



# 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.

Please email your completed evaluation to IAATO within three weeks of participating in this program. For companies operating a full Antarctic season, it is best to complete this form as soon as possible so that the company being observed can make improvements while their Antarctic season is still in progress. If possible, please provide the company with a draft copy of this report prior to disembarking the vessel.

Please submit by email to: [operations@iaato.org](mailto:operations@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): \_\_\_\_\_

Observer's 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 day-by-day itinerary. If the Post Visit Site Report was completed by the end of the voyage/flight/expedition it can be appended to this report instead of describing the actual itinerary (please check with the Expedition Leader/Operations Manager).

## 1. Voyage Preparation and Documentation

- 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?

- Did the pre-departure material include a copy of the Antarctic Visitor Guidelines (ATCM Recommendation XVIII-1) and/or ATCM General Guidelines for Visitors (Resolution 3-2011)?



- Did the 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?

## 2. Antarctic Treaty and Domestic Legislation

### A. Compliance with Domestic Legislation

- Did the operator receive all authorizations or permits from government authorities required under domestic legislation in time of departure? Please list the government department and subject of the reference of each permit or authorization granted. These documents include:

- Advance Notification
- Environmental Impact Assessment (EIA), usually either at the Initial Environmental Evaluation (IEE) or PEE (Preliminary Environmental Evaluation) level
- Permit to enter Antarctic Specially Protected Areas (ASPAs) if appropriate

### 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?

- Were the relevant officers, expedition leader and/or staff familiar with the content and did they generally adhere to these documents? 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

- Did the operator observe all relevant management plans for Antarctic Specially Managed Areas (ASMA's) and Antarctic Specially Protected Areas (ASPAs), and were these available onboard? (Note: These protected areas are mainly on land, but also in marine areas.)



- Were any ASPA's entered? If so, did the operator have the required permit(s) where applicable?

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

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

- Were all activities conducted in accordance with ATCM Recommendation XVIII-1 - Guidance for those Organising and Conducting Tourism and Non-governmental Activities in the Antarctic (adopted at the Antarctic Treaty Meeting, Kyoto, 1994)?

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

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

- Were any personnel 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?

### 3. Vessel Operation

#### A. General

- Did the Captain or an appointed ice pilot have Antarctic experience suitable for the intended operation? Was there additional relevant Antarctic experience among the bridge officers?

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



- Did the vessel participate in the IAATO vessel tracking scheme and report hourly?

- Were current hydrographic charts for the area of operation available on the bridge at all times?

- Please indicate which charting authority charts were being used (e.g. UKHO, Chile HO, etc.).

- How did the vessel obtain ice information? Were weather, ice and routing 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 Search and Rescue (SAR) 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 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'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?

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

- Were the relevant officers, expedition leader and/or staff familiar with IAATO's Emergency Contingency Plan?

### 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?

- Please describe the medical facilities and list the number and qualifications of all medical personnel onboard.

- What spill response materials and equipment were readily available on board should an incident occur in the Treaty Area? Did spill response exercises take place, and at what frequency?



- 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?

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

#### D. Sewage and Waste Management

- Did the vessel have an approved waste management plan?

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

- 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.

- What types of hazardous substances were used on the ship? How were these stored and monitored? Was there a separate receptacle for battery disposal?

- 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.

- 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?

- Was there a copy of the IAATO Field Operations Manual (FOM) on board and found in an easily accessible location? Was it useful and used? If not, why?

## 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?

- Were the expedition leader and/or staff generally familiar with the content of the FOM?

- Did at least 75% of the staff 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.

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

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

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

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

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

### 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?

- Were copies of Antarctic Visitor Guidelines (ATCM Recommendation XVIII-1) and/or ATCM General Guidelines for Visitors (Resolution 3-2011) distributed to passengers with this briefing?





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

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

#### D. Vessel Operation

- Was the latest version of the IAATO Vessel, Landbased and EMER Contact Information available onboard? Were itineraries efficiently coordinated with other vessels at all times?

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

#### E. 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?

#### 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.