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Chapter 6 – Resources and Personnel

References: [ISM Code] International *Safety Management Code* (2018)

1. Introduction

1.1 Regulatory Backdrop:

The ISM Code directs our company to maintain SMS policies and procedures that ensure that personnel in Key Positions possess the requisite training, qualifications, competency, and experience to execute their assigned duties. Further, we must ensure that these personnel are conversant in our SMS, understand of our policies and underlying regulatory mandates, and can communicate effectively when discharging their duties. The ISM Code specifically calls out our responsibility to ensure that our Masters are qualified for command and that our vessels are properly manned for safe operations with qualified and medically-fit mariners.

1.2 Requirements:

This section of the ISM Code requires our SMS to ensure that:

- each Master is qualified for command, conversant in our SMS, and supported to perform duties safely.
- each vessel is properly manned for safe operations in accordance with existing requirements.
- personnel in Key Positions are trained to understand our SMS and its underlying regulations.
- vessel crews are able to communicate effectively about their duties in a working language for each mariner.
- duty-familiarization procedures regarding safety and protection of the environment are in place for newly inducted personnel.
- procedures are in place for identifying and reviewing SMS training needs by position.

2. Our Policies

2.1 Qualifications:

Proficiency and qualification standards for those Key Positions identified in **Chapter 3** are established as follows:

- **Afloat:** We qualify vessel crew positions initially through a candidate's attainment of flag state-issued licenses and credentials corresponding to the Key Position. Vessel crew are further qualified by certification as Fit-for-Duty by a licensed medical evaluation with drug screen prior to sailing. Before sailing a new hire must also complete an initial orientation of the vessel and our emergency response procedures. Each in-service employee is then evaluated at regular intervals for on-going proficiencies and competencies.
- **Ashore:** We qualify candidates for on-shore Key Positions by considering the relevant experience of a job candidate against our job description for that position. Each of these shore-side hires are then evaluated at regular intervals for on-going proficiencies and competencies.

All of our Key Position descriptions, including our education, qualification, and experience standards, are contained within the positional job descriptions maintained and issued by our Human Resources Manager in our **Admin** department.

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2.3 Responsibilities:

Responsibilities for ensuring the qualifications, proficiency, and essential knowledge for shore-side personnel in Key Positions and for mariners are specified in **Chapter 3**.

2.4 Procedures:

All procedures specified in **Section 1.2** as well as the procedure for and frequency of duty-fitness evaluations are detailed in our SOPs appended as a part of this SMM.

2.5 Training:

Initial Orientation: Every person who has never sailed on a particular vessel is required to receive an orientation. It is the responsibility of the **Master** to establish and maintain an orientation program for every new crewmember who comes on board the ship. In establishing the orientation program, the **Master** may delegate the conduct of the program to others under his command. Such delegation does not relieve the **Master** of the responsibility to ensure that each new crewmember receives proper orientation and is prepared to perform the shipboard duties related to safety and protection of the environment that are required for their position. This orientation shall take place before the new individual assumes duties on the vessel. Below is an outline of essential information each crew member should learn and know.

How to:

- react if a person falls overboard;
- react if a fire or smoke is detected;
- react if the fire alarm sounds;
- react if abandon-ship alarm sounds;
- identify and locate the correct station for muster and embarkation;
- identify and locate emergency escape routes;
- locate and don life jackets;
- actuate alarms and which alarms to actuate for each emergency;
- operate portable fire extinguishers safely and effectively;
- associate each type of extinguisher with the kind of fire it is effective on.
- react upon an accident or emergency before seeking further medical assistance on board.
- identify and operate boundary isolation mechanisms including, but not limited to, fire doors, weather-tight doors, watertight doors, and ventilation hatches

To document and ensure the coverage of this information, we have issued an SOP with orientation forms that must be completed and signed. We have a separate orientation form for **Marine** crew and for **Tech** staff/contractors.

Training by Position: A crew training matrix is provided for reference of the crew on board. This training matrix currently uses the **MOXIE** online training system, and allows us to identify and review SMS training needs by position.

Competency Assurance: Continued competence of personnel who have completed initial orientation is ensured through SOLAS and MARPOL required drills in the manner and frequency prescribed by the vessel's flag administration, and as supplemented by STCW required refresher training. Performance of all Marine crew is also evaluated at the end of each voyage, including an evaluation of their understanding of their position's responsibility for ensuring safety and protection of the environment. An SOP for these performance evaluations is appended to this SMM.

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