ground speed" meaning speed over the ground.



## 16 Time

Times should be expressed in the 24 hour notation indicating whether UTC, zone time or local time is being used.

## 17 Geographical names

Place names used should be those on the chart or Sailing Directions in use.  
Should these not be understood, latitude and longitude should be given.

## 18 Ambiguous words

Some words in English have meanings depending on the context in which they appear. Misunderstandings frequently occur, especially in VTS communications, and have produced accidents. Such words are:

### 18.1 The Conditionals "May", "Might", "Should" and "Could".

#### May

Do not say: "May I enter fairway?"  
Say: "QUESTION. Is it permitted to enter fairway?"  
Do not say: "You may enter fairway."  
Say: "ANSWER. It is permitted to enter fairway."

#### Might

Do not say: "I might enter fairway."  
Say: "INTENTION. I will enter fairway."

#### Should

Do not say: "You should anchor in anchorage B 3."  
Say: "ADVICE. Anchor in anchorage B 3."

#### Could

Do not say: "You could be running into danger."  
Say: "WARNING. You are running into danger."

### 18.2 The word "Can"

The word "Can" either describes the possibility or the capability of doing something. In the SMCP the situations where phrases using the word "Can" appear make it clear whether a possibility is referred to. In an ambiguous context, however, say, for example:  
"QUESTION. Is it permitted to use shallow draft fairway at this time?",  
do not say: "Can I use shallow draft fairway at this time?", if you ask for a permission.  
(The same applies to the word "May")

*Note: In cases not covered by PART I "General", the regular communication procedures prescribed by the ITU - Radio Regulations will prevail.*

## **PART II - GLOSSARY**

Abandon vessel	To evacuate a vessel from crew and passengers following a distress
Adrift	Floating, not controlled, without a clearly determinable direction
Assembly station	Place on deck, in mess rooms, etc., assigned to crew and passengers where they have to meet according to the muster list when the corresponding alarm is released or announcement made
Backing (of wind)	When a wind blows round anticlockwise (opposite of veering)
Beach (to)	To run a vessel upon a beach to prevent its sinking in deep water
Berth	A sea room to be kept for safety around a vessel, rock, platform, etc., or the place assigned to a vessel when anchored or lying alongside a pier, etc.
Blast	A sound signal made with the whistle of the vessel
Blind sectors	Areas which cannot be scanned by the radar of the vessel because they are shielded by parts of its superstructure, masts, etc.
Boarding arrangements	All gear, such as pilot ladder, accommodation ladder, hoist, etc., necessary for a safe transfer of the pilot
Boarding speed	The speed of a vessel adjusted to that of a pilot boat at which the pilot can safely embark
Briefing	A concise explanatory information to crew and passengers
Capsizing	Turning of a vessel upside down while on water
Cardinal buoy	A seamark, i.e. a buoy, indicating the north, east, south or west from a fixed point, e.g. a wreck
Casualty	Case of death or serious injury to a person in an accident or shipping disaster, also said of a distressed vessel
Close coupled towing	A method of towing vessels through polar ice by means of icebreaking tugs with a special stern notch suited to receive and hold the bow of the vessel to be towed
Compatibility(of goods)	states whether different goods can be stowed together in one hold
Convoy	A group of vessels which sail together, e.g. through a canal or ice
COW	Crude oil washing: A system of cleaning the tanks by washing them with the cargo of crude oil while it is being discharged

CPA	Closest point of approach
CSS	Co-ordinator surface search: A vessel, other than a rescue unit, designated to co-ordinate surface search and rescue operation within a specified area
Damage control team	A group of crew members trained for fighting flooding in the vessel
Datum	The most probable position of a search target at a given time
Derelict	Goods or any other commodity, specifically a vessel abandoned at sea
Destination	Port which a vessel is bound for
Disabled	A vessel damaged or impaired in such a manner as to be incapable of proceeding its voyage
Disembark (to)	To go from board a vessel
Distress alert (GMDSS)	A radio signal from a distressed vessel automatically directed to a RCC giving position, identification, course and speed of the vessel as well as the nature of distress
Dragging (of anchor)	Moving of an anchor over the sea bottom involuntarily because it is no longer preventing the movement of the vessel
Dredging (of anchor)	Moving of an anchor over the sea bottom to control the movement of the vessel
Drifting	Floating, caused by winds and current with a determinable direction
Drop back (to)	To increase the distance to the vessel ahead by reducing one's own speed
Embark (to)	To go aboard a vessel
Escape route	A clearly marked way in the vessel which has to be followed in case of an emergency
Escort	Attending a vessel, to be available in case of need, e.g ice-breaker, tug, etc.
ETA	Estimated time of arrival
ETD	Estimated time of departure
Fairway	Navigable part of a waterway
Fairway speed	Mandatory speed in a fairway

Fire party	A group of crew members trained for fire fighting on board
Fire patrol	A round through the vessel carried out by a crew member of the watch at certain intervals so that an outbreak of fire may be promptly detected; mandatory in vessels carrying more than 36 passengers
Flooding	Major flow of seawater into the vessel
Foam monitor	A powerful foam fire extinguisher standing by aboard tankers loading or discharging oil
Foul (of anchor)	Anchor has its own cable twisted around it or has fouled an obstruction
Foul (of propeller)	A line, wire, net, etc., is wound round the propeller
Full speed	Highest possible speed of a vessel
General emergency alarm	A sound signal of seven short blasts and one long blast given with the vessel's sound system
GMDSS	Global maritime distress and safety system
GPS	Global (satellite) positioning system
Hampered vessel	A vessel restricted by its ability to manoeuvre by the nature of its work or its deep draft
Hatchrails	Ropes supported by stanchions around an open hatch to prevent persons from falling into a hold
Hoist	here: A cable used by helicopters for lifting or lowering persons in a pick-up operation
IMO-Class	Group of dangerous or hazardous goods, harmful substances or marine pollutants in sea transport as classified in the International Dangerous Goods Code (IMDG Code)
Initial course	Course directed by the OSC or CSS to be steered at the beginning of a search
Inoperative	Not functioning
Jettison (to) (of cargo)	Throwing overboard of goods in order to lighten the vessel or improve its stability in case of an emergency
Launch (to)	To lower, e.g. lifeboats to the water
Leaking	Escape of liquids such as water, oil, etc., out of pipes, boilers, tanks, etc., or a minor inflow of seawater into the vessel due to a damage to the hull

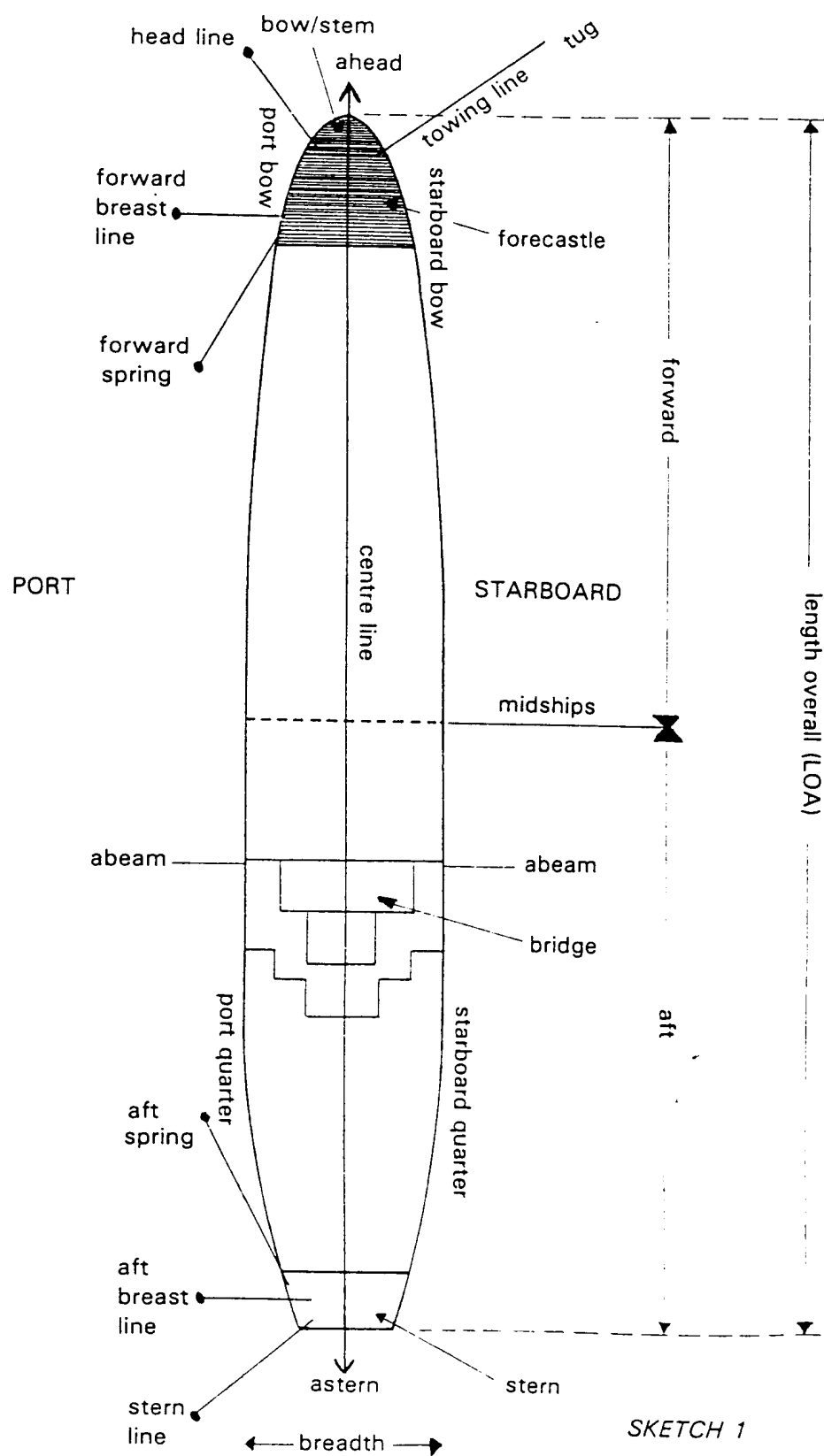
Leeway	Lateral movement of the vessel to leeward of its course
Let go (to)	To set free, let loose, or cast off (of anchors, lines, etc.)
Lifeboat station	Place assigned to crew and passengers where they have to meet before they will be ordered to enter the lifeboats
List	Inclination of the vessel to port side or starboard side
Make water (to)	Seawater to flow into the vessel due to damage to its hull, or hatches awash and not properly closed
Manoeuvring speed	A vessel's reduced rate of speed in restricted waters such as fairways, harbours, etc.
Mass disease	An illness preferably of an infectious nature seizing more than two persons on board at the same time
Moor (to)	To secure a vessel in a particular place by means of chains or ropes made fast to the shore, to anchors, or to anchored mooring buoys, or to ride with both anchors down
Muster (to)	To assemble crew, passengers or both in a special place for purposes of checking
Not under command (NUC)	A vessel which through exceptional circumstances is unable to manoeuvre as required by the COLREGs
Obstruction	An object such as a wreck, net, etc., which blocks a fairway, route, etc.
Off air	When the transmissions of a radio station or a Decca chain, etc., have broken down, switched off or suspended
Off station (of buoys)	Not at the position charted
Oil clearance	An operation to remove oil from the water surface
Operational	Ready for immediate use
Ordnance exercise	Naval firing practice
OSC	On-scene commander: The commander of a rescue unit designated to co-ordinate search and rescue operations within a specified area
Outbound/inbound vessel	A vessel leaving/entering port
Overflow	Accidental escape of oil out of a tank when it gets too full because pumping was not stopped in time

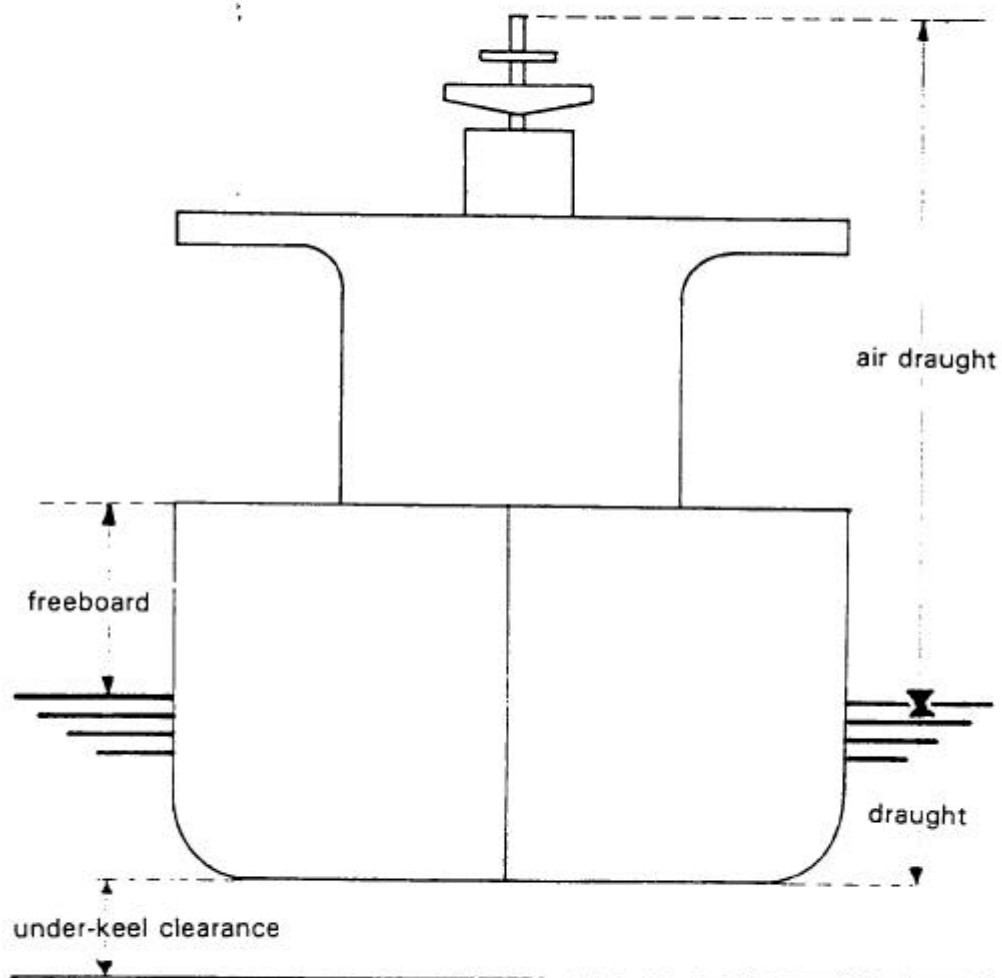
Polluter	A vessel emitting harmful substances into the air or spilling oil into the sea
Proceed (to)	To sail or head for a certain position or to continue the voyage
PA-system	Public address system: Loudspeakers in the vessel's cabins, mess rooms, etc., and on deck via which important information can be broadcast from a central point, mostly from the navigation bridge
RCC	Rescue co-ordination centre: Land-based authority conducting and co-ordinating search and rescue operations in a designated area
Receiving point	A mark or place at which a vessel comes under obligatory entry, transit, or escort procedure
Reference line	A fictive line displayed on the radar screen separating the fairway for inbound and outbound vessels so that they can safely pass each other
Refloat (to)	To pull a vessel off after grounding; to set afloat again
Reporting point	(see Way point)
Rendez-vous	An appointment between vessels normally made on radio to meet in a certain area or position
Rescue team	A group of crew members standing by in case of an emergency in order to assist other teams in action if necessary
Restricted area	A deck, space, area, etc., not permitted to be entered for safety reasons
Retreat signal	Sound, visual or other signal to a team ordering it to return to its base
Rig move	The movement of an oil rig, drilling platform, etc., from one position to another
Roll call	The act of checking who of the passengers and crew members are present, e.g. at assembly stations, by reading aloud a list of their names
Safe speed	That speed of a vessel allowing the maximum possible time for effective action to be taken to avoid a collision and to be stopped within an appropriate distance
Safety load	The maximum permissible load of a deck, etc.
Safe working pressure	The maximum permissible pressure in cargo hoses
SAR	Search and rescue
Scene	The area where the event, e.g. an accident has happened

Search pattern	A pattern according to which vessels and/or aircraft may conduct a co-ordinated search (the IMOSAR offers seven search patterns)
Search speed	The speed of searching vessels directed by the OSC or CSS
Segregation(of goods)	Separation of goods which for different reasons must not be stowed together
Shifting cargo	Transverse movement of cargo, especially bulk, caused by rolling or a heavy list
Slings	Ropes, nets, and any other means for handling general cargoes
Speed of advance	The speed at which a storm centre moves
Spill (to)	To accidentally escape, e.g. oil, etc., from a vessel, container, etc., into the sea
Spill control gear	Special equipment for fighting accidental oil spills at early stages
Spreader	here: Step of a pilot ladder which prevents the ladder from twisting
Stand by (to)	To be in readiness or prepared to execute an order
Stand clear (to)	To keep a boat away from the vessel
Standing orders	Orders of the Master to the officers of the watch which s/he must comply with
Stand on (to)	To maintain course and speed
Station	The allotted place or the duties of each person on board
Take off (to)	To start with the helicopter from a vessel's deck
Target	The echo generated e.g. by a vessel on a radar screen
Traffic lane	A one-way route which vessels have to comply with within a traffic separation scheme
Transshipment (of cargo)	here:The transfer of goods from one vessel to another outside harbours
Transit	The passage of a vessel through a canal, fairway, etc.
Transit speed	Speed of a vessel required for the passage through a canal, fairway, etc.
Underway	A vessel which is not at anchor, or made fast to the shore, or aground
Unlit	When the light characteristics of a buoy or a lighthouse are inoperative
UTC	Universal time co-ordinated (ex GMT)

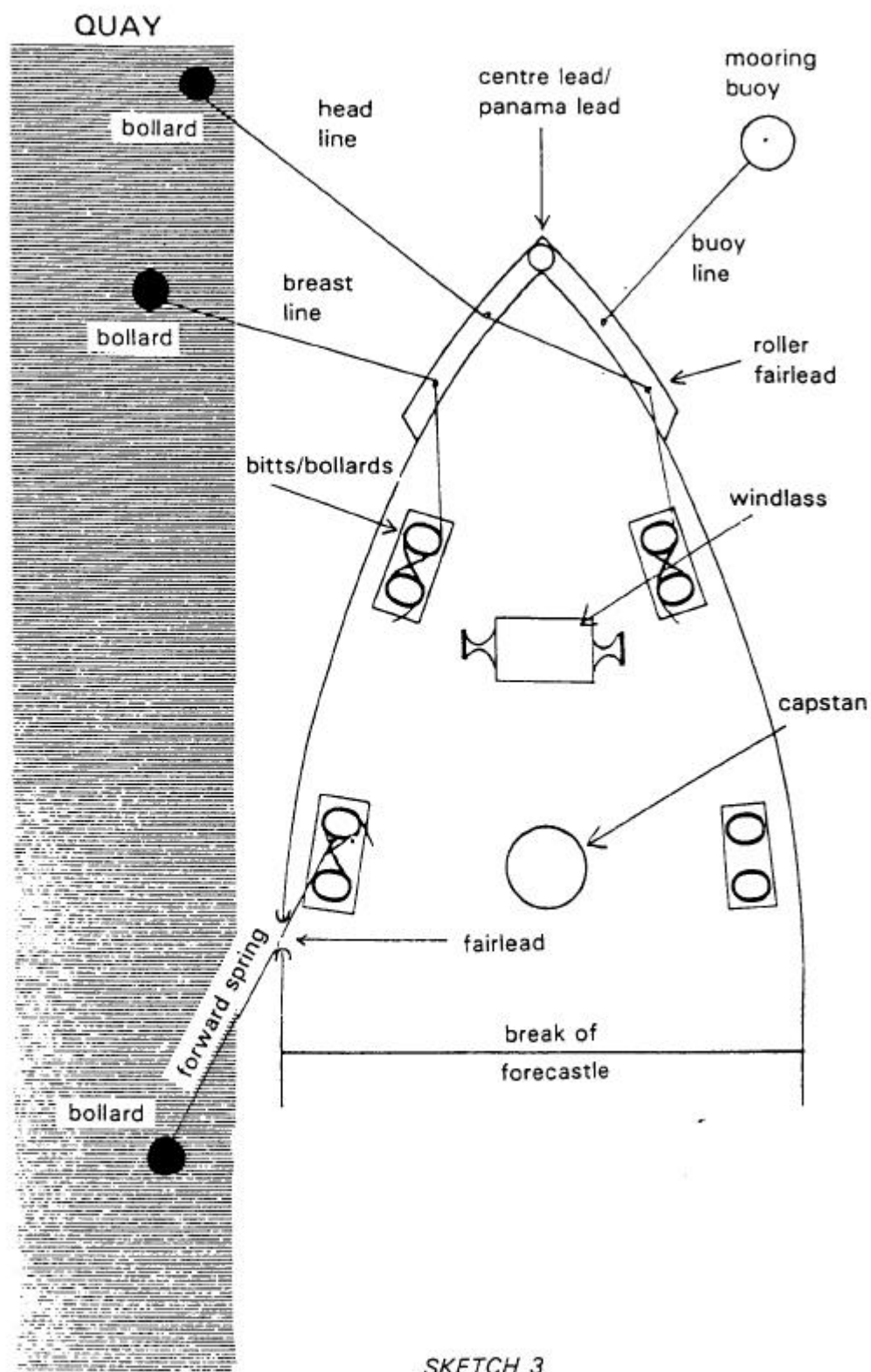
Variable (of winds)	When a wind is permanently changing the direction from which it blows
Veering (of winds)	When a wind blows round clockwise; opposite of backing
VTs	Vessel traffic service: A service, designed to improve safety, efficiency, and easiness of vessel traffic and to protect the environment
VTs-area	Area controlled by a VTs-Centre or VTs-Station
Way point	A mark or position at which a vessel is required to report to establish its position
Windward	The general direction from which the wind blows; opposite of leeward
Wreck	A vessel which has been destroyed or sunk or abandoned at sea







SKETCH 2



### **PART III - EXTERNAL COMMUNICATION PHRASES**

(Attention: The use of Standard Phrases in ships' external communication does not in any way exempt from applying the relevant ITU - Radio Regulations and Procedures for Radio Telephony)

#### **III / 1 Distress Communications**

##### **III / 1.1 Distress messages**

###### **1.1.1 Fire, explosion**

- .1 Vessel on fire (after explosion) in position ... .
- .2 I am on fire in position ... .
- .3 What is on fire?
  - .3.1 Engine room on fire.
  - .3.2 Hold(s) on fire.
  - .3.3 (Deck) cargo on fire.
  - .3.4 Superstructure on fire.
  - .3.5 Accommodation on fire.
  - .3.5 ... on fire.
- .4 Are dangerous goods on fire?
  - .4.1 Yes, oil/... on fire.
  - .4.2 No, dangerous goods not on fire.
- .5 Is danger of explosion?
  - .5.1 Yes, danger of explosion.
  - .5.2 No, no danger of explosion.
- .6 What is damage?
  - .6.1 No damage.
  - .6.2 No power supply.
  - .6.3 I am not under command.
  - .6.4 I am making water.
  - .6.5 I am sinking.
- .7 Is fire under control?
  - .7.1 Yes, fire under control.
  - .7.2 No, fire not under control (fire spreading).
- .8 Can you get fire under control?
  - .8.1 Yes, I can get fire under control.
  - .8.2 No, I cannot get fire under control.
- .9 Is smoke toxic?
  - .9.1 Yes, smoke toxic.
  - .9.2 No, smoke not toxic.
- .10 What kind of assistance do you require?
  - .10.1 I require foam extinguishers.
  - .10.2 I require CO<sub>2</sub> extinguishers.
  - .10.3 I require fire pumps.
  - .10.4 I require fire fighting assistance.
  - .10.5 I require ... .
  - .10.6 I do not require assistance.

- .11 Report injured persons.
- .11.1 No person injured.
- .11.2 Number of injured persons/casualties: ... .
- .11.3 I require medical assistance.

#### 1.1.2 **Flooding**

- . 1 I have leak below water line.
- . 2 I am making water.
- . 3 Can you stop leak?
- . 3.1 Yes, I can stop leak.
- . 3.2 No, I cannot stop leak.
- . 4 Can you control flooding?
- . 4.1 Yes, I can control flooding.
- . 4.2 No, I cannot control flooding.
- . 5 What kind of assistance do you require?
- . 5.1 I require pumps.
- . 5.2 I require divers.
- . 5.3 I require ... .
- . 6 I will send pumps.
- . 6.1 I will send divers.
- . 6.2 I will send ... .
- . 6.3 I cannot send ... .
- . 7 I have dangerous list.
- . 8 I am in critical condition.
- . 9 How many compartments flooded?
- . 9.1 ... compartments flooded.
- .10 Flooding under control.
- .11 Can you proceed without assistance?
- .11.1 Yes, I can proceed without assistance.
- .11.2 No, I cannot proceed without assistance.
- .12 I require escort.

#### 1.1.3 **Collision**

- . 1 I have collided with MV ....
- . 1.1 I have collided with unknown vessel/object.
- . 1.2 I have collided with ...(name) light vessel.
- . 1.3 I have collided with seamark ...(charted name).
- . 1.4 I have collided with iceberg.
- . 1.5 I have collided with ... .
- . 2 What is damage?
- . 2.1 I have minor/major damage above/below water line.
- . 2.2 Propeller/rudder damaged.
- . 2.3 I can only proceed at slow speed.
- . 2.4 I am not under command.
- . 3 Can you repair damage?
- . 3.1 Yes, I can repair damage.
- . 3.2 No, I cannot repair damage.

- . 4 What kind of assistance do you require?
- . 4.1 I require escort.
- . 4.2 I require tugs.
- . 4.3 I require ... .

#### 1.1.4 **Grounding**

- . 1 Are you aground?
- . 1.1 Yes, aground in position .... .
- . 1.2 Yes, aground on rocky bottom.
- . 1.3 Yes, aground on soft bottom.
- . 2 I went aground in position ... require assistance.
- . 3 I went aground at high water.
- . 4 I went aground at half water.
- . 5 I went aground at low water.
- . 6 What part is aground?
- . 6.1 Aground forward.
- . 6.2 Aground amidships.
- . 6.3 Aground aft.
- . 6.4 Aground full length.
- . 7 What kind of assistance do you require?
- . 7.1 I require pumps.
- . 7.2 I require escort.
- . 7.3 I require tugs.
- . 7.4 I require ... .
- . 7.5 I do not require assistance.
- . 8 Uncharted rocks in position ... .
- . 9 Risk of grounding at low water.
- .10 Can you jettison cargo forward/aft to refloat?
- .11.1 Yes, I can jettison cargo forward/aft.
- .11.2 No, I cannot jettison cargo.
- .11.3 Attention! Do not jettison IMO-class cargo.
- .12 When do you expect to refloat?
- .12.1 I expect to refloat at ... .
- .12.2 I expect to refloat when tide rises.
- .12.3 I expect to refloat when weather improves.
- .12.4 I expect to refloat when draft decreases.
- .12.5 I expect to refloat with tug assistance.
- .14 Can you beach?
- .14.1 Yes, I can/will beach in position ... .
- .14.2 No, I cannot beach.

#### 1.1.5 **List, danger of capsizing**

- . 1 I have heavy list to port side/starboard side.
- . 2 I have heavy list due to flooding.
- . 3 I have heavy list due to shifting cargo.
- . 4 List increasing.
- . 4.1 List decreasing.

- . 5 I am in danger of capsizing.
- . 6 Can you transfer cargo/bunkers to stop listing?
- . 6.1 Yes, I can transfer cargo/bunkers.
- . 6.2 No, I cannot transfer cargo/bunkers.
- . 6.3 I have transferred cargo/bunkers to stop listing
- . 7 Listing stopped after transferring.
- . 7.1 Listing did not stop after transferring.
- . 8 Can you jettison cargo to stop listing?
- . 8.1 Yes, I can jettison cargo .
- . 8.2 No, I cannot jettison cargo.
- . 8.3 I have jettisoned cargo to stop listing.
- . 9 Listing stopped after jettisoning.
- . 9.1 Listing did not stop after jettisoning.
- . 10 Can you beach?
- . 10.1 Yes, I can/will beach in position ... .
- . 10.2 No, I cannot beach.

#### 1.1.6 **Sinking**

- . 1 I am sinking in position ... after collision.
- . 1.1 I am sinking after grounding.
- . 1.2 I am sinking after flooding.
- . 1.3 I am sinking after explosion.
- . 1.4 I am sinking after ... .
- . 2 I require assistance.
- . 3 I proceed to your assistance.
- . 4 I expect to reach you within ... hours/at ... UTC.

#### 1.1.7 **Disabled and adrift**

- . 1 I am not under command in position ... .
- . 2 I am adrift near position ... .
- . 3 I am drifting at ... knots to ... degrees.
- . 4 What kind of assistance do you require?
- . 4.1 I require tug assistance.
- . 4.2 I require... .

#### 1.1.8 **Armed attack/piracy**

- . 1 I am under attack of pirates.
- . 1.1 MV ... under attack of pirates.
- . 1.2 I require assistance.
- . 1.3 MV ... requires assistance.
- . 2 I was under attack of pirates.
- . 2.1 MV ... was under attack of pirates.
- . 3 What kind of assistance do you require?
- . 3.1 I require medical assistance.
- . 3.2 I require navigational assistance.
- . 3.3 I require tug assistance.
- . 3.4 I require military assistance.
- . 3.5 I require escort.
- . 3.6 I require ... .

- . 4      What is damage?
- . 4.1      I have no damage.
- . 4.2      I have major/minor damage to navigational instruments.
- . 4.3      I am not under command.
- . 5      Can you proceed?
- . 5.1      Yes, I can/ will proceed.
- . 5.2      No, I cannot/ will not proceed.

#### 1.1.9      **Undesignated distress**

- . 1      I have problems.
- . 2      What problems have you?
- . 2.1      I have problems with cargo.
- . 2.2      I have problems with machinery.
- . 2.3      I have problems with navigation.
- . 2.4      I have problems with mass disease.
- . 2.5      I have problems with ... .
- . 3      What kind of assistance do you require?
- . 3.1      I require ... .

#### 1.1.10      **Abandoning vessel**

- . 1      I must abandon vessel after collision in position ... .
- . 1.1      I must abandon vessel after grounding in position ... .
- . 1.2      I must abandon vessel after flooding in position ... .
- . 1.3      I must abandon vessel after explosion in position ... .
- . 1.4      I must abandon vessel after piracy in position ... .
- . 1.5      I must abandon vessel after ... in position ... .

### **III / 1.2      Search and rescue communications**

#### 1.2.1      **Distress/urgency messages**

- . 1      I require assistance.
- . 2      I proceed to your assistance.
- . 3      What is your position?
- . 3.1      My position ... .
- . 4      What is your present course and speed?
- . 4.1      My present course ... degrees, my speed ... knots.
- . 5      How many persons on board?
- . 5.1      Number of persons on board: ... .
- . 6      Report injured persons.
- . 6.1      No person injured
- . 6.2      Number of injured persons/casualties: ... .
- . 7      Will you abandon vessel?
- . 7.1      I will not abandon vessel.
- . 7.2      I will abandon vessel at ... .
- . 8      How many lifeboats/life rafts will you launch?
- . 8.1      I will launch ... lifeboats/liferafts.



- . 9 How many persons will stay on board?
  - . 9.1 No person will stay on board.
  - . 9.2 ... persons will stay on board.
- .10 What is weather situation in your position?
  - .10.1 Wind ...(*direction*) force Beaufort ... .
  - .10.2 Visibility ... metres/nautical miles.
  - .10.3 Sea/swell ... metres from ... (*compass points*).
  - .10.4 Current ... knots to ... degrees.
- .11 Are there dangers to navigation?
  - .11.1 No, no dangers to navigation.
  - .11.2 Yes, uncharted rocks.
  - .11.3 Yes, drifting ice.
  - .11.4 Yes, abnormally low tides.
  - .11.5 Yes, drifting mines.
  - .11.6 Yes, ... .
  - .11.7 Proceed with caution.

#### 1.2.2 Acknowledgement and/or relay of SAR - messages

- . 1 Received MAYDAY from MV ... at UTC on channel.../frequency ....
- . 2 Vessel in position ... on fire/had explosion.
  - . 2.1 Vessel in position ... flooded.
  - . 2.2 Vessel in position ... has collided (with .. ).
  - . 2.3 Vessel in position ... listing/in danger of capsizing.
  - . 2.4 Vessel in position ... sinking.
  - . 2.5 Vessel in position ... disabled and adrift.
  - . 2.6 Vessel in position ... abandoned.
- . 3 Vessel requires assistance.
- . 4 Received your MAYDAY.
  - . 4.1 My position ... .
  - . 4.2 I proceed/MV ... proceeds to your assistance.
- . 5 When will you/assistance arrive?
  - . 5.1 I/assistance will arrive within ... hours/at ... UTC.

#### 1.2.3 Performing/co-ordinating SAR - operations

(The questions are normally asked and advice is given by the Co-ordinator Surface Search (CSS) or the On-scene Commander (OSC). For further information especially on items: 8 to 16 see IMO-MERSAR Manual, 1993).

- . 1 This is MV ... .
  - . 1.1 I am/will act as Co-ordinator Surface Search.
  - . 1.2 I will show following signals/lights.
- . 2 Can you proceed to distress position?
  - . 2.1 Yes, I can proceed to distress position.
  - . 2.2 No, I cannot proceed to distress position.
- . 3 When will you arrive at distress position?
  - . 3.1 I will arrive at distress position within ... hours/ at ... UTC.
- . 4 The position given in MAYDAY not correct.
  - . 4.1 Correct position ... .
- . 5 Vessels are advised to proceed to position ... to start rescue.
- . 6 Carry out search pattern ... starting at ... UTC.

- . 6.1 Carrying out search pattern ... starting at ... UTC.
- . 7 Initial course ... degrees, search speed ... knots.
- . 8 Carry out radar search.
- . 8.1 Carrying out radar search.
- . 9 MV ... is allocated track number ... .
- .10 MV/MVs ... adjust interval between vessels to ...kilometres/nautical miles.
- .10.1 Interval between vessels adjusted to ... kilometres/nautical miles.
- .11 Adjust track spacing to ...kilometres/nautical miles.
- .11.1 Track spacing adjusted to ... kilometres/nautical miles.
- .12 Search speed now ... knots.
- .13 Alter course to ... degrees (at ... UTC).
- .13.1 Course altered to ... degrees (at ... UTC).
- .14 Alter course for next leg of track now/at ... UTC.
- .14.1 Course altered for next leg of track.
- .15 We resume search in position ... .
- .16 Crew has abandoned vessel.
- .17 Keep sharp lookout for lifeboats/liferafts.

#### 1.2.4 **Finishing with SAR - operations**

- . 1 What is result of search?
- . 1.1 Result of search negative.
- . 2 Continue search in position ... .
- . 3 Sighted vessel in position ... .
- . 3.1 Sighted derelict in position ... .
- . 3.2 Sighted lifeboats/liferafts in position ... .
- . 3.3 Sighted lifejackets in position ... .
- . 3.4 Sighted oil slick in position ... .
- . 3.5 Sighted ... in position.
- . 4 Can you pick up survivors?
- . 4.1 Yes, I can pick up survivors.
- . 4.2 No, I cannot pick up survivors.
- . 5 I/MV ... will proceed to pick up survivors.
- . 5.1 Stand by at lifeboats/liferafts.
- . 6 Picked up ... survivors in position ... .
- . 6.1 Picked up ... lifejackets in position ... .
- . 6.2 Picked up ... in position ... .
- . 7 Picked up lifeboat/life raft with ... casualties in position ... .
- . 8 Picked up ... casualties in lifejackets in position ... .
- . 9 Survivors in bad/good condition.
- .10 Do you require medical assistance?
- .10.1 Yes, I require medical assistance.
- .10.2 No, I do not require medical assistance.
- .11 Try to obtain information from survivors.
- .12 There are still .../no more lifeboats/liferafts with survivors.
- .13 Total number of persons on board was ... .
- .14 Rescued all persons/ ... persons.
- .15 You/MV ... can stop search and proceed.
- .16 There is no hope to rescue more persons.
- .17 We finish with SAR - operations.

### **III / 1.3     Person overboard**

- . 1     I/MV ... lost person overboard in position ... .
- . 2     Assist with search in vicinity of position ... .
- . 3     All ships in vicinity of position ... keep sharp lookout and report to ... .
- . 4     I am/MV ... proceeding for assistance and, arriving at ... UTC.
- . 5     Search in vicinity of position ... .
- . 5.1     I am/MV ... searching in vicinity of position ... .
- . 6     Aircraft arriving within ... hours to assist in search.
- . 7     Can you continue search?
- . 7.1     Yes, I can continue the search.
- . 7.2     No, I cannot continue search.
- . 8     Stop search and return to base
- . 8.1     Search stopped - returning to base.
- . 9     Stop search and proceed your voyage.
- . 9.1     Search stopped - proceeding my voyage.
- . 10     What is result of search?
- . 10.1     Result of search negative.
- . 11     I/MV ... located person in position ... .
- . 12     I/MV ... picked up person in position ... .
- . 13     Person picked up is crewmember of MV ... .
- . 14     What is condition of person?
- . 14.1     Condition of person bad/good.
- . 14.2     Person dead.

### **III / 1.4     Requesting medical assistance**

- . 1     I require medical assistance.
- . 2     What kind of assistance do you require?
- . 2.1     I require boat for hospital transfer.
- . 2.2     I require radio medical advice.
- . 2.3     I require helicopter with doctor.
- . 2.4     I require helicopter to pick up person.
- . 3     I will arrange for boat.
- . 3.1     I will arrange for medical advice on channel ... /frequency ... .
- . 3.2     I will arrange for helicopter.
- . 4     Boat/helicopter will arrive within ... hours/at ... UTC.
- . 5     Have you doctor on board?
- . 5.1     Yes, I have doctor on board.
- . 5.2     No, I have no doctor on board.
- . 6     Can you make rendez-vous in position ... ?
- . 6.1     Yes, I can make rendez-vous in position ... within ... hours/at ... UTC.
- . 6.2     No, I cannot make rendez-vous.
- . 7     I will send boat/helicopter to pick up doctor.
- . 8     Transfer person to my vessel by boat/helicopter.
- . 9     Transfer of person not possible.

### **III / 2      Urgency communications**

#### **III / 2.1    Safety of a vessel, aircraft or other vehicle**

##### **2.1.1      Engine and equipment**

- . 1      I am not under command in position ... .
- . 2      What problems do you have?
- . 2.1      I have problems with main engine.
- . 2.2      I have problems with steering gear.
- . 2.3      I have problems with propeller.
- . 2.4      I have problems with ... .
- . 3      I am manoeuvring with difficulty.
- . 4      Keep clear of me.
- . 5      Navigate with caution.
- . 6      Vessel not under command in position ... .
- . 7      I require tug assistance.
- . 8      I try to proceed without assistance.
- . 9      I require escort.
- .10      Keep in contact on VHF channel ... .
- .11      Aircraft made forced landing near position ... .
- .12      Vessels in vicinity of position ... keep sharp lookout ( for ...).

##### **2.1.2      Cargo**

- . 1      I have lost dangerous substance of IMO-Class ... in position ... .
- . 1.1      MV ... lost dangerous substance of IMO-Class ... in position ... .
- . 2      Containers with dangerous substance of IMO-Class ... adrift near position ... .
- . 2.1      Barrels/drums with dangerous substance of IMO-Class ... adrift near position... .
- . 2.2      Bags with dangerous substance of IMO-Class ... adrift near position ... .
- . 2.3      ... with dangerous substance of IMO-Class ... adrift near position ... .
- . 3      I am/MV ... spilling dangerous substance of IMO-Class ... in position ...
- . 4      I am/MV ... spilling crude oil in position ... .
- . 5      Require oil clearance assistance - danger of pollution imminent.
- . 5.1      MV ... in position ... requires oil clearance assistance - danger of pollution.
- . 6      I am /MV ... dangerous source of radiation.

##### **2.1.3      Ice damage**

- . 1      I have/MV ... has major damage above/below waterline.
- . 2      Extent of damage unknown.
- . 3      What kind of assistance do you require?
- . 3.1      I require medical assistance.
- . 3.2      I require tug assistance.
- . 3.3      I require ice-breaker assistance.
- . 3.4      I require escort.
- . 4      I have/MV ... has stability problems due to heavy icing.

- . 5 Can you proceed without assistance?
- . 5.1 Yes, I can proceed without assistance.
- . 5.2 No, I cannot proceed without assistance.
- . 6 Stand by on VHF channel ... .
- . 6.1 Standing by on VHF channel ... .

### III / 3 Safety communications

#### III / 3.1 Warnings involving meteorological and hydrological conditions

##### 3.1.1 Winds, storms, tropical storms, sea state

- . 1 What is wind direction and force in your position/in position ... ?
- . 1.1 Wind direction ... (*compass points*), force Beaufort ... in my position/in position ... .
- . 2 Is wind backing/veering?
- . 2.1 Wind backing/veering.
- . 3 What wind direction and force is expected in my position/in position ... ?
- . 3.1 Wind in your position/in position ... expected from ... direction(s), force Beaufort ...
- . 3.2 Wind in your position/in position ... expected variable.
- . 4 Is wind expected to increase/decrease?
- . 4.1 Wind expected to increase/decrease.
- . 5 What is latest gale warning?
- . 5.1 Latest gale warning is as follows: Gale warning. Winds at ... UTC in area ... (*met.area*) from direction ... (*compass points*) and force Beaufort ... backing/veering to ... (*compass points*).
- . 6 What is latest tropical storm warning?
- . 6.1 Latest tropical storm warning is as follows:  
**(Standard tropical storm warning)**  
Tropical storm warning at ... UTC. Hurricane... (*name*)/tropical cyclone/tornado/willy-willy/typhoon... with central pressure of ... millibars located in position ... . Present movement... (*compass points*) at ... knots. Winds of ... knots within radius of ... miles of centre. Seas over ... metres. Further information on VHF channel .../frequency ... .
- . 7 What is atmospheric pressure in your position/in position ... ?
- . 7.1 Atmospheric pressure ... millibars.
- . 8 What is barometric change in your position/in position ... ?
- . 8.1 Barometric change ... millibars per hour.
- . 8.2 Barometric change... millibars within last ... hours.
- . 8.3 Barometer steady.
- . 8.4 Barometer dropping (rapidly).
- . 8.5 Barometer rising (rapidly).
- . 9 What is position, path and speed of advance of tropical storm... (*name*)?
- . 9.1 Position of tropical storm ... (*name*) ..., path... (*compass points*), speed of advance ... knots.
- . 10 What maximum winds are expected in storm area?
- . 10.1 Maximum winds of ... knots expected in storm area.
- . 10.2 Maximum winds of ... knots expected within radius of ... kilometres/miles of centre.
- . 10.3 Maximum winds of ... knots expected in ... safe/dangerous semicircle.
- . 11 What is sea state in your position/in position ... ?
- . 11.1 Sea/swell in my position/in position ... ... metres from...(*compass points*).

- .12 Is sea state expected to change (within next hours)?
- .12.1 No, sea state not expected to change (within next hours).
- .12.2 Yes, sea/swell of ... metres from ...(*compass points*) expected (within next hours).
- .12.3 Tsunami/abnormal wave expected by ... UTC.

### 3.1.2 **Restricted visibility (due to mist/fog, precipitation)**

- . 1 What is visibility in your position/in position ... ?
- . 1.1 Visibility in my position/in position ..... metres/nautical miles
- . 1.2 Visibility reduced by mist/fog/snow/dust/rain.
- . 1.3 Visibility increasing/decreasing/variable.
- . 2 Is visibility expected to change in my position/in position ... (within next hours)?
- . 2.1 No, visibility not expected to change in your position/in position... (within next hours).
- . 2.2 Yes, visibility expected to increase/decrease to ... metres/nautical miles in your position/in position ... (within next hours).
- . 2.3 Yes, visibility expected to be variable between ... metres/nautical miles in your position/in position ... (within next hours).

### 3.1.3 **Ice**

- . 1 What is latest ice information?
- . 1.1 Ice warning. Ice/iceberg(s) located in position ... /reported in area around ... .
- . 1.2 No ice located in position ... /reported in area around ... .
- . 2 What kind of ice was located in position ... /reported in area around ... ?
- . 2.1 I/MV ...located ... in position ... /reported ... in area around ... .
- . 3 What ice situation is expected in my position/area around ... ?
- . 3.1 Ice situation expected/not expected to change in your position / area around ... .
- . 3.2 Ice situation expected to improve/deteriorate in your position / area around ... .
- . 3.3 Ice expected to break up in your position/ area around ... .
- . 3.4 Ice expected to open in your position / area around ... .
- . 3.5 Ice expected to drift away in your position / area around ... .
- . 3.6 Ice expected to freeze together in your position /area around ....
- . 3.7 Thickness of ice expected to increase/decrease in your position /area around ... .
- . 4 Navigation dangerous in area around ... due to floating ice/ pack ice/ iceberg(s).
- . 5 Navigation in area around ... without ice-breaker assistance only possible for high-powered vessels of strong construction.
- . 6 Navigation in area around ...only possible with ice-breaker assistance.
- . 7 Area around ... temporarily closed for navigation.
- . 8 Danger of icing in area around ... .

### 3.1.4 **Volcanic activities including earth and seaquakes**

- . 1 Volcanic activities expected in position ... / area around ... .
- . 2 Earthquake/seaquake expected in position ... / area around ... .
- . 3 Tsunami/abnormal wave expected in position ... / area around ... .
- . 4 Move to high seas - keep off coast.

**3.1.5 Abnormal tides**

- . 1 Present tide ... metres above datum in position ... .
- . 2 Tide ... above/below prediction.
- . 3 Tide rising/falling.
- . 4 Wait until high/low water.
- . 5 Abnormally high/low tides expected in position ... at about ... UTC/within ... hours.
- . 6 Is sufficient depth of water in position ... ?
- . 6.1 Yes, sufficient depth of water in position ... .
- . 6.2 No, not sufficient depth of water in position ... .
- . 6.3 Depth of water ... metres in position ... .
- . 7 My draft ... metres - can I enter/pass ... (*charted name of place*)?
- . 7.1 Yes, you can enter/pass (*charted name of place*).
- . 7.2 No, you cannot enter/pass (*charted name of place*) at present - wait until ... UTC.
- . 8 Charted depth of water increased/decreased by ... metres due to sea state/winds.

**III / 3.2 Navigational Warnings****3.2.1 Land- or Sea-marks****3.2.1.1 Defects**

- .1 ...(*charted name of light/buoy*) ...(*position*) unlit.
- .2 ...(*charted name of light/buoy*) ...(*position*) unreliable.
- .3 ...(*charted name of buoy*) ...(*position*) damaged.
- .3.1 ...(*charted name of light*) ...(*position*) destroyed.
- .4 ...(*charted name of buoy*) ...(*position*) off station.
- .5 ...(*charted name of buoy*) ...(*position*) missing.
- .6 For major lights only: Fog signal at ...(*charted name of light*) ... (*position*) inoperative.

**3.2.1.2 Alterations**

- .1 ...(*charted name of light/buoy*) ...(*position*) changed to ...(*full characteristics*).
- .2 ...(*charted name of light/buoy*) ...(*position*) temporarily changed to ...(*full characteristics*).
- .3 ...(*charted name of buoy*) ...(*position*) temporarily removed (when appropriate).
- .4 ...(*charted name of light*) ...(*position*) temporarily discontinued (when appropriate).

**3.2.1.3 New and moved**

- .1 ...(*charted name of light/buoy*) ...(*full characteristics*) established in position ... .
- .2 ...(*charted name of light*) ...(*full characteristics*) re-established in position ... .
- .3 ...(*charted name of light/buoy*) moved ...(*in miles and decimal miles*) ..(*direction*) to position ... .

**3.2.2 Drifting objects**

- .1 Superbuoy adrift in vicinity ...(*position*) at ...(*date time if known*).
- .2 Hazardous mine adrift in vicinity ... (*position*) at ...(*date time if known*).
- .3 Unlit derelict vessel adrift in vicinity ...(*position*) at ...(*date time if known*).
- .4 ...(*number*) containers adrift in vicinity ...(*position*) at ...(*date time if known*).

### 3.2.3 **Electronic nav aids**

- .1 GPS Satellite *...(number)* unusable from ... *(date and time)* to ...*(date and time)*.  
Cancel one hour after time of restoration.
- .2 LORAN station *...(name number master/slave)* off air from ...*(date and time)* to ... *(date and time)*.  
Cancel one hour after time of restoration.
- .3 DECCA *...(identify chain and colour)* off air from ...*(date and time)* to ...*(date and time)*.  
Cancel one hour after time of restoration.
- .4 RACON ... *(name of station)* in position ... off air from ...*(date and time)* to... *(date and time)*.  
Cancel one hour after time of restoration.

### 3.2.4 **Seabottom characteristics, wrecks**

(Use REPORTED when position is unconfirmed, and use LOCATED when position has been confirmed by survey or other means)

- .1 Uncharted reef/rock/shoal reported in position ... .
- .1.1 Dangerous wreck/obstruction located in position ... .
- .2 Dangerous wreck in position... marked by ... *(type)* buoy ...*(distance in kilometres/nautical miles )* ...*(direction)*.

### 3.2.5 **Miscellaneous**

#### 3.2.5.1 **Cable, pipeline and seismic/hydrographic operations**

- .1 Cable/pipeline operations by ... *(vessel)* in vicinity/along line joining ... *(position)* from ...*(date time)* to ...*(date time)*. Wide berth requested. (if requested). Contact via VHF channel ...*(number)*. (if requested).
- .2 Seismic survey/hydrographic operations by ...*(vessel)* from ...*(date time)* to... *(date time)* in ...*(position)*. Wide berth requested. (if requested). Contact via VHF channel ... *(number)*. (if requested).
- .3 Survey vessel ...*(name)* towing ...*(length)* seismic cable along line joining/in area bound by/vicinity ...*(position)* from ...*(date time)* to ...*(date time)*. Wide berth requested. (if requested). Contact via VHF channel ... *(number)*. (if requested).
- .4 Hazardous operations by ...*(vessel)* in area bound by/vicinity ... *(position)* from ... *(date time)* to ...*(date time)*. Wide berth requested. (if requested). Contact via VHF channel ...*(date time)*. (if requested).
- .5 Current meters/hydrographic instruments moored in ...*(position)*. Wide berth requested. (if requested).

#### 3.2.5.2 **Diving operations, tows**

- .1 Diving operations by vessel ... *(name)* from ...*(date time)* to ...*(date time)* in position ... . Wide berth requested (if requested).
- .2 Difficult tow from ...*(port of departure)* on ... *(date)* to ...*(destination)* on ...*(date)*. Wide berth requested.
- .3 Dredging operations by vessel ...*(name)* from ...*(date time)* to ...*(date time)* in ...*(position)*. Wide berth requested (if requested).



**3.2.5.3 Tanker transshipment**

- .1 Transshipment of ...(*kind of cargo*) in position... . Wide berth requested.
- .2 I am/MT ... spilling oil/chemicals/... in position....Wide berth requested.
- .3 I am/LNG-tanker ... leaking gas in position... - do not pass to windward.
- .4 Oil clearance operations near MT ... in position ... . Wide berth requested.

**3.2.5.4 Off-shore installations, rig moves**

- .1 Platform ...(*name/number if available*) reported/established in position... at ... (*date and time*).Wide berth requested. (if requested).
- .2 Platform ...(*name/number if available*) removed from ...(*position*) on ... (*date*).
- .3 Pipeline/platform ...(*name/number if available*) in position ... spilling oil/leaking gas. Wide berth requested.
- .4 Derelict platform ...(*name/number if available*) being removed from ...(*position*) at ... (*date time*).Wide berth requested.

**3.2.5.5 Defective locks or bridges**

- .1 Lock ...(*name*) defective.
- .1.1 For entering ...(*charted name of place*) use lock ...(*name*).
- .2 Lock/Bridge ... (*name*) defective.
- .2.1 Avoid this area - no possibility for vessels to turn.

**3.2.5.6 Military operations**

- .1 Gunnery/Rocket firing/missile/torpedo/underwater ordnance exercises in area bounded by ... (*positions*) from ... (*date and time*) to... (*date and time*). Wide berth requested. (if requested).
- .2 Mine clearing operations from ...(*date time*) to ...(*date time*) in area bound by ...(*positions*).Wide berth requested. Contact via VHF channel ...(*number*). (if requested).

**3.2.5.7 Fishery**

- .1 Small fishing boats in area around .../within ...nautical miles of me - navigate with caution.
- .2 Is fishing gear ahead of me?
- .2.1 No, no fishing gear ahead of you.
- .2.2 Yes, fishing gear with buoys/without buoys ahead of you - navigate with caution.
- .2.3 Yes, fishing gear in position .../area around ...- navigate with caution.
- .3 Fishing gear fouled my propeller(s).
- .4 You have caught my fishing gear.
- .5 Advise you to recover your fishing gear.
- .6 Fishing in area ... prohibited.
- .7 You are approaching prohibited fishing area.

### III / 3.3 Environmental protection communications

- .1 Located oil spill in position ... extending ... (*length and width in metres*) to ... (*compass points*).
- .2 Located oil spill in your wake.
- .2.1 I have accidental spillage of oil/ ... .
- .3 Can you stop spillage?
- .3.1 Yes, I can stop spillage.
- .3.2 No, I cannot stop spillage.
- .4 What kind of assistance do you require?
- .4.1 I require oil clearance assistance.
- .4.2 I require floating booms/oil dispersants/ ... .
- .5 Stay in vicinity of pollution and co-operate with oil clearance team.
- .6 ... (*number*)barrels/drums/containers with IMDG - Code marks reported adrift near position.....
- .
- .7 Located vessel dumping chemicals/waste/ ... in position ... .
- .7.1 Located vessel incinerating chemicals/waste/ ... in position ... .
- .8 Can you identify polluter?
- .8.1 Yes, I can identify polluter - polluter MV ... .
- .8.2 No, I cannot identify polluter.
- .9 What is course and speed of polluter?
- .9.1 Course of polluter ... degrees, speed ... knots.
- .9.2 Polluter left scene.

### III / 4 Pilotage

#### III / 4.1 Pilot request

- .1 Must I take pilot?
- .1.1 Yes, you must take pilot - pilotage compulsory.
- .1.2 No, you need not take pilot.
- .2 Do you require pilot?
- .2.1 Yes, I require pilot.
- .2.2 No, I do not require pilot - I am holder of Pilotage Exemption Certificate (No. ... ).
- .2.2.1 You are exempted from pilotage.
- .3 Do you require pilot at ...(*name*) Pilot Station?
- .3.1 Yes, I require pilot at ... (*name*) Pilot Station.
- .3.2 No, I do not require pilot at ... (*name*) Pilot Station - I require pilot in position ... .
- .4 What is your ETA at ...(*name*) Pilot Station in local time?
- .4.1 My ETA at ...(*name*) Pilot Station ... hours local time.
- .5 What is local time?
- .5.1 Local time ... hours.
- .6 What is your present position?
- .6.1 My position ... .
- .7 What is your distance from ...(*name*) Pilot Station?
- .7.1 My distance from ...(*name*) Pilot Station ... kilometres/nautical miles.
- .8 Is pilot boat on station?
- .8.1 Yes, pilot boat on station.
- .8.2 No, pilot boat not on station.
- .8.3 Pilot boat on station at ... hours local time.

- .9 In what position can I take pilot?
- .9.1 Take pilot in position ... at ... hours local time.
- .9.2 Take pilot near ... at ... hours local time.
- .10 When will pilot embark?
- .10.1 Pilot will embark at ... hours local time.
- .11 Pilot coming to you.
- .12 Pilot boat approaching your vessel.
- .13 Keep pilot boat on port side.
- .14 Keep pilot boat on starboard side.
- .15 What is your freeboard?
- .15.1 My freeboard ... metres.
- .16 Stop in present position and wait for pilot.
- .17 Change to VHF channel ... for pilot transfer.
- .18 Stand by on VHF channel ... until pilot transfer completed.
- .19 Pilotage at ...(name) Pilot Station suspended until ... (*date and local time*).
- .20 Pilotage at ...(name) Pilot Station resumed.
- .21 Pilot cannot embark at ... (name) Pilot Station due to ... .
- .22 Do you accept shorebased navigational assistance from pilot?
- .22.1 Yes, I accept shorebased navigational assistance from pilot.
- .22.1.1 I stay in position ... until ... .
- .23 You may navigate by yourself (or wait for pilot at ... buoy).
- .24 Follow pilot boat inward where pilot will embark.

### **III / 4.2 Embarking/disembarking pilot**

- .1 Stand by pilot ladder.
- .2 Rig pilot ladder on port side ... metres above water.
- .3 Rig pilot ladder on starboard side ... metres above water.
- .4 Pilot ladder on port side.
- .5 Pilot ladder on starboard side.
- .6 You must rig another pilot ladder
- .7 Pilot ladder unsafe.
- .8 What is wrong with pilot ladder?
- .8.1 Pilot ladder has broken steps.
- .8.2 Pilot ladder has loose steps.
- .8.3 Pilot ladder has broken spreaders.
- .8.4 Pilot ladder has spreaders too short.
- .8.5 Pilot ladder too far aft.
- .8.6 Pilot ladder too far forward.
- .9 Move pilot ladder ... metres aft.
- .10 Move pilot ladder ... metres forward.
- .11 Move pilot ladder clear of discharge.
- .12 Rig accommodation ladder in combination with pilot ladder.
- .13 Rig pilot ladder alongside hoist.
- .14 Put lights on at pilot ladder.
- .15 Man ropes required/ not required.
- .16 Have heaving line ready at pilot ladder.
- .17 Correct list of vessel.
- .18 Make lee on your port side.
- .19 Make lee on your starboard side.

- .20 Steer ... degrees to make lee.
- .21 Keep sea on your port quarter.
- .22 Keep sea on your starboard quarter.
- .23 Make boarding speed of ... knots.
- .24 Stop engine until pilot boat is clear.
- .25 Put helm hard to port.
- .26 Put helm hard to starboard.
- .27 Alter course to port - pilot boat cannot clear vessel.
- .28 Alter course to starboard - pilot boat cannot clear vessel.
- .29 Put ahead engine.
- .30 Put astern engine.
- .31 Embarkation not possible.
- .31.1 Boarding arrangements do not comply with SOLAS - Regulations.
- .31.2 Vessel not suited for pilot ladder.

### **III / 4.3 Tug assistance**

- .1 How many tugs do you require?
- .1.1 I require ... tug(s).
- .2 Must I take tug(s)?
- .2.1 Yes, you must take ... tug(s).
- .2.2 No, you need not take tug(s).
- .3 How many tugs must I take?
- .3.1 You must take ... tug(s) according to Port Regulations.
- .3.2 You must take ... tug(s) fore and ... tug(s) aft.
- .4 I will order tug(s).
- .5 In what position will tug(s) meet me?
- .5.1 Tug(s) will meet you in position ... at ... local time.
- .5.2 Wait for tug(s) in position ... .
- .6 Must I take my towing lines?
- .6.1 Yes, you must take your towing lines.
- .6.2 No, you must take towing lines of tug.
- .7 Tug services suspended until ...(*date and local time*).
- .8 Tug services resumed on ...(*date*) at ...local time.

### **III / 5 Specials**

#### **III / 5.1 Helicopter operations**

(H: = from helicopter                      V: = from vessel)

- .1 V: I require helicopter.
- .1.1 V: I require helicopter to pick up persons.
- .1.2 V: I require helicopter with doctor.
- .1.3 V: I require helicopter with raft.
- .1.4 V: I require helicopter with ... .
- .2 H: MV ... , I will drop ... .
- .3 H: MV ... , are you ready for helicopter?
- .3.1 V: Yes, ready for helicopter.
- .3.2 V: No, not ready for helicopter (yet).
- .3.3 V: Ready for helicopter in ... minutes.
- .4 H: MV ... , helicopter is on way to you.

- .5 H: MV ... , what is your position.
- .5.1 V: My position ... .
- .6 H: MV ... , what is your course and speed.
- .6.1 V: My course ... degrees, speed ... knots.
- .7 H: MV ... , make identification signals.
- .8 V: Making identification signals.
- .8.1 V: Making identification signals by smoke (buoy).
- .8.2 V: Making identification signals by search light.
- .8.3 V: Making identification signals by flags.
- .8.4 V: Making identification signals by signalling lamp.
- .9 H: MV ... , you are identified.
- .10 H: MV ... , what is relative wind direction in degrees and knots.
- .10.1 V: Relative wind direction ... degrees and ... knots.
- .11 H: MV ... , keep wind on starboard bow.
- .11.1 V: Keeping wind on starboard bow.
- .12 H: MV ... , keep wind on port bow.
- .12.1 V: Keeping wind on port bow.
- .13 H: MV ... , keep wind on starboard quarter.
- .13.1 V: Keeping wind on starboard quarter.
- .14 H: MV ... , keep wind on port quarter.
- .14.1 V: Keeping wind on port quarter.
- .15 H: MV ... , indicate landing area.
- .15.1 V: Landing area ... .
- .16 H: MV ... , indicate pick-up area.
- .16.1 V: Pick-up area ... .
- .17 H: MV ... , can I land on deck?
- .17.1 V: Yes, you can land on deck.
- .17.2 V: No, you cannot land on deck (yet).
- .17.2.1 V: You can land on deck in ... minutes.
- .18 H: MV ... , I will use hoist.
- .18.1 H: MV ... , I will use rescue sling.
- .18.2 H: MV ... , I will use rescue basket.
- .18.3 H: MV ... , I will use rescue net.
- .18.4 H: MV ... , I will use rescue litter.
- .18.5 H: MV ... , I will use rescue seat.
- .18.6 H: MV ... , I will use double lift.
- .19 V: I am ready to receive you.
- .20 H: MV ... , I am landing.
- .21 H: MV ... , I am starting operation.
- .22 H: MV ... , do not fix hoist cable.
- .23 H: MV ... , operation finished.
- .24 H: MV ... , I am taking off.

### III / 5.2 Ice - breaker operations

#### 5.2.1 Ice - breaker request

- .1 I am fast on ice in position ... .
- .2 I require ice-breaker assistance to ... .
- .2.1 Ice-breaker assistance will arrive at ...hours local time /within ... hours.
- .2.2 Ice-breaker assistance not available until ...hours local time.
- .2.3 Ice-breaker assistance available only up to latitude... longitude....
- .3 Ice-breaker assistance suspended until...(date and local time).
- .3.1 Ice-breaker assistance suspended after sunset.
- .3.2 Ice-breaker assistance suspended until favourable weather conditions.
- .3.3 Ice-breaker assistance resumed at ...hours local time.

#### 5.2.2 Ice - breaker assistance for convoy

(Ice-breaker commands applying to all the vessels in a convoy have to be immediately obeyed and confirmed consecutively by each vessel in turn. Ice-breaker commands applying to a single vessel are confirmed only by that vessel, this applies also for close coupled towing.)

- .1 Ice breaker assistance for convoy will start now / at ...hours local time..
- .2 Stand by on VHF channel ... .
- .2.1 Standing by on VHF channel ... .
- .3 Keep lookout for sound and visual signals.
- .3.1 Keeping lookout for sound and visual signals.
- .4 Your place in convoy is number ... .
- .4.1 My place in convoy number ... .
- .5 MV ... will follow you.
- .5.1 MV ... will follow me.
- .6 You will follow MV ... .
- .6.1 I will follow MV ... .
- .7 Go ahead and follow me.
- .7.1 Going ahead and following you.
- .8 Do not follow me.
- .8.1 I will not follow you.
- .9 Proceed along ice channel.
- .9.1 Proceeding along ice channel.
- .10 Increase your speed.
- .10.1 Increasing my speed.
- .11 Reduce your speed.
- .11.1 Reducing my speed.
- .12 Reverse your engine(s).
- .12.1 Reversing my engine(s).
- .13 Full ahead.
- .13.1 Full ahead.
- .14 Stop engine(s).
- .14.1 Engine(s) stopped.
- .15 Keep distance of ... metres/cables between vessels.
- .15.1 Keeping distance of ... metres/cables between vessels.
- .16 Increase distance between vessels to ... metres/cables.
- .16.1 Increasing distance between vessels to ... metres/cables.
- .17 Reduce distance between vessels to ... metres/cables.

- .17.1 Reducing distance between vessels to ... metres/cables.
- .18 Stand by for receiving towing line.
- .18.1 Standing by for receiving towing line.
- .19 Stand by for let go towing line.
- .19.1 Standing by for let go towing line.
- .18 Switch on bow / stern search light
- .20.1 Bow/stern search light switched on.
- .21 Stay where you are.
- .21.1 I will stay where I am.
- .22 Ice-breaker assistance for convoy finished.
- .22.1 Open water ahead.
- .22.2 Light ice condition ahead.
- .22.3 Proceed by yourself (to area ...).
- .22.3.1 Proceeding by myself (to area ...).
- .23.4 Ice-breaker ... will escort you.

#### 5.2.3 Ice - breaker assistance in close coupled towing

- .1 Stand by for close coupled towing.
- .1.1 Standing by for close coupled towing.
- .2 Veer out your anchors under hawse-pipes.
- .2.1 Anchors veered out under hawse-pipes.
- .3 Pass heaving lines through hawse-pipes.
- .3.1 Heaving lines passed through hawse-pipes.
- .4 Receive towing line on deck.
- .4.1 Towing line received on deck.
- .5 Lash together eyes of towing line with manila lashing.
- .5.1 Eyes of towing line lashed with manila lashing.
- .6 Fasten towing line on towing bitts.
- .6.1 Towing line fastened on towing bitts.
- .7 I start to draw your bow into stern notch of ice-breaker.
- .8 Stand by for cutting manila lashing if required.
- .8.1 Standing by for cutting manila lashing if required.
- .9 Keep yourself in centre-plan of ice-breaker.
- .9.1 Keeping myself in centre-plan of ice-breaker.

### III / 6 Vessel Traffic Service (VTS) Standard Phrases ( including Emergency Services and Allied Services)

#### Application of Message Markers

In order to especially facilitate shore-to-ship and ship-to-shore communication or radio communication in general or when one of the Standard Marine Communication Phrases will not fit the meaning desired, one of the following eight **Message Markers** may be used to increase the probability of the purpose of the message being properly understood.

It is at the discretion of the shore personnel or the ship's officer whether to use one of the message markers and if so which of them to apply depending on his/her qualified assessment of the situation. If used the message marker is to be spoken preceding the message or the corresponding part of the message. The IMO VTS Guidelines recommend that in any message directed to a vessel it should be clear whether the message contains information, advice, warning, or instruction and IMO Standard Marine Communication Phrases should be used where practicable.

For further standardized VTS communications, also see other sections of PART III. For VTS Standard Reporting Procedures see "IMO resolution A.648(16) on general principles for ship reporting systems and ship reporting requirements, including guidelines for reporting incidents involving dangerous goods, harmful substances and /or marine pollutants".

Note: All of the following phrases must come as the culmination (message content) of a radio message exchange between two stations in the Maritime Mobile Service, as laid down by the ITU Regulation.

Definite instructions on how to carry out these procedures may be found in the Seaspeak Training Manual (ISBN 0 08 031555 0).

### **Message Markers**

#### **(i) INSTRUCTION**

This indicates that the following message implies the intention of the sender to influence others by a Regulation.

Comment: This means that the sender, e.g. a VTS - Station or a naval vessel, must have the full authority to send such a message. The recipient has to follow this legally binding message unless s/he has contradictory safety reasons which then have to be reported to the sender.

Example: "INSTRUCTION.( You must ) alter course."

#### **(ii) ADVICE**

This indicates that the following message implies the intention of the sender to influence others by a Recommendation.

Comment: The decision whether to follow the ADVICE still stays with the recipient. One does not necessarily have to carry out the ADVICE, but should consider it very carefully.

Example: "ADVICE. (Advise you) stand by on VHF channel six nine."

#### **(iii) WARNING**

This indicates that the following message implies the intention of the sender to inform others about danger.

Comment: This means that any recipient of a WARNING should pay immediate attention to the danger mentioned. Consequences of a WARNING will be up to the recipient.

Example: "WARNING. Obstruction in fairway."



**(iv) INFORMATION**

This indicates that the following message is restricted to observed facts, situations, etc..

Comment: This marker is preferably used for navigational and traffic information, etc..  
Consequences of an INFORMATION will be up to the recipient.

Example: "INFORMATION. Tanker stop in area Cod End Bank due to poor visibility."

**(v) QUESTION**

This indicates that the following message is of interrogative character.

Comment: The use of this marker removes any doubt on whether a question is being asked or statement being made, especially when interrogatives such as What, Where, Why, Who, How are additionally used at the beginning of the question. The recipient is expected to return an answer.

Example: "QUESTION.( What is ) your draft?"

**(vi) ANSWER**

This indicates that the following message is the reply to a previous answer.

Comment: Note that an answer should not contain another question.

Example: "ANSWER. My maximum draft seven metres."

**(vii) REQUEST**

This indicates that the following message is asking for action from others with respect to the vessel.

Comment: The use of this marker is to signal: I want something to be arranged or provided, e.g. ship's stores requirements, tugs, permission, etc..

Note: REQUEST must not be used involving navigation, or to modify COLREGS.

Example: "REQUEST. (Please) supply bunkers."

**(viii) INTENTION**

This indicates that the following message informs others about immediate navigational action intended to be taken.

Comment: The use of this message marker is logically restricted to messages announcing navigational actions by the vessel sending this message.

Example: "INTENTION. I will reduce speed."

### III / 6.1 Phrases for acquiring and providing data for a traffic image

#### 6.1.1 Acquiring and providing routine traffic data

(The following phrases should normally be preceded by Message Markers "QUESTION", "ANSWER", "INFORMATION" )

- .1 What is your name, call sign/identification?
- .1.1 My name ... , call sign/identification ... .
- .2 What is your flag state?
- .2.1 My flag state ... .
- .3 What is your position?
- .3.1 My position ... .
- .4 What is your present course and speed?
- .4.1 My present course ... degrees, speed ... knots.
- .5 From what direction are you approaching?
- .5.1 I am approaching from ... .
- .6 What is your destination?
- .6.1 My destination ... .
- .7 What was your last port of call?
- .7.1 My last port of call ... .
- .8 What is your ETA in position ... ?
- .8.1 My ETA ... hours local time.
- .9 What is your ETD from ... ?
- .9.1 My ETD from ... ... hours local time.
- .10 What is your draft forward/aft?
- .10.1 My draft forward/aft ... metres.
- .11 . What is your maximum draft ?
- .11.1 My maximum draft ... metres.
- .12 What is your freeboard?
- .12.1 My freeboard ... metres.
- .13 What is your air draft?
- .13.1 My air draft ... metres.
- .14 Are you underway?
- .14.1 Yes, I am underway.
- .14.2 No, I am not underway.
- .14.3 I am ready to get underway.
- .15 What is your full speed?
- .15.1 My full speed ... knots.
- .16 What is your full manoeuvring speed?
- .16.1 My full manoeuvring speed ... knots.
- .17 What is your cargo?
- .17.1 My cargo ... .
- .18 Do you carry any dangerous goods?
- .18.1 Yes, I carry following dangerous goods: ... kilogrammes/tonnes IMO Class ... .
- .18.2 No, I do not carry any dangerous goods.
- .19 Do you have any deficiencies/restrictions?
- .19.1 No, I have no deficiencies/restrictions.
- .19.2 Yes, I have following deficiencies/restrictions: ... .
- .20 MV ... hampered by draft.
- .21 Maximum permitted draft ... metres.
- .22 Do you have any list?

- .22.1 Yes, I have list to port/starboard of ... degrees.
- .22.2 No, I have no list.
- .23 Are you trimmed by the head?
- .23.1 Yes, I am trimmed by the head by ... metres.
- .23.2 No, I am not trimmed by the head.
- .24 Are you trimmed by the stern?
- .24.1 Yes, I am trimmed by the stern by ... metres.
- .24.2 No, I am not trimmed by the stern.
- .25 Are you on even keel?
- .25.1 Yes, I am on even keel.
- .25.2 No, I am trimmed by the head.
- .25.3 No, I am trimmed by the stern.

#### 6.1.2 Acquiring and providing distress traffic data

(The following phrases should normally be preceded by Messages markers "WARNING", "INFORMATION", "ADVICE", "REQUEST", "INTENTION", "QUESTION", "ANSWER")

##### **Fire, explosion**

- .1 Vessel on fire (after explosion) in position ... .
- .1.1 MV ... on fire in engine-room.
- .1.2 MV ... on fire in holds.
- .1.3 MV ... on fire in superstructure.
- .1.4 MV ... on fire in accommodation.
- .2 Are dangerous goods on fire?
- .2.1 Yes, dangerous goods on fire.
- .2.2 No, dangerous goods not on fire.
- .3 Is danger of explosion?
- .3.1 Yes, danger of explosion.
- .3.2 No, no danger of explosion.
- .4 MV ... no power supply.
- .5 MV ... not under command.
- .6 MV ... making water/sinking.
- .7 Is fire under control?
- .7.1 Yes, fire under control.
- .7.2 No, fire not under control (fire spreading).
- .8 What kind of assistance required?
- .8.1 MV ... does not require assistance.
- .8.2 MV ... requires fire fighting assistance.
- .8.3 MV ... requires foam extinguishers.
- .8.4 MV ... requires CO<sub>2</sub> extinguishers.
- .8.5 MV ... requires fire pumps.
- .8.6 MV ... requires ... .
- .9 Report injured persons.
- .9.1 No person injured.
- .9.2 Number of injured persons/casualties: ... .
- .10 MV ... requires medical assistance.

### Flooding

- .11 MV ... has leak below water line.
- .12 MV ... making water.
- .13 MV ... can stop leak.
- .13.1 MV ... cannot stop leak.
- .14 MV ... can control flooding.
- .14.1 MV ... cannot control flooding.
- .14.2 MV ... requires pumps.
- .14.3 MV ... requires divers.
- .14.4 MV ... requires ... .
- .15 I will send pumps/divers.
- .15.1 I will send ... .
- .15.2 I cannot send ... .
- .16 MV ... has dangerous list.
- .17 MV ... in critical condition.
- .18 Flooding under control.
- .19 MV ... can proceed without assistance.
- .19.1 MV ... cannot proceed without assistance.
- .20 MV ... requires escort.

### Collision

- .21 MV ... has collided with MV... .
- .21.1 MV ... has collided with unknown vessel/object.
- .21.2 MV ... has collided with ...(name) light vessel.
- .21.3 MV ... has collided with seamark ...(charted name).
- .21.4 MV ... has collided with iceberg.
- .21.5 MV ... has collided with ... .
- .22 MV .. has major damage above/below water line.
- .23 MV ... can repair damage.
- .23.1 MV ... cannot repair damage.
- .24 MV ... requires ... .
- .25 MV ... under command.
- .25.1 MV ... not under command.
- .26 MV ... can only proceed at slow speed.
- .27 MV ... requires escort.
- .28 MV ... requires ... tugs.
- .29 MV ... requires ... .

### Grounding

- .30 MV ... aground in position ... .
- .31 MV ... aground in position ... requires assistance.
- .31.1 MV ... requires pumps.
- .31.2 MV ... requires escort.
- .31.3 MV ... requires tugs.
- .31.4 MV ... requires ... .
- .32 Uncharted rocks in position ... .
- .33 Risk of grounding at low water.
- .34 MV ... will jettison cargo to refloat.
- .35 MV ... will beach in position ... .

### **List - danger of capsizing**

- .36 MV ... has heavy list to port side/starboard side.
- .36.1 List increasing.
- .36.2 List decreasing.
- .37 MV ... in danger of capsizing.
- .38 MV ... jettisoned cargo to stop listing.
- .39 MV ... will beach in position ... .

### **Sinking**

- .40 MV ... sinking in position ... after collision.
- .40.1 MV ... sinking after grounding.
- .40.2 MV ... sinking after flooding.
- .40.3 MV ... sinking after explosion.
- .40.4 MV ... sinking after ... .
- .41 MV ... requires assistance.
- .42 MV ... proceeds to your assistance.
- .43 MV ... expects to reach you within ... hours/at ... UTC.

### **Disabled and adrift**

- .44 MV ... not under command in position ... .
- .44.1 MV ... adrift near position ... .
- .44.2 MV ... drifting at ... knots to ... degrees.
- .45 MV ... requires tug assistance.

### **Undesignated distress**

- .46 MV ... has problems.
- .46.1 MV ... has problems with cargo.
- .46.2 MV ... has problems with machinery.
- .46.3 MV ... has problems with navigation.
- .46.4 MV ... has problems with mass disease.
- .46.5 MV ... has problems with ... .
- .47 MV ... requires ... .

### **Abandoning vessel**

- .48 MV ... must abandon vessel in position ... .
- .48.1 MV ... must abandon vessel after collision in position ... .
- .48.2 MV ... must abandon vessel after grounding in position ... .
- .48.3 MV ... must abandon vessel after flooding in position ... .
- .48.4 MV ... must abandon vessel after explosion in position ... .
- .48.5 MV ... must abandon vessel after piracy/armed attack in position ... .
- .48.6 MV ... must abandon vessel after ... in position ... .
- .49 You must keep radio silence unless you have messages about distress.

### III / 6.2 Phrases for providing VTS services

#### 6.2.1 Information Service

(These phrases are normally transmitted from the shore.)

##### 6.2.1.1 Navigational Warnings

(The following phrases should normally be preceded by the Message Marker "WARNING")

- .1 Unknown object(s) in position ... .
- .2 Ice/iceberg(s) in position ... /area around ... .
- .3 Unlit derelict vessel adrift in vicinity ... at ... (*date and time*).
- .4 Dangerous wreck/obstruction located in position ... marked by ... (*type*) buoy.
- .5 Hazardous mine adrift in vicinity ... at ... (*date and time*).
- .6 Uncharted reef/rock/shoal reported in position ... .
- .7 Pipeline leaking gas/oil in position ... - wide berth requested.
- .8 No sufficient depth of water in position ... .
- .9 U.N. exclusion zone extending ... kilometres/nautical miles from ...- all vessels keep clear.
- .10 Navigation closed in area ... .

##### 6.2.1.2 Navigational Information

(The following phrases should normally be preceded by the Message Markers "INFORMATION", "WARNING")

- .1 Oil slick in position ... .
- .2 Current meters/hydrographic instruments moored in position ... wide berth requested.
- .3 Platform ...(*name/number*) reported/established in position ...wide berth requested.
- .4 ...(*charted name of light/buoy*) in position ... unlit.
- .5 ...(*charted name of light/buoy*) in position ... unreliable.
- .6 ...(*charted name of light/buoy*) in position ... damaged.
- .7 ...(*charted name of light/buoy*) destroyed.
- .8 ...(*charted name of light/buoy*) in position ... off station.
- .9 ...(*charted name of light/buoy*) in position ... missing.
- .10 ...(*charted name of light/buoy*) in position ... changed to ...(*full characteristics*).
- .11 ...(*charted name of light/buoy*) in position ... temporarily changed to ...(*full characteristics*).
- .12 ...(*charted name of buoy*) in position ... temporarily removed.
- .13 ...(*charted name of light*) in position ... temporarily discontinued.
- .14 ...(*charted name of light/buoy*) ...(*full characteristics*) established in position ... .
- .15 ...(*charted name of light/buoy*) ...(*full characteristics*) re-established in position ....
- .16 ...(*charted name of light/buoy*) moved ... kilometres/nautical miles in ... degrees to position ... .
- .17 (Note: Only for major fog signal stations.)  
Fog signal ...(*charted name of light/buoy*) in position ... inoperative.

### 6.2.1.3 Traffic Information

(The following phrases should normally be preceded by Message Marker "INFORMATION", "WARNING")

- .1 Gunnery/rocket firing/missile/torpedo/underwater ordnance exercises in area bounded by ...(*positions*) and ... from ... (*date and time*) to ... (*date and time*). Wide berth requested.
- .2 Cable/pipeline operations by... (*vessel*) in vicinity ... /along line joining ...(*position*) from ... (*date and time*) to... (*date and time*). Wide berth requested. Contact via VTS channel ... .
- .3 Salvage operations in position ... from ... (*date and time*) to ... (*date and time*) . Wide berth requested. Contact via VTS channel ... .
- .4 Seismic/hydrographic operations by ... (*vessel*)... from ... (*date and time*) to ...(*date and time*) in position ... . Wide berth requested. Contact via VHF channel ... .
- .5 Oil clearance operations near MT ... in position ... . Wide berth requested.
- .6 Transshipment of ...(*kind of cargo*) in position ... Wide berth requested.
- .7 Difficult tow from ...(*part of departure*) to ...(*destination*) on ...(*date*). Wide berth requested.
- .8 Vessel not under command in position ... /area ... .
- .9 Hampered vessel in position ... area ... (course ... degrees, speed ... knots).
- .10 Vessel in position ... on course ... and speed ... not complying with traffic regulations.
- .11 Vessel crossing ... traffic lane on course ... and speed ... in position ... .
- .12 Small fishing boats in area around ... - navigate with caution.
- .13 Submarines operating in sea area around ... . Surface vessels in attendance.
- .14 Tanker stop in area ... due to poor visibility.
- .15 Tanker stop cancelled in area ... (- no more restrictions).

### 6.2.1.4 Routeing Information

(The following phrases should normally be preceded by Message Marker "INFORMATION")

- .1 Route .../Traffic Lane ... suspended.
- .2 Route ... /Traffic Lane ... discontinued.
- .3 Route ... /Traffic Lane ... diverted.

### 6.2.1.5 Hydrographic Information

(The following phrases should normally be preceded by Message Marker "INFORMATION")

- .1 Abnormally high tides expected in position ... at about ... UTC/within ... hours.
- .2 Abnormally low tides expected in position ... at about ... UTC/within ... hours.
- .3 Tide rising. It is ... hours before high water.
- .4 Tide rising. It is ... hours after low water.
- .5 Tide rising. It is ... metres below high water.
- .6 Tide rising. It is ... metres above low water.
- .7 Tide falling. It is ... hours after high water.
- .8 Tide falling. It is ... hour before low water.
- .9 Tide falling. It is ... metres below high water.
- .10 Tide falling. It is ... metres above low water.
- .11 Tide slack.
- .12 Present height of tide above datum ... metres in position ... .
- .13 Tide ... metres above prediction.

- .14 Tide ... metres below prediction.
- .15 Tidal stream ... knots in position ... .
- .16 Current ... knots in position ... .
- .17 Tide setting in direction ... degrees.
- .18 Sufficient depth of water in position ... .
- .19 No sufficient depth of water in position ... .
- .20 Charted depth increased by ... metres due to winds/sea state.
- .21 Charted depth decreased by ... metres due to winds/sea state .

#### 6.2.1.6 Electronic Navigational Aids Information

(The following phrases should normally be preceded by Message Marker "INFORMATION", "WARNING")

- .1 GPS Satellite *...(name)* unusable from *...(date and time)* to *...(date and time)*.  
Cancel one hour after time of restoration.
- .2 LORAN station *...(name number master/slave)* off air from *...(date and time)* to *...(date and time)*. Cancel one hour after time of restoration.
- .3 DECCA *...(identify chain and colour)* off air from *...(date and time)* to *...(date and time)*. Cancel one hour after time of restoration.
- .4 RACON *...(name of station)* in position ... off air ... from *...(date and time)* to *...(date and time)*.

#### 6.2.1.7 Meteorological Warnings

(The following phrases should normally be preceded by Message Marker "WARNING")

- .1 Warning : Tropical storm *...(name)* centre in position ... .
- .2 A gale warning/storm warning was issued at *...(UTC)* starting at *...(UTC)* .

#### 6.2.1.8 Meteorological Information.

(The following phrases should normally be preceded by Message Marker "INFORMATION", "WARNING")

- .1 Position of tropical storm *...(name)* ..., path *...(compass points)*,  
speed of advance ... knots.
- .2 Wind direction *...(compass points)*, force Beaufort ... in position ... .
- .3 Wind backing and increasing/decreasing.
- .4 Wind veering and increasing/decreasing.
- .5 Wind expected to increase in position ... to force Beaufort ... within next hours.
- .6 Wind expected to decrease in position ... to force Beaufort ... within next hours.
- .7 Visibility in position ... ... metres/nautical miles.
- .8 Visibility reduced by mist/fog/snow/dust/rain/ ... .
- .9 Visibility expected to increase to ... metres/nautical miles in position .... within next hours.
- .10 Visibility expected to decrease to ... metres/nautical miles in position ....within next hours.
- .11 Sea/swell in position ... metres from *...(compass points)*.
- .12 Sea/swell expected to increase within next ... hours.
- .13 Sea/swell expected to decrease within next ... hours.
- .14 Icing expected/not expected to form in area around ... .



### 6.2.1.9 Meteorological Questions and Answers

(The following phrases should normally be preceded by Message Markers "QUESTION", "ANSWER" )

- .1 What is wind direction and force in your position/in position ...?
- .1.1 Wind direction ...(*compass points*), force Beaufort ... in my position/in position ...
- .2 Is wind backing/veering?
- .2.1 Wind backing/veering.
- .3 What wind direction and force is expected in my position/in position ...?
- .3.1 Wind in your position/in position ... expected from ... direction(s), force Beaufort ...
- .3.2 Wind in your position/in position ... expected variable.
- .4 Is wind expected to increase/decrease?
- .4.1 Wind expected to increase/decrease.
- .5 What is latest gale warning?
- .5.1 Latest gale warning is as follows:  
Gale warning. Winds at ... UTC in area ...(*met.area*) from direction ...(*compass points*) and force Beaufort ... backing /veering to...(*compass points*).
- .6 What is latest tropical storm warning?
- .6.1 Latest tropical storm warning is as follows:  
**(Standard tropical storm warning)**  
Tropical storm warning at ... UTC. Hurricane ...(*name*)/tropical cyclone/tornado/ willy-willy/typhoon ...(*name*) with central pressure of ... millibars located in position ... . Present movement ...(*compass points*) at ... knots. Winds of ... knots within radius of ... kilometres/nautical miles of centre. Seas over ... metres.  
Further information on VHF channel .../frequency ... .
- .7 What is atmospheric pressure in your position/in position ... ?
- .7.1 Atmospheric pressure ... millibars.
- .8 What is barometric change in your position/in position ...?
- .8.1 Barometric change ... millibars per hour.
- .8.2 Barometric change is ... millibars within last ... hours.
- .8.3 Barometer steady.
- .8.4 Barometer dropping (rapidly).
- .8.5 Barometer rising (rapidly).
- .9 What maximum winds are expected in storm area?
- .9.1 Maximum winds of ... knots expected in storm area.
- .9.2 Maximum winds of .... knots expected within radius of ....kilometres/nautical miles of centre.
- .9.3 Maximum winds of ... knots expected in safe/dangerous semicircle.
- .10 What is sea state in your position/ in position ... ?
- .10.1 Height of sea/swell in my position/in position ... ... metres from ...(*compass points*).
- .11 Is sea state expected to change (within next hours)?
- .11.1 No, sea state not expected to change (within next hours).
- .11.2 Yes, sea/swell of ... metres from ...(*compass points*) expected (within next hours).
- .12 Tsunami/abnormal wave expected by ... UTC.
- .13 What is visibility in position ... ?
- .13.1 Visibility in position ... kilometres/nautical miles.

## 6.2.2 Navigational Assistance Service

Shore based pilotage by Navigational Assistance Service: see phrases 6.4.3.1.22 to 6.4.3.1.23.2 of this section)

### 6.2.2.1 Request, identification, begin and end

(The following phrases should normally be preceded by Message Markers "ADVICE", "INFORMATION", "QUESTION", "ANSWER", "REQUEST".)

- .1 Is shore based radar assistance available?
  - .1.1 Yes, shore based radar assistance available.
  - .1.2 No, shore based radar assistance not available.
- .2 Shore based radar assistance available from ... UTC to ... UTC.
- .3 Do you want navigational assistance to reach ... ?
  - .3.1 Yes, I want navigational assistance to reach ... .
  - .3.2 No, I do not want navigational assistance.
- .4 What is your position?
  - .4.1 My position ... degrees from ... distance ... kilometres/nautical miles.
- .5 How was your position obtained?
  - .5.1 Position obtained by GPS.
  - .5.2 Position obtained by DECCA.
  - .5.3 Position obtained by RADAR.
  - .5.4 Position obtained by cross-bearing.
  - .5.5 Position obtained by astronomical observation.
  - .5.6 Position obtained by ... .
- .6 Repeat your position for identification.
- .7 I have located you on my radar screen - your position ... degrees from ... .  
(NOTE: This message should only be used when the vessel has been positively identified)
- .8 I cannot locate you on my radar screen.
- .9 What is your present course and speed?
  - .9.1 My present course ... degrees, speed ... knots.
- .10 What is course to reach you?
  - .10.1 Course to reach me ... degrees.
- .11 Is your radar working?
  - .11.1 Yes, radar working.
  - .11.2 No, radar not working.
- .12 What range scale are you using?
  - .12.1 I am using ... miles range scale.
  - .12.2 Advise you change to larger range scale.
  - .12.3 Advise you change to smaller range scale.
- .13 You are leaving my radar screen.
- .14 Change to radar ... (*name*) VHF Channel ... .
  - .14.1 Changing to radar ... (*name*) VHF Channel ... .
- .15 I have lost radar contact.

### 6.2.2.2 Position

(The following phrases should normally be preceded by Message Markers "WARNING", "ADVICE", "INFORMATION", "QUESTION", "ANSWER".)

(NOTE: When possible, positions should be given with reference to a prominent landmark or buoy.)

- .1 You are entering ... .
- .2 Your position ... .
- .3 Your position ... degrees/... kilometres/nautical miles from ... .
- .4 You are passing ... .
- .5 You are in centre of fairway.
- .6 You are in middle of fairway.
- .7 You are on reference line.
- .8 You are on reference line of fairway.
- .9 You are not on reference line of fairway.
- .10 You are on ... side of fairway.
- .11 You are approaching starboard limit of fairway.
- .12 You are approaching port limit of fairway.
- .13 You are approaching reference line of fairway.
- .14 Your position buoy number ... distance ... metres/cables to port side of reference line.
- .15 Your position buoy number ... distance ... metres/cables to starboard side of reference line.
- .16 Your position distance ... metres/cables from intersection of reference line ... and reference line ... .
- .17 Your position distance ... metres/cables from intersection of reference line ... and reference line ... and distance ... metres/cables to port side of reference line ... .
- .18 Your position distance ... metres/cables from intersection of reference line ... and reference line ... and distance ... metres/cables to starboard side of reference line ... .
- .19 MV ... has reported at way point ... .
- .20 You are getting closer to vessel ahead.
- .21 Vessel on opposite course passing your port side.
- .22 Vessel on opposite course passing your starboard side.
- .23 MV ... metres/cables ahead of you on your port bow.
- .24 MV ...metres/cables ahead of you on your starboard bow.
- .25 MV ... ahead of you on opposite course.
- .26 MV ... following you will overtake you on your port side.
- .27 MV ... following you will overtake you on your starboard side.
- .28 Vessel anchored ahead of you in position ... .
- .29 Vessel ahead of you obstructing your movements.
- .30 You will meet crossing traffic in position ... .
- .31 Vessel entering fairway at ... .
- .32 Vessel leaving fairway at ... .
- .33 Buoy ... distance ... metres/cables ahead.
- .34 Vessel ahead/astern/port/starboard of you turning/anchoring/increasing speed/decreasing speed/overtaking you/not under command.

### 6.2.2.3 **Course**

(The following phrases should normally be preceded by the Message Markers "WARNING", "ADVICE", "INFORMATION", "QUESTION", "ANSWER".)

- .1 Your track is parallel with reference line.
- .2 Your track is diverging from reference line.
- .3 Your track is converging to reference line.
- .4 Course to ... degrees.
- .5 You are steering dangerous course.  
(**Note:** The user of this phrase should be fully aware of the implications of words such as "track", "heading" and "course made good".)
- .6 Vessel ahead of you on same course ... degrees.
- .7 Advise you make course of ... degrees.
- .8 Advise you keep your present course.
- .9 Advise you alter course to ... degrees in position ... .
- .10 Have you altered course?
- .11 Yes, I have altered course - new course ... degrees.
- .12 No, I have not altered course - my course ... degrees.
- .13 What is your present course?
- .14 My present course ... degrees.
- .15 You are running into danger. Shallow water ahead of you.
- .16 You are running into danger. Submerged wreck ahead of you.
- .17 You are running into danger. Risk of collision.
- .18 Risk of collision with vessel distance ... kilometres/nautical miles, bearing ... degrees.
- .19 You are running into danger. Fog bank ahead of you.
- .20 You are running into danger. Bridge defective.

### 6.2.3 **Traffic Organization Service**

#### 6.2.3.1 **Clearance, forward planning**

(The following phrases should normally be preceded by Message Markers "WARNING", "INSTRUCTION", "ADVICE", "INFORMATION".)

- .1 Traffic clearance required before entering ... .
- .2 Do not enter Traffic Lane.
- .3 Do not enter ... .
- .4 Proceed to emergency anchorage.
- .5 Vessels are advised to keep clear of ... .
- .6 Vessels are advised to avoid ... .
- .8 You may enter traffic lane/route - traffic clearance granted.
- .9 You may enter traffic lane/route in position ... at ... UTC.
- .10 Do not pass Reporting Point ... until ... UTC.
- .11 Report at next way point/way point ... /at ... UTC.
- .12 You must arrive at way point ... at ... UTC - your berth is clear.
- .13 Do not arrive in position ... before ... UTC.
- .14 Do not arrive in position ... after ... UTC.
- .15 Tide with you.
- .16 Tide against you.

#### 6.2.3.2 Anchoring

(The following phrases should normally be preceded by Message Markers "INSTRUCTION", "ADVICE", "INFORMATION", "QUESTION", "ANSWER".)

- .1 You must anchor at ... UTC.
- .2 You must anchor until pilot arrives.
- .3 Do not anchor in position ... .
- .4 Anchoring prohibited.
- .5 Do not dredge anchor.
- .6 You must heave up anchor.
- .7 You must anchor in different position.
- .8 You must anchor clear of fairway.
- .9 Advise you have your crew on stand by for weighing anchor when pilot embarks.
- .10 You have permission to anchor at ... UTC.
- .11 You have permission to anchor in position ... .
- .12 You have permission to anchor until pilot arrives.
- .12.1 You have permission to anchor until tugs arrive.
- .13 You have permission to anchor until sufficient water.
- .14 MV ... at anchor in position ... .
- .15 You are obstructing fairway.
- .16 You are obstructing other traffic.
- .17 You are at anchor in wrong position.
- .18 Are you dragging anchor?
- .18.1 Yes, I am dragging anchor.
- .18.2 No, I am not dragging anchor.
- .19 Are you dredging anchor?
- .19.1 Yes, I am dredging anchor.
- .19.2 No, I am not dredging anchor.

#### 6.2.3.3 Arrival, berthing and departure

(The following phrases should normally be preceded by Message Markers "INSTRUCTION", "ADVICE", "INFORMATION", "QUESTION", "ANSWER".)

- .1 Your orders are to berth on ... .
- .2 Your orders changed.
- .3 Proceed to ... for orders.
- .4 You may enter at ... UTC.
- .5 You may proceed at ... UTC.
- .6 Vessel turning/manoeuvring in position ... .
- .7 MV ... will turn in position ... .
- .8 MV ... will leave ... at ... UTC.
- .9 MV ... leaving ... .
- .10 MV ... left ... .
- .11 MV ... entered fairway in position ... .
- .12 Your berth is not clear (until ... UTC).
- .13 Your berth will be clear at ... UTC.
- .14 You will berth/dock at ... UTC .
- .15 Berthing delayed by ... hours.

- .16 Be ready to get underway.
- .17 Get underway.
- .18 Are you underway?
- .18.1 Yes, I am underway.
- .18.2 No, I am not underway.
- .18.3 I am ready to get underway.
- .19 Move ahead ... metres.
- .20 Move astern ... metres.
- .21 Your vessel in position - make fast.
- .22 Pilot ordered for departing vessel for ... UTC.

#### 6.2.3.4 **Enforcement**

(The following phrases should normally be preceded by Message Markers "WARNING", "INSTRUCTION", "ADVICE", "INFORMATION".)

- .1 According to my radar, your course does not comply with International Regulations for Preventing Collisions at Sea.
- .2 According to my radar, your course does not comply with Rule 10 of International Regulations for Preventing Collisions at Sea.
- .3 Your actions will be reported to Authorities.
- .4 You are not complying with traffic regulations.
- .5 You are not keeping to correct lane.
- .6 Vessels are advised to have all navigational instruments in operation before entering this area/area ... .
- .7 Your navigation lights not visible.
- .8 Advise you recover your fishing gear - you are fishing in fairway.
- .9 Fishing gear ahead of you.
- .10 Fishing in area ... prohibited.
- .11 You are approaching prohibited fishing area.
- .12 Fairway speed ... knots.

#### 6.2.3.5 **Avoiding dangerous situations, providing safe movements**

(The following phrases should normally be preceded by Message Markers "WARNING", "INSTRUCTION", "ADVICE", "INFORMATION".)

- .1 It is dangerous to anchor in your present position.
- .2 It is dangerous to remain in your present position.
- .3 It is dangerous to alter course to port side.
- .4 It is dangerous to alter course to starboard side.
- .5 Large vessel leaving fairway- keep clear of fairway approach.
- .6 Nets with buoys /without buoys in this area - navigate with caution.
- .7 Collision in position ... .
- .8 Keep clear.
- .9 MV ... aground in position ... .
- .10 MV ... on fire in position.
- .11 Stand by for giving assistance.
- .12 Vessels must keep clear of this are/area ... .
- .13 Vessels must avoid this area/area ... .

- .14 Vessels must navigate with caution.
- .15 Advise you keep clear of ... - search and rescue in operation.
- .16 Your present course too close to outbound vessel.
- .17 Your present course too close to inbound vessel.
- .18 Your present course too close to vessel that you are overtaking.
- .19 Your present course too close to starboard limit of fairway.
- .20 Your present course too close to port limit of fairway.
- .21 Your course deviating from reference line.
- .22 You are running into danger. Shallow water ahead of you.
- .23 You are running into danger. Submerged wreck ahead of you.
- .24 You are running into danger. Risk of collision.
- .25 Risk of collision with vessel distance ...kilometres/ nautical miles, bearing ... degrees.
- .26 You are running into danger. Fog bank ahead of you.
- .27 You are running into danger. Bridge defective.
- .28 You are proceeding at dangerous speed.
- .29 You must proceed by ... fairway/ ... route.
- .30 You must keep to ... side of fairway line.
- .31 You must keep to ... side of reference line.
- .32 You must stay clear of fairway.
- .33 Do not overtake.
- .34 Do not cross fairway.
- .35 You must wait for MV ... to cross ahead of you.
- .36 You must wait for MV ... to clear ... before entering fairway.
- .37 You must wait for MV ... to clear ... before getting underway.
- .38 You must wait for MV ... to clear ... before leaving berth.
- .39 Advise you alter course to port side.
- .40 Advise you alter course to starboard side.
- .41 Advise you stop engines.
- .42 Advise you pass north/south/east/west of departing/entering/anchored/disabled vessel.
- .43 Advise you pass north/south/east/west of ... mark.
- .44 MV ... wishes to overtake on your port side .
- .45 MV ... wishes to overtake on your starboard side.
- .46 MV ... agrees to be overtaken.
- .47 MV ... does not agree to be overtaken.
- .48 MV ... approaching obscured area ... - approaching vessels acknowledge.

#### 6.2.3.6 Canal and lock operations

(The following phrases should normally be preceded by Message Markers "INSTRUCTION", "INFORMATION".)

- .1 You must close up on vessel ahead of you.
- .2 You must drop back from vessel ahead of you.
- .3 You must wait at ... .
- .4 You must moor at ... .
- .5 Convoy ... must wait at ... .
- .6 Convoy ... must moor at ... .
- .7 You must wait for lock clearance at ... until ... UTC.
- .8 You will join convoy ... at ... UTC.
- .9 Transit will begin at ... UTC.

- .10 Your place in convoy is number ... .
- .11 Transit speed ... knots.
- .12 Convoy speed ... knots.
- .13 Convoys/vessels will pass in area ... .
- .14 You will enter canal/lock at ... UTC.

### III / 6.3 Phrases between adjacent VTS

#### **Handoff Procedures** (Handing over to another VTS).

(The following phrases should normally be preceded by Message Marker "INFORMATION")

- .1 ... VTS this is ... VTS: MV ... position ... degrees, distance ... kilometres/nautical miles from ... . Working Frequency VHF Channel ... . Your Target. Please Confirm.
- .2 ... VTS this is ... VTS: MV ... position ... degrees, distance ... kilometres/nautical miles from ... . I confirm. My target.
- .3 ... VTS this is ... VTS: MV ... position ... degrees, distance ... kilometres/nautical miles from ... . I am unable to take over this target.

### III / 6.4 Phrases for communication with Emergency Services and Allied Services

#### 6.4.1 **Emergency Services (SAR, fire fighting, pollution fighting)**

See phrases in section 6.1.2 "Acquiring and providing distress traffic data"

#### 6.4.2 **Tug assistance**

(The following phrases should normally be preceded by Message Markers "INSTRUCTION", "ADVICE", "INFORMATION", "QUESTION", "ANSWER".)

- .1 How many tugs do you require?
- .1.1 I require ... tug(s).
- .2 You must take ... tug(s) according to Port Regulations.
- .3 You must take ... tug(s) fore and ... tug(s) aft.
- .4 Wait for tug(s) in position ... .
- .5 Tugs will meet you in position ... at ... local time.
- .6 Tug services suspended until ...(*date and local time*).
- .7 Tug services resumed on...(*date*) at ... local time.



### 6.4.3 Pilotage

#### 6.4.3.1 Pilot Request

(The following phrases should normally be preceded by Message Markers "ADVICE", "INFORMATION", "REQUEST", "INTENTION", "QUESTION", "ANSWER" .)

- .1 You must take pilot - pilotage compulsory.
- .2 Do you require pilot?
  - .2.1 Yes, I require pilot.
  - .2.2 No, I do not require pilot - I am holder of Pilotage Exemption Certificate (No. ...).
- .3 You are exempted from pilotage.
  - .3.1 You are allowed to proceed without pilot.
- .4 Do you require pilot at ...(name) Pilot Station?
  - .4.1 Yes, I require pilot at ...(name) Pilot Station.
  - .4.2 No, I do not require pilot at ...(name) Pilot Station - I require pilot in position ... .
- .5 What is your ETA at ...(name) Pilot Station in local time?
  - .5.1 My ETA at...(name) Pilot Station ... hours local time.
- .6 What is local time?
  - .6.1 Local time ... hours.
- .7 What is your present position?
  - .7.1 My position ... .
- .8 What is your distance from ...(name) Pilot Station?
  - .8.1 My distance from ...(name) Pilot Station ... kilometres/nautical miles.
- .9 Is pilot boat on station?
  - .9.1 Yes, pilot boat on station.
  - .9.2 No, pilot boat not on station.
  - .9.3 Pilot boat on station at ... hours local time.
- .10 In what position can I take pilot?
  - .10.1 Take pilot at ...(Pilot Station) at ... hours local time.
  - .10.2 Take pilot near ... at ... hours local time.
- .11 When will pilot embark?
  - .11.1 Pilot will embark at ... hours local time.
- .12 Pilot coming to you.
- .13 Pilot boat approaching your vessel.
- .14 Keep pilot boat on port side.
- .15 Keep pilot boat on starboard side.
- .16 What is your freeboard?
  - .16.1 My freeboard ... metres.
- .17 Stop in present position and wait for pilot.
- .18 Change to VHF channel ... for pilot transfer.
- .19 Stand by on VHF channel ... until pilot transfer completed.
- .20 Pilotage at ...(name) Pilot Station suspended until ... (*date and local time*).
- .21 Pilotage at ...(name) Pilot Station resumed.
- .22 Pilot cannot embark at ... Pilot Station due to ... .
- .23 Do you accept shorebased navigational assistance from pilot ?
  - .23.1 Yes, I accept shorebased navigational assistance from pilot.
  - .23.2 No, I do not accept shorebased navigational assistance from pilot.
    - .23.2.1 I stay in position ... until ... .
- .24 You may navigate by yourself (or wait for pilot boat at ... buoy).
- .25 Follow pilot boat inward where pilot will embark.

#### 6.4.3.2           **Embarking/disembarking Pilot**

(The following phrases should normally be preceded by Message Markers  
"ADVICE", "INFORMATION", "REQUEST", "INTENTION", "QUESTION", "ANSWER" .)

- .1 Stand by pilot ladder.
- .2 Rig pilot ladder on port side ... metres above water.
- .3 Rig pilot ladder on starboard side ... metres above water.
- .4 You must rig another pilot ladder.
- .5 Pilot ladder unsafe.
- .6 Pilot ladder has broken steps.
- .7 Pilot ladder has loose steps.
- .8 Pilot ladder has broken spreaders.
- .9 Pilot ladder has spreaders too short.
- .10 Pilot ladder too far aft.
- .11 Pilot ladder too far forward.
- .12 Move pilot ladder ... metres aft.
- .13 Move pilot ladder ... metres forward.
- .14 Move pilot ladder clear of discharge.
- .15 Rig accommodation ladder in combination with pilot ladder.
- .16 Rig pilot ladder alongside hoist.
- .17 Put lights on at pilot ladder.
- .18 Man ropes required.
- .19 Man ropes not required.
- .20 Have heaving line ready at pilot ladder.
- .21 Correct list of vessel.
- .22 Make lee on your port side.
- .23 Make lee on your starboard side.
- .24 Steer ... degrees to make lee.
- .25 Keep sea on your port quarter.
- .26 Keep sea on your starboard quarter.
- .27 Make boarding speed of ... knots.
- .28 Stop engine until pilot boat is clear.
- .29 Put helm hard to port.
- .30 Put helm hard to starboard.
- .31 Alter course to port, pilot boat cannot clear vessel.
- .32 Alter course to starboard, pilot boat cannot clear vessel.
- .33 Put ahead engine.
- .34 Put astern engine.
- .35 Embarkation not possible.
- .36 Boarding arrangements do not comply with SOLAS - Regulations.
- .37 Vessel not suited for pilot ladder.

**PART IV - ON-BOARD COMMUNICATION PHRASES****Chapter A: Operative Shiphandling****IV-A/ 1 Standard wheel orders**

All wheel orders given should be repeated by the helmsman and the officer of the watch should ensure that they are carried out correctly and immediately. All wheel orders should be held until countermanded. The helmsman should report immediately if the vessel does not answer the wheel. When there is concern that the helmsman is inattentive s/he should be questioned:

"What is your course?" And s/he should respond:

"My course ... degrees."

<b>ORDER</b>	<b>MEANING</b>
1. Midships	Rudder to be held in the fore and aft position.
2. Port five	5 <sup>0</sup> of port rudder to be held.
3. Port ten	10 <sup>0</sup> of port rudder to be held.
4. Port fifteen	15 <sup>0</sup> of port rudder to be held.
5. Port twenty	20 <sup>0</sup> of port rudder to be held.
6. Port twenty-five	25 <sup>0</sup> of port rudder to be held.
7. Hard -a-port	Rudder to be held fully over to port.
8. Starboard five	5 <sup>0</sup> of starboard rudder to be held.
9. Starboard ten	10 <sup>0</sup> of starboard rudder to be held.
10. Starboard fifteen	15 <sup>0</sup> of starboard rudder to be held.
11. Starboard twenty	20 <sup>0</sup> of starboard rudder to be held.
12. Starboard twenty-five	25 <sup>0</sup> of starboard rudder to be held.
13. Hard-a- starboard	Rudder to be held fully over to starboard.
14. Ease to five	Reduce amount of rudder to 5 <sup>0</sup> and hold.
15. Ease to ten	Reduce amount of rudder to 10 <sup>0</sup> and hold.
16. Ease to fifteen	Reduce amount of rudder to 15 <sup>0</sup> and hold.
17. Ease to twenty	Reduce amount of rudder to 20 <sup>0</sup> and hold.
18. Steady	Reduce swing as rapidly as possible.
19. Steady as she goes	Steer a steady course on the compass heading indicated at the time of the order. The helmsman is to repeat the order and call out the compass heading on receiving the order. When the ship is steady on that heading, the helmsman is to call out: "Steady on ..."
20. Keep buoy/ mark/ beacon/ ... on port side.	
21. Keep buoy/ mark/ beacon/ ... on starboard side.	
22. Report if she does not answer wheel.	
23. Finished with wheel.	

When the officer of the watch requires a course to be steered by compass, the direction in which s/he wants the wheel turned should be stated followed by each numeral being said separately, including zero, for example:

<b>ORDER</b>	<b>COURSE TO BE STEERED</b>
"Port, steer one eight two"	182 <sup>0</sup>
"Starboard, steer zero eight two"	082 <sup>0</sup>
"Port, steer three zero five"	305 <sup>0</sup>

On receipt of an order to steer, for example, 182<sup>0</sup>, the helmsman should repeat it and bring the vessel round steadily to the course ordered. When the vessel is steady on the course ordered, the helmsman is to call out:

"Steady on one eight two".

The person giving the order should acknowledge the helmsman's reply.

If it is desired to steer on a selected mark the helmsman should be ordered to:

"Steer on ... buoy/ ... mark/ ... beacon".

The person giving the order should acknowledge the helmsman's reply.

#### **IV-A/ 2                      Standard engine orders**

Any engine order given should be repeated by the person operating the bridge telegraph(s) and the officer of the watch should ensure the order is carried out correctly and immediately.

##### **ORDER**

1. Full ahead
2. Half ahead
3. Slow ahead
4. Dead slow ahead
5. Stop engine(s)
6. Dead slow astern
7. Slow astern
8. Half astern
9. Full astern
10. Emergency full ahead
11. Emergency full astern
12. Stand by engine  
(Engine-room personnel fully ready to manoeuvre and bridge manned to relay engine orders.)
13. Finished with engine(s)  
(Movement of engine(s) no longer required.)

In vessels fitted with twin propellers, the word "both" should be added to all orders affecting both shafts, e.g. "Full ahead both", and "Slow astern both", except that the words "Stop all engines" should be used, when appropriate. When required to manoeuvre twin propellers independently, this should be indicated, i.e. "Full ahead starboard", "Half astern port", etc.

Where bow thrusters are used, the following orders are used:

14. Bow thrust full /half to port side.
15. Bow thrust full/half to starboard side.
16. Stern thrust full /half to port side.
17. Stern thrust full/half to starboard side.
18. Bow /stern thrust stop

#### **IV-A/ 3        Handover of watchkeeping responsibilities**

##### **IV-A/ 3.1    Briefing on position, movement and draft**

###### **3.1.1        Position**

- . 1    Present position   latitude ..., longitude ... .
- . 2    Present position   bearing ... degrees, distance ... kilometres/nautical miles.
- . 3    Present position   buoy ...(*charted name*).
- . 4    Present position between ... and... .
- . 5    Present position   DECCA ... , ... , ... .
- . 6    Present position   way point/ reporting point ... .
- . 7    Present position   ... .
- . 8    Next way point/ reporting point/ ... .
- . 9    ETA at ...    ... UTC/local time.
- .10    Passing buoy ...(*charted name*) on port side/ starboard side.
- .10.1      Passed buoy ...(*charted name*) on port side/starboard side.
- .11    Approaching buoy ...(*charted name*) on port side/ starboard side.
- .11.1      Buoy ...(*charted name*) ... kilometres/ nautical miles ahead.
- .12    Entering area ... .
- .12.1      Entered area ... .
- .13    Leaving area ... .
- .13.1      Left area ... .

###### **3.1.2        Movements**

- . 1    True course ... degrees.
- . 2    Gyro compass course ... degrees.
- . 2.1      Magnetic compass course ... degrees.
- . 3    Gyro compass error ... degrees plus/minus.
- . 3.1      Magnetic compass error ... degrees east/west.
- . 4    Speed over ground ... .
- . 4.1      Speed through water ... .
- . 5    Set and drift ... degrees, ... knots.
- . 6    Making ... degrees leeway.
- . 7    Course board   written up.
- . 8    Next chart within .... hours.

### 3.1.3 Draft

- . 1 Draft forward/ aft ... metres.
- . 2 Maximum draft ... metres.
- . 3 Underkeel clearance ... metres.

### IV-A/ 3. 2 Briefing on traffic situation in the area

- . 1 Vessel overtaking on port side/starboard side.
- . 2 Vessel on opposite course.
- . 3 Vessel passing on port side/starboard side.
- . 4 Vessel crossing from port side.
  - . 4.1 Vessel will give way.
  - . 4.2 Vessel has given way.
  - . 4.3 Vessel has not given way yet.
  - . 4.4 Vessel standing on.
  - . 4.5 Vessel needs not give way.
- . 5 Vessel crossing from starboard side.
  - . 5.1 We need not give way.
  - . 5.2 We will stand on.
  - . 5.3 We will alter course to give way.
  - . 5.4 We have altered course to give way.
  - . 5.5 Vessel will pass ... kilometres/nautical miles ahead.
  - . 5.6 Vessel will pass ... kilometres/nautical miles astern.
  - . 5.7 I will complete manoeuvre.
- . 6 Vessel ahead/astern on same course.
- . 7 Bearing to vessel in ... degrees constant.
- . 8 Heavy traffic in area.
- . 9 Fishing boats in area.
  - . 9.1 ... in area.
- . 10 No dangerous targets on radar .
  - . 10.1 Attention. Dangerous targets on radar .
- . 11 Call Master if any vessel pass with CPA of less than .... miles.
  - . 11.1 Call Master if ... .

### IV-A/ 3.3 Briefing on navigational aids and equipment status

- . 1 Starboard side radar at ... miles range scale.
  - . 1.1 Port side radar at ... miles range scale.
- . 2 Radar relative head-up.
  - . 2.1 Radar relative north-up.
  - . 2.2 Radar relative course-up.
  - . 2.3 Radar true-motion north-up.
  - . 2.4 Radar true-motion course-up.
- . 3 GPS in operation.
  - . 3.1 GPS not in operation.
- . 4 LORAN in operation.
  - . 4.1 LORAN not in operation.
- . 5 DECCA in operation.
  - . 5.1 DECCA not in operation.

- . 6 Echo sounder at ... metres range scale.
- . 6.1 Echo sounder recordings unreliable.
- . 7 Changed to manual steering (at ... UTC/local time).
- . 7.1 Changed to automatic steering (at ... UTC/local time).
- . 8 Navigation lights switched on.
- . 8.1 Navigation lights switched off.

#### **IV-A/ 3.4 Briefing on radiocommunications**

- . 1 INMARSAT *...(type of system)* operational.
- . 1.1 INMARSAT *...(type of system)* not operational.
- . 2 Starboard side VHF on channel ... (dual watch).
- . 2.1 Port side VHF on channel ... (dual watch).
- . 3 VHF DSC channel 70 switched on.
- . 4 VHF channel ... switched on.
- . 5 DSC controller switched on.
- . 6 DSC frequency 2187.5 kHz is switched on.
- . 7 NAVTEX switched on.
- . 8 Portable VHF on channel 15/17.
- . 9 Following received on ... at ... UTC/ local time.
- . 10 Shore based radar assistance/VTS on VHF channel ... .
- . 11 Pilot station on VHF channel ... .
- . 12 Pilot station requires information.
- . 12.1 Pilot station requires flag state.
- . 12.2 Pilot station requires call sign/ identification.
- . 12.3 Pilot station requires draft.
- . 12.4 Pilot station requires gross tonnage.
- . 12.5 Pilot station requires length overall.
- . 12.6 Pilot station requires kind of cargo.
- . 12.7 Pilot station requires ETA at .... .
- . 12.8 Pilot station requires ... .

#### **IV-A/ 3.5 Briefing on meteorological conditions**

- . 1 Weak (tidal) current setting .... degrees.
- . 1.1 Strong (tidal) current setting .... degrees.
- . 1.2 Direction of (tidal) current will change in ... hours.
- . 2 Fog/mist/dust/rain/snow/ ... in area.
- . 3 Automatic fog signal switched on.
- . 4 Wind increased within last ... hours.
- . 4.1 Wind decreased within last ... hours.
- . 4.2 Wind ... (*compass points*) force ... .
- . 4.3 Wind changed from .... (*compass points*) to .... (*compass points*).
- . 5 Sea state expected to change (within .... hours).
- . 6 Sea/swell of ... metres from ...(*compass points*) expected (within .... hours).
- . 7 Tsunami/ abnormal wave expected by ... UTC/local time.
- . 8 Visibility ...kilometres/ nautical miles.
- . 8.1 Visibility reduced by fog.
- . 8.2 Visibility reduced by mist.
- . 8.3 Visibility reduced by dust.
- . 8.4 Visibility reduced by rain.
- . 8.5 Visibility reduced by snow.

- . 8.6 Visibility reduced by ... .
- . 8.7 Visibility expected to increase to ...kilometres/ nautical miles (within ... hours).
- . 8.8 Visibility expected to decrease to ... kilometres/ nautical miles (within ... hours).
- . 8.9 Visibility expected variable between ... and ... kilometres/ nautical miles (within .... hours).
- . 9 Next weather report at ... UTC/local time.
- .10 Atmospheric pressure ... millibars.
- .10.1 Barometric change ... millibars per hour.
- .10.2 Barometric change ... millibars within last ... hours.
- .10.3 Barometer steady.
- .10.4 Barometer dropping (rapidly).
- .10.5 Barometer rising (rapidly).
- .11 Gale warning for area ... at ... UTC/local time.
- .11.1 Tropical storm warning for area ... at ... UTC/local time.

#### **IV-A/ 3.6 Briefing on standing orders and bridge organization**

(for details also see: The Nautical Institute, Bridge Watchkeeping - A Practical Guide, London, 1994)

- . 1 Standing orders for period from ... to ... UTC/local time: ... .
- . 2 Standing orders for area ... : ... .
- . 3 Take notice of changes in standing orders.
- . 4 Do you understand standing orders?
- . 4.1 Yes, I understand standing orders.
- . 4.2 No, I do not understand, please explain.
- . 5 Read standing orders.
- . 5.1 Sign standing orders.
- . 6 Latest fire patrol was at ... UTC/local time.
- . 6.1 Latest security patrol was at ... UTC/local time.
- . 6.1.1 Everything in order.
- . 6.1.2 Following stated: ... .
- . 6.1.3 Following measures taken: ... .
- . 6.1.4 Following requires attention: ... .
- . 7 Lookout standing by.
- . 8 Helmsman standing by.
- . 9 Call Master at ... UTC/local time in position ... .

#### **IV-A/ 3.7 Briefing on special events** (also see PART III, Safety communications)

- . 1 Engine alarm at ... UTC/local time due to .....
- . 2 Speed reduced at ... UTC/local time due to .....
- . 3 Engine(s)stopped at ... UTC/local time due to .....
- . 4 Course altered at ... UTC/local time due to ....
- . 5 Master/Chief Engineer called at ... UTC/local time due to ... .



#### IV-A/ 3.8 Briefing on temperatures, pressures and soundings

- . 1 ...(*equipment*) temperature ... degrees (centigrade).
- . 1.1 ... temperature below normal.
- . 1.2 ... temperature above normal.
- . 1.3 ... temperature critical.
- . 2 ...(*equipment*) pressure ... kiloponds/bars.
- . 2.1 ... pressure below normal.
- . 2.2 ... pressure above normal.
- . 2.3 ... pressure critical.
- . 3 Ballast/fresh water/fuel/ oil/slop sounding ... metres/ cubic metres.
- . 3.1 Sounding of no ... cargo tank ... metres/ cubic metres.
- . 3.2 Sounding of no ... cargo hold ... centimetres.
- . 3.3 Sounding of ... ..

#### IV-A/ 3.9 Briefing on operation of main engine and auxiliary equipment (also see 3.8)

- . 1 (present) revolutions of main engine(s) ... per minute.
- . 2 (present) output of main engine(s) ... kilowatts.
- . 2.1 (present) output of auxiliary engine(s) ... kilowatts.
- . 3 (present) pitch of propeller(s) ... degrees.
- . 4 Problems with machinery.
- . 4.1 Problems with main engine(s).
- . 4.2 Problems with auxiliary engine(s).
- . 4.3 Problems with ... .
- . 5 No problems with ... .
- . 6 Call watch engineer (if problems continue).
- . 6.1 Call watch engineer ... minutes before arrival at approach/at ... UTC/local time.

#### IV-A/ 3.10 Briefing on pumping of fuel, ballast water, etc.

- . 1 No pumping at present.
- . 2 Filled (no.) ... double bottom tank(s).
- . 2.1 Filling (no.) ... double bottom tank(s).
- . 3 Discharged (no.) ... double bottom tank(s).
- . 3.1 Discharging (no.) ... double bottom tank(s).
- . 4 Filled (no.) ... tanks(s).
- . 4.1 Filling (no.) ... tanks(s).
- . 5 Discharged (no.) ... tanks(s).
- . 5.1 Discharging (no.) ... tanks(s).
- . 6 Transferred fuel/ballast/ fresh water/ oil from (no.) ... tank(s) to (no.) ... tank(s).
- . 6.1 Transferring fuel/ballast/ fresh water/ oil from (no.) ... tank(s) to (no.) ... tank(s).
- . 7 Require further generator to operate additional pump(s).

#### **IV-A/ 3.11 Briefing on special machinery events and repairs**

- . 1 Breakdown of main engine(s) (at ... UTC/local time)..
- . 1.1 Breakdown of main engine(s) from ... to ... UTC/local time.
- . 2 Breakdown of ... (at ... UTC/local time)
- . 2.1 Breakdown of ... from ... to ... UTC/local time.
- . 3 Total blackout (at ... UTC/local time).
- . 3.1 Total blackout from ... to ... UTC/local time.
- . 3.2 Blackout in ...(at ... UTC/local time) .
- . 3.3 Blackout in ... from ... to ... UTC/local time.
- . 4 Main engine(s) stopped ... at ... UTC/local time due to ... ..
- . 4.1 Main engine(s) stopped from ... to... UTC/local time due to ... .
- . 5 Speed reduced (at ... UTC/local time) due to ... .
- . 5.1 Speed reduced from ... to ... UTC/local time due to ... .
- . 6 Call Master/ Chief engineer if revolutions of main engine(s) below ... per minute.
- . 6.1 Call Master/ Chief engineer/ watch engineer if ... .

#### **IV-A/ 3.12 Briefing on record keeping**

- . 1 Log books/record books completed and signed.
- . 1.1 Note book entries will be copied (into the log books/ record books) after watch.
- . 2 Change paper of data logger/ echo sounder/ ... recorder.
- . 2.1 Refill toner/ ink of data logger/ echo sounder/ ... recorder .

#### **IV-A/ 3.13 Handing and taking over the watch or the conn**

- .1 (The Master or an officer handing over the watch should say:)  
You now have the watch.
- .1.1 (The relieving officer should confirm and say:)  
I now have the watch.
- .2 (The Master when called to the bridge and taking over the conn from the officer of the watch, should say:)  
I now have the conn.
- .2.1 (The officer of the watch should confirm and say:)  
You now have the conn.

#### **IV-A/ 4 Trim, list and stability**

- . 1 Vessel on even keel (at present).
- . 1.1 Vessel ... metres down by the head /by the stern (at present).
- . 2 No list (at present).
- . 2.1 (present) list ... degrees to port side/ starboard side.
- . 2.2 Fuel/ ballast/ fresh water/ oil transferred from (no.) ... tank(s) to (no.) ... tank(s) to correct list.
- . 2.3 We must transfer fuel/ ballast/ fresh water/ oil from (no.) ... tank(s) to (no.) ... tank(s) to correct list.
- . 2.4 Cargo restowed in (no.) ... hold(s) to correct list.
- . 2.4.1 Deck cargo restowed to correct list.
- . 2.5 We must restow cargo in (no.) ... hold(s) to correct list.
- . 3 (present) stability good.
- . 3.1 (present) stability poor.
- . 3.2 (no.) ... double bottom tank(s) filled to improve stability.

- . 3.3 Fuel/ ballast/ fresh water/ oil transferred from (no.) ... tank(s) to (no.) ... tank(s) to improve stability.
- . 3.4 We must transfer fuel/ ballast/ fresh water/ oil from (no.) ... tank(s) to (no.) ... tank(s) to improve stability.
- . 3.5 Cargo restowed in (no.) ... hold(s) to improve stability.
- . 3.5.1 Cargo restowed on deck to improve stability.
- . 3.6 We must restow cargo in (no.) ... hold(s).
- . 3.6.1 We must restow cargo on deck to improve stability.
- . 3.7 Containers restowed from ... to ... to improve stability.
- . 3.8 We must restow containers from ... to ... to improve stability.

#### **IV-A/ 5 Pilot on the bridge**

##### **IV-A/ 5.1 Propulsion system**

- . 1 Is engine diesel or turbine?
- . 1.1 Engine is diesel.
- . 1.2 Engine is turbine.
- . 2 Is engine - room manned or is engine on bridge control?
- . 2.1 Engine - room manned.
- . 2.2 Engine on bridge control.
- . 3 How long does it take to change engine from ahead to astern?
- . 3.1 It takes ... minutes to change engine (from ahead to astern).
- . 4 How long does it take to start engine from stopped?
- . 4.1. It takes ... seconds to start engine (from stopped).
- . 5 Is extra power available in emergency?
- . 5.1 Yes, extra power available.
- . 5.2 No, extra power not available.
- . 6 Do you have controllable or fixed pitch propeller?
- . 6.1 We have controllable pitch propeller.
- . 6.2 We have fixed pitch propeller.
- . 7 Do you have right - hand or left - hand propeller?
- . 7.1 We have right - hand propeller.
- . 7.2 We have left - hand propeller.
- . 8 Do you have single propeller or twin propellers?
- . 8.1 We have single propeller.
- . 8.2 We have twin propellers.
- . 9 Do you have bow thruster or stern thruster?
- . 9.1 We have bow thruster.
- . 9.2 We have stern thruster.
- . 9.3 We have no thrusters.
- . 10 What is maximum manoeuvring power ahead?
- . 10.1 Maximum manoeuvring power ahead ... kiloWatts.
- . 11 What is maximum manoeuvring power astern?
- . 11.1 Maximum manoeuvring power astern ... kiloWatts.
- . 12 What are maximum revolutions ahead/astern?
- . 12.1 Maximum revolutions ahead/astern ...
- . 13 Do twin propellers turn inward or outward when going ahead.
- . 13.1 Twin propellers turn inward (when going ahead).
- . 13.2 Twin propellers turn outward (when going ahead).

#### **IV-A/ 5.2 Manoeuvring**

- . 1 I require pilot card/ manoeuvring data.
- . 2 What is diameter of turning circle?
  - . 2.1 Diameter of turning circle ... metres.
- . 3 What is advance and transfer distance in crash-stop?
  - . 3.1 Advance ... kilometres/ nautical miles, transfer distance ... degrees (in crash-stop).
- . 4 How long does it take from hard-a-port to hard-a-starboard?
  - . 4.1 It takes ... minutes (from hard-a-port to hard-a-starboard).
- . 5 Is turning effect of propeller very strong?
  - . 5.1 Yes, turning effect of propeller very strong.
  - . 5.2 No, turning effect of propeller not very strong.
- . 6 Where is whistle control.
  - . 6.1 Whistle control on console.
  - . 6.2 Whistle control on ... .
- . 7 What notice is required to reduce from full sea speed to manoeuvring speed?
  - . 7.1 ... minutes notice required (to reduce from full sea speed to manoeuvring speed).
- . 8 Do you have automatic pilot?
  - . 8.1 Yes, we have automatic pilot.
  - . 8.2 No, we have no automatic pilot.
- . 9 Does helmsman understand English?
  - . 9.1 Yes, helmsman understands English.
  - . 9.2 No, helmsman does not understand English.
  - . 9.3 Helmsman understands wheel orders.
- . 10 Give ... short blast(s) (on whistle).
  - . 10.1 Give ... long blast(s) (on whistle).
- . 11 Stand by lookout.
  - . 11.1 Lookout standing by.
- . 12 Maintain speed of ... knots.
- . 13 What is (manoeuvring) speed at full/ half/ slow/ dead slow ahead?
  - . 13.1 Manoeuvring speed at full/ half/ slow/ dead slow ahead ... knots.
- . 14 Fairway speed ... knots.
- . 15 What is full sea speed?
  - . 15.1 Full sea speed ... knots.

#### **IV-A/ 5.3 Radar**

- . 1 Is radar operational?
  - . 1.1 Yes, radar operational.
  - . 1.2 No, radar not operational.
- . 2 Has radar any blind sectors?
  - . 2.1 Yes, radar has blind sectors from ... to ... degrees and from ... to ... degrees.
  - . 2.2 No, radar has no blind sectors.
- . 3 Change radar to ... miles range scale.
- . 4 Change radar to relative head-up.
  - . 4.1 Change radar to relative north-up.
  - . 4.2 Change radar to relative course-up
  - . 4.3 Change radar to true-motion north-up.
  - . 4.4 Change radar to true-motion course-up.

#### **IV-A/ 5.4 Draft and air draft**

- . 1 What is (present) draft?
- . 1.1 Maximum draft ... metres.
- . 1.2 Draft forward ... metres.
- . 1.3 Draft aft ... metres.
- . 2 What is air draft?
- . 2.1 Air draft ... metres.

(Note: When necessary it must be specified whether salt or fresh water draft is given.)

#### **IV-A/ 5.5 Anchoring**

##### **5.5.1 Going to anchor**

- . 1 Stand by port/starboard/both anchor(s) for let go.
- . 1.1 Port/starboard/both anchor(s) standing by for let go.
- . 2 Walk out anchor(s)
- . 2.1 Anchor(s) walked out.
- . 3 We are going to anchorage.
- . 4 We will let go port/starboard/both anchor(s).
- . 5 Put ... shackles in water.
- . 5.1 Put ... shackles in pipe.
- . 5.2 Put ... shackles on deck.
- . 6 Walk back port/ starboard/ both anchor(s) one/ one and a half shackle(s).
- . 7 We will let go port/ starboard/ both anchor(s) ... shackle(s) and dredge it/ them.
- . 8 Let go port/ starboard/ both anchor(s).
- . 8.1 Port/starboard/both anchor(s) is/are let go.
- . 9 Pay out cable(s).
- . 9.1 Check the cable(s).
- . 9.2 Hold on port/ starboard/ both cable(s).
- . 10 How is cable leading?
- . 10.1 Cable(s) leading ahead/ astern/ to port/ to starboard/ round the bow up and down.
- . 11 Is/are anchor(s) holding.
- . 11.1 Yes, anchor(s) holding.
- . 11.2 No, anchor(s) not holding.
- . 12 Are you brought up?
- . 12.1 Yes, brought up in position ... .
- . 12.2 No, not brought up (yet).
- . 13 Switch on anchor light(s).
- . 13.1 Anchor light(s) switched on.
- . 14 Hoist anchor ball.
- . 14.1 Anchor ball hoisted.
- . 15 Check anchor position by bearings.
- . 15.1 Check anchor position by .... .
- . 15.1.1 Anchor position bearing ... degrees, distance ... kilometres/nautical miles.
- . 15.2 Check anchor position every ... minutes.

### 5.5.2 Leaving the anchorage

- . 1 How much cable is out?
- . 1.1 ... shackle(s) out.
- . 2 Stand by for heaving up.
- . 2.1 Standing by for heaving up.
- . 3 Put windlass in gear.
- . 3.1 Windlass in gear.
- . 4 How is cable leading?
- . 4.1 Cable(s) leading ahead/ astern/ to port/ to starboard/ round the bow/ up and down .
- . 5 Heave up port/ starboard/ both cable(s).
- . 5.1 Heaving up port/starboard/ both cable(s).
- . 6 How much weight is on cable?
- . 6.1 Much weight on cable.
- . 6.2 Too much weight on cable.
- . 6.3 No weight on cable.
- . 7 Stop heaving.
- . 7.1 Heaving stopped.
- . 8 How many shackles are left (to come in)?
- . 8.1 ... shackles left (to come in).
- . 9 Attention! Turn in cable(s).
- .10 Anchor(s) aweigh/clear off bottom.
- .10.1 Cables clear.
- .11 Anchor(s) clear of water.
- .11.1 Anchor(s) home.
- .11.2 Anchor(s) foul.
- .12 Anchor(s) secured.

### IV-A/ 5.6 Tug assistance

- . 1 We will take ... tug(s).
- . 2 Tug(s) will pull/push.
- . 3 We take lines of vessel.
- . 3.1 We take line(s) of tug(s).
- . 4 Stand by for making fast tug(s).
- . 4.1 Standing by for making fast tug(s).
- . 5 Use centre/panama lead.
- . 5.1 Use fairlead on port side/starboard side.
- . 5.2 Use fairlead amidships.
- . 5.3 Use fairlead on port bow/starboard bow.
- . 5.4 Use fairlead on port/starboard quarter.
- . 6 Send heaving line to tug.
- . 7 Send two towing lines to tug.
- . 8 Lower towing line(s) to tug.
- . 8.1 Lower towing line(s) ... metre(s) from water.
- . 9 Slack away towing line(s).
- . 10 Make fast tug(s).
- . 10.1 Make fast tug(s) forward.
- . 10.2 Make fast tug(s) on port bow.
- . 10.3 Make fast tug(s) on starboard bow.
- . 10.4 Make fast ... tug(s) aft.

- . 10.5 Make fast ... tug(s) on port quarter.
- . 10.6 Make fast ... tug(s) on starboard quarter.
- . 10.7 Make fast forward tug(s) alongside on port side/starboard side.
- . 10.8 Make fast aft tug(s) alongside on the port side/starboard side.
- . 10.9 Make fast ... tug(s) on each bow.
- . 10.10 Make fast ... tug(s) on each quarter.
- . 11 Put eyes of towing lines on bitts.
- . 12 Tug(s) fast (on ... ).
- . 13 Keep well clear of towing line(s).
- . 14 Stand by for let go tug(s).
- . 15.1 Standing by for let go tug(s).
- . 16 Let go tug(s).
- . 16.1 Tug(s) is/are let go.
- . 17 Towing line broken.

#### **IV-A/ 5.7 Berthing and unberthing**

##### **5.7.1 General**

- . 1 Is propeller clear?
- . 1.1 Yes, propeller clear.
- . 1.2 No, propeller not clear.
- . 1.3 Keep propeller clear.
- . 2 Stop propeller.
- . 2.1 Propeller stopped.
- . 3 Are fenders on berth.
- . 3.1 Yes, fenders on berth.
- . 3.2 No, no fenders on berth.
- . 4 Have fenders ready fore and aft.

##### **5.7.2 Berthing**

- . 1 We will berth port side alongside.
- . 1.1 We will berth starboard side alongside.
- . 2 We will moor to buoy(s) ahead and astern.
- . 2.1 We will moor alongside.
- . 2.2 We will moor to dolphins.
- . 3 Send out head/ stern/ breast lines.
- . 3.1 Send out ... spring(s) forward.
- . 3.2 Send out ... spring(s) aft.
- . 4 Do you have tension winches?
- . 4.1 Yes, we have tension winches (forward and aft).
- . 4.2 No, we have no tension winches.
- . 5 Have heaving lines ready forward and aft.
- . 6 Send heaving/ head/ stern/ breast line ashore.
- . 7 The linesmen will use shackles/ lashings for securing mooring.
- . 8 Use centre/ panama lead .
- . 8.1 Use bow lead.
- . 8.2 Use port quarter/starboard quarter lead.
- . 9 Heave on ... line(s)/ ... spring(s)..
- . 10 Pick up slack on ... line(s)/ ... spring(s)..
- . 11 Heave away.

- . 11.1 Stop heaving.
- . 12 Slack away... line(s)/ ... spring(s)..
- . 12.1 Stop slacking ... line(s)/ .. spring(s)..
- . 13 Hold on ... line(s)/ ... spring(s).
- . 14 Heave in easy.
- . 14.1 Heave alongside.
- . 15 Keep lines tight.
- . 16 Report forward/aft distance to ... .
- . 16.1 Forward/aft distance to ... .. metres.
- . 17 We have to move ... metres ahead/astern.
- . 18 We are in position.
- . 19 Make fast fore and aft.
- . 19.1 Fast forward.
- . 19.2 Fast aft.

### 5.7.3 Unberthing

- . 1 Stand by engine(s).
- . 1.1 Engine(s) standing by.
- . 2 Are you ready to get underway?
- . 2.1 Yes, ready (to get underway).
- . 2.2 No, not ready (yet) ( to get underway).
- . 2.3 Ready to get underway in ... minutes.
- . 3 Stand by for let go.
- . 3.1 Standing by for let go.
- . 4 Single up ... lines and ... springs fore and aft.
- . 5 Slack away head/stern/breast line.
- . 5.1 Slack away fore/aft spring.
- . 6 Hold on head/ stern/ breast line.
- . 6.1 Hold on fore/aft spring.
- . 7 Heave on head/ stern/breast line.
- . 7.1 Heave on fore/aft spring.
- . 8 Let go everything forward/aft.
- . 8.1 Let go head/stern/breast line.
- . 8.2 Let go fore/aft spring.
- . 8.3 Let go tug line.
- . 9 ... is/are let go.
- . 10 Stand by bow anchor(s).
- . 10.1 Bow anchor(s) standing by.



## **Chapter B: Safety on Board**

### **IV-B/ 1 General Activities**

(The phrases of this section apply to most of the emergencies covered in this chapter)

#### **IV-B/ 1.1 Raising alarm**

- .1 Operate general emergency alarm.
- .2 Inform Master / Chief engineer /... .
  - .2.1 Master / Chief engineer / ... informed.
- .3 Inform ... coast radio station / vessels in vicinity (on radio) and report.
  - .3.1 ... coast radio station / vessels in vicinity informed.
- .4 Request assistance (on radio) from ... and report.
  - .4.1 Assistance requested from ... .
  - .4.2 Assistance offered by ... .
  - .4.3 Assistance accepted from ... .
- .5 Transmit SECURITE/PAN-PAN /distress alert/ MAYDAY and report.
  - .5.1 SECURITE/ PAN-PAN/distress alert/MAYDAY transmitted.
- .6 Was distress alert/MAYDAY acknowledged?
  - .6.1 Yes, distress alert /MAYDAY acknowledged by ... coast radio station/RCC/vessel(s) in vicinity.
  - .6.2 No, distress alert not acknowledged (yet).
    - .6.1.1 Repeat distress alert.

#### **IV-B/ 1.2 Briefing crew and passengers**

(Also see: Chapter D: Passenger Care)

- .1 Make following announcement (on PA - system):
- .2 This is your Captain speaking.
  - .2.1 We have grounded / a minor flooding / a minor fire in ... .
  - .2.2 There is no immediate danger to crew, passengers or vessel - and there is no reason to be alarmed.
  - .2.3 For safety reasons I request all crew members to go to their assembly stations.
    - .2.3.1 All officers to report to the bridge.
    - .2.3.2 Watchkeepers remain at stations until further order.
  - .2.4 As soon as I have further information I will make another announcement - there is no danger at this time.
  - .2.5 Fire parties / damage control teams are fighting the fire / flooding.  
We also have radio contact with other vessels / coast radio stations.
  - .2.6 The fire / flooding is under control.
- .3 This is your Captain speaking. I have another announcement:
  - .3.1 The fire/ flooding is not under control yet.
  - .3.2 Leave the engine room / superstructure / your stations / your cabins / ... immediately - close all openings.
  - .3.3 Take lifejackets with you.
    - .3.3.1 Take your emergency equipment with you according to muster list.
  - .3.4 Stand by fire fighting stations / damage control stations.
    - .3.4.1 Fire fighting stations/damage control stations standing by.
  - .3.5 All crew members to assembly stations.

- .3.6 Follow escape routes shown.
- .3.6.1 Route to assembly station ... not clear.
- .3.6.2 Route to assembly station will be via ... .
- .3.7 Assemble on deck.
- .3.7.1 Assemble on ... on foredeck/afterdeck.
- .3.7.2 Assemble on ... deck on port side / starboard side.
- .3.7.3 Assemble on ... deck forward of ... / aft of ... .
- .3.8 Do not go to lifeboat / liferaft stations before ordered.
- .3.9 Do not enter lifeboats / liferafts - the order to enter will be given from the bridge / by officers.
- .3.10 The following department(s)/ crew members will (temporarily) disembark for safety reasons.

#### **IV-B/ 1.3 Checking status of escape routes**

- .1 Check escape routes and report.
- .1.1 All escape routes clear.
- .1.2 Escape route(s) from ... (to ...) / via ... not clear (yet).
- .1.2.1 Escape route(s) from ... (to ...) / via ... blocked.
- .1.3 Clear escape route(s) from ... (to ...) / via ... and report.
- .1.3.1 Escape route(s) from ... (to ...) / via ... cleared.

#### **IV-B/ 1.4 Checking status of lifeboats / liferafts**

- .1 Check launching tracks and report.
- .1.1 All launching tracks clear.
- .1.2 Launching track(s) of no. ...lifeboat / liferaft not clear (yet).
- .1.3 Launching track(s) of no. ... lifeboat / liferaft clear in ... minutes.
- .2 Check working parts and report.
- .2.1 All working parts free.
- .2.2 Roll(s) / block(s) / rigging / ... of no. ...lifeboat not free (yet).
- .2.3 Roll(s) / block(s) / rigging / ... of no. ... lifeboat free in ... minutes.
- .3 Check securings of launching appliances and report.
- .3.1 All securings in correct position.
- .3.2 Securing of no. ... lifeboat / liferaft not in correct position.
- .3.2.1 Correct position of securing .
- .3.3 Securing of no. ... lifeboat / liferaft damaged.
- .3.3.1 Replace / repair securing.
- .3.4 Harbour pin(s) of no. ...lifeboat missing.
- .3.4.1 Replace harbour pin(s).
- .4 Check fuel / oil of lifeboat engine(s) and report.
- .4.1 Fuel tank of no. ...lifeboat engine full / not full.
- .4.1.1 Fill up fuel.
- .4.2 Oil level of no. ... lifeboat engine normal / below normal.
- .4.2.1 Fill up oil.
- .5 Operate lifeboat engine(s) and report.
- .5.1 Lifeboat engine(s) operated.
- .5.2 No. ... lifeboat engine not operational (yet).
- .5.3 No. ... lifeboat engine operational in ... minutes.

- .6 Check bilge pumps of lifeboats and report.
  - .6.1 Bilge pumps operational.
  - .6.2 Bilge pumps of no. ... lifeboat not operational (yet).
  - .6.3 Bilge pumps of no. ... lifeboat operational in ... minutes.
- .7 Check drain plugs and report.
  - .7.1 Drain plug(s) available.
  - .7.2 Drain plug(s) in no. ... lifeboat missing.
    - .7.2.1 Replace drain plug(s).
- .8 Check slip gears in lifeboats and report.
  - .8.1 Slip gears in correct position and secured.
  - .8.2 Slip gears of no. ... lifeboat not in correct position.
    - .8.2.1 Correct position of slip gear.
  - .8.3 Slip gear(s) of no. ... lifeboat not secured.
    - .8.3.1 Secure slip gear(s).
- .9 Check lifeboat equipment and report.
  - .9.1 Lifeboat equipment complete and operational.
  - .9.2 Lifeboat equipment not available.
    - .9.2.1 Lifeboat equipment not complete.
    - .9.2.2 Packaging of ... damaged.
    - .9.2.3 Test certificate of ... expired.
    - .9.2.4 ... not operational.
    - .9.2.5 ... missing.
  - .9.3 Replace ... .
- .10 Launch no. ... lifeboat(s) and report.
  - .10.1 No. ... lifeboat launched.
  - .10.2 Launching appliances not operational.
    - .10.2.1 No. ... winch / davit not operational (yet).
    - .10.2.2 No. ... winch / davit operational in ... minutes.
- .11 Hoist no. ... lifeboat and report.
  - .11.1 No. ... lifeboat hoisted.
- .12 Secure lifeboats and report.
  - .12.1 Lifeboats secured .
- .13 Check liferafts and report.
  - .13.1 Liferafts in position and operational.
  - .13.2 No. ... liferaft(s) not operational.
    - .13.2.1 Inflation cord of no. ... liferaft not secured on board.
      - .13.2.1.1 Secure inflation cord on board and report.
      - .13.2.1.2 Inflation cord of no. ... liferaft secured.
    - .13.2.2 No. ... liferaft container damaged.
      - .13.2.2.1 Replace liferaft container in next port.
    - .13.2.3 Test certificate of no. ... liferaft expired.
      - .13.2.3.1 Replace liferaft in next port.

#### **IV-B/ 1.5 Ordering evacuation**

- .1 Evacuate all rooms / spaces / decks / ... and report.
  - .1.1 All rooms / spaces / decks / ... evacuated.
- .2 Evacuate engine room and report.
  - .2.1 Engine room evacuated.
- .3 Evacuate no. ... hold(s) / tank(s) and report.
  - .3.1 No. ... hold(s) / tank(s) evacuated.
- .4 Evacuate superstructure and report.

- .4.1 Superstructure evacuated.
- .5 Evacuate accommodations and report.
- .5.1 Accommodations evacuated.
- .6 Evacuate ... deck / space / area and report.
- .6.1 ... deck / space / area evacuated.
- .7 Do not enter ... deck / space / area.
- .8 Report missing persons.
- .8.1 No person missing.
- .8.2 Number of missing persons: ... (in... deck / space / area).
- .8.3 ... deck / space / area not accessible (yet).
- .9 Report injured persons.
- .9.1 No person injured.
- .9.2 Number of injured persons/casualties: ... .
- .10 Provide first aid (in vessel's hospital).
- .10.1 Provide first aid at safe place.
- .10.2 Request medical assistance from ... (on radio).
- .11 All persons outside danger area.

#### **IV-B/ 1.6 Roll call**

- .1 Report number of all persons / passengers / crew members at assembly stations.
- .1.1 Number of all persons / passengers / crew members at assembly station ... : ... .
- .1.1.1 Number of persons / passengers / crew members at assembly station ... complete.
- .1.1.2 Number of persons / passengers / crew members at assembly station ... not complete (yet).
- .1.2 ... passenger(s) / crew member(s) missing.
- .1.2.1 Search for missing passenger(s) / crew member(s) and report.
- .1.2.1.1 Missing passenger(s) / crew member(s) recovered.
- .1.2.1.2 Missing passenger(s) / crew member(s) not recovered (yet)  
- (search continued).
- .2 Watchkeepers to assembly stations.
- .3 Lifeboatmen ! Check equipment of crew at assembly stations and report.
- .3.1 Equipment of crew at assembly station ... complete.
- .3.2 Equipment of crew at assembly station ... not complete (yet).
- .3.2.1 Complete equipment and report.
- .3.2.1.1 Go for blanket / stretcher / ... and report.
- .4 Lifeboatmen! Check outfit of passengers at assembly stations and report.
- .4.1 Outfit of passengers at assembly station ... correct.
- .4.2 Outfit of passengers at assembly station ... not correct (yet).
- .4.2.1 Correct outfit and report.
- .4.2.1.1 Put on warm clothing / long sleeved shirt / long trousers / strong shoes / head covering / ... and report.
- .5 Passengers and crew ! Follow lifeboatmen to lifeboat stations / liferaft stations on embarkation deck.

**IV-B/ 1.7 Ordering abandon vessel**

- .1 Swing out no. ... lifeboat(s) and report.
  - .1.1 No. ... lifeboat(s) swung out.
- .2 Lower no. ... lifeboat(s) alongside embarkation deck and report.
  - .2.1 No. ... lifeboat(s) alongside embarkation deck.
- .3 Enter lifeboat(s) (no. ...) and report.
  - .3.1 Enter lifeboat(s) / liferaft(s) over ... deck.
  - .3.2 Enter lifeboat(s) / liferaft(s) over ladders/ nets / manropes.
  - .3.3 Jump into water and enter lifeboat(s) / liferaft(s).
  - .3.4 Jump onto liferaft(s) alongside vessel.
  - .3.5 Do not push each other when entering.
  - .3.6 Assist injured / helpless persons.
  - .3.7 Clear entrance of lifeboat / liferaft.
  - .3.8 Sit down in lifeboat / liferaft immediately.
  - .3.9 Hold on to ropes or to your seat when launching.
- .4 No. ... lifeboat(s) / liferaft(s) entered.
- .5 Let go no. ... lifeboat(s) / liferaft(s) and report.
  - .5.1 No. ... lifeboat(s) / liferaft(s) is let go.
- .6 Throw over board no. ... liferaft and report.
  - .6.1 No. ... liferaft thrown over board.
- .7 Inform coast radio stations / vessels in vicinity about number of lifeboats / liferafts launched and report.
  - .7.1 Inform coast radio stations / vessels in vicinity about number of persons in each lifeboat / liferaft and report.
  - .7.2 Inform coast radio stations / vessels in vicinity about number of crew members remaining on board.
  - .7.3 Coast radio station ... / vessels in vicinity informed.
- .8 Stand clear of vessel and report.
  - .8.1 No. ... lifeboat(s) / liferaft(s) standing clear.
  - .8.2 No. ... lifeboat(s) / liferaft(s) not standing clear.
    - .8.2.1 Rescue boat / no. ... motor lifeboat! Assist no. ... lifeboat(s) / liferaft(s) and report.
    - .8.2.2 Rescue boat / no. ... motor lifeboat assisting - no. ... lifeboat(s) / liferaft(s) standing clear of vessel now.

**IV-B/ 1.8 In - boat procedures**

(also see: Chapter D: Passenger Care; section 2 and 3)

- .1 Stand by engine / pumps / lookout / entrance and report.
  - .1.1 Engine/ pumps / lookout / entrance standing by.
- .2 Recover persons in water and report.
  - .2.1 Have line / hook / knife / lifebuoy ready.
  - .2.2 Number of persons recovered: ... .
  - .2.3 Keep lookout for further persons in water.
  - .2.4 Report total number of persons in lifeboat / liferaft.
    - .2.4.1 Total number of persons now: ... .
- .3 Report number of injured persons.
  - .3.1 No person injured.
  - .3.2 Number of injured persons: ... .
  - .3.3 Provide first aid to injured persons .
  - .3.4 Secure injured / helpless persons.
- .4 Let go sea anchor and report.

- .4.1 Sea anchor is let go.
- .5 Report number of lifeboats / liferafts in sight.
- .5.1 Number of lifeboats / liferafts in sight: ... .
- .6 Contact lifeboats / liferafts on radio and report.
- .6.1 Lifeboats / liferafts contacted.
- .6.2 No contact.
- .7 Give distress signals for identification.
- .7.1 Fire rockets for identification.
- .7.2 Use glasses / lamps / mirrors for identification.
- .7.3 Give sound signals for identification.
- .7.4 Give ... signals for identification.
- .8 Start engine and report.
- .8.1 Engine started.
- .9 Set sail and report.
- .9.1 Sail set.
- .10 Use oars.
- .11 Join other lifeboats / liferafts.
- .11.1 Connect lifeboats / liferafts with lines and report.
- .11.2 ... lifeboats / liferafts connected.

## **IV-B/ 2 Occupational Safety**

### **IV-B/ 2.1 Instructions**

- .1 Prepare training plan for occupational safety.
- .1.1 Prepare training plan regarding type of vessel.
- .1.2 Prepare training plan regarding kind of cargo.
- .1.3 Prepare training plan regarding route of vessel.
- .1.4 Prepare training plan regarding ... .
- .2 When was last training session on occupational safety?
- .2.1 Last training session was on ... (*date*).
- .3 When is next training session on occupational safety?
- .3.1 Next training session on ... (*date*).
- .3.2 Next training session before entering port.
- .3.3 Next training session after leaving port.
- .3.4 Next training session in port of ... .
- .4 Next training session is about accident analysis/new regulations/... .
- .5 Are new crew members/passengers instructed on occupational safety?
- .5.1 Yes, new crew members/passengers instructed.
- .5.2 No, new crew members/passengers not instructed (yet).
- .5.3 Instruct new crew members/passengers by ...(*time*) / on ...(*date*).
- .6 Participation in training sessions on occupational safety is mandatory.

**IV-B/ 2.2 Practical Occupational Safety**

- .1 Instruct crew on occupational safety before departure.
- .1 .1 Instruct crew on occupational safety regarding type of vessel/  
kind of cargo/route of vessel/ ... before departure.
- .2 Have special instruction on dangerous goods/ heavy lifts/  
cargo securing/illumination/ventilation/ ... .
- .3 Where are dangerous goods carried on board?
- .3 .1 Dangerous goods of IMO Class ... carried on deck (in roped-off areas).
- .3 .2 Dangerous goods of IMO Class ... carried in no. ... hold(s).
- .3 .3 Dangerous goods of IMO Class ... carried in ... /on... .
- .4 Prepare emergency plan.
- .4 .1 Prepare emergency plan for first aid.
- .4 .2 Prepare emergency plan for limitation of damage.
- .4 .3 Prepare emergency plan for ... .
- .5 Brief all crew members/passengers on symptoms caused by  
dangerous substances.
- .6 What signals/communications are used in case of emergency ?
- .6 .1 Following signals/communications are used in case of emergency:
- .7 Brief all crew members/passengers on restricted areas/decks/spaces.
- .8 Brief all crew members/passengers how to report .
- .8 .1 Brief all crew members/passengers how to report in (when entering bridge/  
engine room/ ... ).
- .8 .2 Brief all crew members/passengers how to report out (when leaving bridge/  
engine room/ ...).
- .8 .3 Do not enter unmanned (engine) room/... space without permission by officer of the  
watch.
- .8 .4 Report on telephone/radio/ ... while in (engine) room/... space every ... minutes.
- .9 Brief all crew members/passengers on storm.
- .9 .1 Attention!  
Entering forecastle/main deck/weather side / ... of vessel prohibited/dangerous (due  
to storm).
- .9 .2 Attention!  
Make use of hand rails and lifelines in corridors and on deck.
- .9 .3 Attention!  
Close all dead lights and storm doors.
- .9 .4 Attention!  
Secure all loose objects in cabins/on deck/ in ... .
- .10 Brief all crew members/passengers on winter conditions.
- .10 .1 Entering following area(s) prohibited:...
- .10 .2 Working hours (on deck) restricted from ... to ... hours.
- .10 .3 Apply personal protective measures.
- .11 Brief all crew members/passengers on tropical conditions.
- .11 .1 Working hours (on deck/in...) restricted from ... to ... hours.
- .11 .2 Apply following personal protective measures :
- .11 .2 .1 Wear sun-protective clothing.
- .11 .2 .2 Drink mineral water/tea/... freely.

- .12 Check completeness and availability of occupational safety equipment and report.
  - .12 .1 Occupational safety equipment complete and available.
  - .12 .2 Following occupational safety equipment not complete/available: ...
  - .12 .3 Occupational safety equipment complete and available in ... hour(s).
  - .12 .4 Replace following occupational safety equipment: ... .
- .13 Appoint officer/crew member in charge of safety before working.
- .14 Take additional safety measures.
  - .14 .1 Take additional safety measures for work in masts.
  - .14 .2 Take additional safety measures for work outboard.
  - .14 .3 Take additional safety measures for work in hold(s)/tank(s).
  - .14 .4 Take additional safety measures for work in extreme weather conditions.
  - .14 .5 Take additional safety measures for ... .

#### **IV-B/ 2.3 Occupational Accidents**

- .1 Reporting accident.
  - .1 .1 Accident in engine room.
  - .1 .2 Accident in no. ... hold/tank.
  - .1 .3 Accident in superstructure.
  - .1 .4 Accident in accommodation.
  - .1 .5 Accident in .. space/area.
  - .1 .6 Accident on deck.
  - .1 .7 Accident outboard.
  - .1 .8 Accident on pier.
  - .1 .9 Accident in .../on ... .
- .2 Report injured persons.
  - .2 .1 No person injured.
  - .2 .2 Number of injured persons/casualties: ... .
- .3 What happened?
  - .3 .1 Explosion/fire in ... .
  - .3 .2 Accident with cargo.
  - .3 .3 Fall from .../into ... .
  - .3 .4 Electrical accident in ... .
  - .3 .5 Leakage of gas/ ... .
  - .3 .6 ... .
- .4 Take immediate action and report.
  - .4 .1 Take immediate action to recover injured person(s)/casualties and report.
    - .4 .1 .1 Injured person(s)/casualties recovered.
  - .4 .2 Provide first aid immediately
    - .4 .2 .1 First aid provided.
  - .4 .3 Take immediate action to control danger area.
    - .4 .3 .1 Danger area under control.
- .5 What kind of assistance required?
  - .5 .1 No assistance required.
  - .5 .2 Medical assistance required.
  - .5 .3 Technical assistance required.
  - .5 .4 ... persons required.
  - .5 .5 Shoreside assistance required.
- .6 Secure danger area and report.
  - .6 .1 Danger area secured.



- .7 Prepare accident report.
- .7 .1 Report location of accident.
- .7 .2 Report time of accident.
- .7 .3 Report number of injured persons/casualties.
- .7 .4 Report condition of injured/casualties.
- .7 .5 Report nature and cause of accident.

## **IV-B/ 3 Fire Protection and Fire Fighting**

### **IV-B/ 3.1 Fire protection**

#### **3.1.1 Checking status of equipment**

- .1 Have fire patrols.
- .1 .1 Have fire patrols every ... hour(s).
- .1 .2 Have fire patrols ... time(s) every watch.
- .1 .3 Have fire patrols ... .
- .1 .4 Have permanent fire watch.
- .1 .5 Have fire patrols in all spaces/areas.
- .1 .6 Have fire patrols in engine room.
- .1 .7 Have fire patrols in cargo hold(s).
- .1 .8 Have fire patrols in superstructure.
- .1 .9 Have fire patrols in accommodation.
- .1 .10 Have fire patrols in ... space/area.
- .1 .11 Have fire patrols on deck.
- .2 Everything in order?
- .2 .1 Yes, everything in order.
- .2 .2 No, following not in order: ... .
- .3 Check fire/smoke alarms and report.
- .3 .1 Fire/smoke alarms operational.
- .3 .2 Fire/smoke alarm(s) in ... not operational (yet).
- .3 .3 Fire/smoke alarm(s) in ... operational in ... minutes.
- .4 Switch on/off fire/smoke alarms.
- .4 .1 Switch on /off fire/smoke alarms in all spaces.
- .4 .2 Switch on/off fire/smoke alarms in engine room.
- .4 .3 Switch on/off fire/smoke alarms in cargo hold(s)/tank(s).
- .4 .4 Switch on/off fire/smoke alarms in superstructure.
- .4 .5 Switch on /off fire/smoke alarms in accommodation.
- .4 .6 Switch on/off fire/smoke alarms in ... compartment.
- .4 .7 Switch on/off fire/smoke alarm in ... .
- .4 .7 .1 Fire/smoke alarms in ... switched on/off.
- .5 Check fire alarm/smoke alarm displays on bridge and report.
- .5 .1 Fire alarm/smoke alarm displays on bridge operational.
- .5 .2 Fire alarm/smoke alarm display(s) of ... not operational (yet)
- .5 .3 Fire alarm/smoke alarm display(s) of ... operational in ... minutes.
- .6 Check portable extinguishers and report.
- .6 .1 Portable extinguishers in position and operational.
- .6 .2 Portable extinguisher(s) in ... not in position (yet)..
- .6 .2 .1 Portable extinguisher(s) in ... in position in ... minutes..

- .6 .3 Portable extinguisher(s) in ... not accessible(yet).
- .6 .3 .1 Portable extinguisher(s) in ... accessible in ... minutes.
- .6 .4 Portable extinguisher(s) in ... missing.
- .6 .4 .1 Replace missing portable extinguisher(s).
- .6 .5 Seal(s) of portable extinguisher(s) in ... broken.
- .6 .5 .1 Replace portable extinguisher(s) with broken seals.
- .6 .6 Test certificate(s) of portable extinguisher(s) in ... expired.
- .6 .6 .1 Replace expired portable extinguisher(s).
- .7 Check fire mains and report.
- .7 .1 Fire mains operational.
- .7 .2 Hydrant(s) in ... not operational (yet)..
- .7 .2 .1 Hydrant(s) operational in ... minutes.
- .7 .3 Hydrant(s) in ... not accessible (yet).
- .7 .3 .1 Hydrant(s) in ... accessible in ... minutes.
- .7 .4 Hose(s) to hydrant(s) in ... worn/cut.
- .7 .4 .1 Replace worn/cut hose(s).
- .7 .5 Hose(s) to hydrant(s) in ... missing.
- .7 .5 .1 Replace missing hose(s).
- .7 .6 Spanner(s) to hydrant(s) in ... missing.
- .7 .6 .1 Replace missing spanner(s).
- .7 .7 Nozzle(s) to ... not operational (yet).
- .7 .7 .1 Nozzle(s)to ... operational in ... minutes.
- .7 .8. Nozzle(s) to ... do/does not fit.
- .7 .8 .1 Replace nozzle(s) to ... (by fitting ones).
- .7 .9. Nozzle(s) to ... missing.
- .7 .9 .1 Replace missing nozzle(s).
- .7 .10 Fire pump(s) in ... not operational (yet).
- .7 .10 .1 Fire pump(s) in ... operational in ... minutes.
- .7 .11 Water pipe(s) in ... leaking.
- .7 .11 .1 Repair leaking water pipe(s) in ... .
- .7 .12 Water pipe(s) in ... blocked.
- .7 .12 .1 Free blocked water pipe(s)in ... .
- .7 .13 Pressure in water pipe(s) in ... too high.
- .7 .13 .1 Reduce pressure in water pipe(s)in ... .
- .7 .14 Pressure in water pipe(s) in ... too low.
- .7 .14 .1 Increase pressure in water pipe(s) in ... .
- .8 Check fixed foam/gas fire extinguishing system and report.
- .8 .1 Fixed foam/gas system operational.
- .8 .2 Fixed foam/gas system not operational (yet)
- .8 .2 .1 Fixed foam/gas system operational in ... minutes.
- .9 Check sprinkler system and report.
- .9 .1 Sprinkler system operational.
- .9 .2 Sprinkler system in ... not operational (yet).
- .9 .2 .1 Sprinkler system in ... operational in ... minutes.
- .10 Check ventilation system and report.
- .10 .1 Ventilation system operational.
- .10 .2 Ventilation system not operational (yet)
- .10 .2 .1 Ventilation system operational in ... minutes.
- .10 .3 Remote control not operational (yet).
- .10 .3 .1 Remote control operational in ... minutes.

- .10.4 Indicators not operational (yet).
- .10.4.1 Indicators operational in ... minutes.
- .10.5 Dampers in ... not operational (yet).
- .10.5.1 Dampers in ... operational in ... minutes.
- .11 Check skylights/windows/ ... and report.
- .11.1 Skylights/windows/ ... in/to ... open.
- .11.2 Close skylights/windows/ ... in/to ... .
- .11.2.1 Skylights/windows/ ... in/to ... closed.
- .12 Check watertight door control and report.
- .12.1 Watertight door control operational.
- .12.2 Watertight door control in ... not operational (yet).
- .12.2.1 Watertight door(s) in ... do(es) not open/close.
- .12.3 Watertight door control in ... operational in ... minutes.
- .13 Check electrical lighting and report
- .13.1 Electrical lighting operational.
- .13.2 Electrical lighting in ... not operational (yet).
- .13.2.1 Black-out/short circuit in ... .
- .13.3 Electrical lighting in ... operational in ... minutes.
- .13.4 Switch on/off electrical lighting in ... .
- .13.4.1 Electrical lighting in ... switched on/off.
- .14 Check emergency power supply and report.
- .14.1 Emergency power supply operational.
- .14.2 Emergency power supply not operational (yet).
- .14.2.1 Emergency power supply operational in ... minutes.
- .15 Check firemen's outfits and report.
- .15.1 Firemen's outfits complete and available.
- .15.2 Firemen's outfits not complete.
- .15.2.1 Complete firemen's outfits.
- .15.3 Breathing apparatus/smoke helmets/safety lamps/ ... not operational/missing.
- .15.3.1 Replace (missing) breathing apparatus/smoke helmets/safety lamps/ ... .
- .15.4 Test certificate(s) of ... expired.
- .15.4.1 Replace ... .

## **IV-B/ 3.2 Fire fighting and drills**

### **3.2.1 Reporting fire**

- .1 Fire on board!
- .1.1 Smoke/fire/explosion in engine room.
- .1.2 Smoke/fire/explosion in no. ... hold(s)/tank(s).
- .1.3 Smoke/fire/explosion in superstructure.
- .1.4 Smoke/fire/explosion in accommodation.
- .1.5 Smoke/fire/explosion in ... space/area.
- .1.6 Smoke/fire/explosion on deck.
- .1.7 Smoke from ventilator(s).
- .1.8 Burnt smell in .../ from... .
- .2 Report injured persons:
- .2.1 No person injured.
- .2.2 Number of injured persons/casualties: ... .

- .3 What is on fire?
  - .3 .1 Fuel on fire.
  - .3 .2 Cargo on fire.
  - .3 .3 Car(s)/truck(s)/waggon(s) on fire.
  - .3 .4 Containers/ ... (with dangerous goods) on fire.
  - .3 .5 ... on fire.
  - .3 .6 No information.
- .4 Is smoke toxic?
  - .4 .1 No, smoke not toxic.
  - .4 .2 Yes, smoke toxic
- .5 Is fire under control?
  - .5 .1 Yes, fire (in ... ) under control.
  - .5 .2 No, fire (in ... ) not under control (yet).
    - .5 .2 .1 No, fire spreading (to ... ).
    - .5 .2 .2 No, fire (in ... ) not accessible.
- .6 What is damage?
  - .6 .1 No damage.
  - .6 .2 Minor/major damage in .../ to ... .
  - .6 .3 No power supply (in ... ).
  - .6 .4 Making water in ... .
- .7 Pressure on fire mains.
  - .7 .1 Fire mains under pressure.
- .8 Shut down main engine(s)/auxiliary engine(s)/ ... .
  - .8 .1 Main engine(s)/auxiliary engine(s)/ ... shut down.
- .9 Stop fuel.
  - .9 .1 Fuel stopped.
- .10 Close hatch covers.
  - .10 .1 Hatch covers closed.
- .11 Close damper(s) (in ... ).
  - .11 .1 Damper(s) (in ... ) closed.
- .12 Close all openings.
  - .12 .1 All openings closed.
- .13 Switch off ventilator(s) (in ... ) .
  - .13 .1 Ventilator(s) (in ... ) switched off.
- .14 Turn bow/stern to windward.
  - .14 .1 Bow/stern turned to windward.
- .15 Turn port side/starboard side to windward.
  - .15 .1 Port side/starboard side turned to windward.
- .16 Alter course to ... .
  - .16 .1 Course altered to ... .

### 3.2.2 Reporting readiness for action

- .1 Stand by fire party/rescue team/first aid team.
  - .1 .1 Fire party/rescue team/first aid team standing by.
- .2 Stand by main engine .
  - .2 .1 Main engine standing by.
- .3 Stand by CO<sub>2</sub> station/ ... station/ emergency generator.
  - .3 .1 CO<sub>2</sub> station/ ... station/emergency generator standing by.

- .4 Close all openings and report.
- .4 .1 All openings closed.
- .4 .2 Openings in engine room closed.
- .4 .3 Openings in hold(s)/tank(s) closed.
- .4 .4 Openings in superstructure closed.
- .4 .5 Openings in accommodation closed.
- .4 .6 Openings in ... space closed.
- .4 .7 Openings in ... not accessible.

### 3.2.3 Orders for fire fighting

- .1 Start fire fighting.
- .1 .1 Take one/two/ ... fire party(s) to scene.
- .1 .2 Take one/two/ ... rescue team(s) to scene.
- .2 Go following route:
  - .2 .1 Go through engine room.
  - .2 .2 Go through no. ... hold(s)/tank(s).
  - .2 .3 Go through superstructure.
  - .2 .4 Go through accommodation.
  - .2 .5 Go through ... space.
  - .2 .6 Go through manhole(s) to ... space(s).
  - .2 .7 Go through funnel.
  - .2 .8 Go through ... .
  - .2 .9 Go from outside/inside to ... .
  - .2 .10 Go from port side/starboard side to ... .
  - .2 .11 Go from ... to ... .
- .3 Take following (additional) safety measures and report.
  - .3 .1 Have two/ ... members in one team.
    - .3 .1 .1 Number of members in fire party/rescue team/ first aid team: ... .
  - .3 .2 Have lifeline between each other/to outside.
    - .3 .2 .1 Fire party/... team members have lifelines to each other.
    - .3 .2 .2 Fire party/... team has lifelines to outside.
  - .3 .3 Have rescue team on stand by.
    - .3 .3 .1 Rescue team standing by.
  - .3 .4 Maintain visual contact.
    - .3 .4 .1 Fire party/...team members maintain visual contact with lamps.
  - .3 .5 Maintain radio contact on VHF channel 15/17.
- .4 Fire party must have following outfit:
  - .4 .1 Fire party must have protective clothing.
  - .4 .2 Fire party must have smoke helmets.
  - .4 .3 Fire party must have breathing apparatus.
  - .4 .4 Fire party must have ... .
- .5 Manning of fire party/... teams is as follows:
  - .5 .1 Chief Officer/Chief Engineer/ ... in command of fire party (no. ... )/ ... team.
  - .5 .2 Following officer(s)/crew member(s) in the fire party (no. ... )/ ... team: ...

- .6 Restrict action (in .../ on ... ) to ... minutes.
- .6 .1 Agree on retreat signal and report.
- .6 .1 .1 Retreat signal for fire party/ ... team is ... on telephone/radio.
- .6 .1 .2 Visual retreat signal for fire party/ ... team is ...with lamp/hand/ ...
- .6 .1 .3 Acoustic retreat signal for fire party/ ... team is ...  
with signal whistle/ship's whistle/ ... .
- .6 .1 .4 Retreat signal for fire party/ ... team is pulling lifeline ... times.
- .7 Use the following extinguishing means:
- .7 .1 Use water in ... .
- .7 .2 Use foam in ... .
- .7 .3 Use powder in ... .
- .7 .4 Use CO<sub>2</sub>/gas in ... .
- .7 .5 Use sand in ... .
- .7 .6 Use blankets in ... .
- .7 .7 Use ... in ... .
- .8 Fire party (no. ... ) using ... in ... .
- .9 Run out fire hoses.
- .9 .1 Fire hoses are run out.
- .10 Water on.
- .10 .1 Water is on.
- .10 .2 Water not on.
- .11 Cool down boundaries with water and report.
- .11 .1 Cool down bulkheads to engine room with water.
- .11 .2 Cool down bulkheads to no. ... hold(s)/tank(s) with water.
- .11 .3 Cool down bulkheads to accommodation with water.
- .11 .4 Cool down bulkheads to ... compartment with water.
- .11 .5 Cool down bulkheads to ... space with water.
- .11 .6 Cool down superstructure with water.
- .11 .7 Cool down ... deck in area ... with water.
- .11 .8 Cool down room(s) below/above/next to ... space/area with water.
- .11 .9 Cool down outside plating in ... area with water.
- .11 .10 Cool down... with water.
- .11 .10 .1 ... cooled down.

### 3.2.4 Cancellation of alarm

- .1 Is fire extinguished?
- .1 .1 Yes, fire (in ... ) extinguished.
- .1 .2 No, fire (in ... ) not extinguished (yet).
- .2 Is fire under control?
- .2 .1 Yes, fire (in ... ) under control.
- .2 .2 No, fire (in ... ) not under control (yet).
- .2 .3 Fire restricted to ... space/area.
- .3 Post fire watches and report.
- .3 .1 Fire watches posted( in ...space/area).
- .4 Fire extinguishing systems/means remain on stand-by.
- .4 .1 Fire extinguishing systems/means standing by.
- .5 Fire party/ ... team remain on stand-by.
- .5 .1 Fire party/ ... team standing by.
- .6 Rope-off fire area and report.
- .6 .1 Fire area roped-off.
- .7 Check fire area every ... minutes/hour(s) for re-ignition and report.

- .7 .1 Fire area checked, no re-ignition.
- .7 .2 Fire area checked, re-ignition in ... space/area.
- .7 .2. 1 Re-ignition extinguished.
- .8 Fire alarm cancelled.
- .8 .1 Fire alarm cancelled (with following restrictions: ... )

#### **IV-B/ 4 Damage Control**

(Also see: section 1 "General Activities" of this chapter)

#### **IV-B/ 4.1 Checking equipment status and drills**

##### **4.1.1 Check openings in all spaces and report**

- .1 Check openings in engine room .
- .2 Check openings in cargo hold(s) / tank(s)t.
- .3 Check openings in double bottom .
- .4 Check openings in superstructure .
- .5 Check openings in accommodation .
- .6 Check openings in ... compartment and report.
- .7 Check openings in forepeak.
- .8 Check openings in after peak.
- .9 Check openings on portside/starboard side.
- .10 Check openings in / on ... deck .
- .11 Check openings in ... .
- .11.1 Openings in ... closed.
- .11.2 Openings in ... not closed (yet).
- .11.3 Openings in ... not accessible.

##### **4.1.2 Check watertight door control and report**

- .1 Watertight door control operational.
- .2 Watertight door control (in ...) not operational (yet).
- .3 Watertight door control (in ...) operational in ... minutes.
- .4 Watertight door(s) (in ...) not accessible.

##### **4.1.3 Check pumps and report**

- .1 (Bilge) pump(s) in engine room / no. ... hold(s) / tank(s) operational.
- .2 (Bilge) pump(s) in engine room / no. ... hold(s) / tank(s) ... not operational (yet).
- .3 (Bilge) pump(s) in engine room / no. ... hold(s) / tank(s) ... operational in ... minutes.

##### **4.1.4 Check emergency generator and report**

- .1 Emergency generator operational.
- .2 Emergency generator not operational (yet).
- .3 Emergency generator operational in ... minutes.

#### 4.1.5 **Check power supply and report**

- .1 Power available.
- .2 Power in engine room available.
- .3 Power in no ... hold(s) / tank(s) available.
- .4 Power in superstructure available.
- .5 Power in accommodation available.
- .6 Power in ... compartment available.
- .7 Power on ... deck available.
- .8 Power on port side / starboard side available.
- .9 Power at ... station available.
- .9.1 Power at... / on... / in ... not available (yet).
- .9.2 Power at... / on... / in ...available in ... minutes.

#### 4.1.6 **Check damage control equipment**

- .1 Damage control equipment complete and available.
- .2 Damage control equipment not complete.
- .2.1 Complete damage control equipment.
- .3 Test certificate of ... expired.
- .3.1 Replace ... .

### **IV-B/ 4.2 Damage control activities**

#### 4.2.1 **Reporting damage**

- .1 Vessel in collision (with ... ).
- .2 Vessel aground (on ...).
- .3 Vessel damaged (below waterline).
- .4 Explosion in ... .
- .5 Flooding in forepeak.
- .6 Flooding in after peak.
- .7 Flooding in forward.
- .8 Flooding in aft.
- .9 Flooding in engine room. (port side / starboard side).
- .10 Flooding in no. ... hold(s) / tank(s) (port side / starboard side).
- .11 Flooding in double bottom (tank(s) no. ...) (port side / starboard side).
- .12 Flooding in accommodation (port side / starboard side).
- .13 Flooding in ... compartment (port side / starboard side).
- .14 Flooding in / on ... deck (port side / starboard side).
- .15 Flooding between no. ... and no. ... frame (port side / starboard side).
- .16 Flooding in / on ... .
- .17 Is flooding under control ?
- .17.1 Yes, flooding under control.
- .17.2 No, flooding (in ...) not under control (yet).
- .18 What is size of leak ?
- .18.1 Leak about ... centimetres / metres long / wide.
- .18.2 Leak about ... centimetres /metres in diameter.
- .18.3 No information.



- .19 Is danger imminent ?
- .19.1 No, no danger imminent.
- .19.2 Yes, danger of (total) blackout (in ...).
- .19.3 Yes, danger of critical list to port side / starboard side.
- .19.3.1 Yes, danger of capsizing.
- .19.3.2 Yes, danger of sinking.
- .19.4 Yes, danger of going down by the head / stern.
- .19.5 Yes, danger of cargo shifting (in no. ... hold(s)).
- .19.6 Yes, danger of ... .

#### 4.2.2 **Reporting readiness for action**

- .1 Stand by damage control team.
- .1.1 Damage control team standing by.
- .2 Is damage control material available ?
- .2.1 Yes, damage control material available.
- .2.2 No, damage control material not available(yet).
- .2.3 Damage control material available in ... minutes.
- .3 Stand by engine room / ... station .
- .3.1 Engine room / ... station standing by.
- .3.2 No, engine room / ... station not standing by (yet).
- .3.2.1 Engine room/ ... station flooded.
- .3.3 Engine room / ... station standing by in ... minutes.

#### 4.2.3 **Orders for damage control**

- .1 Close all openings / outlets / valves (in ...) and report.
- .1.1 All openings / outlets / valves (in ...) closed.
- .1.2 Openings / outlets / valves in ... not accessible / operational.
- .2 Switch on / off power (at / on / in) and report.
- .2.1 Power (at / on / in ...) switched on / off.
- .2.2 Power supply (at / on / in ...) not operational.
- .3 Close watertight door(s) (in ...) (by hand) and report.
- .3.1 Watertight door(s) (in ...) closed.
- .3.2 Watertight door(s) (in ...) not accessible / operational.
- .4 Switch on (bilge) pump(s) (in ...)and report.
- .4.1 (Bilge) pump(s) (in ...) switched on.
- .4.2 (Bilge) pump(s) (in ...) not operational.
- .5 Switch over (bilge) pump(s) from ... to ... .
- .5.1 (Bilge) pump(s) switched over.
- .5.2 Switching over (bilge) pump(s) not possible.
- .6 Start damage control.
- .6.1 Take one / two / ... damage control team(s) to scene.
- .7 Go following route: ... .
- .7.1 Go through engine room.
- .7.2 Go through no. ... hold(s) / tank(s).
- .7.3 Go through superstructure.
- .7.4 Go through ... space.
- .7.5 Go through manhole(s).
- .7.6 Go through ... deck.
- .7.7 Go through ... .
- .7.8 Go from outside / inside to ... .

- .7.9 Go from port side / starboard side to ... .
- .7.10 Go from ... to ... .
- .8 Take following additional safety measures and report.
  - .8.1 Have two / ... members in one damage control team.
    - .8.1.1 Number of members in damage control team: ... .
  - .8.2 Have lifeline to each other / to outside.
    - .8.2.1 Team members have lifeline to each other.
    - .8.2.2 Team have lifeline to outside.
  - .8.3 Have rescue team on stand by.
    - .8.3.1 Rescue team standing by.
  - .8.4 Maintain visual contact .
    - .8.4.1 Team maintain visual contact with lamps.
  - .8.5 Maintain radio contact on VHF channel 15/17.
- .9 Damage control team must have following outfit(s).
  - .9.1 Damage control team must have protective clothing
  - .9.2 Damage control team must have safety helmets.
  - .9.3 Damage control team must have lifejackets.
  - .9.4 Damage control team must have diving equipment.
  - .9.5 Damage control team must have ... .
- .10 Manning of damage control team is as follows: ... .
  - .10.1 Chief Officer / Chief Engineer / ... in command of damage control team (no. ...) ...
  - .10.2 Following officer(s) / crew member(s) in damage control team (no. ...):... .
- .11 Restrict action (in ...) to ... minutes.
  - .11.1 Agree on retreat signal and report.
    - .11.1.1 Retreat signal is ... on radio.
    - .11.1.2 Visual retreat signal is ... with lamps / hand / ... .
    - .11.1.3 Sound retreat signal is ... with signal whistle /ship's whistle / ... .
    - .11.1.4 Retreat signal is pulling lifeline ... times.
- .12 Use following damage control materials: ... .
  - .12.1 Use leak cases / plugs/ splinters / stoppers (in ...).
  - .12.2 Use damage control shores (in ...).
  - .12.3 Use collision mats (in ...).
  - .12.4 Use tarpaulins / ... (in ...).
- .13 Send diver(s) to check leak and report.
  - .13.1 Stop leak from inside / outside (... space / area).
  - .13.2 Stopping leak from inside / outside not possible.
  - .13.3 Leak stopped.

#### 4.2.4 Cancellation of alarm

- .1 Is flooding stopped ?
  - .1.1 Yes, flooding (in ...) stopped.
  - .1.2 No, flooding (in ...) not (completely) stopped (yet).
- .2 Is flooding under control ?
  - .2.1 Yes, flooding (in ...) under control.
  - .2.2 Flooding (in ...) below capacity of (bilge) pump(s).
  - .2.3 Flooding restricted to ... space / area.
- .3 Post damage control watches and report.
  - .3.1 Damage control watches posted (in ...).

- .4 How much water is in vessel ?
  - .4.1 Amount of water (in ...) about ... tonnes.
  - .4.2 Amount of water (in ...) not dangerous.
- .5 (Bilge) pump(s) remain on stand by.
  - .5.1 (Bilge) pump(s) standing by.
- .6 Engine room remains on stand by.
  - .6.1 Engine room standing by.
- .7 Additional emergency generator remains on stand by.
  - .7.1 Emergency generator no. ... standing by.
- .8 Damage control team remain on stand by.
  - .8.1 Damage control team standing by.
- .9 Rope - off flooded area.
  - .9.1 Flooded area roped - off.
- .10 Check leak every ... minutes / hour(s) and report.
  - .10.1 Leak checked - no flooding.
  - .10.2 Leak checked - minor / major flooding (in ...).
    - .10.2.1 Flooding stopped.
- .11 Alarm cancelled (with following restrictions: ... ).

#### **IV-B/ 5 Grounding**

(Also see: section 1 "General activities" of this chapter)

##### **IV-B/ 5.1 Reporting groundings and ordering immediate actions**

- .1 Vessel aground.
- .2 Stop engine(s).
  - .2.1 Engine(s) stopped.
- .3 Close watertight doors and report.
  - .3.1 Watertight doors closed.
- .4 Is vessel (still) making way ahead/astern?
  - .4.1 Yes, vessel making way ahead/astern.:
  - .4.2 No, vessel not making way.
- .5 Give "vessel aground" signal.
  - .5.1 Hoist "vessel aground" signal.
    - .5.1.1 "Vessel aground" signal hoisted.
  - .5.2 Switch on "vessel aground" lights.
    - .5.2.1 "Vessel aground" lights switched on.
  - .5.3 Sound "vessel aground" bell / gong / whistle signal.
    - .5.3.1 Sounding "vessel aground" bell / gong / whistle signal.
- .6 Inform engine room.
  - .6.1 Engine room informed.
- .7 What part is aground ?
  - .7.1 Vessel aground forward.
  - .7.2 Vessel aground amidships.
  - .7.3 Vessel aground aft.
  - .7.4 Vessel aground full length.

- .8 Stand by fore and aft.
- .8.1 Foreward station/aft station standing by.
- .9 Stand by port anchor / starboard anchor.
- .9.1 Port anchor / starboard anchor standing by.
- .10 What is position ?
- .10.1 Position ... .

#### **IV-B/ 5.2 Reporting damage**

- .1 What is damage?
  - .1.1 No damage.
  - .1.2 Crack(s) in plating.
  - .1.3 Crack(s) in no. ... double bottom.
  - .1.4 Crack(s) in no. ... hold(s) / tank(s).
  - .1.5 Crack(s) in fuel pipe(s).
  - .1.6 Crack(s) in main / auxiliary engine(s) foundation.
  - .1.7 Crack(s) in ... .
  - .1.8 Deformation(s) / indentation(s) to plating.
  - .1.9 Deformation(s) / indentation(s) to ... .
- .2 Check flooding and report.
  - .2.1 No flooding.
  - .2.2 Flooding in ... .  
(see: phrases 4.2.1.5 to 4.2.1.18.3 "Reporting damage" of this chapter)
- .3 Is danger imminent ?
  - .3.1 No, danger not imminent.
  - .3.2 Yes, danger of decreasing stability.
  - .3.3 Yes, danger of damage by sea.
  - .3.4 Yes, danger of breaking apart.
  - .3.5 Yes, danger of pollution.
  - .3.6 Yes, danger of ... .  
(see: phrases 4.2.1.19 to 4.2.1.19.6 "Reporting damage" of this chapter)
- .4 What is nature of sea bottom ?
  - .4.1 Sea bottom rocky.
  - .4.2 Sea bottom soft.
- .5 What is tide ?
  - .5.1 No tide.
  - .5.2 Tide ... metres.
  - .5.3 Tide rising.
  - .5.4 Tide falling.
  - .5.5 Tide turning at ... UTC / within ... hours.
- .6 What is wind force and direction ?
  - .6.1 Wind Beaufort force ... from ...(*compass points*) .
    - .6.1.1 Wind expected to decrease / increase (within next hours).
    - .6.1.2 Wind expected to back / veer (within next hours).
    - .6.1. No change expected (within next hours).
- .7 What is sea state ?
  - .7.1 Sea / swell ... metres from ...(*compass points*) .
    - .7.1.1 Sea / swell ... expected to decrease / increase (within next hours).
    - .7.1.2 No change expected (within next hours).

- .8 What is draft ?
- .8.1 Draft forward ... metres (on port side / starboard side).
- .8.2 Draft amidships ... metres (on port side / starboard side).
- .8.3 Draft aft ... metres (on port side / starboard side).
- .9 What is depth of water ?
- .9.1 Greatest depth ... metres port side/ starboard side forward.
- .9.2 Greatest depth ... metres amidships port side / starboard side.
- .9.3 Greatest depth ... metres port side / starboard side aft.

#### **IV-B/ 5.3 Orders for refloating**

- .1 Are (bilge) pumps operational ?
- .1.1 Yes, (bilge) pumps operational.
- .1.2 No, (bilge) pumps not operational (yet).
- .1.3 (Bilge) pumps operational in ... minutes.
- .2 Is damage control material available ?
- .2.1 Yes, damage control material available.
- .2.2 No, damage control material not available (yet).
- .2.3 Damage control material available in ... minutes.
- .3 Stand by engine room.
- .3.1 Engine room standing by.
- .4 Stand by all anchors for let go.
- .4.1 All anchors standing by for let go.
- .5 Report distribution of cargo.
- .5.1 No. ... hold(s) / tank(s) ... tonnes (of ... cargo).
- .5.2 Deck cargo ... tonnes (of ...).
- .5.2.1 Deck cargo foreship ... tonnes (of ...).
- .5.2.2 Deck cargo amidships ... tonnes (of. ...).
- .5.2.3 Deck cargo aftship ... tonnes (of ...).
- .5.3 Forepeak ... tonnes.
- .5.4 After peak ... tonnes.
- .5.5 No. ... double bottom tank(s) ... tonnes (of ballast / ...).
- .6 Transfer cargo from no. ... hold(s) / tank(s) to no. ...hold(s) tank(s) and report.
- .6.1 Cargo from no. ... hold(s) / tank(s) transferred to no. ... hold(s) / tank(s).
- .7 Transfer deck cargo from ... to ... and report.
- .7.1 Deck cargo from ... transferred to ... .
- .8 Pump out forepeak / after peak and report.
- .8.1 Forepeak /after peak pumped out.
- .9 Transfer ballast / ... from no. ... double bottom tank(s)to no. ... double bottom tank(s).
- .9.1 Ballast / ... from no. ... double bottom tanks transferred to no. ... double bottom tank(s).
- .10 Fill forepeak / after peak.
- .10.1 Forepeak / after peak filled.
- .11 Jettison cargo from ... and report.  
(Attention ! Do not jettison IMO - class cargo.)
- .11.1 Cargo from ... jettisoned .
- .12 Engine(s) astern / ahead.
- .13 Has vessel refloated?
- .13.1 Yes, vessel refloated.
- .13.2 No, vessel not refloated (yet).

#### **IV-B/ 5.4 Checking seaworthiness**

- .1 Request (diving) survey.
  - .1.1 (Diving) survey requested.
- .2 Report result of (diving) survey.
  - .2.1 No damage.
  - .2.2 Following damage to plating:
    - .2.2.1 Crack(s) in area of ... .
    - .2.2.2 Deformation(s) / indentation(s) in area of ... .
  - .2.3 Following damage to engine(s) / pipe(s):
    - .2.3.1 Crack(s) in main engine(s)/auxiliary engine(s) foundation.
    - .2.3.2 Deformations / fracture(s) to pipe(s) in / out ... .
    - .2.3.3 Fractures / bending of bolt(s) of ...
  - .2.4 Following damage to underwater hull:  
(also see: .1.2.2)
    - .2.4.1 Deformation(s) / indentation(s) to sea water inlet(s) / outlet(s).
    - .2.4.2 Deformation(s) / indentation(s) to stem / bulb.
    - .2.4.3 Deformation(s) to propeller(s).
      - .2.4.3.1 (Port / starboard) propeller loose / missing
      - .2.4.3.2 (Port / starboard) propeller blade(s) missing.
      - .2.4.3.3 (Port / starboard) propeller blade(s) bent / cracked.
    - .2.4.4 Deformation to rudder.
      - .2.4.4.1 Rudder stock fractured / bent.
    - .2.4.5 Deformation to ... .
  - .2.5 Dry - docking recommended / necessary.
- .3 Is vessel seaworthy ?
  - .3.1 Yes, vessel seaworthy ?
  - .3.2 No, vessel not seaworthy (yet).
    - .3.2.1 Vessel must be repaired and re-inspected.
  - .3.3 Request ... tug(s).
    - .3.3.1 ... tug(s) requested.

#### **IV-B/ 6 Search and Rescue**

(for details also see: IMO-Merchant Ship Search and Rescue Manual (MERSAR), 1993)

##### **IV-B/ 6.1 Checking equipment status**

- .1 Check lifebuoys and report.
  - .1.1 Lifebuoys complete and available.
  - .1.2 Lifebuoys not complete.
    - .1.2.1 Lifebuoy(s) at ... missing.
      - .1.2.1.1 Replace missing lifebuoy(s) and report.
      - .1.2.1.2 Lifebuoy(s) at ... replaced.
    - .1.3 Lifebuoy(s) not available.
      - .1.3.1 Lifebuoy(s) at ... damaged.
        - .1.3.1.1 Replace damaged lifebuoy(s) and report.
        - .1.3.1.2 Lifebuoy(s) at ... replaced.
  - .2 When was last man-overboard drill ?
    - .2.1 Last man-overboard drill was on ... .

- .3 Prepare plan for man-over board drill.
- .3.1 Prepare plan for announced / not announced drill.
- .3.2 Prepare plan for daytime / nighttime drill.
- .3.3 Prepare plan for muster (at all stations).
- .3.4 Prepare plan for recovering manoeuvre (with dummy / buoy).
- .3.5 Have drill / manoeuvre / muster on ... .

#### **IV-B/ 6.2 Person-overboard activities**

- .1 "Man overboard !"
- .1.1 Man overboard on port side / starboard side / astern.
- .2 Drop lifebuoy(s) and report.
- .2.1 Lifebuoy(s) dropped (on port side / starboard side / astern).
- .2.2 Sound "man-overboard" alarm.
- .3 Hoist flag signal "Oscar" and report.
- .3.1 Flag signal "Oscar" hoisted.
- .4 Hard-a-port / hard-a-starboard the wheel.
- .5 Is person in water / lifebuoy located ?
- .5.1 Yes, person in water / lifebuoy located.
- .5.2 Report direction and distance of person in water / lifebuoy.
- .5.2.1 Direction at ... points port side / starboard side / ... degrees, distance ... metres.
- .5.2.2 Maintain visual contact to person in water / lifebuoy.
- .5.3 No, person in water / lifebuoy not located (yet).
- .5.3.1 Look out for person in water / lifebuoy and report.
- .5.4 Passenger / crew member missing (for ... hours / since ... UTC) - search in vessel no result.
- .5.4.1 Stop engine(s).
- .5.4.2 Transmit alarm signal - PAN-PAN / distress alert - MAYDAY to radio coast station / Rescue Co-ordination Centre / vessels in vicinity and report.
- .5.4.3 Alarm signal - PAN-PAN / distress alert - MAYDAY transmitted.
- .5.4.4 Alarm signal - PAN-PAN / distress alert - MAYDAY acknowledged from ... .
- .6 Return manoeuvre ! Port / starboard, steer... degrees.
- .7 Report position.
- .7.1 Position ... .
- .8 Report traffic situation.
- .8.1 No vessel in vicinity.
- .8.2 Following vessel(s) in vicinity ... .
- .9 Report weather situation.
- .9.1 Sea state ... .
- .9.2 Winds Beaufort force ... from ... .
- .9.3 Visibility ... metres.
- .9.4 Current ... knots to ... degrees.
- .10 Have man-overboard stations manned and report.
- .10.1 Man-overboard stations manned.
- .10.2 Have lookouts at ... manned and report.
- .10.2.1 Lookouts at ... manned.
- .11 Stand by for recovering from shipboard and report.
- .11.1 Standing by for recovering from shipboard.
- .12 Stand by boat / motor lifeboat no. ... for let go and report.
- .12.1 Rescue boat / motor lifeboat no. ... standing by for let go.

- .13 Let go rescue boat / motor lifeboat and report.
- .13.1 Rescue boat / motor lifeboat is let go.
- .14 Use VHF channel ... for communication.
- .14.1 Use light signals for communication.
- .14.2 Use flag signals for communication.
- .14.3 Use whistle for communication.
- .15 What is retreat signal for rescue boat / motor lifeboat ?
- .15.1 Retreat signal is order on VHF channel ... .
- .15.2 Retreat signal is Morse signal "Sierra" with lamp / whistle.
- .15.3 Retreat signal is flag signal "Sierra".
- .16 Stand by one / two crew member(s) for rescue in water.
- .16.1 One / two crew member(s) standing by for rescue in water.
- .17 Person overboard rescued.
- .17.1 Person over board recovered.
- .18 Stand by boat / litter / net / basket / sling and report.
- .18.1 Boat / litter / net / basket / sling standing by.
- .19 Hoist person and report.
- .19.1 Person on board vessel.
- .20 Report condition of survivor.
- .20.1 Survivor in good condition.
- .20.2 Survivor in bad condition.
- .20.2.1 Survivor has hypothermia.
- .20.2.2 Survivor injured.
- .20.2.3 Survivor in shock.
- .20.3 Person dead.

#### **IV-B/ 6.3 Rescue operation - reporting readiness for assistance**

(also see: section 1.2 "Search and rescue communications" of PART III)

- .1 Received alarm signal / EPIRB transmission / PAN-PAN / distress alert - MAYDAY at ... UTC on ... .
- .2 Observed following distress signal in ... degrees.
- .3 Report distress position.
- .3.1 Distress position is ... .
- .4 Was alarm signal / EPIRB transmission / PAN-PAN / distress alert - MAYDAY acknowledged by other vessels/coast radio stations/RCC?
- .4.1 Alarm signal / EPIRB transmission / PAN-PAN / distress alert - MAYDAY acknowledged by ... .
- .4.2 Alarm signal / EPIRB transmission / PAN-PAN / distress alert - MAYDAY not acknowledged (yet).
- .4.2.1 Acknowledge PAN-PAN / distress alert - MAYDAY - RELAY.
- .4.2.2 Transmit MAYDAY - RELAY.
- .5 Observe radar and report.
- .5.1 Observing radar.
- .6 Have lookouts manned and report.
- .6.1 Lookouts manned.
- .7 Contact vessels in vicinity of distress and report.
- .7.1 Following vessel(s) in vicinity of distress contacted (on ...).
- .7.2 No contact.
- .8 Request information from vessel in distress and report.
- .8.1 Following information from vessel in distress: ... .
- .8.2 No information.
- .9 Stand by lines / lifebuoys / nets / derricks / cranes / ... and report.



- .9.1 Lines / lifeboats / nets / derricks / cranes / ... standing by.
- .10 Stand by lifeboats / rescue boat and report.
- .10.1 Lifeboats / rescue boat standing by.
- .11 Stand by liferaft(s) as boarding station(s) and report.
- .11.1 Liferaft(s) standing by as boarding station(s).
- .12 Let go liferaft(s) as boarding station(s) with ... crew members (each) and report.
- .12.1 Liferaft(s) with ... crew members (each) is let go.
- .13 Stand by ... crew members for assisting survivors in water and report.
- .13.1 ... crew members standing by for assisting survivors in water.
- .14 Switch on deck lighting / outboard lighting / search lights / ... and report.
- .14.1 Deck lighting / outboard lighting / search lights switched on.
- .15 Stand by line throwing apparatus and report.
- .15.1 Line throwing apparatus standing by.

#### **IV-B/ 6.4 Conducting search**

- .1 I will act as Co-ordinator surface search.
- .1.1 I will hoist following signal as Co-ordinator surface search: ... .
- .1.2 I will show following lights as Co-ordinator surface search: ... .
- .1.3 Inform radio coast station(s) / RCC/ vessels in vicinity and report.
- .1.3.1 Radio coast station(s) / RCC/ vessels in vicinity informed.
- .2 Stand by bridge team / lookouts for information / signals of the Co-ordinator surface search and report.
- .2.1 Bridge team / lookouts standing by for information / signals of the Co-ordinator surface search.
- .2.2 Following message / signal received from the Co-ordinator surface search: ... .
- .3 We carry out search pattern ... / radar search.
- .3.1 We start search pattern ... radar search at ... UTC.
- .3.1.1 Inform crew / lookouts / engine room and report.
- .3.1.2 Crew / lookouts / engine room informed.
- .4 Bridge team / lookouts !  
Keep sharp lookout for signals / sightings of vessel in distress and report every ... minutes.
- .4.1 Light signals / smoke signals / sound signals in ... degrees / at ... .
- .4.2 Objects / vessel in distress / lifeboat(s) / life raft(s) / person(s) in water in ... degrees / at ... .
- .5 Stand by rescue team / boat crews / engine room and report.
- .5.1 Rescue team / boat crews / engine room standing by.
- .6 Transmit following information / signals to searching vessel(s) and report: ... .
- .6.1 Following information / signals transmitted to searching vessel(s).

#### **IV-B/ 6.5 Rescue activities**

(see: section 6.2 "Person-overboard activities" of this chapter)

- .1 Rescue persons in following order:
  - persons in water
  - injured / helpless persons
  - women and children
  - passengers
  - crewmembers.

- .2 Ask survivor following information and report:
  - .2.1 What was total number of persons on board vessel in distress ?
    - .2.1.1 Total number of persons: ... .
  - .2.2 What was number of casualties ?
    - .2.2.1 Number of casualties: ... .
  - .2.3 What was number of lifeboats / liferafts launched ?
    - .2.3.1 Number of lifeboats / liferafts launched: ... .
  - .2.4 What was number of persons in lifeboats / liferafts ?
    - .2.4.1 Number of persons in lifeboats / liferafts: ... .
  - .2.5 What was number of persons in water ?
    - .2.5.1 Number of persons in water: ... .
- .3 Inform coast radio station about name(s) / call sign(s) and destination of vessel(s) with survivors.
  - .3.1 Inform about number of survivors on (each) vessel.
  - .3.2 Inform about condition of survivors.
- .4 Inform coast radio station about condition of vessel in distress:
  - .4.1 Vessel in distress sunk.
  - .4.2 Vessel in distress adrift (near position ...) / drifting (in ... degrees).
  - .4.3 Vessel in distress on fire.
  - .4.4 Vessel in distress capsized.
  - .4.5 Vessel in distress grounded (in position: ...).
  - .4.6 Vessel in distress not under command.
  - .4.7 Vessel in distress no danger to navigation.
- .5 Transmit following safety message / navigational warning and report:
  - Vessel in distress (in position ...) danger to navigation.
  - .5.1 Safety message / navigational warning transmitted.

#### **IV-B/ 6.6 Finishing with search operations**

- .1 Search finished at ... UTC.
  - .1.1 Inform crew / lookouts / engine room and report.
    - .1.1.1 Crew / lookouts / engine room informed.
- .2 Resume on-board routine at ... UTC and report.
  - .2.1 On-board routine resumed at ... UTC.
- .3 Cancel all rescue preparations and report.
  - .3.1 All rescue preparations cancelled.
- .4 Inform coast radio station / searching vessels about cancellation of search and rescue and report.
  - .4.1 Coast radio station / searching vessels informed.

## **Chapter C: Cargo and Cargo Handling**

### **IV-C/ 1 Cargo handling procedure**

#### **IV-C/ 1.1 Loading and unloading**

##### **1.1.1 Loading capacities and quantities**

- . 1 What is deadweight of vessel?
- . 1.1 Deadweight ... tonnes.
- . 2 What is hold capacity of vessel?
- . 2.1 Hold capacity ... cubic metres.
- . 3 What is bale capacity of vessel?
- . 3.1 Bale capacity ... cubic metres.
- . 4 What is grain capacity of vessel?
- . 4.1 Grain capacity ... cubic metres.
- . 5 What is container capacity of vessel?
- . 5.1 Container capacity ... TEU.
- . 6 How many reefer plugs has vessel?
- . 6.1 Vessel has ... reefer plugs.
- . 7 How many 20'/ 40' containers has vessel to load?
- . 7.1 Vessel has to load ... 20'/ 40' containers.
- . 8 How many cubic metres of cargo space are required?
- . 8.1 ... cubic metres of cargo space required.
- . 9 How many tonnes/cubic metres can vessel still load?
- . 9.1 Vessel can still load ... tonnes/cubic metres.
- . 10 How many tonnes/cubic metres vessel load on deck?
- . 10.1 Vessel can load ... tonnes/cubic metres on deck.
- . 11 How many containers can vessel load on deck?
- . 11.1 Vessel can load... 20'/40' containers on deck.
- . 12 How many cars/trailers/trucks/ ... can vessel load?
- . 12.1 Vessel can load ... cars/trailers/trucks/ ... .
- . 13 What is length/size/depth of no. ... hold?
- . 13.1 Length/size/depth of no. ... hold ... metres.
- . 14 What is size of hatch openings?
- . 14.1 Size of hatch openings ... by ... metres.
- . 15 What is safety load of no. ... hold?
- . 15.1 Safety load of upper deck/tween deck/lower deck of no. ... hold ... tonnes per square metre.
- . 16 How many tonnes/cubic metres of ... are booked?
- . 16.1 ... tonnes of ... booked.
- . 17 Vessel has still to bunker ... tonnes of fuel/fresh water/ ... .

##### **1.1.2 Port/shipboard cargo handling gear and equipment**

- . 1 Are dockside/floating cranes available?
- . 1.1 Yes, dockside/floating cranes available.
- . 1.2 No, dockside/floating cranes not available.
- . 2 What is capacity of crane?
- . 2.1 Capacity of the crane: ... tonnes.

- . 3 What is maximum reach of crane?
- . 3.1 Maximum reach of the crane: ... metres.
- . 4 What is handling capacity of container crane/bridge?
- . 4.1 Handling capacity of container crane/bridge: ... containers per hour.
- . 5 What is handling capacity of grain elevator/ore loader/ ... ?
- . 5.1 Handling capacity of grain elevator/ore loader/ ... tonnes/cubic metres per hour.
- . 6 What is pumping capacity of cargo pumps?
- . 6.1 Pumping capacity of cargo pumps: ... tonnes per hour.
- . 7 Are (light) fork-lift trucks for cargo holds available?
- . 7.1 Yes, (light) fork-lift trucks available.
- . 7.2 No, (light) fork-lift trucks not available.
- . 8 Only use electric fork-lift trucks in holds.
- . 9 What is elevation of fork-lift truck?
- . 9.1 Elevation of fork-lift truck: ... metres.
- . 10 What is capacity of fork-lift truck?
- . 10.1 Capacity of fork-lift truck: ... tonnes.
- . 11 What is capacity of derricks/ cranes of vessel?
- . 11.1 Capacity of derricks/ cranes of vessel: ... tonnes.
- . 12 What is capacity with traverse?
- . 12.1 Capacity with traverse: ... tonnes.
- . 13 Can you work with union purchase/in tandem?
- . 13.1 Yes, we can work with union purchase/in tandem.
- . 13.2 No, we cannot work with union purchase/in tandem.
- . 14 Who will provide slings?
- . 14.1 Vessel/stevedores will provide slings.
- . 15 Are can hooks/net slings/car slings/board slings/ ... available?
- . 15.1 Yes, can hooks/net slings/car slings/board slings/ ... available.
- . 15.2 No, can hooks/net slings/car slings/board slings/ ... not available.
- . 16 What is capacity of ... slings?
- . 16.1 Capacity of ... slings : ... tonnes.
- . 17 These slings do not permit safe cargo handling.
- . 17.1 Replace slings.
- . 18 Are bob cats available for trimming?
- . 18.1 Yes, bob cats available for trimming.
- . 18.2 No, bob cats not available for trimming.
- . 19 Are stiffeners available?
- . 19.1 Yes, stiffeners available.
- . 19.2 No, stiffeners not available.

### 1.1.3 **Preparing to load/unload**

- . 1 Prepare vessel for loading/unloading.
- . 2 Unlock hatch covers.
- . 3 Rig hatchrails in no. ... hold(s).
- . 4 Give notice of readiness to load/unload by ... UTC/local time.
- . 5 Is cargo list available and complete?
- . 5.1 Yes, cargo list available and complete..
- . 5.2 No, cargo list not available and complete (yet).
- . 5.3 Cargo list available and complete in ... minutes.
- . 6 Complete stowage plan.
- . 7 Agree stowage plan with stevedores.
- . 8 Make stability calculation.

- . 9 Are goods ready to load?
- . 9.1 Yes, goods ready to load.
- . 9.2 No, goods not ready to load (yet).
- . 9.3 Goods ready to load in ... minutes/hours.
- .10 Are holds clean/dry/free of smell ?
- .10.1 Yes, holds clean/dry/free of smell.
- .10.2 No, holds not clean/dry/free of smell (yet).
- .10.3 Holds clean/dry/free of smell in ... minutes/hours.
- .11 Clean hold(s) /deck(s).
- .12 Are safety arrangements in hold(s) operational?
- .12.1 Yes, safety arrangements in hold(s) operational.
- .12.2 No, safety arrangements in hold(s) not operational (yet).
- .12.3 Safety arrangements in hold(s) operational in ... minutes.
- .13 Cover bilge(s) with tarpaulins/wrapper/ ... before loading.
- .14 Are sufficient dunnage and mats available?
- .14.1 Yes, sufficient dunnage and mats available.
- .14.2 No, sufficient dunnage and mats not available.
- .15 Fill double bottom tank(s)/ballast tank(s) before loading heavy lifts.
- .16 Pump out ballast water.
- .17 What is maximum loading rate/unloading rate?
- .17.1 Maximum loading rate/unloading rate ... tonnes per hour.
- .17.2 Do not exceed loading rate/unloading rate of ... tonnes per hour.

#### 1.1.4 **Operating cargo handling equipment and hatches**

- . 1 Open all hatches before loading/unloading and report.
- . 1.1 All hatches open.
- . 2 Are cranes/derricks operational?
- . 2.1 Yes, cranes/derricks operational.
- . 2.2 No, cranes/derricks not operational (yet).
- . 2.3 Cranes/derricks operational in ... minutes.
- . 3 Rig derrick(s)/crane(s) of no. ... hold.
- . 3.1 Rig heavy lift derrick.
- . 4 Shift derrick(s) of no. ... hold to ... side.
- . 5 Check preventers.
- . 6 Top derrick(s) over hatch/pier.
- . 6.1 Lower derrick(s) over hatch/pier.
- . 7 Swing derrick(s)/crane(s) outboard.
- . 8 Keep safe working load of derrick(s)/crane(s).
- . 9 Instruct winchman/craneman .
- .10 Clean tween deck before opening lower hold.
- .11 Switch on/off hold ventilation.
- .12 Switch on/off hold lights.
- .13 Close/open cargo port(s) to no. ... hold(s).

### 1.1.5 Maintaining/repairing cargo handling equipment

- . 1 Check hold(s)/hatch cover(s)/derrick(s) for damage and report.
- . 1 .1 Cargo battens damaged.
- . 1 .2 Rubber seals of hatch cover(s) damaged.
- . 1 .3 Preventer(s) of no. ... hold(s) damaged.
- . 1 .4 (Container) lashings damaged.
- . 1 .5 ... damaged.
- . 1 .5 .1 Replace damaged ... .
- . 2 Hold ladder(s) bent.
- . 2 .1 Straighten hold ladder(s).
- . 3 Are hold ventilators operational?
- . 3.1 Yes, hold ventilators operational.
- . 3.2 No, hold ventilators not operational.
- . 3.3 Hold ventilators operational in ... minutes.
- . 4 Are winch motors operational?
- . 4.1 Yes, winch motors operational.
- . 4.2 No, winch motor of no. ... derrick not operational.
- . 4.3 Winch motor of no. ... derrick operational in ... minutes.
- . 5 Check repair of crane/winch / ... personally.
- . 6 Lubricate blocks of crane(s)/derrick(s).
- . 7 Lubricate wires of crane(s)/derrick(s).

### 1.1.6 Briefing on stowage and securing

- . 1 Check careful and safe stowage.
- . 2 Check complete unloading.
- . 3 Check proper use of handling gear.
- . 4 Check careful separation of different lots.
- . 5 Close hatches in case of rain/snow/ ... .
- . 6 Cover goods with mats/... before closing hatches for sea.
- . 7 Refuse damaged (crushed/renailed/wet/torn/resewn (...)) boxes/cartons/cases/crates/bags/...
- . 8 Do not overstuff cartons with other goods ... .
- . 9 Do not use hooks for handling bags.
- .10 Stow ventilation ducts into bag cargo.
- .11 Place dunnage between tiers.
- .12 Fill up broken stowage with small stowage.
- .13 Stow ... into tween deck of no. ... hold.
- .14 Stow pallets/cartons/... closely together.
- .15 Stow ... in reefer hold.
- .16 Stow empty containers in topmost tiers .
- .17 Stow container(s) onto hatch cover(s).
- .18 Check containers for damage.
- .19 Check correct interlock of stowpieces.
- .20 Check correct fixing of rope clips.
- .21 Secure heavy lift(s) immediately .
- .22 Relash all lashings.

**IV-C/ 1.2 Handling dangerous goods** (also see IMO-IMDG Code, 1994)**1.2.1 Briefing on nature of dangerous goods**

- . 1 What is IMO-Class of these goods?
- . 1.1 IMO-Class of these goods: ...
- . 2 This package contains IMO - Class ... goods.
- . 3 These goods/liquids/substances are flammable/oxidizing/poisonous - handle with caution.
- . 4 These goods emit flammable gases in contact with water - keep dry.
- . 5 These goods are liable to spontaneous heating and combustion.
- . 6 Do not touch ...

**1.2.2 Instructions on compatibility and stowage**

- . 1 Observe IMDG-Code when loading/stowing.
- . 2 Check proper segregation of goods.
- . 3 Check correct technical names in documents.
- . 4 Check correct marks/labels/placards.
- . 5 Check compatibility of IMO-Class ... goods.
- . 6 Stow flammable goods away from engine room bulkhead/ ...
- . 7 Stow IMO-Class ... goods away from living quarters.
- . 8 Stow IMO-Class ... goods away from ...
- . 9 Stow IMO-Class ... goods separated (by one hold) from IMO-Class ... goods.
- . 10 Stow infectious substances separated by one hold/compartment from foodstuffs.
- . 11 Stow IMO-Class ... goods under deck.
- . 11.1 Stow IMO-Class ... goods on deck.
- . 11.2 Cover IMO-Class ... goods on deck with tarpaulins/ ...
- . 12 Stow drums away from IMO-Class ... goods at minimum of ... metres.
- . 13 You can stow poisonous and flammable goods in one hold.
- . 14 Brief stevedores on dangerous goods in number ... hold(s).
- . 15 Refuse damaged/wet/ ... packings with dangerous goods.
- . 16 Ventilate hold(s) before entering.
- . 17 Use calibrated test meters for checking oxygen level.
- . 18 Load/unload IMO-Class ... goods first.
- . 19 No smoking when loading/unloading.

**1.2.3 Reporting incidents**

- . 1 Sling(s) with carboys/bottles/drums/ ... of IMO-Class ... goods dropped on deck.
- . 1.1 Liquid/powder/gas escaping.
- . 2 Several drums/barrels/tanks/ ... leaking.
- . 2.1 Several drums/tanks/ ... deformed.
- . 3 ... container with IMO-Class ... goods leaking out of door.
- . 4 Leaking substance damaged goods.
- . 5 Leaking substances/oil/liquid/ ...of IMO - Class ... escaped into sea (inform pollution control).
- . 5.1 Leaking substances/oil/liquid/ ...of IMO - Class ... escaped into harbour basin (inform pollution control).
- . 6 Temperature in locker/container/ ... with IMO-Class ... goods increasing (rapidly).
- . 7 Orange/red/white/ ... smoke developing among IMO-Class ... goods (on deck).

- . 8 (Minor) explosion in number ... hold.
- . 8.1 Minor/major damage to gas tank/container/....
- . 9 Minor/major fire was in number ... hold.
- . 9.1 Fire extinguished.
- . 9.2 IMO-Class ... goods re-ignited.
- . 9.3 Fire under control.
- . 9.4 Fire not under control (yet) (inform on radio).
- . 10 Report injured persons.
- . 10.1 No person injured.
- . 10.2 Number of injured persons/casualties: ... (inform on radio).
- . 11 ... stevedores complain about headache/nausea/ ... .
- . 12 ... stevedores received acid burns/ ... on hands/ on ... .

#### 1.2.4 Action in case of incident

- . 1 Take actions according to Emergency Plan and report.
- . 2 Turn vessel out of wind - leaking gas/smoke poisonous.
- . 2.1 Vessel turned out of wind.
- . 3 Put on protective clothing and breathing apparatus.
- . 4 Stop leakage.
- . 4.1 Leakage stopped.
- . 5 Let leakage evaporate.
- . 6 Remove leakage with synthetic scoops.
- . 6.1 Leakage removed.
- . 6.2 Use absorbants for leakage.
- . 6.3 Do not touch leakage.
- . 7 Separate contaminated goods from other goods.
- . 7.1 Contaminated goods separated .
- . 8 Cover contaminated goods with tarpaulins/ ... .
- . 8.1 Contaminated goods covered with tarpaulins/ ... .
- . 9 Only open container/hold/locker/ ... when smoking stopped.
- . 10 Cool down container/ ... with water.
- . 10.1 Container/ ... cooled down.
- . 11 Ventilate hold(s) carefully.
- . 12 Close hatch -switch on fire extinguishing system.
- . 12.1 Hatch closed - fire extinguishing system switched on.
- . 13 Fight fire from great distance.
- . 14 Flood no. .. hold(s).
- . 14.1 No. ... hold(s) flooded.
- . 15 Rescue persons.
- . 15.1 Take injured persons/ casualties to safe area.
- . 15.2 Provide first aid to injured persons/casualties.
- . 15.3 Call ambulance.
- . 16 Take off and dispose contaminated clothing.
- . 16.1 Contaminated clothing disposed.
- . 17 Alter course for nearest port (inform on radio).
- . 17.1 Course altered for port of ... - radio coast station informed.



**IV-C/ 1.3 Handling liquid goods, bunkers and ballast - pollution prevention**

- .1 Preparing safety measures
  - .1.1 Plug scuppers and report.
    - .1.1.1 Scuppers plugged.
- .2 Plug save - alls / drip - trays and report.
  - .2.1 Save - alls / drip - trays plugged.
- .3 Close sea - valves / discharges and report.
  - .3.1 Sea - valves / discharges closed.
- .4 Stand by absorbent material/sand and report.
  - .4.1 Absorbent material/sand standing by.
- .5 Stand by spill control gear and report.
  - .5.1 Spill control gear standing by.
- .6 Stand by emergency fire pump / foam monitor and report.
  - .6.1 Emergency fire pump / foam monitor standing by.
- .7 Stand by fire extinguishers and report.
  - .7.1 Fire extinguishers standing by.
- .8 Fit bonding wire and report.
  - .8.1 Bonding wire fitted.
- .9 Maintain contact on VHF channels ... with bunker barge / oil terminal.
- .10 Is oil spill plan available ?
  - .10.1 Yes, oil spill plan available.
  - .10.2 No, oil spill plan not available (yet).
  - .10.3 Oil spill plan available in ... minutes.
- .11 Instruct pumpman / ... and report.
  - .11.1 Pumpman / ... instructed.

**1.3.2 Operating pumping equipment**

(including: phrases for communication with bunker barge / oil terminal)

- .1 What is (maximum) loading rate / discharge rate ?
  - .1.1 (Maximum) loading rate / discharge rate: ... tonnes per hour.
- .2 How many tonnes of ... oil / ... can you take ?
  - .2.1 We can take ... tonnes of ... oil / ... .
- .3 Is COW - system / inert gas system operational ?
  - .3.1 Yes, COW - system / inert gas system operational .
  - .3.2 No, COW - system / inert gas system not operational (yet).
  - .3.3 COW - system / inert gas operational in ... minutes.
- .4 When will crude oil washing start ?
  - .4.1 Crude oil washing will start in ... minutes.
- .5 How many pumps?
  - .5.1 Number of pumps: .... .
- .6 What is pumping pressure ?
  - .6.1 Pumping pressure ... bars.
- .7 Can we connect loading arm ?
  - .7.1 Yes, you can connect loading arm.
  - .7.2 No, you cannot connect loading arm (yet).
  - .7.3 Connect loading arm in ... minutes.
- .8 Inform ... minutes before loading/discharge will start/finish.
  - .8.1 Loading/discharge will start/finish in ... minutes.

- .9 What is back pressure for stripping ?
- .9.1 Backpressure for stripping ... bars.
- .10 Are cargo hoses / booms connected ?
- .10.1 Yes, cargo hoses / booms connected.
- .10.2 No, cargo hoses / booms not connected (yet).
- .10.3 Cargo hoses / booms connected in ... minutes.
- .11 Are cargo hoses / booms disconnected ?
- .11.1 Yes, cargo hoses / booms disconnected.
- .11.2 No, cargo hoses / booms not disconnected (yet).
- .11.3 Cargo hoses / booms disconnected in ... minutes.
- .12 Are you ready to load /discharge?
- .12.1 Yes, ready to load / discharge.
- .12.2 No, not ready to load /discharge (yet).
- .12.3 Ready to load /discharge in ... minutes.
- .13 Keep safe working pressure.
- .14 Open valve(s) and report.
- .14.1 All full open aboard / ashore.
- .15 Close valve(s) and report.
- .15.1 All full closed aboard / ashore.
- .16 Start pumping (slowly).
- .17 Are you pumping ?
- .17.1 Yes, pumping.
- .17.2 No, not pumping.
- .18 Are you receiving ?
- .18.1 Yes, receiving.
- .18.2 No, not receiving.
- .19 Up pumping rate.
- .20 Down pumping rate.
- .21 (Quantity received) - stop pumping.

### 1.3.3 **Reporting and cleaning up spillage**

- .1 Leak at manifold connection !
- .1.1 Overflow at ... !
- .2 Stop pumping !
- .2.1 Pumping stopped.
- .3 How much spill ?
- .3.1 Spill about ... tonne(s).
- .4 Clean up spill with ... .
- .5 Stand by oil clearance team.
- .5.1 Oil clearance team standing by.
- .5.2 All crew assist to clean up spill.
- .5.4.1 Spillage stopped.
- .5.4.2 Spill cleaned up.
- .6 Oil / ... escaping into water !
- .6.1 Inform pollution control (according to oil spill plan) and report.
- .6.1.1 Pollution control informed.

#### 1.3.4 **Ballast handling**

- .1 Plug scuppers and report.
- .1.1 Scuppers plugged.
- .2 Open sea suction valve and report.
- .2.1 Sea suction valve open.
- .3 Open ballast tank valve no. ... and report.
- .3.1 Ballast tank valve no. ... open.
- .4 Start ballast pump and report.
- .4.1 Ballast pump started.
- .5 Stop ballast pump and report.
- .5.1 Stop ballast pump - ballast overflow !
- .5.2 Ballast pump stopped.
- .6 Close ballast tank valve no. ... and report.
- .6.1 Ballast tank valve no. ... closed.
- .7 Close sea suction valve and report.
- .7.1 Sea suction valve closed.
- .8 Pump out ballast tank no. ... and report.
- .8.1 Ballast tank no. ... pumped out.
- .8.2 Stop ballast pump - ballast dirty !
- .8.3 No stripping of ballast tanks in port.

#### 1.3.5 **Cleaning tanks**

- .1 Pump slops into slop tank and report.
- .1.1 Slops pumped into slop tank.
- .2 Dispose sludge into sludge tank and report.
- .2.1 Sludge disposed into sludge tank.
- .3 Order shore slop tank/slop barge and report.
- .3.1 We have ... tonnes of slops / sludge.
- .3.2 Shore slop tank/slop barge ordered.
- .4 Start pumping slops and report.
- .4.1 Pumping slops started.
- .5 Keep safe working pressure.
- .6 Stop pumping slops and report.
- .6.1 Pumping slops stopped.

#### **IV-C/ 1.4 Preparing for sea**

- . 1 Close and secure hatch covers for sea and report
- . 1.1 Hatch covers closed and secured.
- . 2 Lash and secure goods for sea and report.
- . 2.1 Goods lashed and secured.

(In ro/ro-ferries: The execution of the instructions 3,4 and 5 given from the bridge on radio should be confirmed from the person in charge of the corresponding station using phrases 3.1, 4.1 and 5.1)

- . 3 Close and secure bow door/stern door and report..
- . 3.1 Bow door/stern door closed and secured.
- . 4 Fold and secure bow ramp/stern ramp/side ramp and report.
- . 4.1 Bow ramp/stern ramp/side ramp folded and secured.

- . 5 Lash and secure all cars/waggon/ ... and report.
- . 5.1 All cars/waggon/ ... lashed and secured.
- . 6 Lower and secure derricks/cranes for sea and report.
- . 6.1 Derricks/cranes lowered and secured.
- . 7 Check lashings and securings and report.
- . 7.1 Lashings and securings fast.
- . 8 Check seaworthiness of holds and report
- . 8.1 Holds seaworthy.
- . 9 How many tonnes/cubic meters loaded?
- . 9.1 ... tonnes/cubic metres/ ... loaded.
- .10 How much ballast can vessel take (down to her marks)?
- .10.1 Vessel can take ... tonnes of ballast.
- .11 Check trim.
- .11.1 Fill forepeak to decrease stern trim.
- .11.2 Fill double-bottom tank(s) .
- .11.3 Pump fuel from ... tank to ... tank to bring vessel upright.

## **IV-C/ 2 Cargo Care**

### **IV-C/ 2.1 Operating shipboard equipment for cargo care**

- . 1 Is equipment for cargo care operational?
- . 1.1 Yes, equipment for cargo care operational.
- . 1.2 No, ...(*equipment*) not operational (yet).
- . 1.3 ... (*equipment*) operational in ... minutes.
- . 2 What is air change rate of hold ventilators?
- . 2.1 Air change rate of hold ventilators ... -fold.
- . 3 Are temperature recorders/humidity recorders in hold(s)operational?
- . 3.1 Yes, temperature recorders/humidity recorders in hold(s) operational.
- . 3.2 No, temperature recorders/humidity recorders in hold(s) not operational (yet).
- . 3.3 Temperature recorders/humidity recorders in hold(s) operational in ... minutes.
- . 4 Operate reefer holds separately and report.
- . 4.1 Reefer holds operated separately.
- . 5 Operate reefer holds jointly and report.
- . 5.1 Reefer holds operated jointly
- . 6 Instruct the crew how to connect reefer plugs/clip-on units/con-airs and report.
- . 6.1 Crew instructed how to connect reefer plugs/clip-on units/con-airs.

### **IV-C/ 2.2 Taking measures for cargo care**

#### **2.2.1 Carrying out inspections**

- . 1 Holds must be inspected by surveyor before loading.
- . 2 Check reefer holds for proper loading preparation and report.
- . 2.1 Reefer holds must be inspected by sanitary service before loading.
- . 2.2 Reefer holds must be pre-cooled for survey.
- . 2.2.1 Reefer holds ready for loading.
- . 3 Are holds clean( dry and free of smell)?
- . 3.1 Yes, holds clean( dry and free of smell).
- . 3.2 No, holds not clean (dry and free of smell) (yet).
- . 3.3 Holds clean (dry and free of smell) in ... minutes/hours.
- . 4 Check operation of hold ventilators and report

- . 4.1 Hold ventilators in operation.
- . 4.2 Hold ventilators( in no. ... hold(s)) not in operation.
- . 4.3 Hold ventilators (in no ... hold(s)) in operation in ... minutes.
- . 5 Order surveyor to check reefer plugs.
- . 6 Order surveyor to check cargo securings.
- . 7 Is certificate of survey available and complete?
- . 7.1 Yes, certificate of survey available and complete.
- . 7.2 No, certificate of survey not available and complete (yet).
- . 7.3 Certificate of survey available and complete in ... minutes/hours.
- . 8 Check cargo regularly during voyage.
- . 9 Check lashings and securings every day/every ... hours..
- . 9.1 Relash lashings of ... .
- . 9.1.1 Lashings of ... relashed.
- .10 Enter all checks into log - book.
- .11 Before unloading open hatches only when surveyor present.

## 2.2.2 Describing damage to the cargo

(also see section 1.2.3 "Reporting incidents" of this chapter)

- . 1 ...(cargo) in bad condition.
- . 2 Packages of ...(cargo) wet.
- . 2.1 Packages of ... (cargo) damp/mouldy.
- . 3 Packages of ...(cargo) marked by fresh water/sea water.
- . 4 Metal of ...(cargo) rusty.
- . 5 Bands of ...(cargo) broken/missing/ruty.
- . 6 Crates/cases with ...(cargo) renailed.
- . 6.1 Boards of crates/cases with ...(cargo) loose.
- . 7 Marks/labels on ...(cargo) unclear/illegible/false.
- . 8 Contents of drums/barrels/ ... unknown.
- . 9 Weight of ...(cargo) unknown.
- .10 Boxes/crates/cases/ ... with ...(cargo) damaged.
- .11 Bags/bales with ...(cargo) torn.
- .12 Bags/bales with ...(cargo) spilling.
- .13 Bags/bales with ...(cargo) resewn.
- .14 Drums/barrels/ ... with ...(cargo) leaking.
- .15 Drums/barrels/ ... deformed.
- .16 Boxes/cartons/cases/ ... with ...(cargo) crushed.
- .17 Bags/boxes/cartons/ ... with ...(cargo) empty.
- .17.1 Bags/boxes/cartons/ ... with ...(cargo) are not full.
- .17.2 Bags with ...(cargo) slack.
- .18 Bags with ...(cargo) filled (up) with sweepings.
- .19 Bags/boxes/cartons/ ... with ...(cargo) second hand.
- .20 Boxes/cartons/cases/ ... with bottles of ...(cargo) (partly) broken.
- .21 ...( cargo) (partly) eaten by rats/worms.
- .22 ...( cargo) of ... (partly) infected by vermin.
- .23 ... container(s) damaged.
- .23.1 ... container(s) damaged before loading.
- .23.2 ... container(s) damaged in loading.
- .23.3 ... container(s) damaged by shifting on board.
- .23.4 ... container(s) damaged by heavy seas.
- .23.5 ... container(s) washed overboard (inform on radio).
- .23.6 ... container(s) open (and contents (partly) missing).

- .24 Temperature in no. ... hold above normal.
- .24.1 Temperature in no. ... hold below normal.
- .24.2 Temperature in no. ... hold critical.
- .24.3 Temperature in no. ... hold ... degrees Celsius.
- .25 Humidity of ...(cargo) above normal.
- .25.1 Humidity of ...(cargo) below normal.
- .25.2 Humidity of ...(cargo) critical.

### 2.2.3 Taking actions

(also see section 1.2.4 "Action in case of incident" of this chapter)

- . 1 Switch on hold ventilation to supply air.
- . 1.1 Switch on hold ventilation to exhaust air.
- . 2 Switch off hold ventilation (in case of shipping seas).
- . 3 Switch on/ off automatic temperature control.
- . 4 Switch on/off automatic temperature recorder.
- . 5 Relash container(s)/car(s)/ ... in no. ... hold/on deck and report.
- . 5.1 Container(s)/car(s)/ ... in no. ... hold/on deck relashed.
- . 6 Replug reefer container(s) in no. ... hold/on deck.
- . 7 Secure shifting cargo in no. ... hold/on deck and report
- . 7.1 Shifting cargo in no. ... hold/on deck secured.
- . 8 Protect deck cargo of ...(cargo) against sun/rain/shipping seas..
- . 9 Keep deck cargo of ...(cargo) wet.
- . 10 Keep deck cargo of ...(cargo) dry.
- . 11 Check contents of drum(s)/barrel(s)/container(s)/ ... with false labels.

## Chapter D: Passenger Care

(The phrases of this chapter should be used by Masters, Officers and crew members of passenger ships and passenger ferries to inform passengers on safety aspects and to organize their conduct in case of an emergency.)

### IV-D/ 1 Briefing/instruction

#### IV-D/ 1.1 Conduct of passengers aboard

##### 1.1.1 General information on conduct of passengers on board

- .1 Ladies and Gentlemen. This is Captain ...speaking.  
I have pleasure in informing you that all safety equipment is in full working order. The bow/stern doors are closed and secured. The ship is in all respects ready for sea. Please listen carefully to the safety instructions which follow. In the unlikely event of an emergency, please obey the orders given on the public address system.
- .2 Passengers are requested to read all notes and leaflets concerning safety regulations.
- .3 All regulations concerning the ship's routine have to be obeyed.

### 1.1.2 Briefing on prohibited areas, decks, spaces in the ship

Safety regulations do not permit passengers to enter the following spaces:

- navigating bridge
- engine room
- manoeuvring areas at the front and back end of the ship
- cargo rooms and compartments
- service rooms
- all areas and spaces marked "Crew only"
- all closed, sealed and/or roped off areas, spaces and rooms
- car decks when the ship is at sea.

### IV-D/ 1.2 Briefing on safety regulations/preventive measures/communications

- .1 International regulations require all passengers to be assembled in a drill which has to take place within 24 hours of leaving port.
- .2 A drill will be held
  - to familiarize passengers with their assembly stations
  - to familiarize passengers with their life-saving equipment
  - to familiarize passengers with emergency procedures
- .3 All passengers must attend this drill.

#### 1.2.1 General emergency alarm

- .1 In case of emergency seven short blasts and one long blast will be given with the ship's whistle and the alarm system.
- .2 Remain calm when you hear the general emergency alarm.
- .3 Passengers will be taught how to act and behave in cases of emergency (also see section 2 of this chapter).

#### 1.2.2 Preventing/reporting fire

- . 1 Always remember that fire is the greatest hazard aboard ship.
- . 2 Always act immediately if you detect fire, smell or smoke.
- . 3 Always inform somebody of the crew if you detect fire, smell or smoke.
- . 4 Be careful to extinguish cigarettes completely.
- . 5 Put used cigarettes in a container provided.
- . 6 Never smoke in bed.
- . 7 Never smoke on deck except in areas labelled as smoking areas.
- . 8 Never throw a cigarette overboard.
- . 9 The use of naked light and open fire is strictly prohibited.
- .10 Never use lighted candles.
- .11 Never hang anything over or near an electric bulb.
- .12 Never use an electric iron in a cabin. If you need to iron something use the ironing room on .... deck. The key may be collected at the information desk.
- .13 If you detect a fire, smell or smoke act immediately as follows:
  - Call out "Fire !"
  - Operate the nearest fire alarm
  - Inform a member of the crew
  - Telephone the navigating bridge. The number to dial is ....

#### 1.2.3 P.A. announcements on emergencies

- . 1      Attention please! Attention please!  
This is your captain with an important announcement. I repeat, this is your captain with an important announcement.
- . 1. 1      We have grounded/ a minor flooding (in ... )/ a minor fire (in ... ).
- . 1. 2      There is no immediate danger to our passengers or the ship - and there is no reason to be alarmed.
- . 1. 3      For safety reasons we request all passengers to go to their assembly stations on deck .. and wait there for further instructions.
- . 1. 4      Please follow the instructions given by the officers and crew members.
- . 1. 5      The ship's fire brigade/damage control team is fighting the fire/flooding.
- . 1. 6      We have also radio contact with other ships/radio coast stations.
- . 1. 7      The fire/flooding is under control.
- . 1. 8      As soon as I have further information I will make another announcement. I ask you kindly to remain calm. There is no danger at this time.
- . 2      This is your Captain speaking. I have another announcement. The fire/flooding is not under control yet.
- . 2. 1      There is smoke formation/flooding in ... - access to this area is prohibited..
- . 2. 2      For safety reasons we request all passengers to prepare to go to their assembly stations. Access to the assembly stations will be via ..... . Do not forget to take your lifejackets and blankets with you.
- . 2. 3      All passengers of deck no. .... are requested to follow the crew members who will escort you to your assembly stations.
- . 2. 4      When you get to your assembly stations put on your lifejackets and wait for further orders.
- . 2. 5      Do not go to the lifeboat stations until you are ordered to do so.
- . 2. 6      Go to your lifeboat stations.
- . 2. 7      Follow the escape route shown.
- . 2. 8      Do not enter the lifeboats/liferafts. The order to enter the lifeboats/liferafts will be given from the bridge or by the officers.
- . 2. 9      We have just received a message from land/other ships that assistance is on the way. Assistance should arrive within approximately .... hours.

#### 1.2.4      **Person overboard**

If you see anybody fall overboard, act as follows:

- .1      Call out "Man overboard".
- .2      Throw lifebuoys overboard.
- .3      Keep your eyes on the person in the water.
- .4      Show/tell a ship's officer/crew the person's position in the water, or telephone the bridge immediately, the number is .... .

#### 1.2.5      **Protective measures for children**

- .1      Children must be kept under permanent observation.
- .2      Never let children climb or sit on the ship's rails.
- .3      Special lifejackets for children are available; please ask the steward/stewardess.
- .4      You may leave your children under qualified care in the children's playroom/on the playdeck on .... deck from .... to .... hours.



## **IV-D/ 2           Evacuation and Boat Drill**

### **IV-D/ 2.1   Allocating/directing to assembly stations, describing how to escape**

- .1     When the general emergency alarm is sounded which consists of seven short blasts and one long blast, all passengers have to go to their assembly station. Take your lifejackets and blankets with you. Lifejackets are stored in your cabins under your beds and at your assembly stations. You are encouraged to try on your lifejacket.
- .2     All passengers must put on
  - warm clothing
  - long trousers, long-sleeved shirts/jackets
  - strong shoes and head covering.
- .3     All passengers with their lifejackets and blankets are requested to go to their assembly stations/the lounge/ the ... immediately.
- .4     From your assembly stations you will be escorted to your lifeboats/liferafts.
- .5     All passengers are requested to carefully study the safety instructions behind their cabin doors.
- .6     All passengers are requested to follow the escape routes shown.
- .7     Do not use lifts/elevators.
- .8     All passengers are requested to strictly obey the instructions given by the officers or crew.
- .9     When you hear the abandon ship alarm which consists of one long and one short blast repeated continuously, please act in the same manner as under the general emergency alarm.
- .10    During the voyage you may hear some other sound signals. These are exclusively for the information of the crew.  
Please, act only if you hear the general emergency alarm or the abandon ship alarm.
- .11    If you have any questions regarding safety, do not hesitate to ask any of the ship's officers or crew.

### **IV-D/ 2.2   Briefing on how to dress and what to take to assembly stations**

- .1     Take your lifejacket and a blanket.  
You will find your lifejacket under your bed.
- .2     Put on warm clothing, long-sleeved shirts, strong shoes and head covering whatever the weather.  
No high-heeled shoes.
- .3     Do not forget personal documents, your spectacles and medicine if necessary.
- .4     Do not return to your cabin to collect your property.

### **IV-D/ 2.3   Performing roll call**

- .1     At your assembly station one of the officers/crew will perform a roll call.
- .2     The officer/crew will say "This is a roll call", and he will call out the passengers individually by their names.
- .3     When your name is called out, please answer loudly "Here".
- .4     If one of your cabinmates is not able to attend the roll call, please inform the officer/crew immediately.

#### **IV-D/ 2.4 Briefing on/demonstrating putting on lifejackets**

- .1 (dependent on type of lifejacket used)
  - pull lifejacket over your head
  - tighten strings well
  - pull strings around your waist and tie in front.
- .2 Follow closely the demonstration given by the officer/crew. The crew members will help you if necessary.
- .3 Carefully study the demonstration in the pictures in your cabin.
- .4 Carefully study the demonstration in the diagram at the assembly station.

#### **IV-D/ 2.5 Instruction on how to enter and to behave in lifeboats/liferafts, giving corresponding orders**

- .1 Enter lifeboat/liferaft only when ordered by an officer/lifeboatman.
- .2 Clear entrance of the lifeboat/liferaft when entering.
- .3 Do not push each other when entering/leaving the lifeboat/liferaft.
- .4 Hold on to ropes or to your seat when lowering/hoisting.
- .5 Sit down in the lifeboat/life raft immediately.
- .6 Keep your lifejackets on.
- .7 Provisions and drinking water will be distributed by an officer/lifeboatman only.
- .8 Strictly obey all instructions given by the officer/lifeboatman.
- .9 Discipline in the lifeboat/liferaft is of vital importance.

#### **IV-D/ 2.6 On-scene measures/actions in lifeboats/liferafts**

- .1 Keep a sharp lookout for persons in the water.
- .2 Have a line/hook/knife/lifebuoy ready.
- .3 Do not remove your shirts/long trousers/head covering.
- .4 Pump out the water/free the lifeboat/liferaft from water.
- .5 Who needs medical first aid?
- .6 Everybody will get the same ration of provisions and water.
- .7 Warning! Do not drink sea water whatever the situation.
- .8 We will send a MAYDAY.
- .9 We will fire rockets/use smoke buoys/ ..... to attract attention.
- .10 We will join the other lifeboats/liferafts.

#### **IV-D/ 3 Attending to passengers in an emergency**

##### **IV-D/ 3.1 Informing on present situation**

- .1 The ship was abandoned in position .... due to fire/grounding/collision/flooding/ heavy list/serious damage/ ... .
- .2 Keep calm. There is no reason to panic. The officers/lifeboatmen know exactly what to do.
- .3 There are enough life-saving appliances for everyone on board.
- .4 Rescue Co-ordination Centre/ships in the vicinity have already been informed of our situation.
- .5 Ships/helicopters/airplanes are coming to our rescue.
- .6 Ships/helicopters/airplanes will reach us within ..... hours.
- .7 We have radio contact with rescue craft.
- .8 There are enough provisions and drinking water for 48 hours.
- .9 You obtain medicine for seasickness from the lifeboatman.

#### **IV-D/ 3.2 Escorting helpless passengers**

- .1 ..... persons are missing.
- .2 Search all cabins/WC/showers for missing persons.
- .3 Assist those who need help.
- .4 Help children, elderly, disabled, injured or sick persons with lifejackets.
- .5 Give assistance when entering lifeboats/liferafts.
- .6 We require warm clothing and blankets for the children/elderly/disabled/injured/sick.
- .7 We require a stretcher for the disabled/injured/sick.
- .8 All persons, please move closer. The elderly/disabled/injured/sick need room to lie down.
- .9 All persons, please, be quiet. The children/sick need rest.

## APPENDIX

(For further details see: ITU MANUAL for use by the Maritime Mobile and Maritime Mobile-Satellite Services, Geneva 1992)

### 1 Standard Distress Message in the GMDSS

#### 1.1 Structure

Upon receipt of a DSC Distress Alert acknowledgement the vessel in distress should commence the distress traffic on one of the international distress traffic frequencies for telephony (VHF channel 16 or 2182 kHz) as follows:

"MAYDAY

This is"

- the 9-digit Maritime Mobile Service Identity code (MMSI) plus name/call sign or other identification of the vessel
- the position of the vessel
- the nature of distress
- the assistance required
- any other information which might facilitate rescue.

#### 1.2 Example

(MMSI and name/call sign are fictitious)

"MAYDAY

- THIS IS TWO-ONE-ONE-TWO-THREE-NINE-SIX-EIGHT-ZERO  
MOTOR VESSEL "BIRTE" CALL SIGN DELTA ALPHA MIKE KILO
- POSITION SIX TWO ONE ONE DEGREES NORTH  
ZERO ZERO SEVEN FOUR FOUR DEGREES EAST
- I AM ON FIRE AFTER EXPLOSION IN HOLD
- I REQUIRE FIRE FIGHTING ASSISTANCE
- SMOKE NOT TOXIC                      OVER"

## **2 Standard Urgency Message in the GMDSS**

### **2.1 Structure**

After the transmission of a DSC Urgency Call switch the transmitter to VHF channel 16 or frequency 2182 kHz (if not automatically controlled) and commence the urgency traffic as follows:

"PAN-PAN (repeated three times)  
ALL STATIONS (repeated three times)  
This is"

- the 9-digit MMSI of the vessel plus name/call sign or other identification
- the position of the vessel
- the text of the urgency message.

### **2.2 Example**

(MMSI and name/call sign are fictitious)

"PAN-PAN PAN-PAN PAN-PAN

ALL STATIONS ALL STATIONS ALL STATIONS

- THIS IS TWO-ONE-ONE-TWO-THREE-NINE-SIX-EIGHT-ZERO  
MOTORVESSEL "BIRTE" CALL SIGN DELTA ALPHA MIKE KILO
- POSITION SIX TWO ONE ONE DEGREES NORTH  
ZERO ZERO SEVEN FOUR FOUR DEGREES EAST
- I HAVE PROBLEMS WITH MAIN ENGINE
- I REQUIRE TUG ASSISTANCE OVER"

### 3 Standard Safety Message in the GMDSS

#### 3.1 Structure

After the transmission of a DSC Safety Call switch the transmitter to VHF channel 16 or frequency 2182 kHz (if not automatically controlled) and transmit the safety message as follows:

"SECURITE (repeated three times)  
ALL STATIONS (or all ships in a specific geographical area, or to a specific station)  
(repeated three times)  
this is"

- the 9-digit MMSI of the vessel plus name/call sign or other identification
- the text of the safety message.

#### 3.3 Example

(MMSI, name/call sign and geographical names are fictitious)

"SECURITE SECURITE SECURITE

ALL STATIONS ALL STATIONS ALL STATIONS

- THIS IS TWO-ONE-ONE-TWO-THREE-NINE-SIX-EIGHT-ZERO  
MOTORVESSEL "BIRTE" CALL SIGN DELTA ALPHA MIKE KILO

- MARION BIGHT LIGHTBUOY BRAVO THREE POSITION TWO NAUTICAL  
MILES SOUTH OF PETER HEAD UNLIT OVER"

### 4 Alphabetical Index

( **bold** page numbers indicate the main fields of application)

[the alphabetical index will be completed as following the system hereunder  
after the evaluation of the trial:]

abandoning vessel 25, 27, 48, **79-80**

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