

Appendix F

Emergency Contingency Plan C/L Giulio Verne

V. Ships

**EMERGENCY CONTINGENCY
PLAN
(ECP)**

C/L GIULIO VERNE

Approved:

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EMERGENCY CONTINGENCY PLAN

ABOUT THIS MANUAL...

The Emergency Contingency Plan (ECP) is part of the V.SHIPS Management System (VMS). The detailed information it provides, supports the Contingency Planning, Training & Emergency Party Duties presented in the Safety & Environmental Manual (SEM) section 1.5.

The ECP is presented in two parts:

Part I : General Emergency Plan

Provides instructions for sea staff (Section 1) and office staff (Section 2) to follow in the event of an emergency situation arising which poses a risk to life, the vessel and or its cargo and to the environment **(other than oil pollution)**.

Part II : Shipboard Oil Pollution Emergency Plan (SOPEP)

Provides instructions to be followed when an emergency poses a threat of oil pollution.

For tankers trading to/from US ports, the Company supplies and requires vessels to follow a Vessel Response Plan (VRP) which is written in accordance with the U.S. Oil Pollution Act (OPA) 1990.

The ECP is issued as a **controlled** document, copies of which are distributed to vessels in the V.SHIPS managed fleet as well as to Office Back-Up Team. **Both** Part I and Part II should be read by the Master and his fellow officers and the relevant "Acknowledgement Sheet" signed as confirmation.

The ECP and other controlled documents are revised and updated on a regular basis. **These manuals should not be marked, photocopied or removed from this vessel** while it is under the management of V. SHIPS. If any of the pages are found to be missing or unusable in any way, this discrepancy must be reported to the Designated Person Ashore.

EMERGENCY CONTINGENCY PLAN

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PART II : Shipboard Oil Pollution Emergency Plan
(The SOPEP is issued and controlled by the regional offices).

APPENDICES

(Appendices are issued and controlled by the regional offices).

GENERAL EMERGENCY PLAN

(PART I OF V.SHIPS EMERGENCY CONTINGENCY PLAN)

EMERGENCY CONTINGENCY PLAN (ECP)

ACKNOWLEDGEMENT SHEET

This plan should be read by the Master and by all other officers, and this page should be signed by each officer as confirmation. *

Name	Rank	Date	Signed
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[illegible]

*

Any questions concerning this manual should be directed towards the regional office Designated Person Ashore. Completed acknowledgement sheets should be removed two years after the date of the last signature.

EMERGENCY CONTINGENCY PLAN (ECP)

ACKNOWLEDGEMENT SHEET
(Continued)

Name	Rank	Date	Signed
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EMERGENCY CONTINGENCY PLAN (ECP)

ACKNOWLEDGEMENT SHEET
(Continued)

Name	Rank	Date	Signed
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EMERGENCY CONTINGENCY PLAN (ECP)

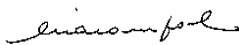
ACKNOWLEDGEMENT SHEET
(Continued)

Name	Rank	Date	Signed
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EMERGENCY CONTINGENCY PLAN (ECP)

AMENDMENT SHEET

This page provides a record of amendments to this manual. Amendments are authorized by the Safety & Quality Manager who distributes updated text to vessels in the managed fleet. This sheet and amended pages are marked by a new version number and issue date; **superseded pages should be removed and destroyed by the Master.**

AMEND N ^o	SECTION/PAGE(S)	VERSION	Revision	AUTHORIZED
1(05/95)	COVER/1 of 1 V.SHIPS S&QMS DOCUMENTATION/1 of 1 ABOUT THIS MANUAL.../1 of 2 CONTENTS/2 of 2 AMENDMENT SHEET/7 of 7 SECTION 2/3 + 5 + 7 of 14	2 2 2 2 2 2		
2(04/96)	CONTENTS (ECP), 2 of 2 AMENDMENTS, GEP, 7 of 7 ECP(Section 2), 5,,6,7 CONTENTS (PART II, SOPEP), 3 of 37	2 2 2 1	1-04/96 1-04/96 1-04/96 1-04/96	
3(08/98)	PART 1 of GENERAL EMERGENCY PLAN (ALL)	3 (08/98)	0	
4(12/99)	ACKNOWLEDGEMENT SHEETS AND AMENDMENT SHEETS (ALL) SECTION 2 OF PART 1 OF THE GENERAL EMERGENCY PLAN (ALL)	3 (08/98) 3 (08/98)	1 (12/99) 1 (12/99)	
5(01/03)	PART 1 of GENERAL EMERGENCY PLAN (ALL)	4 (01/03)	0	

SECTION 1

INSTRUCTIONS FOR SEA STAFF

EMERGENCY



WHOM TO INFORM



COMMUNICATION



CO-ORDINATION



WHAT INFORMATION



LOCAL ASSISTANCE



EMERGENCY CONTACTS & INFORMATION



STATEMENT/OPINIONS



PUBLISHED GUIDANCE



VESSEL POSITION MONITORING



SPECIAL GUIDELINES FOR REFUGEES



PIRACY & ROBBERY

EMERGENCY CONTINGENCY PLAN (ECP)

1.1 WHO TO INFORM

The first objective is to inform those persons who will be most able to assist in the emergency:

- A) The Maritime System Co-ordination Centre or other relevant local Authorities such as Coast Guard, etc.
- B) Other vessels in the area
- C) V.Ships and Owners office
- D) The vessel's Agents
- E) The nearest P & I Representative
(Details are enclosed in the P & I handbook, which must be kept together with this Emergency Contingency Plan).

See Appendices and the VRP for additional details

1.2 COMMUNICATIONS

The quicker Owners/Managers are advised of the situation, the sooner external resources can be mobilised. Communications should be by the quickest available route. **Normally**, this means by telephone, supported where possible by a confirmatory telex or fax. The route for reporting an emergency, whether in or out of office hours, will be as follows. Any one person below will activate the office response plan:

- A) **The vessel's Fleet Superintendent, or the Marine Safety & Quality Manager/Superintendent (Designated Person Ashore, "DPA")**
- B) **The Fleet Manager (if applicable)**
- C) **The Crew Manager or Insurance Manager.**
- D) **The Fleet Operations Director**
- E) **The Managing Director.**

EMERGENCY CONTINGENCY PLAN (ECP)

1.3 CO-ORDINATION

Please note that once you have reported an emergency, the responsible person as per 1.2 receiving the information immediately assumes the role of

"INCIDENT CO-ORDINATOR"

This person will continue in this role until such time as he is relieved of this responsibility, and it will be his task to alert and liaise with Office back-up team and others such as Salvors, P & I and Underwriters, until so relieved. (Contact numbers included in the Appendices section).

Your communication therefore should be maintained with that person until you are instructed otherwise.

Part 2 of this ECP will help you understand what actions are likely to be set in motion by any member of the Office Backup Team members. They have instructions to act as follows in the initial stages:

- = Ask what happened
- = Listen, and question for clarifications
- = Focus on the activity and not the person(s)

V.Ships requires its sea staff and office staff to work together in the event of an emergency in order to minimise risk to life, the vessel and damage to the environment.

1.3.1 Crew Movements During An Incident

During an incident the Master, Incident Co-ordinator, Crew Manager and other relevant parties are to be kept informed of any intended crew changes. No crew changes are to take place without the permission of the Incident Co-ordinator.

It is important to note that according to STCW95 all persons who are assigned duty as officers in charge of a watch or as a rating forming part of a watch shall be provided a minimum of 10 hours of rest in any 24 hours period. Hours of rest may be divided into no more than two periods one of which shall be at least 6 hours in length.

In the case of an emergency, or genuinely essential shipboard work, which cannot be delayed for safety and environmental reasons, these requirements for rest periods need not be maintained.

For Italian Flag Vessels, pls refer also

- Convenzione dell Organizzazione Internazionale del lavoro (ILO Convention), N.180 (22.10.96)
- Decreto legislativo (Legislative Decree) 27.02.99, n. 271,
- Direttiva del Consiglio dell' Unione Europea (ECC Resolution) 1999/63/CEE del 21.06.1999,
- Convenzione STCW 95, D.P.R. 9 MAGGIO 2001, N.324.

EMERGENCY CONTINGENCY PLAN (ECP)

1.4 WHAT INFORMATION

In order to save time you should be prepared to provide the following information:

- A) Local & UTC time, ship's precise geographical position (Latitude, longitude, bearing and distance from land if applicable).
- B) The nature of the emergency.
- C) The circumstances giving rise to the emergency.
- D) Whether water pollution danger exists.
- E) The situation onboard or around the vessel, e.g. proximity to land or shallow waters, other traffic, weather conditions etc.
- F) Any potential situation likely to worsen the emergency.
- G) Casualties - rank/rating and full name - nature of injury.
- H) What action taken/what assistance required.
- I) The best method of contacting the vessel.
- J) What other persons or authorities have been advised or whom you intend to advise.
- L) Details of the cargo carried by the vessel (nature of cargo, weight, distribution).

See Initial Notification Report

1.4.1 SPECIAL CONSIDERATIONS : EVIDENCE

In the event of a major disaster, the Master is to ensure that evidence relating to the emergency is preserved; e.g. the following should be retained :

- (a) a complete record of all communications during the voyage leading up to and following the disaster
- (b) charts used during the voyage (with all markings on them)
- (c) all rough notes and calculations
- (d) all information received regarding weather and sea conditions
- (e) ensure that any coastguard contacted is asked to retain recording of VHF traffic and radar plots
- (f) details of the services provided by third parties
- (g) photographic evidence of the incident as it develops if possible

Masters are reminded to refer to the publication of the Nautical Institute "The Master's Role in Collecting Evidence" (copy of which has been supplied on board V.Ships vessels).

EMERGENCY CONTINGENCY PLAN (ECP)

1.5 LOCAL ASSISTANCE

In a situation of **imminent danger** to the vessel, assistance must be readily mobilised.

Please refer to V.Ships Management Manual (VMM) Section 4.5, Fleet Operating Manual (FOM) Sections 3.1.1e and 6.

In circumstances where the vessel, its cargo and crew are exposed to danger it may be necessary to agree for a Salvor to render salvage services and/or towage.

The assisting vessel(s) whether professional salvors or not, may demand a contract prior to rendering assistance.

You should initially offer payment on a normal tariff basis. If, however, salvors insist on a Lloyd's Open Form (LOF) of Salvage and the immediate situation is critical you are authorised to agree to same, always providing if circumstances permit you seek before hand to inform "V.SHIPS" of the position.

Normally the form is signed and dated by both Masters. However, a telex acceptance of assistance as per terms of the Lloyd's Open Form of Salvage Agreement has the same value. This must be entered in the deck logbooks (Giornale Parte II for Italian Flag Vessels).

When your vessel is in **imminent** danger you must not hesitate to contact the nearest and most suitable Salvor. In that case you must not wait for the Owner's or Manager's approval, if not obtainable at short notice, but use your own judgement. Depending on the situation the Master should keep a record and a close eye on the activities of the Salvors considering the salvage award is partly based on the skill and ingenuity displayed by the Salvors. Casual verbal agreements for assistance in waterways of ports must be avoided .

THE STANDARD FORM OF LLOYD'S SALVAGE AGREEMENT IS THE LOF FORM WHICH IS INCLUDED IN THE APPENDIX 3 OF THIS MANUAL.

EMERGENCY CONTINGENCY PLAN (ECP)

1.6 EMERGENCY CONTACTS & INFORMATION

A wallet with all the information needed to deal with Emergency Contingencies must be kept in the Master's Office together with this E.C.P. and its **location made known to all Senior Officers.**

Reference material must include:

1. Office and after office hours telephone numbers of Office Backup Teams
(list must be kept updated, this is included in the Appendix #3 of this plan)
2. P & I Representatives Booklet
3. Vessel's Stability Data in Appendix # 6
4. Vessel's General Arrangement Plan & drawings as per Appendix # 7
5. Fire Control Plan

1.7 STATEMENTS/OPINIONS

The issuing of a statement or information should be restricted to:

- 1) V.Ships Office or Backup Team personnel
- 2) P & I Representatives
- 3) Salvages Association Surveyors

Preferably, information should be passed to the parties listed above, where possible in the order shown.

The Master, as the Company's representative, is responsible for the safety of the crew, ship, cargo and environment, and will be occupied with his primary objective of dealing with problems relating to the incident. Every effort will be made as early as possible to protect the Master from the distraction of inquiries from television, radio and the press by designating a spokesman for the Company to deal with the media. Nevertheless, it is recognised that the ship's crew will be a prime target for questions and, therefore should be protected as much as possible.

When dealing with the media the following guidelines will be of assistance:

(Pls see Appendix 5, Press Statement and the MTI Incident Response Program, for those vessels that are enrolled in this service.

EMERGENCY CONTINGENCY PLAN (ECP)

- 1) If contacted by telephone during an incident the Master should politely but firmly tell the caller that he cannot, as the person in charge of the on-going incident, answer any questions which should be referred to senior management in the managing office. It is not necessary to get engaged in prolonged communications which could restrict the Master from other duties.

Log entries should be brief and factual and made by the watch officer, supplemented by the Master as necessary, and recorded as soon as possible after the event. Scrap notes, radar plotting sheets and other contemporaneous records should be carefully preserved.

In the case that the Master has information of a factual rather speculative nature, he should co-operate with any governmental official authorised to investigate the incident or take remedial action, if possible after consulting with the attorney.

Do **NOT** offer an opinion on, or speculate as to (1) why the incident occurred, (2) the party or parties at fault, or (3) the consequences of the incident such as the spread of pollution. In this regard, do **NOT** elaborate on the facts contained in the Logbook and do not attempt to draw any conclusions from the facts contained in the Logbook.

- 2) If the ship is under “siege” (which alongside following an incident), a senior officer should be designated to keep all of the crew together (duties permitting) away from reporters whose access to the vessel must be restricted. Await the assistance of a Company representative or P&I lawyer. Make sure all of the crew are aware of the dangers of making unguarded statements to the press.

If the Master, for whatever reason, is unable to follow the above, comments should always be limited to known facts. The press will try to force the Master, often in an aggressive way, to say more. To end questioning, further questions should be referred to the senior management in the managing office. No ship’s papers, of any kind should be given to reporters.

1.8 **PUBLISHED GUIDANCE**

The attention of Masters is drawn to the guidance obtained in the **ICS** publication:

PERIL AT SEA AND SALVAGE

The advice contained therein could be invaluable in the event of an emergency situation, **(and therefore the opportunity should be taken of becoming familiar with the relevant sections).**

EMERGENCY CONTINGENCY PLAN (ECP)

1.9 VESSEL POSITION MONITORING

All vessels during sea passage must report to their Office during the week their position and vessel's performance as per Performance/Position Standard Message No 10, contained in the Fleet Operating Manual. These messages are to be sent on **Sunday, Tuesday and Thursday**.

All vessels must participate in the **AMVER SYSTEM** position report (this does not apply to vessels on a fixed trade of less than 20 hour passage, for example: ro-ro ferries, etc.). It is suggested in order to cover to have a full coverage of the vessel's position for the week, to report the position to Amver System on Monday, Wednesday and Friday. Failure to report the **Position Message** will be thoroughly followed up by the office. It is therefore of the greatest importance that these messages are sent by the Masters without delay to avoid unnecessary actions having to be taken. In this connection one should always consider the time factor from transmission of the message by the ship until received by the office.

The Italian Flag Vessels, trading in Mediterranean Sea, must participate to the **ARES SYSTEM**. Copy of the Manual is supplied to all Italian Flag Vessels.

EMERGENCY CONTINGENCY PLAN (ECP)

1.10 SPECIAL GUIDELINES FOR REFUGEES

GENERAL LOCATION

Generally refugee boats are found in the South China Sea area within the latitudes 0°23° north and longitudes 102° to 120° east. When ships are in that area, the radar observer and lookouts, watch officer and quartermaster on the bridge, should be cautioned to be vigilant and alert at all times, as the refugee boats are usually small and difficult to sight. Lookouts in particular should be instructed to scan not only forward, but abeam and astern.

GULF OF THAILAND

For Masters of those merchant ships which trade in the Gulf of Thailand, it should be noted that there are numerous refugee boats crossing the southern half of the Gulf.

EMBARKATION PRECAUTIONS

When the refugee boat comes alongside, precautions should be taken by the ship's crew to prevent the boat from striking the hull of the rescuing vessel as the refugee boats are quite fragile. This can best be done, particularly in inclement weather, by launching one of the ship's lifeboats with two or three crew members, to instruct the refugees on how to approach the larger vessel. This crew members should also instruct the refugees to remain calm during embarkation procedures and not to surge to one side of their boat as this could cause capsizing.

Before actual embarkation begins, if possible a cargo net should be spread beneath the accommodation ladder in the event someone falls.

Small children, the elderly and the infirm should be assisted as much as possible during embarkation procedures.

MEDICAL ATTENTION

Many of the refugees may have been at sea for weeks and will be suffering from exposure, hunger, dehydration and extreme fatigue. During their first days aboard they should be given liquids and food in small portions, but very frequently, say, every two hours. For any specialised medical problems, advice should be sought by ship's radio through the vessel's agent.

Contact numbers of United Nations High Commissioner of Refugees (UNHCR) are contained in the Appendix 1.2 of this Emergency Plan.

EMERGENCY CONTINGENCY PLAN (ECP)

1.11 **PIRACY AND ROBBERY**

(See also IMO MSC Circ 623/Rev1 and ANNEX, MSC Circ 805, MGN 241(M) included in Appendix 1)

This section of the Emergency Contingency Plan has been written to give Masters/officers a brief orientation and guidance about possible measures against to prevent piracy and robbery actions against our managed vessels.

As regards piracy, it is the trading area which determines the treat level. Today, the Far East (especially the area around Singapore and Malacca Strait) together with West Africa and Brazil compose the most troublesome areas.

The Typical Attack

Attacks by robbers usually occur in territorial rather than international waters, and they may be launched whilst a ship is in port, at anchor or underway.

Typically, the robbers will attempt to board the ship during the hours of darkness from one or more small craft, ranging from primitive canoes to sophisticated fast motor launches. They will normally try to get alongside in the bow or stern area. Once alongside they will seek to board by any available means, often with the use of grappling hooks with lines attached. If the vessel is underway, the robbers normally attempt entry at stern or, if the vessel has low freeboard, over the ship's side.

EMERGENCY CONTINGENCY PLAN (ECP)

1.11.1 Prevent Attacks

The dangers of entering a piracy black spot can be significantly reduced if the ship's crew take relatively simple precautions. Above all, potential raiders will be discouraged by evidence of good ship security and vigilance.

Following measures must be adopted by all our managed vessels, when are transiting or trading in areas where piracy and robbery actions have been reported:

1.11.2 In port/at anchor

- 1) Where possible, avoid remaining in anchorage, where ships are most vulnerable to be attacked, and either steam or drift, with engines on stand-by, at least 20 and up to 40 miles off-shore at night, only returning within VHF range at intervals for orders/news from Agents.
- 2) When in port or at a designated anchorage: full lighting must be provided both on deck and over-side, particularly at the bow and stern, where raiders may attempt to board unseen.
- 3) Keep all lockers, compartments of the vessel which can be closed, positively locked.
- 4) Maintain a constant supply of water to the hawse pipes, and same to be kept closed by their covers.
- 5) Keep the Fire line always under pressure and some fire hoses duly connected to the fire line, ready to be used.
- 6) When in port, restrict access to the ship to one point. The watch should be fit and capable and it is wise not to rely solely on private security guards. Ensure the gangway is linked by "walkie talkie" to the other watch keepers.

EMERGENCY CONTINGENCY PLAN (ECP)

1.11.3 When at sea transiting high risk areas

- 1) Increase surveillance and vigilance during the hours of darkness.
- 2) Maintain constant visual and radar watch.
- 3) Establish radio (VHF or Satcom) contact as necessary with anti-piracy centres if applicable.
- 4) Seal off all means of access to the ship.
- 5) Maintain fire line under pressure and have water hoses duly rigged which may be used to repel potential boarders.
- 6) Illuminate the deck, particularly at the stern.
- 7) Brief the Engine Room and crew about precautions to be taken and agreed signals on piracy/robbers activities.
- 8) Have a GMDSS Officer on watch in the Radio Room

1.11.4 When raiders are detected near to the vessel

When the robbers are detected near to the vessel, the following measures should be adopted:

- 1) Sound the General Alarm and ship's whistle, as per Muster List.
- 2) Increase speed and alter course to seaward, if at sea and if possible.
- 3) Switch on all decks and outside lights and use searchlights to illuminate and dazzle the potential robbers.
- 4) Alert shore authorities and other vessels in the vicinity. If possible also alert the Inmarsat Rescue Co-ordination Centres and V.Ships.
- 5) Fire warning flares, rockets if safely gas free and/or operate water hoses.
- 6) Consider to stop cargo operations if applicable.

EMERGENCY CONTINGENCY PLAN (ECP)

1.11.5 If the raiders have boarded

The Master is ultimately responsible for determining the extent to which force should be used to deter attacks by armed robbers but we would highly recommend to avoid being heroic.

Following measures should be adopted:

- 1) **Retreat to pre-arranged secure area and ensure all crew members are inside.**
- 2) **Report the situation by radio to nearby ships or seek authorities' assistance.**
- 3) **Stay calm and do not be heroic.**
- 4) **Depending on circumstances a loud noise like General Alarm could deter the raiders.**
- 5) **Use of walkie talkies from a safe location is recommended.**

1.11.6 Piracy in high risk areas In South-East Asia

- A) The narrow straits of Malacca between west Malaysia and Indonesia's Sumatra.
- B) The South China Sea, south of Horborough lighthouse near to Merpas Island.
- C) The South China Sea, near to Anambas and Mangkai Island.
- D) The South China Sea, near to Pulau Tioman.
- E) The Philip Channel and the waters near the Indonesian Riau Islands of Pulau Batam and Pulau Bintan.
- F) The Bangka Straits.
- G) Northern tip of Sumatra, near to Benaaten Strait.

EMERGENCY CONTINGENCY PLAN (ECP)

1.11.7 After an Attack

If the vessel is unfortunate enough to be subject of an attack, the Master must make a full comprehensive report of the proceedings, containing as much details as possible, including crew injuries or casualties, a description of the raiders, their numbers and nationality, the number and type of boats involved, how they boarded the vessel, the geographical position, date and local time.

The report should be sent as soon as possible to the law enforcement authorities, of the country whose territorial waters the ship was in, to the V.Ships Office and to International Maritime Bureau, Regional Piracy Centre.

1.11.8 Port Contacts

In case of an attack please refer to the relevant appendix for details of authorities to be contacted.

SECTION 2

"OFFICES PROCEDURE IN AN EMERGENCY SITUATION"

EMERGENCY



INCIDENT CO-ORDINATOR



INCIDENT CO-ORDINATOR CHECK LIST



V.SHIPS OFFICE BACK-UP TEAM



PRESS STATEMENT

MONITORING OF VESSEL POSITION



INVESTIGATION PROCEDURES



INVESTIGATION PHASE 1



INVESTIGATION PHASE 2



PRESS STATEMENT

EMERGENCY CONTINGENCY PLAN (ECP)

2.1 OFFICE FACILITIES AND GENERAL PROCEDURES

The following equipment should be available and ready to use in the Emergency room, during a serious incident :

- 1) - Two phone lines
- 2) - At least one cellular phone (to be used only by restricted persons)
- 3) - One fax line and stationery
- 5) - A calendar, and two clocks (one showing UTC)

All incoming phone calls must be selected and re-directed to the phone lines installed in the Conference Room.

During an emergency situation, the assisting office shall be manned 24 hours a day if so required by the Managing Director. Allocation of staff and hours to be deployed shall take into account experience, health and exhaustion factors.

The deployment of Fleet Superintendents of that regional office and of other V.Ships offices must be consulted to plan the arrival of a V.Ships representative on the scene of the incident, wherever practical, so as to take charge as the On-scene Coordinator in cases of serious incidents.

The Master is considered to be the V.Ships representative On-scene Coordinator in the meantime.

EMERGENCY CONTINGENCY PLAN (ECP)

2.2 INCIDENT CO-ORDINATOR

- 1) The person from the Backup Team List, who is notified by the Master or others will immediately assume the role of "**INCIDENT CO-ORDINATOR**" and will continue in this role at the V.Ships office where full communications facilities are available, until clearly and officially relieved.
- 2) The **Incident Co-Ordinator** will be responsible for obtaining as clear a picture of the situation as possible, as set out in the vessel's **Emergency Instructions for Sea Staff**.
- 3) A **check list** of information is to be obtained from the ship as per the following list (see 2.3) and the **Incident Co-Ordinator** will immediately commence a log of events, being particularly careful to record times and salient details of all incoming and outgoing communications.

V.SHIPS requires its sea-staff and office staff to work together in the event of an emergency in order to minimise risk to life, the vessel and damage to the environment.

It is the responsibility of the Incident Co-Ordinator to pass on as quickly as possible the relevant information to other members of the V.SHIPS OFFICE BACK-UP TEAM.

It is for those persons most immediately concerned, to liaise with each other and, acting under the instructions of the Managing Director, to gather with the minimum of delay at the Office, where all necessary information is to hand, and full communications facilities are available.

Once this group is established, the Incident Co-Ordinator will be relieved of his responsibility, communications set up direct with the ship, and control of action maintained.

In the event of a prolonged emergency, the Managing Director shall arrange for Back Up Team members to be relieved of their duties by suitable office staff and shall establish a duty rota for staff attendance.

EMERGENCY CONTINGENCY PLAN (ECP)

2.3 INCIDENT CO-ORDINATOR CHECK LIST

The following list is used by the Incident Co-ordinator to collect information from ship
See also Company Operating Manual (COM) Chapter 3, Section 4, Appendices I&II.

- A) Local & UTC Time and ship's geographical position (latitude, longitude; bearing and distance from land if applicable).
- B) The nature of the Emergency.
- C) The circumstances giving rise to the Emergency.
- D) Whether water pollution danger exists.
- E) The situation on board or around the vessel, e.g. proximity to land or shallow waters, other traffic, weather.
- F) Any potential situation likely to worsen the Emergency.
- G) Casualties - rank/rating and full name - nature of injury.
- H) What action taken / What assistance required.
- I) The best method of contact the vessel.
- J) Who else has been informed or is going to be informed by the Master.
- L) Details of the cargo carried by the vessel (nature, weight, distribution).

2.4 SHIP INTEREST CONTACTS – responsibility to inform

To avoid duplication of reports and to co-ordinate ECP office response with the SOPEP, the responsibility of informing the ship interest contacts is:

“the V. Ships Regional Office”

A list of Ship Interest Contacts with their after-office-hours contacts is detailed in appendix three. The order of priority for notifying those concerned (if applicable) may be modified depending on the incident and its severity, and is as follows:-

Owners	Next of kin
Salvage Companies *	Media (or media response company) ♦
P+I Club *	Public relations consultants ♦
H+M Insurance *	Expert consultants ♦
Classification Society	I.T.O.P.F. (Tovalop, tankers only) *
Flag State Authority	V. Ships Head Office
Commercial Manager (if not advised by the Owner)	
Technical Advisory (TAS, ERS, SERS, RRDA if contracted)	

* Appointed by the Insurance Dept. (through the Owner if the Insurance is not placed by V.Ships)

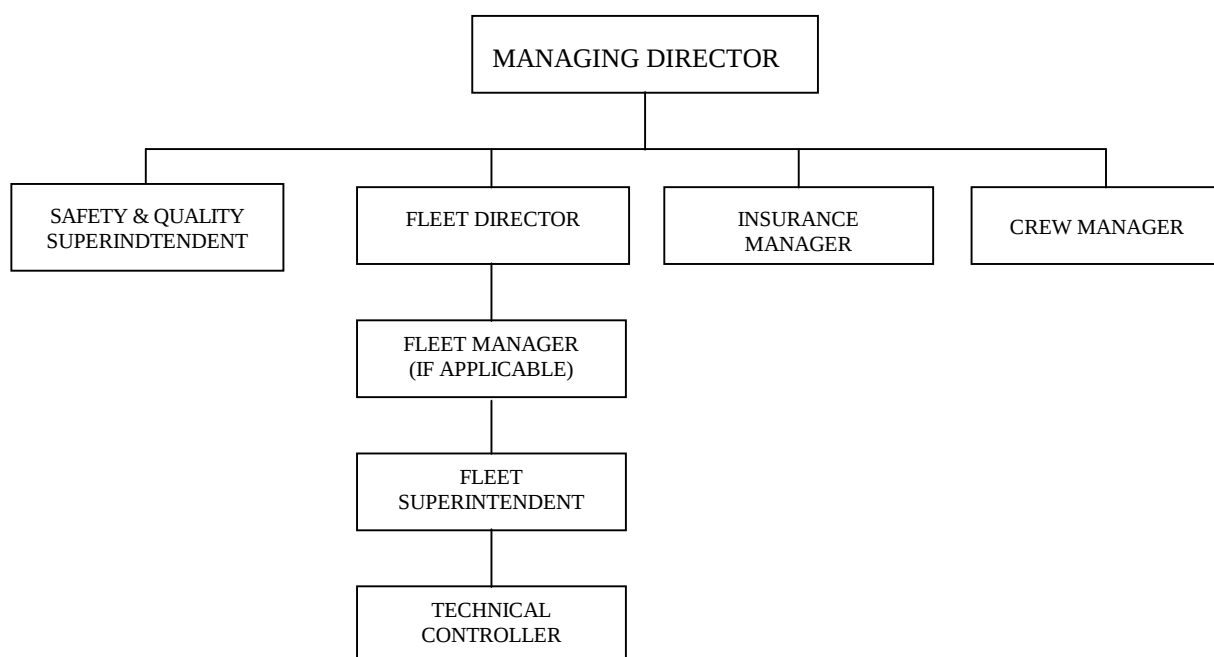
♦ Appointment approved by MD or Fleet Director.

Clean up contractor following a pollution incident will normally be appointed by the local authority. For tankers in U.S. ports, inclusive of non-tanker vessels in California, the Oil Spill Removal Organisation will attend as per the Vessel Response Plan. Contact is arranged by Qualified Individual.

EMERGENCY CONTINGENCY PLAN (ECP)

2.5 STANDARD V.SHIPS OFFICE BACK-UP TEAM STRUCTURE

(Note: this structure may differ in certain V.Ships offices where one employee may cover more than one function).



Notes:

1. Other personnel may be called in to assist in certain situations.
2. All vessels must have up-dated out-of-hours numbers for the above personnel.
3. Each office has its own specific arrangements for holiday/week-end emergency cover.

2.6 PRESS STATEMENT POLICY

A press statement or releases may be handled by the V. Ships Office Team. A **Senior Spokesman** will be designated by **Senior Management** if considered necessary. Under normal circumstances the Managing Director will act as the spokesman.

Press statements are to be prepared and must receive HIGH PRIORITY if the situation calls for it.

A press statement should be available BEFORE the first contact by press is received.

EMERGENCY CONTINGENCY PLAN (ECP)

2.6.1 Media response support

Certain vessels are covered under MTI, a media management response service. For these vessels only, the contact details are listed under Appendix 5 this Plan.

After an incident, the Managing Director or Fleet Director will approve the use of the media response company, depending on the severity of the incident. Press statements in this instance will then be released by the media response company in conjunction with Senior Management.

All members of the Backup Team should be fully conversant with the reporting procedure required by the media response company, which is detailed in the aforementioned appendix to this Plan.

The Master will be informed on what type of support will be given according to each incident.

IMPORTANT!:: INFORM ANY NEXT OF KIN BEFORE THE STATEMENT IS RELEASED.

2.7 LOSS OF COMMUNICATIONS AT SEA

MONITORING OF VESSEL POSITION BY V.SHIPS OFFICES

All vessels must report to their office every **Sunday, Tuesday and Thursday** (or copy the noon position message sent to Owner/Charterer), their noon position, average speed, miles to go to the next destination; as per **Fleet Operating Manual (FOM)** Section 2.6 - Operational Reporting. (Unless differently instructed by Office).

Failure of a ship to report must be thoroughly followed by the office.

If a delay in a position message is experienced the responsible Fleet Superintendent is to alert his Fleet Manager (if applicable) or Fleet Director. The responsible Fleet Superintendent will ensure that the "**Investigation Procedures**" are put into operation.

IN THE EVENT THAT A VESSEL HAS FAILED TO REPORT, THE FOLLOWING POINTS MUST BE THOROUGHLY CONSIDERED

- A)- Cargo / composition of cargo.
- B)- Special condition in connection with loading.
- C)- Weather conditions in the area.
- D)- Transmission conditions in the area.
- E)- Condition of the GMDSS Equipment, possible faults.
- F)- Frequency of earlier reports.
- G)- Special dangers of war/seizure or other situations distinctive to the area.
- H)- Other factors which should be considered in each specific case.
- I) - Crew personal history files

EMERGENCY CONTINGENCY PLAN (ECP)

2.8 INVESTIGATION PHASE 1

- 1) Make sure the fax/telex/e-mail has not gone astray.
- 2) Make enquiries as to whether other faxes/telexes/e-mails have been received from the vessel.
- 3) Enquire if there has been any contact with the vessel per telephone.
- 4) Contact Charterers/Owners to find out if vessel was in contact with them.
- 5) Contact AMVER Centre to check whether the vessel has filed its position report message.
- 6) Contact the Agents at the destination port to enquire whether they have received any message from the vessel that day.
- 7) Request the vessel to repeat the Position Message.

EMERGENCY CONTINGENCY PLAN (ECP)

2.9 INVESTIGATION PHASE 2

In the event that no results have been obtained in connection with **PHASE I** the day after the position report should have been filed, **PHASE 2** shall be put into operation immediately.

- 1) New messages to be sent to the vessel informing her that a **Position Report** has not been received.
The message should be sent using fax/telex/e-mail.
Consider sending out an "all ships" message also.
- 2) Consider weather conditions and the current in the area.
- 3) Head office back-up team to be alerted.
- 4) All vessels managed by V.Ships which are in the area shall be informed of the situation. It should be considered whether to request these vessels to search the area.
- 5) Enquire with Rescue Centre (See Pub NP285 for contact details) if they have received any distress signal by GMDSS or EPIRB. Discuss further actions.
Request that they commence investigation through their channels.
This shall also include **AMVER**.
Full search to be implemented if relevant (to be cleared by the Managing Director).
- 6) Board of Directors to be informed.
- 7) Owners and Charterers of the vessel to be informed.
- 8) Hull and P & I Underwriters to be informed and kept fully updated on the situation through the Insurance Dept.
- 9) Inform next of kin and keep them fully updated (**before releasing any press statement**).
- 10) Class institutions to be informed of the situation.
- 11) The Flag Maritime directorate to be informed of the situation.
- 12) Before close of business it must decide which part of the **Office Back-up Team** will stay in the office.
- 13) Insurance Department to alert/inform Lawyers, keeping fully updated on the situation.

EMERGENCY CONTINGENCY PLAN (ECP)

2.10 PRESS STATEMENT FOR MISSING VESSEL

A time bar can be put on the statement, but one must take into consideration the newspaper's deadline.

The statement should include:

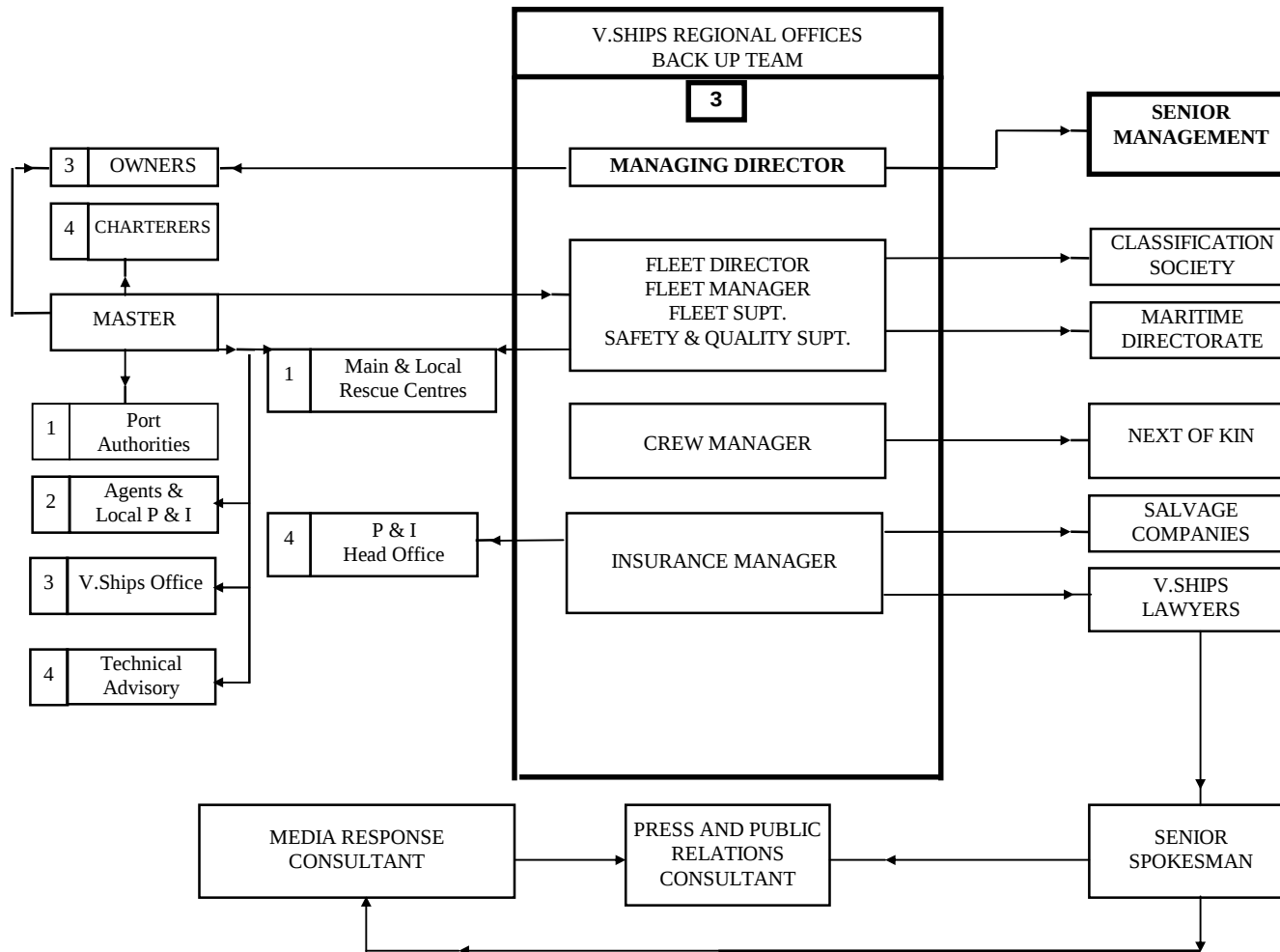
- 1) Name of the vessel, main characteristics, Owner.
- 2) Departure port and destination port.
- 3) Cargo, type, quantity, specification.
- 4) Last message received, ship position.
- 5) Weather condition in the area.
- 6) Crewmember nationality, Captain's name.
- 7) What action has been taken.
- 8) Ship Managers, name of contact person.

Either the Fleet Director, Fleet Manager (if applicable), Fleet Superintendent, Marine Safety & Quality Manager/Superintendent or Crew Manager may be appointed to travel without delay as necessary to the place which is considered most practical as a base for the investigation in the area where the ship is missing (if practicable).

Where a vessel is entered into the media management response service, the press statement will be released by the media company assisting with the incident, in conjunction with Senior Management.

(INFORM ANY NEXT OF KIN BEFORE THE STATEMENT IS RELEASED)

EMERGENCY CONTINGENCY PLAN (ECP)



KEY CONTACTS PRIORITY

The Master when an Emergency arises like: Fire, Explosion, Collision, Grounding/Stranding, etc., preferably should contact the various concerned parties as follows:

A. IN PORT

1. Port Authorities
2. Agents and P & I
3. Owners and V.Ships Office
4. Charterers

B. AT SEA

1. Main and Local Rescue Centres
2. Agents next destination port
3. Owners and V.Ships Office
4. Charterers

REMARKS: For Master

1. Depending on the circumstances the Master can delegate the Agents to advise: Port Authorities, local P & I.
2. On contacting the V.Ships Office, the Master will receive the instructions who to advise additional to 1.
3. Master would be informed on what type of support will be given according to each incident.

REMARKS: For V.Ships Back-Up Team

1. Outside Public Relations Consultants may be used only in extreme circumstances.
2. A Senior Spokesman will be designated by Senior Management.
3. The organisational Chart shows the various duties assigned to the various members of the Back-Up Team and Master's vessel.
4. A media management company will be used for vessels registered with the company

SHIPBOARD OIL POLLUTION EMERGENCY PLAN (SOPEP)

Issued: SEPTEMBER 2003

Vessel GIULIO VERNE

Call Sign IBPU

Port of Registry NAPOLI

NOTES:

1. Review of this Plan or any suggested alteration is to be referred to V.Ships
2. Further revisions of this Plan will be recorded on the Revision Sheet

MANAGING DIRECTOR



SAFETY & QUALITY MANAGER



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GENERAL POLICY

This Plan is written in accordance with the requirements of Regulation 26 of Annex I of the International Convention for the Prevention of Pollution from Ships, 1973, as modified by the Protocol of 1978 relating thereto.

The purpose of the Plan is to provide guidance to the master and officers on board the ship with respect to the steps to be taken when a pollution incident has occurred or is likely to occur.

The Plan contains all information and operational instructions required by the Guidelines issued by the International Maritime Organization (IMO). The Appendices contain names, telephone, telefax and telex numbers of all contacts referenced in the plan, as well as other reference material.

This Plan has been approved by RINA on behalf of the Administration and, except as provided below, no alteration or revision shall be made to any part of it without the prior approval of the Administration.

Changes to Section 5 and the Appendices will not be required to be approved by the Administration.

The Appendices should be maintained up to date by the owners, operators and managers.

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4. National and local coordination

Format 4 - National and local co-ordination

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1. Preamble

This Plan is available to assist personnel in dealing with an unexpected discharge of oil. Its primary purpose is to set in motion the necessary actions to stop or minimize the discharge and to mitigate its effects. It includes guidance to assist the master in meeting the demands of both an operational spill and a catastrophic discharge, should the ship become involved in one. Effective planning ensures that the necessary actions are taken in a structured, logical, safe and timely manner.

The Plan goes beyond providing for operational spills. The need for a predetermined and properly structured Plan is clear when one considers the pressures and multiple tasks facing personnel confronted with an emergency situation. In the heat of the moment, lack of planning will often result in confusion, mistakes and failure to advise key people. Delays will be incurred and time will be wasted; time during which the situation may well worsen. As a consequence, the ship and its personnel may be exposed to increasing hazards and greater environmental damage may occur.

For the Plan to accomplish its purpose, it must be:

1. realistic, practical and easy to use;
2. understood by ship management personnel, both on board and ashore;
3. evaluated, reviewed and updated regularly.

The Plan envisioned by Regulation 26 of Annex I to the Convention is intended to be a simple document. Use of summarising flow charts or checklists to guide the master through the various actions and decisions required during an incident response is highly encouraged. These can provide a quickly visible and logically sequenced form of information, which can reduce error and oversight during emergency situations. Inclusion of extensive background information on the ship, cargo, etc., should be avoided, as this is generally available elsewhere. If such information is relevant, it should be kept to annexes where it will not dilute the ability of ship's personnel to locate operative parts of the Plan.

The Plan is likely to be a document used on board by the master and officers of the ship. It must therefore be available in a working language or languages understood by the Master and officers. A change in the Master and Officers which brings about an attendant change in their working language or languages understood would require the issuance of the Plan in the new languages.

This Plan consists of:

- (i) the list of authorities or persons to be contacted in the event of an oil pollution incident (see Section 2);
- (ii) the procedure to be followed by the master or other persons having charge of the ship to report an oil pollution incident (see Section 2);
- (iii) a detailed description of the action to be taken immediately by persons on board after a spill has occurred (see Section 3);
- (iv) the procedures and point of contact on the ship for co-ordinating shipboard activities with national and local authorities in combating the pollution (see Section 4).

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2. Reporting requirements

2.1 When to report

This section provides guidance to enable the master to determine when a report to the Coastal State and to those individuals/organizations specified in Section 2.3 is required. In order to expedite response and minimize damage from a pollution incident, it is essential that appropriate Coastal States should be notified without delay¹. Without interfering with shipowners' liability, some Coastal States consider that it is their responsibility to define techniques and means to be taken against an oil pollution incident and approve such operations which might cause further pollution, i.e. lightening. States are in general entitled to so under the International Convention relating to intervention on the High Seas in Cases of Oil Pollution Casualties, 1969 (Intervention Convention). For reference a list of States that signed such Convention is reported in Appendix 1. Other coastal States, in general different from the ones that signed the Intervention Convention, require ships to have contracts with "response contractors" when ships enter into such States' ports. It is therefore recommended that, when the ship sails toward such States, response resources (personnel and equipment) and capabilities are identified in advance for each potential State's port.

2.1.1 Actual discharge

A report to the Coastal State and to those individuals/organizations specified in Section 2.3 is required whenever there is:

- a discharge of oil above the permitted level for whatever reason, including those for the purpose of securing the safety of the ship or saving life at sea; or
- a discharge during the operation of the ship of oil in excess of the quantity or instantaneous rate permitted under the present MARPOL Convention^{2 3}.

2.1.2 Probable discharge

A report to the Coastal State and to those individuals/organizations specified in Section 2.3, may be required if there is a situation which, though not involving an actual discharge, would qualify as a substantial threat of a discharge. In judging whether there is such a probability and whether the report should be made, the following factors, as a minimum, should be taken into account:

- the nature of the damage;
- ship location and proximity to land or other navigational hazards;
- weather, tide, current and sea state; and
- traffic density.

As a general guideline, the master should report in cases of:

- damage, failure or breakdown which affects the safety of ships; examples of such situations are collision, grounding, explosion, structural failure, flooding, cargo shifting, etc.; and
- failure or breakdown of machinery or equipment which results in the impairment of the safety of navigation; examples of such incidents are failure or breakdown of steering gear, propulsion, electrical generating system, essential shipborne navigational aids, etc.

2.2 Required information

In case of an actual discharge or a probable discharge which requires a report according to the provisions of Section 2.1.2, Format 1 "Initial notification" (see page 8) shall be sent to the Coastal

¹ Refer to Article 8 and to Protocol I of the MARPOL 73 Convention.

² "Present MARPOL Convention" means the MARPOL 73/78 Convention as amended and in force at the time this Plan is approved

³ No discharge is permitted under the Italian law.

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State and the individuals/organizations of Section 2.3 according to the notification flowchart of Section 2.3.4.

In case of an actual discharge which requires information be provided according to the provisions of Section 3.3.2 so that damage stability and damaged longitudinal strength assessment may be made (see Section 3.3.2), Format 2 "Stability and strength assessment notification" (see page [10](#)) shall be sent to the Technical Advisor of the Owner according to the notification flowchart of Section 2.3.4.

The initial notification shall be followed by supplementary and/or follow-up reports according to Format 3 (see page [13](#))

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Format 1

Initial notification - page 1

AA (ship name, call sign, flag)	
BB (date and time of event, UTC) DDHHMM	
CC (position, latitude, longitude)	<i>or</i> DD (bearing, distance from landmark)
ddmmNS dddmmEW	ddd

N miles

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Format 1

Initial Notification - page 2

SS (brief detail of weather and sea conditions)			
WIND { DIRECTION [][] SPEED (Beaufort) [][] RAIN [Y/N] [] AIR TEMPERATURE [degrees] [][] VISIBILITY [m] [][] SWELL { DIRECTION [][] HEIGHT (m) [][] CLOUD [Y/N] [] CURRENT [knots] [][][] kn kn 1/10	TT (contact details of ship's owner/operator/agent)		
UU (ship size and type)			
LENGTH: [m]	BREADTH: [m]	DRAUGHT: [m]	TYPE:
XX (additional information) Brief details of incident: Assistance: requested or provided Actions being taken: Number of crew and details of any injuries: Details of P&I Club and local correspondent: Other:			
YY (Request to relay report to another system e.g. AMVER,AUSREP, JASREP, MAREP etc., if any)			
ZZ (End of report)			

The alphabetical reference letters in the above format are from "General principles for ship reporting systems and ship reporting requirements, including guidelines for reporting incidents involving dangerous goods, harmful substances and/or marine pollutants" adopted by the International Maritime Organization by resolution A.851(20).

The letters do not follow the complete alphabetical sequence as certain letters are used to designate information required for other standard reporting formats, e.g., those used to transmit route information.

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Format 2

Stability and Strength Assessment Notification - page 1

C/L:	<u>GIULIO VERNE</u>
TRIP:	from _____ to _____
DATE:	departure _____ arrival (estimate) _____

DRAFTS AFTER ACCIDENT	
FWD	P [m]
	S [m]
AFT	P [m]
	S [m]
MIDSHIP	P [m]
	S [m]
TRIM	P [cm]
	S [cm]
LIST	P [dg][°]
	S [dg][°]

WATER GRAVITY	 [t/m ³]
---------------	---------------------------

ADVICE REQUIRED FOR THE FOLLOWING ACTIONS	1 2 3 4
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DAMAGE DESCRIPTION	Damage location and extension are to be sketched at page 3 of this Format
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Format 2

Stability and Strength Assessment Notification - page 2

C/L: <u>GIULIO VERNE</u>
TRIP: from _____ to _____
DATE: departure _____ arrival (estimate) _____

	TANK/SPACE DESCRIPTION ⁵	100% VOLUME [m ³]	QUANTITY ⁴ departure check [t]	QUANTITY ⁴ after accident check [t]	CARGO ⁴ GRAVITY [t/m ³]	DAMAGED ⁵ [Y/N]
	WATER BALLAST TANKS					
1	FORE PEAK TANK (C)	461.4				
2	NO.1 W.B.T.(P)	303.9				
3	NO.1 W.B.T.(S)	303.9				
4	NO.2 W.B.T.(P)	1355.3				
5	NO.2 W.B.T.(S)	1355.3				
6	NO.3 W.B.T.(P)	1695.3				
7	NO.3 W.B.T.(S)	1625.0				
8	NO.4 W.B.T.(P)	1695.3				
9	NO.4 W.B.T.(S)	1695.3				
10	NO.5 W.B.T.(P)	1628.5				
11	NO.5 W.B.T.(S)	1688.4				
12	NO.6 W.B.T.(P)	680.3				
13	NO.6 W.B.T.(S)	693.5				
	FRESH WATER TANKS					
14	FRESH WATER TANKS (P)	295.4				
15	FRESH WATER TANKS (S)	295.4				
	FUEL OIL TANKS					
16	FUEL OIL TANK (C)	772.4				
17	FUEL OIL SERVICE TANK (P)	42.3				
18	F.O. SERVICE TANK FOR E/G (P)	6.1				
19	FUEL OIL STORAGE TANKS (P)	122.5				
20	FUEL OIL STORAGE TANKS (S)	122.5				
	LUB OIL TANK					
21	LUB OIL STORAGE TK (S)	42.3				
	MISCELLANEOUS TANKS					
22	SEWAGE HOLDING TANKS (P)	3.2				
23	BILGE TANK (S)	17.8				
24	BILGE SEP TANK (S)	5.3				
25	DRY STORAGE TANK (C)	1151.3				

⁴ This column shall be filled by the Master before each voyage when cargo loading operations are finished
⁵ See the sketches in the following pages of Format 2

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Format 2

Stability and Strength Assessment Notification - page 3

NOTE FOR THE MASTER

WHEN TRANSMITTING THE PRESENT FORMAT 2
 INSERT IN THIS PAGE THE SKETCHES OF THE SHIP
 AS THEY ARE REPORTED IN THE CAPACITY PLAN

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Format 3

Follow-up Notification - page 1

C/L: <u>GIULIO VERNE</u>
TRIP: from _____ to _____
DATE INITIAL NOTIFICATION: _____
FOLLOW-UP NOTIFICATION NO.: _____ DATED _____ UTC _____

PP Additional details on the type of cargo on board	
QQ Additional details on the condition of the vessel and ability of transfer cargo, ballast and fuel	
RR Additional details on the quantity, extent and movement of the pollution, whether the discharge is continuing and the oil floated or sank	
SS Any change in the on-scene weather or sea conditions	
XX Actions being taken with regard to the discharge and the movement of the ship	

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Format 3

Follow-up Notification - page 2

Additional information concerning stability and hull strength assessment	
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2.3 Whom to contact

The ship involved in an actual discharge or a probable discharge which requires a report according to the provisions of Section 2.1.2 shall have to communicate with both Coastal State (or port contacts if the ship is in port) and ship interests contacts according to the notification flowchart given in Section 2.3.4.

2.3.1 Coastal State contacts

In [ECP Appendix 1](#) the list of agencies or officials of administrations responsible for receiving and processing reports and updated by the Organization is given. Should any undue delay be experienced in contacting the responsible authority by direct means, the master shall contact the nearest coastal radio station, designated ship movement reporting station or rescue co-ordination centre (RCC) by the quickest available means.

2.3.2 Port contacts

For ships in port, local agencies shall be notified according to Section 2.3.4. Information on regularly visited ports is included in [ECP Appendix 2](#) to this Plan. When the next port of call is a port which is not included in the list, the Master shall obtain details concerning its local reporting procedure before departure and update Appendix 2 accordingly.

2.3.3 Ship interests contacts

The complete list of all parties with an interest in the ship who are to be notified according to Section 2.3.4, is given in [ECP Appendix 3](#). The list shall be updated prior commencing any voyage.

2.3.4 Notification flowchart

Priority	Who	Action	Format	Who to inform	Where in the Plan
1	Master	Send the Initial notification	1	Coastal State (ship at sea)	ECP Appendix 1
			1	Port contact (ship at sea/in Port)	ECP Appendix 2
			1	Owner/Operator/Qualified Individual*	ECP Appendix 3
			1	Technical Advisor, if applicable	ECP Appendix 6
2	Master	Send the stability and strength assessment notification	2	Technical Advisor, if applicable	ECP Appendix 6
3	Master	Send follow-up notifications	3	Coastal State or port contact Owner/Qualified Individual* Technical Advisor, if applicable	ECP Appendix 1 ECP Appendix 2 ECP Appendix 3 ECP Appendix 6
4	Owner/Operator	Activate clean-up resources (if necessary)	1	Oil Spill Removal Organization	ECP Appendix 3
5	Owner/Operator	Send the Initial notification	1	Insurer representative	ECP Appendix 3
6	Owner/Operator	Send the Initial notification	1	P&I Club representative	ECP Appendix 3
7	Owner/Operator	Send the follow-up notifications	3	Oil Spill Removal Organization Insurer representative P&I Club representative	ECP Appendix 3

[6] TO BE FILLED IN BY THE MASTER PRIOR COMMENCING ANY VOYAGE

* The "Shoreside Spill Response Co-ordinator" or "Qualified Individual" is a shore based person of the Owner/Operator or appointed by the Owner/Operator to be a guidance for the Master for requesting and co-ordinating initial response personnel and equipment. See [ECP Appendix 3](#) for details. In [V.Ships Monaco](#) the appointed Qualified Individual is the "DPA".

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2.4 Communication methods

In case of actual discharge or a probable discharge, which requires a report according to the provisions of Section 2.1.2, the primary communication method (see Table 2.1) shall be used.

In case notification by the primary communication method is not available on board, fails or should any undue delay be experienced, then a secondary communication method with the priority indicated in Table 2.1 shall be used.

In case both primary and secondary communication methods fail, then emergency notification method shall be used.

In case of an actual discharge which requires information be provided to the Technical Advisor, then notification by primary communication method shall be preceded by a verbal communication via SATCOM phone.

COMMUNICATION METHOD	PRIORITY	DETAILS
Primary	1	Written report transmitted by fax over the vessel's Satellite Communication (SATCOM)
Secondary	2	Verbal communication via SATCOM phone
	3	Telex message via SATCOM phone
Emergency	4	Verbal report via HF or VHF coast radio station

Table 2.1

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3. Steps to control discharge

Ship's personnel will almost always be in the best position to take quick action to mitigate or control the discharge of oil from the ship.

In this Section guidance is given to the Master on how to accomplish operational spills and spills resulting from casualties.

Actions to be taken by onboard personnel for each spill scenario are outlined in checklists at the end of this Section, according to the following Table 3.1. Such checklists will ensure that the Master considers all appropriate factors when addressing the specific casualty. These checklists are tailored to the specific ship and cargo. In addition to the checklists, specific personnel assignments for anticipated tasks are identified. In order to identify personnel responsibilities, reference to existing fire control plans and muster lists is to be made.

SPILL CATEGORY	CHECKLIST	SPILL DUE TO	WHERE IN THE PLAN
Operational	1	Transfer System Leakage (Pipe leakage)	page 20
	2	Tank overflow	page 21
	3	Suspected Hull leakage	page 22
Resulting from a casualty	4	Collision with a fixed or moving object	page 23
	5	Grounding/Stranding	page 24
	6	Fire/explosion	page 25
	7	Hull failure	page 26
	8	Excessive list	page 27
	9	Containment system failure	page 28
	10	Submerged/foundered	page 29
	11	Wrecked/stranded	page 31
	12	Hazardous vapour release	page 33

Table 3.1

3.1 On-board response team

An on-board response team shall be established according to the following Fig. 3.1 to take quick action to mitigate or control a discharge.

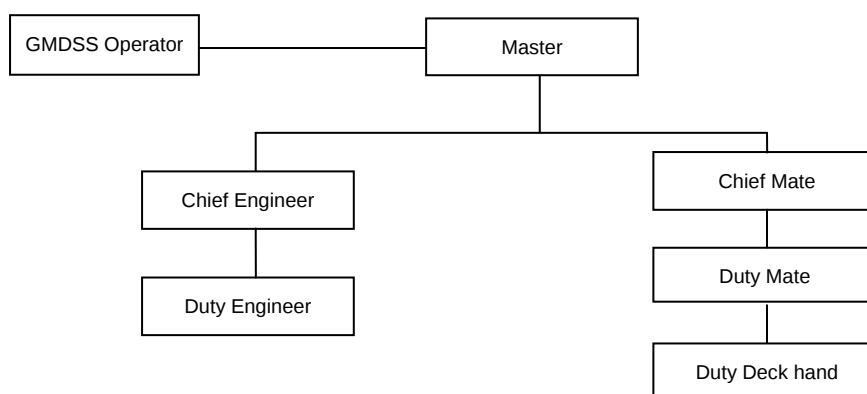


Fig. 3.1

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3.2 Operational spills

Actions to be taken by and duties and responsibilities of onboard personnel for safe removal of oil spilled and contained on deck in case of pipe leakage, tank overflow and hull leakage are outlined in Checklists number 1, 2 and 3 respectively. In addition to the checklists and personnel duty assignment, the Plan provides the Master with guidance concerning priority actions, stability and stress considerations, lightening and mitigating activities.

3.3 Spill resulting from casualties

3.3.1 Priority actions

In responding to a casualty, the master's priority will be to ensure the safety of personnel and the ship and to take action to prevent escalation of the incident. In casualties involving spills, immediate consideration should be given to measures aiming at preventing fire, personnel exposure to toxic vapours and explosion, such as altering course so that the ship is upwind of the spilled oil, shutting down non-essential air intakes, etc. If the ship is aground, and cannot therefore manoeuvre, all possible sources of ignition should be eliminated and actions taken to prevent toxic vapours or flammable vapours entering accommodation and engine-room spaces. When it is possible to manoeuvre, the master, in conjunction with the appropriate shore authorities, may consider moving his ship to a more suitable location, in order, for example, to facilitate emergency repair work or lightering operations, or to reduce the threat posed to any particularly sensitive shoreline areas. Such manoeuvring may be subject to Coastal State jurisdiction.

Prior to considering remedial action, the Master will need to obtain detailed information on the damage sustained by his ship. A visual inspection should be carried out and all cargo tanks, bunker tanks and other compartments should be sounded. Due regard should be paid to the indiscriminate opening of ullage plugs or sighting ports, especially when the ship is aground, or loss of buoyancy could result.

Having assessed the damage sustained by the ship, the master will be in a position to decide what action should be taken to prevent or minimize further spillage. When bottom damage is sustained, hydrostatic balance will be achieved fairly rapidly especially if the damage is severe, in which case the time available for preventive action will often be limited. When significant side damage is sustained in the way of oil tanks, cargo or bunkers will be released fairly rapidly until hydrostatic balance is achieved and the rate of release will reduce and be governed by the rate at which oil is displaced by water flowing in under the oil. When the damage is fairly limited and restricted, for example, to one or two compartments, consideration may be given to transferring oil internally from damaged to intact tanks.

3.3.2 Stability and stress considerations

Great care in casualty response must be taken to consider stability and strength when taking actions to mitigate the spillage of oil or to free the ship if aground.

Internal transfers should be undertaken only with a full appreciation of the likely impact on the ship's overall longitudinal strength and stability.

The Master shall duly compile and send Format 2 "Stability and strength assessment notification " (see Section 2) so that damage stability and damaged longitudinal strength assessment may be made by the Technical Advisor in the following cases:

- an actual discharge resulting from a casualty
- a probable discharge which requires a report to the Coastal State according to the provisions of Section 2.1.2.

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Format 2 shall be sent to the Technical Advisor according to the notification flow chart given in Section 2.3.4 and the contact list given in [ECP Appendix 3 and 6](#).

In order to alert the Technical Advisor and guarantee his prompt activation in case the situation suddenly grows worse, Format 2 shall be compiled and sent even if the Master decides to perform the stability and strength assessment on his own.

The Master shall communicate to the Technical Advisor his decision to make stability and strength assessment on his own by indicating at page 1 of Format 2 “No advice required”.

3.3.3 Lightening

Should the ship sustain extensive structural damage, then it may be necessary to transfer all or part of the cargo to another ship.

Any ship-to-ship transfer of cargo and/or bunkers shall be carried out in compliance with the “Ship to Ship Transfer Guide (Petroleum)” issued jointly by the International Chamber of Shipping and the Oil Companies International Marine Forum, to be taken enclosed to this Plan as Appendix⁷, and also taking into consideration the right of Coastal States to approve such operation, which is a potential cause of further pollution (see section 2.1).

3.3.4 Mitigating activities

When the safety of both the ship and personnel has been addressed, the Master can initiate mitigating activities according to the guidance given by the Plan, addressing such aspects as:

- .1 assessment and monitoring requirements;
- .2 personnel protection issues:
 - .2.1 protective equipment; and
 - .2.2 threats to health and safety
- .3 containment and other response techniques (e.g. dispersing, absorbing, etc.)
- .4 isolation procedures;
- .5 decontamination of personnel; and
- .6 disposal of removed oil and clean-up materials.

3.3.5 Plans and drawings

In order to allow damage stability and damaged longitudinal strength assessment be made by the Technical Advisor, the following plans and drawings shall be available at the Technical Advisor's office:

- [Body Plan](#)
- General arrangement plan
- Capacity plan
- Hydrostatic Tables
- Midship sections
- Midship Construction and deck plans
- Shell expansion
- Bilge and ballast piping
- Gauging ([Ullage Tables](#))
- Fuel Oil Piping Plan
- Trim and stability booklet

⁷ If the lightening operations take place in Italian waters, it must be taken into account what required by Italian Ministerial Decree dated 3 May 1984.

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Checklist n. 1

Operational discharge mitigation checklist

TRANSFER SYSTEM LEAK

No.	Action	Responsible	Done	When
1	Secure all transfer pumps and close all valves in order to stop the flow of product	Chief Engineer		
2	Notify shore terminal	Chief Engineer		
3	Notify Master	Chief Engineer		
4	Activate the on-board response team	Master		
5	Compile Format 1 "Initial notification"	Master		
6	Send Format 1 according the notification flowchart given in Section 2.3.4	Master		
7	Individuate the pipe stretch where leakage occurred	On-board response team		
8	Operate the containment, dispersion and recovery of polluted oil	On-board response team		
9	Take the appropriate steps to prevent petroleum gas from entering in engine room intake	Chief Engineer		
10	Compile this checklist	Chief Engineer		
11	Send supplementary and/or follow-up Format 1 information.	Master		

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Checklist n. 2

Operational discharge mitigation checklist

TANK OVERFLOW

No.	Action	Responsible	Done	When
1	Secure all transfer pumps and close all valves in order to stop the flow of product	Chief Engineer		
2	Notify shore terminal	Chief Engineer		
3	Notify Master	Chief Engineer		
4	Activate the on-board response team	Master		
5	Compile Format 1 "Initial notification"	Master		
6	Send Format 1 according the notification flowchart given in Section 2.3.4	Master		
7	Transfer the cargo from the affected zone to an available empty or slack tank	Chief Engineer		
8	Operate the containment, dispersion and recovery of polluted oil	On-board response team		
9	Take the appropriate steps to prevent petroleum gas from entering in engine room intake	Chief Engineer		
10	Compile this checklist	Chief Engineer		
11	Send supplementary and/or follow-up Format 1 information.	Master		

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Checklist n. 3

Operational discharge mitigation checklist

SUSPECTED HULL LEAKAGE

No.	Action	Responsible	Done	When
1	Notify master	Chief Mate*		
		Chief Engineer **		
2	Activate the on-board response team	Chief Mate*		
		Chief Engineer **		
3	Compile Format 1 "Initial notification"	Master		
4	Send Format 1 according to the notification flowchart given in Section 2.3.4	Master		
5	Individuate the specific tank from which leakage is occurring	On-board response team		
6	In the event the source of the leakage cannot be located from onboard, employ a diver to investigate possible bottom leakage	On-board response team		
7	Carry out appropriate actions taking into account the effect corrective actions may have on hull stress and stability	Master		
8	Reduce the head of oil in the tank involved by draining cargo an available empty or slack tank	Chief Engineer		
9	Repair the leak, if possible	Oil Spill Response Team		
10	Operate the containment, dispersion and recovery of polluted oil	Oil Spill Response Team		
11	Compile this Checklist	Chief Mate*		
		Chief Engineer **		
12	Send supplementary and/or follow up Format 1, information	Master		

* Leak in the hull

** Leak in the engine room

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Checklist n. 4

Mitigation of spill resulting from casualty checklist

COLLISION WITH A FIXED OR MOVING OBJECT

No.	Action	Responsible	Done	When
1	Activate the on-board response team	Master		
2	Obtain detailed information on the damage sustained by the ship	Master		
3	Compile Format 1 "Initial notification"	Master		
4	Send Format 1 according to the notification flowchart given in Section 2.3.4	Master		
5	Sound all bunker tanks and other compartments which are part of or close to the damaged area	Chief Mate/Chief Engineer		
6	Compile the Format 2 "Stability and strength assessment notification"	Master		
7	Send Format 2 according to the notification flowchart given in Section 2.3.4	Master		
8	Avoid indiscriminate opening of ullage plugs or sighting ports	Oil Spill Response Team		
9	Take appropriate steps to prevent petroleum gas entering in engine room intake	Chief Mate		
10	Compile this checklist	Master		
11	Send supplementary and/or follow-up Format 1, and Format 2, information	Master		

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Checklist n. 5

Mitigation of spill resulting from casualty checklist

GROUNDING/STRANDING

No.	Action	Responsible	Done	When
1	Activate the on-board response team	Master		
2	Obtain detailed information on the damage sustained by the ship	Master		
3	Compile Format 1 "Initial notification"	Master		
4	Send Format 1 according to the notification flowchart given in Section 2.3.4	Master		
5	In the event the source of the leakage cannot be located from onboard, employ a diver to investigate bottom leakage	On-board response team		
6	Sound all bunker tanks and other compartments which are part of or close to the damaged area	Chief Mate/Chief Engineer		
7	Direct the sounding around the vessels to establish the vessel's position on the bottom	Chief Mate		
8	Compile Format 2 "Stability and strength assessment notification"	Master		
9	Send Format 2 according to the notification flowchart given in Section 2.3.4	Master		
10	Reduce fire risk by removing all ignition sources	Chief Mate		
11	Evaluate the necessity of transferring cargo to barge or internally	Master		
12	Compile this checklist	Master		
13	Send supplementary and/or follow-up Format 1, and Format 2, information	Master		

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Checklist n. 6

Mitigation of spill resulting from casualty checklist

FIRE/EXPLOSION

No.	Action	Responsible	Done	When
1	Find out immediately where the fire/explosion has taken place	Chief Mate*		
		Chief Engineer **		
2	Sound the fire alarm	Deck Duty Officer		
3	Activate the Fire-Fighting Team	Master		
4	Activate the on-board response team	Master		
5	Determine the extension of damage	Master		
6	Compile Format 1 "Initial notification" and Format 2 "Stability and strength assessment notification"	Master		
7	Send Format 1 and Format 2 according to the flowchart given in Section 2.3.4	Master		
8	Deploy the members of the vessel's damage control team to the positions deemed best for fighting the fire	Chief Mate		
9	Use all available means to fight the fire	Chief Mate		
10	Try to contain the fire and prevent it from spreading to other part of the vessel	Chief Mate		
11	Compile this checklist	Master		
12	Send supplementary and/or follow-up Format 1, and Format 2 information	Master		

* Deck

** Engine room

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Checklist n. 7

Mitigation of spill resulting from casualty checklist

HULL FAILURE

No.	Action	Responsible	Done	When
In case of immediate danger of sinking or capsizing:				
1	Immediately evacuate the vessel	Master		
2	Send the distress message	Deck Duty Officer		
3	Compile Format 1 "Initial notification", if possible	Master		
4	Send Format 1 according to the notification flowchart given in Section 2.3.4, if possible	Master		
In case of no immediate danger of sinking or capsizing:				
1	Determine the extent of damage	Master		
2	Activate the on-board response team	Master		
3	Compile Format 1 "Initial notification"	Master		
4	Send Format 1 according to the notification flowchart given in Section 2.3.4	Master		
5	Direct sounding on all tanks to determine the extent of flooding and number of tanks breached	Chief Mate/Chief Engineer		
6	Compile Format 2 "Stability and strength assessment notification"	Master		
7	Send Format 2 according to the notification flowchart given in Section 2.3.4	Master		
8	Compile this checklist	Master		
9	Send supplementary and/or follow-up Format 1, and Format 2 information	Master		

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Checklist n. 8

Mitigation of spill resulting from casualty checklist

EXCESSIVE LIST

No.	Action	Responsible	Done	When
1	Determine the reason for excessive list	Chief Mate		
2	Notify Master	Chief Mate		
3	Compile Format 1 "Initial notification"	Master		
4	Send Format 1 according to the notification flowchart given in Section 2.3.4	Master		
5	Change to corrective tanks to rectify the situation if in bunkering /ballasting operation	Master		
6	Activate the on-board response team	Master		
7	Consider corrective actions	Master		
8	Compile Format 2 "Stability and strength assessment notification"	Master		
9	Send Format 2 according to the notification flowchart given in Section 2.3.4	Master		
10	Compile this checklist	Master		
11	Send supplementary and/or follow-up Format 1, and Format 2 information	Master		

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Checklist n. 9

Mitigation of spills resulting from casualty checklist

CARGO CONTAINMENT SYSTEM FAILURE

In the event of oil containment system failure the following actions have a highest degree of priority:

- safety of life;
- control of damage to the vessel;
- prevention of environmental pollution.

The behaviour of the personnel has to be as such as no risks may arise, endangering their own lives or the lives of any other crewmembers.

Following precautions have to be observed:

1. Personnel mustered and briefed on situation and potential dangers.
2. All accommodation access doors shut and all ventilation (except closed circuit system) shut down.
3. All unused valves, hatches, etc., on deck shut down.
4. Smoking and naked lights prohibited everywhere on the ship and electrical switches used as little as possible.
5. Fire hoses and water sprays ready for immediate action.
6. Fire-fighting equipment and breathing apparatus assembled for immediate use.
7. The [Owner/Operator](#) informed.
8. Technical assistance to be sought for recovery of [oil](#) containment system.

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Checklist n. 10

Mitigation of spill resulting from casualty checklist

SUBMERGED/FOUNDERED

In the event of a flooding, if the Master, after taking over command and assumed full control of the situation and having ordered to:

- check all watertight doors are closed;
- take soundings of all tanks and bilges;
- locate the source, if any, of ingress of water;
- inform the Owner/[Operator](#);
- notify the nearest State's Authority,

realises that the situation is no more recoverable, notwithstanding all attempts, and it is no more safe for the crew to remain on board, GIVES ORDER TO ABANDON THE SHIP.

The behaviour of the personnel has to be as such as no risks may arise, endangering their own lives or the lives of any other crewmembers.

Following emergency actions and duties have to be taken and followed:

Master	Duty Officer	Crew-members
1. Assesses the situation and takes the decision to abandon the ship.	1. Sounds the lifeboat station alarms.	1. Put on lifejackets, safety helmets and warm dresses and proceed to muster stations.
2. Gives the order to transmit the distress signal.		
3. Gives verbal order to abandon the ship.		

Master and Bridge party	Emergency and stand-by parties	Technical party
1. Ensure Muster check has been completed, all personnel accounted for and details of missing persons (if any) passed to lifeboat commanders.	1. On hearing lifeboat station alarm proceed to abandon ship stations.	1. Maintains power supplies for lighting.
2. Record events and collect log books.	2. Carry out muster check and ensure lifejackets donned properly.	2. Ensures manoeuvring of the Propulsion System whilst launching lifeboats/liferafts.
3. Monitor preparation and launch of lifeboats.	3. Advise the Master of missing persons (if any) and arrange search.	3. On instruction from the Master stops the Propulsion System, secures Engine Room and proceeds to assigned lifeboats stations.
4. Advice all ships by VHF CH16, DSC CH70 and activated GMDSS Distress Alarm	4. Prepare lifeboats-liferafts lower top embarkation deck and make ready for rapid boarding.	
5. Advice by satphone/telex, etc.	5. Time permitting, arrange for extra blankets, water, provisions, torches, etc.	

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Checklist n. 10 (Cont.)

Mitigation of spill resulting from casualty checklist

SUBMERGED/FOUNDERED

Master and Bridge party	Emergency and stand-by parties	Technical party
6. Reduce way of the vessel as far as possible, time allowing.	6. Advise the Master that lifeboats are prepared and crew ready for abandoning ship.	
7. Switch on deck floodlighting	7. When Master's order to abandon ship is received, embark lifeboats/liferafts.	
8. Time allowing, instruct Emergency and Stand-by parties to gather: extra blankets, water, provisions, torches, hand held radios, etc.	8. Lower boats/liferafts.	
9. Put on lifejackets and proceed to boat embarkation points bringing to the boats: EPIRB, SARTs, GMDSS radios, extra pyrotechnics, log books, sextant, almanac, calculator, pens, paper, etc.	9. On hitting water, release from falls and stand-by to pick up Master and launch crew.	

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Checklist n. 11

Mitigation of spill resulting from casualty checklist

WRECKED/STRANDED

In the event of a stranding, with the vessel resting on the bottom, the following priorities have to be observed: safety of life; control of damage to the vessel and cargo; prevention of environmental pollution. If the Master, after taking over command and assumed full control of the situation and having ordered to:

- check all watertight doors are closed;
- take soundings of all tanks, holds and bilges;
- locate the source, if any, of ingress of water;
- inform the Owner Company;
- notify the nearest State's Authority,

realises that the situation is no more recoverable, notwithstanding all attempts, and it is no more safe for the crew to remain on board, GIVES ORDER TO ABANDON THE SHIP.

The behaviour of the personnel has to be as such as no risks may arise, endangering their own lives or the lives of any other crew members.

Following emergency actions and duties have to be taken and followed:

Master	Duty Officer	Crew-members
1. Assesses the situation and takes the decision to abandon the ship.	1. Sounds the lifeboat station alarms.	1. Put on lifejackets, safety helmets and warm dresses and proceed to muster stations.
2. Gives the order to transmit the distress signal.		
3. Gives verbal order to abandon the ship.		

Master and Bridge party	Emergency and stand-by parties	Technical party
1. Ensure Muster check has been completed, all personnel accounted for and details of missing persons (if any) passed to lifeboat commanders.	1. On hearing lifeboat station alarm proceed to abandon ship stations.	1. Maintains power supplies for lighting.
2. Record events and collect log books.	2. Carry out muster check and ensure lifejackets donned properly.	2. Ensures manoeuvring of the Propulsion System whilst launching lifeboats/liferafts.
3. Monitor preparation and launch of lifeboats.	3. Advise the Master of missing persons (if any) and arrange search.	3. On instruction from the Master stops the Propulsion System, secures Engine Room and proceeds to assigned lifeboats stations.
4. Advice all ships by VHF CH16, DSC CH70 and activated GMDSS	4. Prepare lifeboats-liferafts lower top embarkation deck and make ready for rapid boarding.	

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Distress Alarm		
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Checklist n. 11 (Cont.)

Mitigation of spill resulting from casualty checklist

WRECKED/STRANDED

Master and Bridge party	Emergency and stand-by parties	Technical party
5. Advice by satphone/telex, etc.	5. Time permitting, arrange for extra blankets, water, provisions, torches, etc.	
6. Reduce way of the vessel as far as possible, time allowing.	6. Advise the Master that lifeboats are prepared and crew ready for abandoning ship.	
7. Switch on deck floodlighting.	7. When Master's order to abandon ship is received, embark lifeboats/liferafts.	
8. Time allowing, instruct Emergency and Stand-by parties to gather: extra blankets, water, provisions, torches, hand held radios, etc.	8. Lower boats/liferafts.	
9. Put on lifejackets and proceed to boat embarkation points bringing to the boats: EPIRB, SARTs, GMDSS radios, extra pyrotechnics, log books, sextant, almanac, calculator, pens, paper, etc.	9. On hitting water, release from falls and stand-by to pick up Master and launch crew.	

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Checklist n. 12

Mitigation of spill resulting from casualty checklist

HAZARDOUS VAPOUR RELEASE

In the event of an uncontrolled vapour release, even if generated by a source outside the ship, the following priorities have to be observed: safety of life; control of damage to the vessel and cargo; prevention of environmental pollution. If the Master, after taking over command and assumed full control of the situation and having ordered to:

- stop all bunkering operations (if the ship is at a terminal);
- sound the emergency alarm;
- close all valves in the liquid line;
- avoid smoking and all naked lights;
- if time and situation allow, check the Material Safety Data Sheet, in order to know the hazards of the product emitting vapours;
- stop the leak, if possible;
- start water spray and fire pumps , in order to disperse liquid spill and vapour emissions;
- make ready for an immediate use breathing apparatus and fire fighting equipment;
- check all watertight doors are closed;
- if possible, head the ship, if at sea, so that she is free from the gas cloud;
- inform the Owner/Operator;
- notify the nearest State's Authority,
- send a radio warning to all ships present in the area;

realises that the situation is no more recoverable, notwithstanding all attempts, and it is no more safe for the crew to remain on board, GIVES ORDER TO ABANDON THE SHIP.

The behaviour of the personnel has to be as such as no risks may arise, endangering their own lives or the lives of any other crewmembers.

Following emergency actions and duties have to be taken and followed:

Master	Duty Officer	Crew-members
1. Assesses the situation and takes the decision to abandon the ship.	1. Sounds the lifeboat station alarms.	1. Put on lifejackets, safety helmets and warm dresses and proceed to muster stations.
2. Gives the order to transmit the distress signal.		
3. Gives verbal order to abandon the ship.		

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Checklist n. 12 (Cont.)

Mitigation of spill resulting from casualty checklist

HAZARDOUS VAPOUR RELEASE

Master and Bridge party	Emergency and stand-by parties	Technical party
1. Ensure Muster check has been completed, all personnel accounted for and details of missing persons (if any) passed to lifeboat commanders.	1. On hearing lifeboat station alarm proceed to abandon ship stations.	1. Maintains power supplies for lighting.
2. Record events and collect log books.	2. Carry out muster check and ensure lifejackets donned properly.	2. Ensures manoeuvring of the Propulsion System whilst launching lifeboats/liferafts.
3. Monitor preparation and launch of lifeboats.	3. Advise the Master of missing persons (if any) and arrange search.	3. On instruction from the Master stops the Propulsion System, secures Engine Room and proceeds to assigned lifeboats stations.
4. Advice all ships by VHF CH16, DSC CH70 and activated GMDSS Distress Alarm	4. Prepare lifeboats liferafts lower top embarkation deck and make ready for rapid boarding.	
5. Advice by satphone/telex, etc.	5. Time permitting, arrange for extra blankets, water, provisions, torches, etc.	
6. Reduce way of the vessel as far as possible, time allowing.	6. Advise the Master that lifeboats are prepared and crew ready for abandoning ship.	
7. Switch on deck floodlighting.	7. When Master's order to abandon ship is received, embark lifeboats/liferafts.	
8. Time allowing, instruct Emergency and Stand-by parties to gather: extra blankets, water, provisions, torches, hand held radios, etc.	8. Lower boats/liferafts.	
9. Put on lifejackets and proceed to boat embarkation points bringing to the boats: EPIRB, SARTs, GMDSS radios, extra pyrotechnics, log books, sextant, almanac, calculator, pens, paper, etc.	9. On hitting water, release from falls and stand-by to pick up Master and launch crew.	

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4. National and local co-ordination

Quick and efficient co-ordination between the ship and other Coastal State or other involved parties becomes vital in mitigating the effects of a pollution incident.

After immediate actions to control discharge and minimize the escape of oil have been taken by the on-board personnel (see Section 3), the intervention of on-shore resources to combat the spill may be necessary.

As a general rule, Coastal State shall be contacted for authorization prior undertaking mitigation action.

However, the identities and roles of various national and local authorities in this respect may vary widely from State to State and even from port to port:

- (i) some Coastal States have agencies that take charge of response immediately and subsequently bill the owner for the cost;
- (ii) in other Coastal States, responsibility for mitigating response is placed on the shipowner.

Prior commencing a voyage, the Master shall obtain details concerning the procedures followed by the national and local authorities of the next port of call in case of a pollution incident and shall duly compile the following Format 4, the content of which shall be used in case a spill occurs during that voyage under the jurisdiction of the Coastal State.

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C/L GIULIO VERNE

in compliance with Reg. 26 of Annex I of MARPOL 73/78

Format 4

National and local co-ordination

C/L: <u>GIULIO VERNE</u>
TRIP: from _____ to _____
DATE: departure _____ arrival (estimate) _____
RESPONSIBLE ON BOARD COORDINATOR: _____
TRANSITED COASTAL STATES: 1. _____ 2. _____

COASTAL STATE: 1. _____
Does the local authority of the next port of call take charge of response activities? [Y/N] _____
If the answer is Y, indicate the procedure to be followed to activate and co-ordinate the response resources: 1. _____ 2. _____
Is responsibility for initiating response placed on the shipowner? [Y/N] _____
If the answer is Y, indicate the procedure to be followed to activate and co-ordinate the response resources: 1. _____ 2. _____

COASTAL STATE: 2. _____
Does the local authority of the next port of call take charge of response activities? [Y/N] _____
If the answer is Y, indicate the procedure to be followed to activate and co-ordinate the response resources: 1. _____ 2. _____
Is responsibility for initiating response placed on the shipowner? [Y/N] _____
If the answer is Y, indicate the procedure to be followed to activate and co-ordinate the response resources: 1. _____ 2. _____

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COASTAL STATE: 3. _____
Does the local authority of the next port of call take charge of response activities? [Y/N] _____
If the answer is Y, indicate the procedure to be followed to activate and co-ordinate the response resources: 1. _____ 2. _____
Is responsibility for initiating response placed on the shipowner? [Y/N] _____
If the answer is Y, indicate the procedure to be followed to activate and co-ordinate the response resources: 1. _____ 2. _____

COASTAL STATE: 4. _____
Does the local authority of the next port of call take charge of response activities? [Y/N] _____
If the answer is Y, indicate the procedure to be followed to activate and co-ordinate the response resources: 1. _____ 2. _____
Is responsibility for initiating response placed on the shipowner? [Y/N] _____
If the answer is Y, indicate the procedure to be followed to activate and co-ordinate the response resources: 1. _____ 2. _____

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RECORD OF CHANGES

for pages included in the non-mandatory sections,
the modifications of which are not subject to approval

[illegible]

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5. Additional information ⁸

5.1 Additional plan and diagrams

Plans and diagrams additional to those required by Section 3.3.4 and specified in Table 5.1 are appended to the Plan or their location identified.

	Location	Where
Vessel's main characteristics	On board	Chief Mate's office
See ECP Appendix 7		

Table 5.1

5.2 Response equipment available on board

In Table 5.2 the Master should report the equipment carried on board to assist in pollution response, together with personnel responsibilities for its deployment, oversight and maintenance.

No chemical agent should be used for response to pollution on the sea without authorization of the appropriate Coastal State.

Equipment	Location on board	Deployment responsible	Oversight responsible	Maintenance responsible
See ECP Appendix 8		Ch. Mate	Ch. Mate	Ch. Mate

Table 5.2

⁸ In addition to the provisions required by regulation 26 of Annex 1 of the conventions and dealt with through Chapters 1 to 4 of this Plan, the owner/operator policy may require that other guidance be provided in the plan. Although Chapter 5 is non-mandatory under Regulation 26, however some further provisions which may contribute to the effectiveness of the Plan are herewith included for guidance only.

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5.3 Record keeping

The Master is responsible for keeping record of events whenever there is an actual discharge or a probable discharge.

Apart from detailing all actions taken on board, records shall include communications with outside authorities, owner and other parties, as well as a brief summary of decision and information passed and received.

All spilt oil should be sampled, safety permitting. Any oil observed on the water, while the vessel is at anchor or berth, should be sampled if possible. Samples should be properly marked, with date and location, and sealed, and always be made in duplicate. *Samples will be most valuable if someone not part of the crew authenticates the sampling.*

5.4 Plan review

The Plan can only be changed and/or updated with the written authority of the Company's in-charge person, with the approval of the Administration.

All comments, corrections and suggestions shall be directed to the above named individual. All users of the Plan have the responsibility of pointing out changes that effect the validity and/or use of the Plan.

Changes to Section 5 and the Appendices are not required to be approved by the Administration.

Any changes or updates shall be accompanied with a new Record of Changes.

5.4.1 annual review

Annual review of the plan shall be conducted to ensure compliance with current law, regulations and compatibility with vessel operations. Any changes made to the Plan shall be according to Section 5.4.

5.4.2 Event review

Whenever the Plan has been put in use, either for a drill or actual incident, all parties directly involved shall comment on the effectiveness of the Plan and its content. Such comments shall be forwarded to the responsible person named in Section 5.4.

5.5 Plan testing

Exercises on a Regular basis shall be carried out to assure that the Plan functions as expected and that the contacts and communications specified are accurate.

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APPENDIX 1 **Status of Intervention Convention 1969 and Protocol 1973** **as at 30 June 2002**

STATE	INTERVENTIO N Convention 69	INTERVENTIO N Protocol 73	STATE	INTERVENTIO N Convention 69	INTERVENTIO N Protocol 73
Afghanistan			Cook Islands		
Albania			Costa Rica		
Algeria			Cote d'Ivoire	X	
Andorra			Croatia	X	X
Angola	X		Cuba	X	
Antigua & Barbuda			Cyprus		
Argentina	X		Czech Republic		
Armenia			Dem. People's Rep.		
Australia	X	X	Dem. Rep. of the		
Austria			Denmark	X	X
Azerbaijan			Djibouti	X	
Bahamas	X	X	Dominica		
Bahrain			Dominican Republic	X	
Bangladesh	X		Ecuador	X	
Barbados	X	X	Egypt	X	X
Belarus			El Salvador		
Belgium	X	X	Equatorial Guinea	X	
Belize			Eritrea		
Benin	X		Estonia		
Bhutan			Ethiopia		
Bolivia			Fiji	X	
Bosnia & Herzegovina			Finland	X	X
Botswana			France	X	X
Brazil			Gabon	X	
Brunei Darussalam			Gambia		
Bulgaria	X		Georgia	X	X
Burkina Faso			Germany	X	X
Burundi			Ghana	X	
Cambodia			Greece		
Cameroon	X		Grenada		
Canada			Guatemala		
Cape Verde			Guinea		
Central African Republic			Guinea-Bissau		
Chad			Guyana	X	
Chile	X	X	Haiti		
China	X	X	Holy See		
Colombia			Honduras		
Comoros			Hungary		
Congo			Iceland	X	

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STATE	INTERVENTION Convention 69	INTERVENTION Protocol 73
India	X	
Indonesia		
Iran (Islamic Republic of)	X	X
Iraq		
Ireland	X	X
Israel		
Italy	X	X
Jamaica	X	X
Japan	X	
Jordan		
Kazakhstan		
Kenya		
Kiribati		
Kuwait	X	
Kyrgyzstan		
Lao People's Dem. Rep.		
Latvia	X	X
Lebanon	X	
Lesotho		
Liberia	X	X
Libyan Arab Jamahiriya		
Liechtenstein		
Lithuania		
Luxembourg		
Madagascar		
Malawi		
Malaysia		
Maldives		
Mali		
Malta		
Marshall Islands	X	X
Mauritania	X	X
Mauritius		
Mexico	X	X
Micronesia (Fed. States)		
Monaco	X	
Mongolia		
Morocco	X	X
Mozambique		
Myanmar		
Namibia		
Nauru		
Nepal		
Netherlands	X	X
New Zealand	X	
Nicaragua	X	X

STATE	INTERVENTION Convention 69	INTERVENTION Protocol 73
Niger		
Nigeria		
Norway	X	X
Oman	X	X
Pakistan	X	X
Palau		
Panama	X	
Papua New Guinea	X	
Paraguay		
Peru		
Philippines		
Poland	X	X
Portugal	X	X
Qatar	X	
Republic of Korea		
Republic of Moldova		
Romania		
Russian Federation	X	X
Rwanda		
Saint Kitts and Nevis		
Saint Lucia		
St. Vincent & the Grenadines	X	X
Samoa		
San Marino		
Sao Tome & Principe		
Saudi Arabia		
Senegal	X	
Seychelles		
Sierra Leone		
Singapore		
Slovakia		
Slovenia	X	X
Solomon Islands		
Somalia		
South Africa	X	X
Spain	X	X
Sri Lanka	X	
Sudan		
Suriname	X	
Swaziland		
Sweden	X	X
Switzerland	X	X
Syrian Arab Republic	X	
Tajikistan		
Thailand		
the former Yugoslav Republic of Macedonia		

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STATE	INTERVENTIO N Convention 69	INTERVENTIO N Protocol 73
Togo		
Tonga	X	X
Trinidad & Tobago	X	
Tunisia	X	X
Turkey		
Turkmenistan		
Tuvalu		
Uganda		
Ukraine	X	
United Arab Emirates	X	
United Kingdom	X	X
United Rep. of Tanzania		

STATE	INTERVENTIO N Convention 69	INTERVENTIO N Protocol 73
United States	X	X
Uruguay		
Uzbekistan		
Vanuatu	X	X
Venezuela		
Viet Nam		
Yemen	X	X
Yugoslavia	X	X
Zambia		
Zimbabwe		
Hong Kong, China (Associate Member)	X	X