

Notice of Change to Controlled Documents #108-111 /24 Sep 2012

Summary of Changes

NOC#	Ch., Sec., SOP	Summary	Revision#
108	Ch8 Sec 2.	Fire drills conducted according to 46 CFR Part 131.535, held every two weeks and after a crew change of 25% or more, but not immediately before or after an abandon ship drill.	8
109	SOP-GEN-008A Sec 4.0	Fire drills conducted according to 46 CFR Part 131.535, held every two weeks and after a crew change of 25% or more, but not immediately before or after an abandon ship drill.	8
110	Ch 14 Sec 7.0-MOC	Management of Change procedures removed from Ch 14 and referred to new SOP-GEN-012A "Management of Change".	16
111	Ch 10 Sec 3	Reporting process for major repairs described.	11

Approvals	Approvals

NOC #108

Chapter 8 Emergency Preparedness Section 2.0 Fire/ Explosion

Topic: Fire drills conducted according to 46 CFR Part 131.535, held every two weeks and after a crew change of 25% or more, but not immediately before or after an abandon ship drill.

Revision #	Section(s)
Revision #8	<p data-bbox="456 646 776 682">2.0 Fire/Explosion</p> <p data-bbox="456 722 1373 1045">Sea-going vessels face unusual fire risks because of their confined nature and hazardous and flammable materials carried on board, including fuels. Consequently fire safety should always be considered a part of everyday shipboard routine. However, accidents may occur, and the ability to control and extinguish a fire quickly is essential to the safety of the vessel and everyone aboard. Careless smoking habits are a major cause of fires. Therefore, smoking is permitted only in certain locations to minimize fire risks.</p> <p data-bbox="456 1087 1373 1339">The fire and emergency drill is initiated by a continuous ringing of the general alarm bell and the ship's whistle for a period of not less than ten seconds. A fire drill shall be held at least once during a 30-day period or more than 25% of the crew changes. Per 46 CFR Part 131.535, a fire drill shall be held every two weeks and after a crew change of 25% or more, but not immediately before or after an abandon ship drill.</p> <p data-bbox="456 1381 1373 1633">The fire pumps shall be started with at least two jets of water. Fire suit, SCBA, communication equipment, watertight doors, fire doors, and fire dampers will be checked during the course of the drill. Additionally, SCBA and fire suits are periodically donned as well as extending fire hoses. Dismissal from fire stations at the end of the drill is indicated by three short blasts of the whistle and three short rings on the general alarm.</p> <p data-bbox="456 1675 1373 1738">Details of fire drill procedures are described in SOP GEN-008A.</p>

NOC #109

SOP-GEN-008A Fire/ Explosion Procedures Section 4.0 Drills

Topic: Fire drills conducted according to 46 CFR Part 131.535, held every two weeks and after a crew change of 25% or more, but not immediately before or after an abandon ship drill.

Revision #	Section(s)
Revision #8	4.0 Drills The fire/explosion event or drill is initiated by a continuous ringing of the general alarm bell and the ship's whistle for a period of not less than ten seconds. A fire drill shall be held at least once during a 30-day period or more than 25% of the crew changes. Per 46 CFR Part 131.535, a fire drill shall be held every two weeks and after a crew change of 25% or more, but not immediately before or after an abandon ship drill. The fire pumps shall be started with at least two jets of water at least monthly. Fire suit, SCBA, communication equipment, watertight doors, fire doors, and fire dampers will be checked during the course of the drill at least monthly. Additionally, SCBA and fire suits are periodically donned as well as extending fire hoses. Dismissal from fire stations at the end of the drill is indicated by three short blasts of the whistle and three short rings on the general alarm. The designated mate will record drill information including participants and evaluations.

NOC #110

Ch 14 Risk Assessment and Hazard Mitigation Section 7.0 Management of Change

Topic: Management of Change procedures removed from Ch 14 and referred to new SOP-GEN-012A "Management of Change".

Revision #	Section(s)
Revision #16	7.0 Management of Change TDI Brooks has very specific operating procedures for all survey and coring operations. Often after undertaking an operation, the scope needs to be reevaluated and changed due to unforeseen events. Consequently, TDI-BI has a process in place to manage and control changes in an orderly and controlled manner that minimizes new risks, does not invalidate previous work efforts, nor produces undesirable results. This procedure is described in

detail in SOP-GEN-012A.

(all of text below to be deleted)

This mechanism The Management of Change process involves evaluating any potential changes in operations, procedures, equipment, facilities, permits, laws and regulations, and personnel to ensure that changes are managed effectively and that no unacceptable HSE risks result. A distinction is made between temporary and permanent change, with temporary MOC requiring less rigorous evaluation.

The types of changes relevant to this policy include the following

- Procedural
- Operational
- Equipment (modifications, deletions, or additions)
- Program design
- Personnel
- New hazards identified (including hazardous materials)
- Laws, regulations, or permits
- Costs or schedule

Should there be a perceived need to change any of these procedures during a project, such changes need to be addressed in a Management of Change Meeting. In this meeting, the risks will be evaluated and mitigations specified by completion of the Management of Change Record. All key management needs to sign off on this document before any change may be implemented.

Management of Change Request Form

Instructions

This document should be utilized as a guide to accurately complete the Change Request Form. The change request form is divided into five (5) sections: Initiation, Evaluation, Approvals, Implementation, and Close-Out.

Initiation

The initiation section should be completed by the person originating the change and that person's supervisor prior to the change request being progressed to the evaluation stage. Both people should include their name, signature and date. The supervisor for a project can be an on-site supervisor.

Date, Project	Date change request was originated and name of project
Request No.:	Develop naming convention meaningful to the project.
Location:	Enter location (i.e., country, city, camp location, etc.) of change meaningful to those who review the change request.
Classification of Change:	Select either Permanent or Temporary change. If change is Temporary, enter a removal date or event (i.e., end of project, until crew change, etc.). Be aware that additional higher level approvals are required to exceed a Temporary Removal Date. If applicable, select Emergency, Urgent, or Minor change. These classifications identify special processing as indicated below. <u>Emergency</u> - A change that must be taken urgently to avoid, mitigate, or control an incident. On site management is responsible for approving the emergency change. Site Level Managers include Party chief, HSE Officer, Captain and Chief Engineer. Change must be documented as soon as practicable. <u>Urgent</u> - a change that must be made promptly to take advantage of a

limited opportunity or to reduce the impact of adverse events. This type of change includes changes that may occur after hours or on weekends, or holidays, when a change must be made, but complete documentation of the change can not be readily achieved. Change must be documented as soon as possible and may be cancelled at any time with a return to the original condition.

Minor - a change that is clearly very low risk, is very unlikely to have an impact on operations integrity or other parties, and does not require detailed planning, engineering or design activities. Minor changes would not require a risk evaluation. Minor changes can be approved by contractor's field/office supervision or by **GeOps Field Supervisors**.

Nature of Change:	Select the categories that apply to the change.
Description of Change:	Provide a brief description of change. Include the current process, equipment, etc..

Evaluation

Representatives from all parties potentially impacted by the proposed change should be involved with the evaluation of the change. Subject matter experts should be consulted as necessary to fully evaluate a proposed change.

Justification of Change	Provide reasons why the change should be implemented.
Potential Impacts	Provide potential positive and negative impacts of the change
Mitigations / Precautions	Indicate mitigation measures and/or special precautions that can be implemented to lower and/or control the risks associated with the proposed change.
Increase in risk?	Indicate whether the proposed change significantly increases risk. If yes, conduct a risk assessment and attach to the change request form.
Risk Level	Indicate if the risk level after the change with appropriate mitigation is considered low, medium, or high. Medium or high risk levels require a risk assessment.
Change Requirements	Indicate whether the change will require JSA Development/Review, Documentation changes, or additional Training.
Cost:	Indicate estimated cost, if any, associated with the change.

Approvals

The change request form should be reviewed and endorsed by those parties that are potentially impacted by the change and the appropriate level of management that can approve the change. Some project changes may require TDI-Brooks and Client approvals prior to change implementation.

Implementation

This section should be completed to document the measures taken to appropriately implement the change. Each section should be initialed and dated to indicate they have been completed.

Change Communicated:	Describe how the change was communicated to all parties involved (i.e., toolbox meeting, revision of procedure/JSA, etc.)
Documentation Changed:	List any documentation that has been changed (i.e., procedure, JSA, SHE Plan, etc.)
Training Completed:	List any training conducted.
Regulatory/Permit	Describe any regulatory or permit requirements necessary to implement the change. May include changes to existing permits or regulatory requirements.
Temporary Change:	Indicate the date or event when temporary change was completed and returned to normal condition. This date/event must be entered for temporary changes.
Implementation Complete:	Provide initials and date after the change has been completely implemented.

Close-Out

The final step of the management of change process is to capture any lessons learned from the implementation of the change. Lesson learned should be shared with the TDI-Brooks Management and the Client as appropriate.

NOC #111

Chapter 10 Maintenance of Ships and Equipment

Section 3.0 Reporting

Topic: Chain of command established for reporting major maintenance issues.

Revision #	Section(s)
Revision #11	<p>3.0 Reporting</p> <p>The NS-5 administrator will work with the Port Engineer, Masters and other personnel to setup the inspection and maintenance programs in NS5. All maintenance issues, with the exception of daily jobs, are to be recorded in NS5. Several types of reports may be generated by NS5 on demand.</p> <p style="color: red;">Non-routine maintenance especially that which requires the purchase of new critical equipment or components, or requires the scheduling of contractors or shipyard work, must be reported immediately to the Port Engineer via email and copied to President. A work order must be created in NS5 and linked to the equipment in order to become part of the maintenance history. The work order must remain open until the equipment is fully repaired or the issue is deemed closed by the Port Engineer. It is the responsibility of the Chief Engineer to ensure the email is sent and the work order created.</p> <p>In addition, Management who visit the vessels will complete a brief report of the vessel's overall condition, which will be posted on the Crewing Module. Items requiring follow up will be entered on the Crewing Module as working issues and remain open until addressed to management satisfaction.</p>