

## Visitors Safety Briefing Checklist

Visitors who are neither employees or representatives of the company nor involved with the day to day operation of the vessel shall be given a safety briefing when they board using this checklist. Such visitors may include spouses, partners, children and friends of crewmembers, supernumeraries, non-fare paying passengers, company guests, shippers, receivers, charterers, cargo superintendents (other than company employees), personnel from other companies attending for training or familiarisation purposes, visitors taking part in organised tours of the vessel, riding gangs and maintenance contractors (other than company employees), and surveyors and lawyers appointed by anyone other than the company or the vessel's P&I Club.

A safety briefing is not required in the case of visitors such as pilots, immigration and customs officers, port officials, stevedores, Port State Control inspectors, port agents, shore staff from the company's office including superintendents, and surveyors and lawyers appointed or employed by the company or the vessel's P&I Club.

If you are unsure whether or not a particular visitor should undergo a safety briefing, the company should be contacted for advice.

*Important: This checklist does not replace any existing safety familiarisation provisions for visitors that may be required by 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 phone <sup>1</sup> policies explained	
15	Permit to work obtained (if appropriate) and conditions discussed and understood	

<sup>1</sup> 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) \_\_\_\_\_