

Notice of Change to Controlled Documents #2--- 15 Oct 2010

Change to Safety Management Manual

Chapter 3: Company Responsibility and Authority

Section 4.0: Key Positions

Topic: Changes to some personnel, titles, responsibilities

Summary of Change: HSE Manager updated with current personnel, HSE Manager responsible for completion/ collection of Masters Reviews, Jimmy Skalak changed to Port Engineer, Pat Fallwell added as Port Captain, Organization chart to reflect these changes.

All Chapters	All Topics
<p>Old Version: Revision #6</p>	<p>Dr. Sue McDonald, HSE Manager, TDI-Brooks</p> <ul style="list-style-type: none"> • Verifies compliance with ISM Code. • Develops and maintains SMS documentation. • Develops and maintains SMS training program. • Interacts with clients to ensure that their HSE requirements are met under the TDI-Brooks system. • Work with DPA in developing risk assessments for vessel operations • Schedule vessel audits, track non-compliance (non-conformity) reports and corrective actions, near misses, and incident reporting. • Coordinate with DPA to prepare agenda and material for the annual Management Review. <p>Shannon Smith, ABS NS-5 System Administrator, TDI-Brooks</p> <ul style="list-style-type: none"> • Maintains the software system that monitors various vessel components to ensure compliance with ISM code. • Interacts with HSE manager and vessel personnel to ensure information is current. <p>Mr. Jimmy Skalak, Port Captain, TDI-Brooks</p> <ul style="list-style-type: none"> • Responsible for vessel maintenance, including shipyard visits. • Assists in hiring vessel crew. • Responsible for procurement of vessel parts.

	<p>Dr. Roger Fay, Compliance Specialist, TDI-Brooks</p> <ul style="list-style-type: none"> • Responsible for maintaining vessel drawings, documentation, certifications, and compliance with U.S. and International laws, regulations, and codes. • Serves as a company security officer (CSO). • Serves as an internal auditor. • Vessel Manager for the OSV Rylan T. <p>Party Chief</p> <ul style="list-style-type: none"> • Responsible for science and technical operations on vessel. • Directs sampling efforts. • Directs vessel technical staff. • May serve as vessel SMS representative. • Coordinates science operations with master to ensure work is conducted in a manner consistent with the safe operations of the vessel.
<p>New Changes: Revision #7</p>	<p>Mr. Russell Putt, HSE Manager, TDI-Brooks</p> <ul style="list-style-type: none"> • Verifies compliance with ISM Code. • Develops and maintains SMS documentation. • Develops and maintains SMS training program. • Interacts with clients to ensure that their HSE requirements are met under the TDI-Brooks system. • Work with DPA in developing risk assessments for vessel operations <ul style="list-style-type: none"> • Schedule vessel audits, track non-compliance (non-conformity) reports and corrective actions, near misses, and incident reporting. • Coordinate with the DPA and Port Captain to enforce and monitor completion of the Master's annual reviews • Coordinate with DPA to prepare agenda and material for the annual Management Review. <p>Ms. Shannon Smith, ABS NS-5 System Administrator, TDI-Brooks</p> <ul style="list-style-type: none"> • Maintains the software system that monitors various vessel components to ensure compliance with ISM code. • Interacts with HSE Manager and vessel personnel to ensure information is current. <p>Mr. Jimmy Skalak, Port Engineer, TDI-Brooks</p> <ul style="list-style-type: none"> • Responsible for vessel maintenance, including shipyard visits. • Assists in hiring vessel crew. • Responsible for procurement of vessel parts.

	<p>Dr. Roger Fay, Compliance Specialist, TDI-Brooks</p> <ul style="list-style-type: none"> • Responsible for maintaining vessel drawings, documentation, certifications, and compliance with U.S. and International laws, regulations, and codes. • Serves as a company security officer (CSO). • Serves as an internal auditor. • Vessel Manager for the OSV Rylan T. <p>Party Chief</p> <ul style="list-style-type: none"> • Responsible for science and technical operations on vessel. • Directs sampling efforts. • Directs vessel technical staff. • May serve as vessel SMS representative. • Coordinates science operations with master to ensure work is conducted in a manner consistent with the safe operations of the vessel. <p>Captain Patrick L. Fallwell, Port Captain, TDI-Brooks</p> <ul style="list-style-type: none"> • Assist DPA in monitoring the completion and submittal of Master’s Review. • Assist DPA with various safety policies. • Conduct internal audits of vessels and office to see that vessel certificates and logs are maintained and current. • Assist in scheduling and conducting internal audits of vessels and office as requested. • Verify corrective action when on board and in the office when conducting internal audits. • Assist DPA, HSE Manager in preparing agenda and material for the annual Management Review meeting.
<p>Reason for the change</p>	<p>Russell Putt has replaced Sue McDonald as HSE Manager. Dr. Jim Brooks will act as his designee in Russell’s absence. Pat Fallwell has been brought in as a consultant to assist with these issues. His designation as Port Captain frees Jimmy Skalak to focus on ship equipment.</p>