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**Guidance for the Implementation of a  
Safety Management System for the Operation  
of  
Traditional Ships**

**based on the**

**International Safety Management**

**I S M**

**Code**

**AVEC LE PATRONAGE DE L'AGENCE EUROPÉENNE POUR LA CULTURE (UNESCO)**

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## **Guidance for the Application of a Safety Management System for the Operation of Traditional Ships**

This guidance applies for traditional vessels up to 500 gross tonnage

The MoU states (under No 6) that a possible lack of modern technology on traditional ships should be compensated for by operational measures to provide an equivalent level of safety without destroying the historical character of the ships. To achieve a corresponding safety management system requires making full use of the flexibility incorporated in the ISM Code.

Traditional ships cannot fulfil the modern requirements for safety because of their traditional design and building. The lack of fulfilling modern requirements shall be compensated by other technology, which will give an adequate level of safety. If other technology cannot be applied, operational matters shall be introduced to achieve the required level of safety. The implementation of a safety management system according to the ISM Code shall be the documentation of the validity of such operational measures.

From construction and shipbuilding traditional vessels are of very individual character, which is to be preserved. Generalised technical rules will often not apply. Other technical measures shall be applied to achieve the same level of safety. If other technology cannot be applied, operational measures shall be introduced to achieve the required level of safety. The implementation of a safety management system has to count for these conditions. The implementation of the system shall therefore be performed and controlled by the ship-owner and audited by the maritime administration. When preparing such implementation the maritime administration shall involve persons or organisations that are familiar with the characteristics of the vessels.

In any case master and crew must be enabled to develop their specific safety procedures and to perform the result in the inaugural audit to the officer from the maritime administration. The system will be documented in the Safety Management Manual. The elaboration of the manual can be supported by a skeleton manual covering generalised characteristic safety procedures in traditional ships (such as steamers and sailing vessels). The development of a skeleton manual by EMH is recommended by the committee and shall be presented for acceptance. Structure and description of the contents of the manual shall follow the committee's proposal.

The description of safety procedures shall focus on how persons on board are integrated into the operation of the ship.

To a large extent vessels falling under such a regime are not linked to a shore based organisation. In case no shore based organisation exists a link to those on board is not appropriate. This means that a designated person shall be appointed among crew members. The master can be the person to initiate the annual internal audit.

After verification by or on behalf of the Administration that activities comply with the safety management system a DOC and a SMC shall be issued to the shipping company respectively its vessels. For companies that only operate one ship and have no land-based administration/activities, such ships will be issued with a national Safety Management Certificate stating so.

## **Manual for the Safety Management Organisation**

- 1. Safety and Environment Protection Declaration**
- 2. Ownership and Operation**
- 3. Safety and Environmental Responsibility**
- 4. Responsibility and Authority**
- 5. Standards of Competence and Training**
- 6. Checklists for Operational Procedures**
- 7. Emergency Routines and Training**
- 8. Evaluation and Updating**
- 9. Maintenance**
- 10. Documentation**

**This guidance outlines the minimum of documentation necessary. Organisations may and shall adapt it to the system suiting their actual activities best.**

The manual is applicable to all organisations operating traditional ships, irrespective of sailing area.

## **1. Safety and Environment Protection Declaration**

The declaration shall be signed by the top manager of the company, who with that takes the responsibility for the safety management organisation described in the manual.

## **2. Ownership**

The following shall be stated by the company:

- Name and full address.
- Operator's name, address and fields of responsibility, in case the owner is not the operator. This shall be reported to the Maritime Administration at the review of the documentation.

## **3. Safety and Environment Responsibility**

One person shall be responsible for supervision and maintenance of the safety management system.

The identity of the responsible person, tasks and responsibilities shall be documented. The person shall if possible be within the land-based organisation. It shall be evident that the person responsible for safety and environment has got direct contacts with the top manager of the company. The person responsible for safety and environment shall have full knowledge of the land-based organisation and the ships' operations concerning safety and environment protection. The company shall ensure that requisite resources to carry out these tasks have been given the responsible person.

## **4. Responsibility and Authority**

The following shall be laid down:

- Job descriptions showing how tasks and requirements of the manual are distributed among the officials in the safety management system.
- If needed, an organization plan of company and ships shall be presented.
- A description of the master's comprehensive responsibility and authority shall be available. It shall be beyond all doubts that the master has the incontestable authority to make all necessary decisions concerning safety and environmental protection and have the authority to request the company's support, if needed. The master shall have the right and possibility to deviate from the routines of the safety manual if needed for safety reasons. The master shall continually look over the safety management system onboard and report deficiencies, if any, to the person responsible in the shore-based organization.

## **5. Standards for Competence and Training**

In the company there shall be directions for

- Recruitment of personnel.  
The company shall have full control and knowledge of the qualifications, other competences and doctor's certificates of the personnel.
- Familiarity and ship knowledge.  
The company shall ensure that new and transferred employees have got the practical skills and knowledge of the ship required for each position.
- Advanced training for all personnel in the safety management organization.

## **6. Checklists for Operational Procedures**

Checklists shall be made for routines on deck and in engine rooms. The following shall be comprised as a minimum:

- Start up
- When in operation
- Routines at the end of a working period.
- Bunkering
- Emptying of sewage tank
- Bilge-water pumping
- Waste management
- Anchoring
- Registration of passengers (passenger ships only)
- Loading and unloading operations, if applicable.

Reference can be made to manuals or other appropriate instructions, available to be checked by the Swedish Maritime Administration.

## **7. Emergency Routines and Training**

Routines for the below listed emergency situations shall be made, as a minimum:

- Grounding
- Collision
- Fire
- Abandoning ship
- Man over board
- Sickness
- Water pollution

Emergency phone numbers shall be at hand. A supportive group, if any, in the shore-based organization shall be presented. Support from shore shall always be available when the ship is in operation. Drills shall be scheduled and performed. Drills shall be noted. In case there is a shore-based organization it shall also be included in the performance of the drills.

## **8. Evaluation and Updating**

The company shall have routines for periodic evaluations of the complete safety management system. The company shall decide the interval, considering activity and scope. The evaluation shall also comprise checks in practice of the staff's application of their respective competence within the safety management organization. All persons involved shall be informed about the result of such evaluations and deficiencies, if any, shall be rectified at once.

In companies with more than one ship or where a safety and environment responsible person is not always on board it shall be possible to make reports in writing about deficiencies and faults in the system. Forms shall be easily accessible on board and ashore. Deficiencies shall be corrected immediately.

Accidents and near-accidents shall be reported to the Casualty Investigation Division of the Maritime Administration and be investigated without delay within the company. Information regarding the results shall be made known to all the company's ships.

If needed the routines described in the safety manual shall be altered or extended in order to prevent similar accident.

## **9. Maintenance**

The following sections of the ship's maintenance shall be described:

- Machinery
- Deck
- Docking
- Inventory of safety equipment

## **10. Documentation**

The company shall keep routines for checking of all documents and all information included in the safety management system. Furthermore, the company shall ensure that:

- documents in force shall be available at relevant places,
- alterations and changes in documentation shall be checked and approved by authorized personnel, and
- documentation which is no longer in force shall immediately be withdrawn.