

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.