

Notice of Change to Controlled Documents #356-366/ 19 April 2018



Summary of Changes

Revisions managed by: Shannon Smith

Purpose: [356] Captain thought if any item listed as critical was not working that it was a no go. This SOP does not state that anywhere. But the deck generator is unusual on the PRT because it can take the full load of a main. So this statement added to the critical equipment list and DPA will address incorrect assumption in Captain's Notes. [357] Communications systems info was incorrect. Revisions by Director of IT. [358] DPA responsibilities reviewed, clarified. [359-361] Technical edits [362] Responsibilities for internal training not clearly assigned. [363-366] Technical corrections and updates.

NOC#	Ch., Sec., SOP	Summary	Revision#
356	SOP-PRT-2016B	The deck generator is unusual on the PRT because it can take the full load of a main. So this statement added to the critical equipment list	#4
357	SOP-GEN-007F	Current communications systems info corrected/ updated	#10
358	Ch 4	Multiple refs to Port Captain removed.	#9
359	Ch 6	Crewing Mgr and Technical manager titles updated to match Ch 6- Staffing Managers- Maritime and Tech	#18
360	Ch 13	Hearing Protection training not just computer based. Sec 14.4 Correct spelling of First Mate	#3
361	Ch 14	Sec 1- JSA'a correct to JSA's Sec 7- PPE is in Ch 13- not ch 7	#22
362	Ch 3 Sec 4	Staffing Mgrs responsible for licenses and qualifications. Vessel Systems Mgr. responsible for internal training, assisting DPA with Masters Reviews and Administering document control of SMS.	#19
363	Ch 12	Responsibilities clarified, redundant material removed	#10
364	SOP-GEN-008E	Vanuatu contact updated	#15
365	SOP-GEN-012A	Mgmt of change applies to shore side ops as well as offshore. Implied- now stated.	#17
366	Ch 9	Corrective action plans to be approved within 30 days- not just submitted to DPA.	#11

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:		Pete Tatro, DPA:	
Date: April 23, 2018		Date: April 23, 2018	

NOC # 356
SOP-GEN-2016B Proteus Critical Equipment

Revision #	Section(s)						
Rev: #4	<p>1.0 Critical Systems and Equipment</p> <p>The Company recognizes the importance of all vessel equipment, but has identified the following systems as critical for the Proteus:</p> <table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 50%;">Systems: subsystems</th> <th style="width: 50%;">Recommended Spares</th> </tr> </thead> <tbody> <tr> <td> Ship's Hull: Hull Internal bulkheads Watertight doors </td> <td>1 Damage control kit</td> </tr> <tr> <td> Electrical Generation Plant Main generators: One 210kw Generator 3406 Caterpillar One 190kw Generator C-9 Caterpillar Main switchboard panel ** John Deere deck generator listed in standby critical equipment can handle full vessel load should a main generator go down </td> <td> 1 Cylinder head 1 Pistons 2 Nozzle sets 1 Automatic Voltage Regulator (AVR) 1 Water pump 1 Wire harness (for C-9) </td> </tr> </tbody> </table>	Systems: subsystems	Recommended Spares	Ship's Hull: Hull Internal bulkheads Watertight doors	1 Damage control kit	Electrical Generation Plant Main generators: One 210kw Generator 3406 Caterpillar One 190kw Generator C-9 Caterpillar Main switchboard panel ** John Deere deck generator listed in standby critical equipment can handle full vessel load should a main generator go down	1 Cylinder head 1 Pistons 2 Nozzle sets 1 Automatic Voltage Regulator (AVR) 1 Water pump 1 Wire harness (for C-9)
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NOC # 357
SOP-GEN-007F Communications

Revision #	Section(s)
Rev: #10	See attached revised SOP

NOC # 358
Ch 4 Designated Person

Revision #	Section(s)
Rev: #9	See attached revised chapter

NOC # 359
Ch 6 Resources and Personnel

Revision #	Section(s)
Rev: #18	<p>2.0 Safe Manning and Crew Qualifications</p> <p>The Crewing Manager Staffing Manager of Maritime Personnel is responsible for ensuring the vessels are adequately manned with properly trained, qualified and medically fit personnel.</p> <p>The Technical Manager Staffing Manager of Survey Personnel is responsible for ensuring that all technical/ scientific personnel, have the required training, certifications, knowledge and skills required for their positions.</p>

NOC # 360
Ch 13 General Policies

Revision #	Section(s)
Rev: #3	<p>13.0 Noise Awareness/ Hearing Conservation</p> <p>TDI-Brooks views noise awareness and hearing conservation as one and the same. All offshore employees are required to complete a Hearing Conservation computer-based training course within 30 days of hire.</p> <p>...</p> <p>14.4 Delivery</p> <p>Upon arrival at the vessel, the resupply luggage is to be given to the Frist First Mate...</p>

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

NOC # 361
Ch 14 Risk Assessment and Hazard Mitigation

Revision #	Section(s)
Rev: #22	<p>1.0 HSE Planning Process</p> <p>All projects undertaken by TDI-Brooks must undergo proper risk analysis and HSE preparation in accordance with the Safety Management System prior to the start of the project.</p> <p><u>This is particularly important for those projects which do not utilize standard operating procedures and JSAa JSA's and/ or are conducted on non-company vessels.</u></p> <p>...</p> <p>7.0 PPE Requirements</p> <p>SMM Chapter 13 7-Section-16 describes PPE requirements in more detail.</p>

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

NOC # 362
Ch 3 Company Responsibility and Authority

Revision #	Section(s)
Rev: #10	<p>Safety and Environmental (HSE) Manager</p> <p><u>Responsibilities:</u></p> <ul style="list-style-type: none"> • Interacts with clients to ensure that their HSE requirements are met under the TDI-Brooks system. • Works with Masters to ensure they and their crews are aware of and following company and regulatory HSE policies. • Works with DPA in developing risk assessments for vessel operations. • Maintains all SMS policies and procedures and document control • Responsible for the maintenance and execution of the company's Safety Management System and associated procedures and processes. <p>...</p> <p>Vessel Systems Administrator & Assistant HSE Manager</p> <p><u>Responsibilities:</u></p> <ul style="list-style-type: none"> • Maintains the NS5 software system that monitors various vessel components to ensure compliance with ISM code. • Maintains computer based training system- monitors training databases, installs and maintains software, instructs and supports remote users, prints certificates and updates Training Matrix.

- Designed and maintains the company ship web pages. **fleet intranet.**
- ~~Edits and maintains the Safety Management Manual.~~
- ~~Ensures that all vessels have access to the current revision of electronic controlled documents.~~
- **Ensures that crew completes required internal training in a timely manner.**
- **Assists DPA in monitoring and completion of Masters' Reviews.**
- **Administers the distribution, document control and supporting systems for all Safety Management System policies and procedures.**

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Compliance Officer and Company Security Officer (CSO)

Responsibilities:

- Responsible for maintaining documentation, certifications, and compliance with U.S., Flag State and International laws, regulations, and codes.
- ~~Assists DPA in monitoring the completion and submittal of Master's Review.~~
- Serves as a Company Security Officer (CSO).
- Serves as an internal auditor.

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Designated Employee Representative (DER)

Responsibilities:

- ~~Records notes of all company meetings.~~
- Responsible for employee medical and drug tests and maintenance of those records in accordance with federal requirements
- Reports drug testing of ship crew according to Flag State requirements
- Ensures all employees have accurate and current **training licenses and qualifications** before each cruise
- Updates the crewing module with new employees, certificates and drug/ medical information

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Staffing Manager – Maritime Personnel

Responsibilities:

- Ensures maritime personnel are qualified for their positions
- Ensures all maritime personnel have accurate and current **training licenses and qualifications** before each cruise
- Oversees changes to the crewing module, which includes but is not limited to personnel movements on and off the vessel, new employees and updated certificates and qualifications

	<p>...</p> <p>Staffing Manager – Survey Personnel</p> <p><u>Responsibilities:</u></p> <ul style="list-style-type: none"> • Ensures survey personnel are qualified for their positions • Ensures all survey personnel have accurate and current training licenses and qualifications before each cruise • Oversees changes to the crewing module, which includes but is not limited to personnel movements on and off the vessel, new employees and updated certificates and qualifications
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NOC # 363
Ch 12 Company Verification Review and Evaluation

Revision #	Section(s)
Rev: #10	See attached complete revised chapter.

NOC # 364
SOP-GEN-008E Emergency Response Plan

Revision #	Section(s)
Rev: #15	<p>9.0 External Agencies</p> <p>TDI-Brooks maintains contracts with two main external agencies to assist in emergencies.</p> <p>For medical emergencies at sea, refer to the ISOS International contact information listed in SOP-GEN-008B. They can also be found on the ISOS web site at http://www.internationalsos.com/en/emergencies.htm.</p> <p>For emergencies involving US flagged vessels, refer to the SOPEP or NTVRP plans. for US Coast Guard or Meredith Management contact information. Phone numbers for the 24 Regional Contacts for Emergencies are listed on the Coast Guard web site at http://www.uscg.mil/hq/cg5/cg534/RCC_numbers.asp.</p> <p>For emergencies in US waters, refer to the NonTank Vessel Response Plan (NTVRP) for instructions and contact information for the Qualified Individual (QI) of our Emergency Response Management provider. For emergencies in International waters, contact the QI and the local SOPEP emergency number.</p> <p>For Vanuatu flagged vessel emergencies, contact Vanuatu Maritime Services Limited :</p>

	<p>Executive Vice President Michael DeCharles 973-956-7850 or 973-981-4643 OR Safety, Security, Quality and Regulatory Compliance Matthew Bonvento Roderick Acquie at Racquie@vanuatuships.com 631-626-8462</p>
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NOC # 365
SOP-GEN-012A Management of Change

Revision #	Section(s)
Rev: #17	<p>1.0 Purpose and Description</p> <p>Often, unforeseen events may cause us to adjust our plans and procedures. Even small changes can introduce increased risks in unexpected ways.</p> <p>The TDI-Brooks Management of Change Forms are designed to guide the management team through a series of questions to consider all areas impacted by any proposed change, evaluate any new or increased risks and plan ways to mitigate those risks. These may apply to vessel operations and shore support functions and operations.</p> <p>2.0 What is Change? Definitions</p> <p>OSHA defines it this way:</p> <p>“Change is an alteration or adjustment to any component, variable or property within an existing system.”</p>

NOC # 366
Ch 9 Non-Conformities

Revision #	Section(s)
Rev: #11	<p>6.0 Corrective Action Plan</p> <p>...</p> <p>CAP Submission: The CAP should be created by the vessel and submitted to HSE@tdi-bi.com for approval and approved within 30 days of the initial report. The crew of the vessel must work together to conduct a root cause investigation and create a Corrective Action Plan (CAP).</p>

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SOP GEN-007F	
Communications	
1.0	<u>Introduction</u>
2.0	<u>Responsibility</u>
3.0	<u>Types of Communication Equipment</u>
4.0	<u>Communications Protocols</u>
4.1	<u>Ship Position Report</u>
4.2	<u>Science Communications</u>
4.3	<u>Communication System Constraints</u>

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
15 October 2011 Revision #7	Dr. Jim Brooks Dr. Bernie Bernard	Dr. Jim Brooks Dr. Roger Fay Capt. Pat Falwell	Duplicate line removed.
05 April 2013 Revision #8	Dr. Jim Brooks Dr. Bernie Bernard	Chris King	Entire SOP updated
04 April 2014 Revision #9	Dr. Jim Brooks Mr. Pete Tatro	Dr. Jim Brooks Mr. Pete Tatro Dr. Roger Fay	Ship Position Report required daily, responsibility for communications assigned to the Director of Information Technology
19 April 2018 Revision #10	Pete Tatro, DPA	Dr. James Howell Chris King-DIT	Reference to TDI Forms page corrected. Procedures and systems updated.

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1.0 Introduction

This SOP describes the policies and procedures for communications on the vessel and those between the vessel and shore-based facilities, including the main office.

2.0 Responsibility

TDI-Brooks is responsible for providing all the necessary communications equipment to the vessels. Communication equipment and protocols are the responsibility of the Director of Information Technology (DIT).

The DIT shall ensure that the communications equipment is in good order and meets the needs of the vessel, home office, client, and is accessible worldwide. The DIT will coordinate any maintenance and repairs.

The Master has the immediate responsibility for communication equipment on board the vessel. The Master will contact it@tdi-bi.com should he need support at any time. For emergencies or if e-mail services are down, the Information Technology department can be contacted directly at the main office number 979-693-3446, Monday through Friday during regular business hours. For emergencies, during the weekends or outside of regular hours, the Master can contact IT personnel on the cell phone number(s), posted onboard the ship near the communications equipment.

3.0 Types of Communication Equipment

Each vessel is equipped with a variety of communication as required by SOLAS or deemed necessary. The equipment ranges from satellite devices to hand held radios and may include the following:

- Global Marine Distress and Safety System (GMDSS)
- Long Range Identification Transmission (LRIT)
- Ship Security Alert System (SSAS)
- UHF and VHF systems including hand held radios
- Emergency Position Indicating Radio Beam (EPIRB) and Search and Rescue Transponders (SARTS)
- Telephone and data communications systems
- Intercom systems

The GDMSS, SSAS, EPIRB, and SARTS are communication devices for vessel emergencies such as sinking and launch of survival crafts. UHF and VHF are used for local communications such as monitoring other ship's communications, calling ports, and on vessel communications. Satellite communications, e-mail and mobile phone communications are used to communicate with the home office, clients and other contacts.

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4.0 Communications Protocols

When operating in remote locations of the world it is important to be able to communicate with the home office, emergency groups, clients, agents, port authorities, etc. Thus, redundant data and voice communications are provided and maintained on the vessel for non-emergency communications.

For emergency communications, the minimum requirement is at least one working voice communications system and one working data communications system always available to the Master of the vessel.

Voice communications is considered critical to “real time” emergency communications. Where possible a secondary voice communications system will be maintained in the event that the primary Voice Communications system is either malfunctioning, or out of service.

Email communication is not considered an appropriate medium for emergency communications, except for email communications provided by Inmarsat-C, which is highly redundant and part of SSAS and GMDSS systems.

4.1 Ship Position Report


Whether in transit, in port or during active operations the Master is expected to send a Ship Position Report (SPR) once every 24 hours via e-mail to dpa@tdi-bi.com. A copy of the standard SPR form for the fleet can be found on the TDI Forms page. Departure and Arrival notices are incorporated into the Ship Position Report.

4.2 Science Communications

The Party Chief will submit a Daily Progress Report once every 24 hours during science/technical services operations via e-mail to dpa@tdi-bi.com.

4.3 Communication System Constraints

When available and it doesn't interfere with ship operations, crew and staff are allowed access to the Internet for personal purposes (i.e. online banking, news and communications with friends and family). Shore based systems are used to monitor the ships' data connectivity and policies are implemented as needed to ensure bandwidth is provided for the highest priority usage.

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Chapter 4 Designated Person Ashore (DPA)


- 1.0 [Introduction](#)
- 2.0 [The Primary Responsibilities of the Designated Person](#)
- 3.0 [Designated Person Ashore](#)

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 Oct 2010 Revision #6	Dr. Jim Brooks Dr. Bernie Bernard	HSE Manager Designee: Dr. Jim Brooks Port Captain: Capt. Pat Fallwell	Changed to electronic format
15 Oct 2010 Revision #7	Dr. Jim Brooks Dr. Bernie Bernard	HSE Manager Designee: Dr. Jim Brooks Port Captain: Capt. Pat Fallwell	Change to key personnel names, titles, responsibilities
19 Feb 2014 Revision #8	Dr. Jim Brooks Mr. Pete Tatro	Dr. Jim Brooks Mr. Pete Tatro	DPA updated
19 April 2018 Revision #9	Pete Tatro, DPA	Dr. James Howell	References to Port Captain removed. Responsibilities clarified.

1.0 Introduction

This chapter describes the individual or individuals that will serve as the company's designated person ashore (DPA). The ISM code states that the responsibility of this person is "to ensure the safe operation of each ship and to provide a link between the company and those on board, every company, as appropriate should designate a person or persons ashore having direct access to the highest level of management.

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Per the ISM Code, the responsibility and authority of the designated person includes monitoring the safety and pollution prevention aspects of the operation of each ship and to ensuring that adequate resources and shore based support are applied, as required.

The DPA will be responsible for coordinating activities between the Company President, HSE manager, Compliance Officer, Internal Auditor, and ship's crew to ensure that the vessels operates safely and within international standards for safety and environmental protection.


The DPA will be assisted by the HSE manager and Compliance Officer in the areas of safety policies, SMM, safety training, and record keeping, compliance with codes, rules and regulations, vessel equipment and maintenance.

During an emergency the DPA will be the first senior manager notified of a shipboard emergency. Should the DPA be unavailable he will designate an interim DPA and alternate arrangements will be made and communicated to the all concerned parties.

2.0 The Primary Responsibilities of the Designated Person

The DPA is primarily accountable and responsible for the following:

- Keeping abreast of current standards for shipboard safety and environmental protection;
- Interacting with the vessel captain;
- Interacting with ship's personnel to monitor performance and direct goals;
- Interacting with the Port Engineer, Compliance Officer and Party Chiefs to ensure that the vessel has adequate equipment and supplies to conduct work safely in an environmental sound manner;
- Interacting with the Compliance Officer and Port Engineer to ensure that all vessel certificates are current and meet international guidelines, the vessel's maintenance logs are maintained properly, and the vessel is in good working order;
- Interacting with the crew to reinforce management's commitment to their welfare, safe working conditions, vessel condition, training and logistic support;
- Interacting with the president to keep him informed of the condition of the vessel and crew with respect to international standards of safety, health, and environmental protection;
- Understanding the ISM code and the implication of vessel operations under it.
- Ensuring performance of vessel audits, tracking non-compliance (non-conformity) reports and corrective actions, near misses, and the incident reporting system;

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- Reviewing yearly Master's review of SMS.

3.0 Designated Person Ashore

The current designated person ashore is Pete Tatro.
His contact information is:

Work Phone: 979-693-3446
Mobile Phone: 979-446-4284
EMAIL: petetatro@tdi-bi.com or dpa@tdi-bi.com

SAFETY MANAGEMENT MANUAL

Chapter 12
Company Verification
Review and Evaluation

Rev # 10

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Chapter 12 Company Verification, Review and Evaluation

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- 2.0 [Responsibility](#)
- 3.0 [Procedures](#)
 - 3.1 [External Audits](#)
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 - 3.3 [Corrective Actions and Observations](#)
 - 3.4 [Management Review](#)
 - 3.5 [Documentation/ Reports](#)

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	
25 Oct 2010 Revision #6	Dr. Jim Brooks Dr. Bernie Bernard	HSE Manager Designee: Dr. Jim Brooks Capt. Pat Fallwell	Changed to electronic format
25 Oct 2010 Revision #7	Dr. Jim Brooks Dr. Bernie Bernard	HSE Manager Designee: Dr. Jim Brooks Port Captain: Capt. Pat Fallwell	Addresses how corrective actions and observations from audits are tracked in NS5
08 February 2011 Revision #8	Dr. Jim Brooks Dr. Bernie Bernard	Dr. Jim Brooks Dr. Bernie Bernard	Masters Review to me included in the Management Review
22 September 2011 Revision #9	Dr. Jim Brooks Dr. Bernie Bernard	Dr. Jim Brooks Dr. Bernie Bernard Dr. Roger Fay	Masters reviews to be acknowledged as a group and a summarized response by DPA issued to the fleet annually
19 April 2018 Revision #10	Mr. Pete Tatro, DPA	Dr. James Howell	Responsibilities clarified.

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1.0 Introduction

TDI-Brooks shall conduct a series of internal audits to verify that our safety and pollution prevention activities comply with the ISM code. This Chapter discusses the procedures used to verify, review, and evaluate the Company SMS for all vessels and the home office.

2.0 Responsibility

The DPA is responsible for ensuring that the SMS is adequately documented to permit the effective review of procedures through the internal audit and management review processes.

The DPA will establish the audit schedule, review audits, and receive recommendations from various Company managers and ship's officers.

3.0 Procedures

The effectiveness of the company SMS will be verified through external and internal audits. External audits are third-party audits conducted by a qualified auditor chosen by the client ordering the audit. External audits are also conducted by class societies. The management reviews will include both a shore-side review and the Master's annual review of the SMS.


3.1 External Audits

Our vessels routinely undergo third-party audits ordered by our clients. Client ordered audits are conducted by qualified auditors of their choice. The scope of the audits may range from a causal walk thru to a detailed marine audit. The client will also specify which non-conformity and observations they require to be closed out prior to commencing the job. These audits should be included in any management review as a valuable tool in determining the effectiveness of the Company SMS.

External audits will also be conducted by qualified auditors of a recognized Organization of the Administration per requirements of the ISM code and to meet the requirements of a vessel of its class under Flag State regulations.

3.2 Internal Audits

A qualified person will conduct internal audits of each vessel and the company DOC at least annually. A qualified person is one who has been trained in the audit process.

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3.3 Corrective Actions and Observations

All corrective action reports (CAR's) and non-conformities resulting from TDI management or regulatory agency audits will be handled according to the Non-Conformities processes outline in Chapter 9.

3.4 Management Review

The Management Review shall be conducted annually and will include the analysis of major incidents, re-occurring issues, manning/training of vessel crew, updates to the SMS, the annual Masters Reviews of the SMS and any other relevant issues.

All reports generated by management and Master's reviews will be tracked by the DPA for review and possible improvements to the SMS.

3.5 Documentation/ Reports

The auditor will provide a report of the audit, including all non-conformities and observations to the Company, and office personnel enter all non-conformities and any observations the company determines merits further review into the NS5 tracking system. The DPA, HSE Manager or their designee will generate corrective action reports.