

Alaska Tanker Company

Safety & Security Requirements for Visitors Boarding ATC Vessels

ATC wants your visit to our vessel to be safe, secure and accident free. You are required to adhere to the following rules when boarding, on board, and when leaving an ATC vessel.

1. Terminal and water taxi regulations vary but the following general requirements apply: A TWIC or picture I.D. will be required to enter the terminal or board the water taxi. Bags and packages will be subject to search. Access to the vessel may be only at certain times or when certain operations are not taking place. You may be required to be escorted to the vessel. Allow yourself plenty of time to be on board at your scheduled time.
2. Cell phones, cameras and other electronic equipment may not be used on deck or other areas of the vessel where intrinsically safe equipment is required. Ensure this equipment is off prior to boarding the vessel and ask vessel personnel for guidance before assuming this equipment is safe to use.
3. PPE (Personal Protective Equipment) is required to be worn when on the vessel. This includes but is not limited to: A hardhat, safety glasses, safety toe work shoes, long sleeve shirts and full length pants. Other PPE that may be required includes: hearing protection, fall arrest gear, respiratory protection, goggle and/or face shields. If you do not have access to the proper PPE it will be supplied on board. If possible, prior to your arrival, please notify the ATC vessel manager of your need for ATC to supply the proper PPE.
4. Smoking is never permitted outside of the accommodation spaces. Smoking is only allowed in designated smoking areas inside the vessel. Cigarette lighters or non-safety matches are not permitted on board.
5. ATC has a zero tolerance Drug and Alcohol Policy. You are not permitted to be in possession of alcohol or illegal drugs while on board an ATC vessel. Bags, packages and rooms are subject to search at the Master's discretion. Contractors are subject to "For Cause" and "Post Accident" testing whenever they are on board an ATC vessel. Contractors are also subject to Random Drug and Alcohol testing whenever they are onboard at ATC vessel and will be tested if the crew of that vessel is tested under the ATC random testing program. Contractors are not subject to the ATC policy if another Drug and Alcohol policy acceptable to ATC already covers them.
6. Upon boarding you must report immediately to the gangway watch. You are to remain in the vicinity of the gangway until checked for security clearance, issued PPE if needed, and properly signed in. Your arrival on board will be communicated to the Deck Watch Officer who will issue instructions to you via the gangway watch. Depending on your security clearance, and the type and length of your visit you may be required to be escorted during your visit and/or undergo vessel familiarization and safety training. If you will be riding the vessel or sleeping on board you may also be required to complete a liability waiver.
7. You may not enter any Enclosed Space unless authorized to do so by the Deck or Engineering Watch Officer. Entry into an Enclosed Space will require the preparation

of an Enclosed Space Entry Permit. Enclosed Spaces include: cargo, ballast, and bunker tanks, void spaces, pump rooms, double bottoms, paint lockers and any space that has been closed for an extended period of time.

8. You may not enter a Restricted Area without the permission of the Deck or Engineering Watch Officer. If you do not have a TWIC you will be required to be escorted during your time in the Restricted Area.
9. You may enter engine spaces only if escorted or if the engine space is currently attended by the Engineering Watch Officer. If attended you must check in and out with the Watch Officer using the name tag system. Escape routes will be reviewed.
10. No work may be carried out on board the vessel without the permission of the Deck or Engineering Watch Officer. ATC has Job Hazard Analysis and Permit to Work procedures that have to be completed prior to the commencement of any job.
11. You are required to comply with all posted safety rules and requirements.
12. No item or waste is to be disposed of overboard. All waste is to be properly segregated as follows:
 - Batteries, and/or electronic devices are to be placed in the battery recycling box,
 - Trash (paper, plastic, wood, metal, glass, etc.) is to be placed in appropriate trash receptacles,
 - Oily Waste and Aerosol cans may be able to be recycled. Contact a Watch Officer for guidance.
 - Food waste is to be disposed of in the galley and may NOT be mixed with any other type of waste.
13. You are required to immediately report any unsafe or hazardous conditions you may observe. This may be reported to a Watch Officer or any crewmember.
14. You are required to immediately report any accidents or injuries you may be involved in or observe. This may be reported to a Watch Officer or any crewmember.
15. You are not authorized to enter any crewmember's living quarters without the specific permission of the Captain or Chief Engineer.
16. The Shipboard Emergency Signal is 7 or more short tones followed by one long tone on the P.A. System. This will be supplemented by the same signal on the ships whistle (Foghorn). In the event of an emergency you will follow the instructions of the ship's crew.
17. When it is time to disembark, you are required to get permission from the Deck Watch Officer and possibly the terminal security force. You may have to wait for a proper escort from the terminal to leave the vessel. This information will be communicated to you by the Deck Watch Officer. You are not authorized to leave the vessel until permission is granted.

We sincerely hope your stay is an enjoyable one. If at any time you have any questions or concerns you may address them to any crewmember.