

Notice of Change to Controlled Documents #352-355/ 15 Jan 2018



Summary of Changes

Revisions managed by: Shannon Smith

Purpose: [352-353] These changes resulted from Scott Munro's master's review suggestions. [354] Les Bender added RPMs to SPR and Charlie agreed it would help him monitor engine performance. [355] Vessel crew suggested a new area needing working at heights permit.

NOC#	Ch., Sec., SOP	Summary	Revision#
352	Master's Handover	Brooks McCall specific Master's HO developed- excludes international stuff (Scott's MR)	Jan 2018
353	SOP-BMC-007Q	Gyro removed from BMC restart list- not onboard (Scott's MR)	#6
354	Ship Position Report (SPR)	Engine RPMs added to form	Jan 2018
355	SOP-GEN-007U	Added doghouse/ winch control room roof to required working at heights list (PRT Engineer's and Mark M-captain's suggestion)	#13

THIS SECTION FOR OFFICE USE ONLY			
Date Completed		Date Completed	
	SMM TOC page updated		NOC pdf posted on CM
	NOC web page updated		Vessel acks recorded
	SMM- each section updated		Office controlled SMM updated
	NOC sent to fleet		Update any postings on Forms pg

Approvals	Approvals
James Howell, HSE Manager:  Date: January 3, 2018	Pete Tatro, DPA:  Date: January 3, 2018

NOC # 352 Master's Handover- BMC Specific

Revision #	Section(s)
Rev: Jan 2018	See attached BMC specific Master's Handover

NOC # 353
SOP-BMC-007Q Equipment Reset After Power Loss

Revision #	Section(s)	
Rev: #6	3.0 Procedures	
	...	
	Equipment	Location
	Main A/C Units	On all 4 levels
	Radar, GPS, VHF's, Hailer, Depth Sounder	Bridge-wheelman station port and starboard
	Gyro system/ Auto Pilot	Bridge console
	Bow Thruster	Auxiliary generator room (if running)

NOC # 354
Ship Position Report

Revision #	Section(s)					
Rev: Jan 2018	...					
	Vessel Position		Vessel Speed & Course		Vessel Engine RPMs	
	LAT:		Speed:		Port:	
	LON:		Course:		Stbd:	
					Center:	

NOC # 355
SOP-GEN-007U Working at Heights

Revision #	Section(s)	
Rev: #13	2.0 Designated Working at Heights Locations	
	...	
	<u>R/V Proteus</u>	
	<ol style="list-style-type: none"> 1. Forward Mast 2. Monkey Island/ Radar Deck on top of wheelhouse (area with no guardrails) 3. On the cradle that holds the crane 4. Port A-frame 5. Stern A-frame 6. Doghouse/ Winch Control Room roof 	

... Ellipses indicate unchanged material has been skipped for the sake of brevity.

TDI-Brooks Master's Handover Checklist (Rev. Jan 2018)

Master ON: _____ Master OFF: _____

Print Name: First Last

Print Name: First Last

Date **DD-MONTH-YYYY**: _____

This document is customized for the Brooks McCall

This sheet to be completed by both Masters, scanned and sent to DPA@tdi-bi.com.

Items for Review:

Check the boxes to the right as you review.
Masters initial to the left when each section is completed.

Master ON	Master OFF		
_____	_____	1. Master's Standing Orders and Night Orders Book	
		a. Each Master posts his own standing orders	<input type="checkbox"/>
		b. All bridge officers sign orders and ship's log	<input type="checkbox"/>
		c. Night orders modified as needed and bridge officers to sign it daily	<input type="checkbox"/>
		d. Station bills posted with signature of relieving Master	<input type="checkbox"/>
_____	_____	2. Ship Security	
		a. SSAS test message sent	<input type="checkbox"/>
		b. Relieving Master has reviewed Vessel Security Plan	<input type="checkbox"/>
		c. Above review documented in security plan	<input type="checkbox"/>
		d. Discuss code phrase and how used- log in Security Plan	<input type="checkbox"/>
		e. Location of Emergency and SOPEP contact #s	<input type="checkbox"/>
		f. Location of Vessel Security Assessment, SSAS and SSAS annex	<input type="checkbox"/>
		g. Location of completed vessel orientations for all personnel	<input type="checkbox"/>
		h. Name of Vessel Security Officer for relieving Master	<input type="checkbox"/>
_____	_____	3. Safety Management Manual	
		a. SMM is a controlled paper copy on board	<input type="checkbox"/>
		b. Permitted to Work System: SOP-GEN-012B	<input type="checkbox"/>
		c. Energy Isolation (LOTO)- SOP-GEN-007I	<input type="checkbox"/>
		d. Hot Work & Welding- SOP-GEN-2015C	<input type="checkbox"/>
		e. Working at Heights- SOP-GEN-007U	<input type="checkbox"/>
		f. Confined Spaces- no entry policy SOP-BMC-2016C	<input type="checkbox"/>
		g. Incidents/ Accidents Reporting- SOP-GEN-007L	<input type="checkbox"/>
		h. Offsigning master conduct and submit crew evaluations? SOP-GEN-2016A	<input type="checkbox"/>
		i. Obsolete Documents removed, destroyed	<input type="checkbox"/>
		j. Outgoing Master's Review sent to DPA@tdi-bi.com and filed on board	<input type="checkbox"/>
_____	_____	4. STCW Rest Hours	
		a. Watch schedule posted to follow STCW rest hours	<input type="checkbox"/>

Master ON

Master OFF

5. Fueling and Oil Transfer Procedures

- a. Location of Oil Transfer Procedures Instruction Book, training cd & forms
- b. Completed Bunker checklists, Declaration of Inspection and Bunker plan
- c. Location of receipts and fuel samples
- d. Oil record book signed by Master and Chief Engineer

6. NS5

- a. Chief Engineer has NS5 maintenance jobs caught up
- b. Incidents recorded in NS5 and sent to DPA@tdi-bi.com ?
- c. All drills recorded in NS5 Quality and Compliance module and ship log?
- d. Are there any open CARs for this vessel? Y / N
- e. If yes, has corrective action plan (CAP) been submitted to DPA? Y / N
- f. Has CAP been approved by DPA and implemented by vessel? Y / N

7. Crew Qualifications, Sanitary Inspections & Pre-Departure Checks

- a. Did offsigning Master conduct weekly sanitary inspections and note in ship's log? (SMM Ch5 Sec 3.1 and a monthly job in NS5)
- b. Are Pre-Departure Checklists in ship's log? (stamp or print)

8. E-mail, Telephone and Internet

- a. Immediately report any problems with these systems to IT@tdi-bi.com or call 979-693-3446

9. Ship Position Reports- send daily to DPA@tdi-bi.com

- Both e-mail subject line and file name should be:
- a. BOAT-SPR-DD-MONTH-YYYY Ex. BMC-SPR-15-MAY-2016

10. Voyage Plans- send before departure to DPA@tdi-bi.com

- Both e-mail subject line and file name should be:
- a. BOAT-VP-DD-MONTH-YYYY Ex. BMC-VP-15-MAY-2016

11. Issues that may affect operations

- a. Inspections, Expirations, Renewals due within 30 days
- b. Any equipment out of service, Locked/ Tagged out, working at limited capacity, waiting on parts/ service tech or needs repairs

Master ON

Master OFF

c.	Other factors that may affect operational plans, requirements	<input type="checkbox"/>
d.	Work in progress and general vessel condition	<input type="checkbox"/>
e.	Recent Surveys, Audits or Inspections	<input type="checkbox"/>
d.	Open ISM Non-Conformities	<input type="checkbox"/>

12. Equipment Familiarization

a.	Bridge	<input type="checkbox"/>
	Safety Mgmt. Manual ____ Publications ____ AutoPilot ____ GMDSS ____ Bow Thruster ____ Propulsion ____ Steering ____ C-NAV ____ Anchor Windlass ____ General Alarm ____ Charts ____ K-NAV ____ Phone/ Intercom ____ Fire Monitor ____ Radar ____ GPS ____ Security Cameras ____ VHF Radios ____ NTM Procedure ____ Walkie- Talkies ____ Drill Schedule ____ Security Equipment ____ Single Side Band Radio ____ BNWAS ____ AIS ____	
b.	Safety Equipment	<input type="checkbox"/>
	Life Boat Radios ____ Life Rafts ____ Work Vests ____ PPE ____ MOB Boat Radio ____ Smoke Alarms ____ Logs ____ SCBAs ____ SART ____ EPIRB ____ Emergency Lights ____ Grab Bag ____ Life Jackets ____ Bunkering Gear ____ First Aid Kits ____ Pyrotechnics ____ EEBDs ____	

Master ON

Master OFF

13.

Records and Documents

Bridge to Bridge Radio Cert _____	NTVRP/ SOPEP Approval _____
Cert of Documentation _____	Oil Record book _____
Compass Deviation Card _____	ORV Designation Letter _____
Load Line and ASE _____	Radio Station License _____
EPIRB Registration _____	Safety Radio Cert. _____
Fire Fighting Equip Annual _____	Safe Manning Letter _____
Int. Tonnage Cert _____	Stability Letter _____
Liability Insurance Cert _____	Stability Manual _____
Life raft Annual _____	ABS Survey Status Report _____
Any other ship specific docs _____	

Important contacts: Main office phone in College Station 979-693-3446

RESUPPLY REQUESTS- send completed resupply request form to RESUPPLY@tdi-bi.com.

DPA- Designated Person Ashore and Director of Operations- Pete Tatro DPA@tdi-bi.com 979-466-4284

CSO-Company Security Officer- Dr. Roger Fay- rogerfay@tdi-bi.com, CSO@tdi-bi.com 979-220-3807

HSE-TDI Health and Safety Mgr.- Dr. James Howell- JamesHowell@tdi-bi.com, HSE@tdi-bi.com 281-794-3806

Port Engineer- Charlie Emerson- PortEngineer@tdi-bi.com 979-218-7382

TDI Crewing Module- Web address www.geodatapub.com/tdibisr/index.php. Get password from IT@tdi-bi.com

Signature of Departing Master: _____

Signature of Relieving Master: _____