

Notices of Change to Controlled Documents #10 through #14—01 Dec 2010

Changes to Safety Management Manual

Notice #	Date	Chapter and Section	Summary of Change
10		Ch. 11 Sec's 3-4	No need to acknowledge Notices of Change
11		SOP-GEN-006C	New Vessel Orientation Checklists, Contractors required to use PPE
12		Ch. 6 Sec 5	Survival at Sea training only required for TDI crew
13		SOP-GEN-007L	Incident report form- delete paper form- only use NS5 format
14		SOP-GEN-007G,H,I,J,U	New Special Permit forms- changes suggested by crews, New JSA paper form

NOC #10: Chapter 11 Section 3-4

Topic: Notices of Change

Summary of Change: No need to record confirmation of receipt for Notices of Change, but do update any printed copies you may be using.

All Chapters	All Topics
Changes: Revision #8	3.0 Procedure Any suggestions for changes to any controlled document must be submitted to the HSE manager in writing- which includes e-mails, Corrective Action Reports in NS5 and Masters reviews. The HSE manager is responsible for investigating suggested changes and may delegate this to a company authority for a particular section. Suggested changes must be approved by the company management (Operations Manager/Designated Person, Compliance Officer and Company President), before the HSE manager will revise the appropriate sections of the document.

For significant changes to policies or procedures, The HSE manager or his designee will send an e-mailed Notice of Change to **the personnel affected by the change.** ~~the fleet and individuals listed in section 4 of this document. Each recipient must reply to confirm they received the Notice of Change.~~ It will include the revised section and will highlight or briefly summarize the changes. A copy of this Notice of Change will be posted in the CM **and the SMM page on the ship web pages for reference at any time.** ~~and can be referred to at any time.~~

~~The HSE manager or his designee will submit these documents to all parties on the distribution list. Acknowledgement will be via email between the vessel/ person and office.~~

Section 4.0 Distribution List

~~The following distribution list for Notices of Change will ensure that all vessels and individuals determined as critical paths will be notified in a timely manner of any revisions to controlled documents.~~

Notices of Change will be sent to:	To the attention of:
Home Office	HSE Manager
Company President's Office	Company President
Port Engineer's Office	Port Engineer
Port Captain's Office	Port Captain
Operations Manager's Office	Operations Manager/Designated Person
Compliance Officer's Office	Compliance Officer
Internal Auditor's Office	Internal Auditor
R/V GeoExplorer	Master
R/V Gyre	Master
R/V BrooksMcCall	Master
OSV Rylan T	Master

Reason for the change

The need for a signed confirmation of receipt was a direct result of using a paper document. The confirmation of receipt had to be signed and returned to the office as proof the official document had been updated on board the vessel. With electronic documents, this is no longer necessary, since the electronic version is updated remotely.

NOC #11: SOP-GEN-006C

Topic: Vessel Orientation Checklist forms, contractors required to use PPE

Summary of Change: There are now two vessel orientation checklist forms: one for lab, contractors and science party and another for ship crew.

All Chapters	All Topics
Changes: Revision #8	<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.</p> <p>2.0 Purpose</p> <p>In order to maintain the smooth and safe operations of this vessel it is necessary to orient and prepare all non-crew personnel for emergencies and their role on the vessel.</p> <p>3.0 Responsibility</p> <p>It is the responsibility of the master or his designee to ensure that all personnel receive a vessel orientation.</p> <p>3.1 Contractors</p> <p>It is the responsibility of the master or his designee to ensure that contractors boarding the vessel will be advised of the required use and location of PPE and what is expected of them during an emergency.</p> <p>4.0 Vessel Orientation Checklist</p>

	<p>All personnel sailing aboard this vessel will need to complete one of the following orientations. 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.</p> <p>(New forms listed on next pages)</p>
Reason for the change	<p>Vessel orientation for the crew is more detailed and includes Ship Security Briefing – which has been missed or not documented on several occasions. Previous version also lacked a place to print the name of the individual receiving the orientation.</p>

Previous Vessel Orientation Checklist

Vessel Orientation Check List			
<i>General Vessel Information</i>	Date	New Crew Initials	Master/Designee Initials
Vessel Orientation/tour			
Accommodations			
Ship's Policies			
Master's Rules			
Muster Point			
Station Bill			
Vessel Security Briefing			
Location of Primary Life Saving Equipment (life rafts, MOB)			
Location of Secondary Life Saving Equipment (life jackets, immersion suits, ring life buoys, work vests)			
Safety Expectations and Policies			
Environmental Policies			
Hazardous Waste Policies			
PPE Expectations			
Location of PPE			
Working Attire			
Drills (fire, abandon ship, MOB, MEDEVAC)			
Trash and Waste Policies			
Eye Wash Stations			
First Aid Equipment/Supplies			
Smoking Policy			
HSE Documents (SMM, MSDS, Emergency Response Plan)			
Safety Meetings			
Reporting Near Misses, Incidents, Injuries, Illnesses			
Drug and Alcohol Policy			
Short-Service Training Program			
Modified or Alternate Work Program			
Immediate Supervisor			
Work Responsibilities			
Housekeeping Duties			

Printed Name of Person Receiving Orientation

Date

Signature of Person Receiving Orientation

Date

Vessel Orientation and Safety for Scientific Crew and Contractors

Welcome to this TDI-Brooks vessel. We hope that your time aboard this vessel is productive and comfortable. The following information is needed to assure that you are familiar with this vessel and the Health, Safety, and Environmental (HSE) policies of TDI-Brooks. Each new person joining the crew will be given a tour of the vessel and an overview of HSE policies. TDI-Brooks is committed to providing its employees, contractors, clients, and visitors a safe environment in which to work.

Contacts

The following individuals may be contacted should you have any questions or issues with this vessel or the HSE policies of TDI-Brooks.

Vessel Master	_____
Party Chief	_____
Vessel HSE Officer	_____
Ship Security Officer	_____
TDI-Brooks HSE Manager	Russell Putt
TDI-Brooks Business Manager	Ms. Suzanne Cardwell
TDI-Brooks President	Dr. James Brooks
TDI-Brooks Operations/DPA	Dr. Bernie Bernard
Port Captain	Mr. Patrick Fallwell
Port Engineer	Mr. Jimmy Skalak

Vessel Tour

The following items will be reviewed during your vessel tour:

	<u>Initials of crewman</u>
A. Explanation of station bill and posted location	A. _____
B. Location and explanation of muster area	B. _____
C. Explanation of general alarm signals	C. _____
D. Explanation of types and frequency of drills	D. _____
1. Abandon Ship	1. _____
2. Fire	2. _____
3. Man Over Board	3. _____
4. Emergency Response	4. _____
E. Where and how to proceed to assigned station for drills	E. _____
F. Location and use of primary life-saving equipment	F. _____
1. Lifeboats	1. _____
2. Rescue Vessel	2. _____
G. Location and use of secondary life-saving equipment	G. _____
1. Life-jackets	1. _____
2. Immersion Suits	2. _____

- | | | | |
|----|---|----|-------|
| 3. | Ring Life buoys | 3. | _____ |
| 4. | Work Vests | 4. | _____ |
| 5. | Life Lines | 5. | _____ |
| H. | Location and use of personal protective equipment (PPE) | H. | _____ |
| I. | Tour berthing areas | I. | _____ |
| J. | Tour common Areas | J. | _____ |
| 1. | Galley | 1. | _____ |
| 2. | Heads | 2. | _____ |
| 3. | Lounge area | 3. | _____ |
| 4. | Laboratories | 4. | _____ |
| K. | Tour ship work areas | K. | _____ |
| 1. | Navigation Room | 1. | _____ |
| 2. | Bridge | 2. | _____ |
| 3. | Lab | 3. | _____ |
| 4. | Point out Restricted areas | 4. | _____ |

HSE information

- | | | | |
|----|---|----|-------|
| A. | Shipboard meetings | A. | _____ |
| B. | Document locations | B. | _____ |
| 1. | HSE Manual | 1. | _____ |
| 2. | Safety Manual | 2. | _____ |
| 3. | Coring Manual | 3. | _____ |
| 4. | Emergency Response Plan | 4. | _____ |
| 5. | Material Safety Data Sheets (MSDS) | 5. | _____ |
| C. | Training program | C. | _____ |
| D. | Short-service training | D. | _____ |
| E. | Modified or alternate work program | E. | _____ |
| F. | TDI-Brooks drug and alcohol policy | F. | _____ |
| G. | TDI-Brooks smoking policy | G. | _____ |
| H. | Disabling or tampering with smoke detectors | H. | _____ |
| I. | Forms | I. | _____ |
| 1. | Toolbox Meeting | 1. | _____ |
| 2. | Near Miss | 2. | _____ |
| 3. | Injury/Illness | 3. | _____ |

Ship's Security Briefing Completed: Date of SSB training _____
Crew Initials _____ SSO who conducted training _____

I acknowledge by my signature that I have been fully briefed on the above topics, fully understand the layout of vessel, and agree to honor the HSE policies of TDI-BI.

Printed Name of Person Receiving Orientation _____
Date

Signature of Person Receiving Orientation _____
Date

Printed Name of Person Giving Orientation _____
Date

Signature of Person Giving Orientation _____
Date

Crewman Name _____ Date _____

(Please Print)

New Crew Member Vessel Orientation Check List

Welcome to this TDI-Brooks vessel, we hope that your time aboard this vessel is productive and comfortable. The following information is to assure that you are familiar with this vessel and the policies of TDI-Brooks. Each new person joining the crew will be given a tour of the vessel and an overview of policies, and job expectations.

Contacts

The following individuals may be contacted should you have any questions or issues with this vessel.

Vessel Master _____

Port Engineer-----Jimmy Skalak

Party Chief _____

HSE Manager-----Russell Putt

Operations Manager----Bernie Bernard

Vessel HSE Officer _____

President-----Dr. James Brooks

Business Mgr----Ms. Suzanne Cardwell

Ship Security Officer _____

Ship's Security Briefing Completed: **Date of SSB training** _____

Crew Initials _____ **SSO who conducted training** _____

The following items will be reviewed during your orientation; Initial the lines next to them as they are covered:

General Vessel Information

Job-Specific Information

General Walk around of vessel _____

Immediate Supervisor _____

Fire fighting equipment _____

Introduction to rest of crew _____

Fire detection system _____

Drill assignments _____

Procedure for reporting an emergency _____

Expected duties _____

Communication systems on vessel _____

Record keeping requirement _____

Ship's Policies _____

Muster assignment _____

PPE expectations _____

Fire fighting role _____

Room Assignment _____

MOB role _____

PFD _____

Abandon ship role _____

Survival Suit _____

Job description _____

Muster Point _____

Housekeeping duties _____

Station Bill _____

Safety Expectations _____

Signature of crew receiving orientation

Safety and Policy Document Locations _____

Safety Management Manual _____

Familiarization with NS-5 system _____

Working Attire _____

Ship's Routines _____

Trash and Waste Policies _____

Fire Extinguishers _____

Eye Wash Stations _____

First Aid equipment/supplies _____

Signature of person giving orientation

Date

NOC #12: Chapter 6 Section 5

Topic: Survival at Sea training requirements

Summary of Change: TDI requires this training of its personnel, but has no control over what outside training a client or contractor's company requires in order for them to ride our vessels.

All Chapters	All Topics
<p>Changes: Revision #7</p>	<p>5.0 <i>General Training Requirements</i></p> <p>TDI-Brooks has set goals to have some basic training for all ship's personnel, including the technical/science party. Survival-At-Sea training must be completed at an approved training center, and is recommended for all persons prior to boarding the vessel. Non-TDI personnel are held to the requirements of the company they represent. Basic HSE training and security training are required of all persons on the vessel and are covered in the vessel orientation tour and/ or the pre-start meeting. The Master or his designee will conduct ship-specific training and orientation/ familiarization to new crewmembers, including that related to the Safety Management System. The HSE Manager or his designee will conduct any general and project-specific safety training.</p>
<p>Reason for the change</p>	<p>Quite often, non-TDI personnel, such as client representatives, will ride the TDI Brooks vessels. It is up to those clients/ companies to determine what type of Survival at Sea training is required of their own personnel.</p>

NOC #13: SOP-GEN-007L- Incident Reporting Form

Topic: Incident Reporting Forms deleted- now to use NS5 format only

Summary of Change: Incidents now to be filled out only in NS5 format and copies sent to management. No longer a need to fill out paper form as well as NS5 report.

All Chapters	All Topics
Changes: Revision #7	5.0 Reporting All incidents will be reported in writing to the TDI-BI office under the signature of the master or the party chief by the most expeditious means available and appropriate to the urgency or significant of the incident. All incidents need to be then reported using the company form (Section 7). in NS5. This report should then be forwarded to management in a pdf format. Management will then decide if further reporting and/or investigations are required.
Reason for the change	This policy was not amended when the company purchased the NS5 system to track incidents and maintenance. The result was the captain was required to fill out both the paper form and the NS5 report. However, often the paper form was filled out and filed with management, but never reported in NS5. Since all incidents are now required to be reported in NS5, this is the only format that should be used to avoid confusion.

NOC #14: Special Permit Forms update- suggestions from crews

Topic: Special Permit Forms

Summary of Change: Crew suggested improvements/ updates to special permit forms

All Chapters	All Topics
Changes: Revision #7	See attached forms- current and proposed.
Reason for the change	Some crew noted that the last permit form change did not allow for some specific items that previous auditors had asked for, commented on as being very useful. A captain made drafts for new forms in EXCEL format that would be easier to use, contain auditor required/ preferred information, and are designed to be filled out electronically. <i>** New versions are in Excel format and will be sent separately.</i>

Working at Heights Permit—(Previous)

Ship _____
Date _____ Time _____
NS5 Work Order #

Fill out this form and have the authorized person sign it. Make a copy of it. Leave the original filed on the bridge and take the copy with you to post at the work site. The Master or Mate will be responsible for entering this permit into NS5 as a work order, then writing the work order number on the original form.

Work Description	Permit Requestor:		
	Describe work to be done:		
	<i>Location of work:</i>		
	What equipment/ operations will be impacted?		
	SIMOPS evaluation required?	Yes	No

Controls	PPE (circle the responses that apply to this work order or fill in the blank)			
	Protective clothing worn:	N/A	long pants	long sleeves
	Head/ Face/ Eye protection:		hard hat	safety glasses
	Hearing Protection:	N/A	foam earplugs	noise canceling headset
	Hand protection:	N/A	gloves	non-conducting tools
	Other PPE:		climbing harness	fall arrestor work vest (PFD)
	What equipment/ tools will be needed?			
	Will this work affect the bridge, deck or science operations?	Yes	No	
	Who needs to be notified?	Engineer	Captain	Party Chief Deck Mgr

Hazard Assessment / Permits / JSA's	Environmental Hazards	
	Describe any potential risk for environmental spill and contaminants (hydraulic oil, fuel, etc)	
	Was a Job Safety Analysis required or conducted? (circle Not Required or enter JSA number-- the work order number documenting the JSA)	
	Not Required	JSA number _____
	Was an additional Special Permit such as Hot Work or Working at Heights required? (circle Not Required or enter permit number—the work order documenting the permit)	
Not Required	Permit number _____	

Final Check	Has affected equipment been identified and isolated?	Yes / N/A
	Is the permit posted on site?	Yes / N/A
	Appropriate personnel and workers in the area notified work is about to begin?	Yes / N/A
	Are involved personnel aware of their responsibilities?	Yes / N/A

Additional workers:

Authorized by _____
 (Master or Mate) (Signature)

Hot Work Permit (Previous)

Ship _____
Date _____ Time _____
NS5 Work Order #

Fill out this form and have the authorized person sign it. Make a copy of it. Leave the original filed on the bridge and take the copy with you to post at the work site. The Master or Mate will be responsible for entering this permit into NS5 as a work order, then writing the work order number on the original form.

Work Description	Permit Requestor:		
	Describe work to be done:		
	<i>Location of work:</i>		
	What equipment/ operations will be impacted?		
	SIMOPS evaluation required?	Yes	No

Controls	PPE <i>(circle the responses that apply to this work order)</i>		
	Protective clothing worn:	N/A	long pants long sleeves
	Head/ Face/ Eye protection:	hard hat	welding faceplate safety glasses
	Hearing Protection:	N/A	foam earplugs noise canceling headset
	Hand protection:	gloves	
	Other PPE:	N/A	work vest (PFD) steel toed shoes
	What equipment/ tools will be needed?	needlegun grinder welding torch other	
	Who needs to be notified?	Engineer Captain Party Chief Deck Mgr	
	Fire Procedures <i>(circle the response that applies to this work order)</i>		
	Area checked for flammable materials?	Yes / N/A	Watchman present? Yes / N/A
Ships Fire Suppression System on?	Yes / N/A	Fire extinguisher at hand? Yes / N/A	
Dock Facility notified (if in port and required)	Yes / N/A		

Hazard Assessment / Permits / JSA's	Environmental Hazards	
	Describe any potential risk for environmental spill and contaminants (hydraulic oil, fuel, etc)	
	Was a Job Safety Analysis required or conducted? <i>(circle Not Required or enter JSA number-- the work order number documenting the JSA)</i>	
	Not Required	JSA number _____
	Was an additional Special Permit such as Energy Isolation or Working at Heights required? <i>(circle Not Required or enter permit number—the work order documenting the permit)</i>	
Not Required	Permit number _____	

Final Check	Has affected equipment been identified and isolated?	Yes / N/A
	Is the permit posted on site?	Yes / N/A
	Appropriate personnel and workers in the area notified work is about to begin?	Yes / N/A
	Are involved personnel aware of their responsibilities?	Yes / N/A

Additional workers:
Authorized by _____
(Master or Mate) (Signature)

Energy Isolation Permit (Previous)

Ship _____
Date _____ Time _____
NS5 Work Order # _____

Fill out this form and have the authorized person sign it. Make a copy of it. Leave the original filed on the bridge and take the copy with you to post at the work site. The Master or Mate will be responsible for entering this permit into NS5 as a work order, then writing the work order number on the original form.

Work Description	Permit Requestor:		
	Describe work to be done:		
	<i>Location of work:</i>		
	What equipment/ operations will be impacted?		
	SIMOPS evaluation required?	Yes	No

Controls	PPE (circle the response that applies to this work order or fill in the blank)		
	Protective clothing worn:	N/A	long pants long sleeves rubber soled shoes
	Head/ Face/ Eye protection:		hard hat welding hood safety glasses
	Hearing Protection:	N/A	foam earplugs noise canceling headset
	Hand protection:	N/A	gloves non-conducting tools
	Other PPE:	N/A	work vest (PFD) steel toed shoes
	What equipment/ tools will be needed?		
		Will this work affect the bridge, deck or science operations?	Yes
	Who needs to be notified?	Engineer	Captain Party Chief Deck Mgr

Hazard Assessment / Permits / JSA's	Environmental Hazards	
	Describe any potential risk for environmental spill and contaminants (hydraulic oil, fuel, etc)	
	Was a Job Safety Analysis required or conducted? (circle Not Required or enter JSA number-- the work order number documenting the JSA)	
	Not Required	JSA number _____
	Was an additional Special Permit such as Hot Work or Working at Heights required? (circle Not Required or enter permit number—the work order documenting the permit)	
	Not Required	Permit number _____

Final Check	Has affected equipment been identified and isolated with locks and tags?	Yes / N/A
	Is the permit posted on site?	Yes / N/A
	Appropriate personnel and workers in the area notified work is about to begin?	Yes / N/A
	Are involved personnel aware of their responsibilities?	Yes / N/A

Additional workers:

Authorized by _____
(Chief Engineer's Signature)

Locks and tags placed by _____ Time _____ Date _____
(Title) (Signature)

Locks and tags removed by _____ Time _____ Date _____
(Signature)

MUST be the same person who placed the locks/ tags!!