

IMS 00 - IMS Master List of Contents

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IMS Master List of Contents

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| | Revision Control | 1 st July 2014 | 0 |
| | Cross Reference Matrix – IMS-ISM-ISO-OHSAS | 1 st July 2014 | 0 |
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IMS 00 - Register of Manual Holders (Office + Fleet)

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Register of Manual Holders (Office + Fleet)

RESPONSIBILITY:

The DPA is responsible for the content and control of this manual.

ISSUE STATUS:

The issue status of this manual is the issue status appearing on the front of this manual. The issue status of a page of this Manual is stated at the top right hand

side of each page.

DISTRIBUTION:

Only controlled copies of this Manual are issued and each will bear a unique number and be assigned to an individual. Distribution is maintained and controlled

by the DPA in liaison with Director, POSH Fleet Services.

Register of Manual Holders (Office)

| Manual No. | Holder's Title | IMS Manual Issue Date | Authorisation | Controlled/ Uncontrolled |
|---------------|---|---------------------------|---------------|-----------------------------|
| 1 (Master) | DPA- HSEQA Dept | 1 st July 2014 | DPA | CONTROLLED |
| 2 | Director PFS | 1 st July 2014 | **** | ** |
| 3 | General Manager, Crewing | *July 2014 | * | * |
| 4 | General Manager, Technical | 1 st July 2014 | * | . |
| 5 | Senior Manager, Purchasing | 1 st July 2014 | * | ***** |
| 6 | General Manager, OSV Division | 1 st July 2014 | * | * |
| 7 | Operations Manager, T & I , Offshore Accommodation (Shallow Division) | 1 st July 2014 | * | * |
| 8 | Senior Operations Manager, POSH Terasea (T & I, Deepwater) | 1 st July 2014 | * | * |
| 9 | General Manager, New Building | 1 st July 2014 | ****** | ***** |
| | | | | |



IMS 00 - IMS Reading Record

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IMS Reading Record

All seagoing and shore-based personnel are required to 'Familiarise' themselves with all aspects of this HSEQ Integrated Management System Manual. In this respect, all seagoing personnel shall read and understand this manual within one month of joining the vessel and shore based personnel within one month of joining the Company.

| Rank | Name | Date joined | Date read (within 30 days) | Signature |
|------|------|---|-------------------------------|-----------|
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Register of Manual Holders (Fleet)

| P | OSH Terasea (T&I Deepwater) Division | IMS Manual Issue Date | Authorisation | Controlled/ Uncontrolled |
|---|---------------------------------------|---------------------------|---------------|-----------------------------|
| 1 | Salvanguard | 1 st July 2014 | DPA | CONTROLLED x 2 |
| 2 | Salviscount | * | * | * |
| 3 | Salveritas | * | ***** | * |
| 4 | Salviceroy | ***** | * | * |
| 5 | Salvigilant | ***** | ***** | **** |
| 6 | Terasea Falcon | * | ********** | * |
| 7 | Terasea Hawk | * | * | * |
| 8 | Terasea Eagle | ** | **** | ***** |
| 9 | Terasea Osprey | * | ***** | * |

| | OSV Division | IMS Manual | Authorisation | Controlled/ Uncontrolled |
|----|------------------|-----------------------|---|---|
| 1 | POSH Viking | - Co | ***** | *************************************** |
| 2 | POSH Vibrant | <i>₩</i> * | * | **** |
| 3 | POSH Venture | ×* | ***** | * |
| 4 | POSH Virtue | | ***** | * |
| 5 | POSH Constant | * | :=n=o*=n==: | * |
| 6 | POSH Conquest | * | ***** | ***** |
| 7 | POSH Champion | * | **** | * |
| 8 | POSH Commander | ***** | *************************************** | ****** |
| 9 | POSH Courage | * | * | ** |
| 10 | POSH Concorde | * | * | * |
| 11 | POSH Resolve | * | ***** | * |
| 12 | Posh Skua | * | :*********** | ***** |
| 13 | Posh Shearwater | (<u>*****</u> ****** | | |
| 14 | Posh Sandpiper | * | * | * |
| 15 | Posh Fulmar | * | * | * |
| 16 | Posh Pelican | | | |
| 17 | Posh Persistence | * | * | * |
| 18 | Posh Radiant | * | * | * |

| T&I and Offshore Accommodation Division (Shallow water) | | | | Controlled/ Uncontrolled |
|---|----------------|-------|-------|-----------------------------|
| 1 | POSH Mulia | * | ***** | |
| 2 | Maritime Mesra | * | * | * |
| 3 | POSH Achiever | * | ***** | ***** |
| 4 | POSH Assistor | * | * | ***** |
| 5 | POSH Pahlawan | | | ****** |
| 6 | POSH Panglima | * | ***** | * |
| 7 | Salvalour | ***** | | ***** |



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| 8 | Salvaree | | * | *************************************** | ***** |
|----|----------------|---------------------------|-------|---|--------------|
| 9 | PW Reliance | , | * | * | *-1 |
| 10 | PW Resource | | * | | * |
| 11 | POSH Bangka | | * | * | * |
| 12 | PAC Bintan | | ***** | | * |
| 13 | PW Natuna | (Non-ISM Vessel) | | * | * |
| 14 | Maritime Putri | (>500 GRT Non-ISM Vessel) | * | * | ** |
| 15 | Maritime Putra | (>500 GRT Non-ISM Vessel) | * | | * |
| 16 | Maritime Ratna | (>500 GRT Non-ISM Vessel) | * | * | ** |
| 17 | Maritime Ratu | (>500 GRT Non-ISM Vessel) | * | *************************************** | * |
| 18 | Maritime Raja | (>500 GRT Non-ISM Vessel) | * | * | * |
| 19 | Greenville 126 | (>500 GRT Non-ISM Vessel) | * | * | ***** |
| 20 | Greenville 168 | (>500 GRT Non-ISM Vessel) | * | * | ***** |
| 21 | Tenaga Maju | (>500 GRT Non-ISM Vessel) | * | * | * |
| 22 | Tango 7 | (>500 GRT Non-ISM Vessel) | * | * | * |

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|---------------------------------|--------------------------|---|-------------------|----------------------------|
| | IMS-00 | ross Reference Matrix-IMS, ISM Code, ISO 9001, 14001 and OHSAS 1(|) | |
| HSOdie | MICORAL | INTEGRALED | MANAGEMENT SYSTEM | |

| | OHSAS 18001:2007 | | II 0004-2004 | | JE 0000- P000 C31 | | |
|------------|---|---------------|---|----------------------------|---|------------|--|
| | Introduction | | 10071001100 | | 150 9001:2008 | | ISM Code |
| 1 | וווו סמחכנוסט | I | Introduction | 0 0.1 0.3 0.3 | Introduction General Process approach Relationship with ISO 9004 Compatibility with other management | - | General |
| - | Scope | - | Scope | - | Scope General Application | 1.2 | Objectives |
| | | | | 1.1 | | 1.3 | Applications |
| 2 | Normative references | 2 | Normative references | 2 | Normative reference | | |
| 3 | Terms and definitions | 3 | Terms and definitions | 8 | Terms and definitions | 1.1 | Definitions |
| 4 | OH&S management system elements (title only) | 4 | Environmental management system requirements (title only) | 4 | Quality management system (title only) | | |
| 4.1 | General requirements | 4.1 | General requirements | 4.1 | General requirements Responsibility, authority and communication Responsibility and authority | 4. | Functional requirements for a safety management system |
| IMS 01 3.0 | Scope & IMS System Structure | IMS 01 3.0 | Scope & IMS System Structure | IMS 01 3.0 IMS 01 2.1.4 | Scope & IMS System Structure Exclusion from ISO 9001 | IMS 01 3.0 | Scope & IMS System Structure |
| 4.2 | OH&S policy | 4.2 | Environmental policy | 5.3 5.3 8.5.1 | Management commitment Quality policy Continual improvement | 1.4.1 | A safety and environment policy Safety and Environmental Protection Policy |
| IMS 01 | The company HSEQA Policies | 10 571 | The company HSEQA Policies | IMS 01 | The company HSEQA Policies | IMS 04 | The company HSEQA Policies |
| 4.3 | Planning (title only) | 4.3 | Planning (title only) | 5.4 | Planning (title only) | | |
| 4.3.1 | Hazard identification, risk assessment and determining controls | 4.3.1 | Environmental aspects | 5.2 7.2.1 7.2.2 | Customer focus Determination of requirements related to the product Review of requirements related to the product | | |
| IMS 03-4 | Risk Assessment Management of Change (MOC) Health Risk Assessment | MS 08-4 & App | Environmental Aspects and IMS 08- 4 & App Impact A Signifcant environmental impact evaluation | | | | |
| 4.3.2 | Legal and other requirements | 4.3.2 | Legal and other requirements | 5.2 | Customer focus Determination of requirements related to the product | 1.4.1 | Instruction and proceduresin compliance with relevant international and flag state legislation |
| | | | | 7.2.1 | | 6.4 | All personnel understand rules, regulations, codes and guidelines |

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IMS-00

Personnel Training Shipboard & Shore Company Responsibilities & Authority Master's Responsibility & Audthority Personnel Resources - Shorebased Company IMS and policies Responsibility & Authority Resources & Personnel Resources & Personnel Designated Person(s) and Seagoing Documentation IMS 05 IMS 01 1MS 06 IMS 02 2 9 9 General Competence, awareness and training Personnel Resources - Shorebased Provision of resources Infrastructure Personnel Training Shipboard (Documentation requirements) Reporting and Communication Product realization (title only) Quality management system Management representative Responsibility and authority Management commitment Customer communication Responsibility & Authority resources) Continual improvement Internal communication Control of documents Quality objectives and Seagoing Shore Based planning (Human General MS 11-A IMS11-B **IMS11-B** IMS 06 IMS 05 IMS 02 5.4.1 5.5.1 6.2.2 5.5.3 63 7.2.3 8.5.1 6.2.1 4.2.1 4.2.3 5.1 Personnel Training Shipboard Implementation and operation HSE Meetings, Measurement IMS 10 - App B Records of Ship Certificates Register of legal and other responsibility and authority Shorebased and Seagoing Environmental Awareness Competence, training and Environmental Objectives, targets and programmes Responsibility & Authority Objectives, targets and programme(s) Personnel Resources -Control of documents Resources, roles, Reporting and Communication Communication Documentation & Shore Based & Monitoring Tool Box Talk awareness (title only) Training IMS 08 AppB IMS 11-A MS 03 - 3 MS01-6.0 IMS 05 IMS 08 IMS 02 IMS 06 4.4.2 4.4.5 4.3.3 4.4.3 4.4.4 4.4.1 4.4 Personnel Training Shipboard & Shore Competence, training and awareness Personnel Resources - Shorebased Implementation and operation (title Measuremen participation Resources, roles, responsibility, OHSAS Objectives and targets Reporting and Communication Objectives and programme(s) Records of Ship Certificates accountability and authority Register of legal and other Responsibility & Authority Control of documents HSE Meetings, Communication, Documentation Monitoring Tool Box Talk and Seagoing requirements consultation only) IMS 10 - App IMS 03 - 2.3 IMS 03 - 3 IMS01-6.0 A-11-W IMS 02 90 SWI IMS 04 IMS 05 4.4.5 AppG 4.4.2 4.4.3 4.4.4 4.3.3 4.4.1 4.4

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|---------------------------|--|---|---------------------------------|--|-------------------------------|------------------------|-----------------------------------|---|--|-------------------------|
| Document and Data Control | Shipboard Operations | Maintenance of the ship and equipment | Intruction and procedures | 30 | | | | | | |
| IMS 10 | 7 | 10 | 1.4.2 | | | | | | | |
| Document and Data Control | Planning of product realization Customer-related processes Determination of requirements | Review of requirements related to the product | Design and development planning | Design and development inputs Design and development culturits | Design and development review | Design and development | Design and development validation | Control of design and development changes Purchasing process Purchasing information Verification of purchased product | Production and service provision Control of production and service provision Validation of processes for production and service production and service provision | Preservation of product |
| IMS 10 | 7.1 | 7.2 | 7.2.1 | 7.2.2 7.3.1 | 7.3.3 | 7.3.4 | 7.3.6 | 7.3.7 | 7.4350 | 7.5 7.5.1 7.5.2 |
| Document and Data Control | Operational control | | | | | | | OMCO | | |
| IMS 10 | 4.4.6 | | | | | | | | | |
| Document and Data Control | Operational control | | | | | | | | | |
| IMS 10 | 4.4.6 | | | | | | | | | |

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Appendix G Familiarization with bridge Guideline on use of portable electrical Appendix D Navigation audit checklist Appendix J Preparation for Anchoring Appendix A1 Passage Plan Checklist Appendix K Bridge Checklist - Vessel Appendix F - Bridge Watch Handover Personnel Safety and Occupational Appendix I Navigation in Restricted Procedure for control of drugs and Appendix E1 Pilot Exchange Form Appendix C Pre-Sailing Checklist Control & handling of Hazardous General Health and Wellbeing Planned Maintenance System Appendix B Bridge Pre-Arrival Preparation & Heavy Weather Appendix H - Heavy Weather Manual Handling Techniques Pest - Control & Prevention Appendix A2 Waypoint List Procedures for Emergency Appedix A - Passage Plan Emergency Preparedness Engineroom Procedures Appendix E - Pilot Card Permit to Work (PTW Navigation Checklist Offhsore Operations Slips, Trips and Fall Bridge Procedures Visibility Checklist Procedure - PPE Substances equipment equipment at Anchor Checklist Checklist Checklist Hygiene Health alcohol MS 04 - 12 IMS 04 - 10 MS 03 - 5 IMS 04 - 2 MS 04 - 11 IMS 04 - 1 IMS 04 - 8 IMS 04 - 9 IMS 04 - 4 IMS 04 -5 IMS 04 - 7 IMS 16 **IMS 17** IMS 14 IMS 14 **IMS 14 IMS 14 IMS 14 IMS 12 IMS 14 IMS 14 IMS 14 IMS 14 IMS 14** IMS 14 **IMS 14** 1.4.5 00 Control of nonconforming product Procurement of goods & services IMS 11B 8 3 Emergency preparedness and Standing orders/Night orders Garbage Management Plan Ballast Water Management Marine fuel supher record Fuel oil transfer onboard ub oil & Hyd. oil quality **Bunkering Procedures** response SMPEP/SOPEP Oil record book Plan (BWMP) monitoring SEEMP ook MS17-10 MS17-12 MS17-0 MS17-2 MS17-7 MS17-8 4.4.7 Appendix G Familiarization with bridge Appendix J Preparation for Anchoring Guideline on use of portable electrical Appendix D Navigation audit checklist ppendix F - Bridge Watch Handover Appendix K Bridge Checklist - Vessel Appendix A1 Passage Plan Checklist Personnel Safety and Occupational Appendix I Navigation in Restricted Emergency preparedness and Appendix E1 Pilot Exchange Form Procedure for control of drugs and Appendix C Pre-Sailing Checklist Control & handling of Hazardous General Health and Wellbeing Planned Maintenance System Appendix B Bridge Pre-Arrival Preparation & Heavy Weather Appendix H - Heavy Weather Manual Handling Techniques Pest - Control & Prevention Appendix A2 Waypoint List Appedix A - Passage Plan Engineroom Procedures response Appendix E - Pilot Card Offhsore Operations Navigation Checklist Slips, Trips and Fall **Bridge Procedures** Visibility Checklist Procedure - PPE Substances equipment equipment at Anchor Checklist Checklist Checklist -1ygiene alcohol IMS 04 - 12 MS 04 - 10 MS 04 - 11 IMS 04 - 2 IMS 04 - 8 IMS 04 - 9 IMS 03 - 5 IMS 04 - 1 IMS 04 - 4 IMS 04 -5 IMS 04 - 7 **IMS 14 IMS 14 IMS 14 IMS 12** IMS 16 IMS 14 **IMS 14 IMS 14 IMS 14 IMS 14** IMS 14 **IMS 14 IMS 17 IMS 14 IMS 14** 4.4.7

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| MANAGEMENT SYSTEM |) | | |
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| IMS 04 - 6 Fire Precautions IMS 06 - 7 Shipboard Drills and Training IMS 03 - 8 Muster Points / Muster List & Appendix L.M & N IMS 11 - 4 Emergency Communications IMS 18 Emergency Response Plan | | | | | | | | | 9 Reports and Analysis of non- conformities, Accidents and Hazardous Occurences | 9 Reports and Analysis of non- conformities, Accidents and Hazardous Occurences | 9 Reports and Analysis of non- conformities, Accidents and Hazardous Occurences | Reporting accidents and non-conformities |
|---|--|---|---------------------------------------|--|---------------------------|--|--------------------------|---|---|---|---|---|
| IMS (IMS (IMS (IMS (IMS (IMS (IMS (IMS (| | ing | | | | snt | | | | , , | | _ |
| | Measurement, analysis and improvement (title only) | Control of monitoring and measuring devices (Measurement, analysis and improvement) | General Monitoring and measurement of | processes Monitoring and measurement of product Analysis of data | Equipment Calibration Log | Evaluation of suppliers/ subcontractors/service providers Nessel Maintenance Report Benevicur Based Safety (BBS) Hazardous Observations (Hazobs) Safety Statistics & Trending On-hire / Off hire Delivery statement | | | Ĭ | | Control of nonconforming product | Analysis of data Corrective action Preventive action |
| | 8 | 7.6 | 8.2.3 | 8.2.4 | WIMS 12-11 | IMS 118, AppB IMS 03 - 11 IMS 03 - 12 IMS 03 - 13 IMS 11A - App A | | | ſ | 1 | 8.3 | 8.4 Page 5 of 6 |
| Fire Precautions Shipboard Drills and Training Muster Points / Muster List & Appendix L, M & N Emergency Communications Emergency Response Plan | Checking (title only) | Monitoring and measurement | | W | Environmental Performace | Report Summary Safety Statistics & Trending On-hire / Off hire Deleivery statement Equipment Calibration Log | Evaluation of compliance | Register of legal and other requirements Environmental objectives and targets | f | 1 | Nonconformity, corrective action | Pa |
| IMS 04 - 6 IMS 06 - 7 IMS 03 - 8 IMS 11- 4 IMS 18 | 4.5 | 4.5.1 | | | IMS 08 | Appendix A IMS 03 - 13 IMS 11A AppA IMS 12- 11 | 4.5.2 | IMS01 | L | - | 4.5.3 | |
| Fire Precautions Shipboard Drills and Training Muster Points / Muster List & Appendix L.M & N Emergency Communications Emergency Response Plan | Checking (title only) | Performance measurement and monitoring | | | Evaluation of suppliers/ | subcontractors/service providers Vessei Maintenance Report Behaviour Based Safety (BBS) Hazardous Observations (Hazobs) Safety Statistics & Trending On-hire / Off hire Delivery statement Equipment Calibration Log | Evaluation of compliance | Register of legal and other requirements OHSAS objectives and targets | Incident investigation, nonconformity, corrective action and preventive action (title only) | Incident investigation | Nonconformity, corrective and preventive action | |
| IMS 04 - 6 IMS 06 - 7 IMS 03 - 8 IMS 11 - 4 IMS 18 | 4.5 | 4.5.1 | | | IMS 11B - | AppB IMS12 2.3 IMS 03 - 11 IMS 03 - 12 IMS 03 - 13 IMS 11A - App A IMS12-11 | 4.5.2 | IMS01 | 4.5.3 | 4.5.3.1 | 4.5.3.2 | |

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| MANAGEMENT SYSTEM |) | Authorised By | Director PFS |
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| Accident / Incident / Near Miss / Non-conformance Reporting & Investigation Office and Vessel Audit | | | Company Verification, Review and Evaluation | Procedure for internal audit and management review | Office and Vessel Audit | Procedure for internal audit and management review | Office and Vessel Audit Management Review |
|---|--------------------|---------------------------|---|--|-------------------------|---|---|
| IMS 09 | | | 12 | 1.4.6 | IMS 08 | 9.4. 9. | IMS 09 |
| Accident / Incident / Near Miss / Non- conformance Reporting & Investigation Office and Vessel Audit | Control of records | Document and Data Control | Internal audit | | Office and Vessel Audit | Management commitment Management review (title only) General Review input Review output Continual improvement | Management review |
| IMS 07 | 4.2.4 | IMS 10 | 8.2.2 | | IMS 08 | 5.1 05.6 5.6.1 5.6.2 | IMS 02 - 8 |
| IMS 07 Accident / Incident / Near Miss / Non-conformance Reporting & Investigation Office and Vessel Audit | Control of records | Document and Data Control | Internal audit | | Office and Vessel Audit | Management review MCO | Management review |
| IMS 07 | 4.5.4 | IMS 10 | 4.5.5 | | IMS 09 | 9.4 | IMS 02 - 8 |
| Accident / Incident / Near Miss / Non- conformance Reporting & Investigation Office and Vessel Audit | Control of records | Document & Data Control | Internal audit | | Office and Vessel Audit | Management review | Management review |
| IMS 09 | 4.5.4 | IMS 10 | 4.5.5 | | IMS 08 | 4.6 | IMS 02 - 8 |