

Annex A

Pre-chartering checklist

The need to conduct a pre-chartering check

Along with ensuring that the ship operates to the fullest extent possible, there is also a need to address the issue of time pressure from a human factor perspective. The company should analyse international regulations, industry standards and best practices to avoid time pressure, and should set clear policies and procedures.

NB: the DPA should have authority and responsibility in supporting the Master when needed. To do so, the DPA should have experience in relevant sea going (Senior Officer) and shore-based roles, enabling the understanding of conflicts and to be able to communicate effectively to resolve these conflicts.

Safe compliance with Laycan

- Has the company checked if the ship can indeed perform the charter as per the requirements of the charterer and without putting undue time pressure on the staff involved both on board and ashore?

- Does the SMS provide clear guidelines for candidate voyage Laycan compliance considering; the vessel's current navigation max speed, weather conditions any other restraints that may be posed by ships equipment?

- Does the SMS guide on the allowances given for inclement weather?

- Has it been ensured that this does not pressurise the crew into performing an unsafe voyage?

Additional precautions

- Does the SMS give clear guidelines for the required time for certain cargo? Has the space been prepared? Have considerations been made in regard to the timing of the last and next cargo? Is it in line with industry guidelines and standards?

- Are there any additional ship specific procedures in place (take into consideration the specific equipment present on board and their operational readiness, the level of manning etc.)?

- Does the SMS address and encourage the Master to consider extra resources, time, and hardware required to ensure:
 - Safe navigation
 - Engine room operations
 - Safety rounds
 - Safe cargo preparations
 - Work and rest hours

Carrying special cargo

- Confirm and inform the technical department to provide technical support to crew wherever and whenever required.

- Confirm and provide time margin for additional tasks require for safe transportation of the cargo (e.g., fumigation, extra lashing, and fire rounds).

- Is there a need to increase manning levels? This will ensure enough resources for additional tasks and still complying with work and rest hours' requirement.

Administrative work

- Have you checked if SMS provides guidelines for standards extra crew employment when necessary for admin or any task which leads to non-compliance of rest hours?

- Check if the company should seek ways to minimize admin work and utilize technology to safely complete admin work without unnecessarily burdening the crew.

Secure the vessel before departure

- Does the management system support the Master employing her/his authority to secure the vessel before departure and ensure it is safe for the voyage?

- Check if the threshold lead times as referenced for securing the vessel is included in SMS with details (e.g., cargo types, ship size, and cargo hold).

Safe execution of demanding voyages

- Check if SMS addresses effective and safe execution of demanding voyages such as short port stays, short turnaround time which can increase the workload on the crew.

- Check if sufficient time has been allocated for; bridge preparations, rigging the pilot ladder/gangway, mooring and tug operations. Does this comply with the ship-shore safety checklist?

Ports requiring long pilotages / complex maneuvers

- Check if the SMS encompasses procedures to check ports which have long pilotage and complex maneuvering patterns. Analysis should also refer benchmarking.

- Check if the SMS provides guidelines on safe navigation in such locations with considerations planning to comply with rest hours, extra crew, if applicable drop anchor before arrival to such places for providing rest to crew.

NB: The above measures should be introduced to charterers by the ship-owner/manager. Direct communication between the charterers and the Master and/or the ship's crew should be kept to a minimum, thus minimising the possibility of charterers putting direct time pressure on ship's crew or incentivising them to carrying out unsafe work.