

# **Notice of Change to Controlled Documents #85-93 /14 May 2012**

## **Summary of Changes**

<b>NOC#</b>	<b>Ch., Sec., SOP</b>	<b>Summary</b>	<b>Revision#</b>
<a href="#"><u>85</u></a>	Ch 5 Sec 3.1	Master to conduct periodic sanitary inspections and enter in log book. 46 CFR 131.515	<b>9</b>
<a href="#"><u>86</u></a>	SOP-GEN-007H Sec 3.0	If rescue is delayed and if possible, set up a portable blower in the confined space	<b>8</b>
<a href="#"><u>87</u></a>	Ch 14 Section 1.2	Management of Change form (MOC) added to SMM Forms Only	<b>15</b>
<a href="#"><u>88</u></a>	SOP-GEN-008C Sec 4.0	Restriction of launching rescue boat in protected waters removed. Reference to Morse code for the letter 'O' clarified	<b>8</b>
<a href="#"><u>89</u></a>	Ch 10 Sec 6.0	Reference to central CPP on GX removed.	<b>8</b>
<a href="#"><u>90</u></a>	Ch 13 Sec 2.0	Responsibility for ISM doc and cert compliance reassigned	<b>7</b>
<a href="#"><u>91</u></a>	SOP-GEN-006A Sec 1.0	Manning requirements may come from COI	<b>8</b>
<a href="#"><u>92</u></a>	SOP-GEN-006B Sec 1.0	New crew may be oriented within 12 hrs or prior to sailing	<b>8</b>
<a href="#"><u>93</u></a>	SOP-GEN-006C Sec 1.0	Non-crew may be oriented within 12 hrs or prior to sailing	<b>8</b>

# NOC #85

## Chapter 5 Master's Responsibility and Authority Section 3.1 Sanitation Inspections

**Topic:** Periodic sanitary inspections to be done and entered in logbook.

<b>All Chapters</b>	<b>All Topics</b>
<b>New Changes: Revision #9</b>	<p><b>3.0 Additional Duties of the Master</b> The master must be conversant in and able to implement and enforce the following policies and procedures.</p> <ul style="list-style-type: none"><li>• SMS as defined in the SMM;</li><li>• Shipboard Oil Pollution Emergency Plans - (SOPEP) or NTVRP;</li><li>• ISPS and the TDI-Brooks Plan;</li><li>• International, federal, and state regulations applicable to the vessel;</li><li>• TDI-Brooks safety manual; and</li><li>• Master's standing orders.</li></ul> <p>3.1 Sanitation Inspections</p> <p>The master or his designee shall conduct regular sanitary inspections to ensure all living quarters, mess room, galley and other compartments are properly and thoroughly cleaned, aired and maintained in a sanitary condition. He may choose to inspect a different area each week or all areas once a month. These inspections shall be documented in the bridge logbook.</p> <p><i>CFR 46 Subpart E 131.515131.515 Periodic sanitary inspections.</i> <i>(a) The master shall make periodic inspections of the quarters, toilet and washing spaces, serving pantries, galleys, and the like, to ensure that those spaces are maintained in a sanitary condition.</i> <i>(b) The master shall enter in the vessel's logbook the results of these inspections.</i></p>

**NOC #86**  
**SOP-GEN-007H Confined Space Rescue**  
**Section 3.0 Procedures**

**Topic:** If rescue operation may be delayed and if possible, a portable blower should be set up in the confined space.

All Chapters	All Topics
<p><b>New Changes:</b>  <b>Revision #8</b></p>	<p><b>3.0 Procedures</b></p> <p>If it is necessary to undertake a confined space rescue it must be done with all consideration to safety. Operations should ensure that the rescuers do not become victims themselves. Rescuers will not be able to rescue potential victims if they are not fully protected. In any rescue situation time is of the essence. Therefore assume that the use of SCBA gear is necessary. It is also highly likely that oxygen rated for medical purposes will be needed.</p> <p style="color: red;"><b>If the rescue operation may be prolonged or delayed and if it is possible, set up a portable blower in the space to provide relief for the victim and the rescue team.</b></p>

**NOC #87**

**Chapter 14 Risk Assessment and Hazard Mitigation**  
**Section 1.2 Risk Matrix and Hazard Mitigation**

**Topic:** Management of Change form (MOC) added to SMM Forms Only.

All Chapters	All Topics
<p><b>New Changes:</b>  <b>Revision #15</b></p>	<p><b><i>Management of Change form added to SMM Forms Only Section</i></b></p> <p><b><i>Risk Assessment Matrix item #18 Management of Change, Controls in Place reworded:</i></b></p> <p>MOC process in place. Communication plan to crew/staff in place. Re-enforcement at kickoff meeting and daily safety meetings. On-board Mgmt team reviews change process regularly. <b>Management of Change form in place to mitigate the hazards of off spec work.</b></p>

## NOC #88

### SOP-GEN-008C Man Overboard Section 4.0 Drills and Exercises

**Topic:** Restriction of launching rescue boat in protected waters removed.  
Reference to Morse code for the letter 'O' clarified.

All Chapters	All Topics
New Changes: Revision #8	<b>4.0 Drills/Exercises</b>  A MOB drill/exercise will be conducted monthly. <del>Launching of the MOB boat can only be done while the vessel is in port or other similarly protected waters.</del> Hail and pass the word "man overboard to the bridge". The alarm is to sound <b>three long blasts or rings</b> <del>the letter "o"</del> at least 3 times on whistle and general alarm. Dismissal from fire stations at the end of the drill is indicated by three short blasts of the whistle and three short rings on the general alarm. Drill information including participants and evaluations will be recorded by the designated mate.

## NOC #89

### Chapter 10 Maintenance of Ships and Equipment Section 6.0 Critical Systems of R/V GeoExplorer

**Topic:** Removed reference to center CPP from GX critical equipment.

All Chapters	All Topics
New Changes: Revision #8	<b>6.0 Critical Systems R/V GeoExplorer</b> ...  6.1 Main propulsion  This system consists of three (3) Caterpillar 3412 diesel engines available for propulsion. Cooling water for the diesel mains is provided by a keel cooling system.  1. Operation procedures <ol style="list-style-type: none"><li>At least two Caterpillar mains must be on-line in restricted maneuvering situations.</li><li>Caterpillar mains sets <del>and center CPP</del> are run at all times, if all operational.</li></ol>

## NOC #90

### Chapter 13 Certification and Verification

#### Section 2.0 Responsibility

**Topic:** Responsibility for ISM compliance reassigned.

All Chapters	All Topics
New Changes: Revision #7	<p><b>2.0 Responsibility</b></p> <p>It is the responsibility of the DPA <b>Compliance Manager and Port Captain</b> to ensure that all documents and certifications to meet the ISM Code are maintained in accordance with the code.</p>

## NOC #91

### SOP-GEN-006A Crewing and Safe Manning

#### Section 1.0 Regulatory Authority

**Topic:** Vessels will meet manning requirements according to Minimum Safe Manning documentation or the Certificate of Inspection.

All Chapters	All Topics
New Changes: Revision #8	<p><b>2.0 Regulatory Authority</b></p> <p><b>Each vessel is manned in accordance with the Minimum Safe Manning documentation or the USCG issued Certificate of Inspection.</b> The general regulations for manning of vessels are contained in 46 CFR 15 (Subchapter B, Merchant Marine Officers and Seamen). Regulations concerning certificated lifeboatman, fire patrolmen, and other manning requirements for Oceanographic Research Vessels are contained in Subchapter U. Manning requirements for inspected vessels may be found in Subchapter L. Statutes and regulations in the following may apply to meeting the safe manning requirement of <b>this each</b> vessel:</p> <ul style="list-style-type: none"> <li>Title 46 (shipping) CFR Part 15 (manning)</li> <li>Title 46 (shipping) U.S.C. Subtitle II (manning) Part F</li> <li>International Convention on Standards of Training, Certification and Watchkeeping for Seafarers 1978m as amended in 1995 and 1997 (STCW Convention)</li> </ul>

**NOC #92**  
**SOP-GEN-006B New Crew Orientation**  
**Section 1.0 Introduction**

**Topic:** New crew orientation to occur within 12 hrs of reporting for duty or prior to sailing- whichever comes first.

<b>All Chapters</b>	<b>All Topics</b>
<b>New Changes: Revision #8</b>	<b>1.0 Introduction</b>  All crewmembers new to a vessel will be shown the vessel layout, including the location and operation of safety equipment, assigned berthing, musters stations, and job-specific duties <b>within 12 hours of reporting to duty or prior to sailing- whichever comes first.</b>

**NOC #93**  
**SOP-GEN-006C Vessel Orientation**  
**Section 1.0 Introduction**

**Topic:** Vessel orientation to occur within 12 hrs of arrival or prior to sailing- whichever comes first.

<b>All Chapters</b>	<b>All Topics</b>
<b>New Changes: Revision #8</b>	<b>1.0 Introduction</b>  All new non-crew personnel will be shown the vessel layout, including location and operation of safety equipment, location and required use of PPE, assigned berthing, and muster station <b>within 12 hours of their arrival or prior to sailing- whichever comes first.</b>