



<b>Safe Work Procedure:</b> Taking on Water	<b>Date of Revision:</b> Version 1.0 January 5, 2024
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<b>Purpose:</b> Identify risk to vessel and take appropriate steps	<b>Responsibility:</b> <b>Captain:</b> Determine actions required <b>Crew:</b> Follow procedure, and commands from Captain
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**NAME OF PROCEDURE**

In the case of an emergency remain calm, follow the procedure, and mark the steps completed as the procedure is followed to ensure no steps are missed, and a record of actions is provided.

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| 1.  | <input type="checkbox"/> Call out “Water in or on the vessel” clarify the location  |
| 2.  | <input type="checkbox"/> Start pumps or have someone start bailing  |
| 3.  | <input type="checkbox"/> Determine where the water is coming from   |
| 4.  | <input type="checkbox"/> If there is risk to the vessel, contact authorities and surrounding vessels to advise your situation and your position |
| 5.  | <input type="checkbox"/> Take steps to stop or slow down the leak. Consider grounding the vessel if unable to bring the flooding under control  |
| 6.  | <input type="checkbox"/> If vessel stability is at risk, prepare to abandon ship  |
| 7.  | <input type="checkbox"/> Keep authorities advised on situation  |
| 8.  | <input type="checkbox"/> Complete an incident report form and advise company and authorities as necessary                                       |
| 9.  | <input type="checkbox"/>  |
| 10. | <input type="checkbox"/>  |
| 11. | <input type="checkbox"/>  |
| 12. | <input type="checkbox"/>  |

**Emergency response procedures should be reviewed and drilled annually.  
Any amendments to the procedure should result in a change to the version number of the document.**