

**Sayı** : 38591462-720-2024-2105

25.09.2024

Konu : ICS Deck Prosedürleri Rehberinin Birinci Baskısı
ve İnceleme Grubu Kurulması Hk.

Sirküler No: 648

Sayın Üyemiz,

Uluslararası Deniz Ticaret Odası'ndan (International Chamber of Shipping-ICS) alınan 24.09.2024 tarihli Ek'te sunulan yazıda;

ICS'nin tüm gemi tipleri için uygun olacak yeni bir "Güverte Prosedürleri Rehberi" hazırlamakta olduğu ifade edilerek söz konusu Rehberin oluşturulması için kurulacak çalışma grubuna katkı sağlamak üzere gemi işletmeciliği firmalarından katılımcıların davet edildiği belirtilmekte, çalışma grubunun, küresel filo genelinde güvenlik standartlarının yükseltilmesine yardımcı olmak amacıyla hazırlanan yayının içeriği konusunda ICS'ye tavsiyelerde bulunacağı ifade edilmektedir.

Ayrıca, çalışma grubu üyelerinin, filo büyüklüğü veya gemi türünden bağımsız olarak tecrübesi ile katkı sağlayabilecek bir gemi işletmeciliği firmasından olabileceği ifade edilerek adayların ekteki taslağı incelemeleri ve seçilen üyelerin 2025 yılının ilk çeyreğinde hibrit bir formatta yürütülecek toplantılara iştirak etmelerinin beklendiği belirtilmektedir.

Çalışma grubunda yer almak üzere adaylık başvurularının, **29 Kasım 2024 tarihine kadar** (sarah.lovell@ics-shipping.org) adresine gönderilmesi ve konuyla ilgili sorular için (lional.sharon@ics-shipping.org) veya (sarah.lovell@ics-shipping.org) adresleri ile iletişime geçilmesi istenmektedir.

Bilgilerinize arz/rica ederim.

Saygılarımla,

*e-imza*İsmet SALİHOĞLU
Genel Sekreter**Ek:**

- 1- ICS'ten Alınan 24.09.2024 Tarihli Yazı (2 sayfa)
- 2- ICS'ten Alınan Ek Yazı (2 sayfa)

Bu belge, 5070 sayılı Elektronik İmza Kanuna göre Güvenli Elektronik İmza ile imzalanmıştır.

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**Dağıtım:****Gereği:**

- Tüm Üyeler (Odamız web sitesi)
- Türk Armatörler Birliği
- KOSDER

Bilgi:

- İMEAK DTO 15 No'lu Kabotaj Hattı Kuruyük Gemi Taşımacılığı Meslek Komitesi
- İMEAK DTO 16 No'lu Kabotaj Hattı Akdeniziçi Dökme Kuruyük Gemi Taşımacılığı Meslek Komitesi
- İMEAK DTO 17 No'lu Kabotaj Hattı Genelyük Gemi Taşımacılığı Meslek Komitesi
- İMEAK DTO 18 No'lu Yakın Yol Gemi Taşımacılığı Meslek Komitesi
- İMEAK DTO 19 No'lu Yakın Yol Dökmeyük Gemi Taşımacılığı Meslek Komitesi
- İMEAK DTO 20 No'lu Yakın Yol Genelyük Gemi Taşımacılığı Meslek Komitesi
- İMEAK DTO 22 No'lu Denizaşırı Kuruyük Gemi Taşımacılığı Meslek Komitesi
- İMEAK DTO 23 No'lu Akdeniz İçi Dökmeyük ve Genelyük Gemi Taşımacılığı Meslek Komitesi
- İMEAK DTO 24 No'lu Denizaşırı Dökmeyük Gemi Taşımacılığı Meslek Komitesi
- İMEAK DTO 25 No'lu Denizaşırı Genelyük Gemi Taşımacılığı Meslek Komitesi
- İMEAK DTO 26 No'lu Brokerlik Meslek Komitesi
- İMEAK DTO 27 No'lu Tanker (Petrol, Kimyasal, Atık Alım, LPG, LNG) Taşımacılığı Meslek Komitesi
- İMEAK DTO 28 No'lu Gemi Yakıt ve İkmal Tanker Taşımacılığı Meslek Komitesi
- İMEAK DTO 29 No'lu Konteyner Gemisi Taşımacılığı Meslek Komitesi
- İMEAK DTO 30 No'lu Ro-Ro Yük Gemisi Taşımacılığı Meslek Komitesi
- İMEAK DTO 31 No'lu Liman İçi ve Liman Dışı Hatlı Tarifeli Sefer Yapan Yolcu Gemisi Taşımacılığı Meslek Komitesi
- İMEAK DTO 32 No'lu Deniz Taşımacılığı Meslek Komitesi

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24 September 2024

MC(24)120

TO: MARINE COMMITTEE

FIRST EDITION OF THE ICS DECK PROCEDURES GUIDE

Action required: *Members are requested to invite nominations from member shipping companies to join the review group on the new ICS publication Deck Procedures Guide, First Edition. The nominations should be returned by 29 November 2024.*

ICS is developing a new Deck Procedures Guide and invites participants from a wide range of different shipping companies to join the review group. The review group will advise ICS on the publication's content to help raise safety standards across the global fleet. They will ensure the publication represents the latest best practices on board to ensure ship and crew safety, security, environmental performance and welfare. The guide will be suitable for all ship types.

The Deck Procedures Guide is due to be published in 2025. The ICS Deck Procedures Guide provides authoritative and comprehensive guidance on deck procedures to ensure that ships' decks are operated and managed safely while protecting the environment. Used in tandem with the globally recognised ICS Bridge Procedures Guide and ICS Engine Room Procedures Guide, the ICS Deck Procedures Guide provides shipping companies and crew with a holistic, consistent set of procedures governing safety and environmental protection across all merchant ship types and trades. The three guides align on critical operational procedures such as enclosed space entry and risk assessments and reinforce the importance of inter-departmental communications on board ships.

All nominations are gratefully received. However, the ideal review group would be composed of people:

- Working in a role developing or implementing procedures for the deck;
- With practical experience working on board, either using deck equipment or maintaining it; and/or
- Working in a loss prevention role.

Review group members can be from any shipping company, regardless of fleet size or ship type.

Members of the review group will be requested to review the current draft, provide comments and attend a small number of meetings during Q1 2025. Meetings will be run in a hybrid format, and members of the review group can attend remotely or in person at the ICS offices in London. Each meeting is expected to be no more than 90 minutes. Review group members benefit from engagement with contemporaries at other shipping companies and receive an acknowledgement in the book, an enhanced social media profile and a free copy on publication.

Nominations should be sent to ICS Technical Writer Sarah Lovell at sarah.lovell@ics-shipping.org by **29 November 2024**.

Please contact either the undersigned at lional.sharon@ics-shipping.org or sarah.lovell@ics-shipping.org with any queries.

[MC\(24\)120 -Annex A - TERMS OF REFERENCE - REVIEW GROUP - DPG](#)

Lional Sharon
Senior Marine Advisor - Cargo

TERMS OF REFERENCE

Ek-2

DECK PROCEDURES GUIDE – 1st EDITION

REVIEW GROUP

Purpose

To contribute to the review of the first edition of the Deck Procedures Guide to ensure it represents the latest best practices on board to ensure ship and crew safety, security, environmental performance and crew welfare.

Background

The *ICS Deck Procedures Guide* provides authoritative and comprehensive guidance on deck procedures, to ensure that ships' decks are operated and managed safely while protecting the environment. Used in tandem with the globally recognised *ICS Bridge Procedures Guide* and *ICS Engine Room Procedures Guide*, the *ICS Deck Procedures Guide* provides shipping companies and crew with a holistic, consistent set of procedures governing safety and environmental protection across all merchant ship types and trades. The three guides align on critical operational procedures such as enclosed space entry and risk assessments and reinforce the importance of inter-departmental communications on board ship.

The *Deck Procedures Guide* includes procedures and checklists for deck operations and maintenance of core equipment, across all ship types, and supports internationally agreed standards and recommendations adopted by the International Maritime Organization (IMO).

The guide is an invaluable tool for masters, chief officers, bosuns, technical superintendents and other members of the deck crew, as well as engineers maintaining deck equipment, shipping companies and training institutions.

It is recommended that a copy is carried on board every merchant ship.

Role

The Review Group support the technical writer and are jointly responsible for ensuring the book is factually accurate, up to date, user-friendly and applicable to all ship types. The Review Group will:

0. Attend Review Group meetings (remote, in person or hybrid);
1. Review the draft Terms of Reference and agree or propose amendments to the Terms;
2. Review the subject matter and determine:
 - i. That the subject matter is factually accurate;
 - ii. If any additions or deletions to the book are required;
 - iii. If it aligns with the [Bridge Procedures Guide](#) and the [Engine Room Procedures Guide](#); and
 - iv. If the flow is suitable and sensible for readers.
3. Support the writer and assistant editor when requested during the writing and editing process;

4. Review the draft(s) and provide feedback and suggestions to the writer and Review Group for consideration;
5. Undertake a final review and signoff once all feedback and/or suggestions have been closed out;
6. Keep the review group chair and technical writer apprised of any potential delays to the schedule.

On publication, the Review Group are invited to act as ambassadors for the publication by sharing details of it through their own or their company's networks.

Timeline and milestones

Review meeting 1 and 2

January 2025

- First draft reviewed for accuracy and comments to be returned to the technical writer.
- Advise on any additional text or deletions required.
- Advise on potential sources for any additional content.
- Recommend visual aids that may aid user-friendliness.

Intersessional: Technical writer starts second draft

Intersessional: WG reviews first draft and provides feedback

Review meeting 3

February/March 2025

- Review the second draft and questions from the technical writer.

Intersessional: Technical writer to start final draft

Intersessional: Review final draft and supply comments in advance of Review Group 3

Review meeting 4 (TBC)

March/April 2025

- Review final draft and comments and agree on changes.

Intersessional: Review revised draft and supply comments. Depending on timeline comments may be submitted electronically.

MILESTONE: BOOK WRITTEN AND READY FOR PRODUCTION

On publication

Target: October 2025

- Share details of the book with company/networks.