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FAL.6/Circ.11/Rev.1  
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## **SHIP/PORT INTERFACE**

### **GUIDELINES ON MINIMUM TRAINING AND EDUCATION FOR MOORING PERSONNEL**

- 1 The Facilitation Committee, at its fortieth session (4 to 8 April 2016), considering the experience gained from the use of FAL.6/Circ.11 dated 11 July 2005 and recognizing the importance of the provision of adequate and safe mooring services in ports for ensuring maritime and port safety and the need for the provision of guidance for minimum training and education of shore-side mooring personnel to ensure that such personnel are capable of providing such services, approved the revised *Guidelines on minimum training and education for mooring personnel*, as set out in the annex.
- 2 The Facilitation Committee and the Maritime Safety Committee (the Committees) had noted that the safety of mooring services was a cause for considerable concern because of incidents and near misses in ports during mooring and unmooring. The Committees recognized that the international guidance with regard to the minimum levels of education and training for mooring personnel, outlined in FAL.6/Circ.11, should be updated.
- 3 Member Governments are invited to bring the annexed Guidelines to the attention of their Administrations responsible for ensuring safety in their ports and the relevant port industry organizations.
- 4 Member Governments and non-governmental organizations with consultative status are urged to bring to the attention of the Committee, at the earliest opportunity, the results of the experience gained from, or any difficulties encountered during, the use of the Guidelines so as to enable the Committee to determine any actions required.
- 5 This circular supersedes circular FAL.6/Circ.11.

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## ANNEX

### GUIDELINES ON MINIMUM TRAINING AND EDUCATION FOR MOORING PERSONNEL

#### 1 Definitions, objectives and application

1.1 *Mooring personnel* is defined as the personnel tasked to assist in the activity of mooring and unmooring ships, either ashore or from mooring boats, carried out within the framework of port marine services.

1.2 *Mooring boat* is defined as a boat handling mooring lines between the ship and ashore during mooring and unmooring operations and does not include harbour ship assist tugs.

1.3 The objective of these guidelines is to provide the Member Governments, port authorities and the port industry with guidance on recommended minimum levels of training and education for mooring personnel unless covered by other regulations, application of which should assure the shipping industry and the public at large that there is an adequate level of competence available in ports, which would ensure that ships could enter, stay and leave a port safely, securely and efficiently.

1.4 To ensure that port marine functions, which have an important bearing on maritime/port safety, security, environment protection and facilitation of maritime traffic, are carried out by competent personnel, the port industry should provide dedicated education and training. It is recognized that ports around the world have different practices in relation to the provision of mooring services.

1.5 The guidelines may be used, as a guide, by those seeking to develop programmes to upgrade the knowledge and level of education or training of new and existing mooring personnel.

1.6 The education and training may be conducted in a variety of ways depending on the local needs and the working schedules of the persons involved, for example as part of an organized on the job training programme, through a short duration training course or through a series of short duration training sessions spread over a period of time.

1.7 It is recognized that the extent and level of detail of the training and education to be provided would be dependent, inter alia, on the local conditions and needs, the educational background of the candidates and their previous work experience.

1.8 Those developing training guidance material pursuant to the present guidelines should bear in mind the provisions of the ILO Code of Practice on Safety and Health in Ports as well as relevant local regulations and guidance.

#### 2 General principles for recommended standards of fitness, training and education for mooring personnel

2.1 These guidelines should not be construed as interfering with any national or local training or education requirements for mooring personnel.

2.2 Mooring personnel should be aware of risks to their health and safety and how these risks are controlled.

2.3 Mooring personnel should pass a medical examination and eyesight test and should be able to swim.

### **3 Standards for all mooring personnel**

3.1 Mooring personnel should have a knowledge, as appropriate, of:

*Safety, communications and environmental protection*

- .1 the use and maintenance of appropriate safety appliances including personal protective equipment and personal flotation devices;
- .2 relevant safe manual handling practice related to the moving of items either by lifting, lowering, carrying, pushing or pulling;
- .3 procedures in preparation for mooring including briefing and muster location, and if required, wharf lighting set-up;
- .4 basic maritime terminology, IMO Standard Marine Communication Phrases (SMCP), and how to communicate with all parties including hand signals, sound signals, and use of VHF radio;
- .5 distress signals, recognition of these and measures to be taken when sighting them;
- .6 lifebuoy and ladder locations and man overboard procedures;
- .7 mooring systems, mooring line configuration and procedures for ship lines transfer;
- .8 procedures for securing, adjusting and releasing lines;
- .9 appropriate knots and splices;
- .10 the hazards of working with wires and ropes under tension including awareness of snapback zone and appropriate safe working practices;
- .11 fire prevention and basic first aid;
- .12 local environment protection measures;
- .13 the use of hydraulic and/or electric powered mooring equipment;

*General geographical knowledge of the local working area*

- .14 fairways, channels and shoals, their buoyage and other navigational marks, tidal ranges, water level indicators, tidal streams and/or currents, etc.;
- .15 ports and harbours, their berths, facilities, shipyards, etc.;
- .16 bridges and locks and the signals for passage of these, where applicable;
- .17 the origin of the water's course and the factors influencing and governing it, including the effects of tides, winds, embankments, shoals, dredging, etc. and any local weather or sea conditions;

Shipping regulations

- .18 shipping and port regulations in so far as they affect their work, harbour orders, police and customs requirements;
- .19 reporting of incidents or accidents;
- .20 working conditions during night time and inclement weather;

Characteristics of ships

- .21 the different types of ships;
- .22 the structure, composition and dimensions of seagoing ships, coastal ships and, where applicable, river crafts; and

Port security

- .23 port security related issues, commensurate with their responsibilities and duties.

**4 Additional standards for mooring personnel working on board mooring boats**

4.1 These additional standards apply to mooring personnel working on board mooring boats. When mooring personnel are required to work on mooring boats and ashore, the additional standards of training, as set out in paragraph 4.2 below, should be applied.

4.2 Mooring personnel working on board mooring boats should have a knowledge, as appropriate, of:

Mooring boat handling

- .1 the handling characteristics of the mooring boat and local conditions;
- .2 the effects and hazards of the use of propellers, thrusters (bow, stern and azimuth) and rudders by a ship when manoeuvring in close proximity;
- .3 the origin of suction and its effect on a ship's movements and subsequent manoeuvres;
- .4 how different mooring lines behave in water and hazards of their use in close proximity to propellers;
- .5 mooring and anchoring systems and the function and handling of winches, capstans, and windlasses and appropriate safe working practices;
- .6 the direct and indirect actions of different types of propellers and the meaning of "pitch" and "slip" of propellers;
- .7 the water movements caused by a ship making headway in a fairway of limited breadth and depth;
- .8 the origin and effects of backwash eddies and turbulences in tidal streams and currents;

- .9 procedures for communication with the ship's master and crew, and pilot;
- .10 emergency procedures including the use of bilge pumps on mooring boats;
- .11 measures to be taken in cases of collision or stranding;

Shipping regulations

- .12 the relevant rules of the Convention on the International Regulations for Preventing Collisions at Sea, 1972, as amended;
- .13 the relevant buoyage systems;
- .14 the preparation of reports following accidents and collisions;
- .15 the documents appertaining to the launches/mooring boat where applicable;

Machinery

- .16 the operation of diesel engines and other propelling and auxiliary machinery;
  - .17 the operation and maintenance of the mooring boats; and
  - .18 the electrical systems on board mooring boats.
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