

## Vessel Orientation - New Crewman

Crewman Name \_\_\_\_\_ Date \_\_\_\_\_  
 (Please Print) (Spell month -Ex. 01-January-2022)

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). **STORE THIS PAPER COPY IN BINDER #2- no need to put into Helm**

### Short Service Employees

**YES / NO** Have you occupied your assigned TDI position for less than 6 months?  
 If yes, you are a Short Service Employee and must be assigned a mentor.

**Mentor Assignment (print name of mentor)** \_\_\_\_\_

If you answered YES to the question above, then a mentor will be assigned to you. The mentor is responsible for showing you how to do your work safely and monitor your work until he/ she feels you are competent enough to work on your own. Mentor has been advised of new mentee. \_\_\_\_\_ (✓)

**Contacts** The following individuals may be contacted should you have any questions or issues.

Captain of the Vessel	First Mate/ HSE Officer
Party Chief	Ship Security Officer
<b>Additional Contacts:</b>	
President-----Dr. James Brooks Director of Marine Operations----- Richard Byno DPA & Port Captain-----Capt. Roy Robbins	HSE Manager -----Dr. James Howell Port Engineer-----Mr. Charlie Emerson

<p><b>Ship Security Briefing Completed:</b> Date of briefing: _____</p> <p>Orientee Initials _____ Initials of SSO who conducted briefing _____</p>
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<b>Authority:</b>	Designated Person Ashore	<b>Revision:</b>	May 2022
<b>Custodian/Owner:</b>	Port Captain	<b>Issue Date:</b>	May 2022
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**Vessel Tour** - Orientee will initial next to each item as it is completed.

Initial	Item Reviewed	Initial	Item Reviewed
	1. General Walk around the vessel		12. Station Bill, Life Raft assignment
	2. Fire Fighting equipment		13. Safety Expectations
	3. Fire detection system		14. Location Fire & Safety Plan, Safety Data Sheets for chemicals, etc.
	4. Procedure for reporting an emergency		15. SOLAS manual location and purpose
	5. Communications on board- internal phones, radios, frequencies		16. Safety Management Manual- location and use
	6. Ship's policies- smoking, vaping, PPR during ops and at the dock		17. Posted TDI Environmental Policy
	7. PPE Matrix and where to get PPE		18. Work Attire
	8. Room Assignment		19. Ship's Routines
	9. PFD's		20. Trash and waste policies
	10. Survival Suit (if aboard)		21. Fire Extinguishers
	11. Muster point		22. Eye Wash stations/ First Aid kits

**Position Specific Information** - Orientee will initial next to each item as it is completed.

Initial	Item Reviewed	Initial	Item Reviewed
	1. Immediate Supervisor		7. Muster assignment
	2. Introduction to rest of crew		8. Fire fighting role
	3. Drill Assignments		9. MOB role
	4. Expected duties		10. Abandon ship role
	5. Record keeping requirements		11. Job description
	6. Incident/ injury reporting		12. ILO MLC representative and complaint process

**Project Specific Issues/ Hazards**

Initial	Item Reviewed
	1. Danger of high pressure air bottles on machinery space deck
	2. No walk zones around survey equipment
	3. No go areas during operations

I acknowledge by my signature that I have been fully briefed on the above topics, fully understand the layout of vessel, and agree to follow the policies and procedures of TDI-Brooks International.

	Printed Names	Signatures
Orientee		
Person giving orientation		

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