

SMM 6.1 Crew Familiarization & Qualifications Form

Date reported

Position

Crew member printed name

Crew member has delivered the following documents to the Vessel Master

- ☐ MMC
- ☐ Passport
- ☐ TWIC
- ☐ Medical Cert.

Supervisor or Third Mate initial and date the following items upon completion:

TO BE COMPLETED BY THE THIRD MATE PRIOR TO SAILING

1. ____/____(Initial/Date) **Live-Saving Equipment**

The New crew member has been shown the following:

- ☐ Muster and embarkation stations.
- ☐ Alarms and appropriate actions as explained in SMM 8.0.3.
- ☐ Life-saving appliances, including life jackets, immersion suits, life rafts, and exposure suits; donned an immersion suit.
- ☐ Emergency escape routes.
- ☐ Fire-fighting equipment including the use of portable fire extinguishers.
- ☐ The fire and safety plan and the fire and life-saving appliance plan are posted, explaining safety information symbols and signs.
- ☐ Fire and watertight doors.
- ☐ Means of emergency communication.

2. ____/____ **PPE and First Aid**

The crew member has been shown personal protection equipment (PPE) required to perform their duties, as well as first aid stations, medical kits, and eye wash stations.

3. ____/____ **Medical Information and Hospital**

The crew member has met with the Medical Officer in the hospital to discuss any known medical issues that may affect their duties (i.e. diabetes, communicable disease, heart disease, allergies, etc.)

4. ____/____ Safety Management Manual (SMM)

The crew member has reviewed the Safety Management Manual(SMM), knows where to access it, and is familiar with the applicable sections below.

- ☐ **SMM 2.1 HARASSMENT & PERSONAL RELATIONSHIPS POLICY**
- ☐ **SMM 4.0 DESIGNATED PERSON (DP)**
- ☐ **SMM 5.0 MASTER'S RESPONSIBILITY, AUTHORITY, & GUIDANCE**
- ☐ **SMM 7.0.7.1 POLLUTION** – Has been shown the Garbage Management Plan and pollution response equipment
- ☐ **SMM 7.2.5 LOCK OUT TAG OUT** – Has been explained the procedure, and record-keeping for locked-out equipment.
- ☐ **SMM 8.1.14 SECURITY** and **SMM 8.1.14.1 AT-SEA SECURITY BILL**

5. ____/____ Master's Authority / Chain of Command

The crew member understands the chain of command, and the Master's authority as laid out in SMM 5.0. Additionally, they have been shown how to contact key shoreside personnel including the DP, and know their duties regarding safety and pollution prevention.

TO BE COMPLETED BY DEPARTMENT HEADS OR OTHER QUALIFIED OFFICERS WITHIN 3 DAYS OF SAILING.

6. ____/____ All new crew members have been familiarized with the equipment that they will be operating or maintaining. This includes the following:

- ☐ The location of equipment necessary to perform their duties and explain the control and display features of that equipment.
- ☐ The location of operational manuals or other documentation needed to perform their duties.
- ☐ Coordinate with ship operations; observe the equipment in use by someone whose duties already require its use.
- ☐ When conditions permit, activate the equipment and perform functions using the controls on the equipment.

7. ____/____ Has read and understands the Standing Orders (Deck or Engine Department), clarifying any unclear or confusing material.

8. ____/____ Has discussed with their supervisor a personal work schedule that complies with work hour limits and rest period requirements, and understands the watch schedule if applicable. Work hour limits in summary are:

- ☐ Need a minimum of 10 hours of rest in any per 24-hour period; and 77 hours in any 7-day period
- ☐ The hours of rest may be divided into no more than two periods, one of which shall be at least 6 hours in length, and the intervals between consecutive periods of rest shall not exceed 14 hours.
- ☐ Emergencies, drills or other overriding operational conditions may override this.
- ☐ You need to balance your sleep with personal pursuits during time off. The USCG Rules for hours of rest can be found in the Marine Safety Manual, Volume III, Part B, Chapter 5 which is linked on the RV Crew Information page www.ocean.washington.edu/story/RV+Crew+Information

9. ____/____ Has completed the required Husky Prevention and Response Training (<https://www.washington.edu/titleix/title-ix-employee-course/>) and submitted the course certificate to maropsadmin@uw.edu. This may have been completed prior to joining the vessel.

10. ____/____ Has completed the R/V Thomas G. Thompson Cybersecurity Awareness Training (Crew Edition).

THE BELOW ARE REQUIRED ONLY FOR THE CHIEF ENGINEER AND LICENSED WATCH STANDING ENGINEERS PRIOR TO THE FIRST BALLAST WATER TRANSFER.

1. ____/____ Read and sign the "Ballast Water Management Plan" located in the Main Control Room.

2. ____/____ Understand the ballast water pumping plan

- ☐ Trace the pumping lines.
- ☐ Identify air and sounding pipes.
- ☐ Note the position of all compartments and tank suctions and pipelines connecting them to the ship's ballast pump and Ballast Water Treatment System (BWTS)
- ☐ Find the openings used from the top of the tank together with the overboard discharge.

3. ____/____ Procedures for operating the Ballast Water Treatment System (BWTS) with particular reference to required safety precautions have been reviewed.

4. ____/____ Methods of on-board ballast water record keeping, reporting and recording of routine samples have been reviewed.

THE BELOW ARE REQUIRED ONLY FOR THE MASTER AND MATES PRIOR TO STANDING FIRST WATCH.

1. ____/____ The function of each component along with any dependent relationships of one component to another. This includes radars, radios, communications with the engine room, hand and auto steering, and factors associated with Z-Drives (as compared to regular rudders).

2. ____/____ Visual and audible alarms display along with the meaning and location.

3. ____/____ The procedure for switching between autopilot and manual steering along with response times involved.

4. ____/____ Complete the JRC ECDIS familiarization training.

THE BELOW IS REQUIRED ONLY FOR THE MASTER AND MATES PRIOR TO FIRST BALLAST WATER TRANSFER.

1. ____/____ Read and sign the "Ballast Water Management Plan" located in the Master's Stateroom and be familiar with sounding tubes inside the ship, the source of possible flooding.

_____ Date completed	_____ Crew member printed name,	_____ and signature
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_____ Date	_____ Supervisor's printed name,	_____ and signature
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_____ Date	_____ Master's printed name,	_____ and signature
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Upon completion, email to Port Captain to file and put in Sinex