

# Notice of Change to Controlled Documents #3--- 15 Oct 2010

## Change to Safety Management Manual

### Chapter 4: Designated Person Sections 1-2

**Topic:** Change in responsibilities of the Designated Person Ashore (DPA)

**Summary of Change:** New personnel designated to assist the DPA

All Chapters	All Topics
<b>Old Version: Revision #6</b>	<p>The operations manager will serve as the primary DPA. This individual will be responsible for coordinating management directives and ship operations. This individual is the link between the shore-based support and the vessel for all matters concerning the vessel safety and pollution prevention. The DPA will be assisted by the HSE manager in the areas of safety policies, SMM, safety training, and record keeping; the compliance officer in matters of compliance with codes, rules and regulations; and the port captain and compliance officer in the area of vessel equipment and maintenance. The DPA will coordinate activities between the company president, port captain, HSE manager, compliance officer, internal auditor, and ship's crew to ensure that the vessel operates safely and within international standards for safety and environmental protection.</p> <p><b>During an emergency the DPA will be the first senior manager notified of a shipboard emergency.</b> Should the DPA be unavailable he will designate an interim DPA and alternate arrangements will be made and communicated to the all concerned parties.</p> <p><b>2.0    <i>The Primary Responsibilities of the Designated Person</i></b></p> <p>The DP's primary responsibilities include:</p> <ul style="list-style-type: none"><li>• Keep abreast of current standards for shipboard safety and environmental protection;</li><li>• Interact with the vessel captain;</li><li>• Interact with ship's personnel to monitor performance and direct goals;</li><li>• Interact with the port captain and compliance officer to ensure that the vessel has adequate equipment and</li></ul>

	<p>supplies to conduct work safely in an environmental sound manner;</p> <ul style="list-style-type: none"> <li>• Interface with the internal auditor to verify that all vessel certificates are current and meet international guidelines, the vessel’s maintenance logs are maintained properly, and the vessel is in good working order;</li> <li>• Interact with the crew to reinforce management’s commitment to their welfare, safe working conditions, vessel condition, training and logistic support;</li> <li>• Interact with the president to keep him informed of the condition of the vessel and crew with respect to international standards of safety, health, and environmental protection;</li> <li>• Understand the ISM code and the implication of vessel operations under it.</li> <li>• Schedule vessel audits, track non-compliance (non-conformity) reports and corrective actions, near misses, and incident reporting system;</li> <li>• Coordinate with the ABS NS-5 system administrator to track various vessel issues; and</li> <li>• Review yearly master’s review of SMS.</li> </ul>
<p><b>New Changes: Revision #7</b></p>	<p>The operations manager will serve as the primary DPA. This <b>individual in coordination with the Company President will be responsible</b> for coordinating management directives and ship operations. This individual is the link between the shore-based support and the vessel for all matters concerning the vessel safety and pollution prevention. The DPA will be assisted by the HSE <b>Manager and Port Captain</b> in the areas of safety policies, SMM, audits and reviews, safety training and record keeping; the Compliance Officer in matters of compliance with codes, rules and regulations; and the <b>Port Engineer</b> and compliance officer in the area of vessel equipment and maintenance. The DPA will coordinate activities between the company President, Port Captain, HSE Manager, Compliance Officer, internal auditor, and ship’s crew to ensure that the vessel operates safely and within international standards for safety and environmental protection.</p> <p style="text-align: center;"><b>During an emergency the DPA will be the first senior manager notified of a shipboard emergency.</b> Should the DPA be unavailable he will designate an interim DPA and alternate arrangements will be made and communicated to the all concerned parties.</p> <p><b>2.0    <i>The Primary Responsibilities of the Designated Person</i></b></p> <p>The DP’s primary responsibilities include:</p>

	<ul style="list-style-type: none"> <li>• Keep abreast of current standards for shipboard safety and environmental protection;</li> <li>• Interact with the vessel captain;</li> <li>• Interact with ship’s personnel to monitor performance and direct goals;</li> <li>• Interact with the <b>Port Engineer</b>, Compliance Officer and Party Chiefs to ensure that the vessel has adequate equipment and supplies to conduct work safely in an environmental sound manner;</li> <li>• <b>Interact with the Compliance Officer, Port Captain and Port Engineer to ensure</b> that all vessel certificates are current and meet international guidelines, the vessel’s maintenance logs are maintained properly, and the vessel is in good working order;</li> <li>• Interact with the crew to reinforce management’s commitment to their welfare, safe working conditions, vessel condition, training and logistic support;</li> <li>• Interact with the president to keep him informed of the condition of the vessel and crew with respect to international standards of safety, health, and environmental protection;</li> <li>• Understand the ISM code and the implication of vessel operations under it.</li> <li>• Schedule vessel audits, track non-compliance (non-conformity) reports and corrective actions, near misses, and incident reporting system;</li> <li>• Coordinate with the ABS NS-5 system administrator to track various vessel issues; and</li> <li>• Review yearly master’s review of SMS.</li> <li>• <b>Coordinate with HSE Manager and Port Captain to prepare agenda and material for the annual Management Review meeting.</b></li> </ul>
<b>Reason for the change</b>	The DPA is often offshore and requires assistance from more personnel to fulfill the responsibilities stated in the SMM.