 WILLIAM & MARY VIRGINIA INSTITUTE OF MARINE SCIENCE	Use of Vessels Outside US Academic Research Fleet (Non-VIMS Vessels)	
Marine Ops:	Originator:	Approved By:
Non-VIMS Vessel Policy	VIMS Non-ARF Committee	Timothy N. Tuner

Use of Vessels Outside the US Academic Research Fleet (Non-VIMS Vessels)

Purpose

This policy establishes roles, responsibilities, and safety guidelines for vessels outside the Academic Research Fleet or not owned, managed/maintained by VIMS.

References

1. UNOLS Guidance Document, Use of Research Vessels Outside the U.S. Academic Research Fleet (non-UNOLS vessels);
https://www.unols.org/sites/default/files/Guidance_Document_Chartering_Vessels_Outside_USA_RF.pdf
2. NOAA/OMAO Vessel Charter Compliance Handbook
3. VIMS Marine Operations Safety Management System

This document defines minimum standards for non-VIMS vessels used in research and education. These standards were developed using the documents listed in the reference section as well as other safety related publications. This document is an integral component for the execution of contracting/chartering non-VIMS vessels, and/or vessels outside the U.S. Academic Research Fleet (non-UNOLS vessels) regardless of size, with the goal of minimizing risk and maximizing safety for all VIMS embarked personnel. All personnel involved with the chartering or use of Non-VIMS, UNOLS, NOAA, etc. vessels should read and understand the requirements of this policy.

Compliance with these standards is required regardless of the organization that operates the vessel, how the vessel is paid for, or where in the world you are. If you board a vessel as part of VIMS, the vessel must meet VIMS minimum standards. These standards have been developed by maritime professionals and risk managers in order to protect you, your research, and our institution.

Definitions Specific to Non-VIMS Vessels


Charter – a boat reserved for private use or scientific field work, or a trip made by a boat under charter.

Cognizant Person: an adult 18 years old or older with knowledge or awareness of a charter's position, time, place, and personnel.

Letter of Designation - A letter issued by an Officer in Charge, Marine Inspection, designating an uninspected vessel as an oceanographic research vessel.

National Oceanic and Atmospheric Administration (NOAA) / Office of Marine and Aviation Operations (OMAO) - manages and operates NOAA's fleet of 15 research and survey ships and 10 specialized environmental data-collecting aircraft.

Vessel Advisory Committee - is a committee established by the Dean for providing recommendations to the DMO on policy-making process. Specific functions of the VAC include recommending policy and

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procedures associated with: Needs of the Institute related to vessels and marine operations, Vessel use and use policy. Marine operations and vessel training, Marine operations, and vessel safety.

General Requirements:

UNOLS vessels are exempt from this policy. These vessels fall under the institution responsible for ensuring compliance with USCG/UNOLS standards that meet all VIMS requirements. See <https://www.unols.org/ships-facilities/unols-vessels/unols-designated-vessels/unols-designated-vessels> for a list of UNOLS vessels.

If you charter a non-VIMS/UNOLS vessel, then the vessel must demonstrate its ability to meet VIMS standards. This is your responsibility, with support from Marine Operations using the requirements defined in this document.

The following is a list of items VIMS personnel will consider/complete prior to chartering a vessel outside the US Academic Research Fleet, non-VIMS Vessels.

To assess the appropriateness/validity of a vessel's designation for a charter follow the "VIMS Charter Vessel Flowchart." (see Appendix A).


Certificate of Liability Insurance - Charter vessel operators shall carry insurance that is customary and reasonable for the duration and area of operation of the charter to indemnify and hold harmless the institution in case of any damage or loss occurring either directly or indirectly as a result of the charter. Insurance shall cover the vessel crew and scientific complement. Charter vessel operators shall provide an insurance certificate that shows they meet the institution's standards at the time of execution of the charter. In some cases, a third party may be responsible for meeting insurance requirements.

Charter Party Agreement: Vessel charters shall be covered by a time charter agreement or contract between the vessel owner and the Institution and signed by an appropriate entity of the Institution. Presentation of documentation and licenses shall be required as appropriate. When possible, all safety issues should be addressed before entering a charter agreement. If charter agreements are formalized well in advance of a cruise (greater than six months), safety related issues must be addressed prior to a vessel leaving port. Non-VIMS vessels that remain on charter will be assessed no less than annually (12 months). Assessments can be completed more frequently if requested by the PI.

A discussion with the PI, vessel Master or owner (if available) and MSO should be held before a recommendation on the use of the vessel considered suitable for use.

Safety Assessment: VIMS Marine Operations cannot conduct in-person safety assessment on vessel located outside the local area. Principal Investigator's (PI), with the support of the Marine Safety Officer (MSO) should initiate the Safety Assessment using the Safety Checklist provided in this policy based on vessel size to ensure their vessels comply with VIMS Marine Operations Policies. Vessels chartered in the local area should request a vessel safety assessment at least 30 days before the start of a cruise for vessels less than 36 ft. and 60 days for vessels greater than 36ft to give time for corrective actions.

Vessels enrolled in an "Institute/Company Safety Management System and can provide documentation of routine safety assessments/inspection may be granted an exemption from the DMO. Examples of Institutes/Company with safety management systems are UNOLS, and vessels requiring USCG COI.

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Float Plan - The PI, Chief Scientist or vessel Captain shall prepare a detailed plan for the cruise, to include data collection planned, equipment to be used, a timeline from departure through return to port, and planned areas of operation. The plan shall have names and emergency contact information for all science party participants and information on the vessel and its communication and emergency equipment. The cruise plan shall be submitted to Marine Operations before departure.

Vessel reporting - The PI, Chief Scientist or vessel Captain shall report to the DPA all vessel departures and arrivals from port and notice a change in cruise plan if the vessel is to be more than two hours late.


Charters in locations not subject to U.S. regulations - Vessels chartered out of the country present unique challenges when being assessed and it is recommended that PIs discuss the use of these vessels with the Marine Operations MSO soon after funding has been awarded or the need for a vessel is identified. Assessments of vessels located outside the state will follow the procedures outlined below however, they may also require an assessment from an accredited NAMS (National Association of Marine Surveyors), and/or SAMS (Society of Accredited Marine Surveyors). Use of vessels located outside of the United States must be discussed with Marine Operations MSO.

Procedures for Chartering a Vessel

For the purpose of this policy, vessel charters will be divided into two categories, creating a line between vessels under 36' and vessel 36' and larger. Both will require to conform to these standards and procedures set forth in this policy

Responsibilities Pre-Charter - The following actions are required of all charters, regardless of size and designation, prior to a Vessel Safety and Suitability Assessment:

1. PI contacted all concerned parties (Chief Scientist, Marine Operations, Sponsored Programs, Financial Services) and initiated safety assessment to ensure vessel suitability and coordinating a Non-VIMS Vessel Charter. Appendix C & D provides an overview of specific items the "assessment" will include.
2. Once a suitable vessel has been identified, based on location submit a "Request for Safety Assessment" form (App. B) to the MSO.
3. If the vessel is in the Hampton Roads area, PI will coordinate with the MSO and the owner/operator of the vessel to conduct "in-person" Safety Assessment. PI's operating outside Hampton Roads area will communicate with the MSO gathering the proper documentation and executing the safety assessment. Appendix C & D provides an overview of specific items the "assessment" will include.
4. MSO will coordinate with PI and vessel owner/operator to review the Safety Assessment findings. All non-conformities, otherwise known as non-sail items, will be identified and a corrective action plan will be established.
5. Once corrective actions have been applied, the MSO will provide the Safety Assessment finding to the DMO for review.
6. The MSO will return the Safety Assessment memo to the PI with the DMO concur/non-concur for the use of selected Non-VIMS Vessel.

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For vessels less than d36 ft. assessments, in addition to the actions required for chartering a vessel, the following are also required:

1. A current USCG Safety Inspection was performed under the USCG and USCG Auxiliary Vessel Safety Check Program.
2. Based on the details included in the “Request for Safety Assessment” form and/or previous on-site visits, the MSO may recommend the use of the vessel without an on-site visit.
3. Onsite assessments will focus primarily, but not exclusively, on issues surrounding stability, load handling devices and cables, vessel organization and cleanliness and general maintenance related items.


The Vessel Master or PI for the project will provide documentation of implemented corrective actions to the MSO for review and approval. The MSO’s approval of the corrective actions will be sent to the DMO. Until all issues requiring corrective actions are sufficiently addressed, the vessel cannot leave port with VIMS personnel on board.

In addition to the actions required for chartering a vessel, the following are also required:

1. To assess the appropriateness/validity of a vessel’s designation for a charter follow the “VIMS Charter Vessel Flowchart.” (see Appendix A).
2. Complete an on-site assessment of the vessel to ensure compliance with the USCG regulations, and ensure relevant and practical safety guidelines, as described in VIMS policies and other best marine practices are addressed. A site visit is not required for vessels that are part of the Academic Research Fleet (UNOLS), maintain a Certificate of Inspection (COI) as defined by 46 CFR 15.501, or state/government owned vessels.

Safety Assessment Process - The MSO will interface directly with the PI and the Master of the vessel concerning required documentation and scheduling of on-site safety assessments. The MSO will make appropriate onsite safety assessments ensuring that the vessel’s documentation, safety equipment, licensure, watchkeeping/manning standards, and safety culture meet the standards of the Institute.

1. The MSO will publish their general assessment observation to include:
 - MSO’s Name
 - Date and Time of Inspection
 - Name and brief description of the vessels being surveyed.
 - PI’s name and brief description of the survey/field work be conducted.
 - Brief description of the assessment (vessel documentation, safety equipment, licensure, watchkeeping/manning standards, and safety culture)
 - Best marine practices
 - Deficiencies or non-conformities (Items of significant concern will be identified in **BOLD** for “Do not sail until corrected” deficiencies and *ITALIC* for “High Priority for Correction”)
2. Safety assessment documents that yield deficiencies or non-conformities, the MSO will work with the PI and owner/operator developing a corrective action plan/timeline to correct or mitigate the non-conformities. Should the PI requesting the charter seek exemption for a non-conformity, then a written explanation should be through the MSO to the DMO. The DMO will make a

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written recommendation to comply with, partially comply with, or to be fully exempt from the safety standard in question.


3. Non-VIMS Vessels that do not meet VIMS Marine Operations charter standards (non-concur) should gain support from the Institution to leave port.

Responsibilities During Charter – The designated Chief Scientist for a cruise will function as a resource for all embarked VIMS personnel. If issues related to safety, habitability, or scientific integrity arise during a cruise, the Chief Scientist should address these issues to the maximum extent possible while at sea. Depending on the severity of the issue, the Chief Scientist will inform the DMO and request additional guidance.

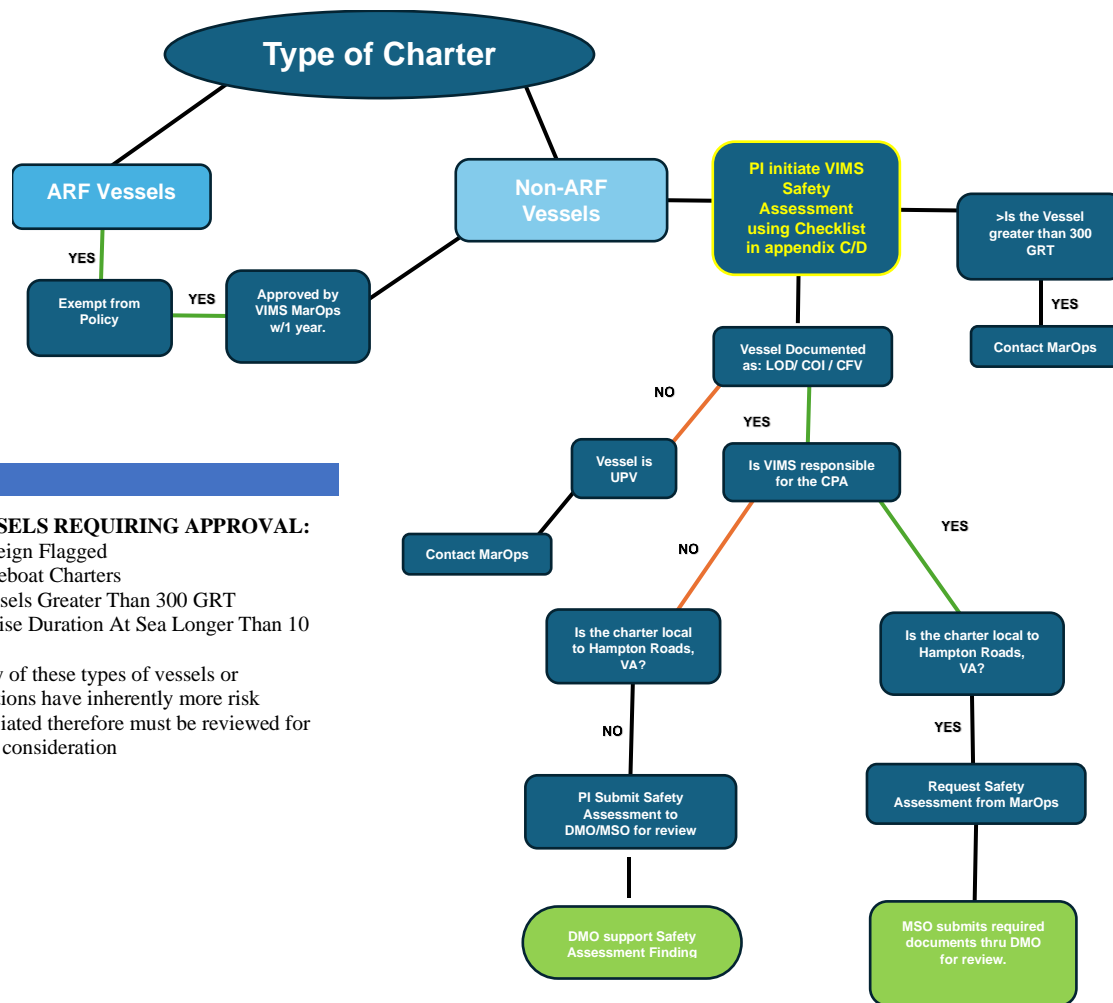
Communication by voice, text, or email with the DPA should take place no less than once a day for cruises lasting more than 24 hours. For day cruises, confirmation with the DPA is required when getting underway and when safely returned to port.

Responsibilities Post-Charter – In order to minimize VIMS personnel exposure to accidents and enhance safety awareness on non-VIMS vessels, upon completion of a charter, regardless of the size of the vessel, any safety related issues or vessel specific feedback will be forwarded to the MSO in written form. This should be completed by the Chief Scientist or the Principal Investigator.

All embarked members of the science group are encouraged to provide feedback to the MSO.



 WILLIAM & MARY VIRGINIA INSTITUTE OF MARINE SCIENCE	Appendix A: UNOLS Vessel Charter Requirements Flow Chart	
Marine Ops:	Originator:	Approved By:
Non-VIMS Vessel Policy	Tim N. Turner	Timothy N Turner

Appendix (A): VIMS Vessel Charter Requirements Flow Chart






Link to UNOLS guidance and flow chart:

https://www.unols.org/sites/default/files/Guidance_Document_Chartering_Vessels_Outside_USARF.pdf

  VIRGINIA INSTITUTE OF MARINE SCIENCE		Appendix C: Non-Vims Vessel Safety Assessment Request	
Marine Ops: Non-VIMS Vessel Policy	Originator: Timohty R Kirkpatrick	Approved By: Timothy N Turner	

Appendix (B): Non-Vims Vessel Safety Assessment Request

  VIRGINIA INSTITUTE OF MARINE SCIENCE		MARINE OPERATIONS <i>Non-VIMS SFTY ASMT</i>	
<h3>Marine Operations Safety Assessment of Non-VIMS Vessels</h3> <p><i>All fields required. Submit form to trkirkpatrick@vims.edu upon completion.</i></p>			
1.) Principal Investigator:			
Name: <input type="text"/>		Email: <input type="text"/>	
Tel: <input type="text"/>			
2.) Submittal Date: <input type="text"/>			
3.) Project Title: <input type="text"/>			
4.) Funding Source: <input type="text"/>			
5.) Contract/Grant Administrator: <input type="text"/>			
6.) Proposed Field Dates: <input type="text"/>			
7.) Geographic Location of Work: <input type="text"/>			
8.) Brief Narrative of Scope of Work:			
<input type="text"/>			
9.) Vessel Name: <input type="text"/>			
10.) Vessel Owner/Operator:			
Name: <input type="text"/>		Email: <input type="text"/>	
Tel: <input type="text"/>			
11.) Names of all VIMS personnel participating in this voyage:			
<input type="text"/>			
<p><i>To ensure that non-VIMS owned vessels used for research and educational projects under the auspices of VIMS/SMS meet reasonable safety standards, the owners/operators of the vessels you intend to use will be contacted to establish compliance. Email completed form to Reid Kirkpatrick trkirkpatrick@vims.edu.</i></p>			

 VIMS VIRGINIA INSTITUTE OF MARINE SCIENCE	Appendix C: Non-VIMS Vessel Safety Assessment for Vessels under 36'	
Marine Ops: Non-VIMS Vessel Policy	Originator: Timothy R Kirkpatrick	Approved By: Timothy N Turner

Purpose

The purpose of this document is to establish a baseline checklist for PI's and Vessel Owners to help assess the safety and suitability of a vessel intended for charter less than 36 feet in length.

Instructions for Completing Form


Marine Operations understands that vessels (cabin boats/open boats) and vessel operations (Offshore/Inshore) vary widely. It is not the intention of this document to be all inclusive for every vessel. It is the intention of this document to be used to help inform PI's and Marine Operations to best assess the safety and suitability of the vessel in question.

Not all the items on this form are required, but when feasible are recommended. While filling out this form the PI is encouraged to complete as many fields as possible, including as much information as possible. Any deficiencies, additional equipment carried, or general comments can be made in the notes section of the form. The Pre-Sail Checklist is intended to be completed on the day of departure.

Vessel requirements for offshore work may be more thorough requiring redundancy in systems. Contact the MSO for additional information.

Vessel Information

Vessel Name:		
Vessel Owner and Contact Info:		
Vessel Make:		
Vessel Mode of Propulsion:		
Year Built:		
Length Overall:		
Draft:		
Vessel Hull Material:		
Document / State Numbers:		Exp. Date:
Certificate of Inspection / CFV Inspection / OUPV Inspection etc.	Type of Insp:	Exp. Date:
ORV Letter of Designation	Yes <input type="checkbox"/> No <input type="checkbox"/>	Exp. Date:
Master/Mate Licenses (Tonnage/Endorsement/STCW)		Exp. Date: Exp. Date:
Additional Crew Licenses:		
PI Chartering Vessel:		
Number of Scientists on Cruise:		
Purpose of the Charter:		
Area of Charter:		
Date/Time of Departure:		
Estimated Date/Time of Arrival:		

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Safety

Item	Yes	No
Weight Handling / Fishing / Overboarding equipment in serviceable condition	<input type="checkbox"/>	<input type="checkbox"/>
VIMS personnel have access to appropriate personal protective equipment (hard hats, hearing protection, eye protection, work vests, gloves, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
First Aid Kit (adequate for size of vessel, number of crew, and intended voyage)	<input type="checkbox"/>	<input type="checkbox"/>
Vessel has a Damage Control Kit	<input type="checkbox"/>	<input type="checkbox"/>
Vessel has appropriate number and type of fire extinguishers	<input type="checkbox"/>	<input type="checkbox"/>
Injury Placard Posted	<input type="checkbox"/>	<input type="checkbox"/>

Operating Equipment

Item	Yes	No
Dock lines is good working order and appropriate length	<input type="checkbox"/>	<input type="checkbox"/>
Anchor and/or Sea Anchor w/ appropriate length of line for operation area	<input type="checkbox"/>	<input type="checkbox"/>
Bailer / Manual Pump / Bilge Pump	<input type="checkbox"/>	<input type="checkbox"/>
Oars/Paddles	<input type="checkbox"/>	<input type="checkbox"/>
Boat Hook	<input type="checkbox"/>	<input type="checkbox"/>
Searchlight	<input type="checkbox"/>	<input type="checkbox"/>
Toolkit	<input type="checkbox"/>	<input type="checkbox"/>

Lifesaving and Safety Equipment

Item	Yes	No
EPIRB / PLB on board for remote operations (as deemed necessary)	<input type="checkbox"/>	<input type="checkbox"/>
Life Rings or throwable present and in serviceable condition	<input type="checkbox"/>	<input type="checkbox"/>
Type I, II, III, IV or V PFDs in accessible location and in serviceable condition with whistle and water activated light in the case of night operations	<input type="checkbox"/>	<input type="checkbox"/>
Means of retrieving overboard person (ladder, harness, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
Appropriate inventory of Distress Signals and all within expiration	<input type="checkbox"/>	<input type="checkbox"/>

List number & Expiration Date of Flares Below:				
Handheld	Smoke	Rocket/Parachute	Aerial	Other

Navigation and Communication Equipment

Item	Yes	No	N/A
Chart Plotter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Depth Sounder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Appendix C: Non-VIMS Vessel Safety Assessment for Vessels under 36'

Marine Ops:	Originator:	Approved By:
Non-VIMS Vessel Policy	Timohty R Kirkpatrick	Timothy N Turner


Radar	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AIS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Compass	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Paper Charts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Running and Navigational Lights found operational (when operating at night)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sound Signaling device operational	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
VHF Radio(s) mounted or portable are operational as well as other means of communication appropriate to environment and/or operating area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Diving

Item	Yes	No
Is the Operator a Certified Diver?	<input type="checkbox"/>	<input type="checkbox"/>
Is the Operator Certified in Dive First Aid and O2?	<input type="checkbox"/>	<input type="checkbox"/>
Dive Ladder	<input type="checkbox"/>	<input type="checkbox"/>
Dive Flag	<input type="checkbox"/>	<input type="checkbox"/>
O2 Kit	<input type="checkbox"/>	<input type="checkbox"/>
Appropriate means of securing tanks	<input type="checkbox"/>	<input type="checkbox"/>
Method of Diver Recall	<input type="checkbox"/>	<input type="checkbox"/>
If the vessel is not equipped with the above the charterer will be responsible for providing the necessary safety equipment and certified topside support personnel as per the Dive Safety Manual		

Other

[illegible]


 WILLIAM & MARY VIRGINIA INSTITUTE OF MARINE SCIENCE	Appendix C: Non-VIMS Vessel Safety Assessment for Vessels under 36'	
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Pre-sail Checklist

To be completed by the PI upon arrival to the vessel prior to getting underway:

Trip Date: ____ / ____ / ____
 Month Day Year

Item	Yes	No
Safety Orientations for Scientists and Crew completed and documented	<input type="checkbox"/>	<input type="checkbox"/>
Personal papers: operator's certificate or license (if required) onboard and current	<input type="checkbox"/>	<input type="checkbox"/>
Ship's papers; registration or documentation certificate	<input type="checkbox"/>	<input type="checkbox"/>
Scuppers/Freeing Ports open and unobstructed	<input type="checkbox"/>	<input type="checkbox"/>
Slips, trips, and falls. Decks clear of obstructions	<input type="checkbox"/>	<input type="checkbox"/>
Life jacket suitable for each person on board, readily accessible, in good condition	<input type="checkbox"/>	<input type="checkbox"/>
Throwable flotation aid immediately available	<input type="checkbox"/>	<input type="checkbox"/>
Fire extinguishers conveniently placed, fully charged, in good condition	<input type="checkbox"/>	<input type="checkbox"/>
Visual distress signals with current expiration dates	<input type="checkbox"/>	<input type="checkbox"/>
Horn or other sound signaling device in good working order	<input type="checkbox"/>	<input type="checkbox"/>
Anchor and/or Sea Anchor w/ appropriate length of line for operation area	<input type="checkbox"/>	<input type="checkbox"/>
Boat hook	<input type="checkbox"/>	<input type="checkbox"/>
Paddles or oars	<input type="checkbox"/>	<input type="checkbox"/>
Tool Kit	<input type="checkbox"/>	<input type="checkbox"/>
Navigation Systems (Chart Plotter, Depth Sounder, Radar, Paper Charts)	<input type="checkbox"/>	<input type="checkbox"/>
Compass	<input type="checkbox"/>	<input type="checkbox"/>
Running and Navigational Lights operational (when operating at night)	<input type="checkbox"/>	<input type="checkbox"/>
VHF Radio(s) mounted or portable are operational as well as other means of communication appropriate to environment and/or operating area	<input type="checkbox"/>	<input type="checkbox"/>

 VIRGINIA INSTITUTE OF MARINE SCIENCE WILLIAM & MARY	Appendix D: Non-VIMS Vessel Safety Assessment for Vessels over 36'	
Marine Ops:	Originator:	Approved By:
Non-VIMS Vessel Policy	Timohty R Kirkpatrick	Timothy N Turner

Purpose

The purpose of this document is to establish a baseline checklist for PI's and Vessel Owners to help assess the safety and suitability of a vessel intended for charter greater than 36 feet in length.


Instructions for Completing Form

Marine Operations understands that vessels (Inspected/Non-Inspected) and vessel operations (Offshore/Inshore) vary widely. It is not the intention of this document to be all inclusive for every vessel. It is the intention of this document to be used to help inform PI's and Marine Operations to best assess the safety and suitability of the vessel in question.

Not all the items on this form are requirements, but when feasible are recommended, particularly in the case of offshore operations. While filling out this form the PI is encouraged to complete as many fields as possible, including as much information as possible to help Marine Operations make the best recommendations for safety. Any deficiencies, additional equipment carried, or general comments can be made in the notes section of the form.

Vessel Information

Vessel Name:		
Vessel Owner and Contact Info:		
Vessel Make:		
Vessel Mode of Propulsion:		
Year Built:		
Length Overall:		
Draft:		
Vessel Hull Material:		
Document / State Numbers:		Exp. Date:
Certificate of Inspection / CFV Inspection / OUPV Inspection etc.	Type of Insp:	Exp. Date:
ORV Letter of Designation	Yes <input type="checkbox"/> No <input type="checkbox"/>	Exp. Date:
Master/Mate Licenses (Tonnage/Endorsement/STCW)		Exp. Date: Exp. Date:
Additional Crew Licenses:		
PI Chartering Vessel:		
Number of Scientists on Cruise:		
Purpose of the Charter:		
Area of Charter:		
Date/Time of Departure:		
Estimated Date/Time of Arrival:		

 WILLIAM & MARY VIRGINIA INSTITUTE OF MARINE SCIENCE	Appendix D: Non-VIMS Vessel Safety Assessment for Vessels over 36'		
Marine Ops:	Originator:	Approved By:	
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Documentation

Item	Yes	No	Exp. Date
Vessel Documentation / State Numbers	<input type="checkbox"/>	<input type="checkbox"/>	
International Load Line Cert on board and current (Original Document)	<input type="checkbox"/>	<input type="checkbox"/>	
Letter of Stability	<input type="checkbox"/>	<input type="checkbox"/>	
Certificate of Inspection	<input type="checkbox"/>	<input type="checkbox"/>	
ORV Letter of Designation	<input type="checkbox"/>	<input type="checkbox"/>	
FCC License	<input type="checkbox"/>	<input type="checkbox"/>	
Placards Posted (Injury, Discharge of Oil, MARPOL)	<input type="checkbox"/>	<input type="checkbox"/>	
A Safety Management Manual is onboard and current on revisions	<input type="checkbox"/>	<input type="checkbox"/>	
Vessel specific emergency/operating procedures	<input type="checkbox"/>	<input type="checkbox"/>	
Station Bill posted in wheelhouse, galley, and accommodation spaces	<input type="checkbox"/>	<input type="checkbox"/>	
Master's Standing Orders	<input type="checkbox"/>	<input type="checkbox"/>	
Engineers Standing Orders	<input type="checkbox"/>	<input type="checkbox"/>	

Drills and Training

Item	Yes	No
Does the vessel have documentation of having conducted drills?	<input type="checkbox"/>	<input type="checkbox"/>
Does the vessel have a training program for vessel specific policy and procedures?	<input type="checkbox"/>	<input type="checkbox"/>

Logs / Checklists

Item	Yes	No
Vessel keeps a Deck Log	<input type="checkbox"/>	<input type="checkbox"/>
Safety Orientations for Scientists and Crew completed and documented	<input type="checkbox"/>	<input type="checkbox"/>


Records

Item	Yes	No
Electronic Navigational Charts updated weekly	<input type="checkbox"/>	<input type="checkbox"/>
Watch Turnovers / Working and Rest Periods logged for Navigational Withstanders	<input type="checkbox"/>	<input type="checkbox"/>
Is there documentation of Near Miss/ Incident reporting	<input type="checkbox"/>	<input type="checkbox"/>

Deck/Hull and Water-tight Integrity

Item	Yes	No
All doors / hatches located above the weather deck that access below, are weather tight and able to operate from either side for fire escape	<input type="checkbox"/>	<input type="checkbox"/>
Lifelines and safety chains present where a potential overboard exists and serviceable	<input type="checkbox"/>	<input type="checkbox"/>
Freeing ports open and unobstructed	<input type="checkbox"/>	<input type="checkbox"/>
Cargo and Weight handling equipment with SWL posted and tested	<input type="checkbox"/>	<input type="checkbox"/>

Fire Fighting / Damage Control

 WILLIAM & MARY VIRGINIA INSTITUTE OF MARINE SCIENCE	Appendix D: Non-VIMS Vessel Safety Assessment for Vessels over 36'		
Marine Ops: Non-VIMS Vessel Policy	Originator: Timothy R Kirkpatrick	Approved By: Timothy N Turner	

Item	Yes	No
Vessel has a Damage Control Kit	<input type="checkbox"/>	<input type="checkbox"/>
Smoke/Carbon Dioxide detectors have been tested and operational	<input type="checkbox"/>	<input type="checkbox"/>
Fire Stations (if equipped) are in serviceable condition (Valves operational, hoses free from dry rot, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
Vessel has a Fixed Firefighting System, and it is current on its annual inspection.	<input type="checkbox"/>	<input type="checkbox"/>
Vessel has appropriate number of fire extinguishers, and they have a current annual inspection	<input type="checkbox"/>	<input type="checkbox"/>

List number & sizes of portable fire ext. below (46 CFR 28.160)				
Bridge	Engine Room	Galley	Accommodation	Other


General Safety

Item	Yes	No
General Alarm, or means of sounding an alarm throughout vessel operational	<input type="checkbox"/>	<input type="checkbox"/>
Internal Communications (if equipped) operational	<input type="checkbox"/>	<input type="checkbox"/>
Slips, trips, and falls. Decks clear of obstructions	<input type="checkbox"/>	<input type="checkbox"/>
VIMS personnel have access to appropriate personal protective equipment (hard hats, hearing protection, eye protection, work vests, gloves, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
First Aid Kit (adequate for size of vessel, number of crew, and intended voyage)	<input type="checkbox"/>	<input type="checkbox"/>

Lifesaving and Safety Equipment

Item	Yes	No
EPIRB on board and mounted as per manufacturer's instruction, current on registration, battery/ hydrostat release within expiration	<input type="checkbox"/>	<input type="checkbox"/>
Search and Rescue Transponder (SART) readily accessible and battery within expiration	<input type="checkbox"/>	<input type="checkbox"/>
Life Raft(s) stowed as per manufacturer's instructions, current on inspection, with current hydrostatic release	<input type="checkbox"/>	<input type="checkbox"/>
Appropriate inventory of Life Rings present and in serviceable condition (marked, strobe light, throw rope etc.)	<input type="checkbox"/>	<input type="checkbox"/>
Type I PFD's in accessible location and in serviceable condition with whistle and water activated light	<input type="checkbox"/>	<input type="checkbox"/>
Appropriate inventory of Immersion suits easily accessible and in serviceable condition	<input type="checkbox"/>	<input type="checkbox"/>
Work Vests (Type III) in serviceable condition	<input type="checkbox"/>	<input type="checkbox"/>
Appropriate inventory of Distress Signals and all within expiration	<input type="checkbox"/>	<input type="checkbox"/>

List number & Expiration Date of Flares Below:				
Handheld	Smoke	Rocket/Parachute	Aerial	Other

 WILLIAM & MARY VIRGINIA INSTITUTE OF MARINE SCIENCE	Appendix D: Non-VIMS Vessel Safety Assessment for Vessels over 36'	
Marine Ops: Non-VIMS Vessel Policy	Originator: Timothy R Kirkpatrick	Approved By: Timothy N Turner

Navigational Equipment

Item	Yes	No
Electronic Navigational Computer / Multifunctional Display current on software and chart updates	<input type="checkbox"/>	<input type="checkbox"/>
Backup GPS Systems	<input type="checkbox"/>	<input type="checkbox"/>
Depth sounder is operational	<input type="checkbox"/>	<input type="checkbox"/>
Radar is operational	<input type="checkbox"/>	<input type="checkbox"/>
AIS is operational and programmed with appropriate ships information, class, specs, etc	<input type="checkbox"/>	<input type="checkbox"/>
Autopilot is operational	<input type="checkbox"/>	<input type="checkbox"/>
Compass and Compass Card	<input type="checkbox"/>	<input type="checkbox"/>

Navigational Signals


Item	Yes	No
Running and appropriate Navigational Lights found operational	<input type="checkbox"/>	<input type="checkbox"/>
Sound Signaling device operational	<input type="checkbox"/>	<input type="checkbox"/>
Spotlights are operational	<input type="checkbox"/>	<input type="checkbox"/>
Navigational Rules of the Road (Colregs 72) on board	<input type="checkbox"/>	<input type="checkbox"/>
Tide Tables on board	<input type="checkbox"/>	<input type="checkbox"/>
Current Tables on board	<input type="checkbox"/>	<input type="checkbox"/>
Light List on board	<input type="checkbox"/>	<input type="checkbox"/>
Coast Pilot on board	<input type="checkbox"/>	<input type="checkbox"/>
Most current local notice to mariners available for review	<input type="checkbox"/>	<input type="checkbox"/>
Offshore charts available and up to date	<input type="checkbox"/>	<input type="checkbox"/>

Communications

Item	Yes	No
Internal Communications operational	<input type="checkbox"/>	<input type="checkbox"/>
VHF Radio(s) are operational	<input type="checkbox"/>	<input type="checkbox"/>
2 Portable Radios charged and serviceable	<input type="checkbox"/>	<input type="checkbox"/>
INMARSAT, Iridium, Sat. Phone	<input type="checkbox"/>	<input type="checkbox"/>

Diving

Item	Yes	No
Is the Operator a Certified Diver?	<input type="checkbox"/>	<input type="checkbox"/>
Is the Operator Certified in Dive First Aid and O2?	<input type="checkbox"/>	<input type="checkbox"/>
Dive Ladder	<input type="checkbox"/>	<input type="checkbox"/>
Dive Flag	<input type="checkbox"/>	<input type="checkbox"/>
O2 Kit	<input type="checkbox"/>	<input type="checkbox"/>
Appropriate means of securing tanks	<input type="checkbox"/>	<input type="checkbox"/>
Method of Diver Recall	<input type="checkbox"/>	<input type="checkbox"/>

 WILLIAM & MARY VIRGINIA INSTITUTE OF MARINE SCIENCE	Appendix F: Non-VIMS Vessel Float Plan	
Marine Ops:	Originator:	Approved By:
Non-VIMS Vessel Policy	Timohty R Kirkpatrick	Timothy N Turner

VIMS Float Plan

Non-Institute Owned Vessels

All fields are required.

Your email address:

Your name:

Date(s) of Voyage:

Names/Vims Personnel:

Non-Vims Vessel Name:

Vessel Owner/Operator:

Vessel Contact Number (Cell Phone/Satellite Phone):

Vessel Departing From: Departure Time:

Vessel Returning To: Anticipated Return Time:

Sampling Site(s) - Purpose of trip:

Name and phone number of shore based contact:


* Remember to close out your float plan !!!!!!!!!

* Update your float plan with your shore-based contact if delay or modifications are made to the original float plan.

* For "day" trips, if two hours have elapsed beyond the anticipated time of return, request your land-based contact to notify the Port Captain or Marine Superintendent.

* Provide the following Emergency Contact numbers to your shore-based contact:

Tim Turner (Director of Marine Operations)
(804) 684-7279

 VIRGINIA INSTITUTE OF MARINE SCIENCE WILLIAM & MARY	Appendix F: Non-VIMS Vessel Float Plan	
Marine Ops:	Originator:	Approved By:
Non-VIMS Vessel Policy	Timohty R Kirkpatrick	Timothy N Turner

To: John Doe, Director of Marine Operations

From: Jane Doe, Marine Safety Officer

Date: 01 Jan 2024

Subject: F/V Never Sail, Assessment for Safety

I am writing to report on the Safety Assessment conducted for the F/V Never Sail of Gloucester, Va for the purpose of surveying offshore wind activity. The Principal Investigator for the charter is John Smith. I was able to travel to the vessel and utilized the Non-VIMS Vessel Safety Assessment Form (attached) to conduct my assessment.

The Never Sail was built in 1979 and is 80 feet in length. The vessel holds a current Document from the U.S. Coast Guard and is designated as a Fishing Vessel. The vessel does not possess a stability report, and as the vessel is not intended to be altered it is not necessary for this assessment. The captain of the vessel is Billy Shakes. I was provided with a copy of the NMFS Operator Card (NOAA). None of the crew on board maintain a Merchant Mariner Credential issued by the USCG.

The vessel holds a current Commercial Fishing Vessel (CFV) Inspection from the USCG that expires in February of 2025. The vessel conducts its scientific operations throughout the duration of day and night. The Master is provided with a mate, and the watch rotation is 12 hours on, 12 hours off. The same applies to the scientific crew.

An inventory of all required Life Saving Appliances (LSA's) was conducted deficiencies were found in the expiration dates on the flares and the EPIRB hydrostatic release. The vessel is not equipped with Type 1 life jackets. For CFV's immersion suits fulfill this requirement. However, VIMS' current standard is that Type I's are provided for all personnel.


An inventory of the vessel's fire extinguishers and fire detection systems. However, upon inspection, most detectors were not equipped with batteries. The general alarm was tested and found operational in the galley and engine room. Further, the fire extinguishers were not current on their annual inspection.

All navigational lights, sound signals, and an inventory of all electronic and communication equipment were made and found to be appropriate for the operating area and size of the vessel. My recommendations based on the knowledge available to assess the risk and improve the safety of this charter are as follows:

- Type I Life Jackets be provided to the scientific party with appropriate lights and markings.
- Accommodation area smoke alarms be equipped with batteries and tested to ensure that they are operational.
- Fire extinguishers should be inspected by an accredited 3rd party annually.

Further, I consider the following items to be "No-Sail" items to be corrected prior to getting underway:

- **Flares must be replaced and within expiration prior to sailing.**
- **Replace Hydrostatic Release on the EPIRB with one that is current on its expiration.**

 WILLIAM & MARY VIRGINIA INSTITUTE OF MARINE SCIENCE	Appendix F: Non-VIMS Vessel Float Plan	
Marine Ops:	Originator:	Approved By:
Non-VIMS Vessel Policy	Timothy R Kirkpatrick	Timothy N Turner

Overall, the crew was professional and very accommodating in our assessment. We appreciate their time.

Sincerely,

Timothy R. Kirkpatrick, Marine Safety Officer