



**COMMONWEALTH OF DOMINICA**  
**MARITIME ADMINISTRATION**

**SAFETY DRILL**  
**RECORD BOOK**

**NAME OF VESSEL:** \_\_\_\_\_

**IMO NUMBER:** \_\_\_\_\_

**DISTINCTIVE NUMBERS OR LETTERS:** \_\_\_\_\_

**PORT OF REGISTRY:** \_\_\_\_\_

**TYPE:** \_\_\_\_\_

(SPECIFY)

**COVERING THE PERIOD: FROM** \_\_\_\_\_ **TO** \_\_\_\_\_

NOTE: Every ship shall carry a log of safety drills performed on board the vessel.

***THIS ENTRY LOG MUST BE PRESERVED FOR THREE (3) YEARS FROM DATE OF LAST ENTRY***

## **1. INTRODUCTION**

Each member of the ship's crew must be familiar with their duties and use of relevant equipment and life-saving appliances. Crew shall have access to all training manuals, the station bill, and plans associated with emergency response procedures.

## **2. ENTRIES IN THE SAFETY DRILL RECORD BOOK**

### **1. Entries in the Safety Drill Record Book shall be made on each of the following occasions:**

- (a) When any safety drill is performed according to requirements of the applicable codes and conventions:
  - (i) Date and time of drill;
  - (ii) Position of the ship (latitude and longitude);.
  - (iii) Category of drill;
  - (iv) Short summary of the operations; and
  - (v) Signature of the officer in charge of the operation.

## **3. DEBRIEFINGS**

The entire ships company shall participate in a debriefing following any drill performed on the vessel. The debriefing should evaluate effectiveness of the drill overall, areas for improvement, concerns anyone may have about their responsibilities, and any comments regarding equipment, leadership, resources etc.

## **4. FREQUENCY OF DRILLS**

An emergency drill shall be carried out at least once per month. The drill shall be conducted as if the emergency is existent. All equipment shall be utilized to the greatest extent possible during each drill without compromising the effectiveness of the equipment during a true emergency. This includes but is not limited to the operation of pumps, emergency breathing apparatus, lowering of life boats etc.

\*SOLAS vessels, please refer to Chapter III, Regulation 19 of the Convention for detailed requirements regarding the frequency of drills.

\* Caribbean Cargo Code vessels, please refer to Chapter 4, sections 4.16-4.17 of the Code for detailed requirements regarding the frequency of drills.

\*Non-SOLAS Vessels, please refer to Chapter III, Section 18 of the Non-SOLAS Vessel Safety Code for detailed requirements regarding the frequency of drills.

## SAFETY DRILL RECORD BOOK

Name of Ship	Distinctive Numbers or Letters:	IMO No.
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Drill Categories:

- Man Overboard
- Fire
- Damage Control
- Abandon Ship
- Medical Emergency
- Distress call

Date/Time	Position of Ship	Type of Drill Performed	Certification / Signature
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