SAFETY AND OPERATIONS MANUAL

Gateway Angel

TITLE: SAFETY & OPERATIONS MANUAL EMAIL HIRE@COMMERCIALBOATSERVICES.CO.UK

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COMMERCIAL BOAT SERVICES, SOUTERS LANE, THE GROVES,
CHESTER, CH1 1SD

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Section 1 Vessel Information and Contact Details

Multi-Purpose Amphibious Vessel Length 7.1m Propulsion Power Engine Yamaha Engine Power 150hp Fire Protection 3 X Powder Fire Extinguisher Fire Detection Machinery Space 1.2 Crew Certification – Minimum Requirements Certified Crew Uncertified Crew Min L2 RYA Powerboat RYA/STCW VHF/First Aid RYA/STCW Sea Survival Deckhand 1.3 Operation Summary Operating area Activity Voyage Duration # PAX Crew Certified Uncertified

Requirements Certified Crew Uncertified Crew Min L2 RYA Powerboat RYA/STCW VHF/First Aid RYA/STCW Sea Survival Deckhand 1.3 Operation Summary Operating Area Activity Voyage Duration # PAX Crew Certified Uncertified

1.4 Contact Details

Vessel **Gateway Angel**

Name: **Brian Clarke (Managing Director)**

Address **Commercial Boat Services, Minerva Boat, Souters Lane CH1 1SZ**

Telephone **01244344267**

Email **hire@commercialboatservices.co.uk**

Owner Brian Clarke

Vessel Information	
Vessel Name	Gateway Angel/Sealegs 7.1
Call Sign	2HXZ9
MMSI	235107509
Coding	Cat 4 with 3R: Up to 10 miles from a safe haven
Vessel Capacity	6 persons or 450kg including passengers

Gateway Angel is a uniquely capable amphibious craft, discharging the role of a regular RIB, whilst having the capacity to travel on land under power.

Vessel Specification	
Manufacturer	Sealegs Amphibious Marine Craft
Hull Material	Aluminium Alloy
LOA	7.13m
Beam	2.71m
Draft Loaded	0.41m (outboard trimmed up)
Machinery	Inboard 26hp Honda driving hydraulic legs Outboard 150hp Evinrude
Displacement	1500kg
Max Water Speed	39kts
Max Land Speed	5mph

Technical Specification	
Navigation & Communication	Plotter and Echosounder
	DSC VHF
	Compass
	Navigation Lights
Systems & Welfare	Fire extinguishers
	First aid kit
	Thermal blankets
Deck Fittings	3 x cleats
	Anchors
	Search lights
	Deck lights

Designated Person: Andy Poole

As above Vessel: Gateway Angel

Section 2 Risk Identification, Assessment and Management

2.1 Introduction

2.1.1 CBS is a small company whose primary business is to supply Survey Safety and Recovery of vessels using Rigid Inflatable Boats (RIB's) to Renewable Energy companies, environmentalists, construction companies and companies who generally require hired RIB's manned or unmanned. The company, who's Head Office is in Chester, Merseyside, is managed by highly experienced and well-motivated management team. At the heart of the workforce is a pool of self-employed skilled and employed -skilled skippers and crew who are well accustomed to providing quality work on schedule. To support this team there is a comprehensive range available of RIB's all maintained to a high standard and in a constant state of readiness.

2.1.2 Safety Management System

CBS has carried out and documented the identification, assessment and management of risks associated with the vessel and its commercial operations. The Skipper and crew's involvement in this process assisted greatly with the identification of existing hazards and potential risks associated with the vessel and its commercial operation. **2.2 Risk Management Programme Review**

CBS review their risk management process on an annual basis and carry out unscheduled reviews as necessary in response to:

- Identified improvement opportunities.
- Significant changes to the vessel or its operation.
- Any incident, accident or near miss.

2.2.1 Risk Assessments and Method Statements

The Risk Assessments and Method Statements can be found in Appendix A of the SMS. They are reviewed by the vessel owner and Designated Person in conjunction with the risk management program.

2.3 Risk Management Responsibilities

2.3.1 Vessel Owner

The vessel owner assumes overall responsibility for the maintenance, review and improvement of the vessel's risk management program. They are also responsible for determining the Skipper and crews' level of involvement in the review process.

2.3.2 Vessel Skipper

The Skipper must ensure all crew members are familiar with and understand the vessel's risk management program and their responsibility to report any hazards or risks identified when performing their duties. The Skipper must at the earliest opportunity:

• Report any significant threat to the vessel's operation to the vessel owner and Designated Person.

• Take timely and appropriate corrective action to eliminate or mitigate any newly identified hazard or risk. The Skipper participates in the scheduled or unscheduled review of the vessel's risk management program as directed by the vessel owner or Designated Person.

2.3.3 Vessel Crew

Crew members must comply with policies, Risk Assessments and Method Statements established by the company to promote safety in the workplace and immediately report any safety issues or concerns to the Skipper. The vessel owner or Designated Person decides the crew's level of involvement in the risk management review process. Section 3 Authority Statements

3.1 Vessel Owner's Responsibility & Authority Statement

Mr Brian Clarke is the Managing Director of CBS and owner of domestic commercial vessel, Vessel unique number C14WB07031016. Mr Andy Poole works to ensure the Gateway Angel and its operations are effectively resourced. The vessel owner will consult with the designated person and as necessary the Skipper and crew in the following areas:

• Development, maintenance, review and improvement of the vessel's documented Safety Management System (SMS)

• Development, maintenance, review and improvement of any additional policies, procedures or guidelines considered necessary to assist the Skipper and crew to fulfil their respective duties and responsibilities and provide for the safe and effective operation of the vessel

• The identification, delivery, review and improvement of induction safety training and ongoing learning and development initiatives for Skipper and crew necessary to ensure currency of competency

• Determination of appropriate crew numbers to ensure their sufficiency for the vessel's normal operations and emergency situations

• Planning and scheduling the vessel's routine maintenance program

• Investigation of all incidents, accidents and non-conformances

• The implementation of corrective action and verification of its effectiveness The vessel owner understands the importance of establishing a safety culture within the company. The vessel owner and Designated Person strive to provide a work environment where the reporting of Observations, near misses and incidents is encouraged at all levels within the company and is followed up with appropriate corrective action.

3.2 Designated Person's Responsibility & Authority Statement

The vessel owner has appointed himself, Brian Clarke (Managing Director) for Commercial Boat Services as the person authorised to act on behalf of the vessel owner. The Designated Person shares responsibility for:

• Monitoring the safety of vessel operations

• Ensuring the effectiveness of pollution prevention controls

• The allocation of resources sufficient to ensure the vessel's seaworthiness

• Contributing to appropriate crew determinations

• To be contactable 24/7 or make provision for a replacement to be available when required. The designated person has the authority to decide matters affecting the vessel, its operation and CBS without prior consultation with the vessel owner. The designated person is to decide the circumstances in which the vessel owner is informed of or directly involved in matters affecting the vessel and or its safe operation. The designated person is familiar with and understands the vessel owner's authority statement and will reflect its requirements while acting on the vessel owner's behalf.

3.3 Skipper's Responsibility and Authority Statement

The Skipper is responsible for command of the vessel at all times during its commercial operations.

The Skipper must ensure the vessel is fit for purpose before undertaking any voyage and has the appropriate crew, is maintained and equipped with firefighting, safety and lifesaving appliances consistent with regulatory requirements for its service category, intended area of operation and associated risks.

The Skipper is responsible for implementing and complying with the vessel's SMS including:

• Ensuring crew members know the precautions and procedures that provide for the safe operation of the vessel and protect the environment from ship-sourced pollution

• Delivery or coordinating delivery of the crew induction training program and any additional training or mentoring that is necessary to ensure the crew's on-going learning and development

• Regularly reviewing the duties and responsibilities of the crew to ensure their currency and relevance to the vessel's operation

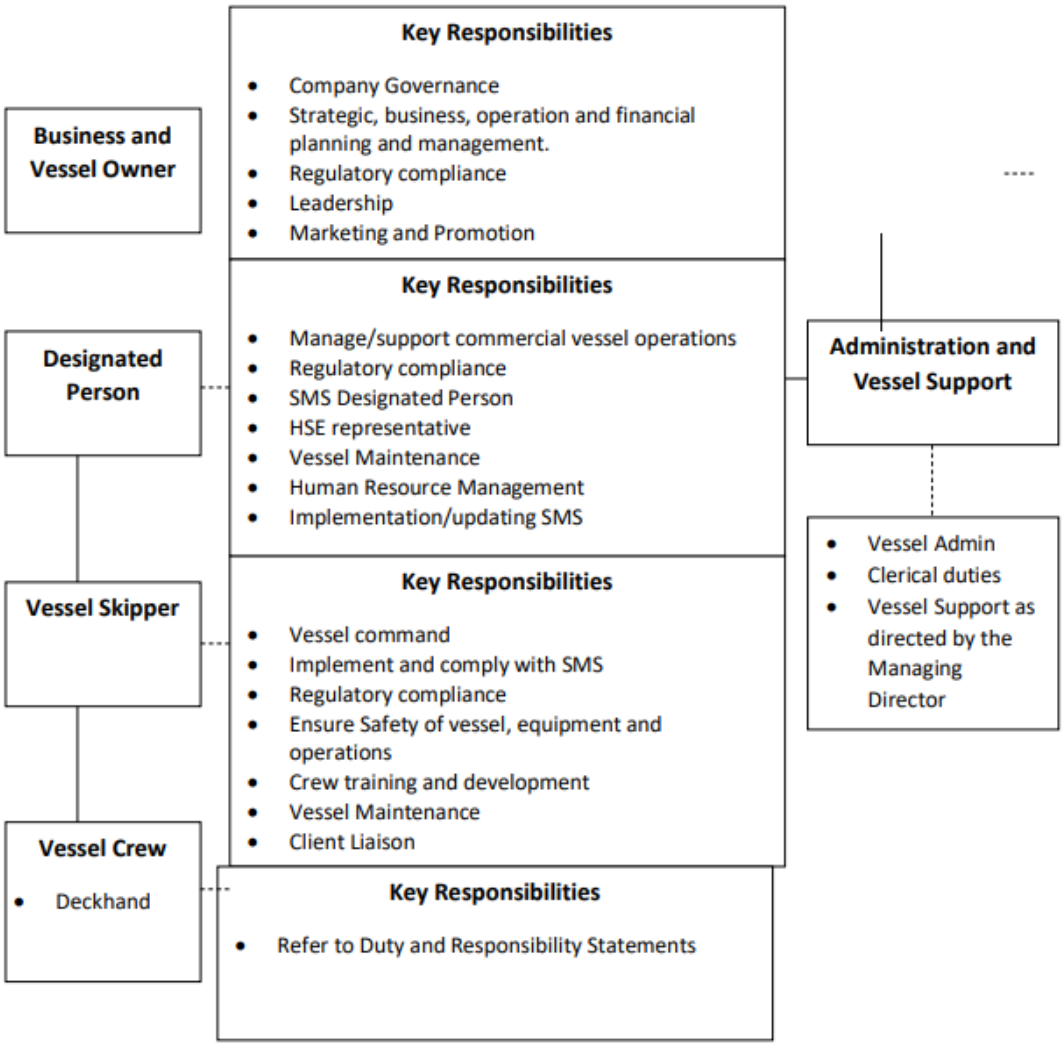
• Informing the designated person at the earliest opportunity of any matter that has the potential to expose those on board, the vessel, its operation or operating environment to risk

• Taking timely and reasonable measures to eliminate or effectively control any identified risk

• Approach the designated person for any assistance that is necessary to fulfil the above-mentioned responsibilities

Section 4 Resources and Personnel

4.1 Flow chart of company organisation and reporting arrangements



4.2 Human Resources

Harry Samuels- harry@chesterboat.co.uk

4.2.1 Next of Kin

Next of Kin information is filled in by the crew member on the "Duties and Responsibilities Statement" Document at the start of their employment. A copy of which is stored on board and ashore in the office.

4.2.2 Seafarer's Employment Agreements

Regulation 2.1 and Standard A2.1 of the MLC (Maritime Labour Convention) introduce new requirements relating to a seafarer's terms and conditions of employment by requiring that each seafarer employed on a sea-going ship to be provided with an individual Seafarer Employment Agreement (SEA) signed by both the seafarer and the ship owner (or their representative) which provides the seafarer with decent living and working conditions whilst at sea by setting out details of their employment terms and conditions in a form akin to a contract of employment. The ship owner should also be in possession of a signed copy of the SEA.

4.2.3 Crew Certification

All crew on board will have all their relevant certificates on board, it is advisable that they are stored by the Skipper, however on open and small vessels this may not be practical. The office will have a scanned copy of all relevant certificates ashore and have expiry dates on record to ensure retraining is completed before they expire.

4.3 Crew training

The company recognises that crew competency is critical to the safe operation of the vessel and has established a training and development program that also covers employees working in roles that support vessel operations. The training and development program is structured to ensure crew members are equipped with the competencies necessary to effectively fulfil their duties and responsibilities during normal and emergency situations. The company uses the following documentation to ensure the required crew training and development for the vessels normal operations and emergency situations are met:

- Safety Induction Checklist
- Emergency Plans and Monthly Drills
- Duty and Responsibility Statements
- Duties and Responsibilities Competency Assessment
- Vessel Pre-Departure Checklists
- Use of Watch keeping Procedure
- Crew Fatigue Management Policy The development component of the training program is used as necessary by the Skipper to refresh crew training and maintain currency of

competency. The Skipper maintains written records of all training and development in the Training Logbooks on the vessel dropbox that confirms:

- Details of participants
- Date and venue
- Training results

Training records are signed by both the trainer and trainee/s on completion of delivery. Forms and the logbooks used by the company to support the delivery of the training and development program are included detailed in Section 6.4.5.

All training and development records are held on board on the vessel tablet and can be viewed at any time with prior arrangement with the Skipper.

4.4 Appropriate Crew

The Gateway Angel is a Multi-Purpose Amphibious Rigid Hull Inflatable Boat (RIB) and operates all year around weather permitting. The following are considered to inform appropriate crew determinations for different marine activities:

- The specific nature of each of the above business operations
- Variations in passenger numbers
- Variations in whether the vessel is at sea for short or extended periods
- On board systems or installations that enhance the vessel's emergency response capability
- Proximity of the vessel's operating areas to emergency assistance
- Significant changes to the vessel or operating areas

The designated person is accountable for ensuring sufficient and appropriate crew numbers and draws on the knowledge and experience of the Skipper and other key personnel to inform this determination.

4.5 Company Policies

In addition to Risk Assessments and Method Statements (RAMS), the company has established the following policies to enhance workplace safety and the safety of its vessel operations:

- Fatigue management policy
- Staff drugs and alcohol policy
- Personal Protective Equipment policy
- Environmental Policy

• Work on board whilst alongside Policy

• Quality Policy – ISO 9001

• Health, Safety and Environment Policy

• Garbage Management Policy

Details of these policies can be found in Appendix A of the SMS and the Employee Handbook which all employees are given. The policies are reviewed by the vessel owner and Designated Person in conjunction with the risk management program.

Section 5 Procedures for On Board Operations

5.1 Passage Planning

There is the "Passage Planning Checklist" in Folder 1 and "Passage Plan Template" on Dropbox to assist the Skipper in producing passage plans.

A proper passage plan should be in place before departing port, which is known and understood by the Skipper. The passage plan should be in accordance with the requirements of Chapter V, Regulation 34 of IMO international convention on the safety of life at sea (SOLAS).

The Skipper should always have up to date hydrographical information and navigational charts (paper or electronic) and is responsible for keeping this information up to date with the support of the Designated Person.

For regular passages a pre-defined passage plan may be used. Such plans should be reviewed daily to consider prevailing circumstances and conditions. Any planned deviations to the plan should be noted. The passage plan should be reviewed in accordance with any new information that may affect safe passage, or any significant change in operational circumstances.

It may occur that a client has their own recommended route/passage plan. However, a full passage plan should still be prepared.

All passage plans should be approved by the Skipper.

5.2 Passenger Safety Briefing

In accordance with Flag state rules and company policy, all passengers shall be given a safety brief at the start of the voyage.

On completion of the briefing passengers will sign the "Passenger Induction Form" (Found in Folder 1 or on Vessel Dropbox). By signing this Form, they are confirming they understand their

role on board, they have informed the crew of any prescribed drugs or relevant medical conditions and in the event of an emergency to always follow the orders of the Skipper and crew. The Form is then to be filed for 3 months in Folder 2 Daily Paperwork.

5.3 Preparation for Departure

The Skipper and crew perform and record completion of these checks in accordance with the schedule in the Vessel Logbook for the Skipper and *"Daily Crew Checks" checklist for the crew. (Found in Folder 1). Before Departing port, the following should be verified to the satisfaction of the vessel Skipper.

• Checks of machinery and equipment are carried out and satisfactory

• Manifest and referenced requests for access are confirmed with Marine Coordination (If present)

• Latest Weather forecast has been confirmed with Marine Coordination (If present)

• Sufficient reserves of fuel and consumables are on board for the transit and planned marine operations, such that a minimum of 10% pumpable margin is available on return to port

• Passengers, cargo and equipment are as declared on the vessel manifest

• All cargo and equipment is safely loaded, stowed and secured so as not to pose a hazard to the vessel or persons on board.

• Any hazardous materials or dangerous goods are loaded, stowed, secured and properly documented in accordance with flat Administration, coastal administration an, SMSO guidelines and site management requirements

• All passengers are appropriately dressed for the vessel's passage in accordance with management requirements.

5.4 Transit

The Skipper should notify Marine Coordination (If present) at the Time of departure from port, confirming:

• The number of Passengers and marine crew as per manifest, and

• Updated estimated time of arrival

When in transit to the work site, the Skipper should adhere fully to the requirements of IMO International Convention on the International regulations for preventing collisions at sea (COLREG) and Local Notices to Mariners, in addition to the following:

• Adhere to local radio reporting requirements for port control, VTS and other sea users; • Listen to any scheduled safety broadcasts by local authorities.

• Adhere wherever possible to recommended routes agreed with local authorities, respect agreed speed limits and any enforceable or statutory safety zones.

• Report to marine coordination (If present) on arrival at planned waypoints, and

• Notify Marine Coordination (If present) of any significant deviation from the passage plan, including,

o Reason for deviation (e.g. Weather conditions), and

o Revised ETA.

The crew are responsible for maintaining accountability of passengers during transit and ensuring adherence to vessel safety rules and transit restrictions. The Skipper has the right to refuse to sail with any passenger who fails to follow instructions on board, and to return to port in the event of a passenger refusing to obey lawful instructions or service vessel/site procedures.

Passengers should remain in their seats (fastening seat belts if fitted) and restrict movement around the interior of the vessel for their safety and comfort. Passengers should only be permitted access to open decks with the permission of the crew. No passenger should be permitted to be on the open deck alone. Access to the open deck should be prohibited when the vessel is transiting at high speed.

5.4.1 Watch Keeping

Maintaining a safe watch is a key priority when the vessel is at sea, regardless of whether in transit to the location of work, within site, at anchor or tied off to an offshore structure. Several key factors are to be observed prior to handing over the helm to the deckhand or another suitably qualified person, detailed in 5.4.3. The reference to “another suitably qualified person” means:

• The holder of a lesser certificate of competency; or

• A person who has demonstrated to the Skipper the knowledge and skill necessary to safely fulfil the role of a watch keeper when at anchor or as part of watch as helmsperson when in transit.

5.4.2 Vessel Command Responsibility

The Skipper retains command responsibility and accountability at all times. When a “suitably qualified person” is carrying out the role of helmsperson it’s to be under the direct supervision of the Skipper at all times.

5.4.3 Handing over Watch Keeping Duties

In the case of an operation where an appropriately qualified Watch keeper forms part of the crew a Bridge Handover Procedure should be employed The Skipper must ensure the Watch keeper is advised of and understands the following:

- The vessel's current course and speed (Course made good or Course to make good)
- The passage plan
- Current status of navigational equipment
- The vessel's current position and proximity of any other vessels operating in the area
- Any other identified threats to the vessel i.e. Offshore Structures, restricted, shallow or narrow

channels

- Tidal information if critical to under keel clearance
- Current weather conditions and sea state
- Forecast changes to the current weather or sea state i.e. weather alerts/warnings
- Operational status of the vessel's main and auxiliary machinery
- Operational status of the vessel's radio communications equipment
- Current status report on the vessel's operational activities i.e. ROV in the water, Anchor watch

duty etc.

- Update on passenger numbers, passenger locations.

5.4.4 Skipper's Standing Orders

When handing over to a Watch keeper, the Skipper shall issue Standing Orders, underlying the

circumstances in which the Skipper is to be called to the helm and any additional tasks that are to be

carried out during that watch.

5.5 Arriving at and departing the place of work

When transiting to the work site, the Skipper should notify Marine Coordination (If present) when

the vessel is within two nautical miles (or agreed distance) of the transit gate assigned in the passage plan

When departing the work site and on a return transit to port, the Skipper should notify Marine Coordination (If present).

5.6 In Work Site Transits

Any speed restrictions, restrictions around construction vessels or restrictions around assets imposed by Marine Coordination should be obeyed whilst transiting within the work site.

Marine Coordination (If present) should be informed of movements within the work site.

5.7 Passengers Transfer to Other Vessels/Wind Farm Structures over the bow

All transfers of passengers between service vessels and offshore structures on site should be conducted in accordance with YDASA/M 202 Guidance on the Transfer of Personnel to and from offshore vessels and structures.

Before approaching a manned offshore structure where personnel are already engaged in work activities, communication must be established between the vessel and the personnel on the structure. The transfer should only proceed if both the Skipper and the personnel on the structure are satisfied that the work activity does not present a risk to the service vessel and that the presence

of the service vessel poses no risk to the work activity e.g. Lifting operations. If it is decided to postpone the transfer Marine Coordination (If present) must be informed.

The means of communication between the vessel and the passengers to be transferred should be

tested and verified to be working before the transfer takes place.

The Skipper should advise passengers before pushing on and all passengers are responsible for taking appropriate precautions to mitigate the impact. All passengers must remain seated until the

vessel is safety pushed on to the vessel or structure and the crew give the clearance to stand.

A member of the crew should control the transfer of personnel assisting with any fall arrest equipment and calling passengers forward when safe.

The crew man should:

• Conduct visual inspection of the ladder and transfer area;

• Conduct a pre used check of the fall arrest system;

• Give a signal to notify the Skipper they are happy to transfer passengers, and

• Await a signal back that the Skipper is happy for the transfer to take place.

The Skipper should authorise personnel transfer based on:

• The motions of the vessel;

• The prevailing environmental conditions, and

• The stability of the connection between the vessel and the vessel/structure.

Once the Skipper has authorised the transfer from the vessel, the crew man responsible should: • Call the first transferring passenger forward to the transfer area;

• Check correct use of PPE by the passenger;

• Pull down the Fall Arrest system (If present) and assist the passenger in attaching it;

• Stand back from the transfer area and observe the transfer when the passenger is clear of the vessel, and

• Notify the Skipper of any observations made during the transfer.

When recovering passengers to the vessel, the crew man should:

• Count down the remaining runs of the ladder to the transferee and inform the transferee when it is safe to step back onto the vessel;

• Assist with disconnection of the Fall arrest system (If present).

Once disconnected transferees embarking on the vessel should move to a safe location clear of the

transfer area.

Notification should be made to Marine Coordination (If present) before undertaking any transfer and

confirmation given upon completion. This notification should include the following:

• Vessel or structure with which the transfer is taking place, and

• The number of passengers involved.

The Skipper should maintain a daily log of all transfers in the Log book.

5.8 Transferring Vessel-to-Vessel not over the bow

Vessel-to-Vessel (If present) passenger transfers should only be undertaken with the prior approval of Marine Coordination and the agreement of all parties involved. There must be a significant, demonstrable need to undertake the transfer. It is up to the judgement of the Skipper to ensure the conditions are suitable for such a transfer to take place.

5.9 Standby

When not actively engaged in marine operations but within the work site, eg. Awaiting passenger

transfer the Skipper should observe safe distances from other site traffic and operations.

If conditions permit and with permission of marine control the vessel should loosely moor to an

available structure, vessel or anchor outside the field whilst awaiting passengers.

A proper look out should be maintained at all times when on standby or moored.

There is to be no anchoring within the site, other than within defined anchoring zones with

permission of marine coordination.

The Skipper may always anchor in an emergency situation to prevent harm to life, the vessel or the

environment.

5.10 Guard Vessel Duties

When acting as a guard vessel:

• Hold station at the site limits at the closest points of approach by local shipping lanes;

• Maintain a low speed transit around the site limits,

• Or hold station down-wind/tide from a major marine operation restricted zone.

Maine coordination (If present) may request other deployments of the Guard vessel as they see fit.

5.11 Restricted Visibility

All in work site operations should be well considered for additional navigation restrictions as defined

by the Client on site during periods of restricted visibility.

In such conditions, the Skipper should in any case:

• Assign personnel to maintain a proper look-out;

• Make the appropriate sound signals as required by the COLREGs;

• Maintain a continuous radar watch, and

• Observe a safe speed, taking into account:

o Traffic density;

o Visibility;

o Weather and sea conditions;

o Manoeuvrability of the vessel;

o Radar effectiveness, and

o Navigational hazards in the area.

5.12 Lightning Risk

The vessel Skipper should report any observations of thunder or lightning to marine coordination and make a note of such in the logbook.

Skipper's should follow the specific sites procedure for lightning and follow instructions from Marine Coordination.

Title: Safety & Operations Manual Date: 20/05/2025 Author: P Munro (CBS) Approved by: Andy Poole (CBS)

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5.13 Oil Transfer to Vessels/structures

All personnel involved in the transfer operation must be familiar with the Risk Assessment and Method Statement “Oil Transfer to vessels/structures”.

As well as a spill kit, additional portable fire extinguishers should be provided and readily available for use.

Oils should only be transferred should it not interfere with the supply of fuel to the Main propulsion and auxiliary systems for the duration of the voyage.

5.14 Lifting Operations

All lifting operations carried out to or from the vessel should be conducted by trained personnel.

Routine lifts e.g. Lifting bags may be conducted by vessel crew providing they hold the Slinger/banksman training.

5.15 Return to Port

The Skipper should confirm the time of mooring up, and confirm when all passengers have disembarked from the vessel.

5.16 House Keeping

The vessel is to be kept to a standard that ensures the presentation of the vessel contributes to the positive image of Specialised Marine Support in a professional manner. Both the interior and exterior of the vessel should be cleaned as necessary on a daily basis as part of the deck team’s duties. It is the responsibility of the Skipper to ensure that the vessel is kept clean and tidy; any failure to do so will reflect upon them.

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Section 6 Vessel Paperwork System

6.1 Intent and Responsibility

CBS aims to maintain a very high standard of record keeping from all aspects

of the Vessel's operation. This approach allows the company to provide.

• highly detailed reports to our clients

• ensure the crew are well rested

• ensure the vessel is maintained and operated to the highest standard

• ensure the crew are well prepared for emergency situations

• ensure the vessel passes any Flag State/port inspection without prior preparation

• ensure the vessel passes any client YDSA or other internal Audit without prior preparation

It is the responsibility of the Skipper to ensure that this system is kept up to date and organised.

6.1.1 Performance Management

A documented warning system has been established to assist with the management the CBS system

on board. The first disclosure by the Designated Person of the paperwork system not being kept up

to the standard CBS expects, the Skipper will be met with a written warning

and support offered by the company to reduce the risk of reoccurrence. The second disclosure will

result in the issuing of a cautionary letter to the person in question confirming that a further

disclosure will cause their employment contract to be terminated.

6.2 CBS Checklists and Forms

The Safety Management System compromises of Checklists and Forms to ensure safe working

practices are followed and documented. Due to the lack of space on board and to assist the Skipper

in keeping organised there is a Tablet computer for each vessel with the system on board. This

system uses Dropbox to ensure all forms and checklists are the latest version and accessible to the

office for auditing purposes.

All Checklists and forms will have a completed “Example” within an examples folder. This system will

be reviewed annually, or;

- Identified improvement opportunities
- Significant changes to the vessel or its operation

6.2.1 Folder 1 – Master Copies

In this folder will be the Master copy of each checklist or form in the system is kept, so that in they

can be kept up to date as the latest versions

- Crew Daily Checks (Vessel Daily Log Book)
- Passenger Induction Form
- Contractor Permit to Work
- Hot Works Permit
- Passage Planning Checklist
- Passage Plan Template
- Drill report Form
- Internal Training Log
- Observation Form
- Hours of Rest Form
- Near Miss Form

- Incident Report Form
- Maintenance Log
- Bunkering Checklist
- Safety Induction Checklist
- Duty and Responsibility Statements
- Duties and Responsibilities Competency Assessments
- Weekly Inspection List
- Hazardous Waste Receipt
- Vessel Ordering and Requests
- SMS Review, Evaluation and Verification

6.2.2 Folder 2 – Daily Paperwork

This folder is to store the completed "Crew Daily Checks" and "Passenger Induction Form" (sorted by Month):

6.2.3 Folder 3 – Vessel Copies

This folder is to store completed Paperwork for 1 year (unless otherwise stated) (Sorted by Month):

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- Passage Planning Checklist
- Passage Plan Template
- Monthly Maintenance Audit
- Observation Form
- Near Miss Form
- Incident Report Form

• Maintenance Log

• PPE/First Aid/Safety Equipment Log

• Contractors Permit to Work

6.2.4 Folder 4 – Bunkers & Hazardous Waste

This folder is to store completed Paperwork for 1 year (Sorted by Month)

• Bunker receipt log

• Bunkering Checklist

• Copies of Fuel Receipts

6.2.5 Folder 5 – Hours of Rest

This folder is to store completed Hours of Rest forms for all persons on board serving as crew.

(Stored for 1 year).

6.2.6 Folder 6 – Drills and Internal Training

This folder is to store completed Paperwork. (Stored for 1 year) (Sorted by Month).

• Drill Report Form

• Internal Training Log

• Vessel Induction Checklist

• Duties and Responsibilities – Competency Assessments

• Next of Kin and Responsibilities Statements

6.2.7 Folder 7 – Chart Corrections

This folder is to store Chart Corrections for the paper charts carried on board. (Stored for the life of

the chart being on board) (Sorted per chart)

6.2.8 Folder 8 – Vessel Ordering and Requests

This folder is to store the Vessel Ordering and Requests Log. (Stored for 1 Year)

6.2.9 Folder 8 – Safety and Operations Manual

This folder is to Store this document. (to be updated when updates are released).

6.2.10 Folder 9 – Safety and Operations Manual Appendix's.

This folder is to Store: (to be updated when updates are released.)

• Appendix A Policy Statements and Manuals

• Appendix B Risk Management (Risk Assessments and Method Statements)

• Appendix C Emergency Plans

• Appendix D Maintenance templates

• Appendix E List of Updates

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6.3 Spreadsheets

The spreadsheets used by the company are automatically shared with the Designated Person and

Office using google drive. This provides them with a situational awareness of the vessel's activities, to

produce reports for clients and to ensure correct invoicing. It is therefore imperative that the

information in these documents is accurate.

6.3.1 Vessel Monthly Report

To be completed at the end of the working day, or at midnight if on 24 hour operations. This

document provides an operational overview of the vessel.

6.3.2 Vessel ordering/requests

This document is to be used to order supplies and equipment from the office. It can be updated as to

when items have been ordered by the office or vessel, received, dispatched and received on board.

6.3.3 PPE/First Aid/Safety Equipment

To monitor the expiry dates/service dates for on board Life Saving equipment, work equipment,

items of medical equipment, medical stores and company supplied PPE. To be completed at the

beginning of every month.

6.3.4 Maintenance Log

For the recording and reporting of defects and maintenance. Allows the vessel to be issued with

action plans by the office.

6.3.5 Observation/Near Miss/Incident Log

For the recording, investigation, follow up, recommendations and comments on Observations/Near

Misses/Incidents.

6.3.6 Training Spreadsheet

For the recording of all internal training and Tool Box Talks on board are to be recorded as and when

it occurs in the Training Spreadsheet.

6.4 Logbooks

Logbooks once completed should be stored at the Office.

6.4.1 Deck Log

The Vessel's logbook, used for recording all vessel movements, drills etc. To be completed

throughout the day. To be saved, or at Midnight if on 24 hour operations and put onto Dropbox in

the appropriate Folder.

Section 7 Emergency Preparedness

7.1 Emergency Plan Primary Objective

The primary object of this emergency plan is to ensure a timely, appropriate and coordinated

response to the identified emergency and its effective management from occurrence to resolution

whatever that form that may take. It includes the identification and management of any foreseeable

risks associated with the emergency situation.

7.2 Emergency Procedures

Procedures form part of the vessel emergency plan at Appendix C. Laminated copies of these

procedures should be kept on the bridge for use in an emergency.

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7.3 Roles of crew members in an Emergency

These are defined in the vessel emergency plan at Appendix C and are to be used by the Skipper to

inform delivery of the crew training and development program.

7.4 Drills

Emergency drills are carried out by the Skipper, totalled over a monthly basis to test and assess crew

competency and the details of these drills are recorded on the "Drill Report Form".

Drills are to be completed as frequently as possible with passenger involvement. Drills are to be as

thorough as possible given the time available and with due regard to crew Hours of Rest.

The minimum requirement for drills are;

• A Fire and MOB drill within the first 3 days of a significant change in crew, or a new member

of crew

• For a new member of crew all Drills must be performed within 7 days of them joining the

vessel

• At least 2 drills per week

• All members of crew shall as a minimum have completed at least 1 of each of the following

drills per month;

o MOB

o FIRE

o Emergency Steering

o Engine Failure

o Skipper Incapacitated

o Muster

o First Aid

o Bunker/Chemical Spill

o Collision/Grounding

o Abandon Ship

Section 8 Follow up on Observations/Near Miss/Incident Reports

8.1 Follow up procedure

This procedure has been established to:

• Support an effective response to Observations, Near misses and Incidents

• Promote consistency in the application of its investigative processes

8.1.1 Skipper's Responsibility

The Skipper is responsible for:

• Completing the vessel sections of the Observation/Near Miss/Incident Log and ensuring completion of an incident or near Miss report for each occurrence

• The timely investigation with a company HSE representative of all hazardous occurrences and detected Near Misses.

• Confirming the effectiveness of follow up corrective action.

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8.1.2 Designated Person's Responsibility

The designated person coordinates a fortnightly meeting to provide for the review of reported

Observations, Near Misses and Incidents. The Observation/Near Miss/Incident Log and individual

incident and Near Miss reports are reviewed by the Skipper, vessel owner and designated person at

the fortnightly meetings. The Observation/Near Miss/Incident Log provides a summary of all

occurrences that assists the company to identify and respond to any trends that may be developing.

8.1.3 Reporting

The forms in CBS Folder 1 on Dropbox have been prepared by the company to assist with the

accurate reporting, capture and evaluation of all Observations, Near Misses and Incidents, no matter

how trivial they may initially appear.

Section 9 Maintenance of Vessel and Equipment

10.1 Routine Planned Maintenance

A routine maintenance program has been established for the Vessels, its machinery and

equipment to ensure the vessel is maintained in a seaworthy condition appropriate to its

commercial operations.

Inspections carried out in accordance with the maintenance program are conducted by the

Designated Person or the Skipper. The person conducting the inspections is responsible for:

- The integrity of the inspection process
- The uploading of any findings onto the Maintenance Log
- The sufficiency and appropriateness of resultant determinations, and
- The timeliness and effectiveness of any action taken in response to findings

10.1.1 Vessel Crew Responsibilities

Routine inspections and maintenance of the vessel, its machinery and equipment are to be carried

out by the crew at weekly intervals using the “Vessel Maintenance” Spreadsheet on Dropbox.

The Spreadsheet is divided into 4. Different tabs. 1. Weekly Checks 2. Planned Maintenance 3.

Unplanned Maintenance 4. Maintenance Requests

10.1.2 Designated Person’s responsibilities

On a monthly basis the vessel should be audited by the office by or on behalf of the designated

person.

The person conducting the inspection decides if the Skipper should be involved in any aspect of the

inspection process and takes responsibility for these decisions and issues an action plan upon

completion. This plan will be uploaded into the vessel Maintenance Programme.

Routine maintenance of the vessel, its machinery and equipment is carried out in accordance with

the “Planned Maintenance” section of the “Vessel Maintenance” spreadsheet. The schedule is

maintained by the designated person and updated by the company’s shore based office.

Regulatory requirements for the service and replacement of certain equipment have been factored

into the routine maintenance schedule as have machinery and equipment warranties.

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10.2 Unscheduled Maintenance

The identification of the need for any unscheduled maintenance is part of the crew’s routine daily

duties and responsibilities.

The “Daily Checks (in Vessel Logbook)” and “Vessel Maintenance” spreadsheet completed by the

crew will be used to record the details of any identified need for unscheduled maintenance. This

form is then to be referred to the Skipper for consideration/action.

The Skipper is responsible for uploading any issues onto the Vessel Maintenance Spreadsheet.

10.3 Reporting and Recording of defects and Maintenance

The Vessel Maintenance spreadsheet is to be used to Record and report any defects and maintenance carried out on the vessel.

This spreadsheet should be kept up to date on a daily basis by the Skipper, and checked on a weekly basis by the Designated person or as required when requested by the crew. This spreadsheet will be used for the approval of external contractors for specific tasks.

10.4 External Contractors

10.4.1 Use of external Contractors

External contractors may be required for works beyond the capability of the crew/company engineers or for warranty work. The office may organise for contractors to visit the vessel and will duly inform the Skipper to ensure it is convenient. If contractors are required on a shorter time frame, the Skipper may organise directly with them. However, the office should be advised of such arrangements. The office will approve contractors to be used using the Vessel Maintenance Spreadsheet. If a shorter timescale for approval is required, the designated person should be contacted.

10.4.2 Contractor Permit to Work

Where maintenance work is to be carried out by an external company, before any work commences a "Contractor Permit to Work" is to be completed by a CBS representative.

The completed Permit is to saved onto Dropbox in the appropriate folder on completion of the work/permit expiry.

NB. The Permit to Work is only valid for the items listed on the Permit. For any new tasks a new

Permit to Work must be completed.

10.5. Hot Works

A hot works permit is required before any operation involving open flames or producing heat and/or sparks. This includes brazing, cutting, grinding, soldering and welding.

Further permission may need to be sought by the local port authority and the client before hot

works are carried out.

Before any works commence a “Hot Works Permit” is to be completed by a CBS

Support representative. The completed Permit is to be scanned in and uploaded onto Dropbox in the appropriate folder on completion of the work/permit expiry. The paper copy is to be returned to the office.

NB. The Hot Works permit is only valid for the items listed on the Permit. For any new tasks a new Hot Works Permit must be completed and the various permissions sought as required.

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11 Verification, review and evaluation

11.1 Reviewing the SMS

The SMS is subject to review each year and unscheduled reviews are carried out in response to any

significant changes to the vessel’s operation or identified improvement opportunities and nonconformances.

The Skipper and designated person participate with the vessel owner in all review processes and

these company representatives decide the circumstances in which the crew would also be

consulted.

11.2 Record of Updates

Any updates or alterations to this document or any of the Appendix’s are to be recorded on a “SMS

Review, Evaluation and Verification" form Found in Folder 1. This form should then be filed within

Appendix E List of Updates.

Appendix A Policy Statements and Manuals

Appendix B Risk Management (Risk Assessments and Method Statements)

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Appendix C Emergency Plans

Appendix D Maintenance Templates

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Appendix E List of Updates

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