

# Notice of Change to Controlled Documents #377- 378 / 23 Sep 2019

## Summary of Changes

Revisions managed by: Shannon Smith

**Purpose:** [377] New Interim DPA [377] No longer using Engineer SOU.

NOC#	Ch., Sec., SOP	Summary	Revision#
377	Ch 4	New Interim and Backup DPAs identified	#12
378	Engineer Handover	Remove reference to Engineer's Statement of Understanding, ship web pages and update location of forms/ policies to ShipNet	Sep 2019

### FOR OFFICE USE ONLY: SHIPNET EDITS

Date Completed		Date Completed	
9-24-19	Media Library <i>CH4&amp;EHO</i> Load forms, SOPs, Ch's,	9-24-19	NOC table updated
9-24-19	SMM page: Update links, add new sections	9-24-19	NOC's added to media library
N/A	SMM TOC pdf updated	9-24-19	ShipNet Forms table updated

**Approvals: James Howell, HSE Manager**

Approved by email 24 Sep 2019



## NOC # 377 Ch 4 Designated Person Ashore

Revision #	Section(s)
Rev: #10	<p><b>3.0 Designated Person Ashore</b></p> <p>The current designated person ashore is <b>Dr. Les Bender</b> <del>Pete Tatro</del>. His contact information is:</p>

	<p><b>Work Phone:</b> 979-693-3446</p> <p><b>Mobile Phone:</b> 979-446-4284</p> <p><b>EMAIL:</b> <a href="mailto:petetatro@tdi-bi.com">petetatro@tdi-bi.com</a> or <a href="mailto:dpa@tdi-bi.com">dpa@tdi-bi.com</a></p> <p><b>DESIGNATED PERSON ASHORE</b>  <b>LES BENDER</b>  Office phone: 979-693-3446  24 hour phone: 979-218-1101  <a href="mailto:dpa@tdi-bi.com">dpa@tdi-bi.com</a></p> <p>The Alternate DPA is Ms. Megan Brooks. Her contact information is:</p> <p><b>ALTERNATE DESIGNATED PERSON ASHORE</b>  <b>MEGAN BROOKS</b>  Office phone: 979-693-3446  24 hour phone: 979-220-3802  <a href="mailto:dpa@tdi-bi.com">dpa@tdi-bi.com</a></p>
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. . . Ellipses indicate unchanged material has been skipped for the sake of brevity.

**NOC # 378**  
**Engineer's Handover**

Revision #	Section(s)
Rev: Sep 2019	See attached new handover.

**ENGINEERING HANDOVER V.7**  
TDI Brooks Research Vessels

*Circle name of vessel*

Date (DD-MONTH-YYY)	Brooks McCall	Gyre	Proteus
Engineer OFF		Engineer ON	

Scan completed, signed form as **pdf** and **e-mail** to **[dpa@tdi-bi.com](mailto:dpa@tdi-bi.com)**. Then **put original in Binder #13**.

The off-signing engineer will go over all items with his relief. The relief engineer will indicate completion of the review and understanding by initialing each section as noted. All forms, policies and procedures can be found at ShipNet.tdi-bi.com using the site search.

**Section 1**

relief initials

1.1	Machinery Tour Orientation	Point out any equipment that is working at reduced capacity or in need of repair.	
1.2	Responsibilities & Standing Orders	Each CE writes and posts his own and ER staff must sign. <b>See SOP GEN 007 D &amp; E</b>	
1.3	Used Oil, Bilge, OWS, ORB-MARPOL	Pump bilge to Slop tank, Used Oil tank for used oil, Run OWS as often as possible, <b>Simple Green Cleaner for degrease in ER Only. Overboard Discharges – Closed (Locked?)</b>	
1.4	Bunkering – OTP Book, Records, sight glass valves	Vessel Specific Procedures, Diagrams, DOI, Checklist, Receipts and ORB entries. <b>Sight Glass valves – closed except when reading</b>	
1.5	SMM and Notices of Change	ShipNet: Policies and Procedures tab ShipNet : Department Pages	
1.6	NS5 & Engine Room Log	Get NS5 jobs up to date before new CE arrives. Overdue jobs-- include notes as to why overdue.	
1.7	TDI Crewing Module & ShipNet	<a href="http://www.geodatapub.com/tdibisr/index.php">http://www.geodatapub.com/tdibisr/index.php</a> <a href="http://www.ShipNet.tdi-bi.com">www.ShipNet.tdi-bi.com</a>	
1.8	Computer Based Training	See ShipNet Forms- Required Training Matrix	
1.9	Ordering Spares & Repairs - Email	Complete resupply form and email to <b>Resupply@tdi-bi.com</b>	
1.10	Security Duties - ISPS	Doors, locks, power	
1.11	Manuals/Catalogs- Locations		
1.12	Parts/Spares/Tools- Locations		

1.13	Review of Permit to Work System <b>SOP-GEN-012B</b>	Hot Work <b>SOP-GEN-007J</b> Energy Isolation <b>SOP-GEN-007I</b> Working at Heights <b>SOP-GEN-007U</b>	
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**Section 2. Consumables** \_\_\_\_\_ *relief initials*

	Remaining on Board (gals)	Vessel Capacity (gals)
Fuel		
Lube Oil		
Hydraulic Oil		
Used Oil Tank		
Potable Water		
Other		

**Section 3. EQUIPMENT STATUS** \_\_\_\_\_ *relief initials*

Stbd Main Engine	Next Service Due	
Port Main Engine	Next Service Due	
Center Main Engine	Next Service Due	
Stbd Generator	Next Service Due	
Port Generator	Next Service Due	
3 <sup>rd</sup> Generator	Next Service Due	

Other	Next Service Due	
Other	Next Service Due	

**Section 4. OTHER MACHINERY** *relief initials*

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**Section 5. PARTS/SUPPLIES ON ORDER** *relief initials*

	Description	Part #	Qty
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

**Section 6. PARTS/SUPPLIES NEED TO BE ORDERED** *relief initials*

	Description	Part #	Qty
1			
2			

3			
4			
5			
6			
7			
8			
9			
10			

**Section 7. OTHER INFORMATION – NEED TO KNOW** \_\_\_\_\_ *relief initials*

Date \_\_\_\_\_

Signature Departing Chief Engineer \_\_\_\_\_

Signature Relieving Chief Engineer \_\_\_\_\_

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