

Notice of Change to Controlled Documents #314-317/ 05 May 2016

Summary of Changes

Revisions managed by: Shannon Smith

Purpose: [314] ISOS TDI account number updated in SMM [315] Update of ISOS account prompted review of medevac policy. Non-urgent medical care and reporting was not addressed in SOP. When to consult ISOS and decision to open medical declaration statement also not addressed. This was added in the Vessel Medical Emergency Plan flowchart. [316] Vanuatu and US have different requirements for abandon ship and fire drills. Clarified in the drills table. [317] vessel orientation forms had outdated info and the ILO MLC rep added.

NOC#	Ch., Sec., SOP	Summary	Revision#
314	SOP-GEN-008B	TDI policy number updated	10
315	SOP-GEN-008E <i>errors fixed.</i>	Urgent medical treatment, non-urgent treatment and reporting clarified. Vessel Medical Emergency Plan introduced in new section 3.4	14
316	Ch 8 Sec 2.0	Confined space entry and rescue drills added to drills calendar. Vanuatu drill requirements clarified where different from US requirements (Abandon ship and Fire drills weekly and ok to be together)	12
317	Vessel orientation forms	Controller and Port Captain removed. First Mate specified as HSE officer and ILO MLC Complaint Representative added to Crew orientation.	MAY 2016

Date Completed

Date Completed

5-9-16 - 88 SMM TOC page updated

5-9-16 - 88 NOC pdf posted on CM

5-9-16 - 88 NOC web page updated

Vessel acks recorded

5-9-16 88 SMM- each section updated

5-9-16 - 88 Office controlled SMM updated

NOC sent to fleet

Approvals	Approvals
<div style="border: 1px solid green; padding: 5px;"> <p style="text-align: center; color: green;"><u>Approved for Distribution</u></p> <p>Date <u>5-8-16</u> Initials <u>JV</u></p> <p>Print Name <u>J. Brooks</u></p> </div>	<div style="border: 1px solid green; padding: 5px;"> <p style="text-align: center; color: green;"><u>Approved for Distribution</u></p> <p>Date <u>5/6/16</u> Initials <u>PT</u></p> <p>Print Name <u>Pete TARD</u></p> </div>

Approved for Distribution

Date 5-6-16 Initials RRF

Print Name Roger Fay

urgency of the condition. If an immediate return to port is required, ISOS can identify the nearest and best medical facility.

**** Notify the DPA immediately regarding any decision to return to port so we may begin addressing potential issues with visas, agents, immigration or Port State that could potentially delay getting the patient to medical care.**

If we have no agent in the arrival country, ISOS can also make ground transportation arrangements from the arrival port and assist with any visa issues that may arise.

3.3 Requiring Emergency Medical Treatment

First aid trained personnel should administer first aid and stabilize the patient.

The Bridge Officer of the Watch will decide if the patient's medical declaration should be opened.

The Master will consult emergency medical services (See ISOS Sec. 5.0) and if necessary, request assistance for **patient transfer** MEDEVAC to shore based facilities or a platform or vessel with more advanced capabilities. ISOS will contact the medical facility where the patient will be transferred and arrange for ground transportation to the facility.

Management is to be notified immediately of any injuries or illness requiring emergency medical treatment. An NS5 report with employee and supervisor reports is required within 24 hours.

Should an attempt to be made to move near a fixed facility, such as a drilling rig, review 500 m entry procedures in **SOP-GEN-007A**.

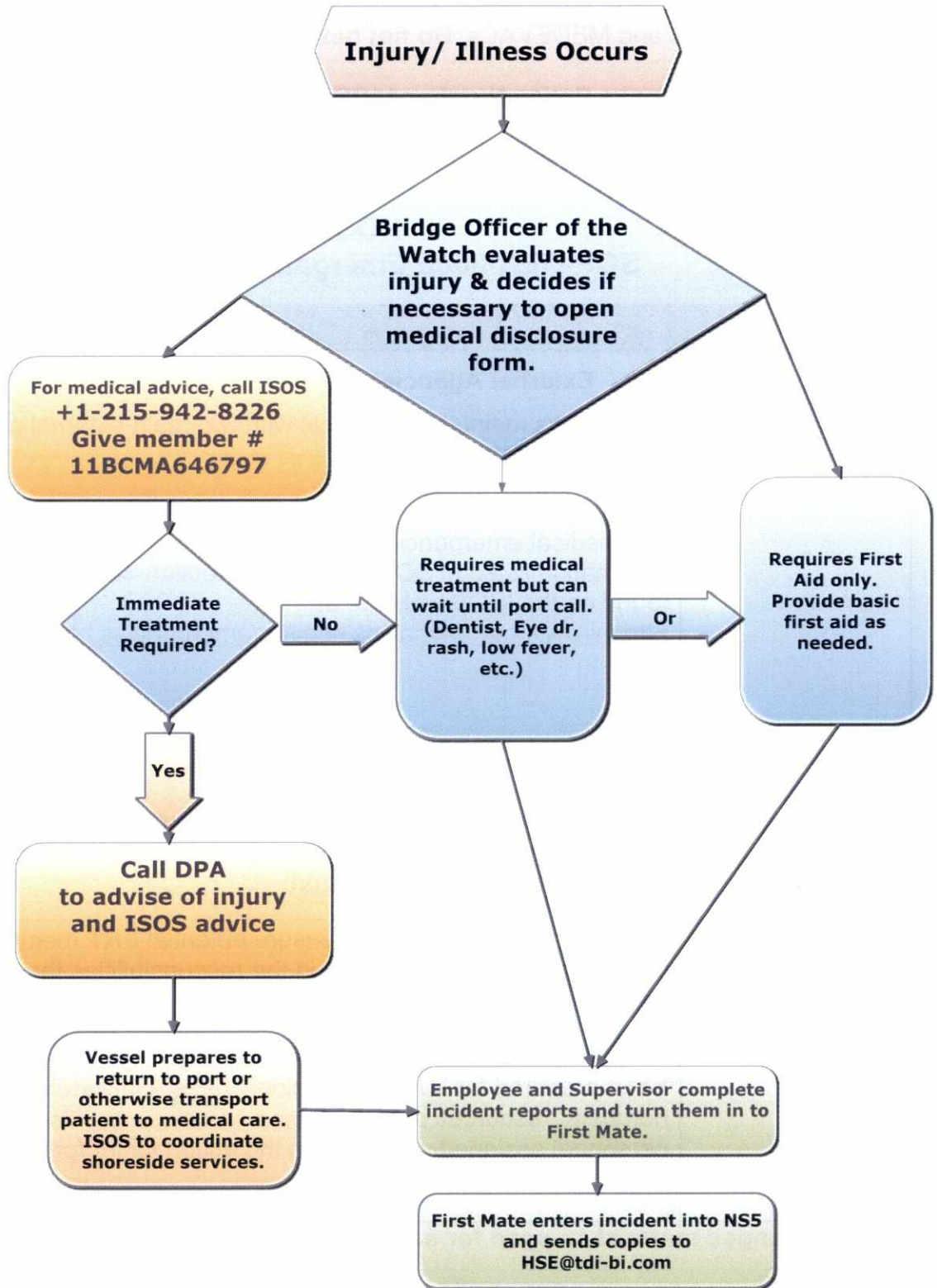
- Transfer of the patient to the medical facilities may be via ambulance or other ground vehicle, helicopter, commercial flight, chartered air craft or chartered air ambulance.
- Medical personnel or the Master may decide that medical care at the facility is insufficient and further transportation is required.
- Additionally transfers may involve another in country medical facility or an out of country facility. The decision to move the patient will be made by local medical personnel and the Master.

**** Notify the DPA immediately regarding any decision to return to port so we may begin addressing potential issues with visas, agents, immigration or Port State that could potentially delay getting the patient to medical care.**

If we have no agent in the arrival country, ISOS can also make ground transportation arrangements from the arrival port and assist with any visa issues that may arise.

Vessel Medical Emergency Plan

As described in SOP-GEN-008B



Revision #	Section(s)
Revision #12	<p data-bbox="428 233 976 264">2.0 Emergency Drills and Exercises</p> <p data-bbox="428 285 1463 428">Below is a proposed schedule for drill/exercise aboard TDI-Brooks vessels. These drills and exercises reflect both regulatory/statutory requirements and good practices. ALL persons on the vessel are required to participate in the drills unless specifically excused by the Master.</p> <p data-bbox="428 449 1458 554"><i>US Flag State: 46 CFR 131.535 (b) “ Any crew member excused from a fire drill must participate in the next one, so that each member participates at least once each month.”</i></p> <p data-bbox="428 611 1484 789"><i>Ship Security Alert Sytem (SSAS) tests and Ship Security Drills (ISPS) contain security sensitive information. While their occurrence is recorded in NS5 and possibly the ship’s log, no details or attachments should be included anywhere except where specified by the Vessel Security Plan.</i></p> <p data-bbox="428 831 1455 898"><i>Abandon Ship and Fire/ Explosion drills have different requirements by Flag States.</i></p> <p data-bbox="428 940 1479 1045"><i>Vanuatu Flag State requires weekly fire and lifeboat drills. These may be done together, but the order should be rotated so crew are familiar with separate alarm signals for fire and abandon ship.</i></p> <p data-bbox="428 1087 1438 1192"><i>Vanuatu Maritime Law [CAP 131 Subsidiary] Regulation 64 (4a) “the master of every vessel shall cause the crew to be exercised at fire and boat drill at least once every week...”</i></p> <p data-bbox="428 1234 1403 1302"><i>US Flag State requires a fire and abandon ship drills on alternate weeks and does NOT allow them to be done together.</i></p> <p data-bbox="428 1344 1484 1560"><i>US Flag State: 46 CFR 131.151 (a) A fire drill must be held on each vessel, normally on alternate weeks. It must not be held as part of the abandon-ship drill, nor immediately before or after the abandon-ship drill. If none can be held on schedule, because of bad weather or other unavoidable constraint, one must be held at the next opportunity.</i></p>

Crewman Name _____ **Date** _____
 (Please Print) (Spell month -Ex. 01/JAN/2016)

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. The information covered in this orientation fulfills the STCW requirements for familiarization with Basic Safety (VI/1), Security (VI/6) and Ship Specific information (I/14).

Contacts

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

Vessel Master _____	Port Engineer-----Charlie Emerson
ILO MLC Representative _____	HSE Manager----- Dr. James Howell
Vessel HSE Officer/ First Mate _____	Ops Manager/ DPA-----Pete Tatro
Ship Security Officer _____	President-----Dr. James Brooks
	Party Chief:

Ship's Security Familiarization Completed: Date of 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* _____
- Fire fighting equipment* _____
- Fire detection system* _____
- Procedure for reporting an emergency* _____
- Communication systems on vessel* _____
- Ship's Policies* _____
- PPE expectations* _____
- Room Assignment* _____
- PFD* _____
- Survival Suit* _____
- Muster Point* _____
- Station Bill* _____
- Safety Expectations* _____
- Safety and Policy Document Locations* _____
- Safety Management Manual* _____
- Review of TDI Environmental Policy* _____
- Working Attire* _____
- Ship's Routines* _____
- Trash and Waste Policies* _____
- Fire Extinguishers* _____
- Eye Wash Stations* _____
- First Aid equipment/supplies* _____
- Location/ purpose of SOLAS Manual* _____
- Danger of high-pressure air bottles on* _____
- Machinery space on deck* _____

- Immediate Supervisor* _____
- Introduction to rest of crew* _____
- Drill assignments* _____
- Expected duties* _____
- Record keeping requirement* _____
- Muster assignment* _____
- Fire fighting role* _____
- MOB role* _____
- Abandon ship role* _____
- Job description* _____
- Housekeeping duties* _____
- Review Permit to Work System* _____
- Use of NS-5 system* _____

 Signature of crew receiving orientation

 Signature of person giving 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 _____
- Vessel HSE Officer/ First Mate _____
- Party Chief _____
- Ship Security Officer _____
- TDI-Brooks HSE Manager Dr. James Howell
- TDI-Brooks President Dr. James Brooks
- TDI-Brooks Operations/DPA Mr. Pete Tatro
- Port Engineer Mr. Charlie Emerson

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. _____