

Notice of Change to Controlled Documents #68-75 /03 May 2012

Summary of Changes

NOC#	Ch., Sec., SOP	Summary	Revision#
68	Ch 7 Sec 11.0	Stability tests to be conducted by third party.	10
69	Ch1 Sec 4.0	Working language of all vessels is English. Vessel Systems Mgr to ensure all vessels have most recent electronic/ controlled copy of SMM.	9
70	SOP-GEN-007G Sec 6.2	All permits require two signatures to be valid	8
71	SOP-GEN-007I Sec 4.0	All permits require two signatures to be valid	8
72	SOP-GEN-007J Sec 4.0	All permits require two signatures to be valid	10
73	SOP-GEN-007U Sec's 9, 10	All permits require two signatures to be valid. Working at Heights must be signed by Master or Mate	9
74	SOP-GEN-007H Sec 3.0	Any confined space rescue to be entered as an incident in NS5	7
75	Ch 2 Sec 4.4	Reasonable Cause Testing form is required to be filled out by any supervisor requiring such testing and the test may not be conducted by same supervisor	9

NOC #68

SMM Chapter 7 Shipboard Operations Section 11 Ship Stability Policy

Topic: Ship stability tests to be conducted by third party.

All Chapters	All Topics
<p>New Changes: Revision #10</p>	<p>11.0 Ship Stability Policy</p> <p>TDI-Brooks' ship stability policy ensures that the ship's stability is managed according to code. It is the responsibility of the port engineer Compliance Manager to verify that all current baseline stability data are current, accurate, and available to the master, including <i>Vessel Stability Letters</i> and <i>Vessel Trim and Stability Booklets</i>. Any structural vessel alterations are controlled and managed to ensure compliance with the following applicable regulations.</p> <ul style="list-style-type: none"> • 46 CFR 43.15-1(b) • 46 CFR 170.110 • 46 CFR 170.120(a) • 46 CFR 196.12-1 • 46 CFR 196.15-7 • 46 CFR 196.12-1 <p>The Port Captain will schedule any stability tests as necessary, Stability tests will be scheduled as required with an outside contractor, and the master is responsible for ensuring that loads are managed to meet stability requirements.</p>

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

NOC #69

Chapter 1 Description of Requirements and Program Section 4 Document Control and Issue

Topic: Working language of all vessels is English. Vessel Systems Manager or designee to ensure vessels have access to most recent electronic/controlled copy of SMM.

All Chapters	All Topics
<p>New Changes: Revision #9</p>	<p>4.0 Document Control and Issue</p> <p>This SMS and supporting documents will be reviewed and revised yearly or as new information is available, laws change, or as needs dictate. The revision date and number are tracked at the beginning of each chapter and SOP. It is the responsibility of the TDI-Brooks health, safety, and environment (HSE) manager to ensure that SMS documents are distributed properly. Details of the tracking system are described in Chapter 11. In October 2010, the Safety Management Manual was converted to electronic format. It is the responsibility of the Vessel Systems Manager or his/ her designee to ensure that all ships have access to the most current revision of the SMM on their ship networks.</p> <p>The working language of all TDI-Brooks vessels is English. Therefore, per the ISM 2010 code Sec 6.6, all documents that are part of the SMS will be in English. or, if English is not a working language of the crew, it will be available in their working language. The master of the vessel will ensure that the crew understand and are conversant in the document and safety procedures that are part of the ISM Code.</p>

NOC #70

SOP-GEN-007G Confined Space Entry Section 6.2 Permit , Section 6.4 Completion of Work

Topic: All permits require two signatures in order to be valid.

All Chapters	All Topics
<p>New Changes: Revision #8</p>	<p>6.2 Permit</p> <p>The permit for confined space entry must be filled on in its entirety and signed by the Chief Engineer(see section 7.0). Initially, the entry supervisor or competent person needs to annotate record the atmospheric conditions as well as other safety considerations including the following:</p> <p>All permits require two signatures in order to be valid. No one may write their own permit without notifying and obtaining the signature of a second party. The permit needs to be signed by the engineering department. All permits will then be filed on the bridge with the Master. (moved to section 6.4) It is imperative that someone is aware of your intentions to enter a confined space for safety reasons. A stand-by person must be present at the work site.</p> <p>...</p> <p>6.4 Completion of Work</p> <p>Once the job has been completed, all locks and tags may be removed. All warnings and barriers are to be removed. The bridge and engineering department must be notified that the work is complete and the area is secured. All permits will be filed on the bridge.</p>

NOC #71

SOP-GEN-007I Energy Isolation Section 4.0 Procedures, Section 5.0 Permit

Topic: All permits require two signatures in order to be valid.

All Chapters	All Topics
<p>New Changes: Revision #8</p>	<p>4.0 Procedures</p> <p>The chief engineer Chief Engineer has the primary responsibility for the proper lockout of equipment and/or circuits.</p> <p>...</p> <p><input type="checkbox"/> Notify the bridge and engineering prior to initiating an energy isolation protocol.</p> <p><input type="checkbox"/> After obtaining approval from the chief engineer Chief Engineer, shut down the equipment subject to energy isolation by following normal shut down procedures.</p> <p>...</p> <p>— TDI Brooks will review the lockout/tag-out procedure annually. Review of the procedures is the responsibility of the chief engineer, master, and DPA. Any individual performing servicing work on machine/equipment that may require an energy isolation procedure will be qualified in that type of work and lockout/tag-out procedures. All other employees whose work operations are or may be in an area where energy control procedure may be utilized will be instructed about the procedure and about the prohibition of attempting to restart or reenergize equipment that are locked out or tagged out.</p>
	<p>5.0 Permit</p> <p style="color: red;">All permits require two signatures in order to be valid. No one may write their own permit without notifying and obtaining the signature of a second party</p> <p>Before work begins, an Energy Isolation permit must be filled out by the crewman doing the work and signed by the Chief Engineer. The SMM Forms Only page on the ship web pages contains the Energy Isolation permit.</p> <p>It is required that a copy of the work permit be posted at the site where the work is being done. Therefore, after the Chief Engineer signs the permit, make a copy to post at the work site and file the original on the bridge.</p> <p>The Chief Engineer is responsible for entering the Energy Isolation permit as a work order in NS5 and writing the work order number on the signed permit.</p>

NOC #72

SOP-GEN-007J Hot Work Section 4.0 Permit

Topic: All permits require two signatures in order to be valid.

All Chapters	All Topics
<p>New Changes: Revision #10</p>	<p>4.0 Permit</p> <p>Before hot work begins, a hot work permit must be filled out by the crewman doing the work and signed by Chief Engineer or Port Engineer. The SMM Forms Only page on the ship web pages contains the Hot Work Permit.</p> <p>It is required that a copy of the work permit be posted at the site where the work is being done. Therefore, after the Chief Engineer or Port Engineer signs the permit, make a copy to post at the work site and file the original on the bridge.</p> <p>All permits require two signatures in order to be valid. No one may write their own permit without notifying and obtaining the signature of a second party.</p> <p>The Chief Engineer is responsible for entering the hot work permit into a work order in NS5 and writing the work order number on the signed permit.</p>

NOC #73

SOP-GEO-007U Working at Heights Section 9.0 Rescue, 10.0 Permit

Topic: No one may write their own permit without notifying and obtaining the signature of a second party. Working at Heights permits must be signed by the Bridge Officer of the Watch.

All Chapters	All Topics
<p>New Changes: Revision #9</p>	<p>9.0 Rescue</p> <p>Below is a description of a rescue plan should an employee become incapacitated or stranded while working at heights. This plan is designed to prevent prolonged suspension and quick rescue. Rescues will be dependent upon the available equipment and must be part of a regular drill/exercise program. The preferred lanyard for working at heights is a self-retracting life line that will limit falls to no more than two feet. Consequently, unless there is an injury or medical condition that renders the employee immobile, they should be able to self-rescue. Self-rescue protocols include:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Worker simply climbs back up to level from which he fell; <input type="checkbox"/> Worker returns to the ground level and removes all components of the fall arrestor system out of service until a competent person can inspect them. <p>An option for an employee who is unable to perform self-rescue is a mechanically aided hauling/rope system. The following include guidelines: ...</p>
	<p>10.0 Permit</p> <p>Before work begins, a Working at Heights permit must be filled out by the crewman doing the work and signed by the Master or Mate. The SMM Forms Only page on the ship web pages contains the Working at Heights permit. This form can be completed on the computer, printed out and taken to the worksite.</p> <p>It is required that a copy of the work permit be posted at the site where the work is being done. Therefore, after the Master or Mate signs the permit, make a copy to post at the work site and the file the original on the bridge.</p>

	<p>All permits require two signatures in order to be valid. No one may write their own permit without notifying and obtaining the signature of a second party.</p> <p>The Master or Mate is responsible for entering the Working at Heights hot work permit into a work order in NS5 and writing the work order number on the signed permit.</p>
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NOC #74

SOP-GEN-007H Confined Space Rescue Section 3.0 Procedures

Topic: Any Confined Space rescue to be entered as an incident in NS5 and reported to office and any other required agencies.

All Chapters	All Topics
<p>New Changes: Revision #7</p>	<p>3.0 Procedures</p> <p>...</p> <p>Any medical resources need to be contacted and advised of the situation and followed up with once the person or persons have been extracted.</p> <p>Once the issue has been resolved, an incident report must be created in NS5 and a copy of the report sent to the office. an Incident Investigation must be completed and filed with the home office and any other necessary persons or agencies.</p>

NOC #75

Chapter 2 General Company Policies Section 4.4 Reasonable Cause Testing

Topic: Reasonable Cause testing form is required to be filled out by any supervisor requiring such testing. Who may make decisions in the capacity of Medical Review Officer since TDI does not have one.

All Chapters	All Topics
<p>New Changes: Revision #9</p>	<p>4.4 Reasonable Cause Testing</p> <p>Reasonable cause testing will be undertaken whenever a supervisor determines that there is a reasonable cause to believe that an employee is under the influence of drugs or alcohol. The supervisor will base their assumption on physical, behavioral, and performance issues.</p> <p>The supervisor will complete the Reasonable Cause Testing form before the test is performed and will discuss their decision with TDI-Brooks management and follow up the incident with a written report. The Reasonable Cause Testing form is located on the ship web pages on the SMM Forms Only page. If the crew/vessel is in a location that an employee cannot be transported to an approved clinic or hospital for testing, reasonable cause testing may be conducted aboard the vessel, and will be administered by the Master, HSE Officer or Party Chief. However, the test may not be conducted by the person requesting it.</p> <p>If an employee refuses to comply with reasonable cause testing, that employee can be removed from the job and may face termination.</p> <p>TDI-Brooks does not have a Medical Review Officer. In the absence of a Medical Review Officer, the HSE Manager of TDI-Brooks, the Party Chief or the HSE Officer on board may make the decisions usually delegated to that position.</p> <p>The Designated Employee Representative of TDI-Brooks is a shore based position. Any reasonable cause testing will be reported to the DER and upper management as soon as possible.</p>