

*N7XP/JAD/jad*  
*8 July 2003*

**MEMORANDUM FOR DISTRIBUTION**

**From:** Joan A. Divens  
**To:** Distribution

**Subject:** Meeting Minutes, Steering Committee Meeting #1 –  
Implementation of the International Safety Management Code

1. The Steering Committee Meeting convened at 1300 hours on 25 June 2003 at Camp Pendleton, Virginia Beach VA. The following people attended:

Commodore Jackson, COMSCLANT  
Capt. Larry McCabe, PM1 East  
Peter Schuffels, Port Chief Engineer PM1 East  
Capt. Jim Dolan, Port Captain PM1 East  
Bill Ingram, Engineering, PM1 East  
Rob Swanbeck, PM22  
Grover Barnett, PM21  
Dave Cooke, PM1 HQ  
Dennis Abrams, N7 LANT  
Frank Ridge, N7 PAC  
Gerry Abrams, APMC Training  
Tom Howser, PM1 East  
Joan Divens, N7HQ  
Mike Bowen, ABS Consulting

2. The first agenda item included identification of the ISM Steering Committee members. They were identified as:

Peter Schuffels, Port Chief Engineer PM1 East  
Capt. Jim Dolan, Port Captain PM1 East  
Capt. Lawrence Carley, Port Captain PM1 West (not in attendance  
– speaker phone contact was attempted but was not effective)  
Bill Ingram, PM1 East  
Rob Swanbeck, PM22  
Dennis Abrams, N7 LANT  
Frank Ridge, N7 PAC  
Kevin Cassidy, N1/APMC (not in attendance), Gerald Abrams will  
serve as an advisor to Kevin Cassidy  
Dave Cooke, PM1 HQ  
Joan Divens, N7HQ

3. The following draft mission statement for the Steering Committee was reviewed:

- Identify and develop policies and procedures for MSC's Safety Management System (SMS), ensuring that Command and ship procedures are consolidated, that they reflect best current work practices, and that they eliminate duplication and conflict in Command policies and procedures.
- To ensure that SMS documents are staffed and reviewed for effectiveness and accuracy by affected parties.
- To develop an implementation plan for the Safety Management System.
- To identify shipboard and shoreside ISM training requirements.
- To inform MSC top management of key issues and events concerning development and implementation of the SMS.
- To meet on a regular basis to assess progress and develop a consensus for resolving issues.
- Serve as the Management Review Team once ISM is implemented.

4. A proposed format for SMS work instructions was reviewed. There was general consensus that the format was usable and conducive to the requirements of the SMS. The format for each procedure and work instruction will be:

- a. Purpose
- b. Applicability
- c. Responsibility
- d. Procedures
- e. Records / Reports
- f. References

Ground rules for developing the procedures will be as follows:

- a. Keep the instructions and procedures simple.
- b. Avoid multiple references unless for documents external to MSC (i.e. not controlled by MSC)
- c. Use checklists to define procedures for recurring non-emergency tasks

5. Further discussion ensued regarding the definition of the "The Company" for the purpose of meeting the requirements of ISM. It was determined that it would be prudent to define "The Company" as a small part of the Command in order to facilitate development and implementation of the SMS in its initial stages. It is understood that since the Command is undergoing a transformation study, a change in how "The Company" is defined may be forced. In addition, the combining of NFAF East and LOGRU 2 will also affect the definition of "The Company." However, since information is not available on the details of the transformation study, and since the transformation study's recommendations have not yet been presented and accepted, the Steering Committee must tailor the SMS to the current organization until a definite change is imposed. The Steering Committee recommends that "The Company(ies)" be defined as NFAF East and NFAF West for the following reasons:

- a. Structure mimics that found in industry where distinct operations within a company are organizationally delineated and have obtained separate Documents of Compliance.

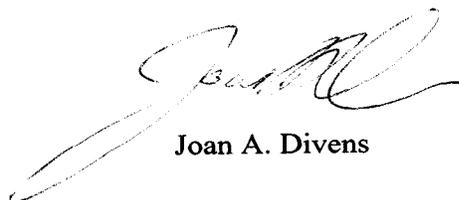
- b. Keeping the management of the SMS close to the ships will improve the efficiency of managing the system and reduces the number of staff subjected to audits.
- c. The risk of losing a Document of Compliance for the whole fleet is mitigated.
- d. It avoids layering in the SMS.
- e. Introducing the SMS to distinct and directly affected operational groups within the Command will reduce the implementation workload.
- f. NFAF East and West will be in a better position to maintain control over the SMS.
- g. Top management will be directly involved in the SMS and thus will be conversant with the system as required by the ISM Code.

6. It was decided that as procedures are developed, they will be distributed to the Steering Committee members who will be responsible for staffing them within their respective organizations. Also, since all committee members are serving as a collateral duty, there was consensus that the time-consuming process of developing procedures simply could not be accommodated within the members' workdays. There was agreement to determine 25 top procedures for a SMS and contract them out to someone who demonstrated proficiency in developing SMSs. The committee members would then be able to apply their time more efficiently in reviewing the procedures vs developing them. Joan Divens will send out draft index of procedures for comment. Joan Divens will issue task for development of these initial procedures.

7. Other issues:

- a. PAC staff still needs to be trained. Joan Divens will work with Frank Ridge and Captain Carley to arrange a date and time.
- b. Some expressed concern that external auditors may require access to classified spaces. Joan Divens will contact ABS to clarify policy for this.
- c. POAM requires refining. Joan Divens will distribute draft POAM to all Committee members by 25 July 2003 with final draft to be distributed by 6 August 2003.
- d. Steering Committee meetings should at least be quarterly. [Note: Frequency and locations of meeting will be established by the Steering Committee charter that Joan Divens is working on.]
- e. After PAC staff is trained, the Steering Committee chairman will brief N00 on decisions regarding project approach and progress.

8. The meeting adjourned at 1630 hours.



Joan A. Divens

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