	IMS 01 Appendix A HEALTH, SAFETY AND ENVIRONMENTAL POLICY		Issue Status	3 rd Edition, Rev 0
			Issue Date	30 th September 2016
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	Document No.	PFS-01-IMS-01-001	Authorised By	Director PFS

HEALTH, SAFETY AND ENVIRONMENTAL POLICY

The Company Management recognises the necessity and responsibility, not only to provide competent personnel and well-maintained vessels, but also to promote amongst people working for or on behalf of the company a high standard of safety, health and hygiene and environmental awareness and commitment. It is the Company Management's belief that such awareness and commitment which includes pro-active attitudes towards HSE issues, must start and transcend from the most senior management level downwards through the whole spectrum of the organisation, including shipboard and shore based personnel.

In formulating the HSE Policy, the Company Management has identified clearly the objectives and commitment that are required.

The main objectives of the HSE Policy are appended below which are applicable to all people working for or on behalf of the company.

- To promote safety, hygiene and health and environmental awareness and culture
- To provide a safe, healthy and environmentally friendly working environment
- To prevent injury, ill health and related losses and aim for zero Lost Time Incidents (LTI's)
- To prevent loss of, or damage to property
- To identify vessel, personnel and environmental hazards and mitigate risks
- To provide proper training and supervision for all staff
- To identify and assess health hazards and mitigate risks
- To develop and implement HSE Management procedures
- To continuously maintain, review and improve upon the HSEQ IMS and HSE performance
- To prevent pollution and to set objectives and targets to reduce environmental impact
- To achieve "Zero Pollution Incidents" on our vessels
- To ensure full compliance with the requirements of all mandatory rules and regulations
- To ensure compliance with applicable codes, guidelines and standards recommended by the IMO, ILO, Flag State and local Legislation, Classification Societies and Maritime Industry.

The Company Management has therefore endorsed a complete and comprehensive HSEQ Integrated Management System Manual (IMS) that clearly identifies in detail the procedures and measures required to achieve these objectives. The IMS Manual also stresses the importance of giving a high priority and compliance to clients own rules, regulations and standards.


This IMS Manual will be kept under constant review and revised accordingly in line with new/changed regulations, Company initiatives and to meet or exceed Client expectations.



Signed: _____

SIM HEE PING
 Director, POSH Fleet Services

Date: 30th September 2016

	IMS 01 Appendix B DRUG AND ALCOHOL POLICY		Issue Status	3 rd Edition, Rev 0
			Issue Date	30 th September 2016
	Document No.	PFS-01-IMS-01-002	Issued by	DPA
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DRUG AND ALCOHOL POLICY

The Company's Drug and Alcohol Abuse Policy applies to all personnel who may work ashore, sail on, or visit the Company's vessels and embraces the principles set forth in the Oil Companies International Marine Forum (OCIMF) "Guideline for the control of drugs and alcohol aboard ships".

The Company recognises that alcohol, illicit, prescription and other drugs, and controlled substances can cause impairment and affect an individual's performance, safety and productivity. The Company is committed to a workplace that is free from impairment induced by any substance, which includes but is not limited to drugs and alcohol.

The Company has Zero Tolerance Policy towards the use of Drug and Alcohol.

To achieve this, the Company commits to:-


- Comply with all applicable statutory legislation, regulations, standards and any other requirements to which the Company subscribes.
- Prohibiting the consumption, soliciting or possession of illicit substances, and the consumption or soliciting of alcohol in the workplace.
- Prohibiting any personnel, whether shore-based or seagoing, from bringing alcohol or illicit drugs on board Company vessels.
- Ensuring compliance with this policy which may include but is not limited to drug and alcohol testing of seagoing and/or shore-based staff during pre-employment, periodical medical assessments, post-incident testing, for cause, random or blanket testing.
- Ensuring that all prescription medication that may impact on an individual's ability to perform required duties must be declared to the relevant Supervisor.
- Ensuring that it does not employ any persons who are users of or have a recent record of the use of illegal drugs or have abused the use of prescribed drugs.
- The Company reserves the right to initiate disciplinary action as necessary for any violation of this policy.

Signed: _____


SIM HEE PING

Director, POSH Fleet Services

Date: 30th September 2016

	IMS 01 Appendix C SMOKING POLICY		Issue Status	3 rd Edition, Rev 0
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SMOKING POLICY

Smoking on board Company vessels is permitted in designated smoking areas (as designated by the Master), except under the circumstances as mentioned below.

The Master should also, in consideration of non-smokers, ensure that there is no smoking outside of the designated smoking areas.

There is no smoking allowed during operations where there is a hazard of fire or explosion, such as:


- Receiving or transferring fuel, oil, or other volatile liquids.
- Handling any type of flammable materials: in or around paint lockers.
- During emergency drills.
- When moored or mooring alongside docks, piers, rig platforms or other installations where smoking is prohibited.
- Any circumstance where there is a risk of fire.
- Where local Policies, Procedures or Working Practices prohibit smoking.
- When the vessel is within a 500 metre safety zone

The Master is also responsible for implementing and upholding this policy, although all other Officers and Crew Members share in this responsibility.

Signed: _____

SIM HEE PING
Director, POSH Fleet Services

Date: 30th September 2016

	IMS 01 Appendix D STOP TO WORK POLICY		Issue Status	3 rd Edition, Rev 0
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“STOP WORK” POLICY

“STOP WORK” POLICY

Everyone has the Authority,
Responsibility and Duty to

STOP THE WORK


If there is any doubt about the safety
of the personnel, environment or
operation



Signed: _____

SIM HEE PING
Director, POSH Fleet Services
30th September 2016

Date:

	IMS 01 Appendix E NAVIGATION POLICY		Issue Status	3 rd Edition, Rev 0
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NAVIGATION POLICY

The Company Management recognises the necessity and responsibility, not only to provide competent personnel and well-maintained vessels, but also to promote amongst its employees, a high standard for navigation safety, awareness and commitment. It is the Company Management's belief that such awareness and commitment which includes pro-active attitudes towards Navigation matters, must start and transcend from the Company management through the Master of the vessel to the Bridge Watch Keeping Team.

In formulating the Navigation Policy, the Company Management has identified clearly the objectives and commitment that are required.

The main objectives of the Navigation Policy are appended below which are applicable to all Bridge Watch keeping team members in our fleet.

At all times when the vessel is at sea or at anchor, the Bridge Watch must be under the control of a responsible, licensed Officer of the Watch (OOW).

The Master or OOW must not leave the Bridge unless properly relieved:

- a) in periods of restricted visibility
- b) when there is heavy traffic in the vicinity of the vessel
- c) while underway in restricted waters, inside 500m zone or DP mode
- d) during heavy weather conditions
- e) when entering or leaving port, docking, undocking, shifting the vessel, entering or leaving the 500m zone, when the vessel is in DP mode
- f) during Ship to Ship Manoeuvring
- g) when embarking or disembarking a Pilot or Mooring Master
- h) when anchoring or weighing anchor, mooring operations
- i) during helicopter operations on the vessel
- j) at any other time when the Master judges conditions to be a potential threat to the vessel's safety

The Company Management has therefore endorsed complete and comprehensive procedures that clearly identify in detail the procedures and measures required to achieve the above objectives. The procedures also stress the importance of giving a high priority to and compliance with clients own navigation safety rules, regulations and standards, where applicable.


These procedures will be kept under constant review and revised accordingly in line with new/changed regulations, initiatives and to meet or exceed Client expectations.

Signed: _____

SIM HEE PING

Director, POSH Fleet Services

Date: 30th September 2016

	IMS 01 Appendix F SECURITY POLICY		Issue Status	3 rd Edition, Rev 0
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SECURITY POLICY

The Company Management recognises the necessity and responsibility to, as far as is reasonably practicable, provide a secure working environment for its employees.

It is the Company Management's belief that such awareness and commitment which includes pro-active attitudes towards Security issues, must start and transcend from the most senior management level downwards through the whole spectrum of the organisation.

In formulating this Security Policy, the Company Management has developed and implemented appropriate Shipboard Security Plans and a Port Facility Security Plan in order to ensure compliance with the requirements of the ISPS Code.

For vessels that are not required to comply with the requirements of the ISPS Code, security related procedures and instructions are developed and implemented accordingly.

Project specific security procedures may also be developed and implemented as may be required by the Company and/or the Charterer to address security concerns relating to that particular Project.


All such security procedures must remain confidential and only their requirements made available to the appropriate personnel in order to ensure their compliance.



Signed: _____

SIM HEE PING
Director, POSH Fleet Services
30th September 2016

Date:

	IMS 01 Appendix G QUALITY POLICY		Issue Status	3 rd Edition, Rev 0
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QUALITY POLICY

The Company's mission is to provide quality service levels that meet or exceed expectations.

The company conducts office based activities related to ship management of a fleet of offshore support vessels and tugs trading worldwide, incorporating the safety and pollution requirements of IMO resolution A741(18), the ISM Code.

The Company is totally committed to achieving the highest management standards in compliance with its quality management procedures.

There is a constant drive to satisfy requirements, whilst always being mindful of responsibilities to Principals, shareholders, employees and the community.

This involves the active participation, endeavour and ideas of all employees with the aim of continually improving the effectiveness of the Quality Management System.

These high standards are achieved by operating a quality system that meets or exceeds the requirements of the International Quality Management Standard ISO 9001:2008.

As part of its efforts to ensure continual improvement in the quality of services provided, the Company establishes, implements, monitors and achieves measurable quality improvement objectives. Such objectives are reviewed by Management and updated accordingly to ensure continual improvement.

Compliance with this policy, procedures and work instructions is mandatory and binding upon all employees and quality of service is the responsibility of everyone working for and on behalf of POSH Fleet Services Pte. Ltd.


The satisfaction of our Principals and the good reputation of the Company are directly dependent on this working philosophy.

Signed: _____

SIM HEE PING

Director, POSH Fleet Services

Date: 30th September 2016

	IMS 01 Appendix H DYNAMIC POSITIONING OPERATIONS POLICY		Issue Status	3 rd Edition, Rev 0
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DYNAMIC POSITIONING OPERATIONS POLICY

In compliance with IMO Guidelines and to develop procedures and best practice to an achievable international standard for all vessels operating in any class of DP, as defined by IMO Circular 645, within or outside a 500 metre zone, the company management recognises the necessity and responsibility to provide :

- Industry Standard DP equipment,
- Industry Standard Operating requirements and guidelines,
- Industry Standard and Classification Society test and Documentation system.

for vessels fitted with Dynamic Positioning systems to mitigate the risk to personnel, the Vessel, other vessels or structures, sub-sea installations and the environment while performing operations under Dynamic Positioning control.

The Company endeavors to promote among its Dynamic Positioning Operators a high standard of Safety, Awareness and commitment to ensure that the key personnel involved in DP operations, DP system maintenance and repair are competent, well trained and have appropriate certification.



Signed: _____

SIM HEE PING
Director, POSH Fleet Services

Date: 30th September 2016

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