

# Notice of Change to Controlled Documents #248-251 / 13 May 2015

## Summary of Changes

Revisions managed by: Shannon Smith

**Purpose:** Updates Eng's handover, New Engineer Statement of Understanding, QMI updated

NOC#	Ch., Sec., SOP	Summary	Revision#
248	Engineer's Handover	Eng's handover now includes reference to Engineer's Statement of Understanding (SOU)	May 2015 v. 5
249	Engineer's Statement of Understanding	All Eng's to complete training, read SMM sections and sign the form within 30 days of arrival on the vessel.	May 2015
250	SOP-GEN-007L Sec 5.1	OSHA reporting requirements updated	#14
251	QMI Checklist-summary page added	Updated to include some lift gear and a summary page. Instructions altered- only attach summary to NS5 record	#4 v. 4

<u>Date Completed</u>	<u>Date Completed</u>
<u>5-13-15</u> SMM TOC page updated	<u>                    </u> NOC pdf posted on CM
<u>5-14-15</u> NOC web page updated	<u>                    </u> Vessel acks recorded
<u>5-13-15</u> SMM- each section updated	<u>                    </u> Office controlled SMM updated
<u>5-14-15</u> NOC sent to fleet	

Approvals	Approvals
<div style="border: 1px solid green; padding: 5px; margin: 0 auto; width: 80%;"> <p style="text-align: center; color: green; font-weight: bold;">Approved for Distribution</p> <p>Date <u>5/13/15</u>    Initials <u>PT</u></p> <p>Print Name <u>Pete Tatro</u></p> </div>	<div style="border: 1px solid green; padding: 5px; margin: 0 auto; width: 80%;"> <p style="text-align: center; color: green; font-weight: bold;">Approved for Distribution</p> <p>Date <u>5/13/15</u>    Initials <u>RF</u></p> <p>Print Name <u>ROGER FAY</u></p> </div>
<div style="border: 1px solid green; padding: 5px; margin: 0 auto; width: 80%;"> <p style="text-align: center; color: green; font-weight: bold;">Approved for Distribution</p> <p>Date <u>5/13/15</u>    Initials <u>JMB</u></p> <p>Print Name <u>JAMES M. BROOKS</u></p> </div>	

**NOC # 248**  
**Engineer's Handover**  
**ALL**

**Topic:** Engineer's Handover updated. Now includes section numbers and Engineer's Statement of Understanding.

Revision #	Section(s)
#5	See attached new Engineer's Handover

**NOC # 249**  
**Engineer's Statement of Understanding**

**Topic:** New document created for engineers to read and sign indicating all required training is complete and they will abide by TDI policies and procedures.

Revision #	Section(s)
May 2015	See attached new Engineer's Statement of Understanding (SOU)

**NOC # 250**  
**SOP-GEN-007L Incident Reporting and Investigation (USA)**  
**Sec 5.1 Incidents Requiring and Immediate Report**

**Topic:** OSHA reporting times updated to reflect current regulation.

Revision #	Section(s)
Revision #14	<p><b>29 CFR 1904.39(a)</b>  <b><del>Basic requirement.</del></b> Within eight (8) hours after the death of any employee from a work-related incident or the in-patient hospitalization of three or more employees as a result of a work-related incident, you must orally report the fatality/multiple hospitalization by telephone or in person to the Area Office of the Occupational Safety and Health Administration (OSHA), U.S. Department of Labor, that is nearest to the site of the incident. You may also use the OSHA toll-free central telephone number, 1-800-321-OSHA (1-800-321-6742).</p> <p style="padding-left: 40px;">(a) <i>Basic requirement.</i> (1) Within eight (8) hours after the death of any employee as a result of a work-related incident, you must report the fatality to the Occupational Safety and Health Administration (OSHA), U.S. Department of Labor.</p> <p style="padding-left: 40px;">(2) Within twenty-four (24) hours after the in-patient hospitalization of one or more employees or an employee's</p>

	<p>amputation or an employee's loss of an eye, as a result of a work-related incident, you must report the in-patient hospitalization, amputation, or loss of an eye to OSHA.</p> <p>(3) You must report the fatality, in-patient hospitalization, amputation, or loss of an eye using one of the following methods:</p> <p>(i) By telephone or in person to the OSHA Area Office that is nearest to the site of the incident.</p> <p>(ii) By telephone to the OSHA toll-free central telephone number, 1-800-321-OSHA (1-800-321-6742 ).</p> <p>(iii) By electronic submission using the reporting application located on OSHA's public Web site at <a href="http://www.osha.gov">www.osha.gov</a>.</p>
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## NOC # 251

### Quarterly Maintenance Inspection Checklist

**Topic:** Updated to include some lift gear and a summary page. Instructions altered- only attach summary to NS5 record.

Revision #	Section(s)
Revision #4	See Attached:
April 2015	QMI Checklist- Summary page added with instructions QMI Instructions

## ENGINEERING HANDOVER V.5

*TDI Brooks Research Vessels*

*Circle name of vessel*

Date (DD-MONTH-YYYY)	Brooks McCall	GeoExplorer	Gyre	Proteus
Engineer OFF		Engineer ON		

Scan completed, signed form as **pdf** and **e-mail** to- [dpa@tdi-bi.com](mailto:dpa@tdi-bi.com). Then **put original in Bridge Log**.

The off-signing engineer will go over all items with his relief. The relief engineer will indicate completion of the review and understanding by initialing each section as noted.

### Section 1

relief

initials

1.1	<b>C/E Duties and Responsibilities</b>	I have read, understood and agree to abide by the policies and procedures of TDI-Brooks International as described in the <b>Engineer's Statement of Understanding</b>	
1.2	Machinery Tour Orientation	Point out any equipment that is working at reduced capacity or in need of repair.	
1.3	Responsibilities & Standing Orders	Each CE writes and posts his own and ER staff must sign. <b>See SOP GEN 007 D &amp; E</b>	
1.4	Used Oil, Bilge, OWS, ORB-MARPOL	Pump bilge to Slop tank, Used Oil tank for used oil, Run OWS as often as possible, <b>Simple Green Cleaner for degrease in ER Only. Overboard Discharges – Closed (Locked?)</b>	
1.5	Bunkering – OTP Book, Records, sight glass valves	Vessel Specific Procedures, Diagrams – Use them. DOI, Checklist, Receipts and ORB entries. <b>Sight Glass valves – closed except when reading</b>	
1.6	SMM and Notice of Change	<a href="http://linux.geodatapub.com/shipwebpages/smm%20toc.html">http://linux.geodatapub.com/shipwebpages/smm%20toc.html</a> <b>ship web pages Engineer page at -</b> <a href="http://linux.geodatapub.com/shipwebpages/engineer.html">http://linux.geodatapub.com/shipwebpages/engineer.html</a>	
1.7	NS5 & Engine Room Log	NS5 jobs up to date before new CE arrives. Overdue jobs include notes as to why overdue.	
1.8	Ship Web Page & Crew Module	<a href="http://www.geodatapub.com/tdibisr/index.php">http://www.geodatapub.com/tdibisr/index.php</a> <a href="http://linux.geodatapub.com/shipwebpages/index.html">http://linux.geodatapub.com/shipwebpages/index.html</a>	
1.9	Computer Based Training	Required – Incident Investigation, Energy Isolation (LO/TO), Hearing Conservation, Fall Protection	

1.10	Ordering Spares & Repairs - Email	Document resupply order and receipt in NS5 work order. Complete resupply form from ship web pages SMM forms only page and email to <b>resupply@tdi-bi.com</b>	
1.11	Security Duties - ISPS	Doors, locks, power	
1.12	Manuals/Catalogs <i>location</i>		
1.13	Parts/Spares/Tools <i>location</i>		
1.14	Permit to Work System <b>SOP-GEN-012B</b>	Hot Work <b>SOP-GEN-007J</b> Energy Isolation <b>SOP-GEN-007I</b> Working at Heights <b>SOP-GEN-007U</b>	

**Section 2. Consumables** *relief initials*

	Remaining on Board (gals)	Vessel Capacity (gals)
Fuel		
Lube Oil		
Hydraulic Oil		
Used Oil Tank		
Potable Water		
Other		

**Section 3. EQUIPMENT STATUS** *relief initials*

Stbd Main Engine	Next Service Due	
Port Main Engine	Next Service Due	
Center Main Engine	Next Service Due	
Stbd Generator	Next Service Due	
Port Generator	Next Service Due	

3 <sup>rd</sup> Generator	Next Service Due	
Other	Next Service Due	
Other	Next Service Due	

**Section 4. OTHER MACHINERY** *relief initials*

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**Section 5. PARTS/SUPPLIES ON ORDER** *relief initials*

	Description	Part #	Qty
1			
2			
3			
4			
5			
6			
7			
8			

9			
10			

**Section 6. PARTS/SUPPLIES NEED TO BE ORDERED** *relief initials*

	Description	Part #	Qty
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

**Section 7. OTHER INFORMATION – NEED TO KNOW** *relief initials*

Date \_\_\_\_\_

Signature Departing Chief Engineer \_\_\_\_\_

Signature Relieving Chief Engineer \_\_\_\_\_

Scan completed, signed form as **pdf** and **e-mail** to [dpa@tdi-bi.com](mailto:dpa@tdi-bi.com). Then put original in Bridge Log.



# Engineer

## Statement of Understanding of Responsibilities

Questions about my assignment or upcoming work may be directed to: the hiring supervisor: Peter Hitchcock at [PeterHitchcock@tdi-bi.com](mailto:PeterHitchcock@tdi-bi.com) Office phone 979-693-3446.

General information about TDI-Brooks International and vessel specifications may be found at:

[www.tdi-bi.com/vessels/vessel\\_charters.htm](http://www.tdi-bi.com/vessels/vessel_charters.htm)

Immediately upon joining the vessel, I will review the Engineer's Handover from the departing engineer, initial each section as reviewed and familiarize myself with the vessel.

Within 30 days of joining the vessel, I will review each of the following sections of the TDI-Brooks Safety Management Manual, initial each section as completed and complete the computer based training courses.

In understand that the SMM documents are available to me before deployment at

<http://linux.geodatapub.com/publicweb/client%20smm%20toc.html>

### Chief Engineer's "Need to Know" from the Safety Management Manual (SMM)

Chapter or SOP	Section	Title	Initials
Ch 2	(ALL) 4	General Policies and Drug and Alcohol Policy	
Ch 6	4.4	Duties of the Chief Engineer	
Ch 7	8.0	Chief Engineer's Standing Orders	
	16	Personal Protective Equipment	
Ch 10	ALL	Maintenance of Ships and Equipment	
Ch 14	2	Job Safety Analysis (JSAs)	
	3.1	Stop Work Authority	
SOP-GEN-007D	ALL	Chief Engineer's Standing Orders	
SOP-GEN-007E	ALL	Engineer's/ Oiler's Responsibilities	
SOP-GEN-007G	ALL	Confined Space Entry	
SOP-GEN-007I	ALL	Energy Isolation (Lockout/ Tagout)	
SOP-GEN-007J	ALL	Hot Work	
SOP-GEN-007L	ALL	Incident Reporting and Investigation	
SOP-GEN-007U	ALL	Working at Heights	
SOP-GEN-007X	ALL	Crane and Winch Operations	
SOP-GEN-010A	ALL	Crane, Winch and A-Frame Maintenance	
SOP-GEN-011B	ALL	Electric Safety Program	
SOP-GEN-011C	ALL	Power and Hand Tools	
SOP-GEN-011D	ALL	Compressed Gas Cylinders	
SOP-GEN-012A	ALL	Management of Change	
SOP-GEN-012B	ALL	Permit to Work System	
SOP-GEN-013A	ALL	Lifting Gear	
SOP-GEN-013B	ALL	Hazard Communication	





Date of Joining the Vessel: \_\_\_\_\_

**Computer Based Training to be completed within 30 days of Arrival of Vessel**

Course Name	Completion Date
Accident/ Incident Investigation	
Back Safety	
Bloodborne Pathogens	
Compressed Gas Cylinders	
Conflict Resolution	
<b>**Confined Space Entry</b>	
Drug and Alcohol Prevention: Employees	
Drug and Alcohol Prevention: Managers	
<b>**Fall Protection</b>	
Hand and Power Tool Safety	
Hearing Conservation	
Heat Stress	
Industrial Ergonomics	
Industrial Harassment	
<b>**Lockout Tagout (Energy Isolation)</b>	
Machine Guard Safety	
Sexual Harassment Prevention: Managers	
Welding Safety	
Workplace Stress	

**\*\* Indicates Priority- Do these first.**

**While on board the vessel,** I will regularly review, update and record maintenance of vessel equipment in the NS5 maintenance tracking module. I agree to document any work orders that cannot be completed before the due date with the reason for the delay, including ordering of parts or awaiting technicians. I will document any unplanned maintenance, including dry dock or dockside items, in NS5 as work orders.

**Before departing the vessel,** I agree to complete the Engineer’s Handover and review it with the onboarding Chief Engineer.

**My primary contact for questions about my duties or the equipment is:** the Port Engineer, Charlie Emerson, at [portengineer@tdi-bi.com](mailto:portengineer@tdi-bi.com).

By signing this document, I am confirming that I have read and understand the duties and responsibilities of my position as described in the TDI-Brooks International’s Safety Management Manual and agree to follow all TDI-Brooks International’s policies and procedures.

\_\_\_\_\_  
Engineer’s Printed Name

\_\_\_\_\_  
Engineer’s Signature

\_\_\_\_\_  
Date (DD-MON-YYYY)

## Quarterly Maintenance Inspection Checklists-Directions

A quarterly inspection will be performed to assess the quality of maintenance and readiness of the vessel. Work items resulting from the inspections will be entered as Work Orders (WOs) or Service Requests (SRs) in NS5. SRs are items that require an outside contractor and will be reviewed and addressed by the Port Engineer.

**The Quarterly Maintenance Inspection (QMI) is comprised of 9 inspection checklists:**

<b>Lifesaving Machinery</b>	<b>Fire Fighting Class/Hull</b>	<b>Housekeeping Load Line</b>	<b>Electrical Safety Construction (includes Lift Gear)</b>
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The checklists are not to be completed by one person or in a single session. By assigning checklists to multiple people with varying degrees of proficiency, the quarterly inspections will be a teaching tool as well as a maintenance tool that will result in better and safer conditions aboard our vessels.

### How to use

Each quarter, a standard job "Quarterly Maintenance Inspections" will come up in NS5. Print the checklists attached to the work order. [The checklist and instructions may also be found on the TDI Forms page.]

A person qualified in that area should be assigned responsibility for each checklist. Either as a dedicated "walk around tour" or in the course of moving about the vessel, the responsible person should observe and inquire about the condition of the checklist items. One of the following responses must be checked for each item.

**"OK"** – the item is OK or satisfactory. The box is checked.

**"N/A"** – The question is not applicable (because the vessel doesn't or is not required to have that gear, etc). An example would be LS6 – The Gyre and GX do not have embarkation ladders because the rafts are boarded from the main deck. N/A should be checked.

**"FIX"** – Where the checklist item indicates a deficiency, "FIX" should be checked. In the open space to the right, briefly describe the deficiency or what is needed to correct it. Then if the situation can be made right at that time, do it and note the correction. For example, "*Life raft HRU and weak link rigged improperly –corrected*".

If the deficiency cannot be corrected immediately, **write the deficiency on the checklist, create a Work Order in NS5 to fix the problem and write the WO# on the QMI.**

### Naming Protocol for the Work Order in NS5:

**The work order title should start with the line item # of the deficiency.** For example, the thru bulkhead electrical wire penetrations that are not sealed correctly on the 01 deck of would be titled "*E7 – wire penetrations on aft bulkhead, 01 deck not sealed*".

Usually, each deficiency = one work order. However, closely related issues all could be grouped into a single work order. For example, the rescue boat is found to be missing several pieces of required equipment, the cover is torn or missing, the davit needs some work, and the fall wire due to be replaced-- a single work order titled, "*LS15, LS24, LS30, LS36-restore rescue boat to readiness*" should be made with notes in the Details field listing all the deficiencies. As in all work orders, detailed notes should describe how each item was repaired.

The line item in the work order name shows where to find the deficiency in the QMI and the work order number written on the QMI shows where to find the deficiency in NS5. **Without this cross- reference, it is very difficult to prove that the deficiency has been addressed at all.**

When the all QMI checklists are complete, e-mail a pdf scan of the [QMI Work List page](#) to [DPA@tdi-bi.com](mailto:DPA@tdi-bi.com) and attach a copy of the QMI Work List page to the work order. Then the QMI work order may be completed.

Vessel:

Date (DD-MON-YYYY)

### QMI Work List Summary

**DIRECTIONS:** Please complete the summary of all items identified as needing attention during the QMI audit. Those requiring maintenance or repair/ replacement should be entered as NS5 work orders or Service Requests and the record numbers entered here. Service requests are requests for contractors and must be reviewed and approved by the Port Engineer.

**\*\* This is the only page you need to attach to the NS5 work order for "Quarterly Maintenance inspection".**

**Email a scanned pdf of this page to [DPA@tdi-bi.com](mailto:DPA@tdi-bi.com)**

	Job Ref #	NS5 WO # or NC/CAR #	Brief Description	Status/ Notes
Example	LS62	509525	EPIRB annual inspection overdue	Waiting on certificate
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				

# Qm1 Summary of Additions

This page identifies new sections that have been added over time. (To the QM1)

Job ref #	Check	Added to
CH25	Are the controls and power source (wires or hydraulic lines) to the windlass sound and secure, and is directional control clearly marked?	V3
CH26	Are there any leaks in the steering gear compartment, (from stern post, steering gear rams, etc.)? If so, were they fixed in a satisfactory manner?	V4
CH27	Is communication equipment between the bridge/steering gear compartment working properly?	V4
CH28	Are Changeover procedures posted at emergency steering stations?	V4
CH29	Is the rudder indicator on the bridge reading the same as the one in the steering gear compartment?	V4

M40	Is signage posted and entered into Engineers Standing Orders to keep sight glass valves closed except when sounding? Were they checked and found to be closed?	V3
M41	Is signage posted and a locking mechanism present to secure the Overboard Discharge from the Oily Water Separator as per MARPOL 1 requirements?	V3
M42	Is signage posted and a locking mechanism present to secure the Overboard Discharge of untreated sewage as per MARPOL 4 requirements?	V3

Lifting Arrangements		V3
SC33	Is the safe color coding for the year in effect on all lifting shackles, blocks and apparatus?	V3
SC34	Are all lifting points labeled with a SWL?	V3
SC35	Are there any "improvised" lifting points in use lacking a SWL designation?	V3
SC36	Are there Load Test Certificates on board for the lifting gear performed within the previous 12 months?	V3
SC37	Is the winch inspection log accessible at the operation station?	V4
SC38	Does the winch inspection record show frequent, recent and realistic use pattern?	V4
SC39	Is the Crane inspection log accessible at the operation station?	V4
SC40	Does the Crane inspection record show frequent, recent and realistic use pattern?	V4
SC41	Is the lifting register up to date and complete for the lifting gear on board?	V4
SC42	Is there a load cell on board?	V4
SC43	Is the load cell calibration expiry within 4 months?	V4
SC44	Is signage unmistakably indicating the "safe lifting color" for the year posted on the vessel in a number of places appropriate to the use or storage of lifting gear to ensure it is understood by all?	V4
SC45	Are all overhead lifting points identified individually in a lifting register and/or deck plan, with a corresponding ID #, safe working load, and corresponding last certified date?	V4

## Housekeeping

H20	Are all light fixtures (including bed lights) installed as intended (firmly affixed, no hanging cords and jury rigged improvisations)?	V4
H21	Are smoking areas and their limits clearly defined, and a suitable receptacle provided for butts?	V4

H22	Is the supply and condition of bedding adequate (worn, broken, torn mattresses, pillows, blankets, curtains)	V4
H23	Are the linens (sheets, towels, pillow cases, wash cloths) adequate in supply and condition?	V4
H24	Are shower stalls being maintained (mold, mildew, shower curtains, fixtures) and up to functional design?	V4

#### Electrical

E20	Are temporary power cords secured to prevent accidental disconnect, tripping hazards	V4
E21	Are electrical and pneumatic power tools found equipped with the manufacturer provided safety guards and observed in this condition when in use?	V4
E22	Are Electric cords on power tools in undamaged condition (no cuts, nicks, splices, tape overs, grounding prong removed)?	V4
E23	Is an emergency stop or dead man switch installed on drill presses and bench grinders?	V4
E24	Is a method for periodically checking and monitoring the condition of all wet cell batteries being followed and documented?	V4
E25	Has discontinued, disconnected old wiring been removed?	V4

#### Life Saving

L68	Is the Damage Control Kit readily accessible, identifiable by all, and in good condition?	V4
L69	Are replacement or additional items needed for the Damage Control Kit?	V4
L70	Are replacement or additional items needed for the SOPEP Kit? Examine the inventory list.	V4

#### Fire Fighting

FF31	Is a Fire Blanket adequately labeled and accessible for a fire on the stove?	V4
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