

Report No.: HOM 4694026

Company ISM Audit Plan

ISM Code	Opening meeting	Executive Management	Operations	Engr / Tech	Chartering	Personnel / Crew	Safety / Env	DS Contracting	Closing meeting
	14/05 3/25/21	KL 3/25	KL 3/25	KL/DS 3/25	KL 3/25	DS 3/25	KL/DS 3/25	DS Contracting 125 3/25	14/05 3/25/21
	0830	1430	1015	1245	1450	1015	0845	1430	1500
	0645	1450	1215	1430	1500	1215	1015	1500	1515
1.2 Objectives		X	X	X	X	X	X	X	
1.4 Functional Requirements		X	X	X	X	X	X	X	
2 Safety & Env. Policy		X	X	X	X	X	X	X	
3 Co. Resp. & Auth.		X	X	X	X	X	X	X	
4 Designated Person		X	X	X	X	X	X	X	
5 Master's Resp. & Auth.		X	X	X	X	X	X	X	
6 Resources & Personnel		X	X	X	X	X	X	X	
7 Development of Plans for Shipboard Operations		X	X	X	X	X	X	X	
8 Emergency Preparedness		X	X	X	X	X	X	X	
9 Reports & Analysis of Non-conformities, Accidents & Hazardous Occurrences		X	X	X	X	X	X	X	
10 Maintenance of the Ship & Equipment		X	X	X	X	X	X	X	
11 Documentation		X	X	X	X	X	X	X	
12 Company Verification, Review & Evaluation		X	X	X	X	X	X	X	
13 Certification, Verification & Control		X	X	X	X	X	X	X	

Audited By:
(initials)

*Audit Date/Time From:

*Audit Date/Time Until:

*Date/Time entries on this page are not required if page 3 is included.

Notes:

25 March 2021 – Seacor Marine Audit Plan for Annual DOC

DAY 1	Opening Meeting 0830-0845 25 Mar 2021	
Audit Team	Auditor 1 Kyle Roan	Auditor 2 Deniz Sharpe
0845-1015	QHSE Global/DPA and Superintendents Michael Cenac/Barrett Charpentier/Krystyne Jeune - MS Overview/Policy, management Review/ Internal External Audits, HSE Performance, Document Control/SMS Revisions	QHSE Superintendents – Danny Morris- BV/Patrick Bender- Abu Dhabi- MS Overview/Policy, management Review/ Internal External Audits, HSE Performance, Document Control/SMS Revisions
1015-1030	Break	Break
1030-1215	Operations – Regulatory Compliance/Vessel Reporting/Vessel Visits Joey Ruiz/Clay Stribling/Paul Frmin	Operations – Regulatory Compliance/Vessel Reporting /Vessel Visits Monty Dames/Emilio Suarez
1215-1300	Working Lunch	Working Lunch
1300-1400	Operations/Technical-Regulatory/Ships Maintenance/Vessel reporting/vessel Visits Joey Ruiz/Clay Stribling/Paul Fremin	Operations/Technical Ships Maintenance/Vessel Reporting/Vessel Visits Joey Ruiz/Clay Stribling/Paul Fremin
1400-1500	QHSE/Operations - Follow Up	HR/Crewing – Jacob Charpentier/Nickki Espenan Bradly White
1500-1515	Break	Break
1515-1600	Report Time	Report Time
1600-1630	Closing Meeting	

Overview

Kyle Roan

From: [REDACTED]
Sent: Wednesday, March 24, 2021 8:49 PM
To: [REDACTED]
Cc: [REDACTED]
Subject: FW: [EXTERNAL]: FW: Marshall Islands Flag : SEACOR MARINE LLC | Company ID # 1076245 - REQUEST for DOC Remote Audits for Branch offices
Attachments: Seacor DOC Audit.pdf

All,

Attached Audit Plan overview was sent to MI Rep that is attending tomorrow since this may be his first visit to the company. Just letting you know, we will be conducting audit tomorrow same as with previous attendances.

[REDACTED]
ABS New Orleans
[REDACTED]

From: [REDACTED]
Sent: Tuesday, March 23, 2021 3:03 PM
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: [EXTERNAL]: FW: Marshall Islands Flag : SEACOR MARINE LLC | Company ID # 1076245 - REQUEST for DOC Remote Audits for Branch offices

Mr. [REDACTED]
Please find attached plan overview for Thursday. We usually all sit at conference table and view TV Screen reviewing records. Second auditor separates late morning for additional interviews. We will discuss and adjust as necessary during opening meeting.

Regards,

[REDACTED] /Regional Auditor
ABS New Orleans
[REDACTED]

From: [REDACTED]
Sent: Tuesday, March 23, 2021 10:35 AM
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: [EXTERNAL]: FW: Marshall Islands Flag : SEACOR MARINE LLC | Company ID # 1076245 - REQUEST for DOC Remote Audits for Branch offices

Hello [REDACTED]

Do you happen to have a copy of the audit plan and interview schedule yet?

Thanks and all the best.

[REDACTED]
Vice President, Regulatory Affairs - Offshore

International Registries, Inc.

In affiliation with the

Marshall Islands Maritime and Corporate Registries

1717 St. James Place, Suite 170

Houston, TX 77056

[REDACTED]
From: [REDACTED]

Sent: Thursday, March 11, 2021 1:41 PM

To: [REDACTED]

Cc: [REDACTED]

Subject: RE: [EXTERNAL]: FW: Marshall Islands Flag : SEACOR MARINE LLC | Company ID # 1076245 - REQUEST for DOC Remote Audits for Branch offices

Dear Mr. [REDACTED],

We plan to arrive Seacor Head office around 0815/25 March to start opening meeting by 0830.

We plan to have minimum (2) ABS auditors, both of us reside locally with 2 hr drive time. We expect to complete the audit in one full day with closing meeting around 1630 hrs. If we feel we need more time, we will come back a second day, but unlikely.

Address:

SEACOR MARINE LLC

5005 RAILROAD AVE, MORGAN CITY, LA 70380

There is a local Holiday Inn 10 minutes from Seacor office. If you drive over the day before, spend the night, witness the audit the drive time back to Katy is around 5.5 to 6 hrs. You may also choose to fly into New Orleans with 1.5 hr drive from the airport.

I will send you copy of audit plan soon as possible. Currently on ship in Nederland Tx (Pt Arthur).

Also, if you choose to fly over PM 24th or early AM 25 March, I would be more than happy to pick you up at the airport/hotel and welcome to ride with me and return you to the airport that night if you can get a flight back same day.

Let us know if we can be of any assistance.

Regards,

[REDACTED] Regional Auditor

ABS New Orleans
[REDACTED]

[REDACTED]

Sent: Thursday, March 11, 2021 10:30 AM

To: [REDACTED]

Subject: [EXTERNAL]: FW: Marshall Islands Flag : SEACOR MARINE LLC | Company ID # 1076245 - REQUEST for DOC Remote Audits for Branch offices

Importance: High

Hello [REDACTED]

AS mentioned by Joe McKeown below, I intend to make myself available to observe this DOC audit.

Can you perhaps provide logistical details or an itinerary (air and/or car and hotel) so I can try to arrange similar?

My preference at this time may be to drive back and forth from Katy TX.

Thank you and all the best.

[REDACTED]

Vice President, Regulatory Affairs - Offshore

International Registries, Inc.

in affiliation with the

Marshall Islands Maritime and Corporate Registries

1717 St. James Place, Suite 170

Houston, TX 77056

[REDACTED]

From: Audits <Audits@Register-IRI.com>

Sent: Wednesday, March 10, 2021 11:13 AM

To: Inspections <inspections@Register-IRI.com>

Cc: Audits <Audits@Register-IRI.com>; FleetOps <FleetOps@Register-IRI.com>; MSCAuditors <MSCAuditors@Register-IRI.com>

Subject: RE: Marshall Islands Flag : SEACOR MARINE LLC | Company ID # 1076245 - REQUEST for DOC Remote Audits for Branch offices

Good morning,

ABS agreed for an observer to attend the Seacor DOC audit. Tom has expressed an interest, so if he is available and ok with the FleetOps Team, then the details are as follows:-

Main Office Audit (Physical Attendance)

SEACOR MARINE LLC IMO Number: 1076245 WCN: 837841

5005 RAILROAD AVE, MORGAN CITY, LA 70380 US

US/MI DOC Renewal 25 March 2021/Opening Meeting 0830 hrs

No part of a report of a marine casualty investigation shall be admissible as evidence in any civil or administrative proceeding, other than an administrative proceeding initiated by the United States. 46 U.S.C. §6308.

ISM Renewal Audit 4 19-Apr-2021 19-Jan-2021 - 19-Apr-2021 Due

Lead Auditors: [REDACTED]
Please request invite directly from Kyle to attend.

[REDACTED]

He can liaise directly with Kyle Roan at the above email address. No need to copy everyone, just drop us a line when confirmed.

If for any reason Tom cannot attend, please let's utilize the opportunity for another Region III trainee.

Thanks and Rgds

[REDACTED]

International Registries, Inc.
in affiliation with the
Marshall Islands Maritime and Corporate Registries

[REDACTED] ce-President, Technical & Marine Safety | [REDACTED]
401 SE 12th St. | Fort Lauderdale, Florida 33316 | USA
[REDACTED] www.register-iri.com

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ABS Report No : 4694026

ABS Audit Opening / Closing Meetings and Interview Record

The following representatives of SEACOR MARINE LLC were in attendance at the opening / closing meeting and were interviewed as indicated below:

	Name	Department	Opening	Interview	Closing
1.		QHSE/DPA/CSO	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2.		RMI /IRI	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3.		QHSE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4.		Ops/Tech	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5.		General Manager	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
6.		HR/PERSONNEL	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
7.		Operations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
8.		Tech Superintendent	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9.		Technical	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10.		Tech/Engines	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11.		Tech/Docs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12.		Tech/Helm	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
13.		Marketing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
14.		Marketing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
15.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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ABS Audit Opening / Closing Meetings and Interview Record

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	Name	Department	Opening	Interview	Closing
1.	[REDACTED]	QHSE Africa	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2.		QHSE Middle East	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3.		Ops & Tech	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.		GM Latin America	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
✓ 5.		QHSE Americas	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.		GM Africa / Middle East	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.		QHSE Africa / Europe	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
8.		QHSE Middle East	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9.		Ops & Tech Latin Am.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.		HR International	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
✓ 11.		Ops & Tech S. America	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Sit in Via Tele Conference