

# 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](mailto:DPA@tdi-bi.com).**

Category	Specific Items	Section Complete? ✓
<b>Project</b>	<ol style="list-style-type: none"> <li>1. ____ <b>Project Binder</b>- 3 Ring binder with tabs prepared</li> <li>2. ____ <b>Project Folder</b>- Digital folder with subsections created</li> <li>3. ____ Review <b>project requirements</b> with bridge crew</li> <li>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)</li> <li>5. ____ <b>Emergency contact numbers</b> tested and verified working</li> <li>6. ____ <b>PreStart Meeting</b> 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.)</li> <li>7. ____ <b>Voyage plan</b> with waypoints sent to DPA</li> <li>8. ____ Reviewed <b>Project Execution Plan</b> with crew and Tech Team</li> </ol> <p><b>Comments:</b></p>	<div style="border: 2px solid black; width: 40px; height: 40px; margin: 0 auto;"></div>
	<ol style="list-style-type: none"> <li>1. ____ <b>All persons are aboard</b>- including clients, contractors</li> <li>2. ____ <b>Enough tech team members</b> are aboard for adequate rest hours</li> </ol>	

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<p><b>Tech Team</b></p>	<p>and safe operations on the back deck.</p> <p>3. ____ <b>Tech team’s documents</b> required for position are <b>posted on CM-</b> passport, visas, deck chief/ lab/ deck (<b>qual cards</b>)</p> <p>4. <u>Y / N</u> Will any of those expire before end of project?</p> <p>5. ____ <b>Berthing</b> has been assigned</p> <p>6. ____ All Tech Team have appropriate <b>work clothing and steel toes</b></p> <p>7. ____ All Tech Team have been registered for <b>online safety training</b> and shown where/ how to complete their training.</p> <p><b>Comments:</b></p>	<input type="checkbox"/>
<p><b>Deck Operations</b></p>	<p>1. ____ Sufficient <b>PPE</b> is aboard for the project</p> <p>2. ____ <b>Crane and Winch Inspections</b> binder check – all current?</p> <p>3. ____ In Service Sheaves, Shackles and blocks painted <b>current years color for lifting gear</b></p> <p>4. ____ <b>Load certifications</b> for lift gear are current and filed in the Lifting Gear Register</p> <p>5. ____ In general, do TDI Safety policies and procedures appear to be followed?</p> <p>6. ____ <b>Weather</b> has been checked for departure date and site arrival</p> <p>7. ____ All <b>gear secured</b> for departure</p> <p><b>Comments:</b></p>	<input type="checkbox"/>
<p><b>Survey Equipment</b></p>	<p><b>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.</b></p> <p><b>Comms</b></p> <p>1. ____ Satellite phone tested and working</p> <p>2. ____ Sailor phone tested and working</p> <p>3. ____ VSAT phone tested and working</p>	<input type="checkbox"/>

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<b>Navigation</b>	<ol style="list-style-type: none"> <li>1. ___ Site locations provided by Mike Kullman at TDI</li> <li>2. ___ Site locations confirmed by client</li> <li>3. ___ Offsets verified as correct in APOS and Winfrog</li> <li>4. ___ USBL wet tested for orientation</li> <li>5. ___ Winfrog.ini confirmed by Mike Kullman or Bernie Bernard</li> <li>6. ___ Sufficient office supplies for the job (printer ink, paper, batteries, etc. )</li> </ol> <p><b>Comments:</b></p>	<input type="checkbox"/>
<b>Lab</b>	<p><b>What lab supplies are needed for this job? (core liners, push tubes, cans, electrical tape, buckets, laptop for data entry, minivanes, etc.)</b></p> <ol style="list-style-type: none"> <li>1. ___ Enough supplies are on board to complete the job</li> <li>2. ___ Lab techs are trained for the tasks required</li> <li>3. ___ Start charging the gear that needs it (beacons, t-bars, accelerometers)</li> <li>4. ___ All Gear secured for departure</li> </ol> <p><b>Comments:</b></p>	<input type="checkbox"/>
<b>Deck</b>	<ol style="list-style-type: none"> <li>1. ___ Reviewed Statement of Work with Deck Boss</li> <li>2. ___ Supplies required for the job are all aboard and accounted for</li> <li>3. ___ Deck crew has been trained for their specific tasks</li> <li>4. ___ SOPs, JSAs for the procedures reviewed with deckmen</li> </ol>	<input type="checkbox"/>
<b>Bridge</b>	<p>___ <b>Project requirements reviewed with bridge crew</b></p>	<input type="checkbox"/>
<b>Document Control</b>	<p>___ <b>All project specific postings (emergency plans, procedures, contact lists, etc.) put up in common areas as required.</b></p>	<input type="checkbox"/>
<b>Vessel Concerns</b>	<p>___ <b>Are there any issues or concerns raised by ship crew that need to be relayed back to the office? Describe below:</b></p>	<input type="checkbox"/>

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<b>Lifting Registry</b>	<p>_____ If you bring any new lift gear aboard that will be left on the vessel, note it in the Lifting Gear Registry.</p> <p>_____ If you put any new lifting gear in service, update the Lifting Gear Registry.</p>	<div style="border: 2px solid black; width: 50px; height: 50px; margin: 0 auto;"></div>
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<b><i>Additional Comments/ Issues</i></b>

***Party Chief Signature:***

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