

MEMORANDUM FOR DISTRIBUTION

Fm: Joan A. Divens
To: Distribution

Subj: Meeting Minutes - ISM Steering Committee #3

Encl: (1) Summary of Action Items from 2nd Steering Committee Meeting
(2) Procedure Status
(3) Procedure Index
(4) Summary of Action Items from 3rd Steering Committee Meeting

1. The 3rd ISM Steering Committee Meeting convened at 0830 hours at Camp Pendleton VA on 2 December 2003. The following personnel were in attendance:

*Captain Larry McCabe	NFAF East Deputy Director
*Captain Lawrence Carley	NFAF West Port Captain
*Captain James Dolan	NFAF East Port Captain
*Captain Rycenga	NFAF East Port Captain
*Captain Ed Nanartowich	APMC Special Asst for Mariner Affairs
*Chief Engineer Bill Ingram	NFAF East Engineering Director
*Chief Engineer Robert McManus	NFAF East Port Chief Engineer
Frank Cunningham	NFAF East Type Desk Director
Alan Ronald	NFAF East Port Engineer
Bud Brown	NFAF East Port Engineer
*LCdr Carlos Galvez	NFAF West Logistics
*Dennis Abrams	LANT N7 Deputy Engineering Officer
*Frank Ridge	PAC Safety Manager
Jim Mahon	LANT Safety Manager
*Kevin Cassidy	Asst to the Maritime Forces, Manpower & Mgmt Director
Mark Kaniewski	APMC Training Division Director
Jerry Abrams	APMC Training Division
John Plitnik	HQ N1 Employee Development Specialist
*Dave Cooke	HQ PM1E, Life Cycle Manager
Matt Kane	HQ PM1E, ISM Project Engineer
Paul Comolli	HQ N73, MSC Safety Officer
Ron Marcolini	HQ N73, MSC Safety Engineer
Fred Woody	HQ N7 ISM Project Engineer
Norman Wolf	HQ N7 ISM Project Engineer
*Joan Divens	HQ N7 ISM Steering Committee Chairman

** Denotes Steering Committee Members*

2. Joan Divens opened the meeting by reviewing the action items from ISM Steering Committee Meeting #2. These meeting minutes are included as enclosure (1). Referring to enclosure (1), action Items 1-11 are closed [though Action Item 2 (“comments on procedures and Top Tier Manual”)] will be ongoing for the term of the project. Action Item 11 was cleared by the 17 November 2003 collaboration of a group of Masters, Chief Engineers, and Chief Mates who reviewed N1 Training Matrices for T-ATF Ratings and determined those training requirements that were required and recommended for an ATF crew. Action Item 12 is partially closed. The outstanding item associated with this action item is the “approval for changing the [training] requirements to meet practical yet safe training goals.” Action Item 13 was closed during the meeting with Mr. Kevin Cassidy’s presentation re CivMar Training. (paragraphs 6, 7 & 8). The POA&M was distributed. Chief Bob McManus indicated that the event for obtaining the Document of Compliance was not clearly identified on the POA&M. This will be corrected and clarified.

Action Item 1: Revise POA&M to clearly identify target date for obtaining the Document of Compliance for the East and West Coast companies.

2. Mr. Fred Woody reviewed the status of Safety Management System (SMS) procedure development. A list was distributed that identified those procedures currently under development [enclosure (2)]. The index of procedures that have been identified thus far for inclusion in the manual was also distributed [enclosure (3)]. As enclosure (3) demonstrates, many procedures remain to be developed. Since comments on procedures have continued to be very active and usually fruitful, the scheduled date for RADM Loewer to sign out some of the first procedures will be delayed so as to not preclude or discourage additional comments. Mr. Cassidy asked for clarification on the different headers on some of the procedures. An email will be sent out to clarify the header interpretation. Chief McManus recommended that the Casualty Control Manuals that have been developed for each class of ship be reviewed for incorporation into some of the SMS procedures. All attendees have opted to continue to receive electronic copies of the procedures in addition to retaining Sharepoint website access. For the ships, bandwidth continues to be an issue, and with the inherent difficulties that are likely to accompany Camp Pendleton’s transition to NMCI, email transmission is the most reliable means to disseminate the procedures.

Action Item 2: Propose revised date for RADM Loewer to sign out some of the first procedures.

Action Item 3: Distribute an email to clarify the header interpretation on the SMS procedures.

Action Item 4: Review the T-ATF Casualty Control Manual for incorporation into some of the SMS procedures.

3. Joan Divens discussed the MSC’s MOA with USCG. Preliminary discussions with the USCG Liaison Officer have presented a few options for managing certification and

inspection issues with regard to ACP. Captain Nanartowich expressed that perhaps the close scrutiny of the USCG in the Norfolk area is due to the fact that MSC ships are NOT ISM compliant. Bill Ingram expressed that conversations with captain of the port have indicated an eagerness for MSC ships to enroll in ACP due to the expanding and heavy workload of the local USCG offices brought on by port security responsibilities. Joan Divens forwarded the USCG Liaison Officer's suggestion that perhaps the MOA could be produced as a NVIC and that it be produced with a firm expiration date to force a review of the document on a recurring basis. Joan Divens requested comments and suggestions on improving MSC's MOA with the USCG.

Action Item 5: Provide comments / suggestions on improving MSC's MOA with USCG.

4. Mr. Dennis Abrams presented a plan for conducting internal audits on the T-ATFs. Concern was expressed about the suitability of a LANT N7 group performing audits on NFAF West ships and on the NFAF West organization. This poses potential issues that will have to be resolved. Mr. Kevin Cassidy asked for a sample ABS checklist for audits. Though the ABS produced checklist is purely a guideline, it will be sent to all attendees. Captain James Dolan suggested that Masters, Chief Engineers, or Chief Mates attend some formal audits with commercial operators to ensure a full understanding of the work that an audit entails for the senior ship's officers and the remaining ship's force. The audit procedures will be formatted into a formal SMS procedure and distributed to all attendees and to the T-ATF Masters and Chiefs. Bill Ingram inquired about the availability of ISM Auditor's training for the NFAF East staff. Joan Divens will investigate providing this training at NFAF East, NFAF West, and HQ.

Action Item 6: Discuss with PAC N7 and NFAF West staffs the proposed internal audit procedures that will involve the LANT N7 staff conducting the audits.

Action Item 7: Send the ABS produced audit checklist to all attendees.

Action Item 8: Discuss with ABS allowing Masters, Chief Engineers, or Chief Mates to attend some formal audits with commercial operators to ensure a full understanding of the work that an audit entails for the senior ship's officers and the remaining ship's force.

Action Item 9: Format and distribute audit procedures.

Action Item 10: Establish ISM Internal Auditor Training course at NFAF East, West, and HQ sites.

The morning session of the meeting adjourned at 1045 hours.

5. The afternoon session reconvened at 1230 hours. The following additional people attended the afternoon session:

RADM D. Loewer	COMSC Vice Commander, N01
Chuck Schoen	HQ N1 Maritime Forces, Manpower & Management Director

Captain Jose Delfaus MSC Master Mariner
Bob Bunnell LANT N6, C4S Director
Tom Tarr HQ N6 Applications Manager
Andy Kallgren APMC Mariner Placement Director

6. Mr. Kevin Cassidy presented a report on Mariner Training and ISM compliance. Mr. Cassidy recapped the tasking from the 24 September 2003 Steering Committee that required a roadmap to resolve CivMar training deficiency issues. Mr. Cassidy reviewed the requirements of the ISM Code at they relate to mariner training. Mr. Cassidy stated that ~~the~~ training that is required by regulatory requirements, and U.S. Navy, USCG, and MSC is mandatory. CIVMAR ISM training requirements will be defined by MSC and will be a subset of the mandatory training requirements. These mandatory training requirements will be in a COMSCINST 12410.XXX. In addition, that training that is viewed as “non-mandatory” will also be placed in an APMC “desk guide” type of document. [Note: The Steering Committee Charter requires the Steering Committee to “Identify shipboard and shoreside ISM training requirements.”]

7. Mr. Cassidy reviewed the work that has been accomplished since 24 September 2003. Using current policy as directive, mandatory training requirements have been identified on a per rating basis for the T-ATFs. Mr. Cassidy stated that on October 17 they [N1/APMC] solicited and received some comments on these mandatory training requirements but no received comments on ISM compliant requirements or non-mandatory requirements. In addition, Masters, Chief Engineers, and a Chief Mate had collaborated on recommendations to improve the training curriculum during the 17 November 2003 cited in paragraph 2 above. The recommendations from that meeting were forwarded to Mr. Cassidy, on 18 November 2003. Mr. Cassidy stated that he plans to have the T-ATF training requirements finalized by January of 2004 and intends to send the “revised” training matrices out to the Steering Committee Members by COB Friday, December 5 and comments due by early January 2004. Joan Divens asked that the final recommended matrices consider the recommendations of the Masters, Chief Engineers, and Chief Mate and that the refresher training provided by the ATT be considered when evaluating training frequency. Mr. Cassidy stated that any unresolved differences [between them] will be forwarded to N1. Mr. Cassidy and Mr. Schoen made it clear that training policy is the responsibility of N1/N13 with feedback always.

Action Item 11: Finalize T-ATF Training matrices.

8. Tom Tarr addressed the functionality of HRMS as it relates to the requirements of a Safety Management System. HRMS will allow for a review of a mariner’s training and qualifications before assignment to ensure that the requirements for the assigned rating and ship class are being fulfilled by the assignment. HRMS will be able to produce a training record for a mariner when he or she reports aboard a ship. Since bandwidth issues will preclude shipboard access to HRMS, a procedure will have to be developed to enable delivery of the record of a mariner’s training, qualifications, and certification to the ship’s Master prior to the mariner’s assignment. An area that HRMS has not yet addressed is that of tracking special ratings and qualifications. For the T-ATFs, this

would include tracking of Afloat Safety Officer, Medical PIC, qualified RHIB crew, and Gas Free Engineer. Concern was raised about the electronic transmission of mariner information that may include SSNs and other identifying information in this era of identity theft. Mr. Cassidy reminded everyone that HRMS is only a tool and will require refinement to meet the requirements as defined by the operators.

Action Item 12: Develop a procedure for the SMS whereby a Mariner's Training Record will be provided to the respective ship's Master prior to the Mariner's assignment to a ship.

Action Item 13: Develop a procedure for tracking shipboard special ratings and qualifications to ensure that gaps in these assignments do not occur as mariners sign on and off a ship.

Action Item 14: To mitigate the potential for identity theft, determine a suitable and safe way to electronically transmit personal information regarding a mariner.

9. Joan Divens presented a proposed diagram of "the Company" in its pre-Transformation stage. Though there was general agreement with regard to the structure of the separate NFAF West and NFAF East companies, there was significant disagreement in the proposed assignment of the Port Captain as the Designated Person Ashore (DPA), mainly due to the transient nature of the position. Captain Larry McCabe suggested that another individual within the Company be identified and trained for DPA duties. Mr. Cassidy also noted that the APMC is outside the Company's AOR.

Action Item 15: Coordinate the appropriate assignment of a DPA with NFAF East and West staffs.

10. Captain Dolan presented the projected schedules of the USNS MOHAWK (T-ATF 170) and USNS APACHE (T-ATF 172). Though the USNS MOHAWK will be stateside during the scheduled timeframe for the initial SMS implementation, a scheduled drydocking (with an accompanying partial crew sign off) may impact the 90 day timeframe for documenting use of the SMS. Joan Divens will investigate with ABS the impact of the drydocking event on the 90 day period. Captain Carley was asked to investigate the schedule of NFAF West T-ATFs for accommodation in the certification schedule.

Action Item 16: With regard to the USNS MOHAWK, investigate with ABS the impact of the drydocking event on the 90 day period.

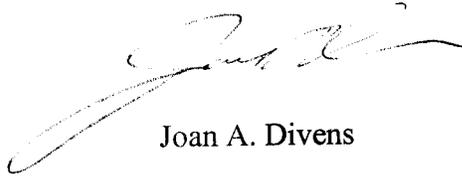
Action Item 17: Investigate the schedule of NFAF West T-ATFs for accommodation in the certification schedule.

11. Discussion followed regarding the next Steering Committee Meeting. By the time the next meeting convenes, there should be significantly more procedures for review.

Joan Divens will send out proposed dates and location. The meeting adjourned at 1450 hours.

Action Item 18: Propose date and location for next Steering Committee Meeting.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Joan A. Divens", with a long, sweeping underline that extends to the left and then curves back under the name.

Joan A. Divens

Distribution:

RADM D. Loewer
Captain Larry McCabe
Captain Lawrence Carley
Captain James Dolan
Captain Rycenga
Captain Ed Nanartowich
Chief Engineer Bill Ingram
Chief Engineer Robert McManus
Frank Cunningham
Alan Ronald
Bud Brown
LCdr Carlos Galvez
Dennis Abrams
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Jim Mahon
Chuck Schoen
Kevin Cassidy
Mark Kaniewski
Jerry Abrams
Kyrn Hickman
John Plitnik
Dave Cooke
Matt Kane
Paul Comolli
Ron Marcolini
Fred Woody
Norman Wolf
Bob Bunnell
Tom Tarr
Andy Kallgren
Joan Divens

**SUMMARY OF ACTION ITEMS FROM
2nd STEERING COMMITTEE MEETING
24 September 2003**

<i>Action Item #</i>	<i>Description</i>	<i>Assigned to/Due Date</i>
1	Provide to Steering Committee a list of procedures developed to date, list of procedures under development, and those additionally proposed during this meeting	Joan Divens: 10/7/03
2	Provide comments on procedures, POA&M, and top tier manual distributed during meeting	Steering Committee: 10/7/03
3	Define the process by which revisions to and publishing of SMS documents adhere to the formal document control process	Matt Kane: 10/7/03
4	Review the proposed Controlled Library for the T-ATF's and make recommendations for additions to and deletions from the proposed Library	Chief Engineer Bob McManus: 10/11/03
5	Inform identified interested parties of log on names and passwords for access to the Document Management System	Fred Woody: 10/11/03
6	Email POA&M to Steering Committee members. Provide POA&M distributed during meeting	Joan Divens: 09/30/03
7	Send list of POA&M "near term" events to all Steering Committee members; 1 st code identified on schedule will identify lead code for coordinating actions.	Joan Divens: 10/07/03
8	Amend POA&M to accommodate time for review of procedures for NavOSH compliance, the 90 day crew familiarization and use period for the SMS, interim certificates, T-AKE start date, and comments received from Steering Committee members	Joan Divens or Fred Woody: 10/10/03
9	Order 10 ISM videos	Joan Divens or Fred Woody: 10/10/03
10	<u>CIVMAR Training</u> : Identify CIVMAR-required training on a per rating per ship class basis. As part of this requirement, maintain CIVMAR training records up-to-date, ensure that a process is established to record and track completed training, certifications, and qualifications received, and to identify/flag training deficiencies. Ensure that CIVMAR training records are available to mariners for review anywhere in the world, including to senior CIVMAR Management. Determine alternative sources for required training to broaden the scheduling options available to each mariner	Kevin Cassidy-lead: Port Captains, Port Chief Engineers, SAMA: 10/24/03
11	Using the training requirements (Action Items #10), evaluate the required courses for each rating. Identify overlap in curriculums. Determine if equivalencies can be demonstrated to NavOSH where there are overlaps	Frank Shukis: 11/24/03

Enclosure (1)

**SUMMARY OF ACTION ITEMS FROM
2nd STEERING COMMITTEE MEETING
24 September 2003 (cont.)**

<i>Action Item #</i>	<i>Description</i>	<i>Assigned to / Due Date</i>
12	Evaluate the necessity and frequency of training requirements (such as "Annual Refresher Training"). Propose new list of required courses. Obtain approvals for changing the requirements to meet practical yet safe training goals (Action codes to determine interim due dates)	Frank Shukis – lead; Port Captains, Port Chief Engineers; SAMA; all attendees should comment: 11/24/03
13	Report progress to RADM Leewer w/re to resolving identified mariner training issues and present plan for resolving additional issues that impede tracking and accomplishment of mariner training	Kevin Cassidy: 11/28/03

Enclosure (1)

CURRENT ISM PROCEDURE STATUS

#	Procedure	Category	Status	Review Due / Complete	
8.1-001-ALL	Abandon Ship		8.1	Final Draft (11/25)	15 Dec
2.1-006-ALL	*Chemical Handling		2.1	Preliminary Draft	
2.1-001-ALL	Confined Space Entry		2.1	Final Draft (11/25)	15 Dec
2.1-011-ALL	Crane Operations		2.1	Final Draft (11/05)	21 Nov
7.1-002a-ALL	Departure Checklist		7.1	Draft (9/24)	Final revision due soon
11.1-001-ALL	Document Control		11.1	Final Draft (11/18)	28 Nov
11.1-003-ALL	Document Distrib.		11.1	Final Draft (11/18)	28 Nov
11.1-002-ALL	Document Revisions		11.1	Final Draft (11/18)	28 Nov
7.1-016-ATF	Engine Room Watch		7.1	Revised Draft (11/26)	9 Dec
8.1-005-ALL	Firefighting		8.1	Draft (11/3)	1 Dec
2.1-005-ALL	Gangway Handling		2.1	Final Draft 2 (11/25)	15 Dec
2.1-008-ATF	Heat Stress		2.1	Revised Draft (11/25)	15 Dec
2.1-010-ALL	Hot Work		2.1	Final Draft (11/14)	28 Nov
12.1-001-ALL	Internal Safety Audits		12.1	Draft (11/25)	15 Dec
2.1-004-ALL	Lock out / Tagout		2.1	Revised Draft (11/25)	15 Dec
8.1-012-ALL	Loss of Propulsion		8.1	Draft (11/05)	21 Nov
8.1-013-ALL	*Loss of Steering		8.1	Red-lined Draft (11/26)	15 Dec
8.1-015-ALL	Man Overboard		8.1	Final Draft (11/10)	17 Nov
2.1-016-ALL	*Personal Protective Equ.		2.1	Preliminary Draft	
7.1-002b-ALL	Pre-Arrival Checklist		7.1	Draft (9/24)	Final revision due soon
10.4-001-ALL	Preventive Maintenance		10.0	Revised Draft (11/18)	21 Nov
2.1-020-ATF	RHIB Operations		2.1	Revised Draft (11/26)	15 Dec
2.1-014-ALL	Slips, Trips & Falls		2.1	Revised Draft 1 (11/25)	8 Dec (extended)
7.1-001-ALL	Special Incident Rpt		7.1	Final Draft (11/17)	1 Dec
7.1-012-ALL	Towing Procedures		7.1	Draft (9/23)	Final revision due soon
2.2-016-ATF	Waste Management		2.2	Revised Draft (11/26)	9 Dec

Still being developed:

- Bunkering (awaiting N71 input)
- Oil Prevention (awaiting N73 input)
- DC & Flooding (awaiting N3 input)
- Corrective Maintenance (Compiling lots of input)

Enclosure (2)

SMS PROCEDURES BOOK

Section 1. - Introduction to MSC's Safety Management Manual

Joan

Section 2. - Command Procedures for Safety & EP

2.1 Safety

2.1.1	Confined Space Entry	Ken
2.1.2	Bloodborne Pathogens Exposure Control	TBD
2.1.3	CBRD	TBD
2.1.4	Electrical Safety (including Lock Out & Tag Out)	TBD
2.1.5	Handling of Gangway	Ken
2.1.6	Handling of Shipboard Chemicals	Ken
2.1.7	Hearing Conservation	TBD
2.1.8	Heat Stress	Ken
2.1.9	Helicopter Operations	TBD
2.1.10	Hot Work	Ken
2.1.11	Crane Operations	Ken
2.1.12	Medical Procedures	TBD
2.1.13	MSD Maintenance	
2.1.14	Non-Skid Non Slip Surfaces	Ken
2.1.15	Potable Water Testing and Treatment	TBD
2.1.16	Personal Protective Equipment	Ken
2.1.17	Safety Awareness	TBD
2.1.18	SCBA	TBD
2.1.20	RHIB Operation	Ken

2.2 Environmental Protection Procedures

2.2.1	Bunkering	Edguar
2.2.2	Compressed Gas	TBD
2.2.3	Control and Management of Ballast Water	TBD
2.2.4	Dark Smoke Emissions	TBD
2.2.5	EP Awareness	TBD
2.2.6	Fuel Transfer	Edguar
2.2.7	Garbage	Joan
2.2.8	HazMat Control	TBD
2.2.10	Ozone Depleting Substances	TBD
2.2.11	Painting	TBD
2.2.12	Pumping Bilges	TBD
2.2.13	Sewage Disposal	TBD
2.2.14	Spill Prevention	Ken
2.2.15	Spill Response	
2.2.16	Waste Management Plan	Ken
2.2.17	UNREP	TBD

Enclosure (3)

Section 3. - Command Organization	
3.1 Shore-based Organization (Description)	Joan
3.1.1 Organization Chart (including those providing services who are outside of the SMS)	
3.1.2 Position Descriptions	
3.2 Shipboard Organization (Description)	Joan
3.2.1 Organization Chart	
3.2.2 Position Descriptions	
Section 4. - Designated Person (s)	
4.1 Description of Duties	Joan
4.2 Contact Information	Joan
4.3 Command Organization	Joan
Section 5. - Master's Responsibility & Authority	
5.1 Qualification	Joan
5.2 Overriding Authority	Joan
5.3 Duties for Crew Motivation	Joan
5.4 Duties for Promoting SMS System Awareness	Joan
Section 6. - Resources & Personnel	
6.1 Shore-based Organization (Description)	
6.1.1 Description	Joan
6.1.2 Training Requirements	Joan
6.2 Shipboard Organization (Description)	
6.2.1 Description	Joan
6.2.2 Medical Requirements	
6.2.3 Certificates and Qualification	
6.2.4 Training Requirements	
6.2.4.1 Overview	
6.2.4.2 Master/Billet Training Matrices	Kevin
C.	
6.2.4.3 Mandatory Shore-side Training	Kevin
C.	
6.2.4.4 Shipboard Training Modules	SIoux
6.2.4.5 SMS Familiarization Training	Joan
6.2.4.6 Individual Training Records	Kevin
C.	
6.2.5 Crew Turnover Requirements	
Section 7. - Shipboard Plans	
7.1 Communication & Reporting (CASREPs, MISHAPs, Emergency Reporting, Accident reporting, OPREP, Incident Report)	Capt Carley
7.2a Departure Procedures	Ken
7.2b Arrival Procedures	Ken

7.3 Dive Operations	TBD
7.4 General navigation and Navigation Safety	TBD
7.5 Log Book	TBD
7.6 Maneuvering Situations	TBD
7.7 Navigation & Navigation Safety	TBD
7.8 Notifying the Master	TBD
7.9 Pilots and Pilotage Requirements	TBD
7.10 Work Hours	TBD
7.11 Salvage Operations	TBD
7.12 Towing Ops, Towing Gear Towing, Wire Records	Ken
7.13 Visitors Onboard the Vessels	TBD
7.14 Voyage Routing	TBD
7.15 Watchstanding and Change of Watch (Deck)	TBD
7.16 Watchstanding and Change of Watch (Eng)	Joan
Section 8. - Emergency Preparedness	
8.1 Abandon Ship	Joan
8.2 Cold Weather Operations	TBD
8.3 Collision	TBD
8.4 Drill Matrix	TBD
8.5 Fire and Explosion	Ken
8.6 Flooding	Ken
8.7 Grounding	TBD
8.8 Heavy Weather Operations	TBD
8.9 Helicopter Evacuation	TBD
8.10 Loss of One Wire or Two Wire Tows	TBD
8.11 Loss of Navigation Control	TBD
8.12 Loss of Propulsion	Ken
8.13 Loss Of Steering	Ken
8.14 Loss of Stability	TBD
8.15 Man Overboard	Ken
8.16 Medical Emergency	TBD
8.17 Oil Spill Response	Ken
8.18 Restricted or Hazardous Waters	TBD
8.19 Structural Failure	TBD
Section 9. - Reports & Analysis of Non-Conformities	
9.1 Incident Investigation, Analysis & Reporting	TBD
9.2 Implementing Corrective Action	TBD
Section 10. - Maintenance of the Ship & Equipment	
10.1 Engine Room Procedures	TBD
10.2 Alarm testing Checklist and Frequency	TBD
10.3 Configuration Management	Matt
10.4 Preventive Maintenance	Matt
10.4.1 Vibration Analysis	
10.4.2 Oil Monitoring	
10.4.3 Water Treatment	

Enclosure (3)

10.4.4	SAMM	TBD
10.5	Gage Calibration	TBD
10.6	Surveys and Certifications	
10.6.1	ABS	
10.6.2	Helo Certs	
10.6.3	NavGear	
10.7	Corrective Maintenance: VRRs, Indust Assist, Emerg Repair	Matt
10.8	Emergency Repairs	TBD
10.9	Availability Planning, Management, and Close-out	Matt
Section 11. - Documentation		
11.1	Document Control Procedures	
11.1.1	Document Control	Fred
11.1.2	Document Revision	Fred
11.1.3	Document Distribution	Fred
11.2	Documentation that Support the SMS	
11.2.1	Reference Material	Fred
11.2.2	Forms	Fred
11.2.3	Inspection Records & Reports	Fred
Section 12. - Verification Review and Evaluation		
12.1	Internal Audits	Neil
12.2	External Audits	TBD
12.3	Management Review	TBD
12.4	Certification	TBD

Enclosure (3)

**SUMMARY OF ACTION ITEMS FROM 3rd STEERING
COMMITTEE MEETING ~ 2 December 2003**

Action Item	Action	Assigned to / Due Date
1	Revise POA&M to clearly identify target date for obtaining the Document of Compliance for the East and West Coast companies.	Joan Divens / 12-12-03
2	Propose revised date for RADM Loewer to sign out some of the first procedures.	Fred Woody / 12-12-03
3	Distribute an email to clarify the reader interpretation on the SMS procedures.	Fred Woody / 12-12-03
4	Review the T-ATF Casualty Control Manual for incorporation into some of the SMS procedures.	Joan Divens / 1-16-04
5	Provide comments and suggestions on improving MSC's MOA with the USCG.	All Participants / 1-16-04
6	Discuss with PAC N7 and NFAF West staffs the proposed internal audit procedures that will involve the LANT N7 staff conducting the audits.	Joan Divens / 1-16-04
7	Send the ABS produced audit checklist to all attendees.	Joan Divens / 12-12-03
8	Discuss with ABS allowing Masters, Chief Engineers, and Chief Mates to attend some formal audits with commercial operators to ensure a full understanding of the work that an audit entails for the senior ship's officers and the remaining ship's force.	Joan Divens / 12-12-03
9	Format and distribute audit procedures.	Norman Wolf / 12-12-03
10	Establish ISM Internal Auditor Training course at NFAF East, West, and HQ sites.	Joan Divens / 1-16-04
11	Finalize T-ATF Training matrices.	Kevin Cassidy / 1-04
12	Develop a procedure for the SMS whereby a Mariner's Training Record will be provided to the mariner and the respective ship's Master prior to the Mariner's assignment to a ship.	Kevin Cassidy / 2-04
13	Develop a procedure for tracking shipboard special ratings and qualifications to ensure that gaps in these assignments do not occur as mariners sign on and off a ship.	Kevin Cassidy / 2-04
14	To mitigate the potential for identity theft, determine a suitable and safe way to electronically transmit personal information regarding a mariner.	Tom Tarr, Captain Nanartowich, and Kevin Cassidy / 3-04
15	Coordinate the appropriate assignment of a DPA with NFAF East and West staffs.	Joan Divens / 1-16-04
16	With regard to the USNS MCGEAWK, investigate with ABS the impact of the drydocking event on the 90 day period.	Joan Divens / 1-16-04
17	Investigate the schedule of NFAF West T-ATFs for accommodation in the certification schedule.	Captain L. Carley / 1-16-04
18	Propose date and location for Steering Committee meeting.	Joan Divens / 1-16-04

Enclosure (4)