Notice of Change to Controlled Documents #325-330/ 9 5ep 2016

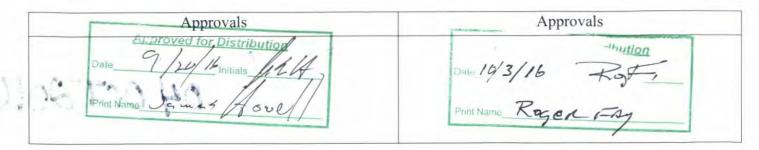
Summary of Changes 04 OCT 2016

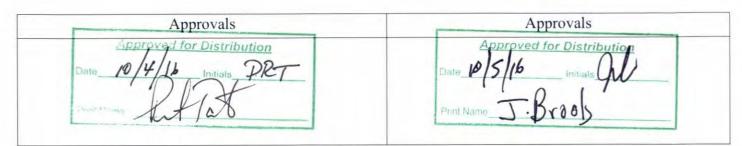
Revisions managed by: Shannon Smith

Purpose: [325-326] General policies moved to Chapter 13 [327] Malaria policy combined with other mosquito borne illness into single sop. [328] SOLAS only requires confined space drills once every two months. Vanuatu Fleet letter 092413 states they require drills monthly. So all vessels in our fleet are drilled monthly. [329] Vanuatu updated their record keeping requirements on Aug 10, 2016. This updates our policy to match the new requirements. [330] Permits updated and improved.

NOC#	Ch., Sec., SOP	Summary	Revision#
325	Ch 2	General policies moved to Ch 13	19
326	Ch 13	General policies moved here. New policies added for Transportation of Hazardous Materials, Working over water, Noise awareness/ hearing protection, Resuppy – Hand Carry Items procedure and Medical Care on Board.	1
327	SOP-GEN-2016B	Mosquito Borne Illness Prevention SOP created	1
328	Ch 8	Confined space drills corrected to monthly	13
329	Ch 11	Record retention times updated to match new Vanuatu requirements of 3 years	15
330	Vanuatu requirements of 3 years Permits updated with larger font and checkboxes. Confined space edited to include team members at oxygen testing, harness, SCBA rescue plan and training requirements. Working at heights edited to include Type 5 pfd who		SEP2016

Date Co	mpleted	Date Completed	-
88	10-5-16 SMM TOC page updated	-	NOC pdf posted on CM
	NOC web page updated		Vessel acks recorded
8	10-5-16 SMM- each section updated		Office controlled SMM updated
	NOC sent to fleet		





NOC # 325 Chapter 2 Safety and Environmental Policy

Revision #	Section(s)
Revision #19	See attached completely revised chapter

NOC # 326 Chapter 13 General Company Policies

Revision #	Section(s)		
Revision #1	See attached completed revised chapter		

NOC # 327 SOP-GEN-2016A Mosquito Borne Illness Prevention

Revision #	Section(s)
Revision #1	See attached completely revised SOP

NOC # 328 Chapter 8 Emergency Preparedness

Revision # Section(s)

	1		Recorded in			
	Drill/ Exercise	Frequency	NS5	Ship Log	VSP	CM
	Abandon Ship	Vanuatu-weekly US-alternate weeks	1	1		
	Collision/ Hull Damage/ Listing	Quarterly	1	1		
	Confined Space Entry & Rescue	Every 2 months - Monthly	1	1		
	In accordance with So	Confined Space Enter OLAS III Regulation 19 Pa				
	In accordance with So "Crew members with participate in an enclo the ship at least once	OLAS III Regulation 19 Pa enclosed space entry or re osed space entry and resc	ragraph 3 escue respue drill to l	.3 oonsibi be held	d on b	oard

Ellipses indicate unchanged material was skipped

NOC # 329 -- Chapter 11 Document Control and Distribution

Revision #	Section(s)
Revision #15	6.0 Record Retention Times
	Unless otherwise stated on the form or per regulation, all paper records shall be kept for a period of two years.
	Per Vanuatu Fleet/ Safety Letter 2016-August-10, "all log books must be retained on board for 3 years, except in the case of a Major Marine Casualty which will necessitate the records of the time frame 3 months prior and 3 months after the casualty being kept on board for a period of 5 years."

NOC # 330 -- Permits

Revision #	Section(s)
Revision SEP2016	See attached new permits

Energy Isolation Permit to Work

(All parts of this permit must be completed. Emergencies or unexpected circumstance may suspend or cancel this permit.)

R/	V Br	rooks McCall	rer	☐ R/V Proteus
Date		Time Issued V	/alid Until NS5 WC)#
Work Description	Nam Br Worl Affec	ne of Permit user: ne of Chief Engineer: riefly describe work to be done: k location on vessel: cted equipment/ops: essary tools: OPS evaluation required: \(\tau \) \(\tau \) \(\tau \)	No [†] yes, review with team lead	lers of affected operations
	Special Permits	Other Special Permits Required?	Vork at Heights ☐ Yes ☐ No	mented in the same work order. Confined Space
		Has the JSA been reviewed by all new wor		□No
(JSA)	PPE		Gafety Glasses Hard Hat	Long pants/ sleeves
lysis		Directions for Risk Assessment: Br with each step, then list the actions		
Job Safety Analysis (JSA)	Risk Assessement	Steps	Potential Hazards	Mitigations

	=				Check all that m	ay apply:				
	Physical	LV	loise	Heat Stress	old	Fumes	□ Dust /	Debris		
ds	Ph	ГС	Other -List							
Hazards	Ital			e any potential risks for a	n environmental spi	ll as well as materials th	nat could be re	eleased.		
Ha	Environmental	ΓN	I/A							
	viror									
	E									
	ks	ing	Equipment	secured and tested to be	sure it cannot be a	ccidentally activated?	□Yes	□No		
	hec	Starting	Stored ene	rgy released?			□Yes	□No		
	Final Checks		Is a copy of	of the permit posted at the	work site?		□Yes	□No		
<u>s</u>	這	Before	Bridge, Eng	gineering and any other a	ffected areas notifie	d?	□Yes	□No		
Controls			Permit sign	ned by all parties and filed	on bridge?		□Yes	□No		
ပိ	S,	ion	Locks/ tags	s and permit copy remove	d from site?		□Yes	□No		
	After Task	Completion	Machinery	guards/ covers replaced?			□Yes	□No		
	Afte	Com	Bridge, Eng	gineering and any other a	□Yes	□No				
				order includes notes abou	order includes notes about the job and is completed?					
				Print name		Signature		Date		
	1000							1/0/00		
on	ben	Perr	nit user	0						
zation	Open		nit user ef Engineer					1/0/00		
norization						Signature		1/0/00 Date		
Authorization		Chie		0		Signature				
Authorization	Close Open	Chie	ef Engineer	Print name		Signature				
	Close	Chie Perr Chie	ef Engineer mit user ef Engineer	Print name		Signature Signatures of addition	onal worke	Date		
	Close	Chie Perr Chie	ef Engineer mit user ef Engineer	Print name 0 0			onal worke	Date		
	Close	Chie Perr Chie	ef Engineer mit user ef Engineer	Print name 0 0			onal worke	Date		
Signatures	Close	Chie Perr Chie	ef Engineer mit user ef Engineer	Print name 0 0			onal worke	Date		
Signatures	Close	Chie Perr Chie	ef Engineer mit user ef Engineer	Print name 0 0			onal worke	Date		
Signatures	Close	Chie Perr Chie	ef Engineer mit user ef Engineer	Print name 0 0			onal worke	Date		
	Close	Chie Perr Chie	ef Engineer mit user ef Engineer	Print name 0 0			onal worke	Date		
Workers' Signatures	Close	Perr Chie	ef Engineer mit user ef Engineer ed names o	Print name 0 0		Signatures of addition		Date		

Confined Space Permit

All parts of this permit must be completed. Emergencies or unexpected circumstance may suspend or cancel this permit.)

□ R/	V Bro	ooks McCall	□ R/V (GeoExplorer	☐ R/V Gyre	☐ R/V Proteus		
Date			Time Issued:		Valid Until:	NS5 WO #		
may	be par	ons who have cor rt of the Entry Tea Space computer	am. Have all tea	am members con	anlated both the	TDI Confined Space training Yes NO- STOP WORK!!		
	Name	e of Supervisor			Name- Attendant			
_		e of Entrant			Name-Stand-by Rescuer			
tion	State of the	e of Master						
rip		e of Chief Engine						
Work Description		ly describe work to done:						
X C		location on vess						
lor	_	ted equipment/or	ps:					
5	Nece	ssary tools:						
	SIMO	PS evaluation red	quired: □Y	es □No	If yes, review with tear	m leaders of affected operations		
		Other Specia	al Permits Re	equired?	All permits may be de	ocumented in the same work order.		
	ial	Circle all that	t apply:	HW-Hot Work	HW- Working at He	ights El-Energy Isolation		
	Special Permits	Continued work	from a previous	permit?	□Yes	□No		
		Add to the second of the secon	en reviewed by a	Il new workers?	□Yes	□No □N/A		
			Check and list all the PPE required for this task.					
F	PPE	□ Harness □	Steel cable lifel	line or retractable	☐ Oxygen Detector ☐	SCBA needed? (unsafe atmosphere)		
(JS	Ь	☐ Steel Toes	□Safe	ety Glasses	Face Shield	□ Hard Hat □ Gloves		
sis		Other -List						
Analysis (JSA)				Break down the nitigate those haz		azards associated with each step, then		
Job Safety A	Assessement			ated for at least 4	15 minutes?	□ NO- STOP WORK!!		
b S	ser	Step	ps	Pote	ntial Hazards	Mitigations		
9	ses							
	As					(1		
	Risk							
	-							

			Rescue Pla							
	_									
	Physical	CONTRACTOR						ient Lighting		
sp	Ph	□ O1	Other -List Describe any potential risks for an environmental spill as well as materials that could be released.							
Hazards	ntal			e any poter	ntial risks for an env	ironmental sp	ill as well as n	naterials that could be r	released.	
Ha	nme		I/A							
	Environmental									
	ш									
		g	Is oxygen read	ing betwe	en 19.5 and 21.5%	?	_%	⊤Yes NO-S	CBA required	
	Final Checks	Before Starting	(Shipyard/ Drydo	ck) Marine	e Chemist cert check	ked for validity	and posted	at work site?	□Yes □No	
	S.	e St	Original permit fi	led on brid	lge and copy posted	at the entran	ce?		□Yes □No	
	ina	efor	Clear method of	communic	ation established be	etween monito	or, entrants ar	nd bridge?	□Yes □No	
5	_	Ď	Bridge, Engineer	ing and ar	ny other affected are	eas notified?			□Yes □No	
Controls			Permit signed by	all parties	and filed on bridge	?			□Yes □No	
ŭ	¥	on	Permit copy rem						□Yes □No	
	After Task	leti		□Yes □No						
	fter	Permit copy rem Work area cleare Bridge, Engineel		ed of tools and equipment?						
	A	ŏ	Bridge, Engineering and any other affected areas notified? NS5 work order includes notes about the job and is completed?						110	
A			NSS Work order	nciudes no		na is complet		Control of Association	□ Yes □ No	
				+	Print name		Si	gnature	1/0/00	
uo	Open	Team Supervisor						1/0/00		
	0	Master			0					
riz		Chie	f Engineer		0		0:		1/0/00	
Authorizati	(1)	_			Print name		SI	gnature	Date	
Au	Close		n Supervisor		0					
	O		Master		0					
			f Engineer							
res	Posit	ions		Prin	ited names of tea			Signatures of team	members	
nato			Entrant			0				
Sign			Attendant			0				
Workers' Signatures		Stan	d-by Rescuer			0				
orke										
3										

Hot Work Permit to Work

ALL parts of this permit must be completed. Emergencies or unexpected circumstances may suspend or cancel this permit.

□R/	V Bro	oks	xplorer	□ R/V Proteus					
Date		Time Issued:	Valid Until:	NS5 WO #					
Work Description	Nam	e of Permit user: e of Chief Engineer: e of Fire Watchman:							
	Brief to be Work Affect Nece	fly describe work e done: k location on vessel: cted equipment/ops: essary tools: DPS evaluation required:	□ Yes □ No If yes, review with	th team leaders of other operations.					
		Other Special Permits Required? All permits may be documented in the same work order.							
	Special	El-Energy Isolation Yes Continued work from a pre	1	No Confined Space					
	0, 1			□ Yes □ No					
			Check and list all the PPE requir	red for this task.					
	ш	□ Hard Hat □ Steel	□ Work Vest □ Safety Glasses	Gloves Long pants/ sleeves					
	PPE	□ Ear Protection □ Welding Hood □ Face Shield □ Guard Rail/ Barricade							
		□ Other- List							
ISA)		Directions for Risk Assessment: Break down the task into steps. List the hazards associated with each step, then list the actions you will take to mitigate those hazards.							
is (J		Steps	Potential Hazard	s Mitigations					
ety Analysis (JSA)									
ty A	+								
afe	nent								
Job Safe	sen								
2	Risk Assesseme								
	AS								
	Rist								

Workers' Signatures								
S	Printed names of additional workers Signatures of additional wo							
Ā	ਹ	Chief Engineer 0						
uth	Close		nit user	O Print Name		Signature		Date
Authorization		Chie	ef Engineer	Print Name		Cianatura		1/0/00
atic	Open		nit user	0				1/0/0
Ē	_			Print Name		Signature		Date
			NS5 work order incl	r includes notes about the job and is completed?		d?	□Yes	
	Afte	Соп	Bridge, Engineering	ngineering and any other affected areas notified?			□Yes	ΓN
	After Task	Completion	Work area cleared	leared of tools and equipment and fire extinguisher returned to proper place?			□ Yes	
ဒိ	sk X	uo	Permit copy removed from site?					
Controls			Permit signed by all	mit signed by all parties and filed on bridge?			□ Yes	FN
SIO	Ē	Bef	Are involved personnel aware of the scope of work and their responsibilities?					
	Final Checks	Before Starting	Fire watchman stan	ding by with fire extinguis	her?		□Yes	□No
	heck	starti	Flammables remove	ed from immediate area?			□Yes	□No
	S	ng	Is a copy of the per	rmit posted at the work sit	e?		□Yes	□No
	Environmental							
	nmen		□ N/A					
E I		Other- List Describe any potential risks for an environmental spill as well as materials that could be released.						
Hazards	Physical	-		☐ Heat Stress ☐ C	old Airbo	rne Dust/ Debris		
s	-B	Check all that may apply:						
	Che	Г	Flammable T		Reactive	Skin Irritant Inha	alation	
	Chemical	List potential chemical hazards: N/A Check all that may apply:						

1.4

Working at Heights Permit

ALL parts of this permit must be completed. Emergencies or unexpected circumstance may suspend or cancel this permit.

□R.	/V Br	ooks	□R/V GeoE	xplorer	□RN	Syre	¬R/V	
Date		Time Is:	sued	Valid Until		NS5 WO #		
		s who have completed th ng the work completed th					neights. Have all O- STOP WORK!!	
Work Description	Pers	on doing work:						
	2000	it issuer:						
	Brief	ly describe work to be						
		rk location on vessel:						
	Aff	ected equipment/ops:						
lo.	Nece	ssary tools:						
5	SIMO	PS evaluation required	□ Yes □	No If yes, revie	w with tean	n leaders of other o	perations.	
		Other Special Permits	Required? All	permits may be	documente	d in the same work	order.	
	Special	El-Energy Isolation Ye	es No I	HW- Hot Work □Y	es No	CS-Confined Space	□Yes □No	
	Special Permits	Continued work from a pr	evious permit?		⊤Yes	□No		
4		Has the JSA been reviewe	d by all new wo	rkers?	□ N/A	□Yes	□No	
8	PPE	Check and list all the PPE required for this task.						
18/		Steel Toes Work Vest -OR- Type V PFD (required for over water work) Gloves						
) s		□ Lanyard □ Harn	ess Fa	ce Shield S	afety Glasse	s □ Hard H	lat	
/si		Cother - List:						
Inaly		Directions for Risk Assessment: Break down the task into steps. List the hazards associated with each step, then list the actions you will take to mitigate those hazards.						
J /	sement	Steps		otential Hazard		Mitigat	tions	
Job Safety Analysis (JSA)								
	S							
	Ass							
	Risk Asse							
	Ris							
Res	scue	Plan						

	_				Check all that may apply:		
Hazards	Physical	Г	N/A	□Noise	□ Heat	Cold	
	P.	L (Other - List:				
	ıtal	terials that could be released					
На	Environmental		I/A				
	iviro						
	ъ						
	ks	ing	Is a copy of the permit posted at the work site?				i □No
	hec	Starting	Plan for s	r securing tools in place or personnel cleared from under work site?			□No
	Final Checks	Before :	Bridge, Er	ngineering and any other	affected areas notified?	□Yes	s
slo	這	Bef	Involved p	personnel aware of the sc	onsibilities?	No	
Controls			Permit sig	Permit signed by all parties and filed on bridge?			
ပိ	sk	sk	Permit co	py removed from site?	□Yes	i □No	
	After Task	Completion	Work area cleared of tools and equipment?				□No
	Afte	Con	Bridge, Er	ngineering and any other	□Yes	□No	
			NS5 work	NS5 work order includes notes about the job and is completed?			
	-			Print name	Signa	ature	Date
tion	Open	Perm	nit user	0			1/0/00
Authorization		Mast	er or Mate	0			1/0/00
hor	Ф			Print name	Signa	ature	Date
Aut	Close		nit user	0			
	Mas		er or Mate	0			
S	P	rinte	d names of	f additional workers	Signatures o	f additional workers	
Signatures of Workers							
Wo							
of							
res							
atn							
ign							

****If the bridge officer will perform the work himself, leave the permit user fields blank and have another bridge officer or Port Engineer sign here: