

Vessel Operations Coordinators Roles and Responsibilities



NOAA Small Boat Program



Well Defined Roles & Responsibilities

➤ VOC's Programmatic Responsibilities

- ✓ Maintaining up to date inventory
- ✓ Tracking metrics
- ✓ Reporting accidents

➤ VOC's Administrative Responsibilities

- ✓ Maintaining certification letters & training certificates
- ✓ Developing, conducting, and documenting appropriate drills
- ✓ Annually reviewing, updating, and approving each small boat's Baseline Assessment
- ✓ Conducting risk assessment
- ✓ Tracking active Float Plans

➤ VOC's Administrative Authorities

- ✓ Developing Personal Qualifications Standards
- ✓ Removing delinquent operators & revoking SBO's qualification
- ✓ Requiring additional training
- ✓ Elevating unresolved boat/operational issues



Well Defined Roles & Responsibilities

- **VOC's Responsibilities for Operation, Maintenance, and Inspection**
 - ✓ Scheduling required inspections & reporting inspection results
 - ✓ Documenting completion of required preventative and corrective maintenance
 - ✓ Documenting equipment malfunctions, and corrective actions taken

- **VOC's Authority over Operation, Maintenance, and Inspection**
 - ✓ Stopping any small boat operation due to safety or weather concerns
 - ✓ Taking boats out of service due to required repairs or condition concerns
 - ✓ Issuing Category I safety deficiencies
 - ✓ Ensuring all small boat modifications comply with the Manual



Collateral and Less Well Defined Responsibilities

- Accident reporting: as the VOC assure you are in the loop and if necessary follow-up with mitigating steps
- Outside agencies or NGOs on NOAA boats – liability, cost sharing, safety gear
- Outside agencies or NGOs using NOAA boats – inspections, repairs, maintenance...
- Non-NOAA operators – qualification letters, PQS,...



Balancing Program Duties with your VOC Role

- Handling conflict without impacting your performance review
- Budget limitations and still getting the work done
- Conflict with programs not willing to support boat repairs or preventative maintenance (Science comes first attitude)
- Pressure to use an inadequate boat to get the work done



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Interpretation of the SBSPM

- Diversity of boats and operations create limits to some of the SBSPM directives (Kayaks to SRVs)
- Some parts of the manual are intentionally left to the discretion of the VOC or OIC based on the operations, available boat, intended route and experience. (example: Table #4 Carriage requirements)
- When in doubt contact your VPC or LOSBO for input and guidance
- If required it can be elevated to the SBP and SBSB



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Procurement and Budgets

- SOWs for new boats and working with the contracting office
- Making sure adequate budgets are in place for maintenance and repairs
- Stopping operations, if required until repairs and maintenance are complete
- Writing shipyard SOWs, contracting and oversight



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Other Duties

- Provide continuing education opportunities (both formal and hands on)
- Promote advanced and specialized training (PQS)
- Respond to SBP data requests
- Attend NOAA Small Boat Summits



Other Defined Roles & Responsibilities

➤ **Vessel Program Coordinators (VPC)**

- ✓ Assist LOSBO with communications & policy implementation
- ✓ Reports issues to LOSBO
- ✓ Provides assistance as needed

➤ **Line Office Small Boat Officer (LOSBO)**

- ✓ Represents Line Office & individual Programs on the Small Boat Safety Board
- ✓ Provides oversight & assistance to Line Office Programs to carry out safe & effective operations
- ✓ Coordinate Line Office compliance with policies
- ✓ Has the authority to issue “No Sail” orders



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Questions?



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