

The Institute of Marine Research					Ref.id.: KS&SMS-8.3-06
HSE regulations regarding the rental of vessel					Standard
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## HSE regulations

### 1. Health, Environment and Safety (HSE)

It is the Institute of Marine Research's stated policy to offer safe, healthy and good working conditions. All work done must be done in a safe and environmentally sound manner. At the same time, everything must be done in accordance with national and international laws and regulations, as well as in accordance with current standards and guidelines. This also applies to work carried out aboard rented vessels.

All Norwegian vessels hired by the Institute of Marine Research shall be certified in accordance with The Norwegian Maritime Directorate's rules, and the shipping company must comply with all provisions of the Ship Workers Act. In addition, all other relevant national and international laws and regulations must be followed.

When entering a lease agreement with owners of vessels that are registered in other countries, the vessel's flag state regulations shall be followed.

### 2. Regulations on alcohol use

As long as the vessel has representatives from the Institute of Marine Research on board, shall the Institute of Marine Research's alcohol policy be adhered to by everyone on board. If the vessel has more stringent alcohol regulations than the Institute of Marine Research, this shall be respected and adhered to by the Institute of Marine Research's employees.

The following alcohol regulations apply to the Institute of Marine Research:

*It is not allowed to enjoy alcohol on board vessels in the Institute of Marine Research's service. Any alcohol on board must be preserved properly and under the control of the ships's captain. Otherwise, see: KS&SMS-3-2.8-07 Provisions for the storage, use and serving of alcohol on vessels manned and operated by the Institute of Marine Research*

### 3. Smoking on board

As long as a vessel has representatives from the Institute of Marine Research on board, the Norwegian smoking law shall be adhered to. Smoking is not allowed in some public areas, including the wheelhouse. Those who do not smoke shall not also be deprived of public areas because of the individuals who smoke. The Institute of Marine Research personnel shall have access to non-smoking cabins.

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#### 4. Waste Management

The Institute of Marine Research does not accept unnecessary pollution of the external environment caused by chartered vessels. All waste must be treated so as to avoid contamination of the external environment. The vessel shall have written procedures for the treatment of the ship's waste in four operations; Collection, processing, storage and removal (delivery). The waste must be divided into a sufficient number of categories according to MARPOL Annex V.

#### 5. Hygiene / Provisions

Vessels rented by the Institute of Marine Research shall have good routines for cleaning and hygiene, both in the interior and in the vessel in general. If the Institute of Marine Research detects deficiencies in relation to hygiene and cleaning, the deficiencies spotted and pointed out must be remedied immediately.

#### 6. Safety representatives

When the Institute of Marine Research has representatives on board the vessel, one of them must be appointed as the safety representative for the Institute of Marine Research personnel on board. The safety delegate must actively create contact and cooperation with the vessel's own safety representative. If the vessel does not have a safety representative this contact must be established with the vessel's captain. The Institute of Marine Research's safety representative is also the person responsible for chemicals that the Institute of Marine Research has brought on board.

#### 7. Non-conformance reporting system

The Institute of Marine Research is concerned with continuous quality improvement for all work performed by the institute itself, and with partners. The Institute of Marine Research therefore instructs vessels that are bound by a leasing agreement to report all non-conformities that are relevant to the work that their own crew performs for the Institute of Marine Research, including equipment and procedures that are used in the work carried-out. In addition, the Marine Research Institute's personnel are required to report all non-conformities that they observe when they are on board the vessels. If the shipping company has a separate non-conformance reporting system, then, this shall be used. A copy of the non-conformance reports shall then be sent to the Institute of Marine Research by e-mail. [vakt-rederi@imr.no](mailto:vakt-rederi@imr.no)

If the rented vessel's shipping company does not have its own non-conformance reporting system, then the Institute of Marine Research's non-conformance reporting system "ROSA" shall be used.

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## 8. Rest-Time Provisions

The rest-time provisions in "Regulations on work and rest time on fishing and fishing vessels" or "Regulations on work and rest time on Norwegian passenger and cargo ships, etc." shall be followed by all on board as long as the vessel has representatives of the Institute of Marine Research on board.

## 9. Health certificate

Everyone who shall work on board the vessel must have a valid health certificate from an approved seamanship doctor. The Institute of Marine Research personnel shall submit the original approved health certificate to the ship captain of the vessel, when they board the vessel for the expedition.

## 10. Rescue suit course

The Institute of Marine Research's staff must have a valid rescue suit that is not older than 5 years. Other expedition participants who have not completed such a course can receive training on board before the expedition starts. If the Ship-owner has made other arrangements and requirements for safety training, for example safety course for fishermen, this must be clarified before the contract for the lease of the vessel is entered into.

## 11. The contact information for the Institute of Marine Research

The Institute of Marine Research has its own emergency preparedness group. In case of a serious incident on the vessel where personnel from the Marine Research Institute are on board, the emergency preparedness group is notified. [vaktrederi@imr.no](mailto:vaktrederi@imr.no) / The emergency preparedness group's telephone number: 952 32 102.

## 12. The contact information of the vessel

When the vessel receives personnel on board from the Institute of Marine Research, the captain shall send the contact information of the vessel and the shipping company to the Institute of Marine Research by e-mail to. [vaktrederi@imr.no](mailto:vaktrederi@imr.no) before the vessel leaves the quay.

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### 13. Relatives list / Next of Kin (NOK)

When the vessel receives personnel on board from the Institute of Marine Research, the ship's captain must submit a NOK list pertaining to the Institute of Marine Research's employees on board to the Institute of Marine Research by e-mail to: [guard-rederi@imr.no](mailto:guard-rederi@imr.no) before the vessel leaves the quay.

### 14. Safety information on board

When the vessel receives personnel on board from the Institute of Marine Research, the ship's captain must ensure that they receive a safety review, followed by a "Safety Introduction Briefing" on the vessel.

### 15. Social media and other objectionable material

As long as the vessel is in service of HI and there are representatives from HI on board, it is not permitted to have posted pictures / posters that may be offensive to some crew members on board. Nor should images of HI's personnel be published on social media etc, without the person's explicit consent to this.

### 16. Risk Analysis

The ship's captain is obliged to ensure that a risk analysis and associated measures for activities are carried out by representatives of the Institute of Marine Research. The risk analyses are performed in collaboration with the ship-owner's relevant personnel and safety representatives from the Institute of Marine Research.

### 17. Quality and environmental work

The Institute of Marine Research's shipping department is ISO 9001 and ISO 14001 certified and works continuously to improve the quality it's services and to reduce emissions to the environment. The ship's captain shall ensure that the vessel is operated as environmentally friendly as possible and that all internal environmental measures are communicated to new personnel on board in connection with familiarization / safety information on board.

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## 18. The end of the expedition

When the expedition is completed, and the personnel from HI leave the vessel, a message must be sent to: [vakt-rederi@imr.no](mailto:vakt-rederi@imr.no), stating that the expedition has ended.

We hereby confirm that the Institute of Marine Research's HSE regulations are read and accepted.

\_\_\_\_\_  
Place and Date

\_\_\_\_\_  
Managing Director

I hereby confirm that systematic measures have been implemented to meet the requirements of the Institute of Marine Research's HSE regulations.

\_\_\_\_\_  
Place and Date

\_\_\_\_\_  
Representative for the employees. ( ) not employee

Cross references

KS&SMS-3- Provisions for the storage, use and serving of alcohol on vessels manned and operated by the Marine Research Institute

External references