**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**   
Are all TDI crew's certificates up to date and training completed? (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 (Mike Kullman)? **Yes No** Have the site locations been confirmed by the client rep (if on board)? **Yes No** Have the satellite and communication 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**

HSE *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***