CHECKLIST FOR THE MANAGEMENT OF DISTRACTION-CAUSING DEVICES ON BOARD SHIPS

Distraction should be handled on board as a safety risk. The following checklist can be used to understand the hazard of distraction on board a ship and assess if this hazard can evolve into a risk which can potentially jeopardise the safe operation of the ship.

This checklist should be used in conjunction with the *Guidelines for the Management of Distraction Causing Devices (DCD)*. To understand more about distraction, please see the guidelines on this, which can be found here (link to the guidelines): (Long version) (Short version)

These guidelines have been prepared and endorsed by the following organisations:

Understanding the hazard

a. Are key[1] personnel using a personal DCD?

b. Are non-key personnel using a personal DCD at a workplace?

c. Are key personnel excessively using a business/work-related DCD at a workplace?

    i. How often is a key person likely to use a computer at a workplace?

    ii. How often is a key person likely to call or attend to a phone call from a workplace?

    iii. How often is a key person likely to get engrossed in work-related texting applications (SMS, WhatsApp, etc)?

    iv. Is a key person likely to perform administrative tasks while at work?
(e*g, navigating officer preparing the port papers from a key workplace or an engineer on duty completing checklists on computer while approaching harbour/performing a critical manoeuvre?)*

    v. Is a key person likely to get involved in another non-primary task at the workplace?
(e*xample – operating ballast water control panel from the bridge, keeping track of personnel working on deck or enclosed spaces and whether these are carried out while in an open sea passage, or in restricted waters with high traffic density.)*

    vi. Does a key person need to carry the ship's mobile phone or attend to phone calls whilst on navigation duty?

    vii. Does a key person need to carry the ship's mobile phone or attend to phone calls whist on duty in port?

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[1] Key personnel are those members of the crew, who are directly involved in and/or responsible for safety critical operations on a ship. This includes the Master while conning a ship, navigating officers while on his bridge watch, engineers while performing an engine room watch or when performing a critical manoeuvre, duty officer/rating while supervising a cargo operation or an engineer or able-bodied seaman while performing a bunker watch or a watchman posted as a standby person on deck during enclosed space entry operation etc.

Assessing if the hazards can evolve into risks

a. The propensity of the crew to carry mobile phones (or other DCD) while they are on duty?

b. How is the communication setup on board?

   i. How many phones are available for use of crew members to make social calls and where are these phones located?

   ii. Is there a wifi setup on board?

   iii. Can the internet be accessed only through certain wired devices on board?

   iv. Can the wi-fi be accessed from the key work locations such as the navigational bridge, engine room, cargo control room etc?

c. Does the shipboard internet give access to viewing videos, playing games online etc or it is restricted to messaging, internet browsing etc?

d. Are there any restrictions on internet access, for example to prevent access to videos, games or social in work locations or as a function of the maximum time online?

e. Are there any time restrictions on availability of internet, such as only during the daytime or only during a certain number of hours of a day?

f. Are there time restrictions on the use of internet – number of hours or minutes a crew member is permitted to use the internet?

g. Is there a restriction on the volume of data used per crew member?

h. Do crew members have to pay for using the internet on board ships?

i. Can business telephones be only attended from the bridge? Can these be routed to other places?

j. What is the policy of business phone usage in port? Is there excessive reliance on the OOW to carry out non-cargo related duties along with cargo watchkeeping?

k. What is the policy for key personnel's use of on-board computers? Are all the checklists only available on the computers?

l. Where is the bridge computer placed? Can the OOW maintain a look-out while using DCD for business purposes? *(Placing IT systems where an OOW can maintain a look out may seem logical but can introduce a false sense of security with the OOW spending longer time on the computer than required. Such a practice can get worse with time and eventually can lead to getting engrossed in the work on the computer and neglecting the look-out duties.)*

m. Is the OOW required to perform admin duties during watchkeeping hours?

n. What is the policy of non-key personnel using DCDs from key work locations? Are there set procedures in this regard?