



SAFETY MANAGEMENT MANUAL

TABLE OF REVISIONS

Originator:

Hank Ayers

Approved By:

Timothy Twomey

SMM REVISION	SECT NO.	PAGE NO.	REVISION DESCRIPTION	DATE
1			Revise headers and minor edits throughout and reissued entire SMM portion of manual	08//03/01
2	00.1 00.2 5.1 7.7.1 8.3 ATL 6.3 ATL 6.4 ATL 6.5 ATL 6.6 ATL 6.7 ATL 7.9	1 of 5 1 of 2 1-7 1 of 1 1-6 1-3 1-2 1-2 1-5 1-3 1-7	Table of Contents Table of Revisions – changed to reflect new additions 5.1 – Master's Responsibilities and Authority changed 7.7.1 - Galley Responsibilities added 8.3 – Shipboard Piracy Planning changed ATL 6.3 – R/V ATLANTIS Crane Operations added ATL 6.4 – R/V ATLANTIS Small Boat Operations added ATL 6.5 – R/V ATLANTIS A-Frame Operations added ATL 6.6 – R/V ATLANTIS Swimmer Qualifications ATL 6.7 – R/V ATLANTIS Winch Operation added ATL 7.9 – DSV ALVIN Operations added	08/07/01
3	00.1 00.2 ATL 01 ATL 02 ATL 03 KNR 03 KNR 6.2 KNR 6.4 KNR 6.7 KNR 7.2.2 KNR 7.5.2 KNR 7.5.3 KNR 7.5.4 KNR 7.5.5 KNR 7.5.6 KNR 10.2 OCN 03 OCN 6.2	1 of 5 1 of 2 1-9 1-4 1-5 1-7 1-2 1-7 1-2 1-2 1-2 1-2 1-2 1 of 1 1-2 1 of 1 1-6 1-7 1-2	Table of Contents– changed to reflect new additions Table of Revisions – changed to reflect new additions Atlantis Crew Planning added Atlantis Maintenance Program added Atlantis Ballast Management Plan added Knorr Ballast Management Plan added Knorr New Crew Orientation added Knorr Small Boat Operations added Knorr Winch Operations added Knorr Departure/Arrival added Knorr Responsibilities of Engineers added Knorr Engine Room Watchkeeping added Knorr Auxiliary Plant Operation added Knorr Distillation Plant Operation added Knorr Fuel Oil Transfer and Treatment added Knorr Maintenance of Critical Systems added Oceanus Ballast Management Plan added Oceanus New Crew Orientation added	09/12/01
4	00.1 00.2 6.8 ATL 03 ATL 6.2 ATL 7.2.3 ATL 7.5.2	1 - 5 1 - 2 1 - 2 1 - 24 1 - 2 1 - 3 1 - 2	Table of Contents– changed to reflect new additions. Table of Revisions – changed to reflect new additions/changes. Non-Crew Orientation Atlantis Ballast Water Management: Appendices 2/3 added Atlantis New Crew Orientation: changed to reflect formatting changes. Para #2: last sentence added. Atlantis Pre-Arrival/Departure: changed to reflect formatting changes only. Atlantis Anchoring: changed to reflect formatting changes only Atlantis Designated Responsibilities of Engineers: changed to reflect formatting changes. Engineer responsible for A-Frame, Bow Thruster, Motor-Generator and UPS added.	11/30/01

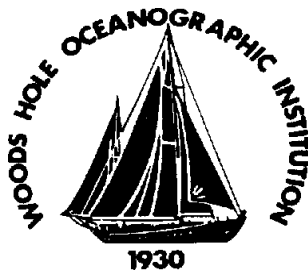


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SMM REVISION	SECT NO.	PAGE NO.	REVISION DESCRIPTION	DATE
4 cont.	ATL 7.5.3	1 - 4	Atlantis Engine room Watchstanding: changed to reflect formatting changes only.	11/30/01
	KNR 03	1 - 25	Knorr Ballast Water Management Plan: Appendices 2 and 3 added	
	KNR 7.5.1	1 - 3	Knorr Chief Engineers Standing Orders added	
	KNR 7.5.7	1 - 1	Knorr Quality of Potable Water added	
	KNR 7.5.9	1 - 1	Knorr Bilge and Ballast Handling Operations added	
	KNR 7.5.10	1 - 1	Knorr Bunker and Oil Transfer Operations added	
	KNR 7.8.1	1 - 2	Knorr Confined Space Entry added	
	KNR 8.6	1 - 3	Knorr Loss of Steering added	
	KNR 8.7	1 - 2	Knorr Testing/Running of the Emer. Generator added	
	KNR 8.8	1 - 4	Knorr Plant Recovery Procedures added	
	KNR 8.12	1 - 1	Knorr Engine Room Flooding added	
	OCN 03	1 - 24	Oceanus Ballast Water Management Plan: Appendices 2 and 3 added	
	OCN 6.3	1 - 3	Oceanus Crane Operations added.	
	OCN 6.4	1 - 5	Oceanus Small Boat Operations added.	
	OCN 6.5	1 - 1	Oceanus A-Frame Operations added.	
	OCN 6.7	1 - 2	Oceanus Trawl Winch Operations added.	
	OCN 7.2.2	1 - 6	Oceanus Departure/Arrival Procedures added.	
	OCN 7.2.3	1 - 3	Oceanus Anchoring Procedures added.	
	OCN 7.5.1	1 - 2	Oceanus Chief Engineer Standing Orders added.	
	OCN 7.5.2	1 - 3	Oceanus Responsibilities of Engineers added.	
	OCN 7.5.3	1 - 1	Oceanus Engine Room Watchkeeping	
	OCN 7.5.6	1 - 2	Oceanus Fuel Oil Transfer and Treatment added.	
	OCN 7.5.10	1 - 3	Oceanus Fuel Systems added.	
	OCN 7.5.11	1 - 2	Oceanus Emergency Generator Operating Procedures added.	
	OCN 7.5.12	1 - 3	Oceanus HJ50 Evaporator Procedures added.	
	OCN 7.9.2	1 - 1	Oceanus CTD Operations added.	
	OCN 7.9.3	1 - 2	Oceanus Dive Operations added.	
	OCN 8.4	1 - 2	Oceanus Port Watch Procedures added.	
5	00.1	1 - 6	Table of Contents updated to reflect changes and additions	04/15/02
	00.2	1 - 4	Table of Revisions changed to reflect new	
	1.2	1 - 4	additions/changes	
	3.1	1 - 5	Definitions – changed	
	5.1	1 - 1	Responsibilities and Authority – changed	
	5.1 (I)	1 - 7	Master's Responsibilities and Authority changed	
	6.1	1 - 3	Master's Responsibilities and Authority - Appendix 1 added	
	6.2	1 - 3	Resources and Personnel – changed	
	6.5	1 - 1	New Crew Orientation – changed	
	7.2.1	1 - 3	A-frame Operator Qualifications – changed	
	7.3.1	1 - 4	Responsibilities of the Deck Department – changed	
	7.3.2	1 - 1	Communications – changed	
			Responsibilities of the Comet – added	



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5 cont.	7.5.1	1 – 1	Chief Engineer's Standing Orders – rewritten	4/15/02
	7.7.2	1 – 2	Stewards Department Responsibilities - added	
	7.8.1	1 – 4	Confined Space Entry – changed	
	7.8.3	1 – 2	Personal Protective Equipment – changed	
	7.8.4	1 – 2	HazMat Operations – added	
	7.8.5	1 - 2	Confined Space Rescue	
	7.9.1	1 – 2	Shipboard Science Operations – added	
	7.9.2	1 – 3	Overboarding Operations – added	
	7.9.3	1 – 4	Overboarding Equipment – added	
	7.9.4	1 – 2	Cruise Planning – added	
	8.1	1 – 3	Emergency Preparedness – changed	
	8.4	1 – 7	Medical Evacuations – added	
	9.1	1 – 4	Non-Conformities – changed	
	10.1	1 – 2	Maintenance Program – changed	
	10.3	1 – 1	Standard Jobs – added	
	10.4	1 – 1	Lube Oil Analysis Process Control – added	
	11.1	1 – 2	Document and Data Control – changed	
	12.1	1 – 2	Company Verification – changed	
	POP-01	1 – 3	Port Office Emergency Response Procedures – added	
	ATL-02	1 - 5	Atlantis Maintenance Program - changed	
	ATL-6.2	1 – 2	Atlantis New Crew Orientation – changed	
	ATL-6.3	1 – 3	Atlantis Crane Operations – added	
	ATL-6.4	1 – 2	Atlantis Small Boat Operations – changed	
	ATL-6.5	1 - 2	Atlantis A-Frame Operations - changed	
	ATL-6.6	1 – 5	Atlantis Swimmer Qualifications – changed	
	ATL-6.7	1 – 3	Atlantis Winch Operations – changed	
	ATL-7.2.2	1 – 10	Atlantis Pre-arrival/Departure – added	
	ATL-7.2.3	1 – 3	Atlantis Anchoring – changed	
	ATL-7.5.1	1 – 2	Atlantis Chief Engineer's Standing Orders – added	
	ATL-7.5.2	1 – 2	Atlantis Designated Responsibilities of Engineers – changed	
	ATL-7.5.4	1 – 1	Atlantis Auxiliary Plant Operation – added	
	ATL-7.5.4 (I)	1 – 17	Atlantis Aux. Plant Operation Appendix 1 – added	
	ATL-7.5.5	1 – 2	Atlantis Distillation Plant Operations – added	
	ATL 7.5.6	1 – 1	Atlantis Fuel Oil Transfer and Treatment – added	
	ATL 7.5.7	1 - 1	Atlantis Quality of Potable Water - added	
	ATL-7.5.8	1 – 1	Atlantis Waste Oil, Sewage and Trash – added	
	ATL 7.5.8 (I)	1 – 3	Atlantis Waste Oil, Sewage and Trash Appendix I – added	
	ATL 7.5.8(II)	1 - 3	Atlantis Waste Oil, Sewage and Trash Appendix II - added	
	ATL-7.5.9	1 - 3	Atlantis Bilge and Ballast Handling Operations - added	
	ATL-7.5.11	1 – 3	Atlantis Deck Equipment Responsibilities – added	
	ATL-8.4	1 – 2	Atlantis Port Watchstanding Procedures – added	
	ATL-8.6	1 – 2	Atlantis Loss of Steering – added	
	ATL-8.7	1 – 3	Atlantis Emergency Generator Testing Operations - added	
	ATL-8.10	1 - 2	Atlantis HazMat Spills/Cleanup – added	
	ATL-8.14	1 – 2	Atlantis SCBA Refill Procedures – added	
	ATL-10.2	1 – 7	Atlantis Maintenance of Critical Systems – changed	
	KNR-6.2	1 – 2	Knorr New Crew Orientation – changed	



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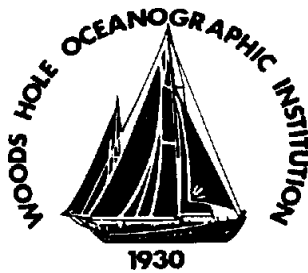
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5 cont.	KNR-6.3	1 - 2	Knorr Crane Operation Qualifications – added	4/15/02
	KNR-6.4	1 - 6	Knorr Small Boat Operations – changed	
	KNR-6.7	1 - 2	Knorr Winch Operations – changed	
	KNR-7.5.1	1 - 3	Knorr Chief Engineers Standing Orders – changed	
	KNR-7.5.8	1 - 2	Knorr Waste Oil, Sewage and Trash – added	
	KNR-7.5.11	1 - 1	Knorr Deck Equipment Responsibilities – added	
	KNR-7.7.1	1 - 2	Knorr Galley Safety – added	
	KNR-7.9.1	1 - 1	Knorr Overboarding – added	
	KNR-8.4	1 - 2	Knorr Port Watchstanding Procedures - Added	
	KNR-8.7	1 - 2	Knorr Operational Testing of the Emer. Generator – added	
	KNR-8.10	1 - 2	Knorr HazMat Spills/Cleanup - added	
	KNR-10.2	1 - 6	Knorr Maintenance of Critical Equipment – changed	
	OCN-6.2	1 - 2	Oceanus New Crew Orientation – changed	
	OCN-6.3	1 - 3	Oceanus Crane Operations – changed	
	OCN-6.4	1 - 4	Oceanus Small Boat Operations – changed	
	OCN-6.7	1 - 2	Oceanus Winch Operations – changed	
	OCN-7.2.3	1 - 4	Oceanus Anchoring Procedures – changed	
	OCN-7.5.1	1 - 2	Oceanus Chief Engineers Standing Orders - changed	
	OCN 7.5.4	1 - 3	Oceanus Auxiliary Plant Operations - added	
	OCN-7.5.7	1 - 1	Oceanus Quality of Potable water – added	
	OCN-7.5.8	1 - 2	Oceanus Waste Oil, Sewage and Trash – added	
	OCN-7.5.9	1 - 2	Oceanus Bilge and Ballast Handling - added	
	OCN-7.5.12	1 - 2	Oceanus Deck Equipment Responsibilities – added	
	OCN-7.7.1	1 - 2	Oceanus Galley Safety – added	
	OCN-7.9.1	1 - 4	Oceanus Overboarding Procedures – added	
	OCN-7.9.2	1 - 1	Oceanus CTD Operations – added	
	OCN-8.6	1 - 2	Oceanus Loss of Steering – added	
	OCN-8.7	1 - 3	Oceanus Testing and Running of the Emergency Generator – changed	
	OCN-8.10	1 - 2	Oceanus HazMat Spills and Cleanup – added	
	OCN 10.2	1 - 8	Oceanus Maintenance of Critical Systems – added	
	7.7.1	1 - 1	<u>Remove and destroy</u> Galley Responsibilities Rev 2	
	KNR 7.8.1		<u>Remove and destroy</u> Knorr Confined Space Entry	
6	00.1	1 - 6	Table of Contents - Updated to reflect new changes	2/15/03
	00.2	1 - 5	Table of Revisions - Updated to reflect new changes	
	SMM 1.5	1 - 1	Management Safety Manual changed to read Safety Management Manual (Para 2)	
	SMM 2.3	1 - 3	Drug and Alcohol Policy changed to read “If that individual” instead of “If that that individual” (Para 4.7)	
	SMM 2.4	1 - 1	“Non-Smoking Policy statement is in the” was changed to read “Non-smoking Policy in the” (Para 3)	
	SMM 3.1	1 - 4	Page 3 (Ship Operations Group) Diagram updated	
	SMM 6.8	1 - 2	“non-crewmembers will instruction” changed to read “non-crewmembers will receive instruction” (Para 3.5)	
	SMM 7.8.3	1 - 2	Paragraphs 5K and 5L have been changed.	
	SMM 8.1	1 - 3	Paragraph 4.3 changed to add appropriate action plans	
	SMM 8.2	1 - 2	Distribution List changed to remove names – Only positions are shown	



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	SMM 12.2	1 - 4	Internal Audit Procedures added	2/15/03
	POP-01	1 - 3	Updated to include new phone numbers for PO staff	
	ATL 02	1 - 4	Delete from manual (no replacement)	
	ATL 7.5.1	1 - 2	Updated due to new Chief Engineer	
	ATL 7.5.3	1 - 4	Unattended Checklist added (Encl. 1) Minor typos in procedure were corrected	
	ATL 7.8.6	1 - 2	Atlantis Air Lock Procedures added	
	ATL 8.8	1 - 3	Equipment to Re-set After Power Outage added	
	KNR 7.8.6	1 - 2	Knorr Air Lock Procedures added	
	OCN 7.8.6	1 - 2	Oceanus Air Lock Procedures added	
	OCN 10.2	1 - 7	Paragraph 4H changed	
7	TOC Vol 1	1-3	Table of Contents Vol 1 - Updated to reflect new changes.	06/29/03
	00.2	1-5	Table of Revisions - Updated to reflect new changes	
	2.1	1-1	Safety Office name changed to Environmental, Health and Safety Office	
	3.1	1-4	New WHOI Org. Chart added. Position name changes made to PO Org. Chart	
	5.1	1-7	Para II.E.2 added. Other minor changes made.	
	6.1	1-3	Minor changes made. Paragraph indicating SafeNet training added to Section 5.	
	6.2	1-3	Minor changes made. Item 9 on Check-Off list added.	
	7.3.1	1-3	Changes made regarding Operational Comms, Daily Reports, Arrival and Departure Reports.	
	7.8.3	1-2	Minor Changes. Paragraph 4H changed	
	7.8.5	1-1	Changes made regarding Reporting Procedure	
	8.1	1-3	Minor changes made. Changes also made regarding Reporting Procedures	
	9.2	1-2	New procedure added	
	11.2	1-1	Distribution changes made	
	12.1	1-2	Minor changes made concerning Management Reviews and audit reporting	
	12.2	1-3	Audit Execution, Reporting and Follow-up procedures changed	
	POP-01	1-3	After hours emergency section added. Phone numbers updated	
	TOC Vol 2	1-1	Table of Contents Vol 2- Updated to reflect new changes.	
	ATL 6.2	1-2	Minor changes made. Item 9 on Check-off listed added	
	ATL 7.1	1-5	Master's Standing Orders added	
	ATL 7.2.2	1-9	Checklist changes made	
	ATL 10.3	1-3	A-Frame Maintenance added	
	TOC Vol 3	1-1	Table of Contents Vol 3 Updated to reflect new changes.	
	KNR 6.2	1-2	Minor changes made. Item 9 on Check-off listed added	
	KNR 7.1	1-3	Masters Standing Orders added	
	TOC Vol 4	1-1	Table of Contents Vol 4 Updated to reflect new changes	
	OCN 6.2	1-2	Minor changes made. Item 9 on Check-off listed added	
	OCN 7.1	1-2	Masters Standing Orders added	
	OCN 10.2	1-7	Minor changes made	



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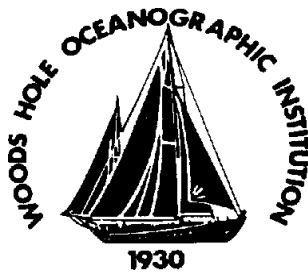
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8	TOC Vol 1 00.2 3.1 5.1 6.2 7.8.6 7.9.2 8.1 8.4 9.2 10.2 11.2 ATL 03 ATL 6.2 KNR 03 KNR 6.2 KNR 7.2.2 OCN 03 OCN 6.2 OCN 7.5.3 OCN 7.5.4 OCN 7.5.6 OCN 10.2	1-3 1-6 1-4 1-1 1-3 1-3 1-3 1-3 1-7 1-2 1-2 1-1 1-6 1-2 1-6 1-2 1-2 1-6 1-2 1-1 1-3 1-2 1-7	Table of Contents Vol. 1 - Updated to reflect new changes. Table of Revisions - Updated to reflect new changes Responsibilities and Authority – Organization Chart updated Masters Responsibility and Authority – Alternate VSO added New Crew Orientation – PPE added Hot Work Procedures – New procedure to be added Para 3.D.6.a changed Emergency Preparedness – Section 6 changed Medical Evacuations – Emergency Phone Numbers updated Non-Conformities Handling – Para 3.A.9 and 4 changed Maintenance of Critical Systems – NTC changed to SafeNet Distribution of Manuals - R/V Asterias changed to R/V Tioga ATL Ballast Water Management Plan – changed to reflect new regulations ATL New Crew Orientation – PPE added to Check Off Sheet KNR Ballast Water Management Plan – changed to reflect new regulations KNR New Crew Orientation – PPE added to Check Off Sheet KNR Departure/Arrival – Nav lights and Search Lights added OCN Ballast Water Management Plan – changed to reflect new regulations OCN New Crew Orientation – PPE added to Check off Sheet OCN Engine Room Watchkeeping – Minor change OCN Auxiliary Plant Operation – Minor changes OCN Fuel Oil Transfer and Treatment – Para 3 changed OCN Maintenance of Critical Systems – Minor changes	10/01/04
9	TOC Vol. 1 00.2 2.1 3.1 5.1 6.1 6.2 7.3.1 7.8.3 7.8.5 8.1	1-3 1-5 1-1 1-4 1-7 1-3 1-3 1-3 1-2 1-1 1-3	Table of Contents Vol. 1 - Updated to reflect new changes. Table of Revisions - Updated to reflect new changes Safety Office name changed to Environmental, Health and Safety Office New WHOI Org. Chart added. Position name changes made to PO Org. Chart Para II.E.2 added. Other minor changes made. Minor changes made. Paragraph indicating SafeNet training added to Section 5. Minor changes made. Item 9 on Check-Off list added. Changes made regarding Operational Comms, Daily Reports, Arrival and Departure Reports. Minor Changes. Paragraph 4H changed Changes made regarding Reporting Procedure Minor changes made. Changes also made regarding Reporting Procedures	06/29/05



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10	9.2	1-2	New procedure added	12/30/05
	11.2	1-1	Distribution changes made	
	12.1	1-2	Minor changes made concerning Management Reviews and audit reporting	
	12.2	1-3	Audit Execution, Reporting and Follow-up procedures	
	TOC Vol. 1	1-3	Table of Contents Vol. 1 - Updated to reflect new changes.	
	00.2	1-7	Table of Revisions - Updated to reflect new changes	
	2.5	1-2	Harassment Policy – Added to Manual	
	3.1	1-4	Responsibilities and Authority – Organization Chart updated	
	7.5.7	1-2	Quality of Potable Water – New procedure added to manual	
	7.9.2	1-5	Overboarding Procedures – Rewritten to implement changes	
	11.2	1-1	Distribution of Manuals – Tioga and Asterias removed	
	POP-01	1-3	Port Office Emergency Procedures - M. Brennan phone number changed, Dock Master removed	
	TOC Vol. 2	1-1	Table of Contents Vol. 2 - Updated to reflect new changes.	
	ATL 7.5.7	1-6	Quality of Potable Water – Sections 3 and 4 changed	
	ATL-10.2	1-1	Maintenance of Critical Systems– Minor revisions	
	TOC Vol. 3	1-1	Table of Contents Vol. 3 - Updated to reflect new changes.	
	KNR 7.5.7	1-6	Quality of Potable Water – Sections 3 and 4 changed	
	KNR-10.2	1-1	Maintenance of Critical Systems – Minor revisions	
	TOC Vol. 4	1-6	Table of Contents Vol. 4 - Updated to reflect new changes.	
	OCN-03	1-1	Ballast Water Management Plan – Removable Tank Vents changed, see highlighted areas	
	OCN 7.5.7	1-1	Quality of Potable Water – Sections 3 and 4 changed	
11	TOC Vol. 1	1-3	Table of Contents Vol. 1 - Updated to reflect new changes	12/01/06
	00.2	1-7	Table of Revisions - Updated to reflect new changes	
	2.3	1-3	Drug and Alcohol Policy – Change to alcohol policy	
	7.3.1	1-3	Communications – Change to allow for H&M every day	
	7.9.2	1-5	Overboarding Operations – Para 3C changed per Capt. Bearer & rewording of Stuck Dredges	
	8.4	1-7	Medical Evacuations – Updates to medical emergency phone number enclosure	
	11.1	1-2	Document and Data Control - Change to allow for interim changes	
	11.2	1-2	Distribution of Manual – Consideration of electronic versions	
	12.2	1-3	Internal Audit Procedures – CAR numbering auto generation	
	POP-01	1-3	Emergency Response Procedures – Updates to Master info	
	TOC Vol. 2	1-1	Table of Contents Vol. 2 - Updated to reflect new changes	
	ATL 7.5.8	1-3	Waste Oil, Sewage and Trash Appendix 1 – Change dumping from 6 miles to 10, per Gary	
	ATL 8.14	1-2	SCBA Refill Procedures – Deleted reference to ELSA's	
	ATL 10.2	1-5	Maintenance of Critical Systems – Change to several NS5 and Predict-DLI references	
	TOC Vol. 3	1-1	Table of Contents Vol. 3 - Updated to reflect new changes	
	KNR 7.2.2	1-2	Departure/Arrival – Minor changes to checklist	
	KNR 10.2	1-6	Maintenance of Critical Systems – Change to several NS5 and Predict-DLI references	
	TOC Vol. 4	1-1	Table of Contents Vol. 4 - Updated to reflect new changes	



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	OCN 10.2	1-6	Maintenance of Critical Systems – Change to several NS5 and Predict-DLI references	
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SMM REVISION 13	TOC Vol. 1 00.2 2.1 8.4 TOC Vol. 2 ATL 03 ATL 03, A3 ATL 7.1 ATL 7.5.1 ATL 7.5.2 ATL 7.5.3 ATL 7.5.8 ATL 8.14 TOC Vol. 3 KNR 03 KNR 03, A3	1-3 1-8 1-1 1-7 1-1 1-6 1-2 1-5 1-2 1-2 1-3 1-3 1-2 1-1 1-6 1-2	Table of Contents Vol. 1 – Updated to reflect new changes Table of Revisions – Updated to reflect new changes Safety Policy – Set periodicity for Safety Meetings Medical Evacuations – Updates to medical emergency phone number enclosure Table of Contents Vol. 2 - Updated to reflect new changes Ballast Water Management Plan – Addition of St. Lawrence Seaway fax number Ballast Water Management Plan, Appendix 3 – Update to COTP Buffalo fax number Master's Standing Orders – Change to deck watch schedule Engineer's Standing Orders – Alter engineering watch schedules Designated Responsibilities of Engineers – Alter engineering responsibilities Engine Room Watchstanding – Modified engineering watch schedule Waste Oil, Sewage and Trash, Appendix 1 – Removed requirement to log distance from land SCBA Refill Procedures – Addition of responsible persons Table of Contents Vol. 3 - Updated to reflect new changes Ballast Water Management Plan – Addition of St. Lawrence Seaway fax number Ballast Water Management Plan, Appendix 3 – Update to COTP Buffalo fax number	01/14/08



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	TOC Vol. 4 OCN 03	1-1 1-6	Table of Contents Vol. 4 - Updated to reflect new changes Ballast Water Management Plan – Addition of St. Lawrence Seaway fax number	
	OCN 03, A3	1-2	Ballast Water Management Plan, Appendix 3 – Update to COTP Buffalo fax number	



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14	TOC Vol. 1	1-3	Table of Contents Vol. 1 – Updated to reflect new changes	03/01/09
	00.2	1-9	Table of Revisions – Updated to reflect new changes	
	3.1	1-4	Responsibilities and Authority – Update to Appendix 1 to include S. Humphries and S. Avery	
	8.1	1-3	Emergency Preparedness - Update to note about emergency drill reporting	
	8.4	1-7	Medical Evacuations – Annual update of phone numbers	
	11.3	1-3	Document & Report Retention Guidelines – Incorporation of updates recommended by Oceanus	
	POP-01	1-3	Emergency Response Procedures – Change Port Office to Ship Operations and annual phone updates	
	TOC Vol. 2	1-1	Table of Contents Vol. 2 - Updated to reflect new changes	
	ATL 6.3	1-3	Crane Operations – Addition of 3PS information	
	ATL 6.4	1-3	Small Boat Operations – Change of test per Chief Mate	
	ATL 7.5.6	1-1	Fuel Oil Transfer & Treatment – Addition of reference to Declaration of Inspection	
	ATL 7.5.6, Appx 1	1-1	Fuel Oil Transfer Declaration of Inspection – Addition of Declaration of Inspection	
	TOC Vol. 3	1-1	Table of Contents Vol. 3 – Updated to reflect new changes	
	KNR 7.5.10	1-1	Bunker & Oil Transfer Operations – Addition of reference to Declaration of Inspection	
	KNR 7.5.10, Appx 1	1-1	Bunker & Oil Transfer Operations Appendix 1 – Addition of Declaration of Inspection	
	KNR 8.5	1-2	Main Engine Safety Shutdown Procedures – New procedure to meet INSURV card	
	KNR 8.7	1-2	Emergency Generator Testing – Addition of procedure to meet INSURV card	
	TOC Vol. 4	1-1	Table of Contents Vol. 4 – Updated to reflect new changes	
	OCN 6.7	1-2	Trawl Winch Operations – Addition of pre-set up plan and trawl wire ops set up plan	
	OCN 6.7, Appx 1	1-1	Trawl Winch Operations Appendix 1 – Newly added appendix to procedure	
	OCN 7.2.2	1-6	Arrival/Departure Procedures – Revision of check off list	
	OCN 7.5.6	1-2	Fuel Oil Transfer & Treatment – Addition of reference to Declaration of Inspection	
	OCN 7.5.6, Appx 1	1-1	Fuel Oil Transfer & Treatment Appendix 1 – Addition of Declaration of Inspection	
15	TOC Vol. 1	1-3	Table of Contents Vol. 1 – Updated to reflect new changes	02/01/10
	00.2	1-10	Table of Revisions – Updated to reflect new changes	
	2.1	1-1	Safety Policy – Update of Marine Engineer as Safety Coordinator	
	3.1	1-4	Responsibilities and Authority – Latest Appendix 1 update from Directorate	
	8.4	1-7	Medical Evacuations – Annual update of phone numbers	
	11.3	1-3	Document & Report Retention Guidelines – Update of certs to be sent to office and addition of fuel retention	
	POP-01	1-3	Emergency Response Procedures – Annual update of phone numbers	
	ATL 6.3	1-4	Crane Operations – Addition of 2 procedures as requested	



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SMM REVISION	SECTION NO.	PAGE NO.	by ship REVISION DESCRIPTION	DATE
15	ATL 7.1	1-5	Master's Standing Orders – RPM reduction guidelines	02/01/10
	ATL 7.5.1	1-2	Engineer's Standing Orders – RPM reduction guidelines	
	ATL 8.9	1-1	Confined Space Rescue – Minor changes	
	OCN 7.1	1-3	Master's Standing Orders – Changes requested by Master D. Mello.	
	OCN 7.2.2	1-5	Pre-Arrival/Departure Checklist – Changes to checklist as requested by Master	
	OCN 7.7.2	1-2	Steward's Department Responsibilities – Updated as requested by Master	
	OCN 8.9	1-1	Confined Space Rescue – Minor changes	
16	TOC Vol.1	1-3	Table of Contents Vol. 1 – Updated to reflect changes	07-01-10
	00.2	1	Table of Revisions – Updated to reflect changes	
	SMM1.3	1-2	Safety Management System – Assess all identified risks and establish safeguards to conform with IMO Resolution 273(85)	
	3.1	1-4	Responsibilities and Authority – New WHOI Table of Organization chart	
	4.1	1-3	Designated Person(s) - Qualifications, training, experience, and NS5 recording to conform with IMO Resolution 273(85)	
	7.2.1	1-4	Responsibilities of the Deck Department.- Turnover notes to relief personnel	
	7.3.2	1-2	Responsibilities of the Comet – Turnover notes to relief personnel	
	7.5.2	1-3	Responsibilities of the Engineer – Turnover notes to relief personnel	
	7.7.2	1-3	Stewards Department Responsibilities - Turnover notes to relief personnel	
	8.1	1-3	Emergency Preparedness - Change of purpose statement and responsibility of Master to conform with IMO Resolution 273(85)	
	9.2	1-3	Non-Conformity Handling - Restate purpose, identify Director of Ship Operations and changes to conform with IMO Resolution 273(85)	
	12.1	1-2	Company Verification - Identify Director of Ship Operations and changes to conform with IMO Resolution 273(85)	
	12.2	12.2	Internal Audit Procedures - Changes to audit scheduling, preparation, and execution to conform with IMO Resolution 273(85)	



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SMM REVISION	SECTION NO.	PAGE NO.	REVISION DESCRIPTION	DATE
17	TOC Vol. 1 00.2		Table of Contents Vol. 1 – Updated to reflect new changes Table of Revisions – Updated to reflect new changes	03/01/2011
	TOC Vol.2		Table of Contents Vol. 2 – Updated to reflect new changes	
	TOC Vol.3		Table of Contents Vol. 3 – Updated to reflect new changes	
	TOC Vol.4		Table of Contents Vol. 4 – Updated to reflect new changes	
	SMM 9.1		Non-Conformities- SeaNet references taken out replaced with NS5, definitions of illness and injury; when and where to report them.	
	SMM 11.2		Distribution of Manual- One addition to location and person responsible table, Marine Operations and Assist. Marine Operations Coord.	
	ATL 6.7		Winch Operations- SSSG tech is responsible for training science party in winch operations. CTD Recovery process.	
	ATL 7.5.3		Engine Room Watchstanding- Engineers watchstanding schedule established.	
	KNR 6.7		SSSG technician is responsible for training science party in winch operations.	
	OCN 6.3		Crane Operations- References to use, 3PS load monitoring system.	
	OCN 6.3.1 Appendix 1		Crane Operator Certification Checklist	
	OCN 6.7		Winch Operations- Purpose of procedure, responsibility of Bosun and SSSG in training operators and science crew. Reporting training in NS5.	
	OCN 7.2.2		Pre-Arrival/Departure Checklist- deletions on last page.	
	OCN 7.8.6		Hot Work Procedure- New procedure	
			Air Lock Procedures – New section number and approval	



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SMM Revision	SECTION NO.	PAGE NO.	name. REVISION DESCRIPTION	DATE
18	OCN 7.8.7			
	SMM 2.3		Drug and Alcohol Policy- Added EEO - contact information	12/31/11
	SMM 2.5	1-3	Harassment Policy- Added EEO - contact information	
	SMM 7.5.11	1-2	Ozone Depleting Substances - New	
	SMM 7.5.11	1-2	Ozone depleting Equipment Maintenance Log- New	
	SMM 7.8.3	1 1-2	Personal Protective Equipment- Updated reimbursement amounts	
19	SMM 2.4	1	Non-Smoking Policy - Oceanus removed and Ombuds/EEO program removed Replaced with ESAP through The Wellness Corporation	03/25/13
	SMM 6.1	1-3	Resources and Personnel - SafeNet replaced with NS5.Vice President replace with Director of Ship Operations.	
	SMM 7.3.1	1-3	Communications - References to R/V Oceanus removed	
	SMM 8.1	1-3	Emergency Preparedness - References to R/V Oceanus removed	
	SMM 8.2	1-2	WHOI Security Watches - References to R/V Oceanus removed	
	SMM 11.2	1-2	Distribution of Manuals - References to R/V Oceanus removed	
	SMM 11.3	1-3	Document and Report Retention - References to R/V Oceanus removed	
	SMM 12.2	1	Internal Audit Procedure Checklist removed (obsolete)	
	POP-01	1	Port Office Emergency Report Form- References to R/V Oceanus removed	
	ATL 6.5	1-3	Atlantis A-Frame Operations- A-Frame term replaced with LARS. Section 4 revised, Pre-Launch and recovery system expanded.	



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SMM Revision	SECTION NO.	Page NO.	REVISION DESCRIPTION	DATE
19	ATL 7.8.6		Air Lock Procedures- Changed the approved by	02/25/13
	ATL 10.3	1-3	Atlantis LARS Maintenance- A-Frame term replaced with LARS Section 4 - Periodic Inspections and maintenance revised. Section 4- Recording, last paragraph revised.	
	KNR 7.1	1-3	Master's Standing Orders- Revised throughout document by Knorr Master Kent Sheasley.	
		1-4		
SMM Revision 20 Interim	ATL07.2.2	1-4	ATL Pre-Arrival/Departure Checklist (BNWAS added to checklist)	05/20/13
20	TOC Vol. 1	1-3	Table of Contents Vol. 1 – Updated to reflect new changes	12/22/14
	00.2	1-14	Table of Revisions – Updated to reflect new changes	
	TOC Vol.2	1	Table of Contents Vol. 2 – Updated to reflect new changes	
	TOC Vol.3	1	Table of Contents Vol. 3 – Updated to reflect new changes	
	SMM 6.2	1-4	Job Safety Analysis for Non-Standard Jobs added with list of jobs	



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SMM Revision 20	SMM 10.1	1-3	Job Safety Analysis for Non-Standard Jobs added and list of jobs	12/22/14
	ATL 6.2	1-5	ATL Job Safety Analysis for Non-Standard Jobs added and list of jobs	
	ATL 7.2.2	1-4	e-NOA/D Procedure added to page 1	
	ATL 7.5.6	1	Fuel oil sample handling procedure added to section 3.	
	ATL 7.5.8	1-3	Section 9 added, anti-freeze disposals/recycling method procedure added.	
	KNR 6.2	1-5	Job Safety Analysis for Non-Standard Jobs added with list of jobs	
	KNR 7.2.2	1-2	e-NOA/D Procedure added to page 1	
	KNR 7.5.6	1	Fuel oil sample handling procedure added	
	KNR 7.5.8	1-2	Anti-Freeze recycling/ disposal procedure added	
	KNR 10.1	1-3	Job Safety Analysis for Non-Standard Jobs added with list of jobs	
SMM Revision 21	TOC Vol. 1	1-3	Table of Contents Vol. 1 – Updated to reflect new changes	2/12/15
	00.2	1-14	Table of Revisions – Updated to reflect new changes	
	POP-01	1-3	Marine Engineer name and phone number changed, R/V Armstrong Master and Ch. Engineer added	
	POP-01	1	Emergency Report Form R/V Armstrong added	
	SMM 3.1	1-4	WHOI Organizational Chart revised (page 2) and Ship Operations Group Chart revised (page 3)	



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SMM Revision	SECTION NO.	Pages	Revision Descriptions	Date
22	TOC Vol.1	1-3	Table of Contents Vol. 1 – Updated to reflect new changes	10/8/2015
	00.2	1-17	Table of Revisions – Updated to reflect new changes	
	2.4	1	R/V Armstrong added and R/V Knorr deleted	
	7.2.1	1-4	R/V Armstrong added and R/V Knorr deleted	
	7.3.1	1-3	R/V Armstrong added and R/V Knorr deleted	
	7.3.2	1-2	R/V Armstrong added and R/V Knorr deleted, Additional reports needed for Port Engineer and Marine Electronics Supervisor	
	7.8.2	1-2	Punctuation edits and piping systems added	
	8.1	1-3	R/V Armstrong added and R/V Knorr deleted	
	8.2	1-2	R/V Armstrong added and R/V Knorr deleted and section 6 added on page 2	
	11.2	1-2	R/V Armstrong added and R/V Knorr deleted	
	11.3	1-3	Reports added to Atlantis list R/V Armstrong added and R/V Knorr deleted	
	POP-01	1-3	R/V Armstrong added and R/V Knorr deleted pg.1 R/V Neil Armstrong Volume 3 added:	
	ARM TOC Vol. 3	1	R/V Neil Armstrong Table of Contents	
	ARM - 03	47	Ballast Water Management	
	ARM - 6.2	1-4	R/V Armstrong New Crew Orientation	
	ARM - 6.3	1-2	R/V Armstrong Crane Operator Qualifications	
	ARM - 6.4	1-6	R/V Armstrong Small Boat Operations	
	ARM - 6.7	1-2	R/V Armstrong Winch Operations	
	ARM - 7.1	1-5	R/V Armstrong Masters Standing Orders	
	ARM - 7.2.2	1-2	R/V Armstrong Departure/Arrival	
	ARM - 7.5.1	1-3	R/V Armstrong Chief Engineer's Standing Orders	
	ARM - 7.5.2	1-2	R/V Armstrong Designated Responsibilities of Engineers	
	ARM - 7.5.3	1-2	R/V Armstrong Engine Room Watch-Keeping	
	ARM - 7.5.4	1	R/V Armstrong Auxiliary Plant Operation	
	ARM - 7.5.5A	1-6	R/V Armstrong Potable Water Plant Operation	
	ARM - 7.5.5B	1-3	R/V Armstrong Distilled Water Plant Operation	
SMM				



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Revision	Procedure	Pages	Description	10/8/2015
22	ARM - 7.5.6 ARM - 7.5.7 ARM - 7.5.8 ARM - 7.5.9 ARM - 7.5.11 ARM - 7.7.1 ARM - 7.8.1 ARM - 7.9.1 ARM - 7.11.1 ARM - 8.4 ARM - 8.5 ARM - 8.6 ARM - 8.7 ARM - 8.10 ARM - 8.12 ARM - 8.13 ARM - 10.2	1-7 1-2 1-2 1-2 1 1-2 1-2 1 1-3 1-2 1 1-4 1-2 1-2 1-3 1-4 1-5	R/V Armstrong Fuel Oil Transfer and Treatment R/V Armstrong Quality of Potable Water R/V Armstrong Waste Oil – Sewage – Trash R/V Armstrong Bilge and Ballast Handling Operations R/V Armstrong Deck Equipment Responsibilities R/V Armstrong Galley Safety R/V Armstrong Confined Space Entry R/V Armstrong Overboarding Procedures R/V Arm. Firefighting in Presence of Mass Loaded Vinyl R/V Armstrong Port Watching Procedures R/V Armstrong Main Engine Shut down R/V Armstrong Loss of Steering R/V Armstrong Testing and Running EDG R/V Armstrong Hazmat Spills/Clean-up R/V Armstrong Engine Room Flooding R/V Armstrong Plant Recovery R/V Armstrong Maintenance of Critical Systems	
SMM Revision 23	TOC Vol. 1 00.2 SMM 3.1 SMM 4.1 SMM 4.2 SMM 8.4 POP-01 POP-01 Form ATL TOC ATL 01	1-3 1-16 1-5 1-4 1-2 1-8 1-3 1 1 1-4	Table of Contents Vol. 1 – Updated to reflect new changes. Table of Revisions – Updated to reflect new changes. Responsibilities of Port Engineer added How Designated person and WHOI Director interact Letter designating Al Suchy as Designated Person. ISM Auditor requirements added. Grammar Changes. Medical emergency number for Pacific SAR coordinator and RCC Alameda changed. R/V Knorr removed and grammar changes. Emergency Report Form- R/V Knorr removed. ATL Table of Contents – Revised to reflect changes. Title change, vessel characteristics change, rest period change, overtime change, and grammar changes.	3/25/2016



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SMM Revision 23	ATL 6.5	1-2	Term DSV added. Section 3, references changed and bulleted a-d. Section 4 is revised. Section 6- Reporting revised.	3/25/2016
	ATL 7.9	1-7	1. LARS and DSV terminology added and grammar changes. 2. Section 4 changed to References listed as a) through f). 3. Section 5, Procedure section added to take the place of previous section 4. There are highlighted changes throughout section 5 adding LARS Operator.	
SMM Revision 24	TOC Vol.1	1-3	Table of Contents Vol. 1 – Updated to reflect new changes	10/19/16
	00.2	1-17	Table of Revisions – Updated to reflect new changes	
	SMM 8.4	1-8	New telephone numbers page 6	
	TOC Vol.2	1	Table of Contents Vol. 2 – Updated to reflect new changes	
	ATL 7.5.8	4	Types waste discarded at sea, incinerated, and disposed ashore changed Pg. 2-3	
SMM Revision 25	TOC Vol.1	1-3	Table of Contents Vol. 1 – Updated to reflect new changes	3/6/17
	00.2	1-17	Table of Revisions – Revised to reflect new changes	
	SMM 8.4	1-8	The spelling of the word Medical corrected on page 6	
	SMM 6.2	1-5	CAR 41 addressed on page 4, section 1	
	SMM 9.1	1-5	CAR 42 and CAR 43 addressed on page 3 and 5	



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SMM Revision 26	TOC Vol.1	1-3	Table of Contents Vol. 1 – Updated to reflect changes	9/7/2018
	TOC Vol. 2	1	Table of Contents Vol. 2 – Updated to reflect changes	
	TOC Vol. 3	1	Table of Contents Vol. 3 – Updated to reflect changes	
	00.2	1-18	Table of Revisions – Revised to reflect new changes	9/7/2018
	SMM 3.1	1-5	Responsibilities and Authority – Changes to reflect new Ship Operations Director and Port Captain	
	SMM 4.1	1-4	Letter from Vice President of Marine Facilities and Operations appointing new Designated Person	
	SMM 6.2	1-5	New Crew Orientation - Check list revised	
	POP-01	1-3	Port Office Emergency Procedures – Director of Ship Ops telephone number change and Port Captain telephone numbers added	
	ATL 7.2.2	1-4	Pre-Arrival/Departure Checklist revised	
	ATL 6.2	1-2	New Crew Orientation checklist removed reference SMM 6.2 instead	
	ARM 6.2	1-3	New Crew Orientation checklist removed reference SMM 6.2 instead	
SMM Revision 27	TOC Vol.1	1-3	Table of Contents Vol. 1 – Revised to reflect new changes	9/30/2019
	TOC Vol.2	1	Table of Contents Vol. 2 – Revised to reflect new changes	
	00.2	1	Table of Revisions – Revised to reflect new changes	
	02.4	1	E-cigarettes, vape, and other devices added	
	06.8	2	Preventing Sexual Harassment materials added	
	7.8.1	4	Pg. 4 - added information	
	ATL 06.7	3	Section 4. Section A., B, and C edited	
	ATL 7.2.2	4	Checklist revised	
	POP-01	3	Chris Morgan Phone number changed	



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SMM Revision 28	POP-01	1-3	Table of Contents Vol. 1 – Revised to reflect new changes	4/03/2020
			Table of Revisions – Revised to reflect new changes	
	SMM 01.3	1-2	Emergency Response Procedures - Testing of SSAS added Phone Numbers Updated	
			Safety Management System – SOLAS convention statement added to paragraph 2	
SMM Revision 29	POP-01		Table of Contents Vol. 1 – Revised to reflect new changes	6/01/2020
			Table of Revisions – Revised to reflect new changes	
			Emergency Response Procedures – Port Office and Ship personnel information updated	
	7.2.01	1	Added maintenance of Tempus Telemedicine to Chief Medical Officer responsibilities	
	7.8.5	1-3	Added item 3 General	
	12.2	2-3	Changed NS 5 to NS	
			Updated wording of 4 Procedure – A - Audit Scheduling #2	
	ARM 6.2	2	Reformat tables	
		2		



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SMM Revision 30	ARM 6.3	1-3	Added statement about completing and passing written test to 2 D
		1	
	ARM 6.7	1	Addition to B9 limiting personnel to winch operators Addition of C2 test requirement
	ARM 7.1	3-10	Minor rewording
	ARM 7.5.11		Addition of responsibilities
	ARM 7.7.1		Addition of statement regarding blockage of fire shutters
	SOP 02		Rewording and formatting of pages 3-5 Addition of pages 6-10
	POP-01	3	Emergency Procedures – Addition of Derek Bergeron as Master of Atlantis with emergency contact information. Addition of WHOI Emergency Line



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SMM Revision 31	POP-01		Updated contacts and numbers. Addition of Michael Singleton as Relief Master of R/V Armstrong and Roy Daigle, Relief Master of RV Atlantis	10/1/2021
	SMM 6.9		Addition of new policy, Sailing Short	
	SMM 7.3.1		Addition of number 7, Loss of Communications Updates to emergency contact numbers	
	SMM 7.8.7		Addition of new policy, Heavy Weather & Ship Routing	
	SMM 7.8.8		Addition of new policy, Icing Conditions/Ice Operations	
SMM Revision 32	SMM 7.10	1-17	Addition of new policy, Cyber Risk Management Instructions	1/1/2022



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SMM Revision 33	SMM 3.1		Additional wording and updates added to clarify responsibilities. Updated organizational charts.	1/1/2022
SMM Revision 34	POP.01		Updated contact information. Added Paul Gallagher and Robert Ring	1/1/2023
SMM Rev 35	POP.01		Updated Chief Engineer, RV Atlantis to Nicholas Alexander	2/1/2023