

- Approval of the company's Quality Management System
- Ensures the Area General Managers, DPA and CSO are provided the necessary resources for safe and efficient operations.

2. General Manager

Reports to President and CEO

Responsibilities and authority for their area of operations:

- Defines company policies and objectives regarding Safety and Pollution Prevention
- Ensures that responsibility, authority, and interrelation of all personnel who manage, perform, and verify work affecting these aspects of company operations are clearly defined.
- Provides adequate resources and personnel to fulfil company's policies and objectives, including assignment of properly qualified and trained personnel for management, performance of work and verification of activities, in order to meet requirements of the Safety Management System (SMS).
- Ensures that requirements stipulated in the company's Safety Management System documentation are properly implemented and maintained by all departments, both vessel and shore-based.
- Provides guidelines to ensure that fleet operations are conducted in accordance with:
 - Company policies and procedures.
 - National, International and Flag State rules, regulations, and recommendations.
- Financial policy guidelines and overall control, advising owners/shareholders as required.
- Supervision of preparation and authorization of all contracts (marine management agreements, and charter party agreements).
- Periodic review and revision of company's Safety Management System.
- Review of shore-based management contingency plans (emergency preparedness).
- Ensures the Quality Management System roles, responsibility and authority are assigned and approved for the QMS
- Ensures that adequate resources and shore-based support is applied as required

3. Quality Health Safety Environmental Manager

Reports to President and CEO

Functions, Tasks and Responsibilities:

- Drafts and reviews company policy concerning all aspects of health safety and pollution prevention
- Assist employees in understanding company QHSE policies
- Compliance with customer safety program requirements
- Investigates customer QHSE related complaints and advises the SEACOR Marine Management on cause of defects
- Ensures compliance with flag state, company and client QHSE Regulations
- Develop and implements shore-based management contingency plans
- Monitors compliance with all aspects of safety policy and training
- Monitors the safety and pollution prevention aspects of the vessels
- Ensures adequate QHSE resources and shore-based support are provided to vessels
- Maintains statistics and trend analysis data on injuries, accidents, near misses, unsafe act/ unsafe conditions, and marine pollution incidents
- Interpretation and analysis of incident statistics, production of reports in a clear and concise manner
- Assist in identifying safety-training needs (along with other managers)
- Coordinates incident investigations of personal injuries, accidents, near misses, unsafe act/ unsafe conditions, and marine pollution incidents
- Effective investigation of incidents, identification of root causes, using root cause analysis techniques, recommending appropriate corrective actions, and presenting their findings both in a written report format and in presentations suitable for senior and client management
- Training and advising ships crews and shore-side employees in all aspects of company policies and procedures
- Attending company, client, and industry safety meetings
- Conducting hazard assessments and safety audits on vessels
- Conduct internal security audits on vessels
- Conduct internal ISM audits on Vessels
- Conduct Safety Audits on Vessels during visits
- Vessels Non-Tank Response Plans
- Shipboard Oil Pollution Prevention Plans
- Shipboard Marine Pollution Emergency Plan
- Ships Energy Efficiency Management Plan
- Oversees Client Compliance Databases

- Informs Company of Regulatory Requirements and updates
- Maintains Quality Management System
- Quality Management Internal and External Audits
- Ensures that the Quality Management System conforms to the requirements of ISO9001 and ensures that the integrity of the QMS is maintained when changes to the QMS are planned and implemented.
- Ensures the Quality Management System Safety Processes are delivering their intended outputs.

4. Company Security Officer

Reports to President and Chief Operating Officer

Functions, Tasks and Responsibilities:

- Maintains the Company Security Plan for US and Foreign Flagged Vessels as required
- Maintains Ship Security Alert System Annex for US and Foreign Flagged Vessels as required
- Maintains the High-Risk Waters Annex (Piracy) for US and Foreign Flagged Vessels as required
- Conducts internal security audits and assessments on US and Foreign Flagged Vessels as required

5. Technical and Operations Managers

Reports to Area General Manager

Responsible for:

- The day to day management of all technical affairs of company vessels.
- Ensuring personnel at all levels understand and implement the SMS.
- The coordination and follow up of surveys, repairs, and relevant certificates.
- Assisting the Designated Person Ashore in investigating the cause of safety and pollution prevention relevant accidents, near misses, and non-conformities.
- Scheduling regulatory / emergency dry-docking and management of major repairs in order to ensure the condition of hull and onboard equipment and machinery are in compliance with applicable codes, standards, and regulatory requirements.
- Timely processing of Hull and Machinery insurance claims.
- The appraisal of sea staff and shore staff in accordance with company appraisal system.
- Liaising with Personnel Manager on the appointment of vessel senior engineers.
- Reviewing and resolving reported problems, defects, deficiencies, non-conformances, accidents, and customer complaints, which have or may have impact on quality, safety, and environmental considerations.

- Input document changes and update in Oracle
- Coordinate and process customer specific requirements
- Vessel Visiting

10. Quality Health Safety and Environment Department (Superintendents, Supervisors, Coordinators)

Reports to QHSSE Manager, DPA / CSO

Based at various operational locations throughout the region and responsible for:

- Audits for ISM, ISPS, legislative, and company compliance on all vessels in the region.
- The effective investigation of accidents and incidents, identification of root causes, and system causes using root cause analysis techniques, recommending appropriate corrective actions, and presenting their findings both in a written report format and in presentations suitable for senior and client management.
- The training, mentoring, and coaching of ships crews and shore side employees in all aspects of compliance with ISM, ISPS, company, and legislative compliance as applicable.
- Conducting PAUSE observations and training ships crews in the use of the PAUSE process.
- Attending company, client, and industry safety meetings, representing the company in a confident and professional manner.
- Advising on matters concerning safety within the limitations of their remit.
- Researching new and existing legislation, presenting findings in a clear and concise manner.
- Interpretation and analysis of accident statistics, production of reports in a clear and concise manner.
- Maintains Client Compliance Databases
- Conducting hazard assessments and vessel visits on vessels
- Conduct internal security audits on vessels
- Conduct internal ISM audits on Vessels
- Conduct Safety Audits on Vessels during visits
- Assist in all QHSE Responsibilities

Emergency Preparedness – FOM CH 8

General

Planning, preparation, and training are important to adequately react to emergencies. Shore-based and ship-based management must be prepared to efficiently react to serious accidents and incidents onboard company managed vessels. Managers and ship's crews involved in dealing with serious incidents must familiarize themselves with relevant procedures and their assigned duties, responsibility, and authority.

SEACOR Marine must be in position to respond to any hazards, foreseeable accidents, and emergency situations involving its vessels. All Life Saving Equipment and alarm systems will be maintained ready for immediate use. Emergency preparedness procedures define how vessels and the company identify, describe, and responds to potential shipboard emergencies.

The following are examples of activities to ensure SEACOR Marine is ready for emergencies:

- Inspections and maintenance of firefighting equipment and alarm systems
- Inspection and maintenance of lifesaving equipment
- Inspections and maintenance of vessel safety equipment
- Shipboard Emergency Plans and equipment
- Drills and exercises to ensure the readiness of all resources to respond to hazards, accidents, and emergency situations

1. Station Bill

The vessel specific Station Bill will be issued by the Master. The Station Bill will identify clear instructions to be followed in the event of an emergency for each person on board.

- Posted on every level of the vessel and in noticeable locations throughout the vessel. This includes but is not limited to the bridge, engine room, passenger area, galley, crew quarters, etc.
- Muster Stations
- Essential actions each person must take in an emergency situation
- Essential actions each person must take for a Fire, Abandon Ship, or Man Overboard and Security
- Identify any items each person must bring for each emergency situation
- Passenger/Offshore Workers Instructions
- Donning life jackets (as part of Abandon Ship Drill)

Weather Working Guideline

Vessel Class: Liftboat & Self Elevating Unit

SEACOR Marine has developed the table below to assist the Masters on safely making d Additional guidance can be found in SMS DP Procedures, ASOG, DP Guidance, 500 Mete specific Risk Assessments.

- The results by use of this table does not prevent the Master from making a de upon his own skills and experience, if he feels conditions place person, enviro
- The resulting score does not prevent the continued operation if in the Master's without the risk of danger to persons, assets or the environment.
- Keep in mind, the type of vessel being taken into consideration (e.g. AHTS, Cre consideration the percentage of deck cargo. Loading and unloading could be l

Guidance for use of table: Enter point value for each "FACTOR" in the "SCORE" column. Tot

FACTOR	5 Points	3 points	1 Point	SCORE
WAVES	> 5 ft	3 - 5 ft	< 3 ft	0
Environmental Forces Direction	Toward Obstruction	Away from Obstruction		0
WINDS	> 20 kts	15 - 20 kts	< 15 kts	0
Position Excursion	> 3m	> 2 - 3 m	> 1-2 m	0
CURRENT (TIDE)	> 2 kts	1 - 2 kts	< 1 kts	0
VISIBILITY	<0.25 mile	0.25 - 0.50 mile	> 0.50 mile	0
POWER UTILIZATION WEATHER SIDE OPS	40 - 45 %	35 - 39%	< 35 %	0
POWER UTILIZATION LEE SIDE OPS	>75 %	50 - 75 %	< 50 %	0
TOTAL SCORE				0

IF TOTAL SCORE IS:

>25	Assess option to move to a drift off position - or - Suspend
14 to 24	Master consult with OIM and Crane Opera
<14	Conditions favorable for continued op

Note: Master may elect to cease operations at lower limits than those above if conditio