

EXCESSIVE LIST

To be used as guidance. To be kept on
the Bridge and Engine Room

DISCLAIMER ON THE USE OF SAMPLE DOCUMENTS

The sample documents herewith are provided for information sharing and educational purposes only. Whilst every effort has been made to ensure the accuracy and quality of the information contained herewith, SQE Marine accepts no responsibility for inaccuracies in, or changes to, such information. Your use of any of these sample documents is at your own risk, and you should not use same without first seeking professional advice, as may be necessary. The provision of these sample documents (and the documents themselves) do not constitute professional advice or opinion(s) of any kind, or any solicitation. No consultant-client advisory, or other relationship is created between SQE Marine and any person accessing or otherwise using any of the sample documents and in any way SQE Marine accepts no liability for any damages, losses or causes of action of any nature arising from any use of any of the sample documents or the provision of these sample documents themselves.

[Explore more at](#)

sqemarine.com/shipmanuals | sqemarine.com/systems

| EMERGENCY CHECKLIST Excessive List | | | |
|---------------------------------------|--|--|-----------|
| A. | Action | Personnel Responsible | Completed |
| 1 | Sound alarm. | Officer On Duty | |
| 2 | Call Master. | Officer On Duty | |
| 3 | Stop any cargo, bunkering or ballast operations in progress. | Officer On Duty | |
| 4 | Reduce speed or stop or alter course. | Master | |
| 5 | Determine cause of list. | Master / CE / CO. | |
| 6 | Sound all tanks and bilges and compare soundings with departure soundings. | Master / CE / CO / 2 nd Eng. / Bosun | |
| 7 | If night time the OOW to switch on deck floodlights. | Officer On Duty | |
| 8 | Assess effect of list on hull, machinery pumps and piping. | Ch. Off./ Ch. Eng. | |
| 9 | Crew to "stand by". Survival craft to be prepared by a designated boat preparation party. | Ch. Officer | |
| 10 | Switch on VHF – Channel 16. | Officer On Duty | |
| 11 | Check for injuries and/or missing persons. | Ch. Officer | |
| 12 | Check for oil spillage or if it is necessary to jettison oil in order to maintain stability. | Master / CE / CO | |
| 13 | Inform shore/harbor control and other appropriate parties (agents/P&I Club representative/company's headquarters). | Master | |
| 14 | Take samples of spill. | Ch. Off. / Ch. Eng. | |
| 15 | Fix position on chart, log it, and pass to radio room. | Officer on Duty | |
| 16 | Warn vessels in vicinity. | Master / GMDSS Off. | |
| 17 | Advise damage/stability information. | Master / Ch. Off. | |
| 18 | Assess vessel's seaworthiness and ability to right her. | Master | |
| 19 | Record all bridge/engine rm. times. | Master / CE / Off. on Duty | |
| 20 | Determine assistance needed tug/salvage. | Master | |
| 21 | Alert office E.R.T. & send report. | Master / GMDSS Off. | |
| 22 | Report to the office. | Master | |
| B. | Other | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |