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| **Visitors Safety Briefing Checklist** | | | |
| Visitors who are neither employees or representatives of the A safety briefing is not required in the case of visitors such company nor involved with the day to day operation of the as pilots, immigration and customs officers, port officials, vessel shall be given a safety briefing when they board using stevedores, Port State Control inspectors, port agents, this checklist. Such visitors may include spouses, partners, shore staff from the company’s office including children and friends of crewmembers, supernumeraries, superintendents, and surveyors and lawyers appointed or non-fare paying passengers, company guests, shippers, employed by the company or the vessel’s P&I Club. receivers, charterers, cargo superintendents (other than If you are unsure whether or not a particular visitor should  company employees), personnel from other companies undergo a safety briefing, the company should be contacted attending for training or familiarisation purposes, visitors for advice.  taking part in organised tours of the vessel, riding gangs and  maintenance contractors (other than company employees), *Important: This checklist does not replace any existing safety* and surveyors and lawyers appointed by anyone other than *familiarisation provisions for visitors that may be required by* the company or the vessel’s P&I Club. *the STCW Convention, the STCW Code and/or the SMS.* | | | |
| **Name of vessel:** | | **Date:** | |
| **Name of visitor:** | | **Port:** | |
| **Type of visitor:** | | | |
| **Purpose of visit:** | | | |
| **Anticipated length of visit:** | | | |
| **No.** | **Check** | | **Completed** |
| 01 | Visitor’s pass signed | |  |
| 02 | Visitor’s details recorded and visitors logbook signed | |  |
| 03 | Suitable clothing and footwear worn | |  |
| 04 | PPE provided as appropriate and instructions given regarding correct use | |  |
| 05 | Orientation of vessel and/or workplace carried out under supervision | |  |
| 06 | Prohibited areas discussed | |  |
| 07 | Emergency signals explained together with action to be taken if heard | |  |
| 08 | Muster station(s) assigned and location(s) visited | |  |
| 09 | Location of lifejackets discussed and donning instructions given | |  |
| 10 | Visitor informed who to contact on board in the event of injury, illness or safety concerns | |  |
| 11 | Use of alarms and shipboard communication systems discussed | |  |
| 12 | Basic safety advice provided (eg safety signs, safe movement, doors and ladders) | |  |
| 13 | Potential hazards discussed (eg mooring lines, slippery decks, enclosed spaces) | |  |
| 14 | Drug, alcohol, smoking, garbage disposal and mobile phone¹ policies explained | |  |
| 15 | Permit to work obtained (if appropriate) and conditions discussed and understood | |  |

¹ In some instances it may be advisable to retain mobile phones and other electronic devices for safe keeping, particularly in the case of tankers if such equipment is not confirmed as being intrinsically safe.

Briefing officer (signature) Visitor (signature)