



SEV CRITICAL SPARES RISK ASSESSMENT PROCEDURE

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PURPOSE

This procedure establishes the process for conducting critical equipment spare parts risk assessments on Security Escort Vessels (SEVs) operating under Seagull Maritime management. It ensures that vessel readiness is formally assessed, spares shortfalls are identified before deployment, and operational risk is scored and documented in a consistent, auditable manner.

SCOPE

This procedure applies to all time-chartered SEVs operating under Seagull Maritime in the West Africa (Gulf of Guinea) region. It covers the assessment of critical mechanical, electrical, navigation, communications, security, and safety equipment and their associated spare parts. It applies to Operations Managers, the Group Compliance Director, vessel Masters, Chief Engineers, and Ship Security Officers.

DEFINITIONS

SEV

Security Escort Vessel – a vessel chartered to provide armed or unarmed escort and protection services to client vessels or offshore installations.

Critical Spare

Any spare part or consumable whose absence could result in equipment failure leading to degraded operational capability, mission failure, or a threat to the safety of personnel or the vessel.

ROB (Remaining on Board)

The quantity of a spare part or consumable currently held in the vessel's inventory, as confirmed by the Chief Engineer or responsible officer.

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Risk Rating

The product of Likelihood (1-5) multiplied by Consequence (1-5), producing a score between 1 and 25.

NIL Stock

A spare part line where the quantity remaining on board is zero, indicating a critical gap requiring immediate procurement action.

PROCEDURE

Obtaining the Vessel Inventory

The WAF Operations Team or designated coordinator must obtain a current Critical Equipment Parts Inventory from the vessel provider or vessel Master before any risk assessment is initiated. The inventory must be dated, signed by the Chief Engineer and Master, and must include: part name and part number where available, quantity remaining on board (ROB), items currently in use, and any remarks on condition.

If the inventory is older than 90 days, a fresh inventory must be requested before proceeding.

Identifying Critical Systems

The assessor must categorise vessel equipment into the following system groups as a minimum: Propulsion (main engines, fuel systems, steering gear), Gearbox and emergency steering, Generators and alternators, Electrical systems (batteries, breakers, chargers, relays, fuses), Air conditioning, Navigation (radar, GPS/ECDIS, AIS, night vision, navigation lights), Communications (VHF, SATCOM, internal comms), Security equipment (weapon mounts, optics, non-lethal devices), and Safety equipment (fire pumps, extinguishers, medical kits, fire detection).

Additional categories may be added based on vessel type, operational theatre, or client requirements.

Conducting the Risk Assessment

For each system category, the assessor must identify the equipment item, describe a realistic failure scenario, and assess the operational or security impact of that failure occurring without adequate spares onboard.

Each risk item is scored using a 5×5 Likelihood × Consequence matrix. Likelihood considers the probability of the failure occurring during a typical deployment cycle. Consequence considers the operational impact, ranging from minor inconvenience (1) through reduced capability (2), mission degradation (3), mission failure (4), to loss of life or vessel (5).

The Risk Rating is calculated as Likelihood multiplied by Consequence. Risk Levels are assigned as follows: Low (1-6) – acceptable, monitor through routine inspection; Medium (8-12) – tolerable with controls, ensure spares maintained; High (15-25) – unacceptable, vessel must not deploy until resolved.

Mapping Spares to Risk Items

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For each scored risk item, the assessor must list the specific spare parts that serve as the primary control against that failure. The required quantity must be specified based on manufacturer recommendations, operational experience, and deployment duration. The actual quantity on board (ROB) must be recorded from the vessel inventory.

Where the ROB shows NIL or a quantity below the required minimum, this must be flagged as a spares shortfall requiring procurement action before deployment.

Assigning Responsibility and Inspection Frequency

Each risk item must have a named responsible officer (Chief Engineer, Electrician, Master, SSO, or Operations Manager) and a defined inspection or test frequency (weekly, monthly, quarterly, before deployment, after use, or annual). These fields ensure accountability and prevent spares degradation through neglect.

Reviewing Results and Escalation

On completion of the risk assessment, the assessor must review the Risk Dashboard for overall risk profile. Any item scored as High must be escalated to the WAF Operations Director and Group Compliance Director before the vessel deploys on task. The vessel must not be released for operations if any High-rated risk item has a NIL stock status against its required spares.

The completed risk assessment must be filed in the vessel's due diligence folder and referenced in the vessel's operational readiness documentation.

Recording and Filing

The completed risk assessment workbook must be saved using the naming convention: SM-SEC-RA-SEV-[Vessel Code]-[Ref Number] – e.g., SM-SEC-RA-SEV-MED4-001. The workbook must be filed in the relevant due diligence folder for the vessel and operating region. A copy must be retained in the Seagull Maritime Group Compliance folder for audit purposes.

ROLES AND RESPONSIBILITIES

Group Compliance Director

Owns this procedure. Responsible for ensuring the risk assessment methodology is applied consistently, the risk assessment template is maintained, and completed assessments meet the required standard for client due diligence and ISO audit purposes.

WAF Operations Director / WAF Operations Manager

Responsible for initiating the risk assessment process when a new vessel is chartered or an existing vessel inventory is updated. Must ensure assessments are completed before the vessel deploys on a client contract. Approves vessel operational readiness based on assessment outcomes.

Chief Engineer

Provides the Critical Equipment Parts Inventory. Responsible for the accuracy of ROB figures. Conducts routine inspections of engineering and electrical spares. Reports shortfalls to the Operations Manager immediately.

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Master

Overall responsibility for vessel safety. Must confirm that critical spares are accessible and that the crew are aware of equipment limitations where spares are at minimum levels.

Ship Security Officer (SSO)

Responsible for security equipment spares (weapon mounts, optics, non-lethal devices). Must verify security equipment readiness before each deployment.

RELATED DOCUMENTS

SM/SEC/PRO/004 SEV Approval Procedure
SM/SEC/PRO/005 Supplier Approval – Security Escort Vessel Providers
SM/SEC/FORM/001 SEV Checklist
SM/INT/POL/007 Risk Management Policy
SM/HSE/POL/001 Occupational Health and Safety Policy
SM/QMS/POL/001 Quality Policy
SM/HSE/PRO/001 Hazard Identification and Risk Assessment Procedure

REVIEW

This procedure must be reviewed annually by the Group Compliance Director. Additional reviews must be triggered by any of the following: a change in the risk assessment template structure or methodology, a significant equipment failure incident on any managed vessel, a change in client due diligence requirements, audit findings from ISO certification bodies or client audits, or a change in operating region that introduces new equipment requirements.

Individual vessel risk assessments must be reviewed quarterly during normal operations, after any equipment failure incident, before deployment on a new client contract, and whenever the vessel inventory report is updated by the Chief Engineer.