



SAFETY MANAGEMENT MANUAL

4.1 DESIGNATED PERSON

Originator:	Approved By:
Hank Ayers	Timothy Twomey

1. Purpose

The purpose of this procedure is to identify the individual within WHOI that is considered the “Designated Person” (DP) to liaise between the vessels and shore side support. The Safety Management System (SMS) is required to establish a “designated person.” The SMS International Safety Management (ISM) Code reads:

“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. The responsibility and authority of the designated person or persons should include monitoring the safety and pollution prevention aspects of the operation of each ship and to ensure that adequate resources and shore based support are applied, as required.”

2. General

The person determined to be the “Designated Person” for WHOI is the Director of Ship Operations (DSO). The DSO manages the Ship Operations Group (SOG). The DSO also has access to the highest level of WHOI management as needed.

The Ship Operations Director administratively answers to the Vice President (VP) of Marine Operations who reports to the WHOI President and Director (PD) of the Woods Hole Oceanographic. The Director of Ship Operations (DSO), as the Designated Person, has direct access to the WHOI PD for any matters concerning safety of marine personnel and WHOI ships including ship-related pollution issues. The Designated Person’s access to the WHOI PD ensures WHOI’s immediate response for all marine emergencies.

The Ship Operations staff routinely provides vessel status updates to the Director of Ship Operations (DSO). As a result the DSO is in the best position to execute the Designated Person’s responsibilities. The DSO may delegate to Ship Op’s staff members Designated Person related tasks associated with the ISM Code.

The Designated Person will be responsible for the approval and issuance of the Safety Management Manual (SMM) including revision changes. The Designated Person may delegate a coordinator to handle the manual revision process.

During non-working hours, the Designated Person shall be the first person notified by shipboard personnel of a shipboard emergency. In the absence of the Director of Ship Operations, the Port Engineer will be the alternate Designated Person. In the absence of both the Director of Ship Operations and the Port Engineer the Marine Engineer will be the alternate Designated Person.

The letter appointing the Designated Person for WHOI is included as an Appendix to this chapter.



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3. Qualifications

The Designated Person should have a minimum of the following education and experience:

- a. Qualifications from a tertiary institution recognized by the Administration or Organization, within a relevant field of management, engineering or physical science or
- b. Qualifications and seagoing experience as a certificated ship officer pursuant to the International Marine Organization (IMO) International Convention on Standards of Training, Certification and Watchkeeping (STCW) for Seafarers , or
- c. Other formal education combined with not less than three years practical senior level experience in ship management operations.

4. Training

The Designated Person should participate in training relating to safety management elements in compliance with the requirements of the ISM Code in the following areas:

- a. General knowledge and understanding.
- b. Mandatory rules and regulations.
- c. Applicable codes, guidelines and standards as appropriate.
- d. Assessment techniques of examining, questioning, evaluating and reporting.
- e. Technical or operation aspects of safety management.
- f. Appropriate knowledge of shipping and shipboard operations.
- g. Participate in at least one marine-related management system audit.
- h. Effective communication with shipboard staff and senior management.

5. Experience

The Designated Person should have experience to perform the following:

- a. Present ISM matters to the highest level of management and gain sustained support for SMS improvements.
- b. Determine whether the SMSs elements meet the requirements of the ISM Code.



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- c. Determine the effectiveness of the SMS within WHOI and the ship by using established principles of internal audit and management review to ensure compliance with rules and regulations.
- d. Assess the effectiveness of the SMS in ensuring compliance with other rules and regulations which are not covered by statutory and classification surveys and enabling verification of compliance with these rules and regulations.
- e. Gather and analyze data from hazardous occurrences, hazardous situations, near misses, incidents and accidents and apply the lessons learned to improve the safety management system within WHOI and its ships.

6. Records

NS5 is the recognized system for recording qualifications and training.

ISM auditor training is adequate for the position of Designated Person and will be recorded in NS5.

A letter from upper management shall identify the Designated Person has the relevant qualification, training and experience for the position.

Appendix Follows:



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WOODS HOLE OCEANOGRAPHIC INSTITUTION

Robert S.C. Munier, Vice President for Marine Facilities and Operations

12 June 2018

Mr. Timothy Twomey
Woods Hole Oceanographic Institution
Mail Stop #27
Woods Hole, MA 02543

RE: (A): Chapter 4, Paragraphs 4, 5 and 6 of the Woods Hole Oceanographic Institution Safety Management Manual

Dear Mr. Twomey:

I hereby certify and recognize, per reference (A), that you meet the qualifications, training and experience requirements to serve as the Designated Person of the Woods Hole Oceanographic Institution's Ship Operations Program.

Sincerely,

Robert S.C. Munier
Vice President for Marine Facilities and Operations

RSCM/kar

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