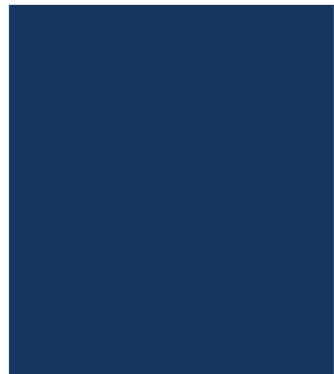
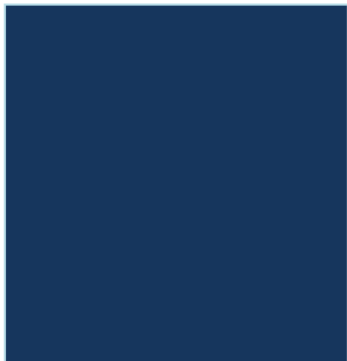




THE CARLINGFORD FERRY

THE PROPOSED CONSTRUCTION OF FERRY TERMINAL FACILITIES ADJACENT TO GREENORE PORT AT GREENORE POINT, SHORE ROAD IN CO. LOUTH AND ADJACENT TO 80 GREENCASTLE PIER ROAD, GREENCASTLE IN CO. DOWN TO ALLOW OPERATION OF A VEHICULAR FERRY ACROSS CARLINGFORD LOUGH



Navigational Risk Assessment & Operating Manual
June 2013

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Introduction

In July 1998 the ISM Code became mandatory for passenger ships. The code establishes safety-management objectives and requires a safety management system (SMS) to be established by “the Company”, who has assumed responsibility for operating the ship.

The Company is then required to establish and implement a policy for achieving these objectives. This includes providing the necessary resources and shore-based support. Every company is expected “to designate a person or persons ashore having direct access to the highest level of management”.

The procedures required by the Code should be documented and compiled in a Safety Management Manual, a copy of which should be kept on board.

The objectives of this Safety Management Manual are to enhance the safe operation of the vessels and to protect the environment.

1.0 Health, Safety & Environmental Statement

1.1 Introduction

If you are employed or contracted to work for Carlingford Ferries (the 'Company') it is your duty to comply with the HSE statement as well as with all other Company regulations. You will show due care and attention towards all HSE matters.

This policy has been written to help ensure your safety and health, and to protect the environment. In addition to your responsibilities as described in this document, you should ensure that at all times sufficient vigilance and necessary precautions have been taken to ensure a safe and protected environment.

If you are unsure of your responsibilities, or how to deal with a particular HSE problem, ask someone in authority. It is mandatory that you seek guidance and execute tasks correctly, rather than pursue a course of action that may result in injury, death or damage to the environment or property.

1.1.1 International Safety Management Code (ISM)

The company will manage its vessels in accordance with the ISM code where required by legislation.

1.1.2 Risk Assessment

The identification of hazards and the assessments of risk is a key part of the company's HSE statement. The purpose of risk assessments is to ensure the Company is managing HSE properly. It is not an assessment of the individuals carrying out the tasks. They will be carried out on an on-going basis and your co-operation is required to ensure they are effective.

1.2 HSE Objectives

The company aims to achieve a high regard for safety, health, and the environment in order to:

- (a) provide a safe, healthy and environmentally friendly work place:
and
- (b) reduce the risk of and prevent injury, ill health and damage to the Environment.

1.3 Application

This statement applies to those directly employed by the company, and to contractors working on the company's vessels or in the company's offices.

1.4 New Employees

Upon joining the company, all new employees are to be given a copy of this statement and are to be introduced to the HSE management system by the heads of their department. New employees are to be issued with personal protective equipment (PPE) necessary for their role. New employees will also be given full instruction and training as required in accordance with their designated duties and will include the following:

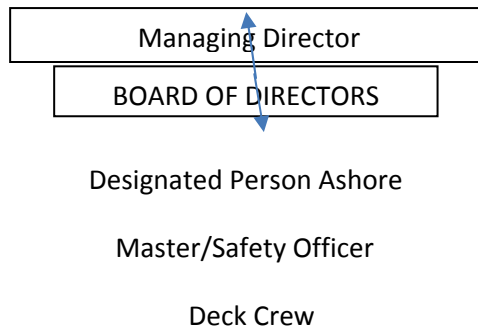
- Mooring and unmooring of the vessel
- Launch and recovery of the survival crafts and operation.
- Evacuating all areas of the vessel and assisting passengers.
- Donning lifejackets
- Use, operation and location of firefighting equipment
- Marshalling and control of vehicles and passengers during loading and unloading

Simple procedures will be adopted to ensure that the vessel is operated safely at all times. These will be covered in the vessels Safety Management documents.

1.5 Management Commitment

The Carlingford Ferries Board of Directors is committed to the HSE objectives. The board will provide appropriate support and resources for initiatives that enhance the HSE performance of the Company.

1.5.1 Lines of Communications



1.5.2 Responsibilities

Board of Directors: The board of directors are responsible for providing a safe system of working i.e., a safe working environment with the necessary information, supervision and training. The board ensures that specific legal requirements, regulations, and practices (e.g., the health and safety at work act) are complied with. The board provides a HSE statement and ensures that adequate resources are available for its implementation. The board has the right to investigate any area of HSE within the company. Such investigation will be documented.

Company Safety Officer: the company safety officer is responsible for ensuring that an effective HSE management system is in place. The company safety officer also ensures that all incidents, accidents or near misses are fully and properly investigated and result in appropriate alteration in operation practice, designs etc.

Office Staff: All office staff is responsible for the conduct that is in accordance with good safety practices, this statement and company procedures. All office staff have a duty to report HSE points of concern to their heads of department, or to the Company Safety Officer.

Designated Person Ashore: The reasonability of the designated person ashore shall include the safety and pollution prevention aspects of the

operation of the ships and shall ensure that adequate resources and shore based support are applied as required.

Master: The master reports to the company safety officer on all HSE matters and has overall responsibilities for the health and safety of the passengers and crew and all environmental matters on-board the vessel. The masters HSE duties include, but are not limited to:

- Keeping the company informed on appropriate HSE matters.
- Instilling, by good example, HSE awareness among his crew.
- Ensuring that work practices are in line with company policies and the code of safe working practices.
- Ensuring relevant entries are made in the vessel log book.
- Endorsing entries within the vessel safety record book.

Crew: Crew members report to the master of the vessel and are responsible to themselves, to others on-board the vessel and the company to ensure that their conduct is in accordance with general common sense and the company statements and procedures. Crew members have a duty to report points of concern to the master of the vessel.

1.6 Provision of Personal Protective Equipment

The company will provide personal protective equipment (PPE) to ensure the objectives of this policy are met. Contractors are required to supply their employees with suitable PPE for the work they are carrying out.

1.7 HSE Meetings

HSE Meetings will be held at least once every calendar month. If it is felt that there is a need for a meeting to be brought forward, this should be taken up with your head of department.

1.8 HSE Incident Reporting

All HSE incidents are to be reported though the lines of communications in turn the company safety officer will send reports to the designated departments and authorities.

1.9 Audits

All Vessels and the company office will be subject to an internal audit at least once a year.

1.10 Environment

It is the company's objective to make its vessels an increasingly safe and environmentally friendly method of transport. However when incidents do occur the risk of environmental impact is increased. Therefore it is all the more important that good work practices and the company's policies and procedures are adhered to an employed at all times.

1.10.1 Discharge of oily water from machinery spaces, Bilges

At no time should any oily water or residue be pumped over the side of the vessel. Any oil waste or residue should be collected and stored in drums and barrels then landed ashore. A record of putting any oily waste should be recorded in the "Oil Record Book".

1.10.2 Tank Overflow

Careful planning can prevent tank overflow when bunkering the vessel. Fuel tanks should only be filled to 90% of their capacity.

1.10.3 Ferry Traffic

The Master of the vessel will be responsible at all times for the safe loading and unloading operation of the vessel, which will be carried out in accordance with the procedures and limitations contained in the vessels stability book.

Once the vessel is loaded in accordance with the master's instruction, the vehicles, on the deck will not be allowed to move when the vessel is underway. All vehicles should be instructed to stop their engines and apply their handbrake, engines should not be restarted until unloading is to commence. Smoking is not permitted on the car deck of the vessel. Small children should not be allowed on the deck of the vessel unless accompanied by an adult.

Crew will advise the Master of any passengers who have a mobility impairment, so that appropriate evacuation support can be delivered. Audible passenger safety announcements will be broadcast by means of a public address system prior to departure of the vessel. This will be brief but concise and will indicate the emergency signals and also where passengers should muster in case of an emergency.

The master and crew will carry out suitable emergency drills in order to familiarise themselves with any potential emergencies that they may face when operating the vessel.

These drills will be carried out weekly and may include shore based personnel.

1.10.4 Fire and explosion

There is an obvious risk of pollution in the event of a fire or explosion on board the vessel. To reduce this risk the appropriate regulations and codes of practice should be observed.

1.10.5 Collision or Grounding

Collision and grounding may lead to pollution if they result in a breach of the hull structure in way of a fuel oil tank.

1.10.6 Waste Management

The company has developed a comprehensive waste management system which is described in the operations section of the safe management manual. As far as possible, the generation of waste on board should be minimised. Where possible bulk wrappings should be returned to suppliers. The use of disposable cups, plates etc. should be avoided.

The over board disposal of any waste is prohibited at all times.

Any garbage to be transferred ashore should be properly bagged or binned.

1.10.7 Anti-fouling paints

The grade of such paints will be decided upon taking into account the local environmental conditions, legislation and advice from the paint manufacturers.

1.10.8 Engine exhaust emissions

Engines must not be run unnecessarily or run at higher power than is required. Reducing the quantity of fuel used is the best guarantee of emission reduction. The control of emissions is to be achieved by attention to proper engine maintenance, especially fuel injection equipment. Whenever possible the rate of load increase should be limited to prevent, or at least reduce the emission of black smoke.

1.10.9 Noise

The limitation of noise levels will be considered during the design of the vessel and also when installing new equipment. Control of noise on smaller vessels with high horsepower is not easy, however machinery should only be operated when necessary and at the necessary power levels. Ear defenders of the required standard are provided on the vessel and should be worn at all times in the machinery spaces.

1.11 Health

1.11.1 General

The objectives of the company are to:

Protect employees, passengers, contractor personnel, and others from health hazards that may be associated with operation of the vessel by:

- Evaluating the health risks (physical, chemical, biological, ergonomic, psychological)
- Providing necessary training, information and PPE
- Monitoring health performance.

1.11.2 Drugs and Alcohol

The company operates a strict policy on illegal drugs and alcohol, wherein the person employed by the company found under the influence of illegal drugs or alcohol while on duty will be immediately terminated. If while on board you are taking prescribed medication the master should be informed.

1.12 HSE away from work

Unfortunately in Ireland there are many more deaths and injuries in the home than in the industry. Hopefully the general philosophy of this policy can be carried over to time outside of working hours.

Chairman/Managing Director

Company Secretary

2.0 Operation Procedures

2.1 Bunkering Procedures

Before any bunkering commences all fuel tanks should be sounded to establish the quantity of fuel remaining on board and also the quantity of fuel required. Tanks should only be filled to 90% of the tank capacity. Bunkering should not commence if there are passengers on board the vessel.

Bunkering will be carried out whilst Ferry is moored alongside Greenore Port inside berth. The road tanker should be on the quay and not aboard the vessel. The Port oil pollution kit should be left ready. Ensure correct valves are opened. Direct communications should be established with the shore side personnel in charge of bunkering and maintained throughout.

Bunkering must cease immediately if any spillage is detected and not resumed until the cause is investigated and rectified. Any spillage that may occur must be cleaned up immediately and disposed of using the proper procedures.

A record of the bunkering procedure along with the quantity filled and total quantity on board should be filled into the oil record book.

2.2 Loading / discharging of vehicles and passengers

Appropriate safety clothing should be worn at all times when working on the vehicle deck and approaches e.g. high visibility clothing and safety shoes. Ensure there is adequate lighting. Before loading vehicles a check should be made on how many Cars and Lorries and Coaches are to come on. With a full load of cars the outboard car lanes should be loaded first. When heavy vehicles or long vehicles are being loaded the master will inform the deck crew as to when to load them and where to be situated. With a heavy load the weight of the vehicles should be determined and the stability data book consulted and the loading condition manual. The vessels stability should be taken into consideration when loading vehicles e.g. heavy vehicles should be loaded as close to the centre as possible. Prior to departure the vessels draft both forward and aft should be determined and also the tidal state and range so the vessel would have sufficient under keel clearance at all stages of the intended voyage.

Due care should be taken when long vehicles or vehicles with trailers are going over the ramp, this should be done as slowly as possible to avoid any damage. Adequate space should be left between vehicles so that passengers can get out of vehicles and move freely about the car deck. Ensure drivers stop engines and apply handbrake when in position. Any accidents / incidents should be reported to the master. Cycles should be pushed on board the vessel.

A count of all passengers including passengers in cars should be taken during the loading of the vessel; this should be passed to the master prior to departure.

On discharge of the vessel, the foot passengers and cyclists should be discharged on the inboard side of the vessel with care taken for the outgoing traffic. Discharge should not commence until signal given from master.

2.3 Passenger Counting

Counting of the passengers is a very important part of the loading process. In the event of an emergency situation, the exact number of persons on board the vessel at that time is needed to pass to the emergency services.

The method for counting passengers on board the vessel is done by means of a hand 'clicker'. Before commencement of loading ensure the clicker has been set to zero.

The most effective means of counting the passengers is to make the count when the vehicles and passengers are boarding the vessel via the loading ramp. It is very inaccurate to try and make a count when the passengers have already boarded the vessel as they may be moving around. All passengers must be included in the count including any contract labour that may be working on board. Care should be taken when loading vehicles as sometime it can be very difficult to determine the amount of persons in each vehicle due to tinted glass etc.

Any buses or coaches being loaded on to the vessel should be stopped prior to loading to determine the amount of passengers on board.

If during loading the vehicles are proceeding too fast to get an accurate count ask the crew member directing the traffic to slow the traffic down. In occasions where a lot of foot passengers are boarding, it should be arranged so that they board in single file.

The maximum number of passengers that can be carried on board the 'Carlingford Lady' is 250 with a crew of 4. When loading the number of passengers is going above 200 then notify the bridge, care should then be taken that the passenger count does not exceed 250.

Once the loading has been completed the passenger figure should be passed to the bridge prior to departure.

2.4 Waste Management

The over side disposal of any waste is prohibited at all times. Bins are provided on board for the disposal of any general waste. Oil residue or oily rags should not be disposed of in these bins.

The engine room waste should be segregated and disposed of at the oil waste reception in Greenore. A record of this should be entered into the oil record book.

The general waste is put in the skip on Greenore main harbour.

Waste should be transferred ashore regularly.

2.5 Violent Act

In the case of a violent act either by the passengers or by a member of the ships staff the main priority is to protect the other passengers and crew, this can be done by isolating the perpetrator(s).

It must be remembered that any violent act against the vessel or its staff is deemed as a risk of the vessels security and should be treated accordingly.

Assistance should be requested from the local policing authority. The vessel should then be diverted to the nearest slipway where assistance is available.

All attempts should be made to diffuse the situation without resulting to force.

In the case of any violent act occurring on board the vessel by either a passenger or crew member a record should be inserted in the security record book.

- Avoid any confrontation
- Try talking and calming the person(s) involved
- Try to gradually take the person a safe distance from the other passengers.

2.6 Mooring / Unmooring Operations

During mooring operations ensure sufficient numbers of crew are available. Appropriate protective clothing should be worn at all times during operations. Adequate communications should be put in place between the bridge and the deck. All passengers should be clear of mooring areas. Adequate lighting should be in place. Mooring lines should be inspected in accordance with the deck planned maintenance and any defects should be corrected as soon as possible. The lay out should be that sharp angles should be avoided on mooring lines. Personnel should never stand in the bight of a rope. Excessive loads should not be applied to mooring lines. Due allowance should be made for state and range of tide when making the mooring line fast. Care should be taken that ropes do not jam when they come under strain so that if necessary they can be quickly slackened off.

2.7 Anchoring Operations

Before anchor operations ensure brake is on and hydraulic lever is in the neutral position. To activate hydraulics for anchor winch, the hydraulics should first clutch out and then the levers changed in the locker outside no. 1 engine room, the hydraulics should then be clutched in again.

The spurling pipe should be cleared off and all securing devices released. The anchoring party should wear adequate safety clothing including safety glasses / goggles as a protection against rust particles and debris that will be thrown off during release of the anchor. The anchor should be walked out until it is clear of the anchor housing prior to letting the anchor go. Once this is done the brake should be applied and the gypsy clutched out. The anchor should not be let go until the vessel has stopped making way and the order is given verbally from the master. If the anchor does not run no attempt should be made to shake or touch the anchor chain as it could run at any time. If this occurs the gypsy should be clutched in and the anchor walked out a bit more. No personnel should be in or enter the chain locker during operations.

To recover the anchor, one member of staff should be pointing in the direction that the chain is running so that the master can ensure that excessive strain is not applied on the anchor chain.

When the anchor is housed the securing devices should be re-applied and the spurling pipe covered. The hydraulics should then be clutched out and change over valves returned to their original position.

2.8 Diving Operations

Prior to the commencement of any diving operations either on the vessel or the slipway and / or jetty a risk assessment of the proposed diving operation should be completed. The diving company should have previously obtained permission from both the Lough Foyle Ferry Company and the relevant harbour authority.

Before commencing the dive communications should be set up between the divers and the master of the vessel. The code flag 'A' should be displayed where it can clearly be seen.

The vessel should be secured alongside with all the main engines shut down and any generating units that require sea suction. All engines should remain shut down for the duration of the dive.

The harbour master should be informed just before the dive commences VHF ch 04 for Greenore or Greencastle. Any vessels in or around the dive area should also be informed. If a vessel begins manoeuvring in the area the diver should be removed from the water until such times as the vessel is clear.

If any diver is commencing to dive on any vessel in Greenore Port the harbour master will notify the ferry by VHF on ch 11, also the code flag 'A' will be displayed at the Port entrance.

The main engines should not be re-started until the master has been assured that the diving operation has been complete and all divers are safely out of the water.

2.9 Navigation

The navigation of the vessel is solely the master's responsibility. The obligation to sail or suspend sailings is at the master's decision, this decision shall not be influenced by commercial constraints, and the decision should be made purely on the grounds of safety. If at any time the master feels that, for whatever reason, operating is jeopardising the safety of the vessel, crew or passengers then that is the time to suspend sailings until such time as the situation improves. The collision avoidance regulations should be adhered to at all times.

Due to the type of vessel, operating in adverse weather conditions is not desirable. The vessels passenger certificate does not permit the vessel to operate in wave heights exceeding 2 meters.

When making the decision to operate the most recent weather forecast should be obtained and the tidal conditions should be allowed for. The local coastal weather forecast and gale warnings are transmitted by Met Eireann on ch 04 at 0700, 1300 & 1900.

The vessel should not be operated when the visibility is .75nm or less (when you cannot see visually one side from the other). If the vessel is caught out in reduced visibility extra look outs should be posted, ensure the radar is transmitting & the appropriate sound signals made. Rule 19 of the collision avoidance regulations strictly adhered to. If the visibility is reduced to the extent that it would be difficult to make an approach to the slipway then the vessel should sit mid channel using the GPS for positioning until such time as it is safe to make an approach.

The agreement with the Carlingford pilots is that the ferry does not impede the passage of vessels navigating in the channel. The vessels navigating the channel keep listening watch on VHF 14, as do the Carlingford pilots.

2.9.1 Overview of Carlingford Lough

Port/Lough Users

The entrance to Carlingford Lough Lies on the NE Coast of Ireland, and is Host to many Commercial and Recreational Users on both sides of the Border. Recreational users are mainly Seasonal, operating from May to October. Greenore Beach, Greencastle and Cranfield Beach sees a lot of these recreational Craft, with Jet Skis, Speed Boats, Yachts and Fishing Boats frequently operating in the area which the Ferry will be passing through. During Peak times of the Season, Greencastle also sees quite a lot of Visiting Yachts coming in for overnight Anchorage and shelter. Carlingford Lough Hosts Two Sailing Clubs, and during the year many sailing events occur on the Lough which attracts a lot of sailing vessel traffic.

Commercial shipping is frequent throughout the Year, with Warrenpoint Serving two Regular Roll on-Roll Off Ferries to Heysham per day, and Two Container services operating to the Bristol Channel; three to five times per week. The Roll on Roll off ferries Operate one arrival/sailing early Morning, and one Arrival/sailing early to Late PM, exact times depend upon tidal times and ranges. Greenore has no current fixed services, but remains a busy Commercial port with a steady income of traffic. Warrenpoint also maintains a steady income of traffic which is not on a service run.

Commercial fishing activities take place on Carlingford Lough throughout the year, with Mussel grounds situated from Carlingford to Warrenpoint. Lobster and Crab fishing takes place throughout the Lough during the season between may-October, and during this time there are a lot of Pots in the areas surrounding Green Island and Greenore; including the rocks close to the main shipping channel.

VHF Channel 12 is the Main channel for routine traffic in the Carlingford Lough jurisdiction; and all commercial shipping keep a listening watch on this channel, as well as Carlingford Lough Pilots. Most Recreational users with VHF also keep a listening watch on channel 12 in this area. There is no VTS service for Carlingford Lough, but inbound and outward vessels for Warrenpoint make routine reports to Warrenpoint Harbour on VHF 12, to the Port Information service based in the Harbour. There are no

Reporting requirements for commercial vessels calling or departing from Greenore.

Navigation/Environmental Impact

As per the companies Health, Safety and Environmental Policy (HSEQ) it is most important that the Vessel is operated in a safe, efficient and environmentally friendly manner.

Carlingford Lough and its surrounding area is a designated special protection Area as defined in Directive 2009/147/EC on the conservation of wild birds (Birds Directive). It is also a designated Area of Special Scientific Interest (ASSI) by the Agri- Foods and Biosciences Institute due to the presence of Coastal salt marsh, Mudflats, Sea grass (*Zostera* sp) beds, Wintering Water birds, Breeding Terns, and Carboniferous Limestone.

There are many Different Species which live and breed in Carlingford Lough, and the Navigational Impact of the Ferry from Greencastle/Greenore must therefore be considered; and relevant precautions taken. For this reason, a detailed Passage Plan has been proposed, in consultation with Carlingford Lough Pilots. This Passage has been drawn up to reduce the risks of the navigational hazards surrounding the area of operation of the Ferry, and to maintain the most economical and safest route possible. The Passage plan is a Key Element to ensuring the Vessel and the Environment remains safe, by highlighting the safest route and providing advice and instructions regarding local conditions along the way. (Tide, Currents, Weather factors, etc)

Provided the Passage plan is followed correctly and with good judgement from the Master, the vessel shall at all times remain in safe water and the risk of environmental damage will be minimum. The Passage length is 1.7 Nautical Miles, and with an average speed of 7 Kts and an assumed average consumption of 50L/Hr of fuel; will take 14.5 Minutes and burn 12.2L fuel per crossing.

2.9.2 Use and Limitations of Navigational Aids

To execute the Passage across the Lough safely, Proper use shall be made of all Navigational Aids on board, including VHF, AIS, Radar and

GPS/Plotter. However, it cannot be emphasised strongly enough that Electronic Navigational Aids do have their Limitations, and must be used responsibly and with due care.

The Master must be aware of the factors which affect the reliability of Electronic Aids to Navigation, in particular GPS. The position of the vessel must be frequently cross checked by either bearings and/or radar ranges, or Passage monitoring techniques such as parallel Indexing. The Radar must be in use at all times, even in Clear weather, so as the Master is familiar with its functions and correct setup for optimal performance. For collision avoidance, plotting functions of the radar must be used, and frequently practiced by the Master so as to avoid the risk of misinterpretation of the radar display and other vessels Vectors.

AIS is only an aid to assist in Identifying other Vessels, and it should be borne in Mind that not all vessels are fitted with AIS units. Regularly, Vessels fitted with AIS do not update their voyage Data, so therefore interrogation of their data should not be relied upon to make navigational judgements. Electronic chart plotters are a good reference for quick verification of position on passage, but rely on GPS Input, and any Error in the GPS Position will indicate an incorrect position on the display. Electronic chart plotters do not display real time data, but historical positions which can be as old as 5-10 seconds depending on the system. The use of VHF Communications for collision/Close quarters avoidance amongst vessels is not a recommended practice, as it delays both vessels from taking earlier action and can cause confusion leading to conflicting action of vessels involved.

For more information relating to Electronic Charts and Electronic Navigation aids, see MGN 379 (M&F) as published by the Maritime and Coastguard Agency.

2.9.3 Passage Plan

Greencastle/Greenore

| Way Point | Latitude | Longitude | Course | Distance |
|-----------|-----------|------------|--------|----------|
| 0 | 54 02.27N | 006 06.02W | 154 | 0.09' |
| 1 | 54 02.18N | 006 05.95W | 172 | 0.28' |
| 2 | 54 01.91N | 006 05.89W | 230 | 0.37' |
| 3 | 54 01.68N | 006 06.36W | 284 | 0.66' |
| 4 | 54 01.84N | 006 07.45W | 313 | 0.32' |
| 5 | 54 02.05N | 006 07.83W | VTMO | - |

Greenore/Greencastle

| Way Point | Latitude | Longitude | Course | Distance |
|-----------|-----------|------------|--------|----------|
| 5 | 54 02.05N | 006 07.83W | 133 | 0.32' |
| 4 | 54 01.84N | 006 07.45W | 104 | 0.66' |
| 3 | 54 01.68N | 006 06.36W | 050 | 0.37' |
| 2 | 54 01.91N | 006 05.89W | 352 | 0.28' |
| 1 | 54 02.18N | 006 05.95W | 334 | 0.09' |
| 0 | 54 02.27N | 006 06.02W | VTMO | - |

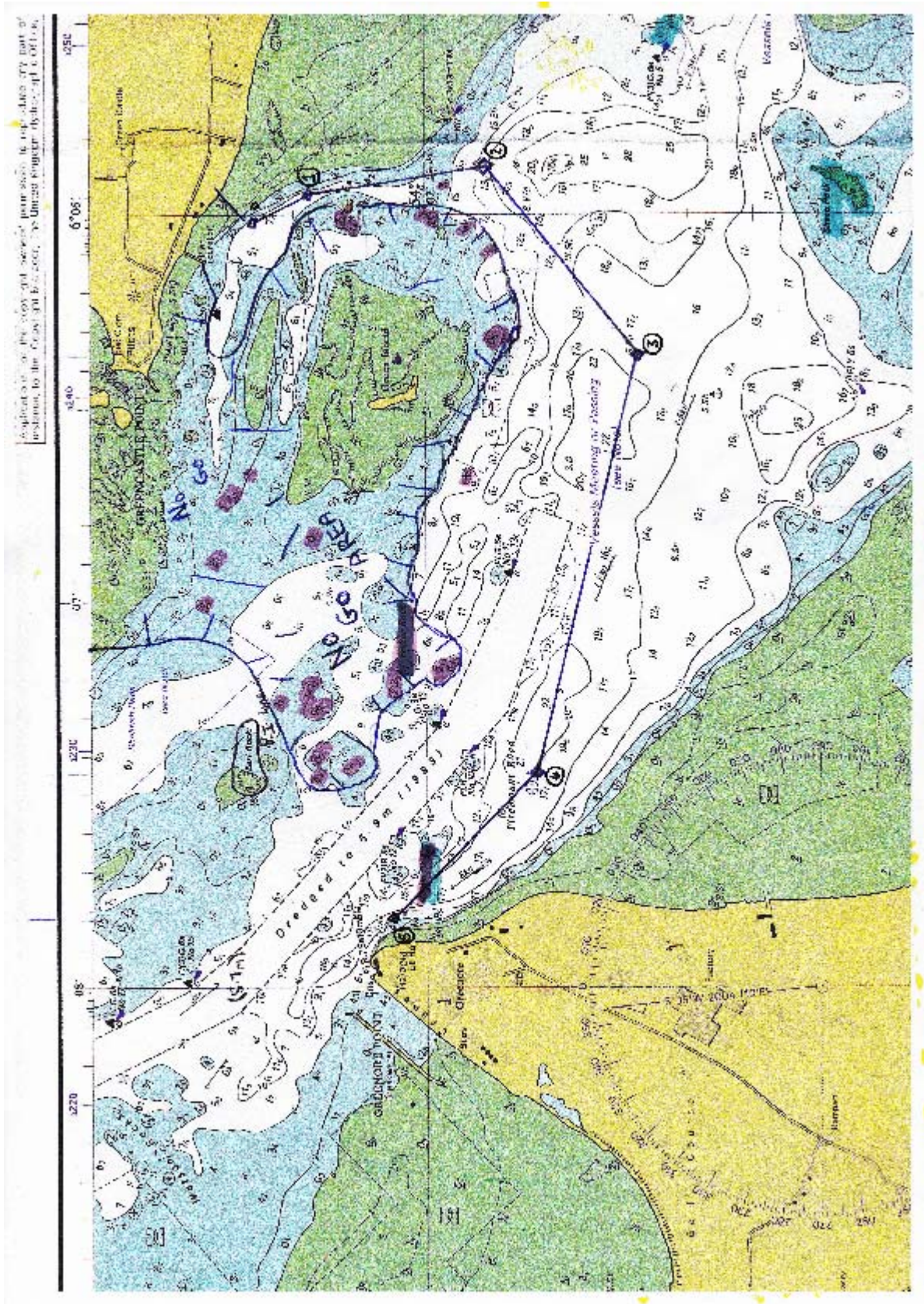
Passage Notes

1. Prior to Departure from terminal, check for any Inbound/Outbound Vessels using the main shipping channel. If there are any vessels within a 2.5NM Radius which are using the channel, or visibility is reduced; then make an all stations Broadcast on VHF 12 stating the vessels departure from the terminal. It is not deemed necessary to Broadcast every other departure, unless there are circumstances which the Master feels it is prudent practice.
2. Between WP 0-2 lies the Narrowest stretch of navigable water during both passages, and it is advised that reduced speed is applied through this stretch of water, and particular care taken between the period -1Hr to +1Hr from Low Water. It should also be Noted that there are several Oyster Farms close to the East of this area.
3. Beware of Strong currents (see appendix 2&3) mainly between WP 2-5, and beware of the set which may occur when crossing the channel.
4. Between Buoys 9-11 in the shipping Channel is the designated meeting/passing area for commercial shipping. Before crossing the

channel make sure there are no vessels meeting or passing. Shipping has Priority in the Main Channel so avoid impeding other vessels passage in any way. It is preferred to pass astern of shipping Traffic rather than ahead. Inbound Vessels planning to meet an outbound vessel in this area will adjust speed as necessary, and usually keep close to a line between buoys no.9-11. Outbound vessels planning same shall keep close to No.10 Buoy and proceed on a SE Course to allow passing other vessel by safe margin.

5. Between WP 3-4 also lies the designated waiting anchorage for commercial shipping, and course may require adjusted passing through this area to allow for anchored ships.
6. WP 4 passes through a designated Quarantine anchorage area, however it is rarely used for anchorage.
7. Close to the south of No 12 Buoy, to the North east of the charted track; lies Halpin Rock. This is highlighted in appendix 1, and has a charted depth of 1.6m above Chart Datum. Care is required on this leg of the passage so as not to get set onto the rock.
8. No Go areas have been highlighted in appendix 1, and should be highlighted on the vessels Navigation chart as per the Passage Plan.
9. Parallel Index Lines can be used to monitor the vessels progress.

Appendix 1: Passage Plan Chart Extract



Date:

2.9.4 Navigational Safety Risk Assessments

The following Risk assessments are intended to be a careful examination of the Navigational Safety aspects of the Companies Operations, so that decisions can be made as to whether enough precautions have been taken, or whether more should be done to prevent possible harm from occurring during both routine and non routine operations. The aim is to minimise the risk of accidents and ill health on board our vessels, and to minimise risk of damage to the environment.

These risk assessments have been drawn up with all reasonable foreseeable hazards in mind, and are not infallible. They are intended to reduce the likelihood and severity of such hazards; but all personnel are reminded that unforeseen hazards can occur during any stage of our operations, and it is your duty to respond to such in a careful and professional matter, and report any incident or hazard immediately; so that corrective actions can be taken for the future. All personnel are expected to remain vigilant throughout all operations.

These Risk Assessments shall be reviewed Annually, or otherwise when deemed necessary as a result of a dangerous occurrence or recommendation.

Key Terms:¹

- A “Hazard” is a source of potential harm or damage, or a situation with potential harm or damage.
- Risk has two elements:
 - 1) The likelihood that a Hazard may occur
 - 2) The consequences of the hazardous event.

Methodology

These Risk assessments have been developed using a 4 stage process;

1. Data Gathering
2. Hazard Identification/Relevance to Operations
3. Risk Profiling, categorising risk factor without control measures

¹ Reference: MCA Code of safe working practices, Annex A: Risk Assessment.

4. Developing Control measures and re assessing Risk.

These Risk assessments are intended solely for the purpose of addressing the Navigational side of the Companies operations, and does not intend to address the risks associated with the shore side activities, or individual tasks on board the vessel during routine or non routine maintenance/operations. These risks are to be assessed individually as per the Safety Management System. In developing these Navigational Safety Risk Assessments, the ALARP2 Method has been the key focus.

References

- Admiralty Chart 2800 Carlingford Lough
- CLC/WHA Passage Plans for Carlingford Lough and Warrenpoint Harbour Areas
- CLC Byelaws 1998
- WHA Port Marine Safety Code 2010
- WHA Navigation Risk Assessment for Harbour area
- Carlingford Lough Pilots Operational Risk Assessments
- MGN 203 Crew training for personnel serving on domestic passenger vessels

² ALARP - This is known as the "As Low As Reasonably Practicable" Method, and this process aims to implement control measures to reduce the associated risk(s) to a minimum level, which is deemed to make the operation safe.

Risk Matrix

| Probability (P) | X | Severity (S) | = | Risk Factor (RF) | Risk Band (RB) | Action |
|--------------------|---|---|---|------------------|----------------|------------------------|
| 5= Extremely High | | 5= Fatality or Major Injury, Major environment Impact | | 16-25 | Extremely High | Unsafe, Do not Proceed |
| 4= Very Likely | | 4= Serious Injury or Significant Loss, Serious Environment Impact | | 12-15 | Very High | Unsafe, Do not Proceed |
| 3= Likely | | 3= Minor/Moderate Injuries, Moderate Environment Impact | | 8-11 | High | Unsafe, Do Not Proceed |
| 2= Unlikely | | 2= Minor Injury, Minor Environment Impact | | 5-7 | Medium | Safe to Proceed |
| 1= Highly Unlikely | | 1= Minimal Impact, No Injuries. | | 0-4 | Low | Safe to Proceed |

Carlingford Ferries Operating Manual

| | |
|---------------------|-----------------------------------|
| Assessment Location | Greencastle/Greenore Landing Site |
| Assessment Date | 21/10/2014 |
| Prepared by | P Cunningham |
| Client | Carlingford Ferries Ltd |

| | Hazard | Relevance To Operations | Unmitigated | | | | Control Measures to reduce Risk | Mitigated | | | |
|---|----------------------|---|-------------|---|----|----|--|-----------|---|----|----|
| | | | P | S | RF | RB | | P | S | RF | RB |
| 1 | Collision with Berth | <ul style="list-style-type: none"> • Damage to Vessel • Damage to Berth • Possible Vehicle Damage • Personal Injuries • Pollution • Possible flooding | 2 | 4 | 8 | H | <ul style="list-style-type: none"> • Fendering on Vessel and Berth fitted and maintained • Master to hold Pilotage exemption Certificate and have adequate ship handling training/experience • Pre arrival/departure checks on machinery and equipment • Adequate Lighting on Berth • Pollution prevention equipment available • Vehicle passengers and drivers to remain inside vehicle, hand brakes in use. • Foot passengers have hand rails and seating • Sailing aborted in excess weather/sea conditions • Crew Trained in Emergency procedures and First Aid • Carlingford Ferries Operation Manual Procedures in place (Section 5) | 2 | 3 | 6 | M |

Carlingford Ferries Operating Manual

| | | | | | | | | | | | |
|---|--------------------------------------|---|---|---|----|---|---|---|---|---|---|
| | | | | | | | <ul style="list-style-type: none"> • Safe Speed | | | | |
| 2 | Collision with Moored Vessel | <ul style="list-style-type: none"> • Damage to both Vessels • Pollution risk from both Vessels • Possible Flooding of one or Both Vessels • Personal Injuries | 2 | 5 | 10 | H | <ul style="list-style-type: none"> • Master to hold Pilotage exemption Certificate and have adequate ship handling training/experience • Navigation Lights • Bridge not to be unattended at any time • Local Knowledge • Safe speed to be adapted for approaches to Greencastle/Greenore • Master to assess manoeuvring space and prevailing tide/Weather conditions during Approach • Carlingford Ferries Operation Manual Procedures in place (Section 5) | 2 | 3 | 6 | M |
| 3 | Collision with another moving Vessel | <ul style="list-style-type: none"> • Damage to both Vessels • Pollution risk from both Vessels • Possible Flooding of one or Both Vessels • Personal Injuries | 2 | 5 | 10 | H | <ul style="list-style-type: none"> • Navigation Lights and Sound signalling in Use as per COLREGS • AIS Fitted and in use • Bridge watch keeping Principles adhered to and COLREGS applied • Bridge not to be unattended at any time • Safe speed to be adopted as per COLREG's • Master to assess Traffic condition, manoeuvring space and prevailing tide/Weather conditions during Approach • VHF Ch 12 & 16 Monitored at all times, Broadcast ferry arrival intentions if in doubt as to traffic situation | 2 | 3 | 6 | M |

Carlingford Ferries Operating Manual

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|---|---|---|---|---|----|----|--|---|---|---|---|
| | | | | | | | <ul style="list-style-type: none"> • Carlingford Ferries Operation Manual Procedures in place (Section 5) • Stop vessel and wait if in Doubt | | | | |
| 4 | Collision from another Vessel whilst Moored | <ul style="list-style-type: none"> • Damage to both Vessels • Pollution risk from both Vessels • Possible Flooding of one or Both Vessels • Personal Injuries • Vehicles damaged | 2 | 5 | 10 | H | <ul style="list-style-type: none"> • Navigation Lights • Master to Monitor vessel Traffic whilst on Berth • VHF 12/16 to be monitored • General Alarm procedure adopted if collision risk identified and load/discharge operations stopped • Carlingford Ferries Operation Manual Procedures in place (Section 5) • Vessels engines ready to make immediate manoeuvre if required off berth when operations ceased | 2 | 2 | 4 | L |
| 5 | Grounding | <ul style="list-style-type: none"> • Grounding on Berth • Grounding approaching Berth • Damage to vessel • Risk of Pollution • Vehicle Damage • Personal injuries | 3 | 4 | 12 | VH | <ul style="list-style-type: none"> • Master to monitor Tidal levels • Reduced speed for Approaches to Greencastle, from waypoints 0-2 on Passage Plan and on departure, especially during period 1 Hr before/After Low Water • Follow Approved Passage Plan • Check and note Draft Forward and Aft prior to departure • Navigation Aids • Beware of Meteorological conditions which may affect Tidal range | 3 | 2 | 6 | M |
| 6 | Pollution | <ul style="list-style-type: none"> • Pollution from Vehicles carried | 3 | 4 | 12 | VH | <ul style="list-style-type: none"> • SOPEP Plan in place | 3 | 2 | 6 | M |

Carlingford Ferries Operating Manual

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|---|----------------|---|---|---|----|---|---|---|---|---|---|
| | | <ul style="list-style-type: none"> • Pollution due to Bunkering Op's • Oil Spillage | | | | | <ul style="list-style-type: none"> • Pollution prevention equipment in place • Crew Trained in Emergency Procedures, including Oil spills • Carlingford Ferries Operation Procedures (2.1 Bunkering, 5.9 Pollution) • Bunkering to take place only when no passengers or vehicles on board • Bunkering safety checklist • Bunkering not taking place whilst at sea • Bunker tanks filled to max. 90% Capacity • Vehicles on deck to be checked for fuel/oil leaks and removed if necessary • Clear lines of Communication during Bunkering and emergency stop procedure in place • No Transfer of fuel internally whilst at sea | | | | |
| 7 | Fire/Explosion | <ul style="list-style-type: none"> • Damage to Vehicles • Environmental Impact • Personal Injury/Loss • Damage to Vessel and/or Berth • Damage to surrounding area | 2 | 5 | 10 | H | <ul style="list-style-type: none"> • Crew Trained and regularly exercised in Emergency Procedures/Response • Vehicles checked for apparent fuel leaks • Smoking only permitted in designated areas • Hot work Permits in force for any Hot work on board • Engine room and associated machinery kept clean and tidy. Hot spots protected by Lagging. • Any Fuel leakage from machinery cleaned and rectified | 2 | 3 | 6 | M |

Carlingford Ferries Operating Manual

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|---|-----------------------------|--|---|---|----|---|---|---|---|---|---|
| | | | | | | | <ul style="list-style-type: none"> • Fire detection system in place and regularly tested • Fixed/Portable Fire Fighting Appliances • Camper Vans/Caravans checked for Gas Cylinders/Fuel Cans, and check cylinders Isolated for passage • Bunkering carried out from Berth to vessel with safe guards in place • No Bulk Oil, Fuel, Gas or Chemicals to be carried on board. Restricted carriage of Dangerous goods. • Fire/Rescue services available on Both Sides of Lough • Coastguard available for assistance/Medivac • Check suspicious Vehicles as per security procedures • Carlingford Ferries Operating Procedures (5.3) | | | | |
| 8 | Loss of Propulsion/Steering | <ul style="list-style-type: none"> • Loss of control • Stranding/Collision • Damage to Vessel/Vehicles • Personal Injury • Delays | 2 | 5 | 10 | H | <ul style="list-style-type: none"> • Emergency Steering system • Crew Trained in emergency procedures, particularly loss of power/steering • Regular Maintenance and inspection of machinery and equipment • NUC Lights/Shapes as per COLREG's • Local Tug available if necessary • Carlingford Ferries Operating Procedures (5.5) • Anchor available if necessary | 2 | 3 | 6 | M |

Carlingford Ferries Operating Manual

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|----|---------------------------------------|--|---|---|----|----|--|---|---|---|---|
| 9 | Adverse Weather Reduced Visibility | <ul style="list-style-type: none"> • Damage to Vessel and Vehicles • Risk of Flooding • Personal Injury • Cargo Shifting • Collision/Grounding • Pollution | 3 | 5 | 15 | VH | <ul style="list-style-type: none"> • Master to Assess Weather conditions and cancel sailing if necessary • Vessel not to sail if Visibility less than 0.75NM • Safe Speed adopted to the prevailing conditions • Additional Look outs Posted • Radar in use • Vessel will operate to a restricted sea state of 2.0M • Vehicles will be instructed where to park, and signs in place instructing hand brakes applied • Wheel Chocks for Larger Vehicles • Weather tight openings closed at sea and signage in place • Bilge Alarms fitted on Vessel | 3 | 2 | 6 | M |
| 10 | Speed/Wash | <ul style="list-style-type: none"> • Risk to Smaller Vessels Inshore • Risk to Oyster Fishing Grounds Inshore • Risk to Swimmers and Shore Users • Risk of Squat in shallow waters | 3 | 4 | 12 | VH | <ul style="list-style-type: none"> • Reduced speed on approaches to Berths • Keep good Look out for swimmers/recreational craft • Use of Echo sounder in shallow water | 3 | 2 | 6 | M |
| 11 | Break away during Lay Up | <ul style="list-style-type: none"> • Damage to Vessel • Damage to other Vessels • Damage to Environment • Pollution Risk • Grounding | 2 | 5 | 10 | H | <ul style="list-style-type: none"> • Lay up Berth is Greencastle which will be constructed to accommodate layover • Additional Moorings in strong winds • Alternative Mooring for Layover in heavy weather (Warrenpoint Harbour or Greenore Port) • Watch man on Board during heavy Wx | 2 | 2 | 4 | L |

Carlingford Ferries Operating Manual

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|---------------------|-------------------------------|
| Assessment Location | Sea Passage Carlingford Ferry |
| Assessment Date | 22/10/2014 |
| Prepared by | P Cunningham |
| Client | Carlingford Ferries Ltd |

| | Hazard | Relevance To Operations | Unmitigated | | | | Control Measures to reduce Risk | Mitigated | | | |
|---|-----------|---|-------------|---|----|----|--|-----------|---|----|----|
| | | | P | S | RF | RB | | P | S | RF | RB |
| 1 | Collision | <ul style="list-style-type: none"> • Damage to both Vessels • Pollution risk from both Vessels • Possible Flooding • Loss of Stability • Personal Injuries • Vehicles damaged | 2 | 5 | 10 | H | <ul style="list-style-type: none"> • Weather tight/Water tight openings kept closed at sea • Collision Regulations and Local Byelaws adhered to at all times • Navigation Lights/Sound signals in use • Radar and other Nav. Aids • Bridge not to be unattended at any time at sea • Safe Speed adopted to prevailing Circumstances and Conditions • Master to hold PEC and Boat Masters License for area • VHF Ch 12/16 watch • Carlingford Ferries Navigation Policy to be adhered to | 2 | 3 | 6 | M |
| 2 | Grounding | <ul style="list-style-type: none"> • Pollution Risk • Damage to Vessel • Personal Injuries | 2 | 5 | 10 | H | <ul style="list-style-type: none"> • Passage Plan to be followed • Charts kept up to Date • Navigational Aids | 2 | 2 | 4 | L |

Carlingford Ferries Operating Manual

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|---|----------------|--|---|---|----|----|---|---|---|---|---|
| | | <ul style="list-style-type: none"> • Passenger Delays • Vehicle Damage • Loss of Stability | | | | | <ul style="list-style-type: none"> • Master to hold PEC and Boat Masters License for area • Safe speed adopted • Vessels Drafts checked and recorded prior to Departure | | | | |
| 3 | Pollution | <ul style="list-style-type: none"> • Environmental Damage • Pollution from Oil Spill • Pollution from Vehicles Carried | 3 | 4 | 12 | VH | <ul style="list-style-type: none"> • SOPEP Plan in place • Pollution prevention equipment in place • Crew Trained in Emergency Procedures, including Oil spills • Carlingford Ferries Operation Procedures (2.1 Bunkering, 5.9 Pollution) • Bunkering safety checklist • Bunkering not taking place whilst at sea • Bunker tanks filled to max. 90% Capacity • Vehicles on deck to be checked for fuel/oil leaks and removed if necessary • Restrictions on Carriage of Bulk Chemicals, Fuel or Oil and Dangerous Goods (IMDG Class) • No Transfer of fuel or Oil internally whilst at sea • Camper vans/ Caravans/ other Vehicles with portable fuel tanks to be checked prior to departure and kept to minimum | 3 | 2 | 6 | M |
| 4 | Fire/Explosion | <ul style="list-style-type: none"> • Damage to Vehicles • Environmental Impact • Personal Injury/Loss • Damage to Vessel | 2 | 5 | 10 | H | <ul style="list-style-type: none"> • Crew Trained and regularly exercised in Emergency Procedures/Response • Vehicles checked for apparent fuel leaks • Smoking only permitted in designated | 2 | 3 | 6 | M |

Carlingford Ferries Operating Manual

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|---|--------------------|---|---|---|----|----|---|---|---|---|---|
| | | <ul style="list-style-type: none"> • Damage to surrounding area • Loss of Stability | | | | | <ul style="list-style-type: none"> • areas • Hot work Permits in force for any Hot work on board • Engine room and associated machinery kept clean and tidy. Hot spots protected by Lagging. • Any Fuel leakage from machinery cleaned and rectified • Fire detection system in place and regularly tested • Fixed/Portable Fire Fighting Appliances • Camper Vans/Caravans checked for Gas Cylinders/Fuel Cans, and check cylinders Isolated for passage • No Bulk Oil, Fuel, Gas or Chemicals to be carried on board. Restricted carriage of Dangerous goods. • Fire/Rescue services available on Both Sides of Lough • Coastguard available for assistance/Medivac • Check suspicious Vehicles as per security procedures • Carlingford Ferries Operating Procedures (5.3) | | | | |
| 5 | Reduced Visibility | <ul style="list-style-type: none"> • Collision • Grounding | 3 | 5 | 15 | VH | <ul style="list-style-type: none"> • Radar in use • Navigation Aids • Cancel Sailing if Visibility less than 0.75NM • Sound Signals | 3 | 2 | 6 | M |

Carlingford Ferries Operating Manual

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|---|----------------------------|--|---|---|----|---|--|---|---|---|---|
| | | | | | | | <ul style="list-style-type: none"> • Navigation Lights • VHF 12/16 watch • Safe speed to be adopted to the prevailing conditions • Additional Look Outs Posted | | | | |
| 6 | Failure of Navigation Aids | <ul style="list-style-type: none"> • Stranding • Collision | 2 | 5 | 10 | H | <ul style="list-style-type: none"> • Planned Maintenance of Navigational Aids • Safe speed adopted • Stop Vessel, Consider anchoring • Back up power supply • Back up essential Navigational Aids supplied | 2 | 2 | 4 | L |
| 7 | Loss of Power | <ul style="list-style-type: none"> • Stranding • Collision • Flooding • Damage to Vessel/Vehicles • Personal Injury • Delays | 2 | 5 | 10 | H | <ul style="list-style-type: none"> • Test equipment prior to sailing • Emergency Steering system • Crew Trained in emergency procedures, particularly loss of power/steering • Regular Maintenance and inspection of machinery and equipment • NUC Lights/Shapes as per COLREG's • Anchor available if Necessary • Carlingford Ferries Operating Procedures (5.5) • Local Tugs available at short notice | 2 | 3 | 6 | M |

3 Lines of Communication

BOARD
OF
DIRECTORS

Managing Director

Designated Person Ashore

Master / Safety Officer

Deck Crew

Carlingford Ferries Operating Manual

Name of Company: Carlingford Ferries
Address: Greenore Co. Louth
Tel: 00353 ??????
Fax:00353 ??????
E-Mail: Info@carlingfordferries.com

Overall responsibility for all matters related to Safety and Environmental protection

Vessel Name
M.V. Carlingford Lady
Master: ??????/ ??????
Tel: 00353?????
VHF: CH 16, 14, 23, 11

Responsible for operating the vessel in accordance with the safety management system.
Has overall authority to make decisions regarding the safety of the vessel and persons on board

Vessel Nam
M.V. Carlingford Lady
Company Safety Officer
Name: ??????????
Tel: 00353 ??????????

24 Hour: 00353?????????

Responsible for monitoring the safety and pollution aspects of the operation of each ship and shall ensure that adequate resources and shore based support are applied.

Carlingford Lady
DPA: ??????????
Tel: 00353?????
Responsible for monitoring the safety and pollution aspects of the operation of each ship and shall ensure that adequate resources and shore based support are applied

Crew
Are responsible for
: Carrying out tasks assigned in safety management system
: Ensuring their own safety
: Ensuring the safety of others
: Protecting the environment

Date:

4.0 Accidents & Incidents Reporting

All accidents and incidents no matter how trivial or minor must be reported to the master and or safety officer. In the event of an accident or incident all relevant information must be recorded and statements taken if required. The names and addresses of the persons involved need to be taken and also a contact telephone number. The master if unable to leave the bridge must be kept informed at all times.

The CRF ACC form must be completed and given to the company safety officer. A record of the accident, incident or near miss should also be recorded in the accident and incident record book.

The Carlingford Ferries will implement corrective action, with the aim of improving safety and will inform the relevant authorities.

If required the company safety officer will inform the MAIB through the incident report form. The Irish Department of Marine will also be informed. A written report from the master with statements included attached should be written up as soon as possible after the incident.

Insert MAIB incident report for here

<http://www.maib.gov.uk/report> an accident/index.cfm

Insert MGN 225 here

<http://www.maib.gov.uk/report> an accident/index.cfm

CF INCIDENT REPORT

THIS FORM IS TO BE COMPLETED FOR THE REPORTING AND INVESTIGATION
OF ALL PERSONAL INJURY TO BOTH PASSENGER AND CREW, ACCIDENTS,
DAMAGE TO PROPERTY OR VESSEL AND DANGEROUS OCCURRENCES.

| | | | | | |
|---|--|-------------------------------------|---|---------------------|--------------------------------------|
| 1 | Report No. (Consec) | Vessel Position Location | Name of Vessel | Official No. | Time and Date of Incident |
| | | | | | |
| | Weather | Wind and Sea | Vessel Movement | Lighting | Incident Location |
| | | | | | |
| 2 | INCIDENT DETAILS: State precisely activity being carried out which led to incident occurring (Continue on separate sheet if insufficient space) | | | | |
| | | | | | |
| 3 | Personnel or Passengers Involved in Incident | | Witness To Incident (Attach Statement) | | |
| | NAME (S) | POSITION | NAME (S) | POSITION | |
| | | | | | |
| 4 | INJURY / ILLNESS DETAILS | | | | |
| | | | | | |
| 5 | DAMAGE DETAILS | | | | |
| | | | | | |
| 6 | DANGEROUS OCCURRENCE / NEAR MISS DETAILS | | | | |
| | | | | | |
| 7 | Report Completed By | Signature | Position | Date | |
| | | | | | |

| | | | | | | | | | | | | | | |
|---------------------------------|--|---|---|--------------------------|--------------------------|---------------------------|----------------------------------|--------------------------|--------------------------|-------------------|-------------|---|---|--------------------------|
| | | | | | | | | | | | | | | |
| 8 | IMMEDIATE CAUSES: What substandard actions or conditions caused the incident? | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| 9 | BASIC CAUSES: - What Personal or Job Factors caused the incident? | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| 10 | Severity Potential | 5 | 4 | 3 | 2 | 1 | Probability of Recurrence | 1 | 2 | 3 | 4 | 5 | RISK FACTOR Severity X Probability (Risk factor 8 or above requires corrective action) | |
| ←←←←← Increasing Severity | | | | | | | →→→→→ Increasing Frequency | | | | | | | |
| 11 | CORRECTIVE / PREVENTATIVE ACTION TO ELIMINATE / MINIMISE RECURRENCE | | | | | | | | | | | | | |
| PROPOSED ACTION | | | | Responsibility | | | | Completion Date | | Closed Out | | | | |
| | | | | | | | | Proposed | Actual | | | | | |
| | | | | | | | | | | | | | | |
| 12 | INVESTIGATION COMPLETED BY | | | | SIGNATURE | | | | POSITION | | DATE | | | |
| | | | | | | | | | | | | | | |
| 13 | MANAGERS COMMENTS | | | | | | | | | | | | | |
| | | | | Proposed | | | | Taken | | Proposed | | | | Taken |
| Change to Work environment | | | | <input type="checkbox"/> | <input type="checkbox"/> | Other Job Redesign | | <input type="checkbox"/> | <input type="checkbox"/> | | | | <input type="checkbox"/> | <input type="checkbox"/> |
| Equipment/Machinery/Maintenance | | | | <input type="checkbox"/> | <input type="checkbox"/> | Other Preventative Action | | <input type="checkbox"/> | <input type="checkbox"/> | | | | <input type="checkbox"/> | <input type="checkbox"/> |
| <u>Any Other Remarks</u> | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| 14 | COMMENTS | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| Signature: | | | | | | | Date: | | | | | | | |

5.0 Emergency Procedures

5.1 Abandon Ship

5.2 Man Overboard

5.3 Fire On-board

5.4 Collision

5.5 Loss of Propulsion / Steering

5.6 Grounding

5.7 Assisting Others in Distress

5.8 Pollution

5.9 Communicating with Emergency Services

Notes

- It must be understood that these techniques are set as guidelines only and the emergency at the time will dictate the correct action to be taken.
- It is most important that the crew are calm, act quickly; the master reassures the passengers that everything is under control
- The DPA and company safety office is to be informed of all emergencies at the earliest convenience.

Emergency Instruction Card

Master

Vessel : Carlingford Lady

| | |
|--|--|
| <p>ABANDON SHIP STATIONS ALARM <u>CONTINUOUS SOUNDING OF THE BLASTS</u> ALARMS FOLLOWED BY <u>FOUR LONG BLASTS</u> ON THE SHIPS REPEATED WHISTLE</p> <p>“ABANDON SHIP” ORDER WILL ONLY BE GIVEN VERBALLY BY THE MASTER</p> <p>MUSTER STATION: MAIN DECK</p> <p>ABANDON SHIP INSTRUCTIONS: LIFE RAFT No. 1, PORT SIDE</p> | <p>EMERGENCY STATIONS ALARM <u>SEVEN OR MORE SHORT</u></p> <p>FOLLOWED BY <u>ONE LONG BLAST</u> ON THE SHIPS WHISTLE</p> <p>THE ALARM SYSTEM.</p> <p>EMERGENCY INSTRUCTIONS</p> <p>MUSTER STATION: MAIN DECK</p> <p>ON BRIDGE</p> |
| <p><u>INSTRUCTIONS FOR MAN OVERBOARD</u></p> | |
| <p>MAN OVERBOARD ALARM: THREE LONG BLASTS ON THE SHIPS WHISTLE REPEATED ON THE ALARM SYSTEM</p> <p>ON BRIDGE.</p> | |
| <p><u>OIL POLLUTION RESPONSE</u></p> | |
| <p>Crew upon seeing or suspecting an oil spill, must immediately report to the master.</p> <p>When alarm raised for oil spill, crew must report to their emergency stations where they will follow master’s instructions.</p> | |

Emergency Instruction Card

Crew 1

Vessel : Carlingford Lady

| | |
|--|---|
| <p>ABANDON SHIP STATIONS ALARM <u>CONTINUOUS SOUNDING OF THE BLASTS</u> ALARMS FOLLOWED BY <u>FOUR LONG BLASTS</u> ON THE SHIPS REPEATED WHISTLE</p> <p>“ABANDON SHIP” ORDER WILL ONLY BE GIVEN VERBALLY BY THE MASTER</p> <p>MUSTER STATION: MAIN DECK</p> <p>ABANDON SHIP INSTRUCTIONS: LIFE RAFT No. 1, PORT SIDE</p> | <p>EMERGENCY STATIONS ALARM <u>SEVEN OR MORE SHORT</u> FOLLOWED BY <u>ONE LONG BLAST</u> ON THE SHIPS WHISTLE</p> <p>THE ALARM SYSTEM.</p> <p>EMERGENCY INSTRUCTIONS</p> <p>MUSTER STATION: MAIN DECK</p> |
| <p><u>INSTRUCTIONS FOR MAN OVERBOARD</u></p> <p>MAN OVERBOARD ALARM: THREE LONG BLASTS ON THE SHIPS WHISTLE REPEATED ON THE ALARM SYSTEM</p> <p>RESCUE BOAT CREW</p> | |
| <p><u>OIL POLLUTION RESPONSE</u></p> <p>Crew upon seeing or suspecting an oil spill, must immediately report to the master.</p> <p>When alarm raised for oil spill, crew must report to their emergency stations where they will follow master’s instructions.</p> | |

Emergency Instruction Card

Crew 2

Vessel : Carlingford Lady

| | |
|--|---|
| <p>ABANDON SHIP STATIONS ALARM <u>CONTINUOUS SOUNDING OF THE BLASTS</u> ALARMS FOLLOWED BY <u>FOUR LONG BLASTS</u> ON THE SHIPS REPEATED WHISTLE</p> <p>“ABANDON SHIP” ORDER WILL ONLY BE GIVEN VERBALLY BY THE MASTER</p> <p>MUSTER STATION: MAIN DECK</p> <p>ABANDON SHIP INSTRUCTIONS: LIFE RAFT No. 2, STBD SIDE</p> | <p>EMERGENCY STATIONS ALARM <u>SEVEN OR MORE SHORT</u></p> <p>FOLLOWED BY <u>ONE LONG BLAST</u> ON THE SHIPS WHISTLE</p> <p>THE ALARM SYSTEM.</p> <p>EMERGENCY INSTRUCTIONS</p> <p>MUSTER STATION: MAIN DECK</p> |
| <p><u>INSTRUCTIONS FOR MAN OVERBOARD</u></p> | |
| <p>MAN OVERBOARD ALARM: THREE LONG BLASTS ON THE SHIPS WHISTLE REPEATED ON THE ALARM SYSTEM</p> <p>RESCUE BOAT CREW</p> | |
| <p><u>OIL POLLUTION RESPONSE</u></p> | |
| <p>Crew upon seeing or suspecting an oil spill, must immediately report to the master.</p> <p>When alarm raised for oil spill, crew must report to their emergency stations where they will follow master’s instructions.</p> | |

Emergency Instruction Card

Crew 3

Vessel : Carlingford Ferries

| | |
|--|---|
| <p>ABANDON SHIP STATIONS ALARM <u>CONTINUOUS SOUNDING OF THE BLASTS</u> ALARMS FOLLOWED BY <u>FOUR LONG BLASTS</u> ON THE SHIPS REPEATED WHISTLE</p> <p>“ABANDON SHIP” ORDER WILL ONLY BE GIVEN VERBALLY BY THE MASTER</p> <p>MUSTER STATION: MAIN DECK</p> <p>ABANDON SHIP INSTRUCTIONS: LIFE RAFT No. 3, STBD SIDE</p> | <p>EMERGENCY STATIONS ALARM <u>SEVEN OR MORE SHORT</u></p> <p>FOLLOWED BY <u>ONE LONG BLAST</u> ON THE SHIPS WHISTLE</p> <p>THE ALARM SYSTEM.</p> <p>EMERGENCY INSTRUCTIONS</p> <p>MUSTER STATION: MAIN DECK</p> |
| <p><u>INSTRUCTIONS FOR MAN OVERBOARD</u></p> <p>MAN OVERBOARD ALARM: THREE LONG BLASTS ON THE SHIPS WHISTLE REPEATED ON THE ALARM SYSTEM</p> <p>RESCUE BOAT CREW</p> | |
| <p><u>OIL POLLUTION RESPONSE</u></p> <p>Crew upon seeing or suspecting an oil spill, must immediately report to the master.</p> <p>When alarm raised for oil spill, crew must report to their emergency stations where they will follow master’s instructions.</p> | |

5.1 Abandon Ship

In the unlikely event that an emergency requires the ship to be abandoned a “MAYDAY” should be sent and appropriate sound signals sounded (continuous sounding of the alarms followed by 4 long blasts on the ship's whistle). Passengers to be mustered and crew to assist and ensure that all life jackets are donned correctly. Ensure that children are provided with child life jackets. A head count is to be taken and compared with the passenger count taken when passengers were boarding. Ensure that the Schottels are clutched out or engines stopped prior to launching life rafts. Passengers are to be reassured that everything is under control.

Life rafts and Flotation aids to be made ready for launch. Life rafts will have a bowing line which can be secured to the bowing eye on the side of the ramp. If abandoning to a life boat or rescue craft the bulwark door should be used. The abandon ship order will be given verbally by master. Local authorities to be kept informed at all times.

EMERGENCY CHECKLIST – ABANDON SHIP

Vessel: _____ Date: _____ Time: _____

| ACTION | PERSON | CHECK |
|---|---------------|--------------------------|
| SOUND ALARM | MASTER | <input type="checkbox"/> |
| MUSTER ALL PERSONNEL / PASSENGERS | CREW | <input type="checkbox"/> |
| IDENTIFY MISSING PERSONNEL / PASSENGERS | CREW | <input type="checkbox"/> |
| ALL PASSENGERS WITH LIFE JACKETS | CREW | <input type="checkbox"/> |
| ALL CREW WITH LIFE JACKETS | CREW | <input type="checkbox"/> |
| HAND HELD VHF USED ON CH16 | CREW | <input type="checkbox"/> |
| DISTRESS MESSAGE | MASTER/GMDSS | <input type="checkbox"/> |
| DECIDE METHOD OF EVACUATION | CREW | <input type="checkbox"/> |
| DECIDE PORT OR STAB'D SAFER | CREW | <input type="checkbox"/> |
| SAFER ON OR OFF VESSEL? | MASTER | <input type="checkbox"/> |
| FURTHER INFORMATION TO RESCUERS | MASTER | <input type="checkbox"/> |
| PREPARE RAFTS / LIFEBOATS | CREW | <input type="checkbox"/> |
| PREPARE BOARDING LADDERS | CREW | <input type="checkbox"/> |
| CONSIDER EVACUATING MAJORITY OF CREW | MASTER | <input type="checkbox"/> |
| LAUNCH BOATS – RAFTS | CREW | <input type="checkbox"/> |
| ALLOW REMAINING PERSONNEL TO BOARD FROM LADDERS | MASTER | <input type="checkbox"/> |
| TRY TO STAY DRY | ALL | <input type="checkbox"/> |
| CHECK ALL ON BOARD | MASTER | <input type="checkbox"/> |
| START ENGINE IN BOAT IF REQUIRED | BOAT CREW | <input type="checkbox"/> |
| RELEASE / CUT PAINTERS | MASTER | <input type="checkbox"/> |
| TAKE SEASICK TABLETS | ALL | <input type="checkbox"/> |
| REPEAT DISTRESS USING HANDHELD VHF | | |

SIGNED: _____
Responsible Officer

FOR DRILL PURPOSE
Tick Box

5.2 Man Overboard

If you see someone fall into the sea or already in the water you must act quickly.

- Don't lose sight of them – if you take your eyes off them, it will be difficult to catch sight of them again.
- Keep shouting “MAN OVERBOARD” until you are heard or can raise the alarm.
- If possible throw a Life Buoy close to them.

If you hear “MAN OVERBOARD” raise the alarm and inform the bridge.

- A “MAYDAY” should be transmitted immediately and appropriate sound signals made (3 short blasts on ships whistle).
- Recovery equipment for recovering persons from water should be prepared and made ready.
- Commence recovery manoeuvre.
- Take a note of the vessels position (this can be done easily by pressing MOB button on GPS).
- Distribute portable VHF.

Once casualty is recovered first aid would need to be administered as necessary. The casualty should be taken ashore as soon as possible and medical attention given.

5.3 Fire On-board

In the event of a fire on-board the vessel the alarm must be raised immediately and the bridge informed. If the ship is in port the local authorities should be contacted. If possible an attempt should be made to extinguish the fire, by any appropriate means readily available, either by using suitable portable extinguishers or by smothering the fire. The main or emergency fire pump should be started and hoses run out, if appropriate boundary cooling should commence. If it's a car fire on the deck the large portable foam extinguisher should be used and directed underneath the engine of the car.

The different types of portable fire extinguishers on-board are appropriate to different types of fires, water extinguishers should not be used on electrical or oil fires. Openings to the space should be shut to reduce the supply of air. Any fuel lines feeding the fire or threatened by it should be isolated. Combustible materials removed if possible.

The vessels CO₂ system should be activated. The passengers should be mustered away from the fire. The vessel should be positioned so the wind will have the least effect on the fire. The engine room or space should not be opened until instructed by the fire chief. After a fire is extinguished, precautions should be taken against re-ignition. The local fire brigade should be called to inspect once the vessel reaches harbour.

EMERGENCY CHECKLIST – FIRE

Vessel: _____ Date: _____ Time: _____

| ACTION | PERSON | CHECK |
|---|---------------|--------------------------|
| SOUND ALARM | WITNESS | <input type="checkbox"/> |
| MUSTER ALL PERSONNEL / PASSENGERS | CREW | <input type="checkbox"/> |
| IF FIRE SMALL WITNESS TO MAKE DECISION TO EXTINGUISH | WITNESS | <input type="checkbox"/> |
| INFORM BRIDGE OF FIRE LOCATION | WITNESS | <input type="checkbox"/> |
| INFORM EMERGENCY PARTIES OF FIRE LOCATION AND DUTIES | MASTER | <input type="checkbox"/> |
| ESTABLISH VESSEL POSITION | MASTER | <input type="checkbox"/> |
| SEND DISTRESS | MASTER/GMDSS | <input type="checkbox"/> |
| IN CHARGE OF EMERGENCY TEAM | MASTER | <input type="checkbox"/> |
| START FIRE PUMP | CREW | <input type="checkbox"/> |
| ISOLATE ELECTRICAL EQUIPMENT | CREW | <input type="checkbox"/> |
| CONTROL COMMUNICATIONS | MASTER | <input type="checkbox"/> |
| IS SPACE EVACUATED? | MASTER | <input type="checkbox"/> |
| ARE PERSONS INJURED? | CREW | <input type="checkbox"/> |
| PREPARE MEDICAL BACKUP | CREW | <input type="checkbox"/> |
| ARRANGE INJURED PERSON EVACUATION | MASTER | <input type="checkbox"/> |
| MANOEUVRE VESSEL IF POSSIBLE TO PUT FIRE TO LEE SIDE | MASTER | <input type="checkbox"/> |
| IS DANGEROUS MATERIAL OR VEHICLE IN WAY OF FIRE – CAN THEY BE PROTECTED | MASTER | <input type="checkbox"/> |
| IN PORT CONTACT LOCAL AUTHORITIES | MASTER | <input type="checkbox"/> |
| AT SEA PREPARE LIFERAFTS | CREW | <input type="checkbox"/> |
| LIAISE WITH RESCUERS | MASTER | <input type="checkbox"/> |
| IN PORT BRIEF FIRECHIEF AND GIVE HIM COPY OF “SHIPS SAFETY PLAN” | MASTER | <input type="checkbox"/> |
| IF LARGE QUANTITIES OF WATER USED – IS STABILITY IN DANGER | MASTER | <input type="checkbox"/> |
| IF FIRE OUT OF CONTROL – PREPARE TO ABANDON SHIP | MASTER | <input type="checkbox"/> |
| CAN VESSEL BE MANOEUVRED TO AID/PROTECT EVACUATION? | MASTER | <input type="checkbox"/> |
| REPORT TO COMPANY | MASTER | <input type="checkbox"/> |

SIGNED: _____
Master

FOR DRILL PURPOSE
Tick Box

Date:

5.4 Collision

In the event that the vessel is involved in a collision emergency procedures should be put in place immediately no matter how minor the collision may seem.

The coastguard should be informed of the situation, a mayday or urgency message should be broadcast either by voice or DSC. The general alarm should be sounded and the crew and passengers mustered. The safety of vessel, passengers and crew and also the safety of the other vessel should be established. A team should be set up to inspect the damaged area of the vessel for the ingress of water and the possibility of pollution. Tanks, compartments and spaces should be inspected and sounded around damaged area. Life-saving equipment should be made ready.

If vessel is in safe condition, the other vessel involved should be given assistance if any is required.

If no assistance is required and own vessel in safe condition, an attempt should be made to get the vessel to the nearest slipway where a thorough inspection to be carried out. The relevant authorities should be informed at the earliest convenience.

EMERGENCY CHECKLIST – COLLISION

Vessel: _____ Date: _____ Time: _____

| ACTION | PERSON | CHECK |
|---|---------------|--------------------------|
| SOUND ALARM | MASTER | <input type="checkbox"/> |
| MUSTER ALL PERSONNEL | CREW | <input type="checkbox"/> |
| REDUCE IMPACT | MASTER | <input type="checkbox"/> |
| ASTERN ENGINES | MASTER | <input type="checkbox"/> |
| SEND DISTRESS | MASTER/GMDSS | <input type="checkbox"/> |
| STOP ENGINES AFTER IMPACT | MASTER | <input type="checkbox"/> |
| SURVEY DAMAGE – REPORT TO MASTER | CREW | <input type="checkbox"/> |
| PREPARE LIFEBOATS/LIFERAFTS | CREW | <input type="checkbox"/> |
| SOUND TANKS | CREW | <input type="checkbox"/> |
| IF LEAKAGE TRY TO ISOLATE/CONTROL | MASTER | <input type="checkbox"/> |
| CONTACT OTHER VESSEL | MASTER | <input type="checkbox"/> |
| IF VESSELS LOCKED DECIDE IF SAFER TO REMAIN LOCKED OR TO SEPARATE | MASTER | <input type="checkbox"/> |
| IDENTIFY POLLUTION | MASTER | <input type="checkbox"/> |
| MEANS OF LIMITING POLLUTION | MASTER | <input type="checkbox"/> |
| IDENTIFY NAME – NATIONALITY OTHER VESSEL | MASTER | <input type="checkbox"/> |
| IF OWN VESSEL SAFE – DOES OTHER VESSEL REQUIRE HELP | MASTER | <input type="checkbox"/> |
| ARE PASSENGERS OR CREW IN WATER | MASTER | <input type="checkbox"/> |
| LIAISE WITH RESCUERS | MASTER/GMDSS | <input type="checkbox"/> |
| MONITOR WATER INGRESS | CREW | <input type="checkbox"/> |
| ANCHOR IF SAFE AND POSSIBLE | MASTER | <input type="checkbox"/> |
| LAUNCH RESCUE BOAT IF REQUIRED | CREW | <input type="checkbox"/> |
| REPORT TO COMPANY | MASTER | <input type="checkbox"/> |

SIGNED: _____
Responsible Officer

FOR DRILL PURPOSE
Tick Box

Date:

5.5 Loss of Propulsion/Steering

If the vessel loses propulsion, the master should first ascertain the safety of the vessel with regard to navigational hazards nearby, tidal direction and rate. An urgency message should be broadcast giving the information and the position by GPS.

The passengers should be reassured that everything is under control.

If the vessel is in no immediate danger, attempts should be made to regain propulsion/steerage. If the vessel is in immediate danger the anchor should be dropped immediately, if its loss of steering the schottels should be clutched out or the main engines stopped.

In the event of loss of steerage on all 4 engines, it is most likely a loss of 24v power, to correct this, the main 24v switch should be turned to the other set of batteries. If this also fails the emergency steering should be turned on in No.2 & No.3 engines. For this to be most effective No.1 & No.4 engines should be clutched out.

5.6 Grounding

If the vessel should run aground, emergency procedures should be put in place and the coastguard informed. If the vessel goes aground while underway considerable damage can occur both to the vessel, vehicles and passengers may be hurt.

Any injured passengers should be given first aid if required. An inspection should be carried out to assess any damage and the water tight integrity of the vessel before any attempt to be made to move the vessel.

The tidal conditions should be re checked to assess of tide rising or falling.

If the vessel is damaged or stuck aground on a falling tide, passengers should be mustered.

All lifesaving appliances should be made ready. All passengers and non-essential personnel should be evacuated.

To reduce the risk of pollution the transfer of fuel may be required. The DPA should be informed at the earliest convenience.

EMERGENCY CHECKLIST – GROUNDING

Vessel: _____

Date: _____

Time: _____

| ACTION | PERSON | CHECK |
|---|---------------|--------------------------|
| STOP ENGINES | MASTER | <input type="checkbox"/> |
| SOUND ALARM | MASTER | <input type="checkbox"/> |
| MUSTER ALL PASSENGERS | CREW | <input type="checkbox"/> |
| INFORM CREW – CHECK FOR LEAKAGE | MASTER | <input type="checkbox"/> |
| CHECK VESSELS POSITION | MASTER | <input type="checkbox"/> |
| DISPLAY CORRECT LIGHTS / SHAPES | MASTER | <input type="checkbox"/> |
| SOUND/INSPECT VESSELS TANKS / VOID SPACES ADJACENT TO BOTTOM PLATING | CREW | <input type="checkbox"/> |
| REPORT TO MASTER CONDITION OF ENGINE ROOMS | CREW | <input type="checkbox"/> |
| REPORT TO MASTER RESULT OF SOUNDING / INSPECTION | CREW | <input type="checkbox"/> |
| REPORT TO LOCAL AUTHORITY / COASTGUARD | MASTER | <input type="checkbox"/> |
| WARN PASSING TRAFFIC | MASTER | <input type="checkbox"/> |
| ISOLATE ANY LEAKAGE | CREW | <input type="checkbox"/> |
| IS VESSEL IN DANGER | MASTER | <input type="checkbox"/> |
| PREPARE LIFERAFTS | CREW | <input type="checkbox"/> |
| SEND DISTRESS MESSAGE IF IN DANGER | MASTER/GMDSS | <input type="checkbox"/> |
| DETERMINE NATURE OF BOTTOM | MASTER | <input type="checkbox"/> |
| CALCULATE TIDE – RISING/FALLING | MASTER | <input type="checkbox"/> |
| SOUND ROUND VESSEL IF REQUIRED | CREW | <input type="checkbox"/> |
| CHECK PRESENT DRAFTS | MASTER | <input type="checkbox"/> |
| COMPARE ORIGINAL DRAFTS WITH SOUNDINGS AND PRESENT DRAFTS | MASTER | <input type="checkbox"/> |
| ESTIMATE IF VESSEL CAN BE REFLOATED ON RISING TIDE | MASTER | <input type="checkbox"/> |
| CAN BALLAST BE DISCHARGED OR VEHICLES SHIFTED TO AID REFLOATING | MASTER | <input type="checkbox"/> |
| OBTAIN WEATHER FORECAST | MASTER/GMDSS | <input type="checkbox"/> |
| ARE TUGS REQUIRED / AVAILABLE | MASTER | <input type="checkbox"/> |
| REPORT TO COMPANY | MASTER | <input type="checkbox"/> |
| IS VESSEL MOVING AND CAUSING MORE DAMAGE | MASTER | <input type="checkbox"/> |
| KEEP ALL PARTIES UPDATED | MASTER | <input type="checkbox"/> |
| IF POLLUTION EVIDENT REFER TO CHECKLIST POLLUTION | MASTER | <input type="checkbox"/> |

SIGNED: _____
Master

FOR DRILL PURPOSE
Tick Box

Date:

EMERGENCY CHECKLIST – FLOODING

Vessel: _____ Date: _____ Time: _____

| ACTION | PERSON | CHECK |
|---|---------------|--------------------------|
| SOUND ALARM | MASTER | <input type="checkbox"/> |
| MUSTER ALL PASSENGERS | CREW | <input type="checkbox"/> |
| ASSESS DEGREE OF FLOODING | CREW | <input type="checkbox"/> |
| COMMENCE EMERGENCY BILGE PUMPING | CREW | <input type="checkbox"/> |
| REPORT TO LOCAL AUTHORITY / COASTGUARD | MASTER | <input type="checkbox"/> |
| MONITOR LEVEL OF FLOODING | MASTER | <input type="checkbox"/> |
| IS VESSEL IN DANGER? | MASTER | <input type="checkbox"/> |
| SEND DISTRESS IF IN DANGER | MASTER | <input type="checkbox"/> |
| IS THE SITUATION AFFECTING STABILITY | MASTER | <input type="checkbox"/> |
| CAN INGRESS OF WATER BE STEMMED | MASTER | <input type="checkbox"/> |
| REPORT TO COMPANY | MASTER | <input type="checkbox"/> |
| CAN VESSELS POWER BE MAINTAINED | MASTER | <input type="checkbox"/> |
| ARE TUGS REQUIRED / AVAILABLE | MASTER | <input type="checkbox"/> |
| CAN VESSEL BE BEACHED | MASTER | <input type="checkbox"/> |
| IF STABILITY OF VESSEL CANNOT BE MAINTAINED REFER TO CHECKLIST RE: ABANDON SHIP | MASTER | <input type="checkbox"/> |

SIGNED: _____
Master

FOR DRILL PURPOSE
Tick Box

5.7 Assisting Others in Distress

If Sighting or hearing another vessel in distress a mayday relay should be broadcast immediately by whatever means possible giving as much information as possible. All information should be recorded. (e.g.)

- Name of vessel
- Position of the vessel
- Number of persons on-board the vessel
- Nature of distress
- Type of assistance required
- Weather conditions

Advise the coastguard of ETA to the distress scene. Any emergency equipment that can be used to assist should be made ready. (e.g)

- Tow rope
- Firefighting equipment
- First aid equipment
- Recovery equipment, rescue boat

The coastguard to be kept informed at all times.

5.8 Pollution

Any action that leads to pollution should be stopped immediately. If this is not possible, actions should be taken to minimise damage (e.g.) transfer of fuel, use of oil pollution kit, sealing of scuppers.

When pollution incident occurs the relevant authorities should be notified immediately, (e.g.)

Coastguard, Harbour Master, Londonderry Port and Harbour.

The information required:

- The extent of pollution
- The type of pollution
- How it occurred
- Position
- Weather on scene
- Tidal rate and direction
- Amount of fuel remaining on-board

5.9 Communications with Emergency Services

In the event of an emergency:

- On passage the initial contact should be the coastguard on VHF ch 16 or by DSC
- On slipway or alongside the initial contact can be made using telephone by dialling 999

Emergency Contact Details

| | |
|-----------------------------------|---------------------------------|
| <u>Coastguard:</u> | ??????? |
| Coastguard | Tel: 00353 VHF ch 16, 23, 85 |
| <u>Emergency Services:</u> | 999 |
| Fire Brigade, Police Ambulance | |
| <u>DPA:</u> | ?????????? |
| | Tel: 00353 |
| <u>Carlingford Ferries</u> | Tel: 00353 |

6.0 Training & Personnel

New employees will be given full instructions and training as required in accordance with their designated duties and will include the following:

- Mooring and unmooring of the vessel
- Launch and recovery of the survival crafts and operation
- Evacuating all areas of the vessel and assisting passengers
- Donning lifejackets
- Use, operation and location of fire-fighting equipment
- Marshalling and control of vehicles and passengers during loading and unloading

Simple procedures will be adopted to ensure that the vessel is operated safely at all times. These will be covered in the vessels Safety Management documents.

A familiarisation form will have to be completed and signed by both the crew and the master giving the introduction tour of the vessel.

All effort will be made to instil the importance of the implementation of the safety management code. A copy of the company's HSE policy will be provided to each new employee.

A new employee will also be asked to read over the vessels "Training Manual" and sign the back to say that he understands what it contains and where it is kept on-board the vessel.

6.1 Qualifications Required

Master

Every master employed by Carlingford Ferries shall hold as a minimum:

- Boatmaster's licence grade 1
- Radio operators licence
- First aid aboard ship
- Fire-fighting certificate
- Basic sea survival
- Pilotage exemption certificate
- Valid medical certificate

Every master shall also have read, signed and be fully familiar with the company's HSE policy and Safe Management Code

- Completed training and familiarization for the vessel and signed checklist
- Completed emergency procedure training, read and understood emergency instruction card
- Have received job description

6.2 Crew

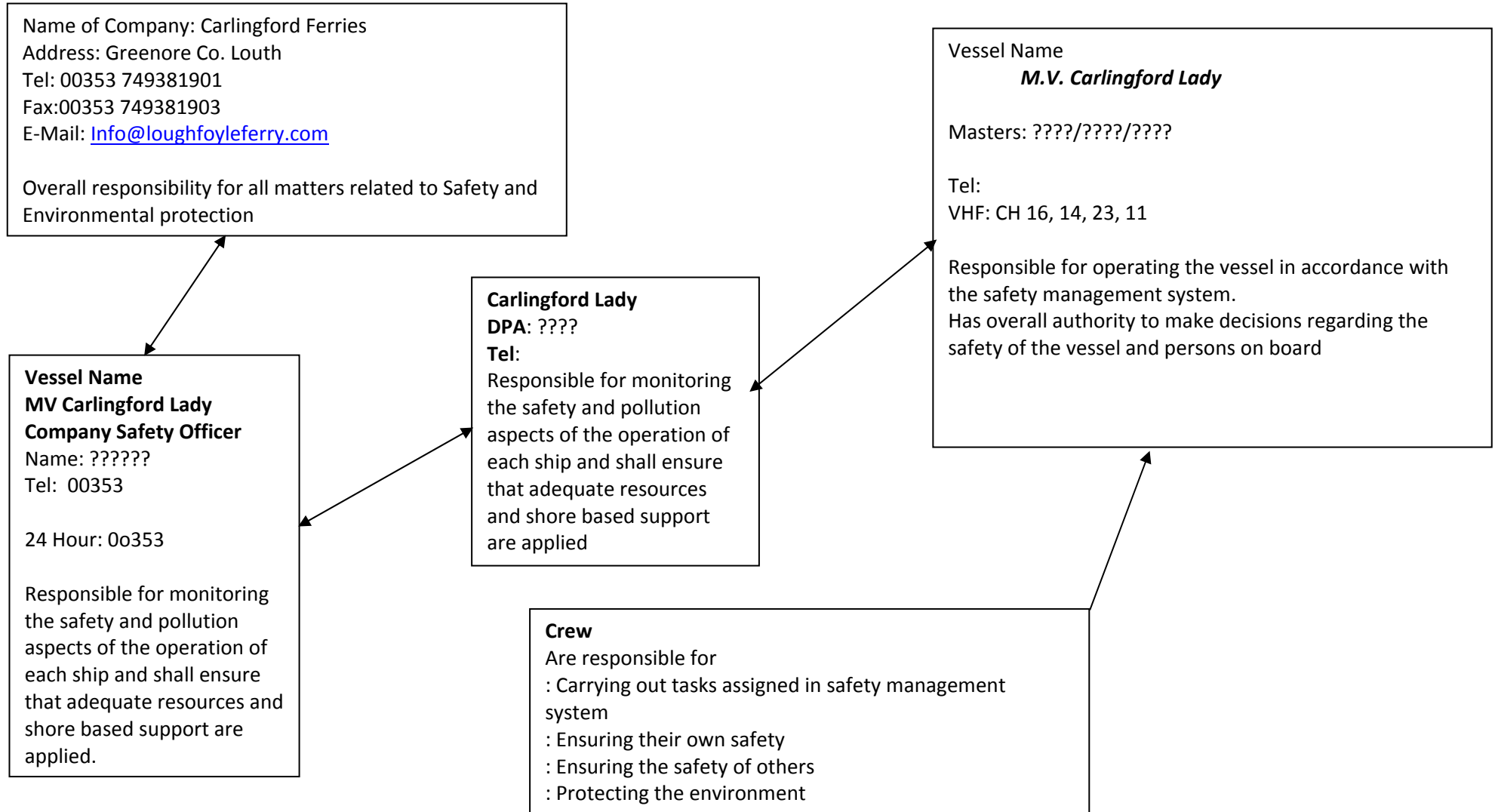
Every crew member employed by Carlingford Ferries:

- Shall have read, signed and be fully familiar with the company's HSE and Safe Management Code.
- Shall have read the Training Manual and be fully familiar with LSA and its uses.
- Completed training and familiarization for the vessel and signed checklist.
- Completed emergency procedure's training and read and fully understood emergency instruction card.
- Have received job description.

7.0 Responsibilities

1. Master
2. Deck Crew
3. Designated Person Ashore

7.1 Responsibility Structure



7.2 Job Description

Crew Member

- The deck crew are to supervise the loading and unloading of vehicles and passengers.
- Deck crew are also responsible for the passenger counting both on and off the vessel.
- Responsible for the collection of fares and the issue of tickets.
- To keep the vessel clean at all times and dispose of garbage as required in the garbage management plan.
- Ensure the good welfare and safety of passengers
- A regular fire check of engine and passenger spaces
- General maintenance of the vessel.
- Report any incidents to the master or safety officer
- Completion of daily, weekly and monthly checklists
- To assist with bridge duties as and when required.

7.3 Job Description

Master

The master has overall authority to make decisions regarding the safety of the vessel, person on board and the protection of the environment.

Ensure all pre sailing checklists are completed. Training and familiarization in emergency procedure are carried out as per legislation.

The safe navigation of the vessel. Responsible to ensure that all LSA and FFE are in date and up to standards. The master will also be designated as vessel safety officer. The conduct and welfare of passengers. The completing of bridge log and passenger recording. Transmission of TR to appropriate coastguard on departure. Passenger safety announcements are broadcasted prior to vessel departure.

Ensure that Domestic Safe Management system is adhered to by all personnel on board. All accidents, incidents and hazardous occurrences are reported as required by MAIB (Ref: MGN 115).

7.4 Designated Person Ashore (DPA)

The DPA must ensure that the safe operation and pollution prevention of the vessel. The DPA will also provide a link between the company and the master and crew on board. The DPA shall ensure that all adequate resources and shore based support are applied as required. The DPA shall also be responsible that the master is ensuring that the Safety Management Code is being applied and adhered to. They are also responsible for monitoring and rectifying defects.

The DPA shall be the first point of contact from the vessel and shall visit the vessel at regular intervals.

8.0 Drills and Exercise

The emergency drills and exercise are conducted at 0800 every Sunday morning on-board the vessel. The masters will make their best effort to complete a different drill every week.

There are checklists included in the emergency procedures section, these should be used and completed to ensure all aspects of the procedure are covered.

After completion of the exercise, the details should be completed in the "Exercise Details" form which is included in the checklist booklet.

At least one fire pump should be run during the exercise. From time to time shore based emergency personnel will be involved in these exercises e.g. Fire Brigade, Coastguard, etc.

During the exercise's the vessels hand held VHF's should be utilised, these should not be used on ch16 and all communications proceeded with "For Exercise Purposes Only"

8.1 EXERCISE DETAILS

Vessel:

Date:

Type of Exercise:

Crew Involved

Signed: _____

Signed: _____

Signed: _____

Signed: _____

Signed: _____

Shore Staff Involved:

Details of Exercise:

Master: _____

8.2 Exercise Drill Log

Exercise Drill Log

| Week No. | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
|--------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-----------|
| Fire Drill | | | | | | | | | | |
| Abandon Ship Drill | | | | | | | | | | |
| Man Overboard | | | | | | | | | | |
| Pollution Drill | | | | | | | | | | |
| Collision Drill | | | | | | | | | | |
| Grounding | | | | | | | | | | |
| Loss of Steering | | | | | | | | | | |
| First Aid | | | | | | | | | | |
| Security | | | | | | | | | | |

Exercise Drill Log

| Week No. | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 |
|--------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| Fire Drill | | | | | | | | | | |
| Abandon Ship Drill | | | | | | | | | | |
| Man Overboard | | | | | | | | | | |
| Pollution Drill | | | | | | | | | | |
| Collision Drill | | | | | | | | | | |
| Grounding | | | | | | | | | | |
| Loss of Steering | | | | | | | | | | |
| First Aid | | | | | | | | | | |
| Security | | | | | | | | | | |

Date:

Exercise Drill Log

| Week No. | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 |
|--------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| Fire Drill | | | | | | | | | | |
| Abandon Ship Drill | | | | | | | | | | |
| Man Overboard | | | | | | | | | | |
| Pollution Drill | | | | | | | | | | |
| Collision Drill | | | | | | | | | | |
| Grounding | | | | | | | | | | |
| Loss of Steering | | | | | | | | | | |
| First Aid | | | | | | | | | | |
| Security | | | | | | | | | | |

Date:

Exercise Drill Log

| Week No. | 31 | 32 | 33 | 34 | 35 | 36 | 37 | 38 | 39 | 40 |
|--------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| Fire Drill | | | | | | | | | | |
| Abandon Ship Drill | | | | | | | | | | |
| Man Overboard | | | | | | | | | | |
| Pollution Drill | | | | | | | | | | |
| Collision Drill | | | | | | | | | | |
| Grounding | | | | | | | | | | |
| Loss of Steering | | | | | | | | | | |
| First Aid | | | | | | | | | | |
| Security | | | | | | | | | | |

Date:

Exercise Drill Log

| Week No. | 41 | 42 | 43 | 44 | 45 | 46 | 47 | 48 | 49 | 50 |
|--------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| Fire Drill | | | | | | | | | | |
| Abandon Ship Drill | | | | | | | | | | |
| Man Overboard | | | | | | | | | | |
| Pollution Drill | | | | | | | | | | |
| Collision Drill | | | | | | | | | | |
| Grounding | | | | | | | | | | |
| Loss of Steering | | | | | | | | | | |
| First Aid | | | | | | | | | | |
| Security | | | | | | | | | | |

Date:

9.0 Risk Assessment

A risk assessment is essentially a careful examination of what in your work could cause harm or injury to people. This is achieved by looking at the severity of the task being carried out, multiplied by the probability that it will occur. This will produce a score which will enable you to decide which task needs attention immediately.

All tasks and work procedures should be assessed at least once a year and any changes or amendments to the working procedure should be implemented.

Some common methods of controlling risk are:

- Replacing a hazardous system, e.g. using mechanical aids to reduce or eliminate the need for manual handling.
- Replacing a substance with a less hazardous substance, e.g. replacing a flammable with a non-flammable substance.
- Designing the workplace to reduce risk, e.g. providing guards around mechanical equipment.
- Ensuring a clean and tidy workplace to prevent trips and slips.
- Isolating the process or the worker, e.g. switching off and isolating machines before carrying out repairs or alterations.
- Providing adequate training and supervision.
- Establishing emergency planning procedures, including first aid.
- Providing protective equipment, clothing or signs (they should be used only as a last resort after all other ways of eliminating the hazard have been fully explored)
- Analysing and investigating accidents and dangerous occurrence.

9.1

| Risk Assessment (Form 1) | | | | | | | | |
|--|---|---|----------|----------------------|-----------------------|--|---|---|
| Assessment by: | | Vessel: | | Date: | | | | |
| Position | | Location | | Sheet No: 1 of | | | | |
| Description | | Frequency of Exposure | | No of People Exposed | | | | |
| Hazard No. | Hazard | Probability | Severity | Risk Factor | Risk Control (Yes/No) | | | |
| <p>Notes</p> <table> <tr> <td> Probability 1 = Unlikely 2 = Possible 3 = Even Chance 4 = Likely 5 = Certain </td> <td> Severity 1 = First Aid Injury 2 = Lost Time Injury 3 = Temporary Disabling Injury 4 = Permanent Disabling Injury 5 = Fatal Injury </td> <td> Risk Factor 1 to 2 = No further action required 3 to 6 = No additional controls required but needs monitoring to ensure controls are maintained 8 to 10= Efforts are needed to reduce risk 12 to 16= Work should not be started until the risk has been reduced 20 to 25 = Work should not be started or continued until risk is reduced. If it is not possible to reduce work remains prohibited </td> </tr> </table> | | | | | | Probability 1 = Unlikely 2 = Possible 3 = Even Chance 4 = Likely 5 = Certain | Severity 1 = First Aid Injury 2 = Lost Time Injury 3 = Temporary Disabling Injury 4 = Permanent Disabling Injury 5 = Fatal Injury | Risk Factor 1 to 2 = No further action required 3 to 6 = No additional controls required but needs monitoring to ensure controls are maintained 8 to 10= Efforts are needed to reduce risk 12 to 16= Work should not be started until the risk has been reduced 20 to 25 = Work should not be started or continued until risk is reduced. If it is not possible to reduce work remains prohibited |
| Probability 1 = Unlikely 2 = Possible 3 = Even Chance 4 = Likely 5 = Certain | Severity 1 = First Aid Injury 2 = Lost Time Injury 3 = Temporary Disabling Injury 4 = Permanent Disabling Injury 5 = Fatal Injury | Risk Factor 1 to 2 = No further action required 3 to 6 = No additional controls required but needs monitoring to ensure controls are maintained 8 to 10= Efforts are needed to reduce risk 12 to 16= Work should not be started until the risk has been reduced 20 to 25 = Work should not be started or continued until risk is reduced. If it is not possible to reduce work remains prohibited | | | | | | |

| Risk Assessment Form 2 | | | |
|-------------------------------|------------------------------|---------------------|---------------------------|
| Description of Work | | | Date: |
| | | | Sheet No. 1 of |
| Recommended Action | | | |
| Hazard No. | Action taken to control risk | Revised risk factor | Closed out Signature/Date |
| | | | |
| Additional Comments | | | |
| Signature / Position / Date | | | |

10 Checklists

The completion of checklists plays a very important part of the safety management of the vessel. It is written proof that all checks are being done. If for some reason any part of a checklist cannot be completed a note should be added and the reason reported. Each item on the checklist is to be checked before being ticket off.

The checklists will be issued to the vessel in a booklet form which will have sufficient checklists to last for one calendar month.

The checklists should be retained on-board for at least one year then sent to the office.

10.1

Daily Checklist

- All crew present
- Battery Bank No1 No 4
- Engine room fans turned on
- All Schottel oil levels checked
- All M/E oil and water levels checked
- Steering units oil level checked
- All engines charging batteries
- 24v batteries on
- Daily service tanks topped up
- All main engines running as normal
- Steering power switched on

- Fresh water topped up
- Bilge alarm tested
- Visual inspection of deck
- Visual inspection of both ramps
- Draft indicator operated before leaving the berth

- All engine temperatures and pressures reading correct
- Hydraulics operational
- Radar, GPS & AIS operational
- All VHF's turned on
- Inform harbour on CHF 14 on departure
- Give coast guard T.R. message on departure

8.2

Date: _____

Carlingford Lady Daily Checklist Deck

| | Engine Oil | Schottel Oil | Steering Oil | Water | Fuel Tank | Amp Meter |
|-----------|------------|--------------|--------------|-------|-----------|-----------|
| E/R No. 1 | | | | | | |
| E/R No. 2 | | | | | | |
| E/R No. 3 | | | | | | |
| E/R No. 4 | | | | | | |

Engine Room Fans All On

Fuel Tank Quantity

Port _____ Stbd _____

Fresh Water Tank Filled

E/R Decks, Access & Stairwells Oil Free

All E/R Vents Open

Hydraulic Tank Level

Oil Drums On-board

Engine _____ Schottel _____ Hydraulic _____

Toilets, Passenger Lounge, Galley Cleaned

Date:

10.3 Weekly Checklist

| | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|---------------------------------------|--------|---------|-----------|----------|--------|----------|--------|
| Rescue Boat Sponson, Contents Checked | * | | | | | | |
| Outboard Engine Run Ahead and Astern | * | | | | | | |
| Petrol Tank Level Checked | * | | | | | | |
| Davitt Winch operational & Greased | | * | | | | | |
| Visual Inspection Lifejackets | | | * | | | | |
| Fire Pump Tested | | | | * | | | |
| Emergency Fire Pump Tested | | | | | * | | |
| Fire Boxes contents checked | | | * | | | | |
| Visual Inspection Life Rafts | | | | * | | | |
| Visual Inspection of Ramps & Hinges | | * | | | | | |
| Gate Hinges Checked | | * | | | | | |
| Back up Hydraulics Tested | | | | | | * | |
| CO2 Cabinets Checked | | | | | * | | |
| Void Spaces below Engine Room Checked | | | | | | | * |
| All Engine Guards in place | | | | | | | |
| | | | | | | | |
| Horn | * | | | | | | |
| General Alarm | | | | | | | * |
| Bilge Alarms | | * | | | | | |
| GMDSS Test Call | | | | | | | * |
| Exercise Log Filled Out | | | | | | | * |
| Nav Lights Main and Emergency | | | * | | | | |

10.4 Monthly Checklist

Month _____ Date _____ Sign: _____

| | | |
|---|--|--|
| Rescue Boat Wire, Strops & Hook | | |
| Mooring Lines | | |
| Fuel Shut Offs | | |
| No. 1 Emergency Stop | | |
| No. 2 Emergency Stop | | |
| No. 3 Emergency Stop | | |
| No. 4 Emergency Stop | | |
| Fans & Fuel Pumps local and remote stop | | |
| Batteries level & S.G. | | |
| Void Space apart from below E/R | | |
| Bilge alarm tested locally | | |
| Bilge pump | | |
| Pyrotechnics counted and in date | | |
| Line throwers checked and in date | | |
| Fire extinguishers in place, unused and in date | | |
| Anchor winch run and greased | | |
| Hand held VHF's tested | | |
| Lifbuoy lights checked | | |
| Fire Alarms tested at call points | | |
| Heat Detectors in E/R's tested | | |
| Emergency Lighting checked | | |
| HRU's checked and in date | | |
| Lifbuoy | | |
| Buoyant apparatus & Lines | | |
| Crew Saver Jackets | | |
| CO2 Alarms | | |
| Water drained from CO2 lines | | |

10.5

CREW MEMBERS FAMILIARISATION CHECKLIST

HAND ONE COPY TO EACH NEW CREW MEMBER UPON JOINING THE VESSEL. GIVE A GUIDED TOUR OF THE VESSEL WITH INDUCTION TRAINING SO THAT THIS CHECKLIST CAN BE COMPLETED. THE COMPLETED CHECK TO BE HANDED TO THE MASTER PRIOR TO SAILING

| CREW MEMBERS FAMILIARISATION CHECKLIST | |
|---|--------------------------|
| NAME: | RANK: |
| VESSEL: FOYLE VENTURE | DATE: |
| JOINING CREW MEMBER TO TICK EACH OF THE FOLLOWING TO ACKNOWLEDGE EACH FUNCTION (Tick box) | |
| Induction Tour Undertaken | <input type="checkbox"/> |
| Fully understood duties and responsibilities | <input type="checkbox"/> |
| Locate Firefighting Equipment | <input type="checkbox"/> |
| Locate Lifesaving Equipment | <input type="checkbox"/> |
| Locate Lifejackets | <input type="checkbox"/> |
| Locate Muster Point and understand emergency duties | <input type="checkbox"/> |
| Locate, read and understand the company's DSM and Safety Environmental Policies | <input type="checkbox"/> |
| SIGNATURE OF CREW MEMBER: | _____ |
| DATE AND TIME: | _____ |
| SIGNATURE OF MASTER: | _____ |

11 Company Review

Carlingford Ferries will review this Safe Management Code at least once every 3 years

Review Date Remarks & Amendments
Signature

| | | |
|----------|-----------------------|--|
| 29/4/03 | Daily Checklist | |
| | Loss of Propulsion | |
| | Diving Operations | |
| 13/12/06 | Review of all aspects | |
| | Risk Assessment | |
| | Accident Report Forms | |
| | | |
| | | |
| | | |