

2016

Name of Building

Registration No.

SECURITY MANAGEMENT SYSTEM

Part I: Safety and Procedures Manual

Part II: Safety Log

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Part I

SAFETY PROCEDURES MANUAL

Summary of checks
and attitudes towards different situations

Fishing Safety

Responsibility of the owner and captain according to the Canada Shipping Act, 2001 and the Marine Personnel Regulations.

As the owner or captain, you play a critical role in the safe operation of your fishing vessel. When you engage in commercial fishing operations, the law holds you responsible for the safety of everyone on board.

The owner and captain of the vessel must:

- Establish safe vessel operating procedures according to the operational circumstances and the emergency situations.
- Ensure that the crew are familiar with the vessel and receive the training required (on the vessel) to competently perform their tasks.
- Ensure that each crew member:
 - becomes familiar with the following:
 - the working and navigation equipment;
 - the vessel's operating procedures;
 - the tasks assigned to them.
 - can effectively perform the tasks assigned to them when performing duties vital to safety, prevention or the mitigation of pollution.
- Maintain an up-to-date training and familiarization registry.

The training given on the vessel may be provided by the captain or a crew member who knows the vessel well.

Distress Calls

Procedure for imminent emergencies only

***** You may only make distress calls on channel 16 when there is a danger to your life or that of your crew. NEVER make this call in other situations.**

1. Sending a DSC Distress Call:
 - ensure that the VHF is on;
 - activate the red distress button for 3 seconds.

2. Sending a distress call on channel 16:

MAYDAY MAYDAY MAYDAY

This is the fishing vessel

"Name of your vessel" "Name of your vessel" "Name of your vessel"

Position:

Latitude 55° 55' 55" N

Longitude 000° 00' 00" W

3. Clearly describe the nature of the distress.
4. Describe the number of people on board and their status as well as your means of survival (life jacket, immersion suit or life raft).
5. Listen to the instructions or wait for the response of another vessel. If there is no response, repeat the distress call procedure.
6. Activate the emergency position-indicating radio beacon station EPIRS.

Introduction

This training guide outlines the essential steps for preparing the vessel's departure and arrival at port as well as what to do depending on the on board situation while at sea. It is understood that not all operational and working situations and procedures on the vessel can be described in this checklist. Thus, it is also up to the crew's best judgement to make the appropriate decisions at the appropriate time. This must be done while keeping in mind that the safety of the vessel and everyone on board must take priority.

As a complement to this guide, you may refer to TP10038E, the document entitled "Small Fishing Vessel Safety Manual," available at the following address:

<https://www.tc.gc.ca/Publications/fr/tp10038/pdf/hr/tp10038f.pdf>. There, you will find basic information on:

- Navigating Safely;
- Stability;
- Safety on the Job;
- Equipment and Installations;
- Life Saving Equipment;
- Weather Information;
- Emergencies;
- Distress Signals.

Please read the following pages. If you have questions or suggestions, please send them to the captain and the second officer who usually directs the vessel.

Wheelhouse Checklist Before Departure

- Wheelhouse and deck light.
- Emergency light in case of major power problems.
- Navigation and signal light:
 - o Search light;
 - o Navigation light.
- Foghorn and Bell.
- Security equipment:
 - o flares;
 - o EPIRB radio beacon;
 - o alarm panel;
 - o sufficient number of lifejackets;
 - o Emergency pump and CO2 system;
 - o lifeboat.
- Functioning VHF (test radio, if necessary).
- Autopilot in good condition.
- Up to date electronic map.
- Up to date and corrected paper map.
- GPS position is updated and verified between instruments.
- Magnetic compass is consistent with the automatic pilot.
- The radar was tested and is ready to receive information.
- Machine controls are unobstructed and easy to use.
- Binoculars.
- Vessel inspection certificates, radio operator certificates, fishing licenses and certifications of the sailors on board every day.
- _____.
- _____.
- _____.
- _____.

Engine Room Checklist Before Departure

- Check the levels of oils and antifreeze in the main, auxiliary and transmission engines.
- Check if there are any apparent leaks (water inlets, oil lines, antifreeze, fuel).
- Check replacement or repair equipment (oil, antifreeze, spare parts, rubber pipes).
- Check that the suction valves and pump fire.
- Check the emergency shutoff valves of fuel tanks and air inputs.
- Check the available on board fuel level.
- Check buildup (general state).
- Take a general look at the floors and the machine room and secure all the objects that may move depending on the sea conditions.
- _____.
- _____.
- _____.
- _____.

Final Steps Before Departure

- Make a safety radio call 15 minutes before departure.
- Take note of the present and future weather conditions to locate places of refuge should the weather become violent.
- Log the start time, the predicted positions during the voyage and the date and time of the vessel's return to port. Then, communicate this route information to the Coast Guard Radio Station.
- Find out and note the reported the traffic in the navigation area.
- Check that the deck is safe for the voyage (secured work equipment, moorings stored, manholes, doors and holds are closed).
- Ensure that all crew members are on board, safe and fit to work.
- Check that the appropriate navigation lights are on.
- _____.
- _____.
- _____.
- _____.

During the Helm Shift

- Keep a proper and constant look-out.
- Always keep the navigation equipment, engine and auxiliary gauges in sight.
- If you are alone in the wheelhouse, notify a competent crew member to remain ready to respond to any situation.
- Never sleep.
- Always keep a constant radio watch on channels 16 and 9.
- Keep an eye on the deck in case the work equipment moves.
- Monitor changes in the sea and the weather conditions.
- _____.
- _____.
- _____.
- _____.

During the Shift Change

- Give your replacement the vessel's information:
 - position;
 - heading;
 - speed;
 - draught;
 - reported traffic;
 - next turning or contact location.
- Explain any events that occurred during your shift (alarms, radio calls, traffic, etc.).
- Inform your replacement of the upcoming weather conditions or those which should be monitored.
- _____.
- _____.
- _____.
- _____.

Never Leave a Shift if:

- The person who relieves you is not ready or able to work safely for the duration of the shift.
- You are about to make a maneuver.

- You must stay at the wheelhouse until the person who relieves you arrives and is ready to take the shift.
- Allow time for the person to accustom their vision to the amount of available light.
- _____.
- _____.
- _____.
- _____.

Navigation in Ice

- Reduce vessel speed.
- Keep large pieces of ice in sight.
- Keep the machines ready to respond at any moment.
- Look for ice-free areas or areas where the ice is sparse.
- _____.
- _____.
- _____.
- _____.

Navigation in Fog

- Reduce speed.
- Activate the foghorn.
- Turn on the necessary navigation lights according to the vessel's operations.
- Constantly maintain a visual and auditory watch on the radar.
- Inform the Coast Guard Radio Station of the vessel's position and situation.
- Put an extra person on lookout at the wheelhouse to fully assess the situation and to quickly detect close or dangerous events.
- _____.
- _____.
- _____.
- _____.

Vessel Anchoring

Prepare an anchoring plan and check the following:

- Nature of the bottom.
- Direction and strength of the wind.
- Direction and strength of the current.
- Coming weather.
- Available water depth and the magnitude of the tide.
- Prepare the anchor or anchors and stop the vessel when the anchor drops.
- Prepare the anchor lights and buoys.
- Put the anchor position on the map.
- _____.
- _____.
- _____.

Monitor the Anchor

- Transmit the anchor position and the length of time the vessel is expected to remain at that position to the Coast Guard Radio Station.
- Keep a lookout on the anchor cable or cables.
- Keep a constant radio watch.
- Monitor the changes in the weather.
- Check the vessel's position at regular intervals.
- Be prepared for any eventuality (change in weather, break in cables, anchors dragging).
- Ensure that the machines are always ready to be put in use.
- Monitor the traffic around the vessel.
- _____.
- _____.
- _____.

Navigation in Bad Weather

- Constantly monitor the radio.
- Ensure that everything on deck is secure and that the doors and waterways are closed.
- Adjust the speed and course based on the state of sea.
- Ensure that crew members are safe.
- _____.
- _____.
- _____.
- _____.

Preparing to Arrive in Port

- Inform the port authorities or the Coast Guard Radio Station of the next arrival at port and the estimated time of arrival (ETA).
- Inquire about the traffic before entering the access channel.
- If the port is not familiar to you, get information about it from the port authorities or the regional Sailing Directions.
- Ensure that everyone is at their posts and the ropes and fenders are in place for docking.
- Ensure that the machinery controls are working properly and freely.
- Keep a constant visual, auditory and radio lookout.
- Always monitor the available water depth below the keel according to the draught.
- In fog, make a signal sound before arriving at the port to warn outgoing vessels.
- When the vessel is attached and secure at the port, notify the Coast Guard Station that the access channel is free and the vessel is moored at the port.
- _____.
- _____.
- _____.
- _____.

Warnings to the Captain

The shift supervisor MUST immediately notify the captain in the following situations:

- If visibility is reduced to nothing.
- If the traffic movement or density becomes dangerous or uncertain.
- If you have difficulty staying on course or maintaining speed.
- If you see landmarks, markers, buoys or water levels that you should not see.
- If you do not see the landmarks, markers, buoys or water levels that you should see.
- In case of failure of the engine, steering or auxiliary steering gear, navigation instrument or in the case of an alarm.
- In bad weather, if there is risk to the crew or equipment.
- In doubt, an emergency or a situation where the person on duty is not sure of the correct decision or maneuver to carry out.
- _____.
- _____.
- _____.
- _____.

Engine Failure

- Alert the captain.
- Maneuver the vessel away from danger as much as possible.
- Prepare the anchor in case it is needed.
- Turn on the navigation lights signaling that the vessel is not under command.
- Report the failure and the vessel's position to the Coast Guard Radio Station.
- Assess the problem in the machine room.
- Solve the problem, if possible, otherwise request assistance.
- _____.
- _____.
- _____.
- _____.

During a Collision

- Sound the general alarm and look for injured personnel.
- Maneuver the vessel into a safe position.
- If at night, turn on the deck and search lights.
- Check the damage to the vessel and whether there is fire.
- Contact the Coast Guard Radio Station or send a distress signal depending on the situation's severity.
- If the vessel is not in danger, help the other vessel.
- _____.
- _____.
- _____.
- _____.

Running Aground

- Stop the engines.
- Sound the general alarm and check the crew's condition.
- Use the anchor, if necessary.
- Assess the damage to the hull and inspect all compartments that could likely be damaged.
- Keep emergency pumps ready for use.
- Transmit the situation and the vessel's position to the Coast Guard Radio Station.
- If the vessel is not damaged, find a way to free it from this situation (tides, currents, winds).
- Determine the nature of the bottom where the vessel ran aground and in the surrounding area.
- Request assistance if necessary.
- _____.
- _____.
- _____.

In Case of Fire

- Sound the fire alarm.
- Stop the vessel.
- Locate the source and determine the nature of the fire.
- Select the appropriate fire extinguishers and fight the fire.
- Turn off any ventilation or oxygen supply to the affected compartment.
- Inform the Coast Guard Radio Station of the vessel's position and the fire on board.
- Keep a crew member in constant contact with the Coast Guard.
- _____.
- _____.
- _____.

Man Overboard

- Shout: Man overboard!
- Always maintain eye contact with the victim and throw a lifebuoy with a floating light toward them.
- Immediately turn the vessel to retrieve the victim.
- Enable the MOB function on the GPS.
- Advance slowly toward the victim and prepare the man overboard recovery system or a lifeboat.
- Retrieve the victim and immediately begin to treat them for hypothermia.
- _____.
- _____.
- _____.
- _____.

Abandoning Ship

- Send a final distress message with the vessel's position, the number of crew members and their conditions, the survival equipment and that the vessel is being abandoned.
- Ensure that all crew members are wearing lifejackets or immersion suits as well as warm clothing.
- Deploy the lifeboats and set off the flares and the locator transmitter.
- Check that everyone is aboard the lifeboats and that they are safe.
- Distance the lifeboat from the sinking vessel to avoid being hit by debris.
- _____.
- _____.
- _____.
- _____.

Stability Checklist

- Are all weather conditions safe for the duration of the voyage?
- Are all equipment and loads on the deck and in the holds secure?
- Are the manholes and hatches closed, locked and sealed?
- Is the machine room door closed?
- Are freeing ports free to let water through?
- Are all high level alarms and fire alarms in good working condition?
- Have you minimized the free surface effect (hold and tanks)?
- Is the vessel well balanced and level?
- Is the freeboard acceptable and adequate?
- _____.
- _____.
- _____.
- _____.

Part II

SAFETY LOG

MUSTER LIST

Building name – Registration No.

General Emergency Regulations

- a) Emergency exercises should be conducted according to the vessel's regulations.
- b) At the sound of the general alarm, all personnel must go to their muster stations, equipped with their lifejackets.
- c) All emergency signals must be transmitted using the vessel's whistle.
- d) Personnel must perform their post's emergency procedures until they are relieved.
- e) The second officer must verify the number of personnel and inform the captain.
- f) Each crew member will be given one or more tasks according to their ability.
- g) The vessel will only be abandoned by order of the captain or the second officer, if the captain is unable to fulfill their responsibilities.
- h) During each exercise, the raft, beacon and emergency equipment should be checked.
- i) **MAN OVERBOARD:** Throw a lifebuoy to the victim and immediately notify the person in the wheelhouse.

Warning Signals

General alarm.....7 short whistle blasts and one long

Rally at the abandonment station.....3 short whistle blasts

Abandon ship.....6 short whistle blasts

Vessel Abandonment Station

The abandon station is located on the starboard side, amidships, near the lockers and external steering controls.

Emergency Situations

Fire:

Captain: Directs the emergency response and communicates the state of the emergency with the radio station, shuts off of fuel supplies.

Second officer: Directs the sailors, fights the fire.

Sailor 1: Turns off the ventilation, prepares the raft and the rescue equipment.

Sailor 2: Assists as directed.

Taking on water:

Captain: Directs the emergency response and communicates the state of the emergency with the radio station, starts the pumps.

Second officer: Verifies the state and source of the water infiltration, selects and controls the pumping system.

Sailor 1: Prepares the raft and rescue equipment.

Sailor 2: Assists as directed and monitors the water levels in the affected areas.

Vessel abandonment:

Captain: Gives the crew the order to abandon ship, communicates the abandonment to the radio station, ensures that everyone abandons the vessel.

Second officer: Prepares and launches the life raft, is responsible for the EPIRB.

Sailor 1: Is responsible for the emergency flares, distributes and ensures everyone wears a life jacket.

Sailor 2: Assists the second officer with the life raft, gathers additional survival items (blanket, drinking water, etc.).

Training

Emergency and Fire Exercises

Date	Practiced Exercises	Participant's Signature

Vessel Familiarization

Building Name
Registration No.

New Employee's First Visit on Board

This document is a list of rescue and firefighting equipment, as well as important points and places to notice on board. When a new employee boards, regardless of their role within the crew, the captain or the second officer must conduct a vessel introductory visit with that person to familiarize them with the vessel. This is for the safety of everyone on board and to ensure that everyone is able to act in an emergency whether it is a critical emergency or not.

- Reading and explanation of the muster list
- Assigned a job on the muster list
- Location and operation of emergency flares
- Location of the first aid kit
- Location and testing of lifejackets
- Location and operation of life rafts
- Location and explanation of the EPIRB beacon
- Manual fuel shut-off valves
- Location of ventilation ducts
- Location of the rally point
- Location of the vessel's water inlets
- Emergency exits
- Fire suppression system in the machine room
- Location of the various fire extinguishers and their extinguishing capacity
- Description and explanation of the working equipment on the deck
- Visit the crew's quarters
- Visit the wheelhouse
- Visit the machine room
- _____.
- _____.
- _____.
- _____.

Representative's Signature:		Date:	
Employee's Signature:		Date:	

Training Register

Building Name
Registration No.

Knowledge and qualifications of the crew members

Name:

Training	Expiration date (if applicable)
License(s) and/or certificate(s)	Expiration date (if applicable)

Safety Equipment

Building Name
Registration No.

CO2 extinguishing system and portable fire extinguishers

Date	Description of the maintenance performed	Carried out by

Safety Equipment

Building Name
Registration No.

Flares

Date	Description of the maintenance performed	Carried out by

Safety Equipment

Building Name
Registration No.

Life raft

Date	Description of the maintenance performed	Carried out by

Safety Equipment

Building Name
Registration No.

Immersion suits and PFDs

Date	Description of the maintenance performed	Carried out by