

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 <input type="radio"/> | No <input type="radio"/> |
| • Are the job requirements/deliverables understood by managers and bridge officers? | Yes <input type="radio"/> | No <input type="radio"/> |
| • Is there an HSE or MERP plan in place? | Yes <input type="radio"/> | No <input type="radio"/> |
| • Have the emergency contacts phone numbers been tested? | Yes <input type="radio"/> | No <input type="radio"/> |
| • Are the permits to work complete if necessary? | Yes <input type="radio"/> | No <input type="radio"/> |
| • Has a kick-off meeting been held if necessary? | Yes <input type="radio"/> | No <input type="radio"/> |
| • Has a voyage plan been submitted and sent to the DPA? | Yes <input type="radio"/> | No <input type="radio"/> |
| • Have the crew reviewed the SAS and project specific SOP? | Yes <input type="radio"/> | No <input type="radio"/> |

Comment:

Concerning the crew:

- | | | |
|---|---------------------------|--------------------------|
| • Is everyone present, including clients if present? | Yes <input type="radio"/> | No <input type="radio"/> |
| • Are there enough crew on board for adequate rest hours and safe operation of the vessel? | Yes <input type="radio"/> | No <input type="radio"/> |
| • <u>Are all TDI crew's certificates up to date and training completed?</u> (is an MOC needed) | Yes <input type="radio"/> | No <input type="radio"/> |
| • Will any "in-date" certificates, drug test, or physicals expire before the end of the cruise? | Yes <input type="radio"/> | No <input type="radio"/> |
| (If, yes...confirm the Captain and Main Office are aware of pending expiration date) | Yes <input type="radio"/> | No <input type="radio"/> |
| • Have all berthing assignments been completed? | Yes <input type="radio"/> | No <input type="radio"/> |
| • Does everyone have steel toed shoes...appropriate clothing etc.? | Yes <input type="radio"/> | No <input type="radio"/> |

Comment:

Concerning Safety:

- | | | |
|---|---------------------------|--------------------------|
| • Is there adequate company supplied PPE for all persons onboard? | Yes <input type="radio"/> | No <input type="radio"/> |
| • Are the crane and winch inspections current? | Yes <input type="radio"/> | No <input type="radio"/> |
| • Are all the in-service shackles and blocks painted the correct color? | Yes <input type="radio"/> | No <input type="radio"/> |
| • Are the load certifications up to date? | Yes <input type="radio"/> | No <input type="radio"/> |
| • In general, does the SMS appear to be followed? | Yes <input type="radio"/> | No <input type="radio"/> |

Comment:

Title of Document:	PC Mobilization Checklist	Document Number:	MOB.001
Authority:	DPA	Revision:	1
Custodian/Owner:	Peter Hitchcock	Issue Date:	August 2020
			Page 1 of 3

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 <input type="radio"/> | No <input type="radio"/> |
| Have the site locations been provided by the office (Mike Kullman)? | Yes <input type="radio"/> | No <input type="radio"/> |
| Have the site locations been confirmed by the client rep (if on board)? | Yes <input type="radio"/> | No <input type="radio"/> |
| Have the satellite and communication systems been activated/tested? | Yes <input type="radio"/> | No <input type="radio"/> |
| Are the offsets correct and has the USBL been wet tested for orientation? | Yes <input type="radio"/> | No <input type="radio"/> |
| Are there enough office supplies for the job (paper, ink, batteries etc.)? | Yes <input type="radio"/> | No <input type="radio"/> |

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 <input type="radio"/> | No <input type="radio"/> |
| Are the lab technicians trained for the tasks at hand? | Yes <input type="radio"/> | No <input type="radio"/> |
| Has the SOP/JSA been reviewed and do the technicians understand the procedures and job requirements? | Yes <input type="radio"/> | No <input type="radio"/> |

Comment:

Concerning Deck Operations:

- | | | |
|---|---------------------------|--------------------------|
| Have you reviewed the SOW with the Deck Boss? | Yes <input type="radio"/> | No <input type="radio"/> |
| Are all supplies / tools onboard to complete the requirements of the job? | Yes <input type="radio"/> | No <input type="radio"/> |
| 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 <input type="radio"/> | No <input type="radio"/> |

Comment:

HSE Preparations with bridge officers (Chief Mate):

- | | | |
|---|---------------------------|--------------------------|
| Have you reviewed the job specific HSE responsibilities with the Chief / First Mate? | Yes <input type="radio"/> | No <input type="radio"/> |
| Have the Marine and Technical crew had Core Safety Training and do they understand it? | Yes <input type="radio"/> | No <input type="radio"/> |
| Has the First Mate taken responsibility as the HSE Officer on board the vessel with the crew? | Yes <input type="radio"/> | No <input type="radio"/> |
| Are there any HSE related issues that need to be addressed prior to departure? | Yes <input type="radio"/> | No <input type="radio"/> |

Title of Document:	PC Mobilization Checklist	Document Number:	MOB.001
Authority:	DPA	Revision:	1
Custodian/Owner:	Peter Hitchcock	Issue Date:	August 2020
			Page 2 of 3

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

Title of Document:	PC Mobilization Checklist	Document Number:	MOB.001
Authority:	DPA	Revision:	1
Custodian/Owner:	Peter Hitchcock	Issue Date:	August 2020
			Page 3 of 3