Party Chief Mob 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 dock, scan and send the completed the checklist to*** **DPA@tdi-bi.com****.**

|  |  |  |
| --- | --- | --- |
| **Category** | **Specific Items** | **Section Complete?****✓** |
| **Project** |  * + 1. **Project Binder**- 3 Ring binder with tabs prepared
		2. **Project Folder**- Digital folder with subsections created
		3. Review **project requirements** with bridge crew
		4. Circle which is being used for this job: Project Specific HSE Plan Medical Emergency Response Plan (ISOS) TDI Vessel Emergency Medical Plan (SOP-GEN-012)
		5. **Emergency contact numbers** tested and verified working
		6. **PreStart Meeting** held? (Required for short service employees (SSEs), contractors, clients. This is the TDI HSE Review PowerPoint presentation in which SSE’s are identified and mentors assigned. Sign in sheet and ppt are in Helm on each vessel.)
		7. **Voyage plan** with waypoints sent to DPA
		8. Reviewed **Project Execution Plan** with crew and Tech Team

**Comments**:  |  |
| **Tech Team** | 1. **All persons are aboard**- including clients, contractors
2. **Enough tech team members** are aboard for adequate rest hours and safe operations on the back deck.
3. **Tech team’s documents** required for position are **posted on CM**- passport, visas, deck chief/ lab/ deck (**qual cards**)
4. Y / N Will any of those expire before end of project?
5. **Berthing** has been assigned
6. All Tech Team have appropriate **work clothing and steel toes**
7. All Tech Team have been registered for **online safety training** and shown where/ how to complete their training.

**Comments**:  |  |
| **Deck Operations** | 1. Sufficient **PPE** is aboard for the project
2. **Crane and Winch Inspections** binder check – all current?
3. In Service Sheaves, Shackles and blocks painted **current years color for lifting gear**
4. **Load certifications** for lift gear are current and filed in the Lifting Gear Register
5. In general, do TDI Safety policies and procedures appear to be followed?
6. **Weather** has been checked for departure date and site arrival
7. All **gear secured** for departure

**Comments**: |  |
| **Survey Equipment** | **List the equipment required for the project below. (USBL, Chirp, HF, CTD, laptops, software, etc.) Put a check next to it when you confirm it is on board and operational.****Comms**1. Satellite phone tested and working
2. Sailor phone tested and working
3. VSAT phone tested and working
 |  |
| **Navigation** | 1. Site locations provided by Mike Kullman at TDI
2. Site locations confirmed by client
3. Offsets verified as correct in APOS and Winfrog
4. USBL wet tested for orientation
5. Winfrog.ini confirmed by Mike Kullman or Bernie Bernard
6. Sufficient office supplies for the job (printer ink, paper, batteries, etc. )

**Comments**: |  |
| **Lab** | **What lab supplies are needed for this job? (core liners, push tubes, cans, electrical tape, buckets, laptop for data entry, minivanes, etc.)**1. Enough supplies are on board to complete the job
2. Lab techs are trained for the tasks required
3. Start charging the gear that needs it (beacons, t-bars, accelerometers)
4. All Gear secured for departure

**Comments**: |  |
| **Deck** | 1. Reviewed Statement of Work with Deck Boss
2. Supplies required for the job are all aboard and accounted for
3. Deck crew has been trained for their specific tasks
4. SOPs, JSAs for the procedures reviewed with deckmen
 |  |
| **Bridge** |  **Project requirements reviewed with bridge crew**  |  |
| **Document Control** |  **All project specific postings (emergency plans, procedures, contact lists, etc.) put up in common areas as required.**  |  |
| **Vessel Concerns** |  **Are there any issues or concerns raised by ship crew that need to be relayed back to the office? Describe below:** |  |
| **Lifting Registry** |  **If you bring any new lift gear aboard that will be left on the vessel, note it in the Lifting Gear Registry.**  **If you put any new lifting gear in service, update the Lifting Gear Registry.**  |  |

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| ***Additional Comments/ Issues*** |
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***Party Chief Signature:***

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