

TDI-Brooks Party Chief Mobilization Checklist

Party Chief Name: _____

Vessel Name: _____

Date completed: _____

Name of Captain: _____

TDI-Brooks Job #: _____

Port of Departure: _____

Concerning the project:

- | | | |
|---|------------|-----------|
| • Has a project folder been prepared? | Yes | No |
| • Are the job requirements/deliverables understood by managers and bridge officers? | Yes | No |
| • Is there an HSE or MERP plan in place? | Yes | No |
| • Have the emergency contacts phone numbers been tested? | Yes | No |
| • Are the permits to work complete if necessary? | Yes | No |
| • Has a kick-off meeting been held if necessary? | Yes | No |
| • Has a voyage plan been submitted and sent to the DPA? | Yes | No |
| • Have the crew reviewed the SAS and project specific SOP? | Yes | No |

Comment:

Concerning the crew:

- | | | |
|---|------------|-----------|
| • Is everyone present, including clients if present? | Yes | No |
| • Are there enough crew on board for adequate rest hours and safe operation of the vessel? | Yes | No |
| • <u>Are all TDI crew's certificates up to date and training completed?</u> (is an MOC needed) | Yes | No |
| • Will any "in-date" certificates, drug test, or physicals expire before the end of the cruise? | Yes | No |
| (If, yes...confirm the Captain and Main Office are aware of pending expiration date) | Yes | No |
| • Have all berthing assignments been completed? | Yes | No |
| • Does everyone have steel toed shoes...appropriate clothing etc.? | Yes | No |

Comment:

Concerning Safety:

- | | | |
|---|------------|-----------|
| • Is there adequate company supplied PPE for all persons onboard? | Yes | No |
| • Are the crane and winch inspections current? | Yes | No |
| • Are all the in-service shackles and blocks painted the correct color? | Yes | No |
| • Are the load certifications up to date? | Yes | No |
| • In general, does the SMS appear to be followed? | Yes | No |

Comment:

Concerning Navigation:

- | | | |
|---|------------|-----------|
| • What are the project specific systems required for work? (i.e. USBL, Chirp SB, HF & CTD laptop/software...etc.) | | |
| • Are all of these systems onboard and operational? | Yes | No |
| • Have the site locations been provided by the office (MK)? | Yes | No |
| • Have the site locations been confirmed by the client rep (if on board)? | Yes | No |
| • Have the satellite and sailor systems been activated/tested? | Yes | No |
| • Are the offsets correct and has the USBL been wet tested for orientation? | Yes | No |

- Are there enough office supplies for the job (paper, ink, batteries etc.) **Yes** **No**
- Comment:*

Concerning Laboratory Operations:

- What laboratory supplies are needed to meet the requirements of the job? (liner, cans, tape, buckets, push tubes...etc.)

- Are there an adequate number of supplies onboard the vessel to complete the job? **Yes** **No**
- Are the lab technicians trained for the tasks at hand? **Yes** **No**
- Has the SOP/JSA been reviewed and do the technicians understand the procedures and job requirements? **Yes** **No**

Comment:

Concerning Deck Operations:

- Have you reviewed the SOW with the Deck Boss? **Yes** **No**
- Are all supplies / tools onboard to complete the requirements of the job? **Yes** **No**
- Have the deck crew been trained for the tasks at hand and have they reviewed the job's SOP / JSA for the procedures required? **Yes** **No**

Comment:

HSE Preparations with bridge officers (Chief Mate):

- Have you reviewed the job specific HSE responsibilities with the Chief / First Mate? **Yes** **No**
- Have the Marine and Technical crew had Core Safety Training and do they understand it? **Yes** **No**
- Has the First Mate taken responsibility as the HSE Officer on board the vessel with the crew? **Yes** **No**
- Are there any HSE related issues that need to be addressed prior to departure? **Yes** **No**

Comment:

Additional Notes:

Name of Party Chief _____

Signature of Party Chief _____

Save this form using the following format: Job#_PCMOB_PC's last name

Submit this form to DPA before leaving the dock and file a hardcopy in the field notebook