

Lifeboat/Passenger Tender certificate



# Lifeboat/Tender Safety Equipment Certificate

This document is not a Convention Document, however the lifeboat tender is considered to meet an equivalent of safety in view of its limited route and service.

	Particulars of Ship
Name of ship	<b>THOMSON CELEBRATION</b>
IMO number	<b>8027298</b>
Port of registry	<b>Phillipsburg</b>
Gross tonnage	<b>33,933</b>
	Life Boat Tender Particulars
Manufacturer	<b>Mulder &amp; Rijke</b>
Lifeboat number	<b>15</b>
ID marking	<b>4343</b>
Maximum number of persons	<b>100</b>

This is to certify that the above lifeboat tender has been constructed in accordance with the International Convention for the Safety of Life at Sea as an **partially enclosed lifeboat\***.

The inspection showed that the lifeboat/tender is provided with lifesaving appliances for a total of **100** persons and no more.

The lifeboat/tender is provided with the following equipment:

- 1 One (1) Portable and one (1) fixed fire extinguishers to protect the engine compartment.**
- 2 Two (2) Portable and nil (0) fixed fire extinguishers are provided in the passenger compartments.**
- 3 Mast with a masthead light.**
- 4 Side and stern lights.**
- 5 Powered fog horn.**
- 6 Fixed VHF radio Installation VHF radio capable of interrupted communication with the ship.**
- 7 0 Life buoys**
- 8 Lifejackets for adults 100 Lifejackets suitable for children 10**
- 9 One 14 Kg Anchor, with 10 metre chain and 50 metre of nylon anchor line**

The lifeboat/tender is suitable for carrying passengers from the **ship** to shore for a distance not exceeding **5** miles, and no more than **2** miles from land and only in fine weather.

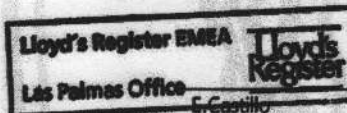
Any of the additional equipment, which would interfere with the craft in the lifeboat mode, should be removed from the lifeboat/tender before the ship proceeds to sea.

The boat should be stowed in the approved launching device, in the lifeboat mode, prior to the vessel proceeding to sea.

This certificate will remain in force until: **31 March 2007**

Issued at **Las Palmas**

on **24 April 2006**



**F. Castillo**  
Surveyor to Lloyd's Register EMEA

A member of the Lloyd's Register Group

\*Delete as applicable

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Excerpt from CSM/SMS - Tender launch operations



# OPERATIONS MANUAL COLUMBIA SHIPMANAGEMENT

QM011P

Subj. No: **PAX.02**

Revision: **O**

Date: **06-04 - 2005**

Page: **1** of 1

Part: **A**

Applicable to: **PASSENGER SHIPS**

## TENDER LAUNCH OPERATIONS

### 1. SCOPE

To identify and describe procedures for when ship's lifeboats are used for ferrying passengers to the

### 2. GENERAL

There are various occasions when passenger ships utilise the ships lifeboats to ferry passengers ashore. This is normally the case where there is no berth available for the ship at a scenic destination or the berth cannot accommodate the ship because of draft or other restrictions. Such ports present their particular hazards and full consideration must be given to such hazards to preserve the safety of passengers. These hazards include the safe launching and recovery of lifeboats, the ability of certain passengers to safely embark the tenders and the possibility of breakdowns of the tenders remote from the ship.

### 3. RESPONSIBILITY

The Master has the overall responsibility for the tender operations in each required port. His decision to proceed with the scheduled port call must be based upon weather forecast for the entire port stay, known local weather conditions such as anabatic and katabatic winds, ground swell and any other local information provided to him.

The Staff Captain is responsible for the tender operation including arranging schedules, routes to be followed, landing sites, distances travelled and maximum number of passengers per each boatload. He must also issue clear and precise instructions to tender coxswains.

The officer of the watch is responsible to continuously observe the tender operation and immediately notify the Staff Captain in the event of any incident or unexpected change in weather conditions.

The tender coxswains are responsible to follow operating instructions.

### 4. PROCEDURE

#### 4.1 NUMBER OF BOATS TO BE USED

Only those lifeboats that have been issued with Tender Safety Certificates shall be used for tender operations. In addition their passenger capacity will be less than that when used as survival craft. This tender passenger capacity shall be posted on the schedule and strictly adhered to.

#### 4.2 SCHEDULES

Prior to arrival in the port where tenders are to be used, the Staff Captain / Chief Officer, shall prepare a tender schedule. This schedule shall take into account:-



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## TENDER LAUNCH OPERATIONS

- routes from the ship to the shore
- landing sites
- maximum number of passengers per boat
- distance to travel
- weather and general conditions

The tender coxswains shall strictly follow the posted sailing times as per the schedule. Should he have difficulty at any time in following these schedules, he must inform the bridge.

### 4.3 LAUNCHING / RECOVERY

Tenders are to be launched and recovered on instructions from the Bridge only. In giving instructions, the Bridge shall take into account the sea conditions and swell which may make releasing hooks or taking the falls hazardous and the possibility of turning the ship to make a lee.

### 4.4 MANNING OF TENDERS

The Staff Captain / Chief Officer shall ensure that a Qualified Seaman is placed in charge of each tender at all times (coxswain). In assigning coxswains he shall ensure that each coxswain has received familiarisation of the boat and its handling, possesses a knowledge of the Rule of the Road as applicable to tender operations and measures to take in typical emergencies. He shall also ensure that the minimum manning consists of a coxswain and one seaman. This manning shall be monitored by the Officer of the Watch.

Changing of crews during operation requires approval from the bridge.

### 4.5 GENERAL INSTRUCTIONS

Safety of passengers and crew is paramount, safety takes precedence over speed.

If the tender coxswain is in doubt at any time, he shall contact the Bridge immediately.

Tender passengers shall not sit on top of the boat cabin. The cockpit area must be kept clear at all times to permit the coxswain to devote his full attention to navigation and maintain a good lookout.

Passengers must not embark or disembark the tenders until the boat is safely moored alongside either the berth ashore or alongside. The coxswain shall indicate when it is safe for embarkation / disembarkation to begin.

Once safely moored, the seaman / safety guard in charge shall assist passengers embarking in a polite and co-operative manner.



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Applicable to: **PASSENGER SHIPS**

## TENDER LAUNCH OPERATIONS

The seaman employed as crew on the tender shall wear an inflatable lifejacket. During launching and recovery operations, they shall also wear a safety helmet.

The coxswain shall report any accident to passengers and damage caused to the tender, port facilities and other boats to the Bridge immediately.

Access to the tenders is governed by the Ship Security Manual, check procedures being carried out by ship's security staff posted ashore.

The tender coxswain shall carry a VHF hand held radio and continuously monitor the assigned radio channel throughout tender operations

### **4.6 COMPANY RULES**

Passengers shall always have priority over crew ( except the coxswain and crew member) for a place in the tenders.

Smoking, eating and alcoholic drinks are not permitted whilst on tender boat duty.

SOLAS training manual

Extract from “M.S. *Thomson Celebration* – SOLAS training manual”

### **Tenders no. 13 – 16.**

The complete recovery procedure for the tenders is described below since their recovery method is different to that of the other Lifeboats.

#### ***Action by recovery party***

The controls for the winch motor are located on Promenade deck. The winch motor can hoist and lower electrically. A remote control wire handle to lift the break, is situated just beside the winch motor control box.

Keep the fall blocks about 9 feet above the waterline until the tender has manoeuvred underneath the davit falls in order to prevent any damage.

Slack down the fall wires.

As soon as the fall blocks are hooked on and the tender engines are stopped hoisting can commence.

#### ***Action by the boat crew***

Two men stand-by at the bow, one with a boathook. Both men must wear safety belts and helmets.

One man is driving the tender.

Two men in the stern to handle the lower block aft. Both men must wear safety belts and helmets.

The Driver manoeuvres the tender underneath the davit arms, so that the bow and stern can pick up and connect their respective fall blocks.

The boat commander informs the winch man on deck that the blocks are connected and hoisting can commence. Make sure that there are no twists in the falls before hoisting.

Ship specific instructions issued on board

- co-ordinate this so that when one tender leaves a position his place is quickly taken by another.
12. During quiet periods each driver shall check his fuel level and when necessary notify the Bridge of his need to refuel. The Bridge shall alert the Engineroom and they shall make the necessary arrangements.
  13. At the end of Passenger operations the shore party shall wait to have confirmation from the Security Officer that all Passengers and Crew are on board and that all visitors are ashore before completely breaking down the shore party Arrangements.

#### **SPECIAL NOTES**

Passengers are not allowed to move around in the tender while underway and until told to do so by the Driver.

Remember, the DRIVER IS IN FULL COMMAND OF HIS TENDER AND THE PASSENGERS ARE HIS RESPONSIBILITY, he shall control where people sit in order to balance his tender correctly, and how they embark / disembark.

Passengers are not allowed to smoke in the Tenders at any time.

Passengers are not allowed to bring open drinks into the Tenders with them.

Drivers shall have a spare hand held VHF with them in case a fault develops with the one in their Tender.

Designated engineer shall be in attendance at the start of lowering operations, thereafter he shall be contactable by UHF or Bleep.

## TENDER OPERATIONS

### DAY BEFORE TENDER OPERATIONS

1. The Deck fitter shall check all Tenders to make sure they are mechanically ready. The Boatmen shall also check the Tenders the day before operations to make sure they are in a clean and presentable state to carry passengers and that all LSA and FFA are present in the boats.
2. The Security Staff shall load the shore party equipment into Tender 16.
3. The Navigation Officer shall ensure that 4 copies are made of the port approaches to the tender port. These must be laminated and ready for collection on the morning of the operation.

### DAY OF TENDERING OPERATIONS

4. Before arriving at the anchorage the Security Officer shall double check to make sure Tender 16 is loaded with all of the shore party equipment, including Security Barriers, Table, Sailing board, Mats, Mooring Ropes, Parasol (if required) Steps (variety of Heights) and First Aid Kit.
5. Once the ship is anchored the Platform and Tenders shall be lowered. The Safety Officer shall supervise this phase of the operation. Prior to lowering the Tender Drivers shall meet on the Bridge to go over the chart of the area they will be operating in and advise them of any special local regulations. Additionally they shall collect the inflatable lifejackets for their Boatmen, these shall be returned back to the Bridge at the end of the day.
6. The Staff Captain, Security Officer and shore party members shall take Tender 16 in to the landing and set up the shore party, the Bridge shall be informed once a safe and secure landing area has been set up and a note made in the Log book.
7. Once the driver mans his tender he shall carry out an equipment test of his tender with the help of a checklist to make sure all is operational, he shall then call the Bridge on VHF Ch. 69 (this channel can change depending on other vessels using the same frequency) and his tender number, name, and that all his equipment is functioning correctly.
8. If time allows and the drivers are not familiar with the port, each Driver shall then carry out a trial run to the landing area to familiarise themselves with the route.
9. The Hotel Department (F&B) shall ensure that the refreshments for the passengers are brought to the Tender loading area in ample time to be sent ashore prior to the start of passenger operations.
10. Once Operations begin the driver shall count the passengers as they enter his tender and before he leaves the platform he shall inform the Bridge with the number of Persons on board. When returning from the Shore he shall likewise report to the bridge with a number of persons on board, the OOW shall log these details in the movement book.
11. Once the flow of passengers going ashore or returning on board decreases the number of tenders in operation may be reduced, this decision will be made by the Staff Captain or the person coordinating the operation at the Tender Loading area on the ship or ashore, depending whether we are disembarking or embarking passengers. There should be a tender both at the ship and at the shore at all times, the controlling officer will have to

Tender Driver Course

# M.S. THOMSON CELEBRATION

## TENDER DRIVER COURSE

**Intro:** The Tendering operations of any cruise ship is always an area where there may be an increased risk to the safety of passengers and therefore the need for a responsible training and certification program is vital if we are to provide the most safe and efficient service possible to our clients .

**Entry level:** Preferably Quartermasters with lifeboat certificates. Any sailor that wishes to train as a tender driver will be given the opportunity to do so provided he has been approved by the Staff Captain, is in possession of a lifeboat certificate, and is closely supervised by a qualified tender driver. Under no circumstances will a new trainee be allowed to drive a fully laden tender of passengers

**Trainers:** Staff Captain, Chief Officer. Engineer in charge of tenders. A nurse for a short medical and a good tender driver for practice.

**Objective:** After the course the candidate should be able to operate the tender in a safe and efficient way and be able to respond to contingencies and emergencies. After successful completion of this course he should receive a certificate.

The certificate should have at least the name of the company, a number, the date, the date of birth and name of driver. A photo, the date of the exam and should be signed by the Captain. A ship stamp should be used.

### THEORETICAL

**Inventory:** The candidate should be familiar with the inventory of the tender and should know how to use it.  
Things like lifejackets, First Aid Kit, Pyrotechnics, the Compass, Man overboard buoy and marker, Searchlight, Towing line, Horn, depth finder, food, water, plugs, lowering gear etc.

**Technical:** The candidate should be able to understand the operation of a diesel engine. How to start it electrically or hydraulically. How to stop it normally or by using the emergency fuel shut off. To be familiar with the temperature indicator – Oil pressure indicator – fuel level indicator and R.P.M. indicator.  
When to call for assistance and giving adequate information (e.g. Engine temperature too high, Oil pressure too low, not enough fuel etc.) Also to check the cooling water to see if this is functioning.

**Maneuvering:** The theoretical part of this course will be thought in a classroom style with a blackboard (or similar) to show the effect of twin rudders twin props versus single rudder single prop, when to do what in order to carry out various maneuvers such as docking and undocking, the man overboard maneuver and so on. With man overboard maneuver to be careful with the propeller. (dangerous).

**Navigation:**

- Candidate should be familiar with:
- the necessary info contained on a copy of a nautical chart to get him safely to and from the landing site.
- the effect of the effect of wind and current, especially when docking.
- Left / right, in / out turning propellers.
- the operation of the radar (for use in restricted visibility
- the operation of the echo sounder.
- how to steer on a magnetic compass.
- the basic rules of the road that apply to other traffic he encounters such as motorboats, sailboats, tugs, ferries floatplanes.( see attachments )
- the correct signals and lights, their use and how to recognize them.
- Safe practices such as lowering speed, the correct speed to drive at in the various circumstances and conditions so as to avoid causing damage to other craft through large wash, and the safe distances for passing other craft docked or sailing. -- -----
- the adjustment of the tenders speed in the prevailing conditions so as to provide a comfortable experience for our passengers
- Communications with VHF radio with ship and shore, (see attached) using the standard marine vocabulary; also if radio does not work, how to attract attention. (for instance: with smoke signal, flashlight or horn).

**Sample of basic phrases:**

Bridge to tender; Tender nr. ....

- Come in please.
- Go to the platform.
- Go to the shore and pick up passengers, mail, agent, luggage, etc.
- Go to the bunker station.
- Stop, go ahead , go astern.
- Stop / start your engines.
- Assist tender nr. ....
- Slow down or slow down immediately.
- Turn to port / starboard.
- Switch on your navigation lights.
- Steer ..... degrees on your compass.
- Wait for instructions.
- What is your problem; the engine, fuel oil, steering gear, gas handle.
- Do you have wheelchair(s) on board.
- Stand by.

Phrases tender to Bridge; Bridge this is tender nr. ....

- I have a problem with the engine(s), steering gear, throttles.
- I need fuel .
- I need assistance; another tender, engineer, medical.
- I am lost.
- Can you direct me to; the ship, the port.
- My engine smokes / is on fire.
- My navigation lights are not working.
- My tender is leaking.
- Passenger needs nurse / doctor / wheelchair.
- I am aground, had accident.
- Do I use starboard / port platform, forward / aft.

These are just a few phrases, feel free to add anything you might come up with.

**Environment:** The use of the bilge pump. To check first what it is that you pumping overboard.  
Be sure to pump only clean water. Remember the **zero** overboard policy.  
How to refuel safely.

In general to be aware of the risks in this respect operating a tender.

**Contingencies and Emergencies:**

- Operation of Emergency steering.
- Emergency propulsion on tender with one engine, the oars and how does one drive a tender with two engines and one rudder
- What to do in case of collision or grounding.
- The man overboard procedure.
- Basic first aid, reanimation. And what can be achieved with the standard first aid kit on board the tender (Nurse)
- How to use flares, smoke signals and a parachute signal.
- How and when to tell the passengers to put on lifejackets.

**Attitude and appearance:**

- Positive and polite attitude.
- Able to communicate with passengers.
- Well dressed and groomed.
- Tender should be clean.
- No loose gear and **no smoking and no food.**

## **PRACTICAL**

In general the candidate should be able to put into practice the items covered above in the theory part.

### **The candidate also should :**

Check the tender before lowering; clean, plugs in, no water in the bilge, inventory complete.

Maybe it would be handy to have a checklist in the tender.

He should be able to lower the tender safely.

Start the engine(s) and depart safely from the blocks taking into account that those are very heavy and can be dangerous for the other sailor and cause damage.

### **The candidate should be able to:**

- Dock the tender at the platform.
- Depart from the platform.
- Drive the tender in a safe responsible way. When docked with engine running never to leave the tender.
- Dock the tender at the landing.
- Carry out various maneuvers with the tender and demonstrate good handling procedures.
- Assist another tender if need be and bring it back to the ship.
- Carry out man overboard maneuver,
- Steer the tender with the aid of a magnetic compass
- Bring the tender back to the blocks and hook in.

Candidates who have a lifeboat certificate know most of the theoretical part already.

Lloyd's Register instructions to surveyors

## Figure D.1 Example of certificate

2.. The maximum number of persons the lifeboat/tender can carry in the tender mode (passengers plus crew) should always be equal to or less than the total number of persons the lifeboat is approved to carry.

3.. It is the intention that the Certificate is only issued where the boat has been approved as a lifeboat under the SOLAS Regulations. If it is intended to use other boats, i.e. not lifeboats, as tenders then London office (CSG/SAS/PASS) should be requested to advise the procedure to be followed.

4.. The number of life-jackets on board will normally determine the total number of persons that can be carried, subject to the comments in paragraph 2 being complied with.

5.. A minimum of two fire-extinguishers are to be provided for the protection of the engine compartment. Either 15 lb CO<sub>2</sub> or 10 lb dry chemical or 15 lb Halon, or a combination of different types can be provided. The details type, number and size of fire-extinguishers are to be recorded on the certificate.

6.. A 2 gallon portable foam fire-extinguisher or equivalent should be provided in each passenger cabin with a minimum of two to be provided. The details of the type number and size of the fire-extinguishers are to be recorded on the certificate.

7.. The mast head, side and stern lights are to comply with the requirements of the *International Regulations for Preventing Collisions at Sea 1972*.

8.. Either a mechanical fog horn or whistle or klaxon should be provided.

9.. A minimum of two lifebuoys are to be provided one with a smoke marker and self igniting light and one with 18 m of buoyant line. Lifebuoys should comply with the requirements of the 1974 SOLAS Regulations as amended.

10.. A life-jacket shall be provided for every person onboard, in addition there shall be a number of life-jackets suitable for children equal to 10 per cent of the number of passengers carried. Life-jackets shall comply with the requirements of the 1974 SOLAS Regulations as amended. Life-jackets shall be stowed so that they are readily available and protected from the weather.

11.. An anchor, chain and nylon anchor line shall be provided for each boat. The anchor should be of the high holding power type with a mass of not less than 14 kg. There should be a 9 m length of short link chain cable with a diameter of not less than 8 mm, which should be connected to a length of polyamide (or equivalent suitable synthetic rope) of a breaking strength at least equal to the chain cable. The diameter of the rope is to be not less than 15 mm. See Pt 3, Ch 5 of the *Rules and Regulations for the Classification of Special Service Craft*, for further guidance.

12.. The distance of the voyage should be considered on a case by case basis but should be kept to the minimum requested by the client. In no case is the duration of the voyage to exceed 15 miles or the distance from land to exceed 3 miles. The maximum distances should NOT be used as the norm. If voyages exceeding these distances are contemplated London office (CSG/SAS/PASS) should be contacted for guidance. If the VHF radio equipment does not have the range to maintain uninterrupted contact with the ship, then either the radio equipment should be changed for more suitable equipment or the range of the lifeboat tender should be limited to the operational range of the boat's VHF radio equipment.

13.. The validity of the certificate should be limited to the validity of the passenger ship safety certificate.

14.. On satisfactory completion of the Initial Survey, a certificate, see attached Certificate for an example, should be issued. Details of the survey and a copy of the Certificate should be sent to London office (CSG/SAS/PASS). Surveys should be reported under PASM on the on-line Survey reporting procedure.

15.. The certificate should be issued with the attached covering letter which is self explanatory.

## Section 6 Ann 3 Letter to the Master – Lifeboat/Tender Safety Equipment Certificate

. Please find enclosed a copy of the Lifeboat/Tender Safety Equipment Certificate No..... valid until ..... . The Certificate records the additional equipment that should be fitted prior to the lifeboat operating in the tender mode and the operational limits dictated by the equipment which is provided. It does not certify any operational aspects or any requirements of the Flag Administration or the National Administration in whose waters the vessel is operating.

. For your information we would advise as follows:

. SOLAS 1974, as amended, Regulation III/20.2 requires that 'before the ship leaves port and at all time during the voyage, all life-saving appliances shall be in working order and ready for immediate use'. All lifeboats used for tender service must be stowed in the lifeboat mode prior to the vessel sailing and be capable of accommodating the total number of persons indicated on the passenger certificate. Any equipment that would interfere with the accommodation of this number of persons should be removed and any portable seating required in the lifeboat mode should be replaced.

. If during the use of these lifeboats as tenders, there is any damage to any lifeboat which would preclude its use as a lifeboat then, as required by SOLAS Regulation I/11, the facts should be reported to Lloyd's Register at the earliest opportunity. If alternative arrangements can not be provided this may result in the number of persons that can be carried on the ship being reduced.

. The person in charge of the boat should be a certificated officer or lifeboatman and at least one other person should be carried as crew, the latter to be a member of the ship's crew with some knowledge of the boat's engine.

. A chart should be provided in each tender showing the position of the anchorage, the route to be taken to the landing point, and include details of navigational aids such as lights, leading marks and buoys, depths of water and, in particular, navigational hazards.

. It is recommended that a valise containing the following equipment is carried in each lifeboat used as a tender:

- 2 orange smoke floats.
- 2 red hand flares.
- 1 torch capable of sending morse.
- 2 litres of bottled water and 2 plastic cups.
- 1 small first aid kit. 4 thermal protective aids.
- 1 lifeboat knife.

. Yours faithfully,

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CLIA Industry Guideline G-01-05

**DRAFT**

**CLIA INDUSTRY GUIDELINE G- 01-05**

**TRAINING FOR TENDER OPERATORS**

The Cruise Lines International Association (CLIA) is an industry trade association consisting of many of the largest passenger cruise lines that call at major ports in the United States and abroad. CLIA is dedicated to ensuring that the cruise industry provides a safe, healthy and secure environment for both passengers and crew. CLIA member lines work closely with the U.S Coast Guard, the International Maritime Organization (IMO) and flag and port states to develop and enhance international maritime safety initiatives.

In keeping with the commitment of the industry to the highest levels of safety, CLIA cruise vessel operators have agreed to include, as a minimum, the below elements in developing the company's training plan for tender vessel operators.

Tender Operators will:

- Be a minimum of 18 years of age
- Have successfully completed the following;
  - The Four Elements of Basic Training - STCW Code A VI/1 (2)
    - Personal Survival Techniques
    - Fire Prevention and Fire Fighting
    - Elementary First Aid
    - Personal Safety and Social Responsibilities
  - Instruction in crowd management – STCW Regulation V/3 and Section A-V/3, paragraph 1 of the STCW Code
- Meet the standard of competence of certification of proficiency in survival craft (Lifeboat Operator's Certificate) in accordance with STCW Regulation VI/2
- Training plans for tender vessel operators should address the following elements:
  - Launch and Recovery
  - Technical Knowledge and Pollution Control
  - Basic Navigation including collision regulations and coastal piloting as appropriate for the operation.
  - Communications
  - Maneuvering/Boat Handling
  - Passenger Control
  - Response to Emergencies

Effective Date: Cruise Line members not previously associated with ICCL have agreed to implement this policy not later than [July 1, 2007].