



Bridge Memorandum #13: Ship Position Reports

Captains:

The Ship Position Reports (SPRs) play an important role in the communications and tracking of our vessels. It is your opportunity to provide relevant information and concerns to the College Station management team. For this reason, the reports are for internal use only, separate from the DPRs and client engagement. From our end, we use them to understand your navigational position and plans, the weather and currents as they affect you, and the quantities of fuel, lube, hydraulic, and potable water that you are working with. It also provides us with visibility of all mechanical / technical issues that affect your ability to fully meet operational or program objectives. This understanding allows the management team to better support you; anticipating your needs and helping resolve your concerns.

I'm writing to ask each of you to make the most of this tool by submitting it each day with accurate and complete information, for the following reasons:

- **Fuel tank levels** are an important component of the company's Energy Efficiency Management Plan; allowing us to better understand fuel usage and trends
- **Other consumable levels** are used to anticipate your bunkering and supply needs
- **Vessel position** information is used to correlate your actual positions with our models to validate/improve their performance, making them a better tool for voyage and project planning
- **Up to date ETA** information allows us to better facilitate your logistic and supply support. In some instances, it's a key component of working with port state authorities in advance of your arrival.
- **Mechanical/Technical** information provides visibility of those things that reduce or restrict your operational capabilities. This section should be used to list all such items that are affecting that day. (Examples include generator problems, out of commission water makers, limited anchoring capabilities, communication systems failures or poor performance, etc.).

Attached is an updated version of the SPR for your use. I ask that you begin using this version now, paying close attention to the manner in which the vessel data is reported. The instructions are embedded in the spreadsheet. This is a working tool to help us all, so if you have any ideas or concerns, we welcome your suggestions.

Pete Tatro

Director of Operations/DPA

Notice of Change to Controlled Documents

#217-8 / 17 Nov 2014

Summary of Changes

| NOC# | Ch., Sec., SOP | Summary | Revision# |
|------|----------------------|--|----------------|
| 217 | Ship Position Report | SPR modified- Current status field "in transit" changed to "underway" and "at work site" | #3 Nov 2014 |
| 218 | Voyage Plan | VP modified- Stability verified added to checklist and frequencies removed | #5 Nov 2014 |

18 Nov 14 SS SMM TOC web page updated
18 Nov 14 SS NOC web page updated
18 Nov 14 - SS SMM files - each section updated
18 Nov 14 SS NOC sent to fleet
18 Nov 14 SS NOC pdf posted on CM
 Vessel Acks recorded on fleet tracking
 Office Controlled SMM updated

| Approvals | Approvals |
|--|--|
| <div style="border: 1px solid green; padding: 5px; margin: 10px auto; width: 250px;"> <p style="text-align: center; color: green;"><u>Approved for Distribution</u></p> <p>Date <u>11/17/14</u> Initials <u>PT</u></p> <p>Print Name <u>Peter Tatro</u></p> </div> | <div style="border: 1px solid green; padding: 5px; margin: 10px auto; width: 250px;"> <p style="text-align: center; color: green;"><u>Approved for Distribution</u></p> <p>Date <u>11/18/14</u> Initials <u>JB</u></p> <p>Print Name <u>J. Brooks</u></p> </div> |



Revision #3 - Nov 2014

Ship Position Report

Use "BOAT-SPR-DD-Month-YYYY" for file name and subject line and e-mail to dpr@tdi-bi.com daily.

| Vessel Name | DD-Month-YYYY | Time |
|-------------|---------------|------|
| | | |

Arrival / Departure Notification (if applicable):

| | | | |
|----------------------------|---------|------------|--------------|
| Last Port: | | Next Port: | |
| Check your current status: | In Port | Underway | At Work Site |

| | |
|---------------------------------------|--|
| Planned movements for next 24 hrs. | |
|---------------------------------------|--|

| Vessel Position | Vessel Speed & Course | Wind Speed & Dir. | Waves Height & Dir. |
|-----------------|-----------------------|-------------------|---------------------|
| LAT: | Speed: | Speed: | Height: |
| LON: | Course: | Dir: | Dir: |

| Forecast | Weather, currents or other unusual conditions |
|----------|---|
| | |

| USG | Start | Received | Consumed | Remaining |
|-----------|-------|----------|----------|-----------|
| Fuel | | | | 0 |
| Lube Oil | | | | 0 |
| Hydraulic | | | | 0 |
| Water | | | | 0 |

Ship's Issues (Mechanical/ Technical)

Describe ANY mechanical / technical issues you are experiencing that may result in operating at a reduced capacity, delaying project work or returning to port. This includes winch ops, powerpack or hydraulic issues, survey equipment or reduced ability to steer or hold station.

| |
|--|
| |
|--|



Vessel Name:

(Rev #6-Nov 2014)

VOYAGE PLAN

All planning should be PORT to PORT. Complete and e-mail to dpa@tdi-bi.com.

Use the following naming protocol for subject line and file name.

BOAT-VP-DD-Month-YYYY-(departure port) to (arrival port)

Ex: RT-VP-09-Jun-2014 Pemba to Mombasa

| | |
|--|---|
| Departure Port : | Departure Date : |
| Arrival Port : | Estimated Arrival: |
| Work Area: | Work Activity and Client : |
| MARSEC Level Dep. Port: | MARSEC Level Arrival. Port: |
| Draft on Departure/ Arrival: | Navigational equipment in good working order: |
| Fwd: | Radars, Navigational Systems, Depth Sounder, |
| Aft | Running Lights, Whistle, etc. |
| Departure Equipment Checklist completed? | Stability Verified? |
| Total Nautical Miles: | ON BOARD |
| Berth to S/B | Fuel: Gals |
| S/B to S/B | Lube Oil : Gals |
| S/B to Berth | Water: Gals |
| Duration of Voyage - | HYD Oil : Gals |
| Estimated Voyage transit time: | |
| ESTIMATED REQUIRED | ESTIMATED CONSUMED |
| Fuel: Gals Water: Gals | Fuel: Gals Water: Gals |
| Lube Oil : Gals HYD Oil : Gals | Lube Oil : Gals HYD Oil : Gals |
| Initial Charts Used In plan. | Other Publications Used In Plan: |
| Berth to Sea Buoy – | Sailing directions: |
| Departure Sea Buoy to Arrival Sea Buoy - | KNav Navigation Systems |
| Arrival Sea Buoy to Berth - | |
| Flags Required For Destination(s): | Flags Required For Alternates: |
| Weather Information Sources: Sat-C , Navtex, | Additional Safety Information From: Sailing |
| Ocean weather, Email Resource | directions |
| Intended Route Waypoints: DO NOT USE OFFSHORE INSTALLATIONS AS WAYPOINTS | |
| # | Latitude Longitude CRS DST DTG |
| [01] | |
| [02] | |
| Additional Route Concerns: | |
| * Traffic separation schemes, fishing vessels, fishing gear, Oil rigs. | |
| * Tide and Current information for departing/ arrival port reviewed (see attached information) | |
| * Meteorological conditions and areas of restricted visibility | |
| * Security Restricted Areas, Hazardous Areas, and/or Prohibited Zones | |

| Yes/ No | Crew Qualifications and Certificates check list |
|---------|--|
| | Marine crew documents reviewed on the TDI-Brooks Crewing Module? |
| | Missing certs/ docs (highlighted in red) color scanned as pdf and emailed to meganbrooks@tdi-bi.com AND rogerfav@tdi-bi.com ? |
| | Statement, "All marine crew have been found qualified and certified prior to departing," added to log book and signed by Master? |
| | New Master's standing orders signed and posted |

ALL PERSONS SAILING:

| # | Name | Position | DOB | Nationality | Passport | Expiration |
|--------------------|------|----------|-----|-------------|----------|------------|
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |
| 9 | | | | | | |
| SURVEY PARTY | | | | | | |
| 10 | | | | | | |
| 11 | | | | | | |
| 12 | | | | | | |
| 13 | | | | | | |
| 14 | | | | | | |
| 15 | | | | | | |
| 16 | | | | | | |
| 17 | | | | | | |
| ARRIVING PERSONNEL | | | | | | |
| 18 | | | | | | |
| 19 | | | | | | |
| 20 | | | | | | |
| 21 | | | | | | |
| 22 | | | | | | |

DEPARTING PERSONNEL:

| # | Name | Position | DOB | Nationality | Passport | Expiration |
|---|------|----------|-----|-------------|----------|------------|
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |

MASTER'S SIGNATURE: