

Notice of Change to Controlled Documents #252-254 / 26 May 2015

Summary of Changes

Revisions managed by: Shannon Smith

Purpose: General updates for SMM

NOC#	Ch., Sec., SOP	Summary	Revision#
252	SOP-GEN-007Y ALL	Revision to match current practices	#7
253	SOP-GEN-2014D Sec 3.0	Required training for food handlers and cooks clarified	#2
254	Ch 14 ALL	Chapter updated	#18

<u>Date Completed</u>	<u>Date Completed</u>
<u>5-29-15</u> SMM TOC page updated	<u>5-29-15</u> NOC pdf posted on CM
<u>5-29-15</u> NOC web page updated	Vessel acks recorded <input checked="" type="checkbox"/> <u>WRE</u>
<u>5-29-15</u> SMM- each section updated	<u>5-29-15</u> Office controlled SMM updated <small>drudok Bme PET</small>
<u>5-29-15</u> NOC sent to fleet	

Approvals	Approvals
<div style="border: 1px solid black; padding: 5px; margin: 5px auto; width: 80%;"> <p style="text-align: center; margin: 0;"><u>Approved for Distribution</u></p> <p>Date <u>5/26/15</u> Initials <u>[Signature]</u></p> <p>Print Name <u>James Howell</u></p> </div>	<div style="border: 1px solid black; padding: 5px; margin: 5px auto; width: 80%;"> <p style="text-align: center; margin: 0;"><u>Approved for Distribution</u></p> <p>Date <u>5/26/2015</u> Initials <u>[Signature]</u></p> <p>Print Name <u>PETE TARRO</u></p> </div>
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NOC # 252
SOP-GEN-007Y Small Boat Operations

Topic: Updated to reflect current practices.

Revision #	Section(s)
Rev #7	See attached SOP

NOC # 253
SOP-GEN-2014D Galley Health and Safety
Sec 3.0 Training

Topic: Required training for food handlers clarified.

Revision #	Section(s)
Rev #2	3.0 Training Requirements All cooks and food handlers must have a current certificate showing completion of a food handler safety course or equivalent . Acceptable proofs of food safety training are current cook and messman endorsements in crew seaman's books or third party certificates. Expirations are indicated in seaman's books. If a third party food safety training certificate does not show an expiration date, it will be five years from the date of issue for TDI purposes.

NOC # 254
Chapter 14 Risk Assessment and Hazard Mitigation

Topic: Chapter updated

Revision #	Section(s)
Revision #18	See attached complete Ch 14



SOP GEN-007Y
Small Boat Operations

- 1.0 [Introduction](#)
- 2.0 [Responsibility](#)
- 3.0 [Procedures](#)
- 4.0 [Boat to Boat Transfers](#)
- 5.0 [Training](#)

Revision/ Review Log

Revision Date	Approved by	Reviewed by	Revision Details/ Proposal Notes
11 January 2010 Revision #5	Dr. Jim Brooks	HSE Manager: Sue McDonald	
15 October 2010 Revision #6	Dr. Jim Brooks Dr. Bernie Bernard	HSE Manager: Russell Putt Port Captain: Capt. Pat Fallwell	Changed to electronic format
19 May 2015 Revision #7	Dr. Jim Brooks Pete Tatro	Dr. Jim Brooks Pete Tatro Dr. Roger Fay	MOC no longer needed for boat to boat transfers. Reference to FRCs removed.

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SOP-GEN-007Y
Small Boat Operations

Rev # 7

Revision date: 19 May 2015

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- Once the boat is launched the boat operator assumes control.
- The painter is not released from the ship until the helmsman signals for it to be released.
- Life jackets must be worn prior to boarding the small boat and at all times while on the small boat.
- Other personal protective equipment must be used as appropriate for the type of operations and sea conditions.
- Small boat operations after dark, in limited visibility or poor sea conditions should be avoided. If planned, they must be justified through a JSA for that particular operation.
- The small boat should have radio communication with the bridge, and the operator should be familiar with basic radio emergency procedures.
- The bridge should maintain communication and visual contact with the small boat at all times.
- Do not exceed the maximum allowable capacity of any boat.
- Ensure that appropriate safety and emergency equipment is on the small boat (*i.e.*, sound source- whistle or fog horn, thermal protective blanket/ bags, drinking water, spark plugs, tools, paddles, first aid kit, full fuel tank, lifeline and buoy, mooring lines, fire extinguisher, flashlight, sea anchor, bailer, patch kit, air pump, boat hook, compass, radar reflector.)
- For night operations, the navigation lights (red/ green position lights and white all around MUST be working.)


4.0 Boat to Boat Transfers

There are many risks involved in boat to boat transfers. For this reason, boat to boat transfers require the masters of both vessels to evaluate sea state and other factors and mutually determine the risk level is acceptable before agreeing to the transfer.

A Job Safety Analysis (JSA) MUST be conducted before a boat to boat transfer may begin.

Potential types of boat to boat transfers include swing ropes, ladders, direct cross overs, and personnel baskets. The following guidelines should be considered when undertaking boat to boat transfers:

- Masters of both vessels agree on the safety of the maneuver.
- A JSA review is conducted by both participants prior to transfer.
- Clear the transfer point and path of all loose items and obstructions;
- Ensure that sufficient personnel are available to assist those making the transfer;
- Use a Jacob's ladder if there is a significant height difference between the two vessels.


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Chapter 14 Risk Assessment and Hazard Mitigation

- 1.0 [Risk Assessment Methods](#)
- 2.0 [Risk Matrix Index](#)
- 3.0 [Hazard Identification Matrix \(HAZID\)](#)
- 4.0 [Hazard Classification Chart](#)
- 5.0 [Job Safety Analysis \(JSA\)](#)
- 6.0 [Management of Change](#)
- 7.0 [PPE Requirements](#)
- 8.0 [STOP WORK Authority](#)

Revision/ Review Log

Revision Date	Approved by	Reviewed by	Revision Details/ Proposal Notes
7 February 2006 Revision #10	Dr. Jim Brooks Dr. Bernie Bernard	HSE Manager: Sue McDonald	This chapter was originally Section 4 of the HSE Manual
10 July 2010 Revision #11	Dr. Jim Brooks Dr. Bernie Bernard	HSE Manager: Sue McDonald	
15 October 2010 Revision #12	Dr. Jim Brooks Dr. Bernie Bernard	HSE Manager: Russell Putt Capt. Pat Fallwell	Changed to electronic format
02 May 2011 Revision #13	Dr. Jim Brooks Dr. Bernie Bernard	Dr. Jim Brooks Dr. Bernie Bernard	This chapter transferred to SMM
24 Aug 2011 Revision #14	Dr. Jim Brooks Dr. Bernie Bernard	Dr. Jim Brooks Dr. Bernie Bernard	Stop work authority specifically stated, PPE requirements referred to in other parts of SMM
09 May 2012 Revision #15	Dr. Jim Brooks	Dr. Jim Brooks Capt. Pat Fallwell Dr. Roger Fay	Management of Change form added to SMM Forms only
14 September 2012 Revision #16	Dr. Jim Brooks	Capt. Pat Fallwell Dr. James Howell Dr. Roger Fay	Management of Change procedures removed from Ch 14 and referred to new SOP-

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1.0 Risk Assessment Methods

The hazard identification process is used for routine and non-routine activities as well as new processes, changes in operation, products or services. There are many methods of risk assessment and each company has their own terminology.

Common methods for risk assessment used by TDI-Brooks include our Standard Operating procedures, Job Safety Analysis, Last Minute Risk Assessment and Management of Change procedures.

The following hazard classification system is used in the TDI-Brooks HAZID matrix.

2.0 Risk Matrix Index


Risk Matrix Index	Approval Required
A1	Senior Management
B1	Senior Management
A2, A3, B2, C1	Senior Manager on Site
All Others	Supervisor

Consequence Classifications

Consequence Category	Health and Safety	Public Disruption	Environmental Impact	Financial Impact
1	Fatality	Serious Impact on Public-Large Community	Major/Extended Duration/Full Scale Response (>2500 bbl)	Corporate-major
2	Serious injury to Personnel	Limited Impact on Public-Small Community	Serious/Significant Resource Commitment (3.0 – 2500 bbl)	Corporate intermediate
3	Medical Treatment for Personnel	Minor Impact on Public	Moderate/Limited Response of Short Durations (0.5 – 3.0 bbl)	Division
4	Minor Impact on Personnel	No Impact on Public	Minor/Little or No Response (<0.5 bbl)	Local

Probability Classifications

Probability Category	Definition
A	Possibility of Repeated Incidents (1 in 2 projects)
B	Possibility of Isolated Incidents (1 in 4 projects)
C	Possibility of Occurring Sometime (1 in 20 projects)
D	Not likely to Occur (1 in 100 projects)
E	Practically Impossible (1 in 200 projects)

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5.0 Job Safety Analysis

The Job Safety analysis (JSA) is a participatory risk assessment conducted by the line workers and led by the supervisor before beginning a task. It requires participation and encourages contribution by all workers who will participate in that task.

The JSA process breaks a task into component steps, identifies hazards associated with each step and describes how the hazards will be mitigated.

Sample versions of JSAs for TDI-Brooks vessels are posted in the Crewing Module under the Risk/JSA tab. However, these documents are under continual revision as new hazards and controls are recognized.

6.0 PPE Requirements

SMM Chapter 7 Section 16 describes PPE requirements in more detail. The Master and Party Chief shall ensure that individuals use the recommended PPE as required by the TDI PPE Matrix and recommended in the JSA.

PPE shall be replaced whenever it shows signs of wear and may provide inadequate protection. The HSE officer shall be consulted whenever issues arise concerning PPE equipment use and replacement.

7.0 Management of Change

The Management of Change procedure is described in detail in **SOP-GEN-012A**.

8.0 STOP WORK Authority

TDI-BI management strives to build a team environment in which each employee feels responsible for the safety of himself and his teammates. **ANY employee, regardless of position or experience with the company, is empowered, encouraged and expected to STOP WORK if he feels anything is unsafe, or if he is unsure of his role/ responsibilities regarding an operation.**