

## SCHEDULE 3

Regulation 7(2)(b)(i)

### Procedures for carrying out inspections during a regular service

1. When carrying out an inspection during a regular service, the following must be checked.

#### **Passenger information**

2. In relation to passenger information—
  - (a) that the number of passengers for which the ship is certified is not exceeded;
  - (b) that the registration of passenger information complies with the Merchant Shipping (Counting and Registration of Persons on Board Passenger Ships) Regulations 1999(1);
  - (c) how the information on the total number of passengers is passed to the master and, if appropriate, how passengers undertaking a double crossing without going ashore are included in the total for the return voyage.

#### **Loading and stability information**

3. In relation to loading and stability information—
  - (a) that, when applicable, reliable draught gauges are fitted and are in use;
  - (b) that measures are taken to ensure that the ship is not overloaded and the appropriate subdivision load line is not submerged;
  - (c) that the loading and stability assessment is carried out based on the type and extent of loading;
  - (d) that goods vehicles and other cargo are weighed where required and the figures passed to the master of the ship for use in the loading and stability assessment;
  - (e) that damage control plans are permanently exhibited on the bridge and other areas of the ship that the company considers appropriate and that booklets containing damage control information specified in SOLAS Chapter II-2, Regulation 19, are provided for the ship's officers.

#### **Security for sea**

4. In relation to securing the ship for sea, that there are procedures to ensure—
  - (a) that the ship is secured for sea before leaving the berth, which should include a positive reporting procedure that all the shell watertight and weather-tight doors are closed;
  - (b) that all the vehicle deck doors—
    - (i) are closed before the ship leaves the berth, or
    - (ii) remain open long enough only to enable the bow visor to be closed;
  - (c) that the closing arrangements for the bow, stern and side doors, and provision of indicator lights and TV surveillance show their status on the navigating bridge;
  - (d) that any malfunctioning of the operation of the indicator lights of watertight doors, particularly in relation to the switches at the doors, can be ascertained and reported.

#### **Safety announcements**

5. In relation to safety announcements—

---

(1) S.I. 1999/1869, amended by S.I. 2010/680, 2010/1075, 2011/1043, 2019/649, 2021/81, 2022/1219.

*Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.*

- (a) that the form of routine safety announcements and the posting of instructions and guidance on emergency procedures occurs in the language or languages appropriate to the principal nationalities of passengers carried on a particular route;
- (b) that the routine safety announcement takes place at the commencement of a voyage and can be heard in all public spaces, including open decks, to which passengers have access.

#### **Log book entries**

- 6. In relation to log books, that entries are being made with regard to—
  - (a) the closing of the bow, stern and other watertight and weather-tight doors;
  - (b) drills for sub-division watertight doors;
  - (c) the testing of steering gears, and abandon ship drills;
  - (d) draughts, freeboard and stability of the ship;
  - (e) the common working language for the crew.

#### **Dangerous goods, polluting goods and marine pollutants**

- 7. In relation to dangerous goods, polluting goods or marine pollutants—
  - (a) that any cargo of dangerous or polluting goods is carried in accordance with the relevant statutory requirements and, in particular that a declaration concerning dangerous or polluting goods is provided together with a manifest or stowage plan to show—
    - (i) their location on board,
    - (ii) that the carriage of the particular cargo is permitted on passenger ships, and
    - (iii) that the dangerous or polluting goods are properly marked, labelled, stowed, secured and segregated;
  - (b) that vehicles carrying dangerous or polluting goods are properly placarded and secured;
  - (c) that, when dangerous or polluting goods are carried, a copy of the relevant manifest or stowage plan is available ashore for use by the emergency services;
  - (d) that the master is aware of the notification requirements under the Merchant Shipping (Vessel Traffic Monitoring and Reporting Requirements) Regulations 2004<sup>(2)</sup> and of the instructions on the emergency procedures to be followed and the rendering of first aid should there be an incident involving the dangerous or polluting goods or marine pollutants;
  - (e) that the means of ventilating the vehicle decks is—
    - (i) in use at all times, and
    - (ii) increased when any vehicle engines are running;
  - (f) that there is some form of indication on the bridge to show that the vehicle deck ventilation is in operation.

#### **Securing freight vehicles**

8. In relation to freight vehicles, that there are documented procedures about how such vehicles are secured (for example: whether by block stow or individual lashings; whether sufficient strong points are available; what the arrangements are for securing freight vehicles when adverse weather is experienced or expected; the method of securing coaches and motor cycles, if any; whether the ship has a cargo securing manual).

---

(2) S.I. 2004/2110, amended by S.I. 2005/1092, 2008/3145, 2011/2616, 2014/3306, 2018/68, 2018/1221, 2019/42, 2020/673.

## **Vehicle decks**

### **9. In relation to vehicle decks—**

- (a) whether special category and ro-ro cargo spaces are being continuously patrolled or monitored by a TV surveillance system so that the movement of vehicles in adverse weather and the unauthorised entry of passengers may be observed;
- (b) that fire doors and entrances are kept shut and that notices are posted to keep passengers off the vehicle decks whilst the ship is at sea.

## **Closure of watertight doors**

### **10. In relation to the closure of watertight doors—**

- (a) that the policy laid down in the ship's operational instructions for the sub-division watertight doors is being followed;
- (b) that drills where the closure of watertight doors is required are carried out;
- (c) that the bridge control for the watertight doors is kept, when possible, on 'local' control;
- (d) that the doors are being kept closed in restricted visibility and any hazardous situation;
- (e) that crews are instructed in the correct way to operate the doors and are aware of the dangers of their misuse.

## **Fire patrols**

### **11. In relation to fire patrols—**

- (a) that an efficient fire patrol is being maintained so that any outbreak of fire may be readily detected, but
- (b) if this covers special category spaces where no fixed fire detection and alarm system is fitted, that those spaces are patrolled or monitored as indicated in paragraph 9(a).

## **Communications in an emergency**

**12.** That there are sufficient crew members in accordance with the muster list to assist passengers in an emergency and that they are readily identifiable and able to communicate with the passengers in an emergency, taking into account an appropriate and adequate combination of any of the following factors—

- (a) the language or languages appropriate to the principal nationalities of passengers carried on a particular route;
- (b) the likelihood that an ability to use elementary English vocabulary for basic instructions can provide a means of communicating with a passenger in need of assistance if the passenger and crew member do not share a common language;
- (c) the possible need to communicate during an emergency by other means when verbal communication is impractical;
- (d) whether complete safety instructions have been provided to passengers in their native language or languages;
- (e) the languages in which emergency announcements may be broadcast during an emergency or drill to convey critical guidance to passengers and to facilitate crew members in assisting passengers.

*Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.*

### **Common working language between crew members**

13. That a working language has been established to ensure effective crew performance in safety matters and that this working language is recorded in the ship's logbook.

### **Safety equipment**

14. In relation to safety equipment—

- (a) that the life-saving and fire appliances, including the fire doors and other items of the structural fire protection that can be readily inspected, are being maintained;
- (b) that fire control plans are permanently exhibited or booklets containing the equivalent information are provided on the bridge and other areas of the ship that the company considers appropriate for the information of the ship's officers;
- (c) that the stowage of the lifejackets is appropriate and that the stowage of children's lifejackets may be readily identified;
- (d) that the loading of vehicles does not prevent the operation of the fire controls, emergency shut-offs, controls for the storm valves, or any other emergency control functions that may be located on the vehicle decks.

### **Navigational and radio equipment**

15. That the navigational and radio communications equipment, including emergency position-indicating radio beacons (EPIRBs), are operational.

### **Supplementary emergency lighting**

16. That supplementary emergency lighting is fitted, when required by the relevant statutory requirements, and that a record of deficiencies is being kept.

### **Means of escape**

17. In relation to means of escape—

- (a) that means of escape, including escape routes, are marked, in accordance with the relevant statutory requirements, and lighted, from both the main and emergency sources of power;
- (b) that measures are taken to keep vehicles clear of escape routes where those escape routes cross or pass through vehicle decks;
- (c) that exits, particularly exits from duty free shops, which may become blocked by an excess of goods, are kept clear.

### **Engine room cleanliness**

18. That the engine room is maintained in a clean condition in accordance with the planned maintenance requirements.

### **Garbage disposal**

19. That the arrangements for the handling and disposal of garbage are satisfactory.

### **Planned maintenance**

20. In relation to planned maintenance—

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

- (a) that the company has specific standing orders, with a planned maintenance system, for all safety related areas including bow and stern doors and side openings, together with their closing arrangements, but also covering engine room maintenance and safety equipment;
- (b) that there are plans in place for periodically checking all items so as to maintain safety standards at the highest level;
- (c) that there are procedures in place for recording deficiencies and confirming that they have been properly rectified within a time specified commensurate with the severity of the defect so that the master and the designated person ashore within the company management structure can both be made aware of the deficiencies and are notified when those deficiencies have been rectified;
- (d) that periodic checking of the operation of the inner and outer bow door closing arrangements includes the indicators, surveillance equipment and any scuppers in the spaces between the bow visor and the inner door and especially the closing mechanisms and their associated hydraulic systems.

### **Making a voyage**

**21.** When making a voyage the opportunity must be taken to check overcrowding, including the availability of seats and the blocking of passageways, stairs and emergency exits by baggage and by passengers unable to find seats. The vehicle deck must be checked to ensure that it is vacated by passengers before the ship sails and that they do not again have access until immediately prior to docking.