

## SOP

# Snorkeling & Diving: Reduced Manning Criteria

Version: 1.1

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### Purpose

Outline reduced manning and equivalent level of safety criteria afforded to diving and snorkeling excursion vessels to permit the use of required deckhands for in water activities while moored or anchored.

### Scope

- Allow deckhands to enter the water and provide to passengers in-water services tied to diving or snorkeling activities, such as a dive master, in-water guides, lifeguards, etc.
- The decision to endorse a Certificate of Inspection (COI) to permit reduced manning will be at the discretion of the Officer in Charge, Marine Inspection (OCMI), and will be based on the vessel's ability to prove an equivalent level of safety as outlined in this instruction.

### References

- a. United States Code (USC), Title 46, Part 8101
- b. United States Code (USC), Title 46, Part 8902
- c. Code of Federal Regulations (CFR), Title 46
- d. Marine Safety Manual (MSM) COMDINST M16000.8B Vol. III
- e. Sector Honolulu Work Instruction 2 "Standardized COI Endorsements"

### Definitions

- **Reduced Manning:** Not meeting the minimum number of required deckhands onboard a vessel as specified in the COI.
- **Reduced Manning Endorsement:** "IF THE PROVISIONS OF WORK INSTRUCTION 31 ARE MET, THE REQUIRED DECKHAND(S) MAY ENTER THE WATER WHILE MOORED OR AT ANCHOR DURING IN-WATER PASSENGER ACTIVITIES."

# TRIOLOGY



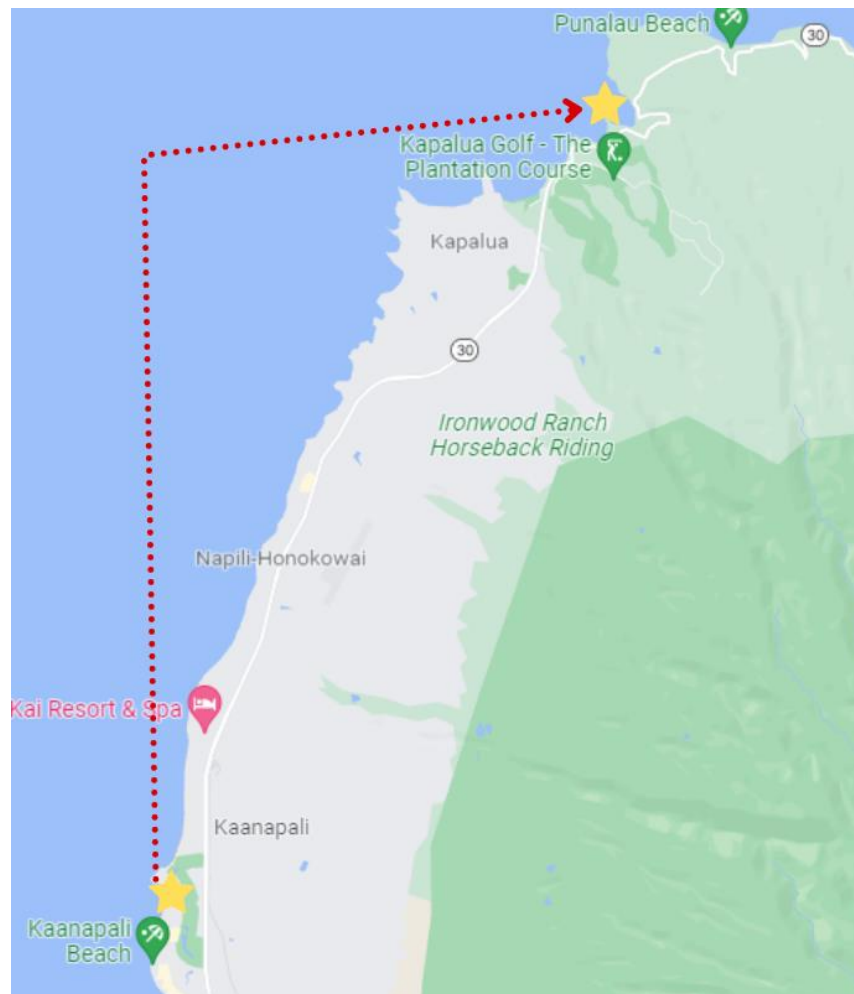
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#### Kaanapali Departures

##### 1. Route:

- Kaanapali Beach fronting Kaanapali Beach Hotel to Honolua Bay
- Honolua Bay to Slaughterhouse
- Slaughterhouse to Kaanapali Beach fronting Kaanapali Beach Hotel



##### 2. Vessel Services

- Snorkeling & Snuba  
(Also provides sunset and dinner sail but never with reduced manning.)

##### 3. Locations with Reduced Manning (Moored at both locations)

- Honolua Bay
- Slaughterhouse

# TRIOLOGY



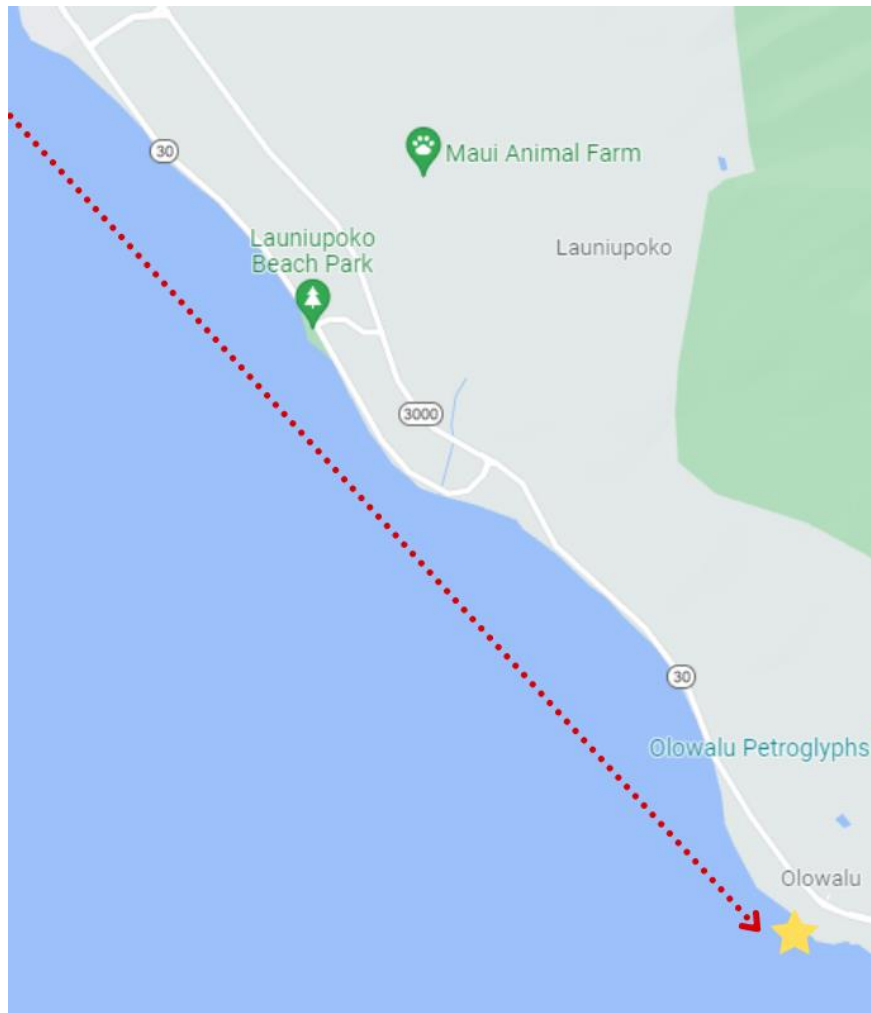
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### Snorkeling & Diving: Reduced Manning Criteria

#### Kaanapali Departure cont.

##### 1. Route:

- a. Kaanapali Beach fronting Kaanapali Beach Hotel to Olowalu
- b. Olowalu to Kaanapali Beach fronting Kaanapali Beach Hotel

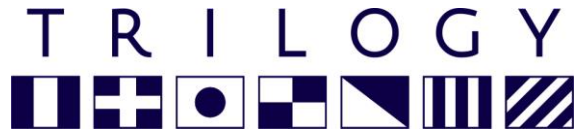


##### 2. Vessel Services

- a. Snorkeling & Snuba  
(Also provides sunset and dinner sail but never with reduced manning.)

##### 3. Locations with Reduced Manning (Moored at location)

- a. Olowalu



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### Snorkeling & Diving: Reduced Manning Criteria

#### Kaanapali Departure cont.

**1. Route:**

- a. Kaanapali to Sharkfin
- b. Sharkfin to Manele Bay
- c. Manele Bay to Kaanapali

**2. Vessel Services**

- a. Snorkeling & Snuba  
(Also provides sunset and dinner sail but never with reduced manning.)

**3. Locations with Reduced Manning (Moored at both locations)**

- a. Sharkfin
- b. Manele Bay

**1. Route:**

- a. Kaanapali to Club Lanai
- b. Club Lanai to Kaanapali

**2. Vessel Services**

- a. Snorkeling & Snuba  
(Also provides sunset and dinner sail but never with reduced manning.)

**3. Locations with Reduced Manning (Moored at location)**

- a. Club Lanai

#### Maalaea Departures

**1. Route:**

- a. Maalaea Harbor to Olowalu
- b. Olowalu to Maalaea Harbor

**2. Vessel Services**

- a. Snorkeling & Snuba  
(Also provides sunset and dinner sail but never with reduced manning.)

**3. Locations with Reduced Manning (Moored at location)**

- a. Olowalu

# TRILOGY



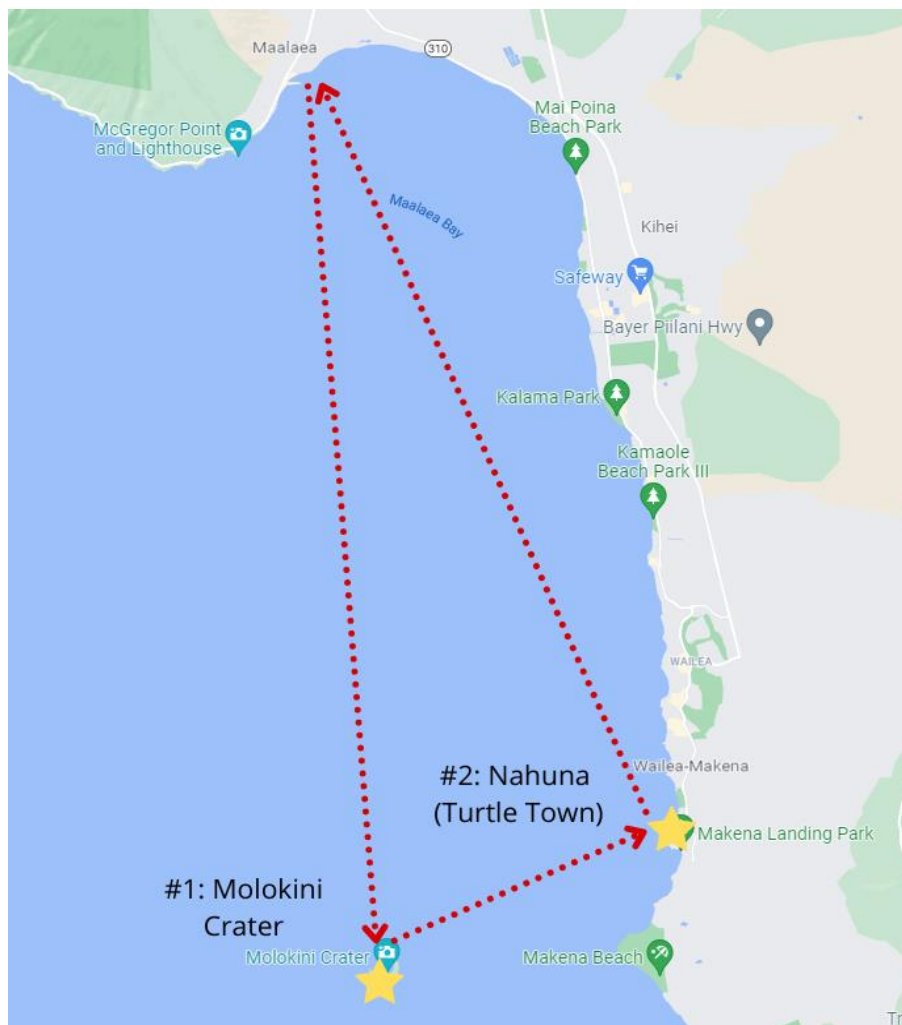
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### Snorkeling & Diving: Reduced Manning Criteria

#### Maalaea Departures cont.

##### 1. Route:

- a. Maalaea Harbor to Molokini Crater
- b. Molokini Crater to Nahuna (Turtle Town)
- c. Nahuna (Turtle Town) to Maalaea Harbor

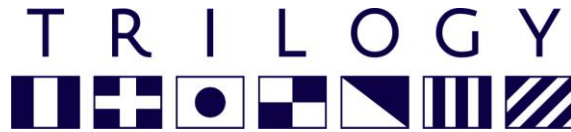


##### 2. Vessel Services

- a. Snorkeling & Snuba  
(Also provides sunset and dinner sail but never with reduced manning.)

##### 3. Locations with Reduced Manning (Moored at both locations)

- a. Molokini Crater
- b. Nahuna (Turtle Town)



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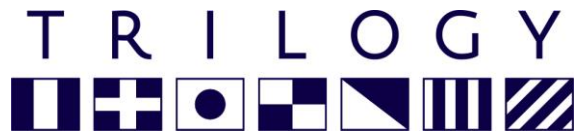
### Snorkeling & Diving: Reduced Manning Criteria

#### Policies

1. Crew may only enter the water while vessel is moored or anchored and engaging in snorkeling and/or SNUBA ops.
2. Captain shall ensure that weather conditions do not pose any immediate danger to crew or passengers engaged in snorkeling or SNUBA activities. This shall include but not be limited to a pre-trip assessment of wind, tide, sea state, and current. Upon anchoring or mooring, the captain is charged with an on-site assessment. Should conditions meet or exceed the below parameters, then the vessel must maintain its manning requirements as per its COI. Should conditions allow a reduced manning capacity the captain is required to monitor any changes in weather as well as VHF 16 and NOAA weather channels for any marine weather updates.  
(If a pre-assessment of weather determines conditions to be unfavorable for reduced manning, Operations Management will schedule an additional crew to meet the minimum COI requirement.)
3. Should the Captain deem conditions viable for reduced manning, they shall maintain a 360-degree view of the excursion area with the ability to monitor marine band radio and all in water activities concurrently.
4. Should the Captain need to recover an unresponsive person from the water they will do so at the Starboard sugar scoop/swim platform with backboard. Sugar scoop is at water level to allow Captain in-reach access to victim.
5. Any vessel engaging in reduced manning must be equipped with a functioning AED and portable Oxygen. The captain of the vessel is required to remain current in First Aid/CPR training and always stay on the boat.
6. The captain must be able to single handedly get under way from mooring or anchorage excursion area.
7. It is the responsibility of the captain to ensure that crew are trained in all items related to reduced manning operations.

#### Summary of Snorkeling Procedures Policies with Reduced Manning

- Must be moored or anchored
- Weather conditions must be ideal
- Captain needs a 360-degree view of the excursion area
- Must be monitoring VHF 16 and NOAA weather channels



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- Captain should be capable of recovering unresponsive passenger by themselves from sugar scoop
- AED & O2 must be onboard, and Captain certified in First Aid & CPR
- Captain must be able to single handedly free vessel from mooring or anchorage and get the vessel underway
- All crew must be training on reduced manning procedures

### Procedures

#### Weather Parameters that prevent reduced manning:

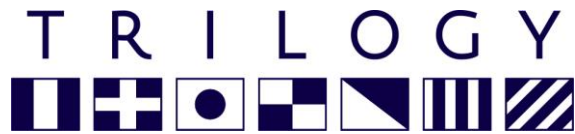
- a. Sustained Winds at or above 15kt at surface level.
- b. Currents more than 2 knots.
- c. Rough or confused seas or wind chop.

#### Briefing of Passengers at Snorkel Site

- a. **Flotation Devices are Mandatory:** Our company policy requires all guests entering the water to wear either a flotation vest or a flotation belt.
- b. **Boundaries:** All guests are instructed to stay within a specified snorkel area defined by the captain as not exceeding 100 feet from the dive flag mounted onboard the vessel.
- c. **Communication:** All guests are instructed that if a crew member points to them or asks them if they are okay, they will respond with a fist atop their head if they are okay. If they are not okay, they will flag a lifeguard or crew member down by waving their arms.
- d. **Equipment:** Crew members explain the proper way to put on a mask, snorkel, and fins. They also assist guest by adjusting straps, ensuring proper sizing of mask, and ensuring proper sizing of fins. Lastly, they instruct guests how to clear a snorkel by shouting the word "two" into the snorkel mouthpiece.
- e. **Marine Wildlife:** All guests are instructed to not approach or touch any marine wildlife while snorkeling including dolphins, whales, turtles, and seals. Guests are also instructed to not stand on the reef or touch the coral.

#### Roles & Responsibilities of Crew during Reduced Manning:

- a. **Captain:** Scanning of the excursions area from the helm station ensuring a 360-degree viewpoint. Captain will ensure they have binoculars available to utilize.
- b. **1<sup>st</sup> Mate:** First mate will raise the dive flag before snorkelers enter the water. Will ensure that a safety whistle and rescue tube is on deck to be utilized in the event of an emergency. Will be present on the bow of the vessel and responsible for watching



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guests enter the water using the bow ladder. Will also ensure tunnel hull is clear of snorkelers and will scan the excursion area for snorkelers in distress.

- c. **Crew / Lifeguard:** One crew will be present in the water with a surfboard and/or rescue tube. Will scan the excursion area for snorkelers in distress. Additional crew member will be present on deck to assist the 1<sup>st</sup> mate in scanning the excursion area.
- d. **Snuba Guide:** Will monitor Snuba participants and render aid when necessary. When not engaged in Snuba activities, Snuba guide will stay on the vessel and assist the 1<sup>st</sup> mate with lifeguard scanning duties of the excursion area.

#### Management of In-Water Passengers when Snorkeling or Snuba

- a. **Snuba:** All Snuba instructors are certified at the level of 'Rescue Diver' and ready to respond to emergency situations. Groups are kept to a maximum of six Snuba participants and safety briefings are provided prior to entering the water.
- b. **Snorkeling:** A lifeguard utilizes a surfboard to make themselves available to guests needing extra attention. They will also monitor groups that are at or near the maximum boundary areas ensuring the group is always within 100 feet of the vessel. Any guests needing additional assistance beyond a flotation device are provided a boogie board.

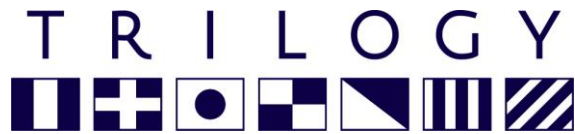
#### Maintenance of Snorkeling and Snuba Equipment

- a. **Snuba:** The Snuba Coordinator has routine inspections of all rafts for the company ensuring that all components are operating correctly. There is a maintenance sheet that outlines the monthly check of the rafts including 1<sup>st</sup> and 2<sup>nd</sup> stage regulators, high pressure hose system, dive flag, and seaworthiness of the asset.
- b. **Snorkeling:** All snorkel equipment is handed out by crew members to each guest. Each time crew issue a guest snorkel equipment it is observed for any defects that may compromise the safety integrity of the components. Monthly the Captain of Record for the vessel (Master) conducts an inventory and checks the integrity of the mask silicone as well as the keepers and discharge valve attached to each snorkel.

#### Assessment of Passengers when Snorkeling

- a. **Scanning:** All crew members are training in standard lifeguard scanning practices to continuously gaze the surface of the snorkel area. If any snorkeler is found to be in distress the lifeguard onboard the vessel will get the attention of in-water lifeguard by blowing the whistle 3 times. The crew member is looking for situations in which a guest is struggling, flaying their arms, or removing their snorkel mask. (Full face masks are not allowed onboard Trilogy vessels.)





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#### Emergency Response Procedures

- a. **In-Water:** The in-water lifeguard is trained to utilize the surfboard as a flotation method to assist a snorkeler in distress. All snorkelers are required to have flotation, but the lifeguard providing an additional method of flotation is safest way to implement a rescue. When victim is conscience, they will assist the victim back to the boat. If victim is not conscience, they will call for the backboard to be available at the stern of the vessel.
- b. **Onboard:** If an emergency is identified, the captain of the vessel will either grab or instruct the first mate to grab the onboard O2 and AED kit. Retrieving a victim from the water takes place at the stern of the vessel on the starboard or port sugar scoop. A backboard is available to assist in retrieving a victim if necessary. Once onboard the victim is placed on a flat surface on the side of the vessel that does not have a generator (if a generator is installed).
- c. **Response:** It is a requirement that all captain and crew are CPR/AED/O2/First Aid certified. The first mate will lead emergency response at this point following the ABCs to administer aid. The captain will utilize the radio to perform an emergency hail on VHF 16.

#### Crew Training and Drills

- a. All Crew are required to take part in quarterly drills onboard the vessels in which they work. Drills routinely trained on include Man Overboard (MOB), Fire, Abandon Ship, Lifeguarding (Snorkeler in distress), and First Aid/O2/AED/CPR.

#### Post Casualty Procedures

- a. Each vessel has a standardized captain binder which has a workflow specifically related to post casualty procedures. These procedures are outline below...
  - CG - 2692
  - Incident Report
  - Witness Report
  - Phone call to USCG: 808-842-2600
  - Notifying Manager and Admin Director
  - Post Incident alcohol swab (video recorded)
  - Post Incident drug testing at nearest facility once back at port