

Safety & Operations Task Distribution (7/28/15)

Dennis O'Meara

- *Conduct Internal Audits*
- *Office Emergency Drills / Schedules*
- *Develop and maintain an online action tracking system for CARs, NCs, Incident Investigation Corrective Actions, 835s, Customer Comms, Etc. – (Data Entry)*
- *Environmental Management Program (co-responsibility w/Eunice Cadorette-Young)*
 - *T & P Matrix bi-annual mtg and progress monitoring*
 - *SEEMP follow-up & progress monitoring*

Eunice Cadorette-Young

- *Environmental Management Program (co-responsibility w/Dennis O'Meara)*
 - *T & P Matrix bi-annual mtg and progress monitoring*
 - *SEEMP follow-up & progress monitoring*
- *DER – Drug and Alcohol Program*
- *Security – SSAS Testing / LRIT*
- *NPDES / VGP*
- *FCC Licensing & Radio Misc.*
- *E-NOA*
- *Conduct Internal Audits*
- *Keeper of Company Incident Log*
- *Coordinate/Track Annual Security/Emergency Drill*

Karen Peterson

- *Filing of Audits (e and hard manual copies), certificates, etc.*
- *NM Database*
- *SMS Forms and Forms Update CD and ship distribution.*
- *Manual Updates.*
- *E-file all tracked training and quarterly reports from vessels after PF review (w/Temp help)*
- *Conduct Internal Audits*

Chris Gaskill

- *Quality Management*
 - *Customer feedback database (BZs & complaints)*

All

- *Manuals revisions input.*
- *DOD Training Courses*
- *Projects TBD per direction JL*