



Fleet Safety Manual

Introduction

1.1 Purpose

The Canadian Coast Guard (CCG) Fleet safety management system (SMS) began its implementation in 1999.

This publication is the primary source of information and guidance for the CCG Fleet SMS, and is published under the authority of the office of the Director, Coast Guard Safety Management (CGSM).

1.2 General

The following provides general information and guidance regarding this publication:

- a) The order of precedence for CCG management of occupational health, safety, security, and environmental matters are:
 - i. [Canada Labour Code](#) Part II and applicable regulations
 - ii. Other Government of Canada legislation, policies, directives, and systems
 - iii. Fisheries and Oceans Canada [Occupational Health and Safety Manual](#)
 - iv. CCG/5737 - Fleet Safety Manual (FSM) [1.0 - Safety Management System](#), Section 7, Precedence of CCG Controlled Publications
- b) The primary controlled version of the FSM must be carried on board vessels/stations, and made available to all personnel. The electronic version of the [FSM](#) is available on the CCG intranet.
- c) As of October 1, 2018, this publication adheres to the rules outlined in the [Canada.ca Content Style Guide](#), and the processes described in [CCG/6115 - Operations Publications Instruction Manual](#).
- d) Procedures that have yet to be promulgated within this publication do not relieve those with authority of their obligations under legal and other requirements.
- e) A generic job title may be used to describe roles and/or responsibilities. The use of a generic title does not relieve those with authority of their responsibilities within a policy/procedure.
- f) The organizational structure of the CCG is subject to change without notice. Organizational changes that have not been applied to the FSM do not relieve those with authority of their responsibilities within a policy/procedure. The controlled version of the CCG organizational chart takes precedence over similar charts published in this manual.

- g) Changes to titles of positions and publications, hyperlinks etc., cited in the FSM can occur without notice. Their precedence and authority remain in place unless otherwise stated. Amendments to the FSM reflecting these changes will be made at the next available opportunity.
- h) Amendments are indicated by a vertical bar in the left margin.
- i) When a procedure is promulgated without vertical lines, the procedure is considered re-written/new.
- j) Existing and recently promulgated policies and procedures in this manual must be read in their entirety before any associated tasks are started.

1.3 Continuous improvement

- a) A suggestion for change that alters the guidance in this manual must be submitted in accordance with FSM [11.B.1 - Procedure Approval and Change Process](#).
- b) If the suggestion is to amend a CCG controlled publication other than the FSM, follow the instructions within the publication. If no instructions exist, the suggestion should be sent to the Directives division via: InfoPol.XNCR@dfo-mpo.gc.ca
- c) Notification of a broken hyperlink, difficulty printing any part of the manual, an error in spelling, grammar or translation, questions about formatting, etc. within this publication, are to be sent to the Directives division via: Infopol.XNCR@dfo-mpo.gc.ca

1.4 Commercial standards, International Maritime Organization publications, codes and guides

- a) Commercial standards referenced in legislation and the FSM, unless otherwise stated, can be viewed for free at [Canadian Centre for Occupational Health and Safety](#) (CCOHS) website. Contact them directly for questions/technical support.
- b) National Research Council of Canada (NRC) codes and guides referenced in the FSM, unless otherwise stated, can be viewed for free through their [Codes Canada Publications](#) web page. Click on the code or guide and scroll to product details. Contact them directly for questions/technical support.
- c) Additional information on commercial/industrial standards, International Maritime Organization (IMO) publications, and codes and guides can be found on the CGSM Intranet under "[Tools](#)".

1.5 Contact information

- a) Additional questions or comments about the promulgation of this publication are to be sent to the Directives division via: Infopol.XNCR@dfo-mpo.gc.ca
- b) Additional questions or comments about the CCG SMS can be sent to the Director, CGSM in headquarters (HQ) via: SMS.XNCR@dfo-mpo.gc.ca
- c) The [CGSM Intranet](#) web page provides additional information related to the CGSM branch.