

Baja Ferries, S.A. de C.V. FLEET OPERATIONS MANUAL VOLUME 5 TECHNICAL ADMINISTRATION	Section:	570
	Version:	1
	Issued (mm/yy):	01/14
	Revision:	3
	Issued (mm/yy):	03/15

70.0 TECHNICAL AND OPERATIONAL SUPPORT TO THE VESSELS

70.1. Company Organization Chart (Organogram)

The organogram is updated when organizational changes occur in the Head Office.

70.2. Vessel Support Team

Each vessel will be managed and controlled by an assigned Vessel Support Team (VST).

Vessel Support Team manage the day to day operation of assigned vessels and provide support and back up in all aspects of the running and maintenance of these vessels.

Technical performance and on board standards are monitored through audits and regular inspections.

70.3. Responsibilities

Responsibilities as applicable to the management contract are assigned as follows:

70.3.1 Chief Executive Officer (CEO)

Responsible for:

- .1 Reviewing and issuing Company policies
- .2 Overseeing management of vessels
- .3 Ensuring that adequate resources are applied to ensure the safe operation of each vessel.
- .4 Ensuring that adequate resources and shore-based support are provided to enable the Designated Person or Persons Ashore (DPAs) to carry out their functions
- .5 Responding to vessel emergencies, co-ordinating and organising remedial action
- .6 Monitoring of budgets
- .7 Liaising with Owners
- .8 All matters of the Fleet

Authority for:

- .1 Signing Company policies
- .2 Approval of annual budgets
- .3 All technical and operational management decisions
- .4 Approval of changes to the Safety Management System at policy level

70.3.2 Fleet and Technical Director

Baja Ferries, S.A. de C.V. FLEET OPERATIONS MANUAL VOLUME 5 TECHNICAL ADMINISTRATION	Section:	570
	Version:	1
	Issued (mm/yy):	01/14
	Revision:	3
	Issued (mm/yy):	03/15

Responsible to the Chief Executive Officer for:

- .1 Approval of changes to Management System documentation
- .2 Allocating resources to ensure that the fleet is operated safely in compliance with relevant legislation and Company Policy.

Authority for:

- .1 managing of all Marine and Safety and Security matters of the Company
- .2 acting as a Company Safety Representative per the requirements of any implemented Occupational Health and Safety Standards (OHSAS18001) and relevant Management Systems

70.3.3 Designated Person(s) Ashore, (ISM System)

Responsible:

- .1 to the Technical Director for the administration and maintenance of the Safety Management System, coordinating its implementation:

on board vessels by Captain
ashore by Area Directors
- .2 for monitoring all national and international legislation in accordance with applicable Codes, Standards and Company requirements.

Authority to:

- .1 propose to management for approval updates or developments of policies and/or procedures to ensure compliance with legal and other requirements and/or performance improvement of the Company and its managed Fleet
- .2 act as a Company Management Representative per the requirements of any implemented Safety, Security, Environmental and relevant Management Systems

70.3.4 Technical & Marine Superintendent

Responsible to the Technical Director for:

- .1 Overall monitoring of the technical operations of the fleet
- .2 Ensuring that the fleet is operated to meet budget and performance standards.

Baja Ferries, S.A. de C.V.

FLEET OPERATIONS MANUAL

VOLUME 5

TECHNICAL ADMINISTRATION

Section: 570

Version: 1

Issued (mm/yy): 01/14

Revision: 3

Issued (mm/yy): 03/15

- .3 Acting as the back-up Designated Person Ashore (DPA).
- .4 Requesting additional resources from the Technical Director when considered necessary.
- .5 Initiating corrective action for deficiencies reported by the vessel and identified during vessel inspections.
- .6 Liaising with the appropriate authorities and Classification Society as necessary, maintaining always all of the Certificates of the vessel up to date
- .7 Monitoring performance through regular inspections.
- .8 Preparing operating budgets and operating the vessels within these limits.
- .9 Monitoring health, hygiene and medical matters.
- .10 Monitoring specific vessel certification.
- .11 Ensuring that any deficiencies in the above are dealt with promptly.
- .12 Advising the Fleet and Technical Director as necessary.
- .13 Monitoring the performance of the vessel by regular safety and environmental inspections.
- .14 Acting as a preferred first point of contact in case of emergency / incident coordinator

70.3.5 Electrical Superintendents

Responsible to Fleet & Technical Director for:

- .1 Overall monitoring of the electrical operations of the fleet
- .2 Advise Fleet and Technical Director on selection of new equipment to comply with new regulations which apply and/or renewal of existing equipment.
- .3 In charge of electrical modifications to vessels in compliance with Flag, Class and International Regulations

70.3.6 Purchasing Agent/Manager

Responsible for:

Baja Ferries, S.A. de C.V.

FLEET OPERATIONS MANUAL

VOLUME 5

TECHNICAL ADMINISTRATION

Section:	570
Version:	1
Issued (mm/yy):	01/14
Revision:	3
Issued (mm/yy):	03/15

- .1 Processing requisitions, purchase orders, invoices, enquiries etc. for the supply of stores and spare gear.
- .2 Appraising the Technical and Marine Superintendents of matters related to purchasing, and in the Technical and Marine Superintendent's' absence appraising the Fleet and Technical Director.
- .3 Maintain Technical and Marine Superintendents as well as to Fleet and Technical Director about progress of purchasing details advising on time when back orders, non-availability, long delivery time and any other type of difficulties are experienced during the purchase-supply-delivery process may happen.

70.3.7 Fleet Assistant / Secretary

Provides secretarial and administrative support as required.

70.3.8 Crew Department – Deck & Engine

Crew Manager is responsible for:

- .1 Appointing suitable qualified staff to the vessels in accordance with ISM/STCW/MLC/ISPS as amended
- .2 Managing crew rotations leave and discipline.
- .3 Appraising Technical and Marine Superintendents, Fleet and Technical Director of crew matters and liaising with the Chief Executive Officer as appropriate.

70.3.9 Port, Itinerary and Agency Operations (on Charter's account)

Assigned members are responsible for:

- .1 Providing voyage planning services
- .2 Day to day operational support to managed vessels
- .3 Agency operations in selected ports
- .4 Bunkering

70.3.10 Administration and Finance Director

Baja Ferries, S.A. de C.V.

FLEET OPERATIONS MANUAL

VOLUME 5

TECHNICAL ADMINISTRATION

Section:	570
Version:	1
Issued (mm/yy):	01/14
Revision:	3
Issued (mm/yy):	03/15

The Administration and Finance Director ensures availability of Financial Resources required by vessel's operation and maintenance in compliance with Safety, Security requirements as per previously approved budget

- .1 Recording and monitoring expenditure, cash flow and balances.
- .2 Develop and Maintenance of Intranet and Owned Software for Company and Vessel's operations and control, through the I.T. manager

70.3.11 Additional Support

The Fleet and Technical Director may decide to provide additional support to the vessels by employing individuals with specialist skills or outside organisations providing particular expertise.

70.3.12 Quality & Continuous Improvement Manager

- .1 Under development at present time

Baja Ferries, S.A. de C.V.
FLEET OPERATIONS MANUAL
VOLUME 5
TECHNICAL ADMINISTRATION

Section:	570
Version:	1
Issued (mm/yy):	01/14
Revision:	3
Issued (mm/yy):	03/15

Baja Ferries, S.A. de C.V.

