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GUIDELINES FOR PASSENGER SHIP TENDERS

1 The Maritime Safety Committee, at its ninetieth session (16 to May 2012), with a view to providing guidance for tenders used for transferring more than 12 passengers from a stationary passenger ship to shore and back, and following a recommendation made by the Sub-Committee on Ship Design and Equipment, at its fifty-fifth session, and the Sub-Committee on Fire Protection, at its fifty-fifth session, approved the annexed Guidelines for passenger ship tenders.

2 Member Governments are invited to use the annexed Guidelines from 21 May 2012 when applying the relevant SOLAS regulations for passenger ship tenders and to bring them to the attention of all parties concerned.

ANNEX

GUIDELINES FOR PASSENGER SHIP TENDERS

APPLICATION

These Guidelines are intended for ship-carried tenders used for transferring more than 12 passengers from a stationary passenger ship to shore and back. Other types of voyages, for example coastal sightseeing excursions, are not considered appropriate for such tenders and should be undertaken by ships that meet the requirements for passenger ships of the coastal State. These Guidelines are also not intended for inflatable boats or rigid hull inflatable boats (RHIB).

These Guidelines are not intended to replace any requirements for domestic passenger shipping of the coastal State where such voyages are undertaken.

CONSTRUCTION AND EQUIPMENT GUIDANCE

1 Structure and arrangements

1.1 If certified as a lifeboat, lifeboat standards of the International Life-saving Appliance (LSA) Code, chapter IV, should apply.

1.2 If not certified as a lifeboat, the structure and arrangements of the tender should take into account the LSA Code (chapter IV) for requirements of the flag Administration for passenger ships of like size and service to the tender.

1.3 Battery storage:

- .1 batteries should be securely stored in a naturally ventilated space; and
- .2 batteries should have appropriate spill containment.

2 Freeboard and stability

2.1 If certified as a lifeboat, lifeboat standards of the LSA Code, chapter IV, should apply.

2.2 If not certified as a lifeboat, freeboard and stability should be of the standard of SOLAS chapter II-1, Parts B1 to B4, as may be amended, for passenger ships of like size and passenger capacity.

3 Propulsion and manoeuvrability

3.1 At least two independent means of propulsion and steering systems should be provided.

3.2 Exceptionally, tenders having single means of propulsion may be permitted to operate providing the following factors are taken into consideration:

- .1 size of tender having a beam of less than 3.5 m;
- .2 number of passengers on tender being less than 40;

- .3 distance of tender from passenger ship to embarkation point on shore of less than 2.5 nm;
- .4 weather and other environmental conditions;
- .5 location and availability of other tenders to assist; and
- .6 tender having a bow thruster.

3.3 Fuel with a flash point of 43°C or above should be used.

3.4 Tenders should be powered by compression ignition engines. Outboard type engines should not be used, given risks associated with higher horsepower and other performance characteristics.

3.5 Instructions for switching to emergency steering should be provided on the tender.

4 Fire detection and extinction

4.1 The boundaries of the engine space or spaces should be fire retardant and capable of being closed down so that smoke, flames and fire-extinguishing medium cannot escape, with particular attention being paid to closing of ventilation openings.

4.2 Engine compartment smoke or fire detectors should have visible and audible alarm at the control station.

4.3 The engine compartment fire-extinguishing system should:

- .1 be manually activated with clear operating instructions;
- .2 have acceptable extinguishing medium;
- .3 be properly sized in accordance with guidelines or standards acceptable to the Administration; and
- .4 have ventilation dampers that may be easily accessed and closed by crew from outside the engine compartment.

4.4 At least two portable fire extinguishers of a type and size acceptable to the Administration should be provided. Storage of fire extinguishers should be at easily accessible locations within the tender.

5 Life-saving appliances

5.1 The following items should be provided on the tender:

- .1 liferafts with sufficient capacity for all persons the boat is certified to carry when operating as a tender, except where a tender meets the structural, stability and buoyancy requirements for lifeboats;
- .2 a sufficient number of approved lifejackets for all persons the boat is certified to carry when operating as a tender, including an allowance for carriage of children and infants on board. Storage of lifejackets should be conveniently located so as to be retrievable in an emergency situation;

- .3 at least one first aid kit, three thermal protective aids and an appropriate quantity of drinking water;
- .4 one lifebuoy with light; and
- .5 one lifebuoy with line.

5.2 An efficient means of retrieving a person from the water.

6 Visual signals

6.1 Pyrotechnic signals should be provided as required by the LSA Code, section 4.4.8.

6.2 When a tender is also a lifeboat, extra pyrotechnic signals should be carried, either as a tender operations kit or as spares available on board the ship, so that any of these signals used during service as a tender can be replaced immediately so as to remain in compliance with lifeboat standards.

7 Navigational equipment

The tender should be provided with the following navigational equipment:

- .1 compass;
- .2 required navigation lights and shapes;
- .3 radar reflector;
- .4 echo sounder;
- .5 search light; and
- .6 electric or manual whistle or equivalent sound signal.

8 Communications equipment

The following communications equipment should be provided:

- .1 fixed VHF radio;
- .2 secondary independent VHF radio communications, such as a hand-held radio; and
- .3 internal amplified communications system.

9 Additional Equipment

The following additional equipment should be provided:

- .1 anchor and rope;
- .2 two boat hooks;
- .3 painters or mooring lines;

- .4 fenders;
- .5 bailing pump; and
- .6 paddles or oars for tenders having single means of propulsion.

OPERATIONAL GUIDANCE

10 Preparation

10.1 Appropriate arrangements should be made prior to arrival at a port where tenders will be operated.

10.2 Local chartlets produced from the ship's relevant navigational chart or by alternative means, such as a drawing, should be prepared, if the local chart has insufficient detail.

10.3 Local instructions and notices, such as from harbour masters, should be obtained, including local rules for avoiding collision (Rules of the road), if applicable.

10.4 Maximum operating range and limiting weather conditions should be established and documented.

10.5 Tender operation briefing prior to commencing operations should be conducted, covering, in particular, the following items:

- .1 voyage planning and operational restrictions:
 - .1 local rules for avoiding collision (Rules of the road) as applicable;
 - .2 currents and tides;
 - .3 sea conditions, both current and expected;
 - .4 weather forecast; and
 - .5 local ships' routing systems and areas to be avoided;
- .2 communications plan; and
- .3 landing areas and landing areas security arrangements in accordance with the International Ship and Port Facility Security (ISPS) Code.

10.6 Operations should be planned so that at any time during tender operations there is at least one other tender or vessel of sufficient capacity immediately available to provide emergency assistance.

11 Log-book and record keeping

The ship from which the tender is operating should maintain a log of the tender operations with information such as:

- .1 arrival/departure time at both ends;

- .2 passenger count; and
- .3 details of any other significant event.

12 Stowage location and embarkation arrangements

- 12.1 Tenders should not be embarked by passengers before being afloat.
- 12.2 Tenders should be disembarked of passengers before being recovered.
- 12.3 Access arrangements between embarkation and tender should provide for:
 - .1 safety to minimize the risk of slips, trips and falls;
 - .2 space for crew members to assist passengers, count passenger number and supervise safety;
 - .3 near-level access;
 - .4 accessibility for persons with reduced mobility, where reasonably practicable;
 - .5 suitable means of securing the tender alongside to allow for at least two ropes to be used at any time;
 - .6 lifebuoy and line;
 - .7 an efficient means of retrieving a person from the water; and
 - .8 a hand-held light if at night.
- 12.4 Tendering operations should not be carried out with the parent passenger ship making way through the water.
- 12.5 In the case of tenders that are lifeboats, the tender should be returned to its full operational mode as a lifeboat, including refuelling, before the ship proceeds on its voyage, in accordance with SOLAS.

13 Refuelling and pollution prevention

- 13.1 Procedures for refuelling the tender from the passenger ship should be established and documented in the ship's Safety Management System.
- 13.2 Oily bilge water and garbage should be retained on board for return to the passenger ship.

14 Manning, supervision and training

- 14.1 The number and training of crew members should be satisfactory to the flag Administration of the ship as appropriate to the operation.
- 14.2 When tenders are in the water, they should at all times be monitored and under the direction of a certificated officer on the navigation bridge of the parent passenger ship.

15 Training for Tender Boat Operators

Every tender boat operator should:

- .1 provide documentary evidence of having achieved the required standard of competence to undertake the tasks, duties and responsibilities listed in column 1 of the Standards for Training, Certification and Watchkeeping for Seafarers (STCW) Code, tables A-VI/1-1, A-VI/1-2, A-VI/1-3 and A-VI/1-4;
- .2 be the holder of a certificate of proficiency in survival craft and rescue boats other than fast rescue boats;
- .3 meet the recommended standards of training as a tender boat operator set out in the appendix to these Guidelines; and
- .4 meet the STCW requirements of medical fitness, particularly regarding eyesight and hearing.

APPENDIX

RECOMMENDED STANDARDS OF TRAINING AS A TENDER BOAT OPERATOR

1 Every tender boat operator should be required to demonstrate competence to undertake the tasks, duties and responsibilities listed in column 1 of the table below.

2 The level of knowledge of the subjects listed in column 2 of the table below should be sufficient to enable the candidate to take charge of a tender boat used for tender operations.

3 Every tender boat operator should provide evidence of having achieved the recommended standards of training as a tender boat operator through:

- .1 demonstration of competence to undertake the tasks, duties and responsibilities listed in column 1 of the table below, in accordance with the methods for demonstrating competence and the criteria for evaluating competence tabulated in columns 3 and 4 of that table; and
- .2 examination or continuous assessment as part of an appropriate training programme covering the material set out in column 2 of the table below.

4 Seafarers qualified in accordance with these Guidelines as tender boat operators should be required, every five years, to provide evidence of having maintained the recommended standards of competence to undertake the tasks, duties and responsibilities listed in column 1 of the table below through:

- .1 demonstration of competence to undertake the tasks, duties and responsibilities listed in column 1 of the table below, in accordance with the methods for demonstrating competence and the criteria for evaluating competence tabulated in columns 3 and 4 of that table;
- .2 examination or continuous assessment as part of an appropriate training programme covering the material set out in column 2 of the table below; and
- .3 onboard training and experience (such as participation in drills) may also be accepted for maintaining the required standard of competence set out in the table.

Table
Recommended standards of training as a Tender Boat Operator

Column 1	Column 2	Column 3	Column 4
Competence	Knowledge, understanding and proficiency	Methods for demonstrating competence	Criteria for evaluating competence
Take charge of a tender boat during and after launch	<p>Construction and outfit of tender boats and individual items of their equipment</p> <p>Particular characteristics and facilities of tender boats</p> <p>Various types of devices used for launching tender boats</p> <p>Embarkation arrangements</p> <p>Methods of recovering tender boats</p> <p>Knowledge of maintenance procedures</p>	<p>Assessment of evidence obtained from practical demonstration of ability to:</p> <p>.1 interpret the markings on tender boats as to the number of persons they are intended to carry</p> <p>.2 conduct a visual inspection of the tender boat structure and equipment</p> <p>.3 give correct commands for launching and recovering tender boat</p> <p>.4 prepare and safely launch tender boat and clear the ship's side and operate off-load and on-load release devices</p> <p>.5 safely recover tender boats including the proper resetting of both off-load and on-load release devices using tender boat with inboard engine or approved simulator training, where appropriate</p>	<p>Preparation, launching and recovery of tender boat are within equipment limitations and enable tender boat to operate safely</p> <p>Visual inspection of tender boat effectively identifies significant deficiencies</p> <p>Lifting appliances are operated in accordance with manufacturers' instructions for release and resetting</p>
Operate a tender boat engine(s)	<p>Methods of starting and operating a tender boat engine(s) and its/their accessories</p> <p>Tender boat instrumentation, including engine start/stop, throttle, RPM indicator(s), bilge pump(s) and smoke or fire alarm</p>	<p>Assessment of evidence obtained from practical demonstration of ability to:</p> <p>.1 conduct a visual inspection of the engine</p> <p>.2 locate and operate batteries</p> <p>.3 start and operate an inboard engine or engines in a tender boat</p>	<p>Propulsion is available and maintained as required for manoeuvring</p> <p>Visual inspection of the engine effectively identifies significant deficiencies</p> <p>Response to engine alarms is adequate and minimizes the risk of incidents</p>

Column 1	Column 2	Column 3	Column 4
Competence	Knowledge, understanding and proficiency	Methods for demonstrating competence	Criteria for evaluating competence
		.4 understand all information displayed by instrumentation	
Manage passengers during normal tender operations	<p>Embarkation, disembarkation and transit operations</p> <p>Effective communications with passengers</p> <p>Handling of passengers with special needs</p>	<p>Assessment of evidence obtained from practical demonstration of ability to:</p> <p>.1 assist passengers during embarkation, disembarkation and transit operations</p> <p>.2 assign passengers to seating positions to achieve optimal weight distribution</p> <p>.3 give clear and correct safety instructions to passengers to be followed during embarkation, disembarkation and transit</p>	<p>Passenger management is appropriate to prevailing circumstances and conditions</p> <p>Embarkation and disembarkation operations of tender boat are within equipment limitations and minimize the risk of injuries</p>
Use communication and navigational equipment	Methods of communication and use of navigational equipment carried on tender boat, including fixed and portable radios, compass, local navigational charts, navigation lights and shapes, radar reflector, echo sounder, search light and whistle	<p>Assessment of evidence obtained from practical demonstration of ability to:</p> <p>.1 use fixed and portable radio equipment for tender boat</p> <p>.2 use navigational equipment, including local navigational charts</p>	<p>Use and choice of communication and navigational equipment is appropriate to prevailing circumstances, conditions and area of operation</p> <p>Use fixed and portable radio equipment in compliance with applicable radio regulations</p> <p>Effective radio communication is established and maintained</p>

Column 1	Column 2	Column 3	Column 4
Competence	Knowledge, understanding and proficiency	Methods for demonstrating competence	Criteria for evaluating competence
Operate and manoeuvre tender boat	<p>Methods of handling a tender boat in prevailing and adverse weather and sea conditions</p> <p>Use of anchor, boat hooks, mooring lines, fenders and paddles or oars</p> <p>Operating procedures for arrival, departure and transit to/from ship or shore</p> <p>Effects of wind and current on steering and manoeuvring</p> <p>Tender boat operation with restricted visibility</p> <p>Emergency steering and propulsion failure</p>	<p>Assessment of evidence obtained from practical demonstration of ability to:</p> <p>.1 handle tender boat in prevailing and adverse weather and sea conditions</p> <p>.2 basic understanding of rules for avoiding collisions, current and tides, sea conditions, weather forecast, route to be followed, areas to be avoided and pollution prevention</p> <p>.3 conduct safe mooring and transit operations</p> <p>.4 identify and avoid navigational hazards</p> <p>.5 steer tender boat by compass</p> <p>.6 switch from normal to emergency steering</p> <p>.7 handle tender boat with one propulsion engine</p>	<p>Boat handling and use and choice of equipment are appropriate to prevailing circumstances, conditions and area of operations (e.g. Polar Waters) as applicable</p> <p>Manoeuvring operations are conducted as to minimize risk of injuries and damage</p>

Column 1	Column 2	Column 3	Column 4
Competence	Knowledge, understanding and proficiency	Methods for demonstrating competence	Criteria for evaluating competence
Manage emergencies	<p>Recognize and react to types of emergencies that could occur on tender boats, including grounding, water ingress, fire and man overboard</p> <p>Knowledge of number, type and location of all safety equipment carried in tender boat, including fire extinguishers, life-saving appliances and visual signals</p> <p>Knowledge of engine compartment fire-extinguishing system and ventilation</p> <p>Knowledge of emergency response procedures</p>	<p>Assessment of evidence obtained from practical demonstration of ability to:</p> <p>.1 use safety equipment carried on tender boat</p> <p>.2 distribute lifejackets to all passengers on board</p> <p>.3 stop or minimize water ingress in the tender boat</p> <p>.4 extinguish a fire, including an engine fire</p> <p>.5 rescue a person from the water</p> <p>.6 transfer passengers to another assisting vessel</p> <p>.7 use available means of communication to manage emergencies between tender boat and an assisting ship</p> <p>.8 lead and direct others in an emergency</p> <p>.9 motivate passengers and other personnel</p> <p>.10 understand the effects of stress</p>	<p>Emergency responses are adequate and effectively minimize risk of injuries, loss of life and damage</p>