

**GIBRALTAR MARITIME ADMINISTRATION**  
(Ministry of Maritime Affairs)



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**Local Maritime Direction – 007**  
(Issued pursuant to Legal Notice 71 of 2004 - Regulation 4)

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To: All local Agents and Operators

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**SAFETY TRAINING & MAINTENANCE MANUAL**  
**for GIBRALTAR HARBOUR CRAFT**

A basic safety training and maintenance manual is required to be available on board every vessel operating commercially within Gibraltar waters as from 1<sup>st</sup> May 2007.

The manual is to be in English, with copies translated into other languages, as appropriate.

Vessels having a valid Domestic Ship Safety Management Certificate or ISM Safety Management Certificate will already comply with these requirements

As each vessel is different, so each manual should be different, reflecting each vessel's construction, equipment on board and operating area.

To help owners to prepare manuals, extracts for an imaginary vessel's manual may be found on the Maritime Administration website. ([www.gibmaritime.com](http://www.gibmaritime.com)).

It is not expected that owners will replicate this manual, but use it as an aid only, and to omit sections that do not apply to their vessel, and to include information specific to their vessel. In most cases, copies of illustrated instructions provided by manufacturers may be the best source of information and inclusion of such information may be a good way to meet the requirements.

Examples:

Donning instructions for lifejackets are usually provided by the manufacturer when lifejackets are supplied.

Manufacturers' websites e.g. for Hammar hydrostatic releases refer to [www.cmhammar.com](http://www.cmhammar.com)

M Notices (MSN & MGNs) can be down loaded from the Marine & Coastguard Agency website [www.mcga.gov.uk](http://www.mcga.gov.uk)

**Safety & Training**

The manual should contain instructions and information on the lifesaving appliances, fire fighting appliances and safety equipment provided in the vessel and should also contain information on the best methods of survival.

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It may take the form of instructions from the manufacturers of equipment and / or MCGA Marine Guidance Notes.

As a minimum :-

- Contents list
- Diagram showing the location of life saving & fire fighting equipment
- Emergency contact list – Owner, Port, Police, Fire Service etc

Instructions for:-

1. Donning of lifejackets
2. Boarding, launching, and clearing the survival craft from the vessel.
3. Use of all safety equipment
4. Radiotelephone procedures (MSN 1646)
5. Recovery of persons from the water
6. Hazards of exposure and the need for warm clothing
7. Best use of the survival craft facilities in order to survive (MGN 77)
8. Basic action to be taken in the event of:
  - a. Collision
  - b. Grounding
  - c. Man over board
  - d. Fire on board
  - e. Main engine breakdown
  - f. Steering failure
9. "Personal Survival at Sea" booklet, e.g. MCA Booklet MCA/075 or, MGN 77 (M&F) or similar
10. Copies of vessel's
  - a. Safety Survey Certificate
  - b. Radio License
  - c. Gibraltar Port Passenger / Operating License
  - d. Liferaft service certificate
  - e. Fire appliance service certificate
  - f. Inflatable lifejacket service certificate
11. Copies of crew certificates of competency & certificates of medical fitness

### **Maintenance Instructions (on board maintenance)**

The manual should contain basic instructions for the operation & onboard maintenance of equipment.

As a minimum, the following where applicable:-

1. Pre-sailing check list
2. Daily, weekly, monthly equipment check list
3. Maintenance and repair instructions
4. Schedule of maintenance
5. Log of records of inspection. (copies of checklists can be used)

The maintenance manual may be kept ashore by the owner/managing agent in the case of an open boat.

Captain C W Brand  
Maritime Administrator