



MANUAL

SAFETY MANAGEMENT

3.1 Responsibilities and Authority

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 Group (SSSG). The WHOI Table of Organization is enclosed as Appendix I along with the Marine Operations Group organization charts.

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, a Port Engineer with the Port Captain have been designated as the Safety Coordinator.

The Port Engineer with the Port Captain 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 and or Sr. 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 Port Engineer may be assigned to oversee a single vessel or project as directed by the DSO. The Port Engineer is also authorized to review and schedule SRs from the ships. Work other than routine repairs are often discussed by the DSO and Port Engineer to ensure that repairs are done in the most efficient and cost-effective method available meeting WHOI standards. The Port Engineer may also be designated as Senior Port Engineer. The Senior Port Engineer is typically most technically experienced and has sailed on multiple ship types in the position of Chief Engineer, this individual would have managed significant ship overhaul and drydocking projects.

The Senior Project Manager (SPM) is the designated project and technical point of contact for the Alvin Launch and Recovery System (LARS) onboard the RV Atlantis. The LARS NAVSEA certification program and any coordination with Class requirements is a responsibility of this position working with the Port Engineer. The SPM also maybe tasked with special projects from the VP of Marine Operations. The SPM can be assigned with technical projects involving naval architecture and coordination with 3rd party organizations. The SPM also is the ship operations lead for Cybersecurity coordinating with WHOI IS and other involved parties.

The Port Captain oversees all port movements and ship's agents both at homeport and away ports. The Port Captain also coordinates the ISM compliance with the assigned Port Engineer. All ISM documentation is routed though all personnel in the port office before a revision is published. The Port Captain also works with SSSG to help support science missions. The Port Captain works directly with the Sr. Admin Asst. on operations related requirements and projects.



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The Marine Operations Coordinator is responsible for all ship's scheduling related matters working with both the Port Captain, Masters, and Shipboard Scientific Services Group (SSSG). The Marine Operations Coordinator is also responsible for applying and obtaining all international science research applications and approvals. The Marine Operations Coordinator works directly with the U.S. State Department, the Chief Scientist, Ship Operations and the Master of the vessel to obtain research clearances months in advance of those missions requiring them.

The Marine Personnel Coordinator is responsible for hiring and crewing the vessels and ensuring compliance with all crew related credentials required for all onboard positions. The Sr. Admin also provides direct support on crewing related items as required.



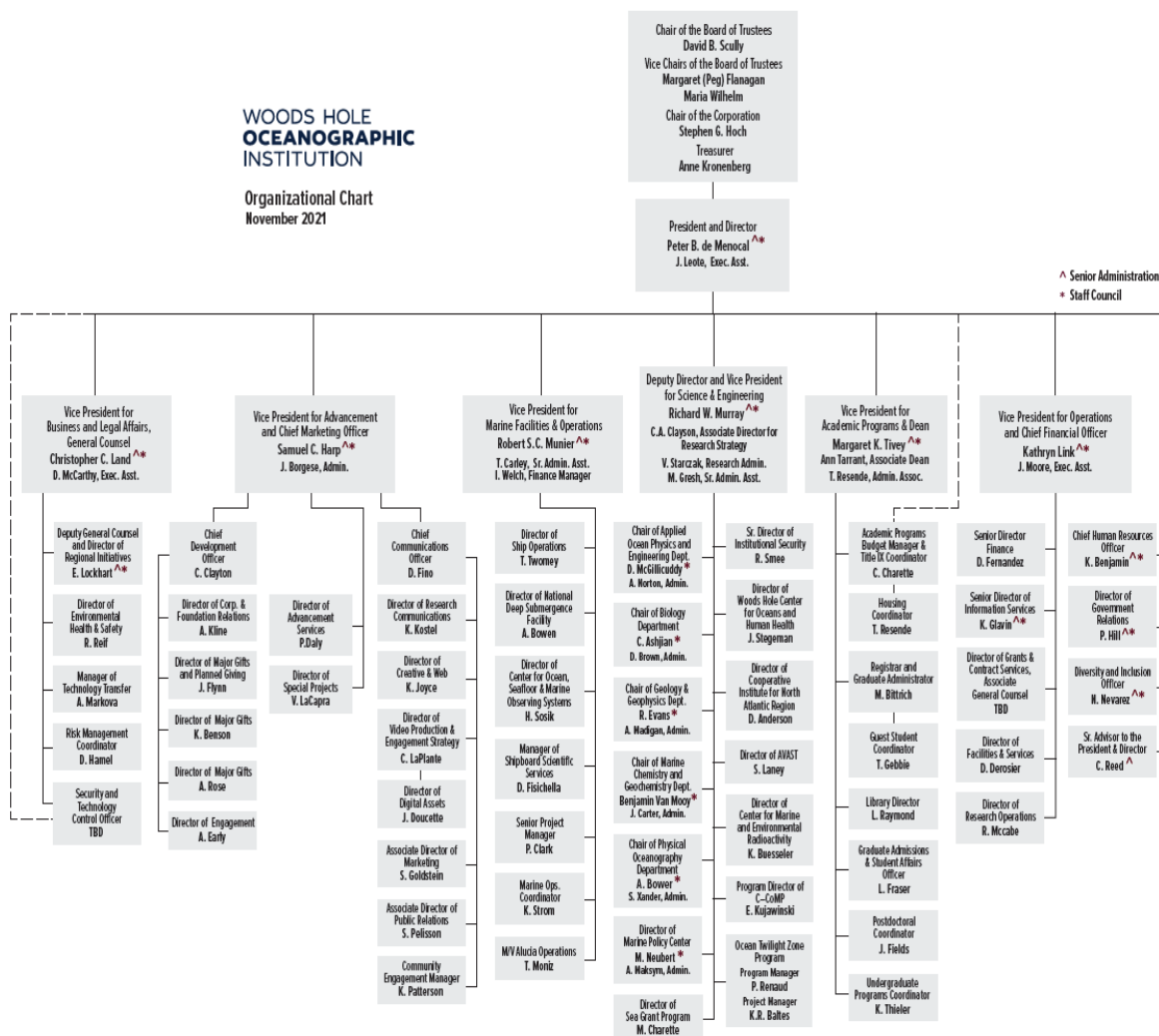
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Appendix I Woods Hole Oceanographic Institution Table of Organization





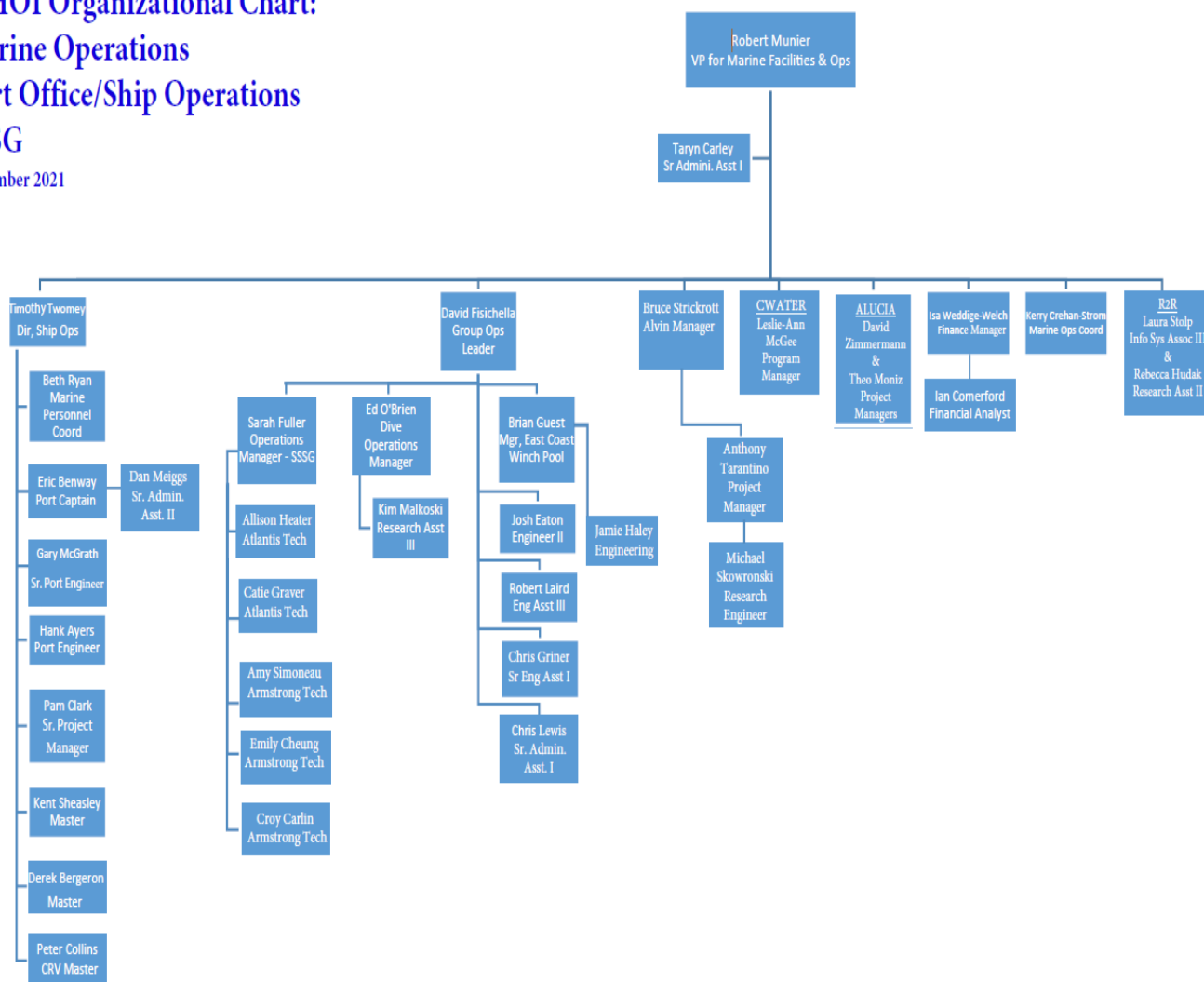
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Marine Operations Group Table of Organization

WHOI Organizational Chart:
Marine Operations
Port Office/Ship Operations
SSSG
November 2021



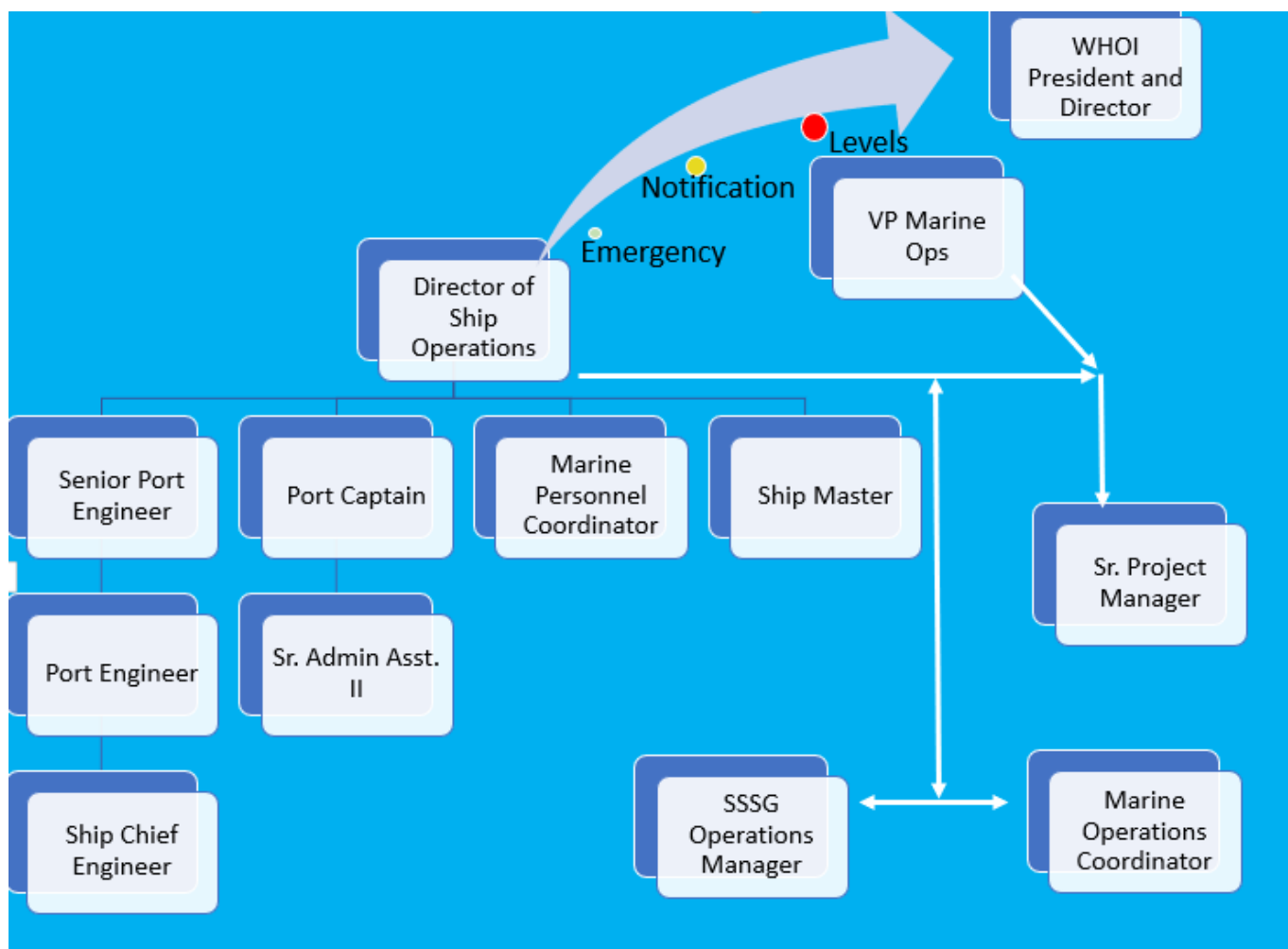


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Appendix II Ship Operations Group Table of Organization





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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.)

