



SAFETY MANAGEMENT MANUAL

1.2 DEFINITIONS

Originator:

Theophilus Moniz III

Approved By:

Joseph L. Coburn, Jr.

1. Purpose

The purpose of this procedure is to define words, abbreviations and acronyms used in this manual.

2. Scope

The Safety Management Manual is used to set forth the Safety Management System in place at Woods Hole Oceanographic Institution for the safe management of the vessels it manages and operates. This procedure encompasses the words, abbreviations and acronyms found in that manual.

3. Definitions

Administration – The Government of the State whose flag the ship is entitled to fly. All vessels managed and operated by the Woods Hole Oceanographic Institution fly the flag of the United States of America.

CAR – corrective action report

COLREGS 72 – the Convention on International Regulations for Preventing Collisions at Sea, as amended

Code –International Safety Management Code.

Company – The standards and codes refer to the “Company” as the provider of goods and services; the entity endeavoring to have quality systems in place (compliance with ISM). For the purposes of this manual “Company” shall mean the Ship Operations Group at Woods Hole Oceanographic Institution.

Company Spill Coordinator (CSC) – The individual within the company to be contacted in case of a Shipboard Oil Pollution event.

Controlled Document – Documents that are issued as a part of this Safety Management System and are traceable for revision or recall.

Customer – The standards and codes refer to the “Customer” as the receiver or purchaser of goods and services; the entity seeking goods and services from a Company with quality systems in place. For the purposes of this manual “Customer” shall mean the scientific users of the ships operated by Woods Hole Oceanographic Institution.



SAFETY MANAGEMENT MANUAL

<h2>1.2 DEFINITIONS</h2>	
Originator:	Approved By:
Theophilus Moniz III	Joseph L. Coburn, Jr.

Designated Person – The person within the company ashore designated as a link between the vessel and the highest level of management in the company.

Document – Informational or instructional papers, drawings or data which are released by management for distribution. Documents and data can be in the form of hard copy (paper), electronic or other media.

Document of Compliance (DOC) – A document issued to Company which complies with the requirements of the ISM Code. A copy of this document must be carried on board each ship the Company operates.

IMO – the International Maritime Organization.

ISM, ISM Code – The International Management Code for the Safe Operation of Ships and for Pollution Prevention; also known as the International Safety Management (ISM) Code. The ISM Code incorporates elements of the ISO 9000 series and is focused on the safe management and operation of ships and pollution prevention.

ISO – the International Organization for Standardization based in Geneva, Switzerland

ISO 9000 Series – A series of five quality system standards (IS) 9000, 9001, 9002, 9003, 9004) designed to ensure that customer requirements for quality are met.

ISO 9002 – a quality system standard covering production, servicing and installation.

Institution – In this manual, refers to the Woods Hole Oceanographic Institution of which the Ship Operations Group is the ship-operating branch. For the purpose of this system, the Ship Operations Group is considered a separate and distinct entity.

MARPOL 73/78 – the International Convention for the Prevention of Pollution from Ships, as amended

Management – In this manual means the Ship Operations Manager, his duly appointed delegates or, in a given situation, the senior person present with the authority to make decisions affecting the operation in progress. “Management” may also refer to persons senior to the Ship Operations Manager (such as the Associate Director for Marine Operations).

Management System – a quality system and/or safety management system.

NCR – nonconformity report



SAFETY MANAGEMENT MANUAL

<h2>1.2 DEFINITIONS</h2>	
Originator:	Approved By:
Theophilus Moniz III	Joseph L. Coburn, Jr.

Nonconformity – An observed situation where objective evidence indicates the non-fulfillment of a specified requirement. A **Major Nonconformity** is an identifiable deviation which poses a serious threat to personnel or ship safety or a serious risk to the environment and requires immediate corrective action. Also, the lack of effective and systematic implementation of a requirement of the ISM Code is considered a major nonconformity.

Port Office – That part of the Ship Operations group located in the Iselin Building.

Objective Evidence – Quantitative or qualitative information, records or statements of fact pertaining to safety or to the existence and implementation of a SMS element, which is based on observation, measurement or test and which can be verified.

Observation – A statement of fact made during a safety management audit and substantiated by objective evidence.

Quality System – a management system designed with the intent of ensuring fulfillment of customer requirements.

Safety Management Representative (SMR) – The coordinator of the Safety Management System in the Ship Operations Group.

SafeNet – WHOI’s Fleet Management System

Ship Operations Group – Includes those individuals within the Marine Operations Department who spend all or part of their time supporting the vessels.

SOLAS – the International Convention for the Safety of Life at Sea, as amended

STCW 95 – the International Convention on Standards of Training, Certification and Watch-keeping for Seafarers, as amended

Safety Management Audit – A systematic and independent examination to determine whether the SMS activities and related results comply with planned arrangements and whether these arrangements are implemented effectively and are suitable to achieve stated objectives.

Safety Management Certificate (SMC) – A document issued to a ship that signifies the Company and its shipboard management operate in accordance with the approved SMS.



SAFETY MANAGEMENT MANUAL

1.2 DEFINITIONS

Originator:

Theophilus Moniz III

Approved By:

Joseph L. Coburn, Jr.

Safety Management Manual (SMM) – A compilation of policies, procedures and documents that defines the Company’s methods for developing and maintaining systems for quality, safety and environmental protection in accordance with the ISM Code. The manual forms the basis of a Safety Management System.

Safety Management System (SMS) – A structured and documented system enabling Company personnel to effectively implement the Company Safety and Environmental Protection Policy. Mention of the SMS in this manual shall mean the “safety management and environmental protection system” employed by the Ship Operations Group at Woods Hole Oceanographic Institution.

Shipboard Oil Pollution Emergency Plan (SOPEP) – The oil pollution emergency plan required by Regulation 26 of Annex 1 of the International Convention of Prevention of Pollution from Ships, 1973 as modified by the Protocol of 1978.

System – In this manual means the Ship Operation’s Group’s quality and safety management system, including environmental protection measures when used in the context of describing or referring to a management system.

Traceability – The ability to identify and track documents from the point of issue to recipient for the purpose of revision or recall.

Web – the worldwide web, the Internet

Woods Hole Oceanographic Institution (WHOI) - The Woods Hole Oceanographic Institution is a private, independent, not-for-profit corporation dedicated to research and higher education at the frontiers of ocean science.

Note: Definitions for some words and terms are given in relevant sections.