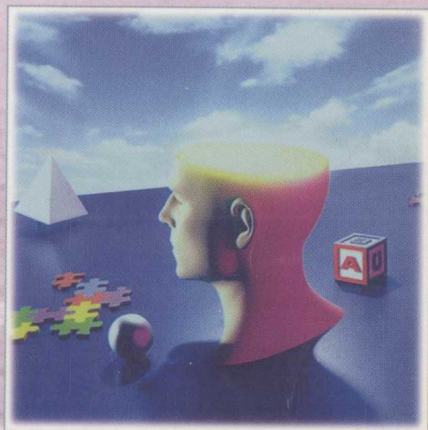


船 员 实 用 英 语 系 列 丛 书

ISM和SMS实用英语

张晓峰 徐东华 编著



PRACTICAL ENGLISH
FOR ISM AND SMS



大连海事大学出版社
DALIAN MARITIME UNIVERSITY PRESS

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图书在版编目 (CIP) 数据

ISM 和 SMS 实用英语 = Practical English for ISM and SMS/张
晓峰, 徐东华编著. — 大连: 大连海事大学出版社, 2001.12

(船员实用英语系列丛书)

ISBN 7-5632-1519-0

I. I… II. ①张… ②徐… III. ①国际安全管理规则—英语;
②安全管理体系—英语; ③船舶航行—安全技术—英语 IV. H31

中国版本图书馆 CIP 数据核字 (2001) 第 073995 号

大连海事大学出版社出版

(大连市凌水桥, 邮政编码: 116026 电话: 4728394 传真: 4727996)

(<http://www.dmupress.com> E-mail: cbs@dmupress.com)

大连海事大学印刷厂印装 大连海事大学出版社发行

2001 年 12 月第 1 版 2001 年 12 月第 1 次印刷

开本: 850 mm × 1168 mm 1/32 印张: 9.25

字数: 232 千字 印数: 0001 ~ 3000 册

责任编辑: 晓江 封面设计: 王艳

定价: 18.50 元

前 言

自 1997 年先后做过“远洋船员如何适应现代英语的要求”、“航海院校英语教学如何适应 STCW 公约”和“对我国远洋船员英语语言能力的评估”等课题之后，我们发现在评估过程中大多数船员有一个共同的愿望，那就是，航海院校的英语教师或专业教师能不能在最短的时间内搞出一套适应船员特点的实用性很强的教材和参考书，以满足船员对英语提高的需要。于是，自 1998 年起，我们先后编写了《船舶驾驶员实用英语口语》、《船员应对船东面试指南》和《实用航运业务英语函电》等书籍。

此后有不少船员来信或来电希望我们进一步扩展领域，形成一套能为船员所用的系列性的、有参考价值的船员实用英语丛书，以便更好地满足他们在竞争日益激烈的船员市场上立足的需要。为此，我们和许多业内专家合作，准备在今后的一两年内陆续出版《船员实用英语系列丛书》，给读者交上一份满意的答卷。

该丛书以英语语言为载体来传递最新的航海科技、技能和信息，强调“实用性、专业性、知识性”，主要涉及目前航海英语教学和专业教学相重合的知识点，而且，该知识点又是近年来新兴起的，如 PSC、ISM 等。该丛书力求以英语语言为支点，以专业知识为杠杆，以现实需求为契机，使它成为学习专业英语有用的参考书。

该丛书希望打破传统的英语学习和教学模式，“学为所用，学有所用”。作者期望船员在短期内对英语有较大的提高，以适应国外船东面试和外派的需要。

张晓峰

2001 年春于大连

编者的话

《国际船舶安全营运和防止污染管理规则》(The International Management Code for Safe Operation of Ships and for Pollution Prevention)于1993年在IMO第18届大会上作为A.741(18)号决议被通过。该规则简称为ISM,1994年5月ISM纳入SOLAS公约第IX章,这标志着该公约的正式实施。该公约实施后,船旗国政府采取了一系列措施,旨在减少人为因素造成的人命、财产损失和对环境的污染。我国作为国际上较有影响的航运大国,采取了许多履约举措,包括翻译ISM规则及相关的配套法规,制定中国自己的相关法规等等。国内各个船公司也纷纷制定SMS(Safety Management System)并申请认证和申请发证以与国际航运接轨。但随着近年来ISM的实施,我国的航运管理人员和广大船员对ISM相关规则的原文和SMS体系的英文方面的需求就浮出水面。船员外派到外国船东的船上明显感觉到对英文版本的SMS从内容到形式都无法很快适应,而航海类院校有关此方面的教学也是凤毛麟角。有感于此,我们从多年来船员的管理、培训和应用ISM以及参与编写船公司SMS的经验加以总结形成该书,旨在提高船员、ISM审核员、企业DPA人员等此方面的英语能力,以适应岗位工作的需要。

该书编写过程中得到了Wallem公司管理代表马静波船长、INMATESCO李其斌、彭光波船长等的指导,并有幸邀请他们参与了部分内容的写作,赵小东、宋淑华讲师参与了文稿的审校工作,在此一并表示感谢。书中的不当和谬误之处,还望读者和同行不吝指教。

编者

2001年盛夏

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Lesson 1

Scheduling of Inspection

第 1 课 定检查的时间表

不论是船级社对船务公司或船舶的 ISM 检查, 还是船务公司对船舶的 SMS 检查, 一般都需要事先约好检查时间和准备好被检查的内容, 以保证检查工作的顺利进行。因为被检查的时间往往与船公司和船舶的营运有关。如果没有事先的约定, 很有可能导致业务的中断。

Dialogue 1: Making Rendezvous with Captain

对话 1: 与船长定会晤时间

Auditor: May I talk with Captain at the moment, Sir?

Captain: Sir, it is he.

Auditor: I am surveyor from Lloyd's. Your company informs our office that your ship is the representative ship for your shipping company. I consulted with your DPA Mr. Johnson about schedule of annual verification. I wish that audit team will come on board for SMS inspection as soon as possible. What time is convenient for you?

Captain: You are always welcome. Let me see my cargo handling timetable. The day after tomorrow is suitable for us.

Auditor: Yes, the day after tomorrow will be fine, see you then.

Captain: See you.

Dialogue 2: Making Appointment with Shipping Company

对话 2: 和船务公司定约会时间

Auditor: Hello, is this Pan-Ocean Shipping Company?

Secretary: Yes, what can I do for you, Sir?

Auditor: May I talk with your general manager?

Secretary: Who is speaking, please?

Auditor: I am John Smith from DNV.

Secretary: Hold on, please. (To the manager) Sir, DNV Surveyor, John Smith, would like to talk with you.

Manager: OK. Go ahead. How do you do, Mr. Smith. Bob Keller, General Manager from Pan-Ocean Shipping Company.

Auditor: How do you do, Mr. Keller. I am a DNV surveyor. Your DPA applied for renewal verification. I will arrange inspection accordingly. What time is appropriate for you?

Manager: Yeah, I am ready for your inspection. Is it OK for you tomorrow, or some other time you expected?

Auditor: OK. Sir. Tomorrow morning 9 o'clock. Our surveyors are available at your berth?

Manager: I will pick you up. Thank you very much, Mr. Smith.

Dialogue C: Meeting DPA

对话 3: 同 DPA 会晤

Auditor: Hello, who is your DPA?

Secretary: Sorry, Sir. I was just wondering what for DPA?

Auditor: It is short for Designated Person Ashore. Clear? Who is the DPA of your company?

Secretary: Oh, the Assistant Manager Mr. Lee Datsung serves this position.

Auditor: May I talk to him?

Secretary: Certainly, Sir. Hold on, please. (To Assistant Manager), Your telephone call, Mr. Lee.

Assistant Manager: Good morning, Sir. Lee Datsung speaking.

Auditor: Hi, I am William Smith from BV. I am calling for your company files which I have a few things to make clear. I wish to arrange a face-to-face interview with you.

Assistant Manager: It sounds good. I am willing to help you. Is it possible to meet you 1400 hours tomorrow in my office?

Auditor: OK. Tomorrow will be fine. I'll arrive at your company in due course.

Assistant Manager: I will be waiting for you. Thank you. Bye.

Auditor: Bye.

Useful Words, Phrases or Sentences

1. Can we make rendezvous?
2. Can we make appointment for the inspection?
3. Is ××× suitable for you?
4. Is ××× convenient for you?
5. Oh, sorry, I have got the tight schedule.
6. Is it OK tomorrow?
7. What time is convenient for you?
8. When will you be available?
9. Can we meet on...?
10. When will you arrange initial verification?
11. When will you arrange annual verification?
12. When will you be ready for our verification for renewal your ISM certificate?

Reading Material

International Safety Management Code

(1) The purpose of this Code is to provide an international standard for the safe management and operation of ships and for pollution prevention.

(2) The Assembly adopted resolution A.443(XI), by which it invited all Governments to take the necessary steps to safeguard the shipmaster in the proper discharge of his responsibilities with regard to maritime safety and the protection of the maritime environment.

(3) The Assembly also adopted resolution A.680(17), by which it further recognized the need for appropriate organization of management to enable it to respond to the need of those on board ships to achieve and maintain high standards of safety and environmental protection.

(4) Recognizing that no two shipping companies or shipowners are the same^[1], and that ships operate under a wide range of different conditions, the Code is based on general principles and objectives.

(5) The Code is expressed in board terms so that it can have a widespread application^[2]. Clearly, different levels of management, whether shore-based or at sea, will require varying levels of knowledge and awareness of the items outlined.

(6) The cornerstone of good safety management is commitment from the top. In masters of safety and pollution prevention it is the commitment, competence, attitudes and motivation of individuals at all levels that determines the end result^[3].

1 General

1.1 Definitions

1.1.1 International Safety Management (ISM) Code means the International Management Code for the Safe Operation of Ships and for Pollution Prevention as adopted by the Assembly, as may be amended by the Organization^[4].

1.1.2 Company means the owner of the ship or any other organization or person such as the manager, or the bareboat charterer, who has assumed the responsibility for operation of the ship from the shipowner and who,

on assuming such responsibility, has agreed to take over all duties and responsibility imposed by the Code.

1.1.3 Administration means the Government of the State whose flag the ship is entitled to fly^[5].

1.2 Objectives

1.2.1 The objectives of the Code are to ensure safety at sea, prevention of human injury or loss of life, and avoidance of damage to the environment, in particular to the marine environment and to property^[6].

1.2.2 Safety-management objectives of the Company should, inter alia:

1) provide for safe practices in ship operation and a safe working environment;

2) establish safeguards against all identified risks; and

3) continuously improve safe-management skills of personnel ashore and aboard ships, including preparing for emergencies related both to safety and environmental protection.

1.2.3 The safety-management system should ensure:

1) compliance with mandatory rules and regulations; and

2) that applicable codes, guidelines and standards recommended by the Organization, Administrations, classification societies and maritime industry organizations are taken into account.

1.3 Application

The requirements of this Code may be applied to all ships.

1.3.1 Functional requirements for a safety-management system

Every Company should develop, implement and maintain a safety-management system (SMS) which includes the following functional requirements^[7]:

1) a safety and environmental protection policy;

2) instructions and procedures to ensure safe operation of ships and

protection of the environment in compliance with relevant international and flag State legislation;

3) defined levels of authority and lines of communication between, and amongst, shore and shipboard personnel;

4) procedures for reporting accidents and non-conformities with the provisions of this Code;

5) procedures to prepare for and respond to emergency situations; and

6) procedures for internal audits and management reviews.

2 Safety and Environmental-Protection Policy

2.1 The Company should establish a safety and environmental-protection policy which describes how the objectives given in paragraph 1.2 will be achieved.

2.2 The Company should ensure that the policy is implemented and maintained at all levels of the organization both, ship-based and shore-based^[8].

3 Company Responsibilities and Authority

3.1 If the entity who is responsible for the operation of the ship is other than the owner, the owner must report the full name and details of such entity to the Administration^[9].

3.2 The Company should define and document the responsibility, authority and interrelation of all personnel who manage, perform and verify work relating to and affecting safety and pollution prevention^[10].

3.3 The Company is responsible for ensuring that adequate resources and shore-based support are provided to enable the designated person or persons to carry out their functions.

4 Designated Person(s)

To ensure the safe operation of each ship and to provide a link

between the Company and those on board, every Company, as appropriate, should designate a person or persons ashore having direct access to the highest level of management^[11]. The responsibility and authority of the designated person or persons should include monitoring the safety and pollution-prevention aspects of the operation of each ship and ensuring that adequate resources and shore-based support are applied, as required^[12].

5 Master's Responsibility and Authority

5.1 The Company should clearly define and document the master's responsibility with regard to:

- 1) implementing the safety and environmental-protection policy of the Company;
- 2) motivating the crew in the observation of that policy;
- 3) issuing appropriate orders and instructions in a clear and simple manner;
- 4) verifying that specified requirements are observed; and
- 5) reviewing the SMS and reporting its deficiencies to the shore-based management.

5.2 The Company should ensure that the SMS operating on board the ship contains a clear statement emphasizing the master's authority^[13]. The authority and the responsibility to make decisions with respect to safety and pollution prevention and to request the Company's assistance as may be necessary.

6 Resources and Personnel

6.1 The Company should ensure that the master is:

- 1) properly qualified for command;
- 2) fully conversant with the Company's SMS; and
- 3) given the necessary support so that the master's duties can be

safely performed.

6.2 The Company should ensure that each ship is manned with qualified, certificated and medically fit seafarers in accordance with national and international requirements^[14].

6.3 The Company should establish procedures to ensure that new personnel and personnel transferred to new assignments related to safety and protection of the environment are given proper familiarization with their duties^[15]. Instructions which are essential to be provided prior to sailing should be identified, documented and given.

6.4 The Company should ensure that all personnel involved in the Company's SMS have an adequate understanding of relevant rules, regulations, codes and guidelines.

6.5 The Company should establish and maintain procedures for identifying any training which may be required in support of the SMS and ensure that such training is provided for all personnel concerned^[16].

6.6 The Company should establish procedures by which the ship's personnel receive relevant information on the SMS in a working language or languages understood by them.

6.7 The Company should ensure that the ship's personnel are able to communicate effectively in the execution of their duties related to the SMS.

7 Development of Plans for Shipboard Operations

The Company should establish procedures for the preparation of plans and instructions for key shipboard operations concerning the safety of the ship and the prevention of pollution^[17]. The various tasks involved should be defined and assigned to qualified personnel.

8 Emergency Preparedness

8.1 The Company should establish procedures to identify, describe and

respond to potential emergency shipboard situations.

8.2 The Company should establish programmes for drills and exercises to prepare for emergency actions.

8.3 The SMS should provide for measures ensuring that the Company's organization can respond at any time to hazards, accidents and emergency situations involving its ships^[18].

9 Reports and Analysis of Non-conformities, Accidents and Hazardous Occurrences

9.1 The SMS should include procedures ensuring that non-conformities, accidents and hazardous situations are reported to the Company, investigated and analysed with the objective of improving safety and pollution prevention.

9.2 The Company should establish procedures for the implementation of corrective action.

10 Maintenance of the Ship and Equipment

10.1 The Company should establish procedures to ensure that the ship is maintained in conformity with the provisions of the relevant which may be established by the Company.

10.2 In meeting these requirements the Company should ensure that:

- 1) inspections are held at appropriate intervals;
- 2) any non-conformity is reported, with its possible cause, if known;
- 3) appropriate corrective action is taken; and
- 4) records of these activities are maintained.

10.3 The Company should establish procedures in its SMS to identify equipment and technical systems the sudden operational failure of which may result in hazardous situations. The SMS should provide for specific measures aimed at promoting the reliability of such equipment or

systems. These measures should include the regular testing of stand-by arrangements and equipment or technical systems that are not in continuous use^[19].

10.4 The inspections mentioned in 10.2 as well as the measures referred to in 10.3 should be integrated into the ship's operational maintenance routine.

11 Documentation

11.1 The Company should establish and maintain procedures to control all documents and data which are relevant to the SMS.

11.2 The Company should ensure that:

- 1) valid documents are available at all relevant location;
- 2) changes to documents are reviewed and approved by authorized personnel; and
- 3) obsolete documents are promptly removed.

11.3 The documents used to describe and implement the SMS may be referred to as the Safety Management Manual^[20]. Documentation should be kept in a form that the Company considers most effective. Each ship should carry on board all documentation relevant to that ship.

12 Company verification, review and evaluation

12.1 The Company should carry out internal safety audits to verify whether safety and pollution-prevention activities comply with the SMS.

12.2 The Company should periodically evaluate the efficiency of and, when needed, review the SMS in accordance with procedures established by the Company^[21].

12.3 The audits and possible corrective actions should be carried out in accordance with documented procedures.

12.4 Personnel carrying out audits should be independent of the areas being audited unless this is impracticable due to the size and the nature