Meeting Notes

Project 4038: Floating Bridge for the IoW

Location: Mainstay Marine Solutions Ltd, Pembroke Dock

Date: 24th May 2016

Present

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Company/Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sean Newton (SN)</td>
<td>Commercial Services Manager</td>
<td>Isle of Wight Council</td>
</tr>
<tr>
<td>Stewart Woodward</td>
<td>Operator IoW Floating Bridge</td>
<td>Isle of Wight</td>
</tr>
<tr>
<td>Bob Chaplin</td>
<td>Manager IoW Floating Bridge</td>
<td>Isle of Wight</td>
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<tr>
<td>John Waters (JW)</td>
<td>Technical Consultant</td>
<td>Burness Corlett Three Quays</td>
</tr>
<tr>
<td>Tim Light (TL)</td>
<td>Managing Director</td>
<td>King Henry Ferry</td>
</tr>
<tr>
<td>Stewart Graves (SG)</td>
<td>Managing Director</td>
<td>Mainstay Marine Solutions Ltd</td>
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<tr>
<td>Kevin Lewis (KL)</td>
<td>Operations Director</td>
<td>Mainstay Marine Solutions Ltd</td>
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<tr>
<td>Mel Lewis (ML)</td>
<td>Technical Director</td>
<td>Mainstay Marine Solutions Ltd</td>
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<tr>
<td>Vaughan Griffiths</td>
<td>Operations Manager</td>
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<tr>
<td>Meurig Jenkins (MJ)</td>
<td>Financial Director</td>
<td>Mainstay Marine Solutions Ltd</td>
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<tr>
<td>Pol van Steelant (PvS)</td>
<td>Project Manager</td>
<td>Mainstay Marine Solutions Ltd</td>
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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 [amount] was held back until the following table sign-off is completed (projected for mid June):

<table>
<thead>
<tr>
<th>Drawing No</th>
<th>Drawing Title</th>
<th>Latest Issue</th>
<th>Status</th>
<th>Date</th>
<th>BCTQ Issue</th>
<th>BCTQ Status</th>
<th>Mid June Ready</th>
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<tr>
<td>4038-0901-01</td>
<td>MACHINERY ARRANGEMENT</td>
<td>In Work</td>
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<td></td>
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<td>14-Jun</td>
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<tr>
<td>4038-0903-02</td>
<td>GUIDE WHEEL AND CHEEK PLATE</td>
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<td></td>
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<td>HATCH AND DOOR ARRANGEMENT</td>
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<td></td>
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<td>4038-1103-01</td>
<td>WINDOW ARRANGEMENT</td>
<td>In Work</td>
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<td></td>
<td></td>
<td></td>
<td>14-Jun</td>
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<tr>
<td>4038-1303-02</td>
<td>MECHANICAL VENTILATION ARRANGEMENT</td>
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<td></td>
<td>14-Jun</td>
</tr>
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<td>AC ARRANGEMENT</td>
<td>Top level only</td>
<td></td>
<td></td>
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<td>18-Jun</td>
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<tr>
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<td>AC BOARDS</td>
<td>Top level only</td>
<td></td>
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<td>Top level only</td>
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<td>18-Jun</td>
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<tr>
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<td>Top level only</td>
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<td></td>
<td></td>
<td></td>
<td>18-Jun</td>
</tr>
</tbody>
</table>

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 defribilator

An additional requirement to house a defribilator 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