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Prepared By:	Ian McIntosh-Oakley	Managing Director
Authorised By:	Ian McIntosh-Oakley	Managing Director
Management Responsibility: Superintendent		Functional Responsibility: Master

Fleet Familiarisation System

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1. PURPOSE

STCW requires Basic Safety Familiarisation be undertaken by all personnel upon joining a ship to a level that will allow them to undertake basic safety functions and to understand emergency procedures onboard. The MyriadSea MSMS also requires that personnel be fully familiarised in their role onboard.

This document defines a framework for the familiarisation of new or returning personnel throughout the fleet.

This is not a training manual, and when completing onboard familiarisation personnel are encouraged to seek guidance from those manuals and training modules found onboard.

2. SCOPE

This manual applies to all seagoing personnel throughout the fleet.

Familiarisation shall be carried out by all new personnel, those personnel who transfer within the fleet (although familiarisation relating to general operations and company policies need not be re-familiarised for transferring personnel) and those who return from a period of absence from their ship.

Personnel who are serving onboard ships in the fleet at the time this system is issued must complete familiarisation according to this system within three months of the issue date or at the time they next join, whichever is earlier.

3. RESPONSIBILITIES

Position	Responsibilities
Marine Manager	<ul style="list-style-type: none"> ▪ Shall ensure that training plans are established for familiarisation of employees and contractors with the company’s policies, procedures, equipment and machinery used in the event of a shipboard emergency.
Marine & Technical Superintendents	<ul style="list-style-type: none"> ▪ Shall ensure that familiarisation training plans are documented and implemented. ▪ Responsible for ensuring crew training records are maintained, updated and retrievable within the crew department.
Master	<ul style="list-style-type: none"> ▪ Shall ensure that the provision of familiarisation training by heads of department is of a standard to assure an effective emergency response. ▪ Maintaining records of employees and contractors who have been familiarised with the ship. ▪ Maintaining records of personnel who participated in practice emergency muster drills. ▪ Ensuring emergency procedure training is provided to employees as part of their familiarisation training.
Head of Department	<ul style="list-style-type: none"> ▪ Shall develop onboard and ship-specific training modules covering pertinent aspects of safety and operations to enhance the training experience and ensure the highest standards are maintained. ▪ Shall ensure that all employees and contractors working on-board during passage are familiarised in accordance with this plan. ▪ Shall ensure that all employees and contractors are aware and familiarised with their specific duties as defined on the ship’s muster list.

4. Familiarisation Introduction

4.1 General

Familiarisation shall be carried out aboard MyriadSea ships to ensure compliance with STCW and MSMS.

This familiarisation system shall ensure that all personnel are competent in the basic functions required by STCW VI/1.1 as well as their normal shipboard duties as defined by MyriadSea procedures and training.

The level of monitoring and supervision required during each module of familiarisation is specified within this familiarisation system.

Ship's personnel are encouraged to establish training manuals to support this framework, but these must in no circumstances conflict with the requirements of this system.

4.2 Familiarisation Requirements

All new MyriadSea personnel shall undertake familiarisation appropriate to their role and the ship on which they are serving. The familiarisation matrix included within this system identifies which modules must be undertaken by specific personnel.

ALL new personnel must complete the "Basic Safety Familiarisation" module immediately upon joining their ship, and this is to be signed complete within the first day onboard.

Where personnel transfer between ships in the fleet, they shall complete full familiarisation for their new ship. These personnel shall not be required to repeat the company or any other identified non-ship-specific familiarisation modules. Specific requirements for transferring personnel are given in the familiarisation matrix.

No time frame for completion is identified within this system. Completion of a module (and therefore familiarisation) is based on individual competence, however, MyriadSea expects this training be completed in a timely manner taking into account individual experience and the demands of the role.

It is recognised that a shorter period of time will be needed to re-familiarise personnel returning to a ship after a period of absence. These personnel should ensure they are competent to carry out all of the functions of their role as soon as possible.

4.3 Recording Requirements

All MyriadSea seagoing personnel shall have their own crew file, which shall include a copy of all completed familiarisation modules for each ship.

Original copies of these documents shall be retained onboard for one year, and completion of familiarisation shall be recorded in a suitable database.

4.4 Completion

Familiarisation shall only be deemed complete when all modules required by the familiarisation matrix have been successfully completed.

5. Familiarisation Matrix & Record of Familiarisation

05.1 General

To complete shipboard familiarisation, crew members must complete all familiarisation modules relevant to their position onboard:

Position	Familiarisation Module (Part No.)									
	6.1	6.2	6.3	6.4.1	6.4.3	6.5.1	6.5.2	6.5.3	6.6	6.7
	Basic Safety Familiarisation	Safety Equipment Familiarisation	Company Operations ■	Deck Department Routine	Deck Department Officers	Engineering Department Routine	Engineering Department Officers	Engineering Department ETO s	Nav / Bridge Familiarisation	Security Familiarisation
Master	●	●	●	●	●				●	
Chief Officer	●	●	●	●	●				●	
OOW Deck	●	●	●	●	●				●	
Deck Officer Cadet	●	●	◇	◇	◇				◇	
Bosun	●	●	●	●						
AB Deck	●	●	●	●						
Trainee AB	●	●	◇	◇					◇	
Chief Engineer	●	●	●			●	●			
Second Engineer	●	●	●			●	●			
OOW Engineer	●	●	●			●	●			
ETO	●	●	●			●		●		
Engineer/ ETO Cadet	●	●	◇			◇	◇	◇		
Fitter/ Welder	●	●	●			●				
AB Engine	●	●	●			●				
Trainee Engine Rating	●	●	◇			◇				
Chief Cook/ Cook	●	●	●							
Catering Assistant	●	●	●							

- Denotes required familiarisation
- ◇ Indicates training may be on an ongoing basis (used mainly in training roles)
- Transferring/returning personnel need not complete these familiarisation modules

05.2 Record of Familiarisation

To complete shipboard familiarisation, the Record of Familiarisation (Form 5) must be completed by the Master or Head of Department. Completed modules should be attached to this form, which is to be placed in the crew file.



RECORD OF FAMILIARISATION

1	Ship	
2	Name	
3	Position/Rank	

This Record of Familiarisation is to be completed by the Master or Head of Department once all familiarisation modules are completed by the crew member. The completed modules must be reviewed and attached to this record.

The Master or HoD is to initial each module below to confirm that each module has been reviewed and attached.

Position	Familiarisation Module										
	6.1	6.2	6.3	6.4.1	6.4.3	6.5.1	6.5.2	6.5.3	6.6	6.7	
	Basic Safety Familiarisation	Safety Equipment Familiarisation	Company Operations	Deck Department Routine	Deck Department Officers	Engineering Department Routine	Engineering Department Officers	Engineering Department ETOs	Nav / Bridge Familiarisation	Security Familiarisation	
Master											
Chief Officer											
OOW Deck											
Deck Officer Cadet			◇	◇	◇				◇		
Bosun											
AB Deck											
Trainee AB			◇	◇					◇		
Chief Engineer											
Second Engineer											
OOW Engineer											
ETO											
Engineer/ ETO Cadet			◇			◇	◇	◇			
Fitter/ Welder											
AB Engine											
Trainee Engine Rating			◇			◇					
Chief Cook/ Cook											
Catering Assistant											

*Refer to Fleet Familiarisation for symbol key

The above crew member has completed all familiarisation modules applicable to their position onboard.

CREW MEMBER
/ /20

HEAD OF DEPARTMENT
/ /20

MASTER
/ /20

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6. FAMILIARISATION MODULES

6.1 Basic Safety Familiarisation

6.1.1 General

This familiarisation module shall be completed by all personnel during their first day onboard and covers the basic familiarisation requirements laid down by STCW A-VI/1.1.

These requirements shall be adjusted to suit each ship of the fleet and the appropriate familiarisation form shall be completed by the crew member and trainer.

6.1.2 Familiarisation Requirements

This Basic Safety Familiarisation shall be the first module completed by new and transferring personnel.

The contents of this module meet the following requirements of STCW A-VI/1.1:

- 1 Before being assigned to shipboard duties, all persons employed or engaged on a seagoing ship other than passengers, shall receive approved familiarization training in personal survival techniques or receive sufficient information and instruction, taking account of the guidance given in Part B, to be able to:
 - .1 *communicate with other persons on board on elementary safety matters and understand safety information symbols, signs and alarm signals;*
 - .2 *know what to do if:*
 - .2.1 *a person falls overboard,*
 - .2.2 *fire or smoke is detected, or*
 - .2.3 *the fire or abandon ship alarm is sounded;*
 - .3 *identify muster and embarkation stations and emergency escape routes;*
 - .4 *locate and don lifejackets;*
 - .5 *raise the alarm and have basic knowledge of the use of portable fire extinguishers;*
 - .6 *take immediate action upon encountering an accident or other medical emergency before seeking further medical assistance on board; and*
 - .7 *close and open the fire, weathertight and watertight doors fitted in the particular ship other than those for hull openings.*

This familiarisation module shall cover the ship specific elements of this requirement, ensuring these functions are thoroughly understood. Theoretical elements of this training will have been covered in STCW Basic Training.

RESPONSIBILITY

Management responsibility for Basic Safety Familiarisation rests with the Master and Deck Officers.

Functional responsibility lies with the new crew member's head of department. Training and instruction may be directly delegated to a suitable trainer meeting the requirements set out below.

DOCUMENTATION

Personnel under training are referred to all MSMS documentation to assist in their familiarisation.

6.1.3 Monitoring & Supervision

UNTIL COMPLETION

Until the crew member has successfully completed this module of familiarisation they shall be supervised closely by the trainer.

Before allowing personnel to familiarise alone, areas which are out of bounds must be clearly identified.

UPON COMPLETION

Upon completion of Module One familiarisation, the crew member will understand basic safety procedures aboard ship and understand the basic action to be taken in the event of an emergency.

THE TRAINER

The trainer shall be an appropriately experienced crew member of any rank or position who has served for at least six calendar months aboard the ship in question **or** an Officer of the relevant department. The trainer details shall be recorded on the familiarisation record for this module. Wherever possible the trainer should work in a similar department to and hold a position similar or more senior than the crew member under training.

6.1.4 Completion

Competence in this module shall be demonstrated by completion of form 6.1.

The crew member must demonstrate competence in each of the assigned tasks prior to the trainer signing that task as complete. Once completed the record of familiarisation shall be forwarded to the HoD for signature.



FLEET

BASIC SAFETY FAMILIARISATION

This form is to be completed by all new crew members joining the ship in accordance with the requirements of the Fleet Familiarisation System. Competence shown below indicates successful completion of the Basic Safety Familiarisation as required by the MyriadSea Fleet Familiarisation System and STCW VI/1.1.

1	Ship	
2	Name	
3	Position/Rank	
4	Trainer	
5	Position/Rank	

To successfully complete this familiarisation module, all of the following units must be completed:

Element	Description	Crew Member	Trainer	Date
6.1. -	Basic Safety Familiarisation	-----	-----	-----
.1	Communicates with other persons onboard on elementary safety matters and understands safety information, symbols, and signs. Knows how to operate ship's telephone system and contact bridge.			
.2	Understands alarm signals and action to take on hearing: <ul style="list-style-type: none"> • General Emergency • Abandon Ship • Man Overboard 			
.3	Understands actions to take in the event of: <ul style="list-style-type: none"> • Man Overboard 			
	<ul style="list-style-type: none"> • Fire or Smoke is detected 			
	<ul style="list-style-type: none"> • Any of the alarms given in 6.1.2 are sounded 			
.4	Identifies all assembly and muster stations as well as embarkation stations. Is familiar with all emergency escape routes.			
.5	Knows the location of all lifejackets and how to don them correctly			
.6	Knows how to raise the alarm through the following means: <ul style="list-style-type: none"> • Manual Call Points • Telephone • Radio 			
.7	Demonstrates an understanding of the immediate steps to take should an emergency, accident or medical incident be discovered. Recognises the need to seek further assistance.			
.8	Is able to operate fire, weathertight and watertight doors (other than those for hull openings) as well as portable fire extinguishers.			
.9	Identifies areas where access is prohibited or restricted and understands engine room access procedures			
.10	Understands the extreme dangers associated with enclosed spaces.			

The crew member named above has successfully demonstrated competence in the above familiarisation units and has completed onboard Basic Safety Familiarisation.

CREW MEMBER

/ /20

TRAINER

/ /20

HEAD OF DEPARTMENT

/ /20

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6.2 Safety Equipment Familiarisation

6.2.1 General

This familiarisation module is intended to give ship staff a thorough knowledge of the layout of the ship and the location and operation of all emergency equipment (life-saving appliances & fire-fighting equipment).

This should be carried out as soon as possible after the crew member joins the ship and may partly be carried out in conjunction with the Basic Safety Familiarisation module.

6.2.2 Familiarisation Requirements

This module is to be completed by ALL new personnel and those required to re-familiarise in accordance with the familiarisation matrix.

Upon completion of this module crew members should be expected to take up their assigned duties as given on the ship's muster list, and trainers must bear this in mind when declaring the crew member under training as competent.

They should be able to operate all identified safety equipment. In the case of ratings, they should be able to operate all such equipment with the aid of the posted operating instructions if needed.

RESPONSIBILITY

Management responsibility for Safety Equipment Familiarisation rests with the Master.

Functional responsibility lies with the direct supervisor or manager of the new crew member. Training and instruction may be directly delegated to a suitable trainer meeting the requirements set out below.

DOCUMENTATION

Personnel under training are referred to all MSMS documentation to assist in their familiarisation and should have a working knowledge of the contents of all safety manuals. This shall include, but not be limited to:

- SOLAS Training Manual / LSA Manual
- Fire Fighting Appliance Manual

6.2.3 Monitoring & Supervision

UNTIL COMPLETION

This module should **not** be completed prior to completion of the Basic Safety Familiarisation module and as such crew members may be cautiously allowed to familiarise themselves with the vessel if that module is complete. Areas where access is prohibited or restricted must be confirmed before the crew member begins familiarising alone.. **When familiarising with life-saving or fire-fighting appliances, all crew members must be supervised by a suitable trainer (as per below requirements.**

UPON COMPLETION

Upon completion of Module Two familiarisation, the crew member will have a good understanding of:

- the operation of the shipboard life-saving and fire-fighting appliances,
- their duties in an emergency as per the muster list,
- escape routes from all main working areas,
- the PPE required for all routine and emergency operations

A good working knowledge of the general layout of the ship is expected.

THE TRAINER

The trainer shall be an appropriately experienced crew member of any rank or position who has served for at least six calendar months aboard the ship in question **or** an Officer of the relevant department. The trainer details shall be recorded on the familiarisation record for this module. Wherever possible the trainer should work in a similar department to and hold a position more senior than the crew member under training.

6.2.4 Completion

Competence in this module shall be demonstrated by completion of form 6.2.

The crew member must demonstrate competence in each of the assigned tasks prior to the trainer signing that task as complete. Once completed the record of familiarisation shall be forwarded to the HoD for signature.

The HoD must remember that once this module is complete, the crew member will form part of the ships emergency response, and so must be suitably trained before that time.



SAFETY EQUIPMENT FAMILIARISATION

This form is to be completed by all new crew members joining the ship in accordance with the requirements of the Fleet Familiarisation System.

1	Ship	
2	Name	
3	Position/Rank	
4	Trainer	
5	Position/Rank	

To successfully complete this familiarisation module, all of the following units must be completed:

Element	Description	Crew Member	Trainer	Date
6.2. -	<i>Safety Equipment Familiarisation</i>	-----	-----	-----
.1	Location and operation of all portable fire extinguishers: <ul style="list-style-type: none"> • powder, • water, • CO₂, • foam, • fire hoses, including nozzles and hydrants 			
.2	Location and operation of fixed fire appliances (as fitted): <ul style="list-style-type: none"> • foam system, • sprinkler system, • CO₂, • drenchers or flooding system • foam • water mist 			
.3	With respect to the fixed CO ₂ fire fighting system, knows the dangers and precautions associated with this system.			
.4	Understands the Fire Control & Safety Plan. Knows the meaning of key symbols, and knows how to locate equipment. Knows the location of Fire Control & Safety Plans.			
.5	Locates all fire stations and understands use of the contents: <ul style="list-style-type: none"> • the correct donning of all fire-fighting uniform • the correct donning, testing and use of SCBA, including • the correct donning of chemical suits. 			
.6	Freefall Lifeboat: <ul style="list-style-type: none"> • Knows the safety precautions to be taken before entering the boat (ensuring it is secure) • Knows how to check that the release hook is in the secure position • Knows how to prepare the boat for launching (removal of safety pins/ bars), including knowing what equipment should be brought to the boat in preparation for evacuation. • Knows that there are two ways to release the freefall boat in an emergency, the main and secondary release mechanisms. • Knows how to release the boat using the normal release mechanism in an emergency. Can locate the instructions. • Knows how to release the boat using the secondary release mechanism in an emergency. Can locate the instructions. • Knows how to start and operate the lifeboat engine. • Knows immediate action to take after launching. 			

.7	Knows how to launch davit-launched liferafts: <ul style="list-style-type: none"> Using the winch in normal, accumulator and manual modes Knows how to release and reset the hook mechanism 			
.8	Knows how to launch and board throw-overboard liferafts: <ul style="list-style-type: none"> Throwing overboard and inflation Use of bowing lines Checking condition of boarding ladder. 			
.9	Rescue Boat: <ul style="list-style-type: none"> Knows how to check the boat is secure before entering Knows how to prepare the boat for launching, including the removal of all securing devices and checking the hook Knows how to check or verify that the hook is securely locked before lowering the boat for launching Knows the PPE required for rescue boat operations, including the mandatory wearing of lifejackets Knows how to operate the rescue boat winch in normal, accumulator and manual modes of operation Knows how to lower the boat to the water Knows how to release the hook both on- and off-load Knows how to start and operate the lifeboat engine. Knows action to take immediately after launching Knows the recovery procedure, including how to check and verify that the hook is secure and all safety devices which must be fitted. 			
.10	Knows where to find detailed launching instructions for all LSA.			
.11	Locates all escape routes from primary work area (deck and engine department shall locate all escape routes).			
.12	Correctly operates all watertight doors.			
.13	Understands operation of the ship's muster list and knows own duties in the event of an emergency.			
.14	Locates SOLAS Training Manual and has a working knowledge of contents.			
.15	Physically demonstrates location of all muster stations.			
.16	If the ship is fitted with auto-closing devices on fire doors, understands that fire doors can be closed remotely at any time and precautions to be taken as a result of this.			
.17	Locates all Pollution Control Equipment and has a working knowledge of the Shipboard Oil Pollution Emergency Plan (SOPEP Plan). Treatment of hypothermia and instructions for using life-saving appliances in severe weather conditions.			
.18	Has a good understanding of the general layout of all spaces in the ship.			
.19	Understands the dangers of chemicals used in shipboard operations and the safe and correct stowage of these. Identifies chemicals which may be used regularly in their role.			
.20	Identifies suitable PPE for chemical work.			
.21	Knows the location of and how to don the chemical suits.			
.22	Locates and demonstrates the use of all Material Safety Data Sheets (MSDS) and recognises their importance.			
.23	Can locate the emergency generator, and understands how it operates, including how long it takes to start in a blackout.			
.24	Can locate all fire pumps, and knows where these can be started and stopped from.			
.25	Knows how to operate fire flaps and dampers onboard, including: manual, sprung, automatic, electric, hydraulic or pneumatic.			

The crew member named above has successfully demonstrated competence in all of the above familiarisation units and has completed Safety Equipment Familiarisation.

CREW MEMBER
/ /20

TRAINER
/ /20

HEAD OF DEPARTMENT
/ /20

Company Operations Familiarisation

6.3.1 General

This module gives details of the operation of the company with particular emphasis on MSMS and the effect it has on personnel working aboard ship.

This module recognises the importance of all personnel having an understanding of the management of the day to day operations of the company and the policies that dictate onboard safe working practice.

6.3.2 Familiarisation Requirements

This module is to be completed by ALL new personnel and those required to re-familiarise in accordance with the familiarisation matrix.

This module should give personnel the opportunity to gain a working overview of the company systems, policies and procedures. Particular attention is drawn to all MSMS documents.

RESPONSIBILITY

Management responsibility for company operations familiarisation rests with the Ship Management Team.

Functional responsibility lies with the direct supervisor or manager of the new crew member. Training and instruction may be directly delegated to a suitable trainer meeting the requirements set out below.

6.3.3 Monitoring & Supervision***UNTIL COMPLETION***

Crew members who have not completed this module should be supported by a Senior Officer or rating in matters relating to company procedure. The Master must bear in mind their lack of familiarity with company operations. The Head of Department should only assign duties based on demonstrated knowledge and should support more closely.

UPON COMPLETION

Upon completion of Module Three familiarisation, the crew member will understand the use of MSMS and the implications this has on day to day operations.

THE TRAINER

The trainer shall be an appropriately experienced crew member of any rank or position who has served for at least six calendar months aboard the ship in question or an Officer of the relevant department. The trainer details shall be recorded on the familiarisation record for this module. Wherever possible the trainer should work in a similar department to and hold a position similar to the crew member under training.

6.3.4 Completion

Competence in this module shall be demonstrated by completion of form 6.3.



FLEET

COMPANY OPERATIONS FAMILIARISATION

This form is to be completed by all new crew members joining the ship in accordance with the requirements of the Fleet Familiarisation System.

1	Surname	
2	Forename	
3	Company ID#	
4	Position/Rank	
5	Trainer	
6	Company ID#	
7	Position/Rank	

To successfully complete this familiarisation module, all of the following units must be completed:

Element	Description	Crew Member	Trainer	Date
6.3. -	<i>Company Operations Familiarisation</i>	-----	-----	-----
.1	MSMS C01, C02, C03, C04, C06: Understands the basic organisation of the company, including the authority of the Master.			
.2	MSMS C05: Is able to identify the Designated Person Ashore (DPA) and his role within the MSMS			
.3	MSMS D03: Recognises correct joining procedures for any MyriadSea ship			
.4	MSMS POLICIES: Locates and shows an understanding of all company policies, with particular emphasis on the following:			
.5	• Safety & Environment Policy			
.6	• Alcohol & Drugs Policy			
.7	• Security Policy			
.8	• MLC Policy			
.10	Knows how to locate procedures and forms relevant to their role and department in MSMS.			
.11	Knows that MSMS is a fully electronic system, and that printed documents are always uncontrolled. Knows that electronic copies of forms and documents must be downloaded from MSMS.			
.12	Understands own responsibilities under MSMS.			
.13	Locates all third-party safe working practice documents.			

The crew member named above has successfully demonstrated competence in all of the above familiarisation units and has completed onboard Basic Safety Familiarisation.

CREW MEMBER

/ /20

TRAINER

/ /20

HEAD OF DEPARTMENT

/ /20

6.4 Deck Department Familiarisation

6.4.1 General

This module covers all aspects of deck department routine procedures and must be completed before personnel are permitted to undertake these. There is one checklist for routine Deck Department operations and another checklist that is to be completed by Deck Officers

6.4.2 Familiarisation Requirements

This module is to be completed by ALL new deck department personnel and those required to re-familiarise as per the familiarisation matrix. Upon completion of this module crew members should be expected to take up routine and/or cargo operations depending on the section of the module which has been completed.

RESPONSIBILITY

Management responsibility for deck department familiarisation rests with the Master.

Functional responsibility lies with the Chief Officer. Training and instruction may be directly delegated to a suitable trainer meeting the requirements set out below.

6.4.3 Monitoring & Supervision

UNTIL COMPLETION

Until the "routine" section of this module is complete the crew member shall not be permitted to undertake routine deck duties as laid down in this system unless they are supervised. Supervised can mean working as part of a team led by a familiarised team leader, however the team leader.

Officers may not lead a routine deck operation until this module is completed unless they are supervised by a familiarised Officer.

UPON COMPLETION

Upon completion of Module Two familiarisation, the crew member will be able to undertake the duties required of their position without any supervision or monitoring.

A good working knowledge of the procedures covered is expected as is knowledge of the safety systems in place to protect crew members from harm. Once complete, the crew member may be assigned deck duties appropriate to their position aboard ship.

THE TRAINER

The trainer shall be an appropriately experienced crew member of the deck department who has served for at least six calendar months aboard the ship in question or, in the case of an Officer familiarising, an Officer of the deck department. The trainer details shall be recorded on the familiarisation record for this module.

6.4.4 Completion

Competence in this module shall be demonstrated by completion of the appropriate forms 6.4.1 and 6.4.2. The crew member must demonstrate competence in each of the assigned tasks prior to the trainer signing that task as complete. Once completed the record of familiarisation shall be forwarded to the HoD for signature.



FLEET
DECK DEPARTMENT FAMILIARISATION
ROUTINE

1	Name	
2	Company ID#	
3	Position/Rank	
4	Trainer	
5	Company ID#	
6	Position/Rank	

To successfully complete this familiarisation module, all of the following units must be completed:

Element	Description	Crew Member	Trainer	Date
6.4.1 -	<i>Deck Department Familiarisation</i>	-----	-----	-----
.1	PPE which is to be used for routine deck department work.			
.2	Equipment which requires particular training before it is used. <ul style="list-style-type: none"> • Cargo Cranes • Stores or Other Cranes • Hatch Covers • Cargo Securing Equipment 			
.3	The Location of all mooring equipment and its safe use including mooring deck communication systems.			
.4	The routine mooring procedure.			
.5	The location of anchoring equipment and its safe use including communication and the requirement to have an Officer present in a supervisory capacity.			
.6	The routine anchoring procedure.			
.7	Procedures for ensuring watertight integrity including the safe operation of opening or closing of hatch covers, access hatches and watertight doors.			
.8	Need to keep all untrained and unauthorised personnel clear of the mooring decks at all times especially when lines are being worked.			
.9	Knows that the entire mooring deck is a potential snap-back zone and the risks associated with mooring operations. Knows the required precautions that must be taken.			
.10	Special procedures when using chemicals including any special PPE and application procedures as well as location of and contents of Material Safety Data Sheets (MSDS).			
.11	Knows the risks associated with closed space entry, and procedure to be follow prior to any such entry. Any key enclosed spaces identified.			
.12	Precautions for safe access to and from all external spaces in all conditions, with special consideration to the size of the ship.			
.13	Demonstrates a good knowledge of the general ship layout.			
.14	Demonstrates knowledge of the launching & recovery procedure for: <ul style="list-style-type: none"> • Lifeboats • Rescue Boats • Liferafts 			

.15	Demonstrates an understanding of the location of basic bridge equipment: (not required if completing Bridge Familiarisation) <ul style="list-style-type: none"> • Binoculars • Flags, shapes • Lookout duties • QM Duties & Steering 			
.16	Knows the location of all ballast tank sounding pipes and knows the importance of ensuring these are always closed when soundings are not being taken.			
.17	Understands the operation of the emergency steering system.			
.18	Precautions to be taken when undertaking deck safety or other rounds in heavy weather.			
.19 (AB)	Has been familiarised with the ships greasing & maintenance routine.			
.20 (AB)	Has been familiarised with the paint system in use on board and the location of all paint and paint supplies including thinners and fixed fire suppression in place in the paint locker.			
.21	Dangerous stores carried aboard ship & precautions surrounding their stowage and use.			

The crew member named above has successfully demonstrated competence in all of the above familiarisation units and has completed Routine Deck Department Familiarisation. The above named may now undertake routine deck department duties not including cargo duties until that section of this module has been completed.

CREW MEMBER
/ /20

TRAINER
/ /20

HEAD OF DEPARTMENT
/ /20



DECK DEPARTMENT FAMILIARISATION

DECK OFFICERS (ADDITIONAL)

1	Surname	
2	Forename	
3	Company ID#	
4	Position/Rank	
5	Trainer	
6	Company ID#	
7	Position/Rank	

To successfully complete this familiarisation module, the Officer must complete the units relevant to their position:

Element	Description	Crew Member	Trainer	Date
6.4.3 -	<i>All Deck Officers</i>	-----	-----	-----
.1	Procedures for the loading unloading, stowage and securing of cargo.			
.2	Procedures for the calculation of shipboard stability, use of the stability computer software.			
.3	Ensuring the cargo spaces and the ship in general have been made watertight before proceeding to sea.			
.4	Ship stability limiting criteria.			
.5	MSMS B08: Shipboard Emergency Response Plans			
.8	Special stowage requirements for dangerous goods.			
.9	Internal communications during cargo operation.			
.10	Location and use of emergency and spill equipment.			
.11	Supervision and management of deck department routine operations including overseeing the mooring and anchoring operations.			
.12	Safety precautions during loading and unloading of cargo, required PPE for these operations			
.13	Procedures for reporting any HSQE Occurrences			
.14	Procedures for handling damage to the ship or cargo caused by stevedores during cargo operations.			
.15	FOR ECDIS SHIPS: Completes the MSMS ECDIS Familiarisation Process.			
.16	Familiar with the Official Logbook.			
	<i>Masters and Chief Officers</i>	-----	-----	-----
.16	Management of deck stores and spare parts.			
.17	Use of SMMS, including completion of standard jobs and recording details of work completed as well as purchasing.			
.18	A thorough knowledge of all aspects of the onboard deck maintenance programme.			
.22	Establishing work routines which promote a positive working environment and prevent the onset of fatigue in all personnel.			

The above named Officer has successfully completed familiarisation training for Deck Officers:

OFFICER _____
/ /20

TRAINER _____
/ /20

HEAD OF DEPARTMENT _____
/ /20

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6.5 Engineering Department Familiarisation

6.5.1 General

This module covers all aspects of Engineering department routine procedures and must be completed before personnel are permitted to undertake these. It is divided into three sections, "Routine", "Officers" and "Electro-Technical Officers"

Engineer Officers must complete the Officer section of this module before undertaking unsupervised watchkeeping duties.

Electro-Technical Officers must complete the "Routine" and "Electro-Technical Officers" sections.

6.5.2 Familiarisation Requirements

This module is to be completed by ALL new engineering department personnel and those required to re-familiarise in accordance with the familiarisation matrix.

Upon completion of this module crew members should be expected to take up unsupervised routine & mechanical operations depending on the section of the module which has been completed.

RESPONSIBILITY

Management responsibility for engineering department familiarisation rests with the Master.

Functional responsibility lies with the Chief Engineer. Training and instruction may be directly delegated to a suitable trainer meeting the requirements set out below.

6.5.3 Monitoring & Supervision

UNTIL COMPLETION

Until the "routine" section of this module is complete the crew member shall not be permitted to undertake routine engineering duties as laid down in this system unless they are supervised. Supervised can mean working as part of a team led by a familiarised team leader.

UPON COMPLETION

Upon completion of Module Two familiarisation, the crew member will be able to undertake the duties required of their position without any supervision or monitoring.

A good working knowledge of the procedures covered is expected, as is knowledge of the safety systems in place to protect crew members from harm.

Once complete, the crew member may be assigned engineering duties appropriate to their position onboard ship.

THE TRAINER

The trainer shall be an appropriately experienced crew member of the engineering department who has served for at least six calendar months aboard the ship in question or, in the case of an Officer familiarising, an Officer of the deck department. The trainer details shall be recorded on the familiarisation record for this module.

6.5.4 Completion

Competence in this module shall be demonstrated by completion of the appropriate forms 6.5.1, 6.5.2 and 6.5.3.

The crew member must demonstrate competence in each of the assigned tasks prior to the trainer signing that task as complete. Once completed the record of familiarisation shall be forwarded to the HoD for signature.



FLEET
ENGINEERING DEPARTMENT FAMILIARISATION
ROUTINE

1	Name	
2	Company ID#	
3	Position/Rank	
4	Trainer	
5	Company ID#	
6	Position/Rank	

To successfully complete this familiarisation module, all of the following units must be completed:

Element	Description	Crew Member	Trainer	Date
6.5.1 -	<i>Engineering Department Familiarisation</i>	-----	-----	-----
.1	PPE which is to be used for engineering department procedures. To include the requirement to use hearing protection at all times in machinery spaces.			
.2	Knows how to summon immediate assistance if required.			
.3	The Location of all alarm systems, their uses and activation of emergency call points. This must include the CO2 alarm system and subsequent evacuation procedure.			
.4	Location of ALL fixed and potable fire fighting equipment and engine room escapes. FFE shall include the following: <ul style="list-style-type: none"> • CO2 System and precautions required for its use • Hi-Fog Water mist systems or other water-spray systems. • Portable foam and dry powder extinguisher 			
.5	Location, operation and testing of the emergency generator			
.6	Operation of the engine room communication system including telephone bells, sirens lights and handsets. Knows how and when to communicate with the bridge.			
.7	General requirements with respect to engine room housekeeping, defect reporting and general working routines relevant to the role. For Senior Engineer Officers this must include management of the dept.			
.8	A good working knowledge of all engine room spaces including access and escape, the location of the nearest fire station and likely limitations on movement in the event of a major emergency in the engine rooms.			
.9	An understanding of the location and operation of the fuel system found onboard as it relates to the requirements of the role.			
.10	A good understanding of the MSMS bunkering procedure, risk assessment and briefing requirements and precautions taken to prevent spillage.			
.11	An understanding of the layout and operation of the bilge system as it relates to the role of the crew member.			
.12	Demonstrates understanding of the engine room procedure for receiving stores and spares.			
.13	Understands the extreme dangers associated with enclosed spaces and knows the precautions that are to be taken to prevent incidents occurring.			

The crew member named above has successfully demonstrated competence in routine engineering matters:

CREW MEMBER TRAINER HEAD OF DEPARTMENT
/ / / /
/20 /20 /20



ENGINEERING DEPARTMENT FAMILIARISATION

ENGINEER OFFICERS (ADDITIONAL)

1	Name	
2	Company ID#	
3	Position/Rank	
4	Trainer	
5	Company ID#	
6	Position/Rank	

To successfully complete this familiarisation module, the Officer must complete the units relevant to their position:

ELECTRO-TECHNICAL OFFICERS SHOULD COMPLETE FORM 6.5.3 INSTEAD OF THIS FORM

Element	Description	Crew Member	Trainer	Date
	<i>OOW Engineers</i>	-----	-----	-----
.1	Can operate all internal communication systems found onboard the ship both normal and emergency.			
.2	Recognises and can respond effectively to all engine room alarms including high level and high temperature alarms.			
.3	Can operate all engine room and shipboard systems:			
.4	<ul style="list-style-type: none"> Main Engine(s) 			
.5	<ul style="list-style-type: none"> Auxiliary Engines 			
.6	<ul style="list-style-type: none"> Ballast systems 			
.7	<ul style="list-style-type: none"> Bilge and oily water separation systems 			
.8	<ul style="list-style-type: none"> Cooling system 			
.9	<ul style="list-style-type: none"> Compressed air systems 			
.10	<ul style="list-style-type: none"> Electrical distribution network 			
.11	<ul style="list-style-type: none"> Domestic hot and cold water and filtration system 			
.12	<ul style="list-style-type: none"> Refrigeration systems 			
.13	<ul style="list-style-type: none"> Sewage system 			
.14	<ul style="list-style-type: none"> Air Conditioning System 			
.16	Stores and spare parts, procedure for stocking and using spares as required			
.17	The ships planned maintenance system, either paper or computer based			
.18	A thorough knowledge of all aspects of the fuel oil system including the recording requirements.			
.19	A thorough knowledge of all aspects of the lubrication system.			
20	Details pertaining to the collection and disposal of sludge.			
.21	Knows the entries that must be made in all engine room official documentation.			
.22	Knows the location and outline of the MSMS procedures covering engine room operations and can identify emergency procedures.			
.23	Use of automatic alarm monitoring systems provided onboard.			
.24	Requirements and precautions during UMS operations. Knows where it is safe, the company's preference is for UMS engine room operations.			

Element	Description	Crew Member	Trainer	Date
	Second Engineers	-----	-----	-----
.25	Management of stores and spare parts, procedure for stocking and utilising spares as required			
.26	Use of the ships planned maintenance system, whether paper of computerised. Work planning, and assignment and recording completion of standard jobs.			
.27	Knowledge of the ships purchasing procedures.			
.28	Establishment working routines for members of the engineering department and management of Officers and engine room ratings.			
.29	Understands the backup arrangements in place for the AMOS maintenance system			

Element	Description	Crew Member	Trainer	Date
	Chief Engineers	-----	-----	-----
.30	Management of the Oil Record Book			
.31	Establishment of standing orders, budgets and delegation of authority. This shall also include monitoring the performance of shipboard engineering personnel			
.32	Understands reporting requirements to shore management.			
.33	Precautions associated with the isolation of high voltage operating systems.			

The above Officer has completed Engineer Officer familiarisation appropriate to their position onboard.

 OFFICER / /20 TRAINER / /20 HEAD OF DEPARTMENT / /20



ENGINEERING DEPARTMENT FAMILIARISATION

ELECTRO-TECHNICAL OFFICERS

1	Name	
2	Company ID#	
3	Position/Rank	
4	Trainer	
5	Company ID#	
6	Position/Rank	

Element	Description	Crew Member	Trainer	Date
	<i>Electro-Technical Officer</i>	-----	-----	-----
.1	Can operate all communication systems found onboard the ship both normal and emergency and understands the maintenance requirements of all of these systems.			
.2	Operates all telegraph systems including main and emergency propulsion systems.			
.3	Can operate all shipboard electrical systems including the following:			
.5	<ul style="list-style-type: none"> Electrical supply network 			
.6	<ul style="list-style-type: none"> Emergency supply network 			
.7	<ul style="list-style-type: none"> UPS systems on critical equipment 			
.8	<ul style="list-style-type: none"> Electrical distribution network and the location of all switchboards and equipment 			
.16	Stores and spare parts, procedure for stocking and utilising spares as required			
.17	Use of AMOS, including completion of standard jobs and recording details of work completed.			
.18	Knows the electrical testing procedure onboard.			
.19	Understands the electrical handover notes required for submission to the Chief Engineer			
.20	Knows the entries that must be made in all engine room official documentation.			
.21	Understands the contents of the Engine Room Procedures guide and can identify emergency procedures and contingency plans.			
.22	Use of the automatic alarm monitoring systems provided onboard.			

The above Officer has successfully completed ETO familiarisation:

 OFFICER / /20 TRAINER / /20 HEAD OF DEPARTMENT / /20

6.6 Navigation / Bridge Familiarisation

6.7.1 General

This module is intended for Deck Officers and will ensure they are properly familiar with the operation of the equipment provided to assist in the safe and effective navigation of the ship. The critical nature of this operation necessitates that a separate and complete familiarisation module be provided for this portion of a Deck Officers duties.

6.7.2 Familiarisation Requirements

This module is to be completed by all new Deck Officers and those required to familiarise as per the familiarisation matrix.

This will ensure Deck Officers have the required level of knowledge to carry out their duties on the Navigation Bridge in a safe and effective manner in all conditions. Those Deck Officers who have completed this module will understand the company requirements for the keeping of a safe navigational watch.

RESPONSIBILITY

Management responsibility for navigation/bridge familiarisation rests with the Master.

Functional responsibility lies with the Officer in charge of Navigation. Training and instruction may be directly delegated to a suitable trainer meeting the requirements set out below.

6.7.3 Monitoring & Supervision

UNTIL COMPLETION

Until this module is complete, Deck Officers shall not hold a navigational watch aboard ship unless closely supervised by a fully familiarised Officer. Close supervision can mean holding a watch with a familiarised Officer or the Master on immediate call.

UPON COMPLETION

Upon completion the Officer may hold navigational watches as Officer in Charge of the Watch, with or without a lookout (as per MSMS requirements).

THE TRAINER

The trainer for this module is to be a Deck Officer who has been familiarised with the ship.

6.7.4 Completion

Competence in this module shall be demonstrated by completion of form 6.6. This includes a requirement for the Master to assess the competence of the Officer.

The crew member must demonstrate an understanding of each of the assigned tasks prior to the trainer signing that task as complete. Once completed the record of familiarisation shall be forwarded to the Master for signature.



FLEET

NAVIGATION / BRIDGE FAMILIARISATION

This form is to be completed by all new crew members joining the ship in accordance with the requirements of the Fleet Familiarisation System.

1	Surname	
2	Forename	
3	Company ID#	
4	Position/Rank	
5	Trainer	
6	Company ID#	
7	Position/Rank	

To successfully complete this familiarisation module, all of the following units must be completed:

Element	Description	Crew Member	Trainer	Date
6.6. -	<i>Navigation/Bridge Familiarisation</i>	-----	-----	-----
.1	Locates switches and dimmers for all bridge lights, whistles and search lights.			
.2	Locates and operates all internal communication systems, both normal and emergency systems including each of the following, as fitted: <ul style="list-style-type: none"> • Sound powered phones • PA System • Talkback System • Telephones • Hand-Held UHF/VHF Walkie-talkies 			
.3	Locates and operates all external communication systems, including the following: <ul style="list-style-type: none"> • GMDSS Portable VHF's • Fixed VHF & VHF DSC's • MF/HF Radios & DSC Function • Inmarsat Systems • Aldis lamp and battery 			
.4	Has read and understands Master's standing orders, company policies and emergency contingency plans.			
.5	Understands the entries required in official bridge documentation including the Bridge Logbook and GMDSS logbooks.			
.6	Knows the company requirement for checking and recording compass errors and radar performance.			
.7	Can locate and use all navigational publications, either paper or electronic, and knows the backup arrangements in place for these.			
.8	Understands the operation of all steering systems available onboard: <ul style="list-style-type: none"> • Main Wheel • Bridge Wing Controls • NFU Tiller steering • Emergency Steering position and operation. Understands the operation of the Autopilot system fitted to the ship. Locates the operating switches for the steering motors.			
.9	Locates all magnetic and gyrocompasses and understands the use of the any compass selector or backup system.			
.10	Familiar with the operation of the radars fitted onboard the ship			
.11	For ships fitted with ECDIS: Has completed MSMS ECDIS Familiarisation			

.12	Understands use of the bow thruster system fitted including starting and stopping the motors and engaging control at various locations.			
.19	Operates Navigation and Signal Lights			
.22	Operates the automatic whistle control fog signalling apparatus			
.24	Locates all wiper controls			
.26	Operates all electronic navigational systems including DGPS units, AIS, Echo sounders and logs.			
.28	Locates all SART's and EPIRB's			
.29	Locates pilot card and manoeuvring information			
.30	Understands the immediate response plan in the event of an emergency onboard and knows the procedure for the release of CO2 into any space.			
.31	Locates pyrotechnics and line throwing apparatus.			
.32	Understands the operation of the VDR system			
.35	Knows how to operate from the bridge (where fitted): <ul style="list-style-type: none"> • Fire Pumps • Sprinkler Pumps (where fitted) • Quick Closing Valves • Fan stops and any automatic damper closing systems • Fire door automatic closing system • Any relevant electrical power shutoffs 			

Completion of this module also requires the Master to assess the Deck Officers Navigation/ Bridge familiarity during an actual watch while the vessel is at sea:

		Master
.36	Master: I have assessed the Bridge/ Navigation familiarity of the above Deck Officer during a watch while the vessel was at sea. I am satisfied that they are sufficiently familiar with: <ul style="list-style-type: none"> • Company Navigation Requirement • Masters Standing Orders • Other Instructions • The Bridge and Navigation Equipment To be able to hold a navigational watch with or without a lookout.	

The above crew member has completed navigation/ bridge system familiarisation:

 CREW MEMBER
 / /20

 TRAINER
 / /20

 MASTER
 / /20

6.7 Security Familiarisation

6.7.1 General

This module is intended for all personnel with security duties onboard. For the sake of simplicity, all personnel are required to complete this module. It is intended to ensure that crew are familiar with the security arrangements, procedures and equipment onboard the vessel.

6.7.2 Familiarisation Requirements

This module is to be completed by all new crew member and those required to familiarise as per the familiarisation matrix.

This will ensure crew have the required level of knowledge to carry out their security duties in line with company procedures and requirements. Crew members who have completed this module will understand the company requirements for keeping the ship secure.

RESPONSIBILITY

Management responsibility for navigation/bridge familiarisation rests with the Master.

Functional responsibility lies with the SSO Ship Security Officer. Training and instruction may be directly delegated to a suitable trainer meeting the requirements set out below.

6.7.3 Monitoring & Supervision

UNTIL COMPLETION

Until this module is complete, crew members shall not be designated security duties onboard the ship other than under the direct supervision of someone who has completed this module.

UPON COMPLETION

The crew member may be assigned security duties.

THE TRAINER

The trainer for this module is to be the Ship Security Officer or the Master.

6.7.4 Completion

Competence in this module shall be demonstrated by completion of form 6.7. This includes a requirement for the Master to assess the competence of the Officer.

The crew member must demonstrate an understanding of each of the assigned tasks prior to the trainer signing that task as complete. Once completed the record of familiarisation shall be forwarded to the Master for signature.



FLEET

SECURITY FAMILIARISATION

This form is to be completed by all new crew members joining the ship in accordance with the requirements of the Fleet Familiarisation System.

1	Surname	
2	Forename	
3	Company ID#	
4	Position/Rank	
5	Trainer	
6	Company ID#	
7	Position/Rank	

To successfully complete this familiarisation module, all of the following units must be completed:

Element	Description	Crew Member	Trainer	Date
6.7. -	Security Familiarisation	-----	-----	-----
.1	Knows which areas of the ship are designated secure under the Ship Security Plan.			
.2	Understands the MARSEC levels and has a basic understanding of security requirements at each level.			
.3	Knows who the SSO Ship Security Officer is.			
.4	Knows who the CSO Company Security Officer is and how to contact them.			
.5	Knows the contents of MSMS B09 Ship Security			
.6	Has been made aware of: <ul style="list-style-type: none"> Any doors or access ways that must be kept locked, Who holds keys for secure areas Any security relevant signage. 			
.7	Knows that when in port a gangway watch must be kept at all times.			
.8	Knows the procedure for receiving visitors.			
.9	Knows that a Ship Security Plan exists, that it is approved by the Flag State, and that access to it is restricted.			
.10	Knows what security equipment is available onboard.			
.11	Knows how to raise a security alarm.			
.12	Understands the ships procedures when proceeding in high risk areas.			

The above crew member has completed security familiarisation:

 CREW MEMBER
 / /20

 TRAINER
 / /20

 MASTER
 / /20

7 DOCUMENT DISTRIBUTION & CHANGE REGISTER

Distributed To	Location
MSMS DOCUMENT – All MSMS Users	MSMS MyriadSea Management System
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For MSMS Documents:

1. MSMS documents are automatically updated in the MSMS portal. MSMS Amendment Notices are issued for all changes.

For Non-MSMS Documents:

1. All recipients will receive an electronic version of this manual, attachments, and subsequent updates by email.
2. This manual together with attachments may be printed off but are uncontrolled documents. Recipients are responsible for ensuring documentation held in designated locations, are kept current to the latest electronic version.

Revision No.	Description of Change	Date Effected	Authorised by
02	Forms renamed "Parts". Familiarisation with Official Logbook added. Module 6.8 Security Familiarisation added.	21.01.2024	I. McIntosh-Oakley

The latest revisions to this document are Underlined for ease of reference. Safety critical items are shown in **RED italics**.