

Notice of Change to Controlled Documents

#203-206 / 08 Sep 2014

205 Summary of Changes

NOC#	Ch., Sec., SOP	Summary	Rev#
203	Ch 2 Sec 3	Company HSE Policy revised to include all operations- not just during projects	#15
204	SOP-GEN-006B Sec's 1, 4	Crew and Non-crew that will sail on the vessel are required to have refresher orientation if of 2045 ABS CAR T-56	#9
205	SOP-GEN-006C Sec's 1, 4	Crew and Non-crew that will sail on the vessel for over 6 months. have refresher orientation if of 2045	#9
206	Ch 11 Sec 11	Controlled document – SMM- is now paper format.	#11

Part of HSE Campus initiative.

206 → From Billeton audit items 3.7.2 + 3.7.8

↑ already done in rev #10

- _____ SMM web page updated
- _____ NOC web page updated
- 9-24-2014 ~~SS~~ SMM files - each section updated
- _____ NOC sent to fleet
- _____ NOC pdf posted on CM
- _____ Vessel Acks recorded on fleet tracking
- _____ Office Controlled SMM updated

Approvals	Approvals
<div style="border: 1px solid green; padding: 5px; margin: 10px auto; width: 80%;"> <p style="text-align: center; color: green;"><u>Approved for Distribution</u></p> <p>Date <u>9/8/14</u> Initials <u>PT</u></p> <p>Print Name <u>Pete Tatro</u></p> </div>	<div style="border: 1px solid green; padding: 5px; margin: 10px auto; width: 80%;"> <p style="text-align: center; color: green;"><u>Approved for Distribution</u></p> <p>Date <u>9/8/14</u> Initials <u>JG</u></p> <p>Print Name <u>Jan Brooks</u></p> </div>

NOC # 203
Chapter 2 General Company Policies
Section 3.0 Company Health, Safety, and
Environmental Policy (HSE)

Topic: Company HSE Policy revised to include all operations- not just during projects. Redundant statements removed. The comment about commitment to investigating incidents and corrective actions removed. Every audit in the last year has proved otherwise. We are still very weak in this area. Not a good idea to point that out.

Revision #	Section(s)
Revision #15	See statement on following page

TDI-Brooks International's Commitment to the
Health and Safety of Employees and
Protection of the Environment

TDI-Brooks International is committed to providing its employees, contractors, clients, and visitors a safe environment in which to work. It is the goal of TDI-Brooks International to conduct all operations with zero accidents and no harm to personnel or the environment.

TDI-Brooks International is responsible for providing the proper equipment, tools, training, supervision, and policies to meet the Company's commitment to a safe work environment. Every employee is responsible for understanding and practicing appropriate safety procedures for their own protection, as well as others.

TDI-Brooks International maintains a Health, Safety and Environment (HSE) system that includes extensive policies and guidelines based on industry standards. The objectives of the HSE system include: safety and loss prevention; mitigating occupational hazards; training personnel; providing appropriate personal protective equipment (PPE); creating a safe, comfortable working environment; preventing adverse environmental impact.


TDI-Brooks International has a strict "zero tolerance" policy for the possession or use of any controlled substance including alcohol, while aboard their vessels or on their property. The Company has a drug/alcohol-testing program that includes random testing.

We are open to comments and suggestions in order to improve our HSE system, which is designed to be flexible in order to meet the needs of our employees, contractors, and clients.


President


NOC # 204
SOP-GEN-006B New Crew Orientation
Section 1.0 & 4.0 New Crew Member Orientation
Checklist

Topic: Crew and Non-crew that will sail on the vessel are required to have refresher orientation if off the vessel for over 6 months.

Revision #	Section(s)
✓  Revision #9	<p>1.0 Introduction</p> <p>All crewmembers new to a vessel will be shown the vessel layout, including the location and operation of safety equipment, assigned berthing, musters stations, and job-specific duties within 12 hours of reporting to duty or prior to sailing- whichever comes first.</p> <p>This orientation will be documented on the appropriate Vessel Orientation form and kept on the bridge.</p> <p style="text-align: center;">...</p> <p>4.0 Vessel Orientation Checklist</p> <p>Each new crewmember will need to present their credentials to the Master of the vessel to ensure they are qualified for the work to which they have been assigned. to work under their command. Following the acceptance by the master, each Crewmember will need to complete a New Crew Vessel Orientation Check List. This check list can be located in the electronic SMM under the "Forms Only" section. The vessel orientation fulfills a requirement of the Company's Safety Management System. Our SMS represents the commitment TDI-Brooks has made to ensure the health and safety of its employees, contractors, and visitors and that work is conducted in an environmentally sound manner. This manual represents the systematic approach to the safe management and operations of the Company's vessels and pollution prevention. This document is in compliance with the International Safety Management (ISM) Code. It is the responsibility of each crewmember to be familiar with and understand the components of the SMS.</p> <p>Personnel (crew or non-crew) who have been off the vessel for 6 months or more will be required to have a refresher orientation and complete the orientation check list. The Vessel Orientation form is located on the ship web pages on the "TDI Forms/ Permits" page.</p>


NOC # 205
SOP-GEN-006C Vessel Orientation
Section 1.0 & 4.0 Vessel Orientation Checklist

Topic: Crew and Non-crew that will sail on the vessel are required to have refresher orientation if off the vessel for over 6 months.

Revision #	Section(s)
Revision #9 	<p>1.0 Introduction</p> <p>All new non-crew personnel will be shown the vessel layout, including location and operation of safety equipment, location and required use of PPE, assigned berthing, and muster station within 12 hours of their arrival or prior to sailing- whichever comes first.</p> <p>This orientation will be documented on the appropriate Vessel Orientation form and kept on the bridge.</p> <p>...</p> <p>4.0 Vessel Orientation Checklist</p> <p>All personnel sailing aboard this vessel will need to complete a vessel orientation. The vessel orientation check lists are located in the electronic SMM in the "Forms Only" section and fulfill a requirement of the Company's Safety Management System. Our SMS represents the commitment TDI-Brooks has made to ensure the health and safety of its employees, contractors, and visitors and that work is conducted in an environmentally sound manner. This manual represents the systematic approach to the safe management and operations of the Company's vessels and pollution prevention.</p> <p>This document is in compliance with the International Safety Management (ISM) Code.</p> <p>Personnel (crew or non-crew) who have been off the vessel for 6 months or more will be required to have a refresher orientation and complete the orientation check list. The Vessel Orientation form is located on the ship web pages on the "TDI Forms/ Permits" page.</p>

NOC # 206
Chapter 11 Document Control and Distribution
Section 1.0 & 2.0 Responsibility

Topic: Controlled document – SMM- is now paper format.

Revision #	Section(s)
Revision #11 	1.0 Introduction <p>At this time, the only document that is controlled is the TDI-Brooks International's Safety Management Manual (SMM). Controlled documents internally generated by TDI Brooks International are in electronic format. Suggestions, code/rule/regulation changes, audits, incident, accidents and reevaluation of best practices may necessitate the need to revise these this documents more frequently than the scheduled publication dates. Revisions to controlled documents the SMM will be managed through a system of reviews, and approvals. and e-mail notifications. Internally generated documents (IGD) and externally generated documents may be kept as hard copies or in electronic format. At this time, the only IGD that is controlled is the TDI-Brooks International Safety Management Manual.</p>

had already been edited to state paper copy when paper SMM was sent out.
~~Revised~~ text above is from old version