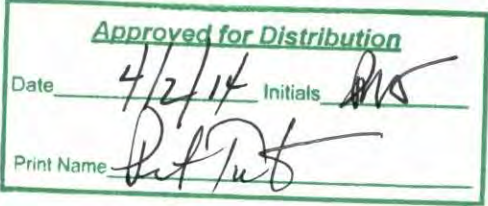
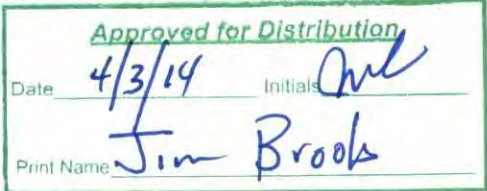


Notice of Change to Controlled Documents #180-~~187~~704 April 2014

186 Summary of Changes

NOC#	Ch., Sec., SOP	Summary	Revision#
180	<i>SS</i> SOP-GEN-007F Sec 4.1	Ship Position Reports required daily	#9
181	<i>SS</i> SOP-GEN-007F Sec 2.0	Responsibility for communications assigned to Director of Information Technology (DIT)	#9
182	<i>SS</i> SOP-GEN-007A Sec 5.4	Ship security plan approved by appropriate Flag State Administration	#11
183	<i>SS</i> SOP-GEN-007A Sec 7.0	Ship voyage plan clarified and Ship Position Report required daily	#11
184	<i>SS</i> SOP-GEN-007A Sec 4.3	STCW Work hours will comply with current requirements	#11
185	<i>SS</i> Ship Position Report (new)	Ship Position Report added to SMM Forms Only page	April 2014
186	<i>SS</i> TDI Voyage Plan	New revision of TDI Voyage Plan updated to SMM Forms Only page	April 2014

11 April 2014 - SS SMM TOC web page updated
11 April 2014 - SS NOC web page updated
11 April 2014 - SS SMM - each section updated
 _____ NOC sent to fleet
 _____ NOC pdf posted on CM

Approvals	Approvals
	

NOC # 180
SOP-GEN-007F Communications
Section 4.1 Ship's Operations

Topic: Ship Position Report required daily.

Revision #	Section(s)
Revision #9	<p>4.1 Ship's Operations <i>Ship Position Report (SPR)</i></p> <p>Whether in transit, in port or during active operations the vessel Master is expected to send a daily report Ship Position Report (SPR) once every 24 hours. The Master or party chief submits the ship's daily report. The party chief will submit the daily report during times of science or technical services operations during a project, and the master will during other times, such as transits between operations. The daily report may shall be transmitted via e-mail or fax to dpa@tdi-bi.com. The master or party chief submits the daily report to the company president, operations manager, port engineer, HSE manager, business manager and administrative assistant. The vessel will submit A copy of the standard SPR form for the fleet can be found on the ship web pages on the SMM Forms Only page. departure and arrival notices will be incorporated into Departure and Arrival Notices are incorporated into the Ship Position Report . appropriate daily report. The following information is included in the reports submitted:</p> <p>Departure Message:</p> <ul style="list-style-type: none"> • Vessel name and time of departure • Location of departure • Fuels received, if any • Fuel on board • Oil received, if any • Oil on board • Personnel on board • Water on board • Projected next port call • Estimated time of travel to destination • Any other issues that the home office needs to be aware of <p>Arrival Message:</p> <ul style="list-style-type: none"> • Vessel name and time of arrival • Location of arrival • Fuel on board • Oil on board • Water on board <p>Daily Reports:</p> <ul style="list-style-type: none"> • Vessel name and date • Position • Course

	<ul style="list-style-type: none"> • Speed • Weather • Sea state • Forecast • Unusual currents • Fuel consumption and fuel on board • Oil consumption and oil on board • Water consumption and water on board • Operational information <p>Additionally, information concerning the vessel such as supplies and equipment requested, personnel travel and issues, or needs for the next port call are also transmitted on an as needed basis.</p>
--	--

NOC # 181
SOP-GEN-007F Communications
Section 2.0 Responsibility

Topic: Responsibility for communications assigned to Director of Information Technology (DIT)

Revision #	Section(s)
Revision #9	<p>2.0 Responsibility</p> <p>TDI-Brooks is responsible for providing all the necessary communications equipment to this the vessels. Communication equipment and protocols are the responsibility of the operations manager Director of Information Technology (DIT). The operations manager DIT shall ensure that the communications equipment is in good order and meets the needs of the vessel, home office, client, and is accessible worldwide. The operations manager DIT will also verify that the equipment meets all applicable U.S. and international regulations.</p> <p>The operations manager, under the directions of the port engineer, will schedule any required license reviews. The operations manager will and coordinate any maintenance and repairs.</p> <p>The operations manager shall ensure that all individuals serving as communication technicians and masters are properly trained in the set-up, use, and basic maintenance of communications equipment.</p> <p>The Master has the immediate responsibility for communication equipment on board the vessel. He will contact either the operations manager or port engineer it@tdi-bi.com should he need support. If e-mail services are down, the Information Technology department can be contacted directly at 979-693-3446. During science or technical operations, the master may also received support from the navigator who serves as a communications technician.</p>

NOC # 182
SOP-GEN-007A Bridge Procedures
Section 5.4 Vessel Security

Topic: Ship security plans approved by appropriate Flag State Administration.

Revision #	Section(s)
Revision #11	<p>5.4 Vessel Security</p> <p>Security has been come become a more rigorous and formalized system with the implementation of the International Ship and Port Facility Security Code (ISPS) and SOLAS Amendments of 2002.</p> <p>This Each vessel has a security plan that has been approved by the US Coast Guard the appropriate Flag State Administration. The Each plan was developed in accordance with the ISPS Code in that a ship security assessment was conducted from which a ships security plan was written and approved. The plan makes for provisions for the three security levels defined in the Code (MARSEC 1, 2, and 3). TDI-Brooks also has designated Company Security Officers and each ship has a designated Ship's Security Officer. The Security Plan also acknowledges the recommended training programs, drills and reporting requirements. Refer to the ship's security plan for details.</p>

NOC # 183
SOP-GEN-007A Bridge Procedures
Section 7.0 Passage (Voyage) Planning

Topic: Voyage plan instructions updated and clarified. Ship Position Reports required daily.

Revision #	Section(s)
Revision #11	<p>7.0 Passage (Voyage) Voyage Planning</p> <p style="padding-left: 40px;">7.1 General</p> <p>Passage Voyage planning is necessary to support the activities of the bridge team and to ensure that the vessel is navigated safely between ports from berth to berth. The passage voyage voyage plan will cover ocean, coastal, and pilotage waters. Circumstances may necessitate the alteration of the passage voyage voyage plan, but alterations should only be done so in a controlled manner and communicated to dpa@tdi-bi.com. the bridge team and home office. The passage voyage voyage plan is a documentation of the voyage that uses all available information from publications, charts and any other local knowledge. The following steps should be considered.</p> <p>...</p>

7.7 At Sea

- With the first 24 hours send a Daily **Ship Position Report** to the home office and within every 24 hours thereafter. with information that includes:
 - Local time, as well as GMT (UCT) offset, and date
 - Position, course and speed
 - Weather
 - Vessel status, particularly anything out of the ordinary
 - Any current operations or work efforts
 - Status of fuel, oil and water
 - Distance travel in the last 24 hours if transiting
 - ETA to next port call
- Within the first 24 hours the general alarm should be sounded **and an Abandon Ship drill held.**

One Long Continuous Ringing of the General Alarm and The first drill will be an Abandon Ship drill, covering the Station Bill, Life Raft Operation/Launching, Life Jackets (donning), how to respond to the general alarm (basic duties), and how to respond should you encounter a fire.
- Drills of a more specific nature shall be conducted weekly after this. **All drills shall be logged in the bridge log book and NS-5. Drill type, frequency and details are included in SOP-GEN-008F.** and include the following:
 - **Fire Drill:** Should be conducted as a simulated fire in a different part of the vessel each time. In this way the testing of fire hoses will be accomplished periodically. SCBA (breathing apparatus) should be donned and checked for pressure and any worn straps or hoses, as well as the condition of the rubber and plastic parts. A simulated galley fire will demonstrate the location and usage of the fire blanket, as well as emergency disconnects to the oven/stoves. An engine room fire should demonstrate and test the usage of emergency shut-down systems as well as actual operation of the ventilation shut-down system to test the serviceability. A simulated electrical fire should demonstrate electrical power cutoffs, as well as specific types of portable fire extinguishers, their locations, and their usage. Emergency medical equipment shall be deployed, or inspected to ensure serviceability.
 - **Man Overboard Drill:** The locations of life rings, strobes, smoke canisters, as well as their usage shall be discussed. The emergency rescue craft will be deployed and a simulated rescue operation will take place. A discussion in which the roll of the various personnel will be take place. **Roles of various personnel will be discussed and will include:** who launches the craft, who mans the craft, who will maintain eye contact with the subject, and who will responsible for bringing first aid to the scene. During recovery operations all rescue craft equipment, as well as the craft itself, shall be inspected using a checklist provided in this manual.
 - **Abandon Ship Drill:** At the sounding of the general alarm the

	<p>engineering staff will deploy to the engine room to go over their check list for securing the engine room. The Master will follow his emergency checklist, and simulated distress calls. All others will deploy to the Muster area immediately. Life jackets will be provided at the scene, and a head count will ensue. Once properly assembled the officer in charge will demonstrate the various methods of deploying the life rafts. Life raft assignments will be discussed and will include: what to bring to the scene, and who is to bring it, who is the designated messenger to the bridge, and what to do in the case of a short fall in the head count. The possibility of a fire dictating the deployment and assignment of life rafts should also be discussed. Considerations and preparedness that reflect the local climate should also be part of the general discussion that follows [thermal protection/sunstroke].</p>
--	---

NOC # 184

SOP-GEN-007A Bridge Procedures

Section 4.3 General Guidelines for Watch Keepers

Topic: STCW rest hours will comply with current requirements.

Revision #	Section(s)
Revision #9	<p>4.3 General Guidelines for Watch Keepers</p> <ul style="list-style-type: none"> • The safety of life and safety of the ship are their priority, followed by pollution prevention. • New personnel assigned watch-keeping duties must receive adequate training and familiarization so that they are fully acquainted with all equipment and procedures. • Watch keepers must acknowledge that they understand the duties and tasks assigned to them. • Watch keepers will have adequate rest periods according to STCW Code. A minimum of 10 hours in a 24 hour period is recommended. • If the rest is taken in two separate periods, one of those periods must be at least 6 hours. A minimum period of 10 hours may be reduced to not less than 6 consecutive hours provided the reduction does not extend beyond two days, and not less than 70 hours rest is provided during each seven-day period. • Watch keepers are not permitted to consume any alcohol 6 hours prior to beginning their watch. • The OOW may be the sole look-out in daylight conditions and if there are no unusual circumstances that may compromise his effectiveness. • The OOW shall be fully qualified in accordance with STCW. • Watch keepers shall be aware of any collision and stranding risks as well as any other dangers to navigation.

NOC # 184
Ship Position Report

Topic: Ship Position Report created and added to SMM Forms Only page

Revision #	Section(s)
April 2014	The Ship Position Report form is on following pages.

NOC # 185
TDI Voyage Plan

Topic: TDI standard Voyage Plan revised

Revision #	Section(s)
April 2014	Revised form is on following pages.



Ship Position Report

Complete and e-mail daily to dpa@tdi-bi.com

Vessel Name	Date/time DD-Month-YYYY: 22:45

Arrival/ Departure Notification (if applicable):

We are departing from	
We are arriving at	

Destination & ETA	
Planned movements for next 24 hrs	

Position	Course & Speed	Wind Speed & Dir.	Sea's Height & Dir.

Forecast	Weather, currents or other unusual conditions

	Start	Received	Consumed	Remaining
fuel				
lube				
hydro				
water				

Please describe any mechanical / technical issues that result in operating at a reduced capacity.

--



Vessel Name:
VOYAGE PLAN

(Rev #3-April 2014)

All planning should be PORT to PORT. Complete and e-mail to dpa@tdi-bi.com

Departure Port : Arrival Port :	Departure Date : Estimated Arrival:																		
Work Area:	Work Activity and Client :																		
MARSEC Level Dep. Port:	MARSEC Level Arrival. Port:																		
Draft on Departure/ Arrival: Fwd: Aft	Navigational equipment in good working order: Radars, Navigational Systems, Depth Sounder, Running Lights, Whistle, etc.																		
Departure Equipment Checklist completed?	Frequencies: VHF Ch 16/09/68																		
Total Nautical Miles: Berth to S/B S/B to S/B S/B to Berth Duration of Voyage - Estimated Voyage transit time:	<u>ON BOARD</u> Fuel: Gals Lube Oil : Gals Water: Gals HYD Oil : Gals																		
<u>ESTIMATED REQUIRED</u> Fuel: Gals Water: Gals Lube Oil : Gals HYD Oil : Gals	<u>ESTIMATED CONSUMED</u> Fuel: Gals Water: Gals Lube Oil : Gals HYD Oil : Gals																		
Initial Charts Used In plan. Berth to Sea Buoy – Departure Sea Buoy to Arrival Sea Buoy - Arrival Sea Buoy to Berth -	Other Publications Used In Plan: Sailing directions: KNav Navigation Systems																		
Flags Required For Destination(s):	Flags Required For Alternates:																		
Weather Information Sources: Sat-C , Navtex, Ocean weather, Email Resource	Additional Safety Information From: Sailing directions																		
Intended Route Waypoints: DO NOT USE OFFSHORE INSTALLATIONS AS WAYPOINTS																			
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">#</th> <th style="text-align: left;">Latitude</th> <th style="text-align: left;">Longitude</th> <th style="text-align: left;">CRS</th> <th style="text-align: left;">DST</th> <th style="text-align: left;">DTG</th> </tr> </thead> <tbody> <tr> <td>[01]</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>[02]</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		#	Latitude	Longitude	CRS	DST	DTG	[01]						[02]					
#	Latitude	Longitude	CRS	DST	DTG														
[01]																			
[02]																			
Additional Route Concerns: <ul style="list-style-type: none"> * Traffic separation schemes, fishing vessels, fishing gear, Oil rigs. * Tide and Current information for departing/ arrival port reviewed (see attached information) * Meteorological conditions and areas of restricted visibility * Security Restricted Areas, Hazardous Areas, and/or Prohibited Zones 																			

Yes/ No	Crew Qualifications and Certificates check list
	Marine crew documents reviewed on the TDI-Brooks Crewing Module?
	Missing certs/ docs (highlighted in red) color scanned as jpg and emailed to meganbrooks@tdi-bi.com AND rogerfav@tdi-bi.com ?
	Statement, "All marine crew have been found qualified and certified prior to departing," added to log book and signed by Master?

ALL PERSONS SAILING:

#	Name	Position	DOB	Nationality	Passport	Expiration
1						
2						
3						
4						
5						
6						
7						
8						
9						
SURVEY PARTY						
10						
11						
12						
13						
14						
15						
16						
17						
ARRIVING PERSONNEL						
18						
19						
20						
21						
22						

DEPARTING PERSONNEL:

#	Name	Position	DOB	Nationality	Passport	Expiration
1						
2						
3						
4						
5						
6						

MASTER'S SIGNATURE: