

Meeting Notes

Project 4038: Floating Bridge for the IoW

Location: Mainstay Marine Solutions Ltd, Pembroke Dock

Date: 13th October 2016

Present

Sean Newton (SN)	Commercial Services Manager	Isle of Wight Council
Stewart Woodward	Operator IoW Floating Bridge	Isle of Wight
Bob Chaplin	Manager IoW Floating Bridge	Isle of Wight
Tim Light (TL)	Managing Director	King Harry Ferry
John Waters (JW)	Engineering Manager	BCTQ
Stewart Graves (SG)	Managing Director	Mainstay Marine Solutions Ltd
Kevin Lewis (KL)	Operations Director	Mainstay Marine Solutions Ltd
Mel Lewis (ML)	Technical Director	Mainstay Marine Solutions Ltd
Vaughan Griffiths	Operations Manager	Mainstay Marine Solutions Ltd
Meurig Jenkins (MJ)	Financial Director	Mainstay Marine Solutions Ltd
Pol van Steelant (PvS)	Project Manager	Mainstay Marine Solutions Ltd

MMSL Mainstay Marine

IOW IOW team of representatives

MCA Maritime & Coastguard Agency

Agenda

- Walkabout
- Project Plan Overview – Discussion
- Minutes last meeting – Outstanding actions
- New Items
- AOB
- Parallel sessions with technical / design team

1. Project Plan Overview

The discussion about the project plan and realistic timescales at this stage in the process have led to the following agreed outcome:

- The date at which the FB will be ready for towage at the latest is now 21st February.
- A list of outstanding technical issues (MMSL/BCTQ) with (high) risk will be generated and used for milestone purposes.
- Milestones for Oct/Nov/Dec/Jan will be rewritten with detailed spec of progress on the FB. They will be signed off within MMSL by design, production and project management. A completion of the training package will be part of the milestones.

2. Minutes last meeting – update/outstanding actions

Contractual:

The milestone for end of September was signed off for [REDACTED] as not everything was completed. Milestones for the rest of the project will be rewritten (see Project Plan Overview)



Technical:

- MCA

There was another visit (Rob Cotter) from the MCA, with also a visit from the ship surveyor for the FB.

Action: Continue communication with MCA as is.

- Ticketing requirements / Telemetry

AIS will be incorporated.

Action: To generate the VO for the ticketing requirements, CCTV and telemetry

Date: End October

By: MMSL (ML)

- Barrier and/or traffic light control

MMSL has received the information and will submit a VO

Action: Generate a VO

Date: End October

By: MMSL

- Towage

Potential to dock at Cowes being explored.

Action: To look at possibilities to dock at Cowes.

Date: By next meeting

By: IoW

- Dock trials

We have a requirement for Chains (info sent), chainwheel segments (only segments for one wheel received), 16 guide wheels.

Action: Send chain(as specified), 4 segments, 16 guide wheels

Date: Before 25th November

By: IoW

- Project Risks – Risk register

The risk register needs to be updated following the changes in plan and risk mitigation.

Action: Update of Risk Register

Date: End of October

By: MMSL, IoW, BCTQ



- Paint colour scheme

The paint colour scheme has been submitted. Painting preparation and painting will start on Wedn 19th October for 3.5 weeks.

Colouring of panels – MMSL

Action: No action required.

- Air outlet / stacks – flush ?

A decision was taken in the meeting to remove, chop the additional height of the air/vent outlets and make it flush with the southside.

Action: No further action required(it's already done !)



New Issues:

- There is a problem with getting to the chainwheels for replacement/maintenance. They are too far down.

Action: Propose technical solution

Date: 31st October

By: MMSL, BCTQ

- The calculations for the ramps have not been signed off yet. This needs to be done asap in order to proceed with ordering and construction, and to follow the newly agreed timeline.

Action: Submit calculations for sign-off to BCTQ

Date: Asap

By: MMSL

- Suggestion to put the joystick on the chair (crew)

Action: Advise / propose technical solution

Date: 31st October

By: MMSL, BCTQ

- Door pilothouse will open outwards – decision taken at meeting
- Details of the type of connection for fuel filling to be submitted to IoW

Date: 31st October

By: MMSL

