

Accommodation Procedures

Written by:	LS Ocean Group
Purpose:	To Maintain Crew Accommodation Living Quarter, and continue Enhance & Improve meeting LS HSE, SR, policy and IMO Codes.
Scope:	This procedure applies to all fleet management, captain, crew, member working onboard LS Fishing Fleet (Illex, Purse Seiner) to maintain vessel accommodation.
Prerequisites:	It is LS organization wide policy for all ashore and off-shore operation member to apply PPE, and PFD in any condition of operation on-board vessel, and complete crew induction training to familiarize vessel working environment and safety procedure in case of any emergency. Safety is every member's responsibility while Captain and officer onboard should always monitor and raise safety awareness to fellow crew member to always be ready for all eventuality.
Responsibilities:	<p>Fleet Management - Support and Coordinate Vessel Routine in-port accommodation maintenance and provision handling.</p> <p>Skipper/Captain - All Safety</p> <p>First Officer - Working area and Accommodation Area</p> <p>Chief Engineer - Vessel Accommodation Equipment and Working Equipment.</p> <p>Seaman Crew - Maintain Vessel overall Environment sanitation and cleanliness</p>
Procedure:	<ol style="list-style-type: none"> 1. Accommodation spaces, in general, must be kept clean. All fittings must be checked, from the door hinges to the porthole hinges, to be in working order and are in place. Personal effects shall be stored in order. PPE, Lifejacket, and immersion suit must be kept in the space marked for the same. 2. All cabin portholes shall be inspected for rust removal, seal in condition and water tightness.

	<p>3. All bath or shower room should be checked for hot and cold water supply. Shower heads, curtains, knobs etc. must be checked and replaced if damaged.</p> <p>4. The bed, should maintain at good condition and clean, vessel shall prepare inventory spare inventory or upon next port call to be replaced with new purchases.</p> <p>5. The heating and ventilation in every cabin should be checked for operational integrity. The outlet blades must be free of dirt and soot. The temperature must also be gauged to maintain the right temperature in the cabins/spaces and repairs made if not in order.</p> <p>6. Designated Smoking areas must prepare ashtrays. Open ashtrays tend to spill, leaving room for a probable disaster.</p> <p>7. The accommodation spaces should maintain adequate natural lighting. Any broken/non-functional lights must be reported and replaced at the earliest.</p> <p>8. The laundry room must be inspected for working order with adequate supply of detergent, dryer room must all be given a thorough check and maintain cleanliness at all time for best hygienic environment.</p> <p>9. Sanitary facilities in the common spaces as well the cabins are to be checked for good order. Supplies of personal care products and cleaner shall be prepared to maintain surrounding.</p> <p>10. Garbage segregation must be checked for in a room.</p> <p>11. Emergency First aid and Medical supplies are stored in Bridge deck, all crew who require medical attention, wound treating and illness shall report to onboard officer for consultation.</p> <p>The Master cannot be expected to check at all time, crew member are responsible for the assigned living quarters, safe and healthy environment is everyone's duty.</p> <p>Onboard Chef, and assigned crew will be in charge of maintain Mess room sanitation for food safety and hygenic secure all onboard crew's good health and safe operations</p>
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Safe Access for boarding

Written by:	LS Fleet
Purpose:	Abiding by MSN 1873 Safe access, An accommodation ladder, gangway with a net underneath or other similar equipment providing an appropriate, safe means of boarding the vessel must be available.
Scope:	This procedure applies to officer and deck crew designate to perform ladder/gangway

	preparation setup.
Prerequisites:	Prior to setup, boarding, and retrieving, all officers and crew members should perform an on-site risk assessment to determine the environment, member, ladder/gangway and lifting equipment is in condition to proceed to setup or retrieve. The check shall be performed both before and after the setup is completed.
Responsibilities:	<p>Captain/Master - Safety in all conditions.</p> <p>First Officer - Assign and coordinate ladder/gangway setup instructions, supervise setup procedures, and safety.</p> <p>Crew - Execute instructions with care</p>
Procedure:	<ul style="list-style-type: none"> - Access stairways, ladderways, and passageways shall be provided with handrails as necessary and storm rails shall be fitted on the outside of all deckhouses and casings. - Adequate guardrails, gangways, or passages shall be provided for the protection of persons on board the vessel when passing between their quarters, machinery spaces, and working spaces. Storm rails shall be fitted as necessary to the outside of all deckhouses and casings to secure the safety of passage or work for the crew.

Deploy Parachute Anchoring

Written by:	LS Fleet
Purpose:	To safely deploy parachute anchor (or known as sea anchor).
Scope:	The primary use of a Sea Anchor is to stop the drift of a vessel downwind and keep her bow windward, into the waves when the skipper (Master) spotted fishing ground and ready to gain stability of the vessel from drifting. The chief mate will follow the captain's instruction to coordinate designated crew to execute the deployment of a sea anchor, and control of winches for release or retrieve of the parachute.

<p>Prerequisites:</p>	<p>Before deployment, the skipper and officer must ensure all crew have been briefed and are wearing necessary PPE (Helmet, Reflective vest, PFD, Work shoes, goggles).</p> <p>Captain and Chief Mate should confirm Personnel who is designated to operate sea anchor winches and parachute has sufficient familiarization of the procedure and given the authority by the officer before performing the duty.</p>
<p>Responsibilities:</p>	<ul style="list-style-type: none"> - Skipper all safety - Engineer Monitor, supervise the condition of winch operation - Crew perform assigned procedures and maintain alert on-deck area and each other.
<p>Procedure:</p>	<ol style="list-style-type: none"> 1. Captain instruction and alert crew prepare & be equipped with necessary PPE to report-in at the Sea Anchor Station. 2. Chief Mate Crew member ensure all crew followed Captain's instruction and coordinate enter to deck area (operation area) equipped with all necessary PPE 3. Safety & Risk Briefing for the deploy condition, and reminders of the designated working area and no-go zone. 4. Crew dispatch to Sea Anchor area, check condition of Trip Line, floats, and condition of working area. 5. Chief engineer test-run and prepare winch hydraulic system. 6. Crew Release the trip line and floats from the bow of the ship (Sea Anchor) (Reminder: deploy sea anchors from the bow Allow the trip line to drift out and clear.) 7. Toss the drift anchor in next, making sure to toss it into clear water. 8. As the boat drifts away from the anchor, payout about 50' of rode and snub the line with half a turn on the cleat just to hold it momentarily. Wait a minute or so for the drift anchor to open. 9. Keep tension on the rode, snubbing as necessary, while paying out the rest of your rode to achieve the desired scope <p>Note: for drift fishing in favorable conditions, you don't need a lot of scopes. Start with 15' of line to open the anchor, and then as needed let out 10' at a time until you have a steady comfortable tension.</p> <ol style="list-style-type: none"> 10. Secure your rode to your cleat or a prepared bridal if you have a multi-hulled vessel.

	11. Add chafe guards where necessary
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Retrieve of Parachute Anchoring

Written by:	LS Fleet
Purpose:	To safely retrieve Parachute Anchor
Scope:	This procedure applies to all crew involved in the deployment and retrieval of sea anchor operations.
Prerequisites:	<p>Before retrieving equipment, Skipper, Chief engineer, and the officer should evaluate the condition of the weather, working environment.</p> <p>PPE/PFD should be applied at all time regardless of crew is on or off duty or any on-deck activity.</p>
Responsibilities:	<p>Captain - All safety</p> <p>Chief Mate - Safety Briefing, job assignments, review the current site risk assessment, and given instruction were about to approach of work.</p> <p>Chief Engineer - Safety inspection on equipment and hydraulic system</p> <p>Crew - Work Deck/Execution</p>
Procedure:	<ul style="list-style-type: none"> - On Sea Anchor deck personnel should remain vigilance and sensitive to winds and direction issues. - Captain determines safety deployment or cancels under the good judgment of weather and operation procedure. <p>(LS Fleet does not deploy Sea Anchor when waves are above 5-6M)</p>

	<ul style="list-style-type: none"> - Prior to Sea anchor Retrieval operation, Chief engineer and crew shall position to safe working zone, and do not enter where mooring/rope area unless safety measures have been instructed to support the release of rope entanglement. - Once all factor and risk assessment is cleared, Chief Engineer will monitor and supervise winch operator for retracting the released Sea Anchor - Captain will sail at a suitable speed to allow the winchman to adjust and retract all sea anchor - Crew Proceed to operate the winch to retract and retrieve rope and parachute - Safety Check/Equipment inspection to be executed during the retrieval process to report Fleet manager (Shorebased) schedule next maintenance date.
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Jigger Fishing Gear Preparation

Written by:	LS Ocean Group
Purpose:	To safely deploy fishing gear and working platform to start to casting jigging system.
Scope:	This procedure applies to all crew involved in the deployment of the fishing deck/operate and maintain jigging system.
Prerequisites:	Before crew enter working area, all crew shall follow company PPE, PFD policy, and confirm their assigned duty and authorization of area of work over Chief officer's designation. New crew or newly re-assigned duties shall complete induction training and familiarization by pairing up with experienced crew to perform and practice on sight.
Responsibilities:	<p>Captain - All Safety of the ship, Engineer - Electrical safety, perform Equipment installation/maintenance, ensure all equipment functional.</p> <p>Chief Officer - Supervise and instruct deck operation, ensure all crew are perform duties at safely fashion.</p> <p>Crew - Deck area and each other safety</p>

Procedure:	<ol style="list-style-type: none"> 1. All crew applied with PPE, PFD and necessary working gear for the right condition (Weather) 2. Captain, Chief Officer Pre-Briefing, assign and authorize duty for daily operation. 3. Perform Working Deck Risk Assessment/Sanitation Check-up/Cleaning prior to operation 4. Engineer Team lead checking electrical and equipment functionality. 5. Crew familiarize working station and check all connection, joint of platform is in secure position, report any abnormality. 6. Crew working on height, edge, prepare Anti-Falling Device, ensure all equipment is functional. Second person must accommodate crew who work at height. 7. Crew proceed setup Fishing Gear, and test run, assure working area have sufficient lighting. 8. Proceed Fishing operation with all safety measures.
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Lining and Rope Maintenance Procedures

Written by:	LS Ocean Group
Purpose:	To safely deploy all lining equipment.
Scope:	This procedures applies to all crew involved in the deployment of Rope related equipment (Mooring rope, gangway secure rope, equipment deck securing rope etc.)
Prerequisites:	Before application or deploy rope equipment, it is important for officer, engineer, and skilled deck crew who are familiarize with rope maintenance to perform check up and daily routine to maintain best condition to all rope equipment.
Responsibilities:	

	<p>Captain - Followup and schedule routine check for equipment safety</p> <p>Engineer - Advise onboard inventory and advise rope work</p> <p>Chief Officer - Assure all personnel who maintain or work with rope equipment with periodic check-up and maintainence for best working condition</p> <p>Crew - Rope is daily necessity on deck work, shall be in mind of monitor and report for any abnormality.</p>
<p>Procedure:</p>	<ol style="list-style-type: none"> 1. Make Checks Prior Mooring, roping &ndash; After an extended sea passage or a passage undertaken in heavy seas and prior to mooring operation, ensure to check the following &ndash; <ol style="list-style-type: none"> i. Any physical damages to the mooring mechanism. ii. All controls, linkages and the operating levers are well oiled, greased and free / easy to use. iii. Ensure that all the brake drums and linings are suitably dried and clean of salt deposits. 2. Do Frequent Greasing of Moving Parts &ndash; All rotating parts of the mooring equipment, which would include rollers, fairleads, winch drums, deck stands etc. must be moved and lubricated on a frequent basis. Multipurpose grease is the best lubricant for such applications (check the vessel&rsquo;s lubricating chart for the right application). Normally, high pressure grease guns are used for this kind of work. Particular attention must be given to the roller fairleads and deck stands as these often suffer from little use and thereby are neglected. Rollers should turn smoothly and must be checked for integrity as corrosion may have weakened them. 3. Check Brake Liners &ndash; Regular inspections must be made of the winch / windlass brake linings for wear and tear. Oil, heavy rust and moisture on the brake linings or the drums could seriously reduce the brake holding capacity of the winch and in some cases as much by 75%. To remove the moisture in the linings, apply the brakes lightly while running the winch (remember to avoid excessive wear and tear during this operation). Oil has the tendency to get impregnated into the lining itself which is difficult to remove. Thus the only option would be to change the lining as early as possible. Remember that the brake holding capacity of the winch is dependent upon the type of mooring pattern used. 4. Check Break Drums : Whenever brakes are opened up for any reason, ensure that the brake drum is thoroughly checked / examined for build up of rust or other worn out brake material. The part to be de-scaled and fitted with the replacement as required. 5. Check Brake Linkages &ndash; The brake linkages should be checked for free movement. If the linkages are not free then there would be a loss of brake holding capacity. This would create a wrong impression to the operator that the brake has been applied fully, but in fact has not or the brake mechanism is hardened up from lever bars ,which have a tendency to build up high stresses on some mechanical parts of the brakes. 6. Inspect Gear / Hydraulic Oil &ndash; Inspect the gear oil regularly through the inspection cover in the winch / windlass. Whitish color of the liquid means the liquid is contaminated and requires to be changed immediately. Use the replacement oil that is

recommended by the manufacturers.

7. Carry Out Regular Visual Inspection: Ensure that regular inspection of the synthetic mooring hawsers, heaving lines, messenger ropes, etc. is carried out for damages, chafed areas, kinks and loose ends. Also make sure that each mooring rope carries a certificate from the manufacturer. Additionally, check that the ID number of each certificate is conspicuously marked / embossed on an identification plate and subsequently attached to the end of the corresponding mooring hawser. If the hawser is not supplied with the certificate, then the vessel has all the right to reject such a supply and inform the office / purchasing department.

8. Clear Walkway: An important part of the mooring operation is to have the deck completely free of obstructions and oily residues. Therefore, it is essential to keep the decks clean, dry and if possible have anti-slip paint coatings over the deck surface, as and how required. Often there have been cases where the support brackets for the gratings (for winch operation) have been found neglected and therefore are heavily corroded making the area most unsafe to step on. Officers should include such neglected yet critical areas for planned maintenance in order to prevent an unforeseen event when least expected.

9. Do Proper Marking and Labeling: Marking the mooring equipment is another important aspect for a safe and effective operation. The ship's officers should ensure that the bollards, fairleads, rollers, etc. are marked with their safe working limits. Additionally, the winches and windlass shall be marked for rotating direction of the drums (render / heave), braking capacity, test dates and ID numbers of the equipment subsequent to the certificates carried onboard.

10. Maintenance of Steel Wire Mooring Ropes – It is essential to grease and lubricate the steel wire mooring ropes at regular intervals as rust will reduce the strength of the wire in a very short period of time. Lubricating such ropes require special grease, normally oil based compounds. An effective greasing is carried out by removing the entire wire out of its stowed position and applying the lubricant generously throughout the length of the rope. It is also important to note that the wire should be turned end to end regularly to reduce wear and prevent corrosion. Visual inspections are equally important and should be carried out regularly with special attention to areas with dark patches. Any wire shall be replaced if it is damaged to the extent that more than 10% of the visible strands in a length of a wire equal to 8 diameters are broken.

Familiarize Training for New Crew

<p>Written by:</p>	<p>LS Ocean Group</p>
<p>Purpose:</p>	<p>The main aim of the familiarization training is to make the new crew aware of important safety procedures that are to be carried out on ships while working or during an emergency situations. It is the duty of the officer in charge of the training to train the new crew:</p>

<p>Scope:</p>	<p>This procedure applies to all new join crew of familiarize onboard working and living environment. To give introductory understanding and facilitate new crew's understanding and adaptation to the new environment. Each listed training shall be carried by officer and follow-up training and practices by following senior crew .</p>
<p>Prerequisites:</p>	<p>Before on duty for vessel operation, new crew shall complete crew induction video training for fishing operation, and familiarized environment by officers and senior crew member. Although all crew have completed STCW training, onboard training is the actual practice ground of operation, it is important for crew to complete all knowledge training and practice when drills are carried out.</p>
<p>Responsibilities:</p>	<p>Skipper - Monitor overall safety and review procedures, and given instructions to trainings and drills</p> <p>Chief Officer - Schedule and coordinate working, accommodation trainings and supervise safety and emergency drills.</p> <p>Engineer - Coordinate crew engine room operations safety knowledge and emergency response to familiarize environment.</p>
<p>Procedure:</p>	<p>Familiarization training is to make the new crew aware of important safety procedures that are to be carried out on ships while working or during an emergency situations. It is the duty of the officer in charge of the training to train the new crew:</p> <ul style="list-style-type: none"> - Instructions on SOLAS and MARPOL - Important features of muster list - Guidelines on how to tackle all kinds of emergency situations on ships - Important documents and publications of ships - Ship's Fire Control Plan - Different types of fire fighting appliances and procedures to use them - Apart from the above mentioned points, the officer must also ensure that the new crew members know the following: - Location of life jackets and immersion suits, along with the procedure to wear the life jacket - Location of escape routes - Actions for man overboard situation - Different types of alarms on board ship - Location of his or her cabin, along with the location of the nearest escape route and fire extinguisher - Procedure for abandon ship alarm - His or her duties in the muster list and during emergency situations - Basics of fire prevention on ships

- Actions to be taken in case of medical emergency before further medical assistance is received
- Operation of fire and water-tight doors fitted on ships
- Important instructions on various drills on ships
- Procedure to operate fire extinguishers
- Procedure to raise an alarm in case of an accident or emergency
- Familiarization of duties

It is a normal procedure on board ships that the new crew member will be given familiarization of his or her duties by the person who is being relieved.

The familiarization training will include:

- Duties to be performed by the new crew member
- Specific equipment to be operated and maintained
- Ship specific watch keeping duties
- Any particular instruction regarding machinery or ship parts which the new crew member should know

If the new member belongs to the deck side, he or she will be familiarized with navigation equipment , GMDSS , steering system, mooring equipment, cargo handling equipment etc.

If the new member belongs to the engine side, he or she will be familiarized with the designated machinery, maintenance procedures, and watch keeping procedures

Apart from the watch keeping procedure at sea and at port, the new crew members would also be briefed about any standing orders from the chief engineer or captain.

Other Safety Instructions

Apart from duty and safety instructions, the officer in charge of the familiarization training would instruct the new crew member regarding important issues such as

- Garbage management plan and how to handle garbage on ships
- Oil pollution prevention plan
- Ship Security Plan
- Ballast water management plan
- Life boat release procedure
- Life raft release procedure
- Use of maritime distress signals and flares

Above check-list are shall be carried our training to assure crew's health safety and minimize the possibilities of enviromental impact from pollutions.

Fixed fire fighting system (CO2) on ship procedure

Written by:	LS Ocean Group
Purpose:	

	<p>To safely deploy fixed fire suppression system (CO2) in case of main engine room fire outbreak and cannot be controlled, all crew shall will follow fire emergency report to Muster area and follow the commandor of emergency response.</p>
Scope:	<p>This proceudre applies to Ship Engineer, and designated personnel who is trained and familiarized of Fixed Fire Fighting System (CO2), all remaining onboard memeber will follow Emergency Muster Plan.</p>
Prerequisites:	<p>All onboard crew member shall complete STCW Training for basic knowledge, and performed Drill and practice onboard for necessary emergency response at the time of fire outbreak.</p>
Responsibilities:	<p>Captain - Command and instruct personnel gather at muster station, and assign fire fighting and emergency response team to standby for instruction.</p> <p>First Officer - Coordinate and prepare Fire Fighting team</p> <p>Engineer - Follow Fixed Fire Fighting System (CO2) procedure, and prepare for execution.</p> <p>Crew - Make sure self and others Report to Muster Station and await for instruction.</p>
Procedure:	<ol style="list-style-type: none"> 1. On outbreak of fire, the fire alarm will sound and the bridge officer will know the location of fire. If the fire is big enough to fight with portable extinguishers, all crew should be gathered in muster station for a head count. 2. Inform the wheel house about the situation of the fire. The chief engineer should take the decision in consent with the master to flood the engine room with CO2 for extinguishing the fire. 3. The Emergency generator should be started as CO2 flooding requires all engine room machinery, including the auxiliary power generator to be stopped. 4. Reduce ship speed and stop the main engine at a safe location. Captain should inform the nearest coastal authority if the ship is inside a coastal zone. 5. Open the cabinet of the CO2 operating system in the fire station with the "Key" provided nearby in the glass case. This will give an audible CO2 Alarm in the engine room. 6. Some systems and machinery like engine room blowers and fans etc. will trip with

	<p>opening of CO2 cabinet. Counter check all the tripped system for surety.</p> <p>7. Make sure there is no one left inside the engine room by repeating the head count.</p> <p>8. Operate all remote closing switches for quick closing valve, funnel flaps, fire flaps, engine room pumps and machinery, water tight doors etc.</p> <p>9. Air condition unit of ECR should be stopped.</p> <p>10. Close all the entrance doors of the engine room and make sure the room is air tight.</p> <p>11. Operate the control and master valve in the CO2 cabinet. This will sound another alarm and after 60 seconds time delay CO2 will be released for fire extinguishing.</p> <p>12. If there is a need to enter the engine room for rescuing a person (which must be avoided), SCBA sets and life lines should be used. Safety of personnel should be of the highest priority during such incidences.</p>
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Illex Squid Fishing Procedure

Written by:	LS Ocean Group
Purpose:	This is the overview procedure of Illex Squid Jigging Fishing operation.
Scope:	A Brief Introductory of fishing operation.
Prerequisites:	Qualified Vessel Skipper/Master, officer, engineer and seaman crew practicing commercial fishing operation under ISM Code, SMS and Port state regulation for safety practice and good harvest.
Responsibilities:	Safety operation is every onboard member's responsibilities, working as one is the safety culture LS Group aim to achieve.
Procedure:	

1. Skipper/Master Follow Navigation Chart, Realtime Marine Traffic and Weather forecast system determine area of fishing ground to set for deployment.
2. Skipper/Master Checking Navigation equipment to determine safe spot (Depth clearance, surrounding clearance from other vessel or shore) of deployment of fishing operation.
3. Spotted Fishing ground, Skipper/Master will slow down the vessel alert all hands on deck to prepare and officer to brief and instruct crew member readiness of operation.
4. Deployment of Sea Anchor to stabilize the ship from drifting
5. All Fishing Station (Jigger Station, Handling, Sorting, Walkway) proceed sanitation and cleaning
6. Fishing Deck commence fishing gear setup (Jigger arm position and secure, Attraction (Luring) Light to be installed and secured, Install Jigging machine reel and lining, test run) preparation and secure work safe environment and ready to operate
7. Working Deck Crew commence preparation for all fish handling equipment (freezing container, sorting gear, and drums for by-product/rejects solid by-product.
8. Jigger System pre-operation adjusting fishing line's depth and come online begin fishing.
9. Hooked Squids will fall into a gully on the upper deck with fresh sea water pumped and flush catches to the handling deck.
10. Catch will be graded, packed, frozen, and stored .
11. Fishing operation will stop and luring lights off after dawn. Deck crew will proceed:
 - routine sanitation cleaning and collect all catch debris, operation trash.
 - standby for captain's instruction for sailing instruction (Retrieve Sea (Parachute) Anchor or remain in same position for next day fishing operation
 - Rotation for crew for rest
12. Transshipment will be performed when the vessel is near full, or request upon owners.

Mayday Procedure

If DSC is available press Distress Button, choose the nature of distress and position if not GPS enabled, then send DSC call.

Next ensure radio is on VHF ch 16 on High Power and transmit the following message

Mayday, Mayday, Mayday

This is OCEAN VENTURE VI, OCEAN VENTURE VI, OCEAN VENTURE VI

Call Sign: Yankee Juliet Sierra Sierra Two

MMSI: Five Seven Seven Zero Nine Nine Zero Zero Zero

Mayday OCEAN VENTURE VI

MMSI: Five Seven Seven Zero Nine Nine Zero Zero Zero

Callsign: Yankee Juliet Sierra Sierra Two

In Position: _____ Degrees _____ Decimal _____ Minutes N/S

_____ Degrees _____ Decimal _____ Minutes E/W

My Nature of Distress is: _____

I have _____ Persons onboard.

I require Immediate Assistance.

Other Relevant information?:

Over

Phonetic Spelling of Vessel Name

Read exactly as it is written

**Oscar Charlie Echo Alpha November "New Word" Victor Echo November
Tango Uniform Romeo Echo "New Word" Victor India**

Emergency and Drills Checklist

Helicopter operations checklist

- if a medivac write down casualties details including, name, next of kin and any treatment received onboard.
- Remove or secure aerials and put radar to standby
- Prepare to receive instructions from the helicopter on VHF Ch16
- Make sure all your life saving equipment is ready for use
- Make sure your lights are not going to cause glare
- Allow the winchwire / winchman to earth before touching
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Person Overboard checklist

- Throw a life-ring in to the sea as close as possible to person overboard
- Raise the alarm by shouting
- Commence recovery procedure
- Inform the coastguard via DSC and / or ch16 Mayday

Fire onboard checklist

- Raise the alarm on discovery of smoke or fire
- Restrict the fire if possible by closing hatches
- Muster crew and call the Coastguard
- Prepare life saving equipment and fire fighting equipment
- If safe, extinguish the fire with due caution to size of fire etc
- Or escape via liferaft or abandon to water (inform Coastguard)

Grounding checklist

- Check for damage
- If assistance is required call the Coastguard for assistance
- Determine where the safest route to deep water lies
- Consider the use of anchors to stop the vessel going further aground
- If possible reduce the weight of the vessel to decrease its draught
- If it is impossible to refloat or damage is too great remain grounded until assistance arrives.

Hull damage checklist

- Check for damage
- Identify the location of water ingress
- Cut off electrical power in the immediate area
- Shore up area, turn off seacocks or use a fothering sheet to reduce ingress
- Use auxiliary pumps and bucket to remove water
- If necessary prepare to abandon the vessel in enough time not to get caught with the vessel

Abandoning ship checklist

- Abandon the vessel as a last resort only
- Muster crew (if possible take sea sickness tablets)
- Transmit a distress call and message
- Put on lots of warm clothing and lifejackets
- If available prepare liferafts remembering to secure the painter
- Abandon the vessel
- Cut painter at the last safe possible moment

Medical emergencies checklist

- Deliver first aid, and make initial assessment
- Contact Coastguard for advice / medivac
- Prepare casualty for evacuation, include medical details (see helicopter operations checklist)
- Attach any records / relevant information to casualty (passport if abroad)
- Record incident in vessel log and report to MAIB.