



CADET SAFETY AND SECURITY INSTRUCTIONS

Cadet Program

Al Fadilah Ship Management and Operation LLC (AFSO)

IMPORTANT: Read these Cadet Safety and Security Instructions carefully and **acknowledge that you have read and understood them before your travel**. Keep a copy readily accessible on your mobile phone throughout your travel and joining process. These instructions will also remain available at any time through the [Cadet Training Program Portal](#) for your reference.

1. PURPOSE

These Safety and Security Instructions establish the minimum safety, security and personal conduct requirements for cadets participating in the Cadet Program.

The instructions apply throughout the cadet's assignment, including:

- Pre-departure and travel;
- Airports and transit locations;
- Temporary accommodation;
- Transfer to and from the vessel;
- Vessel joining;
- Shipboard training;
- Shore leave;
- Disembarkation; and
- Return travel.

Safety takes priority over training, schedules and operational convenience.

No cadet is expected to undertake an activity that they reasonably believe presents an immediate danger to themselves or others. Any safety concern must be reported promptly to the appropriate vessel officer or designated program contact.

2. GENERAL SAFETY RESPONSIBILITIES

Every cadet is responsible for:

- Following applicable safety and security instructions;
- Following lawful instructions from authorised personnel;
- Taking reasonable care of their own health and safety;
- Taking reasonable care not to endanger others;
- Using required Personal Protective Equipment (PPE);
- Reporting hazards, unsafe conditions, accidents and injuries;
- Attending required safety briefings and drills;
- Maintaining awareness of their surroundings;
- Protecting personal and official documents;
- Following vessel, port, airport and accommodation security requirements; and



- Asking for clarification whenever an instruction is not understood.

If you are unsure — ASK.

Never guess when safety is involved.

3. TRAVEL SAFETY

During travel, cadets must:

- Keep their passport, boarding pass, identification and important documents secure.
- Keep valuables in hand-carry baggage.
- Never leave baggage unattended.
- Never agree to carry baggage, packages or items for unknown persons.
- Never accept packages from strangers for transport.
- Remain with the assigned group where group travel is arranged.
- Follow airport, airline, immigration and security instructions.
- Use only authorised or arranged transportation where provided.
- Remain contactable during the journey whenever communication is permitted.
- Immediately report significant travel disruptions to the designated coordinator.

Cadets should avoid displaying large amounts of cash or valuables in public.

4. PERSONAL SECURITY

Cadets must maintain awareness of their surroundings, particularly in unfamiliar locations.

Protect Yourself

- Avoid isolated or poorly lit areas where practicable.
- Do not disclose unnecessary personal information to strangers.
- Do not share accommodation details, travel itineraries or vessel information unnecessarily.
- Do not accept transportation from unknown persons.
- Do not meet unknown individuals based solely on online/social-media contact.
- Avoid unnecessary confrontation.
- Stay with fellow cadets where practicable when travelling in unfamiliar locations.
- Inform the appropriate person of your whereabouts when required.

If you feel threatened or unsafe, move to a safe location and seek assistance.

5. PROTECTION OF DOCUMENTS

Your passport and seafarer documents are extremely important.

Cadets must:

- Keep passports and important documents secure.
- Carry documents only when necessary.
- Keep electronic copies where appropriate.



- Never give a passport to an unauthorised person.
- Never alter or falsify any travel, immigration or seafarer document.
- Immediately report lost or stolen documents.

Where original documents are legitimately required by immigration, vessel, port, manning or other authorised personnel, follow the established process and retain a record where appropriate.

6. ACCOMMODATION SAFETY

When staying in temporary accommodation:

- Familiarise yourself with emergency exits.
- Identify the nearest fire escape.
- Follow accommodation security rules.
- Lock doors when leaving the room and when appropriate while inside.
- Do not allow unknown persons into your room.
- Keep valuables and documents secure.
- Do not tamper with smoke detectors or safety equipment.
- Do not use unauthorised cooking or electrical equipment.
- Observe any curfew or reporting requirements.
- Report suspicious activity to accommodation staff or the coordinator.

Upon arrival, identify how to evacuate the building in an emergency.

7. TRANSFER AND PORT SAFETY

Ports are active industrial environments and may contain moving vehicles, cargo operations, lifting equipment, machinery and restricted areas.

Cadets must:

- Follow instructions from authorised port/vessel personnel.
- Wear required PPE.
- Use designated walkways where available.
- Remain clear of cargo operations.
- Remain clear of suspended loads.
- Never walk beneath lifting operations.
- Maintain awareness of moving vehicles and equipment.
- Stay within authorised areas.
- Never enter restricted areas without permission.
- Never attempt to board a vessel without authorisation.

Photography may be restricted or prohibited within ports.

8. BOARDING AND DISEMBARKING THE VESSEL

When boarding or leaving a vessel:

- Use only the authorised gangway, accommodation ladder or transfer arrangement.
- Follow crew instructions.



- Use handrails.
- Maintain three points of contact where appropriate.
- Do not carry baggage in a manner that affects your balance.
- Wear required PPE.
- Be especially careful when surfaces are wet or slippery.
- Do not use unauthorised access routes.
- Observe weather and sea conditions.

Where transfer is by launch boat or other craft, follow all instructions from the vessel/boat crew and wear required lifesaving equipment.

9. SAFETY FAMILIARISATION ONBOARD

As soon as practicable after joining, every cadet must complete the vessel's required safety familiarisation.

Cadets must know:

- Their muster station
- Emergency alarm signals
- Emergency duties, if assigned
- Location of lifejackets
- Emergency escape routes
- Location of lifeboats/survival craft
- Fire alarm arrangements
- Basic location of firefighting equipment
- Man-overboard alarm/procedure
- First-aid/medical reporting arrangements
- Restricted areas
- PPE requirements
- Emergency communication procedures

If you do not understand a safety instruction, **ask your supervising officer immediately.**

Never undertake work that you have not been trained, instructed or authorised to perform.

10. PERSONAL PROTECTIVE EQUIPMENT (PPE)

Cadets must wear PPE required for the task and work area.

Depending on the activity, PPE may include:

- Safety helmet;
- Safety shoes;
- Coveralls;
- Gloves;
- Safety glasses/goggles;
- Hearing protection;
- Face protection;
- Respiratory protection;
- Safety harness; and



- Lifejacket or personal flotation device.

PPE must be:

- Suitable for the activity;
- Correctly fitted;
- Properly worn;
- Maintained in serviceable condition; and
- Replaced or reported if damaged.

PPE does not make an unsafe activity safe.

11. SAFE WORKING PRACTICES

Cadets are onboard primarily for training.

A cadet must not undertake a task unless:

1. The task has been properly explained;
2. Appropriate supervision is provided;
3. Required safety precautions are understood;
4. Required PPE is available;
5. The cadet understands the hazards; and
6. The cadet is authorised to participate.

If any of these conditions are not satisfied, seek guidance from the supervising officer.

12. STOP AND ASK

If you:

- Do not understand the instruction;
- Have not performed the task before;
- Do not know how equipment operates;
- Do not have the required PPE;
- Observe an unexpected hazard;
- Believe conditions have changed;
- Are physically unable to safely perform the task; or
- Believe the activity presents an immediate danger,

STOP and inform your supervising officer.

Never pretend to understand an instruction because you are afraid to ask.

13. MACHINERY SAFETY

Cadets must not operate machinery unless properly instructed, supervised and authorised.

Never:

- Remove machinery guards;
- Reach into moving machinery;



- Attempt unauthorised repairs;
- Bypass safety devices;
- Operate unfamiliar equipment without instruction;
- Wear loose clothing near rotating machinery; or
- Enter hazardous machinery spaces without authorisation.

Maintain a safe distance from moving and rotating equipment.

14. ELECTRICAL SAFETY

Cadets must:

- Never interfere with electrical equipment without authorisation.
- Report damaged cables, plugs or electrical equipment.
- Keep electrical equipment away from water where required.
- Follow vessel procedures regarding portable electrical devices.
- Never open electrical panels without authorisation.
- Never attempt electrical repairs unless trained and authorised.

Treat electrical systems as potentially energised unless confirmed otherwise by authorised personnel.

15. WORKING AT HEIGHT

Cadets must not work at height without proper authorisation, supervision and required safety controls.

Where participation is authorised:

- Use required fall-protection equipment.
- Inspect equipment before use as instructed.
- Follow permit-to-work requirements.
- Maintain safe access.
- Secure tools where required.
- Never improvise platforms or access arrangements.

16. ENCLOSED OR CONFINED SPACES

Never enter an enclosed or confined space without formal authorisation.

Examples may include:

- Tanks;
- Void spaces;
- Cargo spaces;
- Cofferdams;
- Certain machinery spaces; and
- Other poorly ventilated compartments.



Enclosed spaces may contain toxic gases, insufficient oxygen or other hazards that cannot be seen or smelled.

Cadets must comply fully with the vessel's enclosed-space entry procedures.

Never enter an enclosed space to attempt an unauthorised rescue.

17. MOORING OPERATIONS

Mooring operations can present serious hazards.

Cadets may only participate when authorised, properly briefed and supervised.

Cadets must:

- Follow the officer's instructions.
- Remain in designated safe positions.
- Stay clear of ropes/wires under tension.
- Stay clear of bights of rope.
- Be aware of snap-back and other danger zones.
- Never stand unnecessarily close to winches or moving lines.
- Wear required PPE.

18. SLIPS, TRIPS AND FALLS

Common shipboard injuries can result from slips, trips and falls.

Cadets should:

- Use handrails.
- Watch for wet or oily surfaces.
- Keep passageways clear.
- Report spills and hazards.
- Wear appropriate footwear.
- Avoid running onboard.
- Secure loose items.
- Take extra care during rough weather.

Remember that vessel movement can change suddenly.

19. MANUAL HANDLING

Before lifting or moving an object:

- Assess its weight and size.
- Determine whether assistance is required.
- Use mechanical lifting aids where appropriate.
- Maintain a stable position.
- Follow proper lifting techniques.
- Avoid twisting while carrying heavy objects.

Do not attempt to prove that you can lift something that is too heavy.

Ask for help.



20. FIRE SAFETY

Cadets must:

- Observe smoking restrictions.
- Keep escape routes clear.
- Never tamper with firefighting equipment.
- Report smoke, fire or unusual burning smells immediately.
- Know the vessel's fire alarm signal.
- Know their muster station.
- Participate in required drills.

In the event of fire, follow the vessel's emergency procedures and instructions from authorised officers.

21. DRILLS AND EMERGENCIES

Safety drills are an essential part of shipboard life.

Cadets must:

- Attend required drills.
- Arrive promptly at the designated muster station.
- Wear required equipment.
- Listen carefully to instructions.
- Participate seriously.
- Ask questions after the drill if anything is unclear.

Never treat an alarm as a joke.

Unless clearly announced otherwise, respond to alarms according to vessel procedures.

22. FATIGUE AND FITNESS FOR DUTY

Fatigue can affect judgement, reaction time and safety.

Cadets should:

- Follow assigned work and rest schedules.
- Use rest periods appropriately.
- Report excessive fatigue that may affect safety.
- Avoid activities that unnecessarily interfere with required rest.
- Report if illness or medication may affect their ability to safely perform assigned activities.

Cadets must not report for duty under the influence of alcohol, illegal drugs or other prohibited substances.



23. MEDICATION AND HEALTH

If you require regular medication:

- Bring an adequate lawful supply where permitted.
- Keep medication in its original packaging where practicable.
- Follow medical and travel requirements.
- Inform the appropriate responsible person where necessary for safety.

Immediately report significant illness or injury onboard through the vessel's established procedure.

Do not conceal an injury simply to continue training.

24. SECURITY ONBOARD

Cadets must comply with all vessel security requirements.

This includes:

- Displaying/carrying identification where required;
- Following access-control procedures;
- Remaining outside restricted areas unless authorised;
- Reporting suspicious persons or activities;
- Protecting access cards, keys and codes;
- Not allowing unauthorised persons onboard;
- Following security instructions issued by the vessel; and
- Participating in security familiarisation where required.

Never share security access information with unauthorised persons.

25. CONFIDENTIALITY AND INFORMATION SECURITY

Cadets may have access to information relating to:

- Vessel operations;
- Crew;
- Passengers;
- Cargo;
- Schedules;
- Routes;
- Equipment;
- Documents;
- Security arrangements; and
- Company operations.

Such information must not be disclosed without authorisation.

Do not photograph or share confidential documents, screens, systems or operational information.



26. SOCIAL MEDIA AND PHOTOGRAPHY

Do not assume that photography or social media posting is permitted.

Before taking photographs or videos, follow the vessel/company's rules and obtain permission where required.

Never publish information that may compromise:

- Vessel security;
- Vessel location;
- Crew privacy;
- Passenger privacy;
- Cargo security;
- Port security;
- Company confidentiality; or
- Operational safety.

When unsure:

DO NOT POST — ASK FIRST.

27. CYBERSECURITY

Cadets must exercise care when using vessel, accommodation or public internet networks.

- Do not share passwords.
- Use strong passwords/PINs.
- Lock your phone and devices.
- Do not connect unknown USB devices to vessel systems.
- Do not install software on vessel equipment.
- Do not connect personal devices to restricted systems without permission.
- Be cautious of suspicious links and messages.
- Immediately report suspected cybersecurity incidents involving vessel systems.

28. SHORE LEAVE SAFETY

When shore leave is authorised:

- Follow the vessel's shore-leave procedures.
- Carry required identification.
- Know the vessel's location and return arrangements.
- Observe the required return time.
- Stay contactable.
- Follow local laws and customs.
- Avoid unsafe or restricted areas.
- Travel with other cadets/crew where practicable.
- Use reputable transportation.
- Do not become involved in illegal activities.
- Avoid behaviour that may place yourself or others at risk.

Always allow sufficient time to return to the vessel.



29. HARASSMENT, BULLYING AND THREATS

Cadets are entitled to undertake their training in a professional environment.

Harassment, bullying, intimidation, violence, threats and inappropriate conduct should be reported through the appropriate vessel or Cadet Program reporting channel.

Where a cadet feels in immediate danger, they should first move to a safe location and seek immediate assistance from the appropriate vessel personnel or local authorities, as applicable.

Genuine safety and welfare concerns should be reported promptly.

30. ACCIDENTS, INJURIES AND NEAR MISSES

Cadets must immediately report:

- Injuries;
- Accidents;
- Unsafe conditions;
- Equipment damage;
- Near misses;
- Fires;
- Security incidents; and
- Other potentially serious safety events.

A **near miss** is an event that did not cause injury or damage but could reasonably have done so.

Reporting near misses helps prevent future accidents.

Cadets must cooperate with any subsequent investigation and provide truthful information.

31. EMERGENCY COMMUNICATION

Cadets should know how to contact:

Onboard

- STO (Shipboard Training Officer)
- Duty Officer
- Chief Officer / Chief Engineer, as appropriate
- Master
- Vessel medical/first-aid contact

Cadet Program

- AFSO Cadet Program Coordinator
- Local Key Contact



32. SAFETY ESCALATION

For routine shipboard safety matters:

Cadet → STO / Supervising Officer → Appropriate Senior Officer

For serious or unresolved safety/welfare concerns, the cadet should use the appropriate vessel reporting/escalation procedure and may also contact the designated Cadet Program contact as appropriate.

For an immediate threat to life or safety:

Seek immediate assistance through the vessel's emergency procedures or local emergency services, as applicable.

Program contacts should then be informed as soon as reasonably practicable.

33. TEN GOLDEN SAFETY RULES FOR CADETS

- 1. Safety comes before training.**
- 2. If you do not understand — ask.**
- 3. Never perform a task you are not authorised or trained to perform.**
- 4. Wear the required PPE.**
- 5. Never enter an enclosed space without proper authorisation.**
- 6. Stay clear of suspended loads, tensioned lines and moving machinery.**
- 7. Know your muster station and emergency duties.**
- 8. Report hazards, injuries and near misses.**
- 9. Protect vessel security and confidential information.**
- 10. If something feels unsafe — STOP and inform your supervising officer.**