

# GOMO Appendix 1-B

## Document Stewardship, Management & Hierarchy of Authority

**GOMO Appendix 1-B**  
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**Revision History**

<b>Revision Number</b>	<b>Date</b>	<b>Section</b>	<b>Changes</b>
1	Aug 2025	All	Merger of contents of original Appendix 1-C + Appendix 1-D; retitled as Appendix 1-B
			Various updates to reflect document management processes
1.1	May 2026	1 and 2.1	ISOA added

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# GOMO Appendix 1-B Document Stewardship, Management & Hierarchy of Authority

## 1 Organogram

The organogram for the “stewardship”, management and revision arrangements of this document is shown below.

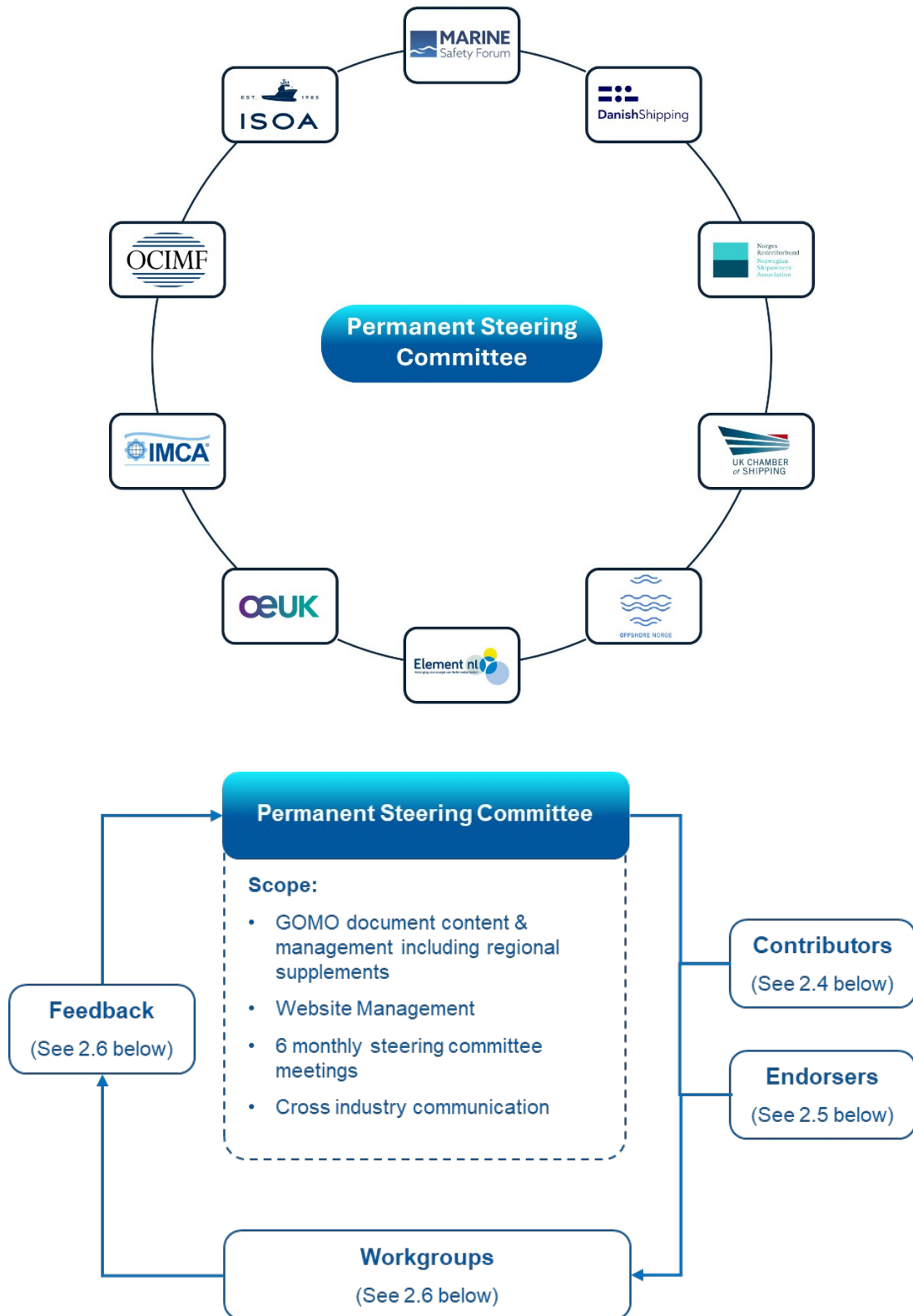


Figure 1-B-1 “GOMO” - “Stewardship” & Revision Process

**UNCONTROLLED WHEN PRINTED**

## **2 Parties Involved in the Management of this Document**

### **2.1 Document Stewards & Sponsors**

The “stewards” and sponsors (listed below) of this document will be required to provide the resources, including funding and other support services required for future revisions.

1. Danish Shipping
2. Element NL
3. IMCA
4. Marine Safety Forum
5. Norges Rederiforbund (Norwegian Shipowners’ Association)
6. OCIMF
7. OEUK
8. Offshore Norge
9. UK Chamber of Shipping
10. International Support Vessel Owners Association

Costs associated with the overall management of the document and associated website will be managed through the Marine Safety Forum and split equally between all parties listed above on an annual basis. These costs also include the provision of Secretariat services and approved expenses.

### **2.2 Permanent Steering Committee**

The steering committee will be a permanent establishment which will assess requirements for future revisions of the document and management of the associated website.

Each sponsor may appoint one member of the committee, subject to a quorum of not less than five persons.

Appointed members are expected to follow the key expectations detailed below and to commit to a minimum term of 2 years on the steering committee:

Key Expectations:

- **Active Participation:** Members should attend meetings (or arrange a deputy where possible) prepared, contribute meaningfully to discussions, and actively participate in decision-making processes.
- **Collaboration:** Work effectively with other steering committee members and stakeholders to foster a collaborative environment.
- **Commitment & Time:** Be able to dedicate the necessary time and resources to adequately support the objectives and requirements of the steering committee.
- **Industry Advocate:** Act as an advocate for GOMO and its objective of improving safety in offshore marine operations.
- **Open Communication:** Maintain open and transparent communication with the steering committee and other stakeholders.
- **Preparedness:** Come to meetings prepared, having reviewed the agenda and relevant materials.
- **Stay Informed:** Keep abreast of steering committee activity and relevant industry news + trends.
- **Seek Clarification:** Don't hesitate to ask questions to ensure understanding of issues and agenda items.

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### **Document Stewardship, Management & Hierarchy of Authority**

The members of the steering committee will appoint the Chair, who will normally serve for a period of 3 years. On appointment, the Chair will take contact with all of the document sponsors and discuss their particular concerns or expectations for the next 3 years.

Any extension or renewal of the appointed Chair beyond the 3-year period must be discussed and voted on by the steering committee.

Appointments are to be based on a member's function within his or her present organisation. Should this change continuing participation in the steering committee should be re-assessed.

The steering committee will convene at a minimum of every six months, the dates and venues to be mutually agreed.

### **2.3 Document Revision**

Since its original introduction the document has been split into individual chapters and appendices to allow for a more agile revision and update process.

The requirement for revisions / assessments will be discussed at the planned 6 monthly steering committee meetings and will normally take into account the following:

1. Period of time since last revision
2. Outcomes or implications of any major incidents.
3. Outcomes or implications of any major changes in technology or operational practices.
4. Outcomes or implications of any major changes in legislation.
5. Feedback received from subscribers and users of the document.

### **2.4 Contributors**

Contributors to this document are anticipated to include those trade associations or organisations having a particular interest in operations in support of the wider offshore energy sector.

They may where relevant be invited to participate in workgroups where their area of expertise is relevant to the content under revision and considered by the steering committee as adding value to the revision and overall publication.

### **2.5 Endorsers**

Endorsers of this document are anticipated to include contributors as described above and also relevant government agencies or other trade organisations.

Where appropriate, endorsers may be invited to give permission for their logo to appear on the document.

### **2.6 Workgroups**

The requirement for one or more workgroups to review or develop guidance relating to any matter of particular concern will be identified by the steering committee.

The terms of reference and objectives for each workgroup will be developed by the steering committee.

Each workgroup will normally be led by a nominated member of the steering committee, who may co-opt any other external expertise considered necessary to deliver the objectives as described above. Persons participating in reviews and workgroups must have relevant experience and competence in the subject matter being discussed. It will be the workgroup leader's responsibility to ensure that this knowledge base is appropriate.

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The group leader will be responsible for keeping the steering committee apprised of progress or of any problems encountered which may adversely impact on the delivery of the group's objectives. A draft revision of the output from the workgroup must be circulated to the wider GOMO steering committee for final comment prior to finalising and publication. On the delivery of its objectives to the satisfaction of the steering committee the workgroup will disband.

### 3 Hierarchy of Authority

The hierarchy of authority of this document in the overall maritime environment is summarised in the diagram below:

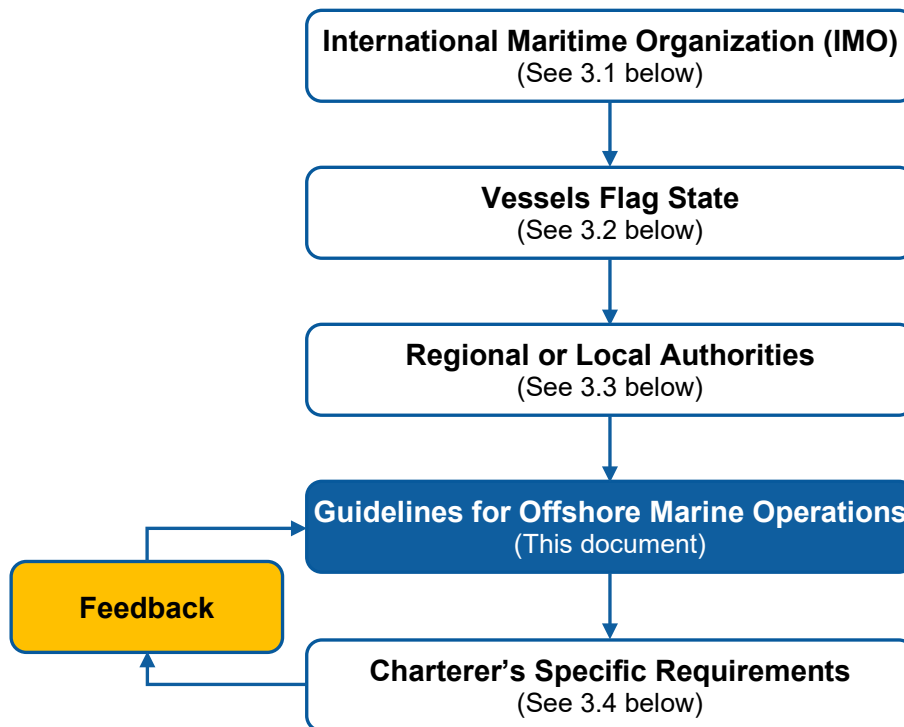


Figure 1-B-2 GOMO Hierarchy of Authorities

#### 3.1 International Maritime Organization (IMO)

This is the United Nations body supported by all major maritime nations and responsible for international marine legislation which is then ratified by and included in the statute books of member countries.

Such legislation is supported by 4 primary "pillars", as follows:

1. International Convention for the Safety of Life at Sea (SOLAS)
2. International Convention for the Prevention of Pollution from Ships (MARPOL)
3. International Convention on Standards of Training, Certification and Watchkeeping for Seafarers (STCW)
4. Maritime Labour Convention (MLC)

Subsidiary legislation flows from each of the "pillars" referred to above.

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### **3.2 Flag State**

In addition to international regulations flowing from the IMO as described above the state where the vessel is registered may have further, supplementary rules.

These are likely to include those developed by Classification Societies acting on behalf of the flag state.

### **3.3 Regional or Local Authorities**

Compliance with legislation originating from IMO or the flag state is mandatory wherever the vessel is operating geographically.

However, the authorities responsible for marine activities in its present trading area may have further local requirements relating to, for example, such matters as environmental measures, etc.

It is the responsibility of vessel Owners and Masters to ensure that all the above requirements are understood and complied with at all times.

This document has been prepared on the understanding that this is indeed the case.

### **3.4 Charterer's Specific Requirements**

Each charterer may have specific requirements, both relating to general marine activities or of a more particular nature should a vessel be taken on hire for any specialised operation.

Such requirements may be summarised in the charterer's marine operations manual or in any relevant project-specific procedures

It is the responsibility of the charterer to ensure that Owners and Masters are made aware of any such specific requirements.