Turo Takala

MARITIME ENGLISH FOR DECK AND ENGINE RATINGS

Merenkulun koulutusohjelma

Merikapteeni

2011

samk
Satakunnan ammattikorkeakoulu
Satakunta University of Applied Sciences

MERENKULUN ENGLANTI KANSI- JA KONEMIEHISTÖLLE
MARITIME ENGLISH FOR DECK AND ENGINE RATINGS

Takala, Turo
Satakunnan ammattikorkeakoulu
Tekniikka ja Merenkulku Rauma
Merikapteenin koulutusohjelma
Toukokuu 2011
Ohjaaja: Koivisto, Heikki
Sivumäärä: 22
Liitteitä: 1

Asiasanat: englanti, merenkulku, testaus, miehistö

Tämän opinnäytetyön aiheena oli osallistuminen MarTEL (Maritime Tests of English Language) Plus projektiin. Projektiin vaikuttaminen ja kehittäminen olivat tekijöitä joista tämä opinnäytetyö koostuu. Tavoitteena oli luoda MarTEL projektille jatkoa miehistötason englannin muodossa. Samalla vertailtiin muita englannin kielen sekä merenkulun koulutusta antavia internet-sivustoja. Tarkasteltiin myös olisiko niistä jotain opittavaa ja hyödynnettävää. MarTEL Plus projekti alkoi vuoden 2010 loppupuolella ja on tarkoitus valmistua vuoden 2011 aikana.

Vuonna 2009 lokakuussa MarTEL sai valmiiksi projektin jossa kehiteltiin merenkulun englannin standardeja, joita ei aikaisemmin ollut määritelty. MarTEL Plus projekti on jatkoa kyseiselle projektille. Tässä projektissa oli tarkoitus luoda uusi MarTEL standardi koskien miehistötason englantia. MarTEL -standardit ovat sarja merenkulun englannin testejä.

Projektiin mukaan tulo kesken projektin oli haastavaa. Oli vaikeata löytää oma asema kyseisessä projektissa. Kun oma asema oli löytynyt, oli työskentely suhteellisen helppoa, kiitos jo olemassa olevien MarTEL -standardien.

Tehtäväni projektissa oli pohtia mahdollisia tarpeita joita miehistötason merimiehet tarvitsevat kun kyse on merenkulun englannista. Lisäksi olin projektissa mukana tuomassa omia mielipiteitäni mahdollisista aiheista, joita testeissä pitäisi testata. Saadessani opinnäytetyön valmiiksi, oli projektin sisältö saatu luotua ja projektissa alkoi uusi vaihe.

Opinnäytetyö käsittelee merenkulun englantia miehistötasolla.

MARITIME ENGLISH FOR DECK AND ENGINE RATINGS

Takala, Turo
Satakunnan ammattikorkeakoulu, Satakunta University of Applied Sciences
Degree Programme in Maritime Management
May 2011
Supervisor: Koivisto, Heikki
Number of pages: 22
Appendices: 1

Keywords: English, maritime, testing, rating

This bachelor's thesis presents the material compiled when participating in the MarTEL (Maritime Test for English Language) Plus project. Making an influence in Maritime English and developing the MarTEL projects were the primary themes in this thesis. The main goal of this study was to create Maritime English Standards for MarTEL Plus project. Another aim was to compare the Internet pages of various institutes which provide either English language education or maritime education or both and to examine their standards and procedures. MarTEL Plus project started in the beginning of 2010 and it will be finished during 2011. MarTEL Standards consist of a series of Maritime English tests.

MarTEL project, which aimed at developing Maritime English standards, concluded in October 2009. Prior to that project no Maritime English standards for Seafarers existed. The aim of MarTEL Plus project was to complement and extend the existing MarTEL project focusing on the maritime English standards for deck and engine ratings. Thus, the Maritime English in this thesis is for rating level.

The whole project was very challenging. It was hard to establish a common yardstick for measuring language proficiency, which would be approved by all the multinational partners in the project. When the measure for calibrating English proficiency was established, the rest of the work was relatively simple, thanks to already existing MarTEL standards.

My task in this project was to study and define the language learning needs of ratings working onboard ships. In the beginning of the project the participants submitted their ideas concerning the possible topics to be tested in the tests. When this bachelor's thesis was finished the basic structure of the MarTEL Plus project was established and a new phase had just started.

CONTENTS

1 INTRODUCTION

This thesis is a part of a MarTEL Plus project. The goal of the project was to develop new MarTEL standards for deck and engine ratings. MarTEL Plus project builds on the already existing MarTEL project, which developed Maritime English standards for operational and management level.

The primary purpose of this thesis was to complement the existing MarTEL standards. Also the new requirements described in STCW 2010 needed to be taken into consideration. Producing "Teacher's Guidelines", which were not included in the original MarTEL project, was one of the primary goals of this project.

The main work was done through researching internet, Maritime publications and books. Interesting information was gathered also by comparing the MarTEL Plus project with other similar internet based English language education programmes. Also developing the actual content to this new standard played a big role in this project.

There was no Maritime English standard for Ratings, so the project had certain need to develop one. It was also very important to evolve the already existing MarTEL standards and extend the whole MarTEL project.

So how did I get involved in this project? I saw an advertisement on my school's web page where there was possibility to get involved in this MarTEL Plus project. It was actually a great honour to be part of something so useful and to be able to make a difference, even if it was a small one, in developing Maritime industry and improving safety at sea.

Figure 1: MarTEL Plus logo

2 IMO REGULATIONS

IMO (International Maritime Organization) is the organization which sets all the regulations, standards and guidelines to the maritime industry. “IMO's main task has been to develop and maintain a comprehensive regulatory framework for shipping and its remit today includes safety, environmental concerns, legal matters, technical co-operation, maritime security and the efficiency of shipping.” (IMO, www.imo.org) IMO’s convention STCW (International Convention on Standards of Training, Certification and Watch keeping for Seafarers Adoption: 7 July 1978; Entry into force: 28 April 1984; Major revisions in 1995 and 2010) is the one which sets the regulations for maritime education and in this case, regulations for English education for maritime students.

2.1 STCW 2010

STCW was the first convention which established requirements for training, certification and watch keeping for seafarers on an international level. Convention contains basic requirements which are then enlarged upon and explained in the STCW Code. The code is divided into two parts, Part A and Part B. Part A is mandatory, whereas Part B contains the recommended guidelines.

A diplomatic conference to amend The STCW Convention and STCW Code was held in Manila 21 - 25 2010 June. The most interesting amendments regarding this project are the “new certification requirements for able seafarers” and “Introduction of modern training methodology including distance learning and web-based learning”. (IMO, www.imo.org)

2.1.1 Language Requirements

In this case we are interested what the STCW code says about language requirements. For operational and management level the STCW code says: “Use the IMO Standard Marine Communication Phrases and use English in written and oral form.”

For ratings the STCW code says: ”comply with helm orders in the English language” and that is only for rating engaged in navigational watch. STCW does not have any other requirements for ratings, employed either in the deck or engine department, regarding English language.

In my opinion, every rating should at least be able to understand English as it is necessary to guarantee the safety at sea, no matter whether you are a deck or engine rating. It is quite astonishing, that the wheel orders are the only English competence requirement for a rating.

2.2 The SMCP

“The SMNV (Standard Marine Navigational Vocabulary) which was published in 1973, was the first version of standardized English for maritime purposes. The IMO’s SMCP (Standard Marine Communication Phrases) was adopted by the Assembly in November 2001.” (SMCP, 2002)

“The SMCP has been compiled to assist in the greater safety of navigation and of the conduct of the ship, to standardize the language used in communication for navigation at sea, in port approaches, waterways and harbours, and on board vessels with multilingual crews, and to assist maritime training institutions in meeting the objectives mentioned above.“ (SMCP, 2002)

2.2.1 SMCP for Ratings

Although the SMCP is simplified English and the grammar is not important, my opinion is that the SMCP is a great way for ratings to learn English. The SMCP is designed to standardize English, thus, in navigational settings everybody uses the same phrases. As regards the ratings the most important thing, in my opinion, is that the English is very simple.

I edited the original SMCP and named it “SMCP for Ratings”. The SMCP consist many irrelevant phrases for ratings, so they were removed and also all the other irrelevant sections. I also added a vocabulary list to the SMCP for Ratings which is compatible with the new MarTEL Rating standard. The SMCP for Ratings is attached to this thesis.

3 RELTA

RMIT English Worldwide was established in 1968 and has grown to become one of Australia's most prestigious English language centres. Since the mid-1990s RMIT English Worldwide has delivered high quality aviation English training, focusing on the development of training materials and tests for international use following the publication of ICAO Language Proficiency Requirements in 2002. (RELTA www.relta.org)

RELTA (RMIT English Language Test for Aviation) is available in three forms: one for pilots, one for air traffic controllers and one for light aircraft pilots. It evaluates the English language skills of pilots or air traffic controllers according to the ICAO language proficiency requirements. ICAO is International Civil Aviation Organization.

3.1 RELTA Standards

ICAO has established six levels of language proficiency: level 1 for pre-elementary, level 2 for elementary, level 3 for pre-operational, level 4 for Operational, level 5 for extended and level 6 for expert.

RELTA has developed eight different courses, four for pilots and four for ATC’s (Air Traffic Controller). There is General English for Aviation course to meet the levels 1 and 2, Radiotelephony English course to meet the level 3 and Beyond Level 4 course to meet the levels 4, 5 and 6. There is also RELTA Preparation course designed to

help RELTA candidates prepare for the RELTA tests. The RELTA preparation course is divided into three categories, one for pilots, one for light aircraft pilots and one for ATC's.

3.2 Advantages

The RELTA Standards are quite similar to the MarTEL Standards. The RELTA courses are divided for Pilots and ATC's as the MarTEL standards are divided for Deck and Engineering sections.

Although the approaches in MarTEL and RELTA are quite similar, MarTEL could consider dividing the standards into sub-standards. Those sub-standards could concentrate on different areas of the standard for example, general, technical, safety and communication sub-standards.

4 TRINITY COLLEGE

Trinity College London is an international examinations board. Trinity provides qualifications both in the English language and across a growing range of the performing arts. Trinity's exams and assessments are designed to help students and trainees progress; to mark an achievement at each stage of their development, and at all levels of competence.

4.1 SEW Exam

SEW (The Spoken English for Work) examination is available at four levels corresponding to the Common European Framework. SEW prepares students for the real world of work by providing valuable practice in telephone conversations, formal and informal presentations and an opportunity to discuss real work issues in an English-speaking environment. (Trinity College www.trinity.co.uk)

4.1.1 SEW Levels

SEW 1 Level is based on the level Independent User, B1 of the Council of Europe's Common European Framework of Reference. The examination consists of three assessed phases, Telephone task (up to 3 minutes), Discussion of a topic prepared by the candidate (up to 5 minutes) and Discussion of one subject area selected by the examiner (up to 4 minutes).

SEW 2 Level is based on the level Independent User, B2.1 of the Council of Europe's Common European Framework of Reference. The examination consists of four assessed phases, Telephone task (up to 3 minutes), Interactive task (up to 4 minutes), Candidate-led discussion of a topic prepared by the candidate (up to 7 minutes) and Discussion on one subject area selected by the examiner (up to 5 minutes).

SEW 3 Level is based on the level Independent User, B2.3 of the Council of Europe's Common European Framework of Reference. The examination consists of five assessed phases, Telephone task (up to 3 minutes), Interactive task (up to 4 minutes), Topic presentation (up to 5 minutes), Topic discussion — examiner-led (up to 5 minutes) and Discussion on one subject area selected by the examiner (up to 5 minutes).

SEW 4 Level is based on the level Proficient User, C1 of the Council of Europe's Common European Framework of Reference. The examination consists of five assessed phases, Telephone task (up to 4 minutes), Interactive task (up to 4 minutes), Formal presentation of a topic prepared by the candidate (up to 8 minutes), Candidate-led discussion of the topic presentation with the examiner (up to 5 minutes) and Discussion on one subject area selected by the examiner (up to 5 minutes).

4.2 Advantages

The SEW exams differ from MarTEL tests as being more conventional and concentrating more on spoken English. In my opinion also MarTEL should consider

focusing more on spoken than on written English, at least when regarding ratings, although it is much more difficult to organize a verbal exam than a written exam.

5 NMCI COLLEGE

NMCI (National Maritime College of Ireland) offers degree courses in Nautical Science and Marine and Plant Engineering and a Certificate in Navigational Studies (Seamanship), which will suit school leavers and those with experience of working aboard merchant ships or fishing vessels. Professional seafarers seeking further training are also catered for with short courses and preparatory courses for the Certificates of Competency. (NMCI www.nmci.ie) NMCI also offers non-military Irish Naval Service Courses. NMCI is one of the main developing partners of the MarTEL projects.

5.1 CIT Institute

CIT (Cork Institute of Technology) is an institute which consists of two constituent Faculties and three constituent Colleges. The Faculties are Engineering and Science, and Business and Humanities. The Colleges are the CIT Crawford College of Art and Design, the CIT Cork School of Music and the National Maritime College of Ireland.

CIT offers courses which are then organized by the constituent Colleges. For example all the Marine based courses are organized by the National Maritime College of Ireland. There are courses in, for example, Marine Electro technology, Marine & Plant Engineering and Nautical Science. They also provide so called short courses.

5.2 Advantages

It might be also good for MarTEL to start cooperating with similar English language teaching organization in order to attract more visibility to their work. The partners

could also tell their needs to MarTEL so that MarTEL could develop their standards and also create new required standards.

6 MARTEL PLUS PROJECT

The MarTEL (Maritime Tests of English Language) Plus Project is continuation to a previous MarTEL Project. The MarTEL Project sets standards for Maritime English focusing on the operational and management levels. (MarTEL, www.martel.pro)

The MarTEL Plus project, in turn, is developing Maritime English standard for deck and engine ratings. Both projects are funded and developed by the European Union (EU). (MarTEL, http://plus.martel.pro)

6.1 The Background

The European Union project MarTEL started in November 2007. At the time there were no international or European standards for Maritime English other than IMO's SMCP (Standard Marine Communication Phrases). The main reason for starting the project was that about 80% of the accidents that happen at sea are caused by human error. And in many cases the human error has been poor communication. (Pöyhönen, 2010, 6-7) The project ended in the end of October 2009.

This MarTEL Plus project is a continuation for the first project. The first group meeting was held 4-5 October 2010. The Plus project is proceeding at a fast pace as I am writing this bachelor's thesis.

6.2 MarTEL Partners

Figure 2: MarTEL Plus Partners

In the MarTEL there are altogether nine developing partners and fourteen silent partners. The developing partners are, Centre for Factories of the Future (C4FF), Spinaker (SPIN), Satakunta University of Applied Sciences (SUAS), TUDEV Institute of Maritime Studies, Osrodek Prac Rozwojowych (OPR), Nicola Vaptsarov Naval Academy (NVNA), National Maritime College of Ireland (NMCI), World Maritime University (WMU), University of Cadiz (UCA).

6.3 Goals of the Project

The first MarTEL project developed online tests and testing systems for cadets, officers and senior officers. The material of the earlier project comprises both learning materials and study guidelines for cadets, officers and senior officers.

The goals of MarTEL Plus project were mainly the same as the goals for the first project, only now it was about deck and engine ratings. Another aim was to compare MarTEL to similar testing environments created for other professions. Among these were, for example, Trinity SEW exams and RELTA exam for Aviation English. These language programmes were dealt with earlier in this thesis.

6.4 MarTEL Standards

In the previous project MarTEL created five Maritime English standards. These standards were targeted for Deck and Marine Engineering cadets and officers. The standards are divided into three different phases.

Phase 1 includes tests for beginners who are just starting their studies Maritime Studies. Phase 1 test is common English with a maritime English content. The maritime words which appear in the tests are general language. The phase 1 test is part of an entrance exam to maritime universities and is the same for deck and engine students.

Phase 2 tests are developed for the students at the operational level and the tests are divided to deck and engineering tests. These tests are meant to be taken at the end of the studies before becoming deck or engineering officers.

Phase 3 tests are designed for senior level officers. As phase 2 this phase is also divided into two sections as one for Senior Deck Officers and one for Chief Engineers. These tests are meant to be taken at the end of the management level studies.

6.4.1 New Rating Standard

The aim of the MarTEL Plus Project was to create a new Maritime English standard for Deck and Engine Ratings. On 31st January 2011 the partners comprised from leading maritime education and training institutions met for the first time. In that meeting it was agreed that the MarTEL Plus Phase R would contain three different sections, A – General Section, B – Section for Deck Ratings and C – Section for Engineering Ratings.

Part A - General section contains reading, listening and speaking tasks. There will be no writing tasks. It will be based on the STCW 2010 requirements and the STCW basic training. It will be common to both Deck and Engine ratings. The speaking part contains for example, Maritime Abbreviations recognised by the IMO , simple phrases and sentences for ship-to-ship or for ship-to-shore communication, bridge to engine room communication using familiar maritime terminology, correct use of grammatical structures, Cardinal and Ordinal Numbers, Days and Months and Definite and Indefinite Articles. The reading part contains, for example, simple texts, documents related to maritime industry, time tables and simple job related official

letters. The listening part contains, for example, instructions, general conversations and everyday job related language.

Part B - Section for Deck Ratings, the content for this section was decided at a Skype-meeting held on 10th March. This section includes for example the following topics: "Lookout duties and reporting", "Helmsman's duties and helm orders", "Internal communication for deck operations and Bridge controls". This section is meant only for Deck Ratings.

Part C - Section Engineering; the content of this section was also decided at the Skype-meeting on 10th March. The topics agreed to be included in section C include, for example, "Machinery spaces", "Main propulsion elements and functions", "Internal communications for engine room operations and Engine monitoring", "Maintenance and hand tools". This section is meant only for Engineering ratings.

To achieve the MarTEL Plus requirements a learner must be able to communicate using correct grammatical structures to carry out daily tasks on shore or on board. Furthermore, he or she must be able to read and understand contextual meaning of words in a professional and non professional setting and to be able to comprehend instructions, advice or commands of a given task. (Lahiry, 2011, 3)

Outcomes	**Performance criteria**
1.Will be able to communicate using correct grammatical structure to carry out daily tasks on shore or on board.	Use of Cardinal and Ordinal Numbers, Use of Days and Months. Use of Definite and Indefinite Articles, Use Singular and Plural in conversation Use common nouns Apply Simple Present Tense and Common Verbs, Use present perfect tense Use common verbs Use Possessive Pronouns, Use Present Continuous Tense, Use simple past tense,

	Use past Continuous Tense, Use Simple Future Tense, Apply Polite Requests in conversation Use Possessive adjectives, Use Conjunctions and Common Adjectives, Use Common Nouns, Identify simple terms form Merchant Ship Plan, Give compass directions by verbal means Read direction from a map Use Abbreviations recognised by IMO Apply and use simple maritime phrases and sentences in conversation Use IMO recommended phrases to communicate between ship-to-ship, ship-to-shore, and bridge-to-engine room. Demonstrate the command of maritime vocabulary
2.Read and understand contextual meaning of words in a professional and non professional setting.	• Fill in the blanks on a text and answer questions • Use pictures & diagrams articles to demonstrate knowledge and understanding of the contextual meaning of words
3.Comprehend instructions, advice or command of a given task.	• Listen and communicate using sentences and questions. • Comprehend command of a given task precisely • Express clearly the main points of a listening text

Table 1: Outcomes and assessment criteria

6.4.1.1 Sample Questions

As I am writing this thesis the actual questions are not yet developed. Moreover, the questions will be classified information so they cannot be published. Therefore, the following questions are only samples.

Question 1:

Explain the term “Safe Working Practice”.

This question is intended for both Deck and Engineering Ratings. This question requires good written English proficiency from the test-taker. Because of the structure of the question this type of a question might not be ideal for a web based test environment.

Question 2:

Which of the following is/are used for cargo handling?

a) Crane

b) Twist lock

c) Pilot ladder

d) All above are correct

This question is intended for deck ratings. Answering the question requires some professional knowledge of cargo handling, however, knowledge of English helps to choose the correct answer. This type of a question is very suitable for a web based test environment.

Question 3:

What is meant by a diesel-electric propulsion system? Choose correct answer.

a) *Main engines generate electricity which is used to rotate the propellers.*

b) There is a clutch between the main engine and propeller shaft.

c) Main engine rotates directly the propeller shaft.

This question is intended for Engineering Ratings. This question requires professional knowledge of propulsion systems but also common sense and knowledge of English language helps solving this question. This type of a question is also very suitable for a web based test environment.

Question 4:

In order … avoid any unexpected situations, it is customary … prepare both starboard and port anchors … letting go.

a) to / for / for

b) from / to / to

c) *to / to / for*

This represents a general type of question and it is intended for both Deck and Engineering Ratings. The question tests grammar. It is common English with Maritime English content. This type of a question is also very suitable for a web based test environment.

Question 5:

Hi, this is Captain from the bridge, what is the problem with the 2nd main engine? It is not getting enough cooling water and it is running too hot.

What happens in the situation?

a) Ship is going under the bridge and the bridge has problems to lift the ramp.

b) *One of the Ship's engines is not working properly.*

c) Ship's air conditioning is running too hot.

This question is meant for testing listening comprehension. The test taker hears the conversation twice, and after that answers to the question. This question is from the general part of the standard. The questions intention is to test the test takers understanding of what he/she hears. This type of a question is also very suitable for a web based test environment.

6.5 Teacher's Handbook

Teacher's Handbook is meant for teachers or instructors as guidelines when planning lessons for the learners. The Handbook provides information on which skills (Writing, Reading, Speaking and Listening) are targeted and in what kind of task types they should be tested. Each guideline also provides the IMO Model Course 3.17

Learning objectives and assessment criteria. Of course the Handbook only gives guidelines and tips for the teacher. Teachers still have to do the main work when planning each lesson. The handbook also contains lesson plan sheets which provide information on, for example, score percentages and number of hours needed to complete the tasks.

Guidelines	**IMO Model Course Learning objectives**	**Assessment Criteria**
Give the trainees time to work through the reading text. This gives trainees the opportunity to try to work out the sentence-message structure, the vocabulary in focus and the grammar structures. Offer the learner 10 short passages, each followed by a single multiple choice question. The learner has 30 minutes to complete this part.	12.2. Vocabulary: forming verbs with suffixes; verbs connected with construction and development; cargo handling gear; words and phrases for describing the characteristics of stability. 12.2.2. Describes the construction of vessels, buildings or the development of an area using appropriate verbs. 12.2.6. Uses words and phrases appropriate for describing the characteristics of stability.	To select the right term and phrase.
Provide the learners with a checklist on maintenance and repair works aboard. Ask them to identify the main engine parts in the checklist.	4.2. Vocabulary: Phrases for giving orders, advice and warnings; idioms; main engine parts; repairs.	To select the right pattern
Tell the learner to read and summarise a MARS reports concerned with marine pollution cases.	3.4.7. Writes a detailed report of an incident in an acceptable style and format.	To write a report by using an accurate grammar style and format.

Table 2: Teaching Tips

6.6 BTEC Accreditation

In the Skype meeting held on 2nd March 2011 it was agreed that a BTEC (Business and Technology Education Council) level 2 accreditation would be applied. This means that the exams should be in BTEC format and also BTEC courses and their corresponding tests have to cover all the outcomes specified. The suitability of BTEC accreditation raised some questions among the attendees. BTEC Units require courses to go along with the tests. There are no such courses for MarTEL tests. These courses could, however, possibly be replaced by Teacher's guidelines. There was also discussion about other routes to achieve accreditation. For example Test of Maritime English (TOME) is one option. TOME is accredited by Germanischer Lloyd.

6.6.1 BTEC Format

Business and Technology Education Council (BTEC) is an awarding body which provides both academic and vocational qualifications. In 1974 Business Education Council (BEC) and Technician Education Council (TEC) merged to form BTEC. Nowadays it operates under the name of Edexcel. Edexcel has taken over the examinations oh the GCE (General Certificate of Education) and GCSE (General Certificate of Secondary Education). There are many BTEC levels ranging from Entry level to Professional level. Each Level comes in three different sizes, which are Award, Certificate and Diploma.

6.6.2 BTEC Level 2

There are two sizes of Level 2 BTEC Firsts. Level 2 Diploma is a 360-guided learning hour qualification. It covers the aspects in knowledge, understanding and skills needed in the profession. The second is Level 2 Certificate and that is a 180-guided learning hour qualification. It is a shorter version of Diploma and it is ideal for anyone seeking initial experience of a vocational area. Students are able to take Level 2 BTEC Firsts alongside core GCSE subjects such as English, maths and science.

7 CLOSURE

It was very challenging to get involved in the middle of the project. Although,
it was hard to find my position in the project at first. However, once assimilated into the group, the rest of the work was relatively simple, thanks to already existing MarTEL standards which gave the guidelines to this Plus project.

The goals of the project were to create new Rating standards and Teacher's Guidelines and to compare MarTEL Plus project with other similar test environments. Because the whole project is not yet completed, it is still hard to assess the success of the project. In my opinion MarTEL Plus project looks promising and it provides a

solid basis on which the new English proficiency standards for Ratings can be developed.

The original time schedule was perhaps too tight and, thus, the first phase was prolonged with a few weeks. In my opinion the project succeeded well. However, so far only the first phase of the project has been completed. The development of the MarTEL Plus project continues and, thus, its success is yet to be seen.

REFERENCES

IMO's web pages 2011. Frequently Asked Questions [web document].Referred 02.02.2011.
http://www.imo.org/About/Pages/FAQs.aspx

IMO's web pages 2011. International Convention on Standards of Training, Certification and Watchkeeping for Seafarers (STCW) [web document]. Referred 02.02.2011.
http://www.imo.org/About/Conventions/ListOfConventions/Pages/International-Convention-on-Standards-of-Training,-Certification-and-Watchkeeping-for-Seafarers-(STCW).aspx

IMO 2002. Standard Marine Communication Phrases SMCP.

RELTA web pages 2011. About Us [web document]. Referred 03.02.2011.
http://www.relta.org/aboutus.html

Trinity College web pages 2010. Preparing learners for the real world of work [web document]. Referred 03.02.2011.
http://www.trinitycollege.co.uk/site/?id=1521

NMCI web pages 2011. [web document] Referred 04.02.2011.
http://www.nmci.ie/index.cfm/page/home

MarTEL web-pages 2011. How MarTEL Started? [web document]. Referred 01.02.2011.
http://www.martel.pro/Researchers/

MarTEL Plus web pages 2011. The Project [web document]. Referred 01.02.2011.
http://plus.martel.pro

Pöyhönen, Johanna 2010. The MarTEL Project and Maritime English. Bachelor's thesis.

Lahiry, Himadri 2011. Maritime English for deck and engineering ratings. Draft 1.

Figure 1: Picture is from MarTEL Plus project. (Reference 8)

Figure 2: Picture is from MarTEL Plus project. (Reference 7)

Table 1: Table is from Maritime English for Deck and Engineering ratings. (Reference 10)

Table 2: Table is from MarTEL Plus Teacher's Handbook for Deck Officers

APPENDIX I

STANDARD MARINE COMMUNICATION PHRASES FOR RATINGS

Turo Takala

2011

INTRODUCTION

In this work it was idea to consider a new Maritime English standard for deck and engine ratings. This is also a part of a bigger project managed by MarTEL (Maritime Tests of English Language).

It was idea to complement the existing MarTEL standards. The new requirements for ratings as described in STCW Code (2010) were also taken into consideration.

The main work was done by taking advantage of already existing IMO's SMCP (Standard Marine Communication Phrases). The SMCP consists irrelevant phrases for deck and engine ratings and those phrases were deleted. The actual text is directly from the original SMCP 2002.

Many of the phrases are important to understand as a rating, for example all the safety related phrases. For example the part A1 consist those kinds of phrases. Part B is the most important for rating to understand and also to be able to speak.

Also vocabulary part was added which differ from the original SMCP. It is not a complete vocabulary but it gives guidelines what kind of words should be taken into consideration.

MARITIME ENGLISH STANDARD FOR DECK AND ENGINE RATINGS: PART B

GENERAL

1 Spelling

1.1 Spelling of letters
When spelling is necessary, only the following spelling table should be used:

Letter Code:	
A Alfa	N November
B Bravo	O Oscar
C Charlie	P Papa
D Delta	Q Quebec
E Echo	R Romeo
F Foxtrot	S Sierra
G Golf	T Tango
H Hotel	U Uniform
I India	V Victor
J Juliet	W Whisky
K Kilo	X X-ray
L Lima	Y Yankee
M Mike	Z Zulu

1.2 Spelling of digits and numbers
A few digits and numbers have a **modified** pronunciation compared to general English:

Number Spelling	Pronunciation
0 zero	ZEERO
1 one	WUN
2 two	TOO
3 three	TREE
4 four	FOWER
5 five	FIFE
6 six	SIX
7 seven	SEVEN
8 eight	AIT
9 nine	NINER
1000 thousand	TOUSAND

2 Message Markers

In shore-to-ship and ship-to-shore communication or radio communication in general, the following eight Message Markers may be used

(i)	Instruction
(ii)	Advice
(iii)	Warning
(iv)	Information
(v)	Question
(vi)	Answer
(vii)	Request
(viii)	Intention

3 Responses

3.1 When the answer to a question is in the affirmative, say:
"Yes .... " followed by the appropriate phrase in full.

3.2 When the answer to a question is in the negative, say:
"No ..." followed by the appropriate phrase in full.

3.3 When the information requested is not immediately available, say:
"Stand by" followed by the time interval within which the information will beavailable.

3.4 When the information requested cannot be obtained, say:
"No information."

3.5 When an INSTRUCTION (e.g. by a VTS Station, naval vessel or other fully authorized personnel) or an ADVICE is given, respond if in the affirmative:
"I will/can ... " - followed by the instruction or advice in full; and,
if in the negative, respond:
"I will not/cannot ... " - followed by the instruction or advice in full.
Example: "ADVICE. Do not overtake the vessel North of you."
Respond: "I will not overtake the vessel North of me."

3.6 Responses to orders and answers to questions of special importance both in external and on-board communication are given in wording in the phrases concerned.

4 Distress, urgency and safety signals

4.1 MAYDAY to be used to announce a **distress** message
4.2 PAN PAN to be used to announce an **urgency** message
4.3 SECURITE to be used to announce a **safety** message

5 Standard organizational phrases

5.1 "How do you read (me)?"
5.1.1 "I read you ...
bad/one with signal strength one (i.e. barely perceptible)
poor/two with signal strength two (i.e. weak)
fair/three with signal strength three (i.e. fairly good)
good/four with signal strength four (i.e. good)
excellent/five with signal strength five (i.e. very good)

5.2 When the changing of a VHF Channel / frequency is accepted, say:
"Changing to VHF Channel ... / frequency ... .".

6 Corrections

When a mistake is made in a message, say:
"Mistake ..." followed by the word:
"Correction ... " plus the corrected part of the message.
Example: "My present speed is 14 knots - mistake.
Correction, my present speed is 12, one-two, knots."

7 Readiness

Example:"I am/I am not ready to receive your message".

8 Repetition

8.1 If any part of the message is considered sufficiently important to need safeguarding, say:
"Repeat ... " - followed by the corresponding part of the message.
Example: "My draft is 12.6 repeat one-two decimal 6 metres."

"Do not overtake - repeat - do not overtake."

8.2 When a message is not properly heard, say:

"Say again (please)."

9 Numbers

Numbers are to be spoken in separate digits:

"One-five-zero" for 150

"Two decimal five" or

Two point five" for 2.5

.

Note: Attention! When rudder angles, e.g. in wheel orders, are given, say:

"Fifteen" for 15 or

"Twenty" for 20, etc.

10 Positions

When the position is related to a mark, the mark shall be a well-defined charted object. The bearing shall be in the 360 degrees notation from true north and shall be that of the position FROM the mark.

Example: "Your position bearing 137 degrees from Big Head lighthouse

distance 2.4 nautical miles."

11 Bearings

The bearing of the mark or vessel concerned is the bearing in the 360 degree notation from north (true north unless otherwise stated), except in the case of relative bearings. Bearings may be either FROM the mark or FROM the vessel.

Examples: "Pilot boat is bearing 215 degrees from you."

Note: Vessels reporting their position should always quote their bearing FROM the

mark.

11.1 Relative bearings

Relative bearings can be expressed in degrees relative to the vessel's head. More frequently this is in relation to the port or starboard bow.

Example: "Buoy 030 degrees on your port bow."

(Relative D/F bearings are more commonly expressed in the 360 degree notation.)

12 Courses

Always to be expressed in 360 degree notation from north (true north unless otherwise stated). Whether this is to TO or FROM a mark can be stated.

13 Distances

To be expressed in nautical miles or cables (tenths of a mile), the unit always to be stated.

14 Speed

To be expressed in knots:

14.1 without further notation, meaning speed through the water; or,

14.2 "ground speed", meaning speed over the ground.

15 Times

Times should be expressed in the 24 hour UTC notation; if local time will be used in ports or harbours it should clearly be stated.

16 Geographical names
Place names used should be those on the chart or in Sailing Directions in use. Should these not be understood, latitude and longitude should be given.

17 Ambiguous words
Some words in English have meanings depending on the context in which they appear. Misundersta ndings frequently occur, especially in VTS communications, and have produced accidents. Such words are:
17.1 The conditionals "may", "might", "should" and "could"
May:
Do not say: "May I enter the fairway?"
Say: "QUESTION. Do I have permission to enter the fairway?"
Might:
Do not say: "I might enter the fairway."
Say: "INTENTION. I will enter the fairway."
Should:
Do not say: "You should anchor in anchorage B 3."
Say: "ADVICE. Anchor in anchorage B 3."
Could:
Do not say: "You could be running into danger."
Say: "WARNING. You are running into danger."
17.2 The word "can"
The word "can" describes either the possibility or the capability of doing something. In the situations where phrases using the word "can" appear make it clear whether a possibility is referred to. In an ambiguous context, however, say, for example: "QUESTION. Do I have permission to use the shallow draft fairway at this time?"
Do not say: "Can I use the shallow draft fairway at this time?" if you are asking for a permission. (The same applies to the word "may").

GLOSSARY

The Glossary includes a limited number of technical terms which might be useful in case the content of a given standard Phrase requires modification.

1 General terms

Abandon vessel (to) To evacuate crew and passengers from a vessel following a distress
Accommodation ladder Ladder attached to platform at vessel's side with flat steps and handrails enabling persons to embark / disembark from water or shore
Adrift Uncontrolled movement at sea under the influence of current, tide or wind
Air draft The height from the waterline to the highest point of the vessel
Assembly/Muster station Place on deck, in mess rooms, etc., assigned to crew and passengers where they have to meet according to the muster list when the corresponding alarm is released or announcement made
Backing (of wind) Shift of wind direction in an anticlockwise manner, for example from north to west (opposite of veering)
Beach (to) To run a vessel up on a beach to prevent its sinking in deep water
Berth .1 A sea room to be kept for safety around a vessel, rock, platform, etc.
.2 The place assigned to a vessel when anchored or lying alongside a pier, etc.

Blast A whistle signal made by the vessel

Blind sector An area which cannot be scanned by the ship's radar because it is shielded by parts of the superstructure, masts, etc.

Boarding arrangements All equipment, such as pilot ladder, accommodation ladder, hoist, etc., necessary for a safe transfer of the pilot

Bob-cat A mini-caterpillar with push-blade used for the careful distribution of loose goods in cargo holds of bulk carriers

Briefing Concise explanatory information to crew and/or passengers

Cable .1 Chain connecting a vessel to the anchor(s)
.2 Wire or rope primarily used for mooring a ship
.3 (Measurement) one hundred fathoms or one tenth of a nautical mile

Capsize (to) To turn over

Cardinal buoy A seamark, i.e. a buoy, indicating the north, east, south or west, i.e. the cardinal points from a fixed point such as a wreck, shallow water, banks, etc.

Cardinal points The four main points of the compass: north, east, south and west

Casualty Here: case of death in an accident or shipping disaster

Check (to) .1 To make sure that equipment etc. is in proper condition or that everything is correct and safe
.2 To regulate motion of a cable, rope or wire when it is running out too fast

Close-coupled towing A method of towing vessels through polar ice by means of icebreaking tugs with a special stern notch suited to receive and hold the bow of the vessel to be towed

Compatibility (of goods) Indicates whether different goods can be safely stowed together in one cargo space or in an adjacent hold.

Vessel constrained A vessel severely restricted by her draught in her ability to deviate from by her draft the course followed in relation to the available depth and width of navigable water

Convoy A group of vessels which sail together, e.g. through a canal or ice

Course The intended direction of movement of a vessel through the water

Course made good That course which a vessel makes good over ground, after allowing for the effect of currents, tidal streams, and leeway caused by wind and sea

COW Crude Oil Washing: a system of cleaning the cargo tanks by washing them with the cargo of crude oil during discharge

Crash-stop An emergency reversal operation of the main engine(s) to avoid a collision

Damage control team A group of crew members trained for fighting flooding in the vessel

Datum .1 The most probable position of a search target at a given time
.2 The plane of reference to which all data as to the depth on charts are referenced.

Derelict Vessel still afloat, abandoned at sea

Destination Port for which a vessel is bound

Disabled A vessel damaged or impaired in such a manner as to be incapable of proceeding on its voyage

Disembark (to) To go from a vessel

Distress alert (GMDSS) A radio signal from a distressed vessel automatically directed to an MRCC giving position, identification, course and speed of the vessel as well as the nature of distress
Distress/ Here: the verbal exchange of information on radio from ship to shore
Urgency traffic and/or ship to ship / aircraft about a distress / urgency situation
Draught (or draft) Depth in water at which a vessel floats
Dragging (of anchor) Moving of an anchor over the sea bottom involuntarily because it is no longer preventing the movement of the vessel
Dredging (of anchor) Moving of an anchor over the sea bottom to control the movement of the vessel
Drifting Being driven along by the wind, tide or current
Embark (to) To go aboard a vessel
EPIRB Emergency Position Indicating Radio Beacon
Escape route A clearly marked way in the vessel which has to be followed in case of an emergency
Escort Attending a vessel to be available in case of need, e.g. ice-breaker, tug, etc.
ETA Estimated Time of Arrival
ETD Estimated Time of Departure
Fire patrol A member of the watch going around the vessel at certain intervals so that an outbreak of fire may be promptly detected; mandatory in vessels carrying more than 36 passengers
Flooding Major uncontrolled flow of seawater into the vessel
Fire monitor Fixed foam/powder/water cannon shooting fire-extinguishing agents on tank deck, manifold etc.
Foul (of anchor) Anchor has its own cable twisted around it or has fouled an obstruction
Foul (of propeller) A line, wire, net, etc., is wound round the propeller
Full speed Highest possible speed of a vessel
Fumes Often harmful gas produced by fires, chemicals, fuel, etc.
General emergency alarm A sound signal of seven short blasts and one prolonged blast given with the vessel´s sound system
GPS Global (satellite) Positioning System
Half cardinal points The four main points lying between the cardinal points: north east, south east, south west and north west
Hampered vessel A vessel restricted by her ability to manoeuvre by the nature of her work
Hatchrails Ropes supported by stanchions around an open hatch to prevent persons from falling into a hold
Heading The horizontal direction of the vessel's bows at a given moment measured in degrees clockwise from north
Hoist Here: a cable used by helicopters for lifting or lowering persons in a pick-up operation
Icing Coating of ice on an object, e.g. the mast or superstructure of a vessel
IMO Class Group of dangerous or hazardous goods, harmful substances or marine pollutants in sea transport as classified in the International Maritime **Dangerous Goods Code** (IMDG Code)
Inert (to) To reduce the oxygen in a tank by inert gas to avoid an explosive atmosphere
Inoperative Not functioning
Jettison (to) (of cargo) To throw goods overboard in order to lighten the vessel or improve its stability in case of an emergency

Launch (to) To lower, e.g. lifeboats, to the water
Leaking Escape of liquids such as water, oil, etc., out of pipes, boilers, tanks, etc., or a minor inflow of seawater into the vessel due to damage to the hull
Leeward On or towards the sheltered side of a ship; opposite of windward
Leeway Vessel's sideways drift leeward of the desired course
Let go (to) To set free, let loose, or cast off (of anchors, lines, etc.)
Lifeboat station Place assigned to crew and passengers to muster before being ordered into the lifeboats
List Here: inclination of the vessel to port side or starboard side
Make water (to) To have seawater flowing into the vessel due to hull damage, or hatches awash and not properly closed
MMSI Maritime Mobile Service Identity number
Moor (to) To secure a vessel in a particular place by means of wires or ropes made fast to the shore, to anchors, or to anchored mooring buoys, or to ride with both anchors down
MRCC Maritime Rescue Co-ordination Centre: land-based authority responsible for promoting efficient organization of maritime search and rescue and for co-ordinating the conduct of search and rescue operations within a search and rescue region
Muster (to) To assemble crew, passengers or both in a special place for purposes of checking
Muster list List of crew, passengers and others on board and their functions in a distress or drill
Not under command (abbr. NUC): a vessel which through exceptional circumstances is unable to manoeuvre as required by the COLREGs
Obstruction An object such as a wreck, net, etc., which blocks a fairway, route, etc.
Off station (of buoys) Not in charted position
Oil clearance Oil skimming from the surface of the water
Operational Ready for immediate use
Overflow Escape of oil or liquid from a tank because of a twofold condition as a result of overflowing, thermal expansion, change in vessel trim or vessel movement
Polluter A vessel emitting harmful substances into the air or spilling oil into the sea
Preventers Ropes or wires attached to derricks to prevent them from swinging during cargo handling operations
Proceed (to) To sail or head for a certain position or to continue with the voyage
PA-system Public address system: loudspeakers in the vessel's cabins, mess rooms, etc., and on deck through which important information can be broadcast from a central point, mostly from the navigation bridge
Recover (to) Here: to pick up shipwrecked persons
Refloat (to) To pull a vessel off after grounding; to set afloat again
Restricted area A deck, space, area, etc., in vessels where, for safety reasons, entry is only permitted for authorized crew members
Resume (to) Here: to re-start a voyage, service or search
Retreat signal Sound, visual or other signal to a team ordering it to return to its base
Rig move The movement of an oil rig, drilling platform, etc., from one position to another
Roll call The act of checking how many passengers and crew members are present, e.g. at assembly stations, by reading aloud a list of their names

SWL Safe working load: maximum working load of lifting equipment that should not be exceeded
Safe working pressure The maximum permissible pressure in cargo hoses
SAR Search and Rescue
SART Search and Rescue Transponder
Scene The area or location where the event, e.g. an accident, has happened
Search pattern A pattern according to which vessels and/or aircraft may conduct a co-ordinated search (the IMOSAR offers seven search patterns)
Search speed The speed of searching vessels directed by the OSC
Seamark A navigational aid placed to act as a beacon or warning
Segregation(of goods) Separation of goods which for different reasons must not be stowed together
Shackle .1 Length of chain cable measuring 15 fathoms
.2 U-shaped link closed with a pin used for connecting purposes
Shifting cargo Transverse movement of cargo, especially bulk cargo, caused by rolling or a heavy list
Slings Ropes, nets, and any other means for handling general cargoes
Spill The accidental escape of oil, etc., from a vessel, container, etc., into the sea
Spill control gear Anti-pollution equipment for combating accidental spills of oils or chemicals
Elongated spreader Here: step of a pilot ladder which prevents the ladder from twisting
Stand by (to) To be in readiness or prepared to execute an order; to be readily available
Stand clear (to) Here: to keep a boat away from the vessel
Stand on (to) To maintain course and speed
Station The allotted place or the duties of each person on board
Stripping Final pumping of tank's residues
Survivor A person who continues to live in spite of being in an extremely dangerous situation, e.g. a shipping disaster.
Take off (to) To lift off from a vessel's deck (helicopter)
Tension winch A winch which applies tension to mooring lines to keep them tight
TEU Twenty Foot Equivalent Unit (standard container dimension)
Transit Here: the passage of a vessel through a canal, fairway, etc.
Transit speed Speed of a vessel required for passage through a canal, fairway, etc.
Transhipment (of cargo) Here: the transfer of goods from one vessel to another outside harbours
Underway Describes a vessel which is not at anchor, or made fast to the shore, or aground
Union purchase A method of cargo handling by combining two derricks, one of which is fixed over the hatch, the other over the ship's side
Unlit When the light of a buoy or a lighthouse are inoperative
UTC Universal Time Co-ordinated (GMT)
Veering (of winds) Clockwise change in the direction of the wind; opposite of backing
Veer out (to)(of anchors) To let out a greater length of cable
Walk out (to) (of anchors) To reverse the action of a windlass to lower the anchor until it is clear of the hawse pipe and ready for dropping

Walk back (to) To reverse the action of a windlass to ease the cable (of anchors)
Waypoint A position a vessel has to pass or at which she has to alter course according to her voyage plan
Windward The general direction from which the wind blows; opposite of leeward
Wreck A vessel which has been destroyed, sunk or abandoned at sea

2 VTS special terms

Fairway Navigable part of a waterway
Manoeuvring speed A vessel's reduced speed in circumstances where it may be required to use the engines at short notice
Reporting point A mark or position at which a vessel is required to report to the local VTS Station to establish its position
Separation zone / line A zone or line separating the traffic lanes in which vessels are proceeding in opposite or nearly opposite directions; or separating a traffic lane from the adjacent sea area; or separating traffic lanes designated for particular classes of vessels proceeding in the same direction
Traffic lane An area within defined limits in which one-way traffic is established
VTS Vessel Traffic Services: services designed to improve the safety and efficiency of vessel traffic and to protect the environment

MARITIME ENGLISH STANDARD FOR DECK AND ENGINE RATINGS: PART A

Part A covers phrases applicable in external communications from ship to shore, shore to ship and ship to ship as well as phrases applicable on board vessels in conversations between Pilots and bridge teams.

A1 EXTERNAL COMMUNICATION PHRASES

A1/1 Distress traffic

A1/1.1 Distress communications

Note: A distress traffic always has to commence with stating the position of the vessel in distress as specified in "GENERAL Positions / Bearings" if it is not included in the DSC distress alert.

.1 **Fire, explosion**
.1 I am/MV ... on fire (- after explosion).
.2 Where is the fire?
.2.1 Fire is
~ on deck / in engine-room/ hold(s)/ superstructure/accommodation/... .
.3 Are dangerous goods on fire?
.3.1 Yes, dangerous goods are on fire.
.3.2 No, dangerous goods are not on fire.
.4 Is there danger of explosion?
.4.1 Yes/No, danger of explosion.
.5 I am / MV ... not under command.
.6 Is the fire under control?
.6.1 Yes/No fire is (not) under control.

.7 What kind of assistance is required?
.7.1 I do not / MV ... does not require assistance.
.7.2 I require / MV ... requires
~ fire fighting assistance/breathing apparatus/extinguishers/fire pumps/medical assistance
.8 Report injured persons.
.8.1 No persons injured.
.8.2 Number of injured persons/casualties: ... .

.2 **Flooding**
.1 I am/MV ... is flooding below water line/in the engine room/in the hold(s).
.2 I/MV ... cannot control flooding.
.3.1 I require/MV ... requires pumps/divers, ...
.3.2 I will send pumps/divers - I cannot send pumps/divers ... .
.4 I have/MV ... has dangerous list to port side/starboard.
.5 I am/MV ... in critical condition.
.6 Flooding is under control.
.7 I /MV ... can proceed without assistance.
.8 I require/ MV ... requires escort/tug assistance/... .

.3 **Collision**
.1 I have / MV ... has collided
~ with MV/ with unknown vessel/ object/ with ...*(name)* light vessel.
~ with seamark ... *(charted name)*/ with iceberg/ ... .
.2 Report damage.
.2.1 I have / MV .. has damage above / below water line.
.2.2 I am / MV ... not under command.
.2.3 I/MV ….cannot establish damage.
.2.4 I / MV cannot repair damage.
.2.5 I / MV ... can only proceed at slow speed.

.4 **Grounding**
.1 I am / MV ... aground.
.2 Warning. Uncharted rocks in position ... .
.3 I / MV ... will jettison cargo to refloat.
.3.1 Warning! Do not jettison IMO -Class cargo!
.4 When do you / does MV ... expect to refloat?
.4.1 I expect / MV ... expects to refloat
~ at ... UTC.
~ when tide rises / weather improves / draft decreases / with tug assistance / ... .
.5 Can you / can MV ... beach?
.5.1 I / MV ... can / will beach in position - cannot beach.

.5 **List - danger of capsizing**
.1 I have / MV ... has dangerous list to port / starboard.
.2 I / MV ... will ~ transfer cargo / bunkers / jettison cargo to stop listing.
.3 I am / MV ... in danger of capsizing (list increasing).

.6 **Sinking**
.1 I am / MV ... sinking after collision / grounding / flooding / explosion /.
.2 I am / MV ... proceeding to your assistance.
.3 ETA at distress position within ... hours / at ... UTC.

.7 **Disabled and adrift**
.1 I am / MV ...
~ not under command / adrift.
~ drifting at ... knots to ... *(cardinal points)* / drifting into danger.

.8 **Armed attack / piracy**
.1 I am / MV ... under attack by pirates.
.1.1 I / MV ... was under attack by pirates.
.2 Report damage.
.2.1 I have / MV .. has
~ no damage / damage to navigational equipment / ... .

.9 **Undesignated distress**
.1 I have / MV ... has problems with cargo / engine(s) / navigation / ... .

.10 **Abandoning vessel**
.1 I / crew of MV ... must abandon vessel ... after explosion / collision / grounding / flooding / piracy / armed attack / ... .

.11 **Person overboard**
. 1 I have / MV ... has lost person(s) overboard in position ... .
. 2 Assist with search in vicinity of position ... .
. 3 All vessels in vicinity of position ... keep sharp lookout and report to ... .
. 4 I am / MV… is proceeding for assistance. ETA at ... UTC / within ... hours.
. 5 Search in vicinity of position ... .
. 5.1 I am / MV ... is searching in vicinity of position ... .
. 6 Aircraft ETA at ... UTC / within ... hours to assist in search.
. 7 Can you continue search?
. 7.1 Yes, I can continue search.
. 7.2 No, I cannot continue search.
. 8 Stop search.
. 8.1 Return to ... .
. 8.2 Proceed with your voyage.
.9 What is the result of search?
.9.1 The result of search is negative.
.10 I / MV ... located / picked up person(s) in position ... .
.11 Person picked up is crew/member / passenger of MV ... .
.12 What is condition of person(s)?
.12.1 Condition of person(s) bad / good.
.12.2 Person(s) dead.

A1/1.2 Search and Rescue communication
.1 **SAR communications**
.2 What is your position?
.2.1 My position ... .
.3 What is your present course and speed?
.3.1 My present course ... degrees, my speed ... knots.
.4 Report number of persons on board.
.4.1 Number of persons on board: ... .
.5 Report injured persons.
.5.1 No person injured
.5.2 Number of injured persons / casualties: ... .

.6 Will you abandon vessel?
.6.1 I will not abandon vessel.
.6.2 I will abandon vessel at ... UTC.
.7 How many lifeboats / liferafts (with how many persons) will you launch?
.7.1 I will launch ... lifeboats / liferafts (with ... persons).
.8 How many persons will stay on board?
.8.1 No person will stay on board / ... persons will stay on board.
.9 What is the weather situation in your position?
.9.1 Wind ...*(cardinal points)* force Beaufort ... .
.9.2 Visibility good/moderate/poor.
.9.3 Smooth/moderate/rough/high sea / slight/moderate/heavy swell …*(cardinal points)*.
.9.4 Current ... knots, to …*(cardinal points)*.
.10 Are there dangers to navigation?
.10.1 No dangers to navigation.
.10.2 Warning! Uncharted rocks / ice / abnormally low tides / mines / ... .

.2 **Acknowledgement and / or relay of SAR messages**
. 1 Received MAYDAY from MV ... at UTC on VHF Channel.../ frequency ....
. 2 Vessel in position ...
~ on fire / had explosion / flooded / in collision (with ..) / listing / in danger of
~ capsizing / sinking / disabled and adrift/ abandoned / ... .
. 3 Received your MAYDAY.
. 3.1 My position ... .
. 3.3 ETA at distress position within ... hours / at ... UTC.

A1/1.3 Requesting medical assistance
. 1 I require / MV ... requires medical assistance.
. 2.1 I require / MV ... requires
~ boat for hospital transfer / radio medical advice.
~ helicopter with doctor (to pick up person(s)).
. 3 I / MV ... will
~ send boat / helicopter with doctor / helicopter to pick up person(s).
~ arrange for radio medical advice on VHF Channel ... / frequency ... .
. 4 Boat / helicopter ETA at ... UTC / within ... hours.
. 5 Do you have doctor on board?
. 5.1 Yes/No, I have (no) doctor on board.
. 6 Can you make rendezvous in position ... ?
. 6.1 Yes, I can make rendezvous in position at ... UTC / within ... hours.
. 6.2 No, I cannot make rendezvous.
. 7 I / MV ... will send boat / helicopter to transfer doctor.
. 8 Transfer person(s) to my vessel / to MV ... by boat / helicopter.
. 9 Transfer of person(s) not possible.

A1/2 Urgency traffic
Safety of a vessel (other than distress).
Note: An urgency traffic always has to commence with stating the position of the calling vessel if it is not included in the DSC alert.

.1 **Technical failure**
. 1 I am / MV ... not under command.
. 2 What problems do you have / does MV ... have?

. 2.1 I have / MV ... has problems with engine(s) / steering gear / propeller / ... .
. 3 I am / MV ...is manoeuvring with difficulty.
. 4 Keep clear of me / MV ... .
. 5 Navigate with caution.
. 6 I try / MV ... tries to proceed without assistance.
. 7 Stand by on VHF Channel ... / frequency ... .
.7.1 Standing by on VHF Channel ... / frequency ... .

.2 **Cargo**
. 1 I have / MV has ... lost dangerous goods of IMO-Class ... in position ... .
. 2 Containers / barrels / drums / bags / ... with dangerous goods
of IMO-Class ... adrift near position ... .
. 3 I am / MV ... is spilling
~ dangerous goods of IMO-Class ... in position ...
~ crude oil / ... in position ... .
. 4 I require / MV… requires oil clearance assistance - danger of pollution.
. 5 I am / MV ... is dangerous source of radiation.

.3 **Ice damage**
. 1 I have / MV ... has damage above / below waterline.
. 2 I have / MV ... has stability problems due to heavy icing.

A1/3 Safety Communications

A1/3.1 Meteorological and hydrological conditions

.1 **Winds, storms, tropical storms, sea state**
.1 What is wind direction and force in your position / in position ... ?
.1.1 Wind direction ...*(cardinal points)*, force Beaufort ... in my position /
in position ... .
.2 What wind is expected in my position / in position ... ?
.2.1 The wind in your position / in position ... is expected
~ from direction... *(cardinal points)*, force Beaufort ... .
~ to increase / decrease.
~ variable.
.3 What is the latest gale / storm warning?
.3.1 The latest gale / storm warning is as follows:
Gale / storm warning. Winds at ... UTC in area ... *(met.area)* from direction
...*(cardinal points)* and force Beaufort ... backing/veering to ...
(cardinal points).
.4 What is the latest tropical storm warning?
.4.1 The latest tropical storm warning is as follows:
Tropical storm warning at ... UTC. Hurricane... *(name)* / tropical cyclone /
tornado / willy- willy / typhoon ... *(name)* with central pressure of ...
millibars / hectopascals located in position ... Present movement...
(cardinal points) at ... knots. Winds of ... knots within radius of ... miles of
centre. Seas smooth/moderate/rough/high. Further information on VHF
Channel ... / frequency ... .
.5 What maximum winds are expected in the storm area?
.5.1 Maximum winds of ... knots are expected
~ in the storm area.
~ within a radius of ... kilometres / miles of the centre.

~ in the safe / dangerous semicircle.
.6 What is sea state in your position / in position ... ?
.6.1 The smooth/moderate/rough/high sea/ slight/moderate/heavy swell in my position / in position ... is ... metres from... *(cardinal points)*.
.7 Is the sea state expected to change (within the next hours)?
.7.1 No, the sea state is not expected to change (within the next hours).
.7.2 Yes, a sea / swell of ... metres from ...*(cardinal points)*
is expected (- within the next hours).
.8 A tsunami / an abnormal wave is expected by ... UTC.

.2 **Restricted visibility**
. 1 What is visibility in your position / in position ... ?
. 1.1 Visibility in my position / in position is ... metres / nautical miles
. 1.2 Visibility is restricted by mist / fog / snow / dust / rain.
. 1.3 Visibility is increasing / decreasing / variable.
. 2 Is visibility expected to change in my position / in position ... (within the next hours)?
. 2.1 No, visibility is not expected to change in your position / in position...
(within the next hours).
. 2.2 Yes, visibility is expected to increase / decrease to ... metres / nautical miles in your position / in position ... (within the next hours).
. 2.3 Visibility is expected to be variable between ... metres / nautical miles
in your position / in position ... (within the next hours).

.3 **Ice**
. 1 What is the latest ice information?
. 1.1 Ice warning. Ice / iceberg(s) located in position ... / reported in area around ...
. 1.2 No ice located in position ... / reported in area around ... .
. 2 What ice situation is expected in my position / area around ... ?
. 2.1 Ice situation is
~ not expected to change in your position / area around ... .
~ expected to improve / deteriorate in your position / area around ... .

A1/3.2 Navigational warnings involving

.1 **Land- or seamarks**
Defects
.1 ...*(charted name of light / buoy)* in position ...
~ unlit / unreliable / damaged / destroyed / off station / missing.
Alterations
.2 *... (charted name of lightbuoy / buoy)* in position ...
~ (temporarily) changed to ...*(full characteristics)* / removed / discontinued.
New and moved
.3 ...*(charted name of light / buoy)* ...*(full characteristics)*
~ established/ re-established in position ... .
~ moved ... kilometres / nautical miles in ... *(direction)* to position ... .

.2 **Drifting objects**
.1 Superbuoy / mine / unlit derelict vessel / ... *(number)* container(s)
adrift in vicinity ...*(position)* at ...*(date and time if known)*.

.3 **Seabottom characteristics, wrecks**
Use REPORTED when position is unconfirmed, and use LOCATED when position
has been confirmed by survey or other means
.1 Uncharted reef / rock / shoal / dangerous wreck / obstruction
reported / located in position ... .
.2 Dangerous wreck in position... marked by ... *(type)*buoy ...*(distance in kilometres/nautical miles)* ...*(direction)*.

.4 **Miscellaneous**

.4.1 **Cable, pipeline and seismic / hydrographic operations**
.1 Cable / pipeline operations by ... *(vessel)* in vicinity / along line joining ... *(positions)*
from ...*(date and time)*to ...*(date and time)*. Wide berth requested *(if requested*).
Contact via VHF Channel ... *(if requested).*
.2 Seismic survey / hydrographic operations by ...*(vessel)* from ...*(date and time)* to...
(date and time) in ...*(position)*. Wide berth requested*. (if requested*). Contact via VHF
Channel ... *(if requested).*
.3 Survey vessel ...*(name)* towing ...*(length)* seismic cable along line joining / in area
bounded by / in vicinity ...*(position)* from ...*(date and time)* to ...*(date and time)*.
Wide berth requested *(if requested).* Contact via VHF Channel ... *(if requested).*
.4 Hazardous operations by ...*(vessel)* in area bounded by / in vicinity ... *(position)* from ... *(date and time)* to ...*(date and time)*. Wide berth requested *(if requested).* Contact via VHF Channel ... *(if requested).*
.5 Current meters / hydrographic instruments moored in ...*(position)*. Wide berth requested *(if requested).*

.4.2 **Diving, towing and dredging operations**
.1 Diving/dredging operations by vessel ... *(name)* from ...*(date and time)* to ...*(date and time)* in position ... . Wide berth requested *(if requested).*
.2 Difficult tow from ...*(port of departure)*on ... *(date)* to ...*(destination)*on ...*(date)*.
Wide berth requested.

.4.3 **Tanker transhipment**
.1 Transhipment of ...*(kind of cargo)* in position... . Wide berth requested.
.2 I am / MT ... spilling oil / chemicals /... in position....Wide berth requested.
.3 I am / LNG-tanker/LPG-tanker ... leaking gas in position.. Avoid passing to leeward.
.4 Oil clearance operations near MT ... in position ... . Wide berth requested.

.4.4 **Off-shore installations, rig moves**
.1 Platform ...*(name/number if available)* reported / established in position... at ... *(dateand time)*.Wide berth requested *(if requested).*
.2 Platform ...*(name/number if available)* removed from ...*(position)* on ... *(date)*.
.3 Pipeline / platform ...*(name/number if available)* in position ... spilling oil / leaking
gas. Wide berth requested.

.4 Derelict platform ...*(name/number if available)* being removed from ...*(position)* at ... *(date and time)*.Wide berth requested.

.4.5 **Defective locks or bridges**
.1 Lock ...*(name)* defective.
.1.1 For entering ...*(charted name of place)* use lock ...*(name)*.
.2 Lock / bridge ... *(name)* defective.
.2.1 Avoid this area - no possibility for vessels to turn.

.4.6 **Military operations**
.1 Gunnery / rocket firing / missile / torpedo / underwater ordnance exercises in area
bounded by ... *(positions)* from ... *(date and time)* to... *(date and time)*. Wide berth requested *(if requested).*
.2 Mine clearing operations from ...*(date time)* to ...*(date and time)* in area bounded
by ...*(positions)*.Wide berth requested. Contact via VHF channel ...*(number)*
(if requested).

.4.7 **Fishery**
.1 Small fishing boats in area around ... Navigate with caution.
.2 Is fishing gear ahead of me?
.2.1 No fishing gear ahead of you.
.2.2 Yes, fishing gear with buoys / without buoys in position .../ area around ... Navigate with caution.
.3 Fishing gear has fouled my propeller(s).
.4 You have caught my fishing gear.
.5 Advise you to recover your fishing gear.
.6 Fishing in area ... prohibited.

A1/3.3 Environmental protection communications
.1 Located oil spill in position ... extending ... *(length and width in metres)*
to ... *(cardinal points).*
.2 Located oil spill
~ in your wake / in the wake of MV ... .
.3 I have / MV ... has accidental spillage of oil / ... .
.4 Can you / MV ... stop spillage?
.4.1 Yes, I / MV ... can stop spillage.
.4.2 No, I / MV ... cannot stop spillage.
.5 What kind of assistance is required?
.5.1 I require / MV ... requires
~ oil clearance assistance.
.5 Stay in vicinity of pollution and co-operate with oil clearance team.
.6 ... *(number)* barrels / drums / containers with IMDG Code marks reported adrift near position..... .
.7 Located a vessel dumping chemicals / waste / ... in position ... .
.7.1 Located a vessel incinerating chemicals / waste / ... in pos ition ... .
.8 Can you identify the polluter?
.8.1 Yes, I can identify the polluter - polluter is MV ... .
.8.2 No, I cannot identify the polluter.
.9 What is course and speed of the polluter?
.9.1 Course of the polluter ... degrees, speed ... knots.

.9.2 The polluter left the scene.

A1/4 Pilotage

A1/4.1 Embarking / disembarking pilot
.1 Stand by pilot ladder.
.2 Rig the pilot ladder on port side / starboard side/leeside ... metres above water.
.3 The pilot ladder is rigged on port side / starboard side.
.4 You must rig another pilot ladder
.5 The pilot ladder is unsafe.
.6 What is wrong with the pilot ladder?
.7.1 The pilot ladder
~ has broken / loose steps / spreaders / spreaders too short.
~ is too far aft / forward.
.8 Move the pilot ladder
~ ... metres aft / forward / clear of discharge.
.9 Rig the accommodation ladder in combination with the pilot ladder.
.10 Rig the pilot ladder alongside hoist.
.11 Put lights on at the pilot ladder.
.12 Man ropes are required / not required.
.13 Have a heaving line ready at the pilot ladder.
.14 Correct the list of the vessel.
.15 Steer ... degrees to make a lee.
.16 Keep the sea on your port quarter / starboard quarter.
.17 Make a boarding speed of ... knots.
.18 Put helm hard to port / starboard.
.19 Embarkation is not possible.

A1/4.2 Tug request
.1 Must I take tug(s)?
.1.1 Yes, you must take ... tug(s).
.1.2 No, you need not take tug(s).
.2 How many tugs must I take?
.2.1 You must take ... tug(s) according to Port Regulations.
.2.2 You must take ... tug(s) fore and ... tug(s) aft.
.3 I require ... tug(s).
.4 In what position will the tug(s) meet me?
.4.2 Wait for the tug(s) in position ... .
.5 Must I use the towing lines of my vessel?
.5.1 Yes, you must use the towing lines.
.5.2 No, you must use the towing lines of the tug.

A1/5 Specials

A1/5.1 Helicopter operations
(H: = from helicopter V: = from vessel)
.1 V: I require a helicopter.
~ to pick up persons / with doctor / with liferaft / ... .
.1.1 MRCC: I will send a helicopter with ... .
.2 H: MV ... , I will drop ... .
.3 H: MV ... , are you ready for the helicopter?

.3.1 V: Yes, I am ready for the helicopter.
.3.2 V: No, I am not ready for the helicopter (yet).
.3.3 V: Ready for the helicopter in ... minutes.
.4 H: MV ... , helicopter is on the way to you.
.5 H: MV ... , make identification signals.
.6 V: I am making identification signals by smoke (buoy) / search light / flags / signalling lamp / ... .
.7 H: MV ... , you are identified.
.8 H: MV ... , what is the relative wind direction in degrees and knots?
.8.1 V: The relative wind direction is ... degrees and ... knots.
.9 H: MV ... , indicate the landing / pick-up area.
.9.1 V: The landing / pick-up area is ... .
.10 H: MV ... , can I land on deck?
.10.1 V: Yes, you can land on deck.
.10.2 V: No, you cannot land on deck (yet).
.10.3 V: You can land on deck in ... minutes.
.11 H: MV ... , I will use hoist / rescue sling / rescue basket / rescue net / rescue litter / rescue seat / double lift.
.12 V: I am ready to receive you.
.13 H: MV ... , do not fix the hoist cable.

A1/5.2 Ice - breaker operations

.1 **Ice - breaker assistance for convoy**

Ice-breaker commands applying to all the vessels in a convoy have to be immediately confirmed consecutively by each vessel in turn and executed according to the pattern. Ice-breaker commands applying to a single vessel are confirmed and executed only by that vessel, and this applies also to close-coupled towing. When being assisted by an ice-breaker it is important to maintain a continuous listening watch on the appropriate VHF Channel and to maintain a proper lookout for sound and visual signals.

.1 Ice-breaker assistance for convoy will start now / at ... UTC.
.2 Your pla ce in convoy is number ... .
.3 MV ... will follow you.
.4 You will follow MV ... .
.5 Go ahead and follow me.
.5.1 Do not follow me.
.6 Proceed along the ice channel.
.7 Increase / reduce your speed.
.8 Reverse your engines.
.9 Stop engines.
.10 Keep a distance of ... metres /cables between vessels.
.11 Increase / reduce the distance between vessels to ... metres / cables.
.12 Stand by for receiving towing line.
.12.1 Stand by for letting go towing line.
.13 Switch on the bow / stern search light.
.14 Stop in present position.
.15 Ice-breaker ... will escort you.
.16 Ice-breaker assistance for convoy finished.
.16.1 Open water / light ice conditions ahead.
.17 Proceed by yourself (to area ...).

.2 **Ice - breaker assistance in close-coupled towing**
.1 Stand by for close-coupled towing.
.2 Slack out your anchors under the hawse-pipes.
.3 Pass heaving lines through the hawse-pipes.
.4 Receive towing line on deck.
.5 Lash together the eyes of the towing line with manila lashing.
.6 Fasten towing line on your bitts.
.7 I start to draw your bow into the stern notch of the ice-breaker.
.8 Stand by for cutting the manila lashing if required.
.9 Keep yourself in the centre-plane of the ice-breaker.

A1/6 Vessel Traffic Service (VTS) Standard Phrases

Application of Message Markers
In order to especially facilitate shore-to-ship and ship-to-shore communication or when one of the IMO Standard Marine Communication Phrases will not fit the meaning desired, one of the following eight message markers may be used to increase the probability of the purpose of the message being properly understood.
It is at the discretion of the shore personnel or the ship's officer whether to use one of the message markers and if so which of them to apply depending on the user's qualified assessment of the situation. If used, the message marker is to be spoken preceding the message or the corresponding part of the message. The IMO VTS Guidelines recommend that in any message directed to a vessel it should be clear whether the message contains **information, advice, warning**, or **instruction.**

Message Markers

(i) INSTRUCTION
This indicates that the following message implies the intention of the sender to influence others by a Regulation.
Comment: This means that the sender, e.g. a VTS Station or a naval vessel, must have full authority to send such a message. The recipient has to follow this legally binding message unless he/she has contradictory safety reasons which then have to be reported to the sender.
Example: "INSTRUCTION. Do not cross the fairway."

(ii) ADVICE
This indicates that the following message implies the intention of the sender to influence others by a Recommendation.
Comment: The decision whether to follow the ADVICE still stays with the recipient. ADVICE does not necessarily have to be followed but should be considered very carefully.
Example: "ADVICE. (Advise you) stand by on VHF Channel six nine."

(iii) WARNING
This indicates that the following message implies the intention of the sender to inform others about danger.
Comment: This means that any recipient of a WARNING should pay immediate attention to the danger mentioned. Consequences of a WARNING will be up to the recipient.

Example: "WARNING. Obstruction in the fairway."

(iv) INFORMATION
This indicates that the following message is restricted to observed facts, situations, etc..
Comment: This marker is preferably used for navigational and traffic information, etc.. Consequences of INFORMATION will be up to the recipient.
Example: "INFORMATION. MV Noname will overtake to the west of you ."

(v) QUESTION
This indicates that the following message is of an interrogative character.
Comment: The use of this marker removes any doubt as to whether a question is being asked or a statement is being made, especially when interrogatives such as what, where, why, who, how are additionally used at the beginning of the question. The recipient is expected to return an answer.
Example: "QUESTION.(What is) your present maximum draft?"

(vi) ANSWER
This indicates that the following message is the reply to a previous question.
Comment: Note that an answer should not contain another question.
Example: "ANSWER. My present maximum draft is zero seven metres."

(vii) REQUEST
This indicates that the following message is asking for action from others with respect to the vessel.
Comment: The use of this marker is to signal: I want something to be arranged or provided, e.g. ship´s stores requirements, tugs, permission, etc..
Example: "REQUEST. I require two tugs."

(viii) INTENTION
This indicates that the following message informs others about immediate navigational action intended to be taken.
Comment: The use of this message marker is logically restricted to messages announcing navigational actions by the vessel sending this message.
Example: "INTENTION. I will reduce my speed."

Appendix to A1 - External Communication Phrases

Standard GMDSS Messages
For further details, see ITU Manual for use by the Maritime Mobile and Maritime Mobile Satellite Services, Geneva.

1 Standard distress message
.1 **Structure**
Upon receipt of a DSC Distress Alert acknowledgement the vessel in distress should commence the distress traffic on one of the international distress traffic frequencies such as VHF Channel 16 or frequency 2182 kHz (if not automatically controlled) as follows:
MAYDAY THIS IS
- the 9-digit Maritime Mobile Service Identity code (MMSI) plus name / call sign or other identification of the vessel calling
- the position of the vessel

- the nature of distress
- the assistance required
- any other information which might facilitate rescue.

.2 **Example**
MAYDAY
- THIS IS TWO-ONE-ONE-TWO-THREE-NINE-SIX-EIGHT-ZERO
MOTOR VESSEL "BIRTE" CALL SIGN DELTA ALPHA MIKE KILO
- POSITION SIX TWO DEGREES ONE ONE DECIMAL EIGHT
MINUTES NORTH
- ZERO ZERO SEVEN DEGREES FOUR FOUR MINUTES EAST
- I AM ON FIRE AFTER EXPLOSION
- I REQUIRE FIRE FIGHTING ASSISTANCE
- SMOKE NOT TOXIC OVER

Standard urgency message

.1 **Structure**
After the transmission of a DSC Urgency Call switch the transmitter to VHF Channel 16 or frequency 2182 kHz (if not automatically controlled) and commence the urgency traffic as follows:
PAN PAN (repeated three times)
ALL STATIONS (repeated three times)
THIS IS
- the 9-digit MMSI of the vessel plus name / call sign or other identification
- the position of the vessel
- the text of the urgency message.

.2 **Example**
PAN PAN PAN PAN PAN PAN
ALL STATIONS ALL STATIONS ALL STATIONS
- THIS IS TWO-ONE-ONE-TWO-THREE-NINE-SIX-EIGHT-ZERO
MOTORVESSEL "BIRTE" CALL SIGN DELTA ALPHA MIKE KILO
- POSITION SIX TWO DEGREES ONE ONE DECIMAL EIGHT MINUTES NORTH
ZERO ZERO SEVEN DEGREES FOUR FOUR MINUTES EAST
- I HAVE PROBLEMS WITH ENGINES
- I REQUIRE TUG ASSISTANCE OUT

Standard safety message

.1 **Structure**
After the transmission of a DSC Safety Call switch the transmitter to VHF Channel 16 or frequency 2182 kHz (if not automatically controlled) and transmit the safety message as follows:
SÉCURITÉ (repeated three times)
ALL STATIONS (or all ships in a specific geographical area, or to a specific station) (repeated three times)
THIS IS
- the 9-digit MMSI of the vessel plus name / call sign or other identification
- the text of the safety message.

.2 **Example**
SÉCURITÉ SÉCURITÉ SÉCURITÉ
ALL SHIPS ALL SHIPS ALL SHIPS IN AREA PETER REEF
- THIS IS TWO-ONE-ONE-TWO-THREE-NINE-SIX-EIGHT-ZERO
MOTORVESSEL "BIRTE" CALL SIGN DELTA ALPHA MIKE KILO
- DANGEROUS WRECK LOCATED IN POSITION TWO NAUTICAL MILES SOUTH OF PETER REEF OVER

A2 ON-BOARD COMMUNICATION PHRASES

A2/1 Standard wheel orders
All wheel orders given should be repeated by the helmsman and the officer of the watch should ensure that they are carried out correctly and immediately. All wheel orders should be held until countermanded. The helmsman should report immediately if the vessel does not answer the wheel.
When there is concern that the helmsman is inattentive s/he should be questioned:
"What is your heading ?" And he/she should respond:
"My heading is ... degrees."

Order Meaning
1. **Midships** Rudder to be held in the fore and aft position.
2. **Port / starboard five** - 5̣ of port / starboard rudder to be held.
3. **Port / starboard ten** - 10 of port / starboard rudder to be held.
4. **Port / starboard fifteen** - 15 of port / starboard rudder to be held.
5. **Port / starboard twenty** - 20̣ of port / starboard rudder to be held.
6. **Port / starboard twenty-five** - 25 of port / starboard rudder to be held.
7. **Hard -a-port / starboard** Rudder to be held fully over to port / starboard.
8. **Nothing to port/starboard** - Avoid allowing the vessel's head to go to port/starboard
9. **Meet her** - Check the swing of the vessel´s head in a turn.
10. **Steady** - Reduce swing as rapidly as possible.
11. **Ease to five/ten/fifteen/twenty -** Reduce amount of rudder to 5/0/15/20̣and hold.
12. **Steady as she goes -** Steer a steady course on the compass heading indicated at the time of the order. The helmsman is to repeat the order and call out the compass heading on receiving the order. When the vessel is steady on that
heading, the helmsman is to call out: "Steady on ..."
13. **Keep the buoy/ mark/ beacon/ ... on port side / starboard side.**
14. **Report if she does not answer the wheel.**
15**. Finished with wheel, no more steering.**
When the officer of the watch requires a course to be steered by compass, the direction in which s/he wants the wheel turned should be stated followed by each numeral being said separately, including zero
example:
Order Course to be steered
Port, steer one eight two 182°
Starboard, steer zero eight two 082°
Port, steer three zero five 305°

On receipt of an order to steer, for example, 182, the helmsman should repeat it and bring the vessel round steadily to the course ordered. When the vessel is steady on the course ordered, the helmsman is to call out:
"Steady on one eight two".
The person giving the order should acknowledge the helmsman's reply.
If it is desired to steer on a selected mark the helmsman should be ordered to:
"Steer on ... buoy / ... mark / ... beacon".
The person giving the order should acknowledge the helmsman's reply.

A2/2 Standard engine orders
Any engine order given should be repeated by the person operating the bridge telegraph(s) and the officer of the watch should ensure the order is carried out correctly and immediately.

Order Meaning
1. **(Port / starboard engines) Full ahead / astern**
2. **(Port / starboard engines) Half ahead / astern**
3. **(Port / starboard engines) Slow ahead / astern**
4. **(Port / starboard engines) Dead slow ahead / astern**
5. **Stop (port / starboard) engines**
6. **Emergency full ahead / astern**
7. **Stand by engine**
(Engine-room personnel fully ready to manoeuvre and bridge manned to relay engine orders.)
8. **Finished with engines – no more manoeuvring.**
(Operation of engines no longer required.)
In vessels fitted with twin propellers, the word "both" should be added to all orders affecting both shafts, e.g. *"Full ahead both",* and *"Slow astern both",* except that the words *"Stop all engines"* should be used, when appropriate. When required to manoeuvre twin propellers independently, this should be indicated, i.e. *"Full ahead starboard", "Half astern port",* etc.
Where bow thrusters are used, the following orders are used:
9. **Bow thruster full / half to port / starboard.**
10. **Stern thruster full / half to port / starboard.**
11. **Bow / stern thruster stop**

A2/3 Pilot on the bridge

A2/3.1 Propulsion system
. 1 Is the engine a diesel or a turbine?
. 1.1 The engine is a diesel / turbine.
. 2 Is the engine-room manned or is the engine on bridge control?
. 2.1 The engine-room is manned.
. 2.2 The engine is on bridge control.
. 3 How long does it take to change the engines from ahead to astern?
. 3.1 It takes ... seconds to change the engines (from ahead to astern).
. 4 How long does it take to start the engines from stopped?
. 4.1. It takes ... seconds to start the engines (from stopped).
. 5 Is extra power available in an emergency?
. 5.1 Yes, extra power is available.
. 5.2 No, extra power is not available.
. 6 Do you have a controllable or fixed pitch propeller?

. 6.1 We have a controllable pitch propeller.
. 6.2 We have a fixed pitch propeller.
. 7 Do you have a right-hand or left-hand propeller?
. 7.1 We have a right-hand / left-hand propeller.
. 8 Do you have a single propeller or twin propellers?
. 8.1 We have a single propeller / twin propellers.
. 9 Do you have a bow thruster / stern thruster?
. 9.1 We have one /two/.. bow thruster(s) / stern thruster(s).
.10 What is the maximum manoeuvring power ahead / astern?
.10.1 The maximum manoeuvring power ahead / astern is ... kilowatts.
.11 What are the maximum revolutions ahead / astern?
.11.1 The maximum revolutions ahead / astern are ... .
.12 Do the twin propellers turn inward or outward when going ahead?
.12.1 The twin propellers turn inward / outward (when going ahead).

A2/3.2 Radar

.1 Is the radar operational?
.1.1 Yes, the radar is operational.
.1.2 No, the radar is not operational.
.2 Where is the radar antenna?
.2.1 The radar antanna is on … .
.3 Does the radar have any blind sectors?
.3.1 Yes, the radar has blind sectors from … to … degrees and from … to … degrees.
.3.2 No, the radar does not have any blind sectors.
.4 Change the radar to
~ … miles range scale.
~ relative head-up / north-up / course-up.
~ true-motion north-up / course-up.

A2/3.3 Anchoring

.**1 Going to anchor**

.1 Stand by port / starboard / both anchor(s) for letting go.
.2 Walk out the anchor(s).
.3 We are going to anchorage.
.4 We will let go port / starboard / both anchor(s).
.5 Put … shackles in the water / in the pipe / on deck.
.6 Walk back port / starboard / both anchor(s) one / one and a half shackle(s).
.7 We will let go port / starboard / both anchor(s) … shackle(s) and dredge it / them.
.8 Let go port / starboard / both anchor(s).
.9 Slack out the cable(s).
.9.1 Check the cable(s).
.9.2 Hold on the port / the starboard / both cable(s).
.10 How is the cable leading?
.10.1 The cable is leading
~ ahead / astern.
~ to port / to starboard.
~ round the bow.
~ up and down.

.11 How is the cable growing?
.11.1 The cable is slack / tight / coming tight.
.12 Is / are the anchor(s) holding.
.12.1 Yes, the anchor(s) is / are holding.
.12.2 No, the anchor(s) is / are not holding.
.13 Is she brought up?
.13.1 Yes, she is brought up in position … .
.13.2 No, she is not brought up (yet).
.14 Switch on the anchor light(s).
.15 Hoist the anchor ball.
.16 Check the anchor position by bearings / by … .
.16.1 The anchor position is bearing … degrees,
distance … kilometres / nautical miles to … .
.16.2 Check the anchor position every … minutes.

.2 **Leaving the anchorage**
.1 How much cable is out?
.1.1 … shackle(s) is / are out.
.2 Stand by for heaving up.
.3 Put the windlass in gear.
.3.1 The windlass is in gear.
.4 How is the cable leading?
.4.1 The cable is leading
~ ahead / astern / to port / to starboard / round the bow / up and down.
.5 Heave up port / starboard / both cable(s).
.6 How much weight is on the cable?
.6.1 Much / too much weight is on the cable.
.6.2 No weight is on the cable.
.7 Stop heaving.
.8 How many shackles are left (to come in)?
.8.1 ... shackles are left (to come in).
.9 Attention! Turn in cable(s).
.10 The anc hor(s) is / are aweigh.
.10.1 The cables are clear.
.11 The anchor(s) is / are clear of the water / home / foul / secured.

A2/3.4 Tug assistance
.1 We will take ... tug(s).
.2 The tug(s) will pull / push.
.3 We use the towing line(s) of your vessel.
.3.1 We use the towing line(s) of the tug(s).
.4 Stand by for making fast the tug(s).
.5 Use the centre lead / panama lead.
.5.1 Use the fairlead
~ on port side / starboard side / amidships/ on port bow / starboard bow.
~ on port / starboard quarter.
.6 Send heaving line(s) to the tug(s).
.7 Send two towing line(s) to the tug(s).
.8 Lower towing line(s)
~ to the tug(s).
~ ... metre(s) from the water.
.9 Slack away towing line(s).

.10 Make fast the tug(s).
.10.1 Make fast the tug(s)
~ forward / aft / on port bow / starboard bow / on port quarter / starboard quarter.
.11 Make fast the forward / aft tug(s) alongside on port side / starboard side.
.12 Make fast ... tug(s) on each bow / quarter.
.13 Put the eyes of the towing line(s) on bitts.
.14 The tug(s) is / are fast (on ...).
.15 Keep clear of towing line(s).
.16 Stand by for letting go the tug(s).
.17 Let go the tug(s).
.18 Towing line(s) is/are broken.

A2/3.5 Berthing and unberthing

.1 Are fenders on the berth?
.1.1 Yes, fenders are on the berth.
.1.2 No, fenders are not on the berth.
.2 Have fenders ready fore and aft.

.1 **Berthing**
.1 We will berth port side / starboard side alongside.
.2 We will moor
~ to buoy(s) (ahead and astern) / alongside / to dolphins.
.3 Send out
~ the head / stern / breast lines / the ... spring(s) forward / aft.
.4 Do you have tension winches?
.4.1 Yes, we have tension winches (forward and aft).
.4.2 No, we do not have tension winches.
.5 Have the heaving lines ready forward and aft.
.6 Send the heaving / head / stern / breast line(s) ashore.
.7 The linesmen will use shackles / lashings for securing the mooring.
.8 Use
~ the centre lead / panama lead / the bow lead.
~ the port quarter / starboard quarter lead.
.9 Heave on the ... line(s) / ... spring(s)..
.10 Pick up the slack on the ... line(s) / ... spring(s)..
.11 Heave away.
.11.1 Stop heaving.
.12 Slack away / check the ... line(s) / ... spring(s)..
.13 Hold on the ... line(s) / ... spring(s).
.14 Heave in easy.
.14.1 Heave alongside.
.15 Keep the ... line(s) / ... spring(s) tight.
.16 Report the forward / aft distance to ... .
.16.1 The forward / aft distance to ... ... is metres.
.17 We have to move ... metres ahead / astern.
.18 We are in position.
.19 Make fast fore and aft.
.20 Finished with manoeuvring stations.

.2 **Unberthing**
.1 Stand by engine(s).
.2 Are you ready to get underway?
.2.1 Yes, we are ready (to get underway).
.2.2 No, we are not ready (yet) (to get underway).
.2.3 We will be ready to get underway in ... minutes.
.3 Stand by for letting go.
.4 Single up the ... lines and ... springs fore and aft.
.5 Slack away / hold on / heave on the
~ head / stern line / breast line / fore / aft spring.
.6 Let go
~ the head / stern line / the breast line / the fore / aft spring / all (forward / aft).
.7 Let go the towing line(s).
.8 Stand by bow anchor(s).
.9 Finished with manoeuvring stations.

MARITIME ENGLISH STANDARD FOR DECK AND ENGINE RATINGS: PART B

Part B covers further on-board standard safety-related phrases which, supplementary to Part A, may assist mariners in meeting other basic on-board communication requirements and may be regarded useful for maritime English instruction.

B ON-BOARD COMMUNICATION PHRASES

B1 Operative ship handling

B1/1 Handing over the watch

.1 **Movements**
.1 True course / gyro compass course / magnetic compass course is ... degrees.
.2 Gyro compass error is ... degrees plus / minus.
.2.1 Magnetic compass error is ... degrees east / west.
.3 Speed over ground / through water is ... knots.
.4 Set and dr ift is ... degrees, ... knots.
.5 We are making ... degrees leeway.
.6 The course board is written up.
.7 The next chart is within .... hours.

B1/1.1 Briefing on traffic situation in the area
.1 A vessel is
~ overtaking … (cardinal points) of us / on opposite course.
~ passing on port side / starboard side.
.2 A vessel is crossing from port side.
.2.1 The vessel
~ will give way / has given way / has not given way yet/ is standing on.
~ need not give way.
.3 A vessel is crossing from starboard side.
.3.1 We
~ need not give way / will stand on / will alter course to give way.

~ have altered course to give way.
.3.2 The vessel will pass ... kilometres / nautical miles ahead / astern.
.3.3 I will complete the manoeuvre.
.4 A vessel … (cardinal points) of us is on the same course.
.5 The bearing to the vessel in ... degrees is constant.
.6 There is heavy traffic / ... in the area.
.6.1 There are fishing boats / ... in the area.
.7 There are no dangerous targets on the radar .
.7.1 Attention. There are dangerous targets on the radar .
.8 Call the Master if any vessel passes with a CPA of less than .... miles.
.8.1 Call the Master if ... .

B1/1.2 Briefing on navigational aids and equipment status
.1 Port side / starboard side radar is at ... miles range scale.
.2 The radar is
~ relative head-up / north-up / course-up.
~ true-motion north-up / course-up.
.3 GPS / LORAN is / is not in operation.
.4 Echo sounder is at ... metres range scale.
.4.1 The echo sounder recordings are unreliable.
.5 Navigation lights are switched on / off.

B1/1.3 Briefing on meteorological conditions
.1 A weak / strong (tidal) current is setting .... degrees.
.1.1 The direction of the (tidal) current will change in ... hours.
.2 Fog / mist / dust / rain / snow / ... is in the area.
.3 Automatic fog signal is switched on.
.4 The wind increased / decreased (within last ... hours).
.4.1 The wind is ... *(cardinal points)* force Beaufort ... .
.4.2 The wind changed from .... *(cardinal points)* to .... *(cardinal points)*.
.5 The sea state is expected to change (within .... hours).
.6 A smooth/moderate/rough/heavy sea / slight/moderate/high swell of ... metres from
...*(cardinal points)* is expected (within .... hours).
.7 A tsunami / an abnormal wave is expected by ... UTC.
.8 Visibility is ... nautical miles.
.9 Visibility is reduced by fog / mist / dust / rain / snow / ... .
.10 Visibility is expected
~ to decrease / increase to ... nautical miles (within ... hours).
~ variable between ... and ... nautical miles (within .... hours).
.11 Next weather report is at ... UTC.
.12 Atmospheric pressure is ... millibars/hectopascal.
.13 Barometric change is ... millibars /hectopascal per hour / within the last ... hours.
.13.1 Barometer is steady / dropping (rapidly) / rising (rapidly).
.14 There was a gale warning / tropical storm warning for the area ... at ... UTC.

B1/1.4 Briefing on standing orders and bridge organization
.1 Standing orders for the period from ... to ... UTC ... are: ... .
.2 Standing orders for the area ... are: ... .
.3 Take notice of changes in the standing orders.
.4 Do you understand the standing orders?

.4.1 Yes, I understand the standing orders.
.4.2 No, I do not understand, please explain.
.5 Read / sign the standing orders.
.6 The latest fire patrol was at ... UTC.
.7 The latest security patrol was at ... UTC.
.7.1 Everything is in order.
.7.2 The following was stated: ... .
.7.3 The following measures were taken: ... .
.7.4 The following requires attention: ... .
.8 The lookout is standing by.
.9 The helmsman is standing by.
.10 Call the Master at ... UTC / in position ... .

B1/1.5 Briefing on operation of main engine and auxiliary equipment
.1 (present) revolutions of the main engine(s) are ... per minute.
.2 (present) output of the main engine(s) / auxiliary engine(s) are ... kilowatts.
.3 (present) pitch of the propeller(s) is ... degrees.
.4 There are no problems.
.5 There are problems with ... .
~ with the main engine(s) / auxiliary engine(s).
.6 Call the watch engineer ... minutes before the arrival at ... / at ... UTC.

B1/1.6 Briefing on pumping of fuel, ballast water, etc.
.1 There is no pumping at present.
.2 We are filling / we filled (no.) ... double bottom tank(s) / the ballast tanks / the ... tank(s).
.2.1 Fill up … tonnes/ sounding …/ ullage …/ level … to the alarm point.
.3 We are discharging / we discharged (no.) ... double bottom tank(s) / the ballast tanks / the ... tank(s).
.4 We are transferring / we transferred fuel / ballast / fresh water / oil from (no.) ... tank(s) to (no.) ... tank(s).
.5 We require a further generator to operate an additional pump.

B1/1.7 Briefing on special machinery events and repairs
.1 There was a breakdown of the main engine(s) (at ... UTC / from ... to ... UTC).
.1.1 There was a breakdown of ... (at ... UTC / from ... to ... UTC).
.2 There was a total blackout (at ... UTC / from ... to ... UTC).
.2.1 There was a blackout in ...(at ... UTC / from ... to ... UTC) .
.3 Main engine(s) was / were stopped (at ... UTC / from ... to ... UTC) due to ... ..
.4 Speed was reduced (at ... UTC / from ... to ... UTC) due to ... .
.5 Call the Master / Chief Engineer if the revolutions of the main engine(s) are below ... per minute.
.5.1 Call the Master / Chief Engineer / Watch Engineer if ... .

B1/2 Trim, list and stability
.1 The vessel is on even keel (at present).
.1.1 The vessel is ... metres down by the head / stern (at present).
.2 There is no list (at present).
.2.1 (present) list is ... degrees to port / starboard.
.3 Fuel / ballast / fresh water / oil was transferred from (no.) ... tank(s) to (no.) ... tank(s) to correct the list.
.3.1 We must transfer fuel / ballast / fresh water / oil from (no.) ... tank(s)

to (no.) ... tank(s) to correct the list.
.4 Deck cargo / cargo was restowed (in (no.) ... hold(s)) to correct the list.
.4.1 We must restow cargo in (no.) ... hold(s) to correct the list.
.5 (present) stability is good / poor.

B2 Safety on board

B2/1 General activities
The phrases of this section apply to most of the emergencies covered in this chapter.

B2/1.1 Raising alarm
.1 Operate the general emergency alarm.
.2 Inform the Master / Chief Engineer /... .
.3 Inform the ... coast radio station / vessels in vicinity (on radio).
.4 Request assistance (on radio) from ... and report.
.4.1 Assistance was
~ requested from … / offered by ... / accepted from ... .
.5 Transmit a SÉCURITÉ / PAN-PAN / distress alert / MAYDAY and report.
.5.1 A SÉCURITÉ / PAN-PAN / distress alert / MAYDAY was transmitted.
.6 Was the distress ale rt / MAYDAY acknowledged?
.6.1 Yes, the distress alert / MAYDAY was acknowledged
by ... coast radio station / MRCC / vessel(s) in vicinity.
.6.2 No, the distress alert was not acknowledged (yet).
.6.1.1 Repeat the distress alert.

B2/1.2 Briefing crew and passengers
.1 Announcement (on the PA - system):
.2.1 We have grounded / a minor flooding / a minor fire in ... .
.2.2 There is no immediate danger to crew, passengers or vessel, and there is no reason to be alarmed.
.2.3 For safety reasons I request all crew members to go to their assembly stations.
.2.3.1 All officers to report to the bridge.
.2.3.2 Watchkeepers remain at stations until further order.
.2.4 As soon as I have further information I will make another announcement - there isno danger at this time.
.2.5 Fire fighting teams / damage control teams are fighting the fire / flooding.
.2.6 We also have radio contact with other vessels / coast radio stations.
.2.7 The fire / flooding is under control.
.3 This is your Captain speaking. I have another announcement:
.3.1 The fire / flooding is not under control yet.
.3.2 Leave the engine room / superstructure / your stations / your cabins / ... immediately. Close all openings.
.3.3 Take lifejackets with you.
.3.3.1 Take your emergency equipment with you according to the muster list.
.3.4 Stand by fire fighting stations / damage control stations and report.
.3.4.1 Fire fighting stations / damage control stations are standing by.
.3.5 All crew members to assembly stations.
.3.6 Follow the escape routes shown.
.3.7 The route to the assembly station is ... not clear.
.3.7.1 The route to the assembly station will be via ... .

.3.8 Assemble
~ on deck / on the foredeck / afterdeck.
~ on the ... deck on port side / starboard side / on the ... deck forward of ... / aft of ... .
.3.9 Do not
~ go to the lifeboat / liferaft stations before ordered.
~ enter the lifeboats / liferafts - the order to enter will be given from the bridge / by the officers.
.3.10 The following department(s) / crew members will (temporarily) disembark for safety reasons.

B2/1.3 Checking status of escape routes
.1 Check the escape routes and report.
.1.1 All escape routes are clear.
.1.2 The escape route(s) from ... (to ...) / via ... is / are blocked / not clear (yet).
.1.3 The escape route(s) from ... (to ...) / via ... will be clear in ... minutes..

B2/1.4 Checking status of lifeboats / liferafts
.1 Check the launching tracks and report.
.1.1 All launching tracks are clear.
.1.2 The launching track(s) of no. ...lifeboat / liferaft is / are not clear (yet).
.1.3 The launching track(s) of no. ... lifeboat / liferaft will be clear in ... minutes.
.2 Check the working parts and report.
.2.1 All working parts are free.
.2.2 The roll(s) / block(s) / rigging / ... of no. ...lifeboat is / are not free (yet).
.2.3 The roll(s) / block(s) / rigging / ... of no. ... lifeboat will be free in ... minutes.
.3 Check the securings of the launching appliances and report.
.3.1 All securings are in the correct position.
.3.2 The securing of no. ... lifeboat / liferaft is not in the correct position.
.3.2.1 Correct the position of the securing .
.3.3 The securing of no. ... lifeboat / liferaft is damaged.
.3.3.1 Replace / repair the securing.
.3.4 The harbour pin(s) of no. ...lifeboat is / are missing.
.3.4.1 Replace the harbour pin(s).
.4 Check the fuel / oil of the lifeboat engine(s) and report.
.4.1 The fuel tank of no. ...lifeboat engine is full / not full.
.4.2 The oil level of no. ... lifeboat engine is normal / below normal.
.5 Operate the lifeboat engine(s) and report.
.5.1 All lifeboat engines are operational.
.5.2 No. ... lifeboat engine is not operational (yet).
.5.3 No. ... lifeboat engine will be operational in ... minutes.
.6 Check the bilge pumps of the lifeboats and report.
.6.1 All bilge are operational.
.6.2 The bilge pumps of no. ... lifeboat are not operational (yet).
.6.3 The bilge pumps of no. ... lifeboat will be operational in ... minutes.
.7 Check the drain plugs and report.
.7.1 All drain plugs are available.
.7.2 The drain plug(s) in no. ... lifeboat is / are missing.
.7.2.1 Replace the drain plug(s).
.8 Check the slip gear in the lifeboats and report.
.8.1 All slip gear is in the correct position and secured.
.8.2 The slip gear of no. ... lifeboat is not in the correct position.

.8.2.1 Correct the position of the slip gear.
.8.3 The slip gear of no. ... lifeboat is not secured.
.8.3.1 Secure the slip gear.
.9 Check the lifeboat equipment and report.
.9.1 All lifeboat equipment is complete and operational.
.9.2 The lifeboat equipment is not complete.
.9.2.1 Complete the lifeboat equipment..
.10 Launch / hoist no. ... lifeboat(s) and report.
.10.1 The launching appliances are operational.
.10.2 The launching appliances are not operational.
.10.3 No. ... winch / davit is not operational (yet).
.10.3.1 No. ... winch / davit will be operational in ... minutes.
.10.4 Hoist no. ... lifeboat(s).
.11 Secure the lifeboat(s) and report.
.11.1 Lifeboat(s) is / are secured .
.12 Check the liferafts and report.
.12.1 All liferafts are in position and operational.
.12.2 No. ... liferaft(s) is / are not operational.
.12.3 The inflation cord of no. ... liferaft is not secured on board.
.12.3.1 Secure the inflation cord.
.12.4 No. ... liferaft container is damaged.
.12.4.1 Replace the liferaft container in the next port.
.12.5 The inspection tag of no. ... liferaft is expired.
.12.5.1 Replace the liferaft in the next port.

B2/1.5 Ordering evacuation

.1 Evacuate all rooms / spaces / decks / ... and report.
.1.1 All rooms / spaces / decks / ... evacuated.
.2 Evacuate engine room and report.
.2.1 Engine room evacuated.
.3 Evacuate no. ... hold(s) / tank(s) and report.
.3.1 No. ... hold(s) / tank(s) evacuated.
.4 Evacuate superstructure and report.
.4.1 Superstructure evacuated.
.5 Evacuate accommodation and report.
.5.1 Accommodation evacuated.
.6 Do not enter ... deck / space / area.
.7 Report missing persons / injured persons / casualties.
.7.1 No persons missing / injured.
.7.2 Number of missing persons / injured persons / casualties is:... .
.7.3 ... deck / space / area not accessible (yet).
.8 Provide first aid (in the vessel's hospital / at a safe place).
.8.1 Request medical assistance from ... (on radio).
.9 All persons are outside the danger area.

B2/1.6 Roll call

.1 Report number of all persons / passengers / crew members at assembly stations.
.1.1 Number of all persons / passengers / crew members at assembly station ...is ... .
.1.2 Number of persons / passengers / crew members at assembly station ... is complete.

.1.3 Number of persons / passengers / crew members at assembly station ... is not complete (yet).
.1.4 ... passenger(s) / crew member(s)is / are missing.
.2 Search for missing passenger(s) / crew member(s) and report.
.2.1 Missing passenger(s) / crew member(s) recovered.
.2.2 Missing passenger(s) / crew member(s) not recovered (yet)-(search is continuing).
.3 Watchkeepers to assembly stations.
.4 Lifeboatmen! Check the equipment of the crew at assembly stations and report.
.4.1 Equipment of the crew at assembly station ... is complete.
.4.2 Equipment of the crew at assembly station ...is not complete (yet).
.4.3 Complete the equipment and report.
.4.3.1 Go for blanket / stretcher / ... and report.
.5 Lifeboatmen! Check the outfit of the passengers at assembly stations and report.
.5.1 Outfit of the passengers at assembly station ... is correct.
.5.2 Outfit of the passengers at assembly station ... is not correct (yet).
.5.2.1 Correct the outfit and report.
.5.2.2 Put on warm clothing / long sleeved shirt / long trousers / strong shoes / head covering / ... and report.
.6 Passengers and crew ! Follow the lifeboatmen to the lifeboat stations / liferaft stations on the embarkation deck.

B2/1.7 Ordering abandon vessel
.1 Swing out no. ... lifeboat(s) and report.
.1.1 No. ... lifeboat(s) swung out.
.2 Lower no. ... lifeboat(s) alongside the embarkation deck and report.
.2.1 No. ... lifeboat(s) is / are alongside the embarkation deck.
.3 Enter the lifeboat(s) (no. ...) and report.
.3.1 Enter the lifeboat(s) / liferaft(s) over the ... deck.
.3.2 Enter the lifeboat(s) / liferaft(s) over the ladders / nets / manropes.
.3.3 Jump into the water and enter the lifeboat(s) / liferaft(s).
.3.4 Jump onto the liferaft(s) alongside the vessel.
.3.5 Do not push each other when entering.
.3.6 Assist injured / helpless persons.
.3.7 Clear the entrance of the lifeboat / liferaft.
.3.8 Sit down in the lifeboat / liferaft immediately.
.3.9 Hold on to the ropes or to your seat when launching.
.4 No. ... lifeboat(s) / liferaft(s) entered.
.5 Let go no. ... lifeboat(s) / liferaft(s) and report.
.5.1 No. ... lifeboat(s) / liveraft(s) is ***/*** are let go.
.6 Throw over board no. ... liferaft and report.
.6.1 No. ... liferaft thrown over board.
.7 Inform coast radio stations / vessels in vicinity about the number of lifeboats / liferafts launched and report.
.7.1 Inform coast radio stations / vessels in vicinity about the number of persons in each lifeboat / liferaft and report.
.7.2 Inform coast radio stations / vessels in vicinity about the number of crew members remaining on board.
.7.3 Coast radio station ... / vessels in vicinity informed.
.8 Stand clear of the vessel and report.

.8.1 No. ... lifeboat(s) / liferaft(s) standing clear.
.8.2 No. ... lifeboat(s) / liveraft(s) not standing clear.
.9 Rescue boat / no. ...motor lifeboat! Assist no. ... lifeboat(s) / liferaft(s) and report.
.9.1 Rescue boat / no. ... motor lifeboat is assisting.
.9.2 No. ... lifeboat(s) / liferaft(s) standing clear of the vessel now.

B2/1.8 In - boat procedures
.1 Stand by engine / pumps / lookout / entrance and report.
.1.1 Engine/ pumps / lookout / entrance is / are standing by.
.2 Recover persons in water and report.
.2.1 Number of persons recovered is: ... .
.2.2 Keep lookout for further persons in water.
.2.3 Report the total number of persons in lifeboat(s) / liferaft(s).
.2.3.1 The total number of persons is now: ... .
.3 Report the number of injured persons.
.3.1 No persons injured.
.3.2 The number of injured persons is: ... .
.3.3 Provide first aid to injured persons .
.3.4 Secure injured / helpless persons.
.4 Let go sea anchor and report.
.4.1 Sea anchor is let go.
.5 Report the number of lifeboats / liferafts in sight.
.5.1 The number of lifeboats / liferafts in sight is: ... .
.6 Contact the lifeboat(s) / liferaft(s) on radio and report.
.6.1 Lifeboat(s) / liferaft(s) contacted.
.6.2 No contact possible.
.7 Give distress signals for identification.
.7.1 Fire rockets for identification.
.7.2 Use glasses / lamps / mirrors for identification.
.7.3 Give sound signals / ... signals for identification.
.8 Start the engine. and report.
.9 Set sail.
.10 Use oars.
.11 Join the other lifeboat(s) / liferaft(s).
.11.1 Connect the lifeboats / liferafts with lines and report.
.11.2 ... lifeboats / liferafts connected.

B2/2 Occupational safety

B2/2.1 Practical occupational safety
.1 Instruct crew on occupational safety before departure.
.2 Have special instruction on dangerous goods / heavy lifts/
cargo securing / illumination / ventilation / ... .
.3 Where are dangerous goods carried on board?
.3.1 Dangerous goods of IMO Class ... are carried
~ on deck (in roped-off areas) / in no. ... hold(s) / in ... /on... .
.4 Prepare an emergency plan.
.5 Brief all crew members / passengers on the symptoms caused by dangerous substances.
.6 What signals / communications are used in case of emergency ?
.6.1 The following signals / communications are used in case of emergency: ... .

.7 Brief all crew members / passengers
~ about restricted areas.
~ how to report in / out (when entering / leaving bridge / engine room / ...).
.8 Do not enter the unmanned (engine) room /... space without permission.
.8.1 Report on telephone / radio / ... while in the (engine) room /... space every ... minutes.
.9 Brief all crew members / passengers on the storm.
.9.1 Attention!
Entering the forecastle / main deck / weather side / ... of the vessel is prohibited / dangerous (due to storm).
.9.2 Attention! Make use of hand rails and lifelines in corridors and on deck.
.9.3 Attention! Close all dead lights and storm doors.
.9.4 Attention! Secure all loose objects in your cabins / on deck / in ... .
.10 Brief all crew members / passengers on winter conditions / tropical conditions.
.11 Check the completeness and availability of the occupational safety equipment
and report.
.11.1 Occupational safety equipment is complete and available.
.11.2 Following occupational safety equipment is not complete / available: ...
.11.3 Occupational safety equipment will be complete and available in ... hour(s).
.12 Appoint an officer / a crew member in charge of safety before working.
.13 Take additional safety measures for the
~ work on masts / outboard / in hold(s) / tank(s) / in extreme weather conditions

B2/2.2 Occupational accidents
.1 Accident in engine room / in no. ... hold / in no. ... tank / in superstructure/ in accommodation / in ... space / on deck / outboard / on pier / on ... / in ... .
.2 Report injured persons / casualties:
.2.1 No person injured.
.2.2 The number of injured persons / casualties is: ... .
.3 What happened?
.3.1 Explosion / fire in ... .
.3 .2 Accident with cargo.
.3.3 Fall from .../ into ... .
.3.4 Electrical accident in ... .
.3.5 Leakage of gas / ... .
.4 Take immediate action to recover injured person(s) / casualties.
.4.1 Provide first aid.
.4.2 Take immediate action to control the danger area.
.5 What kind of assistance is required?
.5.1 No assistance is required.
.5.2 Medical / technical assistance is required.
.5.3 Shoreside assistance is required.
.6 Secure the danger area and report.
.6.1 The danger area is secured.
.7 Prepare an accident report.

B2/3 Fire protection and fire fighting

B2/3.1 Fire protection
.1 Have fire patrols (every ... hour(s) / ... time(s) every watch).

.1.1 Have fire patrols
~ in all spaces in the engine room / cargo hold(s) / superstructures / accommodation
~ on deck.
.1.2 Have a permanent fire watch.
.2 Is everything in order?
.2.1 Yes, everything is in order.
.2.2 No, following is not in order: ... .
.3 Check the fire / smoke alarm(s) and report.
.3.1 All fire / smoke alarms are operational.
.3.2 Fire / smoke alarm(s) in ... is / are not operational (yet).
.3.3 Fire / smoke alarm(s) in ... will be operational in ... minutes.
.4 Check the portable extinguishers and report.
.4.1 All portable extinguishers are in position and operational.
.4.2 The portable extinguishers in ...
~ are not in position (yet) / will be in position in ... minutes / are not accessible (yet).
~ will be accessible in ... minutes / are missing.
.4.2.1 Replace the missing portable extinguisher(s).
.4.3 The inspection tag(s) of the portable extinguisher(s) in ... is / are broken / expired.
.4.3.1 Replace the portable extinguisher(s) with broken / expired inspection tag(s).
.5 Check the fire mains and report.
.5.1 All fire mains are operational.
.5.2 The hydrant(s) in ... is / are not operational (yet)..
.5.2.1 The hydrant(s) will be operational in ... minutes.
.5.3 The hose(s) to hydrant(s) in ... is / are worn / cut.
.5.3.1 Replace the worn / cut hose(s).
.5.4 The hose(s) / spanner (s) / nozzle(s) to hydrant(s) in ... is / are missing.
.5.4.1 Replace the missing hose(s) / spanner(s) / nozzles(s).
.5.5 The fire pump(s) in ... is / are not operational (yet).
.5.5.1 Fire pump(s) in ... will be operational in ... minutes.
.5.6 The water pipe(s) in ... is / are leaking.
.5.6.1 Repair the leaking water pipe(s) in ... .
.5.7 The water pipe(s) in ... is / are blocked.
.5.7.1 Free the blocked water pipe(s) in ... .
.5.8 Pressure in the water pipe(s) in ... is too high / low.
.5.8.1 Reduce / increase pressure in the water pipe(s)in ... .
.6 Check the fixed foam / gas fire extinguishing system and report.
.6.1 The fixed foam / gas system is operational.
.6.2 The fixed foam/gas system is not operational (yet)
.6.2.1 The fixed foam / gas system will be operational in ... minutes.
.7 Check the sprinkler system and report.
.7.1 The sprinkler system is operational.
.7.2 The sprinkler system in ... is not operational (yet).
.7.2.1 The sprinkler system in ... will be operational in ... minutes.
.8 Check the ventilation system and report.
.8.1 The ventilation system is operational.
.8.2 The ventilation system is not operational (yet)
.8.2.1 The ventilation system will be operational in ... minutes.
.8.3 The remote control is not operational (yet).

.8.3.1 The remote control will be operational in ... minutes
.8.4 The indicators are not operational (yet).
.8.4.1 The indicators will be operational in ... minutes.
.8.5 The fire dampers in ... are not operational (yet).
.8.5.1 The fire dampers in ... will be operational in ... minutes.
.8.6 The fire dampers in ... are painted stuck.
.8.6.1 Clear the fire dampers.
.9 Check the skylights / windows / ... and report.
.9.1 The skylights / windows / ... in / to ... are open.
.9.1.1 Close the skylights / windows / ... in / to ... .
.10 Check the watertight door control and report.
.10.1 The watertight door control is operational.
.10.2 The watertight door control in ... is not operational (yet).
.10.3 The watertight door control in ... will be operational in ... minutes.
.11 Check the electrical lighting and report
.11.1 The electrical lighting is operational.
.11.2 The electrical lighting in ...is not operational (yet).
.11.3 The electrical lighting in ... will be operational in ... minutes.
.11.4 Switch on / off the electrical lighting in ... .
.12 Check the emergency power supply and report.
.12.1 The emergency power supply is operational.
.12.2 The emergency power supply is not operational (yet).
.12.3 The emergency power supply will be operational in ... minutes.
.13 Check the firemen´s outfits and report.
.13.1 All firemen´s outfits are complete and available.
.13.2 The firemen´s outfits are not complete.
.13.2.1 Complete the firemen´s outfits.

B2/3.2 Fire fighting and drills

.1 Fire on board!
.1.1 Smoke / fumes / fire / explosion
~ in engine room / in no. ... hold(s) / tank(s) / in superstructure / accommodation.
~ in ... space / on deck / ... .
.1.2 Smoke / fumes from ventilator(s).
.1.3 Burnt smell / fumes in .../ from... .
.2 Report injured persons / casualties:
.2.1 No person injured.
.2.2 Number of injured persons / casualties is: ... .
.3 What is on fire?
.3.1 Fuel / cargo / car(s) / truck(s) / waggon(s) /
containers (with dangerous goods) / ... on fire.
.3.6 No information (yet).
.4 Is smoke toxic?
.4.1 No, smoke not toxic.
.4.2 Yes, smoke toxic
.5 Is fire under control?
.5.1 Yes, fire (in ...) under control.
.5.2 No, fire (in ...) not under control (yet).
.5.2.1 Fire spreading (to ...).
.5.2.2 Fire (in ...) not accessible.
.6 Report damage.
.6.1 No damage.

.6.2 Minor / major damage in .../ to ... .
.6.3 No power supply (in ...).
.6.4 Making water in ... .
.7 Pressure on fire mains!
.8 Shut down main engine(s) / auxiliary engine(s) / ... and report.
.8.1 Main engine(s) / auxiliary engine(s) / ... shut down.
.9 Stop fuel and report.
.9.1 Fuel stopped.
.10 Close all openings (in ... / in all rooms) and report.
.10.1 All openings (in ... / in all rooms) closed.
.10.1.1 Openings in ... not accessible.
.11 Switch off ventilator(s) (in ...) and report.
.11.1 Ventilator(s) (in ...) switched off.
.12 Turn bow / stern to windward.
.13 Turn port side / starboard side to windward.
.14 Alter course to ... .

.2 **Reporting readiness for action**
.1 Stand by fire fighting team / rescue team / first aid team / support team and report.
.1.1 Fire fighting team / rescue team / first aid team / support team standing by.
.2 Stand by main engine and report.
.2.1 Main engine standing by.
.3 Stand by CO2 station / ... station/ emergency generator.
.3.1 CO2 station / ... station / emergency generator standing by.
.4 Close all openings (in ... / in all rooms) and report.
.4.1 All openings (in ... / in all rooms) closed.
.4.1.1 Openings in ... not accessible.

.3 **Orders for fire fighting**
.1 Start fire fighting.
.1 .1 Take one / two / ... fire fighting teams / ... team(s) to scene.
.2 Go following route:
.2.1 Go through engine room / no. ... hold(s)/tank(s) / superstructure / accommodation / ... space / manhole(s) to ... space / funnel / ... .
.2.2 Go from
~ outside / inside to / port side / starboard side to ... .
.3 Take following (additional) safety measures and report.
.3.1 Have two / ... members in one team.
.3.1.1 Number of members in fire fighting team / ... team is: ... .
.3.2 Have lifeline between each other / to outside.
.3.2.1 ... team members have lifelines to each other.
.3.2.2 ... team has lifelines to outside.
.3.3 Have rescue team on stand-by.
.3.4 Maintain visual contact / radio contact on walkie -talkie.
.4 Fire fighting team must have following outfit:
.4.1 Fire fighting team must have protective clothing / smoke helmets / breathing apparatus / ... .
.5 Manning of fire fighting team / ... team(s) as follows:
.5.1 Chief Officer / Chief Engineer / ... in command of fire fighting team / ... team (no. ...).
.5.2 Following officer(s) / crew member(s) in fire fighting team /... team: ...

.6 Restrict action (in .../ on ...) to ... minutes.
.6.1 Agree on retreat signal and report.
.6.1.1 Retreat signal for fire fighting team / ... team ... is ... .
.7 Use water / foam / powder / CO2 / sand / ... in ... .
.8 Run out fire hoses and report.
.8.1 Fire hoses run out.
.9 Water on!
.9.1 Water is on.
.10 Cool down ... with water and report.
.10.1 ... cooled down.

.4 **Cancellation of alarm**
.1 Is the fire extinguished?
.1.1 Yes, fire (in ...) extinguished.
.1.2 No, fire (in ...) not extinguished (yet).
.1.3 Fire restricted to ... space / area.
.2 Post a fire watch and report.
.2.1 Fire watch posted (in ...space / area).
.3 Fire extinguishing systems / means remain on stand-by.
.4 Fire fighting team / ... team remain on stand-by.
.5 Rope off the fire area and report.
.5.1 Fire area roped off.
.6 Check the fire area every ... minutes / hour(s) for re-ignition and report.
.6.1 Fire area checked, no re-ignition.
.6.2 Fire area checked, re-ignition in ... space / area.
.6.2.1 Re-ignition extinguished.
.7 The fire alarm is cancelled (with following restrictions: ... .)

B2/4 Damage Control

B2/4.1 Checking equipment status and drills
.1 Check the openings in all spaces / in ... and report
.1.1 All openings in ... are closed.
.1.2 Openings in ... are not closed (yet).
.1.3 Openings in ... are not accessible.
.2 Check the watertight door control and report
.2.1 Watertight door control
~ is operational / is not operational (yet) / (in ...) will be operational in ... minutes.
.2.2 Watertight door(s) (in ...) is / are not accessible.
.3 Check the pumps / emergency generator and report
.3.1 (Bilge) pump(s) in ... / emergency generator
~ is / are operational / is / are not operational (yet).
~ will be operational in ... minutes.
.4 Check the power supply and report
.4.1 Power (in / at ...)
~ is available / is not available (yet) / will be available in ... minutes.
.5 Check the damage control equipment and report.
.5.1 All damage control equipment is complete and available.
.5.2 Damage control equipment is not complete.
.5.2.1 Complete the damage control equipment.

B2/4.2 Damage control activities

.1 **Reporting flooding**

.1 We have collided (with ...) .
.2 We have flooding in ... .
.3 Is flooding under control ?
.3.1 Yes, flooding under control.
.3.2 No, flooding (in ...) not under control (yet).
.4 Is danger imminent ?
.4.1 No, danger not imminent.
.4.2 Yes, danger of (total) blackout (in ...).
.4.3 Yes, danger of heavy listing / capsizing / sinking / ... .

.2 **Reporting readiness for action**

.1 Muster damage control team and report.
.1.1 Damage control team stand complete and mustered.
.2 Is damage control material available?
.2.1 Yes, damage control material available.
.2.2 No, damage control material not available (yet).
.2.3 Damage control material will be available in ... minutes.
.3 Stand by engine room / ... station and report.
.3.1 Engine room / ... station standing by.
.3.2 Engine room / ... station flooded.
.3.3 Engine room / ... station will be standing by in ... minutes.

.3 **Orders for damage control**

.1 Close all openings / outlets / valves (in ...) and report.
.1.1 All openings / outlets / valves (in ...) closed.
.1.2 Openings / outlets / valves in ... not accessible / not operational.
.2 Switch on / off power (at / on / in) and report.
.2.1 Power (at / on / in ...) switched on / off.
.2.2 Power supply (at / on / in ...) not operational.
.3 Close watertight door(s) (in ...) (by hand) and report.
.3.1 Watertight door(s) (in ...) closed.
.3.2 Watertight door(s) (in ...) not accessible / not operational.
.4 Switch on (bilge) pump(s) (in ...)and report.
.4.1 (Bilge) pump(s) (in ...) switched on.
.4.2 (Bilge) pump(s) (in ...) not operational.
.5 Switch over (bilge) pump(s) from ... to ... .
.5.1 (Bilge) pump(s) switched over.
.5.2 Switching over (bilge) pump(s) not possible.
.6 Start damage control.
.6.1 Take one / two / ... damage control team(s) to scene.
.7 Go following route: ... .
.7.1 Go through engine room / no. ... hold(s)/tank(s) / superstructure / manhole / ... space / ... deck / ... .
.8 Go from
~ outside / inside to ... / port side / starboard side to ...
.9 Take following (additional) safety measures and report.
.9.1 Have two / ... members in one damage control team.
.9.2 Have lifeline to each other / to outside.
.9.3 Have rescue team on stand by and report.
.9.3.1 Rescue team standing by.

.9.4 Maintain visual contact / radio contact on walkie -talkie.
.10 Damage control team must have following outfit(s).
.10.1 Damage control team must have
~ protective clothing / safety helmets / lifejackets / diving equipment / ... .
.11 Manning of damage control team as follows: ... .
.11.1 Chief Officer / Chief Engineer / ... in command of damage control team(no.)
.11.2 Following officer(s) / crew member(s) in damage control team (no. ...):.. .
.12 Restrict action (in ...) to ... minutes.
.12.1 Agree on retreat signal and report.
.12.1.1 Retreat signal ... .
.13 Stop flooding from inside / outside (... space / area) and report.
.13.1 Flooding stopped
.13.2 Stopping flooding from inside / outside not possible.

.4 **Cancellation of alarm**
.1 Has flooding stopped ?
.1.1 Yes, flooding (in ...) has stopped.
.1.2 No, flooding (in ...) has not (completely) stopped (yet).
.2 Is flooding under control ?
.2.1 Yes, flooding (in ...) under control.
.2.2 Flooding (in ...) below / above capacity of (bilge) pump(s).
.2.3 Flooding restricted to ... space / area.
.3 Post damage control watch and report.
.3.1 Damage control watch posted (in ...).
.4 How much water is in the vessel ?
.4.1 Quantity of water (in ...) about ... tonnes.
.4.2 Quantity of water (in ...) not dangerous.
.5 (Bilge) pump(s) remain on stand-by.
.6 Engine room remains on stand-by.
.7 Additional emergency generator remains on stand-by.
.8 Damage control team remains on stand-by.
.9 Rope off flooded area.
.10 Check leak every ... minutes / hour(s) and report.
.10.1 Leak checked - no flooding.
.10.2 Leak checked - minor / major flooding (in ...).
.10.2.1 Flooding has stopped.
.11 The alarm is cancelled (with following restrictions: ...).

B2/5 Grounding

B2/5.1 Reporting grounding and ordering actions
.1 We are aground.
.2 Stop engine(s).
.3 Close watertight doors and report.
.3.1 Watertight doors closed.
.4 Is vessel (still) making way?
.4.1 Yes, vessel making way ahead / astern.
.4.2 No, vessel not making way.
.5 Give "vessel aground" signals.
.6 Inform engine room.
.7 What part is aground?
.7.1 Vessel aground forward / amidships / aft / full length.

.8 Stand by forward station and aft station and report.
.8.1 Forward station / aft station standing by.
.9 Stand by port anchor / starboard anchor.
.10 What is position ?
.10.1 Position ... .

B2/5.2 Reporting damage

.1 Report damage.
.1.1 No damage.
.1.2 Crack(s) in plating / no. ... double bottom / no. ... hold(s) / tank(s) / main/auxiliary engine(s) foundation / ... .
.1.3 Deformation(s) / indentation(s) to plating / to ... .
.1.4 Deformation(s) / indentation(s) to ... .
.2 Check flooding and report.
.2.1 No flooding.
.2.2 Flooding in ... .
.3 Is danger imminent ?
.3.1 No, danger not imminent.
.3.2 Yes, danger of
~ heavy listing (to port / starboard / decreasing stability / damage by sea.
~ breaking apart / environmental pollution.
.4 What is nature of sea bottom ?
.4.1 Sea bottom rocky.
.4.2 Sea bottom soft.
.5 What is state of tide ?
.5.1 No tide.
.5.2 Tide ... metres / rising / falling / turning at ... UTC / within ... hours.
.6 What is wind force and direction ?
.6.1 Wind force Beaufort... from ...*(cardinal points)* .
.6.1.1 Wind expected to decrease / increase (within the next ... hours).
.6.1.2 Wind expected to back / veer (within the next ... hours).
.6.1. No change expected (within the next ... hours).
.7 What is sea state ?
.7.1 Sea smooth/moderate/rough/high / swell slight/moderate/heavy... metres from
...*(cardinal points)* .
.7.2 Sea smooth/moderate/rough/high / swell slight/moderate/heavy ... expected to
decrease / increase (within the ne xt ... hours).
.7.3 No change expected (within the next ... hours).
.8 What is draft ?
.8.1 Draft ... metres (port side / starboard side) forward / aft / amidships.
.9 What is depth of water ?
.9.1 Greatest depth ... metres (port side / starboard side) forward / aft / amidships.

B2/5.3 Orders for refloating

.1 Are (bilge) pumps operational ?
.1.1 Yes, (bilge) pumps operational.
.1.2 No, (bilge) pumps not operational (yet).
.1.3 (Bilge) pumps will be operational in ... minutes.
.2 Is damage control material available ?

.2.1 Yes, damage control material available.
.2.2 No, damage control material not available (yet).
.2.3 Damage control material will be available in ... minutes.
.3 Stand by engine room and report.
.3.1 Engine room standing by.
.4 Stand by all anchors for letting go.
.5 Report distribution of cargo.
.5.1 No. ... hold(s) / tank(s) ... tonnes (of ... cargo).
.5.2 Deck cargo forward / aft / amidships ... tonnes (of ...).
.5.3 Forepeak / afterpeak ... tonnes.
.5.4 No. ... double bottom tank(s) ... tonnes (of ballast / ...).
.6 Transfer cargo from no. ... hold(s) / tank(s) to no. ...hold(s) / tank(s) and report.
.6.1 Cargo from no. ... hold(s) / tank(s) transferred to no. ... hold(s) / tank(s).
.7 Transfer deck cargo from ... to ... and report.
.7.1 Deck cargo from ... transferred to ... .
.8 Pump out forepeak / afterpeak and report.
.8.1 Forepeak / afterpeak pumped out.
.9 Transfer ballast / ... from no. ... double bottom tank(s)
to no. ... double bottom tank(s) and report.
.9.1 Ballast / ... from no. ... double bottom tanks transferred to
no. ... double bottom tank(s).
.10 Fill forepeak / afterpeak.
.11 Jettison cargo from ... and report.
.11.1 Cargo from ... jettisoned .
.12 Engine(s) full / ... astern / ahead.
.13 Has vessel refloated?
.13.1 Yes, vessel refloated.
.13.2 No, vessel not refloated (yet).

B2/5.4 Checking seaworthiness
.1 Request a (diving) survey.
.2 Report the result of the (diving) survey.
.2.1 No damage.
.2.2 Following damage to the plating:
.2.2.1 Crack(s) in area of ... .
.2.2.2 Deformation(s) / indentation(s) in area of ... .
.2.3 Following damage to the engine(s) / pipe(s):
.2.3.1 Crack(s) in the main engine(s) / auxiliary engine(s) foundation.
.2.3.2 Deformations / fracture(s) to the pipe(s) in / out ... .
.2.3.3 Fractures / bending of the bolt(s) of ...
.2.4 Following damage to the underwater hull:
(see also: .1.2.2)
.2.4.1 Deformation(s) / indentation(s) to the sea water inlet(s) / outlet(s).
.2.4.2 Deformation(s) / indentation(s) to the stem / bulb.
.2.4.3 Deformation(s) to the propeller(s).
.2.4.4 (Port / starboard) propeller(s) missing.
.2.4.5 Deformation to the rudder / to ... .

B2/6 Search and rescue o*n-board activities*

B2/6.1 Checking equipment status
.1 Check the lifebuoys and report.

.1.1 All lifebuoys are complete.
.1.2 Lifebuoy(s) at ... is / are damaged / missing.
.1.2.1 Replace the damaged / missing lifebuoy(s).
.2 When was the last man overboard drill ?
.2.1 Last man overboard drill was on ...*(date)* .
.3 Prepare a plan for man overboard drill.
.3.1 Prepare a plan for
~ an announced / not announced drill / a daytime / nighttime drill.
~ a muster (at all stations) / a recovering manoeuvre (with dummy / buoy).
.4 Have a drill / manoeuvre / muster on ...*(date)* .

B2/6.2 Person-overboard activities

.1 Man overboard (on port side / starboard side / astern)!
.2 Drop lifebuoy(s).
.2.1 Sound "man overboard" alarm.
.3 Hoist flag signal "Oscar".
.4 Hard-a-port / hard-a-starboard the wheel.
.5 Is person in water / lifebuoy located ?
.5.1 Yes, person in water / lifebuoy located.
.5.2 Report direction and distance of person in water / lifebuoy.
.5.2.1 Direction at ... points port side / starboard side / ... degrees, distance ... metres.
.5.2.2 Maintain visual contact to person in water / lifebuoy.
.5.3 No, person in water / lifebuoy not located (yet).
.5.3.1 Look out for person in water / lifebuoy and report.
.5.4 Passenger / crew member missing (for ... hours / since ... UTC)
- search in vessel negative.
.5.4.1 Stop engine(s).
.5.4.2 Transmit alarm signal - PAN-PAN / distress alert - MAYDAY to radio coast station / Maritime Rescue Co-ordination Centre / vessels in vicinity and report.
.5.4.3 Alarm signal - PAN-PAN / distress alert - MAYDAY transmitted / acknowledged by ... / not acknowledged (yet)..
.6 Return manoeuvre ! Port / starboard, steer... degrees.
.7 Report position.
.7.1 Position ... .
.8 Report traffic situation.
.8.1 No vessel in vicinity.
.8.2 Following vessel(s) in vicinity ... .
.9 Have man overboard stations / lookouts at ... manned and report.
.9.1 Man overboard stations / lookouts at ... manned.
.10 Stand by for recovering from shipboard and report.
.10.1 Standing by for recovering from shipboard.
.11 Stand by boat / motor lifeboat no. ... for letting go and report.
.11.1 Rescue boat / motor lifeboat no. ... standing by for letting go.
.12 Let go rescue boat / motor lifeboat.
.13 Use VHF Channel ... / frequency ... for communication.
.13.1 Use light signals / flag signals / whistle for communication.
.14 What is retreat signal for rescue boat / motor lifeboat ?
.14.1 Retreat signal ... .
.15 Stand by one / two crew member(s) for rescue in water and report.
.15.1 One / two crew member(s) standing by for rescue in water.

.16 Person overboard rescued / recovered.
.17 Stand by boat / rescue litter / rescue net / rescue basket / rescue sling and report.
.17.1 Boat / rescue litter / rescue net / rescue basket / rescue sling standing by.
.18 Hoist person and report.
.19 Report condition of survivor.
.19.1 Survivor
~ is in good / bad condition / has hypothermia / is injured 7 is suffering from shock.
.19.2 Person is dead.

B2/6.3 Rescue activities
.1 Rescue persons in following order:
- persons in water
- injured / helpless persons
- women and children
- passengers
- crew/members.

.2 Ask the survivor(s) the following information:
.2.1 What was the total number of persons on board the vessel in distress ?
.2.1.1 Total number of persons was: ... .
.2.2 What was the number of casualties ?
.2.2.1 Number of casualties was: ... .
.2.3 What was the number of lifeboats / liferafts launched ?
.2.3.1 Number of lifeboats / liferafts launched was: ... .
.2.4 What was the number of persons in lifeboats / liferafts ?
.2.4.1 Number of persons in lifeboats / liferafts was: ... .
.2.5 What was the number of persons in water ?
.2.5.1 Number of persons in water was: ... .
.3 Inform ... coast radio station about the name(s) / call sign(s) and destination of the vessel(s) with the survivors.
.3.1 Inform about the number of survivors on (each) vessel.
.3.2 Inform about the condition of the survivors.

B3 Cargo and cargo handling

B3/1 Cargo handling

B3/1.1 Loading and unloading
.1 **Loading capacities and quantities**
.1 What is the deadweight of the vessel?
.1.1 The deadweight is ... tonnes.
.2 What is the hold / bale / grain capacity of vessel?
.2.1 The hold / bale / grain capacity is ... cubic metres.
.3 What is the container capacity of the vessel?
.3.1 The container capacity is ... TEU.
.4 How many 20'/ 40' containers will the vessel load?
.4.1 The vessel will load ... 20'/ 40' containers.
.5 How many cubic metres of cargo space are required?
.5.1 ... cubic metres of cargo space are required.
.6 How many tonnes / cubic metres can the vessel still load?
.6.1 The vessel can still load ... tonnes / cubic metres.

.7 How much deck cargo can the vessel load?
.7.1 The vessel can load ... tonnes / cubic metres / ... 20'/40' containers on deck.
.8 How many cars / trailers / trucks / ... can the vessel load?
.8.1 The vessel can load ... cars / trailers / trucks / ... .
.9 What is the size of the hatch openings?
.9.1 The size of the hatch openings is ... by ... metres.
.10 What is the safety load of no. ... hold?
.10.1 The safety load of the ... deck of no. ... hold is ... tonnes per square metre.
.11 The vessel will still bunker ... tonnes of fuel / fresh water/ ... .

.2 **Dockside / shipboard cargo handling gear and equipment**
.1 Are dockside / floating cranes available?
.1.1 Yes, dockside / floating cranes are available.
.1.2 No, dockside / floating cranes are not available.
.2 What is the safe working load of the crane?
.2.1 The safe working load of the crane is ... tonnes.
.3 What is the maximum reach of the crane?
.3.1 The maximum reach of the crane is ... metres.
.4 What is the handling capacity of the container crane / gantry?
.4.1 The handling capacity of container crane / gantry is ... containers per hour.
.5 What is the handling capacity of the grain elevator/ore loader/ ... ?
.5.1 The handling capacity of the grain elevator / ore loader / is ... tonnes / cubic metres per hour.
.6 What is the pumping capacity of the cargo pumps?
.6.1 The pumping capacity of the cargo pumps is ... tonnes per hour.
.7 Are (light) fork-lift trucks for the cargo holds available?
.7.1 Yes, (light) fork-lift trucks are available.
.7.2 No, (light) fork-lift trucks are not available.
.8 Only use electric fork-lift trucks in the holds.
.9 What is the safe working load of the fork-lift truck?
.9.1 The safe working load of the fork-lift truck is ... tonnes.
.10 What is the safe working load of the derricks / cranes of the vessel?
.10.1 The safe working load of the derricks / cranes of the vessel is ... tonnes.
.11 What is the safe working load of the ... slings?
.11.1 The safe working load of the ... slings is ... tonnes.
.12 These slings do not permit safe cargo handling.
.12.1 Replace the slings.
.13 Are bob-cats available for trimming?
.13.1 Yes, bob-cats are available for trimming.
.13.2 No, bob-cats are not available for trimming.

.3 **Preparing for loading / unloading**
.1 Prepare the vessel for loading / discharging.
.2 Unlock the hatch covers.
.3 Rig the hatchrails in no. ... hold(s).
.4 Is the cargo list available and complete?
.4.1 Yes, the cargo list is available and complete .
.4.2 No, the cargo list is not available and complete (yet).
.4.3 The cargo list will be available and complete in ... minutes.
.5 Complete the stowage plan.
.6 Make the stability calculation.
.7 Are the holds clean / dry / free of smell ?

.7.1 Yes, the holds are clean / dry / free of smell.
.7.2 No, the holds are not clean / dry / free of smell (yet).
.7.3 The holds will be clean / dry / free of smell in ... minutes / hours.
.7.3.1 Clean the hold(s) / deck(s).
.8 Are the safety arrangements in the hold(s) operational?
.8.1 Yes, the safety arrangements in the hold(s) are operational.
.8.2 No, the safety arrangements in the hold(s) are not operational (yet).
.8.3 The safety arrangements in the hold(s) will be operational in ... minutes.
.9 Fill the double bottom tank(s) / ballast tank(s) before loading the heavy lifts.
.10 What is the maximum loading rate / discharging rate?
.10.1 The maximum loading rate / discharging rate is ... tonnes per hour.
.10.2 Do not exceed the loading rate / discharging rate of ... tonnes per hour.

.4 **Operating cargo handling equipment and hatches**
.1 Open all hatches before loading / discharging.
.2 Are the cranes / derricks operational?
.2.1 Yes, the cranes / derricks are operational.
.2.2 No, the cranes / derricks are not operational (yet).
.2.3 The cranes / derricks will be operational in ... minutes.
.3 Rig the derrick(s) / crane(s) of no. ... hold(s).
.4 Check the preventers.
.5 Keep within the safe working load of derrick(s) / crane(s).
.6 Instruct the winchmen / cranemen .
.7 Clean the tween deck(s) before opening lower hold(s).
.8 Switch on / off the hold ventilation.
.9 Switch on / off the hold lights.
.10 Close / open the cargo port(s) to no. ... hold(s).

.5 **Maintaining / repairing cargo handling equipment**
.1 Check the hold(s) / hatch cover(s) / derrick(s) / ... for damage and report.
.1.1 The hold(s) / hatch cover(s) / derrick(s) / ... is / are in order.
.1.2 The cargo battens are damaged.
.1.3 The rubber seals of the hatch cover(s) are damaged.
.1.4 The preventer(s) of no. ... hold(s) is / are damaged.
.1.5 The (Container) lashings are damaged.
.1.6 Replace the damaged ... .
.2 The hold ladder(s) is / are bent.
.2.1 Straighten the hold ladder(s).
.3 Are the hold ventilators operational?
.3.1 Yes, the hold ventilators are operational.
.3.2 No, the hold ventilators are not operational (yet).
.3.3 The hold ventilators will be operational in ... minutes.
.4 Are the winch motors operational?
.4.1 Yes, the winch motors are operational.
.4.2 No, the winch motor of no. ... derrick is not operational (yet).
.4.3 The winch motor of no. ... derrick will be operational in ... minutes.
.5 Check the repair works personally.

.6 **Briefing on stowing and securing**
.1 Check the
~ careful and safe stowage / complete unloading / proper use of handling gear.
~ careful separation of different lots.

.2 Close the hatches in case of rain / snow / ... .
.3 Refuse damaged / crushed / renailed /wet /torn/ resewn / ...
boxes / cartons / cases /crates / bags / ... .
.4 Do not overstow cartons with other goods.
.5 Do not use hooks for handling bags.
.6 Stow ventilation ducts into the bag cargo.
.7 Place dunnage between the tiers.
.8 Stow the
~ ... into tween deck of no. ... hold / pallets / cartons / ... closely together.
~ ... in reefer hold / empty containers in topmost tiers .
~ container(s) onto hatch cover(s).
.9 Check the
~ containers for damage / correct interlock of the stowpieces.
~ correct fixing of the rope clips.
.10 Secure the heavy lift(s) immediately .
.11 Relash all lashings.

B3/1.2 Handling dangerous goods

.1 **Briefing on nature of dangerous goods**
.1 What is the IMO Class of these goods?
.1.1 The IMO Class of these goods is: ... .
.2 This package contains IMO Class ... goods.
.3 These goods are flammable / poisonous / ... .
.3.1 Handle these goods with caution.
.4 These goods emit flammable gases in contact with water.
.4.1 Keep these goods dry.
.5 These goods are liable to spontaneous heating and combustion.
.6 Do not touch ... .

.2 **Instructions on compatibility and stowage**
.1 Observe the IMDG-Code when loading / stowing.
.2 Check the
~ proper segregation of goods / correct technical names in documents.
~ correct marks / labels / compatibility of IMO Class ... goods.
.3 Stow IMO Class ... goods
~ away from living quarters / away from ... .
~ separated (by one hold) from IMO Class ... goods / under / on deck.
.3.1 Cover IMO Class ... goods on deck with tarpaulins / ... .
.4 Stow
~ flammable goods away from the engine room bulkhead / ... .
~ infectious substances separated by one hold / compartment from foodstuffs.
~ ... drums away from IMO Class ... goods at a minimum of ... metres.
.5 Brief the stevedores on the dangerous goods in number ... hold(s).
.6 Refuse da maged / wet / ... packings with dangerous goods.
.7 Ventilate the hold(s) before entering.
.8 Load / unload IMO Class ... goods first.
.9 No smoking during loading / unloading.

.3 **Reporting incidents**
.1 Sling(s) with bottles / drums / ... of IMO Class ... goods were dropped on deck /

into no. ... hold / on pier ... .
.1.1 Liquid / powder / gas is spilling.
.2 Several drums / barrels / tanks / ... are deformed (and leaking).
.3 The ... container with IMO Class ... goods is spilling out of the door.
.4 Spilling substances of IMO Class ... escaped into the sea / harbour water.
.4.1 Inform the pollution control.
.5 Temperature in locker / container/ ... with IMO Class ... goods is increasing (rapidly).
.6 Orange / red / ... smoke is developing from IMO Class ... goods (on deck).
.7 Explosion in no. ... hold.
.7.1 Damage to gas tank / container /....
.8 Minor / major fire in number ... hold.
.8.1 Fire extinguished.
.8.2 IMO Class ... goods re-ignited.
.8.3 Fire under control.
.8.4 Fire not under control (yet).
.8.4.1 Operate the general emergency alarm.
.8.4.2 Call the harbour fire brigade / ... .
.9 Report injured persons / casualties.
.9.1 No person injured.
.9.2 Number of injured persons / casualties is ... .

.4 **Action in case of incidents**
.1 Take actions according to the Emergency Plan.
.2 Turn the vessel out of the wind – the spilling gas / smoke is toxic.
.3 Put on protective clothing and breathing apparatus.
.4 Stop the spillage.
.5 Let the spillage evaporate.
.6 Remove the spillage with synthetic scoops.
.6.1 Use absorbents for the spillage.
.6.2 Do not touch the spillage.
.7 Separate contaminated goods from other goods.
.8 Cover contaminated goods with tarpaulins / ... .
.9 Only open the container / hold / locker / ... when smoking is stopped.
.10 Cool down the container/ ... with water.
.11 Ventilate the hold(s) carefully.
.12 Close the hatch - operate the fire extinguishing system.
.13 Fight the fire from a great distance.
.14 Flood no. .. hold(s).
.15 Rescue persons.
.15.1 Take injured persons / casualties to a safe area.
.15.2 Provide first aid to injured persons.
.15.3 Call the ambulance.
.16 Take off and dispose of contaminated clothing.
.17 Alter course for the nearest port (inform on radio).

B3/1.3 Handling liquid goods, bunkers and ballast pollution prevention
.1 **Preparing safety measures**
.1 Plug the scuppers / drip-trays and report.
.1.1 All scuppers / drip-trays are plugged.
.2 Close the sea-valves / discharges and report.
.2.1 All sea-valves / discharges are closed.

.3 Stand by absorbent materials and report.
.3.1 Absorbent materials standing by.
.4 Stand by spill control gear and report.
.4.1 Spill control gear standing by.
.5 Stand by emergency fire pump / foam monitor / fire extinguishers and report.
.5.1 Emergency fire pump / foam monitor / fire extinguishers standing by.
.6 Fit bonding wire and report.
.6.1 Bonding wire is fitted.
.7 Maintain contact on VHF Channels ... with the bunker barge / oil terminal.
.8 Is the oil pollution prevention plan available ?
.8.1 Yes, the oil pollution prevention plan is available.
.8.2 No, the oil pollution prevention plan is not available (yet).
.8.3 The oil pollution prevention plan will be available in ... minutes.
.9 Instruct the pumpman / ... and report.
.9.1 Pumpman / ... is instructed.

.2 **Operating pumping equipment**
(including phrases for communication with bunker barge / oil terminal)
.1 What is the (maximum) loading rate / discharge rate ?
.1.1 The (maximum) loading rate / discharge rate is: ... tonnes per hour.
.2 Is the COW - system / inert gas system operational ?
.2.1 Yes, the COW - system / inert gas system is operational .
.2.2 No, the COW - system / inert gas system is not operational (yet).
.2.3 The COW - system / inert gas will be operational in ... minutes.
.3 When will crude oil washing start ?
.3.1 Crude oil washing will start in ... minutes.
.4 Are your tanks inerted?
.4.1 Yes, my tanks are inerted.
.4.2 No, my tanks are not inerted (yet).
.4.3 My tanks will be inerted in ... minutes.
.5 What is the pressure in the inerted tanks?
.5.1 The pressure in the inerted tanks is ... bar.
.6 What is the pumping pressure ?
.6.1 The pumping pressure is ... bar.
.7 Can we connect the loading arm ?
.7.1 Yes, you can connect the loading arm.
.7.2 No, you cannot connect the loading arm (yet).
.7.3 Connect the loading arm in ... minutes.
.8 Inform ... minutes before loading / discharge will start / finish.
.8.1 Loading / discharge will start / finish in ... minutes.
.9 What is the back pressure for stripping ?
.9.1 The backpressure for stripping is... bars.
.10 Are the cargo hoses / booms connected ?
.10.1 Yes, the cargo hoses / booms are connected.
.10.2 No, the cargo hoses / booms are not connected (yet).
.10.3 The cargo hoses / booms will be connected in ... minutes.
.11 Are the cargo hoses / booms disconnected ?
.11.1 Yes, the cargo hoses / booms are disconnected.
.11.2 No, the cargo hoses / booms are not disconnected (yet).
.11.3 The cargo hoses / booms will be disconnected in ... minutes.
.12 Are you ready to load /discharge?
.12.1 Yes, I am ready to load / discharge.

.12.2 No, I am not ready to load /discharge (yet).
.12.3 I will be ready to load / discharge in ... minutes.
.13 Keep a safe working pressure.
.14 Open the valve(s) and report.
.14.1 All full open aboard / ashore.
.15 Close the valve(s) and report.
.15.1 All full closed aboard / ashore.
.16 Start pumping (slowly).
.17 Are you pumping / receiving ?
.17.1 Yes, I am pumping / receiving.
.17.2 No, I am not pumping / not receiving.
.18 Increase / decrease pumping rate to ... revolutions / bar..
.19 (Quantity received) - stop pumping.

.3 **Reporting and cleaning up spillage**
.1 Leak at manifold connection!
.1.1 Overflow at ... !
.2 Stop pumping !
.3 How much is spilled ?
.3.1 Spill is about ... tonne(s).
.4 Treat spill with ... .
.5 Stand by oil clearance team and report.
.5.1 Oil clearance team standing by.
.5.2 All crew assist to remove the spill.
.5.4.1 Spillage stopped.
.5.4.2 Spill cleaned up.
.5.4.3 Spill waste contained in save-all/… .
.6 Oil / ... escaping into sea / harbour water!
.6.1 Inform pollution control!

.4 **Ballast handling**
.1 Plug the scuppers and report.
.1.1 All scuppers are plugged.
.2 Open / close the sea suction valve / ballast tank valve no. ... and report.
.2.1 Sea suction valve / ballast tank valve no. ... is open / closed.
.3 Start the ballast pump and report.
.3.1 Ballast pump started.
.4 Stop the ballast pump (ballast overflow) and report.
.4.1 Ballast pump stopped.
.5 Pump out ballast ta nk no. ... and report.
.5.1 Ballast tank no. ... is pumped out.
.5.2 Stop the ballast pump - ballast dirty !

.5 **Cleaning tanks**
.1 Pump the slops into the slop tank .
.2 Dispose the sludge into the sludge tank.
.3 Order a shore slop tank / slop barge.
.3.1 We have ... tonnes of slops / sludge.
.4 Start / stop pumping slops.
.5 Keep a safe working pressure.

B3/1.4 Preparing for sea
.1 Close and secure the hatch covers for sea and report
.1.1 Hatch covers closed and secured.
.2 Lash and secure the goods for sea and report.
.2.1 Goods lashed and secured.
.3 Close and secure the bow door / stern door and report..
.3.1 Bow door / stern door closed and secured.
.4 Fold and secure the bow ramp / stern ramp / side ramp and report.
.4.1 Bow ramp / stern ramp / side ramp folded and secured.
.5 Lash and secure all cars / trucks / wagons / ... and report.
.5.1 All cars / trucks / wagons / ... lashed and secured.
.6 Lower and secure the derricks / cranes and report.
.6.1 Derricks / cranes lowered and secured.
.7 Check the seaworthiness of the holds and report
.7.1 Holds seaworthy.
.8 How much ballast can we take (down to her marks)?
.8.1 We can take ... tonnes of ballast.
.9 Check the trim.
.9.1 Fill the forepeak to decrease the stern trim.
.9.2 Fill the double -bottom tank(s) .
.9.3 Pump fuel from ... tank to ... tank to bring the vessel upright.

B3/2 Cargo care

B3/2.1 Operating shipboard equipment for cargo care
.1 Is the equipment for cargo care operational?
.1.1 Yes, the equipment for cargo care is operational.
.1.2 No, the ... *(equipment*) is not operational (yet).
.1.3 The ... *(equipment)* will be operational in ... minutes.
.2 What is the air change rate of the hold ventilators?
.2.1 The air change rate of the hold ventilators is ... -fold.
.3 Are the temperature / humidity recorders in the hold(s) operational?
.3.1 Yes, the temperature / humidity recorders in the hold(s) are operational.
.3.2 No, the temperature / humidity recorders in the hold(s) are not operational (yet).

B3/2.2 Taking measures for cargo care
.1 **Carrying out inspections**
.1 The holds must be inspected by the surveyor before loading.
.2 Check the reefer holds for proper loading preparation and report.
.2.1 The reefer holds are ready for loading.
.2.2 The reefer holds are not ready for loading (yet).
.2.3 The reefer holds will be ready for loading in ... minutes.
.3 Are the holds clean (dry and free of smell)?
.3.1 Yes, the holds are clean(dry and free of smell).
.3.2 No, the holdsare not clean (dry and free of smell) (yet).
.3.3 The holds will be clean (dry and free of smell) in ... minutes / hours.
.4 Check the operation of the hold ventilators and report
.4.1 The hold ventilators are operational.
.4.2 The hold ventilators (in no. ... hold(s)) are not operational (yet).
.4.3 The hold ventilators (in no ... hold(s)) will be operational in ... minutes.
.5 Order a surveyor to check the reefer plugs / cargo securings.

.6 Check the lashings and securings every day / ... hours..
.7 Before unloading open the hatches only when the surveyor is present.

.2 **Describing damage to the cargo**
.1 The ...*(cargo*) is in a bad condition.
.2 The packages of ...*(cargo)* are
~ wet / damp / mouldy / marked by fresh water / sea water.
.3 The metal of ...*(cargo)* is rusty.
.4 The bands of ...*(cargo)* are broken / missing / rusty.
.5 The crates / cases with ...*(cargo)* are renailed.
.5.1 The boards of crates/cases with ...*(cargo)* are loose.
.6 The marks / labels on ...*(cargo)* are unclear / illegible /false.
.7 The contents of drums / barrels / ... are unknown.
.8 The weight of the ...*(cargo)* is unknown.
.9 The boxes / crates / cases / ... with ...*(cargo)* are damaged.
.10 The bags / bales with ...*(cargo)* are torn / resewn / spilling.
.11 The drums / barrels / ... with ...*(cargo)* are deformed / spilling .
.12 The boxes / cartons / cases/ ... with ...*(cargo)* are crushed.
.13 The bags / boxes / cartons / ... with ...*(cargo)* are not full / slack / empty.
.14 The bags / boxes / cartons / ... with ...*(cargo)* are second-hand.
.15 The boxes/cartons/cases/ ... with bottles of ...*(cargo)* are (partly) broken.
.16 The ...*(cargo*) is (partly)
~ eaten by rats /worms / infected by vermin / missing.
.17 ... conta iner(s) are damaged.
.17.1 ... container(s) were damaged
~ before loading / during loading / by shifting on board / by heavy seas.
.18 ... container(s) were washed overboard (inform on radio).
.19 The temperature in no. ... hold is
above normal / below normal / critical / ... degrees Celsius.
.20 The humidity of ...*(cargo)* is above normal / below normal / critical.

.3 **Taking actions**
.1 Switch on the hold ventilation to supply / exhaust air.
.2 Switch off the hold ventilation (in case of shipping seas).
.3 Switch on / off the automatic temperature control / recorder.
.4 Relash the container(s) /car(s) / trucks(s)... in no. ... hold / on ... deck.
.5 Replug the reefer container(s) in no. ... hold/on deck.
.6 Secure the shifting cargo in no. ... hold / on ... deck.
.7 Protect the deck cargo of ...*(cargo)* against sun / rain / shipping seas.
.8 Keep the deck cargo of ...*(cargo)* wet / dry.
.9 Check the contents of drum(s) / barrel(s) /container(s) / ... with false labels.

B4 Passenger care
The phrases of this chapter should help Masters, officers and crew members of **passenger vessels** and passenger ferries to inform passengers on safety aspects and to manage them in case of an emergency.

B4/1 Briefing and Instruction

.1 **Person overboard**
.1 If you see anybody fall overboard, act as follows:
- call out "Man overboard"

- throw lifebuoys overboard
- keep your eyes on the person in the water
- show / tell an officer / crew the person's position in the water, or telephone the bridge immediately, the number is .... .

.2 **Protective measures for children**
.1 Children must be kept under permanent observation.
.2 Never let children climb or sit on the ship's rails.
.3 Special lifejackets for children are available; please ask the steward / stewardess.
.4 You may leave your children under qualified care in the children's playroom / on the playdeck on .... deck from .... to .... hours.

B4/2 Evacuation and Boat Drill

B4/2.1 Allocating / directing to assembly stations
.1 When the general emergency alarm is sounded, which consists of seven short blasts and one prolonged blast, all passengers have to go to their assembly station. Take your lifejackets and blankets with you. Lifejackets are stored in your cabins under your beds and at your assembly stations. You are encouraged to try on your lifejacket.
.2 All passengers must put on
- warm clothing
- long trousers, long-sleeved shirts / jackets
- strong shoes and head covering.
.3 All passengers with their lifejackets and blankets are requested to go to their assembly stations/ the lounge / the ... immediately.
.4 From your assembly stations you will be escorted to your lifeboats / liferafts.
.5 All passengers are requested to carefully study the safety instructions behind their
cabin doors.
.6 All passengers are requested to follow the escape routes shown.
.7 Do not use lifts / elevators.
.8 All passengers are requested to strictly obey the instructions given by the officers or crew.
.9 When you hear the abandon ship alarm, which consists of one prolonged and one short blast repeated continuously, please act in the same manner as under the general emergency alarm.
.10 During the voyage you may hear some other sound signals. These are exclusively for the information of the crew.
Please, act only if you hear the general emergency alarm or the abandon ship alarm.
.11 If you have any questions regarding safety, do not hesitate to ask any of the officers or crew.

B4/2.2 Briefing on how to dress and what to take to assembly stations
.1 Take your lifejacket and a blanket.
You will find your lifejacket under your bed.
.2 Put on warm clothing, long-sleeved shirts, strong shoes and head covering whatever the weather. No high-heeled shoes.
.3 Do not forget personal documents, your spectacles and medicine if necessary.
.4 Do not return to your cabin to collect your property.

B4/2.3 Performing roll call

.1 At your assembly station one of the officers / crew will perform a roll call.
.2 The officer / crew will say "This is a roll call", and will call out the passengers individually by their names.
.3 When your name is called out, please answer loudly "Here".
.4 If one of your cabinmates is not able to attend the roll call, please inform the officer/crew immediately.

B4/2.4 Briefing on how to put on lifejackets

.1 (*dependent on type of lifejacket used*)
- pull the lifejacket over your head
- tighten the strings well
- pull the strings around your waist and tie in front.

.2 Follow closely the demonstration given by the officer / crew.
The crew members will help you if necessary.
.3 Carefully study the demonstration in the pictures in your cabins.
.4 Carefully study the demonstration in the diagram at the assembly station.

B4/2.5 Instructions on how to embark and behave in lifeboats / liferafts

.1 Enter the lifeboat / liferaft only when ordered by an officer / lifeboatman.
.2 Clear the entrance of the lifeboat / liferaft immediately after entering.
.3 Do not push each other when entering the lifeboat / liferaft.
.4 Hold on to ropes or to your seat when lowering / hoisting.
.5 Sit down in the lifeboat / liferaft immediately.
.6 Keep your lifejackets on.
.7 Provisions and drinking water will be distributed by an officer / lifeboatman only.
.8 Strictly obey all instructions given by the officer / lifeboatman.
.9 Discipline in the lifeboat / liferaft is of vital importance.

B4/2.6 On-scene measures and actions in lifeboats / liferafts

.1 Keep a sharp lookout for persons in the water.
.2 Have a line / hook / knife / lifebuoy ready.
.3 Do not take off your shirts / long trousers / head covering whatever the weather.
.4 Pump out the water / free the lifeboat / liferaft from water.
.5 Who needs medical first aid?
.6 Everybody will get the same ration of provisions and water.
.7 Warning! Do not drink sea water whatever the situation.
.8 We will send a MAYDAY.
.9 We will fire rockets / use smoke buoys / ..... to attract attention.
.10 We will join the other lifeboats / liferafts.

B4/3 Attending to passengers in an emergency

B4/3.1 Informing on present situation

.1 The vessel was abandoned in position .... due to
fire / grounding / collision / flooding / heavy list / serious damage / ... .
.2 Keep calm. There is no reason to panic.
The officers / lifeboatmen know exactly what to do.
.3 There are enough life-saving appliances for everyone on board.

.4 The Maritime Rescue Co-ordination Centre/vessels in the vicinity have already been
informed of our situation.
.5 Vessels / helicopters / aircraft are coming to our rescue.
.6 Vessels / helicopters / aircraft will reach us within ..... hours.
.7 We have radio contact with rescue craft.
.8 There are enough provisions and drinking water for 48 hours.
.9 You obtain medicine for seasickness from the lifeboatman.

B4/3.2 Escorting helpless passengers
.1 ..... persons are missing.
.2 Search all cabins / WCs/showers for missing persons.
.3 Assist those who need help.
.4 Help children, elderly, disabled, injured or sick persons with lifejackets.
.5 Give assistance when entering lifeboats / liferafts.
.6 We require warm clothing and blankets for the children / elderly / disabled / injured / sick.
.7 We require a stretcher for the disabled / injured / sick.
.8 All persons, please move closer.
.8.1 The elderly / disabled / injured / sick need room to lie down.
.9 Everyone, please, be quiet. The children / the sick need rest.

MARITIME ENGLISH STANDARD FOR DECK AND ENGINE RATINGS: PART C

Part C covers vocabulary for ratings. This list doesn't consist all the possible words, it is just an example list of words wich should be considered when teaching or learning English.

C VOCABULARY

C1 General

1.1 Safety
.1 Safety Situations
.1 Fire, explosion
~ *fire fighting assistance/ breathing apparatus/ extinguishers/ fire pumps/*
.2 Flooding
~ *flooding/ pumps*
.3 Collision
~ *collision*
~ *damage above / below water line*
.4 Grounding
~ *aground / refloat / beach*
.5 List, danger of capsizing
~ *capsizing / list*
.6 Sinking
~ *sinking*
.7 Disabled and adrift
~ *drifting / adrift / Disabled*
.8 Abandoning vessel

~ abandon
.9 Person overboard
~lost / search / keep sharp lookout / overboard
.10 Life saving appliances
~ liferaft / lifeboat / lifebuoy/ lifejacket / fast rescue boat

.2 General Safety aboard
.1 Muster list , mustering
~muster list / assembly station / muster station
.2 Alarms
~General / fire / MOB / Abandon / SOS alarm
.3 Survival at sea
.4 Emergency radio communications
.5 First Aid
~Cardio Pulmonary Resuscitation (CPR)

1.2 Ship
.1 Type of ships
~Tanker / Passanger vessel / Container ship / Chemical tanker
.2 Parts of ships
~ fore / aft / starboard /port side / bow / commandbridge / main deck / weather deck
.3 Ship's Interior
~cabin / corridor / mess / day room

1.3 Maritime
.1 Organization
~captain / officer / boatswain / repairman / ordinary seaman / able seaman
.2 Safe working practise
.3 Environment
.4 Port facilities

1.4 Personal
.1 Travel
~Airport / Passport / plane ticket / taxi
.2 Human relations
.3 Activities
.4 Basic measurements
~numbers / decimals / ratios / calculations / length / weight / volume / speed
~pressure / rpm / degrees

C2 Deck

2.1 Equipment
.1 Mooring
.2 Anchoring
~letting go / Walk out / anchorage / shackles / the pipe / dredge / Slack out / leading
~growing / holding / brought up / anchor light / anchor ball / heaving up / windlass
~secured / home / foul

.3 Hand tools

.4 Ropes and Knots
~Atlas / Wire
~Pole knot, Flag knot

2.2 Cargo spaces and operations
.1 Holds
~hold / cargo hold / cargo space / hatch cover / hatchtrail
~tween deck / reefer hold / tier
.2 Stores
.3 Cargo operations
~loading / unloading
.4 Cargo equipment
~scuppers / sea valve
~slings / preventers / hooks / dunnage
~winchmen / cranemen
~cargo port / stowage / handling gear / separation
~container / cars trailers / trucks
~hatch openings / cranes / cargo pumps / fork-lift truck / bob cat

2.3 Bridge operations
.1 Controls
~ position / bearing / course / distance / speed
.2 Lookout duties
.3 Helmsman duties
~wheel orders see page 32
.4 Communication

C3 Engineering

3.1 Equipment
.1 Main Engines
~main engine / cam shaft / piston / 4 stroke
.2 Auxiliary Engines
.3 Main propulsion system
~rudder / propeller / generator / bowthruster
.4 Piping systems
~pipeline / steam pipe / water pipe / pumps
.5 Electrical systems
~Main board / electrical wires / volt / power / kw

3.2 Machinery Spaces
.1 Engine Room
~Engine room / Control room / Fan room

.2 Tanks, cofferdams and bilges
~cargo tank / water tank / oil tank / bunker tank / cofferdam / bilge

3.3 Engine Operations
.1 Control room controls
.2 Engine monitoring
.3 Engine maintenance
.4 Communication ~ Engine orders see page 33

MarTEL Plus Sample Questions Appendix II

The correct answer is *italicized*
Instruction is on red

GENERAL SECTION

TASK TYPE 1: Reading Skill

Read the question and then click on the right answer. There might be more than one right answer.

Q. What does mean when the ship is aground?
a) The ship has a contact with another ship.
b) *The ship has a contact with the seabed.*
c) The ship is anchored.

Q. What means a muster list?
a) *It tells your task in distress situation.*
b) *It tells your muster station.*
c) It tells your tasks of today.
d) All the above.

Q. Which of the following can be found onboard a common ship?
a) *Cabin*
b) *Mess*
c) Walk in closet
d) *Engine Room*
e) *Command Bridge*
f) Garage

Q. Which of the following is/are Officers?
a) *Captain*
b) *Chief*
c) Boatswain
d) *1st Officer*

Q. Which of the following are correct treatments for burn injury?
a) *Cool the burnt area.*
b) Burst possible blisters.
c) Use adhesive plaster on a burn.
d) *Cover the burn with a sterile dressing.*

Choose a correct answer to fill in the blanks.

Q. In order … avoid any unexpected situations, it is customary … prepare both starboard and port anchors … letting go.
a) to / for / for
b) from / to / to
c) *to / to / for*

Q. The head … the engine department is the Chief Engineer, who is next … the master in rank.

a) *of / to*
b) for / to
c) for / in
d) of / for

Q. The Third Mate is customarily … charge … the watch from 8 … 12.

a) on / for / till
b) in / for / to
c) *in / of / to*

TASK TYPE 2: Listening Skill

You will soon hear short conversations, after hearing the conversation twice answer the following question by clicking the right answer.

C. Please divert your course 15 degrees to north to avoid collision. I will keep my course and speed.
Yes, I will alter my course.

Q. What happens in the situation?
a) Captain and 1st Officer are making route plan.
b) *Radio communication between two ships.*
c) Ship is manoeuvring to harbour.

C. Hi, it is Captain from the bridge, what is the problem with the 2nd main engine?
It is not getting enough cooling water and it is running too hot.

Q. What happens in the situation?
a) Ship is going under bridge and the bridge has problems to lift the ramp.
b) *Ships one engine is not working properly.*
c) Ships air conditioning is running too hot.

TASK TYPE 3: Speaking skill

Read the question and give your answer by speaking to the microphone.

Q. Where onboard is **weather deck**?

Q. Which are the differences between **Tanker** and **Chemical Tanker?**

Q. Explain the term “Safe working practice”.

Q. Name at least three different Life Saving Appliances.

a) *Liferaft*
b) *Lifebuoy*
c) *Lifejacket*
d) *Lifeboat*

Q. Name four possible alarms onboard a ship.

a) *General*
b) *Fire*
c) *SOS*
d) *Abandon ship*

Q. List at least three basic measurements about ships size.

a) *Length*
b) *Breadth*
c) *Draught*
d) _____
e) _____

DECK SECTION

TASK TYPE 1: Reading skill

Read the question and then click on the right answer. There might be more than one right answer.

Q. Which of the following are used for cargo handling?

a) *Crane*
b) *Twist lock*
c) Pilot ladder
d) All above

Q. Which of the following spaces are designed for cargo?

a) *Hold*
b) *Weather deck*
c) Fore peak
d) *Hatch cover*
e) All above

Read the following text and answer to the question:

The boatswain works in the deck department. He is kind of foreman who allocates the duties to the personnel in his department following the instructions of the chief mate. He is a petty officer and supervises the work on deck.

Q. Boatswain:
a) is responsible of loading cargo.
b) is responsible of the whole deck crew.
c) *delegates the works to the ratings.*
d) delegates all the duties in the ship.

TASK TYPE 2: Listening Skill

You will first hear the question twice, and then click the correct answer. There might be more than one correct answer.

Q. Which is/are the main tasks when performing lookout duties?
a) Cooking coffee
b) *Search other vessels in the traffic area*
c) Fill in the logbook

Q. Which of the following items is/are used securing cargo.
a) *Twist lock*
b) *Turn buckle*
c) Wrench

Q. What means wheel order **"steady as she goes"**.
a) *Helmsman steers current heading*
b) Helmsman can stop steering
c) Helmsman can decide the heading

ENGINE SECTION

TASK TYPE 1: Reading skill

Read the question and then click on the right answer. There might be more than one right answer.

Q. Which of the following are engine parts?
a) *Piston*
b) *Crankshaft*
c) *Nozzle*
d) *Camshaft*
e) Wrench
f) All Above

Q. What means when ships engine room is unmanned?
a) The ship has no engineers.
b) *All operation is controlled from bridge panels.*
c) One engineer must always be in the control room.

TASK TYPE 2: Listening Skill

You will first hear the question twice, and then click the correct answer. There might be more than one correct answer.

Q. What means “CPP” when it is question about propulsion systems?

a) *Controllable Pitch Propeller*
b) Controllable Pitch Panel
c) Controllable Port Propeller
d) Control Port Panel

Q. What is the main task of Auxiliary engine.

a) It is a spare engine for the main engine
b) *It generates electricity*
c) It is a start motor for the main engine

Q. What means when ship has a diesel-electric propulsion system?

a) *Main engines generate electric which is used for rotate propellers.*
b) There is a clutch between main engine and propeller shaft.
c) Main engine rotates directly the propeller shaft.