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**Resolution A.918(22)**

**Adopted on 29 November 2001  
(Agenda item 9)**

**IMO STANDARD MARINE COMMUNICATION PHRASES**

THE ASSEMBLY,

RECALLING Article 15(j) of the Convention on the International Maritime Organization concerning the functions of the Assembly in relation to regulations and guidelines concerning maritime safety,

RECALLING ALSO resolution A.380(X) by which it adopted the Standard Marine Navigational Vocabulary,

RECALLING FURTHER the provisions of regulation V/14.4 of the International Convention for the Safety of Life at Sea, 1974, requiring that on all ships to which chapter I thereof applies, English shall be used on the bridge as the working language for bridge-to-bridge and bridge-to-shore safety communications as well as for communications on board between the pilot and bridge watchkeeping personnel unless those directly involved in the communications speak a common language other than English,

RECOGNIZING that the standardization of language and terminology used in such communications would assist the safe operation of ships and contribute to greater safety of navigation,

RECOGNIZING ALSO the wide use of the English language for international navigational communications and the need to assist maritime training institutions to meet the objectives of safe operations of ships and enhanced navigational safety through, *inter alia*, the standardization of language and terminology used,

HAVING CONSIDERED the recommendations of the Maritime Safety Committee at its sixty-eighth and seventy-fourth sessions,

1. ADOPTS the IMO Standard Marine Communication Phrases set out in Annex 1 to the present resolution;

For reasons of economy, this document is printed in a limited number. Delegates are kindly asked to bring their copies to meetings and not to request additional copies.

2. AUTHORIZES the Maritime Safety Committee to keep the IMO Standard Marine Communication Phrases under review and to amend them when necessary in accordance with the procedure set out in Annex 2 to the present resolution;
3. RECOMMENDS Governments to give the IMO Standard Marine Communication Phrases a wide circulation to all prospective users and all maritime education authorities, in order to support compliance with the standards of competence as required by table A-II/1 of the STCW Code;
4. REVOKES resolution A.380(X).

## **FOREWORD**

As navigational and safety communications from ship to shore and vice versa, from ship to ship, and on board ship must be precise, simple and unambiguous so as to avoid confusion and error, there is a need to standardize the language used. This is of particular importance in the light of the increasing number of internationally trading vessels with crews speaking many different languages, since problems of communication may cause misunderstandings leading to dangers to the vessel, the people on board and the environment.

In 1973, the Maritime Safety Committee agreed, at its twenty-seventh session that where language difficulties arise a common language should be used for navigational purposes, and that language should be English. In consequence the Standard Marine Navigational Vocabulary (SMNV) was developed, adopted in 1977 and amended in 1985.

In 1992, the Maritime Safety Committee, at its sixtieth session, instructed the Sub-Committee on Safety of Navigation to develop a more comprehensive standardized safety language than SMNV 1985, taking into account the changing conditions in modern seafaring and covering all major safety-related verbal communications.

At its sixty-eighth session in 1997, the Maritime Safety Committee adopted the Draft IMO Standard Marine Communication Phrases (SMCP) developed by the Sub-Committee on Safety of Navigation. The draft IMO SMCP, following international trials, was amended at the forty-sixth session of this Sub-Committee, and was given final consideration by the Maritime Safety Committee at its seventy-fourth session in the light of remarks received by the Organization. The IMO SMCP was adopted by the Assembly in November 2001 as resolution A.918(22).

Under the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers, 1978, as revised 1995, the ability to use and understand the IMO SMCP is required for the certification of officers in charge of a navigational watch on ships of 500 gross tonnage or more.

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## INTRODUCTION

### 1 Position of the IMO SMCP in maritime practice

The IMO Standard Marine Communication Phrases (SMCP) has been compiled:

- to assist in the greater safety of navigation and of the conduct of the ship,
- to standardize the language used in communication for navigation at sea, in port approaches, waterways and harbours, and on board vessels with multilingual crews, and
- to assist maritime training institutions in meeting the objectives mentioned above.

These phrases are not intended to supplant or contradict the International Regulations for Preventing Collisions at Sea, 1972 or special local rules or recommendations made by IMO concerning ships' routing, neither are they intended to supersede the International Code of Signals, and their use in ship's external communications has to be in strict compliance with the relevant radiotelephone procedures as set out in the ITU Radio Regulations. Furthermore, the IMO SMCP, as a collection of individual phrases, should not be regarded as any kind of technical manual providing operational instructions.

The IMO SMCP meets the requirements of the STCW Convention, 1978, as revised, and of the SOLAS Convention, 1974, as revised, regarding verbal communications; moreover, the phrases cover the relevant communication safety aspects laid down in these Conventions.

Use of the IMO SMCP should be made as often as possible in preference to other wording of similar meaning; as a minimum requirement, users should adhere as closely as possible to them in relevant situations. In this way they are intended to become an acceptable safety language, using English for the verbal interchange of intelligence among individuals of all maritime nations on the many and varied occasions when precise meanings and translations are in doubt, as is increasingly evident under modern conditions at sea.

The accompanying CD/Cassette is designed to familiarize users with the pronunciation of the phrases.

### 2 Organization of the IMO SMCP

The IMO SMCP is divided into External Communication Phrases and On-board Communication Phrases as far as its application is concerned, and into Part A and Part B as to its status within the framework of STCW 1978 as revised.

Part A covers phrases applicable in external communications, and may be regarded as the replacement of the Standard Marine Navigational Vocabulary 1985, which is required to be used and understood under the STCW Code, 1995, Table A-II/I. This part is enriched by essential phrases concerning ship handling and safety of navigation to be used in on-board communications, particularly when the Pilot is on the bridge, as required by Regulation 14(4), Chapter V, SOLAS 1974, as revised.

Part B calls attention to other on-board standard safety-related phrases which, supplementary to Part A may also be regarded as useful for maritime English instruction.

### 3 Position of the IMO SMCP in Maritime Education and Training

The IMO SMCP is not intended to provide a comprehensive maritime English syllabus, which is expected to cover a far wider range of language skills to be achieved in the fields of vocabulary, grammar, discourse abilities, etc., than the IMO SMCP could ever manage. However, Part A in particular should be an indispensable part of any curriculum which is designed to meet the corresponding requirements of the STCW Convention 1978 as revised. In addition, Part B offers a rich choice of situations covered by phrases well suited to meet the communication requirements of the STCW Convention 1978 as revised, which mariners are implicitly expected to satisfy.

The IMO SMCP should be taught and learned selectively according to users' specific needs, rather than in its entirety. The respective instruction should be based on practice in the maritime environment, and should be implemented through appropriate modern language teaching methods.

### 4 Basic communicative features

The IMO SMCP builds on a basic knowledge of the English language. It was drafted intentionally in a simplified version of maritime English in order to reduce grammatical, lexical and idiomatic varieties to a tolerable minimum, using standardized structures for the sake of its function aspects, i.e. reducing misunderstanding in safety-related verbal communications, thereby endeavouring to reflect present maritime English language usage on board vessels and in ship-to-shore/ship-to-ship communications.

This means that in phrases offered for use in emergency and other situations developing under considerable pressure of time or psychological stress, as well as in navigational warnings, a block language is applied which uses sparingly or omits the function words *the, a/an, is/are*, as done in seafaring practice. Users, however, may be flexible in this respect.

Further communicative features may be summarized as follows:

- avoiding synonyms
- avoiding contracted forms
- providing fully worded answers to "yes/no"-questions and basic alternative answers to sentence questions
- providing *one* phrase for *one* event, and
- structuring the corresponding phrases according to the principle: *identical invariable plus variable*.

### 5 Typographical conventions

- ( ) **brackets** indicate that the part of the message enclosed within the brackets may be added where relevant;
- / **oblique strokes** indicate that the items on either side of the stroke are alternatives;
- ... **dots** indicate that the relevant information is to be filled in where the dots occur;

*(italic letters)* indicate the kind of information requested;

- ~ **tildes** precede possible words or phrases which can be used after/in association with the given standard phrase.

# GENERAL

## 1 Procedure

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

"Please use IMO Standard Marine Communication Phrases."

"I will use IMO Standard Marine Communication Phrases."

## 2 Spelling

### 2.1 Spelling of letters

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

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

### 2.2 Spelling of digits and numbers

A few digits and numbers have a **modified** pronunciation compared to general English:

Number	Spelling	Pronunciation
0	zero	<u>Z</u> EERO
1	one	WUN
2	two	<b>TOO</b>
3	three	<b><u>T</u>REE</b>
4	four	<b><u>F</u>OWER</b>
5	five	<b><u>F</u>IFE</b>
6	six	SIX
7	seven	<u>S</u> EVEN
8	eight	AIT
9	nine	<b><u>N</u>INER</b>
1000	thousand	<b><u>T</u>OUSAND</b>

### 3 Message Markers

In shore-to-ship and ship-to-shore communication or radio communication in general, the following eight Message Markers may be used (also see "**Application of Message Markers**" given in PART A1/6 "Vessel Traffic Service (VTS) Standard Phrases"):

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

### 4 Responses

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

Example: "ADVICE. Do not overtake the vessel to the North of you."

Respond: "I will not overtake the vessel to the North of me."

- 4.6 Responses to orders and answers to questions of special importance both in external and on-board communication are given in wording in the phrases concerned.

### 5 Distress, urgency and safety signals

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

**6 Standard organizational phrases**

6.1 "How do you read (me)?"

- 6.1.1 "I read you ...
 

bad/one	with signal strength one	(i.e. barely perceptible)
poor/two	with signal strength two	(i.e. weak)
fair/three	with signal strength three	(i.e. fairly good)
good/four	with signal strength four	(i.e. good)
excellent/five	with signal strength five	(i.e. very good)

6.2 When it is advisable to remain on a VHF Channel / frequency, say:  
"Stand by on VHF Channel ... / frequency ... ."

6.2.1 When it is accepted to remain on the VHF channel / frequency indicated, say:  
"Standing by on VHF Channel ... / frequency ... ."

6.3 When it is advisable to change to another VHF Channel / frequency, say:  
"Advise (you) change to VHF Channel ... / frequency ... ."  
"Advise(you) try VHF Channel .. / frequency... ."

6.3.1 When the changing of a VHF Channel / frequency is accepted, say:  
"Changing to VHF Channel ... / frequency ... ."

**7 Corrections**

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

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

**8 Readiness**

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

**9 Repetition**

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

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

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

## 10 Numbers

Numbers are to be spoken in separate digits:

"One-five-zero" for 150

"Two decimal five" or

"Two point five" for 2.5

Note: Attention! When rudder angles, e.g. in wheel orders, are given, say:

"Fifteen" for 15 or

"Twenty" for 20, etc.

## 11 Positions

11.1 When latitude and longitude are used, these shall be expressed in degrees and minutes (and decimals of a minute if necessary), North or South of the Equator and East or West of Greenwich.

Example: "WARNING. Dangerous wreck in position 15 degrees 34 minutes North 061 degrees 29 minutes West."

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

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

## 12 Bearings

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

Example: "Pilot boat is bearing 215 degrees from you."

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

12.1 Relative bearings

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

Example: "Buoy 030 degrees on your port bow."

(Relative D/F bearings are more commonly expressed in the 360 degree notation.)

## 13 Courses

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



## **14 Distances**

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

## **15 Speed**

To be expressed in knots:

- 15.1 without further notation, meaning speed through the water; or,
- 15.2 "ground speed", meaning speed over the ground.

## **16 Times**

Times should be expressed in the 24 hour hours hours UTC notation; if local time will be used in ports or harbours it should clearly be stated.

## **17 Geographical names**

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

## **18 Ambiguous words**

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

- 18.1 The conditionals "may", "might", "should" and "could"

May

- Do not say: "May I enter the fairway?"
- Say: "QUESTION. Do I have permission to enter the fairway?"
- Do not say: "You may enter the fairway."
- Say: "ANSWER. You have permission to enter the fairway."

Might

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

Should

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

Could

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

- 18.2 The word "can"

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

*Note: In all cases the radiotelephone procedures as set out in the ITU Radio Regulations have to be observed.*

## GLOSSARY

The Glossary includes a limited number of technical terms which do not appear in the text of the IMO SMCP, but might be useful in case the content of a given standard Phrase requires modification.

### 1 General terms

Abandon vessel (to)	To evacuate crew and passengers from a vessel following a distress
Accommodation ladder	Ladder attached to platform at vessel's side with flat steps and handrails enabling persons to embark / disembark from water or shore
Adrift	Uncontrolled movement at sea under the influence of current, tide or wind
Air draft	The height from the waterline to the highest point of the vessel
Assembly station	Place on deck, in mess rooms, etc., assigned to crew and passengers where they have to meet according to the muster list when the corresponding alarm is released or announcement made
Backing (of wind)	Shift of wind direction in an anticlockwise manner, for example from north to west (opposite of veering)
Beach (to)	To run a vessel up on a beach to prevent its sinking in deep water
Berth	.1 A sea room to be kept for safety around a vessel, rock, platform, etc. .2 The place assigned to a vessel when anchored or lying alongside a pier, etc.
Blast	A whistle signal made by the vessel
Blind sector	An area which cannot be scanned by the ship's radar because it is shielded by parts of the superstructure, masts, etc.
Boarding arrangements	All equipment, such as pilot ladder, accommodation ladder, hoist, etc., necessary for a safe transfer of the pilot
Boarding speed	The speed of a vessel adjusted to that of a pilot boat at which the pilot can safely embark/disembark
Bob-cat	A mini-caterpillar with push-blade used for the careful distribution of loose goods in cargo holds of bulk carriers
Briefing	Concise explanatory information to crew and/or passengers
Cable	.1 Chain connecting a vessel to the anchor(s) .2 Wire or rope primarily used for mooring a ship .3 (Measurement) one hundred fathoms or one tenth of a nautical mile
Capsize (to)	To turn over
Cardinal buoy	A seamark, i.e. a buoy, indicating the north, east, south or west, i.e. the cardinal points/half cardinal points from a fixed point such as a wreck, shallow water, banks, etc.

Cardinal points	The four main points of the compass: north, east, south and west
Casualty	Here: case of death in an accident or shipping disaster
Check (to)	.1 To make sure that equipment etc. is in proper condition or that everything is correct and safe .2 To regulate motion of a cable, rope or wire when it is running out too fast
Close-coupled towing	A method of towing vessels through polar ice by means of icebreaking tugs with a special stern notch suited to receive and hold the bow of the vessel to be towed
Close up (to)	To decrease the distance to the vessel ahead by increasing one's own speed
Compatibility (of goods)	Indicates whether different goods can be safely stowed together in one cargo space or in an adjacent hold.
(Vessel) constrained by her draft	A vessel severely restricted by her draught in her ability to deviate from the course followed in relation to the available depth and width of navigable water
Convoy	A group of vessels which sail together, e.g. through a canal or ice
Course	The intended direction of movement of a vessel through the water
Course made good	That course which a vessel makes good over ground, after allowing for the effect of currents, tidal streams, and leeway caused by wind and sea
COW	Crude Oil Washing: a system of cleaning the cargo tanks by washing them with the cargo of crude oil during discharge
CPA/TCPA	Closest Point of Approach/Time to Closest Point of Approach: limit as defined by the observer to give warning when a tracked target or targets will close to within these limits
Crash-stop	An emergency reversal operation of the main engine(s) to avoid a collision
Damage control team	A group of crew members trained for fighting flooding in the vessel
Datum	.1 The most probable position of a search target at a given time .2 The plane of reference to which all data as to the depth on charts are referenced
Derelict	Vessel still afloat, abandoned at sea
Destination	Port for which a vessel is bound
Disabled	A vessel damaged or impaired in such a manner as to be incapable of proceeding on its voyage

Disembark (to)	To go from a vessel
Distress alert (GMDSS)	A radio signal from a distressed vessel automatically directed to an MRCC giving position, identification, course and speed of the vessel as well as the nature of distress
Distress/ Urgency traffic	Here: the verbal exchange of information on radio from ship to shore and/or ship to ship / aircraft about a distress / urgency situation as defined in the relevant ITU Radio Regulations
Draft	Depth in water at which a vessel floats
Dragging (of anchor)	Moving of an anchor over the sea bottom involuntarily because it is no longer preventing the movement of the vessel
Dredging (of anchor)	Moving of an anchor over the sea bottom to control the movement of the vessel
Drifting	Being driven along by the wind, tide or current
Drop back (to)	To increase the distance from the vessel ahead by reducing one's own speed
DSC	Digital Selective Calling (in the GMDSS system)
Embark (to)	To go aboard a vessel
EPIRB	Emergency Position Indicating Radio Beacon
Escape route	A clearly marked way in the vessel which has to be followed in case of an emergency
Escort	Attending a vessel to be available in case of need, e.g. ice-breaker, tug, etc.
ETA	Estimated Time of Arrival
ETD	Estimated Time of Departure
Fathom	A measure of 6 feet
Fire patrol	A member of the watch going around the vessel at certain intervals so that an outbreak of fire may be promptly detected; mandatory in vessels carrying more than 36 passengers
Flooding	Major uncontrolled flow of seawater into the vessel
Fire monitor	Fixed foam/powder/water cannon shooting fire-extinguishing agents on tank deck, manifold etc.
Foul (of anchor)	Anchor has its own cable twisted around it or has fouled an obstruction
Foul (of propeller)	A line, wire, net, etc., is wound round the propeller

Full speed	Highest possible speed of a vessel
Fumes	Often harmful gas produced by fires, chemicals, fuel, etc.
General emergency alarm	A sound signal of seven short blasts and one prolonged blast given with the vessel's sound system
Give way	To keep out of the way of another vessel
GMDSS	Global Maritime Distress and Safety System
(D) GPS	(Differential) Global (satellite) Positioning System
Half cardinal points	The four main points lying between the cardinal points: north east, south east, south west and north west
Hampered vessel	A vessel restricted by her ability to manoeuvre by the nature of her work
Hatchrails	Ropes supported by stanchions around an open hatch to prevent persons from falling into a hold
Heading	The horizontal direction of the vessel's bows at a given moment measured in degrees clockwise from north
Hoist	Here: a cable used by helicopters for lifting or lowering persons in a pick-up operation
Icing	Coating of ice on an object, e.g. the mast or superstructure of a vessel
IMO Class	Group of dangerous or hazardous goods, harmful substances or marine pollutants in sea transport as classified in the International Maritime Dangerous Goods Code (IMDG Code)
Inert (to)	To reduce the oxygen in a tank by inert gas to avoid an explosive atmosphere
Initial course	Course directed by the OSC or other authorized person to be steered at the beginning of a search
Inoperative	Not functioning
Jettison (to) (of cargo)	To throw goods overboard in order to lighten the vessel or improve its stability in case of an emergency
Launch (to)	To lower, e.g. lifeboats, to the water
Leaking	Escape of liquids such as water, oil, etc., out of pipes, boilers, tanks, etc., or a minor inflow of seawater into the vessel due to damage to the hull
Leeward	On or towards the sheltered side of a ship; opposite of windward
Leeway	Vessel's sideways drift leeward of the desired course
Let go (to)	To set free, let loose, or cast off (of anchors, lines, etc.)

Lifeboat station	Place assigned to crew and passengers to muster before being ordered into the lifeboats
List	Here: inclination of the vessel to port side or starboard side
Located	In navigational warnings: Position of object confirmed
Make water (to)	To have seawater flowing into the vessel due to hull damage, or hatches awash and not properly closed
MMSI	Maritime Mobile Service Identity number
Moor (to)	To secure a vessel in a particular place by means of wires or ropes made fast to the shore, to anchors, or to anchored mooring buoys, or to ride with both anchors down
MRCC	Maritime Rescue Co-ordination Centre: land-based authority responsible for promoting efficient organization of maritime search and rescue and for co-ordinating the conduct of search and rescue operations within a search and rescue region
Muster (to)	To assemble crew, passengers or both in a special place for purposes of checking
Muster list	List of crew, passengers and others on board and their functions in a distress or drill
Not under command	(abbr. NUC): a vessel which through exceptional circumstances is unable to manoeuvre as required by the COLREGs
Obstruction	An object such as a wreck, net, etc., which blocks a fairway, route, etc.
Off air	When the transmissions of a radio station, etc., have broken down, been switched off or suspended
Off station (of buoys)	Not in charted position
Oil clearance	Oil skimming from the surface of the water
Operational	Ready for immediate use
Ordnance exercise	Naval firing practice
OSC	On-Scene Co-ordinator: A person designed to co-ordinate search and rescue operations within a specified area
Overflow	Escape of oil or liquid from a tank because of a twofold condition as a result of overflowing, thermal expansion, change in vessel trim or vessel movement
Polluter	A vessel emitting harmful substances into the air or spilling oil into the sea

Preventers	Ropes or wires attached to derricks to prevent them from swinging during cargo handling operations
Proceed (to)	To sail or head for a certain position or to continue with the voyage
PA-system	Public address system: loudspeakers in the vessel's cabins, mess rooms, etc., and on deck through which important information can be broadcast from a central point, mostly from the navigation bridge
Recover (to)	Here: to pick up shipwrecked persons
Refloat (to)	To pull a vessel off after grounding; to set afloat again
Rendez-vous	An appointment between vessels normally made on radio to meet in a certain area or position
Reported	In navigational warnings: position of object unconfirmed
Restricted area	A deck, space, area, etc., in vessels where, for safety reasons, entry is only permitted for authorized crew members
Resume (to)	Here: to re-start a voyage, service or search
Retreat signal	Sound, visual or other signal to a team ordering it to return to its base
Rig move	The movement of an oil rig, drilling platform, etc., from one position to another
Roll call	The act of checking how many passengers and crew members are present, e.g. at assembly stations, by reading aloud a list of their names
Safe speed	That speed of a vessel allowing time for effective action to be taken under prevailing circumstances and conditions to avoid a collision and to be stopped within an appropriate distance
SWL	Safe working load: maximum working load of lifting equipment that should not be exceeded
Safe working pressure	The maximum permissible pressure in cargo hoses
SAR	Search and Rescue
SART	Search and Rescue Transponder
Scene	The area or location where the event, e.g. an accident, has happened
Search pattern	A pattern according to which vessels and/or aircraft may conduct a co-ordinated search (the IMOSAR offers seven search patterns)
Search speed	The speed of searching vessels directed by the OSC
Seamark	A navigational aid placed to act as a beacon or warning



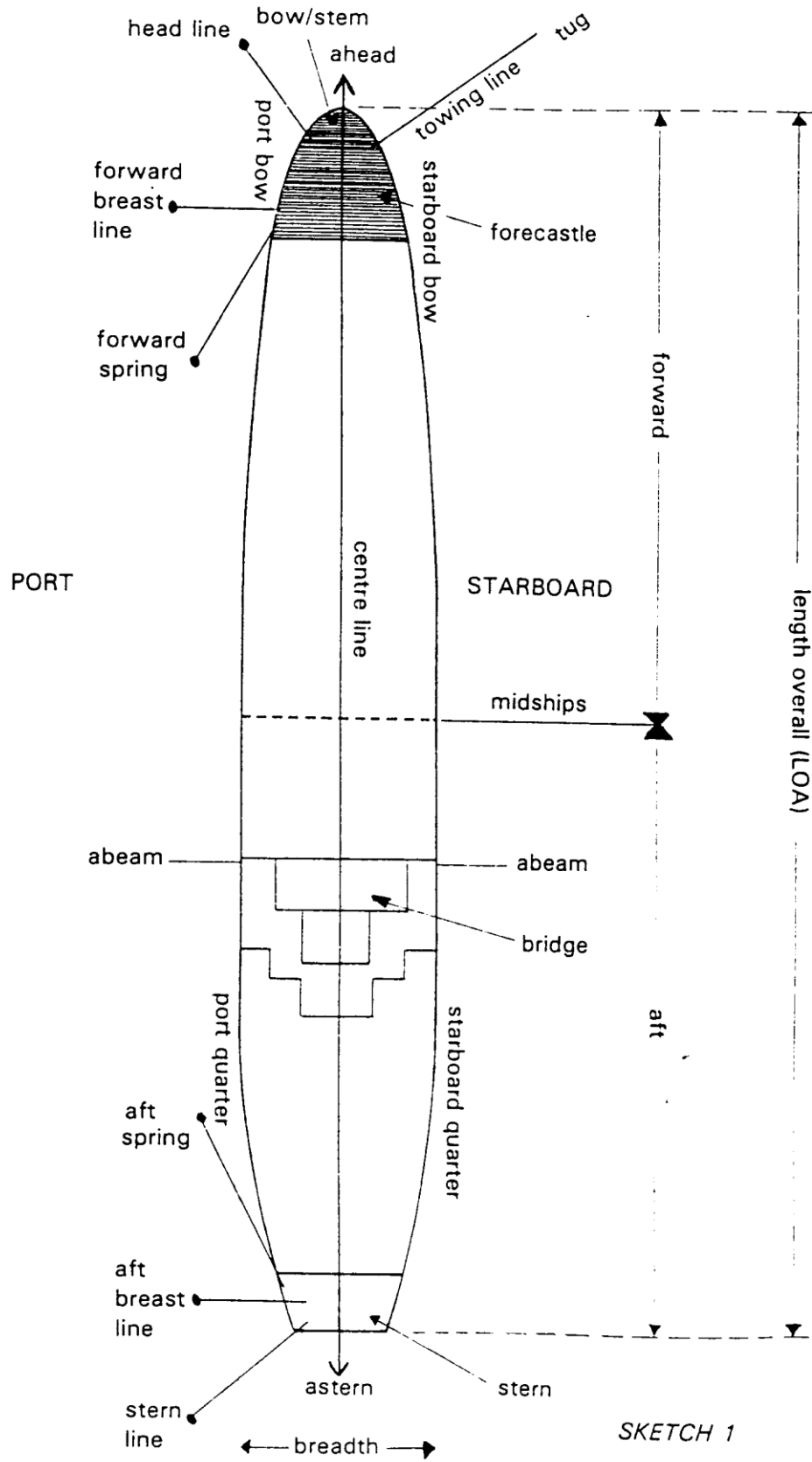
Segregation(of goods)	Separation of goods which for different reasons must not be stowed together
Shackle	.1 Length of chain cable measuring 15 fathoms .2 U-shaped link closed with a pin used for connecting purposes
Shifting cargo	Transverse movement of cargo, especially bulk cargo, caused by rolling or a heavy list
Slings	Ropes, nets, and any other means for handling general cargoes
Speed of advance	The speed at which a storm centre moves
Spill	The accidental escape of oil, etc., from a vessel, container, etc., into the sea
Spill control gear	Anti-pollution equipment for combating accidental spills of oils or chemicals
(Elongated) spreader	Here: step of a pilot ladder which prevents the ladder from twisting
Stand by (to)	To be in readiness or prepared to execute an order; to be readily available
Stand clear (to)	Here: to keep a boat away from the vessel
Standing orders	Orders of the Master to the officer of the watch which he/she must comply with
Stand on (to)	To maintain course and speed
Station	The allotted place or the duties of each person on board
Stripping	Final pumping of tank's residues
Survivor	A person who continues to live in spite of being in an extremely dangerous situation, e.g. a shipping disaster.
Take off (to)	To lift off from a vessel's deck (helicopter)
Target	The echo generated, e.g. by a vessel, on a radar screen
Tension winch	A winch which applies tension to mooring lines to keep them tight
TEU	Twenty Foot Equivalent Unit (standard container dimension)
Track	The path followed, or to be followed, between one position and another
Transit	Here: the passage of a vessel through a canal, fairway, etc.
Transit speed	Speed of a vessel required for passage through a canal, fairway, etc.
Transshipment (of cargo)	Here: the transfer of goods from one vessel to another outside harbours

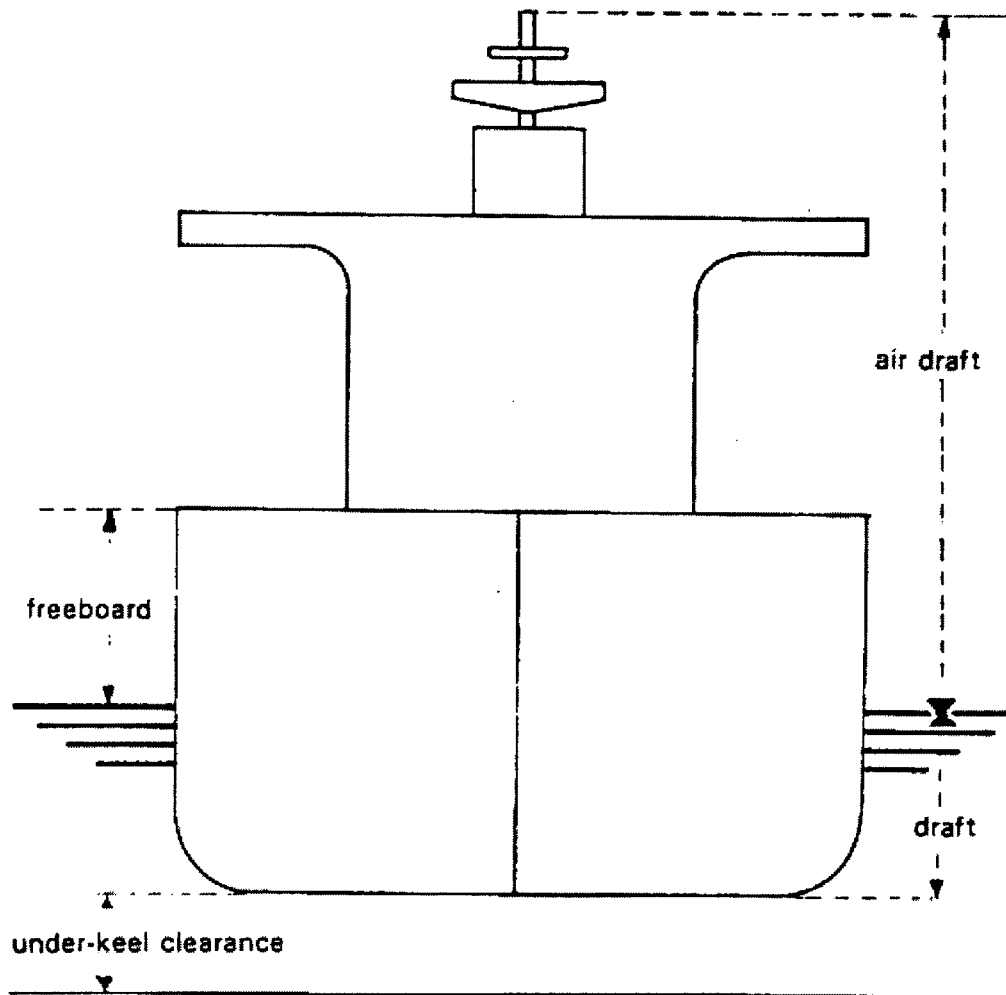
Underway	Describes a vessel which is not at anchor, or made fast to the shore, or aground
Union purchase	A method of cargo handling by combining two derricks, one of which is fixed over the hatch, the other over the ship's side
Unlit	When the light of a buoy or a lighthouse are inoperative
hours hours UTC (GMT)	Universal Time Co-ordinated
Variable (of winds)	A wind that is constantly changing speed and direction
Veering (of winds)	Clockwise change in the direction of the wind; opposite of backing
Veer out (to)(of anchors)	To let out a greater length of cable
VHF	Very High Frequency (30-300 MHz)
Walk out (to) (of anchors)	To reverse the action of a windlass to lower the anchor until it is clear of the hawse pipe and ready for dropping
Walk back (to)	To reverse the action of a windlass to ease the cable (of anchors)
Waypoint	A position a vessel has to pass or at which she has to alter course according to her voyage plan
Windward	The general direction from which the wind blows; opposite of leeward
Wreck	A vessel which has been destroyed, sunk or abandoned at sea

## **2 VTS special terms**

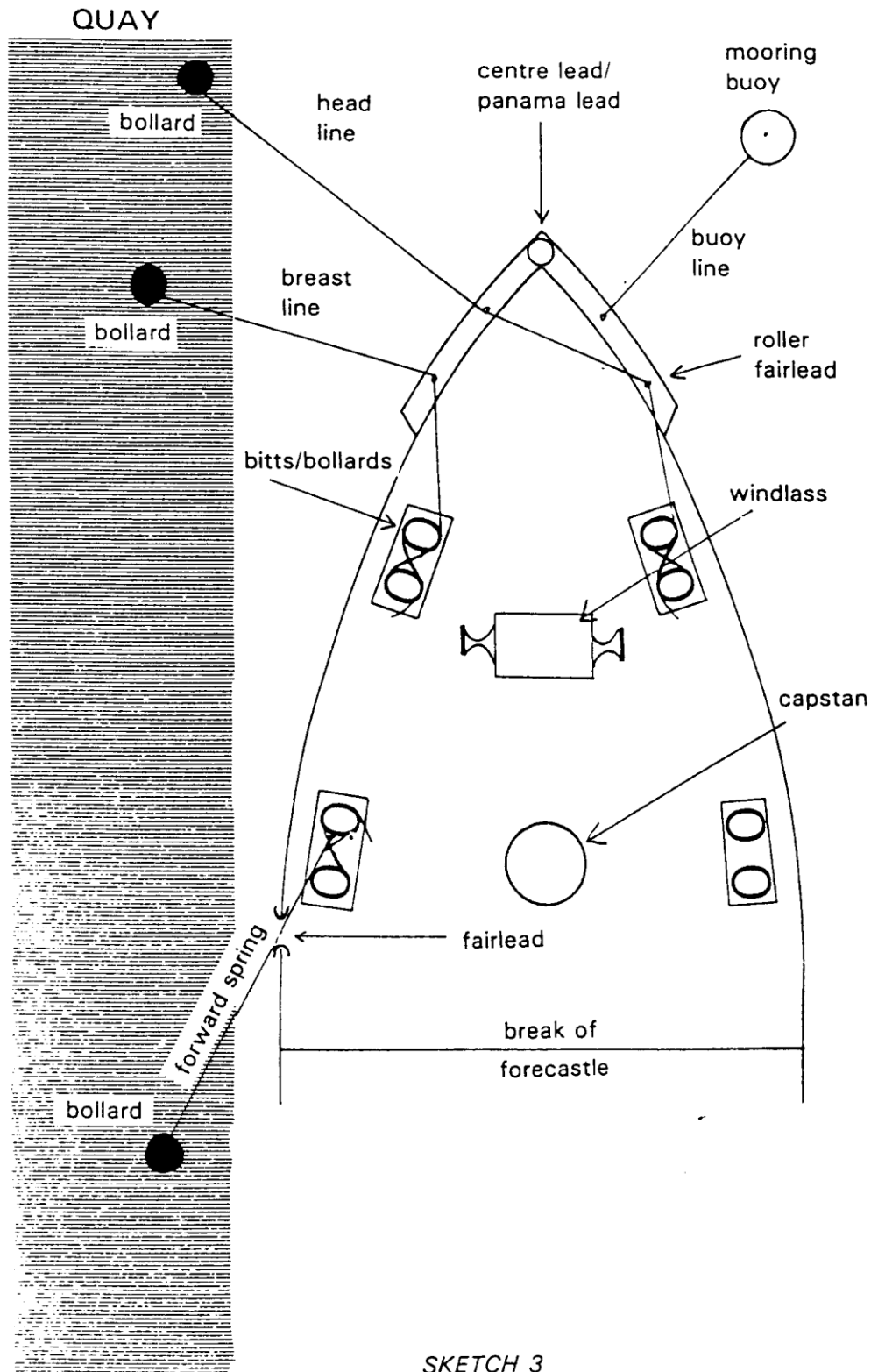
Fairway	Navigable part of a waterway
Fairway speed	Mandatory speed in a fairway
ITZ	Inshore Traffic Zone (of a TSS): A routing measure comprising a designated area between the landward boundary of a TSS and the adjacent coast
Manoeuvring speed	A vessel's reduced speed in circumstances where it may be required to use the engines at short notice
Receiving point	A mark or place at which a vessel comes under obligatory entry, transit, or escort procedure
Reference line	A line displayed on the radar screens in VTS Centres and/or electronic sea-charts separating the fairway for inbound and outbound vessels so that they can safely pass each other
Reporting point	A mark or position at which a vessel is required to report to the local VTS Station to establish its position

Separation zone / line	A zone or line separating the traffic lanes in which vessels are proceeding in opposite or nearly opposite directions; or separating a traffic lane from the adjacent sea area; or separating traffic lanes designated for particular classes of vessels proceeding in the same direction
Traffic clearance	VTS authorization for a vessel to proceed under conditions specified
Traffic lane	An area within defined limits in which one-way traffic is established
TSS	Traffic Separation Scheme: a routing measure aimed at the separation of opposing streams of traffic by appropriate means and by the establishment of traffic lanes
VTS	Vessel Traffic Services: services designed to improve the safety and efficiency of vessel traffic and to protect the environment
VTS area	Area controlled by a VTS Centre or VTS Station





SKETCH 2



**IMO STANDARD MARINE COMMUNICATION PHRASES: PART A**

*Part A covers phrases applicable in external communications from ship to shore, shore to ship and ship to ship as required by STCW 1978, as revised, Table A-II/1, as well as phrases applicable on board vessels in conversations between Pilots and bridge teams as required by Regulation 14(4) of Chapter V of SOLAS 1974, as revised.*

**A1 EXTERNAL COMMUNICATION PHRASES**

Attention: The use of Standard Phrases in vessels' external communications does not in any way exempt from application of the radiotelephone procedures as set out in the ITU Radio Regulations.

**A1/1 Distress traffic**

The distress traffic controlling station/other stations may impose radio silence on any interfering stations by using the term **“Seelonce Mayday/Distress”**, **unless the latter have messages about the distress.**

**A1/1.1 Distress communications**

Note: A distress traffic always has to commence with stating the position of the vessel in distress as specified in “GENERAL 11 Positions /13 Bearings” if it is not included in the DSC distress alert.

**.1 Fire, explosion**

- .1 I am/MV ... on fire (- after explosion).
- .2 Where is the fire?
  - .2.1 Fire is
    - ~ on deck.
    - ~ in engine-room.
    - ~ in hold(s).
    - ~ in superstructure/accommodation/... .
- .3 Are dangerous goods on fire?
  - .3.1 Yes, dangerous goods are on fire.
  - .3.2 No, dangerous goods are not on fire.
- .4 Is there danger of explosion?
  - .4.1 Yes, danger of explosion.
  - .4.2 No danger of explosion.
- .5 I am / MV ... not under command.
- .6 Is the fire under control?
  - .6.1 Yes, fire is under control.
  - .6.2 No, fire is not under control.
- .7 What kind of assistance is required?
  - .7.1 I do not / MV ... does not require assistance.
  - .7.2 I require / MV ... requires
    - ~ fire fighting assistance.
    - ~ breathing apparatus - smoke is toxic.
    - ~ foam extinguishers/CO<sub>2</sub> extinguishers.
    - ~ fire pumps.
    - ~ medical assistance/... .
- .8 Report injured persons.
  - .8.1 No persons injured.
  - .8.2 Number of injured persons/casualties: ... .

- .2           **Flooding**
- .1       I am/MV ... is flooding below water line/in the engine room/in the hold(s).
  - .2       I/MV ... cannot control flooding.
  - .3       What kind of assistance is required?
    - .3.1           I require/MV ... requires pumps/divers, ... .
    - .3.2           I will send pumps/divers/... .
    - .3.3           I cannot send pumps/divers ... .
  - .4       I have/MV ... has dangerous list to port side/starboard.
  - .5       I am/MV ... in critical condition.
  - .6       Flooding is under control.
  - .7       I /MV ... can proceed without assistance.
  - .8       I require/ MV ... requires escort/tug assistance/... .

- .3           **Collision**
- .1       I have / MV ... has collided
    - ~ with MV... .
    - ~ with unknown vessel / object / ... .
    - ~ with ...(*name*) light vessel.
    - ~ with seamark ... (*charted name*).
    - ~ with iceberg/ ... .
  - .2       Report damage.
    - .2.1           I have / MV .. has damage above / below water line.
    - .2.2           I am / MV ... not under command.
    - .2.3           I/MV ...cannot establish damage.
    - .2.4           I / MV cannot repair damage.
    - .2.5           I / MV ... can only proceed at slow speed.
  - .3       What kind of assistance is required?
    - .3.1           I require / MV ... requires / escort / tug assistance /... .

- .4           **Grounding**
- .1       I am / MV ... aground.
  - .2       I require / MV ... requires tug assistance / pumps / ... .
  - .3       What part of your vessel is aground?
    - .3.1           Aground forward / amidships /aft / full length.
    - .3.2           I cannot establish which part is aground.
  - .4       Warning. Uncharted rocks in position ... .
  - .5       Risk of grounding at low water.
  - .6       I / MV ... will jettison cargo to refloat.
    - .6.1           Warning! Do not jettison IMO-Class cargo!
  - .7       When do you / does MV ... expect to refloat?
    - .7.1           I expect / MV ... expects to refloat
      - ~ at ... hours hours UTC.
      - ~ when tide rises.
      - ~ when weather improves.
      - ~ when draft decreases.
      - ~ with tug assistance / ... .
  - .8       Can you / can MV ... beach?
    - .8.1           I / MV ... can / will beach in position ... .
    - .8.2           I / MV ... cannot beach.



**.5 List - danger of capsizing**

- .1 I have / MV ... has dangerous list to port / starboard.
- .2 I / MV ... will
  - ~ transfer cargo / bunkers to stop listing.
  - ~ jettison cargo to stop listing.
- .3 I am / MV ... in danger of capsizing (list increasing).

**.6 Sinking**

- .1 I am / MV ... sinking after collision / grounding / flooding / explosion /.
- .2 I require / MV ... requires assistance.
- .3 I am / MV ... proceeding to your assistance.
- .4 ETA at distress position within ... hours / at ... hours hours UTC.

**.7 Disabled and adrift**

- .1 I am / MV ...
  - ~ not under command.
  - ~ adrift.
  - ~ drifting at ... knots to ... (*cardinal points/half cardinal points*).
  - ~ drifting into danger.
- .2 I require / MV ... requires tug assistance.

**.8 Armed attack / piracy**

- .1 I am / MV ... under attack by pirates.
  - .1.1 I / MV ... was under attack by pirates.
- .2 I require / MV ... requires assistance.
- .3 What kind of assistance is required?
  - .3.1 I require / MV ... requires
    - ~ medical assistance.
    - ~ navigational assistance.
    - ~ military assistance.
    - ~ tug assistance.
    - ~ escort / ... .
- .4 Report damage.
  - .4.1 I have / MV .. has
    - ~ no damage.
    - ~ damage to navigational equipment / ... .
  - .4.2 I am / MV ... not under command.
- .5 Can you / can MV ... proceed?
  - .5.1 Yes, I / MV ... can proceed.
  - .5.2 No, I / MV ... cannot proceed.

**.9 Undesignated distress**

- .1 I have / MV ... has problems with cargo / engine(s) / navigation / ... .
- .2 I require / MV ... requires ... .

**.10 Abandoning vessel**

.1 I / crew of MV ... must abandon vessel ... after explosion / collision /  
grounding / flooding / piracy / armed attack / ... .

**.11 Person overboard**

- . 1 I have / MV ... has lost person(s) overboard in position ... .
- . 2 Assist with search in vicinity of position ... .
- . 3 All vessels in vicinity of position ... keep sharp lookout and report to ... .
- . 4 I am / MV... is proceeding for assistance. ETA at ... hours hours UTC / within ...  
hours.
- . 5 Search in vicinity of position ... .
- . 5.1 I am / MV ... is searching in vicinity of position ... .
- . 6 Aircraft ETA at ... hours UTC / within ... hours to assist in search.
- . 7 Can you continue search?
- . 7.1 Yes, I can continue search.
- . 7.2 No, I cannot continue search.
- . 8 Stop search.
- . 8.1 Return to ... .
- . 8.2 Proceed with your voyage.
- .10 What is the result of search?
- .10.1 The result of search is negative.
- .11 I / MV ... located / picked up person(s) in position ... .
- .12 Person picked up is crew/member / passenger of MV ... .
- .13 What is condition of person(s)?
- .13.1 Condition of person(s) bad / good.
- .13.2 Person(s) dead.

**A1/1.2 Search and Rescue communication**

**.1 SAR communications (specifying or supplementary to 1.1)**

- . 1 I require / MV ... requires assistance.
- . 2 I am / MV ... proceeding to your assistance.
- . 3 What is your MMSI number?
- . 3.1 My MMSI number is .... .
- . 4 What is your position?
- . 4.1 My position ... .
- . 5 What is your present course and speed?
- . 5.1 My present course ... degrees, my speed ... knots.
- . 6 Report number of persons on board.
- . 6.1 Number of persons on board: ... .
- . 7 Report injured persons.
- . 7.1 No person injured.
- . 7.2 Number of injured persons / casualties: ... .
- . 8 Will you abandon vessel?
- . 8.1 I will not abandon vessel.
- . 8.2 I will abandon vessel at ... hours UTC.
- . 9 Is your EPIRB/SART transmitting?

- . 9.1 Yes, my EPIRB/SART is transmitting.
- . 9.2 Yes, my EPIRB/SART is transmitting by mistake.
- .10 Did you transmit a DSC distress alert?
  - .10.1 Yes, I transmitted a DSC alert.
  - .10.2 Yes, I transmitted a DSC alert by mistake.
- .11 How many lifeboats / liferafts (with how many persons) will you launch?
  - .11.1 I will launch ... lifeboats / liferafts (with ... persons).
- .12 How many persons will stay on board?
  - .12.1 No person will stay on board.
  - .12.2 ... persons will stay on board.
- .13 What is the weather situation in your position?
  - .13.1 Wind ...(*cardinal points/half cardinal points*) force Beaufort ... .
  - .13.2 Visibility good/moderate/poor.
  - .13.3 Smooth/moderate/rough/high sea - slight/moderate/heavy swell ...(*cardinal points/half cardinal points*).
  - .13.4 Current ... knots, to ...(*cardinal points/half cardinal points*).
- .14 Are there dangers to navigation?
  - .14.1 No dangers to navigation.
  - .14.2 Warning! Uncharted rocks / ice / abnormally low tides / mines / ... .

**.2 Acknowledgement and / or relay of SAR messages**

- . 1 Received MAYDAY from MV ... at ... hours UTC on VHF Channel.../ frequency ....
- . 2 Vessel in position ...
  - ~ on fire.
  - ~ had explosion.
  - ~ flooded.
  - ~ in collision (with .. ).
  - ~ listing / in danger of capsizing.
  - ~ sinking.
  - ~ disabled and adrift.
  - ~ abandoned / ... .
- . 3 Vessel requires assistance.
- . 4 Received your MAYDAY.
  - . 4.1 My position ... .
  - . 4.2 I / MV ... will proceed to your assistance.
  - . 4.3 ETA at distress position within ... hours / at ... hours UTC.

**.3 Performing / co-ordinating SAR operations**

The questions are normally asked and advice given by the On-scene Co-ordinator (OSC).

For further information see IAMSAR Manual, London/Montreal,1998.

- . 1 I will act as On-scene Co-ordinator.
  - . 1.1 I will show following signals / lights: ... .
- . 2 Can you proceed to distress position?
  - . 2.1 Yes, I can proceed to distress position.
  - . 2.2 No, I cannot proceed to distress position.
- . 3 What is your ETA at distress position?
  - . 3.1 My ETA at distress position within ... hours / at ... hours UTC.
- . 4 MAYDAY position is not correct.
  - . 4.1 Correct MAYDAY position is ... .

- . 5 Vessels are advised to proceed to position ... to start rescue.
- . 6 Carry out search pattern ... starting at ... hours UTC.
- . 7 Initial course ... degrees, search speed ... knots.
- . 8 Carry out radar search.
- . 9 MV ... allocated track number ... .
- .10 MV / MVs ... adjust interval between vessels to ...kilometres / nautical miles.
- .11 Adjust track spacing to ...kilometres / nautical miles.
- .12 Search speed now ... knots.
- .13 Alter course
  - ~ to ... degrees (- at ... hours UTC).
  - ~ for next leg of track now / at ... hours UTC.
- .14 We resume search in position ... .
- .15 Crew has abandoned vessel / MV ... .
- .16 Keep sharp lookout for lifeboats / liferafts / persons in water / ... .

**.4 Finishing with SAR operations**

- .1 What is the result of search?
  - .1.1 The result of search is negative.
- .2 Sighted
  - ~ vessel in position ... .
  - ~ lifeboats / life rafts in position ... .
  - ~ persons in water / ... in position ... .
- .3 Continue search in position ... .
- .4 Can you pick up survivors?
  - .4.1 Yes, I can pick up survivors.
  - .4.2 No, I cannot pick up survivors.
- .5 MV ... / I will proceed to pick up survivors.
- .5.1 Stand by lifeboats / liferafts.
- .6 Picked up
  - ~ ... survivors in position ... .
  - ~ ... lifeboats / liferafts (with ... persons / casualties) in position ... .
  - ~ ... persons / casualties in lifejackets in position ... .
  - ~ ... in position ... .
- .7 Survivors in bad / good condition.
- .8 Do you require medical assistance?
  - .8.1 Yes, I require medical assistance.
  - .8.2 No, I do not require medical assistance.
- .9 Try to obtain information from survivors.
- .10 There are
  - ~ still ... lifeboats / liferafts with survivors.
  - ~ no more lifeboats / liferafts.
- .11 Total number of persons on board was ... .
- .12 All persons / ... persons rescued.
- .13 You / MV ... may stop search and proceed with voyage.
- .14 There is no hope to rescue more persons.
- .15 We finish with SAR operations.

**A1/1.3 Requesting medical assistance**

- . 1 I require / MV ... requires medical assistance.
- . 2 What kind of assistance is required?
  - . 2.1 I require / MV ... requires
    - ~ boat for hospital transfer.
    - ~ radio medical advice.
    - ~ helicopter with doctor (to pick up person(s)).
- . 3 I / MV ... will
  - ~ send boat.
  - ~ send helicopter with doctor
  - ~ send helicopter to pick up person(s).
  - ~ arrange for radio medical advice on VHF Channel ... / frequency ... .
- . 4 Boat / helicopter ETA at ... hours UTC / within ... hours.
- . 5 Do you have doctor on board?
  - . 5.1 Yes, I have doctor on board.
  - . 5.2 No, I have no doctor on board.
- . 6 Can you make rendezvous in position ... ?
  - . 6.1 Yes, I can make rendezvous in position at ... hours UTC / within ... hours.
  - . 6.2 No, I cannot make rendezvous.
- . 7 I / MV ... will send boat / helicopter to transfer doctor.
- . 8 Transfer person(s) to my vessel / to MV ... by boat / helicopter.
- . 9 Transfer of person(s) not possible.

**A1/2 Urgency traffic**

Safety of a vessel (other than distress).

Note: An urgency traffic always has to commence with stating the position of the calling vessel if it is not included in the DSC alert.

**.1 Technical failure**

- . 1 I am / MV ... not under command.
- . 2 What problems do you have / does MV ... have?
  - . 2.1 I have / MV ... has problems with engine(s) / steering gear / propeller / ... .
- . 3 I am / MV ... is manoeuvring with difficulty.
- . 4 Keep clear of me / MV ... .
- . 5 Navigate with caution.
- . 6 I require / MV ... requires tug assistance / escort / ... .
- . 7 I try / MV ... tries to proceed without assistance.
- . 8 Stand by on VHF Channel ... / frequency ... .
- . 8.1 Standing by on VHF Channel ... / frequency ... .

**.2 Cargo**

- . 1 I have / MV has ... lost dangerous goods of IMO-Class ... in position ... .
- . 2 Containers / barrels / drums / bags / ... with dangerous goods of IMO-Class ... adrift near position ... .
- . 3 I am / MV ... is spilling
  - ~ dangerous goods of IMO-Class ... in position ...
  - ~ crude oil / ... in position ... .
- . 4 I require / MV ... requires oil clearance assistance - danger of pollution.
- . 5 I am / MV ... is dangerous source of radiation.

**.3 Ice damage**

- . 1 I have / MV ... has damage above / below waterline.
- . 2 What kind of assistance is required?
  - . 2.1 I require / MV ... requires
    - ~ tug assistance.
    - ~ ice-breaker assistance / escort / ... .
- . 3 I have / MV ... has stability problems due to heavy icing.
- . 4 Can you proceed without assistance?
  - . 4.1 Yes, I can proceed without assistance.
  - . 4.2 No, I cannot proceed without assistance.
- . 5 Stand by on VHF Channel ... / frequency ... .
  - . 5.1 Standing by on VHF Channel ... / frequency ... .

**A1/3 Safety Communications**

**A1/3.1 Meteorological and hydrological conditions**

**.1 Winds, storms, tropical storms, sea state**

- . 1 What is wind direction and force in your position / in position ... ?
  - . 1.1 Wind direction ...(*cardinal points/half cardinal points*), force Beaufort ... in my position / in position ... .
- . 2 What wind is expected in my position / in position ... ?
  - . 2.1 The wind in your position / in position ... is expected
    - ~ from direction... (*cardinal points/half cardinal points*), force Beaufort ... .
    - ~ to increase / decrease.
    - ~ variable.
- . 3 What is the latest gale / storm warning?
  - . 3.1 The latest gale / storm warning is as follows:  
Gale / storm warning. Winds at ... hours UTC in area ... (*met.area*) from direction ...(*cardinal points/half cardinal points*) and force Beaufort ... backing/veering to ... (*cardinal points/half cardinal points*).
- . 4 What is the latest tropical storm warning?
  - . 4.1 The latest tropical storm warning is as follows:  
Tropical storm warning at ... hours UTC. Hurricane... (*name*) / tropical cyclone / tornado / willy-willy / typhoon ... (*name*) with central pressure of ... millibars / hectopascals located in position ... Present movement... (*cardinal points/half cardinal points*) at ... knots. Winds of ... knots within radius of ... miles of centre. Seas smooth/moderate/rough/high. Further information on VHF Channel ... / frequency ... .
- . 5 What is the atmospheric pressure in your position / in position ... ?
  - . 5.1 The atmospheric pressure in my position / in position ... is ... millibars/hectopascals.
- . 6 What is the barometric change in your position / in position ... ?
  - . 6.1 The barometric change in my position / in position ... is ... millibars / hectopascals per hour / within the last ... hours.
  - . 6.2 The barometer is steady / dropping (rapidly) / rising (rapidly).
- . 7 What maximum winds are expected in the storm area?
  - . 7.1 Maximum winds of ... knots are expected
    - ~ in the storm area.
    - ~ within a radius of ... kilometres / miles of the centre.
    - ~ in the safe / dangerous semicircle.

- .8 What is sea state in your position / in position ... ?
- .8.1 The smooth/moderate/rough/high sea - slight/moderate/heavy swell in my position / in position ... is ... metres from... (*cardinal points/half cardinal points*).
- .9 Is the sea state expected to change (within the next hours)?
- .9.1 No, the sea state is not expected to change (within the next hours).
- .9.2 Yes, a sea / swell of ... metres from ...(*cardinal points/half cardinal points*) is expected (- within the next hours).
- .10 A tsunami / an abnormal wave is expected by ... hours UTC.

.2 **Restricted visibility**

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

.3 **Ice**

- .1 What is the latest ice information?
- .1.1 Ice warning. Ice / iceberg(s) located in position ... / reported in area around ...
- .1.2 No ice located in position ... / reported in area around ... .
- .2 What ice situation is expected in my position / area around ... ?
- .2.1 Ice situation is
  - ~ not expected to change in your position / area around ... .
  - ~ expected to improve / deteriorate in your position / area around ... .
- .2.2 Thickness of ice is expected to increase / decrease in your position / area around ... .
- .3 Navigation is dangerous in area around ... due to floating ice / pack ice / iceberg(s).
- .4 Navigation in area around ... is only possible
  - ~ for high-powered vessels of strong construction .
  - ~ with ice-breaker assistance.
- .5 Area around ... temporarily closed for navigation.
- .6 Danger of icing in area around ... .

.4 **Abnormal tides**

- .1 The present tide is ... metres above / below datum in position ... .
- .2 The tide ... is metres above/below prediction.
- .3 The tide is rising / falling.
- .4 Wait until high / low water.
- .5 Abnormally high / low tides are expected in position ... at about ... hours UTC / within ... hours.
- .6 Is the depth of water sufficient in position ... ?
- .6.1 Yes, the depth of water is sufficient in position ... .
- .6.2 No, the depth of water is not sufficient in position ... .

- . 6.3 The depth of water is ... metres in position ... .
- . 7 My draft ... is metres - can I enter / pass ... (*charted name of place*)?
- . 7.1 Yes, you can enter / pass ... (*charted name of place*).
- . 7.2 No, you cannot enter / pass... (*charted name of place*) - wait until ... hours UTC.
- . 8 The charted depth of water is increased / decreased by ... metres due to sea state / winds.

**A1/3.2 Navigational warnings involving**

**.1 Land- or seamarks**

Defects

- .1 ...(*charted name of light / buoy*) in position ...  
~ unlit / unreliable / damaged / destroyed / off station / missing.

Alterations

- .2 ... (*charted name of lightbuoy / buoy*) in position ...  
~ (temporarily) changed to ...(*full characteristics*).  
~ (temporarily) removed.  
~ (temporarily) discontinued.

New and moved

- .3 ...(*charted name of light / buoy*) ...(*full characteristics*)  
~ established in position ... .  
~ re-established in position ... .  
~ moved ... kilometres / nautical miles in ... (*direction*) to position ... .
- .4 (Note: Only for major fog signal stations).  
Fog signal ...(*charted name of light / buoy*) in position ... inoperative.

**.2 Drifting objects**

- .1 Superbuoy / mine / unlit derelict vessel / ... (*number*) container(s) adrift in vicinity ...(*position*) at ...(*date and time if known*).

**.3 Electronic navigational aids**

- .1 GPS/GLONASS Satellite ...(*number*) unusable from ... (*date and time*) to ...(*date and time*). Cancel one hour after time of restoration.
- .2 LORAN station ...(*name or number of master / secondary*) off air from ...(*date and time*) to... (*date and time*). Cancel one hour after time of restoration.
- .3 RACON/RAMARK/ERICON ... (*name of station*) in position ... off air from ...(*date and time*) to... (*date and time*). Cancel one hour after time of restoration.

**.4 Seabottom characteristics, wrecks**

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

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



**.5 Miscellaneous**

**.5.1 Cable, pipeline and seismic / hydrographic operations**

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

**.5.2 Diving, towing and dredging operations**

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

**.5.3 Tanker transhipment**

- .1 Transhipment of ...(*kind of cargo*) in position... . Wide berth requested.
- .2 I am / MT ... spilling oil / chemicals /... in position...Wide berth requested.
- .3 I am / LNG-tanker/LPG-tanker ... leaking gas in position.. Avoid passing to leeward.
- .4 Oil clearance operations near MT ... in position ... . Wide berth requested.

**.5.4 Off-shore installations, rig moves**

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

**.5.5 Defective locks or bridges**

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

**.5.6 Military operations**

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

**.5.7 Fishery**

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

**A1/3.3 Environmental protection communications**

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

**A1/4 Pilotage**

**A1/4.1 Pilot request**

See AI/6 - .4.3 "Pilot request"

**A1/4.2 Embarking / disembarking pilot**

- .1 Stand by pilot ladder.
- .2 Rig the pilot ladder on port side / starboard side/leeside ... metres above water.
- .3 The pilot ladder is rigged on port side / starboard side.
- .4 You must rig another pilot ladder.
- .5 The pilot ladder is unsafe.
- .6 What is wrong with the pilot ladder?
  - .6.1 The pilot ladder
    - ~ has broken / loose steps.
    - ~ has broken spreaders.
    - ~ has spreaders too short.
    - ~ is too far aft / forward.
- .7 Move the pilot ladder
  - ~ ... metres aft / forward.
  - ~ clear of discharge.
- .8 Rig the accommodation ladder in combination with the pilot ladder.
- .9 Rig the pilot ladder alongside hoist.
- .10 Put lights on at the pilot ladder.
- .11 Man ropes are required / not required.
- .12 Have a heaving line ready at the pilot ladder.
- .13 Correct the list of the vessel.
- .14 Make a lee on your port side / starboard side.
- .15 Steer ... degrees to make a lee.
- .16 Keep the sea on your port quarter / starboard quarter.
- .17 Make a boarding speed of ... knots.
- .18 Stop engine(s) until pilot boat is clear.
- .19 Put helm hard to port / starboard.
- .20 Alter course to ... (*cardinal points/half cardinal points*) - the pilot boat cannot clear the vessel.
- .21 Put engine(s) ahead / astern.
- .22 Embarkation is not possible.
  - .22.1 Boarding arrangements do not comply with SOLAS Regulations.
  - .22.2 Vessel is not suited for the pilot ladder.

**A1/4.3 Tug request**

- .1 Must I take tug(s)?
  - .1.1 Yes, you must take ... tug(s).
  - .1.2 No, you need not take tug(s).
- .2 How many tugs must I take?
  - .2.1 You must take ... tug(s) according to Port Regulations.
  - .2.2 You must take ... tug(s) forward and ... tug(s) aft.
- .3 I require ... tug(s).
- .4 In what position will the tug(s) meet me?
  - .4.1 The tug(s) will meet you in position ... at ...hours UTC.
  - .4.2 Wait for the tug(s) in position ... .

- .5 Must I use the towing lines of my vessel?
- .5.1 Yes, you must use the towing lines.
- .5.2 No, you must use the towing lines of the tug.

**A1/5 Specials**

**A1/5.1 Helicopter operations**

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

- .1 V: I require a helicopter.
  - ~ to pick up persons.
  - ~ with doctor.
  - ~ with liferaft / ... .
- .1.1 MRCC: I will send a helicopter with ... .
- .2 H: MV ... , I will drop ... .
- .3 H: MV ... , are you ready for the helicopter?
- .3.1 V: Yes, I am ready for the helicopter.
- .3.2 V: No, I am not ready for the helicopter (yet).
- .3.3 V: Ready for the helicopter in ... minutes.
- .4 H: MV ... , helicopter is on the way to you.
- .5 H: MV ... , what is your position?
- .5.1 V: My position is ... .
- .6 H: MV ... , what is your present course and speed?
- .6.1 V: My present course is ... degrees, speed is ... knots.
- .7 H: MV ... , make identification signals.
- .8 V: I am making identification signals by smoke (buoy) / search light / flags / signalling lamp / ... .
- .9 H: MV ... , you are identified.
- .10 H: MV ... , what is the relative wind direction in degrees and knots?
- .10.1 V: The relative wind direction is ... degrees and ... knots.
- .11 H: MV ... , keep the wind on port / starboard bow.
- .12 H: MV ... , keep the wind on port / starboard quarter.
- .13 H: MV ... , indicate the landing / pick-up area.
- .13.1 V: The landing / pick-up area is ... .
- .14 H: MV ... , can I land on deck?
- .14.1 V: Yes, you can land on deck.
- .14.2 V: No, you cannot land on deck (yet).
- .14.3 V: You can land on deck in ... minutes.
- .15 H: MV ... , I will use hoist / rescue sling / rescue basket / rescue net / rescue litter / rescue seat / double lift.
- .16 V: I am ready to receive you.
- .17 H: MV ... , I am landing.
- .18 H: MV ... , I am starting operation.
- .19 H: MV ... , do not fix the hoist cable.
- .20 H: MV ... , operation finished.
- .21 H: MV ... , I am taking off.

**A1/5.2 Ice - breaker operations**

**.1 Ice - breaker request**

- .1 I am / MV is ... fast in ice in position ... .
- .2 I require / MV ... requires ice-breaker assistance to reach ... .
- .3 Ice-breaker assistance
  - ~ will arrive at ... hours UTC / within ... hours.
  - ~ is not available until ... hours UTC.
  - ~ is available only up to latitude... longitude....
  - ~ is suspended until...(date and time).
  - ~ is suspended after sunset.
  - ~ is suspended until favourable weather conditions.
  - ~ will be resumed at ... hours UTC.

**.2 Ice - breaker assistance for convoy**

Ice-breaker commands applying to all the vessels in a convoy have to be immediately confirmed consecutively by each vessel in turn and executed according to the pattern given in GENERAL 4.6. Ice-breaker commands applying to a single vessel are confirmed and executed only by that vessel, and this applies also to close-coupled towing. When being assisted by an ice-breaker it is important to maintain a continuous listening watch on the appropriate VHF Channel and to maintain a proper lookout for sound and visual signals.

- .1 Ice-breaker assistance for convoy will start now / at ... hours UTC.
- .2 Your place in convoy is number ... .
- .3 MV ... will follow you.
- .4 You will follow MV ... .
- .5 Go ahead and follow me.
- .5.1 Do not follow me.
- .6 Proceed along the ice channel.
- .7 Increase / reduce your speed.
- .8 Reverse your engines.
- .9 Stop engines.
- .10 Keep a distance of ... metres /cables between vessels.
- .11 Increase / reduce the distance between vessels to ... metres / cables.
- .12 Stand by for receiving towing line.
- .12.1 Stand by for letting go towing line.
- .13 Switch on the bow / stern search light.
- .14 Stop in present position.
- .15 Ice-breaker ... will escort you.
- .16 Ice-breaker assistance for convoy finished.
- .16.1 Open water / light ice conditions ahead.
- .17 Proceed by yourself (to area ...).

.3            **Ice - breaker assistance in close-coupled towing**

- .1       Stand by for close-coupled towing.
- .2       Slack out your anchors under the hawse-pipes.
- .3       Pass heaving lines through the hawse-pipes.
- .4       Receive towing line on deck.
- .5       Lash together the eyes of the towing line with manila lashing.
- .6       Fasten towing line on your bitts.
- .7       I start to draw your bow into the stern notch of the ice-breaker.
- .8       Stand by for cutting the manila lashing if required.
- .9       Keep yourself in the centre-plane of the ice-breaker.

**A1/6       Vessel Traffic Service (VTS) Standard Phrases**

**Application of Message Markers**

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

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

For further standardized VTS communications, also see other sections of Part A1. For VTS Standard Reporting Procedures, see IMO resolution A.851(20) on General Principles for Ship Reporting Systems and Ship Reporting Requirements, including guidelines for reporting incidents involving dangerous goods, harmful substances and / or marine pollutants.

Note: All of the following phrases must come as the culmination (message content) of a radio message exchange between stations covered by the ITU Radio Regulations, and the relevant calling procedures have to be observed.

## **Message Markers**

### **(i) INSTRUCTION**

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

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

**Example:** "INSTRUCTION. Do not cross the fairway."

### **(ii) ADVICE**

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

**Comment:** The decision whether to follow the ADVICE still stays with the recipient. ADVICE does not necessarily have to be followed but should be considered very carefully.

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

### **(iii) WARNING**

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

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

**Example:** "WARNING. Obstruction in the fairway."

### **(iv) INFORMATION**

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

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

**Example:** "INFORMATION. MV Noname will overtake to the west of you ."

### **(v) QUESTION**

This indicates that the following message is of an interrogative character.

**Comment:** The use of this marker removes any doubt as to whether a question is being asked or a statement is being made, especially when interrogatives such as what, where, why, who, how are additionally used at the beginning of the question. The recipient is expected to return an answer.

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

**(vi) ANSWER**

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

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

Example: "ANSWER. My present maximum draft is zero seven metres."

**(vii) REQUEST**

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

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

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

Example: "REQUEST. I require two tugs."

**(viii) INTENTION**

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

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

Example: "INTENTION. I will reduce my speed."

**A1/6.1 Phrases for acquiring and providing data for a traffic image**

**.1 Acquiring and providing routine traffic data**

- .1 What is the name of your vessel and call sign / identification?
  - .1.1 The name of my vessel is ... , call sign ... / identification ... .
  - .1.2 Spell the name of your vessel.
- .2 What is your flag State?
  - .2.1 My flag State is ... .
- .3 What is your position?
  - .3.1 My position is ... .
- .4 What is your present course and speed?
  - .4.1 My present course is ... degrees, my speed is ... knots.
- .5 From what direction are you approaching?
  - .5.1 I am approaching from ... .
- .6 What is your port of destination / destination?
  - .6.1 My port of destination / destination is ... .
- .7 What was your last port of call?
  - .7.1 My last port of call was ... .
- .8 What is your ETA in position ... ?
  - .8.1 My ETA is ... hours UTC.
- .9 What is your ETD from ... ?
  - .9.1 My ETD from ... is ... hours UTC.



- .10 What is your draft forward / aft?
- .10.1 My draft forward / aft is ... metres.
- .11 What is your present maximum draft ?
- .11.1 My present maximum draft is ... metres.
- .12 What is your freeboard?
- .12.1 My freeboard is ... metres.
- .13 What is your air draft?
- .13.1 My air draft is ... metres.
- .14 Are you underway?
- .14.1 Yes, I am underway.
- .14.2 No, I am not underway.
- .14.3 I am ready to get underway.
- .15 What is your full speed / full manoeuvring speed?
- .15.1 My full speed / full manoeuvring speed is ... knots.
- .16 What is your cargo?
- .16.1 My cargo is ... .
- .17 Do you carry any dangerous goods?
- .17.1 Yes, I carry the following dangerous goods: ... kilograms / tonnes IMO Class ... .
- .17.2 No, I do not carry any dangerous goods.
- .18 Do you have any deficiencies / restrictions?
- .18.1 No, I have no deficiencies / restrictions.
- .18.2 Yes, I have the following deficiencies / restrictions: ... .
- .19 I am / MV ... is constrained by draft.
- .20 The maximum permitted draft is ... metres.
- .21 Do you have any list?
- .21.1 Yes, I have a list to port / starboard of ... degrees.
- .21.2 No, I have no list.
- .22 Are you on even keel?
- .22.1 Yes, I am on even keel.
- .22.2 No, I am trimmed by the head / stern.

- .2 **Acquiring and providing distress traffic data**  
See A1/1.1 "Distress communications".

## **A1/6.2 Phrases for providing VTS services**

- .1 **Information service**  
These phrases are normally transmitted from the shore.
- .1.1 **Navigational warnings**
  - .1 Unknown object(s) in position ... .
  - .2 Ice / iceberg(s) in position ... / area around ... .
  - .3 Unlit derelict vessel adrift in vicinity ... at ... (*date and time*).
  - .4 Dangerous wreck / obstruction located in position ... marked by ... (*type*) buoy.
  - .5 Hazardous mine adrift in vicinity ... at ... (*date and time*).
  - .6 Uncharted reef / rock / shoal reported in position ... .
  - .7 Pipeline is leaking gas / oil in position ... Wide berth requested.
  - .8 Depth of water not sufficient in position ... .
  - .9 Navigation closed in area ... .

**.1.2 Navigational information**

- .1 Oil spill in position ... .
- .2 Current meters / hydrographic instruments moored in position ...Wide berth requested.
- .3 Platform ...(*name / number*) reported / established in position ...Wide berth requested.
- .4 ...(*charted name of light / buoy*) in position ...
  - ~ unlit / unreliable / damaged / destroyed / off station / missing.
  - ~ (temporarily) changed to ...(*full characteristics*).
  - ~ (temporarily) removed.
  - ~ (temporarily) discontinued.
- .5 ...(*charted name of light / buoy*) ...(*full characteristics*).
  - ~ established in position ... .
  - ~ re-established in position ... .
  - ~ moved ... kilometres / nautical miles in ... (*direction*) to position ... .
- .6 (Note: Only for major fog signal stations).  
Fog signal ...(*charted name of light / buoy*) in position ... inoperative.

**.1.3 Traffic information**

- .1 Gunnery / rocket firing / missile / torpedo / underwater ordnance exercises in area bounded by ...(*positions*) and ... from ... (*date and time*) to ... (*date and time*). Wide berth requested.
- .2 Cable / pipeline operations by... (*vessel*) in vicinity ... / along a line joining ...(*position*) from ... (*date and time*) to... (*date and time*). Wide berth requested. Contact via VHF Channel ... .
- .3 Salvage operations in position ... from ... (*date and time*) to ... (*date and time*).  
Wide berth requested. Contact via VHF Channel ... .
- .4 Seismic / hydrographic operations by ... (*vessel*)... from ... (*date and time*)  
to ...(*date and time*) in position ... Wide berth requested.  
Contact via VHF Channel ... .
- .5 Oil clearance operations near MT ... in position ... . Wide berth requested.
- .6 Transhipment of ...(*kind of cargo*) in position ... . Wide berth requested.
- .7 Difficult tow from ...(*port of departure*) to ...(*destination*) on ...(*date*).  
Wide berth requested.
- .8 Vessel not under command in position ... / area ... .
- .9 Hampered vessel in position ... / area ... (course ... degrees, speed ... knots).
- .9.1 Vessel constrained by her draft in position ... area ... (course ... degrees ... speed ... knots)
- .10 Vessel in position ... on course ... and speed ... is not complying with traffic regulations.
- .11 Vessel is crossing ... traffic lane on course ... and speed ... in position ... .
- .12 Small fishing boats in area around ... . Navigate with caution.
- .13 Submarines operating in sea area around ... . Surface vessels are in attendance.

**.1.4 Route information**

- .1 Route .../ Traffic Lane ... has been suspended / discontinued / diverted.

**.1.5 Hydrographic information**

- .1 Tidal prediction for ... (*name of station(s)*) / area ... :
  - .1.1 A tide of ... metres above / below datum is expected in position ... / area ... at about ... hours UTC.
  - .1.2 Abnormally high / low tides are expected in position ... / area ... at about ... hours UTC.
- .2 The tide is rising:
  - ~ it is ... hours before high water / after low water.
  - ~ it is ... metres below high water / above low water.

- .3 The tide is falling:
  - ~ it is ... hours after high water / before low water.
  - ~ it is ... metres below high water / above low water.
- .4 The tide is slack.
- .5 Present tide is ... metres above / below datum ... in position ...
- .6 The tide is ... metres above / below prediction.
- .7 The tidal stream / current is ... knots in position ...
- .8 The tide is setting in direction ... degrees.
- .9 The depth of water is / is not sufficient in position ...
- .10 Charted depth has increased / decreased by ... metres due to winds / sea state.

**.1.6 Electronic navigational aids information**

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

**.1.7 Meteorological warnings**

- .1 Gale warning / storm warning was issued at ... hours UTC starting at ... hours UTC .
- .1.1 Gale warning / storm warning. Wind at ... hours UTC in area ... (*met. area*) from direction ... (*cardinal points/half cardinal points*) and force Beaufort ... backing / veering to ... (*cardinal points/half cardinal points*).
- .2 Tropical storm warning was issued at ... hours UTC starting at ... hours UTC.
- .2.1 Tropical storm warning at ... hours UTC. Hurricane ... (*name*) / tropical cyclone / tornado/ willy-willy / typhoon / ... with central pressure of ... millibars/hectopascals located in position ... .Present movement ... (*cardinal points/half cardinal points*) at ... knots. Winds of ... knots within radius of ... nautical miles of centre. Seas over ... metres.  
Further information on VHF Channel ... / frequency ... (at ... hours UTC).

**.1.8 Meteorological information**

- .1 Position of tropical storm ... (*name*) ..., path ... (*cardinal points/half cardinal points*), speed of advance ... knots.
- .2 Wind direction ...(*cardinal points/half cardinal points*), force Beaufort ... in position ...
- .3 Wind is backing / veering and increasing / decreasing.
- .4 Wind is expected to increase / decrease in position ... to force Beaufort ... within the next... hours.
- .5 Visibility in position ...
  - ~ ... metres / nautical miles.
  - ~ reduced by mist / fog / snow / dust / rain / ...
  - ~ expected to increase / decrease to ... metres / nautical miles within the next ... hours.
- .6 Sea / swell in position ...
  - ~ ... metres from ...(*cardinal points/half cardinal points*).
  - ~ expected to increase / decrease within the next ... hours.
- .7 Icing is expected / not expected in area ...

**.1.9 Meteorological questions and answers**

See A1/3.1 "Meteorological and hydrological conditions"

**.2 Navigational assistance service**

Shore based pilotage by navigational assistance service: see also A1/6.4 .3.18 to .3.21

**.2.1 Request and identification**

.1 Is shore based radar assistance available?

.1.1 Yes, shore based radar assistance is available.

.1.2 No, shore based radar assistance is not available.

.2 Shore based radar assistance is available from ... to ... hours UTC.

.3 Do you require navigational assistance to reach ... ?

.3.1 Yes, I require navigational assistance.

.3.2 No, I do not require navigational assistance.

.4 What is your position?

.4.1 My position is bearing ... degrees ..., distance ... kilometres / nautical miles from ... .

.5 How was your position obtained?

.5.1 My position was obtained by GPS / RADAR / cross-bearing / astronomical observation / ...

.6 Say again your position for identification.

.7 I have located you on my radar screen.

.7.1 Your position is bearing ... degrees, distance ... kilometres / nautical miles from ... .

.8 I cannot locate you on my radar screen.

.9 What is your present course and speed?

.9.1 My present course is ... degrees, my speed is ... knots.

.10 What is the course to reach you?

.10.1 The course to reach me is ... degrees.

.11 Is your radar in operation?

.11.1 Yes, my radar is in operation.

.11.2 No, my radar is not in operation.

.12 What range scale are you using?

.12.1 I am using ... miles range scale.

.12.2 Change to a larger / smaller range scale.

.13 You are leaving my radar screen.

.14 Change to radar ... (*name*) VHF Channel ... .

.15 I have lost radar contact.

**.2.2 Position**

.1 You are entering ... .

.2 Your position is .../ bearing ... degrees, distance ... kilometres / nautical miles from ... .

.3 You are passing ... .

You are

~ in the centre of the fairway.

~ on / not on the radar reference line (of the fairway).

~ on the ... (*cardinal points/half cardinal points*) side of the fairway.

.4 You are approaching the ... (*cardinal points/half cardinal points*) limit of the fairway.

.5 Your position is buoy number ... distance ... metres / cables

to the ... (*cardinal points/half cardinal points*) of the radar reference line.

.6 Your position is distance ... metres / cables from the intersection of radar reference line ... and radar reference line ... and distance ... metres / cables to the ... (*cardinal points/half cardinal points*) of radar reference line ... .

.7 MV ... has reported at reporting point ... .

.8 You are getting closer to the vessel to the ... (*cardinal points/half cardinal points*) of you.

.9 Vessel on opposite course is passing to the ... (*cardinal points/half cardinal points*) of you.

.10 MV ... metres / cables to the ... (*cardinal points/half cardinal points*) of you

- ~ is ingoing / outgoing.
- ~ has stopped.
- ~ is at anchor.
- ~ is on a reciprocal course.
- ~ will overtake to the ... (*cardinal points/half cardinal points*) of you.
- .11 Vessel has anchored ... metres / cables to the ... (*cardinal points/half cardinal points*) of you in position ... .
- .12 Vessel to the ... (*cardinal points/half cardinal points*) of you is obstructing your movements.
- .13 You will meet crossing traffic in position ... .
- .14 Vessel is entering / leaving the fairway at ... .
- .15 Buoy ... distance ... metres / cables to the ... (*cardinal points/half cardinal points*).
- .16 Vessel to the ... (*cardinal points/half cardinal points*) of you is
  - ~ turning.
  - ~ anchoring.
  - ~ increasing / decreasing speed.
  - ~ overtaking you.
  - ~ not under command.

### .2.3 **Course**

Note: the user of this phrase should be fully aware of the implications of words such as "track", "heading" and "course made good".

- .1 Your track is
  - ~ parallel with the reference line.
  - ~ diverging from the reference line.
  - ~ converging to the reference line.
- .2 What is your present course / heading?
  - .2.1 My present course / heading is ... degrees.
- .3 You are steering a dangerous course.
- .4 Course to make good is ... degrees.
- .5 Vessel to the ... (*cardinal points/half cardinal points*) of you is on same course ... degrees.
  - .5.1 Advise you
    - ~ keep your present course.
    - ~ steer a new course of ... degrees.
- .6 Have you altered course?
  - .6.1 Yes, I have altered course - my new course is ... degrees.
  - .6.2 No, I have not altered course - my course is ... degrees.
- .7 You are running into danger -
  - ~ shallow water to the ... (*cardinal points/half cardinal points*) of you.
  - ~ submerged wreck to the ... (*cardinal points/half cardinal points*) of you.
  - ~ fog bank to the ... (*cardinal points/half cardinal points*) of you.
  - ~ risk of collision (with a vessel bearing ... degrees, distance ... kilometres / nautical miles).
  - ~ bridge is defective / ... .

### .3 **Traffic organization service**

#### .3.1 **Clearance, forward planning**

- .1 Traffic clearance is required before entering ... .
- .2 Do not enter the traffic lane / ... .
- .3 Proceed to the emergency anchorage.
- .4 Keep clear of .../ avoid ... .

- .5 You have permission
  - ~ to enter the traffic lane / route - traffic clearance granted.
  - ~ to enter traffic lane / route in position ... at ... hours UTC.
- .6 Do not pass the reporting point ... until ... hours UTC.
- .7 Report at the next waypoint / waypoint ... / at ... hours UTC.
- .8 You must arrive at waypoint ... at ... hours UTC - your berth is clear.
- .9 Do not arrive in position ... before / after ... hours UTC.
- .10 The tide is with you / against you.

### .3.2 **Anchoring**

- .1 You must anchor
  - ~ at ... hours UTC.
  - ~ until the pilot arrives.
  - ~ in a different position.
  - ~ clear of fairway.
- .2 Do not anchor in position ... .
- .3 Anchoring is prohibited.
- .4 You must heave up anchor.
- .5 You are at anchor in a wrong position.
- .6 Have your crew on stand by for heaving up anchor when the pilot embarks.
- .7 You have permission to anchor (at ... hours UTC)
  - ~ in position ... .
  - ~ until the pilot arrives.
  - ~ until the tugs arrive.
  - ~ until sufficient water.
- .8 You are obstructing the fairway / other traffic.
- .9 Are you dragging / dredging anchor?
- .9.1 Yes, I am dragging / dredging anchor.
- .9.2 No, I am not dragging / dredging anchor.
- .10 Do not dredge anchor.

### .3.3 **Arrival, berthing and departure**

- .1 Your orders are to berth on ... .
- .2 Your orders are changed to proceed to ... .
- .3 Proceed to ... for orders.
- .4 You have permission to enter / to proceed at ... hours UTC.
- .5 Vessel is turning / manoeuvring in position ... .
- .6 MV ...
  - ~ will turn in position ... .
  - ~ will leave ... at ... hours UTC.
  - ~ is leaving ... .
  - ~ has left ... .
  - ~ entered fairway in position ... .
- .7 Your berth is not clear (until ... hours UTC).
- .7.1 Your berth will be clear at ... hours UTC.
- .8 You will berth / dock at ... hours UTC .
- .9 Berthing has been delayed by ... hours.
- .10 Be ready to get underway.
- .10.1 I am ready to get underway.
- .11 Get underway.

- .12 Are you underway?
- .12.1 Yes, I am underway.
- .12.2 No, I am not underway.
- .13 Move ahead / astern ... metres.
- .14 Your vessel is in position - make fast.

**.3.4 Enforcement**

- .1 According to my radar, your course does not comply with Rule 10 of the COLREGs.
- .2 Your actions will be reported to the Authorities.
- .3 You are
  - ~ not complying with traffic regulations.
  - ~ not keeping to the correct traffic lane.
- .4 Have all navigational instruments in operation before entering this area / area ... .
- .5 Your navigation lights are not visible.
- .6 Recover your fishing gear.
- .6.1 You are fishing in the fairway.
- .7 Fishing gear is to the ... (*cardinal points/half cardinal points*) of you.
- .8 Fishing in area ...is prohibited.
- .9 You are approaching a prohibited fishing area.
- .10 Fairway speed is... knots.

**.3.5 Avoiding dangerous situations, providing safe movements**

- .1 It is dangerous
  - ~ to anchor in your present position.
  - ~ to remain in your present position.
  - ~ to alter course to the ... (*cardinal points/half cardinal points*).
- .2 Large vessel is leaving the fairway- keep clear of the fairway approach.
- .3 Nets with buoys / without buoys in this area - navigate with caution.
- .4 Collision in position ... .
- .5 MV ... is aground / on fire / ... in position ... .
- .6 Stand by for assistance.
- .7 Vessels must
  - ~ keep clear of this area / area ... .
  - ~ avoid this area / area ... .
  - ~ navigate with caution.
- .8 Keep clear of ... - search and rescue in progress.
- .9 Your present course is too close
  - ~ to ingoing / outgoing vessel.
  - ~ to the vessel that you are overtaking.
  - ~ to the ... (*cardinal points/half cardinal points*) limit of the fairway.
- .10 Your course is deviating from the radar reference line.
- .11 You are running into danger
  - ~ shallow water to the ... (*cardinal points/half cardinal points*) of you.
  - ~ submerged wreck to the ... (*cardinal points/half cardinal points*) of you.
  - ~ fog bank to the ... (*cardinal points/half cardinal points*) of you.
  - ~ risk of collision (with vessel bearing ... degrees, distance ... kilometres / nautical miles).
  - ~ bridge is defective.
- .12 You are proceeding at a dangerous speed.
- .13 You must
  - ~ proceed by the fairway / route ... .

- ~ keep to the ... (*cardinal points/half cardinal points*) of the fairway line / radar reference line.
- ~ stay clear of the fairway.
- .14 You must wait for MV ... to cross ahead of you.
- .15 You must wait for MV ... to clear ... before
  - ~ entering the fairway.
  - ~ getting underway.
  - ~ leaving the berth.
- .16 Do not
  - ~ overtake.
  - ~ cross the fairway.
- .17 Alter course to the ...(*cardinal points/half cardinal points*) of you.
- .18 Pass to the ... (*cardinal points/half cardinal points*) of
  - ~ ingoing /outgoing / anchored / disabled vessel.
  - ~ of ... mark / ... .
- .19 Stop engines.
- .20 MV ...
  - ~ wishes to overtake to the ... (*cardinal points/half cardinal points*) of you.
  - ~ agrees / does not agree to be overtaken.
  - ~ is approaching an obscured area ... - approaching vessels acknowledge.

### .3.6 Canal and lock operations

- .1 You must
  - ~ close up on the vessel ahead of you.
  - ~ drop back from the vessel ahead of you.
  - ~ wait at ... .
  - ~ moor at ... .
  - ~ wait for lock clearance at ... until ... hours UTC.
- .2 Convoy ... must wait / moor at ... .
- .3 You will
  - ~ join convoy ... at ... hours UTC.
  - ~ enter canal / lock at ... hours UTC.
- .4 Transit will begin at ... hours UTC.
- .5 Your place in convoy is number ... .
- .6 Transit / convoy speed is ... knots.
- .7 Convoys / vessels will pass in area ... .

### A1/6.3 Handing over to another VTS

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

### A1/6.4 Phrases for communication with emergency services and allied services

- .1 **Emergency services** (SAR, fire fighting, pollution fighting)  
See A1/1.1 “Distress communications”
- .2 **Tug services**  
Also see A2/3.6 “Tug assistance”



- .1 How many tugs do you require?
- .1.1 I require ... tug(s).
- .2 You must take
  - ~ ... tug(s) according to port regulations.
  - ~ ... tug(s) forward and ... tug(s) aft.
- .3 Wait for the tug(s) in position ... .
- .4 The tugs will meet you in position ... at ... hours UTC.
- .6 Tug services have been suspended until ...(*date and time*) / resumed on...(*date and time*).

### .3 Pilot request

- .1 Must I take a pilot?
- .1.1 Yes, you must take a pilot - pilotage is compulsory.
- .1.2 No, you need not take a pilot.
- .2 Do you require a pilot?
- .2.1 Yes, I require a pilot.
- .2.2 No, I do not require a pilot - I am holder of Pilotage Exemption Certificate (No. ...).
- .3 You are exempted from pilotage.
- .4 Do you require a pilot at ...(*name*) Pilot Station?
- .4.1 Yes, I require a pilot at ...(*name*) Pilot Station.
- .4.2 No, I do not require a pilot at ...(*name*) Pilot Station - I require a pilot in position ...
- .5 What is your ETA at ...(*name*) Pilot Station in local time?
- .5.1 My ETA at...(*name*) Pilot Station is ... hours local time.
- .6 What is local time?
- .6.1 Local time is ... hours.
- .7 What is your position?
- .7.1 My position is ... .
- .8 What is your distance from ...(*name*) Pilot Station?
- .8.1 My distance from ...(*name*) Pilot Station is ... kilometres / nautical miles.
- .9 Is the pilot boat on station?
- .9.1 Yes, the pilot boat is on station.
- .9.2 No, the pilot boat is not on station.
- .9.3 The pilot boat will be on station at ... hours local time.
- .10 In what position can I take the pilot?
- .10.1 Take the pilot at ...(*Pilot Station*) / near position....
- .11 When will the pilot embark?
- .11.1 The pilot will embark at ... hours local time.
- .12 The pilot boat is coming to you.
- .13 Stop in present position and wait for the pilot.
- .14 Keep the pilot boat to the ... (*cardinal points/half cardinal points*) of you.
- .15 What is your freeboard?
- .15.1 My freeboard is ... metres.
- .16 Change to VHF Channel ... for pilot transfer.
- .17 Stand by on VHF Channel ... until pilot transfer is completed.
- .18 Pilotage at ...(*name*) Pilot Station has been suspended until ... (*date and local time*).
- .19 Pilotage at ...(*name*) Pilot Station has been resumed.
- .20 The pilot cannot embark at ... (*name*) Pilot Station due to ... .
- .21 Do you accept shore-based navigational assistance from VTS Centre?
- .21.1 Yes, I accept shore-based navigational assistance.
- .21.2 No, I do not accept shore-based navigational assistance.
- .21.3 I will stay in position ... until ... .
- .22 You have permission to proceed by yourself (or wait for the pilot at ... buoy).
- .23 Follow the pilot boat inward where the pilot will embark.

### .4 Embarking / disembarking pilot

See A1/4.2 "Embarking/disembarking pilot"

## **Appendix to A1 - External Communication Phrases**

### **Standard GMDSS Messages**

For further details, see ITU Manual for use by the Maritime Mobile and Maritime Mobile Satellite Services, Geneva.

#### **1 Standard distress message**

##### **.1 Structure**

Upon receipt of a DSC Distress Alert acknowledgement the vessel in distress should commence the distress traffic on one of the international distress traffic frequencies such as VHF Channel 16 or frequency 2182 kHz (if not automatically controlled) as follows:

MAYDAY

THIS IS

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

##### **.2 Example**

MAYDAY

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

#### **Standard urgency message**

##### **.1 Structure**

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

PAN PAN (repeated three times)

ALL STATIONS (repeated three times)

THIS IS

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

**.2 Example**

PAN PAN PAN PAN PAN PAN  
ALL STATIONS ALL STATIONS ALL STATIONS  
- THIS IS TWO-ONE-ONE-TWO-THREE-NINE-SIX-EIGHT-ZERO  
MOTORVESSEL "BIRTE" CALL SIGN DELTA ALPHA MIKE KILO  
- POSITION SIX TWO DEGREES ONE ONE DECIMAL EIGHT MINUTES NORTH  
ZERO ZERO SEVEN DEGREES FOUR FOUR MINUTES EAST  
- I HAVE PROBLEMS WITH ENGINES  
- I REQUIRE TUG ASSISTANCE OUT

**Standard safety message**

**.1 Structure**

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

SÉCURITÉ (repeated three times)  
ALL STATIONS (or all ships in a specific geographical area, or to a specific station)  
(repeated three times)  
THIS IS  
- the 9-digit MMSI of the vessel plus name / call sign or other identification  
- the text of the safety message.

**.3 Example**

SÉCURITÉ SÉCURITÉ SÉCURITÉ  
ALL SHIPS ALL SHIPS ALL SHIPS IN AREA PETER REEF  
- THIS IS TWO-ONE-ONE-TWO-THREE-NINE-SIX-EIGHT-ZERO  
MOTORVESSEL "BIRTE" CALL SIGN DELTA ALPHA MIKE KILO  
- DANGEROUS WRECK LOCATED IN POSITION TWO NAUTICAL MILES  
SOUTH OF PETER REEF OVER

**A2 ON-BOARD COMMUNICATION PHRASES**

**A2/1 Standard wheel orders**

All wheel orders given should be repeated by the helmsman and the officer of the watch should ensure that they are carried out correctly and immediately. All wheel orders should be held until countermanded. The helmsman should report immediately if the vessel does not answer the wheel.

When there is concern that the helmsman is inattentive s/he should be questioned:

"What is your heading ?" And he/she should respond:

"My heading is ... degrees."

<b>Order</b>	<b>Meaning</b>
1. Midships	Rudder to be held in the forward and aft position.
2. Port / starboard five	5° of port / starboard rudder to be held.
3. Port / starboard ten	10° of port / starboard rudder to be held.
4. Port / starboard fifteen	15° of port / starboard rudder to be held.
5. Port / starboard twenty	20° of port / starboard rudder to be held.
6. Port / starboard twenty-five	25° of port / starboard rudder to be held.
7. Hard -a-port / starboard	Rudder to be held fully over to port / starboard.
8. Nothing to port/starboard	Avoid allowing the vessel's head to go to port/starboard
9. Meet her	Check the swing of the vessel's head in a turn.
10. Steady	Reduce swing as rapidly as possible.
11. Ease to five / ten / fifteen / twenty	Reduce amount of rudder to 5°/10°/15°/20° and hold.
12. Steady as she goes	Steer a steady course on the compass heading indicated at the time of the order. The helmsman is to repeat the order and call out the compass heading on receiving the order. When the vessel is steady on that heading, the helmsman is to call out: "Steady on ..."
13. Keep the buoy/ mark/ beacon/ ... on port side / starboard side.	
14. Report if she does not answer the wheel.	
15. Finished with wheel, no more steering.	

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

<b>Order</b>	<b>Course to be steered</b>
Port, steer one eight two	182°
Starboard, steer zero eight two	082°
Port, steer three zero five	305°

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

"Steady on one eight two".

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

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

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

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

## **A2/2 Standard engine orders**

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

### **Order**

1. (Port / starboard engines) Full ahead / astern
2. (Port / starboard engines) Half ahead / astern
3. (Port / starboard engines) Slow ahead / astern
4. (Port / starboard engines) Dead slow ahead / astern
5. Stop (port / starboard) engines
6. Emergency full ahead / astern
7. Stand by engine  
(Engine-room personnel fully ready to manoeuvre and bridge manned to relay engine orders.)
8. Finished with engines – no more manoeuvring.  
(Operation of engines no longer required.)

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

Where thrusters are used, the following orders are used:

9. Bow thruster full / half to port / starboard.
10. Stern thruster full / half to port / starboard.
11. Bow / stern thruster stop

## **A2/3 Pilot on the bridge**

### **A2/3.1 Propulsion system**

- . 1 Is the engine a diesel or a turbine?
  - . 1.1 The engine is a diesel / turbine.
- . 2 Is the engine-room manned or is the engine on bridge control?
  - . 2.1 The engine-room is manned.
  - . 2.2 The engine is on bridge control.
- . 3 How long does it take to change the engines from ahead to astern?
  - . 3.1 It takes ... seconds to change the engines (from ahead to astern).
- . 4 How long does it take to start the engines from stopped?
  - . 4.1. It takes ... seconds to start the engines (from stopped).
- . 5 Is extra power available in an emergency?
  - . 5.1 Yes, extra power is available.
  - . 5.2 No, extra power is not available.
- . 6 Do you have a controllable or fixed pitch propeller?
  - . 6.1 We have a controllable pitch propeller.
  - . 6.2 We have a fixed pitch propeller.
- . 7 Do you have a right-hand or left-hand propeller?
  - . 7.1 We have a right-hand / left-hand propeller.
- . 8 Do you have a single propeller or twin propellers?
  - . 8.1 We have a single propeller / twin propellers.

- . 9 Do you have a bow thruster / stern thruster?
- . 9.1 We have one /two/.. bow thruster(s) / stern thruster(s).
- .10 What is the maximum manoeuvring power ahead / astern?
- .10.1 The maximum manoeuvring power ahead / astern is ... kilowatts.
- .11 What are the maximum revolutions ahead / astern?
- .11.1 The maximum revolutions ahead / astern are ... .
- .12 Do the twin propellers turn inward or outward when going ahead?
- .12.1 The twin propellers turn inward / outward (when going ahead).

### **A2/3.2 Manoeuvring**

- . 1 I require the pilot card / manoeuvring data.
- . 2 What is the diameter of the turning circle?
- . 2.1 The diameter of the turning circle is ... metres.
- . 3 What is the advance and transfer distance in a crash-stop?
- . 3.1 The advance distance is ... kilometres / nautical miles, the transfer distance is ... degrees (in a crash-stop).
- . 4 How long does it take from hard-a-port to hard-a-starboard?
- . 4.1 It takes ... seconds (from hard-a-port to hard-a-starboard).
- . 5 Is the turning effect of the propeller very strong?
- . 5.1 Yes, the turning effect (of the propeller) is very strong.
- . 5.2 No, the turning effect (of the propeller) is not very strong.
- . 6 Where is the whistle control?
- . 6.1 The whistle control is on the console / on ... .
- . 7 What notice is required to reduce from full sea speed to manoeuvring speed?
- . 7.1 ... minutes notice is required (to reduce from full sea speed to manoeuvring speed).
- . 8 Do you have an automatic pilot?
- . 8.1 Yes, we have an automatic pilot.
- . 8.2 No, we do not have an automatic pilot.
- . 9 Give ... short / prolonged blast(s) (on the whistle).
- .10 Stand by lookout
  - ~ on the bridge
  - ~ on the forwardcastle
  - ~ in the port/starboard wing
- .11 Maintain a speed of ... knots.
- .12 What is the (manoeuvring) speed at full / half / slow / dead slow ahead?
- .12.1 The (manoeuvring) speed at full / half / slow / dead slow ahead is ... knots.
- .13 What is the full sea speed / fairway speed?
- .13.1 The full sea speed / fairway speed is ... knots.

### **A2/3.3 Radar**

- .1 Is the radar operational?
- .1.1 Yes, the radar is operational.
- .1.2 No, the radar is not operational.
- .2 Where is the radar antenna?
- .2.1 The radar antenna is on ... .
- .3 Does the radar have any blind sectors?
- .3.1 Yes, the radar has blind sectors from ... to ... degrees and from ... to ... degrees.
- .3.2 No, the radar does not have any blind sectors.
- .4 Change the radar to
  - ~ ... miles range scale.
  - ~ relative head-up / north-up / course-up.
  - ~ true-motion north-up / course-up.

**A2/3.4 Draft and air draft**

- .1 What is your present maximum draft?
  - .1.1 My present maximum draft is ... metres.
  - .1.2 My draft forward / aft is ... metres.
- .2 What is your air draft?
  - .2.1 My air draft is ... metres.

**A2/3.5 Anchoring**

**.1 Going to anchor**

- .1 Stand by port / starboard / both anchor(s) for letting go.
- .2 Walk out the anchor(s).
- .3 We are going to anchorage.
- .4 We will let go port / starboard / both anchor(s).
- .5 Put ... shackles in the water / in the pipe / on deck.
- .6 Walk back port / starboard / both anchor(s) one / one and a half shackle(s).
- .7 We will let go port / starboard / both anchor(s) ... shackle(s) and dredge it / them.
- .8 Let go port / starboard / both anchor(s).
- .9 Slack out the cable(s).
  - .9.1 Check the cable(s).
  - .9.2 Hold on the port / the starboard / both cable(s).
- .10 How is the cable leading?
  - .10.1 The cable is leading
    - ~ ahead / astern.
    - ~ to port / to starboard.
    - ~ round the bow.
    - ~ up and down.
- .11 How is the cable growing?
  - .11.1 The cable is slack / tight / coming tight.
- .12 Is / are the anchor(s) holding?
  - .12.1 Yes, the anchor(s) is / are holding.
  - .12.2 No, the anchor(s) is / are not holding.
- .13 Is she brought up?
  - .13.1 Yes, she is brought up in position ... .
  - .13.2 No, she is not brought up (yet).
- .14 Switch on the anchor light(s).
- .15 Hoist the anchor ball.
- .16 Check the anchor position by bearings / by ... .
  - .16.1 The anchor position is bearing ... degrees, distance ... kilometres / nautical miles to ... .
  - .16.2 Check the anchor position every ... minutes.

**.2 Leaving the anchorage**

- .1 How much cable is out?
  - .1.1 ... shackle(s) is / are out.
- .2 Stand by for heaving up.
- .3 Put the windlass in gear.
  - .3.1 The windlass is in gear.
- .4 How is the cable leading?
  - .4.1 The cable is leading

- ~ ahead / astern.
- ~ to port / to starboard.
- ~ round the bow.
- ~ up and down.
- .5 Heave up port / starboard / both cable(s).
- .6 How much weight is on the cable?
- .6.1 Much / too much weight is on the cable.
- .6.2 No weight is on the cable.
- .7 Stop heaving.
- .8 How many shackles are left (to come in)?
- .8.1 ... shackles are left (to come in).
- .9 Attention! Turn in cable(s).
- .10 The anchor(s) is / are aweigh.
- .10.1 The cables are clear.
- .11 The anchor(s) is / are clear of the water / home / foul / secured.

### **A2/3.6 Tug assistance**

- .1 We will take ... tug(s).
- .2 The tug(s) will pull / push.
- .3 We use the towing line(s) of your vessel.
- .3.1 We use the towing line(s) of the tug(s).
- .4 Stand by for making fast the tug(s).
- .5 Use the centre lead / panama lead.
- .5.1 Use the fairlead
  - ~ on port side / starboard side.
  - ~ amidships.
  - ~ on port bow / starboard bow.
  - ~ on port / starboard quarter.
- .6 Send heaving line(s) to the tug(s).
- .7 Send two towing lines to the tug(s).
- .8 Lower towing line(s)
  - ~ to the tug(s).
  - ~ ... metre(s) from the water.
- .9 Slack away towing line(s).
- .10 Make fast the tug(s).
- .10.1 Make fast the tug(s)
  - ~ forward / aft.
  - ~ on port bow / starboard bow.
  - ~ on port quarter / starboard quarter.
- .11 Make fast the forward / aft tug(s) alongside on port side / starboard side.
- .12 Make fast ... tug(s) on each bow / quarter.
- .13 Put the eyes of the towing line(s) on bitts.
- .14 The tug(s) is / are fast (on ... ).
- .15 Keep clear of towing line(s).
- .16 Stand by for letting go the tug(s).
- .17 Let go the tug(s).
- .18 Towing line(s) is/are broken.



## **A2/3.7 Berthing and unberthing**

### **.1 General**

- .1 Is/are the propeller(s) clear?
  - .1.1 Yes, the propeller(s) is/are clear.
  - .1.2 No, the propeller(s) is/are not clear.
  - .1.3 Keep the propeller(s) clear.
- .2 Are fenders on the berth?
  - .2.1 Yes, fenders are on the berth.
  - .2.2 No, fenders are not on the berth.
- .3 Have fenders ready forward and aft.

### **.2 Berthing**

- .1 We will berth port side / starboard side alongside.
- .2 We will moor
  - ~ to buoy(s) (ahead and astern).
  - ~ alongside.
  - ~ to dolphins.
- .3 Send out
  - ~ the head / stern / breast lines.
  - ~ the ... spring(s) forward / aft.
- .4 Do you have tension winches?
  - .4.1 Yes, we have tension winches (forward and aft).
  - .4.2 No, we do not have tension winches.
- .5 Have the heaving lines ready forward and aft.
- .6 Send the heaving / head / stern / breast line(s) ashore.
- .7 The linesmen will use shackles / lashings for securing the mooring.
- .8 Use
  - ~ the centre lead / panama lead .
  - ~ the bow lead.
  - ~ the port quarter / starboard quarter lead.
- .9 Heave on the ... line(s) / ... spring(s).
- .10 Pick up the slack on the ... line(s) / ... spring(s).
- .11 Heave away.
  - .11.1 Stop heaving.
- .12 Slack away / check the ... line(s) / ... spring(s).
- .13 Hold on the ... line(s) / ... spring(s).
- .14 Heave in easy.
  - .14.1 Heave alongside.
- .15 Keep the ... line(s) / ... spring(s) tight.
- .16 Report the forward / aft distance to ... .
  - .16.1 The forward / aft distance to ... .. is metres.
- .17 We have to move ... metres ahead / astern.
- .18 We are in position.
- .19 Make fast forward and aft.
- .20 Finished with manoeuvring stations.

### **.3 Unberthing**

- .1 Stand by engine(s).
- .2 Are you ready to get underway?
  - .2.1 Yes, we are ready (to get underway).

- .2.2 No, we are not ready (yet) ( to get underway).
- .2.3 We will be ready to get underway in ... minutes.
- .3 Stand by for letting go.
- .4 Single up the ... lines and ... springs forward and aft.
- .5 Slack away / hold on / heave on the
  - ~ head / stern line.
  - ~ breast line.
  - ~ forward / aft spring.
- .6 Let go
  - ~ the head / stern line.
  - ~ the breast line.
  - ~ the forward / aft spring
  - ~ all (forward / aft).
- .7 Let go the towing line(s).
- .8 Stand by bow anchor(s).
- .9 Finished with manoeuvring stations.

## IMO STANDARD MARINE COMMUNICATION PHRASES: PART B

Part B covers further on-board standard safety-related phrases which, supplementary to Part A, may assist mariners in meeting other basic on-board communication requirements and may be regarded useful for maritime English instruction.

### **B ON-BOARD COMMUNICATION PHRASES**

#### **B1 Operative ship handling**

##### **B1/1 Handing over the watch**

##### **B1/1.1 Briefing on position, movements and draft**

The officer of the watch should brief the relieving officer on the following:

##### **.1 Position**

- .1 The present position is
  - ~ latitude ..., longitude ... .
  - ~ bearing ... degrees, distance ... cables / nautical miles from/to ... .
  - ~ buoy ...(*charted name*).
  - ~ between ... and... .
  - ~ way point / reporting point ... .
  - ~ ... .
- .2 The next waypoint / reporting point is ... .
- .3 ETA at ... is ... hours hours UTC.
- .4 We are passing / we passed buoy ...(*charted name*) on port side / starboard side.
- .5 We are approaching buoy ...(*charted name*) on port side / starboard side.
- .6 Buoy ...(*charted name*) ... is cables / nautical miles ahead.
- .7 We are entering / we entered area ... .
- .8 We are leaving / we left area ... .

##### **.2 Movements**

- .1 True course / gyro compass course / magnetic compass course is ... degrees.
- .2 Gyro compass error is ... degrees plus / minus.
- .2.1 Magnetic compass error is ... degrees east / west.
- .3 Speed over ground / through water is ... knots.
- .4 Set and drift is ... degrees, ... knots.
- .5 We are making ... degrees leeway.
- .6 The course board is written up.
- .7 The next chart is within ... hours.

##### **.3 Draft**

- .1 Draft forward / aft is ... metres.
- .2 Present maximum draft is ... metres.
- .3 Underkeel clearance is ... metres.

**B1/1.2 Briefing on traffic situation in the area**

- .1 A vessel is
  - ~ overtaking ... (*cardinal points/half cardinal points*) of us.
  - ~ on opposite course.
  - ~ passing on port side / starboard side.
- .2 A vessel is crossing from port side.
  - .2.1 The vessel
    - ~ will give way.
    - ~ has given way.
    - ~ has not given way yet.
    - ~ is standing on.
    - ~ need not give way.
- .3 A vessel is crossing from starboard side.
  - .3.1 We
    - ~ need not give way.
    - ~ will stand on.
    - ~ will alter course to give way.
    - ~ have altered course to give way.
  - .3.2 The vessel will pass ... kilometres / nautical miles ahead / astern.
  - .3.3 I will complete the manoeuvre.
- .4 A vessel ... (*cardinal points/half cardinal points*) of us is on the same course.
- .5 The bearing to the vessel in ... degrees is constant.
- .6 There is heavy traffic / ... in the area.
  - .6.1 There are fishing boats / ... in the area.
- .7 There are no dangerous targets on the radar .
  - .7.1 Attention. There are dangerous targets on the radar .
- .8 Call the Master if any vessel passes with a CPA of less than .... miles.
  - .8.1 Call the Master if ... .

**B1/1.3 Briefing on navigational aids and equipment status**

- .1 Port side / starboard side radar is at ... miles range scale.
- .2 The radar is
  - ~ relative head-up / north-up / course-up.
  - ~ true-motion north-up / course-up.
- .3 GPS / LORAN is / is not in operation.
- .4 Echo sounder is at ... metres range scale.
  - .4.1 The echo sounder recordings are unreliable.
- .5 I changed to manual / automatic steering (at ... hours UTC).
- .6 Navigation lights are switched on / off.

**B1/1.4 Briefing on radiocommunications**

- .1 INMARSAT ...(*type of system*) is operational / is not operational.
- .2 VHF DSC Channel 70 / VHF Channel ... / DSC controller is switched on.
  - .2.1 DSC frequency 2187.5 kHz is switched on.
- .3 NAVTEX is switched on.
- .4 Following was received on ... at ... hours UTC.
- .5 Shore based radar assistance / VTS / Pilot station is on VHF Channel ... .

- .6 The Pilot station / VTS station requires
  - ~ flag State.
  - ~ call sign / identification.
  - ~ draft.
  - ~ gross tonnage.
  - ~ length overall.
  - ~ kind of cargo.
  - ~ ETA at ....
  - ~ MAREP POSREP / ...
  - ~ ...

**B1/1.5 Briefing on meteorological conditions**

- .1 A weak / strong (tidal) current is setting .... degrees.
- .1.1 The direction of the (tidal) current will change in ... hours.
- .2 Fog / mist / dust / rain / snow / ... is in the area.
- .3 Automatic fog signal is switched on.
- .4 The wind increased / decreased (within last ... hours).
  - .4.1 The wind is ... (*cardinal points/half cardinal points*) force Beaufort ...
  - .4.2 The wind changed from .... (*cardinal points/half cardinal points*) to .... (*cardinal points/half cardinal points*).
- .5 The sea state is expected to change (within .... hours).
- .6 A smooth/moderate/rough/high sea - slight/moderate/heavy swell of ... metres from ...(*cardinal points/half cardinal points*) is expected (within .... hours).
- .7 A tsunami / an abnormal wave is expected by ... hours UTC.
- .8 Visibility is ... nautical miles.
- .9 Visibility is reduced by fog / mist / dust / rain / snow / ...
- .10 Visibility is expected
  - ~ to decrease / increase to ... nautical miles (within ... hours).
  - ~ variable between ... and ... nautical miles (within .... hours).
- .11 Next weather report is at ... hours hours UTC.
- .12 Atmospheric pressure is ... millibars/hectopascals.
- .13 Barometric change is ... millibars /hectopascals per hour / within the last ... hours.
- .13.1 Barometer is steady / dropping (rapidly) / rising (rapidly).
- .14 There was a gale warning / tropical storm warning for the area ... at ... hours UTC.

**B1/1.6 Briefing on standing orders and bridge organization**

- .1 Standing orders for the period from ... to ... hours UTC ... are: ...
- .2 Standing orders for the area ... are: ...
- .3 Take notice of changes in the standing orders.
- .4 Do you understand the standing orders?
  - .4.1 Yes, I understand the standing orders.
  - .4.2 No, I do not understand, please explain.
- .5 Read / sign the standing orders.
- .6 The latest fire patrol was at ... hours UTC.
- .7 The latest security patrol was at ... hours UTC.
  - .7.1 Everything is in order.
  - .7.2 The following was stated: ...
  - .7.3 The following measures were taken: ...
  - .7.4 The following requires attention: ...
- .8 The lookout is standing by.
- .9 The helmsman is standing by.
- .10 Call the Master at ... hours UTC / in position ...

**B1/1.7 Briefing on special navigational events**

See also A1/3 "Safety communications".

- .1 There was an engine alarm at ... hours UTC due to ... .
- .2 Speed was reduced at ... hours UTC due to ... .
- .3 Engine(s) was / were stopped at ... hours UTC due to ... .
- .4 Course was altered at ... hours UTC due to ....
- .5 The Master / Chief Engineer was called at ... hours UTC due to ... .

**B1/1.8 Briefing on temperatures, pressures and soundings**

- .1 The ...(equipment) temperature minimum/maximum is
  - ~ ... degrees (centigrade) /to maintain.
  - ~ ... degrees above / below normal.
  - ~ critical.
- .1.1 Do not exceed a minimum/maximum temperature of ... degrees.
- .2 The ...(equipment) pressure minimum/maximum is
  - ~ ... bars/to maintain.
  - ~ above / below normal.
  - ~ critical.
- .2.1 Do not exceed a pressure of ... kiloponds / bars.
- .3 Ballast / fresh water/ fuel / oil /slop sounding is ... metres / cubic metres.
- .3.1 Sounding of
  - ~ no ... cargo tank is ... metres / cubic metres.
  - ~ no ... cargo hold is ... centimetres.
  - ~ ... .

**B1/1.9 Briefing on operation of main engine and auxiliary equipment**

See also B1/1.8.

- .1 (present) revolutions of the main engine(s) are ... per minute.
- .2 (present) output of the main engine(s) / auxiliary engine(s) are ... kilowatts.
- .3 (present) pitch of the propeller(s) is ... degrees.
- .4 There are no problems.
- .5 There are problems ... .
  - ~ with the main engine(s) / auxiliary engine(s).
  - ~ with ... .
- 6 Call the watch engineer (if the problems continue).
- .6.1 Call the watch engineer ... minutes before the arrival at ... / at ... hours UTC.

**B1/1.10 Briefing on pumping of fuel, ballast water, etc.**

- .1 There is no pumping at present.
- .2 We are filling / we filled (no.) ... double bottom tank(s) / the ballast tanks / the ... tank(s).
  - .2.1 Fill up ... tonnes/ sounding .../ ullage .../ level ... to the alarm point.
- .3 We are discharging / we discharged (no.) ... double bottom tank(s) / the ballast tanks / the ... tank(s).
- .4 We are transferring / we transferred fuel / ballast / fresh water / oil from (no.) ... tank(s) to (no.) ... tank(s).
- .5 We require a further generator to operate an additional pump.

**B1/1.11 Briefing on special machinery events**

- .1 There was a breakdown of the main engine(s) (at ... hours UTC / from ... to ... hours UTC).
- .1.1 There was a breakdown of ... (at ... hours UTC / from ... to ... hours UTC).
- .2 There was a blackout (at ... hours UTC / from ... to ... hours UTC).
- .2.1 There was a blackout in ... (at ... hours UTC / from ... to ... hours UTC) .
- .3 Main engine(s) was / were stopped (at ... hours UTC / from ... to ... hours UTC) due to... .
- .4 Speed was reduced (at ... hours UTC / from ... to ... hours UTC) due to ... .
- .5 Call the Master / Chief Engineer if the revolutions of the main engine(s) are below ... per minute.
- .5.1 Call the Master / Chief Engineer / Watch Engineer if ... .

**B1/1.12 Briefing on record keeping**

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

**B1/1.13 Handing and taking over the watch**

The Master / Chief Engineer or an (engineer) officer handing over the watch should say:

- .1 You have the watch now.
- .1.1 The relieving officer should confirm and say:  
I have the watch now .

The Master/Chief Engineer when called to the bridge/engine (control) room and formally taking over the watch, should confirm and say:

- .2 I have the watch now.
- .2.1 The officer of the watch should confirm and say:  
You have the watch now.

**B1/2 Trim, list and stability**

- 1 The vessel is on even keel (at present).
- .1.1 The vessel is ... metres down by the head / stern (at present).
- .2 There is no list (at present).
- .2.1 (present) list is ... degrees to port / starboard.
- .3 Fuel / ballast / fresh water / oil was transferred from (no.) ... tank(s) to (no.) ... tank(s) to correct the list.
- .3.1 We must transfer fuel / ballast / fresh water / oil from (no.) ... tank(s) to (no.) ... tank(s) to correct the list.
- .4 Deck cargo / cargo was restowed (in (no.) ... hold(s)) to correct the list.
- .4.1 We must restow deck cargo / cargo in (no.) ... hold(s) to correct the list.
- .5 (present) stability is good / poor.
- .6 (no.) ... double bottom tank(s) was / were filled to improve the stability.
- .7 Fuel / ballast / fresh water / oil was transferred from (no.) ... tank(s) to (no.) ... tank(s) to improve the stability.
- .7.1 We must transfer fuel / ballast / fresh water/ oil from (no.) ... tank(s) to (no.) ... tank(s) to improve the stability.
- .7.2 Forepeak/after peak tank was filled/emptied to change the trim

- .8 Cargo was restowed in (no.) ... hold(s) / on deck to improve the stability.
- .8.1 We must restow cargo in (no.) ... hold(s) / on deck to improve the stability.
- .9 Containers were restowed from ... to ... to improve the stability.
- .9.1 We must restow containers from ... to ... to improve the stability.

## **B2 Safety on board**

### **B2/1 General activities**

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

#### **B2/1.1 Raising alarm**

- .1 Operate the general emergency alarm.
- .2 Inform the Master / Chief Engineer /... .
- .3 Inform the ... coast radio station / vessels in vicinity (on radio).
- .4 Request assistance (on radio) from ... and report.
  - .4.1 Assistance was
    - ~ requested from ... .
    - ~ offered by ... .
    - ~ accepted from ... .
- .5 Transmit a SÉCURITÉ / PAN-PAN / distress alert / MAYDAY and report.
  - .5.1 A SÉCURITÉ / PAN-PAN / distress alert / MAYDAY was transmitted.
- .6 Was the distress alert / MAYDAY acknowledged?
  - .6.1 Yes, the distress alert / MAYDAY was acknowledged by ... coast radio station / MRCC / vessel(s) in vicinity.
  - .6.2 No, distress alert not acknowledged (yet).
  - .6.3 Repeat the distress alert.

#### **B2/1.2 Briefing crew and passengers**

See also B4 “ Passenger care”.

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



- .3.4.1 Fire fighting stations / damage control stations are standing by.
- .3.5 All crew members to assembly stations.
- .3.6 Follow the escape routes shown.
- .3.7 The route to the assembly station ... is not clear.
- .3.7.1 The route to the assembly station will be via ... .
- .3.8 Assemble
  - ~ on deck.
  - ~ on the foredeck / afterdeck.
  - ~ on the ... deck on port side / starboard side.
  - ~ on the ... deck forward of ... / aft of ... .
- .3.9 Do not
  - ~ go to the lifeboat / liferaft stations before ordered.
  - ~ enter the lifeboats / liferafts - the order to enter will be given from the bridge / by the officers.
- .3.10 The following department(s) / crew members will (temporarily) disembark for safety reasons.

### **B2/1.3 Checking status of escape routes**

- .1 Check the escape routes and report.
- .1.1 All escape routes are clear.
- .1.2 The escape route(s) from ... (to ...) / via ... is / are blocked / not clear (yet).
- .1.3 The escape route(s) from ... (to ...) / via ... will be clear in ... minutes.

### **B2/1.4 Checking status of lifeboats / liferafts**

- .1 Check the launching tracks and report.
- .1.1 All launching tracks are clear.
- .1.2 The launching track(s) of no. ...lifeboat / liferaft is / are not clear (yet).
- .1.3 The launching track(s) of no. ... lifeboat / liferaft will be clear in ... minutes.
- .2 Check the working parts and report.
- .2.1 All working parts are free.
- .2.2 The roll(s) / block(s) / rigging / ... of no. ...lifeboat is / are not free (yet).
- .2.3 The roll(s) / block(s) / rigging / ... of no. ... lifeboat will be free in ... minutes.
- .3 Check the securings of the launching appliances and report.
- .3.1 All securings are in the correct position.
- .3.2 The securing of no. ... lifeboat / liferaft is not in the correct position.
- .3.2.1 Correct the position of the securing .
- .3.3 The securing of no. ... lifeboat / liferaft is damaged.
- .3.3.1 Replace / repair the securing.
- .3.4 The harbour pin(s) of no. ...lifeboat is / are missing.
- .3.4.1 Replace the harbour pin(s).
- .4 Check the fuel / oil of the lifeboat engine(s) and report.
- .4.1 The fuel tank of no. ...lifeboat engine is full / not full.
- .4.1.1 Fill up fuel.
- .4.2 The oil level of no. ... lifeboat engine is normal / below normal.
- .4.2.1 Fill up oil.
- .5 Operate the lifeboat engine(s) and report.
- .5.1 All lifeboat engines are operational.
- .5.2 No. ... lifeboat engine is not operational (yet).
- .5.3 No. ... lifeboat engine will be operational in ... minutes.
- .6 Check the bilge pumps of the lifeboats and report.
- .6.1 All bilge pumps are operational.
- .6.2 The bilge pumps of no. ... lifeboat are not operational (yet).

- .6.3 The bilge pumps of no. ... lifeboat will be operational in ... minutes.
- .7 Check the drain plugs and report.
- .7.1 All drain plugs are available.
- .7.2 The drain plug(s) in no. ... lifeboat is / are missing.
- .7.2.1 Replace the drain plug(s).
- .8 Check the slip gear in the lifeboats and report.
- .8.1 All slip gear is in the correct position and secured.
- .8.2 The slip gear of no. ... lifeboat is not in the correct position.
- .8.2.1 Correct the position of the slip gear.
- .8.3 The slip gear of no. ... lifeboat is not secured.
- .8.3.1 Secure the slip gear.
- .9 Check the lifeboat equipment and report.
- .9.1 All lifeboat equipment is complete and operational.
- .9.2 The lifeboat equipment is not complete.
- .9.2.1 Complete the lifeboat equipment.
- .10 Launch / hoist no. ... lifeboat(s) and report.
- .10.1 The launching appliances are operational.
- .10.2 The launching appliances are not operational.
- .10.3 No. ... winch / davit is not operational (yet).
- .10.3.1 No. ... winch / davit will be operational in ... minutes.
- .10.4 Hoist no. ... lifeboat(s).
- .11 Secure the lifeboat(s) and report.
- .11.1 Lifeboat(s) is / are secured .
- .12 Check the liferafts and report.
- .12.1 All liferafts are in position and operational.
- .12.2 No. ... liferaft(s) is / are not operational.
- .12.3 The inflation cord of no. ... liferaft is not secured on board.
- .12.3.1 Secure the inflation cord.
- .12.4 No. ... liferaft container is damaged.
- .12.4.1 Replace the liferaft container in the next port.
- .12.5 The inspection tag of no. ... liferaft is expired.
- .12.5.1 Replace the liferaft in the next port.

### **B2/1.5 Ordering evacuation**

- .1 Evacuate all rooms / spaces / decks / ... and report.
- .1.1 All rooms / spaces / decks / ... evacuated.
- .2 Evacuate engine room and report.
- .2.1 Engine room evacuated.
- .3 Evacuate no. ... hold(s) / tank(s) and report.
- .3.1 No. ... hold(s) / tank(s) evacuated.
- .4 Evacuate superstructure and report.
- .4.1 Superstructure evacuated.
- .5 Evacuate accommodation and report.
- .5.1 Accommodation evacuated.
- .6 Do not enter ... deck / space / area.
- .7 Report missing persons / injured persons / casualties.
- .7.1 No persons missing / injured.
- .7.2 Number of missing persons / injured persons / casualties is:.... .
- .7.3 ... deck / space / area not accessible (yet).
- .8 Provide first aid (in the vessel's hospital / at a safe place).
- .8.1 Request medical assistance from ... (on radio).
- .9 All persons are outside the danger area.

## **B2/1.6 Roll call**

- .1 Report number of all persons / passengers / crew members at assembly stations.
- .1.1 Number of all persons / passengers / crew members at assembly station ...is ... .
- .1.2 Number of persons / passengers / crew members at assembly station ... is complete.
- .1.3 Number of persons / passengers / crew members at assembly station ... is not complete (yet).
- .1.4 ... passenger(s) / crew member(s)is / are missing.
- .2 Search for missing passenger(s) / crew member(s) and report.
- .2.1 Missing passenger(s) / crew member(s) recovered.
- .2.2 Missing passenger(s) / crew member(s) not recovered (yet)-(search is continuing).
- .3 Watchkeepers to assembly stations.
- .4 Lifeboatmen! Check the equipment of the crew at assembly stations and report.
- .4.1 Equipment of the crew at assembly station ... is complete.
- .4.2 Equipment of the crew at assembly station ...is not complete (yet).
- .4.3 Complete the equipment and report.
- .4.3.1 Go for blanket / stretcher / ... and report.
- .5 Lifeboatmen! Check the outfit of the passengers at assembly stations and report.
- .5.1 Outfit of the passengers at assembly station ... is correct.
- .5.2 Outfit of the passengers at assembly station ... is not correct (yet).
- .5.2.1 Correct the outfit and report.
- .5.2.2 Put on warm clothing / long sleeved shirt / long trousers / strong shoes / head covering / ... and report.
- .6 Passengers and crew ! Follow the lifeboatmen to the lifeboat stations / liferaft stations on the embarkation deck.

## **B2/1.7 Ordering abandon vessel**

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

- .8 Stand clear of the vessel and report.
- .8.1 No. ... lifeboat(s) / liferaft(s) standing clear.
- .8.2 No. ... lifeboat(s) / liferaft(s) not standing clear.
- .9 Rescue boat / no. ... motor lifeboat!  
Assist no. ... lifeboat(s) / liferaft(s) and report.
- .9.1 Rescue boat / no. ... motor lifeboat is assisting.
- .9.2 No. ... lifeboat(s) / liferaft(s) standing clear of the vessel now.

### **B2/1.8 In - boat procedures**

See also: B4 “ Passenger Care” 2.5 and 2.6.

- .1 Stand by engine / pumps / lookout / entrance and report.
- .1.1 Engine / pumps / lookout / entrance is / are standing by.
- .2 Recover persons in water and report.
- .2.1 Number of persons recovered is: ... .
- .2.2 Keep lookout for further persons in water.
- .2.3 Report the total number of persons in lifeboat(s) / liferaft(s).
- .2.3.1 The total number of persons is now: ... .
- .3 Report the number of injured persons.
- .3.1 No persons injured.
- .3.2 The number of injured persons is: ... .
- .3.3 Render first aid to injured persons .
- .3.4 Secure injured / helpless persons.
- .4 Let go sea anchor and report.
- .4.1 Sea anchor is let go.
- .5 Report the number of lifeboats / liferafts in sight.
- .5.1 The number of lifeboats / liferafts in sight is: ... .
- .6 Contact the lifeboat(s) / liferaft(s) on radio and report.
- .6.1 Lifeboat(s) / liferaft(s) contacted.
- .6.2 No contact possible.
- .7 Give distress signals for identification.
- .7.1 Fire rockets for identification.
- .7.2 Use glasses / lamps / mirrors for identification.
- .7.3 Give sound signals / ... signals for identification.
- .8 Start the engine. and report.
- .9 Set sail.
- .10 Use oars.
- .11 Join the other lifeboat(s) / liferaft(s).
- .11.1 Connect the lifeboats / liferafts with lines and report.
- .11.2 ... lifeboats / liferafts connected.

### **B2/2 Occupational safety**

#### **B2/2.1 Instruction**

- .1 Prepare a training plan for occupational safety.
- .2 When was the last training session on occupational safety?
- .2.1 The last training session was on ... (*date*).
- .3 When is the next training session on occupational safety?
- .3.1 The next training session is on ... (*date*).
- .4 Are new crew members / passengers instructed on occupational safety?
- .4.1 Yes, new crew members / passengers are instructed.
- .4.2 No, new crew members / passengers are not instructed (yet).

- .4.3 Instruct new crew members / passengers by ...(*time*) / on ...(*date*).
- .5 Participation in training sessions on occupational safety is mandatory.

### **B2/2.2 Practical occupational safety**

- .1 Instruct crew on occupational safety before departure.
- .2 Have special instruction on dangerous goods / heavy lifts/  
cargo securing / illumination / ventilation / ... .
- .3 Where are dangerous goods carried on board?
  - .3.1 Dangerous goods of IMO Class ... are carried
    - ~ on deck (in roped-off areas).
    - ~ in no. ... hold(s).
    - ~ in ... /on... .
- .4 Prepare an emergency plan.
- .5 Brief all crew members / passengers on the symptoms caused by dangerous substances.
- .6 What signals / communications are used in case of emergency ?
  - .6.1 The following signals / communications are used in case of emergency: ... .
- .7 Brief all crew members / passengers
  - ~ about restricted areas.
  - ~ how to report in / out (when entering / leaving bridge / engine room / ... ).
- .8 Do not enter the unmanned (engine) room /... space without permission.
- .8.1 Report on telephone / radio / ... while in  
the (engine) room /... space every ... minutes.
- .9 Brief all crew members / passengers on the storm.
  - .9.1 Attention!  
Entering the forecastle / main deck / weather side / ... of the vessel is prohibited / dangerous (due to storm).
  - .9.2 Attention!  
Make use of hand rails and lifelines in corridors and on deck.
  - .9.3 Attention!  
Close all dead lights and storm doors.
  - .9.4 Attention!  
Secure all loose objects in your cabins / on deck / in ... .
- .10 Brief all crew members / passengers on winter conditions / tropical conditions.
- .11 Check the completeness and availability of the occupational safety equipment and report.
  - .11.1 Occupational safety equipment is complete and available.
  - .11.2 Following occupational safety equipment is not complete / available: ...
  - .11.3 Occupational safety equipment will be complete and available in ... hour(s).
- .12 Appoint an officer / a crew member in charge of safety before working.
- .13 Take additional safety measures for the
  - ~ work on masts.
  - ~ work outboard.
  - ~ work in hold(s) / tank(s).
  - ~ work in extreme weather conditions / ... .

### **B2/2.3 Occupational accidents**

- .1 Accident in engine room / in no. ... hold / in no. ... tank / in superstructure/  
in accommodation / in ... space / on deck / outboard / on pier / on ... / in ... .
- .2 Report injured persons / casualties:
  - .2.1 No person injured.
  - .2.2 The number of injured persons / casualties is: ... .

- .3 What happened?
  - .3.1 Explosion / fire in ... .
  - .3.2 Accident with cargo.
  - .3.3 Fall from .../ into ... .
  - .3.4 Electrical accident in ... .
  - .3.5 Leakage of gas / ... .
  - .3.6 ... .
- .4 Take immediate action to recover injured person(s) / casualties.
  - .4.1 Provide first aid.
  - .4.2 Take immediate action to control the danger area.
- .5 What kind of assistance is required?
  - .5.1 No assistance is required.
  - .5.2 Medical / technical assistance is required.
  - .5.3 Shoreside assistance is required.
- .6 Secure the danger area and report.
  - .6.1 The danger area is secured.
- .7 Prepare an accident report.

## **B2/3 Fire protection and fire fighting**

### **B2/3.1 Fire protection**

#### **.1 Checking status of equipment**

- .1 Have fire patrols ( every ... hour(s) / ... time(s) every watch).
  - .1.1 Have fire patrols
    - ~ in all spaces.
    - ~ in the engine room / cargo hold(s) / superstructures / accommodation/ ... .
    - ~ on deck.
  - .1.2 Have a permanent fire watch.
- .2 Is everything in order?
  - .2.1 Yes, everything is in order.
  - .2.2 No, following is not in order: ... .
- .3 Check the fire / smoke alarm(s) and report.
  - .3.1 All fire / smoke alarms are operational.
  - .3.2 Fire / smoke alarm(s) in ... is / are not operational (yet).
  - .3.3 Fire / smoke alarm(s) in ... will be operational in ... minutes.
- .4 Check the portable extinguishers and report.
  - .4.1 All portable extinguishers are in position and operational.
  - .4.2 The portable extinguishers in ...
    - ~ are not in position (yet)..
    - ~ will be in position in ... minutes..
    - ~ are not accessible (yet).
    - ~ will be accessible in ... minutes.
    - ~ are missing.
  - .4.2.1 Replace the missing portable extinguisher(s).
- .4.3 The inspection tag(s) of the portable extinguisher(s) in ... is / are broken / expired.
  - .4.3.1 Replace the portable extinguisher(s) with broken / expired inspection tag(s).
- .5 Check the fire mains and report.
  - .5.1 All fire mains are operational.
  - .5.2 The hydrant(s) in ... is / are not operational (yet)..
    - .5.2.1 The hydrant(s) will be operational in ... minutes.
  - .5.3 The hose(s) to hydrant(s) in ... is / are worn / cut.

- .5.3.1 Replace the worn / cut hose(s).
- .5.4 The hose(s) / spanner (s) / nozzle(s) to hydrant(s) in ... is / are missing.
- .5.4.1 Replace the missing hose(s) / spanner(s) / nozzles(s).
- .5.5 The fire pump(s) in ... is / are not operational (yet).
- .5.5.1 Fire pump(s) in ... will be operational in ... minutes.
- .5.6 The water pipe(s) in ... is / are leaking.
- .5.6.1 Repair the leaking water pipe(s) in ... .
- .5.7 The water pipe(s) in ... is / are blocked.
- .5.7.1 Free the blocked water pipe(s) in ... .
- .5.8 Pressure in the water pipe(s) in ... is too high / low.
- .5.8.1 Reduce / increase pressure in the water pipe(s) in ... .
- .6 Check the fixed foam / gas fire extinguishing system and report.
- .6.1 The fixed foam / gas system is operational.
- .6.2 The fixed foam/gas system is not operational (yet)
- .6.2.1 The fixed foam / gas system will be operational in ... minutes.
- .7 Check the sprinkler system and report.
- .7.1 The sprinkler system is operational.
- .7.2 The sprinkler system in ... is not operational (yet).
- .7.2.1 The sprinkler system in ... will be operational in ... minutes.
- .8 Check the ventilation system and report.
- .8.1 The ventilation system is operational.
- .8.2 The ventilation system is not operational (yet)
- .8.2.1 The ventilation system will be operational in ... minutes.
- .8.3 The remote control is not operational (yet).
- .8.3.1 The remote control will be operational in ... minutes
- .8.4 The indicators are not operational (yet).
- .8.4.1 The indicators will be operational in ... minutes.
- .8.5 The fire dampers in ... are not operational (yet).
- .8.5.1 The fire dampers in ... will be operational in ... minutes.
- .8.6 The fire dampers in ... are painted stuck.
- .8.6.1 Clear the fire dampers.
- .9 Check the skylights / windows / ... and report.
- .9.1 The skylights / windows / ... in / to ... are open.
- .9.1.1 Close the skylights / windows / ... in / to ... .
- .10 Check the watertight door control and report.
- .10.1 The watertight door control is operational.
- .10.2 The watertight door control in ... is not operational (yet).
- .10.3 The watertight door control in ... will be operational in ... minutes.
- .11 Check the electrical lighting and report
- .11.1 The electrical lighting is operational.
- .11.2 The electrical lighting in ...is not operational (yet).
- .11.3 The electrical lighting in ... will be operational in ... minutes.
- .11.4 Switch on / off the electrical lighting in ... .
- .12 Check the emergency power supply and report.
- .12.1 The emergency power supply is operational.
- .12.2 The emergency power supply is not operational (yet).
- .12.3 The emergency power supply will be operational in ... minutes.
- .13 Check the firemen´s outfits and report.
- .13.1 All firemen´s outfits are complete and available.
- .13.2 The firemen´s outfits are not complete.
- .13.2.1 Complete the firemen´s outfits.

## **B2/3.2 Fire fighting and drills**

### **.1 Reporting fire**

- .1 Fire on board!
  - .1.1 Smoke / fumes / fire / explosion
    - ~ in engine room.
    - ~ in no. ... hold(s) / tank(s).
    - ~ in superstructure / accommodation.
    - ~ in ... space.
    - ~ on deck / ... .
  - .1.2 Smoke / fumes from ventilator(s).
  - .1.3 Burnt smell / fumes in .../ from... .
- .2 Report injured persons / casualties:
  - .2.1 No person injured.
  - .2.2 Number of injured persons / casualties is: ... .
- .3 What is on fire?
  - .3.1 Fuel / cargo / car(s) / truck(s) / wagon(s) / containers (with dangerous goods) / ... on fire.
  - .3.6 No information (yet).
- .4 Is smoke toxic?
  - .4.1 No, smoke not toxic.
  - .4.2 Yes, smoke toxic
- .5 Is fire under control?
  - .5.1 Yes, fire (in ... ) under control.
  - .5.2 No, fire (in ... ) not under control (yet).
    - .5.2.1 Fire spreading (to ... ).
    - .5.2.2 Fire (in ... ) not accessible.
- .6 Report damage.
  - .6.1 No damage.
  - .6.2 Minor / major damage in .../ to ... .
  - .6.3 No power supply (in ... ).
  - .6.4 Making water in ... .
- .7 Pressure on fire mains!
- .8 Shut down main engine(s) / auxiliary engine(s) / ... and report.
  - .8.1 Main engine(s) / auxiliary engine(s) / ... shut down.
- .9 Stop fuel and report.
  - .9.1 Fuel stopped.
- .10 Close all openings (in ... / in all rooms) and report.
  - .10.1 All openings ( in ... / in all rooms) closed.
    - .10.1.1 Openings in ... not accessible.
- .11 Switch off ventilator(s) (in ... ) and report.
  - .11.1 Ventilator(s) (in ... ) switched off.
- .12 Turn bow / stern to windward.
- .13 Turn port side / starboard side to windward.
- .14 Alter course to ... .



**.2 Reporting readiness for action**

- .1 Stand by fire fighting team / rescue team / first aid team / support team and report.
- .1.1 Fire fighting team / rescue team / first aid team / support team standing by.
- .2 Stand by main engine and report.
- .2.1 Main engine standing by.
- .3 Stand by CO<sub>2</sub> station / ... station/ emergency generator.
- .3.1 CO<sub>2</sub> station / ... station / emergency generator standing by.
- .4 Close all openings (in ... / in all rooms) and report.
- .4.1 All openings (in ... / in all rooms) closed.
- .4.1.1 Openings in ... not accessible.

**.3 Orders for fire fighting**

- .1 Start fire fighting.
- .1.1 Take one / two / ... fire fighting teams / ... team(s) to scene.
- .2 Go following route:
- .2.1 Go through engine room / no. ... hold(s)/tank(s) / superstructure / accommodation / ... space / manhole(s) to ... space / funnel / ... .
- .2.2 Go from
  - ~ outside / inside to ... .
  - ~ port side / starboard side to ... .
  - ~ ... to ... .
- .3 Take following (additional) safety measures and report.
- .3.1 Have two / ... members in one team.
- .3.1.1 Number of members in fire fighting team / ... team is: ... .
- .3.2 Have lifeline between each other / to outside.
- .3.2.1 ... team members have lifelines to each other.
- .3.2.2 ... team has lifelines to outside.
- .3.3 Have rescue team on stand-by and report.
- .3.4 Maintain visual contact / radio contact on walkie-talkie.
- .4 Fire fighting team must have following outfit:
- .4.1 Fire fighting team must have protective clothing / smoke helmets / breathing apparatus / ... .
- .5 Manning of fire fighting team / ... team(s) as follows:
- .5.1 Chief Officer / Chief Engineer / ... in command of fire fighting team / ... team (no. ...).
- .5.2 Following officer(s) / crew member(s) in fire fighting team /... team: ...
- .6 Restrict action (in .../ on ... ) to ... minutes.
- .6.1 Agree on retreat signal and report.
- .6.1.1 Retreat signal for fire fighting team / ... team ... is ... .
- .7 Use water / foam / powder / CO<sub>2</sub> / sand / ... in ... .
- .8 Run out fire hoses and report.
- .8.1 Fire hoses run out.
- .9 Water on!
- .9.1 Water is on.
- .10 Cool down ... with water and report.
- .10.1 ... cooled down.

**.4 Cancellation of alarm**

- .1 Is the fire extinguished?
- .1.1 Yes, fire (in ... ) extinguished.
- .1.2 No, fire (in ... ) not extinguished (yet).

- .1.3 Fire restricted to ... space / area.
- .2 Post a fire watch and report.
- .2.1 Fire watch posted ( in ...space / area).
- .3 Fire extinguishing systems / means remain on stand-by.
- .4 Fire fighting team / ... team remain on stand-by.
- .5 Rope off the fire area and report.
- .5.1 Fire area roped off.
- .6 Check the fire area every ... minutes / hour(s) for re-ignition and report.
- .6.1 Fire area checked, no re-ignition.
- .6.2 Fire area checked, re-ignition in ... space / area.
- .6.2.1 Re-ignition extinguished.
- .7 The fire alarm is cancelled (with following restrictions: ... )

## **B2/4 Damage Control**

See also B2/1 "General Activities".

### **B2/4.1 Checking equipment status and drills**

- .1 Check the openings in all spaces / in ... and report
  - .1.1 All openings in ... are closed.
  - .1.2 Openings in ... are not closed (yet).
  - .1.3 Openings in ... are not accessible.
- .2 Check the watertight door control and report
  - .2.1 Watertight door control
    - ~ is operational.
    - ~ (in ...) is not operational (yet).
    - ~ (in ...) will be operational in ... minutes.
  - .2.2 Watertight door(s) (in ...) is / are not accessible.
- .3 Check the pumps / emergency generator and report
  - .3.1 (Bilge) pump(s) in ... / emergency generator
    - ~ is / are operational.
    - ~ is / are not operational (yet).
    - ~ will be operational in ... minutes.
- .4 Check the power supply and report
  - .4.1 Power ( in / at ... )
    - ~ is available.
    - ~ is not available ( yet).
    - ~ will be available in ... minutes.
- .5 Check the damage control equipment and report.
  - .5.1 All damage control equipment is complete and available.
  - .5.2 Damage control equipment is not complete.
    - .5.2.1 Complete the damage control equipment.

### **B2/4.2 Damage control activities**

#### **.1 Reporting flooding**

- .1 We have collided (with ...).
- .2 We have flooding in ... .
- .3 Is flooding under control ?
  - .3.1 Yes, flooding under control.
  - .3.2 No, flooding (in ...) not under control (yet).
- .4 Is danger imminent ?

- .4.1 No, danger not imminent.
- .4.2 Yes, danger of blackout (in ...).
- .4.3 Yes, danger of heavy listing / capsizing / sinking / ... .

## **.2 Reporting readiness for action**

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

## **.3 Orders for damage control**

- .1 Close all openings / outlets / valves (in ...) and report.
  - .1.1 All openings / outlets / valves (in ...) closed.
  - .1.2 Openings / outlets / valves in ... not accessible / not operational.
- .2 Switch on / off power (at / on / in) and report.
  - .2.1 Power (at / on / in ...) switched on / off.
  - .2.2 Power supply (at / on / in ...) not operational.
- .3 Close watertight door(s) (in ...) (by hand) and report.
  - .3.1 Watertight door(s) (in ...) closed.
  - .3.2 Watertight door(s) (in ...) not accessible / not operational.
- .4 Switch on (bilge) pump(s) (in ...)and report.
  - .4.1 (Bilge) pump(s) (in ...) switched on.
  - .4.2 (Bilge) pump(s) (in ...) not operational.
- .5 Switch over (bilge) pump(s) from ... to ... .
  - .5.1 (Bilge) pump(s) switched over.
  - .5.2 Switching over (bilge) pump(s) not possible.
- .6 Start damage control.
  - .6.1 Take one / two / ... damage control team(s) to scene.
- .7 Go following route: ... .
  - .7.1 Go through engine room / no. ... hold(s)/tank(s) / superstructure / manhole / ... space / ... deck / ... .
- .8 Go from
  - ~ outside / inside to ... .
  - ~ port side / starboard side to ... .
  - ~ ... to ... .
- .9 Take following (additional) safety measures and report.
  - .9.1 Have two / ... members in one damage control team.
  - .9.2 Have lifeline to each other / to outside.
  - .9.3 Have rescue team on stand by and report.
    - .9.3.1 Rescue team standing by.
  - .9.4 Maintain visual contact / radio contact on walkie-talkie.
- .10 Damage control team must have following outfit(s).
  - .10.1 Damage control team must have
    - ~ protective clothing
    - ~ safety helmets.
    - ~ lifejackets.

- ~ diving equipment / ... .
- .11 Manning of damage control team as follows: ... .
- .11.1 Chief Officer / Chief Engineer / ... in command of damage control team (no. ...) ...
- .11.2 Following officer(s) / crew member(s) in damage control team (no. ...):... .
- .12 Restrict action (in ...) to ... minutes.
- .12.1 Agree on retreat signal and report.
- .12.1.1 Retreat signal ... .
- .13 Stop flooding from inside / outside (... space / area) and report.
- .13.1 Flooding stopped
- .13.2 Stopping flooding from inside / outside not possible.

**.4 Cancellation of alarm**

- .1 Has flooding stopped ?
- .1.1 Yes, flooding (in ...) has stopped.
- .1.2 No, flooding (in ...) has not (completely) stopped (yet).
- .2 Is flooding under control ?
- .2.1 Yes, flooding (in ...) under control.
- .2.2 Flooding (in ...) below / above capacity of (bilge) pump(s).
- .2.3 Flooding restricted to ... space / area.
- .3 Post damage control watch and report.
- .3.1 Damage control watch posted (in ...).
- .4 How much water is in the vessel ?
- .4.1 Quantity of water (in ...) about ... tonnes.
- .4.2 Quantity of water (in ...) not dangerous.
- .5 (Bilge) pump(s) remain on stand-by.
- .6 Engine room remains on stand-by.
- .7 Additional emergency generator remains on stand-by.
- .8 Damage control team remains on stand-by.
- .9 Rope off flooded area.
- .10 Check leak every ... minutes / hour(s) and report.
- .10.1 Leak checked - no flooding.
- .10.2 Leak checked - minor / major flooding (in ...).
- .10.2.1 Flooding has stopped.
- .11 The alarm is cancelled (with following restrictions: ... ).

**B2/5 Grounding**

See also B2/1 "General Activities"

**B2/5.1 Reporting grounding and ordering actions**

- .1 We are aground.
- .2 Stop engine(s).
- .3 Close watertight doors and report.
- .3.1 Watertight doors closed.
- .4 Is vessel (still) making way?
- .4.1 Yes, vessel making way ahead / astern.
- .4.2 No, vessel not making way.
- .5 Give "vessel aground" signals.
- .6 Inform engine room.
- .7 What part is aground?
- .7.1 Vessel aground forward / amidships / aft / full length.
- .8 Stand by forward station and aft station and report.

- .8.1 Forward station / aft station standing by.
- .9 Stand by port anchor / starboard anchor.
- .10 What is position ?
- .10.1 Position ... .

### **B2/5.2 Reporting damage**

- .1 Report damage.
  - .1.1 No damage.
  - .1.2 Crack(s) in plating / no. ... double bottom / no. ... hold(s) / tank(s) / main/auxiliary engine(s) foundation / ... .
  - .1.3 Deformation(s) / indentation(s) to plating / to ... .
- .2 Check flooding and report.
  - .2.1 No flooding.
  - .2.2 Flooding in ... .
- .3 Is danger imminent ?
  - .3.1 No, danger not imminent.
  - .3.2 Yes, danger of
    - ~ heavy listing (to port / starboard)
    - ~ decreasing stability.
    - ~ damage by sea.
    - ~ breaking apart.
    - ~ environmental pollution.
    - ~ ... .
- .4 What is nature of sea bottom ?
  - .4.1 Sea bottom rocky.
  - .4.2 Sea bottom soft.
- .5 What is state of tide ?
  - .5.1 No tide.
  - .5.2 Tide ... metres / rising / falling / turning at ... hours hours UTC / within ... hours.
- .6 What is wind force and direction ?
  - .6.1 Wind force Beaufort... from ...(*cardinal points/half cardinal points*) .
    - .6.1.1 Wind expected to decrease / increase (within the next ... hours).
    - .6.1.2 Wind expected to back / veer (within the next ... hours).
    - .6.1.3 No change expected (within the next ... hours).
- .7 What is sea state ?
  - .7.1 Sea smooth/moderate/rough/high / swell slight/moderate/heavy... metres from ...(*cardinal points/half cardinal points*) .
  - .7.2 Sea smooth/moderate/rough/high - swell slight/moderate/heavy ... expected to decrease / increase (within the next ... hours).
  - .7.3 No change expected (within the next ... hours).
- .8 What is draft ?
  - .8.1 Draft ... metres (port side / starboard side) forward / aft / amidships.
- .9 What is depth of water ?
  - .9.1 Greatest depth ... metres (port side / starboard side) forward / aft / amidships.

### **B2/5.3 Orders for refloating**

- .1 Are (bilge) pumps operational ?
  - .1.1 Yes, (bilge) pumps operational.
  - .1.2 No, (bilge) pumps not operational (yet).
  - .1.3 (Bilge) pumps will be operational in ... minutes.
- .2 Is damage control material available ?

- .2.1 Yes, damage control material available.
- .2.2 No, damage control material not available (yet).
- .2.3 Damage control material will be available in ... minutes.
- .3 Stand by engine room and report.
  - .3.1 Engine room standing by.
- .4 Stand by all anchors for letting go.
- .5 Report distribution of cargo.
  - .5.1 No. ... hold(s) / tank(s) ... tonnes (of ... cargo).
  - .5.2 Deck cargo forward / aft / amidships ... tonnes (of ...).
  - .5.3 Forepeak / afterpeak ... tonnes.
  - .5.4 No. ... double bottom tank(s) ... tonnes (of ballast / ...).
- .6 Transfer cargo from no. ... hold(s) / tank(s) to no. ... hold(s) / tank(s) and report.
  - .6.1 Cargo from no. ... hold(s) / tank(s) transferred to no. ... hold(s) / tank(s).
- .7 Transfer deck cargo from ... to ... and report.
  - .7.1 Deck cargo from ... transferred to ... .
- .8 Pump out forepeak / after peak and report.
  - .8.1 Forepeak / after peak pumped out.
- .9 Transfer ballast / ... from no. ... double bottom tank(s) to no. ... double bottom tank(s) and report.
  - .9.1 Ballast / ... from no. ... double bottom tanks transferred to no. ... double bottom tank(s).
- .10 Fill forepeak / after peak.
- .11 Jettison cargo from ... and report.
  - .11.1 Cargo from ... jettisoned .
- .12 Engine(s) full / ... astern / ahead.
- .13 Has vessel refloated?
  - .13.1 Yes, vessel refloated.
  - .13.2 No, vessel not refloated (yet).

#### **B2/5.4 Checking seaworthiness**

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

## **B2/6 Search and rescue on-board activities**

For details see also IAMSAR Manual, London/Montreal, 1998.

### **B2/6.1 Checking equipment status**

- .1 Check the lifebuoys and report.
  - .1.1 All lifebuoys are complete.
  - .1.2 Lifebuoy(s) at ... is / are damaged / missing.
    - .1.2.1 Replace the damaged / missing lifebuoy(s).
- .2 When was the last man overboard drill ?
  - .2.1 Last man overboard drill was on ...(date) .
- .3 Prepare a plan for man overboard drill.
  - .3.1 Prepare a plan for
    - ~ an announced / not announced drill.
    - ~ a daytime / nighttime drill.
    - ~ a muster (at all stations).
    - ~ a recovering manoeuvre (with dummy / buoy).
- .4 Have a drill / manoeuvre / muster on ...(date) .

### **B2/6.2 Person-overboard activities**

- .1 Man overboard (on port side / starboard side / astern)!
- .2 Drop lifebuoy(s).
  - .2.1 Sound "man overboard" alarm.
- .3 Hoist flag signal "Oscar".
- .4 Hard-a-port / hard-a-starboard the wheel.
- .5 Is person in water / lifebuoy located ?
  - .5.1 Yes, person in water / lifebuoy located.
  - .5.2 Report direction and distance of person in water / lifebuoy.
    - .5.2.1 Direction at ... points port side / starboard side / ... degrees, distance ... metres.
    - .5.2.2 Maintain visual contact to person in water / lifebuoy.
  - .5.3 No, person in water / lifebuoy not located (yet).
    - .5.3.1 Look out for person in water / lifebuoy and report.
  - .5.4 Passenger / crew member missing (for ... hours / since ... hours hours UTC)
    - search in vessel negative.
    - .5.4.1 Stop engine(s).
    - .5.4.2 Transmit alarm signal - PAN-PAN / distress alert - MAYDAY to radio coast station / Maritime Rescue Co-ordination Centre / vessels in vicinity and report.
    - .5.4.3 Alarm signal - PAN-PAN / distress alert - MAYDAY transmitted / acknowledged by ... / not acknowledged (yet)..
- .6 Return manoeuvre ! Port / starboard, steer... degrees.
- .7 Report position.
  - .7.1 Position ... .
- .8 Report traffic situation.
  - .8.1 No vessel in vicinity.
  - .8.2 Following vessel(s) in vicinity ... .
- .9 Report weather situation.
  - .9.1 Sea smooth/moderate/rough/high – swell slight/moderate/heavy from .. (*cardinal points/half cardinal points*).
  - .9.2 Wind force Beaufort... from ... (*cardinal points/half cardinal points*).
  - .9.3 Visibility good/moderate/poor.

- .9.4 Current ... knots to ... (*cardinal points/half cardinal points*).
- .10 Have man overboard stations / lookouts at ... manned and report.
- .10.1 Man overboard stations / lookouts at ... manned.
- .11 Stand by for recovering from shipboard and report.
- .11.1 Standing by for recovering from shipboard.
- .12 Stand by boat / motor lifeboat no. ... for letting go and report.
- .12.1 Rescue boat / motor lifeboat no. ... standing by for letting go.
- .13 Let go rescue boat / motor lifeboat.
- .14 Use VHF Channel ... / frequency ... for communication.
- .14.1 Use light signals / flag signals / whistle for communication.
- .15 What is retreat signal for rescue boat / motor lifeboat ?
- .15.1 Retreat signal ... .
- .16 Stand by one / two crew member(s) for rescue in water and report.
- .16.1 One / two crew member(s) standing by for rescue in water.
- .17 Person overboard rescued / recovered.
- .18 Stand by boat / rescue litter / rescue net / rescue basket / rescue sling and report.
- .18.1 Boat / rescue litter / rescue net / rescue basket / rescue sling standing by.
- .19 Hoist person and report.
- .20 Report condition of survivor.
- .20.1 Survivor
  - ~ is in good / bad condition.
  - ~ has hypothermia.
  - ~ is injured.
  - ~ is suffering from shock.
- .20.2 Person is dead.

### **B2/6.3 Rescue operation - reporting readiness for assistance**

See also A1/1.2 "Search and rescue communications"

- .1 Received an alarm signal / PAN-PAN /  
distress alert - MAYDAY at ... hours UTC on ... (*VHF Channel/frequency*).
- .2 Observed the following distress signal in ... degrees.
- .3 Report the distress position.
- .3.1 Distress position ... .
- .4 Was the alarm signal / PAN-PAN / distress alert - MAYDAY acknowledged?
- .4.1 Alarm signal / PAN-PAN / distress alert - MAYDAY acknowledged by ... / not  
acknowledged (yet)..
- .4.1.1 Acknowledge the PAN-PAN / distress alert – MAYDAY.
- .4.2 Transmit a MAYDAY - RELAY to ... (*radio station*).
- .5 Watch the radar.
- .6 Have the lookouts manned and report.
- .6.1 Lookouts are manned.
- .7 Contact vessels in vicinity of the distress and report.
- .7.1 We have contact to following vessel(s) in vicinity of the distress: .... .
- .7.2 We have no contact (yet).
- .8 Request information from the vessel in distress and report.
- .8.1 We have following information from the vessel in distress: ... .
- .8.2 We have no information (yet).
- .9 Stand by lines / lifebuoys / nets / derricks / cranes / ... and report.
- .9.1 Lines / lifeboats / nets / derricks / cranes / ... standing by.
- .10 Stand by lifeboats / rescue boat and report.
- .10.1 Lifeboats / rescue boat standing by.
- .11 Stand by liferaft(s) as boarding station(s) and report.



- .11.1 Lifteraft(s) standing by as boarding station(s).
- .11.2 Let go liferaft(s) as boarding station(s) with ... crew members (each).
- .12 Stand by ... crew members for assisting survivors in water and report.
- .12.1 ... crew members standing by for assisting survivors in water.
- .13 Switch on the deck lighting / outboard lighting / search lights.
- .14 Stand by line throwing apparatus and report.
- .14.1 Line throwing apparatus standing by.

#### **B2/6.4 Conducting search**

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

#### **B2/6.5 Rescue activities**

See also B2/6.2 "Person-overboard activities"

- .1 Rescue persons in following order:
  - persons in water
  - injured / helpless persons
  - women and children
  - passengers
  - crew members.
- .2 Ask the survivor(s) the following information:
  - .2.1 What was the total number of persons on board the vessel in distress ?
    - .2.1.1 Total number of persons was: ... .
  - .2.2 What was the number of casualties ?
    - .2.2.1 Number of casualties was: ... .
  - .2.3 What was the number of lifeboats / liferafts launched ?
    - .2.3.1 Number of lifeboats / liferafts launched was: ... .
  - .2.4 What was the number of persons in lifeboats / liferafts ?
    - .2.4.1 Number of persons in lifeboats / liferafts was: ... .
  - .2.5 What was the number of persons in water ?
    - .2.5.1 Number of persons in water was: ... .
- .3 Inform ... coast radio station about the name(s) / call sign(s) and destination of the vessel(s) with the survivors.
  - .3.1 Inform about the number of survivors on (each) vessel.
  - .3.2 Inform about the condition of the survivors.
- .4 Inform ... coast radio station about the condition of the vessel in distress:

- .4.1 The vessel in distress
  - ~ capsized / sunk / adrift (near position ... ) / drifting in ... degrees.
  - ~ grounded (in position: ...).
  - ~ on fire.
  - ~ not under command.
- .5 Transmit the following safety message / navigational warning: ... .  
Vessel in distress (in position ...) danger to navigation.

## **B2/6.6 Finishing with search and rescue operations**

- .1 Search and rescue finished at ... hours UTC.
- .1.1 Inform the crew / lookouts / engine room.
- .2 We resume on-board routine at ... hours UTC.
- .3 Inform the coast radio station / searching vessels about the cancellation of search and rescue.
- .4 We proceed with our voyage.

## **B3 Cargo and cargo handling**

### **B3/1 Cargo handling**

#### **B3/1.1 Loading and unloading**

##### **.1 Loading capacities and quantities**

- .1 What is the deadweight of the vessel?
  - .1.1 The deadweight is ... tonnes.
- .2 What is the hold / bale / grain capacity of vessel?
  - .2.1 The hold / bale / grain capacity is ... cubic metres.
- .3 What is the container capacity of the vessel?
  - .3.1 The container capacity is ... TEU.
- .4 How many 20' / 40' containers will the vessel load?
  - .4.1 The vessel will load ... 20' / 40' containers.
- .5 How many cubic metres of cargo space are required?
  - .5.1 ... cubic metres of cargo space are required.
- .6 How many tonnes / cubic metres can the vessel still load?
  - .6.1 The vessel can still load ... tonnes / cubic metres.
- .7 How much deck cargo can the vessel load?
  - .7.1 The vessel can load ... tonnes / cubic metres / ... 20'/40' containers on deck.
- .8 How many cars / trailers / trucks / ... can the vessel load?
  - .8.1 The vessel can load ... cars / trailers / trucks / ... .
- .9 What is the size of the hatch openings?
  - .9.1 The size of the hatch openings is ... by ... metres.
- .10 What is the safety load of no. ... hold?
  - .10.1 The safety load of the ... deck of no. ... hold is ... tonnes per square metre.
- .11 The vessel will still bunker ... tonnes of fuel / fresh water/ ... .

**.2 Dockside / shipboard cargo handling gear and equipment**

- .1 Are dockside / floating cranes available?
  - .1.1 Yes, dockside / floating cranes are available.
  - .1.2 No, dockside / floating cranes are not available.
- .2 What is the safe working load of the crane?
  - .2.1 The safe working load of the crane is ... tonnes.
- .3 What is the maximum reach of the crane?
  - .3.1 The maximum reach of the crane is ... metres.
- .4 What is the handling capacity of the container crane / gantry?
  - .4.1 The handling capacity of container crane / gantry is ... containers per hour.
- .5 What is the handling capacity of the grain elevator/ore loader/ ... ?
  - .5.1 The handling capacity of the grain elevator / ore loader / is ... tonnes / cubic metres per hour.
- .6 What is the pumping capacity of the cargo pumps?
  - .6.1 The pumping capacity of the cargo pumps is ... tonnes per hour.
- .7 Are (light) fork-lift trucks for the cargo holds available?
  - .7.1 Yes, (light) fork-lift trucks are available.
  - .7.2 No, (light) fork-lift trucks are not available.
- .8 Only use electric fork-lift trucks in the holds.
- .9 What is the safe working load of the fork-lift truck?
  - .9.1 The safe working load of the fork-lift truck is ... tonnes.
- .10 What is the safe working load of the derricks / cranes of the vessel?
  - .10.1 The safe working load of the derricks / cranes of the vessel is ... tonnes.
- .11 What is the safe working load of the ... slings?
  - .11.1 The safe working load of the ... slings is ... tonnes.
- .12 These slings do not permit safe cargo handling.
  - .12.1 Replace the slings.
- .13 Are bob-cats available for trimming?
  - .13.1 Yes, bob-cats are available for trimming.
  - .13.2 No, bob-cats are not available for trimming.

**.3 Preparing for loading / unloading**

- .1 Prepare the vessel for loading / discharging.
- .2 Unlock the hatch covers.
- .3 Rig the hatchrails in no. ... hold(s).
- .4 Give notice of readiness to load/discharging by ... hours UTC/local time.
- .5 Is the cargo list available and complete?
  - .5.1 Yes, the cargo list is available and complete .
  - .5.2 No, the cargo list is not available and complete (yet).
  - .5.3 The cargo list will be available and complete in ... minutes.
- .6 Complete the stowage plan.
- .7 Make the stability calculation.
- .8 Are the holds clean / dry / free of smell ?
  - .8.1 Yes, the holds are clean / dry / free of smell.
  - .8.2 No, the holds are not clean / dry / free of smell (yet).
  - .8.3 The holds will be clean / dry / free of smell in ... minutes / hours.
    - .8.3.1 Clean the hold(s) / deck(s).
- .9 Are the safety arrangements in the hold(s) operational?
  - .9.1 Yes, the safety arrangements in the hold(s) are operational.
  - .9.2 No, the safety arrangements in the hold(s) are not operational (yet).
  - .9.3 The safety arrangements in the hold(s) will be operational in ... minutes.
- .10 Fill the double bottom tank(s) / ballast tank(s) before loading the heavy lifts.

- .11 What is the maximum loading rate / discharging rate?
- .11.1 The maximum loading rate / discharging rate is ... tonnes per hour.
- .11.2 Do not exceed the loading rate / discharging rate of ... tonnes per hour.

**.4 Operating cargo handling equipment and hatches**

- .1 Open all hatches before loading / discharging.
- .2 Are the cranes / derricks operational?
- .2.1 Yes, the cranes / derricks are operational.
- .2.2 No, the cranes / derricks are not operational (yet).
- .2.3 The cranes / derricks will be operational in ... minutes.
- .3 Rig the derrick(s) / crane(s) of no. ... hold(s).
- .4 Check the preventers.
- .5 Keep within the safe working load of derrick(s) / crane(s).
- .6 Instruct the winchmen / cranimen .
- .7 Clean the tween deck(s) before opening lower hold(s).
- .8 Switch on / off the hold ventilation.
- .9 Switch on / off the hold lights.
- .10 Close / open the cargo port(s) to no. ... hold(s).

**.5 Maintaining / repairing cargo handling equipment**

- .1 Check the hold(s) / hatch cover(s) / derrick(s) / ... for damage and report.
- .1.1 The hold(s) / hatch cover(s) / derrick(s) / ... is / are in order.
- .1.2 The cargo battens are damaged.
- .1.3 The rubber seals of the hatch cover(s) are damaged.
- .1.4 The preventer(s) of no. ... hold(s) is / are damaged.
- .1.5 The (Container) lashings are damaged.
- .1.6 ... is / are damaged.
- .1.6.1 Replace the damaged ... .
- .2 The hold ladder(s) is / are bent.
- .2.1 Straighten the hold ladder(s).
- .3 Are the hold ventilators operational?
- .3.1 Yes, the hold ventilators are operational.
- .3.2 No, the hold ventilators are not operational (yet).
- .3.3 The hold ventilators will be operational in ... minutes.
- .4 Are the winch motors operational?
- .4.1 Yes, the winch motors are operational.
- .4.2 No, the winch motor of no. ... derrick is not operational (yet).
- .4.3 The winch motor of no. ... derrick will be operational in ... minutes.
- .5 Check the repair works personally.

**.6 Briefing on stowing and securing**

- .1 Check the
  - ~ careful and safe stowage.
  - ~ complete unloading.
  - ~ proper use of handling gear.
  - ~ careful separation of different lots.
- .2 Close the hatches in case of rain / snow / ... .
- .3 Refuse damaged / crushed / railed /wet /torn/ resewn / ...  
boxes / cartons / cases /crates / bags / ... .
- .4 Do not overstuff cartons with other goods.
- .5 Do not use hooks for handling bags.

- .6 Stow ventilation ducts into the bag cargo.
- .7 Place dunnage between the tiers.
- .8 Stow the
  - ~ ... into tween deck of no. ... hold.
  - ~ pallets / cartons / ... closely together.
  - ~ ... in reefer hold.
  - ~ empty containers in topmost tiers .
  - ~ container(s) onto hatch cover(s).
  - ~ ... .
- .9 Check the
  - ~ containers for damage.
  - ~ correct interlock of the stowpieces.
  - ~ correct fixing of the rope clips.
- .10 Secure the heavy lift(s) immediately .
- .11 Relash all lashings.

### **B3/1.2 Handling dangerous goods**

See also IMO IMDG Code, London 1994, as revised.

#### **.1 Briefing on nature of dangerous goods**

- .1 What is the IMO Class of these goods?
  - .1.1 The IMO Class of these goods is: ... .
- .2 This package contains IMO Class ... goods.
- .3 These goods are flammable / poisonous / ... .
  - .3.1 Handle these goods with caution.
- .4 These goods emit flammable gases in contact with water.
  - .4.1 Keep these goods dry.
- .5 These goods are liable to spontaneous heating and combustion.
- .6 Do not touch ... .

#### **.2 Instructions on compatibility and stowage**

- .1 Observe the IMDG-Code when loading / stowing.
- .2 Check the
  - ~ proper segregation of goods.
  - ~ correct technical names in documents.
  - ~ correct marks / labels.
  - ~ compatibility of IMO Class ... goods.
- .3 Stow IMO Class ... goods
  - ~ away from living quarters / away from ... .
  - ~ separated (by one hold) from IMO Class ... goods.
  - ~ under / on deck.
- .3.1 Cover IMO Class ... goods on deck with tarpaulins / ... .
- .4 Stow
  - ~ flammable goods away from the engine room bulkhead / ... .
  - ~ infectious substances separated by one hold / compartment from foodstuffs.
  - ~ ... drums away from IMO Class ... goods at a minimum of ... metres.
- .5 Brief the stevedores on the dangerous goods in number ... hold(s).
- .6 Refuse damaged / wet / ... packings with dangerous goods.
- .7 Ventilate the hold(s) before entering.
- .8 Load / unload IMO Class ... goods first.
- .9 No smoking during loading / unloading.

### **.3 Reporting incidents**

- .1 Sling(s) with bottles / drums / ... of IMO Class ... goods were dropped on deck / into no. ... hold / on pier ... .
  - .1.1 Liquid / powder / gas is spilling.
  - .2 Several drums / barrels / tanks / ... are deformed ( and leaking).
  - .3 The ... container with IMO Class ... goods is spilling out of the door.
  - .4 Spilling substances of IMO Class ... escaped into the sea / harbour water.
    - .4.1 Inform the pollution control.
  - .5 Temperature in locker / container/ ... with IMO Class ... goods is increasing (rapidly).
  - .6 Orange / red / ... smoke is developing from IMO Class ... goods (on deck).
  - .7 Explosion in no. ... hold.
    - .7.1 Damage to gas tank / container /....
  - .8 Minor / major fire in number ... hold.
    - .8.1 Fire extinguished.
    - .8.2 IMO Class ... goods re-ignited.
    - .8.3 Fire under control.
    - .8.4 Fire not under control (yet).
      - .8.4.1 Operate the general emergency alarm.
      - .8.4.2 Call the harbour fire brigade / ... .
  - .9 Report injured persons / casualties.
    - .9.1 No person injured.
    - .9.2 Number of injured persons / casualties is ... .

### **.4 Action in case of incidents**

- .1 Take actions according to the Emergency Plan.
- .2 Turn the vessel out of the wind – the spilling gas / smoke is toxic.
- .3 Put on protective clothing and breathing apparatus.
- .4 Stop the spillage.
- .5 Let the spillage evaporate.
- .6 Remove the spillage with synthetic scoops.
  - .6.1 Use absorbents for the spillage.
  - .6.2 Do not touch the spillage.
- .7 Separate contaminated goods from other goods.
- .8 Cover contaminated goods with tarpaulins / ... .
- .9 Only open the container / hold / locker / ... when smoking is stopped.
- .10 Cool down the container/ ... with water.
- .11 Ventilate the hold(s) carefully.
- .12 Close the hatch - operate the fire extinguishing system.
- .13 Fight the fire from a great distance.
- .14 Flood no. .. hold(s).
- .15 Rescue persons.
  - .15.1 Take injured persons / casualties to a safe area.
  - .15.2 Provide first aid to injured persons.
  - .15.3 Call the ambulance.
- .16 Take off and dispose of contaminated clothing.
- .17 Alter course for the nearest port (inform on radio).

### **B3/1.3 Handling liquid goods, bunkers and ballast pollution prevention**

#### **.1 Preparing safety measures**

- .1 Plug the scuppers / drip-trays and report.
  - .1.1 All scuppers / drip-trays are plugged.
- .2 Close the sea-valves / discharges and report.
  - .2.1 All sea-valves / discharges are closed.
- .3 Stand by absorbent materials and report.
  - .3.1 Absorbent materials standing by.
- .4 Stand by spill control gear and report.
  - .4.1 Spill control gear standing by.
- .5 Stand by emergency fire pump / foam monitor / fire extinguishers and report.
  - .5.1 Emergency fire pump / foam monitor / fire extinguishers standing by.
- .6 Fit bonding wire and report.
  - .6.1 Bonding wire is fitted.
- .7 Maintain contact on VHF Channels ... with the bunker barge / oil terminal.
- .8 Is the oil pollution prevention plan available ?
  - .8.1 Yes, the oil pollution prevention plan is available.
  - .8.2 No, the oil pollution prevention plan is not available (yet).
  - .8.3 The oil pollution prevention plan will be available in ... minutes.
- .9 Instruct the pumpman / ... and report.
  - .9.1 Pumpman / ... is instructed.

#### **.2 Operating pumping equipment**

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

- .1 What is the (maximum) loading rate / discharge rate ?
  - .1.1 The (maximum) loading rate / discharge rate is: ... tonnes per hour.
- .2 Is the COW - system / inert gas system operational ?
  - .2.1 Yes, the COW - system / inert gas system is operational .
  - .2.2 No, the COW - system / inert gas system is not operational (yet).
  - .2.3 The COW - system / inert gas will be operational in ... minutes.
- .3 When will crude oil washing start ?
  - .3.1 Crude oil washing will start in ... minutes.
- .4 Are your tanks inerted?
  - .4.1 Yes, my tanks are inerted.
  - .4.2 No, my tanks are not inerted (yet).
  - .4.3 My tanks will be inerted in ... minutes.
- .5 What is the pressure in the inerted tanks?
  - .5.1 The pressure in the inerted tanks is ... bar.
- .6 What is the pumping pressure ?
  - .6.1 The pumping pressure is ... bar.
- .7 Can we connect the loading arm ?
  - .7.1 Yes, you can connect the loading arm.
  - .7.2 No, you cannot connect the loading arm (yet).
  - .7.3 Connect the loading arm in ... minutes.
- .8 Inform ... minutes before loading / discharge will start / finish.
  - .8.1 Loading / discharging will start / finish in ... minutes.
- .9 What is the back pressure for stripping ?
  - .9.1 The backpressure for stripping is... bars.

- .10 Are the cargo hoses / booms connected ?
  - .10.1 Yes, the cargo hoses / booms are connected.
  - .10.2 No, the cargo hoses / booms are not connected (yet).
  - .10.3 The cargo hoses / booms will be connected in ... minutes.
- .11 Are the cargo hoses / booms disconnected ?
  - .11.1 Yes, the cargo hoses / booms are disconnected.
  - .11.2 No, the cargo hoses / booms are not disconnected (yet).
  - .11.3 The cargo hoses / booms will be disconnected in ... minutes.
- .12 Are you ready to load /discharge?
  - .12.1 Yes, I am ready to load / discharge.
  - .12.2 No, I am not ready to load /discharge (yet).
  - .12.3 I will be ready to load / discharge in ... minutes.
- .13 Keep a safe working pressure.
- .14 Open the valve(s) and report.
  - .14.1 All full open aboard / ashore.
- .15 Close the valve(s) and report.
  - .15.1 All full closed aboard / ashore.
- .16 Start pumping (slowly).
- .17 Are you pumping / receiving ?
  - .17.1 Yes, I am pumping / receiving.
  - .17.2 No, I am not pumping / not receiving.
- .18 Increase / decrease pumping rate to ... revolutions / bar.
- .19 (Quantity received) - stop pumping.

**.3 Reporting and cleaning up spillage**

- .1 Leak at manifold connection!
  - .1.1 Overflow at ... !
- .2 Stop pumping !
- .3 How much is spilled ?
  - .3.1 Spill is about ... tonne(s).
- .4 Treat spill with ... .
- .5 Stand by oil clearance team and report.
  - .5.1 Oil clearance team standing by.
  - .5.2 All crew assist to remove the spill.
    - .5.2.1 Spillage stopped.
    - .5.2.2 Spill cleaned up.
    - .5.2.3 Spill waste contained in save-all/... .
- .6 Oil / ... escaping into sea / harbour water!
  - .6.1 Inform pollution control!

**.4 Ballast handling**

- .1 Plug the scuppers and report.
  - .1.1 All scuppers are plugged.
- .2 Open / close the sea suction valve / ballast tank valve no. ... and report.
  - .2.1 Sea suction valve / ballast tank valve no. ... is open / closed.
- .3 Start the ballast pump and report.
  - .3.1 Ballast pump started.
- .4 Stop the ballast pump (ballast overflow) and report.
  - .4.1 Ballast pump stopped.



- .5 Pump out ballast tank no. ... and report.
- .5.1 Ballast tank no. ... is pumped out.
- .5.2 Stop the ballast pump - ballast dirty !

## .5 Cleaning tanks

- .1 Pump the slops into the slop tank .
- .2 Dispose the sludge into the sludge tank.
- .3 Order a shore slop tank / slop barge.
- .3.1 We have ... tonnes of slops / sludge.
- .4 Start / stop pumping slops.
- .5 Keep a safe working pressure.

## B3/1.4 Preparing for sea

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

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

- .3 Close and secure the bow door / stern door and report..
- .3.1 Bow door / stern door closed and secured.
- .4 Fold and secure the bow ramp / stern ramp / side ramp and report.
- .4.1 Bow ramp / stern ramp / side ramp folded and secured.
- .5 Lash and secure all cars / trucks / wagons / ... and report.
- .5.1 All cars / trucks / wagons / ... lashed and secured.
- .6 Lower and secure the derricks / cranes and report.
- .6.1 Derricks / cranes lowered and secured.
- .7 Check the seaworthiness of the holds and report
- .7.1 Holds seaworthy.
- .8 How much ballast can we take (down to her marks)?
- .8.1 We can take ... tonnes of ballast.
- .9 Check the trim.
- .9.1 Fill the forepeak to decrease the stern trim.
- .9.2 Fill the double-bottom tank(s) .
- .9.3 Pump fuel from ... tank to ... tank to bring the vessel upright.

## B3/2 Cargo care

### B3/2.1 Operating shipboard equipment for cargo care

- .1 Is the equipment for cargo care operational?
- .1.1 Yes, the equipment for cargo care is operational.
- .1.2 No, the ... (*equipment*) is not operational (yet).
- .1.3 The ... (*equipment*) will be operational in ... minutes.
- .2 What is the air change rate of the hold ventilators?
- .2.1 The air change rate of the hold ventilators is ... -fold.

- .3 Are the temperature / humidity recorders in the hold(s) operational?
- .3.1 Yes, the temperature / humidity recorders in the hold(s) are operational.
- .3.2 No, the temperature / humidity recorders in the hold(s) are not operational (yet).
- .3.3 The temperature / humidity recorders in the hold(s) will be operational in ... minutes.
- .4 Instruct the crew how to connect reefer plugs / clip-on units / ... and report.
- .4.1 The crew is instructed how to connect reefer plugs / clip-on units / ... .

## **B3/2.2 Taking measures for cargo care**

### **.1 Carrying out inspections**

- .1 The holds must be inspected by the surveyor before loading.
- .2 Check the reefer holds for proper loading preparation and report.
  - .2.1 The reefer holds are ready for loading.
  - .2.2 The reefer holds are not ready for loading (yet).
  - .2.3 The reefer holds will be ready for loading in ... minutes.
- .3 Are the holds clean (dry and free of smell)?
  - .3.1 Yes, the holds are clean( dry and free of smell).
  - .3.2 No, the holds are not clean (dry and free of smell) (yet).
  - .3.3 The holds will be clean (dry and free of smell) in ... minutes / hours.
- .4 Check the operation of the hold ventilators and report
  - .4.1 The hold ventilators are operational.
  - .4.2 The hold ventilators ( in no. ... hold(s)) are not operational (yet).
  - .4.3 The hold ventilators (in no ... hold(s)) will be operational in ... minutes.
- .5 Order a surveyor to check the reefer plugs / cargo securings.
- .6 Is the certificate of survey available and complete?
  - .6.1 Yes, the certificate of survey is available and complete.
  - .6.2 No, the certificate of survey is not available and complete (yet).
  - .6.3 The certificate of survey will be available and complete in ... minutes / hours.
- .7 Check the lashings and securings every day / ... hours..
- .8 Enter all checks into the log-book.
- .9 Before unloading open the hatches only when the surveyor is present.

### **.2 Describing damage to the cargo**

See also section B3/1.2.3 "Reporting incidents"

- .1 The ...(cargo) is in a bad condition.
- .2 The packages of ...(cargo) are
  - ~ wet / damp / mouldy.
  - ~ marked by fresh water / sea water.
- .3 The metal of ...(cargo) is rusty.
- .4 The bands of ...(cargo) are broken / missing / rusty.
- .5 The crates / cases with ...(cargo) are railed.
  - .5.1 The boards of crates/cases with ...(cargo) are loose.
- .6 The marks / labels on ...(cargo) are unclear / illegible /false.
- .7 The contents of drums / barrels / ... are unknown.
- .8 The weight of the ...(cargo) is unknown.
- .10 The boxes / crates / cases / ... with ...(cargo) are damaged.
- .11 The bags / bales with ...(cargo) are torn / re sewn / spilling.
- .12 The drums / barrels / ... with ...(cargo) are deformed / spilling .
- .13 The boxes / cartons / cases/ ... with ...(cargo) are crushed.
- .14 The bags / boxes / cartons / ... with ...(cargo) are not full / slack / empty.

- .15 The bags / boxes / cartons / ... with ...(*cargo*) are second-hand.
- .16 The boxes/cartons/cases/ ... with bottles of ...(*cargo*) are (partly) broken.
- .17 The ...(*cargo*) is (partly)
  - ~ eaten by rats / worms.
  - ~ infected with vermins.
  - ~ missing.
- .18 ... container(s) are damaged.
- .18.1 ... container(s) were damaged
  - ~ before loading.
  - ~ during loading.
  - ~ by shifting on board.
  - ~ by heavy seas.
- .19 ... container(s) were washed overboard (inform on radio).
- .20 The temperature in no. ... hold is  
above normal / below normal / critical / ... degrees Celsius.
- .21 The humidity of ...(*cargo*) is above normal / below normal / critical.

### **.3 Taking actions**

See also section B3/1.2.4 "Action in case of incident"

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

## **B4 Passenger care**

The phrases of this chapter should help Masters, officers and crew members of passenger vessels and passenger ferries to inform passengers on safety aspects and to manage them in case of an emergency.

### **B4/1 Briefing and Instruction**

#### **B4/1.1 Conduct of passengers on board**

##### **.1 General information on conduct of passengers**

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

## **.2 Briefing on prohibited areas, decks, and spaces**

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

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

## **B4/1.2 Briefing on safety regulations, preventive measures and communications**

### **.1 Drills**

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

### **.2 The general emergency alarm**

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

### **.3 Preventing / reporting fire**

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

**.4 PA announcements on emergency**

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

**.5 Person overboard**

- .1 If you see anybody fall overboard, act as follows:
  - call out "Man overboard"
  - throw lifebuoys overboard
  - keep your eyes on the person in the water
  - show / tell an officer / crew the person's position in the water, or telephone the bridge immediately, the number is .... .

**.6 Protective measures for children**

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

## **B4/2 Evacuation and Boat Drill**

### **B4/2.1 Allocating / directing to assembly stations, describing how to escape**

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

### **B4/2.2 Briefing on how to dress and what to take to assembly stations**

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

### **B4/2.3 Performing roll call**

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

### **B4/2.4 Briefing on how to put on lifejackets**

- .1 (*dependent on type of lifejacket used*)
  - pull the lifejacket over your head
  - tighten the strings well
  - pull the strings around your waist and tie in front.

- .2 Follow closely the demonstration given by the officer / crew.  
The crew members will help you if necessary.
- .3 Carefully study the demonstration in the pictures in your cabins.
- .4 Carefully study the demonstration in the diagram at the assembly station.

#### **B4/2.5 Instructions on how to embark and behave in lifeboats / liferafts**

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

#### **B4/2.6 On-scene measures and actions in lifeboats / liferafts**

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

#### **B4/3 Attending to passengers in an emergency**

##### **B4/3.1 Informing on present situation**

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

##### **B4/3.2 Escorting helpless passengers**

- .1 ..... persons are missing.
- .2 Search all cabins / WCs / showers for missing persons.
- .3 Assist those who need help.
- .4 Help children, elderly, disabled, injured or sick persons with lifejackets.
- .5 Give assistance when entering lifeboats / liferafts.

- .6 We require warm clothing and blankets for the children / elderly / disabled / injured / sick.
- .7 We require a stretcher for the disabled / injured / sick.
- .8 All persons, please move closer.
- .8.1 The elderly / disabled / injured / sick need room to lie down.
- .9 Everyone, please, be quiet. The children / the sick need rest.



ANNEX 2

**PROCEDURE FOR AMENDING THE IMO STANDARD  
MARINE COMMUNICATION PHRASES**

- 1 The Committee should receive and evaluate proposals for amendments and/or additions to the IMO Standard Marine Communication Phrases, submitted as appropriate.
  - 2 Such proposals should be examined collectively rather than individually when, in the Committee's judgement, they are sufficient or of such importance as to warrant examination.
  - 3 Amendments to the IMO Standard Marine Communication Phrases should normally come into force at intervals of approximately five years. When, however, amendments are of a very important nature and/or require urgent action, the period may be shortened to three years. Amendments adopted by the Committee will be notified to all concerned and will come into force twelve months after the date of notification.
-