

Notice of Change to Controlled Documents #379- 382 / 13 Nov 2019

Summary of Changes

Revisions managed by: Shannon Smith


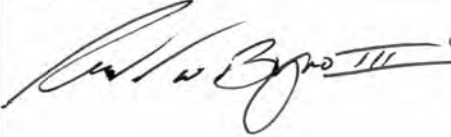

Purpose: [387-389] Name of DPA updated. Director of Operations position removed from DPA job description

NOC#	Ch., Sec., SOP	Summary	Revision#
379	Ch 4	DPA updated to Roy Robbins	#11
380	Vessel Orientation- Boat Crew	DPA updated to Roy Robbins- Save to binder #2	Nov 2019
381	Vessel Orientation- Survey Team	DPA updated to Roy Robbins- Save to binder #2	Nov 2019
382	Ch 3	Director of Operations removed from DPA position	#21

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Date Completed		Date Completed	
	Media Library: Load forms, SOPs, Ch's,		NOC table updated
	SMM page: Update links, add new sections		NOC's added to media library
	SMM TOC pdf updated		ShipNet Forms table updated
	Obsolete versions moved to obsolete file in same folder		New revisions saved to doc and pdf files in same folder

Approvals

James Howell, HSE Manager	Richard Byno Director of Marine Operations	Roy Robbins Designated Person Ashore
Date: November 13, 2019	Date: November 13, 2019	Date: November 13, 2019
Signature: 	Signature: 	Signature: 

NOC # 379
Chapter 4- Designated Person Ashore

Revision #	Section(s)
Rev: Nov 2019	<p>OLD VERSION</p> <p>3.0 Designated Person Ashore</p> <p>The current designated person ashore is Dr. Les Bender. His contact information is:</p> <p>DESIGNATED PERSON ASHORE LES BENDER Office phone: 979-693-3446 24 hour phone: 979-218-1101 dpa@tdi-bi.com</p> <p>The Alternate DPA is Ms. Megan Brooks. Her contact information is:</p> <p>ALTERNATE DESIGNATED PERSON ASHORE MEGAN BROOKS Office phone: 979-693-3446 24 hour phone: 979-220-3802 dpa@tdi-bi.com</p> <p>NEW VERSION</p> <p>3.0 Designated Person Ashore</p> <p>The current designated person ashore is Roy Robbins. His contact information is:</p> <p>DESIGNATED PERSON ASHORE ROY ROBBINS Office phone: 979-693-3446 24 hour phone: 817-253-3930 dpa@tdi-bi.com</p> <p>The Alternate DPA is Dr. Les Bender. His contact information is:</p> <p>ALTERNATE DESIGNATED PERSON ASHORE LES BENDER Office phone: 979-693-3446 24 hour phone: 979-218-1101 dpa@tdi-bi.com</p>

NOC # 380
Vessel Orientation – Vessel Crew

Revision #	Section(s)																						
Rev: Nov 2019	<p>May 2016 Vessel Crew Orientation- OLD</p> <p style="text-align: center;">New Crew Member Vessel Orientation Check List</p> <p>Welcome to this TDI-Brooks vessel, we hope that your time aboard this vessel is productive and comfortable. The following information is to assure that you are familiar with this vessel and the policies of TDI-Brooks. Each new person joining the crew will be given a tour of the vessel and an overview of policies, and job expectations. The information covered in this orientation fulfills the STCW requirements for familiarization with Basic Safety (VI/1), Security (VI/6) and Ship Specific information (I/14).</p> <p>Contacts</p> <p>The following individuals may be contacted should you have any questions or issues with this vessel.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Vessel Master _____</td> <td style="width: 50%;">Port Engineer-----Charlie Emerson</td> </tr> <tr> <td>ILO MLC Representative _____</td> <td>HSE Manager----- Dr. James Howell</td> </tr> <tr> <td>Vessel HSE Officer/ First Mate _____</td> <td>Ops Manager/ DPA-----Pete Tatro</td> </tr> <tr> <td>Ship Security Officer _____</td> <td>President-----Dr. James Brooks</td> </tr> <tr> <td></td> <td>Party Chief:</td> </tr> </table> <p style="background-color: yellow;">NOV 2019 Vessel Crew Orientation- NEW</p> <p style="text-align: center;">New Crew Member Vessel Orientation Check List</p> <p>Each new person joining the crew will be given a tour of the vessel and an overview of policies, and job expectations. The information covered in this orientation fulfills the STCW requirements for familiarization with Basic Safety (VI/1), Security (VI/6) and Ship Specific information (I/14).</p> <p style="border: 2px solid red; padding: 2px;">STORE THIS PAPER COPY IN BINDER #2- no need to put into NS5.</p> <p>Contacts</p> <p>The following individuals may be contacted should you have any questions or issues with this vessel.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Vessel Master _____</td> <td style="width: 50%;">Port Engineer-----Charlie Emerson</td> </tr> <tr> <td>ILO MLC Representative _____</td> <td>HSE Manager----- Dr. James Howell</td> </tr> <tr> <td>Vessel HSE Officer/ First Mate _____</td> <td>Ops Manager-----Richard Byno</td> </tr> <tr> <td>Ship Security Officer _____</td> <td>President-----Dr. James Brooks</td> </tr> <tr> <td></td> <td>DPA & Port Captain----Capt. Roy Robbins</td> </tr> <tr> <td>Party Chief _____</td> <td></td> </tr> </table>	Vessel Master _____	Port Engineer-----Charlie Emerson	ILO MLC Representative _____	HSE Manager----- Dr. James Howell	Vessel HSE Officer/ First Mate _____	Ops Manager/ DPA-----Pete Tatro	Ship Security Officer _____	President-----Dr. James Brooks		Party Chief:	Vessel Master _____	Port Engineer-----Charlie Emerson	ILO MLC Representative _____	HSE Manager----- Dr. James Howell	Vessel HSE Officer/ First Mate _____	Ops Manager-----Richard Byno	Ship Security Officer _____	President-----Dr. James Brooks		DPA & Port Captain----Capt. Roy Robbins	Party Chief _____	
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NOC # 381
Vessel Orientation – Survey/ Science Crew

Revision #	Section(s)

Rev:
Nov 2019

May 2016 Science/ Survey Team Orientation- OLD

Vessel Orientation and Safety for Scientific Crew and Contractors

Welcome to this TDI-Brooks vessel. We hope that your time aboard this vessel is productive and comfortable. The following information is needed to assure that you are familiar with this vessel and the Health, Safety, and Environmental (HSE) policies of TDI-Brooks. Each new person joining the crew will be given a tour of the vessel and an overview of HSE policies. TDI-Brooks is committed to providing its employees, contractors, clients, and visitors a safe environment in which to work.

Contacts

The following individuals may be contacted should you have any questions or issues with this vessel or the HSE policies of TDI-Brooks.

Vessel Master _____

Vessel HSE Officer/ First Mate _____

Party Chief _____

Ship Security Officer	_____
TDI-Brooks HSE Manager	Dr. James Howell
TDI-Brooks President	Dr. James Brooks
TDI-Brooks Operations/DPA	Mr. Pete Tatro
Port Engineer	Mr. Charlie Emerson

Nov 2019 Science/ Survey Team Orientation- NEW

Each new person joining the crew will be given a tour of the vessel and an overview of HSE policies. TDI-Brooks is committed to providing its employees, contractors, clients, and visitors a safe environment in which to work. **STORE THIS PAPER COPY IN BINDER #2- no need to put into NS5.**

Contacts

The following individuals may be contacted should you have any questions or issues with this vessel or the HSE policies of TDI-Brooks.

Vessel Master _____

Vessel HSE Officer/ First Mate _____

Party Chief _____

Ship Security Officer _____

HSE Manager -----Dr. James Howell	Operations Mgr ----- Richard Byno
President-----Dr. James Brooks	DPA & Port Captain-----Capt. Roy Robbins
Port Engineer-----Mr. Charlie Emerson	

NOC # 382

Chapter 3- Company Responsibility and Authority

Revision #

Section(s)

Director of Operations and Designated Person Ashore

The designated person ashore (DPA) is responsible for the safe operation of each vessel and has access to the highest level of management. The DPA 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.

Responsibilities:

- 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.
- As DPA, monitors the safety and pollution prevention aspects of the ship's operations and ensures that the vessels have adequate resources and shore-based support.

Qualifications:

Minimum qualifying formal education of the DPA 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.

Training:

Training of the DPA is to be in compliance with the requirements of the ISM Code, particularly with regard to: (1) understanding of the Code and its rules, regulations, applicable codes, guidelines and standards, (2) assessing techniques of examining, questioning, evaluating and reporting, (3) technical and operational aspects of safety management, (4) appropriate knowledge of shipping and shipboard operations, (5) participation in at least one SMS audit; and (6) effective communications with shipboard staff and senior management.

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 whether the SMS elements meet the requirements of the ISM Code, (3) 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, (4) 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, (5) assess whether the safe practices recommended by clients and other third-party organizations to promote a safety culture have been considered and evaluated, and (6) gather and analyze data from hazardous occurrences, hazardous situations, near misses, incidents and accidents and apply the lessons learned to improve the SMS.