



V. Ships Leisure S.A.M.

V.SHIPS LEISURE S.A.M. WORK INSTRUCTIONS MANAGEMENT OF VESSELS FROM A REMOTE LOCATION SOUTHAMPTON MANAGEMENT CELL		Version: 1 (03/08)
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Scope / Application: Office: Office Personnel Ships: N/A	# 25	Appr: VR <i>Valérie Rini</i>

This Work Instruction should be read in conjunction with Chapter 3 section 3.3 of the Safety and Quality Management Manual, “Company Description and Organisation”, 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 Southampton, United Kingdom.

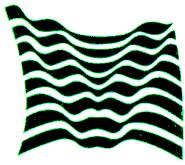
As part of the continual improvement process, this Management Cell has been set up to provide an improved service to V. Ships Leisure’s clients with a business or operations focus in the United Kingdom.

The Management Cell in Southampton will perform the functions specified below under the authority of the Managing Director, for the following vessels:


Vessel/function	Marine	DPA function	Security	Technical	Purchasing	Crewing
Discovery	MC	MC	<i>MC</i>	✓	MC	MC
Minerva	MC	MC	<i>MC</i>	✓	MC	MC
<i>Voyager</i>	MC	MC	<i>MC</i>	✓	MC	MC

✓ Function performed in the Southampton Management Cell

MC Function performed in the Monaco office



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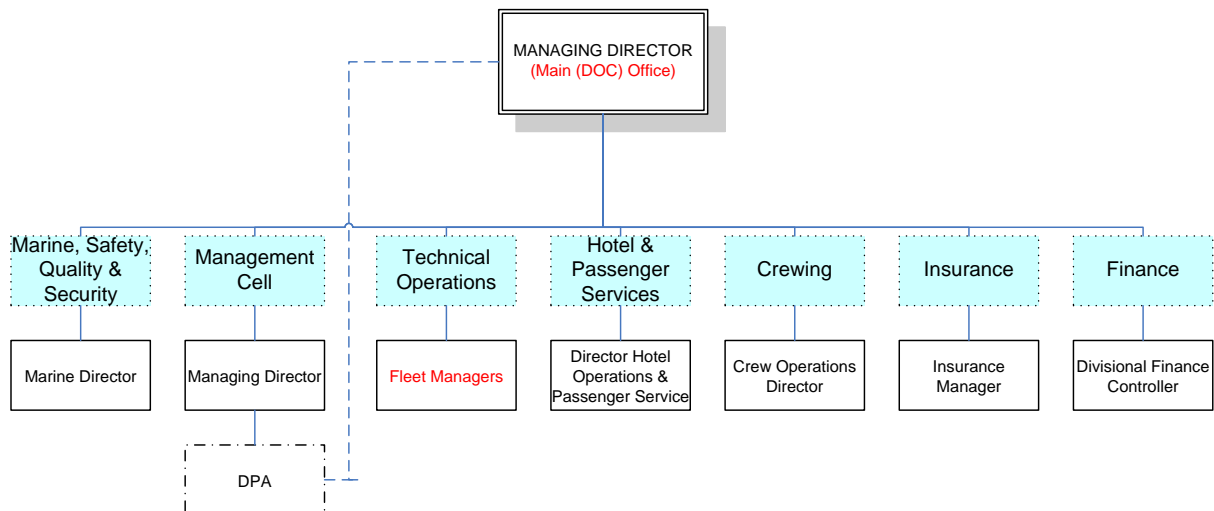
ISM certification and Reporting

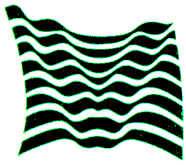
The relevant Documents of Compliance for the Flags of the vessels under management are held by V. Ships Leisure, Monaco.

Management agreements are also held by the Monaco office. Contract review is a function performed by this office with input from the Managing Director of the Management Cell.


The Management Cell will be audited annually by the Head Office.

The Monaco office provides a full back-up service for the Management Cell in Southampton





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Receipt, monitoring and checking of shipboard safety and technical returns

All routine reports will be sent electronically from the ship to the Monaco office to the following address:

leisureopsreports@vships.com

The responsible Fleet *Assistant* / Secretary will check that the mandatory safety and technical reports have been received, and follow up on non-receipt as necessary.

The V.Net (Vignette Collaboration Platform) *is* be used for monitoring SMS documentation and reports returns as per the LWI #42 “Use of V.Net”

The following email technical addresses *have been set up for circulating communication concerning all office personnel with assigned functions for the relevant vessels.*

distec.monaco@vships.com

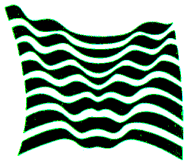
mintec.monaco@vships.com

voyagertec@vships.com


Pertinent correspondence regarding reports is copied to this address.

In this manner the Southampton Managing Director and the appointed Fleet Manager monitor that appropriate action is being taken.

The Reports *are* filed electronically.



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Technical monitoring

The Fleet Superintendent in the Management Cell will have access to the Class Survey Status of the vessel via the INTERNET in order to monitor certification/survey dates and comply with Company procedure FOM 228.

Additionally, the office will maintain a Certification Folder containing copies of the main ship's certificates.

Emergency Response

For emergency purposes, the Management Cell will hold an uncontrolled copy of the ECP/SOPEP, and a folder containing the main drawings for the vessel.