

	<b>Corporate Management System</b>	Rev. 1	
<b>Code P12.04 IO 02 SMS</b>	<b>P12 ON BOARD SAFETY MANAGEMENT OPERATIVE INSTRUCTION Decision Support System for Master</b>	Date 01/06/2012	Page 1 / 15

**P12.04 - IO 02 SMS**  
**DECISION SUPPORT SYSTEM FOR MASTER**  
 (In accordance with SOLAS Ch. III )

Revision	Date	Nature of change
	27/09/2002	First Issue
	08/07/2004	General Revision
	02/01/2005	General Revision
	01/06/2006	Adjustment to the Manual for the Muster List filling-up
	01/07/2008	Adjustment of references to the new P12 organization. Amendments to paragraphs 1, 2, 3, 4.5, 4.7 and 4.9.
0	30/03/2012	General review to include Iberocruceros
1	01/06/2012	Inserted "VDR discharge data" warning and amendments to paragraphs 4.1, 4.2, 4.3 and 4.4

Written by	Verified by	Approved by	Issued by
P.Mattesi	P.Mattesi	R. Ferrarini	E. Gori R. Ferrarini

Any hardcopy version of this document should be treated as an unofficial record.  
 The official record is the version at Costa Planet and IberoPlanet

	<b>Corporate Management System</b>	Rev. 1	
<b>Code P12.04 IO 02 SMS</b>	<b>P12 ON BOARD SAFETY MANAGEMENT OPERATIVE INSTRUCTION Decision Support System for Master</b>	Date 01/06/2012	Page 2 / 15

## 1. GOAL AND REFERRING CONTEXT

### 1.1 Goal

SOLAS Regulations include that the Company has to provide the Master with a support system for the decisions to be made in case of emergency, to be kept on the Navigation Bridge for a ready availability when needed.

The Company has prearranged this procedure, to be used in any case keeping into consideration the ISM Code and the Safety Management System Company Manual regulations. Furthermore, the content of this instruction has to be completed by the SOPEP directives, by the Ship's SAR plan and by the Company Crisis Management Preparedness Plan, all available on board.

This file includes any procedure to be adopted for the emergency cases identified by the Company, as per the lists in the following paragraphs. These cases are not exhaustive, and this file constitutes only a guideline reporting the main operations to be performed in case of emergency. It is also clear intended that, in real case, the Master shall act in accordance with that real situation and with his own experience.

### 1.2 Referring context

All ships of the fleet.

## 2. DOCUMENTATION REFERENCE

SOLAS

ISM

MARPOL

ISPS

SOPEP

SAR

P12.04 –IO11 SMS – Injured Transportation

Convenzione Peril at Sea and Salvage

Crisis Management Preparedness Plan

Ship Security Plan

P12.01-IO 01 SMS / P12.01-IO 01 SMS IB - Failures, Incidents and Injuries Management

## 3. RESPONSIBILITIES

### 3.1 Costa responsibilities

Master has the overall responsibility that the application of this operative instruction, inside the boundaries and the precautions already defined in the above paragraph 1.1.

### 3.2 Ibero responsibilities

Master has the overall responsibility that the application of this operative instruction, inside the boundaries and the precautions already defined in the above paragraph 1.1.

	<b>Corporate Management System</b>	Rev. 1	
<b>Code P12.04 IO 02 SMS</b>	<b>P12 ON BOARD SAFETY MANAGEMENT OPERATIVE INSTRUCTION Decision Support System for Master</b>	Date 01/06/2012	Page 3 / 15

#### 4. OPERATIVE INSTRUCTIONS

It must be very clear that, in case of emergency, the main task of personnel on board is to safeguard the physical integrity of the persons on board and, in a second order of importance, to avoid or to reduce at the minimum level the damages to the ship, to the property and to the marine environment.

For the communications related to any type of emergencies, it must be always kept in any case to the Company Crisis Management Preparedness Plan.

The most dangerous element to be considered in the emergency cases is the delay of the communications and of the actions undertaken to face the emergency. It must be performed any possible action in order to establish a contact with the FCC. In the meanwhile, the following factors have to be evaluated:

- (i) passenger and crew safety
- (ii) proximity to the coast and/or to shallow waters
- (iii) meteorological and sea conditions
- (iv) tides and streams
- (v) nature of the marine bottom, of the coast and possibility of a safe anchorage.
- (vi) possibility of an additional assistance and time needed for the assistance in order to reach the ship
- (vii) nature and extension of the damage suffered by the ship and risk of further damages
- (viii) perspectives for maintaining the communications
- (ix) threat of pollution
- (x) requirements for manpower and material

The Master and the Chief Engineer have the responsibility to instruct the on board personnel to face the emergency situations described in this section. For this purpose, audiovisual means, checklists or other systems can be used.

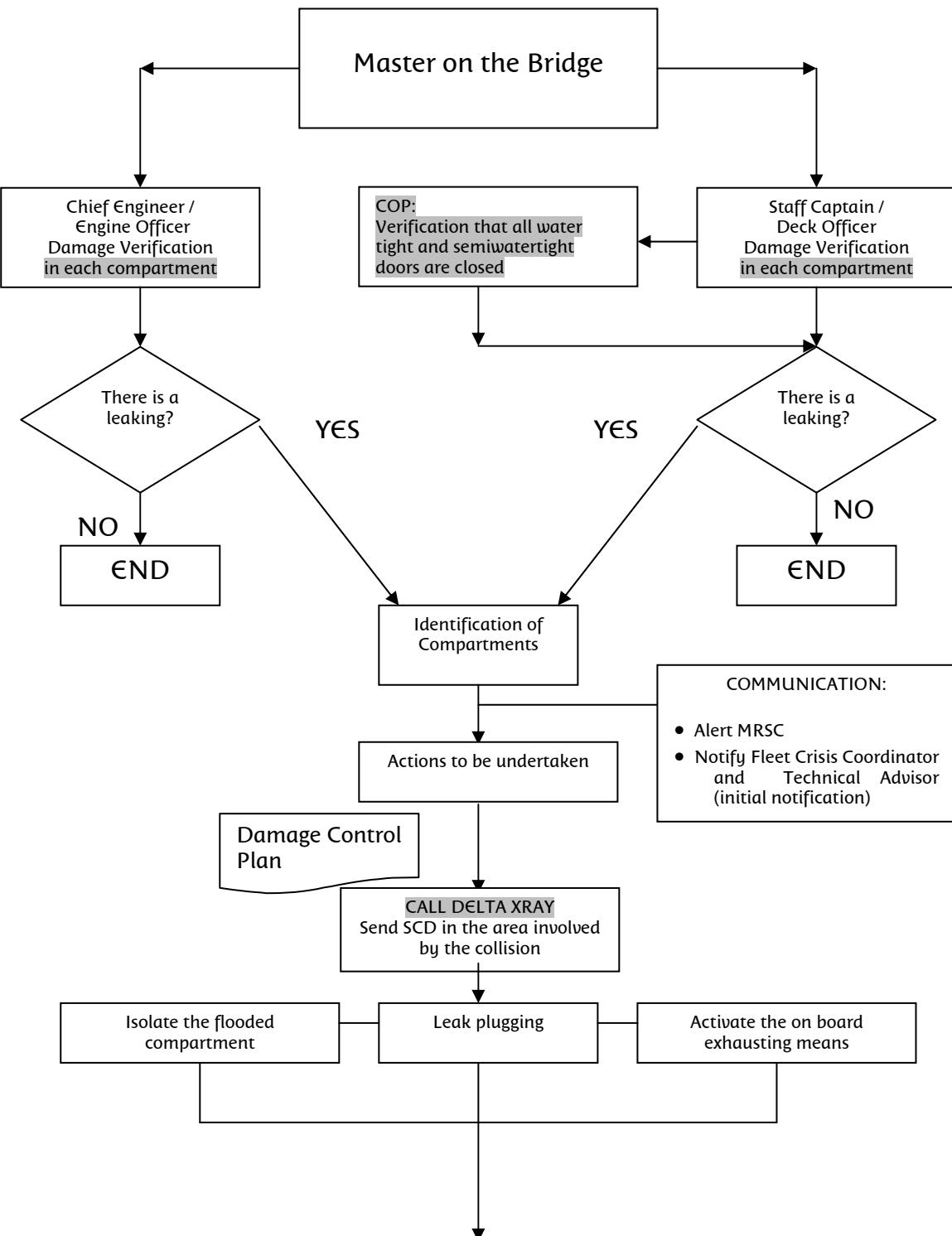
---

#### TABLE OF CONTENTS

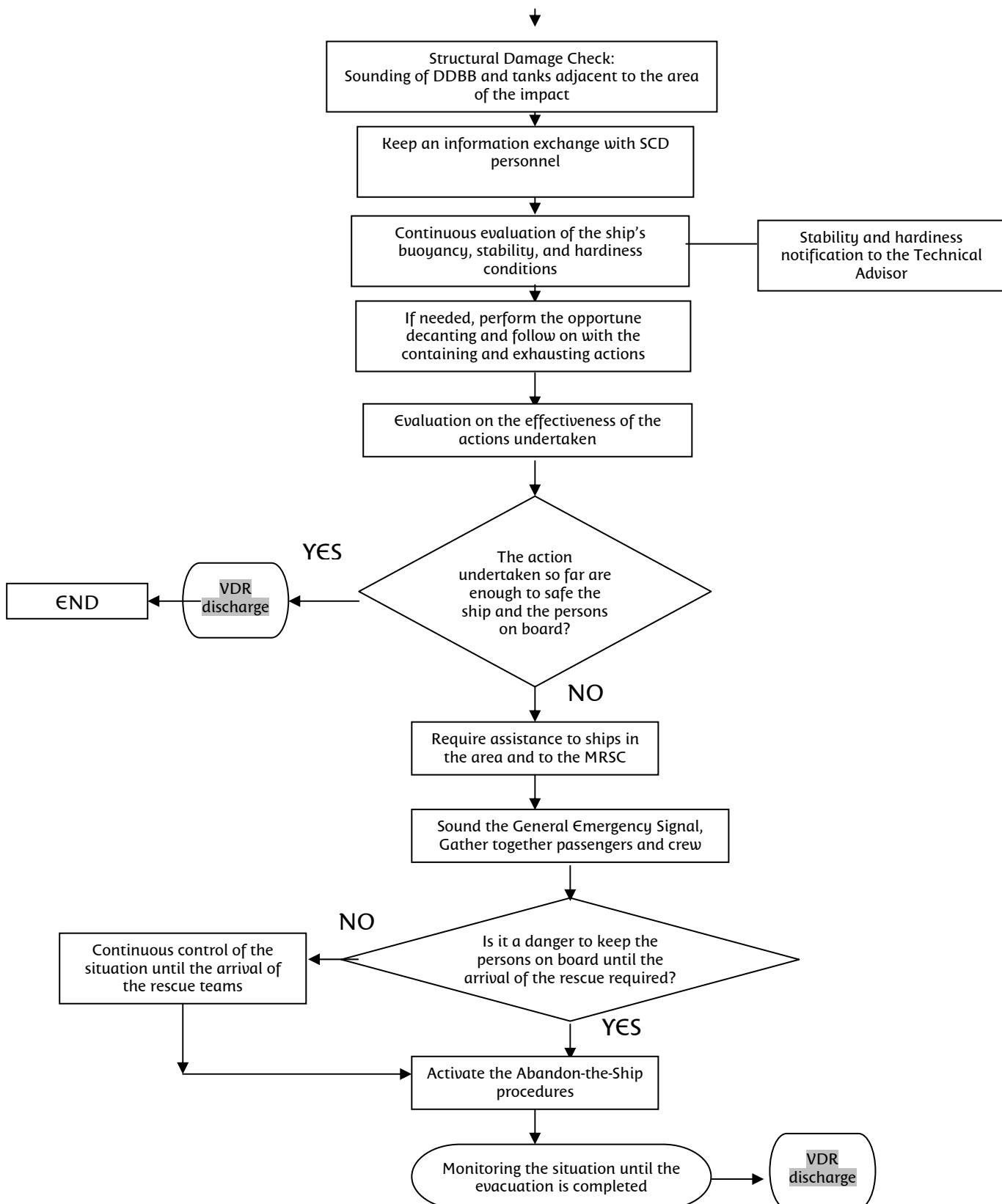
<b>4.1</b>	<b>COLLISION - LEAKING</b>	4
<b>4.2</b>	<b>AGROUND</b>	6
<b>4.3</b>	<b>FIRE IN ENGINE ROOM</b>	8
<b>4.4</b>	<b>FIRE OUTSIDE ENGINE ROOM</b>	10
<b>4.5</b>	<b>SEARCH AND RESCUE OPERATIONS</b>	12
<b>4.6</b>	<b>EMERGENCIES RELATED WITH POLLUTION</b>	12
<b>4.7</b>	<b>INJURIES - ACCIDENTS</b>	13
<b>4.8</b>	<b>PREVENTION FROM PIRACY AND ARMED ROBBERY ACTS</b>	13
<b>4.9</b>	<b>HELICOPTER OPERATIONS</b>	13

	<b>Corporate Management System</b>	Rev. 1	
<b>Code P12.04 IO 02 SMS</b>	<b>P12 ON BOARD SAFETY MANAGEMENT OPERATIVE INSTRUCTION Decision Support System for Master</b>	Date 01/06/2012	Page 4 / 15

#### 4.1 COLLISION - LEAKING

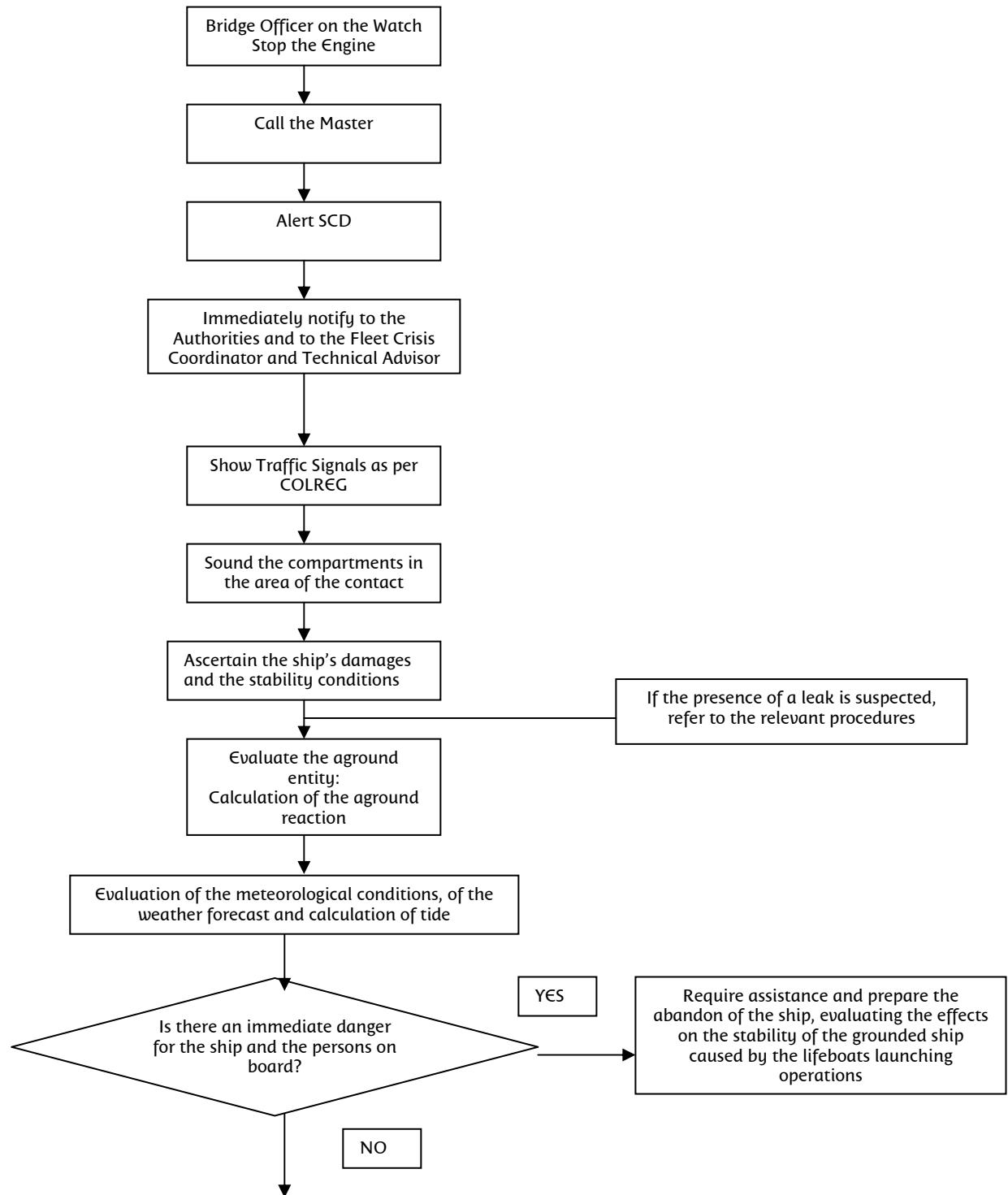


<b>Costa</b>	<b>Corporate Management System</b>	Rev. 1	<b>ibero</b> cruceros
<b>Code P12.04 IO 02 SMS</b>	<b>P12 ON BOARD SAFETY MANAGEMENT OPERATIVE INSTRUCTION Decision Support System for Master</b>	Date 01/06/2012	Page 5 / 15

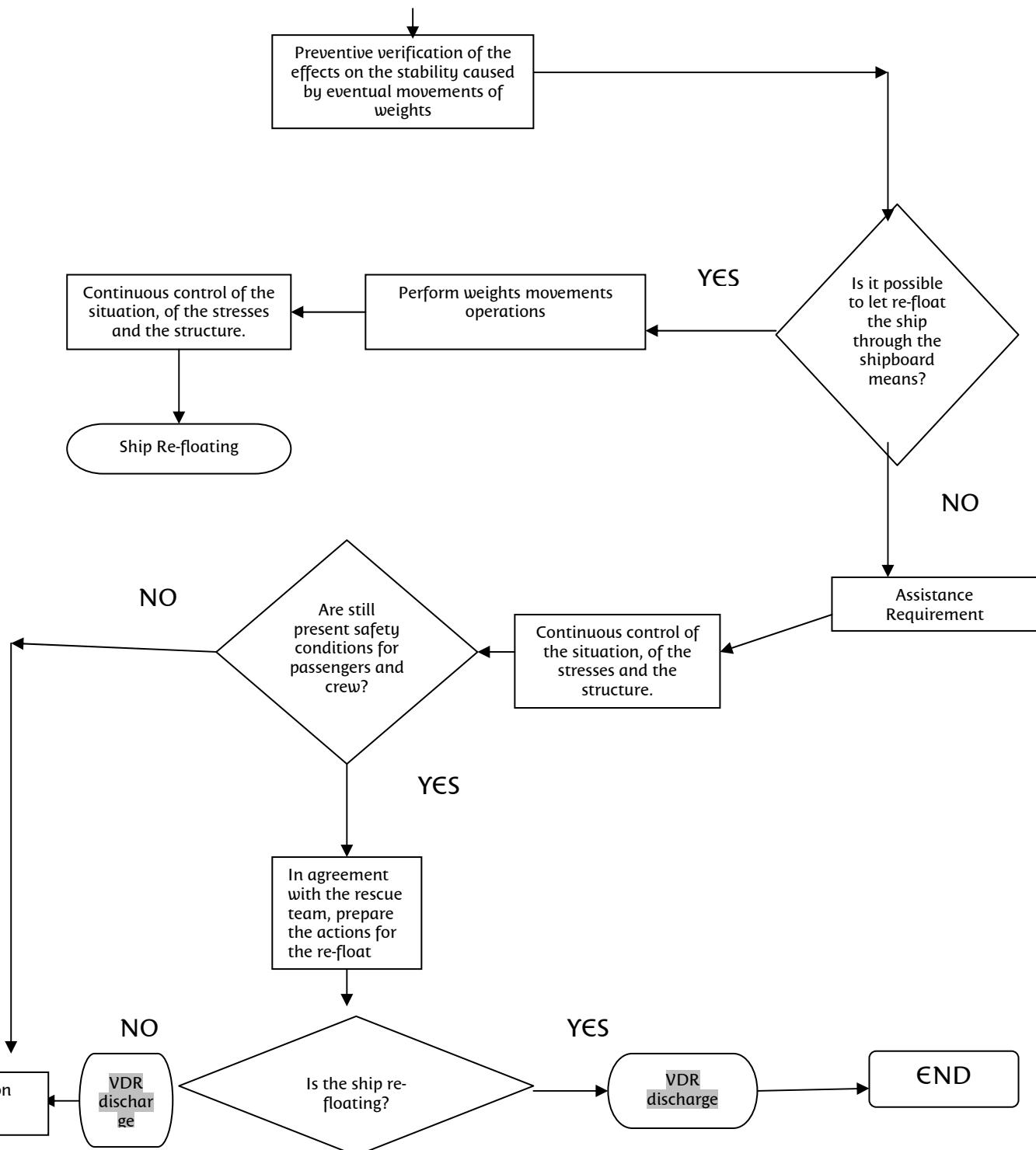


<b>Costa</b>	<b>Corporate Management System</b>	Rev. 1	<b>ibero</b> cruceros
<b>Code P12.04 IO 02 SMS</b>	<b>P12 ON BOARD SAFETY MANAGEMENT OPERATIVE INSTRUCTION Decision Support System for Master</b>	Date 01/06/2012	Page 6 / 15

## 4.2 AGROUND

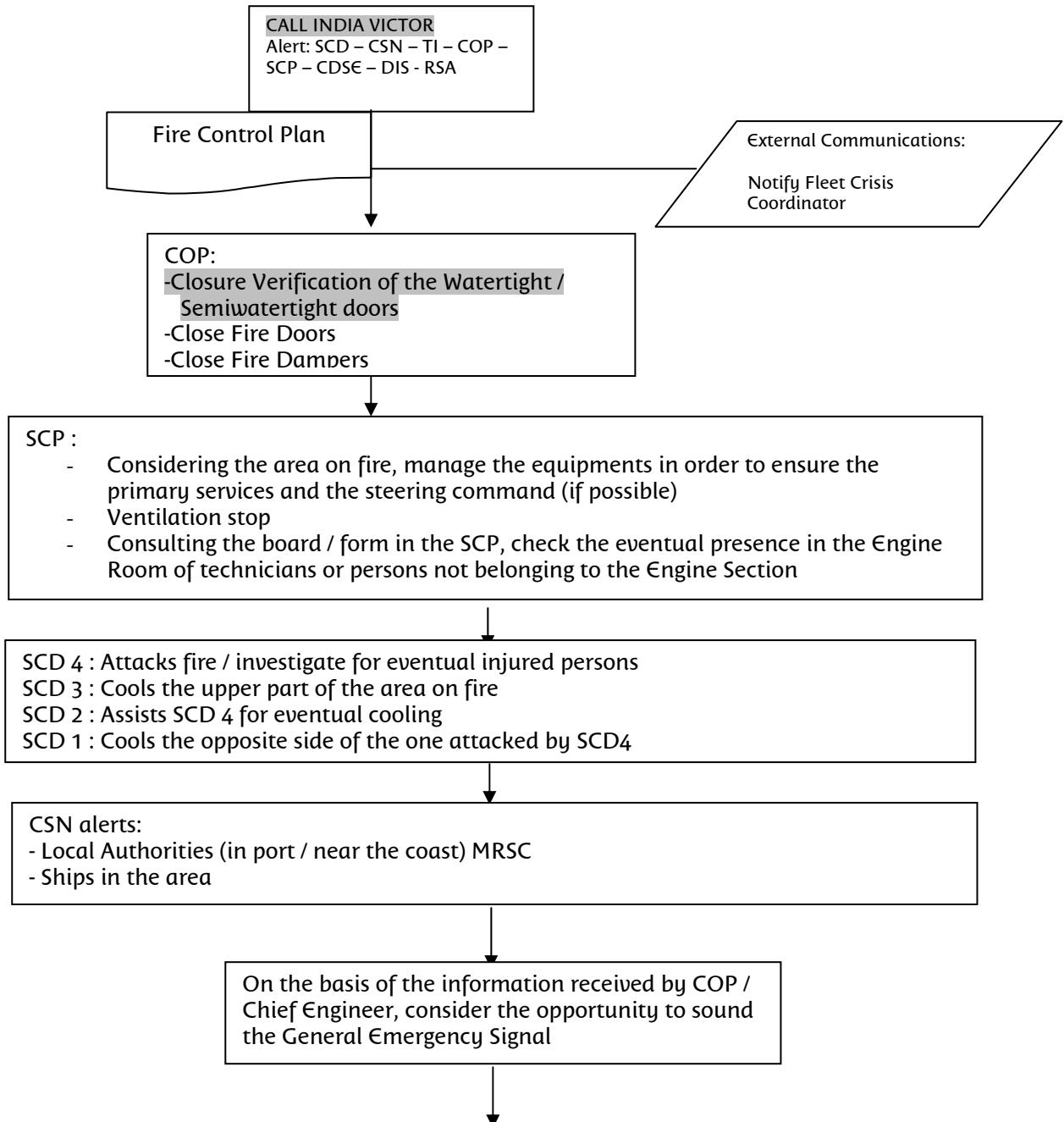


<b>Costa</b>	<b>Corporate Management System</b>	Rev. 1	<b>ibero</b> crueros
<b>Code P12.04 IO 02 SMS</b>	<b>P12 ON BOARD SAFETY MANAGEMENT OPERATIVE INSTRUCTION Decision Support System for Master</b>	Date 01/06/2012	Page 7 / 15

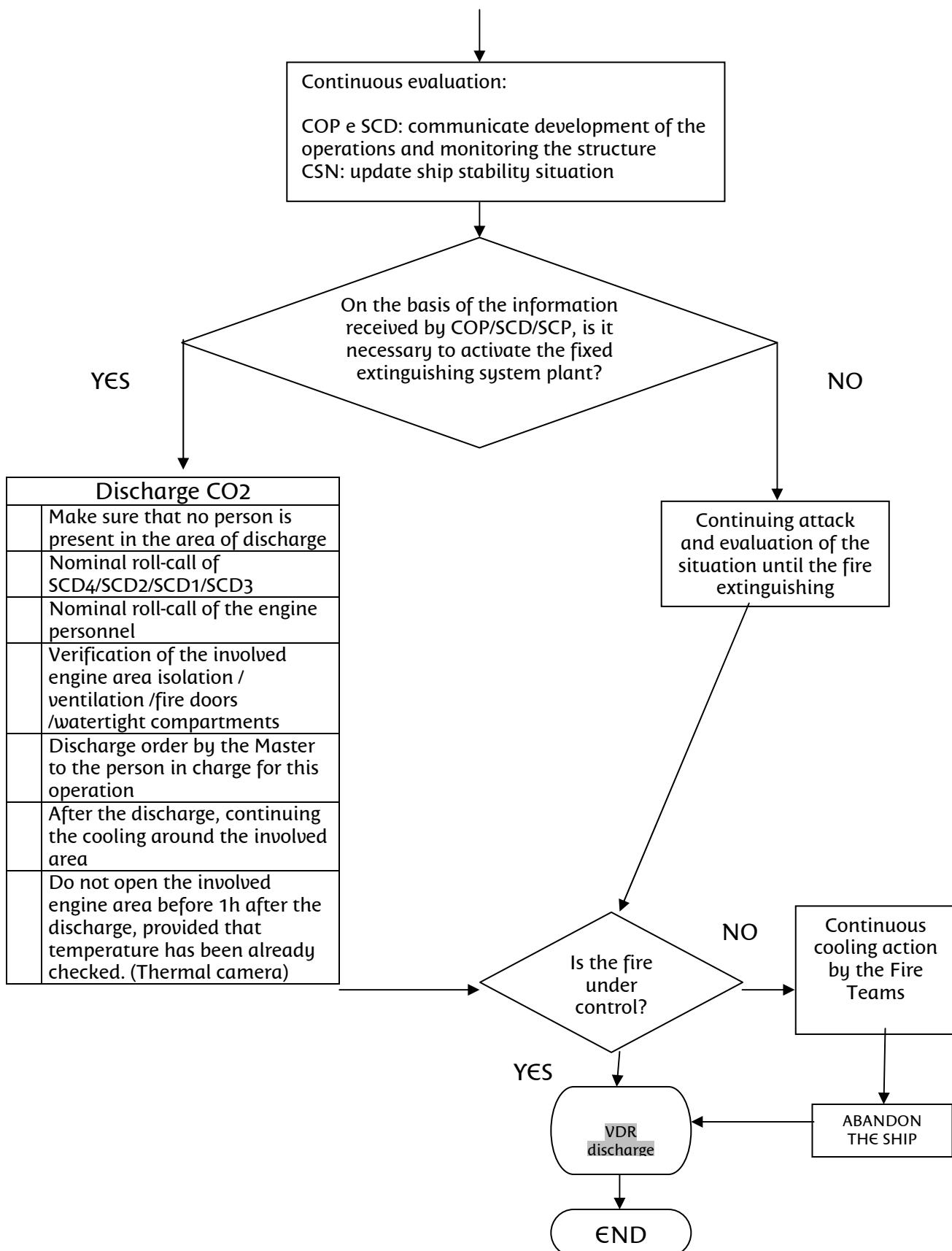


	<b>Corporate Management System</b>	Rev. 1	
<b>Code P12.04 IO 02 SMS</b>	<b>P12 ON BOARD SAFETY MANAGEMENT OPERATIVE INSTRUCTION Decision Support System for Master</b>	Date 01/06/2012	Page 8 / 15

#### 4.3 FIRE IN ENGINE ROOM

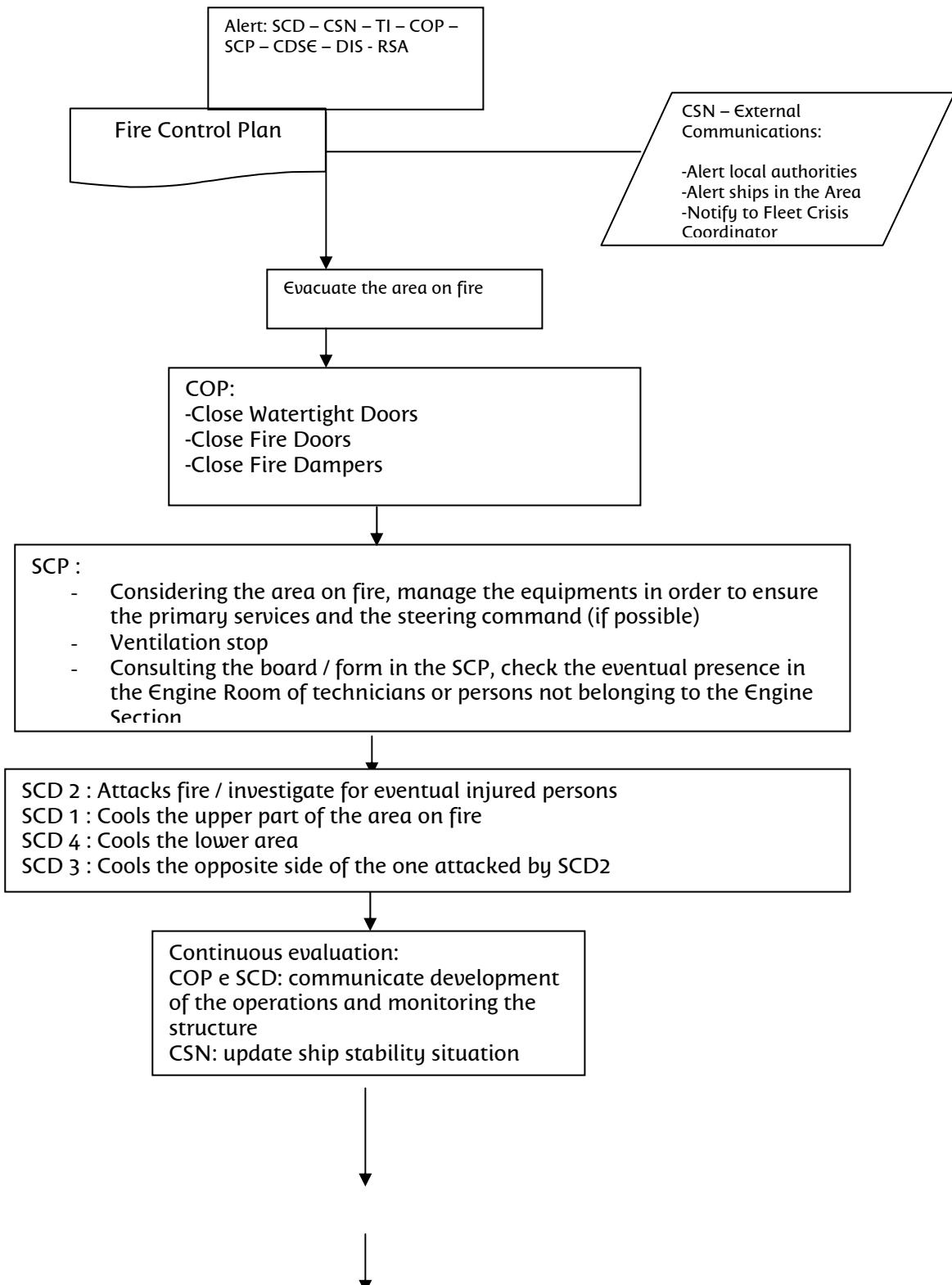


<b>Costa</b>	<b>Corporate Management System</b>	Rev. 1	
<b>Code P12.04 IO 02 SMS</b>	<b>P12 ON BOARD SAFETY MANAGEMENT OPERATIVE INSTRUCTION Decision Support System for Master</b>	Date 01/06/2012	Page 9 / 15

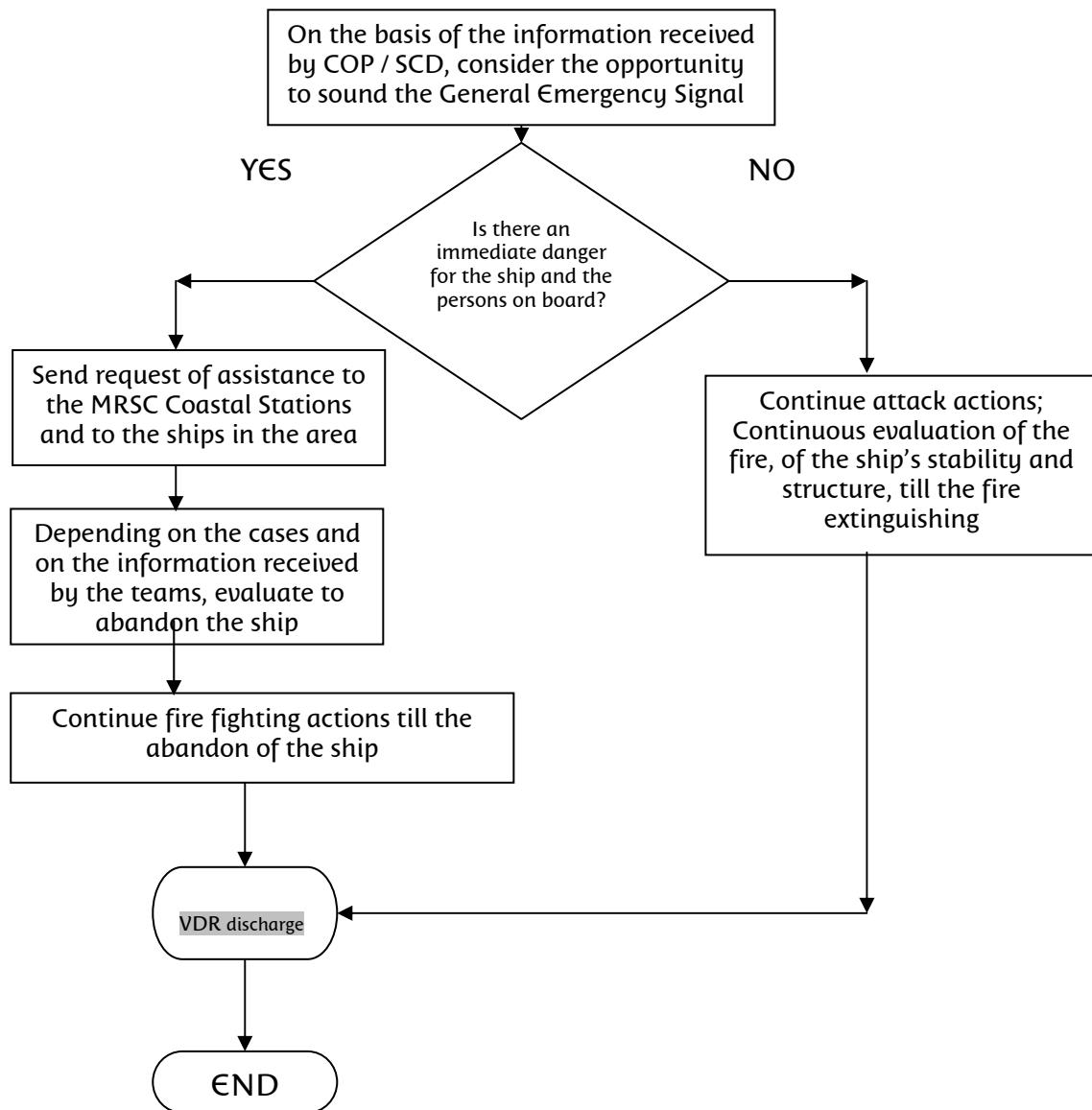


	<b>Corporate Management System</b>	<b>Rev. 1</b>	
<b>Code P12.04 IO 02 SMS</b>	<b>P12 ON BOARD SAFETY MANAGEMENT OPERATIVE INSTRUCTION Decision Support System for Master</b>	<b>Date 01/06/2012</b>	<b>Page 10 / 15</b>

#### 4.4 FIRE OUTSIDE ENGINE ROOM



	<b>Corporate Management System</b>	Rev. 1	
<b>Code P12.04 IO 02 SMS</b>	<b>P12 ON BOARD SAFETY MANAGEMENT OPERATIVE INSTRUCTION Decision Support System for Master</b>	Date 01/06/2012	Page 11 / 15



	<b>Corporate Management System</b>	Rev. 1	
<b>Code P12.04 IO 02 SMS</b>	<b>P12 ON BOARD SAFETY MANAGEMENT OPERATIVE INSTRUCTION Decision Support System for Master</b>	Date <b>01/06/2012</b>	Page 12 / 15

## 4.5 SEARCH AND RESCUE OPERATIONS

In an emergency situation, the Master will make any necessary decision for the safeguard of the human life, for the prevention from pollution and from damages to the property. If, due to an event, the Master does not consider as necessary the presence of another ship or tug, he has to immediately report, if possible, this evaluation to the Company for instructions. If there is no time or mean to consult the Company, the Master will act in order to obtain a rescue in accordance with the "Lloyd's Form of Salvage Agreement" document (see publication "Peril at Sea and Salvage" page 61).

If, at any moment, a ship of the Company is in position to offer a rescue service to another ship, the Master will provide assistance as soon as possible, keeping quickly informed the Company.

The Company has prepared a SAR plan to be used in the case in which one ship of the Company's fleet receives a rescue call or is involved in rescue operations.

In case the ship receives a rescue call or is involved in search and rescue operations, the procedures included in such a plan must be put in place.

In case of rescue or tug service, provided or received, the Master shall prepare a report with all the events which has determined such a situation. The data to be included in this report must include:

1. Position, date and time
2. Weather conditions and drift values
3. Tug starting time
4. Present and former ship's draught, ship's displacement nave, eventual list
5. Sounding of ship's compartments with report of eventual pollution
6. Sounding of the area around the ship, if feasible
7. Selected channel for the communication from/to the rescue ship/tug
8. Number of persons on board.

## 4.6 EMERGENCIES RELATED WITH POLLUTION

In accordance with MARPOL, the Company has prepared, for each ship, a SOPEP Plan that includes any procedure and communication flow to be adopted in case of a pollution-event.

**The Master shall always refer also to these plans and procedures, in case of an incident which involves pollution or risk of pollution.**

The Master and the other key-Deck and Engine Officers must have a complete knowledge of the above plans and procedures.

Furthermore, the Master, the Staff Captain and the 1<sup>st</sup> Deck Officer recently embarked shall as soon as possible get trained with the use of the calculators for the ship's stability and for the ship's hardiness (if available) or get familiar with the "Instruction to stability".

	<b>Corporate Management System</b>	Rev. 1	
<b>Code P12.04 IO 02 SMS</b>	<b>P12 ON BOARD SAFETY MANAGEMENT OPERATIVE INSTRUCTION Decision Support System for Master</b>	Date 01/06/2012	Page 13 / 15

#### 4.7 INJURIES

The following procedure must be applied:

(i) in case of injury during the normal operation of the ship, immediately inform the Hospital, through the on board practice, requiring the intervention of a Doctor or a Nurse. For the transportation of the injured person refer to the instructions included in the P12.04 - IO11 SMS procedure. In particular:

From 0700hrs till 2200hrs	Call by phone Tango India
From ore 22.00 till 07.00	Contact by phone/beeper the Assistant Housekeeping on night service

(ii) in case of injury during an emergency situation, inform the Bridge, which will immediately activate and send the Doctor or a Nurse for the assistance to the personnel involved in the accident

(iii) if the seriousness of the accident require it (in accordance with the cases included in the P12.01- IO 01 SMS procedure), inform FCC

(iv) the Master will await the Doctor Report before to undertake any action which could modify the foreseen planning

(v) in case of injuries of such a seriousness that they cannot be managed by the onboard personnel, the Master will ensure to provide as soon as possible the necessary assistance to all personnel involved

(vi) furthermore, make reference to all instructions provided on board by the Health & Sanitation Dpt. and by any other involved office.

#### 4.8 PREVENTION FROM PIRACY AND ARMED ROBBERY ACTS

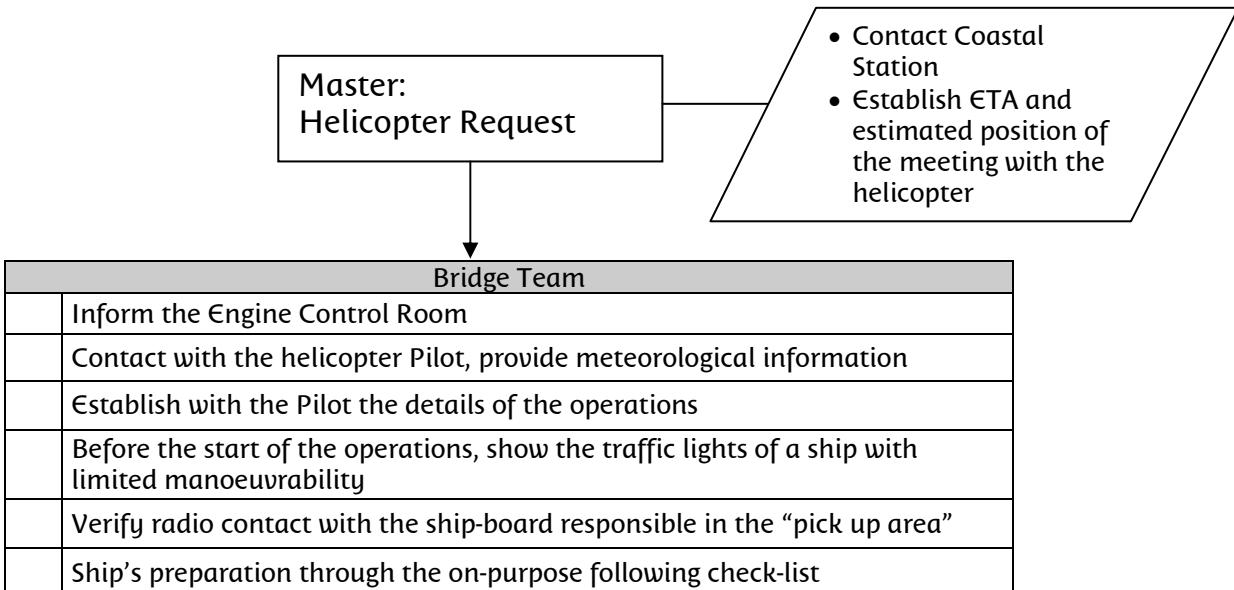
In accordance with the ISPS Code, the Company has prepared a Security Plan for any ship of the fleet. Among the other instructions, this plan describe the procedures to be adopted in case of an act of piracy, kidnapping or of an act of terrorism.

#### 4.9 HELICOPTER OPERATIONS

Carrying out operations with an helicopter:

- ❑ the Master is responsible of all the aspect related with the ship's safety. In case that the service proposed by the helicopter gives rise to doubts related with the Owner's requirements in terms of safety, responsibility, compensation and insurance, the Master must ask for clarification to the Company before to start the operations.
- ❑ the permit for carrying out the operations must be given by the ship's Master.
- ❑ The ship's Master can suspend the operation at any time for any reason related with safety. In this case the helicopter must immediately go away from the ship. The Master and helicopter Pilot will find an agreement for the following actions.
- ❑ The Master must ensure that the personnel involved in the area of the operations is adequately trained on the standards required to keep unchanged the ship's safety level during this kind of operations, and that this personnel is familiar with any used equipment.
- ❑ The helicopter Pilot is responsible of all aspects related with helicopter's safety. In order to face in the correct way the respective responsibilities, the Master and the Pilot must find an agreement on the development of the operations before their start
- ❑ Further instructions are included in the procedure P12.04 IO 07 SMS (Operations or disembarkation/embarkation of personnel/material by helicopter).

 <b>Costa</b>	<b>Corporate Management System</b>	Rev. 1	
<b>Code P12.04 IO 02 SMS</b>	<b>P12 ON BOARD SAFETY MANAGEMENT OPERATIVE INSTRUCTION Decision Support System for Master</b>	Date 01/06/2012	Page 14 / 15



Safety Check list for helicopter operations	
1	Remove or hold tight any free object present in the “Pick up area” and in the neighbouring area
2	Remove the ship’s top lights dressing
3	Remove any eventual antenna in the area of operations
4	Raise a flag as wind-marker
5	If at night, light up the area of operations, avoiding to dazzle the Pilot sight
6	Keep all the open decks free of personnel not involved in the operations (crew and pax)
7	Keep the ALDIS lamp ready to be used
8	<p>The Fire-fighting Team is ready in the “pick up area” with any foreseen material:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 40 litres of low expansion foam and fog nozzle</li> <li><input type="checkbox"/> 5 Powder Fire Extinguishers of 6kg</li> <li><input type="checkbox"/> 1 thermo-reflecting overall</li> <li><input type="checkbox"/> axe</li> <li><input type="checkbox"/> 2 fire fighting hoses already spread out</li> </ul>
9	Verify fire fighting pump running start
10	The personnel in the area wear clearly visible clothes
11	The personnel in charge for the handling of the hook-cable are wearing anti-shock rubber gloves and shoes with rubber soles.
12	Eventual persons to be evacuated have to wear the lifejacket
13	Lay-out a rescue boat and get ready its crew
14	Make the foreseen announcements

	<b>Corporate Management System</b>	Rev. 1	
<b>Code P12.04 IO 02 SMS</b>	<b>P12 ON BOARD SAFETY MANAGEMENT OPERATIVE INSTRUCTION Decision Support System for Master</b>	Date 01/06/2012	Page 15 / 15

## 5. RECORDS

Code	Title	Person / Office in charge for filing	Place of Filing	Filing Time	Format
NA	NA	NA	NA	NA	NA