Requirements for Safe Operation of Public Water Transport

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SECTION A – GENERAL

1 PREFACE

1.1 Abbreviations

ADPHC	Abu Dhabi Public Health Center
AIS	Automatic Identification System
CICPC	Critical Infrastructure and Coastal Protection Command
COLREGS	International Regulations for Preventing Collisions at Sea
DMT	Department of Municipalities and Transport
EPIRB	Emergency Position-Indicating Radio Beacon
GCC	Gulf Cooperation Council
GMDSS	Global Maritime Distress and Safety System
GPS	Global Positioning System
HRU	Hydrostatic Release Unit
ICS	International Code of Signals
IMO	International Maritime Organization
INMARSAT	The International Maritime Satellite Organization
LOA	Length overall
LSA	Life-Saving Appliances
MARPOL	International Convention for the Prevention of Pollution from Ships
MMSI	Maritime Mobile Service Identity
MOB	Man Overboard
NGC	National Guard Command
NOC	No Objection Certificate
PFD	Personal Floating Device
PWT	Public Water Transport
SART	Search and Rescue Radar Transponder
SOLAS	International Convention for the Safety of Life at Sea
SOP	Safe Operating Procedures
SUP	Stand-Up Paddle Board
VHF	Very High Frequency

1.2 Definitions

Below definitions shall be used when applying the provisions of this document and in conjunction with other definitions mentioned within the Department's applicable rules and regulations.

Term	Description
Department	Department of Municipalities and Transport (DMT).
Passenger	Any person on board the PWT vessel other than the master and crew members
PWT Marine craft	Marine craft specialized for the transport of goods or passengers individually or collectively, from one place to another within the Emirate or outside of the Emirate for a fee.
Record	Database that contains the details of licensed marine vessels.
Ship's builder certificate	A certificate issued by the builder of the marine craft and accepted by the Department.
Terminal	Any facility as may be used by a PWT marine craft for the embarkation or disembarkation of Passengers and their accompanied goods.

1.3 Objectives

Objectives of the requirements defined in this document on the safe operation of Public Water Transport (PWT) are:

- Set the minimum safety standards for PWT operations, its operators and its terminals.
- Facilitate safe and sustainable PWT operation by utilizing licensing and permit requirements, safety awareness promotion, implementation of standards and enforcement of regulations.
- Provide guidance and best practices to operators, masters, and crew involved in PWT operation.
- Promote maritime safety, security, and marine environment protection.

1.4 Application

These requirements apply to all means of PWT of any type and construction operating within the waters of the Emirate and as certified as such by the Department.

It also applies to those marine crafts of less than 500 GT and with passenger carrying capacity of less than 200 passengers. This shall include, but not limited to, ferries, water buses, water taxi, High Speed Craft (HSC), Ro-Ro passenger marine crafts, catamarans, and hovercrafts.

Furthermore, these requirements apply to the activities of PWT, operators of PWT marine crafts, terminals utilized for PWT as well as terminals operators engaged in the management or operations of PWT terminals within the waters of the Emirate, through the adoption of a consistent set of minimum standards that will provide opportunity to service customers at a safe standard.

As far as applicable, the requirements in this document must be used in conjunction with other regulations and guidelines issued by the Department. These requirements do not contradict or reduce any other obligations contained in any legislation applicable to passenger operations in the Emirate.

There is always a commitment on the part of operators to safe and efficient operation.

The standards and requirements set forth in this document applies to marine craft types, including but not limited to as under:

Examples of PWT Marine Crafts	Applicable Standards & Requirements
1. Water taxi, water bus, hover craft, wooden and non-wooden powered Abra	Requirements for Safe Operation of Public Water Transport
2. Ferry boat	Requirements for Safe Operation of Public Water Transport; GCC Code
3. Landing craft carrying passengers and their belongings	Requirements for Safe Operation of Public Water Transport; GCC Code
4. Hover craft, High-speed marine craft	Requirements for Safe Operation of Public Water Transport; GCC Code; HSC Code

These requirements do not apply to:

- Marine crafts, terminals and operators not engaged in PWT.
- Marine crafts not propelled by mechanical means and pleasure boats not engaged in trade.
- Marine crafts solely engaged in the transportation of cargo.
- Landing crafts and special purpose marine crafts which are not classified / registered as PWT.

1.5 Exemptions

If the Department deems that the nature and conditions of a marine craft or a particular voyage are such that the application of one or more provisions of these requirements would be neither reasonable nor necessary, the marine craft may be exempted from these provisions, provided that, it complies with other requirements which are adequate in the opinion of the Department for the marine craft and the voyage which is to be undertaken by this marine craft.

1.6 Equivalents

Where the requirements in this document require that a particular fitting, material, appliance or apparatus, or type thereof, shall be fitted or carried in a marine craft, or that any particular provision shall be made, the Department may allow any other fitting, material, appliance or apparatus, or type thereof, to be fitted or carried, or any other provision to be made in that marine craft, if it is satisfied by trial thereof or otherwise that such fitting, material, appliance or apparatus, or type thereof, or provision, is at least as effective as that required by these requirements.

SECTION B – LEGISLATIONS AND STATUTORY REQUIREMENTS

2 LEGISLATION

Section B of this document stipulate the legislation and statutory requirements applicable to PWT operations in the Emirate's waters and which operators must comply with. This includes the statutory requirements and regulations published by the Department, as well as other requirements and obligations under various maritime conventions and codes adopted by the International Maritime Organization (IMO) and other regulatory bodies, as applicable.

Marine crafts engaged in passengers transport and carrying 12 passengers or more must be classified for this purpose by one of the classification societies approved by the State or have a classification certificate for the hull and machineries issued for it by the Department. These marine crafts must also carry all statutory and technical certificates – whenever possible – as stipulated in local and international regulations, conventions and laws related to those marine crafts carrying 12 passengers or more.

Marine crafts engaged in passengers transport and carrying less than 12 passengers must be classified for this purpose by one of the classification societies accredited by the State or have a classification certificate for the hull and machineries issued for it by the Department. These marine crafts must also comply with all applicable laws and regulations related to marine crafts carrying less than 12 passengers - whenever possible.

- Regional and local requirements (as amended):
  - GCC Safety Regulations for Non-Conventional Ships (GCC Code)
  - Guidelines for the safe operation of public water transport issued by the Department and its amendments from time to time, which aims to regulate the work of marine means, marine activities, and marine infrastructure, as well as stipulating licensing requirements, technical inspections, and issuance of no-objection certificates and permits
  - Regulations and Codes of Practice issued by UAE maritime authorities and other regional regulatory bodies as applicable.
- International requirements (as amended):
  - International Convention for the Safety of Life at Sea (SOLAS), 1974.
  - International Convention for the Prevention of Pollution from Ships (MARPOL), 1973/78.
  - International Regulations for Preventing Collisions at Sea (COLREGs), 1972.
  - International Ship and Port Facility Security (ISPS) Code.
  - International Safety Management (ISM) Code.
  - International Code of Safety for High-Speed Craft (HSC Code) 1994 and 2000.
  - International Convention on Load Lines (LL), 1966.
  - International Convention on Tonnage Measurement, 1969.
  - International Convention on Standards of Training, Certification and Watchkeeping (STCW), 1978.
  - IMO Resolutions, Guidelines and Recommendations on Ro-Ro passenger.
  - IMO Safety Rules and Standards for Seagoing Domestic Passenger Ships.

- Relevant IMO Passenger Ships standards, including safety regulations and requirements for the prevention of pollution from ships.

2.1 Marine Notices and Maritime Circulars

All users and operators of PWT marine craft shall comply with marine notices and circulars published by the Department or its delegated entity.

2.2 Statutory Requirements applicable to PWT Crafts

2.2.1 GCC Safety Regulations

The GCC Safety Regulations for Non-Conventional Ships establish regional minimum safety standards for new and existing ships navigating in the GCC region and cover cargo ships whose length overall is 12 meters or over not covered by the provisions of the IMO Conventions and smaller passenger marine crafts whose length overall is 12 meters or over but less than 24 meters and carrying less than 200 passengers.

The PWT marine crafts mentioned in this document must comply with the operational requirements of the GCC Safety Regulations as applicable to their size and type.

2.2.2 Collision Regulations

Marine crafts must comply with the international regulations for preventing collisions at sea, as defined in:

- International Regulations for Preventing Collisions at Sea (COLREG), 1972.
- International Code of Signals (ICS).

2.2.3 High-Speed Craft Code

The HSC Code is a comprehensive set of requirements appliable to high-speed crafts, its equipment, operational conditions, and maintenance. HSC engaged in PWT shall comply with the HSC Code in addition to other relevant SOLAS requirements, specifically those under SOLAS Chapter X.

2.2.4 SOLAS (Safety of Navigation – Chapter V)

SOLAS Chapter V is applicable for the marine crafts mentioned under Section 1.4 – 'Application' as applicable to their size and type. Below points summarize the crucial points from the chapter:

- Voyage should be properly planned (see Accident and/or Incident Reporting Form

Contact Details			
Person Completing the Form		Click or tap to enter a date	
Name	Title	First Name	Last Name
Email Address	Enter your answer	Phone Number	
Address	Enter your answer		
Job role			
Company Details			
Company Name	Enter your answer		Choose an item.
Primary Contract	Enter your answer		

Email Address	Enter your answer	Phone Number	
Address	Enter your answer		

Marine craft Details	
Name of marine craft:	enter your answer
Type of marine craft:	choose an item
Contact number for marine craft:	enter your answer
IMO Number:	enter your answer
Marine Craft License *(If already registered)*	enter your answer
Flag State:	enter your answer
Number of people on board at the time of the occurrence:	▪ Crew: enter your answer ▪ Passenger: enter your answer ▪ Others: enter your answer
Did the occurrence involve a marine craft's boat*? (don't include SAR involvement):*	Choose an item ▪ Length overall (m): enter your answer ▪ Gross Tonnage: enter your answer ▪ Hull Material: enter your answer ▪ Registered Length (m): enter your answer ▪ Year of Build: enter your answer ▪ Propulsion Type: enter your answer

Occurrence Details	
Occurrence Type:	enter your answer
Date of accident and/or incident:	enter your answer
Time:	enter your answer
Sea State:	choose an item
Wind Force:	choose an item
Natural Light:	choose an item
Weather Conditions:	choose an item
Visibility:	choose an item
Search and Rescue Involved:	choose an item
Latitude (Direction):	choose an item ▪ Latitude: enter your answer ▪ Longitude: enter your answer

Voyage Data

Voyage Segment	choose an item
Marine craft Routing	choose an item
Under Pilotage or PEC Direction	choose an item
Port of Departure:	enter your answer
Port of Destination:	Enter your answer
Marine craft Operation(s) at the time of the occurrence:	choose an item

Description of Occurrence

- **Description of the sequence of events leading to and including the occurrence**

Enter your answer:

- **Please state the reasons which led to the occurrence happened?**

Enter your answer:

Consequences	
Tick relevant box (es) if, following the occurrence, either of these were necessary to prevent a further accident:	Shore Assistance ☐ Towage ☐
Did the marine craft sink:	Yes: ☐ No: ☐
Was the marine craft unfit to proceed:	Yes: ☐ No: ☐
Was the marine craft damaged:	Yes: ☐ No: ☐
Was the cargo damaged:	Yes: ☐ No: ☐
Pollution from cargo:	Yes: ☐ No: ☐
Pollution from bunkers:	Yes: ☐ No: ☐
Provide details of the damage to marine craft:	Enter your answer

External Damage to structures and environment:	Third Party Damage: Yes: ☐ No: ☐ Air Pollution: Yes: ☐ No: ☐
Provide Details of external damage:	Enter your answer
Were other marine crafts involved?	Yes: ☐ No: ☐ Please provide details

Injuries and Fatalities	
Number of people with **minor** injuries (up to 72 hours incapacitated/off work):	Enter your answer
Number of people with **serious** injuries (over 72 hours incapacitated/ off work):	Enter your answer
Number of missing persons:	Enter your answer
Number of lives lost:	Enter your answer

For each casualty, the following details shall be provided	
Person details:	▪ Age: Enter your answer ▪ Gender: Enter your answer ▪ Nationality (by country): Enter your answer
Physical Status:	Enter your answer
Was the lifejacket used:	Yes: ☐ No: ☐
Where on marine craft did the injury happen:	Enter your answer
Was this enclosed space?	Enter your answer
Type of injury:	Enter your answer
Part of the body injured:	Enter your answer
Other Additional Information	

- Additional data or information considered relevant? (ship, cargo or other damage):

- Appendix A2: Checklist – Planning).
- Marine craft must be fitted with a radar and a radar reflector.
- Illustration table of lifesaving signals must be carried on board.
- Master is obliged to respond to any distress call and report any dangers to navigation.
- Master is obliged not to misuse the distress signals.

2.2.5 Safety Management System (SMS)

PWT marine craft operators and Terminal operators shall ensure that effective measures are in place to maintain and enhance safety culture in all public water transport operations.

Operators of PWT marine crafts must have a Safety Management System (SMS) as applicable to their size and type. The SMS should be developed in line with the ISM – see Section 4.5.

Terminal operators shall have a management system which controls all PWT activities by considering safety, security and environmental protection requirements.

2.2.6 Pollution Prevention

Marine environmental protection of the Emirate's waters, and hence marine activities conducted in these waters, are controlled by various international, regional, Federal and Emiri laws and standards.

- Regional and local requirements (as amended):
    - UAE Federal Law No. (24) of 1999 – Protection and Development of the Environment.
    - Council of Ministers Decree No. (23) of 2001 – Protection of ports, shores, and maritime territory from oil pollution incidents.
    - Council of Ministers Decrees No. (37) of 2001, and No. (12) of 2006, concerning the Executive Order of Federal Law No. (24) of 1999 which includes regulations in relation to the protection of the marine environment, and the handling of hazardous substances, hazardous and medical wastes.
    - Law No. (16) of 2005 – Responsibilities of the Environment Agency of Abu Dhabi.
    - Law No. (21) of 2005 for Waste Management.
    - Kuwait Regional Convention for Co-Operation on The Protection of The Marine Environment from Pollution (Kuwait Convention).
- International requirements (as amended):
    - International Convention for the Prevention of Pollution from Ships (MARPOL).
    - International Convention for the Control and Management of Ships' Ballast Water and Sediments (BWM Convention).
    - International Convention on the Control of Harmful Anti-fouling Systems on Ships (AFS Convention).

The disposal of any solid or liquid wastes, oil, oily mixtures or any other type of pollutant or debris into the water is prohibited.

It is the responsibility of the individual PWT marine craft master, owner, agent, and operator to ensure compliance with applicable laws. In the event of non-compliance, a penalty is applied (in case of violation) as specified in the relevant regulations.

Below table showcases the general requirements that PWT marine crafts need to comply with.

Solid Waste Types	Marine Craft Sizes	
	< 24 m	> 24 m
Sewage	Discharge is prohibited.	
Garbage	Discharge is prohibited.	
Oily waste	Prohibited	Discharge is prohibited into the sea. Discharge must be retained securely on board and discharged at the dock reception facilities as per MARPOL.
Food waste, paper, fabric, glass, metal, bottles, and crockery, and similar refuse	Prohibited	
Grounded food waste	Prohibited less than 3 nm from the nearest land	

The PTW marine crafts shall specifically pay attention and avoid discharges resulting from the runoff of chemicals, including grease, fuel, hydraulic fluid, caustics, detergents, metal, paint droplets, or other debris occurring from the deck and/or hull cleaning.

All PWT crafts must deliver all wastes to the waste reception facilities ashore on arrival and before sailing.

PWT crafts should be refueled only in designated areas and from approved fuel stations.

2.2.7 Life-Saving Appliances & Arrangements, Radio Communications Equipment & Firefighting Equipment on board PWT Crafts

2.2.7.1 Life-Saving Appliances and Arrangements

Provision and arrangement of life-saving appliances shall comply with below regulations (as amended), as applicable:

- SOLAS – Chapter III, Life-Saving Appliances and Arrangements.
- LSA Code – Chapter II, Personal Life-Saving Appliances.
- GCC Code – Chapter 9, Life-Saving Appliances and Arrangements.
- Any other relevant IMO instruments, circulars or resolutions.
- Other regulations and decisions issued by the Department, as applicable.

Life-saving appliances and their arrangements shall be of an approved type and shall have undergone tests in accordance with the IMO requirements and recommendations.

2.2.7.1.1 Retro-reflective Material for Life-Saving Appliances

All rescue boats, life rafts, immersion suits, life jackets and lifebuoys must be fitted with retro-reflective materials in a manner considered satisfactory by the Department and in compliance with the relevant IMO Resolution (Use and Fitting of Retro-Reflective Materials on Life-Saving Appliances).

2.2.7.1.2 Personal Life-Saving Appliances

Any marine craft shall have on board a sufficient number of life jackets for the total number of persons the marine craft is authorized to carry. In addition, a number of child-size life jackets shall be carried, equal to at least 10% of the total number of persons authorized to carry, or such a greater number as may be required to provide a life jacket for each child as well as for those crew members on watch.

Each lifejacket shall be fitted with a whistle and a light complying with the requirements of the above-mentioned LSA Code. The name and number of the marine craft to be printed on each life jacket.

2.2.7.1.3 Lifebuoys

Lifebuoys shall be arranged on board at readily accessible positions for all persons on board. They shall be capable of being rapidly ready for use and not permanently secured in any way.

While the marine craft is in port, one of the lifebuoys provided with a lifeline shall be placed permanently at the gangway.

The name and number of the marine craft to be printed, both sides, on each lifebuoy.

2.2.7.1.4 Line-throwing Appliances

All PWT marine crafts shall have line-throwing appliances of an approved type, as per the LSA Code.

2.2.7.2 Radio Communications Equipment

Every PWT marine craft shall be provided with radio communications equipment as required for the sea area in which the ship is navigating. The capability, marine craft requirements, and functional requirements for radio communication equipment shall be in accordance with the below (as amended), as applicable to the type, size, and operational area of marine craft:

- SOLAS – Chapter IV, Radiocommunications.
- GCC Code – Chapter 10, Radio Equipment and Arrangements.
- Any other relevant IMO instrument, circular or resolution.

In addition, every PWT marine craft shall have on board:

- Emergency means comprising of both fixed and portable equipment for two-way communication between emergency control stations, muster and embarkation stations, and strategic positions on board.
- General emergency alarm system capable of giving the signal to go to muster stations consisting of seven or more short blasts followed by a long blast on the ship's siren or whistle supplied by the main and emergency source of power. The system shall be controlled from the ship's bridge and shall be audible in all accommodation and spaces used by the crew.

All radio equipment shall meet the recommended IMO performance standards including:

- VHF radio installation.
- NAVTEX.
- Radar transponder.
- EPIRB shall be located where it can float freely and is easily accessible.

- Portable VHF.
- MF/HF radio installations
- The Digital Selective Calling (DSC) and radiotelephony
- INMARSAT Ship Earth Station

2.2.7.2.1 Maintenance of Radio Equipment

Radio equipment required on board PWT marine crafts must be regularly maintained to ensure the availability of its functional requirements and to meet the recommended IMO performance standards. Adequate information shall be provided to enable the equipment to be properly operated and maintained.

The availability of the radio equipment shall be ensured by using one of the following methods:

- Duplication of equipment.
- Shore-based maintenance.
- At-sea electronic maintenance capability.

A supply of electrical energy sufficient to operate the radio installations and to charge any batteries used as part of a reserve source(s) of energy for the required radio installations shall always be available. In addition, a reserve source(s) of energy shall be provided on every ship, to supply radio installations, for the purpose of conducting distress and safety radiocommunications, in the event of failure of the ship's main and emergency sources of electrical power.

2.2.7.2.2 Radio Personnel & Radio Records

Every marine craft engaged in PWT shall carry personnel whose qualifications for distress and safety radiocommunication shall be considered satisfactory by the Department. The personnel shall hold qualifications and licenses as specified in the Radio Regulations as appropriate, and where one of the radio personnel on board shall be designated to have primary responsibility for radiocommunications, especially during distress incidents.

Every ship navigating in sea area A1 shall carry on board at least one person holding a restricted operator's certificate. Every ship navigating in sea area A2 shall carry on board at least one person holding a general operator's certificate. The Department may accept alternative radio certificates/licences with considerations to the limited size of the marine craft/ craft and its proximity from the shore.

A radio log/record, as required by the Radio Regulations and to the satisfaction of the Department, shall be maintained on board for the recording of all incidents connected with the radiocommunication service which appear to be of importance to safety of life at sea and prevention of pollution.

2.2.7.2.3 Watches

Every PWT marine craft, while at sea, must maintain a:

- Continuous watch on the distress frequencies corresponding to the sea area in which the marine craft is navigating.
- Radio watch for broadcasts of maritime safety information on the appropriate frequency or frequencies on which such information is broadcast for the sea area in which the ship is navigating.

2.2.7.3 Firefighting Equipment and Arrangements

Provision and arrangement of firefighting equipment shall comply with below regulations (as amended), as applicable:

- International Code for Fire Safety Systems (FSS Code).
- International Code for Application of Fire Test Procedures (FTP Code).
- GCC Code – Section 2, Safety and Environment, Fire-Fighting Equipment.

2.2.8 Summary of Mandatory Equipment

Mandatory equipment PWT marine crafts carrying more than 12 and up to 200 passengers are as follows:

Type of equipment	**Marine Craft Category and Quantity of Equipment**			
Service/Operational Area	**AD0**	**AD1**	**AD2**	**AD3**
Nautical miles distance from shore	up to "Economical Zone or max. 200 nm	up to 12 nm from coast baseline	up to 5 nm from safe haven	Enclosed waters
1. Life-Saving and Personal Safety Equipment				
SOLAS PFD/lifejacket for each person on board +10% for children + crew on watch	✓	✓	✓	✓
2 lifebuoys - one of which shall be fitted with automatic light.	(2)	(2)	(2)	(2)
4 lifebuoys - two of which shall be fitted with an automatic light and two of the buoys (one each side) shall be fitted with an automatic smoke signal with buoyant line 20 m	(4)	(4)	(4)	(4)
Lifeline/safety harness	✓	✓	✓	
Boarding ladder	✓	✓	✓	
Buoyancy sling with floating line	✓	✓	✓	
Lifebelt with light (Horseshoe type)	✓	✓	✓	
Buoyant heaving line/throw bag	✓	✓	✓	
Abandon ship emergency liferaft grab bag	✓	✓	✓	
Liferaft (sufficient capacity for all persons)	✓	✓	✓	
Jack Lines capable of being rigged port and starboard and extending from the aft of the cockpit to the foredeck for use with crew lifelines	✓	✓	✓	
Rescue boat and launching davit (for 24 m and above)	✓	✓		
Line throwing appliance	✓	✓	✓	✓
Safe ladder for passenger use	✓	✓	✓	✓
Waterproof touch	✓	✓	✓	✓
2. Flares (within expiry date and manufacturer's instructions)				
Floating smoke signals	(2)	(2)	(2)	(2)
Hand-held distress flares	(6)	(6)	(6)	(6)
Waterproof container for flares	✓	✓	✓	✓

Type of equipment	Marine Craft Category and Quantity of Equipment			
Service/Operational Area	AD0	AD1	AD2	AD3
Nautical miles distance from shore	up to "Economical Zone or max. 200 nm	up to 12 nm from coast baseline	up to 5 nm from safe haven	Enclosed waters
3. Firefighting				
Fire blanket	✓	✓	✓	✓ (if carrying cooking equipment)
Fire extinguishers	(3)	(3)	(3)	(3)
2 fire extinguishers suitable for use on oil fires, for boats with internal combustion engines fitted	✓	✓	✓	✓
Manual fire pump (hand-operated) (for 12 m to 24 m)	✓	✓	✓	✓
Dedicated fire pump sea suction (for 12 m and above)	✓	✓	✓	✓
Fire hose (for 12 m to 24 m)	✓	✓	✓	✓
Fire hose nozzle (minimum diameter 6 mm) with jet and water spray (for 12 m to 24 m)	✓	✓	✓	✓
Power-driven fire pump (for 24 m and above)	✓	✓	✓	✓
Fire main and hydrant (for 24 m and above)	✓	✓	✓	✓
2 fire hoses (for 24 m and above)	✓	✓	✓	✓
Fire hose spray nozzle for machinery Spaces (for 24 m and above)	✓	✓	✓	✓
Fireman's axe (for 24 m and above)	✓	✓	✓	✓
Fire Detector	✓	✓	✓	✓
Fire bell	✓	✓	✓	✓
Fixed detection and extinguishing system	✓	✓	✓	✓
Ventilation system	✓	✓	✓	✓
4. Navigation Equipment				
Echo Sounder	✓	✓	✓	
Steering Compass	✓	✓	✓	
Hand Bearing Compass	✓	✓	✓	
Speed Log	✓	✓	✓	
GPS	✓	✓	✓	
Radar and Radar Reflector	✓	✓	✓	✓
Foghorn, powered or aerosol type	✓	✓	✓	✓
Barometer	✓	✓	✓	
Clock	✓	✓	✓	
Binoculars	✓	✓	✓	
Sextant and tables	✓			
Navigation drawing instruments, parallel ruler, dividers, or plotting instrument	✓	✓		
Full set of fixed navigation lights including anchor lights	✓	✓	✓	

Type of equipment	Marine Craft Category and Quantity of Equipment			
Service/Operational Area	AD0	AD1	AD2	AD3
Nautical miles distance from shore	up to "Economical Zone or max. 200 nm	up to 12 nm from coast baseline	up to 5 nm from safe haven	Enclosed waters
Suitable up to date charts, nautical publications, and tide tables for areas of cruising	✓	✓	✓	
5. Bilge Pumping				
Bilge pumps, each powered by a different mechanical power source	(2)	(2)	(2)	(2)
Isolation valves (through hull fittings)	✓	✓	✓	
Softwood tapered plugs	✓	✓	✓	
A bucket of capacity 8-12 liters, suitably fitted with a rope lanyard	✓	✓	✓	✓
One complete repair kit including spares should be carried	✓	✓	✓	
Bilge alarm	✓	✓	✓	✓
Bilge tank	✓	✓	✓	✓
6. Anchors and Warps				
Adequate supply of warps and fenders including warps for towage	(2)	(2)	✓	✓
Suitably reinforced deck cleat/Samson post on the foredeck and means of closing over the bow roller or fairlead used when anchoring	✓	✓	✓	✓
Anchor with chain/warp	✓	✓	✓	✓
7. General Equipment				
Instruction manuals for marine craft's essential equipment	✓	✓	✓	
Bosun's Chair	✓	✓		
Emergency water supply	✓	✓		
Emergency repair kit including sail repair kit, spare wash boards and window blanks	✓	✓		
Quickly riggable storm sails	✓	✓	✓	
First Aid Kit including a First Aid Manual	✓	✓	✓	✓
Suitable secondary means of engine starting, including battery, hand start or suitable jump leads	✓	✓	✓	
An appropriate tool kit and spare parts for the type of craft being used	✓	✓	✓	✓
Emergency steering means	✓	✓	✓	✓
Waterproof torch	✓	✓	✓	✓
Rigid or inflatable tender	✓	✓	✓	
8. Others				
Rescue signal table	✓	✓	✓	✓
Flag (countries, operations etc.)	✓	✓	✓	✓

Type of equipment	Marine Craft Category and Quantity of Equipment			
Service/Operational Area	AD0	AD1	AD2	AD3
Nautical miles distance from shore	up to "Economical Zone or max. 200 nm	up to 12 nm from coast baseline	up to 5 nm from safe haven	Enclosed waters
Emergency numbers	✓	✓	✓	✓
Launching instructions/posters for life raft on display	✓	✓		
Training manual for onboard safety equipment	✓	✓		
Maintenance instructions for safety equipment	✓	✓		

Type of equipment	Marine Craft Category and Quantity of Equipment in each Area[1]	
Nautical miles distance from shore	A1 (within VHF Coast Station range)	A2 (within MF Coast Station range)
Radios and Communications		
VHF DSC radio transmitter	✓	✓
MF/HF DSC transmitter capable of transmitting and receiving, for distress and safety purposes, on frequencies: • 2,187.5 kHz using DSC; and • 2,182 kHz using radiotelephony	✓	✓
Maritime safety and security transponder	✓	✓
EPIRB	✓	✓
Radio receiver AM/FM (weather forecasts)	✓	✓
2 ways VHF	✓	✓
SART radar or AIS search and rescue transmitter (AIS-SART)	✓	✓
NAVTEX	✓	✓
Whistle	✓	✓
Waterproof handheld radio	✓	✓
Mobile Phone (in waterproof holder)	✓	✓

For marine crafts carrying less than 12 passengers, refer to the marine craft-specific checklist in the Appendix for detailed requirements.

2.2.9 Crimes

The provisions of the UAE criminal legislation in force shall apply to crimes committed on board any marine vehicle licensed in the Emirate.

[1] Definitions of sea areas A1, A2 as per IMO resolution A801(19).

3 DEPARTMENT'S MANDATE

The Department is mandated to:

- Supervise the transport sector in accordance with national and international regulations in force, in coordination with the relevant authorities in the Emirate and beyond.
- License all marine crafts, entities, companies, and persons operating in the transport sector, and monitoring the extent to which they are committed to optimizing the quality of their services.

Each PWT marine craft operators and terminal operator must ensure that required licenses and permits are obtained from the Department or its delegated entity. The requirements for the registration, licenses and operational permits must be in accordance with the Resolutions and Decisions issued by the Department.

3.1 Operational Permit

Each PWT operator must:

- Comply with all the relevant regulations, standards, Codes of Practice and requirements including those issued by the Department.
- Hold the operational permit to operate PWT marine craft(s) in the Emirate's waters. The operating permit can be obtained through the Department or delegated entity and shall be in accordance with the Resolutions and Decisions issued by the Department.
- Ensure that PWT marine crafts are operated within the permitted area of operations and in accordance with the permit's conditions, limitations and restrictions that may apply as determined by the Department.
- Hold a permit to transport passengers to / from a location outside the Emirate and has obtained from the Department.
- Embark or disembark of passengers is carried out in duly licensed terminals.
    - Each terminal used for the services of PWT within the Emirate must also secure an operational permit from the Department.
    - The required document and requirements for the Terminal license shall be in accordance with the Resolutions and Decisions issued by the Department.

3.2 Marine Craft License

All PWT marine craft operators shall ensure the marine crafts are registered and hold a valid PWT's marine craft license.

All marine crafts engaged in the transport of passengers, according to its size, type and operating area, shall comply, as far as practicable, with relevant international, regional and local regulations and requirements, specifically those related to construction, structure, arrangements, fittings, equipment, stability, fire detection and protection systems, life-saving appliances, load lines and tonnage requirements, as applicable.

Marine crafts to be registered and licensed will be checked through technical inspections and surveys against the following general requirements:

- Construction of the marine craft is as per the acceptable standards by the Department.

- Equipment, fittings, arrangements, and requirements fulfilling such specific marine craft checklists.
- Operations of the marine craft in an environmentally safe manner that does not cause any harm to the marine environment.
- Marine craft manning is aligned with the approved standards and as per the safe manning certificate issued by the Department.
- Crew must hold valid certificates of competency issued or recognized by the Department. Crew must be adequately rested and fit.

Marine craft license can be obtained through the Department or from its delegated entity. The validity of the marine craft license is for one (1) year and can be renewed for a similar period subject to the results of the required technical inspection and survey.

3.3 Crew License

PWT operators must ensure that, the Master and crew working on board marine crafts engaged in public water transportations hold proper and adequate licenses issued by the Department.

The required document and requirements for the licensing of marine crafts' crew members shall be in accordance with the Resolutions and Decisions issued by the Department.

3.4 Manning Standards of PWT Marine Crafts

PWT operators and Master must ensure that, the PWT marine craft is sufficiently and effectively manned.

All PWT owners, operators, and Masters of the PWT marine crafts must also ensure that, the marine craft is manned sufficiently by qualified crew. To operate a marine craft while complying with maritime safety, security and protection of the marine environment, it is necessary to ensure that the IMO's principles for seafarers' work and rest hours, occupational safety, health and hygiene and proper provision of food and welfare, are met and are complied with. PWT operators must comply with the applicable provision of occupational health and safety systems ashore and on board, with focus on health and safety.

The requirement of the minimum safe manning for each marine craft type shall be in accordance with the Resolutions and Decisions issued by the Department. The Department will assess and approve the manning on each PWT marine craft at the time of licensing.

SECTION C - OPERATIONAL REQUIREMENTS

4 MARINE CRAFT OPERATOR AND MASTER'S OBLIGATIONS

4.1 General Obligations – PWT Marine Craft Owner or Operator

Safety of passengers' transport operations is of paramount importance. Although the Master has overall responsibility for the safety of a marine craft and those onboard, the PWT marine craft owner or operator is primary responsible to ensure that systems are in place to provide a safe working environment.

The PWT marine craft owner or operator must ensure that marine craft:

- Holds all required licenses, documents, technical and Statutory certifications as required by the federal and local regulations.
- Complies with the requirements of security agencies.
- Has undergone and completed all statutory inspections.
- Is fit to undertake the voyage and the duties intended.
- Carries sufficient equipment and supplies and is manned by sufficient crew to meet the needs of the voyage and intended duties.
- Has appropriately qualified and trained crew onboard the marine craft.
- Master is provided with copies of all relevant:
    - Company policies and procedures
    - Licenses and certificates
    - Authorizations
- Master has the necessary authority to make decisions affecting the safety of the marine craft and those onboard.

4.2 General obligations – Master

The Master is always responsible for the safety of the marine craft. In discharging this duty, the Master must:

- Complete all pre-sail checks before passengers' board, considering instructions issued by the PWT marine craft operator and ensuring:
    - Copies of all necessary licenses and certifications are onboard and valid.
    - Copies of all relevant company policies and procedures.
    - Copies of all relevant authorizations.
    - Marine craft is in a suitable technical condition to undertake the voyage and duties intended.
    - Sufficient equipment and supplies to meet the needs of the voyage and intended duties.
    - Sufficient crew to meet the needs of the voyage and intended duties.
    - Crew are qualified, trained and fit for their nominated duties for the entire duration of the voyage.
    - Weather is suitable for the journey to be made.
- Consider that:
    - Not all passengers are necessarily fit and 'mobile'.
    - Port waters may sometimes be turbulent from passing traffic.

4.3 Management of Non-Conformities and Incidents

The owner or operator must establish and maintain procedures for monitoring and controlling non-conformities by taking corrective/preventive actions to mitigate the potential negative impact. The owner or operator shall ensure that the management of non-conformities on board the marine craft includes the following steps:

- Identification and documentation: The owner or operator and Master shall identify the non-conformities and document it in a standard manner.
- Evaluation and analyze the root cause: The owner or operator and Master shall ensure that root cause analysis is performed on all the non-conformities and proper assessment is made thereafter.
- Correction and mitigation: The owner or operator and Master shall ensure that corrective actions are implemented well in time to mitigate the negative impact and to achieve effective and efficient results.

It is advised that the operator and Master shall establish and maintain procedures for monitoring and controlling non-conformities. For this purpose, the operator and Master shall implement and operate a system to detect and correct the non-conformities.

4.4 Auditing of Marine Craft and Operation

Internal Audit

The internal audit shall be carried out by the operator. Any findings in the audit should be documented and discussed with the Master so that recommendations for improvement can be made and actions are taken to address the shortfalls.

External audits

Apart from the internal audits, the Department or delegated entity will conduct audits to ensure compliance with regulation and any applicable Safety Management System (SMS) that may be developed by the company. In general, it shall cover the review of:

- Overall condition of the marine craft.
- Provision and operation of all on-board equipment, including navigational equipment.
- Safety management system manual, including manning requirements, risk assessment, training and effective passage planning.
- Evidence of an appropriate marine craft maintenance program.
- Management and procedures in place for carrying passenger, their embarking and disembarking.

The audit report is shared with the operator to provide feedback about shortfalls.

The Master shall display the SMS certificate in a conspicuous place on board. Where it is not possible to display the certificate, due to the nature of the marine craft (such as open boats), it should be available on board for inspection by the Department or delegated Authority.

The auditing is conducted in line with the requirements of the Safety Management System (SMS) of the marine craft.

4.5 Safety Management System (SMS)

The PWT owner, operator and Terminal operator must provide a safe working environment by implementing a comprehensive risk-based safety management system (SMS). PWT owner, operators may adopt a voluntary International Safety Management (ISM) system if the PWT marine crafts it operates, considering their size and area of operations, are not required to do so under SOLAS. If such voluntary certification is requested, the Department will issue a Document of Compliance against the ISM requirements.

4.5.1 Risk Management

The PWT owner, operator (other than those certified compliant with the International Safety Management (ISM) Code), and terminal operator should apply the risk management principles detailed in the relevant technical guidelines issued by Abu Dhabi Public Health Center (ADPHC).

Operators should methodically self-assess for risk within their operations. The information generated from this process may then be used to:

- Review / refine an existing procedure (where it exists).
- Provide the basis of a new procedure (where none exists).
- Define essential equipment purchases and maintenance requirements.
- Clarify employee roles / job descriptions.
- Clarify employee training requirements.

This process should involve the following key steps:

- **Identify Risks:** Identify where, when, why and how events could prevent, degrade or delay the achievement of health and safety objectives.
- **Analyze Risks:** Identify and evaluate existing controls, consequences and likelihood of hazards and estimate associated level of risk. This analysis should consider the range of potential consequences and how these could occur.
- **Evaluate Risks:** Compare estimated levels of risk and consider the balance between potential benefits and adverse outcomes. Make decisions about the measures required to deal with the risks and consider priorities.
- **Treat Risks:** Develop and implement cost-effective strategies and action plans to increase health and safety benefits and reduce costs.
- **Monitor and Review:** Monitor the effectiveness of all the risk management process steps to ensure no change in priorities.

4.5.2 Risk Assessment

A risk assessment for all operations should be carried out by the operator to minimize the potential impact of an incident. This will also in turn improve the safety of all employees and passengers.

The operator should:

- Provide training to the crew on how to conduct a risk assessment.
- Identify potential hazards during the operation.
- Determine the way to minimize risks of identified hazards.
- Prove the minimization of hazard using experience and prior learning.

The operator should maintain, amend, and correct all risk assessments to reduce the risk of facing a hazard. Risk assessments should be reviewed periodically as part of the risk management.

4.5.3 Policies, Plans and Procedures

Within the adopted safety management system, each marine craft and terminal operator should establish and document clearly defined policies, plans and procedures for the following:

- Decision-making procedures for responsibilities such as command, purchasing, maintenance, emergencies, and conduct.
- Procedures describing specific functions undertaken on the marine craft such as evacuation, cleaning, and maintenance.
- Procedures for storage and use of hazardous substances on the marine craft.
- Process by which improvements are identified, analyzed and implemented by any person associated with the operation of a marine craft.
- Communication plan ensuring frequent and regular engagement with employees and describing how the workforce may communicate with the operator.
- Procedures to ensure that navigational information such as charts, navigation warning broadcasts by radio, notices to mariners are promulgated to all appropriate personnel in a form that may readily be understood.
- Policy on the working language to be used – considering that Arabic, or English may not be understood by all crew employed on the marine craft.
- Emergency response procedure for situations such as fire, flooding and collision that are known to crews and exercised.
- Policy on drug and alcohol consumption - the possession and / or consumption of alcohol or drugs by any member of the crew, other than prescribed medication, shall be strictly prohibited.
- Procedures to ensure all crew members are properly trained to perform their functions, including irregular staff, catering staff, etc., and a record maintained for audit purposes.

All policies and procedures issued should be communicated in a language (or languages) understood by each employee employed or/and engaged on a marine craft, whether the employee is permanent or temporary.

The operator's Safety Management System should cover, in general, the following aspects:

- General
    - Safety and environmental protection policy.
    - Risk assessment.
    - Lines of communication between personnel, ashore and afloat.
    - Procedures for reporting accidents.
    - Procedures for responding to emergencies.
- Health and safety protection policy.
- Responsibilities.
- Personnel and training.
- On board procedures.
- Preparation of emergencies.

- Reporting of accidents.
- Maintenance of marine craft and equipment and documentation.
- Procedures for internal audits and management reviews.

These audits shall cover a review of the following as a minimum:

- Operations plans.
- Maintenance plan.
- Administration procedures.
- Review of risk assessment, incidents, accidents and near misses.
- Faults and failures.
- Operational performance and procedures.
- Identify additional training criteria or requirements for the crew.

It is also recommended for the owner or operator to refer to the ISM Code for any additional guidance.[2]

4.6 Evaluation of Systems

The PWT operator must carry out internal audits on board and ashore to:

- Verify and maintain system effectiveness
- Ensure compliance with relevant laws and regulations.
- Identify possible risks and improvements.
- Improve safety for personnel onboard.
- Minimize pollution and environmental damage.
- Review controls.
- Help management improve internal controls.

Audit scopes shall be designed to include the following functional requirements:

- Safety and environmental protection policy.
- Instructions and procedures to ensure safe operation of ships, and protection of the environment, in compliance with relevant international and flag state legislation.
- Defined levels of authority and lines of communication between, and amongst, shore and shipboard personnel.
- Procedures for reporting accidents and non-conformities with the provisions of these controls.
- Procedures to prepare and respond to emergency situations.
- Procedures for internal audits and management reviews.

[2] The International Safety Management (ISM) Code, (https://www.imo.org/en/OurWork/HumanElement/Pages/ISMCode.aspx)

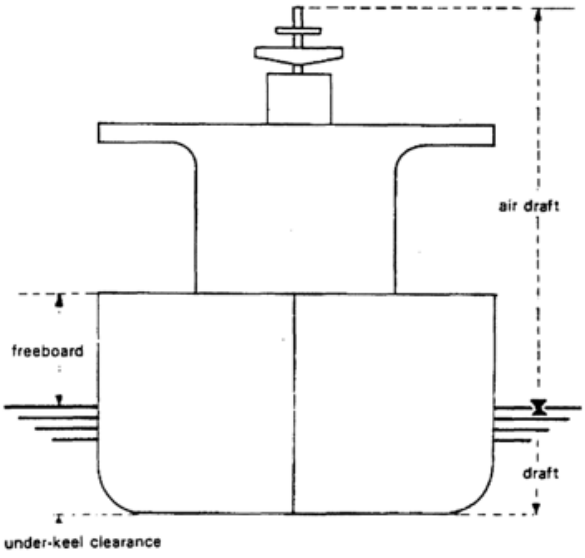
5 PASSAGE

5.1 Passage planning

This section outlines the guidelines for proper passage planning and applies to all marine crafts under **Section 1.4 Application.** Marine crafts shall comply with the SOLAS Chapter V Reg. 34, IMO Resolution, STCW Section A VIII/2 Part 3-1 and IMO Guidelines on voyage planning. Appendix A2 set the template and general requirements on passage planning.

The operator and Master of the PWT marine crafts shall ensure that:

- A passage plan is prepared, which will be used during the usual marine craft passage.
    - Marine crafts on a regular service may submit a passage plan which will be valid for a specific route.
- A thorough navigational risk assessment is carried out mainly considering the following elements (if applicable):
    - Routing (navigation through basic route and congested route).
    - Obstructions along the route.
    - Weather forecasts and limitations.
    - Alerts/information from the Department.
    - Tidal information.
    - Capability and condition of boat and crew on board.
    - Planned route utilizing charts and pilotage information as required (corrected charts up to date).
    - Alternative planning should things change.
    - Air draft and under keel clearance should also be taken into consideration. (as illustrated in the below image)



Source: IMO Standard Marine Communication Phrases (SMCP), 2000

The passage plan shall be read, understood, and accepted by the crew on board the PWT marine craft. At all times, the navigational risk assessment documents shall be readily available on board for inspection.

In addition to assessing the prevailing weather conditions and sea state, the Master must also be aware of "operating environment" regulations.

A decision regarding the number of people onboard, passage plan, speed should be made depending upon the prevalent conditions. The Master should consider reducing the number of people, reviewing seating positions, limiting speed, and evaluating whether to postpone/cancel the trip if conditions are less than favorable.

If approaching an area known to be hazardous in the prevailing conditions, the marine craft must stop the passage, reassess the passage plan or consider turning back as entering this area can lead to potentially unacceptable risk.

5.2 Sailing Directions

Masters are reminded that they are obliged to comply with any direction issued by the Ports Authorities or the Department concerning sailing directions, exclusion zones, traffic and speed limits.

6 SAFETY

6.1 Crew Safety

6.1.1 Training

Education and training of shore staff and onboard crew shall be provided by institutions which are duly accredited by the Department. Education and training of shore staff and onboard crew may follow the IMO training courses as recognized by the Department.

Periodic safety training is critically important and each PWT owner and operator should ensure that crews understand:

- Purpose of the training session.
- Why the training is useful to them.
- Consequence of not following safety rules and procedures.

Safety training must be organized so that the order in which the material is presented matches the actual steps that would be taken on the job. Marine craft operators ensure every crew member understands the content of the training and immediately practice and apply new knowledge and skills to ensure they understand and implement safety requirements. Training is effective when crews understand and are able to use what they've learned. Operator should ensure that adequate and the updating knowledge training is provided to the crew.

Each PWT operator should produce a training manual. This manual should:

- Contain instructions and information in easily understood terms.
- Illustrate evacuation, fire and damage control appliances and systems and on the best methods of survival.

The contents of the training manual may be included in the marine craft operating manual. The following should be explained in detail:

- Donning of lifejackets.
- Muster at the assigned stations.
- Launching and boarding survival craft.
- Illumination in launching areas.
- Use of handheld VHF radios, if provided.
- Operation of survival craft, including securing.
- Instructions in the use of fire-fighting appliances and systems.
- Use of alarms and communications associated with fire safety.
- Use of damage control appliances and systems including operation of watertight doors, bilge pumps and engine room vents.
- Passenger control: communication with passengers in an emergency.

Details about specific training and training schedules should be mentioned as part of the training manual. The trainings undertaken by the crew must be logged and recorded on board and the Master is responsible for checking if the training records are up to date.

6.1.2 Drills

Safety drills should be carried out on board at regular intervals. The Master's responsibility is to ensure that the drills are carried out and proper records are maintained. During the audit, the operator must check for the details mentioned in the training log.

Each member of the Crew should participate in evacuation, fire, and damage control drills. Emergency scenarios for safety drills should include, for example:

- Man overboard.
- First Aid Procedures.
- Casualty on board.
- Passenger management.
- Machinery and electrical failure.
- Pollution incident.
- Going to anchor.
- Firefighting.
- Collision.
- Grounding.
- Violet behavior.
- Loss of steering.

After the safety drill, there should be a debrief session to discuss the effectiveness of emergency procedures and processes and to identify other additional or new potential emergency shipboard situations.

It is mandatory to have emergency fire and evacuation drills on board at regular intervals as per the SMS and each crew member should be a part of it.

For each scenario training should be staged through the four steps as described below:

- **Communications Exercises:** A simple check to ensure seamless communication between the command post – normally the wheelhouse - and out-stationed functions.
- **Table-top Exercises:** This is an essential step, particularly useful for testing the organizational and coordination aspects of emergency response.
- **Walk-through Exercises:** Similar in philosophy to the communications exercises, these exercises enable people to ‘walk through’ their functions and roles in a benign environment with no pressure to:
    - ensure people know exactly what to do; and
    - give the crew confidence that they know how to do it;
    - such exercises may simply be operating firefighting and damage control equipment, turning out oil spill containment equipment, walking through evacuation routes.

- **Full-Scale Exercise:** Needs careful planning to replicate or simulate a 'real-life' incident or emergency as closely as is safe and practicable. Such simulations should include instruction and operation of the evacuation, fire and damage control appliances and systems of the marine craft.
- **Evacuation Drills:** Evacuation drill scenarios should vary so that different emergency conditions are simulated, and may include:
    - Summoning crew to muster stations with the alarm and ensuring that they know the order to abandon marine craft as specified in the muster list.
    - Reporting to stations and preparing for duties as described in the muster list; – checking that crew members are suitably dressed.
    - Checking that lifejackets are correctly done.
    - Operation for launching life rafts.
    - Testing of emergency lighting for mustering and abandonment.
    - Giving instructions in the use of the marine craft's life-saving appliances.

Emergency instructions, including a general diagram of the marine craft showing the location of all exits, evacuation routes, emergency equipment, life-saving equipment and appliances and illustration of lifejacket donning must be available to each crew member and posted on notice boards.

Emergency instructions should be provided to all crew members, covering aspects like general diagram of the craft showing the location of all exits, evacuation routes, emergency equipment, life-saving equipment and appliances, and illustration of life jacket donning.

6.1.3 Pre-departure Safety Check

Before the commencement of any voyage the Master shall ensure that the following is done:

- Be aware of the current weather forecast for the area.
- Ensure that all parts of the marine craft are in proper and seaworthy condition.
- Check engine including oil levels, coolant and fuel reserves.
- Proper Securing for all movable parts on board.

The marine craft shall be checked for safety, hygiene, and ready for service before any passengers embark on the journey. Adequate time should be allowed to prepare the marine craft before the commencement of trip.

6.1.4 Crew Safety Briefing

At the beginning of each shift, the Master must brief the crew members, mainly catering, hospitality, and entertainment staff, on their duties and responsibilities. In addition, the Master should brief the crew on various elements which are specific to their roles on board, briefs shall also include all elements that may impact the safety of the crew and passengers, in general, the briefing should include:

- Identified members of the crew and their roles and responsibilities.
- Introduction of the nominated first aider.
- Itinerary outlines timing and overall plan for the day or watch.
- Location and operation of safety equipment such as PFD/lifejackets, weather gear, lifebuoys, flares, radio equipment, and fire-fighting appliances.

- Location of life raft(s) and the method of launching.
- Location and use of navigation equipment.
- Emergency procedures on board, including escape routes.
- Crew's duties in the event of an emergency.
- Process for sending a MAY DAY call.
- Method of starting, stopping and controlling the engine.
- Procedures for the recovery of a person from the water (see **Section 7.5).**
- Procedures and operation of communications equipment.
- Location of navigation and other light switches.
- Method of navigating to a suitable place of safety.
- On board hazards.
- Emphasis on the importance of crew members remaining alert and aware of their surroundings and the activities going on around them.

6.1.5 Uniform

Each crew member should be provided with and wear a smart and practical uniform with the appropriate safety equipment, e.g., a personal flotation device. This conveys an impression of a professional and well-run operation and makes the crew immediately identifiable to passengers both during routine operations, but more importantly during emergencies.

6.1.6 Rest Hours

Marine craft operators should ensure:

- Master and crew members are always properly rested and hours of work and rest in compliance with MLC 2006 requirements. Work and rest hours shall be logged.
- Working day of a Master does not exceed 12 hours.
- After 6 hours of work, the Master has a break of at least 30 minutes.

6.2 Passenger Safety

6.2.1 Pre-Voyage Evaluation

Marine craft operators should attempt to anticipate problem situations by evaluating parties and groups at the time of booking. Operators should consider the event's viability and measures to prevent crime and disorder by adopting robust assessment processes. These processes should identify appropriate measures to reduce risks, which may then be embodied in booking conditions and include such measures as limiting party size, restrictions on alcohol etc.

6.2.2 Safety Briefing

Before departure, passengers should be briefed on safety and emergency procedures relevant to the marine craft, including those relating to fire prevention, protection of limbs, and the effect of passenger movement on boat stability.

The pre-departure briefing must be in, at least, Arabic and English and contain verbal instructions and demonstrations that inform and prepare passengers to respond in the event of an emergency. The briefing

should make passengers aware of life jackets' location closest to their position on the marine craft, and the survival craft they should board if the marine craft must be abandoned. Information cards or posters may be used to supplement the verbal briefing but should not replace the announcement.

The public address system should cover all areas where passengers and crew members have access, escape routes, and places of embarkation into survival craft. Emergency instructions including a general diagram of the marine craft showing exit locations, evacuation routes, emergency and life-saving equipment should be available to passengers.

6.2.2.1 Embarkation and Disembarkation – General Instructions

Each PWT's marine craft, owner and operators should prepare procedures on passenger embarkation and disembarkation as well as crowd management considering:

- Access gates on the marine craft and berth, if provided, should not be opened until the marine craft is safely alongside and the Master has given permission. They should be closed again and latched securely before the marine craft departs.
- The Master should give permission positively to begin embarking or disembarking passengers.
- Ideally, the Master should be able to observe the entire passenger transfer process, but if this is not possible, he must be able to communicate with the crew at the access point.
- All crew members should be aware of the danger that passing marine crafts may present to passengers transferring.
- The passenger access point should be always manned, by at least one appropriately uniformed crew member when passengers are transferring.
- Passengers should be counted on and off the marine craft so that the exact numbers of 'Persons On Board (POB)' is known.

In the event of a person falling overboard, emergency procedures should begin immediately, which should ensure that passengers are prevented from:

- Transferring to or from the berth, unless required for wider safety reasons, e.g., evacuation from fire.
- Jumping into the water to attempt a rescue.

6.2.3 Embarkation and Departure

The responsibility rests with the marine craft operator and Master to ensure each terminal and berth used to embark or disembark passengers is qualified and fit for purpose.

During embarkation the crew shall head count all passengers entering the marine craft and shall ensure that the permitted capacity is not exceeded. Once all passengers embark, the number of passengers and crew is entered into the AIS system before the marine craft departs the pier.

The number entered the AIS system shall truly reflect the total number of crew members and passengers on board. Therefore, a designated crew member shall count all passengers that embark and disembark the marine craft. A counting device should be used to ensure an accurate passenger count. Other crew members should aid all passengers during embarkation to ensure that trips, slips and falls are prevented and to guide passengers to the appropriate location.

6.2.4 Arrival and Disembarkation

Crew must monitor the areas on board, and this should always be accompanied by safety announcements advising passengers to use the handrails when using stairs. Whenever there is a risk of sudden movements by the marine craft or a heavy contact coming from alongside a pier, passengers should be advised to remain seated.

When arriving at the pier and before disembarking any passengers, a safety announcement should be made in language/s that all passengers are capable to understand.

On arrival at a pier the Master and crew must ensure that the marine craft is secured alongside and that the gap between pier and marine craft is as small as possible. Only once the marine craft is safely moored alongside disembarkation or embarkation should commence.

During disembarkation, the crew shall count all passengers leaving the marine craft.

6.2.5 Control of Wash

PWT marine craft engines must be in a neutral gear while alongside. However, marine crafts may sometimes need to keep their engines running in gear when embarking or disembarking passengers.

This can cause considerable propeller wash or turbulence, and the effects worsen as the marine craft accelerates or decelerates on coming alongside or departing.

Masters of marine crafts approaching from astern must take care to allow for the effect of this propeller wash when controlling their own marine crafts.

6.2.6 Unruly or Aggressive Passengers and Incident Response

Several approaches may be taken with unruly or aggressive passengers. In response to a developing situation, the response of the crew may include:

- Assess the risk and/or danger to other passengers.
- Try to calm the situation – talk quietly.
- Try to understand the reason for the behavior.
- Request peer crew members or passengers to assist.
- Master to call relevant authorities.
- Attempt to clear passenger(s) from the marine craft and/or berth.

6.2.7 Hygiene

It is essential that the highest standards of hygiene are maintained during operations.

The operator shall develop regular cleaning routines and marine craft specific cleaning schedules (hourly, daily, monthly, etc.), for instance all the below to be cleaned regularly at short intervals and when passengers have vacated:

- Stairwell handrails.
- All high contact areas (passageways, windows, doors, etc.).

- Lift buttons.
- Door handles.
- Counter tops.
- Accommodation tables and seating.
- Toilets.

Food hygiene

All marine crafts supplying food and drinks to the public must be registered as a food premises and shall ensure to apply necessary food hygiene standards.

All food and beverage (F&B) areas should be kept continuously clean throughout the day and in good order, including any equipment being used.

6.2.8 People of Determination

PWT marine craft and berth operators must support access for people of determination. Procedures for access of people of determination shall be documented in accordance with the applicable regulations. Below are some considerations:

- Assess whether the passenger can safely embark/disembark from a marine craft with reasonable assistance. Reasonable assistance includes guiding and advising but excludes lifting or hoisting by marine craft or berth staff.
- Use of signs.
- Use additional handrails, wider passageways, lifts etc.
- Outline limitations for hosting people of determination and ensure they are clearly stated in booking and ticket terms and conditions. If the master considers passenger safety is in doubt, then polite but firm refusal to embark the marine craft must be given to the people of determination together with the reason.

Embarking and disembarking of people of determination should only be performed by appropriately trained persons with suitable equipment.

Marine craft operators should:

- Ensure that accessibility features of a terminal are maintained in good working order.
- Avoid the creation of new barriers, the repair of uneven surfaces and the removal of furniture, fixtures or obstructions that encroach on corridors or accessible paths of travel and other such maintenance should be performed on a regular basis.

If repairs or maintenance are required, or if an obstruction must remain in the path of travel, marine craft operators should:

- Ensure that the obstruction is detectable by those persons using canes to guide them and clearly color contrasted so as to be detectable by a person with impaired vision.

6.2.9 Passenger Satisfaction

To judge the success of operator's actions, the PWT operator must measure their customers satisfaction against the provided services. To be able to improve customer services, the operators must identify the key performance indicators (KPIs) most important for the services provided.

An option is to provide questionnaires to passengers and to put boxes in public areas of the marine craft and at the terminals to collect completed questionnaires. Questionnaires should be then analyzed in a timely manner and developments over time should be carried out.

6.2.10 Obligation of Passengers

The passenger shall:

- Follow all instructions from the crew members.
- Avoid disturbing other passengers or crew members.
- Assist other passengers in case support is needed, especially in an emergency/evacuation.
- Contact a crew member in case help is required.
- Contact the operator before embarkation in case travelling with any dangerous goods. Dangerous goods shall not be allowed on board unless permitted by the Department.

6.3 Pier Safety *Error! Bookmark not defined.*

6.3.1 Passenger Access Points

Passenger access points, both aboard the ship and ashore on the pier, including the gangway, should be well illuminated at night and in poor visibility and marked with high visibility tape or paint. The edges of the deck and the pier at the access points should be highly visible so that any gap between the ship and pier is obvious. Additionally, these areas should be treated with slip-resistant coatings.

6.3.2 Handrails

Handrails must be of a suitable height to allow passengers to adequately brace themselves while using the stairs, or in the event of an incident. Posters or notices in the stairwell should also indicate the requirement to always use handrails to guard against unexpected movements of the marine craft.

6.3.3 Boarding Ramps and Gangways

Gangway operating procedures should be laid down and incorporated into the SMS or alternatively in the operating procedures. The operator's operating procedures should state how it expects its Master to moor when transferring passengers. The main aim should be to provide passengers with "step-free" access to and from the marine craft; they should not have to stretch or step up or down when boarding or leaving the marine craft.

The whole length of the marine craft must lie alongside the quay or jetty. When a gangway is to be used, this should be provided with a safety net and adequate lighting.

If a gangway is used, crew members must always ensure that the marine craft is securely moored and the gangway suitably manned, with gangway operating procedures laid down by the marine craft operator.

The following considerations are important in the design and operation of gangways:

- Ensure that gangway allows reduced mobility access (including wheelchairs) – or providing alternative arrangements, documented in procedure, to ensure people of determination may safely embark or disembark from a marine craft.
- Ensure provision of a slip resistant walkway.
- Ensure provision of incorporated handrails that are tested regularly.
- Ensure that an updated risk assessment is in place.

The crew must ensure that passengers do not bunch up on the gangway.

If required to assist the passengers, at least one (1) crew member, clearly identified and suitably equipped with lifejacket and safety footwear shall attend the gangway.

On smaller PWT marine crafts carrying less than 12 passengers, mooring and passenger embarkation/disembarkation arrangements may differ, but should be fully risk assessed and be safe and appropriate for the location and circumstances.

6.3.4 Mooring

PWT marine crafts must moor in the berth formally allocated by the terminal operator. Passengers must be warned by an announcement over the Public Address system that the marine craft is shortly to moor at the pier. They are to remain seated until the marine craft is securely moored to reduce the risk of possible injury during the mooring operation.

Visual or verbal contact between the Master and the crew is essential during mooring operations.

Mooring arrangements will vary between marine crafts due to design, but the fundamental principles of mooring are similar:

- A safe mooring requires, for small crafts, a minimum of two or three lines (unless otherwise agreed). The marine craft should be laid as close as possible alongside the berth and whenever possible the main engines should be in neutral.
- The practice of ‘steaming against a single short spring’ without a gangway may put passengers and crew at risk and leaves the Master open to accusations of failing in his duty of care in event of an accident; the operators of the marine craft or of the terminal may also be liable. The marine craft should be properly moored alongside the pier.
- Master and operator must ensure that marine crafts are moored appropriately for prevailing weather and tidal conditions.
- When out of service and moored alongside for longer periods, the marine craft should use (a minimum of) two ‘springs’, one leading forward and the other aft, plus two ropes, from the head and two from the stern of the marine craft.
- Mooring lines and system shall be appropriate for the marine craft size and must be inspected frequently for any signs of wear and replaced as necessary.

- Bollards and cleats (on both the marine craft and the pier) must be suitable for purpose and used only in the manner for which they were designed. They must be regularly inspected for any signs of wear and replaced as necessary.

6.3.5 Security Guidance

Public announcements, videos and posters shall be used to encourage everyone to report any suspect packages unattended or suspect activities. Operators will be aware of and stay up to date with local and national security initiatives and brief their staff accordingly.

6.4 Marine Craft Safety

PWT operators should ensure that their marine crafts are properly maintained and operated by qualified personnel in full compliance with relevant legislation. Risks to the health and safety of workers and others affected by the marine crafts operating procedures must be thoroughly assessed the necessary measures to minimize the risks identified and taken.

The requirement to inspect, maintain and repair the marine crafts machinery, structure and equipment is fundamental to ensure reliability and safety; additionally, the ISM Codes and all other pertinent regulations must be followed, and statutory certification maintained. A maintenance program is also critical to marine craft safety.

The following elements must be considered when putting together a Maintenance Program:

- Planned and corrective maintenance, including defect reporting system.
- Communication.
- Handover from maintenance to operations.
- Administration.
- Purchasing and spares support.
- Management responsibilities and trend analysis.

7 EMERGENCY PREPAREDNESS

7.1 Local Emergency Contacts

In case of any emergency, following are the appropriate authorities to contact:

Entity	Phone
Abu Dhabi Police	999
Abu Dhabi Civil Defense	997
National Guard Command (NGC)	996
Abu Dhabi Ports Group	800 112

Upon notification, the contacted authority will initiate all responses and interact with other authorities as needed.

Procedures in case of emergencies shall be, in accordance with the IMO resolutions, guidelines and recommendations.

7.2 Procedure for making distress or urgency calls using VHF voice

7.2.1 MAYDAY

A MAYDAY situation is when a marine craft or person is in grave and imminent danger and requires immediate assistance, for example, fire, explosion or sinking.

The Master may use any means at his/her disposal to notify a MAYDAY situation. It is recommended an initial call is made on VHF Channel 16, with full use made of the emergency flares and other pyrotechnics carried onboard.

The Master must follow and speak the below outlined steps in sequence:

- MAYDAY, MAYDAY, MAYDAY (Repeat 3 times).
- This is ‘NAME OF MARINE CRAFT’, ‘NAME OF MARINE CRAFT’, ‘NAME OF MARINE CRAFT’ (Repeat 3 times).
- State the position of the marine craft from the GPS receiver.
- State the nature of distress like sinking, man overboard, fire etc.
- State the number of persons on board.
- State any other useful information.
- OVER (Always end with OVER).

7.2.2 PAN-PAN

PAN-PAN indicates an urgent situation of a lower order than a "grave and imminent threat requiring immediate assistance", but where life is not in peril. This might include a mechanical breakdown, loss of rudder and control or a medical problem. PAN-PAN informs potential rescuers (including emergency services and other craft in the area) that a safety problem exists whereas 'MAYDAY' obliges them to drop all other activities and immediately attempt a rescue. On hearing a PAN-PAN call, other marine crafts should listen and establish whether they are able to assist, if not remain silent and keep listening.

The broadcast must be done at full power on Channel 16. The Master must follow and speak the below outlined steps in sequence:

- PAN-PAN, PAN-PAN, PAN-PAN (Repeat 3 times).
- ALL STATIONS, ALL STATIONS, ALL STATIONS (Repeat 3 times).
- This is 'NAME OF MARINE CRAFT', 'NAME OF MARINE CRAFT', 'NAME OF MARINE CRAFT' (Repeat 3 times).
- State the position of the marine craft from GPS receiver.
- State the nature of distress like marine craft adrift, mechanical failure etc.
- State the number of persons on board.
- State any other useful information.
- OVER (Always end with OVER).

7.3 Distress or Urgency Calls and Signals

In the advent of emergency, the following devices outlined below can be used for initiating distress signal.

7.3.1 Use of Handheld VHF Radios

If the VHF radio set is modern, then it will have an inbuilt Digital Selective Calling (DSC) facility. The Master shall press the red SOS button and the device will transmit Maritime Mobile Service Identity (MMSI) code – a series of 9 digits without any further action required.

In case the VHF is not modern then select Channel 16 and broadcast the emergency signal.

7.3.2 Emergency Position Indicating Radio Beacons (EPIRBs)

Once activated, the EPIRB will broadcast unique information code about the boat carrying the beacon. This includes the owner's emergency contact and the flag of registration. The signal is broadcasted at 406 MHz and may be received within seconds by geostationary satellites.

7.3.3 Automatic Identification System (AIS)

The automatic identification system (AIS) is an automatic tracking system that uses transceivers on ships and is used by marine craft traffic services (VTS). Information provided by AIS equipment include unique identification, position, course, and speed. It is useful identification tool but should not be used as a means of collision avoidance as not all marine crafts are required to carry AIS.

7.4 Survival at Sea

Individuals must take the necessary survival precautions and are advised to take basic sea survival course. The user must take the following steps in case of abandoning the marine crafts and there is no life raft available:

- Wear PFD/lifejacket with additional layers of clothing including hat and covering all extremities of the body.
- Check for any obstruction while entering the water and use an overside ladder if available.
- Avoid unnecessary swimming to conserve energy and use lights, whistles to attract attention.

Each PWT operator and Master, where appropriate, shall comply and meet with the requirements of:

- IMO resolutions, guidelines and recommendations on use of distress or urgency calls.

7.5 Man Overboard & Recovery Procedures

7.5.1 Man Overboard (MOB)

Immediate response by the Master to a man overboard (MOB) is critical if the casualty is to be recovered alive, but he should take care not to neglect the safety of the passengers remaining on board.

7.5.2 MOB while Underway

Each PWT operator should establish procedure for recovering a man overboard (MOB). The following serves as a general check list of actions to take in response to a MOB:

- Make every attempt to mark the last known position of the person with a life buoy, light or flare.
- Post additional lookouts to maintain visual contact with MOB.
- Reduce speed and maneuver marine craft initially to keep propellers away from the MOB, and then to recover MOB.
- Contact Abu Dhabi Ports VTS.
- Make pan-pan/may-day call, as appropriate, and provide as much detail as possible including time of discovery of MOB; number of MOB; weather conditions; direction of flow.
- Sound general alarm.
- Alert other marine crafts or persons ashore and seek assistance.
- Keep constant communications with passengers and ensure other passengers do not take risks
- Crowd control – ensure entrances / exits are kept clear.
- Stop passengers congregating on one side of marine craft which may cause list hindering marine craft maneuverability and rescue efforts.
- Delegate MOB procedures to crew.
- Do not put other passengers at risk.
- Stop music or entertainment.
- Keep rescue zone clear for retrieval.
- Have blanket and other first aid equipment available and prepared for the rescue zone.
- Sound horn regularly to advise marine craft whereabouts.
- Ensure statements and witness names and address are taken and photos as appropriate.
- Standby to assist emergency service.

7.5.3 MOB Alongside

If a person is lost while passengers are transferring to or from the marine craft other passengers nearby may seek to attempt rescue, by jumping into the water, so doing putting themselves into danger. Passenger embarkation and disembarkation needs firm control to prevent this.

The following actions are recommended in response to a MOB alongside:

- Sound general alarm.
- Deploy crew ashore to undertake initial search.

- Contact the VTS for assistance and provide as much detail as possible.
- Alert other marine crafts or persons ashore and seek assistance.
- Ensure other passengers do not take risks.
- Standby to assist emergency services.

7.6 Emergency Towing

Proper preparation must be done before the towing activity takes place. The following points should be considered before receiving or giving towing assistance:

- Proper means of communications should be established (VHF/hand signals).
- The crew/people on the deck should wear a PFD/Lifejacket.
- The longest line available should be used for the purpose of towing. At first, light heaving line should be transferred and thereafter the heavier towline can be passed on.
- Proper precaution must be taken so that the towline doesn't get entangled with the propeller.
- A towing bridle must be utilized by both marine crafts to secure the towline.

7.7 Helicopter Rescue Procedures

The following points should be considered in case of helicopter rescue:

- Preparation of the helicopter rescue should be done well in advance including removing all obstructions from the deck and securing loose items.
- The rescue operations shall be directed by the helicopter crew including setting specific direction and course of the marine craft.
- The Master shall maintain constant radio communication with the helicopter.
- The helicopter will drop a wire into the sea to discharge the static prior to commencing the rescue operation and placing the winchman on board.
- The Master shall ensure that the winch line should not be fastened to the marine craft.
- The winchman once aboard the marine craft, shall be the overall responsible and Master shall follow the instructions of the winchman.
- It is advised not to operate flare in the vicinity of rescue helicopter.

7.8 Capsizing of Marine Crafts

The Master always needs to be prepared and should (as applicable):

- Stay with a capsized boat unless being very close to shore.
- Know whether the boat will sink or float with just the bow above water or float level:
  Equipment such as flares or a locater beacon will be able to be retrieved from a boat that is floating level, even if it is upside down. Many accidents have shown that equipment cannot be retrieved if the boat floats bow up, even for experienced swimmers or divers.
- Understand that hypothermia can set in very quickly during winter months resulting in rapid loss of strength.
- Ensure that means to communicate regarding the capsized boat are available:
  Unless sealed in a plastic bag, a VHF Radio will not work after immersion, although some handheld

VHF radios are waterproof. Cell phones may provide the communication needed to save lives but only if sealed in a plastic bag. It should be kept in a person's pocket.

- Know that red hand flares are the best visual distress signal and can be used by day or night. They work well despite immersion. Orange smoke is a daytime signal.
- Ensure to have a powerful waterproof torch on board.
- Ensure safety equipment will be available as this almost certainly turns a capsize from a fatal accident to an inconvenience.

7.9 Sinking of Marine Craft

When the floating ability of the marine craft is affected by water entering the marine craft, the Master must do the following:

- Provide all personnel on board with lifesaving appliances.
- Request assistance and inform the official authorities of the details.
- Operate necessary pumps to remove water in the marine craft.
- Keep away from the marine craft to avoid any hazard, in case required to be in the water.
- Gather the passengers in one place and do not move until the arrival of the rescue team.

7.10 Fire

In case a fire breaks out on board, the Master should take the following actions:

- Stop the engines and take care not to expose any nearby marine crafts to any risks.
- Request assistance and inform the official authorities of the details.
- Operate the fire extinguisher to fight the fire.
- Provide passengers with lifesaving equipment.
- Start a cooling operation around the fire.
- Start firefighting using available means until the arrival of rescue team.

7.11 Collision

In the event of a collision, the Master must take the following actions:

- Stop the engines (neutral gear) or revert if possible. If part of the marine craft has penetrated the body of another marine craft, the Master shall decide if pulling away from the other might result in it sinking; this is the decision of the Master as required by the accident circumstances.
- Request assistance and inform the official authorities of the details.
- Operate necessary pumps to remove water from the marine craft.
- Provide passengers with lifesaving equipment.
- Close all watertight hatches.
- Determine the defect and rate of water ingress to estimate the temporary repair.
- If the marine crafts stay afloat, every effort must be made to limit the damage.
- Depending on the circumstances, the decision to abandon the marine craft depends on:
    - Expected time that the marine craft will remain afloat.
    - Weather conditions (both immediate and expected).
    - Potential risk of fire or explosion in the event of not abandoning the marine craft.

7.12 Grounding of Marine Craft

During grounding situation, the Master must take the following steps:

- Turn off the engines.
- Close all watertight hatches.
- Request for assistance.
- Supply passengers with lifesaving equipment.
- Start to pump water outside the marine craft using available pumps.
- Ensure there are no injuries.
- Start any temporary repairs, if possible, among crew members and passengers.
- Make a rapid initial damage report.
- Take the appropriate decision regarding a method to re-float the marine craft based on the amount of damage.
- Notify the official authorities of all the details.

7.13 Distress Flares

Distress flares must always be within the expiry date and placed in a watertight container. The location of the flares must be known to the persons on board the marine crafts and the instructions should be read prior to firing the flare. It is advised not to operate flare in the vicinity of rescue helicopter. Types of flares to be carried on board is as per marine craft size, type and area of operation. Expired pyrotechnics are to be handed over to the responsible authority.

7.14 Mobile Devices

It is recommended that all marine crafts should carry a mobile phone contained in a watertight bag. The mobile phone should always be fully charged, and the signal strength should be regularly checked when the marine craft is underway. The Master should be aware that the mobile phone is not the primary way of contacting emergency services.

8 INCIDENT REPORTING

All parties involved in a marine incident must report the incident as soon as practicable and by the quickest means possible to the emergency number (see **Section 7.1 Local Emergency Contacts**). The Department should also be informed via the appropriate means and incident reporting form should be sent as attachment within 24 hours (see Appendix A1). It is the responsibility of the operator along with the Master to notify the Department and send the incident report.

The Master shall evaluate and identify the level of incident and thereafter categorize, prioritize and respond to the incident. Thereafter the Master, after dealing with the incident, shall generate an incident report that must state all the essential information about the accident or near-miss. Incident reports shall be properly maintained by the operator of the marine craft. In case, the incident is witnessed by the passenger on board, they shall report it to the Master for investigation, take the proper actions and reporting purposes.

Below is the list of facts for guidance during the documentation of an incident:

- **General information** the most fundamental information needed in an incident report such as specific location, time and date of the incident.
- **Setting or environment** pertains to weather and environmental conditions that may have contributed to the incident.
- **Affected people**: the names of the people involved.
- Injuries and the severity – include the type of injury, its severity, and body parts that were injured.
- **Witnesses:** pertains to statements of people present during the incident.
- **Administered treatment** includes the initial treatment, aid, or any medications given to the affected individuals.
- **Property and equipment damages** pertain to parts of the marine craft that were damaged during the incident.
- **Events** the story of the incident and the details on why it turned out to be an incident.
- **Actions of people involved during the incident:** the motion of the involved people at the exact time the incident occurred.

An investigation (written) shall be conducted wherein evidence will be gathered based on the incident report. It is the duty and responsibility of the Master to co-operate in the incident investigation activity.

The follow up of the incident report shall be done by the owner or operator as part of annual auditing of marine crafts.

Marine Casualties and Incidents reporting, where appropriate, shall meet with the requirements of:

- IMO, Code for the Investigation of Marine Casualties, and Incidents, as amended.

9 TERMINAL AND BERTH OPERATIONS

This section provides guidance on terminal and berth design and its operational aspects. Irrespective of size or location, each PWT terminal is required to be licensed and, to the fullest extent practicable, comply with the minimum standards laid down in the Department requirements and this document.

9.1 Design Considerations

9.1.1 General Requirements

Ideally the terminal should be adjacent to the berth(s) to be used for PWT marine craft embarkation/ disembarkation. In addition, the terminal and/or associated berth should:

- Ensure safe access to/from the berthed marine craft.
- Have flexibility to allow the berthing of different types and sizes of PWT marine crafts, and to meet the need of different operational modes adopted by marine craft's operators for different segments.
- Provide fender and mooring systems appropriate for the different types and sizes of marine crafts anticipated to use the facility.
- Provide user-friendly facilities and services to all potential users.
- Offer passengers and other visitors a good experience, each feeling welcomed through, the baggage handling, security screening, check-in, embarkation and disembarkation procedures.
- Provide berthing facilities with:
    - Adequate number of gangways for passengers depending on the capacity of the marine craft(s) using the facility.
    - Lifting equipment and/or gangways provided for the loading and unloading of provisions, baggage, etc. to and from marine crafts.
    - A well illuminated apron area large enough to be configured, operated, managed and maintained to allow efficient and effective loading/unloading of supplies/provisions as well as passengers/crew, which is expected to serve also as an emergency vehicle access for firefighting and rescue operations.
- Have capacity to operate as either a home-port or port-of-call facility at any time.

9.1.2 Accessibility

In the development of any PWT marine craft terminal, the needs of people of determination must be included.

Marine craft operators should ensure that accessibility features of a terminal are maintained in operational order.

9.1.3 Rest Areas

Terminal operators should provide seating along the circulation path at regular intervals. If seating is not possible, some other means should be available upon request, to assist passengers with mobility impairments in getting to their destination.

9.2 Safety

Safety is the prime consideration while embarking and disembarking passengers. Clear management of the process and an understanding of the roles and responsibilities of all marine craft crews, and the terminal staff concerned are essential. Marine craft crews and terminal staff alike are responsible for passenger safety, as well as their own.

9.2.1 Risk Assessment

The risks associated with PWT marine craft and berth/terminal design, and operations are mitigated by safety conscious processes and actions. The berth must be fit for purpose and take account of the following:

- Suitable rescue equipment should be located on the berth, accessible in case of emergency and regularly maintained.
- Wherever possible there should be a 'Help Point' or source of guidance where any person in difficulty or with special needs may contact a source of assistance.
- Berth structure should be checked regularly for serviceability, particularly for security to the shore and watertight integrity.
- Berth fendering and marine craft securing arrangements should be regularly inspected and maintained operational order.
- Bollards and cleats should be inspected, and the maximum permitted loading determined and promulgated to all interest parties.

The Department may issue a notice requesting any deficiencies in berth design or maintenance be corrected. The berth operator is obliged to comply with such notice.

9.2.2 Berth Operations

During berth operations:

- Passengers should be provided with clear guidance and signage noting that some may have limited/no ability to speak/understand Arabic or English.
- Marine crafts should be moored securely before passenger transfer.
- Gates, if provided, and gangways should be held securely.
- Crews should attend while passengers are embarking/disembarking.
- Crew and berth staff should be trained and briefed on their duties.

9.2.3 Gangways

Safe access and proper arrangements are required to be provided for passenger access from the marine craft to the Terminal and vice versa.

Wherever possible, where a gangway is used, the gangway should provide a weather protected safe passageway for passengers boarding and disembarking.

The Gangway should also:

- Have a suitable slope for disembarking of all passengers including people of determination.
- Be adjusted, for each marine craft and according to schedule in the terminal.

- Be provided with an emergency power supply of sufficient capacity to fulfil all electrical requirements to serve as a back-up power source, which should transfer automatically in the event of utility electrical power loss.
- Automatically compensate for ship movements and provide an alarm in the event the ship movement exceeds the service limits.
- Incorporate provision for an emergency exit stairway.
- Be adequately protected from being struck by any vehicle movement.
- Cater for arrangements for falling persons.
- Be certified by a recognized entity on behalf of the Department.

9.2.4 Passenger Control

Under no circumstances should passengers be permitted to enter an operational area of a port other than along clearly marked and fenced access routes. The movements of all passengers should always be monitored and controlled. Vehicle access routes should also be monitored and supervised to ensure an effective and efficient flow of traffic, and that no vehicle accessing an unauthorized area.

9.3 Emergency Power Distribution

An emergency/standby power system should be provided for each terminal. The emergency electrical supply system should have sufficient capacity for the following loads:

- Emergency life safety system, including:
  - Emergency lighting as required by the Abu Dhabi Building Code (e.g., exit illumination; exit signs; electrical, telephone, power generation, and mechanical rooms; building management system room; restrooms, etc.)
  - Emergency egress lighting.
  - Exit signs.
  - Fire alarm and detection systems.
  - Fire pump and controls.
  - Miscellaneous critical loads, i.e., power generation auxiliary equipment fire and life safety equipment and building management system, etc.
- All equipment is required to maintain terminal security.
- Data equipment of the telecommunication system.
- Equipment in intermediate distribution frame (IDF) and main distribution frame (MDF) Communication Rooms.
- Equipment in Telephone Rooms.
- Selected lighting in the public areas.
- Selected heating, ventilation, and air conditioning equipment.
- All cooling equipment is dedicated to systems capable of 7 days / 24 hours operation.

9.4 Fire Alarm and Detection Systems

The terminal fire alarm and detection system should be designed in compliance with the ”UAE Fire and Life Safety Code of Practice”.[3] The system should be fully addressable with a main fire alarm evacuation control panel located in the Terminal fire control room or similar facility.

9.4.1 Alarm System

The fire alarm system must receive signals from the following indicating services, as appropriate:

- Automatic sprinkler water flow indicators and valve supervisory switches.
- All area smoke detectors.
- Manual fire alarm stations.

9.4.2 Smoke Detectors

Area smoke detectors should be provided at the following locations:

- Where fire-rated doors and held open by magnetic devices.
- Mechanical rooms.
- Security, electrical, transformer and telecommunication rooms.

9.5 Security Systems

Security provisions of a terminal must be designed to support the operational and regulatory requirements of, as appropriate, the Department, Abu Dhabi Ports, Customs, Immigration, the General Authority of Ports, Borders and Free Zones Security, and any other entity

The overarching objectives of the security systems in place at a terminal are:

- Provide awareness.
- Establish boundaries.
- Provide controlled access where required and authorized.

All equipment and systems must comply and meet with the requirements of:

- International Ship and Port Security (ISPS) Code.
- Any additional requirements of the Department.
- Industry standards for this type of usage.

9.6 Ground Transportation

9.6.1 Design Goals

Each terminal and, as appropriate, marine craft operator must provide ground transportation that:

- Ensures all vehicles heading to or from the berth, or terminal, are segregated from any area used for nearby commercial port operations.
- Minimizes pedestrian crossings of vehicular traffic areas.
- Allows for simultaneous arrivals and departures.
- Provides clear signage.

[3] UAE Fire and Life Safety Code of Practice 2018, United Arab Emirates

- Provides weather protection at curbside.

This must include adequate parking, queuing and drop-off/pick-up spaces should be provided adjacent to the terminal for the use of, amongst others:

- Coaches.
- Taxis.
- Marine craft supply and servicing.
- Ports and terminal operator staff.
- Government officials.

9.6.2 People of determination

Terminal and marine craft operators must ensure that accessible ground transportation is available for all people of determination wishing to use the terminal.

Key elements for the provision of accessible ground transportation to consider are:

- Accessible vehicles are permitted to be called out of a taxi queue to serve people of determination and information is made available to passengers relating to the provision of ground transportation services.
- Service animals are permitted to accompany the customer in the passenger compartment of the vehicle.
- Aids to mobility for people of determination may be carried consistent with the capability of the vehicle - small mobility aids such as walkers, canes, crutches, braces and manually operated folding wheelchairs, should be carried in all vehicles.
- Adapted vehicles must be available to accommodate the transportation of people of determination using large mobility aids.
- A higher fee should not be charged to transport people of determination or their aids to mobility.
- Training should be provided to all staff interacting with people of determination to assist with transportation when needed.

9.6.3 Training

Each terminal operator should ensure that their staff and contractors are properly trained to interact with passengers. In addition, when making decisions, terminal staff should have knowledge of the Department's applicable regulations, policies, and procedures – particularly those related to handling people of determination.

9.6.4 Communications

Communication is essential to terminal operations. Areas for marine craft operators to address in their communications include improving access to print, telephone, and web-based information for passengers. Also, provision must also be made for improving communications in terminals such as signage, public announcements, dispensing machines, automated information kiosks and arrival and departure monitors.

It is essential that any information provided at a PWT's terminal is made available in a language and a form that the passenger is expected to understand. As a minimum, terminal operators should ensure information

is supplied in Arabic and English noting that many passengers may not fully understand either, thus full use should also be made of pictorial information conforming to international best practice standards.

9.7 Service Considerations

9.7.1 Passenger Assistance

Terminal and marine craft operators must provide a means for passengers to access information or assistance once they have arrived at the terminal. The means to secure information or assistance as close as possible to the terminal entrance.

9.7.2 Escort Passes

A passenger with people of determination may require an escort to or from the marine craft. Marine craft operators should, therefore, liaise with the relevant authorities to provide temporary passes to escorts.

9.7.3 Facility and Service Awareness

Marine craft operators must have a means available to make terminal accessibility features and services known to passengers. At a minimum, information on the following features and services must be made available by the operator:

- Hours of operation.
- Location of designated parking areas.
- Location of designated drop-off and pick-up areas.
- Check-in procedures.
- Departure procedures.
- Passenger assistance information, including telephone numbers for accessibility information.
- Wheelchair or electric cart services.
- Accessible ground transportation for people of determination.
- Escort passes.
- Any other relevant information.

10 REFERENCES

1. Abu Dhabi Occupational Safety and Health System Framework, https://www.oshad.ae/en/Pages/Code-Of-Practice.aspx
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19. Maritime & Coastguard Agency, "The Merchant Shipping (Distress Signals and Prevention of Collisions) Regulations 1996"
20. Maritime and Coastguard Agency (MCA), Domestic Safety Management Code for the Safe Operation of Ships and for Pollution Prevention
21. Maritime New Zealand Government, https://www.maritimenz.govt.nz/commercial/safety/accidentsreporting/definitions.asp#:~:text=An%20incident%20means%20any%20occurrence,affect%20the%20safety%20of%20operation.
22. Minister of Energy and Infrastructure, "Safety Requirements for Traditional Wooden Ships", Article (12), 2020
23. National Transport Authority of United Arab Emirates," Yacht Code- UAE Yacht Regulations"
24. Port of London Authority, "Code of Practice for the Management and Operation of Commercial Vessels on the Thames 2012", 2012
25. Port of London Authority, "Code of Practice Passenger Vessel Operations on the Thames, Port of London Authority 2016", 2016
26. Royal Yachting Association RYA, "Better Boating"

27. Royal Yachting Association RYA, “Passenger Safety on Small Commercial High-Speed Craft & Experience Rides”
28. Royal Yachting Association RYA, “Triggers for Reporting Accidents and Incidents Version 11”
29. Royal Yachting Association RYA, “Voluntary Code of Practice for Watersports in the Superyacht Industry”
30. TASNEEF Classification Society “UAE Yacht Code - UAE Yacht Regulations “
31. The United Arab Emirates' Government portal, https://u.ae/en/information-and-services/environment-and-energy/regulating-fishing-practices
32. Transport Canada, “Small vessel compliance program (SVCP) detailed compliance report and guidance notes”
33. IMO, Guidelines on Voyage Planning, Resolution A.893(21) adopted on 25 November 1999.

Appendix A1: Accident and/or Incident Reporting Form

Contact Details			
Person Completing the Form		Click or tap to enter a date	
Name	Title	First Name	Last Name
Email Address	Enter your answer	Phone Number	
Address	Enter your answer		
Job role			
Company Details			
Company Name	Enter your answer		Choose an item.
Primary Contract	Enter your answer		
Email Address	Enter your answer	Phone Number	
Address	Enter your answer		

Marine craft Details	
Name of marine craft:	enter your answer
Type of marine craft:	choose an item
Contact number for marine craft:	enter your answer
IMO Number:	enter your answer
Marine Craft License *(If already registered)*	enter your answer
Flag State:	enter your answer
Number of people on board at the time of the occurrence:	▪ Crew: enter your answer ▪ Passenger: enter your answer ▪ Others: enter your answer
Did the occurrence involve a marine craft's boat*? (don't include SAR involvement):*	Choose an item ▪ Length overall (m): enter your answer ▪ Gross Tonnage: enter your answer ▪ Hull Material: enter your answer ▪ Registered Length (m): enter your answer ▪ Year of Build: enter your answer ▪ Propulsion Type: enter your answer

Occurrence Details	
Occurrence Type:	enter your answer
Date of accident and/or incident:	enter your answer
Time:	enter your answer
Sea State:	choose an item
Wind Force:	choose an item

Natural Light:	choose an item
Weather Conditions:	choose an item
Visibility:	choose an item
Search and Rescue Involved:	choose an item
Latitude (Direction):	choose an item ▪ Latitude: enter your answer ▪ Longitude: enter your answer

Voyage Data	
Voyage Segment	choose an item
Marine craft Routing	choose an item
Under Pilotage or PEC Direction	choose an item
Port of Departure:	enter your answer
Port of Destination:	Enter your answer
Marine craft Operation(s) at the time of the occurrence:	choose an item

Description of Occurrence

- **Description of the sequence of events leading to and including the occurrence**

Enter your answer:

- **Please state the reasons which led to the occurrence happened?**

Enter your answer:

Consequences	
Tick relevant box (es) if, following the occurrence, either of these were necessary to prevent a further accident:	Shore Assistance ☐ Towage ☐

Did the marine craft sink:	Yes: ☐ No: ☐
Was the marine craft unfit to proceed:	Yes: ☐ No: ☐
Was the marine craft damaged:	Yes: ☐ No: ☐
Was the cargo damaged:	Yes: ☐ No: ☐
Pollution from cargo:	Yes: ☐ No: ☐
Pollution from bunkers:	Yes: ☐ No: ☐
Provide details of the damage to marine craft:	Enter your answer
External Damage to structures and environment:	Third Party Damage: Yes: ☐ No: ☐ Air Pollution: Yes: ☐ No: ☐
Provide Details of external damage:	Enter your answer
Were other marine crafts involved?	Yes: ☐ No: ☐ Please provide details

Injuries and Fatalities	
Number of people with **minor** injuries (up to 72 hours incapacitated/off work):	Enter your answer
Number of people with **serious** injuries (over 72 hours incapacitated/ off work):	Enter your answer
Number of missing persons:	Enter your answer
Number of lives lost:	Enter your answer

For each casualty, the following details shall be provided	
Person details:	▪ Age: Enter your answer ▪ Gender: Enter your answer

	▪ Nationality (by country): Enter your answer
Physical Status:	Enter your answer
Was the lifejacket used:	Yes: ☐ No: ☐
Where on marine craft did the injury happen:	Enter your answer
Was this enclosed space?	Enter your answer
Type of injury:	Enter your answer
Part of the body injured:	Enter your answer
Other Additional Information	
▪ Additional data or information considered relevant? (ship, cargo or other damage):	

Appendix A2: Checklist – Planning

Planning Template (1/2)		
Control number:	**Issue date:**	**Revision date:**

Craft	Date
Length overall	Marine craft carrying capacity
Commercial license number (if applicable)	Operator Name
Marine Craft License (If already registered)	Distance/Time
Route	

Weather Forecast					
Tides	High water	Low water	Spring/Neap	Draft	

Use approved GMDSS communication systems. Mobile phone should not be relied on as primary method of maritime communication.

VHF Channels	

Safety Equipment Checklist completed by:

Number of crew on board			Crew briefed on passage		
Fuel, lubricants/chemicals checked		Fresh water checked		Food / equipment checked	
Expendable and other spare parts checked					

Charts and nautical publications to be used for passage Insert the chart numbers and the relevant pages of the sailing directions and/or Almanac here:		
Confirm route is marked on charts and agrees with the passage plan	Y	N

Any rocks, shallow areas, strong currents or other dangers on the route

Contingency plans and safe places of refuge on the proposed route

Note: Check tides and access for any alternative ports and bays. Ensure chart is on board.

Planning Template (2/2)	
Name and contact information of individual/organization ashore informed of the voyage details including estimated time of arrival or return.	
Name and signature of person responsible for this passage plan	I confirm that I have checked this plan and am satisfied that it is safe for the voyage to proceed:

The following table is used to give an indication of the proposed track the marine craft will travel and must include the expected compass heading on each leg and the length of the leg. Positions can be in Latitude and Longitude or bearing and distance from a known mark or place. The remarks/description section should be used to give some information or advice on the waypoint or leg, i.e.: “should be able to see lighthouse”, “look for leading lights”, “stay well clear of cardinal mark”, etc.

W/P No	Waypoint name	Position	Remarks/Description	Heading	Distance (NM)
				Total distance	

Appendix A3: Checklist – Pre-Departure Crew Safety Briefing

Pre-Departure Safety Briefing Form		
Control number:	**Issue date:**	**Revision date:**

Craft	Date
Route	Distance/Time
Length overall	Marine craft carrying capacity
Commercial license number	Owner name/Boat Rental Company/Operator Name
Marine Craft License	

Master	
Crew	

Topic	**Responsible**
Stowage and use of personal safety equipment such as PFD/lifejackets, weather gear, lifebuoys, flares, radio equipment, and fire-fighting appliances	All
Safety and emergency procedures	
Location of life rafts and the method of launching	
Engine checks including oil levels, coolant and fuel reserves	
Starting, stopping and controlling the engine	
Electricity on board	
Weather forecast	
Location and use of navigation equipment, lights	
Procedures and operation of communications equipment	
Sending an emergency call	
Procedures for the recovery of a person from the water	

Personal injury / First aid	
Securing all parts on and under deck in a seaworthy fashion	
Sea valves, toilets, showers, sinks	

Appendix A4: Checklist – Pre-Departure Passenger Safety Briefing

Pre-Departure Safety Briefing Form		
Control number:	**Issue date:**	**Revision date:**

Craft	Date
Route	Distance/Time
Length overall	Marine craft carrying capacity
Commercial license number	Owner name/Boat Rental Company/Operator Name
Marine Craft License	

Master	
Crew	

The following topics shall be communicated to the passengers	Yes	No	Remarks
Where to find muster station(s) and description of the general emergency alarm signal.	☐	☐	
Where to find first aid kits onboard.	☐	☐	
Where to find lifejackets closest to their position on the marine craft, including children's lifejackets.	☐	☐	
How to operate each type of lifejacket on board properly put a lifejacket on.	☐	☐	
Not to put lifejackets on until they are outside the cabins and out from under canopies.	☐	☐	
Where the liferafts are, if any, and where to gather to get on board the liferaft (muster stations).	☐	☐	
Note: The pre-departure briefing should be conducted in, at least, Arabic and English and contain verbal instructions and demonstrations that inform and prepare passengers to respond in the event of an emergency.			

Appendix A5: Navigational Risk Assessment

Navigational Risk Assessment		
Control number:	**Issue date:**	**Revision date:**

Location/Marine craft:	
Dates Applicable:	
Project Description	
Prepared By:	

Probability (P)	x	Severity (S)	=	Risk	Band	Action
1 = Highly Unlikely		1 = Minimal impact. No injuries/environmental impact		0-4	Low	Proceed
2 = Unlikely		2 = Minor injury. Minor oil spill/damage to the environment		5-7	Medium	Proceed
3 = Likely		3 = Minor/moderate injuries. Moderate oil spill		8-11	High	Do not proceed
4 = Very Likely		4 = Serious injury or significant loss. Serious oil spill		12-15	Very High	Do not proceed
5 = Extremely High		5 = Fatality or major injury. Major oil spill/impact		16-25	Extremely High	Do not proceed

			Unmitigated					Mitigated			
#	Hazard	Relevance to Operations	P	S	Risk	Band	Actions to Reduce Risk	P	S	Risk	Band

Appendix A6: Checklist – Inspection of Water Taxi

Inspection of Water taxi		
Control number:	**Issue date:**	**Revision date:**
Marine craft Name:	**Length overall:**	**Operator Name:**
Commercial license number (if applicable):	**Marine craft carrying capacity:**	
Marine Craft License (If already registered):		

#	Documents and Records	Yes	No	Remarks
1.	Marine craft License	☐	☐	
2.	Engine & hull numbers - matched with manufacturer certificate	☐	☐	
3.	Marine craft Numbers - fixed on both sides in accordance with the standards approved by the Department	☐	☐	
4.	All required Documents, Statutory and Technical Certificates	☐	☐	
5.	Labelling Safety Equipment – Printing the marine craft number permanently on all safety equipment	☐	☐	
6.	Safety equipment - periodically maintained by a certified company	☐	☐	
#	**Safety Requirements**	**Yes**	**No**	**Remarks**
7.	Life Jacket - for each person on board	☐	☐	
8.	Portable VHF	☐	☐	
9.	Whistle - for use in case of emergency	☐	☐	
10.	Suitable communication aid - for use in case of emergency	☐	☐	
11.	Fire extinguisher - suitable for petrol fires	☐	☐	
12.	Towing Rope - for marine crafts operate in open water	☐	☐	
13.	Kill switch cord - for engine quick shut down (incur. spare kill cord)	☐	☐	
14.	Petrol tank & lines - fitted safely and free of any petrol leak	☐	☐	
15.	Engine Room - ventilation suitable and no accumulation of vapours	☐	☐	
16.	Battery & cables - fitted properly, good insulation and connected safely	☐	☐	
17.	Steering, speed control - speed control and reversing systems are in a proper operation	☐	☐	

Inspection Result Form		
Control number:	**Issue date:**	**Revision date:**
Marine craft Name:	**Length overall:**	**Operator Name:**
Commercial license number (if applicable):	**Marine craft carrying capacity:**	
Marine Craft License (If already registered):		

Inspection Result:

☐ **Pass:** Marine craft condition acceptable
☐ **Fail:** Deficiencies found, the list below
☐ **Follow-up:** Inspection required

Deficiencies:

No	Deficiency description	Action taken	Date

Inspector Name:	Signature:	Date:

Follow up inspection:

Remarks:		
Inspector Name:	**Signature:**	**Date:**

Appendix A7: Checklist – Inspection of Hovercrafts

Inspection of Hover crafts (Length not more 4 m and no. of passenger not more 4)		
Control number:	**Issue date:**	**Revision date:**
Marine craft Name:	**Length overall:**	**Operator Name:**
Commercial license number (if applicable):	**Marine craft carrying capacity:**	
Marine Craft License (If already registered):		

#	Safety Requirements and documentation	Yes	No	Remarks
1.	Crew licenses	☐	☐	
2.	Marine craft License and all required Documents, Statutory and Technical Certificates.	☐	☐	
3.	Battery & cables - fitted properly, good insulation and connected safely	☐	☐	
4.	Safety equipment - periodically maintained by a certified company	☐	☐	
5.	Steering, speed control - speed control and reversing systems are in a proper operation	☐	☐	
6.	Engine & hull numbers - matched with manufacturer certificate	☐	☐	
7.	Marine craft Numbers - fixed on both sides in accordance with the standards approved by the authority	☐	☐	
8.	Marine craft Hull - free from defects and no water ingress affecting the marine craft seaworthiness	☐	☐	
9.	Labelling Safety Equipment – Printing the marine craft number permanently on all safety equipment	☐	☐	
10.	Life Jacket - for each person on board	☐	☐	
11.	Lifebuoy with buoyant line	☐	☐	
12.	Hand torch - for use in case of emergency	☐	☐	
13.	Whistle - for use in case of emergency	☐	☐	
14.	VHF radio	☐	☐	
15.	Suitable communication aid - for use in case of emergency (Mobile phone)	☐	☐	
16.	Kill switch cord - for engine quick shut down	☐	☐	
17.	Fire extinguisher - suitable for petrol fires	☐	☐	
18.	Fan guard - surrounding it from front, back and sides	☐	☐	
19.	Emergency Paddle	☐	☐	
20.	Anchor & Rope- with suitable length	☐	☐	
21.	Towing Rope - for marine crafts operate in open water	☐	☐	
22.	Bilge Pump	☐	☐	

Inspection Result Form		
Control number:	**Issue date:**	**Revision date:**
Marine craft Name:	**Length overall:**	**Operator Name:**
Commercial license number (if applicable):	**Marine craft carrying capacity:**	
Marine Craft License (If already registered):		

Inspection Result:

☐ **Pass:** Marine craft condition acceptable
☐ **Fail:** Deficiencies found, the list below
☐ **Follow-up:** Inspection required

Deficiencies:

No	Deficiency description	Action taken	Date

Inspector Name:	Signature:	Date:

Follow up inspection:

Remarks:		
Inspector Name:	**Signature:**	**Date:**

Appendix A8: Checklist – Inspection of Water Bus

Inspection of Water bus carrying more than 12 passengers		
Control number:	**Issue date:**	**Revision date:**
Marine craft Name:	**Length overall:**	**Operator Name:**
Commercial license number (if applicable):	**Marine craft carrying capacity:**	
Marine Craft License (If already registered):		

#	Documents and Records	Yes	No	Remarks
1.	Marine craft License and all required Documents, Statutory and Technical Certificates.	☐	☐	
2.	Crew licenses	☐	☐	
3.	Radio license – (for marine crafts length above 35 ft.)	☐	☐	
4.	Stability Booklet - if the marine craft is licensed to more than 12 passengers	☐	☐	
#	**Navigation and Communication Equipment**	**Yes**	**No**	**Remarks**
5.	Navigation lights Functioning Emergency Lighting & Navigation Lights	☐	☐	
6.	GPS	☐	☐	
7.	VHF Radio - for marine crafts length above 35 ft Operation of VHF Radio	☐	☐	
8.	Suitable communication aid	☐	☐	
9.	Magnetic compass	☐	☐	
10.	Radar reflector	☐	☐	
11.	Horn - Working of Marine craft Horn or Whistle	☐	☐	
12.	UAE flag	☐	☐	
13.	Alpha flag (for diving boats only)	☐	☐	
14.	Maritime Safety and Security Transponder – as required by CICPC	☐	☐	
#	**Lifesaving Appliances**	**Yes**	**No**	**Remarks**
15.	Lifejackets - with whistle and light for all personnel on-board Functioning of Lifejackets lights	☐	☐	
16.	Spare Lifejackets - (10%) more than the authorized total number Functioning of Lifejackets lights	☐	☐	
17.	Life jackets for children – according to the number of children on the marine craft Functioning of Lifejackets lights	☐	☐	
18.	Lifebuoy with buoyant line	☐	☐	
19.	Hand flares distress signals (2)	☐	☐	
20.	Smoke distress signals (2)	☐	☐	

21.	First aid box	☐	☐	
22.	Waterproof hand torch	☐	☐	
23.	Emergency Numbers- a copy shall be installed in a visible place on the marine craft	☐	☐	
#	**Fire Detection and Firefighting Equipment**	**Yes**	**No**	**Remarks**
24.	CO2 fire extinguisher- 2 kg	☐	☐	
25.	Powder Fire Extinguisher- 5 kg	☐	☐	
#	**Fire Detection and Firefighting Equipment**	**Yes**	**No**	**Remarks**
26.	Anchor with rope or chain- suitable for operation area	☐	☐	
27.	Safe ladder for passenger use	☐	☐	
28.	Towing & mooring ropes	☐	☐	
29.	Toolbox	☐	☐	
30.	Bilge Pump - Operation of Bilge Pumps	☐	☐	
31.	Sewage Tank - when there is sanitation facility in use on the marine craft	☐	☐	
32.	Marine craft Numbers - fixed on both sides in accordance with the standards approved by the Department	☐	☐	
33.	Marine craft Hull - free from defects and no water ingress affecting on the marine craft seaworthiness	☐	☐	
34.	Labelling Safety Equipment – Printing the marine craft number permanently on all safety equipment	☐	☐	
35.	Safety equipment - periodically maintained by a certified company	☐	☐	
#	**Fire Detection and Firefighting Equipment**	**Yes**	**No**	**Remarks**
36.	Working of Engine Emergency Shutdown	☐	☐	
37.	Operation of Emergency Steering Gear if fitted	☐	☐	
#	**Additional Requirements for Self-Inspection**	**Yes**	**No**	**Remarks**
38.	Copy of the insurance policy	☐	☐	
39.	Copy of the berthing contract	☐	☐	
40.	Copy Declaration Form	☐	☐	
41.	Copy of the inspection checklist	☐	☐	
42.	Full photo of the marine craft showing her shape and colours	☐	☐	
43.	Photo of the Marine craft showing CICPC Number	☐	☐	
44.	Photo of the Marine craft showing Engine Serial Number	☐	☐	
45.	Photo of the Marine craft showing Hull Number	☐	☐	
46.	Photo of the fire extinguishing equipment and its service tags	☐	☐	
47.	Photo of the safety and rescue equipment and its service tags	☐	☐	

Inspection Result Form		
Control number:	**Issue date:**	**Revision date:**
Marine craft Name:	**Length overall:**	**Operator Name:**
Commercial license number (if applicable):	**Marine craft carrying capacity:**	
Marine Craft License (If already registered):		

Inspection Result:

☐ **Pass:** Marine craft condition acceptable
☐ **Fail:** Deficiencies found, the list below
☐ **Follow-up:** Inspection required

Deficiencies:

No	Deficiency description	Action taken	Date

Inspector Name:	Signature:	Date:

Follow up inspection:

Remarks:		
Inspector Name:	**Signature:**	**Date:**

Appendix A9: Checklist – Inspection of Wooden and Non-Wooden Powered Abra

Inspection of wooden and non-wooden powered Abra		
Control number:	**Issue date:**	**Revision date:**
Marine craft Name:	**Length overall:**	**Operator Name:**
Commercial license number (if applicable):	**Marine craft carrying capacity:**	
Marine Craft License (If already registered):		

#	Documents and Records	Yes	No	Remarks
1.	Marine craft License and all required Documents, Statutory and Technical Certificates.	☐	☐	
2.	Crew licenses	☐	☐	
3.	Radio license – (for marine crafts length above 35 ft.)	☐	☐	
4.	Stability Booklet - if the marine craft licensed to more than 12 passengers	☐	☐	
#	**Navigation and Communication Equipment**	**Yes**	**No**	**Remarks**
5.	Navigation lights Functioning Emergency Lighting & Navigation Lights	☐	☐	
6.	GPS	☐	☐	
7.	VHF Radio - for marine crafts length above 35 ft Operation of VHF Radio	☐	☐	
8.	Suitable communication aid	☐	☐	
9.	Magnetic compass	☐	☐	
10.	Radar reflector	☐	☐	
11.	Horn - Working of Marine craft Horn or Whistle	☐	☐	
12.	UAE flag	☐	☐	
13.	Alpha flag (for diving boats only)	☐	☐	
14.	Maritime Safety and Security Transponder – as required by CICPC	☐	☐	
#	**Lifesaving Appliances**	**Yes**	**No**	**Remarks**
15.	Lifejackets - with whistle and light for all personnel on-board Functioning of Lifejackets lights	☐	☐	
16.	Spare Lifejackets - (10%) more than the authorized total number Functioning of Lifejackets lights	☐	☐	
17.	Life jackets for children – according to the number of children on the marine craft Functioning of Lifejackets lights	☐	☐	
18.	Lifebuoy with buoyant line - Functioning Lifebuoys self-ignition lights	☐	☐	

19.	Hand flares distress signals (2)	☐	☐	
20.	Smoke distress signals (2)	☐	☐	
21.	First aid box	☐	☐	
22.	Waterproof hand torch	☐	☐	
23.	Emergency Numbers- a copy shall be installed in a visible place on the marine craft	☐	☐	
#	**Fire Detection and Firefighting Equipment**	**Yes**	**No**	**Remarks**
24.	CO2 fire extinguisher- 2 kg	☐	☐	
25.	Powder Fire Extinguisher- 5 kg	☐	☐	
26.	Fire Bell - Working of Fire Bell if fitted	☐	☐	
#	**Other Equipment and Requirements**	**Yes**	**No**	**Remarks**
27.	Anchor with rope or chain- suitable for operation area	☐	☐	
28.	Safe ladder for passenger use	☐	☐	
29.	Towing & mooring ropes	☐	☐	
30.	Toolbox	☐	☐	
31.	Bilge Pump - Operation of Bilge Pumps	☐	☐	
32.	Sewage Tank - when there is sanitation facility in use on the marine craft	☐	☐	
33.	Marine craft Numbers - fixed on both sides in accordance with the standards approved by the Authority	☐	☐	
34.	Marine craft Hull - free from defects and no water ingress affecting on the marine craft seaworthiness	☐	☐	
35.	Labelling Safety Equipment – Printing the marine craft number permanently on all safety equipment	☐	☐	
36.	Safety equipment - periodically maintained by a certified company	☐	☐	
#	**Other Operations**	**Yes**	**No**	**Remarks**
37.	Working of Main Engine Emergency Shutdown	☐	☐	
38.	Operation of Emergency Steering Gear if fitted	☐	☐	
#	**Additional Requirements for Self-Inspection**	**Yes**	**No**	**Remarks**
39.	Copy of the insurance policy	☐	☐	
40.	Copy of the trailer license	☐	☐	
41.	Copy of the berthing contract	☐	☐	
42.	Copy Declaration Form	☐	☐	
43.	Copy of the inspection checklist	☐	☐	
44.	Full photo of the marine craft showing her shape and colours	☐	☐	
45.	Photo of the Marine craft showing CICPC Number	☐	☐	
46.	Photo of the Marine craft showing Engine Serial Number	☐	☐	
47.	Photo of the Marine craft showing Hull Number	☐	☐	
48.	Photo of the fire extinguishing equipment and its service tags	☐	☐	
49.	Photo of the safety and rescue equipment and its service tags	☐	☐	

Inspection Result Form		
Control number:	**Issue date:**	**Revision date:**
Marine craft Name:	**Length overall:**	**Operator Name:**
Commercial license number (if applicable):	**Marine craft carrying capacity:**	
Marine Craft License (If already registered):		

Inspection Result:

☐ **Pass:** Marine craft condition acceptable
☐ **Fail:** Deficiencies found, the list below
☐ **Follow-up:** Inspection required

Deficiencies:

No	Deficiency description	Action taken	Date

Inspector Name:	Signature:	Date:

Follow up inspection:

Remarks:		
Inspector Name:	**Signature:**	**Date:**

Appendix A10: Checklist – Inspection of Ferries and other HSC

Inspection of Ferries and other HSC		
Control number:	**Issue date:**	**Revision date:**
Marine craft Name:	**Length overall:**	**Operator Name:**
Commercial license number (if applicable):	**Marine craft carrying capacity:**	
Marine Craft License (If already registered):		

#	Documents and Records	Yes	No	Remarks
1.	Marine craft License and all required Documents, Statutory and Technical Certificates.	☐	☐	
2.	Crew licenses	☐	☐	
3.	Radio license – (for marine crafts length above 35 ft.)	☐	☐	
4.	Minimum safe manning certificate	☐	☐	
5.	Stability Booklet - (if the marine craft is licensed to more than 12 passengers)	☐	☐	
6.	Marine craft logbook- includes trips, weather state, maintenance & defects and fuel supply	☐	☐	
7.	Construction certificate	☐	☐	
8.	Tonnage certificate	☐	☐	
9.	Load line certificate or exemption	☐	☐	
#	**Navigation and Communication Equipment**	**Yes**	**No**	**Remarks**
10.	Navigation lights Functioning Emergency Lighting & Navigation Lights	☐	☐	
11.	Whistle	☐	☐	
12.	GPS	☐	☐	
13.	VHF Radio - for marine crafts length above 35 ft Operation of VHF Radio	☐	☐	
14.	Marine Band MF/HF/SSB and/or global satellite communication system	☐	☐	
15.	EPIRB	☐	☐	
16.	SART	☐	☐	
17.	Waterproof handheld radio	☐	☐	
18.	A radio receiver AM/FM (weather forecasts)	☐	☐	
19.	Mobile Phone (in waterproof holder)	☐	☐	
20.	NAVTEX	☐	☐	
21.	Navigation Charts- updated, paper or electronic	☐	☐	
22.	Magnetic compass	☐	☐	
23.	Hand bearing compass	☐	☐	

24.	Speed log	☐	☐	
25.	Radar reflector	☐	☐	
26.	Horn - Working of Marine craft Horn or Whistle	☐	☐	
27.	UAE flag	☐	☐	
28.	Alpha flag (for diving boats only)	☐	☐	
29.	Maritime Safety and Security Transponder – as required by CICPC	☐	☐	
30.	Echo sounder	☐	☐	
31.	Barometer	☐	☐	
32.	Clock	☐	☐	
33.	Binocular	☐	☐	
34.	Nautical instruments	☐	☐	
#	**Lifesaving Appliances**	**Yes**	**No**	**Remarks**
35.	First aid box	☐	☐	
36.	Waterproof hand torch	☐	☐	
37.	Lifeline	☐	☐	
38.	Boarding Ladder	☐	☐	
39.	Line throwing appliance	☐	☐	
40.	Buoyancy sling with floating line	☐	☐	
41.	Lifebelt with light (Horseshoe type)	☐	☐	
42.	Buoyant heaving line/throw bag	☐	☐	
43.	4 lifebuoys -> two of which shall be fitted with an automatic light, and one of the buoys also fitted with an automatic smoke signal with buoyant line 20 m Functioning Lifebuoys self-ignition lights	☐	☐	
44.	Lifejacket for each person on board with light fitted Functioning of Lifejackets lights	☐	☐	
45.	Life jackets for children – according to the number of children on the marine craft Functioning of Lifejackets lights	☐	☐	
46.	Pyrotechnics 1. Floating smoke signals (2) 2. Handheld distress flares (6) 3. Waterproof container for flares	☐	☐	
47.	Rescue Signal Table	☐	☐	
48.	Liferaft of sufficient capacity for all persons on board	☐	☐	
49.	Jacklines capable of being rigged port and starboard	☐	☐	
50.	Abandon ship emergency liferaft grab bag	☐	☐	
51.	Launching instructions/posters for liferaft on display	☐	☐	
52.	Training Manual for onboard safety equipment	☐	☐	
53.	Maintenance instructions for safety equipment	☐	☐	
54.	Rescue boat and launching davit	☐	☐	
55.	Emergency Numbers- a copy shall be installed in a visible place on the marine craft	☐	☐	
#	**Fire Detection and Firefighting Equipment**	**Yes**	**No**	**Remarks**
56.	Fire Detection in cabins and halls	☐	☐	

	Functioning of Fire Detection System			
57.	Fire Detection and Extinguishing System - for closed engine rooms Functioning of Fire Detection System	☐	☐	
58.	Fire Pumps/Hoses 1. Manual fire pump (hand-operated) 2. Dedicated fire pump sea suction 3. Fire hose 4. Fire hose nozzle (minimum diameter 6 mm) with jet and water spray	☐	☐	
59.	Fire Bell - Working of Fire Bell if fitted	☐	☐	
60.	Fire blanket	☐	☐	
61.	Fire extinguishers (3)	☐	☐	
62.	Fire Buckets with lanyard (3)	☐	☐	
63.	Fire extinguisher suitable for use on oil fires (2)	☐	☐	
64.	Power-driven fire pump	☐	☐	
65.	Fire main and hydrant	☐	☐	
66.	Fire hoses (2)	☐	☐	
67.	Fire hose and spray nozzle for machinery space	☐	☐	
68.	Fireman's outfit	☐	☐	
#	**Other Equipment and Requirements**	**Yes**	**No**	**Remarks**
69.	Tapered plugs	☐	☐	
70.	Bucket of capacity 8-12 litres with rope lanyard	☐	☐	
71.	Anchor with rope or chain- suitable for operation area			
72.	Safe ladder for passenger use	☐	☐	
73.	Towing & mooring ropes including warps and fenders	☐	☐	
74.	Waterproof torch	☐	☐	
75.	Rigid or inflatable tender	☐	☐	
76.	Bosun's chair	☐	☐	
77.	Suitably reinforced deck cleat/Samson post on the foredeck, and means of closing over the bow roller or fairlead used when anchoring	☐	☐	
78.	Bilge Tank - for collecting bilge water	☐	☐	
79.	Bilge Pump – Operation of Bilge Pumps including visual & audible Alarms	☐	☐	
80.	Bilge alarm - with visual and audible alert	☐	☐	
81.	Isolation valves	☐	☐	
82.	Sewage Tank - when there is sanitation facility in use on the marine craft	☐	☐	
83.	Fuel Tank - provided with safety requirements including level gauge, vent pipe and Quick closing valves	☐	☐	
84.	Ventilation System-for engine-room, stops automatically when the fixed fire extinguishing system activated	☐	☐	
85.	Suitable secondary means of engine starting including battery, hand start or suitable jump leads	☐	☐	
86.	Emergency steering means	☐	☐	

87.	Emergency water supply	☐	☐	
88.	Marine craft Numbers - fixed on both sides in accordance with the standards approved by the Authority	☐	☐	
89.	Marine craft Hull - free from defects and no water ingress affecting on the marine craft seaworthiness	☐	☐	
90.	Labelling Safety Equipment – Printing the marine craft number permanently on all safety equipment	☐	☐	
91.	Safety equipment - periodically maintained by a certified company	☐	☐	
92.	Waste Warning Sign- posted in a visible place on the marine craft on non-throwing waste into the sea	☐	☐	
93.	Oil Warning Signs- posted in the engine room on non-pumping oil into the sea	☐	☐	
94.	Instruction manuals for marine craft's essential equipment	☐	☐	
95.	Rescue Signal Table	☐	☐	
96.	Launching instructions/posters for liferaft on display	☐	☐	
97.	Training manual for onboard safety equipment	☐	☐	
98.	Maintenance instructions for safety equipment	☐	☐	
99.	Training manual for onboard safety equipment	☐	☐	
100.	Maintenance instructions for safety equipment	☐	☐	
#	**Operation and Safety Tests**	**Yes**	**No**	**Remarks**
101.	Working of Quick Closing Valves if fitted	☐	☐	
102.	Working of Main Engine Emergency Shutdown	☐	☐	
103.	Operation of Emergency Steering Gear if fitted	☐	☐	
104.	Stopping of Ventilation System-in case of activation of firefighting system in engine room	☐	☐	
#	**Additional Requirements**	**Yes**	**No**	**Remarks**
105.	Copy of the insurance policy	☐	☐	
106.	Copy of the trailer license	☐	☐	
107.	Copy of the berthing contract	☐	☐	
108.	Copy Declaration Form	☐	☐	
109.	Copy of the inspection reports	☐	☐	
110.	Full photo of the marine craft showing her shape and colours	☐	☐	
111.	Photo of the marine craft showing CICPC Number	☐	☐	
112.	Photo of the marine craft showing Engine Serial Number	☐	☐	
113.	Photo of the marine craft showing Hull Number	☐	☐	
114.	Photo of the fire extinguishing equipment and its service tags	☐	☐	
115.	Photo of the safety and rescue equipment and its service tags	☐	☐	

Inspection Result Form		
Control number:	**Issue date:**	**Revision date:**
Marine craft Name:	**Length overall:**	**Operator Name:**
Commercial license number (if applicable):	**Marine craft carrying capacity:**	
Marine Craft License (If already registered):		

Inspection Result:

☐ **Pass:** Marine craft condition acceptable
☐ **Fail:** Deficiencies found, the list below
☐ **Follow-up:** Inspection required

Deficiencies:

No	Deficiency description	Action taken	Date

Inspector Name:	Signature:	Date:

Follow up inspection:

Remarks:		
Inspector Name:	**Signature:**	**Date:**

Appendix A11: Checklist – Inspection of Landing craft

Inspection of Landing craft		
Control number:	**Issue date:**	**Revision date:**
Marine craft Name:	**Length overall:**	**Operator Name:**
Commercial license number (if applicable):	**Marine craft carrying capacity:**	
Marine Craft License (If already registered):		

#	Documents and Records	Yes	No	Remarks
1.	Marine craft License and all required Documents, Statutory and Technical Certificates.	☐	☐	
2.	Crew licenses	☐	☐	
3.	Radio license – (for marine crafts length above 35 ft.)	☐	☐	
4.	Minimum safe manning certificate-	☐	☐	
5.	Stability Booklet	☐	☐	
6.	Marine craft logbook- includes trips, weather state, maintenance & defects and fuel supply	☐	☐	
7.	Construction certificate	☐	☐	
8.	Tonnage certificate	☐	☐	
9.	Load line certificate or exemption	☐	☐	
10.	Does the marine craft have a Safety Management System, including ERP, DPA information, accident investigation and statistics	☐	☐	
#	**General safety requirements**	**Yes**	**No**	**Remarks**
11.	Safe access	☐	☐	
12.	Safety Signage (as applicable)	☐	☐	
#	**Navigation and Communication Equipment**	**Yes**	**No**	**Remarks**
13.	Navigation lights Functioning Emergency Lighting & Navigation Lights	☐	☐	
14.	GPS	☐	☐	
15.	VHF Radio - for marine crafts length above 35 ft Operation of VHF Radio	☐	☐	
16.	Suitable communication aid	☐	☐	
17.	Magnetic compass	☐	☐	
18.	Radar transponder	☐	☐	
19.	EPRIB	☐	☐	
20.	NAVTEX	☐	☐	
21.	Horn - Working of marine craft Horn or Whistle	☐	☐	
22.	UAE flag	☐	☐	
23.	General emergency alarm system	☐	☐	

24.	Public address system	☐	☐	
25.	Nautical instruments	☐	☐	
26.	1 complete set of flags and pennons of the International Code of Signals	☐	☐	
27.	1 table of flags and pennons	☐	☐	
28.	1 distinctive signal (flags)	☐	☐	
29.	2 halyards for flags and pennons	☐	☐	
30.	1 daytime signaling lamp	☐	☐	
#	**Lifesaving Appliances and Arrangements**	**Yes**	**No**	**Remarks**
31.	Lifejackets - with whistle and light for all personnel on-board Functioning of Lifejackets lights	☐	☐	
32.	Spare Lifejackets - (10%) more than the authorized total number Functioning of Lifejackets lights	☐	☐	
33.	Life jackets for children – according to the number of children on the marine craft Functioning of Lifejackets lights	☐	☐	
34.	Lifebuoy (4) (for 24 m and above) 1. 2 of which shall be fitted with an automatic light, and one of the buoys also fitted with an automatic smoke signal 2. Two buoys, one on each side, shall be provided with a floating lifeline 20 meters in length Lifebuoy (2) (for less than 24 m) 1. one of which shall be fitted with an automatic light. Functioning Lifebuoys self-ignition lights	☐	☐	
35.	Survival craft (2) - sufficient to accommodate 125% of the total number of persons on board	☐	☐	
36.	First aid box	☐	☐	
37.	Waterproof hand torch	☐	☐	
38.	Parachute signal (6)	☐	☐	
39.	Smoke signals (2)	☐	☐	
40.	Emergency Numbers- a copy shall be installed in a visible place on the marine craft	☐	☐	
41.	Line Throwing Appliance	☐	☐	
42.	Retroreflective tapes for all LSA	☐	☐	
#	**Fire Detection and Firefighting Equipment**	**Yes**	**No**	**Remarks**
43.	Fire Extinguisher - suitable for petrol fires if the marine craft is provided with auxiliary propulsion system (3)	☐	☐	
44.	Fire detectors - Functioning of Fire Detection System	☐	☐	
45.	Fixed fire extinguishing system	☐	☐	
46.	Fireman’s outfit (2) for marine crafts more than 35 m	☐	☐	
47.	Fire muster list, Fire control plan	☐	☐	
48.	Fire Bell - Working of Fire Bell if fitted	☐	☐	
#	**Other Equipment and Requirements**	**Yes**	**No**	**Remarks**
49.	Auxiliary power propulsion system	☐	☐	
50.	Suitable secondary means of engine starting; including battery, hand start or suitable jump leads	☐	☐	

51.	Working of Quick Closing Valves if fitted	☐	☐	
52.	Working of Main Engine Emergency Shutdown	☐	☐	
53.	Bilge Pump - Operation of Bilge Pumps including visual & audible Alarms	☐	☐	
54.	Bilge Tank - for collecting bilge water	☐	☐	
55.	Bilge Pump – Operation of Bilge Pumps including visual & audible Alarms	☐	☐	
56.	Bilge alarm - with visual and audible alert	☐	☐	
57.	Isolation valves	☐	☐	
58.	Sewage Tank - when there is a sanitation facility in use on the marine craft	☐	☐	
59.	Fuel Tank - provided with safety requirements including level gauge, vent pipe and Quick closing valves	☐	☐	
60.	Ventilation System-for engine-room stops automatically when the fixed fire extinguishing system activated	☐	☐	
61.	Emergency steering means	☐	☐	
62.	Emergency water supply	☐	☐	
63.	Electrical power supply - to run the navigation lights and fixed communication equipment	☐	☐	
64.	Marine craft Numbers - fixed on both sides in accordance with the standards approved by the Authority	☐	☐	
65.	Marine craft Hull - free from defects and no water ingress affecting on the marine craft seaworthiness	☐	☐	
66.	Labelling Safety Equipment – Printing the marine craft number permanently on all safety equipment	☐	☐	
67.	Safety equipment - periodically maintained by a certified company	☐	☐	
68.	Waste Warning Sign- posted in a visible place on the marine craft on non-throwing waste into the sea	☐	☐	
69.	Oil Warning Signs- posted in the engine room on non-pumping oil into the sea	☐	☐	
70.	Instruction manuals for marine craft's essential equipment	☐	☐	
71.	Rescue Signal Table	☐	☐	
72.	Launching instructions/posters for life raft on display	☐	☐	
73.	Training manual for onboard safety equipment	☐	☐	
74.	Maintenance instructions for safety equipment	☐	☐	
75.	Training manual for onboard safety equipment	☐	☐	
76.	Maintenance instructions for safety equipment	☐	☐	
#	**Additional Requirements for Self-Inspection**	**Yes**	**No**	**Remarks**
77.	Copy of the insurance policy	☐	☐	
78.	Copy of the trailer license	☐	☐	
79.	Copy of the berthing contract	☐	☐	
80.	Copy Declaration Form	☐	☐	
81.	Copy of the inspection checklist	☐	☐	
82.	Full photo of the marine craft showing her shape and colors	☐	☐	
83.	Photo of the marine craft showing CICPC Number	☐	☐	
84.	Photo of the marine craft showing Engine Serial Number	☐	☐	

85.	Photo of the marine craft showing Hull Number	☐	☐	
86.	Photo of the fire extinguishing equipment and its service tags	☐	☐	
87.	Photo of the safety and rescue equipment and its service tags	☐	☐	

Inspection Result Form		
Control number:	**Issue date:**	**Revision date:**
Marine craft Name:	**Length overall:**	**Operator Name:**
Commercial license number (if applicable):	**Marine craft carrying capacity:**	
Marine Craft License (If already registered):		

Inspection Result:

☐ **Pass:** Marine craft condition acceptable
☐ **Fail:** Deficiencies found, the list below
☐ **Follow-up:** Inspection required

Deficiencies:

No	Deficiency description	Action taken	Date

Inspector Name:	**Signature:**	**Date:**

Follow up inspection:

Remarks:

Inspector Name:	Signature:	Date:

END