



Bridge Memorandum #21: Reporting and Tracking Drills

Captains,

Through our recent internal audit, we discovered that we are frequently failing to meet the required drills across the fleet. This is due in large part to the infrequent nature of last year's operations and a convoluted system of trying to use NS5 to remind vessels to do drills.

Formerly, standard jobs were created in the NS5 Maintenance module for quarterly drills as reminders to create the drill in the NS5 Quality module and paper copies were kept on board. Even with this setup of recording drills in three separate locations, drills continued to be missed.

This year we are trying a new approach. Drills will no longer appear in NS5 as standard jobs. A Quarterly Drill Tracking spreadsheet has been created for each vessel to fill out and turn in to the office along with the Weekly Reports and reviewed by the Management Team. The tracking sheet will be posted on the bridge as a visual record of completed drills and a reminder of what is due and when.

Drills will continue to be entered into the **NS5 Quality module**. **With the exception of the ISPS/ Security drills**, you will attach the scanned sign in sheet, meaning you no longer have to type the drill notes and attendees names in the record. **NS5 Cheat Sheet #1 Revision-3** gives detailed instructions on how to enter drills and is located on the TDI Forms page.

Vessel inactive periods will continue to be the reality of our business. Therefore, when you crew up a vessel to work, you will need to:

- 1. Conduct an ISPS and Abandon ship drill within 24 hours.**
- 2. Complete all overdue monthly and quarterly drills within the first week of activity.**

Dr. James Howell

HSE Manager

Quarterly Drill Tracking Sheet

Instructions:

1. Print out the Quarterly Sheet at the beginning of each quarter and post prominently on the Bridge
2. Put an X or color in the date of each drill. (by hand or electronic- your preference)
3. Scan and send Quarterly Drill Tracking Sheet at the end of each week with the Weekly Report.

Minimum

	Δ # persons	In this line enter the # of persons that changed out on the date of the change.
1 per quarter	ISPS Drill	minimum: 1 per quarter/ due immediately upon a crew change of 25% or more.
	Abandon Ship	Abandon ship within 24 hrs of departure with new personnel
Rotate weekly	Fire	Cannot be combined into a single drill
1 per month	Man Overboard/ Rescue boat	MOB drill and launch/ run rescue boat monthly
1 per month	Confined Space Entry	Practice filling out permit, discuss roles and responsibilities, rescue options, how to get entrants out of the space and get medical help.
1 per quarter	Collision, Flood, Grounding	Rotate monthly
1 per quarter	Steering	
1 per quarter	Sopep	

Quarterly and monthly drills are IN ADDITION to the weekly drills. They do not replace them.

In any given month, you will have at least 6 drills:

2 Abandon ship, 2 Fire, One MOB, One from steering, SOPEP or collision/ flooding/ grounding.

Upon crewing up for a project, you will need to conduct, at a minimum:

Abandon ship and ISPS within 24 hrs of departure & Any overdue monthly or quarterly drills within the first week.

You are encouraged to run the drills as if real, fully deploy, engage gear and equipment and combine complex issues into the drill scenario since live action drills are the best way to test the systems and train crew for a real crisis.

Q1

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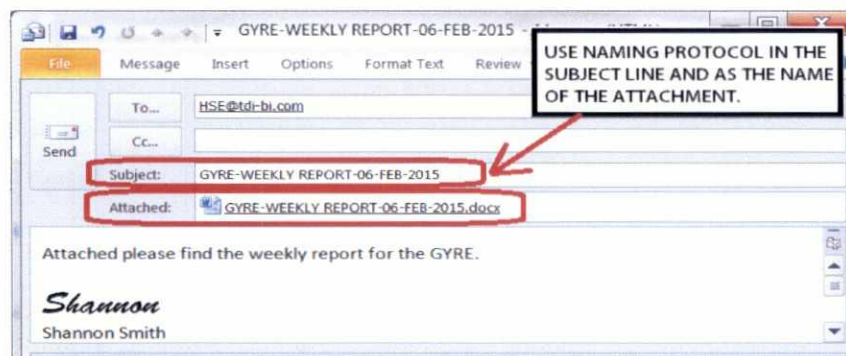


TDI Weekly Report

Date (01-JAN-2016)	Vessel Name	Printed name of person filing report

Complete this report, scan as **pdf** and **e-mail** to dpa@tdi-bi.com along with scans of the docs below on Friday of each week. Then **file originals on the bridge**.

Naming Protocols: Use the naming protocol for both the name of the file and the subject line of your email. The naming protocol for this Weekly Report is: **BOAT-WEEKLY REPORT-DD-MON-YYYY** Example: The Proteus would use: **PRT-WEEKLY REPORT-19-JAN-2016**



Documents to include as attachments with the Weekly Report e-mail:

Report: Name Protocol	What it is/ Where to find it	What to send
HSE Weekly Meeting BOAT-HSE-DD-MON-YYYY	This is one of the special topics chosen from the ship web page "HSE Toolbox Talks", can be viewing a safety video but still need a sign in sheet.	Sign in sheet only
Galley Weekly Inspection BOAT-GALLEY-DD-MON-YYYY	The form for this is on the TDI Forms page (http://linux.geodatapub.com/publicweb/TDI%20forms.html) under Departmental Cross audits & Galley Inspection.	PDF or XLS file of the Galley Findings page only
Quarterly Drill Tracking Sheet BOAT-DRILLS-DD-MON-YYYY	The form for this is on the TDI Forms page (http://linux.geodatapub.com/publicweb/TDI%20forms.html) under the Bridge Section	PDF or XLS file

DRILLS: Drills are entered in the **NS5 Quality and Compliance module** (NOT Maintenance) as a drill. --The TDI standard drill sign in sheets are located on the TDI forms page. The Quarterly Drill tracking Sheet and instructions should be posted on the bridge for constant review, reminder and update.

Drill type	Date 11-JAN-16	NS5 Drill #	Drill type	Date 11-JAN-16	NS5 Drill #