IAATO Observer Checklist

for Cruise Only Activities

Thank you for agreeing to participate as an IAATO Observer. The following checklist should be straightforward. When answering the questions, you can use yes, no, unsure but please include explanations. The checklist has been designed as a useful tool to facilitate confirmation of whether obligations set forth by IAATO and the Antarctic Treaty System are being met.

 Observation Timeline:

* Assignment of vessel and Observer
* Set up voyage where observation will be done
* Vessel / company should send all pre-trip documents to the observer as if they were a joining as a passenger
* Conduct Observation with the crew and vessel. Plan for the observation to be done over the course of the voyage
* Complete the form within 3 weeks of the observation, if you do have questions after the review, feel free to follow up with the operator
* Send or email the completed form to both IAATO and the observed company. This gives the company an opportunity to review the document

Please submit by email to: ***jhaase@iaato.org***

Any additional documents or appendices can be sent to:

**By Fax:** +1 401 841 9704

**By Post:**

 IAATO

50 South County Commons Way

Unit E-5B

South Kingstown, RI, 02879

USA

**Voyage Dates (embarkation and disembarkation):**

**Observers Name**:

**Date of Report**:

**Name of Vessel**:

**Name of Tour Operator/Organizer**:

**Voyage sub-chartered to (if applicable)**:

**Name of Expedition Leader:**

**Actual Itinerary/Expedition Travelled:** Please attach the Post Visit Site Report that was completed within two weeks of the conclusion of the expedition.

**1. Voyage Preparation and Documentation**

**Please select which documents you were provided as “Passenger” pre-trip material prior to your observation:**

* General Guidelines for Visitors (ATCM Resolution 3 (2011) ) *or* Visitor Guidelines (1994 - Recommendation XVIII-1)
* Don’t Pack a Pest
* Reducing Visitor Waste Guidelines
* Expedition Cruising to Antarctica
* Medical form
* Clothing/ equipment list

**Please list and explain any other documentation you were provided prior to the Trip:**

**How did the above pre-departure material explain that conditions can be severe and inhospitable and point out the necessity for suitable clothing?**

**Were clients advised that sophisticated medical care is unavailable in the Antarctic, and encouraged to take out medical and evacuation insurance prior to their trip?**

**Was the home office efficient to work with and forthcoming with documentation?**

**Were you provided with the same preparatory materials as all the clients were? Did they arrive in a timely fashion so you could adequately prepare for your voyage?**

**2. Antarctic Treaty and Domestic Legislation**

**A. Compliance with Domestic Legislation**

Please Select which permit / authorization documents the Operator has for the season / departure:

* Advance Notification
* Environmental Impact Assessment (EIA), usually either at the Initial Environmental Evaluation (IEE) or PEE (Preliminary Environmental Evaluation) level
* Permit(s) to enter Antarctic Specially Protected Areas (ASPA’s) if appropriate
* Waste Management Permit if appropriate
* Other if appropriate , explain below

**Please list the Country and government department for each permit or authorization granted.**

**B. Compliance with Operator’s Advance Notification and EIA**

**Were copies of the Advance Notification and Environmental Impact Assessment (EIA) on board and found in an easily accessible location?**

**What was the level of familiarity amongst relevant officers, expedition leaders and staff with the content of the EIA? Please indicate who was responsible for which sections (e.g., environmental aspects of ship’s operation, education component for passengers, reporting etc.).**

**Did you note any deviations/discrepancies to the operator’s EIA? If so, please describe.**

**C. Compliance with Management Plans**

**Was there an intention to visit any ASMA’s? And if so which ones?**

**Could the operator locate the relevant management plans or historic site documents in the IAATO Field Operations Manual? How well were relevant management plans understood?**

**Was there an intention to enter any Antarctic Specially Protected Areas (ASPA’s)? If so, which ones and why? Did the operator have the required permit(s)?**

**Could the crew explain what ASPA’s are and where to find documentation in the IAATO Field Operations Manual?**

**D. Compliance with ATCM Recommendation XVIII-1**

**The ATCM document - *Guidance for those Organising and Conducting Tourism and Non-governmental Activities in the Antarctic* (Recommendation XVIII-1 - adopted at the Antarctic Treaty Meeting, Kyoto, 1994) outlines obligations when organizing activities in Antarctica. Were all activities conducted in accordance to this document?**

**E. Compliance with Standard Procedures for Station Visits**

**Were any visits to the ship by Antarctic Research Stations arranged? If so, were advance notification requirements for such visits taken into account?**

**If a previously scheduled visit to a research station was cancelled, was the station notified promptly?**

**Did the visit interfere with Antarctic scientific work as far as you are aware?**

**Did the vessel provide any support by transporting scientists, etc.? If so, describe the briefings provided to these individuals after embarkation.**

**3. Vessel Operation**

**A. General**

**Please list the Captain or appointed ice pilot and their relevant Antarctic experience. Was there additional relevant Antarctic experience among the bridge officers?**

**What is the vessel’s Ice Class?**

**Did the vessel, as far as reasonable and practical, comply with the Guidelines for Ships Operating in Polar Waters?**

**Polar Water Certificate #:**

**Did the vessel participate in the IAATO vessel tracking scheme (RedPort) and report hourly?**

**Describe the navigational charts used onboard - Which charting authority charts were being used (e.g. UKHO, Chile HO etc.), were they using paper or electronic?**

**How did the vessel obtain ice information? Were weather, ice and routeing information services provided and reviewed in a timely manner?**

**Did the vessel navigate in ice covered waters at any time? If so, please provide details such as ice concentration, duration, etc.**

**Was the ship’s command cooperative and helpful in all aspects of your job? Did you have access to the navigation bridge and engine room?**

**B. Safety and Contingency Planning**

**Which measures were put in place for self-sufficient operations? In general, would you say that the principles of self-sufficiency and sound contingency planning were observed at all times?**

**Were there onboard drill schedules which included regular damage control scenarios related to ice damage with control measures that considered the implications of cold weather environments?**

**Was there a comprehensive briefing on safety issues, including the mandatory lifeboat/safety drill conducted in a timely manner, with all passengers in attendance, and translated for non- English speaking passengers?**

**Were passengers’ and crew’s attention drawn to the necessity for suitable clothing in conditions that can be severe and inhospitable? Were passengers strongly encouraged to observe the weekly crew abandon ship drill and fire drill?**

**Please describe the medical facilities and qualifications of all medical personnel onboard as well as any external resources.**

**Were the relevant officers, expedition leader and/or staff familiar with IAATO’s EMER (Medical Evacuation Response Plan), and was there a copy on board? If not, please describe the Emergency Medical Evacuation Response that was in place.**

**Were passengers and crew advised to take precautionary measures to prevent accidents during particularly difficult weather conditions?**

**C. Oil Spill Prevention**

**Please list location and capacity of fuel tanks, as well as fuel types and quantity used while the vessel operated in the Treaty Area. Was there any deck storage of fuel? Does this match what is listed in the EIA and/or Authorization?**

**What spill response materials and equipment (SOPEP Kit) were readily available on board? Show the location of SOPEP Kit and check that the Kit contains what it says it should. Does this match the EIA and/or Authorization?**

**Please describe the processing of oily water. Was there a separator in use, and were oil transfers documented in an Oil Record Book? Were actions in line with the Operators Environmental Impact Assessment?**

**D. Sewage and Waste Management**

**Did the vessel have an approved waste management plan?**

**Did the vessel comply with MARPOL and Annexes III and IV of the Environmental Protocol with regards to sewage and waste disposal? Please list equipment used for sewage and waste management; and describe disposal methods and how these were recorded. Is this in line with the EIA and/or Authorization?**

**Was there adequate storage space on board to retain all wastes and sewage while the vessel operated in the Treaty Area? If not, describe the methods and frequency of discharges.**

**Did the vessel comply with IAATO recommended waste management practice to not dispose of waste below the Antarctic Convergence (note these exceed MARPOL regulations)?**

**Were staff, crew and passengers advised about the importance of sewage and waste minimization, and was publicity given to appropriate management practices?**

**What types of hazardous substances were used on the ship? How were these stored and monitored? Was there a separate receptacle for battery disposal? Does this follow the EIA and/or Authorization?**

**Were poultry products separated out from other food garbage**?

**Was there any exchange of ballast water in the Treaty Area? Did the vessel have an approved ballast water management plan?**

**4. IAATO Standards and Regulations**

**A. General Conduct**

**Did the operator support the basic mission of IAATO – which is to advocate and promote the practice of safe and environmentally responsible private-sector travel to the Antarctic?**

**Was the expedition well organized and carried out, with no obvious violations of applicable requirements? Were the activities generally conducted with a high degree of professionalism?**

**B. Expedition Leader and Staff**

**Was there a designated “Expedition Leader” or only lecture staff**?

**Was there a copy of the electronic IAATO Field Operations Manual (FOM) on board and found in an easily accessible location?**

**Were the expedition leader and/or staff generally familiar with the content of the FOM? When do they find they reference it most often? Or for which documents?**

**Did at least 80% of the staff have relevant experience and 50% of whom have previous experience in Antarctica?**

**Please list names of staff members, areas of specialty and years of polar or other relevant experience.?**

**Had any of the staff taken the IAATO Online Field Staff Assessment? Please detail which staff members and their onboard role**.

**What was the extent of the Antarctic focused educational program on board? Were lectures relevant? List the names of the lectures provided during the cruise.**

**Was there a narration from the bridge on board by the lecture staff while cruising through especially scenic areas?**

**Were you introduced to passengers, and invited to all Antarctic related meetings/briefings?**

**C. Passenger and Crew Briefings**

**Was the crew briefed on Antarctic Visitor Guidelines (ATCM Recommendation XVIII-1) and/or ATCM General Guidelines for Visitors (Resolution 3-2011) prior to the start of the season? Was the crew provided with copies of the Visitor Guidelines?**

**If new crew members embarked for this particular voyage, were they briefed accordingly by the expedition staff or officers? If so, how?**

**Was the IAATO Safety and Conservation Briefing (PowerPoint presentation, Cruise Only Version) given prior to arriving in Antarctica? If not, why not?**

**Please provide safety and conservation briefing used onboard.**

**Was this a mandatory briefing and if so, how was this carried forth?**

**Were copies of Guidelines for Visitors to the Antarctic (ATCM Resolution 3 (2011)) available onboard for crew and guest reference?**

**Are wildlife guidelines easily available for crew and guest reference?**

**Were copies of the guidelines provided to non-English speaking passengers in one of the following languages: Spanish, French, Italian, Dutch, German, Russian, Mandarin Chinese, Japanese?**

**D. Vessel Coordination**

**Was the latest version of the IAATO Vessel, Land based and EMER Contact Information available onboard?**

**Were itineraries efficiently coordinated with other vessels at all times? How was this done (e.g Email, Live Ship Scheduler)?**

**What does the crew usually use to communicate with other vessels?**

**Were IAATO Marine Wildlife Watching Guidelines observed? Please describe wildlife sighted and any effect of the vessel presence on wildlife activity.**

**E. Helicopter Operations**

**Did the Operator offer helicopter activities as part of their program?**

**Did the Operator follow the IAATO Vessel Helicopter Guidelines?**

**Where and what kind of helicopter Operations took place?**

**Were flight operations efficiently coordinated with other air operations and vessels in the area**?

**Did the Air Operator/Provider participate in CATS (COMNAP Asset Tracking System)?**

**In addition to the normal flight safety instructions, were clients given any additional Antarctic specific instructions?**

**If flying in proximity to wildlife, did the aircrew follow ATCM Resolution 2 (2004) Guidelines for the Operation of Aircraft near Concentrations of Wildlife?**

**Was the Antarctic Flight Instruction Manual (AFIM) readily available and used (by the operator, or their sub-contractors)?**

**In general, were operations organized safely and efficiently at all times?**

**Did you notice any malfunctions of aircraft and/or engines at any time? If so please describe.**

**F. Sub-Antarctic Islands**

**Please enclose a list of all sites visited in the Sub-Antarctic Islands if relevant. Were permits, visitor guidelines and management plans adhered to?**

**If so, were these activities described in the EIA and additional Advance Notification? Were these organized safely and efficiently at all times?**

**5. Other Observations and Recommendations**

**Please elaborate on any other comments or recommendations pursuant to the operations being observed.**

**Thank you for your time and attention and we hope you had an enjoyable trip.**