



SAFETY MANAGEMENT MANUAL

7.9.4 Cruise Planning

Originator:	Approved By:
Theophilus Moniz III	J.L. Coburn Jr.

1 Purpose

The purpose of this procedure is to set forth the guidelines for preparation of cruises on board vessels operated by the Ship Operations Group at WHOI. Cruises vary greatly in regards to the places they go, the type of science conducted and the equipment needed to make them safe and successful.

2. Responsibility

It is the responsibility of the Marine Operations Coordinator to coordinate the needs of science as it relates to the vessels operated by Ship Operations Group at WHOI, ensure that the oncoming scientists are familiar with SMM procedures that affect them and to review installations of new equipment as outlined in 7.9.3, Overboarding Equipment. It is the Master's responsibility to disseminate information through pre-cruise coordination ensuring all various departments are prepared for the cruise in a timely manner. The Marine Operations Coordinator will call the attention of the Chief Scientist to all SMM requirements that pertain to the cruise. In particular:

- A. SMM 2.3 Drug and Alcohol Policy
- B. SMM 7.2.2 Deck Operations
- C. SMM 7.8.3 Personal Protective Equipment
- D. SMM 7.9.1 Shipboard Science Operations
- E. SMM 7.9.3 Overboarding Equipment
- F. SOP/02 Portable Vans
- G. Other specific procedures for the scheduled ship

It is the responsibility of the Second Mate to ensure charts and publications are on board and up-to-date prior to departure on a cruise based on the information provided by the Master.

Department heads are responsible to plan accordingly ensuring the necessary supplies, spare parts, consumables and fuel are on board to adequately supply the projected cruise requirements.

3. General

Cruise planning begins with the Marine Operations Coordinator. When a cruise is assigned, the Marine Operations Coordinator shall collect pertinent information about the cruise including but not limited to, the location of the cruise, size of science party, clearances to be obtained, and WHOI equipment expected be used during the cruise. Much of this information may be obtained during a pre-cruise planning meeting.



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This information is then passed along to the vessel through a cruise synopsis generated by the Marine Operations Coordinator. This information will be used on the vessel to plan for fuel, parts, supplies, etc.

The Second Mate will use the information in the synopsis to lay out a projected track line ensuring all needed navigation publications are on board and current prior to departure. Missing charts and publications should be ordered to allow sufficient time for delivery. The master will then review preliminary track line. The Master will contact the Chief Scientist and confirm the track line prior to the cruise. The Second Mate will then enter way points into the navigation computer.

An adequate supply of consumable products, which are difficult to send to the vessel or to locate in foreign countries, should be planned for and taken on board at the best opportunity.

Estimated fuel consumption will be calculated. The vessel should not plan the leg of a voyage that will bring it back into a port with less than 25% fuel reserve remaining on board. In such cases, fuel should be obtained to provide for this fuel reserve.

Cruise planning involves both individuals ashore as well as those on the vessel. Information flows in both directions. The Marine Operations Coordinator establishes an important link with the science community to facilitate a properly prepared vessel. Vessel personnel must participate to ensure that needed materials and supplies are arranged well in advance.

4. Records

The Marine Operations Coordinator shall publish a cruise synopsis and provide it to the vessel in advance of each cruise. Prior to cruise the Marine Operations Coordinator will prepare a cruise letter that sets forth the particulars of a cruise.

Requisitions for materials are processed through SafeNet. The Master and each department head can authorize the requisitioning of needed materials through SafeNet.

At the end of each cruise, the Chief Scientist is required complete a cruise assessment. These forms serve as an internal reporting mechanism so that the Ship Operations Group can better respond to requirements and recommendations of scientists using WHOI vessels. These forms are sent to the Marine Operations Coordinator.