

The NOAA Small Boat Standards and Procedures Manual,
4th Edition

Section 2: Roles and Responsibilities

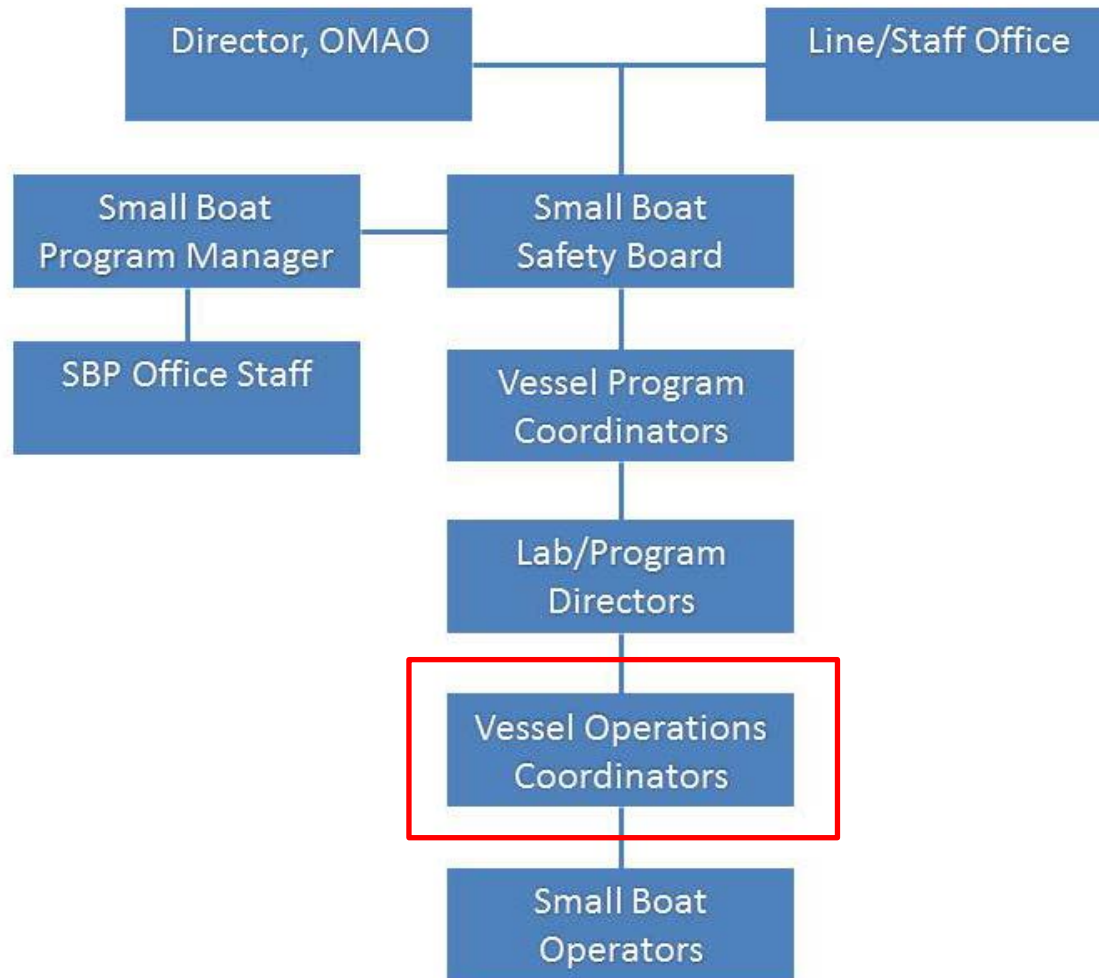
NOAA Small Boat Summit
September 12 - 14, 2017



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Small Boat Program Functional Organizational Chart



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- Major request from Summit 2015 was to increase support for Vessel Operations Coordinators
- Deficiencies Identified during La Jolla Summit:
 1. Lack of training for new VOCs
 2. Responsibilities of VOC role not well codified
 3. VOC role not included in Performance Plan
 4. VOCs lack 'deck plate' level of authority to stop
 - unsafe operators
 - unsafe evolutions
 - issue 'no sail' to boats



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Question: How can we improve the VOC experience?

Per SBS&PM v.3, a VOC shall:

- Implement all requirements in accordance with this manual
- Manage and maintain small boat support costs, small boat users, and operations personnel
- Address conflicts or other problems arising from the daily operations or maintenance of small boats with the appropriate Program Director as soon as possible
- Update the small boat inventory list, operator training list, and report inspections as completed to their LOSBO and the SBP



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Answer 1: Codify VOC responsibility in SBSPM v.4

Per SBS&PM v.4 – The VOC now has explicit Responsibilities

A VOC's Programmatic Responsibilities include:

- Ensuring accurate data is entered into VIM for each small boat under their authority
- Tracking and report operational metrics
- Attending VOC Summits and associated training
- Reporting accidents, incidents and near misses to proper authority

A VOC's Responsibilities for Operation, Maintenance, and Inspection include:

- Scheduling required inspections
- Reporting inspection results to SBP Office, LOSBO, and others as directed by local policy
- Documenting completion of required preventative and corrective maintenance to small boats
- Coordinating with designated Contracting Officer Technical Representative or SBP Engineering Coordinator for boat contracted construction, repairs, or maintenance as required
- Documenting equipment malfunctions, and corrective actions taken

A VOC's Administrative Responsibilities include:

- Maintaining copies of training certificates for the SBO's and Crewmembers using the VOC's small boats
- Maintaining copies of certification letters for the SBO and Crewmembers using the VOC's small boats
- Ensuring SBO and Crewmember meet certification currency
- Scheduling continuing education opportunities for SBO and Crewmembers
- Developing, conducting, and documenting appropriate drills specific for individual boat operations
- Annually reviewing, updating, and approving each small boat's Baseline Risk Assessment
- Conduct Risk Assessment to review and approve new operations, platforms, and proposed personnel
- Verifying proper Float Plan usage
- Tracking active Float Plans
- Maintaining a record of completed Float Plans (3 years retention requirement)



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Answer 2: Codify VOC authority in SBSPM v.4

Per SBS&PM v.4 – The VOC now has explicit Authorities

A VOC's Administrative Authorities include:

- Developing Personal Qualifications Standards for each small boat
- Certifying that Officer In Charge (OIC) and SBO's pass Personal Qualification Standards evaluation
- Removing delinquent operators from the active list
- Revoking an OIC's qualification, even if the OIC was certified by a previous VOC
- Requiring additional training for an OIC, even if the OIC was certified by a previous VOC
- Elevating unresolved boat/operational issues to the VPC, then LOSBO and finally SBSB

A VOC's Authority over Operation, Maintenance, and Inspection include:

- Stopping any small boat operation due to safety or weather concerns
- Taking boats out of service (inactive(Section 4.02)) due to required repairs or condition concerns
- Issuing Category I safety deficiencies
- Approving approve corrective measures taken to fix Category I deficiencies
- Ensure all small boat modifications comply with guidelines in Section 9 of this Manual
- Conduct risk assessment for development of a requirements document for procurement/acquisition of newly acquired boats (i.e. be actively involved in new purchases or acquiring excessed small boats)



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Answer 3: Give VOCs credit for responsibilities and authorities

Roles and Responsibilities on track to be included in VOC performance plan

- Major Responsibility = VOC role is added as a critical element on performance plan
- Minor Responsibility = VOC role is added as an activity, under an applicable critical element on performance plan.
- Collateral Responsibility = VOC role is not added to performance plan.

Answer 4: Give VOCs authority to stop dangerous operations

Per SBS&PM V.4 the VOC is specifically empowered to:

- Issue “no Sail” orders to a boat
- Revoke an OIC’s qualification, even if OIC was certified by a previous VOC
- Stop any small boat operation due to safety or weather concerns



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Answer 5: Clarify the role of Contractor as VOC

Wording from Office of General Council:

The role of VOC may be filled by a Federal employee or a contractor. In either scenario, the VOC retains primary authority and responsibility for the functions described in [Section 2.02.d of the SBSPPM].

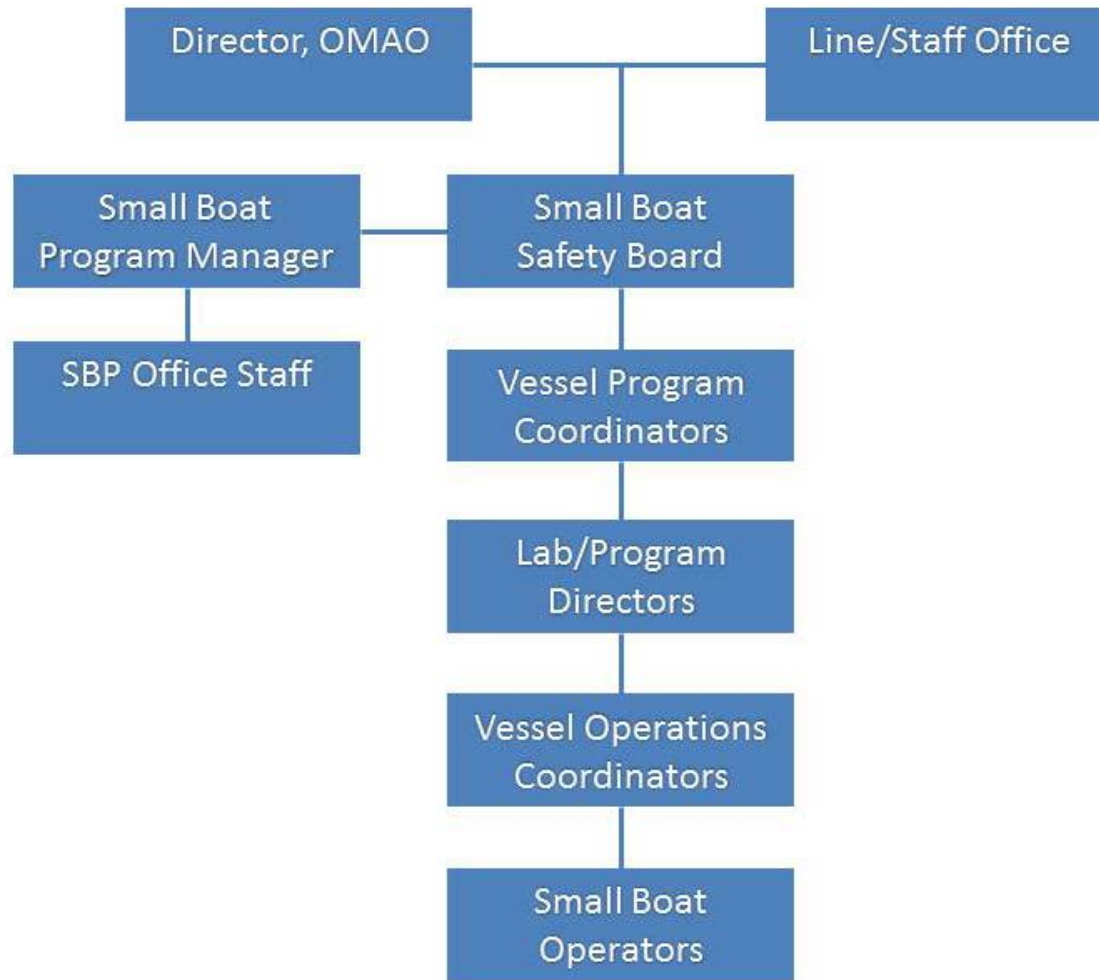
Failure to adhere to the determinations made by a VOC regarding small boat operations issues, including but not limited to mission safety may result in appropriate administrative action.



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Small Boat Program Functional Organizational Chart



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Other Roles & Responsibilities outlined in SBS&PM v.4

Director, OMAO:

- Administers the Small Boat Safety Program, per the NAO 209-125.
- Final administrative authority for all policies, procedures, and standards.

SBP Manager

- Focal point of the SBP Office, and a voting member on the SBSB

SBP Executive Officer

- Administrative contact for the SBP Office



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Other Roles & Responsibilities (cont.)

SBP Inspection Coordinator & Engineering Coordinator

- Schedule & conduct inspections
- Provide engineering and technical guidance as requested

LOSBO (also SBSB member):

- Each Line Office AA appoints a LOSBO
- Represents individual programs, as well as the Line Office as a whole
- The LOSBO will also serve as a voting member on the SBSB

VPC

- Appointed by the LOSBO, and approved by Supervisor
- Assists LOSBO with communication



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OIC:

- Responsible for the safe operation of a small boat and all embarked personnel while underway
- Has authority and responsibility to modify or cancel operations based on changing risk assessments
- When two or more small boat operators are on board, the OIC retains the ultimate responsibility. The OIC will be clearly identified to all embarked personnel.
- SBO:
- Assists with the oversight of all personnel aboard, and helps to ensure that operations are conducted safely and efficiently, per the Manual, Program, and VOC instructions.

Shoreside Point of Contact:

- Responsible for maintaining and monitoring active Float Plans within their local Operators. The POC must be available by phone or radio throughout the duration of the mission. The POC must take action if a small boat is overdue.



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Other Roles & Responsibilities (cont.)

Crewmember:

- Crewmember are persons required to be engaged in the safe operation of the small boat, including (but not limited to) navigation and maintenance of the small boat, its machinery, systems, and arrangements essential for propulsion and safe navigation or to provide services for other persons on board.

Persons in Addition to Crewmembers:

- Persons in addition to crewmembers are any person on board the small boat who are not required to be engaged in the safe operation of the small boat.
- Scientific researchers
- Persons in support of the mission (mechanics, company reps, etc)
- Interns
- Other personnel aboard to participate directly in the planned scientific operations



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Questions?



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