**TERMS OF REFERENCE**

**DECK PROCEDURES GUIDE – 1st EDITION**

**REVIEW GROUP**

**Purpose**

To contribute to the review of the first edition of the Deck Procedures Guide to ensure it represents the latest best practices on board to ensure ship and crew safety, security, environmental performance and crew welfare.

**Background**

The ICS *Deck Procedures Guide* provides authoritative and comprehensive guidance on deck procedures, to ensure that ships’ decks are operated and managed safely while protecting the environment. Used in tandem with the globally recognised ICS *Bridge Procedures Guide* and ICS *Engine Room Procedures Guide*, the ICS *Deck Procedures Guide* provides shipping companies and crew with a holistic, consistent set of procedures governing safety and environmental protection across all merchant ship types and trades. The three guides align on critical operational procedures such as enclosed space entry and risk assessments and reinforce the important of inter-departmental communications on board ship.

The *Deck Procedures Guide* includes procedures and checklists for deck operations and maintenance of core equipment, across all ship types, and supports internationally agreed standards and recommendations adopted by the International Maritime Organization (IMO).

The guide is an invaluable tool for masters, chief officers, bosuns, technical superintendents and other members of the deck crew, as well as engineers maintaining deck equipment, shipping companies and training institutions.

 It is recommended that a copy is carried on board every merchant ship.

**Role**

The Review Group support the technical writer and are jointly responsible for ensuring the book is factually accurate, up to date, user-friendly and applicable to all ship types. The Review Group will:

1. Attend Review Group meetings (remote, in person or hybrid);
2. Review the draft Terms of Reference and agree or propose amendments to the Terms;
3. Review the subject matter and determine:
4. That the subject matter is factually accurate;
5. If any additions or deletions to the book are required;
6. If it aligns with the [Bridge Procedures Guide](https://www.ics-shipping.org/publications/bridge-procedures-guide-sixth-edition) and the [Engine Room Procedures Guide](https://www.ics-shipping.org/publications/engine-room-procedures-guide-second-edition); and
7. If the flow is suitable and sensible for readers.
8. Support the writer and assistant editor when requested during the writing and editing process;
9. Review the draft(s) and provide feedback and suggestions to the writer and Review Group for consideration;
10. Undertake a final review and signoff once all feedback and/or suggestions have been closed out;
11. Keep the review group chair and technical writer appraised of any potential delays to the schedule.

On publication, the Review Group are invited to act as ambassadors for the publication by sharing details of it through their own or their company’s networks.

**Timeline and milestones**

**Review meeting 1 and 2**

**January 2025**

* First draft reviewed for accuracy and comments to be returned to the technical writer.
* Advise on any additional text or deletions required.
* Advise on potential sources for any additional content.
* Recommend visual aids that may aid user-friendliness.

*Intersessional: Technical writer starts second draft*

*Intersessional: WG reviews first draft and provides feedback*

**Review meeting 3**

**February/March 2025**

* Review the second draft and questions from the technical writer.

*Intersessional: Technical writer to start final draft*

*Intersessional: Review final draft and supply comments in advance of Review Group 3*

**Review meeting 4 (TBC)**

**March/April 2025**

* Review final draft and comments and agree on changes.

*Intersessional: Review revised draft and supply comments. Depending on timeline comments may be submitted electronically.*

*may be dealt with over correspondence.*

**MILESTONE: BOOK WRITTEN AND READY FOR PRODUCTION**

**On publication**

Target: October 2025

* Share details of the book with company/networks.