Shipboard Oil Pollution Emergency Plan (SOPEP)

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Contents

Section 1: General

Authorization

The Shipboard Oil Pollution Emergency Plan (SOPEP) is authorised for use on board vessels managed by Jetwave Marine (JWMS).

Introduction

The Plan is written in accordance with the requirements of Regulation 37 of Annex I of the International Convention for the Prevention of Pollution from Ships, 1990.

The purpose of the Plan is to provide guidance to the Master and Officers onboard the ship with respect to the steps to be taken when a pollution incident has occurred or is likely to occur.

The plan contains all information and operational instructions required by the "Guidelines for the development of the Shipboard Oil Pollution Emergency Plan" as developed by the IMO. The appendices contain names, telephone, telex numbers, etc. of all contacts referenced in the plan, as well as other reference material.

The SOPEP shall be maintained in a tamper proof electronic format. The SOPEP can be accessed by users through the vessel's networked computers.

For back up purposes, a hard copy (paper based) shall be printed onboard and kept on the Bridge. The SOPEP is subject to revision, and updates shall be distributed to the vessel electronically or any other convenient means.

The Master is responsible for updating the SOPEP when revisions are received from the Company. Departmental heads must ensure that the SOPEP is readily available to department personnel.

Section 2: Preamble

Shipboard Plan

This plan is available to assist personnel in dealing with an unexpected discharge of oil. Its primary purpose is to set in motion the necessary actions to stop or minimize the discharge and to mitigate its effects.

Effective planning ensures that the necessary actions are taken in a structured, logical, safe and timely manner.

The plan contains guidance to assist the Master in meeting the demands of an operational as well as catastrophic discharge of oil, should the vessel become involved in one.

The need for a predetermined and properly structured plan is clear when one considers the pressures and multiple tasks facing personnel confronted with an emergency situation. In the heat of the moment, lack of planning will often result in confusion, mistakes, and failure to advise key people. Delays will be incurred and time will be wasted; times during which the situation may well worsen. As a consequence, the ship and its personnel may be exposed to increasing hazards and greater environmental damage may occur.

Ship personnel will always be in the best position to take quick action to mitigate or control the discharge of oil from their ship. The plan provides the Master with clear guidance on how to

accomplish this for a variety of situations. The plan outlines not only the action to be taken but also identifies who on board is responsible so that confusion during the emergency can be avoided.

The Master shall ensure that all ship's personnel are thoroughly familiar with the contents of this plan. At the commencement of each voyage the Master shall extract names and contact numbers of all relevant parties and add to those the names and contact numbers of the agents and charterer for the prevailing voyage. This list should be posted in a conspicuous place in the wheelhouse, the radio room and the ship's common office.

In the event of an oil spill, the Master must immediately contact the parties listed in Section 3 of this plan. If in international waters, he must establish contact with the authorities of the nearest coastal state and follow their instructions as far as practicable. In coastal waters or in the contiguous zone of a country, he must cooperate fully with the local authorities. In any case the Master must seek authorization from Coastal State Authorities prior to carrying out mitigating actions e.g. Use of oil spill dispersant.

Further, it is to be noted that:
"Without interfering with ship-owners' liability, some coastal States consider that it is their responsibility to define techniques and means to be taken against an oil pollution incident and approve such operations which might cause further pollution, i.e., lightering. States are in general entitled to do so under the International Convention relating to Intervention on the High Seas in Cases of Oil Pollution Casualties, 1969 (Intervention Convention)."

The Plan includes a summary flowchart (at the end of this Section) to guide the Master through reporting and acting procedures required during an oil pollution incident response.

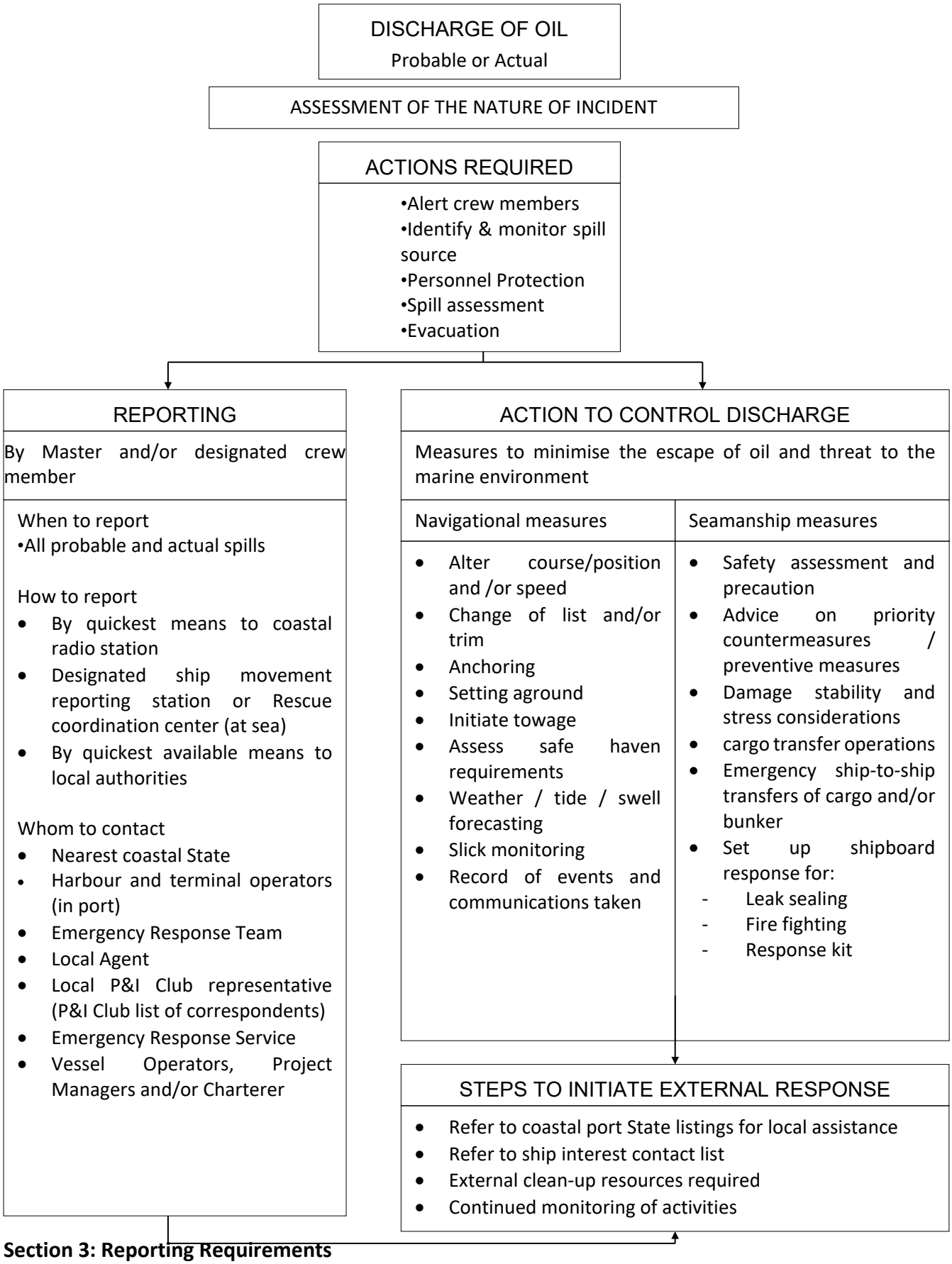
Although the Plan is designed as a ship-specific tool it must also be considered as an additional instrument and as a link to shore-based plans. With this the Plans allow an efficient co-ordination between the ship and shore-based Authorities/Organizations in mitigating the effects of an oil pollution incident.

Shore Based Plan
The shipboard plan is supported by the Company's own shore-based plan for dealing with oil pollution emergencies. The Master who is on-scene is backed up by Management appointed personnel who will advise on additional measures considered necessary in combating and mitigating oil pollution.

This will depend on the circumstances and position of the vessel at the time of the incident. Logistical arrangements as well as technical advice can also be extended to the vessel by the shore-based personnel.

The Shore Based Response to an Emergency is documented in the Emergency Response Plan. The shore-based plan provides for the immediate setting up of an Emergency Response Team (ERT) to assist the Master in controlling and mitigating the casualty spill. It also provides for the appointment of local agents if not appointed in advance and also the appointment of a clean-up contractor who is able to undertake the task.

Summary Flowchart



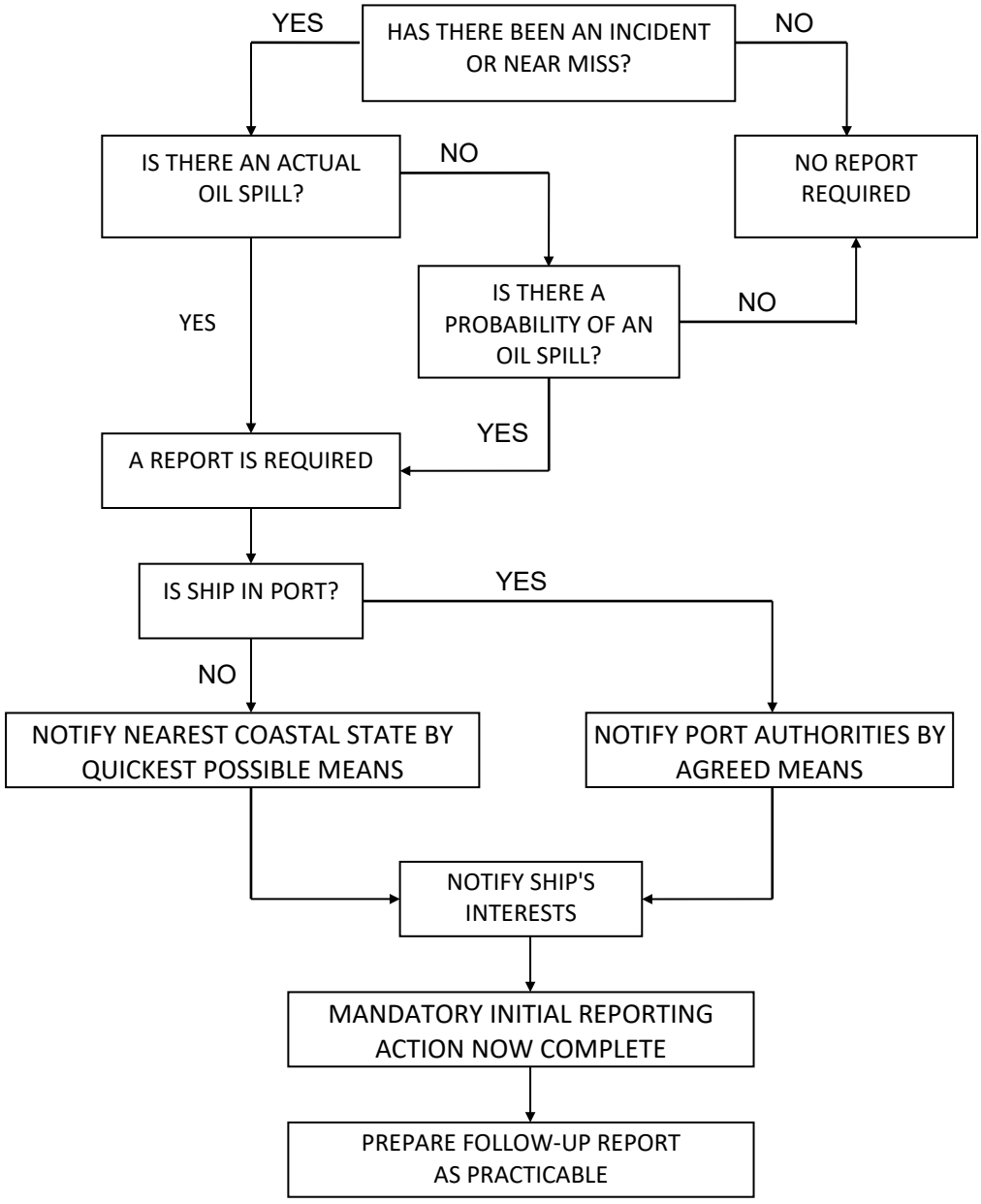
Section 3: Reporting Requirements

3.1 General

The reporting requirements of this section are in accordance with those of regulation 37 of MARPOL 73/ 78, Annex I. When the ship is involved in an incident which results in the discharge of oil, the Master is obliged under the terms of MARPOL 73/ 78 to report details of the incident, without delay, to the nearest Coastal State by means of the fastest telecommunication channels available.

The intent of these requirements is to ensure that Coastal States are informed, without delay, of any incident giving rise to oil pollution, or threat of oil pollution, of the marine environment, as well as of assistance and salvage measures to the vessel, so that appropriate action may be taken.

REPORTING REQUIREMENTS FLOWCHART



3.2 When to Report

3.2.1 Actual Discharge

A report is required whenever there is:

(i) a discharge of oil resulting from damage to the ship or its equipment; or

(ii) an intentional discharge for the purpose of securing the safety of a ship or saving life at sea; or

(iii) during the operation of the ship a discharge of oil in excess of the quantity or instantaneous rate permitted under the present MARPOL Convention.

3.2.2 Probable Discharge

Although an actual discharge may not have occurred, a report is required if there is the probability of a discharge.

In judging whether there is such a probability, and thus whether a report must be made, the following factors should be taken into account:

- the nature of damage sustained by the ship;
- failure or breakdown of machinery or equipment which may adversely affect the ability of the ship to manoeuvre, operate pumps, etc.,
- the location of the ship and its proximity to land or other navigational hazards;
- present weather, tide, current and sea state;
- expected weather conditions;
- traffic density;
- morale, health and ability of the crew on board to deal with the situation.

As a general guide the Master should make a report in cases of:

- damage, failure or breakdown which affects the safety of the ship or other shipping: examples, of such situations are collision, grounding, fire, explosion, structural failure, flooding, cargo shifting;
- failure or breakdown of machinery or equipment which results in impairment of the safety of navigation: examples are breakdown of steering gear, propulsion, electrical generating system, essential ship borne navigational aids.

If in doubt, the Master should always make a report in cases aforementioned.

In all cases the Authorities should be kept informed by the Master as to how the situation progresses and also advise Authorities when all threat of pollution has passed.

3.3 Information Required

When making a report of an actual or threatened discharge of oil from the ship the Master shall use the standard reporting format recommended by the IMO under Resolution A.851 (20). (General Principles for Ship Reporting Systems and Ship Reporting Requirements, including Guidelines for Reporting Incidents involving Dangerous Goods, Harmful Substances and/or Marine Pollutants, a copy of which is part of the publications held by the vessel).

The information required when submitting an initial report are to be in accordance with IMO Resolution A851 (20).

Blank reporting forms can be found in the Appendix 2 of this manual.

Reports should be transmitted by the quickest available means to the responsible authorities of the nearest coastal state or the Rescue Coordination Center (RCC) via the appropriate shore radio station. If the ship is within or near to an area for which a ship reporting system has been established, reports should be transmitted to the designated shore station of that system.

Primary means of communication

Verbal report via telephone, to be followed by a confirmatory Telex or Fax message as soon as possible.

Secondary means of communication (in order of priority)

(i) Verbal reports via Inmarsat Telephone.

(ii) Verbal reports via VHF Coast Radio Station (where possible).

(iii) Fax messages via Satcom.

(iv) Telex messages via Satcom.

(v) Verbal messages via Radio Telephony (HF or MF radio).

The following additional information should be sent to the Company either at the same time as the initial report or as soon as possible thereafter:

- Further details of damage to ship and equipment.
- Whether damage is still being sustained.
- Assessment of fire risk and precautions taken.
- Disposition of cargo onboard and quantities involved.
- Number of casualties.
- Damage to other ships or property.
- Time (UTC) assistance was requested and time (UTC) assistance expected to arrive at the scene.
- Name of salvor and type of salvage equipment.
- Whether further assistance is required.
- Priority requirements for spare parts and other materials.
- Details of outside parties advised or aware of the incident.
- Any other important information.

After transmission of the information in an initial report, as much as possible of the information essential for the safeguarding of life and the protection of the ship and the marine environment should be reported in a supplementary report to the coastal state and the Company, in order to keep them informed of the situation as the incident develops. This information should include items P, Q, R, S and X, as appropriate.

The Master of any ship engaged in or requested to engage in an operation to render assistance or undertake salvage should report, as far as practicable, items A, B, C (or D), E, F, L, M, N, P, Q, R, S, T, U, X of the standard reporting format. The Master should also keep the coastal State informed of developments.

3.4 Whom to Contact

The Master is responsible for reporting any incident involving an oil spill or a substantial threat of an oil spill to **Coastal State, Port Authority & Local Agencies, and Ship Interests Contacts**.

In case for any reason, the vessel's Master is unable to comply with the notification requirement in respect of the **other** Ship Interest contacts, due to the emergency at hand, then the Head Office must be duly informed by the Master to take over this responsibility.

3.4.1 Coastal State Contacts

In order to expedite response and minimize damage from a pollution incident, it is essential that the appropriate international coastal states be notified without delay. This process is begun with the initial report. Guidelines for compiling reports are provided in Section 3.3.

This Plan includes, in **Appendix 3,** a list of agencies or officials of administrations responsible for receiving and processing reports. In the absence of a listed focal point, or where the responsible authority cannot be contacted by direct means without delay, the Master should contact the nearest coast radio station, designated ship movement reporting station or Rescue Coordination Centre (RCC) by the quickest available means.

3.4.2 Local Port Authority and Agencies

For the ship in port, notification of local agencies, combating teams or clean-up companies will speed up response. If an oil spill occurs during the ship's stay in port, whether operational or as a result of an incident, the Master should inform the appropriate local agencies (e.g. National Response Centre, Terminal/Port Authorities etc.) without undue delay.

If the ship is engaged in a regular service, the Master should compile a list of the relevant Port Contact addresses (i.e. Authorities/persons and/or terminals responsible for dealing with an oil spill).

Please refer to **Appendix 4** of this plan for the format of the 'Port Contact List' that is to be updated.

Vessel's Master is required to obtain information on local port contacts for each port and complete the form as provided in **Appendix 4.** The Master shall obtain these details concerning local reporting procedures upon arriving port. Information on regularly visited ports should be retained in the appendix.

3.4.3 Ship-Interest Contacts

Appendix 1 contains the contact details of the following: Owners, Managers, Class, P&I club and Hull Insurance.

Charterers: At the start of each voyage the Master is to obtain charterers contacts from the Owners if not already intimated and update his records accordingly in **Appendix 5.**

Head Office will undertake responsibility for informing various other interested parties such as Cargo Owners, Insurers and Salvage Interests.

3.5 Reporting on Damage Stability and Stress

3.5.1 Reporting Procedures

Great care in casualty response must be taken to consider stability and stress when taking actions to mitigate the spillage of oil or to free the ship if aground. Internal transfers should be undertaken only with a full appreciation of the likely impact on the ship's overall stress and stability. When the damage sustained is extensive, the impact of internal transfers on stress and stability may be impossible for ship personnel to assess. Contact may have to be made with the company or other entity in order that information can be provided so that damage stability and damage longitudinal strength assessments may be made.

The vessel is enrolled with an Emergency Response Service (ERS) for calculation of Damage Stability and Strength. Particulars of the ERS provider are given in **Appendix 1**.

The company shall activate the ERS when there is extensive damage and the impact of internal transfers on strength and stability cannot be assessed by the vessel.

The Master shall submit to the company, the information required to obtain damage stability and stress information for taking corrective action to safeguard the ship and the environment, as per the ERS guidelines/procedures.

In general, the following information should be provided.

- Nature, extent and cause of damage
- Immediate mitigating steps taken, if any
- Type, quantity and distribution of cargo
- Quantity and distribution of ballast and bunkers
- Status of all other compartments
- Full details of any leaking tanks or compartments
- Existing estimated draft and list
- Existing stability conditions, including GM maximum bending movement and sheer force
- Ability to transfer cargo, ballast and bunkers
- Current time, position (lat/long), course, speed and route
- Existing and predicted weather and sea conditions
- Potential for pollution or other hazardous conditions

See Section 4 for details on damage stability and hull stress considerations and onboard response protocols.

3.5.2 Plans/Vessel's Condition

The following ship's plans should be readily available for reference purposes. They are to be kept in a folder named/marked "Drawings/Plans for use with SOPEP" and retained on the Bridge computer or back-up copy in paper.

- GA plan
- Capacity Plan
- FO/Bunker piping plan
- Bilge piping plan

For current cargo, ballast and bunker quantity and quality data, refer to the record of the ship's departure condition.

3.6 Salvage Response

3.6.1 Lloyd's Open Form (LOF)

In the event of a casualty, Masters are authorized to sign a Lloyd's Open Form for Salvage. This contractual agreement allows a rapid decision to be made by the Master regarding towing or other assistance from the salvors in case of an emergency.

3.6.2 Salvage Tugs and Salvage Brokers

If time permits, assistance from salvage tugs can be requested through the company.

3.7 Company Emergency Response Team (ERT)

The Company ERT has the responsibility for the overall direction and implementation of the response to casualties and spills. In effect, the Company ERT is the spill management team during incidents involving spills or threat of a spill. The primary duty of the Company ERT is to ensure that the Master is fully supported and to engage authorities, agencies and resources as outlined in this plan.

The Company ERT responsibilities may, dependent on the location and nature of the spill, include:

- Command and control
- Public information
- Safety
- Liaison with local national and flag state authorities or other authorities
- Spill operation
- Planning
- Logistic support and telecommunications
- Finance
- Insurance
- Legal
- Appropriate emergency manning – being prepared for an emergency on a 24-hour basis.

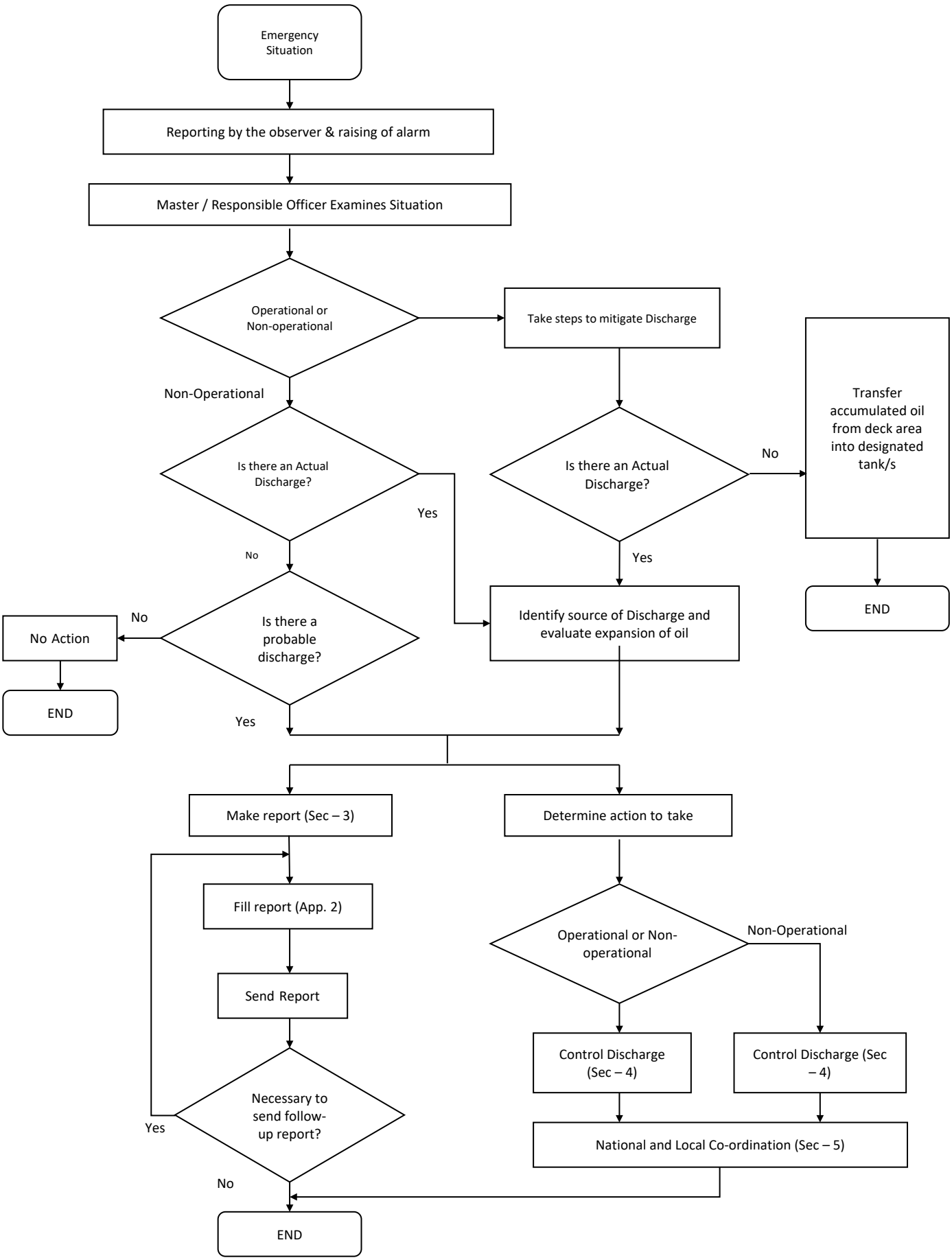
See **Appendix 1** for the identification of company's contact person representing the Company ERT for the vessel.

Section 4: Steps to Control Discharge

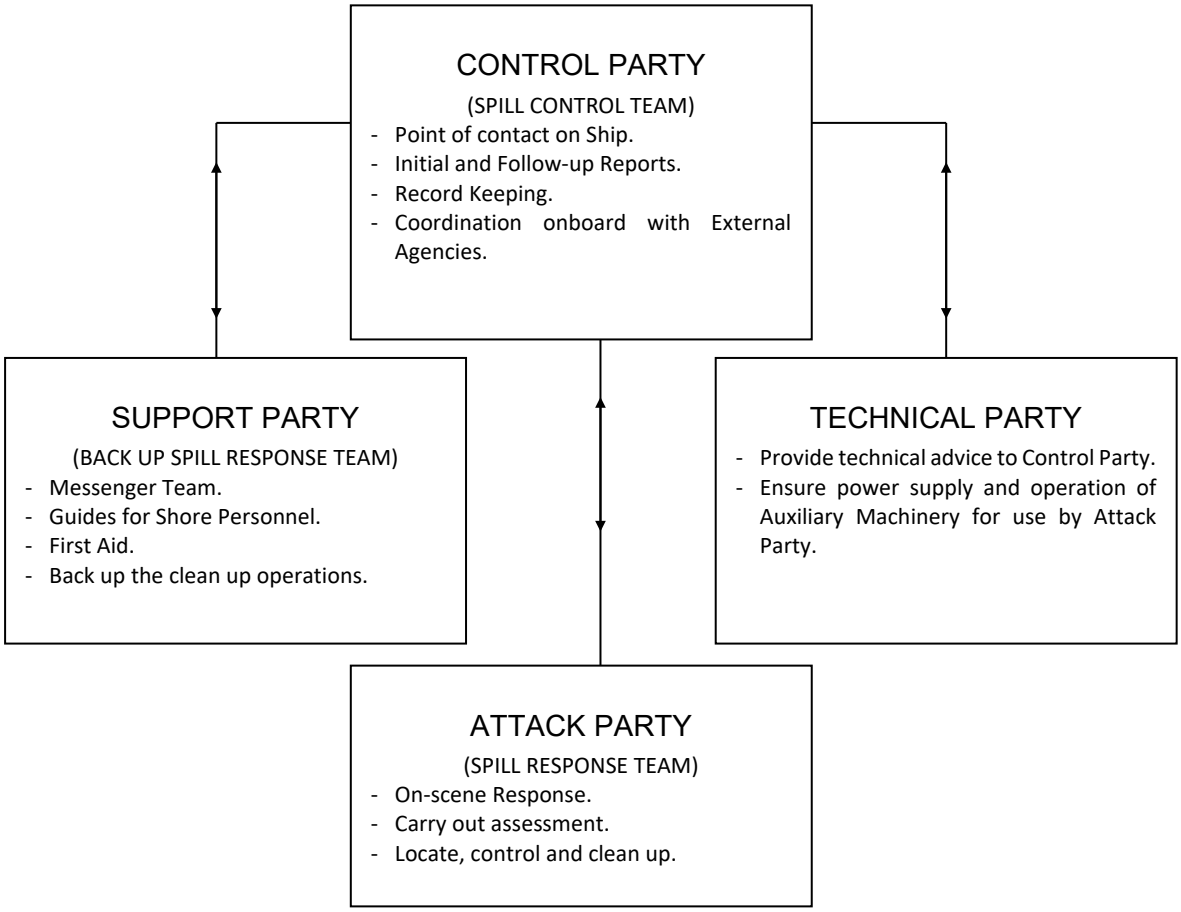
4.1 Shipboard Response Team Duties

A spill management team, designated by the Master, will implement mitigation, recovery and clean-up procedures immediately. The team is to have all necessary training in use of whatever equipment or oil absorbents the vessel has onboard. Each member of the team will have instruction on what his duties are in an oil spill situation.

The Master will decide the number of persons assigned to each spill response squad. The complement of the vessel and the nature of the incident will dictate the actual make-up of teams. Specific personnel assignments are detailed in the vessels' Muster List and Emergency Instructions.


Emergency Situation
Reporting by the observer & raising of alarm
Master / Responsible Officer Examines Situation
Operational or Non-operational
Take steps to mitigate Discharge
Non-Operational
Is there an Actual Discharge?
Yes
No
Is there an Actual Discharge?
No
Transfer accumulated oil from deck area into designated tank/s
Yes
END
Identify source of Discharge and evaluate expansion of oil
No
Is there a probable discharge?
No Action
END
Yes
Make report (Sec – 3)
Determine action to take
Fill report (App. 2)
Send Report
Necessary to send follow-up report?
Yes
No
END
Operational or Non-operational
Non-Operational
Control Discharge (Sec – 4)
Control Discharge (Sec – 4)
National and Local Co-ordination (Sec – 5)

4.1.1 Shipboard Pollution Emergency Team Schematic



Members of the Shipboard Pollution Emergency Team

CONTROL PARTY	ATTACK PARTY	TECHNICAL PARTY	SUPPORT PARTY
1. Master	1. Deck Officer 2. Ratings	1. Engineer	Officers and Ratings (Deck, Engine and Catering)

4.1.2 Control Party

The Master shall be the point of contact on the ship for all shore authorities. The Master is responsible for directing all shipboard response operations and for communicating and coordination with all outside agencies during a spill.

The Master is also responsible for ensuring that onboard spill response training is undertaken, and that all onboard spill response equipment is maintained in a `Ready-to-Use' condition. However, in the event that a spill takes place in the absence of the Master, or if illness or injury incapacitates the Master, his duties should be undertaken by the most senior Navigating Officer on the vessel.

Control Party Duties – Other Members of the Bridge

- Take overall charge of the situation and to coordinate the actions of other parties.
- Keep a record of events and communications that transpire.
- Make statutory reports and follow up reports.
- Advise external agencies of possible dangers arising from the spill.

4.1.3 Support Party

Act on instructions of the Control Party.

Assist Attack Party in clean-up operations and removal of spilled Oil on deck.

Appoint messengers when communication breakdown occurs.

Messenger provides a means of communication between Control – Attack – Technical Party in the event of a breakdown of internal communication.

Provide guides for any shore personnel who visit the ship during the course of the spill.

Support Party shall act as back-ups for the Attack Party when ordered by Control Party.

Members of the Support Party must be conversant with the following:

- The layout of the vessel, including routes, and where possible, alternative routes to all areas.
- The location and best use of shipboard clean-up and containment equipment.
- The health and safety hazards presented by spilled Oil.
- The best use of health and safety aspects of proprietary degreaser provided on the vessel.
- The location and best use of appropriate protective clothing.

4.1.4 Attack Party

Attack Party shall act as directed by the Control Party.

Maintain a watch on the water around the vessel for floating Oil.

Assess and report above and below water-line damage and Oil loss.

Carry out tank ullage and interface checks as directed by the Control Party.

Monitor void spaces, cofferdams, pump rooms, ballast tanks, cargo tanks and bilges for the presence of Oil in the event of a casualty.

Take remedial actions as directed by the Control Party to stop or minimise any on-deck leakage of Oil. Undertake clean-up operations and removal of spilled Oil on deck.

Members of the Attack Party must be conversant with:

- The layout of deck and under deck cargo, bunker, bilge and ballast piping system including ballast and cargo pump room piping.
- The procedures for obtaining a sample from the water around the vessel.
- The bunkering emergency shut down procedure.
- The use of portable and fixed searchlights.
- The air and filling pipes for all fuel and lube oil tanks.
- The correct procedures for manual fuel tank ullage and oil/water interface checks.
- The location and operation of manual and remote-control valves within the deck and engine room for bunker bilge and ballast piping system including ballast and cargo pump room valves.
- The cargo tank venting system.
- The use of intrinsically safe portable atmosphere analysers.
- The use of portable communication equipment.
- The actions to deal with operation and casualty spills.

4.1.5 Technical Party

Technical Party shall act as directed by the Control Party to monitor engine room void spaces and bilges for the presence of Oil in the event of a vessel casualty.

Provide Technical Assistance to the Control Party.

Check engine room void spaces and bilge's for the presence of Oil.

Compute bunker quality remaining and tanks available to collect spilled Oil.

Maintain operation of main and auxiliary machinery and emergency system onboard.

Members of the Technical Party must be conversant with:

- The location of and means of access to engine room void spaces and bilges.
- The engine rooms bunker and ballast piping and valves.
- The procedures for entering hazardous (potentially hazardous) areas.
- The operation of emergency fuel shut off valves, emergency power, fixed fire-extinguishing system for engine room and cargo holds.
- The use of breathing apparatus.
- All engine room piping.
- The use of intrinsically safe portable atmosphere analysers.
- The use of portable communications equipment.

4.2 Operational Spill Procedures

4.2.1 Cargo and Bunker Tank Overflow & Pipeline/Transfer System Leaks

Evaluate and/or carry out the following alternatives

Protocol	Responsible Individual
Immediately stop the transfer	Person on scene
Report the discharge	Master
Contain the spill	As per Muster Plan
Evaluate the cause	Engineer (bunkers)
Corrective action	Engineer (bunkers)
On board clean-up	Engineer/Deck Officer
Advise terminal/barge to stop loading	Officer in Charge
Drop bunker oil back to empty or slack tank	Engineer (bunkers)
Obtain permission to resume operations	Master

4.2.2 Hull Failure/Leaks

Carry out general procedures

Protocol	Responsible Individual
Stop or reduce outflow	Deck Officer
Take appropriate safety actions	Deck Officer
Contain the spill	As per Muster Plan
Report the discharge or threat	Deck Officer
Evaluate the cause	Deck Officer
Corrective action	Deck Officer
On board clean-up	Engineer
Identify leaking tank (consider diver if necessary)	Master
If unable to locate leaking tank, consider reducing level in all tanks in the vicinity; and give careful consideration to hull stress and stability	Master
When leaking tank is identified, consider internal transfer or discharge ashore	Master

4.3 Non-operational Spills (Spills Resulting from Casualties)

4.3.2 Priority Considerations - All Casualties

Protocol	Responsible Individual
Safety of shipboard personnel	Master
Prevention of fire and explosion	Master
Stabilization of the situation	Master
Potential for pollution	Master
Report the incident	Master
Consider isolating the damaged tanks	Mate
Consider altering course (if possible)	Master
Consider eliminating all potential sources of ignition	Engineer
Consider non-essential air intakes	Engineer
Carry out a detailed inspection which includes a visual inspection; all cargo and bunker tanks sounded with caution and regard for potential loss of buoyancy; and inspect outboard compartments	Engineer
Provide owner or competent organization the stress/stability data	Master

4.3.3 Grounding/Stranding

Important factors to consider

Protocol	Responsible Individual
Advantages versus risks in immediate attempts to re-float	Master
Potential for involuntary removal from grounding site	Master
Potential effect of sea conditions (forecasts)	Master
Potential for further pollution	Master
Condition of ship, torsion/stress	Master
Tidal range	Master
Current fluctuations	Master
Weather and forecast	Master
Bottom characteristics	Master
Potential for drift to perilous location	Master

Possible Actions if Vessel is Grounded

Protocol	Responsible Individual
Sound bottom around vessel	Crew
Transfer of cargo or bunkers internally, considering stress and stability factors	Engineer (bunkers)
Make ready for cargo transfer or bunkers or towing	Master / Engineer (bunkers)
Removal of vessel by own means, consider the stability of the ship after removal; manoeuvring difficulties; potential for further damage to the hull or machinery; and the weather and tidal forecasts	Master
Stabilize the ship pending assistance, consider the stress and stability factors for setting anchors; taking in ballast to empty tanks; and reducing strain by cargo or bunker transfer	Master

If the risk of further damage to the vessel (as evaluated) is greater in an attempt to re-float the vessel by own means, than by remaining aground until professional assistance has been obtained, the following should be considered when trying to secure the vessel.

Protocol	Responsible Individual
Attempt to prevent vessel from moving from its present position	Master
Dropping anchors (adequate water depth and anchor ground provided).	Master
Empty FW tanks if possible	Deck Officer
Reduce longitudinal strain on hull by transferring liquids internally	Engineer
Reducing fire risk by removing all ignition sources	Engineer

4.3.4 Touching Bottom

The symptoms of touching bottom usually involves unusual shaking or vibrations and/or unexplained movements or changes in RPMs.

Possible Actions

Protocol	Responsible Individual
See protocols for grounding	
Stop engine immediately - consider navigational situation - observe results	Master/Engineer
Check with pilot or shore-side resource for explanation	Master
Check navigational aids and equipment, charts, recheck position	Master
Check for pollution	Crew
Obtain permission to resume operations	Master

4.3.5 Collision

The **primary concern** following a collision is that steps be taken to save the crew and vessel. The ship's collision contingency procedures are designed to accomplish this and the duties of the crew are contained therein.

Possible Action Following a Collision

Protocol	Responsible Individual
Notification/alerting	Master
Determine if tanks are penetrated, above or below the waterline; and if any oil has been spilled by either vessel	Crew
Assess the consequences of separating two interlocked vessels causing ignition; reduce buoyancy/sinking; be aware that the action may cause a larger spill; assess the potential danger to other vessel traffic; and assess the manoeuvrability after separation	Master
Consider bringing the vessel upwind of the oil slick; shutting down non-essential air intakes; isolating penetrated tanks; and make ready for towing or lightering	Master
Follow up reports	Master

4.3.6 Fire and Explosion

The **primary concern** following a fire and/or explosion is that steps be taken to save the crew and vessel. The ship's firefighting contingency procedures are designed to accomplish this and the duties of the crew are contained therein. There are, however, considerations and responsibilities consistent with both saving the crew and vessel, and preventing pollution.

Possible Actions regarding Fire and Explosion

Protocol	Responsible Individual
Fighting the fire	Crew
Notification/alerting	Master
Bringing the vessel upwind of the oil slick	Master
Shutting down non-essential air intakes	Engineer
Isolating damaged tanks	Engineer
Damage assessment	Master/Engineer
Damage repair	Engineer
Onboard clean-up	Deck Officer
Carrying out applicable hull and pipeline leak prevention	Engineer
Making ready for towing or cargo or bunker transfer	Master/Engineer

4.3.7 Hull/Containment System Failure

The primary concern in the event of a hull and/or containment system failure is that steps be taken to save the crew and vessel.

Possible Action regarding Hull Failure

Protocol	Responsible Individual

Notification/alerting	Master
Determine if failure threatens ship's stability and/or safety; the location of the failure can be accurately determined; the ship's speed or course could be a major factor; oil has been or may be spilled	Master
Assess reducing the speed and/or altering course; internal transfer of cargo or bunkers; likelihood of failure extending into adjacent compartments; the most effective immediate repairs or preventive measures to avoid further failure	Master
Consider the measures described under Hull Failure/Leaks, Section 4.2	Master
Notify and obtain assistance from Class/Emergency Response Service	Master
Location of nearest suitable repair facility	Master

Possible Action to Reduce or Stop Outflow of Oil

Protocol	Responsible Individual
Transfer of cargo / bunkers internally, provided the shipboard piping system is in an operational condition	Mate (cargo)/ Engineer (bunkers)
Isolate damaged / penetrated cargo / bunker tank(s) hermetically to ensure that hydrostatic height in tanks are intact during tidal changes	Master/Mate/ Engineer
Evaluate the necessity of transferring cargo to barges or vessels and request such assistance accordingly	Master
Hydrostatic heights in each tank are to be taken at regular intervals, and any change reported as needed	Mate (cargo)/ Engineer (bunkers)
In case of large differences in the tides, the vessel should try to isolate the damaged tanks to reduce additional loss of bunkers / cargo	Master/Mate/ Engineer
If the damage is fairly limited and restricted, i.e. to one or two tanks, consideration should be given to transfer of bunkers / cargo internally from the damaged tank(s) to intact tanks, taking into account the impact of this action on the ship's overall hull strength, stress and stability	Master/Mate/ Engineer
Seek assistance from head office if the stability cannot be computed onboard owing to the damage sustained	Master

4.3.8 Excessive List

The **primary concern** in the event of an excessive list is that steps be taken to save the crew and the vessel.

Possible Actions in the Event of an Excessive List

Protocol	Responsible Individual
Notification/alerting	Master
Determine if condition was caused by inadequate GM (poor stability)	Master
Determine if condition was caused by loss of Oil	Engineer

4.3.9 Equipment Failure

The **primary concern** in the event of equipment failure (e.g. main propulsion, steering gear, etc.) is that steps be taken to save the crew and vessel. There are, however, considerations and responsibilities consistent with saving the crew and vessel, and preventing pollution.

Possible Action in the Event of Equipment Failure

Protocol	Responsible Individual
Notification/alerting	Master
Determine the cause of the failure	Master/Engineer
Determine the possibility, method and duration of repairs	Master/Engineer
Determine the proximity of navigational hazards, i.e., shore, reefs, etc.	Master
Determine the likely drift due to wind, tide and currents	Master
Determine the availability of tugs, salvage equipment	Master
Assess the availability and timeframe of specialist assistance/advice	Master
Assess the likely future weather conditions	Master
Assess the effect of equipment failure on the cargo	Engineer
Consider the potential for pollution	Master
Consider the time frame for assistance to arrive	Master
Consider the possibility of assistance from other nearby vessel(s)	Master

4.3.10 Hazardous Vapour Release

The **primary concern** in the event of Hazardous Vapour Release is that steps be taken to save the crew and vessel.

Protocol	Responsible Individual
Notification/alerting	Master
Protect the persons onboard against contamination	Master
Evacuate passengers / crew from any area of risk	Deck Office
Bring accommodation upwind of the spill area as far as possible	Master
Determine the cause of release	Engineer
Bring accommodation upwind of the spill area as far as possible	Master
Possible sources of ignition should be eliminated and non-essential air intakes shut down to prevent intake of vapour into accommodation and engine spaces	Engineer
Persons involved with unavoidable work within risk areas to wear protective clothing and breathing apparatus	Engineer

4.3.11 Ship Submerged/Foundered/Wrecked

If the ship is wrecked to the extent that it or parts of it are submerged take all measures to evacuate all persons on board. Avoid contact with any spilled oil. Alert other ships and/or the nearest coastal state for assistance in rescuing lives and the ship as far as possible.

4.4 Damage Stability and Hull Stress Considerations

Ship's Damage Control Plan and/or the Damage Stability Booklet as is provided on board, is to be referenced in order to make necessary assessment on vessel's integrity and condition.

4.4.2 Considerations – No Shore-based Support

When performing shipboard mitigation measures, absent shore-based support, the following points should be carefully considered.

Protocol	Responsible Individual
Potential for exceeding shear force/bending moment limits allowing for existing sea and future conditions	Master
Effect on GM	Master
Ability to safely shift cargo, ballast or bunkers while minimizing risk of pollution, contamination, explosion, etc.	Master / Engineer
Ability to accurately determine extent, nature and cause of damage	Master
Urgency of situation in light of available options and availability of shore-based advice and assistance	Master
Ability to accurately determine structural integrity and contents of all compartments	Master

4.4.3 Crew Functions to Develop Information - With or Without Shore Assistance

The following structure, to be augmented as necessary by the Master, defines the function of the ship's crew in carrying out key tasks and developing essential information to develop an action plan with or without shore assistance.

Responsible Individual	Task
Deck and Engine Officers/Crew	- Gather essential information on nature and extent of damage; - Gauge all tanks and compartments; - Communicate all information to Mate and Engineer; and - Provide constant updates regarding status and mitigation efforts.
Deck Officer	Based on information received, report and provide recommendations to the Master on stability and stress criteria for existing and future conditions: - Report on status and condition of cargo, ballast and bunkers; - Report on status, nature and extent of damage; - Report on options to mitigate damages; - Report on potential for pollution or other hazardous conditions.
Engineer	Based on information received, report and provide recommendations to the Master on stability and stress criteria for existing and future conditions: - Report on the status, nature and extent of damage; - Report and recommend repair options; - Recommend options to mitigate damages; - Report on the potential for aggravating damage or creating hazardous conditions; - Report on potential for pollution.
Master	Based on all information received, including shore advice: - Initiate immediate mitigation measures; - Continually re-evaluate situation and options; - Maintain constant communication, both on board and with external advice.

4.4.4 Information to be Collected to Facilitate Shore-Based Assistance

To facilitate shore-based advice on stability and hull stress, the following minimum information should be collected and communicated to and by the Master:

- Nature, extent and cause of damage.
- Immediate mitigating steps taken, if any.
- Type, quantity and distribution of cargo.
- Quantity and distribution of ballast and bunkers.
- Status of all other compartments.
- Full details of any leaking tanks or compartments.
- Existing estimated draft and list.
- Existing stability conditions, including GM, maximum bending movement and sheer force.
- Ability to transfer cargo, ballast and bunkers.
- Current time, position (lat/long), course, speed and route.
- Existing and predicted weather and sea conditions.
- Potential for pollution or other hazardous conditions.

4.5 Transfer Procedures – Fuel and any hazardous liquids

4.5.1 Safety Considerations for Emergency Vessel to Vessel Transfer

Establish communications with the Coastal State authority if transfer is to occur within a specific jurisdiction.

Establish communications with lightering vessel.

Prepare detailed procedure for the transfer operation.

Layout mooring lines and fenders.

Top-up the proper derricks and deck cranes.

Clear anchors for use if necessary.

Verify ship stability and stress.

Provide safety briefing to crew.

Internal bunker transfer:

- use portable air compressors or steam generators to operate pumps if no power available;
- use approved portable submersible pumps with power packs if cargo piping is damaged.

4.5.2 Safety Considerations for Emergency Internal Transfer

Verify existing and future stability and stress.

Prepare detailed procedure for transfer operation.

Ensure adequate internal communications.

Check compatibility of bunkers.

Provide safety briefing to crew.

Ensure integrity of all containment devices.

Have on hand and ready:

- personal protective clothing
- sorbent materials
- portable containers for recovered waste
- non-sparking portable pumps, hand shovels and scoops
- emulsifiers for cleaning deck

4.6 Towing and Lightering

Towing and lightering operations have great potential for preventing catastrophic releases of oil once a casualty has been sustained. It is vital therefore that the Master, Deck Officers and appropriate crew become thoroughly familiar with the provisions of related guidelines developed by industry and the International Maritime Organization (IMO).

The Master shall also be thoroughly familiar with the provisions of Lloyd's Standard Form of Salvage Agreement, (LOF).

4.7 Shipboard Mitigation of Oil Discharge

Once the safety aspects of any incident leading to a discharge, and the response, are assured, the situation has stabilized, and the necessary alarms and/or notifications have been made, the primary responsibility of the crew is to:

- stop the flow;
- contain the spill on deck;

- clean-up onboard using existing resources.

4.7.1 Response Team Duties - Small Spills

If the ship is capable of handling and containing a spill onboard, without assistance from the shore or other third party, reporting is required. This does not relieve the ship from reporting the spill to the local authorities as required (see Section 3). Ship's staff should always be prepared for handling a cargo or bunker spill by carrying out drills and maintaining anti-pollution equipment in a state of readiness.

Lube Oil and Bunker Spills

Use a portable pump, then proceed to clean the area with sorbents, or sawdust, rags, and cleaning agent/oil surfactant.

Note: Spilled oil must never be washed overboard, nor shall the use of dispersants or degreasers be used on oil that has spilled into the water.

4.7.2 Procedures for Using Shipboard Clean-up Equipment

Information on the use of oil pollution response equipment can be found on/within the container provided, elsewhere as posted in the clean-up equipment locker or as given during training.

As a minimum:

- Use the material as per the manufacturer's instructions only.
- Ensure that all necessary safety precautions are followed considering the characteristics of the cargo.
- Plan for and ensure that all used sorbent material and recovered product is disposed of safely and properly, and in accordance with any site disposal plans as relevant.
- The quantity and quality of the clean-up equipment and materials provided should be maintained to the original amounts and usable condition.

4.7.3 Assessment and Monitoring Requirements

Due to the varying conditions and types of pollution incidents that may occur within the marine environment, each may have its own particular hazard. Therefore, the following procedure is a guide that can be adopted by the Master to use as guidance after the pollution incident has been arrested or addressed.

Assessing the Situation

- If the outflow or emission of pollution has been stopped, the Master is to ensure that action is taken to ensure that vessel's condition does not allow for a repeated discharge.
- If the outflow or emission continues and cannot be arrested immediately, the Master should assess the situation to calculate if the condition can be limited, or if there is a risk of the condition worsening that may result with increased flow.

Monitoring

- In the first case, a thorough check of the surrounding areas shall be conducted on a routine basis and recorded. If the likelihood of the outflow developing again, the situation must be immediately reported to the Master. If there is no change and the situation has been securely arrested, the routine monitoring can be scaled down at the Master's discretion.
- In the second case, with there being a continued outflow, regular checks must be made with regard the vessel's stability. The results must be reported back to the

Master along with any up-to-date information that the outflow is deteriorating or lessening.

- Irrespective of the situation, the person(s) conducting the monitoring must be properly briefed on the risks involved, importance of reporting accurate and true information and the personal safety.
- The Master must report all findings to Port Contacts, local authorities, agents and Owners.

4.7.4 Personnel Protection

- All personnel involved with the routine checking of the situation must wear the correct and proper safety ware. In certain cases this will include, but not limited to, breathing apparatus, portable combustible gas or oxygen monitoring equipment, lifelines, buoyancy appliances and firefighting equipment.

Threats to personnel health and safety

- Personnel involved in the vicinity of any outflow must be advised of the effects that may occur particular to that involved. Areas that can be affected, if not properly protected consists respiratory (lungs), nervous systems, visual impairment and skin. Every available protective aid must be worn to prevent over exposure.

4.7.5 Containment and Clean-Up

- Outflow of spills that are stopped and prevented from further outflow, will require the use of the vessel's own clean-up equipment. A full inventory is per Section 6.2 of this manual. The use of dispersants is not recommended without prior permission from Port Authorities. However, the use of dispersants is allowed on the vessel provided there is no possibility of the fluid being lost or discharged outside of the vessel's boundaries. Any outflow outside of the boundaries of the vessel, for which the vessel has no control, will be dealt with by the attending clean-up organization.

4.7.6 Isolation Procedures

- Isolation can consist of shutting down cargo or bunker transfer pumps and isolation of pipeline systems. Prior warning should be given if possible to reduce the risk of pressure surges, to reduce and stop any outflow.
- Outflow of spills, outside the control of the vessel's staff, may be reduced and the loss limited by isolating the damaged area from all the cargo/bunker storage locations.

4.7.7 Decontamination of Personnel

- Personnel involved with on-site supervision and clean-up shall wear the appropriate protective safety wear. When these personnel have completed their duties, they shall not enter the accommodation of the vessel until they have removed their contaminated protective clothing. At the Master's discretion, a small team of one or two crew members, depending on availability, shall be appointed to wash and prepare the appropriate clothing for the clean-up operation. External to the accommodation, a changing area shall be established and where practicable washing facilities. Soiled clothing shall be cleaned ready for re-use, or renewed where necessary.
- When external clean-up organizations are required, the responsibility for decontamination of personnel and clothing will be dealt with by the contractor's workforce.

4.7.8 Disposal of Removed Oil and Clean-Up Materials

- Recovered oil should be transferred to the vessel's waste oil tanks for onboard incineration or in preparedness for transfer ashore to an approved waste oil recovery contractor at the vessel's first available destination.
- Used clean-up materials which may also contain soiled clothing shall be stored in the appropriately marked garbage drums and secured. Disposal, or part of, can be carried out using the vessel's incinerator, provided there is no health risk. Otherwise, the soiled materials can be prepared for disposal to an approved waste collection contractor at the vessel's first available destination.
- When external organizations are required, the responsibility for disposal of recovered oil clean-up materials will be dealt with by the contractor's workforce.

4.8 Record Keeping and Sampling

It is essential that record keeping be complete and accurate and not speculative.

The following shall be logged:

(i) Cause of spill

(ii) Amount of spill

(iii) Time of spill

(iv) Notification (and follow ups):

- time
- how
- agency
- person

(v) Weather

(vi) Direction and rate of spill

(vii) Contaminated areas

(viii) Other vessels/outfalls/facilities in the area

(ix) Observations on shore-side response

Photographs should be taken in support of the record keeping.

Oil spill samples shall be taken in clean containers, preferably in the company of authorities also taking samples:

- Witnessed
- Sealed
- Labelled
- Shared (and authenticated jointly)

Samples shall be stored in a cool, dark place until disposition is determined.

4.9 Crew Initiation and Supervision of Shore-Based Response

Subsequent to ensuring that the necessary notifications have been made, the ship's Master should ensure that the appropriate communication is established so that the plan-designated response resources can be set in motion to initiate an immediate response.

It must be remembered, though, that the Master's primary responsibility is first, the safety of the crew and vessel, and secondly, to stop the outflow of oil and take actions necessary to prevent the spill or the potential of the spill from getting worse.

In most instances, the source of leakage of spill will be obvious but there will be cases, such as at night or during low visibility days, where the source will be difficult to identify or it might be difficult to observe smaller oil leakage on the sea surface. In such cases, a simple white cloth sufficiently weighted and suspended over the ship's side may give the best indication of the source of the oil outflow.

If no source of an oil leak is identified but there is cause to suspect a leak due to a reduced oil tank level or oil observed on the water surface, it may be necessary to request the oil spill response contractor or agent to arrange for a diver to carry out an underwater inspection to locate the source.

If the oil has gone over the side, there is very little, if anything, that the crew can accomplish to remove the oil from the water.

Over the side clean-up activities will not normally be undertaken by ship's crew, but may be authorized by the Master if consistent with the safety considerations and in the best overall interest of the clean-up.

Section 5: National and Local Coordination

General

It is very important in the case of an oil spill that the Master keeps close and good co-operation with the Coastal States Authorities involved, provides them with all requested information and obtains their authorization prior to undertaking any mitigating action whether this is the use of dispersants or the shifting of the ship to a different location.
Quick efficient co-ordination between the ship and Coastal States or other parties involved becomes vital in mitigating the effects of any oil pollution incident.

Authorisation

Prior to undertaking mitigation actions – especially in cases of an actual discharge of oil due to a casualty in the territorial waters of a Coastal State – the Master should contact the Coastal State for authorization of his action.

The Master should co-ordinate all his activities with the Coastal State and take action and measures as stated in Section 3 and Section 4 of this Plan.

The Master should contact the Coastal State for permission to use chemical agents as a response action to oil pollution on the sea. Without authorization from the Authorities of the appropriate Coastal State no chemical agents should be used.

Responsibility

Most countries recognise that it is unreasonable and impractical to expect owners or Crew to respond to a spill from the ship and therefore a government agency or port authority will normally take charge and recover costs afterwards.

Where no responsibility by a Coastal State is noticed, the Master should take all the necessary steps as deemed appropriate to minimize the escape of oil from the ship.

Where responsibility for initiating the response to a casualty is placed on the Ship Owner, the Master will be assisted by Company's Emergency Response Team (ERT). This includes the appointment of Local Agents to act on Owner's behalf if not appointed in advance, and the appointment of Clean-up Contractors.

If the ship is on charter, the charterer may have the right to assume responsibility for clean up dependent on the governing charter party clause. This may be particularly so, if the charterer is a major oil company and the spill occurs in a sensitive location.
Under the terms of the International Convention relating to the Intervention on the High Seas in cases of Oil Pollution Casualties 1969, (The Intervention Convention) a coastal state is permitted to intervene on the high seas against the wishes of the ship and cargo owners to the extent necessary to prevent, mitigate or eliminate grave and imminent danger to the coastline or related interest from pollution or threat of a pollution following a marine casualty.
In this context, term "related interest" include Tourism, Fishing and other Marine Resources and Wild Life.

Coastal State Contacts

A list of all coastal states with their relevant contact and response information is attached as Appendix 3 to this plan.
If the vessel is not employed on a specific trading route as such the plan provides for a regular updating and recording of particulars of the local agency and port contacts for the purpose of initial notification as documented in Section 3 of this plan.

Response Contractors

Some coastal States require ships to have contracts with "response contractors" when ships enter into such States' ports. When ships sail toward such States, it is necessary that response resources (personnel and equipment) and capabilities are identified in advance for each potential port State.
In absence of a dedicated 'Owners Oil Spill Response Plan' for the particular Coastal State (e.g. the USCG VRP or California State VRP), the Master of the vessel will determine the identity and availability of shore based spill response contractors before or at each port call once the itinerary is determined. He will insert this additional information in Appendix 4 and update the data as the vessel itinerary changes. Advice on this matter can be obtained from Head Office. (Example: Canadian Requirements)

Vessel Response Plan

If the vessel is provided with dedicated 'Vessel Response Plans' for any particular Coastal State, then guidance contained those plans is to be followed and they take precedence over this plan.

Section 6: Non-Mandatory Provisions

6.1 Vessel Plans and Specific Details

The vessel specific plans are located onboard the vessel ready for use in an emergency. Should any repair or refit change any of the above listed plans, they shall be replaced by the revised diagrams. One copy of each changed plan/drawing shall be sent to the Company.

6.2 Onboard Response Equipment

Oil spill response/prevention equipment and materials provided on the vessel are stored in a container marked: **"POLLUTION PREVENTION LOCKER"**
On board oil spill response equipment contains the following items:

Equipment Description	Quantity	
Dispersant	100	Liters
Oil Absorbent Material	50	Kg
200 Liter bags for Oil collection	4	Pcs
Scoops	4	Pcs
Brooms	4	Pcs
Oil Resistant Gloves, Boots etc	2	Sets each
Rubber Buckets(10 Liters)	4	Pcs

The above list is not comprehensive. Vessels may be provided with additional equipment or materials as per terminal/port requirements. This list is to be updated by the Master and the respective Fleet Manager/Superintendent to be notified of the same.

If any of the equipment is consumed during exercises or any actual spill response, the inventory must be promptly replaced by, at the very least, the equivalent quality and quantity of the equipment used. The Mate shall ensure that the inventory of equipment and materials authorized by the company is:

- Onboard and replaced as necessary
- Accessible
- In good operating condition

6.3 Media Response/Public Affairs

Media scrutiny is one of the inevitable consequences of shipping incidents nowadays and, unless this aspect is handled very carefully, the coverage may damage our company's reputation and image.

In an emergency situation it is vital to provide an effective response to the media, with as much factual information, as quickly as possible. The first few hours are crucial. If the response to legitimate media enquiries are in any way evasive or ill-prepared it will encourage the sort of speculation which can be so detrimental to an owner's interests.

A media response plan is not designed to generate media coverage but rather to minimise it through provision of clear statements with relevant information.

In general, Jetwave Management will deal with any contact with the media. If necessary, and **ONLY** with approval from Head Office, the Master may be required to give a brief prepared statement to the media.

6.3.1 Guidance for Masters when dealing with the Media

The media will aggressively seek their story. A casual remark or an abrupt comment made under stress can turn into a negative and costly headline for the Master and the Company.

DO

- Record all names of individuals, the organization they represent, and contact numbers.
- Record all VHF transmissions, if possible.
- Be polite and firm.
- Direct all questions to the Company spokesperson by stating the following:

"We have referred this incident to our Head Office in Perth, Australia. Should you require any information or clarification, please refer to Jetwave Management in Fremantle, Australia. The contact telephone number is +61 8 9430 4237"

DON'T

- Permit representative(s) of the media to come on board without the express prior permission of the Corporate Affairs department. If the media representative(s) attempt to board the vessel, they should be politely refused access on safety grounds and asked to wait until an official spokesman is present.
- Lose your temper.
- Discuss the cause of the incident.
- Disclose the estimated monetary number of damages or time the response operation will take.
- Answer questions that may interfere with the investigation or litigation.
- Say "no comment" or assume anything is ever "off the record".
- Divulge names of person(s) killed or injured.

6.4 Drills

It is the responsibility of the Master that shipboard drills are conducted and recorded in accordance with the frequency outlined in the company's policies and procedures.

The SOPEP should be tested during the on-board drills and the Master should design the drills in such a way that encourage a critique of the plan as well as the response equipment. At the discretion of the Master, the drills shall be executed, announced and unannounced, and the scenarios shall vary from month to month. The company should be notified of any recommendations as a result of such drills.

Drills that focus on procedures for potentially catastrophic events shall be conducted in accordance with the casualty risk.

6.5 Training

The company training program is based on standards set by the statutory training requirements for the crew, with additional training in oil pollution control as discussed in this plan.

OFFICERS: Receive initial training in the use of all parts of this plan that affect them and their crew, and have the responsibility of training their crew with 'hands-on' operation on board. The drill program as stated in this section constitutes the continuous part of the training.

CREW: The crew receive their training as part of their on-board duties. Specific training in oil pollution control includes the use of the on-board equipment.

STAFF: The company's staff that form part of the ERT are selected based on their knowledge of the company and vessel, and their ability to handle a crisis situation. By participating in the scheduled drills/exercises, they are also training in the specifics of this plan.

6.6 SOPEP Review and Update Procedures

Periodic Updates of the Plan

All users of the SOPEP have the responsibility of pointing out changes that affect the validity or use of the Plan. Update information may originate from the vessel, the management, and/or the plan

preparer (Fleet HSSE), as a result of experience in using the Plan during drills or actual discharges, changes of contact information, or regulatory changes. Regular review of the Plan by the Master will ensure that it remains current.

Appropriate revisions will be made by the Management whenever there is a change in guidelines, laws or regulations, contact names and numbers, ship characteristics, or Management policy.

The document review committee is responsible to make sure the Plan is reviewed annually, incorporating any update information that has been received. They will provide results of the review to the plan preparer (QHSE Manager) who will perform the Plan changes and submission to the approving authority as stated in Sec. 1.2.4 and 1.2.5.

6.6.1 Plan Revision Procedures

This SOPEP will be revised, updated and added to as necessary, but no less frequently than once a year. Changes in contact names and numbers in the plan should take place as they occur. This sort of change does not require approval as stated in Sec. 1.2.5.

Changes in laws or company policy which require a rewrite of the plan may have to be approved by the approving authority (Sec. 1.2.4) and should be submitted for assessment and review as these changes may alter the substance of the plan. Changes in the non-mandatory sections of the plan are not required to be submitted to the approving authority for approval.

6.6.2 Post Discharge Plan Review

After each spill, the company ERT will evaluate the effectiveness of the Plan during the actual spill response, and revise it as necessary.

6.6.3 Revision Control

Initially, every page will be at revision 3 followed by the validity date of revision. The current revision numbers and validity date is displayed in the footer of the respective section and appendix. The same shall correspond with the Revision Record.

Upon receipt of revisions, the Master shall replace obsolete versions.

Obsolete versions of the manual’s contents shall be destroyed.

Appendix 1: Vessel Specific Information

Registered Owner

Registered Owner:	Jetwave Marine Pty Ltd
Address:	2/124 Stirling Highway North Fremantle WA 6159
Telephone:	9430 4237
Email:	info@jwms.com.au
Website:	www.jwms.com.au

Company Emergency Response Team

Name	Michael Warren	Position	Operations Manager
Telephone:	0409 790 437	Email:	mwarren@jwms.com.au

P&I Club

P&I Club:	The Shipowners' Mutual Protection & Indemnity Association
Telephone:	6250 8300
Website:	www.ajg.com.au

Hull Underwriter

Hull Underwriter:	Allianz Marine & Transit Underwriting Agency Pty Ltd
Telephone:	6250 8300
Website:	www.ajg.com.au

Classification Society

Company:	ABS Australia
Telephone:	08 9321 4500
Website:	https://ww2.eagle.org
Email:	abs_fremantle@eagle.org

Emergency Response Service

Company:	AMSA
Telephone:	1800 641 792
Email:	www.amsa.gov.au

Vessel Specific Information

Name:	Jetwave Vision / Samson 7	
Call Sign:	9V1253	
Flag/Port of Registry	Singapore	
IMO Number:	9550955	
Hull Type:	steel	
Where Built/Year:	Singapore	2009
Vessel Type:	Multi cat	

Dimensions (in meters)

Length Over All:	29.9	m
Beam:	8.50	m
Max. Draft:	3.6	m

Fuel Volumes (in cubic meters)

Fuel Oil	260	m^3
Lubrication Oil		m^3
Hydraulic Oil		m^3
Total Fuel Volume	260	m^3

Tonnage

Gross	Net	Deadweight
215	64	33456

Appendix 2: Notification Form

INITIAL REPORT

AA	**Ship's Name**	**Call Sign**	**IMO Number**	**Flag**
BB	**Date of event (DD/MM/YY)**	**Time of event (UTC)**		
CC	Position			
Select format CC above or DD below for reporting Position				
DD	**True bearing (3-digits) and distance (in NM and 1/10th of a NM) from landmark (state landmark)**			
EE	**True Course (3-digits)**			
FF	**Speed at time of Incident (3-digits in Knots and 1/10th of a Knot)**			
LL	**Route Information - Intended track**			
MM	**Full details of Radio Station and Frequencies guarded**			
NN	**Date of next report (DD/MM/YY)**	**Time of next report (UTC)**		
PP	**Type of oil or the correct technical name of NLS on board**	**Quantity**		
	Noxious Liquid Substances details **UN Number:** **Pollution Category (X, Y, Z):**	**Names of manufacturers or consignee/consignor of substances**		
QQ	Brief details of the nature of the incident, including defects, damage, deficiencies, other limitations			
	Condition of the ship	**Ability to transfer cargo, bunkers, ballast**		
RR	**Pollution Details: Type and Quantity (estimated) of Oil or Cargo (correct Tech. Name of NLS) discharged into the sea**			
	Noxious Liquid Substances details **UN Number:** **Pollution Category (X, Y, Z):**	**Names of manufacturers or consignee/consignor of substances**		
	Cause of Loss/Discharge	**Lost/Discharged substances floated or sank?**	**Is the Discharge still continuing?**	**Slick** *Size (area):* **Movement:**
SS	**Weather condition**	**Wind Force**	**Sea state**	**Swell (Dir/ Ht)**	**Current (Dir/Rate)**	Tidal
TT	**Ship Operator (full style)**	**Name**	**Address**	**24 hr Contact Numbers** Tel:		
UU	Type of Ship	**Length (meters)**	**Breadth (meters)**	Tonnage	Draft (4-digit group)	
WW	Total number of persons onboard					
XX	Action being taken with regard to the discharge and the movement of the ship					
	Personnel injuries	**Medical assistance requested**				
	Assistance or Salvage resources requested or provided					

Additional information required by the Company

	Information Required	Data
AAA	**Action taken by authorities:**	
BBB	**Potential hazards including –** ▪ **Fire** ▪ **Explosion** ▪ **Poisoning** ▪ **Any precautions taken to limit these.**	
CCC	**P&I Club informed:**	
DDD	**Environmentalist's actions, if any:**	
EEE	**Media interest:**	
FFF	**Loading/discharging instructions being followed:**	
GGG	**Identity of –** ▪ **Charterer** ▪ **Sub-charterer**	
HHH	**Further details of damage to –** ▪ **Ship** ▪ **Equipment**	
III	**If damage is still being sustained:**	
JJJ	**Damage to other ships or property:**	
KKK	**Further details of outside assistance –** ▪ **Necessary** ▪ **Requested** ▪ **Being provided** ▪ **Expected to arrive**	
LLL	**If salvage assistance requested –** ▪ **Further details of salvors** ▪ **Their equipment onsite** ▪ **Their equipment expected to arrive**	
MMM	**Priority requirements for –** ▪ **Spares** ▪ **Other material**	
OOO	**D&A tests conducted on ship staff:**	
PPP	**Details of outside parties –** ▪ **Involved** ▪ **Aware of the incident**	

FOLLOW-UP REPORT

AA	**Ship's Name**		**Call Sign**	**IMO Number**	**Flag**	
BB	**Date of event (DD/MM/YY)**		**Time of event (UTC)**			
CC	Position **Latitude (4-digits: ddmm) N/S:**		**Longitude (5-digits: dddmm) E/W:**			
NN	**Date of next report (DD/MM/YY)**		**Time of next report (UTC)**			
PP	**Type of oil or the correct technical name of NLS on board**		**Quantity**			
	Noxious Liquid Substances details **UN Number:** **Pollution Category (X, Y, Z):**		**Names of manufacturers or consignee/consignor of substances**			
QQ	Brief details of the nature of the incident, including defects, damage, deficiencies, other limitations					
	Condition of the ship		**Ability to transfer cargo, bunkers, ballast**			
RR	**Pollution Details: Type and Quantity (estimated) of Oil or Cargo (correct Tech. Name of NLS) discharged into the sea**					
	Noxious Liquid Substances details **UN Number:** **Pollution Category (X, Y, Z):**		**Names of manufacturers or consignee/consignor of substances**			
	Cause of Loss/Discharge	**Lost/Discharged substances floated or sank?**	**Is the Discharge still continuing?**	**Slick** *Size (area):* **Movement:**		
SS	**Weather condition**	**Wind Force**	**Sea state**	**Swell (Dir/ Ht)**	**Current (Dir/Rate)**	Tidal Information
XX	Action being taken with regard to the discharge and the movement of the ship					
	Personnel injuries		**Medical assistance requested**			
	Assistance or Salvage resources requested or provided					
	Assistance or Salvage particulars of action undertaken or planned					

NOTIFICATION CHECKLIST

Parties Notified	Date/Time of Notification	Name of Person Contacted	Notification Method
Coastal State(s)			
Port Authority / Terminal Authority			
Local Authority(s)			
Terminal(s)			
Local Agent			
Duty Manager			
Public Relations Firm			
Salvor			
Class Society Rapid Response Team			
P & I Club (if not reported by Agent)			

Appendix 3: Coastal State Contacts

SPILL NOTIFICATION POINTS (ADDRESSES)

This appendix contains information on the agencies or officials of Administration and other organizations, which must be informed in the event of an oil spill.

The latest version the Coastal State Contact list will be downloaded from the IMO website ww.imo.org by HSEQ Manager every quarter of the year and will update the online server file.

This represents the best information available at present but, where possible, the Master or other person responsible should verify the data when making the report.
Information in these pages is listed alphabetically, by Nation.

Appendix 4: Local Port Contacts

LOCAL PORT AUTHORITIES

Authority	Tel (24 hrs)	Fax	Telex	VHF
Harbour Master				
Coast Guard				
Terminal				
Fire Brigade				
Ambulance				
Police				

LOCAL AGENT

Company Name:			
Contact Person:			
Telephone:	**Office:**	**24 Hours:**	**Mobile:**
Fax:			
Telex:			

LOCAL P&I CORRESPONDENT

Company Name:			
Contact Person:			
Telephone:	**Office:**	**24 Hours:**	**Mobile:**
Fax:			
Telex:			

LOCAL RESPONSE CONTRACTOR

Company Name:			
Contact Person:			
Telephone:	**Office:**	**24 Hours:**	**Mobile:**
Fax:			
Telex:			

Appendix 5: Charterers Details

Charterers Contacts

Job Scope Number:

Name:	
Address:	
Contact Person:	
Telephone:	
Fax:	
Telex:	

The above information is to be obtained from the Company if not already intimated earlier in charterers voyage orders or instructions.

Appendix 6: Emergency Contact List

Jetwave Offices		Phone Number	Email
North Fremantle (Head Office)		(08) 9430 4237	info@jwms.com.au
Exmouth		(08) 9949 2992	
Port Hedland		+61 477 551 194	porthedland@jwms.com.au
Dampier		+61 447 447 112	dampier@jwms.com.au
Jetwave Personnel		**Phone Number**	**Email**
Nik Smith – General Manager Designated Person Ashore (DPA)		0427 913 438	nsmith@jwms.com.au
Mani Bajwa – Commercial Manager Deputy DPA and Company Security Officer - CSO		0490 941 381	mbajwa@jwms.com.au
Michael Hansen – Managing Director		0423 954 679	mhansen@jwms.com.au
Leigh Burns – HSEQ Manager		0450 114 420	lburns@jwms.com.au
Chad Robinson – Subsea Manager		0418 910 155	crobinson@jwms.com.au
Mick warren – Port Service Manager		0409 790 437	mwarren@jwms.com.au
Jeff Napier – Diesel and Fabrication GM		0427 026 610	jeffn@jwms.com.au
Dan Graham – Project / Vessel Manager		0484 590 607	dgraham@jwms.com.au
Tam Harvey – Subsea Project Manager		0409 882 344	divesuper3@jwms.com.au
Santos Emergency Contacts		**Phone Number**	
Santos Emergency Duty Manager		0498 988 010	
Varanus Island OIM		(08) 6218 7600, (08) 6218 7637 (control room)	
Devil Creek OIM		+870 776 043, 0147 160 416 (control room)	
Ningaloo Vision OIM		(08) 6218 7900 (control room)	
Jetwave Vessels		**Phone Number**	
Jetwave Asari		Bridge Fleet One: +870 773 300 366	
Jetwave Lightning		+61 (0) 8 6401 4420	
Jetwave Vision		+61 (0) 8 6401 4422	
Jetwave Jasmin		Bridge Fleet One: +87 (0) 773 603 809 Bridge VSAT: (08) 6186 7126	
Emergency Response		**Phone Number**	
National Emergency Number		000	
Royal Flying Doctor		1800 625 800	
DAN Emergency Services		1800 088 200	
PeopleSense - Employee Assistance Program		1300 307 912	
VHF Radio		**HF Radio**	
Channel 16		4125, 6215 or 8291	
27 MHZ 88 or 90			
EPA Pollution hotline		**Phone Number**	
Western Australia		(08) 9480 9924	
Northern Territory		1800 064 567	
AMSA- IMO Coastal Contacts		**Phone Number**	
Maritime Search and Rescue		1800 641 792	
Marine Pollution & Spills		1800 641 792	
Medical Facilities		**Phone Number**	
Western Australia	Exmouth Hospital	(08) 9949 3666	
	Karratha Hospital	(08) 9144 7777	
	Port Hedland Health Campus	(08) 9174 1000	
	Fiona Stanley Hospital	(08) 6152 2222	
	Fiona Stanley Hospital Hyperbaric unit	Business Hours	(08) 6152 5222
		After Hours	(08) 6152 2222

Appendix 7: List of Ship Plans

Ship Specific Plans / Drawings

The following ship's plans should be readily available for reference purposes. They are to be kept in a folder named/marked "Drawings/Plans for use with SOPEP" and retained on the Bridge with the backup copy (paper) of the SOPEP

- General Arrangement plan
- Tank Plan
- Fuel Oil Piping Diagram

Master must ensure the above-mentioned plans/drawings are updated and readily available at all times.