



SAFETY MANAGEMENT MANUAL		
	Chapter 4 Designated Person Ashore	Rev # 11
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Chapter 4 Designated Person Ashore (DPA)

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Revision/ Review Log

Revision Date	Approved by	Reviewed by	Revision Details/ Proposal Notes
11 January 2010 Revision #5	Dr. Jim Brooks	HSE Manager: Sue McDonald	
15 Oct 2010 Revision #6	Dr. Jim Brooks Dr. Bernie Bernard	HSE Manager Designee: Dr. Jim Brooks Port Captain: Capt. Pat Fallwell	Changed to electronic format
15 Oct 2010 Revision #7	Dr. Jim Brooks Dr. Bernie Bernard	HSE Manager Designee: Dr. Jim Brooks Port Captain: Capt. Pat Fallwell	Change to key personnel names, titles, responsibilities
19 Feb 2014 Revision #8	Dr. Jim Brooks Mr. Pete Tatro	Dr. Jim Brooks Mr. Pete Tatro	DPA updated
19 April 2018 Revision #9	Pete Tatro, DPA	Dr. James Howell	References to Port Captain removed. Responsibilities clarified.
23 September 2019 Revision #10		Dr. James Howell	DPA removed and interim DPA and backup named
13 November 2019 Revision #11	Capt. Roy Robbins, DPA	Dr. James Howell	DPA updated

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1.0 Introduction

This chapter describes the individual or individuals that will serve as the company's designated person ashore (DPA). The ISM code states that the responsibility of this person is "to ensure the safe operation of each ship and to provide a link between the company and those on board, every company, as appropriate should designate a person or persons ashore having direct access to the highest level of management.

Per the ISM Code, the responsibility and authority of the designated person includes monitoring the safety and pollution prevention aspects of the operation of each ship and to ensuring that adequate resources and shore based support are applied, as required.

The DPA will be responsible for coordinating activities between the Company President, HSE manager, Compliance Officer, Internal Auditor, and ship's crew to ensure that the vessels operates safely and within international standards for safety and environmental protection.


The DPA will be assisted by the HSE manager and Compliance Officer in the areas of safety policies, SMM, safety training, and record keeping, compliance with codes, rules and regulations, vessel equipment and maintenance.

During an emergency the DPA will be the first senior manager notified of a shipboard emergency. Should the DPA be unavailable he will designate an interim DPA and alternate arrangements will be made and communicated to the all concerned parties.

2.0 The Primary Responsibilities of the Designated Person

The DPA is primarily accountable and responsible for the following:

- Keeping abreast of current standards for shipboard safety and environmental protection;
- Interacting with the vessel captain;
- Interacting with ship's personnel to monitor performance and direct goals;
- Interacting with the Port Engineer, Compliance Officer and Party Chiefs to ensure that the vessel has adequate equipment and supplies to conduct work safely in an environmental sound manner;
- Interacting with the Compliance Officer and Port Engineer to ensure that all vessel certificates are current and meet international guidelines, the vessel's maintenance logs are maintained properly, and the vessel is in good working order;

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- Interacting with the crew to reinforce management's commitment to their welfare, safe working conditions, vessel condition, training and logistic support;
- Interacting with the president to keep him informed of the condition of the vessel and crew with respect to international standards of safety, health, and environmental protection;
- Understanding the ISM code and the implication of vessel operations under it.
- Ensuring performance of vessel audits, tracking non-compliance (non-conformity) reports and corrective actions, near misses, and the incident reporting system;
- Reviewing yearly Master's review of SMS.

3.0 Designated Person Ashore

The current designated person ashore is Roy Robbins. His contact information is:

DESIGNATED PERSON ASHORE

ROY ROBBINS

Office phone: 979-693-3446

24 hour phone: 817-253-3930

dpa@tdi-bi.com

The Alternate DPA is Dr. Les Bender. His contact information is:

ALTERNATE DESIGNATED PERSON ASHORE

LES BENDER

Office phone: 979-693-3446

24 hour phone: 979-218-1101

dpa@tdi-bi.com