



Common Measures & Contractor Minimum Guidance

for the Management of Health, Safety & Environmental Protection for Ship Repair operations undertaken, other than at a ship repairer's premises.

April 2017

Contents

Introduction.....	3
1. Implementation and Interpretation	4
2. Selection of contractors.....	4
3. Contractor verification.....	4
4. Provision of insurance.....	5
5. Terms of business or trade.....	5
6. Contractor Health, Safety & Environmental Protection (H, S & E-P) performance.....	5
7. Contractor Safety Management Systems.....	5
8. Principles of Management of work	5
9. Communication between Client and Contractor	6
10. Site configuration	6
11. Communications on site.....	6
12. Provision and use of Personal Protective Equipment (PPE).....	6
13. Requirements for access to vessels	7
14. Responsibility of the 'Occupier'	8
15. Requirements prior to commencing work; Induction & Permit to Work (PTW)	8
16. Alarms & evacuation procedures.....	9
17. Access and egress and housekeeping; fire, flooding and smoke control.....	9
18. Isolation.....	9
19. Closing devices, barriers and guards.....	10
20. Compliance with local site notices and instructions.....	10
21. Safe movement about the vessel.....	10
22. Supervision by ship's personnel	11
23. Working at height; working platforms.....	11
24. Reporting Injuries, Dangerous Occurrences and Near Hits/Misses	12
25. Co-operation with investigations; preservation of evidence.....	12
26. Contractor's Cranes and Lifting operations.....	13
27. Vessel Cranes and special lifting tools	13
28. Storage and use of Oxygen/flammable/asphyxiating gas cylinders & equipment	14
29. Tools and equipment brought onto the vessel.....	14
30. Hazardous materials on board the vessel.....	14
31. Release and capture of pollutants; prevention of escape into the marine environment.....	15
32. Management of Waste/Housekeeping.....	15
33. Client support for Contractor implementation of these guidelines.....	15

Introduction

The British Marine Aggregate Producers Association (BMAPA) is the representative trade organisation for the British marine aggregate sector and a constituent body of the wider Mineral Products Association (MPA). It represents 11 member companies of MPA who collectively produce around 90% of the marine sand and gravel dredged from licensed areas in the waters around England and Wales each year.

Our prime objective is to improve the safety and environmental performance associated with every aspect of our operations.

As part of the sector's commitment to improving performance, industry members have developed and endorsed a set of common measures and minimum standards for the management of Health, Safety and Environmental protection for ship repair operations undertaken, other than at a ship repairer's premises.

The measures set out in this document define the best practice and minimum standards that will be adopted by all BMAPA member companies from April 2017 onwards when undertaking maintenance and repair of their vessels outside of ship repair yards.

By adopting a common approach BMAPA members firmly believe that the performance of individual ship operators and the contractors that support them, can not only be maintained but also enhanced.

Through our collective commitment to this standard, all contractors working on our members' ships can expect to find a common & high standard of safety.

We look forward to the support of contractors in adopting these minimum standards that seek to keep everyone safe and injury free whenever a BMAPA vessel is being maintained or repaired.



1. Implementation and Interpretation

Due account of these guidelines should be taken prior to and during engagement of contractors undertaking repair work in BMAPA member company vessels. However, as this document is published as sector guidance only, the extent to which individual clauses or terms of the guidance are implemented by individual member companies shall be determined by the member Company's operational requirements for the control of contractors.

Where this guidance refers to the 'Contractor', this term shall apply equally and similarly to all contractor organisations and personnel whether employed, self-employed, sub-contracted to another contractor or organisation or however otherwise engaged to perform any part of the work for which the 'Contractor' was engaged by the vessel's Owner or Manager, or by any other entity engaging the contractor on behalf of the owner or manager. The contractor shall be responsible for the working standards and health & safety performance of all personnel brought onto the vessel by them.

Where this guidance refers to a 'Member Company' this term shall apply equally and similarly to all personnel, including ship's crew, either directly or indirectly employed or however otherwise engaged by or on behalf of the ship owner or manager, or other entity which has assumed responsibility for management of the work activity undertaken by a contractor. The ship owner, manager or other entity assuming responsibility for the management of work undertaken by a contractor shall be responsible for the working standards and health & safety performance of personnel appointed to manage, supervise or otherwise control the activities of contractors.

2. Selection of contractors

Member companies should ensure that contractors selected are preferably original equipment manufacturers (OEMs), their appointed agents or representatives; or other organisations established in their respective areas of expertise. New entrants to markets should not be prevented from seeking or undertaking work with BMAPA member companies subject to verification of; adequate standards of competence and training of the contractor's workforce; the Health, Safety and environmental-protection performance of the contractor; and confirmation that adequate third party liability/public liability insurance cover is held by the contractor.

3. Contractor verification

Member companies should encourage contractors to participate in the AVETTA, or a similar third party administered, contractor verification scheme. Where a verification scheme other than AVETTA is adopted; then the verification organisation's individual approval standards should be appended to the operating company's evidence of compliance with these guidelines. Contractors selected for engagement should meet minimum SSIP (Safety Schemes in Procurement) standards. Lack of membership of a contractor verification scheme should not preclude employment of a contractor provided the member company engaging the contractor is satisfied that the reason(s) provided for non-participation by them are reasonable, benign and do not materially diminish standards of safety and quality performance delivered by the contractor.



4. Provision of insurance

Member companies should ensure that contractors seeking engagement provide to them, evidence of current Employer, third party and public liability insurance cover held in the name of the person or organisation to whom the contract or work order is issued; which should remain valid for the duration of the contract or work undertaken. Insurance clauses or exclusions exempting the contractor, their employees or insurers from liabilities arising from any activity, error or omission by the contractor or their personnel (vicarious liability); including for wilful, malicious or negligent acts should be rejected.

5. Terms of business or trade

Member companies should ensure to the extent possible that contractors are engaged on the member company's terms and conditions of trade. The contractor's terms may be accepted; however member companies should satisfy themselves that their terms are no less favourable to the member company than the member's own terms or that they understand and accept any risk arising from engagement on the contractor's terms. Terms of trade which exclude or exonerate the contractor or their personnel; from liability for the action, errors or omissions of either the contractor or their personnel, including for wilful, malicious or negligent acts, should be rejected.

6. Contractor Health, Safety & Environmental Protection (H, S & E-P) performance

Member companies should ensure that contractors engaged by them provide evidence of previous satisfactory health, safety & environmental-protection performance. **Contractors should be able to demonstrate evidence of systematic reporting, analysis and corrective action taken in response to accidents, injuries, dangerous occurrences and environmental or other incidents in which the contractor has been involved.** Records and corrective action undertaken should take into account the size, type and resources available to the contractor.

7. Contractor Safety Management Systems

Member companies should ensure that contractors engaged by them provide evidence that a safety management system appropriate to the nature of the contractor's business is currently implemented in their business. A basic safety management system should include as a minimum; documented operational procedures; risk assessments and safe systems of work; records of the issue, maintenance and testing of work equipment and personal protective equipment (PPE); records of staff qualification and the identification and delivery of staff training. Instruction and guidance relevant to personnel undertaking work activity should be available in a language understood by them.

8. Principles of Management of work

Member companies should establish in advance of a work order being placed with a contractor, that they and any sub-contractor or individual engaged by them agrees that; whenever a vessel is located remote from a ship repairer's premises, the member company and the vessel's Master are responsible for the overall management of work activity. Subject to any local regulation applicable at the vessel's location, the member company's overall system of management should take precedence over the contractor's, for the continuing safe operation of the vessel.

Notwithstanding the foregoing paragraph; those activities which should reasonably be undertaken by, or are assigned or delegated to a contractor by the member company should remain the responsibility of the contractor. Examples of reasonable; assigned or delegated activity for which the contractor remains responsible are; establishing and maintaining competence in the contractor's workforce; compilation of risk assessments and safe systems of work for individual tasks undertaken by the contractor; and the testing of work equipment supplied and used by the contractor.

All work undertaken by a contractor should be performed on the basis that an adequate and relevant Risk Assessment (RA) has been prepared for the activity. The RA may be developed by the contractor or member Company according to the nature and scope of the activity to be undertaken. The RA must identify all reasonably foreseeable hazards associated with the task and must clearly demonstrate that the severity and probability of occurrence of identified hazards has been properly considered and that adequate control measures have been instigated to reduce the risk associated with identified hazards to a level 'so far as is reasonably practicable'.

Any party relying on, but not directly involved in the compilation of, a RA should satisfy themselves as to its suitability for the activity proposed to be undertaken. In the case that each party has prepared their own RA for a proposed activity; then a consensus shall be agreed and recorded as to which RA has been adopted to control the activity; alternatively a joint/combined RA may be produced and agreed by both parties for use in undertaking the proposed activity. **Operating companies should introduce measures to ensure that personnel at all levels who are involved in the work activity, are familiarised with the hazards and relevant control measures identified in the finalised risk assessment adopted for the work activity.**

Where joint management or execution of a task is undertaken, for example where member company and contractor's personnel are working alongside each other and each are complying with the requirements of their own safety management systems; and where the potential for conflict between the two safety management systems exists, a method statement should be prepared identifying those areas of responsibility which have been assigned to each party and for which they have accepted responsibility for delivery.

The above requirements for risk assessment, method statements and joint enterprise, may be satisfied by use of a suitable Permit to Work (PTW); provided the document utilised identifies the hazards, control measures and responsibilities between parties relevant to the undertaking.

Where a contractor has been engaged directly by a member company to undertake work on board a vessel located at a ship repairer's premises, the contractor should comply with local regulations applicable at the premises, the Ship Repairer's system of management of work and the member company's particular requirements. Where apparent conflicts between management systems arise, they should be resolved prior to work commencing and the contractor's personnel entering the worksite.

9. Communication between Client and Contractor

Member companies should adopt measures to establish and maintain the communication of safety related information between client and contractor.

Examples of information which it is suggested at least should be routinely shared are; safety alerts, hazard notifications and incident/injury reports for events in which both parties have a common interest. Clients and contractors should implement mechanisms by which effective exchanges of information can be achieved which should include at least occasional face to face meeting or briefing in addition to routine written (e-mail) communication.

10. Site configuration

Member companies should consider and provide guidance regarding configuration for safe working arrangements in the dockside area adjacent to their vessel; which the contractor proposes using as a worksite.

Arrangements for dockside management should be drafted prior to the vessel's arrival and finalised subject to eventual positioning on the berth. Aspects of dockside management for safe operations which should be considered when determining the layout of a safe worksite should include;

- (i) parking for visitors, crew and contractor's vehicles;
- (ii) pedestrian routes from the parking area(s) to the vessel's access point (gangway);
- (iii) avoidance of repair activity in the landing area of the gangway;
- (iv) International Ship and Port Facility Security Code (ISPS) requirements; security and safety tally of personnel accessing the vessel;

- (v) quay edge protection, including use of barriers or fencing;
- (vi) crane positioning and ground loading of crane sites;
- (vii) transport, offloading and set down area for spare or replacement parts;
- (viii) hot work/fabrication area; storage, handling and use of compressed gas cylinders;
- (ix) control of access to/exclusion from potentially hazardous areas;
- (x) scrap and garbage disposal facilities, including for ship generated waste;
- (xi) lighting standards and signage.

Other site specific issues; including use of temporary/portable fencing or barriers for segregation or safety zoning following risk assessment of a particular site.

11. Communications on site

Member companies should verify and the contractor should provide; a work force with sufficient understanding of the working language of the vessel where the work is undertaken; to work in a safe manner, prevent pollution or harm to the environment; understand instructions given for the safe conduct of work and to comply immediately with safety or emergency instructions given.

When the first language of the contractor's workforce differs from the working language of the vessel, the contractor should provide supervisor(s) on board the vessel, able to communicate effectively in both the working language of the vessel and the first language of the contractor's workforce.

12. Provision and use of Personal Protective Equipment (PPE)

Member companies should ensure that contractors provide and require their workforce to use; all necessary PPE appropriate to the work to be undertaken.

Responsibility for the provision and use of PPE by the contractor's workforce shall remain with the contractor, their manager(s) and/or supervisor(s) and individual personnel. Individuals who fail to wear the PPE provided when required; should be required to leave the vessel. Contractor principles who fail to provide PPE appropriate to the work being undertaken should be required to remove their personnel and equipment from the vessel and any adjacent work site.

Member companies should instruct contractors that before boarding a vessel, they shall equip themselves and any personnel for whom they are responsible for managing or supervising; with the minimum PPE

requirements specified by the company's operational procedures for general safe movement on board the vessel. Additional task specific PPE required for work activity being undertaken shall be provided by the contractor and used in accordance with safe occupational working practice.

Member companies should instruct contractors that personal safety harnesses must be worn; when ascending/descending or working at height from vertical ladders forming part of the vessel's structure; when working at height from portable or temporarily installed inclined ladders which do not form part of the vessel's permanent structure; when working outside of properly constructed working platforms; by scaffold erectors when constructing and dismantling working platforms and at other times when not adequately protected from accidental falls from height by other suitable means.

Member companies should instruct contractors that; personnel working in mobile elevated work platform (MEWP) cradles shall wear a body harness and be 'clipped on' with a suitable lanyard at all times when the platform is elevated above the fully lowered position; personnel must never transfer into or out of an MEWP cradle unless in the fully lowered position; personnel working from crane suspended man-baskets shall wear a body harness which shall be attached by a suitable lanyard to a separate pennant line connected directly to the crane hook; harness lanyards in man baskets shall not be attached to the basket or any part of the basket lifting bridle or fittings.

13. Requirements for access to vessels

Member companies should ensure that contractors at all times board and disembark from the vessel by the gangway or other means of access provided and approved by the Master for routine boarding and departure from the vessel; there shall be no exceptions to this general provision.

Member companies should ensure that contractors comply with vessel access and security requirements according to company operational procedures. General procedures should require contractors to report to the Duty Officer immediately on arrival; before bringing any work equipment or materials onboard the vessel and before commencing any work activity or proceeding to part of the vessel other than between the access point and the reporting point. In ISPS compliant vessels; and in other vessels according to general security procedures, contractors should be required to identify themselves on boarding the vessel and their time of arrival and departure recorded in a systematic manner.

Member companies should establish that contractors agree by default to comply with the company ISPS Code and general security provisions operating on board; including compliance with instructions given by the Master pursuant to the vessel's security planning. Contractors boarding or leaving the vessel agree to searches of their person and property vehicles when instructed by the Master.



Member companies should ensure that where contractors are required to undertake repair tasks at the ship's side (the water margin), a suitable working platform and arrangements for the safe transfer of personnel from either the vessel or the quayside, to the working platform are provided. The arrangement provided must be used only by contractors undertaking work activity at the ship/shore interface; and must not be used as an alternative means of access between the vessel and the quayside, in preference to the gangway provided.

When providing access from the quayside to a working platform constructed on the vessel for the purpose of undertaking work at the ship's side, member companies should ensure that the proposed arrangement is subject to an adequate risk assessment; taking into account at least;

- (i) the vessel's freeboard and quay height adjacent to the vessel;
- (ii) the anticipated change in water or tidal level throughout the duration of the planned work;
- (iii) the configuration of the interface between berth and vessel;
- (iv) the vessel's mooring configuration; including the potential for draw-off, surging or ranging of the vessel on the berth.

Member companies should, except as provided above, ensure that direct transfer between the vessel and the quayside in the vicinity of work undertaken at the ship's side, or elsewhere in the vessel, other than by use of the gangway provided is prohibited.

14. Responsibility of the 'Occupier'

Member companies must acknowledge that; regarding the scope of work covered by this guidance, undertaken at a location over which the ship owner, manager or other relevant entity on behalf of the owner or manager, they retain legal liability for the conduct and consequences of the work undertaken. Responsibility for provision of a safe working environment to enable contractors to undertake the work for which they have been engaged, remains with the owner, manager or relevant entity.

15. Requirements prior to commencing work; Induction & Permit to Work (PTW)

Member companies should ensure that prior to contractors undertaking any work or bringing equipment and/or materials on board the vessel, they are required to undergo a safety briefing/induction according to the member company's operational procedures; and where required by those procedures, issued with a PTW authorising the work to be undertaken.

Member companies should ensure that only work authorised in a PTW issued to a contractor is undertaken; and only by the personnel specified in the permit. In the case that additional, substitute or replacement contractor personnel attend the vessel during the course of authorised work; they should report to the Duty Officer and undergo the same safety briefing/induction procedures as the original personnel. Additional or substitute personnel may be recorded in any relevant open permit in force at the time of their arrival on board; replacement personnel, substantially or wholly taking over authorised work from a previous team should be issued with a new PTW.





Member companies may, according to their operational procedures, require that separate/additional PTWs are required for work activity which is considered particularly hazardous, for example;- work undertaken on high voltage electrical circuits; work necessitating entry into dangerous spaces on board, or when undertaking hot work operations.

These guidelines strongly advocate that general and where required additional PTWs, are issued without exception for all contractor work activity undertaken in member company vessels. Where a Port permit is required to undertake specified work in a vessel within a port area, it shall be the responsibility of the contractor to obtain any necessary permit; and the responsibility of the vessel's Master to verify, prior to issuing a vessel permit, that any necessary port permits have been secured by the contractor prior to commencing work.

16. Alarms & evacuation procedures

Member companies should ensure that during the contractor safety briefing/induction, personnel are familiarised with the sound and meaning of alarms which may be activated in the vessel whilst they are on board; the difference between emergency and operational alarms should be explained to contractors.

Contractors should be advised that on hearing an alarm other than a clearly identified operational alarm (telephone alert, machinery monitoring alarm etc); or on receipt of an instruction from a crew member to do so, they must evacuate the vessel in accordance with instructions given and by the most direct route.

17. Access and egress and housekeeping; fire, flooding and smoke control

Member companies should ensure that contractors operations do not obstruct either normal or emergency access and egress routes in vessels, nor prevent the efficient closure of means of controlling or restricting the spread of fire, flooding or smoke in vessels.

This guidance applies to access routes, doors, hatches and ventilation covers or flaps, installed both internally and externally in vessels. Contractors shall be responsible for undertaking efficient cable, hose and housekeeping management practices in parts of vessels affected by their operations.

18. Isolation

Member companies should ensure that where isolation of a vessel's machinery, system(s) or space(s) is necessary to provide a safe working environment for contractors to undertake the work for which they have been engaged, those isolations should be undertaken prior to an authorising permit being issued by the vessel to the contractor(s).

Member companies should ensure that isolation measures undertaken are systematically recorded according to the member company's operational procedures and at least recorded in any PTW issue to a contractor. **These guidelines strongly advocate that member companies' operational procedures require individual contractors and/or their supervisors to apply their personal isolation lock in addition to any other isolation lock applied by another party.**



Member companies should ensure that isolation procedures take account of all forms of stored energy; including electrical, pneumatic, hydraulic and mechanical forms; together with all sources of energy supply; including main, back-up and emergency supplies; together with all potential means of activation or release of energy; including primary, secondary, emergency and direct release. Where an item of equipment isolated for any reason forms part of a process flow, then isolation of both of the units immediately up and downstream of the unit isolated for work, should also be undertaken.

Member companies should so far as practicable following isolation, ensure that contractors undertake or witness a 'dead working' test or 'try step' to prove the effectiveness of the isolation. Any dead working test or try step should include measures to ensure that 'false positives' are not indicated during the test. Ship's personnel isolating vessel systems are responsible for ensuring that alternative, stand-by or emergency power supplies whether manually or automatically activated, cannot be re-routed or re-directed to endanger anyone working on an apparently isolated system.

These guidelines strongly advocate that member companies include in their operational procedures, a requirement that where it is intended to use a meter or other measuring device to determine that a system or circuit is dead before work commences; measures are adopted to validate the efficacy of the device; before being relied upon to confirm that a system or circuit is dead, or has been satisfactorily isolated.

19. Closing devices, barriers and guards

Member companies should include in their operational procedures, requirements that Contractors shall ensure that barriers, guards or closing devices provided or positioned to provide protection against hazards are maintained as placed or installed at the outset of work.

Operational procedures should include requirements that where contractor operations require the opening or removal of

any installed barrier, guard, hatch, soft patch, deck or machinery space plate or similar device intended for the protection of personnel; they shall provide efficient fixed or portable rigid temporary barriers or guards; to protect against any new or existing hazard created during the course of their operations.

Operational procedures should prohibit the use by contractors, of barrier tape alone; rope and rags etc as barriers providing protection against any new or existing hazard created during the course of their operations; as these means are deemed insufficient to provide protection against falls during contractor operations; and shall not be used for the purpose.

20. Compliance with local site notices and instructions

Member companies should ensure their operational procedures include requirements that contractors comply immediately with any 'stop work' or emergency instruction given in the vessel by ship's staff. Procedures should also include requirements obliging contractors to comply promptly with all verbal instructions given by ship's staff; and with instructions given in any notice, warning or caution posted in any of their vessels.

21. Safe movement about the vessel

Member companies should ensure their operational procedures include requirements that unless directly involved in work in a prohibited area; contractors are expressly prohibited from entering any area or walking on any conveyor belt, pipeline, hopper coaming or other part of the vessel where an unguarded fall from height exists; or from using prohibited areas as access routes from one part of the vessel to any other part. Personnel obliged to work in otherwise prohibited areas shall be protected by appropriate measures or combinations of measures adopted for their safety; including working platforms, harnesses and safety lines.

22. Supervision by ship's personnel

Member companies should ensure their operational procedures include requirements for supervision and monitoring by ship's staff of contractor work activity on board. As set out previously in the principles for management of work and elsewhere; contractors remain subject to instructions issued on board a vessel by ship's staff; including instructions to do or not do something; to stop work when instructed; to vacate the vessel and remove materials or equipment when instructed; or to evacuate the vessel in a emergency situation leaving everything behind. When an instruction is given by ship's staff, contractors shall comply promptly with the instruction.

23. Working at height; working platforms

These guidelines acknowledge; and member company's operational procedures should similarly acknowledge the principle that work undertaken at height is deemed to be any work undertaken at a height, above the surrounding surface, from which a fall may result in an injury to a worker. Work at height includes work undertaken from step-ups, portable ladders and platforms, MEWPs, man baskets or in any area of the vessel outside or above any protective rail or barrier; or from any place in the vessel where the potential for a person to fall from one level to a lower level exists; working at height may occur within any open or enclosed space, overboard or aloft.

Operational procedures should include requirements that work undertaken at height is routinely undertaken from within permanently installed or properly constructed working platforms. Where for reasons of access or reasonableness, work is undertaken outside of a safe area as above; e.g. from a suspended basket; mobile or portable platform or ladder; then requirements for the use of specific PPE in these circumstances apply.

Operational procedures should include requirements that all work undertaken at height must be undertaken by safe means appropriate to the task, including that; powered mobile working platforms may only be operated by suitably qualified and experienced personnel; the transfer of personnel to or from a raised MEWP, man basket or other cradle; in a position in the vessel where a fall from height is possible is strictly prohibited; access to elevated working cradles may take place only in the fully lowered position and/or at the level of the surrounding surface.

Operational procedures should include requirements that scaffold structures may only be erected; modified and dismantled by competent personnel. Prior to their first use, following modification or at intervals not exceeding seven days, scaffold structures must be inspected and tagged by a person competent to do so. Operational procedures should also include requirements that; portable scaffold 'towers' may only be erected and dismantled by personnel trained and qualified to do so; and for the storage, securing, local identification, routine inspection, footing and lashing of portable ladders in use.



Operational procedures should include requirements that where work is undertaken at height, work other than that directly connected with the work at height, should not be undertaken in the area directly below the work at height.

Operational procedures should include requirements that Safe Systems of Work (SSOWs) or Method Statements for tasks undertaken within enclosed or confined spaces on board, aloft or outside of the ship's side rail should specify the emergency response plans or measures adopted for the rescue/recovery a person who has, collapsed, fallen or become trapped by any means; including a fall from height or overboard; and/or is suspended from either a basket or structure.

Operational procedures should include requirements that recovery procedures should be readily available to rescuers and that rescue/recovery equipment identified in recovery plans is either provided at the worksite or an explanation given as to how the necessary equipment will be expediently provided at a worksite. Irrespective of any requirement for a rescue/recovery plan to be available, equipment for the recovery of a person who has fallen overboard from a vessel or from the quayside should be routinely available. Reliance upon the emergency services alone for the recovery of persons in circumstances described should not be considered compliant with these guidelines.

24. Reporting Injuries, Dangerous Occurrences and Near Hits/Misses

Member companies operational procedures should acknowledge that repair and maintenance work activity falling within the scope of this guidance and undertaken in vessels, other than when located at or adjacent to a ship yard or refit main contractor's premises; falls under the control of the vessel and member company's safety management system.

Operational procedures should include requirements that contractors undertake individually and unequivocally to report to a ship's Officer, any accident, injury, dangerous occurrence or near hit/miss; however minor or apparently insignificant the event may appear. In the circumstances to which this guidance applies; responsibility for reporting marine casualties/incidents under Merchant Shipping legislation, lies with the Master and the member company.

25. Co-operation with investigations; preservation of evidence

Member companies should ensure their operational procedures include requirements that; in the case of any marine incident, accident, injury, near hit/miss etc. where investigation of the circumstances is deemed necessary by either the requirements of the company's safety management system or as a statutory/official requirement; all contractor's undertake unequivocally and individually to co-operate with any relevant investigation.

Operational procedures should include requirements that; following any accident, incident, dangerous occurrence or significant near hit/miss; for the purpose of any subsequent company or statutory/official investigation; contractor's personnel shall undertake unequivocally and individually to ensure the preservation of evidence; and shall undertake to not alter, clean or otherwise change the worksite; remove any equipment or parts relevant to the incident, whether intact or damaged and to make relevant personnel available for interview when requested.



26. Contractor's Cranes and Lifting operations

Member companies should ensure their operational procedures include requirements that; management and operation of cranes owned or hired by the contractor, attending the vessel to facilitate repair work undertaken by the contractor, shall remain the responsibility of the contractor alone; and shall be operated in accordance with British Standard 7121 Part 1 (Standards for managing lifting operations using cranes). Operational procedures should require that all lifting operations, whether undertaken on the contractor's own account or on behalf of the member company, must be planned and conducted in accordance with the relevant Lifting Operations and Lifting Equipment Regulations (LOLER) regulations in force at the time. Lifts undertaken by the contractor on behalf of the member company shall be undertaken 'contract lifts' for which the contractor retains overall responsibility.

Operational procedures should include requirements that; in accordance with LOLER regulations, contractors must not bring onto or use in connection with the vessel, any lifting equipment or appliances for lifting/loose gear which has not been tested, inspected and certified in accordance with the relevant regulations. Where reasonable cause exists, the contractor's certification must be available for inspection by the member company.

Operational procedures should include requirements that; except in circumstances pertaining to any accident, injury, dangerous occurrence or marine incident; lifting equipment or appliances for lifting/loose gear which becomes damaged in the course of the contractor's work in the vessel must be immediately removed from the vessel and replaced as necessary.

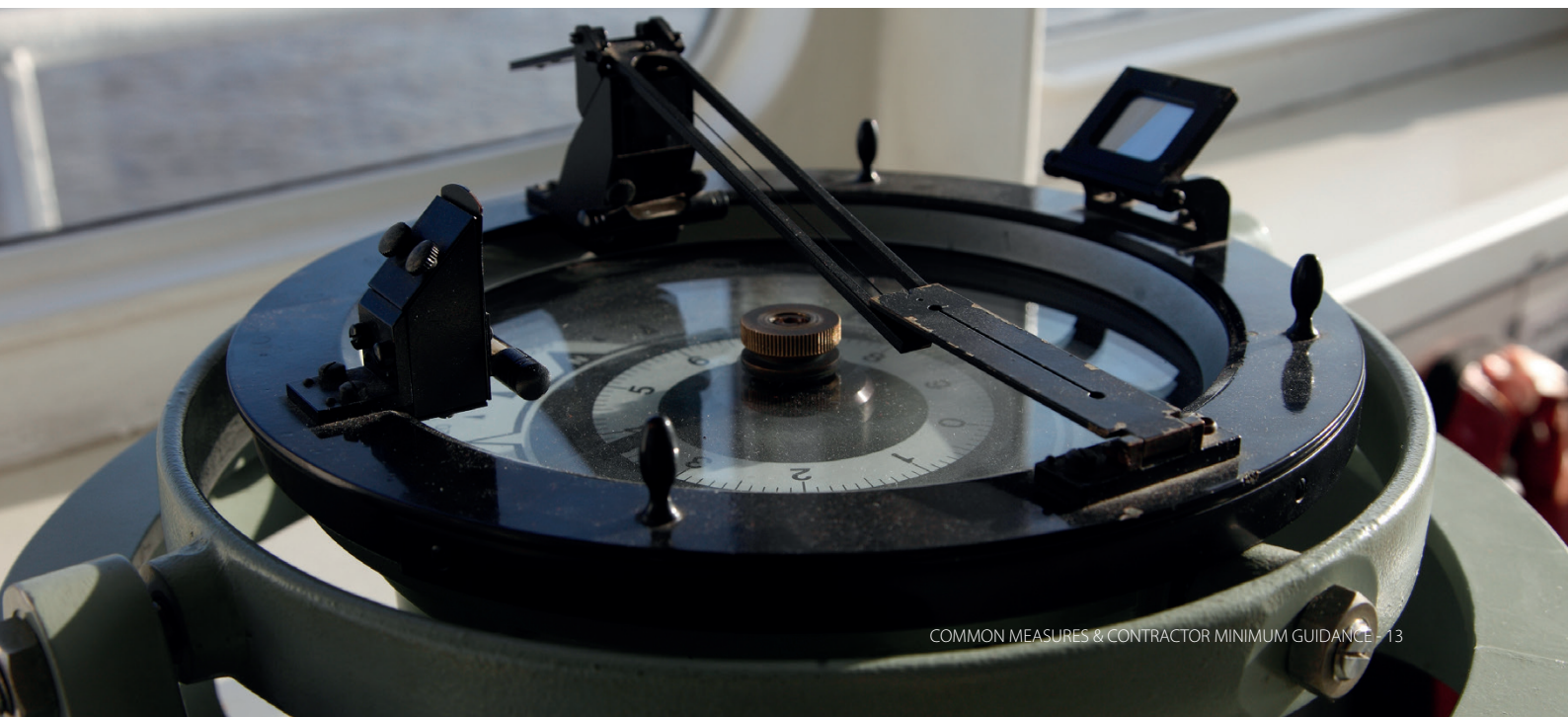
Operational procedures should include requirements that; contractors shall ensure all lifting points used in the course of work for which they have been engaged are of adequate strength and/or currently certified for the intended lifting operation. The vessel's current valid certification with respect to lifting points intended to be used by the contractor shall be made available to the contractor upon request; lifting points not covered by a current valid test certificate shall be tested before use.

27. Vessel Cranes and special lifting tools

Member companies operational procedures should include provisions and requirements for use by contractors, of the vessel's internal machinery space cranes and special purpose lifting tools in connection with authorised work for which the contractor has been engaged. Operational procedures should include a requirement that the contractor undertakes to;

- (i) provide competent personnel to operate the vessel's cranes;
- (ii) ensure the equipment provided by the vessel or member company is always operated in a safe and competent manner;
- (iii) refrain from using and immediately notify the Chief or senior ship's Engineer on board, of any apparent defect in any crane, other lifting equipment, device or special tool.

Operational procedures should include requirements that; compliance with obligations for inspection, testing and certification of the vessel's cranes and special purpose lifting tools remain the responsibility of the member company. Operational procedures should also include requirements that vessels' external deck cranes will normally be operated by ship's crew under the supervision of the Chief Officer or Chief Engineer; however they may be operated by contractors subject to risk assessment; verification of contractor competence and a lifting plan approved by the Chief Officer or Chief Engineer.





28. Storage and use of Oxygen/flammable/asphyxiating gas cylinders & equipment

Member companies should ensure their operational procedures include an express requirement that; contractors undertake to ensure oxygen, flammable, asphyxiating or other compressed gas, cylinders, which are not part of the vessel's fixed equipment, are never taken into, used or stored in any compartment in the vessel; either above or below the main deck or in any accommodation area; whether or not the compartment is partially or fully enclosed; or served by natural or forced ventilation.

Operational procedures should emphasise that the above requirement applies irrespective of whether the cylinders were supplied by either the vessel or the contractor; and that compressed gas cylinders should at all times remain on open decks so as to permit the free drainage of any leakage of gas and to prevent dangerous accumulations of gases in compartments. Procedures should require that compressed gas cylinders are not be placed in the cargo hopper of vessels, either afloat or in dry dock; whereby any leakage of gases may be unable to disperse and the possibility exists, for a dangerous accumulation of gases or mixtures of gases to occur.

Operational procedures should require that compressed gas cylinders are lifted on, off and moved around the vessel properly secured in dedicated cylinder lifting frame or 'gas rack'. Procedures should require that compressed gas cylinders, either stored or in use, are adequately secured against toppling. Procedures should also include specific cautions against lifting, handling and securing compressed gas cylinders using the valve assembly.

Operational procedures should include requirements that; gas cutting and welding equipment should be used in accordance with established good practice; adopting not less than the guidance provided the Code of Safe Working Practices for Merchant Seamen (COSWOP). Procedures should require contractors to undertake that; cylinder valves are closed; and torches/blowpipes are disconnected from gas supply hoses and removed from the work area during meal breaks, shift changes and at any other time when left unattended during breaks in work.

29. Tools and equipment brought onto the vessel

Member companies should ensure their operational procedures include a requirement that contractors undertake to ensure; all tools or equipment brought onto the vessel and used in the course of work for which they have been engaged; have been inspected, tested and be otherwise fully compliant with the requirements of the Provision and Use of Work Equipment Regulations 1998 (PUWER) and any other local requirement or statutory regulation applicable to the tool or equipment.

30. Hazardous materials on board the vessel

Member companies should ensure their operational procedures include a requirement that; the control, use and management of hazardous materials necessarily brought onto the vessel by contractors in the course of the work for which they have been engaged, remains the responsibility of the contractor.

Operational procedures should include requirements that contractors undertake to ensure;

- (i) a responsible officer is informed in advance of the contractor's intention to bring hazardous material(s) on board; and that permission to do so granted by the officer and recorded in the PTW;
- (ii) relevant hazard data and suitable Control of Substances Hazardous to Health (COSHH) risk assessments are available for each hazardous material brought on board;
- (iii) any emergency or contingency measures which may be required in connection with use of a hazardous material on board, are provided by the contractor;
- (iv) circumstances arising from use of a hazardous material on board, which are hazardous to personnel or to the vessel, are immediately notified to a responsible officer.

Operational procedures should include requirements that; in accordance with relevant International Maritime Organisation (IMO) legislation and European Union (EU) directive(s); contractors undertake not install in or bring onto the vessel, any asbestos products or asbestos based materials or substances. Procedures should require that contractors undertake to remove from the vessel; any hazardous or potentially hazardous substances or materials used, generated or discovered during the course of the work for which they were engaged; whether or not directed to do so by the member company representative(s).

31. Release and capture of pollutants; prevention of escape into the marine environment

Member companies should ensure their operational procedures include requirements obliging contractors to fully acknowledge the member company's responsibilities and liabilities under UK and international pollution prevention legislation such as the International Convention for the Prevention of Pollution from Ships (MARPOL).

Operational procedures should include requirements that contractors undertake to ensure;

- (i) all necessary measures are implemented to prevent or contain the release of pollutants from vessel equipment or systems; or otherwise used in the course of work for which the contractor was engaged;
- (ii) accidental escapes, releases or losses of pollutants are prevented from loss overboard or entering the marine environment, into any dock, river, harbour, water course or sea area;

- (iii) immediate steps are taken to minimise any accidental losses overboard or into the marine environment, however they occur;
- (iv) all escapes of pollutants are immediately reported to a responsible ship's officer; whether or not the pollutant entered the marine environment;
- (v) the circumstances are not exacerbated by wilful or well meaning but ill-informed attempts to disguise, mitigate, recover or clean up any pollutants entering the marine environment.

Operational procedures should identify that the above requirements for contractors apply equally to the prevention, containment and reporting of leakage, spillage or escape of pollutants into the marine environment from items of the vessel's equipment taken ashore in the course of work undertaken by them.

Operational procedures should, according to the circumstances of the event, empower the member company's representative(s) to remove from the vessel, or from work connected to the vessel, any person(s) responsible or potentially responsible for polluting the marine environment; or who fails to take responsible action in the event of accidental pollution.

32. Management of Waste/Housekeeping

Member companies' operational procedures should include requirements that individual contractors are responsible for; and undertake to maintain safe working conditions in the work site in the vessel, of the activity for which they have been engaged; and additionally, to contribute to the general maintenance of a safe overall working environment in the vessel.

Operational procedures should include requirements that contractors are responsible for the management and removal from the vessel, of waste generated in the course of the work for which they were engaged. Operational procedures should emphasise that potentially hazardous specialised waste generated in the course of work for which the contractor was engaged shall without exception, be removed from the vessel by the contractor.

33. Client support for Contractor implementation of these guidelines

Member companies should establish and maintain mechanisms to provide support as necessary, to assist contractors with implementation of the measures outlined in these guidelines; with the objective of raising contractor capability and compliance in areas of operation where support and development may be beneficial.



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