

The logo for SIGTTO, consisting of the word "SIGTTO" in white, serif, uppercase letters inside a dark blue rectangular box with thin gold horizontal lines above and below the text.

SIGTTO

process

A horizontal orange band with the text "How We Work" in a dark blue, serif font, centered within the band.

How We Work



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Glossary of Terms and Abbreviations

CCC	Carriage of Cargoes and Containers
EC	Environmental Committee
GHG	Greenhouse Gas
GPC	General Purposes Committee
HTW	Human Element, Training and Watchkeeping
ICS	International Chamber of Shipping
IEC	International Electrotechnical Commission
IGC Code	International Code for the Construction and Equipment of Ships Carrying Liquefied Gases in Bulk
IHS	Information Handling Services
III	Implementation of IMO Instruments
IMO	International Maritime Organization
ISO	International Organization for Standardization
LPG	Liquefied Petroleum Gas
MARPOL	International Convention for the Prevention of Pollution from Ships
MEPC	Maritime Environment Protection Committee
MSC	Maritime Safety Committee
NCSR	Navigation, Communications and Search and Rescue
NFPA	National Fire Protection Association
NGO	Non-Governmental Organisation
OCIMF	Oil Companies International Marine Forum
PIANC	Permanent International Association of Navigation Congresses
PPR	Pollution Prevention and Response
SDC	Ship Design and Construction
SGMF	Society for Gas as a Marine Fuel
SOLAS	International Convention for the Safety of Life at Sea
SSE	Ship Systems and Equipment
STCW	International Convention on Standards of Training, Certification and Watchkeeping for Seafarers
USCG	United States Coast Guard
WG	Working Group

1 Introduction

The purpose of this guide is to improve cooperation between the SIGTTO Secretariat, its members and the wider industry. By providing clarity on what we do, and how we do it, we hope to encourage more effective collaboration.

This guide is available on the SIGTTO website and will be updated regularly. SIGTTO members are encouraged to read this guide and provide feedback to the Secretariat.



2 Guiding Philosophy

The purpose of SIGTTO is detailed in our byelaws, which are available on the SIGTTO website.¹ The following points are worth noting:

- SIGTTO's principal role is to advocate measures to enhance the safety and reliability of shipping and terminal operations, and to support the protection of the environment. SIGTTO represents the interests of its members at the International Maritime Organization in matters related to environment protection and safe operations for gas tankers, ships that carry gas as a cargo and marine terminals.
- SIGTTO is prohibited from any activity which is in contravention of the laws of Bermuda or England or the laws applicable to any Member.
- SIGTTO should refrain from collecting any commercial data and refrain from any activity that may be construed as representing the commercial interest of any or all of its members.

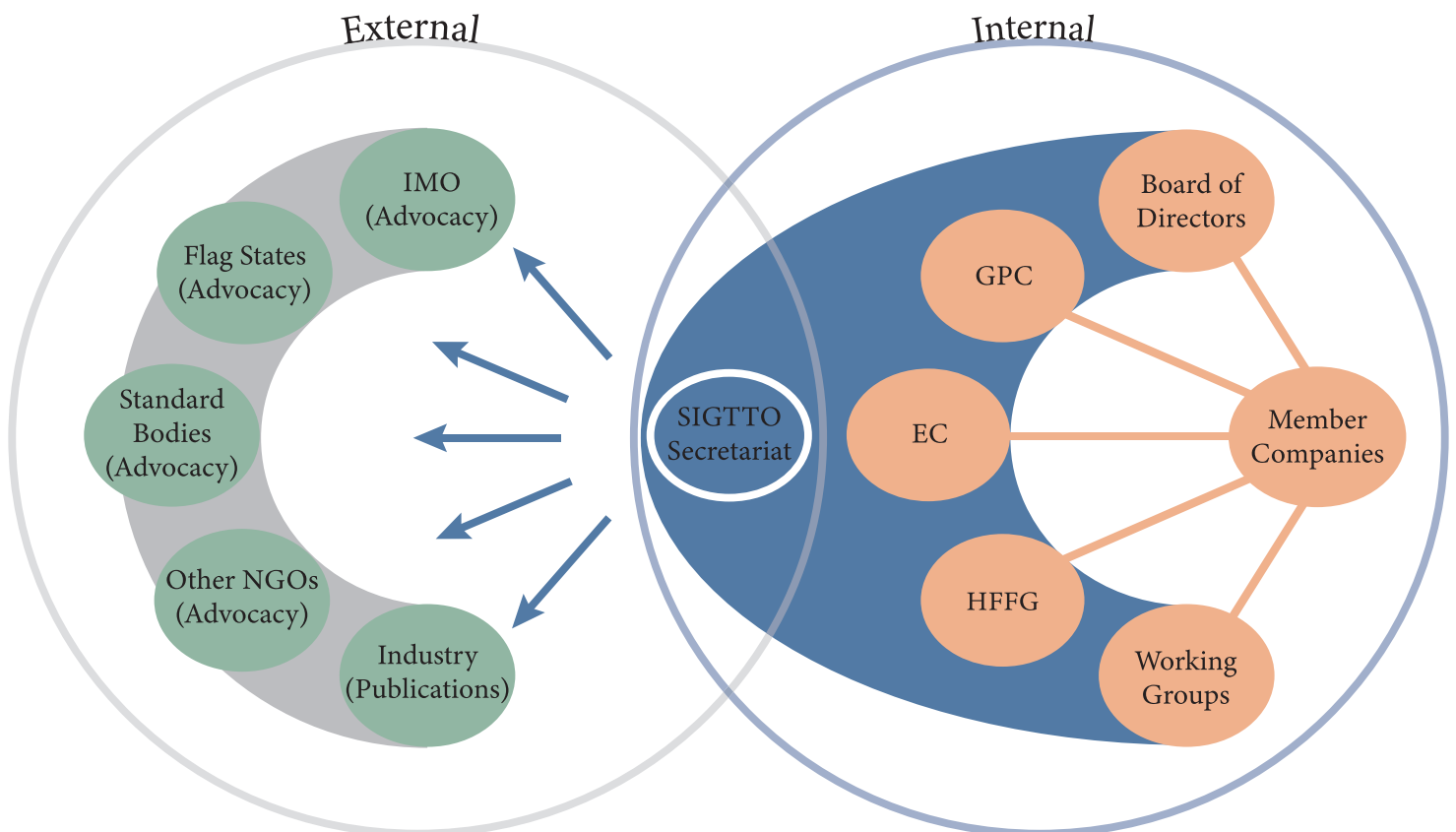


¹ www.sigtto.org/about-us/bye-laws

3 Remit

SIGTTO's remit is gas carriers, other ships carrying gas as a cargo and associated terminals, including floating terminals. This includes all gas carriers that are covered under the IGC Code² and all the cargo types covered in IGC Code Chapter 19. SIGTTO's remit also extends to newer cargoes, such as hydrogen.

When a gas is used as a fuel on a gas carrier, then this falls under SIGTTO's remit. When a gas is used as a fuel on a non-gas carrier, then this falls under Society for Gas as a Marine Fuel's (SGMF's) remit. For avoidance of doubt, SIGTTO's remit covers all technologies used for gas carrier propulsion, including hydrogen fuel cells and the use of LPG and ammonia as a fuel.

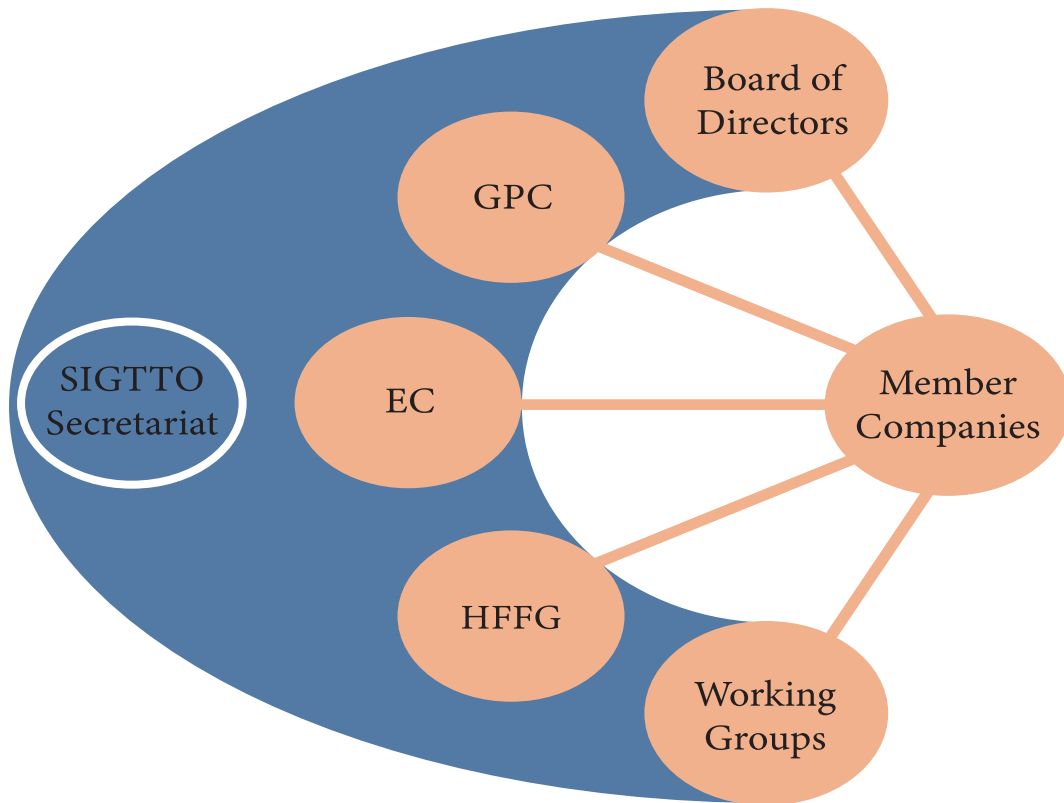


SIGTTO also works with industry partners on topics that are not specific to gas carriers alone, such as harbour design, maritime security, mooring, lifeboats and marine loading arms.

2 IMO - International Code for the Construction and Equipment of Ships Carrying Liquefied Gases in Bulk

4 Structure

SIGTTO is an organisation, registered in Bermuda, that is made up of many parts and the day-to-day operations are run by the Secretariat. The Secretariat is based at the SIGTTO London liaison office and all SIGTTO employees³ work there.



The permanent parts that make up SIGTTO include the:

- Board of Directors
- General Purposes Committee (GPC)
- Environmental Committee (EC)
- Human Factors Focus Group
- Secretariat.

The Board of Directors⁴ meet in May and twice in November every year and are responsible for the governance, finances, policies and strategy of SIGTTO.

³ www.sigtto.org/about-us/secretariat

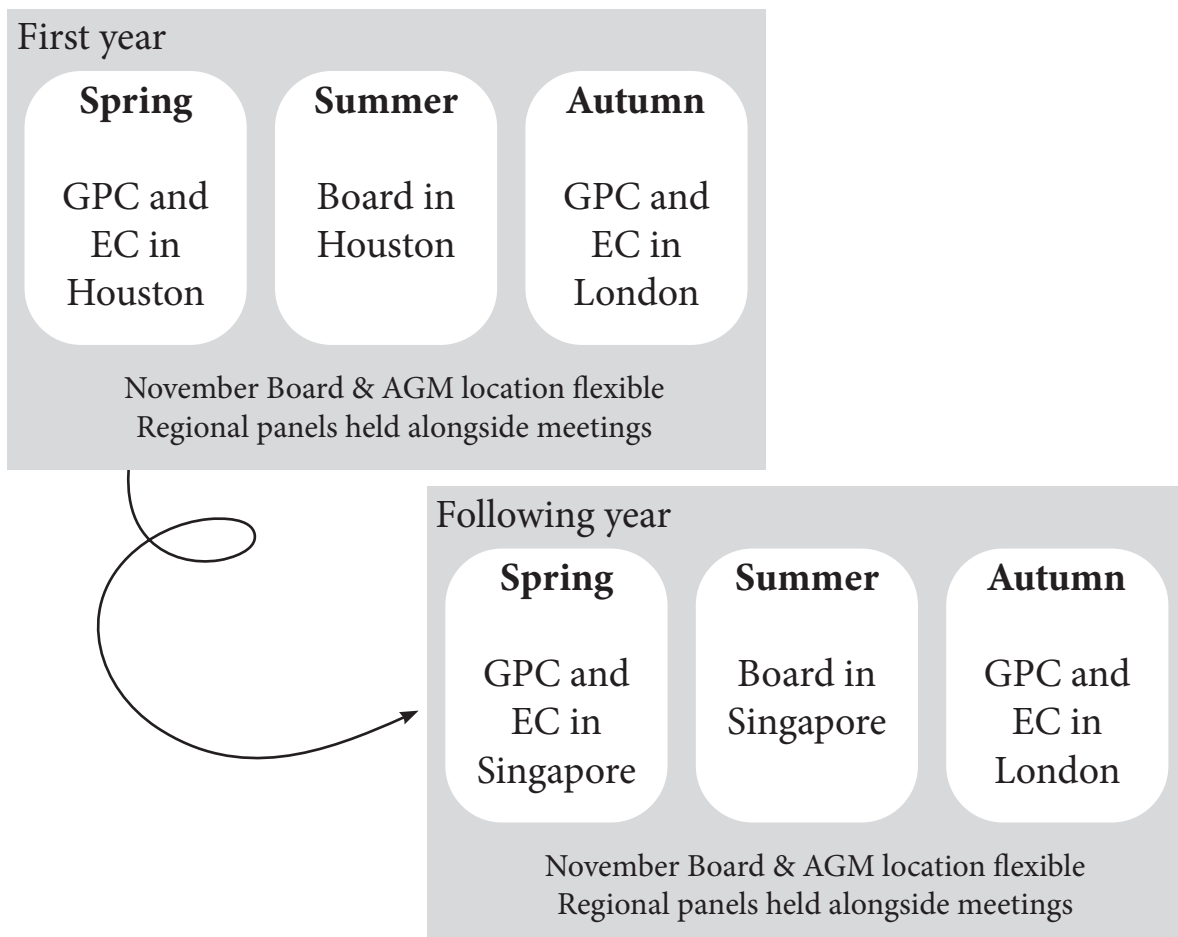
⁴ www.sigtto.org/board

The GPC is the principal technical decision-making body of the Society and is made up of 35 representatives from member companies. This committee decides SIGTTO's position on safety issues and directs the Secretariat to form working groups or prepare submissions to the International Maritime Organization (IMO).

The EC develops sustainable measures and initiatives for reducing the environmental impact of liquefied gas shipping and is made up of 16 representatives from member companies. This committee decides SIGTTO's position on environmental issues and directs the Secretariat to form working groups and prepare submissions to the IMO.

The Human Factors Focus Group is a specialist group that considers human factors issues in liquefied gas shipping related to safety and the environment. It is made up of 12 representatives and addresses issues identified by the GPC and EC. It meets once a year in London and holds virtual meetings as necessary.

The Secretariat organises all SIGTTO meetings and prepares the documentation in consultation with the respective Chair. To aid the accessibility of meetings, the location of the Board, GPC, EC and regional panel meetings rotates between key hubs. The autumn GPC and EC meetings are held in London, while the spring GPC, EC and summer Board meeting rotate between Houston and Singapore.



Regional panels are held to address local issues and allow members in the region to participate directly in the Society’s proceedings. These panels are planned to coincide with the GPC and EC to ensure best use is made of time and travel. Safety presentations are held in the morning and environmental presentations are held in the afternoon. Both sessions hold a closing discussion after the presentations.

More information on how the Secretariat, committees and focus group operate is provided in the next section.

5 Framing and Resolving Issues

One of the Secretariat's key tasks is to gather information from the industry and present it to the Board and committee meetings. As these meetings are primarily for decision-making, the Secretariat frames the issue beforehand and provides supporting information in writing.

To improve efficiency, issues are analysed and written summaries are provided, along with options for possible solutions. This information is submitted a minimum of one month before any meeting. This allows the information to be translated where required, considered carefully and for a suitable decision to be made. The meeting structure is not suitable for discussion of an issue without supporting documents in writing.

SIGTTO members and the wider industry are welcome to contact the Secretariat for assistance with framing an issue. The first test would be to check that it falls under SIGTTO's remit and that it complies with the byelaws. Safety concerns and issues related to incidents or major accident near misses are relevant, as are issues relating to environmental protection and operational efficiency.

SIGTTO greatly benefits from the participation of member companies and the wider industry, so this type of communication is welcome and strongly encouraged. SIGTTO members are requested to communicate via their Chief representative, committee or focus group member.



6 Incidents

SIGTTO is in a unique position to process incident information as the Society can make changes to industry guidance and regulations. The Society can also share lessons learnt from incidents and inform the industry on human factors considerations. This is an important function as it works to ensure safety gaps in the industry are addressed.

A list of known incidents is maintained by the Secretariat and reporting of incidents by the industry is encouraged. The Secretariat also maintains access to the IHS Sea-web™ Casualties Database.⁵ All members and the wider industry are welcome to submit incidents to the Secretariat that are within our remit. Where detailed reports cannot be shared, we encourage the sharing of safety gaps that have been identified.

If detailed incident reports are available in the public domain, the Secretariat ensures that they are shared with the committees and relevant working groups for review. In cases where incident reports are confidential, a difference can still be made by just communicating the safety gaps identified to the committees, focus group and working groups. Ensuring that lessons learnt from incidents are used to improve industry best practice and regulations is an effective way to ensure continuous improvement in safety.

5 maritime.ihs.com/EntitlementPortal/Home/Information/Sea-web_Casualty



7 Technical Enquiries

The Secretariat receives queries from the industry for technical advice and clarification of SIGTTO's position on safety and environmental issues. The advice provided is typically based on technical reference to publications within the framework of SIGTTO's byelaws. The advice is based on information contained in:

- SIGTTO publications
- IMO publications and local requirements, such as United States Coast Guard (USCG) and the EU
- Industry best practice from organisations such as Oil Companies International Marine Forum (OCIMF), International Chamber of Shipping (ICS), Permanent International Association of Navigation Congresses (PIANC), etc
- Standards from organisations such as International Organization for Standardization (ISO), International Electrotechnical Commission (IEC), National Fire Protection Association (NFPA), etc

Advice is only provided to assist with the risk holder's decision-making process and SIGTTO does not take any liability.

8 SIGTTO Publications

SIGTTO's primary approach to achieve its objectives is publishing industry guidance. These publications are intended to be used in addition to regulations and standards and help to provide guidance on what the industry collectively considers to be good design and operational practice.

Publications that are related to strategy, process, purpose and general communication with the industry are written by the Secretariat and approved by the CEO.

SIGTTO technical publications are typically intended to address a safety, environmental or efficiency issue. These publications are typically produced by working groups (WGs) that are set up by the Secretariat on the instruction of the committees or focus group. If the issue is a simple one, then a publication or circular may be written by the Secretariat and submitted to the relevant committee for approval.



All SIGTTO publications are created using a structured process with a written terms of reference that is approved by the committee or focus group and the CEO before any work can start. All publications are subject to a five-year review cycle where the committee or focus group decides if the publication should be revised, withdrawn or reaffirmed. Minor errors or changes are noted in an errata sheet that is available on the SIGTTO website.

WGs consist of individuals from member companies that participate in the production of a publication. The work of the Society is primarily achieved by the effort of member companies that contribute time and effort to improve safety, environmental protection and efficiency in the industry.

WGs also benefit from the participation of other industry members, such as system designers, equipment manufacturers and specialist consultants. These organisations contribute valuable information on the latest techniques and advanced information in the industry. The participation of these organisations is valuable to the quality of work that SIGTTO produces.

WGs are typically set up to complete a task in 24 months. They are made up of people with relevant subject matter knowledge and the main task is to discuss and analyse technical information. This consensus driven approach is designed to produce the best possible recommendations for the industry.

The publication is then edited for clarity and consistency and put through a publishing and legal review process. The completed final draft is submitted to the relevant committee or focus group and the CEO for final approval before publishing. The recommendations in the publication only become the official position of the Society after this approval process is complete.



9 International Maritime Organization

The IMO is a United Nations specialised agency with 174 member states and has 50 conventions and protocols. Key conventions are Safety of Life at Sea (SOLAS), Prevention of Pollution from Ships (MARPOL) and Standards of Training, Certification and Watchkeeping for Seafarers (STCW). SIGTTO participates in the areas that are relevant to its remit on gas carriers.

SIGTTO has been a consultative member, as a non-governmental organisation (NGO), at the IMO since 1983. Unlike the member states, consultative members have no voting powers and cannot draw up or block policy. SIGTTO can, however, comment on matters, within our remit, that member states propose. The Secretariat requires clear direction from the membership before commenting at the IMO.

The IMO has two main technical committees: the Maritime Safety Committee (MSC) and the Maritime Environment Protection Committee (MEPC). The Secretariat is actively involved in the MSC and MEPC and participates in discussions as directed by the GPC and EC. The Secretariat also participates in the following Sub-committees at the direction of the GPC and EC:

- Sub-Committee on Human Element, Training and Watchkeeping (HTW)
- Sub-Committee on Implementation of IMO Instruments (III)
- Sub-Committee on Navigation, Communications and Search and Rescue (NCSR)
- Sub-Committee on Pollution Prevention and Response (PPR)
- Sub-Committee on Ship Design and Construction (SDC)
- Sub-Committee on Ship Systems and Equipment (SSE)
- Sub-Committee on Carriage of Cargoes and Containers (CCC).

SIGTTO's activities at the IMO are aligned with our byelaws and are primarily focused on improving safety, protecting the environment and improving efficiency.

SIGTTO at MSC

A significant part of the Secretariat's activities at MSC, and in detail at CCC, are centred around the IGC Code. There is a constant stream of proposed clarifications and amendments to the Code and the Secretariat tries to assist by being the focal point for the start of the discussions.

The Secretariat advises the GPC and EC on any issues identified and seeks approval in principle for all submissions to the IMO. The IGC Code is an issue that is actively worked on by the Secretariat to ensure that it is relevant and accurate for the benefit of the industry.

SIGTTO at MEPC

SIGTTO's main focus has traditionally been on addressing safety issues through MSC with an overview of environmental regulation from a safety perspective through MEPC. With the current focus on greenhouse gas (GHG) emissions, SIGTTO's participation in MEPC is now a broader and more significant activity.

In line with SIGTTO's byelaws and the wishes of its members, SIGTTO recognises and fully supports the IMO's efforts on climate change. The Secretariat is directed by the EC to support the development of measures to achieve the targets set out in the Initial IMO Strategy for GHG Emissions Reductions from International Shipping.⁶

6 www.imo.org/en/MediaCentre/PressBriefings/Pages/06GHGinitialstrategy.aspx

ABOUT SIGTTO

SIGTTO is a non-profit making organisation dedicated to protect and promote the mutual interests of its members in matters related to the safe and reliable operation of gas tankers and terminals within a sound environment. The Society was founded in 1979 and was granted consultative status at the International Maritime Organization in November 1983.

The Society of International Gas
Tanker and Terminal Operators

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