

Approvals	Approvals
<div style="border: 1px solid green; padding: 5px;"> <p style="text-align: center;"><u>Approved for Distribution</u></p> <p>Date <u>9/24/16</u> Initials <u>JCA</u></p> <p>Print Name <u>James Howell</u></p> </div>	<div style="border: 1px solid green; padding: 5px;"> <p style="text-align: center;"><u>Approved for Distribution</u></p> <p>Date <u>10/3/16</u> Initials <u>Rof</u></p> <p>Print Name <u>Roger Fay</u></p> </div>

Approvals	Approvals
<div style="border: 1px solid green; padding: 5px;"> <p style="text-align: center;"><u>Approved for Distribution</u></p> <p>Date <u>10/4/16</u> Initials <u>PRT</u></p> <p>Print Name <u>PRT</u></p> </div>	<div style="border: 1px solid green; padding: 5px;"> <p style="text-align: center;"><u>Approved for Distribution</u></p> <p>Date <u>10/5/16</u> Initials <u>JB</u></p> <p>Print Name <u>J. Brooks</u></p> </div>

NOC # 325

Chapter 2 Safety and Environmental Policy

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

NOC # 326

Chapter 13 General Company Policies

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

NOC # 327

SOP-GEN-2016A Mosquito Borne Illness Prevention

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

NOC # 328

Chapter 8 Emergency Preparedness

Revision #	Section(s)

Revision #13	2.0																												
	<p>...</p> <table border="1"> <thead> <tr> <th rowspan="2">Drill/ Exercise</th> <th rowspan="2">Frequency</th> <th colspan="4">Recorded in</th> </tr> <tr> <th>NS5</th> <th>Ship Log</th> <th>VSP</th> <th>CM</th> </tr> </thead> <tbody> <tr> <td>Abandon Ship</td> <td>Vanuatu-weekly US-alternate weeks</td> <td>✓</td> <td>✓</td> <td></td> <td></td> </tr> <tr> <td>Collision/ Hull Damage/ Listing</td> <td>Quarterly</td> <td>✓</td> <td>✓</td> <td></td> <td></td> </tr> <tr> <td>Confined Space Entry & Rescue</td> <td>Every 2 months- Monthly</td> <td>✓</td> <td>✓</td> <td></td> <td></td> </tr> </tbody> </table>	Drill/ Exercise	Frequency	Recorded in				NS5	Ship Log	VSP	CM	Abandon Ship	Vanuatu-weekly US-alternate weeks	✓	✓			Collision/ Hull Damage/ Listing	Quarterly	✓	✓			Confined Space Entry & Rescue	Every 2 months- Monthly	✓	✓		
	Drill/ Exercise			Frequency	Recorded in																								
		NS5	Ship Log		VSP	CM																							
Abandon Ship	Vanuatu-weekly US-alternate weeks	✓	✓																										
Collision/ Hull Damage/ Listing	Quarterly	✓	✓																										
Confined Space Entry & Rescue	Every 2 months- Monthly	✓	✓																										
<p>15.0 Confined Space Entry and Rescue</p> <p>In accordance with SOLAS III Regulation 19 Paragraph 3.3</p> <p>"Crew members with enclosed space entry or rescue responsibilities shall participate in an enclosed space entry and rescue drill to be held on board the ship at least once every two months."</p> <p>According to Fleet/ Safety Letter 092413.GEN, "It is the requirement of this (Vanuatu) Administration to conduct such training on a monthly basis."</p>																													

... Ellipses indicate unchanged material was skipped

NOC # 329 -- Chapter 11 Document Control and Distribution

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

NOC # 330 -- Permits

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

Hazards	Physical	Check all that may apply:					
		<input type="checkbox"/> Noise	<input type="checkbox"/> Heat Stress	<input type="checkbox"/> Cold	<input type="checkbox"/> Heat	<input type="checkbox"/> Fumes	<input type="checkbox"/> Dust /Debris
		<input type="checkbox"/> Other -List					
Environmental	Describe any potential risks for an environmental spill as well as materials that could be released.						
	<input type="checkbox"/> N/A						

Controls	Final Checks Before Starting	Equipment secured and tested to be sure it cannot be accidentally activated?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
		Stored energy released?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
		Is a copy of the permit posted at the work site?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
		Bridge, Engineering and any other affected areas notified?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	After Task Completion	Permit signed by all parties and filed on bridge?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
		Locks/ tags and permit copy removed from site?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
		Machinery guards/ covers replaced?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
		Bridge, Engineering and any other affected areas notified?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
		NS5 work order includes notes about the job and is completed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Authorization	Open		Print name	Signature	Date
		Permit user	0		1/0/00
		Chief Engineer	0		1/0/00
	Close		Print name	Signature	Date
		Permit user	0		
		Chief Engineer	0		

Workers' Signatures	Printed names of additional workers	Signatures of additional workers

****If the Engineer will perform the work himself, leave the permit user fields blank and have the Bridge Officer on watch sign here:

Confined Space Permit

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

<input type="checkbox"/> R/V Brooks McCall	<input type="checkbox"/> R/V GeoExplorer	<input type="checkbox"/> R/V Gyre	<input type="checkbox"/> R/V Proteus
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Date	Time Issued:	Valid Until:	NS5 WO #
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Only persons who have completed the Confined Space computer training course and TDI Confined Space training may be part of the Entry Team. Have all team members completed both the Confined Space computer training and TDI Training? Yes **NO- STOP WORK!!**

Work Description	Name of Supervisor		Name- Attendant	
	Name of Entrant		Name-Stand-by Rescuer	
	Name of Master			
	Name of Chief Engineer:			
	Briefly describe work to be done:			
	Work location on vessel:			
	Affected equipment/ops:			
	Necessary tools:			
	SIMOPS evaluation required: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, review with team leaders of affected operations			

Job Safety Analysis (JSA)	Special Permits	Other Special Permits Required?		All permits may be documented in the same work order.		
		Circle all that apply:		HW-Hot Work	HW- Working at Heights	EI-Energy Isolation
		Continued work from a previous permit?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	Has the JSA been reviewed by all new workers?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
	PPE	Check and list all the PPE required for this task.				
		<input type="checkbox"/> Harness <input type="checkbox"/> Steel cable lifeline or retractable <input type="checkbox"/> Oxygen Detector <input type="checkbox"/> SCBA needed? (unsafe atmosphere)				
		<input type="checkbox"/> Steel Toes <input type="checkbox"/> Safety Glasses <input type="checkbox"/> Face Shield <input type="checkbox"/> Hard Hat <input type="checkbox"/> Gloves				
	Risk Assessment	Directions for Risk Assessment: Break down the task into steps. List the hazards associated with each step, then list the actions you will take to mitigate those hazards.				
		Has space been forced air ventilated for at least 45 minutes? <input type="checkbox"/> Yes <input type="checkbox"/> NO- STOP WORK!!				
		Start time? _____ Stop time? _____				
Steps		Potential Hazards		Mitigations		

		Rescue Plan (If entrant needs help)	
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Hazards	Physical	Check all that may apply:	
		<input type="checkbox"/> N/A <input type="checkbox"/> Noise <input type="checkbox"/> Heat <input type="checkbox"/> Cold <input type="checkbox"/> Fumes <input type="checkbox"/> Dust/ Debris <input type="checkbox"/> Insufficient Lighting	
	<input type="checkbox"/> Other -List		
	Environmental	Describe any potential risks for an environmental spill as well as materials that could be released.	
<input type="checkbox"/> N/A			

Controls	Final Checks Before Starting	Is oxygen reading between 19.5 and 21.5%? _____% <input type="checkbox"/> Yes <input type="checkbox"/> NO- SCBA required	
		(Shipyards/ Drydock) Marine Chemist cert checked for validity and posted at work site? <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No	
		Original permit filed on bridge and copy posted at the entrance? <input type="checkbox"/> Yes <input type="checkbox"/> No	
		Clear method of communication established between monitor, entrants and bridge? <input type="checkbox"/> Yes <input type="checkbox"/> No	
		Bridge, Engineering and any other affected areas notified? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	After Task Completion	Permit signed by all parties and filed on bridge? <input type="checkbox"/> Yes <input type="checkbox"/> No	
		Permit copy removed from site? <input type="checkbox"/> Yes <input type="checkbox"/> No	
		Work area cleared of tools and equipment? <input type="checkbox"/> Yes <input type="checkbox"/> No	
		Bridge, Engineering and any other affected areas notified? <input type="checkbox"/> Yes <input type="checkbox"/> No	
		NS5 work order includes notes about the job and is completed? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Authorization	Open		Print name	Signature	Date
		Team Supervisor	0		1/0/00
		Master	0		1/0/00
		Chief Engineer	0		1/0/00
	Close		Print name	Signature	Date
		Team Supervisor	0		
		Master	0		
Chief Engineer		0			

Workers' Signatures	Positions	Printed names of team members	Signatures of team members
	Entrant	0	
	Attendant	0	
	Stand-by Rescuer	0	

Hazards	Chemical	List potential chemical hazards: <input type="checkbox"/> N/A
		Check all that may apply:
	<input type="checkbox"/> Flammable <input type="checkbox"/> Toxic <input type="checkbox"/> Corrosive <input type="checkbox"/> Reactive <input type="checkbox"/> Skin Irritant <input type="checkbox"/> Inhalation	
	Physical	Check all that may apply:
		<input type="checkbox"/> Excess Noise <input type="checkbox"/> Heat Stress <input type="checkbox"/> Cold <input type="checkbox"/> Airborne Dust/ Debris
	Environmental	Describe any potential risks for an environmental spill as well as materials that could be released.
<input type="checkbox"/> N/A		

Controls	Final Checks Before Starting	Is a copy of the permit posted at the work site?	<input type="checkbox"/> Yes <input type="checkbox"/> No
		Flammables removed from immediate area?	<input type="checkbox"/> Yes <input type="checkbox"/> No
		Fire watchman standing by with fire extinguisher?	<input type="checkbox"/> Yes <input type="checkbox"/> No
		Are involved personnel aware of the scope of work and their responsibilities?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	After Task Completion	Permit signed by all parties and filed on bridge?	<input type="checkbox"/> Yes <input type="checkbox"/> No
		Permit copy removed from site?	<input type="checkbox"/> Yes <input type="checkbox"/> No
		Work area cleared of tools and equipment and fire extinguisher returned to proper place?	<input type="checkbox"/> Yes <input type="checkbox"/> No
		Bridge, Engineering and any other affected areas notified?	<input type="checkbox"/> Yes <input type="checkbox"/> No
		NS5 work order includes notes about the job and is completed?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Authorization	Open		Print Name	Signature	Date
		Permit user	0		1/0/00
		Chief Engineer	0		1/0/00
	Close		Print Name	Signature	Date
		Permit user	0		
		Chief Engineer	0		

Workers' Signatures	Printed names of additional workers	Signatures of additional workers

****If the Engineer will perform the work himself, leave the permit user fields blank and have the Bridge Officer on watch sign here: _____

Working at Heights Permit

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

<input type="checkbox"/> R/V Brooks	<input type="checkbox"/> R/V GeoExplorer	<input type="checkbox"/> R/V Gyre	<input type="checkbox"/> R/V
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Date	Time Issued	Valid Until	NS5 WO #
Only persons who have completed the Fall Protection computer training course may perform work at heights. Have all persons doing the work completed the Fall Protection computer training? <input type="checkbox"/> Yes <input type="checkbox"/> NO- STOP WORK!!			

Work Description	Person doing work:	
	Permit issuer:	
	Briefly describe work to be done:	
	Work location on vessel:	
	Affected equipment/ops:	
	Necessary tools:	
	SIMOPS evaluation required: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, review with team leaders of other operations.	

Job Safety Analysis (JSA)	Special Permits	Other Special Permits Required? All permits may be documented in the same work order.								
		EI-Energy Isolation	<input type="checkbox"/> Yes <input type="checkbox"/> No	HW- Hot Work	<input type="checkbox"/> Yes <input type="checkbox"/> No	CS-Confined Space	<input type="checkbox"/> Yes <input type="checkbox"/> No			
		Continued work from a previous permit?				<input type="checkbox"/> Yes	<input type="checkbox"/> No			
		Has the JSA been reviewed by all new workers?				<input type="checkbox"/> N/A	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
	PPE	Check and list all the PPE required for this task.								
		<input type="checkbox"/> Steel Toes <input type="checkbox"/> Work Vest -OR- <input type="checkbox"/> Type V PFD (required for over water work) <input type="checkbox"/> Gloves								
		<input type="checkbox"/> Lanyard <input type="checkbox"/> Harness <input type="checkbox"/> Face Shield <input type="checkbox"/> Safety Glasses <input type="checkbox"/> Hard Hat								
	Risk Assessment	Directions for Risk Assessment: Break down the task into steps. List the hazards associated with each step, then list the actions you will take to mitigate those hazards.								
		Steps	Potential Hazards	Mitigations						

Rescue Plan	
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Hazards	Physical	Check all that may apply:			
		<input type="checkbox"/> N/A	<input type="checkbox"/> Noise	<input type="checkbox"/> Heat	<input type="checkbox"/> Cold
	<input type="checkbox"/> Other - List:				
	Environmental	Describe any potential risks for an environmental spill as well as materials that could be released.			
<input type="checkbox"/> N/A					

Controls	Final Checks Before Starting	Is a copy of the permit posted at the work site?	<input type="checkbox"/> Yes <input type="checkbox"/> No
		Plan for securing tools in place or personnel cleared from under work site?	<input type="checkbox"/> Yes <input type="checkbox"/> No
		Bridge, Engineering and any other affected areas notified?	<input type="checkbox"/> Yes <input type="checkbox"/> No
		Involved personnel aware of the scope of work and their responsibilities?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	After Task Completion	Permit signed by all parties and filed on bridge?	<input type="checkbox"/> Yes <input type="checkbox"/> No
		Permit copy removed from site?	<input type="checkbox"/> Yes <input type="checkbox"/> No
		Work area cleared of tools and equipment?	<input type="checkbox"/> Yes <input type="checkbox"/> No
		Bridge, Engineering and any other affected areas notified?	<input type="checkbox"/> Yes <input type="checkbox"/> No
		NS5 work order includes notes about the job and is completed?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Authorization	Open		Print name	Signature	Date
		Permit user	0		1/0/00
		Master or Mate	0		1/0/00
	Close		Print name	Signature	Date
		Permit user	0		
		Master or Mate	0		

Signatures of Workers	Printed names of additional workers	Signatures of additional workers

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