

# Notice of Change to Controlled Documents #300-308 / 16 February 2016

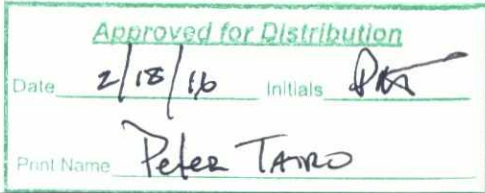
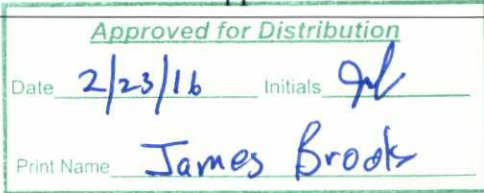
## Summary of Changes

Revisions managed by: Shannon Smith

**Purpose:** [300] **MR** This change is a result of findings from our internal DOC audit, was a non-conformity T-40 in ABS DOC Audit for BMC and was brought up in 2016 Master's Reviews. Staffing Managers positions identified and added to org chart. Names removed from key positions. [301] Ch 11 required publications updated and turned into chart format. Per internal audit observation CAR #270 and ISM code 11.2.3 obsolete documents removal procedure added. [302] **MR**- Master points out wording should be clarified. [303] **MR**- Master advises mgmt. of the addition of a new navigational program-KPilot and it needs to be added to the loss of steering procedures with updated instructions. [304] **MR**- Master points out additional equipment that needs restart. [305] **MR**- Master points out critical equipment errors in new SOP for BMC. No GMDSS, so at least one VHF radio should be DSC capable, no Gyro – was replaced by satellite compass and autopilot. [306] **MR**- Masters suggestion to specify not storing respirators in paint lockers. [307] **MR**- Corrections to auxiliary ops equipment on BMC. [308] This resulted from a finding in the ABS DOC audit Jan 2016 and is part of the corrective action plan. [309] **MR**- Chris O says Watchkeeper software was removed from vessel many months ago. Not required on BMC anyway, so exception for not using it written in to STCW SOP.

NOC#	Ch., Sec., SOP	Summary	Revision#
300	Ch 3	Names removed and Staffing Managers positions added (from internal and external audit findings)	#18
301	Ch 11	Required publications updated, obsolete docs procedure added	#13
302	SOP-GEN-007M	No trash or debris overboard at any time (currently states "at sea")	#9
303	SOP-GYRE-007P	KPilot added as new navigation program- needs to be added to SMM with updated instructions	#7
304	SOP-GYRE-007Q	Need to add restart instructions for GMDSS power supply and VSat and Sailor systems	#8
305	SOP-BMC-2016B	Critical equipment corrected for BMC	#2
306	SOP-GEN-011E	Add to Sec 7 not to store respirators in paint lockers	#6
307	SOP-BMC-007R	Sec 3.4- A/C ops do not apply to BMC	#6
308	SOP-BMC-2016C	Confined spaces procedures rewritten specifically for US flag vessel BMC	#1
309	SOP-GEN-2015A	BMC as a non-SOLAS vessel does not have to track STCW hrs.	#2

<u>Date Completed</u>	<u>Date Completed</u>
<u>2-23-16</u> <u>SS</u> SMM TOC page updated	NOC pdf posted on CM
NOC web page updated	Vessel acks recorded
<u>2-23-16</u> <u>SS</u> SMM- each section updated	Office controlled SMM updated
NOC sent to fleet	<u>2-23-16</u> <u>TOC Pdf updated</u>

Approvals	Approvals
 <p><u>Approved for Distribution</u> Date <u>2/18/16</u> Initials <u>[Signature]</u> Print Name <u>Peter Tano</u></p>	 <p><u>Approved for Distribution</u> Date <u>2/23/16</u> Initials <u>[Signature]</u> Print Name <u>James Brooks</u></p>

**NOC # 300-301  
Ch 3 and Ch 5**

Revision #	Section(s)
Revisions #18 & #13	See attached revised Chapters 3 and 11

**NOC # 302  
SMM-GEN-007M Waste Oil, Sewage and Trash**

Revision #	Section(s)
Revision #9	<p><b>6.0 Records</b></p> <p>No trash or debris is discarded over the vessel <b>at-sea</b>. It is stored on board until it can be disposed in port by a reputable vendor. Stored oil wastes and hazardous wastes are only disposed in port by a reputable waste handler. Records must be maintained of all waste pick-ups.</p>

**NOC # 303  
SOP-GYRE-007P Loss of Steering**

Revision #	Section(s)
Revision #7	<p><b>3.0 Procedures</b></p> <p>There are four modes of steering on the Gyre: auto pilot, non-follow up, ship wheel, and remote.</p>

	<p><b>There are five modes of steering on the Gyre: Furuno Autopilot, Non-Follow Up (NFU), Full Follow-Up (FFU), KPilot and ship's wheel.</b></p> <p>When steering is lost the following steps should be taken:</p> <ul style="list-style-type: none"> <li>• <b>Both NFU and FFU steering operate through the Furuno Autopilot. Check the Furuno Autopilot for errors and cycle the power as necessary.</b></li> <li>• <b>Check that only the NFU OR FFU switch is enabled- do NOT enable both switches at the same time.</b></li> <li>• After switching steering motors, try all the systems to see if there is steering control with any one of them. If not, switch to the other pump and try all the systems again.</li> </ul>
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### NOC #304

#### SOP-GYRE-007Q Equipment to Reset after Power Loss

Revision #	Section(s)
Revisions #8	See attached revised SOP

### NOC #305

#### SOP-BMC-2016B Critical Equipment (BMC)

Revision #	Section(s)	
Revisions #2	<b>Communications</b>	<b>Redundancy (no spares)</b>
	<b>GMDSS</b> VHF Radios General Alarm Ship's whistle/ horn	<del>EPIRB, VSAT, SART</del> Multiple units and portables, VSAT, Single side Ship's PA, whistle, horn Portable, manual horns
	<b>Navigation</b>	<b>Recommended Spares</b>
	Radar <del>Gyre</del> <b>Satellite Compass</b> GPS	None (Redundancy in place)

### NOC #306

#### SOP-GEN-011E Respiratory Protection Program

Revision #	Section(s)
Revisions # <span style="color: blue; font-size: 1.5em;">6</span>	7.0 Cleaning, Maintenance and Storage  Respirators will be cleaned, maintained, inspected and stored according to manufacturers' instructions. <b>Respirators are NOT to be stored in paint lockers or with the chemicals they are designed to prevent the user from inhaling.</b>

**NOC #307**  
**SOP-BMC-007R Auxiliary Plant Operations (BMC)**

Revision #	Section(s)
Revisions #6	<p>3.4 <del>Air Conditioning System</del></p> <p><del>Start Up</del></p> <ul style="list-style-type: none"> <li><del>• Ensure all service valves are open</del></li> <li><del>• Check condenser cooling water level in expansion tank</del></li> <li><del>• Ensure chilled water is full with a topping water pressure of 20 PSI</del></li> <li><del>• Check compressor crankcase oil level via sump sight glass o Level should be one half to three fourths of sight glass</del></li> <li><del>• Start chilled water pump</del></li> <li><del>• Turn on system start/stop toggle switch</del></li> </ul> <p><del>Shut Down</del></p> <ul style="list-style-type: none"> <li><del>• Turn off system start/stop toggle switch.</del></li> <li><del>• Stop the chilled water pump</del></li> <li><del>• Close all service valves</del></li> <li><del>• System is now secure</del></li> </ul>

**NOC #308**  
**SOP-BMC-2016C Confined Spaces (BMC)**

Revision #	Section(s)
Revisions #1	See attached new SOP

**NOC #309**  
**SOP-GEN-2015A STCW Rest Hours**

Revision #	Section(s)
Revisions #2	<p>2.0 Responsibilities</p> <p>WatchKeepers software has been purchased and a dedicated laptop put into service on each <b>Vanuatu Flagged</b> vessel for the sole purpose of recording and tracking STCW rest hours.</p> <p>The MARINER himself is responsible for ensuring that his rest hours get recorded accurately in WatchKeeper and should update/ review his hours at least once per week.</p>

The MASTER is responsible for ensuring that each mariner gets a copy of his monthly rest hours (signed by both the Master and the mariner himself) on a monthly basis. A second signed copy will be placed in the Rest Hours binder on the bridge.

Upon departure from the vessel, the MASTER will issue a service letter (or sign the seaman's discharge book) corroborating the days and service on board as declared in the WatchKeeper records. The Master is to use the standard service letter provided on the TDI Forms page.

### **3.0 US Flag Vessel**

**Our US flagged vessel, (in domestic use and not subject to STCW), has not been equipped with Watchkeeper software. It is necessary to post the watch schedule and <sup>follow</sup> guarantee STCW ~~mandated~~ rest hours. However, signed monthly records are not required.**