

Meeting Notes

Project 4038: Floating Bridge for the IoW

Location: Mainstay Marine Solutions Ltd, Pembroke Dock

Date: 24th May 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
John Waters (JW)	Technical Consultant	Burness Corlett Three Quays
Tim Light (TL)	Managing Director	King Henry Ferry
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

- Health & Safety
- Workshop 8 Walkabout
- Project Plan Overview
- Minutes last meeting – Outstanding actions
- New Issues
- Marketing of IoW FB at Seawork Exhibition
- AOB

1. Project Plan Overview:

The project is on track at present.

Action: Weekly Gantt chart update

Date: ongoing

By: MMSL

Present Gantt chart added to the presentation slides



2. Minutes last meeting – update/outstanding actions

Contractual:

- Payments and Milestones

The VO for the milestone end of April was agreed and subsequent payment made. The milestone for end of May was reached with reference to construction, but the agreement on having signed off the drawings was not reached and therefore a retainer of [REDACTED] was held back until the following table sign-off is completed (projected for mid June):

Drawing No	Drawing Title	Latest Issue	Status	Date	BCTQ Issue	BCTQ Status	Mid June Ready
4038-0301-01	MACHINERY ARRANGEMENT		In Work				14-Jun
4038-0601-01	MAIN CHAIN WHEEL ARRANGEMENT		In Work				14-Jun
4038-0601-02	GUIDE WHEEL AND CHEEK PLATE ARRANGEMENT						14-Jun
4038-1102-01	HATCH AND DOOR ARRANGEMENT		In Work				14-Jun
4038-1103-01	WINDOW ARRANGEMENT		In Work				14-Jun
4038-1303-01	MECHANICAL VENTILATION ARRANGEMENT						14-Jun
4038-1402-01	AC ARRANGEMENT					Top level only	14-Jun
4038-1402-02	AC BOARDS					Top level only	14-Jun
4038-1403-01	DC ARRANGEMENT					Top level only	14-Jun
4038-1403-02	DC BOARDS					Top level only	14-Jun

Note that the Milestone for June also includes the stability book approval from the MCA (see further action)

- GA and interaction MMSL – BCTQ

The instalment of a daily phone conference has helped the project move forward quickly and focused. We need to keep this up as and when needed.

Action: Phone conferences

Date: Ongoing

By: BCTQ, MMSL

Technical:

- Stability book

The stability book has been submitted to the MCA. We need to follow up closely on the progress of the MCA to make sure we have a clear (positive) statement by the end of June in order to take out the “building at risk”.

Action: Follow up / co-ordinate

Date: 30 June

By: MMSL / Tim Light

- Electrical / Hydraulic proposal

The proposal has been accepted by IoW and BCTQ and is being incorporated into the design.

No further action needed.

- Wheels delivery

The segments of one wheel have been delivered to MMSL, however, drawing and actual drilling do not match.

Action: Correct

Date: 14 June

By: MMSL / IoW (Nick Symes)

- AIS
Approved.

No further action needed

- CCTV plan

A proposal for the CCTV line-up was submitted by MMSL. Discussions ongoing

Action: Discussions ongoing

By: MMSL, IoW, BCTQ

- Cardless ticketing

Action: Discussion ongoing

By: MMSL, MIET, IoW

- Pilothouse:

Discussion of the different aspects of the Pilothouse and the console arrangement was held with Bob and Stewart and has resulted in a list of points to be addressed.

Pilothouse arrangement:

Gate lock across bottom of steps

Railing to extend beyond WH steps to keep passengers away

WH ventilation for summer months

Console arrangement:

Move wiper controls closer to helm position

Add control of Deck Lights

Move Emergency Stop button above hydraulic panel

Move light switches overhead

Prioritize prow visibility

Horn control in close proximity to helm

USB sockets for charging phones etc.

PA System moved overhead

Action: As per above

Date: 30th June

By: MMSL, BCTQ, IoW

- Posters advertising / Layout

Three alternatives will be developed and submitted to the client for decision/approval.

Action: Submission of proposal

Date: 30th June

By: MMSL

- Housing for defibrillator

An additional requirement to house a defibrillator on board.

Action: Discussion ongoing

Date: 30th June

By: MMSL, BCTQ

- Surveyor from BCTQ will visit the yard once or twice a week, to be confirmed.

Action: To introduce surveyor and submit visiting schedule

Date: Beginning of June

By: BCTQ



3. New issues:

- Is there a need for the provision of anchors ?

The client has decided there is no need for this.

Action: Create a VO to remove the need as stipulated in the ITT

Date: End of June

By: MMSL

- Complexity of the steering hydraulics

There were discussions around the steering hydraulics, specifically about the ability to stop one wheel. This will require brakes to be fitted with individual control. All requirements will need to be checked against the spec.

Action: "If we make it difficult, they'll break it !" Keep this in mind whilst designing the system.

By: All

- Seawork International – Southampton

We discussed the presence of MMSL at the exhibition, and the use of the FB project for marketing.

Action: Co-ordinate between IoW and MMSL ref. info to make sure we are on the same line.

Date: 13th June

By: MMSL, IoW

Next Steering Committee Meeting: Wednesday 6th July 2016