

# Notice of Change to Controlled Documents #320-323/ 11 Aug 2016


## Summary of Changes

Revisions managed by: Shannon Smith

**Purpose:** [320] This change implemented in response to Scot Munro's Masters Review. [321-322] These changes are in response to Mark Mitcheltree's Master's Review. [323] This comment had been added to the SOP incident investigation section to meet client or general audit requirements, but the section was later deleted. It was one of the recent JOVA questions, so added it back. [324] Suggestion of JOVA audit with Chevron to add more detail.

NOC#	Ch., Sec., SOP	Summary	Revision#
320	Ch 5	Master's Review added to reporting requirements and hiring foreign crew by master removed. All handled by staffing managers now. (Scott's MR)	13
321	SOP-GEN-2016A	Handovers to be signed by both relief crew and departing crew before departing crew may sign off the vessel. Staff managers to allow sufficient time for handover and possible travel delays (Mark's MR)	2
322	SOP-PRT-2016B	Critical equipment spares added (Mark's MR)	3
323	SOP-GEN-007L	A person involved in an incident cannot be the investigator (JOVA)	17
324	Ch 11 Sec 5.0	Procedures for updating controlled documents described in more detail (JOVA)	14

<p><u>Date Completed</u> 8-16-16    SS SMM TOC page updated</p> <p>_____ NOC web page updated</p> <p>8-16-16    SS SMM- each section updated</p> <p>_____ NOC sent to fleet</p>	<p><u>Date Completed</u> _____ NOC pdf posted on CM</p> <p>_____ Vessel acks recorded</p> <p>_____ Office controlled SMM updated</p>
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Approvals	Approvals
	<div style="border: 2px solid green; padding: 5px; width: fit-content; margin: auto;"> <p style="text-align: center; color: green;"><u>Approved for Distribution</u></p> <p>Date <u>8/14/16</u> Initials <u>JLB</u></p> <p>Print Name <u>Jim Brooks</u></p> </div>

Approvals	Approvals
<div style="border: 1px solid green; padding: 5px;"> <p style="text-align: center; color: green;"><u>Approved for Distribution</u></p> <p>Date _____ Initials _____</p> <p>Print Name _____</p> </div>	<div style="border: 1px solid green; padding: 5px; opacity: 0.5;"> <p style="text-align: center; color: green;"><u>Approved for Distribution</u></p> <p>Date _____ Initials _____</p> <p>Print Name _____</p> </div>

**NOC # 320**  
**Chapter 5 Master's Responsibility and Authority**

Revision #	Section(s)
Revision #13	<p><b>Crewing</b></p> <ul style="list-style-type: none"> <li>• Conduct Crew Evaluations</li> <li>• Ensure that any crew directly hired by the Master in foreign ports are fully qualified for their position</li> </ul> <p><b>Regulatory</b></p> <ul style="list-style-type: none"> <li>• Comply with the laws of navigation, regulations, codes, and statutes that regulate the safe operations of ships</li> <li>• Liaise with marine agencies and regulatory organizations</li> <li>• Work under the supervision of Port Master or his designee</li> </ul> <p><b>Reporting</b></p> <ul style="list-style-type: none"> <li>• Turn in required reports in a timely manner</li> <li>• Report environmental spills, near misses and other significant events to the DPA as soon as possible.</li> <li>• <b>Complete and turn in a Master's Review before leaving the vessel</b></li> </ul>

**NOC # 321**  
**SOP-GEN-2016A Crew Management**

Revision #	Section(s)
Revision #2	<p><b>6.0 Crew Handovers</b></p> <p>During crew changeouts, the offsigning crew should not leave <sup>the vessel</sup> sign off until appropriate handovers have been reviewed and signed by both</p>

	<p>arriving and departing crew.</p> <p>Staffing managers are to make allowances for sufficient handover time when making travel arrangements and take into consideration potential travel delays.</p>
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**NOC # 322**  
**SOP-PRT-2016B PRT Critical Equipment**

Revision #	Section(s)
Revision #3	See attached completely revised SOP

**NOC # 323**  
**SOP-GEN-007L Incident Reporting**

Revision #	Section(s)
Revision #17	<p><b>2.0 Responsibility</b></p> <p>It is the responsibility of the vessel crew to report all incidents, including illnesses and injuries to the Master of the vessel. It is the responsibility of the technical/ science crew to report all incidents, illnesses or injuries to the Party Chief. The Party Chief will work with the Master to ensure these events are reported as soon as possible.</p> <p>It is the responsibility of management to review the incident and determine the type and type of incident (accident, near miss, reportable, non-reportable) and if it merits an investigation. <b>No person involved in an incident will be assigned to investigate it.</b></p>

**NOC # 324**  
**Ch 11 Document Control and Distribution**

Revision #	Section(s)
Revision #14	<p><b>5.0 Procedure</b></p> <p><del>Any suggestions for changes to a controlled document must be submitted to the HSE Manager in writing. The HSE Manager is responsible for investigating suggested changes. All changes must be approved by the company management.</del></p> <p><b>Any suggestions for changes to a controlled document must be submitted to the HSE Manager in writing. Suggestions may be submitted in the form of Master's Reviews, Safety Cards or direct personal email.</b></p>

The HSE Manager is responsible for investigating suggested changes and involving competent persons in the changes and final review.

*the DPA.*

All changes must be approved by ~~at least one member of senior company management.~~

Changes are then communicated to the fleet through Notices of Change (NOCs), which are posted on the Crewing Module.

# SAFETY MANAGEMENT MANUAL



## SOP-PRT-2016B Critical Equipment

Rev # 3

Revision date: 11 Aug 2016

Page 1 of 3

### SOP-PRT-2016B Critical Equipment

- 1.0 [Purpose](#)
- 2.0 [Critical Systems & Equipment](#)
- 3.0 [Standby Critical Equipment](#)
- 4.0 [Maintenance](#)

#### Revision/ Review Log

Revision Date	Approved by	Reviewed by	Revision Details/ Proposal Notes
18 January 2016 Revision #1	Dr. Jim Brooks Pete Tatro	Port Engineer: Charlie Emerson Dr. Les Bender	Vessel specific SOP for critical equipment separated from Ch 10
02 March 2016 Revision #2	Dr. Jim Brooks Pete Tatro	Port Engineer: Charlie Emerson HSE Manager: Dr. James Howell	Propulsion/ Throttle controls added to stand-by critical equipment
11 August 2016 Revision #3	Dr. Jim Brooks Pete Tatro	Port Engineer: Charlie Emerson HSE Manager: Dr. James Howell Cr. Roger Fay - CSO	Critical equipment spares added for security and steering. Number of recommended spares indicated.

#### 1.0 Purpose

Chapter 10 "Maintenance of Ships and Equipment" establishes the definitions of critical and standby critical equipment and sets forth the guidelines that will ensure all this equipment on our vessels is identified and maintained in readiness at all times.

This SOP lists the critical systems, equipment, standby critical equipment, and recommended spares specific to the Proteus.

## SAFETY MANAGEMENT MANUAL



### SOP-PRT-2016B Critical Equipment

Rev # 3

Revision date: 11 Aug 2016

Page 2 of 3

### 2.0 Critical Systems and Equipment

The Company recognizes the importance of all vessel equipment, but has identified the following systems as critical for the Proteus:

Systems: subsystems	Recommended Spares
Ship's Hull: Hull Internal bulkheads Watertight doors	1 Damage control kit
Electrical Generation Plant Main generators: One 210kw Generator 3406 Caterpillar One 190kw Generator C-9 Caterpillar Main switchboard panel	1 Cylinder head 1 Pistons 2 Nozzle sets 1 Automatic Voltage Regulator (AVR) 1 Water pump 1 Wire harness (for C-9)
Propulsion Main engines: Two Caterpillar D-398	1 Water pump 1 Fuel pump 1 complete Turbocharger 1 turbocharger cartridge 1 turbocharger housing 1 Fuel nozzle set (12 nozzles)
Steering Gear Two Steering pumps/ Vickers	1 Vickers Solenoids set

### 3.0 Standby Critical Equipment

Air Compressors	Recommended Spares
Pressure Tanks	6 Filters Compressor oil 5 gals
Electrical Supply	none

Electrical Generators	Recommended Spares
Standby Generators: One Yanmar One John Deere deck generator 160 kw	1 Injector set 1 fuel pump 1 Electric starter

Propulsion	Recommended Spares
Throttle controls	4 steering relays 4 clutch relays 4 control diaphragms

## SAFETY MANAGEMENT MANUAL



### SOP-PRT-2016B Critical Equipment

Rev # 3

Revision date: 11 Aug 2016

Page 3 of 3

Lifesaving Appliances	Recommended Spares
Life rafts Life vests	

Firefighting Apparatus	Recommended Spares
Fire pumps Flame detector Fixed fire extinguisher system Fire detection alarm panel	

Communications	Redundancy (no spares)
GMDSS VHF Radios General Alarm Ship's whistle/ horn	EPIRB, VSAT, SART Multiple units and portables, VSAT, Single side band Ship's PA, whistle, horn Portable, manual horns

Navigation	Recommended Spares
Radar Gyro GPS	None (Redundancy in place)

Bilge Systems	Recommended Spares
Ballast pump	None (redundancy with fire and ballast pumps)
Bilge alarm	None
Bilge pump #1 and #2	None (redundancy with fire and ballast pumps)
Oily Water Separator	2 Solenoids 1 Screw pump

Ship Security Surveillance and Warning system	Recommended Spares
Cameras	4 spare cameras 4 spare camera connections

#### 4.0 Maintenance

General maintenance procedures established to ensure their reliability are recorded in the NS5 Maintenance module and can vary as equipment changes or is updated.