

## Chapter 3 Company Responsibility and Authority

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### 1.0 Introduction

This chapter describes the ownership of the vessel, company personnel, and their responsibilities and authority as applicable to the safe management and operation of the vessel.

### 2.0 Statement of Vessel Ownership

The vessels in the company fleet are owned and/or operated by TDI-Brooks International located at 14391A South Dowling Road in College Station, Texas 77845. Our vessels are flagged with US or Vanuatu and the responsibility for the operation of each vessel has been communicated to the appropriate flag state. Copies of all documents and correspondence are maintained in the main office at 14391A South Dowling Road, College Station, Texas 77845.

### 3.0 History and General Responsibilities

TDI-Brooks was incorporated in the State of Texas on May 20, 1996. TDI-Brooks currently specializes in offshore surface geochemical exploration; heat flow; geotechnical studies and environmental surveys; and high-end environmental analysis of hydrocarbons, pesticides/PCBs and trace metals.

The company president sets the company policy on health, safety and environmental protection and leads by example. All other senior managers are advocates of the company policy and take an active role in demonstrating the company's commitment and coaching others in the organization on the value of safety and environmental protection.

All managers and supervisors must take an active role in TDI-Brooks' safety and environmental programs by initiating preventive measures to control hazards associated with TDI-Brook's

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activities and being mindful of the environment by preventing spills, accidental releases, and other incidents.

As senior managers and supervisors, it is your responsibility to understand, follow, and train personnel on all aspects of TDI Brooks Safety Management System (SMS) as described in the Safety Management Manual (SMM).

TDI Brook’s Senior Management are to ensure that there are enough personnel employed within the company to implement and enforce all the policies and procedures included within the SMM.

## 4.0 Key Positions

As employees of a small company, TDI-Brooks personnel may share responsibilities for more than one position. However, the primary responsibilities and authority of key personnel are described in Figure 1 below. The key positions involved in safe and environmentally sound operations of the vessel are listed in Figure 2 below. The personnel hierarchy on the vessel is shown in Figure 3 below.

### President

#### **Responsibilities:**

- Establishes technical and vessel requirements to meet client needs.
- Directs overall vessel operations and deployments.
- Schedules vessel operations.
- Negotiates with clients in work efforts.
- Ensures that the vessel operations have sufficient resources to conduct the jobs safely and effectively.

#### **Qualifications:**

Minimum qualifying formal education of the President is: (1) a degree from a qualified tertiary institution in a relevant field of management, administration, engineering, or physical science, or (2) other formal education combined with three years practical senior level experience in ship operations management.

#### **Competence & Experience:**

The President should have the competence and experience to: (1) direct the activities of the ships in compliance with the ISM Code and its rules, regulations, applicable codes, guidelines and standards, (2) understand the technical and operational aspects of shipboard safety management, (3) effectively apply knowledge of shipping and shipboard operations, (4) review audits for SMS improvement, (5) effectively communicate with shipboard management staff and shore-side senior managers, and (6) effectively consider and evaluate the safe practices recommended by clients and other third-party organizations to promote a safety culture.

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## Director of Marine Operations

Directs and manages all activities of the Operations Division (Marine) to include marine projects planning, development and overall operations. The Director reports to the President/CEO. The Director recommends policies, procedures, staffing and funding requirements to execute operation programs. Work requires extensive contact with high-level executives, governmental officials and private entities.

### **Responsibilities:**

- Directs development and monitoring of the division operating budget including staffing and funding recommendations.
- Initiates and participates in departmental maritime research.
- Maintains a collaborative working relationship with federal, state and local governments and agencies with interest and responsibilities in maritime services, including the U.S. Army Corps of Engineers, U.S. Coast Guard and U.S. Maritime Administration.
- Oversees and directs risk assessments in areas of responsibility of potential fraud, waste and abuse; develops and implements policies and procedures to identify, prevent and eliminate fraud, waste and abuse.
- Oversees and directs the development of short and long-range projects/plans and reports for marine operations.
- Provides maritime technical expertise and assistance to vessels.
- Recommends to the President/CEO and implements policy and procedures for department maritime activities.
- Reviews, analyzes and monitors the development and implementation of legislation affecting the division.
- Provides organizational leadership; fosters collaborative relationships; initiates and supports quality management activities and performance management measures to provide the highest quality products and services
- Performs other job responsibilities as assigned.

### **Qualifications**

Minimum qualifying formal education of the Director of Marine Operations is: (1) a degree from a qualified tertiary institution in a relevant field of management, administration, engineering, or physical science, or (2) other formal education combined with three years practical senior level experience in ship operations management.

### **Competence & Experience:**

- Communicate effectively
- Marine transportation planning and development principles and practices
- Applicable governmental laws, rules and regulations specific to area of responsibility for safeguarding information and information technology related systems
- Program/Project planning development, implementation and evaluation
- Marine operations

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- Developing, implementing and monitoring budgets and resources
- Applicable laws, rules and regulations
- Manages financial and personnel resources to achieve individual and organizational goals
- Collaborates and cooperates with others and builds effective working relationships with internal and external customers to accomplish organizational goals
- Communicating vision and direction of how an organization should function or a system should work under ideal conditions and conveying this to others
- Establishing plans and setting objectives and goals that support overall business strategy/results; anticipating and adjusting for problems/roadblocks
- Directing and establishing objectives; clarifying roles and responsibilities through individual performance plans; monitoring and measuring performance against goals; evaluating results and making necessary adjustments to meet deadlines
- Research and analysis methodologies
- Researching, analyzing, interpreting and composing technical information
- Administering applicable programs
- Persuasion and negotiation of critical issues
- Directing the development of policy and operating procedures
- Analyzing and organizing business and technical data
- Communicating complex ideas and information clearly, concisely, and effectively
- Developing and giving presentations
- Interpreting and analyzing legislation, rules and regulations

## Marine Manager

### Responsibilities:

- Ensures that TDI Brooks Marine fleet are constantly ready for operations.
- Closely collaborate with the Marine team to ensure TDI Brooks Fleet are working within all regulations.
- Other responsibilities include monitoring for safety issues, supervising ship's captains, scheduling maintenance, inspection duties and completion of all necessary documentation.
- Effective monitoring of the Company's SMS
- Ensuring all office and shipboard staff understand the contents of the SMM
- Liaising with the Vessel Managers, Port Captain and Port Engineer on issues with the SMM
- Monitors the safety and pollution prevention aspects of the ship's operations and ensures that the vessels have adequate resources and shore-based support.
- Maintains a proper safety culture on the vessel.
- Responsible for the safe operation of each vessel.
- Responsible for the marine personnel and equipment
- Work closely with the Director of Operations for planning and projected operational constraints
- Responsible for ensuring that the vessel is maintained according to port, state, and international laws, regulations, and codes applicable to the vessel size and function.

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**Qualifications:**

Minimum qualifying formal education of the Marine Manager is: (1) a degree from a qualified tertiary institution in a relevant field of management, engineering, or physical science, or (2) qualified seagoing experience as a certified ship officer pursuant to the specifications in STCW, or (3) other formal education combined with five years practical senior level experience in ship management operations.

**Competence & Experience:**

This position requires a minimum of five years’ experience as a USCG Licensed Master or equivalent Foreign License in a marine environment.

**Port Captain**

**Responsibilities:**

- Ensures that waterborne ships are fully prepared to embark on their voyages
- Verify that a vessel contains sufficient crew and equipment needed to complete its mission
- Other responsibilities include monitoring for safety issues, supervising ship’s captains, scheduling maintenance, inspection duties and completion of all necessary documentation.
- Effective monitoring of the Company’s SMS
- Ensuring all office and shipboard staff understand the contents of the SMM
- Liaising with the Captains of the vessels on issues with the SMM
- Monitors the safety and pollution prevention aspects of the ship’s operations and ensures that the vessels have adequate resources and shore-based support.
- Maintains a proper safety culture on the vessel.
- Responsible for the safe operation of each vessel.
- Responsible for the marine personnel and equipment, as well as a liaison between the Bridge crew, Company Management, and Port Engineer.
- The Port Captain works closely with the Port Engineer to ensure that each vessel is properly maintained and ready for operations.
- Responsible for ensuring that the vessel is maintained according to port, state, and international laws, regulations, and codes applicable to the vessel size and function.
- Assists in vessel operations and deployments.
- Assists in hiring Marine Crew

**Qualifications:**

Minimum qualifying formal education of the Port Captain is: (1) a degree from a qualified tertiary institution in a relevant field of management, engineering, or physical science, or (2) qualified seagoing experience as a certified ship officer pursuant to the specifications in STCW, or (3) other formal education combined with three years practical senior level experience in ship management operations.

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**Competence & Experience:**

This position requires a minimum of five years’ experience as a USCG Licensed Master or equivalent Foreign License in a marine environment.

**Port Engineer**

**Responsibilities:**

- Responsible for the maintenance of all vessels, including dry dock and shipyard activities and may be contacted at PortEngineer@tdi-bi.com
- Solely responsible for vessel maintenance
- Arranges vessel repairs, dry dock activities and supervises shipyard visits
- Assists in hiring engineering crew.
- Responsible for critical equipment procurement, repair and replacement

**Qualifications**

Minimum qualifying formal education of the Port Engineer on board is: (1) a degree from a qualified tertiary institution in a relevant field of management, administration, engineering, or physical science, or (2) other formal education combined with three years practical senior level experience in ship operations management.

**Competence and Experience:**

This position requires a minimum of five years’ experience as a USCG licensed Chief Engineer or equivalent Foreign License in a marine environment.

**Vessel Manager**

**Responsibilities:**

- Ensures that waterborne ships are fully prepared to embark on their voyages
- Verify that a vessel contains sufficient crew and equipment needed to complete its mission
- Other responsibilities include monitoring for safety issues, supervising ship’s captains, scheduling maintenance, inspection duties and completion of all necessary documentation.
- Effective monitoring of the Company’s SMS
- Ensuring all office and shipboard staff understand the contents of the SMM
- Liaising with the Port Captain on issues with the SMM
- Maintains a proper safety culture on the vessel.
- Responsible for the safe operation of each vessel.
- Responsible for the marine personnel and equipment, as well as a liaison between the Bridge crew, Company Management, and Port Engineer.
- The Vessel Manager works closely with the Port Captain and the Port Engineer to ensure that each vessel is properly maintained and ready for operations.

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- Responsible for ensuring that the vessel is maintained according to port, state, and international laws, regulations, and codes applicable to the vessel size and function.
- Assists in vessel operations and deployments.
- Assists in hiring Marine Crew

**Qualifications:**

Minimum qualifying formal education of the Vessel Manager is: (1) a degree from a qualified tertiary institution in a relevant field of management, engineering, or physical science, or (2) qualified seagoing experience as a certified ship officer pursuant to the specifications in STCW, or (3) other formal education combined with three years practical senior level experience in ship management operations.

**Competence & Experience:**

This position requires a minimum of five years’ experience as a USCG Licensed Mariner or equivalent Foreign License in a marine environment.

**MetOcean Manager**

**Responsibilities:**

- Provide operational weather forecasts of sea state conditions for TDI vessels and projects
- Provide historical assessments of expected sea state conditions for any world-wide operational area TDI is investigating
- Monitor and maintain the download of NWS and NOAA model data to support TDI SeaState
- Provide modeled sound velocity profiles derived from ocean model data, as needed
- Provide predicted tidal heights, as needed
- Process lowered ADCP data, as needed
- Experience working with metocean instrumentation, such as CTD, AFM, and ADCP
- Lead for writing metocean proposals

**Qualifications:**

Minimum qualifying formal education of the MetOcean Manager is: (1) a degree from a qualified tertiary institution in a relevant field of physical oceanography, meteorology, or physical science, or (2) other formal education combined with three years practical level experience in ship operations management.

**Competence & Experience:**

The MetOcean Manager should have the competence and experience to: (1) process the ability to code scientific programming language, i.e. Matlab, Fortran, (2)ability to understand and write HTML code, (3) process the ability to understand and process large data sets of information at once, (4) excellent analytical skills.

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## Health, Safety and Environmental (HSE) Manager

### Responsibilities:

- Interacts with clients to ensure that their HSE requirements are met under the TDI-Brooks system
- Works with Captains to ensure they and their crews are aware of and following company and regulatory HSE policies
- Works with DPA in developing risk assessments for vessel operations
- Responsible for the maintenance and execution of the company SMS and associated procedures and processes

### Qualifications:

Minimum qualifying formal education of the HSE Manager is: (1) a degree from a qualified tertiary institution in a relevant field of management, health, safety, engineering, or physical science, or (2) other formal education combined with three years practical senior level experience in ship operations HSE management.

### Competence & Experience:

The HSE Manager should have the competence and experience to: (1) demonstrate, teach, monitor, and assess the HSE policies, systems, equipment, and activities of the company in compliance with the ISM and applicable marine HSE codes, (2) understand the technical and operational aspects of shipboard HSE management, (3) effectively apply knowledge of health, safety, and environmental regulations and systems to on-board operations, (4) review audits for HSE systems improvement, (5) effectively communicate with shipboard management staff and shore-side senior managers, and (6) effectively consider and evaluate the safe practices recommended by clients and other third-party organizations to promote a safety culture.

## Designated Person Ashore

### Responsibilities:

- Designated Person Ashore (DPA) is responsible for the safe operation of each vessel and has access to the Senior level of management
- Monitors the safety and pollution prevention aspects of the operation of each vessel and ensures that adequate resources and shore-based support are available to the vessel
- Ensures that the crew operates in the best interest of safety and efficiency, including compliance with the company's SMM.
- Available for contact at all hours of the day in case resources are needed to ensure the safety of the crew, vessel, cargo, and environment

### Qualifications:

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Minimum qualifying formal education of the DPA is: (1) a degree from a qualified tertiary institution in a relevant field of management, engineering, or (2) qualified seagoing experience as a certified ship officer pursuant to the specifications in STCW, or (3) other formal education combined with three years practical senior level experience in ship management operations.

**Competence & Experience:**

The DPA should have the competence and experience to: (1) present ISM matters to the highest level of management and gain sustained support for SMS improvements, (2) determine the effectiveness of the SMS within the Company and the ships by using established principles of internal audit and management review to ensure compliance

**Dynamic Positioning (DP) Manager**

**Responsibilities:**

- DP Manager is responsible for the safe operation of each Dynamically Positioning vessel and has access to the Senior level of management.
- Monitors the safety and integrity of the Dynamic Positioning System onboard each vessel and ensures that adequate resources and shore-based support are available to the vessel.
- Ensures that the crew operates in the best interest of safety and efficiency, including compliance with the company’s SMM.
- Responsible for all documentation and regulations related to Dynamically Positioned Vessels to include forthcoming regulations.
- Monitor the Dynamic Positioning system through all available means available.
- Responsible for completing all DP system upgrades, defects, repairs, and Incident reporting.
- Responsible for conducting and /or witnessing all FEMA Proving Trials and Annual trials of the vessel.
- Available for contact at all hours of the day in case resources are needed to ensure the safety of the crew, vessel.

**Qualifications:**

Minimum qualifying formal education of the DP Manager is: (1) a degree from a qualified tertiary institution in a relevant field of management, Engineering, or Marine or (2) qualified seagoing experience as a certified ship officer pursuant to the specifications in STCW, or (3) other formal education combined with three years practical senior level experience in ship Dynamic Positioning operations.

**Competence & Experience:**

The DP Manager should have the competence and experience to: (1) present DP matters to the highest level of management and gain sustained support for improvements, repairs (2) determine the effectiveness of the DP System and the ships

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by using established principles of DP Regulations, DP Proving Trials program, and Industry standards.

### **Company Security Officer (CSO)**

#### **Responsibilities:**

- Responsible for maintaining documentation, certifications, and compliance with U.S., Flag State and International laws, regulations, and codes
- Serves as a Company Security Officer (CSO)

#### **Qualifications:**

Minimum qualifying formal education of the Company Security Officer is: (1) a degree from a qualified tertiary institution in a relevant field of management, administration, engineering, or physical science, or (2) qualified seagoing experience as a certified ship officer pursuant to the specifications in STCW, or (3) other formal education combined with three years practical senior level experience in vessel compliance and vessel security.

#### **Competence & Experience:**

The Company Security Officer should be competent to: (1) effectively demonstrate, teach, monitor, and assess the security policies, systems, equipment, and activities of the company in compliance with the ISPS Code, (2) understand the technical and operational aspects of shipboard security, (3) effectively apply knowledge of security regulations and systems to on-board operations , (4) conduct and review audits for security systems improvement; (5) effectively communicate with shipboard management staff and shore-side senior managers, and (6) effectively consider and evaluate the practices recommended by clients and third-party security organizations to enhance security for deployments in world regions of heightened security risk.

### **Compliance Manager / (Compliance Officer)**

#### **Responsibilities:**

- Responsible for maintaining documentation, certifications, and compliance with U.S., Flag State and International laws, regulations, and codes
- Serves as a Compliance Officer (CO)
- Monitoring reported non-conformances and corrective actions
- Assess the effectiveness of the SMS in ensuring compliance with other rules and regulations which are not covered by statutory and classification surveys and enabling verification of compliance with these rules and regulations
- Assess whether the safe practices recommended by clients and other third-party organizations to promote a safety culture have been considered and evaluated,

#### **Qualifications:**

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Minimum qualifying formal education of the Compliance Manager is: (1) a degree from a qualified tertiary institution in a relevant field of management, administration, engineering, or physical science, or (2) qualified seagoing experience as a certified ship officer pursuant to the specifications in STCW, or (3) other formal education combined with three years practical senior level experience in vessel compliance and vessel security.

**Competence & Experience:**

The Compliance Officer should have the competence and experience to maintain the vessels in compliance with the requirements of the ISM and ISPS Codes, particularly with regard to: (1) an understanding of the codes and their rules, regulations, guidelines and standards, (2) determine whether the SMS elements meet the requirements of the ISM Code

**Vessel Communications Manager**

**Responsibilities:**

- Maintain voice and data systems hardware and software.
- Identify and mitigate potential issues.
- Troubleshoot problems with vendor assistance if needed.
- Modify routing and data priorities as necessary.
- Evaluate and modify data plans as necessary.
- Monitor vessel data usage.
- Inform stakeholders of any planned outages.
- Coordinate with suppliers for system installations, upgrades, and replacements.

**Qualifications**

Minimum qualifying formal education of the Vessel Communications Manager is: (1) a degree from a qualified tertiary institution in a relevant field of management, network and firewall traffic certification, satellite communication protocols, or engineering (2) other formal education combined with three years practical level experience in ship operations management.

**Competence and Experience:**

The Vessel Communications Manager should have the competence and experience to: (1) demonstrate, teach, monitor, and assess the network and firewall communications of the Company, (2) understand the technical and operational aspects of satellite communication protocols, (3) effectively apply knowledge of your ability to apply complex routing protocols, (4) Troubleshoot network and satellite issues to minimize vessel downtime (5) effectively communicate with shipboard management staff and shore-side senior managers, and (6) efficiently work over limited satellite bandwidth.

**Vessel Systems Manager**

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**Responsibilities:**

- Maintains the software for the Maintenance and Quality and Compliance program to ensure compliance with ISM code
- Maintains computer-based training systems- monitors training databases, installs and maintains software, instructs and supports users
- Monitors completion of internal training and works with supervisors to ensure their teams have appropriate training available and in an accessible format (delivery via computer, smart phone or at work site in best language for employee understanding)
- Assists DPA in monitoring the completion and submittal of Captain’s Review
- Administers the distribution, document control and support systems for all SMS policies and procedures.

**Qualifications**

Minimum qualifying formal education of the Vessel Systems Manager is: (1) a degree from a qualified tertiary institution in a relevant field of management, administration, engineering, or physical science, or (2) other formal education combined with three years practical senior level experience in ship operations management.

**Competence and Experience:**

This position requires a working knowledge of (1) scientific programming language, (2) ability to work with large data sets, (3) excellent analytical skills, (4) ability to work independently and with a team.

**Staffing Coordinator – Maritime Personnel**

**Responsibilities:**

- Ensures maritime personnel are qualified for their positions
- Ensures all employees have accurate and current required licenses and qualifications before each cruise
- Oversees changes to the crewing module, which includes but is not limited to personnel movements on and off the vessel, new employees and updated certificates and qualifications
- Responsible for hiring medically fit, qualified personnel for all vessel crew and ensuring that Flag State minimum safe manning requirements are met, as well as considering the additional responsibilities placed on the crew by the scientific operations, security/ gangway watches and STCW work/ rest hours

**Qualifications**

Minimum qualifying formal education of the Staffing Manager – Maritime Personnel is: (1) a degree from a qualified tertiary institution in a relevant field of management, administration, engineering, or physical science, or (2) other formal education combined with three years practical senior level experience in ship operations management.

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**Competence and Experience:**

The position of Staffing Manager requires a working knowledge of current federal and international regulations regarding Flag State requirements for vessel and a minimum of two years field experience with TDI Brooks International or equivalent.

**Staffing Coordinator – Survey Personnel**

**Responsibilities:**

- Ensures survey personnel are qualified for their positions
- Ensures all technical crew have accurate and current licenses and qualifications before each cruise
- Oversees updates to the crewing module, which includes but is not limited to personnel movements on and off the vessel, new employees and updated certificates and qualifications
- Responsible for hiring medically fit, qualified personnel for all technical positions

**Qualifications**

Minimum qualifying formal education of the Staffing Manager – Survey Personnel is: (1) a degree from a qualified tertiary institution in a relevant field of management, administration, engineering, or physical science, or (2) other formal education combined with three years practical senior level experience in ship operations management.

**Competence and Experience:**

The position of Staffing Manager requires a working knowledge of TDI training requirements for all technical survey positions onboard all vessels and a minimum of two years field experience with TDI-Brooks International or equivalent.

**Designated Employee Representative (DER)**

**Responsibilities:**

- Responsible for employee medical and drug tests and maintenance of those records in accordance with federal requirements
- Reports drug testing of ship crew according to Flag State requirements
- Updates the crewing module with new employees, certificates and drug/ medical information
- Arranges random testing of crew each year in accordance with flag state requirements

**Qualifications**

Minimum qualifying formal education of the Designated Employee Representative is: (1) a degree from a qualified tertiary institution in a relevant field of management,

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administration, engineering, or physical science, or (2) other formal education combined with three years practical senior level experience in ship operations management.

**Competencies and Experience:**

The position of Designated Employee Representative requires a working knowledge of current federal regulations regarding drug testing in the workplace, reporting requirements of appropriate Flag States, and the employer’s responsibilities with regard to the Health Insurance Portability and Accountability Act (HIPAA).

**Travel Coordinator – Maritime & Technical Personnel**

**Responsibilities:**

- Works directly with Marine Crewing Manager and Technical Crewing Manager to populate vessels and projects with qualified crew and technicians
- Ensures all employees have accurate and current licenses and qualifications before each cruise
- Arranges travel of crew and technical party
- Works with in-country agents to verify visa and other local requirements are met by travelers before travel begins and arranges for pick up and transportation to and from the vessel
- Updates the crewing module with new employees and certificates
- Applies for all Vanuatu endorsements and Vanuatu seaman ID books on behalf of mariners and ensures delivery of endorsements once completed

**Qualifications**

Minimum qualifying formal education of the Logistics Manager is: (1) a degree from a qualified tertiary institution in a relevant field of management, administration, engineering, or physical science, or (2) other formal education combined with three years practical senior level experience in ship operations management.

**Competence and Experience:**

The position of Logistics Coordinator requires a working knowledge of credential requirements for mariners and technicians to work on board vessels. Must be diligent about visa requirements per country and nationality restrictions.

**Captain**

The Captain of the vessel has complete authority and the responsibility to take all necessary actions for safety, pollution prevention and the efficient operation of the vessel and to request the Company’s assistance as necessary. If the vessel is involved in an accident or emergency situation whereby the safety of life, the vessel, her equipment or the marine environment is threatened, the Captain has the responsibility to take whatever action he or she deems necessary in their professional opinion to minimize the risks and preserve life. In certain cases, this may mean a deviation from documented company and shipboard procedures.

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The Captain has the ultimate responsibility for safety offshore including, but not limited to the safety of life, the vessel, the marine environment, and protecting commercial interests.

All other considerations are secondary. The Captain of the vessel will not be subjected to unjustifiable or unreasonable dismissal, or any other employment action as a result of the exercise of the primary responsibility of safety as set out above.

**Responsibilities:**

- Responsibility as the Ship Security Officer (SSO) with complete authority and responsibility onboard, in port and offshore to take all necessary actions for safety, pollution prevention and the efficient operation of the vessel and to request the Company’s assistance as necessary
- Manages daily ship operations
- Responsible for the security and safety of all crew, technical staff, visitors, and clients aboard the vessel
- Responsible for the safe operation of the vessel
- Responsible for implementation of the SMS
- Motivating the crew in matters of safety and anti-pollution measures
- Reporting incidents to the shore base office and being proactive in the creation and implementation of corrective actions
- Ensuring all records relevant to the SMM are current and available
- Coordinating science activities with party chief but has the authority to make final decision about the safety of operations

**Qualifications**

Minimum qualifying formal education of the Vessel’s Captain is: (1) a degree from a qualified tertiary institution in a relevant field of management, administration, engineering, or physical science, or (2) other formal education combined with three years practical senior level experience in ship operations management.

**Competence and Experience:**

This position requires a current US Coast Guard Captain’s License or equivalent Foreign License appropriate to the tonnage and working area of the vessel to which he or she is assigned.

**Chief Engineer**

**Responsibilities**

- Responsible for the maintenance of the vessel and for promptly reporting maintenance issues to the Port Engineer and Port Captain that may affect the ability to sail when expected

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- Ensuring that all maintenance records are recorded in the appropriate log and the maintenance program
- Immediately reporting any maintenance issues that could affect the safety of the vessel to the Captain
- Posting his own standing orders signed by himself and current ER staff
- Contacting the Port Engineer with any questions he may have about equipment or repairs
- Ensuring Oil Record Books are maintained according to the requirements of the flag state
- Keeping all receipts and certificates for shore side disposal of dirty ballast, residues, sludge or oily waste with the ORB [VMS MB 104]

Second and Third Engineers and Oilers will perform maintenance duties as directed by the Chief Engineer. It is the responsibility of each member of the engineering department to immediately report any equipment found to be failing or in need of repair.

### **Qualifications**

Minimum qualifying formal education of the Chief Engineer is: (1) a degree from a qualified tertiary institution in a relevant field of management, administration, engineering, or physical science, or (2) other formal education combined with three years practical senior level experience in ship operations management.

### **Competence & Experience**

The Chief Engineer will direct the activities of the engineering staff to ensure that engineering systems are maintained properly within the preventative maintenance program.

All members of the engineering staff are required to follow the policies and procedures of the Safety Management System, including the proper completion of permits before beginning permitted work, conducting Job Safety Analysis before beginning non-routine tasks and ensuring that any contractors working on TDI Vessels are working in a safe manner.

## **HSE Officer on board**

### **Responsibilities**

- The Health, Safety and Environmental Officer is the designated person on a vessel responsible for preventing accidents and injuries and ensuring that work is carried out safely and in compliance with regulatory HSE requirements and company policies and procedures.
- **The Chief Mate is the designated HSE Officer on board TDI-Brooks vessels.** Project specific HSE Officers may work on the vessel during projects but must coordinate their activities with the First Mate.
- Promote correct HSE behaviors through personal example

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- Take action on any health, safety or environmental matter brought to their attention
- Facilitate effective two-way communication with the crew and technical team regarding HSE issues
- Bring any HSE issues that require management intervention to the attention of the Captain, who will report to the company HSE Manager
- Lead or assist with incident investigations
- Assist with the development of corrective action plans related to HSE issues
- Conduct health and safety inspections
- Conduct Job Safety Analyses (JSAs)
- Evaluate the work site, processes and activities for the presence of hazards and act to mitigate them
- Ensure PPE provided is appropriate to the work, in sufficient supply and in good condition
- Encourage reporting of HSE issues. (Safety Observation Cards, Employee Incident Reports)
- Review and monitor the vessel Safety Observation Card program to make sure it is used effectively and that reported hazards are addressed in a timely manner
- Ensure Management of Change (MOC) assessment is conducted for any proposed change to standard procedures
- Ensure that all operations are conducted in compliance with company HSE policies and procedures
- Maintain SDS binders with current HAZCOM policy, chemicals list and SDS's
- Conduct weekly HSE special topic meetings (HSE Toolbox Talks)
- Conduct Core Safety Training for crew
- Ensure that all incidents are recorded in the Quality and Compliance program
- Ensure that the incident report forms and supporting documentation are attached to the Quality and Compliance program report
- Ensure that Emergency Drills are conducted when required and entered into the Quality and Compliance program
- Conduct and document vessel orientation for all who sail
- Complete and turn in weekly and monthly reports to HSE Manager
- Ensure all employees, visitors and contractors follow TDI safety policies and procedures

**Qualifications**

Minimum qualifying formal education of the HSE Officer on board is: (1) a degree from a qualified tertiary institution in a relevant field of management, administration, engineering, or physical science, or (2) other formal education combined with three years practical senior level experience in ship operations management.

**Competence & Experience**

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This position requires a current US Coast Guard Chief Mate’s License or equivalent Foreign License appropriate to the tonnage and working area of the vessel to which he or she is assigned.

## Party Chief

### **Responsibilities:**

- Responsible for science and technical operations on vessel
- Directs sampling / coring/ survey efforts
- Directs technical staff
- Serves as Project HSE Officer representative and supports the Chief Mate with vessel safety
- Coordinates science operations with Captain to ensure work is conducted in a manner consistent with the safe operations of the vessel

### **Qualifications**

Minimum qualifying formal education of the Party Chief is: (1) a degree from a qualified tertiary institution in a relevant field of management, administration, engineering, or physical science, or (2) other formal education combined with three years practical senior level experience in ship operations management.

### **Competence and Experience:**

This position requires a working knowledge of TDI-Brooks field operations and a minimum of one-year field experience with TDI-Brooks or equivalent. While the backgrounds and training of our Party Chiefs vary widely, each has sufficient experience with our operations or similar maritime expertise to intelligently interface with the client representative regarding their operational needs in the field.

## 5.0 Key Position Training

Shore-side key personnel are required to complete company specific training associated with their position within the company. This is completed through TDI Brooks Computer Based Training program which is managed by HR and the crewing managers.

Each associated position training is required to be completed as set forth in the Computer Based Training Program. This can either be yearly, 5-year, a position change within the company, and / or as needed per client requirements.

At times, additional outside 3<sup>rd</sup> party training is required for Key Positions such as Company Security Officer, Designated Person Ashore, Incident Investigations, etc. When these situations arise TDI Brooks will provide the necessary training for those positions.

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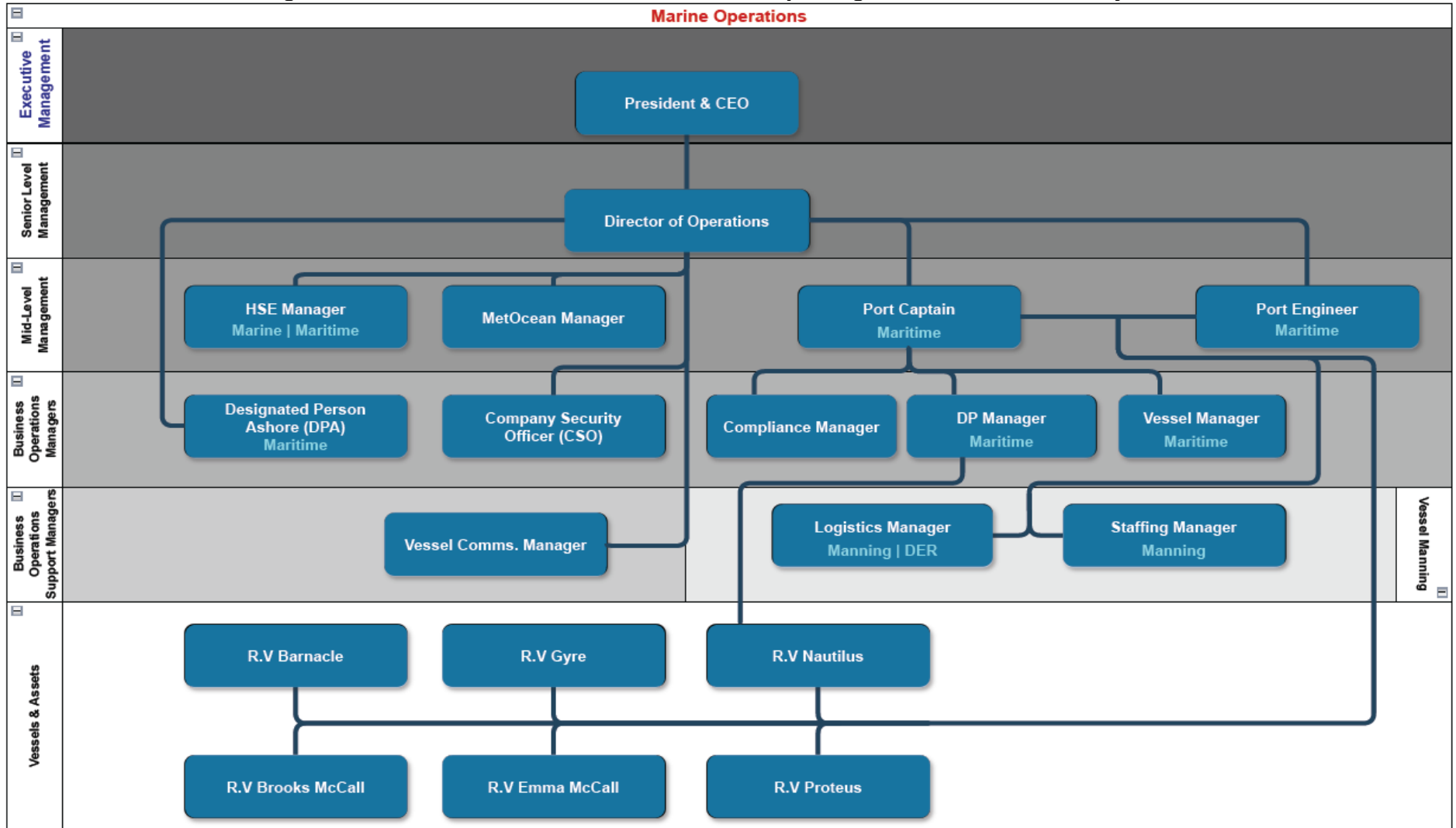
## 6.0 Key Position Promotions

All TDI Brooks employees are evaluated for promotions within the company. This can include a lateral movement within the company or an advancement in Key Positions and responsibilities.

Each associated employee is formally appraised annually by their associated Manager or Supervisor.

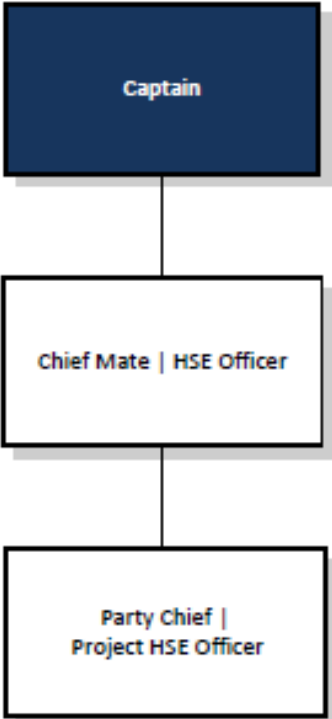
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Figure 1. TDI-Brooks International Personnel Reporting Structure and Authority



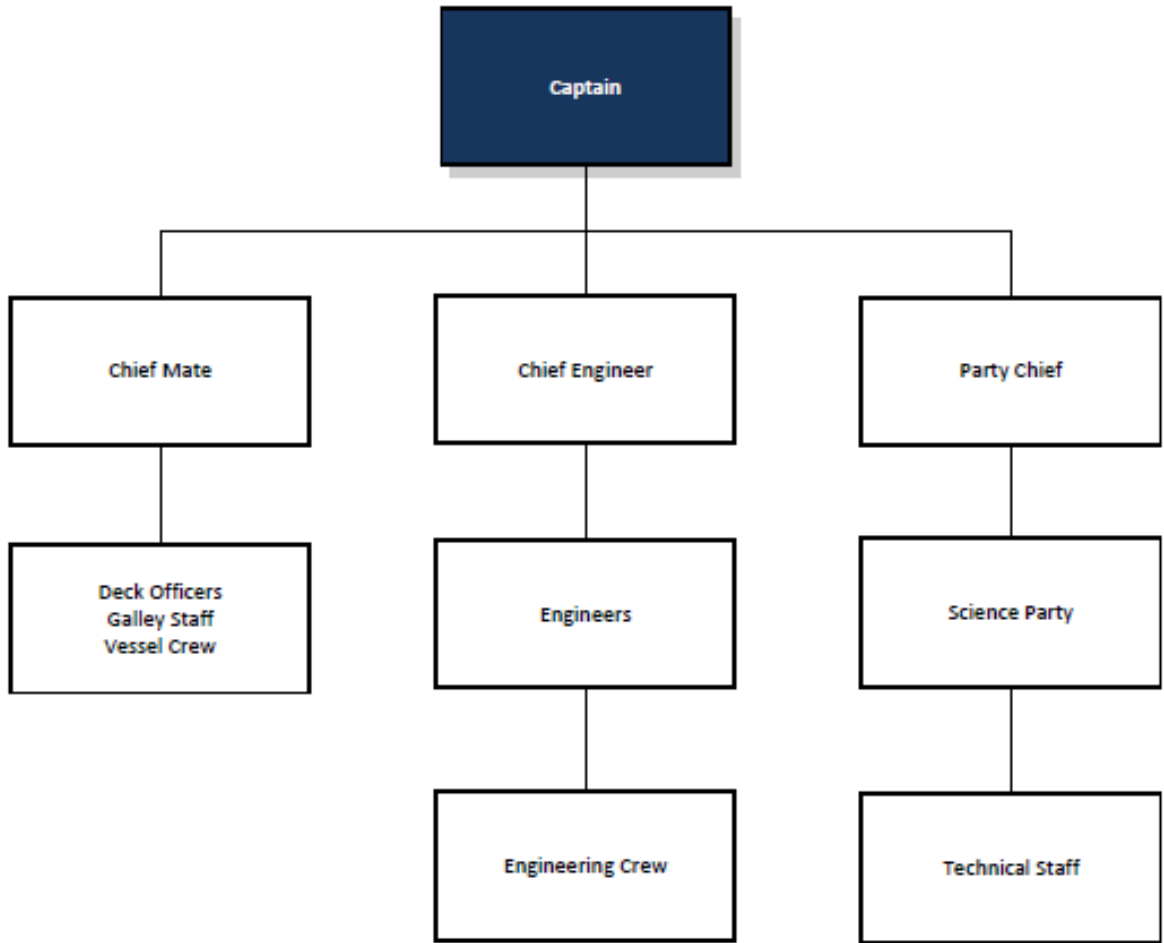
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**Figure 2. TDI-BI Vessel Safety Organizational Chart**



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**Figure 3. Ship's Crew Organization and Administration**



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