By affixing our signature below, we have granted approval to all information that is contained within this documentation and that all such information, whether original in issue or revised, requires our approval.

The signatures on this statement replace the need for signatures, initials, or any other approval identity contained on each page of this controlled document.
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1.0 Purpose:

To describe the Safety Management System developed to satisfy the elements of the ISM Code.

2.0 Scope:

All Corporations that use this Safety Management System as guidelines to Manage Safety.

3.0 Responsibility:

All employees

4.0 Guidelines:

The purpose of this manual is to describe the Safety Management System used by the herein referred to as the “Company”. This manual contains the policies and procedures that the Company has adopted to comply with the requirements of the International Safety Management Code (ISM).

4.1 Definitions: The following definitions apply to this Safety Management System.

Audit

An independent and methodical examination, which determines whether the activities and related results comply with, planned arrangements. An audit will also determine whether those planned arrangements are implemented effectively, and are appropriate to accomplish stated objectives and goals.

Company

The Company name and logo appearing on the top of every page assumes responsibility for maintaining the Safety Management System, and System Records. Any mention of the Corporation or Corporate office shall be deemed to reference the owner/operator of any vessel that complies with this Safety Management System.
Company Policies

Company policies attempt to demonstrate the method by which the requirements, either internal or external are established into the Corporations Services that impact the safety, welfare of their employees, equipment and environmental protection.

Company Procedures

These are a set of stated guidelines that have taken into account all relevant rules, regulations and guidelines that in a given situation may affect the safety and welfare of all mariners who adhere to this Safety Management System. These guidelines will be followed and documented where necessary.

Corrective Action

Corrective action is the action that removes the cause of nonconformity. When a nonconformance is identified it is critical to continuous improvement process that the root cause is found and a strategy for correction is put into place. Any employee can initiate corrective action with or without a nonconformity having occurred. Identification and correction of the nonconformance will allow any failure of the Safety Management System or reoccurrence of a nonconformance from happening in the future.

Critical Systems and Equipment

This Safety Management System has identified critical systems as, systems and equipment onboard the vessel, that the sudden operational failure of which might place the crew, the vessel or the environment in a hazardous situation. Those systems and equipment will be inspected and maintained through the Streamlined Inspection Program (SIP) and maintenance checklists.

Designated Person (s)

The person(s) ashore which have been given the responsibility of ensuring that all vessels managed under this Safety Management System have access to the physical and technical resources needed to operate the vessels safely and pollution free. This person has direct access to the highest levels of management in the corporation and will provide the required link between shore side and vessel personnel.
Document Control

Document Control is the process of identifying, revising, reviewing, distributing, removing and ensuring that all documents are approved that pertain to this Safety Management System.

Documentation

Any certificate, manual, record, memo, computer file or other means of authentication that is subject to control within this Safety Management System.

Emergency

An emergency is defined within this system as any unplanned incident involving personnel or Corporation assets, which may be threatened or may cause serious loss to those personnel, property or to the environment.

Emergency Response plan

A controlled document that contains specific details of any actions, both immediate and any follow up actions that are taken by shore based support and vessel personnel in the event of an emergency.

Interrelation

The interface or association between numerous technical, managerial, or administrative responsibilities for two or more parties or organizational units within a shore base, onboard ship or external entities.

ISM

International Safety Management (ISM.) The International Maritime Organization adopted a series of resolutions dealing with the guidelines of management procedures to ensure the safe operation of ships at sea and the prevention of marine pollution. The culmination of this process is the ISM Code and its 13 elements, which has been made mandatory by its adoption at the SOLAS (Safety of Life at Sea) convention May of 1994.
Job Safety Analysis (JSA)

Job Safety Analysis is an approach to risk analysis and hazard identification performed on any specific job or task that is to be completed. A “JSA” is developed to standardize safe work practices. This critique of work to be performed is unique to each Job, vessel, and Master. This process is to be performed as a tool to ensure pre-task planning is conducted and hazards are identified before performing any routine, non-routine, or safety sensitive job. This tool is also to be used to monitor the behavior of employee’s during a job that has been pre-planned, to ensure that hazardous situations that were identified during the Job Safety Analysis are avoided successfully.

Lessons Learned / Safety Alert

A review of any accidents, injuries, or near misses that management has accumulated, reviewed, analyzed and distributed to each vessel. This quarterly review will create action items, which should generate a standard format, that vessel officer’s and crew will review and discuss to learn by others mistakes or misfortune.

Management

Those personnel with the authority and direct responsibility to control the processes relating to the Companies vessels, shore base operations, safety and pollution prevention.

Near Miss

Any unplanned event that threatened the corporation’s personnel, property or equipment, but did not cause injury or loss to personnel, property, or to the environment.

Nonconformity

A situation where objective evidence indicates the non-fulfillment of any specified objectives or requirements.
Objective

The stated goal or purpose to be accomplished through the implementation of defined policies and the procedures that will support them.

Policies

Statements that seek to establish the processes and set the standards by which requirements are converted into services, be it (internal or external)

Pollution Aspects

Defined areas where the company or vessel operations have the potential to generate environmental damage or to produce a pollution incident that may threaten the environment.

Procedures

Stated, defined courses of action, which are given as guidelines for a given situation.

Registrar

A Company that is qualified to audit, and issue certification on a standard or code. American Bureau of Shipping (ABS), Det Norske Veritas (DnV), Lloyds Register Quality Assurance (LRQA) are some examples of major class societies that are qualified registrars for Safety Quality and Environmental Management systems.

Root Cause Analysis

A structured method of arriving at the base cause of any problem, accident, injury, or near miss with the intention to ensuring that the situation will not occur again.

Safety

A structured set of documented work practices and procedures that are established in order to protect and preserve life, property and the environment.
Safety Management System

The structured and documented system of policies, procedures, implementation resources and documentation that are established to effectively implement the corporations’ objectives relative to safety and environmental protection.

Streamlined Inspection Program

The maintenance inspection program was developed with the intention of ensuring the reliability of critical systems and equipment onboard the vessel. This program is sanctioned by the U.S.C.G. and will be maintained monthly and audited annually.

Verification

The manner in which the job procedure, work process, product or service is confirmed to have been performed in conformance with specified requirements.

4.2 Objectives of the Safety Management System

The objectives of the Safety Management System are to:

- Furnish guidance for safe practices in vessel operation that will assist all in maintaining a safe working environment
- Establish safeguards against all identified risks and to prepare for those risks that have been identified.
- Recognize hazardous situations before they have a chance to become accidents, injuries or pollution incidences.
- Prepare and train for emergency situations
- Provide for continuous improvement of safety management skills of all personnel and prepare for emergencies relative to safety and environmental protection.
- Promote compliance with all mandatory rules, regulations and standards recommended by the IMO, USCG, ABS and other industry requirements.
Minimize pollution in all aspects of vessel operations and to mitigate any adverse effects to the environment should a pollution incident occur.

Establish and implement customer requirements as described by any available bridging documents. Conflicts between customer and Laborde Marine procedure should be reviewed and bridging documents established. No bridging document should circumvent the master’s overriding authority.

4.3 Safety Management Structure

This Safety Management System is comprised of the following components:

- Polices Procedures and Training that will promote the safe operation of vessels in compliance with mandatory rules, regulations, and requirements.

- An organizational structure of well defined responsibilities; authorities and interrelations that include all personnel that manage perform and verify the work that relates to safety and pollution prevention.

- Procedures that will ensure that all Accidents, Injuries, Nonconformities and Hazardous situations will be reported ashore. That they will be analyzed to determine the root cause and corrective actions will be assigned where the management of the Corporation deems necessary to prevent reoccurrence of a situation.

- The resources that is required to maintain and implement this Safety Management System, such as personnel, technical expertise, money and materials.

- Documentation and records that provide guidance for these activities and to document these activities. The documentation and records will also help to measure the performance of this system and continuous improvement of all aspects of safety and ongoing pollution prevention.
1.0 Purpose:

To describe the Safety and Environmental Policies of the company

2.0 Scope:

All Corporations that use this System as Guidelines to Manage Safety

3.0 Responsibility:

All employees

4.0 Guidelines:

The Company has established Safety and Environmental policies and procedures to fulfill the objectives of the Safety Management System.

4.1 Responsibilities

- The Master of each vessel has the responsibility for ensuring that these policies are adhered to aboard the vessel.

- The responsibility and authority to monitor the safety and pollution prevention aspects of the Company vessels, with the intention of ensuring that adequate resources are provided, and reporting less than adequate conditions to the Vice President Manager rest with the Designated Person.

- The responsibility for providing training requirements that support the goals of the Safety and Environmental Policies of the Company rests with the Operations Manager.

- The responsibility, authorities and accountabilities are placed on every employee to perform all duties in a safe and environmentally friendly manner.
Safety Policy

The Laborde Marine Management, LLC safety philosophy is that the safety of its people is the most important consideration in the performance of its services. While what we do as a company is important, assisting in providing energy to the world, it is not so important that it ever justifies someone being hurt or killed in the process. No job is so important that we cannot take the time necessary to do it right – and safely. It is the company’s policy that every employee has the right, and responsibility, to make sure that any job is conducted in a safe and responsible manner. It is the responsibility of every employee to stop any unsafe operation and to report any unsafe condition or hazard. Every employee is responsible for the safety of every other employee – the same as you would respond to protect a member of your own family. We expect our employees to use good judgment, common sense, and their knowledge and experience to assure a safe working environment for all aboard our vessels. By striving for safety excellence, we will be able to achieve the highest quality work environment for our employees, and achieve the highest quality services to our customers.

It is therefore the policy of the company to provide a safe work environment and to achieve this, the company provides accident prevention programs and systems, and near miss and inspection programs, and maintains compliance with applicable national and international regulations. Employee safety and accident prevention performance will be a major consideration in decisions affecting promotions, salary adjustments and continued employment. We will monitor our performance and strive for continuous improvement.

Peter Laborde
Cliffe F. Laborde
Co-Owners/Managers
Laborde Marine Management, LLC
Environmental Protection Policy

LABORDE MARINE MANAGEMENT, LLC

Environmental Protection Policy

Laborde Marine Management, LLC is fully committed to conduct its operations in a manner which minimizes any adverse impact upon the environment in which we work. Our policy is to protect the environment and to prevent pollution in any form in all operations conducted by the company. Every employee has the obligation to follow environmentally sound work practices. It is the company’s policy that every employee has the right, and the responsibility, to make sure that any operation is being conducted in a manner that minimizes any harm to the environment or causes unlawful pollution of any kind.

To achieve this policy, the company provides accident prevention programs and systems, and maintains compliance with all federal, state and local regulations which apply to the land, air and waters in which they work. Any subcontractor, vendor or worker that may visit the company’s property or vessels will be held to the standards stated in the Safety Management System. Any time that an infringement or violation of this policy is observed, it should be reported immediately.

By striving for environmental excellence, we will be able to achieve the highest quality work environment for our employees, achieve the highest quality service for our customers, and do our part in making sure that the environment is protected for future generations.

Peter Laborde
Cliffe F. Laborde
Co-Owners/Managers
Laborde Marine Management, LLC
4.2 Summary

Personal Safety along with Protection of the Environment above all else will take Priority

The following summary is distributed throughout the company and all vessels

- **L**ife Safety and the Health of all employees are priority in all operations.
- **A**lways comply with all mandatory rules, regulations and applicable laws.
- **B**efore any job is started perform a pre-task plan to identify all hazards.
- **O**il pollution or pollution of any kind is prohibited.
- **R**ecognize and report all hazardous situations.
- **D**etermine how any job can be completed safely before you start.
- **E**mployee participation in safety management is mandatory for all employees.
1.0 Purpose:

To provide guidelines for Safety and Environmental Meetings

2.0 Scope:

All Corporations that use this System as guidelines to Manage Safety

3.0 Responsibility:

Vessel Master/Officers/Management/All Employees

4.0 Guidelines:

To ensure all employees are involved in Pre-Task Planning, Accident Prevention and Pollution Prevention, formal written meetings are held on a weekly basis. These meetings are to be organized by the Vessel Master or designate to make certain all crewmembers participate and solicit input to prevent accidents. The Weekly Safety and Environmental meeting form is to be filled out completely and signed by each crewmember to provide a record of attendance, training and review of lessons learned provided to each vessel. Meetings should be scheduled when all crewmembers can attend which will maximizes effectiveness and participation.

4.1 Daily Meetings

All Master’s and Officers should hold informal Pre-Task, Job Safety Meetings to coordinate and plan before any specific job is undertaken. This Pre-Task meeting is intended to identify all hazards involved with the work to be performed, while assigning responsibilities to conduct all tasks safely and pollution free. Having all personnel involved and informed of the steps in which any task is to be completed with back-up measures is the key purpose of these meetings. All employees are encouraged to stop any job or task when unsafe conditions or work practices may lead to an accident or pollution. The Pre-Task Planning or Job Safety Analysis meetings are to be completed before any Safety sensitive or non-routine job is performed.
4.2 Weekly Meetings

As stated above Weekly Safety and Environmental Meetings are required to be held with all crewmembers present to discuss meaningful ways in which a specific job will be performed safely. The Job Safety Analysis section will be used as a systematic approach to break down tasks or jobs, anticipating problems that may occur, to provide solutions for working around any foreseen problems or hazardous situations. The use of proper PPE should always be considered in this problem identification process (JSA) and should result in providing the crew with simple but effective planned instruction to complete work safely.

The Pollution Prevention Planning section is to be completed, discussing any aspects of vessel operation that could cause a pollution incident. It will also help identify and list any potential events or areas of concern to the vessel crew with regard to pollution prevention in their daily operations.

- All crewmembers are to be present and sign the Weekly Safety and Environmental Form.
- The Master will send one copy to the shore base and retain one copy for the vessel records. This report will be used as a record of training, JSA and Pollution Prevention planning onboard each vessel.
**Weekly Safety and Environmental Meeting Form**

<table>
<thead>
<tr>
<th>Vessel</th>
<th>Location</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Charterer</th>
<th>Meeting conducted by (Name and Signature)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### ACCIDENT PREVENTION

Subjects discussed. Include present or potential safety problems.

Preventive measures or corrective actions taken.

### WEEKLY JOB SAFETY ANALYSIS WORKSHEET

Instructions:
1. Select a job or task common to this vessel's current operation, and list the basic steps of that job.
2. Using the safety checklist, list the potential problems or hazards for each basic step of the job.
3. List the preventive and protective actions to be taken for each basic step of the job in order to improve vessel operations and avoid accidents.

<table>
<thead>
<tr>
<th>Work activity or job being discussed</th>
<th>Sequence of Basic Job Steps</th>
<th>Potential Accidents Or Hazard</th>
<th>Recommendations to eliminate Or Reduce Potential hazards</th>
</tr>
</thead>
</table>

### WEEKLY POLLUTION PREVENTION PLANNING

Instructions: List possible pollution problems and match each one with a preventive action.

<table>
<thead>
<tr>
<th>Potential Spill Sources or Items That Could Be Dropped From Vessel or Vehicle</th>
<th>Recommendations to Prevent Discharge and Back up Containment Procedures</th>
</tr>
</thead>
</table>

### ATTENDANCE

<table>
<thead>
<tr>
<th>NAME</th>
<th>POSITION</th>
<th>SIGNATURE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Captain:
- Mate:
- Engineer:
- Crew Members:
1.0 **Purpose:**

To describe the Procedure developed to identify potential pollution aspects

2.0 **Scope:**

All Corporations that use this System as Guidelines to Manage Safety

3.0 **Responsibility:**

All employees

4.0 **Guidelines:**

All employees shall understand and practice the environmentally sound guidelines found in this section.

All Company operated vessels will comply with MARPOL-73/78 requirements along with the requirements of OPA-90. On vessels of 400 gt. the SOPEP (shipboard oil pollution emergency plan) will guide the Master in the steps in which they should follow in case of a pollution incident.

4.1 **MARPOL**

Regulations that govern marine pollution prevention are revered to as MARPOL; the MARPOL placards shall be placed conspicuously thru out the vessel.

MARPOL (International convention for pollution prevention of ships) Defines:

- Requirements that is applicable to ships to prevent pollution of seas from harmful substances, Oil, Fuel, Noxious Liquid Substances, Sewage Garbage and other matter that may pollute the ocean.

- That approved reception facilities are to be provided in any port of regular trade to be provided for any of the above-mentioned material.

- Areas of the world in which discharge of any harmful substance is regulated.

- The standards for any discharge in all other areas, where discharge may be permitted.
4.2 Pollution Spills

The Master and all Officers will operate Company vessels in an environmentally responsible manner. All spills will be reported as soon as they are discovered. The source of the spill shall be isolated as soon as found and contained. The approximate amount of product that has been spilled, should it be discharged overboard is to be reported immediately to shore base management.

The Master will hold all vessel personnel responsible for any act of negligence that may cause environmental damage or contribute to environmental damage. In cases where negligence is found the Officer responsible may face official charges or suspension of their license.

4.3 Spill Prevention

Vessel Fuel/Oil transfer containments are to be opened regularly to drain any trapped seawater. All drains are to be closed before fueling to minimize the possibility of a pollution incident. The fuel transfer diagram is to be posted at the discharge pump, with a copy posted in a conspicuous manner near the fire and safety plan. On vessels that are not required to have fixed containments, the Master will ensure suitable containment appliances are in place and secured before attempting to transfer or take on fuel or oil products. Both parties, transferring and receiving, will fill out a Declaration of Inspection prior to any oil based product transfer starting. This inspection process will help minimize and improve the effects of spills that may arise due to equipment failure. All vessels will utilize fixed or portable spill containment during any transfer of oil based products or noxious liquid substances around all vent and overflow tubes to keep any overflow of fuel and bulk products from going over the side. There should always be Spill containment or absorbent materials ready for use during any such transfer, should any small spill occur.

4.4 Oil Record Book / Noxious Liquid Substance (NLS) Cargo Record Book

The Cargo Record Book will be used on all vessels that carry Noxious Liquid Substances regardless of tonnage or route. The Chief Engineer is responsible for filling out the appropriate entries when any Noxious Liquid product is transferred. Should no Chief Engineer be assigned to the vessel, the Master is responsible to ensure all, times, locations, quantities and vessel location are recorded. All transfers
of Noxious Liquid Substances (NLS) drilling fluids (i.e. Fluorides, Bromides, and Chlorides) are recorded in the cargo record book along with all other requirements of the NLS Cargo Record Book.

All slops that are shipped are to be recorded in the Oil Record Book, where instruction is given as to when to record Bunker, Oil or Slop transfers.

4.5 Engine Room Bilges

There are to be no discharges over the side unless completed or supervised by the Chief Engineer, in cases where no Chief Engineer is assigned (due to crew size) the Master will hold direct responsibility for any discharge from the bilge. Times and location of any discharge that has occurred will be logged, routine discharges will only be completed in daylight hours where an adequate watch for pollution can be performed.

Bilges may only be pumped legally when a vessel is over 12 miles offshore while the vessel is in passage, or when controlled by an oily water separator with a working 15-ppm (parts per million) filter. At no time is the discharge of oil permitted. At all times when bilge water is to be pumped the engineer will post a watch on deck to ensure that no oil is pumped during the discharge. A water cushion should always be kept so as not to directly pump oil overboard. The only exception is an emergency situation that threatens the safety of the Vessel and/or Crew. The Chief Engineer is in charge of all bilge pumping, all pumping operations must be stopped if any sign of pollution is detected during any discharge over the side.

4.6 Garbage and Waste Management

All vessels will abide by Annex V of MARPOL 73/78 that gives guidance on the disposal of garbage from all ships. The Company policy is to properly dispose of trash in a proper manner at a shore side facility. At no time will any plastic material be thrown overboard at any time.

All records of refuge disposal will be kept in the vessels garbage log. The Master will ensure that all disposals will be entered when garbage is disposed ashore. The vessel will post and follow the approved Waste Management Plan. At no time is hazardous material to be mixed with the vessels garbage.

The following items are not allowed in general trash and special precautions should be met before dispose of these waste.
Hazardous Waste Items not Allowed in General Trash

<table>
<thead>
<tr>
<th>Absorbent Pads</th>
<th>Filters: Air Filters, Filters, Fuel Filters, Methanol Filters, Oil Filters, Fire Extinguishers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activated</td>
<td>Flares, Emergency Signal</td>
</tr>
<tr>
<td>Alumina Beads</td>
<td>Grease</td>
</tr>
<tr>
<td>Aerosol Cans</td>
<td>Hazardous Waste</td>
</tr>
<tr>
<td>Air Conditioning Unit (contains freon)</td>
<td>Hoses</td>
</tr>
<tr>
<td>Air Conditioning Unit (freon-free)</td>
<td>Lamps (fluorescent, high-pressure sodium, mercury vapor)</td>
</tr>
<tr>
<td>Antifreeze</td>
<td>Medical Waste</td>
</tr>
<tr>
<td>Asbestos (friable)</td>
<td>Mercury</td>
</tr>
<tr>
<td>Batteries</td>
<td>Mercury, Contained in Manufactured Articles</td>
</tr>
<tr>
<td>Batteries, Dry Cells</td>
<td>Batteries, Lead Acid (non-spillable)</td>
</tr>
<tr>
<td>Batteries, Lead Acid (wet)</td>
<td>Methanol</td>
</tr>
<tr>
<td>Batteries, Nickel-metal Hydride</td>
<td>Oil, Used</td>
</tr>
<tr>
<td>Chemicals (used/unused)</td>
<td>Paint Brushes (wet)</td>
</tr>
<tr>
<td>Compressed Gas Calibration Bottles</td>
<td>Paint Cans (wet)</td>
</tr>
<tr>
<td>Computers and Electronics</td>
<td>Rags, Oily</td>
</tr>
<tr>
<td>Cooking Oil</td>
<td>Samples – Shipping</td>
</tr>
<tr>
<td>Drums/Buckets</td>
<td>Scrap Metal (cable, pipe, chain, etc.)</td>
</tr>
<tr>
<td>Batteries, Lead Acid (wet)</td>
<td>Tires</td>
</tr>
<tr>
<td>Filter Media</td>
<td>Wood (creosote)</td>
</tr>
</tbody>
</table>

4.7 Waste Oil, Spent Filters

Any time a waste oil tank, bilge, or slop tank is transferred to a shore side facility or to a qualified vacuum truck, the Chief Engineer will make an entry in the vessels Oil Record Book. All spent filters are to be drained properly and placed in the environmental drums furnished to each vessel. The Chief Engineer will make the appropriate entry in the logbook; the receipt of these transfers when provided will be kept on file. When a Chief Engineer is not assigned to a vessel the Master shall keep the required logbook entries.
4.8 Sewage Disposal

Sewage may be discharged into the water only if processed through an approved sewage treatment plant. On vessels that are not fitted with an approved sewage plant, discharge is only allowed when the vessel is located over 3 miles from the nearest point of land. The Chief Engineer will ensure that the overboard discharge valve is labeled as such and locked when the vessel is within 3 miles of land.

4.9 Assorted Pollution aspects

Pollution can occur in various manners during vessel operations, bunker, cargo, or ballasting are only some of the areas where the chance of pollution may occur.

Always make sure that a proper watch is in place to stop any pollution should an incident occur during any transfer or discharge.

Paint cans, oily rags, oily diapers or booms, cooking oil and any other products that may cause pollution should always be packaged or placed in containers to be properly deposed of ashore.

It is the policy of the company to never throw, dispose or dump any product intentionally in the water. Any time sheen is discovered around the vessel, a notation should always be recorded in the official logbook, the size and possible source should also be noted and the proper authorities notified.

Pollution prevention is a standard item on the companies Weekly Safety and Environmental meeting report. Weekly meetings held by the Master and crew will identify any items that may cause a pollution incident onboard to prevent pollution incidences from occurring.
1.0 Purpose:

To describe the Company's policies that support Efficient and Safe Operations.

2.0 Scope:

All Corporations that use this System as Guidelines to Manage Safety.

3.0 Responsibility:

All Employees.

4.0 Guidelines:

It is the responsibility of all employees to be familiar with; and adhere to the Contraband, Drug, and Alcohol Policy of this Safety Management System.

4.1 Contraband Drug and Alcohol Policy

The use, possession (including trace amount in or on the person) concealment, transportation, promotion, distribution or sale of contrabands on company premises or while in transit to or from premises or sale of contrabands on company premises by company employee(s) and other persons utilizing or entering upon company premises (visitors) is strictly prohibited. It is also the policy of the company to adhere to the reasonable policies of its customers. Accordingly, any customer may conduct a search of its own employees and the employees of any of its contractors, including those of the company as described in this policy.

Contraband

Drugs, “Look-Alike” Substance, Drug Paraphernalia, or other mind or mood altering substance, except common over the counter medications which does not cause harmful or unsafe side effects and prescription medication taken under the supervision of the individual’s attending physician. Employees may maintain on Company premises certain prescription drugs and over the counter medications provided that a doctor for the person in possession of has prescribed the prescription drugs and all drugs are kept in their original containers. When
applicable all employees should be prepared, upon request to provide a note from the prescribing physician.

Alcoholic Beverages are prohibited, except when specifically authorized by company management.

Firearms, weapons, explosives and ammunition are prohibited, except when specifically authorized by the company management. All employees are strictly prohibited from bringing firearms, including ammunition, explosives or other weapons of any kind onto Laborde Marine’s property unless specifically authorized by Peter Laborde or Cliffe Laborde. The exception is that employees may store lawfully possessed firearms or other weapons in their personal vehicles while parked on company property provided the vehicle is locked and such firearms or other weapons are hidden from plain view or locked in a case or container within the vehicle.

4.2 Company Premises:

The “Company Premises” as used in this policy includes all property, facilities, land, platforms, buildings, structures, fixtures, equipment, installations, vessels, aircraft, automobiles, trucks, and all other vehicles whether owned, leased or used by the corporation.

4.3 Searches:

In the interest of security, safety and maintenance of this policy and in accordance with the conditions imposed upon the company by our customers, the company reserves the right, when circumstances may warrant or seem appropriate, with or without prior notice, to conduct a search of the employees and visitors and their effects, lockers, living quarters, baggage, desks, tool boxes, clothing and vehicles for the purpose of determining if each employee and visitor are in violation of this policy.

These searches may include taking of urine, blood or plasma samples or other specimens for the testing to determine the presence of contrabands. No search will be conducted without the permission of all employee’s and visitors prior consent. All searches will be performed with utmost respect for the integrity and personal privacy of each employee and visitor. Searches by outside authorized personnel under contract to the company will be conducted in the presence of company supervision.
4.4 Violation of Policy or Refusal:

Any employee who is found to be in violation of this policy or who refuses to submit to a search will be subject to disciplinary action up to and including termination from the company. Any visitor who is found to be in violation of this policy or who refuses to submit to a search will be removed from the company premises and not allowed to return. Any contraband discovered during a search will result in immediate confiscation of the prohibited items and substances and where appropriate, notification of and delivery to the proper law enforcement authorities. Authorities at the flag state will be notified in all cases when any employee refuses or violates this policy.

4.5 Conditions of Employment:

A notification of the applicant of pre employment physical examinations, consent form and release will be utilized in the employing process so as to determine drug and/or alcohol content through testing of blood and or urine content is all instances where applicants are required to undergo a pre employment physical examination. Further, the manufacture, distribution, dispensation, possession, or use of controlled substances in the workplace is prohibited and such policy, along with other employee regulations, will be communicated to new employees upon hire. This form is completed by all employees and signed by new employees and further stipulates that anyone found in violation of this policy is subject to disciplinary action up to and including dismissal from employment. Also any conviction for criminal violation occurring in the workplace must be reported to the company within 5 days of the conviction, and to any governmental contracting agency for which the company may be working within 10 days of receipt of notice of conviction.

4.6 Drug Testing

Any and all drug testing under this policy shall comply with (49 CFR Part 40) Department of Transportation regulations. This will include reasonable cause Drug and Alcohol testing, in which one or more persons in a supervisory position suspect the individual to be under the influence of a prohibited drug or alcohol. Reasonable cause testing shall be based on the observation of specific existing physical behavior, or performance indicators of probable use. Once a determination has been made, the employee shall be directed to undergo a drug and/or alcohol as soon as possible. Any employee failing to report immediately for a required reasonable cause drug and/or alcohol test shall be considered as
refusing to submit to testing under this policy. Any such refusal shall be reported to the local authorities as soon as possible.

All drug and alcohol testing procedures pursuant to this policy shall be conducted in accordance with the drug testing procedures found in the company’s drug and alcohol manual.

The company reserves the right to amend, change or terminate this policy at its own discretion.

4.7 Criminal Involvement with Drugs

Any employee charged with any criminal violation under federal, state or local laws that involve contraband, must report any such incident to corporate management. The corporation reserves the right to depending on factual evidence, risk to the corporation and the nature of the charges, to place the employee on unpaid leave until the matter is resolved. This may include termination of employment from the corporation.

4.8 Unauthorized Visitors

No persons other than company employees, authorized company or customer representatives, regulatory officials or authorized service personnel are allowed onboard a company vessel at any time. The Master or Officer on watch will ensure that no unauthorized parties, including government or regulatory agency representatives whose jurisdiction may be in question will board a company vessel without express permission from corporate office. Should at any time the Master or other Officers have questions of said authority or jurisdiction of any party attempting to board the vessel, the corporate office should be notified immediately for clarification to permit boarding.

4.9 Policy for a Smoke-Free Workplace

In order to maintain a smoke-free workplace on all vessels and company property, smoking in all interior working and living spaces is prohibited.

Smoking in exterior spaces is allowed, weather conditions permitting, with the locations and times to be at the discretion of the Master. A designated smoking area may be designated by the Master providing it is not in the galley or living spaces of the vessel, or in an area that may be picked up by the central air-circulating unit. This area on most vessels will be an enclosed weather deck or
other safe designated area. There is no smoking allowed in exterior space during operations where there may be a hazard of fire or explosion. This includes during transfers of fuel, oil, or any other volatile liquids; or handling of materials that may be flammable, in or around paint lockers. When moored alongside docks, piers, rigs, platforms, or any other installations where smoking is not prohibited.

The Master or Officer in charge is the company representative on scene and will be responsible for upholding company policies. No Smoking signs shall be posted throughout the vessel and/or building or interior spaces where smoking is prohibited.

### 4.10 Unauthorized Absence from Duty

It is every crewmember’s responsibility to complete assigned duty and to receive permission before any departure from the vessel.

Once dispatched from the office to the vessel it is every crewmember’s duty and responsibility to complete the tour of duty (Hitch) that they agreed to perform. The Master must approve any departure from the vessel by company employees. Should for any reason any employee need to be relieved from duty the Master will contact the office to ensure a proper relief can be arranged well in advance of the employee’s departure.

Should any employee depart the vessel without permission from the Master, it will be the employee’s responsibility to make any arrangements for transportation or travel, will be considered immediately off the payroll, and will not be represented by the company due to these actions. Any such departure shall be consideration for immediate termination of employment.

### 4.11 Company Vehicles

Properly licensed personnel will drive a company vehicle to the location where the vessel is located for the purposes of crew change and any other company assigned business. The Personnel Manager will assign the driver who is responsible for the safe operation of the vehicle at all times, following the rules, laws and speed limits of any state they may travel.

Any personnel traveling in a company vehicle will maintain professional behavior while representing the company, leaving the vehicle clean upon arrival to the vessel location and upon return to the company office. The assigned person responsible for the vehicle will ensure:
- The vehicle is operated safely should another member of the crew share driving during long trips.

- All supplies being carried are delivered to the vessel.

- The vehicle is clean of trash or any other debris upon arrival.

- The vehicle is fueled and the oil is to be checked any time fuel is added.

- All gas receipts are kept and returned to the office with the credit card assigned to the vehicle.
1.0 Purpose:

To define guidelines for proper personal conduct

2.0 Scope:

The Corporations that use this System as Guidelines to Manage Safety

3.0 Responsibility:

All employees

4.0 Guidelines:

4.1 Anti-Harassment

The Company prohibits all forms of harassment of its employees by any other employee or third party. Accordingly all employees of the Company are asked to not use conduct that might be construed as offensive to others. Prohibited conduct includes any form of physical or verbal abuse or harassment on any basis including race, sex, age, religion, disability, national origin or any other protected status.

Sexual harassment includes unwelcome verbal or physical conduct towards another that is sexually offensive, vulgar, derogatory or suggestive to an unwilling party. It can include vulgar jokes, suggestive comments, inappropriate touching and other similar behavior, which is unwelcome by the other, party or parties.

In order to avoid potential problems or misunderstandings in this area, employees are asked to conduct themselves in a professional manner at all times and those who find the conduct of others offensive should immediately make it clear to the offending person that they do find such conduct offensive.

Sexual harassment includes any sexually offensive conduct based on sex, regardless of whether such conduct is engaged in by a male towards a female, female towards a male or between persons of the same gender.
Any employee who feels that he or she has been subjected to harassment in violation of this policy is encouraged to immediately report to the V.P. of Operations, Cliffe F. Laborde, Peter Laborde or Ginny Hootsell. All incidents of alleged harassment will be promptly investigated, as confidentially as possible and appropriate action will be taken. If management is not informed of conduct that violates this policy, it cannot address and resolve such conduct.

If the Company determines that an employee is guilty of harassing another in appropriate action will be taken against the offending employee, up to and including termination of employment. If a person other than an employee engages in harassment, management will attempt to take appropriate action to remedy the problem.

The Company prohibits any form of retaliation against any employee for filing a bona fide complaint under this policy or for assisting in a complaint investigation. No employee at any level has the authority to condition or base any employment action on another employee’s participation in sexual conduct or behavior.

### 4.2 Sexual Misconduct

It is the policy of the company that any sexual activities between two people whether the parties consent or not is strictly prohibited on company property. This will be strictly enforced whether they are visitors or employees of the company.

### 4.3 Assault and Battery

Any threat or actual use of physical force against another person on company property, regardless of their position or role is strictly prohibited. Any report of threats or of physical force will be investigated and if found true, will result in disciplinary actions, including termination of employment.

### 4.4 Disobedience or Misconduct

The following activities onboard a company vessel shall be considered in this category, but shall not be limited to:
4.5 Violation of Company Policy

Company policy is to maintain a workplace that is safe for all employees, to obey all applicable laws, rules, and regulations. Any employees that refuse to comply with the company safety and pollution standards, applicable laws; rules, regulations or lawful orders are subject to disciplinary action, including termination of employment. One or more of the following can be used to discipline all vessel officers, crews and shore base employees:

- Restriction or confinement to quarters at sea
- Reduction of pay, salary or bonus, safety awards
- Demotion of position or termination of employment
- Verbal or written reprimands
4.6 Disciplinary Action

Restriction or confinement to quarters while at sea is the most forceful disciplinary action the company authorizes the Master. The Master may only exercise this option if a member of the crew is deemed to be dangerous to themselves and creates or poses as a danger to others on the vessel. Communication with a shore base manager should be completed immediately.

Should the vessel be dockside, the Master or Officer should contact the shore base manager immediately to arrange for discharge and transportation should a situation dictate these actions.

Most disciplinary actions are to start with a verbal warning should a situation dictate counseling, no employee can know that expectations are not being met, unless told so by their supervisor.

Written communication to shore base management is required when an employee has received verbal counseling, but continues to disregard or acknowledge problems. The employee should be allowed to read any disciplinary action communication to shore base management, but does not have to agree or sign it to be valid.

The Master, Chief Engineer, and Mate are authorized to recommend to shore based management when a crewmember, subject to their position and authority be disciplined by a reduction of wage, demotion or termination of employment. The manager ashore should consider the following factors:

- The nature of the offence and all evidence that may support disciplinary measures that have been recommended by the vessel officer.

- Any employment agreement or local applicable laws that may be in effect.

- All detrimental consequences of the disciplinary action imposed.

- The offence be forgiven and the person is eligible for rehire at a later time to be determined or is the employee not eligible for rehire due to the offence or actions.

- Should more than one previous Officer or Manager submit a written reprimand, termination of employment should be considered.
4.7 Solicitation

The company prohibits solicitation amongst employees during hours in which the employees are working. The Company prohibits the distribution of materials in all work areas of the company and vessels. Bulletin boards are not to be used for personal posting and are to be cleared of any obsolete documents of internal or external origin.

4.8 Falsification on pre-employment applications

Any report, application or employment paperwork that may be required must be completely filled out. All information that is required during pre-employment must be truthful and all information fully disclosed. If any information supplied is falsified or found to be untrue will constitute grounds for termination of employment immediately.

4.9 Open Door Policy

The company policy regarding communication between Management and all employees is essentially “No employee has to struggle to communicate a problem, complaint or otherwise.” The door is always open and the telephone is answered, even after normal business hours. This is not to encourage telephone calls that can wait until normal business hours, but to let our employees know that someone is always on call to assist with vessel operations.

4.10 Personnel Protective Equipment

The company policy is to issue one Hard Hat, Personal Flotation Device, with safety glasses upon employment. Hearing protection is supplied onboard each vessel. Steel Toe shoes will be each employee’s responsibility and will be worn anytime an employee is in any work area of the vessel. The company will supply safety glasses, face shields, goggles and any other protective clothing or equipment needed to perform maintenance on the vessel.

However should an employee loose or misplace their hard hat, PFD or safety glasses it will be the employees’ responsibility to replace that equipment, before returning or while at work on a company vessel.
1.0 Purpose:

To define guidelines for Job Safety Analysis Procedures (JSA)

3.0 Scope:

The Corporations that use this System as Guidelines to Manage Safety

3.0 Responsibility:

All employees

4.0 Guidelines:

Job safety analysis is a careful study and record of each step of a job, focusing on the identification of existing or potential hazards to workers’ health and safety. By describing hazards in detail, it enables those concerned to devise methods and procedures that can reduce or eliminate these hazards. It is especially well suited to the discovery of hidden dangers, thus achieving one of the principal objectives of any comprehensive audit. Hidden dangers are the most insidious because they threaten us without our knowing it and keep us from taking appropriate precautions.

The identification of hazards is a crucial component of any successful safety program, and requires careful attention. This program will help you to devise a practical and reliable hazard identification system, from detailed, single-job safety analyses to comprehensive company wide audits.

4.1 COMMITMENT

Our Management is totally committed to the JSA process and will be involved in establishing the quality and implementation of these JSA’s.

4.2 THE JSA TEAM

The purpose of the JSA is to ensure that those executing the task understand the hazards and corresponding control measures, and so the appropriate people must be involved. Each individual that is a part of the JSA team has the responsibility to use SWA if the job cannot be performed safely or if any member of the JSA team is not
confident in their ability to get the work completed safely. Feedback from both field and shop personnel can point to a number of situations that need to be planned for:

- JSA’s must be conducted before the job begins.
- Third Party Inspectors and or contractors need to be in tune with JSA’s prior to start-up.
- Operating company personnel also need to be included in the JSA review.
- Sign in sheets are one way of providing an auditable trail of who was involved.
- Involving different personnel in the JSA can bring fresh perspectives and help develop trending.
- Full involvement and true understanding leads to employee ownership of the JSA, giving the best chance of success.
- Review JSA each morning as per-job start up.

4.3 JOB HAZARDS AND SAFE PRACTICES

Because the job safety analysis describes the precautions and corrective measures that are appropriate to each hazard noted, it not only serves to reveal latent hazards but also forms the basis for a safe practices code. It’s also the basis for much of our employee training program. And as an incidental benefit, the safe practices discovered through job safety analysis often produce improvements in job methods that lead to increased productivity. In addition, whenever a short service employee is used on a job he should be identified on the J.S.A.

1. Selecting a Job to be Analyzed

To use the Job Safety Analysis program effectively, a method must be established to select and prioritize the jobs to be analyzed. The jobs must be ranked in the order of greatest accident potential. The jobs with the highest risks should be analyzed first.

2. Prioritizing Jobs to be Analyzed

a. Accident Frequency – A job that has repeatedly produced accidents is a candidate for a JSA. The greater the number of accidents...
associated with the job, the greater its priority should be. These jobs should be analyzed as soon as possible.

b. Accident Severity – Every job that has produced an injury that resulted in lost time or required medical treatment should be analyzed. The injuries prove that the preventive action taken prior to their occurrence was not successful.

c. Judgment and Experience – Many jobs qualify for Job Safety Analysis because of the potential hazards involved. An example is one involving the lifting of heavy equipment.

d. New Jobs, Non-routine Jobs, or Job Changes – These are also prime candidates for JSAs. Because these jobs are not done often or possibly have never been done at a particular site, the hazards of the job might not be fully known. By applying the JSA process to these jobs, the likelihood of an accident occurring is significantly reduced.

e. Routine Jobs – In routine or repetitive jobs with inherent hazards the employee is exposed repeatedly to these hazards. For example, exposures to high levels of noise over a period of time will affect the hearing of a worker.

f. Accident statistics, the ability to recognize hazards and good common sense coupled with the guidelines we've discussed will help you to prioritize which JSAs should be developed first. With the goal that all jobs with sequential steps will ultimately be analyzed.

4.4 THE JOB SAFETY ANALYSIS WORKSHEET (Exhibit)

1. After a job has been selected and the Job Safety Analysis has been initiated, a worksheet is prepared listing the basic job steps, the corresponding hazards and the safe procedures for each step. The basic form generally has three columns.

2. In the left column, the Sequence of Basic Job Steps are listed in the order in which they occur.

3. In the middle column, the Corresponding Hazards are identified for each job step.

4. In the right column are listed the Recommended Safe Job Procedures that should be followed to guard against these hazards in order to prevent potential accidents.
5. In the JSA process it is easiest to deal with each column of the form separately. Logically, we should break the job down into its basic steps first.

4.5 SEPARATING THE JOB INTO ITS BASIC STEPS

1. Each step or activity should briefly describe what is done. Each activity should be listed on the form in the order it is accomplished.

2. Avoid the common errors of making the breakdown so detailed that an unnecessarily large number of steps result, or making the job breakdown so general that basic steps are omitted. If a large number of steps result from the analysis (over 10), you should consider breaking that job into more than one JSA.

3. It is important that the JSA accurately describes the work.

4. Keep in mind that a JSA that is too broad is also a poor JSA.

4.6 IDENTIFYING THE HAZARDS ASSOCIATED WITH EACH JOB STEP

1. After all basic steps of the operation have been listed, next we need to examine each job step to IDENTIFY HAZARDS ASSOCIATED WITH EACH JOB STEP. The purpose is to identify and list the hazards which are possible in each step of the job. Some hazards are more likely to occur than others, and some are more likely to produce serious injuries than others. Consider all reasonable possibilities when identifying hazards.

2. Hazards must be prioritized based on the potential consequence and likelihood of re-occurrence. Hazards with greater potential consequences and a higher likelihood of re-occurrence take higher priority.

3. To make this task manageable we will work with basic types of accidents. The question we will ask ourselves is, “Could any of these accident types or hazards inflict injury to a worker?”

4. Provided on the reverse side of the JSA form is a list of potential hazards that are not all encompassing but can be used to assist in the thought process.
5. All employees will be trained in the hazard identification process including the use and care of proper PPE.

### 4.7 CONTROLLING EACH HAZARD

1. The next part of the JSA process is to develop a Safe Practice to eliminate or reduce potential accidents or hazards that have been identified for the job step:

   a. Less Hazardous Way to do the Job

   1) Can a less hazardous way to do the job be found?
   2) Can an engineering revision take place to make the job or work area safer?
   3) Is there a better way to do the job? This requires determining the work goal and then analyzing various ways to reach the goal to see which way is safest.
   4) Are there work-saving tools and equipment available that can make the job safer?

   b. Physical Conditions

   1) Can the physical conditions that created the hazard be changed? Physical conditions may be tools, materials, and equipment that may not be right for the job. These conditions can be corrected by either engineering revisions, administrative revisions, or a combination of both.

   c. Change Job Procedures

   1) If hazards cannot be engineered out of the job, can the job procedure be changed? Be careful here because changes in job procedures to help eliminate the hazards must be carefully studied. If the job changes are too difficult, long, or uncomfortable, then the employee will take risks or shortcuts to avoid these procedures. Caution must be exercised when changing job procedures to avoid creating additional hazards.

   d. Personal Protective Equipment
1) Can personal protective equipment be used? The use of personal protective equipment should always be the last consideration in reducing the hazards of a job. Personal protective equipment usefulness depends entirely on the worker’s willingness to use it faithfully. It is always better to control the hazards of a job by administrative or engineering revisions. Personal protective equipment should only be considered as a temporary solution to protecting a worker from a hazard, or a supplemental protection to other solutions.

2) During the JSA process, safety problems are going to surface. Some of these problems will be easily solved with suggestions you have made to upper management. Administrative revisions are the easiest to make because there is little if any capital outlay. New, better or additional personal protective equipment normally takes minimum expenditures and can be instituted promptly. Work-saving tools and other equipment may take large expenditures, and might be phased in over time as tools or equipment are replaced. Engineering revisions may take time to design and install. Changes in physical conditions may have to be engineered.

2. To ensure identified hazards are addressed and mitigated, each mitigation action must be assigned to an individual performing the task.

3. To ensure corrective measures utilized do not create additional hazards, an analysis of each corrective action must take place to identify the potential for additional created hazards.

### 4.8 JSA EVALUATION

Evaluating the JSA after the job is completed should be simple, straightforward and short, and completed out by those performing the task. A simple format addressing the following concerns should be sufficient:

- Did everything match the original planned JSA? If there were differences were they substantial enough to warrant revising the JSA?
 Were the results as expected? Were risks anticipated and mitigated correctly?

 If not, what went wrong?

 What improvements can be made to the permanent JSA?

 If the JSA is to be revised, who will be responsible for the revision before the next time the job is done?

4.9 SUMMARY

1. There are many advantages in using Job Safety Analysis. JSA provides training to new employees on safety rules and how the rules are applied to their work. This training is provided before the new employees perform the job task(s).

2. With JSA, experienced employee can maintain safety awareness behavior and receive clear instructions for job changes or new jobs.

3. It is important to involve the workers in the Job Safety Analysis process. The workers are familiar with the jobs and can combine their experience to develop the JSA. This results in a more thorough analysis of the job. A complete Job Safety Analysis program is a continuing effort to analyze one hazardous job after another until all jobs with sequential steps have a written JSA. Once established, the JSA should be followed by all employees.

4. Job Safety Analysis is an accident prevention technique used in many successful safety programs. The JSA process is not difficult if it is taken with a common sense approach on a step-by-step basis.

5. JSAs should be reviewed often and updated with input from both supervisors and workers who do the job every day.

6. Job Safety Analysis takes a little extra effort, but the results are positive and helpful for everybody.
7. Each individual that is a part of the JSA team has the responsibility to use SWA if the job cannot be performed safely or if any member of the JSA team is not confident in their ability to get the work completed safely.

It’s not the written JSA that we value it’s the thought process that counts. If only we would ask ourselves prior to each task, “What are the hazards associated with this task”? And not perform the task until a safe practice can be devised.

**Company Suggested JSA Worksheet**

<table>
<thead>
<tr>
<th>SEQUENCE TO COMPLETE</th>
<th>POTENTIAL ACCIDENTS/HAZARDS</th>
<th>RECOMMENDED STEPS TO COMPLETE JOB</th>
</tr>
</thead>
<tbody>
<tr>
<td>JOB DESCRIPTION:</td>
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</tbody>
</table>

**TOOLS TO BE USED**

<table>
<thead>
<tr>
<th>PERSONNEL NEEDED TO COMPLETE THE JOB</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUPERVISOR NEEDED: HARD HAT</td>
</tr>
<tr>
<td>YES</td>
</tr>
<tr>
<td>NO</td>
</tr>
</tbody>
</table>

**PERSONAL PROTECTIVE EQUIPMENT REQUIRED**

| SPECIAL (PPE) CONSIDERATIONS: |
| STEEL TOE BOOTS                |
| WORK VESTS                     |
| FALL PROTECTION                |
| FACE SHIELD                    |
| HEARING PROTECTION             |

**SIGNATURES:**

JSA COMPLETED BY:

PRINT:

SIGN:

TITLE:

BOAT NAME:
1.0 Purpose:

To define guidelines for Stop Work Authority Procedures (SWA)

4.0 Scope:

The Corporations that use this System as Guidelines to Manage Safety

3.0 Responsibility:

All employees

4.0 Guidelines:

4.1 POLICY AND PROGRAM OVERVIEW

This program formally establishes the Stop Work Authority (SWA) of all the company employees to suspend individual tasks or group operations when the control of HSE risk is not clearly established or understood.

It is the policy of the company that:

- All employees and contractors have the authority and obligation to stop any task or operation where concerns or questions exist regarding the control of HSE risk,
- No work will resume until all stop work issues and concerns have been adequately addressed, and
- Any form of retribution or intimidation directed at any individual or company for exercising their authority as outlined in this program will not be tolerated.

As with any policy, accountability for non-compliance will follow established the company procedures.

4.2 ROLES AND RESPONSIBILITIES

Persons in the following roles have responsibilities in support of this program:
• All the company employees are responsible to initiate a “stop work” intervention when warranted, support the intervention of others and properly report all “stop work” actions.

• Line Supervisors are responsible to create a culture where SWA is exercised freely, honor request for ‘stop work’, to resolve issues before operations resume, recognize proactive participation and ensure that all “stop work” actions are properly reported with required follow-up report completed.

• Management must establish the clear expectation to exercise SWA, create a culture where SWA is exercised freely, resolve SWA conflicts when they arise and hold those accountable that choose not to comply with established SWA policies.

• HSE in support of operations is responsible for monitoring compliance with the requirements of this program, maintenance of associated documents, processes and training materials, identification of trends, sharing of learnings and publication of required scorecards.

4.3 INTERVENTION PROCEDURE

In general terms, the SWA process involves a stop, notify, correct and resume approach for the resolution of a perceived unsafe work action(s) or condition(s).

Much like behavior based safety processes, a workforce that clearly understands how to initiate, receive and respond to a “stop work” intervention is more likely to participate. Though obvious to some, the following procedures create an environment where people know how to act and respond. Though situations may differ, the following steps should be the framework for all stop work interventions.

4.4 SWA PROCEDURES

STEP:

1. When a person identifies a perceived unsafe condition, act, error, omission, or lack of understanding that could result in an undesirable event, a “stop work intervention shall be immediately initiated with the person(s) potentially at risk.

2. If the supervisor is readily available and the affected person(s) are not in immediate risk, the “stop work action” should be coordinated through the
supervisor. If the supervisor is not readily available or the affected person(s) are in immediate risk, the “stop work” intervention should be initiated directly with those at risk.

3. “Stop work” interventions should be initiated in a positive manner by briefly introducing yourself and starting a conversation with the phrase “I am using my stop work authority because…” Using this phrase will clarify the users intent and set expectations as detailed in this procedure.

4. Notify all affected personnel and supervision of the stop work issue. If necessary, stop associated work activities, remove person(s) from the area, stabilize the situation and make the area as safe as possible.

5. All parties shall discuss and gain agreement on the stop work issue.

6. If determined and agreed that the task or operation is OK to proceed as is (i.e., the stop work initiator was unaware of certain facts or procedures) the affected persons should thank the initiator for their concern and proceed with the work.

7. If determined and agreed that the stop work issue is valid, then every attempt should be made to resolve the issue to all affected person’s satisfaction prior to the commencement of work.

8. If the stop work issue cannot be resolved immediately, work shall be suspended until proper resolution is achieved. When opinions differ regarding the validity of the stop work issue or adequacy of the resolution actions, the location’s “person in charge” shall make the final determination. Details regarding differences of opinions and resolution actions should be included in the documented report.

9. Positive feedback should be given to all affected employees regarding resolution of the stop work issue. Under no circumstances should retribution be directed at any person(s) who exercise in good faith their stop work authority as detailed in this program.

10. All stop work interventions and associated detail shall be documented and reported as detailed in this program.

4.5 REPORTING
All “stop work” interventions exercised under the authority of this program shall be documented for lessons learned and corrective measures to be put in place utilizing existing reporting protocols (i.e. near miss or BBS report forms). The near miss report should contain the words “STOP WORK” at the beginning of the incident description in order to differentiate if from traditional near miss reports.

“STOP WORK” reports shall be reviewed by line supervision in order to:

- Measure participation
- Determine quality of interventions and follow-up
- Trend common issues and identify opportunities for improvement
- Facilitate sharing of learnings
- Feed recognition programs

The HSE department will regularly publish incident details regarding the number of “stop work” actions reported by location as well as details regarding common trends and learnings.

4.6 FOLLOW-UP

It is the desired outcome of any ‘stop work’ intervention that the identified safety concerns be addressed to the satisfaction of all involved persons prior to the resumption of work. Although most issues can be adequately resolved in a timely fashion at the job site, occasionally additional investigation and corrective actions may be required to identify and address root causes.

“Stop Work” interventions that require additional investigation or follow-up will be handled utilizing existing procedures for incident investigation and follow-up.

4.7 RECOGNITION

In order to build and reinforce a culture in which SWA is conducted properly, line supervisors are encouraged to positively recognize employee participation in the program.

At a minimum, each line supervisor should informally recognize individuals when they exercise their authority to “stop work” or demonstrate constructive participation in our “stop work” intervention program. This informal recognition need be no more than an
expression of appreciation for a job well done. Additionally, formal recognition of selected examples of “stop work” interventions and those responsible should be made during regularly scheduled safety meetings.

The HSE department will regularly publish selected “stop work” actions that occur throughout the company, recognizing those responsible for the SWA program and contribution to HSE continuous improvement.

4.8 TRAINING

Training regarding this SWA Policy and Program will be conducted as part of all new employee orientation prior to their initial assignment. Additionally, a review of the SWA Policy shall be completed as part of all field location JSA safety briefings and regularly in safety meetings.

Documentation of training will include the employee’s name, the date(s) of training and the subject.
1.0 **Purpose:**

To describe the purpose and Scope of the Vessel Security Plan

2.0 **Scope:**

All Vessels that have an USCG Approved Vessel Security Plan

3.0 **Responsibility:**

Vessel Master and Vessel Crew

4.0 **Guidelines:**

This Vessel Security Plan (VSP) has been developed for this vessel whose owner/operator is a member of the Offshore Marine services Association (OMSA). Vessel and company-specific information is provided in Appendix A.

The VSP is intended to ensure that there are measures on board the vessel that are designed to protect persons, the environment, the cargo and the vessel itself from the risks of a security incident.

The VSP has been prepared in accordance with:

- Chapter XI-2 of Safety of Life at Sea (SOLAS) and the International Ship and port Facility (ISPS) Code Part A and B; and
- U.S. Coast Guard Regulations, 33 CFR Part 104.

The Company has established this VSP to assist the Company Security Officer (CSO), the Master, the Vessel Security Officer (VSO) and the crew to ensure the safety and security of the vessel, cargo and crew.

The purpose of the VSP is to provide guidelines and procedures to prevent the following:

- Unauthorized access to the vessel and restricted areas on board;
- Introduction of unauthorized weapons or other dangerous devices on board;
- Introduction of illegal drugs or other contraband on board;
- Pilferage of cargo while in the care, custody and control of the vessel
The Master is ultimately responsible for the safety and security of the vessel. The Master has the overriding authority and responsibility to make decisions with respect of the security of the vessel and to request assistance from the Company and national or local authorities. This authority is further explained in Section 1.2 of this VSP.
5.0 Purpose:

To describe the responsibilities and duties involved within this Safety Management System.

6.0 Scope:

All Corporations that use this System as Guidelines to Manage Safety

7.0 Responsibility:

All employees

8.0 Guidelines:

To outline the responsibilities and authorities for those company personnel responsible for safety and environmental prevention and protection on a vessel.

8.1 The responsibilities of all company employees, vendors and subcontractors, and their obligations for safety, accident prevention and pollution prevention are identified and outlined below. All employees, vendors and subcontractors will be accountable for safe and environmentally sound operations that are under control of the company.

All vessel Masters and other officers are to understand and uphold the companies safety principles and standards. These principals and standards are to be complemented by sound judgment and good faith decisions based on their experience whenever a situation may dictate.

- All vessel crews are responsible for knowing and understanding the policies, procedures and safe work standards prescribed in this safety management system.

- Employees are personally responsible for their own safety in every situation. Situational awareness and the safety of those around them is also a primary responsibility of all employees.

- Any and all unsafe working conditions are to be reported to the vessel Master immediately, should this become unpractical shore side management must be notified immediately.
The vessel Master and other vessel officers will make sure to notify and train any new employees of the safe work practices contained in this manual.

Every employee will know and understand their duties and responsibilities as described in this manual and on the vessels station bill.

8.2 Specific Responsibilities and Accountability

All employees are responsible and accountable to know, maintain, support and practice the company safety policies, procedures and guidelines. All employees are to ensure that these are successfully communicated and be firm with respect to the standards these policies and procedures mandate, all employees that are in a supervisory position have the responsibility to act under the scope of their authority.

All Employees that are to work on a vessel over 100 gt. are responsible and accountable for keeping the Merchant Mariners license (Z-Card) and any other endorsements, documents, cards and licenses current and in their possession at all times while on duty. It is the duty of all employees to communicate any change in status of all documents needed to fulfill all regulatory requirements for the positions they hold to the corporate office.

(All employees will have STCW 95 training before the mandatory compliance date, no personnel will be dispatched to a vessel over 200 gt. after that date without the proper STCW endorsement)

All personnel have the responsibility and the obligation:

- To understand that accidents can happen to anyone and anytime.
- To understand that all accidents can be avoided.
- To be personally accountable for avoiding all accidents and injuries.
- To always use good judgment and common sense during all work that is performed.
- To know, understand, and comply with all prescribed relevant rules, regulations, policies and procedures.
• To report any unsafe work conditions, work practices, or hazardous conditions to the vessel Master or shore side supervisor.

• To participate in Pre-Task, Job Safety Analysis before undertaking any work that requires safety awareness.

• To encourage and promote Safety and Environmental Management to all employees.

• To act and work in an environmentally friendly manner at all times, promoting the safety and environmental policy of the company.

• To keep a positive attitude and to take pride in the work that is completed aboard the vessel.

• To make sure that everyone is aware of any situation that represents a hazardous condition and continues to improve his or her knowledge of all vessel operations.

• Promote teamwork through planning while serving our customers with the best possible service we can provide safely.

8.3 **Subcontractor and Vendors Responsibility and Accountability.**

All subcontractors and vendors of the company are expected to comply with the safety and environmental policies while engaged in work on or near company property. It is the duty of all vessel officers to inform any subcontractor or vendor when the company's safety and environmental standards are not complied with. Furthermore it is the duty of all vessel officers to inform the corporate office when the company's standards are not met.

When customer or Company appointed contractors are placed onboard the vessel for a voyage, the master will complete an onboard orientation. The orientation will clearly define the roles and responsibility of the contractor and they will be agreed upon and defined before departure. In no way will the contactor roles and responsibility conflict with the masters overriding authority.

Contractor’s standard operating procedures will be fully aligned with the Companies SMS. In cases when the operating procedures do not align, the standard that is deemed by the master to provide the safest operation will be utilized.
### 4.4 Duties and responsibilities

#### Master

The vessel Master shall have the overriding authority and responsibility for all areas concerning the vessel and the supervision of vessel operations. There is always one Master assigned to a vessel at any given time. The Master will act as the Safety Officer onboard the vessel. The Master’s responsibilities and authorities are described in Section 5.0 of this manual.

#### 4.5. Mate

The Mate is responsible to the Master of the vessel for the supervision of the Deck Department and for deck watches. In this function the Mate has substantial authority and responsibilities to vigilantly direct the deck crew. It is the Mate’s duty to carry out any legal orders that the Master has specified and will accurately observe the Masters standing orders. The Mate will ensure that all instructions to the crew are understood and verify that all instructions or orders are carried out.

**Authority:**

The Mate has whatever authority the Master delegates to him. The Mate is expected to evaluate and manage the deck crew; sound judgment must be used when assigning crew members to job assignments or transferring employees to other job assignments. Should the Master for any reason become incapacitated the Mate shall immediately notify shore-based operations for instructions in taking command of the vessel.

**Responsibility:**

The duties and responsibilities of the Mate or (Masters designate on jack-up vessels where crew may be limited) will include but are not limited to:

- Monitoring the work performance of all work on the vessel in accord with all relevant rules, regulations, policies, procedures and work practices that are deemed as safe.
• Monitoring the use of the proper (PPE) Personal Protective Equipment and to ensure that proper Pre-Task Planning has been performed before the work mentioned above is started.

• Making sure that he is familiar with all details of emergency plans, stations, and arranged procedures. These details are to be instructed to all crewmembers as needed.

• Assisting the vessel Master in keeping order and assisting in keeping crew moral, this may include shipboard discipline and counseling.

• Assigning and transferring crewmembers to job assignments.

• Making sure that the vessel is loaded in accordance with the vessels stability letter, securing deck cargo. Any serious stability issues are to be brought to the Master's attention immediately.

• Supervise the vessel housekeeping including all accommodation spaces and galley.

• Supervise the lowering and weighing of the ships anchor.

• Assisting in the organizing of watch schedules and routines.

• Standing bridge watch as instructed by the Master as the Officer of the Watch (OW).

• Maintaining proper navigational charts and bridge equipment.

• Monitoring of the Voyage Plan and positional fixes during vessels voyages.

• Supervising emergency drills, coordinating crew and persons other than the crew at muster points as per pre arranged instructions.

• Supervising persons other than the crew should an emergency occur onboard.

• Assist the Master in the training all crewmembers in Safety Management, Streamlined Inspection and any other vessel based training that may be needed.
4.6. **Chief Engineer**

The Chief Engineer is responsible for the supervision of the Engine Department, machinery spaces, and for engine room and machinery watches. In his capacity this includes the authority to assign and direct crewmembers, he holds a significant role in recommending discharge or suspension of employees. It is the Chief Engineers duty to carry out any legal orders that the Master has specified and will accurately observe the Masters standing orders. The Chief Engineers secondary responsibility to the company is the safe and pollution free operation and maintenance of all ships equipment.

**Authority:**

The Chief Engineer has delegated authority from the Master of the crewmembers that are assigned to work for him in the Engine Room Department. He also has authority to stop any operations that may impact the vessel and the company environmentally. The Chief Engineer has authority over all aspects of machinery onboard the vessel.

The Chief Engineer as the licensed officer is obligated to inform the Master when any operation of the ships machinery will put the company’s equipment or personnel at risk. He again must rectify any employee complaints and evaluate those crewmembers assigned to him when asked. He is not authorized to refuse orders by the Master once the Master has been notified and adequately informed of the risks in a given situation.

**Responsibilities**

The responsibilities and duties of the Chief Engineer will include, but are never limited to:

- Performing these duties in a professional seamanlike manner while practicing and promoting high safety and environmental standards.
and power generating systems, repairs, maintenance, and the status of the consumables that may affect vessel’s stability.

- Going through the Engineers Hand Over File to make sure that any and all correspondence, records, logs and record books are kept up to date before taking control as the oncoming Chief Engineer. This in all cases may not be practical due to the crew change arrangements, in that case the C/E will review the above and report any deficiencies to shore base management.

- Monitoring all work on the vessels machinery in accord with all relevant rules, regulations, policies, procedures and work practices that are deemed as safe.

- Monitoring the use of the proper (PPE) Personal Protective Equipment and to ensure that proper Pre-Task Planning has been performed before the work mentioned above is started.

- Assisting the vessel Master in keeping order and assisting in keeping crew moral, this may include shipboard discipline and counseling.

- Making sure that he is familiar with all details of emergency plans, stations, and arranged procedures. These details are to be instructed and taught to all crewmembers as needed to ensure they understand.

- Keeping the vessel trim and stable in accordance with the vessels trim and stability letter. The loading and discharge of all consumable fluids and ballast. All bulk products, liquid mud and drilling fluids.

- Assisting the Master in keeping good customer relations while maintaining operations in accordance with all relevant rule, regulations and guidelines that may apply to any engineering operations.

- Keeping inventory, ordering, receiving and stowing any engine room stores and tools.

- Conducting corrective and preventive maintenance, thru scheduled inspections of all engine room and machinery spaces.

- Working with any Subcontractors or mechanics that may come to the vessel to make temporary or permanent repairs. Keeping track of any hours that outside mechanics may accrue while onboard. Making sure that invoice
tickets reflect the actual hours that were worked before signing or recommending the Master sign.

- Keeping all necessary logs, records and activities of inspection maintenance that has been performed aboard the vessel.
- Making sure that a declaration of inspection is completed before any oil, oil based product, or hazardous materials are delivered to or shipped off the vessel.
- Preventing access to all unauthorized machinery spaces.
- Maintaining correct records of fuel and lubes through soundings and fuel tickets.
- Assist the Master in the training all crewmembers in Safety Management, Streamlined Inspection and any other vessel based training that may be needed.
- Making sure that any hot work that is performed, is as planned in advance with a Hot Work Permit, and to post a properly qualified fire watch.
- Performing these duties in a professional seamanlike manner while practicing and promoting high safety and environmental standards possible.

**Assistant Engineer / Oiler**

It is the Assistant Engineer’s duty to carry out any legal order given by the Master and the Chief Engineer, to observe all standing orders and assist the Chief Engineer when asked or needed.

**Authority**

The Assistant Engineer / Oiler will have whatever authority the Chief Engineer may delegate to him.

**Responsibility**

The duties and responsibility of the Assistant Engineer will include but are never limited to:
• Assist the Chief Engineer in transferring of liquid and bulk cargo, drilling fluids, consumable fluids, and ballast only as directed by the Chief Engineer.

• Assist the Chief Engineer/Oiler routine maintenance to the vessel. To maintain and care for the vessel’s machinery and machinery spaces as directed by the Chief Engineer. Stand watch making regular vessel rounds as set by the Chief Engineer to monitor the operation and condition of the vessel.

• To perform all work safely with the proper safety equipment and proper protective equipment where appropriate.

• To be prepared to act in case of emergency according to the duties delegated depending on the situation.

• Reporting to the Master any hazardous conditions that may affect the vessel’s stability or seaworthiness.

• Performing these duties in a professional seamanlike manner while practicing and promoting high safety and environmental standards.

### 4.7 Deck Ratings

All seaman ratings are responsible to the Mate to carry out any work on the vessel they are assigned and to carry out any lawful order of the Master. The duties of Deck Ratings will include but are never limited to:

• Standing bridge watch or stand as lookout.

• Assist in vessel maintenance such as, chipping, painting, cleaning, sanitary, and general upkeep of the vessel.

• As an employee of the company, all employees have the responsibility to keep the moral of the crew positive.

• Performing these duties in a professional seamanlike manner while practicing and promoting high safety and environmental standards.

• Assist in mooring the vessel, anchoring, setting the gangway.
4.8 Cook

The cook is responsible to the Master. The duties of the cook when one is assigned will include but never be limited to:

- The preparation and display of cooked meals that fulfill the approved menus of the Master.
- To maintain the maximum level of standards in cleanliness during all galley operations and personal hygiene.
- Maintaining and cost controlling the galley inventory in consultation with the Master.
- For good house keeping in all galley and mess areas.
- Managing and maintaining the safe operation of the galley and all galley appliances.
- Assist as needed during any shipboard emergency as necessary.
- Should the cook assigned to the vessel be contracted to the company, they will fall under these guidelines, and understand the companies Safety and Environmental Policy.

4.9 Officer of the Watch

Where crew size permits, it is the policy of the company to have an Officer on Watch, (OW) onboard each vessel 24 hours a day. The Master will ensure that a watch schedule is maintained so that a deck officer is on watch with at least one other crewmember to watch the engine room. This watch standard is the minimum that will be kept at all times.

Before relieving the officer on watch (OW) currently, the (OW) will check and ensure the following are in order. The duties of the licensed deck officer are listed below, but are never limited to:

- Making sure all watch personnel including engineering staff are properly informed, alert and know what will be required of them.
Ensure all Safety and Pollution Prevention requirements are being met throughout operations are ongoing or will transpire. All safety equipment, day shapes, regulatory requirements (Colregs, Marpol, port state regulations) are met.

All mooring lines, fenders, gangways deck lighting, radio watch, fire watch are in place and adequate when required.

Know the status of all contractor operations that are being performed on the vessel, loading or offloading cargo, rigging, or working on deck. This includes repairs that may be ongoing by contractors onboard.

All vessels when at anchor will have a means of checking position to ensure the swing of a vessel at anchor has not changed. Have a radar operational and radio watch in place to warn or communicate with approaching traffic and to keep in contact with the customer.

The changes in tide and water depth should be taken into account at all times when mooring at or near any dock or platform.
1.0 Purpose:

To describe the responsibilities of those personnel onshore who manage and direct safety and environmental protection, with reporting guidelines.

2.0 Scope:

All Corporations that use this System as Guidelines to Manage Safety.

3.0 Responsibility:

All employees.

4.0 Guidelines

Detailed in this section are the reporting guidelines with responsibilities and authorities for those who manage, perform, and verify work relating to and affecting safety and pollution prevention.
4.1 Responsible Operator

LABORDE MARINE, L.L.C.

Laborde Marine, L.L.C. Owns, operates or manages vessels for the corporation of Laborde Marine, L.L.C. or other owners as stated on the Certificate of Documentation or on the Certificate of Inspection. Original documents are onboard each vessel and copies are on file with the document controller. The operations manager is responsible to ensure all relevant vessel documents are kept current and current copies are on file in the shore base office for reference.

4.2 Safety and Environmental Responsibilities

The Company has defined and documented the responsibilities of each person who manage, perform, and verify work relating to and affecting safety and pollution prevention onboard the vessel in section 3.0 of this manual. The Master's special responsibilities with respect to this Safety Management System are found in section 5.0 of this manual.

In meeting the requirements of the ISM Code, Management has defined the responsibilities and authorities of those ashore below:

Vice President

The Vice President is responsible for the overall effectiveness of this Safety Management System. The Vice President will approve all revisions, additions or changes to this Safety Management System before forwarding to the Managing Partner for approval. He directs the Management Review Committee, and will be the first contact point for the Designated Person in all matters that pertain to the system. The Vice President is responsible to the Managing Partner of Laborde Marine, L.L.C.
# SAFETY MANAGEMENT SYSTEM

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## Operations Manager / Port Captain(s)

The Operations Manager / Port Captain(s) are responsible for the vessels day-to-day compliance with this Safety Management System, Streamlined Inspection Program and all regulatory and statutory requirements. They are responsible for ensuring that each vessel is supplied with all necessary safety and pollution prevention materials, necessary resources and technical resources required by the vessel. The Operations Manager / Port Captain also will act as the Streamlined Inspection representative responsible for monitoring and training the Streamlined Inspection program, overseeing the reporting and repair process and acting as the link between the vessels and the United States Coast Guard. The Operations Manager and Port Captains are accountable to the Vice President and serve on the Management Review Committee.

## Safety Manager / Designated Person

The Designated Person is responsible for the implementation, administration monitoring and training of the Safety Management System. The Designated Person is responsible for conducting internal audits and coordinating external audits. The Designated Person will act, as a link between the vessel and the highest level of management in the corporation, is accountable to senior management and will serve on the Management Review Committee.

## Personnel Manager

The Personnel Manager is responsible to ensure all employees that are dispatched to any vessel are properly licensed for the position they will serve. Arrange for all crew changes and transportation. The Personnel Manager will keep all personnel records, will be accountable to the Operations Manager and serve on the Management Review Committee.

## Document Controller

The Document Controller is responsible for maintaining all documents, records manuals, files that may pertain to the Safety Management System. The Document Controller will oversee all changes, revisions, and additions to ensure proper approval and issuance. The Document Controller among other duties will maintain the distribution of all manuals to ensure all obsolete documents; materials and records are destroyed or marked as obsolete, and maintain the document controllers handbook. The Designated Person will fulfill the
responsibility of the document controller should one not be appointed by company management.

Vessel Personnel

All vessel personnel's responsibilities are outlined in section 3.0 of this Manual and are responsible to maintain an adequate knowledge of this Safety Management System. The Master's responsibility's and authorities are located throughout this manual, specifically outlined in section 5.0 of this manual. All vessel Masters are responsible to maintain safe and efficient operations and be fully conversant with the companies Safety Management System.
1.0 Purpose:

To describe the duties, responsibilities and authorities of the Designated Person

2.0 Scope:

All Corporations that use this System as Guidelines to Manage Safety

3.0 Responsibility:

The Designated Person of this Safety Management System

4.0 Guidelines:

Company management has appointed, in compliance with the ISM Code requirements, Designated Person(s) to act as the direct link between the Company’s vessels and the highest level of management in the Company. The Designated Person is appointed and reports directly to the Corporation’s Managing Partner or President.

4.1 The Designated Person has the following responsibilities and the authority to carry out those responsibilities in regards to this Safety Management System.

- Administration, implementation, training and general monitoring of the vessels Safety Management System.
- Coordinate all internal and external audits and overseeing the corrective action process.
- Act as a final check in the system to ensure that adequate resources and shore-based support are supplied to the vessels.
- The Designated Person as administrator will be available and able to answer any questions about the Safety Management System.
- The Designated Person serves on the Management Committee
1.0 PURPOSE:

To describe the responsibilities and authority of the vessel Master

2.0 SCOPE:

All Corporations that use this System as Guidelines to Manage Safety

3.0 RESPONSIBILITY:

All Masters and Operations Management

4.0 GUIDELINES:

The company assigns command of the vessel to only one designated Master. There can only be one Master assigned to a vessel at any given time. The Master will act as the Safety Officer for all safety and environmental concerns. When in command of the vessel, the Master is responsible for but not limited to:

- Reporting to shore based management as per the organizational chart in this manual for the safe operation, pollution prevention, and safe navigation along with managing and maintaining the vessel.

- For the safety and well being of the entire vessel crew along with any other personnel that may be aboard the vessel at all times.

- For the safety of all equipment, cargo and for the stability of the vessel.

- For knowing the contents of this manual and ensuring that all members of the crew know and adhere to policies set forth in this manual.
• The Master at all times while in command has the **Overriding Authority and Responsibility** to make sound decisions with respect to all safety and pollution issues. While carrying out these duties, each vessel Master will be governed by all applicable rules, regulations, guidelines and laws.

### 4.1 Master's Authority

Each Master has the ultimate authority above and the responsibility for all officers and crew of the vessel. The Master will set a high standard of personal, professional conduct to provide leadership onboard the vessel; again only one person is assigned to exercise the authority of the vessel Master by the company.

### 4.2 Master's Responsibility

The duties and responsibilities of the Master include but are never limited to:

- The supervision of all phases of the vessels operations, safe and economical navigation of the vessel, and administration of this safety management system.

- Reviewing the Safety Management System and reporting all deficiencies to shore-based management.

- Acting on behalf of the company as the vessels safety officer, implementing and maintaining the safety and environmental policies. Make certain that all work is performed in unity with the safe work practices, policies and procedures.

- Issuing all orders in a manner that simply and clearly states those lawful orders.
• Issuing and posting Standing Orders and Night Orders that are clearly understood and implemented to all crew members.

• Verification and cross checking of voyage plan and chart corrections.

• Maintaining good crew moral and customer relations.

• Maintaining custody of all required original ships documentation, certificates, records and files. This is to include the logging and reporting of all significant information in the ships rough log and the company logs.

• Making sure that all life saving and fire fighting equipment are in good working order and inspected at required intervals and to keep records of those inspections.

• Controlling and supervising the delivery and transfer of any customer related cargos, tools, fuel and fluids. This includes all company owned property and supplies.

• Controlling and managing cost of the accommodations and meal preparation, should any third party that may be using the vessel for berthing or construction projects.

• For administering and ensuring meals and berthing are signed for by the appropriate third party with authority for billing purposes.

• Controlling and supervising the loading and discharge of all cargo so as not to ever place the vessel’s stability or crew in danger.

• Maintaining the readiness of the entire crew to ensure all personnel are trained and prepared should an emergency situation arise.
4.3 Implementation Responsibility’s

The vessel Master in all cases is responsible to implement the company Safety and Environmental Policy onboard each vessel. This will include that all personnel onboard have an adequate understanding and have read any relevant procedures that may pertain. This also includes the posting of the Safety and Environmental policy throughout each vessel.

4.4 Safety Management Compliance

The Master in all cases is responsible to make sure the crew and any other personnel onboard are in compliance with this Safety Management System. Verification of compliance and the records of any Training or Meetings will be kept on the Weekly Safety and Environmental meeting form, in the Master logs.

4.5 Motivation

The Master in all cases is responsible for motivating the crews in compliance with the Safety and Environmental Policies. The Master may use the Weekly Safety and Environmental meeting to provide guidance and training. The Master by setting a positive professional example, with continuous training will ensure that this is accomplished.

4.6 Safety Management System Master’s Management Review

Each Master is responsible to review the Safety Management System periodically to ensure that the system is functioning as designed. At least annually the Master is asked by the company to formally review the system with the Masters Management Review form found in the next section of this manual. The Master will take the necessary time to review the system and turn in the annual report in a timely manner. This report will facilitate shore-based management to make any necessary changes that may be needed to the safety management system.
4.7 Shore Base Support

Should any Master be put in a predicament that may conflict with safe vessel operations, the Master should at all times remember that they are ultimately responsible for the safe navigation, stability, and operation of the vessel. Especially when customer pressures dictate that the Master should undertake an activity that may be hazardous to the vessel and crew. Although customer service is always essential to the company and important, compliance with the law and safe, pollution free operations is more important. Should the Master find that a situation with a customer conflicts with good judgment or is unlawful they should first try explaining or reasoning with the companies representative. Often such situations can be resolved by letting time pass for conditions to change, or by considering alternative methods to complete the task. Should this not rectify the situation the Master should in all cases refuse or protest the hazardous activity. All details of this protest will be written in the vessel’s logbook and notify shore base operations management immediately.

- It is the policy of the company that the Master will never be punished, reprimanded, or disciplined for the good faith refusal to undertake any activity that is unlawful and/or in the Master’s opinion hazardous to life or to company property.

- If a situation should arise where a customer insists that the Master should undertake a unlawful or unsafe activity, the Master is to contact shore base management immediately to convey the issue so they can in turn contact the customers representative to discuss the matter. This should usually result in the conflict being resolved or modified.

- The company will continually support the Master’s good faith decisions to refuse unlawful or hazardous situations or for following the procedures in this manual.
UNDER NO CIRCUMSTANCES WILL THE MASTER FEEL COMPELED TO PUT LIVES OR THE ENVIRONMENT IN DANGER TO SATISFY ANY VESSEL OPERATIONAL SITUATION.
1.0 Purpose:
To describe the process that each Master will review the Safety Management System onboard

2.0 Scope:
The Corporations that use this System as Guidelines to Manage Safety

3.0 Responsibility:
Vessel Manager/Vessel Master/Designated Person

4.0 Guidelines:
The Master’s Review is performed aboard each vessel that uses this Safety Management System at least once each year. This Review is scheduled by the Designated Person and will be completed by the Master on duty at the time the scheduled review. This review will be turned into the Designated Person, which will bring any deficiencies to the attention of Corporate Management for corrective action assessment. Corporate Management will make the concerted effort to review all deficiencies in an attempt to assign corrective action where deemed necessary in regard to Safety and Environmental Protection.

- The subject of an in depth review of one section of the Safety Management System will be assigned by the Designated Person for each review.

- The Master will use the following form as a guide for performing the annual review. This form contains complete instructions for performing the Master’s review of the Safety Management System, should any additional instructions be necessary they will appear on the cover letter. (Acknowledgment Form)

- The Operations Manager/Designated Person may oversee the Master’s Management Review to ensure that it is performed as scheduled.

- Corrective actions will be assigned to target any areas of concern after the review is completed and turned into the Designated Person.

- When all reviews are complete the Designated Person will make a report on the results to the Company Management Review Committee. The Review will be returned to each vessel to be kept on file for a period of three years.
The Company will keep a copy of each annual review on file. This file will contain all Master’s Management Review reports and related documentation for the previous three years. The original copy will be returned to the vessel for record keeping and corrective actions.

The Company will maintain these files of all completed reports for the previous three years and they will then be archived in the manner preferred by area management.

Management Review

1.) The Master is to review the Vessel file of Weekly Safety Meeting Reports and check off the following items.

- The vessel has a complete file of weekly Safety Meeting Reports onboard, signed by all crew attending. (52 weeks)
- All required Safety Meetings have been held weekly.
- The topics used were important to vessel operations and concerns.
- Monthly Lessons Learned were reviewed with crew members.
- Have Job Safety Analysis been completed for all major operations.
The purpose of this Master’s Review of the Weekly Safety Meeting Reports is to make sure that all important topics have been covered that relate to the jobs or tasks the vessel and personnel performs. That JSA’s have been completed for all routine and hazardous operations. To ensure the Weekly Safety and Environmental Meeting is serving its purpose as part of the Safety and Accident Prevention Program and Training Record. The Master should describe any support and any changes that need to be made to this part of the Safety Management System in the written portion of (Section 2)

2.) The Master is to review Pollution Prevention Section and check off the following items.

- [ ] Y N Can JSA’s be reviewed before beginning an operation?
- [ ] Y N Are Job Safety Analysis completed for normal routine tasks?
- [ ] Y N Was Pollution Prevention reviewed weekly as part of each meeting to address various pollution aspects?
- [ ] Y N Are the fuel transfer procedures followed before any transfer?
- [ ] Y N Are the oily waste handling procedures used before any transfer?
- [ ] Y N Are waste management procedures followed as per Marpol?
- [ ] Y N Is planning part of any transfer before any transfer starts?
- [ ] Y N Has this vessel had any pollution incidents of any type, spills, hazardous materials, or improper waste management incidents, in the previous year?

The purpose of the Masters review of the Pollution Prevention Planning reports is to make sure that all needed topics are covered in the weekly meetings and that pollution prevention planning has been completed for all vessel operations that have the potential for an adverse effect on the environment. Each vessel’s Pollution Prevention Planning and the effectiveness of all contingency plans should be reviewed for effectiveness. The Master should include an opinion on the effectiveness of the pollution prevention and describe any changes that may need to be made in the written portion of (Section 2)

3.) The Master is to Review the file of Accident/Near Miss/Injury Reports and check off the following items.
Y  N  Does the Vessel have a complete easily accessible file of Accident/Near Miss and Injury reports?

Y  N  Have these reports generated Job Safety Analysis and Safety Meeting in all appropriate cases?

Y  N  Was each accident report was sent to the Safety Department onshore.

Y  N  Were all Accidents/Injuries/Pollution incidences reported?

The Master of each vessel should review the Accident, Injury and Near Miss file to determine the success of the Vessel Safety program. Each Accident, Injury or Near Miss Report should generate, at a very minimum, some type of on board corrective actions to prevent recurrence. Should your vessel have a reoccurring problem, note also in the appropriate section (2). Please reference those Corrective Actions that have been put into place to prevent reoccurrence in the written portion of (Section 2.)

4.) The Master is to Review any U.S.C.G/ABS Inspection, Survey or Port State Boarding findings to make sure there are no outstanding items that need correction.

Y  N  Does the vessel have any outstanding 835’s or SIP work lists?

Y  N  Does the vessel have any outstanding ABS survey findings?

Y  N  Does the vessel have any outstanding Corrective Action Requests?

If the answer to any of the above is yes, the Master should include in (Section 2) the planned closure of these items. If additional materials or technical support may be required to close any action item then the Master should state so in this report and give the details of those items required in (Section 2.)

5.) The Master is to Review all audit reports to ensure that all Nonconformities and Observations have been addressed and corrected.

The Master of each vessel should review the audit findings from any audit either internal or external. The Master should describe corrective action plans for closing
any outstanding items. Conditions that will prevent the recurrence of any audit deficiencies should also be described. Any needed technical expertise or logistical support that may be required should be requested below in the written portion of (Section 2)

6.) The Master is to review any Corrective Actions required by the vessel or any Corrective Actions that have been assigned.

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<tbody>
<tr>
<td>Y</td>
<td>N</td>
<td>Has the vessel requested any Corrective Actions?</td>
</tr>
<tr>
<td>Y</td>
<td>N</td>
<td>Has the response to Corrective Action requests been timely and sufficient?</td>
</tr>
<tr>
<td>Y</td>
<td>N</td>
<td>Are all assigned Corrective Actions complete and deemed effective?</td>
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</table>

The Master of the vessel should describe any outstanding requests for Corrective Action; how long they have been outstanding; and what progress if any has been made toward their implementation. The Master should further describe any improvement in Corrective Action procedures that the Master considers necessary to improve the effectiveness of this Safety Management System. (Section 2)

The Master is to review the section of the system in detail that has been assigned to the vessel below.

The element of the system to be reviewed and the details of that element assigned by the Designated Person. (Section 2)

(To be assigned annually)

The Master shall report on the functioning of the system aboard the vessel, with a particular emphasis on reports of nonconformity, any unfulfilled material needs, corrective action requests, and other matters that the Master considers important to Accident or Pollution Prevention. Please take the required time to complete this review to completely assess the Safety Management System onboard your vessel. (Section 2)
Corrective Actions Required or Suggestions for Improvement

Overall effectiveness

2.) Pollution Prevention / Spill Contingency/ Transfer Procedures
Corrective Actions Required or Suggestions for Improvement

Overall effectiveness

3.) Review of all Accident/Injury/Near Miss reports:
List Dates and Occurrence (Accident, Injury, Near Miss)
<table>
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<tr>
<td>Overall effectiveness</td>
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<tr>
<td>4.) Review all U.S.C.G. Inspections/ABS Surveys/Boarding</td>
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Corrective Actions Required or Suggestions for Improvement

Overall effectiveness

5.) Review all Internal and External Audit findings and observations
Corrective Actions Required or Suggestions for Improvement

Overall effectiveness

6.) Have all assigned Corrective Actions been completed and effective?
7.) Review the element of the system assigned above.

Overall effectiveness
1.0 Purpose:
To describe the policies and methods that the Company uses to provide its vessels with necessary resources

2.0 Scope:
The Corporations that use this System as Guidelines to Manage Safety

3.0 Responsibility:
Shore Based Management

4.0 Guidelines:
The identification of training requirements is a vital part of any Safety Management System. The Operations Manager of the company assumes the responsibility for identifying and providing the required training. The identification of training is accomplished in the following procedure.

4.1 Regulatory Requirements
The office through corporate memos and industry communications will stay abreast of any regulatory training requirements. This information is distributed to the vessels in the form of procedures or developed shore side programs to support any such requirement. The company has established and will provide training to meet the industry and regulatory standards as needed.

4.2 Customer Requirements
The Company is in constant contact with its customers and receives requests or instructions relative to customer contract requirements. Some of these requirements necessitate training opportunities or suggestions from the customers. Following the company’s approval, such training is provided by the customer or by the company.
4.3 Internal Requirements

The Company will identify training requirements through analyzing accidents and their known causes, reporting near accidents and identifying hazards through the safety program with the Weekly Safety and Environmental meetings aboard each vessel. The result of these efforts is a Vessel Based Training process where all sections of the Safety Management System are trained and reviewed by the crew with signatures weekly as training is provided. The following SOP Manual sections should be trained on each month.
## ONBOARD SOP MANUAL TRAINING SCHEDULE

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Prepared By: Safety

Approved By: MRC

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The Company will continue to develop training programs as corrective action for known nonconformities. The reporting and corrective action process will be instrumental in the development of these training requirements.

4.4 Shore Based Personnel

It is the policy of the Company that qualified personnel; either trained or experienced, man each shore base. They provide the required material and technical assistance to support each vessel. Their qualifications shall include an adequate understanding of the relevant rules and regulations, codes and guidelines that support this Safety Management System. The corporate office will set any additional requirements.

4.5 Resources

It is the policy of the Company to provide the necessary resources to operate the vessels managed in a manner consistent with the Safety and Environmental Protection Policies and any other stated objectives of this Safety Management System. The Corporation shall provide resources such as time, finances and personnel to fulfill these objectives to the Company.

4.6 Vessel Manning

It is the policy of the Company to operate vessels with senior officers who have appropriate experience and training on the particular type and size of vessel. The company has identified and documented competency standards with regard to critical equipment and vessel systems. These competency standards have been identified and outlined in the company’s job descriptions.
1.0 Purpose:

To describe the method used to ensure that the Company uses to man its vessels with medically fit and professionally licensed personnel.

2.0 Scope:

The Corporations that use this System as guidelines to Manage Safety

3.0 Responsibility:

Area/Operations Manager/Personnel Manager

4.0 Guidelines:

4.1 Professional Standards

All merchant seamen employed by the Company hold a valid Merchant Seaman’s document on vessels where required. *(Z-Card)*

All seaman hired by the Company should have a valid driver’s license or be in the process of obtaining one.

All merchant seamen employed as officers aboard the vessels operated by the corporation will hold a United States Coast Guard license suitable for both the position the seaman fills and the class of the vessel that the seaman serves on.

This shall include all certificates and endorsements that may be required by the Flag State or International Convention for the class of vessel and the capacity they are serving on.

It is the intention of the Corporation to provide the very best quality of seagoing personnel to the vessels it operates. The company will ensure all vessels are manned with qualified, certificated and medically fit personnel in accordance with National and International requirements. *(STCW).*
In selecting seafarers for employment the Operations Manager and Personnel Manager will give due weight to such items as:

- Employment History
- Personal Reputation
- Criminal Conviction record or lack there of
- Quality of references provided
- Education
- Military service record if any

### 4.2 Physical Standards

All newly hired employees of the Company must pass a physical exam that will include, but is not necessarily limited to, the following items:

- One or more tests to determine the presence of drugs and/or alcohol.
- An x-ray examination of spinal condition
- Visual Assessment
- Color sense Assessment
- Hearing Assessment
- General exam of ears nose and mouth
- General condition of the heart
3.3 **Vessel Orientations:**

When personnel report to a vessel that they have not previously served upon, or are asked to perform duties that they have not previously performed, they will be given an orientation that will explain what actual duties will be expected of them along with all emergency duties that they may be expected to perform.

Prior to taking command of a vessel all officers will receive, a briefing on any local area requirements and customer requirements by the Master currently serving on board. This will include any explanations or training in the requirements of this Safety Management System. This briefing will include passing over the Master’s Handover File that is kept in the pilothouse of every vessel.

Chief Engineers(C/E) that are being relieved of duty will also pass on any information concerning the vessel, (i.e.: Fuel, Bulk Products, Liquid Mud, Drilling Fluids, Cargo, Requisitions, Pending Repairs,
ongoing problems.) to the oncoming Engineer, this will also include passing over the Engineers Handover File. The Engineer will make logbook entries as to the condition of the vessel and the time that the crew change occurs. Should the Engineer be new to the vessel the Master will ensure that the new C/E is orientated to the vessel, engine room and emergency duties.

Once the individuals have received the orientation the Master will log all orientations in the Masters logs, a vessel orientation form that has been signed by the individuals being orientated will be filed onboard.
1.0 Purpose:

To describe guidelines for personal conduct onboard the vessel.

2.0 Scope:

The Corporations that use this System as Guidelines to Manage Safety.

3.0 Responsibility:

The vessel Master and entire crew.

4.0 Guidelines:

4.1 Vessel Officers

The Company expects all vessel Master’s and all other Officers employed by the company to set high levels of professional and personal conduct. The Master should always maintain a high standard of personal conduct for other Officers to follow as well as all crew under his command. All Officers should do their utmost to maintain high morale and to promote, and uphold the same high standard of conduct.

4.2 Professional Standards

Each employee is responsible to the Company, Master, Officer’s and shipmates for their own personal safety and professional conduct. All personnel should act in a professional manner with respect for every person’s right for a safe, hazard free work environment. The company employees are responsible for their conduct in with respect to the following:

- Professional and polite conduct with the Company customers, and with any contact with the public as representatives of the company.

- Professional appearance and respectable personal hygiene.

- Personal safety and the safety of all those that may be around them in all tasks that are performed on board as well as ashore.
All personnel should act as the professional seaman they were hired on as, with no practical joking. Horseplay or other mannerisms that may endanger fellow shipmates or passengers is not allowed.

All crew should carefully consider any job assignment regarding any hazardous situations and the plans to avoid them. Listen carefully to all work instructions, pre-task plans and job assignments.

The Company does not allow consumption of alcoholic beverages or the use of any illegal drugs onboard any vessel. Zero tolerance is the law; the Company does not allow any employee to board any vessel that may be under the influence of drugs or alcohol.

All personnel on a company vessel shall wear the proper wardrobe while in the galley area. Shirts and Shoes shall be worn in the vessels galley at all times.

The Company discourages long hair styles; men and women with long hair shall wear bands, or ties to keep their hair out of their face and out of rotating machinery. Facial hair shall be trimmed as to not interfere with effective use of an emergency breathing apparatus.

The diversity of today’s workforce can create cultural differences throughout any company. The Company will not tolerate nor condone prejudice or insensitivity based on a person’s race, sex, religious beliefs, cultural, or ethnic persuasions. All company employees shall conduct themselves in a respectful and honorable method that is in accordance with the Company’s standards.

Any conflict with personnel onboard the vessel should be taken to the Master for resolution. Any physical altercations or fighting is not allowed and will be considered as cause for disciplinary action, including termination of employment.
4.3 Authorized Absence

The Company assigns all employees to a vessel and requires all employees to remain onboard the vessel until properly relieved. Should for any reason an employee leave the vessel unauthorized the Company shall not be responsible for any travel or cost of travel. The Company shall consider this grounds for termination.

Any crewmember that needs to leave the vessel for any reason shall get permission to go ashore from the Master. Any time a crewmember goes ashore there should always be phone numbers or a means of contact, should the vessel have to sail quickly.

Should permission be granted to go ashore for any reason, all employees are considered to be On Duty from the time they arrive at the company office until they have been properly relieved and have arrived back at the company office.

The Master should contact Shore Base Management for permission when anyone needs to leave the vessel for any reason other company business. (i.e.: groceries, supplies, telephone)

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**Caution:** Permission to go ashore for is not permission to get drunk!

The Company does not tolerate drinking of alcohol or Drunkenness at any time while on duty and is cause for Termination!

All employees are considered to be on duty upon arrival at company property when reporting for work, until being properly relieved and leaving company property.
4.4 Relief Procedures

Officers scheduled for relief shall not disembark a company vessel until the relief procedures listed below have been fulfilled in certain circumstances, the Operations/Area Manager or Port Captain may grant exceptions to the following procedures should crews have to change offshore in unusual circumstances. The vessel is to be left to the oncoming crew in a manner considered as Safe, Stable and Clean inside and out. All crewmembers should consider finishing projects and laundry so as not to leave the oncoming crew with unsatisfactory conditions.

Master

When a vessel’s Master is relieved, the disembarking Master shall inform the embarking Master concerning any standing orders or issues that may require special attention. The disembarking Master shall defer relief until any maneuver or action that may be about to happen is completed before turning over the vessel. The Master will relinquish command of the vessel upon turning over the Handover File and Vessel Document Book. All vessel Masters will ensure oncoming personnel have all required documents, licenses and endorsements for the job they are assigned. Every Master has the duty to report any conditions found aboard the vessel considered to be substandard to shore base Management. Should unsatisfactory conditions not be reported they would be considered as the oncoming Masters actions.

Mate or Master’s Designee

The disembarking Mate must inform the embarking Mate concerning any standing orders and/or any items of importance. The disembarking Mate must not be relieved until the embarking Mate has been satisfied regarding the status of the Mate’s duties. The embarking Mate shall notify the Master regarding any conditions deemed to be substandard should any exist.
Chief Engineer

The disembarking Chief Engineer shall inform the embarking Chief Engineer regarding any special mechanical concerns or other engineering duties requiring attention. The disembarking Chief Engineer shall provide the embarking Chief Engineer with a listing of all cargo considerations that are relevant to the vessel's trim and stability. The Engineers Handover File will be used as the tool for communicating along with records kept in the Engineers Log Book. The oncoming Engineer will notify the Master of any conditions that are considered as substandard should any exist.

4.5 Down Manning

During times when vessel is standing by or in shipyard for repair and not contracted for charter, the following guidelines should be followed in regard to manning levels of the vessel.

During times as explained above the amount of crew on the vessel can be reduced. When reducing the crew the vessel must be properly moored and secured. When reducing crew on a vessel at no time should the vessel be manned with less than 2 crew members. A single crewmember should never be left on the vessel alone. The reduced manning should establish emergency procedures for the number of crew onboard as well as establishing vessel security duties when applicable. During emergencies if there is not enough crew to safely manage the emergencies onboard the crew should evacuate the vessel to a safe muster area dockside that has been predetermined.

Before vessel is returned to service from a down manning status all emergency equipment shall be tested as well as emergency and security drills conducted for all crew onboard.
1.0 **PURPOSE:**

To describe general guidelines for orientations and training given to all personnel new to the vessel.

2.0 **SCOPE:**

All Corporations that use this System as Guidelines to Manage Safety.

3.0 **RESPONSIBILITY:**

All Vessel Masters, Officers, Employees.

4.0 **GUIDELINES:**

The vessel Master or qualified crewmember designate will provide a vessel orientation to all crew arriving to the vessel for the first time. All personnel other than the crew, customer employees, or newly hired personnel need to inform the Officer on Watch of their arrival, which should see that a proper vessel orientation is given before the vessel departs its current location.

**All orientations should include but will not be limited to the following:**

- A review of any watch schedule, should one be assigned to watch duties
  
  *(All expected duties should be explained so every employee knows what is expected)*

- A review of the Station Bill and Standing Orders with an explanation of duties in case of emergency
  
  *(All emergency, station and muster points must be thoroughly explained)*

- If the personnel is to live aboard, they will be shown their living quarters with an explanation of the sanitary conditions and expectations on board the vessel
  
  *(All expectations as to vessel specific rules and vessel cleanliness are thoroughly discussed)*

- A review of the vessels fire and safety plan
  
  *(All fire and safety equipment aboard specific to ones duties are understood)*

- A review of the vessels waste management procedures
  
  *(All aspects of pollution that the person could affect should be thoroughly explained)*

- A review of the Companies Safety and Environmental Policy
  
  *(All personnel need to know and understand the Safety and Environmental Policy)*
4.1 Vessel Tour (walk around)

The Master or qualified crewmember presenting the vessel orientation will ensure that during the vessel tour or walk through that the following items are thoroughly explained along with any areas of the vessel or equipment that may be restricted.

- Personnel will be shown the general alarm locations and given instruction on how and when the general alarm is used, including emergency signals. (Emergency only)

- The location of life jackets along with instruction or demonstration in the proper use a life jacket.

- The location of all fire stations, fire extinguishers, (Fixed) fire extinguishing systems and emergency muster station.

- The location of life rings, buoys, with an explanation of how and when to use a life ring, and whether to use one with a line or light attached.

- The location of life rafts, life floats with explanations on manual and automatic launching instructions, to include instruction on Abandon Ship Procedures.

- The location of the vessels EPIRB and who will manually retrieve it should it become necessary to do so. (Explain SARTS if the vessel is so equipped)

4.2 Restricted Areas or areas of a Safety Sensitive Nature

Any areas of the vessel that are considered off limits or for authorized personnel only should be pointed out, along with any special instructions needed for operational conditions such as, Fueling, Cargo and Crane operations or pre-loading

The following items should be discussed in detail.

- The emergency fuel shutdown locations and who is responsible for shutting the fuel down should it be needed.

- The vessels smoking policy and designated smoking areas.
4.3 Personnel Protective Equipment

All personnel should be briefed on the requirements and areas of the vessel that require Personnel Protective Equipment and when it is to be used.

- Hard Hats
  (Where and when they are required to be used)

- Steel Toed Shoes or Boots
  (Where and when they are required to be used)

- Safety Glasses, Goggles and Eye Protection
  (Where and when they are required to be used)

- Work Vests
  (Where and when they are required to be used)

- Gangway requirements
  (Where and when they are required to be used)

4.4 Auto Pilot/Manual Steering/Dynamic Positioning Systems

All vessel Officers that will use any or all of the equipment listed above, will have the Master or other qualified Officer train and record proficiency to include the following:

(If applicable to the specific vessel)

- The proper use and characteristics of the automatic pilot
  (Where and when it can be used)

- How to properly engage/disengage the vessels auto pilot
  (Thoroughly explain the vessels autopilot procedures)
• The proper use and characteristics of the vessels manual steering
  (Thoroughly explain the manual and emergency steering procedures)

• The proper use and characteristics of the vessels rudder dial indicator
  (Thoroughly explain the affect different degrees of rudder have on the vessel)

• The proper use and characteristics of Bow Thruster, Dynamic Positioning Systems
  (Thoroughly explain the entire process until an adequate knowledge of the System is gained)

4.5 Personal Belongings

All Personal effects brought aboard such as televisions, stereo equipment, cameras, books, and any other items, which are not prohibited by the company, are the responsibility of the individual employee. The company does not insure the loss of any such personal items, nor will any loss of personnel effects be reimbursed to any company employee. Each employee is expected to board the vessel with the proper Personal Protective Equipment, clothing, and other personal belongings (i.e. work clothes, personal hygiene supplies, tobacco products) sufficient for the duration of the assigned work schedule.
TRAINING INTRODUCTION:

All personnel that arrive to the vessel need to have an orientation, this includes any personnel that may be other than the crew. Many times offshore industrial personnel will be onboard for extended periods of time and also for a short period requiring transportation to a facility offshore or back from offshore.

In all cases, in preparation for departure a safety briefing is required, not only for crews that are new to the vessel, but also for any personnel that are departing on the vessel. We have the responsibility to provide this for the safety of all concerned. This orientation should consist of the review of the Station Bill and Emergency Instructions. General Alarm and muster points, life saving gear, and any restricted areas of the vessel. The Vessel Orientation form is to be signed and filed in all cases for record keeping purposes and kept in the vessels filing System.

TRAINING OUTLINE:

1. As always a Pre departure plan or discussion should take place before the vessel departs. This will provide the crew guidance as to the intent for the voyage and duration of the expected trip. The Master is responsible to ensure vessel orientations have been performed for any personnel that are new to the vessel.

   A more detailed orientation is involved for those personnel that have arrived onboard for duty for the first time. Those persons other than the crew will need to know what is expected in case an emergency should occur, persons other than crew should participate in emergency drills if they are onboard during those scheduled emergency drills.

Pre-Task Plan

It is important that all personnel that are not part of the crew also understand the pre-task planning process that is part of every vessel operation and that they should be required to participate.

   A. Identify the Job that is going to be performed.
   B. List the basic steps that the job will require.
C. Identify any potential hazards or accidents that may occur while performing the job.
D. Formulate a plan that takes those hazards in account and how to avoid them.
E. Take into account what will happen should any part of your plans fall short.
F. Make sure all involved are informed and qualified to perform the work that you are asking them to carry out.

2. Vessel Orientations

A. The consistent approach to any orientation will help this process become a routine for all vessel personnel.
B. Make sure that you can legally carry the number of persons other than the crew, as stated on the vessels COI before departing or setting up on location.
C. Determine how long these personnel will be onboard for accommodations and meals.
D. Prepare for any additional groceries and meals that may be required.
E. Establish who has the authority to sign meal tickets before this can become an issue.
F. Establish if any ships services will be required; (i.e. electrical power, diesel fuel, air pressure, water, and crane operations. Define any welding, burning or cutting on deck of the vessel that will be needed. (Fire watches and Hot Work Permits will need to be on scene)

CLOSING DISCUSSION

4. As with all vessel-based training bring the meeting to a close with an open discussion on the topics that you have discussed above.

A. What areas are of the most concern while giving an effective orientation?
B. Make sure everyone knows who will need to be given an orientation and the information that is to be presented.
C. Are there any contributing factors that the crew can identify that will contribute to this lesson plan to promote a more effective
orientation? If so, incorporate it into your current orientation process.

D. Do all involved know what is required to ensure the safety and comfort of personnel other than the crew?

E. Be sure that all personnel have and know the personal protective equipment that is required on the vessel.

F. Make sure that everyone knows what is expected of him or her should an emergency take place.

G. Establish who onboard is responsible for any additional personnel should an emergency arise.

H. Make sure that all personnel know of any restricted areas of the vessel.

I. Should a vessel be engaged in an operation that has special considerations, make sure all personnel know how these operations will be conducted. This is to include all precautions that may be needed for any job or task that is deemed as hazardous.
1. Individual responsibilities in case of emergency have been reviewed with Muster/Duties explained. (Check box)
   - Picture I.D. and Mariner Credentials
   - Watch Schedule and Standing Orders
   - Station Bill and Duties
   - Quarters with sanitary expectations
   - Fire and Safety Plan
   - Waste Management Procedures
   - Company Safety and Environmental Policies

2. Vessel orientation (walk around, tour) completed with the following items reviewed
   - General Alarm and Emergency instructions
   - Life Jacket with dawning instructions
   - Fire Stations, Fire Extinguishers
   - Life Rings, Buoys with lines/lights attached
   - Life rafts/Floats with launching explained
   - EPIRB/SARTS with explanation and instruction

3. Explain restricted areas or areas of a Safety Sensitive Nature
   - Engine Room Spaces (off limits for unauthorized personnel)
   - Responsibilities while underway or pre-loading (if applicable)
   - Emergency Fuel Shutdown
   - Smoking Area
   - Back deck during cargo operations
   - Galley Restrictions (passengers/customers)
   - Crane Operating Area (authorized personnel only)
   - Pilot House Telephone/Radio (authorized personnel only)

4. Review of Personal Protective Equipment Requirements
   - Hard Hats and requirements for use
   - Steel Towed Shoes and requirements for use
   - Safety Glasses and requirements for use
   - Gangway and work vest requirements

5. Review of Auto Pilot and Dynamic Positioning Systems (Applicable Officers Only)
   - When auto pilot can be safely used
   - Engage from manual steering
   - Disengage from auto pilot to manual steering
   - Procedure to engage DP system from manual steering
   - Procedure to disengage DP to manual steering

Person Giving Orientation ________________________________
1.0 PURPOSE:
To describe general guidelines for orientations and training given to all passengers.

2.0 SCOPE:
All Corporations that use this System as Guidelines to Manage Safety.

3.0 RESPONSIBILITY:
All Vessel Masters\Officers\Employees\Passengers.

4.0 GUIDELINES:

4.1 Passenger Orientation
Before getting underway the master must ensure that suitable public announcements, instructive placards, or both, are provided in a manner that affords all passengers the opportunity to become acquainted with:
- Stowage locations of life preservers;
- Proper method of donning and adjusting life preservers of the type(s) carried on the vessel;
- The type and location of all lifesaving devices carried on the vessel; and
- The location and contents of the Emergency Check-off List.

4.2 Passenger Orientation Announcement
The below announcement should be posted and broadcasted to all passengers before departure from dock or departure from rig.

Welcome aboard the M/V (**Vessel Name**)!
If we could have your attention for a few moments, we would like to point out the safety equipment and emergency procedures as required by the Department of Transportation and the United States Coast Guard.
The Emergency exits are located: (Point out the Emergency Exits)
We ask that you do not block these exits, as it may hinder their use in an emergency.

Life rings are located: (Point out location)

Life floats are located on the top of the cabin. Crewmembers will direct there deployment in the event of an emergency.

Life Jackets are located: (Point out the Storage Areas)
There are placards posted throughout the vessel showing the proper life jacket donning procedure. If you require a demonstration as to the proper way to put on a life jacket, please ask a crewmember to demonstrate the proper procedure. Do not remove the life jackets from the storage racks or lockers unless instructed by the captain or crewmembers.

In the event of any emergency, please follow the directions of the captain and crewmembers.

In the event of a fire, there are clearly marked fire extinguishers in all areas of the vessel.

We ask that you please remain seated while underway.

U.S.C.G. regulations require passengers to not enter the pilothouse and remain inside the vessel at all times while underway.

Before disembarking we ask that you please remain seated until the captain has given permission to disembark.

Laborde Marine has a NO SMOKING POLICY throughout the interior of the vessel.

Please print your name clearly and sign the passenger manifest.
4.3 Passenger Manifest

All passenger need to be signed in on the Laborde Marine Passenger Manifest after they have been given an Orientation. Before departure the vessel Master will check with the dispatcher to confirm that they both have the same numbers of passengers listed on the vessels sign in sheet and the dispatchers sign in sheet before departure from dock or offshore location.

All vessel passenger orientations should be sent in to Laborde Marine with their vessel logs at each crew change.
Passenger Safety Orientation

Welcome aboard the M/V (Vessel Name)

If we could have your attention for a few moments, we would like to point out the safety equipment and emergency procedures as required by the Department of Transportation and the United States Coast Guard.

- The Emergency exits are located: (Point out the Emergency Exits)
  We ask that you do not block these exits, as it may hinder their use in an emergency.
- Life rings are located: (Point out location)
- Life floats are located on the top of the cabin. Crewmembers will direct their deployment in the event of an emergency.
- Life Jackets are located: (Point out the Storage Areas)
  There are placards posted throughout the vessel showing the proper life jacket donning procedure. If you require a demonstration as to the proper way to put on a life jacket, please ask a crewmember to demonstrate the proper procedure. Do not remove the life jackets from the storage racks or lockers unless instructed by the captain or crewmembers.
- In the event of any emergency, please follow the directions of the captain and crewmembers.
- In the event of a fire, there are clearly marked fire extinguishers in all areas of the vessel.
- We ask that you please remain seated while underway.
- U.S.C.G. regulations require passengers to not enter the pilothouse and remain inside the vessel at all times while underway.
- Before disembarking we ask that you please remain seated until the captain has given permission to disembark.
- Laborde Marine has a NO SMOKING POLICY throughout the interior of the vessel.
- Please print your name clearly and sign the passenger manifest.
# PASSENGER MANIFEST

**VEHICLE**

**CUSTOMER**

**CAPTAIN**

(FIRST NAME)

CAPTAIN

(SIGNATURE)

---

**PLEASE READ BEFORE COMPLETING MANIFEST:**

By signing this manifest you acknowledge that you have either read or have had someone read to you the passenger regulations of this vessel and agree to comply with Laborde Marine Policy, the DUSGL and Department of Transportation regulations.

<table>
<thead>
<tr>
<th>NAME</th>
<th>SIGNATURE</th>
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<th>REGISTRATION/LOCATION</th>
<th>DATE</th>
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</table>
1.0 Purpose:
To describe the way procedures and work instructions for Key Shipboard operations are developed

2.0 Scope:
All Corporations that use this System as Guidelines to Manage Safety

3.0 Responsibility:
Operations Managers

4.0 Guidelines:
The Company is committed to developing procedures for each critical vessel operation as it is identified. These procedures are written with the input and information supplied from vessel personnel. These instructions will be written in a clear and understandable format. Procedures to identify those critical operations not already documented include the following:

4.1 Management Operational Meetings
The Company holds operations meetings at least once a week, each week of the calendar year. The primary consideration of these meetings is to discuss the safety of operations, personnel, pollution prevention and the timely repair of any equipment that may need to be addressed. Should all representatives not be able to attend this meeting, it may be altered to accommodate input from all managers of the company.

4.2 Monthly Meetings
Once per calendar month the Company holds a Safety Meeting in the Shore base office. The agenda of these meetings includes but is not limited to the review of all accidents, injuries, and near miss incidents. Corrective actions may be assigned, or additional training may be identified. These meetings produce lessons learned for those in depth incidences that were reviewed. A copy of the lessons learned is then distributed to each vessel to be reviewed by the crew during the Weekly
<table>
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<tr>
<th>Key Shipboard Operations</th>
<th>Revision Number: 0</th>
<th>Date Effective: February 15, 2001</th>
<th>Section: 7.0</th>
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Safety and Environmental Meeting; a copy of this review will be kept on file on the vessel.

### 4.3 Management Review

The Management Review further defines operations that need to be reviewed at least annually to ensure Key Operational Procedures are analyzed by the vessel crew and reviewed by local area management. Should any recurring conditions or problems be present where improvement to any segment of the daily operational procedures may remedy a given situation, local management will decide on what corrective measures may need to be developed to rectify such situations.

Corporation Management will meet Quarterly to discuss any outstanding matters considering, Implementation, Training, Nonconformities and pending Corrective Actions.

The Company procedures for performing the Management Review from the vessel Master are contained in Safety Management Manual Section (5.1) of this manual. Each review is to be analyzed by the Designated Person and brought to the attention of the Management Review Committee if any unsettled issues or nonconformities are found.

The Designated Person will then send the original copy of the Management Review back to each vessel with any corrective actions that may have put into place or assigned. The company and the vessel will keep a copy on file of each review.

### 4.4 Shipboard Training

All employees will receive a basic Safety Management System orientation, training before being dispatched to a vessel for the first time. As management deems necessary training criteria will be added to this section for each key shipboard operation. Through the process described, additional key shipboard operations may also be added to this section when additional guidelines are deemed necessary.
1.0 Purpose:

To describe guidelines when using the Automatic Pilot on any vessel.

2.0 Scope:

All Corporations that use this System as guidelines to Manage Safety.

3.0 Responsibility:

The Master and Officer of the Watch on all vessels.

4.0 Guidelines:

While any vessel is underway a proper lookout is to be maintained. It is the policy of this company that two people are to be in the wheelhouse while the vessel is underway at all times. Although a vessel may be equipped with automatic pilot the Master or Officer on watch will maintain proper control of the helm and give full consideration to the following factors before allowing the use of the automatic pilot:

- Light conditions, visibility, and proximity of any navigational hazards.
- Make certain it is possible to maintain manual control of the vessel when needed.
- That the person who is to take control of the vessel is properly qualified for command.
- That the Master or Officer on watch performs any change from manual to automatic, or from automatic pilot to manual steering.

4.1 Steering and Automatic Pilot:

The Automatic Pilot shall not be energized by any person who has not been thoroughly acquainted in the use of the system on the vessel that they are serving. The automatic pilot shall never be used in areas such as restricted waterways, channels, rivers, close quarters, reduced visibility or any situation where (auto pilot) steering failure may put the vessel and crew in jeopardy. At no time is the helm to be left unmanned under any circumstances. The Master or Officer on Watch will make the
changeover to manual steering with ample time prior to approaching any field, anchorage, approaching traffic or port to ensure that all manual steering systems are fully operational.

Test steering systems and ship’s whistle, navigation lights prior to arrival or departure of any port of call.

All training that is completed onboard any vessel shall be recorded in the vessel logbook. The Master completing any training will review the following items pertaining to steering and automatic pilot operations.

- How to energize both steering pumps at the controls in the wheelhouse.
- How to use the steering system in follow-up, non follow-up mode and the automatic pilot mode.
- How to contact the engine room to conduct emergency steering and engine controls should emergency steering be needed.
- How the emergency steering and control energizes in the engine room.
- How to use the rudder dial indicator for steering references and how the vessel will react with various degrees of rudder. (Linked and independent mode, if applicable)
- How the general use of all steering systems operate in all modes of operation.
- How the vessel steering alarms work and are acknowledged should a power or steering failure occur.
1.0 Purpose:
To describe the procedures when navigating a company vessel

2.0 Scope:
All Corporations that use this System as guidelines to Manage Safety

3.0 Responsibility:
The Master and Officer on Watch

4.0 Guidelines:
Given the diversity and vessel design differences, it is not possible to provide definitive policies concerning the navigation and plotting for all vessels. Listed below are general guidelines for the Master, Officer of the watch to follow while navigating a company vessel. The operations manager along with his support staff will be responsible ensuring that the Master is maintaining navigational standards onboard.

4.1 Plotting
While in or near coastal waters the Master or Officer on Watch shall use the largest scale chart for the area of operation reasonably possible. The Master or Officer on Watch will ensure that the navigational charts are of current publication and corrected and updated with the latest reliable information. The Master or Officer on Watch will take navigational fixes at frequent intervals along the track line of the vessels intended path. More than one method of navigational fixes should be taken if circumstances permit. The master will be responsible to crosscheck voyage plan and chart corrections for accuracy. Do not use an offshore structure location as a waypoint; offset the plotting of structures at a minimum of 3 miles to the lee side of any fixed structures offshore.

4.2 Radar
It is suggested that the radar be used at any time the vessel is underway, especially at or near times of darkness, restricted visibility, or in areas of congestion. Always beware of the radar’s limitations and take whatever other precautions deemed necessary to minimize all risk of collision. Change range scales at sufficient intervals to prevent small or poor radar returns from detection,
always analyze and plot targets with diligence to avoid collision. Reduction of the vessel speed will always provide more time to analyze the plot and determine the best course of action in collision avoidance.

4.3 Reduced Visibility Operations

As required by regulations (COLREGS) the officer on watch during any condition of deteriorating visibility, should navigate with extreme caution always, sounding the appropriate sound signals. Always proceed at a safe speed with engines ready for immediate maneuvers. The guidelines below are to never replace the Navigational Rules; they are only company guidelines to assist in vessel operations. Every Vessel Master is ultimately responsible for the safe operation of the vessel and should use these guidelines as necessary for safe passage. Always travel at a safe speed in which you can stop and maneuver the vessel in a distance equal to half the visibility until visibility clears or until reaching safe harbor or anchorage.

- Inform the Master, Engineering watch, and make sure proper lookouts are posted during times of reduced visibility.

- Always make sure all relevant navigational lights are burning bright, sound the appropriate sound and light signals to ensure any impending traffic knows your intentions. Bridge to bridge communications are imperative to safe vessel operations during any time of reduced visibility.

- Consider the limitations of the body of water, the vessels maneuverability and any navigational hazards. Consider the traffic conditions in the area of operation while evaluating the electronics and navigational aids onboard the vessel

- Before leaving safe harbor or anchorage the Master is always encouraged to obtain current weather reports and forecasts. When feasible contact other vessels in or near the area of operation to ascertain the conditions that they may be encountering. Considering all factors the Master should keep in mind if at all possible, a vessel should never operate in zero visibility.

- Whenever a vessel or contact has a constant bearing and decreasing range every effort must be made to establish bridge-to-bridge communications. Be
sure that the pilot of any vessel contacted has also made visual or radar contact and that any final intentions or course changes are mutually understood between both vessels to avoid collision.

- Any time weather conditions are deteriorating or reduced visibility is anticipated the customer should be notified as to the conditions, and how it will effect normal operations of the vessel. The customer (Rig, Platform, Dispatcher) should be kept abreast of conditions and updated periodically of any delays that may be encountered due to conditions beyond your control.

- Should the Master encounter any conflict with a customer as to the safe operation of the vessel, the Master will notify the local shore base operations to clarify the company’s position as to the Master’s discretion. The operation of the vessel should at all times be conducted in a manner which insures the safety of the vessel’s crew, passengers, cargo, and third parties are not compromised.

### 4.4 500 Meter Rule

This process applies to vessels when entering the 500 meter zone with manned platforms, installations, dive vessels engaged in diving operations, liftboats when legs are deployed, and other vessels such as Mobile Offshore Drilling Units (MODUs), construction / intervention vessels and drill ships when engaged in drilling, well testing, hurricane restoration work, etc.

These are the minimum requirements and it is realized that the installation/platform, dive vessel, etc, may have more stringent requirements which shall be followed.

When directly en route to the installation, the vessel master or mate shall communicate with the installation at a minimum as follows:

1. One hour prior to arrival (where practical)
   - Call to advise the estimated time of arrival (ETA)

2. Pre Entry to the 500 meter zone
   - Confirm that it is safe to enter 500 meter zone
o Note the person’s name and title that gave permission for entry 500 meter zone
   ▪ If communications cannot be established do not enter the 500 meter zone. Use your Stop Work Authority and call the shore base.

3. Entry to the 500 meter zone
   o Confirm on/off loading plan
   o Confirm communications with crane operator
   o Complete JSA for any activities to be completed at location
   o Ensure vessel stability while on/off loading
   o During any operation within 500 meter zone that communications is lost or not effective to safely complete the operation, the master should use his Stop Work Authority, move outside the 500 meter zone and call the shore base.
   o Idle time within the 500 meter zone should be minimized. When possible, be on the drift off side of the installation. When idle or wait time become excessive, vessel master should use his Stop Work Authority and move vessel out side of 500 meter zone on the drift off side of the installation.

4.5 Voyage Route Planning

For SOLAS Vessels a Voyage Plan should be completed and posted for the watch. The development of a plan for voyage or passage, as well as the close and continuous monitoring of the vessel’s progress and position during the execution of such a plan, are of essential importance for safety of life at sea, safety and efficiency of navigation and protection of the marine environment. The master will be responsible to crosscheck voyage plan and chart corrections for accuracy.
The need for voyage and passage planning applies to all vessels. There are several factors that may impede the safe navigation of all vessels and additional factors that may impede the navigation of large vessels or vessels carrying hazardous cargoes. These factors will need to be taken into account in the preparation of the plan and in the subsequent monitoring of the execution of the plan.

Voyage and passage planning includes appraisal, i.e. gathering all information relevant to the contemplated voyage or passage; detailed planning of the whole voyage or passage from berth to berth, including those areas necessitating the presence of a pilot; execution of the plan; and the monitoring of the progress of the vessel in the implementation of the plan. Do not use an offshore structure location as a waypoint; offset the plotting of structures at a minimum of 3 miles to the lee side of any fixed structures offshore.

In addition to vessel stores, fuel and potable water amounts should be determined and acquired before departure. These amounts should be for the duration of the voyage with consideration for ample amounts of reserve onboard available for delays or other emergencies.

4.6 Stability Procedures

Stability is critical to a vessel’s safe operation. Every Master needs to be familiar with the stability requirements of their vessel. On some vessels this can be found on the stability letter, and other will need to run stability calculations for all cargos. The vessel master will make stability corrections before departure to insure that the vessel is safely loaded. During the voyage, safe working stability should be maintained throughout the voyage. If vessel develops unsafe stability the master shall determine the cause and make arrangements to ballast vessel to a safe working stability. All vessels Masters should document their stability in the Masters Rough Log book before departure.

4.7 Under Keel Clearance Procedures

Vessel Masters should always operate their vessel in designated navigable waters that provide safe passage from port to port. By comparison with open waters, margins of safety in coastal or restricted waters can be critical, as the time available to take corrective action is likely to be limited.

Definitions
- Shallow water is considered any water depth of less than 10 meters.
In general, minimum under keel clearance is considered to be 2 meters beneath the deepest point of the vessel in calm conditions.

Squat is defined as when a ship proceeds through the water, the vessel pushes water ahead. In order not to have a ‘hole’ in the water, this volume of water must return down the sides and under the bottom of the ship. The streamlines of return flow are speeded up under the ship. This causes a drop in pressure, resulting in the ship dropping vertically in the water. As well as dropping vertically the ship generally trims forward or aft. The overall decrease in the static under keel clearance, forward or aft, is called ship squat. It is not the difference between draft when stationary and the draft when the ship is moving ahead.

If the ship moves forward at too great a speed when she is in shallow water, say where this static even – under keel clearance is 1.0 to 1.5 m, then grounding due to excessive squat could occur at the bow or at the stern. At a moderate speed most vessels will tend to trim by the head but an increase to a high speed may cause a rapid change of trim by the stern. Speed should be kept to a minimum consistent with maintaining steerage so as to keep squat as low as possible.

The Master is responsible for ensuring shallow water operation procedures are fully followed.

Prior to any vessel transiting shallow water relative to a specific charterer’s operation where the minimum under keel clearance may be less than 2 meters, a comprehensive site survey shall be provided by the charterer to the Operation Manager for the area in which the vessel is to work. The site survey should provide sufficient information to identify the position and depth of any seabed features or obstructions that may pose a hazard to safe navigation. This information should be passed on to the master in good time before the operation commences.

Consistent with weather, safety, and the Master’s good judgment, vessels shall not transit areas of shallow water where the minimum under keel clearance is not met unless: -
· The Master of the vessel has notified the local management.
· Has received authorization from local management to do so

Authority to operate with less than minimum keel clearance needs to come ultimately from the Operations Manager who will consult with the owners before so providing.
1.0 Purpose:

To provide guidelines for safe bulk transfer and of pressure verification prior to bulk transfers

2.0 Scope:

The Corporations that comply with this Safety Management System

3.0 Responsibility:

The Master and Chief Engineer of any vessel that complies with this Safety Management System

4.0 Guidelines:

4.1. Any vessel that transfers bulk to any facility either onshore or offshore shall use the following guidelines before any transfer.

A regular check will be made by the person in charge of the transfer to make sure that the configuration of the system receiving bulk products has not changed to adversely affect any bulk transfer. This procedure is to be followed to ensure that the maximum transfer pressure will never exceed what the facility can safely receive bulk product.

The Master or person in charge of any bulk transfer will take following steps into account after the maximum allowable pressure for the product is established at the location of the bulk transfer.

**Before any transfer is undertaken the person in charge shall ensure that no pressure is on the hose valve or tank before caps are removed prior to any transfer.**

- Confirmation of the type and quantity of the bulk product to be discharged.
- Identify the tank in which the product is to be received or discharged.
- The length of time in which it will take to stop operations in case of emergencies.
• How to relieve pressure off the hose and tank should operations dictate an emergency shut down.

• Hose, connections and valves are all in good working order, lined up to ensure that the proper tank and product will be received or shipped. *(Mouse all hose connections with wire or duct tape to ensure the cam locks can’t part)*

• Communication between the shipper and receiver is established and will continue in case an emergency situation dictates that the operation is shutdown.

• The vent line is working properly to bleed pressure or visually see when a particular tank is full of bulk product.

• Communication with the shipper or receiver at the completion of each tank to ensure product is not contaminated or undue pressure is put in the lines that may not be able to be released quickly.

• All Pressure is off of the entire system before any connections are broken down upon completion of any transfer.

4.2 Verification of maximum working pressure

If at any time before a bulk transfer is to begin there is any doubt of the pressure limitations that the facility to receive bulk may have, a JSA should be completed verifying the steps and pumping pressures for the product transfer.

4.3 Setting Maximum Pressure (Vessels with variable pressure systems)

The following guidelines will apply to only those vessels that have the ability to ship bulk at a rate that exceeds 40 psi. The selector switch in the wheelhouse, which allows the bulk system to exceed 40 psi to 80psi, will be always be left in the position that the transfer was started.

Switching between 40 and 80 will no longer be allowed! This practice has been perceived in the past as a standard practice changing pressure without regulating the Leslie Valve. The Master will set the switch in the wheelhouse and remove the key, so as not to have the system switching pressure during a bulk transfer. The
Master will keep the key below in their stateroom only to be used at the start of any transfer.

The Chief Engineer will set the Leslie Valve to the correct pressure for the entire transfer form the information provided by the facility. The pressure will not exceed the facilities requirements!

4.8 Unclogging of bulk transfer piping

In the event of bulk transfer piping becoming clogged the following steps should be taken to ensure all pressures and or air pockets are located before removing materials from piping. (After completing JSA with entire vessel crew)

- Disconnect from facility receiving bulk material.
- Bleed all pressures from bulk lines with valves provided on deck and at pumping stations.
- Verify that all gages read zero pressure on bulk system.
- Use snaking tool on the vessel to verify that no material has bridged over creating air pockets within piping.
- Run tool through deck discharge past coupling that needs to be dismantled.
- Continue to run snake from the coupling that has been dismantled to the next coupling that must be dismantled before breaking piping apart.
- Only after these steps have been completed can the engine room department begin to remove clogged material.
1.0 Purpose
To define the requirements for the use of Dynamic Positioning Operations

2.0 Scope
All Dynamic Positioning Equipped Vessels

3.0 Responsibility
Vessel Master/Crew

4.0 Guidelines

The use of DP system has evolved into some very technical equipment in our industry. There are three basic types of DP system that we operate on our vessels. DP Zero is basic DP system that is not recognized by Class and has the minimal requirements for operations. DP 1 vessels are recognized by Class and are required to meet certain Class requirements. DP 2 vessels have additional redundancies and meet a much higher level of Class requirements.

The Master is to prepare standing instructions for the DP operation of the vessel. In preparing his standing instructions, the Master should take account of the contents of the Vessels DP Manual along with the company's Safety Management System. The Master is also responsible for the implementation and monitoring of the effectiveness of DP operations and procedures.

4.1 DP Training Requirements

Operations from a dynamically positioned vessel require specialist skills, training and experience and also require the close co-operation between all onboard departments. All personnel must be aware of their responsibilities and duties.

All DP vessels should be operated in accordance with the Vessels DP Operation Manual. All vessel Masters and Mates holding a DP watch
should at a minimum have been through DP induction class at an approved DP training provider.

4.1.1 DP Training Schedule

Nautical Institute DPO Training Scheme
The NI DPO training scheme consists of the six following phases:

1. Satisfactory completion of a shore based DP Induction or Basic Operator’s course.

2. Sea-going DP familiarization. A minimum of 30 days onboard a DP vessel as trainee DPO.

3. Satisfactory completion of a shore based DP Simulator or Advanced Operator’s course.

4. Satisfactory completion of six months supervised DP operations as junior DPO on two man DP watches.

5. Verification from the Master that the DPO is capable of undertaking full DP watch keeping responsibility.

6. Issue of DPO certificate from the Nautical Institute.

4.2 DP Safe Weather Operational Limits

The following are safe weather guidelines for the operation of DP Systems while working next to offshore facilities. In no way are these guidelines to be used to diminish the Masters Overriding Authority. The Master should use Stop Work Authority any time he deems an operation unsafe.

While working on the offshore facilities windward side the following variables would be within the normal operational conditions.

<table>
<thead>
<tr>
<th>Variable</th>
<th>Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wind</td>
<td>Less than 21 knots</td>
</tr>
<tr>
<td>Seas</td>
<td>Less than 4 meters</td>
</tr>
<tr>
<td>Current</td>
<td>Less than 2 knots</td>
</tr>
<tr>
<td>% of Thrust</td>
<td>Less than 65%</td>
</tr>
</tbody>
</table>
While working on the offshore facilities leeward side the following variable would be within the normal operational conditions.

- Wind: Less than 40 knots
- Seas: Less than 5 meters
- Current: Less than 2 knots
- % of Thrust: Less than 65%

If one or more of the weather conditions exist outside of the normal operational range, the vessel’s Master’s Senior Most DPO should be notified before operations continue.

4.3 DP Forms and Check list

DP Operating Manuals have been developed for each DP I and DP II vessel. These operating manuals have various forms that shall be completed prior to and during DP operations. These forms and description of their use are outlined in the DP Operating Manual onboard the vessel.

- DP MOBILIZATION CHECKLIST
- DP FIELD ARRIVAL CHECKLIST (BRIDGE)
- 500M ZONE ENTRY CHECKLIST
- DP LOCATION / ROUTINE CHECKS
- ENGINE ROOM CHECKS
- GUIDANCE ON DP FOOTPRINT PLOTS
- DP INCIDENT REPORTING FORM
- DPO FAMILIARIZATION CHECKLIST
- DP FAMILIARIZATION COMMENTS

The Vessel shall file the above forms in a binder or folder and have 30 days available onboard for inspection at all times. Forms older than 30 days should be filed and sent into the office to be achieved ashore.
1.0 Purpose

To describe general guidelines for cargo handling and securing

2.0 SCOPE:
All Corporations that use this System as guidelines to manage safety

3.0 RESPONSIBILITY:
All Vessel Masters and Officer on Watch

4.0 GUIDELINES:
This section refers to the various cargo transferred to and from a company vessel. Careful planning and strict compliance to all relevant procedures will ensure the safety and protection of all personnel and to the environment. On SOLAS Class vessels the vessel specific Cargo securing and loading manual should be referred to in all cases. The Master in all cases is responsible for ensuring the vessel is loaded in accordance with the vessels trim, stability and load line requirements. The Master never knowingly will take the vessel to sea without ensuring that all cargo, deck or liquid is secured and stowed correctly.

4.1 Deck Cargo Handling and Stowage

As always extreme caution and situational awareness will be exercised any time cargo handling equipment is being used or during any cargo handling operations. Properly qualified personnel only will handle any operations conducted with crane or cargo operations

All deck cargo operations present an inherent danger to riggers who work under suspended loads especially when the movements of personnel are restricted to the deck of a vessel. This can only be compounded when the motion of the vessel causes a moving deck offshore.

The Master should take the following into account to enhance safety when deciding where and how to place cargo on the deck of any vessel.
• Ensure that all personnel that handle cargo on the deck are wearing the proper personal protective equipment (PPE). Steel toed safety shoes, hard hats, approved work vests, and eye protection.

• Conduct pre-load JSA to ensure all personnel involved in cargo operations have an adequate understanding of the cargo transfer to take place.

• Evaluate weather, forecasts and conditions that may arise causing concern to those personnel loading or offloading cargo.

• Evaluate conditions on scene before any deck cargo operation is to begin.

• Evaluate how any cargo will affect the vessel’s trim and stability.

• The order in which cargo will be offloaded and the order of particular offshore installations that the vessel may visit. Taking into account other jobs that may be required of the vessel while at an offshore installation, such as pumping bulk, liquid product or back load that may be received.

• Check the security of all cargo and the vessel with respect to cargo shifting or loss of cargo due to weather conditions or boarding seas before departing.

• Any time deck cargo operations are conducted in conjunction with other operations, such as fueling, pumping bulk or liquid product, water or drilling fluids, considerations for each operation shall be considered before undertaking such operations.

• Upon arrival of any cargo transfer, the Officer on Watch will ensure all personnel that are to load or unload any cargo are made aware of any special conditions that the load or lift may require.

Note: all cargo-securing devices (binders and chains) are under extreme pressure, proper precautionary measures need to be addressed every time a cargo securing binder or chain is removed.

Any time a lever action binder is used the following precautions will be used:
Binders are to be positioned in a manner as to not ever be pointed up, (skyward) when tensioning or securing a load. Always position the binder so if it comes loose any force will not cause downward pressure, or toward a person standing on deck.

When securing pipe or casing, position binders so the handle points amidships rather than outward, this should also cause pressure to be released away from the middle of the deck.

Binders are to be placed in a position where maximum leverage can be applied, waste to shoulder height, while considering the position and safety of the person removing the binder and chains.

In all cases hands or cheater bars are not to be used to remove binders that are under tension.

Use a piece of line (manila or braded) approximately 8’ by 3/8 in length is to be doubled, running the looped end back through itself. (Creating a girth hitch) Place the created hitch or loops around the handle of the binder, synch or snug on binder handle. Position yourself at an angle so as never to be directly in line with the binder handle when pulling to loosen the tension off the binder.

Single wrap the bitter ends of line around both hands and brace your self for the slack that will be created when pulling the rope that will loosen the tension off binder. This will ensure that when tension is released from the binder, the handle cannot become a pinch point or strike the person releasing the binder. Always keep in mind that a binder that is under pressure can become a flying projectile if a chain happens to break.

Should a binder be under extreme pressure, assistance from a second person to help pull the release rope is the safest method.

4.2 Customer Conflicts

Should any conflict arise with regard to how any cargo is loaded or stowed by loading crews, the Master must contact the customer’s representative to explain the matter to be resolved. The Master has the overriding authority regarding the loading, placement, securing, loading and discharge of any cargo aboard the vessel. Should the Master find a situation that is unsafe or cannot agree with the customer’s
representative, the local manager ashore should be contacted for assistance to resolve any conflict with the customer’s representatives, before operations resume.

4.3 Extremely Heavy or Complex Cargo

Should a situation arise where the Master has concern over the weight or size of a particular lift or load, the local Manager on shore should be contacted before the lift or load is to be loaded, handled or carried.

Self-propelled lift vessels should use extreme caution when lifting or loading any cargo that may exceed the vessel’s deck limitation or crane lifting ability. The Master again has the ultimate authority regarding the placement, loading, securing, offloading and back loading of any cargo on the vessel. All deck cargo is to be properly secured, never to exceed the height or weight specified in the approved operating manual.

4.4 Securing Deck Cargo

SOLAS Vessels should follow the cargo securing requirements of their vessel specific cargo securing manual along with the guidance given below for securing all deck cargos.

Whenever possible the Master or Officer on Watch will ensure that all cargo loaded is positioned tight against cargo rails on the vessel. Company vessels are supplied with chain and binders to ensure that all cargo loaded is properly secured so as to prevent movement of deck cargo.

All cargo must be properly positioned, lashed and tensioned to prevent shifting while the vessel is at sea. It is the Master’s responsibility to ensure all deck cargo is properly secured before leaving port or an offshore installation. Re-positioning and securing cargo that has shifted while at sea is often the only cure to ensure deck cargo remains intact, extreme caution should be taken while attempting any deck operation while underway. The company may be responsible for any damage to cargo that arrives to the customer due to weather damage or cargo shifting.

Should the Master have concerns of cargo damage, the customer representative will be contacted immediately for instruction and guidance. The customer will assume responsibility should the Master be instructed to continue a voyage in conditions which have been identified as hazardous to the cargo on the vessel.
The Time, Location and Name of the customer’s representative must be logged in the vessel's Official Log Book.

4.5 Loading/Offloading Casing

Every Master and officer should be especially aware of the hazards of loading and hauling oil field casing or pipe. Water can become trapped and even float a load of pipe, causing the vessel to add weight and substantially contribute to a loss of stability. Even pipe that has end caps can cause water to become trapped should the caps become loose or not secured. The hazard of added weight, free surface effect and the load becoming unsecured should be of the utmost importance to the vessel Master. The following precautions are required when loading or hauling tubular casing on a company vessel.

- Never load and secure casing above the cargo rails.
- All loads or partial loads of casing must be secured rigidly with chains and binders.
- No slack is to be in a chain that is securing a row of casing, extra chains should always be used should there be a chance of any load of casing shifting position.
- When there is a possibility of shifting from partial loads or bundles extra caution should be used.
- Racks are always the preferred method for handling oil field casing should one have the choice.
- Any time casing is loaded on the vessel, make sure all hands know the hazards of walking and slipping on wet pipe. In all cases casing should not be walked across if at all possible at any time!

4.6 Handling Products in bulk

Vendors that are to load any product in bulk on a vessel should supply Material Safety Data Sheets to the vessel prior to loading. The vessel crew should always consult the MSDS to ensure product compatibility and hazards involved in loading
any bulk cargo. The Chief Engineer should meet with the person that will transfer fuel or oil based product to confirm transfer procedures while completing the mandatory Declaration of Inspection, if a Chief Engineer is not assigned to the vessel due to crew size (Self Propelled Jack-Up Vessels) the Master is responsible for all transfer procedures. *(See Fuel Transfer Training at the end of this section)*

Always ensure proper valve alignment, tank capacities, and the ability to load or transfer the product to be transferred.

The following should be considered to ensure the safety of all personnel and to the environment.

- Make sure the vessel is properly moored and secured
- Properly qualified personnel are completing any transfer
- Establish the maximum pressure at which the product may be transferred
- Make sure all containments are clean, clear and plugged
- Check all hoses for proper connection, secured to remove pressure from fittings
- Verify product, tank order, quantities to be shipped
- Open lines of communication and verify the time required to stop any transfer
- Watch the conditions for changes, Wind, Current, Squalls.

### 4.7 Dry Bulk Products

The loading, storage, and transfer of dry bulk products are critical to all drilling operations. The following considerations will ensure the customer’s products are handled and delivered properly.

- Open and check all pressure vessels to make sure they are clean and dry before attempting to load any product. (Make sure all pressure is bled off tank and lines, before opening any pod to visually inspect.
- Verify all fill and discharge valves, lines are in good working order and free of any obstructions.
- When sealing the tank make sure all access covers and tank hatches are properly sealed.
- Maintain (10 to 15 lbs) of gauge pressure after product is loaded on all tanks to ensure product stays dry during vessel transit or when standing by.
- Always make sure all pressure has been released off of discharge lines and hoses before attempting to remove a cap. (Injury or even death can result from excess pressure)
- Make sure any hose used in bulk transfer is rated and in good working order.
- Establish a good vent before shipping any bulk product.
- Never ship any product at a pressure higher than the receiver is rated.

4.8 TANK CLEANING

All tanks will be opened, aired out and allowed to breathe with a forced air ventilator (blower) for at least 30 minutes prior to checking for oxygen content of the tank. Forced air ventilation for 30 minutes may not be sufficient time to exchange air in the tank to equal the atmosphere. Caution is to be used always when opening and ventilating any tank or void.

**Dry Bulk Tanks**

- Never trust any pressure gauges at the bulk transfer station to supply an accurate pressure reading. Opening the petcock slowly (if fitted) or cracking the vent valve slowly allowing the pressure vessel to bleed off any pressure. Always verify all pressure has been released off any tank, line and hoses before attempting to unbolt any tank hatches. Always loosen the bolts nearest to the hinges on any bulk tank as an added safety factor to ensure all pressure has been released. (**Dry Bulk Tanks are to be opened and cleaned at a shore side facility only, never open at sea.**)  

- As with all tanks, if the MSDS requires more than a simple dust mask for Personnel Protective Equipment, Shore base Management must be notified before any entry.
TRAINING INTRODUCTION:

During any fuel transfer two very important considerations come to mind, the possibility of fire and a fuel spill that may cause damage to the environment. Safe and successful fuel oil transfers are never completed without the chance of mishap or mistake. Careful planning must go into every transfer to ensure that all equipment that is to be used has been inspected that will allow a successful transfer to be completed. Proper hose connections, containments, and spill clean up equipment are essential when planning to transfer fuel. Having a good back up plan if conditions change and something should go wrong. Things do go wrong! Hoses burst, gaskets rupture, and leaks at connections, the person on the facility receiving fuel can close a valve during the transfer. We have all seen these things happen and worse, so be sure that all involved in any transfer know the steps involved and are able to stop the transfer if needed to minimize any damages or spills. Timely actions may be the key when trying to minimize a situation that may cause a serious fire or spill.

TRAINING OUTLINE:

2. Job Safety Analysis

Before any fuel can be loaded or discharged from the vessel a Pre-Task plan or discussion should take place. The Master and Engineer both need to know how much fuel can be loaded in the vessels tanks. A sounding of all tanks to be loaded is required before any fuel is to be loaded. The Engineer is always to make sure all valves are in position before any transfer can take place. A declaration of Inspection must be filled out and signed by the Person In Charge of the fuel transfer. Color cut water paste is to be used while the tanks are sounded prior to loading fuel to ensure water is not in the tank to be loaded. Never top off a fuel tank while in domestic trade, 90% of capacity is maximum allowed, always leave enough room for expansion in case the tank were to burp. Always make sure that no hot work, grinding, chipping or smoking is allowed while any fuel transfer is underway.

3. Pre-Task Plan

G. Identify the Job that is going to be performed.
H. List the basic steps that the job will require.
I. Identify any potential hazards or accidents that may occur while performing the job.
J. Formulate a plan that takes those hazards in account and how to avoid them.
K. Take into account what will happen should any part of your plans fall short.
L. Make sure all involved are informed and qualified to perform the work that you are asking them to carry out.
4. Loading precautions

A. All tanks need to be sounded before fuel can be loaded on the vessel, water-detecting paste should be used when the tanks are sounded. (Color cut)

B. All tank vents with screens need a visual inspection to ensure proper operation.

C. The Master and Engineer will agree upon how much fuel that the tanks will indeed hold. The Engineer will always keep in mind that tanks are not to be topped off to prevent accidental spillage. (90% of any tanks capacity is recommended)

D. The Engineer will always notify the Master of quantities of fuel to be loaded or discharged.

E. The engineer will sound each tank to verify quantities loaded to determine if spillage might occur due to overfilling.

F. Complete the declaration of Inspection and have signed copy back onboard.

G. A watch needs to be stationed at the remote emergency fuel shut down and be qualified to stop the operation if needed.

H. Check all valves to ensure no contamination or fuel spill can occur.

I. Make sure all hoses, connections; containments are protected as required by law.

J. Establish communication with the facility shipping or receiving fuel.

K. Make sure that the Bravo flag is hoisted or red light is on at night, to warn all traffic of the pending transfer.

L. Start the process slow as to make sure that there are no leaks before transferring at a safe rate.

M. Frequent soundings will be made to ensure that the fuel is indeed going into the correct tank and the rate of flow is not to fast for the vessel.

5. Discharge

A. Complete a Declaration of Inspection with the facility receiving fuel, oil or any oil-based products. Have signed copy onboard the vessel before transfer can begin. Coordinate the amount and rate that the facility will need.

B. Connect the transfer hoses making sure all connections are tight connecting grounding straps when provided.

C. Check containments for reliability should a leak occur.

D. Have any spill containment material accessible should a spill occur.

E. Establish communications with the facility receiving fuel.

F. Make sure no open flames, hot work or smoking are taking place during any fuel transfer.
G. Make sure all valves are lined up to ensure the correct tanks to be discharged are the only tank suction and discharge open.

H. Make sure the fuel meter reading is taken and ticket is in fuel meter.

I. Post watch at the Emergency Fuel shut down; make sure the person is qualified to stop the transfer should it be needed.

J. Start the transfer, check for leaks, and make sure the facility is receiving the fuel. Should excessive head pressure arise, stop the transfer to locate the problem.

K. Be sure that the communications are open and there is a continuous watch on both ends of the transfer.

L. After any transfer is completed make sure the hose is vented back to the vessel and the hose is drained completely. Print fuel ticket and make sure all necessary log entries are completed.

M. Replace all caps and plugs on hoses and secure the transfer hose.

N. Clean any residue or spillage that may have occurred during the transfer.

6. Preventing accidental spills
Prior to any discharge all of the following should be reviewed during Job Safety Analysis.

A. Establish communication with the facility to determine what quantity of product will be discharged during the current transfer.

B. Inspect all transfer hoses to be sure they are in good condition, properly secured and rated for the pressure you are going to pump.

C. Check all valves to ensure that no fuel will shift into another tank during the fuel transfer.

D. Appoint and post a qualified watch to observe and watch the hose and connections. The watch must know how to stop the pump should it become necessary.

E. Open communications with the facility that is to receive the fuel to make sure that the valves are open and they are ready to receive. If all checks out fine, start the transfer.

F. Watch the pump to make sure that head pressure is not excessive, if it is stop the transfer immediately, notify the facility that you have stopped pumping.

G. Deck Cargo transfer is not recommended during any environmentally sensitive transfer.

H. Make sure that there is no open flame, chipping, grinding, hot work or smoking around or during the transfer.
I. Make sure that the facility vents the line back to the vessel to ensure that the hose is drained back to the vessel. Make sure that all pressure is off of any hose before you break connections.

J. Immediately clean any spillage that may have occurred during any transfer.

Preventing Accidents

7. Any Accident can be prevented through situational awareness and Pre-Task Planning.

A. Always ensure properly qualified personnel are on watch.
B. Make sure that any orders that are passed are clear and understood fully.
C. Make sure that pollution prevention material is staged in case a spill should occur.
D. Make sure that the radio volume is up and tuned to the correct channels for effective communications should any transfer need to be stopped.
E. Good communication and teamwork will keep all liquids transferred off the deck and out of the water. As always should any oil byproduct hit the water, the spill needs to be reported.

(All Spills will be reported)
TRAINING INTRODUCTION:

The carriage and transfer of liquid mud and drilling fluids is a critical part of every Supply Vessels livelihood. Restrictions of weight and grade are critical to the vessel’s stability and safety. The limitations that have been placed on drilling fluids may be no higher than grade E, which includes all oil based liquid mud. The weight limitations per vessel will depend on the construction of the vessel’s mud tanks. This weight limitation will be expressed in pounds per gallon, and again is different for every vessel. You will find this information in the vessel’s Stability letter, which is found in the vessel document book, on the bridge. Because of the various weights and piping configurations that different rigs have, high pressures will be used to pump these products. As in all deck and engineering operations it is necessary to ensure extreme caution while pumping or receiving any liquid cargo.

TRAINING OUTLINE:

1. **Job Safety Analysis**

   As always before any liquid mud or drilling fluid is loaded or transferred a Pre-Task plan or discussion should take place. The Master and Engineer both need to know what products are to be loaded in the vessels mud tanks. The specific gravity and weight of any liquid mud is imperative to the vessel’s stability. Contamination and cross contamination of liquids is a real concern in circulating mud onboard the vessel. The Engineer always should make sure that any valves that are turned in the process of changing tanks during circulation are completed correctly. If the engineer is not on watch he must be sure that the person circulating has been properly trained to switch tanks so as not to contaminate or overfill a tank during the process.

   **Pre-Task Plan**

   A. Identify the Job that is going to be performed.
   B. List the basic steps that the job will require.
   C. Identify any potential hazards or accidents that may occur while performing the job.
   D. Formulate a plan that takes those hazards in account and how to avoid them.
   E. Take into account what will happen should any part of your plans fall short.
   F. **Make sure all involved are informed and qualified to perform the work that you are asking them to carry out.**

2. **Loading precautions**
A. All tanks need to be inspected in advance of any product that is to be loaded.
B. All tank vents with screens need a visual inspection to ensure proper operation.
C. The Master and Engineer will agree upon how much liquid that the tank will indeed hold. The Engineer will always keep in mind that the tank cannot be overfilled so as to not have problems when trying to circulate each tank. (90% is recommended)
D. The Master or Engineer needs to contact the mud engineer or person who is pumping the product before any product is loaded. Before the tank lids are properly secured for departure a sample will be taken from each tank to make certain the product that is loaded is not contaminated and is the proper weight. These samples need to be kept onboard until the product is pumped and the tanks are cleaned at a dockside facility. It is important to label and date these containers and keep them separated to verify products that have been loaded and pumped. (Tank, Weight and Date)
E. The engineer will sound each tank to verify quantities loaded to determine if spillage might occur due to overfilling.
F. Draft marks need to be taken forward and aft to be recorded.
G. Check all valves to ensure no cross contamination can occur.
H. Determine the periods of time circulation is required so a schedule can be set onboard. The estimated delivery time needs to be taken into account in the schedule.
I. After loading any liquid product, the tank tops need to be sealed to prevent contamination of any product.
J. The MSDS Sheet for any drilling fluid should be kept on file for review with the entire crew or tank cleaning crew.

3. Circulation

A. Prior to any circulation, all valves need to be checked to ensure the proper suction and discharges are lined up correctly.
B. Only one tank can be circulated at a time. This will in all cases avoid contamination or cross contaminations and spillage from topping any one tank.
C. Always make sure that all valves are closed from one tank before another tank is put on line.
D. This process needs to be repeated any time that tanks are changed.
E. Make sure that any person changing the position of valves knows the proper sequence and piping prior to giving that person the responsibility of this process.

4. Discharge
Prior to any discharge all of the following steps should be followed:

A. Establish communication with the facility to determine what quantity of product will be discharged during the current transfer.

B. Inspect all transfer hoses to be sure they are in good condition, properly secured and rated for the pressure you are going to pump.

C. Check all valves to ensure that the proper product and tank is lined up.

D. Appoint and post qualified watches to observe and watch the hose and connections. The watch must know how to stop the pump should it become necessary.

E. Open communications with the facility that is to receive the product to make sure that the valves are open and they are ready to receive. If all checks out fine, start the transfer.

F. Watch the pump to make sure that head pressure is not excessive, if it is stop the transfer immediately, notify the facility that you have stopped pumping.

G. Following the successful transfer of the product make sure that all valves are closed and pressure is off of the system and hoses. Break down the hoses and make sure that any product that has been spilled is cleaned immediately.

H. Flush lines and jets as soon as possible. Tanks must be cleaned at an approved disposal facility onshore. Oil Based mud is considered a significant pollution aspect of our operation. Make sure that anybody that is involved in any transfer is qualified to complete the transfer.

Preventing Accidents

5. Any Accident can be prevented through situational awareness and Pre-Task Planning.

A. Always ensure properly qualified personnel are on watch.
B. Make sure that any orders that are passed are clear and understood fully.
C. Make sure that MSDS sheets are supplied when receiving Oil Based Liquid Mud, Chlorides, Bromides, and Fluorides and on scene should anything happen.
D. Make sure that the radio volume is up and tuned to the correct channels for effective communications should any transfer need to be stopped.
E. Good communication and teamwork will keep all liquids transferred off the deck and out of the water. As always should any oil byproduct hit the water, the spill needs to be reported.

(See reporting spills)

CLOSEING DISCUSSION

6. As with all vessel-based training bring the meeting to a close with an open discussion on the topics that you have discussed above.

A. What areas are of the most concern to the Master and crew before, during and after any transfer?
B. Make sure everyone knows how to shut down any transfer of anytime.
C. What contributing factors can the crew identify that contribute to the lesson plan?
D. What corrective actions might be taken to mitigate any concerning areas in Liquid Mud or Brine Transfers that you have identified?
E. Have you identified what the hazards of Oil Based liquid mud or brine transfers?
F. What are the hazards in transfers of bromides, chlorides, and fluorides?

- Liquid Mud and Brine transfers special attention while loading, circulation, discharging, and while having tanks cleaned.
- Before tanks are loaded make sure that the weight and quantity can be safely loaded as not to adversely affect the vessels stability.
- Tanks must be inspected before a product can be loaded, the service provider/customer’s representative should always approve of the tanks conditions.
- Circulation according to the supplier instructions is required to keep the weighted material from falling out. Always keep enough room in tank to roll each tank as per instructions from supplier without causing the tank to overflow.
- Samples must be taken, dated and kept on the vessel until the final product is cleaned from the tanks.
- Any tank that is carrying environmentally hazardous product needs to be cleaned and material will be disposed at an approved shore side facility.
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- Material Safety Data Sheets should be kept on file to be reviewed by the vessel crew or any personnel that may enter a confined space for cleaning.
5.0 **PURPOSE:**
To define the requirements for the use of personal protective equipment

6.0 **SCOPE:**
All Corporations that use this System as guidelines to Manage Safety

7.0 **RESPONSIBILITY:**
Master/Officers/all employees

4.0 **GUIDELINES:**

Personal protective equipment is supplied and designed to protect individuals from injury. Appropriate equipment is to be worn as required when working on Company owned and/or operated vessels. A good stock of these items is to be maintained on the vessel at all times and be accessible for use. Each individual is responsible for supplying Steeled toe footwear.  
(Boots or approved type shoes)

The following is a general summary of personal protective equipment to be used for particular work applications: All vessel personnel will know and adhere to all PPE regulations that the customer may require on or near their facility.

- Protective footwear (steel-toed) shoes or boots are required to be worn while in any work area of the vessel at all times. Shower clogs and open toed shoes will not be worn except in one’s own living quarters or going to or from the shower. The company feels that the use of (flip-flops) onboard any vessel is not good seamanship and is discouraged.

- Work vests (approved PFD’s) will be worn while working over the side, crossing any gangway or while the vessel is underway at all times on any vessel. All personnel will wear work vests anytime a vessel is mooring. When a Lift Boat is in the elevated position it is the Masters responsibility to ensure a work vest is worn when the situation may require. All vessel Masters will adhere to the customers policies regarding PPE.
• Hardhats will be worn in all work areas of all vessels at all times, circumstances may dictate while working in tight areas in which there is no overhead danger when a hardhat is not needed.

• Eye protection, such as safety glasses with side shields, or safety goggles, shall be worn when there is danger of getting foreign objects or particles in the eyes, when chipping, grinding, wire brushing or when using any chemical solvents, cleaners, or degreasers.

• Proper protective equipment, including hoods, shall be worn when burning or welding.

• Gloves are provided and shall be worn when there is potential for the fingers and hands being snagged or cut.

• Rubber gloves shall be worn, and insulated tools shall be used, when working on electrical wiring and storage batteries.

• Hearing protection shall be worn in engine rooms and when using power tools where there are high noise levels (above 85 decibels) for prolonged periods of time. Hearing protection shall also be used in areas of exceedingly loud noise levels of shorter durations.

• Safety belts and harnesses shall be used to provide fall protection to crewmembers working more than 6 feet above a deck, or over the water.

• Respiratory protection (self contained breathing apparatus, air-line respirators, air-supplied hoods, air-purifying respirators for gas and vapor, air-purifying respirators for particulates) should be worn when there is potential for airborne health hazards.

• Immersion suits are provided for all crewmembers and persons other than the crew. These suits are listed on the vessels COI (when required), inspected, and kept in readiness in accordance with USCG and SOLAS regulations. Crewmembers are responsible for having these suits in readiness and available at all times when they are required as per the Certificate of Inspection.
Members of the crew should provide their own barrier creams and sunscreens. These should be used to protect exposed skin against ultraviolet rays.

Personal protective equipment, or PPE, when properly worn, is designed to reduce or eliminate hazards from the work environment that cannot be controlled by other means. It is considered the last barrier of protection for the employee. Other means of protecting employees such, as Engineering controls or administrative methods must be pursued first.

The Company is required by law (OSHA 29 CFR 1910.132) to provide Personal Protective Equipment and train our employees in its use, to protect them from hazards in the work environment. The training is intended to provide employees with the necessary protective equipment to guard against hazards in the workplace and enhance on-the-job safety. It also furnishes the employee direction on the selection, use, and care of protective equipment. The Company provides this equipment at no cost to the employee. PPE not designated herein and required by a specific job task or customer requirement shall be provided by the company.

7.1 RESPONSIBILITIES

Management is responsible for ensuring that employees have completed the training required by this procedure and the documentation of this process. The Safety Coordinator is responsible for ensuring that company personnel conduct a PPE Hazards Assessment by completing a Job Safety Analysis form prior to beginning a project. These assessments or JSA’s should be conducted on each job before any work is done. The results of the assessment or JSA’s will also determine what personal Protective Equipment will be used. The Company Supervisor’s are responsible for providing assistance in the implementation of this policy. Company personnel are responsible for learning and following the company policy/procedure regarding their use and maintenance.

4.2 GENERAL REQUIREMENTS

Protective equipment, including personal protective equipment for eyes, face, head, and extremities, protective clothing, respiratory devices, and protective shields and barriers, shall be provided, used and maintained in a sanitary and reliable condition whenever it is necessary by reason of hazards of processes or environment, chemical hazards, radiological hazards, or mechanical irritants encountered in a manner capable of causing injury or impairment in the functions of any part of the body through absorption, inhalation or physical contact.
1. **Equipment** – The Company provides most all the necessary protective equipment to perform any job encountered as they apply to our operations, the majority of these include but are not limited to: eye, face, ear, head and hand protection, fall protection, protective clothing, aprons and respiratory protection at no cost to the employee. The only exception is safety toe shoes or boots.

2. **Training** – The Company will also provide the necessary training regarding all PPE to each employee who is required to use the PPE. Training shall include:

   - When PPE is necessary
   - What PPE is necessary
   - How to properly don & doff, adjust and wear properly.
   - PPE Limitations
   - Proper care, maintenance

   The Company shall also verify that each employee has understood the required training through written testing along with documentation showing name of employee, dates of training, and the instructor.

   The Company will provide retraining when changes to the workplace make the previous training obsolete; the PPE changes; or when the employee demonstrates lack of use, improper use, or insufficient skill or understanding.

   The Company will verify training by retaining a copy of the certificate including:

   - The employee’s name
   - The dates of training
   - The certification subject

3. **Employee Owned Equipment** – Where PPE equipment is furnished or owned by the employee, the H S & E coordinator will be responsible for assuring the equipment meets regulatory standards (OSHA, NIOSH, etc.) and is properly maintained, cleaned and sanitized.

4. **Hazard Assessment** – The Company will assess the workplace to ascertain if and where hazards exist or are likely to exist; at which time The Company will select the respective PPE to be used, that will protect any affected employee from the hazards
identified in the assessment. This assessment will be performed with a written certification identifying the workplace evaluated along with the person conducting the assessment and the dates completed. See appendix A for hazard assessment certification.

PPE selection – See appendix B for guidance on PPE selection based on task being performed or work area/location.

PPE must be properly fitted to each affected employee and training in donning, doffing, cleaning, and maintenance will be provided as outlined in section 2 of this chapter.

The protective equipment to be used by employees will be determined by the advance analysis of the job and by conditions that occur as work progresses. However, on all jobs the following are the minimum:

- Face shields along with safety glasses with side shields or goggles shall be worn by employees who are engaged in chipping, grinding or performing any other operations that present flying fragment hazards.
- Safety hats and glasses will be worn by all employees and visitors at all times while in the plant’s designated area(s).
- Safety shoes are required for all employees on all projects. Tennis shoes, open toed shoes and sandals are prohibited.
- Long-sleeve shirts with sleeves rolled down and buttoned are suggested at all times on projects.
- Personnel with beards will not be permitted to enter certain locations. This will include contractor employees, subcontractor employees, and vendor representatives, etc.

5. Protective Equipment and clothing – Maintenance and Repair

- Personal protective equipment is vital to safety in your work locations. The equipment shall be properly cleaned, inspected after use, and stored in clearly marked and properly designated area.
- Any equipment that no longer provides adequate protection shall be repaired or replaced immediately. Unusable equipment shall be destroyed.

a. Ears
1) Appropriate hearing protection is provided by The Company and must be worn by all personnel in area where signs are posted warning of excessive noise levels. Hearing protection shall also be worn in unposted areas that are suspected of temporary excessive noise.

b. Eyes

1) Approved ANSI z.87 safety glasses with side shields shall be provided by The Company and must be worn by all employees.

   • In areas designated by The Company facility safety program.
   • During the execution of job assignments posting a potential eye hazard.
   • As defined by customer safety procedures on location.

2) Complete coverage eye protection must be worn when dust hazards exist and when using any type of pneumatic tools.

3) Individuals must wear splash-proof goggles when they are handling hazardous chemical liquids, powders, or vapors. They must also wear the goggles when they are in the immediate vicinity of these chemicals.

4) A person near other persons who are doing work that requires the use of safety goggles must wear such goggles.

5) Employees engaged in helping welders should not look directly at the welding process and must use approved eye protection.

6) Goggles with No.5- or 6-shade lenses must be worn when material is cut with acetylene gas. Helpers engaged in such work shall wear goggles with No. 4-shade lenses.

7) Electric arc welding requires the use of welding helmets or hand shield fitted with No. 10 or darker shade lenses.

8) Cover glasses must be used with all welding goggles, helmets, and shield.

9) Suitable goggles must be worn when inspecting tubing under hydraulic pressure.

c. Feet and Toes
1) Approved ASTM F2413 safety shoes or boots are not provided by The Company but are required to be worn at all times.

2) Tennis shoes, sandals, and other similar shoe types are not to be worn at any time on the job site. The wearing of low-quarter steel toe shoes is discouraged.

3) Rubber boots with safety toe protection shall be used on jobs where exposure to hazardous chemicals is eminent, i.e. calcium chloride, zinc bromide.

d. Hands

1) Wearing gloves prevents many minor injuries resulting from rough materials or irritating substances. Wear gloves whenever possible. Leather or leather-palm gloves shall be worn when wire rope is being handled. Cloth gloves afford adequate protection when normal work is done.

2) Appropriate gloves must be worn when acids, caustic soda, and soda ash are handled.

3) Insulated or heat-resistant gloves must be worn when regular work gloves cannot adequately protect against burns.

4) The Company shall provide all cotton, latex and rubber gloves.

5) Personnel using fixed or locking blade knives must wear KEVLAR or leather gloves. A JSA must be completed before using such knives for the identified tasks. Personnel are not allowed to carry pocketknives with them at offshore locations; alternative cutting devices must be used and should be provided by the contractor.

e. Head and Face

1) The Company shall supply safety hats to the employees and visitors. These must be worn by employees and visitors in the field, the shop, or any location where head injury hazards exist. Safety hats are selected for their protective qualities, and no others may be worn on the job. Safety hats must fit properly to provide maximum protection, and they must be maintained to ensure their protective qualities. Safety hats must not be painted or modified in any manner.
2) Hair long enough to constitute as a hazard while a person is working near moving machinery or rotating tools and equipment must be secured by a net or tied back.

3) Beards that constitute a hazard while a person is near moving machinery or rotating tools are not permitted.

g. Respiratory

Please refer to Respiratory Protection section of this Safety Manual for more detailed safety policy information.

1) Employees must be taught how to use respiratory protection before its actual use is required. Specific training requirements vary for respiratory types. Training must be conducted in accordance with applicable regulations. Periodic refresher training shall be held as appropriate. This training will identify individuals who, because of their physical conditions, cannot use the equipment.

2) Respirators must be worn when personnel are working in an atmosphere contaminated with harmful mists, fogs, gasses, smokes, sprays, and vapors. Respirators must be one of the following types approved by the national Institute of Occupations Safety and Health (NIOSH):

a) Dust respirators – Used to protect from nuisance and toxic dusts. Not to be used for vapors, mists, or fumes unless specified by the manufacturer/supplier.

b) Chemical cartridge respirators – Used to protect from mist or vapor such as paint spray. Not to be used for dusts or fumes unless specified by the manufacturer or supplier.

c) Make sure that all respiratory protective equipment is regularly inspected, cleaned, and maintained in good working condition.

g. Other Protective Equipment

Other protective equipment shall be provided by The Company.
1) Chemical goggles, full face shield, protective gloves and an acid-proof apron shall be worn for handling chemicals that may be harmful to the skin or eye when exposure to spillage is possible. Certain materials such as acids and caustic soda required additional protection.

h. Clothing

Clothing may be provided by The Company to the employee depending on the specific job requirement.

1) If clothing becomes a saturated with oil, gasoline, or chemicals, the employee shall immediately wash the exposed skin area with soap and water and changes clothes to prevent skin irritation. The employee must avoid all sources or fire, including cigarettes, pipes, or cigars before changing clothes and washing the affected skin with soap and water. Doctor should be consulted if skin rash develops.

i. Personal Flotation Devices

Personal Flotation Devices shall be provided by The Company

1) Each individual must wear a personal flotation device (PFD Type V) as specified below, except in rare instances where conditions make such use a greater hazard. A PFD must be a Type V approved for the service intended by the United States Coast Guard and must be fastened when worn. A PFD must be worn:

a) When doing repairs and maintenance of warehouse wharf and bulkhead areas.

b) When loading and unloading barges of sack products and bulk type products.
4.3 PERSONAL PROTECTIVE EQUIPMENT MAINTENANCE

Company personnel are responsible for keeping PPE equipment sanitary and properly maintained. Damaged or defective PPE shall not be worn. Any damaged PPE will be repaired or replaced as soon as it is detected. In the event that the PPE is not repairable it will be replaced. This process will be documented and filed with the safety coordinator.

4.4 GUIDELINES

All personal protective equipment shall be cleaned, maintained, and stored in a sanitary and reliable condition, as per manufacturers’ guideline. Periodical inspections of the equipment will be conducted to identify signs of damage or wear. At no time shall PPE be modified or altered in any way that degrades the integrity of the equipment.
1.0 Purpose
To define the requirements for entering or rescuing personnel from a confined space.

2.0 Scope
All corporations that use this System as guidelines to manage safety

3.0 Responsibility
Vessel Master/Crew

4.0 Guidelines
Each vessel Master is responsible to ensure all crewmembers know and can evaluate the potential hazards of entering a confined space; evaluation is the ability to determine all probable hazards in a confined space. Examples of confined spaces include but are never limited to:

All tanks and hatched voids are considered as confined spaces

- Fuel, Ballast, Liquid Mud, Bulk, Water, (ballast or potable)
- Sealed lockers such as (Rudder Room and Chain Lockers)

All entries to any confined space should always be properly planned, controlled while paying close attention to the danger and design of the confined space. All confined spaces will be opened and aired out by use of a ventilation blower for at least 30 minutes. Overnight is preferred if possible, the following will apply:

- The use of a Cricket, or other approved oxygen-testing devise.
- Request assistance from shore side for a marine chemist or competent person.
- Pre-Task Plan any evacuation or escape route
- Entry to a sealed chain locker will be at the Masters discretion. (Ventilate Thoroughly)

Should the vessel Master or any crewmember have any doubt if a job will require a confined space entry, stop and contact the shore base Manager on duty.
Several hazards due to atmospheric conditions may be present in any confined space and the following are:

- Oxygen Deficient
- Oxygen Enriched
- Explosive
- Residual
- Toxic

- The oxygen in a confined space can decrease because of work being done, such as welding, cutting, or brazing; or it can be decreased by certain chemical reactions (rusting), or through bacterial action (fermentation).

- The oxygen level is also decreased if oxygen is displaced by another gas, such as carbon dioxide or nitrogen. Total displacement of oxygen by another gas will result in unconsciousness, followed by death.

- Pure oxygen should never be used to ventilate a confined space. An Oxygen Enriched atmosphere will cause flammable materials, such as clothing and hair, to burn violently when ignited. Ventilate with normal air.

- Leaking oxygen hoses left in confined spaces can generate Oxygen Enriched atmospheres. Use of oxygen hoses to blow off clothing and skin, or “cool” off workers represent unsafe practices and can create unsafe conditions.

- It is important to know which cargos leave residues capable of generating fire and explosion hazards. It is also important to know where and in what spaces the residues may collect. Material Safety Data Sheets (MSDS) can be helpful in providing this information.

- Residues can come from many sources and can be hidden throughout the confined space. Cargo tank manifests, reference books, MSDS’s and the certified marine chemist inspections are tools to recognize residues.

  - Toxic substances can come from"
  - The product in the space
  - The work being performed in a confined space
  - Areas adjacent to the confined space
- Exposure to Benzene and Toluene vapors can be irritating to eyes, nose, and throat. If inhaled will cause nausea, vomiting, dizziness, difficulty in breathing, or loss of consciousness.

Entering Liquid Mud Tanks for the purposes of cleaning while offshore is strictly prohibited.

4.2 Rescue

- As an entrant into a confined space, the rescuer must be concerned with the amount of oxygen in the air in that confined space. The atmosphere could be either Oxygen Deficient, or Oxygen Enriched. Both conditions can be hazardous to your health.

- An attempted rescue from any enclosed space that is Oxygen Deficient should never be made unless compressed air breathing apparatus is utilized. A person in a space may be affected by toxic vapor or lack of oxygen and the rescue should be planned accordingly.

- AT LEAST THREE PERSONS working as a team will be required to rescue a victim from an enclosed space. More may be necessary to rescue a victim from a large cargo tank/hold. The rescue operation will depend upon the circumstances, and can be divided into two basic situations.

- Where the victim is still breathing when the rescue team arrives; they may be partially conscious or even unconscious.

- Where the victim has stopped breathing when the rescue team arrives. In this case, they will be unconscious.

- In either situation, the rescuers must administer oxygen or air to the victim in the shortest possible time. When a person has been overcome by hydrocarbon gas, the normal supply of oxygen to the brain ceases and permanent brain damage will result unless the oxygen supply is quickly re-started.
• The length of time before brain damage occurs depends on the concentrations of gas, the amount of oxygen present and the condition of the victim. In most situations, the rescuers must be able to reach the victim and commence administering resuscitation within 4 minutes of the victim losing consciousness.

• Space status, type of last cargo, and instructions issued by the certified marine chemist will determine the combinations of Personal Protective Equipment (PPE) to be worn while entering or working in a confined space.

• Prior to entering a confined space, the layout of the compartment should be discussed. Upon entering the space, visually check its’ configuration and special layout to insure familiarity.

• Coordinate emergency signals in case there is a need to evacuate quickly or rescue a co-worker.

• Establish hazards and/or barriers that may help perform the rescue as well as exit the space in case of emergency.

• IN NO CASE shall a person enter an enclosed space for the purpose of rescue without an additional person stationed at the entrance to the space. Ropes shall be tied to the rescuer entering the space to provide a means of removing the person from the space if overcome during the attempt.

4.3 Definitions

Benzene

A mixture of hydrocarbons obtained from refined petroleum. A colorless liquid that vaporizes and can be ignited easily and is a known carcinogen.

Carbon Dioxide (CO₂)
A heavy, colorless gas produced by the combustion and decomposition of organic substances and as a by-product of many chemical processes. Carbon Dioxide will not burn and is relatively nontoxic and uncreative. High concentrations, especially in confined spaces, can create hazardous oxygen-deficient environments that can cause asphyxiation. CO₂ is 1.5 times as heavy as air, making it useful as a fire-extinguishing agent to block oxygen and smother a fire.

**Carbon Monoxide (CO)**

A colorless, odorless, flammable, and very toxic gas produced by the incomplete combustion of carbon compounds and as a byproduct of many chemical processes. A chemical asphyxiate, it reduces the blood’s ability to carry oxygen. Hemoglobin absorbs CO two hundred times more readily than it does oxygen.

**Confined Space**

Any compartment or space that has one of the following characteristics:

- Limited access for exit
- Poor ventilation
- Not designed for human occupancy
- Mechanical or electrical equipment that presents a danger to entrants
- Is dangerous by design

**Oxygen Deficient Atmosphere**

Any atmosphere with less than 19.5% oxygen available is considered as oxygen deficient. Breathing in this atmosphere can cause loss of muscle control, mental confusion, respiratory difficulties, misguided feeling of well being, ringing in ears, and death.

**Oxygen Enriched Atmosphere**

Any atmosphere with oxygen levels above 21%. Breathing in this atmosphere can cause symptoms of which includes cramps, nausea, dizziness, hypothermia, respiratory difficulties, fainting spells, and convulsions capable of leading to death.
**Explosive and Flammable Atmosphere**
An atmosphere capable of sudden violent expansion, the result of cargo vapors and residues, fuel vapors and residues, coating and preservatives, and/or leaking of oxygen / acetylene hoses.

**Residues**
The remainder, or leftover, after a part is taken, such as cargo oil, fuel oil, paints, etc.

**Toxic Atmospheres**
A poisonous atmosphere that is hazardous to health. A result of most substances such as liquids, vapors, mists, solid materials, and dusts cause toxic atmospheres. Breathing in this atmosphere can irritate respiratory or nervous systems, and can cut off oxygen supply, or get into lungs and asphyxiate.
1.0 Purpose:

This procedure covers general requirements for the pre-planning and completion of work to be carried out during dry-docks periods.

2.0 Scope:

All Corporations that use this System as guidelines to Manage Safety

3.0 Responsibility:

Company Operations Department/Vessel Master

8.0 Guidelines:

Vessels will be out of service periodically for the purpose of dry-docking incorporating tail shaft survey, hull maintenance and repair, intermediate afloat surveys, and inspections. Because dry-docking is costly in itself and constitutes an “off-hire period, it is essential that the operation is performed in the minimum time and with no unforeseen delays. Successful and economic dry-docking and maintenance calls for careful preparation, a great deal of which must be carried out by vessel personnel.

- Repair and maintenance lists for proposals are prepared to a large extent from information provided by the planned maintenance and inspection system. It is important, therefore, that items Deferred concerning repairs or damages that have occurred are made apart of any dry-dock list.

- All defects that affect the efficient and safe running of the vessel are to be submitted.

- Approximately one month, or longer if possible, before dry-docking, the vessel will be asked to prepare a shipyard list that reflects the known repairs to the Port Captain.

- Where applicable, all tanks will be cleaned and made gas free with pipelines, crossover lines, and manifolds washed through, so no explosive gases remain.
Special cleaning is to be given to any tanks or spaces where repairs are to be carried out.

- Tank tops and bilges in the engine room, pump room, and other machinery spaces, as far as is possible, must be free of oil before docking.

- Compartments for holding dirty bilge water or oily residues must be lowered as far as possible. Arrangements will be made where necessary for pumping ashore or into lighters of any remaining slops before docking.

- Items for repair by contractors or shore labor are to be clearly identified and access to them made easy where necessary. The crews are expected to give maximum assistance while the vessel is in the shipyard when required.

- Prior to work commencing, a meeting shall be held onboard to discuss safety and firefighting arrangements with the shipyard management. All necessary telephone and contact numbers are to be made available to the ship and displayed in a prominent place.

### 4.1 Crew Responsibilities

It is usual for all work in connection with the dry-docking, repairs, and upkeep of the ship to be carried out under the supervision of a single appointed Company superintendent. Certain functions should be the specific or joint responsibilities of the ship’s officers, such as:

- The safety and security of the vessel and all her contents are the responsibility of the Master on board.

- The Master is considered the appointed Company representative and is to be on duty when any work is being carried out by shore labor either in the engine room or on deck.

- The assigned representative must ensure that no tank drain plugs, manholes, or other fittings affecting the vessel’s watertight integrity are removed, opened, or loosened without his knowledge and it must be
properly recorded. He is to satisfy himself that all such fittings are properly replaced and tightened before the dock is flooded.

- Before dry-dock flooding commences, the representative shall ascertain that all sea chest and underwater valve grids are in position with all fastenings intact and secured.
- The attending Company representative may delegate any officer to oversee and report on the progress of a particular repair or operation.
- Machinery is to be isolated in order to prevent unauthorized or inadvertent starting up. Where vessel machinery is operating it is necessary for adequate watches to be maintained at all times.

4.2 Leaving Dock

- The vessel’s Master and Chief Engineer (if assigned) shall satisfy himself that all drain plugs and manhole covers are in position and other hull or tank openings properly closed, before dock flooding commences.
- The Master shall ensure that the trim and weight distribution of the vessel is the same upon leaving the dock as upon entering, unless a departure from that condition is required or authorized by the Dock Authorities. Verification of weights in all tanks and spaces is to be carried out by sounding, or other means, to ensure the required calculations are valid.
- During flooding of the dock it is customary to halt flooding before the vessel leaves the blocks. The Master shall satisfy himself that:
  - All ship’s side sea valves and piping are watertight.
  - Wherever practicable all valves should be opened before flooding is resumed.
  - Any repairs to the underwater hull are watertight.
- After re-floating of the vessel, care should be exercised to ensure that all pumps, cooling systems, and heat exchangers are properly vented, and that
there is sufficient cooling water available to permit proper operation prior to starting up auxiliary machinery or main engines.

4.3 Before Departing

- On completion of repairs all machinery, equipment, and systems, including cargo systems where appropriate, are to be fully operated and tested prior to the vessel sailing.
- If work has been carried out on the main engine, approval for a slow speed trial alongside should be sought. When this is impractical the testing is to be carried out as soon as possible after leaving the repair berth.
- All tail and rudder shafts should be monitored to ensure proper seal and watertight integrity is preserved.
1.0 Purpose:

To describe the requirements for maintaining documented communication between vessel Engineers.

2.0 Scope:

All Corporations that use this System as guidelines to Manage Safety.

3.0 Responsibility:

All vessels Chief Engineers.

4.0 Guidelines:

The Engineers hand-over file is used as a method for vessel Engineers to keep each other informed of any important information that may affect the vessel operationally primarily machinery and equipment. Again because key personnel work on a shift basis, it is important for those who are on leave understand any change in Fuel, Product or fluids the vessel has received. The hand-over file needs to be reviewed by each Engineer that is relieving another, upon arrival.

The hand-over file is meant to supplement remarks that have been made in the vessel logbook and to keep any important information from becoming lost during the crew change transition. This file is to be used as a communication tool and for correspondence between Chief Engineers.

All Fuel, Bulk, Drilling Fluids, Maintenance, Inspections, Requisitions, Memos, or correspondence that the oncoming Engineer needs to be briefed on are among some of the items that will be kept in the hand-over file. This should include hand-over information between Engineers about ongoing problems or repairs that are or have been completed.

This file is not a catchall file and will be used to keep the Engineer abreast of anything that is pertinent to vessel engine room and equipment.

4.1 Requirements
Upon being relieved, the departing Engineer will insure that the relief Engineer knows the location and contents of the hand-over file.

All documents that are important to the engine room of the vessel should be kept for the relief Engineer to review, before being filed or purged.

Correspondence acclimating in the file should be reviewed weekly to insure the file is maintained and updated.

The Assigned Chief Engineer will maintain this file on all other vessels.
1.0 Purpose:

To describe the requirements for maintaining documented communication between vessel Masters

2.0 Scope:

All Corporations that use this System as guidelines to Manage Safety

3.0 Responsibility:

All Vessel Masters

4.0 Guidelines:

The Masters hand-over file is used as a method for vessel Masters to keep each other informed of any important information that may effect the vessel operation. Because key personnel work on a shift basis, it is important that any changes in procedure or development of new procedures is received and understood by those who are on leave. The hand-over file needs to be reviewed by each Master that is relieving another, upon arrival.

The hand-over file is used to supplement remarks that have been made in the vessel logbook and to keep any important information from being lost in the crew change transition. If the file is used as a communication tool and for correspondence between crew’s the following will make crew change transition easier.

All unfinished SIP forms, Inspections, Requisitions, Memos, or correspondence that the oncoming Master needs to be updated are among some of the items that will be kept in the hand-over file.

This file is not a catchall file and will be used to keep the Master abreast of anything that is pertinent to vessel operations
4.1 Requirements

Upon being relieved, the departing Master will insure that the relief Master knows the location and contents of the hand-over file as well as the Vessel Document Book. Departing Master and Arriving Master should each sign the handover notes to document the transfer of command of the vessel from one Master to the other. The signature of the arriving Master signifies that he accepts the condition of the vessel and crew. If conflicts regarding the condition of the vessel cannot be resolved between the departing and arriving Master the Shorebase should be contacted before the handover of the vessel takes place.

All documents that are important to the operation of the vessel should be kept for the relief master to review, before being filed or purged. In addition any vessel certificates that are within 30 days of expiring should be noted in the handover file.

Crew credentials for all arriving crew should be checked for validity to ensure that the vessel is properly manned in accordance to the COI of the vessel. This should be completed before the Master’s Handover is completed.

Correspondence acclimating in the file should be reviewed weekly to insure the file is maintained and updated.
1.0 PURPOSE:

To identify and provide instruction in the handling of hazardous materials

2.0 SCOPE:

All Corporations that use this system to Manage Safety

3.0 RESPONSIBILITY:

The primary responsibility for this procedure resides with the Master. All personnel on board are to be familiar with this procedure.

4.0 GUIDELINES:

HAZARDOUS MATERIALS

The U. S. Department of transportation (DOT) regulations specifies that the categories of materials considered to be hazardous include:

- Explosives
- Radioactive materials
- Etiologic (disease causing) agents
- Flammable liquids or solids
- Combustible liquids or solids
- Poisons
- Oxidizing or corrosive materials
- Compressed gases

4.1 MODES OF TRANSPORTING HAZARDOUS MATERIALS

In the United States, the U. S. Coast Guard enforces the Hazardous Materials Regulations (49 CFR Parts 171-179) as they pertain to packaged hazardous materials transported over water, and the handling of hazardous materials (33 CFR Subchapter L) in the vicinity of a waterfront facility.
The Coast Guard also regulates the transportation of hazardous materials shipped in bulk, which includes oil and a broad variety of other hazardous materials. Bulk shipments are governed by regulations in 46 CFR Subchapter I (Cargo and Miscellaneous Vessels), and 49 CFR 98.30 (Certain Bulk Cargoes).

Transporting packaged or bulk liquid certain hazardous cargoes in portable tanks is limited to 20 percent of the DWT per 56 CFR Part 90.05-35. See Attachment “A” to this procedure for the requirements when using “Portable” tanks for transporting liquid cargo.

4.2 HAZARDOUS WASTES

In the United States the U. S. Coast Guard has jurisdiction over the transportation operations conducted by the vessel, while the Environmental Protection Agency (EPA) has jurisdiction over the “tracking” of hazardous wastes from the generation to the disposal site. The primary differences between the transportation of hazardous materials and the transportation of hazardous wastes are the EPA requirements for hazardous waste manifests and transporter identification numbers. Noxious liquid substances (NLS) are not considered to be hazardous materials or hazardous waste. All vessels will carry the Corporation’s Hazardous Transporter Identification number in the vessel document book. Material Safety Data Sheets will be kept on file aboard the vessel until all product has been removed, cleaned and inspected.

Solid wastes are hazardous, including certain liquids and contained gases, if they are wastes that exhibit hazardous characteristics such as:

- **Ignitability** - Substances that have a flash point of 140 degrees F or lower.
- **Corrosives** - Substances that destroy skin tissue on contact or have a deteriorating effect on steel.
- **Reactivity** - Substances that, when in contact with water, are likely to become spontaneously flammable or emit flammable or toxic gases in significant quantities.
- **Toxicity** - Substances that when inhaled or ingested pose a significant threat to an individual’s health.
4.3 MATERIAL SAFETY DATA SHEETS (MSDS)

- Material Safety Data Sheets are commonly used to provide the necessary information on each hazardous material in the workplace. The MSDS should be included with the shipped container, or they may be sent to the customer prior to or at the time of shipment.

- Most shippers include MSDS documents with the other shipping papers. This has the advantage of making detailed information concerning a hazardous material available to vessel personnel in the event of a spill or release of the substance.

- Supplying an MSDS satisfies regulations requiring emergency response information to accompany shipments.

- The Master and Chief Engineer shall maintain a binder containing MSDS for common supplies that may be supplied to the vessel. These shall be kept with all other Safety Management System information to be referenced if needed by all crewmembers.

- Material Safety Data Sheets shall be provided for all fuels, lubricants, paints, chemicals, gases, and other materials used on board which may present health and safety hazards.

- The Master will request a Material Safety Data Sheet for any product shipped aboard the vessel should it not be supplied by the customer.
USE OF “PORTABLE” TANKS
FOR TRANSPORTING FLAMMABLE & COMBUSTIBLE LIQUID CARGO ON VESSELS

1. Decide on packaged or bulk mode: Packaged - no transfer to/from the tank while on board. Bulk - Tanks are normally carried full or empty.
3. Equivalency provisions: Apply to DOT for exemptions, following 49 CFR 107 requirements.
4. Stability provisions: All vessels must have weight and height fit stability letter provision. Stability letter must address specific tanks, if tanks are not full or empty.

<table>
<thead>
<tr>
<th>Cargo: Flashpoint:</th>
<th>JP5 140°F F about 0.8 none (I)</th>
<th>Diesel 110 – 190°F F 0.8 – 0.9 none (I)</th>
<th>Methanol (methyl alcohol) 61°F 0.79 D</th>
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<tr>
<td>Specific gravity:</td>
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<tr>
<td>NLS category:</td>
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<tr>
<td></td>
<td>PACKAGED 49 CFR 172.101 Class 3 Group III Combustible liquid</td>
<td>Class 3 Group III Combustible liquid</td>
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<td>MPT 46/64 DOT 51, 52, 56, 57, 60 IM101, 102 IM101, 102 DOT 57</td>
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<td>FP&gt;100°F</td>
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<tr>
<td>Fire Equipment</td>
<td>49 CFR 176.315 1 BV (or 5 gal. Foam) 2 BII Combination nozzles</td>
<td>1 BV (or 5 gal. Foam) 2 BII Combination nozzles</td>
<td>1 BV (or 5 gal. Foam) 2 BII (w/pick-up tube) Combination nozzles</td>
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<td>49 CFR 176.340</td>
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<td>Warning Sign</td>
<td>49 CFR 176.325 No smoking/No open lights</td>
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<td>No smoking/No open lights</td>
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<td>BULK 46 CFR 30.10-15 Grade D Combustible liquid</td>
<td>Grade D or E Combustible liquid</td>
<td>Grade C Flammable liquid</td>
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<td>Tanks</td>
<td>46 CFR 98.30-37 IM 101, 102 MPT 46/64 Fixed independent</td>
<td>IM 101, 102 MPT 46/64 Fixed independent</td>
<td>IM 101, 102 MPT 46/64 (MEK gasoline .36HC1, .02 H) Fixed independent</td>
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<td></td>
<td>MSM Vol II</td>
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<tr>
<td>Fire Equipment</td>
<td>46 CFR 98.30-37 450# total dry chemical Combination nozzles</td>
<td>450# total dry chemical Combination nozzles</td>
<td>450# total dry chemical BV, polar solvent foam (MSM) Combination nozzles</td>
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<td>Transfer 46 CFR 98.30 Tankerman, inspect containment</td>
<td>Tankerman, inspect containment</td>
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<td></td>
<td>Warning Sign 46 CFR 98.30-33 Red flag, gangway sign</td>
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<td>46 CFR 98.30</td>
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1.0 PURPOSE:

To define the requirements for preparing vessels for heavy weather conditions.

2.0 SCOPE:

This procedure is applicable to all vessels owned and/or operated by the company.

3.0 RESPONSIBILITY:

The primary responsibility for this procedure resides with the Master of the vessel. All personnel on board are to be familiar with this procedure.

4.0 Guidelines:

Whenever heavy weather is anticipated, or there is a possibility that the vessel may be subject to heavy rolling or pitching, extra precautions are to be taken. These precautions are additional to those required by the normal good practice of seamen and seamanship.

The Master will direct the inspection that is to be carried out by the Mate or designee for the deck and accommodations and by the Chief Engineer for the machinery spaces including the steering gear to prepare for heavy weather.

4.1 The deck inspections shall include a detailed check of the securing of the anchors and confirmation that the hawse covers and all deck hatches are properly secure. The inspections shall include a check on all storeroom contents for security of lashings and other securing methods. Oil drums, steel pipes, and heavy items of equipment should be secured by the best means possible. The inspection shall include a check on the lashings of any items of equipment stored on outside decks. Upon completion of inspections, the Officers concerned shall report back to the Master that the entire vessel is secure.

- Instructions shall be issued to ensure that all is secure in the galley, accommodations and storerooms. All portholes, outside doors and hatches must be checked and proved tightly closed.

- The Master shall direct special attention to any extra inspection required by the layout of the vessel, equipment carried and the severity of the anticipated weather.
• When vessels must operate in severe weather conditions such as Northers’, Hurricanes, heavy seas and high winds, the following actions and precautions shall be taken Secure all lines and loose gear Secure and dog down doors, hatches, manholes.

• Make sure all life saving and fire fighting equipment is in it’s place and ready for use if needed.

• Go on deck only to tend lines and see to the safety and security of the vessel.

• Do not moor large vessels alongside small vessels.

• Mooring lines should be doubled and with sufficient slack for rise and fall of tides.

• Use extreme care when approaching rigs or platforms. Approaches shall be made from the leeward side.

• When moored or tied off at a rig or platform, stay alert and man all watches. Keep the engines running.

• If tied up to a platform make sure the vessel is untied and well secured before the expected weather is encountered.

• If the weather is expected to be very severe the crew must also be informed and a pre-task plan is in place for any unexpected emergencies.
1.0 PURPOSE

To define the procedure to be used when welding, or other hot work is carried out on vessels.

2.0 SCOPE

All Corporations that use this System as guidelines to Manage Safety

3.0 RESPONSIBILITY

Master or Officer on Watch

4.0 GUIDELINES:

All hot work introduces additional hazards and special care is to be exercised to ensure that appropriate precautions are taken. Only Officers and Ratings who have been trained in welding and who are authorized by the Master are to be allowed to use welding equipment. An authorized welder from shore side Management will complete all other welding onboard.

4.1 Hot work in all areas must be:

- Authorized by the Master before any hot work is begun onboard.
- Supervised by an adequate fire watch
- Hot work is never to be permitted in the vicinity of any oil tank or oil tank vent unless the tank has been emptied, cleaned, and proved to be gas free.
- The Master shall maintain a file of all “HOT WORK PERMITS” issued.

4.2 BASIC REQUIREMENTS FOR WELDING

- The correct welding rods for the material and conditions are to be available on board.
- Items to be welded are to be fully prepared, such as edge preparation, preheating, correctly earthed, etc.
- Any equipment, components, structures, etc. that have been welded on board shall be subjected to appropriate examinations and tests before being put back into service.
Due to the breathing hazards associated with hot work, all welding shall be done in well-ventilated areas.

The Master must also appoint a responsible person to supervise all work carried out and maintain a fire watch.

4.3 EXTENT OF WELDING REPAIRS

All welding repairs must be approved by shore based Management.

If, under emergency conditions, welding must be undertaken contrary to any of the guidelines in this procedure, the Manager on shore must be contacted to approve the risks being undertaken.
HOT WORK PERMIT

This permit is required for any HOT WORK likely to be of sufficient intensity to cause ignition of combustible gases, vapors, or liquids in or adjacent to the area involved.

A Hot Work permit must be issued when any work is conducted below deck, in or near any area that may contain combustible gases, vapors or liquids.

This permit is valid From: _________________ Hours  Date____________________________
To: ________________ Hours  Date____________________________

Location of work:
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Description of work (including equipment used):
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Personnel carrying out work:
____________________________________________________________________________________
____________________________________________________________________________________

A. Has the work area been checked for Combustible?
   Gas, hydrocarbon or Flammable vapors?  □ Yes  □ No
B. The surrounding area has been checked and deemed safe?  □ Yes  □ No
C. Has the area been adequately ventilated?  □ Yes  □ No
D. Is additional fire protection available on scene?  □ Yes  □ No
E. Has a fire watch been posted?  □ Yes  □ No

E. Special conditions/precautions:
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

In the circumstances noted above it is considered safe to proceed with this work.

Master or Officer on Watch

Signature_____________________________________________________

Person in charge of Hot Work

Signature_____________________________________________________

The work has been completed and all persons under my supervision, materials, and equipment have been withdrawn.

Authorized person in charge signature ________________________ Date and time ____________

Keep this record in the Hot Work Permit File
1.0 PURPOSE

To provide familiarity with the vessels lifesaving equipment

2.0 SCOPE

All Corporations that use this Safety Management System as guidelines to manage safety

3.0 RESPONSIBILITY:

Master/All Employees

4.0 GUIDELINES:

All lifesaving equipment shall be maintained to USCG specifications and examined frequently for defects. Defective items shall be repaired or replaced through the inspection Criteria found in the Streamlined Inspection Program.

4.1 RING LIFE BUOYS AND LIFE JACKETS

Frequent inspections by the Master of all ring life buoys and life jackets in accordance with USCG requirements listed on the vessel’s COI. During those inspections, emergency drills or onboard vessel training the following should be taken into account.

- Ring life buoys and life jackets are designed for a single person.

- The ring life buoys shall be placed on the vessel according to the current fire and safety plan, the location and current.

- During all lifejacket inspection list shall be dated and show who the jacket is issued to, the jacket number, the light and its date, if a whistle is attached, and if stenciled with the vessel name and port. This list shall be in accordance with USCG-46 CRF Subpart 33.35 and 33.38.

- Lifejackets shall be worn in the proper manner, and for all drills.

- Extreme care should be exercised when launching or recovering life saving gear in order not to slip or fall overboard. Care should be taken not to hit the man in the water with ring life buoy or water light.
• No workboat or rescue boat shall be permitted to leave the vessel without all persons in the boat having a life jacket.

• Life jackets shall always be worn when working over the side or when there is danger of falling over the side.

4.2 Inflatable Life rafts/Floats

Inflatable rafts are rubber rafts that are enclosed in a plastic or fiberglass shell and are designed to inflate by the action of water pressure or jerking of a lanyard.

• Extreme care should be exercised when working around the life raft lanyard, especially with power tools. Care should be taken to prevent accidentally bumping and releasing the hydrostatic release.

• Life rafts will be inspected monthly as per Inspection Criteria found in the Streamlined Inspection Manual.

• When entering an inflated raft, extreme care should be taken to prevent puncturing the raft with a knife or other sharp instruments.

• Life floats will be inspected to ensure all floats will manually launch should it be necessary, paddles are in place and floats are in good working order as per the Streamlined Inspection Criteria Sheet.

4.3 Rescue Boats

• The Engineer shall ensure that lifeboat engines are properly maintained and tested briefly monthly. This must ensure that the correct grade of fuel as recommended is used, bearing in mind climatic conditions.

• Davit winches, motors, and limit switches must be maintained in good order and regularly tested.

• Rescue boats shall be examined regularly for any holes or cuts, and examine the oars and outboard motors to assure the boat will be ready when needed.
Lifeboat drills shall be conducted as required by USCG. All crewmembers not on watch shall attend and participate in these drills. The drills and attendance shall be recorded.

The capacities of the boats should not be exceeded, either in weight or number of personnel.

Care should be exercised when boarding the boats so as not to capsize them. Boarding should be one at a time with personnel sitting down low in the boats. Hands should not be place on gunwales when coming alongside another vessel, boat hooks should be used.

When coming alongside a person in the water, extreme care should be exercised to prevent colliding or overrunning the person with the lifeboat.

### 4.4 Line Throwing Devices

- Line throwing devices are used to send a line to another vessel, rig, or platform when there is danger involved in the vessel coming closely alongside.

- A line-throwing gun should never be pointed at personnel or directly at a vessel. The gun should be pointed towards the vessel or object that the line is intended to be sent.

- Safe footing should be established before firing. The small line should be well secured to the bridle of the projectile. Manufacturers instructions should be followed carefully.

- Equipment not designed for line throwing devices should not be used.

### 4.5 Pyrotechnic Distress Signals

- Most distress signals utilize a method of burning to produce smoke or bright lights and are used to advise other vessels when personnel are in distress.
• All flares and signals should be pointed away from the user. These should point upwards and never at another person or vessel.

• Floating smoke flares should be thrown overboard immediately upon ignition.

4.6 **Self Contained Breathing Apparatus**

Self Contained Breathing Apparatus (SCBA) is provided in the emergency gear lockers or as prescribed on vessels that do not have emergency gear lockers. These are the type in which air is supplied to the facemask from a positive pressure air supply through a cylinder worn by the user.

• Crewmembers should practice donning and using SCBA during fire drills. All apparatus should be examined carefully and thoroughly for any leaks. Manufacturers instructions should be followed.

• Facemasks shall fit tightly to the face. Facial hair shall not impinge on the security of the mask.
1.0 PURPOSE

To provide guidelines for proper watch keeping standards

2.0 SCOPE

All Corporations that use this System as guidelines to Manage Safety

3.0 RESPONSIBILITY

Master or Officer on Watch

4.0 GUIDELINES:

The following general guidelines are to give the Officer on Watch general operational direction in the setting of a Helm watch, Engine room, Radio, Anchor and Fire Watch. All personnel to perform watch-keeping duties should understand that proper vigilance, diligent performance and sound judgment is fundamental to ensure safety of life at sea, protection of property, the environment and to avoid collision. Every vessel Master may augment the guiding principles in the guidelines of this section as deemed necessary in any given situation. Every vessel Master will appoint and schedule a proper watch schedule with personnel that are qualified to perform proper watch-keeping and lookout duties.

Standing Orders are critical to communicating to the crew the expectations of the master. Each vessel Master should develop Standing Orders and Night Orders in accordance to the type of vessel, crew and particular vessel activity. These orders should be posted and explained to all crewmembers during vessel orientation. Each crewmember shall sign and verify that they understand and will comply with the standing orders.

4.1 Helm Watches

The vessel Master will set all wheel watches once the vessel is underway and well clear of any challenging situations or obstacles in the vessels course. Once any watch is set it will function as an extension of the Master’s Command and Control of any vessel. Only one person will exercise the responsibilities of the Master on the vessel and will give verbal or written instructions before leaving the wheelhouse to the Officer on Watch. The Master will ensure that before leaving the bridge all instructions are understood clearly. The Officer on Watch will follow the Master’s
instructions (standing orders) and lawful orders that will include but never be limited to:

- The Vessels course, speed and closest point of approach
- The most economical means of travel to any destination
- Weather conditions and considerations in which the vessel can safely operate.
- Proper use of the automatic pilot, dynamic positioning systems.
- Proper use of radios, GMDSS and other bridge navigational equipment
- Proper navigational practices and record keeping
- All situations or schedules in which to call the Master to the bridge

4.2 Helm Watch

Although crew size will vary and conditions will change, it is the policy of the company to have two persons in the wheelhouse while underway at all times. Should one have to leave the wheel house for any reason the Officer on Watch will call upon the engine room watch or another to stand as lookout until designated lookout returns.

A two-man helm watch is required at all times while underway. While the vessel is underway the Master or the Officer on Watch will be present in the wheelhouse with the lookout to ensure a proper and safe watch is performed. An accurate record of any vessels movements will be kept in the Official Logbook kept on the bridge.

4.3 Duties of the Officer on Watch

The Duties of the Officer on Watch will include but are never limited to:

- The safe navigation of the vessel at all times
- To uphold the lawful orders of the Master
- Stand watch on the bridge at all times while underway
- Give instructions and orders to other watchmen clearly in a manner they readily understand
- Ensure a proper lookout is kept at all times
- Be familiarized and comfortable in the operation of all wheelhouse equipment, steering, and navigational tools
- To take bearings of targets or vessels on a regular or frequent basis
- Avoid collision during any situation where the bearing of another target or vessel remains steady and the range decreases, in accordance with the International rules of the road. (COLREGS)
- Sound the proper sound signals to prevent collision
- Display proper navigational lights, day shapes in accordance with the rules of the road
- Maintain log books, vessel records, and customer relations
- Maintain a safe speed at all times with regard to weather, visibility, traffic, navigational channels, and the safety of the crew and vessel
- Keep up accurate weather forecasts, watching for changing conditions
- Stop any cargo or crane operation that may be unsafe or hazardous
- To enforce proper radio protocol on other watch keepers
- Maintain the Safety and Environmental Policy of the company

4.4 Watch Change/Relief
Before the Officer on Watch may turn the watch over, he must be sure that the vessel is not in position or maneuvers that may be taking place that may cause loss of control or station keeping abilities.

Watch changing procedures are guidelines to make the transition between vessel Officers and ratings efficient, safe and non-eventful. The Officer on Watch should make the following considerations before turning over the vessel to the oncoming Officer on Watch.

- Is the person relieving the Officer fully awake, cognizant with no apparent disabilities that will prevent that Officer from taking control of the vessel or carrying out the duties of the Officer on Watch
- Are conditions safe to turn the vessel over at this time, position, course, speed, current, set, drift, approaching traffic, sea keeping performance
- Is a proper lookout posted, alert and qualified
- Are pending jobs, cargo operations, or weather conditions a factor in safely turning the vessel over to the oncoming Officer
- Are all standing orders or instructions relating to the safe navigation of the vessel fully understood by the oncoming Officer
- Is all bridge navigational equipment functional and operational
- Are lights, day shapes and signaling devices functional and operational
- Have all known conditions that may be encountered during the oncoming watch been explained to the oncoming Officer and understood

Only after these conditions and any other conditions the Master may use to augment to this procedure, will the Officer on Watch consider it safe to leave the bridge.
4.5 Radio Watch

All vessels must maintain a 24-hour radio watch while at sea or on charter. As stated this primary function is the responsibility of the Officer on watch. The principal duties of the radio watch are as listed but never limited to:

- To monitor all emergency radio communication stations and respond to any emergency traffic
- To monitor all voice communications pertaining to the safe navigation of the vessel and respond to other vessels or radio traffic
- To monitor any company or customer radio communications that may pertain to contractual obligations or vessel operations while at sea or in port
- To mandate proper radio protocol to all watch keepers and crew members
- To maintain proper radio logs (GMDSS) if required
- On self-propelled Jack-up vessels these procedures may be altered only when crew size is limited. Should the Officer on Watch have to leave the bridge for any reason; a hand held radio will be used for that short period.

All fines that may be imposed by any flag state or port authority for improper radio protocol communications Will be paid by the offending employee!

4.6 Anchor Watch

When a vessel is at anchor or moored to a buoy it is the Master’s responsibility to ensure that the Officer on Watch or a qualified deck rating continually maintains a proper Anchor Watch. The Master will plot the vessels position on a suitable navigational chart, to include position and relevant bearings to any fixed objects to ensure the vessels anchor is not dragging.
Should the Officer on Watch delegate this responsibility to a deck rating, the person assigned to this watch must be properly qualified to perform the following:

- Monitor the vessel’s position by radar, visual bearings and to notify the Master should the vessel’s anchor or mooring begin to drag
- Make rounds of the vessel to ensure the vessel’s ground tackle or mooring line is sufficient to avoid grounding or collision with a fixed object
- Monitor all weather, wind and sea conditions that may affect the vessel’s ability to remain safely at anchor
- Continuously monitor all radio communications prescribed by the radio watch procedures
- Ensure that all proper navigational lights, shapes, are in place and proper sound signals are performed at the proper prescribed intervals
- Notify the Master if conditions change significantly, including visibility or approaching vessel traffic that could endanger the vessel

4.7 **Engine Room Watch**

On all vessels where a Chief Engineer is assigned it will be the Chief Engineer’s responsibility to set and maintain a proper watch schedule that will ensure the following duties are performed but never limited to. Should no Engineer be assigned the Master will assign and maintain the engine room watch.

Standing Orders are critical to communicating to the engineering crew the expectations of the Chief Engineer. Each vessel Chief Engineer should develop Standing Orders and Night Orders in accordance to the type of vessel, crew and particular vessel activity. These orders should be posted and explained to all engineering crewmembers during vessel orientation. Each engineering crewmember shall sign and verify that they understand and will comply with the standing orders.
A qualified person will make the necessary rounds while underway, standing by, or during maneuvers or any of the Master or Chief Engineer so orders.

These rounds of the engine room spaces should not be spaced at intervals more than 30 minutes apart.

Start and Stop all machinery that is necessary as ordered by the Master, Officer on Watch or Chief Engineer.

Inspect and monitor all machinery and machinery spaces for conditions that may cause damage to company equipment such as, Main Engines, auxiliary and emergency generators, hydraulic systems, automated alarms, fuel systems, bulk systems, bilges, or any other conditions which may cause fire or flooding.

Report to the bridge when any machinery equipment may be ready for use or if at any time machinery is found to be in operable.

To find and correct any mechanical problems that may arise during operations and to request assistance if any difficulty or problems is out of the capacity of the watch keeper’s knowledge.

Alert the Chief Engineer or Master when a problem such as overheating, overloading, high speed or excessive electrical load is discovered while making rounds. All engine room watch keepers need to be qualified to make such assessments and to record such activities.

Keep engine room spaces clean, orderly and maintained as per the Chief Engineer or Master’s orders.

Keep moving machinery bearings, shafts, lubed and oiled as per manufactures specifications.

Uphold any lawful order by the Master or Chief Engineer.

Maintain the companies Safety and Environmental Policies.

Perform all emergency duties per the vessels station bill or as ordered.
4.8 Fire Watch

The Master, Officer on Watch or Chief Engineer will obtain a hot work permit and post a watch for fire with a person qualified anytime there may be a possibility of a fire starting due to welding, cutting or third party’s work on the vessel’s deck. Again a constant watch will be maintained and continue for 30 minutes after all hot work is complete to ensure a fire does not occur.
1. Training Introduction:

Vessels that run aground or are involved in a collision with another vessel or stationary objects cause many serious vessel accidents. Conditions are changing constantly at sea and need to be monitored as those conditions change. Proper watch keeping along with vigilance and sound judgment will keep any vessel out of harms way. Every vessel Master should make sure that a proper watch is set and that all personnel that are placed on watch are qualified to maintain a proper lookout or watch.

TRAINING OUTLINE:

2. Job Safety Analysis

Watch keeping is especially important to the safe operation of any vessel, crew or passengers onboard. Prior to any activity that is to take place on the vessel a Pre-Task plan or discussion should take place. It is the responsibility of every vessel Master to ensure a proper watch is set to ensure safety of life at sea and the safety of the vessel. All personnel that are placed on watch should know the responsibility of that duty and be qualified to maintain a proper lookout by both sight and sound by any means possible.

Pre-Task Plan

A. Identify the Job that is going to be performed.
B. List the basic steps that the job will require.
C. Identify any potential hazards or accidents that may occur while performing the job.
D. Formulate a plan that takes those hazards in account and how to avoid them.
E. Take into account what will happen should any part of your plans fall short.
F. Make sure all involved are informed and qualified to perform the work that you are asking them to carry out.

3. Legal Requirements of Watch keeping

A. Navigational Rules state that “every vessel shall at all times maintain a proper lookout by sight as well as by hearing by all available means appropriate in the prevailing circumstances and conditions so as to make a full appraisal of the situation and of the risk of collision.”

B. The company has defined policy on the following for review during this training lesson.
Vessel Helm Watches Underway
- Vessel Radio Watches
- Vessel Anchor Watches
- Engine Room Watches
- Fire Watches

4. **Example:** Accidents Due to improper watch keeping can occur due to the following.

A. Personnel placed on watch that are not properly qualified to stand a watch.
B. Officers on watch leave the wheelhouse while underway.
C. Two people not present in the pilothouse while the Vessel is underway.
D. Personnel on watch not paying complete attention to the conditions around them.
E. Orders that are given to the Officer on watch are not followed.
F. Improper radio communications in conditions that warrant them.
G. Personnel that are left on watch at anchor not paying attention.
H. Unmanned engine rooms that go unattended for extended periods of time.
I. Inadequate fire watches leaving burning or smoldering materials that could ignite.

7. **Preventing Accidents**

Any Accident can be prevented through situational awareness and Pre-Task Planning.

A. Always ensure properly qualified personnel are on watch.
B. Make sure that any orders that are passed are clear and understood fully.
C. Keep two people in the wheelhouse while underway at all times.
D. Make sure that the radio volume is up and tuned to the correct channels for effective communications.
E. While at anchor or tied to a platform always make sure you have a watch in place and alert.
F. Although all engine rooms are automated constant rounds are to be made to make sure all equipment is functioning correctly.
G. Make sure someone knows where you are going and when you will be back when making engine room checks. If you don’t make it back, someone will know to come looking for you.
F. Fires are a mariner’s worst fear, sound fire watch practices are good insurance to make sure that in never happens.
G. Keep areas where hot work is to be completed clear of combustible materials.
H. Good communication and teamwork will keep our personnel out of harms way.

CLOSEING DISCUSSION

7. As with all vessel-based training bring the meeting to a close with an open discussion on the topics that you have discussed above.

A. What areas of Watch keeping are of the most concern to the Master and crew?
B. What in your watch keeping process can be assessed as the cause of most preventable accidents?
C. What contributing factors can the crew identify that contribute to unsafe watch keeping?
D. What corrective actions might be taken to mitigate any concerning areas in watch keeping that you have identified?
E. Are there any continuous reoccurring issues that need to be changed to prevent a collision.
F. Can the crew suggest any changes to daily operations that may keep the crew from having accidents on the back deck?

- Two people in the wheelhouse while underway at all times.
- Make sure that your watch knows what they are doing!
- Any orders that are communicated before turning over a watch need to be understood.
- Good communication and training along with a sound plan will reduce the chance of Collision or Fire.
- Bad habits in keeping a proper watch will eventually lead to disaster.
1.0 PURPOSE

To define the requirements for dealing with refugees and “boat people”

2.0 SCOPE

All Corporations that use this System as guidelines to Manage Safety

3.0 RESPONSIBILITY

The vessel Master shall have primary responsibility for this procedure.

4.0 GUIDELINES:

The United Nations High Commissioner for Refugees (UNHCR) has made it possible for all vessels to rescue refugees and boat people without experiencing undue delays and/or financial problems associated with the rescue. Company vessels of any flag are always encouraged to follow this humanitarian maritime tradition and to rescue anyone in distress. (Using due caution as piracy is also a problem in many regions)

4.1 The Master of a Company vessel shall adhere to the following procedures when rescuing refugees or boat people:

- Muster the rescued persons on the main deck and determine who they are and from where they are coming. Determine the rescued persons state of health. Heat stroke, sunstroke, and dehydration are health problems likely to be encountered. Follow accepted first aid practices in these cases.

- Make a log entry reporting who was rescued, the location of the rescue, from what type of craft (including name, flag, etc. if available) they were rescued, and the sea conditions at the time of the rescue.

- Notify the company shore based Management concerning the rescue.

- Following notice to the company office and the customer's office (if applicable) proceed to the first schedule port of call. While underway the Master shall inform
the company office or the company's agent of the number of refugees the vessel has on board and the circumstances of the rescue including:

- Name of the rescuing vessel.
- Flag and Port of Registry of the rescuing vessel.
- Flag and Port of Registry of the rescued vessel.
- Name and address of the owner of the rescuing vessel.
- Estimated date and time of arrival at the port.
- Exact number of refugees on board.
- Date, time, latitude, and longitude position at time of rescue.
- State of health of the refugees on board and whether any are in need of emergency medical treatment upon arrival.

- If at all possible, to hasten disembarkation, type a list of refugees' full names (by family groups), showing date of birth, nationality, and sex, and hand to the port immigration authorities on arrival. Transmit an identical list to the Company or the Company's agent prior to reaching port.

- Upon receiving a transmission from the vessel concerning refugees, the Company or its agent will be required to inform the port and immigration authorities of the presence of the refugees on board, requesting permission for the vessel to enter the port. The Master should remind the agent to also inform the local United Nations High Commissioner on Refugees office, and the diplomatic representative of the country whose flag the vessel is flying.

4.2 Disembarkation of Refugees

- Once the relevant diplomatic mission has given the appropriate guarantees to the local authorities, immigration, and UNHCR officials may board the vessel to conduct interviews with the refugees. Upon completion of the interviews, the refugees will be allowed to disembark.

- Once the refugees disembark, they are no longer the responsibility of the company or the vessel's crew.
1.0 PURPOSE:

To define the requirements for dealing with stowaways

2.0 SCOPE:

All Corporations that use this System as Guidelines to Manage Safety

3.0 RESPONSIBILITY:

All Employees

4.0 GUIDELINES:

The Master shall be responsible for ensuring that the vessel is thoroughly searched for stowaways and an entry relating to such a search is made in the Bridge Log book prior to departing from any port. The following actions shall be taken in the event that stowaways are found aboard the vessel while at sea:

- Notify port office of the number and the nationalities of the stowaways.
- Isolate the stowaways and confine them to a secure area.
- Standby for instructions from the Company Management regarding the disposition of the stowaways. Because diplomatic and legal considerations must be resolved an extended period of time may be required before instructions can be conveyed to the vessel.

Despite the fact that a stowaway may have boarded the vessel illegally, the Master of the vessel is responsible for the health and safety of the stowaway from the time they are discovered, until they are turned over to the proper authorities.
1.0 PURPOSE:

To describe general guidelines on salvage

2.0 SCOPE:

All Corporations that use this System as guidelines to manage safety

3.0 RESPONSIBILITY:

All Vessel Masters

4.0 GUIDELINES:

The company encourages the attempt of salvaging life, but only when it does not place personnel, the vessel or any passengers onboard in serious danger. This should only be considered when another vessel that may be better suited to render assistance is not present or the Master deems loss of human life is in peril. Salvage of life should be considered as assistance to persons at sea that are in immediate danger of losing their life. At no time should the Master place the vessel in a position that may complicate or contribute to an ongoing situation.

4.1 Property Salvage

The company discourages all types of property salvage at sea. Management onshore must be contacted before any attempt of property salvage is undertaken. Operations Management will provide guidance to the Master in any situation where salvaging is considered.
1.0 PURPOSE:
To describe guidelines for lockout and tag out procedures

2.0 SCOPE:
All Corporations that use this System as guidelines to Manage Safety

3.0 RESPONSIBILITY:
Vessel Master/Officers/All Employees

4.0 GUIDELINES:

Lockout and tag out procedures are used to prevent inadvertent use, start-up or energizing of any system that is in need of inspection, maintenance or repair. It should be used for assurance that any machine, energy, hydraulic or air source is isolated and completely free of any stored energy before any crewmember or service vendor is to perform inspections, maintenance or repair.

To prevent the hazards of starting any equipment or energy source during service, maintenance or repair the following is recommended:

- Any crewmember or service vendor should notify the Master or Chief Engineer whenever servicing or maintenance is required on machinery or equipment. During the required Pre-Task planning involved, all equipment should be identified, de-energized, locked out and tagged out. All personnel should be part of this plan and know of the locked and tagged out item.

  (Where no Chief Engineer is assigned the Master will be responsible)

- The Chief Engineer or Master should identify and have knowledge of the type of energy source, the extent of the energy source, how to control and nullify all hazards associated with the energy source. Once these have
been identified and discussed the machinery or equipment must be shut down, secured, locked out and tagged to prevent use.

- Any running machinery should be shut down by normal operating procedures recommended by the manufacturers instructions or normal operating procedures.

- All machinery, equipment, electricity, hydraulic, air, or any other energy source should be isolated and de-energized from all sources that could possibly energize the machine, system or equipment that is to be worked on.

- Re check any possible means of re-energizing before Locking and tagging out the isolating mechanism of the equipment that is to be worked on.

- **Caution:** Air pressure, hydraulic pressure, water pressure may cause machinery that is positioned or elevated to move upon loss of such pressure. All personnel are to be clear of any equipment or machinery that may have these characteristics. All stored or residual energy must be dispersed and controlled by grounding, repositioning, blocking, chaining, and bleeding off or down.

- Once it is determined that no personnel are near or exposed to hazardous conditions, equipment is disconnected from the energy sources, isolation of all energy sources should be checked again. Trying to start or operate the machinery by normal starting controls, buttons, and levers, to ensure the isolated equipment will not operate or can't be started.

- **Caution:** Make certain that any starting mechanisms, controls, or other operational devices are returned to the OFF or NEUTRAL POSITION once isolation of any equipment or machinery is verified.

- Upon completion of maintenance, servicing, or repair of the machinery, equipment, engine, clear the area surrounding area of any tools or parts used in the process. Make sure all personnel are aware of the re-energizing of the unit, machine or equipment after inspecting that the repairs have corrected the original problem.
Check the area for hazardous conditions, Verify any operating controls are in Neutral or Off Position. Remove any lockout or tag out devices before re-energizing the machinery or equipment.

*(Make sure that any blocking material, chain or other devices can be safely removed, it may be necessary to re-energize the unit or system before they can be safely removed)*

- Notify the Master or Chief Engineer when this process is complete and the machinery, system, or equipment is operational and ready for use.
1.0 Purpose:

To describe the general considerations and procedures in the event of loss of steering

2.0 Scope:

All Corporations that use this system as guidelines to manage safety

3.0 Responsibility:

Vessel Masters/Officer on Watch and Chief Engineers

4.0 Guidelines:

Prior to sailing each vessel Master shall perform the tests and inspections on the vessel steering equipment as required by 46 CFR 97.15.

4.1 Prior to sailing, each vessel Master will give consideration to the activity the vessel will be engaged in and the waters that the vessel will be transiting. The Master will consider, prior to sailing, the potential effect on the vessel in the event of steering loss.

In the event of steering loss the following factors should be considered.

- The near approach of any vessels or other marine traffic
- The presence of shallows, shoals, or other hazards to navigation that may be present near the vessel's location
- Consider the effect of wind, current and weather conditions have on the vessel

4.2 Actions that can assist in gaining control of the vessel include, but are never limited to:

- Steering using the main engines and bow thruster in an appropriate manner as a steering mechanism
- Locking the rudders into the amidships position
- Using any means of communication to acquire assistance
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- Any appropriate action needed to regain use of the rudders
1.0 Purpose:

To describe the general procedures and considerations in the event of propulsion failure.

2.0 Scope:

All Corporations that use this System as guidelines to Manage Safety.

3.0 Responsibility:

Vessel Masters and Chief Engineers.

5.0 Guidelines.

Prior to sailing each vessel Master will give consideration to the activity the vessel will be engaged in and the waters that the vessel will be transiting. The Master of each vessel will consider, prior to sailing, the potential effects on the vessel in the event of main propulsion failure.

4.1. The Engineer on watch will start the engines well in advance of getting underway and will check the condition of the main propulsion plant prior to sailing.

In the event of main propulsion failure the following factors should immediately be considered:

- The near approach of any vessels;
- The direction and strength of the wind and tide;
- Any hazards to navigation toward which the vessel may drift;
- Any actions, such as dropping anchor, use of the bow thruster if the vessel is so equipped.
1.0 PURPOSE:

To set guidelines for Severe Weather Preparedness

2.0 SCOPE:

All Corporations that use this System as guidelines to Manage Safety

3.0 RESPONSIBILITY:

The Area Manager is responsible for Emergency and Severe Weather preparedness

4.0 GUIDELINES:

In the event of severe weather development, common seamanship indicates that early action should be taken to direct the vessel away from the path of the storm. Early plotting of the storm track will aid in avoidance routing and ensure maximum vessel safety.

4.1 Communication

Navtech, high seas weather forecast, vessels should receive updated weather reports as often as available. More frequent radio contact with the office may be needed for position reporting and conditions.

4.2 Equipment

All deck equipment that may wash over board (deck lines etc.) should be removed from deck and any deck cargo well secured so as to take maximum precautions. All Deck hatches and watertight hatches should be dogged and secured for watertight integrity.

- All inside equipment should be secured for heavy weather to also take maximum precautions.

- Life saving equipment should be inspected and ready for use if needed.
• Advance drills for use of this equipment should be held well in advance incase emergency should occur.

• Mechanical Equipment should be tested for readiness. Steering pumps, bilge pumps, standby generators and emergency pumps should be run and tests noted in the logbook upon completion.

4.3 **In Port**

Vessels in port may be directed to move farther inland if possible. Dock lines should be doubled and full awareness of any tidal surge should be considered. Full watch standing 24 hours a day is necessary during this time. The person on watch will be in charge of radio communications.
1.0 PURPOSE:

The purpose of this document is to describe general guidelines and operating procedures for vessels within the geographical area of approaching severe weather. In this document, severe weather is defined as any weather condition that may cause high seas, heavy rain or high wind levels that could hamper operations and jeopardize the safety of Laborde Marine crews and vessels. Severe weather includes, but is not limited to hurricanes, tropical storms and weather fronts.

2.0 SCOPE:

All Corporations that use this System as Guidelines to Manage Safety

3.0 RESPONSIBILITY:

The Vice President is responsible for Emergency and Hurricane preparedness

4.0 GUIDELINES:

Prior to the commencement of any operation, the Master will develop an action plan defining the running times, safe ports, safe anchorage locations and escape routes from the vessel’s area of operations in which they are located.

The Company will define the appropriate time that the vessel should depart the operations area and reach safe haven before the onset of severe weather. Should the Master need assistance coordinating departure time with the customer, planning well in advance of any severe weather conditions that are foreseen is needed.
4.1 ALERT LEVELS

**PHASE 1**

Tropical Storm, Tropical Depression or Hurricane entering the Gulf of Mexico: Captains keep themselves informed of latest weather developments and movements.

Each vessel, when departing for a new job location, shall determine the running time from the new location to the nearest safe harbor and other options that exist. This plan is referred to as an evacuation plan. In the event that the work involves other vessels, such as rigs and personnel, this running time should include any additional time required due to reduced speeds related to the weather conditions, but should not include any preparation time required by the rig or platform. These running times should be reported to the shore base to insure that all relevant information is available to shore based Management in the event of severe weather.

Operations will advise all vessels of possible threatening weather forecasted within 1000 miles of an operating area or whenever severe weather has been forecasted to form within the Gulf of Mexico. Action plans should be formalized for each vessel that defines what action is to be taken based on the type of work being performed.

Additionally, vessels should have pre-determined all requirements and taken action to secure the vessel for heavy weather forecasted. Any equipment aboard, including lines, cargo or other items requiring special attention should be secure prior to encountering severe weather.

Only in extreme circumstances should any vessel attempt to ride out a hurricane or any other tropical system that represents a prolonged exposure to high winds, high seas or poor visibility.

**4.2 PHASE 2**

Tropical Storm, Tropical Depression, or Hurricane 24 hours from landfall. The Master will report in every 6 hours, (0600, 1200, 1800, and 2400) with position and vessel status. If Operations cannot be
reached by radio or cellular phone call on landline or via Marine Operator (1-888-659-2041)

Vessels should also communicate with customers to insure that they are aware of the Company’s commitment to safe operations in the face of severe weather and the timelines outlined in the vessel’s evacuation plan.

4.3 PHASE 3

Tropical Storm, Tropical Depression or Hurricane 12 hours from landfall. Operations Staff goes on 24-hour rotation communicating with vessels every 6 hours (0600, 1200, 1800, and 2400). If radio or cellular phone does not contact vessels, Operations Staff are to contact customer to get an update and position of the vessel and status of operations the vessel is engaged.

When severe weather threatens an operations area in 12 hours, vessels should communicate with shore based offices no less than once every 6 hours. If the vessel’s evacuation plan states that the vessel must depart in short order, customers must be instructed by shore based Management to cease operations and get underway. If time still remains before the vessel must depart, it is essential that customers understand the importance of departing in a timely fashion to allow the vessel and any of the customer’s equipment and personnel to reach safe harbor before the onset of severe weather conditions.

When the storm commences, all vessels should have already reached safe harbor or refuge, in a safe anchorage, or underway on a clear safe path well away from the storm track.

The Captain must communicate with the office by any means available during Conditions 2 and 3. Should an evacuation be required, the following is provided as guidance in determining the best location for vessel evacuation.
PORTS IN THE Gulf of Mexico

VENICE: Up the river to New Orleans stay in river if possible.

FOURCHON: Travel to Morgan City/New Orleans/Houma.

HOUMA/DULAC: Travel to Houma, stay South of the Intracoastal in Houma Navigational Channel.


MORGAN CITY: Laborde Marine dock as directed by operations or Bayou Sorrell.

INTRACOASTAL CITY: Up to Port of New Iberia or up Vermillion River to safe harbor. Stay South of Perry Bridge.

CAMERON: Up Calcasieu River to Lake Charles.

SABINE: Up to Port Arthur.

GALVESTON: Travel to Houston Ship Channel to Houston (Bludworth Shipyard).

FREEPORT: Travel to Freeport. Stay South of floodgate.

PORT O’CONNER: Travel to Freeport or Corpus Christi. Alternative use Port Lavaca or Port Comfort.

ARANSAS PASS Travel to Corpus Christi (Coastal Iron Shipyard).

PORT MANSFIELD: Travel to Corpus Christi or Brownsville area.

PASCAGOULA THEODORE: Travel to Mobile City Dock- Stay South of the Mobile River Channel Locks.
4.4 **Severe Weather Procedures**

All vessels should maintain an adequate supply of provisions emphasizing canned goods and dry stores, to ensure food is available for any emergency.

The following helpful severe weather reminders will aid in the prevention and loss of vessels and crews.

- Fully instruct crews as to the anticipated conditions and their assignments should conditions deteriorate further.
- Check vessel, machinery and equipment for seaworthiness in severe weather conditions. Make certain cargo is secured.
- Complete check of anchors and chain should the vessel need to anchor.
- Be prepared to seek shelter in nearest safe port.
- Maintain consistent radio watch for latest weather advisory.
- All exhaust systems not being used will be covered to prevent the intake of rainwater.
- Should any passengers (persons other than the crew) be allowed on board, the Master should instruct each and every person on procedures to follow while aboard the vessel. A vessel orientation should be presented to ensure any personnel know what will be expected and where to muster should an emergency arise.
3.1 POST STORM ACTIONS

All Vessels will remain in port, safe harbor or at anchorage until the Master has inspected his vessel and all equipment for possible damage. Until the Government or Port Authorities have verified that the area or channel is safe for navigation the Master will stand by for port clearance, upon receiving clearance for safe passage the Master should notify the Shore Base of such movements. The Master will also obtain clearance from Shore Base Management before departing location to proceed back to sea or to the location that they originally departed.
1.0 Purpose:
To describe the procedure for shore based response to vessel emergencies

2.0 Scope:
All Corporations that use this system as guidelines to manage safety

3.0 Responsibility:
All employees

4.0 Guidelines.

The company maintains an around the clock shore based communications watch, which will enable vessels to call ashore for assistance with any emergency situation. Should the vessel be engaged in a foreign operation a shore side manager is on call 24 hours a day.

4.1. The Operations department is responsible for organizing the response to emergencies in consultation with the Vice President.

- After normal working hours a duty watch by one shore based manager is in place. The manager has the responsibility for responding to emergencies after normal working hours. The Operations Manager will maintain a copy of the duty roster to ensure after hour emergencies are responded to immediately.


In all cases, response to emergencies is governed by the following priorities:

- Preservation of life and care for the injured;
- Protection of the environment;
- Preservation of property
1.0 PURPOSE:

To establish guidelines for Reporting Oil Spills

2.0 SCOPE:

All Corporations that use this System as Guidelines to Manage Safety

3.0 RESPONSIBILITY:

Operations, Vessel Master, Chief Engineer and Crews

4.0 GUIDELINES:

Reporting Oil Spills and/or Pollution Incidents

- This Contingency plan is provided to assist personnel in dealing with an unexpected discharge of oil or oil byproducts. Its primary purpose is to set in motion any necessary actions to stop or minimize the discharge and to mitigate effects to the environment. Effective planning will ensure that the necessary actions are taken in a structured, logical and timely manner.

- The plan makes use of flowcharts and checklists to guide the vessel's Master through the various actions and decisions and record keeping which will be required in an incident response. The charts and checklists provide a visible form of information, thus reducing the chance of oversight or error during the early stages of dealing with an emergency situation.

- For ready reference, Spill Procedures, clean up contractors, are located in the following sections.

- Page 2 of 7 shows a flow chart for reporting requirements. It is the Masters responsibility to be familiar with this procedure.

- The Master of a company vessel will be backed up on scene by management appointed personnel as the circumstances and the position of the vessel at the time of the incident requires.

REPORTING REQUIREMENTS FOR OIL SPILL OR HAZARDOUS
**MATERIAL SPILL**

**OIL SPILL, HAZARDOUS MATERIAL SPILL OR POLLUTION INCIDENT**

**NOTIFY SHORESIDE OPERATIONS UPON STABILIZATION OF INCIDENT**

**NOTIFY THE NATIONAL RESPONSE CENTER**
1-800-424-8802

“IF IN PORT” NOTIFY THE UNITED STATES COAST GUARD
“IF AT SEA” NOTIFY THE NEAREST COASTAL STATE

**NOTIFY THE APPROPRIATE STATE AGENCY**

**NOTIFY CUSTOMER**

**PREPARE COMPANY REPORTS**
**PREPARE FOLLOW-UP REPORTS AS REQUESTED**

**THE MANDATORY INITIAL REPORTING PROCESS IS COMPLETE**
4.1 REPORTING REQUIREMENTS

When an incident happens that results in the spill of oil or hazardous cargo, the Master should first take steps to ensure the safety of his crew and vessel.

The following reporting steps should then be taken in the sequence listed:

- The captain should determine the extent of the spill and immediately direct his crew to take appropriate actions to contain and/or clean up the spill.

- As soon as practical, The Master should contact Shore Side Management and report the situation via radio or telephone. In addition, the Master shall fill out a Vessel Accident Report form. A copy of a Vessel Accident Report is included in the Appendix of this manual.

- In all circumstances the reporting of Accidents and Incidents that occur both inshore and offshore is critical and urgent. The U.S. Coast Guard Form CG-2692 Report of Marine Accident, Injury or Death, should be utilized. A copy of U.S. Coast Form CG-2692 is included in the Appendix of this manual. The reporting of incidents accurately and promptly is important for several reasons. This document may be used at a later date in the interests of both the Company and the individuals to ensure that reports are accurate, and leave no room for doubt what actually occurred, and not what was assumed to have occurred.

- Advice and assistance on preparing the required forms for submission is always available at either the Shore Based Management. All officers are encouraged to discuss procedures and likely problems when they have the opportunity to visit the office, or when management visits the vessel.

- The pre-deployment of oil absorbent pads will provide immediate containment of small amounts of pollutants. The containment
area surrounding the vents and manifolds will also contain some of the discharge. Proper Pre-Task Planning, Teamwork and proper watch keeping will ensure Pollution Spills do not occur.

In the event of any spill, the person in charge will evaluate the situation and immediately initiate the following procedures:

1. Shut down all transfer pumps and isolate fuel tanks or the source of spill.

2. Ensure that any personnel that may be injured are immediately removed from the area and receives medical attention as soon as possible.

3. Identify materials that have been spilled, with the approximate the amount spilled, and how much is in the water.

4. Identify source of release and take corrective actions to ensure the source is secured.

5. Conduct assessment of the current situation to direct the crew’s response for containment and cleanup.

6. Coordinate all response efforts.

7. **Contact Laborde Marine Operations and provide the following information**

   **This information is to be placed on a vessel accident report**

   A. Name of Vessel & Call Sign
   B. Date/Time (LMT) local time the event occurred
   C. Vessel position (Lat./Long; Bearing; Rig, etc.)
   D. Weather and sea conditions, including wind force and direction and relevant tidal or current conditions
   E. Type of material spilled
   F. Estimated amount of material spilled
   G. Estimated amount of material in the water
H. Any injuries associated with the incident
I. All measures taken to stop the flow (or is spill still occurring)
J. Approximate size of sheen and direction of movement
K. Apparent cause of the incident
L. Any anticipated hazards (Vessel, Personnel, Environmental)
M. Who you have notified prior to the call

8. The vessel should have an adequate amount of materials and spill equipment in a location that is accessible to contain any fuel or discharge on board the vessel.

9. The Operations Manager will give the Master additional instructions as the situation requires and if needed, arrange for a Company representative to go to the site and assume responsibility as the Company Spill Coordinator, or to make arrangements with a qualified spill contractor to assume the coordinators responsibility.

It is recommended that the company and the Government agencies, and our customers be notified in the following order:

1.) Notify Laborde Marine

2.) Operations Department (888) 659-2041

3.) Notify the National Response Center (800) 424-8802

4.) Notify the nearest United States Coast Guard Office.

NOTE: Because of the number of Coast Guard Stations and the diversity of the vessel operations, any need for Local Coast Guard telephone numbers may be received from the National Response Center at the time of making your report.
5) **Notify the appropriate State Agencies**

1) **ALABAMA**
   
   a) Alabama Emergency Management Agency (24 hr) (800) 843-0699

2) **LOUISIANA**
   Any discharge in Louisiana waters (3 miles) must be reported to the Louisiana State Police
   
   a) Department of Environmental Quality (225) 765-2568
   b) State Police (225) 925-6595

1) Spills below Sunshine Bridge (504) 599-0100
2) Spills above Sunshine Bridge (225) 925-7230

   e) Written reports to the State of Louisiana. All spills of one barrel (42 gallons) or more in Louisiana waters require a written report to be filed within seven calendar days with the Department of Environmental Quality. The Operations Department will file the report with the information provided by the vessel Master.

6. **TEXAS**

   a) Texas Environmental Hotline (800) 832-8224

   b) **Written Reports to the State of Texas.** All spills of any quantity in Texas waters require a written report to be filed with the Texas General Land Office within thirty days of the response, declaring the actions completed. The Operations Department will file this report with the information provided by the vessel Master.

   The Master will notify the customer of the situation and any corrective measures that are being performed
1.0 PURPOSE

To familiarize all personnel with the requirements for preventing and extinguishing fires

2.0 SCOPE

All Corporations that use this System as guidelines to manage safety

3.0 RESPONSIBILITY

All Employees

4.0 GUIDELINES:

4.1 Fire Prevention

SOLAS Vessels should follow their Vessel Specific Fire Fighting Training Manual for fire prevention along with the following fire prevention procedures.

Three components are needed in order to start and sustain any fire. The removal or elimination of only one of the following will prevent or eliminate a fire:

- Fuel of a combustible substance
- Oxygen of a sufficient amount
- Source of ignition

- Good housekeeping is a standard of fire prevention on vessels. Oily rags, debris, and trash should not be allowed to accumulate, and should be kept in proper receptacles until disposed of at a proper shore side facility.

- Bilges should be kept as oil-free as possible at all times. Bilges should be pumped ashore to a qualified facility or vacuum truck should oil or slop ever accumulate to a
sufficient amount. Bilges should be maintained and skimmed on a regular basis into the vessels slop tank.

- **Adequate ventilation should be maintained in all engine room spaces. Vents and blowers should be kept free and operable at all times. These same vents and ventilation system need to be exercised to ensure proper working order at all times should they need to be closed and sealed.**

- **Trash and garbage cans should be emptied frequently never mixing hazardous or oily waste in the ships normal waste.**

- **Paint cans and thinner shall be stored paint lockers in an orderly manner so as not to become a fire hazard. Each locker is to be ventilated and have a fixed CO$_2$ extinguishing system operable and charged. No smoking is allowed in or around lockers. Cans of open paint and thinner shall not be left in the paint locker.**

- **Defective or bare electrical wiring shall be replaced. Wiring shall not be allowed to hang into the bilges.**

- **Electrical circuits should not be overloaded. Only one electrical appliance should be used per electrical outlet. Caution should be exercised when adding radios, computers, etc. to outlets in order not to exceed 12 amps per duplex outlet.**

- **Galley range hoods and grease filters shall be cleaned frequently. Care should be taken to prevent fires while cooking on the range top or in the oven.**

- "**Hot Work**" should be done only with Master’s approval and with proper logging in and fire watches posted. Fire watches shall be maintained as needed when assigned by the Master or Officer on Watch.
• Fire fighting equipment should not be used for purposes other than drills and fighting fires. Discharged extinguishers should be refilled as soon as possible.

4.2 Fire Drills

Fire Drills shall be conducted as required by USCG and SOLAS. All crewmembers shall attend and participate in these drills. The drills and attendance shall be recorded in Master’s Official Log Book.

4.3 Fire Fighting

There are four classes of fires; A, B, C, and D. The first three are the most common on the vessels in the oilfield industry. Any fire should be fought with the proper type of extinguishers. Determine the class of fire, and then use the proper extinguisher:

- **CLASS (A) FIRES** – Those fires that occur with ordinary combustible material such as mattresses, clothing, paper, wood, rope, etc. These fires should be extinguished with a stream of water from a fire hose, or soda acid, CO₂ dry chemical portable extinguishers.

- **CLASS (B) FIRES** – Those fires that occur in flammable liquids such as oil, paint, grease, etc. CO₂, dry chemical, or foam type extinguishers should be used on this class of fire.

- **CLASS (C) FIRES** - Those that occur in electrical equipment. To fight any Electrical Fires cut off the circuit immediately (secure the power source) and use CO₂ or dry chemical fire extinguisher. Water should never be used on electrical fires.

Self contained breathing apparatus (SCBA), and fire-fighting suits (if required SOLAS), should be used for fighting fires in confined spaces. SCBA should especially be employed if using CO₂ extinguishers. All employees need to know how and when a SCBA is to be used.
A safety belt with steel lifeline shall be worn in case the firefighter needs rescuing. An attendant should be standing by to render aid.

**In case of fire the following general guide is given:**

- Rapid rigging of the general alarm or the ships whistle for (10) Seconds or more is the signal for fire and emergency. All crewmembers, passengers and other personnel should immediately don their life jackets *(Work Vests are not acceptable)* and proceed calmly to the assigned muster point or station.

- Charge the fire main, hoses and have portable extinguishers ready as soon as possible, the person who will lead the fire team is usually the Mate onboard, but the vessel specific station bill will direct personnel and who will lead the fire team. The Master is to schedule drills when all personnel are present so as to ensure all onboard gain the full benefit of emergency preparedness training.

- Determine what area of the vessel the fire is in, what type of material and fire you are trying to extinguish. Reacting as quickly and safely as possible will increase your chances of gaining control of any situation. If the fire cannot be rapidly extinguished, *keep control of the situation, REMAIN CALM!*  

- Isolate the fire if at all possible by closing watertight and weather tight doors and fittings; stop any air conditioning, blowers and close ventilation.

- Should the fire be in the engine room close all fuel supply lines, clear the engine room space of all personnel, make sure that the area is closed off and sealed, activate the fixed CO₂ or Halon system if equipped. If the vessel is not equipped with a fixed system, fight any engine room fire to the best of your abilities, if unable to extinguish evacuate and seal the area.

- On Self Propelled Lift Vessels, when arriving on location always make sure that the vessels suction hoses to the fire main are fully functional during pre-load. When on location for extended periods of time routine checks for suction must be performed to ensure proper operation of the fire pump and suction hose.
• Always position the vessel so that the wind is blowing away from the vessel or vessel structures so as not to blow the fire back into the vessel. Always fight any fire with the proper equipment and available manpower, making sure to utilize all resources wisely and quickly.

• Should the situation warrant notify the Coast Guard and any other surrounding traffic with the international distress signal (MAYDAY, MAYDAY, MAYDAY)

• Be prepared to anchor, beach or abandon ship, only as the last resort!

• As with any emergency, keep track of the location and activities of all personnel aboard.

• Records of all emergencies, drills and training will be logged in the Masters Log, with times and nature of emergency and/or drill.

4.4 Equipment Inspection

All fire extinguishing equipment will inspected with the criteria outlined in the Streamlined Inspection Program. (SIP)
1.0 PURPOSE:
To define the requirements for maintaining fire watches.

2.0 SCOPE:
All Corporations that use this System as Guidelines to Manage Safety

3.0 RESPONSIBILITY:
The primary responsibility for assigning fire watches lies with the Officer of the Watch or
the Master. All vessel personnel are to be familiar with this procedure.

4.0 GUIDELINES:

SOLAS Vessels should follow their Vessel Specific Fire Fighting Training Manual for fire
prevention along with the following fire prevention procedures.

Most fires are often small to start with and can often be extinguished by rapid application
of a portable extinguisher or other appliance. Where it is possible to do this without risk
of becoming trapped by flames or smoke, the person discovering the fire should take
such action AFTER sending someone else to raise the alarm or sounding the general
alarm.

Greater caution is necessary where smoke is seen passing a closed door. Opening the
doors could cause the fire to flare up and spread rapidly making it impossible to close the
door again. This action should therefore be avoided unless it is believed that there may
be someone trapped inside.

In this case the door should only be opened after first feeling it to make sure it is not hot,
and then keeping low and opening it very carefully. If the compartment is thought to be
unoccupied or if the door is hot, it is much safer to keep it closed until the Emergency
Squad is ready with charged hoses.

4.1 Accommodations Fire:
The following must be considered when tackling an Accommodation, Storeroom,
or Galley fire:

- The speed with which the fire is tackled is of the utmost importance.
• The accommodation will probably fill with smoke - breathing apparatus will be necessary - as will protective clothing.

• Water spray will be used.

• Knowledge of the accommodation layout is essential - the fire fighters could be operating “blind”.

• Ventilation fans should be stopped and fire dampers closed as to not spread the fire.

• Electrical currents should be isolated to avoid the danger of water acting as a conductor on “live” circuits.

• Fire fighters should always operate in pairs.

• Boundary cooling is essential. Every fire has 6 sides.

The Chief Officer on seen will keep the Master informed of the situation and of progress in fighting the fire, by Walkie-talkie (VHF) or telephone if at all possible.

4.2 Engine Room Fires:

The Engine spaces are a high-risk area with most of the combustible materials being CLASS B (Oil). Although a fire may start from an electrical source, it can very likely spread to oils and fuels.

• Foam is the best fire-fighting medium to fight an oil fire and the Emergency Squad will proceed to the scene of a fire in the Engine space with the portable foam making equipment.

• If an outbreak of fire occurs when the Engine space is manned the person discovering it should, AFTER raising the alarm, try and extinguish it using the nearest portable appliance.

• The Chief Engineer will have overall charge of the situation and will keep the Master closely informed.

• The Chief Engineer will also ensure that emergency stops and fuel shut-off has been activated as the situation may require, and that emergency power and the fire pump have been started.
4.3 Galley Fires:

Cooking oils can be readily heated to their ignition temperatures and serious fires can result. Water must never be used when tackling such fires, as a violent boil-over will result.

- Preferred methods of extinguishing are smothering with a fire blanket or the application of dry powder. Foam should only be used by fully trained personnel due to the risk of watery foam resulting in a boil-over.

- The flammable vapors given off by overheated cooking oils and fat are readily ignited and the danger will persist until the material has cooled to below its ignition temperature.

- Galleys should always be regarded as areas of high fire risk and deep fat fryers must never be left unattended when being used. Fires can spread readily through grease coated vent ducts and these must be cleaned at least once a week.

4.6 Spillage of a Flammable Product:

- The large surface area created by spillage of a flammable product will allow vapor to be given off. If a rapidly expanding vapor cloud reaches a source of ignition, the resulting fire could be disastrous.

- Emergency personnel should therefore cover the spill with foam as soon as possible in order to stop the vapor being released. It is also important to ensure that all possible sources of ignition are isolated or removed.

- The procedure for closing down the accommodation in the event of this emergency will be:
  - Close all outside doors.
  - Close Wheelhouse doors.
  - Close main air inlet vents.
• Close off vents to sanitary spaces and stop fans.
• Close off vents to day and mess rooms and stop fans.
• Close off exhaust ducts from alleyways and change over ducts.
• Stop galley vent fans and close dampers. Open internal galley doors.
• Stop ventilation to provision rooms and close vents.

4.7 Chemical Product Fires:

• There are a number of factors that must be considered when dealing with fires involving Chemical Products:
  • A number of products are soluble in water and depending on the concentration, the resulting solutions may still be flammable.
  • The Material Safety Data Sheets (MSDS) supplied by the Company for each product draws attention to any unusual properties and must be studied by all officers and crewmembers involved in their use.

4.8 Securing from Fire Watch

• The fire watch personnel shall remain at post for at least thirty minutes after completion of any hot work to ensure no possibility of fire remains.

• Upon securing a fire watch, notification shall be given to the Officer of the Watch after the area in question is secured.
1.0 Purpose:

To describe and reference Emergency Drill Procedures

2.0 Scope:

All Corporations that use this System to Manage Safety

3.0 Responsibility:

All employees

4.0 Guidelines:

All employees must be ready and able to respond to emergencies. Our obligations to ourselves and to our clients require that that we always maintain our vessels, crews, and shore-based support in a state of readiness to respond to any emergency that may threaten a vessel, its crew, or the environment.

SOLAS Vessels should follow their Vessel Specific Fire Fighting Training Manual for fire prevention along with the following fire prevention procedures.

4.1 Fire Drills

The importance of effective emergency drills of any kind cannot be stressed enough; all drills shall be conducted as if an actual emergency exists. Although becoming trigger happy on the general alarm may cause vessel personnel to become complacent, a well-trained crew will react to a vessel emergency when and if one should occur. Every crewmember should and with practice will know their role should an emergency occur onboard the vessel.

Keeping track of all personnel on the vessel should any situation become out of control is imperative to the safety of all crewmembers. Should any personnel other than the crew be onboard they should be encouraged to participate in all emergency drills.

The following guidelines should be considered when holding emergency drills.
• Rapid ringing of the general alarm or the ships whistle for (10) seconds or more is the signal for fire and emergency. All crewmembers, passengers and other personnel should immediately take their life jackets (*Work Vests are not acceptable*) and proceed calmly to the assigned muster point or station.

• Although it is not advisable to fight a fire inside a vessel with a life jacket on, should the vessel become engulfed with flames and smoke, having a life jacket is imperative should the crew have to consider abandoning the vessel as a last resort.

• Charge the fire main, hoses and have portable extinguishers ready as soon as possible, the person who will lead the fire team is usually the Mate onboard, but the vessel specific station bill will direct personnel and who will lead the fire team. The Master is to schedule drills when all personnel are present so as to ensure all onboard gain the full benefit of emergency preparedness training.

• Determine what area of the vessel the fire is in, what type of material and fire you are trying to extinguish. Reacting as quickly and safely as possible will increase your chances of gaining control of any situation. If the fire cannot be rapidly extinguished, *keep control of the situation, REMAIN CALM!*

• Isolate the fire if at all possible by closing watertight and weather tight doors and fittings; stop any air conditioning, blowers and close ventilation.

• Should the fire be in the engine room close all fuel supply lines, clear the engine room space of all personnel, make sure that the area is closed off and sealed, activate the fixed CO₂ or Halon system if equipped. If the vessel is not equipped with a fixed system, fight any engine room fire to the best of your abilities, if unable to extinguish evacuate and seal the area.

• On Self Propelled Lift Vessels, when arriving on location always make sure that the vessels suction hoses to the fire main are fully functional
during pre-load. When on location for extended periods of time routine checks for suction must be performed to ensure proper operation of the fire pump and suction hose.

- Always position the vessel so that the wind is blowing away from the vessel or vessel structures so as not to blow the fire back into the vessel. Always fight any fire with the proper equipment and available manpower, making sure to utilize all resources wisely and quickly.

- Should the situation warrant notify the Coast Guard and any other surrounding traffic with the international distress signal (MAYDAY, MAYDAY, MAYDAY)

- Be prepared to anchor, beach or abandon ship, only as the last resort!

- As with any emergency, keep track of the location and activities of all personnel aboard.

- Records of all emergencies, drills and training will be logged in the Masters Log, with times and nature of emergency and/or drill.

4.2 Man Overboard:

The guidelines for responding to a man overboard situation, performing a search and rescue operation are somewhat unique to every vessel. Upon discovering a man overboard, first and foremost keep the person in the water in sight, hail and pass the word to the Wheelhouse “**Man Overboard, Man Overboard, Man Overboard, Starboard Side/ Port Side.**” The speed in which the Wheelhouse receives the word greatly enhances any successful rescue from the vessel.

Upon receiving the word the officer on watch will sound the emergency signal on the general alarm. Throw a life ring, life jacket, or any buoyant objects overboard in the vicinity of the person in the water as soon as possible. If at night a ring buoy with light attached should be thrown over the side as soon as possible, as a point of reference for search and rescue.
• The Officer on Watch will take engines out of gear and immediately turn the vessel hard over away from the person in the water. Immediately posting a watch keeping the person or lighted ring buoy in sight.

• Should the Officer on Watch not be the Master, notify the Master immediately.

• The Officer on Watch will turn the vessel with power “ If area is clear and safe to do so toward the person in the water, preparing for rescue. Again keep the person or lighted ring buoy in sight at all times.

• All vessels are not equipped with the same rescue equipments, the rescue squad assembled will ready whatever rescue equipment the vessel is equipped with having hand held radios, blankets and first aid kit readied at the designated rescue zone.

• SOLAS vessels, Self Propelled Lift Vessels equipped with rescue boats will ready the boat for launching, following the vessel specific procedure for launching the rescue boat upon the order from the Master or Officer on Watch.

• Vessels equipped with Jason Cradle, Jacobs Ladder, Rescue Net or Boarding Platform will ready such equipments on the prescribed side of the vessels rescue zone ordered by the Master or Officer on Watch.

• All members of the crew will wear Life Jackets during any emergency rescue or emergency drill.

• Records of all emergencies, drills and training will be logged in the Masters Log, with times and nature of emergency and/or drill.

4.3 Abandon Ship

The Master should only consider the order to Abandon Ship as an absolute last resort should circumstances dictate. Should it become necessary to abandon ship the following general guidelines are given
below. Take the Master’s Official Log and Engineers Log should there be time.

The sounding on the general alarm or ships whistle of (6) short blasts, followed by one prolonged blast is the signal for abandon ship. On SOLAS equipped vessels sounding the general alarm, followed by the announcement Abandon Ship signal shall be sounded. An orderly abandon will ensure all onboard have the necessary time to abandon ship safely. As with all emergency drills, all crewmembers and persons other than crew should always participate.

- Assemble all crew and persons other than crew at the vessels designated muster point or station with life jackets on. **(Work Vests are not acceptable)**

- Stand by abandon ship stations with prescribed equipment

- Prepare lifeboats, rafts or floats for launching and have ring buoys ready for heaving over side.

- Prescribed crewmembers will bring equipment such as EPIRB, SART, hand held radios and any other equipment prearranged on the vessel specific Station Bill. Simulate distress on GMDSS.

- All staterooms will have a Muster Card posted to ensure all personnel will know their duties should an emergency occur.

- **(During any drill remember some EPIRBs will activate upon removal from brackets, crew assigned to bring the EPIRB should verify the unit is intact and simulate taking the unit to the Abandon Ship Station)**

- Assemble all personnel at the life raft/float station as if you are going to abandon ship. All crew members need to understand and be able to explain how the hydrostatic release will work should the life raft not be manually launched or how the Life floats should float free should they not be manually launched.
• The entire crew will need to understand and be able to explain how the crew will plan to launch and successfully abandon the vessel should it ever be necessary. Repetition and consistency as in all drills will make the true difference should an emergency take place. Again all drills will be completed weekly, as if an actual emergency is taking place. All crewmembers and passengers are expected to participate unless excused by the Master. The Master will make entries in the Official Log Book about the type of drill, time and duration.

• Should 25% of the crew be new to the vessel emergency drills will be held within 24 hours of reporting onboard, it is advised to hold emergency drills to make sure the crew can respond to an emergency before the vessel departs if at all possible.

4.4 Line Throwing Devise

• Line throwing devises are to be used when prevailing conditions prevent a vessel from maneuvering close enough to another vessel, rig, or platform when a line needs to be passed in an emergency situation. The line can also be used in conjunction with a breeches buoy rescue operation. Line throwing devices must be fired every 90 days and logged in the Master’s logbook. The following should be considered when firing a line gun.

• Planning the entire operation before using a line throwing devise to pass a line is mandatory, safe footing, all involved know how the line will be secured and passed.

• A line-throwing gun is never to be used as a weapon or pointed at another person or vessel. Always point well over the vessel or place you intend to shoot the projectile, to send a line to.

• The small line should be secured well to the bridle of the projectile making sure that the line will run free off the spindle or container.

• Manufactures instructions should be understood and followed carefully any time the devise is used or tested. Never use any apparatus or gear not specifically designed for use with the line-throwing gun.
4.5 Additional Drills

Additional drills may be required for different types of vessels. The list below is some examples of additional or supplemental drills that should be added to all vessels drill schedule.

- Spill Drills or SOPEP Drills for SOLAS Vessels should be conducted on quarterly basis as per vessels SOPEP Training Manual.
- Security Drills for vessels with USCG Approved Security Plans Should be conducted quarterly as per Vessels Security Plan.
- Medical Emergency Drills
- Grounding Drills
- Collision Drills
- Confined Space Entry Rescue Drill

4.6 Drill Schedule

Weekly Drills
- Fire
- Man Overboard / Emergency Rescue
- Abandon ship

Quarterly Drills (Jan, April, July, Oct)
- Line Throwing
- Emergency Steering
- Security Drill (if vessel has approved security plan)
- SOPEP/NTVRP or Environmental Spill Drill
- Confined Space Entry Rescue Drill

Annual Drills (will be announced)
- Security Exercise (if vessel has approved security plan)
1.0 Purpose:

To describe procedures to follow for helicopter evacuations

2.0 Scope:

All Corporations that use this System as Guidelines to Manage Safety

3.0 Responsibility:

Vessel Master/Officers/All employees

4.0 Guidelines:

4.1. Helicopter Evacuation Procedure

The Master shall comply with all orders from the helicopter given while the helicopter is engaged in this operation.

- As early as possible, the Master will communicate with the helicopter pilot to agree:
  - Over which part of the vessel the helicopter will operate.
  - The heading and speed of the vessel during the operation.
  - The method of lifting the casualty to the helicopter. The helicopter may lower specialized equipment

- Prior to the arrival of the helicopter, the vessel crew will muster with all available appropriate equipment to be prepared to fight a fire in the designated helicopter operating area.

- Vessel will fly a flag or windsock to indicate the relative wind direction to the helicopter pilot. This indicator to be lit at night but the lighting should not shine towards the helicopter.
• At night the designated helicopter area will be well-lit with lighting which does not shine directly at the helicopter.

• All loose items in the designated helicopter operating area to be secured.

• A crew member to be assigned to be in control of, and co-ordinate activities in the designated helicopter operating area.

• The crew member assigned to handle the helicopter winch wire will wear insulated rubber gloves and heavy rubber soled footwear. Be aware that the winch wire may be charged with static electricity.

• Casualty to be mobbed adjacent to the designated helicopter operations area.

• The casualty or crew members in or near the designated helicopter operations area will not wear loose clothing.
1.0 Purpose:

To describe the Emergency Towing Procedures

3.0 Scope:

All vessels

3.0 Responsibility:

Vessel Master and Shore Base Operations Manager

4.0 Guidelines:

The purpose of this procedure is to outline the steps to follow when a vessel needs to be towed in an emergency situation

4.1 If it is determined that towing is required, vessel master should contact the Laborde Marine Shore base. Laborde Marine Operations Manager will make arrangements for an appropriate towing vessel to arrive on scene.

Towing arrangements will vary due to the circumstances of the vessels involved; generally the towing vessel will provide the tow-wire rig. The company’s operations office will name a tow-Master to direct the operation of passing the tow wire.

Depending on direction of pull, tow-master will determine the securing points for the tow wire. Once the tow is rigged, a determination will be made whether any crew, and if so which crewmembers, will remain on board for the tow.
1.0 Purpose:
To describe the appropriate response to distressed vessels

4.0 Scope:
All vessels

3.0 Responsibility:
Vessel Master and Shore Base Operations Manager

4.0 Guidelines:
The purpose of this procedure is to outline the steps to follow when a vessel comes in contact with a distressed vessel at sea.

- 4.1 Federal statute, 46 USC 2304 requires a master to render assistance if the Master can do so without serious danger to master's vessel or individuals on board.

When you hear a MAY DAY or Distress Call:
- Remain silent, listen and write down information about the boat in distress
- If USCG does not respond, attempt to reach USCG while traveling toward the distressed boat.
- Once contact is made with USCG relay MAY DAY information and follow USCG directions.
- Notify distressed vessel that MAY DAY was heard and is being relayed.
- Notify Laborde Marine and Customer that you will be assisting distressed vessel.

- If you are the first vessel to arrive on scene:
  - Rescue people from water. Victims not wearing life jackets are high priority
  - Establish contact with distressed vessel master
  - Assist as requested within your vessel and crew capability
  - Establish & Maintain contact with USCG
  - Assume on scene coordinator role until relieved by USCG
• **Rescue Safety**
  
  o Do not attempt a rescue that exceeds the limits of your capabilities, your training, or your vessel.
  
  o Do not place your vessel, crew, or passengers in serious danger.
  
  o Have a plan prior to action. Communicate the plan and your expectations to your crew, and if possible to the distressed vessel. Keep Coast Guard informed of your actions.
  
  o Have a plan for recovery of survivors.
  
  o Ensure all your crew is wearing PFDs and safety gear.
  
  o **Do not attempt to moor to or tow distressed vessel.**
1.0 Purpose:

To describe the guidelines used in reporting and responding to nonconformities and corrective action

1.0 Scope:

All Corporations that use this System as guidelines to Manage Safety

2.0 Responsibility:

All Managers/Vessel Masters

4.0 Guidelines:

One element of this Safety Management System that will continue to prompt continuous improvement of all management aboard the vessel or onshore is the reporting of deficiencies within this Safety Management System. One requirement of the ISM Code is that all nonconformities, accidents, and hazardous situations are reported to the company to be analyzed with the objective of improving safety and pollution prevention.

Stated throughout this manual ongoing continuous improvement is achieved with the methodical development of guidelines, procedures and documentation with regards to safety and pollution prevention.

The clinical definition of nonconformity is “the non-fulfillment of a specified requirement.” For practical purposes, any time the system fails to produce the desired or its intended result, policies or procedures are not followed, or a regulatory or statutory guideline cannot be met, nonconformity exists. Nonconformities may result from oversights or errors in this Safety Management System, or from failure to follow the guidelines set forth as guidance for safety and environmental protection. The intent of this reporting process is to detect and remove deficiencies within this Safety Management System. Examples of nonconformity are:

- Employee disregard to a written policy or procedure that may turn into an accident, injury or pollution spill.

- A written procedure that is incorrect or through time has become obsolete.
• Improper training requirements that lead to an accident or pollution incident.

• Any time personnel are injured; a vessel has an accident or pollution incident or spill.

• The documented Safety Management System, as implemented, is not adequate to provide the necessary control to prevent nonconformities.

• Any time nonconformity is reported; management must take the necessary steps of investigating, assessing and assigning corrective actions to prevent the recurrence of the nonconformity.

(Note: The nonconformity reporting process is not a tool to make repairs, should management be notified of repair needs and they are not responsive, or follow up to make necessary repairs in a timely manner is not completed, (a nonconformity may exist)

4.1 Nonconformity Reporting

Any person observing or becoming aware of a nonconformance within this Safety Management System will notify their immediate supervisor or the vessel Master. The Master will then supervise or fill out a nonconformity report and send it directly to the Designated Person of this Safety Management System. The Designated Person will meet with management and consider the following while investigating the root cause of any nonconformity.

• Was the procedure in place correct and was it understood and followed correctly?
• Were the personnel involved properly qualified and trained in the task or job they were asked to perform?
• Were the conditions in which the job or task to be performed acceptable and within limitations?
• Was the proper Personal Protective Equipment used while performing the task or job?
• Was a Job Safety Analysis or Pre-Task Plan Performed before any work or job was started?
Nonconformities are reported to the Designated Person in the following manners:

- **Vessel Accidents Report** - Follow accident reporting procedures (With Statement Forms)
- **Personal Injury Report** - Follow personal injury reporting procedures (With Statement Forms)
- **Near Miss Report** - Follow near miss reporting procedures
- **Internal Audit Report** - Documented on the Internal Audit Record Report

**All other Nonconformities will be reported on the Nonconformity Report Form**

### 4.2 Corrective Action

Corrective Action can be defined as the “measures, actions, procedures put into place to prevent the situation, accident, or injury from happening again.” Any nonconformity that is reported to management will be analyzed, investigated or reviewed depending on the severity and nature of the nonconformity. Management onshore will attempt to identify the root or fundamental cause of the problem and assign corrective actions in hopes of minimizing the occurrence of a similar nonconformity in the future to develop a process that improves the safety of vessel operations.

All accidents, personal injuries, near misses and nonconformities onboard the vessel should have onboard corrective action completed and documented by the
Master. The corrective action for these incidents should be documented during a vessel weekly safety meeting. The safety meeting should go over the incident and the corrective action that the crew will implement to keep the incident from happening again.

It is the Master, who will implement and report back to management on the effectiveness corrective measures assigned to a situation. Keep in mind nonconformity does not have to be reported for anyone to identify and put corrective action into place. The Pre-Task Planning process will alone identify areas that can be improved on a daily basis.

The Review Committee will meet at least monthly to assess all nonconformities to create lessons learned with any additional training that may be needed aboard each vessel.

Once the Designated Person has reviewed the Nonconformity he will assign corrective action once management has approved it. The completed form along with any corrective action will then be sent back to the vessel, where the Master will implement any corrective measures that have been assigned. The Master will then file the report in the nonconformity file in the vessels filing system.

4.3 Preventative Action

Preventative Action can be defined as the “measures, actions, and procedures put into place to prevent the incidents from occurring. The Company has developed and implemented hazard recognition and behavior observation programs that help to provide feedback to crewmembers during their day to day routine task. Giving immediate onboard feedback to individuals will help in preventing future incidents.
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LABORDE MARINE, L.L.C.
SAFETY MANAGEMENT SYSTEM

**NONCONFORMITY REPORT**

**VESSEL**

**REPORT COMPLETED BY:**

**DATE**

**NONCONFORMITY**

Please describe the Nonconformity:

---

**RECOMMENDED CORRECTIVE ACTION**

*Describe Corrective Action Recommend Or Already Established:*

---

**FOR OFFICE USE ONLY**

**CORRECTIVE ACTION AUTHORIZED**

**DATE**

**REPORT NUMBER**

**TARGET DATE**

---

**CORRECTIVE ACTION VERIFICATION**

**DATE**

**TARGET DATE**

---

CM-Form (9.0)(10-00)
5.0 Purpose:

To describe the way Near Misses are identified and reported

6.0 Scope:

All Corporations that use this System as Guidelines to Manage Safety

7.0 Responsibility:

Vessel Master/Officers/All employees

8.0 Guidelines:

Near Miss reporting is significant to the goals of this Safety Management System to reduce accidents, injuries and situations that may create unsafe conditions during vessel operations. When a Near Miss is reported and properly reviewed its cause can be corrected and accidents may be prevented before they ever have a chance to occur. Near Miss Reports can sometimes seem to vessel crews as incriminating when reporting a situation that almost caused an accident, injury or pollution incident. All employees are encouraged to report near miss situations and should never feel that reporting a Near Miss may be cause for punishment or disciplinary actions.

8.1. Near Miss

A Near Miss is considered as a "Near Accident," a situation that in slightly different circumstances would have produced an accident, personal injury, and vessel damage or pollution incident. These are the situations all seafarers know as “Boy that was a close one!” or “You know what would have happened if we were standing a couple of feet to the left!”

Should any employee feel that reporting any situation that is considered a Near Miss, could in any way be unfavorable or seen as telling on someone, that way of thinking needs to change now, if we are to have a successful Safety Management System.

8.2. Some examples of Near Misses would be, but in no way are limited to:
• A mooring line breaking almost striking personnel that are trying to untie the vessel.

• Having to alter course in close quarter situations to avoid collision.

• A near collision with another vessel or barge while down bound in a river or narrow channel.

• Cargo shifting without causing a severe stability problem or personal injury due to improper cargo securing.

• Parting a hose or hose coupling during a fuel transfer operation without causing a pollution incident, but only having a real close call.

• A cargo lift that almost strikes a crewmember without injury, a crewmember that slips over a mooring line that has not been properly stowed.

• A smoldering fire that was extinguished before it ever got a chance to start burning or cause damage.

These are just a few situations where an accident, injury or pollution incident almost occurred. Close calls happen all the time, and when identified and addressed these situations never become accident statistics, it should just indicate areas of concern to help us all learn.

The Management Committee will use the Near Miss Reports to generate a Lessons Learned or Safety Alert that will be disseminated to vessels monthly. We will encourage our customers and competitors to generate Lessons Learned to help all mariners industry wide to learn by what almost happened to others.

Management will issue a bonus to the vessel that turns in the Near Miss that has the most impact on helping us to continuously improve our safety management goals. Report all near miss situations to the Master and as a team, the crew should decide when a situation warrants a Near Miss Report.
As always Safety Management is a team sport, all employees are encouraged to stop any job or action that is leading to any kind of accident, before it has a chance to happen!
**LABORDE MARINE, L.L.C.**

**SAFETY MANAGEMENT SYSTEM**

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**LABORDE MARINE, L.L.C.**

**SAFETY MANAGEMENT SYSTEM.**

**NEAR MISS FORM**

| VESSEL ________________________________ | DATE ____________ |
| REPORT GENERATED BY ____________________ | (PRINT NAME)      |
|                                          | (SIGNATURE)      |

**DESCRIPTION OF NEAR MISS**

Please describe the situation:

---

**RECOMMENDED CORRECTIVE ACTION**

Describe Corrective Action You Recommend Or Have Taken

---

**" FOR OFFICE USE ONLY "**

**CORRECTIVE ACTION AUTHORIZED**

| DATE ____________ | REPORT NUMBER ____________ |
| TARGET DATE ____________ |

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**CORRECTIVE ACTION VERIFICATION**

| DATE ____________ | (SIGNATURE) |
| TARGET DATE ____________ | (POSITION) |

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| (PRINT NAME) | (SIGNATURE) | (POSITION) |
| DATE ____________ | (SIGNATURE) | (POSITION) |
| TARGET DATE ____________ | (SIGNATURE) | (POSITION) |
1.0 Purpose:

To describe the guidelines used in planning accident prevention and classification.

2.0 Scope:

All Corporations that use this System as Guidelines to Manage Safety.

3.0 Responsibility:

All employees.

4.0 Guidelines:

As with any good accident prevention process or program, planning is one of the essential ingredients in lowering incident rates while improving operational performance and customer satisfaction. Constructing a workplace that involves motivated, creative, team players will generate greater anticipation and problem solving well before an accident, injury, and pollution incident ever occurs. Participation is another ingredient of success in the accident prevention process, retaining employees that are empowered to make sound decisions and to help others exercise good judgment is the goal of this Safety Management System.

All employees are encouraged to stop any operation upon observing any condition that will lead to an accident, injury or pollution incident. No task that is performed at sea or onshore is so important that it cannot be completed accident and pollution free. What once was seen, as a lofty goal is becoming reality in today’s workplace, Zero Accidents along with Pollution Free operations.

We owe it to those who are supported by the means in which we make our living, to travel safely to work and to return back home healthy. We must also leave the water on which we sail less polluted to those who will follow our course.

Every vessel Master has the responsibility, and overriding authority to use all necessary resources available and to request company assistance in any matter that concern the Safety of life at Sea and the protection of the Marine Environment.
4.1 Participation Expectations

This Safety Management System requires the participation of all Shore Base Managers, Port Captains along with Vessel Officers and Crews to increase involvement in Pre-Task Planning that will create an organization that will accomplish their task, while determined to stop accidents and pollution. This objective will be met through daily, weekly and monthly safety meetings.

4.2 Accident Prevention

As stated throughout, Job Safety Analysis, Pre-Task Planning, Tool Box Talk, is the basis of good, sound Safety Management. Having the ability and leadership qualities that create teamwork with all crewmembers when performing any task or job is essential to accident prevention. Some of the more common areas of non-routine job tasks are listed in this section for all employees to consider during daily Pre-Task meetings and weekly safety meetings.

4.3 Air Receivers/Pressure Vessels

Drain all air receivers frequently; never pressure any air receiver or air tank over the capacity on the exterior plate, never weld, drill or plug an air receiver. Use caution when working near pop-off valves or mounted gauges. All portable tanks that are carried should be encased in a cage to protect the side shell. Never choke down or close any relief valve so as to exceed the maximum working pressure (MAWP). Use extreme caution when hauling all portable tanks, especially liquid Nitrogen Tanks, flood with a continuous water stream should you ever have a leak.

4.4 Flammable Liquids

All thinners and solvents, lighter fluids and any other flammable substances are kept in the paint locker, never smoke near or block the vent. Avoid direct contact with skin consult MSDS. Always use the proper personal protective equipment. Never leave open containers in the locker, half full cans with paintbrushes or any other liquids that may cause explosion.
4.5 Housekeeping

Good and routine housekeeping will help prevent accidents. Store all equipment and ships stores neatly. Keep all berths, galley, and mess room, heads clean; sanitary is to be completed at least daily, as per Masters instructions. Keep trash separated as per Marpol regulations, never mix oily rags or any other combustibles with daily trash, use proper containers and dispose properly. Wash trashcans regularly, keep washing machine and dryer area clean daily; washer and dryer should never be used in rough weather conditions.

4.6 Illumination / Lighting

All areas of the vessel should be lighted during all operations with the exception of any light that may interfere with the safe navigation of the vessel. The deck lights shall be used during all times of darkness unless underway. All lights shall have proper globes to prevent explosion. Walking in dark areas without proper lights or flashlight should be avoided.

4.7 Ladder Safety

Ladders can be a useful tool onboard any vessel, also an area of great concern on a moving vessel. Extension ladders are not to be used when a vessel is underway or in sea conditions of rough weather. Only one person is to use any ladder at a time. When ladders are used in high places, lash or tie the bottom and the top to ensure the ladder will not move while in use. Never climb to the top of any ladder, it is recommended to only climb as high as needed never to exceed the top 2 steps or rung. Always face any ladder while in use never stretching or reaching out as to create a possibility of falling. Always use both hands while climbing up or down any ladder. Never use any ladder as a walkway or in a horizontal position. Always watch footing, wet or greasy shoes will cause slipping. Fully lock any stepladder before any use. Never use metal ladders when working around electricity. Test and secure any ladder before using. Anytime a ladder must be used at least 2 people should be involved in any operation to act as a watch keeper when working aloft. Never allow any personnel to work over 6 feet off any surface without having a safety harness attached to ensure personal safety.
4.8 Open Hatches

Before opening any hatch or manhole, be sure you have the material on scene to barricade or re-cover any hatch before leaving the area unmanned. All opened hatches are to be manned or barricaded to prevent inadvertently having personnel fall in an open manhole or hatch. Always maintain the watertight integrity of emergency escape hatches, doors at all times. Keep all watertight doors closed while underway at all times. Always latch or keep any door or hatch that is opened for use tied back to prevent the door from slamming shut.

4.9 Paint / Thinner / Solvent and Cleaning Agents

Always read labels and instructions to prevent mixing any product that may create a chemical reaction or be in compatible. Always read the MSDS to ensure products are compatible so no harm or injury to any person using these products will occur.

4.10 Painting

Any time personnel are painting over the side make sure that they are attended or assisted with at least one other person. Make sure that proper PPE is used at all times and a life ring is in the immediate area if needed. Always wear a harness with lifeline anytime staging or boatswains chair are used. This equipment is to approved and supervised by the officer on watch. Always insure adequate ventilation when painting or cleaning in any enclosed spaces. Make sure all personnel have proper respirators, gloves, and goggles and cover any bare skin when spraying any paint or cleaning products.

Anytime while spraying in the engine room make sure all machinery is shut down and there is proper ventilation. This is another situation where one person should not be left alone to Never paint over gaskets, pressure gauges, inspection covers, manufactures plates or tags, always take the necessary time to cover or mask all items that are essential. Always disconnect any air supply connected to a spray gun or wash down gun after use, do not place in bucket or paint can while charged with air.
4.11 Personnel Transfer

Conditions and operations dictate that it is often necessary to transfer personnel from vessel to a platform or rig, from the rig to a vessel. Extreme caution and planning is necessary before any transfer is to take place. The following guidelines will be considered before any transfer is made with a personnel basket or swing rope.

- When a personnel basket is to be used make sure the basket is properly rigged, to ensure proper operation. Personnel are to place gear or baggage in the middle of the basket always holding the webbing with both hands. Facing inward always allow the crane operator to place the basket on deck before attempting to step off a personnel basket. Never overload, or have a person sit or stand in the middle of a basket, unless emergency situations may require personnel to be moved in the middle of a personnel basket.

- Tag lines are always to be used when transferring personnel by basket, using caution not to twist the basket when being lifted or landed. Personnel baskets are not to be used for cargo transfer.

- Life jackets are to be used any time personnel are transferred by personnel basket. Extreme caution should always be used when rough seas or weather or wind conditions are present.

- Any transfer of personnel to a platform or rig by swing rope should always be supervised by a qualified crewmember. Personnel swinging will use both hands to grasp the line while swinging across to or from a landing. All equipment or baggage should be passed across after the person has transferred, with assistance from the crew.

4.11 Power Tools

Power tools should always be maintained and stored in a manner as not to expose them to weather elements or water. Electrical tools need supervision and training by a vessel officer before being used by crewmembers. The following precautions will be observed when using power tools, electric or air powered.
Always disconnect any tool from the power source before attempting to change any accessory or parts. Make sure electrical cords are grounded, not frayed or patched before use.

Do not use electrical or any other tools around any combustible liquid, or fumes that may cause ignition. Loose clothing, hair, jewelry, chains, rings should not be worn while using any power tool.

Guards on all power tools are to be left on the tool as designed from the manufacturer.

Always use the proper PPE when using any power tools. (i.e. Goggles, Face Shields, Eye Protection, Gloves).

4.12 Slips, trips and falls

Slips, trips and falls is the single most area of concern on a vessel which cause accidents or reoccurring incidents that are contributing factors to Lost Time Accidents. All areas of the any vessel should be maintained and monitored for tripping, slipping and falling hazards. The following areas should be consistently maintained and watched to raise awareness among all vessel personnel.

Areas such as wet or oily decks, floors and deck plates should be avoided and remedied as soon as possible. If these areas can't be avoided extreme caution will be exercised when crossing. Notify or clean any area where another may slip due to any condition that may cause one to loose footing.

Always watch where you are walking on all decks inside and outside the vessel. All floor mats on the top and the bottom of every stairwell need to have a rubber backing. Good housekeeping will prevent potential accidents before they occur. Always take preventative action to prevent tripping or slipping hazards whenever possible.
- Pre-Task Planning daily will help identify and remove most tripping hazards such as, hoses, loose deck boards, plates, mooring lines, extension cords. Covering and manning any hatch or open manhole, barricading hatches or manholes so someone does not accidentally fall into an open tank or void.

- Always plan and train that anyone walking on stairs will use the handrails, “one hand for you and one hand for the boat”. Never carry heavy loads down stairs without the ability to grasp handrails to stop movement if one should slip.

- Always use extreme caution while working in areas where no handrails are provided. Use a safety harness anytime while working 6’ or higher above the deck unless there is sufficient safe guards in place to prevent falling. At least two personnel will be assigned to any task that involves a person working aloft with a safety harness, so a watch keeping and helper is always present.

### 4.13 Warning and Exit Signs

All emergency exit, and warning signs are to be properly posted and observed by all crewmembers. Warning signs should be posted anytime personnel are working on or near rotating equipment or machinery, (follow lock and tag out procedures. All fire and safety equipment should be properly marked and clearly labeled for quick access and use. No smoking, open lights or visitors signs should be posted while bunkering or fueling.

### 5.0 Incident Occurrence Classification

This system classifies accidents into three categories, Lost Time Accidents, Recordable, and First Aid. Outlined below is the criteria used to
classify these incidences. The following guidelines should be followed for the purposes of record keeping and to determine proper injury classification.

5.1 First Aid Incidences

Any time a physician or emergency medical technician must provide basic first aid treatment, which is a considered one-time action with continued observation by the injured party. Any onboard treatment by vessel personnel with band-aids or small bandages will be looked at for seriousness and may be treated as a first aid incident.

5.2 Recordable Accident

An Accident can become recordable when the injuries received require more than simple first aid. Should the employee be restricted to light duty at a shore side facility the accident will then become evaluated for recordable stasis. Accidents will be classified as recordable when medical treatment situations involve any of the following:

All accidents must be reported, no matter how minor. Reporting and accident does not make it a recordable injury!

- Loss of consciousness, a positive x-ray that confirms a fracture, or removal of a foreign body imbedded in the eye.

- When injuries may cause a permanent transfer to another job.

- When skilled medical services of a physician which prescribes medication or therapy requiring a return visit for the same condition resulting from the accident. (Except for a single dose administered during the first visit)

- When surgery or sutures are applicable to remedy injuries caused by the accident, or admission to the hospital.

- Referrals to a specialist for further evaluations to assess a condition caused by an accident.
• Second or third degree burns.

• The fact that a physician furnished first aid or negative results from x-rays, or negative diagnosis from the doctor will not be considered a recordable accident.

5.3 Lost Time Accident

An accident will be classified as Lost Time when injuries caused by an accident are so serious that the person cannot return to work in any capacity on their next scheduled workday.

5.3 Accident Statistical Data

Data will be kept based on the number of man-hours worked per vessel to correlate the number of first aid, recordable, and lost time accidents on a monthly basis. This data will be used to calculate annual statistics as measure of incidents that relate to company employees, property and the marine environment.
LABORDE MARINE, L.L.C.

SAFETY MANAGEMENT SYSTEM

Title: Accident Reporting
Revision Number: 2
Date Effective: Jan 1, 2015
Section: 9.3
Prepared By: Safety
Approved By: MRC
Page: Page 1 of 11

1.0 PURPOSE:
To describe accident and personal injury, illness reporting procedures

2.0 SCOPE:
All Corporations that uses this System as guidelines to Manage Safety

3.0 RESPONSIBILITY:
All Vessel Master’s and Shore-Base Managers

4.0 GUIDELINES:

In the event of any accident of a serious nature that may involve severe damage, in all cases of death, serious injury to personnel and environmental pollution incidents. The Master is instructed to notify the shore base management office immediately after stabilizing any serious situation by the most prudent means available at the time of the incident. Once Laborde Shore base management has been notified the master shall notify the customer to immediately report all incidents to the Operator on site to include: Near Miss, Property Damage, Spills, Releases, fires, harassment, and permit violations. The Master shall then proceed with the written notification required via Tele-fax or by whatever means senior management directs.

In the event of a serious marine incident or casualty the Master should consider the procedural guidelines below:

- Do not discuss a serious accident, injury or casualty with anyone. The company representative or senior manager will arrange all authorized interviews upon arrival on scene.

- Never consider discussing or assessing blame when completing any verbal or written report of an accident, injury, or casualty. Any verbal statements can be overheard and any written reports can be subpoenaed, which could jeopardize any legal position the company may have. Remember Fault in any serious situation will be determined by due legal process, it is not the job of any employee to discuss or assess blame in any serious situation.

- If at sea inform the shore base immediately after the situation is stabilized, to the extent of damage and the circumstances that are of
concern. Advise an estimate of damages and the cost of repairs. Notification or communication with the shore base will be completed by any prudent means available to the Master.

- As with all accidents, injuries, or pollution incidents the complete written appropriate forms along with completed statement forms from all crewmembers need to be forwarded to the office as soon as possible.

- Reports to the Flag State (U.S.C.G) and other agencies when the company is involved in an accident, injury or environmental incident require complete information. Management relies on these forms from the Master to complete any additional reports that are required following a serious marine incident.

4.1 Personal Injury or Illness Reports

It is the Master’s responsibility to see that accurate and complete reports are sent to the operations office after any incident occurs as soon as possible. Personal Injury, Personal Illness reports should be completed on all injuries or illness onboard the vessel or in the workplace. Statement forms from all crewmembers should be completed whether the incident was witnessed or not. Any unwitnessed injuries that are alleged to have happened in the workplace or on the vessel should also be reported stating that they were unwitnessed.

The following guidelines should be considered while completing Personal Injury Reports.

- At the top of every Personal Injury or Illness Report each box is numbered, make sure that each report is printed legibly and completely. Start in box # 1 and continue through # 19.

- In box # 20 be as specific as you possibly can.

- In box # 21 give all the details, so anyone reading the report could reasonably reconstruct what actually happened.
• Make sure that all statement forms are fully complete and attached to the report any time one is filled out.

• Every time a personal injury form is filled out, statement forms form all crew members need to be completed. This includes the person injured if possible! (If nothing was witnessed, state so)

• Statement forms are not required when completing an Illness Report Form.

• In box # 22 complete information is needed for office use.

• Complete #s 23 through 33 and review the report for accuracy.

4.2 Vessel Accident Reports

This report is to be completed for any and all accidents, which may involve Collisions, machinery failure, unintentional grounding, and damages to hull, vessel or property.

The following guidelines should be considered while completing Vessel Accident Reports.

• At the top of every Vessel Accident Report each box is numbered, make sure that each report is printed legibly and completely. Start in box # 1 and continue through # 14.

• In box # 15 be as specific as you possibly can, (attach a sketch or drawing to explain circumstances or conditions).

• In box # 16 give all details describing any damage to company owned vessel or property.

• In box # 17 give all details describing any damage to other vessels, cargo or property.

• In box # 18 give the names and address of the owners of other vessels, cargo or property.
In box # 19 list the names, address, employers and of all witnesses. Should you need more room, attach additional report.

Complete boxes 20 to 23 completely.

The Master is to sign in box # 24 and complete date of report in box # 25.

Review the report for accuracy and legibility; at the Masters discretion statement forms should be filled out by every crewmember for a vessel accident.

4.3 Statement Forms

The following guidelines should be followed completing statement forms.

Have the person completing the statement form, fully complete boxes 1 through 17 on the statement form. Give guidance if needed to have the person to be specific when filling out the statement portion on line #14. Make sure that the statement form is printed and legible. This form again is to be filled out any time there is an injury report filled out, and it is left to the Masters discretion when the vessel accident is filled out. If at any time the Master is in question, they should ask shore side management for assistance or guidance. If the individual was not a witness or did not see what happened have them state so in bold letters on line # 14.

4.4 Post Accident Review

All serious safety and environmental incidents shall be investigated in accordance with the root cause analysis procedure. All investigations shall be conducted by personnel knowledgeable in investigation techniques and in the processes involved in the operation.
The objective of this safety management system is to promote safety of life at sea, with the elevated goal of the elimination of all pollution in daily operations. The post accident review process will follow the root cause analysis procedures, which in every respect will try to determine true cause of any accident or injury. The same systematic approach that is taught to plan every job will be used to determine what corrective actions can be implemented to prevent reoccurrence of that same type of problem. This process will involve the personnel qualifications, training, and procedure, work environments, conditions, supervision and any other aspect of an operational task that may have gone wrong. This problem solving process will start with the daily operations staff and be elevated to senior management for review as needed. This process will not be used to assign responsibility, nor assess blame to an individual. Rather to determine what actions by the company or employees may be required in the future to prevent reoccurrence of such an incident, accident or injury again.

After completion of this process should any operational procedure or work practice need amending, the corrected procedure, corrective measures or operational advise will be sent to senior management for further authorization. In all cases where on scene management can implement corrective measures to prevent a hazardous condition, or accident from occurring they shall do so.
## Vessel Accident Report Form

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<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>(1) Name of vessel</td>
<td>(2) Name of charterer or customer</td>
<td>(3) Shore base of operations</td>
</tr>
<tr>
<td>(4) Date of accident</td>
<td>(5) Time of accident</td>
<td>(6) Location of accident</td>
</tr>
<tr>
<td>(7) Name of Master</td>
<td>(8) Name of person at wheel</td>
<td></td>
</tr>
<tr>
<td>(9) Describe weather conditions</td>
<td>(10) Visibility</td>
<td>(11) Air temperature (Indicate F or C)</td>
</tr>
<tr>
<td>(12) Wind speed and direction</td>
<td>(13) Direction and height of sea</td>
<td>(14) Direction and speed of current</td>
</tr>
<tr>
<td>(15) Description of accident (Attach sketch or drawing)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(16) Describe damage to company vessel and/or property

(17) Describe damage to other vessels, property, or cargo

(18) Names and addresses of owners of other vessels, property, or cargo

(19) Names, addresses, telephone numbers, and employers of all witnesses

(20) Was anyone injured? Yes ☐ No ☐

(21) Was there any pollution? Yes ☐ No ☐

(22) Was Coast Guard notified? Yes ☐ No ☐

(23) Drug and alcohol testing? Yes ☐ No ☐

(24) Master’s signature

**THE FOLLOWING TO BE COMPLETED BY OPERATIONS MANAGER**

<p>| | |</p>
<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>(26) Estimated cost of repairs to company vessels and/or property US $</td>
<td>(27) Estimated cost of repairs to other vessels, property, or cargo US $</td>
</tr>
<tr>
<td>(28) Was surveyor appointed? Yes ☐ No ☐</td>
<td>(29) If yes, name, address, and telephone no. of surveyor</td>
</tr>
<tr>
<td>(30) Was post incident drug and alcohol test conducted? Yes ☐ No ☐</td>
<td>(31) If so, name and address of doctor, lab, or hospital</td>
</tr>
<tr>
<td>(32) Signature</td>
<td>(33) Date</td>
</tr>
</tbody>
</table>
INSTRUCTIONS FOR COMPLETION OF THE VESSEL ACCIDENT REPORT FORM

1. Name of company vessel
2. Name of charterer or customer for whom the vessel was working.
3. Name of the shore base of operations or port from which the vessel routinely operates.
4. Date the accident or incident occurred.
5. Local time the accident or incident occurred.
6. Location of the accident or incident. Indicate latitude and longitude. A mile marker may be referenced where the mile marker system is commonly used. Block numbers and areas should be included where applicable. You may also reference a known landmark object (buoy, light, etc.) with distance and bearing to the landmark or object. ALWAYS IDENTIFY THE BODY OF WATER OR WATERWAY.
7. Full name of Master or Captain.
8. Full name of the person that was at the “wheel” operating the vessel.
9. In describing the weather, indicate clear, overcast, rain, snow, fog, etc.
10. Visibility – reference distance and indicate good, fair, or poor.
11. Air temperature, indicate Fahrenheit or Centigrade.
12. Speed and direction of the wind. With regard to speed, indicate statute or nautical miles per hour.
13. Direction and height of the sea.
14. Enter direction and speed of the current. With regard to speed, indicate statute or nautical miles per hour.
15. Describe in detail how the accident or incident occurred, including events leading up to the actual occurrence. Prepare and attach a sketch or drawing to this report.
16. Describe damage(s) to the company vessel and/or property involved.
17. Describe damage(s) to any other vessel(s), property, or cargo involved. Indicate location & damage(s) on a sketch and attach it to this report.
18. Names and addresses of the owners of other vessels, property, or cargo damaged.
19. Names, addresses, telephone numbers, and employers of all witnesses.
20. Check Yes or No regarding injuries. If yes, complete a personal injury report form VES-SAF-1/2-P0935-F1 for each injured person.
21. Check Yes or No
22. Check Yes or No
23. Check Yes or No
24. The Master or Captain must sign this report.
25. Date the report was completed.
26. To 33. To be completed by the appropriate operations manager in the local area.
**Title:** Accident Reporting  
**Revision Number:** 2  
**Date Effective:** Jan 1, 2015  
**Section:** 9.3  
**Prepared By:** Safety  
**Approved By:** MRC  
**Page:** Page 8 of 11

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### Personal Injury or Illness Report Form

1. **Name of vessel**
2. **Name of charterer or customer**
3. **Shore base of operations**
4. **Date of occurrence**
5. **Time of occurrence**
6. **Location of vessel at time of occurrence**
7. **Name of injured or ill person**
8. **Home address**
9. **Home telephone no.**
10. **Age**
11. **Nationality**
12. **Social Security no./Passport no.**
13. **Job title**
14. **Employed by (Name of Company)**
15. **How long employed?**
16. **Describe work schedule (Days on, days off, etc.)**
17. **Date hitch due to end**
18. **Was individual unable to work?**
   - Yes
   - No
19. **If Yes, indicate date and time incapacity began**
20. **Describe nature of injury or illness. (Be specific, indicate parts of body affected)**

---

21. **Describe how and where the incident occurred. (Attach Statements of all crew members and any other witnesses)**

---

**Are Additional Statement forms attached?**
- Yes
- No
If Yes, list names of crew completing same

22. **Names, addresses, telephone numbers, and employees of all witnesses**

---

23. **Was first aid given?**
   - Yes
   - No
24. **If Yes, describe**
25. **Drug and Alcohol Testing?**
   - Yes
   - No
   - Unknown

26. **Was injured or ill person sent to a doctor or hospital?**
   - Yes
   - No
27. **If yes, name and location of doctor and/or hospital**

28. **Name of Master (print)**
29. **Master’s signature**
30. **Date**

---

31. **Name of person completing report**
32. **Signature**
33. **Date of report**

---

**THE FOLLOWING TO BE COMPLETED BY OPERATIONS**

34. **Was injured or ill person treated by a doctor?**
   - Yes
   - No
35. **If yes, name and address of doctor**

36. **Was post accident drug and alcohol test conducted?**
   - Yes
   - No
37. **If no, name and address of doctor, lab, or hospital administering test**

38. **Was injured or ill person hospitalized?**
   - Yes
   - No
39. **If yes, name and address of hospital**

40. **Has injured or ill person returned to work?**
   - Yes
   - No
41. **If yes, when?**
42. **If no, estimated length of disability**
INSTRUCTIONS FOR COMPLETION OF PERSONAL INJURY OR ILLNESS REPORT

1. Name of company vessel
2. Name of charterer or customer for whom the vessel is working.
3. Name of the shore base of operations or port from which the vessel routinely operates.
4. Date the injury or illness occurred.
5. Local time the injury or illness occurred. Indicate latitude and longitude. A mile marker may be referenced where the mile marker system is commonly used. Block numbers and areas should be included where applicable. You may also reference a known landmark object (buoy, light, etc.) with distance and bearing to the landmark or object. ALWAYS IDENTIFY THE BODY OF WATER OR WATERWAY.
6. Full name of injured or ill person.
7. Home address of the injured or ill person.
8. Home telephone number (including area code) of the injured or ill person.
9. Age of the injured or ill person.
10. Nationality of the injured or ill person.
11. The social security number (passport no. For non-U.S. citizens) of the injured or ill person.
12. Job title (mate, deckhand, etc.) of the injured or ill person.
13. Name of the company by whom the injured or ill person is employed.
14. Number of years, months, or days the injured or ill person has been employed by the company shown in block (14).
15. Enter the work schedule of the injured or ill person, i.e. 7 days on/7 days off, 14 days on/14 days off, duration of trip, etc.
16. Date the injured or ill person’s current hitch is due to end.
17. Check Yes or no as the whether or not the injured or ill person was unable to work and consequently, had to actually leave the vessel.
18. If the answer in block (18) is Yes, enter the date and local time the injured or ill person was relieved of duty and departed the vessel.
19. Be specific in describing the nature of the injury or illness. Indicate the parts of the body affected, i.e. right or left hand, foot, leg, etc.
20. Describe in detail how and exactly where aboard the vessel or facility (dock, etc.) the incident occurred. Be sure to include exactly what the injured or ill person was doing at the time of the occurrence. If the injured or ill person or someone else told you how the injury or illness occurred, be sure to indicate that the injured or ill person or whoever provided the information. Prepare and attach a sketch or drawing when appropriate. Every member of the crew, including the person injured, the Master, the person completing this report, and any other witnesses, must complete a Personal Injury Statement on the forms provided for all personal injuries.
21. Names, addresses, telephone numbers, and employers of all witnesses.
22. Check yes or No regarding first aid.
23. If the answer in block (23) is Yes, describe the first aid given.
24. Check Yes, No, or Unknown regarding drug and alcohol testing.
25. Check Yes or no as to whether or not the injured of ill person was sent to a doctor or hospital.
26. If the answer in block (26) is yes, enter the name and address of the doctor or hospital.
27. Print name of Master.
28. Signature of the Master.
29. Date3 the Master signed the report.
30. Print the name of the person completing the report.
31. Signature of the person completing the report.
32. Dated the report was completed.
33. 45 To be completed by operations personnel in the local area.
Statement Form

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>1) Your name</td>
<td>2) Home address</td>
<td>3) Home telephone no.</td>
</tr>
<tr>
<td>4) Age</td>
<td>5) Nationality</td>
<td>6) Social Security no./Passport no.</td>
</tr>
<tr>
<td>8) Name of vessel to which you are assigned</td>
<td>9) Employed by (Name and address of company)</td>
<td></td>
</tr>
<tr>
<td>10) Name of person injured</td>
<td>11) Date of occurrence</td>
<td>12) Time of occurrence</td>
</tr>
<tr>
<td>13) Location where injury occurred</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**STATEMENT**

(15) In your opinion, what was the cause of the accident?

(16) Signature  (17) Date
INSTRUCTIONS FOR COMPLETION OF THE PERSONAL INJURY STATEMENT FORM

1. Print your full name.
2. Your home address
3. Your home telephone number, including the area code or country code.
4. Your age.
5. Your nationality.
6. Your social security number or passport number for non-U.S. citizens.
7. Your job title, e.g., mate, deckhand.
8. Name of the vessel to which you are assigned.
9. Name and address of your employer.
10. Name of the injured person
11. Date of the accident or occurrence.
12. Local time of the accident or occurrence.
13. The location where the injury or damage occurred. If the incident occurred aboard a vessel, give the location of the vessel at the time of the incident. If, for example, an accident or incident occurred at or alongside a dock, provide the name and give the location of the dock.
14. In your own handwriting, describe in detail exactly what you know about the accident or incident. If you know nothing about what happened, then simply say so in your own handwriting.
15. In your own handwriting, enter what you believe was the cause of the accident. If you do not know the cause of the accident, simply so state.
16. Sign your name in this block.
17. Enter the date you completed and signed the statement.
1.0 Purpose:

To define the actions necessary following an accidental injury, or illness

2.0 Scope:

All Corporations that use this System as Guidelines to Manage Safety

3.0 Responsibility:

The primary responsibility for this procedure resides with the Master. All personnel on board are to be familiar with this procedure.

4.0 Guidelines

In the event of serious injury or acute illness, the vessel Master should provide or directly supervise basic life support and immediate care according to the **First Aid Response** section of this procedure. Such basic life support and immediate care should be consistent with the training and experience of the personnel providing the care.

- In all cases of injury or illness where medical attention beyond basic life support and immediate care is indicated, the Master together with the shore base manager shall initiate communications for medical advice. This communication shall be made through the company's primary medical treatment physician.

- Such communication should convey information relevant to the nature of an employee's injury or illness. Medical professionals at the designated emergency facility should advise regarding additional care indicated by the circumstances, and should further assist in determining whether, when, and/or how to transport the injured or ill employee to the designated emergency facility.
If and when evacuation of an employee is determined to be required, the employee should be transported to the designated primary emergency medical facility unless otherwise directed by that facility’s medical professional.

To establish and maintain Company involvement in the situation, someone from the vessel or shore side office will accompany the injured person to the medical facility, or meet them there.

4.1 First Aid Response

In the case of accidents and injury, first aid may be necessary in order to save lives and prevent further injury before medical attention can be obtained. First aid should be rendered at once to an injured person.

First aid providers shall protect themselves from the transmission of infectious diseases via blood or body fluids by using the rubber gloves and other protective gear provided.

The patient should be handled carefully and with reassurance.

Clean an open wound, apply the proper dressing. Do this with confidence.

Do not tear away blood clots. Do not tear off a dressing; soak it with warm sterilized water or antiseptic.

Apply splints to broken bones. Avoid putting a strain on the injured part.

Extreme caution must be exercised if there is a back injury after obtaining assistance, work a blanket under the patient and lift with an even strain and then slide stretcher underneath.

4.2 Reporting
• All reports of marine accidents, injuries or deaths must be reported to the shore side office per accident and injury reporting guidelines.

• One copy of each report will be maintained on board the vessel and one copy at the Company shore side office.

• Each crewmember and/or passenger who is a witness to a personal injury shall complete a personal injury statement form as per procedure. One copy of each statement will be maintained on board the vessel and one copy at the Company shore side office.

4.3 Return to Work

• While the primary focus of the company’s safety program is accident prevention, it must also plan to manage the immediate and long-term care of injured employees, their rehabilitation, and their eventual return to the workplace. The following elements are important to the effectiveness of the company’s post-injury management efforts.

• It is the Company’s policy that medically approved employees whose physical capabilities are temporarily and partially limited due to work-related injuries can return to the workplace in a restricted or modified capacity. This allows them to be productive before they are able to return to their normally assigned duties at full capacity. (Light Duty) This restricted work policy is for the benefit of both the employee and the company. The main features include:

  • Compensating employees with a normal rate of pay instead of the reduce amount per day in maintenance benefits as required under the general maritime law of the U. S. or the applicable local workers compensation benefits.

  • Reducing or eliminating lost workdays associated with work-related injuries and their subsequent effect on productivity.
• Preventing partially and temporarily disabled employees from losing the work habit or feeling nonproductive.

• Assisting in the medical rehabilitation of employees by returning employees to some level of productive work activity.

• The restricted work activity should be conducted in accordance with the physical and medical restrictions that may be placed on the employee.

• The return to work program deals only with temporary assignment to restricted work. Permanent assignment to restricted activity should be considered a special case and dealt with outside the normal restricted work activity program.

4.4 Medical Release and Restrictions

• An experienced industrial physician should evaluate potential modified duty jobs and their suitability for a given employee. The return to work program permits restricted work activity only with clear and specific written restrictions from the attending physician.

• Adhering to the physician’s medical restrictions is one of the most important aspects of the program. The employee should not perform any work that he or she believes is beyond the restrictions outlined by the physician.

• The return to work program is a key element of the company’s injury management. Properly administered, it should encourage the return of injured workers to productive employment.
1.0 Purpose:

To describe guidelines for identifying and maintaining Critical Equipment

2.0 Scope:

The Corporations that comply with this Safety Management System

3.0 Responsibility:

The Master and Officer of the Watch on all vessels

4.0 Guidelines:

Equipment aboard the vessels operated by the company is made reliable through good preventive maintenance practices, manufactures recommendations and with the inspection and reporting criteria of the Streamlined Inspection Program. This program was developed to satisfy the stringent requirements of the U.S.C.G. Preventer computer based maintenance system is currently being implemented in the fleet. This system will take the place of the SIP inspection records as it is implemented on board the vessels.

4.1. The company is currently developing and implementing an inspection, repair and maintenance program. The Streamlined Inspection Program is approved and monitored by the United States Coast Guard. The company has identified the following Critical Systems, the sudden operational failure of which might endanger the crew, the vessel, or the environment. The inspections and the reporting of defects related to this equipment are carried out through the Streamlined Inspection Program.

The following Systems and Equipment are found and defined as URGENT in the Streamlined Inspection Program Manuals inspection criteria.

**URGENT DISCREPENCES**

<table>
<thead>
<tr>
<th>Required Documents</th>
<th>ICR-A-01</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vessel Manning</td>
<td>ICR-A-04</td>
</tr>
<tr>
<td>Life Preservers</td>
<td>ICR-B-01</td>
</tr>
<tr>
<td>Equipment Type</td>
<td>Code</td>
</tr>
<tr>
<td>---------------------------------------------------</td>
<td>--------</td>
</tr>
<tr>
<td>Inflatable Life Rafts</td>
<td>ICR-B-03</td>
</tr>
<tr>
<td>Immersion and Exposure Suits</td>
<td>ICR-B-05</td>
</tr>
<tr>
<td>Fixed C02 Systems</td>
<td>ICR-C-01</td>
</tr>
<tr>
<td>Semi-Portable Extinguishers</td>
<td>ICR-C-02</td>
</tr>
<tr>
<td>Portable Extinguishers</td>
<td>ICR-C-03</td>
</tr>
<tr>
<td>Fire Hose Stations</td>
<td>ICR-C-05</td>
</tr>
<tr>
<td>Fire Main/Pump</td>
<td>ICR-C-06</td>
</tr>
<tr>
<td>Fire and Smoke Detection System</td>
<td>ICR-C-09</td>
</tr>
<tr>
<td>Fire Dampers and Remote Shutdowns</td>
<td>ICR-C-10</td>
</tr>
<tr>
<td>EPIRB</td>
<td>ICR-E-01</td>
</tr>
<tr>
<td>General Alarm System</td>
<td>ICR-E-02</td>
</tr>
<tr>
<td>Distress Signals</td>
<td>ICR-E-03</td>
</tr>
<tr>
<td>Internal Communications Equipment</td>
<td>ICR-E-04</td>
</tr>
<tr>
<td>Radio Communication Equipment</td>
<td>ICR-G-04</td>
</tr>
<tr>
<td>Navigation Lights</td>
<td>ICR-G-05</td>
</tr>
<tr>
<td>Watertight/Weathertight Doors</td>
<td>ICR-I-01</td>
</tr>
<tr>
<td>Hatches and Doorways</td>
<td>ICR-I-03</td>
</tr>
<tr>
<td>Fuel Lines</td>
<td>ICR-N-01</td>
</tr>
<tr>
<td>Engine Controls</td>
<td>ICR-N-07</td>
</tr>
<tr>
<td>Automation</td>
<td>ICR-N-08</td>
</tr>
<tr>
<td>Fuel Systems</td>
<td>ICR-N-09</td>
</tr>
</tbody>
</table>
### Systems that are not Urgent Discrepancies, but are considered as Critical Systems:

<table>
<thead>
<tr>
<th>Equipment</th>
<th>ICR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Steering Gear</td>
<td>P-01</td>
</tr>
<tr>
<td>Generator/Generator Set</td>
<td>Q-01</td>
</tr>
<tr>
<td>Switchboard</td>
<td>Q-02</td>
</tr>
<tr>
<td>Lighting System</td>
<td>Q-04</td>
</tr>
<tr>
<td>Emergency Power and Lighting</td>
<td>Q-05</td>
</tr>
<tr>
<td>Radar</td>
<td>G-01</td>
</tr>
<tr>
<td>Title: Machinery Spaces</td>
<td>Revision Number: 0</td>
</tr>
<tr>
<td>-------------------------</td>
<td>-------------------</td>
</tr>
<tr>
<td>Prepared By: Safety</td>
<td>Approved By:</td>
</tr>
</tbody>
</table>
1.0 PURPOSE

To define the requirements for general operation of machinery spaces

2.0 SCOPE

All Corporations that use this System as Guidelines to Manage Safety

3.0 RESPONSIBILITY

Master/Mate/Chief Engineer

4.0 GUIDELINES:

The Master is to ensure that on joining or rejoining a vessel all engine room personnel familiarize themselves thoroughly with the vessel, its quality, safety, and environmental procedures, and any Standing Orders applicable to them.

The Master is to ensure that relieving personnel receive a full and detailed induction regarding the positions they are to fill onboard before the individual to be relieved hands over his duties and responsibilities.

- The Officers to be relieved shall prepare handover notes for their relief and within the time available, discuss the contents of these notes.

- Engine room log entries must be made accurately and legibly. Each Engine Watch keeper is to follow the standing orders of the Chief engineer on vessels where one is assigned. On Self Propelled, Self Elevating Lift Vessels where no Chief Engineer is assigned the Mate or Masters designate will maintain the engine room log book.

- Tank soundings will be maintained and recorded for all machinery space soundings fuel oil, lubricants, and miscellaneous cargo tanks so as an accurate report can be produced any time a customer may need information about the vessels consumables. Any discrepancies are to be reported immediately to the Master.
• All Watch keepers must be familiar with the vessel's Alarm System and the remedial action to be taken in the event of any alarm.

• All fuel and lubricating systems must be examined at regular intervals and to ensure the systems is not running in an unacceptable or dangerous condition.

• Where excessive vibration is evident, immediate steps must be taken to assess why the equipment is vibrating. Should the condition continue shut down the machinery and contact shore side management for further instructions.

4.2 ACCESS TO ENGINE ROOM

• Persons not directly concerned with the immediate operation of the vessel's machinery shall not be permitted in the machinery spaces without the authority of the Chief Engineer or Master should no Chief Engineer be assigned.

• The inside of all engine room access doors are to be fitted with high visibility EXIT signs. Adequate high visibility arrow signs shall be provided in the engine room, which indicate routes to the nearest exit.

• All engine room personnel must be familiar with the location of ALL machinery space ladders, walkways, entrances and emergency exits, etc.

• All doors providing access to machinery spaces from accommodation or deck areas are to be kept closed at all times and fitted with self closing devices, which must be maintained in efficient working order.

• Where watertight doors are situated within the machinery spaces these must be kept closed at all times except when operated for access. These doors must always be closed during periods of unmanned operation and while the vessel is underway at all times.
4.3 ENGINE ROOM CONDITION AND HOUSEKEEPING

- All machinery spaces are to be kept clean. No oil spillage or other fire hazard may be left for longer than is absolutely necessary during any repair situation.

- Any leakage must be remedied as soon as is practicable and reported to the Master.

- Chemical stores must be kept safely in the assigned storage. “Ready use” containers within the machinery spaces must be kept secure from the vessel’s movements. At no time are painting, thinner or any other flammable containers to be stored in the engine room at any time.

- All tools must be returned to their proper locations after use and any tools, spare parts, stores, or other loose equipment within machinery spaces must be made secure from the effects of the vessel’s movement at sea, and protected from theft at anchor or in port. Great care is to be taken especially when leaving port or after periods of calm weather when adequate securing of tools, or equipment may have been overlooked.

- Walkways, doorways, ladders and other accesses must not be impeded by the storage of spares, tools, etc., even on a temporary basis. They must be regularly inspected and maintained in good condition. The integrity of handrails must be maintained and used while transiting any stairs or stairwell.
<table>
<thead>
<tr>
<th>Title:</th>
<th>Revision Number:</th>
<th>Date Effective:</th>
<th>Section:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintenance and Repair Reporting Procedure</td>
<td>2</td>
<td>Jan 1, 2015</td>
<td>10.2</td>
</tr>
<tr>
<td>Prepared By:</td>
<td>Approved By:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Safety</td>
<td>MRC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Page:</td>
<td>Page 0 of 2</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
1.0 PURPOSE

This procedure establishes a system for reporting and handling mechanical and engineering problems aboard Laborde Marine Vessels.

2.0 SCOPE

All Corporations that use this System as Guidelines to Manage Safety

3.0 RESPONSIBILITY

Master/Mate/Chief Engineer/Operations Manager/ Marine Superintendent

4.0 GUIDELINES:

4.1 Routine Maintenance

When vessel master determines that the vessel will require shore side assistance for a routine maintenance issue, he should follow the steps below.

1. During working hours call the Operations Manager at the shore base
2. After hours call the office and the answering service will put you through to the operations person on call.
3. Make a notation in the master’s handover file to record what the problem is and who they reported it to.

Operations Manager will determine with the help of the Marine Superintendent how the maintenance issue will be completed.

4.2 Emergency Maintenance

When vessel master determines that the vessel will require shore side assistance for an emergency maintenance issue, he should follow the steps below.
1. During working hours call the Operations Manager at the shore base.
2. After hours call the office and the answering service will put you through to the operations person on call.
3. Make a notation in the master’s handover file to record what the problem is and who they reported it to.

For emergency repairs the Operations Manager will need to coordinate with vessel master, marine superintendent, customer and vendor to quickly assess the emergency maintenance issue and get it resolved ASAP.

4.3 USCG and ABS Inspection and Dry Dock Procedures

The Operations Manager will coordinate and schedule regulator inspections.

4.4 Shutdown and Startup of Critical Equipment

Critical Equipment that is to be shut down for an extended period of time such as during dry-dockings or cold stack periods should be shut down and preserved in accordance to the equipment’s operating manual. The operations manager or his designate shall insure that the vessel is safely moored while shut down. The Operations Manager or designate shall also review the startup processes with the Master when bringing vessel back in service. When restarting equipment that has been out of service for an extended period of time, the equipment’s operating manual should be followed. When restarting critical equipment, all systems should be run and checked thoroughly by the master and or engineer before the vessel departs.
1.0 Purpose:

To describe the Documents of this Safety Management System and the means used to control them.

2.0 Scope:

All Corporations that use this System as Guidelines to Manage Safety.

3.0 Responsibility:

Document Controller/Vessel Masters.

4.0 Guidelines.

4.1. The materials contained in this Safety Management System Documents are blended into one stand-alone document structure. The intent is to have all material accessible to employees in a format that is understandable, while easy to access.

- Tier One is policies that guide the intention of the Safety Management System;
- Tier Two is procedures that guide day to day activities;
- Tier Three is the forms and records that document the working of the Safety Management System.

4.2. The intention of document control within this Safety Management System is to:

- Ensure that all documents are available at all relevant locations;
- Ensure that obsolete documents are removed from use or marked in a manner; so all employees are kept informed with the latest information and documentation.
- To ensure only those documents that have been reviewed and approved enter the system.
4.3. The following are the main documents that make up the Safety Management System:

- The Safety Management System Manual and appropriate corporate forms
- The Emergency Response Manual
- The Streamlined Inspection Manual and internal forms
- The Document Controllers Handbook (Document Controller only);

4.4. All of these documents contain material that is Considered as Tier one, Tier Two, and Tier Three type materials.

4.5. Shore Based Document Control procedures are contained in The Document Controller’s Handbook. This manual is kept and maintained by the Document Controller of the company only.

4.6. When controlled documents are sent to a vessel they are sent with a letter of acknowledgment. This form acknowledges the receipt of the controlled document; and also verifies that instructions pertaining to that document have been followed are in place and obsolete documents have been removed.

4.7. The Master who receives any controlled document will follow the instructions on the letter of acknowledgment concerning the document received,

4.8. They will then return the form to the Document Controller. The same procedure applies to any acknowledgement form that is sent to the vessel or to shore base personnel.

4.9. It is the responsibility of the Master of the vessel, when relieved to inform his relief of any changes to the Safety Management System and any changes to the documentation that is relevant to the Safety Management System for that vessel. The signed Acknowledgement form will be kept in the Masters Handover File until the oncoming Master has a chance to review any instructions, sign and return the Acknowledgement Form to the Document Controller.
DATE

VESSEL

DOCUMENT

CAPTAIN,

“INSTRUCTIONS“

Please Acknowledge The Receipt Of The Attachment By Signing This Letter Of Acknowledgement And Return To The Document Controller AS SOON AS POSSIBLE!

DATE ______________

NAME ______________________

(PRINT NAME)

__________________________

(SIGNATURE)
1.0 **Purpose:**

To describe the Procedures for filing vessel documents.

2.0 **Scope:**

All Corporations that use this System as Guidelines to Manage Safety.

3.0 **Responsibility:**

Vessel Master/Chief Engineer/Officer of Watch

4.0 **Guidelines.**

All Safety Management System files will be kept in a filing cabinet onboard each vessel.

The following files will be maintained as Safety Management System files at a minimum:

4.1 **These records will be maintained as a minimum standard:**

- Vessel Document Book
- Masters Handover File
- Engineers Handover File *(if applicable)*
- Radio log Book
- GMDSS Log Book *(if required)*
- Garbage log *(in accordance with vessels waste management plan)*
- Oil Record Book *(if required)*
- Cargo Record Book, Noxious Liquid Substance *(if required)*
- Master Rough Log
- Engineers Rough Log
Handover File

- Location Form
- Requisitions
- Crew Change Notes

File # 1

- Vessel Accident Reports (attach statements if necessary)
- Personnel Injury Reports (attach statements)
- Personnel Illness (attach statements if serious)
- U.S.C.G. 2692 (when required)

File # 2

- Closed Nonconformity Reports
- Near Miss Reports
- Lessons Learned
- Safety and Environmental Meeting Reports

All open nonconformity reports will be kept in the Masters Handover File until Corrective Action has been assigned and verified.
File # 3

- Crewmember Orientations
- Persons other than Crew Orientations
- Safety Management Training Material
- U.S.C.G Checklists

File # 4

- On Charter
- Off Charter
- Customer Memos
- Office Memos

File # 5

- Declaration of Inspection
- Hazardous Material Transporter Manifests
- Waste Oil or Slop transfer Receipts
- Fuel Transfer Procedures

File # 6

- Internal Audit Reports
- External Audit Reports
- Management Review
- U.S.C.G Outstanding 835 work list/ Class work list
4.1. Each of the Safety Management System files will be maintained as an individual file for one year. At the end of the calendar year they may be archived on board and kept in a manila folder (well marked). These records need to be kept onboard for the period between external audits, (2 to 3 years) and then returned to the main office. Records will be kept in a manner that allows at least 3 years of records on the vessel should they be required for inspection.

4.2. For vessels enrolled in the Streamlined Inspection Program, all forms will be kept in a separate binder. Annual archive will occur upon audit date, keep at least 3 years of inspection and audit records onboard should they be required for inspection.

The following forms will be kept in the SIP Manual.

- Monthly Recap Sheets
- Quarterly Recap Sheets
- Summary of Correction Reports
- SIP Material Requisition forms
- SIP U.S.C.G. Audits to be kept in vessel audit file

4.2 DP Forms and Check list

DP Operating Manuals have been developed for each DP I and DP II vessel. These operating manuals have various forms that shall be completed prior to and during DP operations. These forms and description of their use are outlined in the DP Operating Manual onboard the vessel.

DP MOBILIZATION CHECKLIST
DP FIELD ARRIVAL CHECKLIST (BRIDGE)
500M ZONE ENTRY CHECKLIST
DP LOCATION / ROUTINE CHECKS
ENGINE ROOM CHECKS
GUIDANCE ON DP FOOTPRINT PLOTS
DP INCIDENT REPORTING FORM
DPO FAMILIARIZATION CHECKLIST
DP FAMILIARIZATION COMMENTS
The Vessel shall file the above forms in a binder or folder and have 30 days available onboard for inspection at all times. Forms older than 30 days should be filed and sent into the office to be achieved ashore.
1.0 **Purpose:**

To list the Controlled Documentation and Forms of Safety Management System.

2.0 **Scope:**

All Corporations that use this System as Guidelines to Manage Safety

3.0 **Responsibility:**

The Document Controller is responsible for keeping and maintaining the master lists of controlled documentation

4.0 **Guidelines:**

This Section contains the various lists of controlled documents, forms and publications to be maintained by the Document Controller. All changes made to these lists will be kept as records and changes are to be made in the same manner as any other controlled documentation.

4.1 **Master List of Forms of Internal Origin.**

<table>
<thead>
<tr>
<th>FORM NAME</th>
<th>FORM NUMBER</th>
<th>FORM LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weekly Safety Meeting Form</td>
<td></td>
<td>SOP Section No. 2.1</td>
</tr>
<tr>
<td>Master’s Management Review</td>
<td>SOP-5.1</td>
<td>SOP Section No. 5.1</td>
</tr>
<tr>
<td>Nonconformity Report</td>
<td>SOP-9.0</td>
<td>SMS Section No. 9.0</td>
</tr>
<tr>
<td>Near Miss Personal injury</td>
<td>SOP-</td>
<td>SMS Section No. 9.1</td>
</tr>
<tr>
<td>Letter Of Acknowledgement</td>
<td>SOP-11.0</td>
<td>11.0</td>
</tr>
</tbody>
</table>

4.2 **Safety Management System Manuals**

Publications and Manuals of Internal Origin

- Safety Management System (Standard Operations Procedures) (SOP)
- Streamlined Inspection Program (SIP)
### 4.3 Forms of External Origin

| USCG 2692 |

### 4.4 External Publications

- CFR - 33 Parts 1 - 124 (Navigation And Navigable Waters)
- CFR - 33 Parts 125 - 199 (Navigation And Navigable Waters)
- CFR - 46 Parts 41 - 69 CFR - 46 Parts 90 - 139 (Shipping)
- CFR-46 -140 to 155 – CFR 46 –166 to 199 (Shipping)
- CFR-47 -80 to End (Telecommunications)
- CFR-49-100 to 185 (Hazardous Cargo)
- Navigation Rules-COLREGS (International - Inland)
- Tidal Current Tables (Atlantic Coast Of North America)
- Tide Tables (East Coast Of North And South America)
- Light List Volume IV (Gulf Of Mexico)
- United States Coast Pilot (Gulf Of Mexico, Puerto Rico And Virgin Islands)
- Navigation chart for the area of operation (Current Corrected Edition)
- Weekly Local Notice to Mariners
- GMDSS Manuals (if applicable)
1.0 Purpose:

To describe the means that the Company uses to review and evaluate the effectiveness of the Safety Management System

2.0 Scope:

All Corporations that use this System as Guidelines to Manage Safety

3.0 Responsibility:

Vice President, Operations Manager, Marine Superintendents, and Vessel Masters.

4.0 Guidelines.

The Company has initiated the following methods of reviewing and evaluating the Safety Management System.

4.1 The Master’s Management Review (the procedure for the Master’s Management Review of the Safety Management System is contained in Section SOP 5.1 of this manual).

4.2 The Management Review Committee reviews the workings and effectiveness of the Safety Management System once annually (the procedure that describes the structure and function of the Management Review Committee is in Section SOP 12.1 of this manual).

4.3 The Streamlined Inspection Program ensures compliance with certain USCG regulatory requirements and through its system of audits evaluates its own effectiveness.

4.4 The Company will conduct internal audits to review and improve the effectiveness of the Safety Management System at least annually.

4.5 The Company is subject to external audits by the ISM Code registrar of this Safety Management System.
1.0 Purpose:

To describe the structure, membership, responsibility, and authority of the Management Review Committee.

2.0 Scope:

All Corporations that use this System as Guidelines to Manage Safety.

3.0 Responsibility:

All Employees

4.0 Guidelines.

The basic function of the Management Review Committee is to oversee the functioning of the Safety Management System and to ensure that the Safety Management System is as effective as possible.

4.1. Membership:

- Vice President (Chairman)
- Operations Manager
- Designated Person
- SIP Assistant Representative
- Personnel Manager
- Document Controller

4.2. The Management Review Committee will meet at least once each calendar year and review the following:

- The results of Internal Audits of the Safety Management System;
- Results of External Audits of the Safety Management System;
• Analyses of the nonconformities to assure that all necessary issues have been addressed either through individual corrective action or through the format of Lessons Learned.

• The effectiveness of corrective actions that have been implemented.

• Any procedural recommendations or recommendations that concern the Safety Management System.

• Recurring and major safety problems will be identified and reviewed.

• The review committee will agree upon remedial action collectively.

• Responsibilities for pending corrective action will be assigned.

• Target dates for corrective actions will be set.

• The Document Controller shall retain a copy of the minutes of each meeting.
1.0 Purpose:

To describe audit procedures used by the company

2.0 Scope:

All Corporations that use this System as Guidelines to Manage Safety

3.0 Responsibility:

Area Management and Designated Person

4.0 Guidelines:

The internal audit process is an ongoing process that will be performed by an auditor that has been established as a qualified auditor by the Designated Person, or the Designated Person will conduct internal audits due to the size of the resource pool.

4.1 Vessel audits:

- The Operations Manager will be responsible for ensuring that an internal audit is performed on each vessel annually. The Designated Person will notify the Operations Manager of upcoming internal audits that are scheduled for each vessel.

- An auditor that has been formally trained will be dispatched by the Designated Person to complete an internal audit of the vessel.

- An auditor should not audit any area for which he has direct operational responsibility if it is practical. Once the audit is completed the auditor will report all nonconformities and observations to the Designated Person.

- The Port Captain will assign corrective actions and the Port Captain will ensure the corrective action plan is delivered to the vessel Master.

- The Master of each vessel will verify that the corrective action has been instituted.
Once the corrective action is verified, the Designated Person will file a completed audit report along with the corrective action plan with the Document Controller.

The audit record for each vessel will be filed with the Document Controller and become part of the Safety Management System records.

4.2 Office Internal Audit Procedures

- Each shore base office will be audited once annually.

- The Designated Person will schedule the audit of the shore base.

- The auditors will be selected at random from a pool of available qualified auditors assigned by the corporate office.

- The Designated Person will assign a lead auditor from among the group of selected auditors.

- The lead auditor will file a completed audit report with the Designated Person. The Designated Person will create a corrective action plan for any audit findings.

- Once corrective action is assigned it will be verified by the Designated Person.

- The lead auditor will file a completed audit report with the Designated Person for the audited area.

- Verification of corrective action will be placed with the completed audit report and kept by the Document Controller as part of the Safety Management System file.
1.0 PURPOSE:

To describe the means of retaining Safety Management System Documents of Compliance and Safety Management Certificates

2.0 SCOPE:

All Corporations that use this System as Guidelines to Manage Safety

3.0 RESPONSIBILITY:

Document Controller and Vessel Masters

4.0 GUIDELINES.

Once an approved registrar certifies the Company, as being in compliance with the ISM Code two documents will be issued:

- A Document of Compliance for compliance at the shore base; and
- A Safety Management Certificate for each vessel.
- The Designated Person will retain the Document of Compliance.

4.1 The Master of each vessel is responsible for the Safety Management Certificate for each vessel. It will be framed under glass and posted on the bridge with a copy of the Document of Compliance or kept in the vessel document book.

The Document Controller will keep a copy of vessel’s Safety Management Certificate as part of the Safety Management System documents.