

## **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.

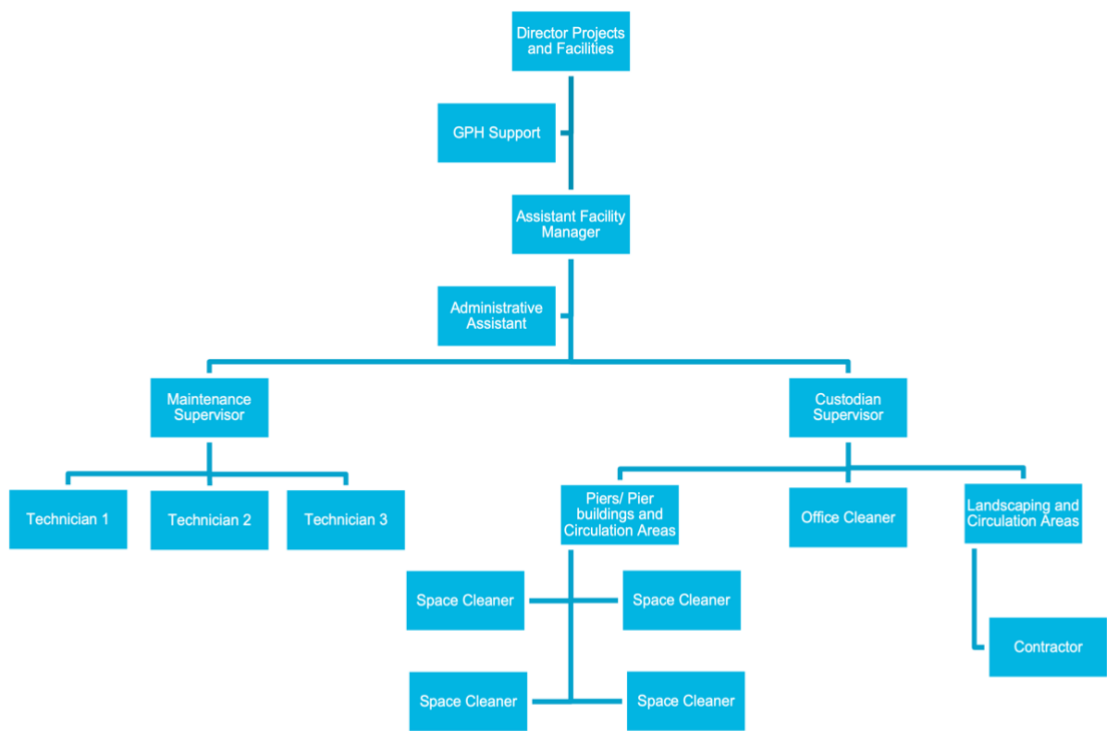


Figure 2. Organization chart of the Maintenance Department

### **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