

# *George Milburn*

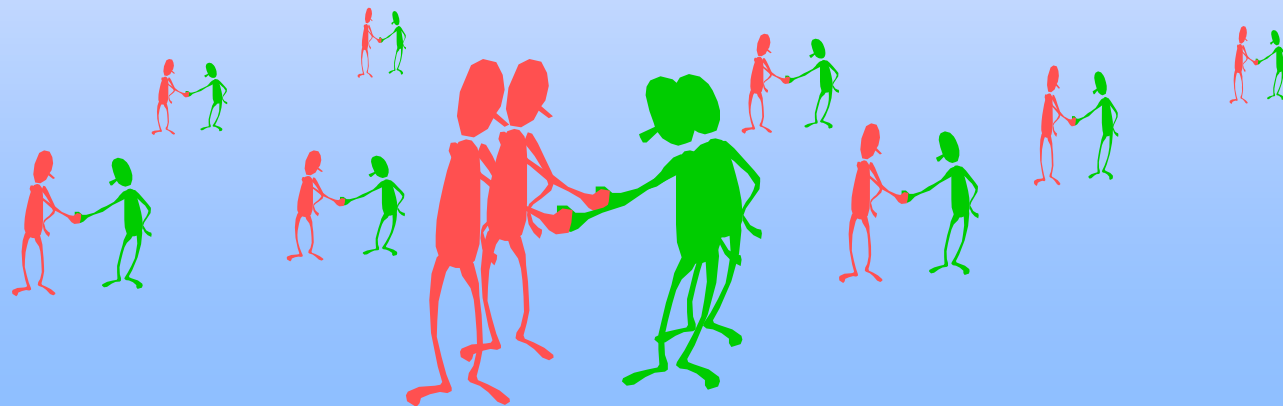
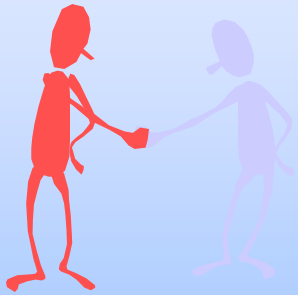
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## *NOVOSHIP (UK) Ltd.*

***SAFETY & QUALITY MANAGEMENT  
HAS COME OF AGE***

***2 Years Down the line,***

***T M S A IS A WORKING REALITY.***



# Just when we thought we had enough – here is another guide that is required (mainly by the Oil Majors)

**WILL ENOUGH EVER BE ENOUGH?**





# TMSA & OIL MAJORS

Most Oil Majors are now insisting that for companies to be considered for business, they must have completed a TMSA.

When Oil Majors conduct an office assessment, they usually scrutinise the self assessment and use it to measure the status of the documented system.

It follows that the TMSA is a tool of the Oil Majors (that has been created under the guise of “Self Assessment”) and used to monitor a companies status and progress.

This has even extended to them dictating to companies as to how they must measure their own assessments.

**Keeping in mind that it is a “SELF ASSESSMENT”, they are out of order.**

We in Novoship have adapted it for a wide range of uses, as well as conducting a self assessment.

# CUTTING THROUGH THE SEA OF PAPERWORK

We have manuals, procedures, written instructions, reference documents, directives, bulletins, checklists, forms, reports and goodness knows what else.

They all need to be written, approved, authorised, issued, verified, distributed, controlled, implemented, reviewed, revised, changed withdrawn and destroyed.

And of course they are *even* made use of.

All with one simple objective

**TO IMPLEMENT AND MONITOR COMPLIANCE WITH YOUR SYSTEM**

**OCIMF TMSA CAN BE USED AS A BASIS FOR:**

**A TRACKING, MONITORING, AND RECORDING TOOL TO HELP WITH  
UPDATING THE DAY TO DAY PROCEDURES AND THE GENERAL  
IMPLEMENTATION OF YOUR SYSTEM**

# TMSA

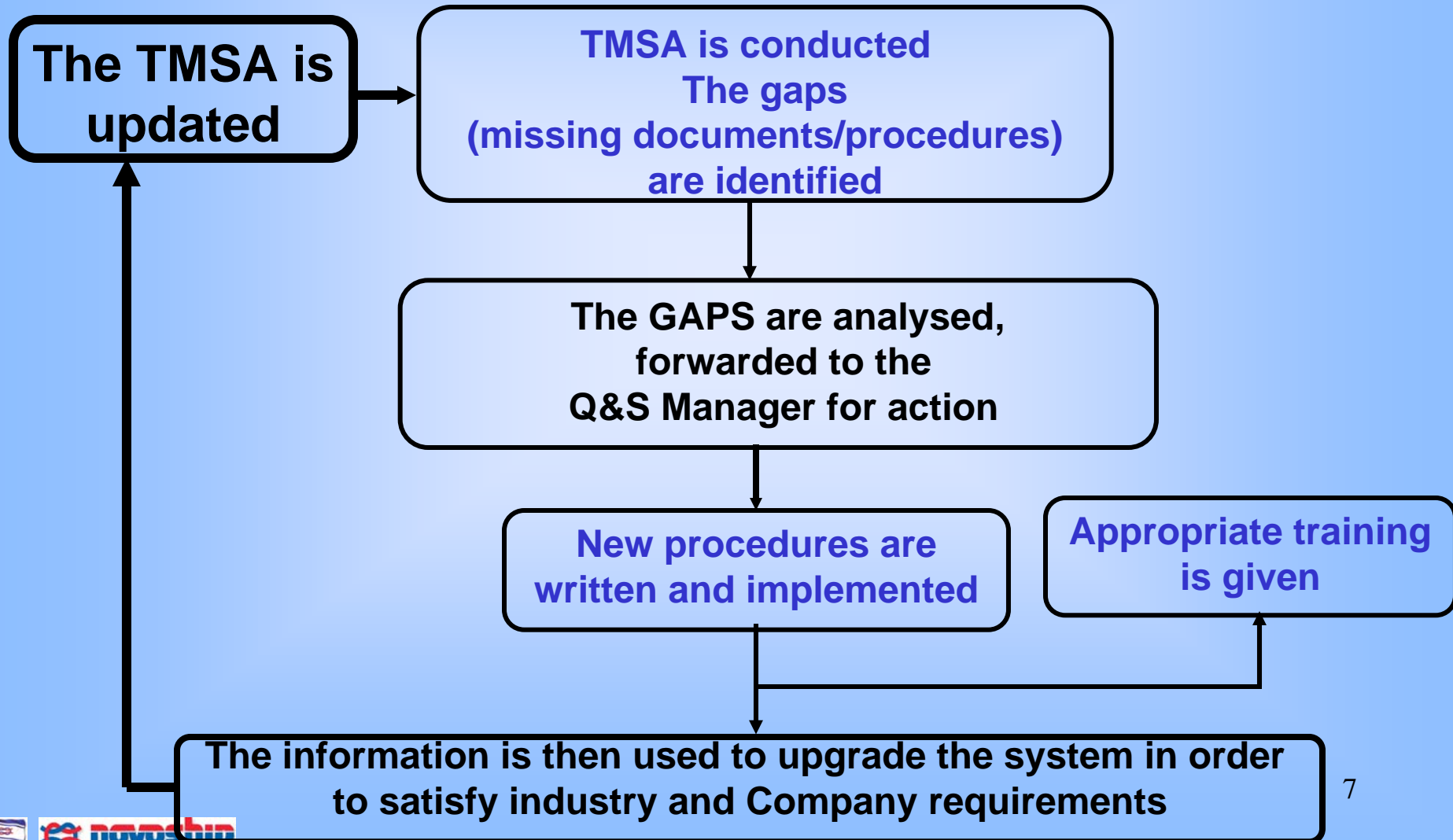
**CAN ALSO BE CROSS-REFERENCED WITH THE  
QUALITY, SAFETY & ENVIRONMENTAL  
MANAGEMENT STANDARDS AND INTEGRATED  
INTO A COMPANY MANAGEMENT SYSTEM BY  
USING THE OCIMF TMSA PROGRAM AS A GAP  
ANALYSIS TOOL**

# **TMSA Status For Oil Majors And GAP ANALYSIS Of Compliance With Required Standards**

**This Will Develop Information To Make A  
Gap Analysis And Allow Identification Of  
Deficiencies And Shortfalls.**

**It Enables The Additional Documentation To  
Be Compiled And Added To The System.**

# Action Tracking Flow Chart for GAP ANALYSIS



# Status And Gap Analysis Of Compliance

Gap Analysis Is Completed Showing That Non-conformities And Levels Of Compliance Have Been Identified?  
(An Action Plan For Improvement Is Being Followed)

**“Yes”**

**See “Comments” In Cross Reference Chart.  
(Example Only)**

## 10 B ENVIRONMENTAL MANAGEMENT

AIM Comprehensive environmental initiatives and actions are being implemented on board the ships.

Stage	KPIs	Best – practice guidance	ISM	ISO 9001	ISO 14001	GREEN	NSUK QMS	Y/N	Remarks	Score
4.1	Environmental improvements are being factored into <b>new-build design</b> and shipboard operating practices.	Senior managers make every effort to ensure that new vessels are designed with low waste levels and highly efficient plant and equipment to support low energy operation.	NA	5.4.1	4.3.3	5900.1, 5900.2	TO40	Y	YES - Projects Department are reviewing procedures towards GREEN PASSPORT	75



# WHY OCIMF TMSA?

*The Tanker Management Self Assessment Programme (TMSA) Is Not A Standard.*

*It Is A Guide To Best Industry Practises And It Serves Very Well As A Benchmark To Measure The Compliance And Correct Contents Of The System.*

**It Is Also An Excellent Complimentary Tool For The Annual Management Review Of Your System**

# WHY OCIMF TMSA?

It can be used as an application to:

- Monitor and record the improvement process during the upgrading of your system
- Indicate areas where there are shortages of documented procedures **(GAPS)**
- It can be used to Cross reference the multiple standards used in your Management System
- It can guide you towards the required standards for upgrading to Quality, Environmental, OHSAS, Green Award and other standards to ensure the complete contents of your system.

# Use The TMSA Module

To Compile Or Upgrade A Quality, Safety & Environmental Management System That Meets The Needs Of, And Sets Standards For, The Ship Management Operations Of The Company.

To Act As The Vehicle For Introducing Improved Management Systems To Offices.

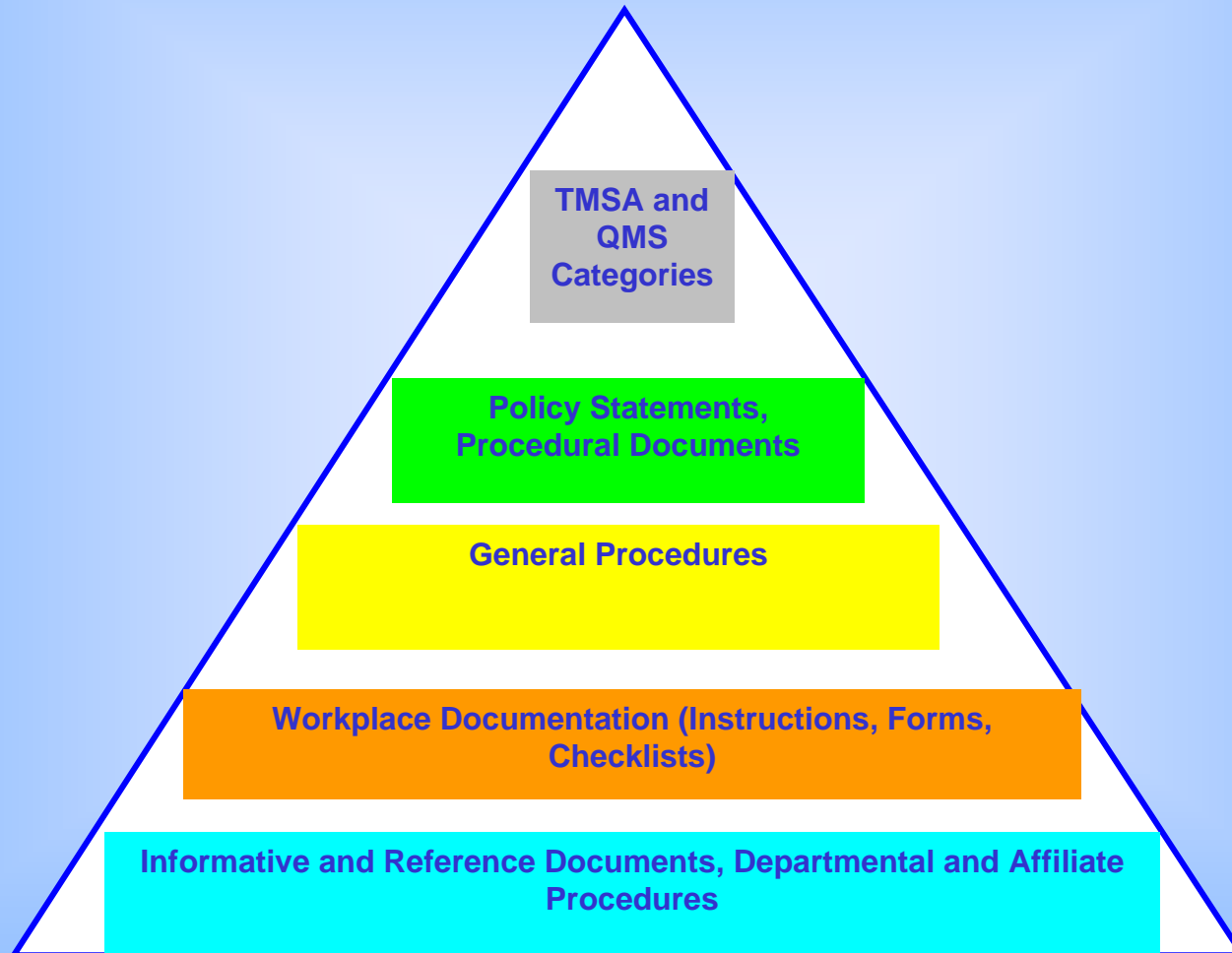
To Monitor The Content And Sufficiency Of The Upgraded System.

Thereby Maintaining A Dynamic System To Meet Future Needs.

The OCIMF Module Will Help To Measure Progress.

# Restructuring The Documentation

We Identified The Levels Of All Documents To Be Incorporated Into The System:



# Restructuring The Document Presentation

We at Novoship  
Reorganised The Structure Of Our System  
To Follow The TMSA Format.

*This Has Facilitated Easy Identification For  
GAP ANALYSIS  
And Made The System 'Auditor Friendly'*

We Added More Categories To Accommodate The  
Extra Standards Of Quality & Environmental  
Systems That We Are In compliance With.

# This Is The Basic List Of Categories That We Have Entered Into The Computer Database

- 01 Management, Leadership And Accountability
- 02 Recruitment And Management Of Shore-Based Personnel
- 03 Recruitment And Management Of Ship's Personnel
- 04 Reliability And Maintenance Standards
- 05 Navigation Safety
- 06 Cargo, Ballast And Mooring Operations
- 07 Management Of Change
- 08 Incident Investigation And Analysis
- 09 Health and Safety Management
- 10 Environmental Management
- 11 Emergency Preparedness And Contingency Planning
- 12 Measurement, Analysis And Improvement
- 13 Security
- 14 Quality
- 15 Office Procedures (Departmental)
- 16 NOS Documents Ship & Office Procedures

# Computerisation

*(Novoship uses SPECTEC, AMOS2 Q&S)*

**Standards Of The Following Have Been Identified And Used  
As A Check List For The Contents Of The  
reformatted System:**

**ISM Code, ISPS Code,  
ISO 9001 (2000), ISO 14001 (2004), OHSAS 18001.**

**Flag State Requirements For:**

**Liberia, Venezuela, Panama, Malta, Russia, Marshall Islands.**

**Green Award**

***DNV Clean Notation Is Planned.***

**Plus Other Requirements To Meet Statutory  
Enactments Such As MARPOL, SOLAS, Etc.**

# Sample Of SPECTEC Computerised QSEM System

AMOS2 - NOVOSHIP (UK) Ltd - [QA Standard]

Welcome, System Administrator

**Main** Actions

NEW STANDARD NEW CHAPTER ATTACH DOCUMENT SAVE DELETE FILTER VIEW PRINT CLOSE EXIT

## QA Standard

**Actions**

- Switch Installation
- Initiate Event
- Generate Work Orders

**QMS**

- QA Standard
- Document Handling
- Document Distribution
- Work Instruction
- Non Conformity (O/N/M)
- Work Order
- Near Miss
- Incident / Accident

**Certificate**

**Risk Management**

**Report Manager**

**Common**

**Replication**

**General** External Files

Code: QSEMS  
Name: Cargo, Ballast and Mooring Operations  
Chapter: 06  
Comment:

Code	Name	Revision No.	Issued
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QSEMS - Quality, Safety and Environmental  
01 - Management, Leadership And Acco  
02 - Recruitment and Management Of S  
03 - Recruitment and Management Of S  
04 - Reliability and Maintenance Stand  
05 - Navigation Safety  
06 - Cargo, Ballast and Mooring Operat  
07 - Management of Change  
08 - Incident Investigation and Analysis  
09 - Health and Safety Management  
10 - Environmental Management  
11 - Emergency Preparedness And Con  
12 - Measurement, Analysis And Impro  
13 - Security  
14 - Quality  
15 - Procedure Documents

QA Standard QA Standard

Ready

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# Sample Of SPECTEC Computerised QSEM System Presentation

AMOS2 - NOVOSHIP (UK) Ltd - [QA Standard]

Welcome, System Administrator

**Main**      **Actions**

NEW STANDARD    NEW CHAPTER    ATTACH DOCUMENT    SAVE    DELETE    FILTER    VIEW    PRINT    CLOSE    EXIT

## QA Standard

**QSEMS - Quality, Safety and Environme**

- 01 - Management, Leadership And A
- 02 - Recruitment and Management (
- 03 - Recruitment and Management (
- 04 - Reliability and Maintenance Sta
- 05 - Navigation Safety
- 06 - Cargo, Ballast and Mooring Ope
  - 06.01 - Cargo Responsibilities
  - 06.02 - Loading Operations
  - 06.03 - Discharging Operations**
  - 06.04 - Inert Gas Operations
  - 06.05 - Tank Cleaning, Gas Free
  - 06.06 - Cargo Measuring and Sa
  - 06.07 - Calculation of Stress and
  - 06.09 - Other Tanker Operat
  - 06.10 - Chemical Tanker Operat
  - 06.11 - Ballast Operations
  - 06.12 - Commercial Trading
  - 06.13 - Mooring Operations
  - 06.14 - Anchoring Procedures
- 07 - Management of Change
- 08 - Incident Investigation and Anal
- 09 - Health and Safety Management
- 10 - Environmental Management
- 11 - Emergency Preparedness And
- 12 - Measurement, Analysis And Im
- 13 - Security

**General**    External Files

Code: QSEMS  
Name: Discharging Operations  
Chapter: 06.03  
Comment:

Code	Name	Revision No.	Issued
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QA Standard    Document Handling    QA Standard    Document Handling    QA Standard

Ready

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# Sample Of SPECTEC Computerised QSEM System Presentation

AMOS2 - NOVOSHIP (UK) Ltd - [Document Handling]

Welcome, System Administrator

**Actions**

- Switch Installation
- Initiate Event
- Generate Work Orders

**QMS**

- QA Standard
- Document Handling
- Document Distribution
- Work Instruction
- Non Conformity (O/N/M)
- Work Order
- Near Miss
- Incident / Accident

**Certificate**

**Risk Management**

**Report Manager**

**Common**

**Replication**

**Main** | **Actions**

NEW SAVE DELETE FILTER VIEW PRINT PRINT PREVIEW SINESSPL NOTIFY CLOSE EXIT

**General** | **Revision** | **Work Instructions** | **Standards** | **Referring NC** | **References** | **Notification** | **Read Log** | **Distribution**

Code: 06.01.06. Last Issued Code:

Name: Pumpman

Category:  Security Attribute:

Type:

**Revision Comments**

Revision No:

Issue Date:

**Description/Statement**

**Latest Controlled Issued Document**

Code	Name	Revision No	Category	Type
06.01.01.	Master			
06.01.02.	C/Officer			
06.01.03.	C/Engineer			
06.01.04.	Duty Deck Officer			
06.01.05.	Duty Engineer Officer			
06.01.06.	Pumpman			
06.01.07.	Deck Watchman			
06.02.01.	Loading Preparation Before Arrival			
06.02.02.	Loading Preparation at Berth			

Ready

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novoship

# Sample Of SPECTEC Computerised QSEM System Presentation

The screenshot displays a software window titled "AMOS2 - NOVOSHIP (UK) Ltd - [Document 07.04.01. - Shipboard Filing System, Rev. 1 (Read Only)]". The interface includes a left-hand navigation pane with categories: "Actions" (Switch Installation, Initiate Event, Generate Work Orders), "QMS" (QA Standard, Document Handling, Document Distribution, Work Instruction, Non Conformity (O/N/M), Work Order, Near Miss, Incident / Accident), "Certificate", "Risk Management", "Report Manager", "Common", and "Replication". The main content area shows a document titled "Document 07.04.01. - Shipboard Filing System, Rev. 1 (Read Only)". At the top of the document are fields for "Authorised By:", "Approved By:", and "Revision 1", with a copyright notice "© Novoship (UK) Ltd." below. The document content is organized into sections: "1 GENERAL" and "2 FILING SYSTEM".

**1 GENERAL**

- .1 The Company requires that each ship maintains complete, up-to-date records of the ship's operation. As well as the various separate Log Books and Record Books, there are many loose documents, which must be safely filed and be easily accessible.

**2 FILING SYSTEM**

- .1 The shipboard filing system is divided among the ship's Officers, so that each Officer will have easy access to the documents he normally uses. Every Officer is responsible for setting up the filing system for his rank. Refer Instructions 1-35-10 to 1-35-55.
- .2 The filing system described in Instructions 1-35-10 to 1-35-55 is the Company standard, and must be used, as shown, on all Company ships. Other Instructions, and messages from the Office, will refer to a particular File and section, so every ship must use the same system.
- .3 Although the Files are divided among the ship's Officers, they remain under the control of the Master and the Chief Engineer Officer. Both are responsible for the safe maintenance of

The bottom of the window shows a taskbar with the Windows Start button, system tray icons, and the taskbar itself containing "Ready", "AMOS2 - NOVOSHIP (...)", "Doc1.doc - Microsoft ...", and "Removable Disk (E:)" along with the time "14:57".