



# SAFETY MANAGEMENT MANUAL

<h2>3.1 Responsibilities and Authority</h2>	
Originator:	Approved By:
Henry Ayers	Timothy Twomey

### 1. Purpose

The purpose of this procedure is to set forth the Safety Management System responsibilities and authorities as they exist at WHOI in the operation of the oceanographic vessels.

### 2. Scope

The Safety Management System (SMS) is required to define and document the responsibility, authority and interrelation of all personnel who manage, perform and verify work relating to and affecting safety and pollution prevention.

### 3. General

WHOI operates vessels under charter agreements with the Office of Naval Research (ONR) and the National Science Foundation (NSF). The charter agreement for each vessel defines the responsibilities and authorities in the operation of the respective vessel. Responsibilities shall be determined within the context of the charter agreement. This procedure cannot alter the conditions in the charter agreements. Vessels owned by WHOI are clearly the responsibility of the Institution. Ownership is clearly set forth in the Shipboard Oil Pollution Emergency Plan (SOPEP) established for each vessel.

Within the WHOI organization, Ship Operations is within Marine Operations. Also under Marine Operations are the National Deep Submergence Facility and Shipboard Scientific Services (SSSG). The WHOI Table of Organization is enclosed as Appendix I.

The day-to-day operations of the Institution's vessels are managed by Ship Operations. The Table of Organization for Ship Operations is in Appendix II. The Director of Ship Operations (DSO) is responsible for ensuring that resources and shore-based support are provided to enable the ships to be operated adequately and safely. As noted in the Ship Op's Table of Organization, the Master of each ship reports to the DSO. The WHOI ships Table of Organization is in Appendix III. Note: not all positions exist on all ships. Within the Ship Op's, the Marine Engineer has been designated as the Safety Coordinator.

The Marine Engineer is designated as the ISM Coordinator and is responsible for maintaining the documented Safety Management System (SMS) and verifying compliance through scheduled audits of the system.



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The Port Engineer is responsible for the safe condition and operational readiness of the WHOI fleet. NS5 is the official tool to schedule and record the work aboard the ships.

Vessel maintenance can be time based, usage based or repair work. Time based and usage based work is scheduled in NS5 as Work Orders to be accomplished by crew or as Service Requests (SR) to be provided by the Port Engineer. SRs requiring repair work by an outside source are presented to the Port Engineer via NS5. The Port Engineer works with the ship's Chief Engineer and Chief Mate to prioritize and schedule the SRs. The Port Engineer may arrange to have the work done by outside contractors or shipyards, depending on the size of the effort required.

The Marine Engineer may be assigned to oversee a single vessel or project as directed by the Port Engineer. The Marine Engineer is also authorized to review and schedule SRs from the ships. Work other than routine repairs is often discussed by the Marine and Port Engineer to ensure that repairs are done in the most efficient and cost effective method available meeting WHOI standards.

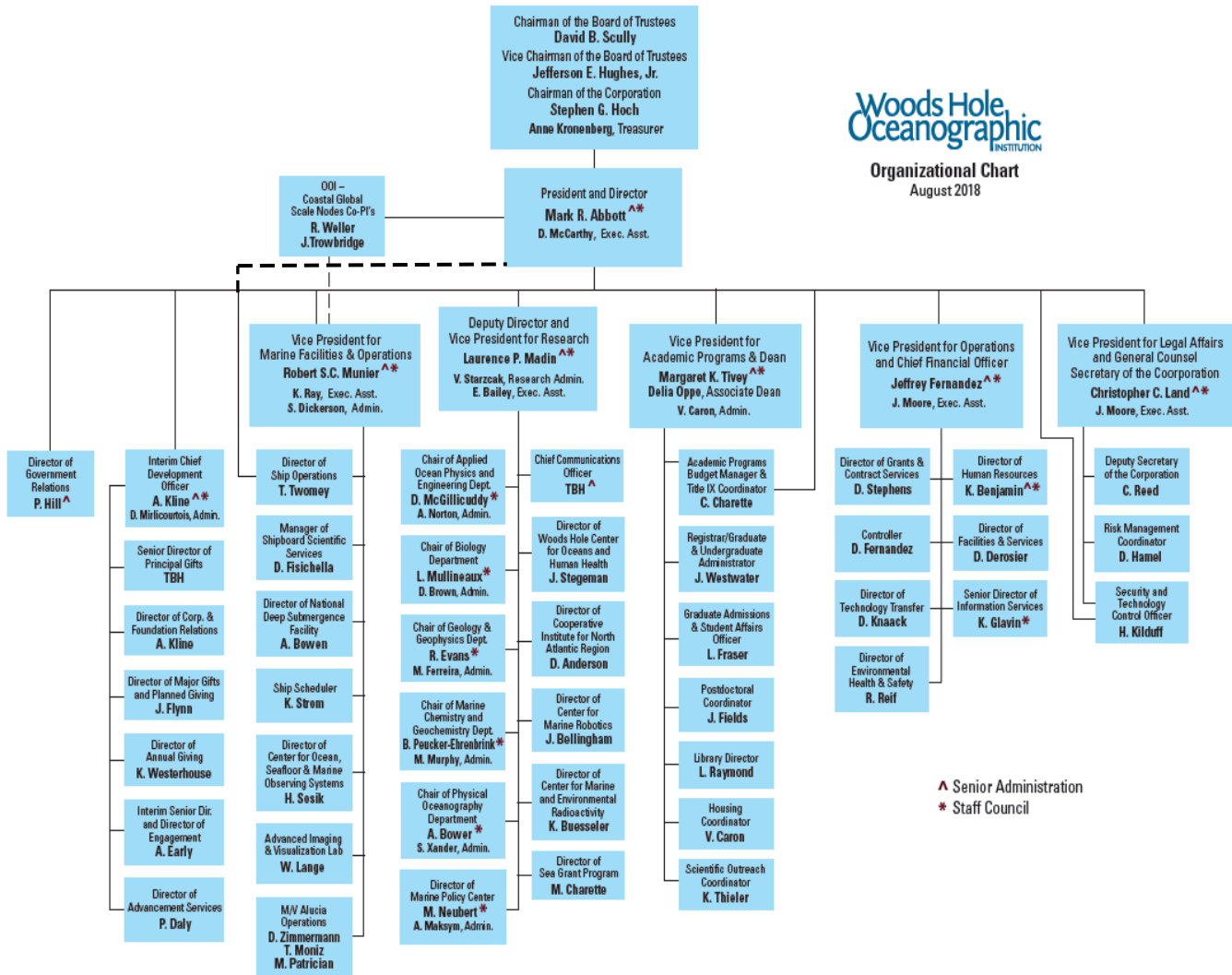


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## Appendix I Woods Hole Oceanographic Institution Table of Organization

  
**Organizational Chart**  
 August 2018

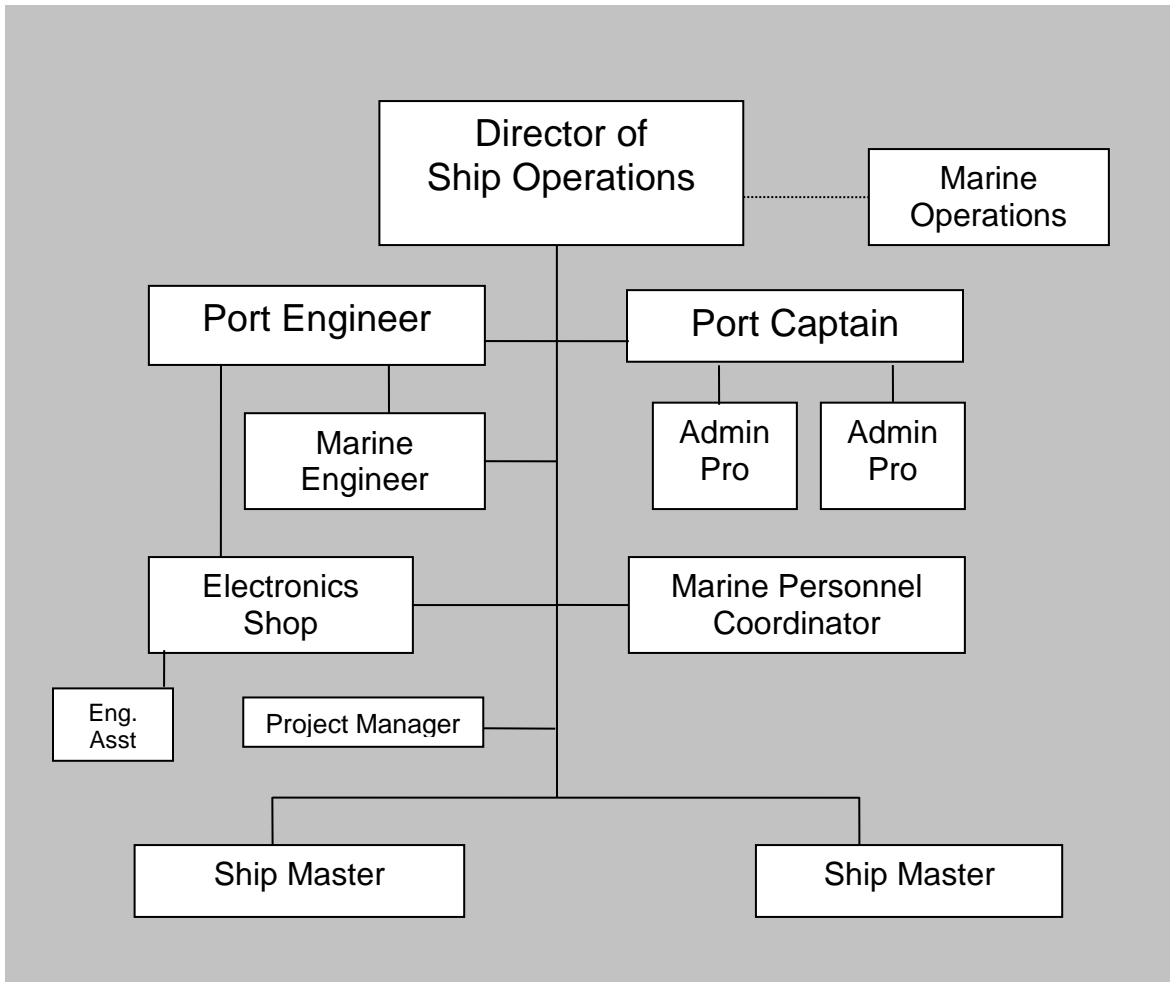




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### Appendix II Ship Operations Group Table of Organization





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### Appendix III Table of Organization for WHOI Ships

The following diagram represents the general administrative organization of WHOI ships. (Not all positions exist on ships.)

