OFFSHORE CAMPAIGN PREPARATION DOSSIER

|  |  |
| --- | --- |
| **Date** |  |
| **Version** |  |

Campaign:

Main project leader:

The offshore campaign preparation dossier is used as a support for the preparatory meeting that will be scheduled, whenever possible, at least 2 months before the campaign begins.

This dossier should reach the Oceanographic Fleet Management **3 months before** the campaign begins, sent in Word format by email to:

dfo\_campagnes@flotteoceanographique.fr

Before filling in this file, the project leader must be familiar with the safety codes

<http://www.flotteoceanographique.fr>

He/she should then inform the scientific team about these codes before they come on board.

The “Equipment description and risk assessment” and “Chemical product safety” and “Earthing contacts” forms must be completed in compliance with the International Safety Management Code (ISM) adopted by the International Maritime Organisation (IMO) and the International Ship and Port Facility Security Code (ISPS)

Dossier Summary

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RECAP 1: Summary

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Year:** **20xx** |  | **Project leader(s)**  **Name the main project leader** | | | |
|  |  |  | **Party 1** | **Party 2** | **Party 3** |
| **Date and mobilisation port**: **Date and mobilisation port:** |  | **Surname**  **First name** |  |  |  |
| **Dates and possible ports of call:** |  | **Organisation** |  |  |  |
| **Work zones giving the geographic coordinates and the dates**: |  | **Laboratory** |  |  |  |
| **Country to which the territorial waters belong**: |  | **Address** |  |  |  |
| **Country to which the economic zone belongs**: |  | **Tel.**  **Fax**  **Email** |  |  |  |

|  |
| --- |
| **Vessel:**  **Machine(s):**  **Heavy machinery:**  **Types of task:** |

|  |
| --- |
| **Scientific topic:** |

RECAP 2: Summary of forms P1 to P6

## Campaign summary

**Text summarising forms P1 to P6 and P10, that can be read by a non-specialist, also including a map of the area** *(no more than 2 pages)*

This “summary” of the campaign should be sent to the communication departments, among others.

RECAP 3: Abstract

(English translation of the campaign summary)

Form P1: Envisaged research

## General programme including the campaign and previous campaigns within the programme

## Precise, quantified scientific topic and goals (scientific and/or technical) for this campaign

## If this campaign is included in a broader programme, please mention the previous or future campaigns and how they are all inter-related (such as anchoring and pick-up of equipment)

## Anticipated results

Form P2: Envisaged tasks

If it is deemed essential to use XCTD probes for the bathymetry, the scientific team must cover these costs.

**Reminder**: data backup support must be provided by the scientific team (DISK, USB, DVD, …).

Backup is performed by on-board IT specialists. A single set of data is sent to the project leader.

Any duplication is done by the scientific team.

**Note**: For low data volumes, the DVD support can be used and will be provided by the ship.

**CORIOLIS**

Within the CORIOLIS operational oceanographic programme, the temperature and salinity profiles collected during the campaign must be sent by the project leaders in real time (on a daily basis). They will be sent compressed, after possible reduction (every 5 dbars), to the following addresses: <co_no_xbt@brest.ifremer.fr>, <co_no_ctd@brest.ifremer.fr>. Before sending any data to the <co_no_xbt@brest.ifremer.fr> and <co_no_ctd@brest.ifremer.fr> addresses, the CORIOLIS centres must be notified (campaign name, ship name) by writing to <codac@ifremer.fr>

## Tasks carried out from the ship:

### when moored (giving the duration and probe)

### on route (giving the probes)

## Tasks performed with manned submersible machinery (Nautile) or unmanned machines (AUV, SCAMPI, ROV VICTOR, HROV ARIANE, MVP and SYSIF)

Form P3: Main timeline

## General Calendar

Always give dates in relation to D1 that the vessel is available (e.g. D2 - setting sail ...) and only mention the main operations for each day.

Reminder: “Day 1” is the day that the boat is made available: bringing the equipment on board, and also the personnel who can eat and sleep on board. The vessel will set sail on Day 2 at the earliest. “The last day” is the final day that the vessel is available: unloading equipment and personnel, who can eat lunch on board but must have already vacated their cabins. The vessel must return to dock the night before at the latest. All scientific equipment, all chemical products and all samples must be unloaded. Dispensations can be obtained for delayed unloading, but this request must be made, at the very latest, during the campaign preparatory meeting so its feasibility can be studied.

To estimate inter-work zone transit times longer than 5 hours, use the following speeds: 8 knots for the Alis, 8.5 knots for the Antea, 10 knots for the Atalante, 11 knots for the Thalassa, Pourquoi pas? and 13.5 knots for the Marion Dufresne (except in the Austral Ocean: 11 knots).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Day** | **Transit**  **Profile Station** | **Latitude**  **Longitude** | **Movement speed** | **Types of task** |
| **D1** |  |  |  |  |
| **D2** |  |  |  |  |
|  |  |  |  |  |
| **Dx** |  |  |  |  |

## Basic daily working timetable (working by day, by night, 24h, etc.)

Form P4: Activity zone

## Geographic positions of the zones and workstations (Give details of the work zone probes)

## Distance between port of call and start of tasks

## Distance between end of tasks and port of call

## Map(s) of the work zones

Indicate on the map:

* work zones using dotted lines
* basic journeys using solid lines
* envisaged work points on station using crosses

Form P5: On-board personnel

**“Scientific personnel” and**

**“Deskbound Technical Administrator personnel” on board**

## Project leader(s) and breakdown of the campaign

|  |  |  |
| --- | --- | --- |
| **D... to D...** | **SECTION no.** | **PROJECT LEADER (name, profession, laboratory)** |
|  |  |  |
|  |  |  |
|  |  |  |

## Scientific team (including the project leader) and the vessel’s Technical Team (deskbound and registered as extra maritime agents) proposed by the project

Indicate the speciality: scientific, engineer or technician, giving the discipline (geology, physics, chemistry, biology, mechanics, electronics, IT, etc.)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Surname | First name | Speciality  (geology, physics, chemistry, biology, mechanics, electronics, IT, etc.) | Responsibility and  role on board  (data, analysis, etc.) | Employer organisation | Headquarters of the employer organisation(1) | | | Status(2) | | | | | | Campaign sections | | |
| F | E | A | Res(3) | ITA | Doct. | Stu. | Desk. | Other | 1 | 2 | 3 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| ***TOTAL number of persons on board, by category*** | | | | |  |  |  |  |  |  |  |  |  |  |  |  |

1. F: France, E: Europe, A: Other countries
2. Res: Researchers, ITA: ITA or technician, Doct.: doctorate student, Stu: Student, Desk.: Deskbound personnel and technical administrator, Other: others (observers, etc.)
3. Definition of the on-board researcher:

* Researcher, including post-doc,
* engineer with a research post,
* engineer-researcher (in terms of a researcher in marine technology) considered as a researcher.

**Reminder**:

Anyone going on board a high-sea oceanographic vessel must have a certificate of fitness for boarding and fill in a confidential “medical history” questionnaire (https://www.flotteoceanographique.fr/Les-campagnes/Campagnes-mode-d-emploi/Documents-de-campagnes/Aptitude-medicale) that will be handed in to the doctor on board or the ship’s captain.

**Diving**

Anyone who will be diving in a manned submersible must provide a medical certificate filled in by an occupational physician in compliance with the [Order dated 19 March 1993](../../../../Users/kitcr/AppData/jmnivag/AppData/Dossier%20de%20préparation%20de%20campagne%20à%20la%20mer/arrêté%20du%2019 mars%201993) ((https://www.flotteoceanographique.fr/Les-campagnes/Campagnes-mode-d-emploi/Documents-de-campagnes/Aptitude-medicale).

This certificate should be handed in to the ship’s captain. Working with the machinery manager, the captain will only authorise diving if the personnel have provided these certificates.

Foreigners do not have to provide a certificate from an occupational physician as a certificate from a GP will be acceptable.

Hyperbaric diving operations from the ALIS and ANTEA vessels must be described in a dossier to be submitted to the “Hyperbaric work department” manager for his approval and signature.

**Eric Folcher**

**Centre de plongée IRD - BP: A5**

**98848 Nouméa - New Caledonia**

**Tel: (687) 260733 - Mob: (687) 780798**

**eric.folcher@noumea.ird.nc**

**The regulations that are applied to the IRD can be found on the website.**

[**http://www.brest.ird.fr/us191/flotte/flotte.htm**](http://www.brest.ird.fr/us191/flotte/flotte.htm)

This dossier contains:

* A “Diving operations description record”. It must be sent to the “Hyperbaric work department” manager for validation.
* An Individual Diving Accident Record, to be filled in if necessary. This is confidential and must be sent to the “Hyperbaric work department” manager.
* One copy of the Diving Validation Form handed out by the “Hyperbaric work department” manager, that must be attached to this file.
* Emergency procedures to be applied in the event of a diving accident. Form to be completed and displayed on board.

Form P6: On-board mobile equipment

Reminders

To fit scientific equipment on the Nautile, the following documents must be followed: “Scientific equipment interface specifications”, ref 0170 08 50 00 SU/B, and “Underwater work quality: Nautile development procedure,” ref. [DITI/LB/98-04 (version 03 from 30/06/1998)](http://www.ifremer.fr/flotte/reglements/procedure%20evolution%20Nautile%20V03.pdf). Hyperbaric test certificates that comply with the NF X 10 812 standard annexe C are required for all resilient surrounds intended to equip or be handled by Nautile.

Contact Jean-Paul Justiniano (tel: 04 94 30 44 29, email: Jean.Paul.Justiniano@genavir.fr).

For instruments including an electrical X-ray generator, Ifremer must request authorisation from DGSNR 4 months before the campaign.

The project leader will send the file (https://www.flotteoceanographique.fr/Les-campagnes/Campagnes-mode-d-emploi/Documents-de-campagnes/Securite) to the Ifremer safety engineer, Philippe Le Bras tel: 02 98 22 40 65, email: <phlebras@ifremer.fr>.

The project leader will name an operator among the project personnel to use the radioelement equipment during the campaign. The captain should make sure that the DGSNR authorisation has been granted.

A “description and risk assessment” form must be filled out for all on-board equipment presenting a risk during storage, use on board or implementation from the ship. Fill in the form number in the tables below (form at the end of the dossier).

Here are a few examples of equipment with potential risks of falling, injury, radiation, explosion, fire, burns, pollution, etc.: anchoring, X ray generator device, Bunsen burner, centrifuge, ovens, laser, batteries, bathyprobes, plankton nets, etc.

## List of equipment provided by the project

The project leader must make sure that their equipment is loaded in good working condition, compliant with the safety rules.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name of the equipment\***  **- Brand, Type**  **- Constituent parts** | **Origin of the equipment (Lab,**  **National park, etc.)** | **No.** | **Unit**  **volume**  **(m3)** | **Unit weight**  **(Kg)** | **Date and place**  **of loading**  **and unloading** | **Please state (compulsory)**  **Risks: Yes or NO**  **If so, please mention Form no.**  “Equipment description and risk assessment” |
|  |  |  |  |  | L:  U: | Risks: YES - NO  Form no.: |
|  |  |  |  |  | L:  U: | Risks: YES - NO  Form no.: |
|  |  |  |  |  | L:  U: | Risks: YES - NO  Form no.: |
|  |  |  |  |  | L:  U: | Risks: YES - NO  Form no.: |
|  |  |  |  |  | L:  U: | Risks: YES - NO  Form no.: |

\*For containers, fill in form 5 in the annexe

## Common mechanical equipment requested from the technical administrator (e.g. fast seismic steamer, GI guns, etc.)

|  |  |  |
| --- | --- | --- |
| **Type** | **Number** | **If not available, cancel the campaign** |
|  |  |  |
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## Common electronic equipment requested from the technical administrator

|  |  |  |
| --- | --- | --- |
| **Type** | **Number** | **If not available, cancel the campaign** |
|  |  |  |
|  |  |  |
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Form P7: Inventory of all the chemical products, ionising or not, loaded and unloaded by the project

**Note**: The OPEXO is responsible for operations on the Marion Dufresne. He/she is the exclusive contact for the project leader during the campaign.

**Reminder**: All chemical products must be unloaded at the end of the campaign. It is the project leader's task to supply the containers required for storing waste. Dispensations can be obtained for delayed unloading (at the project leader's expense) but the request must be made, at the very latest, in the campaign preparatory meeting so that feasibility can be studied.

On the day of availability, this signed form must be sent by mail by the captain / OPEXO to the Safety Engineer, phlebras@ifremer.fr.

On the final day of availability, the captain / OPEXO should counter-sign the “report on use of chemical products and hoods” form (in the campaign report dossier:

<https://www.flotteoceanographique.fr/Les-campagnes/Campagnes-mode-d-emploi/Campagnes-scientifiques-hauturieres>; stage 7).

When loading radioelements, the captain / OPEXO must make sure that handling has been authorised by Ifremer.

**Inventory of chemical products on board:**

The table summarising the chemical products on board must be filled in by the project leader giving the CAS code, the UN code (either UN or IMDG code), the IMDG class (1-2-3-4-5-6-7-8-9), the quantity and SDS reference for each chemical product on board (including products linked to mobile equipment such as gas bottles, lithium batteries).

For multidisciplinary and multi-organisation projects, the project leader will give an overview of all the chemical products on board.

For each chemical product, it is compulsory to provide the supplier’s SDS, fill in the summary table and designate the contact for use of chemical products during the campaign.

For any use of radioelements (x-rays, sealed or non-sealed sources), a request for authorisation must have been made to Ifremer before the campaign. The project leader will send the dossier (https://www.flotteoceanographique.fr/Les-campagnes/Campagnes-mode-d-emploi/Documents-de-campagnes/Securite) to the Ifremer safety engineer:

Philippe Le Bras (tel: 02 98 22 40 65, email: <phlebras@ifremer.fr>.

## Summary table of chemical products on board

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Usual name**  **of the product** | **UN Code**  **(IMDG Code)** | **CAS Code** | **Chemical formula** | **Quantity on board**  **and concentration** | **State**  **S: solid,**  **L: liquid**  **G: gas**  **IMDG class**  **1-2-3-4-5-6-7-8-9** | **Please state (compulsory)**  - Dangerous  - Not dangerous  - Ionising  - Non ionising | **Safety**  **Data**  **Sheet** |
|  |  |  |  |  |  |  |  |
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**IMDG classes**

**Class 1: explosive materials and objects**

**Class 2: gas**

**Class 3: inflammable liquids**

**Class 4: solid inflammable materials**

**Class 5: combustive materials and organic peroxides**

**Class 6: toxic materials and infectious materials**

**Class 7: radioactive materials**

**Class 8: corrosive materials**

**Class 9: miscellaneous hazardous materials and objects and materials that are environmental hazards**

## Places and dates for loading and unloading chemical products and waste

|  |  |  |
| --- | --- | --- |
| **Loading chemical products** | Date: | Port: |
| **Unloading chemical products and waste** | Date: | Port: |
|  |  |  |

## Reminder of a few rules for using chemical products on board

During the project: The project leader will

* Check that the product is being used in compliance with the safety rules.

* Notify the Captain / OPEXO about any accidental contamination.
* Notify the captain / OPEXO immediately in the event of accidental emission (some vessels produce drinking water from seawater, so there would be a risk of contamination on station).

## At the end of the project, the project leader and the captain / OPEXO must:

* Make sure that all the chemical products, used or unused, are unloaded (storage on board is prohibited).
* Check that the work and storage premises are not contaminated and if necessary, decontaminate them.

Check that systematic decontamination has taken place after use of radioelements with swabbing to check that it has been done. The results from the measurements run on the swab must be sent to the Ifremer safety engineer, Philippe Le Bras (tel: 02 98.22.40.65, email: <phlebras@ifremer.fr> ).

* Initial the forms: Report on the use of radioelements and report on the use of chemical products.
* Check the general cleanliness of the work premises.

**List of users:**

**Project personnel designated as correspondents for use of radioelements during the campaign:**

**Project personnel designated as correspondents for use of chemical products during the campaign:**

|  |  |
| --- | --- |
|  | **Signature on loading** |
| **Project leader** |  |
| **Captain / OPEXO** |  |

Form P8: Bridge equipment on the Vessel

## Bridge equipment (instruments for lifting, winches)

## Supplementary cold storage for boring (reefer)

## Premises and laboratories: state the number of premises and laboratories and the equipment that will be used (e.g. hoods, freezers, stove, autoclave\*…).

When using thermostat-controlled laboratories, please state the chosen temperature.

## Positioning systems

## Please state the electronic and computer equipment on board which will be used to collect data (e.g. magnetometer, gravimeter, multi-beam probes, ADCP, TSG, ....):

## Software and processing resources:

\* any autoclave user must be cleared to run it and must show their clearance to the technical administrator.

Form P9a: For the audiovisual department to estimate the types and volume of images that will be produced

**Machines used during the campaign:**

🞏 NAUTILE

🞏 SCAMPI

🞏 VICTOR

🞏 Other, please state:

All the data from the underwater machines: photos, videos, data is stored on 2 supports: 1 handed in at the end of the campaign to the project leader and 1 sent to SISMER by Genavir /DSM.

**Other video and photo equipment using during the campaign:**

**Requests for specific jobs and service provision**:

**RECOMMENDATION**: Before the campaign, the project leader is advised to get in touch with the vessel’s communication department concerning all technical information and post-campaign service provision procedures.

Form P9b: For the technical administrator to estimate the types and amount of collected data to be archived

**Reminder**: data backup support must be provided by the scientific team (DISK, USB, DVD, …).

Backup is performed by on-board IT specialists. A single set of data is sent to the project leader.

Any duplication is done by the scientific team.

Note: For low data volumes, the DVD support can be used and will be provided by the ship.

## Oceanography

|  |  |  |
| --- | --- | --- |
| **Temporary series** | **Hull electrokinetograph** | **Others, please state** |
| **Type of equipment** |  |  |
| **Number** |  |  |
| **Duration of data acquisition** |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Stations** | **Bathysounder** | **XBT / XCTD** | **Others, please state** |
| **Type of equipment** |  |  |  |
| **Parameters being analysed** |  |  |  |
| **Number of stations** |  |  |  |

If the XBTs are not enough and the scientific team wishes to use XCTD, this team must fund them.

|  |  |  |  |
| --- | --- | --- | --- |
| **Weather-Oceanic data measured on route** | **Thermosalinograph / SBE38** | **Weather station** | **Others, please state** |
| **Type of equipment** |  |  |  |
| **Parameters being analysed** |  |  |  |
| **Duration of data acquisition** |  |  |  |

Within the CORIOLIS operational oceanographic programme, the temperature and salinity profiles collected during the campaign must be sent by the project leaders in real time (on a daily basis). They will be sent compressed, after possible reduction (every 5 dbars), to the following addresses: <co_no_xbt@brest.ifremer.fr>, <co_no_ctd@brest.ifremer.fr>. Before sending any data to the addresses <co_no_xbt@brest.ifremer.fr> and <co_no_ctd@brest.ifremer.fr>, the CORIOLIS centres must be notified (campaign name, ship name) by writing to <codac@ifremer.fr>

## Geophysics

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Magnetism** | **Gravimetry** | **Seismic** | **Bathymetry** | **Imagery** | **Sediment probe** |
| **Type of equipment** |  |  |  |  |  |  |
| **Duration of data acquisition** |  |  |  |  |  |  |

For bathymetry, please state the number of maps to be produced on board (except on the MD where this service is not available) and the scale of the plotting:

## Fisheries

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Fish probes**  **(Simrad, etc.)** | **Sorting room  (scales,**  **Ichtyo)** | **Trawling sensors**  **(Scanmar)** | **Echo-integration (Movies+, etc.)** | **Others, please state** |
| **Type of equipment** |  |  |  |  |  |
| **Duration**  **of data acquisition** |  |  |  |  |  |

## Navigation

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **GPS** | **DGPS** | **Long base** | **Ultra-short base** | **Others, please state** |
| **Number of days** |  |  |  |  |  |

DGPS should be funded by the scientific team

## Software

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Software | **CARAÏBES** | **ADELIE** | **ALAMER** | **MOVIES +** |
| Duration of use |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Software | **FISHVIEW** | **CASINO +** | **SUMATRA** | **Others, please state** |
| Duration of use |  |  |  |  |

## Underwater machines implemented

Nautile 🞏 Victor 🞏 SCAMPI 🞏 AUV 🞏 Other 🞏

Form P9c: For the Technical Administrator’s Underwater Machine Department to prepare consumables and tasks

|  |  |
| --- | --- |
| **Machines used:** | **Navigation system used:** |
| 🞏 NAUTILE | 🞏 Long base |
|  | 🞏Ultra-short base |
| 🞏 VICTOR | 🞏 Other (please state): |
| 🞏 AUV | Specific video equipment: **see specific service provision below** |
| 🞏 Other, (to be stated in specific equipment): |  |

**Nature of the requested tasks**(very brief description)**:**

**Estimation of consumables:**

|  |  |
| --- | --- |
| Number of sites (or boxes) |  |
| Number of dives (or profiles) |  |
| Number of anchorings (markers) |  |
| Number of lift shuttles |  |
| Number of other anchorings |  |
|  |  |

**Operating conditions:**

|  |  |
| --- | --- |
| Available maps/Scale |  |
| Lengthwise profiles/Scale |  |

**Specific equipment (old and new) to implement:**

**Specific service provisions requested:**

Form P10: International relations

## Zones in sovereign waters (territorial sea) or under foreign jurisdiction (exclusive economic area, continental plate) where the tasks will be performed (area, period, state of custodianship):

**The authorisation request for tasks in the waters of the ................. was sent by ……...from the DFO (Oceanographic Fleet Management) to the MEAE (Ministry for Europe and Foreign Affairs) on …./..../…..**

## Possible contact made with the scientific authorities from these countries

Foreign researcher and organisation with whom the campaign might be prepared

## International collaboration

Name and address of organisations governing the researchers contributing to the campaign at sea or on land.

Form P11: Contractual relations

Was the campaign performed within a contractual framework (commercial service provision, European programme, etc.)?

**YES - NO**

**If so, complete the following table:**

|  |
| --- |
| Source of funding**:** |
| Contract reference**:** |
| Confidentiality clauses in the contract (data and documents in question): |
| Position of the vessel on the website:  **Can the vessel’s position be made public?**  **YES - NO** |
| Moral or physical persons to contact to request authorisation to use or broadcast the data **(name, address, phone, fax, email):** |

Form 1: “Equipment and risk assessment” description

Form intended to assess risks tied to storage, the use or implementation of equipment loaded on board by the teams

(Not including equipment managed by the technical administrator)

Must be filled in when applying the International Safety Management Code (ISM) adopted by the International Maritime Organization (IMO). This code aims to provide an international standard for safety regarding management and operation of vessels and to prevent pollution (keeping the vessel, personnel and the environment safe).

Fill in one form for each piece of equipment loaded, mentioning risks for personnel, for the vessel or for the environment.

**Reminder**: To fit scientific equipment on the Nautile, the following documents must be followed: “Scientific equipment interface specifications”, ref 0170 08 50 00 SU/B, and “Underwater intervention quality: Nautile development procedure,” ref. [DITI/LB/98-04 (version 03 from 30/06/1998)](http://projets.ifremer.fr/flotteoceanographique/content/download/13367/88568/file/P.P4.002_V0_procedure_evolution_Nautile.pdfpdf).

Hyperbaric test certificates that comply with the NF X 10 812 standard annexe C are required for all resilient surrounds intended to equip or be handled by the submarine.

**Contact** Jean Paul Justiniano (tel: 04.94.30.44.29, email: Jean.Paul.Justiniano@genavir.fr)

## Loaded equipment risks - Form no. ....

Depending on whether the equipment is implemented by an underwater machine, fill in one of the three forms below and delete the others.

### Form for equipment not implemented by a submersible machine

**Name of the equipment:**

#### Description of the equipment and its implementation

1 - Equipment intended to remain on board for the entire campaign: YES- NO

2 - Equipment intended to be anchored and/or recovered during the campaign: YES - NO

3 - Ideal location on board

4 - Plans (in annexe), dimensions, weight in air and in water

5 - Anchoring description and plans

6 - Description of the implementation

7 - Personnel required for implementation (including putting it in the water)

8 - Name of the person overseeing the equipment and its implementation

#### Description of risks and planned precautions

1 - Description of potential risks:

For personnel:

For the vessel:

For the environment:

2 - Description of envisaged precautions:

Regarding personnel:

Regarding the vessel:

Regarding the environment:

3 - Will waste be produced: YES - NO

If so, what type of waste and how will it be removed:

4 - Precautions envisaged to combat the vessel’s movements:

5 - Precautions envisaged to combat a possible lack of ventilation:

6 - Has this equipment already been implemented by the technique administrator? YES - NO,

If so, during which campaign(s)?

### Form for equipment to be fitted on a submersible machine

#### Description of the equipment to be fitted on a submersible machine

**1 - Which machine should it be fitted on**:

**2 - Storage location on board**:

**3 – Plans (in annexe), weight in air and in water, dimensions, electrical, hydraulic and mechanical connections, consumption**:

**4 - Pressure test certificates:**

They should be shown to the technical administrator’s head of machine operation on loading

**5 - Description of its implementation on the seabed:**

**6 - Personnel required to implement it** **on board:**

**7 - Name of the person overseeing the equipment and its implementation:**

#### Description of risks and planned precautions

**1 - Description of potential risks**:

a - For personnel

b - For the vessel

c - For the submersible machine

d - For the environment

**2 - Description of envisaged precautions:**

a - Regarding personnel:

b - Regarding the vessel:

c - Regarding the submersible machine

d - Regarding the environment:

**3 - Will waste be produced:** YES - NO

If so, what type of waste and how will it be removed:

**4 - Precautions envisaged to fight the vessel’s movements:**

**5 - Has this equipment already been implemented by the technique administrator?** YES - NO

If so, during which campaign(s)?

### Form for free equipment to be implemented by a submersible machine

**Description of the free equipment to be handled by a submersible machine**

**1 - Which machinery will implement it on the seabed**:

**2 – Ideal storage place on board**:

**3 - Plans (in annexe), weight in air and in water**:

**4 - Anchoring description and plans**:

**5 - Description of its implementation on the seabed:**

**6 - Pressure test certificates**:

They should be shown to the machine’s head of operation on loading

**7 - Personnel required for implementation (including putting it in the water):**

**8 - Name of the person overseeing the equipment and its implementation:**

**Description of risks and planned precautions**

**1 - Description of potential risks:**

a - For personnel

b - For the equipment

c - For the environment

**2 - Description of envisaged precautions:**

a - Regarding personnel:

b - Regarding the vessel:

c - Regarding the environment:

**3 - Will waste be produced:** YES - NO

If so, what type of waste and how will it be removed:

**4 - Precautions envisaged to fight the vessel’s movements:**

**5 - Has this equipment already been implemented by the technical administrator?** YES - NO,

If so, during which campaign(s)?

Form 2: Scientific dives

This dossier should describe the diving operations planned during the campaign.

For campaigns taking place on the IRD vessels, it must be submitted as early as possible to be agreed on and signed by the manager of the “Hyperbaric work department”

Eric Folcher

Centre de plongée IRD - BP: A5

98848 Nouméa - New Caledonia

Tel: (687) 260733 - Mob: (687) 780798

eric.folcher@ird.fr

This dossier contains:

* A “Diving operations description record”. This must be sent to the “Hyperbaric work department” manager for validation.
* An Individual Diving Accident Record, to be filled in if necessary. This is confidential and it must be sent to the “Hyperbaric work department” manager.
* Emergency procedures to be applied in the event of a diving accident. Form to be completed and displayed on board.
* For campaigns taking place on other FOF vessels, please contact the DFO so that the procedure might be considered appropriate to be applied  
  (dfo\_campagnesàflotteoceanographique.fr).

## Scientific dives:

### Diving operations description sheet

**Name of the campaign:**

**Vessel:**

**Name of the project leader:**

**Goals:**

**Divers and certification:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Diver** | | **Certification** | | | |  |
| **Surname, first name**  **of divers** | **Institution** | **Level** | **Date** | **Place** | **Organisation / Instructor** | **History**  **of accidents**  **when diving** |
|  |  |  |  |  |  | Yes / No |
|  |  |  |  |  |  | Yes / No |
|  |  |  |  |  |  | Yes / No |
|  |  |  |  |  |  | Yes / No |
|  |  |  |  |  |  | Yes / No |
|  |  |  |  |  |  | Yes / No |
|  |  |  |  |  |  | Yes / No |
|  |  |  |  |  |  | Yes / No |

*In the event of dive accident history, fill in the individual sheets*

**Sites and types of diving**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Start date**  dd/mm/yyyy | **End date**  dd/mm/yyyy | **Site**  **Geographic position** | **Type of diving**  drifting  vertical | **Depth** | **Day / Night** | **Estimated no. of dives per day** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**Diving organisation**

*Describe the dive groups, surface monitoring, equipment used, etc.*

**Type or work requested from the Hyperbaric Work Department**

*Describe the equipment that should be implemented*

Diving supervision

Data acquisition

Bionomic description

Morphological description

Inventory of fauna or flora

Sampling organisms

Sampling sediment

Drilling-boring of stony coral

Anchoring physical measuring devices or miscellaneous machines

Dropping off or picking up measuring instruments or miscellaneous machines

Images

**Safety equipment provided by the scientific team:**

*Display of emergency procedures concerning diving accidents and the card showing how to evacuate an accident victim on board the ALIS.*

*Which personal safety equipment will be available for each diver.*

**Diving-specific risks**

*Particularly indicate how long it will take to travel to the closest decompression chamber.*

*Explain the evacuation resources in the area*

**Equipment requested on board (Technical Administrator)**

## Scientific dives: Diving accident history

### Individual Diving Accident Record

In the event of previous diving accidents, this confidential individual record should be submitted to the IRD’s Hyperbaric Work Department manager.

Have you ever had a diving accident: 🞎 YES 🞎 NO

If YES

Date: Place:

Diving profile: Depth (in m) Duration:

Equipment: 🞎 Aqualung 🞎 Umbilical

Type of problems:

Symptoms recorded:

Treatment applied:

Did you lose consciousness: 🞎 YES 🞎 NO

Name of the hyperbaric physician:

Date: Signature:

|  |
| --- |
| **a** |
| **EMERGENCY PROCEDURES IN THE EVENT OF A DIVING ACCIDENT** Any **error in decompression procedure** and **any sign that appears within 24 hours** following the dive must be considered **a diving accident** until proven otherwise  **In a life-threatening situation**, **basic survival actions should be prioritised.**   1. **PUT THE VICTIM IN THE RECOVERY POSITION**   In a place that is as comfortable as possible.   1. **MAKE THEM BREATHE IN PURE OXYGEN**   Adjust the flow of O2 to 15 litre/min and make sure that the oxygen cylinder will last until the medical team can take over.   1. **GIVE THEM 250 mg ASPIRIN**   Make sure that the subject is not allergic to aspirin or suffering a haemorrhage or any other contraindication.   1. **MAKE THEM DRINK PURE WATER**   Between 1 and 2 litres at spaced intervals (not fizzy water).   1. **REMOVE THE VICTIM’S DIVING CLOTHING AND KEEP THEM WARM AND DRY** 2. **CALL THE EMERGENCY HOSPITAL SERVICES   (**TEL: **)   and/or the MRCC** (VHF Canal 16 -TEL )   **ASSESS THE VICTIM (FORM)**   1. **NOTIFY THE HYPERBARIC PHYSICIAN:**   (Dr - TEL )  **NOTIFY THE OCCUPATIONAL PHYSICIAN:** (Dr - TEL )  **NOTIFY THE** **IRD CENTRE REPRESENTATIVE**  (TEL )  **NOTIFY THE Hyperbaric Work Department MANAGER**  (TEL +687 78 07 98)  **FILL IN AND SEND THE EVACUATION FORM TO THE MEDICAL TEAM** |

**FILL IN AND DISPLAY ON BOARD**

Form 3: Onshore contacts\*

Form to list persons to be contacted onshore in the event of an accident. This list will remain confidential.

It must be sent by the project leader to the Technical Administrator **15 days before** the start of the campaign.

* It must be filled in when applying the International Safety Management Code (ISM) adopted by the International Maritime Organization (IMO). This code aims to provide an international safety standard regarding management and operation of vessels and to prevent pollution (keeping the vessel, personnel and the environment safe)
* It must be provided in compliance with the International Ship and Port Facility Security Code (ISPS) in force for Technical Administrators since 01/07/2004:

A digital photo of each person on board

The photo must be sent by the project leader to the Technical Administrator 15 days before the start of the campaign.

For the Marion Dufresne:

IFREMER

CS10070 - 29280 PLOUZANE

🕿: +33 (0)2 98 22 49 67 (secretary)

email: [Romuald.Garo@ifremer.fr](mailto:Romuald.Garo@ifremer.fr)

For the rest of the fleet:

GENAVIR

Campus Ifremer

B.P. 70 - 29280 PLOUZANE

🕿: +33 (0)2 98 22 44 21 (secretary) - Fax: +33 (0)2 98 05 06 33

email: [**ops@listes.genavir.fr**](mailto:ops@listes.genavir.fr)

## Onshore contact form

**References for people to contact in the case of an accident during the campaign**

**Name of the campaign:**

**Vessel:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Surname and first name of the person on board** | **Date of birth** | **Place of birth** | **Gender** | **Nationality** | **Passport no.** | **Expiry date** | **Name, address and phone number**  **of the person(s) to contact** | **HR manager contact of employer** |
|  |  |  |  |  |  |  | Name:  Address:  Telephone: |  |
|  |  |  |  |  |  |  | Name:  Address:  Telephone: |  |
|  |  |  |  |  |  |  | Name:  Address:  Telephone: |  |
|  |  |  |  |  |  |  | Name:  Address:  Telephone: |  |
|  |  |  |  |  |  |  | Name:  Address:  Telephone: |  |
|  |  |  |  |  |  |  | Name:  Address:  Telephone: |  |

Form 4 : container sheet

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Campagne (cruise) | |  | | N° Conteneur (Container number) |  |
| Appellation du conteneur (name) | |  | | Utilisateur (user) |  |
| Propriétaire (owner) | |  | | Positionner les ouvertures (portes, trappes, prises, vannes) avec des N°  Show the doors, windows, traps, openings, connectors on the sketch with number | |
| Dimensions | | Fluides (fluids) | | Exemple (example) :  2  4  3  3  2  5  1  6  5 | |
| Poids (weight) (Kg) |  | Eau douce (fresh water) |  |
| Longueur (length) (m) |  | Eau de mer (sea water) |  |
| Largeur (width) (m) |  | Air comprimé (compress. air) |  |
| Hauteur (high) (m) |  | Gaz spéciaux (special gaz) |  |
| 8' |  | Radio Isotop. |  |
| 8'6" |  | Volume (m3) |  |
| Valeur (value) |  | Net |  |
| Type (Model) | | Electricité (electricity) | |
| 10' |  | Mono |  |
| 20' |  | Tri |  |
| 40' |  | 220 V |  |
| 45' |  | 380 V |  |
| Dry |  | Other V |  |
| Open top |  | 50 Hz |  |
| Reefer |  |  |  |
| Isotherm |  | Other |  |
| Labo |  | Total |  |
| Flat |  | Power (W) |  |
| Bolster |  | Fuse (A) |  |
| Autre (Other) |  |  | |