

Chapter 6 Resources and Personnel

- 1.0 [Introduction](#)
- 2.0 [Safe Manning and Crew Qualifications](#)
- 3.0 [Key Vessel Personnel](#)
- 4.0 [General Training Requirements](#)
- 5.0 [Vessel Orientation](#)
- 6.0 [Crew Records and Updates](#)

1.0 Introduction

TDI-Brooks has established procedures to ensure that each ship is manned with qualified, certificated and medically fit seafarers in accordance with national and international requirements. Additionally, all personnel to serve on TDI-Brooks' vessels will hold valid Licenses, Merchant Mariner Documents, current STCW95 certificates meeting the qualifications for the specific vessel assigned, and have passed a physical examination, including DOT drug/alcohol test.

Personnel sailing aboard TDI-Brooks' vessels are given a vessel orientation that complies with the contents of STCW95. Each crewmember is provided relevant information on the SMS to ensure they have adequate understanding of relevant rules, regulations, codes and guidelines. Also, all new personnel are made aware of their emergency muster points and their respective responsibilities in an emergency situation.

2.0 Safe Manning and Crew Qualifications

The Staffing Manager of Maritime Personnel is responsible for ensuring the vessels are adequately manned with properly trained, qualified and medically fit personnel in accordance with the vessel's Minimum Safe Manning certificate.

The Staffing Manager of Survey Personnel is responsible for ensuring that all technical/scientific personnel have the required training, certifications, knowledge and skills required for their positions.

Title of Document:	Safety Management Manual	Document Number:	SMM Ch 6
Authority:	Director of Marine Operations	Revision:	4
Custodian/Owner:	Designated Person Ashore	Issue Date:	March 2024
			Page 1 of 3

Proper manning of TDI’s Fleet is essential to the safe and production completion of every project. The Staffing Managers attend regular Operations meetings to understand the upcoming projects for each vessel within the Fleet. This is paramount to understand the proper manning that is required for each vessel at any given time.

3.0 Key Vessel Personnel

Key positions for the safe operation of the vessel have been identified as the Captain, Mates, and Chief Engineer.

The Captain has **ABSOLUTE and OVERRIDING authority** over all operations and personnel onboard the vessel at sea and in port. However, due to the nature of the vessel involvement in scientific operations, there is a unique relationship between vessel crew and the science team.

The Captain and crew are on the vessel to facilitate scientific/technical sampling. The Party Chief informs the Captain of the project / mission requirements, and with the Chief Mate, the vessel team will work together to ensure ALL operations are carried out according to the safety management system.

4.0 General Training Requirements

TDI-Brooks requires some basic training for all ship’s personnel, including the technical/ science party. The TDI-Brooks Required Training Matrix, located on the Quality and Compliance program establishes company required training for each position and timetable for completion.

The majority of this training is conducted via computer-based training, while others must be conducted in person or by a third party.

Survival Training is required for TDI-Brooks technical staff working offshore. However, it is not always possible for new hires to complete that training before the project begins. In those cases, it must be completed before the employee may be deployed on a second project.

Survival Training must be completed at an approved training center and is valid for no longer than 5 years from the date of issue.

Client representatives and other contractors must follow their own company requirements for Survival Training, BOSIET, HUET or similar training, although TDI-Brooks does highly recommend such training for all persons sailing on our vessels.

Title of Document:	Safety Management Manual	Document Number:	SMM Ch 6
Authority:	Director of Marine Operations	Revision:	4
Custodian/Owner:	Designated Person Ashore	Issue Date:	March 2024
			Page 2 of 3

The HSE Manager or his designee will conduct any project-specific safety training. All training requests and questions will be directed to HSE@tdi-bi.com

5.0 Vessel Orientation

Basic HSE and vessel security training are required of all persons sailing on the vessel and are covered in the vessel orientation. The orientation will familiarize vessel crew and scientific personnel with the ship’s policies and procedures and the safety management system.

6.0 Crew Records and Updates

Crew certificates, expiration dates and other information is tracked in the TDI-Brooks Crewing Module. Copies of new crew training certificates and other documents are to be scanned and sent to CrewDocs@tdi-bi.com.

Title of Document:	Safety Management Manual	Document Number:	SMM Ch 6
Authority:	Director of Marine Operations	Revision:	4
Custodian/Owner:	Designated Person Ashore	Issue Date:	March 2024
			Page 3 of 3