

QUEEN ANNE: REQUESTS FOR VISITS TO FINCANTIERI SHIPYARD

Policy and Procedure Document

Approved By	Approval Date	Version	Status
Queen Anne Programme Delivery Group (APDG)	09 May 2023	1.0	Issued

Purpose:

The purpose of this policy and procedure is to enable effective coordination of CUK staff visits to the Fincantieri shipyard and to ensure that visits are clearly linked to business reasons.

Background

Over the remaining duration of the Queen Anne build timeline, there will be increasing numbers of CUK staff or contractors visiting the shipyard for a range of business reasons. During this period, the ship is in effect a building site and is considered a hazardous environment. All visitors to the shipyard are required to familiarise themselves with the Fincantieri visitor policy and safety procedures. While there are no other safety requirements for visiting the Site Office at the shipyard, all visitors require a qualified escort from the Site Office to board the ship or to undertake a ship walk.

This policy and procedure supports the CUK Newbuild and the Cunard Site Office team with the management of visits, and the logistics thereof, and provides an outline of the process for requesting visits to the shipyard. The following benefits are expected by consistently applying this policy and procedure:

- Visibility of business reasons for CUK visitors to the yard – enables travel decisions to be made based on business justification, best use of budgets and prioritisation of visits (to manage numbers)
- Oversight of discussions taking place at the shipyard – enables Newbuild to support or provide appropriate guidance to these discussions, where appropriate, to ensure consistency of communication with shipyard personnel or Site Office teams
- Coordination of travel plans – enables efficiencies in travel costs through the sharing of transfers between the airport and the shipyard
- Visibility of the likely numbers of people requiring onsite support – assists the Site Office Manager and other Site Office team members to manage expectations and plan access to the shipyard and the ship
- Clarity of roles and responsibilities for arranging and funding the travel to the shipyard.

Scope:

This policy applies to all business functions within Carnival UK that have a clear and compelling business requirement to visit the Fincantieri shipyard.

Note: Newbuild Team members are not required to seek prior approval for travel to the shipyard but are required to inform the Site Office Manager of their visit details using the visit request form

Policy:

1. All requests for visits to the shipyard are to follow the procedure and process outlined in this document.
2. Visits that have a direct impact on the provision of critical systems or services for sea trials will be prioritised over other reasons for visiting the shipyard.
3. There should be a clear business need and justification for the visit – at this stage of the ship build, familiarisation or general interest would not be considered a sufficient reason to visit the shipyard.

4. Requestors should seek to align their visit with others to reduce overall travel costs. For example, requestors should look to link in with planned trips by Newbuild team members. Requestors should also seek to share transfers to and from the shipyard to reduce overall travel costs.
5. Where possible, all requests to visit the shipyard must be made at least two (2) weeks before the proposed date of the visit.
6. Travel costs are to be covered by the requestor's department; unless the cost can be capitalised* and therefore charged to the Queen Anne Project. The requestor is responsible for seeking approvals within their respective departments for the travel costs.
** If the requestor currently submits a timesheet to the Newbuild Team on a monthly basis then the travel costs can be capitalised and charged to the project*
7. The requestor is responsible for making their travel arrangements via their departmental travel bookers.
8. All visitors are to be accompanied on ship walks by Site Office or CUK staff who are qualified and authorised to conduct visits to the ship. This will be individuals who hold a permanent yard badge and have completed and passed the Fincantieri safety induction. Only a small number of Site Office / CUK staff have this, therefore it is important to ensure that the Site Office has confirmed availability of suitable individuals to accompany the anticipated ship walk.
9. Visitors are advised to avoid driving to the shipyard as on-site car parking availability is very limited. Requests for parking spaces may not always be met even if visit approval is granted. Please liaise with the Site Office for confirmation nearer the date of your planned visit.
10. Visitors are to wear appropriate PPE when attending the ship. Hard hats, protective glasses and a limited amount of safety shoes are available for loan from the Site Office; please indicate requirements in the visitor request form to enable Site Office planning.

Procedure for requesting a shipyard visit:

1. Requestor gains approval from departmental Senior Leaders (VP or Senior Director) prior to submitting the request.
Note: If the requestor operates at Senior Leader level or above, prior approval is not required. A request visit form will still need to be completed
2. Requestor completes and submits the form in Appendix 1 by email to Efisio Piras (Site Office Manager) and copying Peter Cima (Queen Anne Shipbuild Manager, Newbuild).
3. The Site Office Manager reviews the application for completeness, checks that there are qualified staff available to escort the visitors on ship walks, and identifies any planned trips by Newbuild team members for travel alignment opportunities.
4. Once these checks are completed, the Site Office Manager will seek confirmation from the Queen Anne Shipbuild Manager that the visits meet the business criteria.
5. The Site Office Manager contacts the requestor to confirm the outcome of the request:
 - a. Approved to proceed as noted in the form, or
 - b. Rejected due to insufficient business justification, or
 - c. Options for alternative visit dates for capacity and / or cost savings reasons.
6. For 5(a) and on agreement of options for 5(c), the Site Office Manager will then add the requested visit to the Site Office diary and coordinates access passes with Fincantieri.
7. The requestor contacts their respective departmental Corporate Travel Bookers to organise and book flights, transfers and hotels as required, ensuring that any travel alignment information is conveyed to their Corporate Travel Booker as agreed with the Site Office Manager.

Note: The Fleet People Operations team are responsible for the travel of all crew who are on the Queen Anne Build-up Plan.

Appendix 1: Shipyard Visit Request Form

Please send (i) completed forms, AND (ii) a photograph or scanned copy of visitor's passport, as email attachments to efisio.piras@carnivalukgroup.com and CC peter.cima@carnivalshipbuilding.com



QA - shipyard visit
request form (21 Apr)

Please ensure that you have sought and gained the appropriate Senior Leader (VP or Senior Director) approval before submitting this form.

If you are intending to access the yard by rental car, a copy of the rental car agreement is to be submitted to the Site Office Manager at the earliest opportunity, including details of the vehicle registration number.

Please avoid driving to the shipyard as on-site car parking availability is very limited

For personal cars, the attached must be completed and submitted to the Site Office Manager as soon as you have the details of the vehicle, including copies of the vehicle registration (front and back) and car insurance certificates.



Modulo3_RichiestaA English translation
ccessoVeicoloEN.pdf of form for car acces: