

# Notice of Change to Controlled Documents #280-282 / 15 Dec 2015

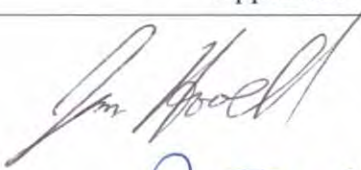

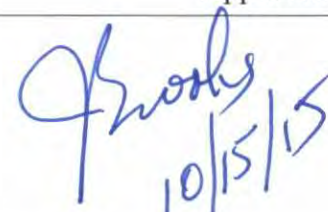
## Summary of Changes

Revisions managed by: Shannon Smith

**Purpose:** [280] Ch 13 was always just a restatement of a subsection of the ISM describing how the DOC cert process works. There is no actual TDI policy of any kind in here. I discussed with Roger Fay and he agreed there is no need for this chapter [281] Ch 1 was rewritten to specifically address the latest revision of the ISM code. Also reviewed by Roger and OKd [282] Multiple issues found during internal audit and IBS DOC addressed.

NOC#	Ch., Sec., SOP	Summary	Revision#
280	Ch 13	Deleted. Not needed	#7
281	Ch 1	References to ISM code 2010 and unnecessary summary and history of ISM removed.	# <del>9</del> 10
282	Ch 6	Crewing responsibilities clarified, new email address for crewing docs added, survival at sea requirements for tech crew clarified.	# <del>15</del> 16

Date Completed	Date Completed
<u>16 Dec 15 SS</u> SMM TOC page updated	_____ NOC pdf posted on CM
<u>16 Dec 15</u> NOC web page updated	_____ Vessel acks recorded
<u>16 Dec 15 SS</u> SMM- each section updated	_____ Office controlled SMM updated
_____ NOC sent to fleet	

Approvals	Approvals
 12/15/15  12/15/2015	 10/15/15

# SAFETY MANAGEMENT MANUAL



## Chapter 1 Safety Management System

Rev # 9

Revision date: 03 May 2012

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## Chapter 1 Safety Management System

### 1.0 [Introduction](#)

#### 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
21 December 2010 Revision #7	Dr. Jim Brooks Dr. Bernie Bernard	HSE Manager Designee: Dr. Jim Brooks  Dr. Bernie Bernard	Section 2.0 updated with ISM 2010 wording and Risk Assessment referred to HSE Manual
4 February 2011 Revision #8	Dr. Jim Brooks Dr. Bernie Bernard	Dr. Jim Brooks Dr. Bernie Bernard	Reference to HSE Manual removed. Risk Assessment Chapter 14 added to SMM
03 May 2012 Revision #9	Dr. Jim Brooks	Dr. Jim Brooks Capt. Pat Fallwell	Working language of all vessels is English. Vessel Systems Mgr responsible for ensuring vessels have most current copy of SMM on their ship networks.
14 December 2015 Revision #10	Dr. Jim Brooks Mr. Pete Tatro	Dr. Jim Brooks Mr. Pete Tatro Dr. Roger Fay	Chapter is intended to state the company's intention to follow the ISM code. History and definitions of the code removed.

### 1.0 Introduction

This manual defines the procedures to be followed by all vessels owned or operated by TDI-Brooks International in order to comply with the requirements of the International Safety Management Code established under the authority of the International Maritime Organization.

These procedures apply at all times to the operation and maintenance of the vessels as well as scientific, survey and other technical work conducted aboard those vessels.

## SAFETY MANAGEMENT MANUAL



### Chapter 6 Resources and Personnel

Rev #16

Revision date: 15 Dec 2015

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### Chapter 6 Resources and Personnel

- 1.0 [Introduction](#)
- 2.0 [Safe Manning and Crew Qualifications](#)
- 3.0 [Key Vessel Personnel](#)
- 4.0 [General Training Requirements](#)
- 5.0 [Vessel Orientation](#)
- 6.0 [Crew Records and Updates](#)

#### Revision/ Review Log

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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
10 December 2010 Revision #7	Dr. Jim Brooks Dr. Bernie Bernard	HSE Manager Designee: Dr. Jim Brooks  Dr. Bernie Bernard	Survival at Sea recommended for all personnel. Client reps follow training required by their company
12 January 2011 Revision #8	Dr. Jim Brooks Dr. Bernie Bernard	Dr. Jim Brooks Dr. Bernie Bernard	Some changes to the Vessel Managers duties made to clarify the roles of VM's with various backgrounds.
02 May 2011 Revision #9	Dr. Jim Brooks Dr. Bernie Bernard	Dr. Jim Brooks Dr. Bernie Bernard Dr. Roger Fay Capt. Pat Fallwell Dr. James Howell	Multiple changes based on Masters Reviews
03 May 2012 Revision #10	Dr. Jim Brooks	Dr. Jim Brooks Dr. Roger Fay Capt. Pat Fallwell	Two year medical exam for crew replaced by requirements of flag and state
03 May 2012 Revision #11	Dr. Jim Brooks	Dr. Jim Brooks Dr. Roger Fay Capt. Pat Fallwell	Chief Mate designated as ship safety officer with additional duties

**SAFETY MANAGEMENT MANUAL**




**Chapter 6  
Resources and  
Personnel**

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05 April 2013 Revision #12	Dr. Jim Brooks Dr. Bernie Bernard	Dr. Jim Brooks Dr. Bernie Bernard	Responsibility revised to reflect current practice, Safety Manager reference deleted
01 May 2014 Revision #13	Dr. Jim Brooks Mr. Pete Tatro	Dr. Jim Brooks Mr. Pete Tatro	Reference to Vessel Manager deleted
19 January 2015 Revision #14	Dr. Jim Brooks Mr. Pete Tatro	Dr. Jim Brooks Mr. Pete Tatro Capt. Pat Fallwell Dr. Roger Fay	Voyage planning, chart corrections and pre-sail checklists added to second mate's duties
01 August 2015 Revision #15	Dr. Jim Brooks Mr. Pete Tatro	Dr. Jim Brooks Mr. Pete Tatro	Survival at sea to be renewed no less than every 5 years. General training requirements clarified. Job descriptions and redundant information removed
15 December 2015 Revision #16	Dr. Jim Brooks Mr. Pete Tatro	Dr. Jim Brooks Mr. Pete Tatro Dr. Roger Fay Mr. Pete Hitchcock	Technical errors corrected, survival at sea requirement for tech crew clarified, crewing/ safe manning responsibilities updated

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## **1.0 Introduction**

TDI-Brooks International has systems in place to ensure that all vessels are staffed with qualified, certificated, and medically fit seamen in accordance with flag state requirements.

## **2.0 Safe Manning and Crew Qualifications**

The **Crewing Manager** is responsible for ensuring the vessels are adequately manned with properly trained, qualified and medically fit personnel.

However, this responsibility will fall to the Master if the vessel hires crewmen in foreign ports.

The **Technical Manager** is responsible for ensuring that all technical/ scientific personnel, have the required training, certifications, knowledge and skills required for their positions.

## **3.0 Key Vessel Personnel**

Key positions in the vessel operation are the Master, Mates, and Chief Engineer.


The Master has absolute authority over all operations and personnel onboard the vessel and in port. However due to the nature of the vessels involved in scientific operations, there is a unique relationship between vessel crew and the science party.

The Master and crew are on the vessel to facilitate scientific/technical sampling. The Party Chief informs the Master of what is needed and with the Chief Mate, all work together to ensure ALL operations are carried out according to the safety management system.

## **4.0 General Training Requirements**

TDI-Brooks requires some basic training for all ship's personnel, including the technical/ science party. The TDI Required Training Matrix establishes company required training for each position and timetable for completion.

The majority of this training is conducted via computer based training, while others must be conducted in person or by a third party.

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Survival-At-Sea training is required for TDI-Brooks technical staff working offshore. However, it is not always possible for new hires to complete that training before the project begins. In those cases, it must be completed before the employee may be deployed on a second project.

Survival at Sea training must be completed at an approved training center and is valid for no longer than 5 years from the date of issue.

Client representatives, MMOs and other contractors must follow their own company requirements for Survival at Sea, BOSIET, HUET or similar training, although TDI-Brooks does highly recommend such training for all persons sailing on our vessels.

The HSE Manager or his designee will conduct any project-specific safety training.

### **5.0 Vessel Orientation**

Basic HSE and vessel security training are required of all persons sailing on the vessel and are covered in the vessel orientation. The orientation will familiarize vessel crew and scientific personnel with the ship's policies and procedures and the safety management system.

### **6.0 Crew Records and Updates**

Crew certificates, expiration dates and other information is tracked in the TDI Brooks Crewing Module. Copies of new crew training certificates and other documents are to be scanned and sent to [CrewDocs@tdi-bi.com](mailto:CrewDocs@tdi-bi.com).