

Notice of Change to Controlled Documents #219-223 / 18 Dec 2014

Summary of Changes

NOC#	Ch., Sec., SOP	Summary	Revision#
219	SOP-GEN-007G Sec 7.0	JSA's for non-permit confined space vs permit confined space clarified	#12
220	SOP-GEN-2014A Sec 5.1	Additional incidents requiring immediate report to Vanuatu (VMB 114)	#2
221	Ch 2 Sec 4.8	Resources for rehabilitation section rewritten as Employee Assistance Program	#16
	Chapter 2 Sec 4.9 (NEW)	Mandatory 60 minute training for supervisors on drug and alcohol abuse	#16
222	SOP-GEN-007E Sec 2.0	Oil Record books to be maintained according to flag state requirements and all receipts for shore side disposal of waste to be kept with ORB.	#7
223	SOP-GEN-008E	Vanuatu Administration emergency contact information added	#13

18 Dec 14 - 58 SMM TOC web page updated
18 Dec 14 - 58 NOC web page updated
18 Dec 14 - 58 SMM files - each section updated
18 Dec 14 - 58 NOC sent to fleet
18 Dec 14 - 58 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;"> <p style="text-align: center; color: green;"><u>Approved for Distribution</u></p> <p>Date <u>12/18/14</u> Initials <u>JEA</u></p> <p>Print Name <u>James Howell</u></p> </div>	<div style="border: 1px solid green; padding: 5px;"> <p style="text-align: center; color: green;"><u>Approved for Distribution</u></p> <p>Date <u>12.18.14</u> Initials <u>JTS</u></p> <p>Print Name <u>Pete Tatro</u></p> </div>
<div style="border: 1px solid green; padding: 5px;"> <p style="text-align: center; color: green;"><u>Approved for Distribution</u></p> <p>Date <u>12/18/14</u> Initials <u>JB</u></p> <p>Print Name <u>Jim Brooks</u></p> </div>	<div style="border: 1px solid green; padding: 5px;"> <p style="text-align: center; color: green;"><u>Approved for Distribution</u></p> <p>Date <u>12/18</u> Initials <u>RRF</u></p> <p>Print Name <u>Roger Foy</u></p> </div>

NOC # 219
SOP-GEN-007G Confined Space Entry
Section 7.0 Procedures

Topic: JSAs for non-permit confined space vs permit confined space clarified.

Revision #	Section(s)
Revision #12	<p data-bbox="467 415 1258 447">4.0 Non-Permit-Required Confined Spaces Register</p> <p data-bbox="467 485 1490 659">The Port Engineer has conducted an evaluation of each TDI vessel and confirmed the following are the non-permit required confined spaces on TDI vessels. While a permit is not required, a hazard analysis in the form of a JSA is required and both the Chief Engineer and bridge Officer of the Watch must be informed.</p> <p data-bbox="467 730 902 762">BROOKS MCCALL- Chain locker</p> <p data-bbox="467 831 1065 863">GEO EXPLORER- Chain locker, Rope locker</p> <p data-bbox="467 913 732 945">GYRE- Chain locker</p> <p data-bbox="467 980 792 1012">PROTEUS- Chain locker</p> <p data-bbox="467 1062 773 1094">RYLAN T- Chain locker</p> <p data-bbox="467 1144 532 1165">• • •</p> <p data-bbox="516 1192 743 1224">7.0 Procedures</p> <p data-bbox="516 1247 1498 1457">Before anyone may enter a permit-required confined space on a TDI-Brooks vessel for any reason, a certified Marine Chemist or equally authorized person must have tested the atmosphere and posted a certificate outside the space stating it is safe for entry. The entrant will inspect the certificate before entering to ensure it is still current and valid.</p> <p data-bbox="516 1482 1498 1654">Before entry into any confined space, a risk assessment will be conducted in the form of a Job Safety Analysis, which is integrated into the permit. Then the confined space permit and must be approved and signed by both Chief Engineer and the bridge Officer of the Watch.</p> <p data-bbox="516 1680 1471 1749">If both employees and contractors will be entering the space, a joint JSA shall be conducted by both parties and signed by all entrants.</p> <p data-bbox="516 1770 1471 1913">Permit Required confined spaces include a risk analysis as a JSA integrated into the permit. Then the confined space permit and must be approved and signed by both Chief Engineer and the bridge Officer of the Watch. <i>Master</i></p> <p data-bbox="516 1934 1482 1965">Non-permit required confined spaces require a risk assessment</p>

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	<p>in the form of a JSA, which will be kept on file on the bridge.</p> <p>If both employees and contractors will be entering the space, both parties shall participate in the JSA and it will signed by all participants.</p>
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... Ellipses indicate unchanged material has been skipped.

NOC # 220

SOP-VAN-2014A Incident Reporting and investigation Section 5.0 Incidents Requiring an Immediate Report

Topic: Two more incident types requiring immediate report to Vanuatu office.

Revision #	Section(s)
Revision #2	<p>5.1 Incidents Requiring an Immediate Report</p> <p>Incidents involving serious injury, potential loss of life, fire or damage to the vessel, significant delays in the project schedule, or requiring immediate assistance from the office or any shore based facility or rescue organization will be reported to management immediately by the most expeditious means and must be followed up by an NS5 generated report as soon as practical to dpa@tdi-bi.com.</p> <p>Any defect affecting the safety or the seaworthiness of a ship must be reported in the first instance to the Vice President – Maritime Safety at 1-212-425-9600, email@vanuatuships.com. If it involves an item subject to a classification society survey, the relevant society must also be contacted. [VMS MB 108]</p> <p>Any inspection by a Port State Control (PSC) must be immediately reported to Vanuatu Port State Control, along with any deficiencies and corrective actions resulting from the PSC inspection, using the Vanuatu “Monitoring and Correction of Deficiencies” reporting form. [VMS MB 114] The form is on the TDI Forms page.</p> <p>If a PSC inspection results in a detention, the inspection form and contact information for the detaining PSC will be included with the report.</p> <p>Incidents that meet the criteria of Vanuatu Maritime Act Chapter 10 Section 97 or Vanuatu Regulations Ch 7 Sec 34 require that the Master file a form D-1 or D-2 report immediately with the Vanuatu Deputy Commissioner of Maritime Affairs in accordance with regulations. A failure to file the report will result in a fine for both the Master and the vessel operator.</p>

NOC # 221
Chapter 2 Safety and Environmental Protection Policy
Section 4.8 Resources for Rehabilitation
Sec 4.9 (NEW) Training Requirements

Topic: Rehabilitation resources section rewritten. Training requirements added.

Revision #	Section(s)
Revision #16	<p>4.8— Resources for Rehabilitation</p> <p>At request of the employee, information on resources may be provided for the recovery of drug and alcohol abuse. Please contact the Quality Management Representative if you are interested in these resources.</p> <p style="text-align: center;">4.8 Employee Assistance Program (EAP)</p> <p>TDI-Brooks offers computer based training for both regular employees and supervisors to provide information on drug use and abuse, the effects of drug and alcohol use on personal health, safety and the work environment and the behavioral indications of use/ abuse.</p> <p>The TDI-Brooks drug and alcohol policy in this document is available to employees in a controlled copy on each vessel and electronically via Internet.</p> <p>Substance abuse hot-line telephone numbers are posted on each vessel.</p> <p style="text-align: center;">4.9 Training Requirements</p> <p>Supervisors receive 60 minutes of training to meet the requirements of 46 CFR Part 16.401(b) on the effects of drugs and alcohol and behavioral clues that may indicate use and abuse.</p>

NOC # 222
SOP-GEN-007E Engineer's / Oiler's Responsibilities
Section 2.0 Responsibilities

Topic: ORB to be kept according to flag state and all shore side disposal receipts to be kept with the ORB.

Revision #	Section(s)
Revision #7	<p>2.0 Responsibilities</p> <p>The Chief Engineer will assign to each member of the engineering department to engineering systems that for which they must perform the required preventative maintenance. The assignment will be by position and not name to accommodate crew changes. Since each vessel has different engineering systems a list must be drawn up for each vessel. A standard list is available for each vessel, however, a particular Chief Engineer may decide to alter responsibility.</p> <p>Engineering staff members shall make use of all equipment manuals, particular information concerning maintenance, any other pertinent documentation as well as corporate knowledge of the equipment.</p> <p>It is imperative that maintenance records be recorded in the appropriate log and the NS-5 system maintenance module.</p> <p>In addition to his regular duties, the Chief Engineer is responsible for:</p> <ul style="list-style-type: none">• ensuring that all maintenance records are recorded in the appropriate log and the NS-5 system maintenance module.• immediately reporting any maintenance issues that could affect the safety of the vessel to the Master• posting his own standing orders signed by himself and current ER staff• contacting the Port Engineer with any questions he may have about equipment or repairs• ensuring Oil Record Books are maintained according to the requirements of the flag state• keeping all receipts and certificates for shore side disposal of dirty ballast, residues, sludge or oily waste with the ORB [VMS MB 104]

NOC # 223
SOP-GEN-008E Emergency Response Plan
Section 9.0 External Agencies

Topic: Vanuatu Administration emergency contact information added.

Revision #	Section(s)
Revision #13	<p>9.0 External Agencies</p> <p>TDI-Brooks maintains contracts with two main external agencies to assist in emergencies.</p> <p>For medical emergencies at sea, refer to the ISOS International contact information listed in SOP-GEN-008B Section 4.6. They can also be found on the ISOS web site at http://www.internationalsos.com/en/emergencies.htm.</p> <p>For emergencies involving US flagged vessels, the US Coast Guard or Meredith Management, refer to the SOPEP or NTVRP plans for their US Coast Guard or Meredith Management contact information. Phone numbers for the 24 Regional Contacts for Emergencies are listed on the Coast Guard web site at http://www.uscg.mil/hq/cg5/cg534/RCC_numbers.asp.</p> <p>For Vanuatu flagged vessels emergencies, contact: Executive Vice President Michael DeCharles 973-956-7850 or 973-981-4643 OR Safety, Security, Quality and Regulatory Compliance Matthew Bonvento 631-626-8462</p>