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| **Surveyor Name (printed)** | | **Date (DD-MON-YYYY)** |
|  | |  |
| **Vessel Name:** |  | |

**TDI-Brooks Informal Survey and Coaching Evaluation**

This survey is designed to review very specific items on our vessels to ensure our crews understand and are following our Safety Management System and to provide coaching opportunities in areas found lacking. As part of our continual improvement process, this document will be given to an individual going to the vessel to act as surveyor with 2 to 3 sections checked for review. The surveyor will inspect or review the section or item numbers identified below with the vessel crew and coach them on any areas needing improvement. After reviewing the completed survey with the crew, both the surveyor and captain will sign. The surveyor will send a pdf copy of the completed report to the[**DPA@tdi-bi.com**](mailto:DPA@tdi-bi.com) for review and identification of trends.

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|  | Section 1: Records | | |
| Yes / No | 1. | Is there a completed vessel orientation for each person currently aboard? | SOP-GEN-006B  SOP-GEN-006C |
| Yes / No | 2. | If contractors are present, was a contractor safety review meeting held and signed by all? | SOP-GEN-2014C |
| Yes / No | 4. | Is oil and record book up to date, in the correct format and signed by the Master if indicated? | SOP-GEN-007E |
| Yes / No | 5. | Review the last several safety cards with the Master. Have all items been addressed? If not, what is the plan to close them? | Core Safety Training |
| Enter comments or general observations: | | | |

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|  | Section 2: Postings | | |
| Yes / No | 1. | Are all postings in English? (OK to have additional languages, but English is required) | Ch 1 Sec 4 |
| Yes / No | 2. | Find three postings from the SMM. Compare revision #s to controlled copy of SMM. Are posted copies current? | Controlled SMM on board |
| Yes / No | 3. | Is the current year’s Lifting Gear Color chart posted on the deck and near the lifting gear? | TDI Forms page |
| Yes / No | 4. | With the exception of main entrance exit on main deck, are watertight doors closed when underway? | USCG best practice |
| Yes / No | 5. | Do sight glass valves have signage stating “Keep Sight Glass Valves closed unless taking readings”? And are they closed? | Chief Eng’s Handover |
| Yes / No | 6. | Are Master’s standing orders signed by current captain and bridge crew? | Master’s Handover |
| Yes / No | 7. | Are Chief Engineer’s standing orders signed by current CE and Eng. crew? | Chief Eng’s Handover |
| Enter comments for any item marked “No” or general observations: | | | |

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|  | Section 3: Equipment | | |
| Yes / No | 1. | Grinders: Inspect grinders. Do they all have guards? If any do not, are they tagged out? | SOP-GEN-011C |
| Yes / No | 2. | Handrails, stairs and ladders; Walk the exterior of boat with the captain. Are all handrails, stairs and fixed ladders in good condition? (Painted, not excessively corroded or wasted.) | Quarterly Mtc. Inspection |
| Yes / No | 3. | Lighting: Walk the entire boat with the captain. Is there sufficient lighting in all work areas to easily see what you are doing/ working on? If not, are flashlights/ headlamps available for working in those areas? Sufficient lighting for working on the back deck at night? | Quarterly Mtc. Inspection |
| Yes / No | 4. | Power Tools: Are electrical cords in good condition? (not frayed, cut, spliced) | SOP-GEN-011C |
| Enter comments for any item marked “No” or general observations: | | | |

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|  | Section 4: Cranes & Winches | | |
| Yes / No | 1. | Is Crane/ Winch Pre-Use inspection book up to date? | SOP-GEN-013A Sec 6 |
| Yes / No | 2. | Is there evidence the crane/ winch was used without being inspected or by an unqualified person? | SOP-GEN-007X Sec 7 |
| Yes / No | 3. | Are winch/ crane controls clearly labeled? | Pre-Use Inspection |
| Yes / No | 4. | Is pre-start checklist posted near controls? | Best Practice |
| Yes / No | 5. | Is there an emergency shutdown button clearly labeled or procedure posted near controls? | Best Practice |
| Yes / No | 6. | Is plasma rope covered if not in use? | NS5 job |
| Yes / No | 7. | Are ladder, steps and guardrails in good condition? Painted and not excessively wasted. | Pre-Use Inspection |
| Enter comments for any item marked “No” or general observations: | | | |

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|  | Section 5: NS5- Review with Chief Engineer | | |
| Yes / No | 1. | Are there more than 50 open work items? | SOP-GEN-007E |
| Yes / No | 2. | Are there more than 10 overdue items? (pinkies) | NS5 |
| Yes / No | 3. | Open three overdue items. Are there notes to indicate the current status and plan for repair? | SOP-GEN-007E |
| Yes / No | 4. | Are NAJs and SRs noted with next steps or a work plan by Charlie, Port Engineer? | NS5 |
| Enter comments or general observations: | | | |

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|  | Section 6:  PPE- Ask various engineers, oilers and ABs the following: | | |
| Yes / No | 1. | Is there enough PPE for their work? | Ch 7 Sec 16 |
| Yes / No | 2. | Is PPE maintained in good condition? | Ch 7 Sec 16 |
| Yes / No | 3. | Any user issues- like face shield or ear muffs won’t work with hardhat, glasses fogging up during use or gloves not appropriate for the task? (If yes, describe in notes below.) | User’s experience |
| Yes / No | 4. | Do they know where the PPE matrix is posted without looking for it? | Vessel Orientation |
| Yes / No | 5. | Have them select a task from the PPE matrix and tell you what PPE is required without looking at the matrix? | Vessel Orientation |
| Yes / No | 6. | Can they show you at least two working fall protection harnesses? | SOP-GEN-007U |
| Yes / No | 7. | Observe them at work. Are they wearing correct PPE for the task? | JSA or PPE Matrix |
| Yes / No | 8. | Inflatable life vests- if the vessel has these on board, inspect the CO2 cartridges. Are they excessively corroded? Can you read the manufacture date? Are there spares to replace them? | Party Chief’s responsibility |
| Enter comments or general observations: | | | |

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|  | Section 7: HazCom, GHS and Safety Data Sheets (SDS) –  ask various crew the following: | | |
| Yes / No | 1. | Can they show you the location of the SDS binders on the vessel? | SOP-GEN-013B |
| Yes / No | 2. | Can they find a chemical list in the front the main SDS binder? | SOP-GEN-013B |
| Yes / No | 3. | Can they locate the TDI HazCom policy? (SMM, SDS binder or on the ship pages?) | SOP-GEN-013B |
| Yes / No | 4. | Name one chemical they work with often. Can they find the SDS for it? | SOP-GEN-013B |
| Yes / No | 5. | Is OSPHO stored separately from paints and epoxies? | Per SDS |
| Yes / No | 6. | Are respirators and cartridges stored separately from paint locker? |  |
| Yes / No | 7. | Are unlabeled chemicals turned in to the First Mate for storage and proper disposal? | SOP-GEN-013B |
| Enter comments for any item marked “No” or general observations: | | | |

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|  | Section 8: Inspections/ Sanitation | | |
| Yes / No | 1. | Have bridge crew show you the most recent sanitary inspection in the ship’s log. Was it less than one month ago? (Goal is at least once a month.) | Ch 5 Sec 3.1 |
| Yes / No | 2. | With the Mate, inspect common toilets, showers and sinks. Are they clean and working properly? If not, is there an NS5 work order for repair? | SOP-GEN-2014C |
| Yes / No | 3. | Are common living areas tidy and in good order? | Ch 5 Sec 3.1 |
| Yes / No | 4. | Are the galley and dining room tidy and in good order? | Galley Inspection |
| Yes / No | 5. | Have the cook show you the daily temperature log for the refrigerator and freezer. Is it up to date? Are temperature ranges acceptable?  Refrigerator temperature maintained at or below 40 °F (4 °C)  Freezer temperature maintained at or below 0 °F (-18 °C) | SOP-GEN-2014D |
| Yes / No | 6. | Is all food covered or sealed between mealtimes? | SOP-GEN-2014D |
| Yes / No | 7. | Can you locate any expired sauces on the tables? | Galley Inspection |
| Enter comments or general observations: | | | |

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|  | Section 9: Permits | | |
| Yes / No | 1. | Review three most recent permits with the Master. Are all completely filled out and signed? | SOP-GEN-012B |
| Yes / No | 2. | Was an NS5 work order created for each permit? (Number should be on the permit) | SOP-GEN-012B |
| Yes / No | 3. | Ask the Engineer to show you the lockout/ tagout (Energy Isolation) station. Does he have sufficient locks and tags? | SOP-GEN-007I |
| Yes / No | 4. | If any equipment is tagged out, does it have the proper permit posted nearby? Is the permit completed properly and signed by the Chief Eng.? | SOP-GEN-007I |
| Enter comments for any item marked “No” or general observations: | | | |

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|  | Section 10: Anchoring Equipment | |  |
| Yes / No | 1. | Have Chief Engineer show you the anchor windlasses. Do they appear to be in good condition and well-greased? Note excessive rusting, corrosion or operational deficiencies in the comments section. | SOP-GEN-007E |
| Yes / No | 3. | Ask if windlass brake is operating as it should. |  |
| Yes / No | 4. | I the anchor stowed snug against the vessel? It should not be loose enough to “dangle” or bang against the side. |  |
| Enter comments or general observations: | | |  |

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|  | Section 11: Life Saving Gear | |  |
| Yes / No | 1. | Visually inspect life rafts. Do they appear to be stowed correctly, pelican hooks set and hydrostatic releases not expired? | SOLAS Chapter III |
| Yes / No | 2. | Visually inspect rescue boat with crewman. Does it appear to be in good condition? | SOLAS Chapter III |
| Yes / No | 3. | Have crewman show you last rescue boat inspection in NS5. | SOLAS Chapter III |
| Yes / No | 4. | Have crew show you that EPIRBS are all fully charged. | SOLAS Chapter IV |
| Yes / No | 5. | Check life rings- do they appear in good condition and are they marked clearly with boat name? | SOLAS Chapter III |
| Yes / No | 6. | Inspect 6 or 7 random portable fire extinguishers. Does pressure gauge indicate “green” or charged status? Check the inspection tag- is last inspection no longer than one month ago? | SOLAS Chapter II-2 |
| Enter comments or general observations: | | | |

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|  | Section 12: Lifting Gear | | |
| Yes / No | 1. | Walk the boat with the Master. Have him/ her point out the safe working load markings on all lifting points. Any lift points not labeled with SWL or “NO LIFT”? | SOP-GEN-013A |
| Yes / No | 2. | Have bridge officer on watch show you the certificates for load tests on the vessel. Are they current? | SOP-GEN-013A |
| Yes / No | 3. | Check shackles that are in service or stored on deck. Can you find any NOT painted current year’s color? | SOP-GEN-013A |
| Yes / No | 4. | Inspect slings with crewman. Do any need to be taken out of service? | SOP-GEN-013A |
| Enter comments or general observations: | | | |

Review the results of the survey with the captain before leaving the vessel and sign below. Leave a copy for the captain to review with the crew.

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| Master Printed Name | Master Signature |
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| Surveyor Printed Name | Surveyor Signature |
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