



# IAATO Observer Checklist for Provisional Members

## Dockside Yacht Observation – Part 1

Thank you for agreeing to participate as an IAATO Observer for Yachts. This survey is to be conducted firstly by correspondence and then a dockside inspection. 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 ensure that obligations set forth by IAATO and the Antarctic Treaty System are 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.

Part 2 of the Dockside yacht observation scheme should be offered by the operator to the passengers, but it is up to the passengers whether they actually complete the form and return it to IAATO. The aim is that part 2 verifies in the field the answers given in part 1. (Taking into account that it is not practical for a yacht to have a physical observer on board for the duration of the voyage).

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

Please give at least one copy to a designated representative of the company to whom you are evaluating and email the other copy to IAATO. After completion, you might find it useful to discuss your comments with a company representative in order to avoid possibilities of disagreement at a later time.

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 Skipper \_\_\_\_\_

### 1. Voyage Preparations and Documentation?

Does the yacht have a home office for administration?

Was the home office or yacht crew 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 check the preparation of the voyage?

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

- Did the pre-departure material include a copy of the leaflet 'Don't Pack a Pest' describing IAATO's updated biosecurity procedures?

- Did the pre-departure material explain that conditions can be severe and inhospitable and point out the necessity for suitable clothing, or was there a personal equipment list in the pre-departure information?

- Did the material for the clients advise that sophisticated medical care is unavailable in the Antarctic, and encouraged to take out medical and evacuation insurance prior to their trip? Did they have to provide a medical questionnaire or some other form of medical assessment prior to their voyage?

## 2. Antarctic Treaty and Domestic Legislation

### A. Compliance with Domestic Legislation

Did the operator receive all 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(s) to enter Antarctic Specially Protected Areas (ASPA's) if appropriate
- Waste Management Permit if appropriate
- Other 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?



- Was the crew familiar with the content and indicate that they will adhere to these documents?

### C. Compliance with Management Plans

- Did the operator know about the location of any relevant management plans for Antarctic Specially Managed Areas (ASMA's) and Antarctic Specially Protected Areas (ASPAs) in their area of operation and if so, where to find the management plans in the IAATO Field Operations Manual.

- Was there an intention to enter any ASPA? If so, did the operator have the required permit(s)?

- Was there an intention to visit any ASMA's or historic sites visited? If so, were relevant management plans understood?

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

- Was the crew aware of and understood their responsibility to ensure that all activities were 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)?

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

- Are Antarctic Research Stations to be visited?

- Are you aware of the desirability to give 72 hour advance notice to research stations?

- Was the vessel providing any support by transporting scientists, etc.? If so, please detail.



### 3. Vessel Operation

#### A. General

- Does the Skipper have Antarctic experience suitable for the intended operation? Is there additional relevant Antarctic experience among the crew?

- Is the vessel participating in the IAATO vessel-tracking scheme and if not, will they report their position at regular intervals to MRCCs?

- Are current hydrographic charts for the area of operation being used? Please indicate which charting authority charts were being used (e.g. UKHO, Chile HO etc.)

- How does the vessel obtain ice information? Are weather, ice and routing information services provided and reviewed in a timely manner?

- Are IAATO Marine Wildlife Watching Guidelines understood?

- Was the Skipper cooperative and helpful in all aspects of your job? Did you have the opportunity to look around the vessel

#### B. Safety and Contingency Planning

- What Search and Rescue (SAR) measures are in place to ensure self-sufficient operations? In general, would you say that there was awareness of the principle of self-sufficiency and that there appeared to be sound contingency planning in place?

- Was the skipper familiar with IAATO's Emergency Contingency Plan?



- Are there onboard drills scheduled? Do these include regular damage control scenarios related to ice damage with control measures that considered the implications of cold weather environments?

- Did the Skipper conduct for you a mock comprehensive briefing on safety issues, including the mandatory liferaft/safety drill, with a provision for the translation for non-English speaking participants?

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

- Was the skipper familiar with IAATO's Medical Evacuation Response Plan (EMER), and was there a copy on board? If not, please describe the Emergency Medical Evacuation Response that was in place.

### C. Oil Spill Prevention

- Please list location and capacity of fuel tanks, as well as fuel types and quantity used while the vessel operates in the Treaty Area. Is there any deck storage of fuel? If so what measures were in place to keep the fuel secure?

- What spill response materials and equipment are readily available on board should an incident occur in the Treaty Area?

- Please describe the processing of oily water. Were actions in line with the Operators Environmental Impact Assessment?

### D. Sewage and Waste Management

- Does the vessel have a waste management plan? Please describe the key elements of the waste management plan.



- Does the vessel comply with their Environmental Impact Assessment with regards to sewage and waste disposal? Please list equipment used for sewage and waste management; and describe disposal methods and how these are recorded.

- If the vessel carries more than 10 persons, please describe the sewage waste management and discharge practices?

- Is there adequate storage space on board to retain all solid wastes while the vessel operates in the Treaty Area? If not, describe the methods and frequency of proposed discharges.

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

- What types of hazardous substances are used on the vessel? How are these stored and monitored? Is there a separate receptacle for battery disposal?

- Is all food waste retained onboard until north of the convergence? If so, please show how. If not, are poultry products separated out from other food garbage?

## 4. IAATO Standards and Regulations

### A. Skipper and Crew

- Is there at least one copy of the IAATO Field Operations Manual (FOM) on board and found in an easily accessible location? Does it appear to be used and considered useful by the crew? If not, why not?

- Are the skipper and crew generally familiar with the content of the FOM?



- List the crew's previous Antarctic experience?

- Has any of the crew taken the IAATO Online Field Staff Assessment? Please detail which staff members and their onboard role (eg Jane Blogs, EL, Jo Bloggs AEL)

- Please enclose names of crew members, areas of specialty and years of polar (Arctic and Antarctic) or other relevant experience.

- If the skipper and crew changed during the season, was a handover procedure in place?

## B. Participants and Crew Briefings

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

- If new crewmembers embarked for this particular voyage were they briefed accordingly by the skipper? If so how?

- Is it planned to give the IAATO Safety and Conservation Briefing (PowerPoint presentation) prior to landing participants in Antarctica? If not, why not?

- Is this a regular briefing and if so how was this carried out?



- Are copies of Recommendation XVIII-1 (Visitor Guidelines) or the ATCM General Guidelines for Visitors distributed to participants with this briefing?

- Are there copies of the guidelines on board in other languages if needed?

- Does the crew provide educational information for the participants?

### C. Coordination of other vessels

- Is the latest version of the IAATO Vessel, Landbased and EMER Contact Information available onboard?

- What means of communications are available onboard?

### D. Pre-landing Action

- Do the planned itineraries adhere to Antarctic Treaty and IAATO Site Guidelines relative to the limits on the time ashore during landings which can take place each day, and are the skipper and crew aware of the 'rest period' for wildlife (usually from 2200-0400 hrs)?

- Do the planned itineraries adhere to restrictions and management plans in place for visiting Antarctic Specially Protected Areas (ASPAs) and Antarctic Specially Managed Areas (ASMA's)?

### E. Biosecurity Measures

How are IAATO's Boot and Clothing Decontamination Guidelines implemented? Is a briefing and a clothing check organized so that all precautions are taken to avoid the translocation of seeds and other organisms to and within Antarctica? Did you see the boot washing station demonstrated? Please describe.



- Is Virkon used as disinfecting solution, and if not, why not and what alternative is used?

## F. Safety Ashore

- During briefings ashore, is attention also paid to safety aspects and possible hazards? Have the skipper and crew give some examples.

- Is there emergency equipment available in the Zodiacs or other landing craft, as well as ashore? If so, please include a list of the contents and how stored and landed.

- Are all crewmembers equipped with VHF radios, and capable of contact at all times?

## G. Landing Craft Operations

- Are safety instructions given to the participants on how to use Zodiacs or other landing craft.

- Are all participants required to wear a Personal Flotation Device (PFD) when in the landing crafts?

## H. Other Activities

- Are other types of activities such as helicopter flights, kayaking, scuba diving, mountaineering or camping planned during the season? Are these described in the EIA and Advance Notification?

## I. Sub-Antarctic Islands

- Please enclose a list of all planned sites to be visited in the Sub-Antarctic Islands if relevant. Are permits, visitor guidelines and management plans in place?



## 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