



V.SHIPS LEISURE S.A.M. WORK INSTRUCTIONS MANAGEMENT OF VESSELS FROM A REMOTE LOCATION PIRAEUS MANAGEMENT CELL		Version: 4 (07/14)
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QTE Main Office (V.Ships Leisure SAM / Monaco) Safety and Quality Management System – SQMM 3.3:

3.1 Vessels managed from a remote location

- 3.1.1 In order to meet better client's specific requirements and ensure the quality of service is maintained the Company may:
- .1 set up a management cell outside its main office
 - .2 hire a sub-contractor service at another location
 - in such cases the contract between the Company and any subcontractors shall be documented by an agreement
- 3.1.2 Under any of the above circumstances, elements of ship management and ISM and other relevant Standards and Codes related – tasks may be performed outside the Company's main office, which include but may not be limited to:
- .1 vessel's technical, safety, environmental, public health etc inspections
 - .2 onboard ISM audits
 - .3 monitoring of reports and analysis of hazardous occurrences and Non-Conformities
 - .4 monitoring of Risk Assessments
 - .5 superintendancy and DPA functions
 - .6 support and oversight of vessel's technical management and maintenance including purchasing
 - .7 maintenance of vessel's trading and equipment certificates
 - .8 emergency response support
- 3.1.3 The management cell or sub-contractor may function with all or only some departments listed in 3.2.1, and rely on the Company's main office for other services as necessary.
- 3.1.4 The management cell or sub-contractors will be under the control of the Company's main office, and responsibilities of the personnel will be clearly defined. This will be specified in a Local Work Instruction (LWI) for the relevant management cell or sub-contractor.
- 3.1.5 To ensure that Company policies and procedures are complied with, and to ensure exchange of information and support, the following controls are enforced:
- .1 The management cell or sub-contractor follows all applicable procedures relating to the Company's Safety and Quality Management System and cannot

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deviate from these procedures unless specifically authorised to do so by the Leisure Director (main office) of the Company.

- .2 A full audit of all functions performed will be carried out by the main office, at a minimum, latest every 12 months.
- .3 The management cell performs an annual safety or security drill with one of its vessels, which will include provision of emergency back-up from the main office.
- .4 The Company's Annual Management Review is completed with input and participation of the management cells.
- .5 The Company's main office monitors ISM related records and documents (ie via IT software and platforms such as Shipsure and V.Net)
- .6 Mutual visits and conference calls/ discussions are planned and performed between the main office and management cell or subcontractor
- .7 HSE performance Objectives/KPI's are set up for the vessels with which the management cell or subcontractor assists in management activities

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This Work Instruction should be read in conjunction with the procedures above, dealing with the setting up of management cells operating remotely from the main Company office.

The objective of this Work Instruction is to explain the allocation of responsibilities of the personnel based in the Management Cell operating from the offices based in Piraeus, Greece.

The Management Cell in Piraeus will perform the functions specified below under the authority of the Fleet Manager, for the following vessels:


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Table 1

Vessel/function	Marine	Technical support	Crewing	Purchasing	Hotel & Pax Services
Hamburg	*	✓	-	-	N/A
National Geographic Orion	*	✓	-	-	N/A

- * Function performed by the Southampton Management Cell under supervision by V.Ships Leisure SAM Monaco (per LWI#25 "Management of vessels from a remote Location – Southampton Management Cell")
- ✓ Function performed in the Piraeus Management Cell
- Function performed in the Monaco Head office

Table 2

Vessel/function	Safety		Security	
	DPA	Back-up	CSO *	Back-up (s)
Hamburg	Southampton	Piraeus	Monaco	Southampton
National Geographic Orion	Southampton	Piraeus	Monaco	Southampton


* The Monaco HQ provides CSO services.

The relevant Documents of Compliance (DOC) for the above vessels are held by V. Ships Leisure SAM, Monaco

Management agreements are also held by the Monaco office. Contract review is a function performed by this office with input by the Fleet Manager of the Piraeus Cell.

The Monaco office provides a full back-up service for the Management Cell in Piraeus, including emergency back-up.

The monitoring of SMS reports and documentation returns from the ships (with split cell/office management) is performed via V.Net (Vignette Collaboration Platform) as detailed in LWI #42 "Use of V.Net"

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ISM Reporting Lines

