



Safety // FIRST

A GRINDROD promise



MARPOL Precautions

Booklet



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Measures in Place

A. The Individual Seafarer

- (1) Employment Contract
- (2) MARPOL and Operations Declaration by Ship's Staff
- (3) Post Contract Feedback Form
- (4) Safety Minute Meetings

B. All Seafarers Onboard the Vessel

C. Physical Checks completed onboard

- (1) O/B Pipes
- (2) Seals (OWS)
- (3) Seals (Sewage)
- (4) Oil Record Book (Part I & II), Garbage Record Book.

D. Documentation and SMS References available onboard

E. Whistle blowing hot line and e-mail address

F. Office communication to the Fleet regarding MARPOL issues from within the industry

G. MTI Marine crisis response specialists

H. External Ship Management

A: The Individual Seafarer

- (1) When Signing the Seafarers Employment Agreement shall also sign Form 4.10.10 - **COMPANY SMS and IMO CONVENTION COMPLIANCE**

SMS Reference : Office Form 4.10.10 – Company SMS and IMO Convention Compliance

	<i>HEALTH, SAFETY, ENVIRONMENT AND QUALITY MANAGEMENT SYSTEM</i>	Page 1 of 1
	COMPANY SMS and IMO CONVENTION COMPLIANCE	Form : 4.10.10
	Standard Office Forms	Date : 11/Jan/2017
		Rev : 1.2
		App By : BMM

It is hereby agreed between the contracting seaman and the principal, through its crewing agent,

SHIPOWNER'S REPRESENTATIVE :

that :

1. Where the Employee has witnessed any act or failure to act , or suspects that there has been any act or failure to act, by any person on board the vessel in breach of SOLAS, MARPOL or the MLC conventions, the Employee shall immediately report such contravention or suspected contravention to the Company DPA.
2. Where the Employee has witnessed any act to failure to act, or suspects that there has been any act or failure to act, by any person onboard the vessel in breach of the Company SMS, the Employee shall immediately report such contraventions or suspected contravention to the Company DPA.
3. Should the Employee not report cases described in (1) and (2) above, they shall be considered an accessory to the act or failure to act and may have disciplinary steps taken against them by the Company


In witness hereof, the contracting parties do hereby affix their signatures this

Signed at _____ on this Choose an item. day of Choose an item. 20

A: The Individual Seafarer

- (2) When boarding the vessel shall sign Form 4.1.2B6 - **MARPOL and Operations Declaration by ship's staff**

SMS Reference : Form 4.1.2 B6 MARPOL and Operations Declaration by ship's staff

	<p>SAFETY, HEALTH, ENVIRONMENT AND QUALITY MANAGEMENT SYSTEM</p> <p>MARPOL and Operations Declaration by ship's staff</p> <p>REPORTING FORMS MANUAL</p>	<p>Page : 1 of 1 Form : 4.1.2 B6 Date : 20/Feb/2017 Rev : 1.1 App By : BMM</p>
<p>MT/MV: _____ Date: _____ Place: _____</p>		
<p>MARPOL AND OPERATION COMPLIANCE DECLARATION</p>		
<p>This is to confirm the following:</p>		
<ol style="list-style-type: none">1. I am aware that it is the Company's policy to strictly comply with SOLAS, MARPOL and MLC Conventions at all times, and that Grindrod Shipping operates a zero-tolerance policy towards any breach of these conventions.2. Grindrod Shipping will fully co-operate with authorities in any investigation or prosecution for contraventions of local and international conventions by members of crew.3. I will comply with the SOLAS, MARPOL and MLC Conventions at all times.4. Should I witness or suspect that there has been a contravention of the SOLAS, MARPOL or MLC Conventions or the Company's SMS aboard any company vessel, I'm obliged to report it to:		
<p style="text-align: center;">Tel: +27823149983</p>		
<p style="text-align: center;">Email: concern@grindrodshipping.com</p>		
<input type="checkbox"/>	Name of crew: _____	

A: The Individual Seafarer

- (3) On completion of the contract is requested to complete Form 4.5.2 - **POST CONTRACT FEEDBACK FORM**


SMS Reference : Office Form 4.5.2 – Post Contract Feedback Form

	<p align="center"><i>HEALTH, SAFETY, ENVIRONMENT AND QUALITY MANAGEMENT SYSTEM</i></p> <p align="center">POST CONTRACT FEEDBACK FORM</p> <p align="center">Standard Office Forms</p>	<p>Page 1 of 3 Form : 4.5.2 Date : 28-Jul-2016 Rev : 2.1 App By : BMM</p>
<p align="center">RETURN VIA E-MAIL TO : warrenk@unicornshipping.co.za</p>		
Seafarers Name :		
Rank :		
Vessel Name :		
Date :		
<p align="center">This form is not compulsory, and is kept confidential</p>		
<u>SECTION 1 :</u>	<u>ONBOARD THE VESSEL</u>	
Vessel Condition		
Morale onboard		
Did you witness or suspect any act by any person that was in breach of SOLAS, MARPOL or the MLC conventions? If yes, please specify.		
<u>SECTION 2</u>	<u>SHORE-BASED MANAGEMENT</u>	

B: All Seafarers Onboard the Vessel

- (1) Every month all crew are required to attend the Safety Committee Meeting. The following is read out from Form 5.2.1c - **Safety, Health and Environmental Committee Meeting Minutes**

SMS Reference : Form 5.2.1c – Safety Committee Meeting Minutes Form

	<p><i>Safety, Health and Environmental Committee</i></p> <p>Meeting Minutes</p>	<p>Page : 1 of 4 Form : 5.2.1.c Date : 24/Aug/2016 Rev : 1.9 Appr : BMM</p>
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Vessel name :

Date :

Opening :]

Safety Committee Members : Master, CEO, CNO, 2EO, 3NO, Bosun, Oiler

Attendance :]

Chairman : Chief Navigating Officer

Secretary : 3rd Navigating Officer

6. The following must be read verbatim by the Chairman:

If any crew member is aware of a transgression aboard a company vessel of SOLAS, MARPOL, MLC or STCW, please can they inform this meeting. If they feel they would rather report via the e mail address concerned@grindrodshipping.com please ensure this is done as soon as possible, and not later than the end of today. Remember the contact address is available 24 hours a day 365 days a year. It is a confidential and is only read by the HSEQ Manager, who will conduct an investigation.

C: Physical Checks completed onboard

- (1) **The security seals on the Oily Water Separator (OWS) overboard discharge pipe flanges and O/B discharge valve lock are inspected by Senior Engine Room Officers during all routine rounds, and Ship Manager when completing a Technical Inspection of the vessel.**

SMS Reference : Technical Procedures Manual – 21 Oily Water Separator, Section 4 Inspection



C: Physical Checks completed onboard

- (2) **Whilst at sea, the OWS overboard discharge pipe is to be removed and inspected for oil traces by every Chief Engineer when signing on, and the Ship Manager when conducting a Technical Inspection of the vessel.**

SMS Reference : Technical Procedures Manual – 21 Oily Water Separator, Section 4 Inspection



C: Physical Checks completed onboard

- (3) The security seals on the overboard discharge pipe flanges such as Sewage Treatment units and all other MARPOL systems that discharge overboard by Ship Manager when completing a Technical Inspection of the vessel.

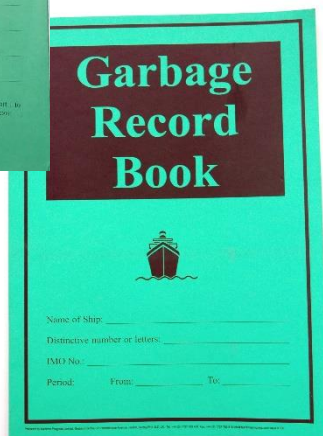
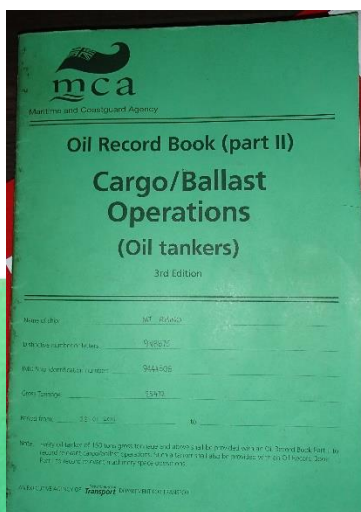
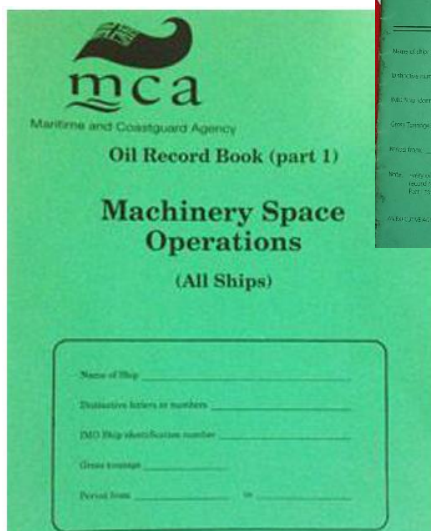
SMS Reference : Technical Procedures Manual –21 Oily Water Separator, Section 2 Method of Securing



C: Physical Checks completed onboard

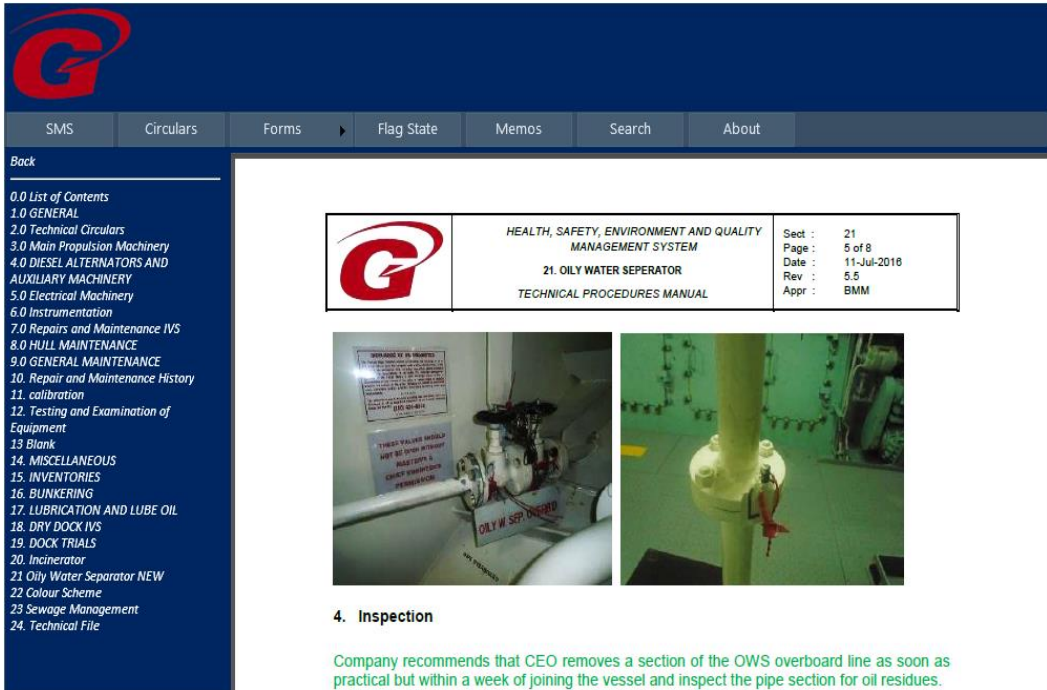
- (4) **Oil Record Book (Part I & II), Garbage Record Book and Engine Room Logs are reviewed by Ship Manager when completing a Technical Inspection of the vessel.**

SMS Reference : Technical Procedures Manual – 21 Oily Water Separator, Section 9 OWS Record Keeping




D: Documentation and SMS References

- (1) The Grindrod Safety Management System has a Chapter dealing with the Oily Water Separator system.



The screenshot displays the Grindrod SMS website. The top navigation bar includes links for SMS, Circulars, Forms, Flag State, Memos, Search, and About. A left-hand menu lists various sections from 0.0 to 24.0. The main content area shows a table with the Grindrod logo, the title 'HEALTH, SAFETY, ENVIRONMENT AND QUALITY MANAGEMENT SYSTEM', and '21. OILY WATER SEPARATOR TECHNICAL PROCEDURES MANUAL'. To the right of the table, metadata is provided: Sect: 21, Page: 5 of 8, Date: 11-Jul-2016, Rev: 5.5, and Appr: BMM. Below the table are two photographs: one of a mechanical component with a warning sign, and another of a vertical pipe section with a red tag.

	HEALTH, SAFETY, ENVIRONMENT AND QUALITY MANAGEMENT SYSTEM 21. OILY WATER SEPARATOR TECHNICAL PROCEDURES MANUAL	Sect : 21 Page : 5 of 8 Date : 11-Jul-2016 Rev : 5.5 Appr : BMM
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4. Inspection

Company recommends that CEO removes a section of the OWS overboard line as soon as practical but within a week of joining the vessel and inspect the pipe section for oil residues.

- (2) A sample review of copies of MARPOL Record Books carried out by Ship Managers/Marine Superintendents

SMS Reference : Technical Procedures Manual –21 Oily Water Separator, Section 8 Role of Senior Management Ashore

D: Documentation and SMS References

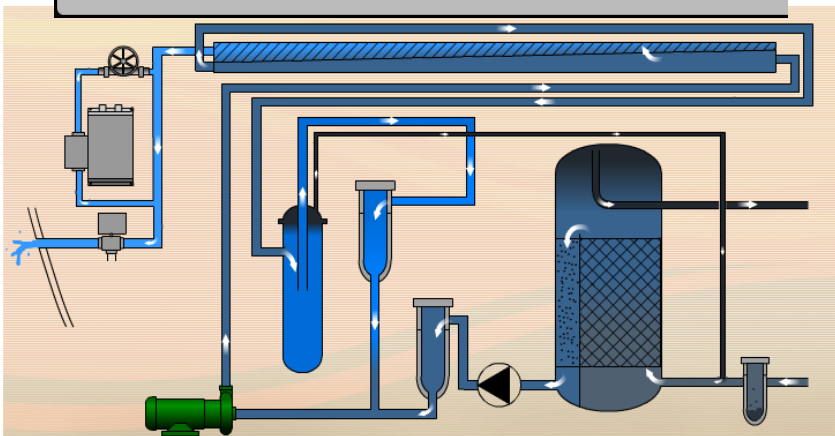
- (3) **SEAGULL Computer Based Training System onboard all vessels** has a Module dealing with the Oily Water Separator system.

Main menu

CBT number and name: **CD #0043 Bilge Water Separator**

Select a lesson in the menu to start it

Lesson
<u>MARPOL regulations</u>
IMO regulations
What is Bilge Water?
Bilge water tank arrangement
Bilge Water Separation
Centrifugal Separation
Membrane separation
Emulsion Breaking, Floccing process
Bilge Water monitoring equipment
Oil Record Book, Part I
Assessment



E: Whistle blowing hot line and e-mail address

Concern@grindrodshipping.com

+27 82 314 9983

F: Office communication with Fleet

Topical issues and Industry Information bulletins (P and I etc) are distributed to the fleet by means of circulars and “On the Job” training guides

G: MTI Marine crisis response specialists

Media crisis specialists are used to disseminate information to the media in the event of a MARPOL incident

H: External Ship Management

Latvian Ship Management, Sandigan Ship Management and ASP have confirmed MARPOL procedures are in place to ensure the risk of MARPOL related incidents is minimized.

Checks are carried out during owner inspections.



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