



## Good practice posters



### **It's your ship and equipment – look after them and they will look after you**

The GOOD PRACTICE series of A4 posters is designed to draw your attention to everyday occurrences, as witnessed primarily by the UK P&I Club's own ship inspectors. They visit between 500 and 600 vessels every year, with a view to enhancing the 'human element' of the shipboard operation, as approximately 60% of claims seen by the Club are attributable, in varying degrees, to *human error*.

The aim of the ship inspector is to help raise awareness with respect to practices onboard that could lead to claims or affect safety. They use their own experience as ship's masters, while benefiting from good practices observed on the numerous vessels they have visited on the Club's behalf. If they see something of interest on one vessel, they may pass this on to the master on subsequent vessels for them to adopt if they feel it necessary to do so.

Some of the photos illustrated under the title "Bad Practice" are not necessarily *bad*, but when compared to the "Good Practice" photo, it is clear that improvements could and should be made. Conversely, some of them can be considered as "*Bad Practice*" and should clearly be discontinued.

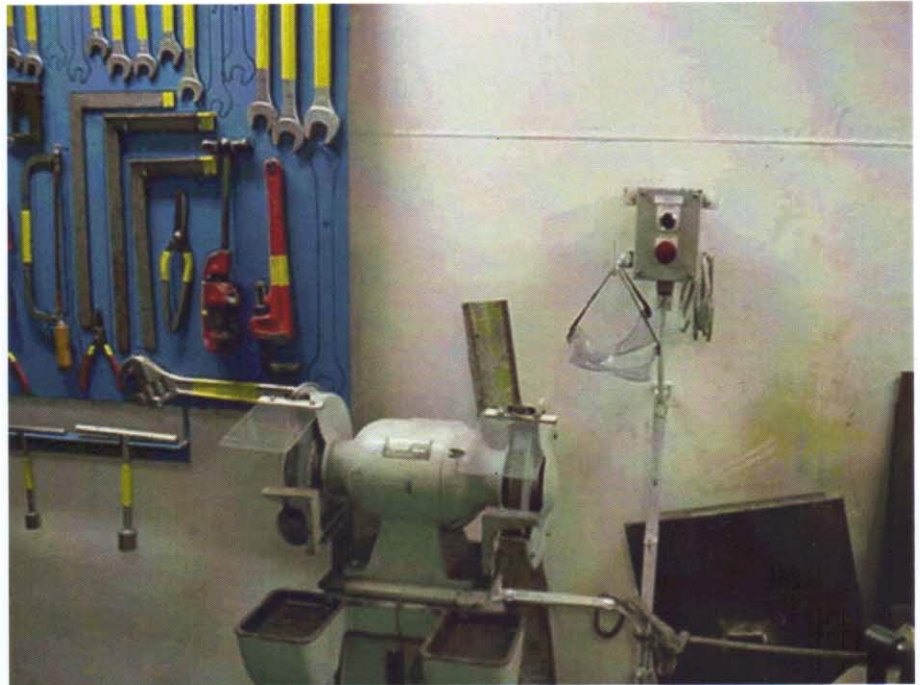
We hope you find these posters useful – we add to them on a regular basis.



# Good practice Grinders

## GOOD PRACTICE

- ✓ Grinder has both safety guards in place
- ✓ Area is clean and well lit
- ✓ Spare safety goggles easily to hand
- ✓ Emergency stop switch readily accessible



*Grinders can be dangerous  
– they have built-in safety features.  
Use and maintain them!*



## BAD PRACTICE

- ✗ Safety guards both missing
- ✗ Area is dirty, untidy and poorly lit
- ✗ No obvious emergency stop button



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# Good practice **Fire doors**



**X** Self-closing mechanism disconnected, despite well-marked instructions



*Fire doors are there for a purpose. There is no reason, other than laziness, why they should be lashed open. **KEEP THEM CLOSED!***

- X** This is what can happen
- X** Lives can be lost

**X** Fire doors lashed back – note damaged handle



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# Good practice Coaming drains

## GOOD PRACTICE

- ✓ Coaming drain complete
- ✓ Non-return valve checked, clean and operational

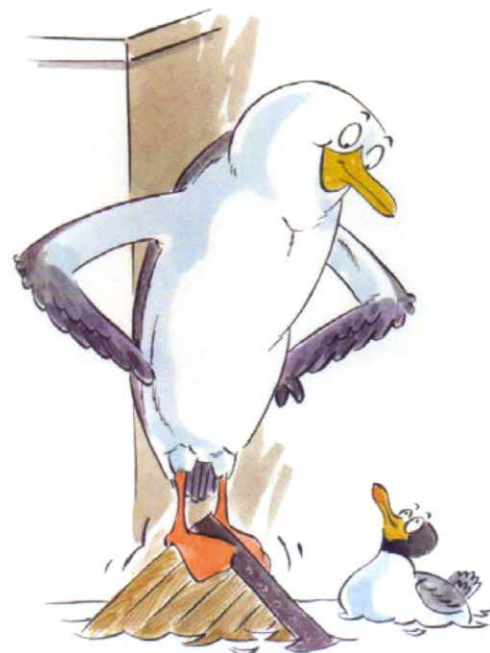


*Many claims are made due to wetted cargo – simple maintenance would reduce the need for such claims.*



## BAD PRACTICE

- ✗ Non-return valve missing
- ✗ Potential for water ingress in heavy weather



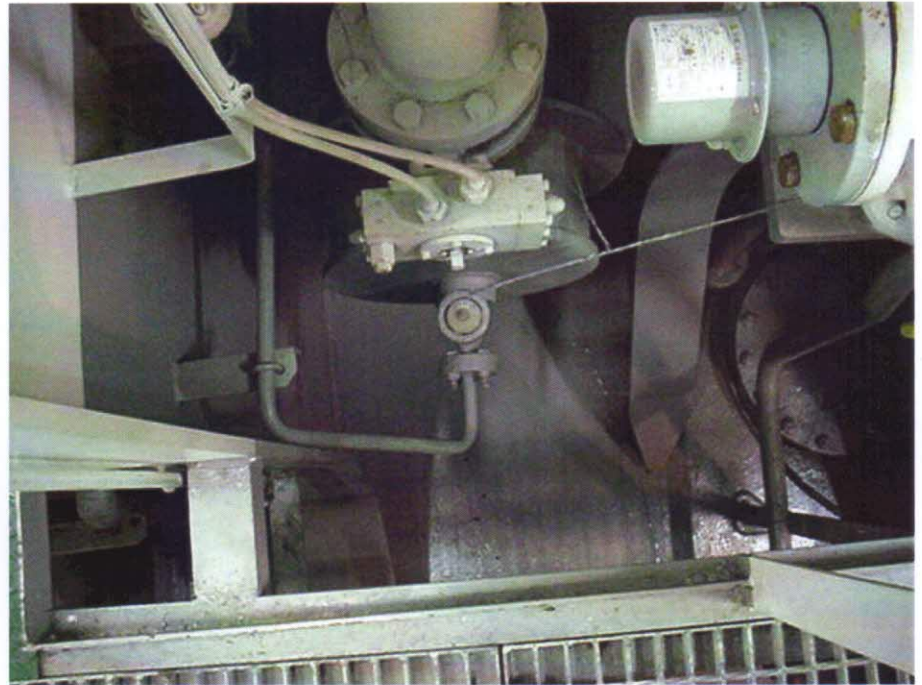
**It's your ship and equipment  
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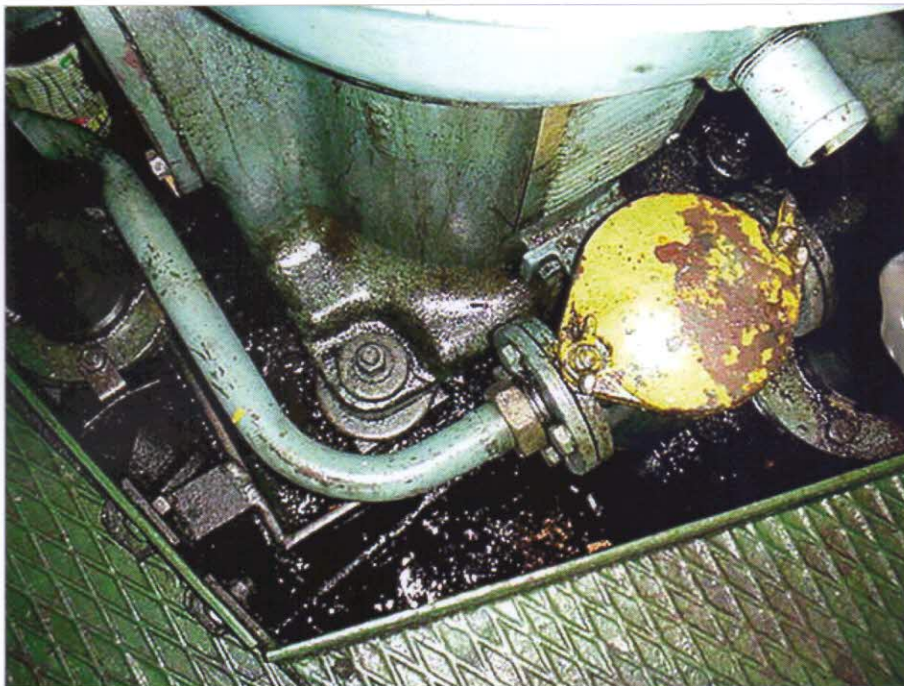
# Good practice Bilges

## GOOD PRACTICE

- ✓ Bilges clean and oil free
- ✓ Light colour paint allows for easy identification of fresh leaks
- ✓ Good housekeeping



*Oily bilges are potential safety and pollution risks – keep them clean!*



## BAD PRACTICE

- ✗ Excessive oily waste
- ✗ Potential fire/safety hazard
- ✗ Hard to locate source of leaks



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# Good practice **Fire doors**

## GOOD PRACTICE

- ✓ Garbage well segregated
- ✓ Colour-coded garbage categories
- ✓ Garbage stored in sheltered, easily accessible location



*Poorly stowed garbage is a health and pollution risk – dispose of it properly!*



## BAD PRACTICE

- ✗ No segregation of garbage types
- ✗ Health risk – could blow around ship
- ✗ Possible interference with mooring operations
- ✗ Possible source of pollution fines



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# Good practice **Gangways**

## GOOD PRACTICE

- ✓ Well rigged, including safety net
- ✓ On solid ground

*All ships are required to provide safe access. Check that your gangway is always used and kept safely.*



## BAD PRACTICE

- ✗ Unsafe top platform
- ✗ Bent/broken/loose stanchions



## BAD PRACTICE

- ✗ No safety rails
- ✗ Not adequately secured to ship
- ✗ Completely unsafe



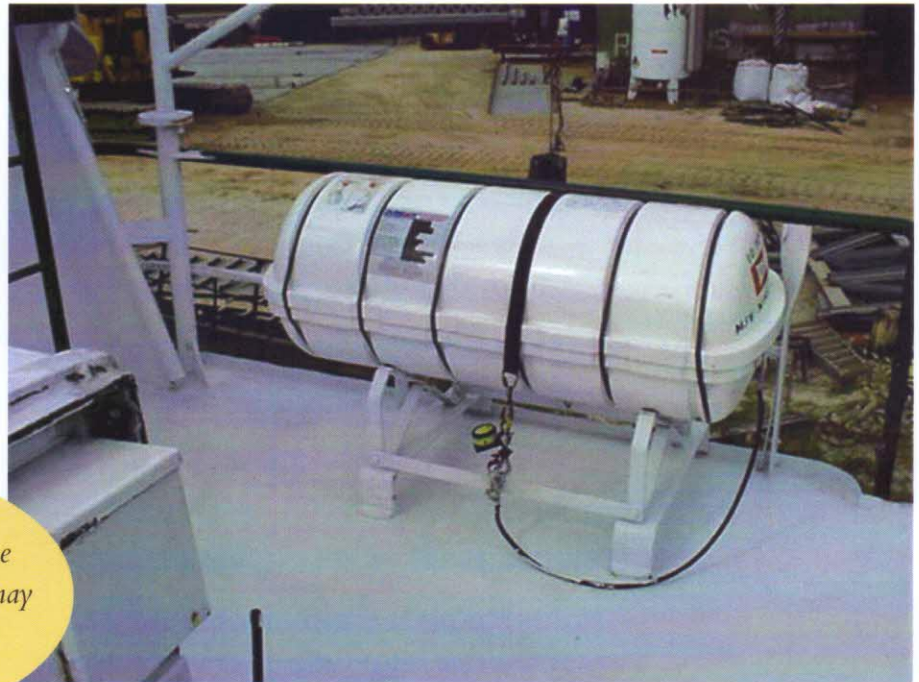
**It's your ship and equipment  
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# Good practice **Liferafts**

## GOOD PRACTICE

- ✓ Correctly stowed and secured
- ✓ Ready for immediate manual and float-free deployment
- ✓ Instructions for use clearly visible



*Life rafts are provided for your safety in case your ship sinks. Valuable time may be lost if they are not stored properly.*



## BAD PRACTICE

- ✗ Liferaft covered and excessively lashed
- ✗ Not ready for immediate use



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# Good practice **Access/Hazard markings**

## GOOD PRACTICE

- ✓ Well-marked hazards
- ✓ Access routes highlighted

*When it is dark,  
the weather bad, or you  
are unfamiliar with the ship,  
access/hazard markings  
help you get around.*



## BAD PRACTICE

- ✗ Hazards not marked
- ✗ Access routes not marked



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# Good practice **Oxy-acetylene**

## GOOD PRACTICE

- ✓ Oxygen and acetylene stored in separate lockers
- ✓ Reduced risk of fire and explosion

*Used together for welding, oxygen and acetylene burn well – so why store them together? Think safe and keep them apart.*



## BAD PRACTICE

- ✗ Oxygen and acetylene stored in same locker
- ✗ Increased risk of fire and explosion



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# Good practice **Paint locker**

## GOOD PRACTICE

- ✓ Shelves neatly stacked
- ✓ Similar paint-types stored together
- ✓ Paint locker clean
- ✓ Bars in place to stop cans jumping in bad weather

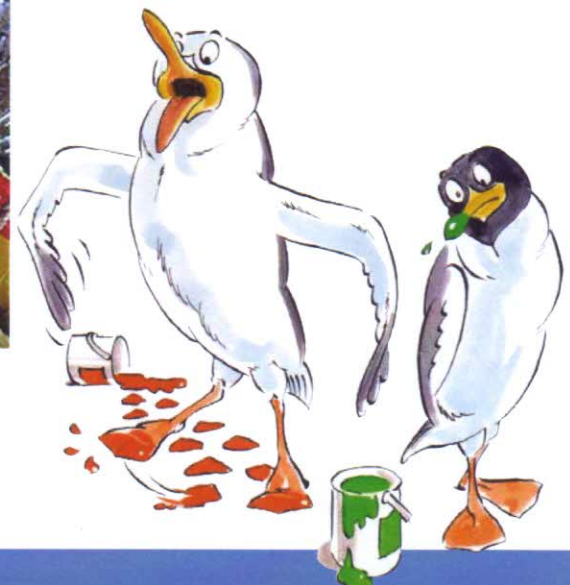


*Spilled paint is both a safety and pollution hazard – and involves a messy clean up operation. Keep your paint locker tidy!*



## BAD PRACTICE

- ✗ Paint stored haphazardly
- ✗ Nothing to stop cans moving around in heavy weather
- ✗ Potential fire hazard



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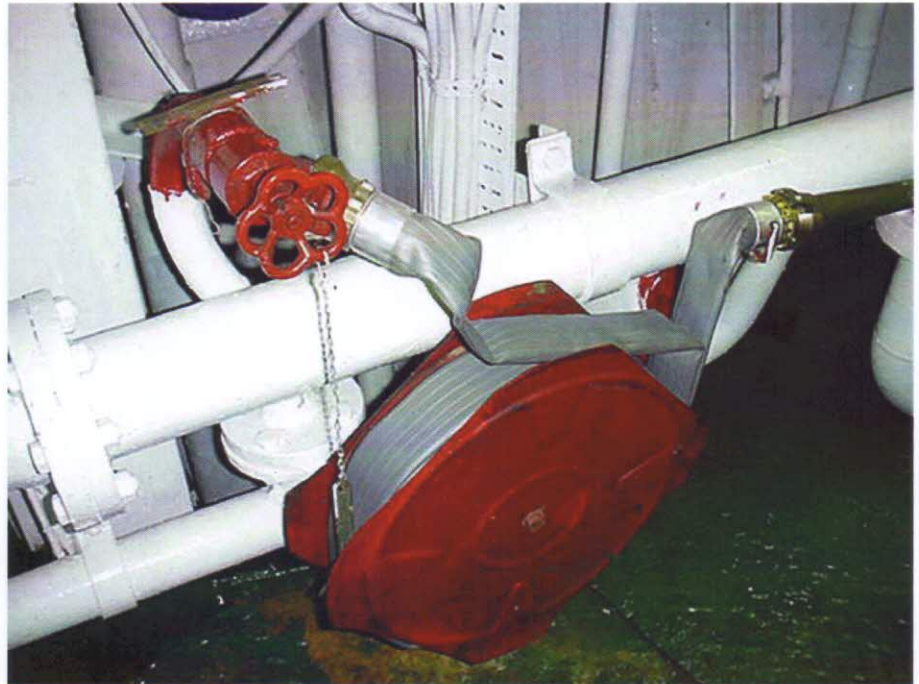


# Good practice Fire hose storage

## GOOD PRACTICE

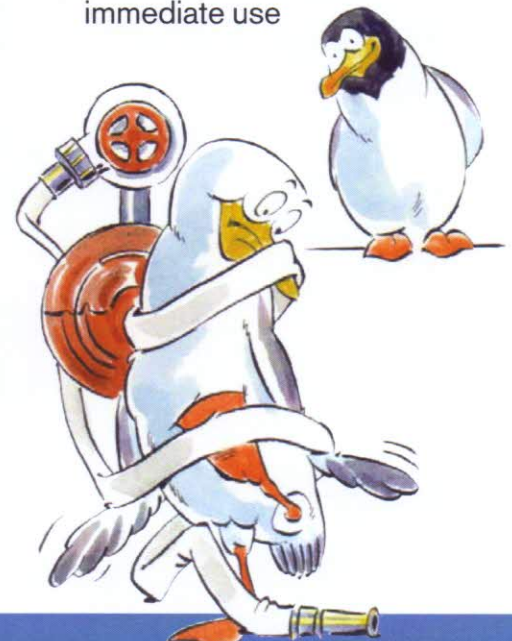
- ✓ Hose/nozzle ready for immediate use
- ✓ Equipment in good condition

*Fire hoses should be instantly available – do not lock them away or block access to them!*



## BAD PRACTICE

- ✗ Hose box blocked by steel sheet and duckboards
- ✗ Fire hose not ready for immediate use



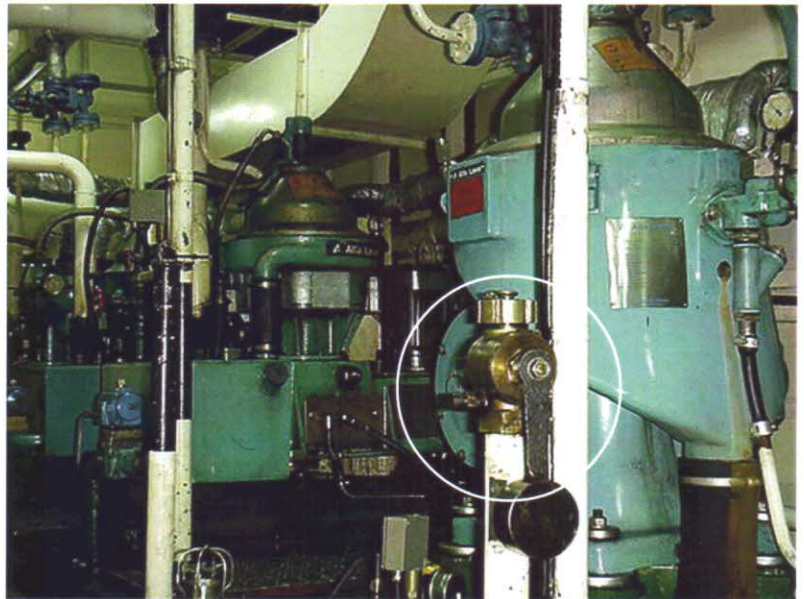
**It's your ship and equipment  
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# Good practice **Sounding pipes**

## GOOD PRACTICE

- ✓ Counterweight down, cap on
- ✓ Oil-tight integrity of tank maintained
- ✓ No chance of high-level oil escaping through sounding pipe



*Ships have sunk or had serious fires because sounding pipes have been left open – Close them when not in use!*

## BAD PRACTICE

- ✗ Lever open, cap off
- ✗ Tape left in sounding pipe
- ✗ Increased risk of high-level spill



## BAD PRACTICE

- ✗ Counterweight lashed open
- ✗ Hose inserted into sounding pipe
- ✗ Oil-tight integrity of tank not maintained
- ✗ Delay in ability to close in emergency



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# Good practice **Safety harness**

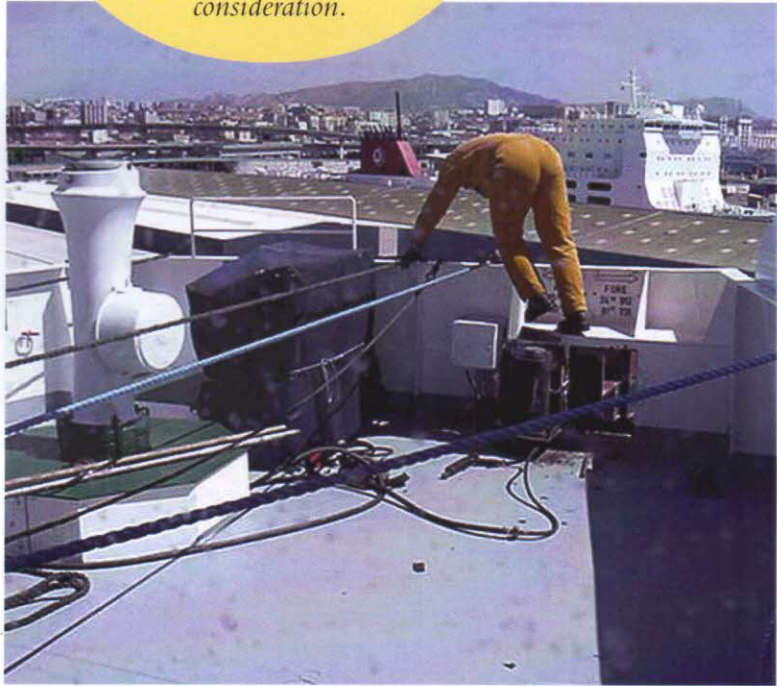
## GOOD PRACTICE

Correct use of harness:

- ✓ Provides security against falling
- ✓ Enables use of both hands to complete task



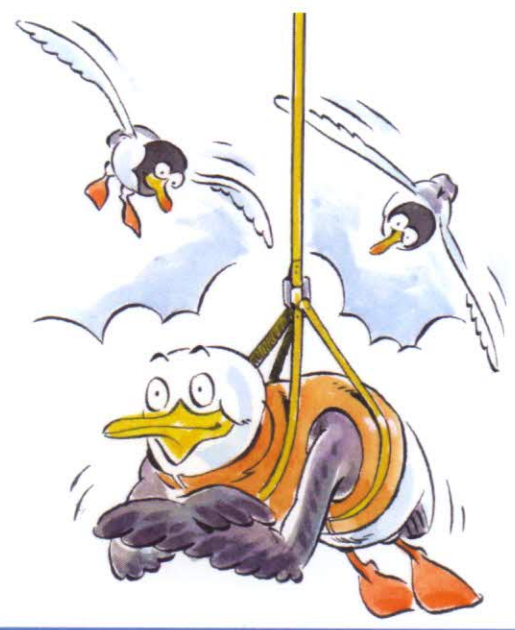
*When working aloft generally, including on the gangway or over the bridgewing as illustrated, safety must be your first consideration.*



## BAD PRACTICE

Not using a harness:

- ✗ Increases risk of injury from falling
- ✗ Endangers others working in vicinity



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# Good practice **Twistlocks**

## GOOD PRACTICE

- ✓ All twistlocks lock one way
- ✓ Easy identification of unlocked containers
- ✓ Reduced risk of cargo loss

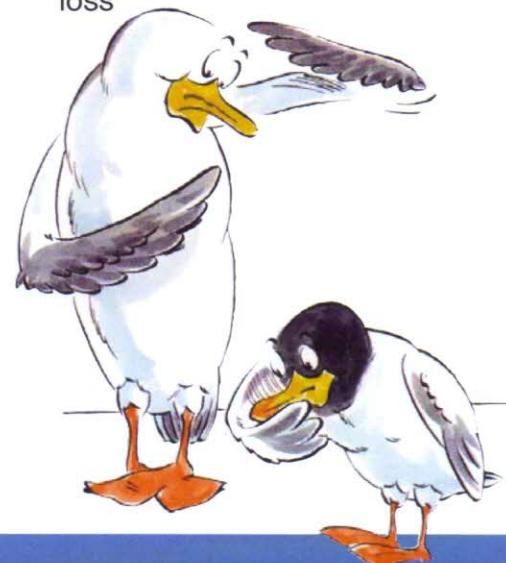


*Twistlocks are designed simply to lock containers to the ship and each other – why confuse the issue with left and right locking handles? Are you sure your twistlocks are locked?*



## BAD PRACTICE

- ✗ Twistlocks lock differently
- ✗ Unable, without close inspection, to determine if locked
- ✗ Increased risk of cargo loss



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# Good practice **Mob lights**

## GOOD PRACTICE

- ✓ Well positioned, mounted correctly
- ✓ Line not coiled/wrapped around light, thus ready for immediate deployment

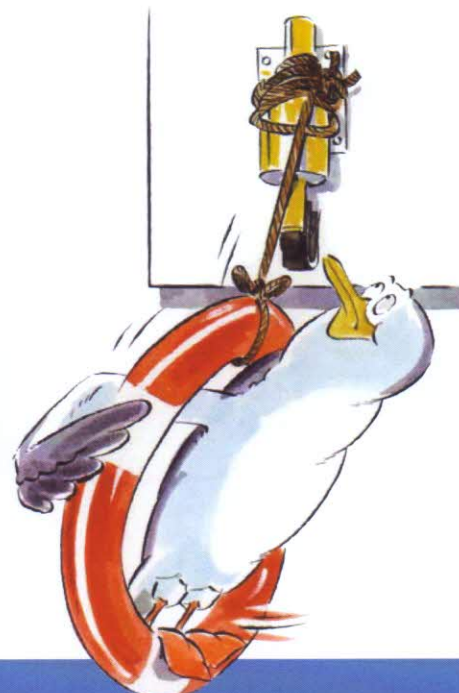


*The momentum of the falling lifebuoy pulls the light from its bracket. If the line is too short, coiled, or wrapped around the light, the lifebuoy will just hang beneath the light, still sitting in its bracket.*



## BAD PRACTICE

- ✗ Light mounted inboard – will not deploy
- ✗ Light in very poor condition



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# Good practice **Sight glasses**

## GOOD PRACTICE

- ✓ Spring valve in good order
- ✓ Proper gauge glass in use



*In the event of a fire, the plastic tubing will melt. With the self-closing valve lashed back, the tank is open to feed the fire.*



## BAD PRACTICE

- ✗ Self-closing valve lashed open
- ✗ Plastic tubing in use as gauge glass



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# Good practice Hatch vents

## GOOD PRACTICE

- ✓ Rubber and compression bar in good condition
- ✓ All dogs in place and operational
- ✓ Will keep out the worst of the weather

*Some cargoes require ventilation, others don't. Ventilators are to be maintained so that ventilation can be controlled and reduce claims.*



## BAD PRACTICE

- ✗ Wasted vent surround
- ✗ Wasted vent cover
- ✗ Perished rubber – vent cannot be effectively closed



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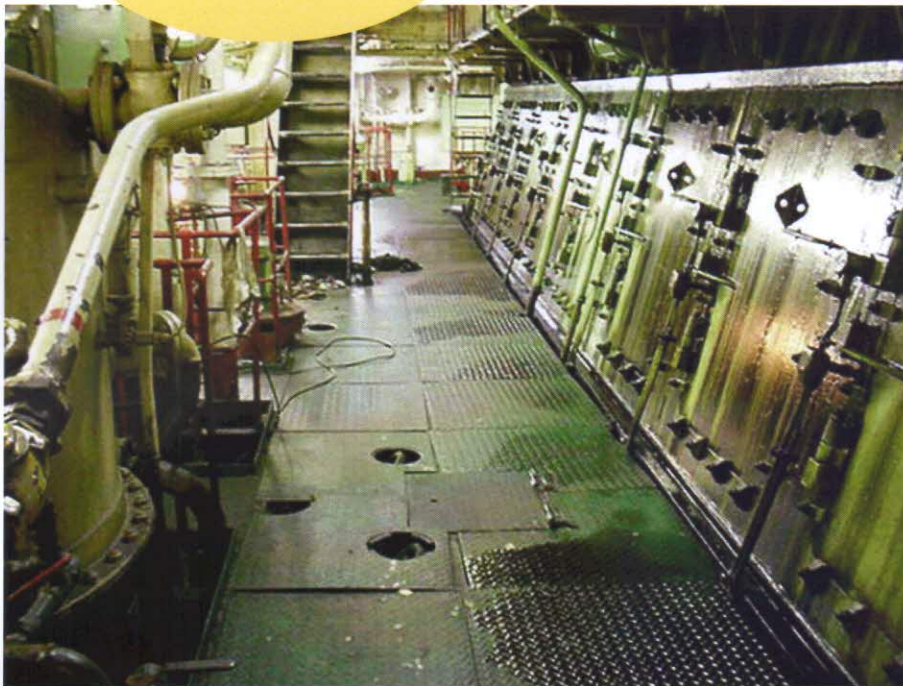
# Good practice **Main engine**

## GOOD PRACTICE

- ✓ Clean engine and bottom plates
- ✓ No loose plates, no trip hazards
- ✓ Good housekeeping leads to a safe environment



*Engine rooms are potentially dangerous places – keeping them clean and tidy reduces the risk of fire and personal injury.*



## BAD PRACTICE

- ✗ Engine casing very oily
- ✗ Loose oily plates – trip/slip hazards
- ✗ Hose/rags lying around – trip hazards
- ✗ Bad housekeeping leads to increased risk of fire/accidents



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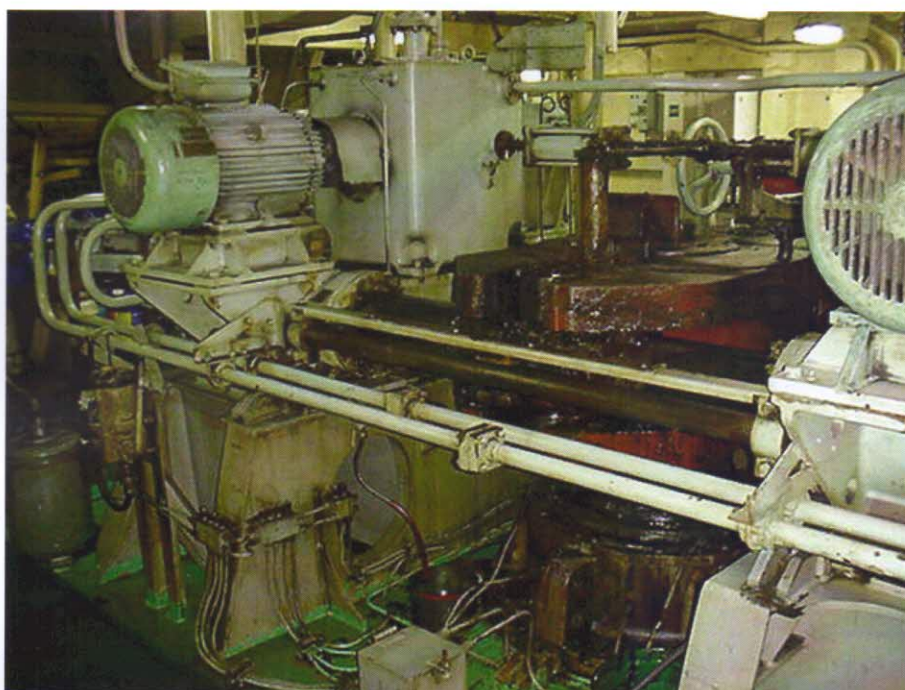


# Good practice **Steering gear**

## GOOD PRACTICE

- ✓ Steering flat clean and tidy
- ✓ Handrails and duckboards for safety

*In bad weather, the steering flat is a 'lively' place to be. Covered in hydraulic oil, it is just dangerous – stop leaks and keep it clean!*



## BAD PRACTICE

- ✗ In need of cleaning
- ✗ Evidence of poor maintenance
- ✗ Finding source of oil leaks difficult



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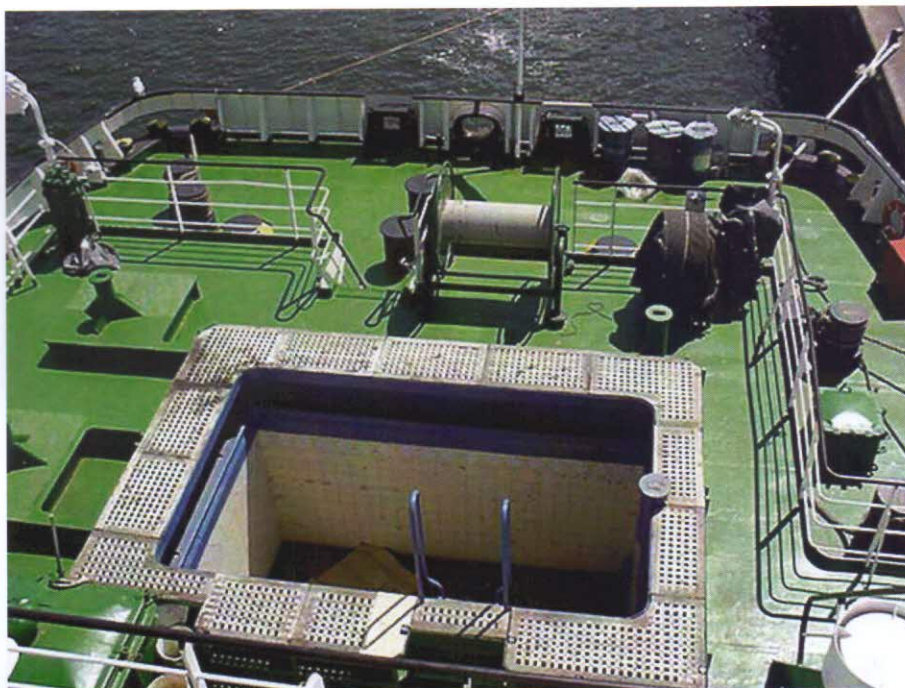
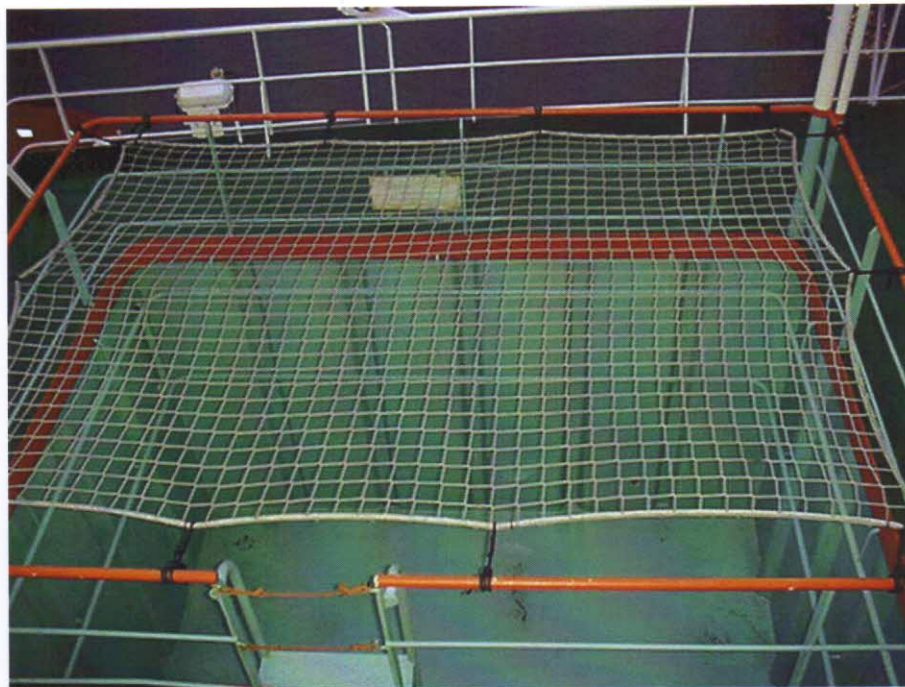


# Good practice **Swimming pools**

## GOOD PRACTICE

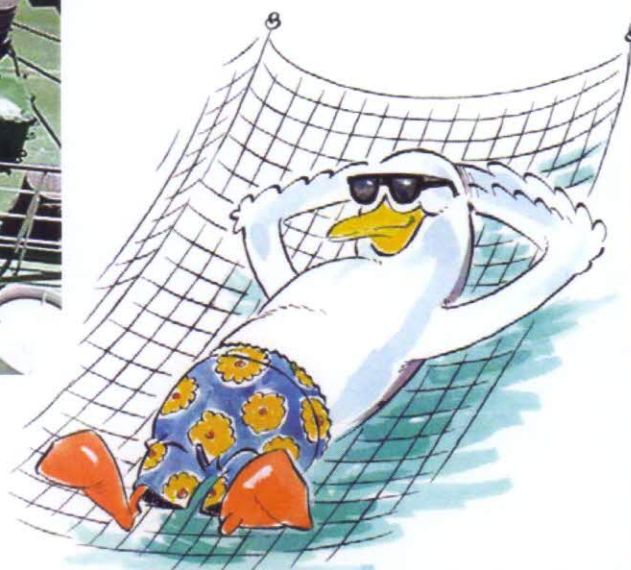
- ✓ Net is good size and secure
- ✓ Ladder roped off to avoid inadvertent access

*Swimming pools are potentially dangerous places – keep them safe and have fun!*



## BAD PRACTICE

- ✗ No safety net
- ✗ Raised platform without safety rails not really sufficient on a working deck



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# Good practice Hatch cleats

## GOOD PRACTICE

- ✓ Correct use of cleat
- ✓ Cleat correctly tensioned



*A large number of claims are made as a result of wetted cargoes. Simple maintenance and good seamanship would dramatically reduce these claims.*



## BAD PRACTICE

- ✗ Cleat very rusty
- ✗ Cleat hasn't been used for a long time



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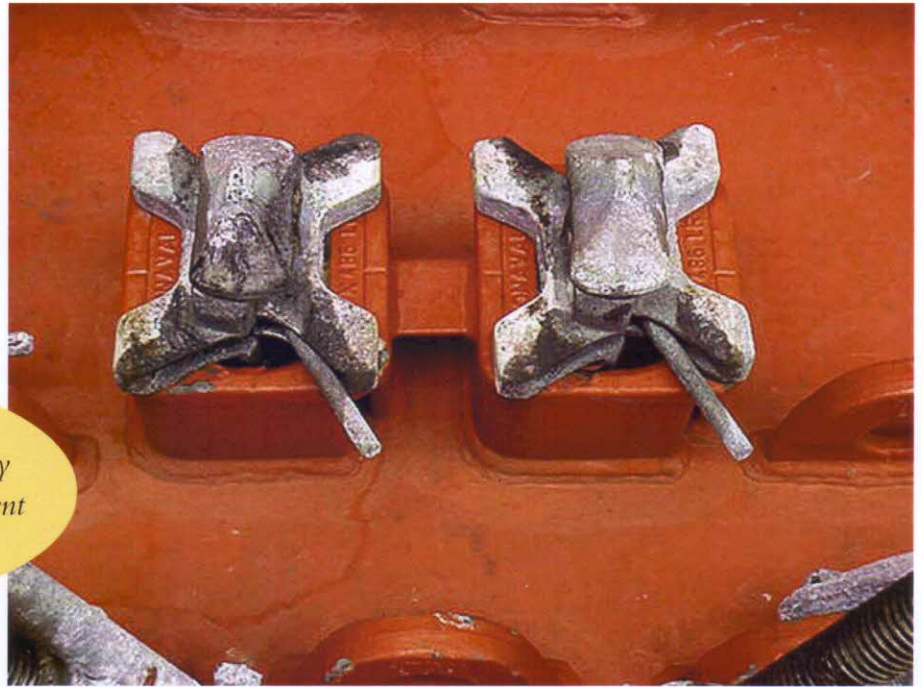


# Good practice Twistlocks

## GOOD PRACTICE

- ✓ Both twistlocks lock the same way
- ✓ Twistlocks in good condition

*Lashing materials should be checked for their suitability before use. Clearly, damaged equipment shouldn't be used.*



## BAD PRACTICE

- ✗ Working part of twistlock missing
- ✗ No means of securing container to ship
- ✗ Twistlock too small for dovetail fitting



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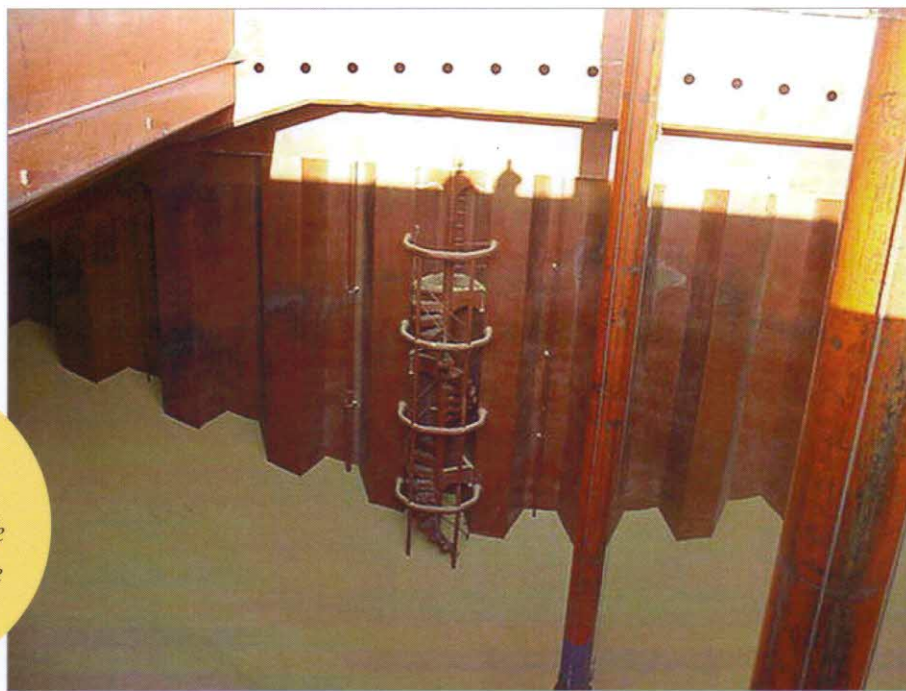


# Good practice Cargo hold access

## GOOD PRACTICE

- ✓ Ladder in good condition
- ✓ Ladder protected from grabs/crane

*Safe access is a requirement – bent ladders, platforms, railings, missing rungs etc. are not safe and should be repaired at the earliest opportunity.*



## BAD PRACTICE

- ✗ Ladder in poor condition
- ✗ Ladder exposed to crane/grab damage



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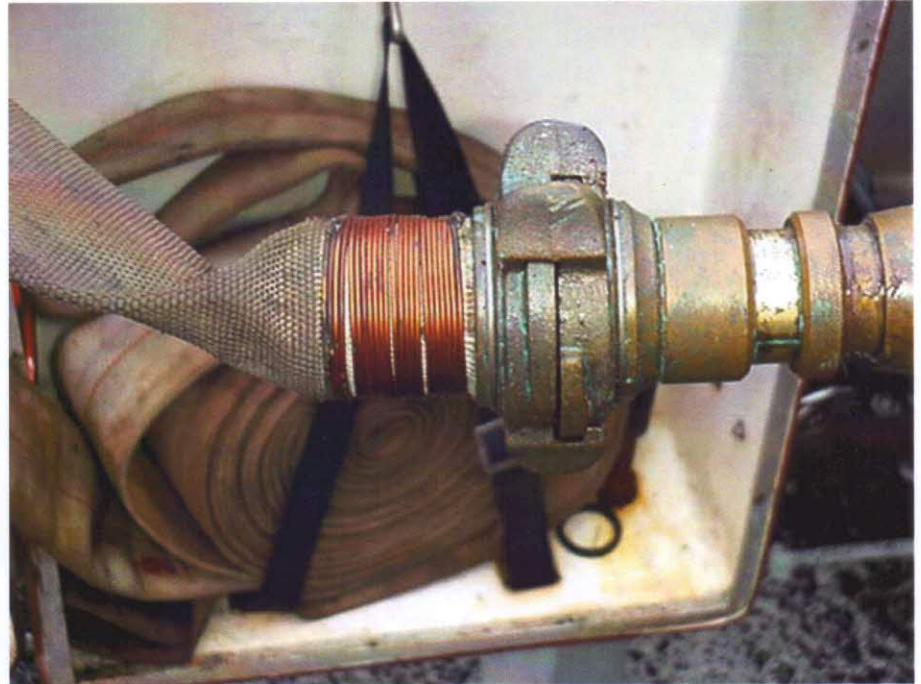




# Good practice Fire hoses

## GOOD PRACTICE

- ✓ Hose/nozzle ready for immediate use
- ✓ End coupling correctly secured to fire hose



*Fire hoses should be maintained correctly and ready for immediate use.*



## BAD PRACTICE

- ✗ End coupling incorrectly secured to fire hose
- ✗ There is a risk of injuring personnel with rusty jubilee clips



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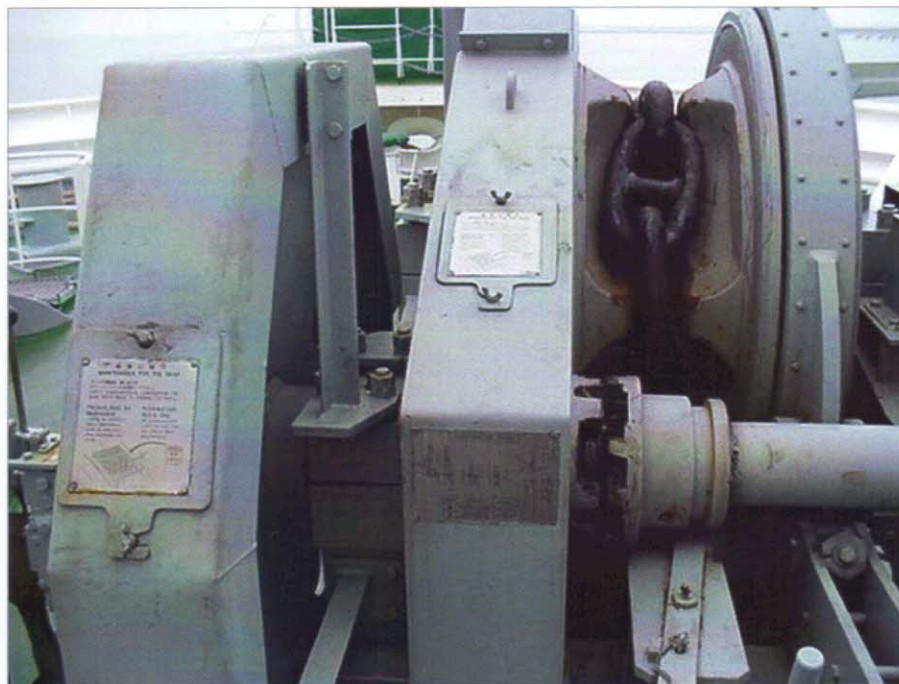




# Good practice Deck machinery

## GOOD PRACTICE

- ✓ Windlass in good condition and well maintained
- ✓ All guards in place



*Routine maintenance of deck machinery is vital to avoid accidents and claims.*



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## BAD PRACTICE

- ✗ Guards severely corroded/missing
- ✗ Few signs of maintenance





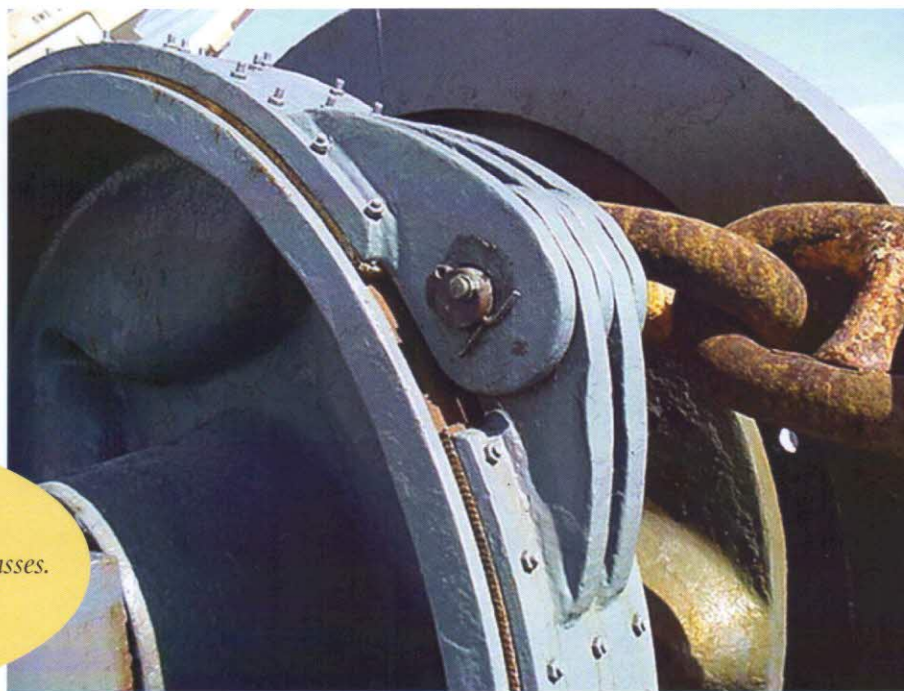


# Good practice **Windlass brake linings**

NUMBER 26

## GOOD PRACTICE

- ✓ Windlass brake recently renewed, brake band scaled and repainted
- ✓ Well greased and maintained pin



*Ensure that there is an adequate thickness of brake lining on all winches and windlasses. Metal-on-metal contact leads to mechanical failure.*



## BAD PRACTICE

- ✗ No brake lining remaining, resulting in metal-on-metal contact
- ✗ Loss of windlass brake holding power



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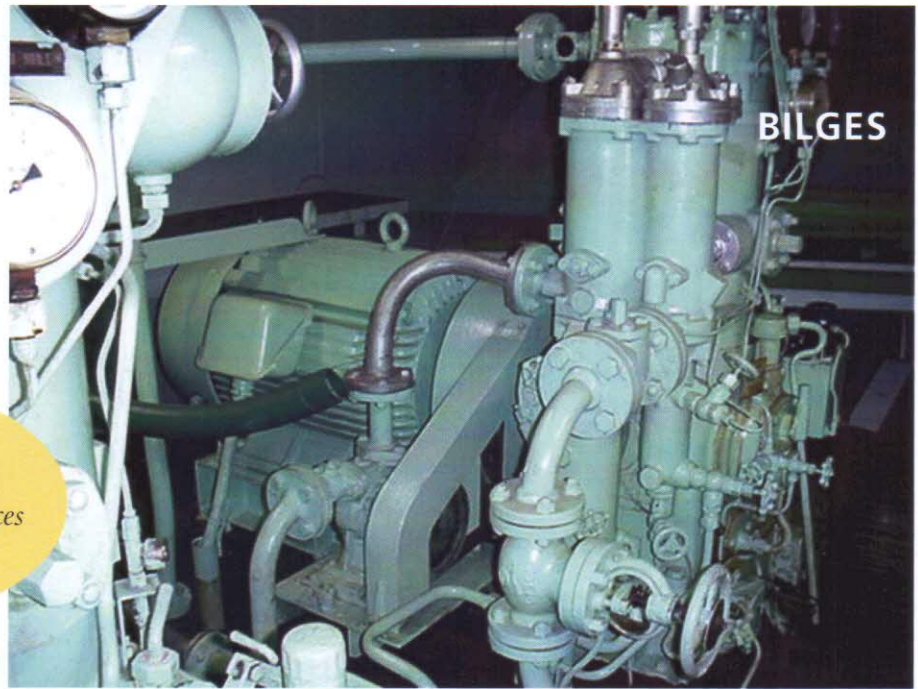


# Good practice Machinery guards

## GOOD PRACTICE

- ✓ Machinery guard securely in place
- ✓ Well maintained

*Engine rooms are potentially dangerous places – ensuring guards are in place reduces the risk of personal injury.*



## BAD PRACTICE

- ✗ Machinery guard missing – drive belt exposed
- ✗ Exposed machinery is a hazard to personnel working in the vicinity



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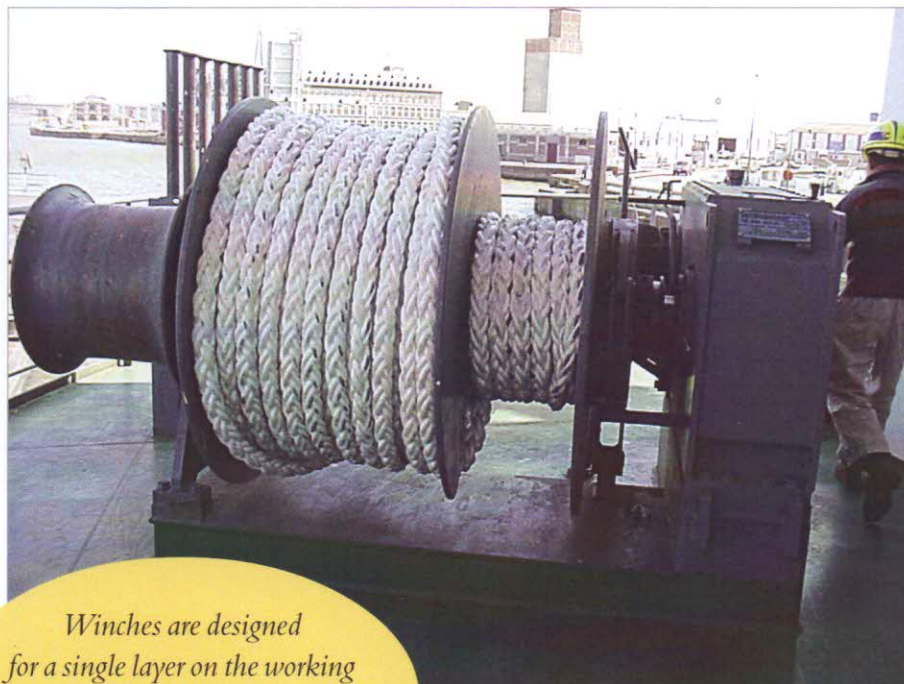


# Good practice Moorings

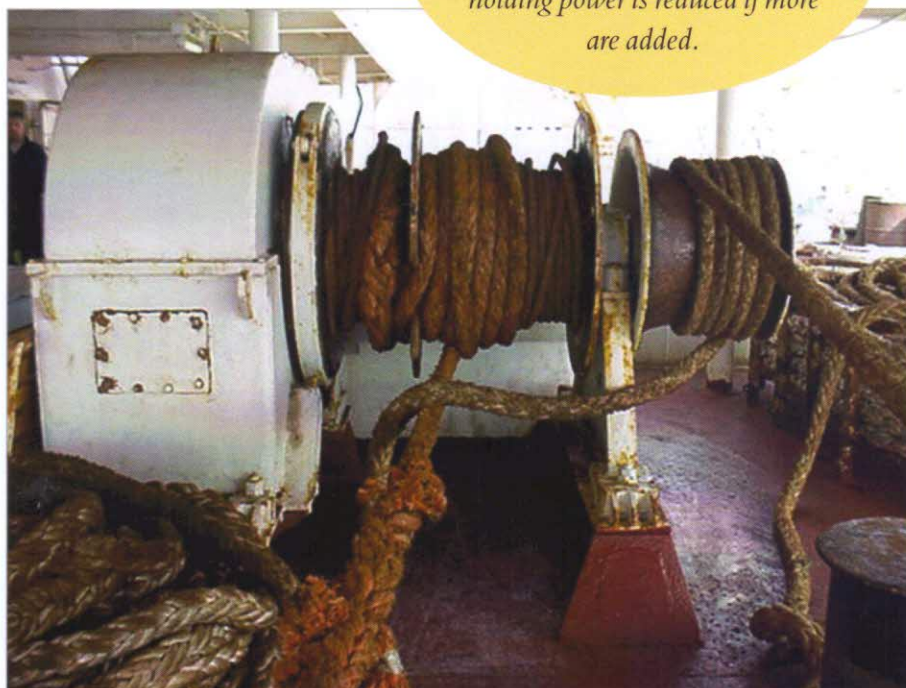
## GOOD PRACTICE

- ✓ Split mooring winch used correctly
- ✓ Mooring warp in good condition

*Drum ends are not designed to hold the weight of the ship – only for tensioning lines on bits.*

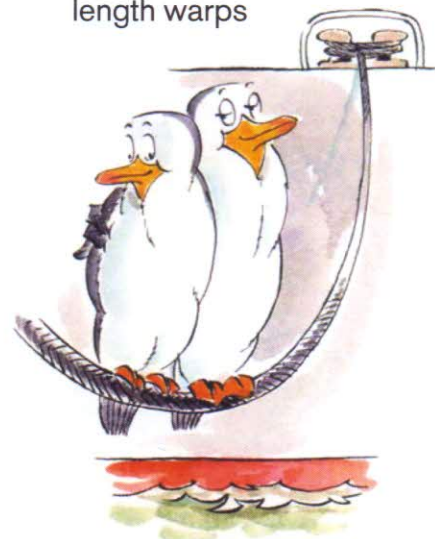


*Winches are designed for a single layer on the working side of the split winch – the winch's holding power is reduced if more are added.*



## BAD PRACTICE

- ✗ Incorrect use of split mooring winch
- ✗ Warp left on drum end
- ✗ Spliced mooring warps are not as strong as single length warps



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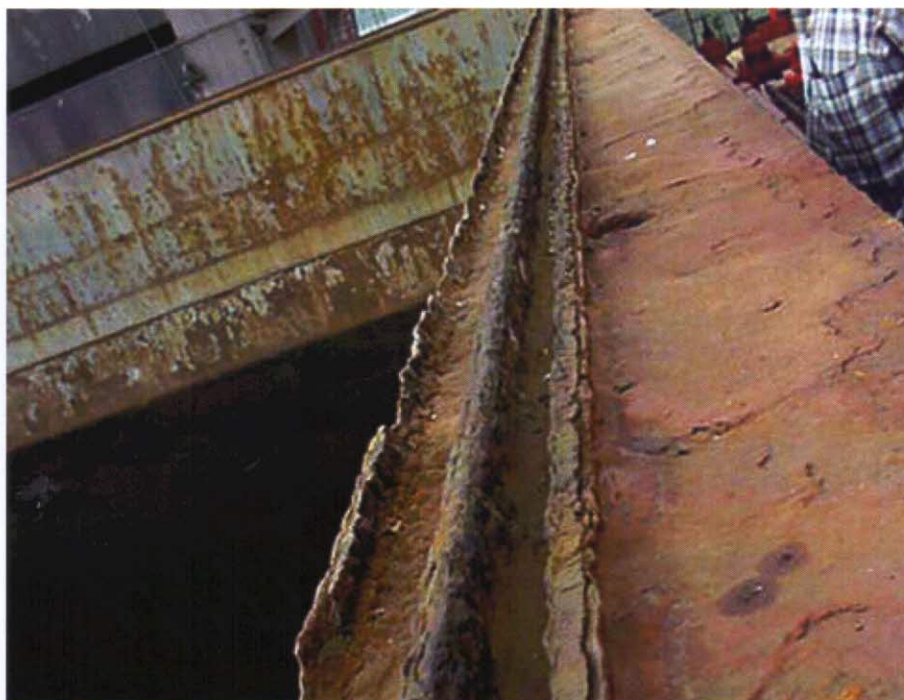


# Good practice Hatch coamings

## GOOD PRACTICE

- ✓ Compression bar and drain channel in good condition
- ✓ Coaming clear of rust and other debris

*Many claims are made due to wetted cargo – simple, ongoing maintenance would reduce the need for such claims.*



## BAD PRACTICE

- ✗ Compression bar severely corroded – liable to damage hatch lid rubbers
- ✗ Drainage channel badly corroded – water can easily pass into hatch



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# Good practice Hatch cleats

## GOOD PRACTICE

- ✓ Hatch cleats well maintained
- ✓ Corrosion free, which ensures easy movement
- ✓ Springs in place
- ✓ Even pressure on hatchcover and rubbers



*Hatch cleats are an essential element of a vessel's watertight integrity – keep maintained.*



## BAD PRACTICE

- ✗ Badly corroded restricting movement
- ✗ Poor maintenance
- ✗ Spring missing
- ✗ Wedge is 90° out of position



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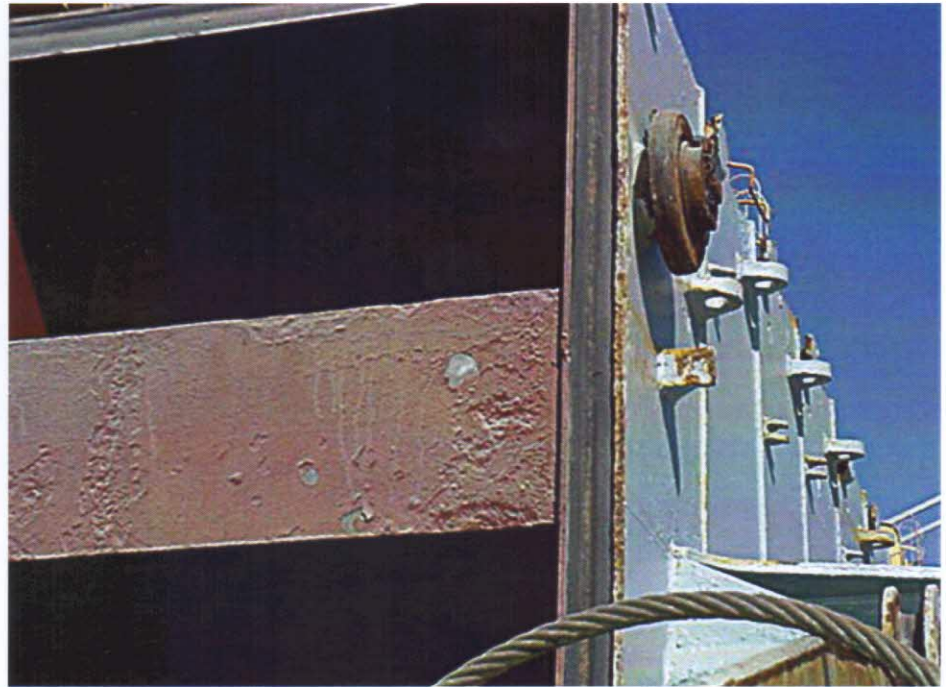




# Good practice Hatch rubbers

## GOOD PRACTICE

- ✓ Rubber undamaged and clean
- ✓ Well packed and soft
- ✓ Good compression and seal



*57% of money paid out on large cargo claims is as a result of leaking hatchcovers.*



## BAD PRACTICE

- ✗ Old, hard and cracked rubber
- ✗ Uneven compression
- ✗ Excessive indentation
- ✗ Water ingress



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# Good practice Galley attire

## GOOD PRACTICE

- ✓ Regulation safety shoes and galley attire
- ✓ Clean protective clothing with slip resistant shoes

*Flip-flops are for the beach, not for protection in a dangerous working environment.*



## BAD PRACTICE

- ✗ Open feet, bad hygiene
- ✗ No protection from burns or scalds if hot or boiling water is spilt
- ✗ Non-grip soles



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# Good practice Galley hygiene

## GOOD PRACTICE

- ✓ Clean board and utensils
- ✓ Disinfected
- ✓ No risk of cross contamination



*Illnesses can be caused by dirty and unhygienic galley equipment which breeds bacteria. If the galley is clean, the crew are healthy.*



## BAD PRACTICE

- ✗ Dirty, unhygienic
- ✗ Risk of infection and illness
- ✗ Dirty cloth will spread germs and cause cross contamination



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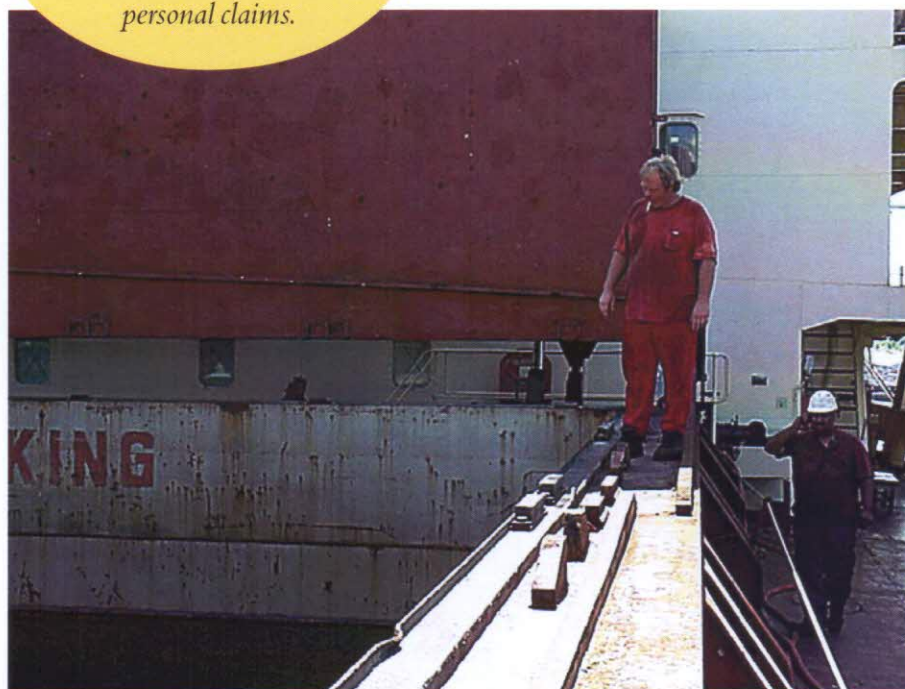
# Good practice Weatherdeck working practices

## GOOD PRACTICE

- ✓ Wearing all correct safety gear
- ✓ Correct observation point for looking over hatch coaming
- ✓ No risk of falling



*Awareness of surrounding and potential dangers are paramount on a vessel to assist in alleviating personal claims.*



## BAD PRACTICE

- ✗ No safety helmet
- ✗ Smoking on deck when there is a no smoking sign
- ✗ Standing on hatch coaming without guardrails or safety harness to keep from falling



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# Good practice **Bulldog grips**

## GOOD PRACTICE

- ✓ Bulldog grips all the same type
- ✓ Correctly fitted as all facing the same way with the 'U' bolt applied to the non-working part of the rope
- ✓ Correctly separated. Recommended distance is 6 times the wire's diameter

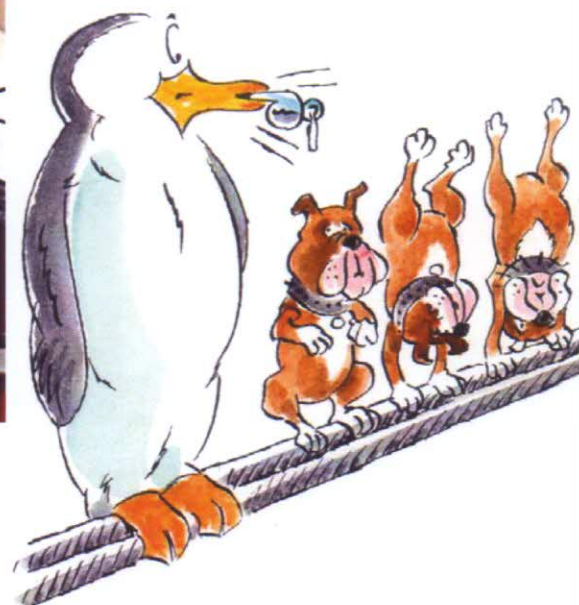


*Bulldog grips should be applied correctly, otherwise the efficiency of the lashing will be seriously impaired.*



## BAD PRACTICE

- ✗ Only one grip applied correctly



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# Good practice **Rat guards**

## GOOD PRACTICE

- ✓ In good condition
- ✓ Used correctly
- ✓ Effective in preventing vermin boarding the vessel



*Vermin can spread disease and contaminate cargoes, therefore rat guards should be placed correctly on moorings.*



## BAD PRACTICE

- ✗ Closing equipment missing
- ✗ Gap enables vermin to board
- ✗ Cargo claims due to rat infestation, disease etc



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# Good practice Moorings

## GOOD PRACTICE

- ✓ Lines running directly ashore
- ✓ All lines free of each other
- ✓ No chafe

*Frequently injuries occur when mooring ropes part due to severe chafing and running at acute angles.*



## BAD PRACTICE

- ✗ Lines against each other causing chafe
- ✗ Acute angles formed
- ✗ Possibility of ropes becoming jammed against each other



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# Good practice **Safety markings**

## GOOD PRACTICE

- ✓ Trip hazard marked and highly visible

*To avoid personnel injuries and claims, all trip/height/slip hazards should be highlighted with safety markings.*



## BAD PRACTICE

- ✗ Trip hazard unmarked
- ✗ Blends into the same colour deck



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# Good practice Galley extraction fans

## GOOD PRACTICE

- ✓ Clean, free of grease and grime
- ✓ Well maintained
- ✓ No fire risk

*Built up grease and dirt is a major fire risk – fans and vents should be frequently cleaned and maintained.*



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## BAD PRACTICE

- ✗ Greasy and dirty, causing a major fire hazard





# Good practice Pedestal roller fairlead

## GOOD PRACTICE

- ✓ Free running
- ✓ Well maintained
- ✓ Rust and corrosion free

*Regular greasing and maintenance is a must for essential mooring equipment.*



## BAD PRACTICE

- ✗ Corroded and seized
- ✗ Very neglected
- ✗ Potential safety risk
- ✗ Will cause damage and chafe to ropes resulting in shortened life span



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# Good practice Scupper plugs

## GOOD PRACTICE

- ✓ Scupper plug fits properly with no gaps
- ✓ Manufactured and recommended
- ✓ Water unable to penetrate through scupper

*Pollution is a major source of claims, during cargo operations scupper plugs should be used at all times.*



## BAD PRACTICE

- ✗ Water and worse (oil etc) can seep through rags causing pollution
- ✗ Incorrect fitting scupper
- ✗ Not manufactured for that specific vessel



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# Good practice Chemical storage

NUMBER 42

## GOOD PRACTICE

- ✓ Well organised
- ✓ Free from any hazards
- ✓ Secured properly
- ✓ Correct segregation storage as per safety data sheets



*Chemicals are dangerous, especially when cross contaminated – stow all containers as per the segregation on the safety data sheets.*



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## BAD PRACTICE

- ✗ Surrounding equipment badly stowed, therefore will move in heavy weather
- ✗ Oily rags and equipment left around, causing potential fire risk
- ✗ Chemical containers thrown in at random not taking into account correct segregation





# Good practice **LSA and FFE stowage**

## GOOD PRACTICE

- ✓ Accessible in an emergency
- ✓ No obstructions
- ✓ Well maintained and organised



*Fire fighting equipment must always be readily available, time costs lives in an emergency.*

## BAD PRACTICE

- ✗ Obstructed and inaccessible in an emergency
- ✗ Risk of damage to vital safety equipment
- ✗ Equipment in disarray, therefore contents not known until further investigation



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# Good practice Quick acting cleats

## GOOD PRACTICE

- ✓ Rubber in good condition
- ✓ Good compression
- ✓ Assists with the watertightness of the hatch
- ✓ Free moving and corrosion free means easy to use

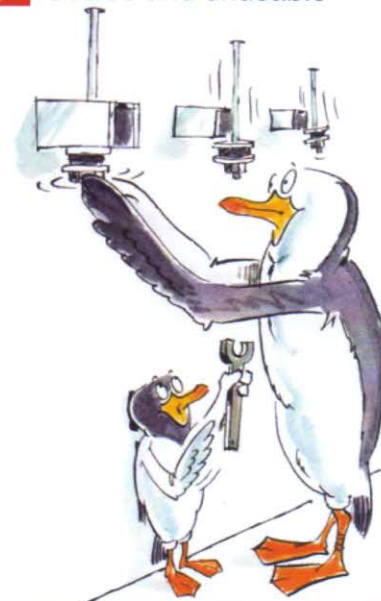


*Quick acting cleats are an integral part of the hatchcover system. If any part of the system is deficient, hatch watertight integrity is compromised.*



## BAD PRACTICE

- ✗ Quick acting cleats corroded
- ✗ Rubber is cracked and old
- ✗ Seized and unusable



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# Good practice **Safe walkways**

## GOOD PRACTICE

- ✓ Ladder stowed without obstructing walkway
- ✓ Access maintained



*All deck surfaces used for transit about the ship and all passageways, walkways and stairs must be properly maintained and kept free from restrictions and substances liable to cause a person to slip or fall.*



## BAD PRACTICE

- ✗ Ladder obstructing walkway
- ✗ Safety compromised



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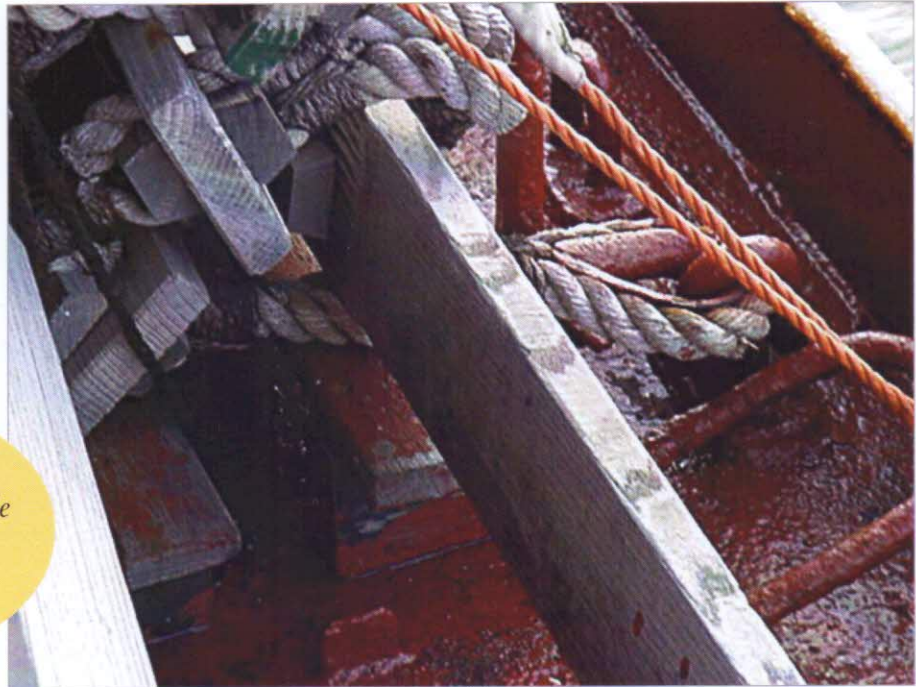


# Good practice Pilot/Boarding ladders

## GOOD PRACTICE

- ✓ Rope in good condition
- ✓ Fixings to deck well maintained

*Every vessel must provide a safe means of access.*



## BAD PRACTICE

- ✗ Rope badly worn around the eye and contaminated by rust
- ✗ Fixings to deck badly corroded
- ✗ Bad maintenance



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# Good practice **Flame screens**

## GOOD PRACTICE

- ✓ Flame screen renewed and intact
- ✓ Rust and corrosion free

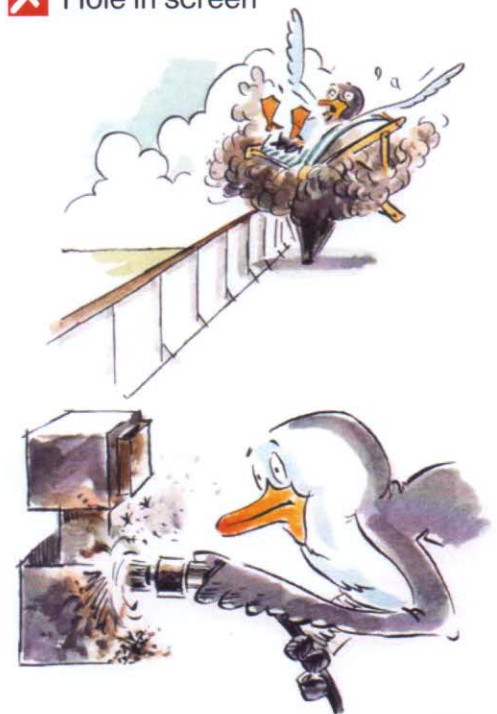


*Flame screens are fitted for a reason..Any defect greatly hampers their ability to protect against sparks and flames.*



## BAD PRACTICE

- ✗ Corroded
- ✗ Hole in screen



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# Good practice Security – access control

ISPS REFERENCE B 9.18 - 9.24

NUMBER 48

## GOOD PRACTICE

- ✓ Watchman located at access point
- ✓ Controlled embarkation of persons
- ✓ Log kept of people on/off
- ✓ Security pass system in use
- ✓ Hawse pipe secured



*A proper and efficient watch should be maintained at all times at all access points.*



## BAD PRACTICE

- ✗ Unmanned access
- ✗ Unnoticed movement around ship possible
- ✗ Hawse pipe unsecured
- ✗ Security risk



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# Good practice Security – restricted areas

ISPS REFERENCE B 9.18 - 9.24

NUMBER 49

## GOOD PRACTICE

- ✓ Storeroom doors padlocked externally
- ✓ Good internal locking device on accommodation doors
- ✓ Restricted areas secured
- ✓ No chance of illegal entry



*Every precaution must be taken to avoid unwanted visitors in the accommodation and other ship spaces.*



## BAD PRACTICE

- ✗ Free access into accommodation, workshops and stores
- ✗ Major safety and security risk



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# Good practice Security – cargo and stores

ISPS REFERENCE B 9.25 - 9.37

NUMBER 50

## GOOD PRACTICE

- ✓ When onboard, stores are immediately checked and verified
- ✓ Cargo hold secured and alarmed
- ✓ Good security procedures in place

*Stores must always be verified and securely stowed, and accesses to cargo holds must never be left open or unattended, as any area is a security risk.*



## BAD PRACTICE

- ✗ Stores dumped and unchecked
- ✗ Free access to cargo space
- ✗ Major security risk



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# Good practice Security – monitoring ship security

ISPS REFERENCE B 9.42 - 9.49

NUMBER 51

## GOOD PRACTICE

- ✓ Watch patrols in place
- ✓ Security logs maintained
- ✓ Extra deck lighting available
- ✓ Efficient watch maintained



*To perform an efficient security watch shipsides, decks and accommodation areas must always be adequately lit.*



## BAD PRACTICE

- ✗ No lighting on deck
- ✗ Shipside poorly lit
- ✗ Impossible to perform efficient watch patrols
- ✗ Major security risk



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# Good practice Security – training

ISPS REFERENCE B 13.2 - 13.3

NUMBER 52

## GOOD PRACTICE

- ✓ Use of metal detector on visitors
- ✓ Mandatory baggage searches in operation
- ✓ Questioning suspicious persons and packages
- ✓ Good security training of individuals involved



*Visitors are a potential security threat. Crew members must show extra vigilance when allowing people onboard.*



## BAD PRACTICE

- ✗ Gangway unattended
- ✗ No search of baggage or visitors possible
- ✗ Major security risk
- ✗ Suspicious package undetected



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# Good practice Security – ship security equipment 1

ISPS REFERENCE B 9.18 - 9.24

NUMBER 53

## GOOD PRACTICE

- ✓ Coded locks on accommodation doors
- ✓ No unlawful entry possible
- ✓ Reduced security risk



*Every measure should be taken to ensure that illegal entry into restricted areas does not occur.*



## BAD PRACTICE

- ✗ Free entry
- ✗ Major security risk



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# Good practice Security – ship security equipment 2

ISPS REFERENCE B 9.42 - 9.49 SOLAS chpt XI - 2, Reg 6

NUMBER 54

## GOOD PRACTICE

- ✓ Good use and availability of security equipment, e.g. metal detectors and CCTV
- ✓ Ship safety alert system button installed
- ✓ Good security systems in place



*Every means possible should be used against the threat of terrorism.*



## BAD PRACTICE

- ✗ No security measures in place
- ✗ Major security risk



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# Good practice Security – anti-piracy measures

## GOOD PRACTICE

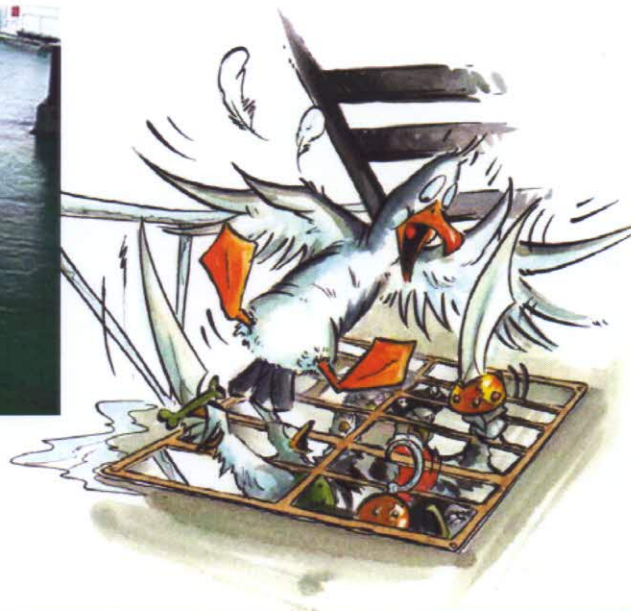
- ✓ Anti-piracy gate fitted
- ✓ Entry into, and around, the accommodation prevented when gate secured
- ✓ Dummy used to deter pirates

*With piracy incidents rising, measures should be taken to protect the ship and its crew from such occurrences.*



## BAD PRACTICE

- ✗ Door lashed open
- ✗ No anti-piracy measures
- ✗ Major security risk



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# Good practice **Bunker operations**

## GOOD PRACTICE

- ✓ Manned station
- ✓ Communication with involved parties
- ✓ Permanent monitoring



*Bunker operations must always be supervised and communications maintained with all parties.*



## BAD PRACTICE

- ✗ Unmanned station
- ✗ No barge-to-ship communication
- ✗ Potential pollution risk



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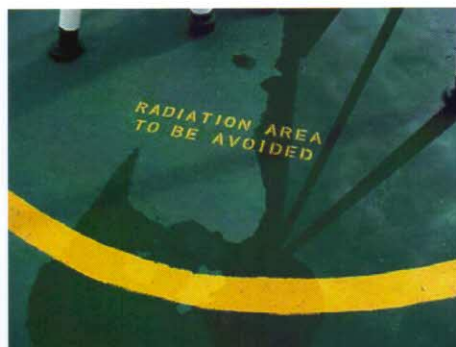


# Good practice **Antennae markings**

## GOOD PRACTICE

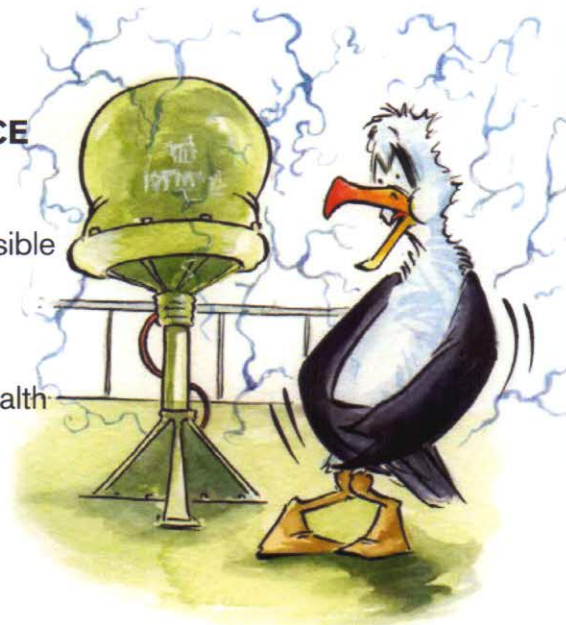
- ✓ Clear warning signs

*Radiation warnings must be adhered to. Every effort must be made to warn the ship's personnel of the dangers.*



## BAD PRACTICE

- ✗ No hazard markings visible on deck
- ✗ Danger to personal health and safety



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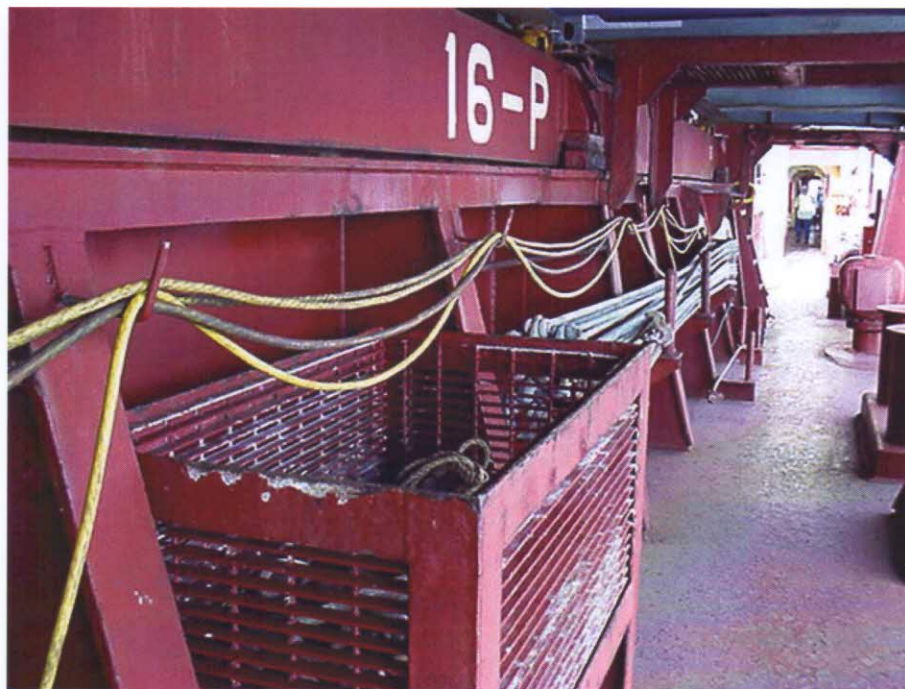




# Good practice Reefer cables

## GOOD PRACTICE

- ✓ Good arrangement and stowage of cables
- ✓ Deck clear
- ✓ No trip hazard



*To prevent accidents, all reefer cables must be stowed to provide a clear deck without trip hazards.*



## BAD PRACTICE

- ✗ Bad stowage of cables
- ✗ Deck cluttered
- ✗ Ladder obstructed
- ✗ Major trip hazard



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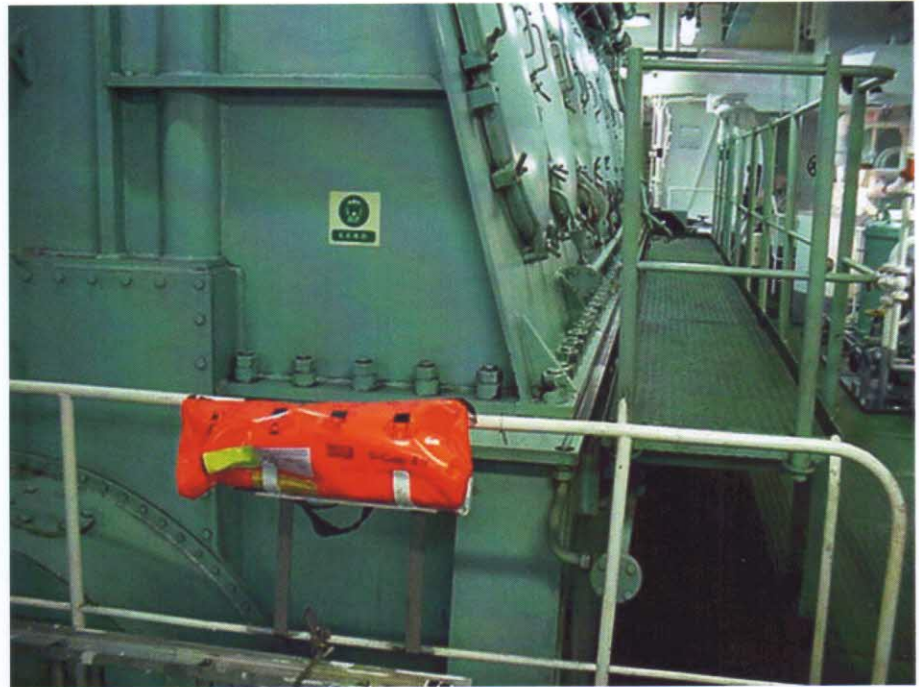




# Good practice Emergency escape breathing devices

## GOOD PRACTICE

- ✓ Good position on escape route/walkway
- ✓ Correct signage



*IMO MSC/Circ. 849 states that EEBDs should be positioned along escape routes in machinery spaces or at the foot of escape ladders.*



## BAD PRACTICE

- ✗ Poor locations next to external doors
- ✗ Useless if trying to escape the accommodation in an emergency



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# Good practice Emergency eye wash stations

## GOOD PRACTICE

- ✓ Clear instructions
- ✓ Labelled correctly
- ✓ Equipment complete



*Safety equipment must always be well maintained. We only have one pair of eyes. Protect them!*



## BAD PRACTICE

- ✗ No instructions
- ✗ Equipment dirty and not sterile
- ✗ No legible label on bottle
- ✗ Major health risk



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# Good practice Accommodation appliances

NUMBER 61

## GOOD PRACTICE

- ✓ Unit well maintained
- ✓ Free of lint

*It is good practice to ensure that all fixtures and fittings are properly maintained.*



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## BAD PRACTICE

- ✗ Excess lint
- ✗ Poorly maintained
- ✗ Potential fire risk





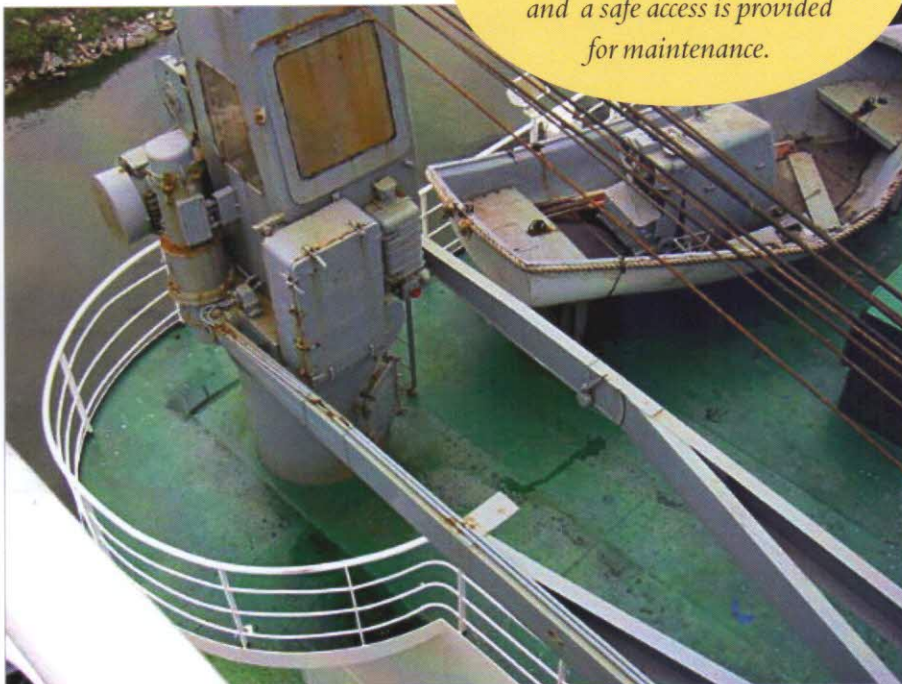
# Good practice Deck cranes

## GOOD PRACTICE

- ✓ Doors and windows well maintained and watertight
- ✓ Good visibility for driver
- ✓ Clear markings
- ✓ Wires/sheaves well greased
- ✓ Guardrails and ladders in good condition
- ✓ Excellent access for repair and maintenance
- ✓ Inspection panels secured



*It is good practice to ensure all deck lifting machinery is marked with the SWL and a safe access is provided for maintenance.*



## BAD PRACTICE

- ✗ Poor visibility, windows obscured
- ✗ No markings
- ✗ SWL unknown
- ✗ General maintenance of a poor standard
- ✗ Safety risk



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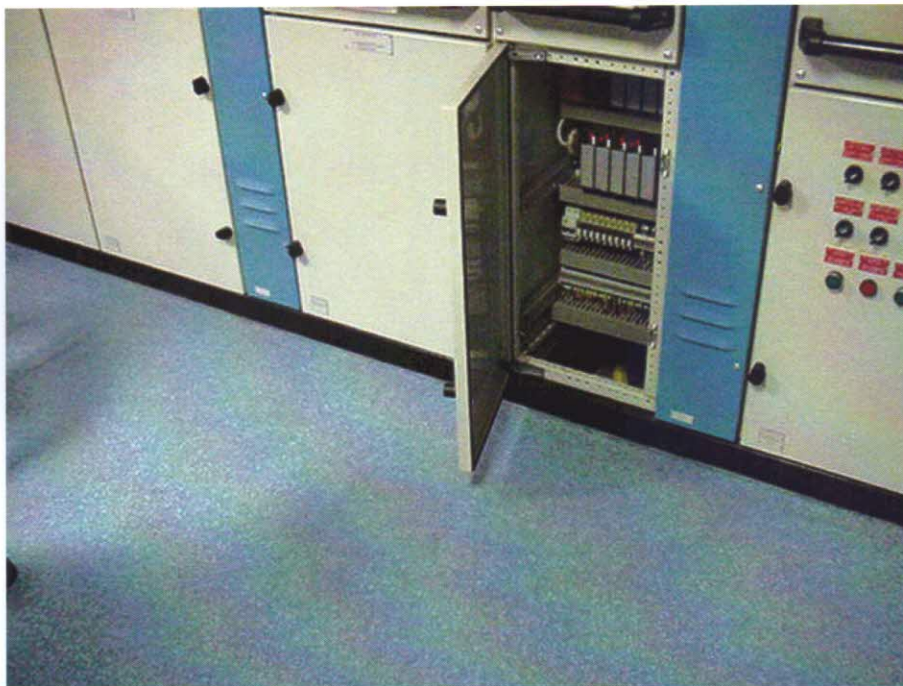
# Good practice Main switchboard

## GOOD PRACTICE

- ✓ All units closed
- ✓ Required non-conducting mat in place
- ✓ No trip hazards

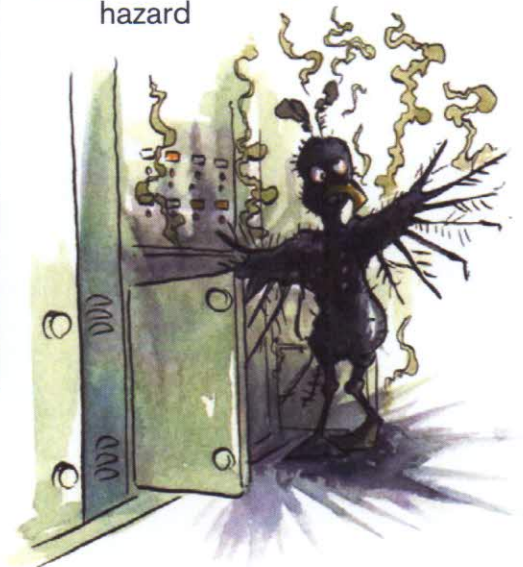


*Decks which are not of a rubberised composition, should have non-conductive matting in front/behind the MSB.*



## BAD PRACTICE

- ✗ Switchboard door open
- ✗ Required matting/grating missing
- ✗ Potential safety/trip hazard



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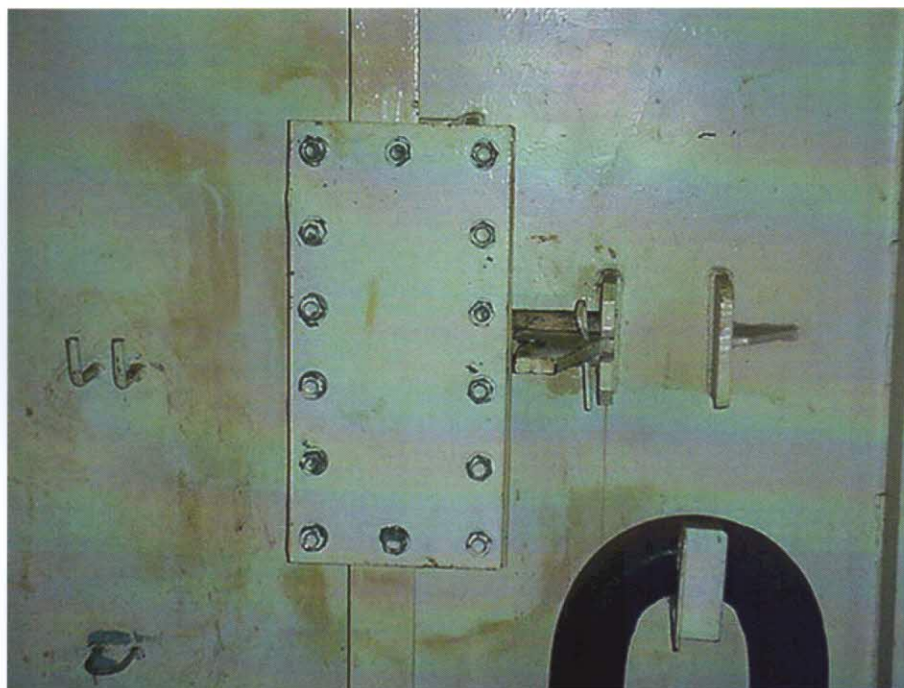


# Good practice Anchor connection – bitter end

## GOOD PRACTICE

- ✓ Well marked
- ✓ Hammer available

*Essential tools for the job should never be removed from designated fittings.*



## BAD PRACTICE

- ✗ No markings
- ✗ Hammer is removed
- ✗ Unable to detach chain



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# Good practice Oily water separator

NUMBER 65

## GOOD PRACTICE

- ✓ Locked
- ✓ Good warning marks
- ✓ Clean area

*To avoid problems with the authorities, all removal of pipes should be logged in the ship's official log book.*



## BAD PRACTICE

- ✗ Signs of pipe removal/tampering
- ✗ Oil marks on surrounding area
- ✗ Possible illegal discharge



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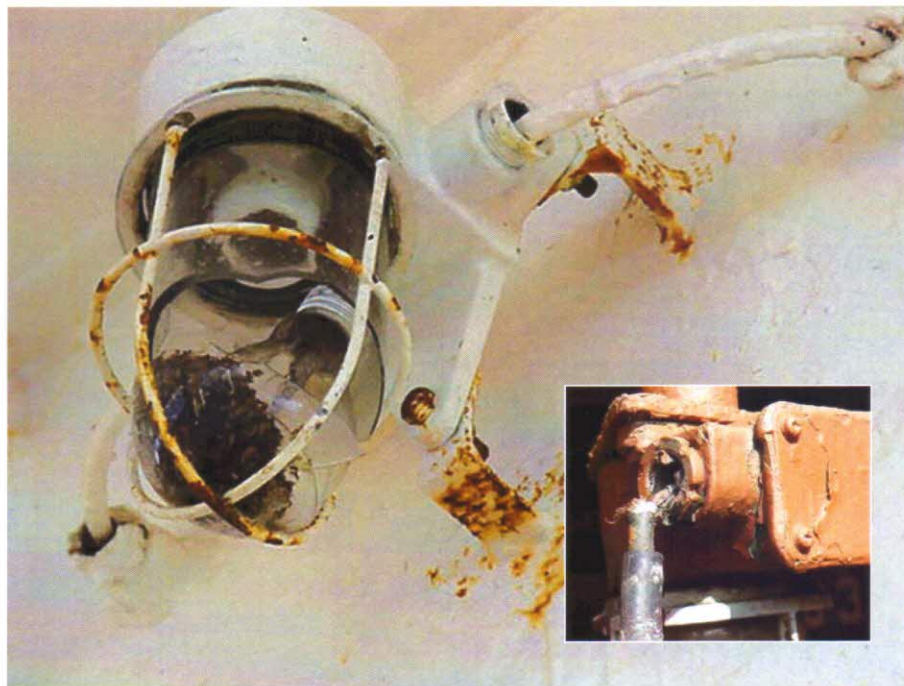
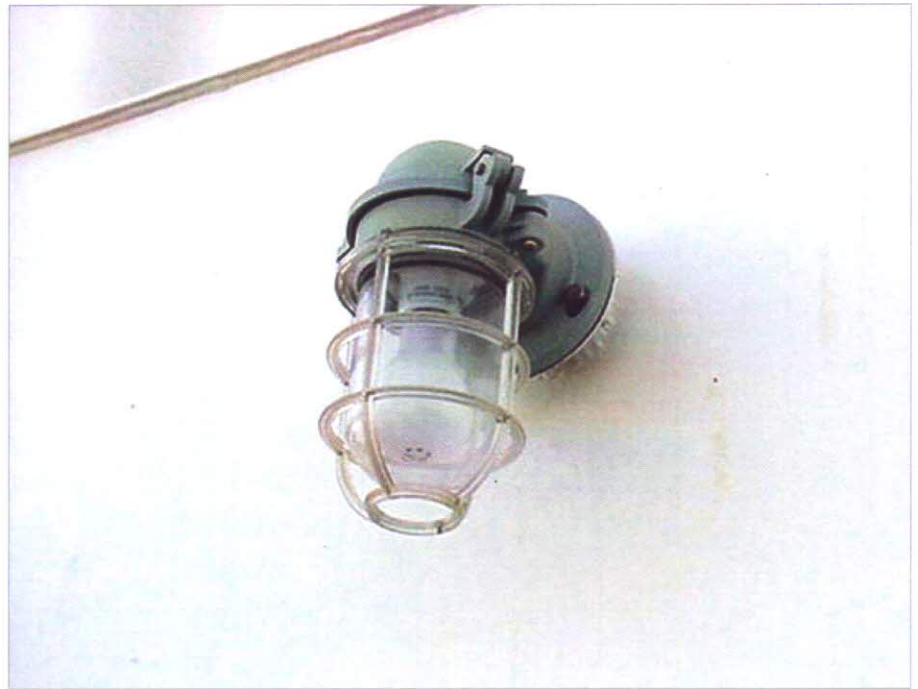


# Good practice Deck light fittings

## GOOD PRACTICE

- ✓ Bulb intact
- ✓ Wires protected
- ✓ Well maintained

*Unprotected electrical equipment can cause fires, explosions and injuries.*



## BAD PRACTICE

- ✗ Poorly maintained
- ✗ Wire beginning to part
- ✗ Broken bulb and glass
- ✗ Potential fire hazard



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# Good practice Engine room waste

NUMBER 67

## GOOD PRACTICE

- ✓ Segregation of rags
- ✓ Area around bins clean
- ✓ Lids in use to stop cross contamination
- ✓ No possibility of leakage

*Oily rags are fire hazards and must be contained within the appropriate container to avoid risk.*



## BAD PRACTICE

- ✗ No segregation
- ✗ Cigarette amongst oily rags
- ✗ Potential oil leakage
- ✗ Major fire risk



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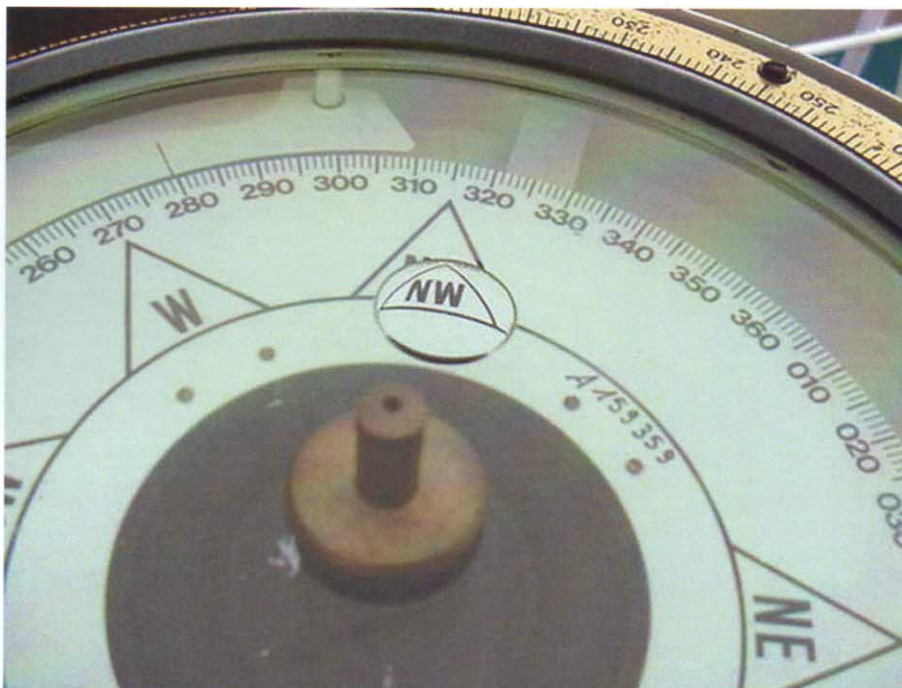
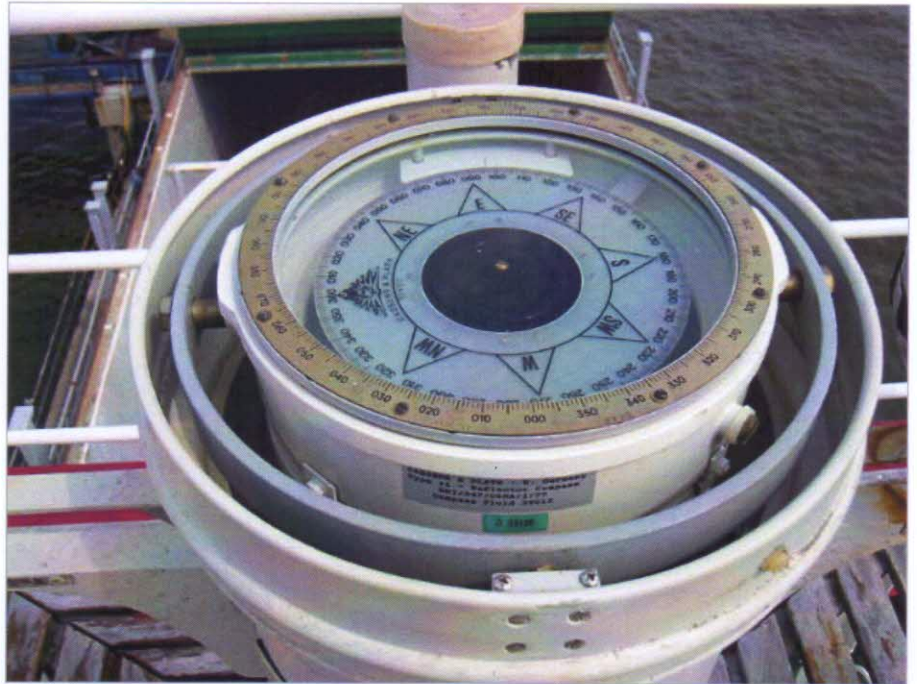


# Good practice **Compass**

## GOOD PRACTICE

- ✓ Good, clear glass
- ✓ Clear markings
- ✓ No air bubbles
- ✓ Spindle in good condition

*The compass must be clearly readable for personnel on the bridge.*



## BAD PRACTICE

- ✗ Air bubble present
- ✗ Distracts helmsman
- ✗ Card movement affected
- ✗ Potential for glass to mist



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# Good practice Engine room cranes

## GOOD PRACTICE

- ✓ SWL marked
- ✓ Crane well maintained
- ✓ Identification shown

*E/R cranes are used to lift heavy pieces of machinery, therefore it is good practice to mark them with the SWL, test them regularly and include them in the planned maintenance system.*



## BAD PRACTICE

- ✗ SWL not known
- ✗ No markings on boom
- ✗ Potential safety risk



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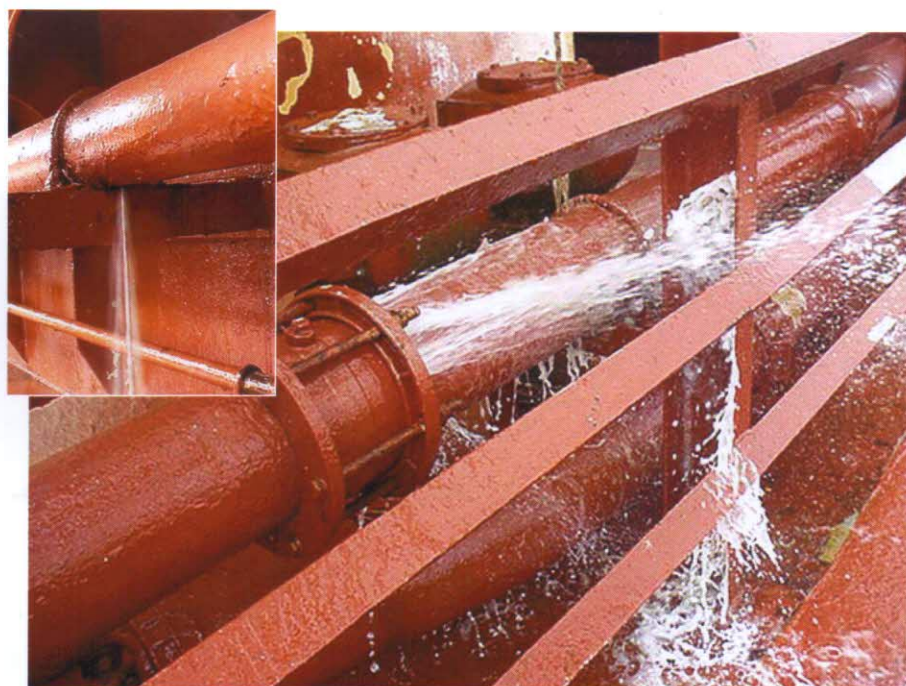


# Good practice Deck piping

## GOOD PRACTICE

- ✓ Pipes well maintained
- ✓ Clearly marked cargo pipes

*It is good practice to maintain all deck piping and ensure timely pressure testing.*



## BAD PRACTICE

- ✗ Hole in pipe
- ✗ Blown pipe joint
- ✗ Poorly maintained



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# Good practice SOPEP

## GOOD PRACTICE

- ✓ Items labelled efficiently
- ✓ Written procedures present
- ✓ Equipment well secured

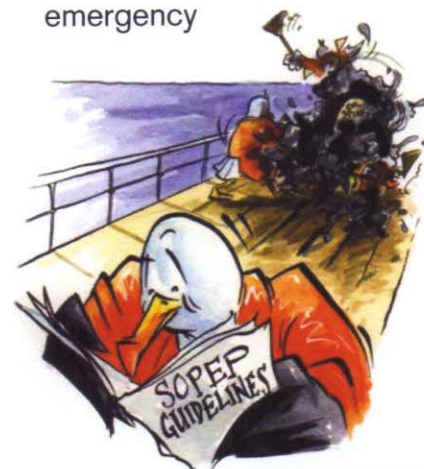


*MARPOL states that all oil tankers over 150gt, and very other ship of over 400gt, shall have Shipboard Oil Pollution Emergency Plans approved by the administration.*



## BAD PRACTICE

- ✗ SOPEP gear mixed with other ship's stores
- ✗ No clear list of contents
- ✗ Risk of misuse of equipment
- ✗ Difficult to locate in an emergency



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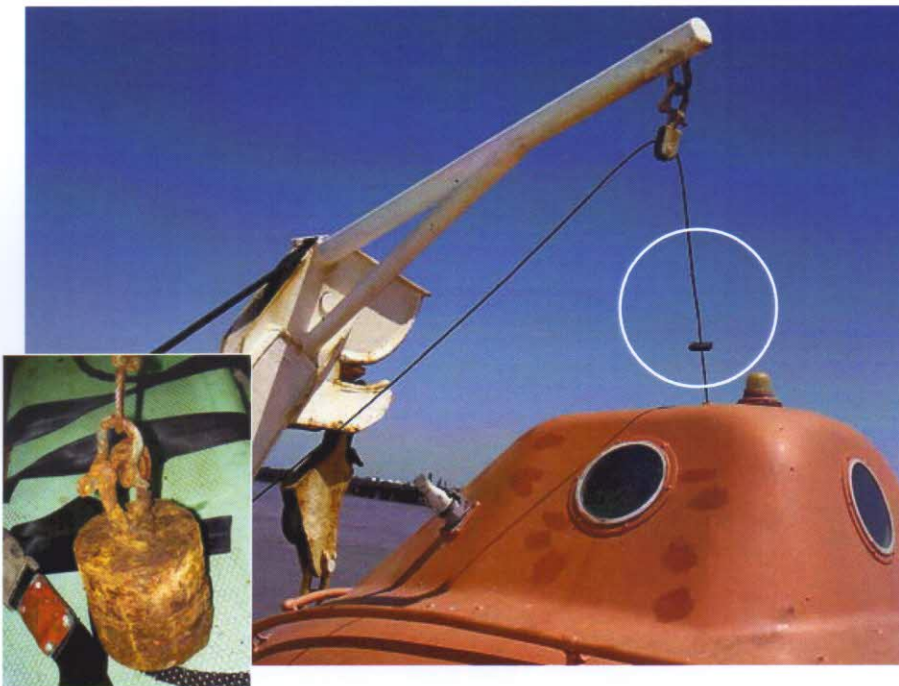


# Good practice Enclosed lifeboat launching

## GOOD PRACTICE

- ✓ Counterweight rigged correctly, externally
- ✓ All crew aware of operation through drills and lecture
- ✓ Monthly checks as per SMS

*The brake wire should fall free from the boat when launched and making way.*



## BAD PRACTICE

- ✗ Incorrectly rigged counterweight
- ✗ Lack of understanding by ship's staff
- ✗ Failure of SMS system



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# Good practice **Low-level escape signs**

## GOOD PRACTICE

- ✓ Exit signs on exits at low level, for when crawling under smoke
- ✓ High-visibility fluorescent strips or arrows at deck level
- ✓ Location and use of escape signs placed from the point-of-view of someone crawling in smoke

*When placing high-visibility strips, keep them low and ensure they do not guide you past exits, which should be highlighted themselves!*



## BAD PRACTICE

- ✗ No signs, meaning no risk assessment performed and failure of SMS system
- ✗ Exits not obvious to someone unfamiliar with the vessel
- ✗ Where used, arrows are located in high position



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# Good practice Container lashings

## GOOD PRACTICE

- ✓ Rubber matting laid on deck protects lashing gear and ship's deck
- ✓ Working practices assessed and positive action taken
- ✓ All cargo equipment maintained as per SMS
- ✓ Steel locking pins in good working condition and maintained/replaced



*Care of cargo securing equipment is important for the safety of the cargo, ship and her crew.*



## BAD PRACTICE

- ✗ No care for lashing equipment
- ✗ No checks for damaged equipment
- ✗ Insufficient repairs/ temporary solutions – a wooden stick in this example
- ✗ Risk of losing containers overboard



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# Good practice **Safe working practices**

## GOOD PRACTICE

- ✓ Hard hats and other appropriate PPE worn
- ✓ Safe practices and risk assessment in operation
- ✓ Team management and briefing



*Club analysis shows that the majority of personal injury claims are caused by crewmembers injuring themselves.*



## BAD PRACTICE

- ✗ No PPE – danger of personal injury or worse
- ✗ No risk assessment evident
- ✗ Poor management and failure of SMS



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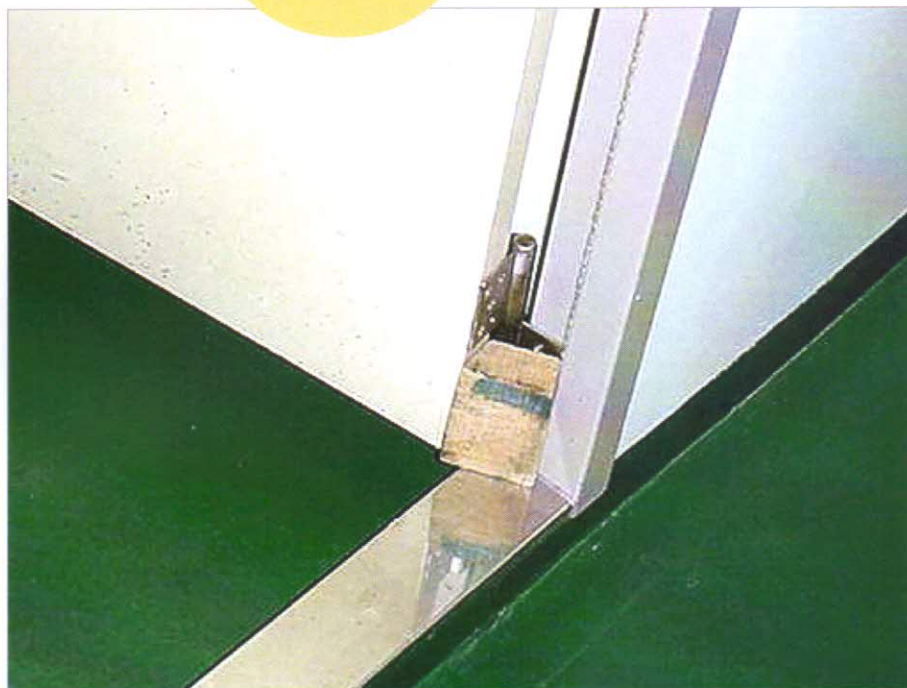
# Good practice **Fire doors**

## GOOD PRACTICE

- ✓ Doors maintained and operating well
- ✓ Emergency signage as necessary
- ✓ Door closing automatically will hold back fire



*Never allow fire doors to be wedged open.*



## BAD PRACTICE

- ✗ An open door allows fire to spread rapidly
- ✗ Damage to door when ship is rolling/pitching



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# Good practice Hatch opening chains

## GOOD PRACTICE

- ✓ Reasonably tight chains operate effectively with no slippage
- ✓ Chains off the ground are easy to inspect and maintain
- ✓ Chains safe when no excessive slack exists



*Chains are a hazard both when in motion and when still. Slack chains pose an increased danger and should be taken up.*



## BAD PRACTICE

- ✗ Slack chain a slip/trip hazard
- ✗ Wear and tear on chain and steelwork in contact with it
- ✗ Wear and tear on working gear due to slippage
- ✗ Slack chain may come off chain guides



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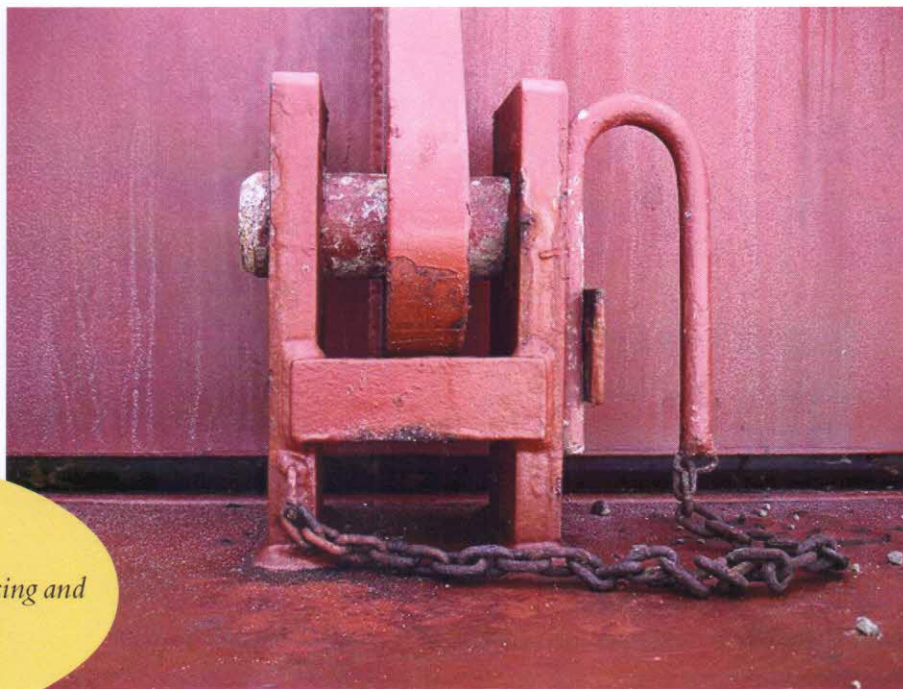




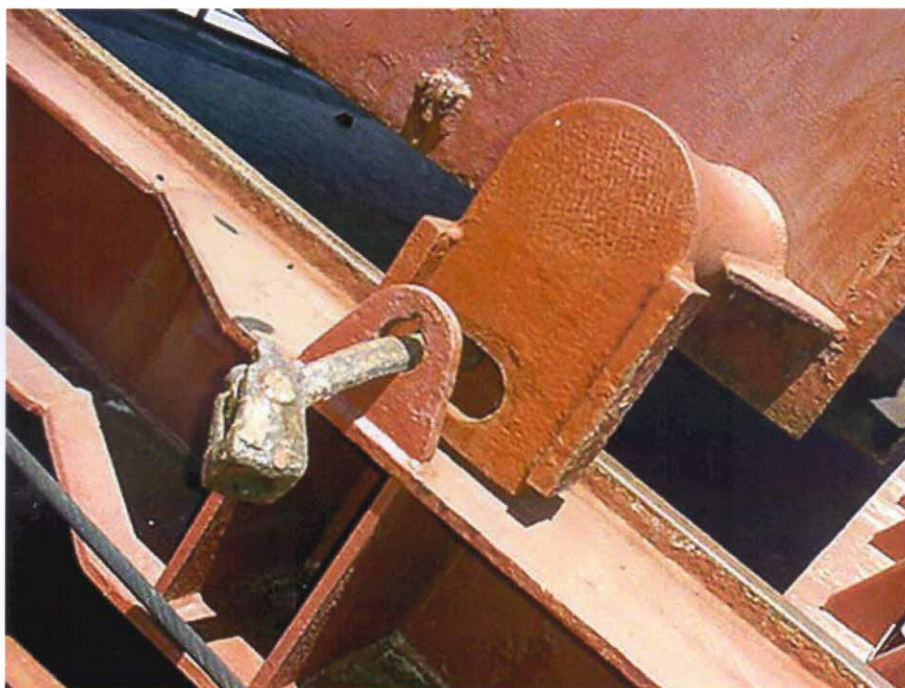
# Good practice Hatchcover locking pins

## GOOD PRACTICE

- ✓ Pin maintained and in good condition
- ✓ Correct pin of substantial size capable of holding back hatch lids
- ✓ Safe to operate with handle and locking position



*A proper pin is required to stop the hatch lid unintentionally closing and a faulty pin may stop you closing it!*



## BAD PRACTICE

- ✗ Poor temporary measure in this example
- ✗ Pin could jam or break
- ✗ A danger to crew and/or cargo



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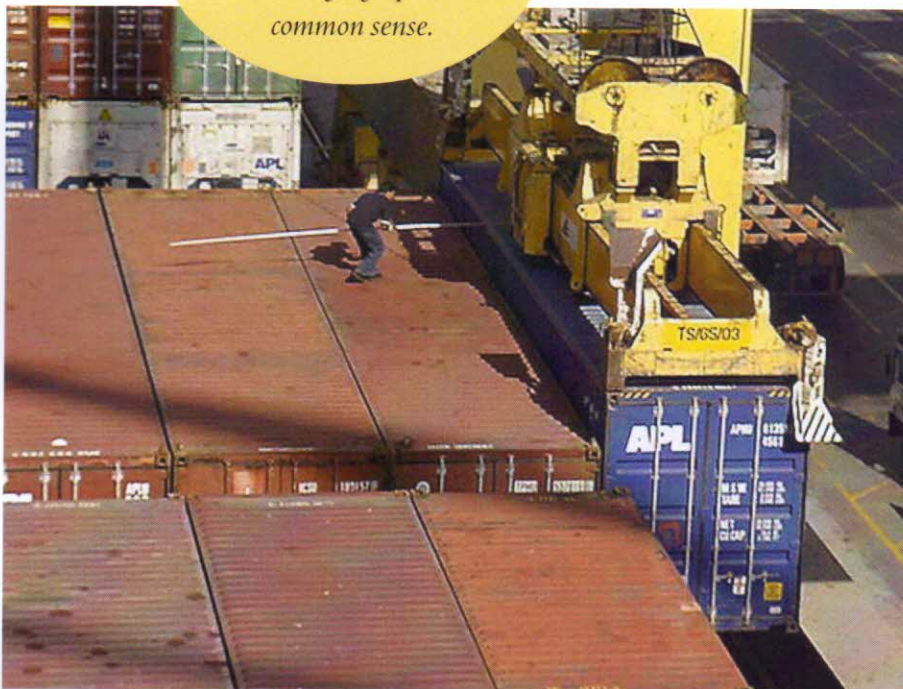
# Good practice **Container top safety**

## GOOD PRACTICE

- ✓ Appropriate PPE worn on deck
- ✓ Operational procedures adhered to
- ✓ Crew trained in cargo operations
- ✓ Good example set by senior staff enforcing regulations

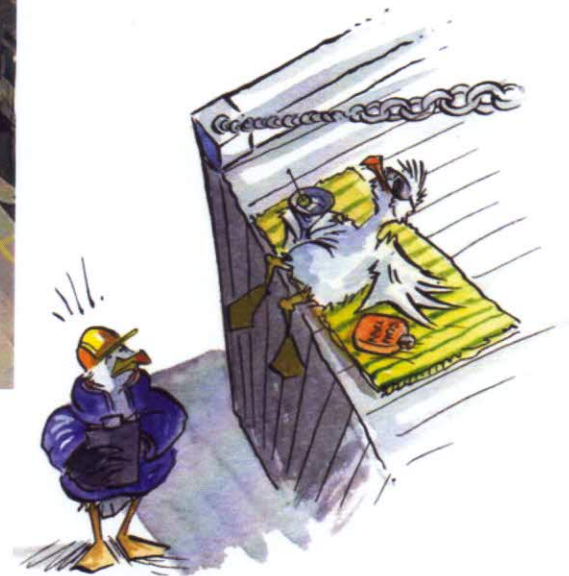


*Both crew and stevedores should be stopped when acting with a lack of safety and common sense.*



## BAD PRACTICE

- ✗ No PPE at all
- ✗ No risk assessment
- ✗ Danger to life and poor example to set others



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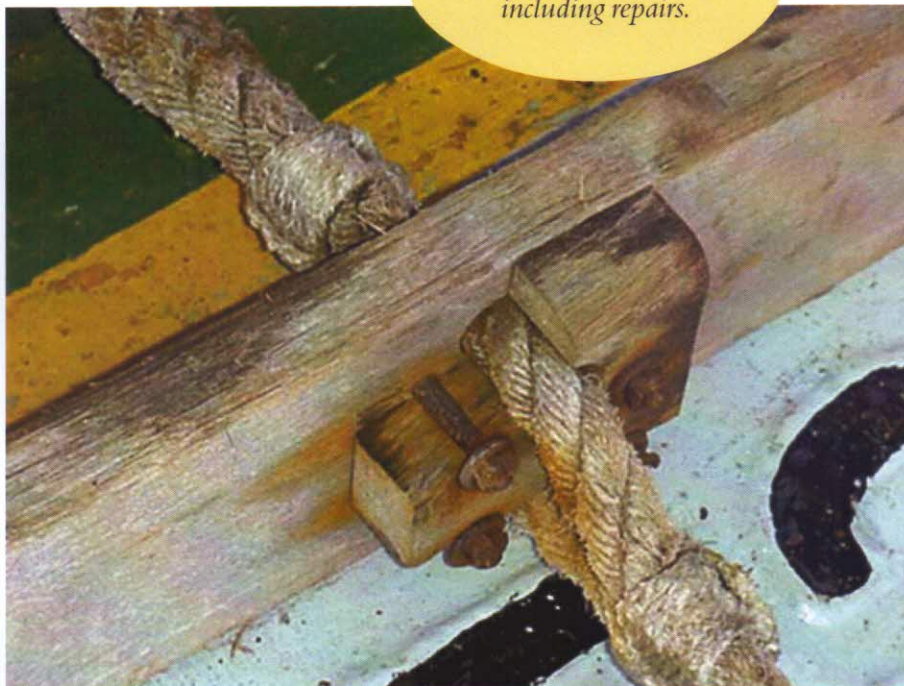
# Good practice **Pilot ladder care**

## GOOD PRACTICE

- ✓ Ladder stowed clear of deck, weather and sunlight
- ✓ Checked monthly as per SMS
- ✓ Any repairs in accordance with the Merchant Shipping (Pilot Ladders & Hoists) Regulations (statutory instrument)



*SOLAS regulations state ladder requirements including repairs.*



## BAD PRACTICE

- ✗ Incorrect and illegal repair methods and materials
- ✗ Non-compliant with SOLAS and statutory instruments
- ✗ Ladder in poor condition



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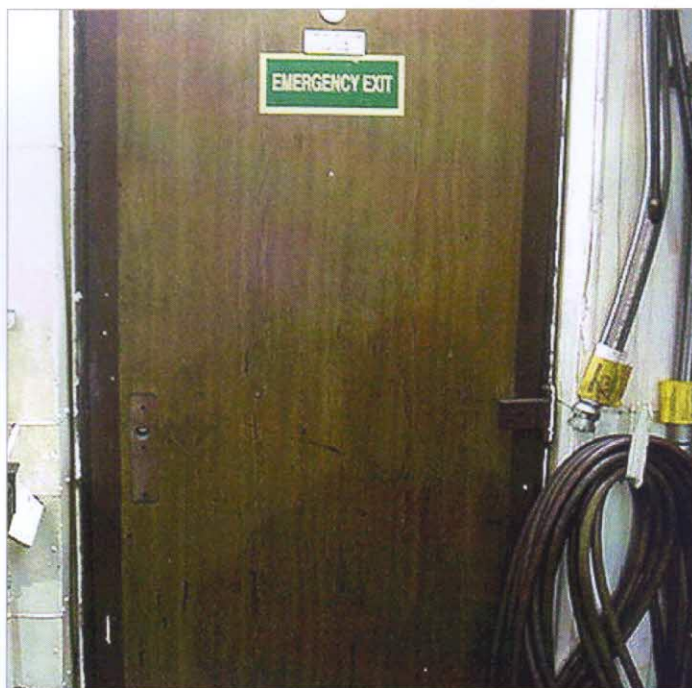


# Good practice Engine room emergency exits

## GOOD PRACTICE

- ✓ All emergency exits assessed for visibility and effectiveness
- ✓ Appropriate reflective signage
- ✓ All doors functioning correctly and tested monthly as per maintenance schedule

*Emergency exits should be highly-visible and guide you to safety in smoke.*



## BAD PRACTICE

- ✗ No handle on door in this example
- ✗ Exit not visible in reduced visibility
- ✗ Difficult escape for unfamiliar personnel



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# Good practice Admiralty corrections

## GOOD PRACTICE

- ✓ Weekly corrections applied
- ✓ Record of updates for charts and publications
- ✓ Corrected to date before use

*It is a legal obligation to update charts/publications and maintain records.*

The insertion of Weekly amendments should be recorded below. The amendments which accumulate during the printing period will be found in Section V of the Weekly Edition of Admiralty Notices to Mariners which is published with the publication of this volume.

**RECORD OF AMENDMENTS**

NEW EDITION Volume J, 2004/05. NEW EDITION. Weekly Edition No. 1, Dated 6th January, 2005.  
 First Amendments NOTE: These are the first amendments issued for the New Edition.

Notice No	Date Amended	Notice No	Date Amended	Notice No	Date Amended	Notice No
51/03	18/01/04	18/04	08/09/04	37/04	11/11/04	4/05
52	18/01/04	19	09/09/04	38	11/11/04	5
1/04	18/01/04	20	10/09/04	39	11/11/04	6
2	18/01/04	21	10/09/04	40	11/11/04	7
3	17/03/04	22	10/09/04	41	11/11/04	8
4	—	23	10/09/04	42	11/11/04	9
5	—	24	10/09/04	43	11/11/04	10
6	—	25	10/09/04	44	11/11/04	11
7	—	26	10/09/04	45	11/12/04	12
8	—	27	11/09/04	46	11/12/04	13
9	18/04/04	28	11/09/04	47	12/12/04	14
10	—	29	20/10/04	48	07/01/05	15
11	—	30	20/10/04	49	07/01/05	16
12	—	31	20/10/04	50	07/01/05	17

**Weekly Notices to Mariners**

The insertion of Weekly Admiralty Notices to Mariners amendment to your charts is recorded below.

Wk NM	Date received	Wk NM	Date received	Wk NM	Date received	Wk NM

## BAD PRACTICE

- ✗ No evidence of charts and publications updated
- ✗ Charts in use not corrected to-date
- ✗ Danger to navigation



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# Good practice Galley fire hazards

NUMBER 83

## GOOD PRACTICE

- ✓ Fire, health and hazard awareness by crew evident
- ✓ Strict galley inspections and recommendations/remedial action
- ✓ Good stowage arrangement assists in maintaining a safe galley



*It is the responsibility of all onboard to remedy hazards.*



## BAD PRACTICE

- ✗ Relaxed galley standards should not be encouraged
- ✗ Stove should be kept clear, unlike this example
- ✗ An untidy galley is a danger to galley staff
- ✗ Fire hazard



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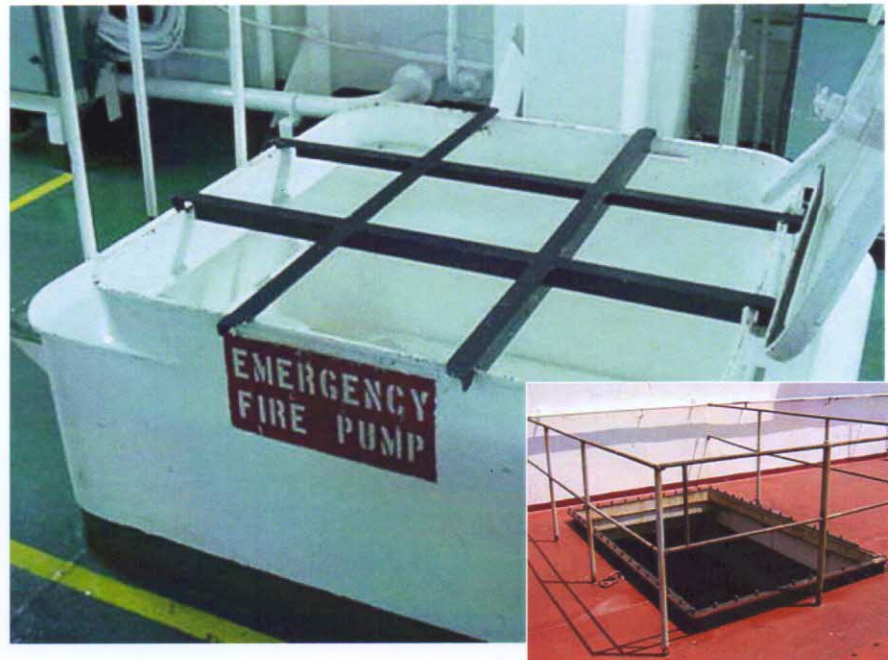


# Good practice Hatch opening

## GOOD PRACTICE

- ✓ Secure railing or bars to prevent a fall
- ✓ Complying with safety regulations and reducing risk of accidents

*Every ship should establish procedures to eliminate risk when any of her hatches are open.*



## BAD PRACTICE

- ✗ No measures taken to protect personnel from open hatch
- ✗ Cables and rubbish are a trip hazard. Next to the unguarded hatch they present a deadly risk
- ✗ No co-ordination of safety in a busy working environment



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# Good practice **Hold access lids**

## GOOD PRACTICE

- ✓ Hatch maintained and rust-free
- ✓ Rubber packing kept in good condition
- ✓ Distinctive markings show open/close direction



*The access hatch needs to be weathertight as well as function efficiently as an emergency escape.*



## BAD PRACTICE

- ✗ Hatch rusting and seizing
- ✗ Rubber packing in poor condition
- ✗ Likelihood of water ingress



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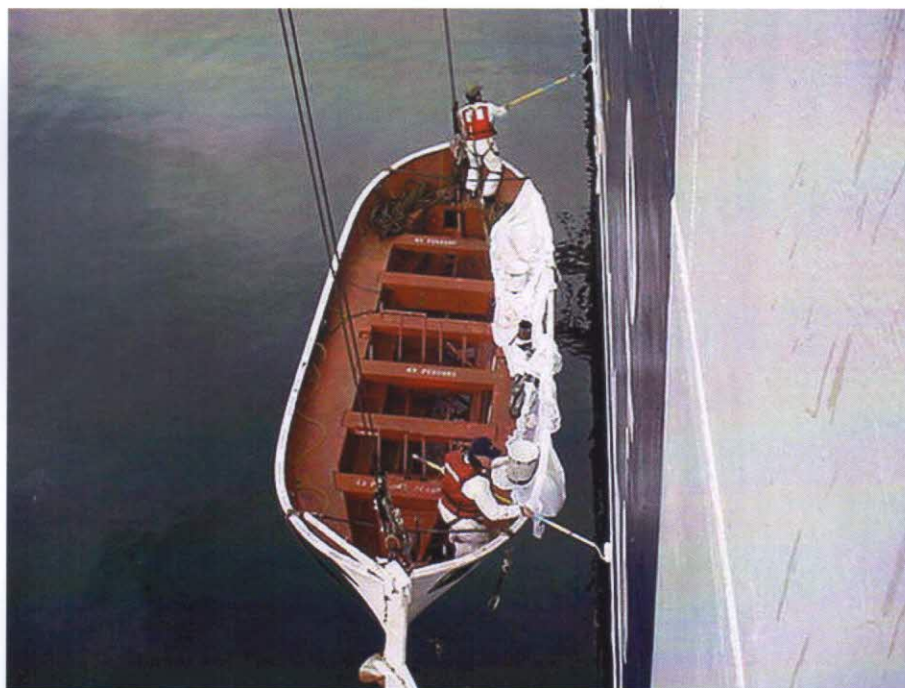
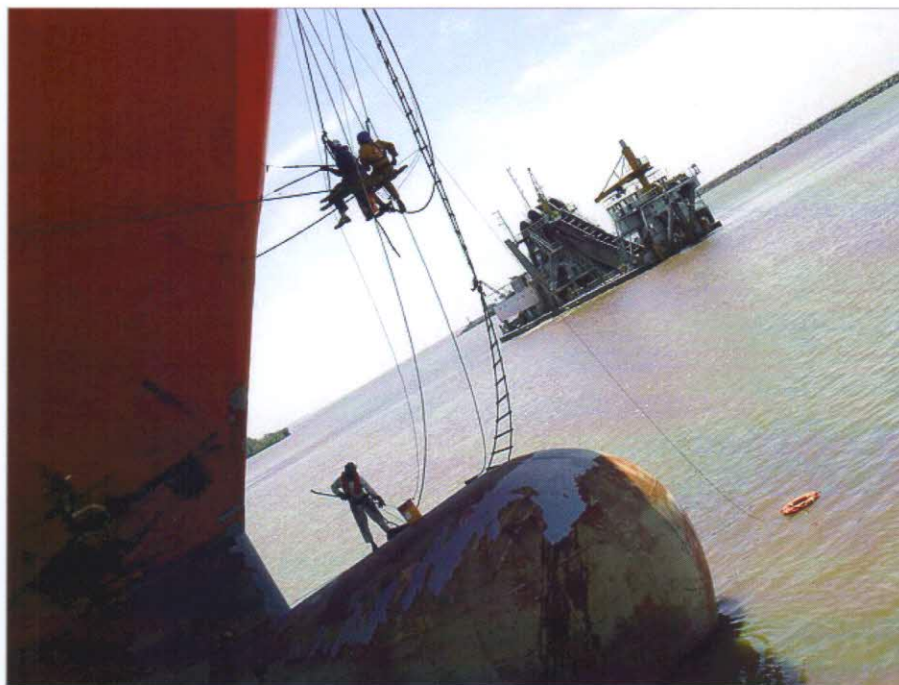


# Good practice **Working overboard**

## GOOD PRACTICE

- ✓ Code of Safe Working Practices for Merchant Seamen observed
- ✓ Risk assessment and permit to work in place
- ✓ Correct PPE and supervision

*LSA is exactly that and should not be used for work overboard.*



## BAD PRACTICE

- ✗ Use of LSA for work overboard
- ✗ Unnecessary stress on life-saving appliances
- ✗ Wear/tear and damage to LSA



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# Good practice **Third party equipment – moorings**

## GOOD PRACTICE

- ✓ Correct rope splice on mooring line
- ✓ Correct fitting of bulldog grips on wire line from shore barge
- ✓ Alterations safe when mooring line under tension



*Incorrect but quick methods may seem practical in the short term but can be extremely costly despite being someone else's responsibility.*



## BAD PRACTICE

- ✗ Knot tied in mooring rope
- ✗ Shore barge wire splayed as in a splice and incorrect number of bulldog grips
- ✗ Lines not safe for mooring operations



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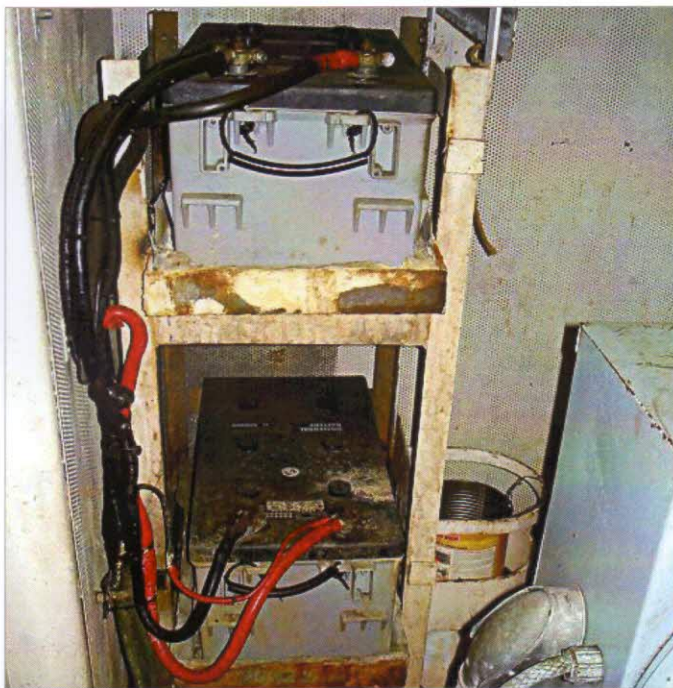
# Good practice Emergency batteries

## GOOD PRACTICE

- ✓ Tested weekly and recorded
- ✓ Electrolyte levels maintained
- ✓ Located secure and protected from the weather
- ✓ PPE available for testing and handling batteries



*As part of the ship's safety equipment emergency batteries must be checked as per ISM.*



## BAD PRACTICE

- ✗ Records of tests not maintained
- ✗ Batteries poorly maintained and showing signs of leakage and corrosion
- ✗ Risk of batteries failing when required



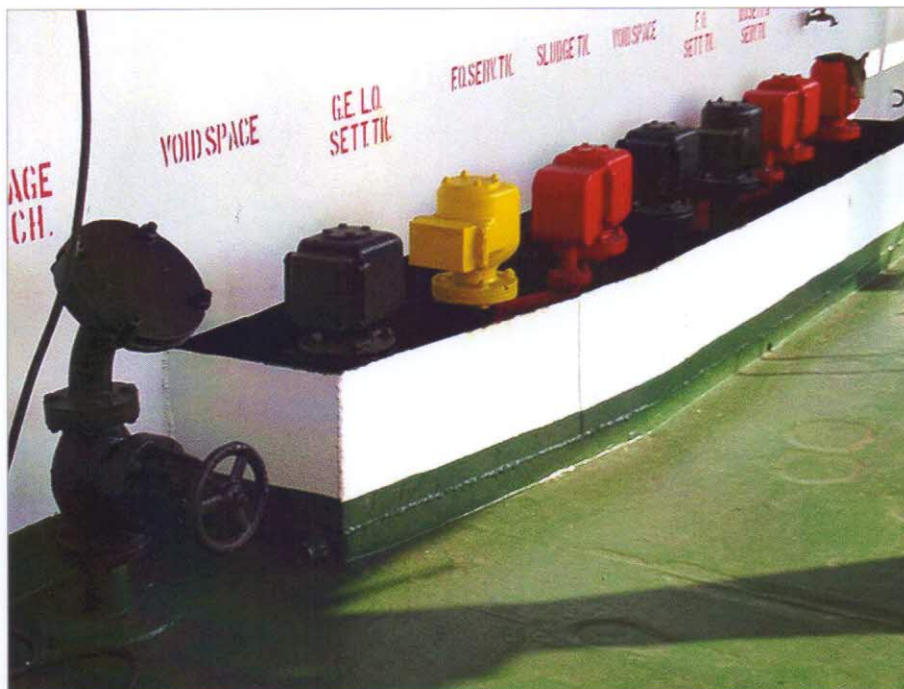
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# Good practice Oil tank ventilators

## GOOD PRACTICE

- ✓ Clear labelling in good condition
- ✓ Labels located clear of oil in the event of a spill
- ✓ Vents colour-coded



*In the event of a spill, it is important to be able to identify the overflowing tank immediately.*



## BAD PRACTICE

- ✗ Label in poor and unreadable condition
- ✗ Label would be obscured in the event of a spill overflowing the save-all
- ✗ Potential delay in recognising source of a spill



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# Good practice **Chemical storage**

## GOOD PRACTICE

- ✓ Product data sheets displayed
- ✓ Protective equipment and eye wash readily available
- ✓ Organised and secure stow



*All chemicals should be easily identifiable and handling information available.*



## BAD PRACTICE

- ✗ No protective equipment or product data sheets
- ✗ Poor labelling and organisation of chemicals
- ✗ Careless stow is a hazard



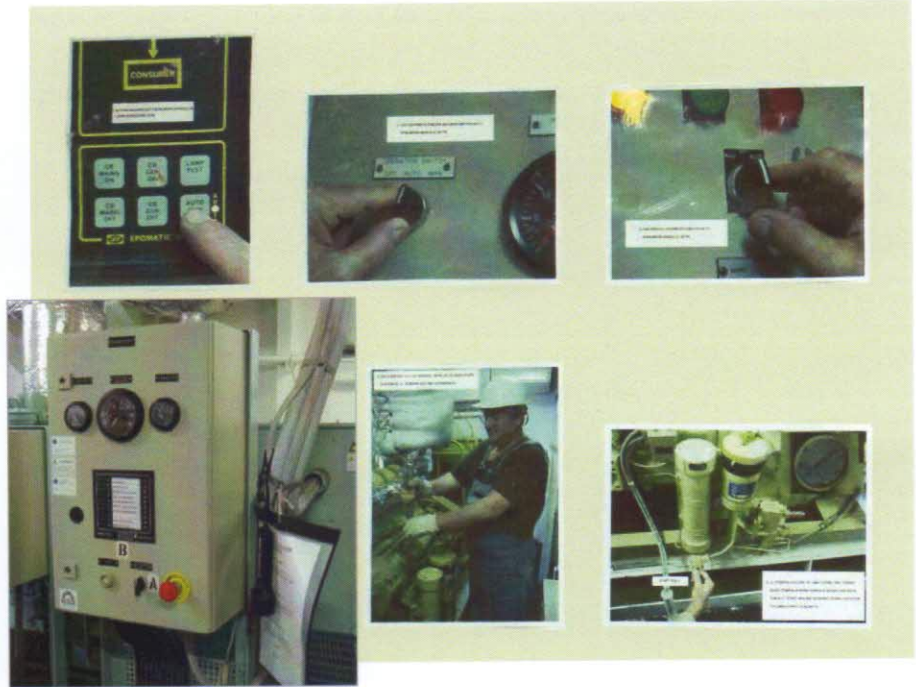
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# Good practice Emergency generator starting instructions

## GOOD PRACTICE

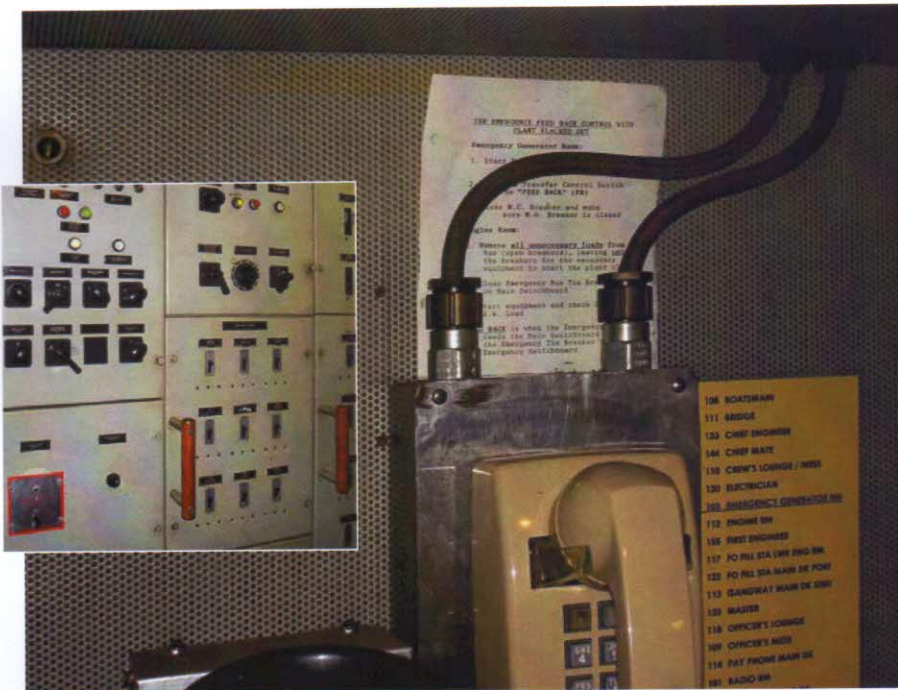
- ✓ Clear instructions by control panel
- ✓ Written in languages of ship's crew
- ✓ Torch located by instructions



*Any action to aid a speedy start of the generator in an emergency is a good practice.*

## BAD PRACTICE

- ✗ No torch located next to starting instructions
- ✗ Instructions of inappropriate size, clarity and location
- ✗ Danger to ship and crew in an emergency



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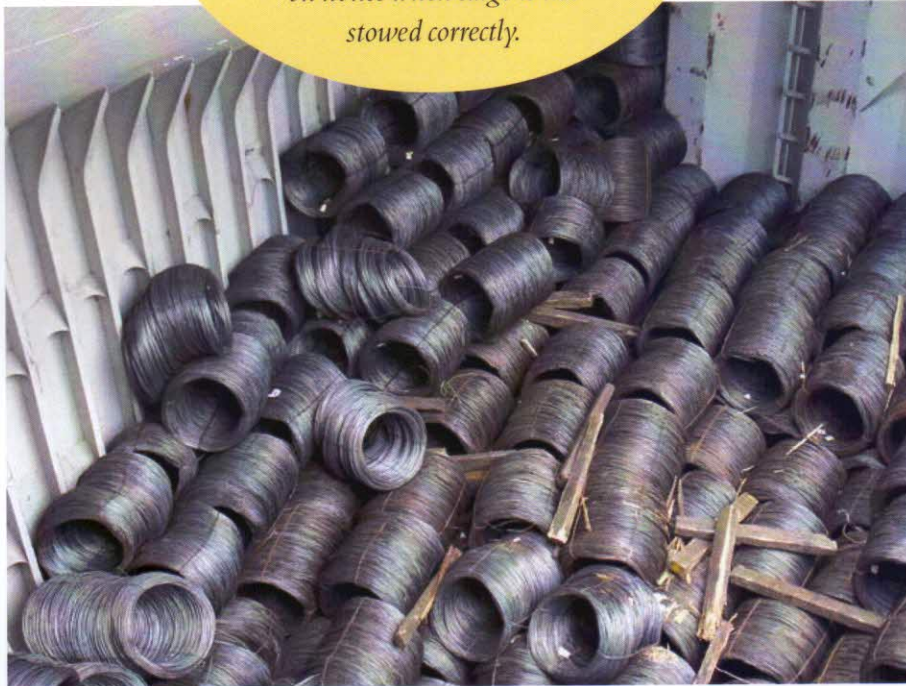
# Good practice Cargo storage – steel coils

## GOOD PRACTICE

- ✓ Cargo well-braced and secured
- ✓ Dunnage protection from condensation
- ✓ Controlling the risk of cargo shifting

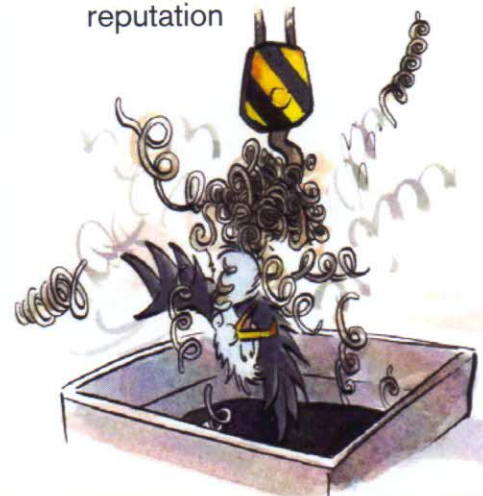


*It is the duty cargo officer's responsibility to ensure cargo is loaded correctly, and the chief officer informed of any poor stowages. Stevedores should be put on notice when cargo is not stowed correctly.*



## BAD PRACTICE

- ✗ Cargo not secured to prevent movement in adverse weather
- ✗ No dunnage between cargo and ship's hold
- ✗ High risk of loss of reputation



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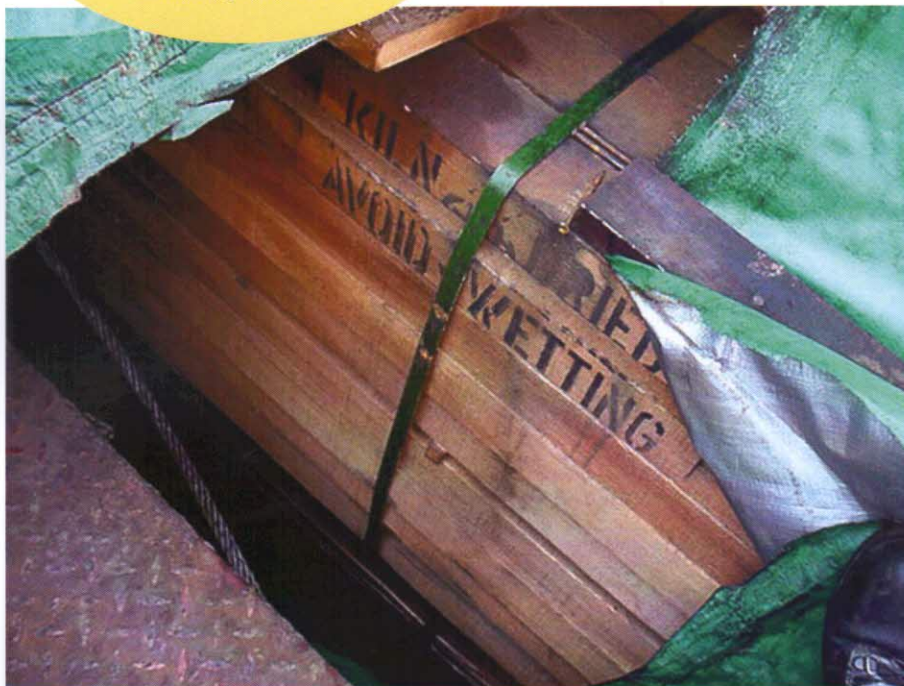
# Good practice **Timber deck cargo**

## GOOD PRACTICE

- ✓ Good protection from the weather
- ✓ Good-condition nets and lashings securing the awnings
- ✓ Good outturn of cargo with no claims

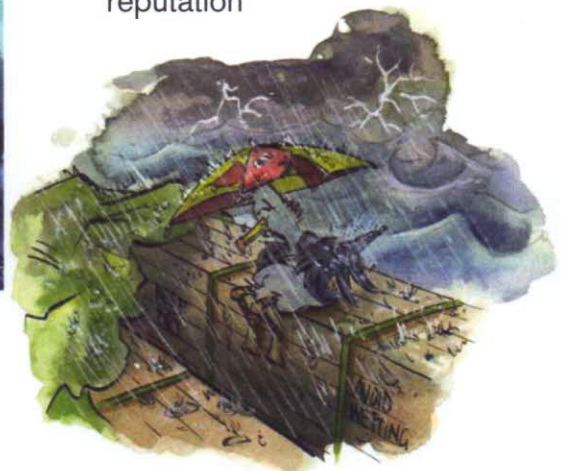


*Certain types of timber are high value cargo. Timber is sensitive to staining and salt contamination, and large claims have resulted from inadequate weather protection.*



## BAD PRACTICE

- ✗ High value kiln-dried timber cargo with inadequate protection
- ✗ Water damage (despite clear label 'avoid wetting')
- ✗ Expensive claim / loss of reputation



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# Good practice Cargo – vehicles

## GOOD PRACTICE

- ✓ Good lashing systems and use of dunnage
- ✓ Adequate space between vehicles
- ✓ Cargo stowed and carried safely

*Vehicles moving on deck in severe weather can cause substantial damage, and be potentially dangerous to the ship's crew.*



## BAD PRACTICE

- ✗ Coaches lashed in one direction
- ✗ Vehicles lashed with twine
- ✗ High risk of damage to vehicles
- ✗ Lashing obstructing crew access ladder



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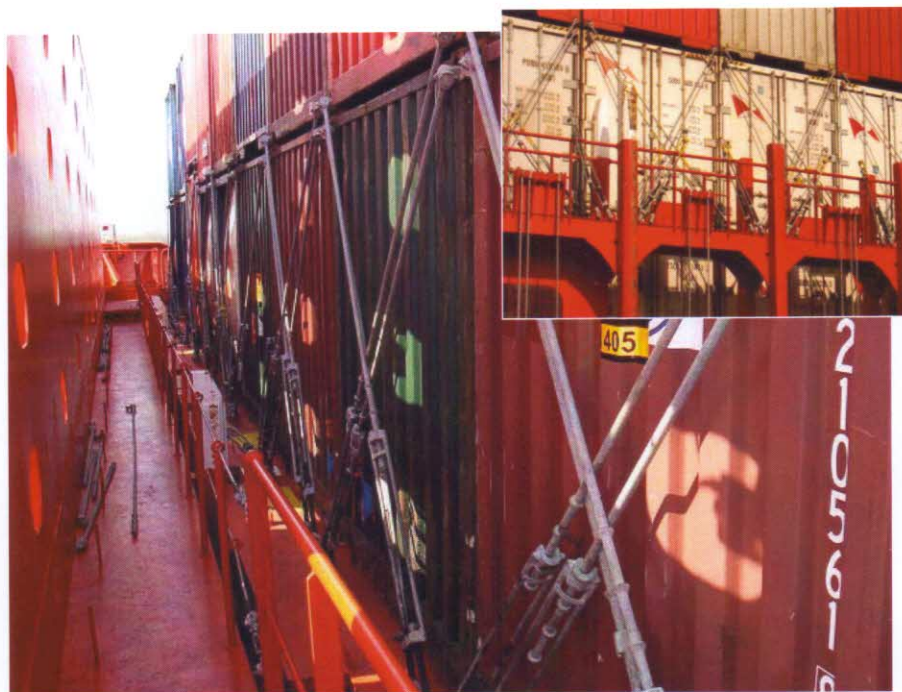
# Good practice Cargo – containers

NUMBER 95

## GOOD PRACTICE

- ✓ Containers in good condition
- ✓ Container doors closed and secure
- ✓ Effective lashing system

*Cargo should not be accepted in this condition. Cargo like this causes incidents and claims for which the ship may be liable.*



## BAD PRACTICE

- ✗ Containers in poor condition
- ✗ Doors bulging – held together with wire
- ✗ Risk of stow collapsing inside container and loss of cargo overboard

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# Good practice Container lashing rods

## GOOD PRACTICE

- ✓ All lashing devices in good condition
- ✓ Lashings well maintained
- ✓ Excellent lashing arrangement



*All components must be in place for a certified lashing system to be effective. Defective equipment must be replaced as soon as found.*



## BAD PRACTICE

- ✗ Heavy wastage of steel on securing device
- ✗ Strength of lashing severely reduced
- ✗ Hook deformed



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# Good practice **Cargo – lashing** containers safely

## GOOD PRACTICE

- ✓ Safe access used
- ✓ PPE worn – safe ship
- ✓ Planning and teamwork involved in cargo operations



*Ship design is not always ideal in allowing for the safest method of operations. But safety first – shortcuts must not be taken.*



## BAD PRACTICE

- ✗ Standing on outboard rails to check lashings
- ✗ Dangerous acts like this should not be allowed
- ✗ Risk of falling down hatch



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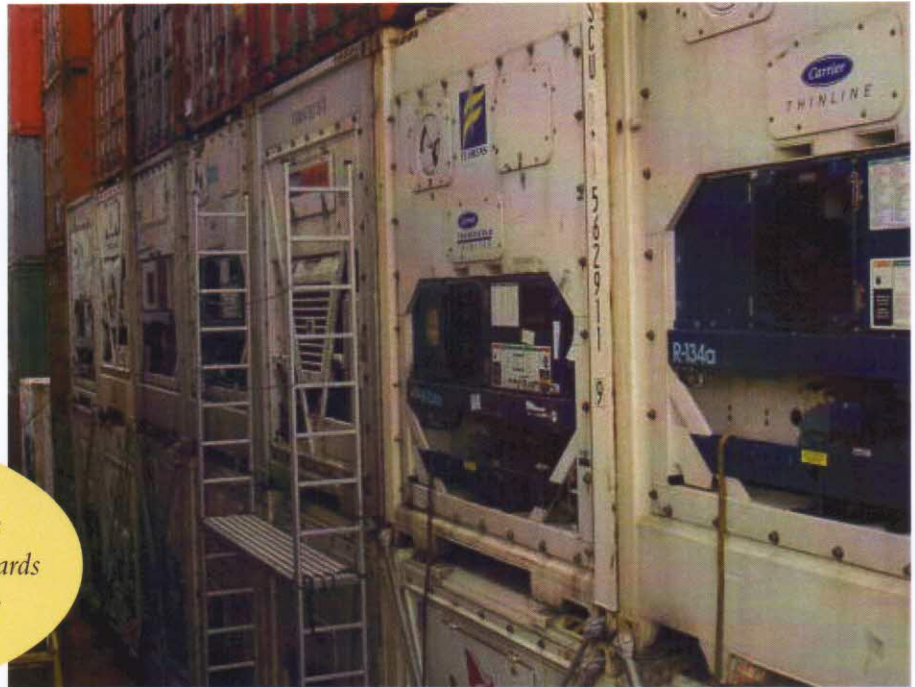


# Good practice Local temperature readings of reefer container units

## GOOD PRACTICE

- ✓ Stage rigged for checking reefer units
- ✓ Safe method of performing daily task
- ✓ Reefers stowed at low levels

*The design of container ships can make work hazardous. It is essential that hazards are identified and remedied, for crew safety.*



## BAD PRACTICE

- ✗ Ladder unsafely wedged in rail
- ✗ Standing unsafely with feet on top rungs of ladder
- ✗ Danger of injury to crew



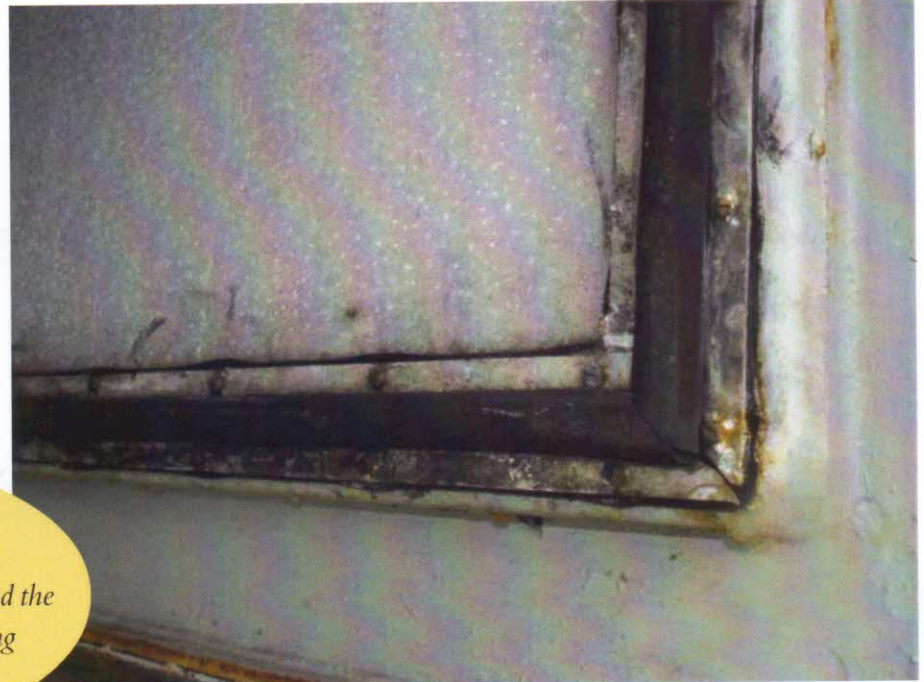
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# Good practice Reefer hatch seals

## GOOD PRACTICE

- ✓ Insulation intact
- ✓ Rubber seal okay
- ✓ No ice formation caused by leaking hatch lid or poor insulation



*Cargo claims has always been one of the biggest costs to the UK Club and the cause in many cases is leaking hatchcovers.*



## BAD PRACTICE

- ✗ Insulation breakdown
- ✗ Poor hatch rubber seal
- ✗ Paintwork peeling due to poor adhesion
- ✗ Risk of contamination to reefer cargo



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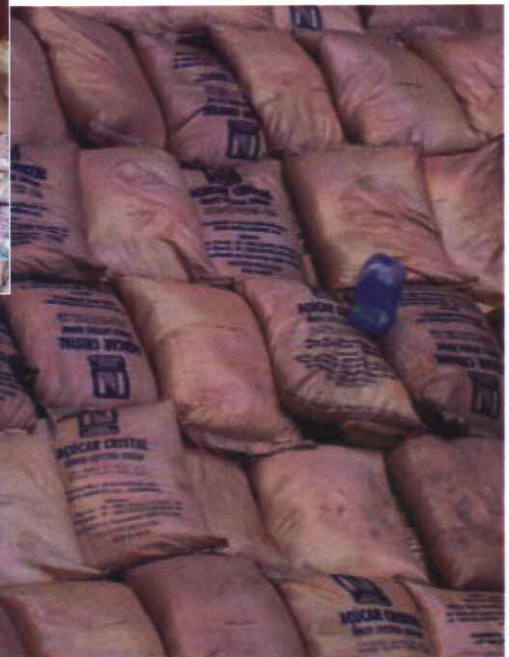




# Good practice Cargo – bagged sugar

## GOOD PRACTICE

- ✓ Holds lined with paper
- ✓ No broken or leaking bags
- ✓ All bags stowed flat

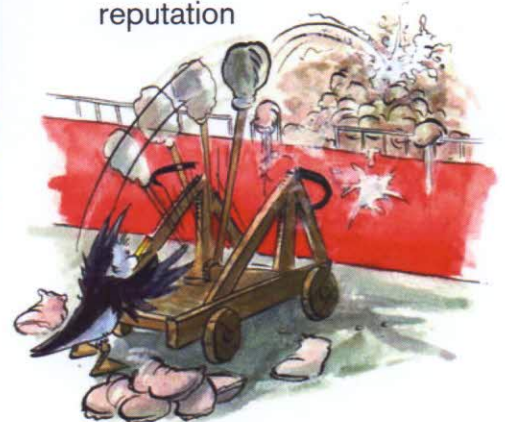


*It is wise to ensure stevedores take care when loading/discharging bagged cargo: carelessness can result in split bags and large shortages.*



## BAD PRACTICE

- ✗ Bags split and spilling
- ✗ Bags stowed on end and liable to split
- ✗ Increased cargo hatch cleaning
- ✗ High risk of cargo shortage and loss of reputation



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# Good practice **Cargo – boats on deck**

## GOOD PRACTICE

- ✓ Wood and rubber supports on cradle
- ✓ Good securing and quality lashing equipment
- ✓ Weather protection over wheelhouse



*Special attention should be paid as to how the hull of a boat is going to be supported when carried on deck, and adequate lashing is essential.*



## BAD PRACTICE

- ✗ Paper is the only protection between the steel cradle and fibreglass hull
- ✗ Minimal lashing and securing
- ✗ Risk of damage to boat's fibreglass hull



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# Good practice Reefer cargo – palletised

## GOOD PRACTICE

- ✓ Compact, safe stow of reefer boxes
- ✓ Undamaged and homogenous stows
- ✓ Secure binding and straps in place



*Palletised stows can be very efficient, but if pallets are not loaded with a level top, then a stow can easily collapse in transit and damage lots of cargo.*



## BAD PRACTICE

- ✗ Loose stow of boxes on pallets
- ✗ Some pallet loads not homogenous
- ✗ Some pallets missing bindings or straps
- ✗ Boxes opened / broached cargo



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# Good practice **Wearing buoyancy aids**

NUMBER 103

## GOOD PRACTICE

- ✓ Buoyancy aid worn and other safety equipment
- ✓ Work permit and supervision
- ✓ Safe and happy ship

*If crew are allowed to work without taking safety measures, then incidents are likely.*



## BAD PRACTICE

- ✗ No buoyancy aid
- ✗ Unsafe working practice



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# Good practice **Safe access**

## GOOD PRACTICE

- ✓ Correct gangway equipment in use
- ✓ Safety signs, rails, safe steps
- ✓ Safe access to and from ship



*Boarding should only be made by approved means. Shortcuts are dangerous and claim lives.*



## BAD PRACTICE

- ✗ High risk of personal injury jumping from ship top rail on to deck
- ✗ Risk of falling between ship and quay



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# Good practice Rigging the gangway brow

## GOOD PRACTICE

- ✓ Crew working together sensibly
- ✓ Crew safe at all times
- ✓ Correct PPE worn

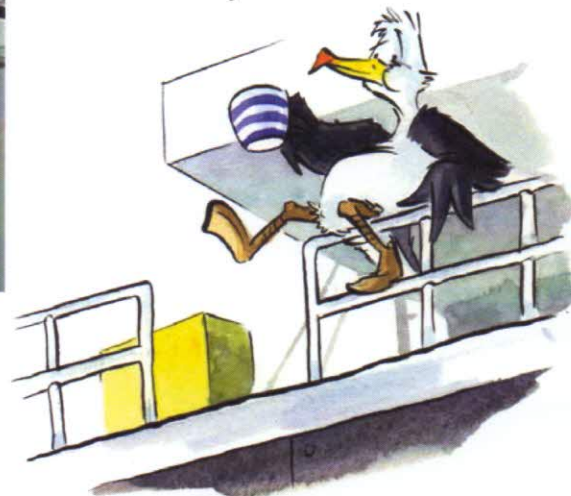


*Many serious incidents occur during mooring operations. Crew who fall between the ship and the quay are rarely recovered alive.*



## BAD PRACTICE

- ✗ Crew in dangerous positions
- ✗ Poor training and bad practice
- ✗ No safety line, buoyancy aid or lifejacket in use



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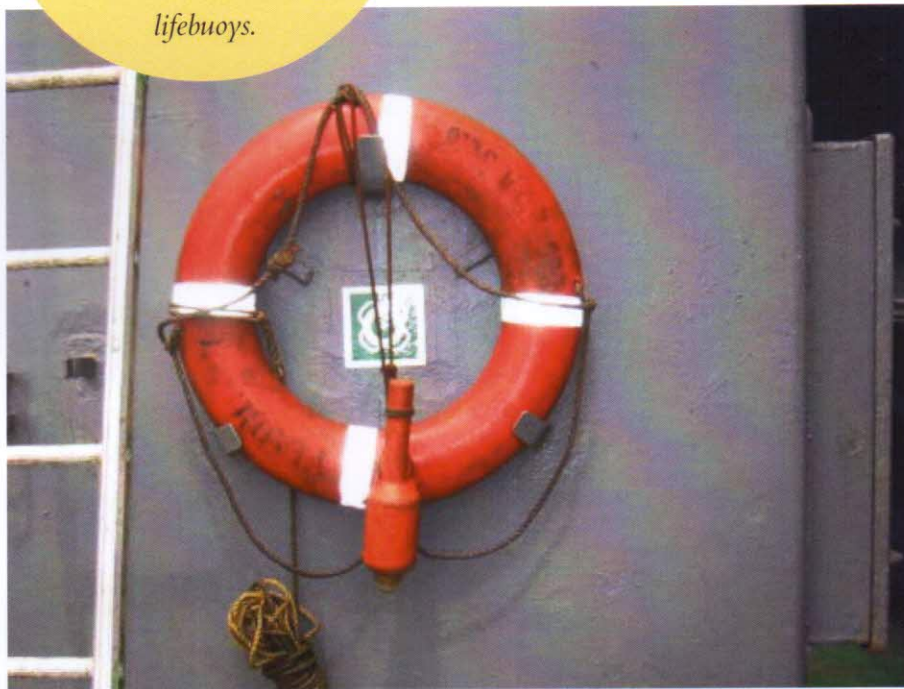
# Good practice Rigging of lifebuoys

## GOOD PRACTICE

- ✓ Lifebuoy correctly rigged
- ✓ Lifebuoy clean and lettering visible
- ✓ Light properly secured in bracket
- ✓ Lifebuoy complete with perry-line



*The ship's lifebuoys should comply with the safety plan which is approved by the classification society. Ship staff should not add other items to lifebuoys.*



## BAD PRACTICE

- ✗ Line fitted to lifebuoy as well as a light
- ✗ Light not secured in bracket
- ✗ Name and port of registry lettering in poor condition



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# Good practice Enclosed space entry

## GOOD PRACTICE

- ✓ Safety equipment and PPE
- ✓ Supervision and teamwork
- ✓ Enclosed space entry form completed at site of entry
- ✓ Actual oxygen and gas readings entered on form



*Enclosed space entry procedures are generally well understood, but very often taken for granted, costing lives every day.*



## BAD PRACTICE

- ✗ Entry point not manned or guarded
- ✗ Permit completed on office computer
- ✗ No oxygen or gas readings taken
- ✗ Open access – risk of serious fall



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# Good practice **Changes in deck level**

## GOOD PRACTICE

- ✓ Each step clearly highlighted
- ✓ Highlights visible from lower and top
- ✓ Safe movement around the ship



*Those who are carrying goods, new to the ship, complacent or just plain tired are at a heightened risk of serious injury from trips or falls at a change in deck level.*



## BAD PRACTICE

- ✗ Change in deck level not highlighted
- ✗ Decks and steps the same colour
- ✗ Trip and fall hazard



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# Good practice **Lighting on deck**

NUMBER 110

## GOOD PRACTICE

- ✓ Officers ensure lights are on when necessary
- ✓ Bright halogen lamps lighting deck
- ✓ Deck painted in a light colour paint

*Any crewmember who finds the deck lights have not been switched on when necessary has a duty to inform a responsible person on board*



## BAD PRACTICE

- ✗ Inadequate lighting during darkness
- ✗ Dangerous working environment
- ✗ Risk of serious incident



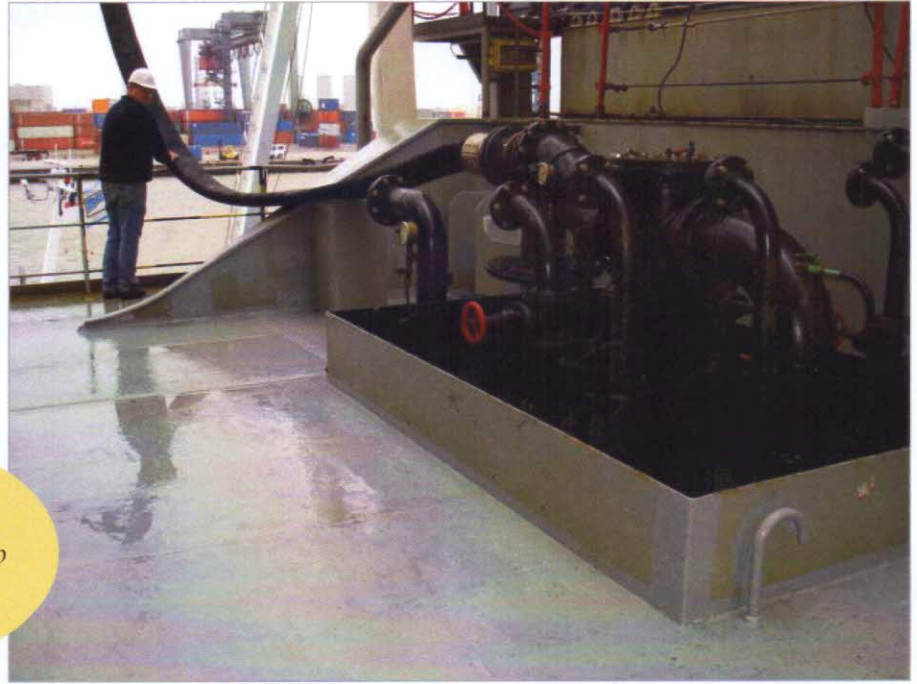
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# Good practice **Bunkering in rain**

## GOOD PRACTICE

- ✓ Bunkering commences once excess water removed
- ✓ Pollution control
- ✓ Bunker checklist completed

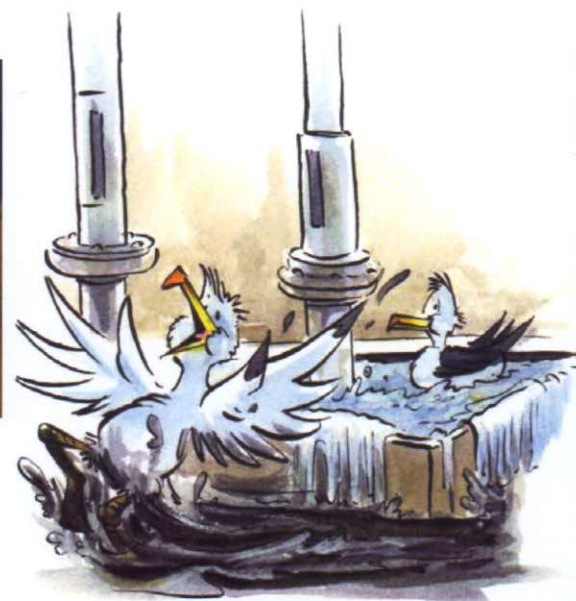


*Scupper plugs should temporarily be removed under supervision to allow water to drain off and then they should be replaced.*



## BAD PRACTICE

- ✗ Savealls full of water and decks awash
- ✗ Risk of pollution



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# Good practice **Clear safe stairwells**

## GOOD PRACTICE

- ✓ Clear stairwell
- ✓ Secure and well-maintained carpet and treads
- ✓ Tivoli lighting
- ✓ Control of passenger traffic during high-risk periods



*Clutter like this is a major hazard, particularly during an evacuation, and creates a high risk of an accident occurring.*



## BAD PRACTICE

- ✗ Steps left cluttered
- ✗ Trip hazard
- ✗ Dangerous emergency escape



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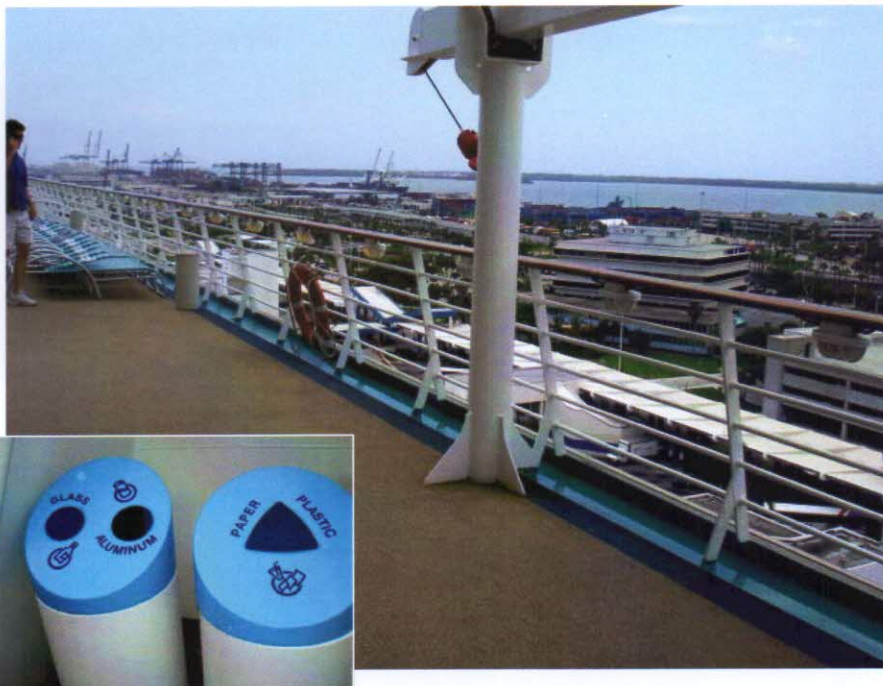


# Good practice Garbage disposal for passengers (MARPOL)

## GOOD PRACTICE

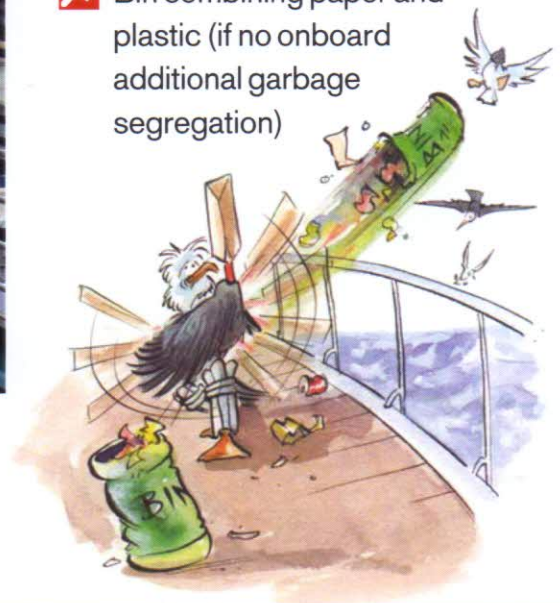
- ✓ Clear garbage signs
- ✓ Signs placed at regular intervals on ship's rails
- ✓ Garbage segregated onboard

*Passenger ships are responsible under MARPOL to ensure passengers do not illegally throw garbage overboard.*



## BAD PRACTICE

- ✗ No signs
- ✗ Risk of passengers polluting the seas
- ✗ Bin combining paper and plastic (if no onboard additional garbage segregation)



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# Good practice Smoking signs

## GOOD PRACTICE

- ✓ Well marked cigarette butt holders
- ✓ Holders located frequently along rails
- ✓ Holders checked regularly by ship's staff



*Measures should be taken to reduce the risk of cigarette butts being thrown overboard or disposed of in plastic or papers bins.*



## BAD PRACTICE

- ✗ Risk of container falling on to deck
- ✗ Passengers could disregard safety practices
- ✗ Cigarette butts may be thrown over rails
- ✗ Fire hazard



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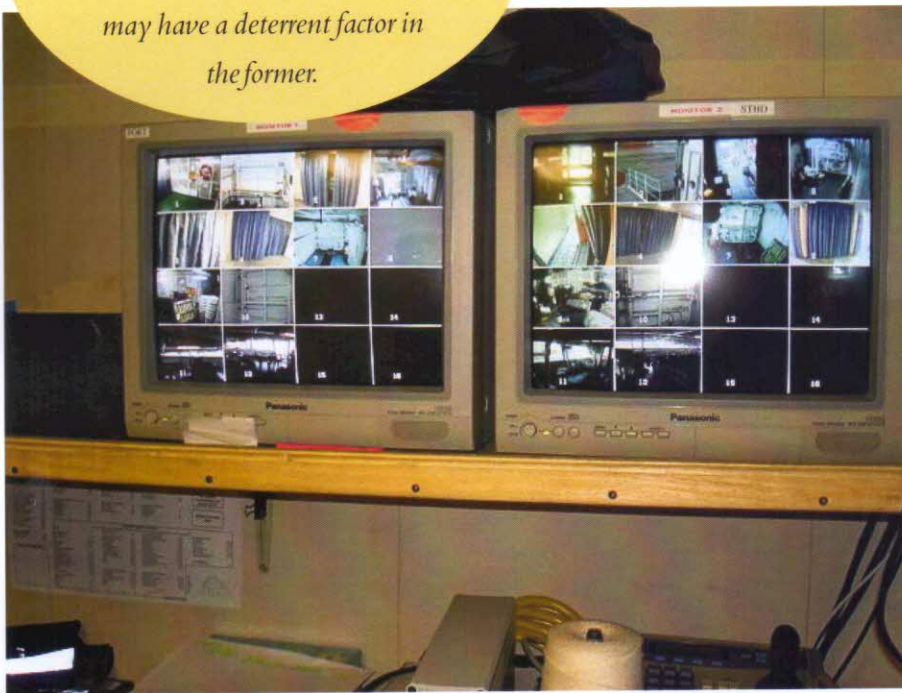
# Good practice **Security cameras**

## GOOD PRACTICE

- ✓ All devices working
- ✓ Tapes/recording medium changed daily, or as required
- ✓ Recordings retained for an appropriate period
- ✓ Checks and events are logged



*Ensure all equipment is operating: a video recording can be invaluable evidence for most assault or injury claims and may have a deterrent factor in the former.*



## BAD PRACTICE

- ✗ Cameras inoperative
- ✗ Occasional security scanning
- ✗ Control-room not continually manned



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# Good practice Restricted areas

## GOOD PRACTICE

- ✓ Access control to restricted areas
- ✓ Clear signage for crew and passengers
- ✓ Code locks or similar devices

*Areas designated restricted access must be controlled for passenger safety as well as to prevent any malicious/terrorist acts.*



## BAD PRACTICE

- ✗ Restricted area door lashed open
- ✗ Security of ship breached
- ✗ Compromise to ship safety



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# Good practice **Lifting baggage and stores**

## GOOD PRACTICE

- ✓ Crew using lifting belts provided
- ✓ Crew practicing proper lifting procedures
- ✓ Clear marking of heavy luggage items
- ✓ Ship staff trained in lifting procedures
- ✓ Trolleys used where possible



*Most passenger ship crew claims are back injury claims. This is often caused by poor lifting techniques.*

## BAD PRACTICE

- ✗ Bent back and straight legs
- ✗ Other crew not assisting
- ✗ High risk of back injury



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# Good practice **Trolley use**

## GOOD PRACTICE

- ✓ Sheets secured on trolley
- ✓ No items dragging on the deck
- ✓ Positioned in least obstructive manner in corridor
- ✓ Clear view ahead



*Clear guidelines and supervision should ensure staff do not work in a way that increases the likelihood of injury to crew or passengers.*



## BAD PRACTICE

- ✗ Restricted view ahead
- ✗ Load unstable
- ✗ Difficulty in manoeuvring
- ✗ Risk of bumping into somebody



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# Good practice Food preparation in the galleys

## GOOD PRACTICE

- ✓ Gloves worn
- ✓ Frequent hand washing
- ✓ Reduced risk of food contamination
- ✓ Highest standards of good hygiene in the galley



*The wearing of gloves is required when handling uncooked food, salads or deserts. Blue plasters only are to be worn in the galley.*



## BAD PRACTICE

- ✗ No gloves worn
- ✗ Plaster not blue (galley)
- ✗ High risk of food contamination
- ✗ Poor hygiene practices in galley



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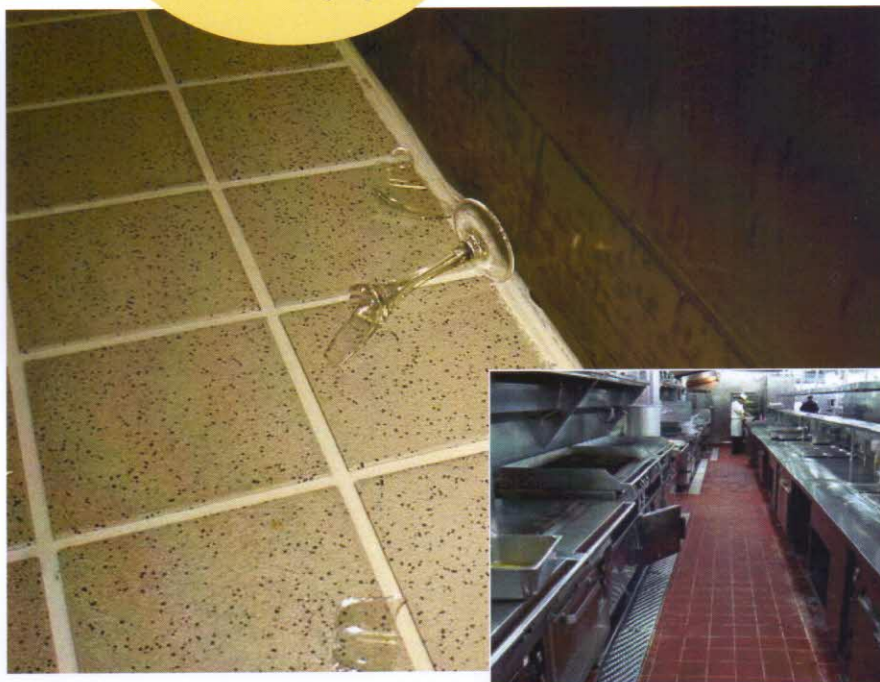
# Good practice Galley housekeeping

## GOOD PRACTICE

- ✓ Clear, clean galley decks
- ✓ Safe working practices in use
- ✓ Less risk of an accident



*The nature of galley work means a slip/trip and fall in this area is highly likely to result in serious injury.*



## BAD PRACTICE

- ✗ Broken glass left on galley decks
- ✗ Cupboard doors not secured
- ✗ Risk of an accident



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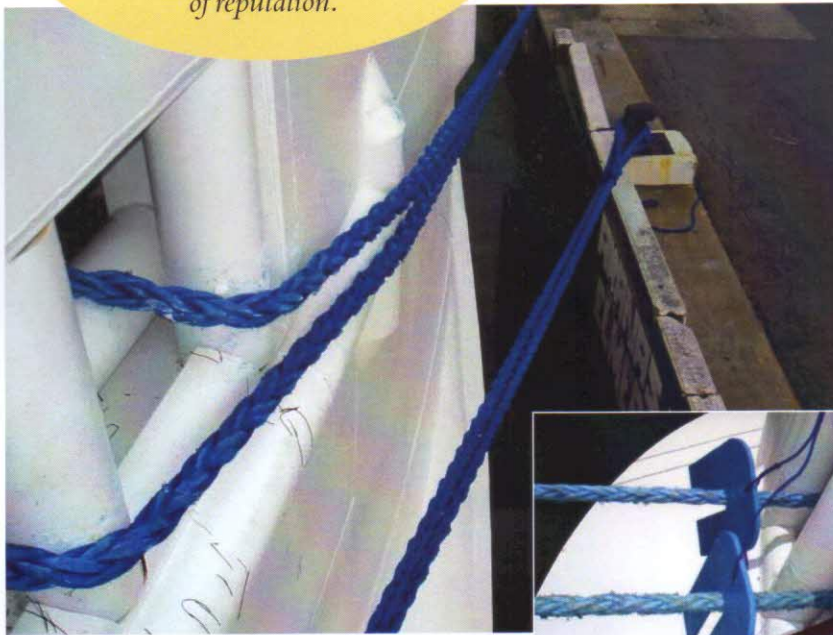
# Good practice Ratguards

## GOOD PRACTICE

- ✓ Approved type ratguards in use
- ✓ Ratguards in good condition
- ✓ Effectively secured on ropes



*Passengers who see rodents onboard take a strong view of the standard of the ship and its procedures. High risk of prosecution and loss of reputation.*



## BAD PRACTICE

- ✗ No ratguards fitted
- ✗ Risk of fine by Port Authority
- ✗ Homemade ratguards not as effective as approved types
- ✗ Homemade ratguards may not meet standards in some countries



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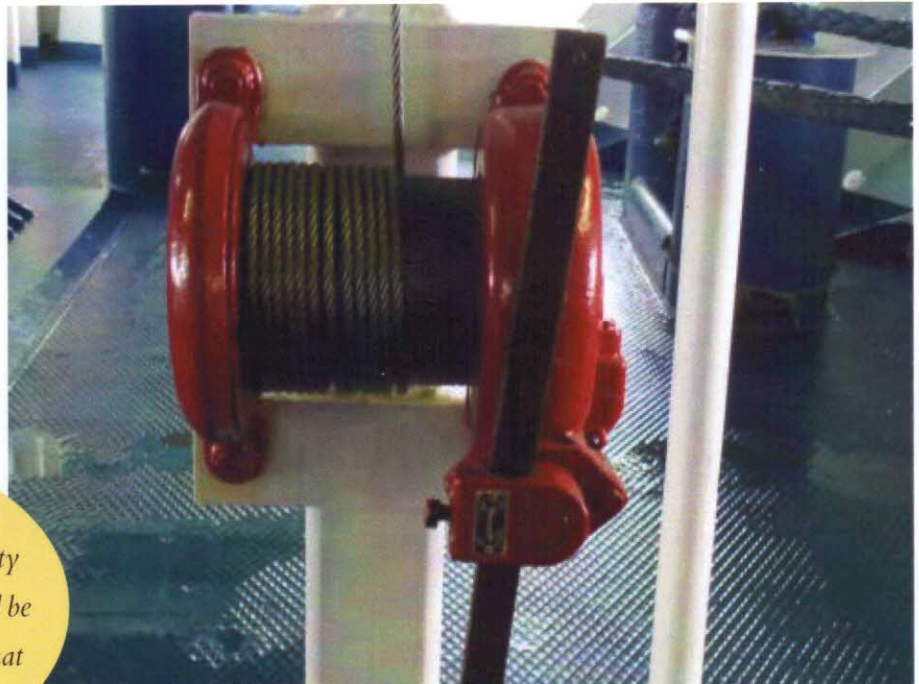




# Good practice **Portable winch handles**

## GOOD PRACTICE

- ✓ Portable winch handle in stowed position
- ✓ No obstruction into working area
- ✓ Good seamanship practices in use



*Crew should be told to look around them from a safety point of view when onboard, and be encouraged to report anything that could cause harm.*



## BAD PRACTICE

- ✗ Winch handle left in operating position
- ✗ Risk of somebody walking into the handle
- ✗ Poor seamanship practices



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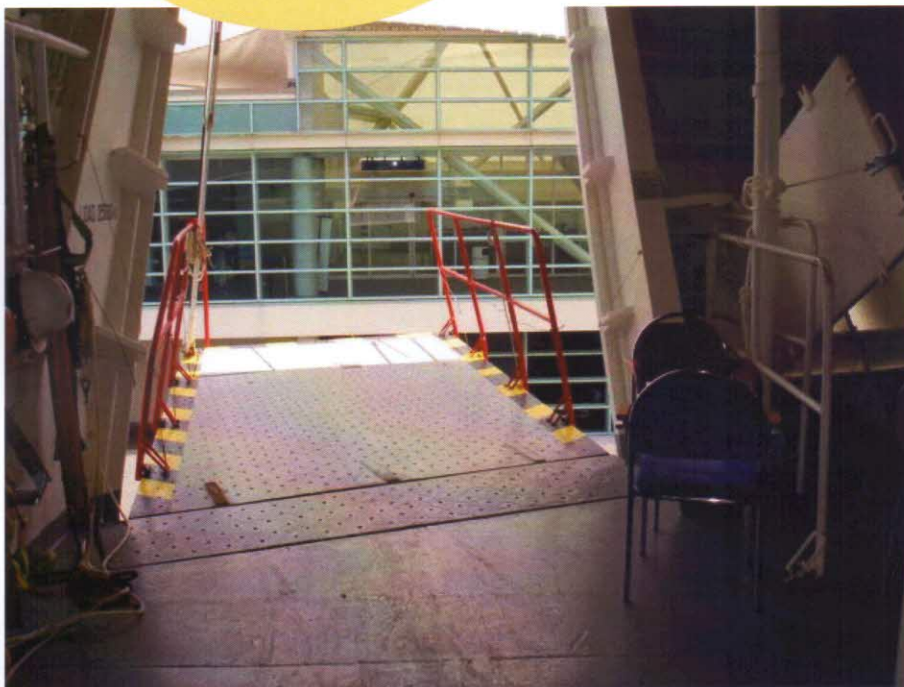
# Good practice Side shell openings (storing purposes) and dangerous practices

## GOOD PRACTICE

- ✓ Safety rails fitted on storing platform when not in use
- ✓ Less risk of a fall
- ✓ Safety rope fitted when not in use



*Never assume that because it is obvious there is a drop that everyone will see it! Hazards like this must be cordoned off.*



## BAD PRACTICE

- ✗ Platform open to the quay
- ✗ Risk of somebody falling
- ✗ No safety rails on outboard edge
- ✗ No person in attendance



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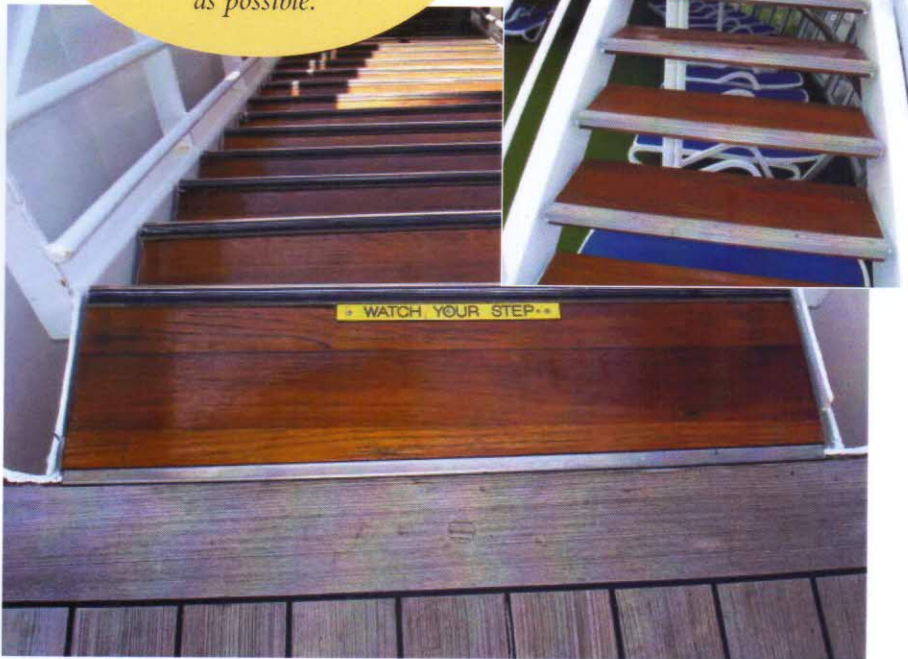
# Good practice Exterior decks and non-slip steps

## GOOD PRACTICE

- ✓ Clear signage on deck and at eye level
- ✓ Good rubber treads
- ✓ Less risk of person slipping
- ✓ Good stair safety



*A lot of passenger injuries occur on steps. Passengers are not used to the motion of the ship and don't wear appropriate footwear. Make all steps as safe as possible.*



## BAD PRACTICE

- ✗ Varnished steps dangerous when wet
- ✗ Inadequate or no non-slip protection
- ✗ Risk of somebody slipping down the stairs



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# Good practice **Swimming pools and surrounding areas**

## GOOD PRACTICE

- ✓ All tiles in good condition
- ✓ Surrounding deck surfaces in good condition
- ✓ Surrounding decks non-slip when wet
- ✓ Roped off and net fitted when not in use



*Passengers recognise pools as being potentially dangerous and expect them to be well maintained.*



## BAD PRACTICE

- ✗ Tiles missing/cracked
- ✗ Risk of an accident
- ✗ Risk of infection



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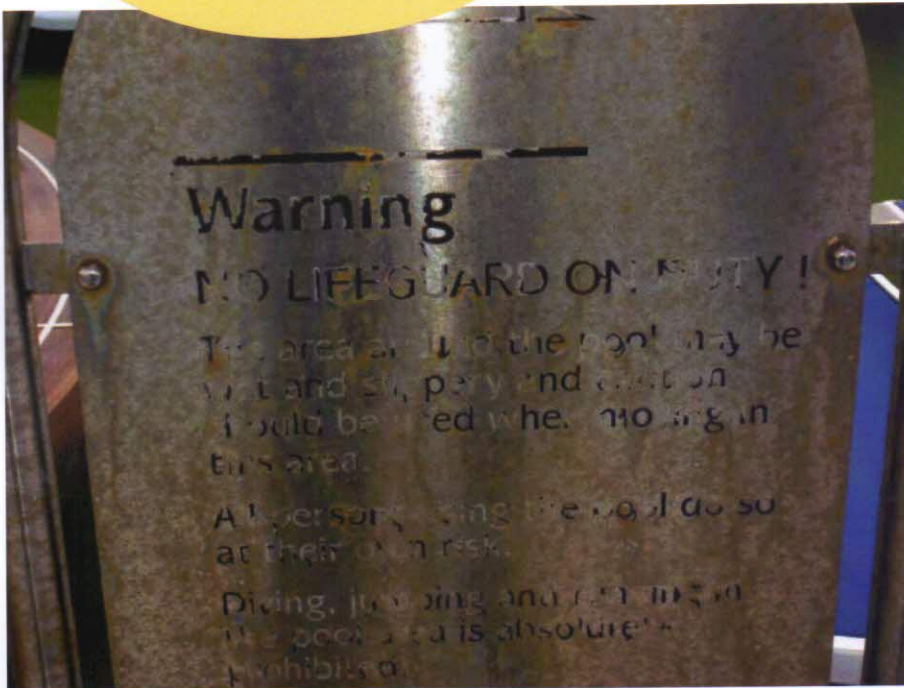
# Good practice **Swimming pool and spa pool – notices for passengers**

## GOOD PRACTICE

- ✓ Clear notices around pool areas
- ✓ Pool regulations very clear



*With the value of passenger claims increasing, ships must make every effort to ensure passengers have been warned about dangers and rules onboard.*



## BAD PRACTICE

- ✗ Pool warning notices not readable
- ✗ Risk of an accident
- ✗ Risk of passenger claim



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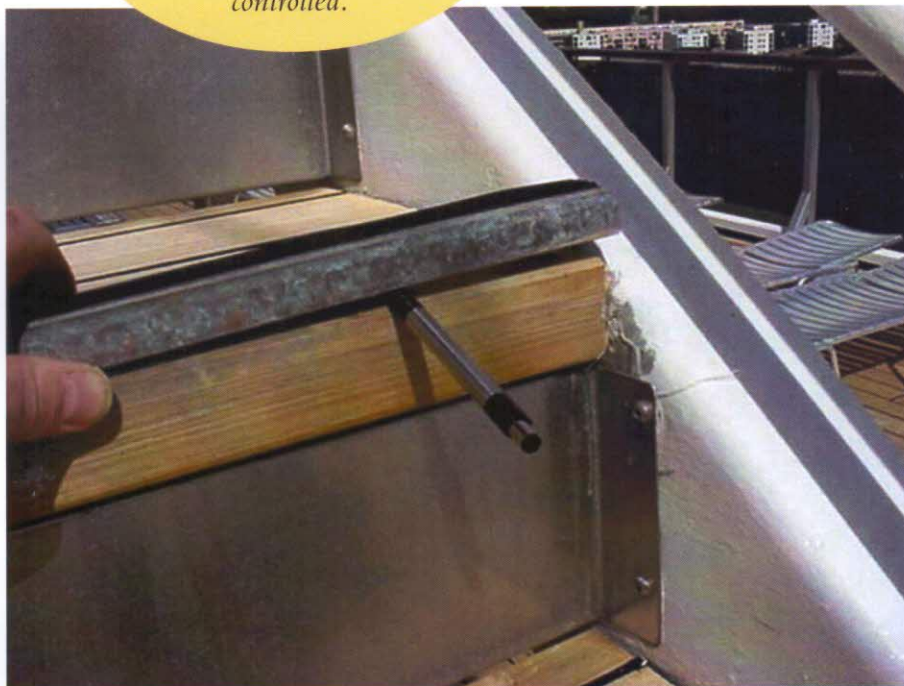
# Good practice Children's slides

## GOOD PRACTICE

- ✓ Safe access to swimming pool slide
- ✓ Clear explicit notices



*Accesses to children's slides need to be as safe as possible and clear signs must display slide rules. Slides should be supervised and accesses strictly controlled.*



## BAD PRACTICE

- ✗ Poor steps leading to the slide
- ✗ Non-slip step treads not secure
- ✗ Risk of an accident or injury



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# Good practice Crew accommodation stairwells

## GOOD PRACTICE

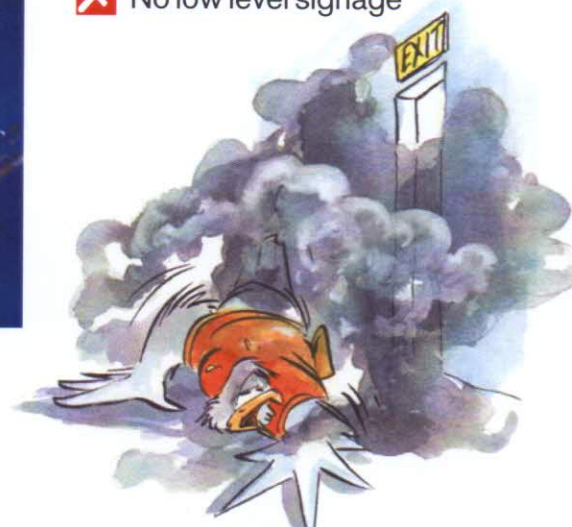
- ✓ Use of retro reflective strips
- ✓ Emergency lighting fitted
- ✓ Stair treads in good condition
- ✓ Good low level signage

*At the very least, the top and bottom steps should be highlighted to mark the change in deck level.*



## BAD PRACTICE

- ✗ Escape route not marked
- ✗ Steps same colour as deck
- ✗ Worn step treads
- ✗ Risk of an accident
- ✗ No low level signage



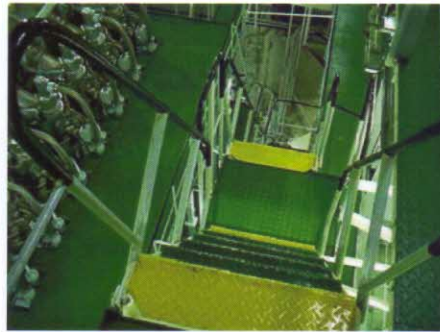
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# Good practice Engine room escape routes

## GOOD PRACTICE

- ✓ Top and bottom of engine room steps highlighted
- ✓ Low level escape routes clearly marked



*In the event of a fire, the engine room will rapidly fill with smoke. It is essential that low level escape routes are clearly marked and all exit doors are easily distinguishable.*



## BAD PRACTICE

- ✗ Steps blend in with surroundings
- ✗ No low level escape route marked



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# Good practice Signage, door openings and fire doors in work areas

## GOOD PRACTICE

- ✓ Clear marking on the deck
- ✓ Door opening areas clearly marked
- ✓ Door handle fitted with retro reflective tape
- ✓ Low level escape signage



*Crew should be aware that if something is a fire or an evacuation hazard then it should not be there.*



## BAD PRACTICE

- ✗ Pallets obstructing fire doors
- ✗ Escape arrows not visible due to obstruction
- ✗ Decks not clearly marked



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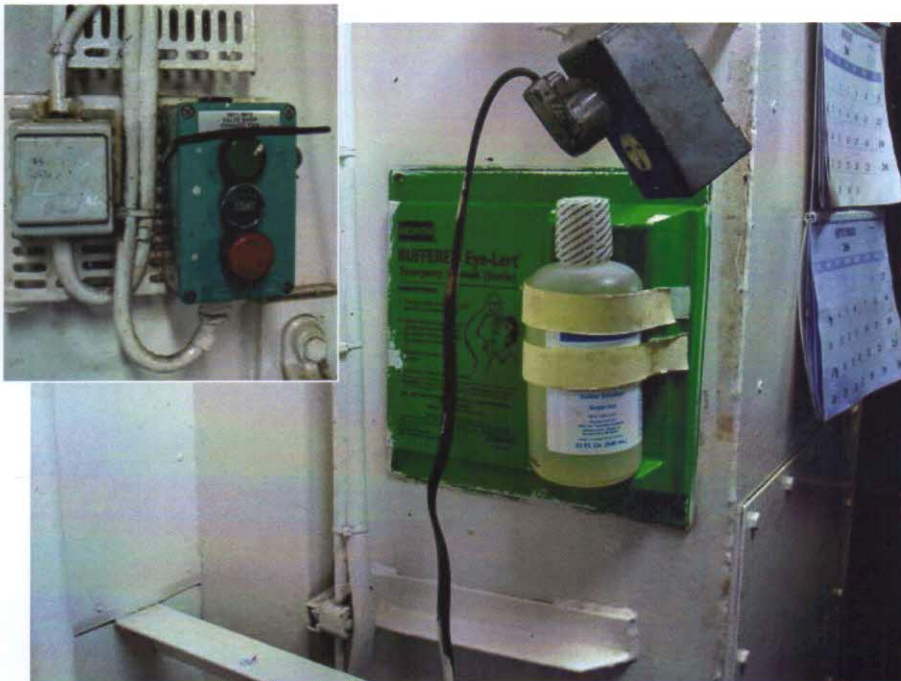
# Good practice Engine room workshop fittings and practices

## GOOD PRACTICE

- ✓ Emergency eyewash ready
- ✓ Emergency stops highlighted
- ✓ Safe working environment



*Ensuring safety equipment is in good working order may prevent very painful accidents.*



## BAD PRACTICE

- ✗ Eyewash bottle taped in place
- ✗ Stop/Start control box tampered with
- ✗ Poorly fitted socket



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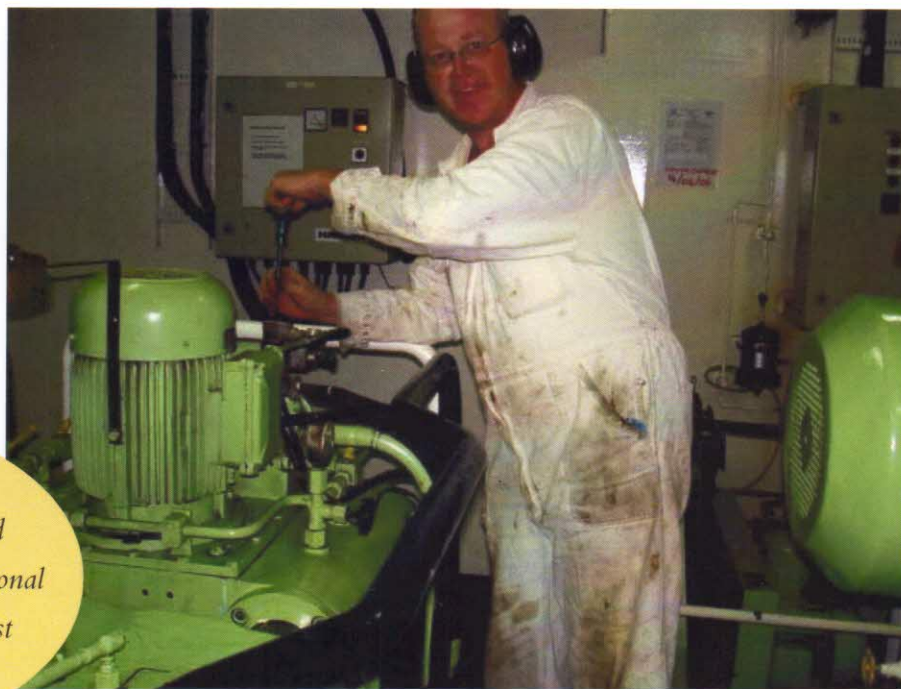




# Good practice Working attire in the engine room

## GOOD PRACTICE

- ✓ Long sleeve boiler suits
- ✓ Arm protection in the engine room
- ✓ Ear defenders in use

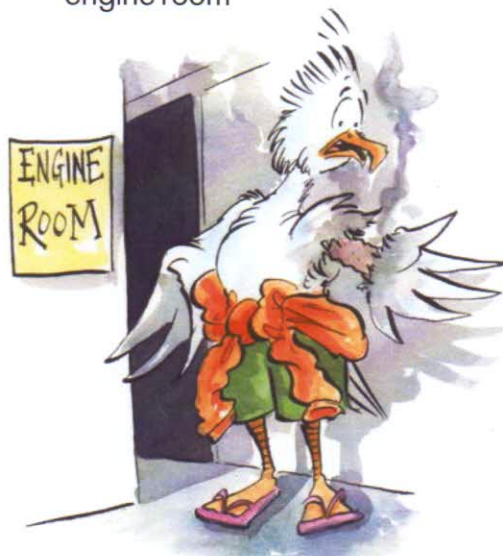


*Safety footwear and full length, long sleeved boiler suits are essential for personal protection, particularly against hot surfaces.*



## BAD PRACTICE

- ✗ Short sleeve boiler suits – no protection for forearms
- ✗ Shorts in the engine room
- ✗ Flip-flops worn in the engine room



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# Good practice Lagging on purifiers

## GOOD PRACTICE

- ✓ Purifiers clean
- ✓ Well maintained
- ✓ Oil-free lagging

*It is important that hot pipe lagging remains oil free as it is a recipe for fire.*



## BAD PRACTICE

- ✗ Oil leaking from purifiers
- ✗ Pipe lagging soaked
- ✗ Major fire risk



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# Good practice **Safety rails**

## GOOD PRACTICE

- ✓ Vertical bars on railings
- ✓ Children unable to climb over rails
- ✓ Horizontal bars with safety glass wall



*Vertical bars are substantially safer than horizontal ones, which encourage climbing. If horizontal bars can't be changed, they should be protected to make climbing difficult.*



## BAD PRACTICE

- ✗ Horizontal bars on rails
- ✗ Easily climbable by small children
- ✗ Danger of serious injury from fall



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# Good practice Glass doors

## GOOD PRACTICE

- ✓ Stickers or etchings make glass doors more distinguishable
- ✓ Reduced risk of injury from walking into glass doors

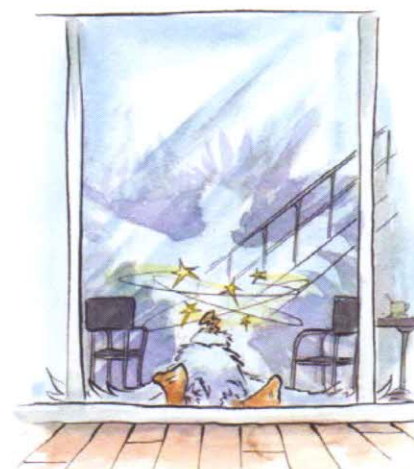


*Have you assessed all the glass doors onboard? Passengers are unlikely to be familiar with the ship, and injury from walking into a glass door can spoil a cruise.*



## BAD PRACTICE

- ✗ Clear glass not visible
- ✗ No marking or stickers to highlight the glass
- ✗ Risk of injury to passengers walking into glass doors



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