1. **PURPOSE**

   To provide a guide for individual and group training in shipboard safety.

2. **SCOPE**

   This procedure is applicable to the Safety Management Manual, and Forms referenced by these documents.

3. **RESPONSIBILITY**

   3.1 The Master is responsible for ensuring that all personnel are properly trained and instructed in proper safety procedures and that all hands are familiar with the contents of the KILO MOANA Safety Management Manual.

   3.2 Department Heads are responsible for ensuring the members of their department are familiar with the procedures in the ship’s Safety Management Manual that are applicable to all hands and those that are applicable to their department.

   3.3 All hands are responsible for ensuring that the Safety Management Manual contains correct, up-to-date procedures.

4. **PROCEDURE**

   4.1 Sign-in lists will be maintained in the master copy of the KILO MOANA Safety Management Manual. Crewmembers will sign the list when they have reviewed the contents of each Tab.

   4.2 Department heads will ensure all members of their departments have signed the appropriate sheets and will answer any questions arising.

   4.3 All crewmembers will review the Safety Management Manual annually, noting any new or revised procedures.

   4.4 Certain specific safety procedures will be briefed and practiced at the beginning of every underway period (Fire, Abandon Ship). Other training should be conducted regularly (Flooding, Man-Overboard, First Aid). All training will be documented. (Ref: 46CFR199.180)

   4.4.1 Every crewmember will participate in at least one abandon-ship drill and one fire drill every month. The drill must take place within 24 hours of leaving port in more than 25 percent of the crew has not participated in
both drills during the previous month.

4.4.2 The crew will be instructed in the donning of immersion suits at least once every three months.

4.4.3 A drill will be conducted on the use of the line-throwing gun at least once every three months.

4.4.4 Every crewmember will be given safety instructions that include:

- 4.4.4.1 Operation and use of the life rafts
- 4.4.4.2 Causes, symptoms and first aid for hypothermia
- 4.4.4.3 Use of other life saving appliances
- 4.4.4.4 Operation and use of fire-extinguishing appliances

4.5 Anyone noting a discrepancy in the procedures contained in the Safety Management Manual will submit a Corrective Action Record (CAR) to document the problem. Changes to the Safety Management Manual must be approved by the UHMC Port Operations Manager.

4.6 The following externally produced Manuals are excellent Training aids and should be used for Training and Guidance:

- 4.6.1 UNOLS “RESEARCH VESSEL SAFETY STANDARDS”
- 4.6.2 “RVOC ‘SAFETY TRAINING MANUAL” and “CHAPTER 1 RESEARCH PARTY SUPPLEMENT”.

5. RECORDS

5.1 Safety instructors will document all training sessions by recording the events on form MCSP-2.1-05-F1, Safety Brief Attendance Record.

5.2 When individuals have satisfactorily completed applicable training procedures and are deemed qualified, the records will be placed in individual personnel files at UHMC.