The Finding Sydney Foundation

Search for HMAS Sydney II

Project Management Plan

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REVISION DESCRIPTION LIST

Rev	Revision Description
A **B**	Internal Review Client Review

HOLD's STATUS LIST **This Revision has the following HOLD's**		
HOLD Section	**Paragraph Number**	**Description**

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1.0 INTRODUCTION

The Project Management Plan, hereafter referred to as the PMP is developed to describe the strategies, systems and responsibilities to effectively manage the Search for HMAS Sydney Project undertaken by the SV Geosounder for the client, The Finding Sydney Foundation.

This plan is to be used by all DOF Subsea [DSS], Foundation, Williamson & Associates and Electric Pictures personnel as a management tool for achieving the DSS and the client Project objectives.

The PMP provides a summary of DSS activities, satisfying the scope of work undertaken by the company and it's contractors in support of the project. The plan covers the entire work program.

This document aims to provide information describing the following:

- DSS Health, Safety and Environmental Policies
- Define the Project Organisation, outlining the roles and responsibilities of the project team members, objectives and considerations
- Objectives & KPI's for the project
- Define the interfaces between DSS and the client
- Describe the risk management strategies to be utilised throughout the project
- References to the management system procedures which form the basis of safe operating practices for the work scope

This plan has been prepared in accordance with the DSS Project management requirements.

2.0 SCOPE AND APPLICATION

This Project Management Plan [PMP] applies to the "SV Geosounder" and the activities undertaken for the project.

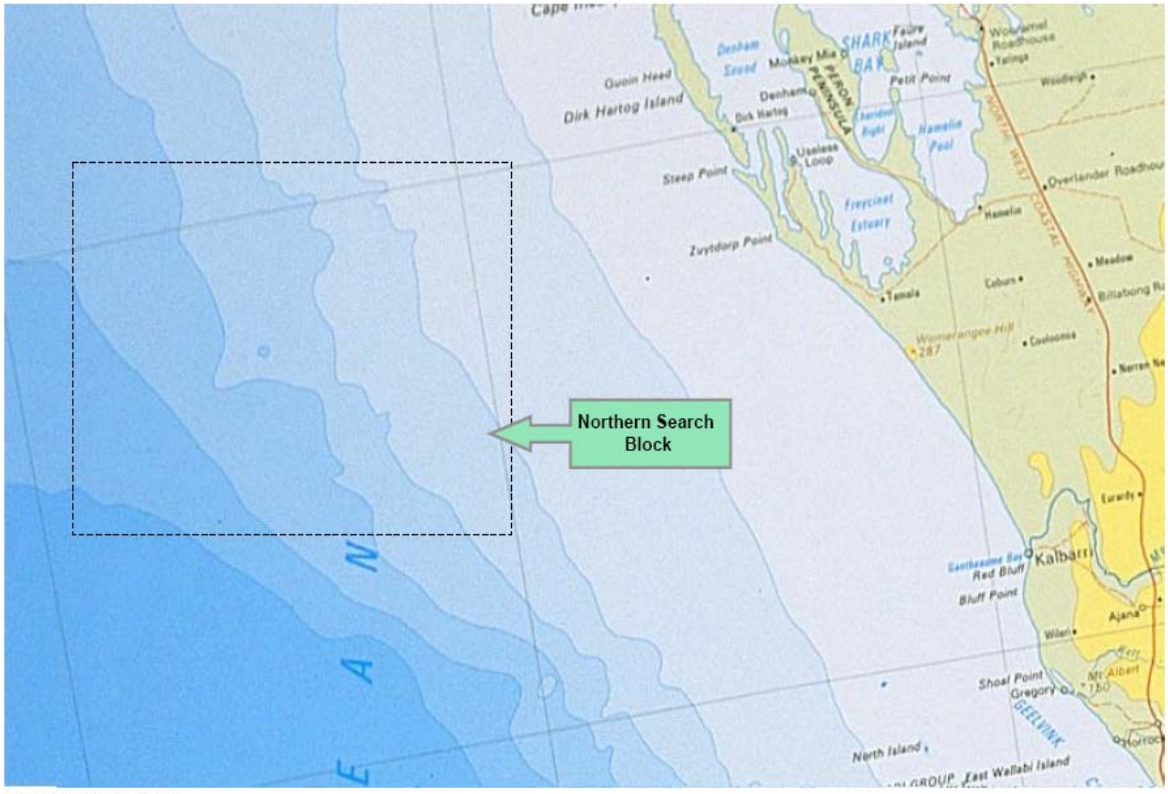
This HSEMP is to be used for information and Project (including HSE) management during the Search for HMAS Sydney Project undertaken for The Finding Sydney Foundation.

2.1 SCOPE

DOF Subsea has been contracted by The Finding Sydney Foundation to undertake the supply of a Survey Vessel to used in the search for the wrecks, HMAS SYDNEY II and the HSK KORMORAN. The search area is approximately 130nm offshore from Dirk Hartog Island, Western Australia. (Refer section 2.2 Location Map) DOF Subsea will undertake this project from the survey vessel the SV Geosounder.

The planned search and survey operation will be initially conducted using a Deep Towed Side Scan Sonar, with a further option of using a Remote Operated Vehicle (ROV). The Sonar survey will be carried out in water depths between 2,300 to 4,500 meters. (Refer to Section 2.2.1 Search Area)

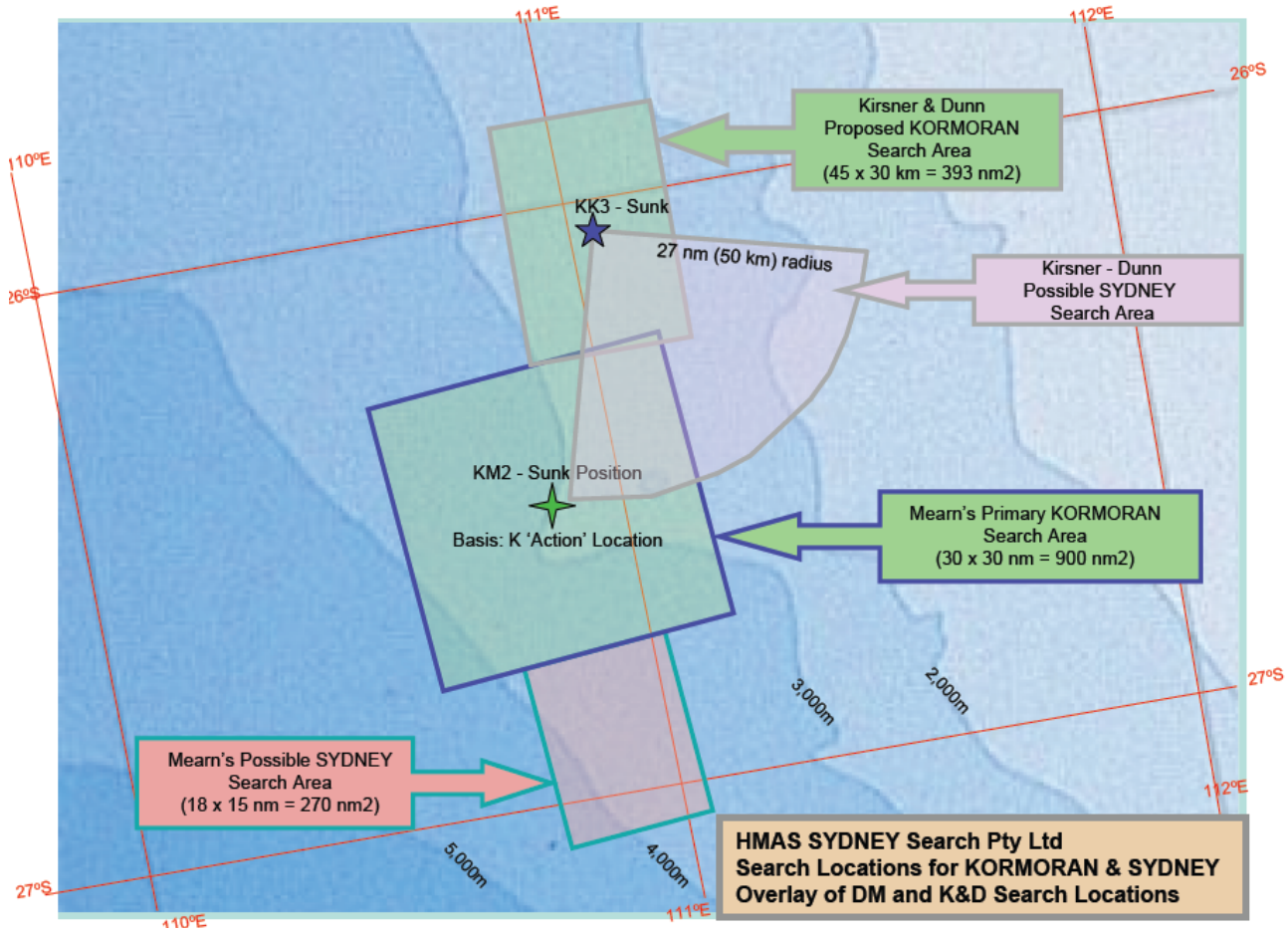
2.2 LOCATION



NorthernSearchArea_Sept05

HMAS Sydney Search Pty. Ltd.
General Search Area for Sydney II & Kormoran

2.2.1 Search Area (Northern Search Block)



3.0 ABBREVIATIONS

The following abbreviations are used throughout this document:

Client	The Finding Sydney Foundation
DGPS	Differential Global Positioning System
DSS	DOF Subsea
HAZID	Hazard Identification
HMA3S	The Finding Sydney Foundation
HSE	Health Safety and Environment
km	kilometres
KPI	Key Performance Indicator
m	Metre
SVG	SV Geosounder
nm	Nautical Miles
PMP	Project Management Plan
ROV	Remotely Operated Vehicle
SWL	Safe Working Load
TBA	To Be Advised
TBC	To Be Confirmed

4.0 REFERENCES

This PMP shall be read in conjunction with the following documents:

4.1 COMPANY DOCUMENTATION

No:	Title	Document Number
1	Project Hazard and Risk report HOLD	27098-HS-RT-001
2	Geoshipping Ship Management System Main Manual	SMS – 0.0 to 10
3	SV Geosounder Operations Manual	Geosounder –OM–0.0 to 10
4	Geoshipping – Vessel Contingency Manual	Vessel – CM – 0.0 to 09
5	ROV Safety Management Systems	RSMS – 1104

4.2 THIRD PARTY DOCUMENTS

No:	Title	Document Number
	Williamson & Associates, Inc	
1	HSE Manual	2008 Version
2	Survey Procedures	2008 Version
3	Project Risk Assessment (date 05/02/08)	

Copies of the relevant documents will be available at the respective sites and will be available to all personnel at all times.

4.3 DRAWINGS

No:	Title	Document Number
1	SV Geosounder Deck Arrangement	27098-DG-GN-001
2	Sea fastening Arrangement	27098-DG-ST-002

5.0 PMP MAINTENANCE & REVIEW

The Project Manager, in conjunction with the Project Management Team shall continually review this plan's effectiveness, and recommend appropriate changes to the plan to reflect best practice in the overall management of the project.

6.0 POLICY & PROJECT HSE MANAGEMENT

6.1 MANAGEMENT POLICIES

The DSS Health and Safety Policy, Environmental Policy and Quality Statements are to be used on this project. They are contained in Appendix 1.

6.2 PERSONNEL COMMITMENT

All levels of project personnel shall demonstrate their commitment to the Policies and project objectives as a function of their daily responsibilities.

6.3 PROJECT HSE OBJECTIVES

The HSE Vision for the Project is simply stated

"Zero Incidents; Zero Injury and Zero Damage to the Environment."

The Project personnel will continually strive to achieve:

- Incident Free Operations
- Safety and Project Inductions to all project personnel prior to sail away
- JHAs for all major and non routine project tasks
- Free and Open communications between all project personnel on all issues, procedure requirements and equipment function

The HSE objectives of the Project Management Plan are

- To ensure that strategies are in place to eliminate, as far as reasonably practicable, any risk to the health and safety of all personnel engaged on the project and under the control of DSS
- Where a risk is still identified, then that risk is to be mitigated to As Low As Reasonably Practically (ALARP) with JHA generated for that task
- To establish dialogue between all personnel to encourage active involvement in the management of safety and health and the environment

DSS encourages all personnel, whether employees, contractors or third party personnel to contribute to the Management of HSE through all phases of the project. It is essential that this involvement is encouraged at all levels. Any suggestions for improvement should be made to the immediate Supervisor or directly to the DSS HSE Manager.

6.4 KEY PERFORMANCE INDICATORS AND TARGETS

Objective	Target	KPI	Indicator
Deliver the project free of break of Confidentiality	Zero Breaks of Confidentiality	100% of Company and project personnel signing confidentiality letter	
Deliver the project free of incident / injury	Zero Incident / Zero Injury and Zero harm to the environment	• Number of LTI • Number of MTI • Number of SPI's	Lag
Ensure hazards and risks specific to the project are identified and reduced to ALARP	Record and report identified hazards and risks within: • HAZID report • JHA's	• 1 x HAZID workshop and report • Number of JHA's developed and / or reviewed	Lead Lead
Ensure Project personnel are familiar with project and HSE requirements	100% of project personnel attend induction prior to work	Percentage of project personnel that have attended inductions	Lead
Close Out of Actions items raised	100% close out of identified action items within set time frames	Number of action items raised vs number action items closed	Lead

7.0 LEGAL REQUIREMENTS

The Client has requested that all companies and project personnel shall not disclose any information outside of the company and project of this project. Each company involved on this project shall be required to get all there personnel to sign a letter of confidentiality, which shall be issued by the DSS Legal Counsel.

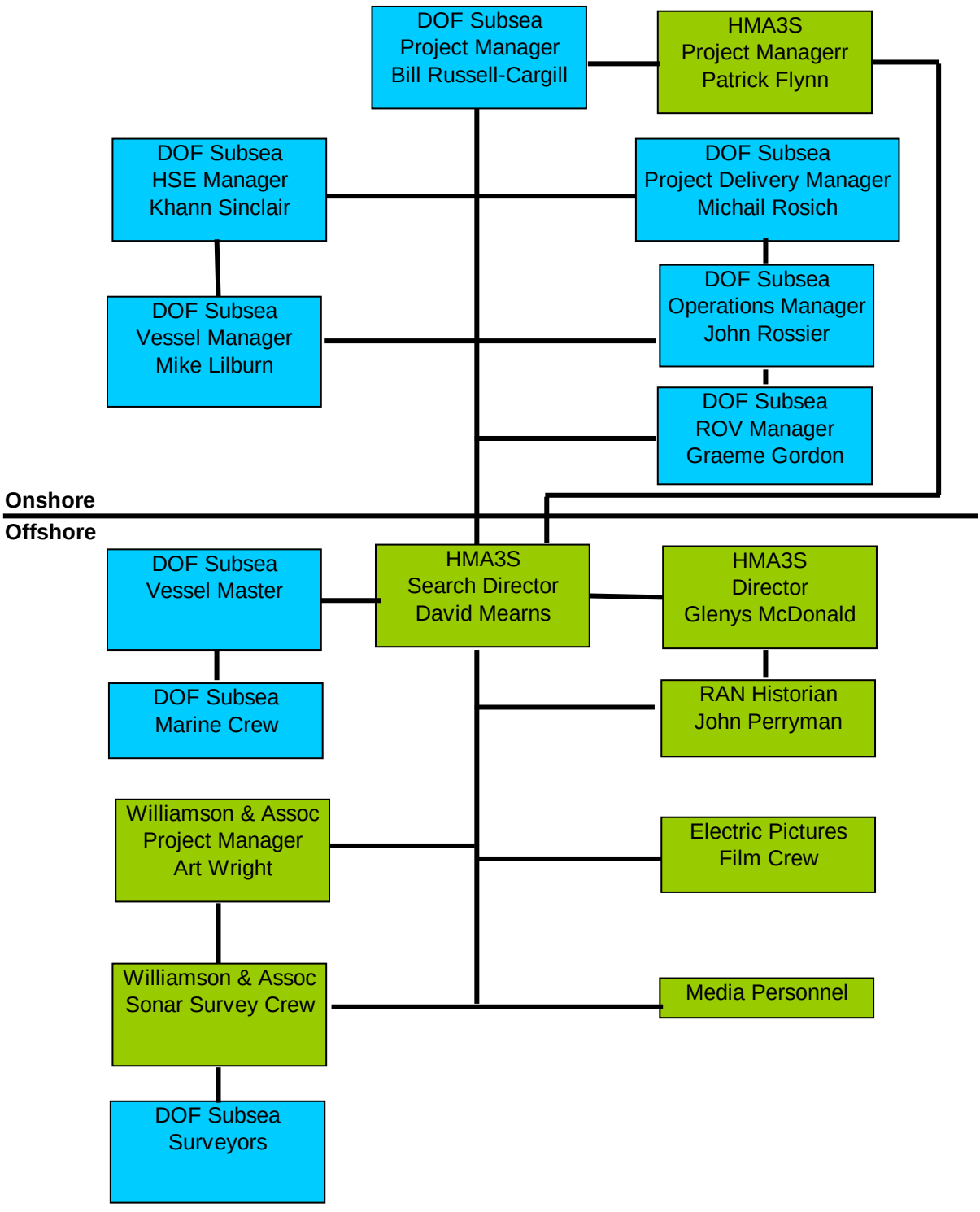
8.0 DOCUMENT CONTROL

The PMP, associated documents, data and revisions thereto, shall be prepared, reviewed, approved and distributed in accordance with the Corporate Document Control Manual (Doc. No. CS-DC-MN-001)

9.0 ORGANISATION & RESPONSIBILITIES

9.1 ORGANISATION

Project Organisation Chart



9.2 RESPONSIBILITY

All personnel associated with the project have a responsibility to ensure that safe work practices and work place safety standards are maintained, and that compliance with all relevant statutes. All personnel have legal responsibilities for the health and safety of themselves and their colleagues.

Specific Marine and DSS requirements are outlined at the project induction. An 'Induction Record' (Appendix 2) is to be signed by all project personnel confirming their understanding of the project requirements with regard to safety, health, environmental and legal issues.

9.2.1 Project Manager Responsibilities

Accountable for:

- Overall implementation of the PMP
- Provision of adequate resources to the project
- The effective performance of all groups under the control of DSS, associated with the project

Responsible for:

- Ensuring the Project Management Plan is reviewed regularly to ensure its continual relevance to the project as it progresses
- Approval of Third Party procedures and HSE Management Plan.
- Ensuring the commitment of all the project personnel towards achieving the project objectives and targets.

Activities:

- Open address at Project Induction
- Monitor and report on the project key performance, objectives and targets

9.2.2 Company HSE Manager's Responsibilities

The following represents the Company HSE Manager's responsibilities:

- Prepare the project HSE planning and any relevant documents
- Receive all accident & incident reports and review for completeness the root cause analysis of the investigations and corrective actions to prevent recurrence.
- Provide guidance and advice to Supervisors and management with regards to HSE matters (including Incident report and investigation reports)
- Provide HSE advice to the Project Manager
- Interface with the Third Party personnel in order to achieve desired goals

9.2.3 Supervisor Responsibilities

Accountable for:

- Performance of all persons under their supervision
- Compliance of all personnel with the legislative requirements and Project Management Plan
- Provision and maintenance of safe systems at work

- Safety performance of Subcontractors in their area of control

Responsible for:

- Conducting Project inductions for project personnel
- Safety briefings and JHAs for all phases of the project
- Implementation and development of safety initiatives and programs in their area of control
- Ensure all personnel are issued with, and use, personal protective equipment as required by site operators and/or DSS specifications
- Ensure commitment and accountability of all personnel
- Enforcement of all project safety procedures and initiatives
- Enforcement of statutory regulations
- Reporting and investigation of all accidents, incidents and near misses in their area of control

Activities:

- Conduct JHAs at each phase of the project and where deemed necessary
- Conduct regular site safety inspections
- Report and investigate all accidents, incidents and near misses that occur in their area of responsibility
- Conduct Safety “Toolbox” briefings and review JHAs for all phases of the planned work for the day.

9.2.4 Employee’s Responsibility

Every Employee is responsible to:

- Participate in and adhere to all HSE instructions, procedures and activities (including inductions)
- Report all incidents and hazards to management
- Appropriately use and maintain Personnel Protective Equipment and clothing provided
- Advise fellow employees of hazardous situations
- Cease work if a situation or part of an operation is deemed unsafe and report to the Supervisor
- Conduct inspections of tools & equipment prior to use
- Participate in JHA’s
- Participate in emergency exercises
- Participate in workplace inspections
- Participate in Toolbox and Pre-start meetings

10.0 INCIDENT/INJURY/HAZARD REPORTING AND INVESTIGATION

10.1 INCIDENT/INJURY REPORTING

All accidents, incidents, hazards and near misses, no matter how small, shall be reported using a DOF Subsea Accident/Incident form (Appendix 3) by the immediate Supervisor.

Incidents shall be reported to the Vessel Master, who will advise the Client Representative of the nature of the incident and request medical assistance if required. An incident report shall be raised; a copy of which shall be forwarded to the Project Manager.

All accidents, incidents, hazards and near misses will be reported on the DPR to DSS.

10.2 INCIDENT RESPONSE

The Vessel Master, supported by the Supervisor in charge of the activity or area, shall first ensure that the scene of the incident is secured to prevent a continuation or escalation of the incident. As soon as possible, the basic facts shall be reported to management.

The Vessel Master shall also ensure that details of the incident are gathered as soon as possible so that no evidence is lost or forgotten. As a minimum, the Incident / Injury Report Form shall cover most of the information required. However, additional material detailed below shall be procured to assist the investigation:

- Photographs of incident site/personal injury.
- Special evidence conserved for further research
- Detailed statements taken from witnesses

Based on the preliminary evidence, DSS Management shall decide how the detailed investigation shall be completed and by whom. Investigation Teams will seek expert advice if needed to complete the investigation.

10.3 INVESTIGATION

The Supervisor or person in charge of the area where an incident occurs shall initiate the incident investigation immediately.

10.3.1 Implementation of Preventative Action

An integral part of the investigation process is the identification, implementation and close out of corrective actions. The Incident Injury Report combines a Preventative Action section, which is provided to list all recommended corrective actions and track the closeout to final review and approval.

It is the responsibility of the Investigation Leader to delegate the person responsible for implementation of the corrective actions. When all action items have been completed, the person responsible for their implementation shall sign where applicable to show evidence of close out.

The completed form shall then be forwarded to the Vessel Manager for review and approval. Following this, the form shall then be sent to the respective persons (as applicable) for review prior to final close out by the Operations Manager, Project Manager and HSE Manager.

10.3.2 Incident /Injury Report Close Out

The Project Manager is responsible for ensuring the close out of all Incident/Injury Investigation and Closeout documentation.

10.4 INCIDENT / INJURY REGISTER

The DSS HSE Manager shall ensure a register of all incident and injury reports is maintained. A copy of the register shall be forwarded to the Project Manager on a weekly basis (where applicable). Details shall be included in the weekly report to the Client Project Manager (where required) and listed on the project daily progress report.

Subcontractors are required to comply with the Project reporting requirements and notify the Vessel Master as soon as practicable after any incident/injury occurrence.

10.5 FIRST AID

All injuries regardless of how minor shall be reported.

First aid boxes shall be located in close proximity to potable water.

All first aid kits and boxes shall be identified as per Australian Standards with a white cross on a green background, and shall be marked with the names of first aiders and their contact number.

At the vessel induction session, all employees shall be advised of the location of the medical treatment room. The names of First Aiders shall be posted on the notice board and other appropriate areas onsite. In the event of a minor injury, the Vessel Master / First Aider must be notified and shall treat the patient as required.

If an injury requires further treatment, the Vessel Master shall undertake referral to a Company approved Doctor.

The Supervisor of the injured person shall be responsible for completing an Injury form and investigating the event, when applicable.

Personnel will be advised at their induction session to notify the Medic and/or First Aider of any existing medical condition they have, e.g. Allergies, high blood pressure, taking of any prescribed medication.

10.6 POST INJURY MANAGEMENT

A qualified First Aider shall be available at all times to treat minor injuries, and to co-ordinate first aid responses to serious injuries.

Emergency contact procedures shall be displayed in work areas, as well as highlighted at the initial induction.

In the event of a serious injury occurring to personnel to an extent that the person or persons will require further treatment by a doctor, or hospitalisation, then the Project Emergency response plan will be followed.

The DSS Emergency Response Group Team Leader shall arrange the onshore support of all offshore emergencies in consultation with the client (as applicable).

The Vessel Master will notify the DSS office and the DSS HSE Manager will maintain communication until the patient is under medical attention such as in hospital or has arrived at home.

11.0 STATISTICS

The HSE Manager shall record safety statistics for the Project as follows:

Standard injury/incident numbers and frequency rates shall be recorded for Lost Time Injury (LTI), Medical Treatment Injury (MTI), Restricted Duties Injuries (RDI), First Aid Injury (FAI) and Reported Incidents. The Daily Progress report shall record HSE performance data.

The statistical indicators shall be reported in accordance with Australian Standard, AS 1885.1, and on a monthly basis to DSS Project Management and the Operations Manager no later than 5 days after end of month cut off.

Example of Statistical Frequency Rates Calculation:

LTI Frequency Rate = LTI x 1,000,000 / Manhours

Project statistics, including man-hours of all DSS personnel and Subcontractors shall be recorded for the Project.

12.0 ENVIRONMENTAL MANAGEMENT

The project scope of work initially involves deep water sonar survey so in respect the vessel's waste management system is sufficient for this project. This information is located for the SV Geosounder: Refer to Geoshipping Ship Management System (SMS – 0.0 to 10).

13.0 EMERGENCY RESPONSE COMMUNICATIONS BRIDGING FLOWCHART

The intention of this Emergency Response Bridging Communications and Contact details is to provide a summary of information as to individual responsibilities in the event of an emergency and to interface between the SV Geosounder and other vessels in the area and the DSS ERG Operations.

13.1 EMERGENCY RESPONSE OVERVIEW

In any emergency situation, there are established procedures and resources available dependant upon the nature and severity of the situation. These include:

1. Local Response – An emergency situation, which is managed solely onboard the Marine Vessel and where no other outside assistance is required. Standard notification protocol and reporting is followed.
2. Level One: Any emergency, which can be managed by the Marine Vessel procedures and resources and with the assistance provided by the DSS Emergency Response Group
3. Level Two: Any significant emergency where activities will involve not only DSS but also the Client.

13.2 DSS EMERGENCY RESPONSE

DSS has in place an emergency response system that includes the assembly of an Emergency Response Group (ERG) at the DSS Office in Perth.

In any emergency situation, which cannot be satisfactorily resolved on the Marine Vessel and where external assistance is required (Level 1 or Level 2 situation), the ERG Duty Manager shall be notified of the situation without delay.

Contact with the DSS ERG is via the Duty Manager Ph: +61 (0) 419 920 895

The role of the ERG is to support the local response effort whilst minimising the potential financial impact on the Company and the client by consideration of strategic, legal, ethical and public image aspects of an incident.

The Duty Manager shall contact the ERG Team Members who shall assess the situation, in consultation with the Project Manager to determine and arrange for the necessary resources as required and requested.

Based on the severity and potential consequences of the situation, two possible levels of response by the ERG may be called upon. These are:

Level One Response Group:

Where the Group is able to manage the emergency in accordance with standard procedures and practices.

Level Two Response Group:

Where the Emergency Response Group requires the assistance of the client and third parties.

13.3 MARINE EMERGENCIES

The SV Geosounder has in place emergency response systems that include Emergency Response Teams onboard the vessel, which are coordinated by the Vessel Master during emergency situations.

The SV Geosounder Emergency Response Procedures provides information on individual responsibilities and actions to ensure the correct response is followed by any person discovering or involved in an emergency situation.

13.3.1 SV Geosounder

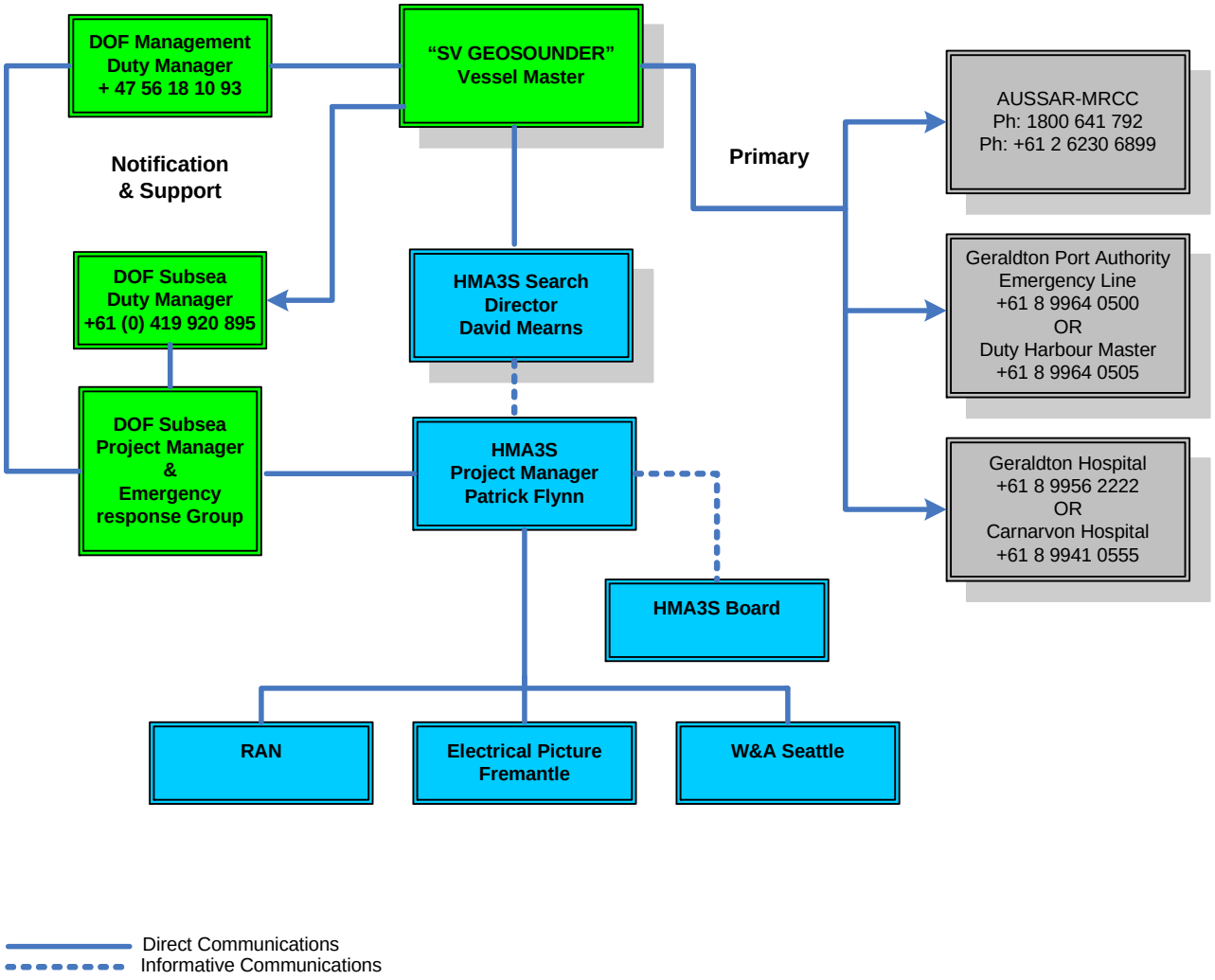
The SV Geosounder is a DP vessel which will be utilised during the offshore execution phase of the project. For detailed information on the management of potential emergency situations on the SV Geosounder, refer to the Geoshipping Contingency Manual (Vessel – CM – 0.0 to 09). The Contingency manual covers:

1. Fire and/or Explosion
2. Collision
3. Running Aground
4. Abandon Vessel Procedure
5. Man Overboard Procedures
6. Medical Evacuation (MEDIVAC)
7. Hull Damage
8. Casualty Rescue from a Tank / Confined Space
9. Epidemic Onboard
10. Vessel Drifting NUC
11. Violent Weather
12. DP Failure – Alert System
13. Oil Pollution
14. Steering Gear Failure

The Vessel Master shall use these procedures as a guide to take the correct action but has the authority to take whatever action he may consider most appropriate to ensure the security and safety of his vessel and its crew and may vary or alter these procedures as necessary.

All relevant contact numbers are listed below:

SV GEOSOUNDER			
	Fleet 77 & Sat B		
	Phone	**Fax**	**Email**
Bridge GSM	+47 9180 2914		Geosounder.captain@geosounder.dof.no
OM/Survey GSM		+47 9546 1761	
Bridge GSM	+61 (0) 408 943 994		
Bridge V-SAT	+61 8 9467 2954		
OM/Survey V-SAT	+61 8 9467 2953		
Captain V-SAT	+61 8 9467 2992		
SAT B Bridge	+870 335 716 510	+870 335 715 511	
Search Director			



DOF Management – Norway +47			
Duty Manager	**+47 56 18 10 93**		
Bergen Office:	+47 55 25 23 00	+47 55 25 23 01	**management@dof.no**
Designated Person Ashore Mark Percy	+47 55 2523 30 +47 959 38888 (M)		**Mark.percy@dof.no**
HMAS Sydney Search Pty Ltd			
Patrick Flynn – Project Manager	**+61 8 9261 7749** (w) **+61 488 555 008 (m)** **+61 8 6389 2928 (h)**	**patrickf@findingsydney.com**	
Ted Graham – Chairman ***(First Board Contact)***	**+61 409 611 606 (m)** **+61 9389 1831 (h)**	**tedg@findingsydney.com**	
Keith Rowe – Director ***(Back-up Board Director)***	**+61 408 938 092 (m)**	**kalro@iinet.net.au**	
Geraldton Port Authority			
Emergency Line	+61 8 9964 0500	+61 8 9964 0548	**mail@gpa.wa.gov.au**
Duty Harbour Master	+61 8 9964 0505		
Williamson & Associates Inc – Seattle USA			
Art Wright	+1 206 285 8273	+1 206 285 8291	**atw@wassoc.com**
Electric Pictures Pty Ltd			
Andrew Ogilvie - MD	+61 419 999 388 (m)	**ao@electricpictures.com.au**	
DOF Subsea – Perth			
Switchboard	+61 8 9278 8700	+61 8 9278 8799	
ERG DUTY MANAGER	**+61 (0) 419 920 895**		
Project Delivery Manager Michael Rosich	+61 8 9278 8731	+61 408 097 478	**michael.rosich@dofsubsea.com.au**
Operations Manager John Rossier	+61 8 9401 7685 (h) +61 (0)418 772 530 (m)	+61 8 9244 5215	**john.rossier@dofsubsea.com.au**
Projects Manager Bill Russell-Cargill	+61 (0) 437 906 482 (m)	+61 8 9347 0902	**brussell-cargill@dofsubsea.com.au**
HSE Manager Khann Sinclair	+61 8 9361 2845 (h) +61 (0)414 498 207 (m)	+61 8 9278 8799	**khann.sinclair@dofsubsea.com.au**
Travel Coordinator Kathy Connaughton	+61 8 9347 0914 (w) +61 (0) 447 896 525 (m)	+61 8 9244 1743	**Kathy.connaughton@dofsubsea.com.au**
Local Police			
	Phone	**Fax**	
Regional Western Australia	+61 8 9222 1529	+61 8 9222 1652	
Local Hospitals			
Geraldton	+61 8 9956 2222		
Carnarvon	+61 8 9941 0555		

14.0 MOBILISATION

A project induction will take place in Geraldton prior to the vessel departure to the survey area offshore, all project and marine crew shall attend. A vessel specific induction will be completed when personnel mobilise onto the vessel.

14.1 RESPONSIBILITIES

The Project Engineer will be responsible for updating this document when required.

Mobilisation onboard the SV Geosounder (SVG) will involve personnel from several contracting companies working together. The responsibility to co-ordinate all activities on deck during mobilisation will be that of the Project Manager and the vessel's Chief Engineer.

The table below lists the key personnel and their contact details.

Personnel	Position	Telephone	E-Mail
Patrick Flynn	Client Project Manager	+61 488 555 008	patrickf@findingsydney.com
Bill Russell-Cargill	DSS Project Manager	+61 437 906 482	Brussell-cargill@dofsubsea.com.au
David Mearns	Client Search Director	+ 44 7785 306 707	
Art Wright	W&A Project Manager	+61 419 159 780	atw@wassoc.com
Andrew Ogilivie	Electric Pictures MD	+61 419 999 388	ao@electricpictures.com.au

14.2 EQUIPMENT

Mobilisation of all other equipment on to the GeoSounder will be carried out at Geraldton. Mobilisation will be carried out in two stages as different equipment is required for each phase of the project. The Second Phase at this stage is only an Option

Equipment items required for both Phase 1 (Survey) and Phase 2 (ROV)

All equipment for Phase 1 is to be consolidated at the vessel berth for the vessel arrival. Equipment for Phase 2 is to be consolidated at the vessel berth prior to the vessel returning from Phase 1.

All equipment shipments must be accompanied by a detailed manifest and address to the port point of contact. It is imperative that all project shipments are clearly marked "Att: SV Geosounder".

14.2.1 Williamson & Associates Pre-Mobilisation Checklist

Item	Description	Reference Document	Checked
1.	Organise welder/boiler maker for seafastening equipment	*Seafastening Drawing*	
2.	Complete sea fastening work on vessel in Singapore		
3.	Organise MPI and Load Testing technician and equipment	*Seafastening Drawing and Load test procedures*	
4.	**Williamson & Associates** **In Singapore** Vessel Induction Prepare bases for winches Move 2 winch flatracks next to ship Set winches on deck Weld B1 winch to deck (5000# per inch of weld) Bolt Dynacon winch to deck (27000# per bolt) Conduct operational test of B1 winch **In Geraldton** Crew arrive; Induction Crew embark vessel Position 40 ft container on deck Unload container Position Dynacon HPU Computers etc to survey room Electronic Spares etc to survey room Knack box and fish tubs stored in Hold aft of Survey Room Chain/secure Dynacon HPU to deck Terminate cables as necessary. Hang sheave with cable from A-Frame	W&A Major Mobilisation events	

Item	Description	Reference Document	Checked
	Set up survey room stations Mount slip rings on winches Run deck cable between winch and survey room Check nav and helmsman comms between bridge and survey room Check survey room equipment Check survey room interfaces Rig umbilical and depressor Rig winch/back deck video system Conduct operational test of Dynacon winch and depressor Conduct operational and float tests of both towfish Tie down equip for sea Remove 40 ft container to shore Operational briefing for personnel Safety training for personnel **Sonar Specific:** Test / Adjust towfish release system Calibrate Compass Test / Adjust towfish recovery systems Complete deck test of sonar, with acquisition systems		
4.	Ensure vessel has required electrical/air outlets and capacity to drive equipment. If not organise hire equipment.		
	Geraldton		
5.	Organise wharf inductions for all personnel (if applicable)		
6.	Ensure vessel has appropriate garbage skips. Hire if required.		
7.	Liaise with vessel manager to ensure all vessel stores, garbage,		

Item	Description	Reference Document	Checked
	bunkering and crew change requirements are organised and will not impact of mobilisation operations.		
8.	Ensure containers and Survey equipment is ready for mobilising. All testing required is completed.		
9.	Ensure berth and bunkering are organised.		
10.	Ensure location has been booked for project induction		
11.	Organise cranes as required for vessel load out	*Deck Layout & wharf drawings*	
12.	Identify suppliers close to the port for items that maybe required during mob i.e. rigging, hydraulics, electrics and general hardware and get accounts opened.		
13.	Confirm all project specific equipment has arrived as per manifest.	*Manifest*	
14.	Organise Insurance Surveyor		

14.2.2 Mobilisation Checklist

Item	Description	Reference Document	Checked
1.	Ensure all equipment has been shipped to vessel	*Equip. Manifest*	
2.	Complete JHA for loading project equipment onto vessel		
3.	Review proposed deck arrangement and ensure equipment locations will ensure efficient and safe deck operation. Advise DOF Subsea office of any changes made onsite.	*Deck Layout*	
4.	Survey Personnel to be commissioning Survey equipment in survey room and alongside survey calibrations also to be completed in parallel with deck equipment installation and hook up	*Survey procedure*	
5.	Install any equipment support structure	*Seafastening drawing*	
6.	Load equipment on vessel	*Deck Layout*	
7.	Seafasten project equipment	*Seafastening drawing*	
8.	Inspect all deck equipment with vessel Master to ensure adequately fastened.	*Deck Layout and Sea fastening*	
9.	Complete MPI of the sea fastenings	*QCP*	
10.	Conduct a JHA before commencing equipment hook-ups		
11.	Install all system electrical, hydraulic, air and communications interconnects	*Equipment Manuals*	
12.	Progressively run up each system and function test		
13.	Conduct JHA for all load tests		
14.	Secure all equipment ready for vessel transit to work site		
15.	Inspect all deck equipment with vessel master to ensure equipment is ready to transit to worksite		

14.3 PERSONNEL

The following Project Personnel will be required during the vessel mobilisation in Geraldton:

CREW LIST				
Item	**Position**	**Name**	**Mobilised for Project**	**Contact No.**
1.	DSS Project Manager	Bill Russell-Cargill		
2.	The Foundation Project Manager	Patrick Flynn		
3.	The Foundation Search Director	David Mearns		
4.	The Foundation Director	Glenys McDonald		
5.	RAN Historian	John Perryman		
6.	W&A Project Manager	Art Wright		
7.	Electric Pictures	Film Crew X 4		
8.	DOF SUbsea	Surveyors X 2		
9.	W&A	Sonar Survey Crew X ?		
10.	Media	?		

Note: The following items will need to be confirmed with regard to personnel mobilisation onto the project:

14.3.1 Pre-Mobilisation Checklist

Item	Description	Reference Document	Checked
1.	Confirm itineraries for all personnel		
2.	Confirm accommodation for all personnel		
3.	Confirm mobilisation site transport (taxi, hire car, etc.) for all personnel		
4.	Confirm personnel accreditation (MSIC, TBOSIET, MAPS)		

14.3.2 Mobilisation Checklist

Item	Description	Reference Document	Checked
1.	Site Induction		
2.	Vessel Induction		
3.	Project Induction		

Appendix A

CS-MG-PY-004 - Health & Safety Policy

CS-MG- PY-005 – Environmental Policy

CS-MG-PY-006 – Fitness for Work Policy

CS-MG-PY-002 – Quality Policy

Appendix B

Induction Record Card

Appendix C

CS-HS-FR-001 – Incident Injury Form