



OPTION C - FAMILIARISATION

Crew Familiarisation Page

OWNER

Chief Officer

USE

New crew onboarding

FORMAT

A4 client page

PURPOSE

A new-crew onboarding page for the first day onboard, making it clear what must be found, understood, demonstrated and signed off.

OPERATING CONTROLS

Find

- Alarms, exits, muster points and escape routes.
- LSA, FFE, medical kit and radios.
- Department-specific hazards.

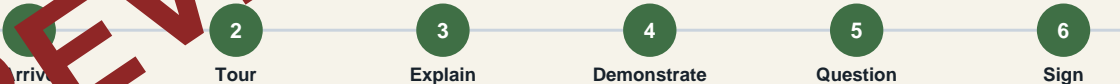
Explain

- Emergency duties and reporting lines.
- Permit or stop-work expectations.
- Guest and contractor expectations.

Sign off

- Record what was covered.
- Identify gaps before watchkeeping.
- Set refresh date if needed.

SIMPLE FLOW



CHECKLIST / RECORD

- ☐ Crew details entered
- ☐ Safety tour completed
- ☐ Emergency duties explained
- ☐ Equipment locations checked
- ☐ Sign-off completed

EVIDENCE

Signed familiarisation | Crew matrix | Training action

ADAPT FOR THIS VESSEL

- Crew role
- Watch duties
- Emergency duty
- Missing training
- Refresh date

Complete these fields before issuing as a live onboard page.