

Notice of Change to Controlled Documents #76-84 /03 May 2012

Summary of Changes Table

NOC#	Ch., Sec., SOP	Summary	Revision#
<u>76</u>	Ch3 Sec 4.0	The position of Quality Management Representative has been added to the Key Positions.	9
<u>77</u>	Ch9 Sec 3.0	Preventative action now required for all non conformities.	8
<u>78</u>	Ch6 Sec 1.0	Instead of medical every two years, crew to follow flag and state requirements	10
<u>79</u>	Ch2 Sec 4.0	Employees may be expected to take drug tests before employment and at random thereafter.	10
<u>80</u>	SOP-GEN-007A Sec 5.6	Minimum keel clearance for vessels added to Bridge Procedures	9
<u>81</u>	SOP-GEN-007I Sec 5.1	Added definitions of incidents requiring USCG form GC- 2692A and drug testing requirements after a serious marine incident per USCG form GC-2692B.	9
<u>82</u>	SOP-GEN-007L Sec 6.3	The person leading the investigation cannot be connected to the incident	8
<u>83</u>	Ch6 Sec 4.3	Chief Mate is designated Ship Safety Officer with additional duties	11
<u>84</u>	SOP-GEN-008E Sec 3.0	ERT Team Leader responsible for notifying insurance carriers after a major incident. Incident Secretary and Human Resources Associate corrected to Gail Mills, Controller	9

NOC #76

Chapter 3 Company Responsibility and Authority Section 4.0 Key Positions

Topic: The position of Quality Management Representative has been added to the Key Positions. Suzanne Cardwell's name updated with Gail Mills. (Result of ISM Internal Audit Dec 2011 by Pat Falwell.)

All Chapters	All Topics
New Changes: Revision #8	<p data-bbox="492 636 781 667">4.0 Key Positions</p> <p data-bbox="586 684 1219 751">Suzanne Cardwell, Chief Financial officer and Human Resources director, TDI-Brooks</p> <p data-bbox="594 783 907 814">Gail Mills, Controller</p> <ul data-bbox="586 825 1333 892" style="list-style-type: none">• Maintains financial records for the company.• Maintains personnel records and statistics for company. <p data-bbox="492 940 516 961">...</p> <p data-bbox="492 978 1235 1010">Party Chief (This section moved to just above Master)</p> <ul data-bbox="586 1031 1446 1297" style="list-style-type: none">• Responsible for science and technical operations on vessel.• Directs sampling efforts.• Directs vessel technical staff.• May serve as vessel SMS representative.• Coordinates science operations with master to ensure work is conducted in a manner consistent with the safe operations of the vessel. <p data-bbox="610 1325 634 1346">...</p> <p data-bbox="492 1362 1430 1430">Quality Management Representative & Designated Employee Representative Kathleen Nease</p> <ul data-bbox="586 1451 1446 1906" style="list-style-type: none">• Manages ISNetworld account.• 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 US Coast Guard requirements.• Reviews and updates Employee Manual.• Creates training matrixes before each cruise to ensure all employees have accurate and current training.• Updates the crewing module with new employees, certificates and drug/ medical information.

NOC #77

Chapter 9 Non Conformities Section 3.0 Reporting

Topic: Preventative action now required for all non conformities. (Result of ABS 4th Annual DOC audit Jan 24, 2012- finding T-21)

All Chapters	All Topics
New Changes: Revision #8	<p data-bbox="537 604 727 638">3.0 Reporting</p> <p data-bbox="488 674 1377 888">It is the responsibility of the DPA, HSE Manager and Port Captain to review these reports and determine if any formal corrective action is required. If so, the incident will be assigned to someone who will be responsible for following up on the resolution of the issue, documenting and closing out the corrective actions in NS5.</p> <p data-bbox="488 930 1382 1108">The corrective action plan should be in place within 30 days of the initial report and Implementation of the corrective action plan will be within 90 days of the initial report. Extensions to that date are allowed on the condition that the reason for the delay is documented in the corrective action report.</p> <ul data-bbox="537 1150 1377 1885" style="list-style-type: none"><li data-bbox="537 1150 1377 1434">• Non-conformity and observation reports should include information explaining why it is a non-conformity with specific references to the SMM or other code or regulation that is in violation, and specifics of the issue (date, time, location, personnel, equipment, and activity). Also any information related to the potential cause of the non-conformity and any other linked events/issues.<li data-bbox="537 1444 1377 1549">• According to the ISM 2010 code Section 9.2, the corrective action for a non-conformity will include a preventative action to prevent recurrence.<li data-bbox="537 1560 1377 1770">• Accident reports, depending upon the severity, may require additional reporting for both TDI-Brooks and regulatory agencies. The additional requirements for TDI-Brooks are in the SOP describing the requirements and protocols for accident/incident investigations (SOP GEN-007L).<li data-bbox="537 1780 1377 1885">• Hazardous occurrences/near-misses are reported on the TDI-Brooks incident report form found in SOP-GEN-007L.

NOC #78

Chapter 6 Resources and Personnel Section 1.0 Introduction

Topic: Instead of medical every two years, crew to follow flag state requirements (every five years with license renewal)
Technical crew to be mentioned??.
(Result of ABS 4th Annual DOC audit Jan 24, 2012- finding T-22.)

All Chapters	All Topics
New Changes: Revision #10	<p data-bbox="492 737 768 768">1.0 Introduction</p> <p data-bbox="492 810 1393 1129">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 international requirements. Seamen are required by TDI Brooks to have a medical every two years at a minimum. Additionally, systems are in place that will ensure that all personnel are properly trained for their jobs and understand the SMS as it applies to their safety, the safety of the vessel, and protection of the environment.</p> <p data-bbox="492 1171 1393 1276">The following documents and references contain additional information about TDI-Brooks personnel policies, crewing, and safe manning requirements.</p> <ul data-bbox="565 1325 1328 1507" style="list-style-type: none">• TDI-Brooks Personnel Policy and Procedures Employee Manual• SOP GEN-006A• Safety Management Manual, Chapters 2, 3, 4, and 5• NS-5 system

NOC #79

Chapter 2 General Company Policies Section 4.0 Drug and Alcohol Policies

Topic: Pre-employment and annual drug testing **expected** of all employees. Drug testing for marine crew falls under meeting flag and state req's in Ch6 Sec 1. (see above). Still implies pre-employment drug test for all employees, which we will continue to do, but shouldn't be given an NC if not done for tech crew annually.

All Chapters	All Topics
New Changes: Revision #10	<p data-bbox="488 674 927 705">4.0 Drug and Alcohol Policy</p> <p data-bbox="488 741 1373 1108">TDI-Brooks International prohibits alcohol/drug possession and consumption while onboard the vessel at any time. Possession or consumption of alcohol/drugs on the vessel will result in immediate dismissal. TDI-Brooks in accordance with U.S. Coast Guard policy has a "ZERO TOLERANCE" for possession or use of any illegal drugs onboard. Crew members and all other TDI-Brooks employees sailing on the vessel may be subject to random drug and alcohol tests. <i>Only certified facilities will be used to analyze all drug and alcohol tests. Should a test need to be administered in a foreign country, every effort will be made to assure that standard chain-of-custody protocols are followed to ensure the integrity of the tests.</i></p> <p data-bbox="488 1144 1386 1276">All new employees can expect to be drug tested prior to participating in work for TDI-Brooks and annually thereafter. All current employees can expect to be randomly tested for drugs and alcohol at any time.</p> <p data-bbox="488 1312 1325 1377">Any near-misses, accidents, or suspicious behavior can trigger a drug and alcohol test.</p> <p data-bbox="583 1413 867 1444">4.2 Pre-Screening</p> <p data-bbox="488 1480 1333 1612">Due to the requirements of many of our clients, all new seagoing TDI-Brooks personnel who are U.S. citizens will be required to undergo drug testing. Drug testing will be arranged by TDI-Brooks.</p> <p data-bbox="583 1648 894 1680">4.3 Random Testing</p> <p data-bbox="488 1715 1365 1848">All employees of TDI-Brooks who are U.S. citizens are subject to random drug and alcohol testing at the discretion of management. Selected employees will be transported to a designated clinic and samples will be collected as soon as possible.</p>

NOC #80

SOP-GEN-007A Bridge Procedures Section 5.9 Keel Clearance

Topic: Minimum keel clearance for vessels added.

All Chapters	All Topics
New Changes: Revision #9	<p data-bbox="488 680 802 709">5.9 Keel Clearance</p> <p data-bbox="488 764 1011 793">MINIMUM UNDER KEEL CLEARANCE</p> <ul data-bbox="537 800 1354 932" style="list-style-type: none">• Open Water – 200% of vessel draft• Restricted or Inshore Waters – 100% of vessel draft• Docking, maneuvering, in narrow channels – 20% of vessel draft <ol data-bbox="537 974 1373 1234" style="list-style-type: none">1. Note: Geoexplorer Multibeam Pod extends 2 feet below keel.2. Geoexplorer may have USBL pole extended3. Gyre has moon pool fairing 2 feet below keel and may have USBL pole extended in forward or aft moon pool.4. Rylan T may have USBL or swath extended below keel in moon pool or overside.5. Brooks McCall may have USBL extended below keel or overside. <p data-bbox="488 1276 1019 1306">For exceptions to UKC, contact the DPA.</p>

NOC #81

SOP-GEN-007L Incident Reporting and Investigation Section 5.1 Incidents Requiring and Immediate Report

Topic: Added definitions of incidents requiring a report to the USCG using form GC-2692A and drug testing requirements after a serious marine incident per USCG form GC-2692B.

All Chapters	All Topics
New Changes: Revision #9	<p>5.1 Incidents Requiring an Immediate Report</p> <p>Incidents involving serious injury, potential loss of life, fire or damage to the vessel, significant delays in the project schedule, or requiring immediate assistance from the office or any shore based facility or rescue organization will be reported immediately by the most expeditious means (phone, fax, radio, telex, e-mail, mobile, etc) and will be followed up by an NS5 generated report as soon as practical. In all cases this will be not later than the next regularly scheduled daily report.</p> <p>Typically incidents of this nature will require a more detailed investigation than the “incident report”.</p> <p>...</p> <p>The next daily report will include a notation and summary of the incident in the appropriate category of the daily report format.</p> <p>5.2 Reporting a Marine Accident, Injury or Death- Form CG-2692A</p> <p>If an incident meets any of the following criteria, a CG-2692A form must be filled out and delivered or mailed to the nearest Coast Guard Marine Safety or Marine Inspection Office as soon as practicable. This form is located on the ship web pages on the Bridge Resource page.</p> <p><i>“2. A vessel accident must be reported if it occurs upon the navigable waters of the U.S., its territories or possessions; or whenever an accident involves a U.S. vessel; wherever the accident may occur. (Public vessels and recreational vessels are excepted from these reporting requirements.)The accident must also involve one of the following (ref. 46CFR4.05-1):</i></p> <p><i>A. All accidental groundings and any intentional grounding which also meets any of the other reporting criteria or creates a hazard to navigation, the environment, or the safety of the vessel;</i></p>

B. Loss of main propulsion or primary steering, or an associated component or control system, the loss of which causes a reduction of the maneuvering capabilities of the vessel. Loss means that systems, component parts, subsystems, or control systems do not perform the specified or required function.

C. An occurrence materially and adversely affecting the vessel's seaworthiness or fitness for service or route including but not limited to fire, flooding, failure or damage to fixed fire extinguishing systems, lifesaving equipment or bilge pumping systems;

D. Loss of life;

E. An injury that requires professional medical treatment (beyond first aid) and, if a crewmember on a commercial vessel, that renders the individual unfit to perform routine duties.

F. An occurrence not meeting any of the above criteria but resulting in damage to property in excess of \$25,000. Damage cost includes the cost of labor and material to restore the property to the condition which existed prior to the casualty, but does not include the cost of salvage, cleaning, gas freeing, drydocking or demurrage.”

5.3 Drug and Alcohol Testing following a Serious Marine Incident- Form CG-2692B

If an incident meets any of the following criteria, individuals directly involved with the incident must have drug and alcohol testing within a specified time. In addition, a CG-2692B form must be filled out and delivered or mailed to the nearest Coast Guard Marine Safety or Marine Inspection Office as soon as practicable. This form is located on the ship web pages on the Bridge Resource page.

According to form CG-2692B, an “individual directly involved in a serious marine incident” is a person whose order, action or failure to act is determined to be or cannot be ruled out as a causative factor in the events leading to or causing a serious marine incident.

Form CG-2692B lists the following as criteria involving a vessel in commercial service as meeting a “serious marine incident”.

A. Any marine casualty or accident that occurs upon the navigable waters of the U.S., its territories or possessions, or that involves a U.S. vessel anywhere, and that results in any of

the following:

1. One or more deaths;
2. Any injury to a crewmember, passenger, or other person which requires professional medical treatment beyond first aid; and, in the case of a person employed on board a vessel in commercial service, which renders the individual unfit to perform routine vessel duties;

3. Damage to property, as defined in 46 CFR 4.05-1(f), in excess of \$100,000;

4. Actual or constructive total loss of any self-propelled vessel subject to inspection under 46 U.S.C. 3301; or

5. Actual or constructive total loss of any self-propelled vessel, not subject to inspection under 46 U.S.C. 3301, of 100 gross tons or more.

B. A discharge of oil of 10,000 gallons or more into the navigable waters of the United States, as defined in 33 U.S.C. 1321, whether or not resulting from a marine casualty.

C. A discharge of a reportable quantity of a hazardous substance into the navigable waters of the United States, whether or not resulting from a marine casualty.

D. A release of a reportable quantity of a hazardous substance into the environment of the United States, whether or not resulting from a marine casualty.

Sections formerly 5.2 and 5.3 will become 5.4 and 5.5 respectively.

NOC #82

SOP-GEN-007L Incident Reporting and Investigation Section 6.3 How to Conduct and Accident Investigation

Topic: The person leading the investigation cannot be connected to the incident.
(from BP Marine Vessel Operator Assessment item #50)

All Chapters	All Topics
New Changes: Revision #8	<p data-bbox="581 604 1317 640">6.3 How to Conduct an Accident Investigation</p> <p data-bbox="488 678 1300 747">Before an accident investigation can be conducted some planning and training are necessary.</p> <ul data-bbox="581 789 1357 1192" style="list-style-type: none"><li data-bbox="581 789 1357 1003">• Identified employees need to be trained in the accident investigation process. At a minimum the party chief of a vessel will be trained in accident investigation. The party chief will select additional crewmembers depending upon the nature of the accident/incident.<ul data-bbox="630 1010 1357 1083" style="list-style-type: none"><li data-bbox="630 1010 1357 1083">• However, no one involved with an incident may be appointed the investigate the same incident<li data-bbox="581 1089 1357 1192">• An investigation must be defined as to what type of investigation it is—accident or near miss. This will determine the level of investigation needed.

NOC #83

Chapter 6 Resources and Personnel Section 4.3 Chief Mate

Topic: Chief Mate responsible is designated Safety Officer on board. He/ she is responsible for assisting with safety meetings on board, accident and incident investigations and completion of the Quarterly Maintenance Inspection. (Result of SIRE vettings for Angola client – see Pat’s and Roger’s emails regarding “Safety Officer”.)

All Chapters	All Topics
New Changes: Revision #9	4.3 Chief Mate Details of the chief mate’s duties include the following: <ul style="list-style-type: none"><input type="checkbox"/> Serve as second-in-command within vessel compliment;<input type="checkbox"/> Provide daily maintenance, security, and care of the vessel under the captain’s direction;<input type="checkbox"/> May serve as the vessel security officer under ISPS if qualified;<input type="checkbox"/> Serves as the designated Safety Officer on board, assisting with safety meetings, incident and accident investigations and completion of the Quarterly Maintenance Inspection.<input type="checkbox"/> Maintain the watch bill, maintain safety equipment, and oversee and report daily to the captain the general condition of the vessel;<input type="checkbox"/> Responsible for daily maintenance and housekeeping activities of the vessel;<input type="checkbox"/> Responsible for deck department and assign watch standing duties;<input type="checkbox"/> Assist scientific personnel in support of their mission;

NOC #84

SOP-GEN-008E Emergency Response Plan in the Event of a Major Emergency Section 3.0 Organization of the ERT

Topic: ERT Team Leader responsible for notifying insurance carriers after a major incident. Incident Secretary corrected to Gail Mills, Controller.

All Chapters	All Topics
New Changes: Revision #9	<p>3.0 Organization of the ERT</p> <p>Team Leader Name: James M. Brooks – President Phone: (979) 636-3634 Residence: 3953 Cedar Ridge Drive, College Station, TX 77845 Cell Phone: (979) 220-3798</p> <p><i>Responsibilities</i></p> <ul style="list-style-type: none"><input type="checkbox"/> Maintains system for immediate personal contact by cell phone and email vigilance.<input type="checkbox"/> Decides when to activate the ERT.<input type="checkbox"/> Leads the team or delegates this duty to the Alternate Team Leader.<input type="checkbox"/> Initiates and evaluates the crisis, then coordinates actions and responses.<input type="checkbox"/> Is responsible for all communications with the appropriate company executives.<input type="checkbox"/> Immediately seeks expert advice and assistance, as required. (See also, Operations Associates.)<input type="checkbox"/> Designates the company spokesperson.<input type="checkbox"/> Notifies the Incident Secretary of extended travel/vacation plans.<input type="checkbox"/> Notifies insurance carriers after a major incident <p>...</p> <p>Incident Secretary Name: Suzanne M. Cardwell Gail Mills Title: Business Manager Controller FAX: (830) 964-2646 (979) 693-6389 Residence: 3566 Summit Drive, New Braunfels, TX 78132 1004 Huntington Dr., College Station, TX 77845 Cell Phone: (979) 220-3808</p>

Responsibilities

- Maintains system for immediate personal contact by cell phone and email vigilance.
- Maintains contact information/travel schedules of all ERT members.
- Logs all ERT activities and decisions during a crisis.
- Arranges for transcription of taped phone conversations and videos; helps prepare the final report.
- Ensures that the Alternate Incident Secretary knows of extended travel/vacation plans.

...

Human Resources Associate

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