



## Bridge Memorandum #17: Engineer Statement of Understanding

Captains, Engineers,

The engineer's position is one of the most important on the vessel. We rely on them to keep the vessel and equipment operating so we can complete our projects in a timely manner and keep the company operating. Because of the nature of our work, we must often hire engineers in foreign ports who walk onto the boat and are immediately expected to work with no familiarization of the TDI Safety Management System. The frequent result is confusion, violations of our safety policies and increased risk to our employees.

In an effort to make sure we are informing our engineers of TDI's Safety Management System, showing them where to find information relevant to their jobs and providing training support, TDI has created a Statement of Understanding for Engineers. This document will be sent to all new hire engineers so they will have time to access and review our Safety Management Manual before deployment and know what to expect when they arrive on the vessel.

For those engineers already working for TDI, this will serve as a review of the safety system and procedures they are already following and provide coaching opportunities for any areas they may have questions about.

Captains, please print out this form and give one to each of your engineers. Engineers, please follow instructions on the form for the SMM review and training courses, then sign and send the completed form to [HSE@tdi-bi.com](mailto:HSE@tdi-bi.com) by May 1, 2015. Ask the Captain or Mate any questions you may have about TDI's Safety Management System.

Shannon Smith

Vessel Systems Mgr & Assistant HSE Mgr



# Engineer

## Statement of Understanding of Responsibilities

Questions about my assignment or upcoming work may be directed to: the hiring supervisor: Peter Hitchcock at [PeterHitchcock@tdi-bi.com](mailto:PeterHitchcock@tdi-bi.com) Office phone 979-693-3446.

General information about TDI-Brooks International and vessel specifications may be found at:

[www.tdi-bi.com/vessels/vessel\\_charters.htm](http://www.tdi-bi.com/vessels/vessel_charters.htm)

Immediately upon joining the vessel, I will review the Engineer’s Handover from the departing engineer, initial each section as reviewed and familiarize myself with the vessel.

Within 30 days of joining the vessel, I will review each of the following sections of the TDI-Brooks Safety Management Manual, initial each section as completed and complete the computer based training courses. In understand that the SMM documents are available to me before deployment at

<http://linux.geodatapub.com/publicweb/client%20smm%20toc.html>

### Chief Engineer’s “Need to Know” from the Safety Management Manual (SMM)

Chapter or SOP	Section	Title	Initials
Ch 2	(ALL) 4	General Policies and Drug and Alcohol Policy	
Ch 6	4.4	Duties of the Chief Engineer	
Ch 7	8.0	Chief Engineer’s Standing Orders	
	16	Personal Protective Equipment	
Ch 10	ALL	Maintenance of Ships and Equipment	
Ch 14	2	Job Safety Analysis (JSAs)	
	3.1	Stop Work Authority	
SOP-GEN-007D	ALL	Chief Engineer’s Standing Orders	
SOP-GEN-007E	ALL	Engineer’s/ Oiler’s Responsibilities	
SOP-GEN-007G	ALL	Confined Space Entry	
SOP-GEN-007I	ALL	Energy Isolation (Lockout/ Tagout)	
SOP-GEN-007J	ALL	Hot Work	
SOP-GEN-007L	ALL	Incident Reporting and Investigation	
SOP-GEN-007U	ALL	Working at Heights	
SOP-GEN-007X	ALL	Crane and Winch Operations	
SOP-GEN-010A	ALL	Crane, Winch and A-Frame Maintenance	
SOP-GEN-011B	ALL	Electric Safety Program	
SOP-GEN-011C	ALL	Power and Hand Tools	
SOP-GEN-011D	ALL	Compressed Gas Cylinders	
SOP-GEN-012A	ALL	Management of Change	
SOP-GEN-012B	ALL	Permit to Work System	
SOP-GEN-013A	ALL	Lifting Gear	
SOP-GEN-013B	ALL	Hazard Communication	



Date of Joining the Vessel: \_\_\_\_\_

**Computer Based Training to be completed within 30 days of Arrival of Vessel**

Course Name	Completion Date
Accident/ Incident Investigation	
Back Safety	
Bloodborne Pathogens	
Compressed Gas Cylinders	
Conflict Resolution	
<b>**Confined Space Entry</b>	
Drug and Alcohol Prevention: Employees	
Drug and Alcohol Prevention: Managers	
<b>**Fall Protection</b>	
Hand and Power Tool Safety	
Hearing Conservation	
Heat Stress	
Industrial Ergonomics	
<b>**Lockout Tagout (Energy Isolation)</b>	
Machine Guard Safety	
Sexual Harassment Prevention: Managers	
Welding Safety	
Workplace Stress	
Workplace Harassment	

**\*\* Indicates Priority- Do these first.**

**While on board the vessel,** I will regularly review, update and record maintenance of vessel equipment in the NS5 maintenance tracking module. I agree to document any work orders that cannot be completed before the due date with the reason for the delay, including ordering of parts or awaiting technicians. I will document any unplanned maintenance, including dry dock or dockside items, in NS5 as work orders.

**Before departing the vessel,** I agree to complete the Engineer’s Handover and review it with the onboarding Chief Engineer.

**My primary contact for questions about my duties or the equipment is:** the Port Engineer, Charlie Emerson, at [portengineer@tdi-bi.com](mailto:portengineer@tdi-bi.com).

By signing this document, I am confirming that I have read and understand the duties and responsibilities of my position as described in the TDI-Brooks International’s Safety Management Manual and agree to follow all TDI-Brooks International’s policies and procedures.

\_\_\_\_\_  
Engineer’s Printed Name

\_\_\_\_\_  
Engineer’s Signature

\_\_\_\_\_  
Date (DD-MON-YYYY)