

Party Chief DeMob Checklist

Technical Operations

Party Chief: _____ **Date:** _____
(01-January-2022)

Client Name: _____ **Job #:** _____
(J22xxx)

Vessel Name: _____

At the end of each job, there are specific project deliverables that the Party Chief is responsible for getting to the office. ***BEFORE leaving the vessel, scan and send the completed the checklist to DanielBrooks@tdi-bi.com.***

Category	Specific Items	Section Complete ✓
APOS	<p>_____ Download the entire digital job folder to a portable hard drive for hand delivery back to the office.</p> <p>_____ CTD files from each cast with location with date and time in file name (Ex: site 4a_1-13-22_14:35)</p> <ol style="list-style-type: none"> 1. _____ The original HEX file 2. _____ The converted CNV file 3. _____ The SVT file that APOS Creates (Sound Velocity Plot) <p>_____ Calibration files - send the last set that is active if you did not do one.</p> <ol style="list-style-type: none"> 1. _____ HiPap 350 CompTpPos 2. _____ HiPap 350 AlignMeasTpPos 3. _____ HiPap 350 TdAlignVessel 4. _____ HiPap 350 Results 5. _____ Save "Measurements.txt" file 	<input style="width: 50px; height: 50px;" type="checkbox"/>
Navigation	<p>_____ Entire Winfrog folder-</p> <p><u>Completed Nav Log</u></p> <ol style="list-style-type: none"> 1. _____ Config (save files) 2. _____ Events files 3. _____ Log files (logs.log files) 4. _____ RAW files 5. _____ Waypoint files 	<input style="width: 50px; height: 50px;" type="checkbox"/>

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	6. ____ Pre start files and maps	
Field Notebook	<p>Includes –</p> <ol style="list-style-type: none"> 1. ____ Signed DPR 2. ____ Crew Manifest 3. ____ Checklists 4. ____ Lab Data Sheets 5. ____ Permits/Incidents 6. ____ JSAs - signed 7. ____ Meetings 8. ____ Position Averaging Report 9. ____ Weather 	<input type="checkbox"/>
Field Data	<p>SGE</p> <ol style="list-style-type: none"> 1. ____ Corelog database (access and xls) 2. ____ Chirp images <p>Geotech - coring</p> <ol style="list-style-type: none"> 1. ____ Core photos-file name=core/section 2. ____ MV/TV data 3. ____ Lab data sheets (e.g. BC/PC/JPC) <p>CPT</p> <ol style="list-style-type: none"> 1. ____ CPT data 2. ____ All DAT files (Benchtest.dat files and actual soundings) 3. ____ Cone baseline log (filled in) <p>JPC</p> <ol style="list-style-type: none"> 1. ____ Accelerometer csv files <p>Other</p> <ol style="list-style-type: none"> 1. ____ MBES raw Chirp data 2. ____ CTD and sound velocity data 3. ____ Raw multibeam data 4. ____ Chirp and MBES images 	<input type="checkbox"/>
USBL Cal	<ol style="list-style-type: none"> 1. ____ Screen captures 2. ____ .svt from USBL calibration 3. ____ All svt from all CTD casts 4. ____ Hex data from CTD casts 	<input type="checkbox"/>
JSA Forms	<p>Word Doc forms that may have been modified during the cruise (e.g. improvements, procedures unique to vessel, etc.)</p> <ol style="list-style-type: none"> 1. ____ JSA word docs (if modified) sent to tech@tdi-bi.com 	<input type="checkbox"/>

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Deck	____ Hand over from Deck Chief to Chief Eng on any equipment issues	<input type="checkbox"/>
Coring	____ Inventory of all PC,JPC,BC,CPT parts and modifications to master inventory - sent to danielbrooks@tdi-bi.com	<input type="checkbox"/>
Tech	____ Inventory of all HF, Rosette, Camera sled parts sent to danielbrooks@tdi-bi.com ____ Inventory of CTD and CTD computer, APOS/Winfrog, USBL system and Beacons sent to danielbrooks@tdi-bi.com ____ Modifications to master inventory - sent to danielbrooks@tdi-bi.com	<input type="checkbox"/>
Lab	____ Inventory of all SGE, Geotech, EBS supplies sent to danielbrooks@tdi-bi.com ____ Modifications to master inventory - sent to danielbrooks@tdi-bi.com ____ Sample inventory of all collected specimens sent to bradbernard@tdi-bi.com and samuelsweeney@tdi-bi.com	<input type="checkbox"/>
Document Control	____ All project related documents removed from vessel postings if no longer applicable.	<input type="checkbox"/>
Vessel Concerns	____ Are there any issues or concerns raised by ship crew that need to be relayed back to the office? Describe below:	<input type="checkbox"/>
Lifting Registry	____ Are all items up to date in the Lifting Registry? Any items put into or taken out of service need to be updated in the Registry.	<input type="checkbox"/>
Winch	____ Is there an accurate line count for the winches? ____ Was any plasma line cut off/ removed? If so, how much? ____ How much plasma remains?	<input type="checkbox"/>
Resupply	____ Any spares need to be replaced for next job?	<input type="checkbox"/>

Party Chief Signature:

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