

Action Plan Objective: This action plan is to address MSIB 05-23. This is a City Cruises Vessel specific response to the request for a focused self-assessment by owners and operators of all small passenger vessels.

Vessel Name	
Port/City Operation	
Vessel ON	
Conducted by (name/title)	
Date of self-assessment	

### City Cruises Review of Operational Procedures

- **Review emergency duties with the entire crew-City Cruises track drills.**
  - *Demonstrate drill tracking through Helm or drill tracking forms.*
  - *Demonstrate compliance tracking to ensure all crew aboard are compliant prior to cruising.*
- **Review the frequency and content of crew training and drills.**
  - *Drills are documented in the ships log and in an electronic tracking system to be reviewed by the Director of Marine Operation, Associate Director of Marine Operations and/or Port Captain.*
- **Review the vessel’s Certificate of Inspection (COI)**
  - *Provide documentation of VOT as included in the captain and crew training program.*
- **Review procedures for recording passenger count. Ensure that the passenger safety**
  - *Provide Written Procedure for Recording Passenger Counts*
  - *Provide Procedure for Pre voyage Safety Announcement (include copy of written or recorded announcement).*

### Vessel Self-Assessment Items

Item	Findings	Corrective Action	Date C/A Completed
Ensure all firefighting and fire protection equipment is on board and operational including fixed suppression systems, portable extinguishers, fire doors, and smoke and heat detectors. Verify integrity of installed structural fire insulation			
Ensure every means of escape is unobstructed, marked with “EMERGENCY EXIT, KEEP CLEAR,” and can be operated by one person from either side, including in the dark.			

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<p>Ensure extension cords are used only in temporary applications and power strips are used sparingly. Identify lingering or outstanding electrical problems and provide a repair proposal to the local Officer in Charge, Marine Inspection (OCMI).</p>			
<p>Verify that flammable or combustible materials, such as cardboard boxes, rags, and garbage, are not stored near sources of heat, such as machinery, stoves, and space heaters. Remove any accumulation of oil, trash, and debris from bilges. Ensure stoves and surrounding areas are free of grease buildup.</p>			
<p>Ensure all written procedures, instructions, checklists, and manuals are accurate and used by the crew. Determine which onboard practices for operations, maintenance, emergency response, or training are not documented and create written procedures, instructions, checklists, or manuals.</p>			

	Date	I have reviewed the findings
Captain		
Director of Marine Operations		
General Manager		
Date Nonconformities corrected		