



SAFETY MANAGEMENT MANUAL

10.3 STANDARD JOBS

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1. Purpose

The purpose of this procedure is to set forth guidelines for establishing standard jobs in SafeNet for vessels operated by the Ship Operations Group of WHOI.

2. Definition

Standard Job – A standard job is a re-occurring schedulable event that needs to be tracked in SafeNet.

3. General

Standard Jobs are common fleet-wide and new jobs must be generated from the Port Office through SafeNet.

Standard jobs will be initiated by notifying the Ship Operations Group. The Port Engineer and Marine Engineer will review the requests for new standard jobs and ensure they are entered into SafeNet.

Since these jobs may be associated with different vessels, editing an existing standard job changes that job's description for all associated vessels.

4. Responsibility

Ultimately, maintenance of the vessel rests with the Master. It is incumbent upon those using the SafeNet system to capture maintenance information and enter it properly and in a manner that allows common sense retrieval techniques. As such, individuals on the vessels should notify the Port Office of possible standard job improvements as they are discovered.

The Port Engineer is responsible for the overall maintenance of Woods Hole Oceanographic Institution vessels. In this role, he needs to be aware of maintenance changes made aboard all vessels.

The Marine Engineer is responsible for SafeNet. In that role, the Marine Engineer shall ensure new standard jobs or edits to existing jobs are in SafeNet.

5. Recording

The final recording of a standard job will be in SafeNet. Once a standard job has been entered in SafeNet, there is no need to retain any other record of the development of that standard job.