

Fire Checklist

No	Description	Personnel Responsible	Time	Completed
1.	Sound Alarm , Advice Bridge	Crew member on the spot of fire		
2.	Crew to Muster and all heads accounted for. Establish communications	Chief Officer / Officer on duty		
3.	Call Master	Officer on Duty		
4.	Determine location of fire and notify all on board of that location	Master / Chief Officer		
5.	Alter course & speed to reduce air draft and minimize spread of fire.	Master / Duty Officer		
6.	Advise Engine Room. Prepare for engine failure and maneuver ship away from danger	Officer on Duty Master		
7.	Start of Emergency Fire Pump. Prepare IGS	Engineer on watch		
8.	Isolate Fire	Chief Officer / 1AE		
9.	Stop Cargo & Bunker Operations (If Any)	Ch. Officer / Ch. Engineer		
10.	Close Down Vent System	Ch. Officer / Ch. Engineer		
11.	Close Skylights, Doors Ports etc.	Ch. Officer		
12.	Isolate Electrical Circuits	Ch. Engineer / El. Off.		
13.	Stop Engines If Necessary	Master / Ch. Engineer		

14.	Evacuate Unnecessary Personnel From Area	Ch. Officer / Ch. Engineer		
15.	Check For Missing Crew and injuries	Chief Officer		
16.	Operate fixed Fire Extinguishing System If Necessary	Master / Ch. Engineer		
17.	Relay urgency signal and if in or near Port 1. Alert Harbour Authority, Shore Fire services and agent	Master/ GMDSS Officer		
18.	International Shore Connection Ready	Ch. Officer / Bosun		
19.	Monitor VHF-Channel 16	Officer on Duty		
20.	At Sea-Fix Position of vessel	Officer on Duty		
21.	Switch ON Deck Lights (At Night)	Officer on Duty		
22.	At Sea-Exhibit Lights/Shapes	Master / Officer on Duty		
23.	Prepare Lifeboats	As per Muster List		
24.	Determine Cause Of Fire	Master / Chief Officer / Ch. Engineer		
25.	Assess Damage To Vessel	Master / Chief Officer / Ch. Engineer		
26.	Assess Damage To Cargo	Master / Chief Officer		
27.	Actions Taken To Control/ Extinguish - Water <input type="checkbox"/> Foam <input type="checkbox"/> CO ₂ <input type="checkbox"/> Dry Powder <input type="checkbox"/> Halon <input type="checkbox"/> Hypermist <input type="checkbox"/>	Master		

28.	Assess weather conditions.	Master		
29.	Preserve VDR or S-VDR records	Officer on Duty		
30.	Enter all times and facts, including weather conditions and action taken to control/ extinguish fire, in the log book.	Master		
31.	Notify interested parties.	Master		
32.	In case of pollution to environment SOPEP check list no 5 applies.	Master		