NASSAU
CRUISE PORT

INTEGRATED MANAGEMENT SYSTEM

ASSET MANAGEMENT SYSTEM
DEPARTMENT PROCEDURES

- Ø Quality Management System: ISO 9001:2015.
- Ø Environmental Management System: ISO 14001:2015.
- Ø Occupational Health And Safety Management System: ISO 45001:2018.
- Ø Asset Management System: ISO 55001:2014.
- Ø Event Management System: ISO 20121:2012.

INTEGRATED MANAGEMENT SYSTEM PROCEDURES

ASSET MANAGEMENT SYSTEM

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Authorized by:

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Chief Executive Officer

Procedure Number	Title	Number of Pages	Date	Revision Number	Amendment Date
IMSP-AMS-001	Maintenance Plan	7	January 1st, 2023	00	-
IMSP-AMS-002	Technical Maintenance	2	January 1st, 2023	00	-
IMSP-AMS-003	Landscape Maintenance Plan	3	January 1st, 2023	00	-
IMSP-AMS-004	Monitoring and Inspection	8	January 1st, 2023	00	-
IMSP-AMS-005	Implementation of The Plan	8	January 1st, 2023	00	-
IMSP-AMS-006	Budget	1	January 1st, 2023	00	-

1.0 Purpose:

The purpose of this procedure is to ensure processes are in place for the maintenance of facilities and equipment controlled by Nassau Cruise Port Limited.

2.0 Responsibility:

The Projects and Facilities Manager is responsible for ensuring that the following procedures are effectively implemented and maintained.

3.0 Procedures:

3.1 Scope of Work

The arrivals and retail areas of the Nassau Cruise Port Limited, like any other port infrastructure, will generally face severe natural conditions, and will tend to suffer degradation typical of the passage of time through its useful life. That is why the facilities must be maintained periodically and appropriately so that the minimum requirements for proper operation throughout the service period are continuously met. The NCPL maintenance plan objectives are:

- Stipulate the basic principles of effective maintenance.
- Basic maintenance processes.
- The inspection processes, methodology, contents, intervals, and frequencies.
- The coordination of the above through an online work tool.

➢ This Maintenance Plan includes:

- The Arrivals Area.
- The Market Place.
- The Town Square.
- Ground Transportation Area.
- Piers.
- Equipment and Machinery.

3.2 Objectives

The facilities and equipment used must be maintained to achieve adequate, efficient, and safe operating conditions.

The objectives are:

- Maintain facilities and equipment in safe operating conditions.
- Maximize the service life of facilities and equipment.
- Comply with government requirements and local safety and health regulations.
- Provide a safe environment for the public, users, and staff.
- Minimize service interruptions.
- Ensure that our facilities remain in a good condition for the user community.
- Maintain an adequate visual appearance and proper cleanliness of buildings, piers, and intermodal zone.

Corrective (or reactive) maintenance creates reactionary (emergency) repairs that often increase costs, decrease safety, and negatively impact the perception of our customers and the public. The goal is to be proactive and offer a response driven using early detection methods.

3.3 Work Methodology

The Nassau Cruise Port Limited must be maintained following the work methodology based on GPH's overall global experience. This methodology proposes a novel maintenance management system through a local control with cutting-edge computer tools and global support from the GPH technical team. Generally, the Maintenance Plan is composed of 3 interconnected parts that feed back into the plan itself:

- **Preventive and Reactive/Corrective Maintenance.**
- **Daily Inspections and Monitoring:** Monitoring of facilities.
- **Annual inspection** of facilities and inclusion of mitigating measures in the maintenance plan.

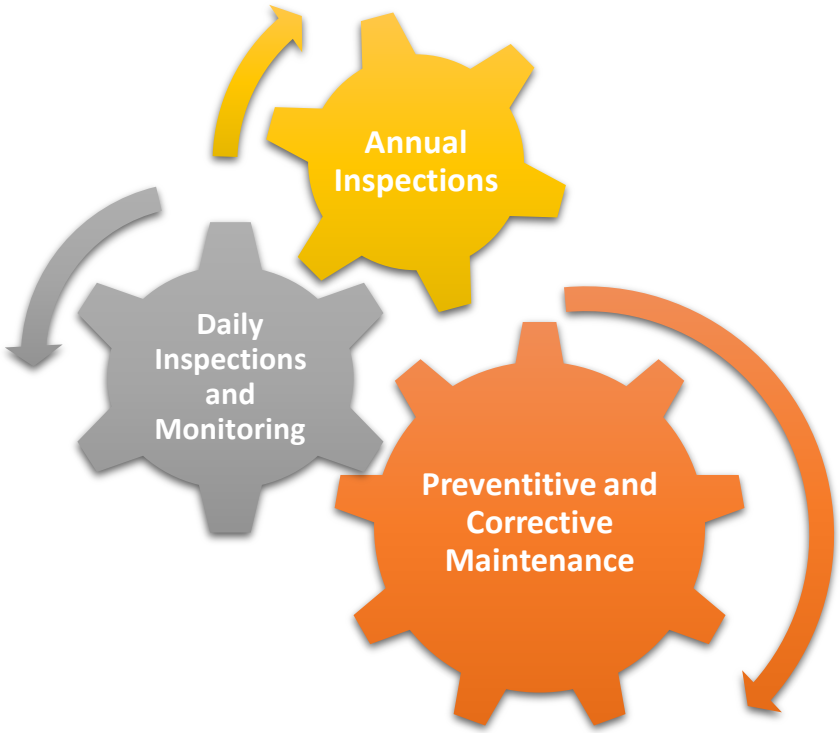

Figure 1. Maintenance Plan Methodology

3.4 Organization: Required Staff

To carry out the services described above for the facility, a minimum requirement for staff on site is required, however such personnel may be external:

- Assistant Facility Manager.
- Facility Supervisor.
- Technicians.

The required staff will be supervised and coordinated by the Director of Projects and Facilities and supported by GPH technical team and other expertise within the group. Likewise, the NCPL technical team in coordination with GPH Barcelona office will be in charge of leading the required support.

In relation to the proposed competent/qualified key personnel for the maintenance and rehabilitation, the above personnel shall be involved in the maintenance. It is estimated that at a

minimum the Assistant Facility Manager and Facility Supervisor will be staff of NCPL, and the technicians may be subcontracted:

- **Assistant Facility Manager**: is the person responsible for ensuring that the necessary resources and staff are in the terminal to develop and implement this Maintenance Plan. The Assistant Facility Manager shall provide the following management services:

- Inspection of facilities.
- Collaboration and coordination with contracting parties.
- Management of work orders, guarantees and documentation.
- Completion of the strategy of activities in the operated facilities.
- Participation in the elaboration of quality specifications of services provided.
- Material support and economic performance control.
- Compliance with contractual obligations for the services provided.
- Assist with the creation and supervision of the maintenance execution and budget plans.

- **Facility Supervisor will assist the Assistant Facility Manager, especially in:**

- Maintenance operations of facilities and equipment (elevators/lifts, lighting systems, heating, and ventilation, etc.) in accordance with current regulations and standards.
- Timely compliance with the given scope of repair work, its quality, compliance with technical conditions and technology for the execution of operations, taking measures to increase the quality of services.
- Compliance with established requirements, current regulations, standards, and standards of safety techniques, as well as fire safety regulations in the facilities;
- Compliance with the Health and Safety at work.
- Detect operation infractions and repair of buildings (structures, premises), taking measures for their prevention and mitigation.
- Arrange emergency actions and priority works.
- Guarantee the continuous professional cleaning of the common center area, in particular the cleaning of the delivery areas, the service walkways and corridors, the cleaning of public and auxiliary sanitary facilities with the supply and replacement of toilet paper, aromas and soap, the cleaning of

elevators/lifts and escalators and stairs in particular, cleaning and maintenance of corridors around the building, cleaning of facades, cleaning of interior surfaces and maintenance of green areas.

- Management of waste receptacles.

➢ **Technicians**: the technician(s) shall perform the following tasks:

- Inspect the facilities.
- Review periodic checks of systems and equipment.
- Execute work orders, small repairs, and interventions.
- Carry out maintenance operations, routine preventive repairs of equipment in buildings and constructions.
- Checking the conditions of all technical systems and equipment in the building.
- Take out of service or replacement and repairs of equipment and electrical wiring, determining, and eliminating emergency reasons.
- Execution of technical inspections of devices, data logging.
- Participate in the preparation of orders for materials, spare parts, and instruments, ensuring their economic and rational use.
- Methodize, process, and prepare data for later control.

➢ **NCPL/GPH Technical Team Support**: Will provide technical support services including inspection, facility assessment, and priority actions to reduce/eliminate/mitigate risks encountered. It also recommends additional studies and assistance during the procurement of contractors and supervision of works.

Monitoring and inspections of our NCPL facilities include, but are not limited to, the following:

- Emergency lighting.
- Remote power switch.
- Lighting protection system.
- Disinfection and disposal measures.
- Passenger boarding bridges.
- Defenses and bollards.
- Emergency stairs.
- Buildings.
- Services provided.
- Fire extinguishers.

- Heating system.
- Fire alarm system.
- A/C
- Smoke extraction systems.
- Installation of sprinkler Gas detection.
- Hydrants.
- Separators (oil, gasoline).

NCPL will successfully maintain all our facilities, systems, and equipment in accordance with manufacturer standards, technical requirements, and deadlines, purchasing and inventorying spare parts and supplying technical documentation prescribed by law.

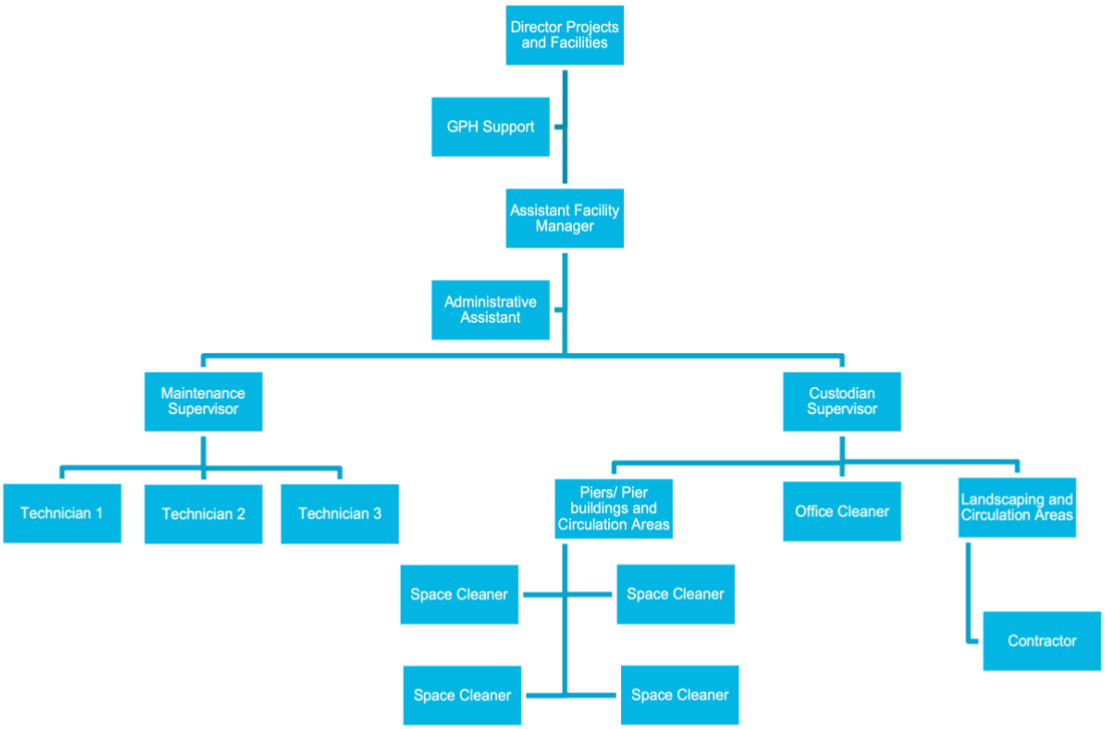

Figure 2. Organization chart of the Maintenance Department

3.5 Maintenance Plan Development

The Maintenance Plan (MP) must determine the following:

- The MP must be prepared annually based on the approved procedures of the previous year.
- It must include the responsibility of the persons authorized to prepare and approve the MP.
- The MP may be reviewed and supplemented during the implementation process.
- Minimum information to be included in MP:
  - Name of the activities to be carried out.
  - Duration of deployment.
  - Deployment method.
  - Implementation costs.

4.0 Records:

- Monitoring / Inspection Plans / Reports
- Inspection checklists
- Emergency /Priority work
- Purchasing records
- Inventory records.
- Spare part lists.
- List of facilities contained in the NCPL Asset Management System.
- List of machinery and equipment contained in the Asset Management System.
- Work orders.
- Service providers/contractors list and contracts
- List of Maintenance tools materials and equipment.
- Technical equipment and systems maintenance logs

1.0 Purpose:

The purpose of this procedure is to ensure processes are in place for the maintenance of technical systems and equipment within the Nassau Cruise Port Limited (NCPL) facilities.

2.0 Responsibility:

The Projects and Facilities Manager is responsible for ensuring that the following procedures are effectively implemented and maintained.

3.0 Procedures:

3.1 Technical Maintenance

Technical maintenance includes the maintenance of facilities, systems, and equipment in compliance with the following:

- Manufacturers' Standards.
- Technical Requirements and Delivery Dates.
- Maintaining an inventory of parts and supply of technical documentation prescribed by law.
- Compliance with legal regulations for each equipment or installation.

3.2 Organization and Control of Systems & Equipment

The Organization and Control of The Systems & Equipment Include:

- Organization of the works that are required for the technical maintenance of all the systems.
- Plan and execution of the works required according to the maintenance plan.
- Quality control and control of delivery dates for the execution of the works.
- Cost optimization, development of plans and proposals.

3.3 Emergency Response

An emergency response line shall be available 24 hours a day to all users of the facility. Any irregularities observed during daily operations, monitoring or inspection should be reported through this line.

3.4 Preventative Maintenance

- The goal of Preventive Maintenance is to identify and repair minor deficiencies/problems before they cause failures.
- Preventive Maintenance includes a complete list of activities performed by users, operators during maintenance. The objective is to ensure the proper functioning of the terminal, equipment, machines, vehicles, etc.
- With a successful implementation of the preventive maintenance plan, the Nassau Cruise Port Limited will reduce replacement costs by extending the useful life of the asset through proper maintenance.

3.5 Daily Monitoring and Maintenance

- Daily maintenance is performed in-house by Facility technicians and covers the basic maintenance tasks of the equipment.
- It consists of a series of elementary tasks (data collection, visual inspections, cleaning, lubrication, screw retightening, minor adjustment, etc.)

3.6 Reactive Maintenance

- Reactive maintenance, also known as corrective maintenance, is largely a reactive strategy in which repairs are made the moment the equipment/installation fails.
- This is a much more expensive approach for an organization due to unplanned production downtime, damaged machinery, overtime, and incident notification fees, and ideally this method should only be performed on parts that are inexpensive and easy to replace.

4.0 Records:

- Inventory of Parts
- Technical Maintenance Plans
- Preventive Maintenance Logs.
- Manufacturers Manuals.

1.0 Purpose:

The purpose of this procedure is to ensure processes are in place for effective landscape maintenance within the Nassau Cruise Port Limited (NCPL) facilities.

2.0 Responsibility:

The Projects and Facilities Manager is responsible for ensuring that the following procedures are effectively implemented and maintained.

3.0 Procedure:

3.1 Landscape Maintenance

Landscape maintenance will be contracted out to a professional landscaping company. The landscape maintenance includes lawn maintenance, garden bed maintenance, irrigation, pest control, weed control, and fertilization. The following services are done for a combination of aesthetic reasons and to promote the health of the plants in the landscape.

- Clearing debris in both the landscape and hardscape.
- Weeding.
- Mowing the grass.
- Mulching trees, shrubs, and flowers.
- Pruning trees and shrubs.
- Planting flowers and other plants.
- Fertilizing plants.
- Applying pesticides or other insect control methods.
- Setting up and maintaining irrigation systems.

3.2 Organization and Control of Systems & Equipment

The Organization and Control Of The Systems And Equipment include:

- Organization of the works that are required for the landscape maintenance.
- Plan and execution of the works required according to the landscape maintenance plan.

- Quality control and control of delivery dates for the execution of the works.
- Cost optimization, development of plans and proposals.

3.3 Seasonal Maintenance

The weather affects the maintenance of landscaping and therefore the landscaping plan varies slightly due to the mild change in weather conditions in the Bahamas. The below is not considered fully inclusive however at a minimum it is expected that the following maintenance is required:

Spring and Summer

- Mowing weekly.
- Blowing away debris weekly.
- Edging curbs monthly or weekly.
- Pruning trees monthly.
- Tree inspections for disease and pests monthly.
- Confirming placement of tree stakes.
- Watering twice weekly.
- Weeding weekly.
- Preparing planting beds.
- Planting flowers.
- Deadheading every other week.
- Irrigation efficiency checks monthly.
- Checking hardscapes for cracks.
- Applying fertilizer (and potentially pesticides).

Fall:

- Adjustments to irrigation system.
- Pre-winter cleanup, including bed edging, grass dividing, seasonal perennial trims, and mulch raking.
- Leaf removal weekly.

Winter:

- Seasonal displays for the holidays.

Year-Round:

- Inspecting outdoor lighting.

The above will be further reviewed and adjusted in consultation with the landscape designers, contractors, and NCPL external landscape maintenance contractor.

4.0 Records:

- Landscape service provider contracts.
- Landscape maintenance plan

1.0 Purpose:

The purpose of this procedure is to ensure processes are in place for the monitoring and inspection of systems and equipment within the Nassau Cruise Port Limited (NCPL) facilities.

2.0 Responsibility:

The Projects and Facilities Manager is responsible for ensuring that the following procedures are effectively implemented and maintained.

3.0 Procedures:

3.1 Overview

Based on the frequency and level of detail, the system of evaluation of the conditions for the facilities of the Nassau Cruise Port Limited is divided into two groups: "Monitoring" and "Inspection".

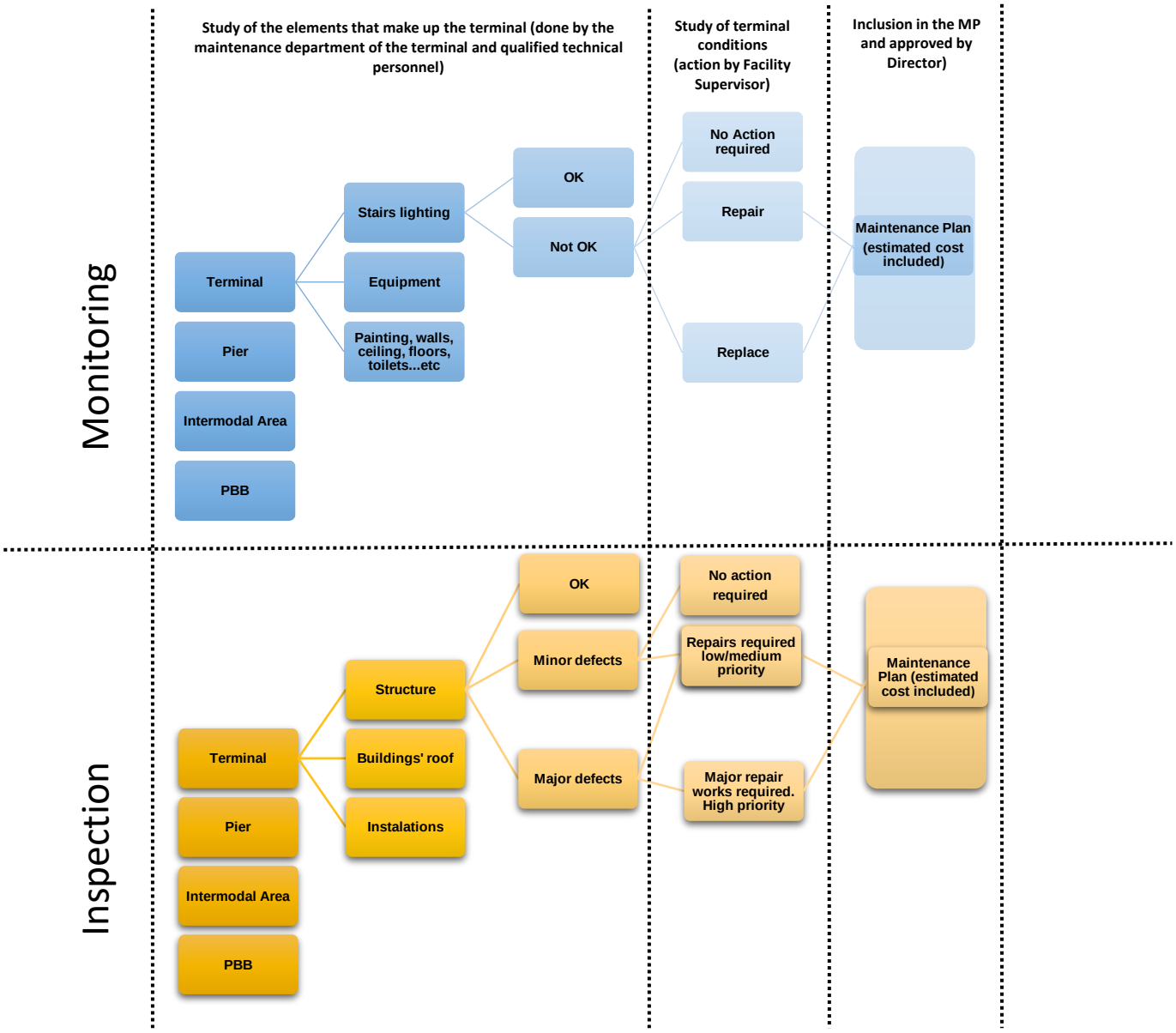

Figure 1 Flowchart of the Maintenance System

3.2 Classification of the Condition

Condition Grade	Classification	Overview
6	**Very Good**	No visible damage or only minor damage noticed. The elements and equipment may show a very slight deterioration. No repairs are required.
5	**Good**	Mild to moderate defects or deterioration observed, but no excessive stress was observed. No repairs are required.
4	**Fair**	All the main structural elements are in good condition; but minor defects or deterioration are observed. Minor defects that can develop into structurally significant long-term defects. Repairs are recommended, but the priority of recommended repairs is low **(Priority 3 and 4).**
3	**Poor**	Advanced deterioration, over exertion observed in localized areas of the structure, but does not significantly reduce the load capacity of the structure. Structurally significant defects leading to a possible loss of stability in the medium term. It includes damage to users or to the structure itself. It includes conditions not acceptable for the correct operation or use of users.
1	**Very Poor**	Repairs with moderate urgency are required **(Priority 2).** Very advanced deterioration, excessive stress or breakage have been located in areas of primary structural components. More widespread failures are possible or likely to occur and load restrictions should be implemented as necessary. Possible imminent collapse or in an incipient state of failure (about to collapse in the short term). Repairs can be carried out with a very high priority with great urgency **(Priority 1).**

Tabla1 Classification of the conditions of a maritime structure

3.3 Monitoring

- Monitoring is the activity that visually checks the condition of easily accessible components, without requiring equipment/machinery or specialized technical equipment. This is a daily inspection to quickly identify unusual incidents and installation defects. It usually consists of a visual inspection while walking through the facility.
- During the "Monitoring" activity, the condition of the item is evaluated as "OK" or "Not OK" based on certain parameters.
- The duration of this "Monitoring" activity must be carried out by the "Assistant Facility Manager/Facility Supervisor", and / or the maintenance staff, and cannot last more than the total hours of work of a day.
- The result of "Monitoring" consists of photos and details of the damaged components or evaluated as "Not OK". Components that are evaluated as "OK" will not be documented.

3.4 Periodic Inspection

The periodic inspection will be carried out by a competent technician who will prepare a detailed document with plans, evaluation of the conditions, main findings found, as well as a proposal of works to be carried out to mitigate the deficiencies/defects found. This inspection will help to:

- Identify damage including deterioration and defects.
- Analyze deterioration and defects.
- Select the most suitable repair methods for those small defects and deterioration.

It also includes recommendations for more detailed studies on those highly damaged elements.

This inspection will be carried out annually.

For technical inspections of medium and low voltage electricity equipment, fire detection/extinction, hydraulics, air conditioning and distribution, lifting / ladder equipment, the

certifying entities will be contacted to carry out the periodic inspections established in each Standard.

3.5 Priorities and Corrective Actions

RANKING OF PRIORITIES		ACTION
1	Deterioration/corrosion of an element that presents an immediate hazard to personnel, equipment or the environment and is considered to require immediate action. Examples: ➢ Structural element severely corroded or damaged by impact. ➢ Metal structural elements subject to the effects of Accelerated Corrosion (ALWC). ➢ Loss of filler from behind the solid spring structure. ➢ Spring structure showing large bumps and signs of great differential movement. ➢ Defense system that suffers impact damage and no longer works. ➢ Elevators or toilets inoperative and with lack of minimum conditions according to international standards. ➢ Lack of lighting, signage necessary for proper operation and to ensure safety and health conditions of users.	A Priority 1 should be brought to the immediate attention of the Director of Projects and Facilities and GM, and a confirmatory signature is required. Immediate steps should be taken to eliminate/minimize the risk to personnel, equipment or the environment and appropriate measures to rectify the anomaly.
2	Deterioration/corrosion of an element that presents a potential future hazard to personnel, equipment or the environment and is considered to require action prior to the next inspection. Examples: ➢ Structural element moderately corroded or damaged by impact.	A Priority 2 must be specifically reported in the inspection report. Depending on the type of deterioration/corrosion, a temporary remediation action may be required and/or a more detailed study followed by a structural assessment may be performed.

	➢ Insufficient ventilation system that causes high temperatures and suffocation of users. ➢ Loss of filler from behind the solid spring structure. Spring structure showing moderate bumps and signs of moderate differential movement. ➢ Defense system that suffers impact damage with some defense elements missing and need replacement.	Deterioration/corrosion must be rectified as soon as possible minimizing the risk to personnel, equipment, or the environment.
3	Deterioration/corrosion of a marine asset that with little or no attention could move to level 2 status before the next inspection. Examples: ➢ Localized corrosion or minor damage to the structural element ➢ Localized corrosion or minor damage to defense and berthing accessories. ➢ The defense system suffers some damage with the UHMWPE faceplate that needs to be replaced.	A Priority 3 must be reported in the inspection report. Depending on the type and degree of deterioration/ corrosion, a more detailed study can be performed followed by a structural evaluation.
4	An abnormality that requires little or no attention. Example: ➢ Less corrosion or damage to steel sheet piles, concrete structural elements, grids, stairs, railings, fenders and docking aids.	A Priority 4 must be reported in the inspection report.

3.6 Methodology

- Identification of areas that have received mechanical damage.
- Identification of cracks, concrete detachment and settlement or deformation of the structure.
- Identification of bollards and fenders damaged due to excessive drafting, corrosion, impact damage or loss of corrosion protection layer.
- Examination of anomalies in the superstructure.
- Identification of those areas intended for the use of passengers that do not meet the minimum requirements in terms of safety and health.
- Justification of the need for emergency (short-term) repairs.
- Justification of the need to carry out repairs for optimal operation (medium term).
- Justification of the need to carry out protective measures to reduce risk mitigation (long-term measures).

Before starting the inspection work, it is common practice to divide the area to be studied by chainage for a clear analysis and evaluation of the results. If it is not possible, due to the inability to access certain areas, the key areas where defects were found shall be taken as reference points.

3.7 Photo Report

For the piers, photos will be taken approximately every 10-20 meters to reflect the potential presence of damage and degradation. Similarly, for those areas where deterioration is noticeable, detailed photos of these areas will be taken to confirm the observation.

3.8 Summary of Findings

The main findings of the inspections will be summarized in a table called: "Summary of findings" and are classified into "main" and "minor" defects. Minor defects are not considered critical to the current structural integrity of the facility or operational functioning of the terminal itself, although they are considered important enough to require repair or monitoring in order to maintain the

integrity of the facility in the long term. Major defects are considered significant enough to affect the structural integrity of the facilities in the near future or the partial or total disruption of terminal operations and may therefore require short-term repair.

The photographic records taken during the visual inspection shall be included in the appendices to this report. These include:

- Location Plan. Plan drawing showing the location, distribution and main findings found.
- Details of any identified visible defects.
- Photographs showing a typical view of the site and other photographs highlighting the main defects observed during the inspection. These photographs support the findings shown in the main section.

Observations made during visual inspections will be used to provide a tabulated summary of key findings that focus on major defects and any key areas of concern (Table 4).

The inspection frequency will depend on the anticipated rate of deterioration and damage. It is recommended the frequency of the inspections to be as per the table, deepening on the type of damage and priority for action. However unless otherwise specified, the frequency of the inspection will be annual.

4.0 Records:

- Condition Reports.
- Daily Inspection reports.
- Periodic Inspection reports
- Photo Report of Piers.
- Summary of findings table.

1.0 Purpose:

The purpose of this procedure is to ensure processes are in place for the active implementation of maintenance plan of systems and equipment within the Nassau Cruise Port Limited (NCPL) facilities.

2.0 Responsibility:

The Projects and Facilities Manager is responsible for ensuring that the following procedures are effectively implemented and maintained.

3.0 Procedures:

3.1 Implementation of the Plan

3.1.1 Maintenance Standards / Regulations

The department led by the Director of Projects and Facilities will maintain the culture of excellence all the time and provide the necessary training/courses to achieve the high standards required. The essential components to achieve these standards are described below and are periodic inspections, identification, prioritization, and implementation of jobs followed by assignment, scheduling, and completion of tasks.

It is expected that all employees of the terminal will be involved in the identification, reporting and/or correction of the identified deficient conditions.

3.1.2 Monitoring and Inspection

The facilities will be monitored and inspected regularly as stipulated in previous sections and as reflected in the following table:

MAINTENANCE PLAN									Date:
NASSAU CRUISE PORT		Action Required							Feedback
		Daily	Weekly	Monthly	Every 6 months	Annual	As required	Emergency	
Arrivals Plaza									
	HVAC								
	Respond to emergency calls							√	
	Cold/heat pump maintenance			√		√			
	Filter replacement			√			√		
	Boiler systems			√		√			
	Building Automation System	√				√			As appropriate
	Plumbing, rainwater								
	Respond to emergency calls							√	
	Backflow testing – all locations					√			
	Maintenance of the plumbing system			√		√			
	Elevators								
	Respond to maintenance and operations calls							√	
	Annual Inspection / Certification					√			
	Maintenance of the lifting system						√		
	Electrical								
	Respond to emergency calls							√	
	Supply and replacement of light bulbs						√	√	
	Inspection / Service of the electrical system			√					
	Uninterruptible power supply inspection			√		√			
	Inspection of the electrical panel/controls				√				
	Lighting (terminals, exterior, dock, car parks)	√							
	Fire Prevention System								
	Respond to emergency calls							√	And as required by the date stamped
	Fire Extinguisher Inspection			√		√			And as required by the date stamped
	FM200 Agent Inspection					√			As appropriate
	Fire Sprinkler System Inspection					√			
	Fire Alarm System Inspection					√			

Location or System	Action Required							Feedback
	Daily	Weekly	Monthly	Every 6 months	Yearly	As required	Emergency	
Security/Safety								
Respond to emergency calls							√	
Inspect security cameras and equipment			√			√		
Inspect control accesses, scanners, security arches		√	√					Monthly inspections carried out by the supplier
Inspect/test the alarm system			√		√			
Exterior								
Roof Inspection				√				
Inspect downspouts				√				
Visual inspection of façade			√					
Inspect entrance door, windows and locks				√				
Drainage inspection				√				
Cleaning	√							
Emergency Generator								
Respond to emergency calls							√	
Test Generator Running / ATS			√					
Inspect ATS					√			
Fuel tank inspection		√						And after use
Engine maintenance					√			
Intermodal Area								Such evidence will be reported to APL
Respond to emergency calls							√	
Visual inspection of the intermodal area		√						
Stormwater system			√		√			
Lighting cleaning, supply and replacement						√	√	
Inspect concrete/asphalt surfaces			√					
Cleaning/sweeping service	√	√	√			√		
Lift station visual inspection	√							
Garbage collection	√	√						
Piers								Such incidents will be reported to APL
Plumbing								
Respond to emergency calls							√	
Backflow testing - all locations					√			

	Maintenance of the plumbing system			√				

Location or System	Action Required							Feedback
	Daily	Weekly	Monthly	Every 6 months	Yearly	As required	Emergency	
Electricity								
Respond to emergency calls							√	
Respond to emergency calls						√	√	
Supply and replacement of light bulbs			√		√			
Inspection / Service of the electrical system			√		√			
Uninterruptible power supply inspection			√		√			
Inspect lighting quality				√				
Fire Suppression & Alarm								
Respond to emergency calls							√	
Fire Extinguisher Inspection		√	√		√			
Hydrant inspection			√		√			
Fire Alarm System Inspection					√			as applicable
Structural								
Visual inspection of the slab (and concrete finishes)		√						
Inspection of piles and beams					√			
Visual inspection of fenders		√						
Corrosion inspection in bollards		√						
Lifeguard inspection		√						
Inspection of emergency stairs		√						
Gangways								
General inspection (safety measures, condition paints and rust points)	√							
Visual inspection of the substructure/foundation (screws, joints...)	√							
Translation inspection (electric driving, condition of the groups, condition of the rails, wheel testing, bumper status, final race operation, manual operation test).	√							
Cab inspection - lifting (manual final lift test, lifting operation test, end-of-stroke lift test and adjustment)	√							

Location or System		Action Required							Feedback
		Daily	Weekly	Monthly	Every 6 months	Yearly	As required	Emergency	
	Cable greasing, corrosion cleaning, anticorrosive paint				√				
	Inspection of electrical installation (control gateway operation, connection of electrical elements in cabinets, emergency push-buttons)	√							
Fleet of vehicles and equipment									
	Indoor/outdoor cleaning		√				√		Washes at least each fuel load cycle with the interiors vacuumed monthly
	Visually inspect the body, engine, undercarriage			√					
	Oil change						√		3,000km
	Lubrication					√	√		
	Safety Inspection	√					√		

NOTES:	
1	Docks: Each pier will be inspected on a daily rotation schedule. The inspection will include a task list to identify broken or missing parts, electrical pedestals, piping, cleaning, safety and damage by occupants.
2	Metal walkways: inspection to identify corrosion, damage, welding quality, lubrication, non-slip surfaces, paint, connection points, rollers and safety.
3	Inputs and outputs: each entrance door will be inspected monthly and lubricated semi-annually to determine its operability, safety and security.
4	Plumbing: The Assistant Facility Manager/Facility Supervisor will inspect all associated pipes and fittings [weekly, monthly, quarterly, etc.] to make sure there are no leaks and that the fittings are working properly. Anti-siphon devices shall be inspected annually by a certified inspection service. Any corrosion or malfunction will be noted and scheduled for repair/replacement.

5	Air conditioning: heat pumps, air treatment units, wall heaters, air conditioning units, water pumps, indoor water treatment systems, garage unit heaters, etc. These systems will be serviced at least according to the program recommended by the manufacturer. The Assistant Facility Manager/Facility Supervisor must fulfill the responsibilities of the MP between those times. All units will be maintained to operate with maximum efficiency by the staff or supplier contracted through a maintenance contract. In addition, the Assistant Facility Manager/Facility Supervisor will inspect all systems monthly and have the air filters cleaned, replaced and disinfected as the outdoor units will be inspected for general operation, corrosion, lubrication, accumulation of debris or any other blockage, etc.
6	Electrical: The Assistant Facility Manager/Facility Supervisor will inspect all electrical distribution systems and associated accessories [weekly, monthly, quarterly, etc.] to ensure operability, safety, corrosion and safety.
7	Generators: Backup power systems will be inspected according to the manufacturer's recommendations through a maintenance contract to ensure proper operation and to verify that the unit is in a constant state of readiness.
8	Painting and exterior care: The exterior of the building will be inspected monthly and the necessary repairs will be noted and sent. This inspection shall include, but shall not be limited to: gutters, doors, sidewalks, windows, flashings, roof, vents, all extrusions, signage and general appearance problems.
9	Soils and landscaping: The Assistant Facility Manager/Facility Supervisor will ensure that all landscaped areas are maintained to include garbage disposal, pruning and plant replacement when necessary. Walkways and fences should also be inspected.
10	Parking Lots - Parking lots will be inspected for debris, large cracks, holes, deterioration, etc. The inspector will help determine when it is necessary to re-scratch and seal to be completed. Regular hand/energy sweeping and batch harvesting will be done daily/weekly. Sweeping by the contracted vacuum truck will be scheduled periodically as needed.
11	Roof: The Assistant Facility Manager/Facility Supervisor will inspect all roofs monthly for leaks, dampness or other signs of roof failure and inspect external gutters. Inspecting roofs and gutters during heavy rains will be important to find faults.
12	Elevators/Elevator Equipment: Elevators and elevator equipment will be inspected monthly with verification from more thorough quarterly/annual inspections performed by a qualified contractor.
13	Equipment: the Assistant Facility Manager/Facility Supervisor must regularly inspect all necessary tools and equipment. A physical inventory of the land and maintenance equipment will be carried out. Prepared annually and maintained throughout the year.
14	Vehicles: Fleet vehicles must be inspected and maintained regularly for cleanliness, damage, oil changes, lubrication, parts wear and safety. Vehicles shall be washed at least in each fuelling cycle with the interiors vacuumed monthly.
15	General: Daily, Weekly, Quarterly, Annual, etc., the Assistant Facility Manager/Facility Supervisor will tour the facility(s) using the task list developed through the CMMS system, identify any and all repairs of minor and major equipment and present the findings to the General Manager and enter the CMMS system.

3.1.3 Identification

The objective of preventive maintenance is the identification of critical areas and potential equipment failures. The identification will be organized and managed by hierarchy as follows:

- Identification of the areas of the facility that are critical to the operation.
- Identification of equipment within the facility that is critical to the operation of the areas.
- Identification of recurring tasks required for adequate and timely preventive maintenance.
- Identification, reporting and response to all items related to emergency or high-priority tasks.
- Identify and report all areas/equipment in poor condition and safety-related items.

3.1.4 Prioritization

Once identified, the list of items will be prioritized as follows:

- Monthly: the scheduled Maintenance Plan will be updated in the CMMS system.
- The list of work items by type of demand will be prioritized, maintained, and reviewed regularly.
- The prioritized list will consider safety, critical areas, and assets as the top priority.

3.1.5 Implementation

The prioritized list will be implemented as follows:

- Once identified and prioritized, the work item will be entered into the CMMS system and a work order will be scheduled.
- Following the procedures of the CMMS system, the work order will be assigned to an employee, scheduled, and completed in the time allocated to the same.

3.1.6 Training & Development

To maintain high levels of maintenance quality, Nassau Cruise Port Limited is committed to conducting training and development courses for all maintenance employees.

3.1.7 CMMS – Computerized Maintenance Management Software

It is proposed to use a Computerized Maintenance Management Software (CMMS) system to manage all scheduled preventive maintenance and work orders on demand (reactive maintenance).

Like all CMMS programs, preventive and on-demand work orders are scheduled and tracked within the system. Locations, buildings, equipment, and vehicles are identified, inventoried, and associated with all work orders. Regularly scheduled preventive maintenance (PM) work orders are automatically generated and assigned to maintenance technicians based on criteria provided by department managers. On-demand work orders (or reactive maintenance) are generally one-off events like repairs and are generated by staff as needed. A work order remains open until it is closed by the assigned technician and is therefore held accountable. Work order history, maintenance trends, costs, inventory, and key performance indicators are monitored and reviewed using real-time reporting.

Maintenance personnel will be trained in this software to expedite its use and prompt implementation.

4.0 Records:

- List of approved training courses.
- Training Records
- Maintenance schedule/plan.
- Work orders.
- Inventories.
- KPIs

1.0 Purpose:

The purpose of this procedure is to ensure processes are in place for the allocation of financial resources for the effective management of assets under the control of the Nassau Cruise Port Limited (NCPL) facilities.

2.0 Responsibility:

The Projects and Facilities Manager is responsible for ensuring that the following procedures are effectively implemented and maintained.

3.0 Procedures:

3.1 Budget

The Budget is based on three factors:

- The phased turnover of the facility from the Contractor to NCPL.
- The necessary equipment and tools required to maintain the facility.
- The number of personnel/contractors required to maintain the facility.

3.2 Equipment

The following equipment will be required:

- Golf carts truck back.
- Maintenance trucks.
- CMMS Software.
- 1 Admin
- 1 Asst FM.
- 1 Cleaning Manager.
- 7 space cleaners.
- 5 maintenance personnel.